

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, November 10, 2020 - 7:00 p.m.

AGENDA

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the Shelter-in-Place Order issued by the San Mateo County Health Officer on March 16, 2020, as revised on March 31, 2020, the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, the Boardroom will not be open for the November 10, 2020 Regular Meeting of the Coastside County Water District. This meeting will be conducted remotely via teleconference.

The Public may watch and/or participate in the public meeting by joining the meeting through the Zoom Videoconference link provided below. The public may also join the meeting by calling the below listed teleconference phone number.

How to Join Online or by Phone

The meeting will begin at 7:00 p.m.

Whether you participate online or by telephone, you may wish to "arrive" early so that staff can address any technology questions prior to the start of the meeting.

ONLINE:

Join Zoom Meeting

<https://zoom.us/j/93778260596?pwd=aEpRcFlnaHdQM2lPSEJQWjNiN09TQT09>

Meeting ID: 937 7826 0596

Passcode: 184355

One tap mobile

+16699006833,,93778260596#,,,,,0#,,184355# US (San Jose)

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 937 7826 0596

Passcode: 184355

Find your local number: <https://zoom.us/u/adZt3d9LjB>

Procedures to make a public comment with Zoom Video/Conference – As a reminder, all participants except the Board Members and Staff are muted on entry.

- **From a computer:** (1) Using the Zoom App, at the bottom of your screen, click on “Participants” and then “Raise Hand”. Participants will be called to comment in the order in which they are received. Begin by stating your name and place of residence.

OR

- (2) Using the Zoom App, at the bottom of your screen click on “Chat” and then type that you wish to make a comment into the Chat Box. Ensure that the “To:” field is populated by either “Everyone” or “the Moderator”. Begin by stating your name and place of residence.
- **From a phone:** Using your keypad, dial *9, and this will notify the Moderator that you have raised your hand. Begin by stating your name and place of residence. The Moderator will call on you by stating the last 4 digits of your phone number. If you wish to block your phone number dial *67 prior to dialing in. If your phone number is not displayed, the Moderator will call you by Caller number.

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, 2020:
Claims: \$1,313,010.45; Payroll: \$260,999.89 for a total of \$1,574,010.34 ([attachment](#))
➤ *October 2020 Monthly Financial Claims reviewed by and approved by President Mickelsen*
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of October 13, 2020 Regular Board of Directors Meeting ([attachment](#))
- D. Installed Water Connection Capacity and Water Meters Report ([attachment](#))
- E. Total CCWD Production Report ([attachment](#))
- F. CCWD Monthly Sales by Category Report-October 2020 ([attachment](#))
- G. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report ([attachment](#))
- H. Monthly Rainfall Reports ([attachment](#))
- I. SFPUC Hydrological Report for the Month of September 2020 ([attachment](#))
- J. Notice of Completion for Denniston Reservoir Maintenance Dredging Project for Year 2020 ([attachment](#))
- K. Notice of Completion for Denniston Culvert Replacement and Paving Project ([attachment](#))
- L. Water Service Connection Transfer Report – October 2020 ([attachment](#))

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

6) GENERAL BUSINESS

- A. *Resolution 2020-05 – A Resolution of the Board of Directors of the Coastside County Water District Expressing Appreciation to Jim Larimer for his Leadership and Dedicated Service* ([attachment](#))
- B. *Resolution 2020-06 – Resolution for Acceptance of Treasury Management Services with Tri Counties Bank and Related Actions* ([attachment](#))

7) MONTHLY INFORMATIONAL REPORTS

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

8) CLOSED SESSION

Pursuant to California Government Code Section 54957
Threat to Public Services or Facilities
Consultation with District Counsel

9) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

10) ADJOURNMENT

**COASTSIDE COUNTY WATER DISTRICT
CLAIMS FOR OCTOBER 2020**

CHECKS				
CHECK DATE	CHECK NO.	VENDOR		AMOUNT
10/05/2020	28747	VILMA BARRIENTOS	\$	204.56
10/05/2020	28748	UPS STORE	\$	432.74
10/05/2020	28749	ACWA/JPIA	\$	61,916.00
10/05/2020	28750	BAY AREA GEOTECHNICAL GROUP	\$	900.00
10/05/2020	28751	CALIFORNIA C.A.D. SOLUTIONS, INC	\$	150.00
10/05/2020	28752	COMCAST	\$	222.31
10/05/2020	28753	JAMES COZZOLINO, TRUSTEE	\$	200.00
10/05/2020	28754	FEDAK & BROWN LLP	\$	3,250.00
10/05/2020	28755	KELLY HOFFMAN-DAVIS	\$	54.63
10/05/2020	28756	HUE & CRY, INC.	\$	24.00
10/05/2020	28757	IRVINE CONSULTING SERVICES, INC.	\$	3,323.75
10/05/2020	28758	MASS MUTUAL FINANCIAL GROUP	\$	1,050.00
10/05/2020	28759	STANDARD INSURANCE COMPANY	\$	577.17
10/05/2020	28760	VALIC	\$	6,230.00
10/15/2020	28761	ADP, INC.	\$	711.80
10/15/2020	28762	HEALTH BENEFITS ACWA-JPIA	\$	43,791.73
10/15/2020	28763	ASSOC. CALIF. WATER AGENCY	\$	12,766.22
10/15/2020	28764	AT&T	\$	6,180.08
10/15/2020	28765	AT&T LONG DISTANCE	\$	914.87
10/15/2020	28766	BACKFLOW APPARATUS & VALVE COMPANY I	\$	460.54
10/15/2020	28767	BFI OF CALIFORNIA, INC.	\$	7,668.19
10/15/2020	28768	CEL ANALYTICAL INC.	\$	1,056.00
10/15/2020	28769	RECORDER'S OFFICE	\$	50.00
10/15/2020	28770	FALCO CONSTRUCTION	\$	6,400.01
10/15/2020	28771	HALF MOON BAY REVIEW	\$	972.00
10/15/2020	28772	HASSETT HARDWARE	\$	1,380.04
10/15/2020	28773	MASS MUTUAL FINANCIAL GROUP	\$	1,050.00
10/15/2020	28774	VERIZON CONNECT NWF, INC.	\$	247.00
10/15/2020	28775	PACIFIC GAS & ELECTRIC CO.	\$	48,669.47
10/15/2020	28776	FERGUSON ENTERPRISES, INC.	\$	196.54
10/15/2020	28777	REPUBLIC SERVICES	\$	562.20
10/15/2020	28778	SM CTY ENVIRONMENTAL HEALTH	\$	2,035.00
10/15/2020	28779	TPX COMMUNICATIONS	\$	2,044.71
10/15/2020	28780	TRI COUNTIES BANK	\$	4,535.47
10/15/2020	28781	UNITED PARCEL SERVICE INC.	\$	149.51
10/15/2020	28782	VALIC	\$	6,230.00
10/15/2020	28783	BOSCO OIL COMPANY	\$	1,071.53
10/15/2020	28784	US BANK NA	\$	1,730.93
10/15/2020	28785	WATEREUSE	\$	909.50
10/15/2020	28786	WATER RESEARCH FOUNDATION	\$	1,128.00
10/15/2020	28787	PG&E	\$	845.09
10/23/2020	28788	KN PROPERTIES	\$	1,877.86
10/29/2020	28789	A-A LOCK	\$	415.00
10/29/2020	28790	ANALYTICAL ENVIRONMENTAL SERVICES	\$	4,105.00
10/29/2020	28791	ANDREINI BROS. INC.	\$	112,297.68
10/29/2020	28792	ASSOC.CALIF.WATER AGENCIES	\$	18,850.00
10/29/2020	28793	AT&T	\$	698.93
10/29/2020	28794	AZTEC GARDENS, INC.	\$	218.00
10/29/2020	28795	BADGER METER, INC.	\$	66.00
10/29/2020	28796	BALANCE HYDROLOGICS, INC	\$	3,822.15

10/29/2020	28797	BAY AREA WATER SUPPLY &	\$	8,162.00
10/29/2020	28798	BAY ALARM COMPANY	\$	691.71
10/29/2020	28799	BIG CREEK LUMBER	\$	53.06
10/29/2020	28800	CALCON SYSTEMS, INC.	\$	17,565.64
10/29/2020	28801	CALIFORNIA SURVEYING & DRAFTING SUPPL'	\$	2,807.33
10/29/2020	28802	CEL ANALYTICAL INC.	\$	1,392.00
10/29/2020	28803	CHEMTRADE CHEMICALS US LLC	\$	2,500.32
10/29/2020	28804	PETTY CASH	\$	165.29
10/29/2020	28805	RECORDER'S OFFICE	\$	95.00
10/29/2020	28806	DATAPROSE, LLC	\$	3,691.50
10/29/2020	28807	DE LAGE LANDEN FINANCIAL SERVICES, INC.	\$	876.14
10/29/2020	28808	EKI INC.	\$	79,633.71
10/29/2020	28809	FALCO CONSTRUCTION	\$	9,548.51
10/29/2020	28810	GRAINGER, INC.	\$	1,867.72
10/29/2020	28811	KELLY HOFFMAN-DAVIS	\$	3,474.30
10/29/2020	28812	HACH CO., INC.	\$	765.16
10/29/2020	28813	HMB BLDG. & GARDEN INC.	\$	161.95
10/29/2020	28814	HMB GRADING & PAVING INC.	\$	275,363.04
10/29/2020	28815	HANSONBRIDGETT. LLP	\$	11,458.00
10/29/2020	28816	HDR ENGINEERING, INC	\$	41,407.20
10/29/2020	28817	HERC RENTALS, INC.	\$	2,677.82
10/29/2020	28818	IRON MOUNTAIN	\$	1,120.09
10/29/2020	28819	IRVINE CONSULTING SERVICES, INC.	\$	8,504.20
10/29/2020	28820	IRVINE CONSULTING SERVICES, INC.	\$	1,646.25
10/29/2020	28821	GLENNA LOMBARDI	\$	104.00
10/29/2020	28822	MASS MUTUAL FINANCIAL GROUP	\$	1,050.00
10/29/2020	28823	MONTEREY COUNTY LAB	\$	1,632.00
10/29/2020	28824	MTA PARTS, INC.	\$	388.11
10/29/2020	28825	NORTH AMERICAN FENCE & RAILING	\$	3,409.00
10/29/2020	28826	NORTH AMERICAN TITLE CO, INC	\$	1,000.00
10/29/2020	28827	OFFICE DEPOT	\$	1,256.79
10/29/2020	28828	ACI PAYMENTS, INC.	\$	150.00
10/29/2020	28829	PACIFICA COMMUNITY TV	\$	300.00
10/29/2020	28830	PITNEY BOWES, INC.	\$	185.70
10/29/2020	28831	PUMP REPAIR SERVICE CO. INC.	\$	8,231.08
10/29/2020	28832	RAFTELIS FINANCIAL CONSULTANTS, INC.	\$	1,085.00
10/29/2020	28833	REDWOOD TRADING POST	\$	4,369.66
10/29/2020	28834	ROBERTS & BRUNE CO.	\$	85.20
10/29/2020	28835	ROGUE WEB WORKS, LLC	\$	554.40
10/29/2020	28836	SAN FRANCISCO WATER DEPT.	\$	334,027.36
10/29/2020	28837	JIM STEELE	\$	5,200.00
10/29/2020	28838	STETSON ENGINEERS, INC.	\$	10,275.97
10/29/2020	28839	STRAWFLOWER ELECTRONICS	\$	114.04
10/29/2020	28840	TRANS-WEST, INC	\$	251.00
10/29/2020	28841	JAMES TETER	\$	1,494.00
10/29/2020	28842	TJC AND ASSOCIATES, INC	\$	1,209.50
10/29/2020	28843	TYLER TECHNOLOGIES, INC	\$	2,362.25
10/29/2020	28844	UNIVAR SOLUTIONS USA INC.	\$	3,520.00
10/29/2020	28845	UPS STORE	\$	143.63
10/29/2020	28846	USA BLUE BOOK	\$	200.57
10/29/2020	28847	VALIC	\$	6,280.00
10/29/2020	28848	BOSCO OIL COMPANY	\$	1,184.65
10/29/2020	28849	VERIZON WIRELESS	\$	2,080.89
10/29/2020	28850	WEST YOST ASSOCIATES, INC	\$	2,283.50
10/29/2020	28851	JUAN CARLOS SALAZAR	\$	3,360.00

10/29/2020	28852	WRA, INC.	\$	9,414.34
10/29/2020	28853	AJ EXCAVATION	\$	950.55
10/29/2020	28854	PACIFIC UNDERGROUND CONST.	\$	800.00
10/29/2020	28855	TTR SUBSTATIONS	\$	849.83
10/29/2020	28856	ANNETTE NAVARRO	\$	49.38
10/29/2020	28857	KENMARK CONSTRUCTION	\$	2,824.24
10/29/2020	28858	HALEY TAYLOR	\$	23.99
SUBTOTAL CLAIMS FOR MONTH			\$	1,262,970.78

WIRE PAYMENTS

MONTH		VENDOR		AMOUNT
10/02/2020	DFT0000322	PUB. EMP. RETIRE SYSTEM	\$	14,145.82
10/15/2020	DFT0000325	PUB. EMP. RETIRE SYSTEM	\$	14,329.62
10/29/2020	DFT0000326	PUB. EMP. RETIRE SYSTEM	\$	13,597.10
10/31/2020		BANK AND CREDIT CARD FEES	\$	7,967.13
SUBTOTAL WIRE PAYMENTS FOR MONTH			\$	50,039.67

