COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MEETING OF THE BOARD OF DIRECTORS

Tuesday, December 11, 2007 – 7:00 p.m.

AGENDA

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

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

1) ROLL CALL

2) PLEDGE OF ALLEGIANCE

3) PUBLIC ANNOUNCEMENTS

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

4) SPECIAL ORDER OF BUSINESS

- Administration of Oath of Office to Newly Elected Directors: Ken Coverdell, Robert Feldman, James Larimer
- Election of Board President and Vice President

5) CONSENT CALENDAR

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

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

A. Requesting the Board to review disbursements for the month ending November 30, 2007 – Claims: $398,768.77; Payroll: $96,640.71 for a total of $495,409.48 (attachment)

B. Acceptance of Financial Reports (attachment)

C. Minutes of the November 13, 2007 Board of Directors Meeting (attachment)

D. Approval to proceed to solicit bids for the purchase of 15 automated filter operating valves at the Denniston Water Treatment Plant (attachment)

E. Award of contract, subject to District Counsel review and approval, for the El Granada Tank # 1 Site Modification Project (attachment)

6) GENERAL BUSINESS

A. Presentation from Martha Poyatos, Executive Officer of the San Mateo County Local Agency Formation Commission (LAFCo) regarding the local Municipal Service Review process (attachment)

B. Discussion and acceptance of the Basic Financial Statements for Fiscal years Ending June 30 2007 and 2006, Management's Discussion and Analysis (MD&A) and Internal Control Structure Report – Presentation by Vikki Rodriguez of Maze & Associates (attachment)

C. Discussion and direction to staff regarding contract with Carollo Engineers for Construction Management services for the El Granada Phase 3 Pipeline Replacement Project (attachment)

D. Discussion and direction to staff regarding scheduling of Strategic Planning Retreat (attachment)

7) GENERAL MANAGER'S REPORT

8) DIRECTOR COMMENTS / MEETINGS ATTENDED

9) MONTHLY INFORMATIONAL REPORTS

A. Installed Water Connection Capacity and Water Meters Report (attachment)
B. Total CCWD Production Report (attachment)
C. CCWD Monthly Sales by Category Report (attachment)
D. November 2007 Leak Report (attachment)
E. Rainfall Reports (attachment)
F. San Francisco Public Utilities Commission Hydrological Conditions Report for November 2007 (attachment)
G. Monthly Water Resources Report (attachment)
H. Water Shortage and Drought Contingency Plan Update Report (attachment)
I. Operations Report (attachment)
J. Engineering Projects Received for Review during November 2007 (attachment)
K. District Engineer Work Status Report (attachment)
L. Advisory Committee Reports –

- Water Resources Committee – December 3, 2007 - Pilarcitos Integrated Watershed Management Plan (IWMP) workgroup conference call (attachment)
- Finance Advisory Committee – December 3, 2007 – Agenda discussion items referenced under General Business (Item 6B)

10) ADJOURNMENT

Check Number	Vendor No	Vendor Name	Check Date	Void Amount	Check Amount
10260	ALL04	ALLIED WASTE SERVICES #925	11/02/2007	0.00	205.65
10261	ALV01	ALVES PETROLEUM, INC.	11/02/2007	0.00	1,850.39
10262	ATT01	AT&T MOBILTY	11/02/2007	0.00	475.60
10263	BRU02	JON BRUCE	11/02/2007	0.00	127.04
10264	COA 15	COASTSIDE NET, INC	11/02/2007	0.00	59.95
10265	FIR06	FIRST NATIONAL BANK	11/02/2007	0.00	547.04
10266	HAR03	HARTFORD LIFE INSURANCE CO.	11/02/2007	0.00	1,873.00
10267	KAI01	KAISER FOUNDATION HEALTH	11/02/2007	0.00	8,353.00
10268	PAC02	PACIFICA CREDIT UNION	11/02/2007	0.00	637.00
10269	PAP01	PESTICIDES APPLICATORS PROFESSIONAL ASSO	11/02/2007	0.00	65.00
10270	PAT05	DONALD PATTERSON	11/02/2007	0.00	98.45
10271	PUB01	PUB. EMP. RETIRE SYSTEM	11/02/2007	0.00	15,750.30
10272	TUR04	SUSAN TURGEON	11/02/2007	0.00	51.86
10273	UNI08	UNION BANK OF CALIFORNIA, N.A.	11/02/2007	0.00	1,094.25
10274	VAL01	VALIC	11/02/2007	0.00	1,495.00
10275	WHE06	JACK WHELEN	11/02/2007	0.00	110.58
10276	ASS01	ACWA SERVICES CORPORATION	11/15/2007	0.00	15,174.24
10277	CIT 01	CITY OF HALF MOON BAY	11/15/2007	0.00	10,300.00
10278	HAR03	HARTFORD LIFE INSURANCE CO.	11/15/2007	0.00	1,873.00
10279	PAC02	PACIFICA CREDIT UNION	11/15/2007	0.00	637.00
10280	PAC04	MATEO PACHECO	11/15/2007	0.00	97.43
10281	PUB01	PUB. EMP. RETIRE SYSTEM	11/15/2007	0.00	15,836.15
10282	SBC02	AT&T	11/15/2007	0.00	1,111.63
10283	TUR 01	TURNER CONSTRUCTION, INC.	11/15/2007	0.00	17.00
10284	VAL01	VALIC	11/15/2007	0.00	1,495.00
10285	WIN01	RAYMOND WINCH	11/15/2007	0.00	204.18
10286	A1001	A-1 SEPTIC TANK SERVICE	11/27/2007	0.00	1,000.00
10287	ADP01	ADP, INC.	11/27/2007	0.00	436.20
10288	AND01	ANDREINI BROS. INC.	11/27/2007	0.00	1,963.50
10289	ASS04	ASSOC.CALIF.WATER AGENCIES	11/27/2007	0.00	7,405.00
10290	ATC01	ATCHISON, BARISONE	11/27/2007	0.00	5,293.03
10291	AZT01	AZTEC GARDENS	11/27/2007	0.00	190.00
10292	BAS01	BASIC CHEMICAL SOLUTION, LLC	11/27/2007	0.00	3,947.50
10293	BAY10	BAY ALARM COMPANY	11/27/2007	0.00	2,798.35
10294	BFI02	BFI OF CALIFORNIA, INC.	11/27/2007	0.00	54.00
10295	BIG01	BIG CREEK LUMBER	11/27/2007	0.00	26.72
10296	BLU01	BPS REPROGRAPIC SERVICES	11/27/2007	0.00	1,475.89
10297	BOR01	BORGES & MAHONEY, INC.	11/27/2007	0.00	1,121.15
10298	CAL06	CALIFORNIA GENERATOR SERVICE	11/27/2007	0.00	5,514.00
10299	CAL15	CALIFORNIA URBAN WATER	11/27/2007	0.00	233.73
10300	CAL31	CALIFORNIA OVERNIGHT	11/27/2007	0.00	446.33
10301	CAL33	CALIFORNIA SPECIAL DISTRICT	11/27/2007	0.00	3,309.00
10302	CAR02	CAROLYN'S CLEANING SERVICE	11/27/2007	0.00	425.00
10303	CAR14	HELEN/ROBERT CAREY	11/27/2007	0.00	68.50
10304	CDW01	CDW-GOVERNMENT, INC.	11/27/2007	0.00	2,188.91
10305	CIN01	CINTAS FIRST AID & SAFETY	11/27/2007	0.00	1,000.00
10306	COA19	COASTSIDE COUNTY WATER DIST.	11/27/2007	0.00	243.82
10307	CON02	CONCAR ENTERPRISES, INC	11/27/2007	0.00	82.00
10308	DAT01	DATAPROSE	11/27/2007	0.00	2,239.25
10309	DES02	DESILVA GATES CONSTRUCTION	11/27/2007	0.00	716.78
10310	EIP 01	EIP ASSOCIATES, INC.	11/27/2007	0.00	6,205.48
10311	ENR01	ENRIQUEZ MD, JOSEFINA	11/27/2007	0.00	125.00
10312	EWI01	EWING IRRIGATION PRODUCTS	11/27/2007	0.00	555.27
10313	FEN02	CALIFORNIA SITE SERVICES, INC.	11/27/2007	0.00	400.00
10314	GEM01	GEMPLER'S, INC.	11/27/2007	0.00	2,071.35
10315	GOL04	GOLDEN STATE FLOW MEASUREMENT	11/27/2007	0.00	7,676.76
10316	GRA 02	GRAPHIC CONTROLS LLC	11/27/2007	0.00	1,831.93
10317	HAC01	HACH CO., INC.	11/27/2007	0.00	551.64
10318	HAL 01	HMB BLDG. & GARDEN INC.	11/27/2007	0.00	39.33
10319	HAL 23	HMB ALARM	11/27/2007	0.00	500.00
10320	HAL04	HALF MOON BAY REVIEW	11/27/2007	0.00	1,249.00
10321	HAL07	HALF MOON BAY POSTMASTER	11/27/2007	0.00	2,000.00

Check Number	Vendor No	Vendor Name	Check Date	Void Amount	Check Amount
10322	HAL24	H.M.B.AUTO PARTS	11/27/2007	0.00	55.93
10323	HEA01	HEALTHWORKS	11/27/2007	0.00	189.00
10324	HEK01	RAY/STEPHANIE HEKKERT	11/27/2007	0.00	88.00
10325	HOL10	HOLMAN & ASSOCIATES	11/27/2007	0.00	8,379.04
10326	INT01	INTEGRATED ID SYSTEMS, INC	11/27/2007	0.00	29.77
10327	IRO01	IRON MOUNTAIN	11/27/2007	0.00	201.69
10328	IRV01	IRVINE, DAVID E.	11/27/2007	0.00	1,305.00
10329	LAN04	RICOH AMERICAS CORPORATION	11/27/2007	0.00	784.35
10330	MAR01	MARK THOMAS & COMPANY, INC.	11/27/2007	0.00	944.00
10331	MAZ01	MAZE & ASSOCIATES, INC.	11/27/2007	0.00	840.00
10332	MCT01	MCTV6	11/27/2007	0.00	375.00
10333	MET06	METLIFE SBC	11/27/2007	0.00	1,120.12
10334	MIS01	MISSION UNIFORM SERVICES INC.	11/27/2007	0.00	743.72
10335	NOR04	NORM ARMSTRONG ROOFING, INC.	11/27/2007	0.00	3,411.00
10336	OCC01	OCCU-MED, LTD	11/27/2007	0.00	151.00
10337	OCE04	OCEAN SHORE CO.	11/27/2007	0.00	819.51
10338	OFF01	OFFICE DEPOT	11/27/2007	0.00	659.08
10339	PAC 01	PACIFIC GAS & ELECTRIC CO.	11/27/2007	0.00	48,870.33
10340	PAU 01	PAULO'S AUTO CARE	11/27/2007	0.00	782.93
10341	RAD 01	STRAWFLOWER ELECTRONICS	11/27/2007	0.00	65.82
10342	ROB 01	ROBERTS & BRUNE CO.	11/27/2007	0.00	2,390.29
10343	ROG01	ROGUE WEB WORKS, LLC	11/27/2007	0.00	150.00
10344	SAN 03	SAN FRANCISCO WATER DEPT.	11/27/2007	0.00	115,885.80
10345	SBC03	AT&T LONG DISTANCE	11/27/2007	0.00	43.23
10346	SCH 01	SCHWAAB STAMPS INC.	11/27/2007	0.00	77.62
10347	SER03	SERVICE PRESS	11/27/2007	0.00	34.91
10348	SHE02	SHERMAN & FELLER	11/27/2007	0.00	88.00
10349	SIE 02	SIERRA CHEMICAL CO.	11/27/2007	0.00	1,820.37
10350	SPE01	SPECIALIZE PIPELINE SERVICES	11/27/2007	0.00	698.78
10351	STA15	STATE WATER RESOURCES CONTROL	11/27/2007	0.00	1,185.00
10352	TET 01	JAMES TETER	11/27/2007	0.00	20,700.22
10353	UB*00413	MARTY MINER	11/27/2007	0.00	62.31
10354	UB*00414	DOROTHY VALLADAO	11/27/2007	0.00	64.56
10355	UB*00415	MARCI KOTT	11/27/2007	0.00	59.42
10356	UB*00416	SHIRLEY ALIS	11/27/2007	0.00	25.54
10357	UB*00417	APRIL CLOCK/JAMES NOTHHELFER	11/27/2007	0.00	31.18
10358	UB*00418	KOCER/DIANA SALGUT	11/27/2007	0.00	57.43
10359	UB*00419	JESSICA ESPINOSA	11/27/2007	0.00	8.24
10360	UB*00420	GRANT WEISS	11/27/2007	0.00	42.43
10361	UNI 07	UNITED STATES POSTAL SERV.	11/27/2007	0.00	600.00
10362	WEA 01	AUCA REG - WEST	11/27/2007	0.00	85.81
10363	WES11	WEST COAST AGGREGATES, INC.	11/27/2007	0.00	219.19
10364	ATT01	AT&T MOBILTY	11/30/2007	0.00	472.77
10365	ENR01	ENRIQUEZ MD, JOSEFINA	11/30/2007	0.00	125.00
10366	FIR06	FIRST NATIONAL BANK	11/30/2007	0.00	3,466.50
10367	HAR03	HARTFORD LIFE INSURANCE CO.	11/30/2007	0.00	1,873.00
10368	MAG03	MAGGIORA BROS. DRILLING, INC.	11/30/2007	0.00	16,657.86
10369	PAC02	PACIFICA CREDIT UNION	11/30/2007	0.00	637.00
10370	PUB01	PUB. EMP. RETIRE SYSTEM	11/30/2007	0.00	15,121.86
10371	VAL01	VALIC	11/30/2007	0.00	1,345.00
			Report Total:	**0.00**	**398,768.77**

General Ledger
Period Budget Analysis

Coastside County Water District
November 2007

Account	Description	Nov 2007	Budget	Variance Over/(Under) Budget	% Variance Over/(Under) Budget	YTD Actual	YTD Budget	Variance Over/(Under) Budget	% Variance Over/(Under) Budget
REVENUE									
4120-00	Water Revenue - All Areas	446,239.23	510,289.00	(64,049.77)	(12.55)	2,487,212.01	2,728,742.00	(241,529.99)	(8.85)
4170-00	Water Taken From Hydrants	2,452.20	2,083.33	368.87	17.71	16,734.70	10,416.65	6,318.05	60.65
4180-00	Late Notice - 10% Penalty	4,179.15	5,000.00	(820.85)	(16.42)	21,661.71	25,000.00	(3,338.29)	(13.35)
4230-00	Service Connections	819.30	500.00	319.30	63.86	3,095.20	2,500.00	595.20	23.81
4920-00	Interest Earned	0.00	0.00	0.00	0.00	74,725.94	45,596.00	29,129.94	63.89
4925-00	Interest Revenue T&S Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4927-00	Interest Revenue Bond Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4930-00	Tax Apportionments/Cnty Checks	63,497.90	60,000.00	3,497.90	5.83	86,273.58	77,500.00	8,773.58	11.32
4950-00	Miscellaenous Income	13,109.32	6,000.00	7,109.32	118.49	42,084.04	30,000.00	12,084.04	40.28
4960-00	CSP Assm. Dist. Processing Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4965-00	ERAF Refund - County Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4235-00	CSP Connection T & S Fees	0.00	0.00	0.00	0.00	20,910.00	0.00	20,910.00	0.00
4970-00	Wavecrest Reserve Conn. Fees	3,345.60	0.00	3,345.60	0.00	16,728.00	0.00	16,728.00	0.00
REVENUE Totals		**533,642.70**	**583,872.33**	**(50,229.63)**	**(8.60)**	**2,769,425.18**	**2,919,754.65**	**(150,329.47)**	**(5.15)**
EXPENSES				Over/(Under) Budget	Over/(Under) Budget			Over/(Under) Budget	Over/(Under) Budget
5000-00	Gen. Oper. Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5130-00	Water Purchased	115,885.80	74,639.00	41,246.80	55.26	570,482.50	625,449.00	(54,966.50)	(8.79)
5710-00	Deprec, Trucks, Tools, Equip	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5230-00	Pump Exp, Nunes T P	1,367.16	1,039.00	328.16	31.58	5,822.52	6,275.00	(452.48)	(7.21)
5231-00	Pump Exp, CSP Pump Station	46,965.05	24,614.00	22,351.05	90.81	166,594.78	195,477.00	(28,882.22)	(14.78)
5232-00	Pump Exp, Trans. & Dist.	2,147.87	1,711.00	436.87	25.53	8,868.62	11,929.00	(3,060.38)	(25.65)
5233-00	Pump Exp, Pilarcitos Can.	-7,098.99	1,833.00	(8,931.99)	(487.29)	395.54	1,833.00	(1,437.46)	(78.42)
5234-00	Pump Exp. Denniston Proj.	4,984.47	6,532.00	(1,547.53)	(23.69)	22,613.06	32,312.00	(9,698.94)	(30.02)
5242-00	CSP Pump Station Operations	1,271.46	1,020.00	251.46	24.65	3,237.84	8,104.00	(4,866.16)	(60.05)
5235-00	Denniston T.P. Operations	2,613.17	7,432.00	(4,818.83)	(64.84)	19,723.27	36,764.00	(17,040.73)	(46.35)
5236-00	Denniston T.P. Maintenance	785.58	2,750.00	(1,964.42)	(71.43)	6,873.75	13,750.00	(6,876.25)	(50.01)
5240-00	Nunes T P Operations	5,812.63	6,694.00	(881.37)	(13.17)	36,877.42	52,578.00	(15,700.58)	(29.86)
5241-00	Nunes T P Maintenance	1,357.68	4,033.00	(2,675.32)	(66.34)	7,704.18	20,165.00	(12,460.82)	(61.79)
5243-00	CSP Pump Station Maintenance	1,073.66	5,100.00	(4,026.34)	(78.95)	1,773.66	25,500.00	(23,726.34)	(93.04)
5245-00	Alves/Miramontes Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5400-00	Trans & Dist. Exp.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5318-00	Studies/Surveys/Consulting	0.00	2,222.22	(2,222.22)	(100.00)	13,834.11	14,894.44	(1,060.33)	(7.12)
5321-00	Water Conservation	998.73	4,458.33	(3,459.60)	(77.60)	7,418.78	22,291.65	(14,872.87)	(66.72)
5322-00	Community Outreach	375.00	2,022.50	(1,647.50)	(81.46)	4,446.25	10,112.50	(5,666.25)	(56.03)
5500-00	General Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5620-00	Office Supplies & Expense	10,754.90	9,279.16	1,475.74	15.90	40,639.72	46,395.80	(5,756.08)	(35.93)
5621-00	Computer Services	1,944.59	2,364.16	(419.57)	(17.75)	15,648.84	16,020.80	(371.96)	(3.19)

General Ledger
Period Budget Analysis

November 2007

Account	Description	Nov 2007	Budget	Variance Over/(Under) Budget	% Variance Over/(Under) Budget	YTD Actual	YTD Budget	Variance Over/(Under) Budget	% Variance Over/(Under) Budget
5625-00	Meetings / Training / Seminars	2,727.82	2,333.33	394.49	16.91	9,240.19	11,666.65	(2,426.46)	(1.23)
5630-00	Insurance	28,298.59	32,844.41	(4,545.82)	(13.84)	191,700.49	196,722.05	(5,021.56)	(21.14)
5681-00	Legal	4,174.53	4,750.00	(575.47)	(12.12)	25,762.85	23,750.00	2,012.85	8.48
5682-00	Engineering	1,189.50	2,500.00	(1,310.50)	(52.42)	4,051.50	12,500.00	(8,448.50)	(67.59)
5683-00	Financial Services	840.00	2,941.66	(2,101.66)	(71.44)	13,590.00	14,708.30	(1,118.30)	(7.60)
5685-00	Board Meeting Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5686-00	Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5687-00	Membership, Dues, Subscript.	10,987.01	4,080.41	6,906.60	169.26	22,917.01	20,402.05	2,514.96	12.33
5688-00	Election Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5690-00	Interest Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5700-00	San Mateo County Fees	0.00	4,000.00	(4,000.00)	(100.00)	6,293.36	6,700.00	(406.64)	(6.07)
5701-00	Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5705-00	State Fees	1,185.00	1,000.00	185.00	18.50	7,362.65	31,000.00	(23,637.35)	(76.25)
5711-00	Debt Service/Existing Bonds 1998A	0.00	0.00	0.00	0.00	235,350.61	235,485.00	(134.39)	(0.06)
5712-00	Debt Service/Existing Bonds 2006B	1,094.25	0.00	1,094.25	0.00	323,662.87	322,974.00	688.87	0.21
5713-00	Contribution to CIP & Reserves	34,310.75	34,310.75	0.00	0.00	171,553.75	171,553.75	0.00	0.00
5714-00	Transfer of Conn Fees to CSP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5725-00	Debt Issuance Amortization Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5743-00	CSP Assm. Dist. Processing Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5744-00	Capital Replacement Contri.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5411-00	Salaries & Wages - Field	87,683.55	93,201.80	(5,518.25)	(5.92)	352,168.06	341,739.94	10,428.12	3.05
5610-00	Salaries/Wages - Administration	64,199.07	65,446.27	(1,247.20)	(1.91)	219,478.07	239,969.63	(20,491.56)	(8.54)
5640-00	Employees Retirement Plan	45,313.09	40,947.00	4,366.09	10.66	147,594.69	150,139.00	(2,544.31)	(1.69)
5684-00	Payroll Tax Expense	10,595.98	11,490.69	(894.71)	(7.79)	42,379.01	42,132.53	246.48	0.59
5412-00	Maintenance - General	9,185.19	12,048.00	(2,862.81)	(23.76)	61,714.49	60,240.00	1,474.49	2.45
5414-00	Motor Vehicle Expense	3,885.04	4,208.33	(323.29)	(7.68)	15,117.29	21,041.65	(5,924.36)	(28.16)
5415-00	Maintenance - Well Fields	0.00	2,753.00	(2,753.00)	(100.00)	350.92	8,257.00	(7,906.08)	(95.75)
5745-00	CSP Connect. Reserve Contribu.	0.00	0.00	0.00	0.00	20,910.00	0.00	20,910.00	0.00
5746-00	Wavecrest CSP Connt. Reserve	3,345.60	0.00	3,345.60	0.00	16,728.00	0.00	16,728.00	0.00
EXPENSE Total		**500,253.73**	**476,599.02**	**23,654.71**	**4.96**	**2,820,880.65**	**3,050,832.74**	**(229,952.09)**	**(7.54)**
REVENUE Total		**533,642.70**	**583,872.33**	**(50,229.63)**	**(8.60)**	**2,769,425.18**	**2,919,754.65**	**(150,329.47)**	**(5.15)**
EXPENSE Total		**500,253.73**	**476,599.02**	**23,654.71**	**4.96**	**2,820,880.65**	**3,050,832.74**	**(229,952.09)**	**(7.54)**
INCOME Total		**33,388.97**	**107,273.31**			**(51,455.47)**	**(131,078.09)**		

COASTSIDE COUNTY WATER DISTRICT
INVESTMENT REPORT
November 30, 2007

		Restricted	*Restricted*	*Restricted for CSP CIP Projects*		
	CASH FLOW & OPERATING RESERVE	**EMERGENCY RESERVES**	**CAPITAL EXPENDITURES**	**DISTRICT CSP CONTRIBUTION**	**CSP T&S FEES**	**TOTAL**
DISTRICT BALANCES						
CASH IN FNB						
OPERATING ACCOUNT			$236,244.14			$236,244.14
CSP T&S ACCOUNT					$995,085.73	$995,085.73
TOTAL FIRST NATIONAL BANK	$0.00	$0.00	$236,244.14	$0.00	$995,085.73	$1,231,329.87
CASH WITH L.A.I.F	$297,900.00	$700,000.00	$1,713,526.03	$267,655.14	$2,862,702.96	$5,841,784.13
UNION BANK - Project Fund Balance			$4,944,428.16			$4,944,428.16
						$0.00
CASH ON HAND	$2,130.00					$2,130.00
TOTAL DISTRICT CASH BALANCES	$300,030.00	$700,000.00	$6,894,198.33	$267,655.14	$3,857,788.69	$12,019,672.16
ASSESSMENT DISTRICT BALANCES						
CASH IN FIRST NATIONAL BANK (FNB)						
REDEMPTION ACCOUNT		$ 67,734.95				
RESERVE ACCOUNT (Closed Account 8-4-04)		$ -				
TOTAL ASSESSMENT DISTRICT CASH		$ 67,734.95				

This report is in conformity with CCWD's Investment Policy and there are sufficient funds to meet CCWD's expenditure requirements for the next three months.

