

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

SPECIAL MEETING OF THE BOARD OF DIRECTORS

Tuesday, November 14, 2017 - 6:30 p.m.

Please Note

***The Revised Start Time of Special Meeting of the Board of Directors will begin at 6:30 pm.
The Regular meeting will follow and begin at 7:00 pm.***

AGENDA

1) ROLL CALL

2) PUBLIC COMMENT

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

3) CLOSED SESSION

- A.** Conference with Real Property Negotiators
Pursuant to California Government Code Section 54956.8
Property: 12001-12291 San Mateo Road, Half Moon Bay, CA
APNs: 056-331-110, 056-331-050, 056-331-120, 056-331-130, 056-450-040
Agency Negotiators: David Dickson, General Manager, and
Mary Rogren, Assistant General Manager
Negotiating Parties: James Cozzolino, Trustee
Under Negotiation: Price and Terms of Payment

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

5) ADJOURNMENT

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

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, November 14, 2017 - 7:00 p.m.

AGENDA

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

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

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

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

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

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

4) CONSENT CALENDAR

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

- A. Approval of disbursements for the month ending October 31, 2017:
Claims: \$2,713,205.19; Payroll: \$101,091.02 for a total of \$2,814,296.21 ([attachment](#))
➤ *October 2017 Monthly Financial Claims reviewed and approved by President Reynolds*
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of October 10, 2017 Regular Board of Directors Meeting ([attachment](#))
- D. Monthly Water Service Connection Transfer Report ([attachment](#))
- E. Installed Water Connection Capacity and Water Meters Report ([attachment](#))
- F. Total CCWD Production Report ([attachment](#))
- G. CCWD Monthly Sales by Category Report – October 2017 ([attachment](#))
- H. Monthly Rainfall Reports ([attachment](#))
- I. S.F.P.U.C. Hydrological Report for the month of September 2017 ([attachment](#))
- J. Notice of Completion – Denniston Reservoir Maintenance Dredging Project 2017 ([attachment](#))
- K. Notice of Completion – El Granada Tank No. 3 Recoating Project ([attachment](#))

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

6) GENERAL BUSINESS

- A. Conversion of Full-time Temporary Field Position to Permanent Treatment/Distribution Operator Position ([attachment](#))
- B. Approval of Agreement for Acquisition of Permanent Easements and Joint Escrow Instructions Between Coastside County Water District and the James and Alice Cozzolino 1988 Family Trust ([attachment](#))
- C. Agreement for Emergency Water Supply between Coastside County Water District and Montara Water and Sanitary District ([attachment](#))

7) MONTHLY INFORMATIONAL REPORTS

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

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

9) ADJOURNMENT

**COASTSIDE COUNTY WATER DISTRICT
CLAIMS FOR OCTOBER 2017**

CHECKS				
<u>CHECK DATE</u>	<u>CHECK NO.</u>	<u>VENDOR</u>	<u>VOID CHECK</u>	<u>AMOUNT</u>
10/06/2017	24547	HEALTH BENEFITS ACWA-JPIA		35,174.56
10/06/2017	24548	JON BRUCE		54.57
10/06/2017	24549	COMCAST		194.00
10/06/2017	24550	JOHN DAVIS		65.50
10/06/2017	24551	SEAN DONOVAN		54.57
10/06/2017	24552	LOGAN DUFFY		87.39
10/06/2017	24553	FIRST NATIONAL BANK		2,122.46
10/06/2017	24554	HASSETT HARDWARE		704.84
10/06/2017	24555	HUE & CRY, INC.		24.00
10/06/2017	24556	MASS MUTUAL FINANCIAL GROUP		1,774.65
10/06/2017	24557	TRAVIS MENEZES		109.20
10/06/2017	24558	MOBILE MODULAR MGMT CORP		1,413.08
10/06/2017	24559	PSI-PROCESS SOLUTIONS, INC		1,492.25
10/06/2017	24560	REPUBLIC SERVICES		419.06
10/06/2017	24561	SM CTY ENVIRONMENTAL HEALTH		2,113.00
10/06/2017	24562	SCHWAAB STAMPS INC.		113.36
10/06/2017	24563	TODD SCHMIDT		19.83
10/06/2017	24564	TRANS-WEST, INC		193,441.44
10/06/2017	24565	TEAMSTERS LOCAL UNION #856		1,126.00
10/06/2017	24566	VALIC		3,295.00
10/06/2017	24567	VERIZON WIRELESS		915.46
10/06/2017	24568	JACK WHELEN		54.63
10/11/2017	24569	CITY OF HALF MOON BAY		7,551.62
10/11/2017	24570	PACIFIC GAS & ELECTRIC CO.		7,874.60
10/12/2017	24571	HALF MOON BAY POSTMASTER		6,000.00
10/20/2017	24572	METER READINGS HOLDING, LLC		565,577.78
10/20/2017	24573	ADP, INC.		320.30
10/20/2017	24574	FRANK YAMELLO		235.00
10/20/2017	24575	ANDREINI BROS. INC.		127,733.50
10/20/2017	24576	ASSOC. CALIF. WATER AGENCY		9,989.49
10/20/2017	24577	AT&T		3,348.01
10/20/2017	24578	AT&T LONG DISTANCE		315.02
10/20/2017	24579	AZTEC GARDENS, INC.		190.00
10/20/2017	24580	BALANCE HYDROLOGICS, INC		9,309.95
10/20/2017	24581	BAY AREA WATER SUPPLY &		7,846.00
10/20/2017	24582	BIG CREEK LUMBER		131.91
10/20/2017	24583	CATHLEEN BRENNAN		621.23
10/20/2017	24584	BSK ASSOCIATES		200.00
10/20/2017	24585	CANYON SPRINGS ENTERPRISES		102,801.15
10/20/2017	24586	COUNTY OF SAN MATEO		1,220.00
10/20/2017	24587	ELECSYS INTERNATIONAL CORP		250.00
10/20/2017	24588	FEDAK & BROWN LLP		1,500.00
10/20/2017	24589	GRAINGER, INC.		45.43
10/20/2017	24590	HMB BLDG. & GARDEN INC.		1,931.16
10/20/2017	24591	U.S. HEALTHWORKS MEDICAL GROUP, P.C.		99.00
10/20/2017	24592	IRON MOUNTAIN		476.15
10/20/2017	24593	IRVINE CONSULTING SERVICES, INC.		2,554.66
10/20/2017	24594	IRVINE CONSULTING SERVICES, INC.		84.99
10/20/2017	24595	KENNEDY/JENKS CONSULTANTS		62,253.84
10/20/2017	24596	GLENNA LOMBARDI		110.00
10/20/2017	24597	MISSION UNIFORM SERVICES INC.		113.46

10/20/2017	24598	NATIONAL METER & AUTOMATION	319,934.36
10/20/2017	24599	NORTHSTAR CHEMICAL	2,894.50
10/20/2017	24600	NTU TECHNOLOGIES, INC	12,258.40
10/20/2017	24601	ONTRAC	391.24
10/20/2017	24602	PACIFIC GAS & ELECTRIC CO.	16,256.11
10/20/2017	24603	PACIFICA COMMUNITY TV	250.00
10/20/2017	24604	PAKPOUR CONSULTING GROUP	1,750.88
10/20/2017	24605	PAULO'S AUTO CARE	470.50
10/20/2017	24606	PITNEY BOWES	211.91
10/20/2017	24607	PUMP REPAIR SERVICE CO. INC.	16,031.13
10/20/2017	24608	RAY A MORGAN COMPANY INC.	897.53
10/20/2017	24609	ROGUE WEB WORKS, LLC	364.00
10/20/2017	24610	SAN MATEO CTY PUBLIC HEALTH LAB	482.00
10/20/2017	24611	SANDY COVE HOMEOWNERS ASSOCIATION	2,152.50
10/20/2017	24612	SERVICE PRESS	926.10
10/20/2017	24613	JIM STEELE	3,200.00
10/20/2017	24614	TPX COMMUNICATIONS	1,826.45
10/20/2017	24615	TYLER TECHNOLOGIES, INC	1,192.55
10/20/2017	24616	UNITED CONCRETE PUMPING, LLC	424.00
10/20/2017	24617	USA BLUE BOOK	1,647.93
10/20/2017	24618	JACK WHELEN	235.65
10/20/2017	24619	RAYMOND WINCH	65.50
10/27/2017	24620	Void Check	0.00
10/27/2017	24620	ADP, INC.	367.95
10/27/2017	24621	ANDREINI BROS. INC.	33,015.24
10/27/2017	24622	AUTOMATIC DOOR SYSTEMS, INC.	18,718.00
10/27/2017	24623	AZTEC GARDENS, INC.	650.00
10/27/2017	24624	BADGER METER, INC.	123.00
10/27/2017	24625	BARTKIEWICZ, KRONICK & SHANAHAN	684.90
10/27/2017	24626	BAY ALARM COMPANY	559.59
10/27/2017	24627	INSTITUE FOR ENVIIRONMENTAL HEALTH, INC.	3,890.00
10/27/2017	24628	GINA BRAZIL	51.40
10/27/2017	24629	CALCON SYSTEMS, INC.	30,915.57
10/27/2017	24630	CHEMTRAC SYSTEMS, INC.	805.00
10/27/2017	24631	PETTY CASH	150.51
10/27/2017	24632	RECORDER'S OFFICE	18.00
10/27/2017	24633	CURLEY & RED'S INC. BODY SHOP	85.00
10/27/2017	24634	DATAPROSE, LLC	513.72
10/27/2017	24635	GOLDEN STATE FLOW MEASUREMENT	5,056.01
10/27/2017	24636	GRAINGER, INC.	311.57
10/27/2017	24637	GRISWOLD INDUSTRIES	1,466.22
10/27/2017	24638	HALF MOON BAY AUTO REPAIR, INC	211.75
10/27/2017	24639	HMB GRADING & PAVING INC.	1,661.55
10/27/2017	24640	HANSONBRIDGETT. LLP	2,594.50
10/27/2017	24641	HERC RENTALS, INC.	1,935.72
10/27/2017	24642	HF&H CONSULTANTS, LLC	235.00
10/27/2017	24643	INTELLI-TECH	1,128.00
10/27/2017	24644	IRVINE CONSULTING SERVICES, INC.	285.46
10/27/2017	24645	MASS MUTUAL FINANCIAL GROUP	1,974.65
10/27/2017	24646	MISSION UNIFORM SERVICES INC.	113.46
10/27/2017	24647	MOBILE MODULAR MGMT CORP	535.82
10/27/2017	24648	MONTEREY COUNTY LAB	2,756.00
10/27/2017	24649	NATIONAL METER & AUTOMATION	345,335.64
10/27/2017	24650	OFFICE DEPOT	1,050.06
10/27/2017	24651	OFFICIAL PAYMENTS CORPORATION	150.00
10/27/2017	24652	ONTRAC	86.21
10/27/2017	24653	PAKPOUR CONSULTING GROUP	4,200.00

10/27/2017	24654	PAULO'S AUTO CARE	1,331.96
10/27/2017	24655	POLLARDWATER.COM	447.98
10/27/2017	24656	QUESTA ENGINEERING CORP.	18,769.62
10/27/2017	24657	MULTI SERVICE TECHNOLOGY SOLUTIONS, INC.	291.40
10/27/2017	24658	RICOH USA INC	608.84
10/27/2017	24659	ROBERTS & BRUNE CO.	802.78
10/27/2017	24660	SAN FRANCISCO WATER DEPT.	585,939.98
10/27/2017	24661	SAN MATEO CTY TAX COLLECTOR	927.62
10/27/2017	24662	SERVICE PRESS	4,810.27
10/27/2017	24663	SHOE DEPOT, INC	32.63
10/27/2017	24664	STATE WATER RESOURCES CONTROL BD	60.00
10/27/2017	24665	JAMES TETER	1,409.50
10/27/2017	24666	UGSI CHEMICAL FEED, INC.	997.12
10/27/2017	24667	VALIC	3,075.00
10/27/2017	24668	VERIZON WIRELESS	1,118.48
10/02/2017	24669	JENNIE LANDER	55.23
10/02/2017	24670	NADIR BAGAVEYEV	86.01
10/02/2017	24671	STOLOSKI & GONZALEZ	925.81
10/02/2017	24672	PACIFIC SURFACING, INC.	848.39
10/02/2017	24673	C.F. ARCHIBALD PAVING INC.	967.74
10/12/2017	24674	VSS INTERNATIONAL INC.	567.05
10/12/2017	24675	JEFF CLARK	49.03
10/27/2017	24676	DEPARTMENT OF MOTOR VEHICLES	16,926.00
10/31/2017	24677	LAWRENCE PURCELL	45.67
10/31/2017	24678	SHANE REID	3,500.00
10/31/2017	24679	MARY ROSE BIANCHI	145.50
TOTAL CLAIMS FOR MONTH			\$ 2,655,691.45

WIRE PAYMENTS

<u>MONTH</u>	<u>VENDOR</u>	<u>AMOUNT</u>
10/02/2017	DFT0000084 CalPERS FISCAL SERVICES DIVISION	40.03
10/02/2017	DFT0000085 CalPERS FISCAL SERVICES DIVISION	27,620.90
10/10/2017	DFT0000086 PUB. EMP. RETIRE SYSTEM	12,637.92
10/20/2017	DFT0000087 PUB. EMP. RETIRE SYSTEM	11,697.41
10/31/2017	BANK & CREDIT CARD FEES	5,517.48
TOTAL WIRE PAYMENTS FOR MONTH		\$ 57,513.74

TOTAL CLAIMS FOR THE MONTH \$ **2,713,205.19**



Coastside County Water District

Monthly Budget Report Account Summary

For Fiscal: 2017-2018 Period Ending: 10/31/2017

	October Budget	October Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget	
Revenue										
RevType: 1 - Operating										
1-4120-00	Water Revenue	1,246,503.00	1,273,232.82	26,729.82	2.14 %	4,505,549.00	4,675,794.02	170,245.02	3.78 %	10,805,600.00
	Total RevType: 1 - Operating:	1,246,503.00	1,273,232.82	26,729.82	2.14 %	4,505,549.00	4,675,794.02	170,245.02	3.78 %	10,805,600.00
RevType: 2 - Non-Operating										
1-4170-00	Water Taken From Hydrants	4,165.00	6,249.48	2,084.48	50.05 %	16,660.00	24,157.28	7,497.28	45.00 %	50,000.00
1-4180-00	Late Notice - 10% Penalty	4,998.00	6,369.16	1,371.16	27.43 %	19,992.00	21,862.08	1,870.08	9.35 %	60,000.00
1-4230-00	Service Connections	833.00	1,646.00	813.00	97.60 %	3,332.00	5,131.85	1,799.85	54.02 %	10,000.00
1-4920-00	Interest Earned	1,544.00	2,797.10	1,253.10	81.16 %	3,087.00	2,797.10	-289.90	-9.39 %	6,174.00
1-4930-00	Tax Apportionments/County Checks	0.00	782.60	782.60	0.00 %	0.00	1,299.91	1,299.91	0.00 %	700,000.00
1-4950-00	Miscellaneous Income	3,084.00	230.00	-2,854.00	-92.54 %	12,334.00	8,912.43	-3,421.57	-27.74 %	37,000.00
1-4955-00	Cell Site Lease Income	12,834.00	15,450.94	2,616.94	20.39 %	51,334.00	54,098.57	2,764.57	5.39 %	154,000.00
1-4965-00	ERAF Refund - County Taxes	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	250,000.00
	Total RevType: 2 - Non-Operating:	27,458.00	33,525.28	6,067.28	22.10 %	106,739.00	118,259.22	11,520.22	10.79 %	1,267,174.00
	Total Revenue:	1,273,961.00	1,306,758.10	32,797.10	2.57 %	4,612,288.00	4,794,053.24	181,765.24	3.94 %	12,072,774.00
Expense										
ExpType: 1 - Operating										
1-5130-00	Water Purchased	341,691.00	270,206.98	71,484.02	20.92 %	1,209,013.00	968,286.06	240,726.94	19.91 %	2,106,991.00
1-5230-00	Nunes T P Pump Expense	3,356.00	4,538.94	-1,182.94	-35.25 %	13,426.00	14,980.95	-1,554.95	-11.58 %	40,280.00
1-5231-00	CSP Pump Station Pump Expense	45,000.00	55,304.00	-10,304.00	-22.90 %	195,000.00	200,566.58	-5,566.58	-2.85 %	318,000.00
1-5232-00	Other Trans. & Dist Pump Expense	2,500.00	1,874.73	625.27	25.01 %	11,000.00	8,858.90	2,141.10	19.46 %	25,440.00
1-5233-00	Pilarcitos Canyon Pump Expense	3,500.00	261.95	3,238.05	92.52 %	5,900.00	510.35	5,389.65	91.35 %	32,309.00
1-5234-00	Denniston T P Pump Expense	3,000.00	8,476.91	-5,476.91	-182.56 %	21,000.00	37,925.78	-16,925.78	-80.60 %	92,220.00
1-5242-00	CSP Pump Station Operations	875.00	740.78	134.22	15.34 %	3,500.00	2,973.18	526.82	15.05 %	10,500.00
1-5243-00	CSP Pump Station Maintenance	1,388.00	1,872.27	-484.27	-34.89 %	5,552.00	4,881.86	670.14	12.07 %	37,000.00
1-5246-00	Nunes T P Operations - General	6,000.00	5,256.59	743.41	12.39 %	24,000.00	20,111.57	3,888.43	16.20 %	72,000.00
1-5247-00	Nunes T P Maintenance	10,200.00	6,171.03	4,028.97	39.50 %	40,800.00	28,886.81	11,913.19	29.20 %	122,500.00
1-5248-00	Denniston T P Operations-General	1,500.00	2,143.33	-643.33	-42.89 %	7,500.00	17,705.53	-10,205.53	-136.07 %	34,500.00
1-5249-00	Denniston T.P. Maintenance	5,000.00	27,057.07	-22,057.07	-441.14 %	20,000.00	44,887.64	-24,887.64	-124.44 %	60,000.00
1-5250-00	Laboratory Expenses	4,000.00	5,221.36	-1,221.36	-30.53 %	16,000.00	17,808.10	-1,808.10	-11.30 %	53,000.00
1-5260-00	Maintenance - General	24,308.00	15,844.94	8,463.06	34.82 %	97,233.00	61,117.75	36,115.25	37.14 %	291,700.00
1-5261-00	Maintenance - Well Fields	3,500.00	0.00	3,500.00	100.00 %	14,000.00	0.00	14,000.00	100.00 %	40,000.00
1-5263-00	Uniforms	1,300.00	0.00	1,300.00	100.00 %	5,000.00	4,763.62	236.38	4.73 %	10,000.00
1-5318-00	Studies/Surveys/Consulting	10,000.00	3,435.00	6,565.00	65.65 %	40,000.00	13,935.00	26,065.00	65.16 %	160,000.00
1-5321-00	Water Resources	3,084.00	-2,009.09	5,093.09	165.15 %	12,334.00	7,034.54	5,299.46	42.97 %	37,000.00

