

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**MEETING OF THE BOARD OF DIRECTORS**

**November 14, 2006 - 7:00 p.m.**

**AGENDA**

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

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

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

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

#### 4) CONSENT CALENDAR

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

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

- A. Requesting the Board to review disbursements for the month ending October 31, 2006 – Claims: \$461,088.95; Payroll: \$58,338.79 for a total of \$519,427.74 ([attachment](#))
- B. Acceptance of Financial Reports ([attachment](#))
- C. Minutes of the October 10, 2006 Board of Directors Meeting ([attachment](#))
- D. Minutes of the October 26, 2006 Special Board Meeting ([attachment](#))
- E. Monthly Water Transfer Report ([attachment](#))
- F. Installed Water Connection Capacity and Water Meters Report ([attachment](#))
- G. Total CCWD Production Report ([attachment](#))
- H. CCWD Monthly Sales By Category Report ([attachment](#))
- I. October 2006 Leak Report ([attachment](#))
- J. Rainfall Reports ([attachment](#))
- K. San Francisco Public Utilities Commission Hydrological Conditions Report for September 2006 ([attachment](#))
- L. Engineering Projects Received for Review during the month of October, 2006 ([attachment](#))
- M. General Manager Activity Report ([attachment](#))

#### 5) SUPERINTENDENT OF OPERATION'S REPORT ([attachment](#))

#### 6) DISTRICT ENGINEER'S REPORT

- A. District Engineer's Work Status Report ([attachment](#))
- B. Award of Contract for the Carter Hill East Pipeline Replacement Project ([attachment](#))

## 7) GENERAL MANAGER'S REPORT

- A. Discussion and possible adoption of Resolution amending the General Regulations regarding water service at Section H pertaining to High Bill Relief ([attachment](#))
- B. Discussion and direction to staff regarding request for relief of water bill from Leslie Kramer for service located at 624 Pilarcitos Avenue ([attachment](#))
- C. Discussion and direction to staff regarding request for relief of water bill from Kia Vakili for service located at 186 San Mateo Road ([attachment](#))
- D. Discussion and direction to staff regarding request from Margaret Branick-Abilla for relief of late payment charges for services located at 262 Avenue Balboa ([attachment](#))
- E. Discussion and direction to staff regarding Denniston Restoration Project Special Board Meeting/Workshop - Presentation by TRC Essex ([attachment](#))
- F. Discussion and possible adoption of Resolution providing for a supplemental deferred compensation plan to District Employees - Presentation by John Parsons, District's CPA ([attachment](#))
- G. Consideration of Resolution Changing the Start Time of Regular Board Meetings from 7:30 p.m. to 7:00 p.m. ([attachment](#))
- H. Consideration of Resolution Amending Personnel Manual Relating to Health Insurance Benefits for New Employees and Other Non-Substantive Changes ([attachment](#))
- I. Discussion and possible adoption of Resolution regarding Section 3.02 of the CCWD Personnel Manual regarding holiday pay schedule ([attachment](#))
- J. Status Report on Capital Improvement Projects ([attachment](#))
- K. Correspondence: **(1)** Letter to Marcia Raines, Half Moon Bay City Manager dated October 23, 2006 ([attachment](#)); **(2)** E-mail transmitted November 7, 2006 from Bay Area Water Supply & Conservation Agency (BAWSCA) regarding correspondence with SF Mayor Newsom, Commissioners of the San Francisco Public Utilities Commission and Ms. Susan Leal ([attachment](#)); **(3)** E-mail dated November 9, 2006 from Tim Ramirez of the SFPUC providing a Summary of the Pilarcitos Creek Integrated Watershed Management Plan ([attachment](#)); **(4)** The Bay Area Water Supply and Conservation Agency Water Wise Program Summary Report for School Year 2005-2006 ([attachment](#))

- 8) **MEETINGS ATTENDED / SCHEDULED - BOARD OF DIRECTORS - INCLUDING COMMITTEES, CUSTOMERS, OTHER AGENCIES, ETC.**
  - A. Interim Report of the Rate Sub-Committee ([attachment](#))
- 9) **AGENDA ITEMS AND DIRECTOR COMMENTS**
- 10) **ADJOURNMENT**

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Void Amount</u>	<u>Check Amount</u>
8865	ALV01	ALVES PETROLEUM, INC.	10/06/2006	0.00	1,761.96
8866	BFI01	ALLIED WASTE SERVICES #925	10/06/2006	0.00	205.65
8867	BFI02	BFI OF CALIFORNIA, INC.	10/06/2006	0.00	72.00
8868	COA 15	COASTSIDE NET, INC	10/06/2006	0.00	59.95
8869	KAI01	KAISER FOUNDATION HEALTH	10/06/2006	0.00	8,116.00
8870	PAC02	PACIFICA CREDIT UNION	10/06/2006	0.00	612.00
8871	PUB01	PUB. EMP. RETIRE SYSTEM	10/06/2006	0.00	15,576.13
8872	SAN 07	SAN MATEO COUNTY	10/06/2006	0.00	1,533.00
8873	VAL01	VALIC	10/06/2006	0.00	2,792.00
8874	COU 05	RECORDER'S OFFICE	10/10/2006	0.00	10.00
8875	COU 05	RECORDER'S OFFICE	10/10/2006	0.00	13.00
8876	ASS01	ACWA SERVICES CORPORATION	10/20/2006	0.00	12,137.26
8877	ASS08	ASSOC. CALIF. WATER AGENCY	10/20/2006	0.00	11,432.00
8878	FEL01	ROBERT FELDMAN	10/20/2006	0.00	762.00
8879	JON01	JANE JONES	10/20/2006	0.00	594.00
8880	LAN04	LANIER WORLDWIDE, INC.	10/20/2006	0.00	328.01
8881	MET06	METLIFE SBC	10/20/2006	0.00	922.12
8882	PAC 01	PACIFIC GAS & ELECTRIC CO.	10/20/2006	0.00	47,972.79
8883	PAC02	PACIFICA CREDIT UNION	10/20/2006	0.00	612.00
8884	PUB01	PUB. EMP. RETIRE SYSTEM	10/20/2006	0.00	15,576.13
8885	VAL01	VALIC	10/20/2006	0.00	2,792.00
8886	ADP01	ADP, INC.	10/26/2006	0.00	366.45
8887	AND01	ANDREINI BROS. INC.	10/26/2006	0.00	7,625.04
8888	AST01	ASTRO BUSINESS TECHNOLOGIES	10/26/2006	0.00	181.00
8889	ATC01	ATCHISON, BARISONE	10/26/2006	0.00	9,079.61
8890	AUG01	AUGUST SUPPLY INC.	10/26/2006	0.00	267.81
8891	AZT01	AZTEC GARDENS	10/26/2006	0.00	190.00
8892	BAS01	BASIC CHEMICAL SOLUTION, LLC	10/26/2006	0.00	3,796.90
8893	BAY07	BAY AREA WATER SUPPLY &	10/26/2006	0.00	2,192.72
8894	BES02	BEST ACCESS SYSTEMS	10/26/2006	0.00	5,089.13
8895	BFI02	BFI OF CALIFORNIA, INC.	10/26/2006	0.00	350.50
8896	BLU01	BPS REPROGRAPIC SERVICES	10/26/2006	0.00	950.50
8897	CAL07	CALIFORNIA TANK LINES, INC.	10/26/2006	0.00	506.88
8898	CAL31	CALIFORNIA OVERNIGHT	10/26/2006	0.00	199.61
8899	CHA01	ALFREDO & SHARON CHAVEZ	10/26/2006	0.00	169.00
8900	CIN01	CINTAS FIRST AID & SAFETY	10/26/2006	0.00	1,130.42
8901	CIT 01	CITY OF HALF MOON BAY	10/26/2006	0.00	18,361.00
8902	COA02	ROGUE WEB WORKS, LLC	10/26/2006	0.00	225.00
8903	COA19	COASTSIDE COUNTY WATER DIST.	10/26/2006	0.00	147.98
8904	CRE02	GEORGE CRESSON	10/26/2006	0.00	82.00
8905	CUR01	CURLEY & RED'S INC. BODY SHOP	10/26/2006	0.00	1,043.59
8906	CUS01	D/B/A CUSTOM TRUCK CUSTOM TOPS, INC.	10/26/2006	0.00	752.19
8907	DAT01	DATAPROSE	10/26/2006	0.00	1,415.74
8908	DEP 07	DEPARTMENT OF HEALTH SERV.	10/26/2006	0.00	32,913.01
8909	EME 01	EMERGENCY VEHICLE SYSTEMS	10/26/2006	0.00	1,080.54
8910	ERS01	ERS INDUSTRIAL SERVICES INC.	10/26/2006	0.00	28,196.66
8911	FEN02	FENCE -4- RENT	10/26/2006	0.00	400.00
8912	FIR06	FIRST NATIONAL BANK	10/26/2006	0.00	839.63
8913	GEM01	GEMPLER'S, INC.	10/26/2006	0.00	620.45
8914	GOR04	GORDON N. BALL INC.	10/26/2006	0.00	753.44
8915	GRA 03	GRAINGER, INC.	10/26/2006	0.00	127.64
8916	GRA05	GRANITEROCK	10/26/2006	0.00	355.94
8917	GRA07	THE GRAPHIC WORKS	10/26/2006	0.00	198.64
8918	GUI01	JOE GUISTINO	10/26/2006	0.00	979.57
8919	HAC01	HACH CO., INC.	10/26/2006	0.00	643.56
8920	HAL 01	HMB BLDG. & GARDEN INC.	10/26/2006	0.00	81.14
8921	HAL04	HALF MOON BAY REVIEW	10/26/2006	0.00	395.00
8922	HOF01	CARL HOFFMAN	10/26/2006	0.00	82.00
8923	int04	INTELLIGENT TECHNOLOGIES	10/26/2006	0.00	846.00
8924	IRO01	IRON MOUNTAIN	10/26/2006	0.00	190.58
8925	IRV01	IRVINE, DAVID E.	10/26/2006	0.00	1,462.50
8926	IRV02	IRVINE, DAVID E.	10/26/2006	0.00	2,625.64

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Void Amount</u>	<u>Check Amount</u>
8927	JAC01	JACKSON-HIRSCH, INC.	10/26/2006	0.00	138.62
8928	KAE01	KAESER COMPRESSORS, INC.	10/26/2006	0.00	5,674.48
8929	KRY01	KRYSTAL KLEEN	10/26/2006	0.00	800.00
8930	LAN04	LANIER WORLDWIDE, INC.	10/26/2006	0.00	787.06
8931	MAR01	MARK THOMAS & COMPANY, INC.	10/26/2006	0.00	1,653.50
8932	MAZ01	MAZE & ASSOCIATES, INC.	10/26/2006	0.00	7,000.00
8933	MCT01	MCTV6	10/26/2006	0.00	355.00
8934	MIS01	MISSION UNIFORM SERVICES INC.	10/26/2006	0.00	847.15
8935	MOH02	GERTRUDE MOHR	10/26/2006	0.00	125.00
8936	MON07	MONTEREY COUNTY LAB	10/26/2006	0.00	4,081.00
8937	NAL 03	NALCO COMPANY	10/26/2006	0.00	3,701.13
8938	OCE04	OCEAN SHORE CO.	10/26/2006	0.00	237.21
8939	OFF01	OFFICE DEPOT	10/26/2006	0.00	766.08
8940	PIT 02	PITNEY BOWES INC.	10/26/2006	0.00	100.49
8941	POP01	OLEG POPOVITCH	10/26/2006	0.00	23.87
8942	PRI 01	PRINCETON WELDING , INC.	10/26/2006	0.00	30.00
8943	PRO05	PROJECT BLUEPRINT	10/26/2006	0.00	1,485.00
8944	PUM01	PUMP REPAIR SERVICE CO. INC.	10/26/2006	0.00	18,493.43
8945	RAL01	RANDY RALSTON	10/26/2006	0.00	158.50
8946	ROB 01	ROBERTS & BRUNE CO.	10/26/2006	0.00	8,174.73
8947	SAN 02	BAY AREA WATER SUPPLY &	10/26/2006	0.00	4,689.00
8948	SAN 03	SAN FRANCISCO WATER DEPT.	10/26/2006	0.00	119,076.90
8949	SBC02	AT&T	10/26/2006	0.00	1,002.60
8950	SBC03	SBC LONG DISTANCE	10/26/2006	0.00	51.10
8951	SER03	SERVICE PRESS	10/26/2006	0.00	153.10
8952	SEW 01	SEWER AUTH. MID- COASTSIDE	10/26/2006	0.00	920.00
8953	SIE 02	SIERRA CHEMICAL CO.	10/26/2006	0.00	1,783.75
8954	SIM01	ROBERT & MARY SIMPSON	10/26/2006	0.00	75.00
8955	SPR03	SPRINT PCS	10/26/2006	0.00	688.92
8956	TAI02	TAIT ENVIRONMENTAL SYSTEMS	10/26/2006	0.00	200.00
8957	TET 01	JAMES TETER	10/26/2006	0.00	23,196.28
8958	TRE01	MICHAEL TREJO	10/26/2006	0.00	161.50
8959	UB*00255	JOHN CUNNINGHAM	10/26/2006	0.00	104.77
8960	UB*00256	TOM CUSCHIERI	10/26/2006	0.00	14.65
8961	UB*00257	CARMEN PERRUQUET	10/26/2006	0.00	87.13
8962	UB*00258	LIANE STRUB	10/26/2006	0.00	131.64
8963	UB*00259	VICTOR RUIZ	10/26/2006	0.00	37.15
8964	UB*00260	GARRETT JOHNSON	10/26/2006	0.00	9.67
8965	UB*00261	MARY ANNE BASHOUR	10/26/2006	0.00	93.41
8966	UB*00262	MARK JACOBSON	10/26/2006	0.00	19.91
8967	UB*00263	ERIC HAYASHI	10/26/2006	0.00	73.43
8968	UB*00264	JOHN W./CAROL BEEHLER	10/26/2006	0.00	42.20
8969	UB*00265	HCSS INC	10/26/2006	0.00	48.36
8970	UB*00266	ESMERALDA NAVA	10/26/2006	0.00	17.02
8971	UB*00267	LISA KNUDSEN	10/26/2006	0.00	55.09
8972	UB*00268	WINDWARD PROP MGMT	10/26/2006	0.00	13.18
8973	UNI15	UNIVAR USA INC	10/26/2006	0.00	1,751.00
8974	VAZ04	TONY & OSVALDA VAZ	10/26/2006	0.00	169.00
8975	WES11	WEST COAST AGGREGATES, INC.	10/26/2006	0.00	855.93
8976	WIN01	RAYMOND WINCH	10/26/2006	0.00	140.00

**Report Total: 0.00 461,088.95**

Account	Description	Current Actual	Current Budget	Variance	% Var	Year to Date Actual	4/12 YTD Budget	Variance	% Var
Fund Number: 1									
<b>REVENUE</b>									
1-0-4120-00	Water Revenue - All Areas	375,790.89	356,651.00	-19,139.89	-5.37	1,991,070.08	1,982,169.00	-8,901.08	-0.45
1-0-4170-00	Water Taken From Hydrants	3,337.75	2,500.00	-837.75	-33.51	2,720.05	10,000.00	7,279.95	72.80
1-0-4180-00	Late Notice - 10% Penalty	33.29	4,166.66	4,133.37	99.20	14,280.15	16,666.64	2,386.49	14.32
1-0-4230-00	Service Connections	170.35	500.00	329.65	65.93	231,278.83	232,000.00	721.17	0.31
1-0-4920-00	Interest Earned	31,191.53	16,521.50	-14,670.03	-88.79	61,508.89	33,043.00	-28,465.89	-86.15
1-0-4925-00	Interest Revenue T&S Fees	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-0-4930-00	Tax Apportionments/Cnty Checks	230.54	0.00	-230.54	0.00	13,901.61	0.00	-13,901.61	0.00
1-0-4950-00	Miscellaneous Income	4,820.54	6,000.00	1,179.46	19.66	20,792.50	24,000.00	3,207.50	13.36
1-0-4960-00	CSP Assm. Dist. Processing Fee	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-0-4965-00	ERAF REFUND - County Taxes	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-0-4235-00	CSP Connection T & S Fees	90,610.00	0.00	-90,610.00	0.00	188,190.00	0.00	-188,190.00	0.00
1-0-4970-00	Wavecrest Reserve Conn. Fees	3,345.60	0.00	-3,345.60	0.00	13,382.40	0.00	-13,382.40	0.00
	<b>REVENUE Totals:</b>	<b>509,530.49**</b>	<b>386,339.16**</b>	<b>-123,191.33**</b>	<b>-31.89</b>	<b>2,537,124.51**</b>	<b>2,297,878.64**</b>	<b>-239,245.87**</b>	<b>-10.41**</b>
<b>EXPENSES</b>									
1-1-5000-00	Gen. Oper. Fund	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1-5130-00	Water Purchased	119,076.90	88,121.00	-30,955.90	-35.13	441,819.48	434,993.00	-6,826.48	-1.57
1-1-5710-00	Deprec, Trucks, Tools, Equip.	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1-5230-00	Pump Exp, Nunes T P	1,589.44	1,083.33	-506.11	-46.72	4,773.12	4,333.32	-439.80	-10.15
1-1-5231-00	Pump Exp, CSP Pump Station	36,956.15	15,363.00	-21,593.15	-140.55	115,501.30	74,854.00	-40,647.30	-54.30
1-1-5232-00	Pump Exp, Trans. & Dist.	2,133.75	2,066.66	-67.09	-3.25	6,820.39	8,266.64	1,446.25	17.50
1-1-5233-00	Pump Exp, Pilarcitos Can.	495.19	800.00	304.81	38.10	940.12	3,200.00	2,259.88	70.62
1-1-5234-00	Pump Exp, Denniston Proj.	6,308.94	3,545.00	-2,763.94	-77.97	17,624.73	35,450.00	17,825.27	50.28
1-1-5242-00	CSP Pump Station Operations	602.63	650.00	47.37	7.29	2,411.79	2,600.00	188.21	7.24
1-1-5235-00	Denniston T.P. Operations	10,635.13	6,121.66	-4,513.47	-73.73	19,945.36	24,486.64	4,541.28	18.55
1-1-5236-00	Denniston T.P. Maintenance	446.11	2,500.00	2,053.89	82.16	7,083.46	10,000.00	2,916.54	29.17
1-1-5240-00	Nunes T P Operations	6,297.19	8,189.41	1,892.22	23.11	30,992.68	32,757.64	1,764.96	5.39
1-1-5241-00	Nunes T P Maintenance	868.02	4,525.00	3,656.98	80.82	7,624.86	18,100.00	10,475.14	57.87
1-1-5243-00	CSP Pump Station Maintenance	1,450.61	4,250.00	2,799.39	65.87	7,504.55	17,000.00	9,495.45	55.86
1-1-5245-00	Alves/Miramontes Maintenance	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1-5400-00	Trans & Dist. Exp.	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1-5318-00	Studies/Surveys/Consulting	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1-5321-00	Water Conservation	2,317.72	3,875.00	1,557.28	40.19	8,474.18	15,500.00	7,025.82	45.33
1-1-5322-00	Community Outreach	495.00	1,189.16	694.16	58.37	3,323.34	4,756.64	1,433.30	30.13
1-1-5500-00	General Expense	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1-5620-00	Office Supplies & Expense	6,296.31	9,010.83	2,714.52	30.13	31,534.37	36,043.32	4,508.95	12.51
1-1-5621-00	Computer Services	1,949.77	2,900.00	950.23	32.77	16,837.06	11,600.00	-5,237.06	-45.15
1-1-5625-00	Meetings / Training / Seminars	3,242.99	2,333.33	-909.66	-38.99	7,773.78	9,333.32	1,559.54	16.71
1-1-5630-00	Insurance	37,298.32	47,104.16	9,805.84	20.82	165,605.87	198,416.64	32,810.77	16.54
1-1-5681-00	Legal	5,749.86	4,333.33	-1,416.53	-32.69	18,924.63	17,333.32	-1,591.31	-9.18
1-1-5682-00	Engineering	924.00	2,500.00	1,576.00	63.04	6,920.55	10,000.00	3,079.45	30.79
1-1-5683-00	Financial Services	7,000.00	3,181.82	-3,818.18	-120.00	14,105.93	14,545.46	439.53	3.02
1-1-5685-00	Board Meeting Expense	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1-5686-00	Miscellaneous Expense	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1-5687-00	Membership, Dues, Subscript.	4,889.00	6,122.08	1,233.08	20.14	10,282.00	15,738.32	5,456.32	34.67
1-1-5688-00	Election Expenses	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1-5690-00	Interest Expense	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

<u>Account</u>	<u>Description</u>	<u>Current Actual</u>	<u>Current Budget</u>	<u>Variance</u>	<u>% Var</u>	<u>Year to Date Actual</u>	<u>4/12 YTD Budget</u>	<u>Variance</u>	<u>% Var</u>
1-1-5700-00	San Mateo County Fees	1,533.00	1,500.00	-33.00	-2.20	1,533.00	6,500.00	4,967.00	76.42
1-1-5701-00	Property Taxes	.00	0.00	0.00	0.00	697.94	700.00	2.06	0.29
1-1-5705-00	State Fees	32,913.01	20,000.00	-12,913.01	-64.57	32,913.01	20,000.00	-12,913.01	-64.57
1-1-5711-00	Debt Service - Existing Bonds	.00	0.00	0.00	0.00	45,110.00	230,110.00	185,000.00	80.40
1-1-5712-00	Debt Service - Proposed Bonds	.00	0.00	0.00	0.00	108,649.17	243,600.00	134,950.83	55.40
1-1-5713-00	Contribution to CIP & Reserves	43,725.00	43,725.00	0.00	0.00	174,900.00	174,900.00	0.00	0.00
1-1-5714-00	Transfer of Conn Fees to CSP	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1-5725-00	Debt Issuance Amorization Exp.	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1-5743-00	CSP Assm. Dist. Processing Fee	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1-5744-00	Capital Replacement Contri.	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1-5411-00	Salaries & Wages - Field	57,538.88	60,953.92	3,415.04	5.60	221,690.07	243,815.68	22,125.61	9.07
1-1-5610-00	Salaries/Wages-Administration	35,569.26	41,537.76	5,968.50	14.37	143,440.39	166,151.04	22,710.65	13.67
1-1-5640-00	Employees Retirement Plan	30,276.82	28,872.30	-1,404.52	-4.86	122,983.38	115,489.20	-7,494.18	-6.49
1-1-5684-00	Payroll Tax Expense	6,490.85	7,582.92	1,092.07	14.40	26,885.14	30,331.68	3,446.54	11.36
1-1-5412-00	Maintenance - General	11,190.96	9,796.66	-1,394.30	-14.23	48,228.82	39,186.64	-9,042.18	-23.07
1-1-5414-00	Motor Vehicle Expense	5,360.95	3,291.66	-2,069.29	-62.86	15,473.85	13,166.64	-2,307.21	-17.52
1-1-5415-00	Maintenance - Well Fields	.00	2,616.66	2,616.66	100.00	0.00	10,466.64	10,466.64	100.00
1-1-5745-00	CSP Connect. Reserve Contribu.	90,610.00	0.00	-90,610.00	0.00	188,190.00	0.00	-188,190.00	0.00
1-1-5746-00	Wavcrest CSP Connt. Reserve	3,345.60	0.00	-3,345.60	0.00	13,382.40	0.00	-13,382.40	0.00
	<b>EXPENSES Totals:</b>	<b>575,577.36**</b>	<b>439,641.65**</b>	<b>-135,935.71**</b>	<b>-30.92</b>	<b>2,090,900.72**</b>	<b>2,293,725.78**</b>	<b>202,825.06**</b>	<b>8.84**</b>
<b>Report Totals:</b>									
	<b>REVENUE Total</b>	<b>509,530.49****</b>	<b>386,339.16****</b>	<b>-123,191.33****</b>	<b>-31.89</b>	<b>2,537,124.51****</b>	<b>2,297,878.64****</b>	<b>-239,245.87****</b>	<b>-10.41****</b>
	<b>EXPENSE Total</b>	<b>575,577.36****</b>	<b>439,641.65****</b>	<b>-135,935.71****</b>	<b>-30.92</b>	<b>2,090,900.72****</b>	<b>2,293,725.78****</b>	<b>202,825.06****</b>	<b>8.84****</b>
	<b>INCOME Total</b>	<b>-66,046.87****</b>	<b>-53,302.49****</b>			<b>446,223.79****</b>	<b>4,152.86****</b>		



**COASTSIDE COUNTY WATER DISTRICT**

**INVESTMENT REPORT**

October 31, 2006

		<i>Restricted</i>	<i>Restricted</i>	<i>Restricted for CSP CIP Projects</i>		
	<b>CASH FLOW &amp; OPERATING RESERVE</b>	<b>EMERGENCY RESERVES</b>	<b>CAPITAL EXPENDITURES</b>	<b>DISTRICT CSP CONTRIBUTION</b>	<b>CSP T&amp;S FEES</b>	<b>TOTAL</b>
<b>DISTRICT BALANCES</b>						
<u>CASH IN FNB</u>						
OPERATING ACCOUNT			\$1,036,879.57			\$1,036,879.57
CSP T&S ACCOUNT					\$923,525.04	\$923,525.04
TOTAL FIRST NATIONAL BANK	\$0.00	\$0.00	\$1,036,879.57	\$0.00	\$923,525.04	\$1,960,404.61
CASH WITH L.A.I.F	\$297,900.00	\$700,000.00	\$1,274,274.06	\$267,655.14	\$2,493,975.67	\$5,033,804.87
UNION BANK - Project Fund Balance			\$6,472,244.85			\$6,472,244.85
CASH ON HAND	\$2,100.00					\$2,100.00
<b>TOTAL DISTRICT CASH BALANCES</b>	<b>\$300,000.00</b>	<b>\$700,000.00</b>	<b>\$8,783,398.48</b>	<b>\$267,655.14</b>	<b>\$3,417,500.71</b>	<b>\$13,468,554.33</b>
<b>ASSESSMENT DISTRICT BALANCES</b>						
<u>CASH IN FIRST NATIONAL BANK (FNB)</u>						
REDEMPTION ACCOUNT		\$ 65,975.27				
RESERVE ACCOUNT (Closed Account 8-4-04)		\$ -				
<b>TOTAL ASSESSMENT DISTRICT CASH</b>		<b>\$ 65,975.27</b>				
<i>This report is in conformity with CCWD's Investment Policy and there are sufficient funds to meet CCWD's expenditure requirements for the next six months.</i>						

**COASTSIDE COUNTY WATER DISTRICT  
CRYSTAL SPRINGS PROJECT  
CAPITAL PROJECTS FY 06/07**

**MONTH / YEAR: October 2006**

<b><u>PROJECT</u></b>	<b><u>Actual to date</u></b>	<b><u>FY 06/07 CIP Budget</u></b>	<b><u>% Completed</u></b>
<b>El Granada Pipeline Phase 3A (City) 3B (County)</b> 1128-03/04	\$61,675	\$1,000,000	6.2%
<b>Main Street/Hwy 92 Pipeline Replacement Project - Phase 2</b> 1120-93		\$718,000	
<b>Contingency</b>		\$100,000	
<b>TOTALS</b>	<b>\$61,675</b>	<b>\$1,718,000</b>	<b>3.6%</b>

Coastside County Water District  
Capital Improvement Projects (Non-CSP) - FY 06/07

DATE: October 2006

DESCRIPTION	ACCT NO	CONTRACT AMOUNT	ACTUAL TO DATE	FY 06/07 CIP BUDGET
<b><u>PIPELINE PROJECTS</u></b>				
Main Street/Hwy 92 Widening Project (Non-CSP Portion)	1120-93		\$5,910	\$492,000
<b><u>WATER TREATMENT PLANT PROJECTS</u></b>				
Denniston Foot Valve for 60hp Pump	1121-22			\$10,000
Denniston Hi Lift Pumps - Refurbish	1121-23		\$24,999	\$20,000
Nunes Level Indicators Clearwell/Recovery Tanks	1121-24		\$5,882	\$10,000
Nunes Filter Media Replacement	1121-25			\$5,000
Nunes Filter Backwash Valves	1121-26			\$5,000
Nunes - Automatic Sludge Valve	1121-27			\$5,000
<b><u>FACILITIES AND MAINTENANCE PROJECTS</u></b>				
Denniston Restoration	1120-03		\$4,005	\$25,000
Meter Change Program	1117-06			\$15,000
City & County Projects (resurfacing/raising boxes)	1120-86		\$18,361	\$30,000
Pave Nunes WTP Road	1121-28		\$13,000	\$30,000
Safety/Security Upgrades	1121-29		\$5,089	\$20,000

Coastside County Water District  
Capital Improvement Projects (Non-CSP) - FY 06/07

**EQUIPMENT PURCHASE & REPLACEMENT**

Vehicle Replacement	1118-04			\$25,000
Computer System	1118-02		\$5,140	\$8,000
Office/Shop Equipment	1118-02		\$1,443	\$1,500
SCADA/Telemetry	1121-82			\$125,000

**PUMP STATIONS / TANKS / WELLS**

Alves Tank - Paint Sand Blast -	1121-08			\$125,000
CSP Motor and Pump Rehabilitation	1121-30		\$11,203	\$50,000

**DEBT RETIREMENT**

Nunes WTP & Revenue Bonds				\$185,000
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**DENNISTON - SHORT TERM IMPROVEMENTS**

Replace Chlorine Gas with New Sodium Hypochlorite	1121-31			\$150,000
Replace Caustic Soda System	1121-32			\$150,000
Construct Treated Water Tank Modifications/Flow Through Operations	1121-33			\$400,000
Configure Plant for Automated Shutdown	1121-34			\$100,000
Install Automated Filter-to-Waste	1121-35			\$100,000

Coastside County Water District  
Capital Improvement Projects (Non-CSP) - FY 06/07

**NUNES - SHORT TERM IMPROVEMENTS**

Replace Chlorine Gas with New Sodium Hypochlorite	1121-36		\$11	\$150,000
Replace Caustic Soda Piping and Add Containment	1121-37		\$11	\$130,000

**TOTAL CAPITAL IMPROVEMENT PROJECT BUDGET**

**\$2,366,500**

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

**Acct. No.5681  
Condotti  
Legal**

<b>Month</b>	<b>Admin (General Legal Fees)</b>	<b>CSP</b>	<b>Transfer Program</b>	<b>CIP</b>	<b>Personnel</b>	<b>Lawsuits  62% Reimbursable</b>	<b>Infrastructure Project Review  (Reimbursable)</b>	<b>TOTAL</b>
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<b>Nov-05</b>	6,655	333	735	735		1,307		9,765
<b>Dec-05</b>	2,596	1,453		1,960	438			6,446
<b>Jan-06</b>	4,371	1,033		543	1,153	457	613	8,167
<b>Feb-06</b>	3,421		78		134	364	78	4,075
<b>Mar-06</b>	9,291	273			20	1,143		10,726
<b>Apr-06</b>	5,749	1,209	59	39		1,011		8,066
<b>May-06</b>	7,448		273	1,427		690		9,838
<b>Jun-06</b>	7,815	156	78	2,705		184		10,938
<b>Jul-06</b>	7,930	1,190		2,081	351		20	11,571
<b>Aug-06</b>	8,040	1,346	254			1,222		10,861
<b>Sep-06</b>	5,739	2,925				225	176	9,064
<b>Oct-06</b>	5,997	1,580	156	39	117	1,133	59	9,080

<b>TOTAL</b>	<b>75,053</b>	<b>11,495</b>	<b>1,632</b>	<b>9,528</b>	<b>2,211</b>	<b>7,735</b>	<b>944</b>	<b>108,597</b>
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**Engineer Cost Tracking Report  
12 Months At-A-Glance**

**Acct. No. 5682  
Teter  
Engineer**

<b>Month</b>	<b>Admin &amp; Retainer</b>	<b>CSP Phase II</b>	<b>Phase 3 EG Pipeline</b>	<b>CIP</b>	<b>Short Term WTP Imprv.</b>	<b>Studies &amp; Projects</b>	<b>TOTAL</b>	<b>Reimbursable from Projects</b>
<b>Nov-05</b>	1,490	962	5,269	3,589		1,679	<b>12,989</b>	1,679
<b>Dec-05</b>	1,590	101		1,210			<b>2,900</b>	
<b>Jan-06</b>	6,303	222	1,743	9,311			<b>17,578</b>	
<b>Feb-06</b>	3,056	222		4,736			<b>8,014</b>	
<b>Mar-06</b>	2,621		74	7,395			<b>10,090</b>	
<b>Apr-06</b>	2,996		566	13,263		497	<b>17,321</b>	
<b>May-06</b>	3,858		296	3,490	3,665		<b>11,309</b>	
<b>Jun-06</b>	1,046		444	2,544	10,268		<b>14,302</b>	
<b>Jul-06</b>	2,140		12,685		3,399	304	<b>18,528</b>	304
<b>Aug-06</b>	2,862		11,669	456	4,349		<b>19,336</b>	
<b>Sep-06</b>	995		13,974	456	4,445		<b>19,870</b>	
<b>Oct-06</b>	924		5,507	3,328	13,361	76	<b>23,196</b>	76
<b>TOTAL</b>	<b>29,878</b>	<b>1,507</b>	<b>52,228</b>	<b>49,777</b>	<b>39,488</b>	<b>2,556</b>	<b>175,434</b>	<b>2,059</b>

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

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

**October 10, 2006**

- 1) **ROLL CALL:** President Ascher called the meeting to order at 7:30 p.m. Present at roll call were Directors Jim Larimer, Chris Mickelsen, and Bob Feldman. Director Coverdell was absent.

Also present were Ed Schmidt, General Manager; Anthony Condotti, Legal Counsel; Jim Teter, District Engineer; Joe Guistino, Superintendent of Operations; JoAnne Whelen, Administrative Assistant/Recording Secretary and Gina Brazil, Office Manager.

- 2) **PLEDGE OF ALLEGIANCE**

- 3) **PUBLIC ANNOUNCEMENTS**

President Ascher expressed Coastside County Water District's appreciation to MCTV representative Beau Brown, for his many years of professional service in filming the CCWD Board meetings. He also acknowledged Shauna Bowman, who will be the new MCTV film representative.

**Bob Ptacek - Montara Water & Sanitary District Board Member (MWSD) -** shared some information regarding Proposition 84, which addresses the possibility of the issuance of bond money for a wide variety of projects related to water quality, safety and supply, flood control, natural resources protection and park improvements. He stated that he felt it would be beneficial and recommended that the CCWD and Montara Water & Sanitary District consider working cooperatively on the development of an Integrated Regional Water Management Plan.

President Ascher asked Mr. Ptacek to report to the MWSD Board that CCWD is interested in pursuing this joint effort and that District staff would follow up by contacting MWSD staff to schedule this committee meeting.



**4) CONSENT CALENDAR**

- A. Requesting the Board to review disbursements for the month ending September 30, 2006 – Claims: \$743,841.85; Payroll: \$61,133.24 for a total of \$804,975.09
- B. Acceptance of Financial Reports
- C. Minutes of the September 12, 2006 Board of Directors Meeting
- D. Monthly Water Transfer Report
- E. Installed Water Connection Capacity and Water Meters Report
- F. Total CCWD Production Report
- G. CCWD Monthly Sales by Category Report
- H. September 2006 Leak Report
- I. Rainfall Reports
- J. San Francisco Public Utilities Commission Hydrological Conditions Report for August 2006
- K. Engineering Projects Received for Review during the month of September, 2006
- L. General Manager Activity Report

Director Larimer requested that items 4F and 4G be pulled from the Consent Calendar for further discussion after the Public Hearing portion of the meeting, which was so ordered by President Ascher.

**ON MOTION by Director Mickelsen and seconded by Director Feldman, the Board voted as follows to accept the Consent Calendar, with the exception of items 4F and 4G, which were removed to be discussed in further detail following the Public Hearing portion of the Board meeting:**

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

**5) PUBLIC HEARING - PROPOSED ADJUSTMENT OF BOARD MEMBER COMPENSATION FOR ATTENDANCE AT MEETINGS AND FOR SERVICE RENDERED TO THE DISTRICT**

- **Public Hearing to consider amending Section XII(a) of the Code of Conduct to increase Board Member compensation from the current amount of \$100 per meeting attended (or for each day of service rendered on behalf of the District) to \$150.00 per meeting attended**
- **Consider adoption of Resolution 2006-19 Amending Section 12(a) of the Code of Conduct Pertaining to Board Member Compensation**
- **Consider adoption of Ordinance 2006-01 to increase Board Member compensation from the current amount of \$100 per meeting attended (or for each day of service rendered on behalf of the District) up to \$150.00**

President Ascher opened the Public Hearing at 7:36 p.m. Mr. Condotti referenced the written staff report and reviewed the background details of this issue, explaining that the proposed adjustment of an increase in \$50.00 per meeting was tied to the change in Consumer Price Index figures, since the current amount had been established by Resolution in 1992.

**ON MOTION by Director Mickelsen and seconded by Director Larimer, the Board voted as follows to adopt Ordinance 2006-01 pertaining to Board Member Compensation, subject to Section XII of the Code of Conduct, each Board member shall receive compensation in the amount of \$150.00 per meeting for attendance at regular or special meetings of the Board and the committees thereof that are duly noticed in accordance with the requirements of the Ralph M. Brown Act (Cal. Govt. Code 54950, et seq.), and for other service rendered as a director at the request of the Board, subject to a maximum of \$150.00 per day and \$600.00 per calendar month:**

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

**ON MOTION by Director Feldman and seconded by Director Larimer, the Board voted as follows to adopt Resolution 2006-19 Amending Section 12(a) of the Code of Conduct pertaining to Board Member Compensation:.**

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

The Public Hearing was then closed at 7:45 p.m. President Ascher opened discussion of the two items pulled from the Consent Calendar: Item 4F – Total CCWD Production Report and Item 4G – CCWD Monthly Sales by Category Report:

Director Larimer inquired about the discrepancy between the numbers in the production and the sales reports, pointing out that it appears that more water is being produced than is being sold. Mr. Schmidt addressed this by explaining that the discrepancy appears because there is a lag period due to the meter reading schedule. Mr. Schmidt clarified the issue by stating that in order to get a clear and accurate picture of this comparison; it requires that the reports be viewed a few months after the end of the year. He then referred the Board to Table 6 of the District’s Annual Water Supply Evaluation Report, indicating that this presents an accurate reporting of the annual sales and production figures.