COASTSIDE COUNTY WATER DISTRICT
CRYSTAL SPRINGS PROJECT
CAPITAL PROJECTS FY 07/08

November 30, 2007

PROJECT	**Actual to date**	**FY 07/08 CIP Budget**	**% Completed**
El Granada Pipeline Phase 3			
1128-03	$101,792	$2,701,000	3.8%
Contingency		$100,000	
TOTALS	**$101,792**	**$2,801,000**	3.6%

	Actual - Ending	
Carryover from FY 06/07	*30-Jun-07*	*FY 06/07 Budget*
	$260,002	*$1,000,000*

COASTSIDE COUNTY WATER DISTRICT
NON-CRYSTAL SPRINGS CAPITAL IMPROVEMENT PROJECTS - FY 2007/2008

DATE: NOVEMBER 2007

DESCRIPTION	ACCT NO	CONTRACT AMOUNT	FY 07/08 ACTUAL TO DATE	FY 07/08 CIP BUDGET
PIPELINE PROJECTS				
Main Street/Hwy 92 Widening Project (Non-CSP Portion)	1120-93		$166,067	$650,000
WATER TREATMENT PLANTS				
Nunes Filter Media Replacement	1121-25		$6,928	$100,000
Nunes WTP- Filter BW Stations	1121-26		$6,392	$15,000
Nunes WTP -Raw Water Turbidimeter	1118-10		$4,588	$10,000
Nunes UST removal and replaced with AGST	1118-10			$60,000
Nunes WTP -Plant Lighting	1118-10			$15,000
Nunes WTP - Filter, BW, and SW Flow Meters Replacement	1118-10			$12,000
Nunes WTP - Head Loss System Replacement	1118-10			$15,000
Denniston WTP- Alarm Annunciator Panel	1118-11			$3,000
Denniston WTP- Filter Valve Replacement	1118-11			$75,000
Denniston WTP- Honeywell Recorder	1118-11		$6,354	$7,000
Denniston WTP- Filter Flow Meters	1118-11			$6,000
FACILITIES & MAINTENANCE				
Denniston Restoration	1120-03		$3,371	$26,000
Meter Pilot Program	1121-41			$40,000
Meter Change Program	1117-06		$314	$16,000
City & County Projects (resurfacing/raising boxes)	1120-86		$13,783	$31,000
Replace shop roof	1118-01		$4,169	$8,000
EQUIPMENT PURCHASE & REPLACEMENT				

COASTSIDE COUNTY WATER DISTRICT
NON-CRYSTAL SPRINGS CAPITAL IMPROVEMENT PROJECTS - FY 2007/2008

Vehicle Replacement	1118-04			$40,000
Computer System	1118-02		$3,204	$15,000
Office Equipment/Furniture	1118-02		$5,380	$20,000
SCADA/Telemetry	1121-82		$659	$125,000
New tapping machine	1118-03			$6,000
Front-end Loader with Scraper Box	1118-04			$50,000
Portable trailer light stand	1118-03		$8,119	$12,000
Valve and vacuum trailer	1118-03		$46,073	$50,000

PUMP STATIONS / TANKS / WELLS

Replace tunnel air transport line	1118-12			$100,000
Sump Pump in main line vault at Crystal Springs	1118-12			$3,000
Crystal Springs Soft Starts P1 and P3	1118-12			$45,000
Well Rehabilitation	1121-38		$16,658	$80,000
Cahill Tank - Exterior paint and ladder replacement				$160,000
PRV Valves Replacement Project	1121-43			$20,000
Wells- Flow Meter and Chart Recorders				$25,000
CSP Motor and Pump Rehabilitation	1121-30			$50,000
El Granada Storage Tank Modification Project	1121-42		$1,076	

DENNISTON WTP (PRIORITY) IMPROVEMENTS

Denniston Short Term WTP Modifications - Subproject	1121-21		$60,700	$842,000
DENNISTON STORAGE TANK MODIFICATION PROJECT	1121-40		$255,449	$686,000

NUNES WTP (PRIORITY) IMPROVEMENTS

Nunes WTP Short Term Modifications - Subproject	1121-21			$809,000

COASTSIDE COUNTY WATER DISTRICT
NON-CRYSTAL SPRINGS CAPITAL IMPROVEMENT PROJECTS - FY 2007/2008

TP/PS - Short Term Improvement Project (work by District Engineer)	1121-21		$67,547	

NON-BUDGETED ITEMS (CAPITAL EXPEDITURES)

- SAMPLE STATION (8/07)	1118-03	$3,011	
- BOAT W/OARS (8/07)	1118-11	$2,152	
- Drilling/Tapping Machine (9/07)	1118-03	$4,171	
- Air Powered Cut Off Saw (9/07)	1118-03	$2,590	
- Walk behind Saw	1118-03	$2,566	
- Camera for Corp Yard / Alarm for Shop	1121-29	$3,500	
TOTALS		$694,818	$4,227,000

Legal Cost Tracking Report
12 Months At-A-Glance

Acct. No.5681
ANTHONY CONDOTTI
Legal

Month	Admin (General Legal Fees)	CSP	Transfer Program	CIP	Personnel	Lawsuits 62% Reimbursable	Infrastructure Project Review (Reimbursable)	TOTAL
Dec-06	3,757	59		1,073	878	161		5,926
Jan-07	2,873		78	1,326	546			4,823
Feb-07	11,922	1,443		2,262	176		117	15,920
Mar-07	6,045	2,033		1,428	1,170			10,676
Apr-07	4,857	800	156	488	312			6,612
May-07	3,531	1,014	234	566	878		293	6,515
Jun-07	2,716	449	234	117	1,806			5,322
Jul-07	4,386	98	117	98	605	3		5,305
Aug-07	4,363	907	156	98	2,223			7,746
Sep-07	6,119	585			176			6,879
Oct-07	4,143	1,326		253	2,906			8,628
Nov-07	2,916	544	254	156	1,424			5,293
TOTAL	**57,628**	**9,255**	**1,229**	**7,863**	**13,097**	**164**	**410**	**89,644**

Engineer Cost Tracking Report
12 Months At-A-Glance

Acct. No. 5682
JAMES TETER
Engineer

Month	Admin & Retainer	Phase 3 EG Pipeline	CIP	Short Term WTP Imprv.	Studies & Projects	TOTAL	Reimburseable from Projects
Dec-06	924	684		3,703		**5,311**	
Jan-07	1,532	2,387	456	11,078		**15,453**	
Feb-07	1,684	3,544	1,064	5,690	684	**12,665**	684
Mar-07	2,095	867	532	13,605	1,286	**18,384**	533
Apr-07	3,623	530		11,127	1,961	**17,240**	152
May-07	1,228	13,388		3,965		**18,581**	
Jun-07	1,456	4,945		15,097		**21,498**	
Jul-07	2,507	15,158	659	2,175		**20,499**	
Aug-07	954	8,400		6,548		**15,901**	
Sep-07	954	4,033		16,982	157	**22,126**	157
Oct-07	954	6,380		9,120		**16,454**	
Nov-07	1,190	813		18,697		**20,700**	
TOTAL	**19,099**	**61,128**	**2,711**	**117,787**	**4,088**	**204,813**	**1,526**

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE SPECIAL CLOSED SESSION

Tuesday – November 13, 2007 – 6:30 p.m.

AGENDA

1) CLOSED SESSION

A. Public Employee Performance Evaluation

Pursuant to Government Code Section 54957

Title: General Manager (Discussion of Performance Review Criteria)

2) RECONVENE TO OPEN SESSION

The Closed Session convened at 6:30 p.m. with President Larimer and Directors Ascher, Mickelsen, Coverdell and Feldman, General Manager Dickson and Legal Counsel Condotti. The Closed Session concluded at approximately 7:00 p.m. immediately prior to the commencement of the regular meeting, at which time President Larimer announced that no reportable action had been taken.

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE BOARD OF DIRECTORS MEETING

Tuesday, November 13, 2007 – 7:00 p.m.

1) ROLL CALL: Vice President Mickelsen called the meeting to order at 7:07 p.m. Present at roll call were Directors Ken Coverdell, Everett Ascher and Bob Feldman. President Larimer was absent.

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

2) PLEDGE OF ALLEGIANCE – Everyone stood for the Pledge of Allegiance.

3) PUBLIC ANNOUNCEMENTS - There were no announcements from the public but each of the Directors took this opportunity to provide their comments on the recent election.

Director Coverdell expressed this thanks to all the community, the constituents and those who supported Directors Feldman, Larimer and himself in the election. He added that he felt that this recent election was a good example of pursuing the interest of water in terms of sharing and protecting and preserving the resource and also stated that he appreciated the election being well run and not being a costly expense. He also noted that the community was not heavily littered with campaign posters and he enjoyed not having the candidates actively campaigning on Highway 92, as in years past. He also commented that he felt this is a wonderful and

excellent opportunity for all of the community to work together, undivided, toward the goal of developing local water and the goal of making sure that the coastside has a reliable and wonderful supply of water that the District can utilize and distribute at a reasonable price. He stated that the District is facing some big challenges but he appreciated the opportunity to work without so much negativity and that this was a great environment to be able to band together to work towards the important issues in terms of the water system. He also complimented President Larimer and Director Feldman and expressed that he thinks this is a wonderful time in the water history of the coastside and feels empowered and excited about he future.

Vice President Mickelsen added that he feels this clearly validates that the District is doing the work for the greater good of the community. He also congratulated Director Feldman as no longer being an appointed Director but was now an elected member of the Board of Directors.

Director Ascher also congratulated Director-elect Feldman, and Director Coverdell and President Mickelsen, stating that he felt the District had an excellent team, a dedicated Board, and terrific staff members, all of whom have the best interests of the community at heart.

4) CONSENT CALENDAR

- **A.** Requesting the Board to review disbursements for the month ending October 31, 2007 – Claims: $515,198.51; Payroll: $60,249.87 for a total of $575,448.38
- **B.** Acceptance of Financial Reports
- **C.** Minutes of the October 9, 2007 Board of Directors Meeting
- **D.** Acceptance of Water Supply Evaluation Report for Calendar Year 2006
- **E.** Approval of purchase of a loader/scraper tractor
- **F.** Approval to proceed to solicit bids for the Nunes Water Treatment Plant Filter Media Replacement Project

Director Ascher requested that item 4B -Acceptance of Financial Reports, be pulled from the Agenda for further discussion.

ON MOTION by Director Coverdell and seconded by Director Ascher, the Board voted by the following roll call vote to accept the Consent Calendar as submitted, with the exception of Item 4B:

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

Director Ascher had carefully reviewed the general ledger, asked a few questions and shared a few observations, summarizing that it appeared that the District's water revenue figures would be lower than budgeted and recommended that staff keep a close eye on expenses to assure that everything remains within the budget.

ON MOTION by Director Ascher and seconded by Director Feldman the Board voted as follows to accept item 4B of the Consent Calendar:

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

5) GENERAL BUSINESS

Mr. Dickson explained that the meeting agenda contained some changes from the previous format. He stated that some of the changes are intentional and hopefully would be sustained and that others may be a function of his learning process, and welcomed the Board's feed-back. He reported that the overall intent is to focus on the issues requiring decisions from the Board, and to provide the information necessary to make those decisions. He stated that there are also a substantial amount of informational reports that the District makes available to the Board and that he has placed those reports towards the end of the agenda. He stated that staff would be happy to address any questions the Board may have on those informational reports. He concluded that the Board packets do contain a large amount of information and that he and staff would be working in the future to find more efficient ways to provide so much information to the Board.

A. <u>Presentation and discussion and direction to staff regarding services provided by IEDA for labor relations and provision for salary survey data</u>

Mr. Dickson introduced this item explaining that as a result of the non-exempt employees having certified the Teamsters Union, the District now has an on-going need for labor relations support services. He advised that it would start with the bargaining agreement with the Teamsters Union and would continue on. He also informed the Board that he had experience with IEDA and had also previously worked with Austris Rungis during his employment as the Manager at Sewer Authority Mid-Coastside. He relayed that IEDA does a very good job and has an on-going comprehensive support program that he finds very valuable and cost effective, and is recommending that the District join IEDA's organization. He then introduced Austris Rungis, who has been employed with IEDA since 1974.

Mr. Rungis explained that IEDA is an employer association and has a large volume of private sector clients, and represents many public agencies as well, with a total of more than 150 employer clients. He stated that IEDA offers a full range of labor relations services, including acting as chief spokesperson on the District's behalf during contract negotiations. He also distributed an article published in the October 25, 2007 edition of Business week regarding labor negotiations. Mr. Rungis also addressed questions regarding their extensive salary survey data, explaining that the data provided by IEDA will be more in depth, comprehensive, and more current information than would likely be obtained from surveys with other agencies.

Mr. Dickson also advised the Board of the current status with the Teamsters Union, explaining that the intent was to enter into a brief memorandum of understanding (MOU) at this time for the purpose of recognizing and establishing the Union, and defer further negotiations regarding the collective bargaining agreement until such time as the District starts preparing the fiscal year budget in the early spring months of 2008. Mr. Rungis elaborated further on the process, advising that the Board would be making decisions in closed sessions and then would be instructing the negotiating team as to the terms of the contract. He also provided information to the Board on the District's responsibility in compliance to the new Government Accounting Standards Board (GASB) Statements 43 and 45, relating to the reporting for post-employment benefits plans.

ON MOTION by Director Ascher and seconded by Director Mickelsen, the Board voted by the following roll call vote to authorize the General Manager to execute an agreement, subject to District Counsel approval as to form, for IEDA labor relations services at a cost of $12,000 per year. The Board also approved the cost of $6,000.00 for salary survey data and related services:

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

B. <u>El Granada Tank # 1 Site Modification Project</u>

Mr. Guistino provided the background of this item, explaining the number of problems associated with providing an adequate water supply and emergency storage in the El Granada area during the period when the Denniston Tank is taken out of service. He reviewed the alternatives that staff had considered and reported that staff believed that the best option involves making piping modifications at the El Granada Tank # 1, which would make additional storage volume and flow capacity available to the lower El Granada zone. He recommended that the District proceed immediately to solicit bids for this project and estimated that the cost of the work is anticipated to be approximately $250,000.00.

ON MOTION by Director Coverdell and seconded by Director Ascher, the Board voted by the following roll call vote to authorize staff to solicit bids for the El Granada Tank # 1 Site Modification Project:

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

C. <u>Resolution No. 2007-20 Appointing David Dickson as District Secretary</u>

Vice-President Mickelsen explained that this was a "house-keeping" issue. There was no Board discussion on this item.

ON MOTION by Director Ascher and seconded by Director Feldman, the Board voted by the following roll call vote to approved Resolution 2007-20 Appointing David Dickson as Secretary and Assigning Duties of Treasurer:

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

D. <u>Preventative Maintenance Program Services</u>

Mr. Guistino presented the background of the District's preventative maintenance program and the process involved in implementing the system, including the data input, asset identification and maintenance schedules. He also reviewed the services proposed by Eco:Logic, addressed questions from the Board members, and agreed with Director Ascher's recommendation to incorporate a specific date for the project's completion within the agreement with Eco:Logic.

ON MOTION by Director Ascher and seconded by Director Feldman, the Board voted by the following roll call vote to authorize the General Manager to execute an agreement with Eco:Logic for the initiation of a Preventative Maintenance Program, at an estimated cost of $21,480.00, with the inclusion of a specific date for the project's completion to be incorporated into the agreement:

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

E. <u>J.M. Turner Design Services for Nunes Water Treatment Plant Improvements</u>

Mr. Dickson advised the Board that Jim Teter, District Engineer, is currently designing the short-term improvements at the water treatment plants and has received a proposal from J.M. Turner Engineering for the structural design work associated with these improvements. He also informed the Board that J.M. Turner has provided previous services to the District, which have been

satisfactory. He reiterated his recommendation for the District to enter into an agreement for these structural design services at a cost not to exceed $14,820.00.

ON MOTION by Director Coverdell and seconded by Director Ascher, the Board voted by the following roll call vote to authorize the General Manager to execute an agreement, subject to District Counsel's approval as to form, with J.M. Turner Engineering for structural design services for the Nunes Water Treatment Plant Phase 1 improvements, at a cost not to exceed $14,820.00:

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

F. <u>Award of Contract for Construction of Phase 3 El Granada Transmission Pipeline Replacement Project</u>

Mr. Dickson reviewed the background of this item, stating that the Board had been advised at the October 9, 2007 Board meeting that JMB Construction, Inc. was the lowest bidder for the project, with a bid of $4,549,196.25. He also reminded the Board that due to the fact that the bids had just been received prior to the October meeting, that staff had not had an opportunity to thoroughly evaluate the bid and qualifications and that staff had been directed to provide a game plan for executing the project, including an approach to construction management services for the project.

Mr. Dickson advised that JoAnne Whelen, Administrative Assistant, had worked with District Counsel in developing a list of questions and had proceeded to contact twenty-four (24) of the references provided by JMB Construction, Inc. He reported the results of the reference checking, which despite a few cautions, were overwhelmingly positive with regard to JMB's capabilities and performance. He advised that the few cautionary comments expressed did not rise to a level of something that would justify the rejection of JMB Construction, Inc. as a bidder. He further reported that the District Engineer and District Legal Counsel had also determined that JMB's bid is responsive and recommended that staff be authorized to award the contract for the project to JMB.

Mr. Dickson also reviewed and agreed with the recommendation provided by Mr. Teter at the October 9, 2007 Board meeting, that the District retain a professional engineering firm to provide project construction management services. He reported on the results of staff's recent interviews of two professional construction management firms, the Covello Group and Carollo Engineers. He stated that concluding an extensive meeting with Carollo staff, and after their review of the project contract documents, and a walking and driving tour of the entire pipeline replacement alignment, Carollo Engineers were enthusiastic and had stated that they were confident that they could provide the construction management services to deliver a well executed project to the District. He advised the Board that Carollo Engineers had provided a cost estimate of $401,000. for this project. Mr. Dickson informed the Board that Carollo Engineer's original estimate had been reduced somewhat after being informed that the District would be providing staff to perform some of the project inspection and public outreach services. He also advised that he anticipated presenting a formal proposal from Carollo and a proposed consulting agreement to the Board for approval at the December 11, 2007 Board meeting. The Board engaged in further discussion regarding consideration of the construction management services, with Mr. Dickson and Mr. Teter addressing their specific questions.

ON MOTION by Director Ascher and seconded by Director Coverdell, the Board voted by the following roll call vote to authorize staff to award contract for the El Granada Phase 3 Pipeline Replacement Project construction to JMB Construction, Inc in the amount of $4,549,196.25:

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

6) MONTHLY INFORMATIONAL REPORTS

A. Monthly Water Transfer Report
B. Installed Water Connection Capacity and Water Meters Report
C. Total CCWD Production Report

D. CCWD Monthly Sales by Category Report
E. October 2007 Leak Report
F. Rainfall Reports
G. San Francisco Public Utilities Commission Hydrological Conditions Report for October 2007
H. Monthly Water Resources Report
I. Water Shortage & Drought Contingency Plan Update Report
J. Operations Report/ American Water Works Association (AWWA) Conference Report
K. Engineering Projects Received for Review during October 2007
L. District Engineer Work Status Report
M. Advisory Committee Reports
1. Water Resources Committee
- Pilarcitos Public Workshop - Integrated Watershed Management Plan - October 27, 2007
- Pilarcitos Workgroup Meeting – November 5, 2007

2. Water Quality Compliance Committee – November 1, 2007

Mr. Dickson directed the Board's attention to the Monthly Informational Reports in the agenda packet, explaining that this section contained a great deal of information provided to the Board and that staff would be happy to address any questions that they may have regarding the information.

