

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, November 8, 2016 - 7:00 p.m.

AGENDA

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

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

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

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

- 1) ROLL CALL**

- 2) PLEDGE OF ALLEGIANCE**

- 3) PUBLIC COMMENT**

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

4) CONSENT CALENDAR

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

- A. Approval of disbursements for the month ending October 31, 2016:
Claims: \$824,347.94; Payroll: \$91,338.27 for a total of \$915,686.21 ([attachment](#))
➤ *October 2016 Monthly Financial Claims reviewed and approved by Director Mickelsen*
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of October 4, 2016 Rescheduled Regular Board of Directors Meeting ([attachment](#))
- D. Approval of Minutes of October 4, 2016 Special Board of Directors Meeting ([attachment](#))
- E. Approval of Minutes of October 11, 2016 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 - October 2016 ([attachment](#))
- J. Monthly Emergency Main & Service Repairs Report and Water Line Flushing Report ([attachment](#))
- K. Rainfall Reports ([attachment](#))
- L. S.F.P.U.C. Hydrological Report for the month of September, 2016 ([attachment](#))

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

6) GENERAL BUSINESS

- A. Agreement with HF&F Consultants for FY 17-18 Rate Study and Transmission and Storage Fee Update ([attachment](#))
- B. Agreement with Pakpour Consulting Group for Update to District Standard Plans and Specifications ([attachment](#))
- C. Contract with Balance Hydrologics for Denniston/San Vicente Stream Gaging, Groundwater Monitoring, and Data Analysis ([attachment](#))
- D. Recycled Water Update and Consideration of Recycled Water Production Capacity ([attachment](#))

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

- Change in District Election Schedule
- A. Operations Report ([attachment](#))
- B. Water Resources Report ([attachment](#))

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

- 9) **ADJOURNMENT**

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

<u>CHECK DATE</u>	<u>CHECK NUMBER</u>	<u>VENDOR</u>	<u>VOID CHECK</u>	<u>AMOUNT</u>
10/06/2016	23251	HEALTH BENEFITS ACWA-JPIA		\$ 34,810.99
10/06/2016	23252	ACWA/JPIA		\$ 58,088.80
10/06/2016	23253	CANYON SPRINGS ENTERPRISES		\$ 16,605.00
10/06/2016	23254	CINTAS FIRST AID & SAFETY		\$ 393.45
10/06/2016	23255	COMCAST		\$ 191.93
10/06/2016	23256	EWT HOLDINGS III CORP.		\$ 132.77
10/06/2016	23257	FIRST NATIONAL BANK		\$ 2,122.02
10/06/2016	23258	HALF MOON BAY REVIEW		\$ 322.50
10/06/2016	23259	HASSETT HARDWARE		\$ 362.06
10/06/2016	23260	MASS MUTUAL FINANCIAL GROUP		\$ 2,420.65
10/06/2016	23261	PACIFIC GAS & ELECTRIC CO.		\$ 45,948.98
10/06/2016	23262	PUB. EMP. RETIRE SYSTEM		\$ 11,782.51
10/06/2016	23263	CaIPERS FISCAL SERVICES DIVISION		\$ 25,069.57
10/06/2016	23264	REPUBLIC SERVICES		\$ 375.51
10/06/2016	23265	SM CTY ENVIRONMENTAL HEALTH		\$ 1,929.00
10/06/2016	23266	TEAMSTERS LOCAL UNION #856		\$ 1,046.00
10/06/2016	23267	VALIC		\$ 3,640.00
10/06/2016	23268	VERIZON WIRELESS		\$ 1,025.38
10/13/2016	23269	RECORDER'S OFFICE		\$ 50.00
10/21/2016	23270	DAVE ABREVAYA		\$ 100.00
10/21/2016	23271	ADP, INC.		\$ 644.85
10/21/2016	23272	FRANK YAMELLO		\$ 235.00
10/21/2016	23273	AIR & TOOL ENGINEERING CO.		\$ 4,483.38
10/21/2016	23274	ALIFANO TECHNOLOGIES LLC		\$ 300.00
10/21/2016	23275	ANDREINI BROS. INC.		\$ 115,604.23
10/21/2016	23276	ANGELO'S MUFFLER		\$ 298.50
10/21/2016	23277	ASSOC. CALIF. WATER AGENCY		\$ 10,528.00
10/21/2016	23278	AT&T		\$ 2,958.35
10/21/2016	23279	AT&T LONG DISTANCE		\$ 146.59
10/21/2016	23280	AZTEC GARDENS, INC.		\$ 190.00
10/21/2016	23281	BADGER METER, INC.		\$ 96.00
10/21/2016	23282	BALANCE HYDROLOGICS, INC		\$ 2,584.18
10/21/2016	23283	BAY AREA AIR QUALITY MGMT DIST		\$ 3,722.00
10/21/2016	23284	BAY ALARM COMPANY		\$ 269.91
10/21/2016	23285	BFI OF CALIFORNIA, INC.		\$ 8,600.93
10/21/2016	23286	CATHLEEN BRENNAN		\$ 35.02
10/21/2016	23287	CALCON SYSTEMS, INC.		\$ 3,950.00
10/21/2016	23288	CALIFORNIA C.A.D. SOLUTIONS, INC		\$ 3,750.00
10/21/2016	23289	CALIFORNIA SPECIAL DISTRICT		\$ 150.00
10/21/2016	23290	CANYON SPRINGS ENTERPRISES		\$ 80,363.25
10/21/2016	23291	HERBERT CANADAS		\$ 200.00
10/21/2016	23292	LYNNE CARLTON		\$ 1,044.00
10/21/2016	23293	CHEMTRADE CHEMICALS US LLC		\$ 2,408.56
10/21/2016	23294	CITY OF HALF MOON BAY		\$ 5,775.00
10/21/2016	23295	COASTSIDE COUNTY WATER DIST.		\$ 181.46
10/21/2016	23296	DAL PORTO ELECTRIC		\$ 2,505.71
10/21/2016	23297	DATAPROSE, LLC		\$ 2,093.53
10/21/2016	23298	CALIFORNIA DEPT OF FISH & WILDLIFE		\$ 4,781.00
10/21/2016	23299	ELECSYS INTERNATIONAL CORP		\$ 250.00
10/21/2016	23300	EWING IRRIGATION PRODUCTS		\$ 426.04
10/21/2016	23301	FREYER & LAURETA, INC.		\$ 4,015.00
10/21/2016	23302	GEMPLER'S, INC.		\$ 51.82
10/21/2016	23303	GRAINGER, INC.		\$ 816.93
10/21/2016	23304	HACH CO., INC.		\$ 470.37
10/21/2016	23305	HMB BLDG. & GARDEN INC.		\$ 157.97
10/21/2016	23306	H.M.B.AUTO PARTS		\$ 80.74
10/21/2016	23307	U.S. HEALTHWORKS MEDICAL GROUP, P.C.		\$ 276.00
10/21/2016	23308	HOLY FAMILY EPISCOPAL CHURCH		\$ 200.00
10/21/2016	23309	HUE & CRY, INC.		\$ 420.00

10/21/2016	23310	INTELLICORP RECORDS, INC.	\$ 125.00
10/21/2016	23311	IRON MOUNTAIN	\$ 438.05
10/21/2016	23312	IRVINE CONSULTING SERVICES, INC.	\$ 2,429.76
10/21/2016	23313	GLENNA LOMBARDI	\$ 107.00
10/21/2016	23314	KENNETH LUEHRSEN	\$ 300.00
10/21/2016	23315	MASS MUTUAL FINANCIAL GROUP	\$ 2,570.65
10/21/2016	23316	MISSION UNIFORM SERVICES INC.	\$ 205.48
10/21/2016	23317	NATIONAL METER & AUTOMATION	\$ 2,925.59
10/21/2016	23318	NORTHSTAR CHEMICAL	\$ 3,571.50
10/21/2016	23319	OFFICE DEPOT	\$ 944.75
10/21/2016	23320	OFFICIAL PAYMENTS CORPORATION	\$ 150.00
10/21/2016	23321	ONTRAC	\$ 484.83
10/21/2016	23322	PACIFICA COMMUNITY TV	\$ 250.00
10/21/2016	23323	DONALD PATTERSON	\$ 108.60
10/21/2016	23324	PAULO'S AUTO CARE	\$ 490.94
10/21/2016	23325	MARSHALL PIERSON	\$ 200.00
10/21/2016	23326	PITNEY BOWES	\$ 212.31
10/21/2016	23327	POLLARDWATER.COM	\$ 262.47
10/21/2016	23328	DANIEL POLK	\$ 100.00
10/21/2016	23329	PUB. EMP. RETIRE SYSTEM	\$ 12,082.60
10/21/2016	23330	RICOH USA, INC.	\$ 1,015.96
10/21/2016	23331	ROBERTS & BRUNE CO.	\$ 5,765.97
10/21/2016	23332	ROGUE WEB WORKS, LLC	\$ 302.25
10/21/2016	23333	SAN MATEO CTY RESOURCE CONSERVATION DIST	\$ 4,100.00
10/21/2016	23334	SAN FRANCISCO WATER DEPT.	\$ 245,612.53
10/21/2016	23335	SAN MATEO CTY PUBLIC HEALTH LAB	\$ 702.00
10/21/2016	23336	SAN MATEO COUNTY	\$ 5,679.00
10/21/2016	23337	STATE WATER RESOURCES CONTROL BD	\$ 105.00
10/21/2016	23338	JIM STEELE	\$ 1,500.00
10/21/2016	23339	STOLOSKI & GONZALEZ, INC.	\$ 9,146.95
10/21/2016	23340	JAMES SUTRO	\$ 125.00
10/21/2016	23341	US TELEPACIFIC CORPORATION	\$ 1,779.46
10/21/2016	23342	GARY TORRE	\$ 200.00
10/21/2016	23343	TYLER TECHNOLOGIES, INC	\$ 1,226.25
10/21/2016	23344	TYLER BUSINESS FORMS	\$ 102.70
10/21/2016	23345	USA BLUE BOOK	\$ 966.36
10/21/2016	23346	VALIC	\$ 3,640.00
10/21/2016	23347	VULCAN MATERIALS COMPANY	\$ 1,106.00
10/21/2016	23348	ARAMARK	\$ 43.59
10/21/2016	23349	WEST YOST ASSOCIATES, INC	\$ 5,683.00
10/21/2016	23350	DAYONG YU	\$ 414.00
10/01/2016	23351	HUNTER GILLIES	\$ 20.27
10/01/2016	23352	CRAIG NELSON	\$ 112.17
10/11/2016	23353	BYUNG YANG/SIM MYUNG BYUNG YANG/SIM MYUNG SU	\$ 34.78
10/21/2016	23354	SHERRY KLINE	\$ 1,885.11
10/21/2016	23355	GIGI STOWE	\$ 31.83
10/11/2016	23356	JONATHAN VISBAL	\$ 64.57
10/27/2016	23357	BAY ALARM COMPANY	\$ 289.68
10/27/2016	23358	CAROLYN STANFIELD	\$ 600.00
10/27/2016	23359	CHEVRON/TEXACO UNIVERSAL CARD	\$ 1,547.54
10/27/2016	23360	COMCAST	\$ 191.93
10/27/2016	23361	COUNTY OF SAN MATEO	\$ 1,220.00
10/27/2016	23362	HANSONBRIDGETT. LLP	\$ 5,056.40
10/27/2016	23363	INTEGRATED ID SYSTEMS, INC	\$ 45.70
10/27/2016	23364	METLIFE GROUP BENEFITS	\$ 1,732.23
10/27/2016	23365	JAMES TETER	\$ 18,445.03
10/27/2016	23366	VERIZON WIRELESS	\$ 808.39
10/27/2016	23367	WESTERN TRUCK FABRICATION, INC	\$ 3,605.32

TOTAL CLAIMS FOR OCTOBER 2016

\$ 824,347.94



Coastside County Water District

Monthly Budget Report Account Summary

For Fiscal: 2016-2017 Period Ending: 10/31/2016

	October Budget	October Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget	
Revenue										
RevType: 1 - Operating										
1-4120-00	Water Revenue	1,102,950.00	1,114,218.59	11,268.59	1.02 %	4,100,281.00	4,246,879.87	146,598.87	3.58 %	10,266,127.00
	Total RevType: 1 - Operating:	1,102,950.00	1,114,218.59	11,268.59	1.02 %	4,100,281.00	4,246,879.87	146,598.87	3.58 %	10,266,127.00
RevType: 2 - Non-Operating										
1-4170-00	Water Taken From Hydrants	4,165.00	6,279.18	2,114.18	50.76 %	16,660.00	34,858.49	18,198.49	109.23 %	50,000.00
1-4180-00	Late Notice - 10% Penalty	5,997.60	-1,265.96	-7,263.56	-121.11 %	23,990.40	25,588.10	1,597.70	6.66 %	72,000.00
1-4230-00	Service Connections	833.00	1,162.08	329.08	39.51 %	3,332.00	5,899.08	2,567.08	77.04 %	10,000.00
1-4920-00	Interest Earned	767.50	1,526.59	759.09	98.90 %	1,535.00	1,526.59	-8.41	-0.55 %	3,070.00
1-4930-00	Tax Apportionments/County Checks	0.00	1,770.52	1,770.52	0.00 %	0.00	1,770.52	1,770.52	0.00 %	600,000.00
1-4950-00	Miscellaneous Income	3,082.10	11,833.47	8,751.37	283.94 %	12,328.40	19,739.69	7,411.29	60.12 %	37,000.00
1-4955-00	Cell Site Lease Income	11,969.54	12,318.57	349.03	2.92 %	47,878.16	48,938.10	1,059.94	2.21 %	143,692.00
1-4965-00	ERAF Refund - County Taxes	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	200,000.00
	Total RevType: 2 - Non-Operating:	26,814.74	33,624.45	6,809.71	25.40 %	105,723.96	138,320.57	32,596.61	30.83 %	1,115,762.00
	Total Revenue:	1,129,764.74	1,147,843.04	18,078.30	1.60 %	4,206,004.96	4,385,200.44	179,195.48	4.26 %	11,381,889.00
Expense										
ExpType: 1 - Operating										
1-5130-00	Water Purchased	357,063.00	294,612.53	62,450.47	17.49 %	1,366,542.00	1,106,685.13	259,856.87	19.02 %	2,578,474.00
1-5230-00	Nunes T P Pump Expense	2,604.79	3,770.53	-1,165.74	-44.75 %	10,419.16	12,597.32	-2,178.16	-20.91 %	31,270.00
1-5231-00	CSP Pump Station Pump Expense	57,000.00	47,581.90	9,418.10	16.52 %	236,654.00	124,308.70	112,345.30	47.47 %	325,420.00
1-5232-00	Other Trans. & Dist Pump Expense	1,695.00	2,427.22	-732.22	-43.20 %	7,042.00	8,277.94	-1,235.94	-17.55 %	18,020.00
1-5233-00	Pilarcitos Canyon Pump Expense	4,153.00	278.40	3,874.60	93.30 %	4,693.00	1,042.64	3,650.36	77.78 %	26,000.00
1-5234-00	Denniston T P Pump Expense	600.00	10,440.74	-9,840.74	-1,640.12 %	13,237.00	25,234.74	-11,997.74	-90.64 %	85,000.00
1-5242-00	CSP Pump Station Operations	874.65	613.55	261.10	29.85 %	3,498.60	3,490.28	8.32	0.24 %	10,500.00
1-5243-00	CSP Pump Station Maintenance	1,388.00	0.00	1,388.00	100.00 %	5,552.00	1,534.92	4,017.08	72.35 %	37,000.00
1-5246-00	Nunes T P Operations - General	6,478.00	7,020.36	-542.36	-8.37 %	26,897.00	23,283.48	3,613.52	13.43 %	57,000.00
1-5247-00	Nunes T P Maintenance	3,958.00	7,392.26	-3,434.26	-86.77 %	32,332.00	36,021.09	-3,689.09	-11.41 %	80,500.00
1-5248-00	Denniston T P Operations-General	375.00	469.40	-94.40	-25.17 %	5,312.00	6,962.32	-1,650.32	-31.07 %	35,000.00
1-5249-00	Denniston T.P. Maintenance	7,750.00	4,184.56	3,565.44	46.01 %	31,000.00	14,545.96	16,454.04	53.08 %	53,000.00
1-5250-00	Laboratory Expenses	3,313.00	1,042.18	2,270.82	68.54 %	16,565.00	15,077.53	1,487.47	8.98 %	53,000.00
1-5260-00	Maintenance - General	10,970.61	18,588.57	-7,617.96	-69.44 %	43,882.44	41,871.75	2,010.69	4.58 %	131,700.00
1-5260-10	Maintenance - Main Line Breaks	8,330.00	0.00	8,330.00	100.00 %	33,320.00	17,631.69	15,688.31	47.08 %	100,000.00
1-5260-11	Maintenance - Paving	4,165.00	4,490.48	-325.48	-7.81 %	16,660.00	9,030.96	7,629.04	45.79 %	50,000.00
1-5261-00	Maintenance - Well Fields	909.00	8,140.00	-7,231.00	-795.49 %	42,727.00	18,706.94	24,020.06	56.22 %	50,000.00
1-5263-00	Uniforms	144.00	0.00	144.00	100.00 %	5,288.00	3,692.85	1,595.15	30.17 %	10,000.00

Monthly Budget Report

For Fiscal: 2016-2017 Period Ending: 10/31/2016

		October Budget	October Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget
1-5318-00	Studies/Surveys/Consulting	12,495.00	683.00	11,812.00	94.53 %	49,980.00	19,489.50	30,490.50	61.01 %	150,000.00
1-5321-00	Water Resources	3,915.10	2,883.00	1,032.10	26.36 %	15,660.40	2,883.00	12,777.40	81.59 %	47,000.00
1-5322-00	Community Outreach	4,165.00	394.23	3,770.77	90.53 %	16,660.00	2,670.33	13,989.67	83.97 %	50,000.00
1-5381-00	Legal	4,998.00	3,881.20	1,116.80	22.34 %	19,992.00	39,237.20	-19,245.20	-96.26 %	60,000.00
1-5382-00	Engineering	1,166.20	480.00	686.20	58.84 %	4,664.80	1,760.00	2,904.80	62.27 %	14,000.00
1-5383-00	Financial Services	3,000.00	0.00	3,000.00	100.00 %	3,000.00	0.00	3,000.00	100.00 %	20,000.00
1-5384-00	Computer Services	10,437.49	9,269.94	1,167.55	11.19 %	41,749.96	35,237.83	6,512.13	15.60 %	125,300.00
1-5410-00	Salaries/Wages-Administration	84,677.00	64,938.37	19,738.63	23.31 %	381,046.00	294,112.09	86,933.91	22.81 %	1,100,800.00
1-5411-00	Salaries & Wages - Field	93,644.00	88,066.53	5,577.47	5.96 %	421,399.00	407,520.45	13,878.55	3.29 %	1,217,375.00
1-5420-00	Payroll Tax Expense	12,480.00	9,906.10	2,573.90	20.62 %	56,161.00	49,973.03	6,187.97	11.02 %	162,245.00
1-5435-00	Employee Medical Insurance	33,135.00	30,492.67	2,642.33	7.97 %	132,540.00	131,336.51	1,203.49	0.91 %	412,904.00
1-5436-00	Retiree Medical Insurance	4,791.00	4,094.43	696.57	14.54 %	19,164.00	16,000.66	3,163.34	16.51 %	59,976.00
1-5440-00	Employees Retirement Plan	41,025.00	38,671.32	2,353.68	5.74 %	172,077.00	146,039.34	26,037.66	15.13 %	508,256.00
1-5445-00	Supplemental Retirement 401a	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	33,000.00
1-5510-00	Motor Vehicle Expense	4,723.11	1,145.02	3,578.09	75.76 %	18,892.44	18,060.99	831.45	4.40 %	56,700.00
1-5620-00	Office Supplies & Expense	14,225.55	13,811.96	413.59	2.91 %	56,902.20	68,129.50	-11,227.30	-19.73 %	170,775.00
1-5620-33	Office - Credit Cards/Bank Fees	0.00	50.00	-50.00	0.00 %	0.00	0.00	0.00	0.00 %	0.00
1-5625-00	Meetings / Training / Seminars	1,999.20	1,605.00	394.20	19.72 %	7,996.80	4,788.61	3,208.19	40.12 %	24,000.00
1-5630-00	Insurance	9,996.00	7,082.65	2,913.35	29.15 %	39,984.00	36,904.41	3,079.59	7.70 %	120,000.00
1-5687-00	Membership, Dues, Subscript.	6,164.20	14,080.33	-7,916.13	-128.42 %	24,656.80	16,693.17	7,963.63	32.30 %	74,000.00
1-5689-00	Labor Relations	499.80	0.00	499.80	100.00 %	1,999.20	0.00	1,999.20	100.00 %	6,000.00
1-5700-00	San Mateo County Fees	1,582.70	8,828.00	-7,245.30	-457.78 %	6,330.80	8,828.00	-2,497.20	-39.45 %	19,000.00
1-5705-00	State Fees	1,332.80	18,357.61	-17,024.81	-1,277.37 %	5,331.20	18,357.61	-13,026.41	-244.34 %	16,000.00
	Total ExpType: 1 - Operating:	822,223.20	729,774.04	92,449.16	11.24 %	3,397,808.80	2,788,018.47	609,790.33	17.95 %	8,179,215.00
	ExpType: 4 - Capital Related									
1-5712-00	Debt Service/Existing Bonds 2006B	0.00	0.00	0.00	0.00 %	356,597.00	356,581.86	15.14	0.00 %	486,426.00
1-5715-00	Debt Service/CIEDB 11-099	0.00	0.00	0.00	0.00 %	260,466.00	260,466.28	-0.28	0.00 %	336,409.00
1-5716-00	Debt Service/CIEDB 2016	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	145,203.00
	Total ExpType: 4 - Capital Related:	0.00	0.00	0.00	0.00 %	617,063.00	617,048.14	14.86	0.00 %	968,038.00
	Total Expense:	822,223.20	729,774.04	92,449.16	11.24 %	4,014,871.80	3,405,066.61	609,805.19	15.19 %	9,147,253.00
	Report Total:	307,541.54	418,069.00	110,527.46		191,133.16	980,133.83	789,000.67		2,234,636.00

**COASTSIDE COUNTY WATER DISTRICT
MONTHLY INVESTMENT REPORT
October 31, 2016**

RESERVE BALANCES

CAPITAL AND OPERATING RESERVE	\$3,611,681.69
RATE STABILIZATION RESERVE	\$250,000.00
TOTAL DISTRICT RESERVES	\$3,861,681.69

ACCOUNT DETAIL

ACCOUNTS WITH FIRST NATIONAL BANK (FNB)	
CHECKING ACCOUNT	\$1,967,610.91
CSP T & S ACCOUNT	\$866,010.92
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$1,027,359.86
DISTRICT CASH ON HAND	\$700.00
TOTAL ACCOUNT BALANCES	\$3,861,681.69

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

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

10/31/2016

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

Equipment Purchases & Replacement

06-03	SCADA/Telemetry/Electrical Controls Replacement	\$ 50,000		\$ 50,000	\$ -	0%	
17-02	Forklift for Nunes	\$ 30,000	\$ 14,661	\$ 14,661	\$ 15,339	49%	
99-03	Computer Systems	\$ 5,000		\$ 5,000	\$ -	0%	
99-04	Office Equipment/Furniture	\$ 3,000		\$ 3,000	\$ -	0%	

Facilities & Maintenance

08-08	PRV Valves Replacement Project	\$ 30,000		\$ 30,000	\$ -	0%	
09-09	Fire Hydrant Replacement	\$ 40,000	\$ 14,635	\$ 40,000	\$ -	37%	
09-23	District Digital Mapping	\$ 10,000		\$ 10,000	\$ -	0%	
14-14	Pilarcitos Canyon Road Improvements	\$ 65,000	\$ 82,781	\$ 78,681	\$ (13,681)	100%	
17-11	Pilarcitos PRV Station Valve Replacement	\$ 45,000		\$ 45,000	\$ -	0%	
09-07	Advanced Metering Infrastructure	\$ 300,000	\$ 3,075	\$ 300,000	\$ -	1%	
99-01	Meter Change Program	\$ 300,000	\$ 168,254	\$ 300,000	\$ -	56%	