**6) SUPERINTENDENT OF OPERATIONS REPORT**

Mr. Guistino referenced his written staff report, and highlighted a few events, including the Request for Proposal for the refurbishing of Denniston Wells 1 and 2, the repair of the 60 HP high lift pump intake located at Denniston, a recent tour of the Denniston site by a local girl scout troop, and a conference call with the new inspector at the Department of Health Services regarding CT safeguards at Nunes Water Treatment Plant and a reduction in jar test requirements at the Denniston Water Treatment Plant.

**7) DISTRICT ENGINEER’S WORK STATUS REPORT**

Mr. Teter reported that he had been in contact with the CalTrans staff member assigned to handle the District's application for an encroachment permit for the El Granada Pipeline Replacement Project Phase 3, and that the permit was being processed. The Directors had no questions or comments regarding the Engineer's report.

8) **GENERAL MANAGER'S REPORT**

A. **Discussion and direction to staff regarding Denniston Restoration Project Special Board Meeting/Workshop**

Mr. Schmidt confirmed the time and date of this meeting, which will be conducted on Tuesday, December 12, 2006 from approximately 10:00 a.m. until noon. He also distributed an updated invitation list. Director Larimer requested that the list be expanded to include the managers of the District's (five) largest customers and local tourist related and business industries, including the Ritz Carlton Resort, Mr. Keet Nerhan, as well as the Half Moon Bay Mayor, Marina Fraser.

Mr. Schmidt introduced Kevin Janik, Project Manager from TRC Essex assigned to this project. Mr. Janik reported that he and some staff members have had a tour of the site, a meeting with Mr. Teter, District Engineer and that their work on the project was underway. Mr. Janik also addressed several questions from Board members.

B. **Update on the status of the City of Half Moon Bay and County of San Mateo Coastal Development Permits for the El Granada Pipeline Replacement Project Phase 3**

Mr. Schmidt reported that he had just received notice that the ten-day appeal period with the Coastal Commission had started yesterday for the County Coastal Development Permit (CDP), with a closing date of October 23, 2006 at 5:00 p.m. He also referenced his staff report, containing updated information on the status of the City CDP.

Director Larimer requested that staff confirm that written documentation of all correspondence pertaining to this project, including letters, e-mails, etc. is contained in the project file and a part of the public record. Mr. Condotti assured the Board that he and District staff have been very careful to document all communications relating to this project and in fact had received some positive feedback regarding this from California Coastal Commission staff.

Each of the Directors shared a few comments about the professional manner in which this project was handled, especially with the open and responsive communication. President Ascher stated that he agreed with his colleagues, that the District had proceeded with this project with openness and transparency and had not only followed the letter of the law, but were even more concerned with following the spirit of the law. He congratulated District staff, and the Engineer and Attorney, and stated that he felt this was a “model” project.

Director Larimer stated that he would like it documented and made part of the record, that the District did even more than follow the process, that they went beyond the requirements by contacting and involving the Federal Fish & Wildlife Service in the process, which was not included as part of the requirement. He commented that he felt the District had a lot to be proud of in their accomplishments associated with this project.

C. **Discussion and direction to staff regarding advertising for the position of Public Outreach / Program Development / Water Resource Management – previously called Water Conservation Coordinator**

Mr. Schmidt reported that the Human Resources Committee had met recently regarding this position and had developed a number of modifications to the original Water Conservation Coordinator job description. He informed the Board that Amanda Cox, the former Water Conservation Coordinator, had also participated in revising some of the duties of the position and had agreed to assist him in the recruitment and candidate interview process.

Mr. Schmidt stated that due to the increasing cost of District benefits, especially health care, he recommended that starting with this position recruitment, all new employees would pay half of the cost of the four components of health insurance. He referred the Board to the examples contained in his staff report and suggested that the recruitment ad be written to reflect this revision to the benefit plan. He emphasized that he is recommending that present District employees would not be financially impacted by this new practice.

The Board briefly discussed the proposed recommendation and agreed that there would be no change in the benefits for present District employees. Mr. Condotti stated that he would like to research, confirm, and document the legality of this issue, and would proceed with the preparation of an amendment to the District's personnel manual, to be presented to the Board at the November Board meeting.

**ON MOTION by Director Larimer and seconded by Director Mickelsen, the Board voted as follows to proceed with the recruitment to fill this position:**

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

Director Larimer commented that Ms. Cox's training and experience in the urban planning and environmental study programs had been an asset and benefit to the District and suggested that District staff try to recruit from similar places, including many of the universities located in the area.

President Asher then suggested a motion regarding the proposed revision to the health benefit package for this new position and all subsequent newly hired employees to the District and the Board briefly discussed the aspects and impacts of this proposed revision.

**ON MOTION by President Ascher and seconded by Director Mickelsen, the Board voted as follows to accept the General Manager’s recommendation that starting with this position recruitment, all new employees pay half of the cost of the four components of Health Insurance: 50% for vision care, 50% for medical care, 50% for dental care and 50% for life insurance:**

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

**D. Discussion and direction to staff regarding a High Water Bill Adjustment Policy**

Mr. Schmidt reviewed the background details provided in his staff report and recommended that the Board continue to grant District staff the ability to relieve high water bills, based on their determination after investigation of the situations, and eliminate any appeals by the customers to the Board of Directors. Mr. Condotti distributed a draft Resolution Amending the General Regulations Regarding Water Service at Section H, Pertaining to High Bill Relief for the Board’s discussion and consideration.

President Ascher suggested that in order to allow the Board, staff, and the public ample time to review this proposed Resolution, that the matter be tabled for discussion and presented at the November 14, 2006 Board meeting. The Board proceeded to briefly discuss this matter, including the details of a proposed policy and Resolution. The Board was in consensus that the new policy would not provide an option for the General Manager’s decision to be appealed to the Board of Directors. Upon further discussion, the Board directed that an additional alternative policy also be written to provide for a maximum of \$500.00 or 25%, whichever is less, to be determined and administered solely at the General Manager’s discretion, and upon proper documentation of a problem situation or leak, with no appeal process to the Board allowable.

**E. Status Report on Capital Improvement Projects**

Mr. Schmidt reported on the recent leak and repairs located on the pipeline on Highway 92. He also informed the Board that the permanent pipeline replacement for this portion of the Carter Hill East Pipeline is out to bid.

He also provided an update on the Highway 92 / Main Street Project and the progress on the Water Treatment Plant Short-Term Improvements.

**F. Correspondence: (1) Letter from CCWD to San Mateo County Public Works Department dated September 15, 2006 regarding Avenue Balboa Pipeline Replacement Project; (2) September 27, 2006 CCWD response to 2005-2006 Civil Grand Jury Report regarding Disaster Preparedness of Special Districts (3) Letter from CCWD to City of Half Moon Bay dated September 27, 2006 regarding Biological Report prepared by Coast Range Biological for El Granada Pipeline Replacement Project**

There was no discussion on this item.

**9) MEETINGS ATTENDED / SCHEDULED - BOARD OF DIRECTORS - INCLUDING COMMITTEES, CUSTOMERS, OTHER AGENCIES, ETC.**

Director Mickelsen provided a report on the recent BAWSCA meetings and activities.

Director Larimer reported on a recent meeting with one of the District's commercial customers regarding water rates. President Ascher expressed his thanks and complimented Mr. Schmidt and Director Larimer for they way in which they conducted this meeting, which focused on the general interests of the coastside as a whole and was not limited to the interests of any particular commercial enterprise.

President Ascher advised the Board that he had attended the ACWA Local Government Affairs meeting in Sacramento, in which he serves on the Committee.



**10) AGENDA ITEMS AND DIRECTOR COMMENTS**

**11) CLOSED SESSION**

- A.** Conference with Real Property Negotiators (Cal. Govt. Code §54956.8(b)):  
Properties: Carter Hill West Storage Tank Site (APN 056-320-090); 655 Miramar Drive, Half Moon Bay, CA (APN 048-076-070)  
Agency Negotiators: General Manager/Legal Counsel  
Negotiating Parties: District and Global Signal Acquisitions IV LLC  
Subject Matter: Potential sale/lease of portion of District-owned properties for communications tower site
- B.** Conference with Legal Counsel – Anticipated Litigation  
Initiation of litigation pursuant to subdivision (b) of Section 54956.9 – One (1) potential case

**12) RECOVENE OPEN SESSION**

See attached Report on Closed Session and Addendum to Meeting Minutes.

- 13)** The meeting was adjourned at 9:15 p.m. The next meeting of the Coastside County Water District Board of Directors is scheduled for Tuesday, November 14, 2006 at 7:30 p.m.

Respectfully submitted

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Ed Schmidt, General Manager

---

Everett Ascher, President

**Coastside County Water District  
Closed Session Report and Addendum To Meeting Minutes**

**By: Anthony P. Condotti, District Legal Counsel**  
**Agenda: October 10, 2006**

Report

Date: October 11, 2006

Subject: Report on Closed Session of October 10, 2006 and  
addendum to meeting minutes

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Closed Session Report:

11. CLOSED SESSION

- A. Conference with Real Property Negotiators  
Pursuant to Government Code Section 54956.8(b)  
Properties:  
Carter Hill West Storage Tank Site (APN 056-320-090)  
655 Miramar Drive, Half Moon Bay, CA (APN 048-076-070)  
Agency Negotiators: General Manager/Legal Counsel  
Negotiating Parties: District and Global Signal Acquisitions IV LLC  
Subject Matter: Potential sale/lease of portion of District-owned  
properties for communications tower site
  
- B. Conference with Legal Counsel – Anticipated Litigation  
Initiation of litigation pursuant to subdivision (b) of  
Section 54956.9 – One (1) potential case

The Closed Session convened at approximately 9:15 p.m. with President Ascher and Directors Larimer, Mickelsen and Feldman, General Manager Schmidt and Legal Counsel Condotti. The Closed Session concluded at 9:40 p.m., with no members of the public present. No action was reported.

12. RECONVENE OPEN SESSION

The Board reconvened in open session at 9:40 p.m. and called up Items 4.F and 4.G. It was moved by Director Feldman, seconded by Director Larimer, to accept Items F and G. The motion carried unanimously (4 – 0 with Director Coverdell absent). President Ascher adjourned the meeting at 9:41 p.m.

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

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

**October 26, 2006**

- 1) **ROLL CALL:** President Ascher called the meeting to order at 8:34 a.m. Present at roll call were Directors Jim Larimer, Chris Mickelsen, and Bob Feldman. Director Coverdell was absent.

Also present were Ed Schmidt, General Manager, Anthony Condotti, Legal Counsel, Jim Teter, District Engineer, Joe Guistino, Superintendent of Operations and JoAnne Whelen, Administrative Assistant/Recording Secretary.

- 2) **PLEDGE OF ALLEGIANCE**

- 3) **PUBLIC ANNOUNCEMENTS**

There were no public announcements.

- 4) **SPECIAL ORDER OF BUSINESS:**

**Consideration of Award of Contract for the Denniston Wells # 1 & # 2 Rehabilitation Project**

Mr. Schmidt introduced this item and reviewed the background of the project. He advised the Board that only two contractors had responded to the District's Request for Proposal and that one of them had declined to submit a bid, as they were not sure how to dispose of the wash-water product resulting from the project. Mr. Schmidt informed the Board that the District had received one proposal, from Maggiora Brothers Drilling, Inc., and that this contractor had made arrangements to dispose of the project's wash-water through the Sewer Authority Mid-Coastside.

Mr. Schmidt reported that this contractor had performed satisfactory services for the District in the past and that he and staff had also performed reference checks on the contractor and had received very favorable reports from several other agencies, including San Jose Water Company, Soquel Creek Water District, the City of Hollister, the City of Salinas, Pajaro Creek Water Agency, the City of Watsonville and Suncrest Nurseries, with the overwhelming consensus being that the contractor had repeatedly performed challenging projects in a reliable, excellent, and professional manner. The only negative comment relayed, was that due to the contractor's busy schedule, on occasion they had to be supervised closely to make sure that they continued on task through the completion of the project, as sometimes there was a tenancy for the firm to begin additional simultaneous project work. Mr. Schmidt concluded his report by reiterating to the Board, his recommendation to approve the contract and the need of this special meeting, in order to obtain Board approval of the contract so that rehabilitation of the Denniston Wells # 1 and # 2 can be started immediately, especially due to the fact that the rainy, winter season is approaching.

Mr. Schmidt and Superintendent Joe Guistino addressed several questions from Director Mickelsen relating to the present condition of the wells, the motors, the depth of the wells, the size of the pumps and the District's plans for future maintenance of the wells. There was also a discussion regarding the permit limitations of the amount of water that can be taken from the aquifer, which were addressed from calculations based on information contained in the Annual Water Supply Evaluation Report.

Director Larimer reported that he and Director Coverdell, as members of the District Facilities Committee, had previously received information regarding this project at committee meetings and have been in favor of this project moving forward.

Mr. Condotti reported that he had reviewed and was satisfied with all of the associated contract documents.

**ON MOTION by Director Larimer and seconded by Director Feldman, the Board voted by roll call vote as follows to award the contract for the Denniston Wells # 1 and # 2 Rehabilitation Project to Maggiora Brothers Drilling, Inc.:**

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

**5) ADJOURNMENT**

The meeting was adjourned at 8:45 a.m.

Respectfully submitted

---

Ed Schmidt, General Manager

---

Everett Ascher, President

# ***STAFF REPORT***

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

**From: Ed Schmidt, General Manager**

**Agenda: November 14, 2006**

Report

Date: October 30, 2006

**Subject: Monthly Water Transfer Approval Report**

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## **Recommendation:**

None, for Board information purposes only.

## **Background:**

At the December 10, 2002 Board Meeting and November 18, 2003 Special Board meeting, the Board made several changes to the District's water transfer policy. One of the changes included directing the General Manager to approve routine water transfer applications that met the District's criteria as originally embodied in Resolution 2002-17 and continued in 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 of information.

Since the Board meeting in October 2006, two applications to transfer two .5---5/8" (10 gpm) partial capacity non-priority water service connections and one application to transfer one---5/8" (20 gpm) non-priority water service connection were approved. A spreadsheet listing the transfers for the month of October 2006 follows this report as well as the approval letters from Anthony Condotti and the confirmation letters from Glenna Lombardi.

APPROVED AND PROCESSED TRANSFERS FOR THE 2006 CALENDAR YEAR

DONATING APN	RECIPIENT APN	PROPERTY OWNERS	# OF CONNECTIONS	DATE
037-320-270	056-081-360	Corado-McComas LP to Vaz	.5---5/8" non-priority	Oct-06
056-088-150	056-081-360	Vaz to Same Party	.5---5/8" non-priority	Oct-06
064-281-600	064-261-310/370	Mack to Mack & Verdura	1----5/8" non-priority	Oct-06

ATCHISON, BARISONE, CONDOTTI & KOVACEVICII

A PROFESSIONAL CORPORATION

333 CHURCH STREET

SANTA CRUZ, CALIFORNIA 95060

WEBSITE: WWW.ABC-LAW.COM

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ANTHONY P. CONDOTTI  
GEORGE J. KOVACEVICH  
BARBARA H. CHOI  
SUSAN E. BARISONE  
WENDY D. MORGAN  
JEFFREY E. BARNES  
HEATHER J. LENHARDT

TELEPHONE: (831) 429-8383

FAX: (831) 429-9401

EMAIL: ADMIN@ADC-LAW.COM

October 9, 2006

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

Re: Non-Priority Transfer Application:  
Corado/McComas, L.P. to Jose and Elvira Vaz  
APN 037-320-270 to 056-081-360

Dear Glenna:

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

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

Sincerely,



ANTHONY P. CONDOTTI  
District Legal Counsel



October 10, 2006

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

Jose and Elvira Vaz  
P.O. Box 94  
Half Moon Bay, CA 94019



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

Dear Property Owners:

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

- **APN 037-320-270** continues to have the remaining rights to thirty-three (33)--- 5/8" (20 gpm) non-priority water service connections from Crystal Springs Project; and
- **APN 056-081-360** now has rights to .5---5/8" (10 gpm) non-priority water service connection from the Crystal Springs Project. *(Please note that a second partial capacity transfer application was concurrently submitted with this one and was also approved. This resulted in a total capacity of one—5/8" (20 gpm) now assigned to this property.)*

Please be advised that the City Council of the City of Half Moon Bay has recently taken the position that the transfer of a water service connection meets the definition of "development" so as to require a coastal development permit from the City. Applicants are advised to investigate this issue further with the Half Moon Bay Planning Department if applicable. The 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,

Ed Schmidt, General Manager, by:

  
Glenna Lombardi

ATCHISON, BARISONE, CONDOTTI & KOVACEVICH

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WENDY B. MORGAN  
JEFFREY E. BARNES  
HEATHER J. LENHARDT

October 9, 2006

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

Re: Non-Priority Transfer Application:  
Jose and Elvira Vaz to Same Party  
APN 056-088-150 to 056-081-360

Dear Glenna:

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

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

Sincerely,



ANTHONY P. CONDOTTI  
District Legal Counsel

October 10, 2006



Jose and Elvira Vaz  
P.O. Box 94  
Half Moon Bay, CA 94019

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

Dear Property Owners:

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

- APN 056-088-150 continues to have the remaining right to one—3/4" (30 gpm)--5/8" non-priority water service connection from Crystal Springs Project ; and
- APN 056-081-360 now has rights to .5--5/8" (10 gpm) non-priority water service connection from the Crystal Springs Project. *(Please note that a second partial capacity transfer application was concurrently submitted with this one and was also approved. This resulted in a total capacity of one—5/8" (20 gpm) now assigned to this property.)*

Please be advised that the City Council of the City of Half Moon Bay has recently taken the position that the transfer of a water service connection meets the definition of "development" so as to require a coastal development permit from the City. Applicants are advised to investigate this issue further with the Half Moon Bay Planning Department if applicable. The 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,

Ed Schmidt, General Manager, by:

A handwritten signature in cursive script that reads "G. Lombardi".

Glenna Lombardi

ATCHISON, BARISONE, CONDOTTI & KOVACEVICH

A PROFESSIONAL CORPORATION

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TELEPHONE: (831) 423-8388  
FAX: (831) 423-9401  
EMAIL: ADMIN@ABC-LAW.COM

October 26, 2006

*Via Facsimile and  
United States Mail*

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

Re: Non-Priority Transfer Application:  
Michael and Deanna Mack to Deanna Mack and James Verdura  
APN 064-281-600 to APNS 064-261-310/370

Dear Glenna:

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

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

Sincerely,



ANTHONY P. CONDOTTI

RECEIVED  
OCT 30 2006  
COASTSIDE COUNTY  
WATER DISTRICT



October 27, 2006

Michael and Deanna Mack  
422 Magellan Avenue  
Half Moon Bay, CA 94019

Deanna Mack and Jaime Verdura  
P.O. Box 906  
Half Moon Bay, CA 94019

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

Dear Property Owners:

We are pleased to confirm that the Coastside County Water District has **approved** your request to transfer one—5/8" (20 gpm) Crystal Springs Project non-priority water service connection. The result of this transfer is as follows:

- **APN 064-281-600** continues to have the remaining right to one—5/8" (20 gpm) non-priority water service connection from Crystal Springs Project ; and
- **APNS 064-261-310/370** now have a one--5/8" (20 gpm) non-priority water service connection assigned to them from the Crystal Springs Project.

Please be advised that the City Council of the City of Half Moon Bay has recently taken the position that the transfer of a water service connection meets the definition of "development" so as to require a coastal development permit from the City. Applicants are advised to investigate this issue further with the Half Moon Bay Planning Department if applicable. The 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,

Ed Schmidt, General Manager, by:

  
Glenna Lombardi

**COASTSIDE COUNTY WATER DISTRICT**  
**Installed Water Connection Capacity & Water Meters**  
**2006**

Installed Water Connection Capacity	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Total
<b>HMB Non-Priority</b>													
5/8" meter					1		1	3	1	3			9
3/4" meter					1.5			1.5					3
<b>HMB Priority</b>													
5/8" meter													0
3/4" meter													0
1" meter													0
<b>County Non-Priority</b>													
5/8" meter			2	2									4
3/4" meter	1.5												1.5
1" meter						2.5							2.5
<b>County Priority</b>													
5/8" meter										1			1
3/4" meter	1.5	1.5											3
1" meter													0
<b>Monthly Total</b>	<b>3</b>	<b>1.5</b>	<b>2</b>	<b>2</b>	<b>2.5</b>	<b>2.5</b>	<b>1</b>	<b>4.5</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>24</b>

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

Installed Water Meters	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Totals
<b>HMB Non-Priority</b>					2		1	4	1	3			11
<b>HMB Priority</b>													0
<b>County Non-Priority</b>	1		2	2		1							6
<b>County Priority</b>	1	1								1			3
<b>Monthly Total</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>20</b>

**TOTAL CCWD PRODUCTION (HCF) ALL SOURCES-2006**

	PILARCITOS		DENNISTON		CRYSTAL SPRINGS	SAN VIN.	RAW WATER	UNMETERED	TOTAL	
	WELLS	LAKE	WELLS	RESERVOIR	RESERVOIR	RESERVOIR	TOTAL	USAGE	HCF	MG
<b>JAN</b>	12,326	18,971	0	0	32,353	0	63,650	174	63,476	47.48
<b>FEB</b>	15,294	40,989	2,139	4,893	615	0	63,930	13	63,917	47.81
<b>MAR</b>	17,727	50,013	0	0	321	0	68,061	94	67,968	50.84
<b>APR</b>	0	103,422	0	0	267	0	103,690	187	103,503	77.42
<b>MAY</b>	0	83,543	3,235	15,053	0	0	101,832	187	101,644	76.03
<b>JUN</b>	0	60,882	2,005	18,730	27,139	0	108,757	2,674	106,083	79.35
<b>JUL</b>	0	0	2,259	21,858	122,701	0	146,818	1,979	144,840	108.34
<b>AUG</b>	0	0	1,390	19,799	102,340	0	123,529	749	122,781	91.84
<b>SEPT</b>	0	0	2,126	21,203	104,118	0	127,447	976	126,471	94.60
<b>OCT</b>	0	0	1,698	20,401	86,872	0	108,971	2,032	106,939	79.99
<b>NOV</b>	0	0	0	0	0	0	0	0	0	0.00
<b>DEC</b>	0	0	0	0	0	0	0	0	0	0.00
<b>TOTAL HCF</b>	45,348	357,821	14,853	121,939	476,725	0	<b>1,016,684</b>	9,064	<b>1,007,620</b>	
<b>TOTAL MG</b>	33.92	267.65	11.11	91.21	356.59	0.00	<b>760.48</b>	6.78		<b>753.70</b>
<b>% TOTAL</b>	4.5%	35.2%	1.5%	12.0%	46.9%	0.0%	<b>100.0%</b>	0.9%	99.1%	

**Coastside County Water District Monthly Sales By Category (HCF)  
2006**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	HCF to Date	MG to Date
RESIDENTIAL	26,648	37,849	22,883	37,829	27,954	67,438	40,524	79,653	43,351	68,097			452,226	338.27
COMMERCIAL	8,935	1,598	7,266	1,654	8,837	2,003	9,904	2,344	11,305	2,174			56,020	41.90
RESTAURANT	3,075	17	2,789	17	3,183	39	3,700	182	3,546	44			16,592	12.41
HOTELS/MOTELS	6,125	151	5,568	170	6,509	235	7,089	286	8,373	219			34,725	25.97
SCHOOLS	1,121	102	820	91	1,448	186	4,420	275	6,972	213			15,648	11.70
MULTI DWELL	6,746	7,910	5,912	7,364	6,642	9,137	7,981	9,372	8,277	9,072			78,413	58.65
BEACHES/PARKS	350	17	309	5	525	130	1,388	211	1,529	213			4,677	3.50
FLORAL	19,797	300	18,090	249	32,609	327	25,746	360	25,150	379			123,007	92.01
RECREATIONAL	144	191	121	229	85	259	103	324	146	274			1,876	1.40
MARINE	1,844	0	1,450	0	767	0	2,595	0	2,047	0			8,703	6.51
IRRIGATION	2,673	551	481	305	248	3,037	25,160	4,183	31,539	3,084			71,261	53.30
HCF	77,458	48,686	65,689	47,913	88,807	82,791	128,610	97,190	142,235	83,769	0	0	<b>863,148</b>	
MG	57.94	36.42	49.14	35.84	66.43	61.93	96.20	72.70	106.39	62.66	0.00	0.00		<b>645.63</b>

**Coastside County Water District Monthly Sales By Category (HCF)  
2005**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	HCF to Date	MG to Date
RESIDENTIAL	26,396	42,951	25,636	44,560	27,498	67,970	43,363	69,203	35,473	72,563			455,613	340.80
COMMERCIAL	8,368	1,938	8,379	1,948	8,672	2,258	11,634	2,340	8,933	3,855			58,325	43.63
RESTAURANT	2,825	10	2,831	17	2,685	41	3,659	46	2,546	683			15,343	11.48
HOTELS/MOTELS	5,172	194	4,401	142	5,683	200	8,076	221	7,720	215			32,024	23.95
SCHOOLS	690	89	910	126	1,608	342	5,305	241	6,187	211			15,709	11.75
MULTI DWELL	5,724	8,258	6,238	7,678	6,419	8,649	8,141	8,093	7,987	8,814			76,001	56.85
BEACHES/PARKS	353	10	343	39	482	106	1,319	171	1,460	168			4,451	3.33
FLORAL	22,674	260	19,634	316	27,081	248	23,497	4,502	34,090	241			132,543	99.14
RECREATIONAL	93	290	94	321	91	308	205	322	198	286			2,208	1.65
MARINE	1,976	0	1,518	0	1,831	0	2,483	1,841	2,136	0			11,785	8.82
IRRIGATION	581	348	1,483	638	616	2,522	14,064	4,300	15,171	4,028			43,751	32.73
HCF	74,852	54,348	71,467	55,785	82,666	82,644	121,746	91,280	121,901	91,064	0	0	847,753	
MG	55.99	40.65	53.46	41.73	61.83	61.82	91.07	68.28	91.18	68.12	0.00	0.00		634.12



## Coastside County Water District October 2006 Leak Report



Date	Location	City	Pipe Type / Size	Repair Material	Estimated Water Loss	Estimated Cost of Repair
4 October	Highway 92	HMB	12" steel	75' 8" DI	775,000	\$7000
6 October	425 First Ave	Mirmar	6" CI blowoff	3' brass/ 2 2" valves	180,000	1400
14 October	Pro Shop @ Golf Course	HMB	2" service	8" x 12.5 full circle	240,000	4000
14 October	Alto @ Highway 1	Mirmar	10" main	10" x 15" full circle	28,800	2500
15 October	Columbus	EG	¾ " Galv. service	1 ¾" angle stop/3' ¾" copper/1 ¾" comp fitting	2,200	750
20 October	225 Myrtle St	HMB	1" plastic service	5' copper/ 2 1" comp fittings	1,600	575
28 October	Ventura St	HMB	1" plastic service	10' 1" copper/ 2 1" compression fittings	270,000	1200

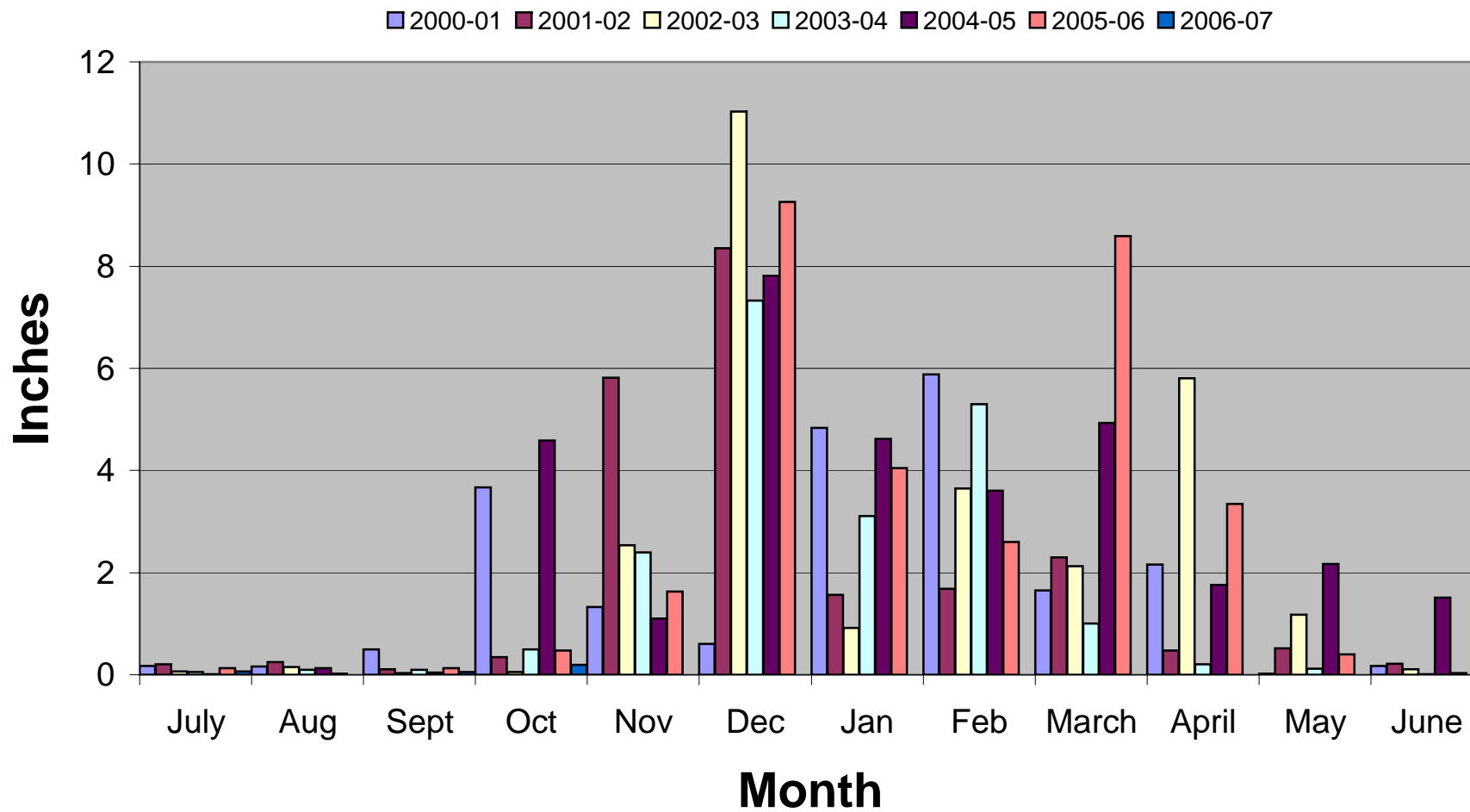
Estimated Water Loss – 1497600 gallons

Estimated Cost for Repairs - \$ 17425

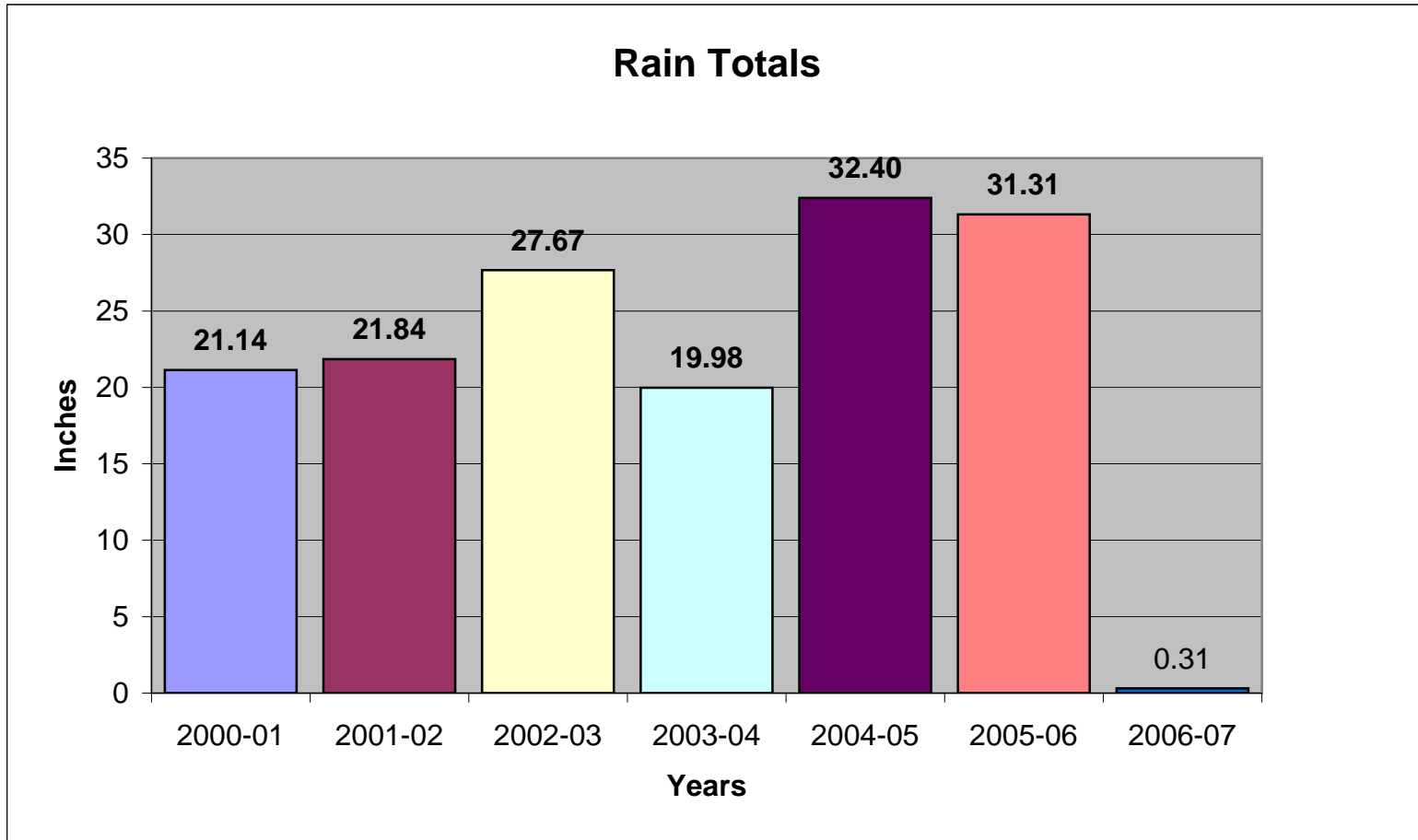


# Rainfall by Month

July 2006 - June 2007



UPDATED FOR FY 06-07



MONTHLY CLIMATOLOGICAL SUMMARY for OCT. 2006

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

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

DAY	MEAN TEMP	HIGH	TIME	LOW	TIME	HEAT DEG DAYS	COOL DEG DAYS	RAIN	AVG WIND SPEED	HIGH	TIME	DOM DIR
1	60.1	69.0	2:30p	54.0	11:00p	5.0	0.2	0.00	0.7	7.0	9:00a	SSW
2	60.1	71.5	1:30p	50.3	11:30p	5.9	1.0	0.00	1.1	9.0	12:30p	NNE
3	56.6	68.8	2:30p	46.8	4:30a	8.8	0.3	0.00	1.1	10.0	1:00p	NNE
4	57.6	65.0	9:30a	54.0	1:30a	2.9	0.0	0.00	0.8	8.0	8:30a	E
5	59.2	70.8	2:30p	51.1	12:00m	6.0	0.5	0.06	0.8	12.0	1:30p	SSW
6	58.6	64.8	4:00p	50.2	1:00a	6.4	0.0	0.01	0.6	8.0	8:00a	SSW
7	58.9	65.3	3:30p	51.8	11:00p	6.1	0.0	0.00	1.1	12.0	2:30p	SSW
8	57.6	67.4	2:00p	48.7	5:30a	7.7	0.3	0.00	0.9	8.0	3:00p	SSW
9	57.9	66.9	3:30p	47.5	6:30a	7.2	0.1	0.01	1.2	9.0	1:30p	S
10	60.8	68.9	3:30p	53.2	10:30p	4.8	0.6	0.01	1.8	12.0	11:00a	S
11	57.7	67.5	3:30p	50.3	12:00m	7.4	0.2	0.00	0.9	8.0	11:00a	SSW
12	57.6	68.1	4:00p	48.6	6:30a	7.5	0.2	0.00	1.2	9.0	10:30a	SSW
13	61.8	69.7	1:00p	57.9	5:30a	3.7	0.5	0.00	2.1	11.0	2:00p	SSW
14	60.2	67.2	1:30p	56.7	12:00m	4.9	0.1	0.00	1.2	8.0	2:00p	SSW
15	57.8	61.0	1:00p	55.8	6:00a	7.2	0.0	0.00	1.4	8.0	6:00p	SW
16	59.2	65.7	1:00p	52.9	12:00m	5.8	0.0	0.04	2.5	17.0	2:00p	WSW
17	54.9	64.3	1:30p	47.0	6:30a	10.1	0.0	0.01	1.4	12.0	1:00p	NNE
18	58.7	69.4	10:30a	47.7	12:00m	6.8	0.5	0.00	1.6	13.0	9:30a	N
19	57.2	69.2	1:30p	46.7	1:30a	8.3	0.5	0.00	0.9	10.0	2:00p	NE
20	63.6	80.5	1:30p	50.9	2:30a	5.1	3.6	0.00	2.0	24.0	10:30a	N
21	63.7	77.8	12:00p	52.9	4:00a	4.3	3.0	0.00	2.2	19.0	10:00a	SSW
22	56.6	66.0	1:00p	49.5	5:00a	8.4	0.0	0.00	0.4	6.0	11:00a	WSW
23	55.7	66.3	4:00p	46.5	5:00a	9.4	0.0	0.00	0.7	8.0	2:00p	SW
24	57.2	64.3	2:00p	49.7	12:00m	7.8	0.0	0.00	0.9	10.0	12:30p	SW
25	61.7	74.6	3:00p	48.6	5:00a	5.2	1.9	0.02	2.9	20.0	1:00p	N
26	63.2	75.4	2:30p	55.0	11:30p	3.5	1.8	0.01	2.7	20.0	10:30a	N
27	66.2	80.2	2:30p	55.2	12:00m	2.9	4.1	0.02	3.7	17.0	11:30a	N
28	59.1	70.6	2:30p	47.9	11:30p	6.7	0.8	0.00	1.1	10.0	8:30a	SSW
29	56.0	62.8	11:00a	48.5	12:30a	9.0	0.0	0.00	1.1	10.0	12:30p	SSW
30	56.9	64.6	12:30p	52.0	7:30p	8.1	0.0	0.00	1.7	9.0	1:00p	SSW
31	54.0	63.2	11:00a	44.3	11:30p	11.0	0.0	0.00	1.0	11.0	12:00p	SSW
	58.9	80.5	20	44.3	31	203.9	20.1	0.19	1.4	24.0	20	SSW

Max >= 90.0: 0

Max <= 32.0: 0

Min <= 32.0: 0

Min <= 0.0: 0

Max Rain: 0.06 ON 10/05/06

Days of Rain: 4 (>.01 in) 0 (>.1 in) 0 (>1 in)

Heat Base: 65.0 Cool Base: 65.0 Method: Integration



# San Francisco Public Utilities Commission

## Hydrological Conditions Report

### For September 2006

J. Chester, B. McGurk, M. Tsang, October 5, 2006

#### Current System Storage

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

<b>Table 1</b>							
<b>Current Storage</b>							
<b>As of October 1, 2006</b>							
Reservoir	Current Storage		Maximum Storage		Available Capacity		Percent of Maximum Storage
	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	
<b>Tuolumne System</b>							
Hetch Hetchy <sup>1/</sup>	301,432		360,360		58,928		83.6%
Cherry <sup>2/</sup>	257,032		273,340		16,308		94.0%
Lake Eleanor <sup>3/</sup>	17,886		27,100		9,214		66.0%
Water Bank	570,000		570,000		0		full
Tuolumne Storage	1,146,350		1,230,800		84,450		93.1%
<b>Local Bay Area Storage</b>							
Calaveras <sup>4/</sup>	37,688	12,274	96,824	31,550	59,136	19,276	38.9 %
San Antonio	39,930	13,011	50,496	16,454	10,566	3,443	79.1 %
Crystal Springs	45,798	14,923	58,377	19,022	12,579	4,099	78.5 %
San Andreas	18,591	6,057	18,996	6,190	405	132	97.9 %
Pilarcitos	2,316	755	3,099	1,010	783	255	74.7 %
Total Local Storage	144,323	47,021	227,792	74,226	83,469	27,205	63.4 %
<b>Total System</b>	1,290,673		1,458,592		167,919		88.5 %

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

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

<sup>3/</sup> Maximum Lake Eleanor storage with all stop-logs in.

