

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MEETING OF THE BOARD OF DIRECTORS

Tuesday, December 9, 2008 – 7:00 p.m.

AGENDA

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

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 ANNOUNCEMENTS**

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

4) SPECIAL ORDER OF BUSINESS

- A. Election of CCWD Board President and Vice-President
([attachment](#))

5) CONSENT CALENDAR

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

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

- A. Requesting the Board to review disbursements for the month ending November 30, 2008– Claims: \$517,454.30; Payroll: \$71,610.71; for a total of \$589,065.01 ([attachment](#))
- B. Acceptance of Financial Reports ([attachment](#))
- C. Minutes of the November 18, 2008 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 ([attachment](#))
- G. November 2008 Leak Report ([attachment](#))
- H. Rainfall Reports ([attachment](#))
- I. San Francisco Public Utilities Commission Hydrological Conditions Report for November 2008 ([attachment](#))
- J. Notice of Completion – Acceptance of the Phase 3 El Granada Transmission Pipeline Replacement Project ([attachment](#))

6) DIRECTOR COMMENTS / MEETINGS ATTENDED

7) GENERAL BUSINESS

- A. Adoption of Pilarcitos Integrated Watershed Management Plan ([attachment](#))
- B. Approval of Trustee Removal and Appointment for the Hartford's Deferred Compensation Plan ([attachment](#))
- C. Appointment of CCWD Board Member Representative and alternate(s) to participate in San Mateo County Local Agency Formation Committee (LAFCo) election of officers ([attachment](#))

8) GENERAL MANAGER'S REPORT INCLUDING MONTHLY INFORMATIONAL REPORTS ([attachment](#))

- A. Monthly Water Resources Report ([attachment](#))
- B. Water Shortage and Drought Contingency Plan Update ([attachment](#))
- C. Operations Report ([attachment](#))

9) ADJOURNMENT

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: December 9, 2008

Subject: Election of CCWD President and Vice-President

Recommendation:

Consider election of officers.

Background:

Traditionally, the CCWD Board considers the election of officers for Board President and Vice-President annually, at the December Board meeting.

Fiscal Impact:

None.

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Void Amount</u>	<u>Check Amount</u>
11552	ALV01	ALVES PETROLEUM, INC.	11/14/2008	0.00	2,610.88
11553	ASS01	ACWA SERVICES CORPORATION	11/14/2008	0.00	16,631.97
11554	COA 15	COASTSIDE NET, INC	11/14/2008	0.00	59.95
11555	HAR03	HARTFORD LIFE INSURANCE CO.	11/14/2008	0.00	3,260.15
11556	KAI01	KAISER FOUNDATION HEALTH	11/14/2008	0.00	8,528.00
11557	PAC01	PACIFIC GAS & ELECTRIC CO.	11/14/2008	0.00	50,631.23
11558	PAC02	PACIFICA CREDIT UNION	11/14/2008	0.00	687.00
11559	PUB01	PUB. EMP. RETIRE SYSTEM	11/14/2008	0.00	15,202.63
11560	VAL01	VALIC	11/14/2008	0.00	1,305.00
11561	DAV03	JOHN DAVIS	11/19/2008	0.00	1,252.11
11562	RED03	REDWOOD CITY/SM CTY CHAMBER OF	11/19/2008	0.00	700.00
11563	ADP01	ADP, INC.	11/26/2008	0.00	486.95
11564	AMC01	AM CONSERVATION GROUP	11/26/2008	0.00	234.00
11565	AND01	ANDREINI BROS. INC.	11/26/2008	0.00	4,903.50
11566	ATC01	ATCHISON, BARISONE	11/26/2008	0.00	2,773.52
11567	ATT02	AT&T	11/26/2008	0.00	1,151.89
11568	ATT03	AT&T LONG DISTANCE	11/26/2008	0.00	34.84
11569	AZT01	AZTEC GARDENS	11/26/2008	0.00	190.00
11570	BAS01	BASIC CHEMICAL SOLUTION, LLC	11/26/2008	0.00	2,746.79
11571	BAY10	BAY ALARM COMPANY	11/26/2008	0.00	861.60
11572	BFI02	BFI OF CALIFORNIA, INC.	11/26/2008	0.00	435.50
11573	BIG01	BIG CREEK LUMBER	11/26/2008	0.00	158.20
11574	CAL02	CALIFORNIA WATER AWARENESS CAM	11/26/2008	0.00	966.00
11575	CAL15	CALIFORNIA URBAN WATER	11/26/2008	0.00	133.56
11576	CAL33	CALIFORNIA SPECIAL DISTRICT	11/26/2008	0.00	3,799.00
11577	CAR02	CAROLYN STANFIELD	11/26/2008	0.00	485.00
11578	CAR04	CAROLLO ENGINEERS	11/26/2008	0.00	137,180.09
11579	CIN01	CINTAS FIRST AID & SAFETY	11/26/2008	0.00	145.57
11580	COA 14	COASTSIDE CARPET CLEANERS	11/26/2008	0.00	495.00
11581	COA19	COASTSIDE COUNTY WATER DIST.	11/26/2008	0.00	112.17
11582	COM01	COMMUNICATION LEASING SERVICES	11/26/2008	0.00	2,924.80
11583	DAT01	DATAPROSE, INC	11/26/2008	0.00	1,607.43
11584	DAV03	JOHN DAVIS	11/26/2008	0.00	11.54
11585	DES02	DESILVA GATES CONSTRUCTION	11/26/2008	0.00	800.00
11586	DON02	SEAN DONOVAN	11/26/2008	0.00	52.12
11587	DUF01	LOGAN DUFFY	11/26/2008	0.00	11.54
11588	FIR06	FIRST NATIONAL BANK	11/26/2008	0.00	1,770.52
11589	FRI01	FRISCH ENGINEERING, INC	11/26/2008	0.00	9,580.00
11590	GRA01	GRANDFLOW, INC.	11/26/2008	0.00	321.65
11591	GRA03	GRAINGER, INC.	11/26/2008	0.00	777.02
11592	HAC01	HACH CO., INC.	11/26/2008	0.00	798.21
11593	HAL01	HMB BLDG. & GARDEN INC.	11/26/2008	0.00	297.22
11594	HAL04	HALF MOON BAY REVIEW	11/26/2008	0.00	2,322.00
11595	HAL23	HMB ALARM	11/26/2008	0.00	500.00
11596	HAL24	H.M.B.AUTO PARTS	11/26/2008	0.00	211.20
11597	HAN01	HANSONBRIDGETT. LLP	11/26/2008	0.00	2,172.50
11598	HAR03	HARTFORD LIFE INSURANCE CO.	11/26/2008	0.00	2,472.15
11599	HEA01	HEALTHWORKS	11/26/2008	0.00	57.00
11600	HOM01	HOME DEPOT	11/26/2008	0.00	42.22
11601	IED01	IEDA, INC.	11/26/2008	0.00	1,000.00
11602	IRO01	IRON MOUNTAIN	11/26/2008	0.00	243.14
11603	IRV01	IRVINE, DAVID E.	11/26/2008	0.00	7,110.00
11604	IRV02	IRVINE, DAVID E.	11/26/2008	0.00	10,270.25
11605	JAM02	GREGORY JAMISON	11/26/2008	0.00	158.00
11606	KIM02	KIME KARMIN	11/26/2008	0.00	150.00
11607	MAZ01	MAZE & ASSOCIATES, INC.	11/26/2008	0.00	6,300.00
11608	MCT01	MCTV6	11/26/2008	0.00	50.00
11609	MET06	METLIFE SBC	11/26/2008	0.00	1,390.60
11610	MIS01	MISSION UNIFORM SERVICES INC.	11/26/2008	0.00	155.16
11611	MON07	MONTEREY COUNTY LAB	11/26/2008	0.00	917.50
11612	NAT02	NATIONAL METER & AUTOMATION	11/26/2008	0.00	14,429.73
11613	NER02	KEET NERHAN	11/26/2008	0.00	748.97

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Void Amount</u>	<u>Check Amount</u>
11614	NOR02	NORTH AMERICA TITLE COMPANY	11/26/2008	0.00	50.00
11615	OCE04	OCEAN SHORE CO.	11/26/2008	0.00	1,112.86
11616	OFF01	OFFICE DEPOT	11/26/2008	0.00	1,091.89
11617	ONL01	ONLINE RESOURCES	11/26/2008	0.00	50.00
11618	ONT01	ONTRAC	11/26/2008	0.00	673.81
11619	PAC01	PACIFIC GAS & ELECTRIC CO.	11/26/2008	0.00	122.33
11620	PAC02	PACIFICA CREDIT UNION	11/26/2008	0.00	687.00
11621	PAU01	PAULO'S AUTO CARE	11/26/2008	0.00	268.66
11622	PIT04	PITNEY BOWES	11/26/2008	0.00	231.00
11623	PUM01	PUMP REPAIR SERVICE CO. INC.	11/26/2008	0.00	2,969.77
11624	RIC01	RICOH AMERICAS CORPORATION	11/26/2008	0.00	1,601.39
11625	ROB01	ROBERTS & BRUNE CO.	11/26/2008	0.00	8,723.02
11626	ROG01	ROGUE WEB WORKS, LLC	11/26/2008	0.00	195.00
11627	SAN03	SAN FRANCISCO WATER DEPT.	11/26/2008	0.00	143,484.28
11628	SAN05	SAN MATEO CTY PUBLIC HEALTH LA	11/26/2008	0.00	601.80
11629	SER03	SERVICE PRESS	11/26/2008	0.00	230.42
11630	SEW01	SEWER AUTH. MID- COASTSIDE	11/26/2008	0.00	570.00
11631	SIE02	SIERRA CHEMICAL CO.	11/26/2008	0.00	7,542.12
11632	SPE01	SPECIALIZE PIPELINE SERVICES	11/26/2008	0.00	770.84
11633	SPR01	SPRING MOUNTAIN GALLERY	11/26/2008	0.00	267.94
11634	STA11	STATE WATER RESOURCES CONTL BD	11/26/2008	0.00	284.90
11635	STR02	STRAWFLOWER ELECTRONICS	11/26/2008	0.00	12.94
11636	TAI02	TAIT ENVIRONMENTAL SYSTEMS	11/26/2008	0.00	200.00
11637	TET01	JAMES TETER	11/26/2008	0.00	14,228.70
11638	TUR04	SUSAN TURGEON	11/26/2008	0.00	93.56
11639	UB*00563	CHARLES/TRULA FLOYD	11/26/2008	0.00	46.35
11640	UB*00564	ALAN STERN	11/26/2008	0.00	18.54
11641	UB*00565	ANGELA LY	11/26/2008	0.00	58.31
11642	UB*00566	TRACY MAIDA	11/26/2008	0.00	21.68
11643	UB*00567	MIKE HARRISON/KRISTEN RHODES	11/26/2008	0.00	38.71
11644	UB*00568	VICKI GLYNN	11/26/2008	0.00	110.98
11645	UB*00569	ERICKA MERIAUX	11/26/2008	0.00	40.09
11646	UB*00570	JAMES/EMY GORDON	11/26/2008	0.00	64.00
11647	UNI01	UNITED STATES POSTAL SVC.	11/26/2008	0.00	946.60
11648	UNI07	UNITED STATES POSTAL SERV.	11/26/2008	0.00	600.00
11649	UPS01	UPS STORE	11/26/2008	0.00	29.14
11650	VAL01	VALIC	11/26/2008	0.00	1,305.00
11651	WES11	WEST COAST AGGREGATES, INC.	11/26/2008	0.00	130.87
11652	WHE06	JACK WHELEN	11/26/2008	0.00	151.54
11653	WIN01	RAYMOND WINCH	11/26/2008	0.00	13.69
Report Total:				0.00	517,454.30

COASTSIDE COUNTY WATER DISTRICT - PERIOD BUDGET ANALYSIS
PERIOD ENDING NOVEMBER 30, 2008

ACCOUNT	DESCRIPTION	CURRENT ACTUAL	CURRENT BUDGET	B/(W) VARIANCE	B/(W) % VAR	YTD ACTUAL	YTD BUDGET	B/(W) VARIANCE	B/(W) % VAR
REVENUE									
1-0-4120-00	Water Revenue -All Areas	509,464	498,176	11,288	2.3%	2,666,685	3,017,800	(351,115)	(11.6%)
1-0-4170-00	Water Taken From Hydrants	3,028	2,083	945	45.3%	21,942	10,417	11,525	110.6%
1-0-4180-00	Late Notice -10% Penalty	4,426	4,167	260	6.2%	23,814	20,833	2,981	14.3%
1-0-4230-00	Service Connections	434	667	(233)	(34.9%)	3,647	3,333	314	9.4%
1-0-4235-00	CSP Connection T & S Fees	0	0	0	0.0%	6,970	0	6,970	0.0%
1-0-4920-00	Interest Earned	0	0	0	0.0%	54,393	50,062	4,331	8.7%
1-0-4925-00	Interest Revenue T&S Fees	0	0	0	0.0%	0	0	0	0.0%
1-0-4927-00	Inerest Revenue Bond Funds	0	0	0	0.0%	0	0	0	0.0%
1-0-4930-00	Tax Apportionments/Cnty Checks	66,717	25,000	41,717	166.9%	94,672	50,000	44,672	89.3%
1-0-4950-00	Miscellaneous Income	8,038	6,333	1,705	26.9%	41,081	31,667	9,414	29.7%
1-0-4960-00	CSP Assm. Dist. Processing Fee	0	0	0	0.0%	0	0	0	0.0%
1-0-4965-00	ERAF REFUND -County Taxes	0	0	0	0.0%	0	0	0	0.0%
1-0-4970-00	Wavecrest Reserve Conn. Fees	0	0	0	0.0%	0	0	0	0.0%
REVENUE TOTALS		592,107	536,426	55,680.53	10.4%	2,913,204	3,184,112	(270,908)	(8.5%)
EXPENSES									
1-1-5130-00	Water Purchased	143,484	119,945	(23,539)	(19.6%)	608,726	740,044	131,318	17.7%
1-1-5230-00	Pump Exp, Nunes T P	1,683	1,667	(17)	(1.0%)	6,807	8,333	1,526	18.3%
1-1-5231-00	Pump Exp, CSP Pump Station	45,687	18,740	(26,947)	(143.8%)	183,308	165,410	(17,898)	(10.8%)
1-1-5232-00	Pump Exp, Trans. & Dist.	1,344	2,067	723	35.0%	12,630	13,091	461	3.5%
1-1-5233-00	Pump Exp, Pilarcitos Can.	271	50	(221)	(442.2%)	1,034	250	(784)	(313.5%)
1-1-5234-00	Pump Exp. Denniston Proj.	1,022	6,208	5,186	83.5%	9,478	31,040	21,562	69.5%
1-1-5235-00	Denniston T.P. Operations	1,157	7,463	6,306	84.5%	20,715	37,315	16,600	44.5%
1-1-5236-00	Denniston T.P. Maintenance	1,311	3,000	1,689	56.3%	14,239	15,000	761	5.1%
1-1-5240-00	Nunes T P Operations	11,544	10,533	(1,011)	(9.6%)	49,486	66,709	17,223	25.8%
1-1-5241-00	Nunes T P Maintenance	3,946	4,308	362	8.4%	14,389	21,540	7,151	33.2%
1-1-5242-00	CSP Pump Station Operations	1,273	708	(565)	(79.8%)	3,223	3,540	317	8.9%
1-1-5243-00	CSP Pump Station Maintenance	63	2,000	1,937	96.9%	11,816	10,000	(1,816)	(18.2%)
1-1-5318-00	Studies/Surveys/Consulting	3,925	4,167	242	5.8%	9,249	20,835	11,586	55.6%
1-1-5321-00	Water Conservation	2,571	3,333	762	22.9%	9,057	16,665	7,608	45.7%
1-1-5322-00	Community Outreach	1,690	2,641	951	36.0%	5,214	13,205	7,991	60.5%
1-1-5411-00	Salaries & Wages -Field	67,634	63,338	(4,296)	(6.8%)	353,770	348,360	(5,410)	(1.6%)
1-1-5412-00	Maintenance -General	9,251	15,066	5,815	38.6%	80,564	75,330	(5,234)	(6.9%)
1-1-5414-00	Motor Vehicle Expense	3,052	4,833	1,781	36.8%	17,522	24,165	6,643	27.5%
1-1-5415-00	Maintenance -Well Fields	0	2,117	2,117	100.0%	5,738	10,585	4,847	45.8%

