

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, November 14, 2023 - 7:00 p.m.

AGENDA

The Public may attend this meeting in person at the District Office located at 766 Main Street, Half Moon Bay or choose to watch and/or participate in the public meeting by joining the meeting through the Zoom Videoconference link provided below. The public may also join the meeting by calling the below listed teleconference phone number.

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

Join Zoom Meeting

<https://us06web.zoom.us/j/88691894625?pwd=UFBnaVYrSUNtUTE3NHIRZDFrVDhnZz09>

Meeting ID: 886 9189 4625

Passcode: 182549

One tap mobile

+16699006833,,88691894625#,,,,*182549# US (San Jose)

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 886 9189 4625

Passcode: 182549

Find your local number: <https://us06web.zoom.us/j/88691894625?pwd=UFBnaVYrSUNtUTE3NHIRZDFrVDhnZz09>

Procedures to make a public comment with Zoom Video/Conference – All participants except the Board Members and Staff are muted on entry and video is disabled. Participants may not unmute themselves unless asked to unmute by the Moderator.

- **From a computer:** (1) Using the Zoom App. at the bottom of your screen, click on “Participants” and then “Raise Hand”. Participants will be called to comment in the order in which they are received.
- **From a phone:** Using your keypad, dial *9, and this will notify the Moderator that you have raised your hand. The Moderator will call on you by stating the last 4 digits of your phone number.

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

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

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

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

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

At this time members of the public may address the Board of Directors on issues not listed on the agenda which are within the purview of the Coastside County Water District. Comments on matters that are listed on the agenda may be made at the time the Board is considering each item. Each speaker is allowed a maximum of three (3) minutes. Members of the public attending in-person must complete and submit a speaker slip. Members of the public attending via Zoom must first "raise hand" and the Moderator will "ask to unmute". The President of the Board will recognize each speaker, at which time the speaker can 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, 2023:
Claims: \$ 1,096,511.40; Payroll: \$ 203,788.10 for a total of \$1,300,299.50 ([attachment](#))
October 2023 Monthly Financial Claims reviewed and approved by Director Muller
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of October 10, 2023, Regular Board of Directors Meeting ([attachment](#))
- D. Installed Water Connection Capacity and Water Meters Report ([attachment](#))

- E. Total CCWD Production Report ([attachment](#))
- F. CCWD Monthly Sales by Category Report October 2023 ([attachment](#))
- G. Leak/Flushing Report – October 2023 ([attachment](#))
- H. Monthly Rainfall Reports ([attachment](#))
- I. SFPUC Hydrological Conditions Report – September 2023 and October 2023 ([attachment](#))
- J. Notice of Completion – Denniston Reservoir Maintenance Dredging Project for Year 2023 ([attachment](#))

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

6) GENERAL BUSINESS

- A. Award of Contract to Golden Bay Construction, Inc. for the Magellan Avenue at Highway 1 and Medio Creek Pipeline Rehabilitation Project ([attachment](#))
- B. Award of Contract to Andreini Bros., Inc. for the Myrtle Street and 2nd Avenue Valve Replacement Project ([attachment](#))
- C. Approval of Professional Services Agreement with Water Resources Economics, LLC for a Water Rate Study and Cost-of-Service Analysis ([attachment](#))
- D. Approval of a Treatment/Distribution Operator New Hire Effective January 1, 2024 in Anticipation of Upcoming Employee Retirement on May 1, 2024 ([attachment](#))
- E. Review of Board of Directors’ Compensation Policy ([attachment](#))
- F. Nunes Water Treatment Plant Upgrades Project Update #27 ([attachment](#))

7) MONTHLY INFORMATIONAL REPORTS

- A. General Manager’s Report ([attachment](#))
 - Board of Directors Meeting Format
- B. Superintendent of Operations Report ([attachment](#))

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

9) CLOSED SESSION

Pursuant to California Government Code Section 54956.9(d)(1)
Conference with Legal Counsel – Existing Litigation
City of Camden, et al., v. 3M Company – Case No. 2:23-cv-03147-RMG
City of Camden, et al., v. E.I. DuPont de Nemours and Company - Case No. 2:23-cv-03230-RMG

10) RECONVENE TO OPEN SESSION

Public report of closed session action.

11) ADJOURNMENT

**COASTSIDE COUNTY WATER DISTRICT
CLAIMS FOR OCTOBER 2023**

CHECKS				
CHECK DATE	CHECK NO.	VENDOR		AMOUNT
10/05/2023	32838	ADP, INC.	\$	774.45
10/05/2023	32839	AMAZON CAPITAL SERVICES, INC.	\$	41.56
10/05/2023	32840	CARSON ANDERSON	\$	317.17
10/05/2023	32841	HEALTH BENEFITS ACWA-JPIA	\$	38,705.64
10/05/2023	32842	BADGER METER, INC.	\$	66.00
10/05/2023	32843	BAY AREA WATER SUPPLY &	\$	10,713.75
10/05/2023	32844	BFI OF CALIFORNIA, INC.	\$	1,647.54
10/05/2023	32845	CALCON SYSTEMS, INC.	\$	328.13
10/05/2023	32846	BRANDON WRIGHT	\$	4,100.00
10/05/2023	32847	COMCAST	\$	286.43
10/05/2023	32848	COUNTY OF SAN MATEO	\$	305.00
10/05/2023	32849	JAMES COZZOLINO, TRUSTEE	\$	275.00
10/05/2023	32850	ROBERT FELDMAN	\$	55.02
10/05/2023	32851	HMB BLDG. & GARDEN INC.	\$	218.75
10/05/2023	32852	INSTRUMENT TECHNOLOGY CORPORATION	\$	580.50
10/05/2023	32853	IRON MOUNTAIN	\$	882.30
10/05/2023	32854	MISSION UNIFORM SERVICES INC.	\$	66.56
10/05/2023	32855	MONTEREY BAY ANALYTICAL SERVICES, INC.	\$	729.15
10/05/2023	32856	PACIFIC GAS & ELECTRIC CO.	\$	29,994.72
10/05/2023	32857	PACIFIC GAS & ELECTRIC CO.	\$	92.30
10/05/2023	32858	REPUBLIC SERVICES	\$	613.66
10/05/2023	32859	ROGUE WEB WORKS, LLC	\$	423.00
10/05/2023	32860	SAN MATEO CTY PUBLIC HEALTH LAB	\$	1,034.00
10/05/2023	32861	TPX COMMUNICATIONS	\$	1,928.26
10/05/2023	32862	UNDERGROUND REPUBLIC WATER WORKS, INC.	\$	5,217.25
10/05/2023	32863	HD SUPPLY INC	\$	334.34
10/05/2023	32864	VERIZON CONNECT INC.	\$	298.20
10/05/2023	32865	US BANK NA	\$	1,123.24
10/12/2023	32866	JULIETTE TREFFERS	\$	50.08
10/12/2023	32867	DANIEL LUDWIN	\$	49.72
10/12/2023	32868	ANDREINI BROS. INC.	\$	157.50
10/12/2023	32869	ASSOC.CALIF.WATER AGENCIES	\$	21,670.00
10/12/2023	32870	ASSOC. CALIF. WATER AGENCY	\$	13,340.73
10/12/2023	32871	BALANCE HYDROLOGICS, INC	\$	7,199.00
10/12/2023	32872	GINA BRAZIL	\$	872.59
10/12/2023	32873	CALCON SYSTEMS, INC.	\$	9,487.50
10/12/2023	32874	DE LAGE LANDEN FINANCIAL SERVICES, INC.	\$	1,021.78
10/12/2023	32875	GRAINGER, INC.	\$	1,143.39
10/12/2023	32876	HACH CO., INC.	\$	1,405.88
10/12/2023	32877	HANSONBRIDGETT. LLP	\$	7,410.00
10/12/2023	32878	HDR ENGINEERING, INC	\$	4,721.76
10/12/2023	32879	HUE & CRY, INC.	\$	12.00
10/12/2023	32880	INTERSTATE TRAFFIC CONTROL PRODUCTS, INC.	\$	79.84
10/12/2023	32881	IRVINE CONSULTING SERVICES, INC.	\$	4,063.26
10/12/2023	32882	OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA, A MEDICAL CORP	\$	278.00
10/12/2023	32883	PACIFICA COMMUNITY TV	\$	300.00
10/12/2023	32884	PSI WATER TECHNOLOGIES, INC	\$	15,889.84
10/12/2023	32885	SM CTY ENVIRONMENTAL HEALTH	\$	1,331.32
10/12/2023	32886	STANDARD INSURANCE COMPANY	\$	542.61

10/12/2023	32887	TYLER TECHNOLOGIES, INC	\$	11,179.60
10/12/2023	32888	UNDERGROUND REPUBLIC WATER WORKS, INC.	\$	3,203.78
10/12/2023	32889	HD SUPPLY INC	\$	663.55
10/12/2023	32890	WATER WORKS ENGINEERS, LLC	\$	47,422.61
10/20/2023	32891	SEAN FREITAS	\$	26.96
10/20/2023	32892	AMAZON CAPITAL SERVICES, INC.	\$	237.32
10/20/2023	32893	ANDREINI BROS. INC.	\$	146,021.65
10/20/2023	32894	AT&T MOBILTY	\$	86.48
10/20/2023	32895	AT&T	\$	513.44
10/20/2023	32896	BAY ALARM COMPANY	\$	435.21
10/20/2023	32897	CALCON SYSTEMS, INC.	\$	17,721.88
10/20/2023	32898	CASEY CONSTRUCTION INC	\$	4,948.00
10/20/2023	32899	CECIL & CECIL ENTERPRISES, INC	\$	18,891.75
10/20/2023	32900	CHEMTRADE CHEMICALS US LLC	\$	3,280.20
10/20/2023	32901	DATAPROSE, LLC	\$	7,976.21
10/20/2023	32902	GRAINGER, INC.	\$	460.34
10/20/2023	32903	KELLY HOFFMAN-DAVIS	\$	3,955.03
10/20/2023	32904	HMB BLDG. & GARDEN INC.	\$	26.23
10/20/2023	32905	JOHN'S SALT SERVICE, INC	\$	7,498.73
10/20/2023	32906	MISSION UNIFORM SERVICES INC.	\$	66.56
10/20/2023	32907	OFFICE DEPOT	\$	635.90
10/20/2023	32908	PAULO'S AUTO CARE	\$	819.70
10/20/2023	32909	SAN FRANCISCO WATER DEPT.	\$	260,406.35
10/20/2023	32910	TEAMSTERS LOCAL UNION #856	\$	1,531.00
10/20/2023	32911	UNDERGROUND REPUBLIC WATER WORKS, INC.	\$	3,090.06
10/20/2023	32912	UNIVAR SOLUTIONS USA INC.	\$	1,872.41
10/20/2023	32913	HD SUPPLY INC	\$	1,407.46
10/25/2023	32914	PACIFIC GAS & ELECTRIC CO.	\$	5,000.00
10/26/2023	32915	KHIARA CASTANEZA LOAYZA	\$	48.49
10/26/2023	32916	ANDREINI BROS.	\$	4,196.87
10/27/2023	32917	AMAZON CAPITAL SERVICES, INC.	\$	25.70
10/27/2023	32918	ANDREINI BROS. INC.	\$	472.50
10/27/2023	32919	ACWA/JPIA	\$	92,277.00
10/27/2023	32920	AT&T MOBILTY	\$	608.51
10/27/2023	32921	BAY ALARM COMPANY	\$	142.83
10/27/2023	32922	BFI OF CALIFORNIA, INC.	\$	1,432.40
10/27/2023	32923	CALIFORNIA C.A.D. SOLUTIONS, INC	\$	2,212.50
10/27/2023	32924	CALIFORNIA SPECIAL DISTRICT	\$	9,125.00
10/27/2023	32925	PETTY CASH	\$	21.37
10/27/2023	32926	CRYSTAL SMR, INC.	\$	1,031.57
10/27/2023	32927	SEAN DONOVAN	\$	23.74
10/27/2023	32928	EKI INC.	\$	84,742.83
10/27/2023	32929	CASTANEDA & PEREZ INC	\$	973.22
10/27/2023	32930	FREYER & LAURETA, INC.	\$	22,923.14
10/27/2023	32931	GRAINGER, INC.	\$	283.11
10/27/2023	32932	EMPOWER RETIREMENT, LLC	\$	2,643.96
10/27/2023	32933	HACH CO., INC.	\$	284.00
10/27/2023	32934	KENNEDY/JENKS CONSULTANTS	\$	2,014.80
10/27/2023	32935	GLENNA LOMBARDI	\$	79.00
10/27/2023	32936	MICHAEL WOLF	\$	1,730.25
10/27/2023	32937	MONTEREY BAY ANALYTICAL SERVICES, INC.	\$	1,746.00
10/27/2023	32938	OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA, A MEDICAL CORP	\$	118.00
10/27/2023	32939	ACI PAYMENTS, INC.	\$	150.00
10/27/2023	32940	PAULO'S AUTO CARE	\$	150.72



	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	1,146,000.00	1,187,631.61	41,631.61	3.63%	5,112,000.00	4,733,533.99	-378,466.01	-7.40%	12,963,614.00
	Total RevType: 1 - Operating:	1,146,000.00	1,187,631.61	41,631.61	3.63%	5,112,000.00	4,733,533.99	-378,466.01	-7.40%	12,963,614.00
RevType: 2 - Non-Operating										
1-4170-00	Water Taken From Hydrants	5,500.00	5,864.22	364.22	6.62%	23,500.00	23,444.69	-55.31	-0.24%	52,000.00
1-4180-00	Late Notice - 10% Penalty	5,500.00	10,722.97	5,222.97	94.96%	22,000.00	38,493.25	16,493.25	74.97%	65,000.00
1-4230-00	Service Connections	850.00	1,829.94	979.94	115.29%	3,400.00	7,554.31	4,154.31	122.19%	10,000.00
1-4920-00	Interest Earned	7,000.00	45,295.78	38,295.78	547.08%	34,000.00	135,300.34	101,300.34	297.94%	90,000.00
1-4930-00	Tax Apportionments/County Checks	0.00	1,062.61	1,062.61	0.00%	0.00	2,004.66	2,004.66	0.00%	995,000.00
1-4950-00	Miscellaneous Income	400.00	0.00	-400.00	-100.00%	1,600.00	0.00	-1,600.00	-100.00%	5,000.00
1-4955-00	Cell Site Lease Income	16,000.00	21,327.54	5,327.54	33.30%	64,000.00	71,918.96	7,918.96	12.37%	195,000.00
1-4965-00	ERAF Refund - County Taxes	0.00	0.00	0.00	0.00%	300,000.00	337,790.18	37,790.18	12.60%	550,000.00
	Total RevType: 2 - Non-Operating:	35,250.00	86,103.06	50,853.06	144.26%	448,500.00	616,506.39	168,006.39	37.46%	1,962,000.00
	Total Revenue:	1,181,250.00	1,273,734.67	92,484.67	7.83%	5,560,500.00	5,350,040.38	-210,459.62	-3.78%	14,925,614.00
Expense										
ExpType: 1 - Operating										
1-5130-00	Water Purchased	330,257.00	304,910.35	25,346.65	7.67%	1,257,418.00	1,021,244.72	236,173.28	18.78%	2,461,346.00
1-5230-00	Nunes T P Pump Expense	4,500.00	4,663.03	-163.03	-3.62%	18,000.00	18,933.88	-933.88	-5.19%	57,000.00
1-5231-00	CSP Pump Station Pump Expense	50,000.00	4,728.88	45,271.12	90.54%	184,000.00	15,940.66	168,059.34	91.34%	350,000.00
1-5232-00	Other Trans. & Dist Pump Expense	2,200.00	1,711.80	488.20	22.19%	8,700.00	9,268.81	-568.81	-6.54%	27,000.00
1-5233-00	Pilarcitos Canyon Pump Expense	2,000.00	1,057.20	942.80	47.14%	3,800.00	5,995.35	-2,195.35	-57.77%	69,000.00
1-5234-00	Denniston T P Pump Expense	2,000.00	6,426.43	-4,426.43	-221.32%	32,000.00	52,799.63	-20,799.63	-65.00%	89,000.00
1-5242-00	CSP Pump Station Operations	1,300.00	1,817.85	-517.85	-39.83%	4,800.00	12,138.42	-7,338.42	-152.88%	13,000.00
1-5243-00	CSP Pump Station Maintenance	3,000.00	2,111.79	888.21	29.61%	12,000.00	5,777.68	6,222.32	51.85%	35,000.00
1-5246-00	Nunes T P Operations - General	8,000.00	19,037.56	-11,037.56	-137.97%	32,000.00	32,116.54	-116.54	-0.36%	102,000.00
1-5247-00	Nunes T P Maintenance	10,000.00	8,880.83	1,119.17	11.19%	39,000.00	27,795.34	11,204.66	28.73%	125,000.00
1-5248-00	Denniston T P Operations-General	4,000.00	2,424.20	1,575.80	39.40%	19,000.00	10,404.71	8,595.29	45.24%	54,000.00
1-5249-00	Denniston T.P. Maintenance	30,000.00	20,317.92	9,682.08	32.27%	79,000.00	43,281.78	35,718.22	45.21%	155,000.00
1-5250-00	Laboratory Expenses	6,000.00	5,333.15	666.85	11.11%	25,000.00	19,666.00	5,334.00	21.34%	77,000.00
1-5260-00	Maintenance - General	33,000.00	44,958.01	-11,958.01	-36.24%	129,000.00	216,282.22	-87,282.22	-67.66%	395,000.00
1-5261-00	Maintenance - Well Fields	10,000.00	0.00	10,000.00	100.00%	18,000.00	525.00	17,475.00	97.08%	50,000.00
1-5263-00	Uniforms	1,000.00	2,797.27	-1,797.27	-179.73%	6,000.00	10,398.55	-4,398.55	-73.31%	14,000.00
1-5318-00	Studies/Surveys/Consulting	10,000.00	0.00	10,000.00	100.00%	35,000.00	697.59	34,302.41	98.01%	160,000.00
1-5321-00	Water Resources	2,000.00	556.58	1,443.42	72.17%	6,000.00	1,540.32	4,459.68	74.33%	21,500.00

Monthly Budget Report

For Fiscal: 2023-2024 Period Ending: 10/31/2023

	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	715.63	4,284.37	85.69%	14,000.00	1,315.63	12,684.37	90.60%	68,000.00
1-5381-00 Legal	10,000.00	6,594.00	3,406.00	34.06%	37,000.00	26,606.00	10,394.00	28.09%	110,000.00
1-5382-00 Engineering	7,100.00	5,470.96	1,629.04	22.94%	28,400.00	18,141.56	10,258.44	36.12%	86,000.00
1-5383-00 Financial Services	5,000.00	4,000.00	1,000.00	20.00%	14,000.00	9,586.00	4,414.00	31.53%	23,000.00
1-5384-00 Computer Services	28,000.00	31,203.44	-3,203.44	-11.44%	106,000.00	98,595.49	7,404.51	6.99%	339,974.00
1-5410-00 Salaries/Wages-Administration	121,776.00	96,013.11	25,762.89	21.16%	465,924.00	368,821.52	97,102.48	20.84%	1,381,887.00
1-5411-00 Salaries & Wages - Field	170,239.00	148,293.03	21,945.97	12.89%	651,350.00	577,692.76	73,657.24	11.31%	1,931,847.00
1-5420-00 Payroll Tax Expense	20,792.00	15,874.87	4,917.13	23.65%	79,552.00	66,726.99	12,825.01	16.12%	235,945.00
1-5435-00 Employee Medical Insurance	40,000.00	34,596.82	5,403.18	13.51%	160,000.00	138,056.72	21,943.28	13.71%	516,000.00
1-5436-00 Retiree Medical Insurance	3,500.00	3,510.08	-10.08	-0.29%	14,200.00	13,354.08	845.92	5.96%	46,000.00
1-5440-00 Employees Retirement Plan	53,000.00	48,015.36	4,984.64	9.40%	213,000.00	194,586.11	18,413.89	8.65%	642,924.00
1-5445-00 Supplemental Retirement 401a	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	38,000.00
1-5510-00 Motor Vehicle Expense	7,000.00	5,796.33	1,203.67	17.20%	28,000.00	34,363.34	-6,363.34	-22.73%	90,000.00
1-5620-00 Office & Billing Expenses	32,000.00	34,343.42	-2,343.42	-7.32%	128,000.00	109,772.82	18,227.18	14.24%	414,000.00
1-5625-00 Meetings / Training / Seminars	5,000.00	1,393.17	3,606.83	72.14%	15,000.00	9,244.04	5,755.96	38.37%	45,000.00
1-5630-00 Insurance	14,000.00	15,940.54	-1,940.54	-13.86%	56,000.00	60,065.97	-4,065.97	-7.26%	182,000.00
1-5687-00 Membership, Dues, Subscript.	20,000.00	29,130.42	-9,130.42	-45.65%	48,000.00	52,857.16	-4,857.16	-10.12%	118,825.00
1-5689-00 Labor Relations	500.00	0.00	500.00	100.00%	2,000.00	0.00	2,000.00	100.00%	6,000.00
1-5700-00 San Mateo County Fees	5,000.00	2,476.57	2,523.43	50.47%	11,000.00	8,878.08	2,121.92	19.29%	31,400.00
1-5705-00 State Fees	0.00	0.00	0.00	0.00%	2,000.00	632.00	1,368.00	68.40%	48,000.00
Total ExpType: 1 - Operating:	1,057,164.00	915,100.60	142,063.40	13.44%	3,982,144.00	3,294,103.47	688,040.53	17.28%	10,609,648.00
ExpType: 4 - Capital Related									
1-5715-00 Debt Service/CIEDB 11-099	0.00	0.00	0.00	0.00%	275,701.00	275,701.00	0.00	0.00%	335,343.00
1-5716-00 Debt Service/CIEDB 2016	0.00	0.00	0.00	0.00%	240,637.00	240,636.61	0.39	0.00%	321,923.00
1-5717-00 Chase Bank - 2018 Loan	0.00	0.00	0.00	0.00%	388,096.00	388,095.98	0.02	0.00%	437,233.00
1-5718-00 First Foundation Bank - 2022	0.00	0.00	0.00	0.00%	345,524.00	345,524.31	-0.31	0.00%	417,501.00
Total ExpType: 4 - Capital Related:	0.00	0.00	0.00	0.00%	1,249,958.00	1,249,957.90	0.10	0.00%	1,512,000.00
Total Expense:	1,057,164.00	915,100.60	142,063.40	13.44%	5,232,102.00	4,544,061.37	688,040.63	13.15%	12,121,648.00
Report Total:	124,086.00	358,634.07	234,548.07		328,398.00	805,979.01	477,581.01		2,803,966.00