TOTAL CLAIMS FOR THE MONTH \$ 1,313,010.45



Coastside County Water District

Monthly Budget Report

Account Summary

For Fiscal: 2020-2021 Period Ending: 10/31/2020

	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	1,150,214.00	1,258,036.26	107,822.26	9.37 %	4,832,149.00	5,123,003.20	290,854.20	6.02 %	12,096,000.00
	Total RevType: 1 - Operating:	1,150,214.00	1,258,036.26	107,822.26	9.37 %	4,832,149.00	5,123,003.20	290,854.20	6.02 %	12,096,000.00
RevType: 2 - Non-Operating										
1-4170-00	Water Taken From Hydrants	4,165.00	6,840.28	2,675.28	64.23 %	16,660.00	27,527.85	10,867.85	65.23 %	50,000.00
1-4180-00	Late Notice - 10% Penalty	0.00	0.00	0.00	0.00 %	0.00	-2.89	-2.89	0.00 %	25,000.00
1-4230-00	Service Connections	833.00	0.00	-833.00	-100.00 %	3,332.00	2,254.65	-1,077.35	-32.33 %	10,000.00
1-4920-00	Interest Earned	4,687.00	3,629.17	-1,057.83	-22.57 %	18,750.00	13,724.77	-5,025.23	-26.80 %	56,250.00
1-4930-00	Tax Apportionments/County Checks	0.00	775.46	775.46	0.00 %	0.00	3,566.68	3,566.68	0.00 %	750,000.00
1-4950-00	Miscellaneous Income	0.00	0.00	0.00	0.00 %	1,750.00	96.78	-1,653.22	-94.47 %	7,000.00
1-4955-00	Cell Site Lease Income	14,500.00	12,706.17	-1,793.83	-12.37 %	58,000.00	60,765.88	2,765.88	4.77 %	179,000.00
1-4965-00	ERAF Refund - County Taxes	0.00	59,715.97	59,715.97	0.00 %	175,000.00	232,692.69	57,692.69	32.97 %	375,000.00
	Total RevType: 2 - Non-Operating:	24,185.00	83,667.05	59,482.05	245.95 %	273,492.00	340,626.41	67,134.41	24.55 %	1,452,250.00
	Total Revenue:	1,174,399.00	1,341,703.31	167,304.31	14.25 %	5,105,641.00	5,463,629.61	357,988.61	7.01 %	13,548,250.00
Expense										
ExpType: 1 - Operating										
1-5130-00	Water Purchased	323,261.00	342,938.36	-19,677.36	-6.09 %	1,352,561.00	1,417,624.54	-65,063.54	-4.81 %	2,341,560.00
1-5230-00	Nunes T P Pump Expense	3,416.00	3,481.01	-65.01	-1.90 %	13,664.00	16,266.57	-2,602.57	-19.05 %	41,000.00
1-5231-00	CSP Pump Station Pump Expense	45,000.00	29,513.41	15,486.59	34.41 %	215,000.00	167,757.83	47,242.17	21.97 %	350,000.00
1-5232-00	Other Trans. & Dist Pump Expense	1,750.00	1,692.41	57.59	3.29 %	7,000.00	9,358.99	-2,358.99	-33.70 %	21,000.00
1-5233-00	Pilarcitos Canyon Pump Expense	1,000.00	692.63	307.37	30.74 %	3,100.00	2,277.77	822.23	26.52 %	43,000.00
1-5234-00	Denniston T P Pump Expense	6,800.00	542.36	6,257.64	92.02 %	27,200.00	4,116.78	23,083.22	84.86 %	110,000.00
1-5242-00	CSP Pump Station Operations	1,375.00	1,248.88	126.12	9.17 %	5,500.00	3,012.11	2,487.89	45.23 %	16,500.00
1-5243-00	CSP Pump Station Maintenance	3,083.00	2,652.33	430.67	13.97 %	12,332.00	10,868.60	1,463.40	11.87 %	37,000.00
1-5246-00	Nunes T P Operations - General	7,500.00	7,217.83	282.17	3.76 %	30,000.00	33,459.10	-3,459.10	-11.53 %	90,000.00
1-5247-00	Nunes T P Maintenance	10,416.00	32,450.24	-22,034.24	-211.54 %	41,664.00	63,603.47	-21,939.47	-52.66 %	125,000.00
1-5248-00	Denniston T P Operations-General	4,584.00	-863.12	5,447.12	118.83 %	18,336.00	4,061.70	14,274.30	77.85 %	55,000.00
1-5249-00	Denniston T.P. Maintenance	40,000.00	42,341.00	-2,341.00	-5.85 %	68,000.00	68,804.07	-804.07	-1.18 %	132,000.00
1-5250-00	Laboratory Expenses	6,250.00	3,705.29	2,544.71	40.72 %	25,000.00	16,421.83	8,578.17	34.31 %	75,000.00
1-5260-00	Maintenance - General	26,000.00	3,958.17	22,041.83	84.78 %	116,000.00	113,395.44	2,604.56	2.25 %	348,500.00
1-5261-00	Maintenance - Well Fields	10,000.00	13.02	9,986.98	99.87 %	13,000.00	13.02	12,986.98	99.90 %	30,000.00
1-5263-00	Uniforms	0.00	7,203.20	-7,203.20	0.00 %	2,500.00	7,203.20	-4,703.20	-188.13 %	10,000.00
1-5318-00	Studies/Surveys/Consulting	10,000.00	8,368.50	1,631.50	16.32 %	40,000.00	30,071.00	9,929.00	24.82 %	150,000.00
1-5321-00	Water Resources	2,166.00	0.00	2,166.00	100.00 %	8,664.00	110.26	8,553.74	98.73 %	26,000.00

Monthly Budget Report

For Fiscal: 2020-2021 Period Ending: 10/31/2020

	October Budget	October Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget
1-5322-00 Community Outreach	1,000.00	1,313.29	-313.29	-31.33 %	18,000.00	12,032.41	5,967.59	33.15 %	58,400.00
1-5381-00 Legal	8,333.00	7,330.00	1,003.00	12.04 %	33,332.00	35,395.00	-2,063.00	-6.19 %	100,000.00
1-5382-00 Engineering	5,500.00	7,106.96	-1,606.96	-29.22 %	22,000.00	25,219.62	-3,219.62	-14.63 %	66,000.00
1-5383-00 Financial Services	2,000.00	0.00	2,000.00	100.00 %	9,000.00	7,775.00	1,225.00	13.61 %	22,000.00
1-5384-00 Computer Services	17,625.00	18,554.98	-929.98	-5.28 %	70,500.00	72,027.27	-1,527.27	-2.17 %	211,500.00
1-5410-00 Salaries/Wages-Administration	101,942.00	77,784.00	24,158.00	23.70 %	407,768.00	320,584.73	87,183.27	21.38 %	1,223,311.00
1-5411-00 Salaries & Wages - Field	125,117.00	128,672.01	-3,555.01	-2.84 %	500,468.00	499,665.63	802.37	0.16 %	1,501,399.00
1-5420-00 Payroll Tax Expense	15,975.00	13,507.99	2,467.01	15.44 %	63,900.00	54,796.38	9,103.62	14.25 %	191,701.00
1-5435-00 Employee Medical Insurance	41,645.00	38,607.60	3,037.40	7.29 %	166,580.00	154,241.79	12,338.21	7.41 %	511,400.00
1-5436-00 Retiree Medical Insurance	5,661.00	5,270.54	390.46	6.90 %	22,644.00	19,835.88	2,808.12	12.40 %	69,562.00
1-5440-00 Employees Retirement Plan	41,353.00	37,011.00	4,342.00	10.50 %	165,412.00	166,618.17	-1,206.17	-0.73 %	496,240.00
1-5445-00 Supplemental Retirement 401a	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	35,000.00
1-5510-00 Motor Vehicle Expense	6,250.00	6,025.63	224.37	3.59 %	25,000.00	24,167.80	832.20	3.33 %	75,000.00
1-5620-00 Office & Billing Expenses	30,791.00	29,053.00	1,738.00	5.64 %	125,164.00	115,726.35	9,437.65	7.54 %	363,500.00
1-5625-00 Meetings / Training / Seminars	2,750.00	333.31	2,416.69	87.88 %	11,000.00	1,911.84	9,088.16	82.62 %	33,000.00
1-5630-00 Insurance	13,250.00	7,056.60	6,193.40	46.74 %	53,000.00	47,220.48	5,779.52	10.90 %	159,000.00
1-5687-00 Membership, Dues, Subscript.	7,091.00	21,484.75	-14,393.75	-202.99 %	28,364.00	40,079.93	-11,715.93	-41.31 %	85,100.00
1-5688-00 Election Expenses	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	30,000.00
1-5689-00 Labor Relations	500.00	0.00	500.00	100.00 %	2,000.00	0.00	2,000.00	100.00 %	6,000.00
1-5700-00 San Mateo County Fees	2,100.00	2,962.42	-862.42	-41.07 %	8,200.00	5,597.42	2,602.58	31.74 %	25,000.00
1-5705-00 State Fees	3,000.00	0.00	3,000.00	100.00 %	12,000.00	0.00	12,000.00	100.00 %	36,500.00
Total ExpType: 1 - Operating:	934,484.00	889,229.60	45,254.40	4.84 %	3,743,853.00	3,571,321.98	172,531.02	4.61 %	9,301,173.00
ExpType: 4 - Capital Related									
1-5715-00 Debt Service/CIEDB 11-099	0.00	0.00	0.00	0.00 %	268,811.00	268,811.40	-0.40	0.00 %	335,825.00
1-5716-00 Debt Service/CIEDB 2016	0.00	0.00	0.00	0.00 %	234,969.00	234,968.81	0.19	0.00 %	323,357.00
1-5717-00 Chase Bank - 2018 Loan	0.00	0.00	0.00	0.00 %	370,586.00	370,586.23	-0.23	0.00 %	433,567.00
Total ExpType: 4 - Capital Related:	0.00	0.00	0.00	0.00 %	874,366.00	874,366.44	-0.44	0.00 %	1,092,749.00
Total Expense:	934,484.00	889,229.60	45,254.40	4.84 %	4,618,219.00	4,445,688.42	172,530.58	3.74 %	10,393,922.00
Report Total:	239,915.00	452,473.71	212,558.71		487,422.00	1,017,941.19	530,519.19		3,154,328.00

**COASTSIDE COUNTY WATER DISTRICT
MONTHLY INVESTMENT REPORT
October 31, 2020**

<u>RESERVE BALANCES</u>	Current Year as of 10/31/2020	Prior Year as of 10/31/2019
CAPITAL AND OPERATING RESERVE	\$8,190,827.39	\$8,487,172.78
RATE STABILIZATION RESERVE	\$250,000.00	\$250,000.00
TOTAL DISTRICT RESERVES	\$8,440,827.39	\$8,737,172.78

ACCOUNT DETAIL

ACCOUNTS WITH TRI COUNTIES BANK		
CHECKING ACCOUNT	\$3,031,852.11	\$3,486,448.62
CSP T & S ACCOUNT	\$136,672.72	\$64,436.05
MONEY MARKET GEN. FUND (Opened 7/20/17)	\$19,447.86	\$19,442.68
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$5,252,054.70	\$5,166,045.43
DISTRICT CASH ON HAND	\$800.00	\$800.00
TOTAL ACCOUNT BALANCES	\$8,440,827.39	\$8,737,172.78

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

COASTSIDE COUNTY WATER DISTRICT
 CAPITAL IMPROVEMENT PROJECTS - STATUS REPORT
 FISCAL YEAR 2020/2021

10/31/2020

* Approved June 2020

Status	Approved* CIP Budget FY 20/21	Actual To Date FY 20/21	Projected Year-End FY20/21	Variance vs. Budget	% Completed	Project Status/ Comments
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Equipment Purchases & Replacement

06-03	SCADA/Telemetry/Electrical Controls Replacement	ongoing	\$ 50,000		\$ 50,000	\$ -	0%	
19-04	Valve truck	on order	\$ 225,000		\$ 225,000	\$ -	0%	Board approved September 2020
22-05	Planning Software	open	\$ 60,000		\$ 60,000	\$ -	0%	

Facilities & Maintenance

99-01	Meter Change Program	ongoing	\$ 20,000		\$ 20,000	\$ -	0%	
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Pipeline Projects

13-02	Pipeline Replacement Under Creek at Pilarcitos Ave (Strawflower)	In design	\$ 750,000	\$ 43,708	\$ 750,000	\$ -	0%	
14-01	Highway 92 - Replacement of Welded Steel Line	Open	\$ 100,000	\$ 35,735	\$ 100,000	\$ -	36%	for design only
21-10	El Granada Tank #2 Pipeline Replacement	Open	\$ 500,000	\$ 42,369	\$ 500,000	\$ -	n/a	

Pump Stations / Tanks / Wells

21-07	District-Wide Tank Improvement Project	Open	\$ 600,000	\$ 3,075	\$ 600,000	\$ -	n/a	
21-02	Pilarcitos Reservoir Spillway-Pump/Emergency Generator	On order	\$ 100,000		\$ 100,000		0%	Board approved September 2020
19-05	Tanks - THM Control	Ongoing	\$ 60,000		\$ 60,000		0%	
21-11	Tank Cathodic Protection Project	Open	\$ 40,000		\$ 40,000	\$ -	0%	

Water Supply Development

14-25	Denniston/San Vicente Water Supply Development	ongoing	\$ 300,000	\$ 83,822	\$ 300,000	\$ -	28%	
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Water Treatment Plants

20-14	Nunes Water Treatment Plant Improvement Project	In Design	\$ 700,000	\$ 292,078	\$ 700,000	\$ -	58%	
21-04	Nunes/Denniston Turbidimeter Replacement	Completed	\$ 35,000	\$ 32,498	\$ 32,498	\$ 2,502	100%	Board approved August 2020

UNSCHEDULED/NEW CIP ITEMS FOR CURRENT FISCAL YEAR 2020/2021

NN-00	Unscheduled CIP		\$ 100,000		\$ 100,000	\$ -	0%	

NEW FY2020/2021 CIP TOTAL	\$ 3,640,000	\$ 533,286	\$ 3,637,498	\$ -
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FY2019/2020 CIP Carryover Projects

21-08	Asset Management/GIS software	in process	\$ 60,000	16,500	\$ 60,000	\$ -	50%	
20-07	District Office Improvements	in process	\$ 60,000	39,985	\$ 60,000	\$ -	60%	
18-13	Denniston WTP and Tank Road Repairs and Paving	in process	\$ 400,000	\$ 432,394	\$ 432,394	\$ (32,394)	90%	
14-01	Highway 92 - Replacement of Welded Steel Line-Phase 1	open	\$ 700,000		\$ 700,000	\$ -	0%	

