

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, December 10, 2019 - 7:00 p.m.

AGENDA

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

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

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

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

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

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

4) CONSENT CALENDAR

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

- A. Approval of disbursements for the month ending November 30, 2019:
Claims: \$1,146,778.30; Payroll: \$334,028.08 for a total of \$1,480,806.38 ([attachment](#))
➤ *November 2019 Monthly Financial Claims reviewed and approved by Director Feldman*
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of November 12, 2019 Special Board of Directors Meeting ([attachment](#))
- D. Approval of Minutes of November 12, 2019 Regular Board of Directors Meeting ([attachment](#))
- E. Approval of Minutes of November 25, 2019 Special Board of Directors Meeting ([attachment](#))
- F. Installed Water Connection Capacity and Water Meters Report ([attachment](#))
- G. Total CCWD Production Report ([attachment](#))
- H. CCWD Monthly Sales by Category Report – November 2019 ([attachment](#))
- I. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report ([attachment](#))
- J. Monthly Rainfall Reports ([attachment](#))
- K. S.F.P.U.C. Hydrological Report for the month of October 2019 ([attachment](#))
- L. Notice of Completion – Ferdinand Avenue Water Main Replacement Project ([attachment](#))

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

6) GENERAL BUSINESS

- A. Approval of Water Service Agreement for 415 and 417 Chesterfield Ave., Half Moon Bay ([attachment](#))
- B. Agreement with Raftelis Financial Consultants, Inc. for FY 2021 and FY 2022 Financial Plan and Rate Update Study ([attachment](#))
- C. Fiscal Year 2020-2021 and Fiscal Year 2021-2022 Budget Process Timeline ([attachment](#))
- D. Professional Services Agreement for Biological Monitoring of the Stone Dam Pipeline Project ([attachment](#))
- E. Resolution 2019-07 – 1) Adopting Proposed Residential Water Service Termination Policy, and (2 Amending Section K of the General Regulations Regarding Water Service ([attachment](#))
- F. Election of Coastside County Water District Board President and Vice-President ([attachment](#))

7) MONTHLY INFORMATIONAL REPORTS

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

8) DIRECTOR AGENDA ITEMS – REQUESTS FOR FUTURE BOARD MEETINGS

- A. Report from Public Hearing – any input received from members of the public regarding geography, population and communities of interest

9) CLOSED SESSION

- A. Pursuant to California Government Code Section 54956.9(d)(2)
Conference with Legal Counsel - Anticipated Litigation
Significant Exposure to Litigation
One Potential Case

10) RECONVENE TO OPEN SESSION

- A. Public report of Closed Session Action

11) ADJOURNMENT

**COASTSIDE COUNTY WATER DISTRICT
CLAIMS FOR NOVEMBER 2019**

CHECKS			
CHECK DATE	CHECK NO.	VENDOR	AMOUNT
11/01/2019	27573	AARON M. LITTLE	\$ 813.75
11/01/2019	27574	CATHLEEN BRENNAN	\$ 189.25
11/01/2019	27575	COMCAST	\$ 216.87
11/01/2019	27576	COUNTY OF SAN MATEO	\$ 1,220.00
11/01/2019	27577	JAMES COZZOLINO, TRUSTEE	\$ 200.00
11/01/2019	27578	DATAPROSE, LLC	\$ 97.53
11/01/2019	27579	HUE & CRY, INC.	\$ 24.00
11/01/2019	27580	MASS MUTUAL FINANCIAL GROUP	\$ 6,631.65
11/01/2019	27581	STATE WATER RESOURCES CONTROL BD	\$ 80.00
11/01/2019	27582	STANDARD INSURANCE COMPANY	\$ 561.82
11/01/2019	27583	STEVEN MELO, INC.	\$ 3,400.00
11/01/2019	27584	SUSAN TURGEON	\$ 114.65
11/01/2019	27585	UNDERGROUND SERVICE ALERT	\$ 1,304.12
11/01/2019	27586	VALIC	\$ 4,271.66
11/12/2019	27587	HEALTH BENEFITS ACWA-JPIA	\$ 44,244.35
11/12/2019	27588	EKI INC.	\$ 48,615.22
11/12/2019	27589	HERC RENTALS, INC.	\$ 3,152.57
11/12/2019	27590	O'DELL ENGINEERING	\$ 31,204.21
11/12/2019	27591	REPUBLIC SERVICES	\$ 544.24
11/12/2019	27592	SAN FRANCISCO WATER DEPT.	\$ 317,200.31
11/12/2019	27593	JOANNE WHELEN	\$ 180.00
11/15/2019	27594	AT&T	\$ 5,130.08
11/15/2019	27595	AT&T LONG DISTANCE	\$ 615.27
11/15/2019	27596	BACKFLOW APPARATUS & VALVE COMPANY INC	\$ 457.72
11/15/2019	27597	CALIFORNIA C.A.D. SOLUTIONS, INC	\$ 5,077.50
11/15/2019	27598	CALIFORNIA SPECIAL DISTRICT	\$ 7,615.00
11/15/2019	27599	CALIFORNIA SURVEYING & DRAFTING SUPPLY INC.	\$ 148.54
11/15/2019	27600	E-CONOLIGHT	\$ 347.74
11/15/2019	27601	ERS INDUSTRIAL SERVICES INC.	\$ 4,640.00
11/15/2019	27602	HASSETT HARDWARE	\$ 2,037.51
11/15/2019	27603	MASS MUTUAL FINANCIAL GROUP	\$ 1,050.00
11/15/2019	27604	OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA, A MEDICAL CORP.	\$ 238.00
11/15/2019	27605	PAPE MACHINERY EXCHANGE	\$ 2,884.66
11/15/2019	27606	THE PAPE GROUP INC.	\$ 1,881.85
11/15/2019	27607	STATE WATER RESOURCES CONTRL BD	\$ 510.80
11/15/2019	27608	STATE WATER RESOURCES CONTRL BD	\$ 329.75
11/15/2019	27609	STATE WATER RESOURCES CONTROL BD	\$ 624.00
11/15/2019	27610	JIM STEELE	\$ 15,542.00
11/15/2019	27611	TPX COMMUNICATIONS	\$ 1,882.47
11/15/2019	27612	TRI COUNTIES BANK	\$ 7,540.19
11/15/2019	27613	VALIC	\$ 4,271.66
11/15/2019	27614	BOSCO OIL COMPANY	\$ 1,539.39
11/15/2019	27615	US BANK NA	\$ 2,071.63
11/15/2019	27616	JACK WHELEN	\$ 61.32
11/22/2019	27617	JIM CHENG JING HU - A-1 RHINO LININGS	\$ 1,685.29
11/22/2019	27618	ADP, INC.	\$ 704.35
11/22/2019	27619	ANDREINI BROS. INC.	\$ 264,083.41
11/22/2019	27620	AZTEC GARDENS, INC.	\$ 218.00
11/22/2019	27621	BADGER METER, INC.	\$ 66.00
11/22/2019	27622	BALANCE HYDROLOGICS, INC	\$ 15,518.20
11/22/2019	27623	BARTKIEWICZ, KRONICK & SHANAHAN	\$ 85.00
11/22/2019	27624	BAY AREA AIR QUALITY MGMT DIST	\$ 433.00
11/22/2019	27625	BAY AREA AIR QUALITY MGMT DIST	\$ 412.00
11/22/2019	27626	BAY AREA WATER SUPPLY &	\$ 2,500.00
11/22/2019	27627	BIG CREEK LUMBER	\$ 139.18
11/22/2019	27628	CALCON SYSTEMS, INC.	\$ 17,872.21
11/22/2019	27629	CEL ANALYTICAL INC.	\$ 1,248.00
11/22/2019	27630	DANIEL RICHARD CHARLES	\$ 4,950.00
11/22/2019	27631	CHEMTRADE CHEMICALS US LLC	\$ 2,464.97
11/22/2019	27632	PETTY CASH	\$ 215.06
11/22/2019	27633	COMMUNICATION LEASING SERVICES, INC	\$ 345.29

11/22/2019	27634	JOHN ARNERICH	\$	4,949.04
11/22/2019	27635	D/B/A CUSTOM TRUCK CUSTOM TOPS, INC.	\$	5,173.66
11/22/2019	27636	DATAPROSE, LLC	\$	7,057.47
11/22/2019	27637	SEAN DONOVAN	\$	55.92
11/22/2019	27638	FULL SOURCE	\$	158.21
11/22/2019	27639	GRAINGER, INC.	\$	1,173.99
11/22/2019	27640	KELLY HOFFMAN-DAVIS	\$	107.50
11/22/2019	27641	GRISWOLD INDUSTRIES	\$	3,288.34
11/22/2019	27642	HACH CO., INC.	\$	2,304.09
11/22/2019	27643	HMB BLDG. & GARDEN INC.	\$	367.93
11/22/2019	27644	IRON MOUNTAIN	\$	701.60
11/22/2019	27645	IRVINE CONSULTING SERVICES, INC.	\$	3,149.75
11/22/2019	27646	IRVINE CONSULTING SERVICES, INC.	\$	23,436.09
11/22/2019	27647	KATHARINA POWERS TRUST	\$	57.18
11/22/2019	27648	GLENNA LOMBARDI	\$	111.00
11/22/2019	27649	TRAVIS MENEZES	\$	300.00
11/22/2019	27650	MISSION UNIFORM SERVICES INC.	\$	304.54
11/22/2019	27651	MONTEREY COUNTY LAB	\$	2,098.00
11/22/2019	27652	O'DELL ENGINEERING	\$	2,426.25
11/22/2019	27653	OFFICE DEPOT	\$	537.30
11/22/2019	27654	PACIFIC GAS & ELECTRIC CO.	\$	45,160.61
11/22/2019	27655	PACIFICA COMMUNITY TV	\$	300.00
11/22/2019	27656	PAULO'S AUTO CARE	\$	498.22
11/22/2019	27657	PAX WATER TECHNOLOGIES, INC.	\$	17,375.00
11/22/2019	27658	PHIL'S TIRE PROS	\$	40.00
11/22/2019	27659	PUMP REPAIR SERVICE CO. INC.	\$	62,513.69
11/22/2019	27660	ROBERTS & BRUNE CO.	\$	30,180.58
11/22/2019	27661	ROGUE WEB WORKS, LLC	\$	303.75
11/22/2019	27662	JIM STEELE	\$	11,090.00
11/22/2019	27663	STRAWFLOWER ELECTRONICS	\$	184.48
11/22/2019	27664	TEAMSTERS LOCAL UNION #856	\$	1,279.00
11/22/2019	27665	TJC AND ASSOCIATES, INC	\$	2,148.50
11/22/2019	27666	UNIVAR USA INC	\$	1,276.48
11/22/2019	27667	UPS STORE	\$	740.10
11/22/2019	27668	USA BLUE BOOK	\$	184.78
11/22/2019	27669	VULCAN MATERIALS COMPANY	\$	900.44
11/22/2019	27670	WATER QUALITY INC.	\$	700.00
11/22/2019	27671	WATEREUSE	\$	909.50
11/22/2019	27672	JUAN CARLOS SALAZAR	\$	1,120.00
11/22/2019	27673	JOANNE WHELEN	\$	318.45
			SUBTOTAL CLAIMS FOR MONTH	\$ 1,078,684.68

WIRE PAYMENTS				
MONTH		VENDOR		AMOUNT
11/01/2019	DFT0000262	PUB. EMP. RETIRE SYSTEM	\$	14,225.29
11/01/2019	DFT0000263	CalPERS FISCAL SERVICES DIVISION	\$	18,799.50
11/14/2019	DFT0000264	PUB. EMP. RETIRE SYSTEM	\$	13,412.53
11/29/2019		PUB. EMP. RETIRE SYSTEM	\$	12,778.96
11/1/2019		BANK AND CREDIT CARD FEES	\$	8,877.34
			SUBTOTAL WIRE PAYMENTS FOR MONTH	\$ 68,093.62

TOTAL CLAIMS FOR THE MONTH \$ 1,146,778.30



Coastside County Water District

Monthly Budget Report Account Summary

For Fiscal: 2019-2020 Period Ending: 11/30/2019

		November Budget	November Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget
Revenue										
RevType: 1 - Operating										
1-4120-00	Water Revenue	910,200.00	1,063,815.78	153,615.78	16.88 %	6,039,300.00	6,176,205.77	136,905.77	2.27 %	12,300,000.00
	Total RevType: 1 - Operating:	910,200.00	1,063,815.78	153,615.78	16.88 %	6,039,300.00	6,176,205.77	136,905.77	2.27 %	12,300,000.00
RevType: 2 - Non-Operating										
1-4170-00	Water Taken From Hydrants	4,167.00	7,430.06	3,263.06	78.31 %	20,834.00	34,030.87	13,196.87	63.34 %	50,000.00
1-4180-00	Late Notice - 10% Penalty	5,000.00	-726.38	-5,726.38	-114.53 %	25,000.00	32,856.75	7,856.75	31.43 %	60,000.00
1-4230-00	Service Connections	833.00	2,425.24	1,592.24	191.15 %	4,166.00	8,107.35	3,941.35	94.61 %	10,000.00
1-4920-00	Interest Earned	522.00	0.80	-521.20	-99.85 %	2,613.00	31,630.59	29,017.59	1,110.51 %	6,270.00
1-4930-00	Tax Apportionments/County Checks	75,000.00	90,431.59	15,431.59	20.58 %	75,000.00	94,461.03	19,461.03	25.95 %	725,000.00
1-4950-00	Miscellaneous Income	2,083.00	0.00	-2,083.00	-100.00 %	10,416.00	605.60	-9,810.40	-94.19 %	25,000.00
1-4955-00	Cell Site Lease Income	14,275.00	14,851.30	576.30	4.04 %	71,375.00	73,798.81	2,423.81	3.40 %	171,300.00
1-4965-00	ERAF Refund - County Taxes	0.00	0.00	0.00	0.00 %	0.00	236,975.79	236,975.79	0.00 %	338,000.00
	Total RevType: 2 - Non-Operating:	101,880.00	114,412.61	12,532.61	12.30 %	209,404.00	512,466.79	303,062.79	144.73 %	1,385,570.00
	Total Revenue:	1,012,080.00	1,178,228.39	166,148.39	16.42 %	6,248,704.00	6,688,672.56	439,968.56	7.04 %	13,685,570.00
Expense										
ExpType: 1 - Operating										
1-5130-00	Water Purchased	200,000.00	150,355.31	49,644.69	24.82 %	1,255,000.00	1,210,188.22	44,811.78	3.57 %	1,941,948.00
1-5230-00	Nunes T P Pump Expense	3,772.00	3,351.02	420.98	11.16 %	18,858.00	17,743.83	1,114.17	5.91 %	45,259.00
1-5231-00	CSP Pump Station Pump Expense	37,000.00	50,064.03	-13,064.03	-35.31 %	220,000.00	195,775.28	24,224.72	11.01 %	357,305.00
1-5232-00	Other Trans. & Dist Pump Expense	2,382.00	329.21	2,052.79	86.18 %	11,910.00	7,329.11	4,580.89	38.46 %	28,584.00
1-5233-00	Pilarcitos Canyon Pump Expense	6,000.00	1,595.03	4,404.97	73.42 %	7,000.00	3,746.54	3,253.46	46.48 %	42,000.00
1-5234-00	Denniston T P Pump Expense	9,000.00	8,844.50	155.50	1.73 %	61,000.00	56,461.93	4,538.07	7.44 %	137,800.00
1-5242-00	CSP Pump Station Operations	927.00	857.67	69.33	7.48 %	4,635.00	8,013.20	-3,378.20	-72.88 %	11,128.00
1-5243-00	CSP Pump Station Maintenance	3,083.00	840.30	2,242.70	72.74 %	15,416.00	22,591.50	-7,175.50	-46.55 %	37,000.00
1-5246-00	Nunes T P Operations - General	6,747.00	7,628.92	-881.92	-13.07 %	33,735.00	35,656.62	-1,921.62	-5.70 %	80,964.00
1-5247-00	Nunes T P Maintenance	10,200.00	6,430.11	3,769.89	36.96 %	51,000.00	30,384.56	20,615.44	40.42 %	122,500.00
1-5248-00	Denniston T P Operations-General	4,084.00	555.11	3,528.89	86.41 %	20,416.00	20,903.76	-487.76	-2.39 %	49,000.00
1-5249-00	Denniston T.P. Maintenance	8,667.00	26,419.25	-17,752.25	-204.83 %	43,333.00	84,296.70	-40,963.70	-94.53 %	104,000.00
1-5250-00	Laboratory Expenses	6,250.00	1,733.09	4,516.91	72.27 %	31,250.00	24,601.57	6,648.43	21.27 %	75,000.00
1-5260-00	Maintenance - General	25,000.00	30,614.39	-5,614.39	-22.46 %	125,000.00	159,889.33	-34,889.33	-27.91 %	300,000.00
1-5261-00	Maintenance - Well Fields	3,333.00	27,740.90	-24,407.90	-732.31 %	16,666.00	35,551.32	-18,885.32	-113.32 %	40,000.00
1-5263-00	Uniforms	0.00	0.00	0.00	0.00 %	6,000.00	5,229.92	770.08	12.83 %	12,500.00
1-5318-00	Studies/Surveys/Consulting	10,000.00	2,845.29	7,154.71	71.55 %	50,000.00	26,255.45	23,744.55	47.49 %	160,000.00
1-5321-00	Water Resources	2,183.00	-8,508.28	10,691.28	489.75 %	10,916.00	2,248.41	8,667.59	79.40 %	26,200.00

Monthly Budget Report

For Fiscal: 2019-2020 Period Ending: 11/30/2019

		November Budget	November Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget
1-5322-00	Community Outreach	1,000.00	409.25	590.75	59.08 %	7,000.00	5,013.49	1,986.51	28.38 %	56,900.00
1-5381-00	Legal	8,333.00	10,554.20	-2,221.20	-26.66 %	41,666.00	37,123.70	4,542.30	10.90 %	100,000.00
1-5382-00	Engineering	5,167.00	17,755.52	-12,588.52	-243.63 %	25,834.00	81,474.44	-55,640.44	-215.38 %	62,000.00
1-5383-00	Financial Services	3,000.00	2,010.00	990.00	33.00 %	11,000.00	7,810.00	3,190.00	29.00 %	22,000.00
1-5384-00	Computer Services	14,000.00	13,648.17	351.83	2.51 %	68,000.00	62,636.82	5,363.18	7.89 %	167,600.00
1-5410-00	Salaries/Wages-Administration	140,000.00	115,622.21	24,377.79	17.41 %	493,000.00	429,077.99	63,922.01	12.97 %	1,179,832.00
1-5411-00	Salaries & Wages - Field	166,500.00	163,100.14	3,399.86	2.04 %	622,500.00	601,283.37	21,216.63	3.41 %	1,461,020.00
1-5420-00	Payroll Tax Expense	21,200.00	20,655.53	544.47	2.57 %	77,600.00	77,533.03	66.97	0.09 %	183,582.00
1-5435-00	Employee Medical Insurance	38,502.00	38,957.91	-455.91	-1.18 %	192,511.00	196,098.55	-3,587.55	-1.86 %	481,419.00
1-5436-00	Retiree Medical Insurance	4,400.00	4,418.95	-18.95	-0.43 %	22,000.00	19,037.36	2,962.64	13.47 %	55,274.00
1-5440-00	Employees Retirement Plan	51,610.00	26,701.95	24,908.05	48.26 %	258,050.00	182,060.80	75,989.20	29.45 %	619,321.00
1-5445-00	Supplemental Retirement 401a	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	35,000.00
1-5510-00	Motor Vehicle Expense	5,000.00	12,925.90	-7,925.90	-158.52 %	25,000.00	57,738.93	-32,738.93	-130.96 %	63,000.00
1-5620-00	Office & Billing Expenses	21,935.00	38,554.61	-16,619.61	-75.77 %	109,675.00	118,991.15	-9,316.15	-8.49 %	263,219.00
1-5625-00	Meetings / Training / Seminars	2,250.00	3,308.68	-1,058.68	-47.05 %	11,250.00	11,854.02	-604.02	-5.37 %	27,000.00
1-5630-00	Insurance	11,416.00	13,963.67	-2,547.67	-22.32 %	57,082.00	67,105.25	-10,023.25	-17.56 %	137,000.00
1-5687-00	Membership, Dues, Subscript.	8,000.00	8,306.77	-306.77	-3.83 %	43,000.00	47,241.45	-4,241.45	-9.86 %	78,970.00
1-5689-00	Labor Relations	500.00	0.00	500.00	100.00 %	2,500.00	0.00	2,500.00	100.00 %	6,000.00
1-5700-00	San Mateo County Fees	1,000.00	1,220.00	-220.00	-22.00 %	7,000.00	5,643.92	1,356.08	19.37 %	24,000.00
1-5705-00	State Fees	1,000.00	2,309.55	-1,309.55	-130.96 %	5,000.00	2,309.55	2,690.45	53.81 %	36,500.00
Total ExpType: 1 - Operating:		843,441.00	806,118.86	37,322.14	4.42 %	4,061,803.00	3,956,901.07	104,901.93	2.58 %	8,630,825.00
ExpType: 4 - Capital Related										
1-5712-00	Debt Service/Existing Bonds 2006B	0.00	0.00	0.00	0.00 %	371,603.00	0.00	371,603.00	100.00 %	484,831.00
1-5715-00	Debt Service/CIEDB 11-099	0.00	0.00	0.00	0.00 %	266,638.00	266,638.02	-0.02	0.00 %	335,977.00
1-5716-00	Debt Service/CIEDB 2016	0.00	0.00	0.00	0.00 %	233,204.00	233,204.09	-0.09	0.00 %	323,803.00
1-5717-00	Chase Bank - 2018 Loan	0.00	0.00	0.00	0.00 %	0.00	369,096.36	-369,096.36	0.00 %	0.00
Total ExpType: 4 - Capital Related:		0.00	0.00	0.00	0.00 %	871,445.00	868,938.47	2,506.53	0.29 %	1,144,611.00
Total Expense:		843,441.00	806,118.86	37,322.14	4.42 %	4,933,248.00	4,825,839.54	107,408.46	2.18 %	9,775,436.00
Report Total:		168,639.00	372,109.53	203,470.53		1,315,456.00	1,862,833.02	547,377.02		3,910,134.00

**COASTSIDE COUNTY WATER DISTRICT
MONTHLY INVESTMENT REPORT
November 30, 2019**

<u>RESERVE BALANCES</u>	Current Year as of 11/30/19	Prior Year as of 11/30/18
CAPITAL AND OPERATING RESERVE	\$8,562,346.38	\$7,189,017.29
RATE STABILIZATION RESERVE	\$250,000.00	\$250,000.00
TOTAL DISTRICT RESERVES	\$8,812,346.38	\$7,439,017.29

ACCOUNT DETAIL

ACCOUNTS WITH TRI COUNTIES BANK		
CHECKING ACCOUNT	\$3,512,903.82	\$5,169,933.47
CSP T & S ACCOUNT	\$104,520.42	\$192,488.17
MONEY MARKET GEN. FUND (Opened 7/20/17)	\$19,443.48	\$19,433.72
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$5,174,778.66	\$2,056,461.93
DISTRICT CASH ON HAND	\$700.00	\$700.00
TOTAL ACCOUNT BALANCES	\$8,812,346.38	\$7,439,017.29