**COASTSIDE COUNTY WATER DISTRICT
MONTHLY INVESTMENT REPORT
October 31, 2023**

<u>RESERVE BALANCES</u>	Current Year as of 10/31/2023	Prior Year as of 10/31/2022
CAPITAL AND OPERATING RESERVE	\$12,147,653.77	\$14,922,299.13
RATE STABILIZATION RESERVE	\$250,000.00	\$250,000.00
TOTAL DISTRICT RESERVES	\$12,397,653.77	\$15,172,299.13

ACCOUNT DETAIL

ACCOUNTS WITH TRI COUNTIES BANK		
CHECKING ACCOUNT	\$1,043,491.46	\$2,616,853.87
CSP T & S ACCOUNT	\$168,294.97	\$200,395.21
MONEY MARKET GEN. FUND (Opened 7/20/17)	\$19,807.89	\$2,019,764.06
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$11,165,259.45	\$10,334,485.99
DISTRICT CASH ON HAND	\$800.00	\$800.00
TOTAL ACCOUNT BALANCES	\$12,397,653.77	\$15,172,299.13

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

COASTSIDE COUNTY WATER DISTRICT
 CAPITAL IMPROVEMENT PROJECTS - STATUS REPORT
 FISCAL YEAR 2023/2024

Prepared 11.7.2023

10/31/2023

* Approved June 2023

Status	Approved* CIP Budget FY23/24	Actual To Date FY23/24	Projected FY23/24	Variance vs. Budget	% Completed	Project Status/ Comments
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Equipment Purchases & Replacement

06-03	SCADA/Telemetry/Electrical Controls Replacement	ongoing	\$ 50,000		\$ 50,000	\$ -	n/a	
99-02	Vehicle Fleet Replacement	ongoing	\$ 80,000	\$ -	\$ -	\$ 80,000	100%	purchased vehicle in June 2023 (planned for FY2024)

Facilities & Maintenance

09-09	Fire Hydrant Replacement	ongoing	\$ 140,000	\$ 35,575	\$ 140,000	\$ -	25%	
23-13	Pilarcitos Canyon Culvert Replacement	TBD	\$ 40,000	\$ 2,734		\$ 40,000	0%	delayed to FY2025 due to permitting
99-01	Meter Change Program	ongoing	\$ 10,000	\$ -	\$ 10,000	\$ -	n/a	

Pipeline Projects

14-01/23-10	Highway 92 - Emergency Pipeline Restoration and Replacement of Welded Steel Line	In design	\$ 2,500,000	\$ 206,042	\$ 2,500,000	\$ -	0%	
16-09	Magellan at Hwy 1		\$ 500,000		\$ 200,000	\$ 300,000	0%	to be awarded November, 2023 board meeting
22-07	Alameda Ave Crossing at Medio Creek		\$ 275,000	\$ 25,402	\$ 200,000	\$ 75,000	0%	to be awarded November, 2023 board meeting
23-02	Poplar Street Pipeline Replacement	in construction	\$ 400,000	\$ 271,112	\$ 400,000	\$ -	60%	
24-01	Myrtle/2nd Ave Valve Replacement		\$ 100,000	\$ 7,114	\$ 250,000	\$ (150,000)	0%	to be awarded November, 2023 board meeting

Pump Stations / Tanks / Wells

21-07	Carter Hill Tank Improvement Project	In design	\$ 300,000	\$ 28,190	\$ 300,000	\$ -	0%	At 100% design
19-01	EG #1 Tank Improvement Project/New Pump Station	In design	\$ 150,000	\$ 9,868	\$ 150,000	\$ -	0%	
09-18	Denniston Well Field Replacements	TBD	\$ 500,000		\$ 500,000	\$ -	0%	
20-01	CSP Pump #1/2 Spare	on order	\$ 90,000		\$ 90,000	\$ -	0%	
23-11	CSP Screens - Intake Valves	tech memo	\$ 250,000	\$ 2,015	\$ 25,000	\$ 225,000		delayed to FY2025
19-05	Tanks - THM Control	Ongoing	\$ 50,000		\$ 50,000	\$ -	0%	

Water Supply Development

14-25	San Vicente/Denniston Water Supply Development	ongoing	\$ 500,000	\$ 28,863	\$ 500,000	\$ -	n/a	
23-04	Lower Pilarcitos Well Development	TBD	\$ 100,000		\$ -	\$ 100,000	0%	delayed
17-12	Water Reuse Feasibility Study	in process	\$ 300,000	\$ 134,994	\$ 300,000	\$ -	29%	

Water Treatment Plants

20-14	Nunes Water Treatment Plant Improvement Project	Construction	\$ 1,600,000	\$ 698,122	\$ 1,600,000	\$ -	75%	Construction started August 2021; To be completed in FY 2023/2024
23-05	Sodium Hypochlorite Generator Replacement (Nunes)	in design	\$ 200,000	\$ 9,608	\$ 200,000	\$ -	0%	Board approved August 2023
23-06	Existing Sedimentation Basin Rehabilitation	TBD	\$ 300,000		\$ 300,000	\$ -	0%	
23-09	Denniston Contact Clarifier Hatch Replacements	in design	\$ 75,000	\$ 875	\$ 75,000	\$ -	0%	

COASTSIDE COUNTY WATER DISTRICT
 CAPITAL IMPROVEMENT PROJECTS - STATUS REPORT
 FISCAL YEAR 2023/2024

Prepared 11.7.2023

10/31/2023

* Approved June 2023

Status	Approved* CIP Budget FY23/24	Actual To Date FY23/24	Projected FY23/24	Variance vs. Budget	% Completed	Project Status/ Comments
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UNSCHEDULED/NEW CIP ITEMS FOR CURRENT FISCAL YEAR 2023/2024

20-07	766 Main Street Improvements		\$ 38,218	\$ 38,218	\$ (38,218)	100%	Outside lighting replacement
23-12	Alves Tank Roof Replacement	complete	\$ 26,600	\$ 26,600	\$ (26,600)	100%	
NN-00	Unscheduled CIP		\$ 100,000	\$ 100,000	\$ -	0%	

NEW FY2023/2024 CIP TOTAL	\$ 8,610,000	\$1,525,334	\$ 8,004,818	\$ 605,182
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**Legal Cost Tracking Report
12 Months At-A-Glance**

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

Month	Admin (General Legal Fees)	Water Supply Development	Recycled Water	Uninstalled Connection Transfer Program	Capital Improvement Projects	Labor & Employment	Election (CVRA)	Cell Tower Leases	Public Records Requests	Litigation	Non CIP / Infrastructure (Project Review) <i>Reimbursable</i>	Total
Oct-22	7,071	988										8,058
Nov-22	11,284	1,857			900			158				14,198
Dec-22	4,760	2,884		512	395	277		711	1,861			11,399
Jan-23	3,486			963	2,646				1,938			9,033
Feb-23	3276	504			2,349				378			6,507
Mar-23	3150	3396			2,778				1,050			10,374
Apr-23	1872				1,551				5,490			8,913
May-23	2811	2226	1,050	540	519	0	0	714	966	0		8,826
Jun-23	4902		294		1,929				630		5,421	13,176
Jul-23	6300			516					756			7,572
Aug-23	4620			1,113	3,363			2,814				11,910
Sep-23	1764	210		606				3,444		1,386		7,410
TOTAL	55,295	12,064	1,344	4,250	16,430	277	0	7,841	13,069	1,386	5,421	117,376

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

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

Month	Admin & Retainer	CIP	Studies and Non - CIP Project	TOTAL	Reimbursable from Projects
Nov-22	480			480	
Dec-23	480			480	
Jan-23	480			480	
Feb-23	480			480	
Mar-23	480			480	
Apr-23	480			480	
May-23	480			480	
Jun-23	480			480	
Jul-23	480			480	
Aug-23	480			480	
Sep-23	480			480	
Oct-23	480			480	
TOTAL	5,760	0	0	5,760	0

Calcon T&M Projects Tracking

10/31/2023

Project No.	Name	Status	Proposal Date	Approved Date	Project Budget	Project Billings FY2023-2024
FY 2023-2024 Open Projects:						
	Nunes Magnetic Flow Meter					
	Nunes WTP Upgrade Project		9/19/2023	10/11/2023	\$59,917.00	\$ 17,721.88
Open Projects - Subtotal						\$17,721.88
Other: Monthly Maintenance						
Tanks						
Crystal Springs Maintenance						
	Nunes Maintenance					\$ 4,835.00
	Denniston Maintenance					\$ 1,600.00
	Distribution System					\$ 14,237.50
Wells						
	Cellular Telemetry					\$ 984.39
Subtotal Maintenance						\$ 21,656.89
FINAL TOTAL FY 2023/2024						\$39,378.77

EKI Environment & Water
Engineering Services Billed FY 2021-2022 to FY 2023-2024
Billed through 10/31/2023

	Contract Date	Not to Exceed Budget	Status	FY2021-2022	FY2022-2023	FY 2023-2024
CIP Project Management						
Fiscal Year 2020-2021	8.13.2020	\$ 100,000.00	Complete	\$ 33,162.48		
Fiscal Year 2021-2022 - Non-Complex Main line Extension Services	10.15.2021	\$ 25,000.00	Open	\$ 10,301.46	\$ 10,438.74	\$ 3,719.30
Fiscal Year 2021-2022 - Drought Relief Grant Application	12.2021		Complete	\$ 21,074.82		
Fiscal Year 2022-2023 - Capital Improvement Management	4.20.2022	\$ 117,000.00	Open	\$ 5,453.76	\$ 71,198.60	\$ 18,428.54
Fiscal Year 2022-2023 - Emergency Engineering Services	2/10/2023	\$ 28,000.00	Open		\$ 26,164.58	
Fiscal Year 2022-2023 - Emergency FEMA Grant Application		\$ 15,000.00	Open		\$ 16,568.76	
Sub Total - CIP Project Management Services		\$ 285,000.00		\$ 69,992.52	\$ 124,370.68	\$ 22,147.84

Highway 92 Potable Water Pipeline Phase 1 (2023)	14-01	6.13.2023	\$ 135,400.00	Open		\$ 22,894.82	\$ 44,366.90
Highway 92 Environmental Permitting - Emergency Restoration	23-10	3.15.2023	\$ 44,800.00	Open		\$ 321.36	\$ 517.66
Highway 92 Potable Water Pipeline Emergency Geotechnical	23-10	3.3.2023	\$ 63,400.00	Open		\$ 52,946.71	
Highway 92 Potable Water Pipeline Emergency Restoration-Design	23-10	3.15.2023	\$ 247,600.00	Open		\$ 55,017.03	\$ 85,466.99
Highway 92 Potable Water Pipeline Future Phases Geotechnical	14-01	3.3.2023	\$ 54,200.00	Open		\$ 26,884.03	\$ 22,043.72
Miramontes Point Road Water Main Replacement	22-01	7.14.2021	\$ 177,300.00	Open	\$ 92,356.96	\$ 46,900.62	
Medio Crossing-Alternatives Evaluation for Pipeline Replacement	22-07	4.25.2022	\$ 20,400.00	Complete	\$ 8,410.48	\$ 13,419.12	
Medio Creek and Magellan Pipeline/Miramar Deadends Design	22-07	3.15.2023	\$ 138,900.00	Open		\$ 39,015.39	\$ 13,159.64
Poplar Street Water Main Replacement Project	23-02	10.3.2022	\$ 29,200.00	Open		\$ 22,944.36	\$ 6,199.05
EG Tank #1 - Pre-design for New Pump Station	19-01	6.13.2023	\$ 25,000.00	Open		\$ 1,046.76	\$ 9,868.04
Highway 92 - 2017 Easements Land Description Packages	14-01	8.18.2023	\$ 14,000.00	Open			\$ 13,016.50
Highway 92 - Environmental Permitting Strategies	23-10	5.24.2023	\$ 29,700.00	Open			\$ 27,999.05
Miramar Deadends Project - Biological Resources Assessment	22-07	5.24.2023	\$ 18,200.00	Open			\$ 12,242.83
Grandview Crossing at Hwy 1	20-08	2.9.2021	\$ 156,500.00	Complete	\$ 37,244.28	\$ 32,891.30	
Grandview Crossing at Hwy 1 - Construction Management Services	20-08	9.16.2022	\$ 132,800.00	Complete		\$ 106,755.71	
Pilarcitos Creek Crossing Water Main Replacement Design	13-02	7.14.2020	\$ 99,900.00	Complete	\$ 31,454.78	\$ 28,025.40	
Pilarcitos Creek Crossing Water Main Replacement Field Surveys/Land Descriptions	13-02	9.13.2022	\$ 28,600.00	Complete	\$ 20,059.82	\$ 4,681.04	
Highway 92 Potable Water Pipeline Replacement Project Design	14-01	7.2.2021	\$ 24,800.00	Complete	\$ 18,139.94	\$ 6,631.56	
Purisima Way Water Main Replacement	14-29	10.18.2021	\$ 20,400.00	Complete	\$ 19,840.91		

Total - All Services

\$ 297,499.69 \$ 584,745.89 \$ 257,028.22

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, October 10, 2023

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

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

Also present: Mary Rogren, General Manager, Patrick Miyaki, Legal Counsel; James Derbin, Superintendent of Operations; Cathleen Brennan, Water Resources Analyst; Gina Brazil, Office Manager; Nancy Trujillo, Accounting Manager and Lisa Sulzinger, Administrative Analyst

- 2) **PLEDGE OF ALLEGIANCE**
- 3) **PUBLIC COMMENT** – There were no public comments.
- 4) **CONSENT CALENDAR**

Item “J” Water Transfer Connection Report for September 2023 was removed from the Consent Calendar as it was for informational purposes only. It was part of the agenda packet, however, not part of the action to approve the Consent Calendar.

- A. Approval of disbursements for the month ending September 30, 2023:
Claims: \$ 1,708,601.95; Payroll: \$ 298,269.40 for a total of \$ 2,006,871.35
September 2023 Monthly Financial Claims reviewed and approved by Director Coverdell
- B. Acceptance of Financial Reports
- C. Approval of Minutes of September 12, 2023, Regular Board of Directors Meeting
- D. Installed Water Connection Capacity and Water Meters Report
- E. Total CCWD Production Report
- F. CCWD Monthly Sales by Category Report September 2023

- G. Leak/Flushing Report - September 2023
- H. Monthly Rainfall Reports
- I. SFPUC Hydrological Conditions Report - August 2023

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

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

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

- Director Feldman reported on the Association of California Water Agencies (ACWA) Region 5 tour at Alameda County Water District on September 22, 2023 that he attended.
- Vice President Mickelsen reported on the Hetch Hetchy tour that he attended.

6) GENERAL BUSINESS

A. Approval of Professional Services Agreement with Balance Hydrologics, Inc. for Denniston/San Vicente Stream Gaging, Groundwater Monitoring, and Data Collection

Ms. Rogren summarized that Balance Hydrologics, Inc. has been providing the stream gaging, groundwater monitoring and data collection since Water Year 2011. The District staff recommends continuing these services for Water Year 2024. This will be a time-and-materials estimated cost of \$99,106.

ON MOTION BY Director Feldman and seconded by Vice President Mickelsen, the Board voted by roll call vote to authorize the General Manager to enter into a Professional Services Agreement with Balance Hydrologics, Inc. for Water Year 2024 stream gaging, groundwater monitoring, and data analysis for the Denniston Creek and San Vicente Creek watersheds for an estimated time-and-materials cost of \$99,106:

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

B. Approval of a Not-To-Exceed Budget with Calcon Systems Inc. for Additional Scope SCADA Control Strategy Items for the Nunes Water Treatment Plant Upgrade Project

The contract for the Nunes Water Treatment Plant Upgrades Project was awarded to Ranger Pipelines, Inc. (“Ranger”). A SCADA contract budget allowance was included as part of the Ranger contract and Calcon Systems, Inc. (“Calcon”) was selected due to their familiarity with the Nunes Water Treatment Plant controls. Over the course of the upgrade project, staff has identified additional SCADA control strategy modifications that are outside the scope of the Ranger contract. The District will contract directly with Calcon for a not-to-exceed time and materials budget of \$59,917.

ON MOTION BY Director Reynolds and seconded by Director Feldman, the Board voted by roll call vote to approve a not-to-exceed time and materials budget with Calcon Systems Inc. for \$59,917 for additional scope SCADA control strategy items as part of the Nunes Water Treatment Plant Upgrades Project:

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

C. Quarterly Financial Review

Ms. Rogren summarized the year-to-date revenue and expenses for the first three months of Fiscal Year 2023-2024. She highlighted that the total revenue was \$421,000 or 10.6% below budget due to reduced water usage. She also recapped the Capital Improvement Program expenditures and the District Cash reserves.

D. Nunes Water Treatment Plant Upgrades Project Update #26

Mr. Derbin gave an update on the progress made at the Nunes Water Treatment Plant during September 2023.

E. Award of Contract - District Office Landscape Renovation Project

Ms. Brennan summarized that due to the drought and water shortage conditions the Landscape Renovation Project at the District Office was delayed. In Spring 2023 the water shortage was declared over, and District staff resumed their efforts to obtain a design for the project. The District posted the request for proposals on the District

website and reached out to local licensed contractors. The District received one proposal by the deadline from Scapes, Inc. for a total of \$33,000.

ON MOTION BY Director Feldman and seconded by Vice President Mickelsen, the Board voted by roll call vote to authorize the General Manager to enter into a contractual agreement not to exceed \$33,000 with Scapes, Inc. for the installation of new landscaping at 766 Main Street:

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

7) MONTHLY INFORMATIONAL REPORTS

A. General Manager's Report

Ms. Rogren reported that the District has been recognized by the Association of California Water Agencies (ACWA) as the Region 5 Outreach award winner for the District's efforts in helping ACWA accomplish its legislative goals in 2023. The District was also recognized by ACWA in 2022.

B. Superintendent Of Operations Report

Mr. Derbin summarized the Operation Highlights for the month of September 2023.

C. Water Resources Information Report

Ms. Brennan reported that in the Pumpkin Festival pullout in the Half Moon Bay Review the District will have an advertisement for the *Imagine A Day Without Water* campaign promoting investment in water infrastructure.

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

There were no requests for future agenda items.

9) CLOSED SESSION

Pursuant to California Government Code Section 54956.9(d)(1)
Conference with Legal Counsel – Existing Litigation
City of Camden, et al., v. 3M Company – Case No. 2:23-cv-03147-RMG
City of Camden, et al., v. E.I. DuPont de Nemours and Company - Case No. 2:23-cv-03230-RMG

10) RECONVENE TO OPEN SESSION

Public report of closed session action – No Action Taken

11) ADJOURNMENT – Board Meeting Adjourned at 8:27 p.m.