ACCOUNT	DESCRIPTION	CURRENT ACTUAL	CURRENT BUDGET	B/(W) VARIANCE	B/(W) % VAR	YTD ACTUAL	YTD BUDGET	B/(W) VARIANCE	B/(W) % VAR
1-1-5610-00	Salaries/Wages-Administration	44,060	47,517	3,457	7.3%	239,294	261,343	22,049	8.4%
1-1-5620-00	Office Supplies & Expense	10,846	11,613	766	6.6%	34,354	58,063	23,708	40.8%
1-1-5621-00	Computer Services	7,554	4,492	(3,063)	(68.2%)	20,492	22,458	1,966	8.8%
1-1-5625-00	Meetings / Training / Seminars	1,857	2,708	851	31.4%	4,673	13,542	8,869	65.5%
1-1-5630-00	Insurance	29,757	41,112	11,355	27.6%	219,468	205,562	(13,906)	(6.8%)
1-1-5640-00	Employees Retirement Plan	14,222	30,406	16,184	53.2%	147,593	167,234	19,641	11.7%
1-1-5681-00	Legal	1,506	4,750	3,244	68.3%	7,005	23,750	16,745	70.5%
1-1-5682-00	Engineering	480	2,083	1,603	77.0%	3,164	10,417	7,252	69.6%
1-1-5683-00	Financial Services	6,300	3,948	(2,352)	(59.6%)	17,830	19,740	1,910	9.7%
1-1-5684-00	Payroll Tax Expense	6,722	8,119	1,396	17.2%	41,253	44,652	3,399	7.6%
1-1-5687-00	Membership, Dues, Subscript.	4,166	4,330	164	3.8%	26,339	21,652	(4,687)	(21.6%)
1-1-5688-00	Election Expenses	0	0	0	0.0%	0	0	0	0.0%
1-1-5689-00	Labor Relations	0	1,250	1,250	100.0%	0	6,250	6,250	100.0%
1-1-5700-00	San Mateo County Fees	0	0	0	0.0%	2,597	7,200	4,603	63.9%
1-1-5705-00	State Fees	285	3,000	2,715	90.5%	7,704	23,000	15,296	66.5%
1-1-5710-00	Deprec, Trucks, Tools, Equipt.	0	0	0	0.0%	0	0	0	0.0%
1-1-5711-00	Debt Srvc/Existing Bonds 1998A	0	0	0	0.0%	235,578	235,610	32	0.0%
1-1-5712-00	Debt Srvc/Existing Bonds 2006B	0	0	0	0.0%	323,446	325,174	1,728	0.5%
1-1-5713-00	Contribution to CIP & Reserves	36,167	36,167	(0)	(0.0%)	180,833	180,833	(0)	(0.0%)
1-1-5745-00	CSP Connect. Reserve Contribu.	0	0	0	0.0%	6,970	0	(6,970)	0.0%
1-1-5746-00	Wavecrest CSP Connt. Reserve	0	0	0	0.0%	0	0	0	0.0%
EXPENSE TOTALS		464,832	473,679	8,847	1.9%	2,935,561	3,247,896	312,336	9.6%
NET INCOME		127,275	62,747	64,527		(22,357)	(63,785)	41,428	

COASTSIDE COUNTY WATER DISTRICT						
INVESTMENT REPORT						
November 30, 2008						
		<i>Restricted</i>	<i>Restricted</i>	<i>Restricted for CSP CIP Projects</i>		
	CASH FLOW & OPERATING RESERVE	EMERGENCY RESERVES	CAPITAL EXPENDITURES	DISTRICT CSP CONTRIBUTION	CSP T&S FEES	TOTAL
DISTRICT BALANCES						
<u>CASH IN FNB</u>						
OPERATING ACCOUNT			\$481,697.15			\$481,697.15
CSP T&S ACCOUNT					\$15,661.03	\$15,661.03
TOTAL FIRST NATIONAL BANK	\$0.00	\$0.00	\$481,697.15	\$0.00	\$15,661.03	\$497,358.18
CASH WITH L.A.I.F	\$297,870.00	\$700,000.00	\$1,323,172.93	\$267,655.14	\$20,483.25	\$2,609,181.32
UNION BANK - Project Fund Balance			\$3,339,801.13			\$3,339,801.13
CASH ON HAND	\$2,130.00					\$2,130.00
TOTAL DISTRICT CASH BALANCES	\$300,000.00	\$700,000.00	\$5,144,671.21	\$267,655.14	\$36,144.28	\$6,448,470.63
ASSESSMENT DISTRICT BALANCES						
<u>CASH IN FIRST NATIONAL BANK (FNB)</u>						
REDEMPTION ACCOUNT		\$ 85,649.65				
RESERVE ACCOUNT (Closed Account 8-4-04)		\$ -				
TOTAL ASSESSMENT DISTRICT CASH		\$ 85,649.65				
<i>This report is in conformity with CCWD's Investment Policy and there are sufficient funds to meet CCWD's expenditure requirements for the next three months.</i>						

**COASTSIDE COUNTY WATER DISTRICT
CRYSTAL SPRINGS PROJECT
CAPITAL PROJECTS FY 08/09**

November 30, 2008

<u>PROJECT</u>	<u>Actual to date</u>	<u>FY 08/09 CIP Budget</u>	<u>% Completed</u>
El Granada Pipeline Phase 3 1128-03	\$1,784,326	\$2,300,000	77.6%
TOTALS	\$1,784,326	\$2,300,000	77.6%

**COASTSIDE COUNTY WATER DISTRICT
APPROVED CAPITAL IMPROVEMENT PROJECTS
FISCAL YEAR 2008-2009**

30-Nov-08

Acct No.	Approved CIP Budget FY 08/09	Actual To Date FY 08-09	% Completed
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PIPELINE PROJECTS

Highway #1 South Phase I / II	1121-46	\$ 100,000	\$ 23,661	23.7%
Highway 92 - Main Line Replacement (Spanishtown)		\$ 100,000		0.0%
Main Street/Hwy 92 Widening Project	1120-93	\$ 50,000	\$ 4,600	9.2%

WATER TREATMENT PLANTS

Denniston Intake Maintenance	1120-03	\$ 27,000	\$ 34,295	127.0%
Denniston Sludge Ponds		\$ 100,000		0.0%
Denniston WTP- Filter Flow Meters		\$ 6,000		0.0%
Nunes- Replace Cl2/pH Analyzer	1118-10	\$ 15,000	\$ 4,131	27.5%
Nunes Filter Media Replacement	1121-25	\$ 50,000	\$ 46,240	92.5%
Nunes UST removal and replaced with AGST	1121-44	\$ 15,000	\$ 68	0.5%
Nunes WTP - Head Loss System Replacement	1118-10	\$ 15,000	\$ 15,064	100.4%

FACILITIES & MAINTENANCE

AMR Program	1121-41	\$ 50,000	\$ 15,151	30.3%
PRV Valves Replacement Project	1121-43	\$ 20,000	\$ 12,072	60.4%
Meter Change Program	1117-06	\$ 17,000	\$ 10,529	61.9%
Main Office - Replace Skylights (repair leaks)		\$ 25,000		0.0%
Fire Hydrant Replacement		\$ 40,000	\$ 15,876	39.7%
Pilarcitos Culvert Repair	1121-48	\$ 100,000	\$ 2,880	2.9%
District Digital Mapping		\$ 75,000		0.0%

EQUIPMENT PURCHASE & REPLACEMENT

Vehicle Replacement	1118-04	\$ 27,000		0.0%
Computer System	1118-02	\$ 25,000	\$ 11,706	46.8%
Office Equipment/Furniture	1118-02	\$ 20,000	\$ 1,435	7.2%
SCADA/Telemetry	1120-82	\$ 500,000	\$ 5,227	1.0%

PUMP STATIONS / TANKS / WELLS

Crystal Springs VFD Project		\$ 68,000		0.0%
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**COASTSIDE COUNTY WATER DISTRICT
APPROVED CAPITAL IMPROVEMENT PROJECTS
FISCAL YEAR 2008-2009**

30-Nov-08

	Acct No.	Approved CIP Budget FY 08/09	Actual To Date FY 08-09	% Completed
Well Rehabilitation		\$ 60,000		0.0%
Alves Tank Recoating, Interior+Exterior		\$ 150,000		0.0%
Miramar Tank Interior Recoat + Mixing		\$ 300,000		0.0%
Cahill Tank Exterior Recoat + Ladder		\$ 160,000		0.0%
El Granada Pump Station #2 Removal Project	1120-48	\$ 50,000	\$ 1,288	2.6%
EG Tank #3 Recoating Interior + Exterior		\$ 260,000		0.0%
CSP Pump #2 Rehabilitation		\$ 75,000		0.0%
Tank Staff Gauge Repair		\$ 15,000		0.0%
Intrusion Alarms at all Tanks		\$ 50,000		0.0%
New Pilarcitos Well		\$ 10,000		0.0%
Pilarcitos Canyon Blending Station		\$ 50,000		0.0%
Tank Ladder Project		\$ 50,000		0.0%

NUNES/ DENNISTON WTP PRIORITY (SHORT-TERM) IMPROVEMENTS

Nunes / Denniston Short Term WTP Modifications	1121-21	\$ 1,651,000	\$ 90,586	5.5%
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DENNISTON WTP PRIORITY (SHORT-TERM) IMPROVEMENTS

Denniston Storage Tank Modification Project		\$ 686,000	\$ 21,078	3.1%
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DENNISTON WTP (LONG-TERM) IMPROVEMENTS (MEMBRANE FILTRATION)

Denniston Electrical System Upgrade/Expansion		\$ 30,000		0.0%
Denniston Pre/Post Treatment Study	1127-04	\$ 200,000	\$ 189	0.1%

NUNES WTP (LONG-TERM) IMPROVEMENTS (UV DISINFECTION)

Modify Filters for Rate of Flow Control		\$ 10,000		0.0%
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WATER SUPPLY DEVELOPMENT

Reclamation Project Planning		\$ 100,000	\$ 7,624	7.6%
Water Supply Alternatives Evaluation		\$ 50,000		0.0%

TOTALS		\$ 5,402,000	\$ 323,700	6.0%
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**COASTSIDE COUNTY WATER DISTRICT
APPROVED CAPITAL IMPROVEMENT PROJECTS
FISCAL YEAR 2008-2009**

30-Nov-08

Acct No.	Approved CIP Budget FY 08/09	Actual To Date FY 08-09	% Completed
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FY 07/08 CIP Projects - paid in FY 08/09

Nunes WTP Raw Water Turbidimeter

\$ 10,000 \$ 8,016

NON-BUDGETED ITEMS (CAPITAL EXPEDITURES)

Denniston Emergency Shut Down

\$ 11,204

Denniston Valve Replacement

\$ 3,246

Legal Cost Tracking Report
12 Months At-A-Glance

Acct. No.5681
ANTHONY CONDOTTI
Legal

Month	Admin (General Legal Fees)	CSP	Transfer Program	CIP	Personnel	Lawsuits 62% Reimbursable	Infrastructure Project Review (Reimbursable)	TOTAL
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Dec-07	3,710			566	59			4,334
Jan-08	3,854	1,386						5,240
Feb-08	1,630	1,305		1,956				4,891
Mar-08	2,353	312		59				2,724
Apr-08	4,718	293	78	1,014				6,102
May-08	3,774	995		234				5,003
Jun-08	1,379	1,373	78	196	176			3,200
Jul-08	1,895	624	78	68				2,666
Aug-08	2,843	156	137	39				3,174
Sep-08	1,312		156	20			20	1,507
Oct-08	1,636	351	78	189			117	2,371
Nov-08	1,662		156				956	2,774

TOTAL	30,766	6,794	761	4,339	234	0	1,092	43,985
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**Engineer Cost Tracking Report
12 Months At-A-Glance**

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

Month	Admin & Retainer	Phase 3 EG Pipeline	CIP	Short Term WTP Imprv.	Studies & Projects	TOTAL	Reimburseable from Projects
Dec-07	1,347	1,279		5,269		7,894	
Jan-08	1,268	4,593		7,585	3,249	16,696	3,249
Feb-08	1,190	7,099	1,051	6,246		15,586	
Mar-08	954	1,413	314	18,019	157	20,857	157
Apr-08	2,210	1,413	5,535	15,681	1,131	25,970	1,131
May-08	611			14,644		15,255	
Jun-08	454		1,440	9,392	2,544	13,829	2,544
Jul-08	963	681		403	2,254	4,300	2,254
Aug-08	1,563		782	8,782	1,486	12,613	1,486
Sep-08	641		531	12,930	2,887	16,988	2,887
Oct-08	480		11,603	3,220	1,771	17,074	1,771
Nov-08	480		11,849	81	1,820	14,229	1,820
TOTAL	12,160	16,478	33,105	102,251	17,298	181,292	17,298

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE SPECIAL CLOSED SESSION

Tuesday – November 18, 2008

1) CLOSED SESSION

A Conference with Labor Negotiators

(Cal. Govt. Code Section §54957.6) Agency Designated

Representatives: General Manager, IEDA

Employee Organization: Teamsters Union, Local 856

2) RECONVENE TO OPEN SESSION

The Closed Session convened at 6:00 p.m. with President Ascher and Directors Larimer, Mickelsen, Coverdell and Feldman. David Dickson, General Manager was present and Austris Rungis, IEDA Representative participated in the discussion via telephone. The Closed Session concluded at approximately 7:00 p.m., immediately prior to commencement of the regular meeting, at which time Vice-President Mickelsen announced that the matter of the Memorandum of Understanding between Coastsides County Water District and the Teamsters Union, Local 856 would be discussed later, during the open session portion of the meeting.

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE BOARD OF DIRECTORS MEETING

Tuesday, November 18, 2008

- 1) **ROLL CALL:** Vice-President Mickelsen called the meeting to order at 7:10 p.m., stating that President Ascher would be delayed, as he was in attendance at the Half Moon Bay City Council meeting to present a Resolution of recognition to former District Counsel Tony Condotti, for his accomplishments during the period he represented the District. Present at roll call were Directors Ken Coverdell, Jim Larimer, and Bob Feldman.

Also present were: David Dickson, General Manager; Patrick Miyaki, Legal Counsel; Joe Guistino, Superintendent of Operations; Cathleen Brennan, Public Outreach/Program Development /Water Resources Analyst; JoAnne Whelen, Administrative Assistant/Recording Secretary and Gina Brazil, Office Manager.

- 2) **PLEDGE OF ALLEGIANCE**

- 3) **PUBLIC ANNOUNCEMENTS:** There were no public announcements. Vice-President Mickelsen introduced Mr. Patrick Miyaki with Hanson Bridgett and welcomed him back as CCWD's District Counsel, noting that Mr. Miyaki and Hanson Bridgett had previously served as the District's Legal Counsel for many years.

- 4) **CONSENT CALENDAR**

- A. Requesting the Board to review disbursements for the month Ending October 31, 2008– Claims: \$654,258.07; Payroll: \$100,972.32; for a total of \$755,230.39
- B. Acceptance of Financial Reports
- C. Minutes of the October 14, 2008 Board of Directors Meeting

- D. Monthly Water Transfer Report
- E. Installed Water Connection Capacity and Water Meters Report
- F. Total CCWD Production Report
- G. CCWD Monthly Sales by Category Report
- H. October 2008 Leak Report
- I. Rainfall Reports
- J. San Francisco Public Utilities Commission Hydrological Conditions Report for October 2008
- K. Consideration of General Manager Performance Based Compensation Adjustment
- L. Approval of Memorandum of Understanding between Coastside County Water District and with Teamsters Union, Local 856

Vice-President Mickelsen announced that due to the request of one of the Directors, Item 4L “Approval of Memorandum of Understanding between Coastside County Water District and the Teamsters Union, Local 856”: was being pulled from the Consent Calendar and placed at the end of the agenda, for discussion following the conclusion of item 7C.

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

ON MOTION by Director Larimer and seconded by Director Coverdell, the Board voted as follows, to accept the Consent Calendar, with the exception of item 4L – Approval of Memorandum of Understanding between Coastside County Water District and Teamsters Union, Local 856, which was pulled for further discussion later on in the agenda:

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

5) DIRECTOR COMMENTS / MEETINGS ATTENDED

Director Coverdell reported the results of a recent meeting of the Finance Committee. Director Feldman reported on two Water Resources Committee meetings pertaining to the Pilarcitos Integrated Watershed Management Plan. Director Larimer noted that the Water Reclamation

Committee had met on the previous day to discuss the two upcoming meetings with the Sewer Authority Mid-Coastside Recycling Committee and also the SAM November Board of Directors meeting.

6) GENERAL BUSINESS

A. Approval of Basic Financial Statements for the Years Ended June 30, 2008 and 2007

Mr. Dickson referenced his staff report, noting that the Auditor's letter attests that the financial statements fairly represent the financial position of the District. He then introduced Mr. Mark Wong with Maze & Associates to discuss the recent audit and answer any questions.

Mr. Wong proceeded to explain the audit process, and reviewed the Governmental Accounting Standards Board's (GASB) new reporting standards. He reiterated that upon completion of the audit, Maze & Associates are issuing an "unqualified opinion", which meets the highest audit standards. Mr. Wong addressed a few questions from the Board and provided a suggestion for the District to review and possibly update its current purchasing policy. Board discussion ensued, with direction given to staff to place this item, including a recommendation from staff, on the December 9, 2008 Board meeting agenda.

President Ascher returned to join the Board at 7:41 p.m.

B. Award of Contract for the Nunes Filters 3 & 4 Media Replacement Project

Mr. Guistino provided a brief background of this project and informed the Board that two bids had been received for the media replacement for filters 3 and 4, located at the Nunes Water Treatment Plant.