Monthly Budget Report

For Fiscal: 2017-2018 Period Ending: 10/31/2017

	October Budget	October Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget
1-5322-00 Community Outreach	5,000.00	11,310.27	-6,310.27	-126.21 %	12,000.00	12,467.74	-467.74	-3.90 %	54,700.00
1-5381-00 Legal	9,167.00	-4,757.50	13,924.50	151.90 %	36,668.00	13,642.50	23,025.50	62.79 %	110,000.00
1-5382-00 Engineering	8,333.00	7,630.88	702.12	8.43 %	33,333.00	15,668.44	17,664.56	52.99 %	100,000.00
1-5383-00 Financial Services	3,000.00	3,196.00	-196.00	-6.53 %	9,000.00	9,678.00	-678.00	-7.53 %	20,000.00
1-5384-00 Computer Services	12,067.00	10,588.81	1,478.19	12.25 %	48,267.00	34,220.60	14,046.40	29.10 %	144,800.00
1-5410-00 Salaries/Wages-Administration	88,500.00	66,127.71	22,372.29	25.28 %	354,000.00	263,845.81	90,154.19	25.47 %	1,150,980.00
1-5411-00 Salaries & Wages - Field	97,400.00	114,360.53	-16,960.53	-17.41 %	389,600.00	443,994.74	-54,394.74	-13.96 %	1,266,081.00
1-5420-00 Payroll Tax Expense	13,120.00	13,431.85	-311.85	-2.38 %	52,480.00	50,668.04	1,811.96	3.45 %	170,555.00
1-5435-00 Employee Medical Insurance	35,880.00	29,277.81	6,602.19	18.40 %	143,520.00	123,644.88	19,875.12	13.85 %	447,056.00
1-5436-00 Retiree Medical Insurance	3,767.00	1,736.15	2,030.85	53.91 %	15,068.00	14,483.75	584.25	3.88 %	47,215.00
1-5440-00 Employees Retirement Plan	41,875.00	41,635.91	239.09	0.57 %	167,500.00	162,071.27	5,428.73	3.24 %	544,380.00
1-5445-00 Supplemental Retirement 401a	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	35,000.00
1-5510-00 Motor Vehicle Expense	4,225.00	10,707.84	-6,482.84	-153.44 %	16,900.00	18,963.42	-2,063.42	-12.21 %	50,700.00
1-5620-00 Office & Billing Expenses	18,792.00	23,694.25	-4,902.25	-26.09 %	75,168.00	76,718.62	-1,550.62	-2.06 %	225,500.00
1-5625-00 Meetings / Training / Seminars	2,000.00	2,179.86	-179.86	-8.99 %	8,000.00	6,597.94	1,402.06	17.53 %	24,000.00
1-5630-00 Insurance	10,000.00	9,446.65	553.35	5.53 %	40,000.00	40,114.13	-114.13	-0.29 %	120,000.00
1-5687-00 Membership, Dues, Subscript.	20,000.00	7,996.00	12,004.00	60.02 %	30,000.00	19,067.67	10,932.33	36.44 %	75,350.00
1-5689-00 Labor Relations	1,000.00	0.00	1,000.00	100.00 %	4,000.00	0.00	4,000.00	100.00 %	6,000.00
1-5700-00 San Mateo County Fees	1,666.00	4,260.62	-2,594.62	-155.74 %	6,666.00	4,260.62	2,405.38	36.08 %	20,000.00
1-5705-00 State Fees	0.00	0.00	0.00	0.00 %	4,000.00	0.00	4,000.00	100.00 %	24,000.00
Total ExpType: 1 - Operating:	845,994.00	759,220.43	86,773.57	10.26 %	3,187,428.00	2,765,342.39	422,085.61	13.24 %	8,179,757.00
ExpType: 4 - Capital Related									
1-5712-00 Debt Service/Existing Bonds 2006B	0.00	0.00	0.00	0.00 %	361,956.25	361,747.38	208.87	0.06 %	486,776.00
1-5715-00 Debt Service/CIEDB 11-099	0.00	0.00	0.00	0.00 %	262,467.17	262,467.17	0.00	0.00 %	336,269.00
1-5716-00 Debt Service/CIEDB 2016	0.00	0.00	0.00	0.00 %	229,848.33	229,848.34	-0.01	0.00 %	324,652.00
Total ExpType: 4 - Capital Related:	0.00	0.00	0.00	0.00 %	854,271.75	854,062.89	208.86	0.02 %	1,147,697.00
Total Expense:	845,994.00	759,220.43	86,773.57	10.26 %	4,041,699.75	3,619,405.28	422,294.47	10.45 %	9,327,454.00
Report Total:	427,967.00	547,537.67	119,570.67		570,588.25	1,174,647.96	604,059.71		2,745,320.00

**COASTSIDE COUNTY WATER DISTRICT
MONTHLY INVESTMENT REPORT
October 31, 2017**

<u>RESERVE BALANCES</u>	Current Year as of 10/31/17	Prior Year as of 10/31/16
CAPITAL AND OPERATING RESERVE	\$3,625,667.77	\$3,611,681.69
RATE STABILIZATION RESERVE	\$250,000.00	\$250,000.00
TOTAL DISTRICT RESERVES	\$3,875,667.77	\$3,861,681.69

ACCOUNT DETAIL

ACCOUNTS WITH FIRST NATIONAL BANK (FNB)		
CHECKING ACCOUNT	\$2,819,287.44	\$1,967,610.91
CSP T & S ACCOUNT	\$16,930.17	\$866,010.92
MONEY MARKET GEN. FUND (Opened 7/20/17)	\$2,500.00	\$0.00
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$1,036,250.16	\$1,027,359.86
DISTRICT CASH ON HAND	\$700.00	\$700.00
TOTAL ACCOUNT BALANCES	\$3,875,667.77	\$3,861,681.69

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

COASTSIDE COUNTY WATER DISTRICT
 APPROVED CAPITAL IMPROVEMENT PROJECTS
 FISCAL YEAR 2017-2018

10/31/2017

Approved CIP Budget FY 17/18	Actual To Date FY 17/18	Projected Year-End FY 17/18	Variance vs. Budget	% Completed	Project Status/ Comments
------------------------------	-------------------------	-----------------------------	---------------------	-------------	--------------------------

Equipment Purchases & Replacement

06-03	SCADA/Telemetry/Electrical Controls Replacement	\$ 50,000	\$ 27,033	\$ 50,000	\$ -	54%	
08-12	New Service Truck	\$ 250,000	\$ 210,367	\$ 210,367	\$ 39,633	100%	
99-02	Vehicle Replacement	\$ 90,000	\$ -	\$ 90,000	\$ -	0%	
99-03	Computer Systems	\$ 5,000	\$ -	\$ 5,000	\$ -	0%	
99-04	Office Equipment/Furniture	\$ 3,000	\$ -	\$ 3,000	\$ -	0%	

Facilities & Maintenance

08-08	PRV Valves Replacement Project	\$ 30,000	\$ 10,572	\$ 30,000	\$ -	35%	
09-07	Advanced Metering Infrastructure	\$ 850,000	\$ 594,782	\$ 980,000	\$ (130,000)	70%	Projected year-end includes additional cost for meter installers (approved by the Board in September 2017)
09-09	Fire Hydrant Replacement	\$ 40,000	\$ 19,012	\$ 40,000	\$ -	48%	
16-07	Sample Station Replacment Project	\$ 20,000	\$ 53	\$ 20,000	\$ -	0%	
14-14	Pilarcitos Canyon Road Improvements	\$ 100,000	\$ 25,598	\$ 100,000	\$ -	26%	
99-01	Meter Change Program	\$ 600,000	\$ 768,511	\$ 800,000	\$ (200,000)	128%	Includes \$70K ordered in prior fiscal year/received in current year

Pipeline Projects

06-02	Highway 1 South Pipeline Replacement Proejct	\$ 80,000	\$ -	\$ 80,000	\$ -	0%	
07-03	Pilarcitos Canyon Pipeline Replacement	\$ 150,000	\$ 28,608	\$ 150,000	\$ -	19%	
14-01	Replace 12" Welded Steel Line on Hwy 92 at La Nebbia	\$ 300,000	\$ 123,224	\$ 300,000	\$ -	41%	
14-26	Replace 2" Pipe in Downtown Half Moon Bay	\$ 500,000	\$ 764	\$ 660,000	\$ (160,000)	0%	Bid awarded in August 2017. Work will start ap. December 2017
18-12	Installation of two (2) valves - Ritz Carlton	\$ 20,000	\$ -	\$ 20,000	\$ -	0%	

Pump Stations / Tanks / Wells

06-04	Hazen's Tank Replacement	\$ 30,000	\$ -	\$ 30,000	\$ -	0%	
08-14	Alves Tank Recoating (Interior & Exterior)	\$ 100,000	\$ -	\$ 100,000	\$ -	0%	
13-08	Crystal Springs Spare 350 HP Motor	\$ 60,000	\$ -	\$ 60,000	\$ -	0%	
18-02	CSP Air Relief Valves	\$ 40,000	\$ -	\$ 40,000	\$ -	0%	
18-03	CSP Spare 500 Pump Rehabilitation	\$ 30,000	\$ 15,191	\$ 30,000	\$ -	58%	
18-05	Denniston Tank THM Control (Mixer & Blower)	\$ 80,000	\$ -	\$ 80,000	\$ -	0%	
18-07	EG #2 Tank Chorlination System (Residual Control System)	\$ 50,000	\$ -	\$ 50,000	\$ -	0%	
18-08	CSP Communications	\$ 50,000	\$ -	\$ 50,000	\$ -	0%	

Water Supply Development

17-12	Recycled Water Project Development	\$ 100,000	\$ -	\$ 100,000	\$ -	0%	
-------	------------------------------------	------------	------	------------	------	----	--

Water Treatment Plants

17-04	Denniston Dam Spillway Repairs	\$ 90,000	\$ -	\$ 90,000	\$ -	0%	
18-09	Denniston Heater	\$ 15,000	\$ -	\$ 15,000	\$ -	0%	
18-10	Nunes Treatment Plan Improvements - Study (Filter 5, Filter Coasting, etc.)	\$ 100,000	\$ -	\$ 100,000	\$ -	0%	

COASTSIDE COUNTY WATER DISTRICT
 APPROVED CAPITAL IMPROVEMENT PROJECTS
 FISCAL YEAR 2017-2018

		10/31/2017					
		Approved CIP Budget FY 17/18	Actual To Date FY 17/18	Projected Year-End FY 17/18	Variance vs. Budget	% Completed	Project Status/ Comments
18-11	Nunes Bulk Caustic Tank	\$ 40,000	\$ -	\$ 40,000	\$ -	0%	
99-05	Denniston Maintenance Dredging	\$ 35,000	\$ 23,811	\$ 23,811	\$ 11,189	68%	(This amount is reflected as an annual expense under Denniston maintenance vs. CIP.)

FY 16/17 TOTALS \$ 3,908,000 \$ 1,847,526 \$ 4,347,178 \$ (439,178)

FY2016/17 CIP Projects in process - paid in FY 2017/18

06-03	El Granada Tank #3 Recoating Project		\$ 169,549	\$ 250,000	\$ (250,000)		Carryover of project from 2016/17; project completed 10-2017; funded by Ibank loan
10-02 & 12-04	Denniston Booster Pump Station & Bridgeport Pipeline Project		\$ 332,414	\$ 550,000	\$ (550,000)		Carryover of project from 2016/17; project is estimated to be completed December 2017; funded by Ibank loan
17-06	Crystal Springs Pump Station Discharge Valve Replacement		\$ 365	\$ 365	\$ (365)		
13-02	Replace 8inch Pipeline Under Creek at Pilarcitos Ave (Strawflower Pipeline Replacement Project)		\$ 175,218	\$ 175,218	\$ (175,218)		Carryover of project from 2016/17; projected completed in August 2017
17-08	Nunes Filter Surface Wash Repairs		\$ 13,970	\$ 13,970	\$ (13,970)		
17-05	CSP Pump Station Motor Controls		\$ 21,295	\$ 21,295	\$ (21,295)		

PREVIOUS YEAR TOTALS \$ - \$ 712,810 \$ 1,010,848 \$ (1,010,848)

UNSCHEDULED ITEMS (CAPITAL EXPENDITURES) FOR CURRENT FISCAL YEAR 17/18

17-16	CSP P3 Soft Start Pump/Shafting Replacement & Motor refurbishment		\$ 12,179	\$ 12,179	\$ (12,179)		Work related to FY2016/17 emergency pump replacement -approved at February 2017 Board meeting
12-12	Denniston/San Vicente Water Supply Development		\$ 16,999	\$ 16,999	\$ (16,999)		Legal fees & gaging
	Door Replacement at Nunes		\$ 17,450	\$ 17,450	\$ (17,450)		Work Completed
	Wavecrest Road Pipeine Replacement Project		\$ 18,438	\$ 20,000	\$ (20,000)		

NON-BUDGETED TOTALS \$ - \$ 65,066 \$ 66,628 \$ (66,628)

CIP TOTALS \$ 3,908,000 \$ 2,625,402 \$ 5,424,654 \$ (1,516,654)

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

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

Month	Admin (General Legal Fees)	Water Supply Develpmnt	Recycled Water	Transfer Program	CIP	Personnel	Water Shortage	Lawsuits	Infrastructure Project Review (Reimbursable)	TOTAL
Nov-16	1,909		815	757	1,657	677			242	6,057
Dec-16	2,776		513	544	60	478				4,371
Jan-17	3,231			858					604	4,693
Feb-17	3,080			474	1,087					4,641
Mar-17	1,350		695	1,219	1,510					4,773
Apr-17	7,572			724	544					8,840
May-17	5,739			500	30					6,269
Jun-17	1,846		272	379	393	19,831				22,721
Jul-17	2,476			108		2,716				5,300
Aug-17	2,925		748	387	2,984					7,043
Sep-17	1,625		195	374	4,602	1,778				8,573
Oct-17	975			222	130	1,268				2,595
TOTAL	35,505	0	3,238	6,543	12,997	26,747	0	0	846	85,875

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

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

Month	Admin & Retainer	CIP	Studies & Projects	TOTAL	Reimbursable from Projects
Nov-16	480	12,365	254	13,098	254
Dec-16	480	3,392	2,424	6,296	2,424
Jan-17	480	5,662	4,069	10,210	4,069
Feb-17	1,494	11,649	806	13,949	806
Mar-17	480	7,552		8,032	
Apr-17	480	5,594		6,074	
May-17	587	9,988		10,575	
Jun-17	480	620		1,100	
Jul-17	480		1,606	2,086	1,606
Aug-17	1,241	117	2,186	3,544	2,186
Sep-17	480		845	1,325	845
Oct-17	480		930	1,410	930
TOTAL	7,641	56,939	13,119	77,699	13,119