Pipeline Projects

06-01	Avenue Cabrillo Phase 3B Pipeline Replacement Project	\$ 650,000	\$ 425,720	\$ 650,000	\$ -	65%	Estimated completion: November 2016
13-02	Replace 8" Pipeline Under Creek at Pilarcitos Avenue	\$ 100,000	\$ 7,604	\$ 100,000	\$ -	8%	
14-26	Replace 2" Pipe in Downtown Half Moon Bay	\$ 500,000		\$ 500,000	\$ -	0%	

Pump Stations / Tanks / Wells

06-04	Hazen's Tank Replacement	\$ 30,000		\$ 30,000	\$ -	0%	
06-03	El Granada Tank #3 Recoating Project	\$ 600,000	\$ 123,102	\$ 600,000	\$ -	21%	In process
13-11	EG Tank #1 & Tank #2 Emergency Generators	\$ 200,000	\$ 5,162	\$ 200,000	\$ -	3%	In process; installation scheduled for November 2016
17-03	Pilarcitos Wells 3 and 3A Rehabilitation	\$ 90,000		\$ 90,000	\$ -	0%	In process
17-05	Crystal Springs Pump Station Motor Controls	\$ 50,000		\$ 50,000	\$ -	0%	
17-06	Crystal Springs Pump Station Discharge Valve Replacement	\$ 30,000		\$ 30,000	\$ -	0%	

Water Supply Development

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

Water Treatment Plants

17-01	Nunes Water Treatment Plant Treated Water Meter	\$ 50,000		\$ 50,000	\$ -	0%	
17-04	Denniston Dam Spillway	\$ 10,000		\$ 10,000	\$ -	0%	
17-07	Denniston WTP Site Improvements for Erosion Control	\$ 50,000		\$ 50,000	\$ -	0%	

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

10/31/2016

		Approved CIP Budget FY 16/17	Actual To Date FY16/17	Projected Year-End FY 16/17	Variance vs. Budget	% Completed	Project Status/ Comments
17-08	Nunes Filter Surface Wash Repairs	\$ 50,000		\$ 50,000	\$ -	0%	
17-10	Nunes Backwash Pond Sand Replacement	\$ 65,000	\$ 1,893	\$ 65,000	\$ -	3%	
99-05	Denniston Maintenance Dredging	\$ 35,000	\$ 6,281	\$ 35,000	\$ -	18%	

FY 15/16 TOTALS \$ 6,088,000 \$ 856,767 \$ 6,086,342 \$ 1,658

Previous CIP Projects - paid in FY 16/17

14-24	Denniston/San Vicente EIR & Permitting		\$ 11,324	\$ 10,000	\$ (10,000)		
99-02	2017 Transit Van		\$ 30,482	\$ 30,482	\$ (30,482)		On FY15/16 CIP
	Ventura / Washington Pipeline Replacement		\$ 5,775	\$ 5,775	\$ (5,775)		On FY15/16 CIP

PREVIOUS YEAR TOTALS \$ - \$ 47,582 \$ 46,257 \$ (46,257)

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

	Mixers for El Granada Tanks #1 and #2		\$ 3,128	\$ 3,128	\$ (3,128)		Completed (\$3K is for installation; Mixers were purchased in 6/2016)
	Wavecrest Road Pipeline Extension - CCWD Portion		\$ 169	\$ 45,000	\$ (45,000)		CCWD portion of pipeline for Best Western hotel project
	Stone Dam Pipeline Project		\$ 22,296	\$ 22,296	\$ (22,296)		
06-02	Highway One South Pipeline Replacement Project		\$ 557	\$ 557	\$ (557)		
					\$ -		

NON-BUDGETED TOTALS \$ - \$ 26,150 \$ 70,981 \$ (70,981)

CIP TOTALS \$ 6,088,000 \$930,499 \$ 6,203,580 \$ (115,580)

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

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

Month	Admin (General Legal Fees)	Water Supply Develpmnt	Recycled Water	Transfer Program	CIP	Personnel	Water Shortage	Lawsuits	Infrastructure Project Review (Reimbursable)	TOTAL
Nov-15	3,920		176	1,113	5,014					10,224
Dec-15	1,535	617			1,970					4,122
Jan-16	2,673	970		798	941					5,382
Feb-16	2,969				1,000	7,859				11,828
Mar-16	8,572		272		60	8,282				17,187
Apr-16	8,014			900	91	2,640				11,645
May-16	3,616			776		5,438				9,830
Jun-16	3,583		1,540			11,879				17,002
Jul-16	7,269		1,812	392		5,564				15,037
Aug-16	3,412			284	674	18,541				22,912
Sep-16	2,489			603	3,798	7,063				13,953
Oct-16	2,205			784	1,392	677				5,056
TOTAL	50,258	1,588	3,800	5,649	14,939	67,944	0	0	0	144,178

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

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

Month	Admin & Retainer	CIP	Studies & Projects	TOTAL	Reimburseable from Projects
Nov-15	480	2,095	1,606	4,180	1,606
Dec-15	480	1,389	4,901	6,770	4,901
Jan-16	480		4,392	4,872	4,392
Feb-16	1,926	6,083	338	8,347	338
Mar-16	2,291	5,812		8,103	
Apr-16	480	10,650	2,789	13,919	2,789
May-16	2,508	12,863	7,014	22,385	7,014
Jun-16	1,280	4,960	2,191	8,431	2,191
Jul-16	480			480	0
Aug-16	480	14,917		15,397	0
Sep-16	480	8,597		9,077	0
Oct-16	480	17,965		18,445	0
TOTAL	11,845	85,330	23,229	120,404	23,229

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

10/31/2016

Project No.	Name	Approved Date	Project Budget	Project Billing thru 6/30/16	Actual FY2016/17	Project Total Billing	Project Budget Remaining
CAL-15-04	Phase II Control System Upgrade (FY2016 and FY2017)	8/11/2015	\$250,000.00	\$164,904.50		\$164,904.50	\$85,095.50
	Tanks				\$2,950.00	\$2,950.00	
	Crystal Springs Maintenance				\$490.50	\$490.50	
	Nunes Maintenance				\$5,437.73	\$5,437.73	

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR RESCHEDULED MEETING OF THE BOARD OF DIRECTORS

Tuesday, October 4, 2016

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

Also present: David Dickson, General Manager, Mary Rogren, Assistant General Manager; Patrick Miyaki, Legal Counsel; Cathleen Brennan, Water Resources Analyst; JoAnne Whelen, Administrative Assistant/Recording Secretary; and Gina Brazil, Office Manager.
- 2) **PLEDGE OF ALLEGIANCE**
- 3) **PUBLIC COMMENT** - There were no public comments.
- 4) **CONSENT CALENDAR**
 - A. Approval of disbursements for the month ending September 30, 2016:
Claims: \$1,278,175.61; Payroll: \$90,804.48 for a total of \$1,368,980.09
➤ *September 2016 Monthly Financial Claims reviewed and approved by President Glassberg*
 - B. Acceptance of Financial Reports
 - C. Approval of Minutes of September 13, 2016 Regular 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 - September 2016
 - H. Monthly Emergency Main & Service Repairs Report and Water Line Flushing Report
 - I. Rainfall Reports

President Glassberg stated that he had reviewed and approved the monthly financial claims.

Mr. Dickson stated that staff would like to pull item 4C for a correction to the September 13, 2016 Board of Directors meeting Minutes.

ON MOTION BY Vice-President Reynolds and seconded by Director Feldman, the Board voted to accept and approve the Consent Calendar with the exception of item 4C:

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

President Glassberg then initiated discussion of agenda item 4C, and Mr. Dickson summarized the wording changes to be incorporated in the recorded motion to approve Resolutions 2016-12, 2016-13, and 2016-14 at the September 13, 2016 CCWD Board of Directors Meeting. Mr. Dickson also took the opportunity to recap the meeting that staff had with Vice-President Reynolds to address the questions and concerns that he had expressed with the District's recently prepared Urban Water Management Plan.

ON MOTION BY Vice-President Reynolds and seconded by Director Feldman, the Board voted to approve the Minutes from the September 13, 2016 CCWD Board of Directors Minutes as amended:

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

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

There were no reports on meetings attended or any comments expressed from the Directors.

6) GENERAL BUSINESS

A. Quarterly Financial Review - Fiscal year 2016-2017

Ms. Rogren summarized and reviewed key highlights of the year to date revenue and expenses for the first three months of Fiscal Year 2016-2017. She and Mr. Dickson also answered a few questions from the Board.

B. Notice of Exemption for Highway 1 South Pipeline Replacement Project

Mr. Dickson provided the background of this project and described the nature of the replacement project. He also answered several questions from the Board members.

ON MOTION BY Vice-President Reynolds and seconded by Director Mickelsen the Board voted, by roll call vote, to approve a California Environmental Quality Act (CEQA) Notice of Exemption for the Highway 1 South Pipeline Replacement Project:

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

7) MONTHLY INFORMATIONAL REPORTS

A. Assistant General Manager's Report

Ms. Rogren stated that she would defer discussion of this agenda item, the Aclara/Automated Metering Infrastructure (AMI), until the Special Board of Directors meeting, scheduled to follow immediately after the Regular Rescheduled Board meeting this evening.

B. Operations Report

Mr. Guistino reported on the recent installation of 59 meters in the Moon Ridge area, which will be compatible with the Aclara AMI system.

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

There were no requests from the Directors for any future specific agenda items.

9) ADJOURNMENT - The meeting was adjourned at 7:27 p.m.

Respectfully submitted,

David Dickson, General Manager
Secretary to the District

Arnie Glassberg, President
Board of Directors

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

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

Tuesday, October 4, 2016

- 1) **ROLL CALL** - President Arnie Glassberg called the meeting to order at 7:29 p.m. Present at roll call: Directors Ken Coverdell, Bob Feldman, Vice-President Glenn Reynolds and Director Chris Mickelsen.

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

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

3) **GENERAL BUSINESS**

A. Authorize Entering into an Agreement with Aclara Technologies LLC for Materials and services for the District's Automated Metering Infrastructure

Mr. Dickson introduced this item, summarized the background and advised that with the assistance of Legal Counsel, the District has negotiated a contract with Aclara.

Ms. Rogren then provided a presentation outlining key points and terms of the contract, DCU site acquisition, including permitting and site preparation and installation of the radio endpoints. Ms. Rogren and Mr. Dickson explained some of the capabilities of the system and answered questions from the Board members. Mr. Miyaki further explained some of the provisions of the contract.

The Board expressed an interest in receiving periodic updates with regards to the progress with the permitting process, as well as having access to a map of the proposed communication device locations, including proposed site alternatives.

ON MOTION BY President Glassberg and seconded by Director Coverdell, the Board voted, by roll call vote, to authorize entering into an agreement with Aclara Technologies LLC for materials and services for the District's Automated Metering Infrastructure:

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

B. Approval of First Amendment to Communication Site Lease Agreement Between Coastside County Water District and MetroPCS (Miramar Tank Site)

Mr. Dickson summarized the nature of this agenda item, explaining that when the cell companies request to expand their antennas located at the District's sites, the District typically requests that additional monthly rent be paid to the District.

ON MOTION BY Vice-President Reynolds and seconded by Director Mickelsen, the Board voted, by roll call vote, to authorize the General Manager to execute the First Amendment to the Site Lease Agreement between the District and Metro PCS for the MetroPCS cell site at Miramar Tank:

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

4) ADJOURNMENT - The meeting was adjourned at 8:24 p.m.

Respectfully submitted,

David Dickson, General Manager
Secretary to the District

Arnie Glassberg, President
Board of Directors

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

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

Tuesday, October 11, 2016

- 1) **ROLL CALL** - President Arnie Glassberg called the special meeting to order at 3:00 p.m. Present at roll call: Directors Ken Coverdell, Bob Feldman, Vice-President Glenn Reynolds and Director Chris Mickelsen.

Also present: David Dickson, General Manager, Mary Rogren, Assistant General Manager; Cathleen Brennan, Water Resources Analyst; and Gina Brazil, Office Manager.

There were three people in the audience.

- 2) **PLEDGE OF ALLEGIANCE**

- 3) **PUBLIC COMMENT**

Clemens Heldmaier, Montara Water & Sanitary District - Thanked the Board for scheduling the Special Meeting with this agenda item and suggested that the District start working on an agreement with the customer, Ocean Colony Partners, as it works parallel on the agreement with the Sewer Authority Mid-Coastside (SAM) in moving forward with the project.

- 4) **GENERAL BUSINESS**

A. Recycled Water Project - Guiding Principles and Potential Key Terms of Recycled Water Agreement with the Sewer Authority Mid-Coastside

Mr. Dickson introduced discussion of this subject by stating that he and Assistant General Manager Rogren had recently met with members of the Recycled Water Advisory Committee, Vice-President Reynolds and Director Coverdell, to discuss the progress SAM has made over the past approximately 8 months in gaining the agreement of all SAM member agencies to proceed with a recycled water project and to fund a 25% facility design. He said he anticipated that the SAM board would approve the recycled water project and award a contract for the 25% design at their October 24 meeting.

Director Coverdell stated that currently SAM has expended funds on this proposed recycled water project and now the City of Half Moon Bay has agreed to spend some money to try to arrive at a 25% design stage, which will help determine final cost estimates. However, he stated that he was uncomfortable with the fact that the funds to be provided by Ocean Colony Partners may not be able to cover the costs of the project as discussed. He proposed possibly having CCWD agree to purchase recycled water from SAM and have the ability for CCWD to make the decisions as to how they would utilize the water, as he sees problems and issues with having Ocean Colony Partners being the exclusive customer of the recycled water. He also emphasized the importance of CCWD and SAM coming to an agreement to go forward.

Vice-President Reynolds agreed that this is a valuable project to consider and agreed that CCWD needs to determine the costs of providing recycled water to their customers. He also agreed with Director Coverdell that there are some important aspects of this project that need to be worked out contractually and that it is imperative that pursuing the project not be driven by one specific customer.

Director Mickelsen shared his views as well, agreeing that this project should not be driven by one specific potential customer and reiterated the issues with subsidizing a particular group of customers. He also pointed out that there are a number of unknown factors to be determined with the associated infrastructure and that CCWD does not currently own the pipeline to be used to transport recycled water to the golf course.

President Glassberg questioned how the costs of the recycled water would be determined assuming that the project went forward. He also pointed out that SAM could potentially benefit, including financially, from the recycled water project by no longer discharging effluent into the ocean, while other agencies have paid for the bulk of the project.

Director Feldman noted that some of these same topics related to recycled water were actually emphasized when he served on the CCWD Board in a previous term, over eight years ago. He stated that he felt it was important to pursue the project in order to determine the overall feasibility.

Board discussion ensued and Mr. Dickson pointed out that there are many factors in determining the overall feasibility, including the factor of CCWD's lost revenue in sales with utilizing recycled water, and the fact that a price has not yet been determined by SAM for the recycled water. He also stated that the objectives and benefits of recycled water and the determination about how much

water ratepayers should pay for the development of recycled water have yet to be established. The Board members then briefly discussed the sums of money expended, as well as the funds committed to be paid by the other agencies with regards to this recycled water project.

As the meeting concluded, the Board summarized highlights of their discussion which included that Coastside County Water District continues to be an interested party in the development of this potential project and will continue to participate and review and study the design to determine if this is a feasible project.

- 5) **ADJOURNMENT** - The meeting was adjourned at 4:10 p.m.

Respectfully submitted,

David Dickson, General Manager
Secretary to the District

Arnie Glassberg, President
Board of Directors

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: November 8, 2016

Report

Date: November 1, 2016

Subject: Monthly Water Transfer Report - October 2016

Recommendation:

None. For Board information purposes only.

Background:

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

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

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

DONATING APN	PROPERTY OWNER(S)	RECIPIENT APN	PROPERTY OWNER(S)	# OF CONNECTIONS	DATE
064-123-150	Isabella Trust (Helen & Robert Carey & Thomas J. Carey Tr)	064-312-070	Isabella Trust (Helen J. Carey Tr)	one -- 5/8"	October 5, 2016
064-123-150	Isabella Trust (Helen & Robert Carey & Thomas J. Carey Tr)	048-063-220	Isabella Trust (Helen J. Carey Tr)	one -- 5/8"	October 5, 2016
048-112-170	Isabella Trust (Helen & Robert Carey Tr)	064-222-240	Isabella Trust (Helen J. Carey Tr)	one -- 5/8"	October 5, 2016
056-105-190	Isabella Trust (Helen & Robert Carey Tr)	048-056-110	Isabella Trust (Helen J. Carey Tr)	one -- 5/8"	October 5, 2016
115-520-170	Charles J. Keenan III (c/o Joyce Yamigiwa)	056-104-040	Kasra & Sara Amir-Araghi and Robert Margoosian & Edit Boghozian	one -- 5/8"	October 28,2 016
115-520-170	Charles J. Keenan III (c/o Joyce Yamigiwa)	056-105-130	Kasra & Sara Amir-Araghi and Masound Foudeh	one -- 5/8"	Ocotber 28,2 016

Memorandum

TO: Gina Brazil

FROM: Patrick T. Miyaki

DATE: October 5, 2016

RE: **Application to Transfer One Uninstalled Non-Priority Water Service Connection from Isabella Trust (Helen & Robert Carey & Thomas J. Carey Trustees) to Isabella Trust (Helen J. Carey Trustee)**

Gina, I have reviewed the Application to transfer one 5/8-inch uninstalled non-priority water service connection from property owned by Isabella Trust (Helen & Robert Carey & Thomas J. Carey Trustees) (APN 064-123-150) to Isabella Trust (Helen J. Carey Trustee) (APN 064-312-070)

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

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

PTM:slh

cc: David Dickson, General Manager
Patrick T. Miyaki

Memorandum

TO: Gina Brazil

FROM: Patrick T. Miyaki

DATE: October 5, 2016

RE: **Application to Transfer One Uninstalled Non-Priority Water Service Connection from Isabella Trust (Helen & Robert Carey & Thomas J. Carey Trustees) to Isabella Trust (Helen J. Carey Trustee)**

Gina, I have reviewed the Application to transfer one 5/8-inch uninstalled non-priority water service connection from property owned by Isabella Trust (Helen & Robert Carey & Thomas J. Carey Trustees) (APN 064-123-150) to Isabella Trust (Helen J. Carey Trustee) (APN 048-063-220)

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

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

PTM:slh

cc: David Dickson, General Manager
Patrick T. Miyaki

October 18, 2016



Isabella Trust
Helen & Robert Carey and Thomas J. Carey Trustees
1580 Laurel Street, Suite C
San Carlos, CA 94070

and

Isabella Trust
Helen J. Carey Trustee
1580 Laurel Street, Suite C
San Carlos, CA 94070

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

Dear Property Owners:

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

- **APN 064-123-150** continues to have the rights to one (1) -- 5/8" (20 gpm) non-priority water service connection from the Coastside County Water District; and
- **APN 064-312-070** now has one (1) -- 5/8" (20 gpm) uninstalled non-priority water service connection assigned to it from the Crystal Springs Project.
- **APN 048-063-220** now has one (1) -- 5/8" (20 gpm) uninstalled non-priority water service connection assigned to it from the Crystal Springs Project.

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

Sincerely,


Gina Brazil
Office Manager

cc: David Dickson, General Manager

Memorandum

TO: Gina Brazil

FROM: Patrick T. Miyaki

DATE: October 5, 2016

RE: **Application to Transfer One Uninstalled Non-Priority Water Service Connection from Isabella Trust (Helen & Robert Carey Trustees) to Isabella Trust (Helen J. Carey Trustee)**

Gina, I have reviewed the Application to transfer one 5/8-inch uninstalled non-priority water service connection from property owned by Isabella Trust (Helen & Robert Carey Trustees) (APN 048-112-170) to Isabella Trust (Helen J. Carey Trustee) (APN 064-222-240)

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

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

PTM:slh

cc: David Dickson, General Manager
Patrick T. Miyaki

October 18, 2016



Isabella Trust
Helen & Robert Carey Trustees
1580 Laurel Street, Suite C
San Carlos, CA 94070

and

Carey 1985 Trust
Helen J. Carey Trustee
2 Isabella Avenue
Atherton, CA 94027

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

Dear Property Owners:

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

- **APN 048-112-170** has no present rights to uninstalled water service connections from the Coastside County Water District; and
- **APN 064-222-240** now has one (1) -- 5/8" (20 gpm) uninstalled non-priority water service connection assigned to it from the Crystal Springs Project.

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

Sincerely,

A handwritten signature in cursive script that reads "Gina Brazil".

Gina Brazil
Office Manager

cc: David Dickson, General Manager

Memorandum

TO: Gina Brazil

FROM: Patrick T. Miyaki

DATE: October 5, 2016

RE: **Application to Transfer One Uninstalled Non-Priority Water Service Connection from Isabella Trust (Helen & Robert Carey Trustees) to Isabella Trust (Helen J. Carey Trustee)**

Gina, I have reviewed the Application to transfer one 5/8-inch uninstalled non-priority water service connection from property owned by Isabella Trust (Helen & Robert Carey) (APN 056-105-190) to Isabella Trust (Helen J. Carey Trustee) (APN 048-056-110)

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

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

PTM:slh

cc: David Dickson, General Manager
Patrick T. Miyaki

October 18, 2016



Isabella Trust
Helen & Robert Carey Trustees
1580 Laurel Street, Suite C
San Carlos, CA 94070

and

Isabella Trust
Helen J. Carey Trustee
2 Isabella Avenue
Atherton, CA 94027

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

Dear Property Owners:

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

- APN 056-105-190 continues to have the rights to one (1) -- 5/8" (20 gpm) non-priority water service connection from the Coastside County Water District; and
- APN 048-056-110 now has one (1) -- 5/8" (20 gpm) uninstalled non-priority water service connection assigned to it from the Crystal Springs Project.

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

Sincerely,

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

Gina Brazil
Office Manager

cc: David Dickson, General Manager

Memorandum

TO: Gina Brazil

FROM: Patrick T. Miyaki

DATE: October 28, 2016

RE: **Application to Transfer One Uninstalled Non-Priority Water Service Connection from Charles J. Keenan III Trustee (c/o Joyce Yamigiwa) to Kasra & Sara Amir-Araghi and Robert Margoosian & Edit Boghazian**

Gina, I have reviewed the Application to transfer one 5/8-inch uninstalled non-priority water service connection from property owned by Charles J. Keenan III Trustee (c/o Joyce Yamigiwa) (APN 115-520-170) to Kasra & Sara Amir-Araghi and Robert Margoosian & Edit Boghazian (APN 056-105-040).

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

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

PTM:slh

cc: David Dickson, General Manager
Patrick T. Miyaki

October 28, 2016

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

and

Kasra & Sara Amir-Araghi
2304 Bunker Hill Drive
San Mateo, CA 94402

Robert Margoosian and Edit Boghozian
205 Cleveland Avenue
San Jose, CA 95126

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

Dear Property Owners:

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

- APN 115-520-170 continues to have the rights to forty-one (41) -- 5/8" (20 gpm) non-priority water service connections from the Coastside County Water District; and
- APN 056-105-040 now has one (1) -- 5/8" (20 gpm) uninstalled non-priority water service connection assigned to it from the Crystal Springs Project.

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

Sincerely,



Gina Brazil
Office Manager

cc: David Dickson, General Manager



Memorandum

TO: Gina Brazil

FROM: Patrick T. Miyaki

DATE: October 28, 2016

RE: **Application to Transfer One Uninstalled Non-Priority Water Service Connection from Charles J. Keenan III Trustee (c/o Joyce Yamigiwa) to Kasra & Sara Amir-Araghi and Masound Foudeh**

Gina, I have reviewed the Application to transfer one 5/8-inch uninstalled non-priority water service connection from property owned by Charles J. Keenan III Trustee (c/o Joyce Yamigiwa) (APN 115-520-170) to Kasra & Sara Amir-Araghi and Masound Foudeh (APN 056-105-130).

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

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

PTM:slh

cc: David Dickson, General Manager
Patrick T. Miyaki

October 28, 2016



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

and

Kasra & Sara Amir-Araghi
2304 Bunker Hill Drive
San Mateo, CA 94402

Masoud Foudeh
142 Guerrero Street
San Francisco, CA 94103

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

Dear Property Owners:

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

- APN 115-520-170 continues to have the rights to forty-two (42) -- 5/8" (20 gpm) non-priority water service connections from the Coastside County Water District; and
- APN 056-105-130 now has one (1) -- 5/8" (20 gpm) uninstalled non-priority water service connection assigned to it from the Crystal Springs Project.