Director Ascher provided comments on item 6C, the Total CCWD Production Report, noting that considering the amount of water the District obtains from the San Francisco Public Utilities Commission (SFPUC) and their expected future rate increases, he felt that it is important for the District, in their planning process, to seriously consider developing and/or increasing as many local water sources as possible. He suggested that this item be included on the agenda for the next Board Retreat session.

Director Feldman asked a question regarding Item 6E, the October 2007 Leak Report in connection with the recent Oak Street leak, consisting of an estimated six hundred and five thousand (605,000) gallons of water, which was addressed in detail by Mr. Guistino, Superintendent of Operations.

Director Ascher commented that the reports provided by Ms. Cathleen Brennan, Water Resource Analyst, were excellent and were

very informative and suggested providing her monthly reports to the Local Agency Formation Commission (LAFCo), during the process of their conducting the District's municipal service review.

Director Coverdell complimented Cathleen Brennan and Joe Guistino, stating that he was impressed with their participation and level of involvement in the Pilarcitos Integrated Watershed Management Plan Public Workshop, conducted on Saturday October 27, 2007, which was also attended by all Board members.

Vice-President Mickelsen requested that Mr. Teter report on the status of the current engineering projects and he provided an update on progress of the water treatment plant short-term improvements.

7) AGENDA ITEMS/DIRECTOR COMMENTS / MEETINGS ATTENDED

Vice-President Mickelsen and Director Ascher reported on their recent attendance at a water recycling conference hosted by SFPUC conducted at the Presidio in San Francisco.

Director Ascher requested that in the future, for public outreach and communication purposes, staff place this subject item earlier on in the agenda so that the Board can report on the meetings they have attended.

8) ADJOURNMENT

The meeting was adjourned at 8:52 p.m. The next meeting of the Coastside County Water District is scheduled for Tuesday, December 11, 2007.

Respectfully submitted,

_____
David Dickson, General Manager

_____
Jim Larimer, President
Board of Directors
Coastside County Water District

STAFF REPORT

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

From: **Joe Guistino, Superintendent of Operations**

Agenda: **December 11, 2007**

Report Date: December 5, 2007

Subject: **Denniston Filter Valve Replacement**

Recommendation:
Authorize staff to solicit bids for purchase of 15 automated filter operating valves at Denniston WTP.

Background:
The present valves operating the Denniston WTP filters have reached the end of their useful life. These valves are pneumatically operated and are loosing their reliability. Specifically, they tend to stick open or closed during a backwash, which can cause failure or inadequate backwash. When a valve fails, the operator must manually operate the valve, which oftentimes entails climbing the piping network. We have already had one injury when an operator was climbing the pipe network to operate a valve. The operators encounter about 5 – 6 sticking valves per month.

We propose to replace the pneumatically operated valves with electric operated valves. With the exception of running electrical conduit to the new valves, the installation will be done in-house.

Fiscal Impact:
Cost for the valves is estimated at $75,000 and is included in the FY 08 Capital Improvement Budget.

STAFF REPORT

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

From: **David Dickson, General Manager**

Agenda: **December 11, 2007**

Report Date: December 5, 2007

Subject: **Award of Contract for El Granada Tank #1 Site Modification Project**

Recommendation:
Authorize the General Manager, subject to District Counsel review and approval, to award a construction contract for El Granada Tank #1 Site Modification Project to the lowest responsible, responsive bidder in an amount not to exceed $275,000.

Background:
The Board at its November 13, 2007 meeting authorized issuance of a request for bids for the El Granada Tank #1 Site Modification project. We must complete work included in this project in order to shut down the Denniston Tank and complete the Denniston Storage Tank #1 project.

Bid opening is scheduled for December 11, 2007 at 2pm.

Fiscal Impact:
Project cost is estimated at $250,000. Approximately $130,000 was budgeted for FY 07-08 for this project as part of the larger Denniston Storage Tank Modification Project.

STAFF REPORT

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

From: **David Dickson, General Manager**

Agenda: **December 11, 2007**

Report Date: December 5, 2007

Subject: **Presentation from Martha Poyatos, Executive Officer of the San Mateo County Local Agency Formation Commission (LAFCo) regarding the local Municipal Service Review process**

Recommendation:

None, for Board information only.

Background:

The San Mateo County Local Agency Formation Commission (LAFCo) has recently retained the services of the Matrix Consulting Group to perform a Municipal Service Review for coastside agencies. Ms. Martha Poyatos, Executive Officer of LAFCo will be in attendance at the December 11, 2007 Board meeting to explain the Municipal Service Review procedure and answer any questions the Board may have about the process.

STAFF REPORT

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

From: **David Dickson, General Manager**

Agenda: **December 11, 2007**

Report Date: December 5, 2007

Subject: **Basic Financial Statements for the Years Ended June 30, 2007 and 2006**

Recommendation:
Approve the Basic Financial Statements.

Background:
Maze and Associates, the District's Independent Auditor, has completed their work on the Basic Financial Statements for the Years Ended June 30, 2007 and 2006. The Auditor's letter attests that the financial statements fairly represent the financial position of the District. No exceptions or concerns were noted.

The Board's Finance Advisory Committee met on December 3, 2007 to review and discuss the Financial Statements.

Vikki Rodriguez of Maze and Associates will discuss the Financial Statements and answer the Board's questions.

Fiscal Impact:
No fiscal impact.

MANAGEMENT'S DISCUSSION AND ANALYSIS

The Governmental Accounting Standards Board (GASB) recently issued GASB 34, Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments. GASB 34 establishes financial reporting standards for state and local governments, including states, cities, villages and special purpose governments such as school districts and public utilities. This standard has minor impacts upon the financial reporting and accounting performed by the Coastside County Water District, which includes the addition of this section, entitled Management's Discussion and Analysis (MDA).

The MDA presents management's analysis of the Coastside County Water District's (the District) financial condition and activities as of and for the year ended June 30, 2007. The MDA is intended to serve as an introduction to the District's basic financial statements. In future years, a comparative analysis of prior year information will be presented in this report. Readers are encouraged to consider the information presented here in conjunction with the information contained in the accompanying financial statements.

The information in this MDA is presented in the following order:

- Organization and Overview of Financial Statements
- Financial Analysis
- Capital Assets
- Debt Administration
- Request for Information

Organization and Overview of Financial Statements:

The Coastside County Water District is organized under the Water Code provisions of the general laws of the State of California and is governed by a five-member Board of Directors elected at large by the registered voters of the District. The District is located along the Pacific Ocean in San Mateo County; it purchases more than half of its water supply from the San Francisco Water Department. The balance is developed from local sources, including surface diversion and wells. Water is distributed to customers inside and outside the District's boundaries.

The District is a proprietary entity; it uses an enterprise fund format to report its activities for financial statement purposes. Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs and expenses, including depreciation, of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

Financial Analysis

Net Assets

June 30, 2007 and 2006

	2007	2006	Increase (Decrease)
Capital assets (treatment plants, pipelines, pump station, etc.)	32,477,231	31,289,345	1,187,886
Cash and investments	12,432,462	13,140,488	(708,026)
Other Assets	1,114,269	943,313	170,956
Total assets	46,023,962	45,373,146	650,816
Noncurrent liabilities (long term debt)	8,661,651	9,067,273	(405,622)
Current liabilities (accounts payable, accrued expenses)	1,002,740	709,176	293,564
Total liabilities	9,664,391	9,776,449	(112,058)
Net assets			
Invested in capital assets	28,923,186	29,249,345	(326,159)
Restricted (Crystal & Unspent Projects)	3,851,164	3,176,345	674,819
Unrestricted	3,585,221	3,171,007	414,214
Total net assets	36,359,571	35,596,697	762,874

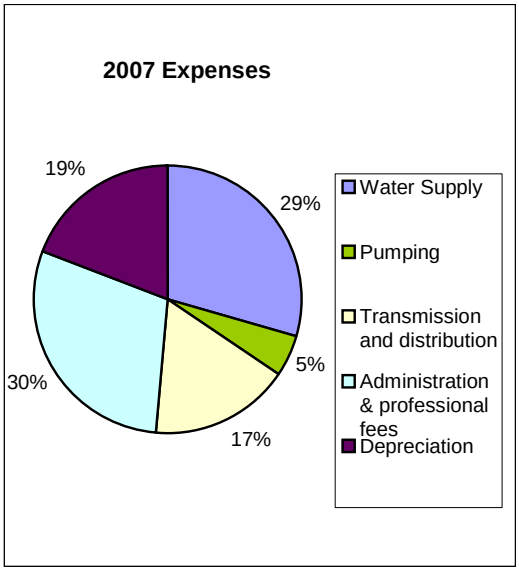
Comparison of fiscal year 2007 to fiscal year 2006: Total assets increased by $650,816 in fiscal year 2006 to $46,023,962, while total liabilities decreased by $112,058, resulting in an overall increase in net assets of $762,874.

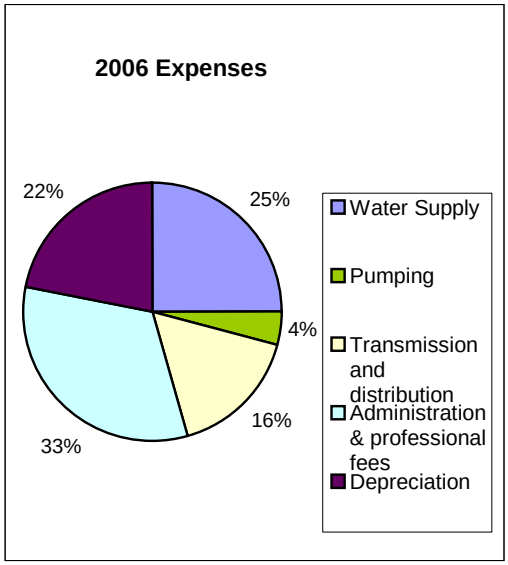
Results of Operations

Revenues & Expenses

June 30, 2007 and 2006

	2007	2006	Increase (Decrease)	% Increase (Decrease)
Operating revenue	4,819,554	4,130,532	689,022	16.68%
Operating expenses				
Water Supply	1,724,986	1,301,777	423,209	32.51%
Pumping	296,399	212,529	83,870	39.46%
Transmission and distribution	978,608	848,724	129,884	15.30%
Administration & professional fees	1,731,019	1,700,408	30,611	1.80%
Depreciation	1,121,749	1,133,961	(12,212)	-1.08%
Total operating expenses	5,852,761	5,197,399	655,362	12.61%
Operating income (loss)	(1,033,207)	(1,066,867)	33,660	-3.16%





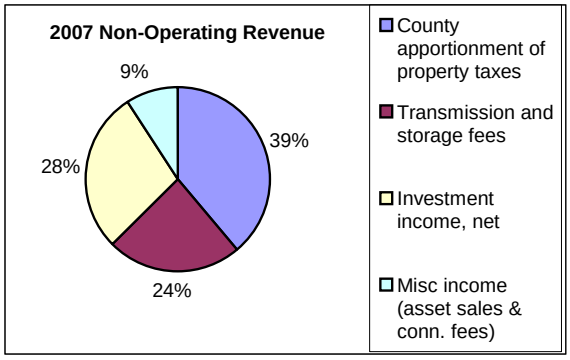
Comparison of fiscal year 2007 to fiscal year 2006: Operating revenue increased by $689,022 in fiscal year 2007, while expenses increased by $655,362, resulting in an overall $33,660 increase in operating income during fiscal year 2006.

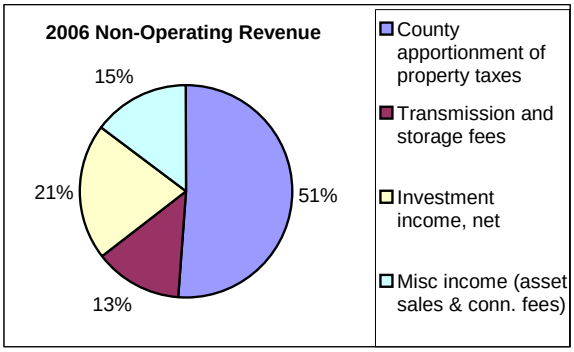
Non-Operating Revenues & Expenditures

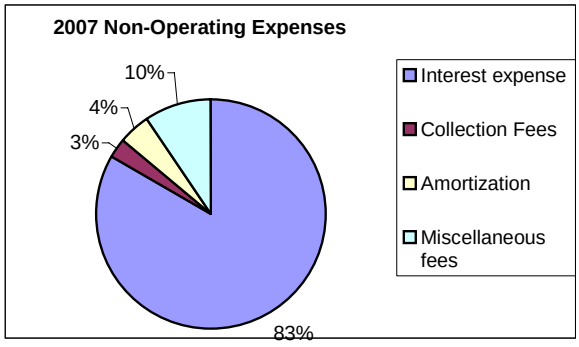
The governmental accounting standards divided Revenue and Expenses for agencies between "Operating" and "Non-Operating" sources. The Non-Operating sources are summarized below:

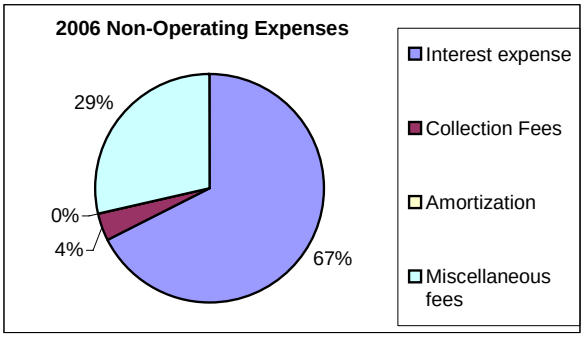
Comparison of Non-Operating Revenues & Expenses 2007 and 2006

	2007	2006	$ Change Increase/ (Decrease)	% Change
County apportionment of property taxes	868,226	524,975	343,251	65.4%
Transmission and storage fees	525,214	134,593	390,621	290.2%
Investment income, net	628,749	212,876	415,873	195.4%
Misc income (asset sales & conn. fees)	205,199	152,115	53,084	34.9%
Total non-operating revenue	2,227,388	1,024,559	1,202,829	117.4%
Interest expense	359,248	104,603	254,645	243.4%
Collection Fees	12,159	6,161	5,998	97.4%
Amortization	18,629	-	18,629	1000.0%
Miscellaneous fees	41,271	44,233	(2,962)	-6.7%
Total non-operating expense	431,307	154,997	276,310	178.3%
Net from non-operating	1,796,081	869,562	926,519	106.6%









Comparison of fiscal year 2007 to fiscal year 2006: Non-operating revenue increased by $1,202,829 while non-operating expense increased by $276,310, resulting in an overall increase of $926,519 during fiscal year 2007.

Capital Assets

Utility plant and construction in progress balances and activity are summarized below:

	Balance Beginning of Year	Additions and Transfers, net	Balance End of Year
Utility Plant in Service:			
Land	$ 160,612		$ 160,612
Buildings	608,640	$ 57,166	665,806
Furniture & Equipment	723,408	31,682	755,090
Vehicles	647,891	20,797	668,688
Treatment plants, pipelines wells, pump stations	19,481,612	468,343	19,949,955
Crystal Springs Project			
West pipeline	4,126,272		4,126,272
Nunes treatment plant	3,296,713	105,850	3,402,563
East pipeline	3,197,786		3,197,786
Pump station	7,738,337		7,738,337
Casa Del Mar pipeline	873,745		873,745
Carter Hill Tank pipeline	50,000		50,000
El Granada Phase 3	-	308,593	308,593
Design, engineering and intangible costs	3,265,466		3,265,466
Utility plant at cost	44,170,482	$ 992,431	45,162,913
Less accumulated depreciation	(15,459,868)	$ (1,121,749)	(16,581,617)
Utility plant, net	$ 28,710,614	$ (129,318)	$ 28,581,296
Construction in progress	$ 2,578,731	$ 1,317,204	$ 3,895,935

Debt Administration

On May 12, 1998 the District issued ABAG Water and Wastewater Revenue Refunding Bonds, Series 1998A in an original principal amount of $2,855,000. Proceeds of the 1998 Bonds were placed in an irrevocable trust to advance refund the outstanding balance of the Water Revenue Refunding Bond, Series 1993; a portion was also used to finance water pipeline replacements. The remaining balance of the 1993 Bonds was paid off as of June 30, 2004.

All revenues generated by the Utility Plant and a debt service insurance policy serving as a reserve fund are pledged for the repayment of the 1998 Bonds. The 1998 Bonds bear interest at 3.75% to 5.3% and require semiannual interest payments on October 1 and April 1 and annual principal payments on October 1. A final installment is due October 1, 2013.

Any 1998 Bonds maturing on or after October 1, 2009 may be redeemed at par plus a 2% premium on or after October 1, 2008. The premium decreases 1% each year until October 1, 2010 at which time the 1998 Bonds may be redeemed at par. 1998 Bonds maturing on or after October 1, 2010 and 2021 are subject to mandatory annual redemption commencing October 1, 2006 and 2011, respectively, at par.

2006B Bonds bear interest at 3.50% to 4.75% and require semiannual interest payments on October 1 and April 1 and annual principal payments on October 1, beginning October 1, 2007. A final installment is due October 1, 2032.

Future annual repayment requirements are as follows:

For the Years ended June 30:	Principal	Interest	Total
2008	355,000	399,243	754,243
2009	365,000	383,680	748,680
2010	390,000	367,245	757,245
2011	405,000	349,811	754,811
2012	420,000	331,274	751,274
2012-2016	1,545,000	1,404,254	2,949,254
2017-2021	1,280,000	1,128,353	2,408,353
2022-2026	1,615,000	786,005	2,401,005
2027-2031	2,030,000	360,526	2,390,526
2032	465,000	11,044	476,044
Total future repayments due	$ 8,870,000	$ 5,521,435	$ 14,391,435

Request for Information

This report is designed to provide customers and creditors with a general overview of the District's finances and demonstrate the District's accountability for the monies it receives. If you have any questions about this report or need additional information, you may contact David Dickson, General Manager, or Gina Brazil, Office Manager at (650) 726-4405. By mail, you may contact: Coastside County Water District, 766 Main Street, Half Moon Bay, CA 94019.

COASTSIDE COUNTY WATER DISTRICT

BASIC FINANCIAL STATEMENTS

FOR THE YEARS ENDED JUNE 30, 2007 AND 2006

COASTSIDE COUNTY WATER DISTRICT
BASIC FINANCIAL STATEMENTS
For the Years Ended June 30, 2007 and 2006

Table of Contents

Page

INTRODUCTORY SECTION:

Table of Contents i

Elected Officials and Administrative Personnel ii

FINANCIAL SECTION:

Independent Auditors' Report 1

Management's Discussion and Analysis 3

Basic Financial Statements:

Comparative Statements of Net Assets 10

Comparative Statements of Revenues and Expenses 11

Comparative Statements of Changes in Net Assets 13

Comparative Statements of Cash Flows 15

Notes to Basic Financial Statements 17

COASTSIDE COUNTY WATER DISTRICT

ELECTED OFFICIALS AND ADMINISTRATIVE PERSONNEL

JUNE 30, 2007

BOARD OF DIRECTORS

Jim Larimer - President
Chris Mickelsen – Vice President
Ken Coverdell – Director
Everett Ascher - Director
Bob Feldman- Director

MANAGEMENT

Joe Guistino– Interim General Manager

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Coastside County Water District
Half Moon Bay, California

We have audited the basic financial statements of the Coastside County Water District as of and for the years ended June 30, 2007 and 2006, as listed in the table of contents. These basic financial statements are the responsibility of the District's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with generally accepted auditing standards in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance as to whether the financial statements are free of material misstatement. An audit includes examining on a test basis evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the basic financial statements referred to above present fairly in all material respects the financial position of the Coastside County Water District at June 30, 2007 and 2006 and the results of its operations and cash flows for the years then ended, in conformity with generally accepted accounting principles in the United States of America.