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

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

*Current Month:* The September precipitation index is zero, 0.00% of the average index for the month.

*Cumulative Precipitation to Date:* Total precipitation index for water year 2006 was 50.9 inches, or 143.1% of the average annual water year. Water year 2007 started on October 1.

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

## Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and Tuolumne River at La Grange as of September 1 is summarized below in Table 2. Water available to the City is also shown in Table 2.

	September 2006				October 1, 2005 through September 30, 2006			
	Observed Flow	Median <sup>6</sup>	Average <sup>6</sup>	Percent of Average	Observed Flow	Median <sup>6</sup>	Average <sup>6</sup>	Percent of Average
Inflow to Hetch Hetchy Reservoir	3,493	3,172	5,219	66.9%	1,192,214	712,469	751,805	158.6%
Inflow to Cherry Reservoir and Lake Eleanor	0	693	1,821	0.0%	774,029	446,429	448,108	172.7%
Tuolumne River at La Grange	11,287	7,170	12,006	94.0%	3,276,025	1,832,632	1,854,995	176.6%
Water Available to the City	0	0	1,007	0.0%	1,971,764	741,091	794,331	248.2%

<sup>6</sup> Hydrologic Record: 1919 – 2000.

## Hetch Hetchy System Operations

In water year 2006, Hetch Hetchy Reservoir received close to 160% of its average annual inflow. There was no measurable precipitation in September. Powerdraft from Hetch Hetchy Reservoir was restricted to that needed for water supply, and Cherry powerdraft was the minimum required for meeting municipal load. This activity is known as the water conservation mode of operations. Holm PH drafts from Cherry Lake to support recreational releases ceased after September 4<sup>th</sup>. Kirkwood Powerhouse Unit #2 has been shutdown since late June for the scheduled rewind job that runs through this fall.

In September, 3,102 acre-feet of water were pumped from Lake Eleanor to Lake Cherry.

## SJPL Diversion

The average rate of San Joaquin Pipeline delivery during September was 288 mgd.

## Local System

The average rate at the Sunol Valley Water Treatment Plant (SVWTP) for the month of September was 10 mgd. The average rate at Harry Tracy Water Treatment Plant during September was 41 mgd. September water demands averaged approximately 261 mgd. Water demand on October 1, 2006 was approximately 224 mgd.

**Table 3 - Precipitation totals for September at three local reservoirs**

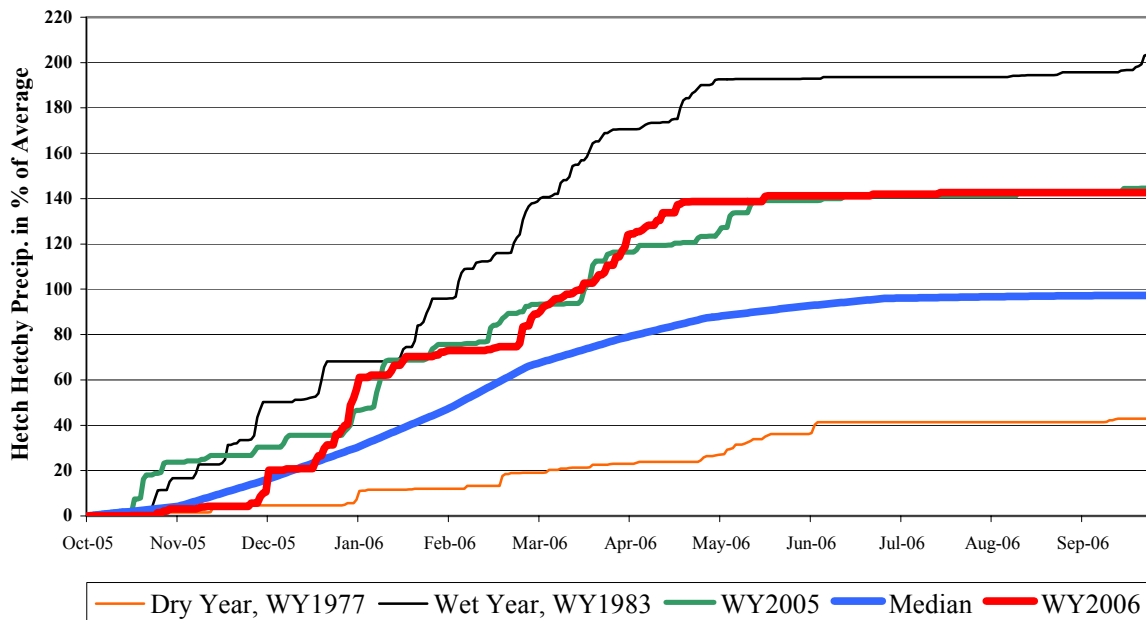
Reservoir	Month Total (inches)	Percentage of Normal for the Month	Year To Date <sup>7</sup> (inches)	Percentage of Normal for the Year to Date <sup>7</sup>
Pilarcitos	0.00	0 %	0.00	0 %
Crystal Springs	0.00	0 %	0.00	0 %
Calaveras	0.00	0 %	0.00	0 %

<sup>7</sup> Since 7-1-2006

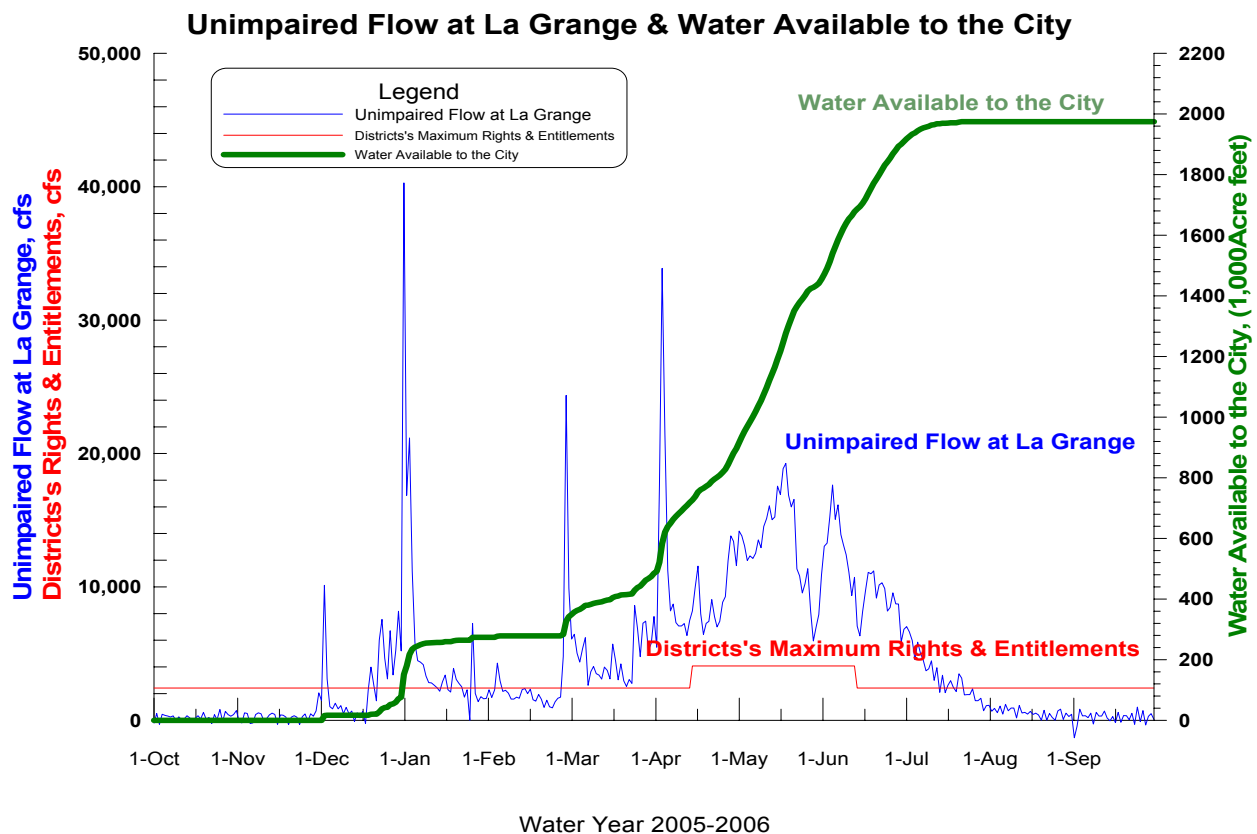


**Figure 1:** Water Year 2006 cumulative precipitation received at Hetch Hetchy Reservoir through the end-of-month September. Wet, dry, median and WY 2005 precipitation for the station at Hetch Hetchy are included for comparison purposes.

### Precipitation at Hetch Hetchy: Water Year 2006



**Figure 2:** This graph shows the calculated unimpaired flow at La Grange and the allocation of flow between the Districts and the City. Water available to the City for the period from October 1, 2005 through September 30, 2006 is 1,971,464 acre-feet.



cc	HHWP Records	Fong, Mike	Larramendy, Don	Sanguinetti, Dave
	Bauer, Leo	Gass, Matt	Levin, Ellen	Tsang, Michael
	Carlin, Michael	Hale, Barbara	McGurk, Bruce	
	Chester, John	Hannaford, Margaret	Rickson, Norman	
	Davis, Cheryl	Jensen, Art	Samii, Camron	
	DeGraca, Andrew	Kehoe, Paula	Sandkulla, Nicole	

# ***STAFF REPORT***

**To: Ed Schmidt, General Manager**

**From: Jim Teter, District Engineer**

**Agenda: November 14, 2006**

**Report Date: November 8, 2006**

**Subject: Engineering Projects Received for Review During October, 2006**

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## **Recommendation:**

None. The agenda item is informational.

## **Background:**

The Board of Directors has requested a monthly report from the District Engineer on proposed new developments which have been forwarded to him for engineering review.

## **Projects Received:**

There were no projects received for review.

## **Fiscal Impact:**

None. All costs of engineering review are paid by the project applicant.

# ***STAFF REPORT***

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

**From: Ed Schmidt, General Manager**

**Agenda: November 14, 2006**

Date: November 9, 2006

**Subject: General Manager Activities**

---

The following is an accounting of some of the activities I have been involved with for the period of Friday, October 6, 2006 through Thursday, November 9, 2006:

➤ **Held "all employee" meeting on Wednesday, October 18, 2006**

➤ **Met and/or had discussions with the following individuals:**

- Susan Danielson – Project Blueprint
- Tim Frahm – San Mateo County Farm Bureau
- John Parsons, CPA
- Steve Stielstra – TRC Essex
- Kevin Janik – TRC Essex
- Alan & Susan O'Driscoll
- Ruby Pap – California Coastal Commission
- Mike Schaller – San Mateo County Planning Department
- Clayton Jolly – Half Moon Bay Fire Protection District
- Audrey Darnell – Impact Services
- Don Mendel – Nurserymen's Exchange
- Jack Olsen – San Mateo County Farm Bureau
- Brad King – Vandenberg Air Force Base
- Jennifer Cutler – MHA Environmental Consulting
- Tim Ramirez – San Francisco Public Utilities Commission
- Brian Richmond – Anthem
- Aaron Lewison
- Sage Schaan – City of Half Moon Bay
- Rudi Metzner – Water Resource Associates
- Danielle Brook – CalPERS
- George Irving – Montara Water & Sanitary District
- Marcia Raines – City of Half Moon Bay

- Paul Kibel – POST
- Dave Dubuois – PERS
- Paul Ringgold – POST
- David Lea
- Chris Detwiller - POST
- Kendall Flint
- Vikki Rodriguez – Maze & Associates
- Gabriella Bar – Parsons, Inc.

➤ **Meetings Attended**

- Meeting with Don Mendel with Nurserymen's Exchange, President Ascher and Director Larimer – Tuesday, October 10, 2006
- Meeting with Alan & Susan O'Driscoll – Tuesday, October 10, 2006
- Pilarcitos Creek Restoration Workgroup Meeting – October 19, 2006
- Meeting of the District Facilities Committee – October 20, 2006
- Meeting with Project Blueprint – October 24, 2006
- Meeting of the Public Outreach Committee – October 26, 2006
- Meeting of the District Rate & Fee Committee – November 1, 2006
- Meeting with POST regarding Denniston Restoration Project – November 2, 2006
- Meeting with Harrison Higaki of Bay City Nursery – November 3, 2006
- Meeting of the District's Human Resource Committee – Nov. 3, 2006
- Meeting of the District's Finance Committee – November 6, 2006

➤ **Upcoming Meetings**

- Meeting of the CCWD Human Resources Committee – Monday, November 13, 2006
- Meeting of the Public Outreach Committee – Thursday, November 16, 2006
- Meeting of the County Board of Supervisors – Mid-Coast LCP – November 14, 2006
- Meeting with Rudi Metzner – Water Resource Associates – Monday, November 20, 2006
- Denniston Restoration Project Kickoff Meeting – Tuesday, December 12, 2006

## Coastside County Water District

Employee Meeting - Wednesday, October 18, 2006 - 8:00 a.m.

1. Brief presentation by John Parsons, CPA, on the benefits of a 457 Plan and investment strategies
2. Article - Today's Generous Health Packages are Tomorrow's Fiscal Sinkhole - (attachment) *CCWD HOLIDAY PAY*
3. Denniston Restoration Project - Special Board Meeting/Workshop December 12, 2006
4. Update on the status of the El Granada Pipeline Replacement Project
5. Recruitment for the Public Outreach/Program Development/Water Resources Analyst position - (attachment)
6. Update on the High Water Bill Adjustment Policy
7. Status Report on Capital Improvement Projects - (attachment)
8. Failed well policy for San Mateo County - unincorporated area only
9. Superintendent of Operations Report - (attachment)
10. Safety
11. Office Manager's Report
12. Questions, Comments, Concerns
13. Adjournment

# ***STAFF REPORT***

**To:** Ed Schmidt, General Manager  
**From:** Joe Guistino, Superintendent of Operations  
**Agenda Date:** November 14, 2006

Date: November 7, 2006

**Subject: Operational Report – October 2006**

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Source of Supply- Crystal Springs and Denniston Reservoirs and Denniston Well #9 were the main source of supply for September.

## **Systems Improvement:**

### Denniston Wells

Contract documents were sent to Maggiora Brothers on Friday, 3 November. We will start on this project this week.

### Short Term Plant Improvements

Met with District Engineer Jim Teter on 19, 25 and 31 October. The following items were addressed:

- Established phasing of construction activities and equipment pre-purchase.
  1. Denniston Tank Modifications
  2. Pre-purchase of equipment
  3. Denniston Chemical Feed and Process Control Improvements
  4. Nunes Chemical Feed and Process Control Improvements
- Reviewed and finalized chemical system improvements at Nunes WTP
- Established layout and specifications for Denniston chemical system and process control improvements
- Finalized plans for Denniston Tank Modifications
- Invited the 2 major manufacturers of On Site Generation systems to both facilities to see layout in order to prepare a design for bid.
- Sent letter to Dirk Jensen of San Mateo County Environmental Health Services Division requesting a 6 month extension to remove gaseous chlorine system from both WTPs. Request was approved on 7 November. He will send us a letter confirming the extension.

### Denniston 60HP High Lift Pump Intake

Scheduled for January 2007.

### District Security

Locks to the Districts treatment and pump station facilities are being changed out. Only District Staff will hold the key and it will not be given to outside contractors. District Center will remain on the old key to allow janitorial services after hours.

### Main Street Project

District Staff attended the Main Street kick-off meeting on 30 October. All work will be done in the evenings and through the night.

### Facilities Beautification and Enhancement

Five candidates were interviewed for the temporary maintenance worker/painter position. The selected candidate will start work by the end of November.

### **Safety/Training/Inspections:**

#### Safety Committee Meeting:

The Safety Committee met on 10 October to review the Fire Safety Plan provided by Cintas in September. The training was a make-up session on Fire Extinguisher Safety.

### CA/NV Section AWWA Fall Conference

I attended the Committee Meetings and the first day of the AWWA Fall Conference in Long Beach on 2 and 3 October. I have been elevated to the position of Vice-Chair of the Water Quality Division. My duties will be to coordinate all technical presentations for the System Water Quality, Water Treatment, Research, Source Water and Small Systems Committees at both conferences next year.

### Blue Circle Meeting

I spoke on our water quality monitoring program at the quarterly Blue Circle Meeting on 10 October. There were about 40 citizens present and my talk was well received. Other speakers included Tanya Yurovsky of Montara Water and Sanitary District, Dean Peterson of SM County Health, Kathryn Ivanetich of UCSF, Carolann Towe of Surfrider and Neil Panton of San Gregario Environmental Resource Council.

### Disaster Preparedness Supplies

Supplies were purchased and stored at Denniston and Nunes WTPs.

### Pretreatment Technology Field Trip

Steve Twitchell and Sean Donovan visited the City of Healdsburg WTP to see a demonstration of pretreatment technology that could be applied at Denniston WTP.

### Water Treatment Plant and On-Call Training

As reported earlier, Maintenance workers Jon Bruce and Jack Whelen have garnered both a Distribution Operator and Treatment Operator II certificates. They have started training at the treatment plants in order to take on weekend and on call duty.

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

#### Frenchman's Creek Pump Station Failure



On 21 October, Frenchman's Creek Pump Station failed. The cause of the failure was found to be burnt wiring. The station was rewired with the correct gauge wire.

### Leaks

There were 7 leaks this month, 3 occurring on Pumpkin Festival weekend.

On 29 September, a leak developed on the 12" steel Carter Hill East line as it crosses under Rt 92. Due to the nature and complexity of repairing this leak, the District contracted Andrini Brothers to render the repair. This leak prompted the acceleration of the remaining piece of the Carter Hill East Pipeline. On 14 October, a medium sized leak developed on the 10" transmission main just after it crosses Rt 1 in Miramar.

### Crystal Springs Telecommunication Failures

On October 5, we received the first in a series of communication failures between Crystal Springs PS and the Cahill Tank. These failures result in shutdown of the facility. The radio based backup system failed 4 times in October, usually associated with extremes in weather. On 5 October and 3 November, they were associated with rain events. Mid month, they were associated with warm days. Cause of the failures is still unknown but evidence and the advice of low frequency radio technicians feel that it may be the antenna system. We had ordered backup radios in October but the failures persisted. A replacement antenna has been ordered and is scheduled to arrive within three to five days.

### Highway Median Beautification Improvements

District staff met with the Chamber of Commerce, Mark Stolosky and Steven Kikuchi to plan the HMB Highway Median Improvement Project. We have installed the service and a 5/8" meter that will be used to supply water to the Project. The City of Half Moon Bay will pay the water bill.

### Crystal Springs Pump #2

The new soft start was installed in Crystal Springs Pump #2. The unit now runs with a smooth start-up and shut-down, easing the wear and tear on the pump and extending the life of the check valve and reducing electrical consumption by 10%.

## **Department of Health Services**

### Correspondence

On 16 October, we sent a letter to DHS requesting a change in our Operating Permit to allow for relocation of our caustic soda application point to **after** the filtration process. The treatment process has been greatly improved from this change as evident in the absence of any dissolved aluminum in our finished water. Our DHS Inspector Van Nguyen accepted our change and will send us an amended permit.

## **Items Requiring Attention**

### Unaccounted for Water

On 12 October, I attended a demonstration on automatic meter reading of the Badger System at Montara Water and Sanitary District. We were able to read 950 meters in 45 minutes. The reading technology included flags for high usage and possible meter leaks. I will be undertaking a comprehensive look at the various technologies available as well as the cost benefit of each.

6 November 2006

Ms. Thuy Van Nguyen  
State of California  
Department of Health Services  
Drinking Water Field Operations Branch  
850 Marina Bay Parkway, Building P, 2<sup>nd</sup> Floor  
Richmond, CA 94804-6403

**Reference: October 2006 Monthly Report**

Dear Ms. Nguyen:

Enclosed are the following reports for **October**.

**Distribution System:**

- 25 Total Coliform samples completed and all ABSENT
- Quarterly Report for Disinfectant Residuals Compliance

**Nunes Water Treatment Plant:**

- Nunes Monthly Summary of Monitoring for SWTR (page 1, 2 and 3)
- Monthly Iron for **October**
- CT Compliance spreadsheet for **October**
- Individual Filter Monitoring Report (1 page)

**Denniston Water Treatment Plant:**

- Denniston Monthly Summary of Monitoring for SWTR (page 1, 2 and 3)
- Monthly Iron, Manganese and Aluminum Report for **October**
- CT Compliance spreadsheet for **October**
- Individual Filter Monitoring Report (4 pages)

If you have any questions with the reports submitted or would like additional information regarding this matter, please do not hesitate to contact me.

Sincerely,

**Joe Guistino**  
**Superintendent of Operations**  
**Coastside County Water District**  
**650 726 4405**  
**jguistino@coastsidewater.org**

16 October 2006

Ms. Thuy Van Nguyen, S.E.  
State of California Department of Health Services  
Santa Clara District  
Drinking Water Field Operations Branch  
850 Marina Bay Parkway, Building P, 2<sup>nd</sup> Floor  
Richmond, CA 94804-6403

Reference: CCWD September Monthly WQ Report

Dear Van,

This letter is in response to your e-mail of 13 October concerning a few questions that you had on our September 2006 monthly water quality report to DHS.

1. Remove 31<sup>st</sup> day in September on Monthly Summary of Monitoring for SWTR Regulations-Nunes WTP.  
This document has been corrected and is included.
2. Disparity in Iron results between inside and outside labs.  
I have been watching this myself. Conversations with Theresa Brewer of our service lab: Monterey County Health Department, indicate that they are digesting the metal samples and analyzing them on an Ion Chromatograph. We are assessing dissolved iron with a HACH DR2500 without digestion. We have requested that our laboratory assess our metal samples without digestion so that we can better compare our results. We have also ordered standards for Iron, Manganese and Aluminum to increase our confidence with the HACH DR2500. I have also included the results of the laboratory testing for aluminum from September.
3. Individual Filter Monitoring Report- No indication of backwashes 6 September 2006.  
This is correct. We did not need to backwash Nunes WTP on this date. In the future, we will indicate "No Backwashes" on the days when we do not need to backwash filters. See attached sheet.
4. Denniston Monthly Summary for Surface Water Treatment Regulations – I have added wording on to this sheet that directs the reader to the Nunes Monthly Summary for Surface Water Treatment Regulation. See attached sheet.
5. The Quarterly Report for Disinfectant Residual Compliance for Systems using Chlorine or Chloramines was included in our monthly packet as evidenced by our retained copy. I have included a copy with this letter.

If you have any more questions, please feel free to call or e-mail.

Sincerely,

Joe Guistino  
Superintendent of Operations  
Coastside County Water District  
Enclosures

2 November 2006

Mr. Dirk Jensen  
Hazardous Materials Specialist IV  
San Mateo County Environmental Health Services Division  
455 County Center, 4<sup>th</sup> Floor  
Redwood City, California 94063

**Subject: Coastside County Water District  
Continuance of Extension/Exclusion for Risk Management Plans for  
Chlorine at Two Water Treatment Plants**

Dear Mr. Jensen:

CCWD is presently working under the 18-month extension to the submittal deadline for the Risk Management Plan for Denniston and Nunes Water Treatment Plants. We have committed to utilizing On Site Generation of 0.9% Sodium Hypochlorite for our disinfection process and are presently specifying the equipment needed for purchase. It has become apparent that completion of the project will extend past the 8 March 2007 deadline that was established in your 23 August 2005 grant of extension. In this regard, we are humbly asking for your consideration of an additional 6-month extension in order to ensure that the switch in disinfection process at our drinking water facilities is effective and reliable.

This request is in part due to delays affected by the transfer of the project from our former consultant (CDM) to our District Engineer, Jim Teeter. Mr. Teeter has made the transition well and is presently devoted to preparing the specifications for pre-purchase and design documents for the generating units. Our present implementation schedule is as follows:

Prepare Design Documents	2 months	January 2007
Bid Project	1 month	February 2007
Construct Facilities	6 months	August 2007
Startup and Optimization	1 month	September 2007

The decision to utilize on-site generation of sodium hypochlorite was driven by the safety benefits of maintaining a low concentration of chemical at our facilities (0.9% vs. 12%) and reduction of chemical deliveries to our treatment facilities.

Per the previously noted letter of 23 August, we have maintained a current Hazardous Materials Business Plan, will continue to operate and maintain chlorine gas monitoring

and detection equipment, keep updated our emergency operations and notification plans and will provide additional emergency response training to all of our field staff.

Thank you for your consideration.

Sincerely,

Joe Guistino  
Operations Superintendent  
Coastside County Water District  
650 726 4405



# HEALTH DEPARTMENT

RECEIVED  
NOV 03 2006  
COASTSIDE COUNTY  
WATER DISTRICT

Mr. Joe Guistino  
Coastside County Water District  
766 Main Street  
Half Moon Bay, CA 94019

Subject: Change to the Risk Management Plan (RMP) submittal deadline for the  
Nunes and Denniston Treatment Plants

Dear Mr. Guistino:

I previously authorized an extension to the RMP submittal deadline until March 8, 2007 for the two subject sites. My understanding is that the County Coastside Water District (CCWD) will be installing an alternative water treatment system at both facilities and will thereby eliminate the need for chlorine gas. Once the CCWD removes the gas chlorine from both treatment plants or keeps not more than one hundred pounds per facility onsite at all times, I will remove the two sites from the CalARP Program.

In the meantime I extend the RMP submittal deadline until August 9, 2007, the end of the allowable three-year submittal time period. Please keep me informed of any schedule changes regarding the modifications to the treatment system at each site.

If you have any questions or need further assistance I can be reached at (650) 363-4962 or via e-mail at [djensen@co.sanmateo.ca.us](mailto:djensen@co.sanmateo.ca.us).

Sincerely,



Dirk Jensen  
Hazardous Materials Specialist IV

## PUBLIC HEALTH AND ENVIRONMENTAL PROTECTION DIVISION

Board of Supervisors: Mark Church • Rose Jacobs Gibson • Richard S. Gordon • Jerry Hill • Adrienne Tisser • Health Director: Charlene Silva

455 County Center • Redwood City, CA 94063 • phone 650.301.4303 • fax 650.573.3206 • fax 650.363.7882

<http://www.sanhealth.org>

# ***STAFF REPORT***

**To: Ed Schmidt, General Manager**

**From: Jim Teter, District Engineer**

**Agenda: November 14, 2006**

**Report Date: November 8, 2006**

**Date:**

**Subject: District Engineer Work Status Report**

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## **Recommendation:**

None. The agenda item is informational.

## **Background:**

The Board of Directors has requested a monthly status report from the District Engineer on his activities.

## **Work Performed Since Last Board Meeting**

Work performed since the last Board of Directors meeting includes:

- Water Treatment Plant Short-Term Improvements. Engineering work is continuing.
  - A. Nunes WTP. Draft Contract Drawings for the chemical feed pumps, piping and storage tanks for the alum, caustic soda, and sodium hypochlorite systems were completed and reviewed by the WTP operating staff (Guistino, Twitchell and Donovan).
  - B. Denniston WTP:
    - 1. Denniston Storage Tank Modifications Project. A decision was made to construct the modifications to the Denniston storage tank and the new tank inlet pipeline first in a separate contract from the other treatment plant improvements.. Teter completed the draft Contract Drawings and submitted them to the WTP operating staff for review. Teter also

- worked on preparation of the specifications and other contract documents and they are also close to completion.
2. Denniston WTP Improvements. The WTP operating staff provided Teter with the basic design concepts for the equipment selection and layout. Teter will proceed with Contract Drawing preparation following completion of the Denniston storage tank project documents.
- Phase 3 El Granada Pipeline Replacement Project:
    1. A final completion check list was prepared in order that none of the work required by the Coastal Development Permit conditions was being forgotten.
    2. Teter and George Burwasser of E.I.P. Associates continued their work activities towards completion of reports and other documents required for compliance with the CDP conditions.
    3. Two sets of preliminary comments were received from Caltrans which described additional information and submittals required prior to issuance of the Encroachment Permit for work within the highway right of way. Teter responded to the information requests and has begun work on the additional submittal requirements.
  - Main St./Hwy. 92 Pipeline Replacement Project: Construction work has begun on the new 16" water pipeline in North Main Street. Teter is providing construction coordination for the CCWD with the construction inspection firm and the design consulting engineers.
  - Carter Hill East Pipeline Replacement Project: Teter performed the services required to put the project out to bid, responded to questions from bidders, and conducted the bid opening.
  - Denniston Reservoir Restoration. Teter has responded to questions from Essex, and performed a file search as requested by the attorney pertaining to the agreement containing the CCWD's property rights for the Denniston facilities.
  - Engineering Advice. Provided the District staff with advice on an as-requested basis on a number of engineering-related topics.

### **Current Work Assignments:**

A description and status report on the District Engineer's current work assignments follows:

1. Preparation of Design Contract Documents for Phases IIIA and IIIB of the El Granada Transmission Pipeline Replacement Project. Current status of the project is as follows:

Engineering design work has been completed on the project drawings except for the changes that may be required by the special study work being performed by EIP and additional work required by Caltrans. Copies of the drawings have been provided to the District for review. The encroachment permit application for work within the Caltrans right



of way has been prepared and submitted, and the District Engineer is responding to review comments. The encroachment permit applications to the City of Half Moon Bay and County of San Mateo for work within their respective street right of way areas cannot be submitted until the work currently being performed by EIP and the District legal counsel for compliance with the CDP requirements has been submitted and approved.

2. Preparation of Design Contract Documents for the Carter Hill East Pipeline Replacement Project. Bids have been received and an award of contract will be made on November 14, 2006. The contract documents require the work to be completed in 90 days (weather permitting).
3. SCADA System Replacement. The District Engineer has begun work on the study for replacement of the existing SCADA (Supervisory Control and Data Acquisition) system. The study will provide recommendations for the new system including cost. This work will be performed in conjunction with the work for the WTP Short-Term Improvements since it requires extensive coordination with the WTP operating staff and the final decisions regarding the short-term improvements.
4. Short-Term Improvements at Nunes & Denniston WTPs. The District Engineer has begun preparation of the plans and specifications for these projects:  
Denniston WTP Improvements:
  - A. Denniston Storage Tank Modifications Project. A decision has been made to construct the modifications to the Denniston storage tank and the new tank inlet pipeline first. Teter has completed the draft Contract Drawings and submitted them to the WTP operating staff for review. The specifications and other contract documents are also close to completion.
  - B. Denniston Water Treatment Plant Improvements. The WTP operating staff has provided Teter with the basic design concepts for the equipment selection and layout. Teter will proceed with Contract Drawing preparation following completion of the Denniston storage tank project documents.Nunes WTP Improvements:

Teter is continuing preparation of the Contract Drawings. The draft drawings for the chemical feed pumps and storage tanks for the alum, caustic soda, and sodium hypochlorite systems have been submitted to and reviewed by the WTP operating staff.

**Fiscal Impact:**

1. El Granada Transmission Pipeline Replacement Project Phases IIIA & IIIB. The current fiscal year Capital Improvement Program contains funding for engineering design work for this project (See the C.I.P. report included elsewhere in the Board meeting packet).
2. Carter Hill East Pipeline Replacement Project. The FY 07/08 Capital Improvement Program contains \$140,000 for project construction.
4. SCADA System Replacement. The FY 05/06 Capital Improvement Budget contains \$20,000 for the SCADA system replacement study.
5. Short-Term Water Treatment Plant Improvements. The FY 06/07 Capital Improvement Budget contains funding for this project.

**Schedule for El Granada Transmission Pipeline Replacement Project**

A.	El Granada Pipeline Phases 3A & 3B:	
	Complete predesign services (surveying & photogrammetry)	February, 2005
	Complete preliminary engineering design	March 3A, June 3B, 2005
	File CDP application for Phase 3A	October, 2005
	File CDP application for Phase 3B	December, 2005
	Obtain CDP's	Sept., 2006
	Obtain encroachment permits from the City of Half Moon Bay, Caltrans and San Mateo County	Jan, 2007
	Advertise for Bids	Jan., 2007
	Award Construction Contract	Feb., 2007
	Complete Construction	Nov., 2007

# ***STAFF REPORT***

**To: Ed Schmidt, General Manager**

**From: Jim Teter, District Engineer**

**Agenda: November 14, 2006**

**Report Date: November 8, 2006**

**Subject: Award of Contract for Construction of  
Carter Hill East Pipeline Replacement Project**

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## **Recommendation:**

Award contract for project construction to Stoloski & Gonzalez, Inc.

## **Background:**

The results of the bid opening held on November 7, 2006, for construction of the Carter Hill East Pipeline Replacement Project were as follows:

<u>Contractor</u>	<u>Amount</u>
Stoloski & Gonzalez, Inc.	\$ 140,360.00
Soares Pipeline, Inc.	169,871.00
Pacific Underground Constr., Inc.	234,200.00

\*Engineer's estimate = \$150,000

Stoloski & Gonzales, Inc. has in the past and is currently performing satisfactory construction work for the District. Therefore in conformance with General Condition G3.01 of the Contract Documents it is the recommendation of the District Engineer that the

**STAFF REPORT**

Agenda: November 14, 2006

Subject: Award of Contract for Carter Hill East Pipeline Replacement Project

Page Two

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contract be awarded to Stoloski & Gonzalez, Inc. as the lowest responsible, responsive bidder.

**Fiscal Impact:**

The Capital Improvement Program for FY 07/08 contains \$140,000 for project construction. The project was moved up to FY 06/07 because of the poor condition of the pipeline including a recent leak under the Highway 92 pavement.

# ***STAFF REPORT***

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

**From: Ed Schmidt, General Manager**

**Agenda: November 14, 2006**

Report

Date: November 7, 2006

**Subject: Discussion and direction to staff regarding a High Water Bill Adjustment Policy**

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## **Recommendation**

Approve resolution (Option # 1) regarding relief from high water bills, which eliminates any appeals to the Board and ensures that every customer pays the water bill for all water supplied to their property.

## **Background**

This item was continued from the October meeting, at which time the Board directed staff to present an additional option for handling high bill relief requests. The current practice is to charge all customers for all of the water supplied to their property, as measured by the District-owned meter attached to each connection. This is to ensure that District customers do not have to subsidize water consumption by another customer, and to encourage proper maintenance and upkeep of water systems and fixtures, an important water conservation measure.

If a water leak occurs within the meter vault itself, District field staff have the authority to contact our billing personnel to have the water bill adjusted, based on their estimate of water that might be leaking from the meter itself. This takes place on a routine basis. The water system on the customer's side of the meter belongs to the customer. When there is a leak on the customer's side of the meter (e.g., a leaky toilet,

dripping faucet, or broken pipe) the long-standing practice has been to hold the customer responsible for the resulting water consumption.

Over the last six (6) months, the Board has heard several appeals from customers with large water bills. This has resulted in approximately two thousand dollars (\$2,000) in water bill relief to these customers. These issues take a significant amount of time at the Board meeting, hours of staff time in preparing the appeals, puts the Board in the position of making subjective calls on water bills and results in less revenue if a relief is granted to the customer.