COASTSIDE COUNTY WATER DISTRICT
 CAPITAL IMPROVEMENT PROJECTS - STATUS REPORT
 FISCAL YEAR 2020/2021

10/31/2020

* Approved June 2020

		Status	Approved* CIP Budget FY 20/21	Actual To Date FY 20/21	Projected Year-End FY20/21	Variance vs. Budget	% Completed	Project Status/ Comments
20-08	Highway 1 Crossings (Silver/Terrace/Grandview/Spindrift)	pre-design	\$ 30,000	190	\$ 30,000	\$ -	15%	
13-05	Denniston WTP and Booster Station Standby Power	in process	\$ 300,000	393,932	\$ 393,932	\$ (93,932)	90%	Partial budget included in FY2019-2020
30-00	Computer Software upgrades	ongoing		3,110	\$ 3,110	\$ (3,110)		
08-08	PRV Replacment Program	in process		19,171	\$ 19,077	\$ (19,077)		
20-17	Garcia Avenue Emergency Pipeline Replacement	closed		25,088	\$ 25,088	\$ (25,088)	100%	
14-27	Grandview 2 Inch Replacement	in design		4,973	\$ 4,973	\$ (4,973)	90%	design only near completion
18-01	Pine Willow Oak Pipeline Replacement	in design		4,992	\$ 4,992	\$ (4,992)	90%	design only near completion
FY2019/2020 CARRYOVER PROJECTS			\$ 1,550,000	\$ 940,334	\$ 1,733,566	\$ (183,566)		

Green = approved by the Board/in process

**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	LABOR & EMPLOYMENT	Election (CVRA)	Litigation	Infrastructure Project Review (Reimbursable)	TOTAL
Oct-19	3,360				840		4,612			8,812
Nov-19	3,948						6,905		665	11,518
Dec-19	3,801			365			2,814			6,980
Jan-20	12,289						8,071			20,360
Feb-20	4,256	1,855		245			2,527			8,883
Mar-20	3,990	1,295				1,050	840			7,175
Apr-20	6,353	1,085				665				8,103
May-20	4,011					840				4,851
Jun-20	4,248			70		1,085				5,403
Jul-20	6,940			1,061						8,001
Aug-20	13,125	1,715		270						15,110
Sep-20	10,699			759						11,458
TOTAL	77,019	5,950	0	2,770	840	3,640	25,769	0	665	116,653

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

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

Month	Admin & Retainer	CIP	Studies & Projects	TOTAL	Reimbursable from Projects
Nov-19	480	845	507	1,832	507
Dec-19	480	676		1,156	
Jan-20	480	676	254	1,410	254
Feb-20	480	4,344	2,197	7,021	2,197
Mar-20	480	4,563		5,043	
Apr-20	480			480	
May-20	480			480	
Jun-20	480		1,268	1,748	1,268
Jul-20	480		1,183	1,663	1,183
Aug-20	480		3,803	4,283	3,803
Sep-20	480		169	649	169
Oct-20	480		1,494		1,494
TOTAL	5,760	11,104	10,874	25,763	10,874

Calcon T&M Projects Tracking

10/31/2020

Project No.	Name	Status	Proposal Date	Approved Date	Project Budget	Project Actual thru 6/30/20	Project Billings FY2020-2021
Closed Projects:							
CAL-13-01	EG Tank 2 Recoating Project	Closed	9/30/13	10/8/13	\$8,220.00	\$ 8,837.50	
CAL-13-02	Nunes Control System Upgrades	Closed	9/30/13	10/8/13	\$46,141.00	\$ 55,363.60	
CAL-13-03	Win 911 and PLC Software	Closed	9/30/13	10/8/13	\$9,717.00	\$ 12,231.74	
CAL-13-04	Crystal Springs Surge Tank Retrofit	Closed	11/26/13	11/27/13	\$31,912.21	\$ 66,572.54	
CAL-13-06	Nunes Legacy Backwash System Removal	Closed	11/25/13	11/26/13	\$6,516.75	\$ 6,455.00	
CAL-13-07	Denniston Backwash FTW Valves	Closed	11/26/13	11/27/13	\$6,914.21	\$ 9,518.28	
CAL-14-01	Denniston Wash Water Return Retrofit	Closed	1/28/14	2/14/14	\$13,607.00	\$ 13,591.60	
CAL-14-02	Denniston Clarifier SCADA Data	Closed	4/2/14	4/7/14	\$4,125.00	\$ 4,077.50	
CAL-14-03	Nunes Surface Scatter Turbidimeter	Closed	4/2/14	4/7/14	\$2,009.50	\$ -	
CAL-14-04	Phase I Control System Upgrade	Closed	4/2/14	4/7/14	\$75,905.56	\$ 44,459.14	
CAL-14-06	Miramar Control Panel	Closed	8/28/14	8/28/14	\$37,953.00	\$ 27,980.71	
CAL-14-08	SFWater Flow & Data Logger/Cahill Tank	Closed	8/20/2014	8/20/2014	\$1,370.00	\$ 1,372.00	
CAL-15-01	Main Street Monitors	Closed				\$ 6,779.42	
CAL-15-02	Denniston To Do List	Closed				\$ 2,930.00	
CAL-15-03	Nunes & Denniston Turbidity Meters	Closed			\$6,612.50	\$ 12,536.12	
CAL-15-04	Phase II Control System Upgrade	Closed	6/23/2015	8/11/2015	\$195,000.00	\$ 202,227.50	
CAL-15-05	Permanganate Water Flow	Closed				\$ 1,567.15	
CAL-16-04	Radio Network	Closed	12/9/2016	1/10/2017	\$126,246.11	\$ 139,200.68	
CAL-16-05	El Granada Tank No. 3 Recoating	Closed	12/16/2016		\$6,904.50	\$ 6,845.00	
CAL-17-03	Nunes Valve Control	Closed	6/29/2017	7/11/2017	\$73,281.80	\$ 79,034.35	
CAL-17-04	Denniston Booster Pump Station	Closed	7/27/2017	8/8/2017	\$21,643.75	\$ 29,760.00	
CAL-17-05	Crystal Springs Pump Station #3 Soft Start	Closed	7/27/2017	8/8/2017	\$12,213.53	\$ 12,178.13	
CAL-18-04	Tank Levels Calibration Special	Closed	3/5/2018	3/5/2018	\$8,388.75	\$ 10,700.00	
CAL-18-05	Pilarcitos Stream Flow Gauge -Well 1 120 Service Power	Closed	3/22/2018	3/22/2018	\$3,558.13	\$ 3,997.40	
CAL-17-06	Nunes Flocculator & Rapid Mix VFD Panels	Closed	12/6/2017	12/12/2017	\$29,250.75	\$ 30,695.66	
CAL-17-01	Crystal Springs Leak Valve Control	Closed	2/8/2017	2/14/2017	\$8,701.29	\$ 18,055.88	
CAL-17-02	Crystal Springs Requirements & Addtl Controls	Closed	2/8/2017	2/14/2017	\$38,839.50	\$ 41,172.06	
CAL-18-02	Nunes Plant HMI V2	Closed	11/12/2018		\$10,913.14	\$ 9,434.90	
CAL-18-03	CSP Breakers & Handles		3/7/2018	3/7/2018	\$25,471.47	\$ 49,837.52	
CAL-18-06	Nunes VFD Project		9/6/2018	9/6/2018	\$2,381.51	\$ 895.50	
CAL-19-01	CSP Cla-Val Power Checks		2/4/2019	2/4/2019	\$15,067.91	\$ 40,475.94	
CAL-19-02	CSP Wet Well		4/1/2019	4/1/2019	\$12,960.24	\$ 12,853.20	
CAL-19-03	Pilarcitos Flow Meter Project		4/1/2019	4/1/2019	\$14,493.75	\$ 17,616.84	
CAL-19-04	CSP Main Breaker					\$ -	
	SCADA Systems		10/15/2019	10/15/2019	\$104,000.00	\$ 114,250.00	
	Spare 350/500 Pumps					\$ 3,327.09	
	CSP Main Breaker					\$ 5,220.00	
Closed Projects - Subtotal (pre FY2019-2021)					\$960,319.86	\$1,102,049.95	

FY 2020-2021 Open Projects:

Open Projects - Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
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Other: Maintenance

Tanks	
Crystal Springs Maintenance	\$ 1,312.19
Nunes Maintenance	\$ 16,870.46
Denniston Maintenance	\$ 5,340.00
Distribution System	\$ 26,197.18
Wells	

Subtotal Maintenance	<u>\$ 49,719.83</u>
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TOTAL FY 2019/20	<u><u>\$ 49,719.83</u></u>
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**EKI Environment & Water
Engineering Services Billed Through October 31, 2020**

	Contract Date	Not to Exceed Budget	Status	FY 2018-2019	FY 2019-2020	FY2020-2021
CIP Project Management						
Fiscal Year 2018-2019	10.19.2018	\$ 25,000.00	Complete			
Fiscal Year 2018-2019	1.14.2019	\$ 40,000.00	Complete			
Fiscal Year 2018-2019	3.12.2019	\$ 75,000.00	Complete			
Fiscal Year 2019-2020	7.29.2019	\$ 180,000.00	Open	\$ 123,410.00	\$ 104,108.97	\$ 1,138.80
Pipeline Projects (Ferdinand) - T2		\$ 2,000.00		\$ 18,220.42	\$ 13,476.55	
Tank Seismic Projects - T3				\$ 16,676.92	\$ 19,249.53	
Hydraulic Modeling - T4				\$ (4,385.04)	\$ 20,570.20	
Fiscal Year 2020-2021	8.13.2020	\$ 100,000.00				\$ 17,160.82
Sub Total - CIP Project Management Services		\$ 422,000.00		\$ 163,452.66	\$ 157,405.25	\$ 18,299.62

Highway 1 South Pipeline Replacement Project	16-02	9.20.2018	\$ 25,000.00	Complete	\$ 17,680.45		
Ferdinand Avenue Pipeline Replacement Design	14-31	2.12.2019	\$ 29,000.00	Complete	\$ 27,824.37	\$ 1,169.10	
Casa Del Mar Main Replacement (Phase 1) and Grand Boulevard Pipeline/PRV Loop Design	14-32	2.12.2019	\$ 28,500.00	Complete	\$ 27,297.34	\$ 1,195.22	
Denniston Culvert Replacement and Paving Project Design	18-13	7.1.2019	\$ 16,400.00	Open	\$ 804.96	\$ 21,296.34	
Denniston Culvert Replacement-Engineering Services during Construction	18-13	7.8.2020	\$ 48,800.00	Open			\$ 47,228.57
Construction Inspection Services for Ferdinand Avenue Water Main Replacement Project	14-31	7.1.2019	\$ 32,300.00	Complete		\$ 32,300.00	
Pine Willow Oak Water Main Replacement Project	18-01	7.29.2019	\$ 69,700.00	Open		\$ 49,906.63	\$ 4,991.74
Grandview Water Main Replacement Project (Design, Bid Support, construction support)	14-27	7.29.2019	\$ 56,100.00	Open		\$ 42,095.19	\$ 4,972.76
Pilarcitos Creek Crossing Water Main Replacement Preliminary Design	13-02	8.27.2019	\$ 104,600.00	Open		\$ 95,332.59	
Pilarcitos Creek Crossing Water Main Replacement Design	13-02	7.14.2020	\$ 82,900.00	Open			\$ 17,779.32
Grandview/Silver/Terrace/Spindrifft Under Hwy 1 PreDesign	20-08	10.15.2019	\$ 45,600.00	Open		\$ 18,217.30	\$ 189.80
Total - All Services			\$ 960,900.00		\$ 237,059.78	\$ 418,917.62	\$ 93,461.81

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

October 13, 2020

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the Shelter-in-Place Order issued by the San Mateo County Health Officer on March 16, 2020, as revised on March 31, 2020, the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, the Boardroom was not open for the October 13, 2020 Regular Meeting of the Coastside County Water District. The Regular Meeting was conducted remotely via teleconference.

The Public was able to watch and/or participate in the public meeting by joining the meeting through the Zoom Video Conference link provided. The public was also able to join the meeting by calling a provided teleconference phone number.

1) ROLL CALL – President Chris Mickelsen called the meeting to order at 7:00 p.m. participating in roll call via Zoom Video Conference: Directors Jim Larimer, Ken Coverdell, Bob Feldman, and Vice-President Glenn Reynolds.

Also participating: Mary Rogren, General Manager, Patrick Miyaki, Legal Counsel; James Derbin, Superintendent of Operations; Cathleen Brennan, Water Resource Analyst; Gina Brazil, Office Manager and Denise Ford, Administrative Assistant/Recording Secretary, Nancy Trujillo, Accounting Manager.

Sanjay Gaur, Vice President and Lauren Demine, Consultant with Raftelis Financial Consultants, Inc. were identified as participants in the meeting.

There were no members of the public in the audience.

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, 2020:
Claims: \$1,497,288.68; Payroll: \$177,130.22 for a total of \$1,674,418.90
- B. Acceptance of Financial Reports
- C. Approval of Minutes of September 8, 2020 Regular Board of Directors Meeting
- D. Approval of Minutes of September 18, 2020 Special Board of Directors Meeting
- E. Installed Water Connection Capacity and Water Meters Report
- F. Total CCWD Production Report
- G. CCWD Monthly Sales by Category Report-September 2020
- H. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report
- I. Monthly Rainfall Reports
- J. SFPUC Hydrological Report for the Month of August 2020
- K. Approval for Director Feldman to attend the Association of California Water Agencies (ACWA) Fall Virtual Conference & Exhibition, December 2-3, 2020
- L. Water Service Connection Transfer Report – September 2020

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

ON MOTION BY Director Feldman and seconded by Director Larimer, the Board voted by roll call vote to approve the Consent Calendar:

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

5) MEETINGS ATTENDED/DIRECTOR COMMENTS

President Mickelsen commented on the BAWSCA Board deciding not to enter into the Multi-Party Cost Share Agreement for the Los Vaqueros Reservoir Expansion project.

