

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, April 14, 2020 - 7:00 p.m.

AGENDA

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the Shelter-in-Place Order issued by the San Mateo County Health Officer on March 16, 2020, as revised on March 31, 2020, the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, the Boardroom will not be open for the April 14, 2020 Regular Meeting of the Coastside County Water District. This meeting will be conducted remotely via teleconference.

The Public may watch and/or participate in the public meeting by joining the meeting through the Zoom Videoconference link provided below. The public may also join the meeting by calling the below listed teleconference phone number.

How to Join Online or by Phone

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

Whether you participate online or by telephone, you may wish to "arrive" early so that staff can address any technology questions prior to the start of the meeting.

- **ONLINE:**
- Join Zoom Meeting
- <https://us04web.zoom.us/j/799783440?pwd=RFN6TnFOckhONjd1S2hNdXZpU1paUT09>
- Meeting ID: 799 783 440
- Password: 781422

- One tap mobile
- +16699006833,,799783440#,,#781422# US (San Jose)

- Dial by your location
- +1 669 900 6833 US (San Jose)
- +1 253 215 8782 US
- Meeting ID: 799 783 440
- Password: 781422

Procedures to make a public comment with Zoom Video/Conference – As a reminder, all participants except the Board Members and Staff are muted on entry.

- **From a computer:** (1) Using the Zoom App, at the bottom of your screen, click on “Participants” and then “Raise Hand”. Participants will be called to comment in the order in which they are received. Begin by stating your name and place of residence.

OR

- (2) Using the Zoom App, at the bottom of your screen click on “Chat” and then type that you wish to make a comment into the Chat Box. Ensure that the “To:” field is populated by either “Everyone” or “the Moderator”. Begin by stating your name and place of residence.
- **From a phone:** Using your keypad, dial *9, and this will notify the Moderator that you have raised your hand. Begin by stating your name and place of residence. The Moderator will call on you by stating the last 4 digits of your phone number. If you wish to block your phone number dial *67 prior to dialing in. If your phone number is not displayed, the Moderator will call you by Caller number.

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

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

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

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

1) ROLL CALL

2) PLEDGE OF ALLEGIANCE

3) PUBLIC COMMENT

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

4) CONSENT CALENDAR

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

- A. Approval of disbursements for the month ending March 31, 2020:
Claims: \$630,166.34; Payroll: \$165,014.17 for a total of \$795,180.51 ([attachment](#))
➤ *March 2020 Monthly Financial Claims reviewed by Vice-President Reynolds*
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of March 10, 2020 Special Board of Directors Meeting ([attachment](#))
- D. Approval of Minutes of March 10, 2020 Regular Board of Directors Meeting ([attachment](#))
- E. Approval of Minutes of April 3, 2020 Special Board of Directors Meeting ([attachment](#))
- F. Installed Water Connection Capacity and Water Meters Report ([attachment](#))
- G. Total CCWD Production Report ([attachment](#))
- H. CCWD Monthly Sales by Category Report – March 2020 ([attachment](#))
- I. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report ([attachment](#))
- J. Monthly Rainfall Reports ([attachment](#))
- K. SFPUC Hydrological Report for the month of February 2020 ([attachment](#))
- L. SFPUC Hydrological Report for the month of March 2020 ([attachment](#))
- M. Notice of Completion – Stone Dam Project ([attachment](#))
- N. Approval of Updated Class Specification for the Administrative Assistant/Recording Secretary Position ([attachment](#))

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

6) GENERAL BUSINESS

- A. Quarterly Financial Review ([attachment](#))
- B. Fiscal Years 2020-2021 and 2021-2022 Budget Process Timeline ([attachment](#))

7) MONTHLY INFORMATIONAL REPORTS

- A. General Manager's Report ([attachment](#))
 - Covid 19 Update
 - Teleconferencing Options for Future Board Meetings
- B. Superintendent of Operations Report ([attachment](#))

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

9) ADJOURNMENT

**COASTSIDE COUNTY WATER DISTRICT
CLAIMS FOR MARCH 2020**

CHECKS			
CHECK DATE	CHECK NO.	VENDOR	AMOUNT
03/03/2020	27992	NORTH AMERICAN TITLE CO, INC	\$ 500.00
03/06/2020	27993	CLEARY CONSULTANTS, INC	\$ 6,500.00
03/06/2020	27994	COMCAST	\$ 223.73
03/06/2020	27995	CORRPRO COMPANIES, INC.	\$ 2,950.00
03/06/2020	27996	JAMES COZZOLINO, TRUSTEE	\$ 200.00
03/06/2020	27997	DE LAGE LANDEN FINANCIAL SERVICES, INC.	\$ 836.46
03/06/2020	27998	MICHAEL DE MEO	\$ 11,954.20
03/06/2020	27999	FEDAK & BROWN LLP	\$ 200.00
03/06/2020	28000	HASSETT HARDWARE	\$ 1,237.49
03/06/2020	28001	HUE & CRY, INC.	\$ 24.00
03/06/2020	28002	LIEBERT CASSIDY WHITMORE	\$ 108.00
03/06/2020	28003	MASS MUTUAL FINANCIAL GROUP	\$ 1,050.00
03/06/2020	28004	VERIZON CONNECT NWF, INC.	\$ 247.00
03/06/2020	28005	RAFTELIS FINANCIAL CONSULTANTS, INC.	\$ 3,186.25
03/06/2020	28006	REPUBLIC SERVICES	\$ 544.24
03/06/2020	28007	TODD SCHMIDT	\$ 43.65
03/06/2020	28008	SIMMS PLUMBING & WATER EQUIP, INC.	\$ 380.00
03/06/2020	28009	STANDARD INSURANCE COMPANY	\$ 541.65
03/06/2020	28010	STEVEN MELO, INC.	\$ 3,300.00
03/06/2020	28011	DARIN STURDIVAN	\$ 97.79
03/06/2020	28012	JAMES TETER	\$ 7,020.52
03/06/2020	28013	TYLER TECHNOLOGIES, INC	\$ 577.50
03/06/2020	28014	UNITED PARCEL SERVICE INC.	\$ 134.01
03/06/2020	28015	VALIC	\$ 4,455.00
03/06/2020	28016	VERIZON WIRELESS	\$ 160.04
03/06/2020	28017	US BANK NA	\$ 1,603.04
03/10/2020	28018	HEALTH BENEFITS ACWA-JPIA	\$ 41,667.86
03/10/2020	28019	JPMORGAN CHASE BANK, N.A.	\$ 66,854.65
03/16/2020	28020	AT&T	\$ 5,345.16
03/16/2020	28021	AT&T LONG DISTANCE	\$ 620.59
03/16/2020	28022	TPX COMMUNICATIONS	\$ 1,900.58
03/16/2020	28023	TRI COUNTIES BANK	\$ 2,360.66
03/16/2020	28024	UNITED PARCEL SERVICE INC.	\$ 18.22
03/26/2020	28025	ADP, INC.	\$ 1,119.10
03/26/2020	28026	ADVANCED AUTOMATIC GATES	\$ 250.00
03/26/2020	28027	ALBOUM & ASSOCIATES LLC	\$ 105.44
03/26/2020	28028	AMERIGAS PROPANE, LP	\$ 1,333.54
03/26/2020	28029	ANDREINI BROS. INC.	\$ 60,648.19
03/26/2020	28030	ANLA ASSOCIATES, INC.	\$ 3,080.00
03/26/2020	28031	AZTEC GARDENS, INC.	\$ 218.00
03/26/2020	28032	AZTECA SYSTEMS HOLDINGS LLC	\$ 15,000.00
03/26/2020	28033	BADGER METER, INC.	\$ 66.00
03/26/2020	28034	BALANCE HYDROLOGICS, INC	\$ 20,006.97
03/26/2020	28035	BARTKIEWICZ, KRONICK & SHANAHAN	\$ 900.00
03/26/2020	28036	BARKERBLUE	\$ 52.65
03/26/2020	28037	BAY ALARM COMPANY	\$ 1,252.53
03/26/2020	28038	BFI OF CALIFORNIA, INC.	\$ 439.30
03/26/2020	28039	BIG CREEK LUMBER	\$ 397.54

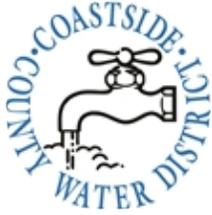
03/26/2020	28040	CALCON SYSTEMS, INC.	\$	42,795.97
03/26/2020	28041	CALIFORNIA C.A.D. SOLUTIONS, INC	\$	600.00
03/26/2020	28042	CEL ANALYTICAL INC.	\$	2,832.00
03/26/2020	28043	CHEMTRAC SYSTEMS, INC.	\$	1,320.00
03/26/2020	28044	CINTAS FIRST AID & SAFETY	\$	116.18
03/26/2020	28045	COMMUNICATION LEASING SERVICES, INC	\$	345.29
03/26/2020	28046	CRYSTAL SMR, INC.	\$	556.63
03/26/2020	28047	DATAPROSE, LLC	\$	345.59
03/26/2020	28048	EKI INC.	\$	63,668.35
03/26/2020	28049	ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE, INC.	\$	10,500.00
03/26/2020	28050	GROUND PENETRATING RADAR SYSTEMS, LLC	\$	650.00
03/26/2020	28051	GRAINGER, INC.	\$	1,931.84
03/26/2020	28052	HACH CO., INC.	\$	8,445.59
03/26/2020	28053	HMB BLDG. & GARDEN INC.	\$	249.35
03/26/2020	28054	HALF MOON BAY REVIEW	\$	799.00
03/26/2020	28055	HALF MOON BAY FEED & FUEL	\$	227.23
03/26/2020	28056	HANSONBRIDGETT. LLP	\$	8,882.50
03/26/2020	28057	IRON MOUNTAIN	\$	888.03
03/26/2020	28058	IRVINE CONSULTING SERVICES, INC.	\$	4,855.50
03/26/2020	28059	IRVINE CONSULTING SERVICES, INC.	\$	59.61
03/26/2020	28060	LIEBERT CASSIDY WHITMORE	\$	2,283.00
03/26/2020	28061	GLENNA LOMBARDI	\$	108.00
03/26/2020	28062	MASS MUTUAL FINANCIAL GROUP	\$	1,050.00
03/26/2020	28063	MISSION UNIFORM SERVICES INC.	\$	301.83
03/26/2020	28064	MONTEREY COUNTY LAB	\$	2,666.00
03/26/2020	28065	MTA PARTS, INC.	\$	13.43
03/26/2020	28066	NORTH AMERICAN TITLE CO, INC	\$	300.00
03/26/2020	28067	NTU TECHNOLOGIES, INC	\$	10,200.96
03/26/2020	28068	OFFICE DEPOT	\$	1,209.86
03/26/2020	28069	PACIFIC GAS & ELECTRIC CO.	\$	30,435.09
03/26/2020	28070	PACIFICA COMMUNITY TV	\$	300.00
03/26/2020	28071	PAULO'S AUTO CARE	\$	420.63
03/26/2020	28072	PITNEY BOWES	\$	762.26
03/26/2020	28073	FERGUSON ENTERPRISES, INC.	\$	1,698.84
03/26/2020	28074	RAFTELIS FINANCIAL CONSULTANTS, INC.	\$	11,336.25
03/26/2020	28075	ROBERTS & BRUNE CO.	\$	5,931.51
03/26/2020	28076	ROGUE WEB WORKS, LLC	\$	420.75
03/26/2020	28077	SAN FRANCISCO WATER DEPT.	\$	30,817.99
03/26/2020	28078	SHENKMAN & HUGHES, PC	\$	29,656.85
03/26/2020	28079	JIM STEELE	\$	5,045.00
03/26/2020	28080	STRAWFLOWER ELECTRONICS	\$	416.14
03/26/2020	28081	DARIN STURDIVAN	\$	344.82
03/26/2020	28082	TEAMSTERS LOCAL UNION #856	\$	1,189.00
03/26/2020	28083	JAMES TETER	\$	5,043.00
03/26/2020	28084	TJC AND ASSOCIATES, INC	\$	2,632.25
03/26/2020	28085	TRIMBLE INC.	\$	99.00
03/26/2020	28086	UNITED PARCEL SERVICE INC.	\$	79.85
03/26/2020	28087	UPS STORE	\$	698.48
03/26/2020	28088	VALIC	\$	3,630.00
03/26/2020	28089	BOSCO OIL COMPANY	\$	1,376.07
03/26/2020	28090	VERIZON WIRELESS	\$	1,401.71
03/26/2020	28091	JUAN CARLOS SALAZAR	\$	1,400.00
03/26/2020	28092	WIENHOFF & ASSOCIATES, INC.	\$	675.00

03/26/2020	28093	SANDRA J MILLER	\$	20.85
03/26/2020	28094	BRENNAN MAYER	\$	58.62
03/26/2020	28095	VALENTINE CORPORATION	\$	906.67
03/26/2020	28096	THORVALD NATVIG	\$	38.84
				576,748.76
				576,748.76

WIRE PAYMENTS

MONTH	VENDOR		AMOUNT
03/06/2020	DFT0000286	PUB. EMP. RETIRE SYSTEM	\$ 14,231.84
03/06/2020	DFT0000287	CalPERS FISCAL SERVICES DIVISION	\$ 18,799.50
03/20/2020	DFT0000288	PUB. EMP. RETIRE SYSTEM	\$ 14,318.51
3/31/2020		BANK AND CREDIT CARD FEES	\$ 6,067.73
			53,417.58
			53,417.58