Calcon T&M Projects Tracking
as of 10/31/2017

Project No.	Name	Status	Proposal Date	Approved Date	Project Budget	Project Total Billing (thru 6/30/17)	Project Billing FY2017-18	Project Budget Remaining
CAL-13-01	EG Tank 2 Recoating Project	Closed	9/30/13	10/8/13	\$8,220.00	\$8,837.50		-\$617.50
CAL-13-02	Nunes Control System Upgrades	Closed	9/30/13	10/8/13	\$46,141.00	\$55,363.60		-\$9,222.60
CAL-13-03	Win 911 and PLC Software	Closed	9/30/13	10/8/13	\$9,717.00	\$12,231.74		-\$2,514.74
CAL-13-04	Crystal Springs Surge Tank Retrofit	Closed	11/26/13	11/27/13	\$31,912.21	\$66,572.54		-\$34,660.33
CAL-13-05		Closed				\$0.00		\$0.00
CAL-13-06	Nunes Legacy Backwash System Removal	Closed	11/25/13	11/26/13	\$6,516.75	\$6,455.00		\$61.75
CAL-13-07	Denniston Backwash FTW Valves	Closed	11/26/13	11/27/13	\$6,914.21	\$9,518.28		-\$2,604.07
CAL-14-01	Denniston Wash Water Return Retrofit	Closed	1/28/14	2/14/14	\$13,607.00	\$13,591.60		\$15.40
CAL-14-02	Denniston Calrifier SCADA Data	Closed	4/2/14	4/7/14	\$4,125.00	\$4,077.50		\$47.50
CAL-14-03	Nunes Surface Scatter Turbidimeter	Closed	4/2/14	4/7/14	\$2,009.50	\$0.00		\$2,009.50
CAL-14-04	Phase I Control System Upgrade	Closed	4/2/14	4/7/14	\$75,905.56	\$44,459.14		\$31,446.42
CAL-14-06	Miramar Control Panel	Closed	8/28/14	8/28/14	\$37,953.00	\$27,980.71		\$9,972.29
CAL-14-08	SFWater Flow & Data Logger/Cahill Tank	Closed	8/20/2014	8/20/2014	\$1,370.00	\$1,372.00		-\$2.00
CAL-15-01	Main Street Monitors	Closed				\$6,779.42		-\$6,779.42
CAL-15-02	Denniston To Do List	Closed				\$2,930.00		-\$2,930.00
CAL-15-03	Nunes & Denniston Turbidity Meters	Closed			\$6,612.50	\$12,536.12		-\$5,923.62
CAL-15-04	Phase II Control System Upgrade		6/23/2015	8/11/2015	\$195,000.00	\$194,102.50	\$8,125.00	-\$7,227.50
CAL-15-05	Permanganate Water Flow					\$1,567.15		-\$1,567.15
CAL-16-04	Radio Network		12/9/2016	1/10/2017	\$126,246.11	\$116,633.18	\$18,907.50	-\$9,294.57
CAL-16-05	El Granada Tank No. 3 Recoating		12/16/2016		\$6,904.50	\$3,860.00	\$2,985.00	\$59.50
CAL-17-01	Crystal Springs Leak Valve Control		2/8/2017	2/14/2017	\$8,701.29	\$6,390.00		\$2,311.29
CAL-17-02	Crystal Springs Requirements & Addtl Controls		2/8/2017	2/14/2017	\$38,839.50	\$16,467.06	\$21,295.00	\$1,077.44
CAL-17-03	Nunes Valve Control		6/29/2017	7/11/2017	\$73,281.80	\$64,184.35	\$11,440.00	-\$2,342.55
CAL-17-04	Denniston Booster Pump Station		7/27/2017	8/8/2017	\$21,643.75	\$1,230.00	\$28,530.00	-\$8,116.25
CAL-17-05	Crystal Springs Pump Station #3 Soft Start		7/27/2017	8/8/2017	\$12,213.53	\$0.00	\$12,178.13	\$35.40
SUBTOTAL					\$733,834.21	\$677,139.39	\$103,460.63	-\$46,765.81
Other: Maintenance								
CAL-15-EMG	Emergency Callout							
CAL-17-EMG	Emergency Callout Tanks						\$ 1,620.00	
	Crystal Springs Maintenance						\$ 734.09	
	Nunes Maintenance						\$ 4,716.81	
	Denniston Maintenance						\$ 3,020.00	
	Main Office/Distribution							
TOTAL FY2017/18							\$ 113,551.53	

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING

Tuesday, October 10, 2017

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

Also present: David Dickson, General Manager; Mary Rogren, Assistant General Manager; James Derbin, Superintendent of Operations, Catherine Groves Legal Counsel; Cathleen Brennan, Water Resources Analyst; and JoAnne Whelen, Administrative Assistant/Recording Secretary.

- 2) **PLEDGE OF ALLEGIANCE**

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

- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending September 30, 2017:
Claims: \$1,215,529.91; Payroll: \$94,125.19 for a total of \$1,309,655.10
➤ *September 2017 Monthly Financial Claims reviewed and approved by Director Coverdell*
- B. Acceptance of Financial Reports
- C. Approval of Minutes of September 12, 2017 Regular Board of Directors Meeting
- D. Monthly Water Service Connection Transfer Report
- E. Installed Water Connection Capacity and Water Meters Report
- F. Total CCWD Production Report
- G. CCWD Monthly Sales by Category Report - September 2017
- H. Monthly Emergency Main & Service Repairs Report and Water Line Flushing Report
- I. Monthly Rainfall Reports
- J. S.F.P.U.C. Hydrological Report for the month of August 2017
- K. Notice of Completion La Nebbia Winery Project

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

ON MOTION BY President Reynolds and seconded by Director Feldman, the Board voted by roll call vote to approve the Consent Calendar in its entirety:

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

5) **MEETINGS ATTENDED / DIRECTOR COMMENTS**

President Reynolds reported on a recent federal inter-agency small utilities organization meeting he had attended.

6) **GENERAL BUSINESS**

A. **Contract with Balance Hydrologics for Denniston/SanVicente Stream Gaging, Groundwater Monitoring, and Data Analysis**

Mr. Dickson reviewed the background and importance of quantifying the amount of water available for diversion from Denniston and San Vicente Creeks in the District's efforts to secure its water rights on those streams. In response to questions from the Board, Mr. Dickson updated the Board on the status of the water rights extension with the Denniston and San Vicente Creek watershed.

ON MOTION BY Vice-President Feldman and seconded by President Reynolds, the Board voted by roll call vote to authorize staff to contract with Balance Hydrologics, Inc. for Water Year 2018 stream gaging, groundwater monitoring, and data analysis for the Denniston Creek and San Vicente Creek watersheds for an estimated time and materials cost of \$89,749:

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

B. **Quarterly Financial Review**

Ms. Rogren reviewed key highlights of the year-to-date revenue and expenses and the Capital Improvement Program.

C. **Approval of Memorandum of Understanding between the District and Teamsters Local 859**

Mr. Dickson reviewed the background of this agenda item. He referenced the changes incorporated in the Memorandum of Understanding (MOU) from the previous MOU, indicating there were no new issues or terms from the version reviewed earlier by the Board.

At the Board's request, Mr. Sean Donovan, the District's Union 859 Representative, reiterated that no issues had come up in the negotiation of the new MOU and that the process had gone very smoothly.

ON MOTION BY Director Coverdell and seconded by President Reynolds, the Board voted by roll call vote to authorize the General Manager to execute the Memorandum of Understanding between the District and Teamsters Local 856 covering the period July 1, 2017 through June 30, 2022:

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

D. Potential Acquisition of Permanent Easement for Water Pipeline on 12001-12291 San Mateo Road, Half Moon Bay, CA and Designation of District Real Property Negotiators

Mr. Dickson advised that there is a closed session agenda item later in the meeting and the purpose of discussion at this time was to designate the District's negotiators for the securing of a permanent easement.

ON MOTION BY Director Coverdell and seconded by Vice-President Reynolds, the Board voted by roll call vote to designate the General Manager and the Assistant General Manager as the District Real Property Negotiators for the potential acquisition of a permanent easement for a water pipeline on 12001 - 12291 San Mateo Road, Half Moon Bay:

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

7) MONTHLY INFORMATIONAL REPORTS

- A.** Assistant General Manager's Report - Ms. Rogren provided a brief update on the Advanced Metering Infrastructure (AMI) and the meter installation process, advising of the progress made by Professional Meters Inc. (PMI) to date. She additionally provided a review of the District's project outreach efforts.
- B.** Superintendent of Operations Report - Mr. Derbin reviewed the operations highlights, including the status of the Wavecrest Pipeline, the completion of the La Nebbia Winery Bypass and the Denniston Dredging Project, and the progress on the El Granada Tank 3 Rehabilitation and Coating Project.

- C. Water Resource Report – Ms. Brennan provided an informational report on the recent Validated Water Loss Auditing Report.

8) DIRECTOR AGENDA ITEMS – REQUESTS FOR FUTURE BOARD MEETINGS

There were no requests for future Board meeting agenda items expressed.

The Board took a recess at 7:33 p.m. and reconvened into Closed Session at 7:38 p.m.

9) CLOSED SESSION

- A. Conference with Real Property Negotiators
Pursuant to California Government Code Section 54956.8
Property: 12001-12291 San Mateo Road, Half Moon Bay, CA
APNs: 056-331-110, 056-331-050, 056-331-120, 056-331-130, 056-450-040
Agency Negotiators: To be Designated in the Open Session Item above
Negotiating Parties: James Cozzolino, Trustee
Under Negotiation: Price and Terms of Payment

10) RECONVENE TO OPEN SESSION

The Board reconvened from closed session at 7:55p.m. The Board reported out in open session that it took no action in closed session.

11) ADJOURNMENT

The meeting was adjourned at 7:56 p.m.

Respectfully submitted,

David R. Dickson, General Manager
Secretary to the District

Robert Feldman, Vice President
Board of Directors

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Dave Dickson, General Manager

Agenda: November 14, 2017

Date: November 7, 2017

**Subject: Monthly Water Service Connection Transfer Report
Month of October 2017**

Recommendation:

None. For Board information purposes only.

Background:

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

During the month of October 2017 one application to transfer three (3) -- 5/8" (20 gpm) non-priority water service connections was approved. A spreadsheet reporting this transfer follows this report as well as the approval memorandum from Patrick Miyaki and the confirmation letter from Gina Brazil.

**NON PRIORITY WATER TRANSFERS APPROVED FOR THE 2017 CALENDAR YEAR
MONTH OF OCTOBER 2017**

DONATING APN	PROPERTY OWNER(S)	RECIPIENT APN	PROPERTY OWNER(S)	# OF CONNECTIONS	DATE
048-025-240	Gladys Ann Callan Trustee	048-013-630	Gladys Ann Callan Trustee	3 --5/8"	October 20, 2017

Memorandum

TO: Gina Brazil
FROM: Patrick T. Miyaki
DATE: October 19, 2017
RE: **Application to Transfer three Uninstalled Non-Priority Water Service Connections from Gladys Ann Callan Trustee to Gladys Ann Callan Trustee**

Gina, I have reviewed the Application to transfer three 5/8-inch uninstalled non-priority water service connections from property owned by Gladys Ann Callan Trustee (APN 048-025-240) to Gladys Ann Callan Trustee (APN 048-013-630).

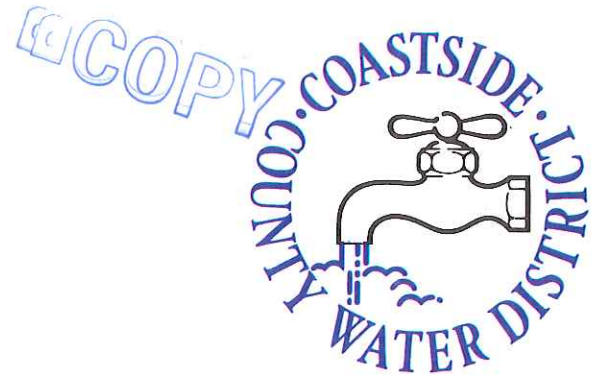
The Application is generally in order and satisfies the requirements of the District's General Regulations Regarding Water Service, Section U, Transfer of Uninstalled Water Service Connection Rights.

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

PTM:slh

cc: David Dickson, General Manager
Samantha Hubley

October 20, 2017



Gladys Ann Callan, Trustee
2790 Junipero Serra Blvd.
Daly City, CA 94015

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

Dear Property Owner(s):

This is official confirmation that the Coastside County Water District has approved your request to transfer three (3) - 5/8" non-priority water service connections. The result of this transfer is as follows:

- APN 048-025-240 has no present right to a water service connection from the Coastside County Water District; and
- APN 048-013-630 now has three (3) - 5/8" (20 gpm) uninstalled non-priority water service connection assigned to it from the Crystal Springs Project.

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

Sincerely,

Gina Brazil
Office Manager

cc: David Dickson, General Manager

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2018

	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	0.87	25.93	0.00	0.00	45.87	72.67	3.45	69.22
AUG	2.32	24.89	0.00	0.00	42.86	70.07	3.85	66.22
SEPT	2.21	19.72	0.00	0.00	38.88	60.81	3.80	57.01
OCT	1.63	15.79	0.00	0.00	50.08	67.50	3.37	64.13
NOV								
DEC								
JAN								
FEB								
MAR								
APR								
MAY								
JUN								
TOTAL	7.03	86.33	0.00	0.00	177.69	271.05	14.47	256.58
% MONTHLY TOTAL	3.31%	35.52%	0.00%	0.00%	61.17%	100.00%	0.05	94.51%
% ANNUAL TO DATE TOTAL	2.6%	31.9%	0.0%	0.0%	65.6%	100.0%	5.34%	94.7%
Local vs Imported-month	38.8%	61.17%	CCWD vs SFPUC- month		38.8%	61.2%		
Local vs Imported-annual	34.4%	65.6%	CCWD vs SFPUC- annual		34.4%	65.6%		
	Local Source	Imported Source						

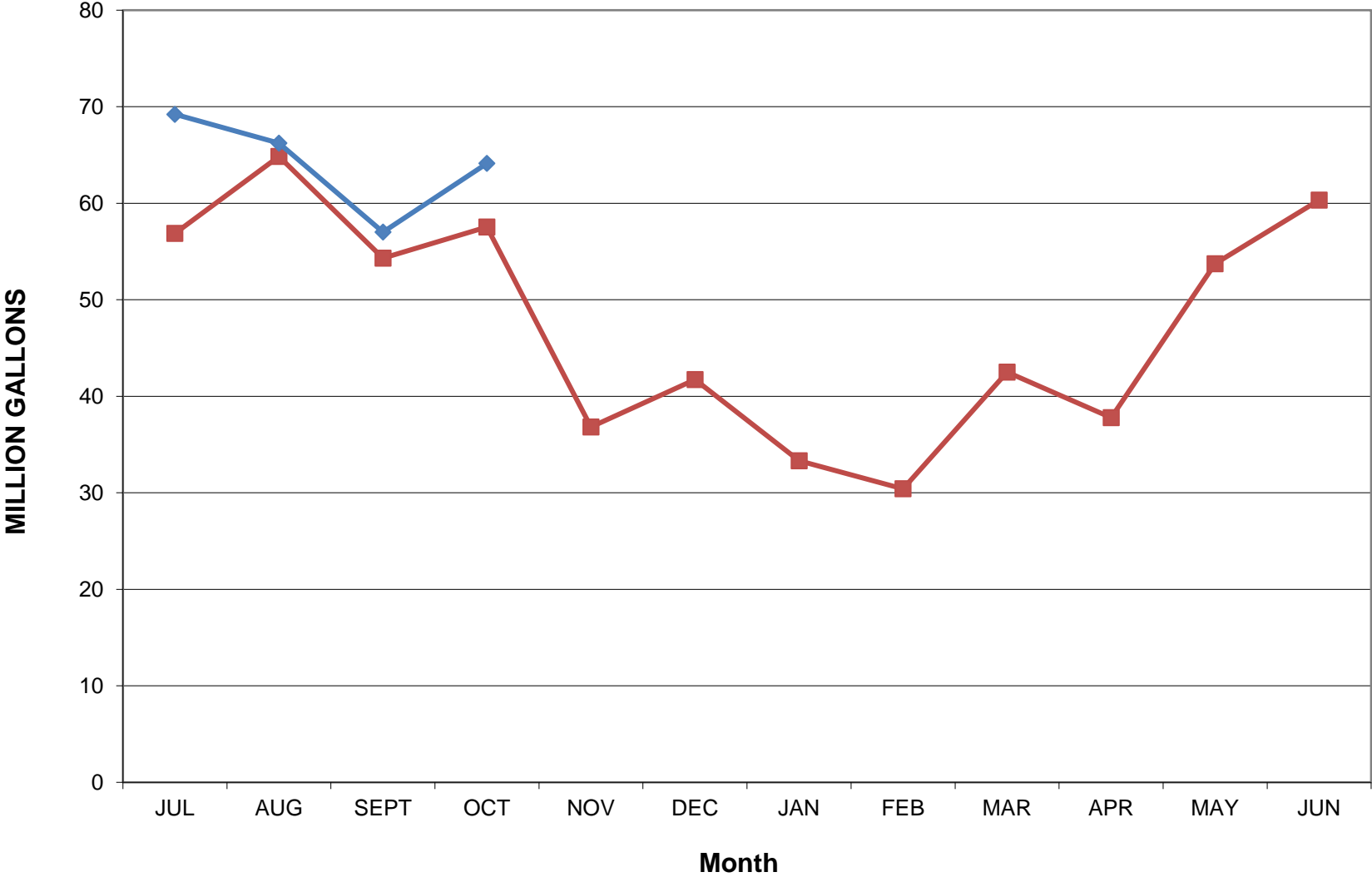
12 Month Running Treated Total

593.16

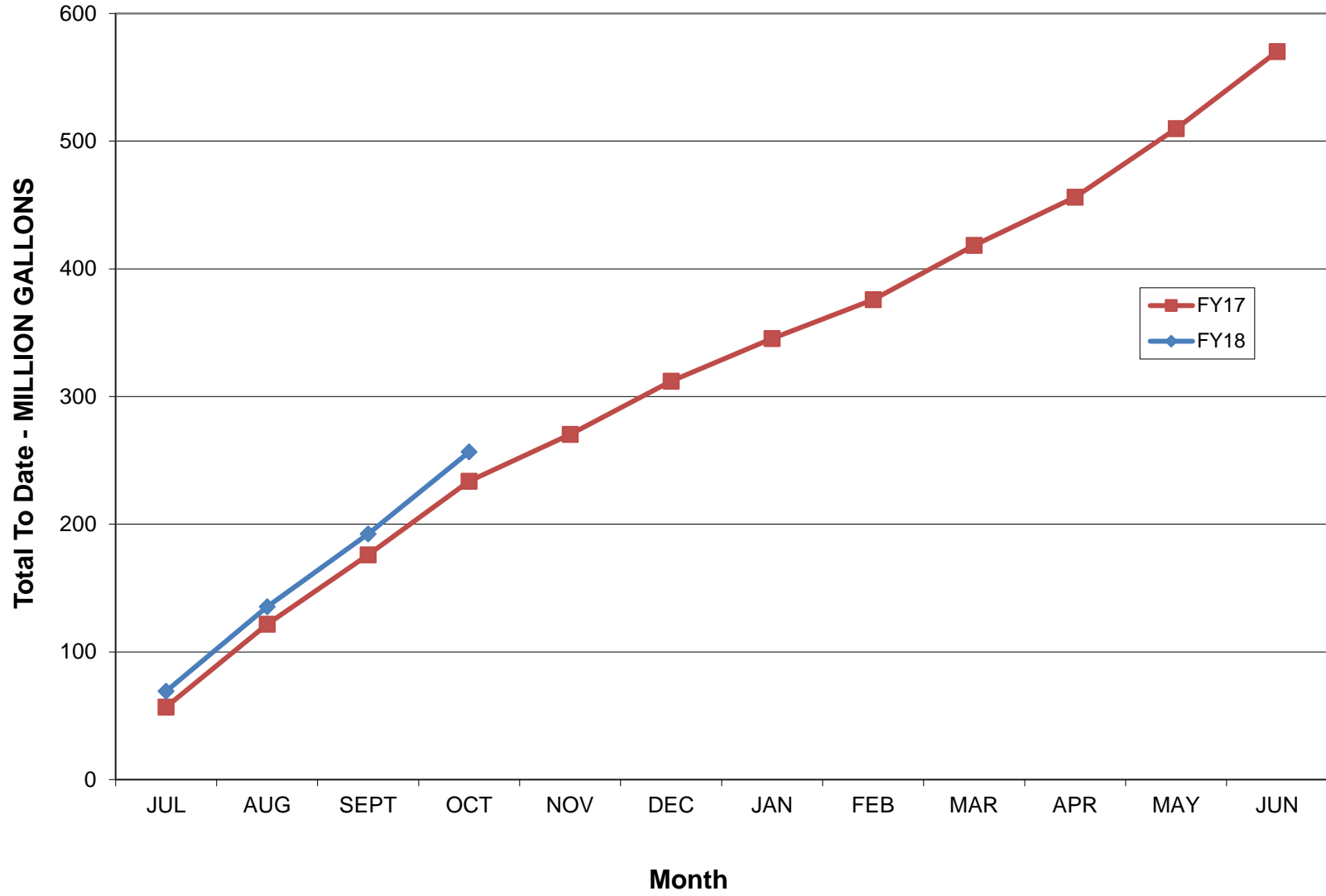
TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2017