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

Sincerely,

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

Gina Brazil
Office Manager

cc: David Dickson, General Manager

Fiscal Year 2017 Water Service Installations

FY 2017

APN	Name	Install Address	City/Community	Meter Size	Type	Date Installed	Notes
056-081-380	Nava, Kenneth & Yvonne	694 Terrace Ave	HMB	5/8"	dom	25-Jul-16	with 1" fire
047-218-150	Engdahl, Maxine	640 Ferdinand	EG	5/8"	dom	5-Aug	with 1" fire
064-321-120	Jones, Lani and Greg	371 Magnolia St	HMB	5/8"	dom	11-Aug	with 1" fire
048-013-090	Philomena LLC	114 Magellan Ave.	Miramar	5/8"	dom	27-Sep	with 1" fire
047-062-170	DaRosa, Tom	431 Sonora Ave.	EG	5/8"	dom	28-Sep	1" fire installed 10/6/16
047-221-070	Sanchez, Cesar	435 Avenue Del Oro	EG	5/8"	dom	3-Oct	with 1" fire
056-502-080	Oceanview Foundation	1001 Main Street	HMB	1"	irr	4-Oct	
056-502-080	Oceanview Foundation	1001 Main Street	HMB	3"	dom	4-Oct	
056-116-120	Gray, Kenneth	419 Correas Street	HMB	5/8"	dom	11-Oct	failed well
047-071-230	McKee, Patrick and Barbara	139 Madrona Ave.	EG	5/8"	dom	1-Nov	failed well

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2017

	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	1.58	15.50	0.00	37.11	7.05	61.24	4.36	56.88
AUG	2.55	10.84	0.00	4.40	51.18	68.97	4.12	64.85
SEPT	2.28	10.35	0.00	0.00	45.04	57.67	3.37	54.30
OCT	0.49	1.71	0.00	0.00	57.09	59.29	1.76	57.53
NOV								
DEC								
JAN								
FEB								
MAR								
APR								
MAY								
JUN								
TOTAL	6.90	38.40	0.00	41.51	160.36	247.17	13.62	233.55
% MONTHLY TOTAL	0.83%	2.88%	0.00%	0.00	96.29%	100.00%	2.98%	97.02%
% ANNUAL TO DATE TOTAL	2.8%	15.5%	0.0%	16.8%	64.9%	100.0%	5.51%	94.5%
Local vs Imported-month	3.7%	96.29%	CCWD vs SFPUC- month		3.7%	96.3%		
Local vs Imported-annual	35.1%	64.9%	CCWD vs SFPUC- annual		18.3%	81.7%		
	Local Source	Imported Source						

12 Month Running Treated Total 584.33

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2016

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

 denotes estimated due to faulty SFPUC meter

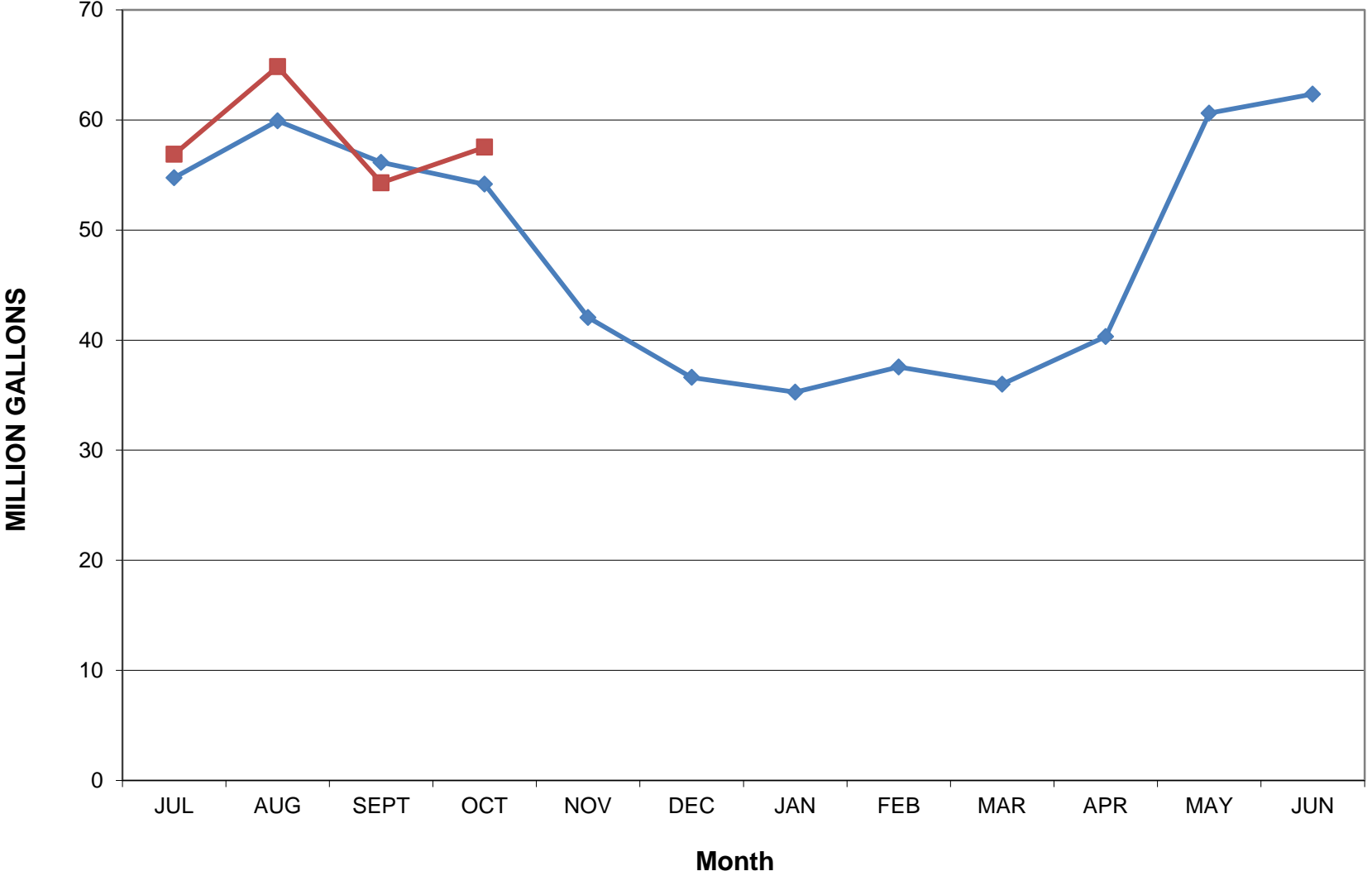
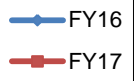
COASTSIDE COUNTY WATER DISTRICT

Predicted vs Actual Production - All Sources FY 17

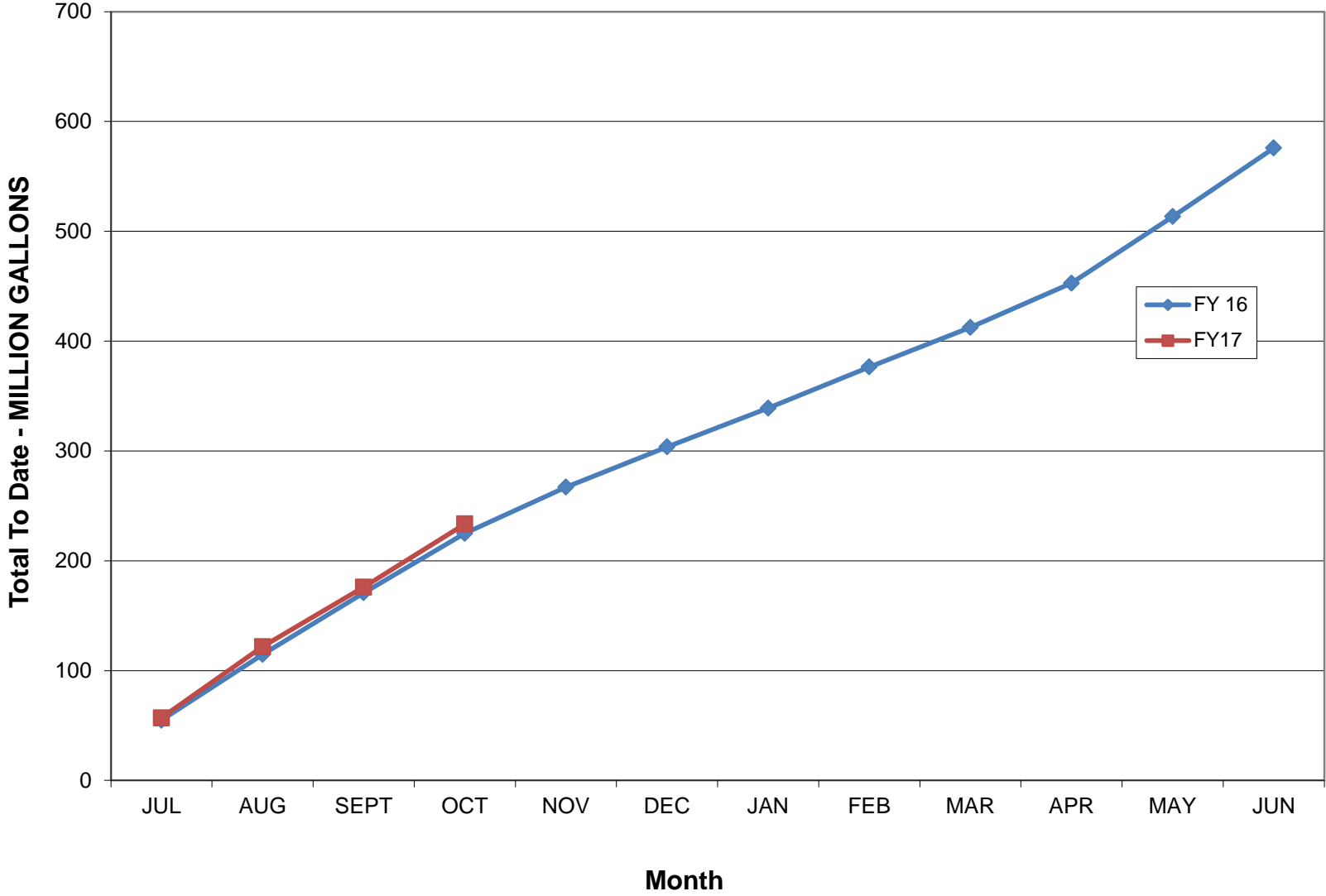
	Denniston Surface			Denniston Wells			Pilarcitos Wells			Pilarcitos Surface			SFWD CSP			SFWD Total	
	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG
Jul-16	15.50	0.00	-15.50	1.58	0.00	-1.58	0.00	0.00	0.00	37.11	0.00	-37.11	9.62	57.30	47.68	46.73	57.30
Aug-16	10.84	0.00	-10.84	2.55	0.00	-2.55	0.00	0.00	0.00	4.40	0.00	-4.40	51.18	61.04	9.86	55.58	61.04
Sep-16	10.35	0.00	-10.35	2.28	0.00	-2.28	0.00	0.00	0.00	0.00	0.00	0.00	45.04	67.77	22.73	45.04	67.77
Oct-16	1.71	0.00	-1.71	0.49	0.00	-0.49	0.00	0.00	0.00	0.00	0.00	0.00	57.09	66.27	9.19	57.09	66.27
Nov-16			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	45.33
Dec-16			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	16.64
Jan-17			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	8.98
Feb-17			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	8.98
Mar-17			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	5.31
Apr-17			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	30.37
May-17			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	34.11
Jun-17			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	0.00
MG Totals	38.40	0.00	-38.40	6.90	0.00	-6.90	0.00	0.00	0.00	41.51	0.00	-41.51	162.93	252.38	89.45	204.44	402.09

	Actual non SFPUC	Predicted non SFPUC	Actual SFPUC	Predicted SFPUC	TOTAL		
					Actual	Predicted	Pred-act
	45.30	0.00	204.44	252.38	249.74	252.38	2.64
% Total	18.14%	0.00%	81.86%	100.00%	98.95%		

Monthly Production FY 16 vs FY 17



Cumulative Production FY 16 vs.FY17



Plant Water Use*			Unmetered Water							2016			MG	
	Denniston Plant	Nunes Plant	Total	Main Flushing	Detector Checks*	Main Breaks	Fire Dept	Miscellaneous	Denniston Holding Pond	Autoflush	Tank Level Difference	Total		
JAN	1.070	1.430	2.500	0.005	0.022	0.000	0.006	0.000	0.013	0.139	0.002	2.686		
FEB	1.220	1.130	2.350	0.001	0.012	0.010	0.000	0.000	0.011	0.139	-0.326	2.197		
MAR	0.850	1.610	2.460	0.000	0.011	0.010	0.030	0.013	0.270	0.139	0.274	3.206		
APR	1.740	1.400	3.140	0.000	0.008	0.030	0.000	0.000	0.000	0.139	0.149	3.466		
MAY	1.920	1.560	3.480	0.000	0.019	0.173	0.000	0.000	0.000	0.139	0.153	3.964		
JUN	1.740	1.790	3.530	0.872	0.010	0.309	0.000	0.000	0.000	0.139	0.006	4.867		
JUL	1.810	2.150	3.960	0.512	0.009	0.011	0.000	0.000	0.000	0.139	-0.273	4.358		
AUG	1.380	1.980	3.360	0.000	0.011	0.089	0.000	0.000	0.283	0.139	0.240	4.123		
SEP	1.240	1.420	2.660	0.000	0.127	0.005	0.000	0.000	0.303	0.139	0.140	3.374		
OCT	0.130	1.600	1.730	0.000	0.007	0.020	0.000	0.000	0.000	0.139	-0.131	1.764		
NOV												0.000		
DEC												0.000		
TOTAL	13.10	16.07	29.17	1.39	0.24	0.66	0.04	0.01	0.88	1.39	0.23	34.01		

Coastside County Water District Monthly Sales By Category (MG)

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	19.638	39.197	19.950	34.540									113.32
COMMERCIAL	3.731	3.032	3.597	2.698						2.698			13.06
RESTAURANT	1.745	1.569	1.937	1.353									6.60
HOTELS/MOTELS	3.004	3.420	2.778	2.425									11.63
SCHOOLS	0.659	0.754	0.723	0.722									2.86
MULTI DWELL	2.572	2.697	2.403	2.659									10.33
BEACHES/PARKS	0.579	0.500	0.406	0.343									1.83
AGRICULTURE	5.160	5.131	4.784	7.124									22.20
RECREATIONAL	0.242	0.282	0.221	0.220									0.96
MARINE	0.498	0.524	0.638	0.391									2.05
IRRIGATION	1.538	3.239	2.703	2.395									9.87
RAW WATER	10.081	8.593	9.711	8.440									36.82
Portable Meters	0.099	0.895	0.404	0.496									1.89
TOTAL - MG	49.55	69.83	50.25	63.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	233.44

Non Residential Usage 29.907 30.637 30.304 29.266 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000
Running 12 Month Total **568.32**
 12 mo Residential **292.22**
 12 mo Non Residential **276.10**
 Total #VALUE! #VALUE! #VALUE! 568.32 #VALUE! #VALUE! #VALUE! #VALUE! #VALUE! #VALUE! #VALUE! #VALUE!

FY 2016

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

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

MONTH/YEAR

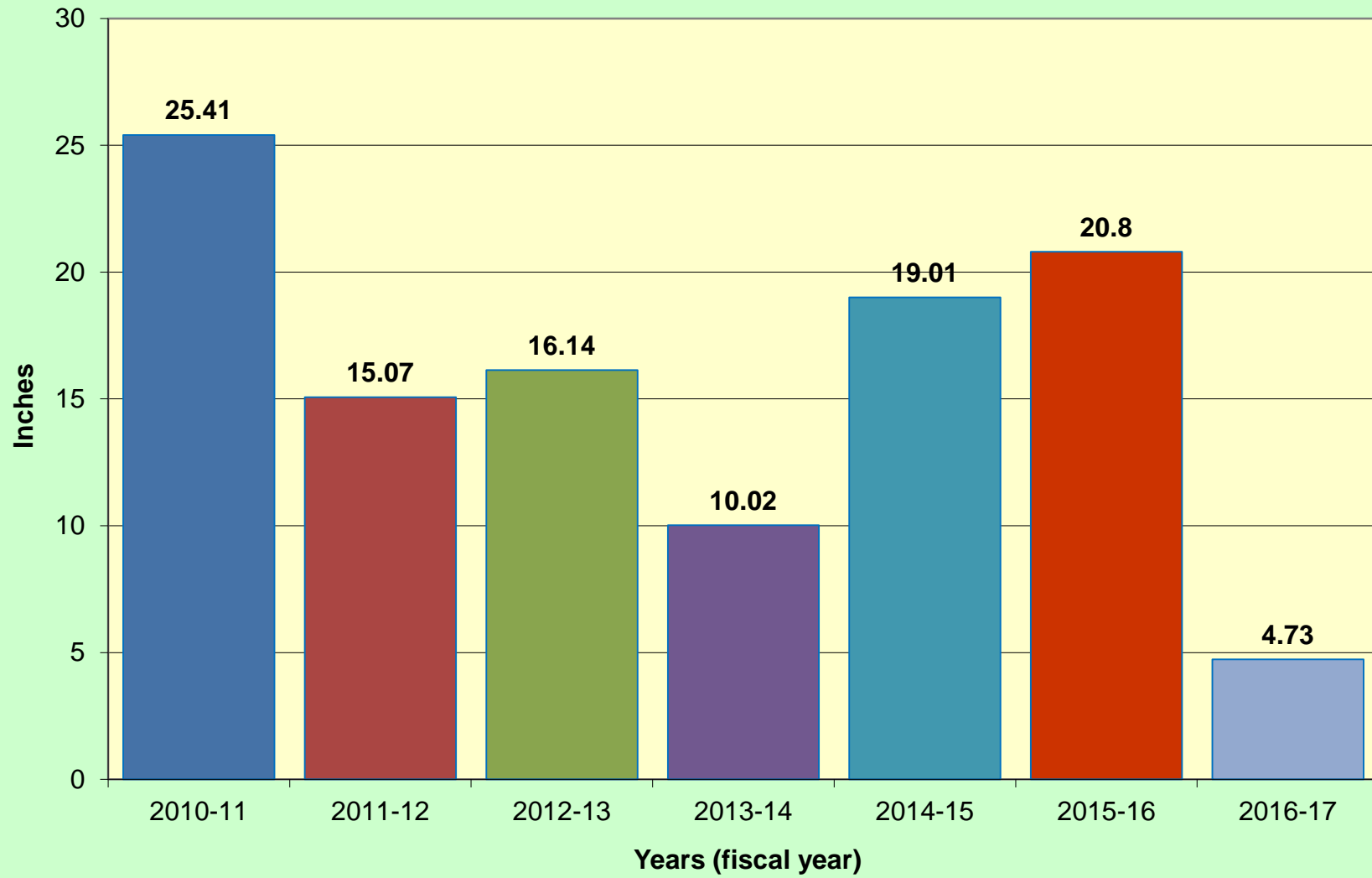
**Coastside County Water District Monthly Discharge Report
EMERGENCY MAIN AND SERVICE REPAIRS**

1	Date Reported Discovered	Date Repaired	Location	Pipe Class	Pipe Size & Type	Estimated Water Loss (Gallons)*	Environmental Damage? Y/N **	If Yes chlorine residual after dechlor	Equipment Costs	Material Costs	Employee hours		Labor Costs	Total Costs
											Staff	Hours		
1	10/26/2016	10/26/16	525 Obispo Road EG	M	8" CI	20,000	N		\$2,700.00	\$2,300.00	6	9	\$2,850	\$7,850.00
2														\$0.00
3														\$0.00
4														\$0.00
5														\$0.00
6														\$0.00
7														\$0.00
8														\$0.00
Totals						20,000			\$2,700.00	\$2,300.00	6	9	\$2,850	\$7,850.00
*includes 1,000 gallons for mains to daylight plus 1,000 gallons to flush mains or 100 gallons to flush services										** If Yes, include photos of damage		Staff x hours = 54		

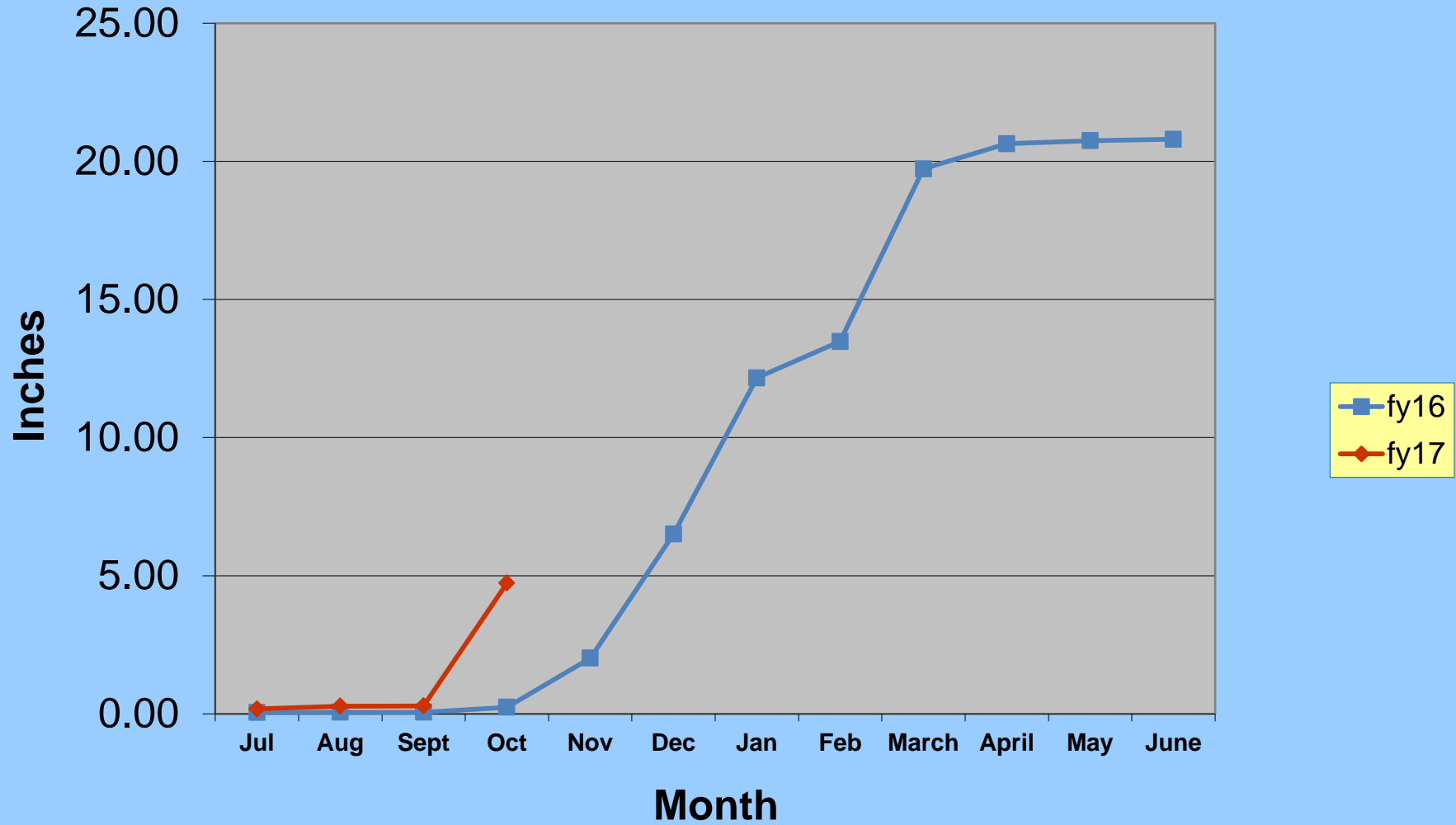
MONTH/YEAR										
NEW WATER LINE FLUSHING REPORT								OTHER DISCHARGES		
	Date	Project/Location	Pipe Size & Type	Estimated Water Flushed (Gallons)	Chlorine Residual after dechlor	pH	Duration of Discharge (minutes)	Total Volumes (gallons)		
1								Flushing Program		
2								Reservoir Cleaning		
3								Automatic Blowoffs	139,000	
3								Dewatering Operations		
4								Other (includes flow testing)		
DEWATERING OPERATIONS GREATER THAN 350,000 GALLONS (requires prenotification to CWRCB)									Number of planned or emergency discharges greater than 50,000 gallons	
	Date	Location	Volume	pH			Chlorine Residual after dechlor			Duration (min)
				5 min	20 min	end	5 min	20 min	end	
1										
2										
ANNUAL REPRESENTATIVE MONITORING										
	Date	Location	Volume	pH	Chlorine Residual after dechlor					
1										
									PLANNED DISCHARGES GRAND TOTAL (MG)	
									0.139	