ON MOTION by Vice-President Mickelsen and seconded by Director Coverdell, the Board voted as follows, by roll call vote, to award the contract for the Nunes Filters 3 and 4 Media Replacement Project to Cowan & Thompson Construction, Inc. in the amount of \$44,444.00:

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

C. Discussion and possible adoption of Resolution 2008-11 - A Resolution Declaring the Official Intent to Reimburse Expenditures from the Proceeds of Tax Exempt Securities

Mr. Dickson referenced his staff report, which included the background of this agenda item, and explained the purpose and nature of the Reimbursement Resolution, which would allow the District to use its current reserves for Capital Improvement Projects, then retroactively reimburse the reserves from the proceeds of a future bond issue.

ON MOTION by Director Coverdell and seconded by Vice-President Mickelsen, the Board voted as follows, by roll call vote, to approve Resolution 2008-11 A Resolution Declaring the Official Intent to Reimburse Expenditures from the Proceeds of Tax Exempt Securities:

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

D. Discussion of District's Cooperation with Sewer Authority Mid-Coastside (SAM) for Water Reclamation

Mr. Dickson explained that this item was placed on the agenda to allow the Board an opportunity to discuss the District's role in water reclamation and to possibly provide direction to staff and/or the District's Water Recycling Committee prior to the meeting scheduled with the Sewer Authority Mid-Coastside's (SAM) Recycling Committee on Monday, November 24, 2008. Mr. Dickson reviewed the benefits that he believes the District can bring to a water recycling partnership with SAM, including the ability to finance water recycling facilities, a commitment to purchase all the recycled water that SAM can produce at a certain cost for a certain number of years, and an

overall ability to finance the water reclamation effort. Additionally he stated that all of this can be accomplished at no risk to SAM or its ratepayers and that water reclamation will provide a substantial benefit to CCWD customers as well. Board discussion ensued, with each of the Directors sharing their comments in support of this prospective project. The Board also requested that staff arrange to have Mid-Coast Community Television (MCTV) film SAM's November 24, 2008 Committee and Board meetings.

7) GENERAL MANAGER'S REPORT INCLUDING MONTHLY INFORMATIONAL REPORTS

Mr. Dickson referenced his staff report, updating the Board on the closeout of the El Granada Pipeline Phase 3 Replacement Project, advising them that the final Notice of Completion is anticipated for the December 9, 2008 Board agenda. He also reviewed the schedule of proposed dates for the additional strategic planning workshops, planned for January, February, and April of 2009.

- A. Monthly Water Resources Report**
- B. Water Shortage and Drought Contingency Plan Update**
- C. Operations Report**

Mr. Guistino and Ms. Brennan each answered a question relating to the information contained in their monthly report. President Ascher then announced that the Board would now discuss the consent calendar item 4L.

Approval of Memorandum of Understanding between Coastside County Water District and Teamsters Union, Local 856

President Ascher announced that the Board had discussed the Memorandum of Understanding (MOU) earlier during the closed session portion of the meeting and had expressed an interest in discussing it in further detail. Director Larimer expressed a few concerns with the MOU in regards to some employee benefit issues and the possible long-term effects of those changes. Each of the Directors then shared their comments regarding the MOU, concluding with President Ascher stating that the MOU accomplishes two tasks, managing the benefits of the District's present employees, while also looking out for the ratepayers. He added that he felt the District was on the

“right track” and in the long run the MOU will benefit the best interests of all parties concerned.

ON MOTION by Director Coverdell and seconded by Director Feldman, the Board voted as follows, by roll call vote, to approve the Memorandum of Understanding between Coastside County Water District and Teamsters Local 856 for the period of July 1, 2008 through June 30, 2011:

Director Coverdell	Aye
Vice-President Mickelsen	Aye
Director Larimer	No
Director Feldman	Aye
President Ascher	Aye

8) ADJOURNMENT

The meeting was adjourned at 8:44 p.m. The next regular meeting of the Coastside County Water District’s Board of Directors is scheduled for Tuesday, December 9, 2008.

Respectfully submitted,

David R. Dickson, General Manager
Secretary of the Board

Everett Ascher, President
Board of Directors
Coastside County Water District

COASTSIDE COUNTY WATER DISTRICT
Installed Water Connection Capacity & Water Meters

2008

Installed Water Connection Capacity	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Total
HMB Non-Priority													
5/8" meter	1	1		6	1	2	3	2	3	1			20
3/4" meter		1											1
HMB Priority													
5/8" meter		1											1
3/4" meter													0
1" meter													0
County Non-Priority													
5/8" meter				4					3				7
3/4" meter													0
1" meter													0
County Priority													
5/8" meter													0
3/4" meter		1											1
1" meter													0
Monthly Total	1	4	0	10	1	2	3	2	6	1	0	0	30

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

Installed Water Meters	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Totals
HMB Non-Priority	1	2.5		6	1	2	3	2	3	1			21.5
HMB Priority		1											1
County Non-Priority				4					3				7
County Priority		1.5											1.5
Monthly Total	1	5	0	10	1	2	3	2	6	1	0	0	31

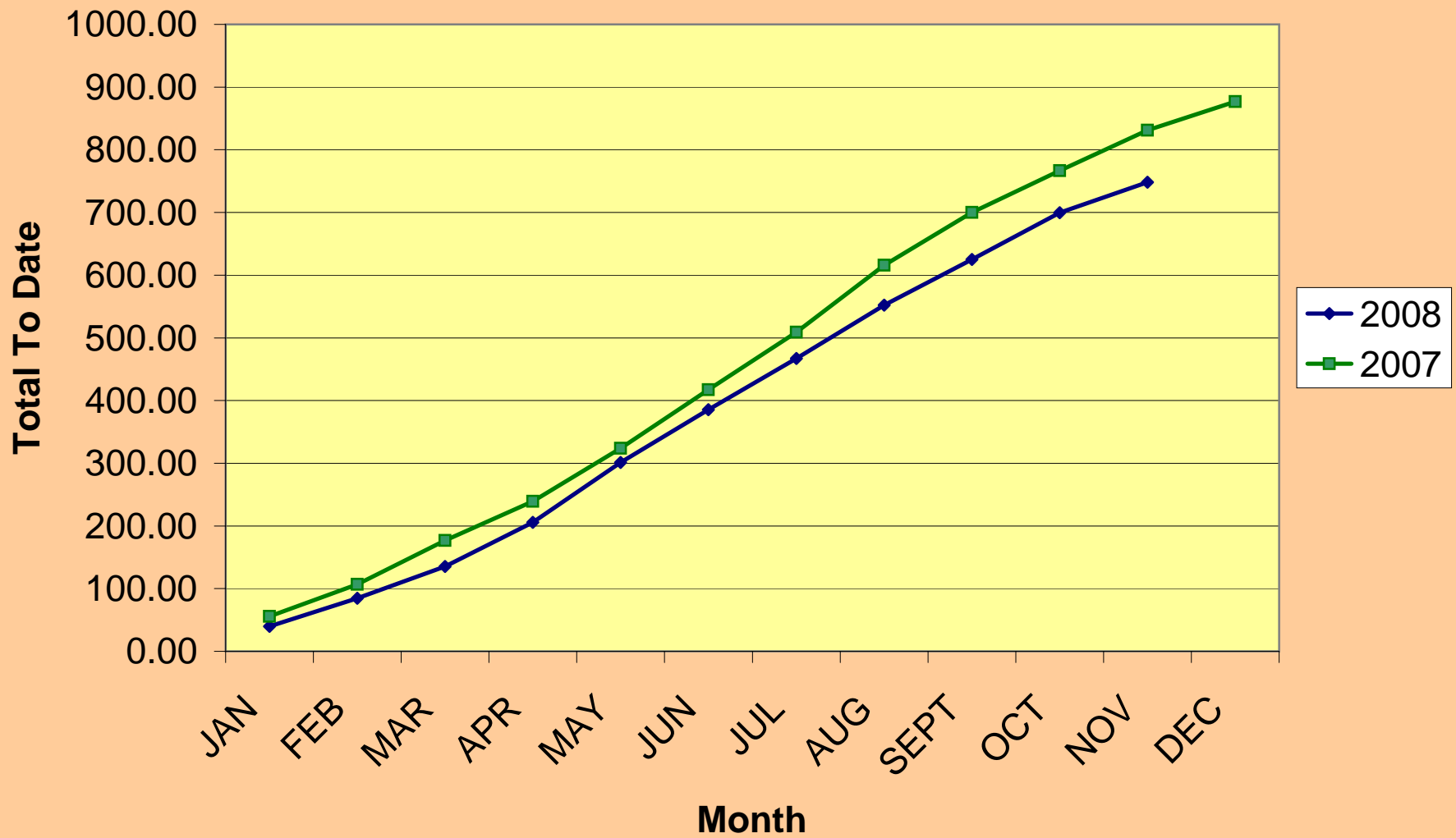
TOTAL CCWD PRODUCTION (MG) ALL SOURCES-2008

	PILARCITOS		DENNISTON		CRYSTAL SPRINGS	RAW WATER	UNMETERED	TREATED
	WELLS	LAKE	WELLS	RESERVOIR	RESERVOIR	TOTAL	USAGE	TOTAL
JAN	6.47	29.20	0.00	0.00	7.03	42.70	2.99	39.71
FEB	9.39	38.24	0.00	0.00	0.00	47.63	2.78	44.85
MAR	9.04	40.42	1.01	3.94	0.00	54.41	3.83	50.58
APR	0.00	58.26	0.88	13.53	1.84	74.51	4.06	70.45
MAY	0.00	29.32	2.89	14.00	54.87	101.08	5.36	95.72
JUN	0.00	0.00	3.32	9.15	77.34	89.81	5.6	84.21
JUL	0.00	0.00	3.50	9.75	75.32	88.57	7.136	81.43
AUG	0.00	0.00	0.33	2.55	87.00	89.88	4.492	85.39
SEPT	0.00	0.00	0.00	0.00	76.90	76.90	4	72.90
OCT	0.00	0.00	0.00	0.00	77.73	77.73	3.53	74.20
NOV	0	0.00	0	0.00	51.83	51.83	2.98	48.85
DEC						0.00		
TOTAL MG	24.90	195.44	11.93	52.92	509.86	795.05	46.761	748.29
% TOTAL	3.1%	24.6%	1.5%	6.7%	64.1%	100.0%	5.9%	94.1%

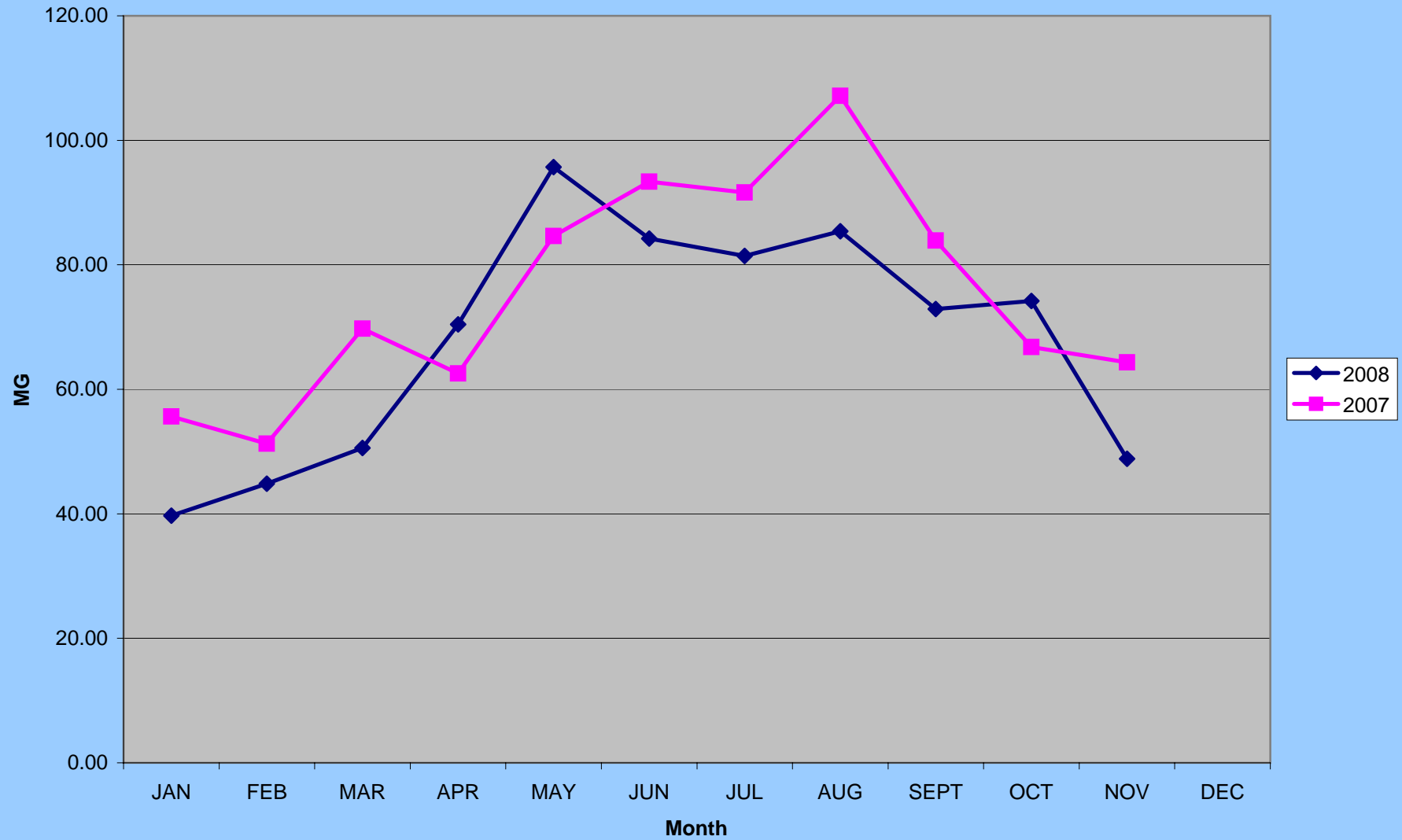
12 Month Running Total

794.16

CUMULATIVE PRODUCTION



Production 2008 vs 2007



Coastside County Water District Monthly Sales By Category (MG)
2008

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	MG to Date
RESIDENTIAL	21.17	31.05	19.64	36.623	28.871	53.578	30.064	53.703	29.785	46.449	23.142		374.08
COMMERCIAL	5.38	1.1	6.17	1.23	6.781	1.477	7.938	1.441	7.877	1.238	5.593		46.23
RESTAURANT	1.96	0.04	2.13	0.053	2.887	0.045	3.231	0.026	2.673	0.127	3.722		16.89
HOTELS/MOTELS	4.48	0.24	4.5	0.138	5.305	0.136	5.671	0.158	5.778	0.126	1.831		28.36
SCHOOLS	0.93	0.07	0.86	0.068	2.224	0.171	3.515	0.115	3.428	0.103	0.332		11.82
MULTI DWELL	4.51	6.08	4.38	5.921	5.146	6.365	5.762	6.217	5.382	6.054	2.759		58.58
BEACHES/PARKS	0.38	0.01	0.28	0.025	0.786	0.064	1.173	0.079	0.993	0.094	0.568		4.45
FLORAL	17.55	0.21	17.31	0.227	22.968	0.293	16.961	0.35	15.601	0.306	6.556		98.33
RECREATIONAL	0.07	0.16	0.06	0.174	0.096	0.209	0.111	0.228	0.12	0.2	0.065		1.49
MARINE	1.15	0	0.32	0	0.402	0	0.37	0	1.143	0	0.943		4.33
IRRIGATION	3.12	0.48	0.12	1.476	14.77	3.251	28.197	3.333	17.651	2.634	0.382		75.41
Portable Meters	0	0.33	0	0.284	0	1.296	0	1.587	0	1.735	0		5.23
Unmetered Usage													

TOTAL - MG	60.70	39.77	55.77	46.22	90.24	66.89	102.99	67.24	90.43	59.07	45.89	0.00	725.20
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Running 12 Month Total