Management's Discussion and Analysis is required by the Government Accounting Standards Board, but is not part of the basic financial statements. We have applied certain limited procedures to this information, principally inquiries of management regarding the methods of measurement and presentation of this information, but we did not audit this information and we express no opinion on it

September 20, 2007

COASTSIDE COUNTY WATER DISTRICT
COMPARATIVE STATEMENTS OF NET ASSETS
JUNE 30, 2007 AND 2006

ASSETS	2007	2006
Utility plant (Note 3)	$45,162,913	$44,170,482
Less: accumulated depreciation	(16,581,617)	(15,459,868)
Utility Plant, Net	28,581,296	28,710,614
Construction in progress (Note 3)	3,895,935	2,578,731
Restricted cash and investments (Note 2)	9,234,169	10,191,345
Current assets:		
Cash and temporary investments (Note 2)	3,198,293	2,949,143
Accounts receivable from customers	538,133	391,198
Taxes receivable	20,409	12,033
Interest receivable	74,082	57,313
Prepaid expenses	18,553	20,966
Materials and supplies	147,594	127,677
Unamortized bond issuance costs (Note 1H)	315,498	334,126
Total Current Assets	4,312,562	3,892,456
Total Assets	46,023,962	45,373,146
LIABILITIES		
Noncurrent Liabilities:		
Long-term debt (Note 5)	8,515,000	8,870,000
Accrued vacation and sick leave (Note 1G)	146,651	197,273
[illegible]	[illegible]	[illegible]

COASTSIDE COUNTY WATER DISTRICT
COMPARATIVE STATEMENTS OF CHANGES IN NET ASSETS
FOR THE YEARS ENDED JUNE 30, 2007 AND 2006

	Invested in Capital Assets Net of Related Debt	Restricted Crystal Springs Project	
		Transmission & Storage Fees	District Contribution
Balance June 30, 2005	$27,570,263	$4,053,138	$239,260
Reduction reflecting District expenditures on Crystal Springs Project		(1,318,577)	(4,106)
Transmission and Storage Fees		121,090	
Interest on Accumulated Transmission and Storage Fees		85,540	
Debt service payment	175,000		
Net (loss)			
Bond issuance costs	(280,000)		
Unspent bond proceeds restricted for capital projects			
Increase in designation for capital expenditures			
Increase in Utility Plant, net	1,784,082		
Balance June 30 2006	29,249,345	2,941,191	235,154
Reduction reflecting District expenditures on Crystal Springs Project		194,261	
Transmission and Storage Fees		286,916	
Interest on Accumulated Transmission and Storage Fees		193,642	
Debt service payment	185,000		
Net income (loss)			
Bond issuance costs			
Unspent bond proceeds restricted for capital projects			
Increase in designation for capital expenditures			
Increase in Utility Plant, net	(511,159)		
Balance June 30, 2007	$28,923,186	$3,616,010	$235,154

Unrestricted			
Operating Capital	Emergency and Contingency	Capital Expenditures	Undesignated
$300,000	$700,000	$2,433,747	$497,594
			1,322,683
			(121,090)
			(85,540)
			(175 000)
			(197,305)
			280,000
		1,002,689	(1,002,689)
		(1,784,082)	
300,000	700,000	1,652,354	518,653
			(194,261)
			(286,916)
			(193 642)
			(185,000)
			762,874
	864,103	(442,395)	(421,708)
		511,159	
$300,000	$1,564,103	$1,721,118	

COASTSIDE COUNTY WATER DISTRICT
COMPARATIVE STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2007 AND 2006

	2007	2006
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash collections from customers	$4,654,238	$4,047,703
Cash payments to vendors	(3,352,020)	(3,253,283)
Payments to employees	(1,306,103)	(1,197,530)
Cash Flows from Operating Activities	(3,885)	(403,110)
CASH FLOWS FROM INVESTING ACTIVITIES		
Interest received on investments	611,980	211,915
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES		
Property taxes received	859,850	524,345
County collection fees	(12,159)	(6,161)
Miscellaneous receipts	80,642	111,968
Miscellaneous payments	(41,271)	(44,233)
Cash Flows from Noncapital Financing Activities	887,062	585,919
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
Contributions in aide of construction	84,410	
Collection of transmission and storage fees	525,214	134,593
Collection of connection fees	40,147	40,147
Change in restricted cash & investments	957,176	(5,835,338)
Acquisition of capital assets	(2,309,636)	(3,189,286)
Redemption of Crystal Springs Project Bond	930	(236,749)
Proceeds from issuance of long-term debt		7,295,000
Principal and interest paid on long-term debt	(544,248)	(279,603)
Cash Flows from Capital and Related Financing Activities	(1,246,007)	(2,071,236)
NET CASH FLOWS	249,150	(1,676,512)
Cash and investments at beginning of year	2,949,143	4,625,655
Cash and investments at end of year	$3,198,293	$2,949,143

(continued)

COASTSIDE COUNTY WATER DISTRICT
COMPARATIVE STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2007 AND 2006

	2007	2006
RECONCILIATION OF OPERATING INCOME TO CASH FLOWS FROM OPERATIONS		
Operating (loss)	($1,033,207)	($1,066,867)
Adjustments to reconcile operating loss to cash flows from operating activities:		
Depreciation	1,121,749	1,133,961
Decrease (increase) in:		
Accounts receivable from customers	(146,935)	(62,051)
Prepaid expenses	2,413	5,713
Materials and supplies	(19,917)	(8,217)
Increase (decrease) in:		
Due to Crystal Springs Assessment District		
Accounts payable and accrued liabilities	141,164	(367,419)
Customers' deposits	3,577	1,180
Accrued vacation and sick leave	(50,622)	1,713
Deferred revenue	(21,958)	(21,958)
Accrued payroll	(149)	(19,165)
Cash Flows from Operating Activities	($3,885)	($403,110)

See accompanying notes to basic financial statements

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Coastside County Water District is organized under the Water Code provisions of the general laws of the State of California and is governed by a five-member Board of Directors elected at large by the registered voters of the District. The District is located along the Pacific Ocean in San Mateo County; it purchases more than half of its water supply from the San Francisco Water Department. The balance is developed from local sources, including surface diversion and wells. Water is distributed to customers inside and outside the District's boundaries.

A. Reporting Entity

The District's financial statements reflect only its own activities; it has no component units (other government units overseen by the District).

B. Enterprise Fund Accounting

The District is a proprietary entity; it uses an enterprise fund format to report its activities for financial statement purposes. Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs and expenses, including depreciation, of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

An enterprise fund is used to account for activities similar to those in the private sector, where the proper matching of revenues and costs is important and the full accrual basis of accounting is required. With this measurement focus, all assets and all liabilities of the enterprise are recorded on its balance sheet, all revenues are recognized when earned and all expenses, including depreciation, are recognized when incurred. Enterprise fund equity includes retained earnings and contributed capital.

For its proprietary activities, the District does not apply Financial Accounting Standards Board (FASB) statements and interpretations issued after November 30, 1989. The proprietary funds apply all applicable Governmental Accounting Standards Board (GASB) pronouncements as well as statements and interpretations of FASB, Accounting Principles Board Opinions, and Accounting Research Bulletins of the Committee on Accounting Procedure issued on or before November 30, 1989, unless those pronouncements conflict with or contradict GASB pronouncements.

C. Utility Plant

Utility plant is stated at cost. Utility plant contributed to the District, including meters, pipelines and mains contributed by contractors, is stated at estimated fair value at the time of contribution. Expenditures which materially increase the value or life of utility plant assets are capitalized and

NOTE 2 - CASH AND TEMPORARY INVESTMENTS (Continued)

The District is a participant in the Local Agency Investment Fund (LAIF) that is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. The District reports its investment in LAIF at the fair value amount provided by LAIF, which is the same as the value of the pool share. The balance available for withdrawal is based on the accounting records maintained by LAIF, which are maintained on an amortized cost basis Included in LAIF's investment portfolio are collateralized mortgage obligations, mortgage-backed securities, other asset-backed securities, loans to certain state funds, and floating rate securities issued by federal agencies, government-sponsored enterprises, United States Treasury Notes and Bills, and corporations. At June 30, 2007, these investments matured in an average of 176 days.

Money market funds are available for withdrawal on demand and at June 30, 2007, matured in an average of 21 days.

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The District's only investments are in the California Local Agency Investment Fund and in Money Market accounts which are not rated at June 30, 2007

F. Reassessment Redemption Fund

The cash balance in the Reassessment Redemption and Reassessment Reserve Fund accounts represent receipts of the Crystal Springs Assessment District, held by the Water District as the Assessment District's agent as discussed at Note 4.

G. District Contribution to Crystal Springs Project

In fiscal 2007, the District set aside an amount of $235,154 for the Crystal Springs Project, which will be expended on the Project in future years

NOTE 3 - UTILITY PLANT AND CONSTRUCTION IN PROGRESS

Utility plant and construction in progress balances and activity are summarized below:

	Balance Beginning of Year	Additions and Transfers, net	Balance End of Year
Utility Plant in Service:			
Land	$160,612		$160,612
Buildings	608,640	$57,166	665,806
Furniture & equipment	723,408	31,682	755,090
Vehicles	647,891	20,797	668,688
Treatment plants, pipelines, wells, pump stations	19,481,612	468,343	19,949,955
Crystal Springs Project:			
West pipeline	4,126,272		4,126,272
Nunes treatment plant	3,296,713	105,850	3,402,563
East pipeline	3,197,786		3,197,786
Pump station	7,738,337		7,738,337
Casa Del Mar pipeline	873,745		873,745
Carter Hill Tank pipeline	50,000		50,000
El Granada Phase 3		308,593	308,593
Design, engineering and intangible costs	3,265,466		3,265,466
Utility plant at cost	44,170,482	992,431	45,162,913
Less accumulated depreciation	(15,459,868)	($1,121,749)	(16,581,617)
Utility plant, net	28,710,614	(129,318)	28,581,296
Construction in progress	$2,578,731	$1,317,204	$3,895,935

Construction in progress at June 30, 2007 consisted primarily of pipeline replacement costs.

NOTE 4 - CRYSTAL SPRINGS ASSESSMENT DISTRICT

The Crystal Springs Water Supply Project (CSP) constructed by the Coastside County Water District (Water District) was financed by purchasers of CSP water service connections who either paid cash for their water service connections or have agreed to place their properties in the Crystal Springs Assessment District, which was formed for the sole purpose of providing funding to construct the Project

At June 30, 2007, the Assessment District had fully repaid the balance of its Limited Obligation Refunding Bonds issued in 1999. Property owners are solely responsible for repayment of these Bonds Security for the Bonds is provided by a lien against each property to which a CSP water service connection is assigned. The County of San Mateo acts as the agent for the Assessment District, collecting assessments and forwarding bond payments to the Assessment District. The Assessment District is responsible for submitting monies collected by the County to a paying agent, which in turn pays the bond holders. In the event of non-payment of an assessment by a property owner, the Water District is responsible only for initiating foreclosure action on the property encumbered by the CSP assessment.

Since the Water District has never assumed any legal or moral liability to pay any of the Assessment District's bonded indebtedness, the Water District's financial statements do not include the Assessment District bonds or related balances. However, as the Assessment District's agent, the Water District uses the cash discussed at Note 2 A to make the required payments on the Assessment District Bonds.

NOTE 5 – LONG-TERM DEBT

A. Long-Term Debt Activity

	Original Issue Amount	Balance June 30, 2006	Retirements	Balance June 30, 2007	Amount due within one year
1998A ABAG Water and Wastewater Revenue Refunding Bonds, 3 75-5 3%, due 10/01/2013	$2,855,000	$1,760,000	$185,000	$1,575,000	$195,000
2006B Water Revenue Bonds 3 5-4 75%, due 10/01/32	7,295,000	7,295,000		7,295,000	160,000
Total Long-Term Debt		9,055,000	$185,000	8,870,000	$355,000
Less: Amount due within one year		(185,000)		(355,000)	
Total Long-Term Debt, net		$8,870,000		$8,515,000	

B. 1998A ABAG Water and Wastewater Revenue Refunding Bonds

On May 12, 1998 the District issued ABAG Water and Wastewater Revenue Refunding Bonds, Series 1998A in an original principal amount of $2,855,000 Proceeds of the 1998 Bonds were placed in an irrevocable trust to advance refund the outstanding balance of the Water Revenue Refunding Bonds, Series 1993; a portion was also used to finance water pipeline replacements.

All revenues generated by the Utility Plant and a debt service insurance policy serving as a reserve fund are pledged for the repayment of the 1998 Bonds. The 1998 Bonds bear interest at 3 75% to 5.3% and require semiannual interest payments on October 1 and April 1 and annual principal payments on October 1. A final installment is due October 1, 2013.

Any 1998 Bonds maturing on or after October 1, 2009 may be redeemed at par plus a 2% premium on or after October 1, 2008. The premium decreases 1% each year until October 1, 2010 at which time the 1998 Bonds may be redeemed at par. 1998 Bonds maturing on or after October 1, 2010 and 2021 are subject to mandatory annual redemption commencing October 1, 2006 and 2011, respectively, at par.

NOTE 5 – LONG TERM DEBT (Continued)

C. 2006B Water Revenue Bonds

On June 1, 2006 the District issued Water Revenue Bonds, Series 2006B in an original principal amount of $7,295,000 to finance and refinance certain public capital improvements The bonds are payable from revenues of the District The 2006B Bonds bear interest at 3.50% to 4.75% and require semiannual interest payments on October 1 and April 1 and annual principal payments on October 1, beginning October 1, 2007. A final installment is due October 1, 2032.

D. Repayment Schedule

Future annual repayment requirements are as follows:

For The Year Ending June 30	Principal	Interest	Total

NOTE 6 - PENSION PLAN

All employees meeting PERS membership requirements must participate in pension plans offered by California Public Employees Retirement System (CALPERS), an agent multiple employer defined benefit pension plan which acts as a common investment and administrative agent for its participating member employers. CALPERS provides retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. The District's employees participate in the Miscellaneous Employee Plan. Benefit provisions under the Plan are established by State statute and District resolution. Benefits are based on years of credited service, equal to one year of full time employment. Funding contributions for the Plan is determined annually on an actuarial basis as of June 30 by CALPERS; the District must contribute these amounts. The Plans' provisions and benefits in effect at June 30, 2007, are summarized as follows:

	Miscellaneous
Benefit vesting schedule	5 years service
Benefit payments	monthly for life
Retirement age	50
Monthly benefits, as a % of annual salary	2.0% - 2.5%
Required employee contribution rates	8%
Required employer contribution rates	25.34%

The District's labor contracts require it to pay employee contributions as well as its own.

CALPERS determines contribution requirements using a modification of the Entry Age Normal Method. Under this method, the District's total normal benefit cost for each employee from date of hire to date of retirement is expressed as a level percentage of the related total payroll cost. Normal benefit cost under this method is the level amount the District must pay annually to fund an employee's projected retirement benefit. This level percentage of payroll method is used to amortize any unfunded actuarial liabilities. The actuarial assumptions used to compute contribution requirements are also used to compute the pension benefit obligation. The District does not have a net pension obligation since it pays these actuarially required contributions monthly.

CALPERS uses the market related value method of valuing the Plan's assets. An investment rate of return of 7.75% is assumed, including inflation at 3.0%. Annual salary increases are assumed to vary by duration of service. Changes in liability due to plan amendments, changes in actuarial assumptions, or changes in actuarial methods are amortized as a level percentage of payroll on a closed basis over twenty years. Investment gains and losses are accumulated as they are realized and amortized over a rolling thirty year period.

As required by new State law, effective July 1, 2005, the District's Miscellaneous Plan was terminated, and the employees in the plan were required by CALPERS to join new State-wide pools. One of the conditions of entry to these pools was that the District true-up any unfunded liabilities in the former Plans, either by paying cash or by increasing its future contribution rates through a Side Fund offered by CALPERS. The District satisfied its Miscellaneous Plan's unfunded liability of $1,236,483 by agreeing to contribute that amount to the Side Fund through an addition to its normal contribution rates over the next 12 years.

NOTE 6 -- PENSION PLAN (Continued)

Audited annual financial statements are available from CALPERS at P.O Box 942709, Sacramento, CA 94229-2709

Actuarially required contributions which were equal to net pension costs, for fiscal years 2007, 2006, and 2005 were $312,839, $258,530, and $170,510 respectively. The District made these contributions as required, together with certain immaterial amounts required as the result of the payment of overtime and other additional employee compensation.

NOTE 7 - DEFERRED COMPENSATION PLAN

District employees may defer a portion of their compensation under a District sponsored Deferred Compensation Plan created in accordance with Internal Revenue Code Section 457 Under this plan, participants are not taxed on the deferred portion of their compensation until distributed to them; distributions may be made only at termination, retirement, death or in an emergency as defined by the Plan.

The District's Plan administration agreements require plan assets to be held by a Trust for the exclusive benefit of plan participants and their beneficiaries. Since the assets held under these plans are not the District's property and are not subject to claims by general creditors of the District, they have been excluded from these financial statements.

NOTE 8 – NET ASSETS

Net Assets is the excess of all the District's assets over all its liabilities. Net Assets are divided into three captions under GASB Statement 34 These captions apply only to Net Assets, which are described below:

Invested in Capital Assets, net of related debt describes the portion of Net Assets which is represented by the current net book value of the District's capital assets, less the outstanding balance of any debt issued to finance these assets.

Restricted describes the portion of Net Assets which is restricted as to use by the terms and conditions of agreements with outside parties, governmental regulations, laws, or other restrictions which the District cannot unilaterally alter. The Restricted Net Assets are presented below:

Transmission and Storage Fees collected but not yet expended on the Crystal Springs Project, plus interest earned on the balance. These funds have been held in a separate bank account and in LAIF since the inception of the Project.

The District Contribution to Crystal Springs Project, representing the amount pledged by the District at inception of the project, net of subsequent District expenditures on the Project.

NOTE 8 – NET ASSETS (Continued)

Unrestricted describes the portion of Net Assets which is not restricted to use Included here are "Reserves" which the Board can unilaterally alter. Net Assets have been reserved by the Board of Directors for specific uses in the future. These reserves are presented below:

Operating Capital, representing minimum operating cash requirements.
Emergency and Contingency, to be used in the event of economic uncertainty.
Capital Expenditures, for planned capital expenditures and depreciation expense.

NOTE 9 - RISK MANAGEMENT

The District is a member of the Association of California Water Agencies Joint Powers Insurance Authority. ACWAJPIA covers general liability claims in an amount up to $50,000,000. The District has worker's compensation insurance with ACWAJPIA which provides coverage of worker's compensation claims from the first dollar up to statutory limits. During the fiscal year ended June 30, 2007 the District contributed $63,788 for current year coverage.

ACWAJPIA is governed by a board consisting of representatives from member municipalities. The board controls ACWAJPIA's operations, including selection of management and approval of operating budgets, independent of any influence by member municipalities beyond their representation on the board.

The District's contributions to ACWAJPIA equal the ratio of the District's payroll to the total payrolls of all entities participating in the same layer of each program, in each program year Actual surpluses or losses are shared according to a formula developed from overall loss costs and spread to member entities on a percentage basis after a retrospective rating.

ACWAJPIA's audited financial statements may be obtained from them at 5620 Birdcage Street, #200, Citrus Heights, CA 95610-7632

NOTE 10 - COMMITMENT AND CONTINGENT LIABILITY

The District provides certain health care and dental benefits for retired employees. These benefits are provided through insurance companies whose premiums are based on the benefits paid during the year. The District recognizes the cost of providing those benefits by expensing the annual insurance premiums, which was $73,345 for eligible retirees for the year ended June 30, 2007.

COASTSIDE COUNTY WATER DISTRICT
MEMORANDUM ON
INTERNAL CONTROL STRUCTURE
FOR THE YEAR ENDED JUNE 30, 2007

September 20, 2007

To Board of Directors:
Half Moon Bay, California

In planning and performing our audit of the financial statements of Coastside County Water District as of and for the year ended June 30, 2007, in accordance with auditing standards generally accepted in the United States of America, we considered Coastside County Water District's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control.

Our consideration of internal control was for the limited purpose described in the first paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. However, we identified certain deficiencies in internal control that we consider to be significant deficiencies that are included on the Schedule of Significant Deficiencies.

The District's written response to the significant deficiencies identified in our audit has not been subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

This communication is intended solely for the information and use of management, Board of Directors, and others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

COASTSIDE COUNTY WATER DISTRICT
SCHEDULE OF SIGNIFICANT DEFICIENCIES
FOR THE YEAR ENDED JUNE 30, 2007

2007-01 ***Internal Control***

The District contracts with ADP to process their payroll and it is the responsibility of Gina Brazil, Office Manager, to update ADP of any changes to pay rates. Gina also reviews the payroll register and maintains the personnel files that document authorized pay rates. To ensure that employees are being paid at their authorized rates, the General Manager should perform spot checks to compare the payroll registers to personnel files.

Management Response: This will be done when District employs a District Manager.

STAFF REPORT

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

From: **David Dickson, General Manager**

Agenda: **December 11, 2007**

Report Date: December 6, 2007

Subject: **Contract with Carollo Engineers for Construction Management Services on El Granada Phase 3 Pipeline Projects**

Recommendation:
Authorize execution of a contract in the attached form to Carollo Engineers for El Granada Pipeline Phase 3 Project Construction Management Services for a cost not to exceed $410,400.

Background:
As authorized by the Board at its November 13, 2007 meeting, the District has awarded a contract for construction of Phase 3 of the El Granada Pipeline Project to JMB Construction, Inc.. An additional element of the execution plan for this project is hiring an engineering firm to provide construction management services.

Staff interviewed two construction management firms: The Covello Group, who specialize exclusively in construction management and claims management; and Carollo Engineers, a full-service professional engineering firm. The Covello Group indicated it probably would not have the resources to manage a project starting in December 2007, so we selected Carollo.

Carollo's scope of work and cost estimate are included as Exhibits A and B to the attached services agreement. The not-to-exceed cost for construction management services is $410,400.

Fiscal Impact:
The Capital Improvement Program for FY 07/08 contains funding for the Phase 3 El Granada Transmission Pipeline Replacement Project.

AGREEMENT

THIS Agreement is made of this ___ day of December, 2007, by and between COASTSIDE COUNTY WATER DISTRICT ("DISTRICT") and CAROLLO ENGINEERS ("CAROLLO"), located at 2700 Ygnacio Valley Road, Suite 300, Walnut Creek, CA.

WHEREAS, the DISTRICT desires to obtain certain services consisting of construction management services for the Granada Pipeline Project as set forth in the scope of work submitted by CAROLLO, dated _____, attached hereto as Exhibit A and incorporated herein (the "Scope"); and

WHEREAS, CAROLLO is ready, willing and able to perform said services.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. Provision of Services.

CAROLLO agrees to provide services to DISTRICT in accordance with the terms and conditions of this Agreement.

2. Term.

The term of this Agreement shall commence on the date the DISTRICT's General Manager issues a written Notice to Proceed, and shall be completed within ten (10) days thereafter, unless terminated earlier pursuant to Section 10 of this Agreement.

3. Scope of Work.

The Scope of CAROLLO's work shall be as set forth in Exhibit A. In the event of an inconsistency between Exhibit A and this Agreement, this Agreement shall govern.

4. Contract Amount.

CAROLLO shall perform all of the consulting services at the rates set forth in Exhibit A, and for a total sum not to exceed _____ unless otherwise approved in advance by the DISTRICT in writing.

5. Manner of Payment.

CAROLLO shall submit monthly invoices as CAROLLO completes work, and the invoices shall describe the work completed during the billing period. The DISTRICT shall review and approve the invoices and shall pay approved invoices within thirty (30) days of DISTRICT's approval. All payments are to be mailed to CAROLLO at the address set forth above, unless the DISTRICT is otherwise informed on the face of the invoice.

6. Assignment.

CAROLLO shall not assign any of the rights nor transfer any of its obligations under this Agreement without prior written consent of the DISTRICT.