To solve all of those issues, at the last meeting I made a recommendation to the Board that a policy be adopted and a draft resolution was presented **(1)** formalizing the policy that customers will pay for **all** water supplied to their property and **(2)** clarifying that the Manager's determination on a request for bill relief cannot be appealed to the Board of Directors.

My position was, and still is, that the property owner is responsible for all water supplied to them and that I would not be granting any bill relief for leaks or other circumstances that might have occurred on their property.

After some discussion the Board continued the meeting and asked that optional language be prepared for further consideration at the November meeting that would provide the General Manager with authority to grant exceptions to the general rule to grant relief up to the lesser of: (1) 25% of the difference between the high bill and the prior year's average bill; or (2) \$500.00. The revised language is identified as Option 2 in the attached draft resolution.

RESOLUTION NO. 2006-\_\_\_\_\_

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE COASTSIDE COUNTY WATER DISTRICT AMENDING THE  
DISTRICT'S GENERAL REGULATIONS REGARDING WATER SERVICE  
AT SECTION H, PERTAINING TO HIGH BILL RELIEF**

**BE IT RESOLVED**, by the Board of Directors of the Coastside County Water District that section H "Meter Error" of the Code of General Regulations is hereby amended to read as follows:

***"H. High Bill Relief/Meter Error Or Leak***

**[Option 1** – At any time, the District may test the meter through which water is being furnished to determine if it is leaking or incorrectly registering. If the Manager determines that an unusually high bill is attributable to a leak or other circumstance that exists on the customer's side of the meter, it shall remain the responsibility of the customer. If the meter is found to be leaking or incorrectly recording water usage, the meter shall be properly adjusted or replaced, and the water bill for the current month shall be adjusted accordingly.]

**[Option 2. Add the following text: "In rare cases, if a customer presents clear and convincing evidence satisfactory to the Manager that a leak was caused by circumstances beyond the customer's control and could not have been avoided by the exercise of reasonable care, and that appropriate measures have been taken to prevent similar future occurrences, then relief from an unusually high bill may be granted in the discretion of the Manager, provided that the amount of relief shall not exceed 25% of the difference between the amount of the high bill and the amount of the average of the prior years' bills, whichever amount is less."]** The Manager's determination shall be final and non-appealable."

**BE IS RESOLVED FURTHER** that this amendment shall be effective immediately upon its adoption, and that the General Manager is directed to incorporate the foregoing amendment into the Code of General Regulations.

**PASSED AND ADOPTED** by the Board of Directors of the Coastside County Water District  
this 14<sup>th</sup> day of November, 2006, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Everett Ascher  
President, Board of Directors  
Coastside County Water District

ATTEST:

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Secretary



# ***STAFF REPORT***

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

**From: Ed Schmidt, General Manager**

**Agenda: November 14, 2006**

Report

Date: November 9, 2006

**Subject: Discussion and direction to staff regarding request for relief of water bill from Leslie Kramer for service located at 624 Pilarcitos Avenue**

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## **Recommendation:**

Continue with District's existing practice of ensuring that customers pay for all water supplied to their property.

## **Background:**

The District's practice has been to charge water customers for ALL water that is supplied to that customer. Typically, the Board has adhered to that practice, in an effort to ensure that other customers do not have to pick up the cost of producing, treating and distribution of that water.

Attached are two (2) letters from Ms. Leslie Kramer. In her first letter, dated October 20, 2006, she requests relief of a high water bill of \$500.05. She paid a \$30.00 amount to keep herself from incurring a late charge. Additionally, on October 13, 2006, she completed the "Request for Amortization" form and paid \$47.05 towards her account.

Her second letter dated November 7, 2006, is a request for an adjusted high bill relief of \$295.57 for a total relief request of \$795.62.

Also attached is her account history and plumbing repair bill for the leak.

***STAFF REPORT***

**Agenda:** November 14, 2006

**Subject:** Discussion and direction to staff regarding request for relief of water bill from Leslie Kramer for service located at 624 Pilarcitos Avenue

**Page Two**

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**Fiscal Impact:     \$795.62**

624 Pilarcitos Avenue  
Half Moon Bay, CA. 94019  
October 20, 2006

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

Dear Mr. Schmidt:

I have been referred to you by Debbie and Gina in your office who thought you could help me in resolving an unusual situation regarding my current water bill.

Recently I returned from Vietnam where I was for more than three weeks adopting my baby. During my absence a close friend of mine was looking after my home located at 624 Pilarcitos here in Half Moon Bay. She lives in Woodside and came to check on my property at which time she discovered a broken irrigation system in my front lawn. She immediately set up an appointment with a landscape gardener to look into the situation. He confirmed a problem that took several visits to repair (bill attached). As a result of this situation, my water bill took an incredible jump from \$26.24 the previous billing cycle to \$500.05.

Because I am diligent about conserving water, you can imagine my shock when I saw this and came down to your office right away upon my return to explain the circumstances as I understood them. Your staff, who know my punctuality in paying my bills in person, suggested that I contact you to see if I could get a one-time adjustment/exemption in my bill because of the unusual circumstances and since I was so diligent in resolving the problem immediately. In the interim I paid a \$30.00 deposit on my account as per the office staff's suggestion followed by an additional payment of \$47.05, once again based on their recommendation.

I would appreciate your consideration of my request. Upon my return from Vietnam, I came down with pneumonia which made being a single stay-at-home mom of an infant even more challenging. The addition of this expense, not to mention its repair, presents a financial burden in my budgeting at this time.

I look forward to an opportunity to come down and talk to you personally about this matter. You can reach me at (650) 712-8565.

Thank you in advance,



Leslie Kramer

November 7, 2006

Mr. Ed Schmidt  
Coastside County Water District  
766 Main Street  
Half Moon Bay, CA 94019

RECEIVED  
NOV 08 2006  
COASTSIDE COUNTY  
WATER DISTRICT

Dear Mr. Schmidt,

I have just received my Sept - Oct water bill for 624 Pilarcitos Avenue. Please consider this note an addendum to my previous letter dated Oct. 20, 2006. I am hand-delivering the letter to you on Nov. 8, 2006.

This bill is for the amount of \$295.57 and falls in the timeline when I was in VietNam adopting my baby. As you know, upon returning is when I learned of the water problem and it was corrected, as indicated in my former letter, immediately upon my return.

Therefore, I am adding this amount to my request for help with this dilemma I am currently facing.

I am so appreciative of any consideration you can offer, as I am a single Mom staying at home with my baby at this time, taking time off of work to do so, and this presents a problem for which I did not anticipate. Because I have been so diligent about conserving in the past, I sincerely hope you are able to strongly consider my request .

Thank you,



Leslie Kramer  
624 Pilarcitos Ave.  
Half Moon Bay  
650 712 8565

# Utility Billing

## Account History Report



User Name: gina  
 City Name: Coastside Water  
 Printed: 11/07/2006 - 4:24:PM

Customer Name: KRAMER,LESLIE  
 Customer Address: 624 PILARCITOS AVE  
 HALF MOON BAY, CA 94019

Owner name: [REDACTED]  
 Service Address: 624 PILARCITOS AVE

Account Status: Active  
 Connect Date: 07/29/2000 Final Date:

Home Phone: (650) 592-3829 Ext.  
 Business Phone: (650) 712-8565 Ext.  
 Customer Number: 007094 000

Total Acct Balance: 737.40  
 Deposits: 50.00 Refunds: 50.00

Reference Number:

Tran Date	Tran Type	Amount	Description	Water	Misc	Pen				
Current Balance By Service				737.40	0.00	0.00	0.00	0.00	0.00	0.00
10/31/2006	Billing	314.40		314.40						
10/13/2006	Payment	-47.05		-47.05						
09/28/2006	Payment	-30.00		-30.00						
08/31/2006	Billing	500.05		500.05						
07/19/2006	Payment	-26.24		-26.24						
06/29/2006	Billing	26.24		26.24						
05/15/2006	Payment	-29.12		-29.12						
04/28/2006	Billing	29.12		29.12						
03/16/2006	Payment	-29.12	Credit Card	-29.12						
02/27/2006	Billing	29.12		29.12						
01/20/2006	Payment	-186.87		-186.87						
12/30/2005	Billing	186.87		186.87						
11/22/2005	Payment	-294.64		-294.64						
11/01/2005	Billing	294.64		294.64						
09/22/2005	Payment	-295.40	CC	-295.40						
08/31/2005	Billing	295.40		295.40						
07/13/2005	Payment	-73.94	CC	-73.94						
07/06/2005	Billing	73.94		73.94						
05/18/2005	Payment	-27.80		-27.80						
05/02/2005	Billing	27.80		27.80						
03/16/2005	Payment	-27.80	CC	-27.80						
03/02/2005	Billing	27.80		27.80						
01/11/2005	Payment	-35.30	Charge Card	-35.30						
12/30/2004	Billing	35.30		35.30						
11/29/2004	Payment	-237.81	Charge Card	-237.81						
10/29/2004	Billing	237.81		237.81						

Customer Number: 007094 000

Reference Number:

Tran Date	Tran Type	Amount	Description	Water	Misc	Pen
10/04/2004	Payment	-219.04	Credit Card	-219.04		
08/31/2004	Billing	219.04		219.04		
07/21/2004	Payment	-76.57		-76.57		
06/30/2004	Billing	76.57		76.57		
05/13/2004	Payment	-76.57		-76.57		
04/29/2004	Billing	76.57		76.57		
03/15/2004	Payment	-82.68		-82.68		
02/27/2004	Billing	82.68		82.68		
01/16/2004	Payment	-68.59		-68.59		
12/26/2003	Billing	68.59		68.59		
11/10/2003	Payment	-76.57		-76.57		
10/31/2003	Billing	76.57		76.57		
09/18/2003	Payment	-148.02		-148.02		
08/29/2003	Billing	148.02		148.02		
07/14/2003	Payment	-65.07		-65.07		
06/30/2003	Billing	65.07		65.07		
05/15/2003	Payment	-31.05		-31.05		
04/29/2003	Billing	31.05		31.05		
03/17/2003	Payment	-33.48		-33.48		
02/28/2003	Billing	33.48		33.48		
01/15/2003	Payment	-65.07		-65.07		
12/27/2002	Billing	65.07		65.07		
11/15/2002	Payment	-88.11		-88.11		
10/30/2002	Billing	88.11		88.11		
09/12/2002	Payment	-209.08		-209.08		
08/28/2002	Billing	209.08		209.08		
07/12/2002	Payment	-122.15		-122.15		
06/28/2002	Billing	122.15		122.15		
05/21/2002	Payment	-23.45		-23.45		
04/26/2002	Billing	23.45		23.45		
03/25/2002	Payment	-23.45		-23.45		
02/28/2002	Billing	23.45		23.45		
01/15/2002	Payment	-96.57		-96.57		
12/27/2001	Billing	96.57		96.57		
11/15/2001	Payment	-83.34		-83.34		
10/31/2001	Billing	133.34		133.34		
09/14/2001	Payment	-133.34		-133.34		
08/30/2001	Billing	133.34		133.34		
07/23/2001	Payment	-101.52		-101.52		
06/29/2001	Billing	101.52		101.52		
05/17/2001	Payment	-19.69		-19.69		
04/30/2001	Billing	19.69		19.69		
03/09/2001	Payment	-23.39		-23.39		
02/28/2001	Billing	23.39		23.39		
01/17/2001	Payment	-69.72		-69.72		

Customer Number: 007094 000

Reference Number:

Tran Date	Tran Type	Amount	Description	Water	Misc	Pen
12/27/2000	Billing	69.72		69.72		
11/17/2000	Payment	-130.95		-130.95		
11/01/2000	Billing	130.95		130.95		
10/03/2000	Payment	-73.36		-73.36		
08/30/2000	Billing	73.36		73.36		

Route Sequence Serial 041 - 2107 - 4755478

Read Date Reading Consumption

10/24/2006	2,323	67
08/22/2006	2,256	102
06/20/2006	2,154	3
04/18/2006	2,151	4
02/17/2006	2,147	4
12/27/2005	2,143	46
10/21/2005	2,097	70
08/22/2005	2,027	76
06/22/2005	1,951	22
04/22/2005	1,929	5
02/24/2005	1,924	5
12/20/2004	1,919	8
10/25/2004	1,911	63
08/23/2004	1,848	59
06/22/2004	1,789	24
04/21/2004	1,765	24
02/19/2004	1,741	26
12/16/2003	1,715	21
10/20/2003	1,694	24
08/19/2003	1,670	44
06/23/2003	1,626	22
04/21/2003	1,604	8
02/19/2003	1,596	9
12/16/2002	1,587	22
10/23/2002	1,565	30
08/21/2002	1,535	63
06/24/2002	1,472	42
04/22/2002	1,430	5
02/19/2002	1,425	5
12/19/2001	1,420	34
10/24/2001	1,386	45
08/22/2001	1,341	45
06/22/2001	1,296	40
04/23/2001	1,256	4
02/21/2001	1,252	6
12/20/2000	1,246	28

Customer Number: 007094 000

Reference Number:

Route Sequence Serial	041 - 2107 - 4755478	Read Date	Reading	Consumption
	000,000,000,	10/23/2000	1,218	49
	000,000,000,	08/23/2000	1,169	32
		07/29/2000	1,137	0



LZlandscape  
Tel. 408 439 8568  
September 27, 2006

Lazaro Zapata  
14318 Chrisland Ave.  
San Jose CA, 95127

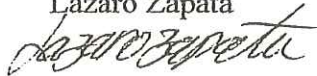
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*INVOICE*

**Bill to:**  
Leslie Kramer  
624 Pilarcitos ave.  
Half Moon Bay  
CA, 94019  
Tel. 650/ 712 8565

Reparation  
Installation  
Sprinklers replacement  
**\$ 955.**

**Sincerely:**  
Lazaro Zapata



**THANK YOU**

pd 10/3/06  
ck # 1038  
\$955.-

COASTSIDE COUNTY WATER DISTRICT  
REQUEST FOR AMORTIZATION OF WATER BILL

NAME Leslie Kraemer CCWD ACCOUNT NO. 7894

MAILING ADDRESS 624 Pilavitos Ave.

DRIVER'S LICENSE #: N5859412

SOCIAL SECURITY #: \_\_\_\_\_

SERVICE ADDRESS (if different) Same

PHONE: (650) 712 8565

I acknowledge that I am indebted to Coastside County Water District in the amount of \$ 423<sup>00</sup> which amount is delinquent. I certify that I am financially unable to pay that amount within the normal period for payment. I agree to furnish Coastside County Water District information about my financial affairs to support this request. I request that I be permitted to pay off the indebtedness over \_\_\_\_\_ months. If this request is granted, I agree:

1. To pay the amount due in 10 equal installments of \$42.30 each, on the 25<sup>th</sup> of each month.
2. To pay current charges and future water charges when due.
3. If I fail to pay the amounts due under 1 or 2 above, I am entitled to no more than 48 hours notice before water service will be terminated, and I am not entitled to future investigation and/or amortization of my bill.
4. Current amortization contract must be paid in full prior to future amortization agreements with Coastside County Water District.

Leslie Kraemer  
Signature of Customer

Date: 10/13/06

\_\_\_\_\_  
Signature of Customer

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

The above request is:	Granted: <input checked="" type="checkbox"/>	Denied: <input type="checkbox"/>
COASTSIDE COUNTY WATER DISTRICT		
By: <u>Jana Branzel</u>	Date: <u>10/13/06</u>	
Title: <u>Office Manager</u>		

NOTE: If termination of service would be life threatening, you must attach written certification, in support of your request for amortization, signed by a licensed physician or surgeon explaining the circumstances.



COASTSIDE COUNTY WATER DISTRICT  
 766 MAIN STREET  
 HALF MOON BAY, CA 94019-1925  
 PHONE: (650) 726-4405  
 WEB SITE: www.coastsidewater.org

# Account Statement

## ACCOUNT INFORMATION

ACCOUNT: 7094-0  
 SERVICE ADDRESS: 624 PILARCITOS AVE  
 SERVICE PERIOD: From: 06/30/06 To: 08/31/06  
 BILLING DATE: 08/31/06  
 DUE DATE: 09/22/2006

## CURRENT WATER USAGE

Meter Number	Previous Reading	Current Reading	Usage Units
4755478	2154	2256	102

## CURRENT CHARGES

BASE CHARGE	\$18.53
BASE CHARGE	\$0.28
WATER CHARGE	\$409.13
WATER CHARGE	\$72.11

## AMOUNT DUE

PREVIOUS BALANCE	\$26.24
PAYMENT	-\$26.24
BALANCE FORWARD	\$0.00
TOTAL CURRENT CHARGES	\$500.05

## TOTAL AMOUNT DUE

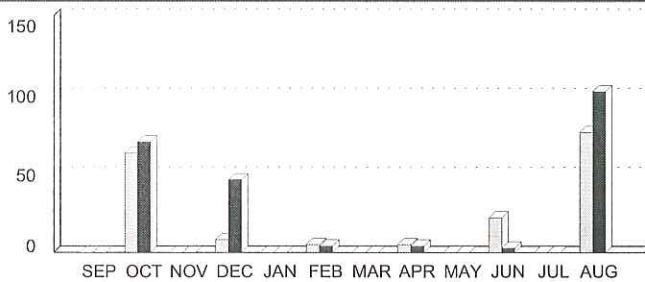
\$500.05

REFER TO OTHER SIDE FOR BILLING POLICIES AND DELINQUENCY POLICIES.

\*\*AUTO\*\*5-DIGIT 94019 - 34707RA01.A.1.1804.1.2.0.293

LESLIE KRAMER  
 624 PILARCITOS AVE  
 HALF MOON BAY CA 94019-1477

## YOUR MONTHLY WATER USAGE (IN UNITS)



This Period # Days: 64 Usage: 102  
 1 UNIT = 748 GALLONS OF WATER

## SPECIAL MESSAGE

DUE TO THE RATE CHANGE IN JULY THERE ARE 2 LINES EA. FOR BASE AND WATER CHARGE THEY ARE PRORATED FOR THE OLD AND NEW RATE CHARGES

KEEP THIS PORTION FOR YOUR RECORDS  
 DETACH AND RETURN THIS PORTION WITH PAYMENT

## Payment Coupon

### ACCOUNT INFORMATION

CUSTOMER NAME: LESLIE KRAMER  
 ACCOUNT: 7094-0  
 SERVICE ADDRESS: 624 PILARCITOS AVE  
 SERVICE PERIOD: From: 06/30/06 To: 08/31/06  
 BILLING DATE: 08/31/06  
 DUE DATE: 09/22/2006

### AMOUNT DUE

#### TOTAL AMOUNT DUE

\$500.05

### AMOUNT ENCLOSED

REMIT PAYMENT TO:

Please check this box and see reverse for change of mailing address (only) and credit card information.

Please contact office if you need to sign in/out of service.

COASTSIDE COUNTY WATER DISTRICT  
 766 MAIN STREET  
 HALF MOON BAY, CA 94019-1925





COASTSIDE COUNTY WATER DISTRICT  
 766 MAIN STREET  
 HALF MOON BAY, CA 94019-1925  
 PHONE: (650) 726-4405  
 WEB SITE: www.coastsidewater.org

# Account Statement

## ACCOUNT INFORMATION

ACCOUNT: 7094-0  
 SERVICE ADDRESS: 624 PILARCITOS AVE  
 SERVICE PERIOD: From: 09/01/06 To: 10/31/06  
 BILLING DATE: 10/31/06  
 DUE DATE: 11/23/2006

## CURRENT WATER USAGE

Meter Number	Previous Reading	Current Reading	Usage Units
4755478	2256	2323	67

## CURRENT CHARGES

BASE CHARGE	\$18.83
WATER CHARGE	\$295.57
ADJUSTMENTS	(\$47.01)
ADJUSTMENTS	\$47.01

## AMOUNT DUE

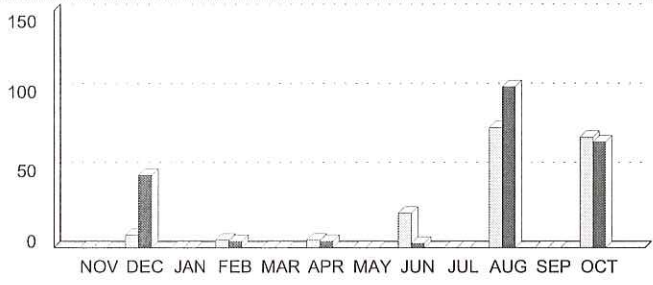
PREVIOUS BALANCE	\$500.05
PAYMENT	-\$47.05
PAYMENT	-\$30.00
BALANCE FORWARD	\$0.00
TOTAL CURRENT CHARGES	\$314.40
<b>TOTAL AMOUNT DUE</b>	<b>\$737.40</b>

REFER TO OTHER SIDE FOR BILLING POLICIES AND DELINQUENCY POLICIES.

\*\*AUTO\*\*5-DIGIT 94019 7 PS5 35656RA01-A-1  
 1785 1 AV 0.293

LESLIE KRAMER  
 624 PILARCITOS AVE  
 HALF MOON BAY CA 94019-1477

## YOUR MONTHLY WATER USAGE (IN UNITS)



This Period # Days: 64 Usage: 67  
 1 UNIT = 748 GALLONS OF WATER

## SPECIAL MESSAGE

KEEP THIS PORTION FOR YOUR RECORDS  
 DETACH AND RETURN THIS PORTION WITH PAYMENT

## Payment Coupon

### ACCOUNT INFORMATION

CUSTOMER NAME: LESLIE KRAMER  
 ACCOUNT: 7094-0  
 SERVICE ADDRESS: 624 PILARCITOS AVE  
 SERVICE PERIOD: From: 09/01/06 To: 10/31/06  
 BILLING DATE: 10/31/06  
 DUE DATE: 11/23/2006

Please check this box and see reverse for change of mailing address (only) and credit card information.  
 Please contact office if you need to sign in/out of service.

### AMOUNT DUE

TOTAL AMOUNT DUE \$737.40

### AMOUNT ENCLOSED

REMIT PAYMENT TO:

COASTSIDE COUNTY WATER DISTRICT  
 766 MAIN STREET  
 HALF MOON BAY, CA 94019-1925



# ***STAFF REPORT***

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

**From: Ed Schmidt, General Manager**

**Agenda: November 14, 2006**

Report

Date: November 9, 2006

**Subject: Discussion and direction to staff regarding request for relief of water bill from Kia Vakili for service located at 186 San Mateo Road**

---

## **Recommendation:**

Continue with District's existing practice of ensuring that customers pay for all water supplied to their property.

## **Background:**

The District's practice has been to charge water customers for ALL water that is supplied to that customer. Typically, the Board has adhered to that practice, in an effort to ensure that other customers do not have to pick up the cost of producing, treating and distribution of that water.

Attached is a letter from Mr. Vakili, Owner and Operator of the Straw Hat Pizza Restaurant, dated October 17, 2006. Mr. Vakili is requesting relief of a high water bill of \$1,241.35. On October 20, 2006 Mr. Vakili paid the entire amount owed. Mr. Vakili has talked to CCWD staff regarding separately metering the Happy Taco Restaurant.

Also attached is a copy of Mr. Vakili's account history.

**Fiscal Impact:            \$1,241.35**

RECEIVED

OCT 19 2006

COASTSIDE COUNTY  
WATER DISTRICT

October 17, 2006

RE: Account #9740-0

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

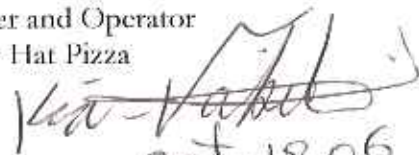
Dear Ed Schmidt,

In August 2006 the underground copper pipes (water heater) of the restaurant next to us, Happy Taco Restaurant, broke, resulting in a large loss of water as well as water damages. The outcome of this accident has increased the cost of our water three times our average, and the cost of replacing the damaged piping was extremely high. As a small business owner and operator I would like to ask you if you would please give my account a credit to help me compensate for the unexpected costs. Thank you for your attention to this matter

Sincerely,

Kia Vakili  
Owner and Operator  
Straw Hat Pizza

azv



Oct. 18.06

STRAW HAT PIZZA  
186 SAN MATEO ROAD  
HALF MOON BAY, CA 94019

# Utility Billing Account History Report



User Name: susan  
City Name: Coastside Water  
Printed: 10/20/2006 - 9:33:AM

Customer Name: HALF MOON BAY PROPERTY, Owner name: HALF MOON BAY PROPERTY, Account Status: Active  
Customer Address: c/o STRAW HAT PIZZA, Service Address: 180-86 SAN MATEO RD, Connect Date: 05/03/2003 Final Date:  
186 SAN MATEO RD  
HALF MOON BAY, CA 94019  
Home Phone: ( ) - Ext. Total Acct Balance: 1,241.35  
Business Phone: (650) 726-2919 Ext. Deposits: 0.00 Refunds: 0.00  
Customer Number: 009740 000 Reference Number:

Tran Date	Tran Type	Amount	Description	Water	Misc	Pen				
Current Balance By Service				1,241.35	0.00	0.00	0.00	0.00	0.00	0.00
10/20/2006	Payment	-1,241.35	Straw Hat Pizza	-1,241.35						
10/02/2006	Balance	1,241.35		1,241.35						
10/02/2006	Billing	1,241.35		1,241.35						
08/09/2006	Payment	-530.60		-530.60						
07/28/2006	Balance	530.60		530.60						
07/28/2006	Billing	530.60		530.60						
06/14/2006	Payment	-498.83		-498.83						
05/30/2006	Balance	498.83		498.83						
05/30/2006	Billing	498.83		498.83						
04/25/2006	Payment	-443.95	Straw Hat Pizza	-443.95						
03/28/2006	Balance	443.95		443.95						
03/28/2006	Billing	443.95		443.95						
02/17/2006	Payment	-526.27		-526.27						
01/31/2006	Balance	526.27		526.27						
01/31/2006	Billing	526.27		526.27						
12/14/2005	Payment	-479.23		-479.23						
11/30/2005	Balance	479.23		479.23						
11/30/2005	Billing	479.23		479.23						
11/03/2005	Payment	-444.54		-444.54						
10/04/2005	Balance	444.54		444.54						
10/04/2005	Billing	444.54		444.54						
08/15/2005	Payment	-464.61	Straw Hat Pizza	-464.61						
08/02/2005	Balance	464.61		464.61						
08/02/2005	Billing	464.61		464.61						
06/09/2005	Payment	-369.13	STRAW HAT PIZZA -KIA	-369.13						

Customer Number: 009740 000

Reference Number:

Tran Date	Tran Type	Amount	Description	Water	Misc	Pen
05/25/2005	Balance	369.13		369.13		
05/25/2005	Billing	369.13		369.13		
04/07/2005	Payment	-345.26	Straw Hat Pizza	-345.26		
03/30/2005	Balance	345.26		345.26		
03/30/2005	Billing	345.26		345.26		
02/18/2005	Payment	-314.57		-314.57		
01/31/2005	Balance	314.57		314.57		
01/31/2005	Billing	314.57		314.57		
12/22/2004	Payment	-345.26	Straw Hat Pizza	-345.26		
12/01/2004	Balance	345.26		345.26		
12/01/2004	Billing	345.26		345.26		
10/15/2004	Payment	-369.13		-369.13		
09/30/2004	Balance	369.13		369.13		
09/30/2004	Billing	369.13		369.13		
08/17/2004	Payment	-369.80	Straw Hatt Pizza	-369.80		
07/30/2004	Balance	369.80		369.80		
07/30/2004	Billing	369.80		369.80		
06/09/2004	Payment	-335.40		-335.40		
05/27/2004	Balance	335.40		335.40		
05/27/2004	Billing	335.40		335.40		
04/08/2004	Payment	-335.40		-335.40		
03/29/2004	Balance	335.40		335.40		
03/29/2004	Billing	335.40		335.40		
02/23/2004	Payment	-322.28		-322.28		
01/29/2004	Balance	322.28		322.28		
01/29/2004	Billing	322.28		322.28		
12/08/2003	Payment	-315.72		-315.72		
11/25/2003	Balance	315.72		315.72		
11/25/2003	Billing	315.72		315.72		
10/08/2003	Payment	-404.28		-404.28		
09/30/2003	Balance	404.28		404.28		
09/30/2003	Billing	404.28		404.28		
08/07/2003	Payment	-404.28		-404.28		
07/30/2003	Balance	404.28		404.28		
07/30/2003	Billing	404.28		404.28		
06/10/2003	Payment	-100.37		-100.37		
05/30/2003	Balance	100.37		100.37		
05/30/2003	Billing	100.37		100.37		

Route Sequence Serial	011 - 1730 - 45306762	Read Date	Reading	Consumption
		09/20/2006	4.243	285
		07/19/2006	3.958	121
		05/22/2006	3.837	116



Customer Number: 009740 000

Reference Number:

Route Sequence Serial	011 - 1730 - 45306762	Read Date	Reading	Consumption
		03/20/2006	3,721	102
		01/24/2006	3,619	123
		11/17/2005	3,496	111
		09/22/2005	3,385	116
		07/25/2005	3,269	125
	000,000,000,	05/17/2005	3,144	97
	000,000,000,	03/21/2005	3,047	90
	000,000,000,	01/19/2005	2,957	81
	000,000,000,	11/19/2004	2,876	90
	000,000,000,	09/22/2004	2,786	97
	000,000,000,	07/21/2004	2,689	100
	000,000,000,	05/20/2004	2,589	91
	000,000,000,	03/22/2004	2,498	91
	000,000,000,	01/20/2004	2,407	87
	000,000,000,	11/17/2003	2,320	85
	000,000,000,	09/23/2003	2,235	112
	000,000,000,	07/23/2003	2,123	112
	000,000,000,	05/21/2003	2,011	30

# ***STAFF REPORT***

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

**From: Ed Schmidt, General Manager**

**Agenda: November 14, 2006**

Report

Date: November 9, 2006

**Subject: Discussion and direction to staff regarding request for relief of late payment charges totaling \$7.47 from Ms. Margaret Branick-Abilla for services located at 262 Avenue Balboa (Acct. #'s 011424 and 011425)**

---

## **Recommendation:**

Continue with District's existing practice of enforcing payment of all charges and fees.

## **Background:**

Attached is a letter from Ms. Margaret Branick-Abilla dated November 3, 2006, in which she requests a late payment penalty relief for two (2) accounts, totaling \$7.47 (\$6.87 + \$0.60).

Ms. Margaret Branick-Abilla spoke with Office Manager, Gina Brazil. In their conversation, she mentioned that she never received her original statement(s). Ms. Brazil mentioned that the late notices are mailed from our office in Half Moon Bay, and the original statements are not. Ms. Brazil checked to make sure that the mailing address was correct and stated to the customer that we do not and cannot track every piece of mail and that Mr. Branick-Abilla should check with her local post office and carrier. Direct debit was offered and a form was mailed to her. As of today, no completed form has been returned to the District.

**STAFF REPORT**

**Agenda:** November 14, 2006

**Subject:** Discussion and direction to staff regarding request for relief of late payment charges totaling \$7.47 from Ms. Margaret Branick-Abilla for services located at 262 Avenue Balboa (Acct. #'s 011424 and 011425)

**Page Two**

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Attached are the histories for the two (2) accounts.

Also attached is a copy of a "Reminder Notice", which also appears on the back of every water bill. The late payment policy is also on the District's website and has been published in District newsletters.

**FISCAL IMPACT:     \$7.47**

RECEIVED

NOV 07 2006

COASTSIDE COUNTY  
WATER DISTRICT

November 3, 2006

Coastside County Water District  
Attn: Ed Schmidt  
766 Main Street  
Half Moon Bay, CA 94019

Re: Acct Nos. 011424-000 and 011425-000

Dear Mr. Schmidt:

I am writing to complain about recent late fees that Coastside County Water District charged me on the above two accounts. The penalties were assessed for non-payment of the last bills that Coastside apparently sent to me, but which I never received.

I have paid every single one of Coastside's bills on time since I opened these accounts two years ago. I am extremely disappointed that Coastside is so quick to deny any responsibility for the missing bills, and to levy these penalties without providing any recourse for circumstances like mine and without giving any sort of notice before charging these penalties. I particularly resent the fact that you require your customers to bear the burden – in the form of these penalties – for lost mail. If I could convey my dissatisfaction by changing companies, I would. Since that is apparently not an option, I can only ask that you change your policies to be more fair, treat your customers with some courtesy, and refund the penalties you have charged me.

Thank you for your attention to this matter.

Sincerely,



Margaret Branick-Abilla  
262 Avenue Balboa  
Half Moon Bay, CA 94019

# Utility Billing

## Account History Report



User Name: gina  
 City Name: Coastside Water  
 Printed: 11/08/2006 - 9:01:AM

Customer Name: BRANICK-ABILLA, MARGARET Owner name: BRANICK-ABILLA, MARGARET  
 Customer Address: 262 AVE BALBOA Service Address: 262 AVE BALBOA  
 HALF MOON BAY, CA 94019  
 Home Phone: (415) 246-1996 Ext.  
 Business Phone: ( ) - Ext.  
 Customer Number: 011424 000 Reference Number:

Account Status: Active  
 Connect Date: 11/02/2004 Final Date:

Total Acct Balance: 75.61  
 Deposits: 50.00 Refunds: 50.00

Tran Date	Tran Type	Amount	Description	Water	Misc	Pen				
Current Balance By Service				68.74	0.00	6.87	0.00	0.00	0.00	0.00
11/01/2006	Letter	0.00	Reminder Notice							
11/01/2006	Adjustment	6.87	Reminder Notice			6.87	<i>- Penalty</i>			
10/31/2006	Adjustment	-50.00	Apply Deposit to Account	-50.00						
10/31/2006	Refund	50.00	Refund of Deposit Amount							
10/02/2006	Balance	118.74		118.74						
10/02/2006	Billing	118.74		118.74						
08/21/2006	Payment	-97.22		-97.22						
07/28/2006	Balance	97.22		97.22						
07/28/2006	Billing	97.22		97.22						
06/21/2006	Payment	-69.17		-69.17						
05/30/2006	Balance	69.17		69.17						
05/30/2006	Billing	69.17		69.17						
04/21/2006	Payment	-32.00		-32.00						
03/28/2006	Balance	32.00		32.00						
03/28/2006	Billing	32.00		32.00						
02/22/2006	Payment	-40.64		-40.64						
01/31/2006	Balance	40.64		40.64						
01/31/2006	Billing	40.64		40.64						
12/29/2005	Payment	-62.83		-62.83						
11/30/2005	Balance	62.83		62.83						
11/30/2005	Billing	62.83		62.83						
10/25/2005	Payment	-76.78		-76.78						
10/04/2005	Balance	76.78		76.78						
10/04/2005	Billing	76.78		76.78						
08/26/2005	Payment	-73.94		-73.94						
08/02/2005	Balance	73.94		73.94						

# Utility Billing

## Account History Report



User Name: gina  
 City Name: Coastside Water  
 Printed: 11/08/2006 - 9:01:AM

Customer Name: BRANICK-ABILLA,MARGARET Owner name: BRANICK-ABILLA ,MARGARE Account Status: Active  
 Customer Address: 262 AVE BALBOA Service Address: 262 AVE BALBOA Connect Date: 11/02/2004 Final Date:  
 HALF MOON BAY, CA 94019  
 Home Phone: (415) 246-1996 Ext. Total Acct Balance:6.60  
 Business Phone: ( ) - Ext. Deposits: 0.00 Refunds: 0.00  
 Customer Number: 011425 000 Reference Number:

Tran Date	Tran Type	Amount	Description	Water	Misc	Pen				
Current Balance By Service				6.00	0.00	0.60	0.00	0.00	0.00	0.00
11/01/2006	Letter	0.00	Reminder Notice							
11/01/2006	Adjustment	0.60	Reminder Notice			0.60				- penalty
10/02/2006	Balance	6.00		6.00						
10/02/2006	Billing	6.00		6.00						
08/21/2006	Payment	-6.00		-6.00						
07/28/2006	Balance	6.00		6.00						
07/28/2006	Billing	6.00		6.00						
06/21/2006	Payment	-6.00		-6.00						
05/30/2006	Balance	6.00		6.00						
05/30/2006	Billing	6.00		6.00						
04/21/2006	Payment	-6.00		-6.00						
03/28/2006	Balance	6.00		6.00						
03/28/2006	Billing	6.00		6.00						
02/22/2006	Payment	-6.00		-6.00						
01/31/2006	Balance	6.00		6.00						
01/31/2006	Billing	6.00		6.00						
12/29/2005	Payment	-6.00		-6.00						
11/30/2005	Balance	6.00		6.00						
11/30/2005	Billing	6.00		6.00						
10/25/2005	Payment	-6.00		-6.00						
10/04/2005	Balance	6.00		6.00						
10/04/2005	Billing	6.00		6.00						
08/26/2005	Payment	-6.00		-6.00						
08/02/2005	Balance	6.00		6.00						
08/02/2005	Billing	6.00		6.00						
06/23/2005	Payment	-6.00		-6.00						

**\*\*\*\*REMINDER\*\*\*\***

**NEW Policy Changes-- Effective January 1, 2005**

Deposit for Establishing Credit.....	\$75.00
Return Check Charge.....	\$25.00
Reconnection Fee (due to non-payment)	
During Office Hours: 8am-5pm.....	\$20.00
After Hours and Holidays.....	\$50.00

**Billing Statements (new procedure):**

- ◆ **Original Statement** is mailed out bi-monthly on/or about the 1<sup>st</sup> of the month with 21 days until payment is due.
- ◆ **Late Notice** is mailed within five days after due date of original statement with a 10% penalty (given 10 days to pay).
- ◆ **48 Hour Notice** to shut off water is hand-delivered to service address within five days after Late Notice is due.
- ◆ **Water Shut Off** due to non-payment will occur 48 hours after notice has been hand delivered to customer.

**Methods of Payment:**

- ◆ **Direct Debit** is an easy and secure way to automatically pay your water bill through your savings or checking account. Forms are available at the office (650-726-4405) or online at [www.coastsidewater.org](http://www.coastsidewater.org).
- ◆ **Visa & MasterCard** are now accepted as a form of bill payment by phone or in person.
- ◆ **Mail** in your payment stub with a completed check by the payment due date.
- ◆ **Drop-Off** your payment at our office.