TOTAL CLAIMS FOR THE MONTH \$ 630,166.34



Coastside County Water District

Monthly Budget Report

Account Summary

For Fiscal: 2019-2020 Period Ending: 03/31/2020

	March Budget	March Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget	
Revenue										
RevType: 1 - Operating										
1-4120-00	Water Revenue	787,200.00	921,162.44	133,962.44	17.02 %	9,163,500.00	9,409,697.33	246,197.33	2.69 %	12,300,000.00
	Total RevType: 1 - Operating:	787,200.00	921,162.44	133,962.44	17.02 %	9,163,500.00	9,409,697.33	246,197.33	2.69 %	12,300,000.00
RevType: 2 - Non-Operating										
1-4170-00	Water Taken From Hydrants	4,166.00	3,827.52	-338.48	-8.12 %	37,500.00	45,484.54	7,984.54	21.29 %	50,000.00
1-4180-00	Late Notice - 10% Penalty	5,000.00	3,219.89	-1,780.11	-35.60 %	45,000.00	52,954.80	7,954.80	17.68 %	60,000.00
1-4230-00	Service Connections	834.00	1,624.10	790.10	94.74 %	7,500.00	10,493.64	2,993.64	39.92 %	10,000.00
1-4920-00	Interest Earned	522.00	21,000.53	20,478.53	3,923.09 %	4,702.00	82,311.05	77,609.05	1,650.55 %	6,270.00
1-4930-00	Tax Apportionments/County Checks	0.00	2,116.01	2,116.01	0.00 %	478,000.00	566,221.80	88,221.80	18.46 %	725,000.00
1-4950-00	Miscellaneous Income	2,084.00	-2,205.25	-4,289.25	-205.82 %	18,750.00	29,225.93	10,475.93	55.87 %	25,000.00
1-4955-00	Cell Site Lease Income	14,275.00	14,983.27	708.27	4.96 %	128,475.00	130,522.05	2,047.05	1.59 %	171,300.00
1-4965-00	ERAF Refund - County Taxes	0.00	0.00	0.00	0.00 %	338,000.00	501,486.81	163,486.81	48.37 %	338,000.00
	Total RevType: 2 - Non-Operating:	26,881.00	44,566.07	17,685.07	65.79 %	1,057,927.00	1,418,700.62	360,773.62	34.10 %	1,385,570.00
	Total Revenue:	814,081.00	965,728.51	151,647.51	18.63 %	10,221,427.00	10,828,397.95	606,970.95	5.94 %	13,685,570.00
Expense										
ExpType: 1 - Operating										
1-5130-00	Water Purchased	80,000.00	66,017.99	13,982.01	17.48 %	1,575,000.00	1,371,281.06	203,718.94	12.93 %	1,941,948.00
1-5230-00	Nunes T P Pump Expense	3,771.00	2,728.12	1,042.88	27.66 %	33,945.00	28,844.67	5,100.33	15.03 %	45,259.00
1-5231-00	CSP Pump Station Pump Expense	15,000.00	7,082.51	7,917.49	52.78 %	280,000.00	206,914.82	73,085.18	26.10 %	357,305.00
1-5232-00	Other Trans. & Dist Pump Expense	2,382.00	1,535.57	846.43	35.53 %	21,438.00	12,397.41	9,040.59	42.17 %	28,584.00
1-5233-00	Pilarcitos Canyon Pump Expense	7,000.00	7,893.89	-893.89	-12.77 %	40,000.00	31,653.95	8,346.05	20.87 %	42,000.00
1-5234-00	Denniston T P Pump Expense	10,000.00	14,985.68	-4,985.68	-49.86 %	101,000.00	96,792.03	4,207.97	4.17 %	137,800.00
1-5242-00	CSP Pump Station Operations	928.00	348.33	579.67	62.46 %	8,344.00	11,941.52	-3,597.52	-43.12 %	11,128.00
1-5243-00	CSP Pump Station Maintenance	3,084.00	2,122.33	961.67	31.18 %	27,750.00	27,111.82	638.18	2.30 %	37,000.00
1-5246-00	Nunes T P Operations - General	6,747.00	3,795.88	2,951.12	43.74 %	60,723.00	58,715.22	2,007.78	3.31 %	80,964.00
1-5247-00	Nunes T P Maintenance	10,200.00	6,823.37	3,376.63	33.10 %	91,800.00	69,889.43	21,910.57	23.87 %	122,500.00
1-5248-00	Denniston T P Operations-General	4,083.00	11,657.67	-7,574.67	-185.52 %	36,749.00	44,645.76	-7,896.76	-21.49 %	49,000.00
1-5249-00	Denniston T.P. Maintenance	8,666.00	3,555.44	5,110.56	58.97 %	78,000.00	117,047.62	-39,047.62	-50.06 %	104,000.00
1-5250-00	Laboratory Expenses	6,250.00	5,494.00	756.00	12.10 %	56,250.00	40,238.18	16,011.82	28.47 %	75,000.00
1-5260-00	Maintenance - General	25,000.00	16,733.01	8,266.99	33.07 %	225,000.00	251,712.64	-26,712.64	-11.87 %	300,000.00
1-5261-00	Maintenance - Well Fields	3,334.00	365.70	2,968.30	89.03 %	30,000.00	41,919.82	-11,919.82	-39.73 %	40,000.00
1-5263-00	Uniforms	2,000.00	0.00	2,000.00	100.00 %	10,000.00	5,229.92	4,770.08	47.70 %	12,500.00
1-5318-00	Studies/Surveys/Consulting	16,000.00	11,681.54	4,318.46	26.99 %	109,000.00	53,104.11	55,895.89	51.28 %	160,000.00
1-5321-00	Water Resources	2,184.00	0.00	2,184.00	100.00 %	19,650.00	3,042.02	16,607.98	84.52 %	26,200.00

Monthly Budget Report

For Fiscal: 2019-2020 Period Ending: 03/31/2020

	March Budget	March Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget
1-5322-00 Community Outreach	5,000.00	972.44	4,027.56	80.55 %	16,900.00	12,799.57	4,100.43	24.26 %	56,900.00
1-5381-00 Legal	8,334.00	26,722.35	-18,388.35	-220.64 %	75,000.00	114,278.35	-39,278.35	-52.37 %	100,000.00
1-5382-00 Engineering	5,166.00	-1,194.02	6,360.02	123.11 %	46,500.00	63,359.66	-16,859.66	-36.26 %	62,000.00
1-5383-00 Financial Services	2,000.00	0.00	2,000.00	100.00 %	18,000.00	9,942.00	8,058.00	44.77 %	22,000.00
1-5384-00 Computer Services	14,300.00	13,368.55	931.45	6.51 %	124,700.00	129,178.99	-4,478.99	-3.59 %	167,600.00
1-5410-00 Salaries/Wages-Administration	91,000.00	71,676.25	19,323.75	21.23 %	857,000.00	722,695.78	134,304.22	15.67 %	1,179,832.00
1-5411-00 Salaries & Wages - Field	112,000.00	102,367.57	9,632.43	8.60 %	1,070,500.00	1,025,911.91	44,588.09	4.17 %	1,461,020.00
1-5420-00 Payroll Tax Expense	14,150.00	13,425.07	724.93	5.12 %	134,050.00	130,089.69	3,960.31	2.95 %	183,582.00
1-5435-00 Employee Medical Insurance	41,735.00	36,305.15	5,429.85	13.01 %	356,216.00	337,761.74	18,454.26	5.18 %	481,419.00
1-5436-00 Retiree Medical Insurance	4,810.00	4,431.32	378.68	7.87 %	40,830.00	36,486.60	4,343.40	10.64 %	55,274.00
1-5440-00 Employees Retirement Plan	51,610.00	53,621.33	-2,011.33	-3.90 %	464,491.00	339,305.23	125,185.77	26.95 %	619,321.00
1-5445-00 Supplemental Retirement 401a	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	35,000.00
1-5510-00 Motor Vehicle Expense	5,500.00	2,816.35	2,683.65	48.79 %	46,500.00	78,553.19	-32,053.19	-68.93 %	63,000.00
1-5620-00 Office & Billing Expenses	21,934.00	20,909.97	1,024.03	4.67 %	197,414.00	219,683.72	-22,269.72	-11.28 %	263,219.00
1-5625-00 Meetings / Training / Seminars	2,250.00	1,523.81	726.19	32.28 %	20,250.00	19,725.25	524.75	2.59 %	27,000.00
1-5630-00 Insurance	11,417.00	-22,920.44	34,337.44	300.76 %	102,749.00	85,665.89	17,083.11	16.63 %	137,000.00
1-5687-00 Membership, Dues, Subscript.	3,970.00	268.41	3,701.59	93.24 %	63,970.00	62,745.91	1,224.09	1.91 %	78,970.00
1-5689-00 Labor Relations	500.00	0.00	500.00	100.00 %	4,500.00	0.00	4,500.00	100.00 %	6,000.00
1-5700-00 San Mateo County Fees	9,000.00	0.00	9,000.00	100.00 %	20,000.00	16,158.92	3,841.08	19.21 %	24,000.00
1-5705-00 State Fees	1,000.00	0.00	1,000.00	100.00 %	33,500.00	32,006.15	1,493.85	4.46 %	36,500.00
Total ExpType: 1 - Operating:	612,305.00	487,115.14	125,189.86	20.45 %	6,497,719.00	5,908,830.55	588,888.45	9.06 %	8,630,825.00
ExpType: 4 - Capital Related									
1-5712-00 Debt Service/Existing Bonds 2006B	113,228.00	0.00	113,228.00	100.00 %	484,831.00	0.00	484,831.00	100.00 %	484,831.00
1-5715-00 Debt Service/CIEDB 11-099	0.00	0.00	0.00	0.00 %	335,977.00	335,977.29	-0.29	0.00 %	335,977.00
1-5716-00 Debt Service/CIEDB 2016	0.00	0.00	0.00	0.00 %	323,803.00	323,803.13	-0.13	0.00 %	323,803.00
1-5717-00 Chase Bank - 2018 Loan	0.00	66,854.65	-66,854.65	0.00 %	0.00	435,951.01	-435,951.01	0.00 %	0.00
Total ExpType: 4 - Capital Related:	113,228.00	66,854.65	46,373.35	40.96 %	1,144,611.00	1,095,731.43	48,879.57	4.27 %	1,144,611.00
Total Expense:	725,533.00	553,969.79	171,563.21	23.65 %	7,642,330.00	7,004,561.98	637,768.02	8.35 %	9,775,436.00
Report Total:	88,548.00	411,758.72	323,210.72		2,579,097.00	3,823,835.97	1,244,738.97		3,910,134.00

**COASTSIDE COUNTY WATER DISTRICT
MONTHLY INVESTMENT REPORT
March 31, 2020**

<u>RESERVE BALANCES</u>	Current Year as of 3/31/2020	Prior Year as of 3/31/2019
CAPITAL AND OPERATING RESERVE	\$8,543,569.07	\$8,091,366.11
RATE STABILIZATION RESERVE	\$250,000.00	\$250,000.00
TOTAL DISTRICT RESERVES	\$8,793,569.07	\$8,341,366.11

ACCOUNT DETAIL

ACCOUNTS WITH TRI COUNTIES BANK		
CHECKING ACCOUNT	\$3,448,276.22	\$3,024,279.06
CSP T & S ACCOUNT	\$120,590.25	\$224,651.42
MONEY MARKET GEN. FUND (Opened 7/20/17)	\$19,446.44	\$19,436.96
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$5,204,456.16	\$5,072,198.67
DISTRICT CASH ON HAND	\$800.00	\$800.00
TOTAL ACCOUNT BALANCES	\$8,793,569.07	\$8,341,366.11

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

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

3/31/2020

* Approved June 2018

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

06-03	SCADA/Telemetry/Electrical Controls Replacement	open	\$ 50,000	\$ 117,560	\$ 117,560	\$ (67,560)	100%	District-wide SCADA hardware and software upgrade approved by Board (October 2019)
08-10	Backhoe	completed	\$ 200,000	\$ 157,846	\$ 157,846	\$ 42,154	100%	Backhoe purchase approved by Board in July 2019 (net of trade-in)
99-02	Vehicle Replacement	open	\$ 40,000	\$ 81,752	\$ 81,752	\$ (41,752)	100%	Purchase of 3 vehicles approved by Board in Aug 2019

Facilities & Maintenance

08-08	PRV Valves Replacement Project	In process	\$ 30,000	\$ 6,198	\$ 30,000	\$ -	0%	
09-09	Fire Hydrant Replacement	completed	\$ 140,000	\$ 338,925	\$ 338,925	\$ (198,925)	100%	Purchase of 100 hydrants approved by Board in August 2019
18-13	Denniston WTP and Tank Road Repairs and Paving	In design		\$ 16,888	\$ 400,000	\$ (400,000)	0%	Bid opening is scheduled for 4.10.2020
99-01	Meter Change Program	ongoing	\$ 20,000	\$ 15,475	\$ 20,000	\$ -	77%	

Pipeline Projects

07-03	Pilarcitos Canyon Pipeline Replacement	Completed	\$ 700,000	\$ 1,121,913	\$ 1,125,000	\$ (425,000)	99%	Substantially completed March 2020
07-04	Bell Moon Pipeline Replacement Project	Completed	\$ 250,000	\$ 335,890	\$ 335,890	\$ (85,890)	100%	
13-02	Replace 8 Inch Pipeline Under Creek at Pilarcitos Ave (Strawflower)	In pre-design		\$ 81,101	\$ 105,000	\$ (105,000)	n/a	Preliminary design awarded by Board in August 2019
14-01	Replace 12" Welded Steel Line on Hwy 92	Pre-design		\$ 77,787	\$ 100,000	\$ (100,000)	n/a	Aerial surveying for \$77K approved by Board in August 2019; bypass pipeline on Cazzolino property will be delayed due to COVID 19 limitations
14-27	Grandview 2 Inch Replacement	In design		\$ 37,464	\$ 56,100	\$ (56,100)	n/a	Engineering design work approved by Board in July 2019; (originally planned for FY 18/19)
14-31	Ferdinand Avenue - Replace 4" WS Ferdinand Ave. to Columbus	Completed		\$ 598,694	\$ 598,694	\$ (598,694)	100%	
14-32/19-03	Casa del Mar/Grand Blvd PRV Installation and Pipeline Replacement	Completed	\$ 350,000	\$ 611,846	\$ 611,846	\$ (261,846)	100%	Completed; A portion of the work/budget was originally planned for FY20/21 and moved up to FY 19/20.
18-01	Pine Willow Oak Pipeline Replacement	In design		\$ 39,358	\$ 69,700	\$ (69,700)	n/a	Engineering design work approved by Board in July 2019

Pump Stations / Tanks / Wells

08-16,11-05, 11-06,19-02,5113	Tank Projects	TBD	\$ 2,300,000	\$ 61,316	\$ 75,000	\$ 2,225,000	n/a	EKI is assisting Staff in developing a master tank plan for all of the District's tanks
09-18	Pilarcitos Well field improvements	TBD	\$ 150,000		\$ -	\$ 150,000	0%	Moved to future years

Water Supply Development

12-12	Denniston/San Vicente Water Supply Development	ongoing	\$ 200,000	\$ 102,182	\$ 200,000	\$ -	51%	Includes Balance Hydrologics ongoing monitoring; In October 2019, the Board approved continued monitoring for the 2020 Water Year
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Water Treatment Plants

08-07	Nunes Water Treatment Improvement Project (filters/sedimentation basins)	Pre-design		\$ 140	\$ 150,000	\$ (150,000)	0%	\$500K originally included in FY18/19 plan; project scope has changed to include full filter rehabilitation and other Nunes WTP improvements.
13-05	Denniston WTP and Booster Pump Station Emergency Power	in process (\$213K + design approved)	\$ 400,000	\$ 36,501	\$ 450,000	\$ (50,000)	8%	In October 2019, the Board approved procurement of generators (\$213K); In April 2020, the Bay Area Air Quality Permit was received; generators were ordered in April 2020; bid documents are being prepared for installation in Summer 2020

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

3/31/2020

	Status	Approved* CIP Budget FY 19/20	Actual To Date FY 19/20	Projected Year-End FY 19/20	Variance vs. Budget	% Completed	Project Status/ Comments
18-11	Nunes Bulk Caustic Tank	\$ 40,000			\$ 40,000	0%	Moved to FY21/22

* Approved June 2018

FY 19/20 TOTAL		\$ 4,870,000	\$ 3,838,833	\$ 5,023,313	\$ (153,313)		
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FY2018/2019 CIP Projects in process - paid in FY 2019/2020

17-04	Denniston Dam Spillway	completed		11,010	11,010	\$ (11,010)	100%	
19-06	Crystal Springs Pump Control Valves	completed		45,066	45,066	\$ (45,066)	100%	Approved by Board in FY 2018/19
19-05	Tanks - THM Control	in process		\$ 32,845	\$ 32,845	\$ (32,845)	0%	Moved from FY18/19

PREVIOUS YEAR TOTAL			\$ 88,922	\$ 88,921	\$ (88,921)			
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UNSCHEDULED/NEW CIP ITEMS FOR CURRENT FISCAL YEAR 2019/2020

NN-00	Unscheduled CIP		\$ 100,000			\$ 100,000	0%	
20-01	Crystal Springs Pump 1 Replacement	Completed		89,803	89,803	\$ (89,803)	100%	Emergency Replacement Notice to Board August, 2019
20-02	Crystal Springs - Spare Pump 1	Completed		70,440	70,440	\$ (70,440)	100%	Approved by Board in August, 2019
20-07	District Office Repairs	In process		15,626	30,000	\$ (30,000)	0%	\$158K approved by Board January 2020; will be delayed due to COVID 19
20-08	Highway 1 - Pipeline replacement at crossings between Main and Spindrift - Predesign/study	in pre-design		2,369	20,000	\$ (20,000)	0%	October 2019: Board approved \$46K for predesign/study
20-03	Sevilla Ave - EG Service Replacement - Lowering of Services	Completed		\$ 76,481	76,481	\$ (76,481)	100%	Approved by Board in September, 2019 as emergency; required work due to County road repairs and repaving project
	Office Equipment (Replacement computers; Plotter/Scanner)	Completed		\$ 35,087	35,087	\$ (35,087)	100%	Completed
	Denniston Raw Water Pump #1	Completed		\$ 29,736	29,736	\$ (29,736)	100%	
	Denniston - Rebuild Return Water Pump	Completed		\$ 22,676	22,676	\$ (22,676)	100%	
21-08	ESRI/CityWorks Asset Management System	in process		\$ 25,500	100,000	\$ (100,000)	10%	Approved by Board in March, 2020 (\$165K for Year 1)