6) GENERAL BUSINESS

- A. **Public Hearing to Consider Proposed Amendment of Rate and Fee Schedule to Increase Water Rates for Fiscal Year 2020-2021 and Fiscal Year 2021-2022; Consideration of Resolution 2020-04 Amending the Rate and Fee Schedule and Finding that the Amendments are Exempt from the California Environmental Quality Act; Approval of Fiscal Year 2021/22 Operations and Maintenance Budget**

Ms. Rogren provided a brief overview of the District's budget process, referencing the eight budget-related public Regular and Special Board of Directors' meetings including two Financial Planning and Rate Update Workshops with the District's rate consultants, Raftelis Financial Consultants, Inc., four Finance Committee meetings and four Facilities Committee meetings that have been conducted since January of 2020.

Ms. Rogren reminded the Board that at the March 10, 2020 Board meeting, Mr. Sanjay Gaur, Vice President at Raftelis Financial Consultants, Inc. (“Raftelis”), conducted a Financial Planning and Rate Update Workshop and introduced a Draft Fiscal Year 2020/21 to 2024/25 Financial Plan. At the meeting, given the results of the Financial Planning model, the Board directed Staff to prepare a Proposition 218 notice for a proposed two-year rate increase of 6.5% for each year. However at a Special Meeting on April 3, the Board voted to table the discussion of a rate increase to the July 2020 Board meeting due to the COVID-19 pandemic and the uncertainty of the current economic situation.

At the July 14, 2020 Regular Board Meeting, Raftelis returned and conducted a second Financial Planning and Rate Update Workshop. Mr. Gaur presented a proposed updated financial planning model and reserve policy needed to meet the District’s revenue requirements and the bill impacts. At the August 11, 2020 Regular Board Meeting, the Board authorized Staff to schedule a Public Hearing for tonight and to issue a public hearing notice for “up to 5%” rate increase for the current and the next fiscal years to be effective January 1, 2021 and January 1, 2022.

Ms. Rogren briefly reviewed the O&M budgets for Fiscal Years 2020/2021 and 2021/2022 and the Fiscal Year 2020/2021 to Fiscal Year 2021/2022 Capital Improvement Program and how the rate proposal is supported by the “Cost of Service and Rate Study” (dated May 15, 2018) and the subsequent, “Water Financial Plan and Rate Update Study (dated August 3, 2020) prepared by Raftelis. Both of these reports were prepared in compliance with the substantive requirements of Proposition 218, and as interpreted by the Courts including the Capistrano Taxpayer Association, Inc. v. City of San Juan Capistrano decision.

Ms. Rogren then introduced Sanjay Gaur, Vice President, with Raftelis Consultants. Mr. Gaur began his presentation by reviewing the District’s Rate Study Process and the agenda for his presentation, which included a review of the Study Objectives, the Legal Environment, where he emphasized that all requirements of Proposition 218 had been met, the Rate Design and Results and the Customer Impacts, which he reviewed in detail. Mr. Gaur stated that it is the recommendation of Raftelis and District staff that the Board of Directors adopt the two years of proposed rates. He then answered several questions and addressed comments from the Board.

Open and Close Public Hearing – At 7:32, Patrick Miyaki opened and closed the public meeting, noting that there were no members of the public in attendance. He also noted that the District had received seven written protests.

ON MOTION BY Director Coverdell and seconded by Director Feldman, the Board voted by roll call vote to adopt resolution 2020-04 amending the rate and fee schedule and finding that the amendments are exempt from the California Environmental Quality Act:

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

ON MOTION BY Director Coverdell and seconded by Director Feldman, the Board voted by roll call vote to approve Fiscal Year 2021/22 Operations and Maintenance Budget:

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

B. Quarterly Financial Review

Ms. Rogren summarized the year-to-date revenue and expenses for the first three months of Fiscal Year 2020-2021. She also recapped CIP expenditures and the District's current cash reserves.

C. Approval of Laserfiche Software Lease and Support Agreement with Ray Morgan Company

Ms. Rogren detailed the need for the District to go paperless, describing how the District's current document storage needs to be updated and locating content is often difficult. The District would like to implement a Document Management System to manage the District's documents and records electronically in a centralized and unified repository. Laserfiche is an established software company that specializes in the local government document management space.

ON MOTION BY Director Coverdell and seconded by Director Larimer, the Board voted by roll call vote to authorize the General Manager to enter into a Laserfiche Software Lease and Support Agreement with Ray Morgan Company for five years in the amount of \$839/month or \$50,340 in total over five years (plus applicable sales taxes.)

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

D. Approval of Extension of Services Agreement with WaterSmart Software, Inc.

Ms. Rogren detailed the benefits of using WaterSmart Software, Inc. WaterSmart provides an online engagement web portal for customers to view their hourly and daily water usage and receive real-time leak alerts based upon the District's AMI (Advance Metering Infrastructure) data. Since implementing the software three years ago, District staff have notified customers of nearly 3,000 leaks.

ON MOTION BY Director Larimer and seconded by Director Coverdell, the Board voted by roll call vote to authorize the General Manager to extend the Software Service Agreement with WaterSmart Inc. for three years to 11/7/2023 in the amount of \$41,040:

Director Larimer	Aye
------------------	-----

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

E. Approval of Change Order with EKI Environment and Water, Inc. for Additional Engineering Services During Construction for the Denniston Culvert Replacement and Paving Project

Mr. Derbin provided background to the project, noting that the paved access road to Denniston tank is quite steep and has only been patch paved over the past 50 years. EKI was hired to evaluate options and prepare plans and specifications for bidding and to provide engineering services during construction. During construction it was discovered the outlet of the top storm drain was exposed and cantilevered off the steep slope with evidence of past erosion below the outfall. Given the discovered field conditions, EKI subcontracted with BAGG Engineering for Geotech support services to assist in developing a value engineered modified plan. This collaborative effort with District staff, EKI, BAGG Engineers and the contractor required several additional field meetings and design renditions.

Director Coverdell voiced his disappointment regarding the high cost of the change. Vice-President Reynolds suggested the next time EKI needs to submit a change order, they will need to come before the Board to discuss why such a change order is needed.

ON MOTION BY Director Feldman seconded by and Director Coverdell, the Board voted by roll call vote to authorize the General Manager to amend the professional services agreement with EKI Environment and Water, Inc. (EKI) for engineering services during construction for the Denniston Culvert Replacement and Paving Project. The original agreement amount was \$19,600 plus a change order for an additional \$29,200, for an adjusted total budget of \$48,800:

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

7) MONTHLY INFORMATION REPORTS

A. Superintendent of Operations Report

Mr. Derbin reviewed the operations highlights for the month of September 2020.

8) CLOSED SESSION

Conference with Real Property Negotiators
Pursuant to California Government Code Section 54956.8
Property: 170 Del Monte Road, El Granada, CA 94018 [APN 047-181-080]
Agency Negotiator: Mary Rogren, General Manager
Negotiating Parties: Steven Zmay and Kathy ZMay
Under Negotiation: Price and Terms of Payment

In the closed session, the Board took action by a 5 to 0 vote. Pursuant to Government Code Section 54957.1, the substance of that action need not be disclosed at this time.

9) DIRECTOR AGENDA ITEMS-REQUESTS FOR FUTURE BOARD MEETINGS

Request for a strategic planning session for the future

10) ADJOURNMENT-The Board Meeting was adjourned at 8:53 p.m.

Respectfully submitted,

Mary Rogren, General Manager
Secretary to the District

Chris Mickelsen, President
Board of Directors

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2021

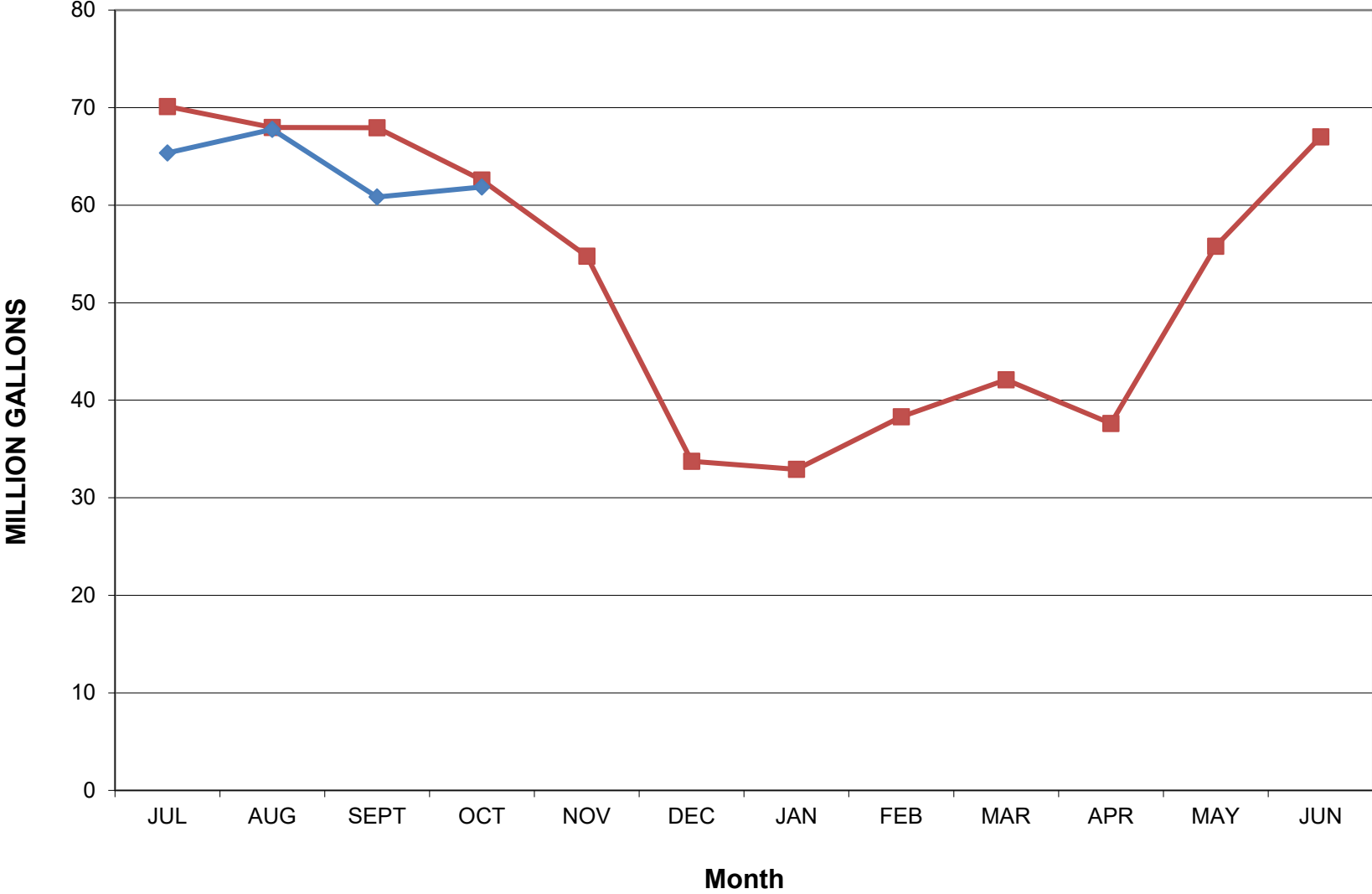
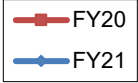
	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	0.02	2.83	0.00	28.80	36.06	67.71	2.35	65.36
AUG	0.00	0.00	0.00	49.75	20.27	70.02	2.25	67.78
SEPT	0.00	0.00	0.00	1.31	60.84	62.15	1.31	60.84
OCT	0.00	0.00	0.00	0.00	63.97	63.97	2.11	61.86
NOV								
DEC								
JAN								
FEB								
MAR								
APR								
MAY								
JUN								
TOTAL	0.02	2.83	0.00	79.86	181.14	263.85	8.02	255.83
% MONTHLY TOTAL	0.0%	0.0%	0.0%	0.0%	100.0%	100.0%	3.3%	96.7%
% ANNUAL TO DATE TOTAL	0.0%	1.1%	0.0%	30.3%	68.7%	100.0%	3.0%	97.0%