Respectfully submitted,

Mary Rogren, General Manager
Secretary to the District

Chris Mickelsen, Vice President
Board of Directors

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2024

	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	0.32	17.08	0.00	30.54	6.02	53.64	2.66	50.98
AUG	2.37	22.03	0.00	23.30	6.40	51.73	3.69	48.04
SEPT	2.31	18.49	0.00	24.22	8.42	51.13	3.87	47.26
OCT	0.51	6.09	0.00	37.04	6.54	49.67	2.58	47.09
NOV								
DEC								
JAN								
FEB								
MAR								
APR								
MAY								
JUN								
TOTAL	5.51	63.69	0.00	115.10	27.38	206.17	12.80	193.37
% MONTHLY TOTAL	1.0%	12.3%	0.0%	74.6%	13.2%	100.0%	5.2%	94.8%
% ANNUAL TO DATE TOTAL	2.7%	30.9%	0.0%	55.8%	13.3%	0.0%	6.2%	93.8%

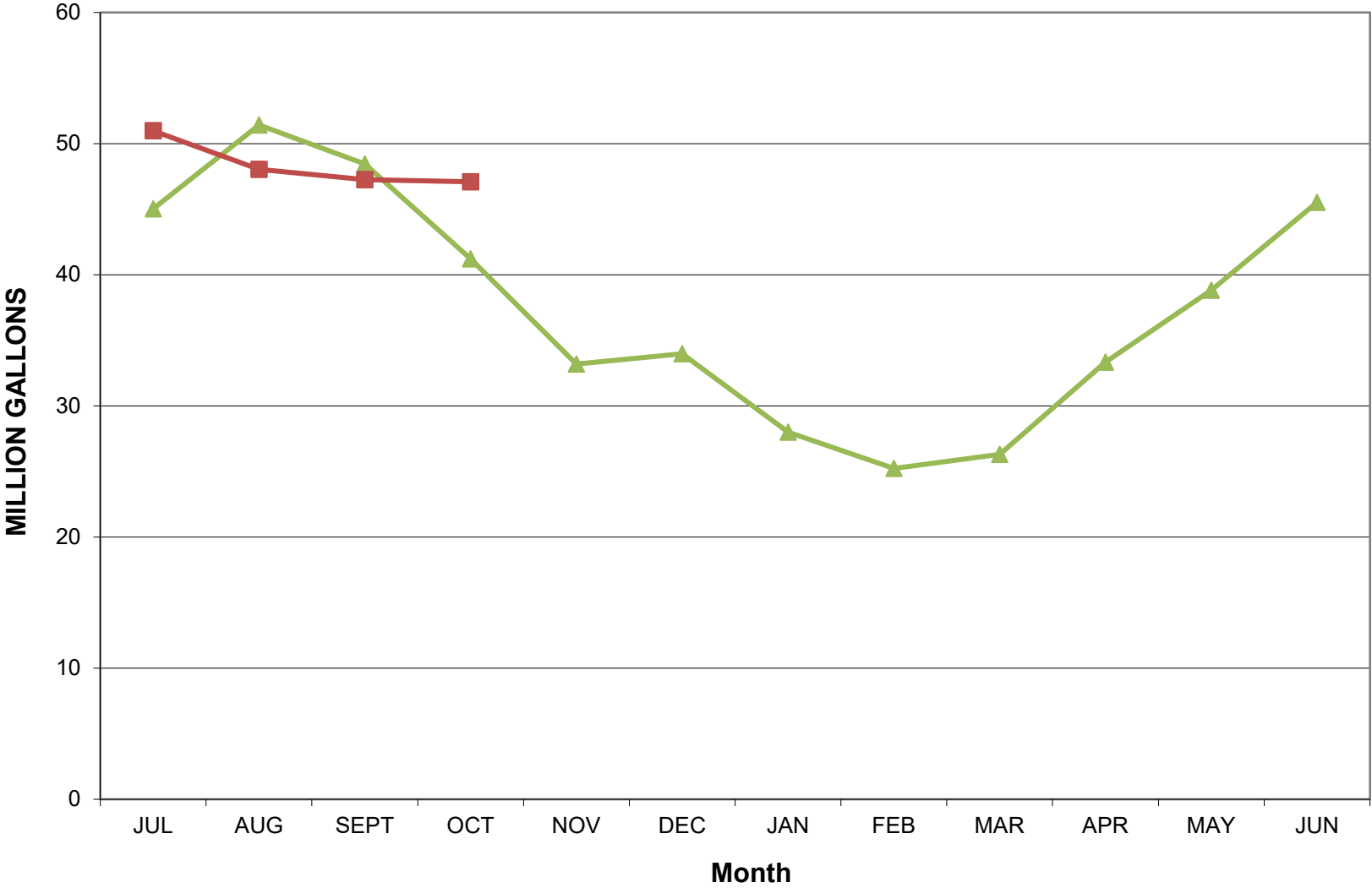
CCWD vs SFPUC- month 13.3%
 CCWD vs SFPUC- annual 33.6%

12 Month Running Treated Total **451.87**

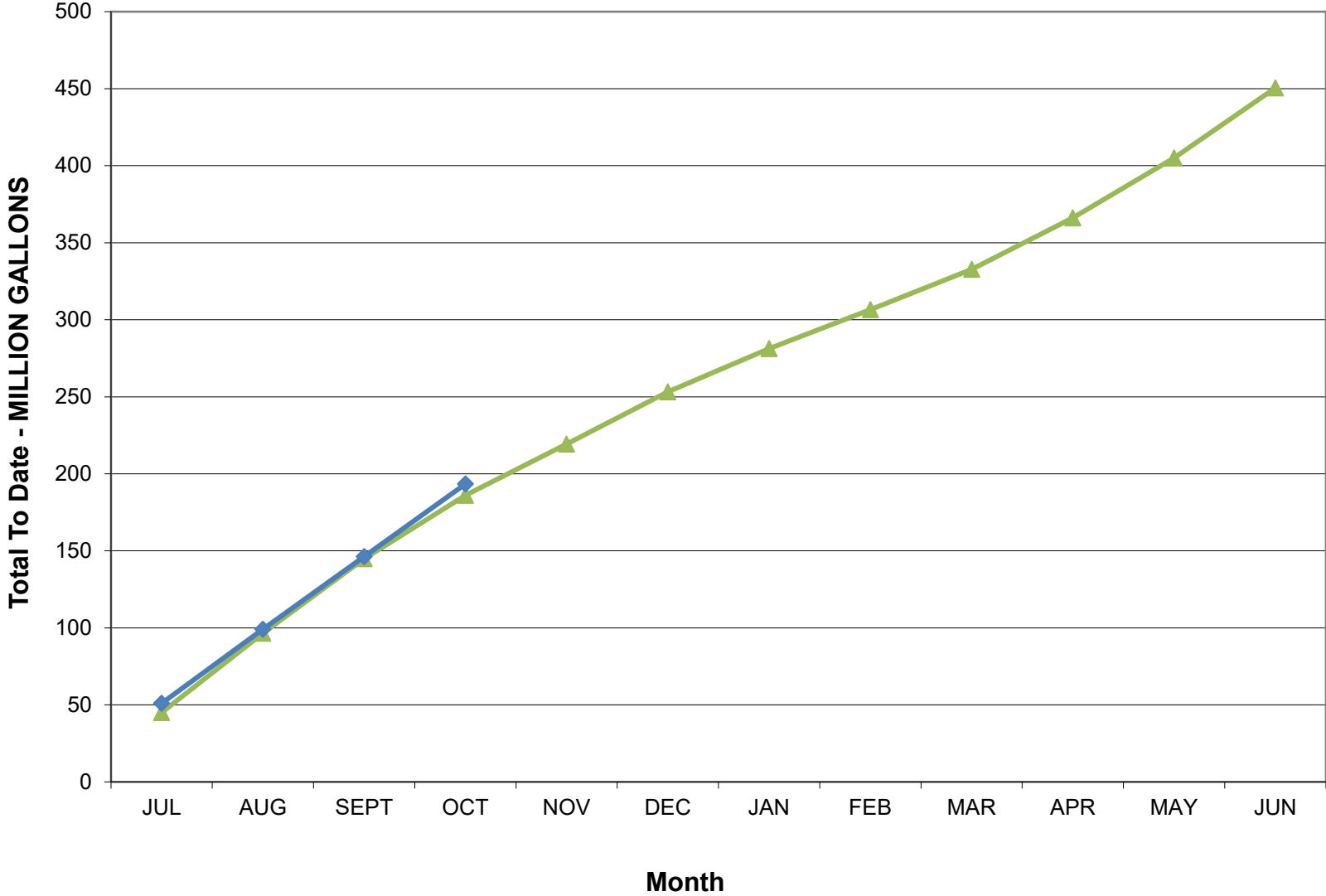
TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2023

	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	1.92	6.25	0.00	39.07	0.42	47.66	2.63	45.03
AUG	1.70	5.45	0.00	38.23	8.94	54.32	2.90	51.42
SEPT	1.65	5.86	0.00	15.86	27.69	51.06	2.62	48.44
OCT	0.57	3.62	0.00	37.14	3.13	44.46	3.25	41.21
NOV	0.54	13.55	7.66	11.91	2.57	36.23	3.04	33.19
DEC	0.37	10.59	15.88	7.30	2.26	36.40	2.42	33.98
JAN	0.00	0.00	24.62	4.53	0.00	29.15	1.15	28.00
FEB	0.00	0.00	24.29	2.56	0.00	26.85	1.62	25.23
MAR	0.00	0.00	26.21	2.19	0.00	28.40	2.09	26.31
APR	0.00	14.00	0.00	21.47	0.09	35.56	2.22	33.34
MAY	0.00	29.40	0.00	8.40	5.00	42.80	3.98	38.82
JUN	0.00	28.20	0.00	17.17	2.78	48.15	2.63	45.52
TOTAL	6.75	116.92	98.66	205.83	52.88	481.04	30.55	450.49
% Annual Total	1.4%	24.3%	20.5%	42.8%	11.0%	100.0%	9.3%	90.7%

Monthly Production FY 23 vs 24



Cumulative Production FY22 vs FY23



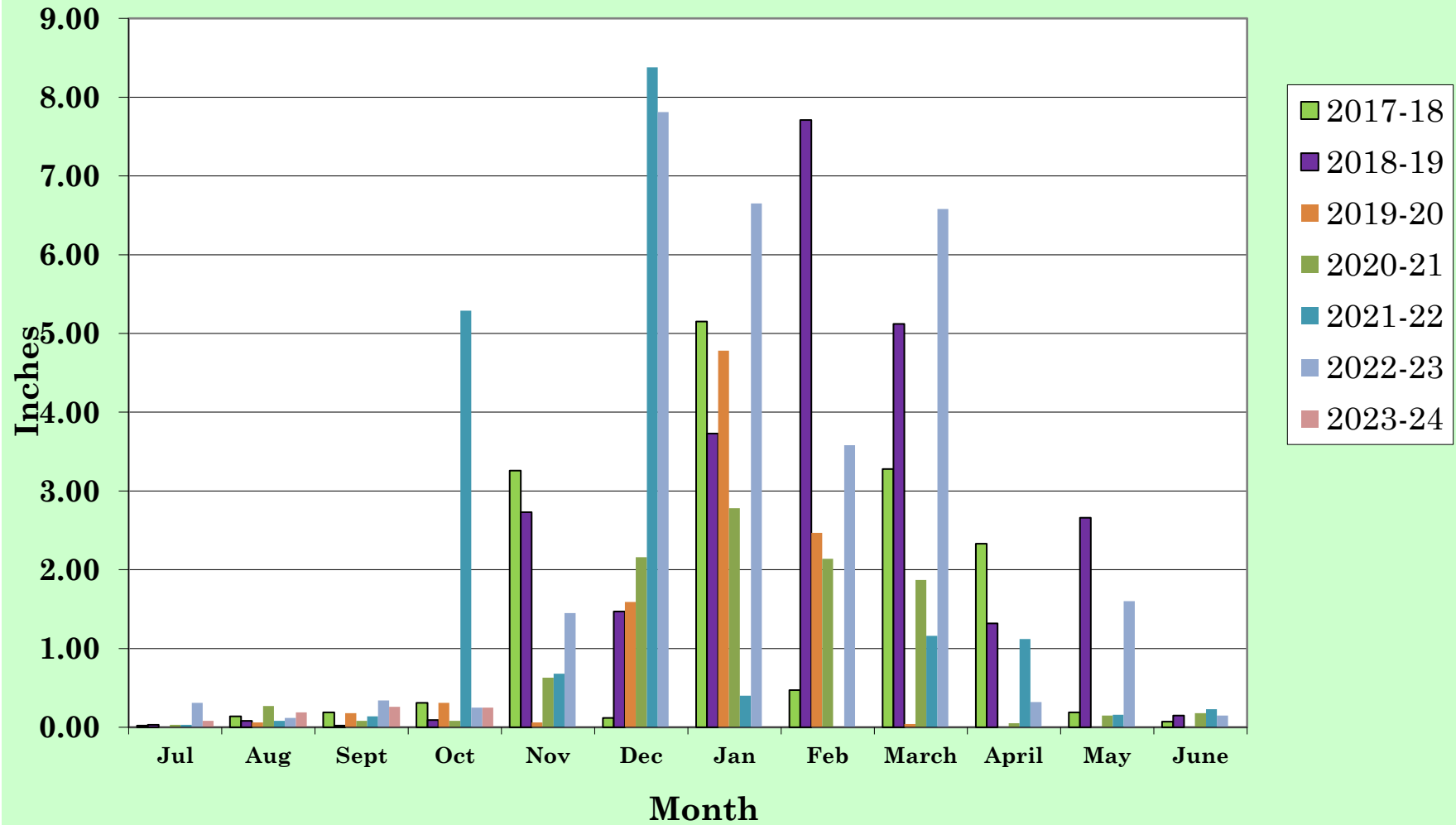
MONTH		October-23		Coastside County Water District Monthly Discharge Report							
EMERGENCY MAIN AND SERVICE REPAIRS											
C o u n t	Date Reported Discovered	Time Reported	Date Repaired	Time Repaired	Estimated Duration of Leak	(Identifier) Location	Estimated Water Volume Loss (MG)	Class Type	Material Type	Size (Inches)	Work Order Number
1	10/31/2023	700	10/31/2023	1430	6.5 Hours	555 Filbert Street	0.001	Service	Copper	3/4"	6445
2											
3											
4											
5											
6											
7											
8											
Total							0.001				

OTHER DISCHARGES	
Total Volumes (MG)	
Flushing Program	0.015
Reservoir Cleaning	0.000
Automatic Blowoffs	0.164
Dewatering Operations	0.000
Other (includes flow testing)	0.000
DISCHARGES GRAND TOTAL (MG)	
0.179	

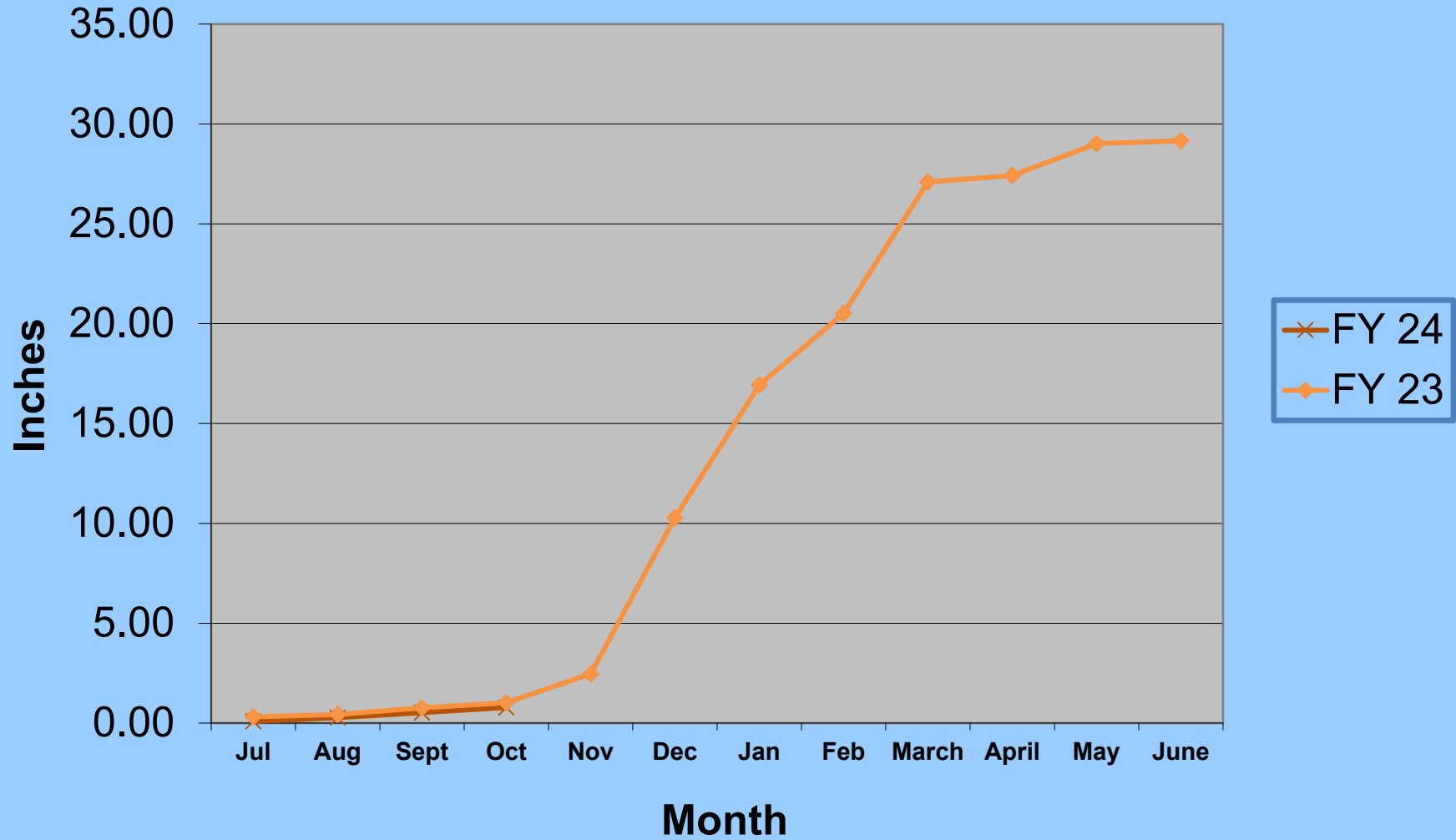
Coastside County Water District

Rainfall by Month

Fiscal Years 18 - 24

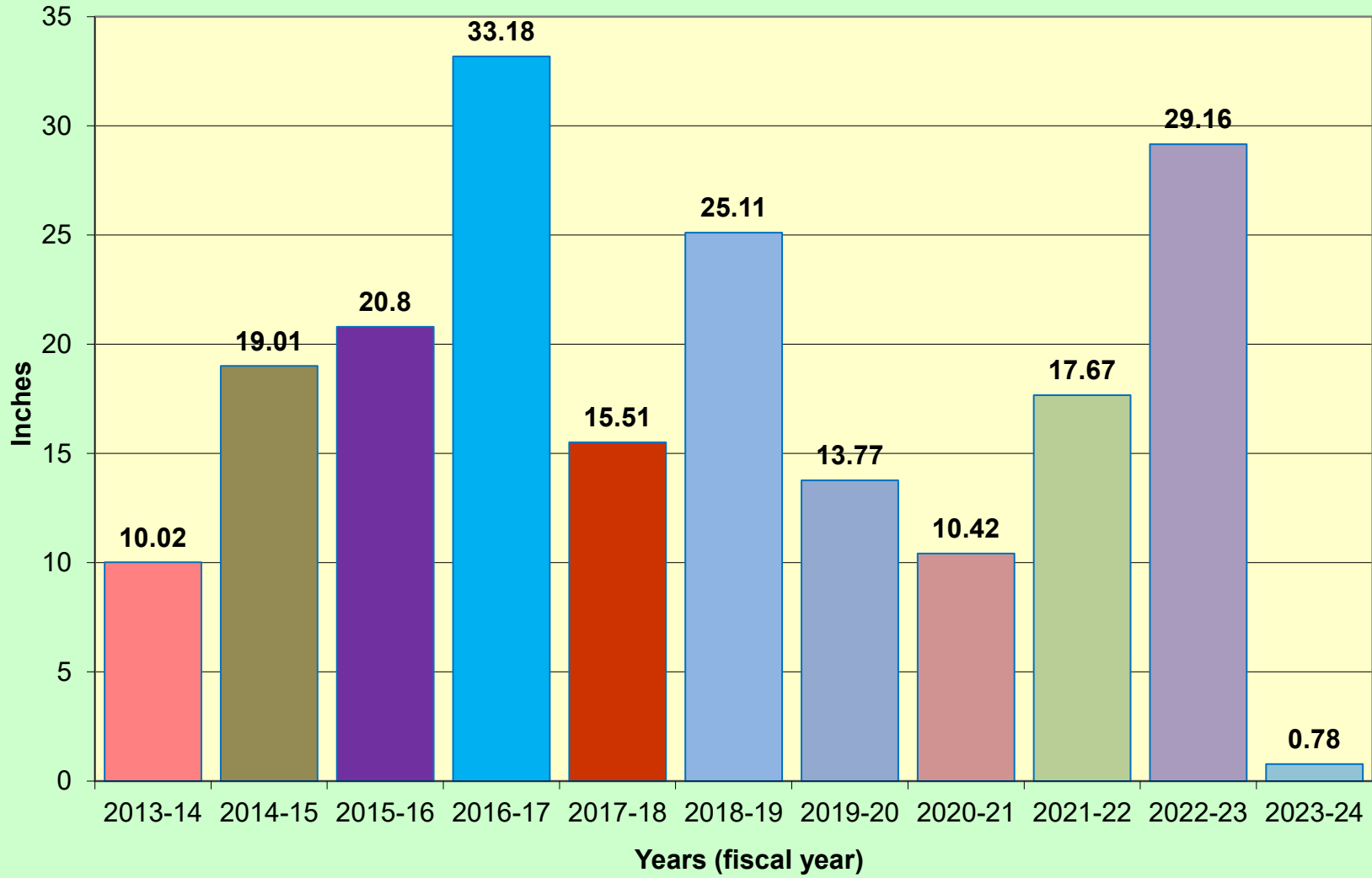


Rainfall Total Comparison Fiscal Years 23-24



Rain Totals

Fiscal Years 14 - 24



San Francisco Public Utilities Commission

Hydrological Conditions Report

September 2023

J. Chester, C. Graham, N. Waelty, H Forrester Prepared October 6, 2023



Remnant snow fields dapple the highest elevations of the Upper Tuolumne River Watershed on October 3, 2023. Near-record snowpack in Water Year 2023 generated above-average antecedent hydrologic conditions for Water Year 2024.