	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS RESERVOIR	CRYSTAL SPRINGS RESERVOIR	RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
JUL	1.58	15.50	0.00	37.11	7.05	61.24	4.36	56.88
AUG	2.55	10.84	0.00	4.40	51.18	68.97	4.12	64.85
SEPT	2.28	10.35	0.00	0.00	45.04	57.67	3.37	54.30
OCT	0.49	1.71	0.00	0.00	57.09	59.29	1.76	57.53
NOV	0.01	1.13	10.91	0.00	26.92	38.97	2.15	36.82
DEC	0.00	13.01	13.18	0.00	17.59	43.78	2.05	41.73
JAN	0.00	2.32	18.25	0.00	14.98	35.55	2.24	33.31
FEB	0.00	0.00	23.75	4.01	6.36	34.12	3.72	30.41
MAR	0.43	5.18	25.41	13.01	1.80	45.83	3.33	42.50
APR	0.00	14.05	0.00	25.41	1.87	41.33	3.54	37.79
MAY	0.00	24.60	0.00	29.40	3.25	57.25	3.53	53.72
JUN	0.41	24.25	0	21.59	17.65	63.90	3.58	60.32
TOTAL	7.75	122.94	91.50	134.93	250.78	607.90	37.75	570.14
% TOTAL	1.3%	20.2%	15.1%	22.2%	41.3%	100.0%	6.21%	93.8%

Monthly Production FY 17 vs FY 18



Cumulative Production FY 17 vs.FY18



**Coastside County Water District Monthly Sales By Category (MG)
FY2018**

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	20.823	40.192	21.242	40.000									122.26
COMMERCIAL	3.369	3.103	3.521	2.770									12.76
RESTAURANT	1.783	1.563	1.745	1.450									6.54
HOTELS/MOTELS	2.762	2.777	2.388	2.290									10.22
SCHOOLS	0.567	0.735	0.934	0.810									3.05
MULTI DWELL	2.768	3.107	2.817	3.100									11.79
BEACHES/PARKS	0.554	0.589	0.708	0.530									2.38
AGRICULTURE	6.107	6.007	8.518	7.420									28.05
RECREATIONAL	0.266	0.354	0.215	0.320									1.16
MARINE	0.597	0.666	0.640	0.440									2.34
IRRIGATION	6.166	5.258	1.570	2.250									15.24
RAW WATER	8.783	10.435	7.389	8.250									34.86
Detector Checks	0.019	0.044	0.022	0.030									0.11
Portable Meters	0.267	0.248	0.323	0.290									1.13
TOTAL - MG	54.83	75.08	52.03	69.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	251.89

Non Residential Usage	34.007	34.886	30.790	29.950	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
Running 12 Month Total				570.76									
12 mo Residential				298.42									
12 mo Non Residential				272.34									
Total				570.76									

FY 2017

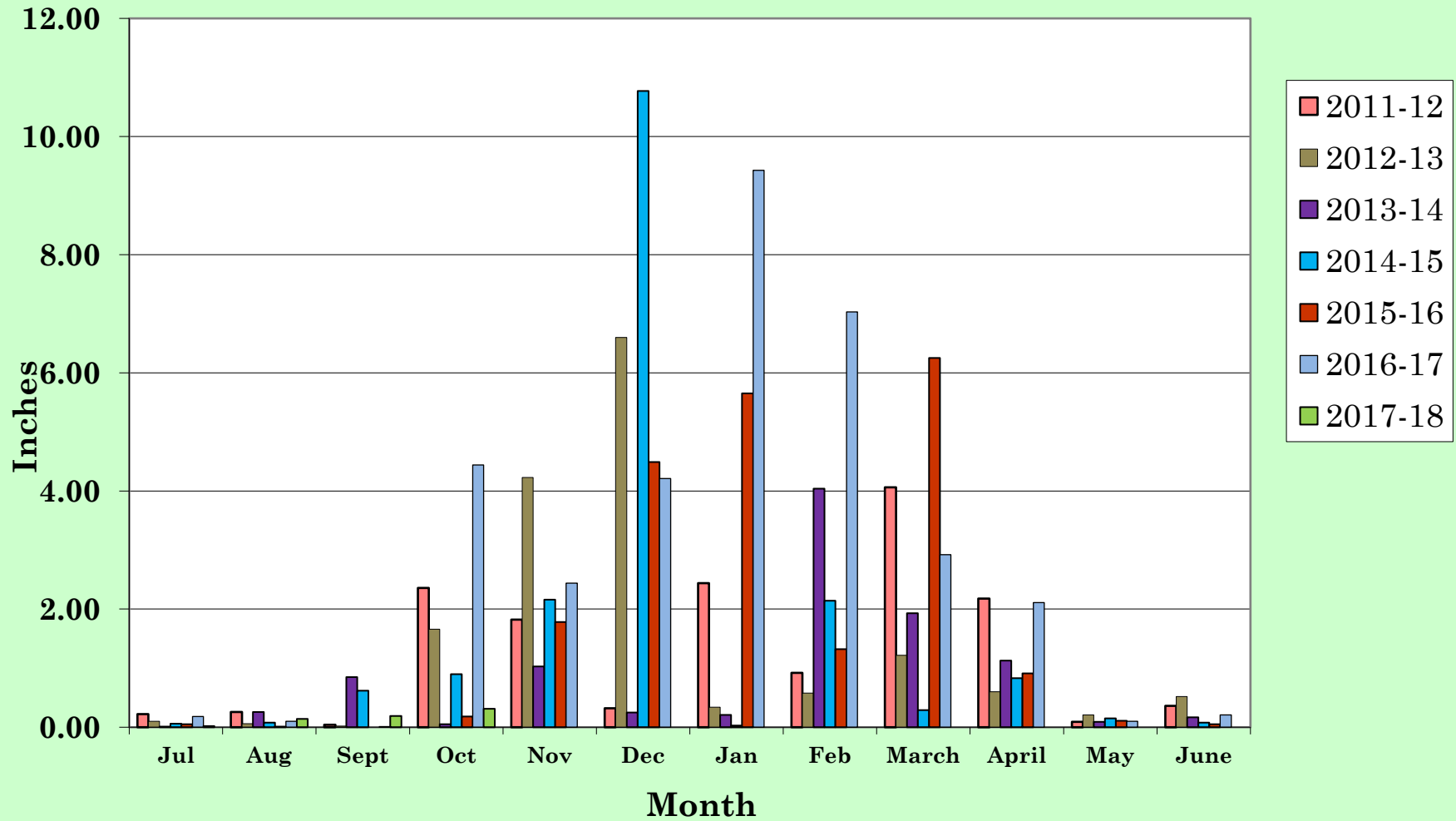
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	19.638	39.197	19.950	34.540	16.008	28.428	17.071	24.825	12.670	27.256	15.528	34.380	289.49
COMMERCIAL	3.731	3.032	3.597	2.698	2.969	2.321	2.599	1.930	2.766	2.203	3.143	2.435	33.42
RESTAURANT	1.745	1.569	1.937	1.353	1.596	1.260	1.343	0.975	1.405	1.204	1.682	1.325	17.40
HOTELS/MOTELS	3.004	3.420	2.778	2.425	2.239	1.857	2.048	1.700	2.288	2.200	2.795	3.323	29.08
SCHOOLS	0.659	0.754	0.723	0.722	0.332	0.223	0.131	0.470	0.238	0.329	0.503	0.573	5.66
MULTI DWELL	2.572	2.697	2.403	2.659	2.161	2.671	2.377	2.503	2.403	2.717	2.718	2.741	30.62
BEACHES/PARKS	0.579	0.500	0.406	0.343	0.206	0.120	0.153	0.097	0.198	0.185	0.337	0.414	3.54
AGRICULTURE	5.160	5.131	4.784	7.124	5.950	4.090	4.353	4.155	5.704	6.320	6.927	5.422	65.12
RECREATIONAL	0.242	0.282	0.221	0.220	0.186	0.211	0.185	0.192	0.214	0.263	0.227	0.300	2.74
MARINE	0.498	0.524	0.638	0.391	0.501	0.565	0.464	0.418	0.462	0.427	0.496	0.372	5.76
IRRIGATION	1.538	3.239	2.703	2.395	0.471	0.406	0.377	0.199	0.304	0.489	2.257	3.172	17.55
RAW WATER	10.081	8.593	9.711	8.440	0.141	2.079	0.000	0.000	0.004	0.703	3.586	5.068	48.41
Detector Checks	0.009	0.011	0.013	0.007	0.008	0.025	0.022	0.019	0.062	0.021	0.019	0.023	0.24
Portable Meters	0.099	0.895	0.404	0.496	0.299	0.155	0.094	0.083	0.141	0.159	0.220	0.286	3.33
TOTAL - MG	49.55	69.85	50.27	63.81	33.07	44.41	31.22	37.57	28.86	44.48	40.44	58.83	552.35

Non Residential Usage	29.916	30.649	30.317	29.273	17.061	15.983	14.146	12.743	16.189	17.220	24.911	24.454	262.862
12 mo Residential	1.64	4.90	6.57	9.44	10.78	13.15	14.57	16.64	17.69	19.97	21.26	24.12	
12 mo Non Residential	2.49	5.05	7.57	10.01	11.43	12.77	13.95	15.01	16.36	17.79	19.87	21.91	
Total	4.13	9.95	14.14	19.46	22.21	25.91	28.51	31.65	34.05	37.76	41.13	46.03	

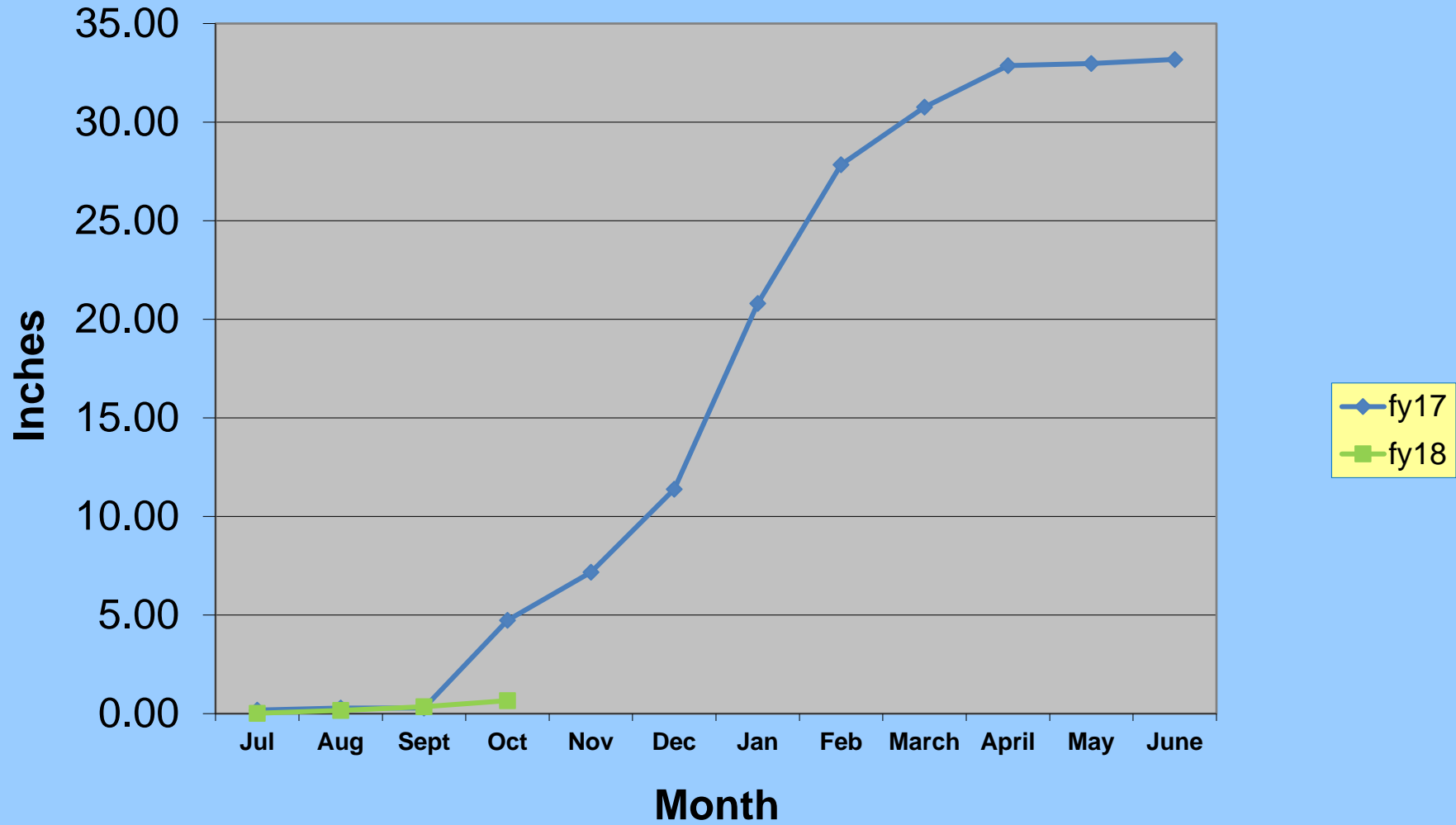
Coastside County Water District

Rainfall by Month

Fiscal Years 12 - 18



Rainfall Total Comparison Fiscal Years 17 and 18



San Francisco Public Utilities Commission Hydrological Conditions Report for September 2017

J. Chester, C. Graham, & N. Waelty, October 10, 2017



Cherry Lake this winter (above) and last week (below). Currently Cherry Lake storage is at 5,000 acre-feet, 2% of full capacity (270,000 acre-feet). The valves on the dam are being repaired and replaced, requiring temporary lowering of Cherry Lake.

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

Table 1 Current Storage As of October 1, 2017							
Reservoir	Current Storage		Maximum Storage		Available Capacity		Percentage of Maximum Storage
	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	
Tuolumne System							
Hetch Hetchy ¹	328,536		360,360		31,824		91.2%
Cherry ²	5,609		268,810		263,201		2.1%
Eleanor ³	27,100		27,100		0		Full
Water Bank	570,000		570,000		0		Full
Tuolumne Storage	931,258		1,226,270		295,012		75.9%
Local Bay Area Storage							
Calaveras ⁴	27,854	9,076	96,824	31,550	68,970	22,474	28.8%
San Antonio	39,160	12,760	50,496	16,454	11,335	3,694	77.6%
Crystal Springs	52,531	17,117	58,377	19,022	5,846	1,905	90.0%
San Andreas	17,014	5,544	18,996	6,190	1,982	646	89.6%
Pilarcitos	1,889	616	2,995	976	1,105	360	63.1%
Total Local Storage	138,448	45,113	227,688	74,192	89,239	29,078	60.8%
Total System	1,069,706		1,453,958		384,251		73.6%

¹ Maximum Hetch Hetchy Reservoir storage with drum gates activated.

² Maximum Cherry Lake storage with flash-boards removed.

³ Maximum Lake Eleanor storage with flash-boards installed.

