

**COASTSIDE COUNTY WATER DISTRICT**  
**SPECIAL MEETING OF THE BOARD OF DIRECTORS**

765 Main Street, Half Moon Bay, CA  
Tuesday, December 9, 2014 - 6:00 p.m.

**Please note the change in location for this meeting of the Coastside County Water District.**  
**The meeting will be held upstairs in the Meeting Room of the San Mateo County Farm Bureau**  
**765 Main Street, Half Moon Bay, CA**

**AGENDA**

**1) ROLL CALL**

**2) PUBLIC COMMENT**

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

**3) CLOSED SESSION**

**A. Conference with Labor Negotiator**

Pursuant to California Government Code §54957.6

Agency Designated Representatives: David Dickson, General Manager

Employee Organization: Teamsters Union, Local 856

**B. Public Employee Performance Evaluation**

(Cal. Govt. Code §54957): Title: General Manager

**4) RECONVENE TO OPEN SESSION**

**A. Public report of closed session action**

**5) ADJOURNMENT**

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

# COASTSIDE COUNTY WATER DISTRICT

## MEETING OF THE BOARD OF DIRECTORS

765 Main Street, Half Moon Bay, CA  
Tuesday, December 9, 2014 – 7:00 p.m.

*Please note the change in location for this meeting of the Coastside County Water District. The meeting will be held upstairs in the Meeting Room of the San Mateo County Farm Bureau 765 Main Street, Half Moon Bay, CA*

### AGENDA

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

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

*This agenda and accompanying materials can be viewed on Coastside County Water District's website located at: [www.coastsidewater.org](http://www.coastsidewater.org).*

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

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

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

#### 4) CONSENT CALENDAR

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

- A. Approval of disbursements for the month ending November 30, 2014:  
Claims: \$953,353.16; Payroll: \$81,384.97 for a total of \$1,034,738.13 ([attachment](#))  
➤ *November 2014 Monthly Financial Claims reviewed by Director Coverdell*
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of November 12, 2014, Regular Board of Directors Meeting ([attachment](#))
- D. Monthly Water Transfer Report ([attachment](#))
- E. Installed Water Connection Capacity and Water Meters Report ([attachment](#))
- F. Total CCWD Production Report ([attachment](#))
- G. CCWD Monthly Sales by Category Report – November 2014 ([attachment](#))
- H. November 2014 Leak Report ([attachment](#))
- I. Rainfall Reports ([attachment](#))
- J. San Francisco Public Utilities Commission Hydrological Conditions Report for October 2014 ([attachment](#))
- K. Notice of Completion – Nunes Water Treatment Plant Access Road Improvement Project ([attachment](#))

#### 5) MEETINGS ATTENDED / DIRECTOR COMMENTS

#### 6) GENERAL BUSINESS

- A. Approval of Memorandum of Understanding Between Coastside County Water District and Teamsters Local 856 ([attachment](#))
- B. Adjusting the Fiscal Year 2015 Financial Plan in Response to Drought-Related Revenue Shortfall ([attachment](#))
- C. Election of Coastside County Water District Board President and Vice-President ([attachment](#))

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

- Magellan Pipeline Leak and Boil Water Advisory
- Administration Building Remodeling Project

- A. Operations Report ([attachment](#))
- B. Water Resources Report ([attachment](#))

8) **DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS**

9) **ADJOURNMENT**

# Accounts Payable

## Checks by Date - Summary by Check Number

User: GBRAZIL  
Printed: 12/1/2014 12:12 PM



Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
20731	ALL04	ALLIED WASTE SERVICES #925	11/07/2014	0.00	353.95
20732	ASS01	HEALTH BENEFITS ACWA-JPIA/CB&T	11/07/2014	0.00	23,033.45
20733	CHA02	CHARLES HOELZEL CAPITAL SERVIC	11/07/2014	0.00	55.00
20734	COM02	COMCAST	11/07/2014	0.00	174.92
20735	DEL07	DEL GAVIO GROUP	11/07/2014	0.00	1,070.91
20736	GUI01	JOE GUISTINO	11/07/2014	0.00	350.35
20737	HAS01	HASSETT HARDWARE	11/07/2014	0.00	870.96
20738	ICM01	VANTAGEPOINT TRANSFER AGENTS	11/07/2014	0.00	40.00
20739	KAI01	KAISER FOUNDATION HEALTH PLAN	11/07/2014	0.00	12,030.00
20740	MAS01	MASS MUTUAL FINANCIAL GROUP	11/07/2014	0.00	1,919.68
20741	PAC01	PACIFIC GAS & ELECTRIC CO.	11/07/2014	0.00	55.59
20742	PUB01	PUB. EMP. RETIRE SYSTEM	11/07/2014	0.00	21,312.79
20743	SAN20	SAN FRANCISCO FIRE CREDIT UNION	11/07/2014	0.00	300.00
20744	VAL01	VALIC	11/07/2014	0.00	1,945.00
20745	VER02	VERIZON WIRELESS	11/07/2014	0.00	901.36
20746	WIE02	WIENHOFF & ASSOCIATES, INC.	11/07/2014	0.00	120.00
20747	CIT01	CITY OF HALF MOON BAY	11/13/2014	0.00	1,907.86
20748	CIT01	CITY OF HALF MOON BAY	11/13/2014	0.00	117.00
20749	COU05	RECORDER'S OFFICE	11/13/2014	0.00	50.00
20750	ATT02	AT&T	11/21/2014	0.00	2,105.30
20751	BRE01	CATHLEEN BRENNAN	11/21/2014	0.00	214.18
20752	COU05	RECORDER'S OFFICE	11/21/2014	0.00	21.00
20753	CUL01	CULLIGAN SANTA CLARA, CA	11/21/2014	0.00	160.20
20754	DON02	SEAN DONOVAN	11/21/2014	0.00	284.98
20755	ICM01	VANTAGEPOINT TRANSFER AGENTS	11/21/2014	0.00	40.00
20756	MAS01	MASS MUTUAL FINANCIAL GROUP	11/21/2014	0.00	1,919.68
20757	MET06	METLIFE GROUP BENEFITS	11/21/2014	0.00	1,532.19
20758	PUB01	PUB. EMP. RETIRE SYSTEM	11/21/2014	0.00	21,349.47
20759	SAN20	SAN FRANCISCO FIRE CREDIT UNION	11/21/2014	0.00	300.00
20760	STA11	STATE WATER RESOURCES CONTL B	11/21/2014	0.00	464.14
20761	TEA02	TEAMSTERS LOCAL UNION #856	11/21/2014	0.00	903.00
20762	VAL01	VALIC	11/21/2014	0.00	1,945.00
20763	ACC01	ACCESS UNIFORMS INC.	11/25/2014	0.00	430.62
20764	ADP01	ADP, INC.	11/25/2014	0.00	530.70
20765	ADV02	FRANK YAMELLO	11/25/2014	0.00	235.00
20766	ANA01	ANALYTICAL ENVIRONMENTAL SER	11/25/2014	0.00	4,419.60
20767	AND01	ANDREINI BROS. INC.	11/25/2014	0.00	194,233.57
20768	ARC01	KELLY ARCHER	11/25/2014	0.00	594.40
20769	ASS04	ASSOC.CALIF.WATER AGENCIES	11/25/2014	0.00	12,150.00
20770	ATI01	ATI-AMERICAN TECHNOLOGIES, INC	11/25/2014	0.00	3,155.00
20771	ATT03	AT&T LONG DISTANCE	11/25/2014	0.00	339.93
20772	AZT01	AZTEC GARDENS, INC.	11/25/2014	0.00	190.00
20773	BAL04	BALANCE HYDROLOGICS, INC	11/25/2014	0.00	2,518.00
20774	BAR01	BARTKIEWICZ, KRONICK & SHANAH	11/25/2014	0.00	786.04
20775	BAY10	BAY ALARM COMPANY	11/25/2014	0.00	1,503.09
20776	BEN07	GEORGE BENJAMIN	11/25/2014	0.00	100.00
20777	BIA03	BIANCHI GROUP, INC.	11/25/2014	0.00	4,495.00

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
20778	BOR01	BORGES & MAHONEY, INC.	11/25/2014	0.00	2,339.70
20779	CAL06	CALIFORNIA GENERATOR SERVICE	11/25/2014	0.00	817.10
20780	CAL08	CALCON SYSTEMS, INC.	11/25/2014	0.00	10,215.01
20781	CAR02	CAROLYN STANFIELD	11/25/2014	0.00	485.00
20782	CAR08	REGISTER TAPES UNLIMITED, INC.	11/25/2014	0.00	600.00
20783	CHE04	CHEMTRADE CHEMICALS US LLC	11/25/2014	0.00	2,239.60
20784	CHR01	GREG CHRIST	11/25/2014	0.00	100.00
20785	CIN01	CINTAS FIRST AID & SAFETY	11/25/2014	0.00	77.17
20786	COA19	COASTSIDE COUNTY WATER DIST.	11/25/2014	0.00	149.26
20787	COZ01	COZZOLINO INDUSTRIES, INC	11/25/2014	0.00	13,067.00
20788	CUR01	CURLEY & RED'S INC. BODY SHOP	11/25/2014	0.00	80.00
20789	DAL01	DAL PORTO ELECTRIC	11/25/2014	0.00	3,804.90
20790	DAT01	DATAPROSE, LLC	11/25/2014	0.00	4,394.66
20791	DIA01	DIAMOND FENCE CO., INC.	11/25/2014	0.00	1,348.50
20792	EKI01	EKI INC.	11/25/2014	0.00	44,266.67
20793	ENV02	ENVIROCHECK	11/25/2014	0.00	595.00
20794	FIR06	FIRST NATIONAL BANK	11/25/2014	0.00	2,132.61
20795	GEM01	GEMPLER'S, INC.	11/25/2014	0.00	954.79
20796	GOL04	GOLDEN STATE FLOW MEASUREMENT	11/25/2014	0.00	3,135.28
20797	GRA03	GRAINGER, INC.	11/25/2014	0.00	602.17
20798	GRA07	THE GRAPHIC WORKS	11/25/2014	0.00	363.72
20799	HAL01	HMB BLDG. & GARDEN INC.	11/25/2014	0.00	104.22
20800	HAL04	HALF MOON BAY REVIEW	11/25/2014	0.00	2,728.00
20801	HAL23	HMB ALARM	11/25/2014	0.00	500.00
20802	HAL24	H.M.B.AUTO PARTS	11/25/2014	0.00	435.37
20803	HAN01	HANSONBRIDGETT. LLP	11/25/2014	0.00	7,931.40
20804	HFH01	HF&H CONSULTANTS, LLC	11/25/2014	0.00	2,970.00
20805	IRO01	IRON MOUNTAIN	11/25/2014	0.00	465.58
20806	IRV01	IRVINE CONSULTING SERVICES, INC.	11/25/2014	0.00	2,309.00
20807	IRV02	IRVINE CONSULTING SERVICES, INC.	11/25/2014	0.00	456.10
20808	KLA01	MICHAEL KLASS	11/25/2014	0.00	100.00
20809	LIV01	DANIEL LIVAK	11/25/2014	0.00	200.00
20810	LOM01	GLENNA LOMBARDI	11/25/2014	0.00	86.00
20811	MIS01	MISSION UNIFORM SERVICES INC.	11/25/2014	0.00	226.16
20812	MOB01	MOBILE MODULAR MGMT CORP	11/25/2014	0.00	779.65
20813	OFF01	OFFICE DEPOT	11/25/2014	0.00	209.26
20814	ONT01	ONTRAC	11/25/2014	0.00	295.33
20815	PAC01	PACIFIC GAS & ELECTRIC CO.	11/25/2014	0.00	55,726.58
20816	PAC06	PACIFICA COMMUNITY TV	11/25/2014	0.00	250.00
20817	PAC11	PACIFIC SURFACING, INC.	11/25/2014	0.00	744.26
20818	PAU01	PAULO'S AUTO CARE	11/25/2014	0.00	1,632.45
20819	PER01	MICHAEL PERKINS	11/25/2014	0.00	100.00
20820	PHI02	PHIL'S TIRE PROS	11/25/2014	0.00	35.00
20821	PIT04	PITNEY BOWES	11/25/2014	0.00	198.00
20822	PSI01	PSI-PROCESS SOLUTIONS, INC	11/25/2014	0.00	2,687.86
20823	PUM01	PUMP REPAIR SERVICE CO. INC.	11/25/2014	0.00	1,641.63
20824	RAM01	JOSEPH RAMOS	11/25/2014	0.00	300.00
20825	RIC01	RICOH USA, INC.	11/25/2014	0.00	272.30
20826	RIC02	RICOH USA INC	11/25/2014	0.00	530.50
20827	RIC04	RICE TRUCKING--SOIL FARM	11/25/2014	0.00	854.10
20828	ROB01	ROBERTS & BRUNE CO.	11/25/2014	0.00	7,628.73
20829	ROD02	ARNALDO RODRIGUES	11/25/2014	0.00	50.00
20830	ROG01	ROGUE WEB WORKS, LLC	11/25/2014	0.00	411.00
20831	SAN05	SAN MATEO CTY PUBLIC HEALTH LA	11/25/2014	0.00	675.00
20832	SAN10	SAN MATEO COUNTY	11/25/2014	0.00	5,834.00
20833	SER03	SERVICE PRESS	11/25/2014	0.00	707.82
20834	SEW01	SEWER AUTH. MID- COASTSIDE	11/25/2014	0.00	1,140.00

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
20835	SNA01	SNAP-FILE	11/25/2014	0.00	290.00
20836	SRT01	SRT CONSULTANTS	11/25/2014	0.00	14,088.75
20837	STA15	STATE WATER RESOURCES CONTRO	11/25/2014	0.00	1,996.00
20838	STR02	STRAWFLOWER ELECTRONICS	11/25/2014	0.00	27.32
20839	SYK01	BRADLEY SYKES	11/25/2014	0.00	50.00
20840	TEA01	TEAMWRKX CONSTRUCTION, INC.	11/25/2014	0.00	164,882.23
20841	TET01	JAMES TETER	11/25/2014	0.00	14,845.02
20842	TOW02	TOWNE FORD	11/25/2014	0.00	19,059.26
20843	TRE02	TAMMY TREJO	11/25/2014	0.00	100.00
20844	UB*01296	DAVID BUTLER	11/25/2014	0.00	85.15
20845	UB*01297	LAURA DONATO	11/25/2014	0.00	10.68
20846	UB*01298	SUSAN DAMON	11/25/2014	0.00	24.31
20847	UB*01299	JANELLE BORTOLAZZO	11/25/2014	0.00	87.18
20848	UB*01300	TIMOTHY/HILLARY O'KELLY	11/25/2014	0.00	19.51
20849	UB*01301	JAMES/LAURA COLE	11/25/2014	0.00	81.69
20850	UB*01302	ED RICHTER	11/25/2014	0.00	52.40
20851	UPS01	UPS STORE	11/25/2014	0.00	58.03
20852	USA01	USA BLUE BOOK	11/25/2014	0.00	722.11
20853	VER02	VERIZON WIRELESS	11/25/2014	0.00	658.37
20854	SAN03	SAN FRANCISCO WATER DEPT.	11/26/2014	0.00	219,702.80
Report Total (124 checks):				0.00	953,353.16