System Storage

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

Table 1. Current System Storage as of October 1, 2023							
	Current Storage		Maximum Storage		Available Capacity		Percentage of Maximum Storage
	acre-feet	millions of gallons	acre-feet	millions of gallons	acre-feet	millions of gallons	
Tuolumne System							
Hetch Hetchy Reservoir ¹	340,637		360,360		19,723		95%
Cherry Reservoir ²	247,800		273,345		25,545		91%
Lake Eleanor ³	22,611		27,100		4,489		83%
Water Bank	570,000		570,000		0		100%
Tuolumne Storage	1,181,048		1,230,805		49,757		96%
Local Bay Area Storage							
Calaveras Reservoir	89,495	29,162	96,670	31,500	7,175	2,338	93%
San Antonio Reservoir	50,828	16,562	52,506	17,109	1,678	547	97%
Crystal Springs Reservoir	50,256	16,376	68,743	22,400	18,487	6,024	73%
San Andreas Reservoir	13,679	4,457	18,898	6,158	5,219	1,701	72%
Pilarcitos Reservoir	2,695	878	3,118	1,016	423	138	86%
Total Local Storage	206,954	67,436	239,935	78,183	32,982	10,747	86%
Total System	1,388,002		1,470,740		82,739		94%

¹ Maximum Hetch Hetchy Reservoir storage with drum gates activated.

² Maximum Cherry Reservoir storage with flash-boards installed.

³ Maximum Lake Eleanor storage with flash-boards installed.

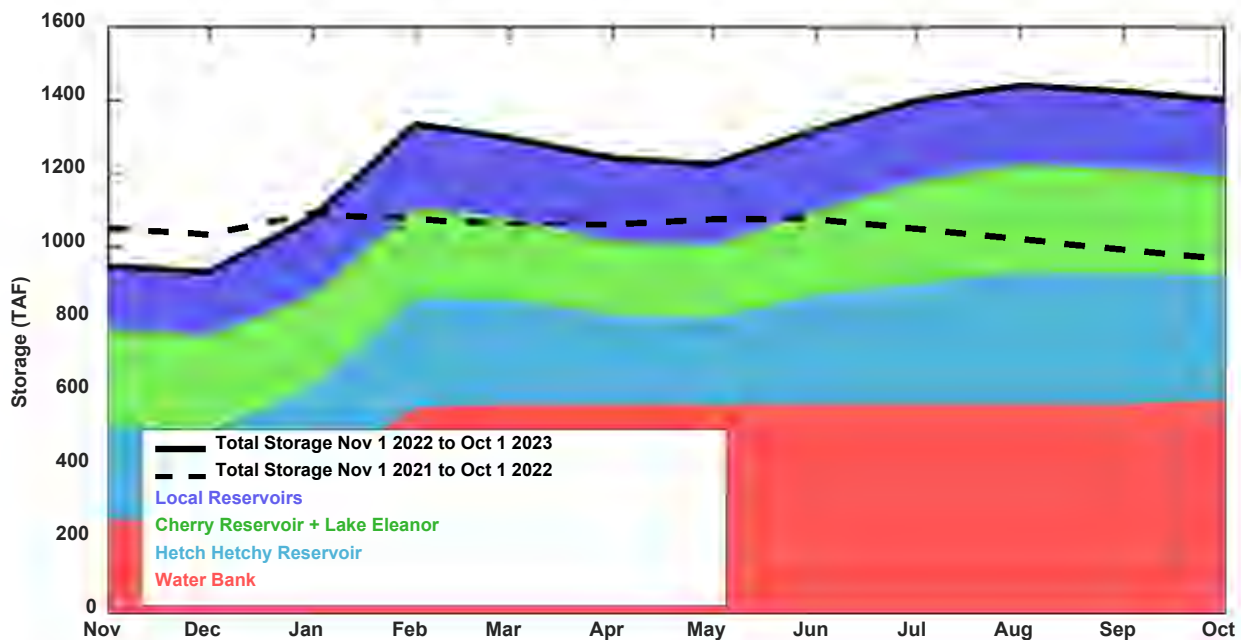


Figure 1: Local and Upcountry Reservoir storage. Color bands show contributions to total system storage. Solid black line shows total system storage for the past 12 months. Dashed black line shows total system storage the previous 12 months.

Hetch Hetchy System Precipitation Index

Current Month: The September 2023 six-station precipitation index was 0.57 inches. The historical median for September is 0.16 inches.

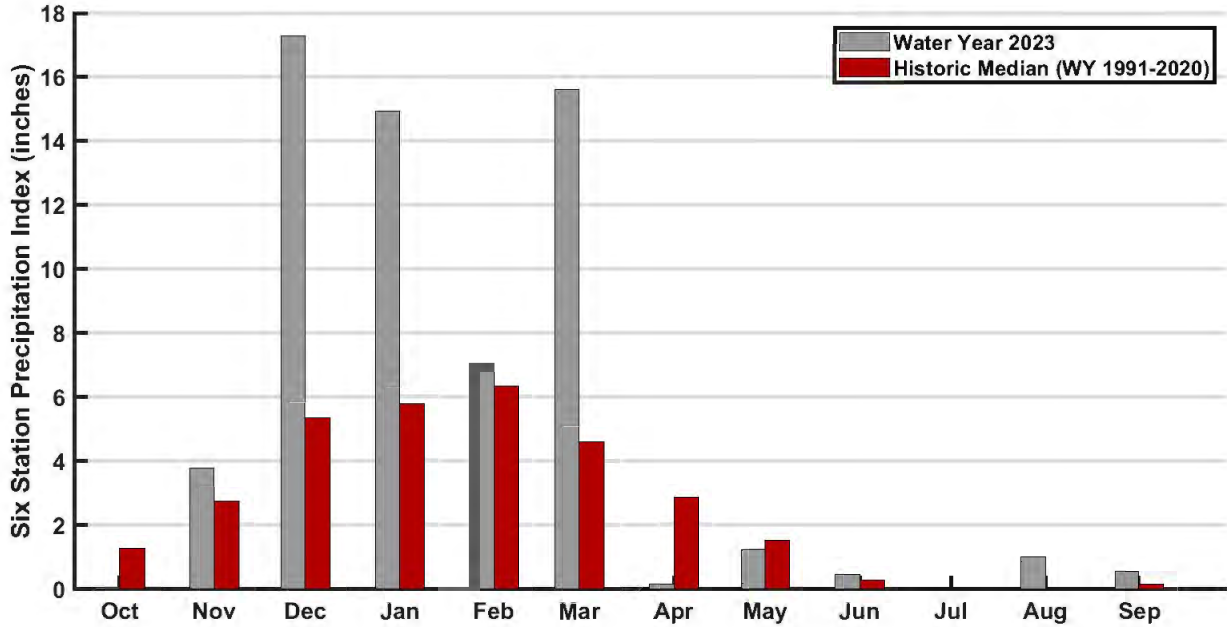


Figure 2: Monthly distribution of the six-station precipitation index relative to the monthly precipitation medians. The precipitation index is computed as the average of six Sierra precipitation stations and is an indicator of the overall basin wetness.

Cumulative Precipitation to Date: The six-station precipitation index for Water Year (WY) 2023 was 62.09 inches, which is 201% of the median. The Hetch Hetchy Weather Station received 0.85 inches of precipitation in September resulting in a total of 65.42 inches for WY 2023, or 190% of median for the Water Year. The cumulative WY 2023 Hetch Hetchy Weather Station precipitation is shown in Figure 3 in red.

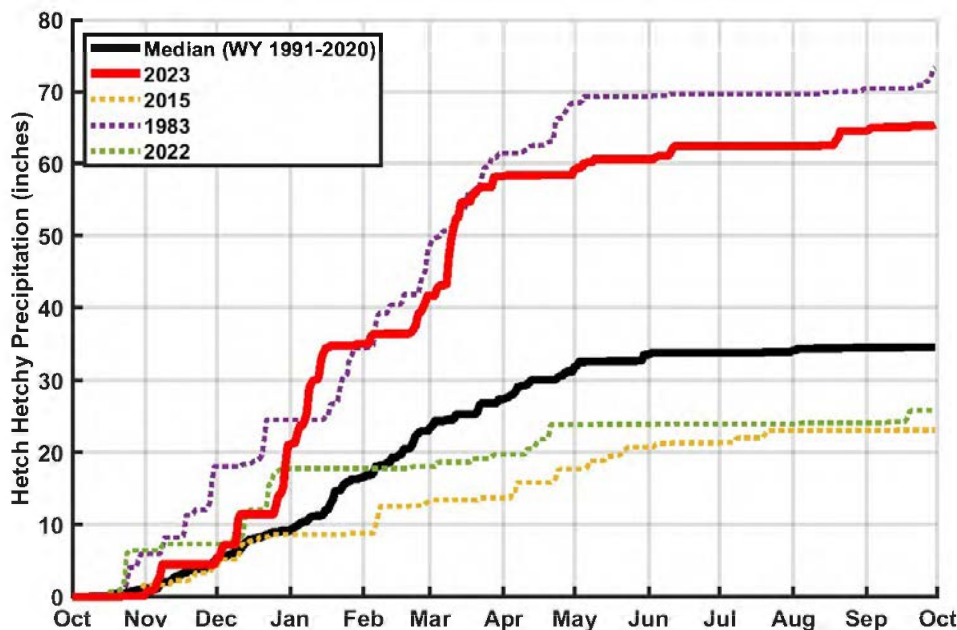


Figure 3: Water Year 2023 cumulative precipitation measured at Hetch Hetchy Weather Station. Median cumulative precipitation measured at Hetch Hetchy Weather Station and example wet and dry years are included with Water Year 2023 for comparison purposes.

Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange for September 2023 and Water Year 2023 is summarized below in Table 2.

Table 2. Calculated reservoir inflows and Water Available to City								
* All flows are in acre-feet	September 2023				October 1, 2022 through September 30, 2023			
	Observed Flow	Median ¹	Mean ¹	Percent of Mean	Observed Flow	Median ¹	Mean ¹	Percent of Mean
Inflow to Hetch Hetchy Reservoir	9,707	1,669	3,314	293%	1,532,116	703,970	762,304	201%
Inflow to Cherry Reservoir and Lake Eleanor	3,588	1,537	1,969	182%	907,583	465,619	508,322	179%
Tuolumne River at La Grange	36,363	8,681	12,079	301%	4,176,863	1,664,299	1,942,410	215%
Water Available to City	0	0	5	0%	2,774,104	580,260	870,173	319%

¹Hydrologic Record: 1991-2020

Hetch Hetchy System Operations

Water deliveries via the San Joaquin Pipeline (SJPL) remained at 208 MGD for the duration of September.

Hetch Hetchy Reservoir power draft and stream releases during the month totaled 27,088 acre-feet. Hetch Hetchy Reservoir required minimum instream release for September 1-15 was 100 cfs and for September 16-30 it was 80 cfs. As of October 1, WY 2023 total inflow volume has kept Hetch Hetchy Reservoir instream releases at a Type A (median to wet) year. Required minimum instream release is 60 cfs for October.

Cherry Reservoir power draft and stream releases totaled 15,124 acre-feet for the month of September. The required minimum instream release from Cherry Reservoir for September was 15 cfs. Required minimum instream release is 5 cfs for October.

Lake Eleanor required minimum instream release for September 1-15 was 20 cfs. For September 16-30 it was 10 cfs and will remain at 10 cfs through October.

Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant average production rate for September was 18 MGD. The Sunol Valley Water Treatment Plant production for the month was 19 MGD.

Regional System Water Delivery

The average September delivery rate was 211 MGD which is a 5% decrease under the August delivery rate of 221 MGD.

Local Precipitation

The rainfall summary for September 2023 and Water Year 2023 is presented in Table 3.

Weather Station Location	September 2023		October 1, 2022 through September 30, 2023	
	Total (inches)	Mean for the Month (inches)	Total (inches)	Percent of Mean for the Year-To-Date
Pilarcitos Reservoir	0.54	0.01	60.75	181%
Lower Crystal Springs Reservoir	0.14	0.03	44.64	202%
Calaveras Reservoir	0.11	0.01	39.32	218%

*Mean Period = WY 1991-2020

Water Supply and Planned Water Supply Management

Thirty-one atmospheric rivers from mid-December to the end of March established a near-historic snowpack in the Sierra Nevada. This resulted in a historic water year inflow volume into the upcountry reservoirs. Hetch Hetchy reservoir had the second highest on record at 1,532,116 acre-feet and Cherry-Eleanor combined inflows had the third highest inflow on record at 907,583 acre-feet. This resulted in the third largest cumulative Water Available to the City (WAC) volume on record at 2,774,104 acre-feet (Figure 4). WY 2023 was the second wettest on record in terms of precipitation measured at Hetch Hetchy (Figure 5).

Hetch Hetchy Reservoir is nearly full and drafting via minimum required streamflow releases and power generation for water deliveries. Cherry Reservoir is drafting via minimum required streamflow releases to manage seasonal reservoir storage targets. Holm Powerhouse generation will be minimized this fall to maintain storage for power generation later this year.

Lake Eleanor is drafting via the Cherry-Eleanor pumps and minimum required streamflow releases.

Water Bank will begin debiting in October as inflows into all three upcountry reservoirs will exceed releases and water deliveries.

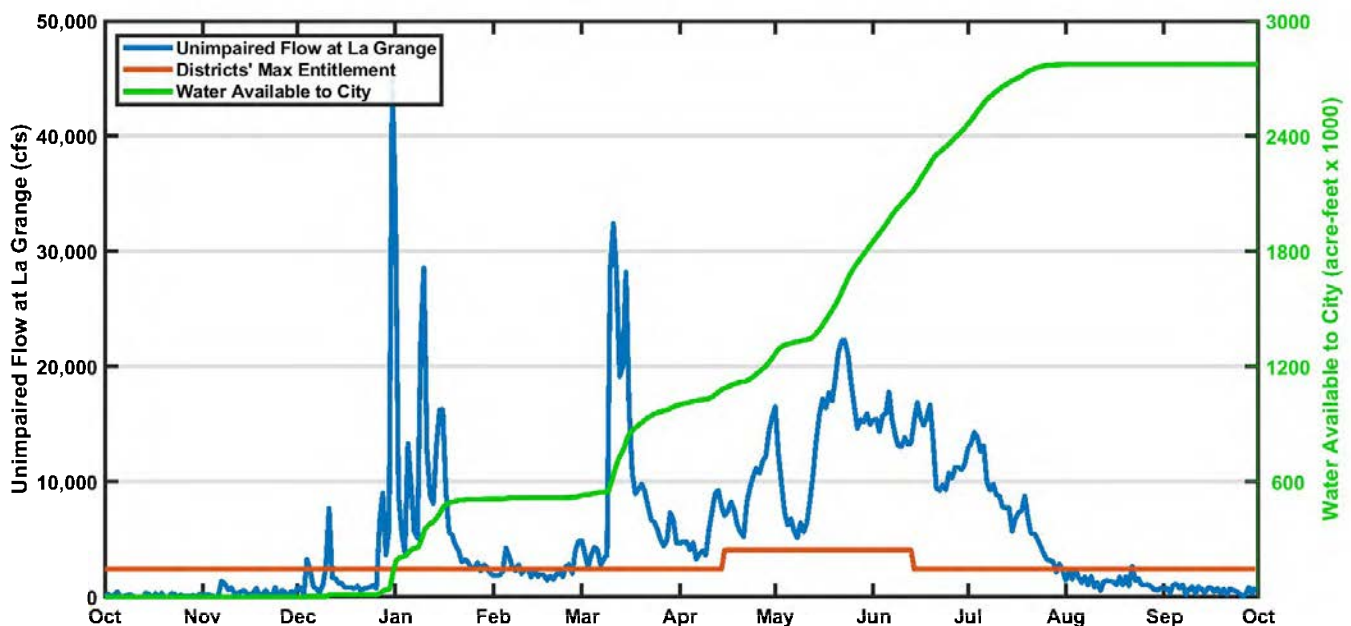


Figure 4: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City.

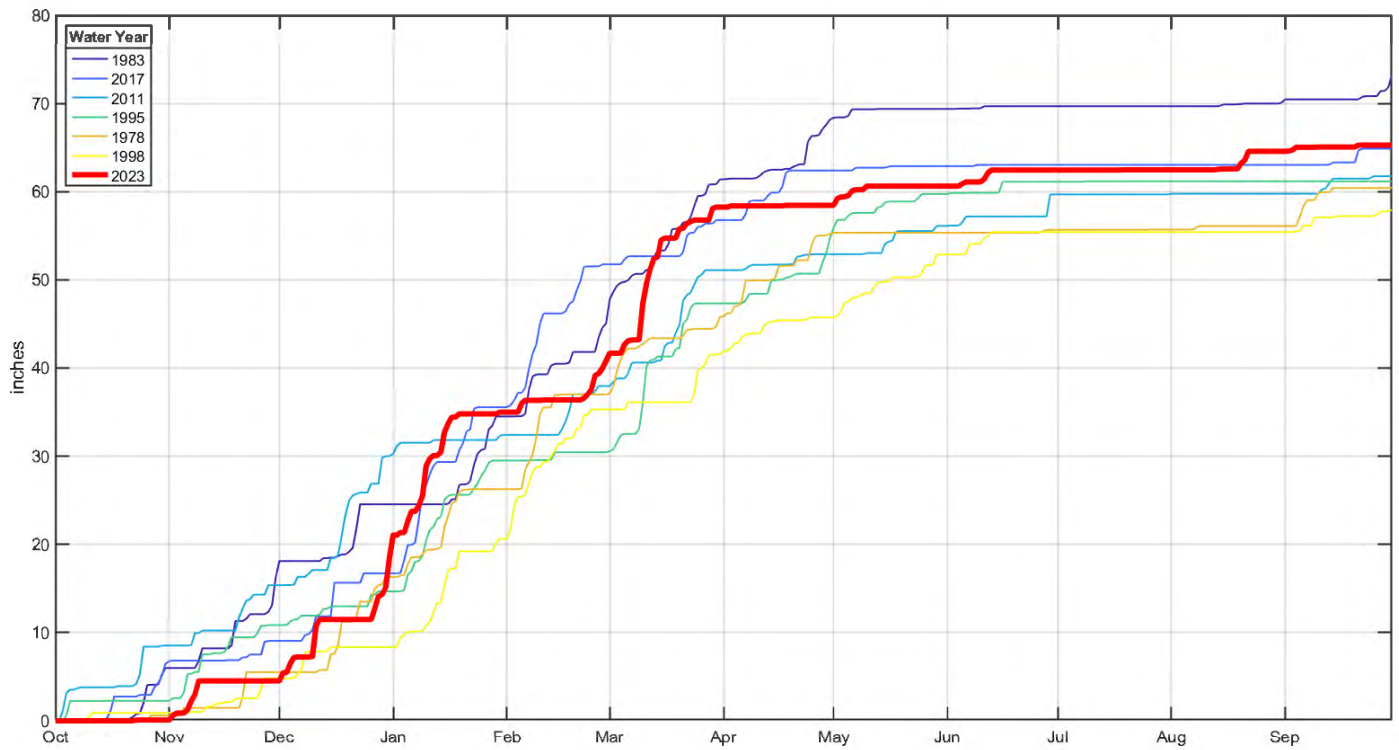


Figure 5: Hetch Hetchy precipitation to date for WY 2023 with the six wettest years on record for comparison. Water Year 2023 was the second wettest year on record.

San Francisco Public Utilities Commission Hydrological Conditions Report October 2023

J. Chester, C. Graham, N. Waelty Prepared November 8, 2023



The Moccasin Compound is home to the Hetch Hetchy Water and Power Division of the San Francisco Public Utilities Commission. Located along the Hetch Hetchy Aqueduct in the Sierra Nevada Foothills, the Moccasin Compound hosts offices, a corporate yard, a laboratory, a ball field, a California Department of Fish and Wildlife fish hatchery and employee housing. Upward of 300 employees and contractors report to Moccasin for work.

System Storage

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

Table 1. Current System Storage as of November 1, 2023							
	Current Storage		Maximum Storage		Available Capacity		Percentage of Maximum Storage
	acre-feet	millions of gallons	acre-feet	millions of gallons	acre-feet	millions of gallons	
Tuolumne System							
Hetch Hetchy Reservoir ¹	320,924		340,830		19,906		94%
Cherry Reservoir ²	250,030		268,811		18,781		93%
Lake Eleanor ³	18,247		21,495		3,248		85%
Water Bank	570,000		570,000		0		100%
Tuolumne Storage	1,159,201		1,201,136		41,935		97%
Local Bay Area Storage							
Calaveras Reservoir	86,758	28,270	96,670	31,500	9,912	3,230	90%
San Antonio Reservoir	49,183	16,026	52,506	17,109	3,323	1,083	94%
Crystal Springs Reservoir	50,966	16,607	68,743	22,400	17,777	5,793	74%
San Andreas Reservoir	13,579	4,425	18,898	6,158	5,319	1,733	72%
Pilarcitos Reservoir	2,580	841	3,118	1,016	538	175	83%
Total Local Storage	203,066	66,169	239,935	78,183	36,869	12,014	85%
Total System	1,362,267		1,441,072		78,804		95%

¹ Maximum Hetch Hetchy Reservoir storage with drum gates de activated.

² Maximum Cherry Reservoir storage with flash-boards removed.

³ Maximum Lake Eleanor storage with flash-boards removed.