NEW CIP TOTAL			\$ 100,000	\$ 319,543	\$ 474,223	\$ (374,223)		
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CIP GRANDTOTAL		\$ 4,970,000	\$ 4,247,299	\$ 5,586,457	\$ (616,457)			
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COLOR KEY:

In process: Board has approved expenditure and work is in process	\$ 4,481,457
Open: Close to a commitment - pending Board approval or notice to proceed	\$ 450,000
	\$ 655,000

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

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

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

Month	Admin (General Legal Fees)	Water Supply Develpmnt	Recycled Water	Transfer Program	CIP	Personnel	Election (CVRA)	Litigation	Infrastructure Project Review (Reimbursable)	TOTAL
Mar-19	6,508			1,218						7,726
Apr-19	7,061				1,910					8,970
May-19	5,149			326						5,475
Jun-19	3,439			1,055	183					4,677
Jul-19	4,321			834		335				5,490
Aug-19	5,535			496						6,031
Sep-19	4,090					455				4,545
Oct-19	3,360				840		4,612			8,812
Nov-19	3,948						6,905		665	11,518
Dec-19	3,801			365			2,814			6,980
Jan-20	12,289						8,071			20,360
Feb-20	4,256	1,855		245			2,527			8,883
TOTAL	63,754	1,855	0	4,539	2,933	790	24,929	0	665	99,464

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

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

Month	Admin & Retainer	CIP	Studies & Projects	TOTAL	Reimbursable from Projects
Mar-19	480			480	
Apr-19	490		338	828	338
May-19	480		338	818	338
Jun-19	480	1,014		1,494	
Jul-19	480	2,539	676	3,695	676
Aug-19	480	10,152	2,891	13,523	2,891
Sep-19	480	676	1,268	2,424	1,268
Oct-19	480	845	507	1,832	507
Nov-19	480	676		1,156	
Dec-19	480	676	254	1,410	254
Jan-20	480	4,344	2,197	7,021	2,197
Feb-20	480	4,563		5,043	
TOTAL	5,770	25,485	8,468	39,724	8,469

Calcon T&M Projects Tracking

3/31/2020

Project No.	Name	Status	Proposal Date	Approved Date	Project Budget	Project Actual thru 6/30/19	Project Billings FY2019-20
Closed Projects:							
CAL-13-01	EG Tank 2 Recoating Project	Closed	9/30/13	10/8/13	\$8,220.00	\$ 8,837.50	
CAL-13-02	Nunes Control System Upgrades	Closed	9/30/13	10/8/13	\$46,141.00	\$ 55,363.60	
CAL-13-03	Win 911 and PLC Software	Closed	9/30/13	10/8/13	\$9,717.00	\$ 12,231.74	
CAL-13-04	Crystal Springs Surge Tank Retrofit	Closed	11/26/13	11/27/13	\$31,912.21	\$ 66,572.54	
CAL-13-06	Nunes Legacy Backwash System Removal	Closed	11/25/13	11/26/13	\$6,516.75	\$ 6,455.00	
CAL-13-07	Denniston Backwash FTW Valves	Closed	11/26/13	11/27/13	\$6,914.21	\$ 9,518.28	
CAL-14-01	Denniston Wash Water Return Retrofit	Closed	1/28/14	2/14/14	\$13,607.00	\$ 13,591.60	
CAL-14-02	Denniston Calrifier SCADA Data	Closed	4/2/14	4/7/14	\$4,125.00	\$ 4,077.50	
CAL-14-03	Nunes Surface Scatter Turbidimeter	Closed	4/2/14	4/7/14	\$2,009.50	\$ -	
CAL-14-04	Phase I Control System Upgrade	Closed	4/2/14	4/7/14	\$75,905.56	\$ 44,459.14	
CAL-14-06	Miramar Control Panel	Closed	8/28/14	8/28/14	\$37,953.00	\$ 27,980.71	
CAL-14-08	SFWater Flow & Data Logger/Cahill Tank	Closed	8/20/2014	8/20/2014	\$1,370.00	\$ 1,372.00	
CAL-15-01	Main Street Monitors	Closed				\$ 6,779.42	
CAL-15-02	Denniston To Do List	Closed				\$ 2,930.00	
CAL-15-03	Nunes & Denniston Turbidity Meters	Closed			\$6,612.50	\$ 12,536.12	
CAL-15-04	Phase II Control System Upgrade	Closed	6/23/2015	8/11/2015	\$195,000.00	\$ 202,227.50	
CAL-15-05	Permanganate Water Flow	Closed				\$ 1,567.15	
CAL-16-04	Radio Network	Closed	12/9/2016	1/10/2017	\$126,246.11	\$ 139,200.68	
CAL-16-05	El Granada Tank No. 3 Recoating	Closed	12/16/2016		\$6,904.50	\$ 6,845.00	
CAL-17-03	Nunes Valve Control	Closed	6/29/2017	7/11/2017	\$73,281.80	\$ 79,034.35	
CAL-17-04	Denniston Booster Pump Station	Closed	7/27/2017	8/8/2017	\$21,643.75	\$ 29,760.00	
CAL-17-05	Crystal Springs Pump Station #3 Soft Start	Closed	7/27/2017	8/8/2017	\$12,213.53	\$ 12,178.13	
CAL-18-04	Tank Levels Calibration Special	Closed	3/5/2018	3/5/2018	\$8,388.75	\$ 10,700.00	
CAL-18-05	Pilarcitos Stream Flow Gauge -Well 1 120 Service Power	Closed	3/22/2018	3/22/2018	\$3,558.13	\$ 3,997.40	
CAL-17-06	Nunes Flocculartor & Rapid Mix VFD Panels	Closed	12/6/2017	12/12/2017	\$29,250.75	\$ 30,695.66	
CAL-17-01	Crystal Springs Leak Valve Control	Closed	2/8/2017	2/14/2017	\$8,701.29	\$ 18,055.88	
CAL-17-02	Crystal Springs Requirements & Addtl Controls	Closed	2/8/2017	2/14/2017	\$38,839.50	\$ 41,172.06	
CAL-18-02	Nunes Plant HMI V2	Closed	11/12/2018		\$10,913.14	\$ 9,434.90	
CAL-18-03	CSP Breakers & Handles		3/7/2018	3/7/2018	\$25,471.47	\$ 49,837.52	
CAL-18-06	Nunes VFD Project		9/6/2018	9/6/2018	\$2,381.51	\$ 895.50	
Closed Projects - Subtotal (pre FY2019-20)					\$813,797.96	\$908,306.88	
FY 2019-20 Open Projects:							
CAL-19-01	CSP Cla-Val Power Checks		2/4/2019	2/4/2019	\$15,067.91	\$ 17,852.94	\$ 22,623.00
CAL-19-02	CSP Wet Well		4/1/2019	4/1/2019	\$12,960.24	\$ 12,853.20	
CAL-19-03	Pilarcitos Flow Meter Project		4/1/2019	4/1/2019	\$14,493.75	\$ 16,241.84	\$ 1,375.00
CAL-19-04	SCADA Systems		10/15/2019	10/15/2019	\$104,000.00		\$ 114,250.00
	Spare 350/500 Pumps						\$ 3,327.09
Open Projects - Subtotal					\$146,521.90	\$46,947.98	\$141,575.09
Other: Maintenance							
	Tanks						
	Crystal Springs Maintenance						\$ 1,147.16
	Nunes Maintenance						\$ 26,611.60
	Denniston Maintenance						\$ 34,215.95
	Distribution System						\$ 33,442.14
	Wells						\$ 8,245.16
TOTAL FY 2019/20							\$ 103,662.01

EKI Environment & Water
Engineering Services Billed Through March 31, 2020

	Contract Date	Not to Exceed Budget	Status	FY 2018-2019	FY 2019-2020
CIP Project Management					
Fiscal Year 2018-2019	10.19.2018	\$ 25,000.00	Complete		
Fiscal Year 2018-2019	1.14.2019	\$ 40,000.00	Complete		
Fiscal Year 2018-2019	3.12.2019	\$ 75,000.00	Complete		
Fiscal Year 2019-2020	7.29.2019	\$ 180,000.00	Open	\$ 123,410.00	\$ 91,187.00
Pipeline Projects (Ferdinand) - T2		\$ 2,000.00		\$ 25,397.32	\$ 6,299.65
Tank Seismic Projects - T3				\$ 1,543.76	\$ 15,133.16
Hydraulic Modeling - T4				\$ 13,101.58	\$ 3,083.58
Sub Total - CIP Project Management Services		\$ 322,000.00		\$ 163,452.66	\$ 115,703.39

Highway 1 South Pipeline Replacement Project	16-02	9.20.2018	\$ 25,000.00	Complete	\$ 17,680.45	
Ferdinand Avenue Pipeline Replacement Design	14-31	2.12.2019	\$ 29,000.00	Complete	\$ 27,824.37	\$ 1,169.10
Casa Del Mar Main Replacement (Phase 1) and Grand Boulevard Pipeline/PRV Loop Design	14-32	2.12.2019	\$ 28,500.00	Complete	\$ 27,297.34	\$ 1,195.22
Denniston Culvert Replacement and Paving Project	18-13	7.1.2019	\$ 16,400.00	Open	\$ 804.96	\$ 15,897.18
Construction Inspection Services for Ferdinand Avenue Water Main Replacement Project	14-31	7.1.2019	\$ 32,300.00	Complete		\$ 31,676.80
Pine Willow Oak Water Main Replacement Project	18-01	7.29.2019	\$ 69,700.00	Open		\$ 39,357.91
Grandview Water Main Replacement Project (Design, Bid Support, construction support)	14-27	7.29.2019	\$ 56,100.00	Open		\$ 37,122.43
Pilarcitos Creek Crossing Water Main Replacement Preliminary Design	13-02	8.27.2019	\$ 104,600.00	Open		\$ 77,000.35
Grandview/Silver/Terrace/Spindrifft Under Hwy 1 PreDesign	20-08	10.15.2019	\$ 45,600.00	Open		\$ 13,434.34
Total - All Services			\$ 729,200.00		\$ 237,059.78	\$ 332,556.72

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

SPECIAL MEETING OF THE BOARD OF DIRECTORS

March 10, 2020

- 1) **ROLL CALL** - President Chris Mickelsen called the meeting to order at 6:03 p.m. Present at roll call: Directors Jim Larimer, Ken Coverdell Bob Feldman, and Vice-President Glenn Reynolds.

Also present: Mary Rogren, General Manager and Patrick Miyaki, Legal Counsel.

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

- 4) **CLOSED SESSION**

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

- 5) **RECONVENE TO OPEN SESSION**

A. **Public Report of Closed Session Action**

The Board reconvened into open session at 6:58 p.m. Mr. Miyaki reported that no action was taken in the Closed Session.

- 6) **ADJOURNMENT** - The Special Meeting was adjourned at 6:59 p.m.

Respectfully submitted,

Mary Rogren, General Manager
Secretary to the District

Chris Mickelsen, President
Board of Directors

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

March 10, 2020

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

Also present: Mary Rogren, General Manager; Patrick Miyaki, Legal Counsel; James Derbin, Superintendent of Operations; JoAnne Whelen, Administrative Assistant/Recording Secretary, Cathleen Brennan, Water Resource Analyst; and Sean Donovan, Water Treatment Plant Supervisor.

There were no members of the public in the audience.

- 2) **PLEDGE OF ALLEGIANCE**

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

- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending February 29, 2020
Claims: \$851,362.30; Payroll: \$169,177.79 for a total of \$1,020,540.09
- B. Acceptance of Financial Reports
- C. Approval of Minutes of February 11, 2020 Public Hearing/Special Meeting
- D. Approval of Minutes of February 11, 2020 Regular Board of Directors Meeting
- E. Installed Water Connection Capacity and Water Meters Report
- F. Total CCWD Production Report
- G. CCWD Monthly Sales by Category Report - February 2020
- H. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report
- I. Monthly Rainfall Reports
- J. Notice of Completion - Casa Del Mar and Grand Boulevard PRV Project
- K. Acceptance of Non-Complex Pipeline Extension Project - 620 Avenue Portola, El Granada - Michael P. Kostiuik and Kayleen M. Pashel-Kostiuik
- L. Approval for Director Feldman to attend the Association of California Water Agencies (ACWA) Spring Conference in Monterey, May 5th through 8th 2020

Director Larimer reported that he had reviewed the monthly financial claims and the petty cash accounting and had found all to be in order.

ON MOTION BY Director Coverdell and seconded by Vice-President Reynolds the Board voted to approve the Consent Calendar in its entirety:

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

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

6) GENERAL BUSINESS

A. Financial Planning and Rate Update Workshop with Raftelis Financial Consultants, Inc.

Ms. Rogren reminded the Board that Raftelis Financial Consultants, Inc prepared a Cost of Service Analysis and Rate Study in 2018 and that the District is once again welcoming Sanjay Gaur, Vice President of Raftelis, to develop a Financial Plan and to prepare an updated rate study report to be used to set the District's rates for Fiscal Year 2020-2021 and Fiscal Year 2021-2022.

Mr. Gaur began his presentation, which addressed financial inputs, reserve policies, financial plans, proposed financial plan scenarios and a schedule and advised the Board that he is seeking direction from them in order to proceed with preparation of an updated rate study report to comply with Proposition 218 requirements.

Mr. Gaur reviewed three different proposed financial plan scenarios in detail and the Board participated in discussion and interaction with the District's rate model to analyze the effects of the potential rate increases. In conclusion, Mr. Gaur summarized the results of the Board's discussion by stating he will base his report on an increase to revenue of up to 6.5% for each of the next two years. He outlined the reminder of the task schedule dates, with the rate increase to be effective July 1, 2020.

B. Draft Fiscal Year 2020-2021 and Fiscal year 2021-2022 Operations Budgets and Draft Fiscal Year 2020/2021 to 2029/2030 Capital Improvement Program (CIP)

Ms. Rogren referenced the updated Draft Operations and Capital Improvement Program Budgets as presented.

C. Fiscal Years 2020-2021 and 2021-2022 Budget Process Timeline

Ms. Rogren presented an updated budget process timeline, noting the addition of two supplemental meetings of the Facilities and the Finance Committees, to be scheduled prior to the April 14, 2020 Regular Board of Directors meeting.

D. Approval of Implementation of a Computerized Maintenance Management System comprised of 1) Professional Services Agreement with Miller Spatial Services LLC for implementation services of \$106,500; (2) 3-Year Lease Agreement with Azteca Systems LLC for Cityworks CMMS Software for \$51,000; (3) 3-Year License Agreement with Environmental Systems Research Institute, Inc., (ESRI) for GIS Software for \$31,500; and (4) Purchase of server and software upgrades through Irvine Consulting Services for \$33,000:

Mr. Derbin outlined the components of the proposed implementation of a computerized maintenance management system for the District, the benefits and the many program capabilities. He summarized the costs over the next three years and answered a few questions from the Board members.

ON MOTION BY Vice-President Reynolds and seconded by President Mickelsen the Board voted by roll call vote to authorize the General Manager to execute a Professional Services Agreement with Miller Spatial Services LLC for implementation of Cityworks CMMS software and ESRI GIS software for a not to exceed amount of \$106,500 and enter into a 3-year license agreement with Azteca Systems LLC for Cityworks CMMS software in the amount of \$51,000 and enter into a 3-year license agreement with Environmental Systems Research Institute, Inc. for GIS software in the amount of \$31,500 and procure server hardware and SQL software upgrades through Irvine Consulting Services in the amount of \$33,000:

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

7) **MONTHLY INFORMATIONAL REPORTS**

A. General Manager

Ms. Rogren reported to the report that the District has received a reimbursement request from Shenkman & Hughes PC for legal costs and demography services in the amount of \$29,656.85 for costs incurred in researching and preparing the written notice to the District alleging that it's at-large election system was in violation of the California Voting Rights Act Section 10010(f)(3) of the Elections Code.