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

COASTSIDE COUNTY WATER DISTRICT
CAPITAL IMPROVEMENT PROJECTS - STATUS REPORT
FISCAL YEAR 2019/2020

* Approved June 2018

11/30/2019

Status	Approved* CIP Budget FY 19/20	Actual To Date FY 19/20	Projected Year-End FY 19/20	Variance vs. Budget	% Completed	Project Status/ Comments
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Equipment Purchases & Replacement

06-03	SCADA/Telemetry/Electrical Controls Replacement	open	\$ 50,000	\$ 50,110	\$ 107,000	\$ (57,000)	47%	\$104K for District-wide SCADA hardware and software upgrade approved at October Board meeting
08-10	Backhoe	completed	\$ 200,000	\$ 157,846	\$ 157,846	\$ 42,154	100%	Backhoe purchase approved by Board in July 2019 (net of trade-in)
99-02	Vehicle Replacement	open	\$ 40,000		\$ 82,000	\$ (42,000)	0%	Purchase of 3 vehicles approved by Board in Aug 2019

Facilities & Maintenance

08-08	PRV Valves Replacement Project	In process	\$ 30,000	\$ 6,198	\$ 30,000	\$ -	0%	
09-09	Fire Hydrant Replacement	completed	\$ 140,000	\$ 338,925	\$ 338,925	\$ (198,925)	100%	Purchase of 100 hydrants approved by Board in August 2019
18-13	Denniston WTP and Tank Road Repairs and Paving	In design		\$ 8,250	\$ 400,000	\$ (400,000)	0%	Expanded scope to include storm culverts; planned for Spring, 2020; (\$100K originally budgeted in FY18/19)
99-01	Meter Change Program	ongoing	\$ 20,000	\$ 15,475	\$ 20,000	\$ -	77%	

Pipeline Projects

07-03	Pilarcitos Canyon Pipeline Replacement	In process	\$ 700,000	\$ 283,477	\$ 1,125,000	\$ (425,000)	25%	Approved by Board in September, 2019; project in under construction (completion scheduled by February 2020)
07-04	Bell Moon Pipeline Replacement Project	In process	\$ 250,000	\$ 293,446	\$ 330,000	\$ (80,000)	89%	Project is complete; awaiting City of HMB sign-off
13-02	Replace 8 Inch Pipeline Under Creek at Pilarcitos Ave (Strawflower)	In pre-design		\$ 44,857	\$ 105,000	\$ (105,000)	n/a	Preliminary design awarded by Board in August 2019
14-01	Replace 12" Welded Steel Line on Hwy 92	\$77K in process		\$ 45,725	\$ 677,000	\$ (677,000)	n/a	Aerial surveying for \$77K approved by Board in August 2019; bypass pipeline on Cuzzolino property may be proposed for Spring 2020 (variance reflects timing difference)
14-27	Grandview 2 Inch Replacement	In design		\$ 27,445	\$ 56,100	\$ (56,100)	n/a	Engineering design work approved by Board in July 2019; (originally planned for FY 18/19)
14-31	Ferdinand Avenue - Replace 4" WS Ferdinand Ave. to Columbus	In process		\$ 574,739	\$ 600,000	\$ (600,000)	96%	Project was awarded in May 2019; work completed November 2019. (Project was originally planned for FY 20/21.)
14-32/19-03	Casa del Mar/Grand Blvd PRV Installation and Pipeline Replacement	In process	\$ 350,000	\$ 1,195	\$ 570,000	\$ (220,000)	0%	Project was awarded in May 2019; work to commence December 2019; Grand Blvd portion of the CIP was originally planned for FY 20/21
18-01	Pine Willow Oak Pipeline Replacement	In design		\$ 28,361	\$ 69,700	\$ (69,700)	n/a	Engineering design work approved by Board in July 2019; (project is in CIP for FY21/22)

Pump Stations / Tanks / Wells

08-16,11-05, 11-06,19-02,5113	Tank Projects	TBD	\$ 2,300,000	\$ 19,155	\$ 200,000	\$ 2,100,000	n/a	EKI is assisting Staff in developing a master tank plan for all of the District's tanks; we are currently waiting for completion of seismic and geotech analyses to finalized recommendations.
09-18	Pilarcitos Well field improvements	TBD	\$ 150,000		\$ -	\$ 150,000	0%	
19-04	Tanks - THM Control	TBD		\$ 18,903	\$ 120,000	\$ (120,000)	0%	

Water Supply Development

12-12	Denniston/San Vicente Water Supply Development	ongoing	\$ 200,000	\$ 35,664	\$ 120,000	\$ 80,000	18%	Includes Balance Hydrologics ongoing monitoring; In October 2019, the Board approved continued monitoring for the 2020 Water Year
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COASTSIDE COUNTY WATER DISTRICT
CAPITAL IMPROVEMENT PROJECTS - STATUS REPORT
FISCAL YEAR 2019/2020

11/30/2019

* Approved June 2018

Water Treatment Plants

		Status	Approved* CIP Budget FY 19/20	Actual To Date FY 19/20	Projected Year-End FY 19/20	Variance vs. Budget	% Completed	Project Status/ Comments
08-07	Nunes Filter Valve Replacement	open		\$ 140	\$ 70,000	\$ (70,000)	0%	\$500K originally included in FY18/19 plan; project scope has changed to include full filter rehabilitation; Staff is currently reviewing options for engineering design
13-05	Denniston WTP and Booster Pump Station Emergency Power	in process (\$213K + design approved)	\$ 400,000	\$ 33,869	\$ 450,000	\$ (50,000)	8%	In October 2019, the Board approved procurement of generators (\$213K); Projection includes installation. (Installation bids will be presented to Board in future months.)
18-11	Nunes Bulk Caustic Tank		\$ 40,000		\$ 40,000	\$ -	0%	

FY 19/20 TOTAL	\$ 4,870,000	\$ 1,983,780	\$ 5,668,571	\$ (798,571)
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FY2018/2019 CIP Projects in process - paid in FY 2019/2020

17-04	Denniston Dam Spillway	completed		11,010	11,010	\$ (11,010)	100%	
19-06	Crystal Springs Pump Control Valves	completed		29,272	29,273	\$ (29,273)	100%	Approved by Board in FY 2019/18

PREVIOUS YEAR TOTAL	\$ 40,283	\$ 40,283	\$ (40,283)
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UNSCHEDULED/NEW CIP ITEMS FOR CURRENT FISCAL YEAR 2019/2020

NN-00	Unscheduled CIP		\$ 100,000			\$ 100,000	0%	
20-01	Crystal Springs Pump 1 Replacement	In process		89,803	\$ 89,803	\$ (89,803)	100%	Emergency Replacement Notice to Board August, 2019
20-02	Crystal Springs - Spare Pump 1	on order			\$ 70,000	\$ (70,000)	0%	Approved by Board in August, 2019
20-07	District Office Repairs	In process		15,626	\$ 110,000	\$ (110,000)	0%	October 2019: Board approved \$110K for roof replacement and exterior repairs
20-08	Highway 1 - Pipeline replacement at crossings between Main and Spindrift - Predesign/study	in pre-design			\$ 46,000	\$ (46,000)	0%	October 2019: Board approved \$46K for predesign/study
20-03	Sevilla Ave - EG Service Replacement - Lowering of Services	Completed		\$ 54,521	\$ 54,521	\$ (54,521)	100%	Approved by Board in September, 2019 as emergency; required work due to County road repairs and repaving project
	Office Equipment (Replacement computers; Plotter/Scanner)	Completed		\$ 35,087	\$ 35,087	\$ (35,087)	100%	Completed
	Denniston Raw Water Pump #1			\$ 29,736	\$ 29,736	\$ (29,736)	100%	

NEW CIP TOTAL	\$ 100,000	\$ 224,774	\$ 435,147	\$ (335,147)
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CIP GRANDTOTAL	\$ 4,970,000	\$ 2,248,836	\$ 6,144,001	\$ (1,174,001)
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COLOR KEY:

In process: Board has approved expenditure and work is in process	\$ 3,982,178
Open: Close to a commitment - pending Board approval or notice to proceed	\$ 560,000

Note - \$2,000,000 of CIP funding from FY 2018/19 is carried over to FY 2019/20 - in addition to the \$4,970,000 budget shown above

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

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

Month	Admin (General Legal Fees)	Water Supply Develpmnt	Recycled Water	Transfer Program	CIP	Personnel	Water Shortage	Litigation	Infrastructure Project Review (Reimbursable)	TOTAL
Nov-18	1,473									1,473
Dec-18	2,714									2,714
Jan-19	3,088			168	469					3,725
Feb-19	3,101				536					3,637
Mar-19	6,508			1,218						7,726
Apr-19	7,061				1,910					8,970
May-19	5,149			326						5,475
Jun-19	3,439			1,055	183					4,677
Jul-19	4,321			834		335				5,490
Aug-19	5,535			496						6,031
Sep-19	4,090					455				4,545
Oct-19	3,360				840			4,612		8,812
TOTAL	49,837	0	0	4,097	3,938	790	0	4,612	0	63,273

Engineer Cost Tracking Report
12 Months At-A-Glance

Acct. No. 5682
JAMES TETER
Engineer

Month	Admin & Retainer	CIP	Studies & Projects	TOTAL	Reimbursable from Projects
Nov-18	480	3,518	254	4,252	254
Dec-18	480	3,972	2,820	7,271	2,820
Jan-19	480	5,126		5,606	
Feb-19	480	2,475		2,955	
Mar-19	480			480	
Apr-19	490		338	828	338
May-19	480		338	818	338
Jun-19	480	1,014		1,494	
Jul-19	480	2,539	676	3,695	676
Aug-19	480	10,152	2,891	13,523	2,891
Sep-19	480	676	1,268	2,424	1,268
Oct-19	480	845	507	1,832	507
TOTAL	5,770	30,317	9,091	45,178	9,091

Calcon T&M Projects Tracking

11/30/2019

Project No.	Name	Status	Proposal Date	Approved Date	Project Budget	Project Actual thru 6/30/19	Project Billings FY2019-20
Closed Projects:							
CAL-13-01	EG Tank 2 Recoating Project	Closed	9/30/13	10/8/13	\$8,220.00	\$ 8,837.50	
CAL-13-02	Nunes Control System Upgrades	Closed	9/30/13	10/8/13	\$46,141.00	\$ 55,363.60	
CAL-13-03	Win 911 and PLC Software	Closed	9/30/13	10/8/13	\$9,717.00	\$ 12,231.74	
CAL-13-04	Crystal Springs Surge Tank Retrofit	Closed	11/26/13	11/27/13	\$31,912.21	\$ 66,572.54	
CAL-13-06	Nunes Legacy Backwash System Removal	Closed	11/25/13	11/26/13	\$6,516.75	\$ 6,455.00	
CAL-13-07	Denniston Backwash FTW Valves	Closed	11/26/13	11/27/13	\$6,914.21	\$ 9,518.28	
CAL-14-01	Denniston Wash Water Return Retrofit	Closed	1/28/14	2/14/14	\$13,607.00	\$ 13,591.60	
CAL-14-02	Denniston Calrifier SCADA Data	Closed	4/2/14	4/7/14	\$4,125.00	\$ 4,077.50	
CAL-14-03	Nunes Surface Scatter Turbidimeter	Closed	4/2/14	4/7/14	\$2,009.50	\$ -	
CAL-14-04	Phase I Control System Upgrade	Closed	4/2/14	4/7/14	\$75,905.56	\$ 44,459.14	
CAL-14-06	Miramar Control Panel	Closed	8/28/14	8/28/14	\$37,953.00	\$ 27,980.71	
CAL-14-08	SFWater Flow & Data Logger/Cahill Tank	Closed	8/20/2014	8/20/2014	\$1,370.00	\$ 1,372.00	
CAL-15-01	Main Street Monitors	Closed				\$ 6,779.42	
CAL-15-02	Denniston To Do List	Closed				\$ 2,930.00	
CAL-15-03	Nunes & Denniston Turbidity Meters	Closed			\$6,612.50	\$ 12,536.12	
CAL-15-04	Phase II Control System Upgrade	Closed	6/23/2015	8/11/2015	\$195,000.00	\$ 202,227.50	
CAL-15-05	Permanganate Water Flow	Closed				\$ 1,567.15	
CAL-16-04	Radio Network	Closed	12/9/2016	1/10/2017	\$126,246.11	\$ 139,200.68	
CAL-16-05	El Granada Tank No. 3 Recoating	Closed	12/16/2016		\$6,904.50	\$ 6,845.00	
CAL-17-03	Nunes Valve Control	Closed	6/29/2017	7/11/2017	\$73,281.80	\$ 79,034.35	
CAL-17-04	Denniston Booster Pump Station	Closed	7/27/2017	8/8/2017	\$21,643.75	\$ 29,760.00	
CAL-17-05	Crystal Springs Pump Station #3 Soft Start	Closed	7/27/2017	8/8/2017	\$12,213.53	\$ 12,178.13	
CAL-18-04	Tank Levels Calibration Special	Closed	3/5/2018	3/5/2018	\$8,388.75	\$ 10,700.00	
CAL-18-05	Pilarcitos Stream Flow Gauge -Well 1 120 Service Power	Closed	3/22/2018	3/22/2018	\$3,558.13	\$ 3,997.40	
CAL-17-06	Nunes Flocculartor & Rapid Mix VFD Panels	Closed	12/6/2017	12/12/2017	\$29,250.75	\$ 30,695.66	
CAL-17-01	Crystal Springs Leak Valve Control	Closed	2/8/2017	2/14/2017	\$8,701.29	\$ 18,055.88	
CAL-17-02	Crystal Springs Requirements & Addtl Controls	Closed	2/8/2017	2/14/2017	\$38,839.50	\$ 41,172.06	
CAL-18-02	Nunes Plant HMI V2	Closed	11/12/2018		\$10,913.14	\$ 9,434.90	
Closed Projects - Subtotal (pre FY2019-20)					\$785,944.98	\$857,573.86	

FY 2019-20 Open Projects:

CAL-18-03	CSP Breakers & Handles	3/7/2018	3/7/2018	\$25,471.47	\$ 49,837.52	
CAL-18-06	Nunes VFD Project	9/6/2018	9/6/2018	\$2,381.51	\$ 895.50	
CAL-19-01	CSP Cla-Val Power Checks	2/4/2019	2/4/2019	\$15,067.91	\$ 17,852.94	\$ 6,830.00
CAL-19-02	CSP Wet Well	4/1/2019	4/1/2019	\$12,960.24	\$ 12,853.20	
CAL-19-03	Pilarcitos Flow Meter Project	4/1/2019	4/1/2019	\$14,493.75	\$ 16,241.84	\$ 1,375.00
CAL-19-04	CSP Main Breaker					
	SCADA Systems	10/15/2019	10/15/2019	\$104,000.00		
Open Projects - Subtotal				\$174,374.88	\$97,681.00	\$8,205.00

Other: Maintenance

Tanks	
Crystal Springs Maintenance	\$ 491.64
Nunes Maintenance	\$ 7,148.48
Denniston Maintenance	\$ 30,462.75
Distribution System	\$ 10,850.24
Wells	\$ 2,365.16
TOTAL FY 2019/20	\$ 51,318.27

EKI Environment & Water
Engineering Services Billed Through November 30, 2019

		Contract Date	Not to Exceed Budget	Status	FY 2018-2019	FY 2019-2020
CIP Project Management						
Fiscal Year 2018-2019		10.19.2018	\$ 25,000.00	Complete		
Fiscal Year 2018-2019		1.14.2019	\$ 40,000.00	Complete		
Fiscal Year 2018-2019		3.12.2019	\$ 75,000.00	Complete		
Fiscal Year 2019-2020		7.29.2019	\$ 180,000.00	Open		\$ 71,074.44
Sub Total - CIP Project Management Services			\$ 320,000.00		\$ 163,452.66	\$ 71,074.44
Highway 1 South Pipeline Replacement Project	16-02	9.20.2018	\$ 25,000.00	Complete	\$ 17,680.45	
Ferdinand Avenue Pipeline Replacement Design	14-31	2.12.2019	\$ 29,000.00	Complete	\$ 27,824.37	\$ 1,169.10
Casa Del Mar Main Replacement (Phase 1) and Grand Boulevard Pipeline/PRV Loop Design	14-32	2.12.2019	\$ 28,500.00	Complete	\$ 27,297.34	\$ 1,195.22
Denniston Culvert Replacement and Paving Project	18-13	7.1.2019	\$ 9,900.00	Open	\$ 804.96	\$ 13,006.76
Construction Inspection Services for Ferdinand Avenue Water Main Replacement Project	14-31	7.1.2019	\$ 29,800.00	Open		\$ 29,513.08
Pine Willow Oak Water Main Replacement Project	18-01	7.29.2019	\$ 69,700.00	Open		\$ 28,361.27
Grandview Water Main Replacement Project (Design, Bid Support, construction support)	14-27	7.29.2019	\$ 56,100.00	Open		\$ 27,445.42
Pilarcitos Creek Crossing Water Main Replacement Preliminary Design	13-02	8.27.2019	\$ 104,600.00	Open		\$ 41,406.31
Grandview/Silver/Terrace/Spindrifft Under Hwy 1 PreDesign	20-08	10.15.2019	\$ 45,600.00	Open		
Total - All Services			\$ 718,200.00		\$ 237,059.78	\$ 213,171.60

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

November 12, 2019

- 1) **ROLL CALL** - President Ken Coverdell called the meeting to order at 6:00 p.m. Present at roll call: Directors Jim Larimer, Bob Feldman, Glenn Reynolds, and Vice President Chris Mickelsen. Mary Rogren, General Manager, and Patrick Miyaki, Legal Counsel, were also present.
- 2) **PUBLIC COMMENT** - There were no public comments.
- 3) **CLOSED SESSION**
 - A. Conference with Legal Counsel - Existing Litigation
Pursuant to California Government Code Section 54956.9(d)(1)
Name of Case: In the Matter of the Appeal Regarding Post Retirement Employment of Glenna F. Lombardi and Coastside County Water District, Board of Administration, California Public Employee's Retirement System, Agency Case No. 2018-1114, OAH No. 2019021082
 - B. Pursuant to California Government Code Section 54956.9(d)(2)
Conference with Legal Counsel - Anticipated Litigation
Significant Exposure to Litigation
One Potential Case
- 4) **RECONVENE TO OPEN SESSION**
 - A. **Public Report of Closed Session Action**
The Board reconvened into open session at 6:57 p.m.
Attorney Miyaki reported that no action was taken in the closed session on both items 3A and 3B.
- 5) **ADJOURNMENT** - The special meeting was adjourned at 6:58 p.m.

Respectfully submitted,

Mary Rogren, General Manager
Secretary to the District

Ken Coverdell, President
Board of Directors

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

November 12, 2019

- 1) **ROLL CALL** - President Ken Coverdell called the meeting to order at 7:04 p.m. Present at roll call: Directors Bob Feldman, Jim Larimer, Glenn Reynolds, and Vice-President Chris Mickelsen.

Also present: Mary Rogren, General Manager; Patrick Miyaki, Legal Counsel; James Derbin, Superintendent of Operations; and JoAnne Whelen, Administrative Assistant/Recording Secretary. Several members of the public were in the audience, including former Coastside County Water District General Manager, David Dickson.

- 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, 2019:
Claims: \$1,541,224.02; Payroll: \$174,894.81 for a total of \$1,716,118.83
- B. Acceptance of Financial Reports
- C. Approval of Minutes of October 15, 2019 Regular Board of Directors Meeting
- D. Approval of Minutes of October 23, 2019 Special Board of Directors Meeting
- E. Installed Water Connection Capacity and Water Meters Report
- F. Total CCWD Production Report
- G. CCWD Monthly Sales by Category Report - October 2019
- H. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report
- I. Monthly Rainfall Reports
- J. S.F.P.U.C. Hydrological Report for the month of September
- K. Notice of Completion Denniston Reservoir Maintenance Dredging Project for 2019
- L. Notice of Completion Lower Sevilla Avenue Service Replacement Project
- M. Acceptance of Subdivision Utility System Ailanto Properties Pacific Ridge Subdivision Pacific Ridge - Phase III, Half Moon Bay

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

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

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

5) **MEETINGS ATTENDED / DIRECTOR COMMENTS**

There were no reports of meetings attended or Director comments.

6) **GENERAL BUSINESS**

A. **District Transparency Certificate of Excellence awarded through the Special District Leadership Foundation**

President Coverdell introduced Ms. Colleen Haley, Public Affairs Field Coordinator with the California Special District's Association, who was in attendance to present the Board with the District Transparency Certificate of Excellence awarded through the Special District Leadership Foundation.

Ms. Haley began her presentation by explaining the various programs offered through the Special District Leadership Foundation. She then acknowledged all of staff's efforts in obtaining the District Transparency Certificate of Excellence, including the showcasing of the numerous required elements promoting transparency in the operations and governance of the District to the public and constituents. Ms. Haley proceeded to present the Certificate of Excellence to the Board of Directors, followed by President Coverdell presenting the certificate to JoAnne Whelen, Administrative Assistant, who was responsible for completing the requirements necessary to attain the award for the District.

B. **Approval of Water Service Agreement for Carnoustie Subdivision Phase 4**

Ms. Rogren provided a brief background summary of this project. Mr. Miyaki followed by outlining some of the details and provisions of this pipeline extension and water service agreement. Director Reynolds reported on some new State of California guidelines regarding backflow devices and referenced the potential impact on water pressure in this portion of the District's service area. A brief Board discussion ensued with Mr. Derbin addressing the concerns expressed by the Board.

ON MOTION BY Director Reynolds and seconded by Director Feldman, the Board voted by roll call vote to approve the Water Service Agreement between the Coastside County Water District and Carnoustie LLC for construction of a pipeline extension along Carnoustie Court in Half Moon Bay:

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

C. **Resolution 2019-05 – A Resolution Expressing Appreciation to David R. Dickson Upon His Retirement After Twelve Years of Service as General Manager of the Coastside County Water District**

President Coverdell introduced this item and proceeded to read Resolution 2019-05, which expressed the Board's appreciation of Mr. Dickson's numerous accomplishments during his twelve years as the District's General Manager.

A few members of the audience informally expressed their appreciation and congratulations to Mr. Dickson, followed by a brief statement from each of the Board members.

ON MOTION BY Director Reynolds and seconded by Director Mickelsen, the Board voted by roll call vote to approve Resolution 2019-05, A Resolution of the Board of Directors of the Coastside County Water District Expressing Appreciation to David R. Dickson Upon His Retirement After Twelve years of Service as General Manager of the Coastside County Water District:

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

7) **MONTHLY INFORMATIONAL REPORTS**

A. **General Manager**

Ms. Rogren provided a brief report on the recent PG&E Public Safety Power Shutdown (PSPS), outlining staff's preparations for the event and the issues identified and lessons learned following the power shutdown. She commended the Operations Staff, Superintendent Derbin, and Water Resource Analyst, Cathleen Brennan, for their extra efforts in managing the outage event and associated outreach.