**COASTSIDE COUNTY WATER DISTRICT - PERIOD BUDGET ANALYSIS**  
**30-Nov-14**

ACCOUNT	DESCRIPTION	CURRENT ACTUAL	CURRENT BUDGET	B/(W) VARIANCE	B/(W) % VAR	YTD ACTUAL	YTD BUDGET	B/(W) VARIANCE	B/(W) % VAR
<b>OPERATING REVENUE</b>									
1-0-4120-00	Water Revenue -All Areas	568,832.12	615,713.79	(46,881.67)	-7.6%	3,833,080.15	4,219,842.30	(386,762.15)	-9.2%
<b>TOTAL OPERATING REVENUE</b>		<b>568,832.12</b>	<b>615,713.79</b>	<b>(46,881.67)</b>	<b>-7.6%</b>	<b>3,833,080.15</b>	<b>4,219,842.30</b>	<b>(386,762.15)</b>	<b>-9.2%</b>
<b>NON-OPERATING REVENUE</b>									
1-0-4170-00	Water Taken From Hydrants	484.09	2,083.33	(1,599.24)	-76.8%	20,363.07	10,416.69	9,946.38	95.5%
1-0-4180-00	Late Notice -10% Penalty	5,260.73	5,833.33	(572.60)	-9.8%	39,773.68	29,166.69	10,606.99	36.4%
1-0-4230-00	Service Connections	307.94	666.66	(358.72)	-53.8%	4,717.18	3,333.38	1,383.80	41.5%
1-0-4920-00	Interest Earned	0.00	0.00	0.00	0.0%	1,158.01	1,272.00	(113.99)	-9.0%
1-0-4930-00	Tax Apportionments/Cnty Checks	69,934.75	50,000.00	19,934.75	0.0%	85,486.21	65,000.00	20,486.21	31.5%
1-0-4950-00	Miscellaneous Income	503.56	3,083.33	(2,579.77)	-83.7%	15,153.38	15,416.69	(263.31)	-1.7%
1-0-4955-00	Cell Site Lease Income	11,603.73	11,240.00	363.73	3.2%	57,497.67	56,200.00	1,297.67	2.3%
1-0-4965-00	ERAF REFUND -County Taxes	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
1-0-4990-00	Water Sales Refunded	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
<b>TOTAL NON-OPERATING REVENUE</b>		<b>88,094.80</b>	<b>72,906.65</b>	<b>15,188.15</b>	<b>20.8%</b>	<b>224,149.20</b>	<b>180,805.45</b>	<b>43,343.75</b>	<b>24.0%</b>
<b>TOTAL REVENUES</b>		<b>656,926.92</b>	<b>688,620.44</b>	<b>(31,693.52)</b>	<b>-4.6%</b>	<b>4,057,229.35</b>	<b>4,400,647.75</b>	<b>(343,418.40)</b>	<b>-7.8%</b>
<b>OPERATING EXPENSES</b>									
1-1-5130-00	Water Purchased	219,702.80	190,601.00	(29,101.80)	-15.3%	1,022,463.80	1,262,488.00	240,024.20	19.0%
1-1-5230-00	Pump Exp, Nunes T P	2,632.42	1,825.00	(807.42)	-44.2%	12,594.72	11,200.00	(1,394.72)	-12.5%
1-1-5231-00	Pump Exp, CSP Pump Station	50,183.11	5,000.00	(45,183.11)	-903.7%	238,971.57	115,910.00	(123,061.57)	-106.2%
1-1-5232-00	Pump Exp, Trans. & Dist.	1,314.09	1,000.00	(314.09)	-31.4%	5,671.87	6,137.00	465.13	7.6%
1-1-5233-00	Pump Exp, Pilarcitos Can.	294.95	4,754.00	4,459.05	93.8%	1,264.73	5,454.00	4,189.27	76.8%
1-1-5234-00	Pump Exp. Denniston Proj.	812.04	6,120.00	5,307.96	86.7%	9,162.28	15,780.00	6,617.72	41.9%
1-1-5235-00	Denniston T.P. Operations	343.54	1,316.00	972.46	73.9%	16,048.33	3,626.00	(12,422.33)	-342.6%
1-1-5236-00	Denniston T.P. Maintenance	817.34	3,875.00	3,057.66	78.9%	7,950.16	25,375.00	17,424.84	68.7%
1-1-5240-00	Nunes T P Operations	3,348.16	3,129.00	(219.16)	-7.0%	24,601.71	20,955.00	(3,646.71)	-17.4%
1-1-5241-00	Nunes T P Maintenance	3,440.15	8,542.00	5,101.85	59.7%	12,319.58	19,710.00	7,390.42	37.5%
1-1-5242-00	CSP Pump Station Operations	1,653.49	700.00	(953.49)	-136.2%	4,055.03	3,500.00	(555.03)	-15.9%
1-1-5243-00	CSP Pump Station Maintenance	3,529.83	3,300.00	(229.83)	-7.0%	6,699.58	16,500.00	9,800.42	59.4%
1-1-5250-00	Laboratory Services	970.33	3,333.00	2,362.67	70.9%	13,690.69	16,665.00	2,974.31	17.8%
1-1-5318-00	Studies/Surveys/Consulting	0.00	20,000.00	20,000.00	100.0%	1,402.50	100,000.00	98,597.50	98.6%
1-1-5321-00	Water Conservation	4,458.92	3,250.00	(1,208.92)	-37.2%	17,682.30	16,250.00	(1,432.30)	-8.8%
1-1-5322-00	Community Outreach	1,080.00	3,475.00	2,395.00	68.9%	7,941.95	17,375.00	9,433.05	54.3%
1-1-5325-00	Water Shortage Program	3,778.58	0.00	(3,778.58)	0.0%	18,555.01	0.00	(18,555.01)	0.0%
1-1-5411-00	Salaries & Wages -Field	87,074.02	81,005.08	(6,068.94)	-7.5%	446,587.95	445,527.90	(1,060.05)	-0.2%
1-1-5412-00	Maintenance -General	12,016.99	17,625.00	5,608.01	31.8%	69,461.37	88,125.00	18,663.63	21.2%



ACCOUNT	DESCRIPTION	CURRENT ACTUAL	CURRENT BUDGET	B/(W) VARIANCE	B/(W) % VAR	YTD ACTUAL	YTD BUDGET	B/(W) VARIANCE	B/(W) % VAR
1-1-5414-00	Motor Vehicle Expense	4,419.09	4,221.00	(198.09)	-4.7%	19,697.78	21,105.00	1,407.22	6.7%
1-1-5415-00	Maintenance -Well Fields	0.00	0.00	0.00	0.0%	0.00	10,000.00	10,000.00	0.0%
1-1-5610-00	Salaries/Wages-Administration	50,550.03	62,250.92	11,700.89	18.8%	276,336.96	342,380.10	66,043.14	19.3%
1-1-5620-00	Office Supplies & Expense	10,604.59	13,152.08	2,547.49	19.4%	52,738.89	65,760.44	13,021.55	19.8%
1-1-5621-00	Computer Services	3,435.97	7,650.00	4,214.03	55.1%	20,340.22	38,250.00	17,909.78	46.8%
1-1-5625-00	Meetings / Training / Seminars	7,250.91	1,916.66	(5,334.25)	-278.3%	14,178.14	9,583.38	(4,594.76)	-47.9%
1-1-5630-00	Insurance	5,878.41	6,250.00	371.59	5.9%	39,077.45	51,250.00	12,172.55	23.8%
1-1-5635-00	EE/Ret. Medical Insurance	34,338.09	40,191.33	5,853.24	14.6%	171,508.04	200,956.69	29,448.65	14.7%
1-1-5640-00	Employees Retirement Plan	39,995.68	40,299.16	303.48	0.8%	217,044.13	221,645.30	4,601.17	2.1%
1-1-5645-00	SIP 401K Plan	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
1-1-5681-00	Legal	7,388.00	5,000.00	(2,388.00)	-47.8%	24,778.10	25,000.00	221.90	0.9%
1-1-5682-00	Engineering	480.00	1,166.66	686.66	58.9%	2,160.00	5,833.38	3,673.38	63.0%
1-1-5683-00	Financial Services	0.00	10,000.00	10,000.00	0.0%	0.00	15,000.00	15,000.00	100.0%
1-1-5684-00	Payroll Tax Expense	8,724.34	10,354.15	1,629.81	15.7%	50,113.59	56,947.89	6,834.30	12.0%
1-1-5687-00	Membership, Dues, Subscript.	12,357.99	5,256.16	(7,101.83)	-135.1%	31,556.67	26,280.88	(5,275.79)	-20.1%
1-1-5688-00	Election Expenses	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
1-1-5689-00	Labor Relations	0.00	500.00	500.00	100.0%	0.00	2,500.00	2,500.00	100.0%
1-1-5700-00	San Mateo County Fees	5,834.00	1,475.00	(4,359.00)	-295.5%	9,551.56	7,375.00	(2,176.56)	-29.5%
1-1-5705-00	State Fees	2,460.14	1,333.33	(1,126.81)	-84.5%	8,035.27	6,666.69	(1,368.58)	-20.5%
<b>TOTAL OPERATING EXPENSES</b>		<b>591,168.00</b>	<b>569,866.53</b>	<b>(21,301.47)</b>	<b>-3.7%</b>	<b>2,874,241.93</b>	<b>3,297,112.65</b>	<b>422,870.72</b>	<b>12.8%</b>
<b>CAPITAL ACCOUNTS</b>									
1-1-5711-00	Debt Srvc/Existing Bonds 1998A	0.00	0.00	0.0%	0.0%	0.00	0.00	0.00	0.0%
1-1-5712-00	Debt Srvc/Existing Bonds 2006B	0.00	0.00	0.0%	0.0%	349,991.88	349,992.00	0.12	0.0%
1-1-5715-00	Debt Srvc/CIEDB 11-099 (I-BANK)	0.00	0.00	0.0%	0.0%	257,971.45	257,971.00	(0.45)	0.0%
<b>TOTAL CAPITAL ACCOUNTS</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>607,963.33</b>	<b>607,963.00</b>	<b>(0.33)</b>	<b>0.0%</b>
<b>TOTAL EXPENSES</b>		<b>591,168.00</b>	<b>569,866.53</b>	<b>(21,301.47)</b>	<b>-3.7%</b>	<b>3,482,205.26</b>	<b>3,905,075.65</b>	<b>422,870.39</b>	<b>10.8%</b>
<b>NET INCOME</b>		<b>65,758.92</b>		<b>575,024.09</b>					

**COASTSIDE COUNTY WATER DISTRICT  
MONTHLY INVESTMENT REPORT  
November 30, 2014**

**RESERVE BALANCES**

CAPITAL AND OPERATING RESERVE	\$1,893,087.80
RATE STABILIZATION RESERVE	\$250,000.00

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<b>TOTAL DISTRICT RESERVES</b>	<b>\$2,143,087.80</b>
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**ACCOUNT DETAIL**

ACCOUNTS WITH FIRST NATIONAL BANK (FNB)	
CHECKING ACCOUNT	\$512,884.18
CSP T & S ACCOUNT	\$610,144.75

LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$1,019,428.87
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DISTRICT CASH ON HAND	\$630.00
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<b>TOTAL ACCOUNT BALANCES</b>	<b>\$2,143,087.80</b>
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*This report is in conformity with CCWD's Investment Policy.*



COASTSIDE COUNTY WATER DISTRICT  
 APPROVED CAPITAL IMPROVEMENT PROJECTS  
 FISCAL YEAR 2014-2015

11/30/2014

Approved CIP Budget FY 14/15	Actual To Date FY 14/15	Projected Year-End FY 14/15	Projected vs. Budget Variance	% Completed	Project Status/ Comments
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**Previous CIP Projects - paid in FY 14/15**

Nunes WTP Access Road Repaving Proj - Phase 1	\$ 78,039	\$ 80,000			Complete
El Granada Tank #2 Recoating/Repair Project	\$ 58,743	\$ 58,743			Complete
Denniston Water Supply Development	\$ 12,790	\$ 12,790			
Miramar Tank Fence Replacement	\$ 26,418	\$ 26,418			Complete
Nunes Hydropneumatic Systems Improvements	\$ 10,448	\$ 80,000			Construction complete, vendor not paid

**PREVIOUS YEAR TOTALS \$ - \$ 186,437 \$ 257,951 \$ (257,951)** In Progress

**UNSCHEDULED ITEMS (CAPITAL EXPENDITURES) FOR CURRENT FISCAL YEAR 14/15**

Sunrise Court Pipeline Replacement	\$ 34,489	\$ 34,489			Complete
Denniston Dam Repair	\$ 700				

**NON-BUDGETED TOTALS \$ - \$ 35,189 \$ 34,489 \$ (34,489)**

**CIP TOTALS \$ 2,798,000 \$ 941,892 \$ 1,785,440 \$ 1,012,560**

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

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

<b>Month</b>	<b>Admin (General Legal Fees)</b>	<b>Water Supply Develpmnt</b>	<b>Transfer Program</b>	<b>CIP</b>	<b>Personnel</b>	<b>Water Shortage</b>	<b>Lawsuits</b>	<b>Infrastructure Project Review  (Reimbursable)</b>	<b>TOTAL</b>
<b>Dec-13</b>	3,304	3,928		168	260				7,660
<b>Jan-14</b>	1,344	588		224					2,156
<b>Feb-14</b>	2,752	140							2,892
<b>Mar-14</b>	6,214								6,214
<b>Apr-14</b>	2,096		604					1,487	4,187
<b>May-14</b>	2,519			257				286	3,063
<b>Jun-14</b>	2,252		220	858					3,330
<b>Jul-14</b>	6,604		269	772	550				8,196
<b>Aug-14</b>	2,145			715	1,494	3,752			8,105
<b>Sep-14</b>	4,054		314	143	5,092	1,516			11,119
<b>Oct-14</b>	2,571	1,087			2,034				5,691
<b>Nov-14</b>	3,277			114	4,111			429	7,931
<b>TOTAL</b>	<b>39,132</b>	<b>5,743</b>	<b>1,408</b>	<b>3,252</b>	<b>13,540</b>	<b>5,267</b>	<b>0</b>	<b>2,202</b>	<b>70,544</b>

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

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

<b>Month</b>	<b>Admin &amp; Retainer</b>	<b>CIP</b>	<b>Studies &amp; Projects</b>	<b>TOTAL</b>	<b>Reimbursable from Projects</b>
<b>Dec-13</b>	240			<b>240</b>	
<b>Jan-14</b>	480		1,521	<b>2,001</b>	1,521
<b>Feb-14</b>	480		423	<b>903</b>	423
<b>Mar-14</b>	480	1,606	930	<b>3,015</b>	930
<b>Apr-14</b>	480	2,005	169	<b>2,654</b>	169
<b>May-14</b>	480	5,463	2,907	<b>8,850</b>	2,907
<b>Jun-14</b>	480	9,551		<b>10,031</b>	
<b>Jul-14</b>	480	7,799	169	<b>8,448</b>	169
<b>Aug-14</b>	480	8,316		<b>8,796</b>	
<b>Sep-14</b>	240	7,445	180	<b>7,865</b>	180
<b>Oct-14</b>	480	13,394		<b>13,874</b>	
<b>Nov-14</b>	480	11,154	3,211	<b>14,845</b>	3,211
<b>TOTAL</b>	<b>5,280</b>	<b>66,732</b>	<b>9,509</b>	<b>81,521</b>	<b>9,509</b>

**Calcon T&M Projects Tracking**

Project No.	Name	Acct No.	Proposal Date	Approved Date	Project Budget	Billing Date										Project Total Billing	Project Budget Remaining	CIP Project					
						9/30/13	10/31/13	11/30/13	12/31/13	1/31/14	2/28/14	3/31/14	4/30/14	5/31/14	6/30/14				7/31/14	8/31/14	9/30/14	10/30/14	
CAL-13-EMG	Emergency Callout						\$3,017.30	\$2,795.00	\$4,251.56	\$6,210.17		\$540.00											
CAL-14-EMG	Emergency Callout												\$1,330.00	\$250.00	\$1,330.00								
CAL-13-00	Calcon Project Admin/Miscellaneous				\$992.50								\$112.88										
CAL-13-01	EG Tank 2 Recoating Project		9/30/13	10/8/13	\$8,220.00	\$1,455.00	\$2,195.00	\$1,125.00	\$1,600.00					\$1,712.50	\$750.00						\$8,837.50	-\$617.50	08-17
CAL-13-02	Nunes Control System Upgrades		9/30/13	10/8/13	\$46,141.00	\$55,363.60															\$55,363.60	-\$9,222.60	FY13 CIP
CAL-13-03	Win 911 and PLC Software		9/30/13	10/8/13	\$9,717.00	\$7,636.74	\$2,660.00				\$1,935.00										\$12,231.74	-\$2,514.74	
CAL-13-04	Crystal Springs Surge Tank Retrofit		11/26/13	11/27/13	\$31,912.21		\$3,740.00		\$3,494.00	\$7,524.79	\$31,964.53	\$10,229.10			\$9,620.12						\$66,572.54	-\$34,660.33	6-Dec
CAL-13-05																					\$0.00	\$0.00	
CAL-13-06	Nunes Legacy Backwash System Removal		11/25/13	11/26/13	\$6,516.75		\$6,455.00														\$6,455.00	\$61.75	
CAL-13-07	Denniston Backwash FTW Valves		11/26/13	11/27/13	\$6,914.21		\$925.00	\$3,748.28	\$4,170.00	\$675.00											\$9,518.28	-\$2,604.07	
CAL-14-01	Denniston Wash Water Return Retrofit		1/28/14	2/14/14	\$13,607.00				\$4,950.00	\$8,641.60											\$13,591.60	\$15.40	
CAL-14-02	Denniston Califrier SCADA Data		4/2/14	4/7/14	\$4,125.00									\$4,077.50							\$4,077.50	\$47.50	
CAL-14-03	Nunes Surface Scatter Turbidimeter		4/2/14	4/7/14	\$2,009.50																\$0.00	\$2,009.50	
CAL-14-04	Phase I Control System Upgrade		4/2/14	4/7/14	\$75,905.56						\$9,670.00		\$15,593.35	\$4,415.00	\$14,780.79						\$44,459.14	\$31,446.42	
CAL-14-06	Miramar Control Panel		8/28/14	8/28/14	\$37,953.00										\$25,176.15						\$25,176.15	\$12,776.85	
CAL-14-08	SFWater Flow & Data Logger/Cahill Tank		8/20/2014	8/20/2014	\$1,370.00																\$1,372.00	-\$2.00	
					\$244,391.23	\$992.50	\$64,455.34	\$15,975.00	\$4,873.28	\$14,214.00	\$16,841.39	\$9,670.00	\$33,899.53	\$25,822.45	\$10,317.88	\$15,530.79	\$34,796.27				\$246,283.05	-\$3,261.82	

# **COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

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

**Wednesday, November 12, 2014**

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

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

- 2) **PLEDGE OF ALLEGIANCE**

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

- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending October 31, 2014:  
Claims: \$669,450.91; Payroll: \$80,504.36 for a total of \$749,955.27  
➤ *October 2014 Monthly Financial Claims reviewed by President Reynolds*
- B. Acceptance of Financial Reports
- C. Approval of Minutes of October 14, 2014, Regular Board of Directors Meeting
- D. Installed Water Connection Capacity and Water Meters Report
- E. Total CCWD Production Report
- F. CCWD Monthly Sales by Category Report - October 2014
- G. October 2014 Leak Report
- H. Rainfall Reports
- I. San Francisco Public Utilities Commission Hydrological Conditions Report for September 2014



President Reynolds reported that he had reviewed the financial claims for the month of October 2014 and found all to be in order.