Mr. Miyaki advised that he had personally reviewed the charges and backup on the invoice submitted from Shenkman & Hughes.

B. Superintendent of Operations

Mr. Derbin reviewed operations highlights for the month of February 2019.

C. Water Resources Report

Ms. Brennan shared the precipitation observations for water year 2020 provided by the California Department of Water Resources, the Hetch Hetchy Water Shed and in Half Moon Bay as well.

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

There were no requests from the Directors for future Board meeting agenda items.

9) ADJOURNMENT

The Board meeting was adjourned at 8:36 p.m.

Respectfully submitted,

Mary Rogren, General Manager
Secretary to the District

Chris Mickelsen, President
Board of Directors

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

April 3, 2020

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the Shelter-in-Place Order issued by the San Mateo County Health Officer on March 16, 2020, as revised on March 31, 2020, the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, the Boardroom was not open for the April 3, 2020 Special Meeting of the Coastside County Water District. The Special Meeting was conducted remotely via teleconference.

The Public was able to watch and/or participate in the public meeting by joining the meeting through the Zoom Videoconference link provided. The public was also able to join the meeting by calling a provided teleconference phone number.

- 1) **ROLL CALL** - President Chris Mickelsen called the meeting to order at 9:01 a.m. Participating in roll call via Zoom Videoconference: Directors Jim Larimer, Bob Feldman, and Vice-President Glenn Reynolds. Director Ken Coverdell joined the meeting at 9:05 a.m.

Also participating: Mary Rogren, General Manager; Patrick Miyaki, Legal Counsel; JoAnne Whelen, Administrative Assistant/Recording Secretary; Cathleen Brennan, Water Resource Analyst; and Gina Brazil, Office Manager.

Two members of the public participated in the meeting: David Dickson and Dave Olsen.

- 2) **PLEDGE OF ALLEGIANCE** - The Pledge of Allegiance was recited by the meeting participants.

- 3) **PUBLIC COMMENT** - There were no public comments expressed at this time.

- 4) **SPECIAL ORDER OF BUSINESS**

A. Impact of Covid-19 on the District Operations

Ms. Rogren summarized the measures that the District has recently taken as a result of the COVID-19 pandemic. She reiterated that the District is fully

operational. Field crew members are working regular shifts, but generally work independently on projects around the District for social distancing purposes and as safety allows. The office staff is performing their functions with staggered hours in the office. Employees are encouraged to work from home whenever possible. She reported that with the assistance from Vice-President Reynolds, a Covid 19 Response and Risk Mitigation Plan has been prepared and is currently being implemented at a Risk Level 3. Ms. Rogren reported that District operations are being evaluated daily and that she has been working closely with Mr. Miyaki on all of the executive orders recently being issued by the State and County of San Mateo.

President Mickelsen stated that he and Vice-President Reynolds have been working with Ms. Rogren on a regular basis and that Ms. Rogren and District staff have been doing an exceptional job and that he has every confidence that the District's operations will continue to function at the highest level. Director Feldman agreed, stating that Vice-President Reynolds' outstanding advice has been invaluable and that he appreciated and was impressed with Ms. Rogren and the District staff's performance. Vice-President Reynolds noted that the District has acted very quickly and pro-actively and he also has the utmost confidence with the teamwork in the District's continuing operations.

B. Continued Discussion of Rate Planning Initiated at the March 10, 2020 Financial Planning and Rate Update Workshop

Ms. Rogren introduced this discussion by stating that a number of factors have changed since the March 10, 2020 Financial Planning and Rate Update Workshop and that she wanted to give the Board an opportunity to regroup and to continue discussion of the rates. She outlined some of the Board's options, including staying on the course established at the March 10, 2020 Board meeting and considering the issuance of the Proposition 218 Notice at the April 14, 2020 Board meeting with the effective date of the increase to be July 1, 2020, to postpone the discussions on the proposed increase to July 2020 with an effective rate increase date of October 1, 2020 or later, and/or considering a possible change to the percentage of the increase, including evaluating the impact on the Budget and Capital Improvement Program. Ms. Rogren proceeded to evaluate some of the budget risks and mitigation steps and reviewed the risks and concerns involving possible bad debt and potential drought risks to be considered by the District.

Board discussion ensued with respect to the proposed options and the potential short term and the long-term impacts of any revisions to the amount and timing of the rate increase. The Board agreed that an emphasis should be placed on establishing and distributing public outreach materials to reflect the Board's explanation of their concerns and compassion with regards to the proposed rate increase.

Director Feldman formed a proposed motion, which was seconded by President Mickelsen, followed by an invitation for public comments to be expressed.

Dave Olsen - commented that the approach that sets any rate increases and delay of implementation is a great idea.

ON MOTION BY Director Feldman and seconded by President Mickelsen, the Board voted by roll call vote to table discussion of the proposed rate increase for three months, until July 2020, due to the current Covid 19 pandemic and based on the uncertainty of the current economic situation in the nation and in the community and the uncertainty of the ability to implement the plans for the District's Capital Improvement Program:

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

C. Potential Cancellation of April Regular Board of Directors Meeting

Ms. Rogren introduced and opened discussion of the potential cancellation of the April Regular Board of Directors meeting. Each of the Directors expressed their thoughts and concerns with potentially cancelling the meeting and after brief discussion, the Board provided input regarding not cancelling the April 14, 2020 Regular Board meeting and to keep it as scheduled, with the meeting to be conducted via Zoom Videoconference.

5) **ADJOURNMENT** - The Special Meeting was adjourned at 10:18 a.m.

Respectfully submitted,

Mary Rogren, General Manager
Secretary to the District

Chris Mickelsen, President
Board of Directors

**COASTSIDE COUNTY WATER DISTRICT
Installed Water Connection Capacity & Water Meters**

FY 2020 Meters

Installed Water Meters	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
HMB Non-Priority													
0.5" capacity increase													
5/8" meter	4		1		1								6
3/4" meter													
1" meter		1											1
1 1/2" meter													
2" meter													
3" meter													
HMB Priority													
0.5" capacity increase									1				1
5/8" meter							1						1
3/4" meter													
1" meter									1				1
1 1/2" meter													
2" meter													
County Non-Priority													
0.5" capacity increase													
5/8" meter				2	1	3							6
3/4" meter													
1" meter													
County Priority													
5/8" meter		1						2					3
3/4" meter													
1" meter													
1.5" meter		1											1
Totals	4	3	1	2	2	3	1	2	2				20

5/8" meter = 1 connection
 3/4" meter = 1.5 connections
 1" meter = 2.5 connections
 1.5" meter = 5 connections
 2" meter = 8 connections
 3" meter = 17.5 connections

FY 2020 Capacity (5/8" connection equivalents)	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
HMB Non-Priority	4	2.5	1		1								8.5
HMB Priority							1		3.0*				4
County Non-Priority				2	1	3							6
County Priority		6						2					8
Total	4	8.5	1	2	2	3	1	2	3				26.5

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2020

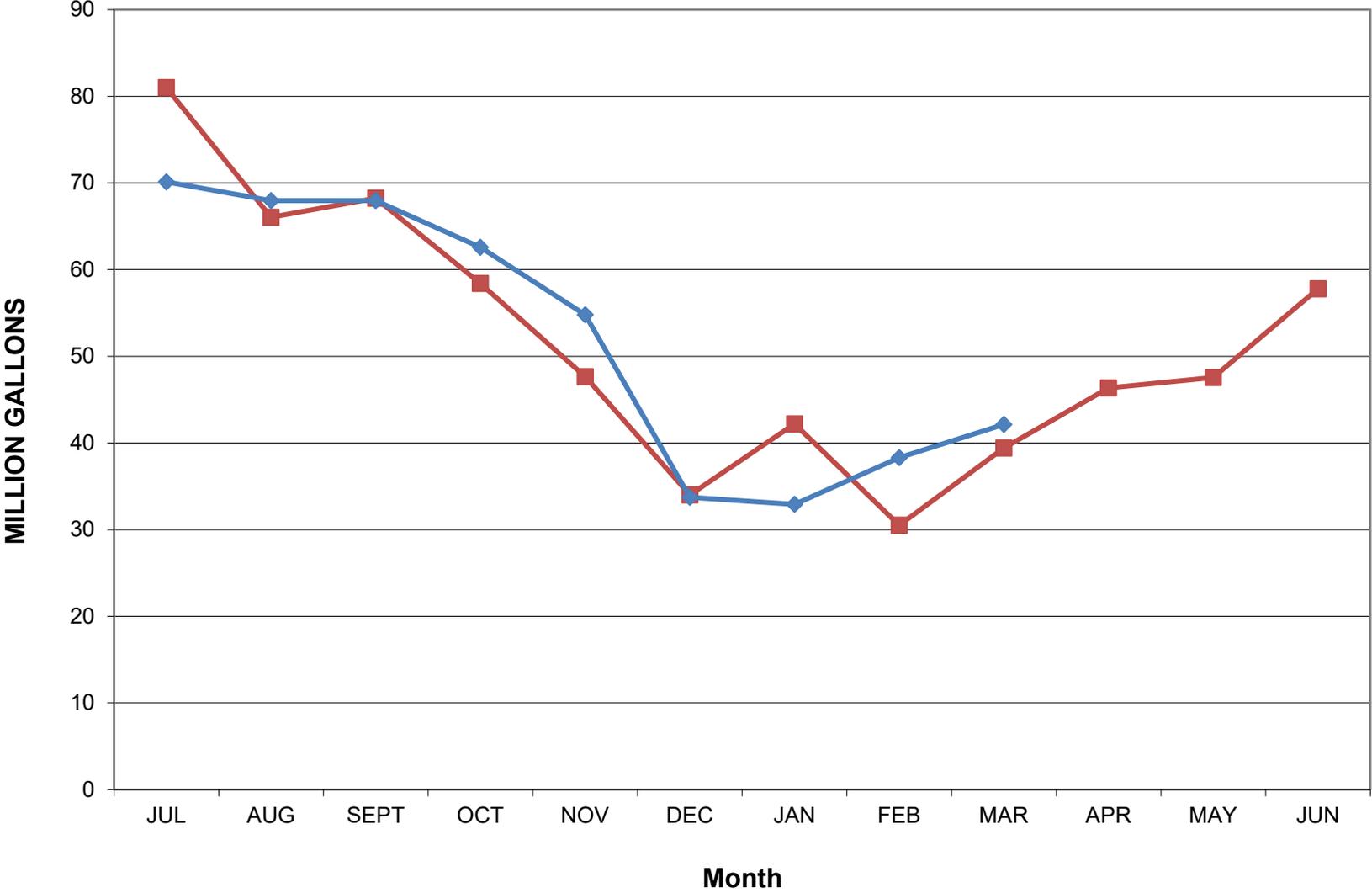
	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	1.61	28.25	0.00	22.27	20.58	72.71	2.58	70.13
AUG	1.44	22.18	0.00	20.20	26.36	70.18	2.21	67.97
SEPT	1.43	19.67	0.00	19.19	30.98	71.27	3.32	67.95
OCT	0.27	5.45	0.00	9.91	48.70	64.33	1.74	62.59
NOV	0.17	19.16	8.61	0.00	29.39	57.33	2.56	54.77
DEC	0.02	18.87	13.91	0.00	4.10	36.90	3.16	33.74
JAN	0.00	18.92	14.65	0.00	1.79	35.36	2.45	32.92
FEB	1.69	27.02	12.07	1.73	0.23	42.74	4.44	38.30
MAR	0.89	18.88	13.07	3.63	8.30	44.77	2.66	42.11
APR								
MAY								
JUN								
TOTAL	7.52	178.40	62.31	76.93	170.43	495.59	25.11	470.48
% MONTHLY TOTAL	2.0%	42.2%	29.2%	8.1%	18.5%	100.0%	5.9%	94.1%
% ANNUAL TO DATE TOTAL	1.5%	36.0%	12.6%	15.5%	34.4%	100.0%	5.1%	94.9%

CCWD vs SFPUC- month 73.4%
 CCWD vs SFPUC- annual 50.1%

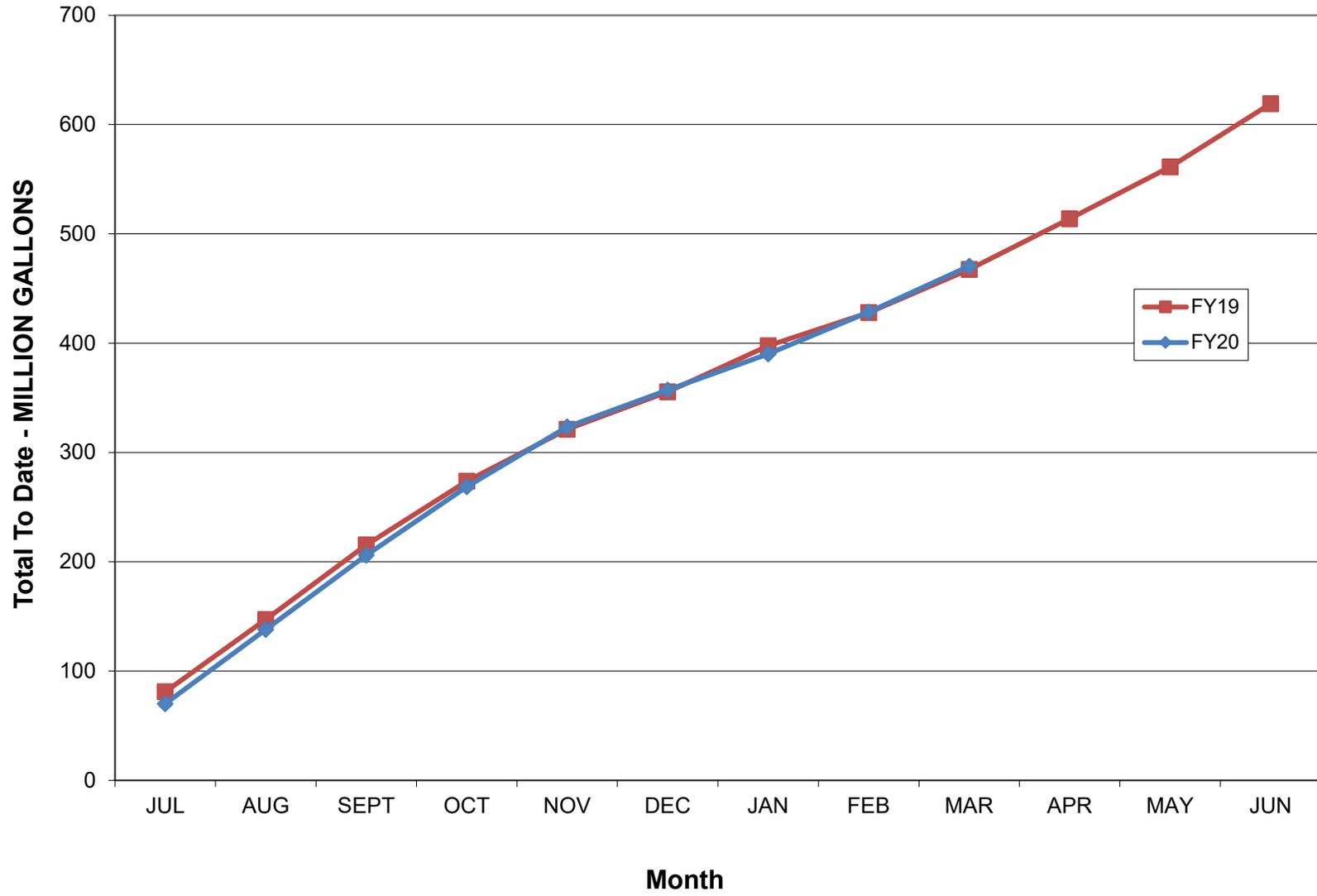
12 Month Running Treated Total **619.47**
TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2019