Director Feldman proposed that perhaps District staff or the Board President could reach out to Senator Jerry Hill, or another local legislator and express the potential impact to the District and to request support to ensure that the coastside is not exposed to a crisis situation with future planned public safety power shutdowns.

Director Reynolds suggested that the District's customer outreach, in future public safety power shutdowns, include a customer request to conserve water during these events, citing elimination of outdoor irrigation and other unnecessary water usage as examples. Ms. Rogren advised that District staff has already updated and revised the customer messaging on the District's website to promote the request for more water conservation efforts during these events.

President Coverdell commented that he would hope these PSPS events would have an impact in expediting the permitting process in obtaining permits for generator installations. He also complimented District staff for their dedicated efforts and positive results during the recent PSPS events.

B. Superintendent of Operations

Mr. Derbin reviewed operations highlights for the month of October. He recognized the operations staff for their commitment and efforts during the recent PSPS events.

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

There were no requests for future Board meeting agenda items. Director Reynolds advised that he had completed his work on the strategic planning committee report and had forwarded it to President Coverdell and General Manager Rogren for review. He also briefly reported on a recent meeting with State of California regarding the State's Backflow Prevention Program Regulations.

9) ADJOURNMENT

The Board meeting was adjourned at 8:03 p.m. followed by a brief celebration acknowledging former General Manager David Dickson's retirement.

Respectfully submitted,

Mary Rogren, General Manager
Secretary to the District

Ken Coverdell, President
Board of Directors

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

November 25, 2019

- 1) **ROLL CALL** - President Ken Coverdell called the meeting to order 9:03 a.m. Present at roll call: Directors Jim Larimer, Bob Feldman, and Glenn Reynolds. Vice President Chris Mickelsen was absent. Mary Rogren, General Manager, and Patrick Miyaki, Legal Counsel, were also present.
- 2) **PLEDGE OF ALLEGIANCE**
- 3) **PUBLIC COMMENT** - There were no public comments.
- 4) **CLOSED SESSION**
 - A. Pursuant to California Government Code Section 54956.9(d)(2)
Conference with Legal Counsel - Anticipated Litigation
Significant Exposure to Litigation
One Potential Case
- 5) **RECONVENE TO OPEN SESSION**
 - A. **Public Report of Closed Session Action**

The Board reconvened into open session at 10:11 a.m.
President Coverdell reported that no action was taken in the closed session on agenda item 4A.
 - B. Consideration of Approval of Resolution 2019-06 - Approving the Intention to Change from At-Large to Zone-Based Elections of Members of the Board of Directors Commencing in November 2020

ON MOTION BY Director Larimer and seconded by Director Reynolds, the Board voted by roll call vote to adopt Resolution 2019-06 Approving the Intention to Change from At-Large to Zone-Based Elections of Members of the Board of Directors Commencing in November of 2020:

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

5) **ADJOURNMENT** - The special meeting was adjourned at 10:12 a.m.

Respectfully submitted,

Mary Rogren, General Manager
Secretary to the District

Ken Coverdell, President
Board of Directors

COASTSIDE COUNTY WATER DISTRICT
Installed Water Connection Capacity & Water Meters

FY 19/20 Meters

Installed Water Meters	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
HMB Non-Priority													
0.5" capacity increase													
5/8" meter	4		1		1								6
3/4" meter													
1" meter		1											1
1 1/2" meter													
2" meter													
3" meter													
HMB Priority													
0.5" capacity increase													
5/8" meter													
3/4" meter													
1" meter													
1 1/2" meter													
2" meter													
County Non-Priority													
0.5" capacity increase													
5/8" meter				2	1								3
3/4" meter													
1" meter													
County Priority													
5/8" meter		1											1
3/4" meter													
1" meter													
1.5" meter		1											1
Totals	4	3	1	2	2								12

5/8" meter = 1 connection

3/4" meter = 1.5 connections

1" meter = 2.5 connections

1.5" meter = 5 connections

2" meter = 8 connections

3" meter= 17.5 connections

FY 2019 Capacity (5/8" connection equivalents)	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
HMB Non-Priority	4	2.5	1		1								8.5
HMB Priority													
County Non-Priority				2	1								3
County Priority		7.5											7.5
Total	4	10	1	2	2								19

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2020

	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	1.61	28.25	0.00	22.27	20.58	72.71	2.58	70.13
AUG	1.44	22.18	0.00	20.20	26.36	70.18	2.21	67.97
SEPT	1.43	19.67	0.00	19.19	30.98	71.27	3.32	67.95
OCT	0.27	5.45	0.00	9.91	48.70	64.33	1.74	62.59
NOV	0.17	19.16	8.61	0.00	29.39	57.33	2.56	54.77
DEC								
JAN								
FEB								
MAR								
APR								
MAY								
JUN								
TOTAL	4.92	94.71	8.61	71.57	156.01	335.82	12.41	323.42
% MONTHLY TOTAL	2.0%	33.4%	15.0%	0.0%	51.3%	100.0%	4.5%	95.5%
% ANNUAL TO DATE TOTAL	1.5%	28.2%	2.6%	21.3%	46.5%	100.0%	3.7%	96.3%

CCWD vs SFPUC- month 50.4%

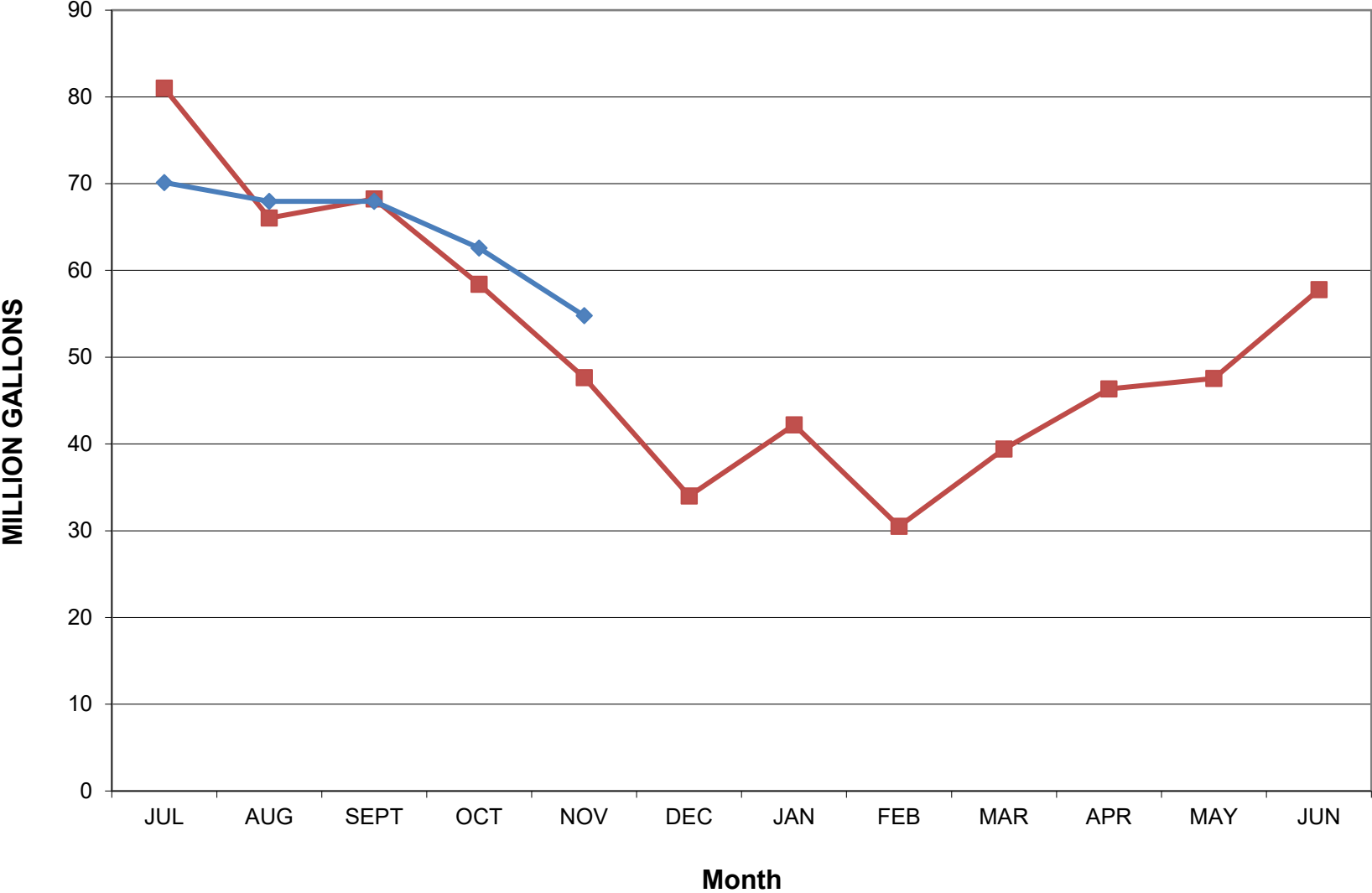
CCWD vs SFPUC- annual 32.2%

12 Month Running Treated Total

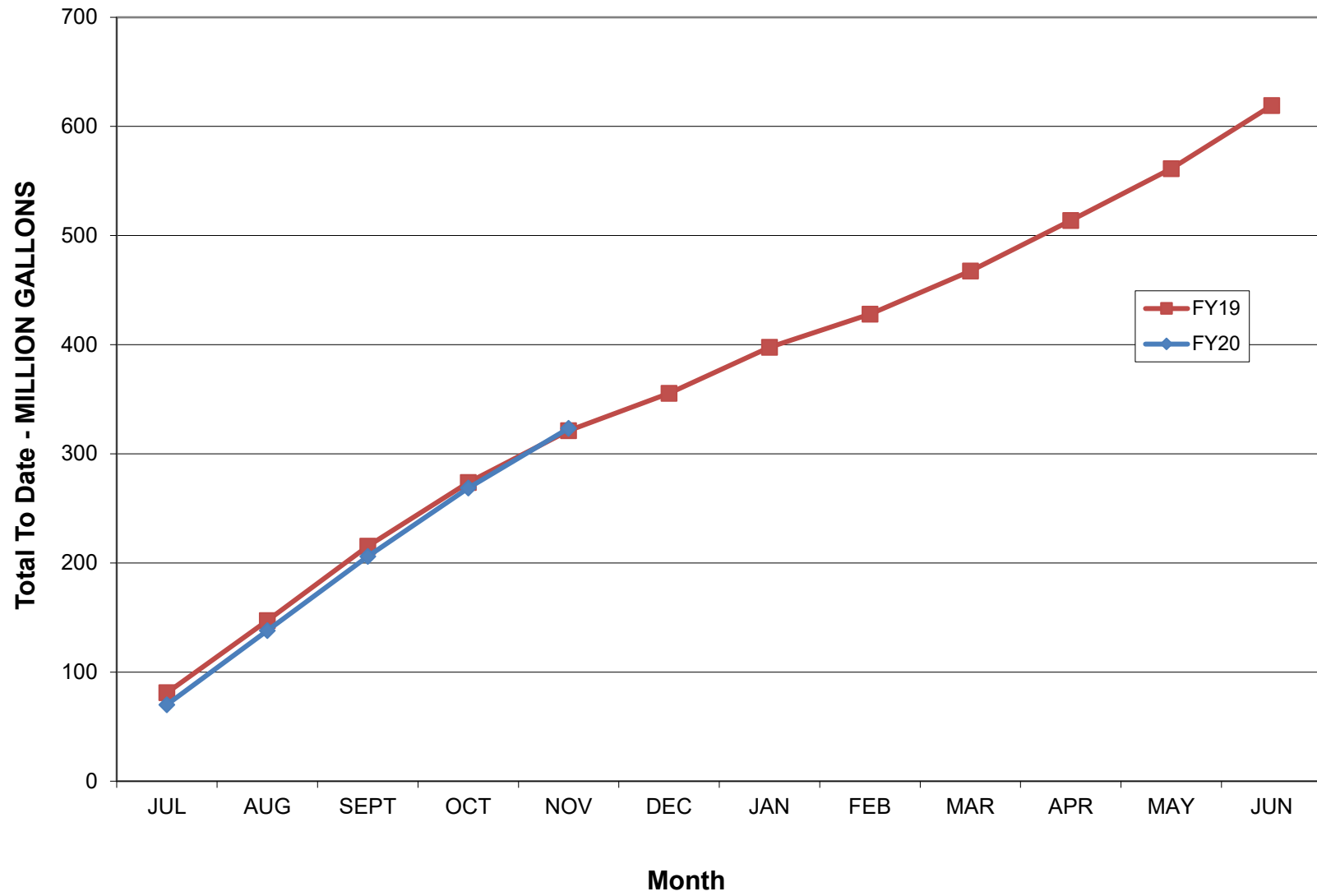
609.87
TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2019

	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	2.36	13.98	0.00	37.74	30.90	84.98	3.98	81.00
AUG	0.62	3.36	0.00	27.20	36.80	67.98	1.94	66.04
SEPT	0.00	0.00	0.00	30.48	39.24	69.72	1.48	68.24
OCT	0.00	0.00	0.00	22.98	37.51	60.49	2.09	58.40
NOV	0.00	0.00	5.78	0.00	44.10	49.88	2.24	47.64
DEC	1.31	11.50	14.35	7.12	2.78	37.06	3.07	33.99
JAN	1.97	16.07	15.84	5.30	5.57	44.75	2.55	42.19
FEB	0.00	7.73	16.1	8.89	0.10	32.82	2.32	30.50
MAR	0.15	6.77	22.27	12.27	0.09	41.55	2.12	39.43
APR	0.14	33.31	0.00	14.02	2.83	50.30	3.95	46.36
MAY	0.00	32.51	0.00	13.26	5.35	51.12	3.58	47.54
JUN	1.31	35.61	0.00	19.50	5.77	62.19	4.41	57.78
TOTAL	7.86	160.84	74.34	198.76	211.04	652.83	33.73	619.10
% TOTAL	1.2%	24.6%	11.4%	30.4%	32.3%	100.0%	5.17%	94.8%

Monthly Production FY 19 vs FY 20



Cumulative Production FY19 vs FY20



Coastside County Water District Monthly Sales By Category (MG)
FY2020

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	21.973	44.430	30.293	31.108	27.585								155.39
COMMERCIAL	3.668	3.290	3.330	3.339	3.071								16.70
RESTAURANT	1.821	1.710	1.574	1.671	1.382								8.16
HOTELS/MOTELS	2.736	2.620	2.700	2.786	2.257								13.10
SCHOOLS	0.615	0.600	0.770	0.939	0.595								3.52
MULTI DWELL	2.743	3.020	2.790	2.892	2.530								13.98
BEACHES/PARKS	0.649	0.900	0.809	0.697	0.604								3.66
AGRICULTURE	6.570	6.340	7.374	9.898	7.570								37.75
RECREATIONAL	0.334	0.260	0.252	0.201	0.208								1.26
MARINE	0.658	0.650	0.649	0.519	0.530								3.01
RES. IRRIGATION	1.408	1.930	1.824	1.539	1.431								8.13
NON-RES. IRRIGATION	4.191	4.970	2.457	2.125	2.166								15.91
DETECTOR CHECKS	0.011	0.010	0.006	0.018	0.025								0.07
RAW WATER	7.063	8.620	9.081	8.090	6.007								38.86
PORTABLE METERS	0.255	0.400	0.295	0.263	0.337								1.55
CONSTRUCTION	0.065	0.110	0.143	0.132	0.117								0.57
TOTAL - MG	54.76	79.86	64.35	66.22	56.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	321.60

Non Residential Usage	32.79	35.43	34.05	35.11	28.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Running 12 Month Total					615.81								
12 mo Residential					318.62								
12 mo Non Residential					297.19								

FY2019

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	21.678	40.757	21.103	37.146	19.333	32.169	15.175	26.330	16.373	25.291	17.834	30.060	303.25
COMMERCIAL	3.609	2.866	3.937	2.778	3.756	2.546	2.888	2.360	2.955	2.521	3.211	2.530	35.96
RESTAURANT	1.749	1.600	1.657	1.277	1.531	1.224	1.340	1.230	1.433	1.397	1.534	1.490	17.46
HOTELS/MOTELS	2.642	2.910	2.723	2.121	2.557	1.824	2.022	1.970	2.246	2.382	2.286	2.490	28.17
SCHOOLS	0.759	0.765	0.982	0.869	1.008	0.323	0.193	0.270	0.271	0.251	0.457	0.550	6.70
MULTI DWELL	2.698	2.669	2.633	2.582	2.590	2.581	2.282	2.520	2.257	2.662	2.322	2.680	30.48
BEACHES/PARKS	0.777	0.522	0.577	0.378	0.355	0.091	0.207	0.190	0.217	0.322	0.304	0.410	4.35
AGRICULTURE	9.217	5.454	8.844	5.760	5.456	3.786	3.468	4.730	6.150	8.716	7.954	8.260	77.80
RECREATIONAL	0.236	0.265	0.237	0.233	0.183	0.205	0.132	0.180	0.153	0.208	0.197	0.220	2.45
MARINE	0.635	0.589	0.637	0.468	0.691	0.442	0.404	0.480	0.372	1.186	0.543	0.500	6.95
IRRIGATION	7.926	8.990	5.611	2.210	1.320	0.835	0.338	0.330	0.311	0.587	0.980	1.480	30.92
DETECTOR CHECKS	0.040	0.066	0.079	0.021	0.087	0.034	0.011	0.010	0.004	0.008	0.015	0.010	0.39
RAW WATER	8.971	6.974	8.488	8.580	6.913	1.459	0.001	0.000	0.001	0.905	4.394	4.410	51.10
PORTABLE METERS	0.109	0.611	0.393	0.436	0.129	0.058	0.061	0.060	0.065	0.083	0.221	0.150	2.38
CONSTRUCTION	0.153	0.194	0.138	0.129	0.411	0.101	0.085	0.080	0.090	0.080	0.099	0.100	1.05
TOTAL - MG	61.20	75.23	58.04	64.99	46.32	47.68	28.61	40.74	32.90	46.60	42.35	55.34	599.99

Non Residential Usage	39.521	34.475	36.936	27.842	26.987	15.509	13.432	14.410	16.525	21.308	24.517	25.280	
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CCWD Monthly Leak Report - November 2019

	Date Reported Discovered	Date Repaired	Location	Pipe Class	Pipe Size & Type	Estimated Water Loss MG
1						
2						
3						
4						
5						
6						
7						
8						
Total						0.000

OTHER DISCHARGES

Total Volumes (MG)

Flushing Program	0.056
Reservoir Cleaning	0.000
Automatic Blowoffs	0.093
Dewatering Operations	0.000
Other	0.000

PLANNED DISCHARGES

GRAND TOTAL (MG)

0.149

Coastside County Water District
766 Main Street
July 2019 - June 2020

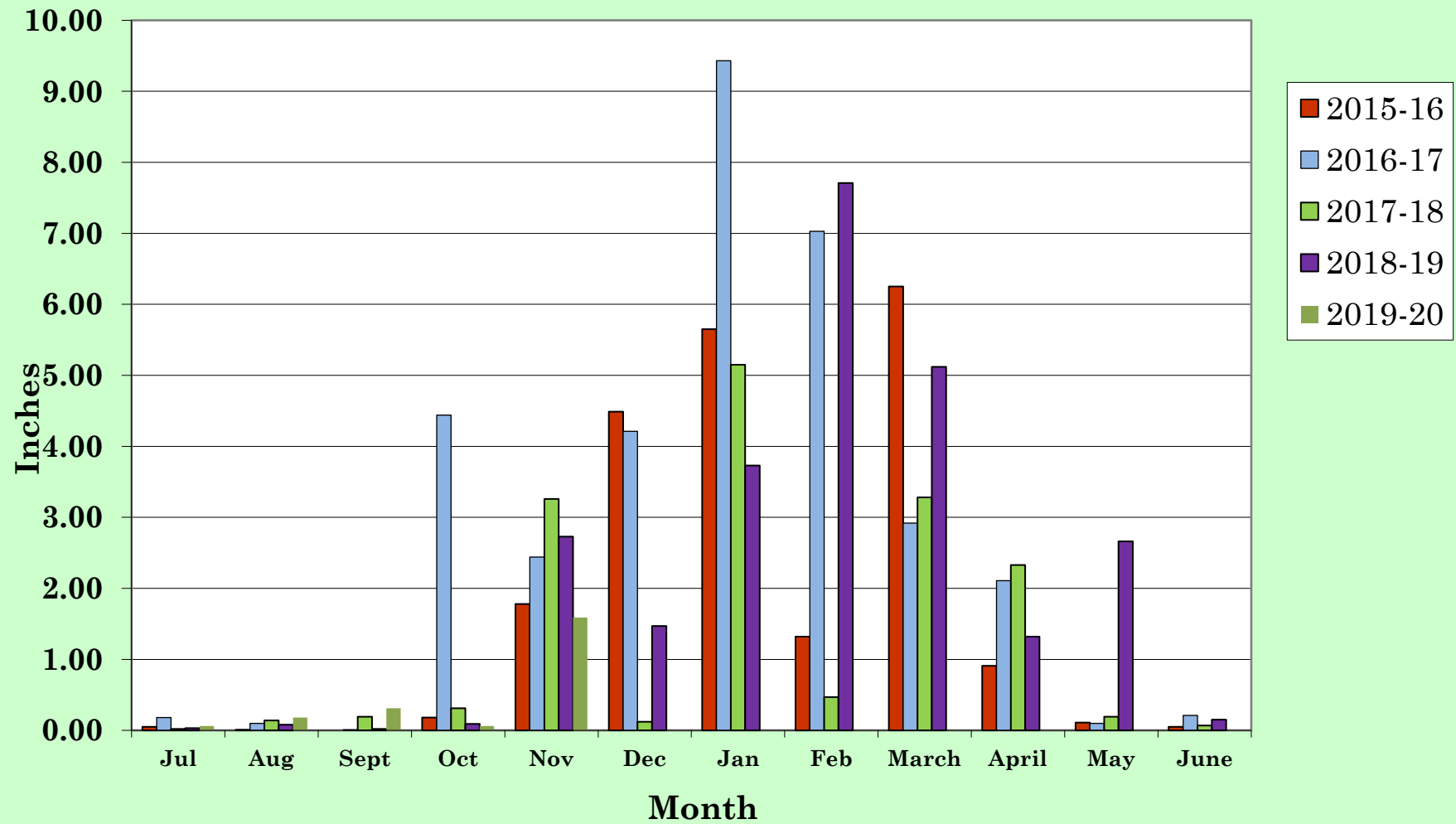
District Office
Rainfall in Inches

	2019						2020					
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1	0	0.04	0	0	0							
2	0	0.06	0	0	0							
3	0	0.03	0	0.01	0							
4	0	0.01	0	0	0							
5	0	0.01	0	0	0							
6	0	0	0	0	0							
7	0	0	0	0	0							
8	0	0	0	0	0							
9	0.01	0	0	0	0							
10	0	0	0	0	0							
11	0	0	0	0	0							
12	0.03	0	0	0	0.01							
13	0.01	0	0	0	0							
14	0	0	0	0	0.05							
15	0	0	0	0	0							
16	0	0.01	0	0.03	0							
17	0	0	0	0	0							
18	0	0	0	0.01	0							
19	0	0	0.19	0.01	0.01							
20	0	0	0.01	0	0							
21	0	0	0.08	0	0							
22	0	0.02	0.01	0	0							
23	0	0	0.01	0	0							
24	0	0	0	0	0							
25	0	0	0	0	0							
26	0	0	0	0	0.95							
27	0.01	0	0.01	0	0.44							
28	0	0	0	0	0.01							
29	0	0	0	0	0.05							
30	0	0	0	0	0.07							
31	0	0		0								
Mon.Total	0.06	0.18	0.31	0.06	1.59							
Year Total	0.06	0.24	0.55	0.61	2.20							