CCWD vs SFPUC- month 0.0%
 CCWD vs SFPUC- annual 1.1%

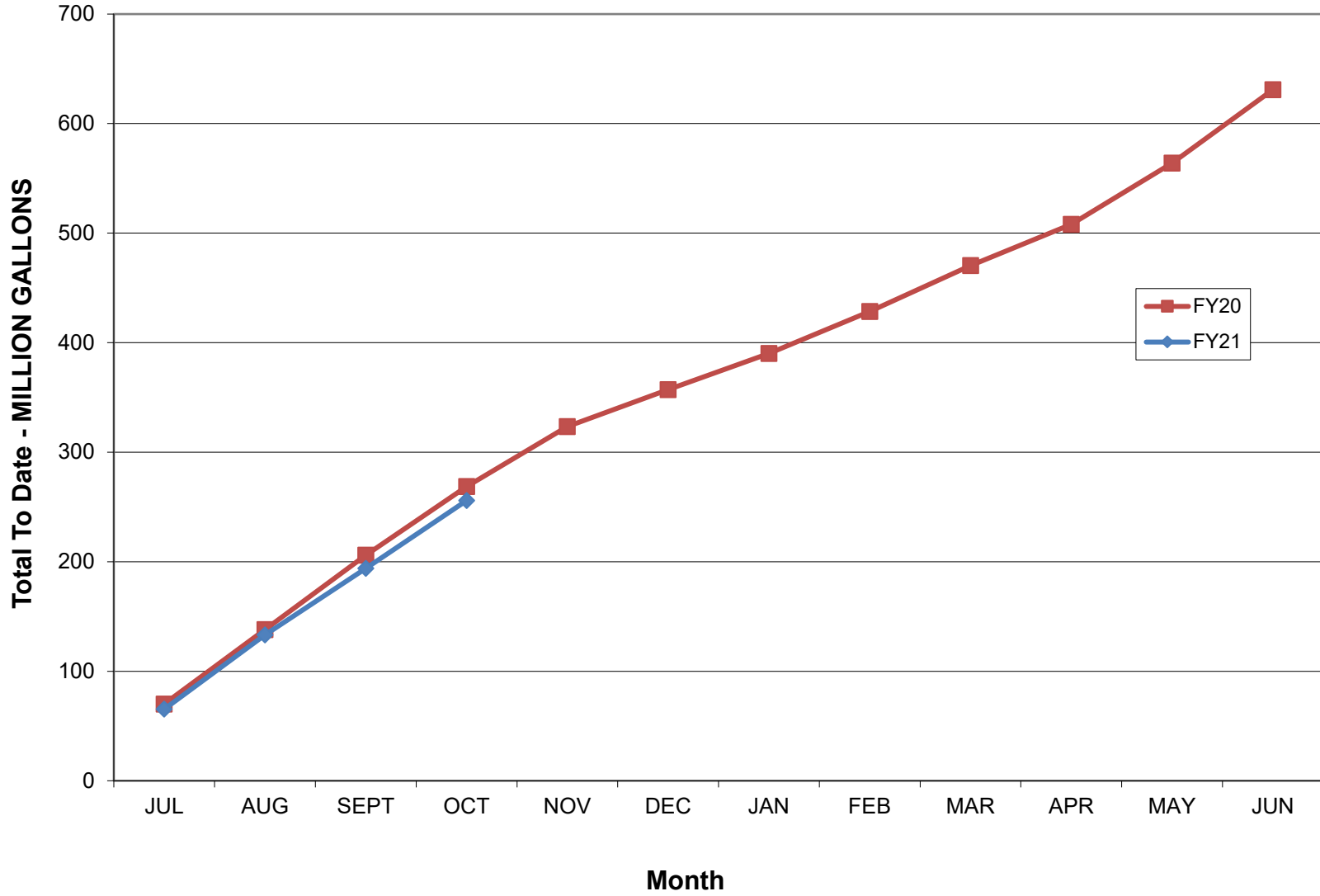
12 Month Running Treated Total **625.95**
TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2020

	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	1.61	28.25	0.00	22.27	20.58	72.71	2.58	70.13
AUG	1.44	22.18	0.00	20.20	26.36	70.18	2.21	67.97
SEPT	1.43	19.67	0.00	19.19	30.98	71.27	3.32	67.95
OCT	0.27	5.45	0.00	9.91	48.70	64.33	1.74	62.59
NOV	0.17	19.16	8.61	0.00	29.39	57.33	2.56	54.77
DEC	0.02	18.87	13.91	0.00	4.10	36.90	3.16	33.74
JAN	0.00	18.92	14.65	0.00	1.79	35.36	2.45	32.92
FEB	1.69	27.02	12.07	1.73	0.23	42.74	4.44	38.30
MAR	0.89	18.88	13.07	3.63	8.30	44.77	2.66	42.11
APR	0.07	16.42	0.00	14.09	10.06	40.64	3.01	37.63
MAY	0.24	18.20	0.00	0.00	41.16	59.60	3.82	55.79
JUN	1.35	10.60	0.00	0.00	58.81	70.76	3.74	67.02
TOTAL	9.18	223.62	62.31	91.02	280.46	666.59	35.68	630.92
% TOTAL	1.4%	33.5%	9.3%	13.7%	42.1%	100.0%	5.35%	0.0%

Monthly Production FY 20 vs FY 21



Cumulative Production FY20 vs FY21



Coastside County Water District Monthly Sales By Category (MG) FY2021

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	34.24	32.731	32.186	32.121									131.28
COMMERCIAL	2.86	2.671	2.640	3.030									11.21
RESTAURANT	1.01	1.064	1.005	1.186									4.26
HOTELS/MOTELS	2.19	2.043	2.023	2.127									8.38
SCHOOLS	0.76	0.680	0.609	0.669									2.72
MULTI DWELL	3.14	3.014	2.830	2.979									11.97
BEACHES/PARKS	0.76	0.852	0.598	0.521									2.73
AGRICULTURE	5.31	4.647	4.731	5.924									20.62
RECREATIONAL	0.24	0.244	0.235	0.227									0.94
MARINE	0.64	0.591	0.530	0.561									2.32
RES. IRRIGATION	1.70	1.663	1.559	1.509									6.43
DETECTOR CHECKS	0.01	0.004	0.013	0.007									0.03
NON-RES. IRRIGATION	6.73	5.042	2.225	2.314									16.31
RAW WATER	7.92	6.887	7.000	8.068									29.87
PORTABLE METERS	0.53	0.257	0.334	0.300									1.42
CONSTRUCTION	0.38	0.380	0.310	0.390									1.46
TOTAL - MG	68.43	62.77	58.83	61.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	251.96

Non Residential Usage	34.19	30.04	26.64	29.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Running 12 Month Total				613.34									
12 mo Residential				334.49									
12 mo Non Residential				278.85									

FY2020

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	21.973	44.430	30.293	31.108	27.585	22.403	22.196	20.322	23.925	25.079	28.618	33.083	331.01
COMMERCIAL	3.668	3.290	3.330	3.339	3.071	2.968	2.793	2.699	2.810	2.131	2.271	2.461	34.83
RESTAURANT	1.821	1.710	1.574	1.671	1.382	1.233	1.432	1.251	1.183	0.478	0.566	0.800	15.10
HOTELS/MOTELS	2.736	2.620	2.700	2.786	2.257	1.927	1.949	1.860	1.780	0.474	0.783	1.427	23.30
SCHOOLS	0.615	0.600	0.770	0.939	0.595	0.325	0.161	0.303	0.510	0.311	0.229	0.518	5.88
MULTI DWELL	2.743	3.020	2.790	2.892	2.530	2.358	2.512	2.366	2.510	2.652	2.737	2.839	31.95
BEACHES/PARKS	0.649	0.900	0.809	0.697	0.604	0.241	0.218	0.195	0.301	0.082	0.092	0.322	5.11
AGRICULTURE	6.570	6.340	7.374	9.898	7.570	3.857	3.253	4.348	5.841	4.499	6.843	5.903	72.30
RECREATIONAL	0.334	0.260	0.252	0.201	0.208	0.184	0.177	0.169	0.175	0.175	0.187	0.231	2.55
MARINE	0.658	0.650	0.649	0.519	0.530	0.426	0.572	0.466	0.428	0.323	0.418	0.536	6.18
RES. IRRIGATION	1.408	1.930	1.824	1.539	1.431	0.599	0.402	0.412	1.118	0.630	1.315	1.624	14.23
NON-RES. IRRIGATION	4.191	4.970	2.457	2.125	2.166	0.097	0.006	0.086	0.139	0.093	0.279	5.663	22.27
DETECTOR CHECKS	0.011	0.010	0.006	0.018	0.025	0.013	0.068	0.004	0.006	0.006	0.005	0.004	0.18
RAW WATER	7.063	8.620	9.081	8.090	6.007	1.527	0.000	0.000	1.990	2.085	5.617	7.284	57.36
PORTABLE METERS	0.255	0.400	0.295	0.263	0.337	0.107	0.019	0.067	0.144	0.049	0.260	0.027	2.22
CONSTRUCTION	0.065	0.110	0.143	0.132	0.117	0.082	0.087	0.243	0.255	0.224	0.275	0.364	2.10
TOTAL - MG	54.76	79.86	64.35	66.22	56.42	38.35	35.84	34.79	43.12	39.29	50.49	63.09	626.57

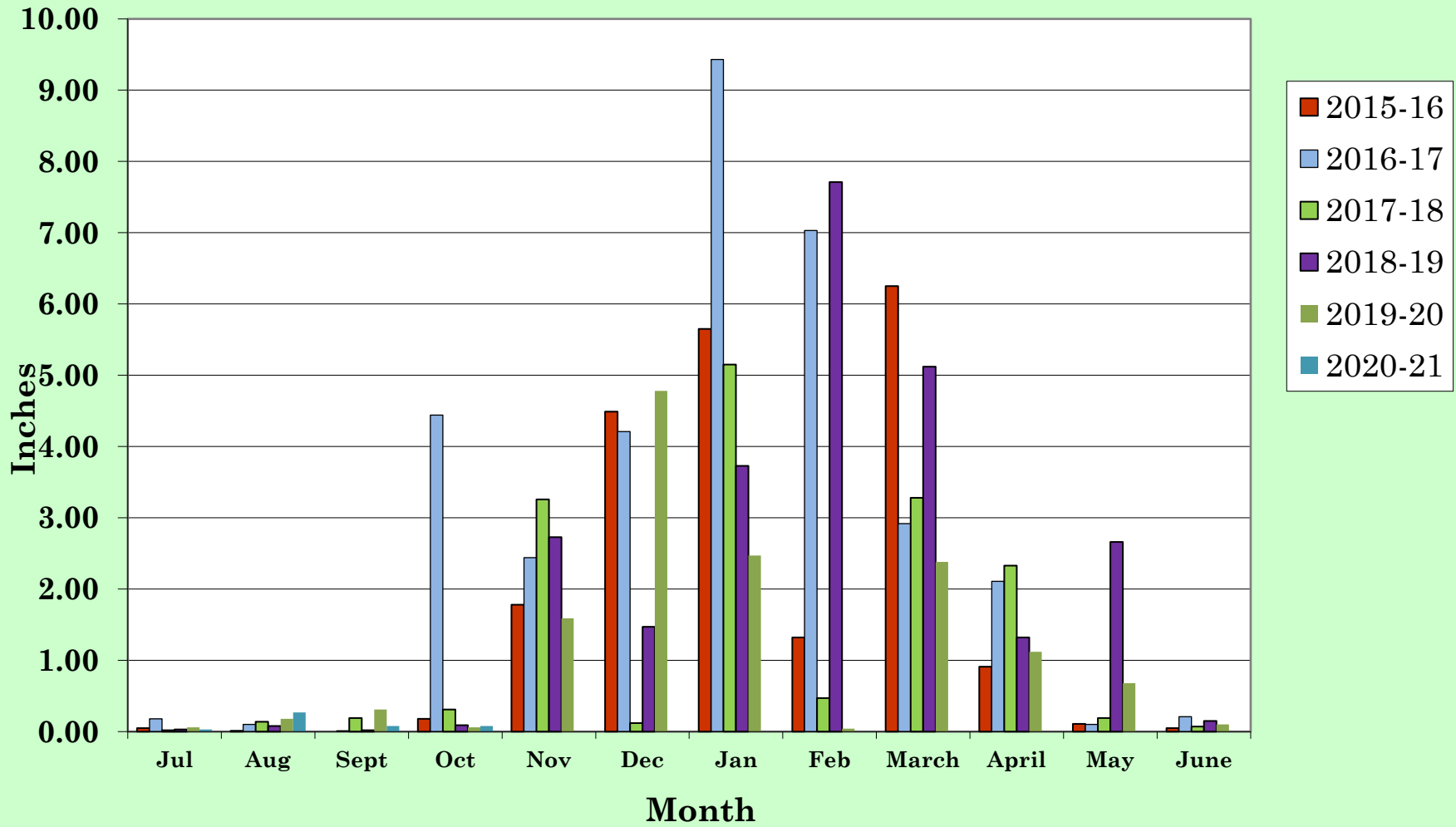
MONTH Oct-20						
Coastside County Water District Monthly Discharge Report						
EMERGENCY MAIN AND SERVICE REPAIRS						
	Date Reported Discovered	Date Repaired	Location	Pipe Class	Pipe Size & Type	Estimated Water Loss (MG)
1						
2						
3						
4						
5						
6						
7						
8						
Totals						0.000

OTHER DISCHARGES	
Total Volumes (MG)	
Flushing Program	0.032
Reservoir Cleaning	
Automatic Blowoffs	0.195
Dewatering Operations	
Other (includes flow testing)	0.000
PLANNED DISCHARGES GRAND TOTAL (MG)	
0.227	