Rain Totals

Fiscal Years 11 - 17



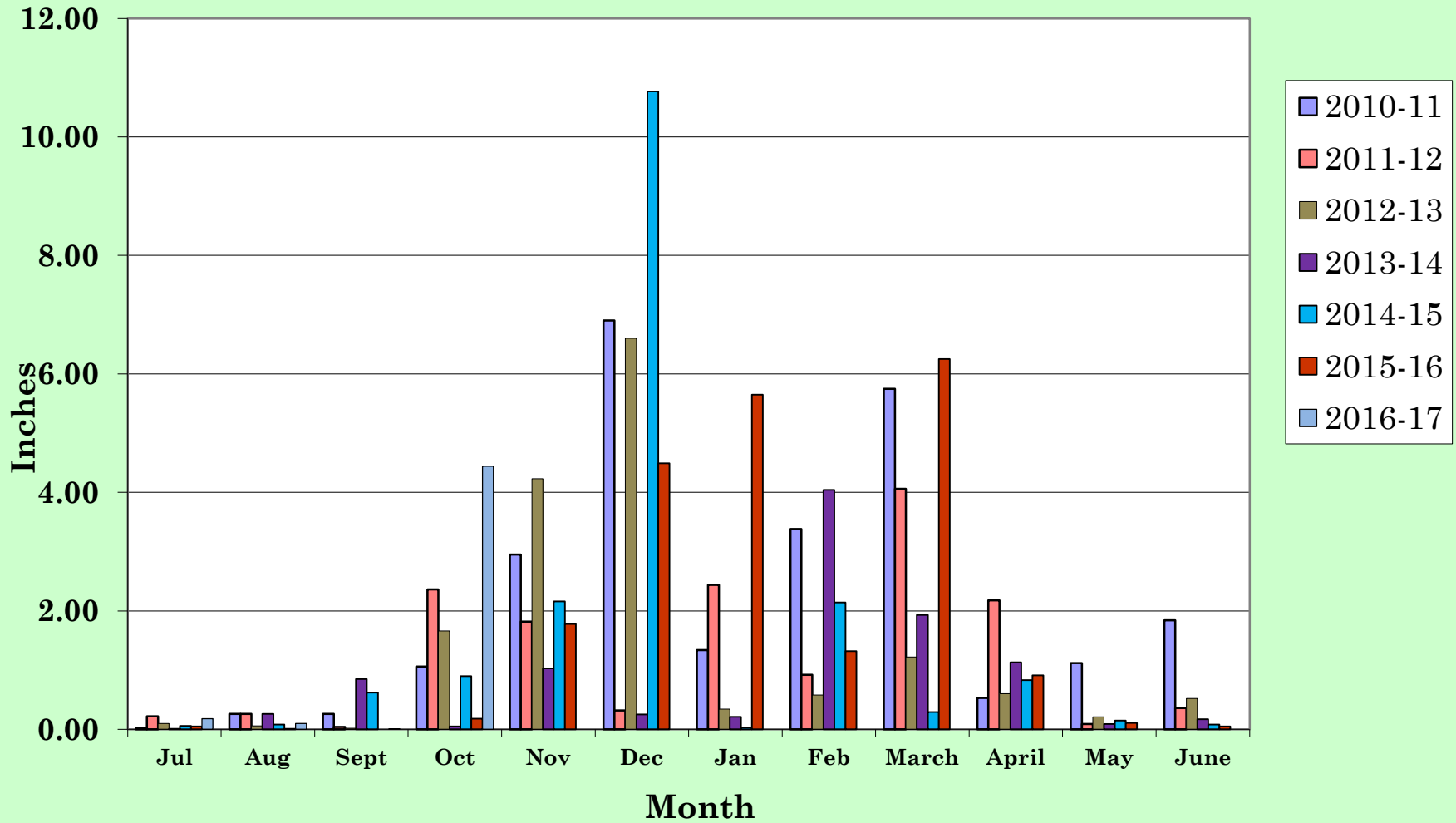
Rainfall Total Comparison Fiscal Years 16 and 17



Coastside County Water District

Rainfall by Month

Fiscal Years 11 - 17



MONTHLY CLIMATOLOGICAL SUMMARY for OCT. 2016

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

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

DAY	MEAN TEMP	HIGH	TIME	LOW	TIME	HEAT DEG DAYS	COOL DEG DAYS	RAIN	AVG WIND SPEED	HIGH	TIME	DOM DIR
1	56.6	65.2	3:30p	46.1	7:30a	8.5	0.0	0.00	1.4	14.0	12:30p	W
2	58.4	65.5	1:30p	50.7	2:00a	6.6	0.0	0.00	1.2	11.0	3:30p	W
3	57.3	67.0	2:00p	46.9	6:30a	7.8	0.0	0.01	1.0	11.0	12:00p	WSW
4	59.4	65.2	3:00p	52.7	12:00m	5.6	0.0	0.00	1.3	14.0	3:30p	WNW
5	55.3	66.4	3:00p	44.6	7:00a	9.7	0.1	0.01	1.5	16.0	4:00p	SSE
6	55.8	68.2	3:30p	47.2	2:00a	9.5	0.3	0.01	0.8	13.0	4:30p	SE
7	64.1	84.7	3:30p	46.1	4:00a	5.7	4.7	0.00	1.7	18.0	1:30p	E
8	59.5	74.9	1:00p	49.3	5:00a	7.0	1.5	0.00	0.6	7.0	1:30p	W
9	55.8	70.5	3:30p	44.7	7:30a	9.9	0.6	0.00	0.7	8.0	3:30p	W
10	55.4	64.8	4:30p	46.1	4:00a	9.6	0.0	0.00	1.3	10.0	4:30p	WSW
11	59.5	65.6	1:00p	52.2	11:30p	5.5	0.0	0.00	0.6	9.0	3:00p	W
12	55.2	62.3	5:30p	49.7	12:00m	9.8	0.0	0.00	0.7	9.0	12:30p	W
13	57.8	70.1	4:00p	48.0	6:00a	7.6	0.4	0.00	0.9	9.0	5:00p	E
14	61.1	63.1	8:30a	58.5	11:30p	3.9	0.0	0.56	2.8	17.0	9:30a	SSW
15	61.3	67.9	1:30p	57.9	5:30a	3.9	0.2	0.62	2.5	17.0	4:30p	WSW
16	61.4	63.2	4:30p	59.2	12:00m	3.6	0.0	0.96	2.2	14.0	8:30p	WSW
17	59.8	66.8	12:00p	52.7	12:00m	5.4	0.2	0.01	1.0	9.0	2:30p	W
18	56.6	66.1	4:00p	49.1	7:00a	8.4	0.0	0.00	1.0	13.0	4:30p	WNW
19	59.7	75.3	2:30p	49.6	12:00m	6.7	1.4	0.00	1.8	16.0	12:30p	ENE
20	59.3	76.7	12:30p	47.9	4:30a	7.6	2.0	0.00	0.6	10.0	2:00p	ENE
21	56.0	64.4	4:00p	49.1	6:00a	9.0	0.0	0.01	0.7	10.0	4:00p	W
22	54.4	63.6	4:00p	47.9	12:00m	10.6	0.0	0.01	0.7	11.0	12:30p	W
23	55.1	64.8	4:00p	44.0	8:00a	9.9	0.0	0.01	2.3	19.0	5:30p	WSW
24	60.9	66.1	1:00p	57.3	7:30a	4.1	0.0	0.07	4.3	19.0	6:00p	SSW
25	64.0	70.6	4:30p	59.1	9:30p	2.0	1.0	0.00	3.9	20.0	12:00p	SSW
26	60.9	71.2	4:30p	55.8	10:30p	4.9	0.9	0.00	1.1	11.0	11:30a	WSW
27	60.3	66.1	12:30p	57.1	12:30a	4.7	0.0	0.60	0.2	9.0	4:00p	E
28	62.7	68.8	3:00p	60.0	5:30a	2.6	0.3	0.38	1.3	13.0	2:30p	WSW
29	61.0	68.3	2:00p	53.3	12:00m	4.3	0.4	0.06	1.6	15.0	1:00p	WSW
30	59.4	65.8	4:00p	52.5	1:30a	5.7	0.0	1.08	3.3	23.0	9:00a	SSW
31	58.1	66.7	4:00p	50.1	6:30a	6.9	0.0	0.04	1.4	16.0	8:30p	WSW
	58.8	84.7	7	44.0	23	207.0	14.0	4.44	1.5	23.0	30	WSW

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

Max Rain: 1.08 ON 10/30/16

Days of Rain: 9 (>.01 in) 6 (>.1 in) 1 (>1 in)

Heat Base: 65.0 Cool Base: 65.0 Method: Integration

STATION (Climatological) Half Moon Bay		(River Station, if different)		MONTH Oct	2016
STATE CA		COUNTY San Mateo		RIVER	
TIME (local) OF OBSERVATION RIVER		TEMPERATURE 15:00	PRECIPITATION 15:00	STANDARD TIME IN USE	
TYPE OF RIVER GAGE		ELEVATION OF RIVER GAGE ZERO	FLOOD STAGE	NORMAL POOL STAGE	

WS FORM B-91
(03-09)

U.S. DEPARTMENT OF COMMERCE
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
NATIONAL WEATHER SERVICE

RECORD OF RIVER AND CLIMATOLOGICAL OBSERVATIONS

DATE	TEMPERATURE			PRECIPITATION			WEATHER (Observation Day)						RIVER STAGE			REMARKS (SPECIAL OBSERVATIONS, ETC.)	
	24 HRS ENDING AT OBSERVATION		AT OBSN	24 HR AMOUNTS		AT OB	Mark 'X' for all types occurring each day						Condition	Gage reading at ___ AM	Tendency		
	MAX	MIN		Rain, melted snow, etc. (if and nonprecipitating)	Snow, ice pellets, hail (fiss and lenticles)		Snow, ice pellets, hail ice on ground (if)	A.M.			NOON						P.M.
				Draw a straight line (—) through hours precipitation was observed, and a wavy line (~~~~) through hours precipitation probably occurred unobserved			Fog	Ice pellets	Glaze	Thunder	Hail	Damaging winds	Time of occurrence if different from above				
1	63	44	63	0.00													
2	65	52	63	0.00													
3	64	44	61	0.00													
4	64	56	63	0.01													
5	64	41	62	0.00													
6	66	42	65	0.00													
7	84	41	84	0.00													
8	84	42	62	0.00													
9	65	40	64	0.00													
10	64	44	60	0.00													
11	65	56	64	0.00													
12	64	49	64	0.00													
13	64	47	63	0.00													
14	65	58	64	0.30													
15	65	52	65	0.43													
16	65	59	62	1.34													
17	64	53	64	0.04													
18	64	49	64	0.00													
19	73	44	66	0.00													
20	68	44	66	0.00													
21	71	45	62	T													
22	63	45	62	T													
23	63	42	61	0.00													
24	66	56	64	0.00													
25	69	59	68	0.50													
26	69	56	64	0.03													
27	67	54	64	0.50													
28	66	59	64	0.85													
29	65	59	64	0.08													
30	64	50	63	0.71													
31	64	48	62	0.11													

66.7	49.4	SUM	4.90	CHECK BAR (for wire weight) NORMAL CHECK BAR		Fog	Ice pel	Glaze	Thund	Hail	Dam winds					
CONDITION OF RIVER AT GAGE				READING	DATE	OBSERVER										
A. Obstructed by rough ice				E. Ice gorge below gage				SUPERVISING OFFICE						STATION INDEX NO.		
B. Frozen, but open at gage				F. Shore ice				MTR San Francisco						04-3714-04		
C. Upper surface smooth ice				G. Floating ice												
D. Ice gorge above gage				H. Pool stage												

San Francisco Public Utilities Commission Hydrological Conditions Report For September 2016

J. Chester, C. Graham, A. Mazurkiewicz, & M. Tsang, October 5, 2016



Past and current Upcountry Powerhouses: Kirkwood (left), Holm (upper center), old and new Moccasin (right) and Early Intake (lower center). Early Intake PH was commissioned May 6, 1918, and decommissioned August 25 1960. The original Moccasin PH was commissioned August 14 1925, and decommissioned February 7 1969. Holm PH was commissioned August 1 1960, and remains in operation, with a capacity of 160 MW. Kirkwood PH commissioned March 1 1967, and remains in operation, with a capacity of 101 MW. The new Moccasin PH was commissioned January 27, 1969 and remains in operation today, with a capacity of 110 MW.

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

Reservoir	Current Storage		Maximum Storage		Available Capacity		Percentage of Maximum Storage
	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	
Tuolumne System							
Hetch Hetchy ¹	285,076		360,360		75,284		79.1%
Cherry ²	210,861		273,340		62,479		77.1%
Lake Eleanor ³	19,871		27,100		7,229		73.3%
Water Bank	474,395		570,000		95,605		83.2%
Tuolumne Storage	990,203		1,230,800		240,597		80.5%
Local Bay Area Storage							
Calaveras ⁴	34,488	11,238	96,824	31,550	62,336	20,312	35.6%
San Antonio	45,544	14,841	50,496	16,454	4,952	1,614	90.2%
Crystal Springs	54,254	17,679	58,377	19,022	4,122	1,343	92.9%
San Andreas	17,865	5,821	18,996	6,190	1,131	369	94.0%
Pilarcitos	2,419	788	2,995	976	575	187	80.8%
Total Local Storage	154,571	50,367	227,688	74,192	73,117	23,825	67.9%
Total System	1,144,774		1,458,488		313,714		78.5%

¹ Maximum Hetch Hetchy Reservoir storage with drum gates activated.

² Maximum Cherry Reservoir storage with flash-boards installed.

³ Maximum Lake Eleanor storage with flash-boards installed.

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

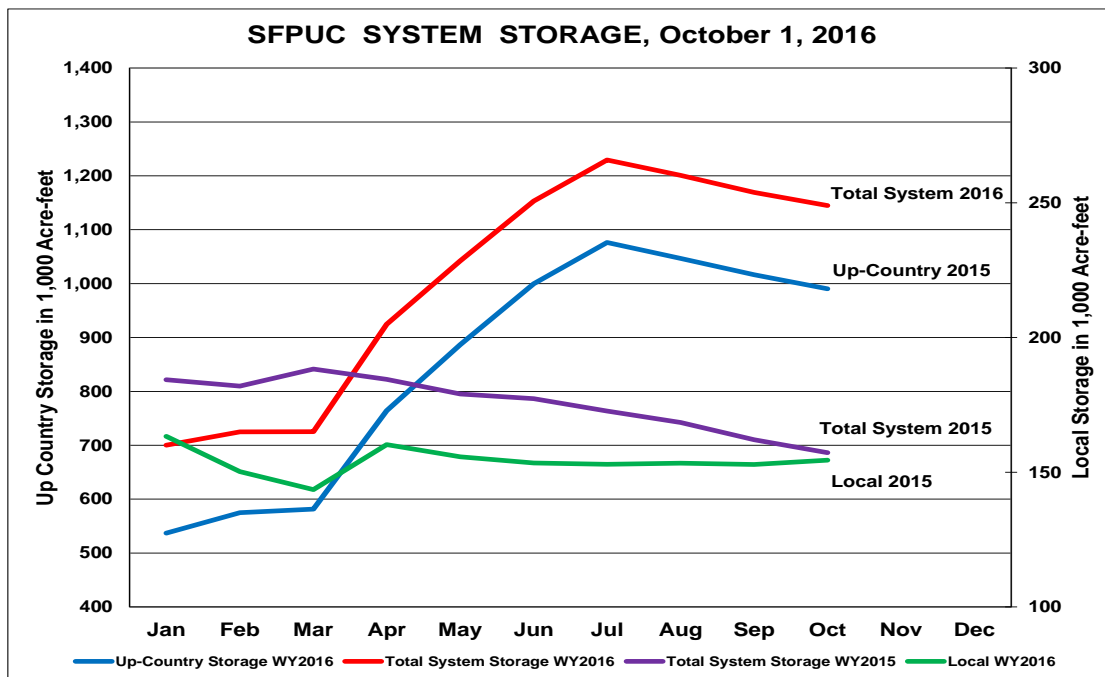


Figure 1: Monthly system storage for 2016

Hetch Hetchy System Precipitation Index ^{5/}

Current Month: The September six-station precipitation index was 0.05 inch, or 6.0% of the average index for the month.

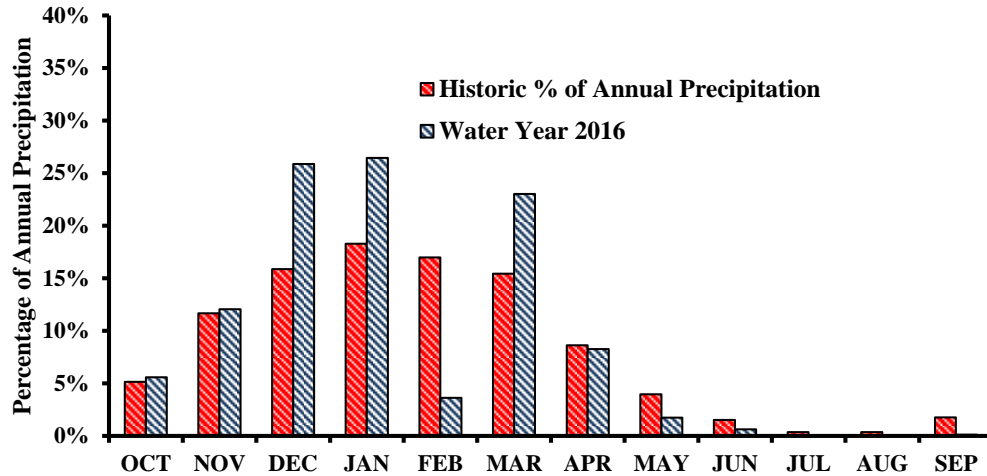


Figure 2: Monthly distribution of the Hetch Hetchy Six-station precipitation index as percent of the annual average precipitation.

Cumulative Precipitation to Date: The accumulated six-station precipitation index for water year 2016 is 38.03 inches, which is 106.9% of the average annual water year total, or 107.3% of average annual to date. Hetch Hetchy received 0.05 inch precipitation September, a total of 37.98 inches for water year 2016. The cumulative Hetch Hetchy precipitation is shown in Figure 3 in red.

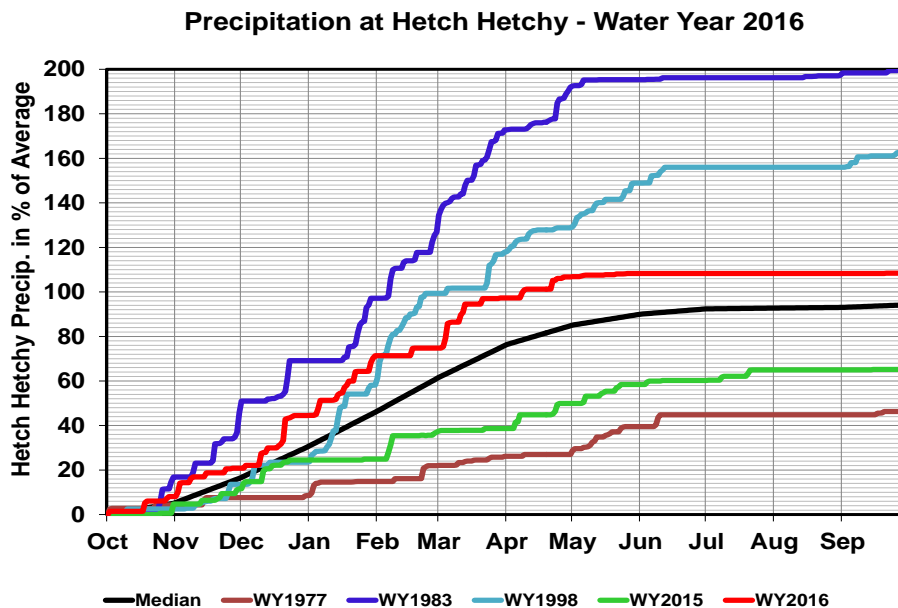


Figure 3: Water year 2016 cumulative precipitation measured at Hetch Hetchy Reservoir through September 30th, 2016. Precipitation at the Hetch Hetchy gauge for wet, dry, median, and WY 2015 are included for comparison purposes.

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

Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange as of September 30th is summarized below in Table 2.

	September 2016				October 1, 2015 through September 30, 2016			
	Observed Flow	Median ⁶	Average ⁶	Percent of Average	Observed Flow	Median ⁶	Average ⁶	Percent of Average
Inflow to Hetch Hetchy Reservoir	1,801	3,112	4,881	36.9%	784,889	703,453	737,009	106.4%
Inflow to Cherry Reservoir and Lake Eleanor	0	911	1,853	0%	435,227	444,452	450,818	96.2%
Tuolumne River at La Grange	6,192	7,012	11,078	55.9%	1,821,429	1,676,737	1,814,249	100.4%
Water Available to the City	0	0	883	0%	651,330	580,260	765,325	85.1%

⁶Hydrologic Record: 1919 – 2015

Hetch Hetchy System Operations

Draft and releases from Hetch Hetchy Reservoir during the month of September totaled 31,456 acre-feet to meet SJPL deliveries, instream release requirements, and reservoir management goals.

The instream release schedule at Hetch Hetchy Reservoir for the month of September was year type A (normal to wet conditions). This year type is based upon accumulated runoff from October 1st, 2015 through July 31st, 2016. The instream release requirement from Hetch Hetchy Reservoir was 100 cfs through September 14 and reduced to 80 cfs for the rest of the month. The cumulative inflow through September, 2016 at Hetch Hetchy Reservoir meets the criteria to maintain a water year type A. The Hetch Hetchy instream release requirement is 60 cfs for October.

19,202 acre-feet of draft was made from Cherry Reservoir during the month of September to meet instream release requirements and to meet reservoir management goals. No water was transferred via pumping from Lake Eleanor to Cherry Reservoir in September. The required minimum instream release from Cherry Reservoir was 15 cfs in September. Instream release requirements from Lake Eleanor were 20 cfs through September 15 and reduced to 10 cfs for the rest of the month. In the month of October, 5 cfs is required below Cherry Reservoir and 10 cfs is required below Lake Eleanor.

Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant average production rate for September was 34 MGD. The Sunol Valley Water Treatment Plant was in standby for the month and production rate was less than 1 MGD.

Local System Water Delivery

The average September delivery rate was 213 MGD which is a 3% decrease below the August delivery rate of 221 MGD.

Local Precipitation

Dry conditions prevailed during the month. The September rainfall summary is presented in Table 3.

Reservoir	Month Total (inches)	Percentage of Average for the Month	Water Year to Date ⁷ (inches)	Percentage of Average for the Year-to-Date ⁷
Pilarcitos	0.00	0 %	40.70	103 %
Lower Crystal Springs	0.00	0 %	27.50	102 %
Calaveras	0.00	0 %	22.78	104 %

⁷ WY 2016: Oct. 2015 through Sep. 2016.

Snowmelt and Water Supply

Inflows to the Tuolumne Basin reservoirs continued to be low throughout September. Our first precipitation measured at Hetch Hetchy was seen on September 22, after 100 days of no rain. The small amount measured on 9/22 (0.05 inches) was not enough to impact flows, and baseflow recession continued. While recreational releases ceased on Labor Day, releases from Hetch Hetchy, Cherry and Eleanor Reservoirs to meet instream flow requirements continued to exceed the inflow to the reservoirs resulting in continued contributions to Water Bank.

Going into Water Year 2017, upcountry storage is close to median conditions over the past 20 years. Hetchy storage is the median value over this period, Cherry is 92% of median, and Eleanor is 102% of median. Water Bank has still not recovered from the past 4 years of drought, and is currently 84% of the median when compared to the past 20 years. The plot below shows the impact of the drought on upcountry water supply, as well as the small impact the drought had on Hetchy storage. With the Water First policy, and the operational flexibility allowed by the Water Bank, Hetchy storage at the end of the water year is more dependent on SJPL deliveries than inflows.