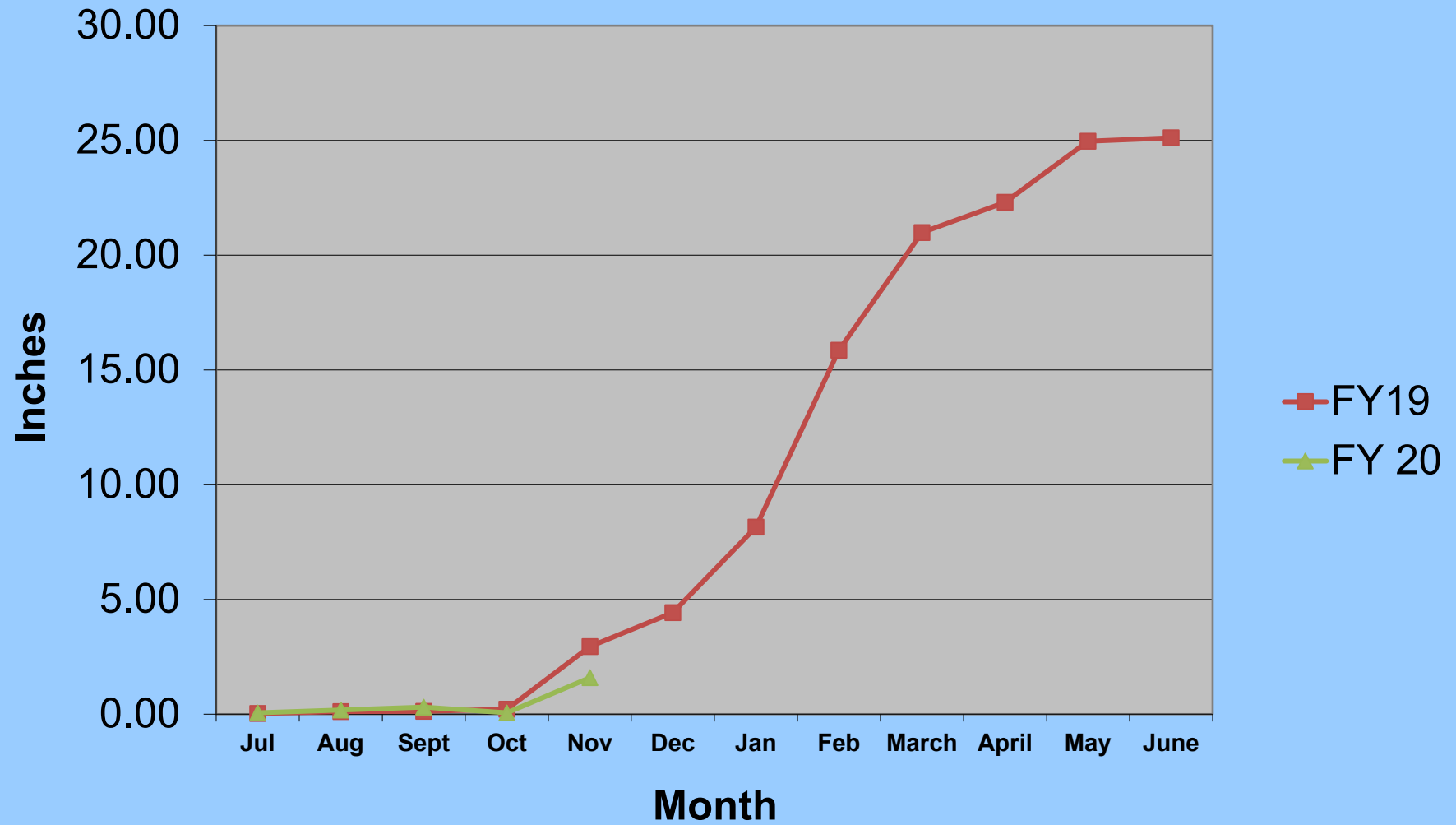
Coastside County Water District

Rainfall by Month

Fiscal Years 15 - 20

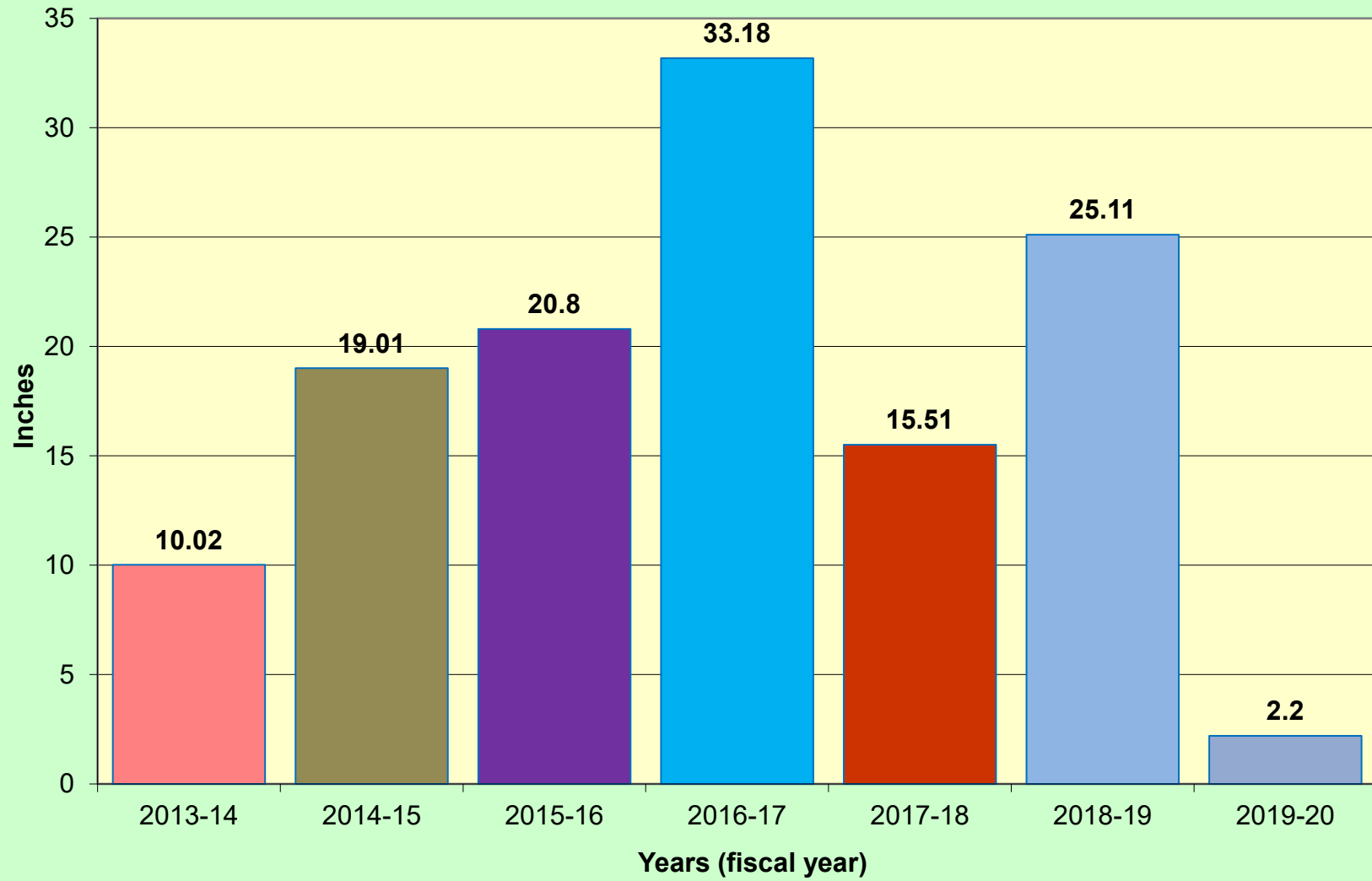


Rainfall Total Comparison Fiscal Years 19-20



Rain Totals

Fiscal Years 13 - 20



San Francisco Public Utilities Commission

Hydrological Conditions Report

October 2019

J. Chester, C. Graham, N. Waelty, November 14, 2019



Red Mountain Bar West and Don Pedro Crossing. At this location, the Hetch Hetchy Regional Aqueduct drops underneath Don Pedro Reservoir via a siphon. At the west side, there is a surge tower, overflow shaft and regulating gate.

System Storage

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

Table 1 Current System Storage as of November 1, 2019							
	Current Storage		Maximum Storage		Available Capacity		Percentage of Maximum Storage
	acre-feet	millions of gallons	acre-feet	millions of gallons	acre-feet	millions of gallons	
Tuolumne System							
Hetch Hetchy Reservoir ¹	291,840		340,830		48,990		86%
Cherry Reservoir ²	214,604		268,810		54,206		80%
Lake Eleanor ³	17,976		21,495		3,519		84%
Water Bank	569,824		570,000		176		99%
Tuolumne Storage	1,094,244		1,201,135		106,891		91%
Local Bay Area Storage							
Calaveras Reservoir	60,930	19,854	96,824	31,550	35,894	11,696	63%
San Antonio Reservoir	43,522	14,182	50,496	16,454	6,974	2,272	86%
Crystal Springs Reservoir	52,652	17,157	58,377	19,022	5,724	1,865	90%
San Andreas Reservoir	15,221	4,960	18,996	6,190	3,775	1,230	80%
Pilarcitos Reservoir	2,542	828	2,995	976	453	147	85%
Total Local Storage	174,868	56,981	227,688	74,192	52,820	17,211	77%
Total System	1,269,112		1,428,822		159,711		89%

¹ Maximum Hetch Hetchy Reservoir storage with drum gates deactivated.

² Maximum Cherry Reservoir storage with flash-boards out.

³ Maximum Lake Eleanor storage with flash-boards out.

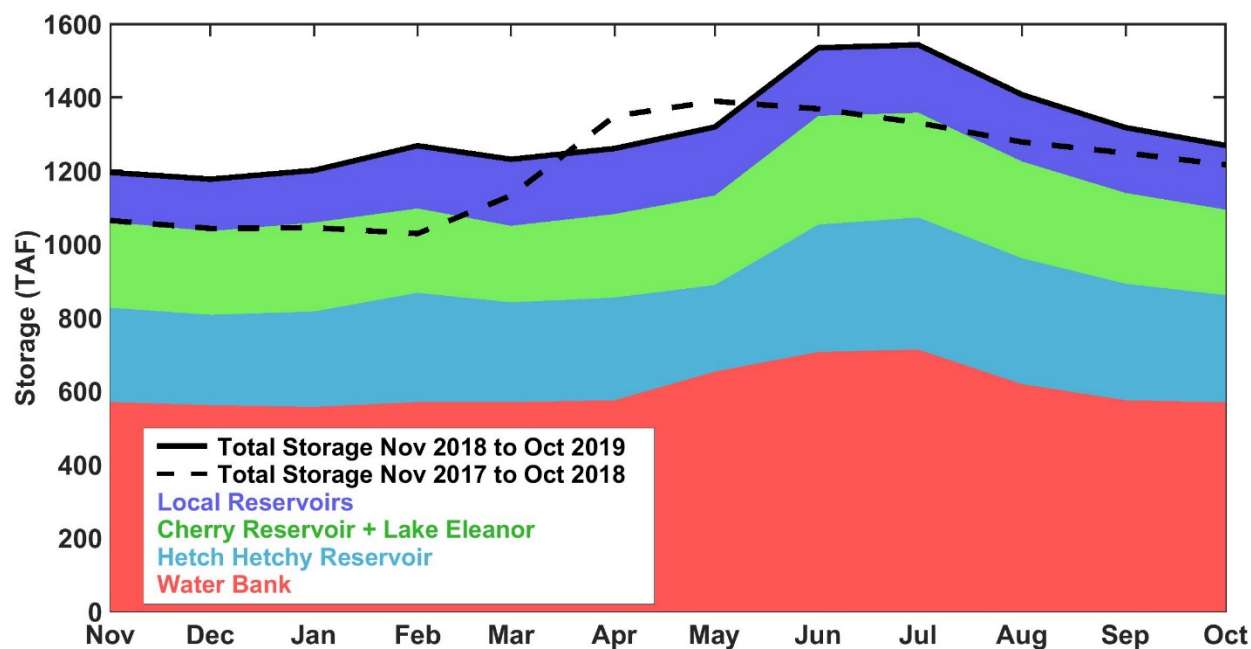


Figure 1: Monthly system storage for past 12 months in thousand acre-feet (TAF). Color bands show contributions to total system storage. Solid black line shows total system storage for the past 12 months. Dashed black line shows total system storage the previous 12 months.

Hetch Hetchy System Precipitation Index

Current Month: The October six-station precipitation index was 0.0 inches. The precipitation index is computed as the average of six Sierra precipitation stations and is an indicator of the overall basin wetness.

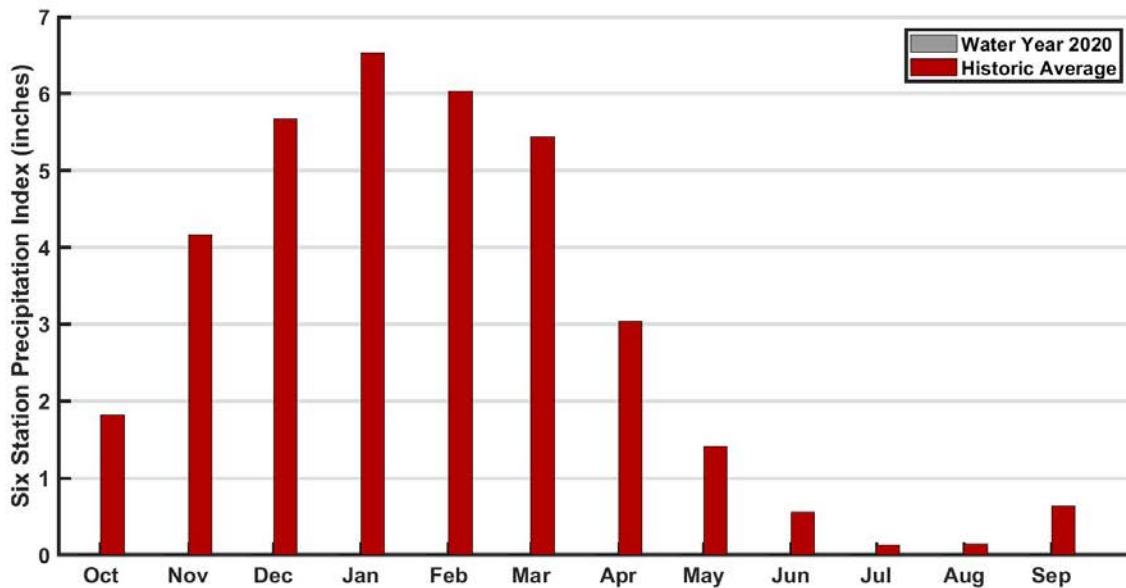


Figure 2: Monthly distribution of the six-station precipitation index as compared to the annual average precipitation for October 2019. The precipitation index is computed as the average of six Sierra precipitation stations and is an indicator of the overall basin wetness.

Cumulative Precipitation to Date: As of November 1st, the Hetch Hetchy station and the six-station precipitation index for Water Year 2020 were 0.0 inches. The cumulative Hetch Hetchy Weather Station precipitation is shown in Figure 3 in red.

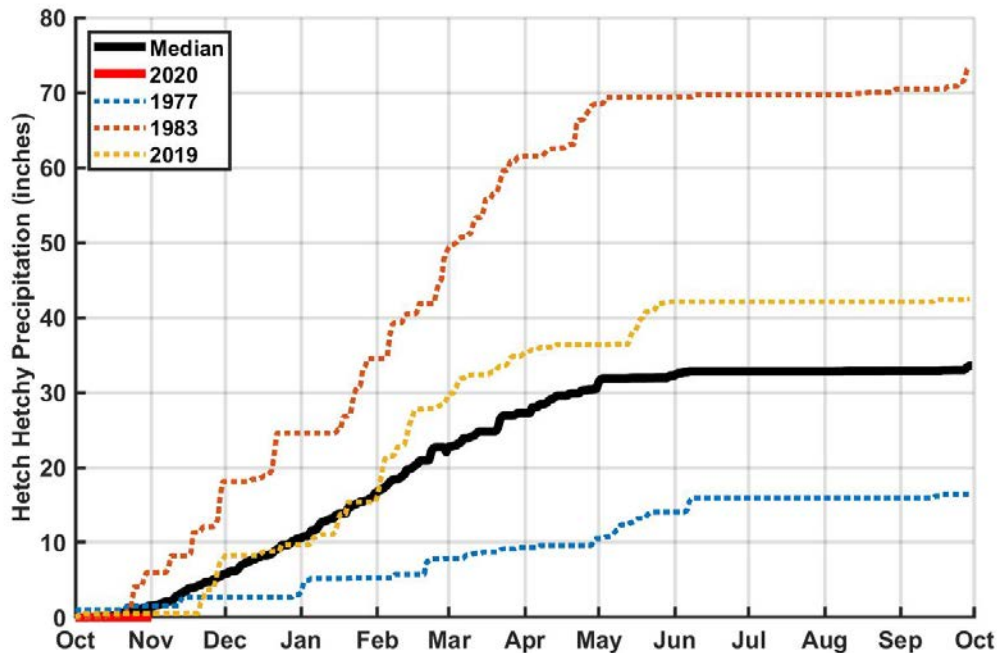


Figure 3: Water Year 2020 cumulative precipitation measured at Hetch Hetchy Weather Station. Median cumulative precipitation measured at Hetch Hetchy Weather Station and example wet and dry years are included with WY 2020 for comparison purposes.

Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange for October 2019 is summarized below in Table 2.

Table 2 Calculated Reservoir Inflows and Water Available to City								
* All flows are in acre-feet	October 2019				October 1, 2019 through October 31, 2019			
	Observed Flow	Median ¹	Mean ¹	Percent of Mean	Observed Flow	Median ¹	Mean ¹	Percent of Mean
Inflow to Hetch Hetchy Reservoir	855	3,161	6,207	13%	855	3,161	6,207	13%
Inflow to Cherry Reservoir and Lake Eleanor	0	2,329	5,537	0%	0	2,329	5,537	0%
Tuolumne River at La Grange	24,873	10,099	17,672	141%	24,873	10,099	17,672	141%
Water Available to City	0	0	2,552	0%	0	0	2,552	0%

¹Hydrologic Record: 1919-2015

Hetch Hetchy System Operations

Water delivery via the Hetch Hetchy Aqueduct averaged 212 MGD for the month of October.

Hetch Hetchy Reservoir power draft and stream releases during the month totaled 26,906 acre-feet. Total precipitation in Calendar Year 2019 results in a Water Year Type A (normal to wet conditions) for Hetch Hetchy Reservoir, which will be maintained through the rest of the year. Hetch Hetchy Reservoir minimum instream release requirements for October were 60 cfs. Instream release requirements for November are 60 cfs.

Cherry Reservoir power generation and valve releases totaled 12,998 acre-feet for the month and were used to maintain seasonal target elevations. The required minimum instream release from Cherry Reservoir was 5 cfs for October and remains 5 cfs for November. In October no water was transferred from Lake Eleanor to Cherry Reservoir via the Cherry / Eleanor Diversion.

Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant average production rate for October was 40 MGD. The Sunol Valley Water Treatment Plant was in standby for the month with no production.

Local System Water Delivery

The average October delivery rate was 224 MGD which is a 3% decrease below the September delivery rate of 231 MGD.

Local Precipitation

This month less than seasonable precipitation amounts were recorded at reservoir rain gauges. The rainfall summary for October 2019 is presented in Table 3.

Weather Station Location	October		Water Year 2020	
	Total (inches)	Percent of Mean for the Month	Total (inches)	Percent of Mean for the Year-To-Date
Pilarcitos Reservoir	0.05	3 %	0.05	3 %
Lower Crystal Springs Reservoir	0.00	0 %	0.00	0 %
Calaveras Reservoir	0.01	1 %	0.01	1 %

Upcountry Water Supply

Total system storage is at 89% full as reservoirs have been managed to maximize storage for the fall season and the beginning of Water Year 2020. As of November 1st, no water has been available to the City (Figure 4).

Hetch Hetchy Reservoir is drafting via SJPL deliveries and instream releases. Cherry Reservoir reached its winter storage target of 215,000 acre-feet on October 27th. Holm Powerhouse generation is stopped until inflows into the reservoir exceed required minimum instream releases. Lake Eleanor is drafting with instream releases. Water Bank is full and projected to debit once inflows pick up as upcountry storage is maintained through the fall.

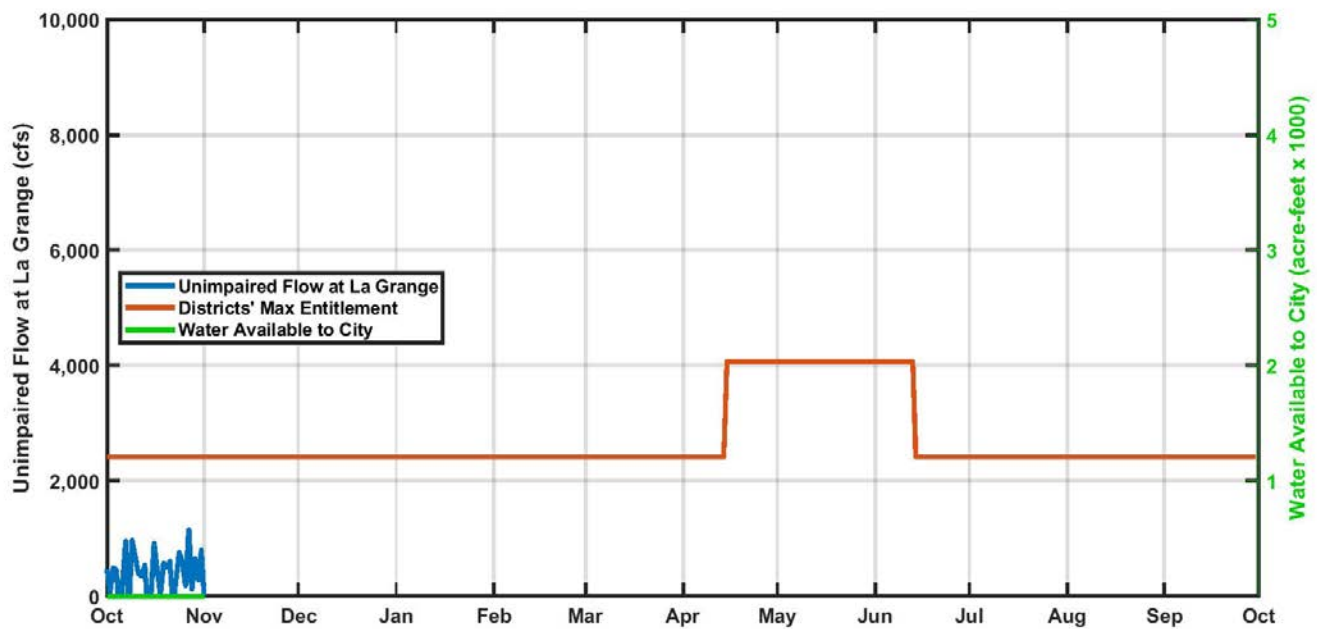


Figure 4: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City. To date there has been 0 acre-feet available to the City in Water Year 2020.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: December 10, 2019

Date: December 3, 2019

Subject: Notice of Completion – Ferdinand Avenue Water Main Replacement Project

Recommendation:

That the Board of Directors take the following actions:

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

Background

Coastside County Water District entered into a contract with California Trenchless Inc., on May 30, 2019 for the Ferdinand Avenue Water Main Replacement Project.