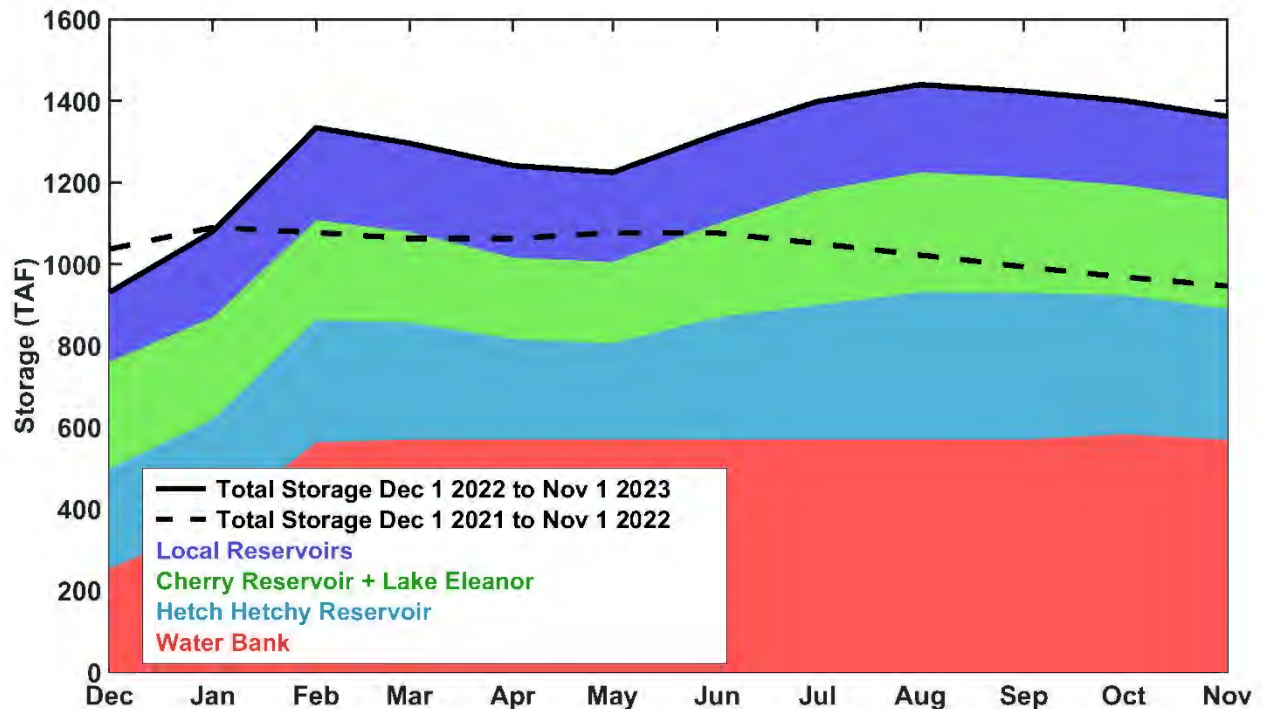


Figure 1: Local and Upcountry Reservoir storage. Color bands show contributions to total system storage. Solid black line shows total system storage for the past 12 months. Dashed black line shows total system storage the previous 12 months.

Hetch Hetchy System Precipitation Index

Current Month: The October 2023 six-station precipitation index was 0.05 inches, which is 4% of the 1991-2020 October median.

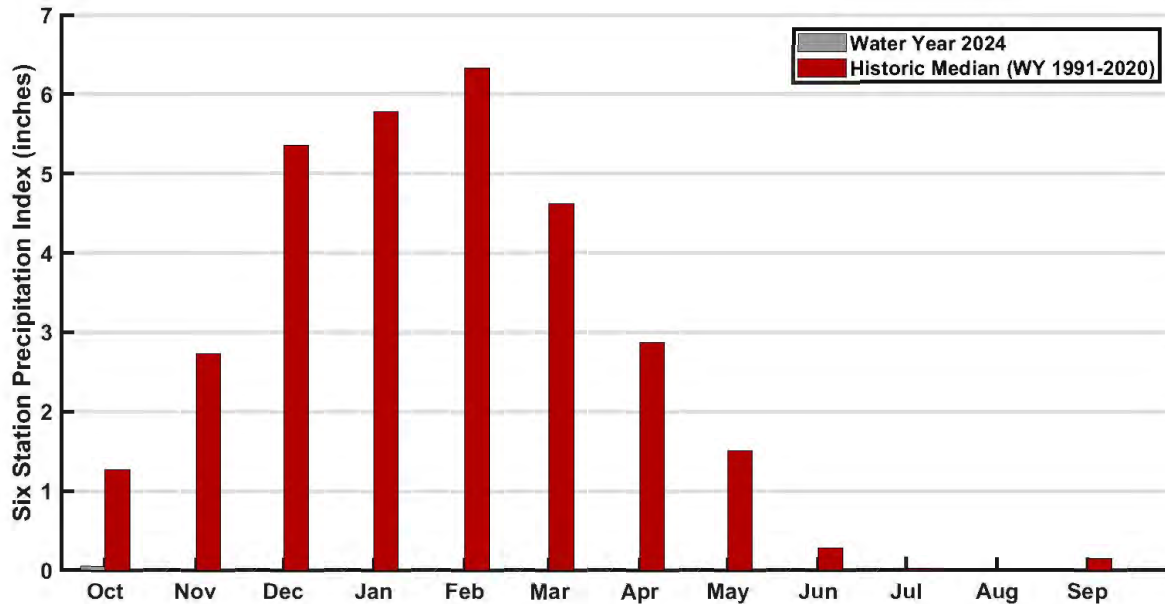


Figure 2: Monthly distribution of the six-station precipitation index relative to the monthly precipitation medians. The precipitation index is computed as the average of six Sierra precipitation stations and is an indicator of the overall basin wetness.

Cumulative Precipitation to Date: The cumulative six-station precipitation index for Water Year (WY) 2024 is 0.05 inches, which is 4% of the median to date. The Hetch Hetchy Weather Station received 0.01 inches of precipitation in October resulting in a total of 0.01 inches for WY 2024, or 1% of median for the Water Year to date. The cumulative WY 2024 Hetch Hetchy Weather Station precipitation is shown in Figure 3 in red.

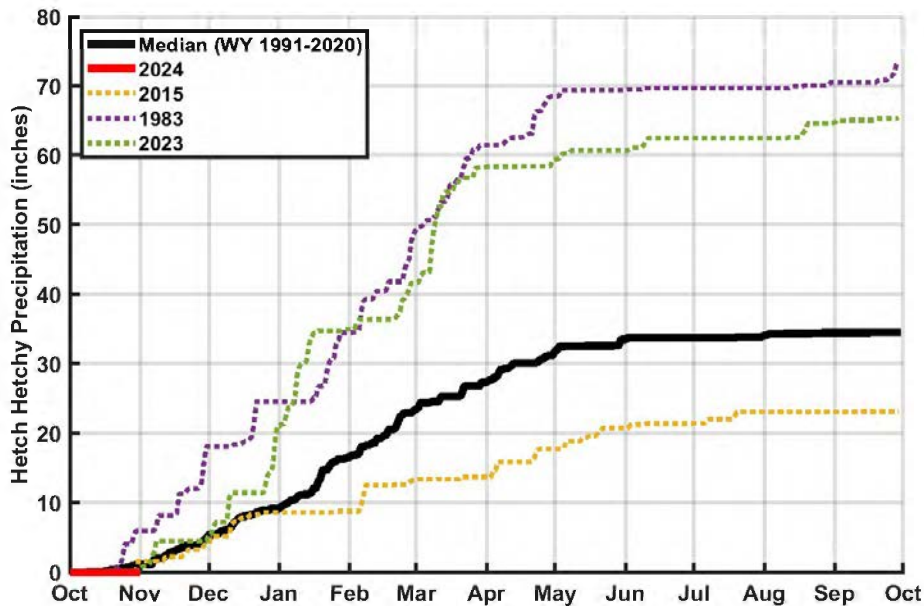


Figure 3: Water Year 2024 cumulative precipitation measured at Hetch Hetchy Weather Station. Median cumulative precipitation measured at Hetch Hetchy Weather Station and example wet and dry years are included with Water Year 2024 for comparison purposes.

Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange for October 2023 and Water Year 2024 is summarized below in Table 2.

Table 2. Calculated reservoir inflows and Water Available to City								
* All flows are in acre-feet	October 2023				October 1, 2023 through November 1, 2023			
	Observed Flow	Median ¹	Mean ¹	Percent of Mean	Observed Flow	Median ¹	Mean ¹	Percent of Mean
Inflow to Hetch Hetchy Reservoir	1,823	2,653	7,105	26%	1,823	2,653	7,105	26%
Inflow to Cherry Reservoir and Lake Eleanor	143	2,862	7,668	2%	143	2,862	7,668	2%
Tuolumne River at La Grange	18,434	10,873	20,887	88%	18,434	10,873	20,887	88%
Water Available to City	0	0	5,648	0%	0	0	5,648	0%

¹Hydrologic Record: 1991-2020

Hetch Hetchy System Operations

Water deliveries via the San Joaquin Pipeline (SJPL) decreased on October 4th from 208 MGD to 175 MGD and remained there for the rest of the month.

Hetch Hetchy Reservoir power draft and stream releases during the month totaled 22,318 acre-feet. Hetch Hetchy Reservoir required minimum instream release for October was 60 cfs. As of October 1, WY 2023 total inflow volume has kept Hetch Hetchy Reservoir instream releases at a Type A (median to wet) year. Required minimum instream release is 60 cfs for November.

Cherry Reservoir power draft and stream releases totaled 2,275 acre-feet for the month of October. The required minimum instream release from Cherry Reservoir for October was 5 cfs. Required minimum instream releases are 5 cfs for the rest of the calendar year.

Lake Eleanor required minimum instream release for October was 10 cfs. Required instream releases for November will be 5 cfs and will remain there for the rest of the calendar year.

Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant was off-line with 0 MGD production rate for October. The Sunol Valley Water Treatment Plant production for the month was 34 MGD.

Regional System Water Delivery

The average October delivery rate was 199 MGD which is a 6% decrease below the September delivery rate of 211 MGD.

Local Precipitation

The rainfall summary for October 2023 and Water Year 2024 is presented in Table 3.

Weather Station Location	October 2023		October 1, 2023 through October 31, 2023	
	Total (inches)	Percent Mean for the Month (inches)	Total (inches)	Percent of Mean for the Year-To-Date
Pilarcitos Reservoir	1.10	89%	1.10	89%
Lower Crystal Springs Reservoir	0.29	41%	0.29	41%
Calaveras Reservoir	0.24	50%	0.24	50%

*Mean Period = WY 1991-2020

Water Supply and Planned Water Supply Management

Water Year 2024 has had a mild start with the only substantial precipitation occurring in early November. This has resulted in no Water Available to the City (WAC) for WY2024 to date (Figure 4).

Hetch Hetchy Reservoir is drafting via minimum required streamflow releases and power generation for water deliveries. Cherry Reservoir is drafting via minimum required streamflow releases to manage seasonal reservoir storage targets. Holm Powerhouse generation will be minimized this fall to maintain storage for power generation later this year. Lake Eleanor is drafting via minimum required streamflow releases. The Cherry-Eleanor pumps were removed from service in late October with a month total transfer of 4,590 acre-feet pumped from Lake Eleanor Reservoir into Cherry Reservoir.

Water Bank has remained full throughout October as reservoir inflows are exceed by instream releases. This trend is expected to continue in November.

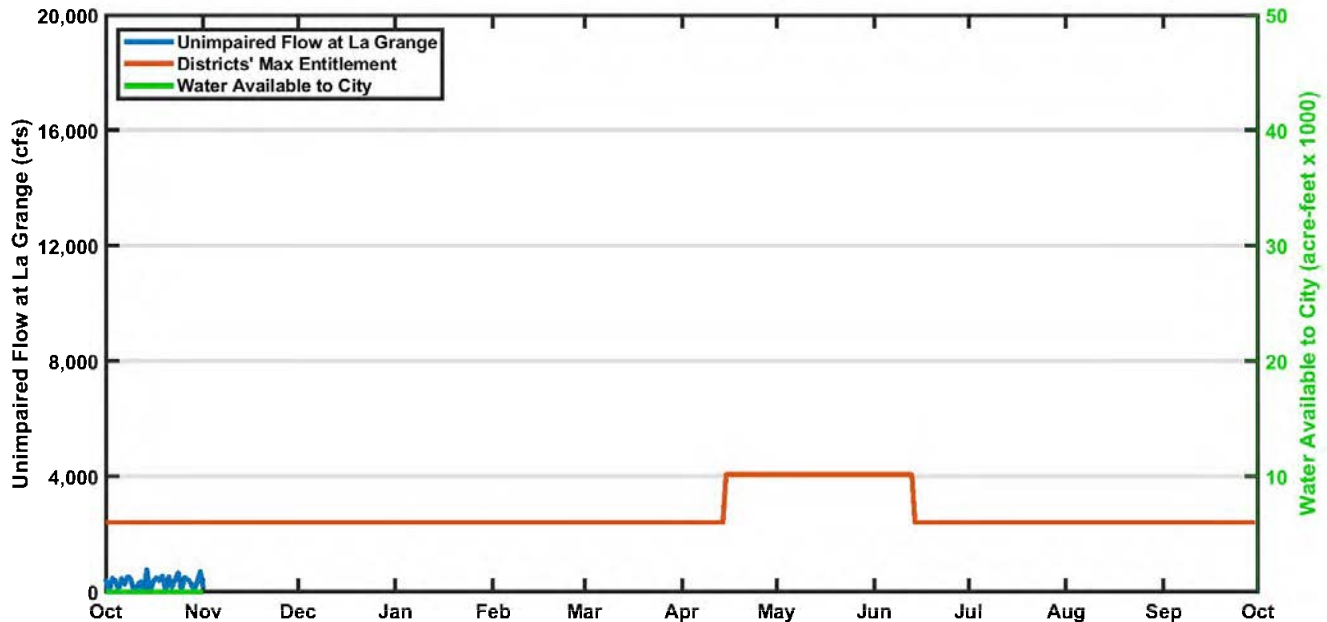


Figure 4: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: November 14, 2023

Report Date: October 31, 2023

Agenda/Title: Notice of Completion – Denniston Reservoir Maintenance Dredging Project for Year 2023

Recommendation:

That the Board of Directors take the following actions:

- (1) Accept the Denniston Reservoir Maintenance Dredging Project for year 2023 as complete.**
- (2) Authorize the Notice of Completion to be filed with the County of San Mateo.**
- (3) Authorize the release of the retention funds when the Notice of Completion has been recorded and returned to the District.**

Background

Coastside County Water District entered into a contract with Andreini Bros., Inc. on August 28, 2023, for the Denniston Reservoir Maintenance Dredging Project for year 2023.

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

The work was completed on October 13, 2023, in accordance with 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 November 14, 2023 there was completed upon the hereinafter described real property a work of improvement as a whole named Denniston Reservoir Maintenance Dredging Project for Year 2023. The work consisted of dredging Denniston Reservoir of 400 cubic yards around the Denniston Water Treatment Plant intakes.

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

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

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

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

COASTSIDE COUNTY WATER DISTRICT

BY: _____
Mary Rogren, Secretary

VERIFICATION

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

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

Executed on November 14, 2023, at Half Moon Bay, California
(Date) (Place where signed)

By: _____
Mary Rogren,
Secretary of the District

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: November 14, 2023

Date: November 9, 2023

Agenda Title: Award of Contract to Golden Bay Construction, Inc. for the Magellan Avenue at Highway 1 and Medio Creek Pipeline Rehabilitation Project

Recommendation/Motion:

Authorize the General Manager to enter into a contractual agreement with Golden Bay Construction, Inc. for \$308,805 to construct the Magellan Avenue at Highway 1 and Medio Creek Pipeline Rehabilitation Project.

Background:

This project includes 1) the rehabilitation of approximately 475 linear feet of 10-inch cast iron pipe (CIP) that crosses under Highway 1 at Magellan Avenue; and 2) the rehabilitation of 175 linear feet of existing 10-inch welded steel pipe (WSP) that crosses Medio Creek along Alameda Avenue.

In December 2022, EKI Environment and Water, Inc. ("EKI") completed an alternatives evaluation for replacing or rehabilitating the 10-inch WSP crossing Medio Creek. This evaluation was initiated after PG&E suspected the line was a gas main and later realized it was in fact a Coastside County Water District water main. The existing pipeline is one of only two mains supplying water across this creek. The other main is the 16" that runs parallel to Highway 1 along the east side. A leak at the Medio Creek location would be difficult to repair and could cause significant water loss and negative environmental impacts. EKI evaluated several replacement and rehabilitation options and ultimately recommended that the District rehabilitate the existing 10-inch WSP Medio Creek crossing utilizing a trenchless Primus Line flexible Kevlar-reinforced pipe liner.

Once this decision was made to use the Primus Line product on the Medio Creek crossing, staff suggested a similar solution for the Magellan Avenue at Highway 1 crossing that also needs replacement/rehabilitation. EKI completed the design to include both pipelines.

STAFF REPORT

Agenda: November 14, 2023

Subject: Award of Contract – Golden Bay Construction, Inc.

Page Two

The design was completed by EKI with an Engineer's estimate of \$402,000. See Attachment A showing the location of these pipelines.

Staff is pleased that there were numerous bidders at the Bid Opening held on 10/26/23. See below for results.

Bid Results

Golden Bay Construction, Inc.	\$308,805.00
Andreini Bros, Inc.	\$322,420.00
Globe Engineering Development	\$376,775.00
VNH Builders	\$401,750.00
JMB Construction, Inc.	\$415,950.00
GSW Construction, Inc.	\$446,299.79
Pacific Underground Construction, Inc.	\$460,353.00

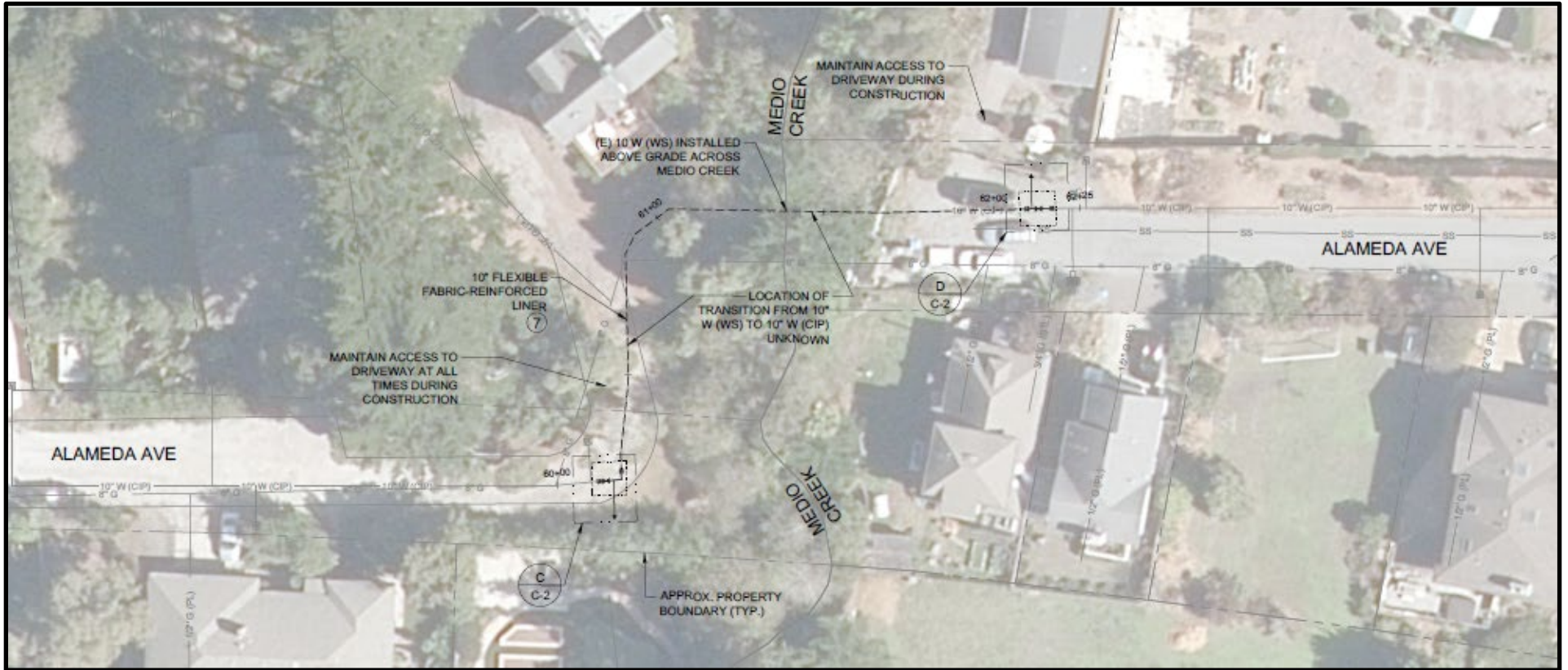
Fiscal Impact:

Construction costs of \$308,805

Magellan @ Hwy 1



Medio Creek Crossing at Alameda



STAFF REPORT

To: Coastside County Water District Board of Directors
From: Mary Rogren, General Manager
Agenda: November 14, 2023

Date: November 9, 2023

Agenda Title: Award of Contract to Andreini Bros. Inc. for the Myrtle Street and 2nd Avenue Valve Replacement Project

Recommendation/Motion:

Authorize the General Manager to enter into a contractual agreement with Andreini Bros. Inc. for \$199,910 for the Myrtle Street and 2nd Avenue Valve Replacement Project

Background:

This project replaces fifteen broken/inoperable water main valves and eliminates a 6" water main that crosses behind several backyards along 2nd Avenue between Granelli Avenue and Myrtle Street. EKI Environment and Water Inc. ("EKI") modeled this area of the distribution system and confirmed removal of this water main will not adversely impact fire flows.

The Project includes:

- (1) Installation of approximately 50 linear feet of 6-inch ductile iron pipe (DIP) water mains;
- (2) Replacement of four 6-inch fire hydrant gate valves;
- (3) Installation of eleven 6-inch gate valves;
- (4) Installation of one 1-inch water service line for two meters and one 3/4"-inch water service line for a single meter and reconnection to existing water services;
- (5) Installation of two new fire hydrant assemblies (includes 6-inch gate valve) and abandonment of two existing fire hydrant assemblies (includes abandonment of existing valves);
- (6) Abandonment of existing water facilities (includes abandonment of existing 6-inch water main on 2nd Ave. alleyway);
- (7) Connection of the new water mains to the existing 6-inch water lines.