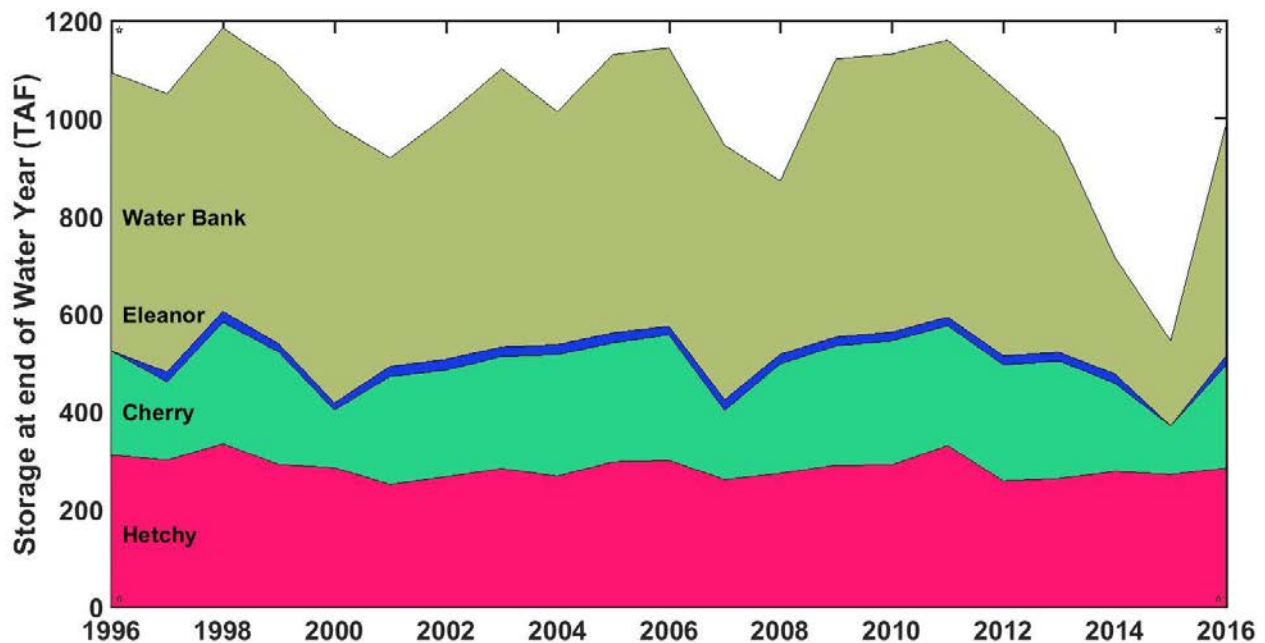


Figure 4: End of Water Year total upcountry storage from 1996 to present. Note impact of 2012-2015 drought on system storage (especially Water Bank), and relative consistent Hetchy storage through wet years and dry.

Unimpaired Flow at La Grange & Water Available to the City

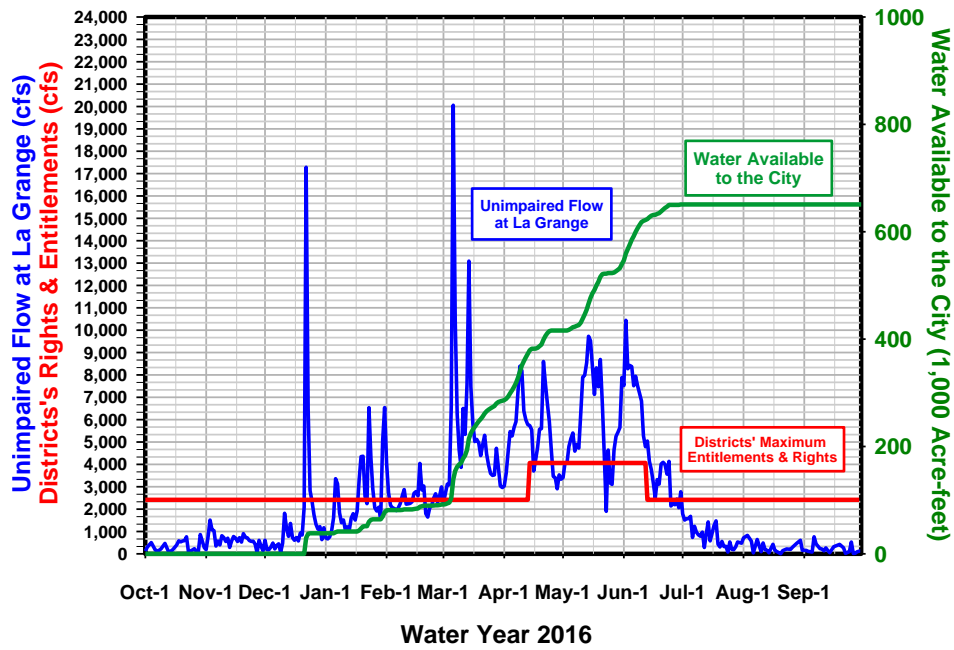


Figure 5: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City. 651,330 acre-feet of water has become available to the City during water year 2016.

cc	HHWP Records	Graham, Chris	Mazurkiewicz, Adam	Ritchie, Steve
	Briggs, David	Hale, Barbara	Meier, Steve	Sheehan, Charles
	Carlin, Michael	Hannaford, Margaret	Moses, Matt	Sandkulla, Nicole
	Chester, John	Hörger, Brent	Patterson, Mike	Tsang, Michael
	DeGraca, Andrew	Kelly, Harlan	Perl, Charles	Williams, Mike
	Dhakal, Amod	Kehoe, Paula	Pluche, Rebecca	
	Dufour, Alexis	Lehr, Dan	Nelson, Chris	
	Gambon, Paul	Levin, Ellen	Ramirez, Tim	

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: November 8, 2016

Report

Date: November 4, 2016

Subject: Agreement with HF&H Consultants for FY17-18 Rate Study and Transmission and Storage Fee Update

Recommendation:

Authorize the General Manager to execute a professional services agreement with HF&H Consultants for a study to update the District's FY17-18 water rates and the District's Transmission and Storage Fees, at a time-and-materials cost not to exceed \$39,600.

Background:

Setting water rates which will recover the District's revenue requirements while dealing with drought and complying with standards set by Proposition 218 and the San Juan Capistrano decision continues to pose a challenge. This year additional legislation (SB 814) further complicates the task by requiring that water providers establish penalties for excess water use.

Anticipating the need to begin looking at FY17-18 rates early in the budgeting process, staff met with HF&H Consultants and requested the proposal presented in Attachment A. The work to be provided also includes an update of the District's Transmission and Storage Fees to reflect the fact that the Crystal Springs Project elements considered in setting the fees have been completed and to ensure that capacity charges consider all of the District's infrastructure.

Staff recommends that the Board authorize proceeding with the work outlined in the HF&H proposal.

Fiscal Impact:

Cost of \$39,600.



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HF&H CONSULTANTS, LLC
Managing Tomorrow's Resources Today

Robert D. Hilton, CMC
John W. Farnkopf, PE
Laith B. Ezzet, CMC
Richard J. Simonson, CMC
Marva M. Sheehan, CPA
Robert C. Hilton, CMC

November 1, 2016

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

Subject: **Proposal: Water Rate Update Study - FY 2017-18**

Dear Mr. Dickson:

I am pleased to submit this proposal to assist the District in updating its water rates for FY 2017-18. This proposal describes our project understanding, scope of services, and estimated cost.

PROJECT UNDERSTANDING

Rate Design

HF&H assisted the District in modifying and updating its water rates for FY 2015-16 and FY 2016-17. During these two years, the sizes of the blocks were modified to reflect current demand patterns. As a result, the breakpoints were reduced in size yielding smaller tiers. In addition, a cost-of-service analysis was conducted so that the rate for each tier was proportional to the cost of providing service for each tier.

These rate analyses focused on generating sufficient revenue during a period of unusually low water supplies and required conservation targets. As a result, rate increases were targeted to improve the District's reserves, which have been diminished by reduced water sales. The District's reserves were carefully examined both as to the type of reserve as well as to the appropriate target balance. Rates were increased in both years to achieve adequate balances during the five-year projection period.

Mr. David Dickson
November 1, 2016
Page 2



At this time, the District has indicated that there are three areas of concern. Two of these issues are of immediate concern related to the District's rates and capacity fees; recycled water rates are another issue that has a longer timeline but should not be entirely ignored. The District's concern about its water rates stems in part from the recent passage of SB 814, which requires urban retail water suppliers to establish methods to identify and discourage excessive water use during droughts. Such methods include rate structures. In addition, a procedure is required that identifies excessive water use for single and multi family residential customers that are individually metered. Finally, penalties must be established for violations.

Each of these requirements has either direct or indirect implications for the District's rates. While evaluating their potential impacts on rates, other factors may become involved such as the number of tiers and the locations of breakpoints for residential rates. In addition, the capabilities of the District's billing system need to be considered. Addressing the full set of excess use and penalty requirements as well as related rate-making factors will warrant a fresh look at the cost-of-service analysis.

Transmission and Storage Fee

The District adopted its Transmission and Storage Fee in 1987, one year after the passage of AB 1600, which became the Mitigation Fee Act (Government Code Section 66000). We assume that the Transmission and Storage Fee is a type of development impact fee that is governed by this Act.¹ have not been evaluated recently. The Transmission and Storage fee currently reflects long-standing practice for funding the Crystal Springs Project. The original \$7,000 Transmission and Storage Fee for this project has been escalated using the Engineering News Record Construction Cost Index to \$16,030.

The fee is unusual because it covers both reserved and non-reserved connections and is based only on the Crystal Springs Project. The Transmission and Storage Fee could be broadened to encompass all of the District's infrastructure.

At this time the District has requested assistance in updating both its rates and capacity fees. We propose the following scope of services.

SCOPE OF SERVICES

¹ We assume that the District's Transmission and Storage Fee fits the definition of a "capacity charge" under Section 66013(b)3.

Mr. David Dickson
November 1, 2016
Page 3



Task 1. Kickoff Meeting

A Kickoff meeting will be held with key District staff to confirm the approach and the timeline, to identify alternatives for analysis, and to collect the required data. The data will include the current FY 2016-17 budget and the FY 2017-18 budget when it becomes available. Recent customer billing data will also be needed. We will need to discuss the District's billing system's capabilities. We will also need the latest facilities master plan or capital improvement program as well as historical capital asset data for the existing infrastructure. Documentation will also be needed to serve as the basis for defining excess use, including the *Urban Water Management Plan* and *Water Shortage Contingency Plan*.

We will also discuss the development of the rate and capacity fee models. For purposes of this rate update, we recommend combining portions of the cost-of-service model used for setting rates for FY 2015-16 with the revenue requirement analysis that was used for FY 2016-17. The combined rate model will be integrated so that the rate analysis will be based on revenue requirements and cost-of-service allocations that are suitable for designing rate alternatives. We recommend that the capacity fee model be separate from the rate model but use consistent assumptions where appropriate.

Task 2. Update Water Rates

The rate model will include revenue requirement projections that will indicate the forecasted revenue increases for at least the next five years. The revenue requirement for FY 2017-18 will be used for the cost-of-service analysis, which will be tailored to the alternative structures that are identified in Task 1. The rate alternatives will be derived to generate sufficient revenue to cover the budgeted expenditures for FY 2017-18 and to provide for reserves. The rate alternatives will also reflect the SB 814 requirements particularly with respect to defining excess use and the associated rates and penalties. Other rate design elements for drought conditions will also be evaluated such as the use of revenue stabilization factors that allow for adjustments that are linked to shortage stages.

The modeling results will be reviewed with District staff and adjusted as needed. Input from the District's legal counsel may also be sought at this time. We recommend presenting the modeling results to the District Board during a study session so that their input is received at an early stage of the process.

Mr. David Dickson
November 1, 2016
Page 4



The rate model will be revised to incorporate the Board comments and reviewed with District staff prior to preparing a draft report, which will document the methodology, assumptions, analysis, and results. The report will also include a customer bill impact analysis that compares the proposed rates with the District's current rates as well as with compared water agencies. The draft report will be submitted for review by District staff and legal counsel and revised based on the comments received.

The revised draft report will be presented to the Board at the public meeting where the Board authorizes mailing notices to rate payers under Proposition 218. We will assist in drafting the notice and the resolution/ordinance. After the 45-day protest period, we will attend the protest hearing to answer questions.

Task 3. Update Transmission and Storage Fee

Although there is a correlation between rates and capacity fees, we recommend treating them as separate studies because they are subject to different procedural requirements for adoption. Whereas increasing rates must be done in compliance with Proposition 218 (Constitution Article XIIIID), capacity fees are subject to the Mitigation Fee Act (Government Code Section 66000), which does not contain the protest process required under Proposition 218. Notwithstanding the different procedural requirements, we recommend conducting both studies simultaneously. In this way, there is no need for separate meetings; both studies can be discussed at each meeting.

We approach capacity fee studies as a form of reimbursement. Capacity fees reimburse rate payers for costs that they bore to provide capacity for growth. The cost of capacity includes all facilities that benefit growth, including all existing facilities as well as facilities in the capital improvement program. The cost of these facilities and the subsequent maintenance expense is used to determine their value. Dividing this value by the associated capacity yields the unit cost of capacity, which is the amount of the capacity fee. The capacity fee is structured in proportion to the capacity of the service connections. We will confirm this approach with the District staff.

We assume that the District will want to expand its Transmission and Storage Fee to include all of its infrastructure to develop a "capacity fee." Hence, the capacity fee model will include capital asset data on all of the existing facilities as well as the capital improvements planned for construction in the next five years. The preliminary

Mr. David Dickson
November 1, 2016
Page 5



modeling results will be presented to District staff and the Board at the same meetings as the water rate modeling results.

The analysis will be documented in a separate report that includes the capital asset data used to determine the value. The report will include a comparison of the proposed capacity fees with the District's current Transmission and Storage Fee as well as with comparable agencies. The draft report will be submitted to District staff and the Board at the same times as the water rate reports drafts.

PROJECT BUDGET

Our proposed budget for the project is based on our prior experience with the District's annual rate updates and similar capacity fee projects. Based on that experience, we estimate that a total budget of \$39,600 is required, based on the staffing levels and hourly rates shown below:

Tasks	Estimated Hours and Fees			
	Farnkopf	Simonson	Michalczyk	Total
	Project Manager	Lead Analyst	Assistant Analyst	
<i>Hourly rates</i>	\$270	\$235	\$150	
Task 1. Kickoff Meeting				
1a Kickoff meeting	4	4	0	8
1b Request for data/Review documents	1	2	1	4
Task 1 hours	5	6	1	12
Task 1 fees	\$1,350	\$1,410	\$150	\$2,760
Task 2. Update Water Rates				
2a Develop 5-yr Revenue Requirements	2	8	12	22
2b Develop cost-of-service analysis	2	8	12	22
2c Develop rate alternatives	4	8	8	20
2d Conference call to discuss preliminary results	3	3	1	7
2e Draft and final reports	10	12	4	26
2f Board presentations (3)	18	18	6	42
2g Assist with prep of Prop 218 notice/resolution	2	1	0	3
Task 2 hours	41	58	43	71
Task 2 fees	\$11,070	\$13,630	\$6,450	\$24,700
Task 3. Update Transmission and Storage (T&S) Fee				
3a Develop model/Data Analysis	2	12	10	24
3b Develop T&S fee alternatives	2	4	4	10
3c Conference call to discuss preliminary results	3	3	1	7
3d Draft and final reports	8	10	4	22
3e Board presentations (2)	included in Task 2f			
3f Assist with preparation of resolution	2	1	0	3
Task 3 hours	17	30	19	66
Task 3 fees	\$4,590	\$7,050	\$2,850	\$11,640
Total Hours	63	94	63	149
Total Fees	\$17,010	\$22,090	\$9,450	\$39,100
Direct Expenses (travel, misc.)				\$500
Total Fees and Expenses				\$39,600

Mr. David Dickson
 November 1, 2016
 Page 6



The District will only be billed for the services rendered; hence, any services that are reduced or handled by District Staff will reduce the cost. Conversely, any additional effort requested by the District that is not included in this estimate could result in additional cost. We will request authorization from the District prior to proceeding with out-of-scope work.

SCHEDULE

The project schedule is structured so that the updated water rates and transmission and storage fees will become effective July 1, 2017. The following is the proposed timing for the main tasks:

<u>Task</u>	<u>Completion Date</u>
Kickoff meeting	November 18, 2016
Review preliminary rate model with staff	February 7, 2017
Review preliminary T&S fee model with staff	February 14, 2017
Review preliminary draft report with staff	February 28, 2017
Present and discuss preliminary results with Board	March 14, 2017
Submit revised draft report to Board	April 4, 2017
Board approves mailing water rate Prop 218 notices	April 11, 2017
Board approves updated T&S fees	April 11, 2017
Submit final report to District (with Board changes, if any)	April 14, 2017
Protest hearing	June 13, 2017

I hope that I have provided the information you need. Please let me know if you require more information. I would be pleased to discuss this proposal in greater detail.

Very truly yours,

HF&H CONSULTANTS, LLC

A handwritten signature in cursive script, reading 'John W. Farnkopf', written over a horizontal line.

John W. Farnkopf, Senior Vice President
 Rick Simonson, Vice President

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: November 8, 2016

Report

Date: November 3, 2016

Subject: Agreement with Pakpour Consulting Group for Update to District Standard Plans and Specifications

Recommendation:

Authorize the General Manager to execute a Professional Services Agreement with Pakpour Consulting Group to update the District's Standard Plans and Specifications at a time-and-materials cost not to exceed \$32,300.

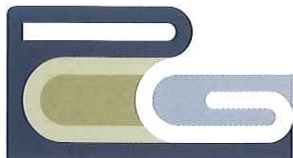
Background:

With the recent pickup in the level of development activity in the District, staff has become increasingly aware of the need to update the standard plans and specifications we provide to builders. Looking at what other small districts around us use, we were particularly impressed with the specifications manual Pakpour Consulting Group (PCG) produced for Mid-Peninsula Water District in Belmont. Attachment A presents PCG's letter proposal to provide us with a similar product. Following this initial effort, the manual would need only occasional updating.

PCG is a small firm, headquartered in Pleasanton, which specializes in providing engineering for public agencies and District Engineer services to small water utilities. In addition to Mid-Peninsula, their local District Engineer clients include Westborough Water District (South San Francisco) and Purissima Hills Water District (Los Altos). Attachment B presents additional information and references for PCG.

Fiscal Impact:

Cost of \$32,300.



Pakpour Consulting Group, Inc.

November 2, 2016

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

Subject: Proposal to Update District Standard Plans and Specifications

Dear David,

Pakpour Consulting Group (PCG) is pleased to provide the following proposal to update the District's Standard Plans and Specifications. The District's standard plans and specifications were last updated in the early 2000's with, some of the plans dating back to the 1980's. Most of the material call outs and procedures are no longer valid and need to be updated.

PCG will compare the District's standard plans and specifications with other Districts on the Peninsula and provide a fresh top to bottom review. PCG serves as District Engineer and maintains the standard plans and specifications for the Purissima Hills, Mid-Peninsula and Westborough Water Districts on the Peninsula and will utilize lessons learned from those organizations during the development of your standards. In addition, PCG will interview field staff and shadow crews installing District facilities to gain a better understanding of what is actually being constructed. PCG will review proposed procedural changes with the field staff and yourself prior to including them in the updated standards. All District standard plans will be drawn in AutoCAD.

Proposed Budget:

Joubin Pakpour, P.E.	50 hours x \$155 / hour	=	\$7,750.00
Feraydoon Farsi, E.I.T	200 hours x \$115 / hour	=	\$23,000.00
Direct Cost Multiplier *		=	<u>\$1,550.00</u>
	Total	=	\$32,300.00

* A 5% direct labor multiplier will be applied in lieu of charging direct expenses such as copies, plots, postage and shipping charges.

We look forward to assisting the District with this project. Please do not hesitate to contact me at (925) 224-7717 should you have any questions.

Very truly yours,

Pakpour Consulting Group, Inc.


 Joubin Pakpour, P.E.
 Principal Engineer





Pakpour Consulting Group, Inc.

November 3, 2016

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

Subject: District Engineer

Dear Mr. Dickson,

Thank you for speaking with us regarding Coastside County Water District's (CCWD) engineering needs. We currently provide district engineering services to three other BAWSCA special districts on the peninsula (Purissima Hills, Mid-Peninsula and Westborough Water Districts) and see a great deal of synergy between our current districts and CCWD.

Serving as District Engineer we perform a variety of tasks ranging from hydraulic modeling to identifying and designing capital improvement projects. A sampling of projects includes new pump stations, replacement of deteriorating water mains and new storage facilities. We serve as a resource to the general managers and board members and meet on a regular basis with developers working within the districts to inform them of new district standards and status of plan reviews.

About Pakpour Consulting Group

Pakpour Consulting Group is a California Corporation established in 2004 to provide engineering services to small and medium sized agencies in Northern California. Our office is centrally located in Pleasanton, California. Our staff of ten includes six registered civil engineers in California. *Pakpour Consulting Group* provides comprehensive municipal civil engineering design and construction management services exclusively to public agencies for a wide variety of projects which includes serving as Contract District Engineer, water distribution systems engineering, transportation engineering, storm drainage design, sewer and hydrology studies, program management services, constructability review and construction management. Our firm only provides services to municipal clients and does not service private developers or entities.

In 2006, *Pakpour Consulting Group* became the first civil engineering firm in California to be certified as having a net zero footprint on the environment. We believe environmental stewardship is everyone's responsibility, and as civil engineers we should be at the forefront of the fight against global warming by providing safe, clean water and air to our communities. *Pakpour Consulting Group* collaborated extensively with certifying agencies to monitor, measure and ultimately eliminate our environmental footprint.



Why should the District consider Pakpour Consulting Group for its District Engineer?

Proven Track Record Serving as District Engineer

We currently serve as District Engineer for three water districts and one fire district, all located on the San Francisco Peninsula. We know what it takes to be an effective District Engineer for a district of your size.

No Conflict of Interest

Pakpour Consulting Group has an established policy of working exclusively with public agencies. This translates to no conflict of interest issues if selected as District Engineer. We will not be serving as design engineers for any private development within CCWD boundaries.

State of the Art Technology

Pakpour Consulting Group utilizes WaterCAD v8.0 for hydraulic modeling and AutoCAD 2016 for our design drawings. We also have two engineers who are certified hydraulic modelers.

Our Firm's Size

Pakpour Consulting Group is uniquely sized to serve CCWD. With eight engineers, our staff is large enough to handle the largest projects yet small enough to minimize unneeded overhead. Our billing rates reflect our low overhead structure.

100% Positive Feedback from Current and Former Clients

Pakpour Consulting Group is proud to have **100% positive feedback from current and former clients**. Since our inception in 2004, we have met or exceeded the expectations of all of our clients. Our references, attached to this letter, list ***all*** of our current and former clients. In addition to these references we welcome you to contact your current District Counsel, Patrick Miyaki, as we have worked together on numerous projects for other districts.

We look forward to providing these services to the Coastside County Water District. Should you have any questions please call me at (925) 224-7717 or email: jpakpour@pcgengr.com.

Very truly yours,

Pakpour Consulting Group, Inc.



Joubin Pakpour, P.E.
President

K:\Agency\Coastside County Water District\Proposals\2016 SOQ\00-CCWD-Dickson-16.11.03-Letter SOQ.docx



References

Pakpour Consulting Group is proud to have a **100% positive feedback from current and former clients**. Since our inception in 2004 we have met or exceeded the expectations of all of our clients as detailed below.