763.97

Coastside County Water District Monthly Sales By Category (MG)
2007

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	MG to Date
RESIDENTIAL	21.27	34.33	18.74	27.400	22.997	49.261	33.276	52.936	29.526	47.223	21.889	30.912	389.75
COMMERCIAL	6.32	1.38	5.73	1.098	6.465	1.358	8.888	1.390	7.543	1.407	5.943	1.072	48.60
RESTAURANT	2.29	0.00	2.19	0.000	2.256	0.001	2.431	0.012	2.576	0.022	2.133	0.016	13.93
HOTELS/MOTELS	4.66	0.13	4.11	0.125	10.163	0.152	5.008	0.186	6.057	0.150	5.441	0.096	36.28
SCHOOLS	0.53	0.13	0.77	0.094	1.153	0.286	3.389	0.171	3.043	0.272	2.162	0.070	12.08
MULTI DWELL	5.37	6.38	4.57	5.776	4.674	6.513	5.709	6.594	5.859	6.468	4.623	5.172	67.71
BEACHES/PARKS	0.29	0.02	0.41	0.094	0.842	0.114	1.093	0.076	1.461	0.079	0.613	0.016	5.11
FLORAL	14.73	0.24	14.69	0.222	21.682	0.256	22.718	0.269	18.705	0.280	15.882	0.212	109.88
RECREATIONAL	0.08	0.18	0.06	0.204	0.061	0.242	0.099	0.242	0.082	0.187	0.063	0.222	1.72
MARINE	1.35	0.00	0.98	0.000	1.363	0.000	1.438	0.000	1.423	0.000	1.068	0.000	7.62
IRRIGATION	0.30	0.69	0.11	0.887	3.939	2.339	25.280	3.226	26.044	2.697	9.324	0.981	75.81
PORTABLE METERS	0.00	0.30	0.11	0.171	0.000	0.278	0.000	1.468	0.000	1.069	0.000	0.711	4.11
Unmetered Usage													

MG	57.18	43.78	52.48	36.07	75.59	60.80	109.33	66.57	102.32	59.85	69.14	38.77	771.88
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Coastside County Water District
Monthly Leak Report
NOVEMBER 2008

Date	Location	City	Pipe Type/Size	Repair Material	Estimated Water Loss (gallons)	Repair Material Costs	Manpower and Equipment Costs	Estimated Cost of Repair (dollars)
29-Oct-08	2220 S. Cabrillo	HMB	1" copper service	1" x1" copxcop/1" angle stop/ 1' copper	1,600	\$117.21	\$550.00	\$667
14-Nov-08	Solano Ave	EG	3/4" black plastic	1 - 3/4 copxcop/ 12' 3/4" cop/1 - 3/4" angle stop	2600	179.42	775.00	\$954
28-Nov-08	Grove St	HMB	3/4" black plastic	40' - 3/4" cop/ 1 - 3/4" corp stop/ 1 - 3/4" angle stop/ 1 - B-9 box/ 1 - 5/8x3/4 meter	2600	550.38	1,200.00	\$1,750
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
TOTAL					6,800.00	847.01		\$3,372

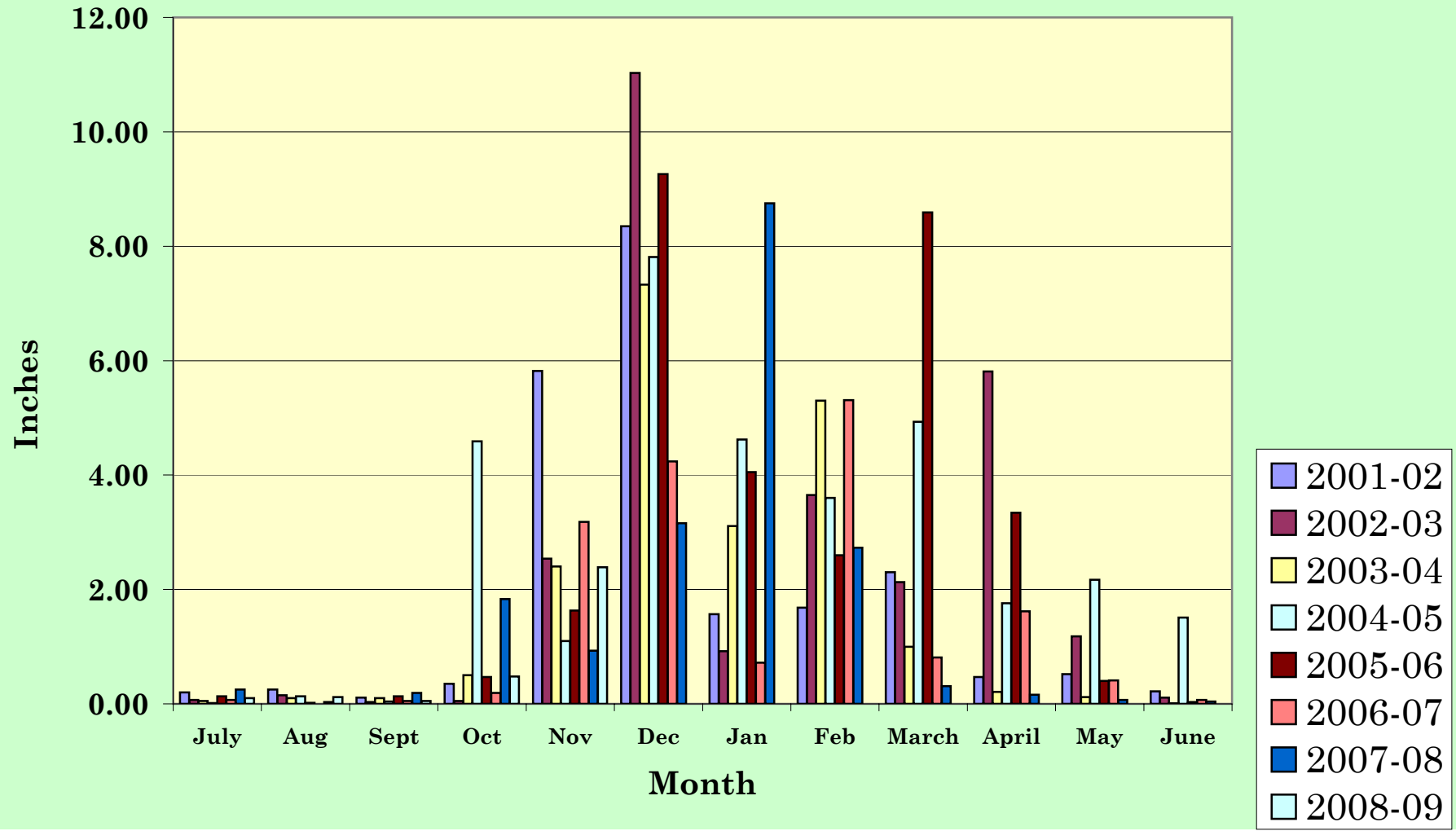
District Office Rainfall in Inches

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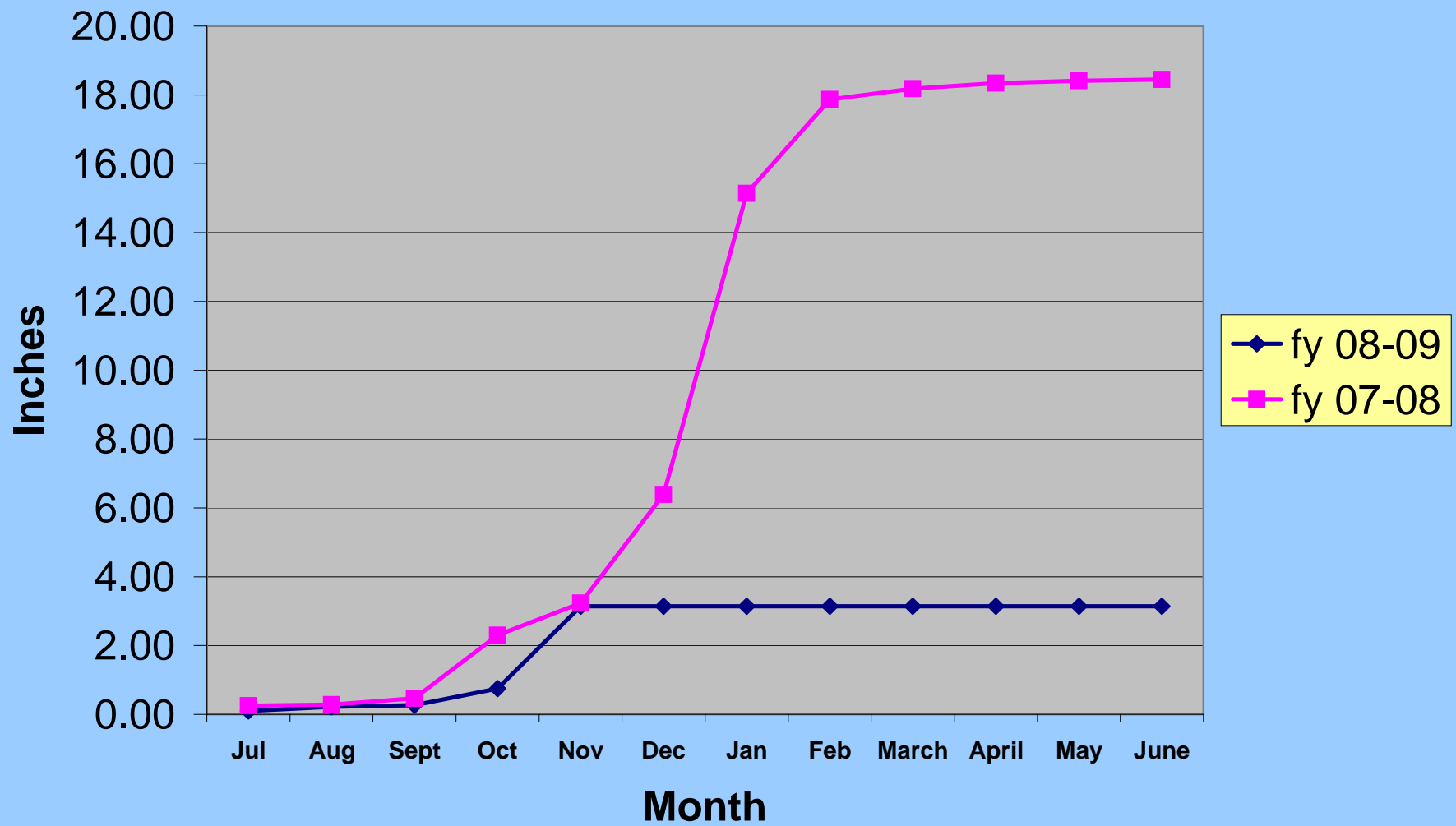
Coastside County Water District

Rainfall by Month

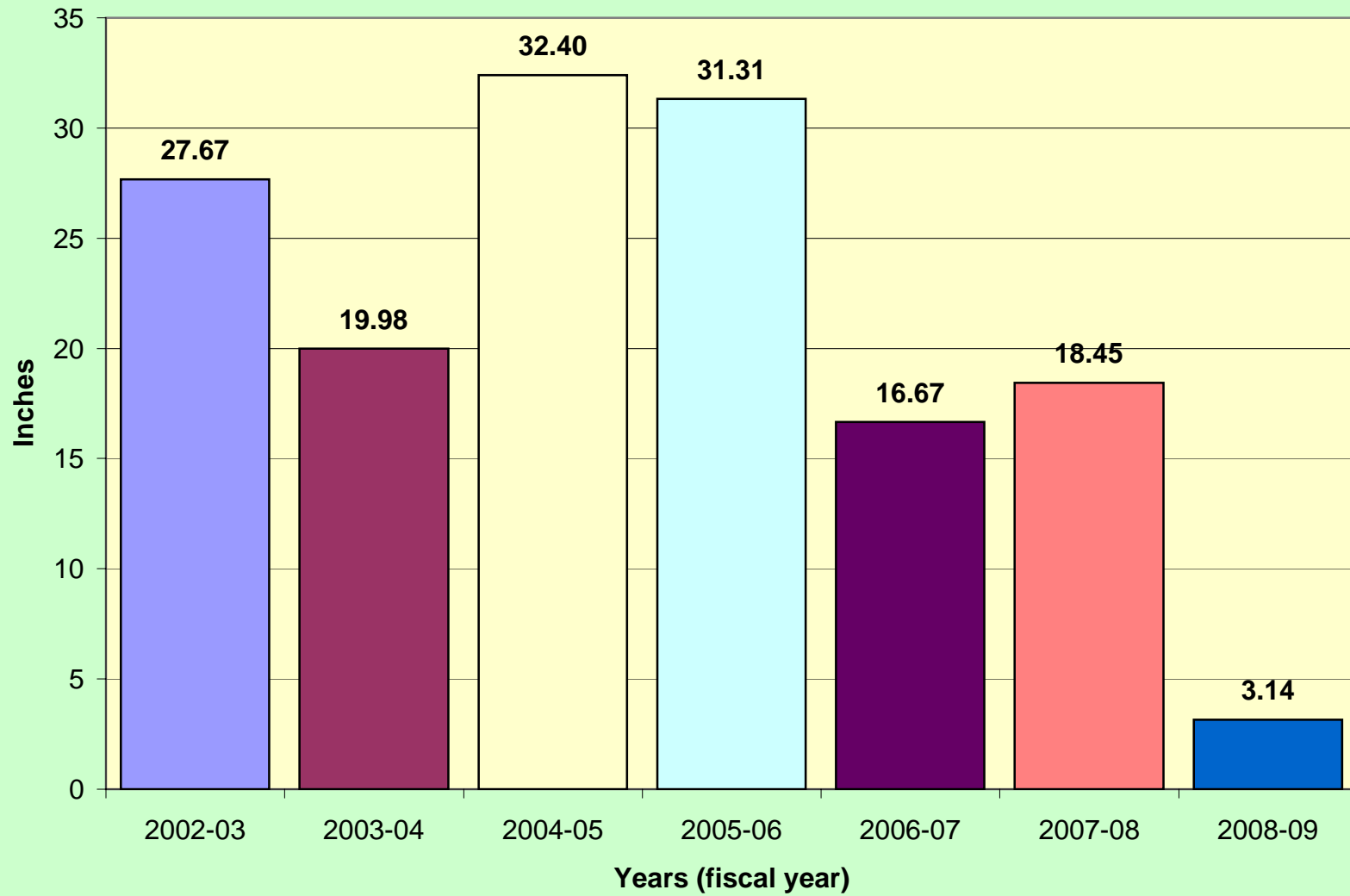
July '07 thru Jun '08



Rainfall Totals fy 08 - 09



Rain Totals



MONTHLY CLIMATOLOGICAL SUMMARY for NOV. 2008

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

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

DAY	MEAN TEMP	HIGH	TIME	LOW	TIME	HEAT DEG DAYS	COOL DEG DAYS	RAIN	AVG WIND SPEED	HIGH	TIME	DOM DIR
1	62.3	64.9	3:00p	59.6	11:00p	2.7	0.0	1.63	3.6	21.0	11:00a	SE
2	61.5	69.4	2:00p	53.8	12:00m	4.0	0.5	0.00	0.8	10.0	1:30p	S
3	57.0	66.6	11:30a	50.4	5:00a	8.0	0.0	0.31	2.2	22.0	5:00p	SE
4	55.0	61.0	2:30p	48.5	11:30p	10.0	0.0	0.01	1.9	15.0	1:00p	WSW
5	53.6	62.2	12:00p	43.3	6:30a	11.4	0.0	0.00	1.0	10.0	1:00p	NNE
6	58.0	69.2	3:00p	51.4	5:30a	7.3	0.3	0.00	1.9	15.0	9:00a	N
7	58.0	71.6	1:30p	48.2	5:30a	7.6	0.7	0.00	0.8	12.0	10:30a	N
8	55.6	63.0	12:30p	48.4	5:00a	9.4	0.0	0.21	0.6	20.0	7:00p	S
9	55.6	59.2	11:30a	53.5	1:30a	9.4	0.0	0.00	3.4	26.0	3:00p	NNW
10	56.7	64.5	1:00p	52.5	3:30a	8.3	0.0	0.00	1.0	14.0	1:00a	SSW
11	57.3	63.3	2:00p	51.3	7:00a	7.7	0.0	0.00	0.8	9.0	11:00a	SW
12	58.6	64.9	11:30a	53.1	3:30a	6.4	0.0	0.00	0.6	9.0	3:00p	SW
13	57.4	65.5	3:00p	51.5	7:00a	7.6	0.0	0.00	0.6	10.0	12:30p	NW
14	68.3	78.7	3:00p	54.7	12:30a	1.7	4.9	0.01	3.8	24.0	1:00p	N
15	71.9	79.6	2:30p	62.5	12:30a	0.0	6.9	0.00	5.4	26.0	5:00a	NNE
16	68.0	77.4	1:30p	61.5	3:00a	0.5	3.5	0.00	3.0	18.0	10:30a	NNE
17	64.7	78.4	2:00p	53.0	12:00m	3.1	2.8	0.00	1.7	15.0	12:00p	N
18	55.0	61.6	12:00p	48.5	7:30a	10.0	0.0	0.00	0.0	5.0	12:30p	N
19	55.7	62.7	2:30p	52.0	12:00m	9.3	0.0	0.00	0.6	8.0	11:30a	WNW
20	55.8	66.6	1:30p	48.8	10:00p	9.2	0.0	0.00	0.5	13.0	3:00p	NNW
21	52.6	63.2	1:00p	44.0	12:00m	12.4	0.0	0.01	1.6	14.0	8:00a	N
22	52.4	62.5	12:00p	42.3	5:30a	12.6	0.0	0.01	1.4	13.0	8:00a	N
23	56.2	65.5	1:00p	49.8	12:00m	8.8	0.0	0.00	2.9	22.0	9:30a	N
24	55.6	67.4	12:30p	47.1	7:00a	9.5	0.1	0.00	1.1	15.0	1:30p	S
25	56.9	62.9	2:30p	49.8	1:00a	8.1	0.0	0.00	0.9	12.0	12:00m	NNE
26	56.4	59.3	10:00a	53.0	10:00p	8.6	0.0	0.20	0.8	12.0	12:30a	N
27	56.4	62.4	12:30p	53.1	4:30a	8.6	0.0	0.00	6.2	127.0	7:00a	N
28	53.6	58.9	3:30p	47.9	9:30p	11.4	0.0	0.00	1.3	14.0	1:30p	N
29	54.2	68.7	3:30p	47.8	4:30a	11.0	0.1	0.00	0.9	14.0	2:00p	N
30	56.1	66.7	12:00p	47.4	1:30a	8.9	0.0	0.00	1.2	15.0	4:30a	SSW
<hr/>												
	57.9	79.6	15	42.3	22	233.7	19.9	2.39	1.8	127.0	27	N