**ON MOTION BY Director Mickelsen and seconded by Director Glassberg, the Board voted as follows, to accept and approve the Consent Calendar in its entirety:**

<b>Vice-President Mickelsen</b>	<b>Aye</b>
<b>Director Coverdell</b>	<b>Absent</b>
<b>Director Flint</b>	<b>Aye</b>
<b>Director Glassberg</b>	<b>Aye</b>
<b>President Reynolds</b>	<b>Aye</b>

**5) MEETINGS ATTENDED / DIRECTOR COMMENTS**

Director Flint reported on a recent "Connect the Coastside" workshop that he had attended and indicated that he had planned to continue to attend these meetings and encouraged the Board to attend as well.

**6) GENERAL BUSINESS**

**A. Adjusting the Fiscal Year 2015 Financial Plan in Response to Drought-Related Revenue Shortfall**

Mr. Dickson informed the Board, that as a result of the District's customers responding well to the District's request for voluntary conservation and water use restrictions, the year-to-date financials through October 31, 2014 show water sales approximately \$340,000 or about 9.4% below budget. He explained that assuming that the trend in conservation continues this shortfall in revenue would reduce the contribution to capital and reserves by about \$1 million in the current fiscal year. He referenced the tables provided in the staff report and discussed in detail some options that could be utilized to address the potential funding shortfall.

Mr. Dickson then reviewed a series of staff recommendations for the Board to consider, which included freezing Fiscal Year 2015 funding for Capital Improvement Project (CIP) projects as he had outlined, establishing a line of credit to access if needed for emergencies or to deal with further financial constraints, initiating the process for the FY 2016 long-term borrowing contemplated in the Financing Plan and developing CIP and Financing Plan scenarios based on the continuation of current reduced demand and possible further demand reductions.

Each of the Board members shared their thoughts on the subject, expressing concerns about long-term borrowing, especially for the purpose of funding operating expenses, about establishing a line of credit and deciding how those funds would be used, about options for dealing with potential allocation reductions, as well as penalties and rate increases from SFPUC in case of a water shortage emergency, and about prioritizing capital improvement projects. Mr. Dickson advised that this subject would be brought back to the Board for additional discussion in the future.

**7) GENERAL MANAGER'S REPORT -INCLUDING MONTHLY INFORMATIONAL REPORTS**

**SFPUC Water Supply Update** - Mr. Dickson shared highlights of SFPUC Assistant General Manager Steve Ritchie's, recent presentation of SFPUC's water supply conditions to the BAWSCA Water Supply Management Representatives, noting that the underlying message is that we should prepare ourselves for the possibility of mandatory rationing.

**Administration Building Remodeling Project** - Mr. Dickson reported that the remodeling project is progressing on schedule, with completion expected in approximately mid-December 2014.

**A. Operations Report** - Mr. Guistino updated the Board on the progress of the Nunes Utility Water System, and the current status of the Avenue Cabrillo Project Phase 3A, and El Granada Tank 2 projects.

**B. Water Resources Report**

Ms. Brennan provided updates on grant reimbursements, water savings from District customers of 11 percent, and the current California drought conditions.

**8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS**

There were no requests for future Board meetings expressed.

**9) ADJOURNMENT** - The meeting was adjourned at 8:11 p.m.

Respectfully submitted,

---

David R. Dickson, General Manager  
Secretary of the District

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Glenn Reynolds, President  
Board of Directors

# ***STAFF REPORT***

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

**From:** David Dickson, General Manager

**Agenda:** December 9, 2014

Report

**Date:** November 17, 2014

**Subject:** Monthly Water Transfer Report

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## **Recommendation:**

None. For Board information purposes only.

## **Background:**

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

Since the previous Board meeting in July 2014, one application to transfer one---5/8" (20 gpm) non-priority water service connections was approved. A spreadsheet reporting this transfer follows this report as well as the approval memorandum from Patrick Miyaki and the confirmation letter from Gina Brazil and Glenna Lombardi.

**WATER TRANSFERS APPROVED FOR THE 2014 CALENDAR YEAR**

<u>DONATING APN</u>	<u>RECIPIENT APN</u>	<u>PROPERTY OWNERS</u>	<u># of CONNECTIONS</u>	<u>DATE</u>
056-210-380	047-071-270	Monte Vista Lane LLC to Brad Jaeb/Herbert Bay Area Properties LLC	1 -- 5/8" (20 gpm)	November 17, 2014

## Memorandum

**TO:** Glenna Lombardi  
**FROM:** Patrick T. Miyaki  
**DATE:** November 14, 2014  
**RE:** **Application to Transfer Uninstalled Non-Priority Water Service Connection from Monte Vista Lane LLC to Brad Jaeb & Herbert Bay Area Properties LLC**

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Glenna, I have reviewed the Application to transfer one 5/8-inch uninstalled non-priority water service connection from property owned by Monte Vista Lane LLC (APN 056-210-380) to property owned by Brad Jaeb & Herbert Bay Area Properties LLC (APN 047-071-270).

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

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

PTM:slh

cc: David Dickson

.

November 17, 2014



Monte Vista Lane LLC  
c/o Jude Damasco  
700 Monte Vista Lane  
Half Moon Bay, CA 94019

And

Brad Jaeb  
200 San Mateo Road  
Half Moon Bay, CA 94019

Herbert Bay Area Properties LLC  
1042 Madison Avenue  
Redwood City, CA 94061

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

Dear Property Owners:

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

- **APN 056-210-380** has no present right to a water service connection from the Coastside County Water District; and
- **APN 047-071-270** now has a one 5/8" (20 gpm) non-priority water service connection assigned to it from the Crystal Springs Project.

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

Sincerely,

A handwritten signature in blue ink that reads "Gina Brazil". The signature is fluid and cursive.

Gina Brazil  
Office Manager

cc: David Dickson, General Manager  
Glenna Lombardi





**TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2015**

	PILARCITOS WELLS	PILARCITOS LAKE	DENNISTON WELLS	DENNISTON RESERVOIR	CRYSTAL SPRINGS RESERVOIR	RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
JUL	0.00	0.00	0.48	2.32	71.96	74.76	0.85	73.92
AUG	0.00	0.00	0.10	0.82	73.97	74.89	0.09	74.80
SEPT	0.00	0.00	0.05	0.60	59.58	60.23	0.45	59.78
OCT	0.00	0.00	0.00	0.00	57.13	57.13	0.13	57.00
NOV	4.43	0.00	0.01	0.93	41.00	46.37	0.72	45.65
DEC								
JAN								
FEB								
MAR								
APR								
MAY								
JUN								
<b>TOTAL</b>	<b>4.43</b>	<b>0.00</b>	<b>0.64</b>	<b>4.67</b>	<b>303.64</b>	<b>313.38</b>	<b>2.23</b>	<b>311.15</b>
% MONTHLY TOTAL	0.00%	0.00%	0.08%	1.00%	98.92%	100.00%	0.75%	99.25%
% ANNUAL TO DATE TOTAL	1.4%	0.0%	0.2%	1.5%	96.9%	100.0%	0.71%	99.3%

12 Month Running Treated Total **700.82**

**TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2014**

	PILARCITOS WELLS	PILARCITOS LAKE	DENNISTON WELLS	DENNISTON RESERVOIR	CRYSTAL SPRINGS RESERVOIR	RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
JUL	0.00	0.00	0.00	0.00	75.61	75.61	0.40	75.21
AUG	0.00	0.00	0.00	0.00	84.56	84.56	-0.18	84.74
SEPT	0.00	0.00	0.00	0.00	66.04	66.04	0.21	65.83
OCT	0.00	0.00	0.00	0.00	68.72	68.72	-0.09	68.81
NOV	1.82	0.00	0.00	0.00	56.17	57.99	0.13	57.86
DEC	0.76	0.00	0.00	0.00	55.12	55.88	0.07	55.81
JAN	0.00	0.00	0.00	0.46	57.17	57.63	1.10	56.53
FEB	2.97	0.00	0.00	2.33	35.25	40.55	1.61	38.94
MAR	1.78	0.00	0.25	8.86	31.25	42.14	-0.38	42.52
APR	0.00	19.89	0.92	12.58	19.70	53.09	0.21	52.88
MAY	0.00	16.79	0.83	7.89	50.40	75.91	-0.06	75.97
JUN	0	0.00	0.00	1.22	66.61	67.83	0.81	67.02
<b>TOTAL</b>	<b>7.33</b>	<b>36.68</b>	<b>2.00</b>	<b>33.34</b>	<b>666.60</b>	<b>745.95</b>	<b>3.82</b>	<b>742.12</b>
% TOTAL	1.0%	4.9%	0.3%	4.5%	89.4%	100.0%	0.51%	99.5%

     denotes estimated due to faulty SFPUC meter

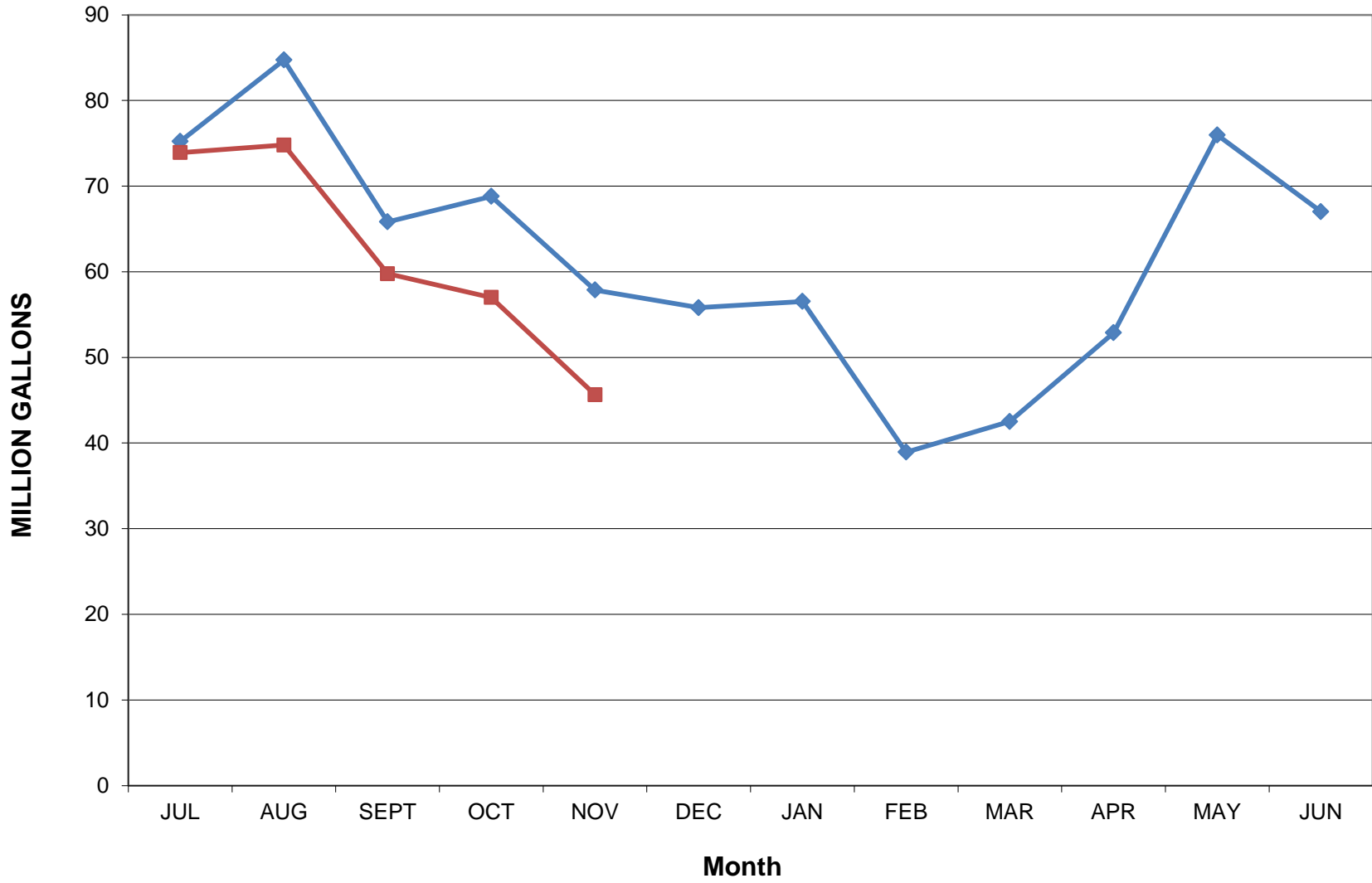
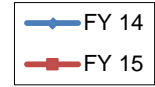
**COASTSIDE COUNTY WATER DISTRICT**

**Predicted vs Actual Production - All Sources FY 15**

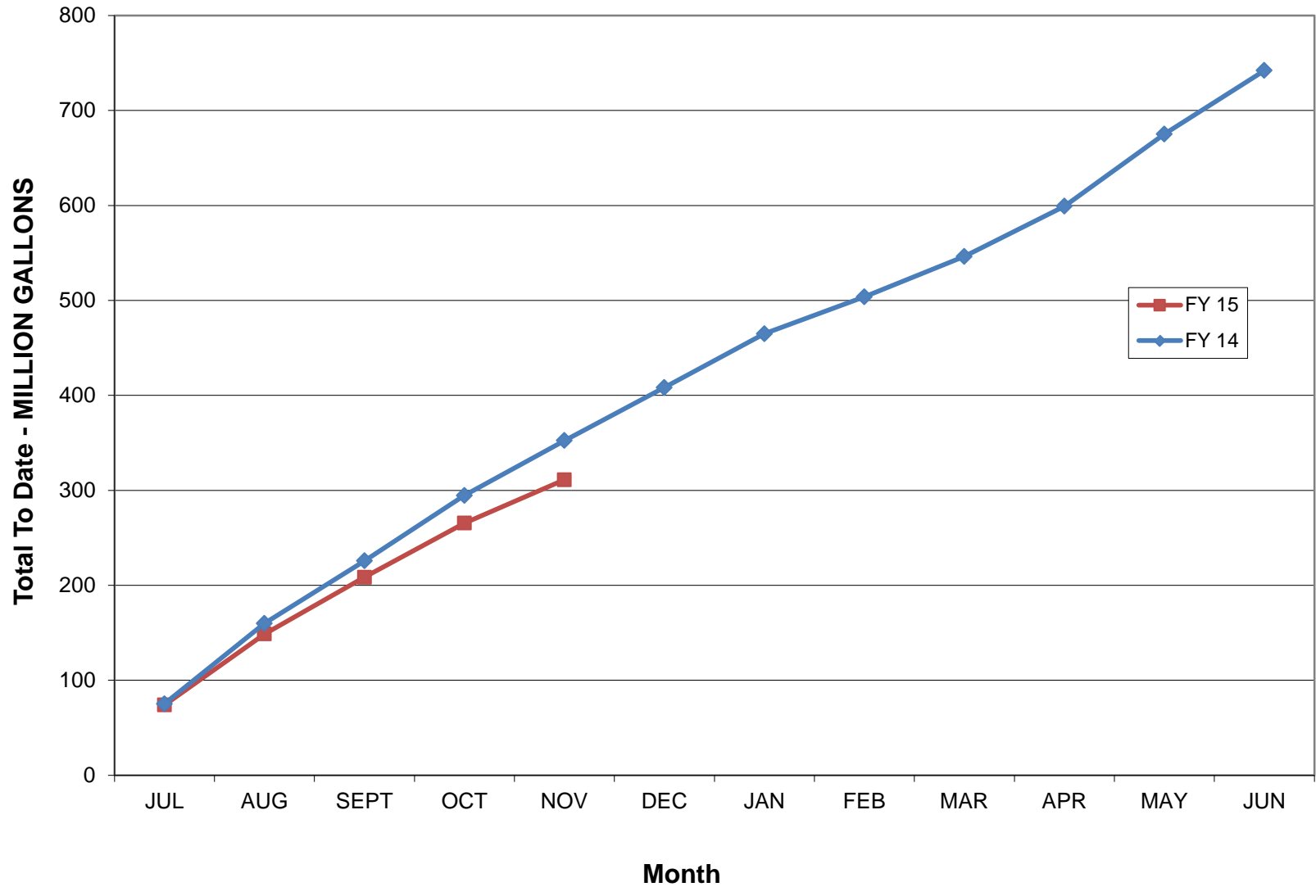
	Denniston Surface			Denniston Wells			Pilarcitos Wells			Pilarcitos Surface			SFWD CSP			SFWD Total	
	Actual MG	Predicted MG	pred-act	Actual MG	Predicted	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG	pred-act	Actual MG	Predicted MG
Jul-14	2.32	5.34	3.02	0.48	0.00	-0.48	0.00	0.00	0.00	0.00	31.42	31.42	71.96	34.44	-37.52	71.96	65.86
Aug-14	0.82	0.00	-0.82	0.10	0.00	-0.10	0.00	0.00	0.00	0.00	47.40	47.40	73.97	32.50	-41.47	73.97	79.90
Sep-14	0.60	0.00	-0.60	0.05	0.00	-0.05	0.00	0.00	0.00	0.00	27.24	27.24	59.58	35.18	-24.40	59.58	62.42
Oct-14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36.36	36.36	57.13	29.25	-27.88	57.13	65.61
Nov-14	0.93	6.34	5.41	0.01	0.00	-0.01	4.43	1.87	-2.56	0.00	46.19	46.19	41.00	0.00	-41.00	41.00	46.19
Dec-14			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	39.52
Jan-15			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	36.19
Feb-15			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	19.64
Mar-15			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	19.00
Apr-15			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	43.53
May-15			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	63.20
Jun-15			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!	0.00	60.46
<b>MG Totals</b>	<b>4.67</b>	<b>11.67</b>	<b>7.00</b>	<b>0.64</b>	<b>0.00</b>	<b>-0.64</b>	<b>4.43</b>	<b>1.87</b>	<b>-2.56</b>	<b>0.00</b>	<b>188.61</b>	<b>188.61</b>	<b>303.64</b>	<b>131.37</b>	<b>-172.27</b>	<b>303.64</b>	<b>601.52</b>