The work consisted of installation of 1,590 ft of 6-inch water line, on Carmel Ave, Ferdinand Ave, and Vallejo Street. Replacement of 6 single service lines, and 5 double service lines on Carmel Ave, Ferdinand Ave and Vallejo Street. Relocation of meters and services for 546 and 580 Vallejo Street. Installation of three fire hydrant assemblies. Connection of the new water main to the existing 12" water main on Carmel Ave at Ave Balboa, the existing 6" water main on Carmel Ave at San Carlos Ave, the existing 6" water main on Camel Ave at Ferdinand Ave, the existing 6" Water Main on Ferdinand Ave at Carmel Ave, and the existing 6" Water Main on Vallejo Street. The site of the work was in El Granada, an unincorporated community in San Mateo County. All work was within existing street right of way areas.

Work was completed on November 26, 2019. The project was constructed according to District specifications.

Fiscal Impact: None.

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO

Name
Street
Address
City &
State

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

SPACE ABOVE THIS LINE FOR RECORDER'S USE

RECORD WITHOUT FEE Govt. Code § 6103 & 27383

NOTICE OF COMPLETION

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

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

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

3. On December 10, 2019 there was completed upon the hereinafter described real property a work of improvement as a whole named Ferdinand Avenue Water Main Replacement Project. The work consisted of installation of 1,590 ft of 6-inch water line, on Carmel Ave, Ferdinand Ave, and Vallejo Street. Replacement of 6 single service lines, and 5 double service lines on Carmel Ave, Ferdinand Ave and Vallejo Street. Relocation of meters and services for 546 and 580 Vallejo Street. Installation of three fire hydrant assemblies. Connection of the new water main to the existing 12" water main on Carmel Ave at Ave Balboa, the existing 6" water main on Carmel Ave at San Carlos Ave, the existing 6" water main on Camel Ave at Ferdinand Ave, the existing 6" Water Main on Ferdinand Ave at Carmel Ave, and the existing 6" Water Main on Vallejo Street.

4. The name of the original contractor for the work of improvement as a whole was: California Trenchless, Inc. 2283 Dunn Road, Hayward, CA 94545

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

The site of the work was in El Granada, an unincorporated community in San Mateo County. All work was within existing street right of way areas.

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

COASTSIDE COUNTY WATER DISTRICT

BY: _____
Mary Rogren, Secretary

VERIFICATION

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

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

Executed on December 10, 2019, at Half Moon Bay, California
(Date) (Place where signed)

By: _____
Mary Rogren
Secretary of the District

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: December 10, 2019

Date: December 2, 2019

Subject: Approval of Water Service Agreement – 415 & 417 Chesterfield Ave., Half Moon Bay

Recommendation:

Approve the attached Water Service Agreement between Coastside County Water District and Jeffrey & April Murray and Marcos & Ester Hernandez for construction of a pipeline extension along Chesterfield Avenue in Half Moon Bay.

Background:

The attached Water Service Agreement provides for construction of the water utility system that will serve 415 Chesterfield Avenue and 417 Chesterfield Avenue in Half Moon Bay. The project consists of approximately 70 linear feet of 6" diameter pipeline.

Fiscal Impact:

None. All costs for engineering review, construction inspection, meter installation, administrative support, and other District activities associated with providing water service for the parcel are paid by the applicant.



WATER SERVICE AGREEMENT
NON-COMPLEX PIPELINE EXTENSION PROJECT
415 / 417 CHESTERFIELD AVENUE
JEFFREY & APRIL MURRAY AND MARCOS & ESTER HERNANDEZ

THIS AGREEMENT is made as of this _____ day of _____, 20____,
between COASTSIDE COUNTY WATER DISTRICT ("District"), JEFFREY & APRIL MURRAY
and MARCOS & ESTER HERNANDEZ (collectively, the "Applicant").

THE PARTIES AGREE AS FOLLOWS:

1. RECITALS

This Agreement is entered into with regard to the following facts and
circumstances.

A. District is a public corporation organized under the provisions of the
California Water Code and is engaged in the storage, transmission and sale of water for
domestic purposes within San Mateo County.

B. Applicants are owners of real property located within the geographic limits
of the District known as 415 Chesterfield (APN 056-055-030/040, parcels required to be
merged) and 417 Chesterfield Avenue (APN 056-055-190) in Half Moon Bay, County of San
Mateo, State of California (collectively, the "Property"), which is shown on Exhibit A.

C. Applicants have both obtained the right to install, one five-eighth inch
(5/8") non-priority water service connection. One 5/8" water connection is assigned to APN 056-
055-030 (415 Chesterfield) and one 5/8" water connection is assigned to APN 056-055-190
(417 Chesterfield Avenue).

D. Applicant has requested the installation of the following: (1) a six-inch pipeline
extension approximately seventy (70) feet in length; (2) two three quarter inch (3/4") domestic
water service connections with a 5/8" water meter and two one-inch fire service connection; and
(3) all related appurtenances (collectively, the "Project").

E. Applicants represents and warrants that Applicants has obtained any and all permits and approvals necessary to construct the Project on the Property, including a Coastal Development Permit.

2. APPROVAL OF PROJECT UTILITY SYSTEM

The Project Utility System, as defined below, shown on and described in the plans prepared by James S. Teter, Consulting Engineer, dated August 15, 2019 (collectively, the "reviewed submittal documents") are approved. Copies of the reviewed submittal documents are incorporated herein by this reference as Exhibit B.

"Project Utility System" means the water mains, service lines, fittings, valves and housing thereof, fire hydrant, manholes, and all appurtenances thereto, as depicted and described in the reviewed submittal documents. The Project Utility System does not include the water mains on the Applicants side of the meter or the backflow prevention devices, all of which will be owned and maintained by Applicants.

3. INSTALLATION

A. Applicant shall commence installation of the Project Utility System no later than three (3) months, subject to extension for force majeure events not the fault of Applicant, after the date of this Agreement and shall complete its installation within twelve (12) months after the date of this Agreement. If installation is not commenced or completed by such dates, the District may terminate this Agreement, unless the delay is solely attributable to events, such as fire, flood or earthquake, which are beyond the control of, and not the fault of, Applicant.

B. Applicant shall install the Project Utility System in accordance with (1) the location and sizes shown on the reviewed submittal documents identified in Section 2; (2) the District's "Standard Specifications and Construction Details," a copy of which has previously been furnished to Applicant; and (3) the further reasonable directions of the District Engineer.

4. SUBMITTAL OF PROPOSAL FOR REVIEW AND APPROVAL BY DISTRICT.

Applicant is responsible for obtaining a proposal for construction of the Project from a licensed, qualified contractor to construct the Project ("Proposal"). The contractor shall possess a valid California Contractor's License (Class A or C34). The contractor shall have satisfactorily

completed construction of a minimum of 5 similar pipeline projects, and shall, if requested, submit a list of these projects together with the telephone number of the owner's representative who can be contacted regarding the work. Prior to commencement of construction, Applicant shall furnish a copy of the Proposal, along with evidence satisfactory to the District that the contractor possesses the necessary license and experience to construct the Project Utility System.

5. INSPECTION; CONSTRUCTION

A. Prior to commencing construction, Applicant shall furnish to the District Engineer, at Applicant's expense, a report by a competent soils engineer or soils laboratory indicating that the compaction of the fills within which said facilities are to be installed is at least equal to ninety-five percent (95%) compaction, as that phrase is defined in the latest edition of the Standard Specifications, State of California, Department of Transportation, or meets such other criteria as the District Engineer may prescribe.

B. Applicant shall notify District in writing at least ten (10) days in advance of the proposed starting date for construction and shall not commence construction unless the District Engineer or other authorized District inspector is at the site of the work when construction begins. District agrees to make the District Engineer or other authorized District inspector available to be on site, provided the ten (10) days advance notice is given by Applicant. If construction is not continuous, District shall be notified at least forty-eight (48) hours in advance of the resumption of construction. Any work performed without notice to District may be rejected by District on that ground alone. The District Engineer will observe and inspect facilities solely to protect the interests of the District and to determine whether the completed work is acceptable to District and can be incorporated into the District system. The District does not assume thereby any responsibility for the operations or safety practices of Applicant. Applicant is responsible for correct location of all facilities which it installs. The District Engineer will not inspect facilities installed "downstream" of the individual meter boxes.

C. Applicant shall permit District's employees and authorized representatives to inspect the Project Utility System, and the plans and materials therefore, at any reasonable time before, during, or after installation.

D. Applicant shall repair at its expense (or, at the option of District, shall reimburse District for the actual cost of repairs effected by it) any damage to District property

caused by Applicant, its agents, employees, or contractors in constructing the Project Utility System.

6. PAYMENT OF FEES AND CHARGES

The Applicant will pay applicable fees and charges as follows:

A. Transmission and Storage Fees. None Due. Applicants has previously paid for transmission and storage fees for two (2) five-eighth inch (5/8") non-priority water service connections.

B. Water Meter and Water Meter Installation Fees. None Due. Applicant will be billed separately for actual cost of the required meters at the time of the building permitting plan review and meter installation for each parcel.

C. Initial Filing Fee. None due. The District acknowledges receipt of a non-refundable initial filing fee in the amount of \$300.

D. Plan Check and Construction Inspection Fees. None Due. The Applicants have deposited the sum of Five Thousand Dollars and No Cents (\$5,000.00), which was the cost estimate for the District staff and Engineer's costs in preparing and reviewing final plans, inspecting the construction of the Project Utility System, modifications of water system maps, and administrative, legal, and auditing costs. A final accounting will be performed prior to acceptance of the Project Utility System. Applicant shall pay additional fees if the deposit does not cover District costs for providing these services.

E. Total Payment Due with Agreement. None Due.

7. BONDS

Prior to commencement of construction, Applicant shall furnish to District the following bonds:

A. A Payment Bond in the amount of 100% of the Proposal amount, to guarantee payment of the obligations referred to in Section 3248 of the Civil Code;

B. A Performance Bond in the amount 100% of the Proposal amount, to guarantee faithful performance of the terms of this Agreement; and

C. A Maintenance Bond in the amount of 10% of the Proposal amount, to guarantee against defective materials and faulty workmanship for a period of two (2) years from and after the acceptance of the Project Utility System by District.

The bonds shall be in a form satisfactory to District. The surety or sureties must be qualified to do business in California. If any of the sureties, in the sole opinion of District, is or becomes irresponsible, District may require other or additional sureties which Applicant shall furnish to the satisfaction of District within ten (10) days after notice from District. In default thereof, District shall be released from all obligations under this Agreement. No prepayment or delay in payment and no change, extension, addition, or alteration or any provision of this Agreement or in the approved submittal documents referred to in Section 2, above, and no forbearance or acceptance by or on the part of District shall operate to release any surety from liability on a bond.

8. INDEMNITY

A. District shall not be responsible or held liable in any manner whatsoever for any injury or damage which may be done to any person or property (or other loss or liability) arising from the performance or failure to perform the obligations set forth in this Agreement and the installation of the Project Utility System by or on behalf of Applicant.

B. Applicant, on its behalf and on behalf of its successors in interest, hereby agrees to waive any claims against District arising from or related to the events and activities described in Subsection A, above, and to indemnify, defend and hold harmless the District, its directors, officers, employees, and agents from and against any and all liability for the death of or injury to any person and for the loss of, or damage to, any property (including the loss of its use) which may arise from such events and activities. The agreements contained in this paragraph shall survive the performance of the remainder of this Agreement and shall remain in full force and effect notwithstanding such performance.

9. INSURANCE

A. Applicant or its construction contractor shall, at its cost, maintain in full force and effect during the period beginning with commencement of construction of the Project Utility System and terminating no earlier than thirty (30) days after completion thereof and

approval by District for its connection with the District's distribution system, a policy or policies of liability insurance, as follows:

1. Bodily and personal injury liability in an amount not less than One Million Dollars (\$1,000,000.00) per person and Two Million Dollars (\$2,000,000.00) per occurrence; and
2. Property damage insurance in an amount not less than One Million Dollars (\$1,000,000.00) per occurrence.

Such policies shall insure District as an additional insured against any and all liability for the death of or injury to any person and for the loss of or damage to any property which may arise by reason of acts done or omitted to be done as a result of the installation of the Project Utility System by or on behalf of Applicant and shall further insure District against any and all costs and expenses, including attorneys fees, which District may incur in resisting any claim which may be made against District for any such injury or damage.

B. Each such policy shall:

1. be issued by an insurance company or companies qualified to do business in California and approved in writing by District;
2. name District, its Directors, officers, agents and employees, as additional insureds;
3. specify that it acts as Primary Insurance; the insurer being liable thereunder for the full amount of any loss up to and including the total limit of liability without right of contribution from any insurance effected by District;
4. provide that the policy shall not be cancelled or altered without thirty (30) days' prior written notice to District (or Applicant shall provide this written notice to the District); and
5. otherwise be in form reasonably satisfactory to District.

C. Applicant or its contractor shall provide and maintain at all times during the course of installation of the Project Utility System, Worker's Compensation Insurance in conformance with the laws of the State of California. Such policy shall provide that the

underwriter thereof waives all right of subrogation against District by reason of any claim arising out of or connected with installation of the Project Utility System and that such policy shall not be cancelled or altered without thirty (30) days' prior written notice to District.

D. Copies of all policies required above (or Certificates of Insurance satisfactory to District) shall be delivered to District at least ten (10) days prior to commencement of construction of the Project Utility System.

10. CONVEYANCE OF TITLE TO PROJECT UTILITY SYSTEM

Full right, title and interest in and to all elements of the Project Utility System installed pursuant hereto will be granted to District upon written notice of acceptance thereof by District and without the necessity for any further action by Applicant. There shall be no obligation upon District to pay or reimburse to Applicant any part of the cost of Project Utility System. Applicant warrants that upon such passage of title to District, the title shall be free and clear from any and all mechanics and materialmen liens that could arise from construction of the Project Utility System, charges and encumbrances whatsoever. The water meters described in Section 2, above, are and will remain the property of District.

11. ACCEPTANCE BY DISTRICT

District shall accept the Project Utility System when all of the following conditions have been met: (1) completion of the Project Utility System; (2) certification by Superintendent and or District Engineer upon completion that the Project Utility System has been constructed in accordance with this Agreement; (3) furnishing by Applicant of evidence that it has paid all costs incurred in constructing the Project Utility System; (4) performance by Applicant of all of its obligations under this Agreement which are to be completed prior to acceptance of the Project Utility System, including payment of all sums due the District; and conveyance of all easements; and (5) furnishing by Applicant of two sets of nonammonia-type mylar reproducible drawings of the completed improvements showing "as-built" conditions.

Upon acceptance, and payment for the cost of meter installation, District shall provide water utility service to the Project.

Upon acceptance, Applicant shall be relieved of all future obligation to maintain the Project Utility System, subject to its obligation to repair defects, which obligation is secured

by the maintenance bond provided for in Section 6.C., for the duration of the term of such bond (i.e., two years after acceptance).

12. EXECUTION AND PERFORMANCE OF AGREEMENT

Execution of this Agreement is a condition precedent to issuance by District of any letters, approvals, consents, or communications to any state, municipal, local or other public bodies regarding the availability of water service to the Property from the Project. Full performance of and compliance with each and every term of this Agreement by Applicant is a condition precedent to water service by District.

13. DISTRICT REGULATIONS

Applicant shall at all times abide by and faithfully observe any and all District ordinances, resolutions, rules and regulations presently in effect, including current fee schedules, or which may hereafter be enacted or amended from time to time, including but not limited to *Regulations Regarding Water Service Extensions and Water System Improvements; Engineering and Construction Standards; Approved Materials* (codified through Resolution No. 2003-11, March 2004), a copy of which has previously been furnished to Applicant.

14. ASSIGNMENT

Applicant's rights under this Agreement may be assigned only in connection with a sale or conveyance of the Property. No such assignment shall be valid or binding on the District unless the assignee executes a written instrument, in form and substance satisfactory to District, assuming all of Applicant's obligations under this Agreement, which have not been fully performed as of the date of assignment. Such assignment shall not release Applicant from any of its obligations to District under this Agreement.

This Agreement shall be binding upon and shall inure to the benefit of the parties and their successors and permitted assigns. If the Applicant or a permitted successor or assign shall disincorporate, forfeit its articles or right of incorporation, or otherwise fully terminate without a successor or assign, District shall as of the date of disincorporation, forfeiture or termination own the Project Utility System free and clear of any obligation to any party.

15. NOTICE

Any notice required by this Agreement shall be satisfied by a notice in writing, either delivered personally or sent by regular or certified mail, postage prepaid, and addressed as follows:

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

Applicants: Jeffrey & April Murray
639 Spindrift Way
Half Moon Bay, CA 94019

Marcos & Ester Hernandez
306 Ralston Avenue
Half Moon Bay, CA 94019

16. CONSTRUCTION OF AGREEMENT

Both parties have participated in preparing this Agreement. This Agreement shall be construed reasonably and not in favor of or against either party hereto on the grounds that one party prepared the Agreement.

17. ENTIRE AGREEMENT

This Agreement, including the Exhibits which are hereby incorporated by reference, contains the entire agreement between the parties hereto. No oral understandings, statements, promises or inducements contrary to the terms of this Agreement exist.

18. APPLICABLE LAW

This Agreement shall be governed by and construed and enforced in accordance with and subject to the laws of the State of California. Except as expressly provided for herein, this Agreement is not intended to, and does not, modify the District's rights to exercise the legislative discretion accorded to it by the laws of California. Any lawsuit related to this Agreement shall be commenced and prosecuted in the County of San Mateo, State of California.

19. AMENDMENT

Any amendment hereof, including any oral modification allegedly supported by new consideration, shall not be effective unless reduced to a writing signed by both parties.

20. AUTHORIZED SIGNATURE

The individuals whose names are subscribed to this Agreement represent that they are authorized to act on behalf of the party for whom they sign.

21. TIME

Time is of the essence of the Agreement.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first above written.

DISTRICT:
COASTSIDE COUNTY WATER DISTRICT

APPLICANTS:

By: _____
President, Board of Directors

By: _____
Jeffrey Murray

By: _____
Secretary

By: _____
April Murray

By: _____
Marcos Hernandez

By: _____
Ester Hernandez

TAX CODE AREA _____

56-5

1" = 100'

BK-48
(27)