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

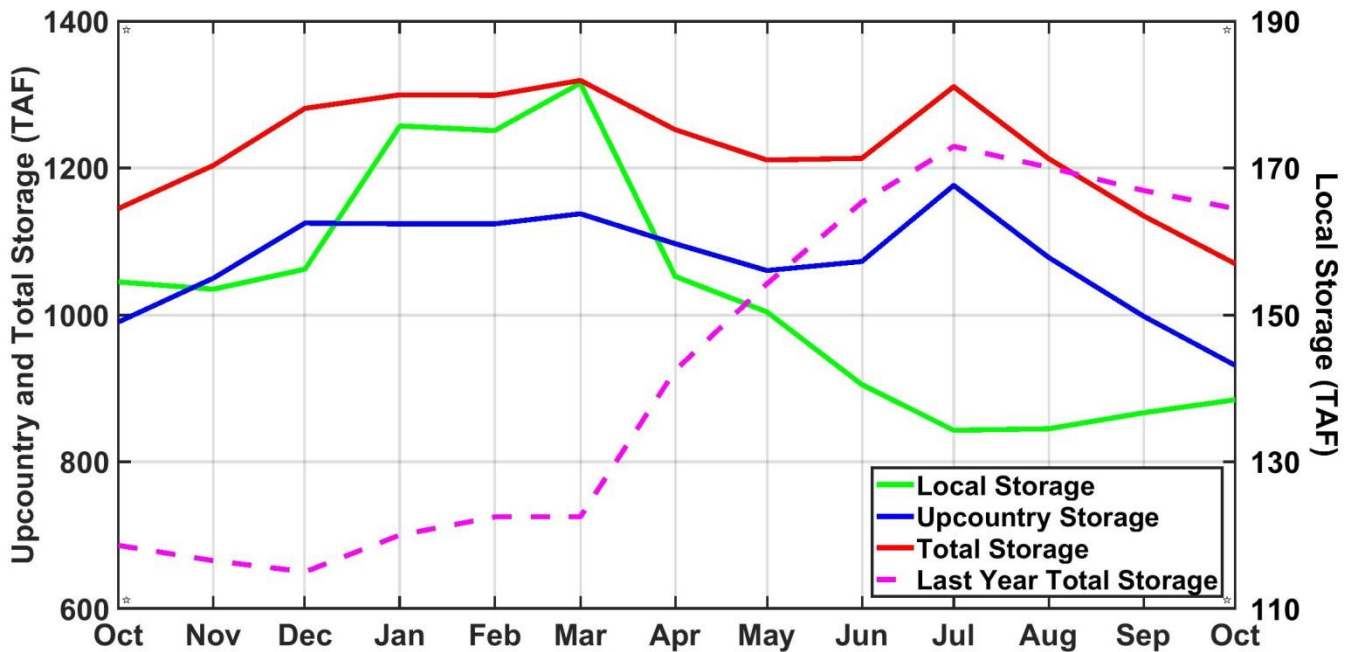


Figure 1: Monthly system storage for past 13 months in thousand acre-feet (TAF)

Hetch Hetchy System Precipitation Index ^{5/}

Current Month: The September 2017 six-station precipitation index was 1.01 inches, or 143% of the average index for the month.

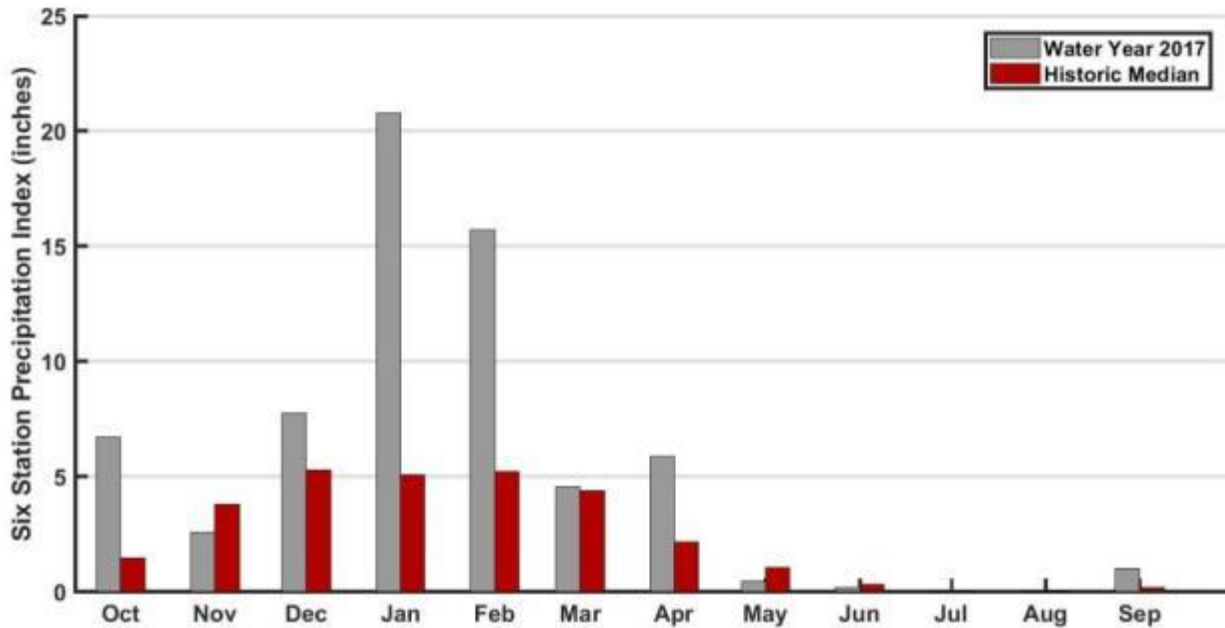


Figure 2: Monthly distribution of the Hetch Hetchy six-station precipitation index as percent of the annual average precipitation.

Cumulative Precipitation to Date: The accumulated six-station precipitation index for water year 2017 is 65.50 inches, which is 181% of the average annual water year total. Hetch Hetchy received 1.84 inches precipitation in September and a total of 64.57 inches for water year 2017. The cumulative Hetch Hetchy precipitation is shown in Figure 3 in red.

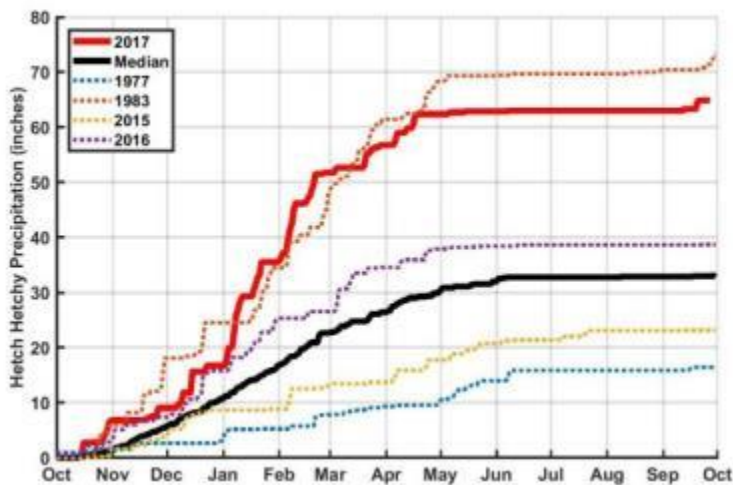


Figure 3: Water year 2017 cumulative precipitation measured at Hetch Hetchy Reservoir through July 31st, 2017. Precipitation at the Hetch Hetchy gauge for wet, dry, median, and WY 2015-6 are included for comparison purposes.

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

Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange as of October 1, 2017 is summarized below in Table 2. Hetch Hetchy inflows, Cherry / Eleanor inflows, Flows at La Grange and Water Available to the City were all the highest in the historic record (1919 to present).

*All flows are in acre feet	September 2017				October 1, 2016 through September 30, 2017			
	Observed Flow	Median ⁶	Mean ⁶	Percent of Mean	Observed Flow	Median ⁶	Mean ⁶	Percent of Mean
Inflow to Hetch Hetchy Reservoir	14,384	3,070	4,821	298.3%	1,742,234	705,540	738,002	236.1%
Inflow to Cherry Lake and Lake Eleanor	7,365	803	1,905	387.7%	1,050,318	445,183	452,050	234.1%
Tuolumne River at La Grange	40,931	7,169	11,203	365.4%	4,860,730	1,679,935	1,819,150	267.2%
Water Available to City	0	0	883	0%	3,308,929	580,260	765,361	432.3%

⁶Hydrologic Record: 1919 – 2015

Hetch Hetchy System Operations

Power draft and releases from Hetch Hetchy Reservoir during the month of September totaled 33,453 acre-feet to meet instream release requirements. Inflows to date are sufficient to keep Hetch Hetchy Reservoir in Year Type A through January, 2018. Hetch Hetchy minimum instream release requirements for September 1st through 15th were 100 cfs and 80 cfs September 16th through 30th. October minimum instream release requirements are 60 cfs.

18,805 acre-feet of power draft and valve releases was made from Cherry Lake during the month of September to meet instream release requirements and facilitate lowering of Cherry Lake for valve work in the fall. No water was transferred via pumping from Lake Eleanor to Cherry Lake in September. The required minimum instream release from Cherry Lake is 5 cfs through June 30th, 2018. Required minimum release from Lake Eleanor is 10 cfs through November 1st. Lake Eleanor is currently full, with releases targeting minimum instream release requirements.

Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant average production rate for September was 21 MGD. The Sunol Valley Water Treatment Plant production for the month was 9 MGD.

Local System Water Delivery

The average September delivery rate was 240 MGD which is a 1% decrease below the September delivery rate of 243 MGD.

Local Precipitation

Dry weather persisted through September with a brief monsoonal thunderstorm mid-month. The September rainfall summary is presented in Table 3.

Reservoir	Month Total (inches)	Percentage of Average for the Month	Water Year to Date ⁷ (inches)	Percentage of Average for the Year-to-Date ⁷
Pilarcitos	0.14	27 %	62.44	159 %
Lower Crystal Springs	0.04	12 %	39.23	145 %
Calaveras	0.25	81 %	26.17	120 %

⁷ WY 2017: Oct. 2016 through Sep. 2017.

Snowmelt and Water Supply

Cherry Lake has been lowered to 5,000 acre-feet (5 TAF) for outlet valve repairs and replacement. This is the minimum target, and Cherry Lake is expected to slowly refill while repairs are being made. Butterfly valve repair will be completed in mid-November, allowing for lake refilling throughout the winter. The hollow jet replacement will be finished in late January, allowing for return to normal operations at Cherry Lake. Lake Eleanor is being kept at maximum storage. Water from Lake Eleanor will be transferred to Cherry Lake as soon as construction allows, which may be as early as December.

While Cherry Lake storage is very low, the remaining upcountry water supply is in a very good position. Water Bank is full at 570 TAF, and Hetch Hetchy Reservoir is 91% full, at 328 TAF. In the past 35 years, Hetch Hetchy storage has been higher than the current storage only 4 times (1982, 1995, 1998 and 2011). Combined Water Bank and Hetch Hetchy storage is currently 898 TAF, more than double what we had on this date in 2015, when Water Bank was at 174 TAF and Hetchy was at 272 TAF (446 TAF total).

The first snow of the fall hit the Tuolumne this past week. 5 inches of snow was observed at Horse Meadow.

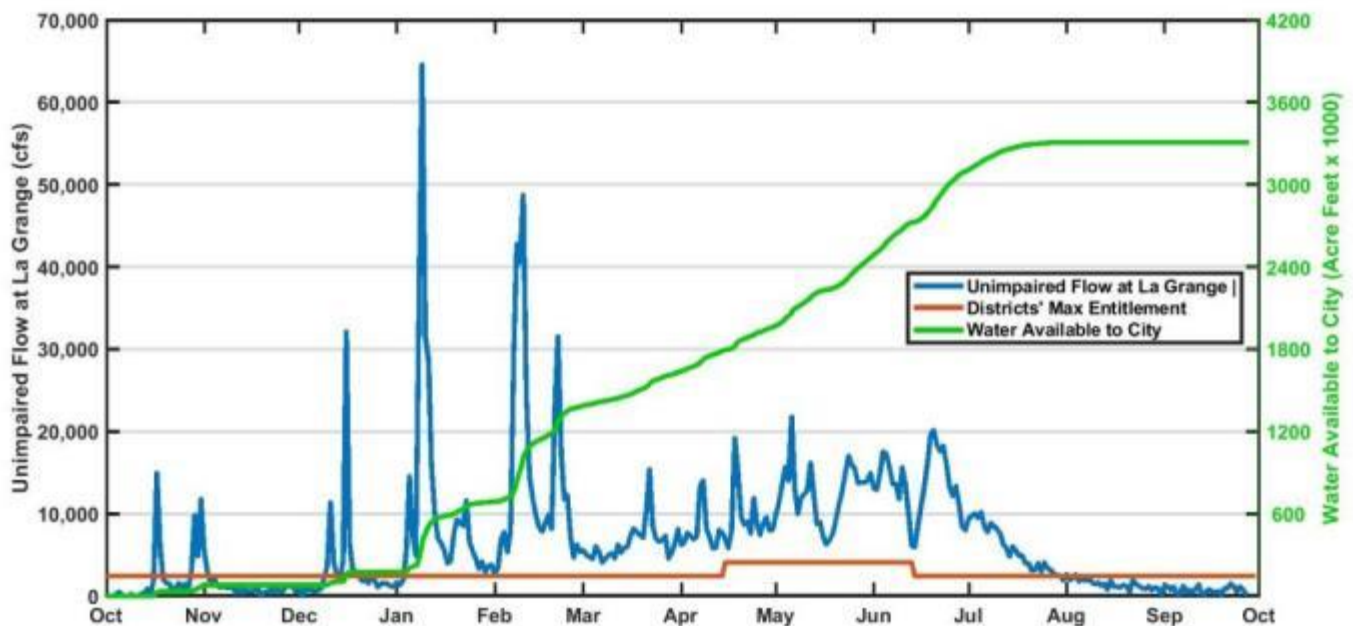


Figure 4: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City. 3,308,140 acre-feet of water was available to the City during water year 2017.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Dave Dickson, General Manager

Agenda: November 14, 2017

Date: November 6, 2017

Subject: Notice of Completion - Denniston Reservoir Maintenance Dredging Project for Year 2017

Recommendation:

That the Board of Directors take the following actions:

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

Background

Coastside County Water District entered into a contract with Andreini Bros., Inc. on September 25, 2017 for the Denniston Reservoir Maintenance Dredging Project.

The work consisted of dredging Denniston Reservoir of 500 cubic yards around the Denniston Water Treatment Plant intakes and removal of tules along the dam face in the Denniston Reservoir. The site of the work is located in the unincorporated community of El Granada, San Mateo County, at 150 Denniston Creek Road. (APN 037-320-140).

The work was completed on October 4, 2017. The project was constructed according to District specifications.

Fiscal Impact: None.

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO

Name
Street
Address
City &
State

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

SPACE ABOVE THIS LINE FOR RECORDER'S USE

RECORD WITHOUT FEE Govt. Code § 6103 & 27383

NOTICE OF COMPLETION

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

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

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

3. On November 14, 2017 there was completed upon the hereinafter described real property a work of improvement as a whole named Denniston Reservoir Maintenance Dredging Project for Year 2017. The work consisted of dredging Denniston Reservoir of 500 cubic yards around the Denniston Water Treatment Plant intakes and removal of tules along the dam face in the Denniston Reservoir.

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

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

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

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

COASTSIDE COUNTY WATER DISTRICT

BY: _____
David R. Dickson, Secretary

VERIFICATION

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

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

Executed on November 14, 2017, at Half Moon Bay, California
(Date) (Place where signed)

By: _____
David R. Dickson,
Secretary of the District

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Dave Dickson, General Manager

Agenda: November 14, 2017

Date: November 7, 2017

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

Recommendation:

That the Board of Directors take the following actions:

- (1) Accept the El Granada Tank No. 3 Recoating Project as complete.
- (2) Authorize the Notice of Completion to be filed with the County of San Mateo.
- (3) Authorize the release of the retention funds when the Notice of Completion has been recorded and returned to the District.

Background

Coastside County Water District entered into a contract with Canyon Springs Enterprises (DBA RSH Construction) on August 12, 2016 for the El Granada Tank No. 3 Recoating Project.

The work consisted of modifications to and recoating of an existing 36 foot diameter by 32 foot high welded steel water storage tank. Appurtenant work includes a temporary tank, piping, a retaining wall, site grading, and asphalt concrete paving. The site of the work was in El Granada, an unincorporated community in San Mateo County. All work is within a parcel of land owned by the Coastside County Water District.

The project was completed on November 6, 2017. The project was constructed according to District specifications.

Fiscal Impact: None.

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO

Name |
Street | COASTSIDE COUNTY WATER DISTRICT
Address | 766 MAIN STREET
City & | HALF MOON BAY, CA 94019
State |

SPACE ABOVE THIS LINE FOR RECORDER'S USE

RECORD WITHOUT FEE Govt. Code § 6103 & 27383

NOTICE OF COMPLETION

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

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

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

3. On the November 14, 2017 there was completed upon the hereinafter described real property a work of improvement as a whole named El Granada Tank #2 Recoating Project. The work consisted of modifications to and recoating of an existing 36-foot diameter by 32-foot high welded steel water storage tank. Appurtenant work includes a temporary tank, piping, a retaining wall, site grading, and asphalt concrete paving.

4. The name of the original contractor for the work of improvement as a whole was: Canyon Springs Enterprises, DBA RSH Construction, 3883 Wentworth Dr., Hemet, CA 92545

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

The site of the work is El Granada, an unincorporated community in San Mateo County. All work is within a parcel of land owned by the Coastside County Water District APN 047-163-450.