	Actual non SFPUC	Predicted non SFPUC	Actual SFPUC	Predicted SFPUC	TOTAL		
					Actual	Predicted	Pred-act
	9.74	13.54	303.64	319.98	313.38	333.52	20.14
<b>% Total</b>	<b>3.11%</b>	<b>4.06%</b>	<b>96.89%</b>	<b>95.94%</b>	<b>93.96%</b>		

Monthly Production FY 13 vs FY 14



Cumulative Production FY 13 vs.FY14



Plant Water Use*			Unmetered Water						2014		MG	
	Denniston Plant	Nunes Plant	Total	Main Flushing	Detector Checks*	Main Breaks	Fire Dept	Miscellaneous	Tank Level Difference	Total		
JAN	0.110	0.000	0.110	0.973	0.017	0.020	0.000	0.014	-0.258	1.097		
FEB	0.270	0.000	0.270	0.000	0.009	0.216	0.002	0.014	0.562	1.613		
MAR	0.000	0.000	0.000	0.000	0.009	0.007	0.002	0.014	-0.416	-0.384		
APR	0.000	0.000	0.000	0.000	0.004	0.000	0.000	0.014	0.193	0.211		
MAY	0.000	0.000	0.000	0.000	0.006	0.005	0.000	0.014	-0.084	-0.059		
JUN	0.103	0.000	0.103	0.000	0.005	0.067	0.000	0.014	0.412	0.807		
JUL	0.230	0.000	0.230	0.054	0.010	0.046	0.000	0.014	0.032	0.845		
AUG	0.000	0.000	0.000	0.000	0.004	0.023	0.000	0.114	-0.055	0.086		
SEP	0.000	0.000	0.000	0.000	0.003	0.347	0.000	0.014	0.088	0.452		
OCT	0.000	0.000	0.000	0.013	0.012	0.050	0.000	0.140	-0.087	0.128		
NOV	0.000	0.000	0.000	0.000	0.006	0.758	0.000	0.039	-0.080	0.723		
DEC			0.000							0.000		
<b>TOTAL</b>	<b>0.71</b>	<b>0.00</b>	<b>0.71</b>	<b>1.04</b>	<b>0.08</b>	<b>1.54</b>	<b>0.00</b>	<b>0.41</b>	<b>0.31</b>	<b>5.52</b>		



0.40 residential change	0.10	0.16	0.24	0.19	0.13	1.00	1.00
0.32 non residential change	0.17	-0.02	0.19	-0.01	-0.07	1.00	1.00
0.37 Total	0.14	0.09	0.21	0.13	0.04	1.00	1.00
sum fy 14	290.94						
sum fy 13	448.07						
	0.35						

## Coastside County Water District Monthly Leak Report

ID	Date Reported Discovered	Date Repaired	Location	Pipe Class	Pipe Size & Type	Estimated Water Loss (Gallons)*	Equipment Costs	Material Costs	Employee hours		Labor Costs	Total Costs
									Staff	Hours		
1	11/6/2014	11/6/14	Grand Blvd.						Overtime			
				M	6" CI	20,000	\$1,750.00	\$1,183.96	4	7	\$2,100	\$5,033.96
2	11/23/2014	11/23/2014	Magellan Street						Overtime			
				M	10" CI	738,331	\$2,625.00	\$962.80	6	10.5	\$3,788	\$7,375.30
3									Staff	Hours		
												\$0.00
4									Staff	Hours		
												\$0.00
5									Staff	Hours		
												\$0.00
6									Staff	Hours		
												\$0.00
7									Staff	Hours		
												\$0.00
8									Staff	Hours		
												\$0.00

<b>Totals</b>						<b>758,331</b>	<b>\$4,375.00</b>	<b>\$2,146.76</b>	<b>10</b>	<b>17.5</b>	<b>\$5,888</b>	<b>\$12,409.26</b>
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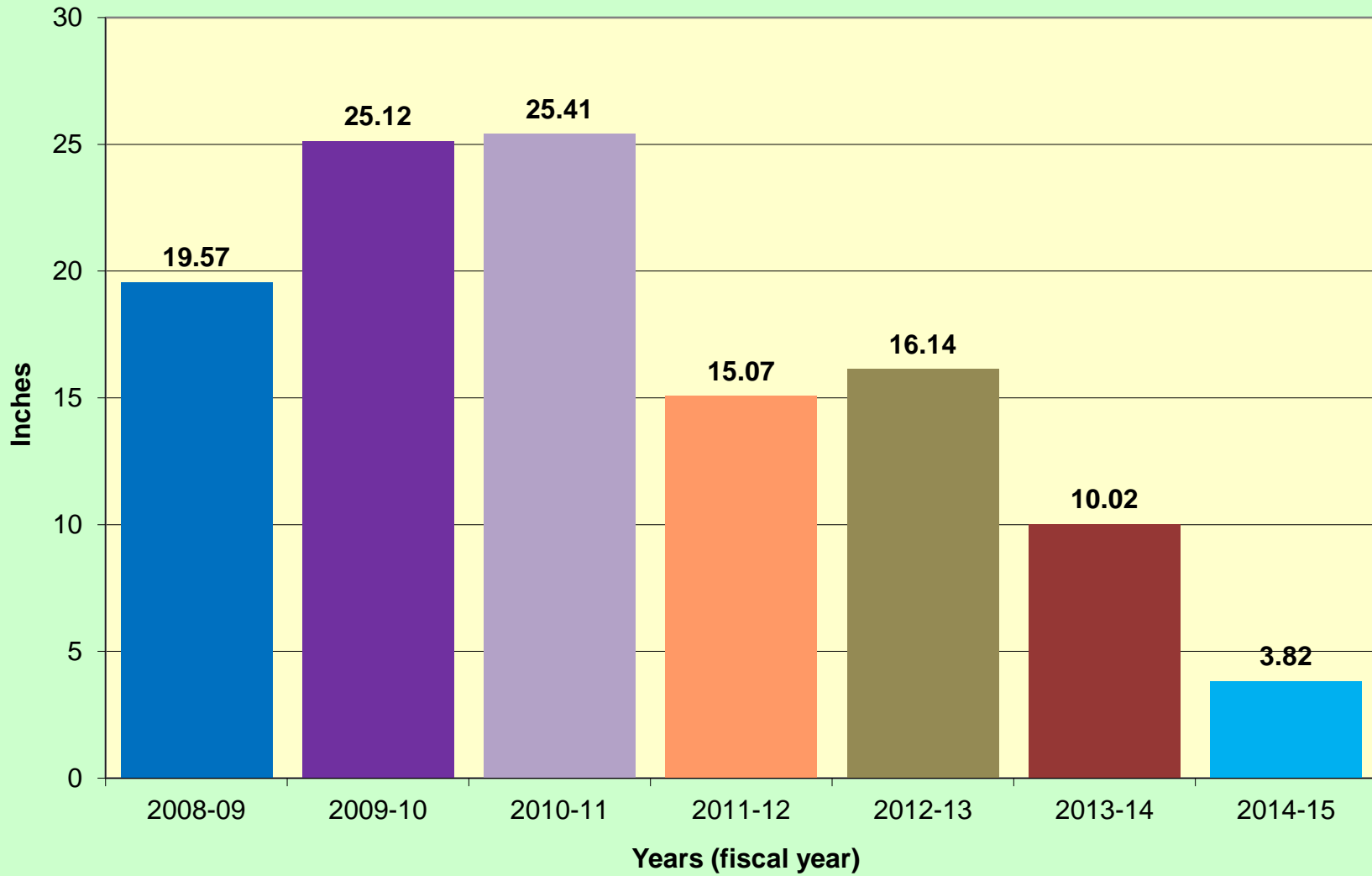
*includes 1,000 gallons for mains to daylight plus 1,000 gallons to flush mains or 100 gallons to flush services	<b>Staff x hours = 175</b>	
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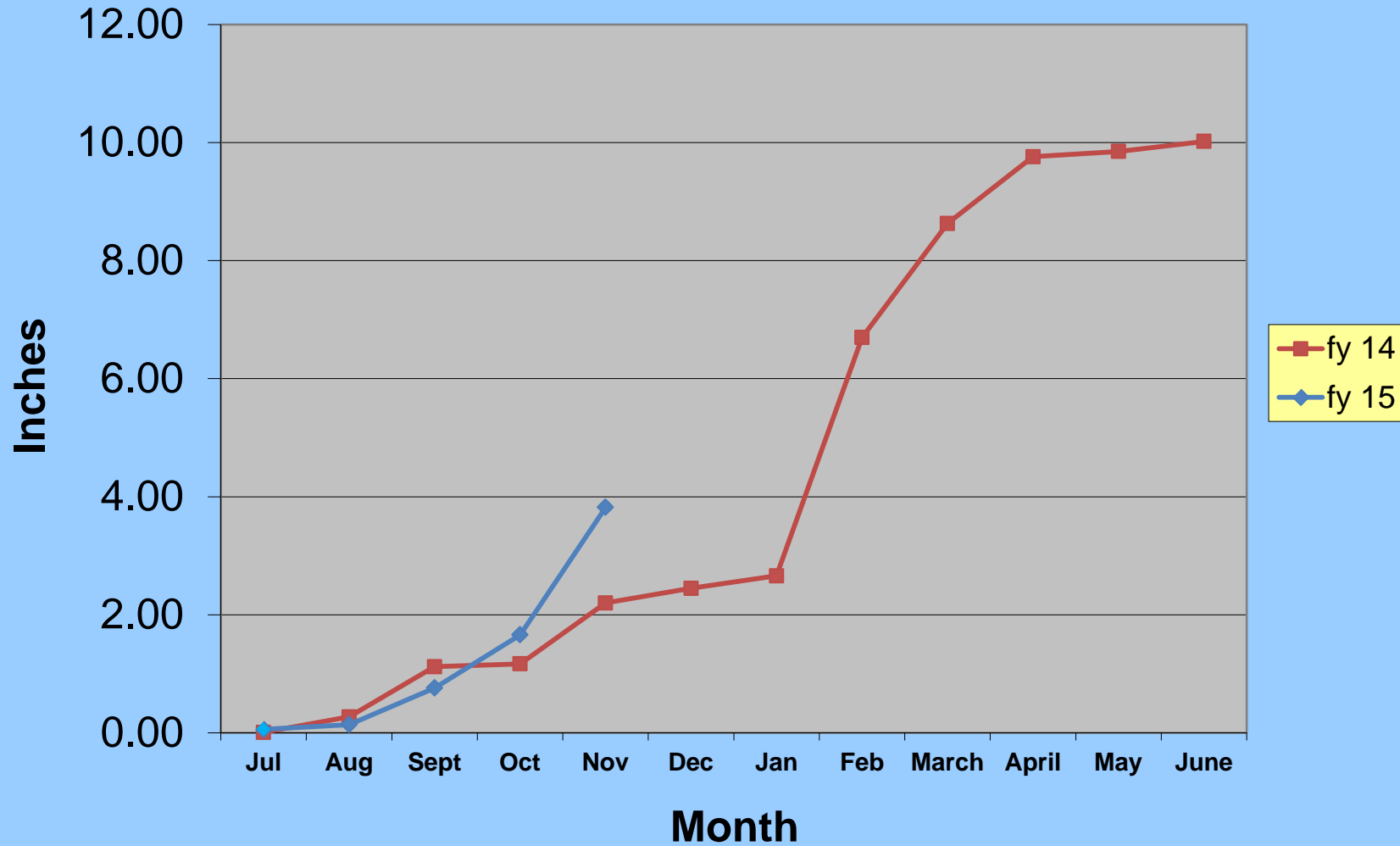


# Rain Totals

## Fiscal Years 09 - 15



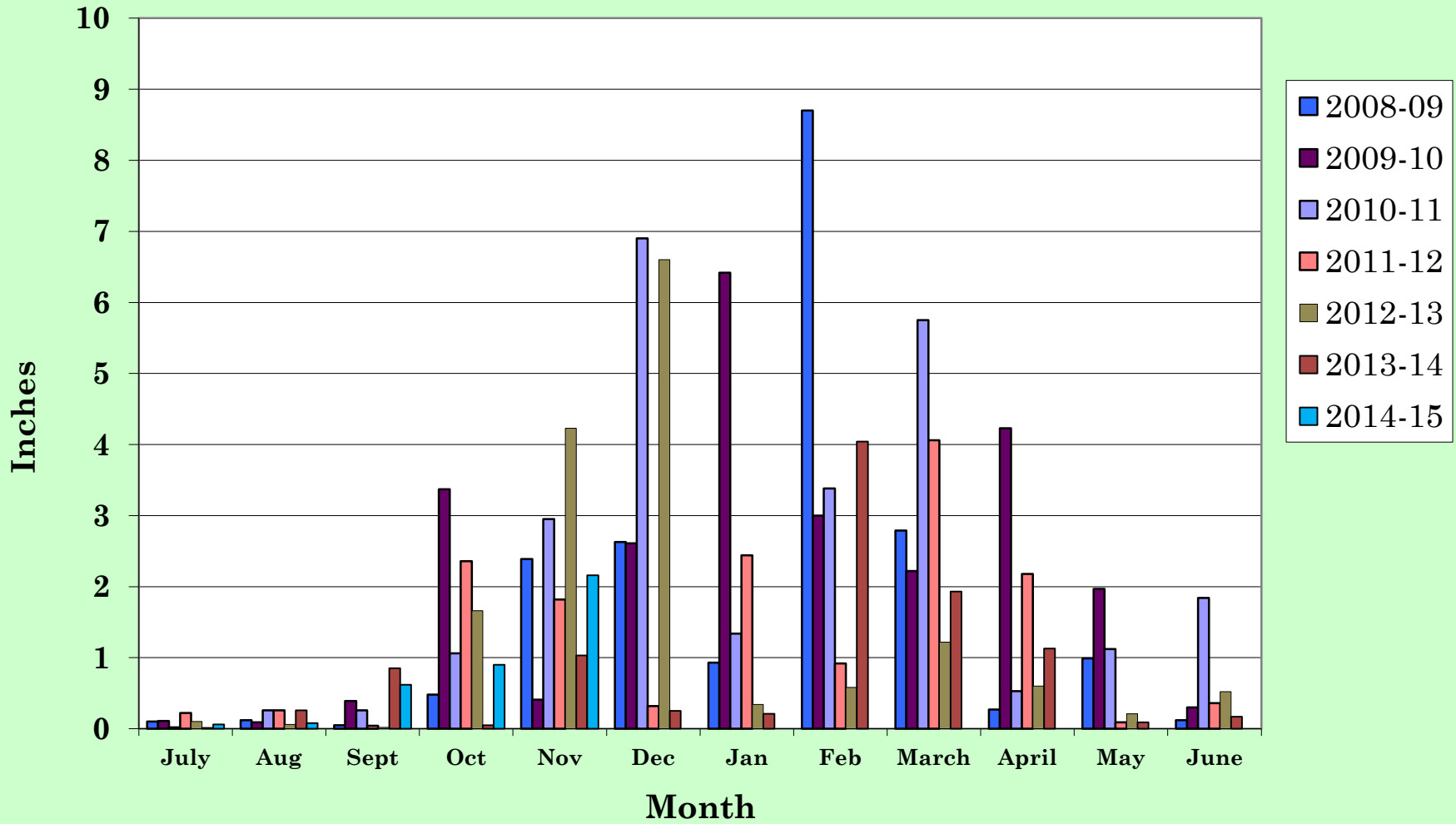
## Rainfall Total Comparison Fiscal Years 14 and 15



# Coastside County Water District

## Rainfall by Month

Fiscal Years 08 - 14



MONTHLY CLIMATOLOGICAL SUMMARY for NOV. 2014

NAME: CCWD weather station CITY: STATE:  
 ELEV: 80 ft LAT: 37° 18' 00" N LONG: 122° 18' 00" W