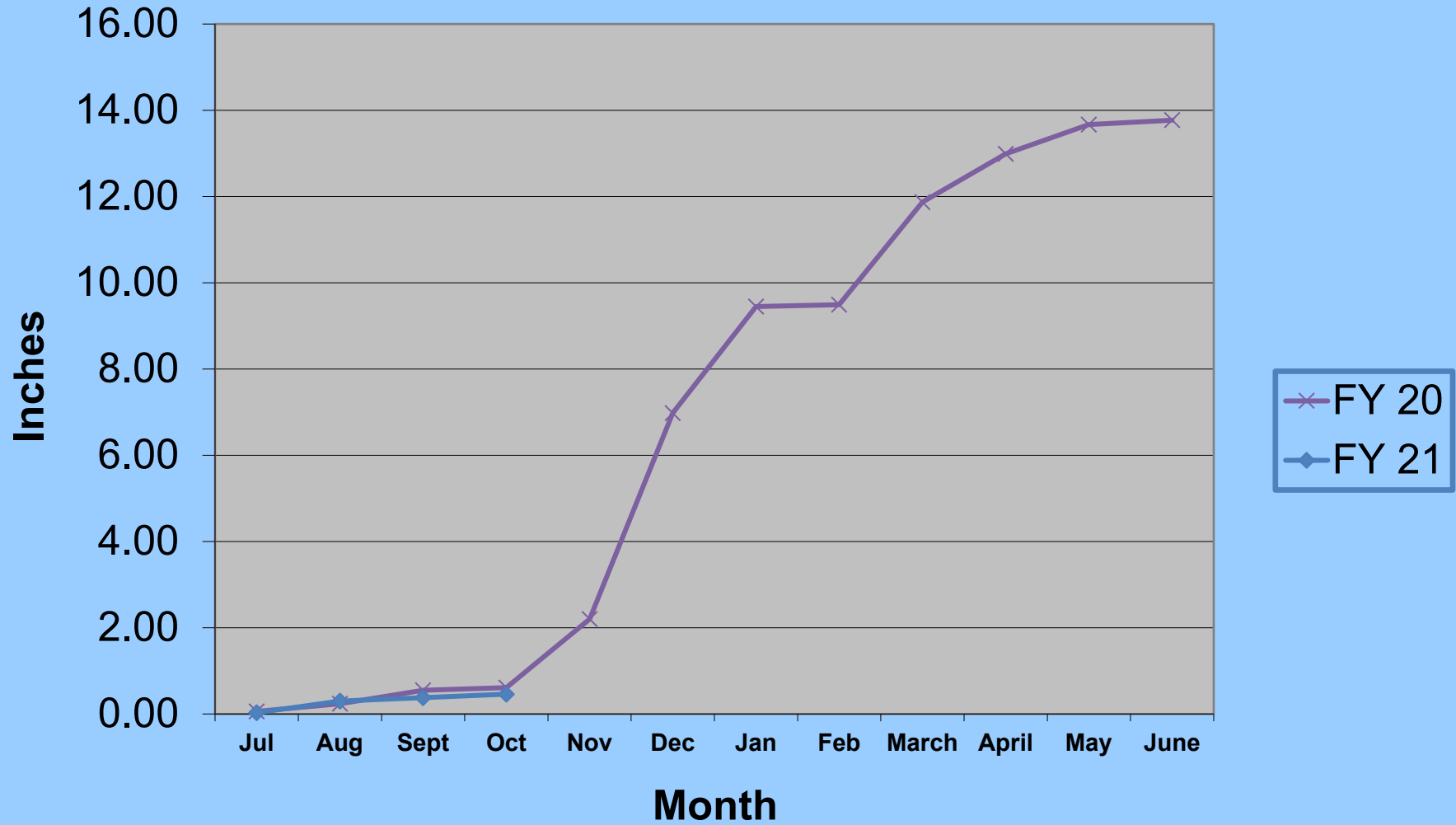
Coastside County Water District

Rainfall by Month

Fiscal Years 16 - 21

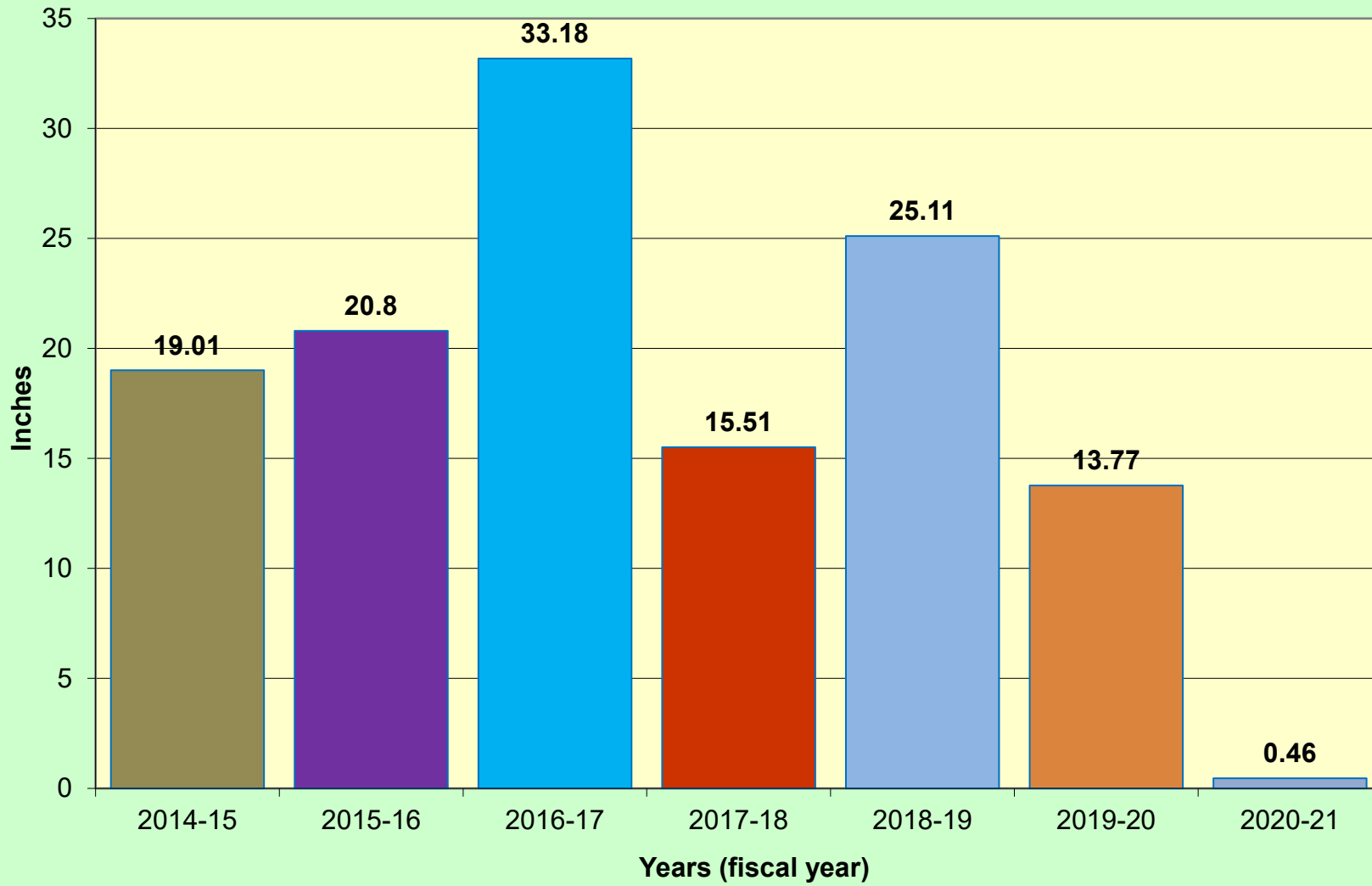


Rainfall Total Comparison Fiscal Years 20-21



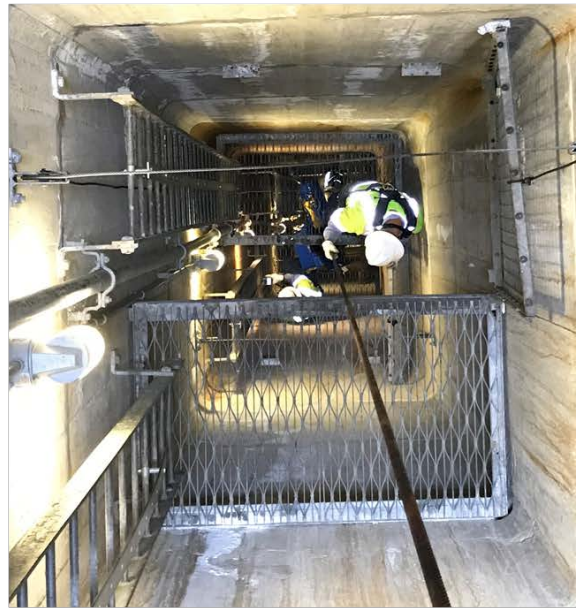
Rain Totals

Fiscal Years 13 - 21



San Francisco Public Utilities Commission Hydrological Conditions Report September 2020

J. Chester, C. Graham, N. Waelty, October 11, 2020



The Hetch Hetchy Water and Power Mechanics and Labor Crew lower a replacement actuator for one of the eight O'Shaughnessy Dam face release valves.

System Storage

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

Table 1 Current System Storage as of October 1, 2020							
	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 Reservoir ¹	278,550		360,360		81,810		77%
Cherry Reservoir ²	206,467		273,340		66,878		76%
Lake Eleanor ³	19,420		27,100		7,680		72%
Water Bank	512,603		570,000		57,397		90%
Tuolumne Storage	1,017,040		1,230,800		213,765		83%
Local Bay Area Storage							
Calaveras Reservoir	60,034	19,562	96,824	31,550	36,790	11,988	62%
San Antonio Reservoir	45,443	14,808	50,496	16,454	5,053	1,646	90%
Crystal Springs Reservoir	53,758	17,517	58,377	19,022	4,618	1,505	92%
San Andreas Reservoir	14,863	4,843	18,996	6,190	4,134	1,347	78%
Pilarcitos Reservoir	1,943	633	2,995	976	1,051	343	65%
Total Local Storage	176,041	57,363	227,688	74,192	51,646	16,829	77%
Total System	1,193,081		1,458,488		265,411		82%

¹ Maximum Hetch Hetchy Reservoir storage with drum gates activated.

² Maximum Cherry Reservoir storage with flash-boards in.

³ Maximum Lake Eleanor storage with flash-boards in.

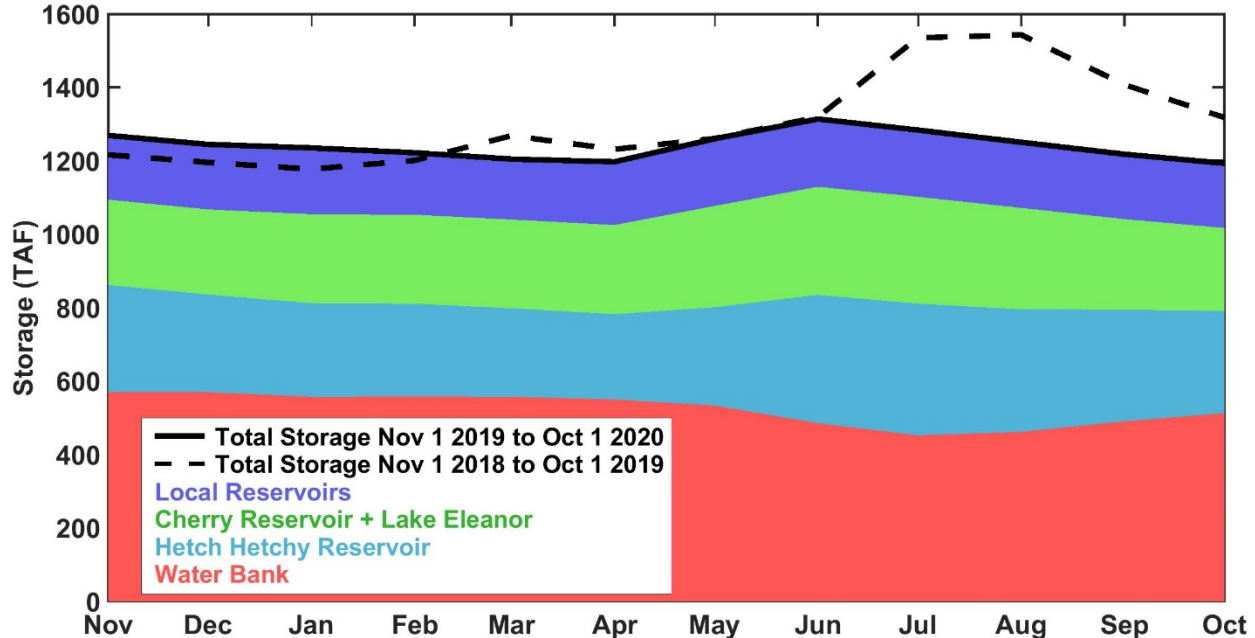


Figure 1: System storage for past 12 months in thousand acre-feet (TAF). Color bands show contributions to total system storage. Solid black line shows total system storage for the past 12 months. Dashed black line shows total system storage the previous 12 months.

Hetch Hetchy System Precipitation Index

Current Month: The September 2020 six-station precipitation index reported 0.05 inches of precipitation for the month. The precipitation index is computed as the average of six Sierra precipitation stations and is an indicator of the overall basin wetness.

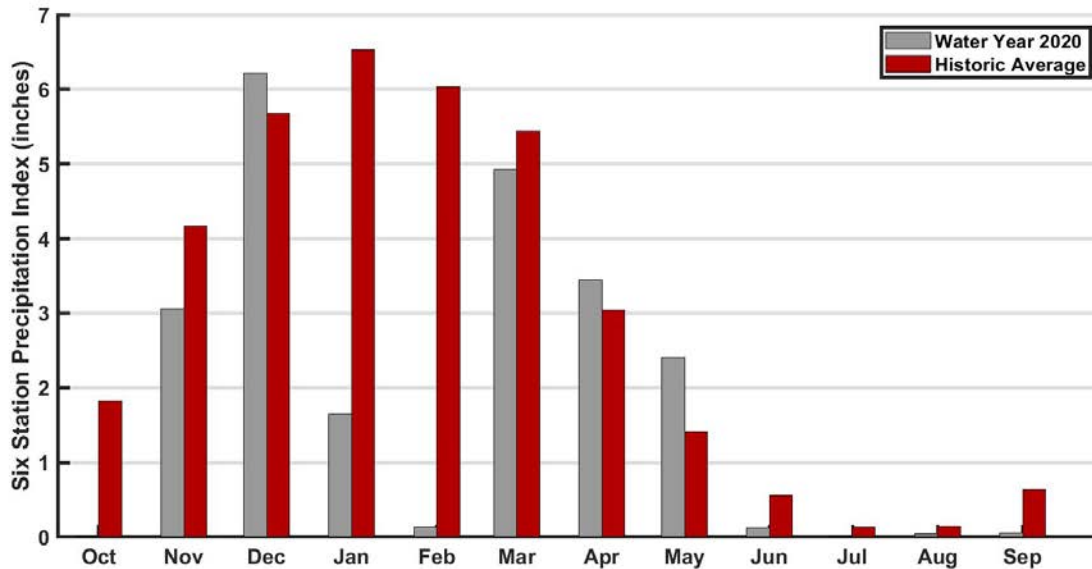


Figure 2: Monthly distribution of the six-station precipitation index relative to the monthly precipitation averages. The precipitation index is computed as the average of six Sierra precipitation stations and is an indicator of the overall basin wetness.

Cumulative Precipitation to Date: As of September 1, the six-station precipitation index for water year (WY) 2020 was 22.08 inches, which is 62% of the average annual water year total. Hetch Hetchy received 0.06 inches of precipitation in September for a total of 21.14 inches for WY 2020, or 60% of average to-date. The cumulative Hetch Hetchy precipitation is shown in Figure 3 in red.