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

COASTSIDE COUNTY WATER DISTRICT

BY: _____
David R. Dickson, Secretary

VERIFICATION

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

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

Executed on November 14, 2017, at Half Moon Bay, California
(Date) (Place where signed)

By: _____
David R. Dickson,
Secretary of the District

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: November 14, 2017

Report

Date: November 8, 2017

Subject: Conversion of Full-Time Temporary Field Position to Permanent Treatment/Distribution Operator Position

Recommendation:

Approve the conversion of the full-time temporary field position to a permanent Treatment/Distribution Operator position.

Background:

For more than twenty years, the District field staff has included a full-time temporary position, without benefits, currently budgeted at \$40,000 per year. Because a temporary worker can work no more than 1,000 hours, the position has been occupied by a revolving-door series of employees who have to leave soon after learning enough to be productive at more than low-level tasks.

We now propose to eliminate the temporary position in favor of a permanent Treatment/Distribution Operator position. This will not increase the effective headcount in the field but would increase the skill and experience level of the staff.

Benefits associated with a permanent position will increase the position's cost from \$40,000 to about \$100,000 per year.

Fiscal Impact:

Additional field salary/benefits cost of approximately \$60,000 per year.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: November 14, 2017

Report

Date: November 7, 2017

Subject: Approval of Agreement for Acquisition of Permanent Easements and Joint Escrow Instructions Between Coastside County Water District and the James and Alice Cozzolino 1988 Family Trust

Recommendation:

Authorize the General Manager to execute the attached Agreement for Acquisition of Permanent Easements and Joint Escrow Instructions between the District and the James and Alice Cozzolino 1988 Family Trust to acquire a permanent pipeline easement at a cost of \$75,000, and to execute the accompanying Grant of Easement.

Background:

The District's Capital Improvement Program (CIP) includes \$3,300,000 to replace about 12,000 feet of 12-inch welded steel pipeline supplying water to customers along Highway 92 (Project #14-01). This pipeline is one of the oldest in the District and is past the end of its useful life. The section of pipe running in front of and east of La Nebbia Winery has required numerous expensive leak repairs in recent years.

In response to a leak which occurred just east of La Nebbia in Summer 2017, the Board, at its August 8 meeting, authorized staff to proceed with a project to install a bypass pipeline around La Nebbia on property owned by the Cozzolino family. We completed construction of approximately 1,000 feet of bypass pipeline in September 2017 under a temporary Right of Entry Agreement between the District and the Cozzolinos. The Right of Entry Agreement anticipated that the parties would subsequently enter into a purchase and sale Agreement for a permanent easement.

At its October 10, 2017 meeting, the Board designated the General Manager and Assistant General Manager as the District's real property negotiators for the purchase of a permanent easement from the Cozzolinos. Working with District General Counsel Patrick Miyaki and with the Cozzolinos, we have developed the attached Agreement for Acquisition of Permanent Easements. Because it will be highly advantageous for the District to avoid construction in Highway 92 by continuing the recently completed bypass pipeline an additional 2,250 feet

STAFF REPORT

Agenda: November 14, 2017

Subject: Approval of Agreement for Acquisition of Permanent Easements

Page Two

through the Cozzolinos' property, the Agreement provides for approximately 3,250 feet of permanent easement at an agreed price of \$75,000.

Following easement acquisition, staff anticipates constructing the remaining segment of pipeline in the Cozzolino property in Fiscal Year 2019-2020.

Fiscal Impact:

Easement cost of \$75,000. The approved CIP includes \$300,000 in funding for replacing this section of pipeline, about \$123,000 of which has been expended in the fiscal year to date.

**AGREEMENT FOR ACQUISITION OF PERMANENT EASEMENTS
AND JOINT ESCROW INSTRUCTIONS**

THIS AGREEMENT ("Agreement") is entered into this ____ day of _____, 2017, by and between the COASTSIDE COUNTY WATER DISTRICT, a county water district ("Buyer"), and the JAMES AND ALICE COZZOLINO 1988 FAMILY TRUST, JAMES COZZOLINO, TRUSTEE ("Seller"), for the acquisition by Buyer of permanent non-exclusive easements ("PE") for water pipelines and related water system facilities as described herein. The Buyer desires the PE for water distribution purposes as part of the Highway 92 Potable Water Pipeline Replacement Project ("Project").

IT IS HEREBY MUTUALLY AGREED BETWEEN THE PARTIES AS FOLLOWS:

1. AGREEMENT TO SELL AND PURCHASE. Seller is the owner of that certain real property located in the City of Half Moon Bay, San Mateo County, California, described in Attachment 1 ("Property"). Seller agrees to sell to Buyer, and Buyer agrees to purchase from Seller, upon the terms and for the consideration set forth herein, the PE that is approximately 20 feet wide and 3,250 feet long, for a total PE of about 1.5 acres (as described and depicted in Attachment 2). The PE is referred to as the "Easements" and the areas affected are collectively referred to as the "Easement Area."

2. PURCHASE PRICE. The total purchase price, payable in cash through escrow, shall be the sum of

SEVENTY-FIVE THOUSAND DOLLARS
(\$75,000)

The purchase price reflects the fair market value of the Easements without any reduction in value due to the presence of hazardous materials (as defined in Section 14) if any.

3. CONVEYANCE OF EASEMENTS. Seller agrees to convey to Buyer the PE by Easement Deeds in substantially the same forms as attached to this Agreement as Attachment 3 ("Grant Documents").

Seller and Buyer acknowledge that the location and alignment of the Easements shown on Attachment 3 is generally where the water pipelines and related water system facilities will be located. However, Seller and Buyer acknowledge that there may be unexpected underground conditions that may require the water pipelines and related water system facilities to be located in a slightly different alignment than shown. Therefore, Seller and Buyer agree that the metes and bounds legal description of the Easements will be prepared by a licensed surveyor after the water pipelines and related water system facilities have been constructed, and that new Easement Deeds will be signed and recorded at that time. All fees and cost associated with preparing the new Easement Deeds will be at Buyer's sole cost. As long as the Easements remain a total area of approximately 1.5 acres, there will be no adjustment in the Purchase Price. If the total area of the Easements is 1.6 acres or more, the Buyer will pay to Seller additional compensation of \$5,000 per one-tenth of an acre.

4. ESCROW. Seller may elect to open an escrow in accordance with this Agreement at an escrow company of Seller's choice. This Agreement constitutes the joint escrow instructions of Buyer and Seller, and Escrow Agent to whom these instructions are delivered is hereby empowered to act under this Agreement. The parties agree to perform all acts reasonably necessary to close this escrow in the shortest possible time.

Seller shall execute and deliver the Grant Documents to Escrow Agent concurrently with this Agreement. After opening of escrow, Buyer will deposit executed Certificates of Acceptance with Escrow Agent. Buyer agrees to deposit the purchase price upon demand of Escrow Agent. Buyer and Seller agree to deposit with Escrow Agent any additional instruments as may be reasonably necessary to complete this transaction.

All funds received in this escrow shall be deposited with other escrow funds in a general escrow account(s) and may be transferred to any other such escrow trust account in any State or National Bank doing business in the State of California. All disbursements shall be made by check from such account.

5. CLOSE OF ESCROW. Escrow Agent is authorized to and shall disburse funds and deliver the Grant Documents when conditions of this escrow have been fulfilled by Buyer and Seller. The term "close of escrow" means the date necessary instruments of conveyance are recorded in the office of the County Recorder. Recordation of instruments delivered through this escrow is authorized if necessary or proper in the issuance of said policy of title insurance.

All time limits within which any matter herein specified is to be performed may be extended by mutual agreement of the parties hereto. Any amendment of, or supplement to, any instructions must be in writing.

TIME IS OF THE ESSENCE IN THESE INSTRUCTIONS AND ESCROW IS TO CLOSE AS SOON AS POSSIBLE.

6. ESCROW FEES, CHARGES AND COSTS. Buyer agrees to pay all Buyer's and Seller's usual fees, charges, and costs which arise in this escrow.
7. POSSESSION AND USE. Buyer currently possesses and occupies a portion of the Easements pursuant to a Right of Entry Agreement entered into on August 25, 2017, a copy of which is attached to this Agreement as Attachment 4. Upon the recordation of the Grant Documents, the Right of Entry Agreement will terminate.

Upon taking possession and use of the Easements pursuant to the recorded Grant Documents, Buyer shall release, defend (with counsel reasonably satisfactory to Seller) and indemnify Seller from and against all liability, cost, and expense for loss of or damage to property and for injuries to or death of any person (including, but not limited to, the Property and employees of each party) when arising or resulting from acts or omission of Buyer, its employees, consultants and contractors in connection with the use of the Property pursuant to this Agreement, except to the extent that Seller causes such damage, injury, or liability. The duty of Buyer to indemnify and save harmless includes the duties to defend as set forth in Section 2778 of the California Civil Code.

8. DISCLOSURE. In the event Seller plans to sell, lease, or rent the Property prior to the completion of the Project as described in this Agreement, Seller shall inform, in writing, the Buyer.
9. PROPERTY CONDITION. Seller agrees that no improvements or use, other than those already on and in the Easement Area shall be placed or permitted thereon; and the planting of any crops, trees, or shrubs, or alterations, repairs, or additions to existing improvements, or grazing, or stabling livestock within the Easement Area, which may hereafter be placed thereon or therein, are at Seller's risk and without expectation of payment if removed by Buyer or Buyer's agent.
10. EMINENT DOMAIN. Buyer requires the Easements for a public use for which Buyer could acquire the Easements through the exercise of Buyer's power of eminent domain. Seller and Buyer acknowledge that this transaction is a negotiated settlement in lieu of condemnation. Seller acknowledges that the sums received from Buyer under this Agreement constitute full payment of just compensation in eminent domain. Seller acknowledges that the amounts paid under this Agreement constitute the total amount due Seller, and that no further payments are due, owing or payable.
11. WARRANTIES, REPRESENTATIONS, AND COVENANTS OF SELLER. Seller hereby warrants, represents, and/or covenants to Buyer that:
 - a. To the best of Seller's knowledge, there are no actions, suits, material claims, legal proceedings, or any other proceedings affecting the Property or any portion thereof, at law, or in equity before any court or governmental agency, domestic or foreign.
 - b. To the best of Seller's knowledge, there are no encroachments onto the Easements by improvements on any adjoining property.
 - c. Prior to the closing, Seller shall not do anything which would impair Seller's title to any of the Property.
 - d. To the best of Seller's knowledge, neither the execution of this Agreement nor the performance of the obligations herein will conflict with, or breach any of the provisions of any bond, note, evidence of indebtedness, contract, lease, or other agreement or instrument to which the Property may be bound.
 - e. Until the closing, Seller shall, upon learning of any fact or condition which would cause any of the warranties and representations in this Section 11 not to be true as of closing, immediately give written notice of such fact or condition to Buyer.
 - f. Seller, at the time of execution of this Agreement, is in legal possession of the Property in fee simple absolute and is the lawful owner of and has good, indefeasible title to the Property.
 - g. HAZARDOUS WASTE. Neither Seller nor, to the best of Seller's knowledge, any previous owner, tenant, occupant, or user of the Property used, generated, released, discharged, stored, or disposed of any hazardous waste, toxic substances, or related materials ("Hazardous Materials") on, under, in, or about the Property, or transported any Hazardous Materials to or

from the Property. Seller shall not cause or permit the presence, use, generation, release, discharge, storage, or disposal of any Hazardous Materials on, under, in, or about, or the transportation of any Hazardous Materials to or from, the Property. If Buyer incurs any costs or losses (including fines, penalties, or attorneys' fees) associated with the presence of Hazardous Materials found on the Easements, Buyer may elect to recover such costs or losses from those parties who caused or contributed to the contamination or any other party who is legally responsible for such costs or losses. In addition, the parties specifically agree to the following:

1) Definitions.

- a) Hazardous Materials. "Hazardous Materials" means any chemical, compound, material, mixture, or substance that is now or may in the future be regulated by any Environmental Laws or identified as a deleterious substance under such Environmental Laws, including any naturally occurring substances such as radon or asbestos.
- b) Environmental Laws. "Environmental Laws" means all present and future federal, state and local laws (whether under common law, statutes, ordinances, regulations, rules, administrative rules and policies, guidance, judicial and administrative orders and decrees, or otherwise), and all other requirements of governmental authorities relating to the protection of human health or the environment.

- 12. COUNTERPARTS. This Agreement may be executed in counterparts, each of which so executed shall, irrespective of the date of its execution and delivery, be deemed an original, and all such counterparts together shall constitute one and the same instrument.
- 13. JURISDICTION AND VENUE. This Agreement shall be governed by and constructed in accordance with the laws of the State of California. The parties consent to the jurisdiction of the California Courts with venue in San Mateo County.
- 14. ASSIGNMENT. The terms and conditions, covenants, and agreements set forth herein shall apply to and bind the heirs, executors, administrators, assigns and successors of the parties hereto.
- 15. COOPERATION. Each party agrees to cooperate with the other in the closing of this transaction and, in that regard, to sign any and all documents which may be reasonably necessary, helpful, or appropriate to carry out the purposes and intent of this Agreement including, but not limited to, releases or additional agreements.
- 16. ENTIRE AGREEMENT, WAIVER AND MODIFICATION. This Agreement is the entire Agreement between the parties with respect to the subject matter of this Agreement. It supersedes all prior agreements and understandings, whether oral or written, between the parties with respect to the matters contained in this Agreement. Any waiver, modification, consent or acquiescence with respect to any provision of this Agreement shall be set forth in writing and duly executed by

or on behalf of the party to be bound thereby. No waiver by any party of any breach hereunder shall be deemed a waiver of any other or subsequent breach.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year set forth below.

MAILING ADDRESS OF SELLER

James and Alice Cozzolino 1988 Family Trust
12291 San Mateo Road
Half Moon Bay, CA 94____
Attn: James Cozzolino, Trustee

James Cozzolino, Trustee
Date:_____

MAILING ADDRESS OF BUYER

Coastside County Water District

766 Main Street
Half Moon Bay, CA 94019
Attn: General Manager

COASTSIDE COUNTY WATER DISTRICT

By:_____ Name: David Dickson
Title: General Manager

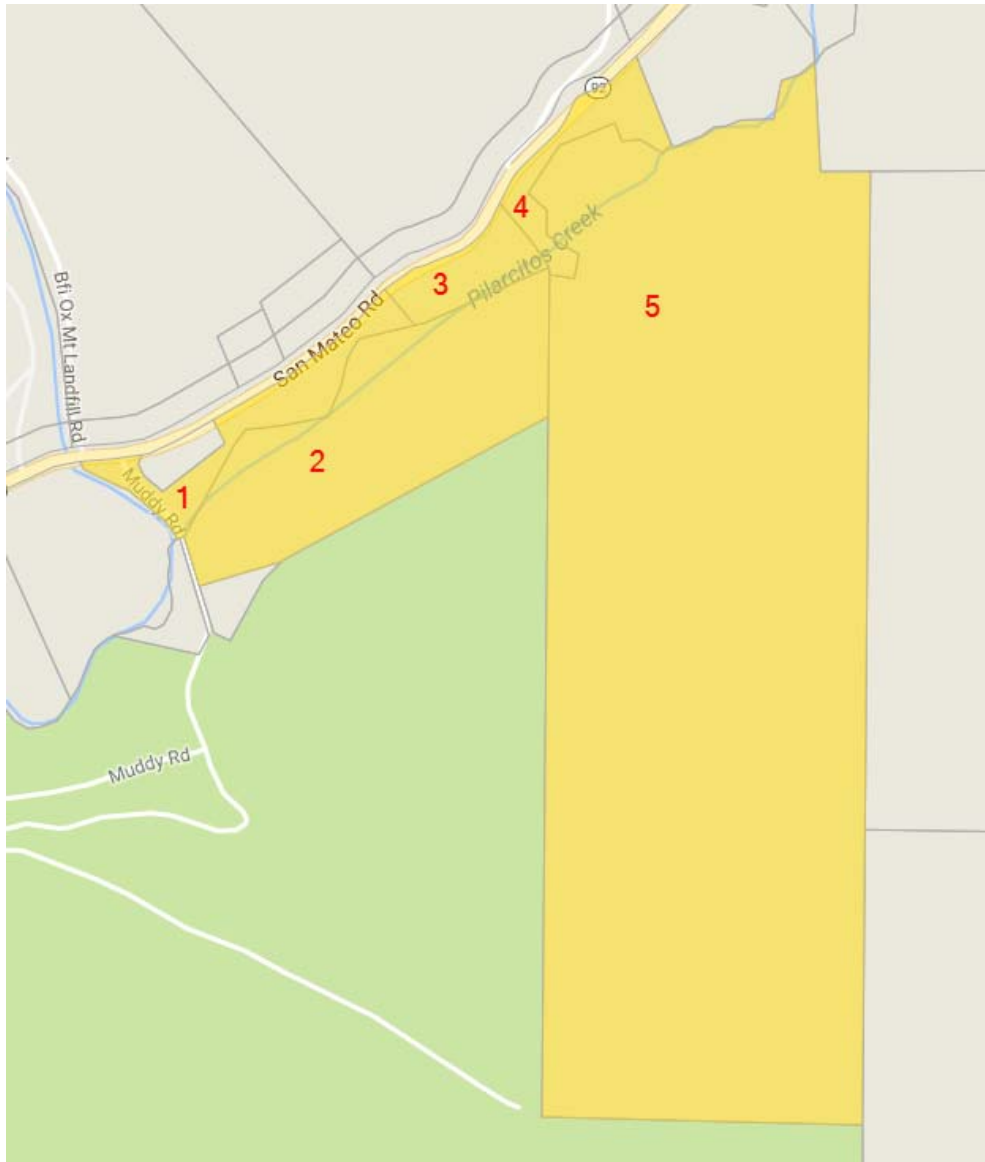
Date:_____

ATTACHMENT 1

[Drawing Showing Cozzolino Property]

Cozzolino Property Parcels

<u>Map No.</u>	<u>APN</u>
1	056-331-110
2	056-331-050
3	056-331-120
4	056-331-130
5	056-450-040



ATTACHMENT 2

[Drawing Showing Pipeline Easement]

Attachment 2

Cozzolino Permanent Easement Location



ATTACHMENT 3

[Easement Deeds for Permanent Easement]

RECORDING REQUESTED BY AND
WHEN RECORDED RETURN TO

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

SPACE ABOVE THIS LINE FOR RECORDER'S USE

This Instrument is exempt from Recording Fees
(Gov't Code Section 27383)

Grant of Easement

Documentary transfer tax is \$00.00. Exempt pursuant to Rev. and Tax Code Section 11922

The undersigned Grantor declares:

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

JAMES AND ALICE COZZOLINO 1988 FAMILY TRUST, JAMES COZZOLINO, TRUSTEE ("Owner")

HEREBY GRANTS to the Coastside County Water District ("District") a perpetual easement over, across, through and/or under the real property generally shown on Exhibit A, which is attached hereto and incorporated herein (the "Easement Area"). Owner and District agree that the location and alignment of the Easement Area is twenty (20) feet wide, and ten (10) feet on each side of the centerline of the pipeline installed on the property. The Owner and District agree that the precise location of the pipeline may be in a different alignment than as shown on Exhibit A due to unexpected underground conditions. The Owner and District further agree that after all the pipelines have been installed that a metes and bounds legal description of the Easement Area will be prepared and new Grant of Easement documents will be executed and recorded, all in accordance with the November __, 2017, Agreement for Acquisition of Permanent Easements and Joint Escrow Instructions. This Grant of Easement for the water pipeline and related facilities will remain in effect until the new Grant of Easement is recorded with the metes and bounds legal description of the Easement Area. The Easement Area may be used for the purposes of installing, constructing, reconstructing, removing, replacing, repairing, maintaining and using a pipeline for the conveyance of water, together with valves, braces, concrete vaults and other appurtenances.