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	55.7	64.4	2:30p	49.4	6:00a	9.3	0.0	0.24	1.1	11.0	2:30p	WSW
2	53.7	65.0	12:00p	45.6	12:00m	11.3	0.0	0.00	1.1	17.0	1:30p	E
3	53.7	64.5	1:30p	44.2	6:00a	11.3	0.0	0.01	0.9	11.0	1:00p	W
4	57.6	70.8	2:00p	48.6	5:00a	8.3	0.9	0.00	1.7	14.0	9:00a	NE
5	64.7	78.4	3:30p	53.4	12:30a	3.4	3.1	0.00	2.2	15.0	6:00a	ENE
6	57.5	67.8	1:00p	50.1	5:00a	7.8	0.3	0.00	0.8	13.0	2:00p	W
7	56.1	64.0	3:30p	49.2	1:30a	8.9	0.0	0.01	0.6	10.0	12:00p	SSE
8	59.2	76.6	3:30p	49.0	4:00a	7.3	1.5	0.01	0.6	7.0	11:00a	S
9	54.8	58.7	3:00p	50.1	4:00a	10.2	0.0	0.01	0.3	7.0	1:00p	W
10	54.3	59.5	3:00p	46.5	4:00a	10.7	0.0	0.00	0.7	9.0	11:00a	WSW
11	58.6	65.2	1:30p	53.5	11:00p	6.4	0.0	0.01	1.5	11.0	10:30a	WSW
12	59.0	66.1	2:00p	53.7	12:30a	6.0	0.0	0.17	0.6	8.0	3:00p	E
13	59.7	64.4	2:00p	55.0	1:00a	5.3	0.0	0.22	1.4	13.0	4:00a	WSW
14	57.6	64.0	3:00p	49.6	7:00a	7.4	0.0	0.01	0.6	9.0	1:30p	W
15	55.6	63.7	1:00p	48.4	7:00a	9.4	0.0	0.01	0.8	10.0	11:00a	E
16	57.3	63.9	12:00p	49.0	1:00a	7.7	0.0	0.00	2.8	18.0	8:00a	E
17	58.2	67.1	2:00p	51.9	5:30a	7.0	0.2	0.00	3.5	21.0	11:00a	E
18	60.2	68.9	1:00p	48.7	1:30a	5.3	0.4	0.00	2.4	14.0	7:00a	E
19	57.8	61.7	4:00a	53.3	12:00m	7.2	0.0	0.34	1.8	18.0	11:30a	SSW
20	54.0	59.5	2:30p	50.5	12:00m	11.0	0.0	0.27	0.5	8.0	2:00p	ENE
21	55.6	62.3	12:30p	48.8	7:30a	9.4	0.0	0.01	0.8	9.0	11:00a	W
22	58.2	63.4	3:00p	48.0	12:00m	6.8	0.0	0.26	1.8	13.0	10:30a	S
23	54.3	66.2	2:30p	44.9	11:00p	10.7	0.0	0.01	1.7	13.0	9:30a	NE
24	55.7	68.6	4:00p	47.1	12:00m	9.7	0.4	0.00	2.2	14.0	1:30p	NE
25	58.8	69.3	2:00p	47.2	12:30a	6.5	0.4	0.00	3.4	21.0	11:30a	E
26	59.7	70.7	2:30p	50.2	12:00m	5.7	0.5	0.00	2.1	15.0	5:00a	E
27	54.5	68.7	2:30p	45.6	12:00m	10.6	0.2	0.00	0.7	7.0	3:30a	E
28	53.5	64.4	1:00p	40.6	5:00a	11.5	0.0	0.00	1.1	9.0	2:00p	E
29	59.8	62.6	3:00p	56.9	12:00m	5.2	0.0	0.02	1.2	10.0	2:00a	SSW
30	57.9	65.6	1:30p	51.2	9:00a	7.1	0.0	0.55	1.6	21.0	9:30a	E
	57.1	78.4	5	40.6	28	244.4	7.9	2.16	1.4	21.0	17	E

Max >= 90.0: 0  
 Max <= 32.0: 0  
 Min <= 32.0: 0  
 Min <= 0.0: 0

Max Rain: 0.55 ON 11/30/14

Days of Rain: 8 (>.01 in) 7 (>.1 in) 0 (>1 in)

Heat Base: 65.0 Cool Base: 65.0 Method: Integration



# San Francisco Public Utilities Commission Hydrological Conditions Report For October 2014

J. Chester, C. Graham, A. Mazurkiewicz, & M. Tsang, November 10, 2014



*Lower Cherry Creek* below the Eleanor Creek confluence is a steep canyon channel with pools that are surrounded by steep cliffs. The inaccessibility of the area leaves the stream corridor pristine conditions.

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

Table 1 Current Storage As of November 1, 2014							
Reservoir	Current Storage		Maximum Storage		Available Capacity		Percentage of Maximum Storage
	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	
<b>Tuolumne System</b>							
Hetch Hetchy <sup>1</sup>	258,880		340,830		81,950		76.0%
Cherry <sup>2</sup>	176,823		268,810		91,987		65.8%
Lake Eleanor <sup>3</sup>	14,145		21,495		7,350		65.8%
Water Bank	249,358		570,000		320,642		43.8%
Tuolumne Storage	699,206		1,201,135		501,929		58.2%
<b>Local Bay Area Storage</b>							
Calaveras <sup>4</sup>	15,677	5,108	96,824	31,550	81,147	26,442	16.2%
San Antonio	43,840	14,285	50,496	16,454	6,656	2,169	86.8%
Crystal Springs	53,510	17,436	58,377	19,022	4,886	1,586	91.7%
San Andreas	15,221	4,960	18,996	6,190	3,775	1,230	80.1%
Pilarcitos	2,258	736	2,995	976	737	240	75.4%
Total Local Storage	130,506	42,525	227,688	74,192	97,181	31,666	57.3%
<b>Total System</b>	<b>829,712</b>		<b>1,428,823</b>		<b>599,110</b>		<b>58.1%</b>

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

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

<sup>3</sup> Maximum Lake Eleanor storage with flash-boards removed.

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

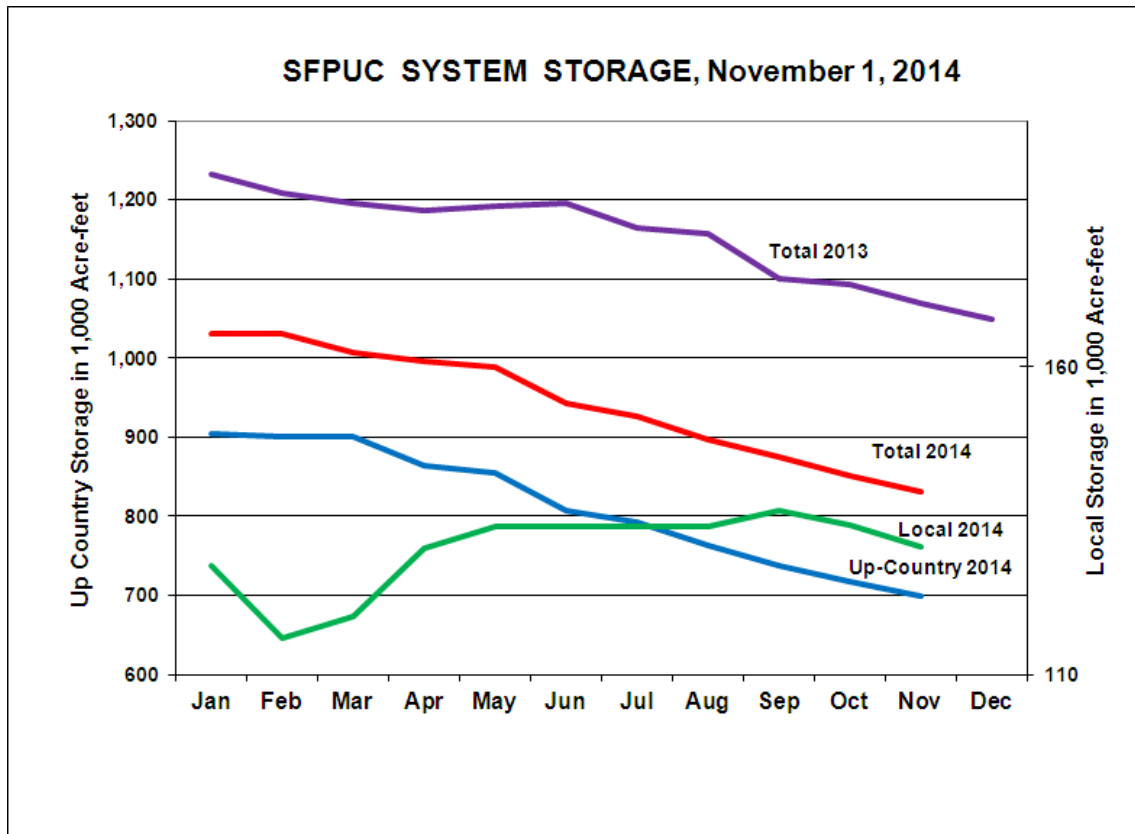
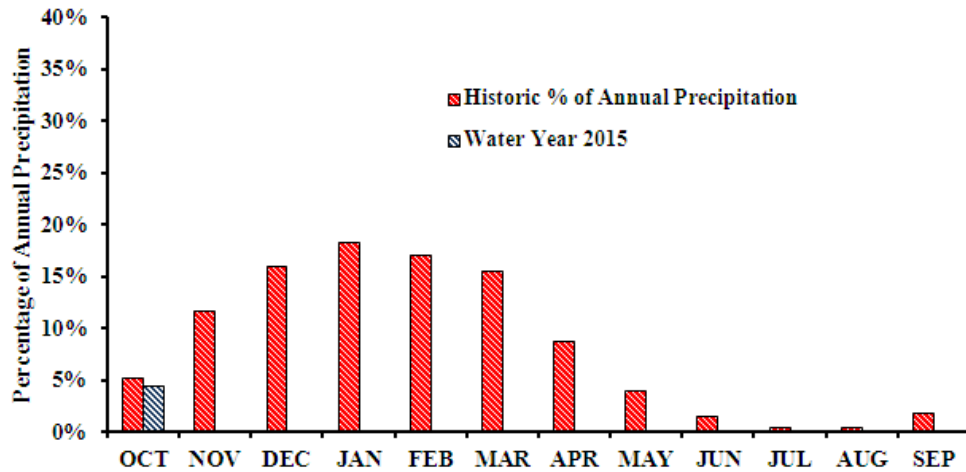


Figure 1: Monthly system storage for WY 2014



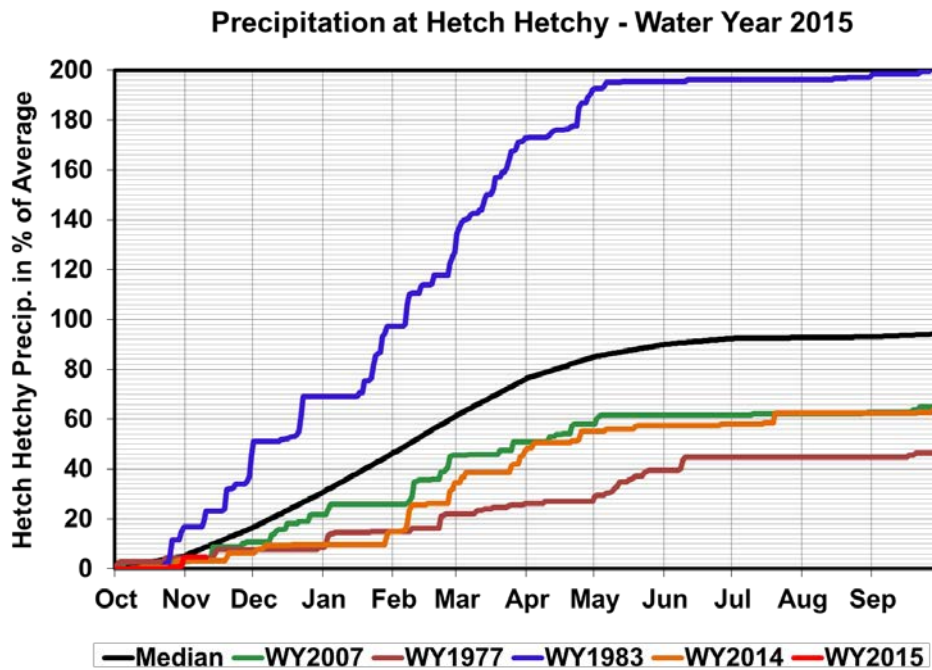
## Hetch Hetchy System Precipitation Index <sup>5/</sup>

*Current Month:* The October six-station precipitation index is 1.50 inch, or 85.3% of the average index for the month.



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

*Cumulative Precipitation to Date:* The accumulated six-station precipitation index for water year 2015 was 1.5 inches, which is 4.2% of the average annual water year total, or 85.7% of the annual-to-date. Hetch Hetchy received 1.69 inches of precipitation in October, for a water year total of 1.69 inches. The cumulative Hetch Hetchy precipitation is shown in Figure 3 in red.



**Figure 3.** Water year 2015 cumulative precipitation measured at Hetch Hetchy Reservoir through September 30<sup>th</sup>, 2015. Precipitation at the Hetch Hetchy gauge for wet, dry, median, and WY 2014 are included for comparison purposes.

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

## Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange as of October 31<sup>st</sup> is summarized below in Table 2.

<b>Table 2 Unimpaired Inflow Acre-Feet</b>								
	October 2014				October 1, 2014 through October 31, 2015			
	Observed Flow	Median <sup>6</sup>	Average <sup>6</sup>	Percent of Average	Observed Flow	Median <sup>6</sup>	Average <sup>6</sup>	Percent of Average
Inflow to Hetch Hetchy Reservoir	831	3,181	6,024	13.8%	831	3,181	6,024	13.8%
Inflow to Cherry Reservoir and Lake Eleanor	0	2,329	5,290	0.0%	0	2,329	5,290	0.0%
Tuolumne River at La Grange	4,398	10,351	16,924	26.0%	4,398	10,351	16,924	26.0%
Water Available to the City	0	0	876	0.0%	0	0	876	0.0%

<sup>6</sup> Hydrologic Record: 1919 – 2010

### Hetch Hetchy System Operations

Draft and releases from Hetch Hetchy Reservoir in the month of October totaled 20,511 acre-feet to meet SJPL deliveries and instream release requirements. The instream release schedule at Hetch Hetchy Reservoir for the month of October was year type C (below normal conditions). This year type is based upon accumulated runoff in water year 2014, starting October 1<sup>st</sup>, 2013 through July 31, 2014. The instream release requirement from Hetch Hetchy Reservoir was 35 cfs for October. Releases for the month of November are 35 cfs under the type C water year condition.

A power draft of 7,805 acre-feet was made from Cherry Reservoir during the month of October to meet District inflow obligations. For reservoir management, 4,966 acre-feet of water was transferred from Lake Eleanor to Cherry Reservoir. The required minimum instream release from Lake Eleanor for October was 10 cfs. Required instream releases from Cherry Reservoir during October were 5 cfs. During the month of November, the instream release requirements from Lake Eleanor and Cherry Reservoir are 5 cfs.

### Local System Treatment Plant Production

The Harry Tracy Water Treatment Plant average production rate for the month of October was 21 MGD. The Sunol Valley Water Treatment Plant production rate for the month was 4 MGD.

### Local System Water Delivery

The average October delivery rate was 204 MGD which is a 2% increase above the September rate of 201 MGD.

## Local Precipitation

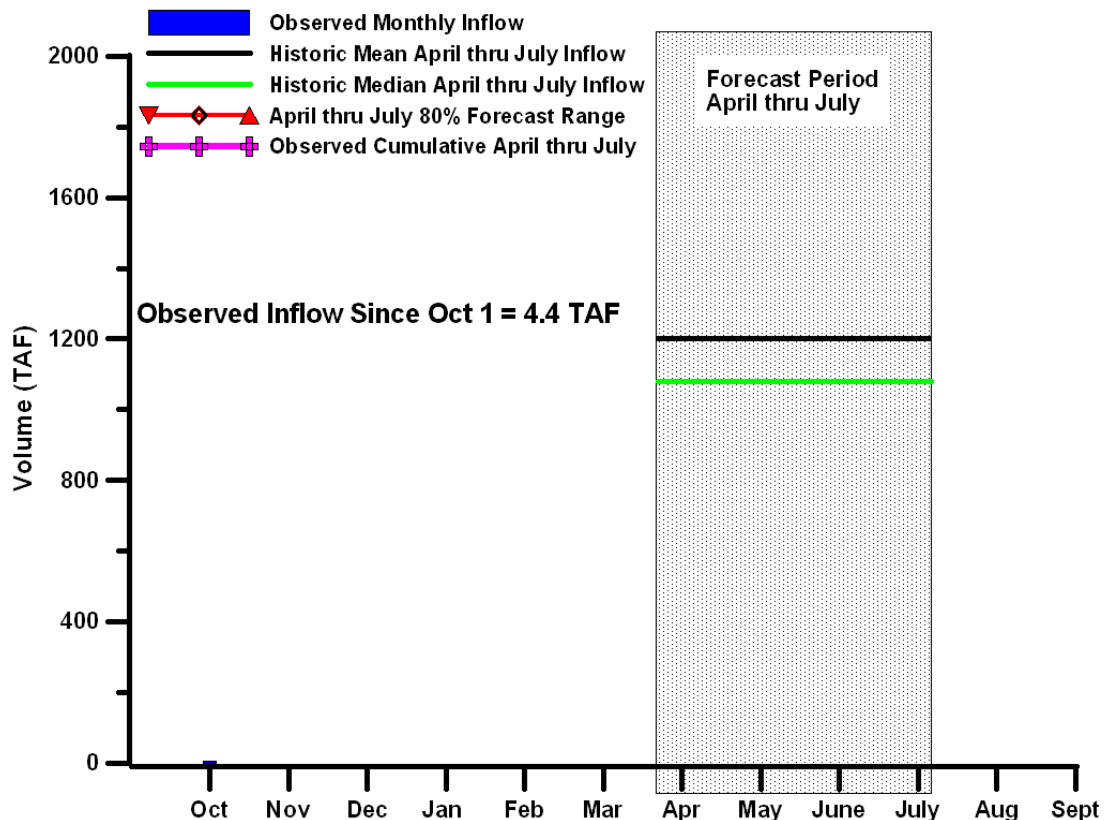
October is the beginning of the new Water Year 2015. Moderate precipitation was recorded in the local watersheds for the month. The October rainfall summary is presented in Table 3.