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

Monthly Production FY 19 vs FY 20



Cumulative Production FY19 vs FY20



MONTH Mar-20						
Coastside County Water District Monthly Discharge Report						
EMERGENCY MAIN AND SERVICE REPAIRS						
	Date Reported Discovered	Date Repaired	Location	Pipe Class	Pipe Size & Type	Estimated Water Loss (MG)
1	3/22/2020	3/23/20	552 Willow Ave	c	4" Cast	0.001
3						
4						
5						
6						
7						
8						
Totals						0.001

OTHER DISCHARGES	
Total Volumes (MG)	
Flushing Program	0.029
Reservoir Cleaning	
Automatic Dewatering Operations	0.119
Other (includes flow testing)	0.001
PLANNED DISCHARGES GRAND TOTAL (MG)	
0.149	

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

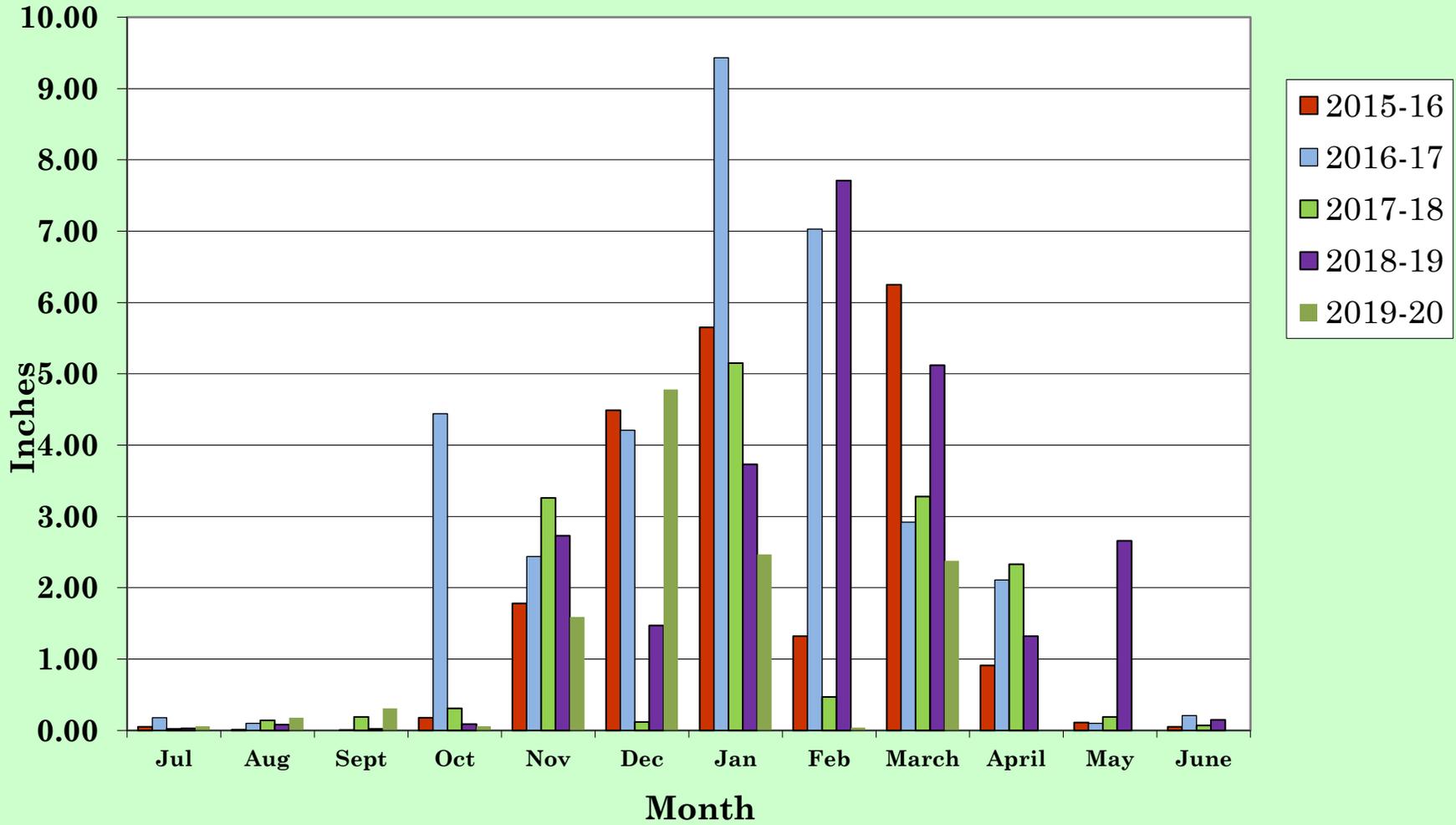
District Office
 Rainfall in Inches

	2019						2020					
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1	0	0.04	0	0	0	0.13	0.01	0	0			
2	0	0.06	0	0	0	0.11	0.01	0	0			
3	0	0.03	0	0.01	0	0	0	0	0			
4	0	0.01	0	0	0	0.35	0.02	0	0.01			
5	0	0.01	0	0	0	0.01	0.01	0	0			
6	0	0	0	0	0	0.6	0.01	0	0.09			
7	0	0	0	0	0	0.37	0.02	0	0.39			
8	0	0	0	0	0	0.11	0.04	0.01	0.01			
9	0.01	0	0	0	0	0.06	0.39	0	0			
10	0	0	0	0	0	0.11	0.01	0	0			
11	0	0	0	0	0	0.25	0.12	0	0			
12	0.03	0	0	0	0.01	0.08	0.05	0	0			
13	0.01	0	0	0	0	0.12	0.16	0	0			
14	0	0	0	0	0.05	0.06	0.09	0	0.47			
15	0	0	0	0	0	0	0.01	0	0.13			
16	0	0.01	0	0.03	0	0.01	1.11	0	0.1			
17	0	0	0	0	0	0.03	0.01	0.01	0.2			
18	0	0	0	0.01	0	0.92	0	0	0.02			
19	0	0	0.19	0.01	0.01	0.04	0	0	0.01			
20	0	0	0.01	0	0	0	0	0.01	0			
21	0	0	0.08	0	0	0.01	0.09	0	0			
22	0	0.02	0.01	0	0	0.92	0	0	0.42			
23	0	0	0.01	0	0	0.01	0	0	0.01			
24	0	0	0	0	0	0.19	0	0	0.19			
25	0	0	0	0	0	0.02	0.02	0.01	0.04			
26	0	0	0	0	0.95	0	0.17	0	0			
27	0.01	0	0.01	0	0.44	0	0.01	0	0.01			
28	0	0	0	0	0.01	0.01	0.06	0	0.23			
29	0	0	0	0	0.05	0.26	0	0	0.05			
30	0	0	0	0	0.07	0	0.04		0			
31	0	0		0		0	0.01		0			
Mon.Total	0.06	0.18	0.31	0.06	1.59	4.78	2.47	0.04	2.38			
Year Total	0.06	0.24	0.55	0.61	2.20	6.98	9.45	9.49	11.87			

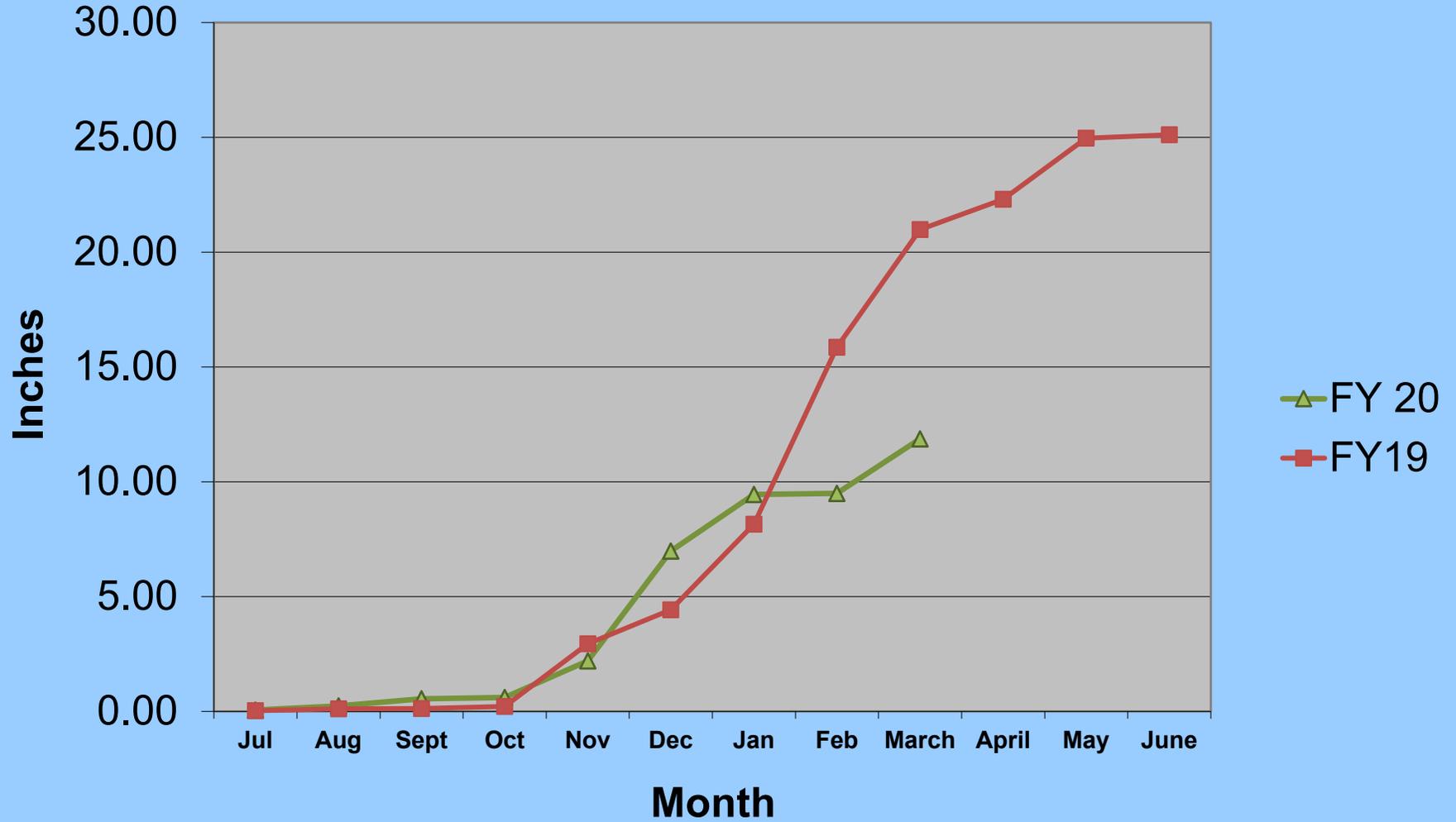
Coastside County Water District

Rainfall by Month

Fiscal Years 15 - 20

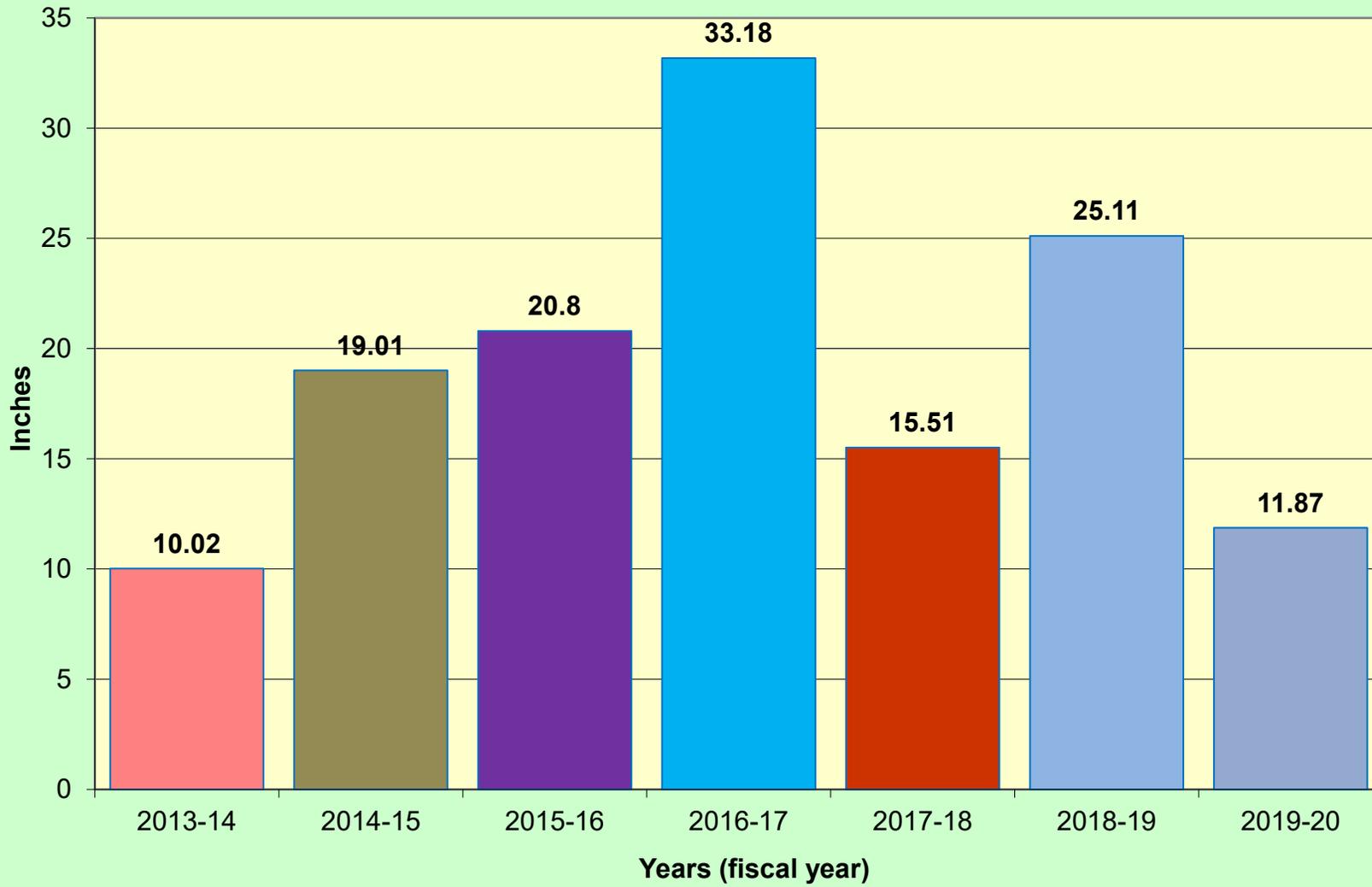


Rainfall Total Comparison Fiscal Years 19-20



Rain Totals

Fiscal Years 13 - 20



San Francisco Public Utilities Commission

Hydrological Conditions Report

February 2020

J. Chester, C. Graham, N. Waelty, March 6, 2020



Snow fell while HHWP crews were performing monthly snow surveys. While the amount of snow was not sufficient to dramatically change the inflow outlook, it was a welcome sign of a change in weather pattern, which is forecasted to continue through March. The photos above are of Bell Meadow, a snow survey course established in 1937 in the Stanislaus National Forest. Snow survey data from the Tuolumne and throughout the state can be found here:

<http://cdec.water.ca.gov/reportapp/javareports?name=COURSES>

System Storage

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

Table 1 Current System Storage as of March 1, 2020							
	Current Storage		Maximum Storage		Available Capacity		Percentage of Maximum Storage
	acre-feet	millions of gallons	acre-feet	millions of gallons	acre-feet	millions of gallons	
Tuolumne System							
Hetch Hetchy Reservoir ¹	241,000		340,830		99,830		71%
Cherry Reservoir ²	222,500		268,810		46,310		83%
Lake Eleanor ³	19,140		21,495		2,355		89%
Water Bank	557,420		570,000		12,580		98%
Tuolumne Storage	1,040,060		1,201,135		161,075		87%
Local Bay Area Storage							
Calaveras Reservoir	59,920	19,525	96,824	31,550	36,904	12,025	62%
San Antonio Reservoir	41,522	13,530	50,496	16,454	8,974	2,924	82%
Crystal Springs Reservoir	46,496	15,151	58,377	19,022	11,880	3,871	80%
San Andreas Reservoir	14,596	4,756	18,996	6,190	4,400	1,434	77%
Pilarcitos Reservoir	2,113	689	2,995	976	882	287	71%
Total Local Storage	164,648	53,650	227,688	74,192	63,039	20,541	72%
Total System	1,204,708		1,428,823		224,114		84%

¹ Maximum Hetch Hetchy Reservoir storage with drum gates deactivated.