# ***STAFF REPORT***

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

**From: Ed Schmidt, General Manager**

**Agenda: November 14, 2006**

Report

Date: November 8, 2006

**Subject: Discussion and direction to staff regarding the  
Denniston Restoration Project Special Board  
Meeting/Workshop**

---

## **Recommendation:**

Proceed with planning activities for a December "kick-off" meeting on the Denniston Reservoir Restoration Project.

## **Background:**

At the September Board meeting, the Board approved a proposal from TRC Essex for professional environmental consultation services. I have attached a copy of their proposal to the end of this report. Their work revolves around three (3) deliverables:

**Task 1: Data Collection and Baseline Mapping**

**Task 2: Regulatory Analysis and Agency Meetings**

**Task 3: Report and permitting Schedule Development**

Kevin Janik, TRC Essex Project Manager, provided a monthly progress report and answered questions at the Board meeting last month. He will attend the Board meeting this Tuesday evening and make a brief presentation.



**STAFF REPORT**

**Agenda:** November 14, 2006

**Subject:** Discussion and direction to staff regarding the Denniston Restoration Project  
Special Board Meeting/Workshop

**Page Two**

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The purpose of these tasks is to provide a foundation for the identification of the available resources and initial planning analysis to allow the District to restore the Denniston Reservoir to a higher level of productivity.

In 1982 the District removed about 20,000 cubic yards of decomposed granite silt. In 1986 about 8,000 cubic yards of similar material was removed. On each of those occasions, the District analyzed the project's potential environmental impacts in accordance with the California Environmental Quality Act (CEQA), and obtained a Coastal Development Permit (CDP) from the County of San Mateo and a Streambed Alteration Agreement from the California Department of Fish and Game.

Since the early 1990's the level of silt in the Denniston Reservoir have slowly but steadily risen to the point that, the siltation level impacts its productivity. During this time period, the District's routine maintenance operations to remove the accumulated sediment have also faced increasing levels of opposition and regulatory control. The District previously attempted to address this problem by proposing smaller and less obtrusive dredging operations. In doing so, the viability of the reservoir as the District's only raw water storage facility has been compromised. The Denniston project provides about 25% of the District's water supply.

The District purchases most of its water from the San Francisco Public Utility Commission (SFPUC). The SFPUC increased its rates 20% this year and similar rate increases are in store for the next few years. Those increases have to be passed along to our customers. It is imperative that this local water supply source be preserved. Since we do not have to purchase the Denniston water, we can save our

**STAFF REPORT**

**Agenda:** November 14, 2006

**Subject:** Discussion and direction to staff regarding the Denniston Restoration Project  
Special Board Meeting/Workshop

**Page Three**

---

customers hundreds of thousands of dollars per year by keeping the Denniston Reservoir clean.

A more comprehensive project to restore the reservoir can be coupled with measures to protect and enhance the value of the reservoir as a natural habitat for fish and wildlife.

As you can see by the two (2) page Monthly Progress Report (copy attached) from Kevin Janik, TRC Essex has already completed many activities in helping answer questions (and raise many more) about the available resources at Denniston. I am especially pleased about the extensive regulatory agency communication between TRC Essex and the California Department of Fish & Game, NOAA, U.S. Fish and Wildlife, Division of Dam Safety, and others. I also appreciate their close contact with Peninsula Open Space Trust (POST).

Immediately behind their Monthly Progress Report is a two (2) page Agency Meeting Summary from Kevin, in which the initial comments and concerns from several regulatory agencies have been identified. Comments and concerns expected at the December "kick-off" meeting have been captured earlier than previously thought. This acceleration of information prompted Kevin and Steve to contact me and ask if the December meeting was still necessary. To that end, President Ascher has asked me to hold off on sending out the invitations (copy attached) until a discussion is held at the November 14th Board meeting on Tuesday evening.

Given the comments from the regulatory agency meetings, I think the December meeting would be an excellent avenue for obtaining more details about their suggestions and more details about their concerns.

**Denniston Reservoir Restoration Project**  
**Monthly Progress Report—October 11 to November 8, 2006**

KEVIN-TRC ESSEX

*Tasks completed or in progress:*

- Began planning the strategy for initial agency and stakeholder consultation.
- Spoke with Bill Stevens (NOAA) and he is going to check with his colleagues to see who I will be working with.
- Developed draft outline for project document and had it reviewed internally.
- Conducted background research on sediment transport regimes.
- Began initial preparations for site visit and field survey.
- Received aerial photographs from JoAnne Whelen.
- Identified a TRC geologist that will consult on the project.
- Continued agency and stakeholder consultation.
- Working out final details of document outline. Outline will be submitted to Ed this week.
- Spoke with members of CDFG, USFWS and NOAA and they all expressed interest in having a meeting at the project site to discuss the project in general as well as potential collaborative efforts.
- Met with ACOE staff at the project site to discuss permitting options and requirements.
- Began initial consultation with San Mateo County and RWQCB.
- Confirmed existing reservoir boundaries and vegetative characteristics.
- Conducted field survey to approximate historical reservoir boundaries (~1982).
- Evaluated geography and hydrology of adjacent farming operation.
- Photo documents of reservoir, stream reaches and adjacent habitat types.
- Conducted a reconnaissance level habitat assessment of the watershed that was reachable by foot.
- Evaluated the spoils disposal site.
- Took GPS points for the purpose of ground truthing to check for consistency with existing GIS data.
- Evaluated potential impacts created from existing roadways in the watershed.
- Evaluated riparian buffer zone for various landforms and land use areas.
- Continued agency and stakeholder consultation.
- Finalized the date for the on site meeting with NOAA Fisheries, CDFG and USFWS to discuss the project and collaborative efforts.
- Met with CCWD's public outreach committee to discuss the 12/12 meeting invitation and agenda.
- Consulted with TRC senior geologist Joe Stenger regarding options for determining and addressing sediment transport.
- Spoke with the RWQCB and San Mateo County to discuss the project. They could not comment on the project in much detail without a project description.

- Both agencies were thankful that we had contacted them in advance and mentioned that they looked forward to working with me on this project.
- Spoke with the CCC regarding the project and they were pleased to be notified but deferred to the County and told me that they did not have the resources to provide advanced consultation on projects at this time.
  - Additional soil and geological GIS mapping was conducted.
  - A draft version of initial report is underway.
  - Confirmed 11/2 meeting date with CCWD, Tim Frahm and POST.
  - Continued agency and stakeholder consultation.
  - Met with senior level TRC Essex staff to discuss permitting strategy.
  - Initiated contact with USFWS recovery action branch chief to discuss the project.
  - Met with staff and legal council from CCWD and POST.
  - Consulted with Dave Lea about physical parameters of his ranch and possible water storage and transport scenarios.
  - Discussed long term maintenance responsibilities with POST staff.
  - Worked with various CCWD staff to determine the status and accuracy of Denniston flow monitoring data.
  - Consulted with Kamman Hydrology and Engineering Inc. about determining flow monitoring and sediment transport programs.
  - Determined future land use ownership plan with POST staff.
  - Consulted with Tim Frahm regarding potential water storage scenarios.
  - Contacted Division of Safety of Dams.
  - Spoke with Tony Condotti regarding the status of Denniston water right.
  - Received additional aerial photos from CCWD.
  - Met with members of CDFG, USFWS and NOAA Fisheries to discuss collaboration efforts, potential obstacles and next steps to see if project can move forward as a federal recovery action project.

***Tasks that Essex will be working on in the next two weeks:***

- Continue to develop permitting time table.
- Attending meetings with CCWD employees and board members.
- Try to determine CDFG required bypass flows.
- Continue processing draft report
- Continue agency consultation.

***Items or information needed from the client:***

- No additional information is needed at this time.

## 11/6/06 Agency Meeting at Denniston Reservoir

**Location:** Denniston Reservoir

KEVIN J. TRC - ESSE

**Attendees:** Kevin Janik, Steve Stielstra, Tim Frahm, Chris Detwiller (POST), Dave Johnston (CDFG), Lucy Triffleman (USFWS) and Jon Ambrose (NOAA)

**Purpose:** Discuss how to move forward collaboratively and define obstacles.

### Notes:

- All agencies represented are looking forward to working together on this project, particularly if it moves forward as a recovery action (see below); however, they need to make sure certain issues will be addressed before their agencies can commit to the project.
- Dave Johnston said that a traditional permitting approach with CCWD initiating the project would be very difficult, time consuming and costly. This is because it would most likely result in take of the SF garter snake, which he said CDFG would not likely approve. Mitigations to protect the snake and avoid take would likely prohibit the project. These issues can be avoided if a recovery action is implemented by USFWS.
- All three agencies said that grants and federal and state funding might be available to contribute to a recovery project.
- Jon Ambrose is very supportive of the project, but he wants to make sure CCWD's water right is in compliance and that long-term management plans are formally made part of any plan. He is mainly concerned with anadromous fish passage. He would like to see 6 inch jumps on any fish ladder design.
- Lucy is also very supportive and is going to look into how to provide a federal nexus to be able to create a "federal recovery action project." Possibilities are: the USFWS initiates the action themselves, the ACOE, or the NRCS. GGNRA would be a good candidate, but they may not get involved in time or have jurisdiction over the reservoir.
- Lucy says that she likes to see recovery action projects include three separate entities to create a checks and balance system. 1) easement holder 2) land manager 3) title holder.
- Both POST and CCWD need to work out legal and policy issues, agree on parameters of the project (stream flow, maintenance and monitoring) and endorse the project in writing. Eventual title owner of the land needs to be addressed. The language in the conservation easement needs to be agreed upon between CCWD, POST, CDFG and other agencies. This agreement/endorsement needs to be sent to the decision makers at the agencies before they can begin to evaluate the project as a recovery action.
- University involvement/research could be ideal for monitoring requirements.
- There are many orgs available to hold the conservation easement.

- It is assumed CCWD will pay for any ongoing maintenance of habitat features. Keeping in mind that the project will be designed in a way to minimize the need for excessive maintenance.
- Jennifer Nelson's (CDFG) stream survey report will likely suggest a recommended bypass flow amount.
- Once CCWD and POST have agreed to project conditions and future responsibilities we can meet again to develop a "recovery action proposal". The proposal would address the physical and biological design parameters of the project. This would be presented to the USFWS recovery action branch chief along with a letter from CCWD and POST giving the project their blessings.

### **Next Steps:**

- Address the flow issue and determine potential bypass flow requirements from CDFG. Look into the possibility of retaining a professional hydrology firm to determine the water budget and implement a flow monitoring program.
- POST and CCWD need to meet and discuss the potential project. Specifically, who will be the ultimate title holder of the land and will they allow the agencies language in the conservation easement regarding species habitat maintenance and monitoring. The legalities of who is entitled to what in the future needs to be discussed. A letter should be drafted discussing their mutual compliance with these issues to endorse the project. The letter will be sent to agency directors.
- Once the above is accomplished all of the people who attended this meeting should get together to develop a "recovery action proposal" to be submitted to the USFWS recovery branch chief.

# INVITATION

The Directors & Staff of



Cordially Invite You to Attend an  
Initial Resource & Planning Analysis of the  
Proposed Denniston Reservoir Restoration Project

Presentation by TRC Essex  
Followed by a Roundtable Discussion

Tuesday, December 12, 2006

9:30 am ↻ Registration & Refreshments  
10:00 ~ 12:00 noon ↻ Presentation & Roundtable Discussion

Historic Ocean Shore Railroad Depot  
110 Higgins-Purissima Road  
Half Moon Bay  
(Located on Higgins-Purissima Rd just north of the  
Johnston House & just east of Highway 1)

Seating is limited.

The favor of a reply is requested before the first  
of December with the enclosed response card.

INVITATION



DENNISTON RESERVOIR  
*circa 1982*



	First	Last	Title	Organization		District Staff & Others
1	Steve	Stielstra		TRC Essex	35	Ed Schmidt
2	Dave	Johnston		CA Dept of Fish and Game	36	Joe Guistino
3	Lucy	Triffleman		US Fish and Wildlife	37	Jim Teter
4	Pat	Rutten	Supervisor	NOAA Restoration Center	38	Tony Condotti
5	Tim	Frahm	Director of Conserv.	San Mateo County Farm Bureau	39	Ev Ascher
6	Kellyx	Nelson	Executive Director	San Mateo County Resource Conservation District	40	Jim Larimer
7	Jeff	Bowers	Cloverdall P.M.	Peninsula Open Space Trust	41	Ken Coverdell
8	Rich	Gordon	Supervisor	San Mateo County Board of Supervisors	42	Bob Feldman
9	Lisa	Grote	Planner	San Mateo County Planning & Building Divison	43	Chris Mickelsen
10	Matt	Seubert	Planner	San Mateo County Planning & Building Divison	44	JoAnne Whelen
11	David	Loa	Farmer		45	Gina Brazil
12	John	Muller	Council Member	City of Half Moon Bay	46	Kevin Janik
13	Tim	Rameriz	Manager	San Francisco Public Utilities Commission	47	Susan Danielson
14	Chindi	Peavey		San Mateo County Mosquito Abatement		
15	James	Counts		San Mateo County Mosquito Abatement		
16	Keith	Mangold	Vice Chair	Pilarcitos Creek Advisory Committee		
17	George	Irving	District Manager	Montara Water and Sanitary District		
18	Geoffrey	Davis	Chairman	Mid-coast Community Council		
19	Lennie	Roberts	Legislative Advocate	Committee for Green Foothills		
20	Chris	Kern	District Manager	California Coastal Commission		
21	Clay	Lambert	Managing Editor	Half Moon Bay Review		
22	Charise	McHugh	President / CEO	Half Moon Bay Coastside Chamber of Commerce		
23	Paul	Ringgold	Director	Peninsula Open Space Trust		
24	Jack	Olsen	Exec. Administrator	San Mateo County Farm Bureau		
25	Meg	Caldwell	Chairman	California Coastal Commission		
26	Dori	Mendel		Nurserymen's Exchange		
27	Mike	Mathiasen	Superintendent	Skylawn Memorial Park		
28	Don	McCahon	Facilities Manager	Bay City Flower Company, Inc.		
29	Leroy	Daniels	Manager	Canada Cove Mobile Home Park		
30	John	Bayless	Superintendent	Cabrillo Unified School District		
31	Pete	Ells	General Manager	The Ritz-Carlton, Half Moon Bay		
32	Keet	Nerhan				
33	Joe	Simitian	Senator	Senator Joe Simitian 11th District		
34	Ycland	Yee	Senator	Senator Yeland Yee 8th District		

PROPOSAL

# TRC Essex

RECEIVED

SEP 08 2006

COASTSIDE COUNTY  
WATER DISTRICT

September 7, 2006

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

**Subject: Denniston Reservoir Project**

Dear Ed:

TRC Essex is pleased to present this proposal to the Coastside County Water District (District) to provide professional environmental consulting services for the proposed Denniston Reservoir Restoration Project. We are confident that the depth and breadth of experience our team brings, along with our expertise in local environmental issues and permitting, will provide the District with an extremely high-quality product that will be the foundation for planning and permitting this project. Our collaborative approach to projects will complement how we understand the District wants to approach this project.

We are prepared to begin work as soon as a contract is executed. Given the onset of the rainy season, we would like to begin the initial field reconnaissance and data collection right away so that we can use the information to the best extent during agency conversations, project meetings, and preparation of the project report and maps.

Thank you for you inviting us to work with the District on this project.

Sincerely,



Steve Stielstra  
Vice President

767 Main Street  
Half Moon Bay, California 94019  
Phone: 657-425-8300  
Fax: 657-425-1180  
www.trcessex.com

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**ATTACHMENTS**

- Attachment A: Key Staff Resumes
- Attachment B: Cost Estimate

## **BACKGROUND**

The Coastside County Water District (District) receives approximately 25 percent of its water supply from a single local source, the Denniston Reservoir, in San Mateo County. Siltation has marginalized the reservoir's ability to store and export quality water, and has reduced the efficiency of the water treatment and conveyance infrastructure. A direct result has been that the District has had to import to the coast substantially more expensive water from the San Francisco Public Utility Commission's Hetch Hetchy water system, at considerably high prices. Other direct results include inefficiencies in local water transport and expensive infrastructure upgrades and maintenance.

To reverse the effects of the siltation and provide a reliable and quality local water supply, the District proposes to secure the permits that will allow it to restore the Denniston Reservoir as a sustainable local supply. The restoration permitting and construction process will ensure that fish and wildlife habitat is preserved, special-status species populations are protected, and the upstream watershed is enhanced.

The District has requested that TRC Essex provide this proposal to begin the permitting process. This first phase of the permitting process will include developing baseline information by reviewing existing data, collecting general information at the reservoir and surrounding watershed, and initial geographic information system (GIS) research. This phase will also include initial discussions with the District, appropriate regulatory agencies, and other parties likely to be affiliated with the project.

## **FIRM PROFILE AND QUALIFICATIONS**

TRC Essex, based in Half Moon Bay, is a wholly owned subsidiary of TRC, a national firm specializing energy, engineering, and environmental solutions. TRC Essex specializes in providing environmental permitting and compliance services for infrastructure and energy projects nationwide. With specialists in planning, siting, permitting, biology, GIS, cultural and archeological resources, and restoration, the firm is ideally qualified to develop and implement a solid, strategic approach to this project.

TRC Essex specializes in maintaining a solid understanding of project design and construction. We often participate in constructability reviews, as they relate to environmental resources and mitigations, as well as plan and specification reviews. A core strength of ours is how we bring our construction competency forward during the planning process, and develop integrated permits that incorporate mitigations that are effective, and make sense to everyone, including the agencies and the contractors.

Our staff offers extensive experience in the planning, scheduling, and preparation of applications for federal, state, and local permits, licenses, and certificates. Our strong background in the water industry, gained from

working both with applicants and federal and state agencies, enables us to identify environmental concerns and develop practical, cost-effective mitigation.

As a matter of course we develop permit tracking systems, Internet-based portals, and databases to manage and track projects. TRC Essex uses the latest in communication and data-gathering tools to ensure that our clients have the most accurate, real time data available.

## **SCOPE OF WORK**

As part of this first phase of permitting the Denniston Reservoir Restoration Project, TRC Essex will develop the following.

### **Task 1: Data Collection and Baseline Mapping**

To adequately assess the existing conditions in the Denniston watershed, TRC Essex staff will gather and incorporate data from a variety of sources, including existing data from the District. TRC Essex will conduct general database searches, literature reviews, and field studies to provide an initial inventory of any sensitive resources that could be affected by the project. TRC Essex will conduct a site visit to gain a basic understanding of the site and surrounding area and gather general watershed data. This baseline data will be used for various aspects of the project, but most importantly, it will allow the GIS department to begin to produce the necessary maps that will be required to communicate and develop the reservoir restoration permits and associated programs.

All of the data that is gathered will be used to create GIS shape files that will be used in conjunction with aerial photos, USGS quad maps and California Natural Diversity Database layers. General data collection and mapping is a critical first step to any successful project. This data will be used to create state-of-the-art GIS maps that will assist us with many of the steps that are involved with this project.

### **Task 2: Regulatory Analysis and Agency Meetings**

As the baseline data is developed, TRC Essex will begin communications with appropriate resource agencies and begin developing the framework for the permits and the restoration project. Wherever possible we will add agency information to the GIS so that the maps become the basis for project development.

Although this phase will not involve preparing the agency permits, it will identify what they will require, what the formats should be, how the information should be presented, and who the key agency contacts are. This phase will require meeting with agencies, preferably on-site or in Half Moon Bay, to discuss concerns and project options. We assume much of the focus

will be on habitat enhancement, watershed protection, and resource documentation, e.g., the contents and focus of a biological assessment.

These meetings and conversations will be captured in notes and minutes and kept in the project files and summarized in weekly project status reports. TRC Essex will provide the District with a weekly summary report that captures the past week's accomplishments and outlines work for the upcoming week.

### **Task 3: Report and Permitting Schedule Development**

TRC Essex will develop a summary report outlining our review of existing data and our field review. This report will also include results of agency meetings and the resulting permitting approach and schedule. The report will include recommendations for further studies, agency collaboration, and public involvement. It will be approximately 20 to 30 pages, including appropriate graphics, tables, and schedules.

As a supplement to this report, TRC Essex will provide the GIS maps that display the resource layers, geographic features, and field data collected during project preparation. We anticipate one meeting to present these findings to the District.

### **Deliverables**

As part of this scope of work TRC Essex will provide the District with the following products:

- A 20- to 30-page summary initial findings report based upon our initial site and area reconnaissance, and review of recent resource reports (The report will include a permit analysis summary and associated schedule.)
- GIS maps and shape files
- Attend meetings with the District
- Contact resource agencies (e.g., the U.S. Fish and Wildlife Service, California Department of Fish and Game, National Marine Fisheries Service, California Coastal Commission, San Mateo County, U.S. Army Corps of Engineers) to establish general permits requirements, timelines, priorities
- A draft project communication plan, including key contacts, document management protocols, and information tracking and storage recommendations
- List of initial restoration design goals and parameters

### **STAFFING**

The project will be staffed from our Half Moon Bay office. Resumes included with this proposal represent, but are not limited to, the staff who will likely work on this project, including biologists, planners, and GIS specialists. TRC Essex may occasionally subcontract with resource specialists, and we will not

hesitate to recommend this to the District whenever appropriate. Subcontractors are not part of this contract.

Key staff that will likely work on the project is listed below, and their resumes are provided in Attachment A.

- Steve Stielstra, Principal
- Kevin Janik, Associate Biologist
- Lin Bowle, Senior Associate
- Mark Cassady, Senior Associate
- Kerry O'Neill, Senior Associate
- Madeleine van der Heyden, Associate Biologist
- Galen Guerrero-Murphy, Associate Biologist
- Benjamin Hart, Associate Biologist
- Molly Sandomire, GIS Specialist II
- Carley Sweet, Environmental Planner

Kevin Janik will be the project manager for this contract. Kevin is an experienced biologist, who has a primary professional focus on watershed management and restoration. This experience, combined with working with many of the local resource agencies, gives him the ideal background for this effort.

As illustrated by the resumes, this team includes expertise in:

- Project management
- Sensitive species, notably California red-legged frog, San Francisco garter snake, and anadromous fish
- Permitting, policy, and environmental regulations
- Construction planning and constructability analysis
- Restoration
- Landscape design and architecture
- GIS

The many years of experience shown by these resumes demonstrate a highly successful track record on major projects throughout the country—projects that were usually complex, and often controversial.

## **SCHEDULE**

TRC Essex will begin work immediately upon contract execution, and the work associated with this contract is projected over a three-month period.

## **ASSUMPTIONS**

- The District will provide all necessary and available technical drawings, plot plans, alignment drawings, graphics, and maps to support the project.

- Permit applications and delineation of wetlands or other waters of the United States are not included in this scope of work.
- The District will provide TRC Essex with all information necessary to adequately define the project within two weeks of the contract execution date.
- Field surveys will be at the general reconnaissance level, and will not at this stage be at the protocol level or at the level of detail needed for biological assessments.
- Any necessary rights-of-entry will be provided to TRC Essex prior to fieldwork, and adequate project maps/drawings will be provided prior to fieldwork.

### **COSTS**

TRC Essex will provide these services under a professional services contract on a time and materials basis, not to exceed \$38,000, and as detailed by the spreadsheet in Attachment B.



# ***STAFF REPORT***

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

**From: Ed Schmidt, General Manager**

**Agenda: November 14, 2006**

Report

Date: November 7, 2006

**Subject: Discussion and possible adoption of Resolution 2006-\_\_ providing for a supplemental deferred compensation plan to District employees – Presentation by John Parsons, District CPA**

---

## **Recommendation:**

Adopt the attached Resolution establishing an additional 457 Public Employees Deferred Compensation Plan.

## **Background:**

On Wednesday, October 18, 2006, the District employees heard a presentation by John Parsons, First Global Capital Group and District Accountant, regarding the District's 457 Deferred Compensation Plan options.

Presently, the District has two (2) 457 Plans available for employee supplemental, tax deferred savings, Valic, Inc. and Mutual of America, Inc.

Mr. Parsons presented a plan which was of strong interest to several District employees. They appreciated Hartford's low fee structure, vast investment options and the format of the quarterly reports. At the end of his presentation, District employees asked me to place this proposal before the Board.

**STAFF REPORT**

**Agenda:** November 14, 2006

**Subject:** Discussion and possible adoption of Resolution 2006-\_\_ providing for a supplemental deferred compensation plan to District employees – Presentation by John Parsons, District CPA

**Page Two**

---

District Board approval is necessary through the attached Resolution, before employees can begin contributions into this new optional plan. John Parsons will be at the Board meeting on Tuesday evening to make a brief presentation and answer any questions.

**Fiscal Impact:**

No cost to the District.

Contributions to these 457 Plans are totally funded by the individual employees and are separate from the California Public Employee Retirement System contributions, which are submitted by the District on behalf of the employees.

RESOLUTION NO. 2006-\_\_\_\_\_

A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE COASTSIDE COUNTY WATER DISTRICT ESTABLISHING AN ALTERNATIVE 457  
PUBLIC EMPLOYEE DEFERRED COMPENSATION PLAN

WHEREAS, the Board of Directors of Coastsides County Water District (“District”) has received a proposal from John Parsons of First Global Capital Corp. to enroll the District in “Possibilities™ A Deferred Compensation Retirement Program”, a deferred compensation plan pursuant to Internal Revenue Code Section 457 (the “Plan”) that would be funded by a group variable contract agreement issued by Hartford Life Insurance Company; and

WHEREAS, the Plan would provide a broader range of options for tax-deferred retirement benefits for those of its qualified employees who elect to participate in the Plan.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Coastsides County Water District that the Board of Directors hereby approves of offering the Plan to employees of the District, and authorizes the General Manager to execute such documents and agreements as are necessary to accomplish said result, subject to review and approval as to form by the District’s Legal Counsel.

PASSED AND ADOPTED by the Board of Directors of the Coastsides County Water District this 14<sup>th</sup> day of November, 2006, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

---

Everett Ascher  
President, Board of Directors  
Coastsides County Water District

ATTEST:

---

Secretary

RETIREMENT PLANS GROUP

# See the Possibilities<sup>®</sup>

*Possibilities*<sup>™</sup>

*A retirement program proposal funded by a  
group variable funding agreement*



RECEIVED  
OCT 24 2006  
COASTSIDE COUNTY  
WATER DISTRICT

10/23/2006

# Possibilities™

A Deferred Compensation Retirement Program

A Proposal for  
Coastside County Water District

Presented By

John Parsons *1st Global Capital Corp*

**PLEASE NOTE:** The terms of this proposal are subject to change after 30 days from issuance. The content of this proposal cannot be altered in any way. This proposal is subject to The Hartford's home office review and approval of the plan, using current underwriting and compliance standards.

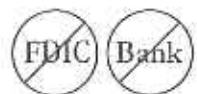
## NOT FOR USE WITH PARTICIPANTS

"The Hartford" is The Hartford Financial Services Group, Inc. and its subsidiaries, including issuing company Hartford Life Insurance Company.

The *Possibilities*™ retirement program is funded by a group variable funding agreement contract (HL-16553 and HL-16553(NY) issued by Hartford Life Insurance Company (Simsbury, CT)).

This presentation must be preceded or accompanied by a currently effective or disclosure documents (including the Program Overview, Program Highlights, Investment Option Fee Schedule and applicable historical investment option performance information), whichever is applicable. Read this material carefully before you invest or send money.

NOT FDIC/NCUA INSURED | MAY LOSE VALUE | NO BANK GUARANTEE



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# Your Total Retirement Program Solution

*The Hartford has a long history of delivering high-quality financial services to thousands of companies like yours. In fact, millions of Americans depend on The Hartford to help them address their financial needs through retirement programs, investments, and insurance products.*

*A program designed to support 457(b) plans for:*

*Governmental Entities – State and local government entities and their agencies. These include police and fire departments, water districts, public education organizations, state colleges and universities, and more.*

*501(c)(3) Tax-exempt Entities – Charitable organizations and entities identified in Internal Revenue Code § 501(c). In this type of program, the 457(b) plan must be a “top hat” plan limited to a select group of management or highly compensated employees. Contributions may be made by the employer or by the employees, subject to the 402(g) limit.*

## Retirement Plan Benefits

A retirement plan offers several benefits to both you and your employees:

- You may receive tax deductions for plan contributions, if applicable.
- Design flexibility lets you tailor the plan to help meet your company’s retirement benefit and business objectives.
- You can better recruit and retain high-quality employees.
- Employee/salary reduction contributions are immediately vested and 100% portable.
- For traditional retirement plans, employees don’t pay federal income taxes on salary reduction or deferral contributions or earnings on those contributions until they withdraw them.

By offering a retirement plan you become more competitive, enjoy tax benefits, and help your employees save for one of the most important times of their lives – retirement.

The Hartford is a delight to work  
with...wonderful people.

Hartford client since 1999

#### The Hartford's Group Retirement Program

When you choose a retirement program from The Hartford, you and your participants receive exceptional service and a competitively priced program which offers a wide array of investment choices.

- **Exceptional Services:** In addition to the services of your valued financial representative, Hartford's experienced team of **retirement professionals** will help you every step of the way. The Hartford offers **state-of-the-art technology** to assist you and your employees, including "24/7" Internet access with online tools. Our **employee education services** help your employees understand the importance of saving for retirement and encourage them to take full advantage of your retirement plan.
- **Diversified Investment Choices:** The Hartford's program offers investment choices that span the risk/return spectrum. They are managed by a cross-section of well-known money managers, and their diversity may help you meet ERISA 404(c) requirements, if applicable.
- **Total Value Proposition:** The Hartford's program is fully bundled incorporating a wide variety of investment choices, our award-winning customer service, state-of-the-art technology including online investment guidance, and a comprehensive education program.

The Hartford has the experienced people and a well-designed program to make sponsoring a retirement plan easy. We hope you'll choose The Hartford as your retirement program provider and join our list of satisfied clients.

I wouldn't change a thing  
with The Hartford. They  
cover everything.

Hartford client since 1985

\* Cases outside underwriting requirements require Home Office review for approval.



# Why Choose a Retirement Program from The Hartford?

The Hartford takes seriously its commitment to providing plan sponsors and plan participants with the best retirement plan service. You can count on us to make your needs our highest priority.

## Industry Recognition

The Hartford delivers premier retirement programs and services that have earned industry recognition:

- For the fifth year in a row, DALBAR, an independent, investment industry research firm, awarded The Hartford's quarterly participant statement with its prestigious "Seal for Communications" (January, 2006). This award recognizes the statement's overall effectiveness in helping participants understand their investment choices and make more informed decisions.



- For the third year in a row, recipient of the prestigious 2005 DALBAR Retirement Plan Service Award, recognizing The Hartford's 401(k) Call Center Team for their outstanding commitment to service excellence. The award, which symbolizes the achievement of the highest tier of service to customers within the financial services industry, is bestowed only to those firms that exceed industry norms in key service areas: *Accommodation, Attitude, Expertise, Exceeding Expectations, and Call Interrupts*



- The Hartford's five year client retention rate average continues to remain at 97% (2000-2005).

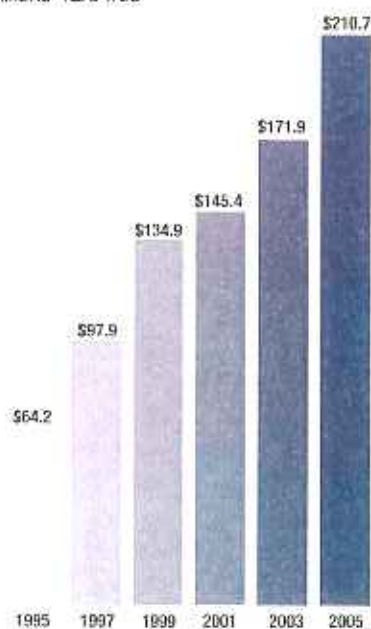
The Hartford has the experienced people and a well-designed investment selection program to make sponsoring a retirement plan easy. We hope you'll choose The Hartford as your investment selection retirement program provider and join our list of satisfied clients.

# The Hartford – *Always thinking ahead*<sup>®</sup>

*It's important to plan ahead to realize your dream of a secure financial future, and Hartford is always thinking ahead for ways to provide you with a helping hand.*

Hartford Life Insurance Company is proud to be a part of The Hartford Financial Services Group, Inc., one of the nation's leading providers of insurance and financial services products for more than 190 years. Any product guarantees are based on the claims paying ability of Hartford Life Insurance Company.

Assets Under Management  
\$ billions 12/31/05



## A Profile of Stability

**Growth** – Doing it right means reaping the rewards. Hartford Life's asset growth has far outpaced industry averages. Since 1995, we increased our asset base by more than 300 percent. Today, our assets under management are \$210.7 billion, (12/31/05).

**Reliability** – Hartford Life Insurance Company has traditionally earned impressive ratings for financial strength from the industry's top rating agencies. Ratings apply to Hartford Life Insurance Company and not to any particular product or variable investment options.

Ratings (as of December, 2005)	Hartford Life Insurance Company	Ratings Explanations
A.M. Best	A+	A+ is the 2nd highest of 15 categories
Fitch Ratings	AA	AA is the 3rd highest of 29 categories
Standard & Poor's	AA-	AA- is the 4th highest of 19 categories
Moody's	Aa3	Aa3 is the 4th highest of 21 categories

Our employee benefits programs help companies like yours protect their most valuable asset – their workers. So as you plan ahead, think of The Hartford. We can help you build the foundation you need to turn you and your employees' financial dreams into reality.

# Exceptional Service

## People Make the Difference

You're never alone once you've chosen The Hartford as your retirement program provider. With our highly qualified retirement professionals on your team, success is on your side.

- **Hartford Regional Sales Office:** regional representatives can meet with you to discuss the day-to-day operations of your plan and will be responsible for maintaining the ongoing client relationship.
- **Customer Service Center:** Customer Service Representatives can provide education, investment option information and discuss program features equipping you and your plan participants with the information needed to make informed decisions about the program.
- **Plan Manager:** a dedicated home office designee is responsible for the day-to-day operations of your plan and is your resource for questions regarding plan administration.
- **HartfordOnline:** your online resource for plan information including reporting, access to plan information and our Plan Sponsor Toolbox which provides detailed instructions on administering your program.

## The Hartford's Service Touch Points





Because we are in an ever-changing statutory and regulatory environment, The Hartford constantly monitors changes in laws and regulations that may affect our retirement programs. We have dedicated resources that follow issues pertaining to defined contribution plans.

Through our publication, "Capitol Correspondent", we will provide plan sponsors information on major legislation. Our past "Capitol Correspondent" publications have included information on:

- The Tax Reform Act of 1997
- The Small Business Job Protection Act of 1996
- The Economic Growth and Tax Relief Reconciliation Act of 2001
- The Katrina Emergency Tax Relief Act of 2005

A SAS 70 REPORT (STATEMENT OF ACCOUNTING STANDARD NO. 70) IS AVAILABLE, REPRESENTING FAVORABLE 'OPERATING EFFECTIVENESS' AUDIT RESULTS BY ERNST & YOUNG

### Roles and Responsibilities

While The Hartford handles many of the administrative functions needed to fully service your retirement program, we will depend on you to provide certain information. As the Plan Sponsor, you will oversee the operation of the entire plan. The following chart shows how we can work together to create a successful retirement program.

● Plan Sponsor    ● The Hartford

Service Option	●	●	Service Option	●	●
<b>Plan Setup</b>			<b>Loans</b>		
Appoint Plan Administrator	X		Provide loan quotes		X
Furnish sample Board Resolution		X	Provide client with amortization schedules		X
Obtain/review fidelity bond, if required		X	Process loan payment		X
Select investment choices to offer	X		Submit loan repayments to HLI	X	
Prepare enrollment and education materials		X	Apply loan repayments to loan balance		X
Support group enrollment meetings		X			
Coordinate with payroll service	X	X	<b>Distributions</b>		
Mail PIN letters for 800# and Internet security		X	Calculate amount available for withdrawal		X
			Withhold and report state and federal taxes		X
<b>Documents, as applicable</b>			Issue IRS Reporting Form		X
Provide/prepare plan documents		X			
Prepare IRS filing package		X	<b>Reporting, as required</b>		
Provide/prepare Summary Plan Description		X	Provide complete employee census to HLI	X	
			Reconcile contributions to the plan	X	X
<b>Administration</b>			Perform compliance testing		X
Make timely plan contributions to HLI	X		Monitor deferral limit		X
Provide contribution data, by source to HLI	X		Provide Schedule A information		X
Provide census data to The Hartford	X		Provide financial info/data to auditors, upon request		X
Allocate contributions to selected investments		X	Calculate contribution limits		X
Confirm deposits to Plan Sponsor		X	Provide minimum required distribution information		X
Provide daily valuation of investments		X	Submit forfeiture reallocation data to HLI	X	
Provide 800#, voice Response Unit, and Internet access		X	Prepare Form 5500 schedules, Summary Annual Report		X
Process investment transfers		X			
Provide quarterly participant statements		X			
Provide quarterly summary reports to Plan Sponsor online		X			
Provide investment performance reports		X			

# Highlights of Hartford's Retirement Program

Not only does The Hartford give you what you would expect in a retirement program, we go beyond those expectations by providing value-added services and features to further streamline plan administration.

## Getting Started

Once you sign up with The Hartford, we step in and give you the tools and resources needed for a smooth transition:

- **Plan Administration Guide** to assist you in the day-to-day administration of your plan. It contains overviews of the enrollment process, plan documents to assist you in maintaining plan compliance, and step-by-step instructions to complete rollovers and transfers.



- **Employee Education Program** consisting of promotional posters, payroll stuffers, and informational flyers available for you to distribute throughout your company.