Staff was pleased to receive many bids at the bid opening held on 10/26/23. The design was completed by EKI with an Engineers' estimate of \$231,605.

STAFF REPORT**Agenda: November 14, 2023****Subject: Award of Contract – Andreini Bros, Inc.****Page Two**

Bid Results

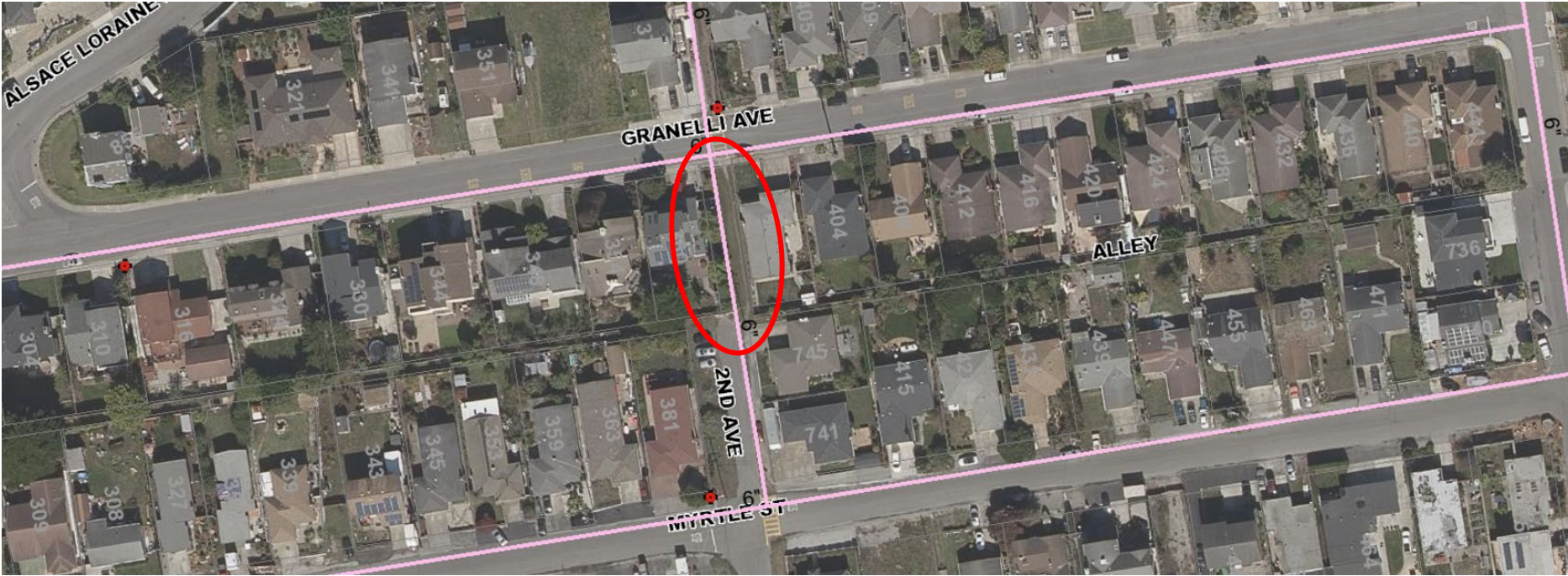
Andreini Bros, Inc.	\$199,910
Globe Engineering Development	\$265,801
A3 Pipeline	\$277,500
Corcus Construction, Inc.	\$282,800
Golden Bay Construction, Inc.	\$284,450
GSW Construction, Inc.	\$312,908
Casey Construction, Inc.	\$367,700
JMB Construction, Inc.	\$387,100
Pacific Underground Construction, Inc.	\$399,198

See Attachment A.

Fiscal Impact:

Construction costs of \$199,910. (\$100,000 is included in the District's Capital Improvement Program.)

Cut and Cap Section Between Granelli Ave. and Myrtle Street



STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: November 14, 2023

Report Date: November 9, 2023

Agenda Title: Approval of Professional Services Agreement with Water Resources Economics, LLC for a Water Rate Study and Cost-of-Service Analysis

Recommendation/Motion:

Authorize the General Manager to execute a professional services agreement with Water Resources Economics, LLC to provide a Water Rate Study and Cost-of-Service Analysis at a time-and-materials cost not to exceed \$67,960.

Background:

At the Regular Meeting of the Board of Directors on December 13, 2022 and following the Public Hearing held during that meeting, the Board of Directors approved Resolution 2022-13 amending the Rate and Fee Schedule to Increase Water Service Rates and Water Shortage Rates effective January 19, 2023 and January 18, 2024. These rate increases were supported by the October 26, 2022 Water Financial Plan and Rate Update Study prepared by Raftelis Financial Consultants Inc. The October 26, 2022 Update Study utilized the May 15, 2018 Cost-of-Service and Rate Study in order to develop cost-of-service based Water Rates and Water Shortage Rates which comply with the substantive requirements of Proposition 218.

As the District considers future rate adjustments, Staff recommends that the District's Cost-of-Service Analysis and Rate Study be revised. The attached proposal from Water Resources Economics, Inc. ("WRE") (Exhibit A) includes the development of a new Financial Plan, Cost-of-Service Analysis, Water Rate and Water Shortage Rate Study. The Financial Plan will include a long-range financial plan/model that can be utilized to develop future years' rate increases beyond January 2024 which comply with the substantive requirements of Proposition 218. WRE's scope includes development of a detailed water rate study report that highlights the major issues and decisions reached during the rate development process. The scope includes (2) in-person meetings including participation in the Proposition 218 Public Hearing process.

District staff recommends utilizing Water Resource Economics, LLC for the study. The principal of WRE is Sanjay Gaur (formerly of Raftelis Financial Consultants,

STAFF REPORT

Agenda: November 14, 2023

Subject: Agreement with Water Resource Economics, LLC

Page Two

Inc.) Sanjay Gaur has more than 25 years of financial and rate consulting experience and has co-authored numerous publications on water rates including AWWA's Manual M1 Principles of Water Rates, Fees and Charges, 7th Edition. His past clients include Alameda County Water District, Contra Costa Water District, and Santa Cruz Water District among many others.

The District's Finance Committee met on November 7 and reviewed the proposal.

Fiscal Impact: Time and materials cost of \$67,960. (Note that the 2022 study with a more limited scope was \$59,773.)



November 7, 2023

Mary Rogren
General Manager
Coastside County Water District
766 Main Street
Half Moon Bay, CA 94019

Subject: Proposal for Water Rate Study

Dear Ms. Rogren,

Water Resources Economics, LLC (WRE) is pleased to submit this proposal to Coastside County Water District (District) for a Water Rate Study. WRE is well-qualified to provide this service. I have conducted hundreds of water rate studies over the last 25 years throughout California and am an expert in developing rates that can withstand different financial and legal challenges. I understand the various technical, political, and regulatory standards associated with designing such rates.

I will serve as Project Manager and Nancy Phan and Charles Diamond will assist me as Project Analysts. Nancy has over seven years of rate consulting experience and has assisted agencies with over 80 rate studies. Charles has over six years of experience conducting water rates studies and has served as a consultant to over 35 public water utilities in California. We have provided our resumes at the end of this proposal, which include our qualifications and a list of similar engagements we've successfully completed for other water and wastewater utilities in California.

It would be my pleasure to assist the District on this important project. If you have any questions, please contact me at 213-327-4405 or by email at sgaur@water-economics.com

Sincerely,

A handwritten signature in cursive script, appearing to read "Sanjay Gaur".

Sanjay Gaur
Principal Consultant
Water Resources Economics, LLC

Scope of Services

TASK 1: PROJECT MANAGEMENT AND INITIATION

Project Kickoff

WRE will conduct a virtual kickoff meeting with District staff to review the financial, legal, and political landscape of adopting water rates. In advance of the kickoff meeting, WRE will provide a data request list to District staff describing data items needed to conduct the study. WRE will also prepare a kickoff meeting presentation in Microsoft PowerPoint in advance of the meeting and will draft meeting minutes afterwards.

Topics to be discussed during the kickoff meeting include the scope of services, the project schedule, project roles and responsibilities, the data request list, and any other concerns that District staff may have. We will discuss the District's current water rate structure, capital needs, water supply challenges, and any other District-specific considerations.

Project Management

Task 1 also includes ongoing project management duties. To adhere to the project schedule, the WRE team will work to schedule meetings with District staff well in advance of the target meeting date and will follow up regularly with District staff regarding outstanding action items. We will maintain an up-to-date project schedule to ensure strong mutual understanding of project status at all times. Our project management approach stresses the importance of frequent and open communication via phone and email between District staff and the WRE project team.

Meetings: One virtual kickoff meeting with District staff

Deliverables: Data request list in Microsoft Word, kickoff meeting presentation in Microsoft PowerPoint, kickoff meeting minutes in Microsoft Word

TASK 2: FINANCIAL PLAN DEVELOPMENT

WRE will develop an Excel-based financial plan model to assess the financial health of the District. We will evaluate and recommend revenue adjustments (i.e., rate increases) to ensure long-term fiscal sustainability. WRE will work with District staff to forecast expenses and revenue requirements over a five-year (or ten-year, if desired) planning horizon. Projecting revenue adjustments over a multi-year planning horizon illustrates future rate impacts and potential challenges to the District's financial health so it can plan expenses, monitor reserve balances, and/or schedule capital projects to smooth rate impacts. We strive for smooth revenue adjustments and minimal rate impacts while achieving long-term revenue goals. For example, strategic timing of capital expenditures and the use of reserve funds can help mitigate rate fluctuations.

WRE understands the importance of developing a user-friendly, flexible model that the District can use for future financial planning. All our models include a financial plan dashboard as a standard feature with the following:

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- Flexibility to change many assumptions such as CIP levels and the magnitude and timing of revenue adjustments
- Error flagging and problematic results such as: failure to meet debt coverage, below target reserves, etc.
- Sensitivity analyses and various “what-if” scenario assessments, so that impacts can be viewed instantaneously with built in-screen graphics

The dashboard is an effective tool to visually assess how each assumption or scenario impacts the financial plan so that decisions regarding revenue adjustments, capital financing, and reserve balances can be made quickly. WRE will hold up to three virtual meetings with District staff to review assumptions and finalize the financial plan to be used to calculate rates. The ultimate goal of the financial plan task is to quantify the total annual water rate revenue requirement over the multi-year rate-setting period.

Meetings: Up to three virtual meetings with District staff

Deliverables: Financial plan model in Microsoft Excel

TASK 3: COST-OF-SERVICE ANALYSIS

The cost-of-service analysis is necessary to ensure a strong nexus between the costs incurred by the District and the rates charged to customers. The cost-of-service analysis will be based on industry standards and methodologies consistent with the *M1 Principles of Water Rates, Fees, and Charges, Seventh Edition* manual published by the American Water Works Association (AWWA). Cost allocations will be based on the AWWA-approved Base-Extra Capacity method, which focuses on different water usage patterns (or peaking factors). Based on the water rate revenue requirements identified in Task 3, the cost-of-service will be allocated to “cost causation components” and then to the associated rates. This ensures that customers will be charged commensurate with the cost incurred by the District to provide water service. WRE will hold up to two virtual meetings with District staff to review the cost-of-service analysis.

Meetings: Up to two virtual meetings with District staff

Deliverables: Cost-of-service analysis in Microsoft Excel

TASK 4: RATE DEVELOPMENT

WRE will develop an Excel-based water rate model, which will be used to calculate water rates based on the rate revenue requirement determination in Task 2 and cost-of-service allocations in Task 3. Water rates will be calculated for each option for a period of up to five years. The water rate model will utilize industry-standard methodologies based on AWWA guidance and will include sample water bill comparisons to evaluate the impact of the proposed rate changes on customers. Preliminary water rates will be reviewed with District staff during up to four virtual meetings.

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Meetings: Up to four virtual meetings with District staff

Deliverables: Rate model in Microsoft Excel

TASK 5: PRESENTATION OF PRELIMINARY RESULTS

WRE will attend one in-person Board Meeting to present the preliminary rates options to the Board of Directors. WRE's presentation will include a discussion of the proposed financial plan, cost-of service analysis, rate calculations, and bill impacts for the (up to) three different rate structure options. District staff will have an opportunity to review and request changes to WRE's draft presentation in advance of the Board Meeting. WRE will be prepared to answer any questions that the Board of Directors may have. The overall goal is for the Board of Directors to provide guidance on which of the (up to) three preliminary rate options to proceed with.

Meetings: One in-person Board Meeting

Deliverables: Presentation materials in Microsoft PowerPoint

TASK 6: REPORT DEVELOPMENT

WRE will draft a detailed water rate study report that presents the proposed rates. The report will highlight the major issues and decisions reached during the rate development process. It will provide detailed explanations of the financial plan projections, cost-of-service analysis, and proposed rate calculations. District staff and legal counsel will review and provide input on the draft report, which WRE will incorporate into a final report version. If necessary, WRE will schedule up to one virtual meeting with District staff and legal counsel to discuss comments and feedback on the draft report.

Meetings: Up to one virtual meeting with District staff

Deliverables: Draft and final report in Microsoft Word and/or PDF format

TASK 7: PROPOSITION 218 PUBLIC HEARING

Prior to the Proposition 218 public hearing, WRE will review the draft public hearing notice developed by District staff. WRE will attend the public hearing in person and be available to answer any questions from the Board of Directors or the public that may arise during the public hearing. If requested by District staff, WRE can also prepare a PowerPoint presentation and present a summary of the rate study results at the public hearing. In addition, WRE will provide guidance on how to conduct the Public Hearing based on best practices and past experiences with other public water agencies in California.

Meetings: One in-person Proposition 218 public hearing

Deliverables: Draft and final Proposition 218 public hearing notice in Microsoft Word

OPTIONAL TASK 8: EMERGENCY STAGE RATES DEVELOPMENT

If directed by District staff, WRE will also develop proposed emergency stage rates that may be implemented during each of the six water shortage stages defined in the District's current Water Shortage Contingency Plan. Reductions in water rate revenues during periods of reduced

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water demand can present water utilities with serious financial challenges. Emergency stage rates are a proven strategy to mitigate this financial risk during periods of reduced water sales. WRE will work with District staff to identify which emergency stage rate structure is most appropriate. We will then develop proposed emergency stage rates for a period of up to five years based on the selected rate structure. Preliminary emergency stage rates will be reviewed with District staff during up to two virtual meetings.

Meetings: Up to two virtual meetings with District staff

Deliverables: Emergency stage rates calculations in Microsoft Excel

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Proposed Fee

WRE proposes to complete the proposed scope of services based on the fee table shown below, with a not-to-exceed value of \$61,240 excluding optional tasks and \$67,960 including optional tasks. WRE will invoice the District based on time and materials. The three individuals staffed on this project are Sanjay Gaur, the Project Manager with an hourly rate of \$320 per hour, and Nancy Phan and Charles Diamond, the Project Analyst with an hourly rate of \$200 per hour. Reimbursable expenses for Mr. Gaur to travel from Los Angeles to Half Moon Bay to attend in-person meetings are estimated to cost \$1,020 per meeting. WRE will only proceed with Optional Task 9 if directed by District staff.

Task	Number of Meetings		Billable Hours		Proposed Fee		
	Virtual Meetings	In-person Meetings	Sanjay Gaur <i>(Project Manager)</i>	Nancy Phan / Charles Diamond <i>(Project Analyst)</i>	Reimbursable Expenses	Consultant Fees	Total Fee
Required Tasks							
Task 1: Project Management and Initiation	1	0	10	10	\$0	\$5,200	\$5,200
Task 2: Financial Plan Development	3	0	8	40	\$0	\$10,560	\$10,560
Task 3: Cost-of-Service Analysis	2	0	6	25	\$0	\$6,920	\$6,920
Task 4: Rate Development	4	0	12	40	\$0	\$11,840	\$11,840
Task 5: Presentation of Preliminary Results	0	1	18	4	\$1,020	\$6,560	\$7,580
Task 6: Report Development	1	0	8	45	\$0	\$11,560	\$11,560
Task 7: Proposition 218 Public Hearing	0	1	18	4	\$1,020	\$6,560	\$7,580
Subtotal	11	2	80	168	\$2,040	\$59,200	\$61,240
Optional Tasks							
Optional Task 8: Emergency Stage Rates	2	0	6	24	\$0	\$6,720	\$6,720
Subtotal	2	0	6	24	\$0	\$6,720	\$6,720
Total (including Optional Tasks)	13	2	86	192	\$2,040	\$65,920	\$67,960

Fee Details

Estimated Reimbursable Expenses per In-Person Meeting: \$1,020
Hourly Billing Rate - Sanjay Gaur: \$320
Hourly Billing Rate - Nancy Phan, Charles Diamond: \$200

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Resume – Sanjay Gaur, Principal Consultant

PROFILE

Sanjay Gaur has more than 25 years of financial and rate consulting experience with water and wastewater utilities and has served as a consultant to more than 100 agencies in Arizona, California, Nevada, and the Caribbean. He has provided his insight into utility rate and conservation-related matters through articles in *Journal AWWA* and other publications and served as an expert source on rates development quoted in the *Los Angeles Times* and *New York Times*. He has co-authored several industry guides, including AWWA’s *Manual M1 Principles of Water Rates, Fees and Charges, 7th Edition*; AWWA’s *Water Rates, Fees, and the Legal Environment, Second Edition*; and *Water and Wastewater Finance and Pricing: The Changing Landscape*. He is a member of AWWA’s Rates and Charges Committee. Mr. Gaur was a Peace Corps volunteer in Bulgaria. He holds a master’s degree in Applied Economics from UC Santa Cruz and a Master in Public Administration - International Development from the Kennedy School of Government, Harvard University.

TECHNICAL SPECIALTIES

- Financial analysis
- Capacity fee studies
- Cost of service studies
- Public Outreach
- Conservation rate structure design
- Prop 218 Logistics

PROFESSIONAL HISTORY

- **Water Resources Economics, LLC**, Principal Consultant (2021-present)
- **Raftelis Financial Consultants, Inc.**, Vice President (2015-2021); Senior Manager (2012-2014); Manager (2009-2012)
- **Red Oak Consulting**, Division of Malcolm Pirnie (2007-2009)
- **MuniFinancial** (2005-2006)
- **A & N Technical Services** (1999–2003)
- **United States Peace Corps**, Bulgaria (1995-1997)

EDUCATION

Master in Public Administration - International Development, Kennedy School of Government - Harvard University (2003)

Master of Science, Applied Economics - University of California, Santa Cruz (1994)

Bachelor of Arts, Economics and Environmental Studies - University of California, Santa Cruz (1992)

RECENT PROJECT EXPERIENCE

- **Alameda County Water District (CA)** - Water Cost of Service and Rate Study, Financial Plan Study and Annual Updates, Conservation Tiered Rate Feasibility Analysis, Drought Rate Study, and other Ad-hoc Support
- **Amador Water District (CA)** – Water and Wastewater Rate Study

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- **American Water Company (CA)** - Water Rate Study
- **City of Buckeye (AZ)** – Water Rate Study and Capacity fee
- **Borrego Water District (CA)** – Financial Planning Study, Groundwater Sustainability Plan, Water Rate Study, and Basin Management Evaluation
- **City of Calexico (CA)** - Water and Sewer Rate Study
- **City of Camarillo (CA)** – Water and Wastewater Rate Study, Financial Plan Study, and Cost of Service Study,
- **Carpinteria Sanitary District (CA)** – Sewer Rate and Fee Study
- **Castaic Lake Water Agency (CA)** – Wholesale Water Rate Study, Drought Rates, Rate Analysis, and Facility Capacity Fees
- **Central Basin Municipal Water District (CA)** – Financial Plan
- **City of Chino (CA)** – Water Budget Rate Design, Financial Plan Study and Cost of Service and Rate Design
- **City of Chowchilla (CA)** – Water and Wastewater Rate Study
- **Coastside County Water District (CA)** – Water Rate Study
- **Contra Costa Water District (CA)** – Financial Plan Study, Water Rate Study and Drought Rates Study
- **City of Corona (CA)** – Water Budget Rate Study, Wastewater Capacity Fees Study
- **Cucamonga Valley Water District (CA)** – Financial Plan, Water Conservation Rate Study, and Drought Rates
- **East Bay Municipal Utility District (CA)** – Water and Wastewater Cost of Service and Rate Study
- **Eastern Municipal Water District (CA)** – Water Budget Study and Financial Plan Study
- **East Orange County Water District (CA)** - Water Budget Study, Sewer Capacity Fees Study, and Financial Plan Study
- **Elsinore Valley Municipal Water District (CA)** – Financial Model, Drought Rate Analysis, Water and Recycled Water Rate Study, Capacity Fee Study, and Wastewater Rate Study
- **El Toro Water District (CA)** – Water Budget Study and Recycled Water Financial Plan Study
- **City of Escondido (CA)** – Water and Wastewater Rate Study and Capacity Fees Study
- **Fallbrook Public Utilities District (CA)** – Water, Wastewater and Recycled Water Rate Study
- **City of Florence (AZ)** – Water and Wastewater Rate Study
- **City of Gilbert (AZ)** – Fire Financial Plan
- **City of Glendora (CA)** – Water Budget Feasibility Study
- **City of Gridley (CA)** – Water Rate Study
- **Helix Water District (CA)** – Water Rate and Cost of Service Study
- **Hi-Desert Water District (CA)** – Water Rate Study
- **City of Hollister (CA)** - Sewer Rate and Impact Fee Study, Water Rates Study, and Capacity Fee Study
- **City of Huntington Beach (CA)** - Sewer Rate Study, Water Budget Rate Study, and Financial Plan Study
- **Imperial County Gateway County Service Area (CA)** – Water and Wastewater Rate Study
- **Indio Water Authority (CA)** - User Fee Study and Water Rate Study
- **Inland Empire Utilities Agency (CA)** – Conservation Rate Structure Workshop and Financial Plan Study
- **Inyo County Water Department (CA)** – Water Rate Study