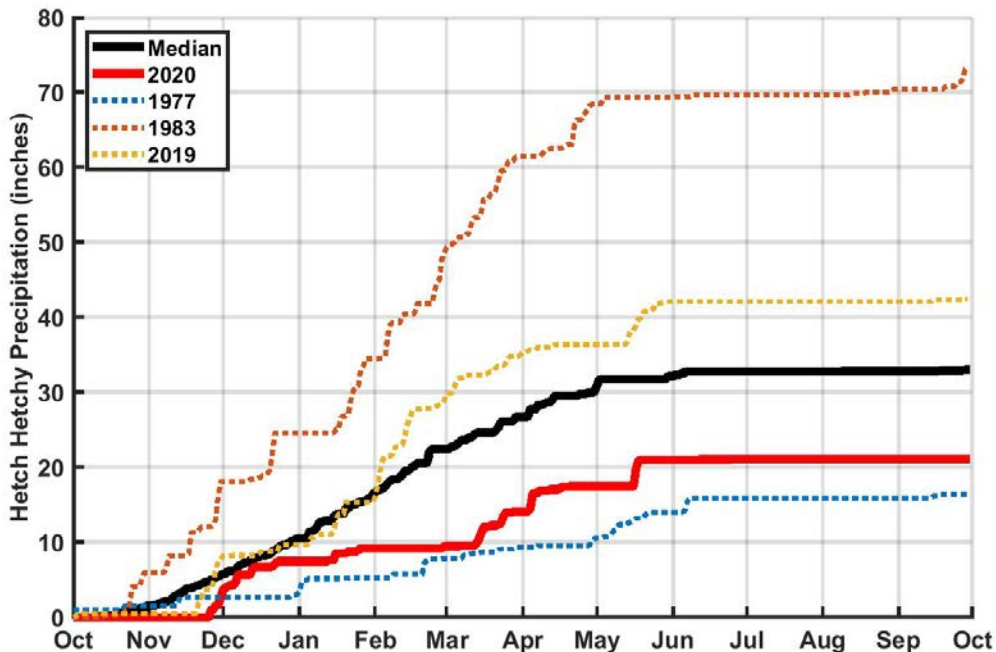


Figure 3: Water Year 2020 cumulative precipitation measured at Hetch Hetchy Weather Station. Median cumulative precipitation measured at Hetch Hetchy Weather Station and example wet and dry years are included with Water Year 2020 for comparison purposes.

Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange for September 2020 and the year to date is summarized below in Table 2.

Table 2 Calculated Reservoir Inflows and Water Available to City								
* All flows are in acre-feet	September 2020				October 1, 2019 through October 1, 2020			
	Observed Flow	Median ¹	Mean ¹	Percent of Mean	Observed Flow	Median ¹	Mean ¹	Percent of Mean
Inflow to Hetch Hetchy Reservoir	270	3,057	4,789	6%	348,188	703,453	737,010	47%
Inflow to Cherry Reservoir and Lake Eleanor	0	833	1,899	0%	247,712	445,183	452,050	55%
Tuolumne River at La Grange	0	7,012	11,103	0%	966,668	1,676,737	1,814,045	53%
Water Available to City	0	0	822	0%	170,302	580,260	764,701	22%

¹Hydrologic Record: 1919-2015

Hetch Hetchy System Operations

Hetch Hetchy Reservoir power draft and stream releases during the month totaled 25,573 acre-feet. Hetch Hetchy Reservoir minimum instream release requirements for September were 50 cfs. Total precipitation and inflows thus far for Water Year 2020 have resulted in a Water Year Type C (dry) for Hetch Hetchy Reservoir. Instream release requirements for October decrease to 35 cfs and remain 35 cfs for the remainder of the calendar year.

Cherry Reservoir valve and power draft releases totaled 18,976 acre-feet for the month and were used to maintain seasonal target elevations. The required minimum instream release from Cherry Reservoir for September was 15 cfs and decreased to 5 cfs for October. Lake Eleanor required minimum instream release were 20 cfs for April 15 through September 15 and decreased to 10 cfs for September 16 through September 30. October Lake Eleanor minimum stream releases remain at 10 cfs. A total of 2,162 acre-feet of water was diverted from Lake Eleanor to Cherry Reservoir in September.

Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant average production rate for September was 45 MGD. The Sunol Valley Water Treatment Plant average production for the month was 6 MGD.

Local System Water Delivery

The average September delivery rate was 226 MGD, which is a 5% decrease below the August delivery rate of 238 MGD.

Local Precipitation

The rainfall summary for September 2020 is presented in Table 3.

Weather Station Location	September		October 1, 2019 through October 1, 2020	
	Total (inches)	Percent of Mean for the Month	Total (inches)	Percent of Mean for the Year-To-Date
Pilarcitos Reservoir	0.04	20 %	24.10	64%
Lower Crystal Springs Reservoir	0.02	9 %	15.13	57%
Calaveras Reservoir	0.00	0 %	13.37	62%

Water Supply and Planned Water Supply Management

The upcountry system as of October 1 is 83% full, as reservoirs have been managed through the summer and into the fall to maximize storage. SJPL1 is out of service for repairs through February 2021. SJPL deliveries decreased from 249 MGD to 200 MGD in September. Hetch Hetchy Reservoir storage is expected to continue to decrease as deliveries and stream releases exceed inflows. Cherry / Eleanor Pumps are currently on. Cherry Reservoir is slowly increasing storage as pumping is exceeding instream minimum releases and Holm Powerhouse powerdraft; recreational releases ended September 7. The calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City are shown in Figure 4. As of October 1, there has been a total of 170,302 acre-feet available to the City in Water Year 2020

Short and medium term forecasts remain dry for the upcountry region. As dry conditions persist, reservoir inflows remain very low. Continued reductions in upcountry storage are expected as deliveries exceed inflows.

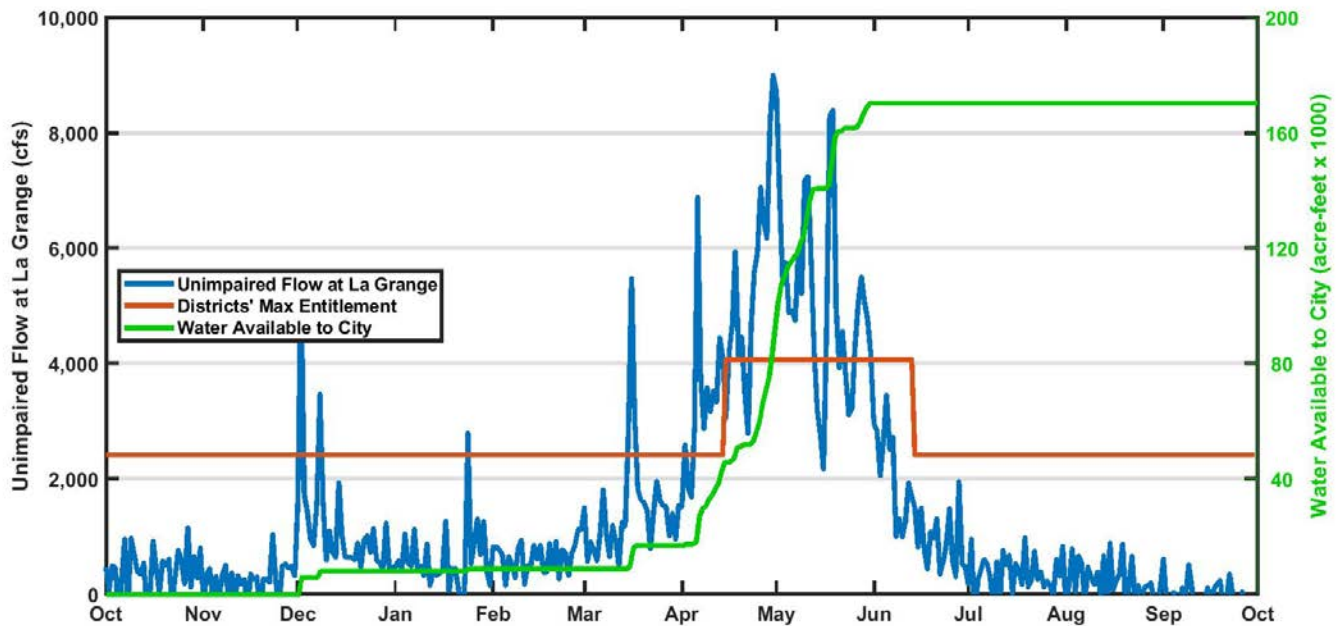


Figure 4: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: November 10, 2020

Date: November 4, 2020

Subject: Notice of Completion - Denniston Reservoir Maintenance Dredging Project for Year 2020

Recommendation:

That the Board of Directors take the following actions:

- (1) Accept the Denniston Reservoir Maintenance Dredging Project for year 2020 as complete.
- (2) Authorize the Notice of Completion to be filed with the County of San Mateo.
- (3) Authorize the release of the retention funds when the Notice of Completion has been recorded and returned to the District.

Background

Coastside County Water District entered into a contract with Andreini Bros., Inc. on August 27, 2020 for the Denniston Reservoir Maintenance Dredging Project.

The work consisted of dredging Denniston Reservoir of 400 cubic yards around the Denniston Water Treatment Plant intakes. The site of the work is located in the unincorporated community of El Granada, San Mateo County, at 150 Denniston Creek Road. (APN 037-320-140).

The work was completed on October 9, 2020 in accordance with District specifications.

Fiscal Impact: None.

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO

Name
Street
Address
City &
State

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

SPACE ABOVE THIS LINE FOR RECORDER'S USE

RECORD WITHOUT FEE Govt. Code § 6103 & 27383

NOTICE OF COMPLETION

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

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

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

3. On November 10, 2020 there was completed upon the hereinafter described real property a work of improvement as a whole named Denniston Reservoir Maintenance Dredging Project for Year 2020. The work consisted of dredging Denniston Reservoir of 400 cubic yards around the Denniston Water Treatment Plant intakes.

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

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

The work is located within property owned by the District at 150 Denniston Creek Road, El Granada, California (Assessor Parcel Number 037-320-140).

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

COASTSIDE COUNTY WATER DISTRICT

BY: _____
Mary Rogren, Secretary

VERIFICATION

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

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

Executed on November 10, 2020, at Half Moon Bay, California
(Date) (Place where signed)

By: _____
Mary Rogren,
Secretary of the District

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: November 10, 2020

Date: November 4, 2020

Subject: Notice of Completion - Denniston Culvert Replacement and Paving Project

Recommendation:

That the Board of Directors take the following actions:

- (1) Accept the Denniston Culvert Replacement and Paving Project as complete.
- (2) Authorize the Notice of Completion to be filed with the County of San Mateo.
- (3) Authorize the release of the retention funds when the Notice of Completion has been recorded and returned to the District.

Background

Coastside County Water District entered into a contract with Half Moon Bay Grading and Paving, Inc. on June 9, 2020 for the Denniston Culvert Replacement and Paving Project.

The work consisted of removing and replacing 342 linear feet of drainage pipe, remove and replace six (6) inlet structures and five (5) outlet structures. Reconstruct 8,800 square feet of roadway, regrade and recompact 15,100 square feet of base rock and place 23,900 square feet of pavement. Install 210 linear feet of asphalt dike. Remove and replace one manhole, one drainage inlet box and install 30 linear feet of valley gutter. The site of the work is located in the unincorporated community of El Granada, San Mateo County, at 150 Denniston Creek Road. (APN 037-320-140).

The work was completed on October 22, 2020 in accordance with District specifications.

Fiscal Impact: None.

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO

Name
Street
Address
City &
State

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

SPACE ABOVE THIS LINE FOR RECORDER'S USE

RECORD WITHOUT FEE Govt. Code § 6103 & 27383

NOTICE OF COMPLETION

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

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

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

3. On November 10, 2020 there was completed upon the hereinafter described real property a work of improvement as a whole named Denniston Culvert Replacement and Paving Project. The work consisted of removing and replacing 342 linear feet of drainage pipe, remove and replace six (6) inlet structures and five (5) outlet structures. Reconstruct 8,800 square feet of roadway, regrade and recompact 15,100 square feet of base rock and place 23,900 square feet of pavement. Install 210 linear feet of asphalt dike. Remove and replace one manhole, one drainage inlet box and install 30 linear feet of valley gutter.

4. The name of the original contractor for the work of improvement as a whole was: Half Moon Bay Grading and Paving, 1780 Higgins Canyon Road, Half Moon Bay, CA 94019.

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

The site of the work is located in the unincorporated community of El Granada, San Mateo County, at 150 Denniston Creek Road. (APN 037-320-140).

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

COASTSIDE COUNTY WATER DISTRICT

BY: _____
Mary R. Rogren Secretary

VERIFICATION

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

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

Executed on November 10, 2020 at Half Moon Bay, California
(Date) (Place where signed)

By: _____
Mary R. Rogren
Secretary of the District

**WATER SERVICE CONNECTION TRANSFER REPORT
TRANSFERS APPROVED FOR THE MONTH OF OCTOBER 2020**

DONATING APN	PROPERTY OWNER(S)	RECIPIENT APN	PROPERTY OWNER(S)	# OF CONNECTIONS	DATE
047-137-060	Jon A. Kenney, Trustee	047-282-150	K&S Development	one (1) 5/8"	October 16, 2020

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: November 10, 2020

Date: November 6, 2020

Subject: A Resolution of the Board of Directors of the Coastside County Water District Expressing Its Appreciation to Jim Larimer for his Leadership and Dedicated Service

Recommendation:

Approve the attached Resolution 2020-05 expressing appreciation to Director Jim Larimer for his leadership and dedicated service.

Background

On behalf of the District's entire staff, I would like to express our appreciation and acknowledge Director Larimer for his numerous contributions to the District. Director Larimer originally served as a Director from November 2001 to November 2011. In March 2019, he was once again appointed to serve on the Board of Directors to fulfill the remainder of the term created by the resignation of Arnie Glassberg.