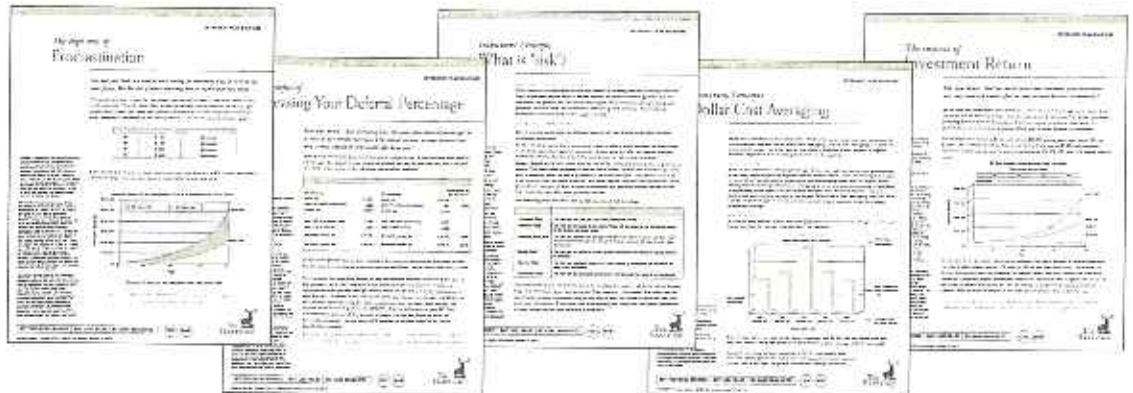
PROMOTIONAL POSTERS



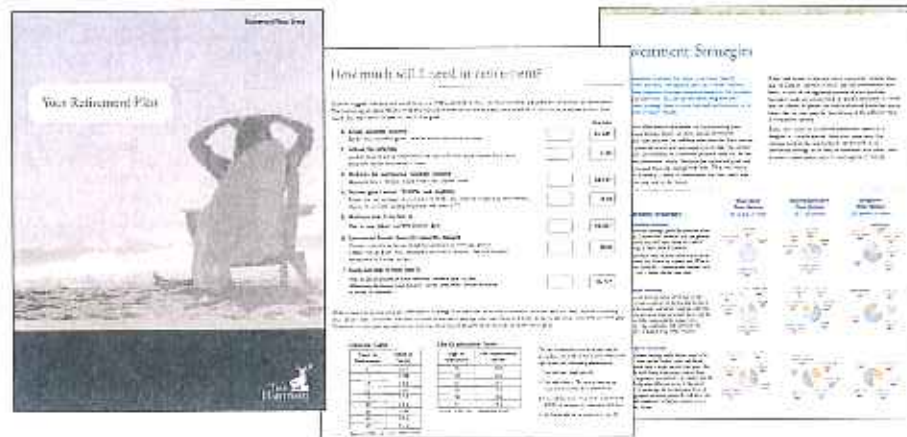
PAYROLL STUFFERS



INFORMATIONAL FLYERS



- **Enrollment Support** supplements the services of your financial professional and includes enrollment books, a presentation given by a Hartford enrollment professional either in-person or via teleconference,<sup>3</sup> and an educational video available in both English and Spanish.



- **Electronic enrollment** is available via the Internet. Employees will enroll using the Hartford Online website.

With electronic enrollment, plan administration is streamlined by:

- Eliminating paper enrollment forms
- Plan Sponsor reporting is available on the site for ease of payroll administration.
- Employees can enroll and may make future deferral changes at their convenience, "24/7"
- Minimizes data entry errors and verification of participant records due to illegible paper enrollment forms.



<sup>3</sup> In-person attendance by a Hartford enrollment professional depends on the number of eligible employees at the enrollment meeting – refer to the fees section of this proposal for details.

## Up and Running

The Hartford has made it even easier to administer your retirement program with us:

- **Electronic data submission**, available “24/7” through the Internet at no additional charge, saves valuable time and money by facilitating quick and accurate participant data and contribution processing.
- **Asset transfer** using ACH (Automated Clearing House) improves cash flow while reducing processing and handling costs.
- **Plan sponsor toll-free telephone number** has representatives available to answer your questions Monday through Friday, 8:00 a.m. to 5:00 p.m. (ET).
- **Loan administration** is provided if your plan has a loan feature.
- **IRS tax reporting** is done for all distributions made to participants. **Tax withholding** is also done when applicable.
- **Contribution allocations** are processed daily.
- **Plan-level Internet inquiries and transactions** help you keep track of your retirement program by monitoring and tracking participant Internet activity and behavior.

The Hartford offers a periodic **Retirement Plan Review** to help you evaluate the level of success of your plan, giving you the opportunity to compare your retirement plan benefit goals to real-time plan results and make strategic adjustments as necessary.

Choose the accounts you want to pay from today.

Template Name: \_\_\_\_\_

Services

Roth/Traditional Template

EE Pre-Tax

ER Match

Exceptional/Deferred Template

ER Match

Rollover Incentive

Check out HartfordOnline for yourself – go to <http://retire.hartfordlife.com>, type in “demoplan” as the User ID and “password” as the PIN and then click on the “login” button.

Select the type of request you would like to request.

Participant Data Request

Participant Plan Status and Account Balance

General Inquiry

Other Request

Summary

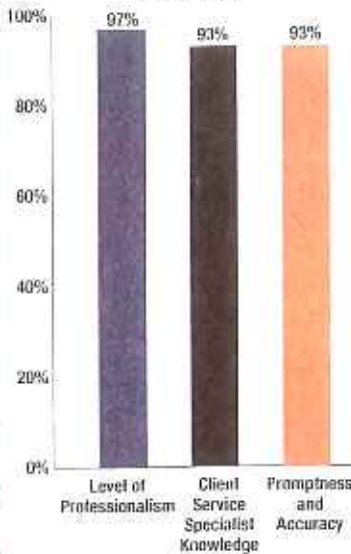
Week of September 21, 2009

Total Participants	2
EE Pre-Tax	\$62,982.22
Rollover Rollover	\$22,828.45
ER Match	\$74,210.95
<b>Total Client Assets</b>	<b>\$1,253,209.53</b>



# Participant Resources and Services

Participant Satisfaction\*  
% satisfied



\* Jan-Dec 2005 survey to Hartford plan participants.

Hartford provides your plan participants with the exceptional services and tools they need to access and manage their retirement plan accounts.

- **Asset rebalancing** lets participants reallocate their account assets keeping them in line with their chosen retirement planning investment strategy (subject to availability based on certain plan features).
  - Using our Internet site, HartfordOnline, participants can choose to automatically rebalance their account on a periodic basis or manually at their discretion.
- **Toll-free telephone number** gives participants “24/7” access<sup>18</sup> to their retirement accounts for inquiries and transactions.
  - **Voice command functionality** automatically provides participants with their account balance after they log in, and lets them use voice commands or the telephone keypad.
  - **“Opt out” feature** connects participants to a **Customer Service Representative** Monday through Thursday, 8:00 a.m. to 7:00 p.m., and Friday, 8:00 a.m. to 6:00 p.m. (ET).
- Participants are allowed to submit a total of 20 Sub-Account transfer requests each Calendar Year for their Participant Account by any of the following methods: Calling the Retirement Plan Service Center, Voice Response Unit, or Internet. Sub-Account transfer requests over the 20 transfer limit may only be requested in writing by U.S. Mail or overnight delivery service. Transfers as a result of Dollar Cost Averaging or Automatic Rebalancing programs (if applicable) do not count towards the 20 transfer limit. See your Sold Case Paperwork for further details.
- Customer Service Representatives will connect participants requiring special language assistance to the **AT&T Language Line**, which is available in more than 140 languages.
- A **TDD line** (Telecommunications Device for the Deaf) is available for speech and/or hearing impaired participants.
- **Benefit payments/distributions** are processed in a timely manner once Hartford receives paperwork in good order. If received prior to the close of regular trading of the New York Stock Exchange, processing is done that day; if received after the close of regular trading, processing is done the following day.



<sup>18</sup> Except for brief periods required for system maintenance.

- **Internet site**, customized with your company logo at your request, provides participants with around-the-clock access to individual account information and transaction capabilities:

**HartfordOnline is very clear to understand and tells you everything you need to know.**  
Hartford client since 1997

**The web site is elementary, very user-friendly.**  
Hartford client since 2001

**My Accounts**

Account	Class	Mark	YTD	YTD %	YTD	YTD %	YTD %	YTD %	YTD %
Investment	Class	Mark	YTD	YTD %	YTD	YTD %	YTD %	YTD %	YTD %
Investment	Class	Mark	YTD	YTD %	YTD	YTD %	YTD %	YTD %	YTD %
Investment	Class	Mark	YTD	YTD %	YTD	YTD %	YTD %	YTD %	YTD %
Investment	Class	Mark	YTD	YTD %	YTD	YTD %	YTD %	YTD %	YTD %
Investment	Class	Mark	YTD	YTD %	YTD	YTD %	YTD %	YTD %	YTD %

**Transfers**

Step 1 (Transfer): Select "Transfer" to create the investment you would like to transfer.

Transfer	Investment Choice	Balance
Can App PLS	Can App PLS	\$10,292.47
Stock M.S.	Stock M.S.	\$1,759.02
Fixed Adv PLS	Fixed Adv PLS	\$1,903.81

**My Accounts**

Account	Plan	Balance as of 12/31/00	Balance as of 12/31/01
Retirement	Delta Corporate Plan	\$46,758.10	\$46,758.10
Retirement	Bene Public & Non-Profit Plan	\$5,500.00	\$5,500.00
<b>Total Balance:</b>		<b>\$52,258.10</b>	<b>\$52,258.10</b>

**Tools**

- The tool provides you with access to all services available in your day to day.
- In the evening, you will be alerted of all services available in your day to day.
- The tool provides you with access to all services available in your day to day.
- In the evening, you will be alerted of all services available in your day to day.

Check out what your plan participants will see on HartfordOnline for yourself – go to <http://retire.hartfordlife.com>. In the "HartfordOnline login" box type in "demo" as the User ID and "password" as the PIN, and then click on the "login" button. Select the appropriate "Demo Plan" account link to access the site.

- **Morningstar® Advice and Guidance Online<sup>SM</sup>**, provided by Morningstar Associates, LLC., a registered investment advisor and wholly owned subsidiary of Morningstar Inc., is an Internet-based investment guidance/advice service you can make available to your participants through Hartford's retirement web site, *HartfordOnline*.

Check out a demo of Morningstar® Online<sup>SM</sup> on HartfordOnline – go to <http://retire.hartfordlife.com>. Under "HartfordOnline Login", type in "demoplan" as the User ID and "password" as the PIN and then click on the "login" button.

Take a tour of the site by clicking the tour link under the Morningstar® logo, located on the right hand side of the screen.

Address: <http://www.morningstaronline.com>

**MORNINGSTAR®**

**Create a Plan**  
Retirement Planner: Set up an investment plan and receive tailored recommendations.

**Research Your Investments**  
Research Lab: Check the performance of your investment options.

**Expand Your Knowledge**  
Learning Station: Your gateway to a world of investment learning.  
> [Question of the Day](#)  
> [Featured Tool](#)  
> [Retirement Column](#)  
> [Ask the Professor](#)

**Retirement Planner** ?

**Welcome Back, Joe Smith!**

**Info:** You need to follow all of the instructions in your Action List to make this plan work for you.

**Manage Your Plan**  
Return to Step 6 to review your Action List and Plan Summary. All data remain as entered.  
[Review](#)  
Make necessary changes to your plan. Some changes to previously entered data may occur, so review all pages carefully.  
[Update](#)  
Wipe the slate clean and start with a new plan.  
[Start Over](#)  
Stay informed about news on your portfolio with [Email Alerts](#).

**Special Reports**  
[Tax Del Highlights for 2001](#)  
[Quarterly Newsletter](#)  
[What's New](#)  
[Highlights of the New Tax Law](#)

**Your Morningstar Online Plan as of 3/4/2004**

**Recommended Portfolio Plan**

Inv Opt. 1	11%
Inv Opt. 2	14%
Inv Opt. 3	14%
Inv Opt. 4	12%
Inv Opt. 5	7%
Inv Opt. 6	2%
Inv Opt. 7	5%

**On Target?**  
 Expected Retirement Income: \$43,596.00  
 Target Retirement Income: \$41,750.00  
 On Target: +\$1,834.00

**Savings Rate Total**: 19%

**Asset Mix Balance**  
 ● Stocks: 46%  
 ● Fixed Income: 54%

**MORNINGSTAR®**

**Create a Plan**  
Retirement Planner: Set up an investment plan and receive tailored recommendations.

**Research Your Investments**  
Research Lab: Check the performance of your investment options.

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Learning Station: Your gateway to a world of investment learning.  
> [Question of the Day](#)  
> [Featured Tool](#)  
> [Retirement Column](#)  
> [Ask the Professor](#)

**Welcome to the Learning Station.**  
The Learning Station is filled with information that will help you make smart investment decisions. Make your choice and get started.

**Quick Answers**

Specific Concerns: Have an investment question or concern?

Retirement plan questions

What should I do if...

Toolbox: Check out our cool interactive calculators.

**Learning Guides**

Retirement Plan FAQs: Find answers to all of your questions about 401(k)s, 403(b)s, 457s and IRAs.

5-Minute Guides: Get the inside scoop on retirement plan investing in just five minutes!

Custom Course: Answer a few questions & we'll build a custom investment course for you.

**Today's Features**

Question of the Day: What should I do if I'm close to retirement?

Featured Tool: 401(k) Contributions

**Beyond the Basics**

Column: Morningstar experts dispense weekly wisdom on investing and retirement planning.

Advanced Reading Lists: Reading lists to help take you to the next level.

Complete Contents: See everything in the Learning Station—all in one place.

**Fundamental Basics:** Explore more than 100 articles covering the fundamentals of investing.

HartfordOnline has two levels of this retirement planning service:

- **Guidance** – Morningstar takes a participant through a six-step process that leads to an overall asset allocation strategy. The participant then picks the investment choices within those asset categories.
- **Advice** – Morningstar takes a participant through a six-step process that leads to specific investment choice recommendations.

Both Guidance and Advice offer investment education modules. Please see the “Optional Fees” section of this proposal for program costs, and the back pocket for additional program information.

GUIDANCE

**MORNINGSTAR**

**Planning Center**

**Step 1 of 6: Investment Suggestions**

Here are the investments you can offer. Create an investment plan by choosing the option you want and specifying how much to contribute to each.

We think you'd like that you divide investments in Large and Mid/Small stocks evenly between Value and Growth options. Or 100% into a Value Growth option, if you like.

Morningstar Associates, LLC encourages you to review all the investment alternatives within each category, read the prospectus carefully, and to consult with your financial advisor before making your final selection.

**Caution:** The actual percentage amounts of your expected investment may differ slightly from your recommended one due to calculation adjustments.

Suggested Asset Allocation

Selecting Your Investment Options

Stock Investment Options

ADVICE

**MORNINGSTAR**

**Advice Center**

**Step 5 of 6: Investment Recommendations**

Here is what you've been waiting for! We feel that is the highest quality, best-diversified portfolio available through your plan. Take a few moments to learn how we picked these investments and what all the charts are about.

401(k) Plan	Fund Name	Allocation	Morningstar Investment Profile™
	Inv Opt 1	01%	
	Inv Opt 2	14%	
	Inv Opt 3	14%	
	Inv Opt 4	12%	
	Inv Opt 5	7%	
	Inv Opt 6	7%	
	Inv Opt 7	5%	

**Recommended Portfolio**

**Asset Mix X-Ray**

**Asset Class**

- Stock 44%
- Bond 56%

**Stock Investment Style**

**Style**

- Large Growth 24%
- Large Value 27%
- Mid/Small Growth 12%
- Mid/Small Value 37%

**Key Stock Sectors**

**Sectors**

- Technology 21%
- Healthcare 13%
- Manufacturing 20%
- Financial Services 21%
- Energy 6%
- Services 19%

We believe this is the best portfolio for meeting your goals, given the investment options available in your plan. It is up to you to make the investment choice. We encourage you to review the prospectus for each investment option and to consult with your financial advisor before making your final selection.

# Five time winner of DALBAR

“Seal for Communications” Award



- Quarterly Statement of Account includes an educational newsletter and is mailed to participants' homes within 10 business days of each calendar quarter end.
- Asset Allocation pie chart which illustrates how investments are distributed within the account.
- Account Activity shows all transactions that occurred during the last quarter, including loan activity.

**XYZ RETIREMENT PLAN  
STATEMENT OF ACCOUNT**

JANUARY 1, 2005 - MARCH 31, 2005

FOR QUESTIONS ABOUT YOUR STATEMENT AND ANY TRANSACTIONS, PLEASE CALL: 1-800-828-9009

Call Us! Contact our Customer Service Center at the number listed above Monday through Friday 8:00 am - 8:00 pm ET. Write The Hartford Life Insurance Company, P.O. Box 3443, Hartford, CT 06144-1643, be sure to include the plan's group number in your correspondence. Connect with Us! Through HartfordOnline at <http://www.hartfordlife.com>

DATE BIRTH: 123 State Street, 06010-0123 919999 GROUP NUMBER: 100000

	PERIOD SUMMARY January 1, 2005 to March 31, 2005	HISTORICAL SUMMARY Since Established November 9, 2000
HFD BEGINNING BALANCE	\$52,548.19	\$49,337.20
CONTRIBUTIONS	\$1,235.18	
NET LOAN ACTIVITY	\$21.48	
NET WITHDRAWALS	3.00	8.00
PLAN AND CONTRACT FEES*	(\$10.32)	
CHANGE IN VALUE	(\$93.58)	
HFD ENDING BALANCE 03/31/2005	\$53,722.93	
VESTED BALANCE	\$51,377.50	
OUTSTANDING LOAN BALANCE**	\$235.15	

YOUR ACCOUNT BY INVESTMENT CATEGORY AS OF MARCH 31, 2005

\* Plan and Contract Fees may include items such as an annual maintenance fee, per participant charge, deferred sales charge and other charges authorized by your plan. Other charges may be deducted from your account and may or may not be reflected here, including charges assessed under the contract, to separate accounts or by the underlying funds. For a complete description of all charges that may apply, refer to the prospectus or statement materials, where applicable, for your retirement program and its related contract.

\*\* Total Account Balance is the sum of the HFD Ending Balance and the Outstanding Loan Balance.

**RETIREMENT PLAN  
STATEMENT OF ACCOUNT**

JANUARY 1, 2005 - MARCH 31, 2005

GROUP NUMBER: 100000

	Additions	Subtractions	Change in Value	Ending Balance March 31, 2005
	\$1,028.22	(\$ 81)	\$150.25	\$28,198.92
	\$4,811.58	(\$63,716)	(\$49,549)	\$17,373.00
	\$2,421.18	(\$63,716)	(\$49,536)	\$17,373.00

## ACCOUNT ACTIVITY

**Account Activity** This is a recap of any account activity that occurred during the last quarter. It includes "buying balances" by investment choice, "Additions" (contributions or transfers you made into your investment choices), "Subtractions" (withdrawals or interest out), "Change in Value" (which reflects any earnings or losses that occurred), and "Ending Balance" (which details quarter end balances for each investment choice).

Please compare information on this statement with your periodic financial statements and other records. Any discrepancies should be reported within 30 days of receipt of this statement. To verify timely receipt of contributions, please compare the entry reduction rate on your payroll with the date your contribution was applied to your investment account under the contract. Hartford Life applies contributions as of the date they are received in good order at Hartford's home office. Please direct any questions or concerns to Hartford Life.

**LOAN ACTIVITY THIS PERIOD**

Date	Invoice Amount	Balance March 31, 2005	Principal Paid	Interest Paid	Fees	Payments
04/01/05	\$10,000.00	\$185.15	\$295.00	\$1.45	1.00	\$211.46

**TRANSACTION DETAIL**

Date	Transaction	Source	Investment Option	Amount	Price	Units Shown
12/15/04	Cancel Payroll Loan Repayment	Employee	Inv Opt 1	(\$427.94)		
			Inv Opt 1	\$422.96		
01/14/05	Contribution	Employee	Inv Opt 1	\$34.13	\$11.82077	2.890
			Inv Opt 4	\$15.37	\$45.81311	0.335
			Inv Opt 3	\$18.28	\$24.45465	0.743
			Inv Opt 5	\$21.21	\$20.31633	1.044
			Inv Opt 7	\$19.38	\$1.34802	1.440
			Inv Opt 8	\$24.13	\$22.81862	1.058
			Inv Opt 9	\$12.60	\$11.26170	1.117
			Inv Opt 10	\$65.52		
01/26/05	Loan Repayment	Employee	Inv Opt 11	\$21.48		
	Cancel Payroll Loan Repayment		Inv Opt 12	(\$21.48)		
			Inv Opt 13	\$21.48		
01/27/05	Contribution	Employee	Inv Opt 14	\$34.13	\$11.17348	3.059
			Inv Opt 15	\$15.37	\$44.88654	0.341
			Inv Opt 16	\$18.28	\$24.19212	0.758

- Quarterly Statement of Account (continued)
- Performance is displayed by investment choice.
- New and Noteworthy feature allows you and/or your financial representative to communicate to your participants.

SAMPLE  
PERFORMANCE

XYZ RETIREMENT PLAN STATEMENT OF ACCOUNT		The Hartford						
JANUARY 1, 2008 - MARCH 31, 2008								
PARTICIPANT NAME: JOHN SMITH		GROUP NUMBER: 000000						
PERFORMANCE								
INVESTMENT CHOICES FOR PERIOD ENDING MARCH 31, 2008								
	Total Return			Average Annual Total Return*				Underlying Fund
	Month	3 Mo.	YTD	1 Yr.	3 Yr.	5 Yr.	10 Yr.	
INTERNATIONAL/GLOBAL 010 Int'l Opp. IGD	-2.0%	-1.2%	-1.2%	11.7%	6.0%	-3.0%	5.1%	IA 01001990
LARGE CAP								
012 Int'l Opt 1	5.8%	2.6%	2.6%	10.2%	10.2%	3.8%	14.2%	IA 04001884
027 Int'l Opt 2	-1.8%	2.8%	2.8%	5.1%	9.4%	3.3%	8.3%	IA 05001903
014 Int'l Opt 3	2.8%	2.5%	2.5%	2.9%	-0.8%	-1.0%	1.7%	IA 08011877
017 Int'l Opt 4	1.7%	2.2%	2.2%	3.1%	2.3%	3.3%	11.2%	IA 05011884
026 Int'l Opt 5	1.8%	0.8%	-0.8%	11.4%	4.3%	1.8%	11.4%	IA 02001934
BALANCED/LIFESTYLE								
015 Int'l Opt 6	-0.5%	0.0%	0.0%	5.0%	4.5%	0.2%	4.0%	IA 04001946
016 Int'l Opt 7	-1.0%	-1.7%	-1.7%	1.4%	1.3%	0.7%	3.1%	IA 03011889
BOND								
018 Int'l Opt 8	-1.5%	0.3%	-0.8%	1.6%	7.3%	1.9%	7.6%	IA 06011872
021 Int'l Opt 9	0.2%	0.1%	0.3%	1.3%	4.5%	0.1%	6.4%	IA 01011895
FRESH/STABLE VALUE								
022 Int'l Opt 10	0.1%	0.5%	0.5%	1.2%	1.0%	1.4%	1.4%	IA 06001960

**Dividend (Declined Rate) Account Information:**  
 1st Q 2008: 4.00%      4th Q 2008: 4.00%  
 The Declined Rate will continue to be credited through the close of the calendar year on contributions received during the respective calendar quarter. For contributions received prior to January 1, 2008, the Declined Rate is 4.00%. These quoted are effective annual yields.

BENCHMARK INDICES FOR PERIOD ENDING MARCH 31, 2008			
	Total Return		
	Month	3 Mo.	Average Annual Total Return
S&P 500 Index	-1.7%	-2.1%	0
Large Cap Index	-0.7%	-0.7%	0
NASDAQ	-2.9%	8.1%	0

Market indices have been provided for comparison purposes only. The performance of any investment option offered through The Hartford will not necessarily track these indices.

1. S&P is an index which measures broad-based changes in stock market widely held common stocks.

NEWS  
SECTION

XYZ RETIREMENT PLAN CONSOLIDATED STATEMENT OF ACCOUNT		The Hartford																									
JANUARY 1, 2008 - MARCH 31, 2008																											
PARTICIPANT NAME: JANE SMITH																											
NEW AND NOTEWORTHY																											
<p><b>Seeking Improved Assistance:</b> Hartford Life offers a TDD line, 1-800-999-4102, whereby hearing-impaired participants may call from their TDD video to access account information and communicate with a customer service representative.</p> <p><b>Visit Our Internet Site:</b> HartfordOnline, Hartford Life Insurance Company's interactive retirement planning web site, helps you to manage your retirement assets when you are away from your 9-5 hours a day. With HartfordOnline you can:</p> <ul style="list-style-type: none"> <li>View your statement of account (monthly/quarterly statements) and individual account information.</li> <li>Check investment option performance history.</li> <li>Change your investment election/transfer assets between investment choices.</li> <li>Connect to HartfordOnline at <a href="http://online.hartfordlife.com">http://online.hartfordlife.com</a> today!</li> </ul>																											
<p><b>2008 Holiday Schedule</b>            The New York Stock Exchange will observe the following holidays for the year:</p> <table border="0"> <tr> <td>Monday</td> <td>January 1, 2008</td> <td>Martin Luther King, Jr. Day*</td> </tr> <tr> <td>Monday</td> <td>February 18, 2008</td> <td>Washington's Birthday*</td> </tr> <tr> <td>Friday</td> <td>March 29, 2008</td> <td>Good Friday*</td> </tr> <tr> <td>Monday</td> <td>May 19, 2008</td> <td>Memorial Day</td> </tr> <tr> <td>Monday</td> <td>July 4, 2008</td> <td>Independence Day</td> </tr> <tr> <td>Monday</td> <td>September 8, 2008</td> <td>Labor Day</td> </tr> <tr> <td>Thursday</td> <td>November 20, 2008</td> <td>Thanksgiving Day</td> </tr> <tr> <td>Monday</td> <td>December 29, 2008</td> <td>Christmas</td> </tr> </table> <p>*Service Center Representatives will be available on these days.</p>				Monday	January 1, 2008	Martin Luther King, Jr. Day*	Monday	February 18, 2008	Washington's Birthday*	Friday	March 29, 2008	Good Friday*	Monday	May 19, 2008	Memorial Day	Monday	July 4, 2008	Independence Day	Monday	September 8, 2008	Labor Day	Thursday	November 20, 2008	Thanksgiving Day	Monday	December 29, 2008	Christmas
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Thursday	November 20, 2008	Thanksgiving Day																									
Monday	December 29, 2008	Christmas																									
<p>You may have already noticed changes to HartfordOnline, our interactive retirement planning website. To improve the customer experience, increase communication capabilities, and achieve greater expansion opportunities, the site has been given a new look and feel. We also introduced several new capabilities during 2008:</p> <ul style="list-style-type: none"> <li><b>Transaction History</b> - You may now view or download your transaction history for the past five years, or any period in between.</li> <li><b>Participant Toolbox</b> - This link provides access to various educational and administrative tools designed to allow you the ability to effectively manage your retirement plan(s).</li> <li><b>Plan Sponsor Toolbox</b> - This link contains information related to our service platform, an administrative service manual and highlights our educational resources.</li> <li><b>Asset Rebalancing</b> - This feature allows you to rebalance your participant account to a particular investment mix, you may select a one-time action or an automatic periodic feature.</li> <li><b>Disbursement Detail</b> - Information regarding disbursements is now available online for you to view.</li> </ul>																											

# Product & Service Level Expenses

*The Hartford strives to provide top-notch services to you at a very competitive price. With that in mind, we present the following fees.*

## PRODUCT LEVEL EXPENSES

### Program and Administrative Expense Charge

This charge is assessed on assets in the separate account underlying funds to cover various services offered to plan sponsors and participants. These services include record keeping services, group enrollment meetings, marketing and educational materials, quarterly statements and compliance activities. To review the charges applicable to your program, please refer to the Fee Schedule in the Investment section of this proposal.

### Annual Maintenance Fee (Per Participant)

\$20.00 if the average participant balance is less than \$20,000  
\$10.00 if the average participant balance is between \$20,000 to \$40,000  
\$0 if the average participant balance is greater than \$40,000

This annual maintenance schedule assumes that the plan meets The Hartford's standard underwriting criteria, is effective immediately and reviewed annually.

## SERVICE LEVEL EXPENSES

### Loan Administration Charge (if applicable)

There is a \$50.00 one-time set up fee per loan, with a \$50.00 annual maintenance fee, deducted on a quarterly pro rata basis.

### Trustee Fee

An annual fee of \$400.00 will be billed by Hartford and paid directly to Investors Bank & Trust Company for their passive trustee services. An additional one-time fee may apply for document review. This trustee fee is not applicable for self-trusteed plans.

### **Compliance Testing**

Plan compliance testing and reporting can be provided to your program.

- Signature ready 5500 report: \$300.00 annually
- Plan compliance testing: \$700.00 annually

### **OPTIONAL SERVICES FEES**

#### **Access to Morningstar<sup>®</sup> Online<sup>SM</sup>**

- **Guidance** Morningstar Guidance will be provided at no additional cost to your plan.
- **Advice** A \$250 plan initiation fee will apply plus \$10 per participant will be charged to plans that utilize the Advice feature.

### **MISCELLANEOUS**

Additional hourly or flat rate fees may be charged for extra services as agreed upon between the Plan Sponsor and The Hartford (e.g.: certain 401(a)(4) testing, reallocation of forfeitures for previous plan years, etc.).



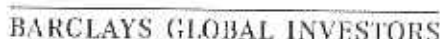
**Contingent Deferred Sales Charge**

This program features a declining Contingent Deferred Sales Charge (CDSC). Upon discontinuance, a contingent deferred sales charge shall be deducted from the amounts under the contract based upon the number of participant contract years completed.

Contract Years	1	2	3	4	5	6	7	8
Charge	5%	5%	4%	4%	3%	2%	1%	0%

# Professional Money Managers

*Possibilities™, funded by a group variable funding agreement, offers investment choices managed by 37 of America's well-known money managers. You'll be happy to know that there are no proprietary requirements when selecting investment choices for the program.*

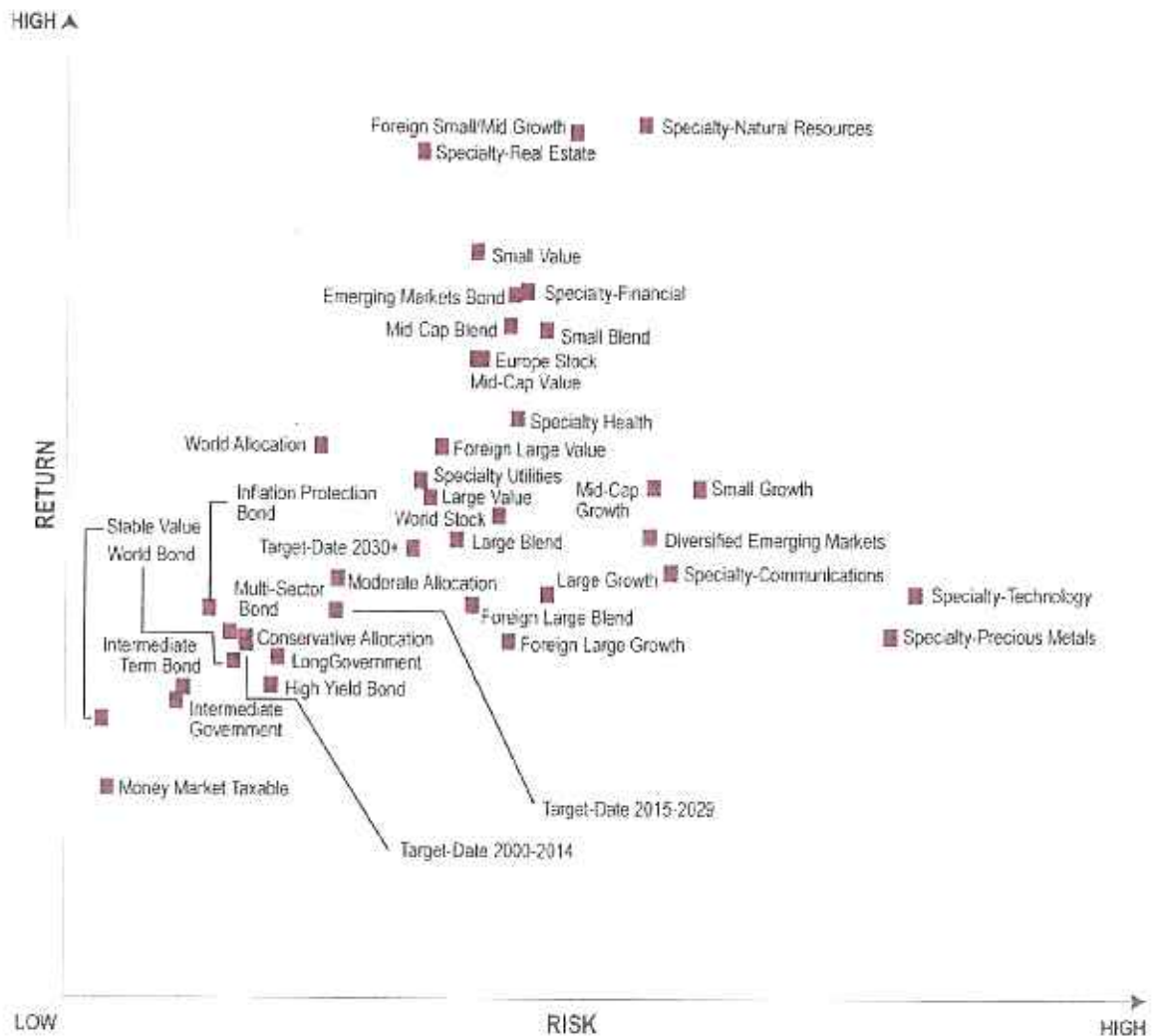


# Risk/Return Spectrum

*Possibilities*<sup>™</sup>, funded by a group variable funding agreement, offers investment choices that span the risk/return spectrum and cover the major Morningstar categories<sup>13</sup>. Below is a graph of Morningstar categories as they relate to each other on the risk/return spectrum. Morningstar category definitions and the corresponding *Possibilities*<sup>™</sup> investment options are on the following pages. Our Hartford representatives and your financial professional will help explain the choices so you can better evaluate your funding possibilities.

## Morningstar Categories

Chart data and Morningstar category data as of December 31, 2005.  
Risk = 10-year standard deviation, Return = 10-year average annual return



Past performance is no guarantee of future results.

<sup>13</sup> © 2006 Morningstar, Inc. All Rights Reserved. The information contained herein: (1) is proprietary to Morningstar and/or its content providers; (2) may not be copied or distributed; and (3) is not warranted to be accurate, complete or timely. Neither Morningstar nor its content providers are responsible for any damages or losses arising from any use of this information.

# ***STAFF REPORT***

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

**From: Ed Schmidt, General Manager**

**Agenda: November 14, 2006**

Report

**Date: November 7, 2006**

**Subject: Consideration Of Resolution Changing The Start  
Time Of Regular Board Meetings From 7:30 p.m. to  
7:00 p.m.**

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## **Recommendation**

Approve the proposed resolution.

## **Background**

At the October meeting the Board directed staff to present a resolution at the November meeting changing the start time of regular Board meetings to 7:00 p.m. The resolution attached hereto is responsive to that request.

## **Fiscal Impact:**

None.

RESOLUTION NO. 2006-\_\_

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
COASTSIDE COUNTY WATER DISTRICT CHANGING  
THE TIME OF REGULAR MEETINGS

**BE IT RESOLVED** by the Board of Directors of the Coastside County Water District that effective as of the first regular meeting after November 14, 2006, regular meetings of the Board of Directors will be held on the second Tuesday of every month at 7:00 p.m. and shall continue no later than 10:30 p.m., unless extended by a vote of the Board of Directors.

**PASSED AND ADOPTED** this 14<sup>th</sup> day of November, 2006, by the following votes of the Board of Directors:

AYES:

NOES:

ABSENT:

---

Everett Ascher  
President, Board of Directors  
Coastside County Water District

ATTEST:

---

Secretary of the Board of Directors

# ***STAFF REPORT***

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

**From: Ed Schmidt, General Manager**

**Agenda: November 14, 2006**

Report

Date: November 7, 2006

**Subject: Consideration Of Resolution Amending Personnel Manual Relating To Health Insurance Benefits For New Employees And Other Non-Substantive Changes**

---

## **Recommendation**

Approve changes to District Personnel Manual to limit health benefits for new employees (those hired after effective date of resolution) to fifty percent of premiums for medical, dental, vision, and life / accidental death & dismemberment insurance (AD & D).

## **Background**

This item is a carry over from last month.

Currently, for regular employees and retirees, the District pays medical insurance premiums, as well as vision, dental and life and AD & D insurance premiums. Given the dramatic escalation in health care costs in recent years, and anticipated continued increases for the foreseeable future, Staff and the Finance Committee have been exploring alternatives for reducing or curbing the District's health care expenses while maintaining levels of coverage for existing employees.

**STAFF REPORT**

**Agenda:** November 14, 2006

**Subject:** Consideration of Resolution Amending Personnel Manual Relating to Health Insurance Benefits For New Employees and Other Non-Substantive Changes

**Page Two**

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At last month's Board meeting, the Board agreed to limit the District's contribution to 50% of the health care costs for employees hired after the effective date of the Resolution.

The attached resolution, if approved, would add Section 4.11 to the Personnel Manual to provide that health benefits for employees hired on or after the effective date of the resolution will be limited to fifty percent of the premiums for health, vision, dental and life / AD & D insurance.

In addition, the Resolution would adopt a non-substantive amendment to Section 1.04.B to clarify the maximum amount of work that a temporary employee may perform per fiscal year. Working in excess of the maximum amount specified would result in classification as a regular employee with benefits associated therewith.