Max >= 90.0: 0

Max <= 32.0: 0

Min <= 32.0: 0

Min <= 0.0: 0

Max Rain: 1.63 ON 11/01/08

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

Heat Base: 65.0 Cool Base: 65.0 Method: Integration

WS FORM B-91
(7-89)

RECORD OF RIVER AND CLIMATOLOGICAL OBSERVATIONS

STATION (Official)		River Station, if different		MONTH		YEAR	
STATE	COUNTY	RIVER	STANDARD TIME IN USE	PRECIPITATION	FLOOD STAGE	FL	FL
TIME (local) OF OBSERVATION		TEMP.	PRECIPITATION				
TYPE OF RIVER GAGE		ELEVATION OF RIVER GAGE ZERO	PRECIPITATION				
TEMPERATURE F.		PRECIPITATION					
24 HRS. ENDING AT OBSERVATION		PRECIPITATION					
DATE		PRECIPITATION					
1	68 57	61	0.42				
2	63 56	59	1.36				
3	63 47	54	Trace				
4	63 43	57	0.34				
5	60 37	54	Trace				
6	61 47	57	0.0				
7	69 42	55	0.0				
8	68 43	53	0.05				
9	59 52	55	0.33				
10	69 48	65	Trace				
11	60 37	54	Trace				
12	60 33	55	Trace				
13	62 45	62	0.01				
14	65 48	62	0.01				
15	61 62	70	0.00				
16	82 53	64	0.00				
17	80 46	66	0.00				
18	79 42	62	Trace				
19	55 50	52	0.05				
20	57 46	56	0.05				
21	62 38	56	0.05				
22	64 37	51	0.0				
23	66 43	51	Trace				
24	70 43	51	Trace				
25	66 46	58	0.00				
26	67 59	52	0.09				
27	58 44	56	0.09				
28	59 45	55	0.0				
29	58 43	51	0.00				
30	66 40	59	Trace				
31							
SUM							

CONDITION OF RIVER AT GAGE		CHECK BAR (For mile-weight) NORMAL CK. BAR		DATE	
DATE	SUM	READING	DATE	DATE	DATE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
SUM					

A. Obstructed by rough ice.
B. Frozen, but open at gage.
C. Upper surface of smooth ice.
D. Ice gorge above gage.
E. Ice gorge below gage.
F. Shore ice.
G. Floating ice.
H. Post stage.

WINDS
Dir. Force
Gale
Thunder
Hail
Ice Pellets
Fog
Tendency
CONDITION
GAGE READING AT
A.M.

STATION INDEX
04-3714

SUPERVISING OFFICE
MTL

OBSERVER
SAM O.P.'s

San Francisco Public Utilities Commission

Hydrological Conditions Report

For November 2008

J. Chester, B. McGurk, A. Mazurkiewicz, M. Tsang, December 3, 2008

Current System Storage

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

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

Table 1 Current Storage As of December 1, 2008							
Reservoir	Current Storage		Maximum Storage		Available Capacity		Percent of Maximum Storage
	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	
Tuolumne System							
Hetch Hetchy ^{1/}	239,580		340,830		101,250		70.3%
Cherry ^{2/}	241,110		268,810		27,700		89.7%
Lake Eleanor ^{3/}	14,575		23,541		8,966		61.9%
Water Bank	338,067		570,000		211,933		59.3%
Tuolumne Storage	833,332		1,203,181		369,849		69.3%
Local Bay Area Storage							
Calaveras ^{4/}	32,335	10,536	96,824	31,550	64,489	21,014	33.4%
San Antonio	45,544	14,841	50,496	16,454	4,952	1,614	90.2%
Crystal Springs	49,418	16,103	58,377	19,022	8,958	2,919	84.7%
San Andreas	17,183	5,599	18,996	6,190	1,814	591	90.5%
Pilarcitos	2,025	660	3,100	1,010	1,075	350	65.3%
Total Local Storage	146,505	47,739	227,793	74,226	81,288	26,488	64.3%
Total System	979,837		1,430,974		451,137		68.5%

^{1/} Maximum Hetch Hetchy Reservoir storage with drum gates deactivated.

^{2/} Maximum Cherry Reservoir storage with flash-boards out.

^{3/} Maximum Lake Eleanor storage with all stop-logs out.

^{4/} Available capacity does not take into account current DSOD storage restrictions.

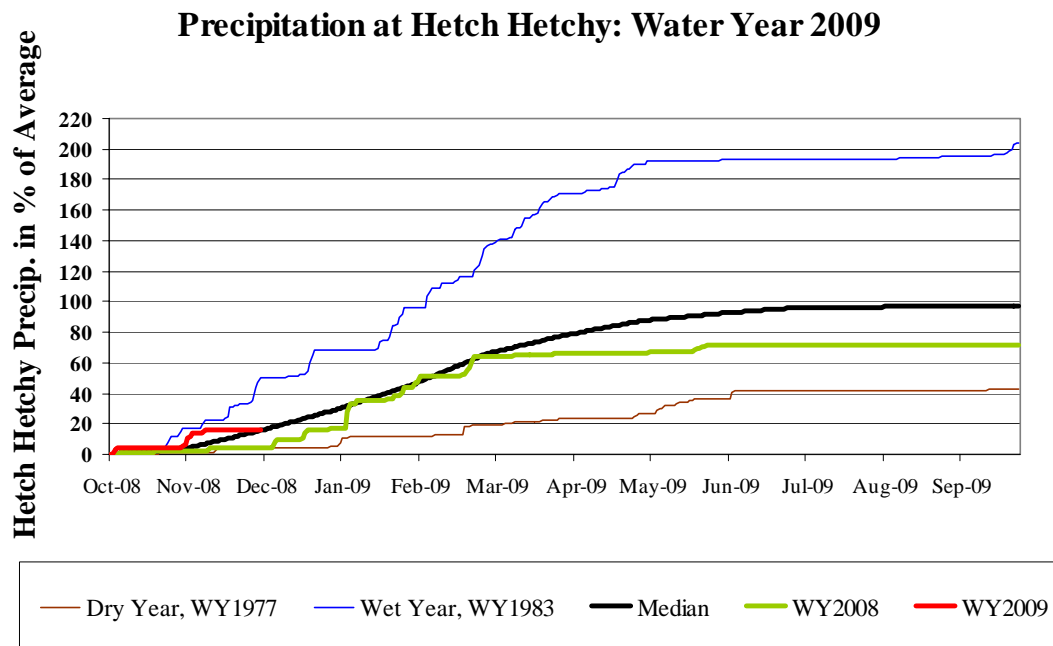
Hetch Hetchy System Precipitation Index ^{5/}

Current Month: The November precipitation index is 3.64 inches, or 89.1% of the average index for the month. November was a below-average month, with clear skies and slightly above normal temperatures. Two precipitation events bracketed the month, and the early storm left 4 inches of rain at Hetch Hetchy and 3 feet of snow at the higher elevation. The snow has subsequently melted. The late November storm produced less than a half inch of precipitation.

Cumulative Precipitation to Date: The accumulated precipitation index for water year 2009 is 4.93 inches, which is 13.9% of the average annual water year total, or 82.2% of the season-to-date precipitation. The cumulative precipitation for the Hetch Hetchy gauge is shown in Figure 1 in red.

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

Figure 1: Water year 2009 cumulative precipitation received at Hetch Hetchy Reservoir through the end-of-month November. Precipitation curves for wet, dry, median, and WY 2008 years for the station at Hetch Hetchy are included for comparison purposes.



Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and Tuolumne River at La Grange as of November 30th is summarized below in Table 2. The total November inflow was 21,955 acre-feet to Hetch Hetchy Reservoir, or 156% of the long-term average. Natural flow at LaGrange for November was 128% of average. The November inflow volumes were supported in part by the melting of the snow from the early November storm. This resulted in above average inflows in spite of below average precipitation. Water available to the City is also shown in Table 2.

Table 2 Unimpaired Inflow Acre-Feet								
	November 2008				October 1, 2008 through November 30, 2008			
	Observed Flow	Median ⁶	Average ⁶	Percent of Average	Observed Flow	Median ⁶	Average ⁶	Percent of Average
Inflow to Hetch Hetchy Reservoir	21,955	6,892	14,104	155.7%	24,264	10,442	20,189	120.2%
Inflow to Cherry Reservoir and Lake Eleanor	29,383	8,406	16,102	182.5%	29,520	11,742	29,520	100.0%
Tuolumne River at La Grange	60,179	24,262	47,011	128.0%	64,507	39,873	63,835	101.1%
Water Available to the City	9,275	0	14,042	66.1%	9,275	0	15,917	58.3%

⁶ Hydrologic Record: 1919 – 2005.

Hetch Hetchy System Operations

Draft from Hetch Hetchy Reservoir in November was made only to meet SJPL delivery and the fishery release, which totaled 27,245 acre-feet. In spite of the precipitation, the Type B year schedule for minimum streamflow releases from Hetch Hetchy will continue at least through January 1.

During November about 9,820 acre-feet of powerdraft was made from Cherry Reservoir to support the City's Municipal load and District Class 1. All water released to the channel from Cherry and Hetch Hetchy was transferred to the City's Water Bank account in Don Pedro Reservoir. 15,080 acre-feet of water were pumped from Lake Eleanor to Cherry Reservoir in November.

Local System Operations

The average rate at the Sunol Valley Water Treatment Plant for November was 11 MGD. The Harry Tracy Water Treatment Plant rate for the same period averaged 23 MGD.

Local System Water Demand

November water demand averaged 178 MGD, a 21% decrease over the October average of 227 MGD. Decreasing water demands are expected in the late fall season as water use declines during the winter months.

Local Precipitation

Early November rain increased year-to-date rainfall totals across the local watersheds, but unseasonably dry weather and moderate temperatures prevailed for the remainder of the month. This resulted in below-normal November rainfall totals. Over all, precipitation totals across the local watersheds were 65% of normal for the month of November and 52% of normal for year to date. Precipitation totals are presented in Table 3.

Table 3 - Precipitation Totals for November at Three Local Reservoirs

Reservoir	Month Total (inches)	Percentage of Normal for the Month	Year To Date ⁷ (inches)	Percentage of Normal for the Year to Date ⁷
Pilarcitos	3.15	66 %	4.14	53 %
Lower Crystal Springs	2.05	60 %	2.58	48 %
Calaveras	1.86	70 %	2.29	55 %

⁷ Since 7-1-2008

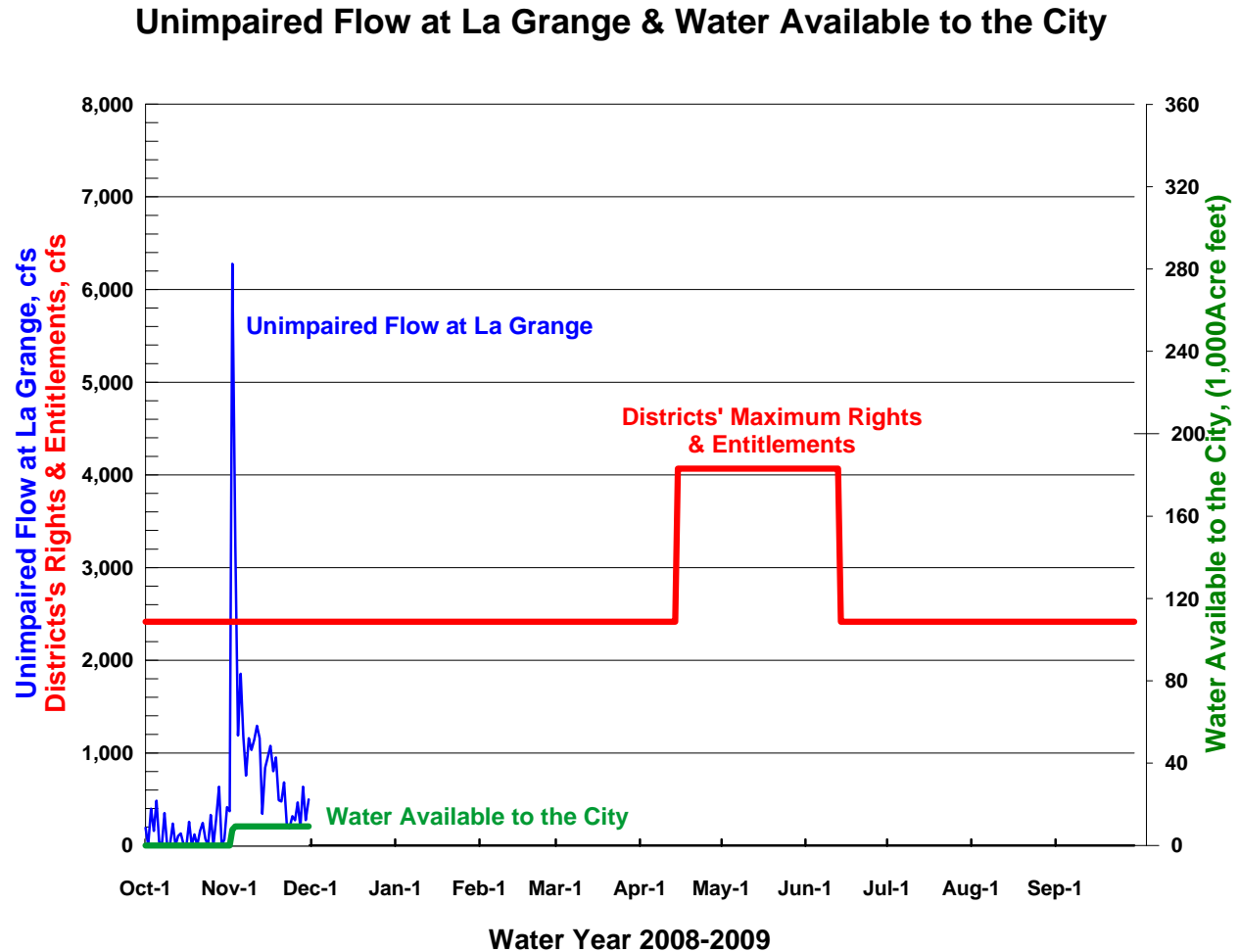
Snowmelt and Water Supply

Inflows into the Up-country reservoirs have remained above baseflow conditions. These flows are supported by melting of the high-elevation snow which was deposited in late October and early November. The snowmelt in Falls Creek and other tributaries is evident at Wapama Falls and other high-country waterfalls. Hetch Hetchy inflow reached 156% of average for the month of November. The City did have water entitlements in early November, for a season total of 9,275 acre-feet.

Currently, an offshore high-pressure system is dominating weather conditions and preventing any storm systems from moving into our region. The high pressure is forecasted to persist for

the next 10-days, resulting in no major precipitation events in the forecast period. The three-month climate outlook indicates average precipitation and normal temperatures. This outlook has remained consistent over the past two months.

Figure 2: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City. Water available to the City for the period from October 1st, 2008 through November 30th, 2008 was 9,275 acre-feet.



cc	HHWP Records	Dufour, Alexis	Mazurkiewicz, Adam	Sandkulla, Nicole
	Briggs, David	Gibson, Bill	McGurk, Bruce	Sanguinetti, Dave
	Cameron, David	Hale, Barbara	Meier, Steve	Tsang, Michael
	Carlin, Michael	Hannaford, Margaret	Ramirez, Tim	Winnicker, Tony
	Chester, John	Jensen, Art	Rickson, Norman	
	DeGraca, Andrew	Kehoe, Paula	Riffel, Dave	
	Dhakal, Amod	Levin, Ellen	Samii, Camron	

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Dave Dickson, General Manager

Agenda: December 9, 2008

Date: December 5, 2008

Subject: Notice of Completion – Acceptance of El Granada Transmission Pipeline Replacement Project

Recommendation:

The Board of Directors take the following actions:

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

Background

Coastside County Water District entered into a contract with JMB Construction on December 21, 2007 for the El Granada Transmission Pipeline Replacement Project.