*“I have worked with Joubin close to two decades and found him to be very knowledgeable, thorough and responsive. **I would not hesitate to recommend Pakpour Consulting Group and consider the firm a valuable resource for our District.**”*

Patrick Walter, General Manager, **Purissima Hills Water District**, (650) 948-1217



**westborough
water district**

*“With close to three decades of experience in the water and sanitary sewer industry, I have come across many engineers who have not met my expectations. **Pakpour Consulting Group has far exceeded my hopes of finding an engineer that has experience, knowledge, dedication, and thoroughness with special attention to details.** I cannot express enough how much a pleasure it is to work with Joubin Pakpour and his staff.”*

Darryl Barrow, General Manager, **Westborough Water District**, (650) 589-1435

The team at Pakpour Consulting Group (PCG) is like extended staff to us here at the Mid-Peninsula Water District (MPWD). PCG is able to relate to our water system needs and organizational dynamics and extremely responsive when called upon. Notably, I appreciate Joubin’s approach in working with our Operations and Management teams to ensure that all professional experiences and systems knowledge are considered and incorporated into vital planning and project documents for the MPWD. PCG keeps up with current engineering trends and best management practices, which is important when considering how to best allocate available resources. PCG’s proactive communications are important as well and they are very engaged within our organization and the communities we serve. The MPWD is pleased to be working with PCG as its District Engineer and looks forward to that relationship continuing for many years to come.

Tammy Rudock, General Manager, **Mid-Peninsula Water District**, (650) 591-8941

*“It is so refreshing to see an **engineer that does not mind getting his hands dirty.** Joubin and all the staff at Pakpour Consulting Group routinely spend time at our yard trying to better understand what our field staff goes through on a day to day basis. **I was shocked to see engineers jump into a trench to see how a detail they designed worked,** but that is what you get from Pakpour Consulting Group. A dedicated bunch of folks that do what it takes to get a job done. It has made my job a lot easier working with such hands on engineers. It’s great having them as our District Engineers.”*

Phil Witt, District Field Forman, **Purissima Hills Water District**, (650) 948-8895



Pakpour Consulting Group, Inc.

References

*“Joubin, Gary and Victor have made the project fly smoothly. From beginning to end, they have made a dedicated effort to keep me in the loop throughout the design process. They addressed questions and issues in a timely fashion. **I wish all of my projects flowed so smoothly.**”*

*Melissa Huang, Assistant Civil Engineer, **Town of Los Gatos**, (408) 395-5340*



*“It was a pleasure working with Joubin and his staff on the joint interagency projects between the City of Palo Alto, the Los Altos Hills County Fire District and the Purissima Hills Water District. **Pakpour Consulting Group knows what they need to get the job done effectively and efficiently.** I appreciate their ability to plan, anticipate, and mitigate issues serving as a communication bridge between agencies.”*

*Romel Antonio, P.E., Senior Engineer, **City of Palo Alto**, (650) 566-4518*

*“We are pleased with the responsiveness and expertise in engineering and paperwork we are getting. **We feel like we are the #1 client.** I was a consultant in my previous life and I know when I am getting good service.”*

*Michael Throne, P.E., Former Public Works Director, **City of American Canyon***

*“It is a distinct pleasure to recommend Pakpour Consulting Group. In my capacity as the General Manager of the Mid-Peninsula Water District, I have worked with Joubin Pakpour and Victor Fung for several years. I have found PCG, their work ethic, and their collaborative attitude to be the best in their field. PCG’s work has been a major factor in the District’s continued ability to complete projects on schedule and stay within budget constraints. **Like most businesses, our District is organized by function. Engineering interacts with virtually all of them. There are natural tensions between the functions which if not managed correctly can prove disastrous. PCG thoroughly understands this and makes teamwork with all parties the number one priority for all of our projects.** Joubin has proven consistently that customer needs and company feasibility are not mutually exclusive. Whether the project is large or small, their approach is the same and their commitment to the best outcome does not waver. Their ability to work effectively under stressful situations, come up with creative and common sense solutions for complex problems, and consistently demonstrate a genuine interest and enthusiasm **make PCG the premiere engineering group in this area.** I look forward to working with PCG in the future and plan to use their services for as long as they wish to provide them.”*

*Paul Regan, Former General Manager, **Mid-Peninsula Water District***

References



*"Joubin was instrumental in assisting the District through the transition to Calwater. He was an advocate for the sale, even though he would be out of job, because it was best for the District customers. It is reassuring to work with a consultant with **such high ethics, expertise and professionalism.**"*

*Tammy Hannon, Former General Manager, **Skyline County Water District***

*"In my 40 plus years of fire service and private fire protection consulting, it is rare to find two people (Joubin Pakpour and Victor Fung) who **make my job a whole lot easier.** Their attention to detail, returning phone calls promptly, gathering requested information and follow through are greatly appreciated."*



*Stuart Farwell, Manager, **Los Altos Hills County Fire District**, (650) 949-1044*

*"We engaged Pakpour Consulting Group to assess the feasibility of upgrades to our aging water distribution system. **We are extremely pleased with the performance and commitment they have demonstrated.**"*

*William Hindson, Board Member, **Woodside Mutual Water Company**, (650) 851-0109*

*"Pakpour Consulting Group's **staff was fantastic** in providing engineer and construction management services in facilitating the construction of a bus stop in Benicia. The project helped bring regional bus service to our City. Plus they were able to do the project, start to finish in less than 60 days! On schedule and under budget"*



*John Andoh, Former Transit Services Manager, **City of Benicia***

*"Pakpour Consulting Group (PCG) has worked on the design of over eight transportation projects for the City of Benicia. Most of these projects have been federally funded requiring extensive preparation of paperwork. We found **PCG to be extremely responsive, thorough and an asset to have on these projects. When they are working on the project it's truly off my desk.** I would not hesitate to recommend PCG."*

*Lee Cowles, Former Assistant Engineer, **City of Benicia***

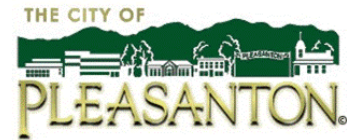
*"Joubin and his team are knowledgeable, dedicated professionals that are highly responsive, **put out an excellent product, and are great to work with.** We've been extremely pleased with Pakpour Consulting Group to date and wouldn't hesitate to recommend them to other public agencies in the Bay Area."*

*Mike Roberts, P.E., Senior Civil Engineer, **City of Benicia**, (707) 746-4240*



References

"We were very pleased with your firms responsiveness, your construction drawing details and your public presentation of the project. The public presentation was well organized and informative. In future projects **we would not hesitate in considering Pakpour Consulting Group** for potential design work."



Jim Kelcourse, P.E., Former City Engineer, **City of Pleasanton**

"Joubin and his team know what it takes to get a public works project built. They have always been responsive and met our expectations in providing construction management services for Contra Costa County. **I would not hesitate to recommend them to other public agencies in the Bay Area.**"



Mike Carlson, P.E., Assistant Public Works Director, **Contra Costa County**, (925) 313-2321



"I have known and worked with Joubin and his team over the past five years and we feel delighted that he will be assisting the City of San Ramon. **His attention to detail and unparalleled organization makes him a perfect fit for this project.** I have worked with many engineers and project managers in my 35 plus years of public service and I'd have to say Joubin is one of the **best I have ever worked with.** It is very rare to find someone like Joubin that can combine both technical and field experience along with the knowledge of how a City or County government operates. I would not hesitate to recommend Joubin and Pakpour Consulting Group to any public agency needing their services."

Reggie Meigs, C.B.O., Former Chief Building Official, **City of San Ramon**

"Pakpour Consulting Group worked closely with the City and our architect on **coming up with creative solutions** to a complicated alleyway drainage problem affecting the City's plans to restore the historic Alameda Theater in our downtown. They demonstrated **sound knowledge and great professionalism** in preparing their studies and drawings, and completed all items within the City's required timeline and budget. We would definitely work with them again."



Jennifer Ott, Development Manager, **City of Alameda**, (510) 749-5831



"Pakpour Consulting Group has been providing excellent plan check services to the City of Fremont for the past 5 plus years. Their reviews are complete and comprehensive and they **communicate clearly with City staff and the development community.**"

Kathleen Chu, P.E., Former Senior Civil Engineer, **City of Fremont**



Pakpour Consulting Group, Inc.

References

*“Gary provided outstanding service and fast response to meet our schedule. **He was available at all times for this high profile project** and was available on short notice for coordination meetings. Gary met regularly with City Staff to ensure consistency with the City’s plan check requirements.”*

*Marty Wayne, P.E., Former Associate Engineer, **City of Fremont***

*“You folks have been great. **You have been very trustworthy and up-front in every aspect of this project.** I knew the project was in good hands. It has been a pleasure to work with you. I would not hesitate to recommend Pakpour Consulting Group to any other public agency needing a consultant for that special project.”*

*Ken DeSilva, Former Parks Department Manager, **City of Brentwood***

*“The Snowshoe Springs Association has chosen a wonderful company (Pakpour Consulting Group) to conduct its first real and extensive water system study since their inception in 1956. The Association’s Board of Directors is grateful to Pakpour Consulting Group **for their professionalism and willingness to provide support and explanations of the Water Master Plan you prepared at every step of the way.** We appreciate all that you have done for the Association and look forward to your assistance in getting this system implemented.”*

*Mark Redding, Association Manager, **Snowshoe Springs Association**, (925) 381-5700*

*“Pakpour Consulting Group (PCG) prepared an engineering report regarding the feasibility of an alternate water supply to one of our remote schools. PCG also assisted in preparing a three party agreement requiring the coordination of two public agencies, one state agency and a private entity for our District. Joubin and **his firm provided the necessary leadership and expertise to secure the confidence of all agencies involved in this complicated agreement process.**”*

*John Cimino, Director of Facilities, **Milpitas Unified School District**, (408) 635-8887*



*I have had the pleasure of working with Joubin and Pakpour Consulting Group on a recent Capital Improvement Project to rehabilitate an aging pre-stressed concrete storage tank critical to our system. **Joubin and his staff were always available to provide sound engineering judgment and technical expertise that I could consistently depend on.** They were able to adapt to delays and modifications that were completely out of their control and were able to **maintain a professionalism and dedication that directly lead to the success of the project.** I would not hesitate to recommend Pakpour Consulting Group to any other public agency in the future.*

*Gerald R. Flanagan, P.E., Associate Civil Engineer, **City of Brisbane**, (415) 508-2137*

References

Over the past several years, the City of Antioch has enjoyed an excellent working relationship with Pakpour Consulting Group. Joubin and his staff have been very responsive to our needs in helping the City develop and design upgrades to our aging utility infrastructure. **Their projects are designed using sound engineering principals and their support during construction was superior.** I would not hesitate in awarding Pakpour future projects and highly recommend Joubin and Pakpour Consulting Group to other agencies in the Bay Area.



Phillip Harrington, P.E., Former Director of Capital Improvements, **City of Antioch**

"I have worked with Pakpour Consulting consistently for over a decade. Gary Ushiro has been exemplary in his assistance with our land development engineering needs. He has managed and coordinated the various land development applications independently and with very little input from our staff. **I cannot appreciate Mr. Ushiro enough.**"



Edric Kwan, P.E., Town Engineer, **Town of Moraga**, (925) 888-7025



"The staff at Pakpour Consulting Group are currently providing the City of Dublin with development plan review, design, construction administration and inspection services. **The staff truly reflects Joubin's commitment to provide technical expertise and excellent customer service.** They are highly skilled in administering federal aid projects from the field review phase to submitting a final expenditure report. They are readily available by phone/email when they are needed and take action quickly. I look forward to continue working with Joubin and his great staff."

Steven Yee, P.E., Public Works Manager, **City of Dublin**, (925) 556-4521

There is a reason why we have utilized Pakpour Consulting Group for civil engineering support for nearly a decade. Professional, responsive, reliable, and solutions-oriented are some of the terms that come to mind when I think of their team. I know that when I turn to them for assistance, I can count on the job being done right, on time, and on budget.

Todd Bailey, P.E., Principal, TRB + Associates, (925) 866-2633

References



MID-PENINSULA WATER DISTRICT

3 DAIRY LANE – POST OFFICE BOX 129

BELMONT, CALIFORNIA 94002

PHONE (650) 591-8941

FAX (650) 591-4998

October 28, 2010

Joubin Pakpour
Victor Fung
Pakpour Consulting Group, Inc.
5776 Stoneridge Mall Road, Ste. 320
Pleasanton, CA 94588

Regarding: Mid Peninsula Water District

DIRECTORS

LOUIS J. VELLA
PRESIDENT

BETTY L. LINVILL
VICE-PRESIDENT

DAVID ALTSCHER

MATTHEW P. ZUCCA

AL STUEBING

OFFICERS

Gentlemen,

I want to take a moment at the end of this project to express my deep appreciation for the work you have done on behalf of the District. On a routine basis, you have both gone above and beyond not only your obligations but my expectations as well. In my entire career, I have not met another firm so committed to doing it right the first time.

This year has been difficult for everyone and the District is no exception. Pakpour Consulting Group has done a great deal to ease some of the strain for me personally and for the operation of the District as a whole. The two of you brought an integrity and pride to your work here that contributed to our success since the very beginning of our association.

I am a true believer in giving credit where it is due and the Pakpour Team has earned not only my admiration and deep appreciation but my respect as well. Please accept the enclosed and understand that I am impressed with your individual performance as well as that of PCG.

I look forward to a continued affiliation with you and ask that you feel free to include me personally and/or the District among your long list of satisfied clients.

Sincerely,

Paul R. Regan
General Manager

PAUL R. REGAN
GENERAL MANAGER

CATHY REMELEH
DISTRICT SECRETARY

JANINE O'FLAHERTY
ENGINEER

JOAN L. CASSMAN
ATTORNEY



STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: November 8, 2016

Report

Date: November 3, 2016

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

Recommendation:

Authorize staff to contract with Balance Hydrologics, Inc. for Water Year 2017 stream gaging, groundwater monitoring, and data analysis for the Denniston Creek and San Vicente Creek watersheds for an estimated time-and-materials cost of \$89,590.

Background:

Quantifying the amount of water available for diversion from Denniston and San Vicente Creeks is vitally important to the District's efforts to secure its water rights on those streams. Balance Hydrologics (Balance) has provided stream gaging, monitoring, and analysis services to the District starting with Water Year 2011 (WY11 - October 1, 2010 to September 30, 2011). Balance's proposal dated October 24, 2016 (Attachment A) covers WY17 continuation of gaging and analysis services for stations on Denniston and San Vicente Creeks, and groundwater monitoring.

Fiscal Impact:

Cost of \$89,590 over FY17 and FY18, from funds included in the Capital Improvement Program for Denniston/San Vicente.



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

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

Berkeley • Santa Cruz • Truckee

October 24, 2016

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

RE: Proposal to gage Denniston Creek, San Vicente Creek, and monitoring inactive wells, Water Year 2017

Dear Mr. Dickson:

You have asked us for a recommended scope to continue surface monitoring in Denniston and San Vicente Creeks, and groundwater in the adjoining alluvial aquifers. This proposal encompasses continuation of the Water Year 2011 (October 2010-September 2011, WY2011) through WY2016 into WY2017 of baseline stream gaging. Results will extend the five-year assessment period to evaluate (a) streamflow adequacy, and (b) meet regulatory needs – both for the CCWD ongoing EIR process and for eventually perfecting of your water rights -- and (c) in this case, basic streamflow characterization, such that CCWD can plan a program of diversions most compatible with the uniquely ‘spongy’ Montara-type hydrology of these streams, as described in our previous reports. We agree with you that extending the monitoring period will facilitate CCWD’s environmental and permitting process and will be beneficial for assessing diversion strategies that meet your expectations for yield and for site-appropriate watershed protection.

In WY2016 we (a) upgraded the Etheldore St and the California St. gages to post stage (and flow, in the case of California St.) to our website in “real-time”, (b) relocated the California St. gage to a location slightly upstream in order to limit the influence of potential groundwater upwelling from the Seal Cove fault on the flow record, and find a more stable location for gaging, (c) upgraded the DCAD monitoring station to a “real-time” station to assist your staff with the management of the Denniston water treatment plant, and (d) upgraded the equipment at the remaining sites, wells, and piezometers to equipment that was purchased by CCWD. The “real-time” stations will also aid in planning storm-monitoring visits.

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

Mr. David Dickson
10/24/2016
Page 2

To address the objectives of this work, we have simplified the technical scope of work task list to the following:

1. *Water Year 2017 monitoring*
2. *Draft and final water year 2017 reporting*
3. *Permit compliance reporting*
4. *Other studies not presently part of the scope of work which you request and authorize.*
5. *Project administration*

The next several paragraphs elaborate on this proposed approach.

Work Scope

Task 1. Water Year 2017 monitoring

The water year 2017 monitoring effort will include (a) monthly site visits to the six gaging locations to collect baseline data, (b) quarterly visits to monitor groundwater levels (and salinities) at three wells, three piezometers, and in the Pillar Point Marsh, and (c) 3-4 visits during storms.

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

On Denniston Creek we suspect there may be sufficient underflow (flow which moves beneath the bed as groundwater connected to the stream) at the DCAD station to warrant a low-flow synoptic measurement. The DCAD gaging site is located just upstream of Denniston Reservoir, and we suspect that the slug of sediment upstream of the reservoir may be quite permeable such that we need to estimate underflow at this gage to support the technical analysis for your water rights. The sediment prism seems to pinch out near the upper Brussels sprouts field, so, we propose to take up to two additional measurements upstream of DCAD adjacent to the upper Brussels sprouts fields, to assess the potential under-flow that we suspect may occur at the DCAD station.

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

Mr. David Dickson
10/24/2016
Page 3

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

Due to the highly mobile bed on both Denniston Creek and San Vicente Creek, gaging these creeks is particularly challenging relative to channels that have more stable bedrock, cobble-boulder, or even gravel beds. In order to meet this challenge, we propose to increase the number of site visits per year, particularly during high flow events. This will allow us to a) track bed shifts more precisely and b) refine our formal flow-rating curves for stations on both Denniston Creek and San Vicente Creek. In recent years, monitoring has focused on developing the low end of the rating curve. In WY17 we will continue to refine the low end of the rating curves, but also refine the high end of the rating curves. As such we have increased the number of planned storm visits during winter months. We also have planned on monthly site visits, throughout the year which is more than in recent years.

Each of the three monitoring wells (Inactive wells 4, 7, and 9) is currently equipped with a levellogger that logs water level and temperature every hour. In addition, we suggest that you continue to monitor the three piezometer nest (three co-located piezometers screened at staggered depths) located at the north flank of West Avenue at Pillar Point Marsh. The three piezometers have been instrumented for a number of years and the data constitute the lower boundary condition for the shallow aquifer system adjacent to San Vicente and Denniston Creeks. This task provides time for us to measure depth-to-water and specific conductance in the three monitoring wells and three Pillar Point Marsh piezometers and download data during four site visits. In the office, we will enter the information into the station log, add the downloaded data to the station spreadsheet, calibrate and plot the hourly data.

Note that the Golden Gate National Recreation Area (GGNRA) now manages much of San Vicente and Denniston Creeks and the CCWD and Balance are in the initial phases of establishing a scientific sampling permit with them. We interpret that two gages on San Vicente Creek, SVAD, and SVBD and one gage on Denniston Creek, DCAD, are within or adjacent to GGNRA jurisdiction. GGNRA requires that workers perform field cleaning protocols to prevent the spread of Chytrid fungus and the pathogen that causes sudden oak death. Balance staff have been trained in the protocol and have already implemented it during visits to San Vicente and Denniston Creeks.

Deliverable: Raw data used to develop a record of daily mean flow and temperature for each of the six stations, and posted near-real-time to public and/or operational websites; raw data that may be used to develop a record of daily mean water level and temperature for each of three CCWD monitoring wells and Pillar Point Marsh piezometers, plus monitoring forms.

Task 2. Draft and final water year 2017 reporting

We will summarize and explain the basic hydrologic findings in a water year 2017 report. The written report will include a summary form for each station tabulating the daily mean data and identifying station descriptors and plots of the data and rating curves, and water surface time series data for the monitoring wells. This is a data report. In-depth interpretation will be reserved, and authorized separately should it

Mr. David Dickson
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become necessary for further EIR or regulatory efforts. We will submit the draft report to you, and prepare a final report responding to your comments, and perhaps those of others on your project team.

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

Task 3. Permit compliance reporting

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

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

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

Given other regulatory initiatives in the area, it is possible that other work may be needed during the course of the water year. If and as you ask for additional services, we will track these as tasks 3a, 3b, etc., so that you have total clarity on what these additional assignments may cost. We appreciate the trust that has developed between CCWD and Balance, and want to be sure you are able to track all costs.

Task 5. Project administration

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

Anticipated Costs

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

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

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Please note that our staff billing rates have changed during **late 2016**. The new rates have been included in the attached budget table. We have made every effort to minimize the impact of these changes by allocated staff hours in a prudent, technically sound, but cost-effective manner. The monitoring budget has been spread among billing categories to account for a range of the staff we expect to be available. We have also increased the number of total site visits throughout the year. This is due (a) to the highly mobile bed on both San Vicente and Denniston Creeks, which requires more visits to capture shifts in the stage-discharge relationship, and (b) developing and refining the rating curves at the Etheldore St. site, which is a relatively new site, and at California St, where the station was re-located. Additionally, (c) after 5 years of drought, we believe that major storms will bring higher, episodically-elevated sediment loads and bed instability as willows and alders which hold the banks together will have reduced the extent of roots in the bank. Finally, (d) we must comply with the requirements set out by the GGNRA, who know has jurisdiction over much of the two watersheds. They will require a data report at the end of the year.

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

Anticipated Schedule

We will begin drawing from this budget as WY16 comes to a close to cover our preparations already under taken for the beginning of the 2017 water year, and bill you once it has been approved by your Board of Directors. We will conclude monitoring through October 1, 2017. We will provide a completed draft report to the District in a timely manner. If needed earlier for regulatory purposes, we will attempt to adjust as needed for reporting.

Proposed Project Staff

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

Registration

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

Closing

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

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

Sincerely,

BALANCE HYDROLOGICS, INC.

Eric Donaldson, P.G.
Project Manager

Chelsea Neill
Hydrologist/Geomorphologist

Barry Hecht, CEG, CHg
Senior Principal

Encl. Tables 1 and 2 for WY2017

Table 1. Anticipated Staff Hours by Task
 217057 Coastside County Water District Hydrologic Monitoring, WY2017

Task Number and Description	Sr. Principal	Principal	Sr. Specialist	Senior Professional	Project Professional	Sr. Staff Professional	Staff Professional	Assistant Professional	Junior Professional	GIS Sr Analyst	GIS/CADD Specialist	Sr. Proj Admin	Sr. Report Specialist	Report Specialist	Hydrologic Tech	Labor Costs For Task
	Hourly Rate	\$230	\$195	\$170	\$175	\$155	\$145	\$125	\$110	\$100	\$120	\$105	\$90	\$80	\$75	
Task 1. Water Year 2017 monitoring	24			16	85	88	200			1						\$59,375
Task 2. Draft and final water year 2017 reporting	8			4	24		48			3			16	14		\$14,950
Task 3. Permit compliance	1				3									1		\$770
Task 4. Additional tasks, if any, to be authorized.	No work presently authorized															
Task 5. Project administration	2				12							12				\$3,400
Subtotal Hours	35			20	124	88	248			4		12	16	15		
Total Hours	562															
<i>Notes:</i>																
															TOTAL LABOR	\$78,495.00
															Expenses from Table 2	\$2,950.00
															Contingency from Table 2	\$8,144.50
															GRAND TOTAL	\$89,589.50

Table 2. Estimated Costs
217057 Coastside County Water District Hydrologic Monitoring, WY2017

Professional Fees	Rate	Hours	Allocation
Sr. Principal	\$230	35	\$8,050.00
Principal	\$195	0	\$0.00
Senior Specialist	\$170	0	\$0.00
Senior Professional	\$175	20	\$3,500.00
Project Professional	\$155	124	\$19,220.00
Senior Staff Professional	\$145	88	\$12,760.00
Staff Professional	\$125	248	\$31,000.00
Assistant Professional	\$110	0	\$0.00
Junior Professional	\$100	0	\$0.00
GIS Senior Analyst	\$120	4	\$480.00
GIS/CADD Specialist	\$105	0	\$0.00
Senior Project Administrator	\$90	12	\$1,080.00
Senior Report Specialist	\$80	16	\$1,280.00
Technical Typist	\$75	15	\$1,125.00
Hydrologic Technician	\$75	0	\$0.00
Labor Subtotal (Table 1)			\$78,495.00
Expenses			
Direct Expense Estimates			
Mileage	1500 miles @	\$0.54	\$810.00
Equipment Costs (Sampling gear during site visits, e.g, flow meter, etc.)			\$600.00
Phone Line fees for Modem (4 stations @ 12 mo)	@	\$30/mo	\$1,440.00
Reimbursable Costs			
Other Travel, Subsistence	trips @		\$0.00
Express Mail, Deliveries			\$0.00
Maps and Aerial Photos			\$0.00
Outside Copying, Blueprint			\$0.00
Outside Consultants			\$0.00
Analytical Laboratory Fees			\$0.00
Materials and Supplies			\$100.00
Permits, Licenses or Agency Inspection fees	client responsibility		\$0.00
Printing			\$0.00
Other			\$0.00
Expenses Subtotal			\$2,950.00
ESTIMATED TOTAL			\$81,445.00
Contingency			\$8,144.50
TOTAL w/ CONTINGENCY			\$89,589.50

Notes

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

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

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: November 8, 2016

Report

Date: November 3, 2016

Subject: Recycled Water Update and Consideration of Recycled Water Production Capacity

Recommendation:

Consider adopting a specification for recycled water production capacity of the facilities to be designed and built by Sewer Authority Mid-Coastside (SAM).