**Fiscal Impact:**

**Example 1 – Single person – the cost of Health Benefits for a single person are approximately \$5,400 per year:**

\$5,400/year ÷ 50% ÷ 26 pay periods = \$104/pay period  
(employee would pay) - **\$2,704/year SAVINGS TO DISTRICT**

**Example 2 – Married with 2 children – the cost of Health Benefits for an employee with 3 dependents is about \$14,000 per year**

\$14,000/year ÷ 50% ÷ 26 pay periods = \$270.00/pay period  
(employee would pay) - **\$7,020/year SAVINGS TO DISTRICT**

RESOLUTION NO 2006-\_\_\_\_\_

AMENDING THE PERSONNEL MANUAL

COASTSIDE COUNTY WATER DISTRICT

WHEREAS, the Board of Directors of the Coastside County Water District first adopted a written set of guidelines for employee policies in 1969 and has revised and updated such policies from time to time thereafter, most recently by Resolution 2005-11 approved on July 12, 2005; and

WHEREAS, the Board wishes to amend the Personnel Manual as specified herein.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Coastside County Water District that:

1. Section 1.04.B. of the Personnel Manual is hereby amended to read as follows:

**“B. Temporary Employees.** In addition to Regular Employees, the General Manager may, when District operations require, hire employees to work temporarily. Temporary employees shall not work for the District, within a fiscal year (July 1 through June 30), more than six consecutive months, or 125 consecutive days or, if employed on other than a per diem basis, 1000 hours. Temporary employees shall not be entitled to any District employee benefits.”

2. Section 4.11 is hereby added to the Personnel Manual to read as follows:



**“4.11. Health Benefits – Regular Employees And Retirees Hired**

**After November 14, 2006.** Notwithstanding Sections 4.05 through 4.07 and Section 5.01, for Regular Employees or retirees who were hired on or after November 15, 2006, the District’s payment for medical, dental and vision care shall not exceed fifty percent of premiums for insurance coverage under the District’s group medical, dental and vision care plans.”

**BE IT RESOLVED FURTHER** that General Manager is directed to incorporate the foregoing amendments into the Personnel Manual and distribute an updated copy to each District employee.

**PASSED AND ADOPTED** this 14<sup>th</sup> day of November, 2006, by the following votes of the Board of Directors:

AYES:  
NOES:  
ABSENT:

---

Everett Ascher  
President, Board of Directors

ATTEST:

---

Secretary of the Board of Directors

# ***STAFF REPORT***

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

**From: Ed Schmidt, General Manager**

**Agenda: November 14, 2006**

Report

Date: November 7, 2006

**Subject: Discussion and possible adoption of Resolution regarding Section 3.02 of the CCWD Personnel Manual regarding holiday pay schedule**

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## **Background:**

The Human Resources (HR) Committee, comprised of President Ascher and Vice-President Larimer, convened twice to discuss the subject of holiday pay. The staff report from the November 2, 2006 (most recent) Committee meeting is attached. At that meeting, the Committee requested that additional information be compiled regarding field employee pay. They also agreed to meet again on Monday, November 13, 2006 to review the additional pay comparison information and possibly make a recommendation for the Board meeting, scheduled for the following evening, November 14, 2006.

If the Committee agrees on a potential change to the existing holiday pay policy, I will transmit that recommendation to the Board, staff, and members of the public, on the afternoon of Monday, November 13, 2006, along with a proposed resolution.

**To:** HR Committee – President Asher and Director Larimer  
**From:** Ed Schmidt, General Manager  
**CC:** Joe Guistino, Superintendent of Operations  
**Date:** November 2, 2006  
**Subject:** Holiday Pay

---



**Recommendations**

For employees who work on District holidays, pay them time and one half, plus their 8 hours of holiday pay. The change would be reflected in the personnel manual to read:

**A non-exempt employee who works on an officially observed District holiday listed under Section 3.02 shall be compensated at 8 hours holiday pay + time-and-one-half for all hours worked on that holiday up to 8 hours.**

**Background**

At the last Human Resources Committee meeting, Joe was asked to survey additional water and sanitary agencies to determine what the industry standard is for holiday pay, salaries, and retirement benefits for field employee classifications. Attached are the results of his survey.

With the exception of holiday pay, the benefit package for CCWD is on par with, or better than other peninsular municipalities and water districts.

As you know, all District employees are eligible for time off with pay to celebrate District holidays. If an employee is scheduled to work that day, the employee receives their 8 hours of holiday pay, plus 8 hours of regular pay. This is commonly referred to as “Double Time” and is defined as such in the present definition of holiday pay.

The present personnel manual reads:

**A non-exempt employee who works on an officially observed District holiday listed under Section 3.02 shall be compensated at double the regular hourly rate for up to 8 hours.**

Based on Joe’s research, the industry standard for working holidays is to provide 8 hours of holiday pay plus time-and-one-half for all hours worked on the holiday. This amounts to double time-and-one-half for working holidays. This is on par with Montara Water and Sanitary District, Sewer Authority Midcoast and many other Bay Area Special Districts and Municipalities.

**Fiscal Impact:** \$1,300 per year. Increase of ½ pay per holiday.

**DRAFT**

**Holiday Pay For Other Local Agencies**

8 hours Holiday Pay + Double Time (Triple Time)

- Skyline Water District
- Mid Peninsula Water District
- City of Brisbane
- City of San Bruno (Triple Time + ½)

8 hours Holiday Pay + Time-And-A-Half (Double Time-And-One-Half)

- Purissima Hills Water District
- City of Redwood City
- City of Daily City
- City of East Palo Alto
- Contra Costa Water District
- East Bay Municipal Utility District
- Montara Water and Sewer District
- Sanitation Authority Midcoast
- North Coast County Water District
- City of Hillsborough

8 hours Holiday Pay + Straight Time (Double Time)

- Coastside County Water District
- City of South San Francisco
- City of San Mateo

**SIMPLE PAY SCALE COMPARISON**

	Field Supv	Plant Operator*	Utility Worker I	Ave
East Bay MUD	37.10	30.42	24.39	30.64
City of Redwood City	37.30	26.96	21.17	28.48
Contra Costa WD	39.97	28.55	20.64	28.05
<b>CCWD</b>	<b>29.75</b>	<b>32.83</b>	<b>20.06</b>	<b>27.54</b>
City of Hillsborough	34.75	26.73	20.52	27.33
City of Burlingame	33.66	25.70	22.50	27.29
City of Brisbane	32.95	27.45	20.80	27.07
City of San Mateo	35.45	25.10	20.00	26.85
City of South San Francisco	32.46	26.32	19.83	26.21
City of San Bruno	33.04	25.94	19.61	26.20
NCCWD	31.01	30.42	24.39	25.96

\* In companies that do not have operators, this number reflects the Utility Worker III position or equivalent.

**OTHER BENEFIT COMPARISON**

	Retirement	Medical	Holidays*
East Bay MUD	-----	Full Kaiser**	13
City of Redwood City	<a href="#">2.7% @55</a>	Full Kaiser	13
Contra Costa WD	<a href="#">2.25% @55</a>	Full Kaiser	13
<b>CCWD</b>	<a href="#">2.5% @ 55</a>	<b>Full Kaiser</b>	<b>12</b>
City of Hillsborough	<a href="#">3%@60</a>	Full Kaiser	13
City of San Mateo	<a href="#">2%@55</a>	Full	13
City of South San Francisco	2%@55	Full HMO	12
City of San Bruno	<a href="#">2.7%@55</a>	Full Kaiser	14.5
NCCWD	<a href="#">2.7%@55</a>	Full Kaiser	-----
City of East Palo Alto	<a href="#">2.7%@55</a>	-----	13

\* Includes floating holidays

\*\* Denotes full payment of Kaiser rates or equivalent

# ***STAFF REPORT***

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

**From: Ed Schmidt, General Manager**

**Agenda: November 14, 2006**

Report

Date: November 8, 2006

**Subject: Status Report on the Current Major Capital Improvement Projects**

---

## **Main Street / Highway 92 Pipeline Replacement Project**

The Coastal Development Permit (CDP) for this \$1.3 million dollar construction project was approved by the City of Half Moon Bay Planning Commission on Thursday, October 27, 2005. The California Coastal Commission's appeal period ended on December 2, 2005, with no appeals filed.

The agreement with the City of Half Moon Bay for reimbursement of costs for the water system component of the Main Street/Highway 92 Improvement Project has been executed by CCWD and the City.

The City of Half Moon Bay awarded the contract to O'Grady Paving of Mountain View. A construction kick-off meeting took place on Tuesday, October 31, 2006. Construction started on Wednesday, November 1<sup>st</sup>. All work is performed between 9:00 p.m. and 5:00 a.m. The contractor hit a gas line one night, which resulted in the call out of several fire trucks, but resulted in no serious consequences. A subcontractor hit one of our water services, they called us out and we repaired it immediately. We are submitting a bill for our repair work to the subcontractor.

Bill Carlson, Vice President of S & C Engineers is the City of Half Moon Bay's Project Manager.

## **Water Treatment Plant Short-Term Improvements**

Engineering work is continuing:

Nunes Water Treatment Plant - Draft Contract Drawings for the chemical feed pumps, piping and storage tanks for the alum, caustic soda, and sodium hypochlorite systems were completed and reviewed by the WTP operating staff (Guistino, Twitchell and Donovan).

### Denniston Water Treatment Plant –

- Denniston Storage Tank Modifications Project - A decision was made to construct the modifications to the Denniston storage tank and the new tank inlet pipeline first in a separate contract from the other treatment plant improvements. Teter completed the draft Contract Drawings and submitted them to the WTP operating staff for review. Teter also worked on preparation of the specifications and other contract documents and they are also close to completion.
- Denniston WTP Improvements - The WTP operating staff provided Teter with the basic design concepts for the equipment selection and layout. Teter will proceed with Contract Drawing preparation following completion of the Denniston storage tank project documents.

## **Carter Hill East Pipeline Replacement Project**

Bids were opened on November 7, 2006 for this project, with the results reported under Item 6B in the Engineer's section of this agenda, including a request for the Board to award the contract for construction of this project. \$140,000 is in the FY 2007/2008 Budget for this project. There were three (3) bids submitted: Stoloski & Gonzales, Inc. - \$140,360.00, Soares pipeline, Inc. - \$169,871.00 and Pacific Underground Construction Inc. - \$234,200.00. Jim Teter's estimate was \$140,000.00.

**Phase 3 - El Granada Pipeline Replacement Project**  
**El Granada Pipeline Replacement Project Phase 3**  
**City and County Portions**

**The District is now in possession of both City and County permits for the remaining phases of the El Granada Pipeline Project.**

Jim Teter is preparing the contract documents and has already applied for the necessary CalTRANS permit(s). Many tasks need to be done before the project can be put out to bid, probably January 2007. Please see the attached memorandum from Jim Teter, which identifies conditions that need to be addressed, easements to be obtained, and additional permits to be acquired.



# **JAMES S. TETER**

CONSULTING ENGINEER  
15 BAYVIEW DRIVE, SAN RAFAEL, CAL 94901  
TEL (415)453-0754 FAX (415)453-0882  
E-mail: [jasteter@aol.com](mailto:jasteter@aol.com)

## **MEMORANDUM**

TO: Ed Schmidt, Tony Condotti, and George Burwasser  
FROM: Jim Teter  
DATE: November 6, 2006  
SUBJECT: Phase 3 El Granada Pipeline Project Completion List

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### Purpose

The purpose of this Memo is primarily to provide me with a list of tasks which must be completed in order to complete the Contract Documents so the project can be put out to bid during January 2007 as currently scheduled. Many of the tasks also require work to be performed by other team members, and that is why this Memo is being provided to each of you. If anyone finds the contents of this Memo to be incorrect or incomplete, please contact me. My CDP documents may not be the final approved version and this could result in me not being aware of conditions that were added during the public hearings.

### Tasks to be Completed

- A. Conditions of the Coastal development permit obtained from the City of Half Moon Bay:
1. Conditions 3 and 32: Staging Areas. I have requested George Burwasser to provide me with the wording he recommends regarding staging area compliance, and I will include the requirements in the Contract Documents.
  2. Condition 5: Caltrans Cultural Resources and Encroachment Permit. The cultural resources research work would need to be performed by George Burwasser, if a report is requested by Caltrans. I have filed the encroachment permit application with Caltrans. To date for this project, and formerly for other projects, Caltrans has not requested a cultural resources research report.
  3. Condition 7: Air Quality Control. I have requested George Burwasser to provide the wording he recommends for my inclusion in the Contract Documents.
  4. Condition 8: Discovery of Archaeological/Cultural Materials. I will include this wording in the Specifications if it is not otherwise included in the documentation being provided to me by George Burwasser.
  5. Condition 15: Hydrology and Water Quality; Condition 19: Stormwater Pollution Prevention; Condition 20: SWPPP Practices, Condition 21: Erosion Control:

George Burwasser is currently preparing the SWPPP, and when complete I will include it in the Specifications.

6. Other Conditions: Other conditions contain requirements that I will include in the Specifications.
- B. Conditions of the Coastal Development Permit Obtained from San Mateo County:
1. Condition 3: Erosion and Drainage Control Plan. George Burwasser is currently preparing this Plan.
  2. Condition 5: Easement. See Paragraph C below.
  3. Condition 6: Encroachment Permit. See Paragraph D below.
  4. Condition 8: Dust Control Plan. George Burwasser is currently preparing this Plan.
  5. Condition 16: Site CA-SMA-149. I do not understand this condition. I need George Burwasser provide me with information on what I need to do to comply with the condition.
  6. Other Conditions: Other conditions contain requirements that I will include in the specifications.
- C. Easement Acquisition. The following two easements are required for the project work:
1. APN 048-021-130. This parcel is a 100 ft. by 40 ft. private parcel located at the intersection of Magellan Avenue and The Crossways. The required easement is 10 foot wide by 100 feet long (and is adjacent to the existing 10 foot wide easement within which is located the existing pipeline). The Legal Description was prepared by Sandis Humber Jones and I will provide it to the person designated to obtain the easement.
  2. County of San Mateo Parcels. This easement is the one which required relocation of the pipeline across the Mirada Surf East property, a parcel owned by the County of San Mateo on which a park is proposed. The survey work required for the easement preparation has been performed by Towill, Inc., but the legal description has not been prepared pending a decision by SMC whether or not the existing easement across a portion of the pipeline route is satisfactory for the CCWD's pipeline. I seem to remember Tony Condotti has written a letter to the Real Estate Division of SMC regarding this issue. Once a decision is made regarding the CCWD's use of the existing easement, I will work with Towill, Inc. on their preparation of the required legal description.
- D. Three encroachment permits are required for the project work:
1. Caltrans. The encroachment permit application has been filed and is currently being processed by Caltrans.
  2. City of Half Moon Bay. The project includes a minor amount of work within City streets for connection of existing distribution system pipelines (including a new pressure reducing valve station) to the new 16" transmission pipeline. In the past the Department of Public Works would not process the encroachment permit application until all of the CDP Condition submittals have been received and approved. However, I think I will go ahead and submit the encroachment permit application within the next week or two and see if it is processed by DPW.
  3. County of San Mateo. The project includes a large amount of work within SMC public streets and the Mirada Surf East parcel. The Department of Public Works will not accept the encroachment permit application until all of the Planning Department's conditions contained in the CDP have been met as described below:

- a. Submission and approval of the Erosion and Drainage Control Plan and the Dust Control Plan. George Burwasser is currently working on these Plans.
- b. Obtaining the easement across the Mirada Surf property (CDP Condition 5).

My recommendation would be to not submit the encroachment permit application to DPW until substantial progress has been made on the two requirements described above. However, if directed by the General Manager I would submit the encroachment permit application to DPW now.

Conclusions:

1. Currently the project appears to be reasonably on schedule for advertising for bids during January 2007. The one item that needs attention very soon is acquisition of the two easements required for the project as described above.
2. My recommendation is always that a project should not be put out to bid (or perhaps put out to bid but not conduct the bid opening) until all encroachment permits have been received and that they are included in the Contract Documents (by addendum if necessary). The reason for my recommendation is that the encroachment permits may contain unforeseen conditions, such as a limitation on the contractor's hours of work, which would have a major impact on the contractor's bid prices. Obviously the low bidder would request additional money for pipeline construction if his working hours per day were reduced from an 8 hour workday to a 6 hour workday, and the CCWD would basically be at the mercy of the low bidder to accept his calculations for the additional cost.
3. The encroachment permit from Caltrans is currently being processed. I will file the encroachment permit application with the DPW of the City of Half Moon Bay in the near future. However, CCWD needs to obtain the easement across the Mirada Surf East property and comply with other County of San Mateo CDP permit conditions before the DPW will accept the encroachment permit application.

Recommendations:

1. George Burwasser needs to complete his work in the near future, hopefully during November 2006.
2. The CCWD (Tony Condotti?) needs to obtain the two easements required for the project. First priority should be given to the easement across County of San Mateo property because a CDP condition does not allow the issuance of the encroachment permit for work with County of San Mateo right of way areas until that easement has been obtained.



October 23, 2006

Ms. Marcia Raines, City Manager  
City of Half Moon Bay  
501 Main Street  
Half Moon Bay, CA 94019


Dear Marcia,

Congratulations on your appointment to the position of City Manager, City of Half Moon Bay.

We believe that your appointment is the beginning of a new era of cooperation between the staff of the City of Half Moon Bay and all other government authorities in the area. Your service as the Director of Environmental Services at the County of San Mateo was exemplary and we are absolutely confident that the same dedication to your previous position will be equally great in your new job.

We at Coastside County Water District look forward to working with you as we strive to raise the level of service to Coastside residents to the highest level.

Sincerely,

  
Everett Ascher, President, Board of Directors

  
Jim Larimer, Vice President, Board of Directors

  
Ken Coverdell, Director

  
Chris Mickelsen, Director

  
Bob Feldman, Director

cc: Marina Fraser, Mayor, City of Half Moon Bay  
Half Moon Bay City Council Members

## Ed Schmidt

---

**From:** Lourdes Enriquez [mailto:LEnriquez@bawasca.org]

**Sent:** Tuesday, November 07, 2006 2:01 PM

**To:** claired@smccd.net; kj@fergusson.com; mayorandcouncil@ci.santa-clara.ca.us; Adrienne Tissier (E-mail); Bern Beecham (E-mail); bologoff@ci.brisbane.ca.us; crmickelsen@hotmail.com; JoAnne Whelen; Chris Reynolds (E-mail); Chuck Reed (E-mail); Daniel Seidel (E-mail); David Woods (E-mail); Irene O'Connell (E-mail); Joanne.Burkman (Email); John Weed (E-mail); Kelly Fergusson (Email); kleroux@hillsca.org; Louis Vella (E-mail 2); Louis Vella (E-mail); Lucy Xavier (Email); Marc Hershman (E-mail); Michael Sweeney; Mike Goff (E-mail); Mike Kasperzak (E-mail); Randy Breault (E-mail); Rick Wykoff (E-mail); Rob Guzzetta; Robert Craig (Email); Robert Livengood (E-mail); Rosalie O'Mahony (E-mail); Stanley Gage (E-mail); Tim Risch (Email); Tom Piccolotti (E-mail); ajames@cityofepa.org; alex.ameri@hayward-ca.gov; cathy.lazarus@ci.mtnview.ca.us; cchang@redwoodcity.org; cjackson@ci.sanbruno.ca.us; waterwwd@aol.com; Ed Schmidt; garmendariz@ci.milpitas.ca.gov; jane.ratchye@cityofpaloalto.org; john.stufflebean@sanjoseca.gov; koconnell@nccwd.com; ksteffens@menlopark.org; mrose@ci.sunnyvale.ca.us; mdebry@hillsca.org; mlawson@cityofepa.org; Patrick Sweetland; paul.piraino@acwd.com; paulr@midpeninsulawater.org; Robin G. Saunders; rpop@ci.millbrae.ca.us; rtowne@fostercity.org; smurtuza@burlingame.org; tamsky@aol.com  
**Cc:** ajensen@bawasca.org; Nicole Sandkulla; John Ummel; Benjamin Pink; Deborah Grimes; Christina Payne; Ray E. McDevitt; Budwendell@aol.com

**Subject:** Correspondence with SF Mayor Newsom, Commissioners of the SFPUC, and Ms. Susan Leal

Dear board members and agency designated agreement representatives,

Art had asked me to send this message out on Monday Oct 30.

I thought I had, but when I checked today, November 7<sup>th</sup>, I realized I had not.

Please accept my apology for the delay.

Lourdes Enriquez

**TO:** BAWSCA board members and agency designated agreement representatives,

**FROM:** Arthur R. Jensen, General Manager

**CC:** Ray McDevitt, Hanson Bridgett et al.  
Bud Wendell, Management Communications

**DATE:** October 30, 2006

**SUBJECT:** Correspondence with SF Mayor Newsom, Commissioners of the SFPUC, and Ms. Susan Leal

I am pleased to report that all 27 member agencies have designated BAWSCA as their authorized representative for negotiations of a new contract with San Francisco. Attached is a copy of a letter from BAWSCA Chair, Bern Beecham to San Francisco Mayor Gavin Newsom, and a letter from Arthur Jensen to President Richard Sklar, the commissioners and Ms. Susan Leal. The letters were delivered to the appropriate offices this morning.

*This communication, including any attachments and accompanying materials, has been prepared and is being sent to assist counsel and management staff for BAWSCA in the confidential pre-decisional negotiation process involving a possible water contract between BAWSCA, its member agencies and the City and County of San Francisco. As such, this communication and any attachments and accompanying materials are protected by the attorney-client, attorney work-product and deliberative process privileges. It is intended solely for use by BAWSCA, its counsel, and any individuals and firms employed or retained by BAWSCA for the confidential pre-decisional negotiation process.*

*Any disclosure to or receipt by individuals and/or entities other than those expressly designated as part of the water contract negotiation process is unauthorized and unintended. No waiver of any confidentiality or privilege is intended by any such disclosure. If you are not the intended recipient, any use, dissemination, distribution, or copying of this communication is prohibited. If you have received this communication in error, please immediately notify the sender by telephone or email, and permanently delete all copies, electronic or other, you may have.*

# **BAWSCA**

**Bay Area Water Supply & Conservation Agency**

October 30, 2006

The Hon. Gavin Newsom, Mayor  
City and County of San Francisco  
City Hall, Room 200  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102

Dear Mayor Newsom,

In 1984, the City and County of San Francisco signed agreements with all 27 cities, districts and private organizations that purchase water from the Hetch Hetchy regional water system for use by 1.7 million residents, businesses and community organizations in Alameda, San Mateo, and Santa Clara counties.

In three years, 2009, this contract will end, and it is in the best interests of both BAWSCA and San Francisco if a new, long-term agreement that reflects today's realities and tomorrow's needs is developed before the existing contract expires.

The 27 BAWSCA members, stretching from Daly City to Hayward, have, through actions of their public-agencies' governing bodies and senior executives of private water organizations, designated BAWSCA, which represents their water interests, to negotiate new agreements for them with the City and County of San Francisco.

Earlier this year, you provided strong leadership to ensure that San Francisco approved a Water System Improvement Program (WSIP) to rebuild the old, earthquake-vulnerable Hetch Hetchy system before it collapses following the next major earthquake. BAWSCA appreciated that assistance.

Now, BAWSCA requests your leadership again to make certain that San Francisco will meet another regional challenge -- a new, fair water agreement that serves the interests of BAWSCA's agencies and their customers in the three counties, as well as your customers in San Francisco.

While this negotiation will be conducted by the SFPUC, it may involve other San Francisco governmental entities as well. You, as the senior elected official in the city, can ensure that they negotiate constructively with us to create new agreements that are responsive to BAWSCA's member agencies, who are your customers. I know my board would appreciate receiving a letter from you saying that you will take on this leadership role.

During BAWSCA-sponsored meetings over the past several months, its member agencies identified three goals for a new agreement: a reliable supply of high quality water at a fair price to protect the health, safety and economic well-being of their customers. Within these goals are a number of specific requirements, which will be discussed in detail with the city's negotiating team. We look forward to learning what goals and objectives San Francisco will bring to the bargaining table.

We have informed the members of the Public Utilities Commission and General Manager Susan Leal, that we would like to begin negotiations with San Francisco before the end of the year in order to allow ample time to build a new contractual foundation assuring a reliable and sustainable supply of high-quality, fairly priced water to the region for decades to come.

Sincerely,



Bern Beecham, Chair  
BAWSCA Board of Directors

cc: President Richard Sklar and Commissioners  
San Francisco Public Utilities Commission  
Ms. Susan Leal, General Manager, San Francisco Public Utilities Commission  
BAWSCA Board of Directors



# **BAWSCA**

**Bay Area Water Supply & Conservation Agency**

October 30, 2006

President Richard Sklar and Commissioners  
General Manager Susan Leal  
San Francisco Public Utilities Commission  
1155 Market Street, 11th Floor  
San Francisco, CA 94103

Dear President Sklar, Commissioners and General Manager Leal:

As you know, the Settlement Agreement and Master Water Sales Contract signed in 1984 by San Francisco and its wholesale customers will end in June 2009. In most respects, the 1984 Contract has worked well for all parties over the past 22 years. At the same time, its expiration provides an opportunity to make improvements in some areas to better reflect today's realities and tomorrow's needs.

We have recognized that it will take time to negotiate a new agreement which all parties can endorse as fair, feasible and durable. For that reason, early this year, BAWSCA began a series of meetings with representatives of all its member agencies. The purpose of those meetings was to learn first hand the perspectives of member agencies on how the existing contract has worked and what they would like to see continued, or changed, in their relationship with San Francisco after 2009.

The goals expressed by member agencies throughout these discussions can be summarized, in the broadest and most descriptive terms, as seeking an agreement that will provide the agencies and their customers with a reliable supply of high-quality water at a fair price.

Reasonable people, we think, will embrace these goals. The SFPUC certainly seeks to achieve them on behalf of the residents, businesses and institutions located within San Francisco. Some of the specific elements that contribute to each of these goals may require complex discussions. However, most of the commitments that BAWSCA agencies seek for the benefit of their customers have already been agreed to in the 1984 Contract, are explicitly shared by the SFPUC itself, or were overwhelmingly endorsed by the State Legislature in enacting the Wholesale Regional Water System Security and Reliability Act of 2002 ("AB 1823").

For example:

- The 1984 Contract embodies the basic principle that the costs allocated to wholesale customers should be limited to facilities and services that actually benefit them;
- The SFPUC itself is on record as committed to completing the vital rebuilding of the Hetch Hetchy regional water system to withstand major earthquakes on the faults that lie beneath the system's dams, pipelines, tunnels and treatment plants "on time" (July 2014) and "on budget" (\$4.3 billion); and
- The Legislature has directed San Francisco to manage the system so that generation of hydroelectric power at Hetch Hetchy remains subordinate to providing a reliable water supply to the Bay Area. (Water Code Section 73504(b))

A slightly more detailed list of some of the major contractual elements that all BAWSCA members support is attached.

Our meetings also revealed a general expectation and desire for BAWSCA to take the lead in negotiating the successor to the 1984 Contract. That expectation has now been formally

confirmed. All 16 cities and 9 special districts, as well as Stanford University and California Water Service Company, have designated BAWSCA as their authorized representative in discussions and negotiations with San Francisco for the new water agreement. My role will be that of chief negotiator.

You will notice that the attached summary sheet does not include a commitment by San Francisco to deliver quantities of water that meet the increased demands of BAWSCA agencies projected through 2030. This is not because we anticipate engineering or financial obstacles to the City's doing so, but because important environmental analyses have yet to be completed. The Tuolumne River appears to be a logical choice for obtaining at least the majority of the additional water projected to be needed by BAWSCA agencies from the regional water system in 2030. San Francisco has the necessary water rights, the water is of extremely high quality, and the incremental cost (if any) of sizing facilities to allow for the wholesale customer demand to be met from the Tuolumne River is small in comparison to the cost of the \$4.3 billion Water System Improvement Program (WSIP) and in comparison to any alternatives, such as desalination. However, we recognize that the San Francisco Planning Department has been preparing a comprehensive Program Environmental Impact Report (PEIR) which will analyze in detail the direct and indirect environmental implications of meeting (or not meeting) the water demands of BAWSCA agencies' customers. We understand that the PEIR is expected to be released in draft form for public review and comment by the end of December.

We appreciate that the SFPUC will feel constrained from making commitments to deliver quantities of water above and beyond its existing contractual obligations until the PEIR has been certified. For our part, recognizing that there are important environmental values that need to be taken into full account, BAWSCA will also want to have the benefit of the PEIR's

analysis of impacts and alternatives before entering into detailed discussions with SFPUC on the specifics of obtaining additional supplies from the regional water system. There are plenty of other aspects of supply reliability (some of which are listed on the attachment) that we can productively discuss while the PEIR is being finalized.

Before closing, I would like to offer some general observations about the relationship between the City and the neighboring communities to which it serves water through the 27 BAWSCA agencies. First, these are longstanding relationships. Several of the older Bay Area cities, such as Burlingame, Hayward, Menlo Park, Palo Alto, and San Mateo, supported San Francisco's effort in Congress to secure access to the Hetch Hetchy Valley, ultimately attained through passage of the Raker Act in 1913. San Francisco has been the wholesale water supplier to many of these agencies for 60 years or more; in most cases, contracts have been in place since the early 1960s. So, we have a long history together.

Second, the foresight of San Francisco city leaders a century ago in designing the Hetch Hetchy project as a regional system has benefited all communities now in the four-county service area. The benefit to neighboring communities is obvious: they have been provided a supply of extremely high quality water that has allowed them to become intellectual, industrial and financial contributors to the economic prosperity of the entire Bay Area. The benefits to San Francisco from regional participation are also substantial. BAWSCA agencies currently pay San Francisco \$100 million annually for water, a contribution expected to ramp up to \$300 million once the WSIP is completed. San Francisco is "at the end of the pipe" and it would cost nearly as much to rehabilitate the system if it were limited in scale to serving San Francisco only as it will to rebuild the regional system to today's seismic safety standards. Because of our financial

October 30, 2006

Page 5

contribution, San Francisco retail ratepayers pay only 30 cents on the dollar for all of the costs associated with the regional water system.

Finally, San Francisco and all other Bay Area communities enjoy the benefits of the regional water system. A harmonious accord among us on the mechanics and economics of water distribution in the Bay Area will be important to the region's ability to continue to do so.

I believe it is wise for all of us to keep these broader perspectives in mind as we turn to discussing the details of a new agreement.

In his letter to Mayor Newsom, Bern Beecham, Chair of BAWSCA's Board of Directors, expressed the desire that discussions of the new agreement get underway before the end of December. I will make myself, and relevant members of BAWSCA's team of staff and consultants, available to begin those discussions within that timeframe. I anticipate that we will both want to address a variety of procedural matters before tackling specific content of the new agreement. BAWSCA would be pleased to host the initial meeting. Please let me know when you would like to meet.

Very sincerely,



Arthur R. Jensen  
General Manager

cc: BAWSCA Board of Directors  
The Hon. Gavin Newsom, Mayor, City and County of San Francisco

Enclosure

## SUMMARY OF BAY AREA WATER SUPPLY AND CONSERVATION AGENCY GOALS FOR NEW WATER AGREEMENT

Overall, BAWSCA agencies seek an agreement with San Francisco that will provide them a reliable supply of high quality water at a fair price. More specifically, they envision these three major elements being secured by contractual provisions and commitments along the following lines:

### 1. RELIABLE SUPPLY

- Complete the Water Supply Improvement Program adopted by the SFPUC on November 29, 2005 on time (by 2014) and on budget (\$4.3 billion).
- Fund and implement good system maintenance and repair practices in the future. These practices should incorporate the recommendations contained in several audits of the SFPUC, including those conducted by the California Department of Finance in November 2003, the California Department of Health Services in April 2005, and the San Francisco Board of Supervisors Budget Analyst in March 2005.
- Treat customers inside and outside of San Francisco equally in terms of water delivery in the event of a major system disruption caused by an earthquake or other catastrophic event.
- Operate the Hetch Hetchy system so that providing a reliable water supply to the Bay Area takes priority over generation of hydroelectric power.
- Specify firm, quantified water delivery entitlements for each agency, other than Hayward which is satisfied with its 1961 contract. Allow BAWSCA agencies to freely transfer these entitlements (or portions thereof) among themselves -- subject only to reasonable, operationally-related limitations.
- Allow BAWSCA to “wheel” water purchased from outside sources through the San Francisco regional system during droughts, when San Francisco is unable to supply the water needs of BAWSCA agencies. This is an important feature since San Francisco has not added any storage to its system since 1971, even though there are now nearly 500,000 more people dependent on the system. In fact the San Francisco regional system has less storage now than in 1971 because the Department of Safety of Dams has directed that Calaveras Reservoir be kept more than half empty for safety reasons.
- Take advantage of BAWSCA’s formation as a three-county governmental agency representative of all 27 wholesale customers and actively utilize it to achieve mutually established regional water conservation goals.

## 2. HIGH QUALITY

- Specify that the water delivered meets the standards of the Safe Drinking Water Act, without additional treatment by wholesale customers (except for Coastside County Water district, which operates its own water treatment plant).
- Provide wholesale customer agencies prompt notice of potential or actual violations of SDWA standards (concurrently with notice to the Manager of the CDD responsible for delivering water to in-City customers) as well as of potential or actual changes in water chemistry to those agencies with industrial customers which require uniform water quality.

## 3. FAIR PRICE

- In general, BAWSCA agencies want to retain the basic architecture of the 1984 Contract, including:
  - Cost of water to be limited to facilities and services that benefit wholesale customers (i.e., in-City retail costs are excluded, Hetch Hetchy power costs are excluded unless power revenues are also shared, and a portion of the costs of Hetch Hetchy joint facilities are distributed to power, as currently provided).
  - Costs of regional facilities are allocated between San Francisco retail and wholesale customers on the basis of relative usage. (It may be possible to simplify the formulas and calculations used in the 1984 Contract to measure and classify water usage.)
  - Annual accountings should be continued, with wholesale customer overpayments or underpayments being tracked and carried into a balancing account. (We would like to explore ways to simplify the accounting involved in these annual calculations, strengthen and simplify the audit process, and provide more flexibility in how the balancing account impacts water rates in order to avoid artificially steep rate fluctuations from year to year.)
- Limit the City's ability to pass through costs of false starts and abandoned capital projects through the expedient of "expensing" these mistakes, similar to the rules which apply to investor-owned utilities.

This list is not comprehensive, but we hope it provides San Francisco a useful summary of BAWSCA agencies' positions on some important contractual topics.

---

**From:** Ramirez, Tim [mailto:TRamirez@swater.org]  
**Sent:** Thursday, November 09, 2006 8:39 AM  
**To:** Ed Schmidt  
**Subject:** RE: Summary of Pilarcitos Creek Integrated Watershed Management Plan

VERY short summary:

- \* group effort, led by SFPUC, CCWD, and SMC RCD, to develop Pilarcitos Creek Integrated Watershed Management Plan
- \* concept proposal submitted to the State in Feb 2006
- \* selected to submit full proposal, which was completed in June 2006
- \* selected for funding (\$202,500, w/ SFPUC cost-share of \$67,500) in September 2006
- \* group (Pilarcitos Creek Restoration Workgroup) met in August, October, and will meet next in December 2006 to begin development of the IWMP
- \* first step is to complete and sign MOU establishing the Workgroup, and outlining the IWMP
- \* Draft IWMP will be presented in December 2007
- \* Final IWMP will be completed in August 2008
- \* IWMP development includes public outreach (at least 3 open houses/public workshops - to be scheduled)
- \* SFPUC and CCWD working together to develop plans re: water delivery that address steelhead issues in the creek.





## 2006 Program Summary Report



# BAWSCA Members WaterWise™ Program

Sponsored by:



## Program Summary Report School Year 2005-2006

Submitted By:

Resource Action Programs\*



August 2006

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## Executive Summary

This report summarizes the results of the BAWSCA Members WaterWise™ Resource Action Program funded by California Water Service Company, Coastside County Water District, City of Hayward, Mid-Peninsula Water District, City of Milpitas and City of Redwood City. The program was implemented during the 2005-2006 school year with one thousand eight hundred ninety-four households participating in the program.

The WaterWise™ Resource Action Program combines a turnkey set of classroom activities with hands-on home projects to install efficiency devices and introduce resource conscious behavior to students and their families. The program facilitates installation of resource efficient technologies in homes, builds knowledge of environmental issues and provides an effective community program for sponsors.

The WaterWise™ Resource Action Program yields a variety of measurable water and energy savings results. An overview of the results from this program appears below, with greater detail in the attached report.

**Knowledge Gained:** Identical surveys (tests) were taken by students prior to the program, and again upon its completion to measure knowledge gained. Scores and subject knowledge improved from 58% to 77%.

**Measures Installed:** Students completed retrofit activities as part of the program, and reported the measures they installed in their own homes.

**Participant Satisfaction:** Teachers reported the student participation and enthusiasm was excellent. 100% agreed that the materials were attractive and easy to use. Additionally, 92% of participating teachers indicated that they would like to participate in the program again, and that they would recommend it to their colleagues.

### Participant Feedback

"Please continue this program in all the schools! Thank you... this was a positive nudge in the direction of conservation that our community needed!"

~ **Judy Kramer, Parent, Bowman Elementary**

"The students enjoyed the real hands on changing of the energy savings equipment, and were really excited about working with their parents."

~ **Maryann Necochea, Teacher, Rose Elementary**

"Thank you for giving us the WaterWise™ kits. It was such a cool experience! I never knew how much water we can waste a year!"

~ **Irma Calixto, Student, El Granada Elementary**



*As part of the program, children take a pre-program and post program test to measure knowledge gained.*



**Audit Information Obtained:** Household audits (customer surveys) were performed by students and their families as part of the program activities. Important customer information was collected to better understand trends and usage. Some highlights include:

- 59% reported they worked with their family on the program.
- 61% reported their family changed the way they use water.
- 47% reported they installed the new high efficiency showerhead.

**Resource Savings Results:** As a part of the program and working with parents or guardians, students installed resource efficient technologies in their homes while gathering information as provided above. They also measured the pre-existing equipment to calculate the savings generated. Savings from these activities will continue for many years to come. The table below shows the projected savings from the program, based upon information gathered by the students.