7. Use of Subcontractors.

CAROLLO shall not subcontract any services to be performed by it under this Agreement without the prior written approval of the DISTRICT, except for reproduction, typing and printing. CAROLLO shall be solely responsible for reimbursing any subcontractors and the DISTRICT shall have no obligation to them.

8. Changes.

The DISTRICT may, at any time, by written order, make changes within the scope of work and services described in this Agreement. If such changes cause an increase or decrease in the amount of work to be performed, the contract amount may be adjusted accordingly as mutually agreed upon by the parties. The pertinent changes shall be expressed in a written amendment to this Agreement prior to implementation of such changes.

9. Responsibility: Indemnification.

CAROLLO shall defend, indemnify and hold harmless DISTRICT and its directors, officers and employees from and against claims, loss, liability, suits and damages, including attorney's fees, to the extent arising out of, pertaining to, or relating to CAROLLO's negligent acts, errors or omissions or willful misconduct, or the acts of anyone directly or indirectly employed by CAROLLO for whose acts DISTRICT may be liable.

10. Termination.

DISTRICT shall have the right to terminate this Agreement without cause upon thirty (30) days written notice to CAROLLO. Upon receipt of such notice, CAROLLO shall not commit itself to any further expenditure of time or resources. Either party may terminate this Agreement in the event of a substantial failure by the other party to fulfill its obligations under this Agreement through no fault of the terminating party, provided that no such termination may be effected unless the other party is provided (1) not less than fifteen (15) days written notice (delivered by certified mail, return receipt requested) of intent to terminate, and (2) an opportunity for consultation with the terminating party prior to termination.

If the Agreement is terminated for any reason other than a default by CAROLLO, the DISTRICT shall pay to CAROLLO all sums actually due and owing from DISTRICT for all services performed and all expenses incurred up to the day written notice of termination is given, plus any costs reasonably and necessarily incurred by CAROLLO to effect such suspension or termination.

If the termination is the result of CAROLLO's substantial failure to fulfill its obligations under this Agreement through no fault of the DISTRICT, and CAROLLO has failed to remedy the breach within the fifteen day notice period, then DISTRICT shall in such event not thereafter pay or allow to CAROLLO any further compensation for any labor, supplies or materials furnished under this Agreement; and the DISTRICT may proceed to complete this Agreement by other means, and CAROLLO shall be liable to the DISTRICT for all loss or damage which it may suffer on account of CAROLLO's breach of this Agreement.

If the termination for default is effected by CAROLLO, then a negotiated adjustment in the price provided for in this Agreement shall be made. The negotiated adjustment shall provide payment to CAROLLO for services rendered and expenses incurred prior to the termination, plus

a reasonable profit, provided however that no payment shall be made for costs related to obligations and commitments made by CAROLLO as a result of entering into this Agreement (i.e., lost opportunity costs).

11. CAROLLO's Status.

Neither CAROLLO nor any party contracting with CAROLLO shall be deemed to be an agent or employee of the DISTRICT. CAROLLO is and shall be an independent contractor, and the legal relationship of any person performing services for CAROLLO shall be one solely between said parties.

12. DISTRICT Representative.

Except when approval of other action is required to be given or taken by the Board of Directors of the DISTRICT, the General Manager of the DISTRICT, or such person or persons as the General Manager may designate in writing from time to time, shall represent and act for the DISTRICT.

13. Notices.

All communications relating to the day-to-day activities of the project shall be exchanged between the DISTRICT's General Manager, or his designee, and CAROLLO'S Project Manager.

All other notices and communications deemed by either party to be necessary or desirable to be given to the other party may be given by personal delivery to the representative of the parties or by mailing the same postage prepaid, addressed as follows:

If to the DISTRICT:
Coastside County Water District
766 Main Street
Half Moon Bay, CA 94919
Attention: General Manager

If to CAROLLO:
Carollo Engineers
2700 Ygnacio Valley Road, Suite 300
Walnut Creek, CA 94598
Attention: Mike Britten, Partner

The address to which mailings may be made may be changed from time to time by notice mailed as described above. Any notice given by mail shall be deemed given on the day after that on which it is deposited in the United States Mail as provided above.

14. Attorney's Fees.

If any legal proceeding should be instituted by either of the parties hereto to enforce the terms of this Agreement or to determine the rights of the parties thereunder, the prevailing party in said proceeding shall recover, in addition to all court costs, reasonable attorney's fees.

15. Applicable Law.

This Agreement, its interpretation and all work performed thereunder, shall be governed by the laws of the State of California.

16. Binding on Successors.

All of the terms, provisions and conditions of this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors, assigns and legal representatives. CAROLLO shall not assign this Agreement without the prior express written approval of the DISTRICT.

17. DISTRICT to Cooperate.

DISTRICT shall furnish to CAROLLO studies, reports and other data pertinent to CAROLLO's services which are in DISTRICT's possession, and shall authorize CAROLLO to obtain such additional reports and date required for the performance of CAROLLO's services hereunder from third parties, and CAROLLO shall be entitled to use and rely upon all such information provide by DISTRICT or others in performing services under this Agreement. DISTRICT shall assist CAROLLO in arranging for access to enter upon public and private property as required for CAROLLO to perform services hereunder.

18. Ownership of Documents.

All files of CAROLLO pertaining to DISTRICT shall be and remain property of the DISTRICT and shall be delivered to the DISTRICT upon demand or upon termination of this Agreement by either party. CAROLLO shall control the physical location of each file during the term of this Agreement and shall be entitled to retain copies of files upon termination of the Agreement. Provided, however, that documents, including drawings and specifications, prepared by CAROLLO pursuant to this Agreement are not intended or represented to be suitable for reuse by DISTRICT or other on any other project. Any reuse of completed documents or use of partially completed documents without written verification or concurrence by CAROLLO for the specific purpose intended will be at DISTRICT's sole risk and without liability or legal exposure to CAROLLO; and DISTRICT shall indemnify and hold harmless CAROLLO from all claims, damages, losses and expenses, including attorney's fees arising out of or resulting therefrom.

19. Insurance.

CAROLLO shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by CAROLLO, its agents, representatives, or employees.

Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial Liability coverage (occurrence Form CG 0001).

2. Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto).

3. Workers' Compensation insurance as required by the State of California. CAROLLO shall be responsible for the insurance coverage as herein provided of all employees of CAROLLO.

4. Errors and Omissions Liability insurance appropriate to the consultant's profession. Architects' and engineers' coverage shall include contractual liability. Said insurance shall be underwritten by a company satisfactory to DISTRICT and contain a condition or endorsement precluding cancellation or reduction in coverage prior to DISTRICT's being given at least 30 days advance written notice thereof.

Minimum Limits of Insurance

CAROLLO shall maintain limits no less than:

1. General Liability:	**$1,000,000** per occurrence and $2,000,000 in aggregate for bodily injury, personal and property damage.
2. Automobile Liability:	**$1,000,000** per accident for bodily injury and property damage.
3. Errors and Omissions Liability:	**$1,000,000** per claim and in the aggregate, with other limits to be approved by Manager and District Legal Counsel.

Other Insurance Provisions

The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The Coastside County Water District, its officers, officials, employees and volunteers are to be covered as additional insureds as respects: liability arising out of work or operations performed by or on behalf of the CAROLLO or automobiles owned, leased, hired or borrowed by CAROLLO.

2. For any claims related to this project, CAROLLO's insurance coverage shall be primary insurance as respects the DISTRICT, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the DISTRICT, its officers, officials, employees or volunteers shall be excess of the CAROLLO's insurance and shall not contribute with it.

3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the DISTRICT.

4. Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subdivision (b) of Section 2782 of the Civil Code.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the DISTRICT.

Verification of Coverage

CAROLLO shall furnish the DISTRICT with original certificates and amendatory endorsements affecting coverage by this clause. The endorsements should be on forms provided by the DISTRICT or on other than the DISTRICT's forms provided those endorsements conform to DISTRICT requirements. All certificates and endorsements are to be received and approved by the DISTRICT before work commences. The DISTRICT reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time. For all insurance provided above, policies shall provide that the same cannot be canceled except upon thirty days' written notice to DISTRICT. Except for Workers' Compensation and Errors and Omissions Liability, all insurance provided above shall name the Coastside County Water District, its officers, agents and employees as an additional insured and shall include cross liability in favor of the DISTRICT, its officers, agents and employees. Any statements that relieve the insurance company from liability if notice of cancellation is not sent are not acceptable.

20. Construction Contractor's Means, Methods and Safety.

CAROLLO shall not be responsible for the means, methods, techniques, sequences, or procedures of construction selected by construction contractors or the safety precautions and programs incident to the work of construction contractors and will not be responsible for the construction contractor's failure to carry out work in accordance with the Contract Documents.

21. Third Parties.

The services to be performed by CAROLLO are intended solely for the benefit of the DISTRICT. No person or entity not a signatory to this Agreement shall be entitled to rely on the CAROLLO's performance of its services hereunder, and no right to assert a claim against the CAROLLO by assignment of indemnity rights or otherwise shall accrue to a third party as a result of this Agreement or the performance of the CAROLLO's services hereunder.

22. Alternative Dispute Resolution.

All claims, disputes and other matters in controversy between DISTRICT and CAROLLO arising out of or in any way related to this Agreement will be submitted to Alternative Dispute Resolution (ADR) before, and as condition precedent to other remedies provided by law. The method for resolving disputes will be agreed to between the parties and each party shall use its best efforts to reach a resolution.

23. Counterparts.

This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute but one and the same instrument.

24. Entire Agreement.

This Agreement sets forth the entire understanding between the parties as to the subject matter of this Agreement and merges all prior discussions, negotiations, letters of understanding or other promises, whether oral or in writing.

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

CAROLLO ENGINEERS

Date: _____ By: _____
Principal

By: _____
Principal

COASTSIDE COUNTY WATER DISTRICT

By: _____
President of the Board of Directors

ATTEST:

_____
Secretary

EXHIBIT A

COASTSIDE COUNTY WATER DISTRICT
EL GRANADA TRANSMISSION PIPELINE REPLACEMENT PROJECT
CONSTRUCTION MANAGEMENT SERVICES
SCOPE OF SERVICES

BACKGROUND

Construction management services will be performed for the El Granada Transmission Pipeline Replacement Project. This pipeline project consists of the installation of a new, 16-inch ductile iron pipeline, which will replace the existing El Granada transmission pipeline, installed in approximately 1947.

The scope is composed of following tasks:

1. Attend Meetings
2. Contract Administration.
3. Construction Inspection
4. Coordination of Start Up and Training
5. Project Closeout
6. Engineering Support Services

SCOPE OF SERVICES

Task 1 - Attend Meetings

a. The preconstruction conference will be attended by key team members. This task will include:

- Preparing and distributing a meeting agenda in advance of the meeting date.
- Inviting involved agencies and individuals to attend.
- Preparing, distributing and discussing specific job procedures for handling requests for clarifications, changes, shop drawings, progress payments and inspection requests.
- Reviewing the work site with Contractor to determine if it is available and accessible.
- Preparing and distributing meeting notes.

b. The meetings will be held to review construction progress, coordination with District operations, and project issues. The meetings will be held once per month. Progress meetings will be attended by District staff, the District's engineer, the construction manager, resident engineer, and Contractor.

c. Special meetings will be held to discuss or resolve critical problems in the field such as resolving potential claims, a coordination meeting to plan a critical tie-in shutdown, or a work session to revise the design to accommodate unforeseen conditions. It is assumed that two (2) such meetings will be required.

Task 2 - Contract Administration.

a. The resident engineer will maintain daily logs of work progress and take periodic construction photos. Photos will be saved on CD-ROM and turned over to the District at the close of the project.

b. The resident engineer will track the field changes on the design drawings. In addition, he will review the Contractor's markups on a monthly basis.

c. Progress payments from the Contractors will be reviewed monthly. The resident engineer and contractor will agree on the progress payment amount. The recommended progress payment amount will be forwarded to the District for payment.

d. Correspondence, shop drawings and logs will be maintained on site. Files will be cataloged and sent to the District at the end of the project. It is assumed that the District will provide office space and clerical support at the District's office in Half Moon Bay, CA.

e. The Contractor's construction schedules will be reviewed for conformance with the contract requirements. The Contractor's initial schedule will be reviewed to establish a baseline for subsequent monthly updates.

f. Change order requests will be received by the resident engineer and forwarded to the District's engineer for review and response. Change orders will be negotiated with the Contractor and compared to independent estimates prepared by Carollo Engineers and District's engineer. Negotiations will be documented.

g. All Contractor Requests for Information (RFIs) will be received by the resident engineer and forwarded to the District's engineers for response. Resident engineer will receive District engineer's response and forward it on to the Contractor. Resident engineers will provide input to District engineer when necessary. RFIs will be tracked at the field office. All responses to RFIs will be in writing.

h. The Resident engineer will prepare monthly progress reports for District staff. The reports will include the following:

- Budget status for construction and construction management services.
- Projected cash flow requirements.
- Schedule updates.
- Description of work completed.
- Project issues.
- Potential claims status.
- Project photographs.

Task 3 - Construction Inspection

The following subtasks will be performed:

a. Perform routine construction inspection for conformance with plans and specifications.

b. Prepare daily reports and weekly summary reports documenting construction activities.

c. Photographs will be taken of the construction progress. An electronic photo file will be maintained. A CD-ROM of the photos will be turned over to the District at the close of the project.

d. Geotechnical services, provided by _____, will consist of soil compaction testing, site visits to check for conformance with specifications, review of shoring submittals and general consultation.

e. Materials testing will be done by Kleinfelder (San Jose Office). Test results will be filed in the field office.

f. Specialty inspection for structural issues and electrical work will be staffed from the Carollo Walnut Creek office.

Task 4 - Coordination of Start Up and Training

The resident engineer will coordinate leak testing, flushing, disinfection, and start-up of the pipeline. Field tests of valve operators and other ancillary equipment will be witnessed.

Task 5 - Project Closeout

a. Upon receipt of a written notice of substantial completion from the Contractor, a completion inspection will be conducted.

b. Contract record drawing information from the Contractor will be reviewed and compared to the resident engineer's records.

c. The resident engineer will verify that certifications of equipment installations, O&M manuals, and one-year warranty forms have been submitted.

d. Recommendation for final acceptance will be made.

e. A final payment request and final report will be prepared.

Task 6 - Engineering Support Services

a. Carollo will provide an engineering support to the District engineer in responding to RFIs, when District engineer requires assistance. Responses to RFIs will be in written form, transmitted to the resident engineer. It is assumed that forty (40) RFIs will be generated during this project.

b. Review Submittals. A copy of all submittals will be forwarded to the District engineer for review. Carollo staff will provide comments on engineering submittals and will incorporate them with District comments. It is estimated that Carollo will provide assistance in review of eight (8) submittals.

c. Evaluate and Prepare Change Orders. When possible, design sketches and supplementary data required to resolve construction issues, will be prepared for incorporation into contact change orders and clarifications. When required, design sketches and other information will be obtained from the District's engineer. It is assumed that eight (8) change orders will be prepared.

d. Value Engineering Proposals. Carollo's support services team and the District's engineer will evaluate major proposals from the contractor to save construction costs. Two major proposal evaluations are assumed.

e. Environmental Mitigation Monitoring. Archeological and environmental monitoring services will be provided by Holman & Associates Archeological Consultants. Services will include monitoring for sensitive species along the construction right-of-way and for archeological artifacts during construction.

f. Project Management. The project manager will manage the overall efforts of the team members, Including field personnel, and subconsultants. Tasks include delegating tasks, review work progress, monitor project budget and schedule, and communications with District staff.

EXHIBIT B

BUDGET ESTIMATE

Coastside County Water District

Phase 3 El Granada Transmission Pipeline Replacement Project - Construction Management

Carollo Labor Cost Estimate

Task No.	Task Description	Senior Professional $222	Lead Project Professional $195	Professional $157	Assistant Professional $122	Senior Technician $135	Word Processing $85	Total	Labor Cost ($)
Task 1	Meetings	56	72	16	8	0	12	164	$30,980
Task 2	Contract Administration	10	92	0	0	0	36	138	$23,220
Task 3	Construction Inspection	0	0	0	576	0	0	576	$70,272
Task 4	Coordination of Startup and Testing	2	8	8	0	0	0	18	$3,260
Task 5	Project Closeout	8	16	16	0	16	4	60	$9,908
Task 6	Engineering Support Services	4	24	40	24	12	4	108	$16,736
Task 6.1	Respond to Requests for Information	12	8	40	24	0	0	84	$13,432
Task 6.2	Review Submittals	2	2	4	40	0	0	48	$6,342
Task 6.3	Evaluate and Prepare Change Orders	8	40	80	0	0	0	128	$22,136
Task 6.4	Value Engineering Proposals	8	24	0	0	0	0	32	$6,456
Task 6.5	Environmental Mitigation Monitoring	8	8	0		0	0	16	$3,336
Task 6.6	Project Management	32	32	0	0	0	0	64	$13,344
	Subtotal								
	Total	**150**	**326**	**204**	**672**	**28**	**56**	**1436**	**$ 219,422**

Total Budget Estimate

		PECE Charge [1] (9.00/hr)	Other Direct Costs: Mileage	Other Direct Costs: Printing	Other Direct Costs: Subconsultant.	Subtotal Other Direct Costs	Labor Costs (above)	Task Total
Task 1	Meetings	$1,476	$600		$0	$2,076	$30,980	$33,056
Task 2	Contract Administration	$1,242			$0	$1,242	$23,220	$24,462
Task 3	Construction Inspection	$5,184	$17,500		$75,000	$97,684	$70,272	$167,956
Task 4	Coordination of Startup and Testing	$162			$0	$162	$3,260	$3,422
Task 5	Project Closeout	$540			$0	$540	$9,908	$10,448
Task 6	Engineering Support Services	$972			$0	$972	$16,736	$17,708
Task 6.1	Requests for Information	$756			$0	$756	$13,432	$14,188
Task 6.2	Review Submittals	$432			$0	$432	$6,342	$6,774
Task 6.3	Evaluate and Prepare Change Orders	$1,152			$0	$1,152	$22,136	$23,288
Task 6.4	Value Engineering Proposals	$288			$0	$288	$6,456	$6,744
Task 6.5	Environmental Mitigation Monitoring	$144			$25,000	$25,144	$3,336	$28,480
Task 6.6	Project Management	$576		$1,000		$1,576	$13,344	$14,920
Task 7	Other Services (contingency)							$50,000
	Total	**$12,924**	**$18,100**	**$1,000**	**$100,000**	**$132,024**	**$219,422**	**$401,446**
						Rounded Total:		**$401,400**

(1) PECE: Project Equipment and Communication Expense

STAFF REPORT

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

From: **David Dickson, General Manager**

Agenda: **December 11, 2007**

Report Date: December 7, 2007

Subject: **Board of Directors Strategic Planning Retreat**

Recommendation:
Approve a tentative schedule of four strategic planning work sessions as an alternative to the January 2008 "retreat" specified in the General Manager's objectives.

Background:
Based on Board members' interest in having a strategic planning retreat, objectives for the General Manager, which the Board reviewed on November 13, 2007, include holding the retreat in place of the January 2008 meeting. As an alternative to trying to cover all of the topics of interest to the Board in a single day's far-ranging discussion, we would like to suggest a different approach: a series of shorter (4 hour) work sessions, each focused on one strategic planning area.

We would like to propose the following tentative schedule of strategic planning sessions:

- Water Supply Planning – February 2008
- Infrastructure and Capital Improvements – April 2008
- Funding the District – June 2008
- District Organization – August 2008

These sessions would be held in addition to the Board's regular monthly meeting rather than in place of the regular meeting.

Staff invites the Board's input on this planning approach, on the schedule, and on the topics to be included.

Fiscal Impact:
None.