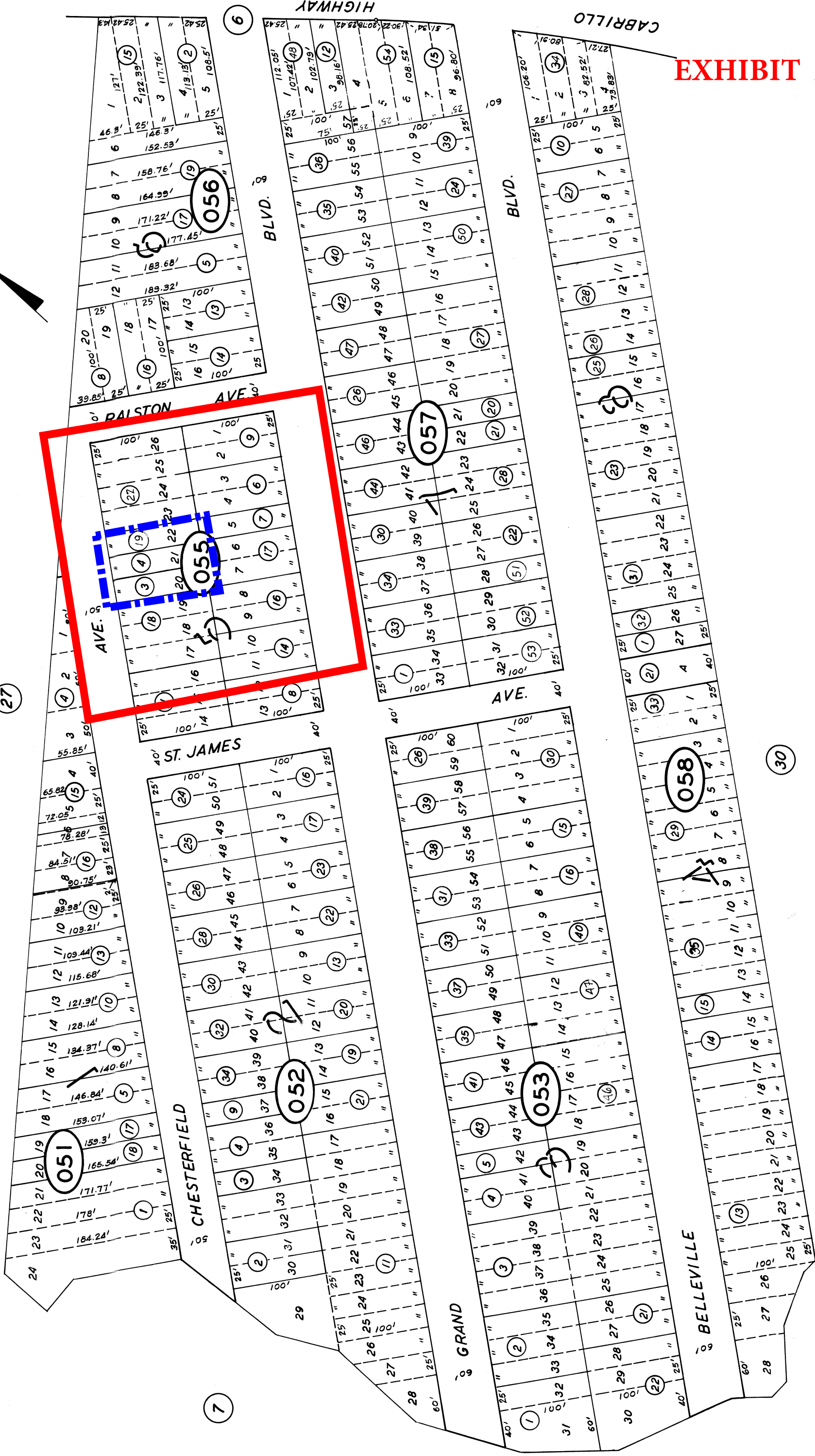
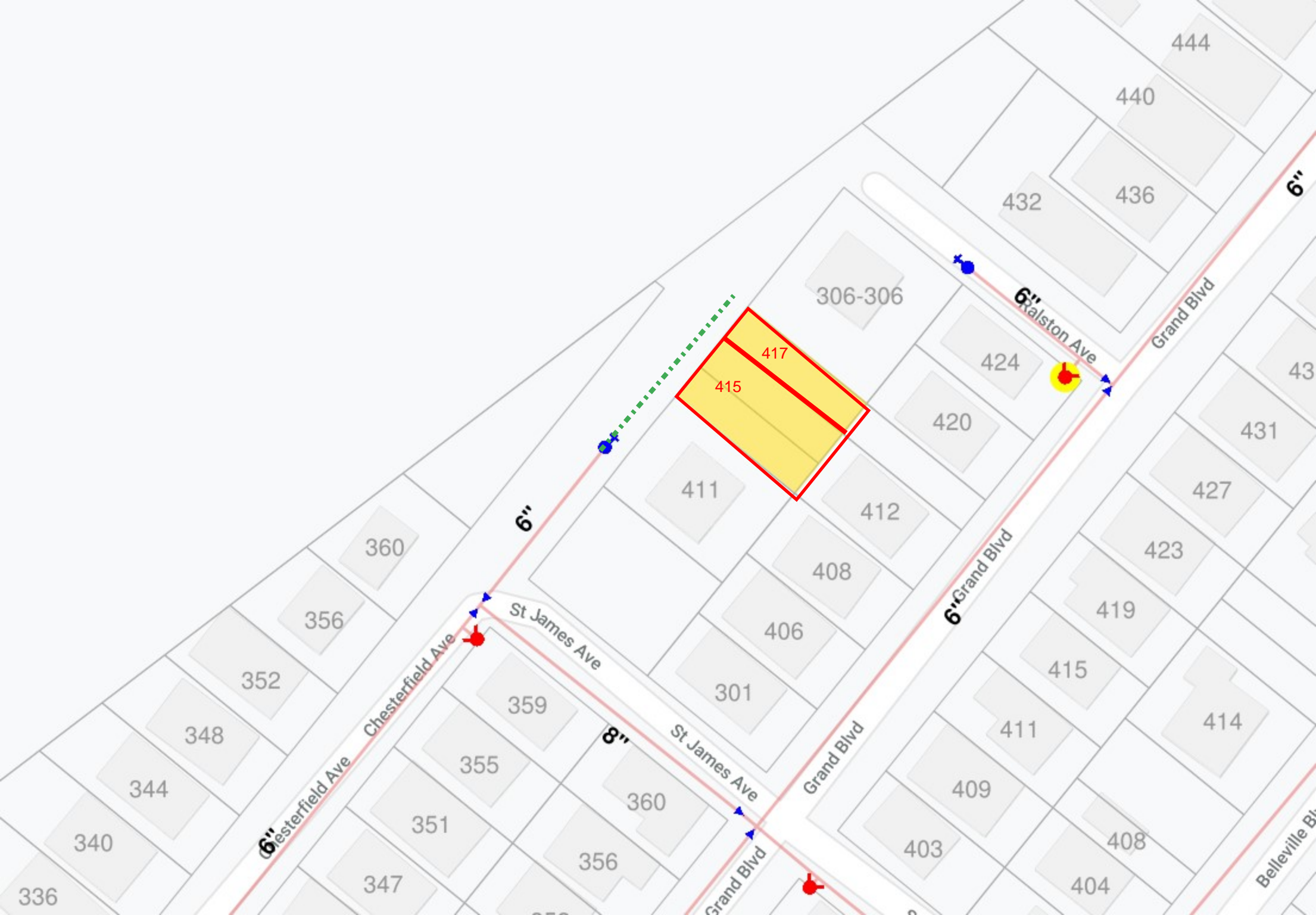
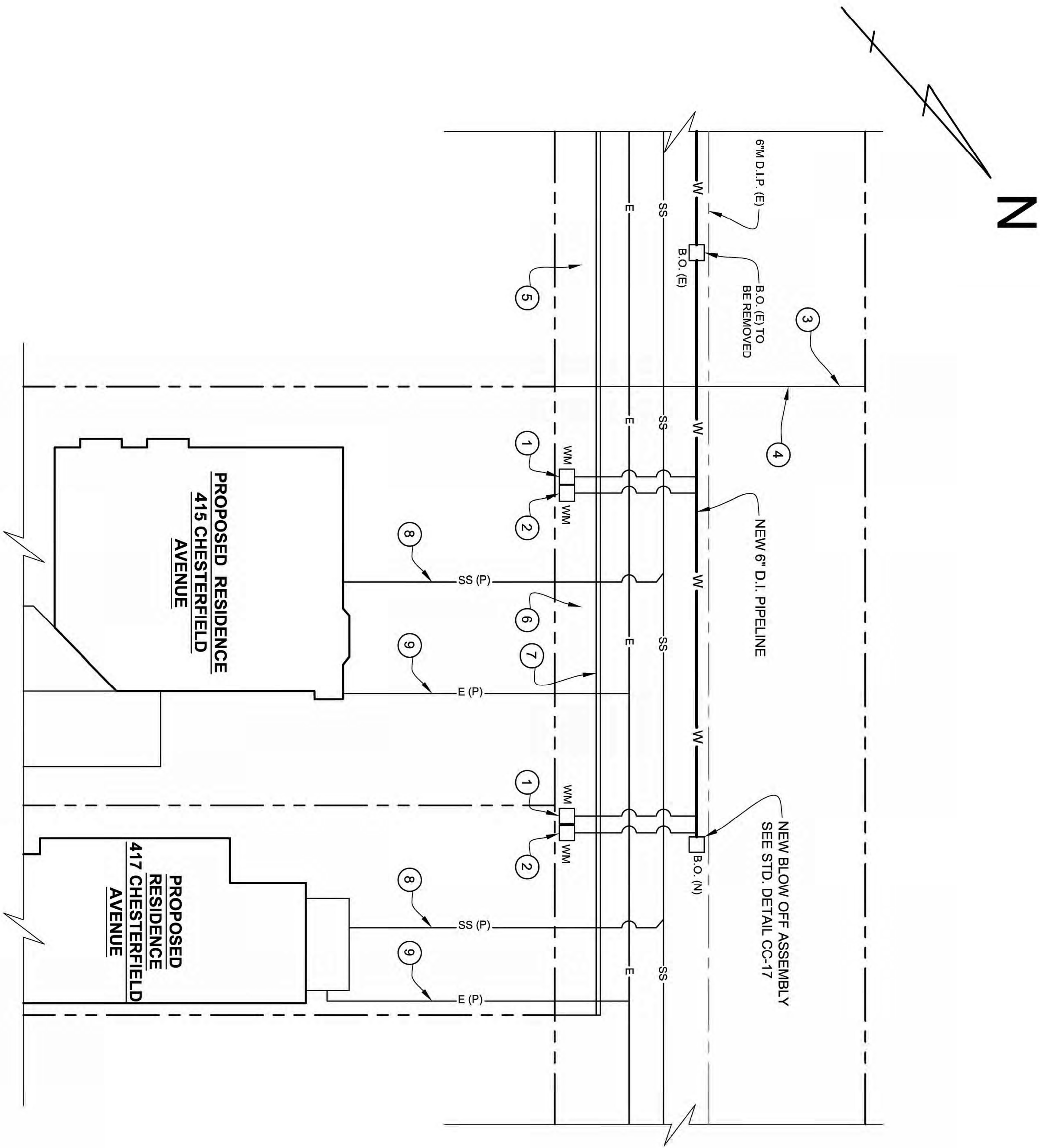


EXHIBIT A

OCEAN SHORE TRACT RSM 4/53





PLAN OF CHESTERFIELD AVENUE

SCALE: 1" = 10'-0"

GENERAL LEGEND

- W WATER PIPELINE, NEW OR EXISTING.
- SS SANITARY SEWER, EXISTING OR PROPOSED.
- E UNDERGROUND ELECTRICAL CONDUIT, EXIST. OR PROPOSED.
- PROPERTY LINE.
- STREET CENTER LINE.
- B.O. BLOW-OFF ASSEMBLY, NEW OR EXISTING.
- WM WATER METER BOX, NEW.

GENERAL NOTES

- DISTRICT STANDARDS. WORK SHALL BE IN CONFORMANCE WITH THE DISTRICT DOCUMENT TITLED "STANDARD SPECIFICATIONS AND STANDARD DRAWINGS, DATED MAY 2018".
- COORDINATION WITH SITE DRAWINGS. THESE DRAWINGS SHALL BE USED IN CONJUNCTION WITH THE DRAWINGS PREPARED BY THE APPLICANT'S ARCHITECT AND ENGINEER FOR THE PROPOSED RESIDENCE PROJECTS.
- EXISTING UNDERGROUND UTILITIES. THE LOCATION OF EXISTING UTILITIES AND OTHER UNDERGROUND FACILITIES SHOWN ON THE DRAWINGS IS BASED ON AVAILABLE INFORMATION AND IS NOT GUARANTEED TO BE EITHER ACCURATE OR COMPLETE. THE CONTRACTOR SHALL CONTACT UNDERGROUND SERVICE ALERT AT LEAST 48 HOURS BEFORE BEGINNING WORK TO HAVE THE LOCATION OF ALL UNDERGROUND FACILITIES MARKED IN THE FIELD BY THEIR OWNERS. THE CONTRACTOR SHALL ALSO CONTACT THE OWNERS OF OTHER KNOWN UNDERGROUND FACILITIES NOT INCLUDED IN THE U.S.A. SYSTEM SUCH AS SANITARY SEWERS, STORM DRAINS, AND CABLE TV TO HAVE THE LOCATION OF THOSE FACILITIES MARKED IN THE FIELD. PRIOR TO BEGINNING MACHINE EXCAVATION WORK THE CONTRACTOR SHALL VERIFY THE EXACT LOCATION OF EACH UNDERGROUND UTILITY BY HAND EXCAVATION (POTHOLING).
- ENCROACHMENT PERMIT FROM CITY OF HALF MOON BAY. THE CONTRACTOR SHALL OBTAIN AN ENCROACHMENT PERMIT FROM THE CITY OF HALF MOON BAY FOR WORK WITHIN STREET RIGHT OF WAY AREA AND SHALL COMPLY WITH ALL REQUIREMENTS OF THAT PERMIT.
- HOURS OF WORK. WORK SHALL BE PERFORMED BETWEEN THE HOURS OF 7:30 A.M. AND 4:30 P.M., MONDAY THROUGH FRIDAY. NO WORK SHALL BE PERFORMED ON SATURDAYS, SUNDAYS, AND STATE AND FEDERAL HOLIDAYS.

LEGEND FOR CIRCLED NUMBERS

- | CIRCLED NUMBER | DESCRIPTION |
|----------------|---|
| 1 | NEW 5.8" X 3/4" DOMESTIC SERVICE CONNECTION. SEE STD. DETAIL CC-06. |
| 2 | NEW 1" FIRE SERVICE CONNECTION. SEE STD. DETAIL CC-06. |
| 3 | EDGE OF EXISTING ASPHALT CONCRETE PAVEMENT. |
| 4 | EDGE OF PROPOSED ASPHALT CONCRETE PAVEMENT. |
| 5 | EXISTING SIDEWALK. |
| 6 | PROPOSED SIDEWALK. |
| 7 | PROPOSED A.C. BERM. |
| 8 | PROPOSED SANITARY SEWER. |
| 9 | PROPOSED UNDERGROUND ELECTRICAL SERVICE. |



JAMES S. TETER
Consulting Engineer
15 Boyden Drive
San Rafael, CA 94901

Tel: (415) 453-0754
Email: jsteter@soi.com

DATE: 8/15/19
DESIGN BY: TETER
DRAWN BY: RTHY
APPROVED BY:
DRAWING NO:

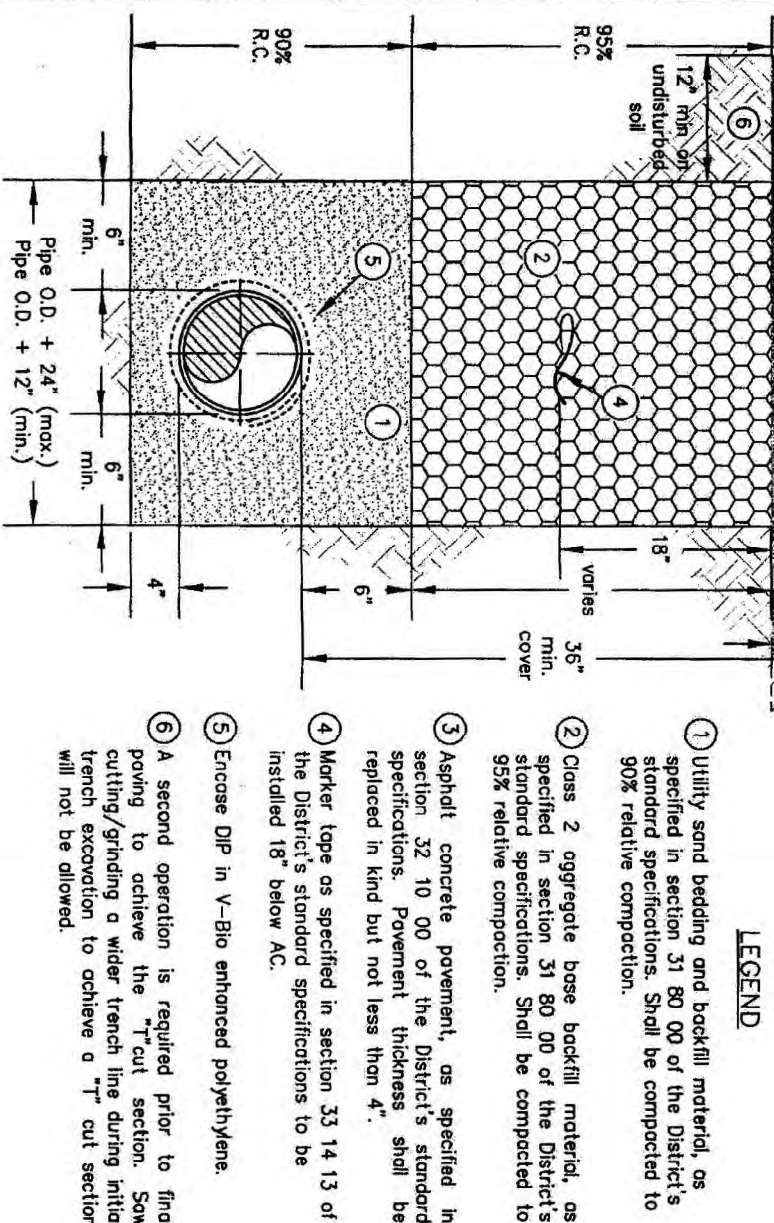
GRAPHIC SCALE
NO. 1
DATE: 8/15/19
BY: TETER
BAR IS ONE INCH ON ORIGINAL DRAWING.
0 1"
IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.

COASTSIDE COUNTY WATER DISTRICT

PIPELINE EXTENSION TO 415 & 417 CHESTERFIELD AVENUE
PLAN OF CHESTERFIELD AVENUE

SHEET 1 OF 2 SHEETS

See cut/grind pavement full depth. Maintain edge line for repaving. If slope is damaged it shall be re-cut immediately before paving. A trench shall be cut in the pavement surface to the depth of the trench line shall be sand sealed. If the edge of the trench side with 3' of the trench or greater depth, after pavement section shall be removed.

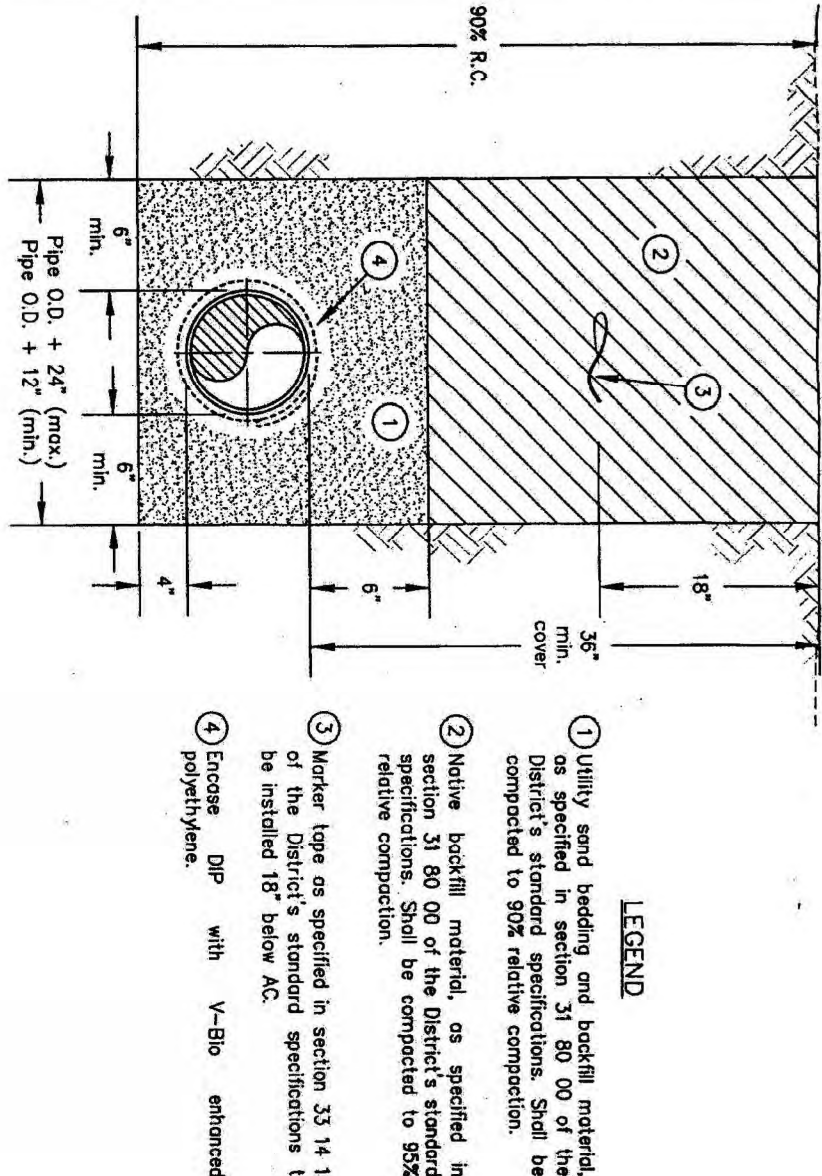


Notes: Sealing tapes are if damaged during trenching operation.

TRENCH SECTION - TYPE A PAVED SURFACES

COASTSIDE COUNTY WATER DISTRICT 766 MAIN STREET HALF MOON BAY, CA	Approved by: <i>David Dikson, General Manager</i>	STD. NO. CC-01
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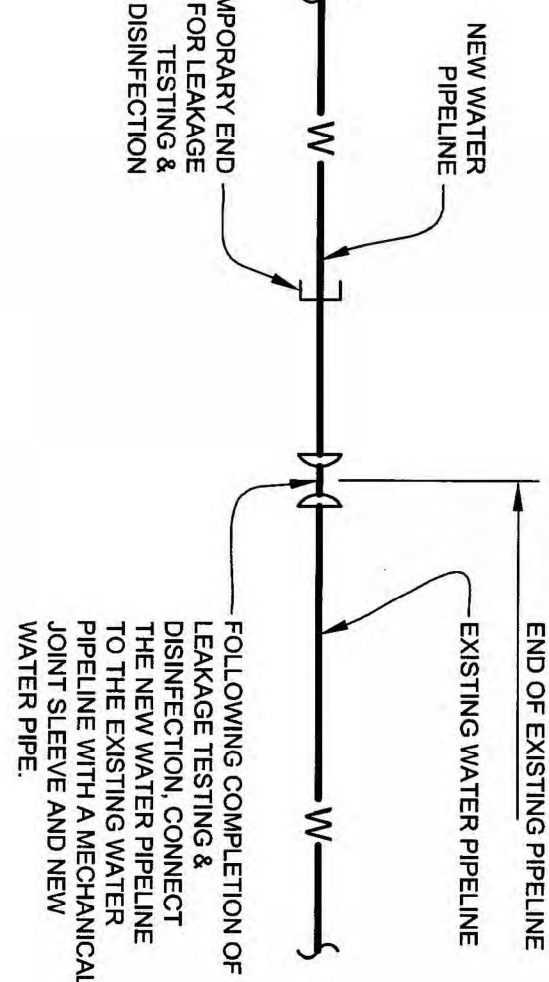
LEGEND



Notes: Sealing tapes are if damaged during trenching operation.

TRENCH SECTION - TYPE C UNIMPROVED AREA

COASTSIDE COUNTY WATER DISTRICT 766 MAIN STREET HALF MOON BAY, CA	Approved by: <i>David Dikson, General Manager</i>	STD. NO. CC-03
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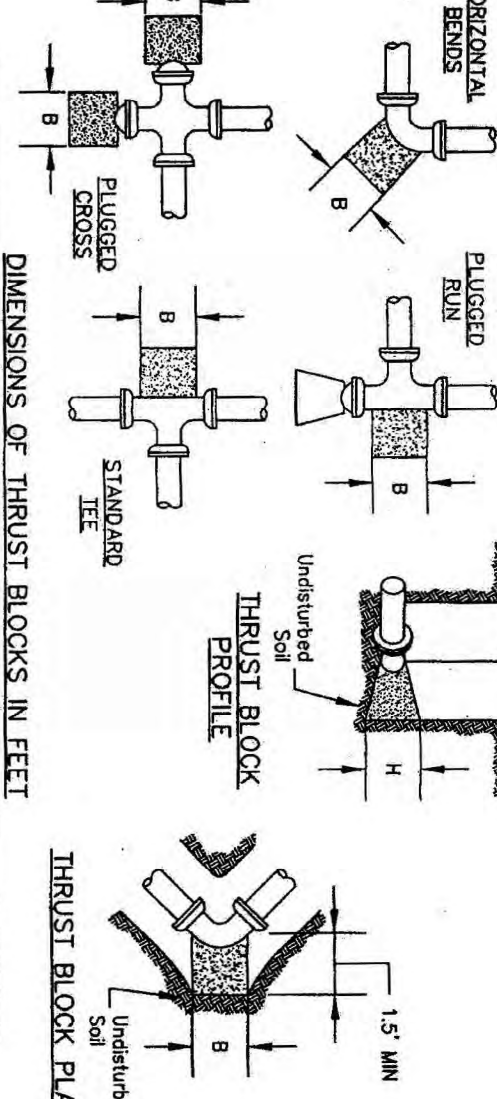


- NOTES:
1. DETAIL APPLICABLE ONLY FOR CONNECTING PIPELINES WITH THE SAME OUTSIDE DIAMETER.
 2. THE EXISTING PLUG END CAP OR BLOW-OFF VALVE AT THE EXISTING THRUST BLOCK TO BE REMOVED ARE NOT SHOWN.