### ***Projected Resource Savings***

<b>149,841,443</b>	<b>gallons of water saved</b>
<b>559,184</b>	<b>therms of gas saved</b>
<b>5,990,383</b>	<b>kWh electricity saved</b>
<b>149,841,443</b>	<b>gallons wastewater saved</b>

### ***Projected Resource Savings per Household***

<b>79,114</b>	<b>gallons of water saved</b>
<b>295</b>	<b>therms of gas saved</b>
<b>3,163</b>	<b>kWh electricity saved</b>
<b>79,114</b>	<b>gallons wastewater saved</b>

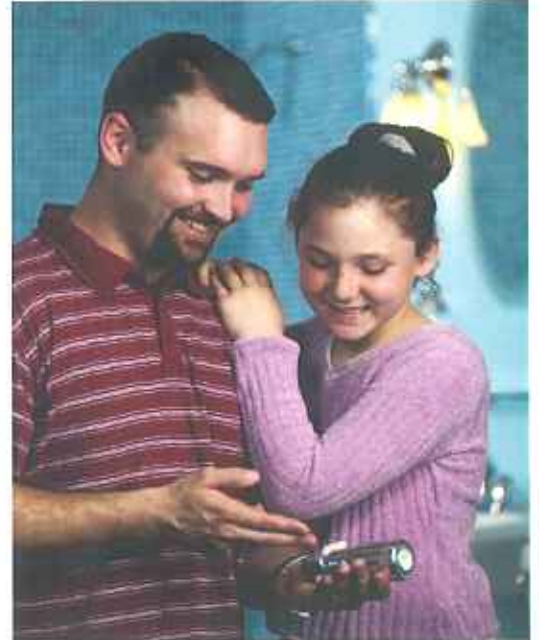


## Program Overview

WaterWise™ is a fully implemented program, designed to generate immediate and long-term savings. The program uses a school-based method that builds student knowledge, provides high efficiency devices to families, and serves as an effective community outreach program.

The program staff identifies and enrolls students and teachers within the designated service territory. Enrolled participants receive educational materials designed to build participant knowledge and demonstrate simple ways to save, by not only changing habits, but also changing devices. Materials meet state and national educational standards, which allow the program to easily fit into teachers' existing schedules and requirements.

As part of the program, children take home a Resource Action Kit that contains high efficiency devices. With the help of their parents, they install the devices in their home and complete a home audit report. The WaterWise™ staff tabulates all responses, including home audits, teacher responses, student input, and generates a Program Summary Report.



*As part of the program, participants take home a Resource Action Kit™. With the help of their parents they install the devices in their home.*



Each participant receives a Resource Action Kit containing efficiency technologies for their homes and materials to perform the hands-on activities. Program materials include:

**Each teacher/classroom receives:**

- Program Introduction Video
- Lesson Plans/Curriculum Correlation
- Supplementary Activities
- Spanish Language Support Materials
- Implementation Checklist
- Comprehensive Teacher Packet
- 24 Hour Web-based Support
- Toll-Free Telephone Support
- Classroom Posters

**Each student/teacher receives:**

- Student Activity Booklet
- Parent Introduction Letter
- Resource Action Kit containing:
  - Oxygenics® Showerhead
  - Kitchen Aerator
  - Bathroom Aerator
  - Flow Rate Test Bag
  - Toilet Leak Detector Tablets
  - Mini Tape Measure
  - Rain / Drip Gauge
  - Water Temp Check Card
  - Resource Fact Wheel
  - CD-ROM Game
- Certificate of Achievement
- Pre & Post Surveys
- Home Audit Form
- Parent Comment Card
- Interactive Program Website
- Toll-Free Telephone Support



*The Interactive Program Website mirrors program content in a fun, exciting way that helps make learning easy and helps instill lasting resource efficient behaviors.*



## Program Implementation

The WaterWise™ program offers a full range of implementation services as listed below. Participating teachers may implement the program to coincide with their lesson plans.

1. Teacher / School Identification
2. Program introduction to teachers
3. Teacher enrollment in program
4. Program Kit / Material Delivery
5. Delivery confirmation
6. Implementation dates scheduled with teachers
7. Periodic contact to ensure implementation and teacher satisfaction
8. Results collection
9. Data analysis
10. Program Summary Report
11. Thank-you cards sent to participating teachers

Participating teachers may implement the program to coincide with their lesson plans. The table below and on the following pages shows a comprehensive list of fifth grade classrooms that participated during the 2005-2006 school year.

Sponsor	School	Contact	Teachers	Students
California Water Service Company Los Altos	Oak Avenue	Candy Wilke	1	60
California Water Service Company Los Altos	Pinewood School	Mrs. Lauer	1	42
California Water Service Company Los Altos	Ben Bubbb Elementary	Kim Thompson	1	30
California Water Service Company Los Altos	Ben Bubbb Elementary	Robert Poling	1	29
California Water Service Company Los Altos	Covington Elementary	Mr. Creary	1	30
California Water Service Company Los Altos	Covington Elementary	Mrs.Pinder	1	30
California Water Service Company Los Altos	Covington Elementary	Mr. Ritter	1	30
California Water Service Company Los Altos	Santa Rita Elementary	Mrs. Grenwald	1	29
California Water Service Company Los Altos	Santa Rita Elementary	Ms. MarkdaSilva	1	29
California Water Service Company Los Altos	Santa Rita Elementary	Kelly Rafferty	1	29



# Program Implementation



Sponsor	School	Contact	Teachers	Students
City of Hayward	Southgate Elementary	Lisa Flevotomos	1	33
City of Hayward	Southgate Elementary	Faustina Reed	1	33
City of Hayward	Southgate Elementary	Michelle Wong	1	33
City of Hayward	Longwood Elementary	Jo Dana Campbell	1	35
City of Hayward	Longwood Elementary	Jimmy Harrington	1	35
City of Hayward	Longwood Elementary	Yoshoda Nand	1	35
City of Hayward	Harder Elementary	Joan Braze	1	34
City of Hayward	Harder Elementary	Gabriel Morales	1	34
City of Hayward	Harder Elementary	Pat Porter	1	34
City of Hayward	Harder Elementary	Luis Reynoso	1	34
City of Hayward	Bowman Elementary	Ms Walton	1	33
City of Milpitas	Burnett Elementary	Lynn Lafayette	1	100
City of Milpitas	Rose Elementary	Maryann Nechoechea	1	66
City of Milpitas	Sinnott Elementary	Amber Taft	1	33



Sponsor	School	Contact	Teachers	Students
Coastside County Water District	Kings Mountain Elementary	Caitlen McManus	1	20
Coastside County Water District	El Granada Elementary	Laurie McMahon	1	35
Coastside County Water District	Farallone Elementary	Raye First	2	32
Mid-Peninsula Water District	Immaculate Heart of Mary School	Jamie Fava	1	35
Mid-Peninsula Water District	Nesbit Elementary	Bill McClurg	1	250
Mid-Peninsula Water District	Central Elementary	Sarah Falk	1	50
Redwood City	Adelante Elementary	Austin Fudge	1	43
Redwood City	Ford Elementary	Nancy Julien	1	30
Redwood City	Gill Elementary	Judith Aboud	1	29
Redwood City	Ford Elementary	Angie Teupel	1	28
Redwood City	Fair Oaks Elementary	David Trembley	1	29
Redwood City	Ford Elementary	Martha Giardina	1	25
Redwood City	Garfield School	Darron Evans	1	23
Redwood City	Garfield School	Morgan Lloyd	1	23
Redwood City	Garfield School	Philip Lutz	1	23
Redwood City	Garfield School	Maria Obejero	1	23





Sponsor	School	Contact	Teachers	Students
Redwood City	Roy Cloud Elementary	Michelle Ortez	1	29
Redwood City	Clifford Elementary	Damien Arvizu	1	31
Redwood City	Clifford Elementary	Maureen Keithley	1	31
Redwood City	Clifford Elementary	Lisa Woofter	1	31
Redwood City	Fair Oaks Elementary	Rod Hong	1	29
Redwood City	Selby Lane School	Bruce Robinson	1	28
Redwood City	Selby Lane School	Stephen Skogerson	1	28
Redwood City	Hoover Elementary	Shirley Des Marais	1	30

<b>Totals</b>	49	1845
<b>Total Participants</b>		1894





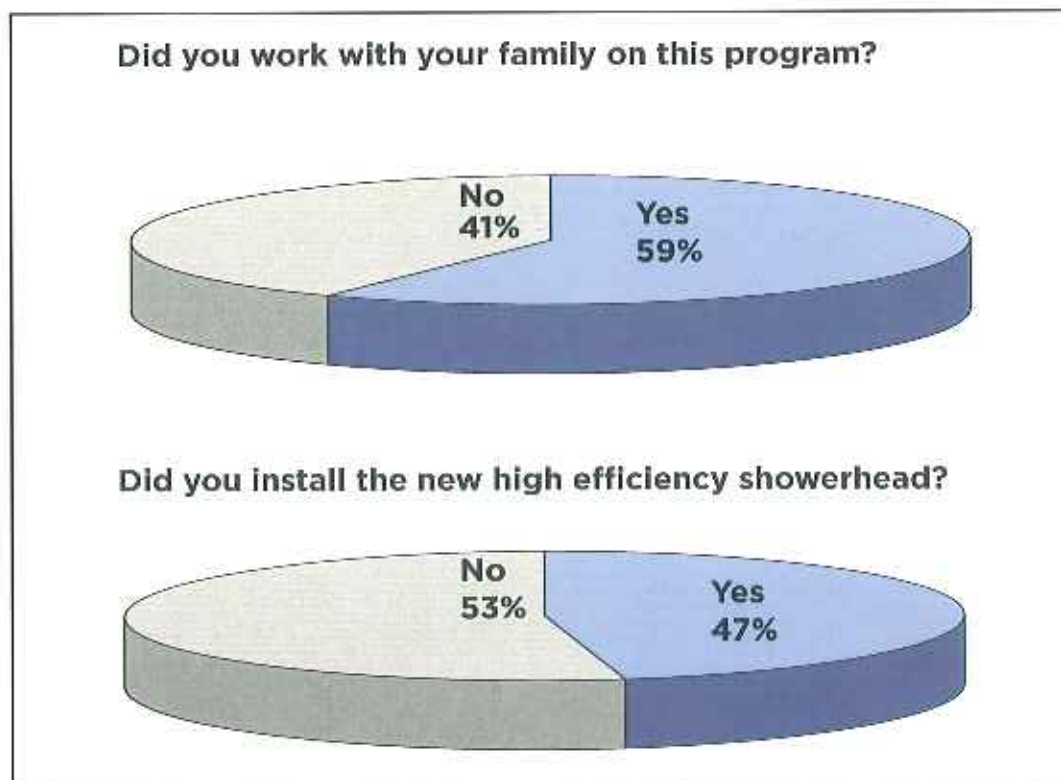
## Program Impact

The BAWSCA Members WaterWise™ Resource Action Program has had a significant impact within the community. As illustrated below, the program successfully educated a portion of the community about water and energy efficiency while installing resource efficient technologies in homes and collecting data to better understand future trends and usage. The following results were compiled from actual student and family reports:

### A. Water Adventure Report

Upon completion of the program, participating families are asked to complete a Water Adventure Report (WAR) to assess their resource use, verify product installation and measure participation rates. A few samples are below while a complete summary of all responses is included in the appendices.

Did you work with your family on this program?	Yes - 59%
Have you and your family changed the way you use water?	Yes - 61%
Did you install the new high efficiency showerhead?	Yes - 47%

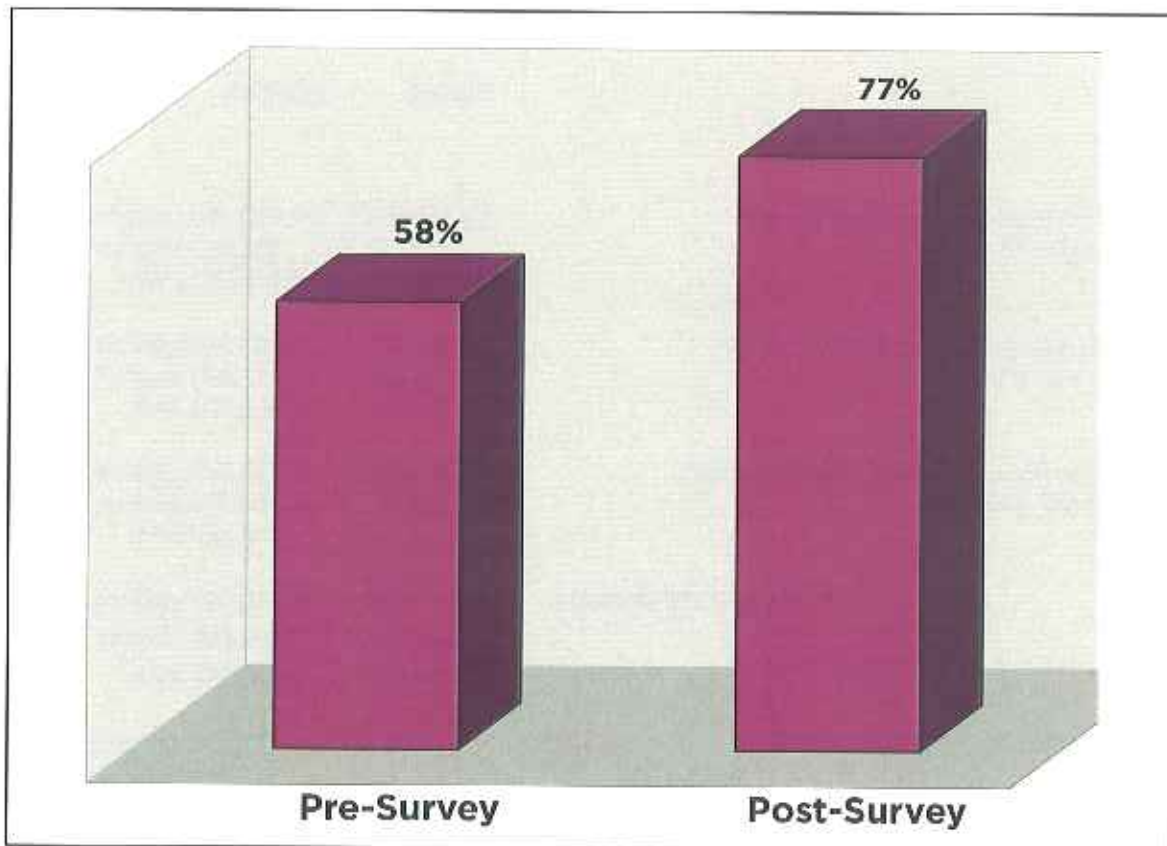




## B. Pre/Post Survey

Students were asked to complete a 10 question survey before the program was introduced and then again after it was completed to determine the learning impact and the knowledge gained through the program. The average student answered 5.8 questions correctly prior to being involved in the program and then improved to answer 7.7 questions correctly following participation.

Scores improved from 58% to 77%





## Program Impact

### C. Resource Savings Summary

Using the family habits collected from the customer survey information as the basis for this calculation, one thousand eight hundred ninety-four BAWSCA Members WaterWise™ Resource Action Program households are expected to save the following resource totals. A list of assumptions and formulas used for these calculations can be found in Appendix A.

### Projected Resource Savings

Total Number of Participants:	1894	
	<u>Annual</u>	<u>Lifetime</u>
Reduction from showerhead retrofit: Product Life: 10 years	12,996,628 48,501 519,581	129,966,280 gallons 485,013 therms 5,195,810 kWh
Reduction from kitchen aerator retrofit: Product Life: 5 years	2,030,723 7,578 81,185	10,153,616 gallons 37,892 therms 405,923 kWh
Reduction from bathroom aerator retrofit: Product Life: 5 years	1,944,309 7,256 77,730	9,721,547 gallons 36,279 therms 388,649 kWh
<b>TOTAL PROGRAM SAVINGS:</b>	<b>16,971,661 63,336 678,495</b>	<b>149,841,443 gallons 559,184 therms 5,990,383 kWh</b>
<b>TOTAL PROGRAM SAVINGS PER HOUSEHOLD:</b>	<b>8,961 33 368</b>	<b>79,114 gallons 295 therms 3,163 kWh</b>





## D. Teacher Response

Program improvements are based on the feedback from teachers. Each response is reviewed for pertinent information to both the program and the program sponsor. The following is a sample of the feedback collected from teacher evaluation forms.

### Teacher Feedback

- 100% of teachers agreed or strongly agreed that the materials and activities were well received by students.
- 100% would conduct the program again, given the opportunity.
- 100% would recommend the program to other colleagues.

#### **“In my opinion, the things students liked best about the program were...”**

“Easy lessons, great materials- I loved the emphasis on home implementation...it really helped get the parents involved.”

**~ Nancy Julien, Henry Ford Elementary**

“...the real hands on changing of the energy savings equipment, and (they) were really excited about working with their parents.”

**~ Maryann Necoechea, Rose Elementary**

“...the benefits of the energy saving fixtures especially the showerheads and saving money for their families!”

**~ J. Harrington, Longwood Elementary**



## Program Enhancements

### E. Program Enhancements

In addition to increasing resource awareness and efficiency, Resource Action Programs strengthen bonds between sponsors and their communities. The program has been designed from start to finish with this in mind.

Some of the steps taken to insure our sponsors receive the greatest possible exposure are as follows:

**Kit Branding:** Each Resource Action Kit™ was labeled with all sponsor logos.

**Press Releases:** Press releases were offered highlighting program accomplishments.

**Parent Feedback:** Included in the program materials are parent comment cards. The table to the right contains select information from those cards.

**Thank-you Letters:** Throughout the program we received thank-you letters from teachers, students and parents. Select samples of letters are contained in Appendix D. Original copies of all the letters received will be sent to the program sponsor.

### Parent Feedback

#### What comments would you like to express to your child's WaterWise™ Program sponsor?

It required little assistance and provided measurable reductions in water use. Now she's "water aware". Thank you for giving kids the opportunity to learn about water and for nudging them to become good stewards of natural resources.

**-Mike Hacker, Parent, Oak Avenue Elementary**

"Please continue this program in all the schools! Thank you...this was a positive nudge in the direction of conservation that our community needed!"

**- Judy Kramer, Parent, Bowman Elementary**

"Thank you. It was really fun and it made us all aware of how much water is used in the shower."

**-Betty Christopher, Parent, Oak Avenue Elementary**

"It was a project for family - great idea! Thank You!"

**-Adry Svraka, Parent, Southgate Elementary**







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# Appendix A

## Resource Savings Estimates

### Savings from Showerhead Retrofit

Average household size: 2.50 people<sup>3</sup>  
 Average length of use: 8.00 minutes<sup>4</sup>  
 Product life: 10.00 years<sup>1</sup>

Average showerhead has a flow rate of: 4.00 gallons per minute<sup>4</sup>  
 Oxygenics showerhead has flow rate of: 2.00 gallons per minute  
 Flow reduction: 2.00 gallons per minute

#### Water:

Average showerhead requires: 80.00 gallons  
 Retrofit showerhead requires: 40.00 gallons  
 Showerhead produces an **annual** reduction of: 14,600.00 gallons  
 Showerhead produces a **lifetime** reduction of: 146,000 gallons

#### Gas:

Average showerhead requires: 0.47 therms  
 Retrofit showerhead requires: 0.23 therms  
 % of water heated by gas:   
 Showerhead produces an **annual** reduction of: 54 therms  
 Showerhead produces a **lifetime** reduction of: 545 therms

#### Electricity:

Average showerhead requires: 8.88 kWh  
 Retrofit showerhead requires: 4.44 kWh  
 % of water heated by electricity:   
 Showerhead produces an **annual** reduction of: 584 kWh  
 Showerhead produces a **lifetime** reduction of: 5,837 kWh

Number of participants:   
 Installation / participation rate of:

Total reduction from showerhead retrofit:

Annual:	12,996,628 gallons
	48,501 therms
	519,581 kWh
Lifetime:	129,966,280 gallons
	485,013 therms
	5,195,810 kWh

1 - Product life taken from manufacturer.

3 - U.S. Census Bureau, 2003. Population Division, Fertility and Family Statistics Branch.

4 - Ridge & Associates, 2001. Southern California Edison: Evaluation of 2000-2001 School Programs.





## Savings from Kitchen Aerator Retrofit

Average household size:	2.50 people <sup>3</sup>
Average length of use:	2.50 minutes <sup>4</sup>
Product life:	5.00 years <sup>1</sup>
Average kitchen aerator has a flow rate of:	2.50 gallons per minute <sup>4</sup>
Retrofit kitchen aerator has flow rate of:	1.50 gallons per minute <sup>4</sup>
Flow reduction:	1.00 gallons per minute
<b>Water:</b>	
Average kitchen aerator requires:	15.63 gallons
Retrofit kitchen aerator requires:	9.38 gallons
Retrofit kitchen aerator produces an <b>annual</b> reduction of:	2,281 gallons
Retrofit kitchen aerator produces a <b>lifetime</b> reduction of:	11,406 gallons
<b>Gas:</b>	
Average kitchen aerator requires:	0.09 therms
Retrofit kitchen aerator requires:	0.05 therms
% of water heated by gas:	<input type="text" value="64%"/>
Retrofit kitchen aerator produces an <b>annual</b> reduction of:	9 therms
Retrofit kitchen aerator produces a <b>lifetime</b> reduction of:	43 therms
<b>Electricity:</b>	
Average kitchen aerator requires:	1.74 kWh
Retrofit kitchen aerator requires:	1.04 kWh
% of water heated by electricity:	<input type="text" value="36%"/>
Retrofit kitchen aerator produces an <b>annual</b> reduction of:	91 kWh
Retrofit kitchen aerator produces a <b>lifetime</b> reduction of:	456 kWh
Number of participants:	<input type="text" value="1,894"/>
Installation / participation rate of:	<input type="text" value="47%"/>
Total reduction from kitchen aerator retrofit:	
Annual:	2,030,723 gallons 7,578 therms 81,185 kWh
Lifetime:	10,153,616 gallons 37,892 therms 405,923 kWh

1 - Product life taken from manufacturer.

3 - U.S. Census Bureau, 2003, Population Division, Fertility and Family Statistics Branch

4 - Ridge & Associates, 2001. Southern California Edison; Evaluation of 2000-2001 School Programs.



# Appendix A

## Savings from Bathroom Aerator Retrofit

Average household size:	2.50 people <sup>3</sup>
Average length of use:	2.50 minutes <sup>4</sup>
Product life:	5.00 years <sup>1</sup>
Average bathroom aerator has a flow rate of:	2.00 gallons per minute <sup>4</sup>
Retrofit bathroom aerator has flow rate of:	1.00 gallons per minute <sup>4</sup>
Flow reduction:	1.00 gallons per minute

### Water:

Average bathroom aerator requires:	12.50 gallons
Retrofit bathroom aerator requires:	6.25 gallons
Retrofit bathroom aerator produces an <b>annual</b> reduction of:	2,281 gallons
Retrofit bathroom aerator produces a <b>lifetime</b> reduction of:	11,406 gallons

### Gas:

Average bathroom aerator requires:	0.07 therms
Retrofit bathroom aerator requires:	0.04 therms
% of water heated by gas:	64%
Retrofit bathroom aerator produces an <b>annual</b> reduction of:	9 therms
Retrofit bathroom aerator produces a <b>lifetime</b> reduction of:	43 therms

### Electricity:

Average bathroom aerator requires:	1.39 kWh
Retrofit bathroom aerator requires:	0.69 kWh
% of water heated by electricity:	36%
Retrofit bathroom aerator produces an <b>annual</b> reduction of:	91 kWh
Retrofit bathroom aerator produces a <b>lifetime</b> reduction of:	456 kWh

Number of participants:	1,894
Installation / participation rate of:	45%

### Total reduction from bathroom aerator retrofit:

<b>Annual:</b>	1,944,309 gallons 7,256 therms 77,730 kWh
<b>Lifetime:</b>	9,721,547 gallons 36,279 therms 388,649 kWh

1 - Product life taken from manufacturer.

3 - U.S. Census Bureau, 2003. Population Division, Fertility and Family Statistics Branch.

4 - Ridge & Associates, 2001. Southern California Edison: Evaluation of 2000-2001 School Programs.





## Water Adventure Report Data

Question	Answer	%
1	Did you install the new high showerhead?	
	1 Yes	47%
	2 No	53%
2	What is the flow rate of your old showerhead?	
	1 0-1.0	11%
	2 1.0-1.5	13%
	3 1.5-2.0	19%
	4 2.0-2.5	18%
	5 2.5-3.0	14%
6 3.0+	26%	
3	What is the flow rate of your new showerhead?	
	1 0-1.0	31%
	2 1.0-1.5	23%
	3 1.5-2.0	18%
	4 2.0-2.5	13%
	5 2.5-3.0	8%
6 3.0+	7%	
4	Number of bathrooms in residence?	
	1 1	30%
	2 2	45%
	3 3+	25%
5	Number of half bathrooms in residence?	
	1 0	61%
	2 1	29%
	3 2	7%
	4 3+	3%



## Appendix B

6.	How many toilets are in your home?	
	1 1	29%
	2 2	39%
	3 3	23%
	4 4+	8%
7.	How many toilets did you check for leaks?	
	1 0	39%
	2 1	34%
	3 2	23%
	4 3+	4%
8.	How many toilets are leaking?	
	1 0	79%
	2 1	16%
	3 2	5%
	4 3+	1%
9.	Did you install the bathroom aerator?	
	1 Yes	45%
	2 No	55%
10.	Did you install the kitchen aerator?	
	1 Yes	47%
	2 No	53%
11.	How many faucets did you check for leaks?	
	1 0	59%
	2 1	14%
	3 2	13%
	4 3+	14%



12.	How many faucets are leaking?	
	1 0	84%
	2 1	12%
	3 2	3%
	4 3+	1%
13.	How is your water heated?	
	1 Gas	64%
	2 Electric	36%
14.	How often is your lawn watered per week?	
	1 0	19%
	2 1	9%
	3 2	11%
	4 3+	17%
	5 Don't know	44%
15.	Was your home built before 1992?	
	1 Yes	66%
	2 No	34%
16.	Type of residence?	
	1 Single family home	61%
	2 Multi-family (2-4 units)	18%
	3 Multi-family (5-20 units)	13%
	4 Multi-family (21+ units)	8%
17.	Is your residence rented or owned?	
	1 Rented	37%
	2 Owned	63%



## Appendix B

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18	Number of children (age 0-17)?		
	1	1	17%
	2	2	44%
	3	3	21%
	4	4+	18%
19	Number of adults (age 18+)?		
	1	1	9%
	2	2	61%
	3	3	15%
	4	4+	14%
20	Do you have a dishwasher?		
	1	Yes	76%
	2	No	24%
21	Did you work with your family on this program?		
	1	Yes	59%
	2	No	41%
22	Have you and your family changed the way you use water?		
	1	Yes	61%
	2	No	39%
23	Did you like the program?		
	1	Yes	80%
	2	No	20%





## Teacher Evaluation Data

Question	Answer	%
1. The materials were attractive and easy to use.		
1	Strongly Agree	50%
2	Agree	50%
3	Neutral	0%
4	Disagree	0%
5	Strongly Disagree	0%
2. The materials and activities were well received by students.		
1	Strongly Agree	28%
2	Agree	28%
3	Neutral	36%
4	Disagree	7%
5	Strongly Disagree	0%
3. The materials were clearly written and well organized.		
1	Strongly Agree	36%
2	Agree	50%
3	Neutral	14%
4	Disagree	0%
5	Strongly Disagree	0%
4. The conservation technologies were easy for students to use.		
1	Strongly Agree	14%
2	Agree	65%
3	Neutral	14%
4	Disagree	7%
5	Strongly Disagree	0%



## Appendix C

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5. Students indicated their parents supported the program.

1	Strongly Agree	43%
2	Agree	29%
3	Neutral	21%
4	Disagree	7%
5	Strongly Disagree	0%

6. If you had the opportunity, would you conduct this program again?

1	Yes	92%
---	-----	-----

7. Would you recommend this program to other colleagues?

1	Yes	92%
---	-----	-----

## Appendix D Thank You Letters



April 5, 2006

To Whom It May Concern,

Thankyou for the water kit. My dad was so happy about the kit. I learned alot about conserving water. You that we watched the water saving my parents saved alot of money. It was really to watch. We want how to conserve.

Sincerely,

Eli...

April 6, 2006

Dear Resource Water Program Staff  
and Cheryl

Thank you for giving us the kit. It was really helpful. It was also fun taking the kit home and doing the things with the shower head and the faucets for the toilet. To see if we had leaks. It was also great reading the Water Wise book. You gave us. Reading the Water Wise book helped me learn things I didn't know before. Thank you so much.

From your friend always,  
Raulin Perez





## Appendix D

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A large, blank, lined writing area with a vertical red margin line on the left side. The lines are light blue and spaced evenly down the page.






April 6, 2006

Dear Resource Action Program Staff and I like you

Thank you for my water wise kit.

It was such a COOL experience! I never knew how much water we can waste a year! The Water Wise book gave me a lot to learn from. Even now, with the new aerators install and with the high efficiency shower head, I know, I can save a lot of water in a year! So thanks so much again!

Sincerely,

 Tina Lalato

P.S. Your program is so COOL!



Resource Action Programs®  
2351 Tenaya Drive Modesto CA 95354  
888-GET-WISE • ResourceActionPrograms.org



**Interim Report of the Rate Sub Committee**  
**Directors: Jim Larimer & Bob Feldman**  
**Staff: Ed Schmidt & Gina Brazil with Craig Lunow's assistance**

**Introduction:** The subcommittee met on Wednesday November 1, 2006 to review progress on modeling the current rate scheme against new alternative rate schemes. A straw man model was compared to the current pricing model using District data from reporting periods 8 & 9 (August and September, 2006).

There are three categories of connections, residential, commercial and fire defined by the current pricing model. Fire connections are accounts that consist of a separate water service and meter to a home or business for the purpose of fire safety and prevention. These services are connected to fire extinguishing plumbing that is built into residences and businesses and that are only used in the case of fire or periodically as demanded by fire safety codes and standards to test the fire extinguishing system to assure that it is functional. The latter tests are required of commercial installations such as hotels and restaurants in the community.

The commercial and residential designations are self-explanatory. Each of these categories of services is charged at rates designed to satisfy a variety of district policy goals. These policy goals include incentives to encourage conservation, and volume use discounts for large customers. Other goals to be satisfied by the pricing models are recapture of: (1) the costs of plant depreciation and maintenance, (2) costs associated for the purchase of water, (3) costs to harvest water from local sources, (4) processing water costs, and (5) the cost of distribution and delivery of water to users. The final goal of the pricing scheme is to equitably distribute these costs to our customers in proportion to their rate of consumption and service capacity.

Service capacity and consumption rate are not always directly correlated. A user may use more or less water during any billing period taxing all or part of their service capacity during that period. Some of their charges for any given period reflect a cost of service capacity and some will reflect a cost of processed water and the infrastructure to provide either.

**Rates and Charges:** The existing pricing model was applied to all current customers within the district during the months of August and September of this year. It was assumed that each customer was charged for the full two-month period in which any charge was incurred.

The current billing system bills individuals every other month and staggers users to alternating odd and even months. The full period assumption used in this preliminary rate study differs from actual practice. A new customer or to a customer who terminates their service within a billing period are billed on a pro-rated scale and that detail is not captured in this analysis. The number of transition customers with this status is always a small fraction of the total and therefore this simplification will have no significant impact on outcomes or any subsequent conclusions based upon the modeling effort.

The rates charged for each connection size for a two-month billing period are shown in Table 1. The base rate is a fixed cost for connecting to the water treatment and distribution system. The underlying assumptions for these charges are not called out within any district policy document. Resolution 2003-13 loosely relates rates to the meter size and its flow rate limits, so current base rates are determined by potential capacity utilization. Depreciation and maintenance are not specifically called out as a component of this charge. Future models will investigate partitioning real costs for maintenance and depreciation as part of these base charges.

The district has a system wide cost analysis from CDM Engineering that suggests that the fixed cost of depreciation and maintenance for each service is approximately \$28 per month if only current customers bare these costs and \$23 per month if all owners of service capacity were to equally share these costs. Our current base charges do not cover these costs so our current cost model places most the burden for the depreciation and maintenance costs on the use fees. This distribution of costs is one of the primary goals of the rate modeling effort. Our subcommittee is charged with examining these assumptions and exploring alternative rate models.

There are two rate systems used to charge customers for the water they use during a billing period. Charges for Residential customers are based upon a tiered system where the rates increase as quantity thresholds are exceeded. Commercial users are billed at a fixed rate. The rationale for this distinction is to promote conservation. A tiered cost model rewards residential users for not overusing water and punishes them for excessive use. The large volume commercial user, agribusiness, hotels and restaurants, have few options to limit their consumption so minimizing total quantity used is an effective incentive to generate and foster conservation practices for commercial customers.

The water consumption fees for three different cost models, the current model and two illustrative straw men rate models are shown in Table 1. The last row of this table is a base charge that is applied only to customers who own service capacity but who have not had that capacity activated. These customers own the right to be served but are not currently being served. The base charges for current residential, fire and commercial users are shown in Table 2. All three models share the same base rate structure. In future modeling exercises all of these rates will also be varied to investigate how changing the cost distribution impacts revenues.

These models illustrate the value of the modeling analysis approach for developing equitable pricing models for district services. The ultimate goal is to develop a water rate model that distributes costs to all users in proportion to their individual benefits measured in terms of water consumed based upon services provided by the water district. Each customer should be burdened by a cost that reflects the costs of providing water and maintaining the capacity to provide water at the address served.



**Table 1:** The tier pricing for current rate model and two “straw men” alternatives is shown in this table. The bottom row is the base fee paid by sold but not in service customers.

		<b>Current Rate Model</b>	<b>Straw Man Rate Model #1</b>	<b>Straw Man Rate Model #2</b>
	<b>Tier Use Category Boundaries</b>	<b>Price Per HCF</b>		
Residential	$0 \leq \text{HCF} \leq 8$	\$3.08	\$2.80	\$2.50
	$8 < \text{HCF} \leq 25$	\$3.39	\$3.10	\$3.00
	$25 < \text{HCF} \leq 40$	\$4.41	\$4.55	\$4.80
	$40 < \text{HCF}$	\$5.45	\$5.65	\$6.00
Commercial	$0 \leq \text{HCF}$	\$4.19	\$4.19	\$4.19
Base Fee For Not in Service Owners		\$0.00	\$20.00	\$24.00

Water conservation can provide lower costs to all users by reducing the fixed capital investments that must be made to provide water. For this reason individual incentives to conserve water will benefit all users. Therefore rate incentives provided to efficient users are not borne disproportionately by less efficient users who benefit to the extent that the district is not required to make additional capital investments to meet demand.

**Revenue Projections Based Upon the Three Models:** Because actual consumption data representing 1/6<sup>th</sup> of the years water utilization is used to model the consequences of different rate models multiplying the revenue generated during this period by 6 is an estimator of real revenue production for the year. For this illustrative exercise two alternative models are analyzed in addition to the current rate system.

The first model, #1, imposes a base fee of \$20 per month on sold but not-in-service connections. The second model increases this base fee to \$24 per month, the CDM estimate of the true cost of infrastructure borne by all district stakeholders including those who own service capacity but have yet to place it in use. In addition to imposing these new fees the residential rates have been varied to increase the incentive reward structure for conservation as defined by reduced usage. For model #1 a modest reduction in the lowest tier rate is coupled with a slight increase or disincentive for residential users who consume quantities of water well beyond the average. In the second alternative model the incentives and disincentives are further reduced and increased respectively to encourage conservation.

**Table 3:** Revenue yields estimated by three rate models are shown in this table.

	<b>Current Rate Model</b>	<b>Model #1</b>	<b>Model #2</b>
Total Revenue	\$1,075,612.92	\$1,104,222.58	\$1,109,124.33
Change over Current Rates	NA	\$28,609.66	\$33,511.41
12 Month Revenue Change	NA	\$171,657.96	\$201,068.46
Estimated Yearly Revenue Change	\$6,453,677.52	\$6,625,335.48	\$6,654,745.98
Percent Change to Current Base	100%	102.66%	103.12%

Revenues projections for three rate models based upon actual water use data for August and September of this year are shown in Table 3. Both rate models #1 & #2 increase yearly revenues generated by water service sales. The percentage change over the current rate model and the absolute dollar changes projected are shown in the entries within this table.

**Table 2:** Base Rates for the Current Rate Model and Used in the Straw man model.

Base Rate Charges (fixed cost billed every two months)			
Service Meter Size	Service Type	Service Notes	Base Rate
5/8"	Commercial	Standard	\$18.83
3/4"	Commercial	Standard	\$28.32
1"	Commercial	Standard	\$47.20
1-1/2"	Commercial	Standard	\$91.15
2"	Commercial	Standard	\$151.07
3"	Commercial	Standard	\$330.48
3"	Commercial	Interruptible	\$330.48
3"	Commercial	Special	\$0.00
4"	Commercial	Standard	\$1,133.19
5"	Commercial	Special	\$0.00
6"	Commercial	Standard	\$0.00
6"	Commercial	Special	\$0.00
8"	Commercial	Special	\$0.00
3/4"	Fire	Fire Safety	\$4.50
1"	Fire	Fire Safety	\$6.00
1-1/2"	Fire	Fire Safety	\$9.00
2"	Fire	Fire Safety	\$12.00
3"	Fire	Fire Safety	\$18.00
4"	Fire	Fire Safety	\$24.00
5"	Fire	Fire Safety	\$30.00
6"	Fire	Fire Safety	\$36.00
7"	Fire	Fire Safety	\$42.00
8"	Fire	Fire Safety	\$48.00
10"	Fire	Fire Safety	\$60.00
5/8"	Residential	5/8" for 2 units	\$18.83
5/8"	Residential		\$18.83
3/4"	Residential	3/4" for 2 units	\$28.32
3/4"	Residential		\$28.32
1"	Residential		\$47.20
1-1/2"	Residential		\$91.15
2"	Residential		\$151.07
3"	Residential		\$330.48
4"	Residential		\$1,133.19

The new rate models also changed the incentives for water use for all residential users. The new incentive rates generate rate reductions for some users and increases for others. These changes are illustrated for this billing period in Figure 1. The top panel in Figure 1 shows the change in residential charges for users as a function of old base charge.

**Fig. 1.** Residential billing changes as a function of the current billing system versus the change. Top panel is for rate model #1 and the bottom panel is for rate model #2.