This Grant of Easement includes the right to excavate and refill ditches and/or trenches for the location or relocation of such pipelines and appurtenances, and the right to remove trees, bushes, undergrowth and other obstructions interfering with the construction, maintenance, repair, replacement and/or use of such pipelines, and the further right to mark the location of the Easement Area by suitable markers set in the ground, provided that such markers shall be placed in locations which will not interfere with Owner's rights reserved hereunder. District shall not erect permanent fences within or around the Easement Area. District shall promptly backfill any excavations made by it on the Easement Area and repair any damage it does to Owner's property.

Owner also hereby grants to District permanent access for ingress and egress over, across and through the Easement Area. District shall have the right, without notice or permit, and without prior institution of any suit or proceeding at law or equity, at all times as may be necessary to enter upon the Easement Area for the purposes described herein. Owner expressly acknowledges that District is not responsible for the maintenance of roadways or other maintenance of the Easement Area, or for drainage around, under or across the Easement Area or for facilities designed to convey drainage around, under, or across the Easement Area.

This easement is nonexclusive. Owner reserves the right to use the Easement Area for purposes, and in ways, which will not interfere with District's full enjoyment of the rights hereby granted. Owner shall not construct any building or other structure, drill or operate any well, or plant any tree within, or place any other obstruction either above or below grade within the Easement Area, or diminish or substantially add to the earth cover over District's facilities, nor shall Owner authorize or permit any other person to do so. Owner may construct legal fences so long as such fences do not interfere with District's full enjoyment of the rights hereby granted.

Name of Property Owner

Date: _____

By: _____

Name: _____

Title: _____

Date: _____

By: _____

Name: _____

Title: _____

ACKNOWLEDGMENT

State of California)
County of _____)

On _____ before me, _____
(here insert name and title of the officer)

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

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

WITNESS my hand and official seal.

Signature _____ (Seal)

ACKNOWLEDGMENT

State of California)
County of _____)

On _____ before me, _____
(here insert name and title of the officer)

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

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

WITNESS my hand and official seal.

Signature _____ (Seal)

CERTIFICATE OF ACCEPTANCE

This is to certify that the interest in real property conveyed by the Grant of Easement dated _____ from JAMES AND ALICE COZZOLINO 1988 FAMILY TRUST, JAMES COZZOLINO, TRUSTEE to COASTSIDE COUNTY WATER DISTRICT, a political corporation, is hereby accepted by order of the undersigned officer pursuant to authority conferred by Resolution No. 603 of the Board of Directors of Coastsides County Water District adopted on May 12, 1981, and the Grantee consents to recordation thereof by its duly authorized officer.

Dated: _____

David Dickson, Secretary of the District
Coastsides County Water District

EXHIBIT A

Cozzolino Permanent Easement Location



ATTACHMENT 4

[Copy of 2017 Right of Entry Agreement]

RIGHT OF ENTRY AGREEMENT

This Right of Entry Agreement ("Agreement") is entered into as of 8-25-17, 2017 ("Effective Date"), by and between the Coastside County Water District ("District") and the James and Alice Cozzolino 1988 Family Trust, James Cozzolino, Trustee ("Owner").

RECITALS:

A. Owner is the owner of that certain real property located at 12291 and 12361 San Mateo Road, Half Moon Bay, CA 94019, City of Half Moon Bay, County of San Mateo, with APN 056-331-110 and APN 056-331-050 (collectively, "Premises").

B. District is a county water district that provides retail water service in the City of Half Moon Bay and parts of unincorporated San Mateo County, including to Owner and occupants of the Property. District desires to use the Owner's Premises as shown specifically on the drawing attached to this Agreement as Exhibit A ("Property").

C. Owner is willing to grant a right of entry to District on the terms and conditions hereinafter set forth.

AGREEMENT

FOR VALUABLE CONSIDERATION, the receipt of which is acknowledged, the parties agree as follows:

1. Right of Entry. Owner permits District and District's consultants and contractors to enter on to the Property shown on Exhibit A to construct, repair, improve, operate and maintain a bypass water pipeline, and all related appurtenances, to replace a section of the Highway 92 potable water pipeline, all at District's sole cost and expense. The initial installation of the water pipeline may commence upon the execution of this Agreement by both parties and must be substantially completed no later than September 22, 2017.

District may not use the Property for any other purpose, unless approved in writing by the Owner. Owner reserves the right to accompany District while on the Property.

2. Use of Property and Installation. This right of entry is made subject and subordinate to the right of the Owner to use the Property for Owner related purposes. District must maintain the Property in a safe and reasonably neat condition while District is using or occupying the Property.

District will comply with all land use, building, subdivision, zoning, pollution, and similar laws, rules and ordinances, and regulations promulgated by any governmental authority and applicable to the work.

Upon completion of the work required to install the pipeline, and all related appurtenances, the District agrees to return any disturbed areas and any areas used for ingress,

gress and construction to as close to their original condition prior to District's installation, as is reasonable.

3. Term. The term of this Agreement will commence on August 28, 2017 and shall terminate on August 27, 2022. Owner and District acknowledge that this Agreement is being entered into in anticipation of Owner and District entering into a Purchase and Sale Agreement for a permanent easement for the water pipeline and related appurtenances installed on the Property.

Upon expiration or termination of this Agreement, at Owner's sole discretion, District will, at its own cost, either (1) cap and abandon the water pipeline in place, or (2) remove all personal property, materials, supplies, debris, and any other items District has placed or allowed on the Property and District will restore the Property to the condition it was in at the time District first entered onto the Property pursuant to this Agreement.

4. Consideration. As consideration for Owner permitting entry as set forth in this Agreement, District has agreed to pay Owner a one-time fee in the amount of Ten Thousand Dollars (\$10,000.00). District shall pay the Fee to Owner no later than August 31, 2017.

5. Repair. District will be responsible for, and bear the entire cost and expense of, repairing any damage to the Property arising from District's use of the Property.

6. Hazardous Materials. District may not bring any hazardous materials on to the Property at any time. District shall, at its own expense, be responsible for all damage or liability arising from any hazardous material District brings onto or allows to be brought onto the Property.

7. Assumption of Risk. District will assume all risk of damage to property or injury to persons arising from the District's use and occupancy of the Property. The Owner will not be responsible for any damage, injury, or liability arising from District's use of the Property, except to the extent that Owner causes such damage, injury, or liability.

8. Indemnity. District shall release, defend (with counsel reasonably satisfactory to Owner) and indemnify Owner from and against all liability, cost, and expense for loss of or damage to property and for injuries to or death of any person (including, but not limited to, the property and employees of each party) when arising or resulting from acts or omission of District, its employees, consultants and contractors in connection with the use of the Property pursuant to this Agreement, except to the extent that Owner causes such damage, injury, or liability. The duty of District to indemnify and save harmless includes the duties to defend as set forth in Section 2778 of the California Civil Code. This indemnity shall survive termination of this Agreement.

9. Insurance. Prior to the entry onto the Property, District agrees to maintain or to require its consultants and contractors to procure and maintain, at its (or its consultant's and subcontractor's) sole cost and expense, the insurance described below:

(a) Workers' Compensation and Employers' Liability Insurance.

District shall maintain Workers' Compensation and Employers' Liability in accordance with the laws of the State of California. Such insurance shall have coverage for a minimum of One Million Dollars (\$1,000,000) covering District's employees in connection with the use of the Property. District shall ensure the procurement and maintenance of such insurance by all of District's consultants and contractors.

(b) Commercial General Liability Insurance.

District shall, at its own cost and expense, also procure and maintain Commercial General Liability insurance (including automobile liability insurance).

The Commercial General Liability insurance shall provide bodily injury and property damage coverage with a combined single limit of at least One Million Dollars (\$1,000,000) each occurrence or claim. This insurance shall include coverage for any liability arising out of the use of the Property as contemplated by this Agreement.

10. Compliance with Laws. District shall comply, at District's expense, with all applicable laws, regulations, rules and orders with respect to the use of the Property. District also must obtain and shall comply with all necessary permits and governmental approvals.

11. Notices. All notices required or permitted to be given under this Agreement shall be in writing and mailed postage prepaid by certified or registered mail, return receipt requested, or by personal delivery or by overnight courier, to the appropriate address indicated below or at such other place or places as either Owner or District may, from time to time, respectively, designate in a written notice given to the other. Notices shall be deemed sufficiently served four (4) days after the date of mailing by certified or registered mail, one (1) day after mailing by overnight courier or upon personal delivery.

To Owner:

~~Michael McCormack
44 Montgomery Street
San Francisco, CA 94104~~

Mary Alice Cozzolino
11881 San Mateo Rd
Half Moon Bay, CA

To District:

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

12. No Waiver. No waiver of any default or breach of any covenant of this Agreement by either party shall be implied from any omission by either party to take action on account of such default if such default persists or is repeated.

13. Governing Law. The rights and liability of the parties under this Agreement shall be interpreted in accordance with the laws of the State of California.

14. Integration. This Agreement constitutes the complete expression of the agreement between the parties and supersedes any prior agreements, whether written or oral, concerning the subject of this Agreement. Any modification of or addition to this Agreement must be in writing signed by both parties.

15. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original but both of which together shall constitute one and the same agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written by their duly authorized representatives.

DISTRICT:
COASTSIDE COUNTY WATER DISTRICT

OWNER:
JAMES AND ALICE COZZOLINO 1988
FAMILY TRUST

By: 

Name: DAVID R. DICKSON

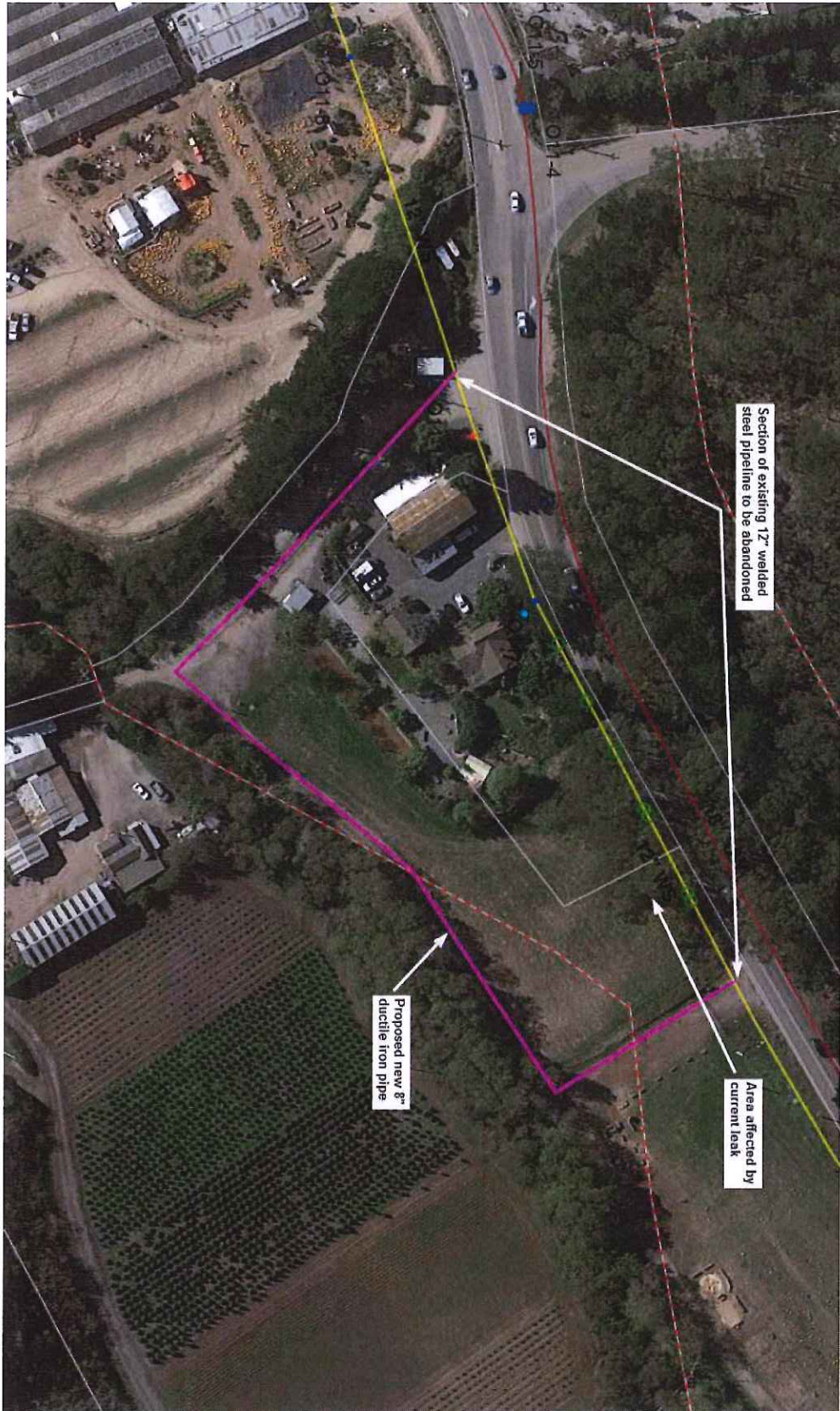
Title: GENERAL MANAGER

By: 

Name: Mary Alice Cozzolino

Title: owner

Attachment A Proposed Pipeline Replacement



STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: November 14, 2017

Report

Date: November 7, 2017

Subject: Agreement for Emergency Water Supply between Coastside County Water District and Montara Water and Sanitary District

Recommendation:

None.

Background:

The October 18, 2010 Agreement for Emergency Water Supply between CCWD and Montara Water and Sanitary District ("Agreement", copy attached) defines the terms and conditions under which either District may provide water to the other in the event of an emergency as defined in the Agreement. Director Coverdell has requested that a discussion of the Agreement and its implementation be placed on the agenda.

AGREEMENT FOR EMERGENCY WATER SUPPLY

THIS AGREEMENT is made and entered into as of OCTOBER 18, 2010 by and between **MONTARA WATER AND SANITARY DISTRICT** ("MWSD") and **COASTSIDE COUNTY WATER DISTRICT** ("CCWD"), public agencies located in the County of San Mateo, California.

RECITALS

WHEREAS, CCWD is a county water district established and operating under the County Water District Law (California Water Code §30000 et seq.); and

WHEREAS, MWSD is a sanitary district established and operating under the Sanitary District Act of 1923 (California Health and Safety Code §6400 et seq.), empowered to operate its water system under the County Water District Law pursuant to Health and Safety Code Section 6512.7; and

WHEREAS, CCWD and MWSD are separate and independent special districts that provide water service to different and distinct communities located in the mid-coastside region of San Mateo County, California and nothing in this Agreement is intended to or should be construed as expanding or decreasing the respective rights and responsibilities of either agency to provide water service to the customers within their respective service areas; and

WHEREAS, CCWD and MWSD desire to provide for a mutual temporary, interruptible water supply in the event they, respectively, incur a water shortage emergency;

NOW THEREFORE, the parties hereto agree as follows:

1. Purpose. This Agreement is entered into for the mutual benefit of the parties to provide a temporary, interruptible supply of water for use during a water shortage emergency as hereinafter described. The parties hereby covenant and agree to cooperate and assist each other in providing such water supply in furtherance of the public health, welfare and necessity.