COASTSIDE COUNTY WATER DISTRICT

Installed Water Connection Capacity & Water Meters

2007

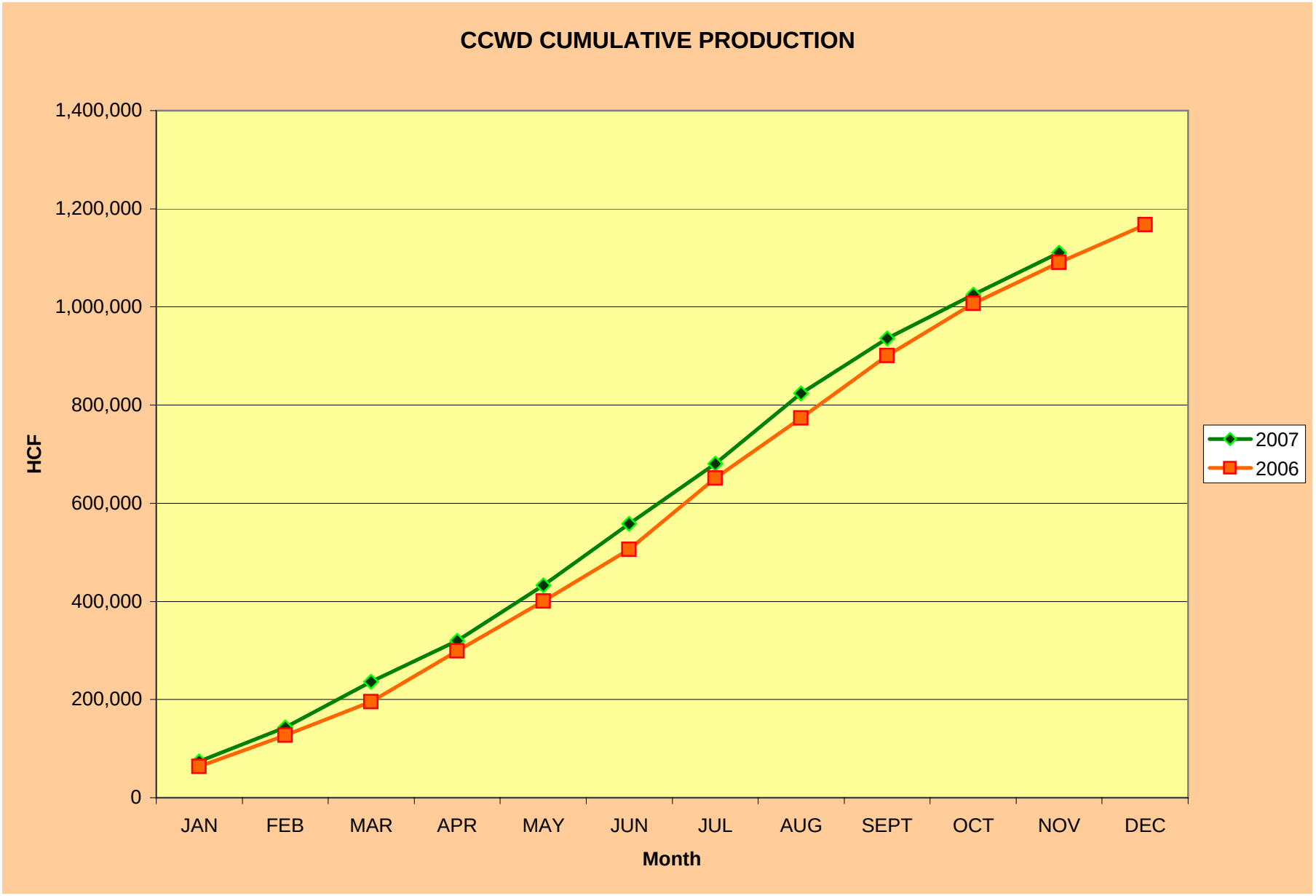
Installed Water Connection Capacity	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Total
HMB Non-Priority													
5/8" meter	1		1	5		3	2	1	3	2	1		**19**
3/4" meter													**0**
HMB Priority													
5/8" meter													**0**
3/4" meter			1.5										**1.5**
1" meter					2.5								**2.5**
County Non-Priority													
5/8" meter		1	1			4		1			2	2	**11**
3/4" meter													**0**
1" meter													**0**
County Priority													
5/8" meter			2										**2**
3/4" meter													**0**
1" meter													**0**
Monthly Total	**1**	**1**	**5.5**	**5**	**2.5**	**7**	**2**	**2**	**3**	**2**	**3**	**2**	**36**

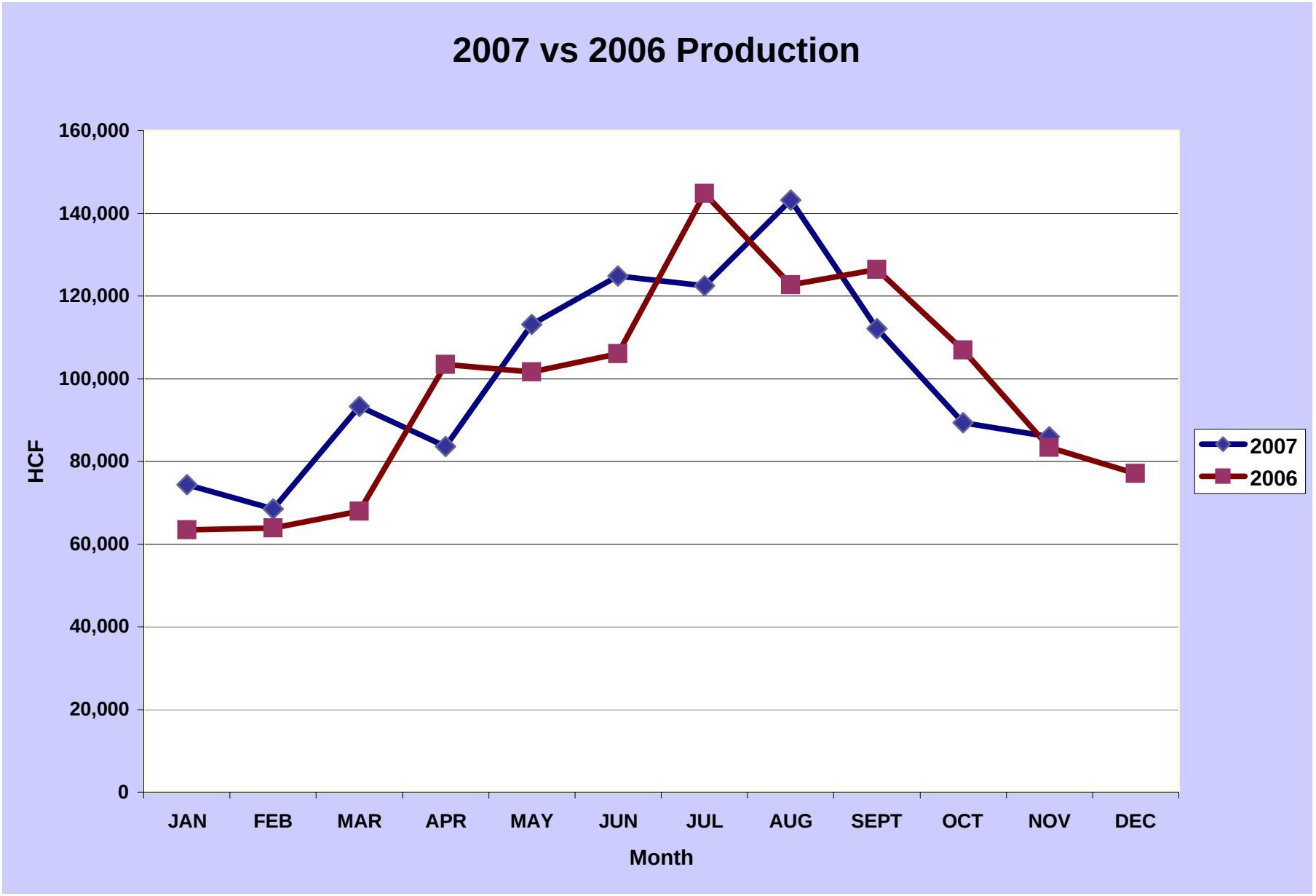
5/8" meter = 1 connection
3/4" meter = 1.5 connections
1" meter = 2.5 connections

Installed Water Meters	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Totals
HMB Non-Priority	**1**		1	**5**		**3**	2	1	3	2	1		**19**
HMB Priority			1		1								**2**
County Non-Priority		1	1			4		1			2	2	**11**
County Priority			2										**2**
Monthly Total	**1**	**1**	**5**	**5**	**1**	**7**	**2**	**2**	**3**	**2**	**3**	**2**	**34**

TOTAL CCWD PRODUCTION (HCF) ALL SOURCES-2007

	PILARCITOS		DENNISTON		CRYSTAL SPRINGS	SAN VIN.	RAW WATER	UNMETERED	TOTAL	
	WELLS	LAKE	WELLS	RESERVOIR	RESERVOIR	RESERVOIR	TOTAL	USAGE	HCF	MG
JAN	7,928	56,832	1,203	12,634	0	0	78,596	4,211	74,385	55.64
FEB	7,968	62,941	40	1,471	134	0	72,553	4,011	68,543	51.27
MAR	11,243	75,067	628	15,067	0	0	102,005	8,743	93,262	69.76
APR	0	68,837	628	20,321	0	0	89,786	6,176	83,610	62.54
MAY	0	89,479	2,500	22,594	6,029	0	120,602	7,460	113,142	84.63
JUN	0	20,334	3,636	21,457	85,214	0	130,642	5,829	124,813	93.36
JUL	0	0	4,184	14,559	110,508	0	129,251	6,765	122,487	91.62
AUG	0	0	5,000	15,775	129,332	0	150,107	6,845	143,262	107.16
SEPT	0	0	5,388	15,388	98,182	0	118,957	6,818	112,139	83.88
OCT	0	40	3,463	11,016	81,150	0	95,668	6,350	89,318	66.81
NOV	0	0	1,176	9,666	80,134	0	90,976	5,000	85,976	64.31
DEC	0	0	0	0	0	0	0	0	0	0.00
TOTAL HCF	27,139	373,529	27,848	159,947	590,682	0	**1,179,144**	68,209	**1,110,936**	
TOTAL MG	20.30	279.40	20.83	119.64	441.83	0.00	**882.00**	51.020		**830.98**
% TOTAL	2.3%	31.7%	2.4%	13.6%	50.1%	0.0%	**100.0%**	5.8%	94.2%	


CCWD CUMULATIVE PRODUCTION
1,400,000
1,200,000
1,000,000
800,000
600,000
400,000
200,000
0
HCF
JAN
FEB
MAR
APR
MAY
JUN
JUL
AUG
SEPT
OCT
NOV
DEC
Month
2007
2006


2007 vs 2006 Production
160,000
140,000
120,000
100,000
80,000
60,000
40,000
20,000
0
HCF
JAN
FEB
MAR
APR
MAY
JUN
JUL
AUG
SEPT
OCT
NOV
DEC
Month
2007
2006

COMPARISON OF SFPUC METERS WITH NUNES INFLUENT METER

		Nunes Meter	BW Return	Wells	Difference	SFPUC Pilarcitos meter	SFPUC CSP meter	Skylawn 1	SFPUC Total	SFPUC - Nunes	% difference
2006	**Jun**	68.76	3.3	0	65.46	45.54	20.3	0.00	65.84	0.38	0.58
2006	**Jul**	75.97	3.4	0	72.57	0	91.78	13.80	77.98	5.41	6.94
2006	**Aug**	71.56	3.42	0	68.14	0	76.55	0.00	76.55	8.41	10.99
2006	**Sep**	65.09	3.23	0	61.86	0	77.88	13.13	64.75	2.89	4.46
2006	**Oct**	57.6	3.1	0	54.50	0	64.98	0.00	64.98	10.48	16.13
2006	**Nov**	50.7	2.96	7.17	40.57	17.2	30.34	9.25	38.29	-2.28	-5.95
2007	**Dec**	49.94	3.74	7.6	38.60	45.17	0	0.00	45.17	6.57	14.55
2007	**Jan**	51.29	2.78	5.93	42.58	42.51	0	0.00	42.51	-0.07	-0.17
2007	**Feb**	48.57	2.56	5.96	40.05	47.08	0	0.00	47.08	7.03	14.93
2007	**Mar**	54.47	2.99	8.41	43.07	56.11	0	0.00	56.11	13.04	23.24
2007	**Apr**	50.28	2.49	0	47.79	51.49	0	0.00	51.49	3.70	7.19
2007	**May**	59	2.5	0	56.50	66.93	4.51	2.50	68.94	12.44	18.04
2007	**Jun**	70.71	2.64	0	68.07	15.21	63.74	0	78.95	10.88	13.78
2007	**Jul**	74.67	2.85	0	71.82	0	82.66	15.12	67.54	-4.28	-6.34
2007	**Aug**	74.46	2.86	0	71.60	0	96.74	2.4	94.34	22.74	24.10
2007	**Sep**	71.2	2.74	0	68.46	0	73.44	15.34	58.10	-10.36	-17.83
2007	**Oct**	56.455	2.61	0	53.85	0.03	60.7	0	60.73	6.89	11.34
2007	**Nov**	51.59	2.463	0	49.13	0	59.937	2.698	57.24	8.11	14.17
TOTAL		**1102.32**	**52.63**	**35.07**	**1014.61**	**387.27**	**803.56**	**74.24**	**998.62**	**86.98**	**8.71**
AVERAGE											

All results in MG.

			confluence upstream of meter - subtracted from Nunes	**also subtracted from Nunes meter**				**sent to Skylawn as raw water. Subtracted from SFPUC sum**	**Total**		

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

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	HCF to Date	MG to Date
RESIDENTIAL	28435	45890	25051	36631	30745	65857	44487	70773	39473	63132	29263		479,737	358.84
COMMERCIAL	8452	1839	7667	1468	8643	1815	11883	1858	10084	1881	7945		63,535	47.52
RESTAURANT	3063	1	2932	0	3016	2	3250	16	3444	29	2851		18,604	13.92
HOTELS/MOTELS	6235	168	5499	167	13587	203	6695	249	8098	200	7274		48,375	36.18
SCHOOLS	714	175	1031	125	1541	382	4531	229	4068	364	2891		16,051	12.01
MULTI DWELL	7174	8535	6113	7722	6249	8707	7633	8816	7833	8647	6180		83,609	62.54
BEACHES/PARKS	385	31	550	125	1125	152	1461	101	1953	105	819		6,807	5.09
FLORAL	19687	324	19635	297	28987	342	30372	360	25007	374	21232		146,617	109.67
RECREATIONAL	103	236	83	273	81	324	132	324	109	250	84		1,999	1.50
MARINE	1804	0	1305	0	1822	0	1923	0	1902	0	1428		10,184	7.62
IRRIGATION	397	926	143	1186	5266	3127	33797	4446	34818	3605	12465		100,176	74.93
Portable Meters	0	400	146	228	0	371	0	1963	0	1429	0		4,537	3.39

HCF	76,449	58,525	70,155	48,222	101,062	81,282	146,164	89,135	136,789	80,016	92,432	0	980,231	
MG	57.18	43.78	52.48	36.07	75.59	60.80	109.33	66.67	102.32	59.85	69.14	0.00		733.21

Coastside County Water District Monthly Sales By Category (HCF)
2006

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	HCF to Date	MG to Date
RESIDENTIAL	26,648	37,849	22,883	37,829	27,954	67,438	40,524	79,653	43,351	68,097	32,646		484,872	362.68
COMMERCIAL	8,935	1,598	7,266	1,654	8,837	2,003	9,904	2,344	11,305	2,174	9,296		65,316	48.86
RESTAURANT	3,075	17	2,789	17	3,183	39	3,700	182	3,546	44	2,966		19,558	14.63
HOTELS/MOTELS	6,125	151	5,568	170	6,509	235	7,089	286	8,373	219	6,493		41,218	30.83
SCHOOLS	1,121	102	820	91	1,448	186	4,420	275	6,972	213	2,806		18,454	13.80
MULTI DWELL	6,746	7,910	5,912	7,364	6,642	9,137	7,981	9,372	8,277	9,072	6,423		84,836	63.46
BEACHES/PARKS	350	17	309	5	525	130	1,388	211	1,529	213	1,003		5,680	4.25
FLORAL	19,797	300	18,090	249	32,609	327	25,746	360	25,150	379	21,009		144,016	107.72
RECREATIONAL	144	191	121	229	85	259	103	324	146	274	108		1,984	1.48
MARINE	1,844	0	1,450	0	767	0	2,595	0	2,047	0	2,017		10,720	8.02
IRRIGATION	2,673	551	481	305	248	3,037	25,160	4,183	31,539	3,084	15,440		86,701	64.85
portable meters	0	329	0	377	0	512	0	895	0	730			2843	2.13

HCF	77,458	49,015	65,689	48,290	88,807	83,303	128,610	98,085	142,235	84,499	100,207	0	966,198	
MG	57.94	36.66	49.14	36.12	66.43	62.31	96.20	73.37	106.39	63.21	74.95	0.00		722.72

Coastside County Water District
Monthly Leak Report
November 2007

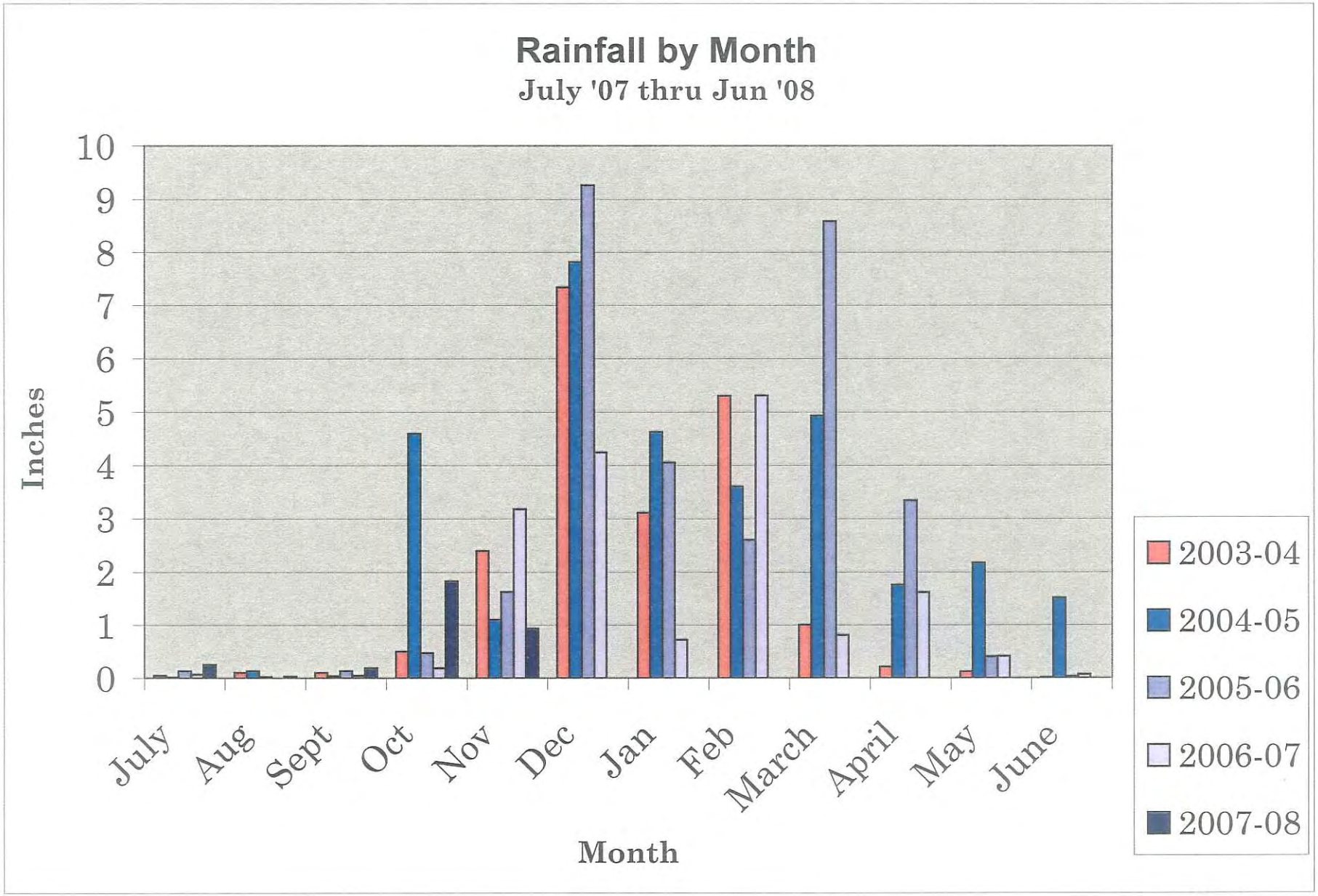
Date	Location	City	Pipe Type/Size	Repair Material	Estimated Water Loss (gallons)	Estimated Cost of Repair (dollars)
02-Nov-07	608 San Benito St	HMB	1.5" steel	1.5" x 3" clamp	500	$500
05-Nov-07	South of Mirmontes Point	HMB	2" galv	2" x 7.5" full circle	20,000	$2,600
07-Nov-07	225 Kelly Ave	HMB	1" plastic service	20' 1" copper 1 - 90 clamp	8,500	$1,675
				TOTAL	**29,000**	**$4,775**

Coastside County Water District
766 Main Street
July 2007 - June 2008

District Office
Rainfall in Inches

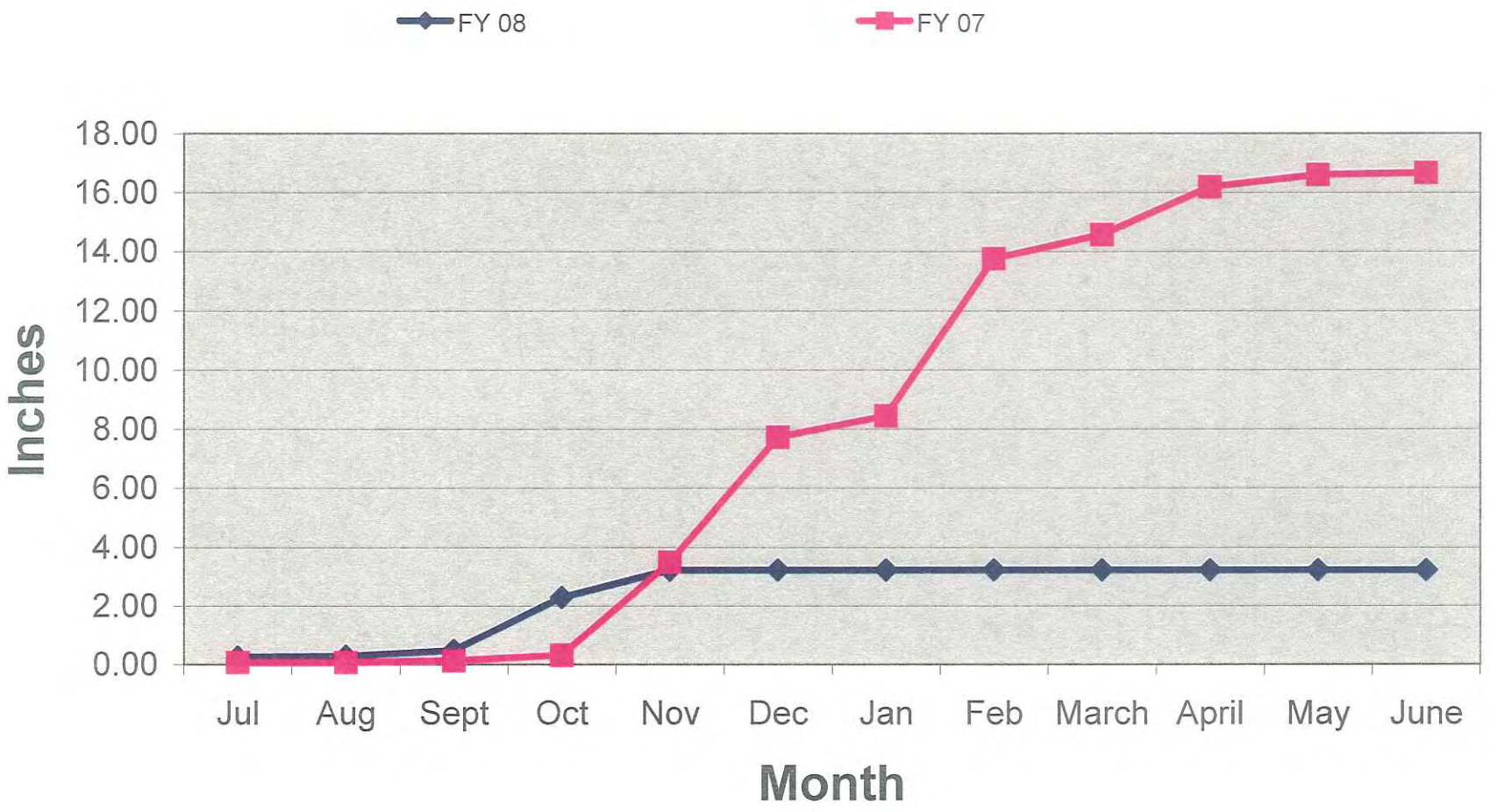
	2007						2008					
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1	0	0	0	0.03	0.01							
2	0	0	0	0	0							
3	0	0	0	0	0							
4	0	0	0.03	0	0							
5	0	0.02	0	0	0.01							
6	0	0	0	0	0							
7	0.02	0	0	0	0							
8	0	0	0	0	0							
9	0	0.01	0	0.86	0							
10	0	0	0	0.23	0.8							
11	0	0	0	0	0.08							
12	0	0	0	0.55	0							
13	0	0	0	0	0							
14	0	0	0	0	0							
15	0.01	0	0	0.02	0							
16	0	0	0	0.02	0.01							
17	0.01	0	0	0.01	0							
18	0.07	0	0	0.01	0.01							
19	0	0	0	0.1	0.01							
20	0	0	0	0	0							
21	0	0	0	0	0							
22	0.01	0	0.1	0	0							
23	0.02	0	0	0	0							
24	0.03	0	0	0	0							
25	0.01	0	0	0	0							
26	0.02	0	0	0	0							
27	0.01	0	0	0	0							
28	0.02	0	0.05	0	0							
29	0.02	0	0.01	0	0							
30	0	0	0	0	0							
31	0	0		0								
Mon.Total	0.25	0.03	0.19	1.83	0.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Year Total	0.25	0.28	0.47	2.30	3.23	3.23	3.23	3.23	3.23	3.23	3.23	3.23