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- **Irvine Ranch Water District (CA)** - Conservation Study
- **Jurupa Community Services District (CA)** – Water Budget Study
- **La Habra Heights County Water District (CA)** – Wheeling Rate Study and Financial Plan Study
- **La Puente Valley County Water District (CA)** – Water Rate and Fee Study
- **Las Virgenes Municipal Water District (CA)** – Water Budget Rate Study, Water, RW and WW Financial Plan and Rate Studies, Capacity Fees Study
- **City of Livermore (CA)** – Water Cost of Service Study
- **City of Livingston (CA)** - Water Rate Study
- **City of Lomita (CA)** - Water Rate Workshop
- **City of Long Beach (CA)** - Water, Recycled Water and Wastewater Financial Plan and Rate Studies
- **Los Alamos Community Services District (CA)** – Water and Wastewater Rate Study
- **Los Angeles Department of Water and Power (CA)** - Daily Demand Estimates
- **City of Lynwood (CA)** - Cost Allocation Plan
- **City of Malibu (CA)** – Wastewater and Recycled Water Rate Study
- **Mammoth Community Water District (CA)** – Water Rate Study
- **City of Merced (CA)** - Water and Sewer Rate and Impact Fee Study
- **Mesa Consolidated Water District (CA)** – Financial Plan Study, Cost Comparison Study, Water and Recycled Water Cost of Service and Rate Design Study
- **Metropolitan Water District of Southern California (CA)** – Drought Allocation Model, Long Range Financial Plan, and Cost of Service Evaluation
- **Mill Valley - Tamalpais Community Services District (CA)** – Financial Plan Study
- **Mojave Water Agency (CA)** – Financial Plan Study, Financial Impact Analysis for Water Exchange and Leasing Programs and Water Reliability Rate Development
- **Modesto Irrigation District (CA)** – Stormwater Fee Study
- **Monterey Peninsula Water Management District (CA)** - Water Budget Study
- **Municipal Water District of Orange County (CA)** - Conservation Potential Study and Rate Study
- **City of Newport Beach (CA)** – Water Rate Study
- **City of Palo Alto (CA)** – Water Cost of Service and Rate Study
- **Pasadena Water and Power (CA)** - Water Cost of Service and Rate Design Study
- **Placer County Water Agency (CA)** – Cost of Service, Rate, and Financial Plan Study
- **City of Pomona (CA)** – Rate Study
- **City of Port Hueneme (CA)** - Water and Solid Waste Rate Study
- **City of Orange (CA)** – Water and Sanitation Rate Study
- **Rancho California Water District (CA)** – Water Budget Rate Study, Water Demand Offset Fees, Commercial Water Budget Revision Study, Alternative Water Supply Feasibility Analysis
- **City of Reno (NV)** – Wastewater Rate Study
- **City of Rio Vista (CA)** - Water and Sewer Rate and Impact Fee Study
- **Rubidoux Community Services District (CA)** – Rate Advisor
- **Salton Community Services District (CA)** – Sewer Rate Study

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- **San Benito County Water District (CA)** – Water Rate Study
- **City of San Clemente (CA)** – Water and Wastewater Rate Study
- **San Diego County Water Authority (CA)** - Indexing Model and Wholesale Water Rate
- **San Geronio Pass Water Agency (CA)** – Long Range Strategic Financial Plan
- **City of San Juan Capistrano (CA)** – Water Rate Study
- **Santa Clara Valley Water District (CA)** - Project Evaluation - Water Conservation Project
- **Santa Clarita Water District (CA)** – Retail Water Rate Study
- **City of Santa Cruz (CA)** - Financial Plan, Water Budget Feasibility Analysis, Cost of Service and Rate Study, Drought Rate Study, Capacity Fees Update and Water Demand Offset Fees Analysis, and Alternative Water Supply Feasibility Analysis
- **Scotts Valley Water District (CA)** – Water and Recycled Water Rate Study
- **City of Shasta Lake (CA)** – Water Rate Study and Water and Wastewater Capacity Fee Study
- **City of Sierra Madre (CA)** – Water and Sewer Rate Study
- **City of Signal Hill (CA)** – Water Rate and Cost of Service Study
- **City of Simi Valley (CA)** – Sewer Rate Study
- **Soquel Creek Water District (CA)** – Water Rate Structure Study
- **South Coast Water District (CA)** – Water Budget Assessment
- **South Mesa Water Company (CA)** – Rate Structure and Recycled Water Rate Study
- **City of South Gate (CA)** - Water Impact Fee
- **Sunnyslope County Water District (CA)** – Water Rates and Capacity Fees
- **Temescal Valley Water District (CA)** – Water and Sewer Rate Study and Capacity Fee Study
- **Trabuco Canyon Water District (CA)** – Water Rate Study
- **City of Thousand Oaks (CA)** – Water and Wastewater Cost of Service and Financial Plan Study
- **City of Ventura (CA)** – Water and Wastewater Rate Study
- **City of Vista (CA)** - Sewer Rate and Connection Fee Study
- **Walnut Valley Water District (CA)** - Water Rate Study
- **City of Watsonville (CA)** – Utility Enterprise Rate Study
- **Western Municipal Water District (CA)** - Financial Plan, Capacity Fees, and Water Budget Rate Studies
- **Yorba Linda Water District (CA)** - Sewer and Water Budget Rate Study, Financial Plan Study, and Cost of Service Rate Study
- **Zone 7 Water Agency (CA)** – Cost of Service Study and Water Rate Study Update

PUBLICATIONS

- Wittern, M., Gaur, S., “**Protecting Against Water Rate Challenges with the Equivalent of Bear Spray,**” *Journal – American Water Works Association*, March 2022, Volume 114, Issue 2
- Harmon, K., Mukherjee, M., Gaur, S., Atwater D., “**Evaluating Water Saving from Budget-Based Tiered Rates in Orange County, California,**” *Water Economics and Policy*, 2021, Volume 07, No. 2, 2150007

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- Gaur, S., Smith, V., Kostiuk, K., “**Mandates and Messaging: How Californians Responded to the State’s Historic Drought,**” *Journal – American Water Works Association*, March 2019, Volume 111, Number 3.
- Gaur, S., Magu, D. “**California Water Rate Trends: Maintaining Affordable Rates in a Volatile Environment,**” *Journal – American Water Works Association*, September 2017, Volume 109, Number 9.
- Contributing Author to “**M1 Principles of Water Rates, Fees and Charges**” 7th Edition, American Water Works Association, 2017.
- Gaur, S., Giardina, R.D., Kiger, M.H., Ziebertz, W., “**Committee Report: Ripples from the San Juan Capistrano Decision,**” *Journal – American Water Works Association*, September 2016, Volume 108, Number 9.
- Gaur, S., Alikhan, A., Kostiuk, K. “**The Drought is over – Now is the time to develop drought rates,**” *CSMFO Magazine*, July 1, 2016.
- Gaur, S., Alikhan, A., Crea, J. “**Developing Drought Rates: Why Agencies Should Prepare for a Not-So-Rainy Day,**” January 2016, Volume 108, Number 1.
- Gaur, S., Isaac, Habib “**There’s Opportunity in the San Juan Capistrano Rates Decision,**” Source California-Nevada Section AWWA, Fall 2015, Volume 29, Number 4.
- Gaur, S., Atwater, D., “**California Water Rate Trends,**” *Journal – American Water Works Association*, January 2015, Volume 107, Number 1.
- Contributing Author to “**Water and Wastewater Finance and Pricing: The Changing Landscape,**” 4th Edition, 2015, CRC Press, Editor: George Raftelis.
- Gaur, S., Atwater, D., Cruz, J., “**Why do Water Agencies need Reserves?**” *Journal – American Water Works Association*, November 2014, Volume 106, Number 11.
- Gaur, S., Atwater, D., Lee, J., “**Conservation Rates Offer Options,**” CA/NV Section of American Water Works Association, Spring 2014, Volume 28, Number 2.
- Gaur, S., Lim, B., Phan, K., “**California Water Rate Trends,**” *Journal – American Water Works Association*, March 2013, Volume 105, Number 3.
- Contributing Author to “**Water Rates, Fees and the Legal Environment,**” 2nd Edition, American Water Works Association, 2010 Editor: C.(Kees) W. Corssmit.
- Hildebrand, M. Gaur, S. and Salt, K. “**Water Conservation Made Legal: Water Budgets and California Law,**” *Journal of American Water Works*, 101:4 April 2009, p.85-89.
- Gaur, S. “**Policy Objectives in Designing Water Rates,**” *Journal of American Water Works*, 99:5 May 2007, p.112- 116.
- Gaur, S., “**Adelman and Morris Factor Analysis of Developing Countries,**” *The Journal of Policy Modeling*, Vol. 19, Issue 4, pp. 407-415, August 1997.

Water Rate Study

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Resume – Nancy Phan, Senior Consultant

PROFILE

Nancy has over seven years of financial and rate consulting experience, working with water, wastewater, stormwater, and solid waste utilities primarily on the West Coast. She has assisted agencies on over 80 rate studies throughout her career. She has been published in the Journal AWWA (“The Power of Data to Improve Water Use Efficiency and Conservation”) and has presented at and organized several conferences, including the AWWA/WEF Young Professionals Summit, the Pacific Water Conference, and the Washington Association of Sewer & Water Districts Conference. She holds a Bachelor of Arts degree in Business Economics from UC Irvine and is currently based in Seattle.

TECHNICAL SPECIALTIES

- Excel-based financial models
- Cost of service studies
- Water, sewer, and solid waste rate design
- Technical report writing
- Proposition 218
- Data analysis

PROFESSIONAL HISTORY

- **Water Resources Economics, LLC**, Senior Consultant (2023-present)
- **Raftelis Financial Consultants, Inc.**, Manager (2022-2023); Senior Consultant (2020-2021); Consultant (2018-2019); Associate Consultant (2016-2017)

EDUCATION

- Bachelor of Arts, Business Economics - University of California, Irvine (2015)

RECENT PROJECT EXPERIENCE

- **Amador Water Agency (CA)** – Water Cost of Service and Rate Study, Wastewater Cost of Service and Rate Study, Water Capacity Fees
- **Antelope Valley East Kern Water Agency (CA)** – Water Cost of Service and Rate Study Update
- **Carpinteria Valley Water District (CA)** – Water Cost of Service and Rate Study, Water Cost of Service and Rate Study Update
- **Central Contra Costa Sanitation District (CA)** – Wastewater Cost of Service and Rate Study Update, Capacity Fee Calculation
- **Coastside County Water District (CA)** – Water Cost of Service and Rate Study, Drought Rate Study, Water Cost of Service and Rate Study Update, Drought Rate Study Update
- **Contra Costa Water District (CA)** – Treated and Untreated Water Cost of Service and Rate Study
- **City of Corona (CA)** – Water Cost of Service and Rate Study
- **City of Covina (CA)** – Water Cost of Service and Rate Study
- **City of Escondido (CA)** – Water Cost of Service and Rate Study, Wastewater Cost of Service and Rate Study
- **City of Hayward (CA)** – Water Cost of Service and Rate Study, Water Cost of Service and Rate Study Update,

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- Wastewater Cost of Service and Rate Study, Water and Sewer Connection Fees, Water Drought Rates
- **King County Wastewater Treatment Division** (WA) – Wastewater Financial Model and Rate Design
- **City of La Habra** (CA) – Water Cost of Service and Rate Study, Wastewater Cost of Service and Rate Study
- **City of La Habra Heights** (CA) – Water Cost of Service and Rate Study
- **Madera County** (CA) – Groundwater Sustainability Agency Rate Study, Groundwater Sustainability Agency Rate Study Update
- **Marin Municipal Water District** (CA) – Water Cost of Service and Rate Study, Water Financial Plan Update
- **Montecito Water District** (CA) – Water Cost of Service and Rate Study
- **City of Monterey Park** (CA) – Water Cost of Service and Rate Study
- **City of Ontario** (CA) – Water and Recycled Water Cost of Service and Rate Study, Wastewater Cost of Service and Rate Study, Water and Recycled Water Cost of Service and Rate Study Update, Wastewater Cost of Service and Rate Study Update
- **City of Oxnard** (CA) – Water Cost of Service and Rate Study
- **City of Palo Alto** (CA) – Drought Rate Study Update, On-Call Financial Services
- **City of Pasadena** (CA) – Water Cost of Service and Rate Study
- **City of Pleasanton** (CA) – Water, Recycled Water, and Wastewater Cost of Service and Rate Study, Water, Recycled Water, and Wastewater Cost of Service and Rate Study Update
- **City of Pomona** (CA) – Water Cost of Service and Rate Study
- **City of Port Hueneme** (CA) – Water Cost of Service and Rate Study
- **Rainbow Municipal Water District** (CA) – Wastewater Cost of Service and Rate Study
- **City of Redlands** (CA) – Water, Wastewater, and Non-Potable Water Cost of Service and Rate Study
- **City of Reno** (NV) – Stormwater Financial Plan and Rate Design
- **City of San Gabriel** (CA) – Wastewater Property Tax Roll, Wastewater Property Tax Roll Update
- **City of Santa Cruz** (CA) – Water Cost of Service and Rate Study, Connection Fee Study, Wheeling Charge Calculation
- **City of Santa Fe Springs** (CA) – Water Cost of Service and Rate Study
- **Seattle Public Utilities** (WA) – Drainage and Wastewater Financial Model, Water Financial Model, Solid Waste Financial Model
- **Selma-Kingsburg-Fowler County Sanitation District** (CA) – Wastewater Cost of Service and Rate Study, Wastewater Cost of Service and Rate Study Update
- **Soquel Creek Water District** (CA) – Alternative Water Rate Design Evaluation
- **City of South Pasadena** (CA) – Water Cost of Service and Rate Study
- **Stanford University** (CA) – Water and Sewer Rate Analysis, Comprehensive Benchmarking Study
- **City of Tacoma** (WA) – Wastewater Cost of Service and Rate Study, Solid Waste Cost of

Water Rate Study

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- Service and Rate Study, Solid Waste Cost of Service and Rate Study
- **City of Torrance (CA)** – Water Cost of Service and Rate Study
- **Vallejo Flood and Wastewater District (CA)** – Wastewater Cost of Service and Rate Study, Property Tax Roll Update,
- **Wastewater Cost of Service and Rate Study Update**
- **Valley Water / Santa Clarita Valley Water District (CA)** – Recycled Water Cost Allocation Evaluation
- **County of Ventura (CA)** – Water Rate Studies (for four Waterworks Districts)
- **Walnut Valley Water District (CA)** – Domestic and Recycled Water Cost of Service and Rate Study
- **West Basin Municipal Water District (CA)** – Wholesale Drinking Water Rate Analysis
- **Zone 7 Water Agency (CA)** – Wholesale Treated Rate Study, Wholesale Untreated Rate Study, Wholesale Treated Rate Study Updates, Wholesale Untreated Rate Study Updates

PUBLICATIONS

- Armstrong, J., Harmon, K., Phan, N., “**The Power of Data to Improve Water Use Efficiency and Conservation,**” *Journal AWWA*, June 2017, Volume 109, No. 6.

Resume - Charles Diamond, Senior Consultant

PROFILE

Charles has more than six years of financial and rate consulting experience with water and wastewater utilities and has served as a consultant to more than 35 agencies in California. He has a passion for water management in California and has presented at multiple conferences, including the California Water Policy Conference and the AWWA California-Nevada Section Annual Fall Conference. Before he began his consulting career, Charles worked for The Nature Conservancy in California. He holds a Bachelor of Science degree in Environmental Economics and Policy from UC Berkeley and a Master of Environmental Science and Management degree in Water Resources Management from UC Santa Barbara. Charles is currently based in Los Angeles.

TECHNICAL SPECIALTIES

- Long-term financial plans
- Capacity fee studies
- Cost of service studies
- Excel-based financial models
- Rate design
- Data analysis

PROFESSIONAL HISTORY

- **Water Resources Economics, LLC**, Senior Consultant (2023-present)
- **Raftelis Financial Consultants, Inc.**, Manager (2023); Senior Consultant (2021-2022); Consultant (2019-2020); Associate Consultant (2017-2018)
- **The Nature Conservancy**, Science & Stewardship Practitioner (2013-2015)

EDUCATION

- Master of Environmental Science and Management – Water Resources Management, Bren School of Environmental Science & Management – University of California, Santa Barbara (2017)
- Bachelor of Science, Environmental Economics and Policy - University of California, Berkeley (2013)

RECENT PROJECT EXPERIENCE

- **Alameda County Water District (CA)** - Financial Plan Study, Conservation Tiered Rate Feasibility Analysis,
- **Antelope Valley-East Kern Water Agency (CA)** – Annual Water Rate Update Studies
- **Antelope Valley State Water Contractors Association (CA)** – Replacement Water Assessment Study
- **Borrego Water District (CA)** – Water Rate Affordability Assessment
- **City of Brentwood (CA)** – Water and Wastewater Rate Study
- **City of Burbank (CA)** - Water Rate Study
- **Cucamonga Valley Water District (CA)** – Financial Plan, Water Conservation Rate Study, and Drought Rates
- **City of Dixon (CA)** – Water Rate Study
- **City of El Monte (CA)** – Water Rate Study, Water Cost Allocation Plan Study
- **Goleta Water District (CA)** – Water Rate Study

Water Rate Study

Coastside County Water District

- **City of Huntington Beach (CA)** – Water Rate Study
- **Inyo County Water Department (CA)** – Water Rate Study
- **Jurupa Community Services District (CA)** – Inland Empire Brine Line Rate Study
- **La Cañada Irrigation District (CA) (CA)** – Water Rate Study
- **Las Virgenes Municipal Water District (CA)** –Water, RW, and WW Financial Plan and Rate Studies
- **City of Lincoln (CA)** – Water Rate Study
- **City of Long Beach (CA)** - Water, Recycled Water, and Wastewater Financial Plan, Water and Wastewater Rate Survey
- **Marin Municipal Water District (CA)** – Miscellaneous Fee Study
- **Mojave Water Agency (CA)** – Financial Impact Analysis for Water Exchange and Leasing Programs
- **Municipal Water District of Orange County (CA)** – Core Service Charge Allocation Study
- **National Water and Sewerage Authority of Grenada (Eastern Caribbean)** – Water and Sewer Rate Study
- **Olivenhain Municipal Water District (CA)** – Water Rate Study, Water Pass-Through Rate Annual Updates
- **Placer County Water Agency (CA)** – Cost of Service, Rate, and Financial Plan Study, Water Connection Charge Study
- **Rancho California Water District (CA)** – Water Capacity Fee Study, Water Rate Study
- **Sacramento Suburban Water District (CA)** – Water Rate Study
- **San Francisco Public Utilities Commission (CA)** – Water and Wastewater Rate Study
- **Santa Ana Watershed Project Authority (CA)** – Inland Empire Brine Line Rate Model, Inland Empire Brine Line Reserve Policy Study
- **Santa Clarita Valley Water Agency (CA)** – Water Capacity Fee Study
- **Santa Rosa Plain, Sonoma Valley, & Petaluma Valley Groundwater Sustainability Agencies (CA)** - Groundwater Sustainability Agency Fee Analysis and Rate Setting Services
- **Scotts Valley Water District (CA)** – Water and Recycled Water Rate Study
- **South Mesa Water Company (CA)** – Water Rate Study and Connection Fee Update
- **City of Simi Valley/Ventura County Waterworks District No. 8 (CA)** - Water Rate Study
- **City of Sonoma (CA)** – Water Rate Study
- **City of Thousand Oaks (CA)** – Water and Wastewater Cost of Service and Financial Plan Studies
- **City of Ventura (CA)** – Water and Wastewater Rate Study, Water and Wastewater Annual Financial Plan Updates, Water Net Zero Fee Study
- **Victor Valley Wastewater Reclamation Authority (CA)** - Sewer Rate and Connection Fee Study
- **City of Watsonville (CA)** – Utility Enterprise Rate Study

Example Work / References

CITY OF SANTA CRUZ

Rosemary Menard, Water Director
Santa Cruz Water Department
RMenard@cityofsantacruz.com
(831) 420-5205

Mr. Gaur has assisted Santa Cruz Water Department since 2010. The City of Santa Cruz's water use is one of the lowest in the United States. In addition, community members understand the scarcity of water and are sensitive to affordability concerns for low-end water users. Community members are active and demand that the water rates reflect these values. However, this translates into revenue instability for water enterprise, especially during water rationing in drought conditions. In addition, the water enterprise is undergoing an intensive capital refurbishment plan over the next 10 years. Water enterprise needs to issue debt and needs to show the rating agencies that they can meet these future obligations, especially given that 90% of the revenue is dependent on water sales. Mr. Gaur has successfully assisted the Water Department in meeting both goals, having water rates that reflect the scarcity and promote affordability, while demonstrating to the bond market it can meet future obligations. Mr. Gaur has successfully had the City adopt a five-year rate schedule, drought rates, and capacity fees.