This project consists of Construction of approximately 13,094 linear feet of 16 inch diameter ductile iron pipeline; also, 187 linear feet of 10 inch, 476 linear feet of 8 inch and 1,021 linear feet of 6 inch diameter ductile iron pipeline. Appurtenant work includes construction of 16 fire hydrants and one 8 inch pressure reducing valve station, reconnection of approximately 54 existing customer water service connections, 6 jack and bores, and asphalt concrete repaving.

The project was completed on December 3, 2008. All work performed under the contract has been inspected, reviewed and approved by JMB Construction and Carollo Engineers. The project was constructed according to the plans and specifications and is now in service.

Fiscal Impact: None

Recorded at Request of
and Return To:

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

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN:

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

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

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

3. On the 3rd day of December, 2008 there was completed upon the hereinafter described real property a work of improvement as a whole named Phase 3 El Granada Transmission Pipeline Replacement Project, consisting of:

Construction of approximately 13,094 linear feet of 16 inch diameter ductile iron pipeline; also, 187 linear feet of 10 inch, 476 linear feet of 8 inch and 1,021 linear feet of 6 inch diameter ductile iron pipeline. Appurtenant work includes construction of 16 fire hydrants and one 8 inch pressure reducing valve station, reconnection of approximately 54 existing customer water service connections, 6 jack and bores, and asphalt concrete repaving. The Phase 3 El Granada Transmission Pipeline Replacement Project work is located in the unincorporated El Granada area of San Mateo County within street right of way areas (work within the right of way areas is

under the jurisdiction of San Mateo County and the California Department of Transportation), and the City Half Moon Bay.

4. The name of the original contractor for the work of improvement as a whole was: JMB Construction, 132 South Maple Avenue, South San Francisco, California, 94019.

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

As to the Phase 3 El Granada Transmission Pipeline Replacement Project, in Highway One rights of way, between North Main Street and Miramar Drive; in existing street rights of way along 5th Avenue/the Crossways from Furtado Lane to Magellan Avenue and along Santiago Avenue from Ventura Street to Moro Avenue in the unincorporated community of El Granada.

COASTSIDE COUNTY WATER DISTRICT

By _____

David Dickson

General Manager

STAFF REPORT

To: David Dickson, General Manager
From: Cathleen Brennan, Water Resources Analyst
Agenda: December 9, 2008

Report

Date: December 2, 2008

Subject: Pilarcitos Integrated Watershed Management Plan

Recommendation: The Water Resources Committee recommends that the Board of Directors adopt the Pilarcitos Integrated Watershed Management Plan. Vice-President Chris Mickelsen, Director Bob Feldman, General Manager David Dickson, and Water Resources Analyst Cathleen Brennan comprise the Water Resources Committee.

Background: Coastside County Water District (District) has been actively involved in the Pilarcitos Creek restoration efforts through the Pilarcitos Creek Advisory Committee (PCAC) and the Pilarcitos Creek Restoration Plan (1996). The District participated in the 2005 Water Summit and the community forum on restoring the Pilarcitos watershed in February of 2006.

The San Francisco Public Utilities Commission (SFPUC) applied for and received a grant to develop the Pilarcitos Integrated Watershed Management Plan, with the District listed as a Project Partner, along with the San Mateo County Resource Conservation District (San Mateo County RCD) and the Pilarcitos Creek Advisory Committee.

In January 2007, the District became a signatory of the memorandum of understanding (MOU) regarding the Pilarcitos Creek Restoration Workgroup and the development of the Pilarcitos Integrated Watershed Management Plan. Along with the other signatories and consultants, the District's Water Resources Committee has been actively involved in the development of the Integrated Watershed Management Plan (Plan).

The final Plan was published on October 24, 2008. This final Plan was a collaborative effort among all the participants to produce a balanced approach to manage the Pilarcitos watershed. The Plan took into consideration and attempted to satisfy the needs of the environment, public health, domestic water supply, and economic interests.

Attached are the executive summary and a list of the projects in the Plan. The list of projects has specific projects highlighted in yellow to note that the District is a collaborator or lead on the project. The District, along with SAM, is a lead on the

Recycled Water Project. The Recycled Water project was prioritized as a Tier 1, which is the highest priority for implementation.

Future Commitments: The original MOU, signed in 2007, continues this agreement for five years. There is a new MOU to cover implementation of the Plan that requires that the District, SFPUC, and SAM continue funding the San Mateo County RCD for oversight of implementation. Specifically, the San Mateo County RCD will provide an annual report or newsletter and continuation of Workgroup meetings.

As co-leads on the Recycled Water Project, the District and SAM will be responsible for developing the project, reporting on the development of the project, modify or amending project descriptions, coordinating among stakeholders, obtaining funds, and administering contracts.

The District is identified as a collaborator on eight projects. As a collaborator, the District will be responsible for working with the lead of the project to assist with the development and implementation of the project.

Fiscal Impact: The San Mateo County RCD has requested from the District \$2,500, for calendar year 2009, to fund the administrative oversight of the implementation of the Plan. SAM and the SFPUC have also been asked to contribute \$2,500 per agency, for a total of \$7,500 from all three agencies. In addition, the District will contribute funds for the development of recycled water.

Links to Report:

http://www.coastsidewater.org/reports_and_studies/PilarcitosIntWtrshdMgmPlan_TxtFigs.pdf

http://www.coastsidewater.org/reports_and_studies/PilarcitosIntWtrshdMgmPlan_Appends.pdf

1. EXECUTIVE SUMMARY

The Pilarcitos watershed (Figure 1) is a significant area of ecological, cultural and economic diversity. It is a source of clean drinking water for residents of the central coast and San Francisco Bay Area and supports several natural-resource based economies – including agriculture and recreational tourism. The watershed is also experiencing increased competition for water between agricultural, domestic, recreational, commercial and environmental uses.

Public and private stakeholders in the watershed have been working together intermittently since the mid-1990s. In 2005, a group consisting of over 20 local and regional agencies and advocacy groups gathered with nearly 200 members of the community at a water summit to discuss watershed-based approaches for balancing the beneficial uses of water in Pilarcitos Creek. The Coastside County Water District (CCWD), San Francisco Public Utilities Commission (SFPUC), Sewer Authority Mid-Coastside (SAM) and National Oceanic and Atmospheric Administration – National Marine Fisheries Service (NMFS) echoed comments from the San Mateo County Board of Supervisors that continued dialogue is necessary between local stakeholders and the public to achieve balanced solutions including the use of recycled water.

Following on the 2005 Water Summit, the SFPUC collaborated with CCWD, SAM, and the San Mateo Resource Conservation District (RCD) to secure a grant from the San Francisco Regional Water Quality Control Board (RWQCB) to develop an Integrated Watershed Management Plan (IWMP). Part of the IWMP process includes the formation of the Pilarcitos Creek Restoration Workgroup (Workgroup), which aims to implement restoration and management actions in the Pilarcitos watershed. The Workgroup consists of the aforementioned organizations and agencies as well as members of the Pilarcitos Creek Advisory Committee (PCAC) and other stakeholders. The RCD is acting as the contact manager and convener of the Workgroup meetings.

The purpose of the IWMP is to promote balanced solutions to effectively manage the Pilarcitos Creek watershed that satisfy environmental, public health, domestic water supply, and economic interests. It will achieve this purpose by prioritizing restoration projects that individually or collectively help to achieve six key goals, described in Section 3 and summarized here:

- 1. Protect and recover Steelhead trout and other native aquatic and riparian species*
- 2. Enhance streamflows while maintaining yield*
- 3. Manage stream channel corridors to reduce erosion, sedimentation and flood risks*

4. *Increase native riparian vegetation*
5. *Maintain good water quality conditions*
6. *Promote community and stakeholder collaboration*

These goals were developed to address several key watershed management issues that were identified following a review of information about the existing state of the watershed (Appendix A). The key watershed management issues include the following:

- Instream flows to support aquatic resources during critical summer and fall periods.
- Other ecosystem factors, including fish passage, instream habitat, watershed erosion, channel maintenance, riparian vegetation, exotic invasive species, and the spring estuary/summer lagoon.
- Social issues, including community engagement, landowner concerns, beach quality, and landfill issues.

The Pilarcitos IWMP identifies four improvement projects, five feasibility projects, three planning projects and seven additional assessment projects. An objective project-evaluation process was used to integrate project priorities using both scientific and management criteria to arrive at a ranking of projects. This methodology is described in Section 5.1. Project rankings were determined through a facilitated process between the consulting team responsible for this report and stakeholders identified in the Memorandum of Understanding (MOU) (Appendix B).

Implementation of the IWMP will continue through the Workgroup. The key factors affecting the IWMP Implementation Strategy are outlined in Section 5.1.2. Lead agency responsibilities, milestones, and funding sources are identified for each proposed project in Section 5.

Pilarcitos Integrated Watershed Management Plan

Table 1. Project Ranking Tiers from Highest Priority (1) to Lowest Priority(4)

5.2 IMPROVEMENT PROJECT SUMMARIES			RANKING TIER
5.2.1	Recycled Water Project	Co-Lead	1
5.2.2	Pilarcitos Reservoir and Stone Dam Operational Flexibility Improvement Project	Collaborator	1
5.2.3	Equestrian Bridge		4
5.2.4	Fish Passage Improvement Project		4
5.3 FEASIBILITY STUDY SUMMARIES			
5.3.1	Pilarcitos Lagoon Habitat Enhancement Opportunity Study		1
5.3.2	Pilarcitos Creek Watershed Protection Easement Program Feasibility Study	Collaborator	1
5.3.3	Recycled Off-channel Water Storage Feasibility Study	Collaborator	1
5.3.4	Diverted Off-channel Water Storage Feasibility Study	Collaborator	2
5.3.5	Arroyo Leon Pond Sites Conceptual Rehabilitation Restoration Alternatives Study		3
5.4 PLANNING PROJECT SUMMARIES			
5.4.1	Watershed Monitoring Program	Collaborator	1
5.4.2	Eucalyptus Control and Removal Planning	Collaborator	3
5.4.3	Stream Habitat Restoration and Enhancement Opportunity Program		3
5.5 ASSESSMENT PROJECT SUMMARIES			
5.5.1	Water Budget Development Project	Collaborator	1
5.5.2	Road Assessment Project	Collaborator	1
5.5.3	Geomorphic Channel Assessment		2
5.5.4	Riparian Habitat Restoration and Invasive Plant Eradication Assessment		2
5.5.5	Systematic Watershed-Scale Fish Habitat Assessment Project		3
5.5.6	Assess Habitat Management and Restoration Opportunities for Sensitive Wetland Species		3
5.5.7	Preliminary Arroyo Leon Fish Habitat Assessment		1
5.6 OTHER PROJECTS CONSIDERED BUT NOT DEVELOPED			
5.6.1	Water Conservation Program		1
5.6.2	Lower Pilarcitos Streamflow Improvements		1
5.6.3	Tertiary Water Groundwater Recharge		1
5.6.4	Riparian Setback Management Planning		1
5.6.5	Stormwater Impacts Analysis		2
5.6.6	Non-Point Source Pollution Reduction Project		2
5.6.7	Gray Water Utilization Study		3
5.6.8	Stream Restoration and Maintenance Support		3
5.6.9	Fish Habitat Enhancement		3
5.6.10	Watershed-Scale Sensitive Plants and Habitats Assessment		4
5.6.11	Beach Water Quality Sanitary Survey		4

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Dave Dickson, General Manager

Agenda: December 9, 2008

Date: December 5, 2008

Subject: Approval of Trustee Removal and Appointment for The Hartford's
Deferred Compensation Plan

Recommendation: Approve attached resolutions for Trustee Removal and Appointment for The Hartford Plan.

Background: The current trustee for The Hartford Plan has resigned. At the request of The Hartford, they have reassigned the appointment to Reliance Trust Company (RTC). District staff has approved this change.

Fiscal Impact: None.



November 25, 2008

Gina Brazil
Coastside County Water District
766 Main St
Half Moon Bay, CA 94019

RECEIVED

DEC 01 2008

COASTSIDE COUNTY
WATER DISTRICT

Re: Urgent Communication - Immediate Action Required Regarding Your Plan
Plan Number: 150347, Coastside County Water District Deferred Compensation Plan

Dear Gina Brazil:

As you know, State Street Bank and Trust Company ("State Street") currently serves as passive, nondiscretionary trustee for your Plan. State Street notified us that it will no longer provide these services to our customers beyond January 9, 2009. State Street has determined that the trustee services they provide to Hartford's clients are no longer consistent with their service model. Please see the enclosed Notice of Resignation where State Street has resigned as your plan's Trustee effective 30 days after your receipt of that notice. Please note the date the resignation becomes effective and retain the Notice in your Plan records.

At The Hartford's request, Reliance Trust Company ("RTC") has agreed to immediately serve as successor passive, nondiscretionary Trustee for Hartford's customers currently serviced by State Street. To facilitate a prompt transition to RTC, we have enclosed a Trustee Removal and Appointment to enable you to remove State Street and appoint RTC as successor passive, nondiscretionary Trustee for your Plan.

RTC is a subsidiary of the privately held Reliance Financial Corporation and is one of the largest independent trust companies in the country with more than \$53 billion in assets under management and administration. Founded in 1975 and organized as a bank and trust company in 1981, RTC is headquartered in Atlanta, GA, and is a leading provider of financial services to individuals, corporate and institutional clients. For more information, please see attached flyer or visit RTC's Web site at www.rellico.com.

If RTC is acceptable to you as successor Trustee, as soon as possible, please take the necessary steps to review, execute and return the enclosed documents to Hartford in the envelope provided:

- **Trustee Removal and Appointment**
- **Resolutions (or other applicable document reflecting action of your governing body, if necessary)**
- **Trust Agreement**

Please note that we do not require that you utilize these trustee services; as a result, you are free to appoint any one or more individuals or entities to serve as Trustee for your Plan, provided state law so permits. If you decide to appoint some other successor trustee for your Plan, you still must provide us with copies of the signed document(s) removing State Street and appointing your new Trustee (including resolutions).

Once we receive your signed paperwork, RTC will countersign and a copy of the fully executed Trust Agreement and Appointment will be returned to you for your records.

Please contact me immediately with any questions or concerns at 1-877-695-3706. Thank you in advance for your prompt action on this urgent matter.

Sincerely,

TAMIKA MITCHELL

Plan Manager
The Hartford Retirement Plans Group

CC: Financial Professional: John M Parsons



STATE STREET.

NOTICE OF RESIGNATION

Pursuant to your base Plan Document, State Street Bank and Trust Company hereby provides notice to you, the Adopting Employer of the **Coastside County Water District Deferred Compensation Plan**, of its resignation as passive, nondiscretionary Trustee, effective 30 days after your receipt of this Notice, or, an earlier date, as otherwise agreed in writing between the Adopting Employer, the Successor Trustee and State Street Bank and Trust Company.

STATE STREET BANK AND TRUST COMPANY

Lynne M. Eagleson
Vice President

RESOLUTIONS / UNANIMOUS CONSENT

WHEREAS, State Street Bank and Trust Company ("**State Street**") currently serves as passive, nondiscretionary Trustee for the **Coastside County Water District Deferred Compensation Plan** (the "**Plan**"); and

WHEREAS, State Street has provided notice to Hartford Life Insurance Company that it will no longer provide these services to our customers beyond January 9, 2009; and

WHEREAS, as a result, it is desirable to remove State Street as passive, nondiscretionary Trustee of the trust for the Plan and to appoint Reliance Trust Company ("**RTC**") as successor passive, nondiscretionary Trustee of the trust for the Plan; and

NOW THEREFORE BE IT RESOLVED, that State Street is hereby removed as passive, nondiscretionary Trustee of the trust for the Plan, and that Reliance Trust Company is hereby appointed as successor passive, nondiscretionary Trustee for the trust for the Plan; and

FURTHER RESOLVED, that _____ (insert name of employee, council member, etc.), on behalf of the Board, is hereby authorized, empowered and directed to execute any and all documents required to effectuate each removal and appointment, including but not limited to the enclosed Trustee Removal and Appointment, and to take such actions as are necessary, appropriate or advisable to effectuate the foregoing resolution.

Certification of Adoption

I hereby certify that the following resolutions were duly and properly authorized and adopted by the Employer at a properly convened meeting, or via such other means as are permitted by the applicable bylaws (e.g., unanimous consent), standing rules or other governing documents.

Signed this _____ day of _____, 2008 by:

Name of Authorized Signer

Title of Authorized Signer

Signature

[Attach additional page(s) for additional signature blocks for unanimous consent.]

TRUSTEE REMOVAL AND APPOINTMENT

WHEREAS, pursuant to your Plan Document (the “**Plan Document**”) for the **Coastside County Water District Deferred Compensation Plan** (the “**Plan**”), State Street Bank and Trust Company, as trustee (“**State Street**”), has the authority to resign at any time effective upon 30 days advance written notice to the Adopting Employer or an earlier date as otherwise agreed between the Adopting Employer and the trustee; and

WHEREAS, also pursuant to your Plan Document, the Adopting Employer has the authority to remove and appoint one or more trustees for the trust established and maintained for the Plan; and

WHEREAS, State Street has given its Notice of Resignation to the Adopting Employer; and

WHEREAS, Reliance Trust Company (“**RTC**”) has agreed to be available to serve as successor passive, nondiscretionary trustee for the Plan, pursuant to the Plan Document; and

WHEREAS, the Employer wishes to appoint RTC as successor trustee for the Plan and direct its recordkeeper, Hartford Life Insurance Company/Hartford Securities Distribution Company (“**Hartford**”), to take the any steps necessary and appropriate in support of such appointment.