² Maximum Cherry Reservoir storage with flash-boards out.

³ Maximum Lake Eleanor storage with flash-boards out.

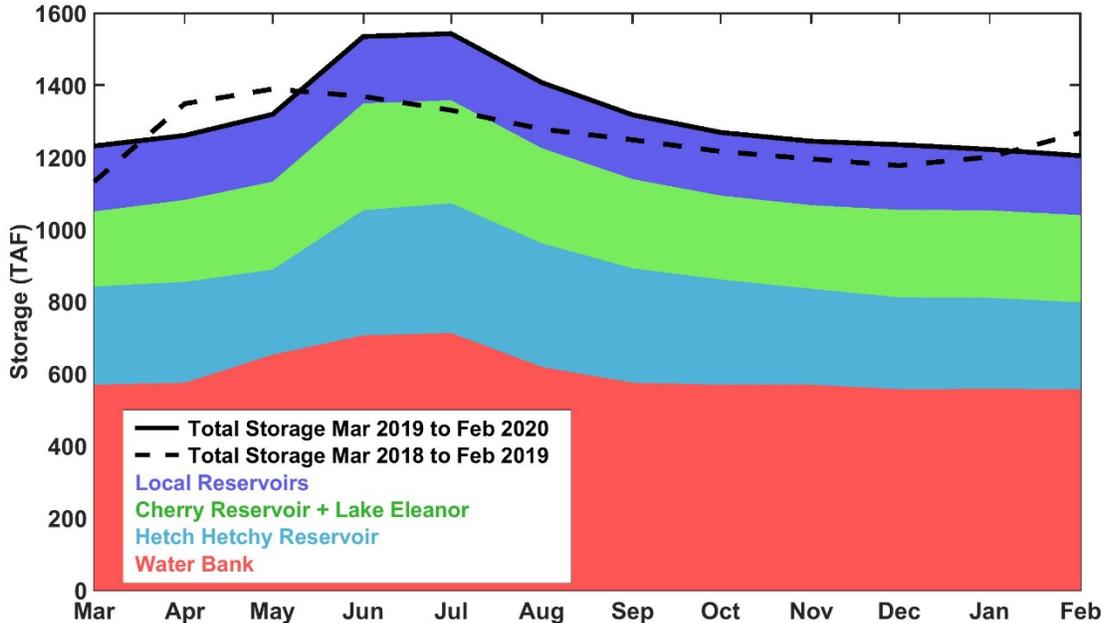


Figure 1: Monthly system storage for past 12 months in thousand acre-feet (TAF). Color bands show contributions to total system storage. Solid black line shows total system storage for the past 12 months. Dashed black line shows total system storage the previous 12 months.

Hetch Hetchy System Precipitation Index

Current Month: The February six-station precipitation index was 0.12 inches, or 2% of the average index for the month. The precipitation index is computed as the average of six Sierra precipitation stations and is an indicator of the overall basin wetness. February precipitation matched the lowest February on record.

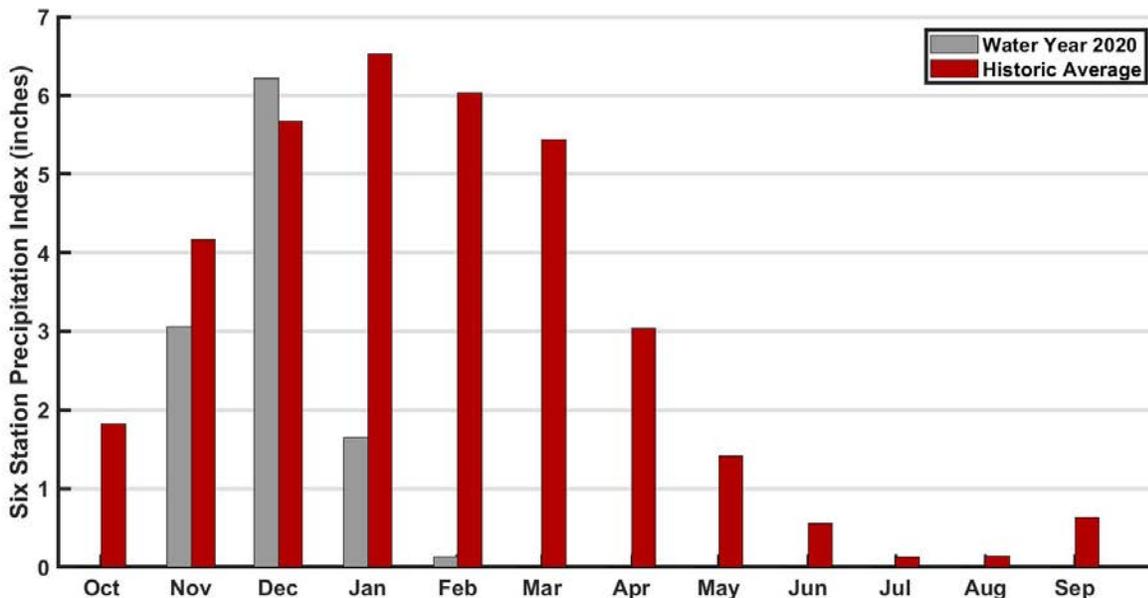


Figure 2: Monthly distribution of the six-station precipitation index as compared to the annual average precipitation for February 2020. The precipitation index is computed as the average of six Sierra precipitation stations and is an indicator of the overall basin wetness.

Cumulative Precipitation to Date: As of March 1st, the six-station precipitation index for Water Year 2020 was 11.09 inches, which is 31% of the average annual water year total. Hetch Hetchy Weather Station received 0.26 inches of precipitation in February, for a total of 9.45 inches for Water Year 2020. The cumulative Hetch Hetchy Weather Station precipitation is shown in Figure 3 in red.

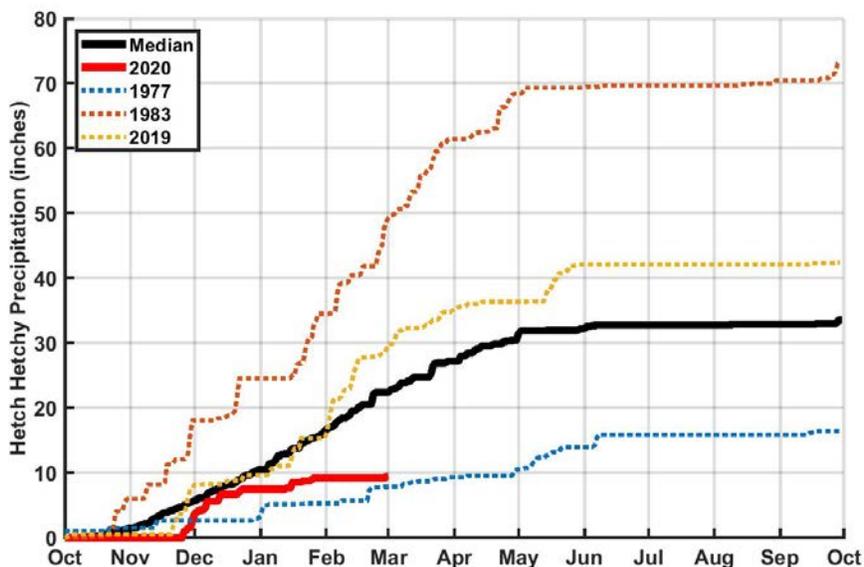


Figure 3: Water Year 2020 cumulative precipitation measured at Hetch Hetchy Weather Station. Median cumulative precipitation measured at Hetch Hetchy Weather Station and example wet and dry years are included with Water Year 2020 for comparison purposes.

Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange for February 2020 and the year to date is summarized below in Table 2.

Table 2 Calculated Reservoir Inflows and Water Available to City								
* All flows are in acre-feet	February, 2020				October 1, 2019 through March 1, 2020			
	Observed Flow	Median ¹	Mean ¹	Percent of Mean	Observed Flow	Median ¹	Mean ¹	Percent of Mean
Inflow to Hetch Hetchy Reservoir	8,846	21,665	24,894	36%	27,227	70,997	88,792	31%
Inflow to Cherry Reservoir and Lake Eleanor	14,231	22,803	26,411	54%	37,544	73,826	96,422	39%
Tuolumne River at La Grange	37,287	112,937	140,708	26%	183,129	312,576	410,464	45%
Water Available to City	0	20,399	53,518	0%	8,750	55,984	155,788	6%

¹Hydrologic Record: 1919-2015

Hetch Hetchy System Operations

Hetch Hetchy Reservoir power draft and stream releases during the month totaled 19,492 acre-feet. Hetch Hetchy Reservoir minimum instream release requirements for February were 35 cfs. Total precipitation thus far for Water Year 2020 has resulted in a Water Year Type C (dry to normal) for Hetch Hetchy Reservoir. Instream release requirements for March are 35 cfs.

Cherry Reservoir valve and power draft releases totaled 15,199 acre-feet for the month and were used to maintain seasonal target elevations. A total of 9,496 acre-feet of water was transferred from Lake Eleanor to Cherry Reservoir via the Cherry / Eleanor Diversion. The required minimum instream release from Cherry Reservoir for February was 5 cfs and remains 5 cfs for March. Lake Eleanor required minimum instream release were 5 cfs for February and increase to 10 cfs for March.

Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant average production rate for February was 53 MGD. The Sunol Valley Water Treatment Plant average production rate for the month was 19 MGD.

Local System Water Delivery

The average February delivery rate was 184 MGD, which is a 17% increase above the January delivery rate of 157 MGD.

Local Precipitation

Drier than average precipitation totals were recorded for the month. The rainfall summary for February 2020 and Water Year-to-date is presented in Table 3.

Weather Station Location	February		Water Year 2020	
	Total (inches)	Percent of Mean for the Month	Total (inches)	Percent of Mean for the Year-To-Date
Pilarcitos Reservoir	0.02	0 %	14.76	54 %
Lower Crystal Springs Reservoir	0.00	0 %	9.27	48 %
Calaveras Reservoir	0.00	0 %	6.68	44 %

Snowpack, Water Supply and Planned Water Supply Management

Based on snow water content measured at Tuolumne Basin snow pillows, the March 1 snowpack was 33% of the median April 1 peak snowpack (Figure 4). The March 1 manual snow surveys found a similar snowpack when compared to long term medians. Cold weather maintained the snowpack despite a record dry February. A change in weather pattern has been seen the first part of March, allowing for the potential of precipitation in the Sierras.

The precipitation to date is around 39% of normal, equivalent to the 95th percentile of the precipitation distribution (driest 5% of historic conditions). Due to the high carryover storage and conservative water management, the latest seasonal inflow forecasts show a 90% likelihood of refilling Hetch Hetchy Reservoir and a 100% likelihood of refilling Cherry Reservoir and Lake Eleanor. However, the forecasts show that median and drier conditions do not result in refilling of Water Bank. Instream releases and power generation will be tightly controlled to minimize spill from Water Bank, maximizing end of runoff storage in the system.

Total system storage is 87% full as reservoirs have been managed through the winter to maximize storage. As of March 1, 8,750 acre-feet of water has been available to the City (Figure 5). The Hetch Hetchy water system entered a planned, 30 day shutdown on January 6. Water deliveries resumed on February 5 at a rate of 150 MGD. There were three additional delivery rate increases in February: 160 MGD on 2/10, 190 MGD on 2/18, and 240 MGD on 2/25. SJPL 1 is out of service for repairs through February 2021, and deliveries are currently at maximum capacity. Throughout March, Hetch Hetchy Reservoir storage is expected to gradually decrease, as required stream releases and deliveries are expected to exceed inflows. Cherry / Eleanor Pumps are transferring water to Cherry Reservoir for power generation. This transferred water will be used for generation at Holm Powerhouse and stored in Water Bank. Cherry Reservoir will be maintained at the current storage throughout February as scheduled generation will balance inflows. Water Bank balance is expected to remain nearly full as upcountry releases match inflows.

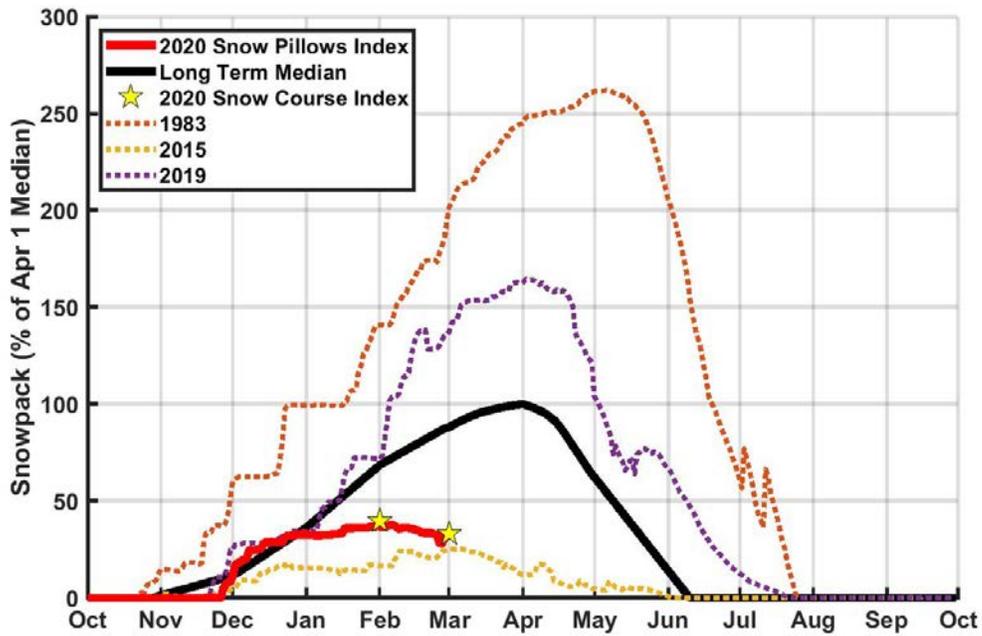


Figure 4: Tuolumne River Basin 10 Station Snow Index (lines), based on real time snow pillow SWE measurements and monthly, manual snow surveys (stars) in the Tuolumne Basin.