2. Emergency Water Supply. CCWD hereby agrees to provide an Emergency Water Supply to MWSD and MWSD hereby agrees to provide an Emergency Water Supply to CCWD subject to the terms and conditions of this Agreement. For purposes hereof, "Emergency Water Supply" means a

temporary, interruptible supply of water to help alleviate a water shortage emergency when either CCWD or MWSD finds and determines that the ordinary demands and requirements of its water users cannot be satisfied without depleting its water supply to the extent that there would be insufficient water for human consumption, sanitation and fire protection. The water shortage emergency must be caused by either 1) a sudden, unanticipated lack of water supply due to causes beyond the "Requester's" (defined in Paragraph 3) reasonable control, or 2) damage to water system facilities as a result of a "Force Majeure" (defined in Paragraph 15).

Neither CCWD nor MWSD may provide an Emergency Water Supply to the other agency for more than ninety (90) consecutive calendar days in a three hundred sixty-five (365) calendar day period. In unusual and unique circumstances when a water shortage emergency cannot be alleviated within the initial ninety (90) calendar day period, CCWD and MWSD may continue to provide an Emergency Water Supply to the other party for up to an additional ninety (90) consecutive calendar day period for a maximum time of no longer than one hundred eighty (180) consecutive calendar days in any three hundred sixty-five (365) calendar day period.

This Agreement is contingent upon approval of such regulatory agency or agencies that has/have jurisdiction over its subject matter. Neither party shall have any obligation to provide an Emergency Water Supply to the other party until all applicable regulatory and governmental permits and approvals have been obtained.

3. Procedure. In the event one of the parties ("Requester") determines that it has incurred a water shortage emergency that requires an Emergency Water Supply, it shall notify the other party ("Supplier") thereof in writing (except as hereinafter provided) not less than ten (10) calendar days in advance of the date upon which the Requester desires commencement of the Emergency Water Supply. The notification shall include a concise but complete description of the circumstances upon which the request is based. The Supplier shall respond in writing within five (5) calendar days of the date of the Requester's notice stating whether it will, will not or will conditionally provide the Emergency Water Supply.

The Supplier shall have sole discretion to determine whether it shall provide the Emergency Water Supply and, if so, under what conditions; provided, that no such condition shall be contrary to, or conflict with, the provisions of this Agreement. If the Supplier agrees to provide the Emergency Water Supply and the Requester agrees to such conditions, if any, required by the Supplier, the parties shall confer regarding, and cooperate in implementing, such matters as location of system connection(s), commencement of service, estimated volume and duration of service, anticipated interruptions of service, obtaining requisite regulatory permits or other entitlements, if any, and other logistical aspects in order to effectuate delivery of the Emergency Water Supply as expeditiously and economically as reasonably feasible. Notwithstanding the above notification procedure, in the event of a serious unanticipated water shortage emergency that imminently threatens the public health, welfare and safety of the Requester's water system users and the Supplier determines that it is able and willing to respond to such emergency, the parties may waive the ten-day notification requirement hereof and proceed, at the Supplier's discretion aforesaid, to effectuate the Emergency Water Supply in the most expeditious manner feasible.

4. Compensation. The Requester shall compensate the Supplier for the Emergency Water Supply based on the volume of water consumed charged at the Supplier's rate or rates for its non-residential users, current at the time the Emergency Water Supply is provided. Payment shall be made on a monthly basis within thirty (30) days of the date of billing.

5. Costs. All costs incurred by the Supplier in providing the Emergency Water Supply shall be borne by the Requester. Undisputed costs shall be due and payable within 30 days of the date of the Supplier's invoice therefor, which shall briefly describe each of the itemized costs. Any disputes regarding costs shall be resolved through the dispute resolution procedure described in paragraph 16.

6. Term. The Term of this Agreement is one year from the date first hereinabove written ("Term"); provided, that the Term shall be renewed automatically for successive one-year Terms, subject to termination set forth in Paragraph 7.

7. Termination. Either party may terminate this Agreement at any time during the Term or any renewed Term by giving the other party written notice thereof not less than ninety (90) days prior to the effective date of termination, which date shall be included in the notice; provided, that if the date of termination is not included in the notice, it shall be deemed to be ninety (90) days from the date of the notice.

8. Hold Harmless; Indemnification. CCWD shall defend, hold harmless and indemnify MWSD, its governing board, officers, employees, agents and consultants from any and all claims, lawsuits, causes of action and liability of any nature or kind for injuries to persons or damage to property arising from the negligent, intentional or wrongful acts or omissions of CCWD, its governing board officers, employees, agents or consultants in the performance or failure to perform any of its or their obligations, express or implied, under this Agreement.

MWSD shall defend, hold harmless and indemnify CCWD, its governing board, officers, employees, agents and consultants from any and all claims, lawsuits, causes of action and liability of any nature or kind for injuries to persons or damage to property arising from the negligent, intentional or wrongful acts or omissions of MWSD, its governing board, officers, employees, agents or consultants in the performance or failure to perform any of its or their obligations, express or implied, under this Agreement.

The duty to indemnify shall include the duty to defend as set forth in Civil Code Section 2778. In the event of the concurrent negligence of the parties, their respective governing boards, officers, employees, agents or consultants in the performance or failure to perform any of its or their respective obligations under this Agreement, then the liability for any and all claims, lawsuits, causes of action and liability of any nature or kind for injuries to persons or damage to property arising out of such concurrent negligence shall be apportioned under California's theory of comparative negligence as presently established, or as may be hereafter modified.

9. Insurance. Each party covenants and warrants to the other that, upon the commencement of the Term and so long as this Agreement is in effect, it is and shall be insured or self-insured in an amount of not less than Three Million

Dollars (\$3,000,000) for each occurrence giving rise to personal injury or property damage liability for which they respectively may be held responsible. Each party shall furnish to the other a Certificate of Insurance and a copy of the declaration page of its insurance policy or documentation of self-insurance satisfactory to the receiving party that evidences the coverage required hereunder and an endorsement or other acknowledgment satisfactory to the receiving party that provides that said party shall be given not less than ten (10) days' prior written notice of any intended cancellation, reduction or change in coverage of such insurance or self-insurance.

10. Limited Responsibility; Release. The Emergency Water Supply delivered by the Supplier to the point of connection of its water system with that of the Requester (i.e. to the point on the Supplier's water system where a temporary meter is installed to measure the Emergency Water Supply) shall comply with the water quality standards established for potable water. The Requester shall be solely responsible for the quality of the Emergency Water Supply from said point of connection and for such other potable water, irrespective of its source, that is provided to the Requester's customers.

Upon taking delivery of the Emergency Water Supply the Requester shall be deemed to release, and hereby does release, the Supplier from any and all liability of any nature or kind arising out of, or pertaining to, the quality of water provided to the Requester's customers, except to the extent that the Emergency Water Supply does not comply with the requirements of the first sentence of the immediately preceding paragraph. Additionally, each party releases and discharges the other party from any and all liability of any nature or kind arising out of, or pertaining to, a decision by either party not to provide an Emergency Water Supply.

The foregoing release is a general release and the parties shall be deemed to, and do hereby, waive the provisions of Civil Code Section 1542 which provides as follows:

“§1542. A general release does not extend to claims which the creditor does not know or suspect to exist in his or her favor at the time of

executing the release, which if known by him or her must have materially affected his or her settlement with the debtor.”

11. Status. The parties hereto are independent contractors and the officers, employees, agents and consultants of one shall not be deemed to be officers, employees or agents of the other in the performance of their respective duties and obligations hereunder. Furthermore, under no circumstances shall either party be deemed to be a retail user or customer of the other party by entering into this Agreement or by receiving an Emergency Water Supply.

12. Successors. This Agreement and the duties and obligations hereunder shall be binding upon, and the benefits hereof shall inure to, the successors and assigns of CCWD and MWSD, respectively.

13. Non-assignability. This Agreement and the obligations, duties and rights hereunder shall not be assigned by one party without the prior written consent of the other party, which consent shall not unreasonably be withheld.

14. Notices. Notices required or convenient for performance hereunder shall be in writing, unless otherwise specified in writing, and shall be delivered personally, deposited with the United States Postal Service, first-class postage prepaid in an envelope addressed as follows, or by facsimile as follows:

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

By facsimile: (650) 726-5245

To MWSD: General Manager
Montara Water and Sanitary District
8888 Cabrillo Highway
P.O. Box 370131
Montara, CA 94037

By facsimile: (650) 728-8556

15. Force Majeure. The performance of the parties' obligations and duties hereunder shall be excused by reason, and for the duration, of Force Majeure. "Force Majeure" as used herein means fire, flood, earthquake, or other natural calamity, or acts of God, governmental action or inaction not caused by the party

claiming excuse of performance, labor strike, slowdown or other labor action, except for strikes, slowdowns or labor actions by employees of a party hereto, civil unrest, acts of terrorism or other cause beyond the control of the party claiming excuse of performance. Upon the cessation of the Force Majeure, the party whose performance was excused thereby shall commence and diligently pursue to completion the obligation or duty excused.

16. Dispute Resolution. In the event a dispute arises between the Parties regarding the interpretation of this Agreement or their performance or failure to perform their respective duties and obligations hereunder, the party claiming a dispute shall give written notice thereof to the other party expressly describing the matter disputed. The parties shall meet and confer within thirty (30) days of the date of the notice and attempt to resolve the dispute informally. If they are unable to resolve the dispute by the informal meeting, the dispute shall be submitted to mediation with a mediator selected by agreement of the parties or by striking names from a list of mediators provided by the San Francisco, California, Office of the American Arbitration Association. Costs of mediation shall be divided equally. If the dispute is not resolved by mediation or by another form of Alternative Dispute Resolution upon which the parties may agree, the parties may pursue such legal or equitable remedies as they may choose.

17. Paragraph Headings. Paragraph headings herein are for convenience of reference and shall not be deemed to modify or amend the provisions of the paragraphs headed thereby.

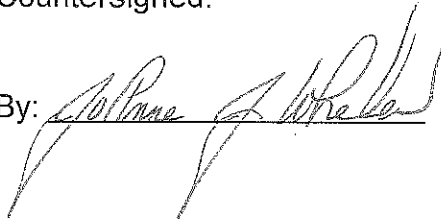
18. Prior Agreement; Integration. That certain agreement entitled, "Agreement for Temporary, Interruptible, Supplemental Water Supply," dated as of the 15th day of August 2001 by and between Citizens Utility Company of California, predecessor in interest of MWSD, and Coastside County Water District has expired and shall have no further force and effect from and after the date hereof. This Agreement comprises the entire agreement between the parties and supersedes and replaces all prior oral and written agreements, notes, memoranda, or other communications between the parties pertaining to the subject matter hereof.

IN WITNESS WHEREOF the parties have signed this Agreement as of the date first hereinabove written.

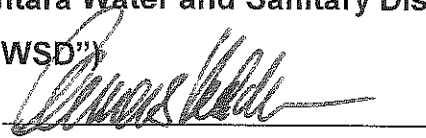
**Coastside County Water District
("CCWD")**

By: 
General Manager

Countersigned:

By: 

**Montara Water and Sanitary District
("MWSD")**

By: 
General Manager

Countersigned:

By: 
District Secretary

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: November 14, 2017

Report

Date: November 9, 2017

Subject: Assistant General Manager's Report

Recommendation: none

Background: Advanced Metering Infrastructure (AMI) – Installations

Professional Meters Inc. (PMI) kicked off the District's AMI and meter installation project on November 1. During the first week, PMI staff primarily focused on staging for the project, including ensuring workflow tracking systems are in place. (See the attached screen print from PMI's web portal for tracking workflow. Installers record old/new meter and MTU (meter transmission unit) serial numbers and read data into the PMI web portal, and take multiple pictures before and after installation.)

PMI is currently installing meters/MTUs in Ocean Colony, and are currently averaging 15-20 meter installations per installer per day. PMI currently plans to have 4-8 installers on the project in the upcoming weeks. Starting December 1, PMI will begin installing in El Granada.

As noted last month, CCWD customers were recently mailed a fact sheet regarding the District's AMI project. In early November, the District placed an informational ad in the HMB Review, and will follow up with similar ads in December and January. Customers will also receive a postcard this month asking for their cooperation in clearing landscaping around the meter boxes.

Coastside

pmi web portal

main upload water search pmllogin

Coastside

Reading Rate

Total	Good	No Read	Bad Read	Stale	Unable	Read Rate
No data to display						

Type	Size	Install	INC	Sked	Unable	Remove	RTU
WTR	5/8-inch	118	5037	0	0	922	0
WTR	3/4-inch	7	157	0	0	44	0
WTR	1 1/2-inch	0	0	0	0	75	0
WTR	10-inch	0	0	0	0	1	0
WTR	1-inch	0	127	0	0	700	0
WTR	2-inch	0	0	0	0	82	0
WTR	3-inch	0	0	0	0	10	0
WTR	4-inch	0	0	0	0	109	0
WTR	6-inch	0	0	0	0	49	0
WTR	8-inch	0	0	0	0	9	0

Weekly Production

45-2017

Account Information

PMI Number: 09000000 Account Number: 171-00000 Account Type: WTR

Location Code: 171-00000 Customer Code: Zone: 171

Name: Address: Job Type:

Phone1: (000)0000000 Phone2: 0 Status: Install

Meter Information

Meter: 00000000 Transmitter: Last Read: 1313

Size: 5/8-inch Install Type: WTR Last Reading Date: 8/21/2017

Location:

Appointment Information

Scheduled Date: Scheduled Time:

Install Information

Install Date: 11/8/2017 Out Read: 1317 Old Meter: 00000000

Outside Read: 0 High Flow Read: Low Flow Read:

Meter Size: 5/8-inch Meter: 10000000 Transmitter: 20000000

Lid Type: Install Notes:

Installed By: Chava Latitude: 49-000000 Longitude: -102-1313477

Utility Note

Save changes Cancel changes

OldReadPhoto - Nov 6 2017 3:45PM

Hybrid

MONTHLY REPORT

To: David Dickson, General Manager
From: James Derbin, Superintendent of Operations
Agenda: November 14, 2017

Report
Date: November 7, 2017

Monthly Highlights

- El Granada Tank 3 project is complete
 - New roof on Booster Pump Station installed week of 11/6/17
- Denniston Dredging complete on 10/4/17
- Avenue Del Oro PRV vault replaced
- Alves altitude valve pilot rebuilt

Source of Supply

Denniston Wells 1 and 9, with Denniston and Crystal Springs Reservoirs as the source of supply in October. Pilarcitos Wells 3 and 4 were started on 11/1/17. Pilarcitos Well 3A started on 11/7/17. Combined flows from these 3 wells is ~225 gpm.

Regulatory Agency Interaction

- SWRCB DDW staff conducted annual Sanitary Engineering Inspection of the Treatment and Distribution components on 10/24 and 10/25

Projects

EG Tank 1 Temporary Slide Stabilization

Contract executed and NTP issued. Andreini will be starting on this in the next few weeks.

Wavecrest Pipeline

Old 2" tap to main has been removed. Paving in the next few weeks.

Denniston Pump Station and Bridgeport Transmission Main Project

Booster pump motor #2 was pulled and sent back to manufacturer due to failed vibration performance test. The top bearing was deemed faulty and replaced. Motor was reinstalled. Vibration testing was conducted on 11/6/17 and failed again. Motor was uncoupled from the pump unit and failed the vibration test. Staff is working with Kennedy Jenks, Pump Repair Service and Goulds to get this resolved.

Automatic Meter Infrastructure

Staff has set up recycling bins at Alves tank for old meters to be recycled. Staff is continuing to changeout large meters and install MTUs on existing meters that can be converted to AMI. PMI started changing out meter lids week of 10/30/17 and started changing out meters on 11/6/17.

Downtown 2" Main Replacement Project

Andreini Brothers Construction will start on this project on 11/15/17. Andreini is coordinating this work with the City of Half Moon Bay/PG&E paving schedule.

Pilarcitos Canyon Storm Repair Mitigation

Quest Engineering has submitted final plans. Staff has reached out to the RWQCB requesting approval of the updated plans and inquiring on expected schedule/deadline. No response.

STAFF REPORT

To: Board of Directors
From: Cathleen Brennan, Water Resources Analyst
Agenda: November 14, 2017
Report Date: November 8, 2017
Subject: Water Resources

Informational Report: Water Year 2017

Water Year 2017 (October 1, 2016 through September 30, 2017) marked the end of the state's five years of drought. Although some hydrologists mark the beginning of the dry period as 2007, which would make it ten years of drought. The subtitle being used by the Department of Water Resources for Water Year 2017 is *What a Difference a Year Makes*. It wasn't California's wettest year on record, but it was second behind Water Year 1983. There are still long-term concerns regarding sustainability of the state's groundwater basins and being able to fully recover from decades of over-drafting, but surface water sources in the state recovered from the drought conditions.

For the Coastsides, Water Years 1958, 1982, 1983, and 1998 were wetter than Water Year 2017. The average annual precipitation for Half Moon Bay is about 25 inches and in Water Year 2017 Half Moon Bay received approximately 37 inches of rain. The above average precipitation helped District staff maximize use of its surface water sources and delayed customers from turning on their irrigation until late spring. It also provided relief from some - not all - of the mandated water use restrictions and water waste regulations.

A common question from customers is "What is predicted for 2018?". Current weather forecasting abilities are not reliable enough to know if 2018 will be wet, average or dry. Although we can't predict future water supply conditions, the emphasis for California water agencies is on being prepared.

Coastside Precipitation Totals for Water Years 1951-2017

Exceptionally Dry Years - Red
 Critically Dry Years - Orange
 Dry Years - Yellow
 Normal to Wet Years - Blue
 Historic Average - Green 25 inches