Reservoir	Month Total (inches)	Percentage of Average for the Month	Water Year to Date <sup>7</sup> (inches)	Percentage of Average for the Year-to-Date <sup>7</sup>
Pilarcitos	0.96	43%	0.96	43%
Lower Crystal Springs	0.70	48%	0.70	48%
Calaveras	0.18	16%	0.18	16%

<sup>7</sup> WY 2015: Oct. 2014 through Sep. 2015.

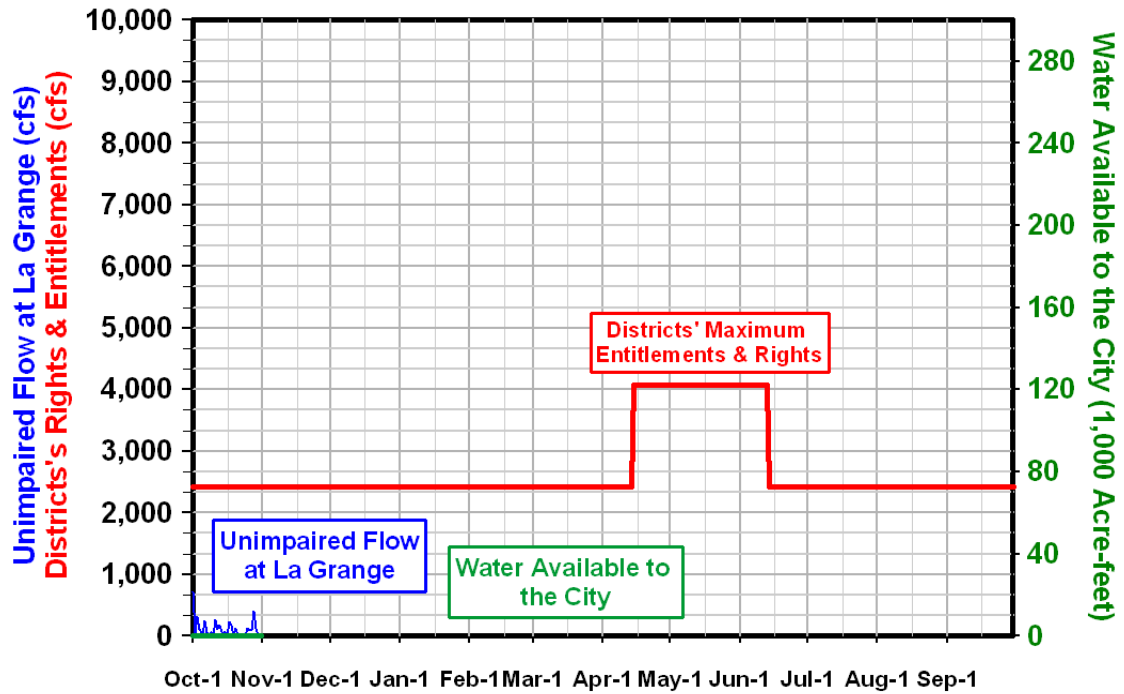
## Snowmelt and Water Supply

Water year 2015 began on October 1<sup>st</sup> and put water year 2014 into the record books. The month of October brought one storm event at the end of the month which had relatively low snowlines (down to 5,500 feet) delivering the first dusting of snow. Warm temperatures and sunshine has melted this early snowfall event. Fall storm conditions have little indication of what to expect over the winter months. The National Weather Service's Climate Prediction Center indicates equal chances of above or below normal precipitation for the winter months. Due to the limited storm activity, no water has been available to the City during the first month of water year 2015 (Figure 5).



**Figure 4:** Water Year conditions for the Tuolumne River at La Grange

### Unimpaired Flow at La Grange & Water Available to the City



### Water Year 2015

**Figure 5:** Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City. No water was available to the City for water year 2015.

cc	HHWP Records	Gibson, Bill	Levin, Ellen	Rydstrom, Todd
	Briggs, David	Graham, Chris	Mazurkiewicz, Adam	Sandkulla, Nicole
	Carlin, Michael	Hale, Barbara	Meier, Steve	Tsang, Michael
	Chester, John	Hannaford, Margaret	Moses, Matt	Williams, Mike
	DeGraca, Andrew	Kelly, Harlan	Patterson, Mike	
	Dhakai, Amod	Jue, Tyrone	Nelson, Chris	
	Dufour, Alexis	Kehoe, Paula	Ramirez, Tim	
	Gambon, Paul	Lehr, Dan	Ritchie, Steve	

**STAFF REPORT**

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

**From: Dave Dickson, General Manager**

**Agenda: December 9, 2014**

Date: December 3, 2014

Subject: Notice of Completion – Nunes WTP Access Road Repaving Project, Phase 1

Recommendation:

That the Board of Directors take the following actions:

- (1) Accept the Nunes WTP Access Road Repaving Project, Phase 1 as complete.
- (2) Authorize the Notice of Completion to be filed with the County of San Mateo.
- (3) Authorize the release of the retention funds when the Notice of Completion has been recorded and returned to the District.

Background

Coastside County Water District entered into a contract with Andreini Bros., Inc. on July 28, 2014 for the Nunes WTP Access Road Repaving Project, Phase 1.

The work consisted of overlaying the entire Nunes access road. The work was within a ingress-egress roadway easement granted to the Coastside County Water District. The project work is within the City limits of the City of Half Moon Bay.

The project was completed on 22 October 2014. The project was constructed according to District specifications.

**Fiscal Impact:** None.

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO

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

SPACE ABOVE THIS LINE FOR RECORDER'S USE

RECORD WITHOUT FEE Govt. Code § 6103 & 27383

### NOTICE OF COMPLETION

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

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

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

3. On the 22 October 2014 there was completed upon the hereinafter described real property a work of improvement as a whole named Nunes WTP Access Road Repaving Project, Phase 1. The work consisted of overlaying the entire Nunes WTP access road.

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

5. The site of the work was within a ingress-egress roadway easement granted to the Coastside County Water District. The project work is within the City limits of the City of Half Moon Bay.

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

COASTSIDE COUNTY WATER DISTRICT

BY: \_\_\_\_\_  
David R. Dickson, Secretary

**VERIFICATION**

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

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

Executed on December 9, 2014, at Half Moon Bay, California  
(Date) (Place where signed)

By: \_\_\_\_\_  
David R. Dickson,  
Secretary of the District

## **STAFF REPORT**

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

**From:** David Dickson, General Manager

**Agenda:** December 9, 2014

Report

Date: December 4, 2014

**Subject:** Approval of Memorandum of Understanding Between Coastside County Water District and Teamsters Local 856

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### **Recommendation:**

Authorize the General Manager to execute the Memorandum of Understanding between the District and Teamsters Local 856 covering the period July 1, 2014 through June 30, 2017..

### **Background:**

The Memorandum of Understanding (MOU) included as Attachment A is the product of discussions with our Teamsters Union bargaining unit and with the Board over the last several months. The MOU incorporates the following key provisions:

- Increases in employee contributions to PERS that will have all employees paying 100% of their Member Contribution (generally 8% of salary) by July 1, 2016.
- Cap on District contribution to healthcare premium at 2015 Anthem Blue Cross Family level, with a provision that District and employees will work together on managing healthcare costs.
- Addition of Christmas Eve holiday, bringing our total number of holidays (13) in line with peer agencies.
- Increase in vacation accrual for employees with more than 20 years of service, to a maximum of 25 days per year.
- Increase in boot allowance to \$300/year.
- Annual Cost of Living Adjustment, with an increment of 1% over February-February CPI.

### **Fiscal Impact:**

Significant reduction in District-paid PERS member contributions over the next two years (approximately 6% of total payroll), potential reduction in future healthcare cost increases.



**MEMORANDUM OF UNDERSTANDING**  
**between**  
**COASTSIDE COUNTY WATER DISTRICT**  
**and**  
**TEAMSTERS LOCAL 856**  
**for the period**  
**July 1, 2014 through June 30, 2017**

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## **PREAMBLE**

This Memorandum of Understanding (MOU) is entered into pursuant to the Meyers-Milias-Brown Act, California Government Code Section 3500, *et seq.*, by COASTSIDE COUNTY WATER DISTRICT (District) and Teamsters Local 856 (Union). It is based on the 2008 agreement that was honored by both sides, however, never signed. This MOU shall be deemed effective for the period from July 1, 2014 through June 30, 2017, upon signature by the Union and subsequent approval by the Board of Directors of the District.

### **ARTICLE 1. RECOGNITION**

The District recognizes the Teamsters Local 856 as the certified majority representative of the employees in the unit consisting of those classifications set forth in the attached Exhibit "A."

### **ARTICLE 2. TERM**

The effective date of this MOU shall be July 1, 2014 through June 30, 2017.

### **ARTICLE 3. DISCRIMINATION**

Neither the District nor the Union will interfere with the right of its employees to become members of or participate in, or to not become members of or participate in, the Union. Neither the District nor Union, nor any of their agents will discriminate against, interfere with, restrain, or coerce any employee because of their membership or lack of membership, or participation or lack of participation in the Union.

### **ARTICLE 4. EMPLOYEE RIGHTS**

#### **A. Representation**

Local 856 may designate up to two (2) employees to serve as employee representatives. The Union shall provide the District Manager each calendar year with a list of the designated employee representatives.

Employee representatives shall be granted a reasonable amount of time with pay to investigate and process grievances during working hours, to bring about a prompt disposition of the matter. Before leaving their work location assignment to act as employee representatives, they must first obtain permission from their immediate supervisor and inform the supervisor of the nature of the business. Permission will be granted promptly unless absence would cause an undue interruption of work.

Upon entering a work location, an employee representative shall inform the proper supervisor of the general nature of the Union representative's business. Permission to leave the job will be granted to the employee involved unless such absence would cause an undue interruption of work.

#### **B. Membership**

Within thirty-one (31) days after the beginning of this Memorandum of Understanding, or within thirty-one (31) days of date of hire, whichever occurs later, each employee of the District

covered by this Memorandum of Understanding shall be required as a condition of continued employment to:

- (a) Become and remain a member of the Union, or
- (b) Pay to the Union a service fee in an amount that will be established by the Union each year and communicated to the District Manager. The Union will use the service fee only for the purposes of labor relations' activities.
- (c) Employees who qualify under the National Labor Relations Act for an exemption from (a) or (b) above, will contribute the amount specified in (b) above, to a charity designated by the parties to this Memorandum of Understanding.

#### Notification to the Union

The District shall supply the Union with names, classifications and work locations of newly hired employees and terminated employees in represented classes within fifteen (15) calendar days of hire or termination. The District will provide the Union with an up to date seniority and classification list for all bargaining unit employees upon reasonable request.

#### Payroll Deduction

During the term of this Memorandum of Understanding, the District will deduct Union dues, service fee or charitable contribution from an employee's wages for any employee covered by this Memorandum of Understanding who has voluntarily provided the District with a written authorization for such deduction. The District shall provide authorization forms to all current and new employees. Such deductions will continue for the term of this Memorandum of Understanding. The monies deducted will be transmitted by the District to the Union within fifteen (15) calendar days of the payroll period pay date.

#### Indemnification

The Union understands and agrees that the District assumes no liability in connection with any provision of this Section. Any question as to the correctness of the deductions authorized and made will be a matter to be resolved between the Union and the employee. The Union shall indemnify and hold the District harmless from any claims, demands, suits or any other action arising from any provisions of this Section.

#### **C. Personnel Files**

Personnel files shall be made available for inspection by an employee, or by a Local 856 representative with the written consent of an employee, within a reasonable time (for the purposes of this section 24 hours) after an employee's request and without loss of pay, provided that the employee makes arrangements with the District Manager if the inspection occurs on duty. Upon written request, an employee may obtain copies of the materials subject to inspection. The District may preclude inspection of certain information in accordance with the law, such as background and other pre-employment information, and materials relating to confidential investigations.

The District shall furnish the employee copies of all performance evaluation reports and letters of reprimand or warning prior to placement of such documents into the employee's personnel file. The employee may be required to acknowledge the receipt of any document entered into his

personnel file without prejudice to subsequent arguments concerning the contents of such documents.

An employee who disagrees with the contents of a letter of reprimand or warning which is placed in the employee's personnel file may submit a written response thereto and have such response placed in the employee's personnel file.

#### **D. Work Access**

A Local 856 representative desiring access to a work location shall state the purpose of the visit and request the District Manager or his/her designee's authorization prior to the intended visit. If authorization for such access is not granted, the Union representative will be informed when time will be made available. Authorized Union representatives may be given access to work locations during working hours solely for the purpose of conducting grievance investigations, posting literature on bulletin boards, and/or observing working conditions. The Union agrees that its representatives will not interfere with operations of the District or any of its facilities.

#### **E. Bulletin Boards**

The District shall furnish reasonable bulletin board space to the Union at all work locations. The boards may be used for the following subjects:

1. Union recreational, social and related Union news bulletins;
2. Scheduled Union meetings;
3. Information concerning Union election or results thereof; and
4. Reports of official business of Union, including newsletters and reports of committees.

Any other written material must first be approved and initialed by the District Manager or a designee. Material must be properly posted and shall be timely removed by Union representatives.

### **ARTICLE 5. MANAGEMENT RIGHTS**

Teamsters Local 856 recognizes that the District continues as the sole and exclusive manager of the District's facilities, having all the power, rights, functions, and authority formerly or usually held by management, except to the extent these are limited by a specific expressed provision of this MOU.

### **ARTICLE 6. WORK CURTAILMENT**

The purpose of this section is to insure that the Health and Safety of the public are not compromised due to a failure of District employees to properly operate and maintain District facilities and equipment.

Under no conditions or circumstances shall the Union or any of the employees it represents individually or collectively cause, sanction, honor or engage in any strike, sit-down, stay-in, sick-out, slow-down, speed-up, work to rule or in any other type of job action, curtailment of work, restriction of production or restriction of service during the term of this Agreement.

## **ARTICLE 7. WORK SCHEDULE**

### **A. Hours of Work**

The District Manager or designee shall determine the work schedule. The District Manager or designee shall schedule employees to work on regular work shifts, having regular starting and quitting times, currently set at 0700 and 1530, with one additional coverage shift from 0800 and 1630. The District Manager may implement a work schedule that provides for weekend work.

### **B. Standby Duty**

Because of the potential consequences of an operating failure in the District's treatment plants and pumping stations, it is necessary that all qualified and certified District employees must be available during non-working hours to receive and respond to emergency calls pursuant to Personnel Manual (11-06) Section 2.07 C. The District Manager may require work specific qualified employees to be on call during non-working hours, including Saturdays, Sundays and holidays.

The District may also contact an employee by phone and each employee who is contacted by phone outside their regular work hours to engage in a work related situation will receive a minimum of thirty (30) minutes of pay.

There will be only one two (2) hour payment for each two hour call out measured home portal to home portal.

Stand-by employees must also be prepared to comply with all District safety and substance abuse policies.

### **C. Changes in Work Shifts**

The District shall have the sole discretion to determine the number, type, duration and start time of regular shifts for any classification and will provide employees a three (3) day notice.

### **D. Lunch and Meal Breaks**

Lunch and Meal Breaks will be in accordance with Section 2.05 of the Personnel Manual (11-06).

## **ARTICLE 8. OVERTIME**

Overtime is defined as work outside of the employee's regular work hours. It is the District's general policy to avoid the need for overtime work whenever possible. Overtime will be paid in quarter hour increments. All overtime work must be authorized in advance by the appropriate supervisor, except in cases of emergency.

## **ARTICLE 9. COMPENSATORY TIME OFF**

A non-exempt employee may elect to be compensated for overtime with compensatory time off on the basis of 1.5 hours of time off for each hour of overtime worked at the discretion of the immediate supervisor, and approval of the District Manager, with due regard to District needs.

Compensatory time off may be accrued up to a maximum of eighty (80) hours of compensatory time in a calendar year. Once an employee accrues eighty (80) hours of

compensatory time off, the employee ceases accruing compensatory time off. Compensatory time off may be carried over from one year to the next but an employee may not have more than 80 hours of compensatory time on the books at any time. Excess compensatory time off shall be considered overtime and paid for on the first paycheck after the accumulated total exceeds 80 hours. An employee, who wishes to use compensatory time off, must fill out a "Leave Request" form. Use of compensatory time off must be approved in advance by the employee's supervisor.

Any employee who separates from District employment shall be paid for all unused compensatory time at the employee's salary at the time of the separation.

## **ARTICLE 10. PROBATIONARY PERIOD**

A. All regular employee initial and promotional appointments to permanent full-time positions shall be subject to a probationary period. The probationary period shall for six (6) months from the date of hire or promotion. An employee's probationary period may be extended by the District Manager, upon recommendation of the employee's immediate supervisor, for a period of up to six (6) months to allow further observation of an employee's work performance or as otherwise appropriate. Periods of time during unpaid absences shall automatically extend the probationary period by the number of days of the absence. Further, periods of time on paid leave exceeding ten (10) working days shall automatically extend the probationary period by that number of days the employee is on leave.