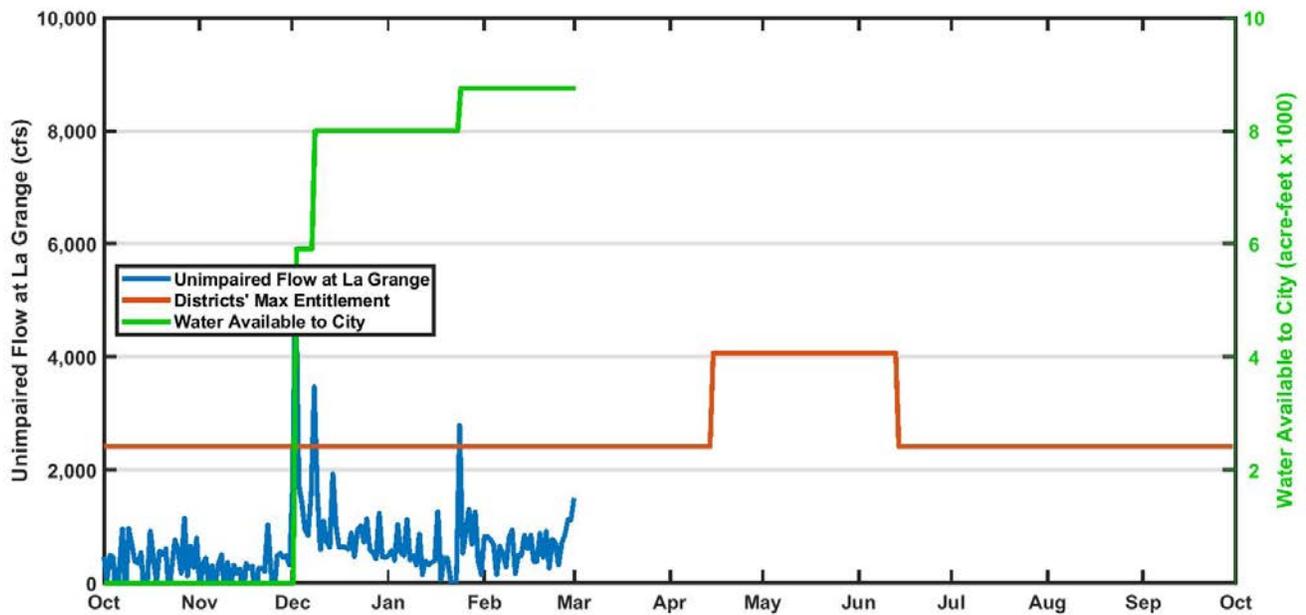
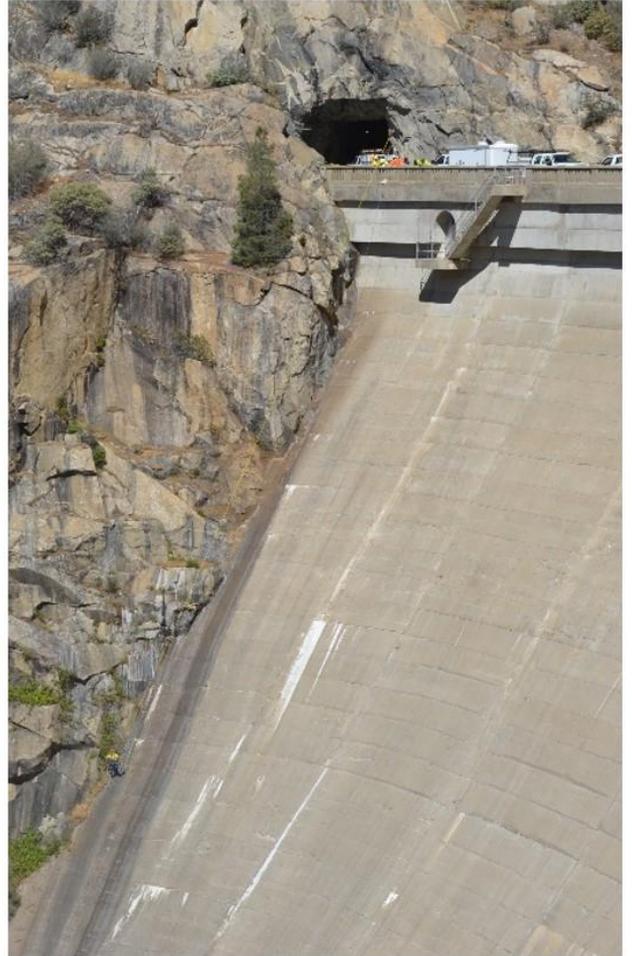


Figure 5: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City. To date there has been 8,750 acre-feet available to the City in Water Year 2020.

San Francisco Public Utilities Commission Hydrological Conditions Report March 2020

J. Chester, C. Graham, N. Waelty, April 6, 2020



The Hetch Hetchy Emergency Response Team (HHERT) was mobilized to provide safe access on the face of O'Shaughnessy Dam to Arborist Rand Fulkerson for vegetation removal (July 2018). The HHERT is comprised of highly trained HHWP employees who assist with projects throughout the Regional Water System that require fall protection, confined space, tunnel and other safe technical access assistance.

System Storage

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

Table 1 Current System Storage as of April 1, 2020							
	Current Storage		Maximum Storage		Available Capacity		Percentage of Maximum Storage
	acre-feet	millions of gallons	acre-feet	millions of gallons	acre-feet	millions of gallons	
Tuolumne System							
Hetch Hetchy Reservoir ¹	232,160		340,830		108,670		68%
Cherry Reservoir ²	225,055		268,810		43,755		84%
Lake Eleanor ³	17,976		21,495		3,519		84%
Water Bank	550,059		570,000		19,941		97%
Tuolumne Storage	1,025,250		1,201,135		175,885		85%
Local Bay Area Storage							
Calaveras Reservoir	61,946	20,185	96,824	31,550	34,878	11,365	64%
San Antonio Reservoir	43,283	14,104	50,496	16,454	7,212	2,350	86%
Crystal Springs Reservoir	48,510	15,807	58,377	19,022	9,867	3,215	83%
San Andreas Reservoir	15,903	5,182	18,996	6,190	3,093	1,008	84%
Pilarcitos Reservoir	2,419	788	2,995	976	575	187	81%
Total Local Storage	172,061	53,650	227,688	74,192	55,626	18,126	76%
Total System	1,197,311		1,428,823		231,511		84%

¹ Maximum Hetch Hetchy Reservoir storage with drum gates deactivated.

² Maximum Cherry Reservoir storage with flash-boards out.

³ Maximum Lake Eleanor storage with flash-boards out.

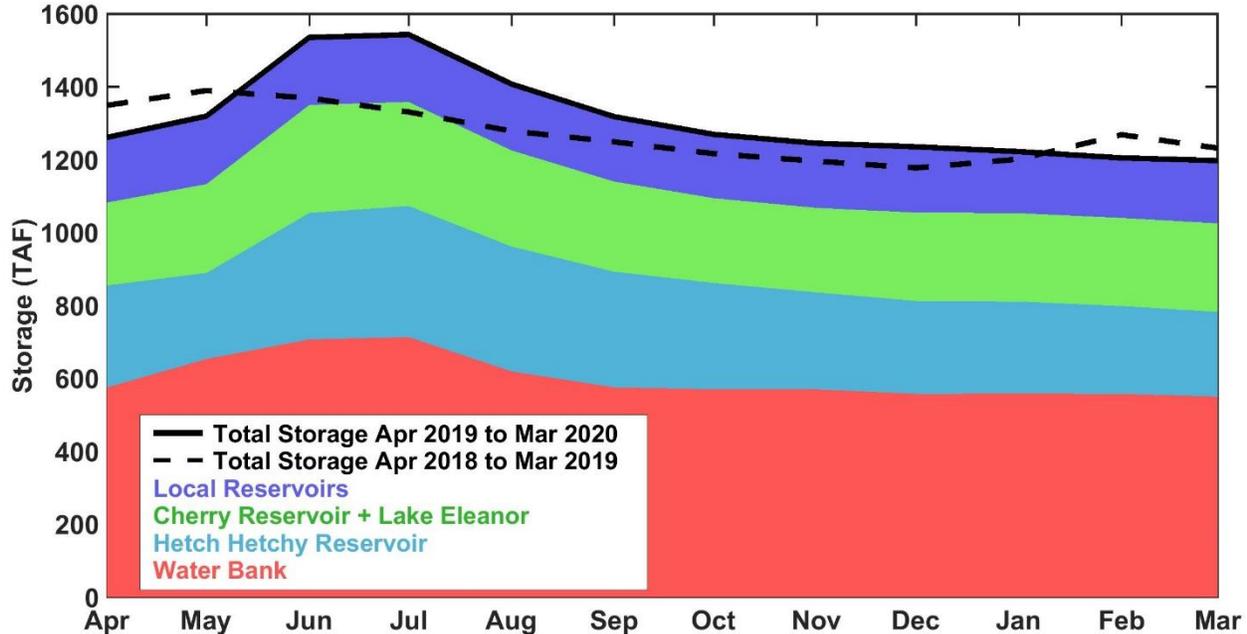


Figure 1: Monthly system storage for past 12 months in thousand acre-feet (TAF). Color bands show contributions to total system storage. Solid black line shows total system storage for the past 12 months. Dashed black line shows total system storage the previous 12 months.

Hetch Hetchy System Precipitation Index

Current Month: The March 2020 six-station precipitation index was 4.93 inches, or 91% of the average index for the month. The precipitation index is computed as the average of six Sierra precipitation stations and is an indicator of the overall basin wetness.

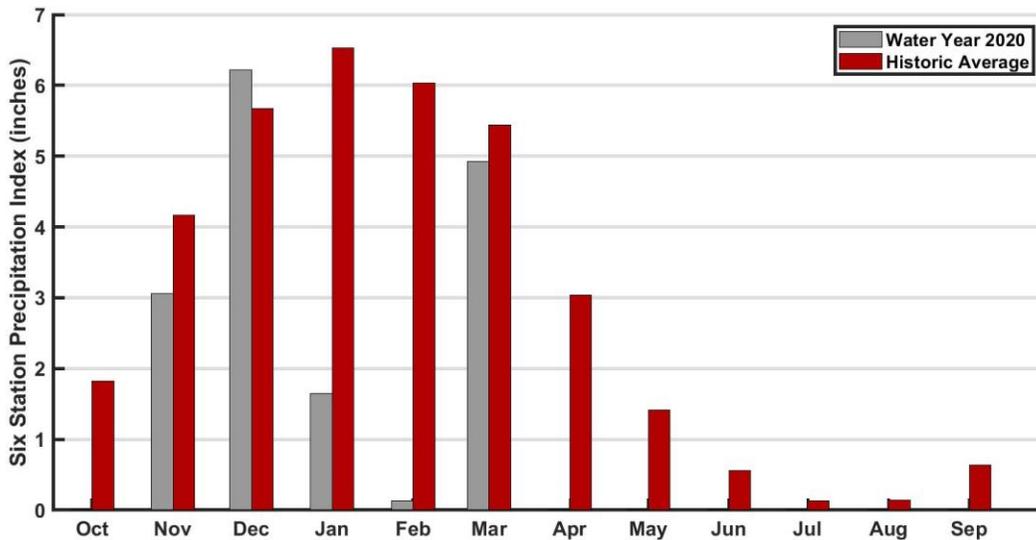


Figure 2: Monthly distribution of the six-station precipitation index as compared to the annual average precipitation for March 2020. The precipitation index is computed as the average of six Sierra precipitation stations and is an indicator of the overall basin wetness.

Cumulative Precipitation to Date: As of April 1, the six-station precipitation index for water year (WY) 2020 was 16.02 inches, which is 45% of the average annual water year total. Hetch Hetchy received 4.67 inches precipitation in March for a total of 14.14 inches for WY 2020, or 49% of average to-date. The cumulative Hetch Hetchy precipitation is shown in Figure 3 in red.

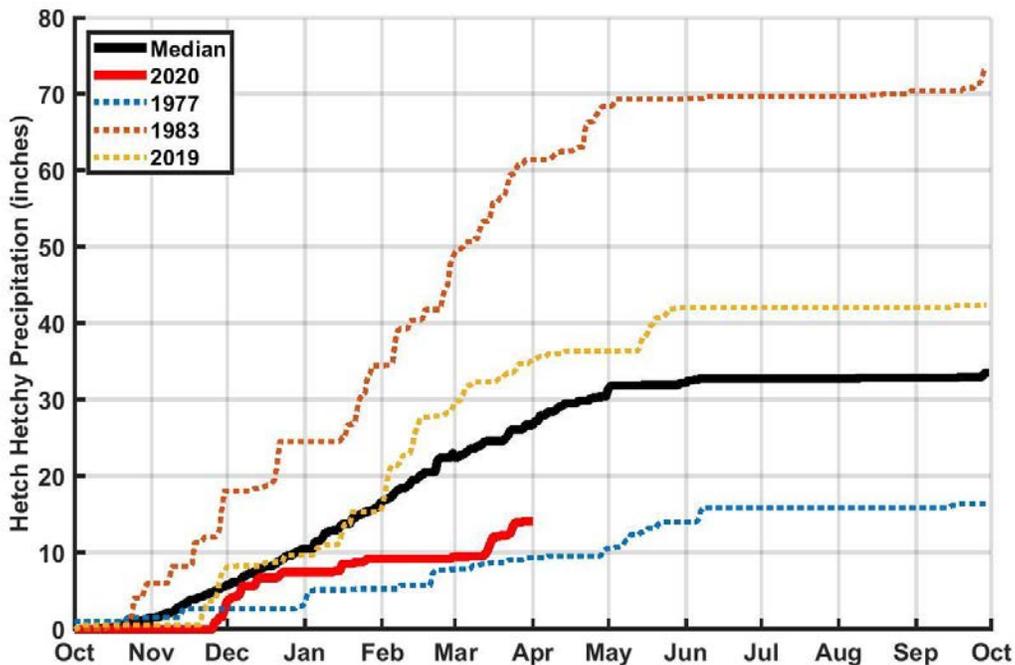


Figure 3: Water Year 2020 cumulative precipitation measured at Hetch Hetchy Weather Station. Median cumulative precipitation measured at Hetch Hetchy Weather Station and example wet and dry years are included with Water Year 2020 for comparison purposes.

Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange for March 2020 and the year to date is summarized below in Table 2.

* All flows are in acre-feet	March, 2020				October 1, 2019 through April 1, 2020			
	Observed Flow	Median ¹	Mean ¹	Percent of Mean	Observed Flow	Median ¹	Mean ¹	Percent of Mean
Inflow to Hetch Hetchy Reservoir	18,944	39,015	41,473	46%	46,171	114,363	130,265	35%
Inflow to Cherry Reservoir and Lake Eleanor	25,841	37,980	42,053	61%	63,385	113,246	138,673	46%
Tuolumne River at La Grange	90,065	159,640	190,040	47%	273,194	481,436	600,504	45%
Water Available to City	8,267	27,949	67,837	12%	17,017	109,924	223,625	8%

¹Hydrologic Record: 1919-2015

Hetch Hetchy System Operations

Hetch Hetchy Reservoir power draft and stream releases during the month totaled 28,397 acre-feet. Hetch Hetchy Reservoir minimum instream release requirements for March were 35 cfs. Total precipitation thus far for Water Year 2020 has resulted in a Water Year Type C (dry to normal) for Hetch Hetchy Reservoir. Instream release requirements for April are 35 cfs.

Cherry Reservoir valve and power draft releases totaled 23,312 acre-feet for the month and were used to maintain seasonal target elevations. 12,113 acre-feet of water was transferred from Lake Eleanor to Cherry Reservoir via the Cherry / Eleanor Tunnel. The required minimum instream release from Cherry Reservoir for March was 5 cfs and remains 5 cfs for April. Lake Eleanor required minimum instream release were 10 cfs for March and increase to 20 cfs on April 15th.

Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant average production rate for March was 33 MGD. The Sunol Valley Water Treatment Plant was in stand-by for the month and had no production.

Local System Water Delivery

The average March delivery rate was 195 MGD, which is a 6% increase above the February delivery rate of 184 MGD.

Local Precipitation

The rainfall summary for March 2020 is presented in Table 3.