Director Larimer's dedication to the District; his commitment to good governance and the fiscal health and sustainability of the District's system and water supplies; his support of significant infrastructure projects and his commitment to the District's 10-year Capital Improvement Program will be recognized for many years to come.

Staff has prepared for the Board's consideration a resolution recognizing Director Larimer's many accomplishments and expressing the District's gratitude.

RESOLUTION NO. 2020-05

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE COASTSIDE COUNTY WATER DISTRICT
EXPRESSING ITS APPRECIATION TO JIM LARIMER
FOR HIS LEADERSHIP AND DEDICATED SERVICE

WHEREAS, in Coastside County Water District's Resolution 2011-18 Jim Larimer was previously recognized for his leadership and ten years of dedicated service for the terms he served the District in the capacity as Director and President of the Board from November 2001 through November 2011; and

WHEREAS, Jim Larimer was once again appointed to serve on the Board of Directors of the Coastside County Water District on March 12, 2019 to fulfill the remainder of the term created by the resignation of Arnie Glassberg effective 1-31-2019; and

WHEREAS, Jim Larimer was a dedicated member of the Human Resources Committee, District Facilities Committee, Montara Water and Sanitary District Mutual Interest Committee, and the Recycled Water Committee; and

WHEREAS, during his tenure as a Board member, Jim Larimer demonstrated his commitment to ensuring the fiscal health and sustainability of the Coastside County Water District water system and water supplies, and

WHEREAS, through his dedication and commitment to promoting good governance and transparency, the District earned the Special District Leadership Foundation's prestigious award of the Transparency Certificate of Excellence for a second time, and

WHEREAS, numerous accomplishments have been made by the Coastside County Water District during Jim Larimer's tenure as a Director for the Coastside County Water District, including:

- Implementation of significant District infrastructure projects including:
 - Stone Dam Pipeline Replacement
 - Casa Del Mar and Grand Boulevard PRV and Pipeline Replacement Project
 - Ferdinand Avenue Water Main Replacement Project
 - Denniston Water Treatment Plant and Booster Station Standby Generators
 - Denniston Culvert Replacement & Paving Projects
- Continued advancement of the District's 10-year Capital Improvement Program including approval of key new design projects including the Nunes Water Treatment Plant Improvement Project; the District's tank upgrade plans, and numerous pipeline replacement projects;
- Adoption of Ordinance to change the District's electoral system for members of the Board of Directors from an at-large voting system to a system based on five (5) zones to comply with the Federal and California Voting Rights Act;

WHEREAS, the Coastside County Water District is poised to continue the successes achieved under Director Larimer's leadership thanks to his hard work and dedication.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Coastside County Water District does hereby express its sincere thanks to and appreciation of Jim Larimer's dedicated service to this community as a Board Member of the Coastside County Water District.

PASSED AND ADOPTED this 10th day of November 2020 by the following votes of the Board of Directors:

AYES:

NOES:

ABSENT:

CHRIS MICKELSEN, PRESIDENT
Board of Directors

MARY ROGREN
General Manager

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: November 10, 2020

Report

Date: November 6, 2020

Subject: Resolution 2020-06 – Resolution for Acceptance Treasury Management Services with Tri Counties Bank and Related Actions

Recommendation:

Approve Resolution No. 2020-06 Accepting Treasury Management Services with Tri Counties Bank and related actions.

Background:

The Coastside County Water District originally contracted with First National Bank in November 2003. In July 2017 First National Bank was purchased by Tri Counties Bank. Recently during a request to make a change to one of our contracted services, Tri Counties Bank requested that we update our Treasury Management Services Agreement. Since Tri Counties Bank insisted on using their form resolution, the District worked with Tri Counties Bank representatives in making some agreed upon modifications.

RESOLUTIONS FOR ACCEPTANCE OF TREASURY MANAGEMENT SERVICES



tri counties bank

Coastside County Water District Resolution No. 2020-06

COASTSIDE COUNTY WATER DISTRICT (the "Company")

I/we, the undersigned ("Undersigned"), hereby certify to Tri Counties Bank ("Bank") that the undersigned am/are the individual owner of the sole proprietorship, or the secretary of the corporation, or all the general partners, or all the members (if management is by members), or all the managers (if management is by the managers), or all the representatives of the governing body of the Company, and designated keeper of the records and minutes of the Company.

WHEREAS, the following is a true and correct copy of Company Resolutions duly adopted by the Board of Directors (if a corporation), the partners (if a partnership), members/managers (if a limited liability Company), proprietor (if a sole proprietorship) or other governing authority of the Company at a meeting held on the **10th** day of **November, 2020**, at which a quorum was present and acting throughout, or adopted by the written consent of a majority of those entitled or required to act to bind the Company, and that such Company Resolutions are in full force and effect and have not been amended, modified or repealed;

WHEREAS, the Company has reviewed and approved the Tri Counties Bank Acceptance of Treasury Management Services, pursuant to which the Company agrees to be bound by the Tri Counties Bank Master Treasury Agreement, together with each applicable Service Description, including any Supporting Documents, corresponding exhibits, schedules or attachments to the same, which apply to the services designated by Company in the Acceptance (collectively referred to herein as the "Acceptance") to be entered into by and between the Company and Tri Counties Bank ("Bank");

WHEREAS, defined terms in this document shall have the meaning provided in the Acceptance, unless otherwise provided herein; and

WHEREAS, the Company has determined that it is in the best interests of the Company to enter into the Acceptance in connection with the Services and subject to the terms and conditions of the Acceptance, as amended from time to time.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

- (i) The Company finds that it is in the best interest of the Company to enter into the Acceptance, as amended from time to time;
- (ii) The Company authorizes and appoints **Mary Rogren, General Manager or designee** to execute and deliver the Acceptance;
- (iii) The foregoing named person is authorized to negotiate terms and conditions of the Acceptance, amendments or supplements to the Acceptance; and
- (iv) The authority given above will continue, and the Bank may rely on the actions of such person referred to above, until such time as the Bank is given formal written notice of the revocation of such authority and the Bank has an opportunity to respond to the same. All acts and deeds taken by such person referred to above shall be deemed the act and deed of the Company for all purposes relating to the Acceptance and to all services described in the Acceptance or provided by the Bank to the Company under the Acceptance.

The Undersigned hereby certify under penalty of perjury under the laws of the state of California that the forgoing resolutions were duly and legally adopted by the governing body of the Company and that said Resolutions have not been revoked and are currently in full force and effect:

Passed and Adopted this 10th day of November 2020, by the Board Of Directors.

Signature: _____
Title: General Manager / Secretary of the District
Print Name: Mary Rogren
Date: _____

Ayes:
Noes:
Absent:

Signature: _____
Title: President, Board of Directors
Print Name: Chris Mickelsen
Date: _____

ACCEPTANCE OF TREASURY MANAGEMENT SERVICES

Part I – Certification

COASTSIDE COUNTY WATER

DISTRICT (the “Client”)

New Acceptance

Amendment No. _____ to existing Acceptance of Treasury Management Services, original dated: _____

Each amendment to this Acceptance will effectively supersede all prior versions of this Acceptance. Defined terms will have the meaning provided in the Tri Counties Bank Master Treasury Agreement, and applicable Service Description(s), unless otherwise defined herein.

The person(s) signing (“Executing Representative(s)”) this Acceptance of Treasury Management Services (“Acceptance”) on behalf of the company identified in the signature block of this Acceptance (“Client”), certifies on behalf of Client that:

- (i) Client agrees to be bound by the Tri Counties Bank Master Treasury Agreement, together with each applicable Service Description, including any Supporting Documents, corresponding exhibits, schedules, enrollments, or attachments to the same, which apply to the services designated by Client in Part II of this Acceptance, and Client’s use of any Service, including without limitation each Service that Client commences using after the Effective Date of this Acceptance, confirms Client’s agreement to be bound by each Service Description relating to that Service;
- (ii) The Client has received a copy of the Master Agreement together with each Service Description for which a Service has been selected by Client below; and
- (iii) The Executing Representative has full authority to execute this Acceptance on behalf of Client, and to enter into other agreements and Supporting Documents for the Services now or hereafter offered by Bank, and to amend, terminate or otherwise act on behalf of Client with respect to each Service used by Client.

Part II – Service Options

DESIGNATION OF MASTER TREASURY SERVICE OPTIONS.

Client designates the following Service options, and acknowledges receipt of the following Service Descriptions (check all that apply):

- | | |
|--|---|
| <input checked="" type="checkbox"/> Business Online Banking Service Description | <input type="checkbox"/> Lockbox Service Description |
| <input checked="" type="checkbox"/> Wire Transfer Service Description | <input type="checkbox"/> Business Associate Supplement to Lockbox Service Description |
| <input checked="" type="checkbox"/> Positive Pay & ACH Positive Pay Service Description | <input type="checkbox"/> Smart Safe Service Description |
| <input checked="" type="checkbox"/> ACH Service Description | <input type="checkbox"/> Courier and Cash Vault Service Description |
| <input type="checkbox"/> Supplement to ACH Service Description:
Third Party Service Provider (Sender) | <input type="checkbox"/> Trico ePayables Service Description |
| <input type="checkbox"/> Remote Deposit Capture Service Description | <input type="checkbox"/> Multiple Party Access Service Description |

Part III – Additional Terms and Signatures

Any Client initiated addition, deletion or change to the Acceptance for any Service must be submitted in a form acceptable to Bank, and no such requested addition, deletion or change will become operative or effective until Bank confirms to Client that such addition, deletion or change has been approved by Bank and implemented. Notwithstanding the foregoing, Bank reserves the right to add to, delete or change this Acceptance upon notice to Client.

The Acceptance may be signed in counterparts and transmitted by facsimile. If signed in two or more counterparts, each will be deemed an original, but such counterparts will constitute one instrument. The effectiveness of the Acceptance (or any related document) and any signatures shall, to the extent permitted by applicable law, have the same force and effect as manually-signed originals and shall be binding on all parties hereto. Bank may also require that the Acceptance (or any related document) be confirmed by a manually-signed original thereof; provided, however, that the failure to request or deliver the same shall not limit the effectiveness of any facsimile document or signature.

Agreed To and Accepted _____ (“Effective Date”)

CLIENT: COASTSIDE COUNTY WATER DISTRICT

By: _____

Name: Mary Rogren

Title: General Manager

CLIENT: _____

By: _____

Name: _____

Title: _____

CLIENT: _____

By: _____

Name: _____

Title: _____

CLIENT: _____

By: _____

Name: _____

Title: _____

TRI COUNTIES BANK

By: _____

Name: _____

Title: _____

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: November 10, 2020

Report Date: November 6, 2020

Subject: General Manager's Report

- **ACWA Outreach Recognition Award (see attached letter)**

I am very pleased to announce that Coastside County Water District has been selected as a top ACWA 2020 Outreach winner for Region 5. During 2020, District staff sent numerous letters to our legislators on issues supported by ACWA and that impact the water community.

The District will be acknowledged with other regional winners at the ACWA 2020 Fall Virtual Conference in December.

- **Community Power Resiliency Allocation to Special Districts - Grant Opportunity**

The final State Budget Bill, SB 74, included a \$50 million appropriation accessible to local governments to assist with PSPS events. At CSDA's request, trailer bill AB 89 included language to make it easier for Special Districts to apply for funding for items such as generators, fuel storage and other related PSPS/emergency equipment. For a three-week window during October, Special Districts were able to apply for a grant up to \$300,000 through the Cal OES (Office of Emergency Services.)

District staff submitted a grant application by the October 30 deadline for \$200,000 to add diesel fuel storage to the Nunes Water Treatment Plant (increasing capacity from 1,000 gallons to 5,000 gallons) that could supply the District's generators and other equipment District-wide for an extended emergency. If received, the investment would provide the District and the community that we serve with an increased level of resiliency during an emergency.

Oct. 9, 2020

Mary Rogren, General Manager
Coastside County Water District

Dear Ms. Rogren:

Congratulations! Your district is one of the top ACWA 2020 Outreach winners in your region. Your outstanding efforts as part of the Outreach Program have helped ACWA accomplish its legislative goals this year.

Here is a list of the winning districts in each region for the 2020 Outreach Recognition Awards.

Region 1: Hidden Valley Lake Community Services District

Region 2: Western Canal Water District

Region 3: El Dorado Irrigation District

Region 4: San Juan Water District

Region 5: Coastside County Water District

Region 6: Corcoran Irrigation District

Region 7: Semitropic Water Storage District

Region 8: Walnut Valley Water District

Region 9: Cucamonga Valley Water District

Region 10: Orange County Water District

Please email carolinem@acwa.com the address where you would like the award shipped by **Oct. 30**. ACWA will acknowledge your agency and the other regional winners at the ACWA 2020 Fall Virtual Conference & Exhibition in December. The overall winner will also be announced at conference. ACWA Staff will be sending out more details once the time and day is confirmed.

Thank you for all of your hard work this year on helping advance ACWA's legislative goals!

Sincerely,



Dave Eggerton
ACWA Executive Director

MONTHLY REPORT

To: Mary Rogren, General Manager
From: James Derbin, Superintendent of Operations
Agenda: November 10, 2020
Report
Date: November 3, 2020

Monthly Highlights

- Staff refurbished the portable “Night Hawk” light tower/generator for use at Nunes tank farm when power is out
- Denniston WTP seasonal maintenance continues
- Staff installed new finished water turbidimeters at Nunes with Hach Technical Representative
- Staff rebuilt well enclosure for Denniston Well 9
 - New W9 pump will be installed mid-November
- Replaced Hydrants
 - 930 San Carlos Avenue
 - 407 Almeria Avenue
 - 620 Columbus Street
 - 700 Johnston Street

Sources of Supply

- **October Sources:**
 - Crystal Springs

Projects

- Denniston Dredging complete
- Denniston Generators set, November 9th factory startup/testing
- Emergency pump for Pilarcitos dam will arrive end of November
- HDR - Bi-weekly progress meetings with staff ongoing. Geotech and survey complete. 90% design is expected in November.
- EKI
 - Pine Willow Oak pipeline replacement project design is complete
 - Pilarcitos Crossing 90% design is complete, 100% pending CEQA