B. Employees may be terminated during the probationary period for any reason and at any time, without cause, without notice, and without any right of appeal.

C. When a permanent employee is promoted, a promotional probationary period shall begin on the effective date of the promotion. During the probationary period of a promoted employee, the department manager may recommend that the employee be demoted to the former position, range and salary if the employee's performance and/or conduct do not meet the standards set for the position to which the employee was promoted. An employee on promotional probation shall have no rights of tenure in the promotional position and may be returned to his/her former position without cause, without notice and without any right of appeal.

D. Successful completion of the probationary period does not provide the employee any additional, or greater, rights to employment than those held by regular employees.

E. An employee will not under any circumstances have successfully passed probation until the employee receives written notification from the District Manager, prior to the expiration of the employee's probationary period.

## **ARTICLE 11. JOB CLASSIFICATIONS**

### **Classified Positions**

The District Manager, or his/her designee, shall recruit and appoint personnel to classified positions. The District may use any legitimate recruitment procedure for attracting qualified applicants.

The District Manager is the only District employee authorized to hire District employees. All candidates recommended for appointment by a department head are to be interviewed by the



District Manager or his/her designee prior to appointment. This includes part-time, temporary, seasonal and promotional appointments.

## COMPENSATION AND BENEFITS

### ARTICLE 12. WAGES

The District's current Classification Plan and Salary Plan is attached as Exhibit A to this MOU.

### ARTICLE 13. DEFERRED COMPENSATION PLAN

Employees may contribute a portion of their salary in accordance with Internal Revenue Service (IRS) regulations to be invested into a Deferred Compensation Plan. Plan information may be obtained from the General Manager or designee.

#### Supplemental Income Trust Fund/SIP 401(k) Plan

In recognition of the changes in Article 21, for employees hired prior to November 1, 2008 the District shall contribute to the WCT Supplemental Income Trust Fund for the purpose of providing a defined contribution plan for each employee monthly sums to be effective and computed as set forth below:

Effective July 1, 2008 the District shall contribute Forty Eight Dollars (\$48.00) per month for each employee who has worked or been paid for one hundred sixty hours (160) straight-time hours or more during said month. For employees working less than said one hundred sixty (160) straight-time hours, the payment shall be computed at the rate of Thirty Cents (\$0.30) for each straight-time hour worked or paid for.

Effective July 1, 2009 the District shall contribute Ninety Six Dollars (\$96.00) per month for each employee who has worked or been paid for one hundred sixty hours (160) straight-time hours or more during said month. For employees working less than said one hundred sixty (160) straight-time hours, the payment shall be computed at the rate of Sixty Cents (\$0.60) for each straight-time hour worked or paid for.

Effective July 1, 2010 the District shall contribute One Hundred and Forty Four Dollars (\$144.00) per month for each employee who has worked or been paid for one hundred sixty hours (160) straight-time hours or more during said month. For employees working less than said one hundred sixty (160) straight-time hours, the payment shall be computed at the rate of Ninety Cents (\$0.90) for each straight-time hour worked or paid for.

### ARTICLE 14. VACATION

All full time employees (probationary and regular) are eligible to accrue vacation as follows:

<i>Years of Service Completed</i>	<i>Days of Vacation Earned Annually</i>
One Year of Service	10 days
Five Years of Service	15 days

<i>Years of Service Completed</i>	<i>Days of Vacation Earned Annually</i>
Fifteen Years of Service	20 days
Twenty Years of Service	21 days
Twenty-One Years of Service	22 days
Twenty-Two Years of Service	23 days
Twenty-Three Years of Service	24 days
Twenty-Four or more Years of Service	25 days

Once an employee has reached the maximum cap on accrual for his/her particular years of service, as specified in 3.03.K of the Personnel Manual (11- 06), the employee ceases accruing vacation. When the employee's vacation accrual falls below the maximum cap on accrual, the employee will resume accruing paid vacation time.

Part-time regular employees (both benefited and non-benefited) are eligible to accrue vacation leave on a pro rata basis. Temporary, seasonal, and emergency employees are not eligible to accrue paid vacation leave.

Eligible employees begin accruing paid vacation time as of the date of hire. Employees may request to take accrued vacation upon completion of at least six months of continuous service with the District, subject to approval by their supervisor. Employees may not request to take vacation that they have not yet accrued.

If a District-paid holiday falls within the employee's scheduled vacation, the employee will be credited with the holiday pay, and will not be charged vacation for that day.

Employees who separate from District service will be paid for any accrued but unused vacation time at the time of separation from District service.

Use of vacation leave must be approved in advance by the employee's supervisor. Employees shall give at least two (2) weeks' notice of a vacation leave request of five or more days and fill out a "Leave Request" form.

Deficit vacation leave requests (requesting vacation leave when an employee has a negative leave accrual balance) will not be approved. Leave taken in excess of that which is accrued will be considered leave without pay.

**ARTICLE 15. HOLIDAYS**

The following are the official District holidays and the date of their observance during which regular full-time employees shall be entitled to receive time off with pay:

<b><i>Holiday</i></b>	<b><i>Date of Observance</i></b>
New Year's Day	January 1
Martin Luther King, Jr. Day	3 <sup>rd</sup> Monday in January
Presidents' Day	3 <sup>rd</sup> Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 <sup>st</sup> Monday in September
Columbus Day	2 <sup>nd</sup> Monday in October
Veterans Day	November 11
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25
Floating Holiday	*

\*Each employee shall be entitled to one full day "Floating Holiday" per calendar year. The floating holiday must (1) be scheduled so as not to interfere with work requirements, and (2) be approved in writing at least 15 days in advance by the employee's immediate supervisor.

When a holiday falls on a Sunday, the following Monday will be observed as the holiday. When a holiday falls on a Saturday, the preceding Friday will be observed as the holiday.

Only full-time probationary and regular employees of the District are eligible to receive paid holidays. Full time employees will be paid eight hours per holiday. Employees working an alternate work schedule, such as a 9/80, will also receive 8 hours of paid leave per holiday.

## ARTICLE 16. SICK LEAVE

### A. Accrual

Eligible employees may accrue paid sick leave time off to be used only in the event of the illness or injury of the employee or the employee's family (parent, spouse, domestic partner, or children only), or for the employee's or the employee's family's medical/dental or other appointment with a licensed health care provider for examination or treatment.

Full time employees (regular and probationary) earn paid sick leave at the rate of eight (8) hours for each calendar month of service. Part-time regular employees (both benefited and non-benefited) accrue paid sick leave on a pro-rata basis. Temporary and seasonal employees do not accrue paid sick leave.

### B. Certification

If an employee is absent because of illness, he/she must notify his/her supervisor within one half hour of the time the employee is scheduled to report for work. An ill or injured employee is expected to call personally. Should the employee be hospitalized and if for some reason it is not possible to call, the employee must explain the reason upon return to work.

The District typically requires an employee who has been absent from work for three (3) consecutive workdays to provide certification of illness or injury from a healthcare provider before returning to work. As provided for in Section 3.03 of the Personnel Manual (11-06) the District Manager may require such certification after an absence shorter than three days.

### C. Integration with Workers Compensation Benefits

An employee receiving workers' compensation insurance benefits will have his/her sick leave, vacation and compensatory time off benefits integrated, unless the employee indicates in writing that the employee does not desire that to occur, so that the employee's pay equals, but does not exceed, the employee's regular straight-time earnings **with employee's permission**.

### D. Use of Sick Leave

In cases where the employee knows in advance of the need to take sick leave, the employee shall complete the Leave Request Form in advance of the requested time off and receive approval for the use of sick leave time prior to its use. Employees on unanticipated sick leave shall complete the leave request form immediately upon return to work. The District reserves the right to require a statement from a certified healthcare provider whenever an employee misses work and takes sick leave under this policy. This statement must contain: 1) a verification that the employee had a health justification for his/her absence from work; 2) the beginning and ending dates of the health-related absence; and 3) a statement that the employee is released to work. If the health care provider recommends any work restrictions be placed on the employee, the certification must set forth those restrictions, as well as the anticipated duration of those restrictions. Violation of sick leave provisions will result in disciplinary action.

### E. Separation From Employment

Upon separation from District employment, an employee is entitled to receive payment for any unused sick leave pursuant to Section 3.03 A.d. of the Personnel Manual (11-06).

**F. Sick Leave Abuse**

Sick leave is to be used only in the case of real sickness, disability, medical or dental care for the employee or to attend to the health needs of an immediate family member. If the supervisor finds that an employee is abusing the sick leave program, those findings will be reviewed by the District Manager or designee and presented to the employee. The employee may request the presence of the Shop Steward. The employee shall be notified in writing that he/she will be required to provide a doctor's certification for any additional sick leave. This requirement, once invoked, will remain in effect for a period of six (6) months. At the end of the six month period, the employee and his/her immediate supervisor and the District Manager will review the employee's sick leave record and decide if the requirement should be continued or discontinued. In any case, the employee shall receive a written notice outlining the decision. Failure of an employee to provide a doctor's certification when required under these terms may result in a loss of pay for the day(s) or time in question.

**ARTICLE 17. OTHER LEAVE WITH PAY**

**A. Bereavement Leave**

Leave will be granted in accordance with Section 3.03 H. of the Personnel Manual (11-06).

**B. Jury Duty and Court Witness Leave**

An employee who receives a jury duty summons or a witness subpoena shall bring the summons or subpoena to the employee's supervisor within three (3) working days of receipt so that arrangements can be made to accommodate the employee's need for time off. Employees must keep their supervisors informed of jury or witness service schedule. If called to jury duty or witness duty, any regular full-time employee will be paid up to a maximum of ten (10) working days per year for the working hours lost while on jury or witness duty. Payment for working days lost while on Jury Duty in excess of (10) working days will be at the discretion of the District Board.

This policy does not apply to witnesses testifying as an expert in any matter. Employees wishing to testify as an expert witness must apply for unpaid leave or use vacation, floating holiday, or compensatory time off. For the period of District-paid jury or witness leave, any Court-issued payment, with the exception of travel pay, shall be submitted to the District.

**C. Military Leave**

Military leave shall be granted in accordance with applicable state and federal law.

**ARTICLE 18. PERSONAL LEAVE WITHOUT PAY**

The District, in its sole discretion and such discretion is not grievable, may permit employees to be on personal leave without pay for a maximum of six (6) months. Employees must obtain permission in writing for personal leave without pay from the District Manager. Leave without pay in excess of six (6) months will not be granted unless specifically approved by the District Board upon recommendation of the District Manager Engineer. Personal Leave without pay shall be granted only after all other applicable available accrued leave time is exhausted.

Employees on personal leave without pay will not accrue vacation, sick leave or other benefits, or receive service credit. Depending on the length of leave, the employee's anniversary

date may be adjusted to thereby delay any scheduled date for salary increase. Health and life insurance benefits ordinarily provided by the District, and for which the employee is otherwise eligible, will be continued but not to exceed thirty (30) days. After thirty (30) days, an employee may elect to continue health insurance benefits at their own expense.

Failure of an employee on leave without pay to report to work promptly at the conclusion of the approved leave without pay shall be considered a voluntary resignation effective as of the scheduled return to work date.

## **ARTICLE 19. INDUSTRIAL INJURY LEAVE**

Incidents involving injury or illness of an employee in connection with District employment must be reported promptly to the employee's supervisor.

Employees suffering injuries in the course and scope of their work may be entitled to workers' compensation benefits in accordance with state law. To the extent that earned compensatory time off, or vacation leave and sick leave time is available, an employee on workers' compensation leave may choose to be paid the difference between his/her full salary and the compensation insurance payment he/she receives. Or, an employee may elect to receive only the workers' compensation benefits to which the employee is entitled under state law rather than have his/her available accumulated leave charged while on workers' compensation leave.

## **ARTICLE 20. SPECIAL PAYMENTS**

### **A. Certificates/Licenses**

When certificates are required for a position, the District will reimburse the employee for the cost of renewing the certificate.

The District will provide reimbursement for employees who renew/maintain their Class B Drivers Licenses that are required by their job description.

Employees who receive certification reimbursement or awards are responsible for keeping that certificate current.

Payment of Certificates will be in accordance with Personnel Rules 2.01.

### **B. Safety Shoes**

The District provides an allowance of \$300/year for safety shoes in conformance with the District's safety policy.

### **C. Meal Allowance**

Employees will be reimbursed in accordance with IRS guidelines.

## **ARTICLE 21. HEALTH & WELFARE BENEFITS AND RETIREMENT**

### **A. Health and Welfare Coverage**

The health insurance coverage available for eligible full-time regular employees will be in accordance with the Personnel Manual Section 4 (Insurance Benefits) as of the date the Board of

Directors adopts this MOU, which is currently through the Association of California Water Agencies Joint Powers Insurance Authority (JPIA) and through Kaiser Permanente.

If an employee elects to participate in District offered medical insurance, the District's contribution towards the premium cost of any District offered medical plan for an eligible full-time regular employee and their dependents shall not exceed the 2015 monthly premium for the Anthem Blue Cross Prudent Buyer Classic PPO Plan offered through the JPIA. This 2015 monthly premium is the maximum contribution to be paid by the District and is the full and total contribution amount that the District will contribute toward medical benefits. Employees who select a medical plan with a higher monthly premium than the maximum monthly premium paid by the District shall pay the difference through payroll deduction. Should an employee select a medical plan with a lower monthly premium than the maximum monthly premium paid by the District, the District's contribution shall be limited to the cost of the monthly premium.

**Healthcare Re-Opener:** Prior to year 2016 healthcare rate increase, the Employer and Union agree to a limited re-opener to bargain over the year 2016 health and welfare contribution rate only. This limited re-opener will include the exploration of healthcare plan alternatives.

#### **B. Retirement**

The retirement coverage for current active employees hired by the District will be in accordance with the District Personnel Manual (June 14, 2011) Section 5.

This paragraph in this subsection applies to all employees hired before January 1, 2013. As soon as the District is able to process the change with PERS, employees will pay an additional 2% of the employee contribution to the PERS retirement system. Effective July 1, 2015, employees will pay another 2% of the employee contribution to the PERS retirement system. And effective July 1, 2016, employees will be responsible for 100% of the employee contribution to the PERS retirement system.

Further, the District's contribution towards each eligible employee's gross monthly compensation to PERS shall comply with the California Public Employees' Pension Reform Act of 2013 (PEPRA).

#### **C. Retiree Medical**

Retiree medical will be provided in accordance with the District Personnel Manual (June 14, 2011) Section 5.

#### **D. Supplemental Income Trust Fund/SIP**

For employees hired on or after November 1, 2008 the District shall contribute to the WCT Supplemental Income Trust Fund for the purpose of providing a post-retirement medical defined contribution plan for each employee monthly sums to be effective and computed as set forth below:

In recognition of the changes in Article 21, for employees hired after November 1, 2008 the District shall contribute to the WCT Supplemental Income Trust Fund for the purpose of providing a defined contribution plan for each employee monthly sums to be effective and computed as set forth below:

Effective November 1, 2008 the District shall contribute Forty Eight Dollars (\$48.00) per month for each employee who has worked or been paid for one hundred sixty hours (160) straight-time hours or more during said month. For employees working less than said one hundred sixty (160) straight-time hours, the payment shall be computed at the rate of Thirty Cents (\$0.30) for each straight-time hour worked or paid for.

Effective July 1, 2009 the District shall contribute Ninety Six Dollars (\$96.00) per month for each employee who has worked or been paid for one hundred sixty hours (160) straight-time hours or more during said month. For employees working less than said one hundred sixty (160) straight-time hours, the payment shall be computed at the rate of Sixty Cents (\$0.60) for each straight-time hour worked or paid for.

Effective July 1, 2010 the District shall contribute One Hundred and Forty Four Dollars (\$144.00) per month for each employee who has worked or been paid for one hundred sixty hours (160) straight-time hours or more during said month. For employees working less than said one hundred sixty (160) straight-time hours, the payment shall be computed at the rate of Ninety Cents (\$0.90) for each straight-time hour worked or paid for.

#### **E. Medicare**

All employees hired after April 1, 1986 shall be required to participate in Social Security's Medicare Coverage Program. The cost of the program will be deducted from the employee's salary.

### **ARTICLE 22. EVALUATIONS**

All regular employees shall receive an annual performance evaluation. This evaluation will be reviewed with the employee in a pre-planned private counseling session. A copy of the final evaluation shall be given to the employee. All evaluations will be performed in a timely manner, no later than thirty (30) days after the evaluation is due.

### **ARTICLE 23. DISCIPLINE**

#### **A. General Rules of Conduct**

It is expected that all employees shall render the best possible service and reflect credit on the District. Therefore, the highest standards of professional conduct are essential and expected of all employees.

#### **B. Disciplinary Actions**

The District may invoke the following types of disciplinary actions:

1. Oral Counseling or Reprimand;
2. Written Reprimand;
3. Suspension without Pay;
4. Reduction in Pay;
5. Demotion;
6. Disciplinary Probation; and
7. Discharge/Termination



**C. Grounds for Discipline**

Personnel Manual (11-06) Section 6.03 shall be the appropriate authority for this section C.

**D. Authority to Discipline**

Any authorized supervisory employee may institute disciplinary action for cause against an employee under his/her supervision in accordance with the procedures outlined in these Rules.

**E. Pre-Discipline Procedure**

1. For an oral counseling, oral reprimand or written reprimand, an employee may submit a written response to the discipline which shall be lodged in the employee's personnel file. No further appeal shall be permitted.