PLAN NO SCALE

CONNECTION OF NEW AND EXISTING PIPELINE	DATE: JULY 17	DISTRICT STANDARDS
REV:		COASTSIDE COUNTY WATER DISTRICT
		SAN MATEO COUNTY, CALIFORNIA

VOLUME OF GRAVITY BLOCK IN CUBIC YARDS		DIAMETER OF PIPE		VERTICAL FITTING		Size of rod used by District	
VERTICAL FITTING	6"	6"	10"	12"	14"	16"	
90°	1.0	2.0	3.0	4.0	5.0	6.0	
45°	0.5	1.0	1.5	2.0	2.5	3.0	
22.5°	0.25	0.5	0.75	1.0	1.25	1.5	
11.25°	0.125	0.25	0.375	0.5	0.625	0.75	



DIMENSIONS OF THRUST BLOCKS IN FEET		DIAMETER OF PIPE		HORIZONTAL FITTING		VERTICAL FITTING	
HORIZONTAL FITTING	6"	6"	10"	12"	14"	16"	
90°	1.0	2.0	3.0	4.0	5.0	6.0	
45°	0.5	1.0	1.5	2.0	2.5	3.0	
22.5°	0.25	0.5	0.75	1.0	1.25	1.5	
11.25°	0.125	0.25	0.375	0.5	0.625	0.75	

- NOTES:
1. Use 2000 psi high early strength concrete.
 2. All thrust blocks and gravity blocks shall bear against undisturbed earth.
 3. Reinforcement shall be placed in the concrete.
 4. Reinforcement shall be placed in the concrete.
 5. Concrete to be placed beyond the face of the block.
 6. Reinforcement shall be placed in the concrete.
 7. Flanges, bells, and nuts shall be kept clear of concrete.
 8. Dimensions shown include use of mechanical fasteners on pipe determined by the District.
 9. Thrust block dimensions shall be doubled if used on non-restored connections.
 10. Thrust block dimensions shall be doubled if used on non-restored connections.

THRUST RESTRAINT - THRUST BLOCK DETAILS

COASTSIDE COUNTY WATER DISTRICT 766 MAIN STREET HALF MOON BAY, CA	Approved by: <i>David Dikson, General Manager</i>	STD. NO. CC-22
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JAMES S. TETER
Consulting Engineer

15 Bayview Drive
San Rafael, CA 94901

Tel: (415) 453-0754
Email: jsteter@son.com

DATE:	8/15/19
DESIGN BY:	TETER
DRAWN BY:	RTHY
APPROVED BY:	
DRAWING NO:	

VERTICAL SCALE	NO.
BARS ONE INCH ON ORIGINAL DRAWING	
IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.	

REVISION	DATE	BY

COASTSIDE COUNTY WATER DISTRICT	PIPELINE EXTENSION TO 415 & 417 CHESTERFIELD AVENUE
DETAILS	

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: December 10, 2019

Report

Date: December 6, 2019

Subject: Agreement with Raftelis Financial Consultants, Inc. for FY2021 and FY2022 Financial Plan and Rate Update Study

Recommendation:

Authorize the General Manager to execute a professional services agreement with Raftelis Financial Consultants, Inc. to provide a Financial Plan and Rate Update Study for FY2021 and FY2022 at a time-and-materials cost not to exceed \$38,201.

Background:

In 2018, Raftelis Financial Consultants ("Raftelis"), prepared a Cost of Service Analysis and Rate Study in order to develop cost of service-based water rates which would meet the requirements of Proposition 218. This Study was used to set the District's rates for FY2019 and FY2020.

In 2018, the Board approved two years of operating budgets, a ten-year Capital Improvement Program (CIP), and resulting two years of rate increases effective July 1, 2018 and July 1, 2019, in consideration of the 2018 Raftelis Rate Study. Staff recommends that the operating budgets, CIP, and rates be developed for two years for FY2021 and FY2022 (with rates effective July 1, 2020 and July 1, 2021, respectively.)

As part of their work, Raftelis will develop a long-range financial plan/model that will be utilized to develop the rates for FY2021 and FY2022 and future years' revenue needs. Raftelis will also consider funding mechanisms including pay-as-you-go and debt issuance as well as appropriate reserve targets. Finally, Raftelis will prepare an updated rate study report in order to comply with Proposition 218 requirements. In the course of their study, Raftelis assumes one workshop with the Board to be held in March, 2020.

Raftelis Financial Consultants is recognized as one of the leading rate consultants in California in helping utilities design water rates to maintain financial sustainability. Sanjay Gaur, Vice President, has extensive experience in providing rate structure design. Clients include Alameda County Water District, East Bay Municipal Water District, and Santa Cruz Water District among many others. Mr. Gaur also regularly

STAFF REPORT

Agenda: December 10, 2019

Subject: Agreement with Raftelis Financial Consultants, Inc.

Page Two

participates in many industry forums as well as on AWWA and ACWA committees focusing on water rates.

Fiscal Impact: Cost of \$38,201.



November 7, 2019

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

Subject: FY 2021 and FY 2022 Financial Plan and Rate Update Study

Dear Ms. Rogren:

Raftelis is pleased to submit this scope of services to assist Coastside County Water District with a financial plan and rate study for its water services. In 2018, we conducted a cost of service and rate study utilizing the District's own financial plan as the basis for the revenue requirement. At this time, the District has determined that it would like to develop a new financial plan for the next planning period. Raftelis will develop a long-range financial model that will assist the District in evaluating different Capital Improvement Programs. The model will be developed in MS Excel and will be a deliverable to the District. Based on utilizing the model and workshop with staff, we will develop the appropriate revenue adjustments. After determining the proposed financial plan and rates with staff, we will conduct a workshop with a Board of Directors to present the rates and recommendations in addition to addressing any questions. We will also prepare a report and participate in a public hearing to meet Proposition 218 requirements.

We appreciate the opportunity to assist the District with this important study. Should you have any questions, please do not hesitate to call me at 213-262-9304.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Sanjay Gaur', with a long horizontal flourish extending to the right.

Sanjay Gaur
Vice President

Scope

Task 1: Project Management, Initiation, and Kick-off Webinar

At the beginning of the study, Raftelis will prepare a detailed data request list that will identify the information needed to complete the study. The data request for this study will include historical and current revenues, water usage, expenses, reserve policies, customer account information, capital improvement plans, estimated growth in the District, water source data, and any projected changes in demand or flow either through growth or reduced water demands. Raftelis will perform a preliminary review of any initial data provided in advance of the kick-off webinar.

We believe a productive kick-off webinar is the most effective way to begin a study of this nature. It provides a forum to discuss objectives, policies, and methodologies, as well as finalize the work schedule, including setting deadlines for deliverables, to ensure that the project progresses as smoothly as possible. We will also review the District's reserves and reserve policies and discuss any potential changes. Raftelis will prepare a meeting agenda and send it to the District prior to the meeting. Afterward, Raftelis will prepare detailed meeting minutes.

Our management approach stresses transparency, objectivity, and accountability to meeting project objectives. Management responsibilities extend to general administrative duties such as client correspondence, billing, and project documentation as well as administration of the study schedule and project costs. Throughout the study, the Raftelis team will schedule interim status webinars to discuss project progress, the schedule, and present preliminary results.

Meetings: One kick-off webinar

Deliverables: Kick-off webinar agenda, presentation materials, and meeting minutes

Task 2: Financial Plan Development

This important task will ascertain the additional revenue needed to ensure the financial well-being of the District's water service for the study period. The financial plan will project rate revenues under current rates, any potential non-operating revenues, the need for debt in later years, and operating and capital expenses. We will project future yearly operating and maintenance expenses, such as annual water pumping and treatment costs, salaries and benefits, power, and materials using District-approved inflationary assumptions. The District is anticipating significant capital improvements in FY 2021 and FY 2022. We will discuss with staff potential funding mechanisms including pay-as-you-go (PAYGO), debt issuance, and grant funding.

Raftelis will also review any potential changes to reserves and reserve policies discussed during the kick-off webinar. We will finalize the revised policy and model the sources and uses of funds for each new reserve. The final step is to develop a ten-year cash flow analysis to determine the revenues needed to fund operations and R&R. We will then discuss with staff potential revenue adjustments for each year of the study period to meet the District's revenue requirements.

Meetings: Three webinars

Deliverables: Financial plan model

Task 3: Rate Schedule

The District does not currently need an update to its cost of service analysis or rate structure. Resultantly, the revenue adjustments finalized with staff in Task 2 will serve as the adjustments to the District's rates. We will review the resulting proposed rates for FY 2021 and FY 2022 along with the bill impacts with staff in a webinar.

Meetings: One webinar with staff

Deliverables: Rate schedule for FY 2021 and FY 2022

Task 4: Financial Plan & Rate Update Meeting with Board of Directors

Following the completion of the financial plan model and the proposed rate schedule, Raftelis will conduct a workshop with the District Board to review the results of the study. We will review the proposed financial plan and reserve policy. We will then discuss the proposed rate adjustments needed to meet the District's revenue requirements and the bill impacts. In addition, suggestions from the Board will be reviewed in the model dashboard to evaluate various revenue adjustment and assumption scenarios.

Meetings: One in-person workshop with the District Board

Deliverables: Presentation materials

Task 5: Draft and Final Reports

In order to comply with Proposition 218 requirements, Raftelis will prepare a rate study report. A preliminary study report will include an executive summary highlighting the major issues and decisions reached during development of the financial plan and rate adjustments. The main body of the report will include a brief physical description of the system, service area description, an overview of operation and maintenance expenses, the capital improvement plan, the financial plan, and the proposed rates. This draft will be submitted to staff for review and comment. After incorporating staff and attorney comments, we will prepare the final report.

Meetings: None

Deliverables: Draft and final reports

Task 6: Proposition 218 Public Hearing

Raftelis will review the District's Proposition 218 public hearing notice. We will then present the proposed rates at the Proposition 218 hearing. We will also address any questions from the District and the public at that time. Presentation materials will be provided to District staff beforehand for review prior to the hearing.

Meetings: One public hearing

Deliverables: Feedback on Proposition 218 notice, presentation materials

Project Fees

Raftelis will complete the above scope of services for a not-to-exceed amount of \$38,201. The work plan shown in the table below provides a breakdown of the estimated level of effort required for completing each task described and the hourly billing rates for the personnel scheduled to complete the project.

Tasks	Web Meetings	Number of Meetings	Hours					Total Fees & Expenses
			PM	TR	SC	Admin	Total	
1. Project Initiation, Management, and Kickoff Webinar	1	0	8	0	8	3	19	\$4,270
2. Financial Plan Development	3	0	10	2	40	0	52	\$11,290
3. Rate Schedule	1	0	2	2	6	0	10	\$2,220
4. Financial Plan & Rate Update Meeting with Board of Directors	0	1	12	0	4	0	16	\$4,956
5. Draft and Final Reports	0	0	6	4	40	0	50	\$10,510
6. Proposition 218 Public Hearing	0	1	12	0	4	0	16	\$4,956
Total Estimated Meetings / Hours	5	2	50	8	102	3	163	
Hourly Billing Rate			\$295	\$210	\$185	\$80		
Total Professional Fees			\$14,750	\$1,680	\$18,870	\$240	\$35,540	

Project Manager - Sanjay Gaur, Vice President
Technical Reviewer - Kevin Kostluk, Senior Consultant
SC - Staff Consultants
Admin - Administrative Staff

Total Fees	\$35,540
Total Expenses	\$2,661
Total Fees & Expenses	\$38,201

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: December 10, 2019

Report

Date: December 6, 2019

Subject: Fiscal Year 2020-2021 and Fiscal Year 2021-2022 Budget Process
Timeline

Recommendation:

None. Information only.

Background:

The attached Budget Process Timeline lays out the proposed schedule for presentation and consideration of the Fiscal Year 2020-2021 and Fiscal Year 2021-2022 O&M Budgets and the Fiscal Year 2020/21 – 2029/30 Capital Improvement Program (CIP).

Key timeline milestones follow the pattern established over the prior two-year budget cycle, culminating in the public hearing on the budgets, CIP, and rate adjustments planned for late June, 2020.

Staff will review the budget process and answer any questions the Board may have.

Fiscal Impact:

None.

Coastside County Water District
BUDGET PROCESS TIMELINE
O&M Budgets for Fiscal Year 2020-2021 and Fiscal Year 2021-2022
Capital Improvement Program (CIP) for Fiscal Years 2020/21 to 2029/30

Description	Date
Finance Committee – Introduction to Budget Process / Timeline Rate Study Update / Overview SB998	November 25, 2019
Present Budget Timeline for Board Review / Approve Rate Study	December 10, 2019 Regular Board Meeting
Staff Internal Budget Review – Distribute O&M Budget Worksheets	Week of December 16, 2019
Facilities Committee Meeting - Review Draft CIP Budget	Week of January 6 – 10 2020
Present any revisions to Budget Timeline / Process	January 14, 2020 Regular Board Meeting
Staff Internal Budget Review – Worksheets Due/Review CIP Budget	January 20, 2020
Facilities Committee Meeting – Review Draft CIP Budget	Week of February 3 – 7 2020
Finance Committee Meeting – Review Draft O&M Budgets & CIP	Week of February 3 – 7 2020
Present Draft O&M Budgets and CIP to Board of Directors at Board Meeting	February 11, 2020 Regular Board Meeting
Present Draft O&M Budgets, CIP, and Financing Plan to Board of Directors at Board Meeting / Raftelis Workshop with Board	March 10, 2020 Regular Board Meeting (TBD)
Customer Outreach – Website – Post Draft O&M Budgets and CIP	March 16 – 20 2020
Customer Outreach – E-Newsletter – Shared with Facebook and Twitter Message: Public Meeting Schedule for Budget Review –Links to Draft O&M Budgets and CIP	March 16 – 20 2020
Present Draft O&M Budgets, CIP, and Financing Plan to Board of Directors at Board Meeting	April 14, 2020 Regular Board Meeting
Special Meeting: Budget/Financial Work Plan Session with Board; Approve Notice of Public Hearing (Prop. 2018)	May 5, 2020 Special Board Meeting

Present Draft O&M Budgets, CIP, Financing Plan, and Rate Study Update to Board of Directors at Board Meeting	May 12, 2020 Regular Board Meeting
Mail Notice of Rate Increase (Prop 218) – Minimum 45-Day Notice Before Public Hearing and post Notice on Bulletin Board.	May 13, 2020
Prop 218 Notice Published in the Half Moon Bay Review	May 20, 2020 & May 27, 2020
Customer Outreach – E-Newsletter Message: Understanding Budget and Proposed Rate Increase	May 18 through May 22, 2020
Present “Draft” O&M Budgets, CIP, Financing Plan, and Rate Study Update to Board of Directors at Board Meeting	June 9, 2020 Regular Board Meeting
Public Hearing - Approve O&M Budgets and CIP – Approve Rate Adjustments effective July 1, 2020 and July 1, 2021	June 30, 2020 – 7:00 p.m. Special Board Meeting / Public Hearing
New Rates Effective	July 1, 2020

STAFF REPORT

To: Coastside County Water District Board of Directors

From: James Derbin, Superintendent of Operations

Via: Mary Rogren, General Manager

Agenda: December 10, 2019

Report

Date: December 5, 2019

Subject: Professional Services Agreement for Biological Monitoring of the Stone Dam Pipeline Project

Recommendation: Authorize the General Manager to award a professional services agreement for the Stone Dam Pipeline Project Biological Monitoring to Jim Steele for a not to exceed amount of \$49,500.

Background: The District's Stone Dam Pipeline Project was authorized by the Board of Directors at the September 10th meeting and construction started on October 28, 2019. The contractor has currently installed ~1370' of pipeline.

Initially the District hired Jim Steele on a time a materials basis with an estimate that the cost for biological monitoring would be well under \$30,000. As of the date of this report Mr. Steele has billed the District \$27,759. Due to the project complexity, abundance and diversity of the flora and fauna found in the watershed and additionally needed supervision of the contractor, it is estimated that the District may need Mr. Steel for an additional ~45 days of construction. The District will only be billed for Mr. Steele's actual days of work.

Mr. Steele has agreed to bill the District at a flat rate of \$1,100/day plus \$160/hour for additional reporting if needed. It is not expected that there will be significant hours needed for report writing outside of Mr. Steele's daily reports.

The SFPUC Real Estate License with the District requires that the District have a certified biological monitor onsite the entire time the contractor is working in the Pilarcitos watershed. Mr. Steele has been instrumental in the success of this project to date.

Mr. Steele is retired from the position of Branch Chief at the California Department of Fish and Game and is recognized by them as a Certified Biologist. He is past president of the American Fisheries Society and is a licensed Professional Forester. Mr. Steele has assisted the District with many successful past projects over the years.

Fiscal Impact: \$27,759 spent to date + \$49,500 = \$77,259 CIP Stone Dam Pipeline

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

November 24, 2019

Re: Bid for additional monitoring activities at Stone Dam Pipeline Project.

Dear Mr. Derbin:

The referenced pipeline project is ongoing and you have asked for a mid-project continuation bid. At the mid-project point the pipeline has reached near the top of the watershed with over 1/2 of the pipe laid. I have found that the project requires additional time of daily involvement to the point of connection with some time for watershed stabilization.

Because of the open ended potential for time and In order to offer the best rate commensurate with the problems involved and because of the minimal technical nature of standby time, I can offer a flat rate of of \$1100/day. For Post project costs, the billing rate of \$160/hr for any required reports is fairly standard.

I hope this format and bid meets with your approval and if you have questions, please give me a call at (707) 295-6198 or email at Konocti-view@hughes.net.

Sincerely,

Jim Steele, Consulting Biologist
10570 Pingree Road, Clearlake Oaks, CA 95423

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: December 10, 2019

Report

Date: December 6, 2019

Subject: Resolution 2019-07 -- 1) Adopting Proposed Residential Water Service Termination Policy, and 2) Amending Section K of the General Regulations Regarding Water Service.

Recommendation: Approve the attached Resolution 2019-07 1) adopting the Residential Water Service Termination Policy and 2) amending Section K of the General Regulations Regarding Water Service to be effective February 1, 2020.

Background

SB 998, signed into law September 2018 as the Water Shutoff Protection Act, California Health and Safety Code Sections 116900 et seq., sets new restrictions on residential water service termination for non-payment of a water utility bill.

Under SB 998, by February 1, 2020, water utilities are required to adopt a policy regarding residential service termination for nonpayment. Among other things, SB998 mandates that water utilities may not discontinue residential water service due to delinquent payment until a payment by a customer has been delinquent for at least 60 days. A policy must include: 1) options for averting discontinuance of water service for non-payment including provisions for alternative payment arrangements; 2) timeline of notifications for shut-off due to non-payment; 3) a formal bill appeals process; and 4) translation of the policy and notices into at least five languages.

The proposed Residential Water Termination Policy (Exhibit A to Resolution) incorporates the requirements set forth by SB 998 to be effective February 1, 2020 and has been reviewed by the District's counsel Hanson-Bridgett.

The primary changes for the District are as follows:

- The District currently shuts off a customer for non-payment at 18 days past the due date. Under the new policy, a customer must be at least 60 days past due.

STAFF REPORT**Agenda: December 10, 2019****Subject: Residential Water Termination Policy****Page 2**

- The District already offers “amortization” payment plans to customers unable to pay their bills (with terms up to 4 months for payment of past due balances, if current charges are paid on a timely basis.) Under the new policy, a customer can request an arrangement of up to 12 months in duration, however, as with the District’s existing plan, the customer must also meet the terms of the payment arrangement and pay new charges on time to avoid being delinquent. A customer can only have one payment plan at a time.
- The District will have additional noticing requirements for past due accounts.
- The District must translate the policy and notices into five (5) languages. The policy (and translations) must be readily available on the District’s website.
- The District must annually post the # of shutoffs on the District website.

Although SB 998 includes certain provisions for low income customers, Staff recommends treating all customers similarly to reduce administrative burden.

The attached changes to the District’s General Regulations (Exhibit B to the Resolution) include: 1) Adding the body of the Residential Water Termination Policy to Section K – Termination of Service as Section K (1), and 2) titling the remainder of the section as “Section K (2) Non-Residential Water Termination.” Non-residential customers would be subject to existing rules surrounding shutoffs, however Staff recommends one change to Section K (2)d – to remove the sentence that “Amortization shall apply only to residential customers.”

Financial Impact

The District will likely incur \$6,000+/year in additional administrative costs related to the new noticing requirements, and \$8,000 in upfront costs.

Staff anticipates that we could see some increases in late payments and bad debt given the extension of days past due to final shutoff from 18 to 60 days. Note that our current bad debt statistics are low (.1% of Water Revenue, or \$13,000/year for FY2018 and FY2019.) As we move forward with the implementation in 2020, Staff will be closely monitoring the impact.

RESOLUTION NO. 2019-07

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE COASTSIDE COUNTY WATER DISTRICT**

**1) ADOPTING PROPOSED RESIDENTIAL WATER SERVICE
TERMINATION POLICY; AND 2) AMENDING SECTION K OF
THE GENERAL REGULATIONS REGARDING WATER SERVICE**

WHEREAS, in September 2018, Senate Bill 998 was enacted and added the Water Shutoff Protection Act as California Health and Safety Code sections 116900 et seq. The Water Shutoff Protection Act establishes additional safeguards related to the termination of residential water service for non-payment to the procedural requirements already established in existing laws.

WHEREAS, the Water Shutoff Protection Act requires that the Coastside County Water District adopt a written policy regarding the termination of residential water service due to non-payment.

WHEREAS, the District desires to adopt a policy that complies with the requirements of the Water Shutoff Protection Act and the requirements of existing laws, and also includes the District's procedures and practices in connection with the collection of delinquent accounts, including notifications, and the termination of water service.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Coastside County Water District that the Residential Water Service Termination Policy, as documented in Exhibit A, attached hereto and incorporated herein as though fully set forth, is hereby approved.

BE IT FURTHER RESOLVED by the Board of Directors of Coastside County Water District directs staff to amend Section K – Termination of Service in the General Regulations

Regarding Water Service as documented in Exhibit B, attached hereto and incorporated herein as though fully set forth, is hereby approved.

PASSED AND ADOPTED THIS ____ day of December, 2019, by the following vote:

AYES:

NOES:

ABSENT:

Kenneth Coverdell, President
Board of Directors

Mary Rogren, General Manager
Secretary of the District

**Coastside County Water District
Residential Water Service Termination Policy
(Effective February 1, 2020)**

1. Background

This policy is adopted to satisfy the Coastside County Water District's (District) obligations under California Government Code Section 60370 *et seq.*, California Public Utilities Code Section 10001 *et seq.* and Health and Safety Code Section 116900 *et seq.*, which govern the termination of certain utility service. Health and Safety Code Section 116900 *et seq.*, the Water Shutoff Protection Act enacted by SB 998, requires urban water suppliers and urban and community water systems, such as the District, to adopt a written policy regarding the discontinuation of residential service due to non-payment. The District can be contacted by phone at (650) 726-4405 to discuss options for averting discontinuation of water service for non-payment under the terms of this policy.

This policy will be available and posted on the District's website (www.coastsidewater.org) in English, Spanish, Chinese, Tagalog, Vietnamese, Korean, and any other language that is spoken by at least 10% of the residents in the service area.