Quote from Ms. Menard:

I have had several opportunities to work with Sanjay Gaur on utility financial planning over the last eight years and I greatly appreciate his comprehensive knowledge of utility financial planning and rate-making principles and practices. He works collaboratively with his clients, understands the difference between analysis and policy decisions, and facilitates effective engagement of utility staff, governing board policy makers, and community interests in financial planning and rate-making processes. Working with Sanjay is a strategy that any agency can use to "up their game" when it comes to the challenging public policy issues many utilities face today.

PLACER COUNTY WATER AGENCY

Joseph H. Parker
Director of Financial Services
jhparker@pcwa.net
530-823-4875

Mr. Gaur has assisted Placer County Water Agency since 2015. The most significant rate study he conducted for the Agency was in 2017, where the agency had many different types of services and rates due to recent annexation of other local water utility service areas. Mr. Gaur assisted the Agency in developing a comprehensive cost-of-service study that showed the nexus

Water Rate Study

Coastside County Water District

of how the rates are determined for treated retail, treated wholesale, untreated retail, and untreated resale. The process was complicated by having to address the historical canal system developed during the California Gold Rush and the rationality of the miner's-inch rates for agriculture that sustained the cultural aspect of the county, while meeting state regulatory requirements. Mr. Gaur facilitated several workshops with Executive Staff and members of the Finance Committee and Board. The rates were adopted successfully in 2017.

Quote from Mr. Parker:

Over the years, Sanjay Gaur has been and continues to be an exceptional asset for my agency. I have collaborated with Sanjay for almost 15 years and have appreciated his original thinking, his preparedness, and his ability to facilitate technical discussions and quickly respond to detailed questions in a clear, articulate manner. I first met Sanjay soon after I became Chair of ACWA's Finance Committee and during my ten years as Chair, Sanjay's expertise was a source of support for ACWA members, as he led training sessions at ACWA's semi-annual conferences. Sanjay is a strong communicator supported by sharp analytical skills and a solution-focused attitude. His insight has been appreciated by my Board and gained him respect as our "go-to" resource.

WESTERN MUNICIPAL WATER DISTRICT

Kevin C. Mascaro
Director of Finance
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Mr. Gaur has worked with Western Municipal Water District since 2007. He assisted the District on several financial and rate matters. The most significant study was the development and implementation of a water budget rate structure. The District moved from a uniform rate structure to a tiered water budget rate. The rate structure was successfully implemented, which helped the agency promote water efficiency, ensure affordability for essential use, and enhance revenue stability. In 2018, Western Municipal Water District had a rate challenge over its water budget rates. Mr. Gaur assisted the District in developing the legal arguments and the District prevailed in the lawsuit.

Quote: Mr. Mascaro

For over a decade, Sanjay has provided wisdom to our agency in the formulation of water rates and capacity charge policies. His intelligence, personable character, and proven industry insight have benefited us greatly.

FALLBROOK PUBLIC UTILITY DISTRICT

Jack Bebee
General Manager
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(760) 728-1125;1105

Water Rate Study

Coastside County Water District

Mr. Gaur assisted the District in adopting a five-year rate schedule in 2017. The District was evaluating an alternative water supply to increase reliability and provide water for future development. Mr. Gaur developed the appropriate financial strategy. In addition, the District's service area has historically been mainly agricultural. Increased water costs and property values have made this industry vulnerable, which has increased the political climate of any rate increase. Mr. Gaur successfully worked with the Board in having the five-year rates adopted.

Quote from Mr. Bebee:

Sanjay played a critical role in getting our District on a solid financial footing through development of our financial plan and a five-year rate increase strategy. His ability to help explain the District's financial needs to both our governing board as well as a very engaged public was key to our successful implementation of a sustainable financial program.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: November 14, 2023

Report Date: November 9, 2023

Agenda Title: Approval of a Treatment/Distribution Operator New Hire Effective January 1, 2024 in Anticipation of Upcoming Employee Retirement on May 1, 2024

Recommendation/Motion:

Approve the hire of a new Treatment/Distribution Operator (assigned to Distribution) effective January 1, 2024 in anticipation of the May 1, 2024 retirement of a District employee (currently serving in this same position)

Background:

The District has received written notice from one of its Treatment/Distribution Operators of his upcoming retirement from the District on May 1, 2024.

During the recent recruitment for a Treatment/Distribution Operator (assigned to Treatment) position this past summer/fall, the District identified a potential candidate for the upcoming open Treatment/Distribution Operator (assigned to Distribution) position. Staff would like to extend an offer to this candidate to be effective January 1, 2024. Hiring this position now with a start date in January 2024 will provide the District with some overlap and allow for cross-training, integration, and knowledge transfer within the operations staff in anticipation of the pending retirement.

This hire would be considered as an early replacement position only in anticipation of the May 1, 2024 retirement. This position does not represent an addition to permanent FTE headcount, and the District would return to the number of authorized positions when the current employee retires.

The timetable for recruitment can be quite lengthy and costly. If the District is unable to hire now, staff will need to begin recruitment efforts in January 2024 in order to fill the position by May 2024.

Financial Impact:

The District has had two vacant positions since the beginning of the fiscal year. The cost for the 4 month overlap can be absorbed within the existing budget given the savings from the vacant positions.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: November 14, 2023

Report Date: November 9, 2023

Agenda Title: Review of Board of Directors' Compensation Policy

Recommendation/Motion:

For discussion purposes. Provide staff with direction on next steps.

Background:

The Board of Directors' compensation was last set by Ordinance No. 2006-01 (Exhibit A1) in October 2006 at \$150 per day for a maximum of \$600 per month (4 days per month). Ordinance No. 2006-01 specifies that this per day compensation applies to attendance at Regular, Special, and Standing Committee meetings of the Coastside County Water District Board of Directors and for other service rendered as a director at the request of the Board. Concurrently, in October 2006, the Board adopted Resolution No. 2006-19 that identified certain meetings, conferences, and activities that are pre-approved as service rendered at the request of the Board and that shall be compensated (Exhibit A2).

Over the last few years, many public agencies on the Coastside have made changes to their Board compensation policy in consideration of the many hours per month that Directors spend in meeting preparation, talking to constituents, training, and attending community events, advisory committee meetings, and industry related conferences in their role as public officials. (Examples of board compensation are shown in Table 1 below.)

In October 2023, the Human Resource Committee asked staff to review the District's Board of Directors' compensation policy and to advise what modifications might be possible. Section 20202 of the Water Code allows the Board to:

- 1) Increase the per day compensation to the maximum of 5% per calendar year following the operative date of the last adjustment, or October 2006 for the District. (Applying 5% per year from 2007-2023 [not compounded for 16 years] would allow for a maximum increase of \$120, or a total of \$270 per day).
- 2) Increase the number of days that compensation can be paid to a maximum of 10 days per month.

STAFF REPORT**Agenda: November 14, 2023****Subject: Review of Board Compensation****Page Two**

Another option for the Board to consider, either in combination with any of the above actions or separately, includes broadening the list of pre-approved meetings that Board members can be compensated for. For example, Directors are required to take various educational and training sessions (and some required by law, such as ethics and sexual harassment prevention). Directors also take part in advisory committees, attend meetings with other public agencies on District related business, and attend conferences for the benefit of the District, which are not pre-approved under the District's current Board compensation policy. Meetings, events, and activities that are not included on the pre-approved list must be approved by the Board of Directors in advance of attending those meetings in order for the Board member to receive compensation.

In reviewing the options, the Human Resources Committee, at minimum, recommends that the District Board consider broadening the list of pre-approved activities that are determined to be service rendered at the request of the Board. The Human Resource Committee reviewed the Board compensation policy adopted by the North Coast County Water District and pulled together a draft of a proposed list pre-approved meetings as shown in Exhibit B.

The District's current Board Compensation policy provides for compensation up to a maximum of four (4) days per month. Note that the average number of days of compensation under the District's current policy is 2 days per month per Board member in FY 2022 and FY 2023. The Board could consider leaving the maximum number of days that can be compensated the same or increasing the number of days.

This agenda item provides an opportunity for the Board to discuss modifying the Board per day compensation, compensated number of days per month, and types of meetings that are pre-approved as they are determined to be service rendered at the request of the Board.

Table 1 - Examples of Board Compensation

Organization	\$ per meeting	Maximum # of meetings per month	Maximum \$ per month	Last Update
Coastside County Water District	\$150	4	\$600	October 2006
Sewer Authority Mid Coast **	\$190	6	\$1,140	December 2022
Granada Community Services District **	\$190 proposed	6	\$1,140	TBD- November 2023 (2 nd reading)
Montara Water and Sanitary District	\$150	10	\$1,500	December 2022
North Coast County Water District *, **	\$100	10	\$1,000	November 2022
Alameda County Water District **	\$175	10	\$1,750	May 2022

* Special note for North Coast County Water District, in November 2002, only the # of meetings and the list of pre-approved meetings changed. Compensation did not change.

** Agencies with broad lists of pre-approved meetings

ORDINANCE NO. 2006-01

BOARD MEMBER COMPENSATION

COASTSIDE COUNTY WATER DISTRICT

BE IT ORDAINED by the Board of Directors of the Coastsides County Water District as follows:

SECTION 1. BOARD MEMBER COMPENSATION. Subject to Section XII of the Code of Conduct, each Board member shall receive compensation in the amount of \$150.00 per meeting for attendance at regular or special meetings of the Board and committees thereof that are duly noticed in accordance with the requirements of the Ralph M. Brown Act (Cal. Govt. Code §54950, et seq.), and for other service rendered as a director at the request of the Board, subject to a maximum of \$150.00 per day and \$600.00 per calendar month.


SECTION 2. EFFECTIVE DATE. This ordinance shall be in full force and effect sixty (60) days from the date of its adoption.

PASSED AND ADOPTED this 10th day of October, 2006, by the following vote of the Board of Directors:

AYES: Larimer, Mickelsen, Feldman, Ascher

NOES:

ABSENT: Coverdell



Everett Ascher
President, Board of Directors
Coastside County Water District

ATTEST:



Secretary of the Board of Directors

RESOLUTION NO 2006-19

AMENDING SECTION 12(a) OF THE CODE OF CONDUCT
PERTAINING TO BOARD MEMBER COMPENSATION

COASTSIDE COUNTY WATER DISTRICT

BE IT RESOLVED by the Board of Directors of the Coastside County Water District that subsection (a) of Section XII of the Code of Conduct, adopted by the Board of Directors on April 13, 2004 as Resolution No. 2004-06 is hereby amended to read as follows:

- a. “Compensation for Attendance at Conferences and Meetings.
Each member of the Board is authorized to receive compensation in the amount established by ordinance adopted by the Board of Directors in accordance with California Water Code section 20200, et seq., for attendance at regular or special meetings of the Board and committees thereof that are duly noticed in accordance with the requirements of the Ralph M. Brown Act (Cal. Govt. Code §54950, et seq.), and for other services rendered as a director for which a member’s compensation has been approved in advance by the Board. Attendance by a member of this Board (or the member’s alternate) appointed as a representative to joint powers authorities or other organizations of which the District is a member, such as ACWA, the San Mateo County Chapter of the California Special Districts Association and the San Mateo City-County Association of Governments, and committees thereof, is service rendered at the request of the Board and shall be compensated, unless the Board member receives compensation for attendance directly from the agency or organization. Such compensation will be provided in addition to any reasonable and necessary reimbursement for meals, lodging and travel expenses incurred in attending any conference, meeting or approved event. Compensation will be paid only if the Board member submits a written form that sets forth the date, location and District purpose of the meeting for which compensation is requested. Each member of the Board shall be reimbursed for travel, lodging and meal expenses incurred in the performance of service rendered at the request of the Board, other than attending meetings of the Board. All activities for which expense reimbursement is sought must be approved in advance by the Board, except for categories (a) through (c), above, and emergency meetings. Reimbursement is contingent upon submission of appropriate documentation to the General Manager, and shall furthermore be in accordance with the guidelines set forth herein.

BE IT RESOLVED FURTHER that General Manager is directed to incorporate the foregoing amendment to the Code of Conduct into the District's Policies and Procedures Manual.

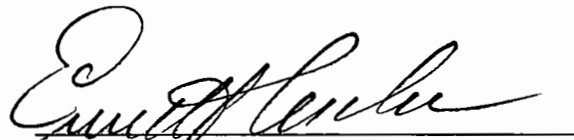
BE IT RESOLVED FURTHER that this amendment shall be effective concurrently with Ordinance No. 2006-01, pertaining to Board member compensation.

PASSED AND ADOPTED this 10th day of October, 2006, by the following vote of the Board of Directors:

AYES: Larimer, Mickelsen, Feldman, Ascher

NOES:

ABSENT: Coverdell



Everett Ascher
President, Board of Directors
Coastside County Water District

ATTEST:


Secretary of the Board of Directors

EXHIBIT B

DRAFT 11.14.2023 – Proposed list of pre-approved meetings to be included in the Board Compensation Policy

The Board of Directors of the Coastside County Water District has determined that the attendance by a Board member at the meetings, conferences, or educational seminars listed below that take place within the State of California is pre-approved service rendered at the request of the Board and for which the Board member shall be compensated (unless the Board member receives compensation for attendance directly from the agency or organization):

1. Regular or Special Meetings, Standing Committee Meetings, and Advisory Committee Meetings of the Coastside County Water District Board of Directors.
2. Association of California Water Agencies (ACWA) meetings, conferences, and educational seminars.
3. ACWA Region 5 meetings.
4. Association of California Water Agencies/Joint Powers Insurance Authority Board (ACWA/JPIA) meetings.
5. San Mateo County Chapter – California Special District’s Associations meetings.
6. San Mateo County Local Agency Formation Commission (San Mateo County LAFCO) meetings.
7. Bay Area Water Supply and Conservation Agency (BAWSCA) meetings.
8. American Water Works Association meetings, conferences or educational seminars.
9. All committee or subcommittee meetings of the agencies or associations identified in items 2-8 above by the Board member appointed as the representative of that agency or association (or his or her alternate or designee.)
10. California Special District’s Association conferences, seminars or events.
11. California Special District Leadership Foundation or Academy seminars, or events.
12. WaterReuse Association meetings, conferences, or events.
13. Water Education Foundation seminars conferences or events.
14. Ethics, sexual harassment prevention, and other trainings and seminars Board members are required to attend by law.
15. SFPUC meetings at which the SFPUC has agendized business that impacts the District.
16. State Water Resource Control Board meetings at which the agency has agendized business that impacts the District.
17. Regional Water Quality Control Board meetings at which the agency has agendized business that impacts the District.
18. Meetings of the legislative body of local governmental agencies (including, but not limited to, City of Half Moon Bay, County of San Mateo, San Mateo County Resource Conservation District, Coastside Fire Protection District, Sewer Authority Mid-Coastside, Montara Water and Sanitary District, Granada Community Services District, Mid-Coast Community Council) when the agenda for the meeting includes an item that impacts the District.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: James Derbin, Superintendent of Operations

Agenda: November 14, 2023

Date: November 9, 2023

Agenda Title: Nunes Water Treatment Plant Upgrades Project Update #27

Informational Item

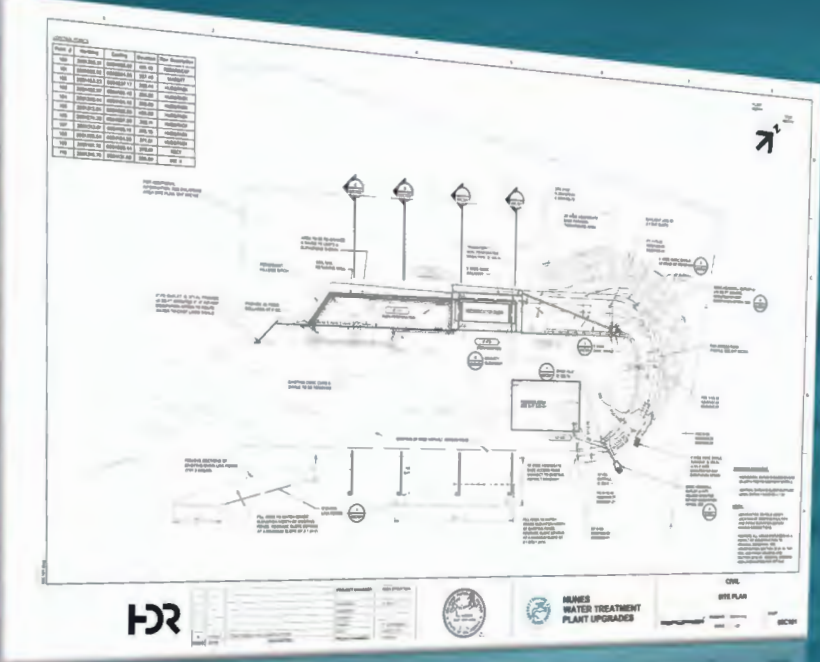
The Nunes Water Treatment Plant Upgrade Project official contractual start date was August 16, 2021. This is monthly project update #27.

In the last month the following progress has been made:

- Filter 4 online for 30 day commissioning and is performing well
- Filter 3 rehabilitation progress:
 - New coating applied
 - Underdrains installed
 - Media loaded, disinfected and tested
 - Pre-commissioning complete
 - Waiting for DDW approval for commissioning
- Filter 2 offline
 - Media removed
 - Valve/actuators changed out

The estimated completion date has been pushed out to June 2024. Contractor may be done as early as April/May 2024.

Freyer and Laureta, Inc., the Construction Management firm on this project has put together a brief summary of progress to date. See Attachment A.



Coastside County Water District Nunes Water Treatment Plant Upgrades November 14, 2023 Board Meeting

Contract Data as of Board Meeting Date

Contract Time (Calendar Days)		Contract Value	
Base Contract Duration	720	Base Contract	\$8,339,915.00
<i>Approved Change Order Days Added</i>	321	Approved Change Order Added	\$99,263.80
<i>Approved Change Order Days Subtracted</i>	0	Approved Change Order %	1.2%
Total Contract Duration	1,041	Total Contract Approved	\$8,439,178.80
Elapsed (Start Date 8/16/2021)	820	Billed to Date ¹	\$7,468,763.80
Remaining Days	221	Remaining Value	\$970,415.00

¹Billed to date value is the contract work complete including the 5% retention that will be paid to Contractor upon project completion.

Construction Progress Update #27

Progress since Previous Board Meeting:

- Install underdrainage system for Filter 3
- Miscellaneous cleaning and final prep inside Filter 3
- Place media and disinfection in Filter 3
- Filter 3 chlorination and BAC-T testing
- Filter 4 back online after receiving DDW approval
- Prep work for Filter 2
- Structural supports in filter gallery
- Slope restoration
- Shut down Filter 2
- Remove existing media
- Install 2 each – 12” filter backwash supply (FBS) valves
- Remove existing and install 2 each – 6” treated water (TW) valves
- Remove existing and install 12” settled water (SW) valve and 20” drain valve.

Construction Progress Update (continued)

Three-Week Look Ahead Schedule:

- Demo existing underdrainage system for Filter 2
- Layout and install anchors and supports for under drainage and piping for Filter 2
- Concrete crack repair site meeting for Filter 2
- Concrete crack repairs for Filter 2 floor
- Start up for plate settler system. Wet run. *Pending DDW Permit
- Plate settler system online
- Pour grout floor for Filter 2
- Mobilize scaffolding and apply Enduraflex coating to Filter 2. *Pending weather
- Concrete crack repairs for Filter 2 walls

Overall Project Schedule:

- Expected project end-date June 2024. Completion could be as early as April 2024



Construction Photos

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: November 14, 2023

Report Date: November 9, 2023

Agenda Title: General Manager's Report

Recommendation/Motion:

Information Only.

Board of Directors' Meeting Format

The format for the Regular Meeting of the Board of Directors for the District continues to be a "hybrid" model whereby the public can either attend the meeting and comment in person or can watch the meeting and provide public comment via Zoom.

Given some recently reported disruptive activity in public agency Zoom meetings, BAWSCA (Bay Area Water Supply and Conservation Agency) polled its member agencies regarding meeting formats. The results of the reporting agencies follow below.

19 agencies - Hybrid format

2 agencies - Live Stream (Public can view via zoom/webinar, but must attend in person to make a public comment)

2 agencies - In Person

The BAWSCA Board meetings will utilize a live stream format for the foreseeable future. Any public comment must be made in person at the Board meeting.

MONTHLY REPORT

To: Mary Rogren, General Manager
From: James Derbin, Superintendent of Operations
Agenda: November 14, 2023
Report Date: November 9, 2023

Monthly Highlights

- Denniston dredging completed successfully.
 - Staff pumped down raw water pump station wet well, cleaned and inspected.
- New Treatment Operator started on 11/6/23

October Sources: Crystal Springs/Pilarcitos/Denniston

Projects

- Nunes Water Treatment Plant Improvement Project - Ongoing
 - Formal commissioning and testing plan submitted to DDW for approval. DDW has approved commissioning of Filter 4. Waiting on Filter 3 and sedimentation basin commissioning approval
 - New caustic tank received first delivery and staff used transfer system to pump to plant tank/chemical delivery system
- EKI
 - Bid openings
 - Medio and Magellan crossings
 - Myrtle Street/2nd Ave. Valve Replacement Project
 - Both projects came in under the engineer's estimate.
 - Hwy 92 Emergency repair scoping/design/planning at 90%. Comments have been submitted.
 - Poplar Street Water Main Project: Mainline is completed. Currently working on services - Estimated completion November
- HDR
 - Half Moon Bay Tank replacement project
 - Plans for replacement of HMB tanks 1&2 at 100% design, comments in.
 - Filed CEQA Notice of Exemption, CDPx next.
- Stetson
 - 90% San Vicente Pipeline Design - staff comments in, met with design engineers and staff to discuss. Revised plans are in and under staff review for final comments.