2. For all other discipline, the District shall issue a notice of intent to impose discipline, which shall describe the intended discipline, include a summary of the facts on which the intended discipline is based, and attach any documents upon which the intended discipline is based. The notice shall state that the employee has a right to respond, orally and/or in writing, before the discipline is imposed. A meeting with the District Manager or designee who shall be a neutral decision-maker shall be scheduled approximately one (1) week from the date of the notice, unless a different time and/or date is set by mutual agreement. The employee may bring a representative of his/her choice; however, the inability of a particular representative to attend the meeting shall be cause requiring continuance of the meeting. The meeting shall not be an evidentiary hearing, and the employee shall not have the right to call or examine witnesses at this meeting. Rather, the employee shall be provided the opportunity to respond to the charges and to present any new information the employee believes the District should consider.

3. At some reasonable time after the employee has been provided the opportunity to respond to the notice of intent, the District shall render a written decision. If the decision is to issue discipline, the notice shall be a final notice of discipline. The notice shall include the final decision, the effective date of the discipline, and the facts upon which the discipline is based.

**F. Post-Discipline Appeal**

For suspensions of five (5) working days or more, demotions and terminations, employees shall have the right to appeal from the final notice of discipline.

1. The notice of appeal must be in writing and must be received by the District Manager within seven (7) working days from the date of the final notice of discipline. Failure to timely file a written notice of appeal shall constitute a forfeiture of the employee's right to appeal the discipline.

2. The appeal shall be heard by an independent hearing officer selected by the District.

3. The District shall pay the cost of the hearing officer. Either party or the hearing officer may request that the hearing be transcribed. If the hearing officer or the District requests that a court reporter transcribe the hearing, the District shall pay the cost of the court reporter and one transcript for each party. If only the employee desires that the hearing be

transcribed, the employee shall pay the cost of the court reporter and for the cost of the employee's copy of the transcript.

4. The hearing officer shall have the authority to convene the hearing, receive evidence through testimony and documents and to make findings of fact and conclusions about the discipline. Within two (2) months of the close of the hearing, the hearing officer shall serve a recommended decision on the District Manager and the employee. The hearing officer's decisions must contain detailed findings of fact relating to the disciplinary charges. The decision may include a recommendation regarding outcome, but the final decision regarding discipline rests with the District Manager. After consideration of the hearing officer's recommended decision, the District Manager shall issue a final decision in writing. The District Manager's decision is reviewable by administrative writ of mandamus within the timeframes established by law.

## **ARTICLE 24. GRIEVANCE PROCEDURE**

### **A. Definitions**

A "grievance" shall mean a complaint concerning the interpretation or application of this Memorandum of Understanding. This grievance procedure may not be used for any of the following: to change wages, hours or working conditions; to challenge the content of performance evaluations, to contest discipline; or to challenge a reclassification, layoff, transfer, denial of reinstatement or denial of salary increase. If any party initiates litigation, including but not limited to, administrative proceedings with a state or federal agency such as OSHA, EEOC, DFEH, PERB, etc. concerning a matter which is otherwise subject to the grievance process, the other party may (at their discretion) deem the litigating party as having elected judicial/administrative remedies and waived any rights under this grievance procedure.

A "grievant" is any employee adversely affected by an alleged violation of the specific provisions of the MOU, or the Union, on behalf of one or more represented employees adversely affected by an alleged violation of the specific provisions of the MOU. An employee has the right to the assistance of a representative in the preparation of a written grievance and to be represented in all grievance meetings.

### **B. Procedure**

1. Grievances must be in writing, and initiated within ten (10) working days following the occurrence, or knowledge of the events on which the grievance is based. Failure to do so will result in the grievant being barred from advancing the grievance. A grievance, or a copy of the grievance, should be provided to the grievant's supervisor and the District Manager.

#### **2. Elements of a Grievance**

The written grievance should include:

- a. a description of the specific facts and grounds upon which the grievance is based including the names, dates, and places necessary for a complete understanding of the grievance;
- b. a specific explanation of how the grievant has been adversely affected;

- c. listing of the provisions of the MOU which are alleged to have been violated;
- d. a listing of specific actions requested by the grievant of the District which will remedy the grievance, including a specific dollar amount, and the basis for the dollar amount, of any alleged damages at issue, provided the employee has access to relevant financial data;
- e. a statement declaring self-representation or the selection of representation by the Union for said grievance
- f. the printed name and signature of the grievant
- g. the name, address and telephone number of the persons(s) to whom notices may be sent regarding the grievance; and
- h. date of grievance

Grievances that fail to include these elements may not be considered or appealed unless the District waives this section.

### 3. Waiver of Timelines

Any level or review, or any time limits established in this procedure may be waived or extended by mutual agreement confirmed in writing. If a particular grievance is of an unusual or unique nature, which may place it outside the scope of authority of an immediate supervisor, the grieving party may contact the District Manager to determine the appropriate level for filing such grievance. The determination of the District Manager in this regard shall be final.

### 4. Level I - Informal Resolution

It is the intent to deal with and resolve grievances informally, at the nearest practical organizational level, and as promptly and fairly as possible.

An employee who has a grievance shall first try to settle it through discussions with the employee's immediate supervisor. The immediate supervisor shall respond within thirty (30) working days which may be extended ten (10) working days with notice to the grievant. Any decisions rendered shall be consistent with the authority to do so.

### 5. Level II – District Manager

If the employee is not satisfied with the outcome of the informal resolution, the employee may file a formal written appeal to the District Manager within five (5) working days after the date a decision was rendered by the supervisor. The appeal shall contain an explanation why the grievant believes the decision of the supervisor was unsatisfactory.

In considering the grievance the District Manager or designee may, but is not required, to schedule a meeting with the grievant and/or other relevant persons. If the District Manager or designee schedules a meeting, the District Manager or designee shall have the right to decide how the meeting is conducted. The meeting shall not be a formal hearing, and examination and cross-examination of witnesses typically shall not be permitted.

The District Manager or designee shall submit a written decision within the later of either twenty (20) working days after receipt of the grievance or the grievance meeting(s).

6. Level III – Appeal to Non-Binding State Mediation

If the Union is dissatisfied with the District Manager’s or designee’s response, the Union has the sole right to appeal the decision by submitting a request for non-binding mediation. The appeal must be received by the District Manager within ten (10) working days of the District Manager’s or designee’s response to the grievance.

The Union and District shall attempt to agree upon an mediator. If no agreement can be reached, they shall request that the State Conciliation Service to supply a mediator experienced in hearing grievances involving public employees.

If either the District or the Union so requests, a mediator shall hear the merits of any issue raised regarding process first. No hearing on the merits of the grievance will be conducted until the issue of process has been decided.

The mediator shall, as soon as possible, hold a hearing and hear evidence regarding the grievance.

Following the hearing, and receipt of post-hearing written argument, if any, the mediator shall submit written findings if requested by both parties and a non-binding recommendation to the District’s Board of Directors. The District Manager and the Union shall receive a copy. The Board of Directors may accept, reject or modify the recommendation(s). The Board shall issue a written decision which shall be provided to the Union. The decision of the Board of Directors shall be final.

**ARTICLE 25. FULL UNDERSTANDING**

A. The parties agree that this MOU sets forth the full and entire understanding of the parties regarding the matters set forth herein.

B. Except as specifically otherwise provided herein, it is agreed that neither the District nor Union shall be required to meet and confer with respect to any subject or matter covered in this MOU.

C. All Ordinances, Resolutions, Rules and Practices not inconsistent with this MOU, whether known by the parties at the time this MOU was negotiated and signed or not, shall not be superseded, modified or repealed by implication or otherwise by this MOU.

**ARTICLE 26. SEVERABILITY**

If any provisions of this agreement should be held invalid or restrained by operation of law or by any court of competent jurisdiction, the remainder of this agreement shall not be affected thereby and the parties shall enter into negotiations for the sole purpose of arriving at a mutually satisfactory replacement for such provision.

\_\_\_\_\_  
CCWD General Manager

\_\_\_\_\_  
Teamsters Local 856

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

## Exhibit A - Classification and Salary Plan for Period July 1, 2014 through June 30, 2017

Effective July 1, 2014 the salary ranges for the classifications listed below are as follows:

<u>Employee Position</u>	<u>Fiscal Year 2014 – 2015 Hourly Range</u>
Water Treatment Plant Supervisor	\$48.15 - \$58.66
Distribution Supervisor	\$42.55 - \$51.85
Sr. Water Treatment Plant / Distribution Operator	\$39.51 - \$48.15
Water Treatment Plant / Distribution Operator	\$28.66 - \$34.93

Effective the pay period closest following the full execution of this MOU, the classifications listed above will receive a 1% increase. Effective July 1, 2015 and July 1, 2016, the classifications listed above will receive an annual Cost of Living Adjustment (COLA), based on the Consumer Price Index (CPI) plus 1%, for an across the board wage increase in years two and three of the MOU. The CPI used shall be based on the preceding February-February CPI movement for the SF-Bay Area Index W, 82-84=100 (U.S. Bureau of Labor Statistics, Consumer Price Index - Urban Wage Earners and Clerical Workers – San Francisco-Oakland-San Jose, CA). Example: If CPI is .9% for the specified period, then annual across the board COLA wage increase for the year shall be 1.9%.

## **STAFF REPORT**

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

**From:** David Dickson, General Manager

**Agenda:** December 9, 2014

Report

Date: December 4, 2014

**Subject:** Adjusting the Fiscal Year 2015 Financial Plan in Response to Drought-Related Revenue Shortfall

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**Recommendation:**

None. Discussion only.

**Background:**

At the November 11 meeting, staff discussed the \$1 million revenue shortfall the District will experience in FY2014-15 due to drought-related demand reduction. Staff will make a presentation further exploring scenarios for CIP adjustments, rate increases, and borrowing which could be considered to address this revenue loss.

**Fiscal Impact:**

None.

**STAFF REPORT**

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

**From:** David Dickson, General Manager

**Agenda:** December 9, 2014

**Report Date:** December 1, 2014

**Subject:** Election of Coastside County Water District Board President and Vice-President

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**Recommendation:**

Consider election of officers.

**Background:**

Traditionally, the Coastside County Water District Board of Directors considers the election of officers for Board President and Vice-President annually, at the December Board meeting.

**Fiscal Impact:**

None.

## **STAFF REPORT**

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

**From:** David Dickson, General Manager

**Agenda:** November 12, 2014

Report

Date: November 7, 2014

**Subject:** General Manager's Report

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### **Recommendation:**

None. Information only.

### **Background:**

For this month's report, I would like to highlight the following:

- 1. Magellan Pipeline Leak and Boil Water Advisory:** I would like to recognize the competence, dedication and professionalism the District's employees demonstrated in responding to the major pipeline leak on November 23 and in dealing with its consequences, including the boil water advisory. Everyone on the staff was involved, from the crew that arrived within an hour of the leak and worked until 3am to repair it, to the office staff who answered scores of calls over three days to inform and assist our customers. Joe Guistino deserves particular recognition for leading the response effort and for communicating effectively with the regulators at the State Water Resources Control Board.
- 2. Administration Building Remodeling Project:** The last phase of construction, sheetrock installation, was delayed by the delivery schedule for boardroom recessed light fixtures and should be complete by 12/18. The contractor should be out by 12/31, allowing flooring and furniture installation during the week of 1/5. We should be back in the building by mid-January.



## **MONTHLY REPORT**

**To:** David Dickson, General Manager  
**From:** Joe Guistino, Superintendent of Operations  
**Agenda:** December 9, 2014

**Report**  
**Date:** December 2, 2014

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### **Monthly Highlights**

#### Magellan Main Break and Boil Water Advisory

The District was mandated to issue a boil water advisory on November 24 by the California State Water Resources Control Board Division of Drinking Water (DDW) when we lost water pressure along Columbus Street in El Granada from a catastrophic main break on Magellan on November 23. Bacteriological sampling indicated that no water contamination occurred, and the boil advisory was lifted on November 26.

#### Crystal Springs PS Communication Improvements

Our contractor has installed satellite communication with direct link to the internet and a dial out notification system on ATT voice lines to bring reliable telemetry and alarm notification back to Crystal Springs Pump Station (CSPS).

### **Source of Supply**

Crystal Springs and Denniston Reservoirs as well as Denniston and Pilarcitos Wells were the source of supply in October. Pilarcitos Wells contributed 4.43 MG and the Denniston System contributed 0.94 MG.

### **System Improvements**

#### Pilarcitos Canyon

Cleared brush around wells and rocked the access road to the well field.

#### Crystal Springs Flow Meter

A remote reader was installed at Cahill Tank site to enable operators to locally and remotely see flows from Crystal Springs Pump Station (PS),

#### Truck

A pickup truck was added to the fleet to accommodate the newly added operator's transport to and from the treatment plants.

#### Crystal Springs PS Communication Improvements

We have been unsuccessful in getting ATT to repair the data lease lines have been communicating with CSPS via Verizon cell modems. This proves not to be 100%

reliable due to the Verizon cell service dropping out on occasion. Calcon has installed a satellite dish and software whereby the station can communicate with our central SCADA via the internet.

#### El Granada Tank 2 improvements

A local contractor stabilized the slope at the pump station site with landscaping and completed a retaining wall to prevent the neighbor's yard from encroaching on our site.

#### Nunes Storage Container

The storage container at Nunes has been cleaned out and will be the storage site for our PVC pipe.

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

##### Magellan Main Break and Boil Water Advisory

A major failure of the 10" cast iron main on Magellan Avenue on the evening of 23 November resulted in the draining of El Granada Tank #1, loss of water pressure along Columbus Avenue, turbidity complaints in El Granada and a subsequent boil water order being required by California State Water Resources Control Board Division of Drinking Water for the area that lost pressure. The order was issued on the afternoon of 24 November and lasted until we provided two consecutive clean bacteriological results of samples one day apart in the area of low pressure. We received 31 calls of colored water, 4 calls of low pressure and 26 calls inquiring as to the boil water advisory. We estimate that we lost 720,000 gallons from this event. The hydraulic model estimated that the flow from the break was 6,700 gpm. District crews issued door hangers to notify the affected customers of the start and cessation of the boil water advisory

##### Denniston Dam Repairs

We received two designs to repair the leak in the wood stop logs on the bypass shaft on Denniston dam. One design was for a permanent fix and involves installation of three sluice gates and an operating platform and will be a major capital expense. The other design is for a temporary fix whereby a steel plate would be affixed to the sluice gate opening and secured with jacks. We will be pursuing the temporary fix that will buy time to acquire the funds and time needed for a more permanent fix.

##### Pilarcitos Well Field

We have started the Pilarcitos well field for the winter flow season. A local electrician made some repairs to well #1 and will be making improvements to other wells in the well field in December.

#### **Regulatory Agency Interaction**

##### CWRCB

-Submitted 50% engineering drawings of the new Hazen's Tank Replacement Project for their review.

-We had been in close communication with CWRCO during the boil water advisory between 24 and 26 November.

## **Safety/Training/Inspections/Meetings**

### Meetings Attended

7 November – Teleconference on the impending state National Pollution Discharge Elimination Survey (NPDES) general permit.

10 November – Met with owner of property surrounding Miramontes Tank to discuss modifications he will be making to his property and Miramontes Tank access road.

12 November – Coastside County Water District (CCWD) Board Meeting

12 November – San Francisco Public Utility Commission (SFPUC) Technology Workshop in Redwood City

### Tailgate safety sessions in September

3 November – Reducing the Threat of Workplace Violence

10 November – Facing Up to Stress

26 November – Carpal Tunnel Syndrome

### CINTAS Safety Committee and Training

There was no safety committee meeting in November.

The monthly safety training was on Incident Investigation Training for supervisors and Defensive Driving. Davis attended the Incident Training and Bruce, Damrosch, Davis, Schmidt, Duffy, Patterson, Whelen and Munguia attended the Defensive Driving session.

### Training

I attended the Academy of Water Education (AWE) Backflow Certification Course in Sacramento from 17-21 November sponsored by the California Rural Water Association.

Treatment/Distribution Operator in training Ray Winch attended a refresher class on Water Treatment on 6 and 7 November in order to pass the Water Treatment Operator II, which he is required to do by January 2016.

## **Projects**

### Avenue Cabrillo Project Phase 3A

The project is steadily proceeding. The contractor has about 2 more days of main pipe and hydrant installation, after which they will pressure test and disinfect the pipe and start on tying in the services. The project should be complete by mid January.

### Main Street Bridge Project

All submittals for the emergency bypass piping have been submitted and are presently in review. The emergency bypass pipeline will allow the District to take the present pipe attached to the Main Street Bridge out of service to prevent a catastrophic failure with compromised water delivery south of the bridge and subsequent environmental damage.

### El Granada Tank 3 retrofit

The completed plans have been submitted and are presently under review.

## STAFF REPORT

**To:** Board of Directors  
**From:** Cathleen Brennan, Water Resources Analyst  
**Agenda:** December 9, 2014  
**Report Date:** December 4, 2014  
**Subject:** Water Resources

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This informational report includes: Water Savings Update

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### Water Savings Update

From March through November of 2014, customers have reduced their total consumption by 11 percent (62 MG) compared with the same time period in 2013. This is more than the voluntary 10 percent that the District is requesting. The sales categories that have seen the most reduction are single family residential (-15%; 45 MG) and agriculture (-13%; 7 MG).