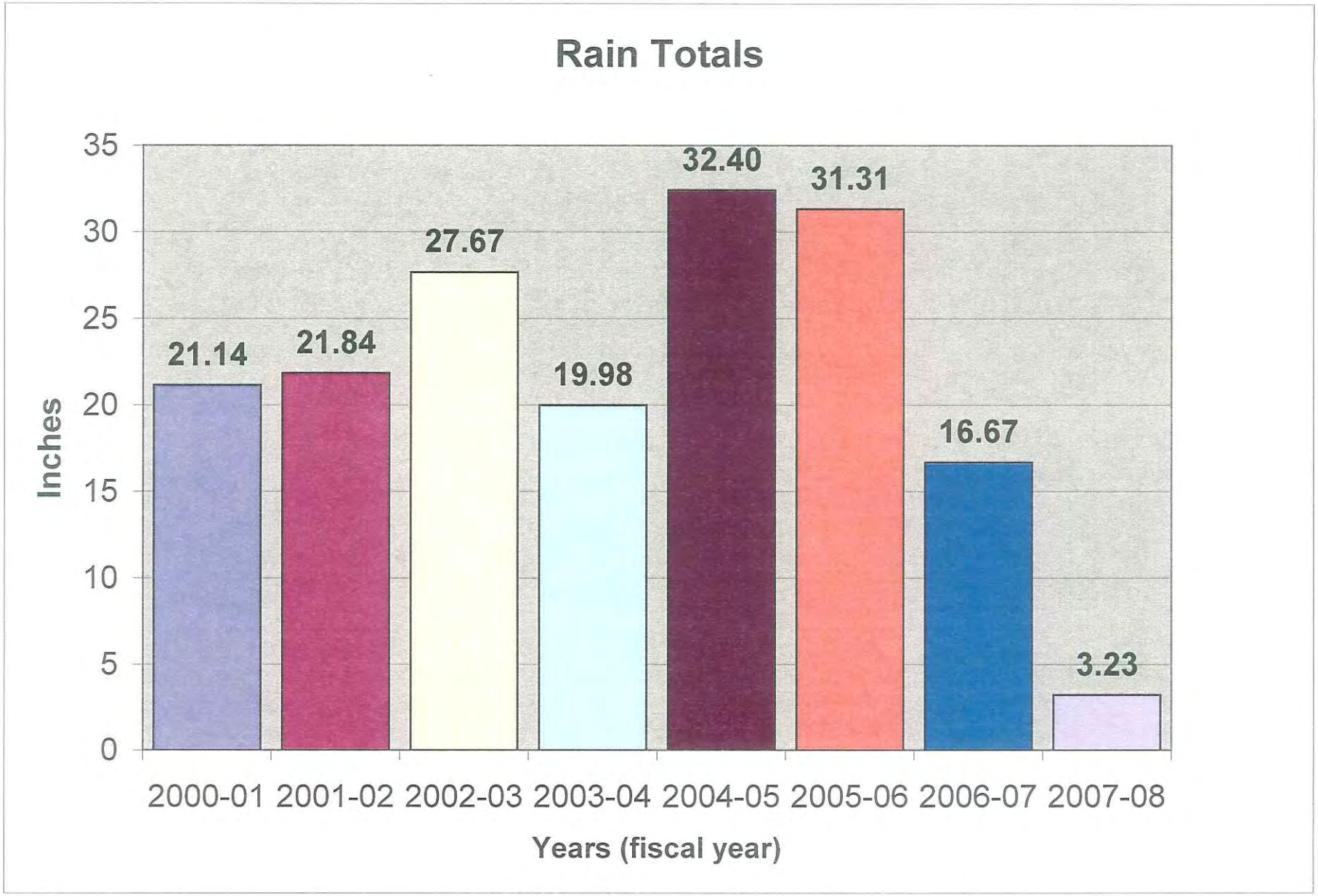
Coastside County Water District



Rainfall by Month

July 2007 - June 2008




Rain Totals
Inches
35
30
25
20
15
10
5
0
21.14
21.84
27.67
19.98
32.40
31.31
16.67
3.23
2000-01
2001-02
2002-03
2003-04
2004-05
2005-06
2006-07
2007-08
Years (fiscal year)

MONTHLY CLIMATOLOGICAL SUMMARY for NOV. 2007

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

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

DAY	MEAN TEMP	HIGH	TIME	LOW	TIME	HEAT DEG DAYS	COOL DEG DAYS	RAIN	AVG WIND SPEED	HIGH	TIME	DOM DIR
1	56.1	63.6	11:30a	48.6	12:00m	8.9	0.0	0.01	0.5	7.0	6:30a	SSW
2	56.0	73.6	1:30p	45.3	7:00a	9.9	0.9	0.00	1.0	16.0	12:00p	NNE
3	66.5	78.1	2:30p	51.1	12:30a	1.9	3.4	0.00	2.9	22.0	5:30a	N
4	62.7	73.2	11:30a	50.6	12:00m	3.5	1.2	0.00	2.1	14.0	10:00a	SSW
5	54.5	61.5	2:00p	47.3	7:00a	10.5	0.0	0.01	0.3	5.0	2:30a	SSW
6	54.7	61.6	12:30p	50.6	11:30p	10.3	0.0	0.00	0.5	8.0	1:00p	SSW
7	54.8	61.5	1:00p	48.6	6:30a	10.2	0.0	0.00	0.5	7.0	1:30p	SE
8	58.0	66.3	1:00p	53.9	3:00a	7.0	0.0	0.00	0.6	8.0	12:30p	S
9	56.3	67.9	12:30p	47.7	11:30p	8.7	0.0	0.00	0.7	8.0	11:30a	SSW
10	56.8	64.5	10:30a	46.3	3:00a	8.2	0.0	0.80	0.9	11.0	12:00p	SE
11	53.5	60.3	11:00a	44.8	10:30p	11.5	0.0	0.08	1.6	16.0	2:00p	N
12	55.0	65.5	11:30a	44.6	5:00a	10.0	0.0	0.00	0.3	7.0	2:00a	SSW
13	59.2	67.3	11:00a	52.5	1:30a	6.0	0.2	0.00	0.1	7.0	2:00p	SW
14	63.5	75.2	2:00p	53.9	12:00m	3.1	1.6	0.00	2.2	17.0	7:00a	N
15	56.0	62.2	1:00p	49.1	5:00a	9.0	0.0	0.00	0.6	12.0	3:00p	NNE
16	57.6	64.6	2:30p	54.2	12:00m	7.4	0.0	0.01	0.3	6.0	11:30a	NW
17	54.4	62.1	12:30p	50.0	5:00a	10.6	0.0	0.00	0.1	5.0	4:30a	NNE
18	55.5	64.8	12:30p	47.3	5:00a	9.5	0.0	0.01	0.6	11.0	1:30p	WSW
19	53.5	62.6	11:30a	44.1	12:00m	11.5	0.0	0.01	0.5	10.0	11:30a	WSW
20	50.3	60.1	12:30p	42.2	12:00m	14.7	0.0	0.00	1.5	9.0	9:30a	N
21	50.9	62.9	3:00p	41.7	4:30a	14.1	0.0	0.00	2.2	17.0	11:30a	N
22	52.4	63.8	3:00p	41.4	12:00m	12.6	0.0	0.00	2.7	17.0	10:30a	N
23	52.4	67.0	4:00p	39.3	3:00a	12.7	0.1	0.00	2.6	19.0	3:30p	NNE
24	49.1	60.9	1:30p	39.9	5:00a	15.9	0.0	0.00	0.4	8.0	8:30p	SSW
25	52.2	61.7	1:30p	45.1	5:00a	12.8	0.0	0.00	0.5	9.0	11:30a	N
26	52.9	64.0	2:30p	43.4	5:30a	12.1	0.0	0.00	0.8	14.0	7:30a	SW
27	52.9	63.5	3:00p	45.5	7:00a	12.1	0.0	0.00	1.5	16.0	1:30p	N
28	56.2	65.8	3:00p	47.0	11:30p	8.8	0.0	0.00	3.6	23.0	5:00a	N
29	50.4	61.2	1:00p	43.1	9:30p	14.6	0.0	0.00	2.3	13.0	10:30a	N
30	47.0	54.6	2:30p	37.1	8:00a	18.0	0.0	0.00	1.4	13.0	11:00p	NW
	55.0	78.1	3	37.1	30	306.0	7.4	0.93	1.2	23.0	28	N

Max >= 90.0: 0
Max <= 32.0: 0
Min <= 32.0: 0
Min <= 0.0: 0
Max Rain: 0.80 ON 11/10/07
Days of Rain: 2 (>.01 in) 1 (>.1 in) 0 (>1 in)
Heat Base: 65.0 Cool Base: 65.0 Method: Integration

STATION (Climatological) Half Moon Bay (River Station, if different) | MONTH NOV | 2007

STATE CA | COUNTY SAN Mateo | RIVER

TIME (local) OF OBSERVATION RIVER 08:30 | TEMP. | PRECIPITATION | STANDARD TIME IN USE Pacific

TYPE OF RIVER GAGE | ELEVATION OF RIVER GAGE ZERO Ft. | FLOOD STAGE Ft. | NORMAL POOL STAGE Ft.

WS FORM B-91
(7-89)

U.S. DEPARTMENT OF COMMERCE
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
NATIONAL WEATHER SERVICE

RECORD OF RIVER AND CLIMATOLOGICAL OBSERVATIONS

DATE	TEMPERATURE F. 24 HRS. ENDING AT OBSERVATION MAX.	MIN.	AT OBSN.	PRECIPITATION 24-HR AMOUNTS Rain, melted snow, etc. (Ins. and hundredths)	Snow, ice pellets, (ins. and tenths)	At Ob. Snow, ice pellets, hail, ice on ground (Ins.)	WEATHER (Calendar Day) Fog	Ice Pellets	Glaze	Thunder	Hail	Damaging Winds	Time of observation if different from above	RIVER STAGE CONDITION	GAGE READING AT ___ A.M.	TENDENCY	REMARKS (Special observations, etc.,)
1	58	51	52	T			X										0750 T
2	59	40	45	T			X										0810 T
3	74	43	68	0.00													0930 T
4	81	46	59	0.0													0803 JW
5	76	47	49	0.01			X										0821 JW
6	56	44	52	0.0													1019 JW
7	56	47	48	T													0730 JW
8	57	49	55	0.00													08:05 Calm
9	62	45	54	0.01													07:45 Calm
10	64	42	56	0.00													0843 T
11	62	46	53	1.02													0845 JW
12	63	38	49	.01													0730 JW
13	61	49	53	0.0													0711 JW
14	64	51	62	0.0													0700 JW
15	75	46	57	0.0													08:35 Calm
16	63	52	65	0.01													08:00 Calm
17	59	50	52	0.00													0810 T
18	61	46	59	.01			X										1131 JW
19	64	45	56	0.00													08:30 Calm
20	61	37	54	.005			X										0938 JW
21	61	35	57	.005													0934 JW
22	64	36	49	Trace													08:00 Calm
23	66	32	59	0.00													0900 T
24	69	32	39	0.00													0750 T
25	57	37	49	0.0													0800 JW
26	59	37	54	0.0													0833 JW
27	59	34	53	0.0													0946 JW
28	—	—	—	—													
29	66	35	48	0.0													08:20 Calm
30	63	34	39	0.0													08:15 Calm
31																	
SUM			SUM				Fog	Ice Pel.	Glaze	Thund.	Hail	Dam. Winds					

Draw a straight line (——) through hours precipitation was observed, and a waved line (~~~) through hours precipitation probably occurred unobserved.

A.M. NOON P.M.

1 2 3 4 5 6 7 8 9 10 11 | 1 2 3 4 5 6 7 8 9 10 11

Mark 'X' for all types occurring each day.

CHECK BAR (For wire-weight) NORMAL CK. BAR

READING	DATE

CONDITION OF RIVER AT GAGE

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

OBSERVER SAM Operators

SUPERVISING OFFICE MTR

STATION INDEX NO. 04-3714

San Francisco Public Utilities Commission
Hydrological Conditions Report
For November 2007

J. Chester, B. McGurk, M. Tsang, December 4, 2007

Current System Storage

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

Table 1
Current Storage
As of December 1, 2007

Reservoir	Current Storage		Maximum Storage		Available Capacity		Percent of Maximum Storage
	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	
Tuolumne System							
Hetch Hetchy [1/]	203,788		340,830		137,042		59.8%
Cherry [2/]	127,390		268,810		141,420		47.4%
Lake Eleanor [3/]	20,593		23,541		2,948		87.5%
Water Bank	542,604		570,000		27,396		95.2%
Tuolumne Storage	894,375		1,203,181		308,806		74.3%
Local Bay Area Storage							
Calaveras [4/]	32,009	10,430	96,824	31,550	64,815	21,120	33.1%
San Antonio	45,300	14,761	50,496	16,454	5,196	1,693	89.7%
Crystal Springs	43,615	14,212	58,377	19,022	14,761	4,810	74.7%
San Andreas	17,320	5,644	18,996	6,190	1,676	546	91.2%
Pilarcitos	2,308	752	3,100	1,010	792	258	74.5%
Total Local Storage	140,552	45,799	227,793	74,226	87,241	28,427	61.7%
Total System	1,034,927		1,430,974		396,047		72.3%

[1/] Maximum Hetch Hetchy Reservoir storage with drum gates deactivated.
[2/] Maximum Cherry Reservoir storage with flash-boards out.
[3/] Maximum Lake Eleanor storage with all stop-logs out.
[4/] Available capacity does not take into account current DSOD storage restrictions.

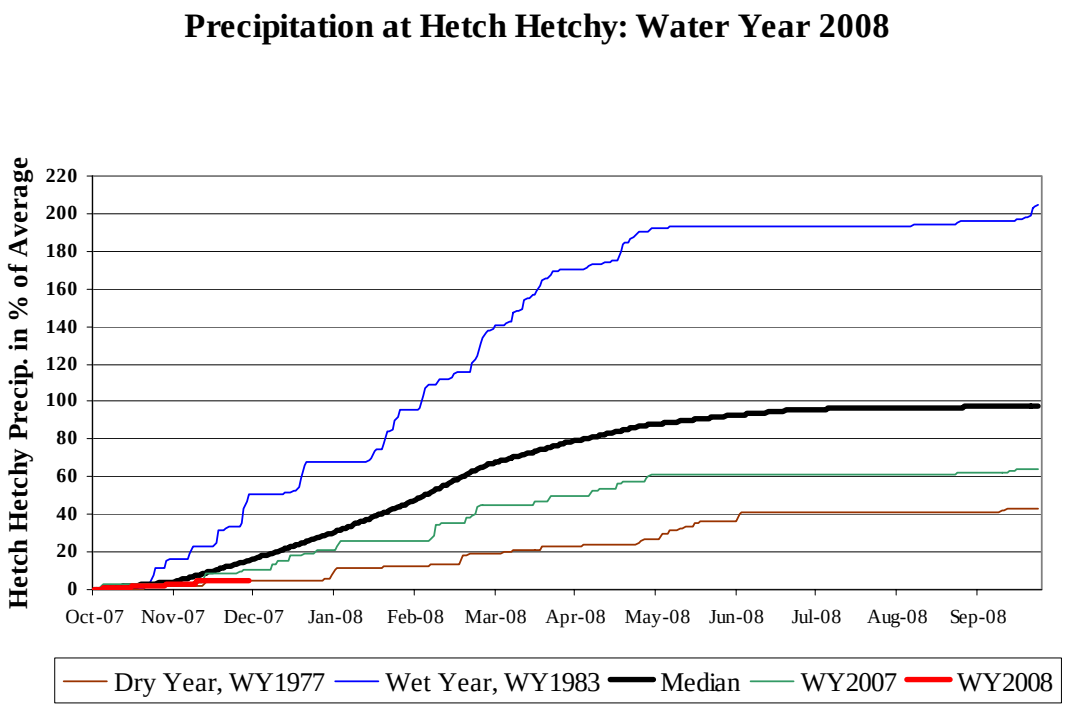
Hetch Hetchy System Precipitation Index [5/]

Current Month: The November precipitation index is 0.53 inch, or 13.5% of the average index for the month.

Cumulative Precipitation to Date: The accumulated precipitation index for water year 2008 is 1.89 inches, which is 5.3% of the average annual water year total, or 33.1% of the season-to-date precipitation. The cumulative precipitation for the Hetch Hetchy gauge is shown in Figure 1.

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

Figure 1: Water year 2008 cumulative precipitation received at Hetch Hetchy Reservoir through the end-of-month November. Precipitation for wet, dry, median, and WY 2007 years for the station at Hetch Hetchy is included for comparison purposes.



Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and Tuolumne River at La Grange as of November 30th is summarized below in Table 2. Water available to the City is also shown in Table 2.

Table 2
Unimpaired Inflow
Acre-Feet

	November 2007				October 1, 2007 through November 30, 2007			
	Observed Flow	Median[6]	Average[6]	Percent of Average	Observed Flow	Median[6]	Average[6]	Percent of Average
Inflow to Hetch Hetchy Reservoir	2,051	6,892	14,104	14.5%	3,352	10,442	20,189	16.6%
Inflow to Cherry Reservoir and Lake Eleanor	0	8,406	16,102	0%	0	11,742	21,228	0%
Tuolumne River at La Grange	3,549	24,262	47,011	7.5%	12,574	39,873	63,835	19.7%
Water Available to the City	0	0	14,042	0%	0	0	15,917	0%

[6] Hydrologic Record: 1919 – 2005.

Hetch Hetchy System Operations

As there was no major precipitation event since October, Hetch Hetchy inflow in November was less than 15% of average and there was almost no inflow into Cherry and Eleanor. The powerdraft from Hetch Hetchy was matched to SJPL deliveries throughout the month.

Cherry Lake is currently at 47% of capacity. It was drawn down to the 127,000 acre-foot level for maintenance at the Cherry-Eleanor Pump Station. Seven pumps were serviced in place, and three pumps were removed for repair and were reinstalled in late November. During the course of the drawdown, about 140,000 acre-feet of water were transferred to the City's Water Bank account in Don Pedro Reservoir.

In November, no water was pumped from Lake Eleanor to Cherry Reservoir. Water will be allowed to flow by gravity from Lake Eleanor to Cherry Reservoir in mid-December, and calibration and maintenance on the Cherry-Eleanor flow measurement equipment will be performed.

SJPL Diversion

The average rate of the San Joaquin Pipeline during November was 286 mgd.

Local System

The average rate at the Sunol Valley Water Treatment Plant for November was 16 mgd. The average rate at the Harry Tracy Water Treatment Plant for the month of November was 19 mgd. November water demands averaged 180 mgd. Water demand on December 1, 2007 was approximately 160 mgd. Water demands are trending lower, consistent with expected season norm. Due to the continued high rate of the San Joaquin Pipeline, storage in Crystal Springs Reservoir is increasing. November precipitation in the Local System was lower than normal and is presented in Table 3.