2. Payment for Residential Water Service

Every person receiving water service from the District is required to pay for such service within 25 calendar days of mailing of the statement or billing. Except as prohibited by statute, the District will have the right to discontinue water service for the failure to make complete and timely payment. The District will not discontinue residential service for nonpayment until the subject account has been delinquent for at least 60 calendar days.

3. Delinquency Notice Fee

If payment for a bill is not received by close of business on the 25th calendar day after the bill date, the account is considered "delinquent" and a Delinquency Notice Fee will be assessed as established in the District's Rate and Fee Schedule.

4. Payment Arrangements

Any customer who is unable to pay for water service or any other fees assessed in accordance with the District's Rate and Fee Schedule or this policy and within the normal payment period may request a payment arrangement to avoid disruption of service. The District will grant a payment arrangement or amortization plan as specified in this policy for any customer who does not already have an active payment arrangement or amortization plan.

Payment arrangements that extend into the next billing period are considered an amortization plan, which must be in writing and confirmed by the customer. An amortization plan will amortize the unpaid balance over a period defined by the customer,

not to exceed 12 months from date of the amortization agreement. The amortized payments may be combined with, and subject to the due date of, the customer's future regular bills. The customer must comply with the terms of the amortization plan and remain current as charges accrue in each subsequent billing period. The customer may not request further amortization of any subsequent unpaid charges while paying delinquent charges pursuant to an amortization plan.

A customer who enters into and abides by an amortization or payment arrangement plan shall not be considered delinquent. Failure to comply with the terms of an amortization or payment arrangement plan will result in the customer being considered delinquent. The customer will then be subject to disconnection once the account is delinquent for 60 calendar days and additional arrangements or extensions will not be available for any new delinquent balance, and the customer will not be granted future alternative payment arrangements until the delinquent balance has been paid. No less than 7 business days before disconnection, the District will make a good faith effort to contact the customer of pending disconnection by telephone, mail or email notice. In addition, a final Shut-Off Warning Notice will be provided by means of a door hanger delivered to the premises no less than 5 business days in advance of discontinuance of service.

5. Notifications

As required by law, the District will notify the customer that the account remains past due and further collection action will be forthcoming. The means of notification will be by phone, mail, or notification at the premises. The District assumes no responsibility for phone, mail or email contact information that has not been kept up to date by the customer.

6. Written Disconnection Notice

The District shall not discontinue water service for non-payment until payment by the customer has been delinquent for at least 60 calendar days. The District will make a reasonable, good faith effort to contact the customer in writing at least 7 business days before discontinuation of water service for non-payment. The Written Disconnection Notice will be mailed to the mailing address designated on the account and delivered or mailed to the service address, if different from the mailing address. The Written Disconnection Notice will include:

- Customer's name and address
- Amount that is past due
- Date by which payment or payment arrangements are required to avoid discontinuation of service
- Description of the process and procedure to apply for an amortization plan
- Description of the process to dispute or appeal a bill
- District's phone number and a web link to the District's Residential Water Termination Policy

Notice to Residential Tenants/Occupants in an Individually Metered Residence: The District will make a reasonable, good faith effort to inform the occupants, by means of written notice, when the water service account is in arrears and subject to disconnection at least 10 calendar days before water service is shut off. The written notice will advise the

tenant/occupant that they have the right to become customers of the District without being required to pay the amount due on the delinquent account, as long as they are willing to assume financial responsibility for subsequent charges for water service at that address. In order for the tenant/occupant not to be charged for the delinquent amount, the tenant/occupant must provide verification of tenancy in the form of a rental agreement or proof of rent payments and verify that the delinquent account holder was the landlord, property manager, or other agent of the property

Notice to Tenants/Occupants in a Multi-Unit Complex Served through a Master Meter: The District will make a reasonable, good faith effort to inform the occupants, by means of written notice hung on the door of each residence, when the water service account is in arrears and subject to disconnection at least 15 calendar days before water service is shut off. The written notice will advise the tenant/occupant that they have the right to become customers of the District without being required to pay the amount due on the delinquent account, as long as they are willing to assume financial responsibility for subsequent charges for water service at the address(es) served by the master meter. If one or more of the occupants are willing and able to assume responsibility for the subsequent charges for water service to the satisfaction of the District, or if there is a physical means, legally available to the District, of selectively terminating service to those occupants who have not met the requirements for service, the District will make service available to the occupants who have met those requirements.

If the Written Disconnection Notice is returned through the mail as undeliverable, the District will make a reasonable, good faith effort to contact the customer by phone, and to visit the residence and leave a notice of discontinuance for non-payment.

7. Shut-Off Warning Notice

The District will make a reasonable, good faith effort to notify the customer in advance of disconnection of water service for non-payment as set forth in this Policy. The last means of notification will be in the form of a door hanger (Shut-Off Warning Notice) delivered to the premises no less than 48 hours in advance of discontinuance of service. A Shut-Off Warning Notice Fee will be applied to an account for any such notice as established in the Rate and Fee Schedule.

8. Disconnection of Water Service

The District will disconnect water service by turning off and locking the meter.

9. Re-establishment of Service

In order to resume or continue service that has been disconnected for non-payment, the customer must pay a Reconnection Fee, as established in the Rate and Fee Schedule. The District will reconnect service as soon as practicable but, at a minimum, will restore service before the end of the next regular working day following payment of any past due amount and delinquent fees attributable to the termination of service. Water service that is turned on by any person other than District personnel or without District authorization may be subject to fines or additional charges or fees. Any damages that occur as a result of

unauthorized restoration of service are the responsibility of the customer.

10. Re-establishment of Service After Business Hours

Service restored after 5:00 pm Monday through Friday, weekends, or holidays will be charged an outside of normal business hours Reconnection Fee, as established in the Rate and Fee Schedule.

11. Notification of Disposition of Returned Payment

Upon receipt of a returned check (or other payment method) taken as payment of water service or other charges, the account shall be returned to the District's delinquency process as though no attempt was made to pay the balance due. The District will make a reasonable, good faith effort to notify the customer by phone, mail, or e-mail of the returned item and the account's delinquency status. All amounts paid to redeem a returned check and to pay a returned check charge (as specified in the District's Rate and Fee schedule) must be in cash, credit card or certified funds.

12. Returned Payment for Previously Disconnected Service

In the event a customer tenders a non-negotiable check or a disputed credit card as payment to restore water service previously disconnected for non-payment and the District restores service, the District may promptly disconnect service without providing further notice. No notice of termination will be given in the case of a non-negotiable check or fraudulent credit card tendered for payment of water charges that were subject to discontinuance.

13. Disputed Bills

If a customer believes he or she was overcharged for residential water service or charged for residential water service not rendered, the customer may contest the amount due by notifying the District in writing no later than 35 calendar days from the original issue date of the disputed bill. The District will evaluate the information provided by the customer and investigate the matter. The General Manager, or designee, shall make a decision based upon all the information and shall have the authority to adjust the amount due in a fair and equitable manner, if appropriate.

If the customer disagrees, the customer may, within 10 calendar days from the General Manager's decision, appeal the decision, in writing, to the Board of Directors. The Board of Directors will review the record and make a determination at its next regular Board of Directors meeting. The decision of the Board of Directors shall be final.

I. Use of Hydrants

Fire hydrants connected to the main of the District are provided for the sole purpose of being used to furnish water to fight fires, shall be opened and used only by persons to fight fires and shall be opened and used only by persons authorized by the District in writing, the Half Moon Bay Fire District hereby being so authorized. In the event that the District authorizes one other than the Half Moon Bay Fire District to use any such hydrants or any other hydrant of the District for the purpose of securing water, said person shall furnish a deposit fixed by the District Manager sufficient to cover any water used or damage to the temporary meter connection from such fire hydrant or other hydrant at the time of the granting of such permission.

J. Bills and Payment

1. All water services are metered and all meters are read on either a monthly or a bi-monthly basis.
2. Bills are rendered monthly or bi-monthly and are mailed approximately fifteen (15) days after meter reading date. Customers may be billed on a bi-monthly or monthly basis depending on type of meter, customer class, service address, or water usage.
3. Periodic bills are due and payable on presentation. Twenty-five (25) days will be allowed after bills are mailed before the bill becomes delinquent.

K. Termination of Service

1. ~~1.~~ Residential Water Service Termination Policy (effective February 1, 2020)

Background: This policy is adopted to satisfy the Coastsidewater District's (District) obligations under California Government Code Section 60370 et seq., California Public Utilities Code Section 10001 et seq. and Health and Safety Code Section 116900 et seq., which govern the termination of certain utility service. Health and Safety Code Section 116900 et seq., the Water Shutoff Protection Act enacted by SB 998, requires urban water suppliers and urban and community water systems, such as the District, to adopt a written policy regarding the discontinuation of residential service due to non-payment. The District can be contacted by phone at (650) 726-4405 to discuss options for averting discontinuation of water service for non-payment under the terms of this policy.

This policy will be available and posted on the District's website (www.coastsidewater.org) in English, Spanish, Chinese, Tagalog, Vietnamese, Korean, and any other language that is spoken by at least 10% of the residents in the service area.

Payment for Residential Water Service: Every person receiving water service from the District is required to pay for such service within 25 calendar days of mailing of the statement or billing. Except as prohibited by statute, the District will have the right to discontinue water service for the failure to make complete and timely payment. The District will not discontinue residential service for nonpayment until the subject account has been delinquent for at least 60 calendar days.

Delinquency Notice Fee: If payment for a bill is not received by close of business on the 25th calendar day after the bill date, the account is considered “delinquent” and a Delinquency Notice Fee will be assessed as established in the District’s Rate and Fee Schedule.

Payment Arrangements: Any customer who is unable to pay for water service or any other fees assessed in accordance with the District’s Rate and Fee Schedule or this policy and within the normal payment period may request a payment arrangement to avoid disruption of service. The District will grant a payment arrangement or amortization plan as specified in this policy for any customer who does not already have an active payment arrangement or amortization plan.

Payment arrangements that extend into the next billing period are considered an amortization plan, which must be in writing and confirmed by the customer. An amortization plan will amortize the unpaid balance over a period defined by the customer, not to exceed 12 months from date of the amortization agreement. The amortized payments may be combined with, and subject to the due date of, the customer’s future regular bills. The customer must comply with the terms of the amortization plan and remain current as charges accrue in each subsequent billing period. The customer may not request further amortization of any subsequent unpaid charges while paying delinquent charges pursuant to an amortization plan.

A customer who enters into and abides by an amortization or payment arrangement plan shall not be considered delinquent. Failure to comply with the terms of an amortization or payment arrangement plan will result in the customer being considered delinquent. The customer will then be subject to disconnection once the account is delinquent for 60 calendar days and additional arrangements or extensions will not be available for any new delinquent balance, and the customer will not be granted future alternative payment arrangements until the delinquent balance has been paid. No less than 7 business days before disconnection, the District will make a good faith effort to contact the customer of pending disconnection by telephone, mail or email notice. In addition, a final Shut-Off Warning Notice will be provided by means of a door hanger delivered to the premises no less than 5 business days in advance of discontinuance of service.

Notifications: As required by law, the District will notify the customer that the account remains past due and further collection action will be forthcoming. The means of notification will be by phone, mail, or notification at the premises. The District assumes no responsibility for phone, mail or email contact information that

has not been kept up to date by the customer.

Written Disconnection Notice: The District shall not discontinue water service for non-payment until payment by the customer has been delinquent for at least 60 calendar days. The District will make a reasonable, good faith effort to contact the customer in writing at least 7 business days before discontinuation of water service for non-payment. The Written Disconnection Notice will be mailed to the mailing address designated on the account and delivered or mailed to the service address, if different from the mailing address. The Written Disconnection Notice will include:

- Customer's name and address
- Amount that is past due
- Date by which payment or payment arrangements are required to avoid discontinuation of service
- Description of the process and procedure to apply for an amortization plan
- Description of the process to dispute or appeal a bill
- District's phone number and a web link to the District's Residential Water Termination Policy

Notice to Residential Tenants/Occupants in an Individually Metered Residence: The District will make a reasonable, good faith effort to inform the occupants, by means of written notice, when the water service account is in arrears and subject to disconnection at least 10 calendar days before water service is shut off. The written notice will advise the tenant/occupant that they have the right to become customers of the District without being required to pay the amount due on the delinquent account, as long as they are willing to assume financial responsibility for subsequent charges for water service at that address. In order for the tenant/occupant not to be charged for the delinquent amount, the tenant/occupant must provide verification of tenancy in the form of a rental agreement or proof of rent payments and verify that the delinquent account holder was the landlord, property manager, or other agent of the property

Notice to Tenants/Occupants in a Multi-Unit Complex Served through a Master Meter: The District will make a reasonable, good faith effort to inform the occupants, by means of written notice hung on the door of each residence, when the water service account is in arrears and subject to disconnection at least 15 calendar days before water service is shut off. The written notice will advise the tenant/occupant that they have the right to become customers of the District without being required to pay the amount due on the delinquent account, as long as they are willing to assume financial responsibility for subsequent charges for water service at the address(es) served by the master meter. If one or more of the occupants are willing and able to assume responsibility for the subsequent charges for water service to the satisfaction of the District, or if there is a physical means, legally available to the District, of selectively terminating service to those occupants who have not met the requirements for service, the District will make service available to the occupants who have met those requirements.

If the Written Disconnection Notice is returned through the mail as undeliverable, the District will make a reasonable, good faith effort to contact the customer by phone, and to visit the residence and leave a notice of discontinuance for non-payment.

Shut-Off Warning Notice: The District will make a reasonable, good faith effort to notify the customer in advance of disconnection of water service for non-payment as set forth in this Policy. The last means of notification will be in the form of a door hanger (Shut-Off Warning Notice) delivered to the premises no less than 48 hours in advance of discontinuance of service. A Shut-Off Warning Notice Fee will be applied to an account for any such notice as established in the Rate and Fee Schedule.

Disconnection of Water Service: The District will disconnect water service by turning off and locking the meter.

Re-establishment of Service: In order to resume or continue service that has been disconnected for non-payment, the customer must pay a Reconnection Fee, as established in the Rate and Fee Schedule. The District will reconnect service as soon as practicable but, at a minimum, will restore service before the end of the next regular working day following payment of any past due amount and delinquent fees attributable to the termination of service. Water service that is turned on by any person other than District personnel or without District authorization may be subject to fines or additional charges or fees. Any damages that occur as a result of unauthorized restoration of service are the responsibility of the customer.

Re-establishment of Service After Business Hours: Service restored after 5:00 pm Monday through Friday, weekends, or holidays will be charged an outside of normal business hours Reconnection Fee, as established in the Rate and Fee Schedule.

Notification of Disposition of Returned Payment: Upon receipt of a returned check (or other payment method) taken as payment of water service or other charges, the account shall be returned to the District's delinquency process as though no attempt was made to pay the balance due. The District will make a reasonable, good faith effort to notify the customer by phone, mail, or e-mail of the returned item and the account's delinquency status. All amounts paid to redeem a returned check and to pay a returned check charge (as specified in the District's Rate and Fee schedule) must be in cash, credit card or certified funds.

Returned Payment for Previously Disconnected Service: In the event a customer tenders a non-negotiable check or a disputed credit card as payment to restore water service previously disconnected for non-payment and the District restores service, the District may promptly disconnect service without providing further notice. No notice of termination will be given in the case of a non-negotiable check or fraudulent credit card tendered for payment of water charges that were subject to discontinuance.

Disputed Bills: If a customer believes he or she was overcharged for residential water service or charged for residential water service not rendered, the customer may contest

the amount due by notifying the District in writing no later than 35 calendar days from the original issue date of the disputed bill. The District will evaluate the information provided by the customer and investigate the matter. The General Manager, or designee, shall make a decision based upon all the information and shall have the authority to adjust the amount due in a fair and equitable manner, if appropriate.

If the customer disagrees, the customer may, within 10 calendar days from the General Manager's decision, appeal the decision, in writing, to the Board of Directors. The Board of Directors will review the record and make a determination at its next regular Board of Directors meeting. The decision of the Board of Directors shall be final.

2. Non-Residential Water Service Termination

- a. The District shall notify all customers whose bills are delinquent: (1) that their service is subject to termination if the amount past due, plus a Delinquency Notice Fee~~late fee~~ in such amount as may be established by the District's Rate and Fee Schedule, is not paid within ten (10) days of mailing of the delinquency notice (the "~~Initial~~Late Notice"); and (2) that if the correctness of the bill is disputed, a meeting with the General Manager or his designee to resolve the dispute may be requested.
- b. ~~2.~~ — If the amount past due, plus ~~late~~Delinquency Notice Fees~~fees~~, have not been paid ten (10) days after the Late N~~otice~~ referred to above is mailed, and the customer has not within that time indicated to the District that the bill is disputed, a final forty-eight (48) hour notice of termination shall be posted at the property receiving service and, if the amount past due and all late fees are not paid upon expiration of the forty-eight (48) hour final notice period, the service shall be discontinued. A Shut-Off Warning Notice fee (as established in the District's Rate and Fee Schedule) will be charged to the customer's account when the (48) hour shut-off notice due to non-payment is provided to the customer.
- c. ~~3.~~ — If, within the ten day period referenced in Section ~~1a~~2, above, the District is notified of a dispute as to the bill, the General Manager or his designee shall investigate the matter and meet with the customer if desired. Service shall not be discontinued pending the outcome of this review. If the customer does not pay the amount determined to be due by the later to occur of: five days after notice of the General Manager's determination, or fifteen (15) days after the ~~Initial~~Late Notice, service may be discontinued.
- d. ~~4.~~ — Amortization of an amount found to be due and owing shall be permitted only if the customer demonstrates that he or she is unable to pay the full amount immediately without undue personal hardship. Amortization, if permitted, shall not exceed four (4) months. All current bills must be paid in full together with the share of the amortized past due amount. ~~Amortization shall apply only to residential customers.~~

e. ~~5.~~—Service will not be terminated for failure to pay amounts due on Saturdays, Sundays, legal holidays or other times when the District business office is not open to the public.

f. ~~6.~~—The customer will be charged a reconnection fee for restoration of discontinued service as established in the District's Rate and Fee Schedule.

L. Request for Reduction of Size of Existing Water Service Connection and Request for Shut-off

1. Request for Reduction of Size of Existing Water Service Connection.

a. The owner of an improved parcel of property with an existing water service connection of three quarters of an inch (3/4") or larger may request that the District approve a reduction in the size of the existing water service connection. The request shall be on an application form provided by the District and shall be accompanied by the applicable fee for processing such applications.

b. The owner shall authorize a representative of the District to physically inspect the property to determine whether the peak supply capacity of the requested smaller water service connection is sufficient to meet the peak demand of all plumbing fixtures installed at the property.

c. The General Manager is delegated full authority to act on requests for reductions in connection size. However, he may approve such a request only if he is satisfied that the peak capacity of the requested smaller water service connection is sufficient to meet the peak demand of all plumbing fixtures installed at the property.

d. The property owner shall pay to the District the actual cost of changing the water meter to a smaller size. In addition, the property owner shall be solely responsible for changing the plumbing at the meter box at the owner's side of the connection.

e. If a well exists on the property, the owner shall install, or have installed, an approved backflow prevention device at the premises prior to the installation of a smaller water service connection.

f. The water service capacity originally assigned to the parcel of property shall remain assigned to the property. The property owner, or subsequent property owners, may request that the original water service capacity be restored to the property. Such request shall be authorized by the District upon payment by the applicant of the applicable fees and rates in effect at the time the request is made.

g. This section of the District's General Regulations does not authorize the transfer of all or any part of the capacity originally assigned to a parcel to be transferred to a different parcel upon approval of a request for connection downsizing.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: December 10, 2019

Report Date: November 26, 2019

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

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.

MONTHLY REPORT

To: Mary Rogren, General Manager
From: James Derbin, Superintendent of Operations
Agenda: December 10, 2019
Report
Date: December 5, 2019

Monthly Highlights

- Rain arrived last week of November
- Nunes Water Treatment Plant sludge scraper in the sedimentation basin had electrical short and is now rewired
- Denniston tank road temporary patch paving completed
- Installed new hydrants at 762 Miramontes and 172 Harbor Drive
- New trucks arrived and are set up with light bars and radios
- Staff fabricated and installed terminal box extensions for all three Crystal Springs Pump Station pump motors to make more room for wiring connections

Sources of Supply

- **November Sources:**
 - Denniston Reservoir and Wells
 - Pilarcitos Wells
 - Crystal Springs

Projects

- New SCADA computer for Denniston Water Treatment Plant is running parallel for testing
- Stone Dam Pipeline Project is moving along. (1370' of the 2600' installed to date)
- Ferdinand Pipeline Replacement Project is complete
- Bell Moon Pipeline Replacement is complete, waiting City of Half Moon Bay sign off
- Casa Del Mar Pressure Reducing Valve Project, vaults arrive week of 12/9/19
- 50% EKI Plans submitted for review for Grandview and Pine Willow Oak main replacement projects
- Denniston Tank Road Culvert Replacement and paving project, waiting for Geo-Hazards report from Geotech to finalize the design
- Draft Seismic evaluation report of tank sites will be ready for review later this month

STAFF REPORT

To: Board of Directors

From: Cathleen Brennan, Water Resources Analyst

Agenda: December 10, 2019

Report: December 4, 2019

Subject: Water Resources Informational Report

Water Loss Regulations Update

District staff commented on the proposed regulations regarding urban water loss performance standards for urban retail water suppliers. The comments were sent to the State Water Resources Control Board on October 23rd. In summary, the comments were focused on six areas of concern.

- ❖ General concern regarding a new water loss model that could be used for compliance and enforcement.
- ❖ Inadequate data for assumptions on the actual levels of water loss across California.
- ❖ Affordability of new water loss performance standards.
- ❖ Prioritizing water loss reduction over other capital improvement projects and programs.
- ❖ The suggestion to use the retail cost of water to calculate the dollar value of all water losses.
- ❖ The proposal to use three default leak profiles developed from limited available data.

California urban retail water suppliers continue to work with the staff of the State Water Resources Control Board to develop reasonable water loss performance standards.

Conservation Program Update

As California transitions into a new and long-term water conservation framework in 2021, District staff has decided to take a balanced approach to the implementation of water conservation programs. This approach takes into consideration water savings from customers and water saving measures the District takes to prevent water loss.

The District's current water conservation measures include implementation of WaterSmart, advanced metering infrastructure (AMI), monthly billing, conservation

pricing (tiers for residential accounts), pipeline replacement and pressure management.

Conservation programs focused on the customer include converting to AML, monthly billing and implementing WaterSmart. These actions have allowed customers to be notified of potential leaks and irrigation system failures earlier than was previously possible. This allows customers to investigate and make necessary repairs within 30 days, resulting in less water loss from customer leaks. The tiered rates applied to residential customers is an incentive to keep their water usage in the first or second billing tiers to avoid high bills.

Improvements to our utility billing system and replacing meters results in less apparent losses from billing errors and meter failures. Replacing treated and raw water pipeline reduces real water losses from the transmission and distribution systems. Adding pressure management, as the District is doing in the Casa Del Mar neighborhood, increases the useful life of the distribution system and reduces real water losses.

Once the state has implemented their new water conservation regulations, District staff will evaluate current water usage, potential new conservation programs, and compliance with the new regulations.