Background:

At their meeting of October 24, 2016, the SAM board approved award of a \$174,000 contract to SRT for a 25% design of recycled water production facilities (copy of SAM staff report attached as Attachment A). This represents a significant step forward in realizing the goal of making a coastside recycled water project a reality. Based on the Guiding Principles for Recycled Water Agreement (Principles), SAM expects to recoup the cost of this design and other SAM expenditures on recycled water development through reimbursements by CCWD.

The Principles establish that SAM will design recycled water treatment facilities to meet CCWD's water quality and quantity specifications:

- 3. Design and Construction:** SAM will be responsible for the design, construction, and operation of the recycled water treatment facilities for Phase 1 with input from CCWD and MWSD (and future Phases). The facilities will be designed to satisfy the water quality specified by the CCWD and MWSD and the combined production requirements of CCWD and MWSD; provided, that in no event shall said requirements exceed the maximum flow rate of SAM's treatment facilities; provided, further, that SAM shall have the final authority with regard to determining selection of treatment technology.

CCWD's Board adopted a water quality specification based on Kennedy/Jenks Technical Memorandum #1 (TM1) on June 10, 2016, and the SRT design scope (p. 2 of SRT proposal in Attachment A) confirms that the basis of design for the recycled water facility includes this specification. The District has not, however, specified its recycled water production requirements. SRT proposes to design the facilities for 550,000 gallons per day, consistent with the golf course irrigation supply requirements specified in Table 7 of TM1.

In order to meet expectations of CCWD under the Principles and to provide guidance to SAM in designing facilities which CCWD will ultimately fund, staff recommends that the Board consider adopting a water quantity specification.

Assuming that the District's long-term interests lie in maximizing the available supply of recycled water - complementing SAM's stated interest in reducing the amount of wastewater effluent discharged via the ocean outfall - the Board may want to consider specifying facility capacity exceeding the needs of the golf course as outlined in TM1. The District's ability to make maximum use of recycled water will also depend on SAM's capacity to deliver the highest possible water quality, including the capability to provide reverse osmosis treatment and maximal disinfection for 100% of the flow.

Based on these considerations, staff suggests the Board consider adopting a Phase 1 production requirement of 550,000 gallons per day (average day) and requesting that SAM add to the 25% design an analysis of extending the capacity of the proposed recycled water facilities to treat 100% of the secondary effluent available from SAM to the highest achievable product water quality. It would also be appropriate to include with this request a commitment to pay the additional cost for the change in design scope.



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors

FROM: Beverli A. Marshall, General Manager

DATE: October 24, 2016

REPORT BY: Kishen Prathivadi, Engineering & Construction Contracts Manager

SUBJECT: **Authorize the General Manager to Execute a Contract with SRT Consultants for Design of Recycled Water Project in an Amount Not to Exceed \$173,606**

Staff Recommendation

Staff recommends that the Board of Directors discuss the results of the request for a revised proposal and authorize the General Manager to execute a contract with SRT Consultants for the design of the Recycled Water Project in an amount not to exceed \$173,606.

Fiscal Impact

The fiscal impact of authorizing the contract is \$173,606.

Background and Discussion/Report

Staff issued a request for a revised proposal from SRT Consultants based on the several clarifications required by City of Half Moon Bay on their earlier proposal. The revised proposal was received on August 26, 2016. A detailed breakdown of the various tasks and the cost estimates submitted by SRT Consultants is attached.

All the member agencies have approved the SAM Recycled Water Project for the 25% design phase of the project and the related budget. Staff recommends that the Board authorize the General Manager to execute a contract with SRT Consultants based on

BOARD MEMBERS:	S. Boyd	R. Kowalczyk	R. Lohman
	D. Ruddock	K. Slater-Carter	L. Woren
ALTERNATE MEMBERS:	M. Clark	B. Huber	J. Muller

the responsiveness of the proposal to the requirements, the cost estimate and SAM's successful experience working with this firm.

Per the Board's direction at the September 26, 2016, meeting, work product from Task 1 must be approved and accepted by the Board before work may begin on Task 2. The same restriction is placed on Tasks 2 and 4. Staff will ensure that the contract documents reflect this requirement.

Supporting Documents

Attachment A: Proposal from SRT Consultants

BOARD MEMBERS:	S. Boyd	R. Kowalczyk	R. Lohman
	D. Ruddock	K. Slater-Carter	L. Woren
ALTERNATE MEMBERS:	M. Clark	B. Huber	J. Muller



August 26, 2016

Kishen Prathivadi, PE, PMP
 Engineering & Construction Contracts Manager
 Sewer Authority Mid-Coastside
 1000 N Cabrillo Hwy
 Half Moon Bay, CA 94019

Subject: Recycled Water Project (RWP) at Sewer Authority Mid-Coastside (SAM)
 – SRT Consultants' Revised Proposal

Dear Mr. Prathivadi,

SRT Consultants (SRT) is pleased to submit for your consideration the attached revised proposal for the SAM RWP. SRT will serve as your prime consultant, providing project management, alternative analysis, and conceptual engineering services. We have assembled a team of highly qualified professionals and experts from SRT and RMC Water and Environment (RMC), combining local knowledge with industry expertise, which would allow us to develop your RWP while optimizing your assets and minimizing your costs.

The SRT-RMC team also offers you an exclusive collaboration with:

- *Mark Massara*, a renowned attorney and coastal advocate, will be available on as-needed basis to support SAM's efforts with the key resource agencies.
- *Hazen and Sawyer (Hazen)*, who will be available to provide an independent review of key engineering deliverables and participate in workshops with the stakeholders and staff, if authorized by SAM.

Please call me at 415.776.5800, x301, if you have any questions about the attached proposal.

Sincerely,

Tanya Yurovsky, P.E.
 Principal
 SRT Consultants

RECYCLED WATER PROJECT CONTRACT SCOPE OF SERVICES

The SRT-RMC team proposes to execute the SAM RWP within five (5) main tasks detailed below. Tasks 1 through 5 address the scope of services requested by SAM in the 2016 RFP as modified via electronic correspondence dated August 23, 2016 and the City of Half Moon Bay request dated August 17, 2016. Optional Tasks 6 through 8 and several optional subtasks include services that the SRT-RMC team offers to SAM for consideration for the purpose of expediting work, realizing efficiencies, and improving results. The estimated costs of optional tasks are not included in the fee estimate. Table 1, below, includes an overview of the services offered in this Scope of Services.

Table 1 Overview of Proposed Scope of Services

Base Scope Tasks ¹	Optional Tasks ²
<p>Task 1: Alternative Analysis This task includes the development of up to three (3) alternatives and the selection of the preferred RWP alternative.</p> <p>Task 2: Basis of Design This task includes the development of the 25-percent design based on the Preferred Alternative selection completed under Task 1 and the Finance Plan.</p> <p>Task 3: Implementation Schedule This task will develop an Implementation Schedule utilizing critical path method (CMP). The schedule would identify critical milestones for the RWP completion, including permitting, design, bidding, construction, startup, and closeout.</p> <p>Task 4: Identify Environmental Review and Permitting - Under this task, the SRT-RMC team would prepare a Draft Project Description to use for CEQA review and a preliminary Draft CDP Application.</p> <p>Task 5: Project Management - This task serves to monitor the SRT-RMC team scope, budget, and schedule, and communicate the status and progress of the work to SAM.</p>	<p>Task 6: Grant/Loan Funding and Application Preparation – OPTIONAL This optional task would include the evaluation of grant and/or loan opportunities, preparation of funding applications, and tracking of funding opportunities.</p> <p>Task 7: Public Outreach – OPTIONAL This optional task would include providing support to SAM with public outreach meetings and Board workshops concurrently with the permitting, finance plan, and Basis of Design development.</p> <p>Task 8: Streambed Alteration Agreement – OPTIONAL The SRT-RMC team offers to provide support to SAM with the development and procurement of the Streambed Alteration Agreement for the CCWD’s pipeline crossing of the Pilarcitos Creek under this optional task.</p>

¹ Included in Fee Estimate

² Not included in Fee Estimate

Scope of Services Tasks

The scope of services is detailed below within five (5) main tasks with various subtasks. The development of this scope was based on the following documents and communications received from SAM:

1. Electronic communication from SAM dated August 23, 2016, including Schematic 17 attached to the 08/23/2016 communication;
2. Letter from David R. Dickson, General Manager, Coastside County Water District, to Beverli Marshall, General Manager, Sewer Authority Mid-Coastside, with attached Technical Memorandum #1 (FINAL) titled *Phase 1 Recycled Water Project Water Quality and Quantity Evaluation*, Kennedy/Jenks Consultants, December 15, 2015;
3. OCP's Recycled Water Position (8/2/2016);
4. Technical Memorandum #2 (FINAL) titled *Phase 1 Recycled Water Project Conveyance Facilities*, Kennedy/Jenks Consultants, March 21, 2016.

Task 1 Alternative Analysis

Task 1 includes the evaluation of alternatives for the production, storage, and delivery of 550,000 gallons per day (gpd) of average day demand (ADD) with 800,000 gpd of maximum day demand (MDD) of Title 22 recycled water that satisfies the OCP-prescribed water quality parameters as described in the Kennedy/Jenks Consultants Technical Memorandum (TM) #1 (FINAL) dated December 15, 2015. Task 1 will focus on treatment, storage, pumping facilities, and the pipeline to deliver recycled water to OCP.

1.1 Develop RWP Alternatives

The SRT-RMC team will develop and evaluate up to three (3) alternative concepts for recycled water treatment, storage, and delivery. The three (3) alternatives would be defined based on input received from the SAM staff and other stakeholders (see above) that would form the foundation of these alternatives.

Based on input received from SAM staff on available areas and process facilities at the existing WWTP, the re-purposing of existing underutilized structures would be one of the components included in the alternative evaluation. We understand that the existing tankage at the WWTP considered for the RWP utilization may only include the existing 125,000-gallon future primary clarifier and a 260,000-gallon aeration basin No. 2. Furthermore, as instructed by SAM, the process selected for consideration for the purpose of this RWP includes membrane filtration (MF) treatment followed by the reverse osmosis (RO) treatment with 30- to 50-percent blending of the RO stream. For storage and pump station sizing, "on-demand" vs. "controlled demand" storage and recycled water pump station operation would be evaluated.

The following are the RWP elements that will be included in every alternative under consideration:

1. MF/RO Treatment
2. Pilarcitos Creek Pipeline Crossing

The variables will include but will not be limited to the following examples:

1. On- and/or Off-Site Storage Options
2. Creek Crossing Installation Options

3. RW Disinfection Options
4. Pump Stations' Sizing Options
5. RO Blending Ratios

1.2 Develop Preliminary Site Layouts

Up to three (3) preliminary site layouts will be developed for the alternative evaluation and would include the approximate footprint requirements for major process components (i.e., filtration, disinfection, storage and pumping). It is assumed that the RWP treatment train will be located at the SAM WWTP property and the only off-site component to be reviewed would be storage.

1.3 Develop Alternative Analysis Matrix

Under this subtask, the SRT-RMC team will develop a matrix summarizing the three (3) alternatives under consideration and outlining their benefits and drawbacks, together with their respective capital and O&M costs.

Preliminary details for each alternative would be summarized in the matrix as a basis for comparing the alternatives. The evaluation would include conceptual layouts and benefits associated with each of the alternatives (up to 3) under consideration.

*As an **optional service**, this subtask can also engage review and input from our team's experts from Hazen, including a recycled water design expert, a recycled water operations expert, process engineers, and a cost estimator. Third party participation would afford SAM an opportunity of receiving an independent review and input from internationally renowned professionals in the field of process engineering and water reuse. These optional services are in addition to the fee estimate provided for the base scope of services. The additional cost for these optional services is estimated at about \$8,560, which includes 8 hours of support from a four (4)-expert team.*

1.4 Develop Recommended Preferred Alternative – Draft Alternative Analysis Technical Memorandum (AA TM)

Based on input from SAM and the RWP stakeholders, this subtask will result in the preparation of the Draft AA TM that will be submitted electronically for SAM staff review and comments. The Draft AA TM will detail all of the information developed in the previous subtasks, presenting the alternatives in detail and recommending a preferred alternative based on the alternative analysis matrix results.

Assumptions and Limitations:

- Estimated recycled water demands (quantity and timing) and water quality parameters provided by SAM would be used.
- The development of a full user survey and demand estimates is excluded from this scope of work.
- SAM would be responsible for process sampling and testing (if any).
- SAM would provide existing information (e.g., record drawings) of the existing WWTP, including utility and all yard piping information.
- SAM would provide the SRT-RMC team with a consolidated summary of SAM comments on all review submittals.
- Existing survey information provided by SAM would be used. No topographic survey was included in the scope of work for this task.

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 RECYCLED WATER PROJECT SCOPE
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- Up to three (3) alternatives to be developed and evaluated were included in the fee estimate for this Task 1.

1.5 **OPTIONAL SUBTASK:** *Peer Review of Draft AA TM and Staff Workshop*

This **Optional Subtask 1.5** is offered to provide SAM staff and stakeholders an opportunity to discuss the Draft AA TM findings with the SRT-RMC team and receive comments from the independent industry experts (Hazen).

OPTIONAL SRT-RMC Team Deliverables:

- *Presentation materials and participation in a 4-hour workshop with staff and stakeholders*

SAM Deliverables:

- *Staff participation and facilities for the workshop*

These optional services are in addition to the fee estimate provided for the base scope of services. The additional cost for these optional services is estimated at about \$22,370.

1.6 **OPTIONAL SUBTASK:** *Board Workshop to Review and Approve Preferred Alternative*

Under this **Optional Subtask 1.6**, the SRT-RMC team together with the third-party experts would prepare and participate in a public meeting with the SAM Board of Directors and other stakeholders with the goal of receiving input from the policy makers and stakeholders and concurrence with the proposed Preferred Alternative. This optional workshop would provide an opportunity for the policy makers to provide input to the RWP development process while streamlining the development of the Basis of Design Report (BODR) under Task 2.

OPTIONAL SRT-RMC Team Deliverables:

- *Presentation materials and participation in a 4-hour Board workshop*

SAM Deliverables:

- *Stakeholder participation and facilities for the workshop*

These optional services are in addition to the fee estimate provided for the base scope of services. The additional cost for these optional services is estimated at about \$11,630, provided it is coupled with Optional Task 1.5. If this Subtask is authorized without Subtask 1.5, the cost would increase to \$22,370 due to the need for the reviewers to familiarize themselves with the project.

1.7 **Final AA TM**

Based on the comments to the Draft AA TM received from SAM, the team will finalize the TM and submit it to SAM in its final version.

TASK 1 SRT-RMC Team Deliverables:

- Draft Alternative Analysis Technical Memorandum (AA TM), electronically
- Final AA TM electronically and five (5) hard copies

SAM Deliverables:

- One consolidated set of comments to the Draft AA TM within two (2) weeks of receipt

Task 2 **Basis of Design – 25-Percent Design**

Based on the selection of the Preferred Alternative completed under Task 1, the SRT-RMC team will develop the Basis of Design Report (BODR). Task 2 includes the conceptual design for the recycled water production, storage, and transmission pipeline to OCP and constitutes the 25-percent completion level.

2.1 **Prepare Draft BODR**

The work completed in Task 1 would be further advanced and compiled into a Draft BODR. The SRT-RMC team would prepare the Draft BODR and submit for review and comments by SAM staff. The Draft BODR would include critical design parameters, descriptions of the proposed facilities, and 25-percent-level design drawings of the proposed facilities.

2.2 **Engineer's Opinion of Probable Construction Cost**

Under this subtask, the capital and O&M (electrical power, chemical storage and consumption, staffing, etc.) engineer's opinion of probable construction cost for the selected preferred alternative would be developed and included with the Draft BODR.

The Association for the Advancement of Cost Engineering International (AACEI) developed metrics to classify estimating accuracy through project development. The cost estimates to be developed would be considered planning-level estimates based on a 25-percent level of project development. Based on AACEI guidelines, actual project costs are typically within +50% to -25% of the planning-level cost estimate.

2.3 **Prepare Final BODR**

The SRT-RMC team would incorporate relevant review comments from SAM into a Final BODR.

TASK 2 SRT-RMC Team Deliverables:

- Draft BODR (25% design), electronically
- Final BODR (25% design), electronically and five (5) hard copies

SAM Deliverables:

- One consolidated set of comments to the Draft BODR within two (2) weeks of receipt

2.4 **Prepare Draft Finance Plan**

The SRT-RMC team would prepare a Draft RWP Finance Plan that would be included in the Draft BODR. The Draft Finance Plan would include the following elements:

- Pricing policy for recycled water
- Costs that can be allocated to water pollution control
- Annual projection of:
 - Water prices
 - Recycled water used
 - Annual costs of recycling project
 - Allocation of costs

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- Unit costs
- Unit price of recycled water
- Sensitivity analysis assuming user fails to use recycled water
- Sunk costs and indebtedness

2.5 *Prepare Final Finance Plan*

The SRT-RMC team would solicit comments on the Draft Finance Plan from SAM staff and other stakeholders as relevant and appropriate. We would incorporate comments received as applicable and prepare the Final Finance Plan that would be attached to the Final BODR.

2.6 *OPTIONAL - Peer Review of Draft BODR and Staff Workshop*

This **Optional Subtask 2.6** is offered to provide SAM and stakeholders an opportunity to discuss the Draft BODR with the SRT-RMC team and receive input from the team's experts.

This optional subtask will engage an independent review and input from our team's experts, including a recycled water design expert, a recycled water operations expert, process engineers, and a cost estimator. Their participation would afford SAM an opportunity of receiving an independent review and input from internationally renowned professionals in the field of process engineering and water reuse.

OPTIONAL SRT-RMC Team Deliverables:

- *Presentation materials and participation in a 4-hour workshop with staff*

SAM Deliverables:

- *Staff participation and facilities for the workshop*

These optional services are in addition to the fee estimate provided for the base scope of services. The additional cost for these optional services is estimated at about \$11,990.

2.7 *OPTIONAL - Board Workshop*

Under this **Optional Subtask 2.7**, the SRT-RMC team together with the industry experts would prepare and participate in a public meeting with the SAM Board of Directors and other stakeholders with the goal of receiving input from the policy makers and stakeholders on the Draft BOD. This optional workshop would provide an opportunity for the stakeholders and policy makers to provide input to the RWP development process while advancing the RWP.

OPTIONAL SRT-RMC Team Deliverables:

- *Presentation materials and participation in a 4-hour Board workshop*

SAM Deliverables:

- *Stakeholder participation and facilities for the workshop*

These optional services are in addition to the fee estimate provided for the base scope of services. The additional cost for these optional services is estimated at about \$11,630.

Task 3 RWP Implementation Schedule

Under this Task, the SRT-RMC team will develop a RWP Implementation Schedule utilizing critical path method (CMP). The schedule would identify critical milestones for the RWP completion, including permitting, design, bidding, construction, startup, and closeout.

SRT-RMC Team Deliverables (all electronic unless noted):

- Draft Implementation Schedule in MS Project format for SAM review and comments
- Final Implementation Schedule in MS Project format

Task 4 Identify Environmental Review Studies and Permitting

Under this task, the SRT-RMC team would initiate CEQA and Coastal Act compliance work for the RWP.

Subtask 4.1 Prepare CEQA Project Description

The SRT-RMC team would develop the project description for the RWP. In addition, the SRT-RMC team would prepare an initial CEQA checklist to identify potential significant impacts of the project and risk areas that could warrant preparation of an Environmental Impact Report (EIR) vs. a Mitigated Negative Declaration (MND).

Subtask 4.2 Prepare Preliminary Draft Coastal Development Permit Application

The SRT-RMC team would prepare a preliminary Draft Coastal Development Permit (CDP) application under the City of Half Moon Bay LCP. For this subtask, the SRT-RMC team is offering SAM an exclusive support and expertise of Mark Massara, an environmental attorney and coastal advocate, who has been instrumental in supporting various projects that have provided coastal habitat restoration and protection, such as the SAM's RWP. We believe that Mr. Massara's expertise and input would greatly assist SAM and its partners in moving forward with the project implementation.

Assumptions and Limitations:

- This task includes a limited effort to only prepare a Draft Project Description and a preliminary Draft CDP application.
- No environmental studies (e.g., biology, hydrology, archeology, etc.) are included in this task.
- The SRT-RMC team is fully prepared to provide additional environmental permitting services and studies under this task on an as-needed basis. These additional services would be billed on a time-and-materials basis in accordance with the hourly rates and other fee schedules included in this proposal.
- This task can only be initiated following the development and approval of the AA TM and BODR in Tasks 1 and 2.
- Services of Mark Massara are optional, offered on a time-and-materials basis, and are not included in the base fee estimate.

TASK 4 SRT-RMC Team Deliverables:

- RWP Project Description, Draft only, electronically
- Preliminary Draft CDP Application, electronically

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 RECYCLED WATER PROJECT SCOPE
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The SRT-RMC team is fully qualified and prepared to provide additional environmental permitting services and studies under this task on an as-needed basis, up to and including the preparation of the CEQA and CDP documents. These additional services would be billed on a time-and-materials basis in accordance with the hourly rates and other fee schedules included in this proposal.

Task 5 Project Management

This task serves to monitor the SRT-RMC team scope, budget, and schedule, identify corrective measures, if any, early in the process, and communicate the status and progress of the work to SAM. The fee estimate for this task is based on the 6-month contract duration requested by SAM.

5.1 Team Coordination and Management

This subtask includes internal team coordination and monitoring utilizing various project control tools and measures. Operations managers and the SRT-RMC Quality Assurance Committee would regularly audit projects to ensure they are being executed in a timely and efficient manner that is consistent with SAM's goals, schedule, and budget.

5.2 Monthly Reporting and Invoicing

As part of our regular monthly invoicing, monthly progress reports would be prepared to present updated budget tracking, including reporting of the percentage of budget spent relative to the portion of the task completed, along with schedule assessment and identification of potential issues that could impact the project performance.

5.3 Quality Assurance and Control

All project work products would undergo internal review prior to being submitted to SAM. The SRT-RMC team project manager would be responsible for seeing that these reviews are undertaken and appropriate, and that the project team initiates follow-up actions. Calculations, design criteria, hydraulic models, technical memoranda, reports, drawings, and specifications are all subject to review under this process.

TASK 5 SRT-RMC Team Deliverables:

- Six (6) Monthly Progress Reports and Invoices
- Six (6) Monthly Progress Meetings with SAM

OPTIONAL Task 6 Grant/Loan Funding and Application Preparation

This **Optional Task 6** includes the work related to tracking, securing, and administering grant and loan funding from the State of California. Completion of negotiations between SAM and CCWD is critical to the RWP implementation as the executed agreements between the water purveyor and recycled water distributor (CCWD) and recycled water producer (SAM) and between the water purveyor and recycled water customer (OCP) are required prior to submitting any grant or loan funding applications to the State Water Board.

If authorized, this **Optional Task 6** would be executed within the following five (5) subtasks:

6.1 Evaluate Funding Alternatives and Eligibility

The SRT-RMC team would track funding opportunities from existing state funding programs, including the grant program name, administering agency, program purpose, funding availability,

eligibility requirements, and timing. We would provide ongoing communication with funding agencies and SAM to track potential funding opportunities, educate funding agencies about SAM project(s), and provide outreach as necessary. As funding program guidelines are released, the SRT-RMC team would review them to determine applicability to SAM and, if requested, prepare and submit comment letters on SAM's behalf.