Table 3 - Precipitation Totals for November at Three Local Reservoirs

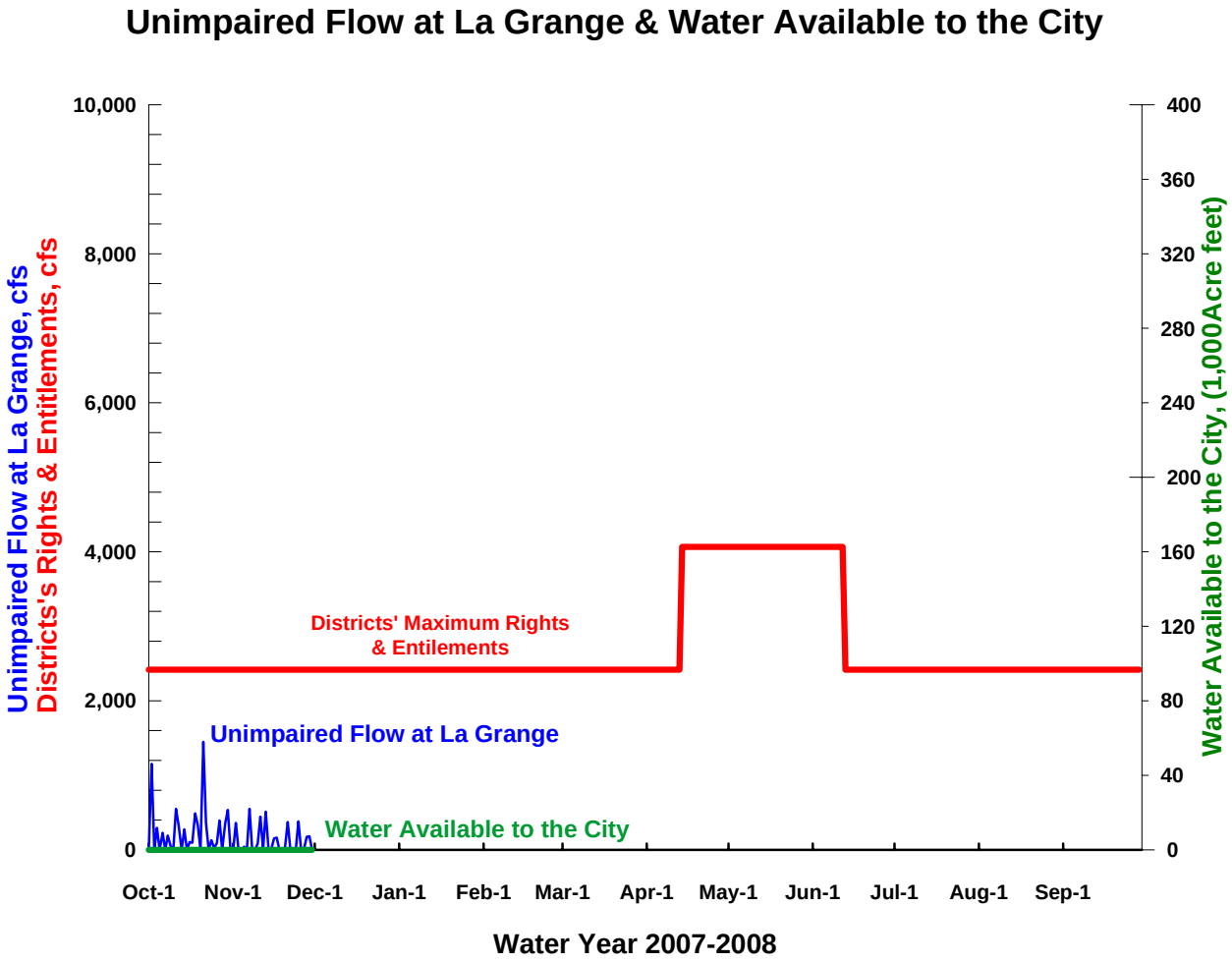
Reservoir	Month Total (inches)	Percentage of Normal for the Month	Year To Date [7] (inches)	Percentage of Normal for the Year to Date [7]
Pilarcitos	1.09	23 %	5.36	69 %
Crystal Springs	0.70	20 %	3.61	68 %
Calaveras	0.67	25 %	2.88	69 %

[7] Since 7-1-2007

Snowmelt and Water Supply

November continued to be dry and the season-to-date precipitation was 33% of normal. Due to low unimpaired inflow into Don Pedro, the City did not get any entitlement flow this month. The forecast for the first two weeks of December is for above-normal precipitation and below-normal temperature for both the Local System and the Hetch Hetchy area. The one-month forecast is for normal precipitation and above-normal temperature. The three-month forecast calls for below-normal precipitation and normal temperature. A moderate La Nina condition is occurring, based on sea surface temperature in the Pacific. Moderate La Nina events in the past have been associated with a slightly-elevated chance of dry winters in central California.

Figure 2: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City. Water available to the City for the period from October 1, 2007 through November 30th, 2007 is zero acre-feet.



cc	HHWP Records	DeGraca, Andrew	Kehoe, Paula	Sandkulla, Nicole
	Bauer, Leo	Fong, Mike	Larramendy, Don	Sanguinetti, Dave
	Briggs, David	Gass, Matt	Levin, Ellen	Tsang, Michael
	Cameron, David	Hale, Barbara	McGurk, Bruce	
	Carlin, Michael	Hannaford, Margaret	Rickson, Norman	
	Chester, John	Jensen, Art	Samii, Camron	

Monthly Report

To: **David Dickson, General Manager**

From: **Cathleen Brennan, Water Resources Analyst**

Agenda: **December 11, 2007**

Subject: **Water Resources Report**

This report is provided as an update on water conservation, outreach, and program development activities to the Board of Directors. No action is required.

□ Green Business Inspection – 11/27/2007

The County of San Mateo called and asked Coastside County Water District to participate in the certification of a business in our service area. Coastside County Water District's participation includes verifying that applicants in our service area comply with the water conservation checklist provided by the Green Business Program. The inspection checklist includes best management practices, education, fixtures, and landscaping. These criteria were provided by the Green Business Program. On November 27, 2007, an inspection was performed at a local business applying to become certified as a green business.

□ Summary of Meeting Participation.

Staff Meeting 11/5/2007 - 11/13/2007 – 11/19/2007 – 11/26/2007 – 12/3/2007
Employee Meeting 11/20/2007
SFPUC – Wholesale Customer Quarterly Meeting on System Operations 11/28/2007
Bay Area Water Conservation Coordinators Meeting 11/29/2007
Pilarcitos IWMP Phone Conference 12/03/2007
SFPUC meeting 12/3/2007

Monthly Report

To: **David Dickson, General Manager**

From: **Cathleen Brennan, Water Resources Analyst**

Agenda: **December 11, 2007**

Subject: **Water Shortage and Drought Contingency Plan**

This report is provided as an update on the implementation of the Water Shortage and Drought Contingency Plan – Stage 1 (Advisory Stage). The Advisory Stage was implemented in June of 2007. No action is required by the Board of Directors.

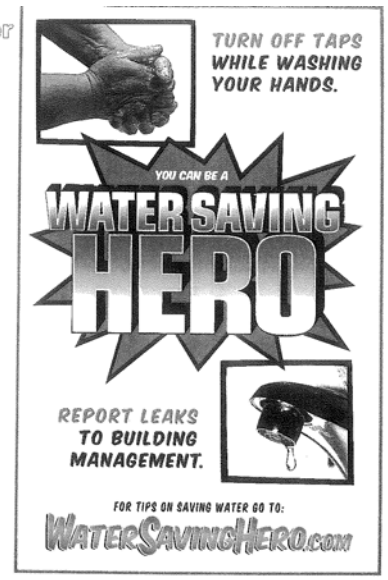
ADVISORY STAGE – Stage 1

▪ **Outreach**

√ The regional "Water Saving Hero" campaign provided Coastside County Water District with more outreach materials in November.

- Sponges (quantity 200)
- Magnets (quantity 200)
- Stickers (quantity 200)
- Banners (quantity 2)

Sticker



Sponge

√ A postcard was mailed to all of our customers in December to warn them of the potential for mandatory water rationing in 2008.

Fall 2007

Coastside County Water District
766 Main Street
Half Moon Bay, CA 94019
650-726-4405

Water Shortage Advisory Update

Dear Customer,

Thank you for your efforts to voluntarily reduce your water consumption by 10%.

Water year 2007 was considered critically dry. It is too early to predict whether water year 2008 will be dry or wet, so we must be prepared for the possibility of another dry year.

If precipitation is below normal this fall and winter, we will need to implement mandatory water restrictions early next year. **Customers may be required to reduce their consumption by 20%.**

For water conservation information go to: www.watersavinghero.org or www.coastsidewater.org

▪ Meetings/Workshops

√ Springbrook telephone conference 11/06/2007
√ Springbrook telephone conference 11/14/2007
√ Employee Meeting 11/20/2007
√ Strategic Planning Meeting 11/20/2007
√ Meeting with Floriculture Customer 12/03/2007
√ Meeting with Commercial Customer 12/05/2007
√ Jacob Boomhouwer of CDM - 12/05/2007
√ Meeting with Institutional Customer- 12/06/2007

▪ California Department of Water Resources – California Data Exchange Center Update on Statewide Water Conditions – October 2007.

The following is a description taken from the California Data Exchange Center that summarizes California's hydrologic conditions. The description includes an explanation of the "La Nina" conditions that are currently influencing weather patterns in California.

"The pattern of this year's long-range forecasts is influenced by the continuing development of weak to moderate La Nina conditions (cooler than average sea-surface

temperatures) across the tropical Pacific. Current conditions suggest that La Nina conditions may continue to strengthen into early next year and then fade during the latter part of winter. La Nina events influence the position and strength of the jet stream over the Pacific Ocean, which in turn affects the winter precipitation and temperature patterns across the United States and other locations in the world. La Nina conditions can favor a wetter than average Pacific Northwest and a drier than average American Southwest. California sits in the transition zone with the northern mountains of the State potentially wetter than average, and the Central Valley and Southern California potentially drier than average. In addition, during La Nina years, weather in Northern California can be highly variable, with both wet and dry scenarios possible. Southern California has a more consistent tendency toward dryness. "

▪ **Water Shortage and Drought Contingency Planning**

Based on San Francisco Public Utilities Commission's (SFPUC) Hydrological Conditions Report and the La Nina influenced precipitation forecast, Coastside County Water District is planning for mandatory water restrictions in 2008. Mandatory water restrictions will most likely require going directly into Stage 3 of Coastside County Water District's Water Shortage and Drought Contingency Plan. Stage 3 describes mandatory reductions in water consumption of 20-38% and is considered moderate to severe rationing conditions.

In addition to the reduction of water available (allocated) from SFPUC, less water will be available from local ground and surface water sources. The reduction in local sources must also be factored in to plans for mandatory restrictions.

Mandatory restrictions will require the declaration of a water shortage and will require the adoption of a drought ordinance imposing special restrictions and special rates on Coastside County Water District customers.

Staff contacted Springbrook (utility billing vendor) and determined that special programming, to enhance our current utility billing system, will be required to impose mandatory restrictions in the service area. Coastside County Water District is also investigating using a consultant to help with modeling a rate structure under water shortage conditions.

Staff is in contact with the Bay Area Water Supply and Conservation Agency (BAWSCA) to try and get more information regarding Coastside County Water District's allocation during mandatory restrictions.

MONTHLY REPORT

To: **David Dickson, General Manager**

From: **Joe Guistino, Superintendent of Operations**

Agenda: **December 11, 2007**

Report Date: **December 4, 2007**

Subject: **Operational Report – November 2007**

Source of Supply
Crystal Springs, Denniston Reservoir and Denniston Wells #1, #3 & #9 were the main source of supply for the month of August.

Projects
Main Street Project
Some punch list items are still in need of completion.
Left to be complete are:
-new meter box at the Twice As Nice
-meter installation for median strips
-PRV vault on Main Street to be brought to grade

Denniston Storage Tank Modification/El Granada Pump Station Modification Project
Work on the Denniston Storage Tank has been on hold until the El Granada Pump Station Modification Project can be complete. Bids for this project will be opened on 11 December with possible acceptance of the proposal at this Board Meeting.

Short Term Improvement Project
See Engineer's Report

Automatic Meter Reading Pilot
All bonds are in order, the notice to proceed has been given and the registers should arrive this week. Physical work should start the week of 10 December and the project should be complete by 1 January.

Denniston Reservoir
We are presently awaiting a response from California Department of Fish & Game to our application that was submitted on 17 October. Our consultant has been unable to gain a federal nexus with the Army Corps of Engineers since the project does not entail adding anything to the system. I will be altering our plans to include a bank of rip rap along the edge of the reservoir which will enable the ACOE to become involved with the project and providing the link needed to have the US Fish &

Wildlife Service to provide the guidance needed for the endangered species mitigation.

Denniston Well Rehabilitation Project
Denniston Well #4 will provide us with a modest 15 – 20 gpm. The contractor has been instructed to procure a 1/2HP pump and motor and to bring the well on line.

Systems Improvement:
Beautification Efforts
Denniston Pump Station was painted and the crews have cleaned up all reservoir and well sites. Crews built and painted a new enclosure for Denniston Well #1.

PM Program
The contract has been sent to ECO:LOGIC for signature and procurement of required bonding. A kickoff meeting was held on 26 November to establish strategy of database population and for them to get introduced to our treatment plants and other District facilities. A notice to proceed will be issued once the contract documents and proper bonds are in order.

Loader Scraper
The District's new loader/scraper arrived on 29 November. It will be brought to the Denniston Yard where we will be keeping our fill rock and where it will be protected from the elements in a temporary structure. The crew was trained on its operation.

Shop Security
An "eye-in-the-sky" camera was installed on the west corner of the shop building as part of the enhanced security borne from the theft of scrap metal reported in September.

Update on Other Activities:
Denniston Backwash Return Pump
Pump Repair removed the old pump for repairs on 26 November. It should be back in service by 1 January.

Self Assessment Report to Regional Water Quality Control Board
Our annual self-assessment report was submitted to the RWQCB on 15 November.

PG&E Overcharges
It was discovered that PG&E has been overcharging us for power to well 4A in the Pilarcitos Well Field to the tune of about $7100. This charge was incurred because the meter reader was estimating usage and not actually reading the meter. All overcharges have been reimbursed.

Plant Tours
Treatment Supervisor Steve Twitchell conducted a plant tour on 15 November for a student preparing for a science project.

Safety/Training/Inspections/Meetings

Safety Committee

Cintas has presented us with an evacuation plan for District Center to include the main building and the shop.

The safety committee met on 13 November to discuss next year's schedule of training. Staff suggested that we do better Confined Space and SCBA training with emphasis on hands-on experience.

Training

Borgess & Mahoney trained treatment staff in the care and maintenance of chlorine residual instrumentation on 14 November.

Treatment/Distribution Operator Raymond Winch attended a formal training class to assist him in passing the Treatment Operator Grade II exam. He was also given refresher training in-house by the Treatment Staff. He took his Treatment Operator Grade 2 exam on 17 November and feels confident that he passed.

Treatment/Distribution Operators Jack Whelen and Jon Bruce attended in depth training on water quality sampling on 14 November.

Meetings Attended

Water Quality Committee Meeting – 1 Nov
Water Resources Committee Meeting – 1 Nov
Field Assessment of El Granada Pipeline – 7 Nov
Interview Panel for Project Manager NCCWD – 15 Nov
CCWD Staff Meetings – 5, 13, 19, 26 Nov
O&M Staff Meeting – 16 Nov
All Employee Meeting – 20 Nov
Drought Planning – 20 Nov
ECO:LOGIC kickoff meeting – 26 Nov
Large Users Meter Strategy Meeting – 27 Nov
Department of Public Health Inspection – 28 Nov
Interview Panel for Production Supervisor- City of Brentwood – 29 Nov

Department of Public Health

The California Department of Health Services has changed its name to California Department of Public Health.

Annual Inspection

Our final inspection for this year took place on Wednesday, 28 November. Thuy Van Nguyen conducted the inspection. We visited Hazen's, Alves and Miramontes Tanks, El Granada Tank and PS #2, Denniston Wells 1, 3, 4, 5 and 9, Pilarcitos Wells 1, 2, 3, 3A, 4, 4A, and 5. Her main comments concerning hatch and screen conditions on the reservoirs. There is severe corrosion evident on the screen brackets although

the screens themselves are in great condition with no evidence of breaches at any site. The tank hatches also showed a fair amount of corrosion, which will also be mentioned. We will more than likely be asked to correct these conditions, which will not be much of a problem for us. She had some minor comments about cracks on the well pedestals that we can repair with silicone caulking. We will also be keeping better records of reservoir inspections in the future.

6 December 2007

Ms. Thuy Van Tsang
State of California
Department of Public Health
Drinking Water Field Operations Branch
850 Marina Bay Parkway, Building P, 2nd Floor
Richmond, CA 94804-6403

Reference: November 2007 Monthly Report

Dear Ms. Tsang:

Enclosed are the following reports for **November.**

Distribution System:

- 24 Total Coliform samples completed.

Nunes Water Treatment Plant:

- Nunes Monthly Summary of Monitoring for SWTR (page 1, 2 and 3)
- Monthly Iron for **November**
- CT Compliance spreadsheet for **November**
- Individual Filter Monitoring Report (1 page)

Denniston Water Treatment Plant:

- Denniston Monthly Summary of Monitoring for SWTR (page 1, 2 and 3)
- Monthly Iron, Manganese and Aluminum Report for **November**
- CT Compliance spreadsheet for **November**
- Individual Filter Monitoring Report (4 pages)

If you have any questions with the reports submitted or would like additional information regarding this matter, please do not hesitate to contact me.

Sincerely,

Joe Guistino
Superintendent of Operations
Coastside County Water District
650 726 4405
jguistino@coastsidewater.org

MONTHLY REPORT

To: **David Dickson, General Manager**

From: **Jim Teter, District Engineer**

Agenda: **December 11, 2007**

Report Date: **November 17, 2007**

Subject: **Engineering Projects Received for Review During November, 2007**

Recommendation:

None. The agenda item is informational.

Background:

The Board of Directors has requested a monthly report from the District Engineer on proposed new developments which have been forwarded to him for engineering review.

Projects Received:

There were no projects received for review.

Fiscal Impact:

None. All costs of engineering review are paid by the project applicant.

MONTHLY REPORT

To: **David Dickson, General Manager**

From: **Jim Teter, District Engineer**

Agenda: **December 11, 2007**

Report Date: **November 17, 2007**

Subject: **District Engineer Work Status Report**

Recommendation:

None. The agenda item is informational.

Background:

The Board of Directors has requested a monthly status report from the District Engineer on his activities.

Work Performed Since Last Board Meeting

Work performed since the last Board of Directors meeting includes:

- Water Treatment Plant Short-Term Improvements. Completed the Contract Documents for the El Granada Tank No. 1 Site Piping Modifications, and performed all other work required for putting the project out to bid (the bid opening date is December 11, 2007). Completed additional design work on the drawings for the Nunes WTP modifications. Teter will be on vacation from November 19th to December 10th. During his absence J.M. Turner Engineering, Inc. will be preparing structural design work for the Nunes WTP modifications, and Teter's autocad draftsman will be finalizing Teter's Nunes WTP drawings.
- Engineering Advice. Provided the District staff with advice on an as-requested basis on engineering-related topics.

Current Work Assignments:

A description and status report on the District Engineer's current work assignments follows:

1. Phase 3 El Granada Transmission Pipeline Replacement Project. Provide advice and assistance to the General Manager on an as-requested basis.

2. Short-Term Improvements at Nunes & Denniston WTPs.

   Denniston WTP Improvements:

   A. Denniston Storage Tank Modifications Project. A construction contract has been awarded to Stoloski & Gonzalez, Inc. in the amount of $534,500. Construction on the pipeline portion between the treatment plant and the storage tank has been completed. The storage tank modification work will not begin until January 2008 at the earliest, during the rainy season, when it is safer to take the tank out of service.

   B. El Granada Storage Tank No. 1 Site Piping Modifications. This sub-project is linked to the Denniston WTP Improvements because it will modify the piping at El Granada Tank No. 1 to allow flow out of the tank should the volume of water stored in that tank be needed during the period that the Denniston tank is out of service for modifications. Contract Documents (plans and specifications) have been completed and the project is out to bid. The bid opening is scheduled for December 11, 2007.

   C. Denniston WTP Improvements. Design work is continuing on the modifications which consist of (1) replacement of the existing gas chlorination facilities with on-site hypochlorite generation facilities, (2) replacement of all of the chemical feed pumps with new feed pumps and all but one of the chemical storage tank with new tanks, (3) construction of chemical containment facilities, (4) replacement of the SCADA system, and (5) other miscellaneous improvements. The design drawings for the piping and structural work have been completed and forwarded to the District for review. The District Engineer is continuing working towards completion of the remaining Contract Documents.

Nunes WTP Improvements:
Design work is continuing on the modifications which consist of (1) replacement of the existing gas chlorination facilities with on-site hypochlorite generation facilities, (2) replacement of all of the chemical feed pumps with new pumps and all of the chemical storage tanks with new tanks, (3) construction of concrete walls for chemical containment, (4) replacement of the SCADA system, and (5) other miscellaneous improvements. The District Engineer is nearing the completion of his design drawings, and they are currently being put into final Autocad format. J.M.Turner Engineering, Inc. is preparing design drawings for the required structural modifications (phase 1 of 2 required phases).

Fiscal Impact:

1. Phase 3 El Granada Transmission Pipeline Replacement Project. The FY 07/08 Capital Improvement Program budget contains funding for this project.

2. Short-Term Water Treatment Plant Improvements. The FY 07/08 Capital Improvement Program budget contains funding for this project.

COASTSIDE COUNTY WATER DISTRICT

INTERNAL ADVISORY COMMITTEE REPORT

Advisory Committee:	Water Resources Committee
Meeting Date and Time:	December 3, 2007 10:00am
Committee Members:	Chris Mickelsen, Vice President Bob Feldman, Director Cathleen Brennan, Water Resources Analyst David Dickson, General Manager Joe Guistino, Superintendent
Meeting attended by:	Bob Feldman, Director Cathleen Brennan, Water Resources Analyst Joe Guistino, Superintendent
Subject:	**Pilarcitos Integrated Watershed Management Plan - Workgroup**

Committee Recommendations: None

The following purpose statement was approved by the workgroup:

"The purpose of the Pilarcitos Integrated Watershed Management Plan is to promote balanced solutions to effectively manage the Pilarcitos Creek watershed that satisfy environmental, public health, domestic water supply, and economic interests."

The draft Pilarcitos Integrated Watershed Management Plan will be distributed to workgroup members for comments in December. Initial comments are requested to be submitted by January 9th, in order to prepare for the next public workshop.

The next public workshop is scheduled for Sunday, February 24th from 2pm – 5pm. The location and agenda of the workshop are to be determined.

The next workgroup meeting is scheduled for January 14th to discuss the draft Pilarcitos Integrated Watershed Management Plan.