NOW THEREFORE:

1. Authority to Remove, Appoint Trustee; Execute Appointment. The undersigned hereby confirms that it is the Adopting Employer identified in the Plan Document and is authorized to remove and appoint one or more trustees for the Plan. The undersigned further confirms that he/she is duly authorized and appointed to execute this Removal and/or Appointment on behalf of the Adopting Employer.

2. Removal of Trustee; Appointment of Successor Trustee. The Adopting Employer does hereby remove State Street as Trustee and appoints RTC as Trustee for the Plan as of the Effective Date (as indicated below).

3. Acceptance by RTC. Subject to State Street’s satisfaction of the requirements set forth in your Plan Document to accomplish its removal and RTC’s appointment, RTC does hereby accept its appointment as passive, nondiscretionary Trustee for the Plan and accepts title to the assets of the Plan as soon as practicable following the Effective Date.

4. Reliance on Existing Documents. The Adopting Employer hereby acknowledges and agrees that RTC shall hereafter be a party to and entitled to rely on: (a) the existing trust provisions in the Plan Document, (b) any funding policy on file for the Plan, and (c) any existing investment direction on file for the Plan. The Adopting Employer hereby confirms and directs RTC that it may continue to accept from and rely on the direction of the individuals identified as authorized signers as currently on file with Hartford.

5. Necessary Actions. Provided the passing of the 30 day notice period in State Street’s Notice of Resignation has not yet occurred, State Street hereby agrees to its earlier removal as Trustee, or, if not, the Notice of Resignation shall be effective according to its terms. In either case, State Street shall perform any and all actions required of the Trustee pursuant to the Plan Document to effectuate its removal and RTC’s appointment, including but not limited to the transfer of title to the plan assets to RTC and the provision to the Adopting Employer of an accounting of the Plan. The

Adopting Employer hereby directs Hartford, State Street and RTC and their agents to take such nondiscretionary actions that they determine are reasonable and necessary to effectuate the removal and appointment accomplished hereunder.

6. Administrative Services Agreement. The Adopting Employer hereby agrees that its Administrative Services Agreement with Hartford is deemed updated to remove all references to State Street and replaces such references with the following: "Reliance Trust Company or such other trust company as properly appointed by the authorized Plan fiduciary."

7. Counterparts. This Trustee Removal and Appointment may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together will constitute one and the same instrument.

8. Hartford as Trust Agent. The Employer hereby acknowledges and agrees that, as recordkeeper for the Plan, Hartford shall provide administration services to RTC and, where appropriate, act as the agent for RTC for trustee and custodial administration functions and responsibilities, other than trustee administrative functions and responsibilities pertaining to employer stock and other unitized funding vehicles, assumed by RTC as Trustee pursuant to one or more agreements between RTC and Hartford.

Signed this _____ day of _____, 2008 ("Effective Date") by:

ADOPTING EMPLOYER (AUTHORIZED SIGNER)

Name: _____ Title: _____

Signature _____

ACCEPTANCE BY RELIANCE TRUST COMPANY (AUTHORIZED SIGNER)

Name: _____ Title: _____

Signature: _____

ACKNOWLEDGED AND AGREED BY STATE STREET BANK AND TRUST COMPANY

Name: Lynne M. Eagleson _____ Title: Vice President _____

Signature:





BENEFITS OF A DIRECTED TRUSTEE

What is a Directed Trustee?

A Directed Trustee is an independent, third-party professional organization, typically a bank, which specializes in providing fiduciary services to individuals and institutions. Directed Trustees devote their complete attention to the business of providing value-added trust services. Directed Trustees take direction from the plan administrative committee who has discretion over the plan investments.

Why hire a Directed Trustee?

When making the determination to hire a Directed Trustee there are a number of factors to consider:

- Hiring a Directed Trustee distributes fiduciary responsibility more broadly, thereby reducing the possibility of conflict of interests. An independent professional trustee impartially oversees the plan in the best interests of participants and adds a layer of confidence that assets are used for the sole benefit of participants since trust investments are titled in the name of the Directed Trustee.
- Often, owner or employee trustees (i.e., "self-trusteed" plans) act in several plan-related capacities at the same time: sponsor, administrator and participant. It is challenging for these individuals to effectively fulfill the obligations of the separate interests without compromising independent judgment. Most importantly, in the eyes of a participant, the situation lacks the perception of independence.
- A Directed Trustee specializes in trust services and as such helps minimize the possibility that responsibilities might be overlooked, possibly exposing fiduciaries to penalty or jeopardizing the plan's qualified tax-exempt status.

Why hire Reliance Trust?

Reliance Trust Company is a subsidiary of the privately held Reliance Financial Corporation and is one of the largest independent trust companies focused on providing trust and financial services as their primary line of business, holding more than \$77 billion in assets under management and administration. Founded in 1975 and organized as a bank and trust company in 1981, Reliance is headquartered in Atlanta, Georgia, and is a leading provider of financial services to individuals, corporate, and institutional clients worldwide. With professionals averaging over 20 years of experience, our clients rely on our commitment to high fiduciary standards and attention to regulatory compliance.

TRUST AGREEMENT

This Trust Agreement is made and entered into as of the _____ day of _____, 20____, by and among _____, (hereinafter referred to as the "Employer") and Reliance Trust Company (hereinafter referred to as the "Trustee").

WITNESSETH:

The Employer established the _____ (the "Plan"), a plan under Section 457 of the Internal Revenue Code. Pursuant to Section 1448 of the Small Business Job Protection Act of 1996 (the "Act") Section 457 plans are required to establish a trust to hold the assets of such plans for the exclusive benefit of participants and their beneficiaries. Accordingly, this Trust is hereby established as of _____, _____ for the exclusive benefit of Plan Participants and their Beneficiaries.

ARTICLE I

NAME OF TRUST

1.1 This Trust shall be known as the " _____ Plan Trust Agreement."

ARTICLE II

DEFINITIONS

2.1 Any term used in this Trust Agreement which is not otherwise defined herein shall have the meaning set forth in the Plan.

2.2 "Investment Manager" shall have the meaning given such term under Section 3(38) of the Employee Retirement Income Security Act of 1974, as amended ("ERISA").

ARTICLE III

GENERAL DUTIES

3.1 It shall be the duty of the Trustee to hold title to assets held in respect of the Plan in the Trustee's name as directed by the Employer and/or its designees in writing. The Trustee shall not

receive custody or possession of any such assets. The Trustee shall not be under any duty to compute the amount of contributions to be paid by the Employer or to take any steps to collect such amounts as may be due to be held in trust under the Plan. The Trustee shall not be responsible for the custody, investment, safekeeping or disposition of any assets comprising the Trust, such functions to be performed by the Employer and/or the Employer's designees, who shall be the agents of the Employer. In accordance with the Rules and Regulation of the New York State Deferred Compensation Board (the "Rules"), Trustee acknowledges that it is a fiduciary with respect to all administrative or investment matters for which it has assumed responsibility with respect to the Plan. This Trust Agreement is subject to the Plan and the Rules, and the Plan and the Rules are incorporated by reference herein and made a part hereof.

3.2 It shall be the duty of the Employer, subject to the provisions of the Plan, to pay over to the administrator or other person designated hereunder from time to time the Employer's contributions under the Plan and to inform the Trustee in writing as to the identity and value of the assets titled in the Trustee's name hereunder and to keep accurate books and records with respect to the Participants of the Plan and their compensation. No deferral may be accepted under the Plan until all acknowledgements required under the Rules have been delivered.

ARTICLE IV INVESTMENTS

4.1 The Trustee shall perform its functions as a nondiscretionary, noncustodial Trustee, and the Trustee shall not have any discretion or authority with regard to the investment of the Trust and shall act solely as a directed Trustee of the assets of which it holds title. The Trustee, as a nondiscretionary Trustee, as may be directed by the Employer (or the Participants to the extent provided herein) is authorized and empowered, (subject, however, to the provisions of Section 4.2 below) by way of limitation, with the following powers, rights and duties, each of which the Trustee shall exercise in a nondiscretionary manner as directed in accordance with the direction of the Employer (or the Participants) (except to the extent that Plan assets are subject to the control and management of a properly appointed Investment Manager):

(a) To arbitrate, compromise, and adjust claims in favor of or against the Trust upon such terms and conditions as it deems advisable.

(b) To execute such instruments, deeds, leases, mortgages, contracts, agreements, assignments, transfers, bills of sale, and other documents of any kind as it is directed to do by the Employer and that the Trustee deems advisable or acceptable to execute in its discretion.

(c) To cause stocks, bonds, securities, or other investments to be registered in its name as Trustee or in the name of a nominee, or to take and keep the same unregistered.

(d) To employ such agents and counsel as it deems advisable or proper in connection with its duties and to pay such agents and counsel a reasonable fee. No agent or counsel so employed shall be disqualified by reason of any interest in the Trust or in any corporation whose securities comprise a part of the same. The Trustee shall not be liable for the acts of such agents and counsel or for acts done in good faith and in reliance upon the advice of such agents and counsel, provided it has used reasonable care in selecting such agents and counsel.

(e) To exercise all rights of ownership in any contracts of insurance in which any part of the Trust may be invested and to pay the premiums thereon.

(f) At the direction of the Employer (or the Participants or Investment Manager, as the case may be) to sell, write options on, convey or transfer, invest and reinvest any part thereof in each and every kind of property, whether real, personal or mixed, tangible or intangible, whether income or non-income producing and wherever situated, including but not limited to, time deposits (including time deposits in the Trustee or its affiliates, or any successor thereto, if the deposits bear a reasonable rate of interest), fee simple, leasehold or lesser estates in real estate, shares of common and preferred stock, mortgage, bonds, leases, notes, debentures, equipment or collateral trust certificates, rights, warrants, convertible or exchangeable securities, and/or other corporate, individual or government securities or obligations, annuity, retirement or other insurance contracts, mutual funds (including funds for which the Trustee or its affiliates serve as investment advisor, custodian or in a similar or related capacity), or in units of any other common, collective or commingled trust fund heretofore or hereafter established and maintained by the Trustee or its affiliates; as long as the Trustee holds title to any units hereunder, the instrument establishing such common trust fund (including all amendments thereto) shall be deemed to have been adopted and made a part of this Trust.

4.2 Notwithstanding anything to the contrary in this Article IV or any other section of this Trust Agreement, the Trustee shall have no power:

(a) To divert any part of the Trust to any purpose other than the exclusive benefit of Participants and their Beneficiaries; under the Plan; provided, however, that if the Plan and this Trust which is a part thereof is required to be filed with the Internal Revenue Service for a determination of its qualification and said plan is not approved by the Internal Revenue Service retroactive to its inception, the Trustee shall transfer title to Trust assets to the Employer.

(b) To lend any part of the Trust without adequate security and a reasonable rate of interest; to pay any compensation in excess of a reasonable allowance for services or other property for less than fair market value; to make any part of the Trust available on a preferential basis; or to engage in any other transaction which results in a substantial diversion of any part of the Trust, to the Employer, or to any person or entity with whom or which such a transaction is prohibited by the Internal Revenue Code of 1986, as amended (the "Code") or ERISA.

4.3 Notwithstanding anything to the contrary in this Trust Agreement, the assets of the Plan shall be held by the Trustee as title holder only. Persons holding custody or possession of assets titled to the Trust shall include the Employer and any agents and subagents or other persons designated by the Employer, but not the Trustee. The Trustee shall not be responsible or liable for any loss or expense which may arise from or result from compliance with any direction from the Employer or such agents or other persons, to take title to any assets nor shall the Trustee be responsible or liable for any loss or expense which may result from the Trustee's refusal or failure to comply with any direction to hold title, except if the same shall involve or result from the Trustee's gross negligence or intentional misconduct. The Trustee may refuse to comply with any direction from the Employer or such agents or other persons, in the event the Trustee, in its sole and absolute discretion, deems such direction improper by virtue of applicable law.

4.4 The Employer acknowledges that it has the sole responsibility for qualification of the Plan under Section 457 of the Code, and for selection of the investment funds offered under the Plan and the custody and possession of Trust assets.

4.5 The Employer hereby indemnifies and holds the Trustee and its affiliates and nominees harmless from any and all actions, claims, demands, liabilities, losses, damages or reasonable expenses of whatsoever kind and nature in connection with or arising out of (i) any action taken or omitted in good faith by the Trustee in accordance with the directions of the Employer, or its agents and subagents or other persons designated by Employer hereunder, or (ii) any disbursements of any part of the Trust made by the Trustee in accordance with the directions of the Employer, or (iii) any action taken by or omitted in good faith by the Trustee with respect to an investment managed by an Investment Manager in accordance with any direction of the Investment Manager or any inaction with respect to any such investment in the absence of directions from the Investment Manager.

Anything hereinabove to the contrary notwithstanding, the Employer shall have no responsibility to the Trustee under the foregoing indemnification if the Trustee fails intentionally or recklessly to perform any of the duties undertaken by it under the provisions of this Trust. In addition, the Trustee will indemnify the Plan as a result of any cause of action brought against the Plan as a result of negligent acts or omissions of the Trustee, together with the reasonable costs of litigation arising therefrom.

4.6 Notwithstanding anything herein to the contrary, the Employer or, if so designated by the Employer, the Investment Manager or another agent of the Employer, will be responsible for valuing all other assets so acquired for all purposes of the Trust and of holding, investing, trading and disposing of the same. The Employer will indemnify and hold the Trustee harmless against any and all claims, actions, demands, liabilities, losses, damages, or expenses of whatsoever kind and nature, which arise from or are related to any use of such value by the Trustee or holding, trading or disposition of such assets.

ARTICLE V

DISBURSEMENTS

5.1 The Employer or its designee shall make such payments from the Trust at such time to such persons and in such amounts as shall be authorized by the provisions of the Plan; provided, however, that the assets of the Plan (i) are held in trust for the exclusive benefit of the Participants and their Beneficiaries, and no payment shall be made, either during the existence of or upon the discontinuance of

the Plan, which would cause any part of the Trust to be used for or diverted to purposes other than the exclusive benefit of the Participants and their Beneficiaries pursuant to the provisions of the Plan; (ii) may be used only to pay Plan benefits and defray reasonable expenses of administering the Plan; and (iii) cannot revert to the Employer until all Plan benefits have been paid to Participants and Beneficiaries in accordance with the terms of the Plan.

5.2 All payments of benefits under the Plan shall be made exclusively from the assets of the Plan accounts of the Participant to whom or to whose Beneficiary such payments are to be made, and no person shall be entitled to look to any other source for such payments.

ARTICLE VI ACCOUNTING BY TRUSTEE

6.1 The Trustee shall not be required to keep accounts of the investments, receipts, disbursements, and other transactions of the Trust, except as necessary to perform its title-holding function hereunder. All accounts, books, and records relating thereto shall be maintained by the Employer or its designee.

6.2 As promptly as possible following the close of each year, the Trustee shall file with the Employer a written account setting forth assets titled to the Trust as reported to the Trustee by the Employer or its designee.

ARTICLE VII MISCELLANEOUS ADMINISTRATIVE PROVISIONS

7.1 Except as required under the Rules, neither the Trustee nor any affiliate thereof shall be required to give any bond or to qualify before, be appointed by, or account to any court of law in the exercise of its powers hereunder.

7.2 No person transferring title or receiving a transfer of title from the Trustee shall be obligated to look to the propriety of the acts of the Trustee in connection therewith.

7.3 The Employer shall indemnify the Trustee (and any delegate of the Trustee) against

any liability to any Participant or Beneficiary under the Plan for any action taken by the Trustee that is in accordance with the direction of the Employer. Furthermore, the Employer agrees to indemnify and hold harmless the Trustee (and any delegate) for any losses, costs, damages, or expenses, including reasonable attorneys' fees and expenses, which the Indemnitees may incur or pay out by reason of any (alleged or actual) action or inaction on the part of any predecessor or successor trustee of the Trust.

7.4 The Trustee shall use ordinary care and reasonable diligence in the exercise of its powers and the performance of its duties as Trustee hereunder. Except as provided in Section 4.5 hereof, the Trustee shall not be liable for any mistake of judgment or other action taken in good faith, or for any loss, unless resulting from its own gross negligence or intentional misconduct.

7.5 The Employer may engage the Trustee as its agent in the performance of any duties required of the Employer under the Plan, but such agency employment shall not be deemed to increase the responsibility or liability of the Trustee under this Trust Agreement.