6.2 *Prepare Funding Applications*

The SRT-RMC team would prepare grant and loan application(s) in accordance with the state funding agencies' application submittal guidelines, using information developed in Tasks 1 and 2, and input from SAM. The SRT-RMC team would also assist SAM in preparing for funding discussions with applicable state funding agency staff. This task would include, but may not be limited to:

- Preparing and maintaining a project schedule, noting key project milestones, meetings, and deadlines to ensure timely submittal of each grant/loan application and for stakeholder outreach purposes.
- Compiling and producing all data and information needed for grant/loan application submittal.
- Preparing and providing draft copies of the grant/loan applications to SAM staff for review.
- Submitting a final, revised copy of the grant/loan applications to SAM prior to final document production and submittal to the state agencies.
- Submitting the grant/loan applications using FFAST (Financial Assistance Application Submittal Tool) or other means as requested by state funding agencies.
- If applicable, revising the grant/loan applications as directed by SAM or via any instructions provided by the state agencies after grant/loan application submission.
- Providing a total of five hard copies of the grant/loan application(s), including figures and appendices, and five CDs.

6.3 *Funding/Grant Tracking and Documentation Support*

The SRT-RMC team would administer grants and/or loans on behalf of SAM. This would involve compiling invoice and progress report information, and coordinating with other consultants and/or contractors, SAM, and the administering agency. We would prepare templates, schedules, communication and coordination procedures, and other protocols as needed for use throughout implementation of grant administration to ensure consistent invoicing and billing among all consultants and contractors.

The SRT-RMC team would prepare and submit the grant/loan disbursement invoices and reports with information as required by the administering agency and conduct necessary coordination under this task.

Assumptions and Limitations:

- The SRT-RMC team will provide this scope and corresponding level of effort to SAM on an as-needed basis, upon approval.
- No federal funding assistance was included in the level of effort estimate; should SAM desire assistance with the federal funding applications, the SRT-RMC team would provide additional services under this task on an as-needed basis.

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- These optional services would be billed on a time-and-materials basis in accordance with the hourly rates and other fee schedules included in this proposal.

OPTIONAL TASK 6 SRT-RMC Team Deliverables (all electronic unless noted):

- Board presentation, Draft and Final, for the review of the Finance Plan
- Draft SAM Board Resolutions for the grants/loans
- Funding Applications (grant and loan)

SAM Deliverables:

- One consolidated set of comments to the Draft Board presentation, within three (3) business days of submittal
- Fully executed and signed Board resolutions for inclusion with the application packets
- Fully executed agreements: SAM/CCWD and CCWD/OCP for inclusion with the application packets

These optional services are in addition to the fee estimate provided for the base scope of services. The additional cost for these optional services is estimated at about \$53,550.

OPTIONAL TASK 7 Public Outreach: Hold Project Workshops and Public Meetings

This optional task includes providing support to SAM with public outreach meetings and Board workshops concurrently with the permitting, finance plan, and BOD development.

7.1 Prepare for and Administer Project Workshops (2)

Under this subtask, the SRT-RMC team would develop presentation materials and conduct two (2) Project Workshops with SAM staff and stakeholders.

7.2 Prepare for and Administer Public Meetings (2)

Under this subtask, the SRT-RMC team would develop presentation materials, a Project Fact Sheet, and conduct two (2) Public Meetings with SAM staff and stakeholders.

OPTIONAL SRT-RMC Team Deliverables (all electronic):

- Draft and Final Project Workshop No. 1 and No. 2 presentation materials
- Project Workshop No. 1 and No. 2 summary notes
- Draft and Final Public Meeting No. 1 and No. 2 presentation materials
- Public Meeting No. 1 and No. 2 summary notes
- Project Fact Sheet, Draft and Final for public distribution

SAM Deliverables:

- One consolidated set of comments to each of the two (2) Draft Project Workshop presentation materials within two (2) weeks of the Draft receipt
- Date/time, location for the two Project Workshops and staff and other stakeholders attendance
- One consolidated set of comments to each of the two (2) Draft Public Meeting presentation materials within two (2) weeks of the Draft receipt
- Date/time, location of the two Public Meetings and staff and other stakeholders attendance

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Assumptions and Limitations:

- Two project workshops and two public meetings, each of a four (4)-hour duration are included in the fee estimate
- Two SRT-RMC team staff would attend the meetings
- Draft CEQA+ document is required to file the applications

These optional services are in addition to the fee estimate provided for the base scope of services. The additional cost for these optional services is estimated at about \$36,700.

OPTIONAL Task 8: Streambed Alteration Agreement

The SRT-RMC team proposes to provide support to SAM with the development and procurement of the Streambed Alteration Agreement for the CCWD's pipeline crossing of the Pilarcitos Creek.

Assumptions and Limitations:

- This is an optional subtask to be provided on an as-needed basis
- The effort for this subtask would be billed on a time-and-materials basis in accordance with the hourly rates and other fee schedules included in this proposal

OPTIONAL SRT-RMC Team Deliverables (all electronic):

- Administrative Draft Streambed Alteration Agreement for SAM's review and comments
- Draft Streambed Alteration Agreement Submittal to the California Department of Fish and Wildlife
- Support with negotiations

These optional services are in addition to the fee estimate provided for the base scope of services. The effort for this subtask would be billed on a time-and-materials basis in accordance with the hourly rates and other fee schedules included in this proposal.

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 RECYCLED WATER PROJECT SCOPE
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RECYCLED WATER PROJECT CONTRACT SCHEDULE

The following provides the proposed milestones and durations for this contract, assuming the overall six-month contract duration.

- | | |
|---------------------------------------|--------------------|
| • SAM Board Award of Contact | September 26, 2016 |
| • Notice to Proceed to SRT from SAM | September 28, 2016 |
| • Kickoff Meeting with SAM Staff | October 5, 2016 |
| • Develop RWP Alternatives | 4 weeks |
| • Develop Alternative Analysis Matrix | 4 weeks |
| • Submit Draft AA TM | November 30, 2016 |
| • SAM Review of Draft AA TM | 2 weeks |
| • Receive SAM's comments | December 14, 2016 |
| • Submit Final AA TM | December 28, 2016 |
| • Develop Draft BODR | 8 weeks |
| • Submit Draft BODR | February 27, 2017 |
| • SAM Review of Draft BODR | 2 weeks |
| • Receive SAM's comments | March 13, 2017 |
| • Submit Final BODR | March 28, 2017 |

The following tasks will run concurrently to meet the schedule:

- RWP Implementation Schedule can be developed concurrently with the Draft BODR;
- CEQA and CDP project description will be prepared during the Draft BODR development;
- Funding Procurement (Optional Task 6) and the Streambed Alternation Agreement (Optional Task 8) Application can be completed concurrently with the Draft BODR.

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 RECYCLED WATER PROJECT SCOPE
 August 26, 2016

RECYCLED WATER PROJECT CONTRACT FEE ESTIMATE

The following table presents a summary of the fee estimate to complete the five main tasks detailed in the Scope of Services. The optional tasks' fee estimates follow.

TASKS	Total Cost
Task 1: Alternative Analysis	
1.1 Develop RWP Alternatives	\$8,989
1.2 Develop Preliminary Site Layouts	\$13,149
1.3 Develop Alternative Analysis Matrix	\$8,689
1.4 Draft AA TM	\$12,929
1.7 Final AA TM	\$8,049
Subtotal Task 1:	\$51,805
Task 2: Basis of Design	
2.1 Prepare Draft BOD	\$27,506
2.2 Engineer's Opinion of Probable Construction Cost	\$7,979
2.3 Final BOD	\$28,547
2.4 Prepare Draft Finance Plan	\$11,700
2.5 Prepare Final Finance Plan	\$11,700
Subtotal Task 2:	\$87,432
Task 3: Implementation Schedule	
3.1 Draft Implementation Schedule	\$4,860
3.2 Final Implementation Schedule	\$3,780
Subtotal Task 3:	\$8,640
Task 4: Initiate Environmental Review and Permitting	
4.1 Prepare CEQA Project Description	\$8,224
4.2 Prepare Preliminary Draft CDP Application	\$2,365
Subtotal Task 4:	\$10,589
Task 5: Project Management	
5.1 Team Coordination and Management	\$4,860
5.2 Monthly Reporting and Invoicing	\$4,860
5.3 Quality Assurance and Control	\$4,920
Subtotal Task 5:	\$14,640
Other Direct Costs (ODCs)	\$500
FEE ESTIMATE TOTAL	\$173,606

SEWER AUTHORITY MID-COASTSIDE//
 RECYCLED WATER PROJECT SCOPE
 August 26, 2016

Optional Services Fee Estimates³:

1. <i>Optional Peer Review in Subtask 1.3</i>	\$8,600
2. <i>Optional Subtask 1.5</i>	\$22,370
3. <i>Optional Subtask 1.6</i>	\$11,630
4. <i>Optional Subtask 2.6</i>	\$11,990
5. <i>Optional Subtask 2.7</i>	\$11,630
6. <i>Optional Task 6</i>	\$53,550
7. <i>Optional Task 7</i>	\$36,700
8. <i>Optional Task 8</i>	<i>on a time-and-materials basis</i>
9. <i>CEQA and CDP Completion Support</i>	<i>on a time-and-materials basis</i>

³ Not included in the base fee estimate on Page 13

**Sewer Authority Mid-Coastside Recycled Water Project
Billing Rates, Direct Labor Rates, Overhead and Profit**



Firm	Role	Team Member Classification	Billing Classifications	Billing Rate	Direct Labor Rate	Firm Overhead Multiplier ^a	Firm Profit	Firm Overall Multiplier (Profit and Overhead)
SRT	Prime Consultant	Tanya Yurovsky	Principal	\$205	\$74.01	1.52	10%	2.77
		Tim Monahan	Principal Engineer II	\$180	\$64.98			
		Bill McCarthy	Principal Engineer I	\$200	\$72.20			
		Brad Sneed	Senior Engineer I	\$165	\$59.57			
		Lisa Pezzino	Senior Engineer III	\$150	\$54.15			
		Marilu Corona	Staff Engineer I	\$135	\$48.74			
		Nina Mao	Staff Engineer I	\$135	\$48.74			
		Admin/CAD	Graphics/Support	\$100	\$36.10			
RMC	Subconsultant	Dave Richardson	EPS-13 ^b	\$316	\$117.01	1.91	10%	3.20
		Robin Cort	EPS-10	\$264	\$80.24			
		Christy Kennedy	EPS-8	\$238	\$72.12			
		Mike Matson	EPS-13 ^b	\$316	\$110.81			
		Mark Takemoto	EPS-9	\$234	\$71.10			
		EPS-2	EPS-2	\$119	\$36.06			
		TECH-4	TECH-4	\$150	\$45.43			
		Admin	Admin	\$93	\$28.25			
Hazen	Subconsultant	Chris Portner	Cost Estimating	\$180	\$57.32	1.85	10%	3.14
		Irene Chu	Process Engineer	\$180	\$57.32			
		Kevin Alexander	Vice President	\$250	\$79.62			
		Troy Walker	Vice President	\$250	\$79.62			
		Paul Pitt	Vice President	\$250	\$79.62			

Notes:

payroll taxes, employee insurance, professional development, office rent, office supplies and leases, general and administrative expenses, legal and accounting, professional liability insurance, professional services, telephone/internet, auto/travel, business taxes and IT supplies/services.

b. RMC EPS-13 rate is capped at \$316

c. Other Direct Costs (ODCs) are billed at cost, no markup

d. 10-percent markup on subconsultants

e. All rates are subject to a 3-percent adjustment on 01/01/2017

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: November 8, 2016

Report

Date: November 4, 2016

Subject: General Manager's Report

Recommendation:

None. Information only.

Background:

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

Change in District Election Schedule: The process of changing the District's election schedule to even years, which began with the Board's passage of the change resolution on July 12, 2016, has now concluded. The San Mateo County Board of Supervisors approved the change in Resolution No. 074795 (copy attached), and the County mailed a notice of the change to all voters in the District (copy of letter attached). The letter confirms that directors whose terms would have ended in 2017 and 2019 will have those terms extended to 2018 and 2020, respectively.

RESOLUTION NO. 074795

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

* * * * *

**RESOLUTION AUTHORIZING THE IMPLEMENTATION OF COASTSIDE COUNTY
WATER DISTRICT GOVERNING BOARD REQUESTING THAT FUTURE BOARD
ELECTIONS BE MOVED FROM ODD TO EVEN-NUMBERED YEARS**

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, in September 2015 the Governor signed Senate Bill No. 415, which in most instances requires local jurisdictions, including school districts, cities, and other districts, to move their elections for governing board members from odd-numbered years to even-numbered years if their elections currently occur on odd-numbered years; and

WHEREAS, on July 12, 2016, the Governing Board of the Coastside County Water District (the "District") approved a resolution pursuant to Section 10404 of the California Elections Code requesting that election dates for future District board elections be moved from odd- to even-numbered years; and

WHEREAS, the District submitted its resolution to the Board of Supervisors on July 28, 2016, and Section 10404 requires this Board to act on the request within sixty days; and

WHEREAS, pursuant to Sections 10404(d) and 10404(e), the Chief Elections Officer submitted to the Board of Supervisors an impact analysis of the proposed

change, including an assessment of the change's cost-effectiveness, and according to said impact analysis, the San Mateo Registration & Elections Division is able to handle the impact that the District's requested change will have on the ballot style, voting equipment, and computer capacity; and

WHEREAS, the Board of Supervisors gave notice to all districts located within the County of the receipt of the District's resolution and requested input from said districts on the effect of the consolidation; and

WHEREAS, the Board of Supervisors is required by Section 10404(e) to approve the proposed change unless it finds that the ballot style, voting equipment, or computer capacity is such that additional elections or materials cannot be handled.

NOW THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the Board of Supervisors does not find that the ballot style, voting equipment, or computer capacity of the Registration & Elections Division is such that additional elections or materials cannot be handled in relation to the District's request, and accordingly the implementation of the District's resolution is approved, with the first election occurring pursuant to that resolution at the November 6, 2018, statewide general election.

* * * * *

Regularly passed and adopted this 20th day of September 2016

AYES and in favor of said resolution:

Supervisors: DAVE PINE

CAROLE GROOM

DON HORSLEY

WARREN SLOCUM

ADRIENNE J. TISSIER

NOES and against said resolution:

Supervisors: NONE

Absent Supervisors: NONE



President, Board of Supervisors
 County of San Mateo
 State of California

Certificate of Delivery

I certify that a copy of the original resolution filed in the Office of the Clerk of the Board of Supervisors of San Mateo County has been delivered to the President of the Board of Supervisors.



Deputy Clerk of the Board of Supervisors



Mark Church

Chief Elections Officer & Assessor-County Clerk-Recorder

40 Tower Road
San Mateo, CA 94402-4035
phone 650.312.5222 fax 650.312.5348
email registrar@smcare.org
web www.shapethefuture.org

October 19, 2016

Subject: Coastside County Water District Change from Odd- To Even-Numbered Year Elections

Dear Joanne Jenezon Whelen:

On July 12, 2016, the Coastside County Water District adopted a resolution changing future elections for its Board of Directors from odd-numbered years to even-numbered years. On September 20, 2016, the San Mateo County Board of Supervisors approved this resolution, pursuant to California Elections Code Section 10404.

These resolutions were adopted in accordance with a new law signed by the Governor, Senate Bill No. 415 known as the "California Voter Participation Rights Act." The objective of the new law is to increase voter participation in local elections given that even-numbered year elections have higher voter turnout rates than odd-numbered year elections.

Commencing with the November 2016 election, Board Members of the Coastside County Water District will be elected in November of even-numbered years. As a result, the District will not hold its regularly scheduled election in 2017. Instead, the election will take place on November 6, 2018. Board Members whose terms would have expired in 2017 will have their terms extended through the November 2018 election, and those Board Members whose terms would have expired in 2019 will have their terms extended through the November 2020 election.

Should you have any questions regarding the implementation of these new laws and the change from odd- to even-numbered year elections for the Coastside County Water District Board Members, please contact the Registration & Elections Division at 650.312.5222 or registrar@smcare.org or the Coastside County Water District at 650-726-4405.

Sincerely,

A handwritten signature in black ink that reads "Mark Church".

Mark Church

cc: Arnie Glassberg, President, Board of Directors, Coastside County Water District
David Dickson, General Manager, Coastside County Water District

MONTHLY REPORT

To: David Dickson, General Manager
From: Joe Guistino, Superintendent of Operations
Agenda: November 8, 2016

Report
Date: November 3, 2016

Monthly Highlights

Randtron and Pilarcitos Canyon Road Repair Project – This project is complete and we are very pleased with the results.

Cabrillo Highway South – A leak on a customer’s line was discovered and fixed resulting in adequate (but not optimal) pressure to the six customers at the south end of our distribution system.

Source of Supply

Crystal Springs and Denniston Reservoirs and Denniston Wells #1 and #9 were the source of supply in October, supplying approximately 59 million gallons (MG) of water. Denniston water treatment plant (WTP) was shut down on 4 October for annual maintenance. It should be ready to be started up again in December.

System Improvements

Ham Radio Transmitter

I have been working with Nick Gotusko of the San Mateo Office of Emergency Services to establish a Ham radio antennae and station at Nunes WTP.

Pilarcitos Well Field

The overgrown brush along Pilarcitos Road in our well field was removed in October to allow for easier access for well rehab equipment as well as to improve access for District staff.

Well Upgrades

Staff has been committed to improving the plumbing on all District wells as well as to replace the old meters with Badger Automated Meter Infrastructure (AMIs) to allow for real time production indication. In October, Denniston Wells 1 and 9 and Pilarcitos Wells 4 and 4A were plumbed and fitted with new meters.

Other Activities Update:

Meter Replacement Program

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

Cabrillo Highway South

Last month I reported that the old 2" galvanized pipeline at the extreme south end of our distribution system was not providing adequate pressure to the 6 customers that it feeds. Further investigation led to the discovery of a leak on an irrigation line that feeds part of the landscaping at the Cowell Ranch State Beach but that branched off of the service line for another customer. Once the line was repaired, pressure was brought back to 25psi (still borderline substandard) and all customers were back in water.

Denniston Streambank Clearing and Dredging Permit Renewal

We sent in an application for a 5 year Streambed Alteration Permit to the California Department of Fish and Wildlife to resume annual dredging operations on Denniston Reservoir in 2017.

We have also contracted with the California Conservation Corps (CCC) to hand clear the Denniston streambank upstream of Denniston Reservoir in the hopes of preventing future flooding of the Denniston WTP access road. Work is scheduled to start in December and will take about 3 days.

Moon Ridge Meter Replacement

AMI meter replacement at the Moon Ridge Development is about 60% complete.

Crystal Springs Pump #1

I had reported in the past that Crystal Springs P#1 had a small but persistent oil leak. This motor has been pulled and sent to the factory twice for resolution but to no avail. The leak has recently worsened to the point that we may have to purchase a new motor (slated to be purchased in the CIP for FY18) and keep this one as a spare. We are presently preparing formal bid documents for its replacement.

Safety/Training/Inspections/Meetings

Meetings Attended

11 October - Met with Nick Gotusko at Nunes for Hamm Radio Antenna installation
12 October - Met with two of the neighbors at the El Granada Tank 3 Rehab site to inform them of the construction schedule and answer any questions that they may have.

12 October - Met with Jim Teter as to Wavecrest Pipeline Replacement and other projects that he is presently working on.

12 October – Met with PAX Water representatives as to TTHM control in our treated water reservoirs

13 October – Attended a Public Employees Retirement System (PERS) retirement class in Sacramento

14 October – Met with Allan Lacson of PG&E as part of their outreach to improve their service on the coastside.

17 October – Met with CINTAS representatives to discuss training schedule

18 October – Final walk through for the Pilarcitos Road Repair Project

19 October – Met with Ed Watkins of the Cabrillo Unified School District to discuss an additional tap that they need for the Pilarcitos HS project.

24-27 October – Attended CA/NV AWWA Annual Fall Conference in San Diego

Tailgate safety sessions in October

3 October – Night Work: Reduced Visibility Increases Hazards

11 October – Be Prepared for an Emergency

17 October – Crane, Derrick, and Hoist Safety

Safety Committee and Training

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

Operations Staff met with CINTAS representatives Gregg Nuti, Kyle Chin and Christopher Kotkiewicz on 17 October to work out the details of the mandatory safety training for the partnership between the District and Montara Water and Sanitary District (MW&SD). Training will be held on the second Wednesday of every month and alternate between the two districts. CCWD will be responsible for monthly payment and we will be invoicing MW&SD every other month. The first safety meeting under the new contract will take place on 7 November and will be a walkthrough of our facilities to note any issues and for the new trainer to become familiar with our work environment.

New Customer Service Employee

Treatment/Distribution Operators oriented the new Customer Service Tech, Scott Usher, as to the layout and assets of the District as well as the procedures for handling customer inquiries and investigative field work.

Projects

El Granada Pump Stations 1 and 2 Emergency Generator Project

The submittal process has been completed for the most part. Testing procedures and duties for the concrete pad construction have been established. The initial change order for increasing the size of the existing conduit at El Granada Tank 2 is presently being discussed.

El Granada Tank 3 Rehabilitation and Coating Project

The submittal process continues. The underground piping for phase 1 has been installed, pressure tested, disinfected and bacteriologically tested. The temporary tank should be installed and operational in November.

Avenue Cabrillo Project Phase 3B

All the pipes have been tied in and all services have been transferred over. The contractor is removing and/or disconnecting ties to the old pipeline and will be tying up any loose ends, asphaltting and destaging the operation in November. The final walkthrough is scheduled for 10 November.

Randtron and Pilarcitos Canyon Road Repair Project

This project is complete. We had the final walkthrough on 18 October. The contractor, Campbell Grading, did an outstanding job and I hope to be able to use them again in the future.

Nunes Drying Bed #2 Sand Replacement Project

The old sand and the impacted gravel have been removed from the drying bed. I am in the process of reviewing the specifications for the gravel and sand and seeking appropriate vendors.

Denniston Pump Station and Bridgeport Transmission Main Project

The contractor has provided us with the schedule for construction, which will commence in mid-November once all of the submittals have been reviewed and accepted.

Well Projects

Pilarcitos Wells 3 and 3A were rehabilitated in October and it looks like they will provide about 150-175 gpm. We will be doing a video inspection of the well screens to determine their viability and we hope to get them started up by the first of December.

Strawflower Plaza Pipeline Modification

Staff is presently completing the bid documents and the Notice to Contractors. It should be complete by the second week of November and bid opening should commence mid-December.

STAFF REPORT

To: Board of Directors
From: Cathleen Brennan, Water Resources Analyst
Agenda: November 8, 2016
Report Date: November 3, 2016
Subject: Water Resources

Informational Report: California Urban Water Conservation Council

California Urban Water Conservation Council

For the past 30 years, the emphasis in California was on water agencies voluntarily implementing water conservation programs to avoid water conservation mandates from the state. To assist water agencies (retailers and wholesalers) with their voluntary water conservation programs, the California Water Conservation Council (CUWCC) was formed with a memorandum of understanding (MOU) pledging signatories to develop, implement and report on urban water conservation practices to reduce water demand. Coastside County Water District (District) was one of the original signatories of the MOU in 1991.

There are now state mandates with requirements for water conservation targets, water loss auditing, conservation pricing, and water waste prevention. The switch to water conservation mandates has basically discouraged water agencies from participating in the MOU. The District is one of those agencies focused on complying with the mandates and not the MOU for water conservation programs.

As described in the District's 2015 Urban Water Management Plan, the District is on track to meet its water conservation target of 124 gallons per day per capita (SBx7) for 2020 and the District will monitor production and water demand to determine what conservation programs should be implemented. For Fiscal Year 2017, the District is offering high efficiency toilet rebates to customers and there will still be significant effort towards complying with SB555 - water loss auditing and reporting.

The CUWCC recognizes that it must adapt and is taking steps to change their by-laws and to find new ways to collaborate. There is concern from environmental groups about these changes and there is the possibility that the CUWCC will voluntarily dissolve.



Update

Statewide Water Savings

State Water Resources Control Board

- Cumulative savings statewide, since June 2015 is 23 percent compared to calendar year 2013.
- For the month of September, the statewide savings was estimated at 18.3 percent compared to calendar year 2013.