7.6 In the management of the Trust Fund, the Trustee may employ agents and delegate to them such ministerial and administrative duties as the Trustee shall see fit. As of the effective date of the Trust Agreement, the Trustee has appointed Hartford Life Insurance Company ("The Hartford") as the agent to which it has delegated certain nondiscretionary administrative and ministerial duties. The Trustee and the Employer understand and agree that nothing in this Agreement, including the delegation of such nondiscretionary duties to The Hartford, shall cause The Hartford to be a fiduciary to the Plan. Also, as of the effective date of the Trust Agreement, the Trustee appoints the Employer as its authorized representative to which it has delegated the authority to sign on the Trustee's behalf all documents relating to the investment of Plan assets in any vehicle sponsored by or made available through The Hartford and its affiliates.

ARTICLE VIII

AMENDMENT AND TERMINATION

8.1 The Employer reserves the right to alter, amend, or terminate this Trust Agreement at any time for any reason without the consent of the Trustee, or any other person, provided that such

amendment or termination shall not reduce or eliminate any protected benefit and provided that no amendment affecting the rights, duties, or responsibilities of the Trustee shall be adopted without the written consent of the Trustee. Any such amendment shall become effective as of the date provided in the amendment upon delivery of the written instrument of amendment, as adopted by the Employer, to the Trustee and the endorsement of the Trustee of its agreement thereto.

ARTICLE IX SUCCESSOR TRUSTEES

9.1 The Employer reserves the right to discharge the Trustee at any time by giving sixty (60) days' written notice.

9.2 The Trustee reserves the right to resign at any time by giving sixty (60) days' written notice to the Employer.

9.3 In the event of discharge or resignation of the Trustee, the Employer may appoint a successor Trustee who shall succeed to all the rights, duties, and responsibilities of the former Trustee under this Trust Agreement, and the terminated Trustee shall be deemed discharged of all duties under this Trust Agreement and responsibilities for the Trust.

ARTICLE X APPLICABLE LAW

10.1 This Trust and its validity, construction and effect shall be governed by the laws of the jurisdiction in which the headquarters of the Trustee is located.

ARTICLE XI RULES, CONSTRUCTION, AND INTERPRETATION

11.1 The Trustee shall have the sole discretionary authority to construe and interpret the Trust and to determine all questions arising in the administration, interpretation, and application of the Trust. All such determinations by the Trustee shall be conclusive and binding on all persons.

11.2 Notwithstanding anything in this Agreement to the contrary, the Trustee (including

any delegate of the Trustee) shall not be responsible or liable for its failure to perform under this Agreement or for any losses to the Trust Fund resulting from any event beyond the reasonable control of the Trustee, its delegates, agents or subcustodians, including but not limited to nationalization, strikes, expropriation, devaluation, seizure, or similar action by any governmental authority, de facto or de jure; or enactment, promulgation, imposition or enforcement by any such governmental authority of currency restrictions, exchange controls, levies or other charges affecting the Trust Fund's property; or the breakdown, failure or malfunction of any utilities or telecommunications systems; or any order or regulation of any banking or securities industry including changes in market rules and market conditions affecting the execution or settlement of transactions; or acts of war, terrorism, insurrection or revolution; or acts of God; or any other similar or third-party event. This Section shall survive the termination of this Agreement.

ARTICLE XII

VALIDITY

12.1 The Trustee shall select any officers deemed necessary, and adopt rules governing its procedures not inconsistent herewith. The Trustee shall keep a record of its meetings and actions. The Trustee shall not be liable, jointly or severally, to any person for any actions or omissions in connection with its duties as Trustee unless resulting from its own gross negligence or willful misconduct. The Trustee shall not be responsible for the validity of the Plan and this Trust Agreement.

ARTICLE XIII

CONSTRUCTION

13.1 Pronouns and other similar words uses herein in the masculine gender shall be read as the feminine gender where appropriate, and the singular form of words shall be read as the plural where appropriate.

IN WITNESS WHEREOF, the Employer and the Trustee have executed this Trust Agreement as of the date and year first set forth above.

EMPLOYER:

TRUSTEE:

RELIANCE TRUST COMPANY

Signature

Signature

Print Name

Print Name

Title

Title

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: December 9, 2008

Subject: Appointment of CCWD Board Member Representative and alternate(s) to participate in San Mateo County Local Agency Formation Commission (LAFCo) election of officers

Recommendation:

Appoint a CCWD Board Member and alternate(s) to participate in San Mateo County Local Agency Formation Commission (LAFCo) election of officers.

Background:

The Local Agency Formation Commission (LAFCo) is comprised of two county supervisor members, two city council members, two independent special district members, one public member and an alternate for each of the four categories, each serving a term of four years or until their position is vacated. Section 56332 of the Cortese Knox Hertzberg Act of 2000 sets forth that the independent special district members shall be appointed to LAFCo by the Independent Special District selection committee, which shall consist of the presiding officers of the independent special districts in the county, or if the presiding officer of a special district cannot participate, a Board appointed alternate Board member may participate and vote. Only elected Board members may participate and vote for special district commissioners on LAFCo. While special district staff may attend the selection committee meeting, staff may not represent the District or vote. A quorum of 13 districts must be present to conduct business.

Although the terms of special district members on LAFCo are not scheduled to expire in 2009, it is recommended that the Board designate standing voting representatives in case a special district selection committee is called due to a vacancy, and the District's presiding officer is not able to attend the meeting.

Attached is a fact sheet from LAFCo including such information as the purpose of the Agency, the Commission, the current LAFCo members, and the Commission meeting dates.

SAN MATEO LOCAL AGENCY FORMATION COMMISSION

455 County Center, 2nd Floor
Redwood City, California 94063

Martha Poyatos
Executive Officer
(650) 363-4224

PURPOSE

Created by the State legislature in 1963, the Local Agency Formation Commission (LAFCo) is a State-mandated, independent commission with countywide jurisdiction over changes in organization and boundaries of cities and special districts including annexations, detachments, incorporations and formations. As required by State law, LAFCo adopts a net operating budget, which is apportioned in thirds to the County of San Mateo, the 20 cities in the County and the 24 independent special districts. The Commission has responsibility in the following areas affecting local government in the county:

1. To discourage urban sprawl and encourage the orderly growth and development of local government agencies;
2. To prevent premature conversion of agricultural and open space lands;
3. To review and approve or disapprove proposals for changes in the boundaries and organization of the 20 cities, 24 independent special districts and 36 county-governed special districts plus incorporations of cities and formations of special districts;
4. To conduct municipal service reviews and establish and periodically update spheres of influence--future boundary, organization and service plans--for the county cities and special districts; and
5. To perform and assist in studies of local government agencies with the goal of improving efficiency and reducing costs of providing urban services.

THE COMMISSION

The Commission is made up of two members of the county Board of Supervisors, two members of city councils of the cities in the county, two board members of independent special districts in the county, a public member, and four alternate members (county, city, special district and public). The Commission contracts with the County of San Mateo for staff, facilities and legal counsel. The Executive Officer serves in the administrative capacity which includes staff review of each proposal, sphere of influence studies and assistance to local agencies and the public.

LAFCo Member

Term

Naomi Patridge	City Member	May, 2009
Iris Gallagher	Special District Member	May, 2012
Rich Gordon	Board of Supervisors, Vice Chair	May, 2008
Jerry Hill	Board of Supervisors	May, 2008
Howard Jones	Public Member	May, 2010
Robert Craig	Special District Member, Chair	May, 2010
Sepi Richardson	City Member	May, 2010
David Altscher	Alternate Special District Member	May, 2012
Rose Jacobs Gibson	Alternate for Supervisors	May, 2008
Barbara Pierce	Alternate for City Member	May, 2011
Linda Craig	Alternate for Public Member	May, 2010

COMMISSION MEETINGS:

1. LAFCo meetings are on the third Wednesday of the month at 2:30 p.m. in the Board of Supervisors Chambers at the Hall of Justice in Redwood City.
2. If an item concerning you is on the agenda, the Chairman will call for comments from the audience when the item is ready for discussion from the floor. Please complete a speaker slip available just inside the door and give it to the Clerk to assist the Chairman in organizing the progress of the hearing.
3. When addressing the Commission, please proceed to the microphone and state your name and address for the Clerk.

For more information about San Mateo LAFCo: www.sanmateolafco.org

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: December 9, 2008

Report

Date: December 5, 2008

Subject: General Manager's Report

Recommendation:

Information only.

Background:

I would like to highlight the following:

1. **CCWD Server Replacement:** Over the next several weeks, Irvine Consulting, the District's computer systems consultant, will be installing a new server to replace our two current servers. The existing machines have reached the end of their useful lives and are requiring excessive maintenance attention. The new server installation includes a new backup system which will significantly increase our system's reliability and our ability to recover quickly from a disaster. Cost of the server replacement, including installation, is about \$15,000.
2. **Purchasing Policy Revisions:** As the Board directed at the November 18 meeting, staff has reviewed the District's purchasing policy and developed a number of suggested changes, including revisions which would address the procedural issues Maze and Associates cited in the annual audit. We will present these to the Finance Committee for review, then bring them to the Board for discussion and possible approval at the January 13, 2008 meeting.
3. **District Infrastructure Strategic Planning Workshop:** Staff would like to suggest that this workshop be conducted as an afternoon session during the last week of January. We will contact Board members to coordinate scheduling.
4. **Joint Meeting of CCWD and SAM Water Reclamation Committees:** On December 1, we proposed 9 possible dates during December when our committee could participate in a joint meeting to discuss water reclamation. As of December 5, we have not received a response from SAM.

To: David Dickson, General Manager
From: Cathleen Brennan, Water Resources Analyst
Agenda: December 9, 2008

Subject: Water Resources Report

☐ **Public Meeting to Release Pilarcitos Integrated Watershed Management Plan**

After a brief hiatus, the Blue Circle is back! You are invited to our fall '08 meeting, entitled **"Watershed Groups in San Mateo County."** The Blue Circle is a community forum to share ideas and information for natural resource management, education, and stewardship. No minutes, no action items! Our motto is "Check your guns at the door and enjoy the company of like-minded people who care deeply about the future of resources in San Mateo County." We will kick off this Blue Circle with the release of the newly completed watershed plan for Pilarcitos Creek!

Topic: Watershed Groups in San Mateo County

When: December 16th, 3:30 pm - 5:30 pm

Where: Skylawn Memorial Park

Speakers:

San Mateo County Supervisor Rich Gordon

Pilarcitos Restoration Workgroup and Philip Williams and Associates- Pilarcitos Integrated Watershed Management Plan

Lisa Sniderman, California Coastal Commission- Fitzgerald Marine Reserve Critical Coastal Area Pilot Project

Neil Panton, San Gregorio Environmental Resource Center- San Gregorio Watershed Plan

Ryan Navratil and Arnie Thompson- San Francisquito Watershed Project

We look forward to seeing you there- don't forget to RSVP! **RSVP: 650.712.7765 or renee@sanmateorcd.org**

If you have any thoughts or questions about the watershed management plan for Pilarcitos Creek, please feel free to call the Resource Conservation District or visit the web site for the project at

www.sanmateorcd.org/pilarcitos_iwmp.html

As always, the Blue Circle will be followed by a social featuring food, beer, wine, and a silent auction.

[illegible]

Kellyx Nelson

Executive Director

San Mateo County Resource Conservation District

□ **Summary of Meetings**

Webcast – Public Workshop on Governor’s 20 X 2020 Water Conservation Plan 11/20/2008

Water Resources Committee Meeting 11/21/2008

Gray Water Systems – The reality and challenges – Bay Area Water Forum 11/24/2008

Recycled Water Committee Meeting 11/24/2008

Employee Meeting 11/25/2008

AWWA Water Conservation Certification Committee 12/4 - 5/2008

Monthly Report

To: David Dickson, General Manager
From: Cathleen Brennan, Water Resources Analyst
Agenda: December 9, 2008
Subject: Water Shortage and Drought Contingency Plan

This report is provided as an update on the implementation of the Water Shortage and Drought Contingency Plan - Stage 1 (Advisory Stage). The Advisory Stage was implemented in June of 2007. In June of 2008, Governor Schwarzenegger declared a state wide drought.

√ Local Precipitation

Water year 2007 was considered critically dry and was at 67% of historic average. Water year 2008 was slightly better at 72% of the historic average. October is the start of the new 2009 water year.

The table below has a comparison of the monthly precipitation totals for the past two water years.

Precipitation for Half Moon Bay													
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Totals
Historic Average	1.3	3.4	3.7	5.5	4.8	3.9	1.6	0.6	0.2	0.0	0.1	0.3	25.4
	2008			2009									
Water Year 2009	0.48	2.39											2.87
	2007			2008									
Water Year 2008	1.83	0.93	3.16	8.75	2.73	.31	.16	.07	.04	0.1	.12	.05	18.25
	2006			2007									
Water Year 2007	.19	3.18	4.24	.72	5.31	0.81	1.62	.41	.07	.25	.03	.19	17.02

MONTHLY REPORT

To: David Dickson, General Manager
From: Joe Guistino, Superintendent of Operations
Agenda: December 9, 2008

Report
Date: December 2, 2008

Monthly Highlights

Canada Cove

Our system is at risk from contamination from their substandard storage tank. We have issued a letter mandating that they install an approved backflow device on their system.

Tank Recoating Projects

A coating specialist contractor will be assessing the condition of the tanks slated for recoating and will provide us with documentation needed for an RFP when we go out to bid.

Denniston Rehabilitation

Levels of the reservoir were brought down to assess the actual volumes of sediment that has accumulated and to facilitate the cutting of tules from around our intakes. Sedimentation patterns are quite revealing. We will be attempting to rejuvenate the operation of the silt valve for winter operation.

Source of Supply

Crystal Springs Reservoir was the main source of supply in October.

Systems Improvement:

Beautification Efforts

- Brought antique chlorinator used pre-Nunes from Pilarcitos Canyon to be cleaned up and put on display at Nunes WTP.
- Crews trimmed trees and hedges around Nunes WTP.
- Vegetation management from around well sites and PRV in Pilarcitos Canyon.
- Garnered permit from county to cut tules at Denniston Intakes. Crews cleared tules from intakes and removed all weeds from crest of Denniston Dam.
- Removed scrap metal from Denniston and stockpiled at Nunes for future removal.
- Crews inspecting and cleaning all PRV stations in the District.

Tank Improvements

Per DPH requirements from our last annual inspection, we hired a contractor to repair holes in the top hatch of El Granada Tanks 1 & 2, pressure washed the lichen and other vegetation on the top of El Granada Tank 3, and other repairs in and around Alves and Half Moon Bay Tank #2.

Update on Other Activities:

Meter Investigation

In a better attempt to improve the resolution between production and sales, we are checking on the calibration of all production meters. Last month we noted that the Cahill Ridge meter (Crystal Springs) was found to be 102% accurate. In November, a contractor found the Nunes influent meter to be 100% accurate.

Meter Change-Out Program

Crews replaced 6 meters in August. Four of them were old Rockwell meters. The remaining two were old sensus meters or changed out for low or stuck readings or scratched lenses. All new meters installed after 1 January will have an AMR device.

Canada Cove

An inspection of the Canada Cove water system revealed that the District is only minimally protected by reverse flows from their system. They are required by law to have an above ground backflow device that must be checked and certified annually. They presently have an underground swing check that has been in place for over 15 years. Its location is unknown as it hasn't been inspected since it was installed. We have sent them a letter dated 19 November to immediately take action to protect our system by installation of an approved backflow device. We will meet with them on 2 December to discuss this and other improvements to their system.

Alves Cell Site

Inspected the construction site for the new cell tower at Alves Reservoir. The installation is very good. We suggested some signage and improvements to their erosion control.

Safety/Training/Inspections/Meetings

Meetings Attended

6 Nov - Conference call with Ca/Nv Section AWWA

17 Nov - Re-kickoff meeting with Stoloski and Gonzales for Denniston Storage Tank Modifications.

18 Nov - O&M Staff meeting

19 Nov - SFPUC Quarterly Meeting in Millbrae

25 Nov - Employee Meeting in board room.

Department of Public Health

No activity in the month of November.

Projects

Tank Recoating Projects

We have retained CSI Engineering to assess the condition of our storage tanks and to provide us with the priorities as to which tanks should be recoated and in what order. They will also provide us with the specifications required for an RFP when we go to bid this work.

Short Term Improvement Project

Specifications for the electrical aspect of the project were submitted and are presently in review.

Denniston Storage Tank Modification Project

Met with Mark Stoloski on 17 November to plan the completion of this project. His subcontractor cannot resume work until January. His estimates are that the remaining work should not take more than 1 month.

Nunes Filter Media Replacement

Presently awaiting contract signatures and bonds before submitting notice to proceed.

Nunes UST Removal and AGST Installation Project

Foundation and retaining wall for the above ground tank is almost complete.

Denniston Filter Valve Replacement Project

Electrical component of this project is estimated to be completed in December.

Denniston Rehabilitation

Levels of the reservoir were brought down to assess the actual volumes of sediment that has accumulated and to facilitate the cutting of tules from around our intakes. Sedimentation is severe, with the intakes cut off from the main channel flow by silt banks that almost reach the surface of the water at normal levels. We have further brought down the levels by use of a siphon. We will attempt to replace the siltation gate on the dam in the ensuing months.