Weather Station Location	March		Water Year 2020	
	Total (inches)	Percent of Mean for the Month	Total (inches)	Percent of Mean for the Year-To-Date
Pilarcitos Reservoir	3.55	63 %	18.31	55 %
Lower Crystal Springs Reservoir	2.89	74 %	12.16	52 %
Calaveras Reservoir	3.54	106 %	10.22	55 %

Snowpack, Water Supply and Planned Water Supply Management

Based on snow water content measured at Tuolumne Basin manual snow surveys and snow pillows, the April 1 snowpack was 50% of the median snowpack for this time of year (Figure 4).

Updated water supply forecasts (WSFM; Figure 6) based on the April 1 snow surveys and early April precipitation show that Hetch Hetchy Reservoir, Cherry Reservoir and Lake Eleanor all will fill this runoff season, with some additional water available for power generation. In all but the wettest scenario, there is insufficient water to refill Water Bank after runoff.

Total system storage is 85% full as reservoirs have been managed through the winter to maximize storage. SJPL1 is out of service for repairs through March 2021. Deliveries are currently at the maximum capacity of 247 MGD and are expected to remain there throughout the month. Throughout April, Hetch Hetchy Reservoir storage is expected to rise as inflows exceed power generation, deliveries and stream releases. Cherry / Eleanor Pumps are transferring water from Lake Eleanor to Cherry Reservoir for power generation. This transferred water will be used for generation at Holm Powerhouse and stored in Water Bank. Cherry Reservoir will begin to refill as inflows increase. The Water Bank is expected to begin debiting as water is stored in upcountry reservoirs.

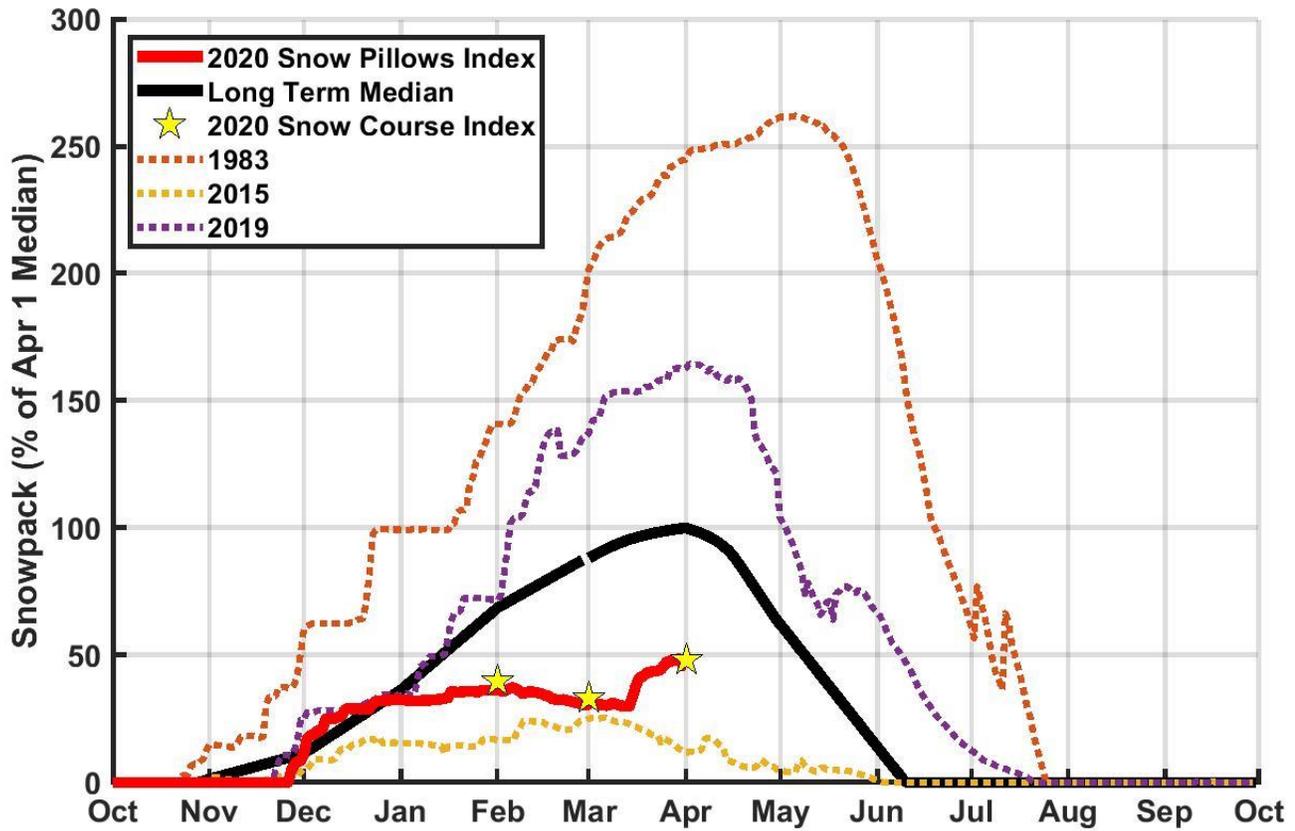


Figure 4: Tuolumne River Basin 10 Station Snow Index (lines), based on real time snow pillow SWE measurements. Also plotted are the mean monthly manual snow surveys (stars) in the Tuolumne Basin.

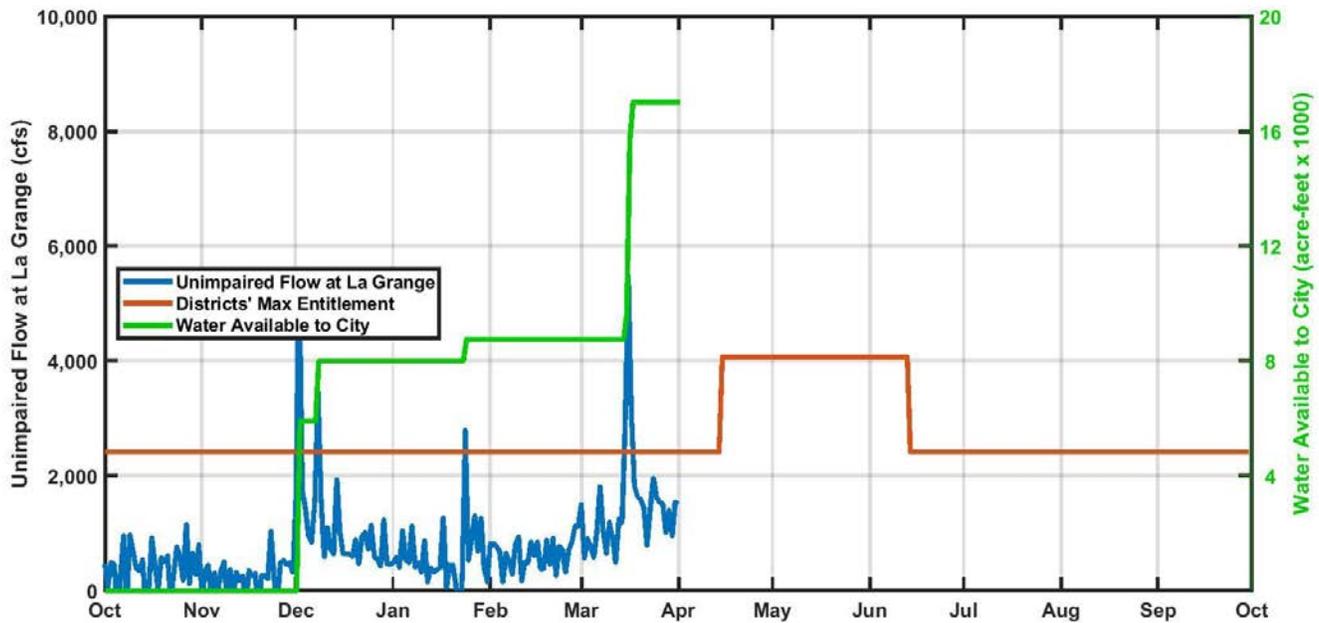


Figure 5: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City. To date there has been 17,017 acre-feet available to the City in Water Year 2020.

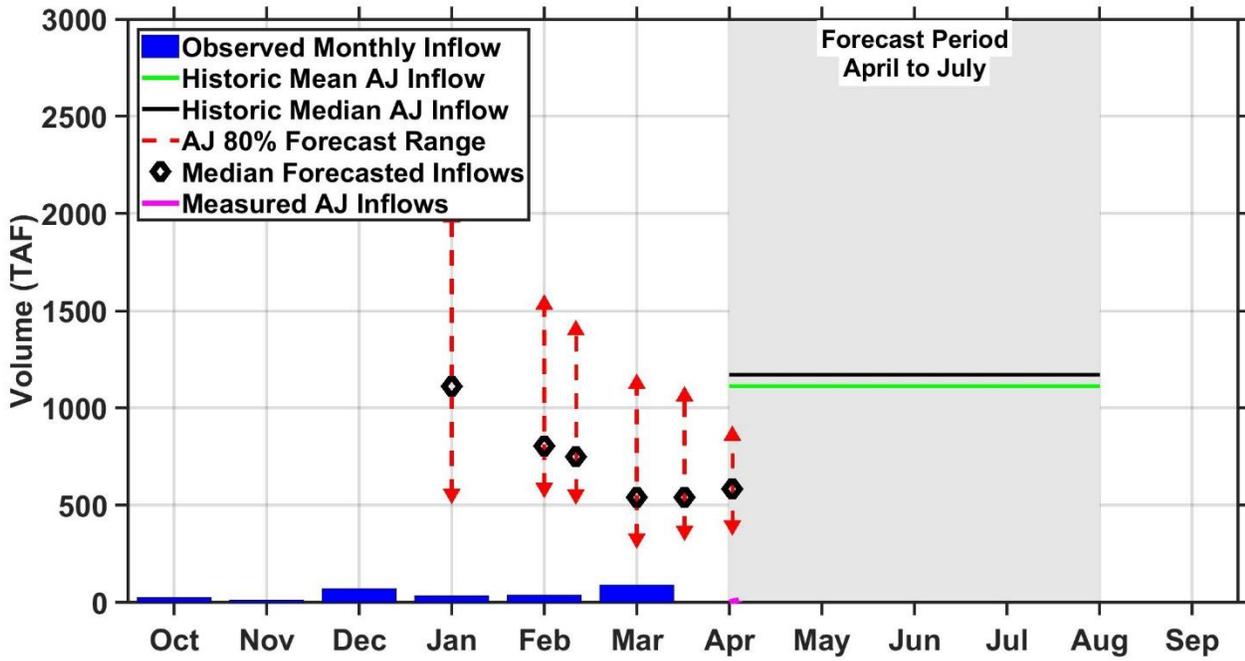


Figure 6: April to July WSFM inflow forecasts to the Tuolumne River at LaGrange – the extent of the CCSF water rights. Dry conditions in January and February resulted in reduced forecasts through the winter. A median March resulted in a narrowing of the forecast range in the last 2 forecasts. The April 1 forecast is well below average.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: April 14, 2020

Date: April 8, 2020

Subject: Notice of Completion - Stone Dam Pipeline Project

Recommendation:

That the Board of Directors take the following actions:

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

Background

Coastside County Water District entered into a contract with Andreini Bros, Inc. on September 11, 2019 for the Stone Dam Pipeline Project.

The work consisted of, in general, of constructing 2,510 feet of 12-inch diameter ductile iron pipeline, three 12-inch gate valves, and a water meter and basket strainer installation. Other work includes the removal of 2,500 feet of above ground 12-inch diameter Yelomine pipeline and a precast concrete vault. The site of the work is an unincorporated area San Mateo County, CA, situated approximately 2 miles north of State Highway 92 and 500 feet west of Cahill Ridge. The site of the work is on private property, a portion of which is owned by the San Francisco Public Utility District and the remainder owned by the Coastside County Water District.

Work was completed on April 3, 2020. The project was constructed according to District specifications.

Fiscal Impact: None.

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO

Name
Street
Address
City &
State

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

SPACE ABOVE THIS LINE FOR RECORDER'S USE

RECORD WITHOUT FEE Govt. Code § 6103 & 27383

NOTICE OF COMPLETION

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

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

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

3. On April 14, 2020 there was completed upon the hereinafter described real property a work of improvement as a whole named Stone Dam Pipeline Project. The work consisted of, in general, of constructing 2,510 feet of 12-inch diameter ductile iron pipeline, three 12-inch gate valves, and a water meter and basket strainer installation. Other work includes the removal of 2,500 feet of above ground 12-inch diameter Yelomine pipeline and a precast concrete vault.

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

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

The site of the work is an unincorporated area of San Mateo County, CA, situated approximately 2 miles north of State Highway 92 and 500 feet west of Cahill Ridge. The site of the work is private property, a portion of which is owned by the San Francisco Public Utility District and the remainder owned by the Coastside County Water District.

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

COASTSIDE COUNTY WATER DISTRICT

BY: _____
Mary Rogren, Secretary

VERIFICATION

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

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

Executed on April 14, 2020, at Half Moon Bay, California
(Date) (Place where signed)

By: _____
Mary Rogren
Secretary of the District

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: April 14, 2020

Report

Date: April 10, 2020

Subject: Approval of Updated Class Specification for Administrative Assistant/Recording Secretary Position

Recommendation:

Approve updated Class Specification for the Administrative Assistant/Recording Secretary position.

Background:

Given the pending retirement of our current Administrative Assistant/Recording Secretary, we have started the recruitment process for her replacement. We have updated the Class Specification for the position that we would like to distribute during our recruitment process.

The attached Class Specification is an update to the original job description prepared in 2002. Changes from the original Class Specification include: 1) expansion of current responsibilities (such as adding the CSDA transparency certification process; 2) addition of "Recording Secretary" to the title (which is currently being used by the incumbent; and 3) updates to the preferred background and experience.

Financial Impact: None. (There are no changes to the salary range for the position.)

**COASTSIDE COUNTY WATER DISTRICT
CLASS SPECIFICATION
ADMINISTRATIVE ASSISTANT/RECORDING SECRETARY**

CLASS TITLE: ADMINISTRATIVE ASSISTANT/RECORDING SECRETARY

DEFINITION

Under general supervision, provides highly responsible, complex, and confidential administrative support to the General Manager and Board of Directors. Performs a variety of administrative support and scheduling duties related to the activities and operations of the District and serves as a liaison to the Board of Directors and external contacts, including consultants, other agencies, and the public. Performs special project research as needed.

DISTINGUISHING CHARACTERISTICS

This single-position class reports directly to the General Manager. The scope of work is moderately difficult in nature, and the incumbent performs a full range of standard work procedures, operations, tasks, duties, and responsibilities with little or no immediate supervision. Work is of moderate complexity; duties are diversified and require strict attention to detail and timelines. While there are no supervisory duties, this position may monitor the work of others on specific projects.

EXAMPLES OF DUTIES

Duties may include, but are not necessarily limited to:

- Prepares, produces, and posts notices, agendas and agenda packet materials for all meetings of the Board of Directors, including overseeing distribution and delivery while ensuring compliance with all public noticing of meetings and the conduct of closed sessions requirements.
- Coordinates and attends all Board meetings and some advisory committee and special meetings. Prepares official meeting minutes for General Manager and for Board adoption.
- Manages the calendar of events and meetings for the Board and General Manager, coordinating and scheduling available dates and times with attendants, staff, consultants, governmental agencies, provides reminders and appointment confirmations.
- Manages all aspects of the Board of Directors election/appointment process, including completing and submitting all documentation requirements to the San Mateo County Elections Office, handles procedure for filling Board vacancies as required and prepares Oath of Office documentation.
- Provides general administrative support to the General Manager. Serves as a liaison to the Board of Directors, the District's Counsel, Engineers, consultants; District Staff; and the public.

**COASTSIDE COUNTY WATER DISTRICT
CLASS SPECIFICATION
ADMINISTRATIVE ASSISTANT/RECORDING SECRETARY**

- Maintains all records and ensures the Board's compliance with required training and certifications including ethics training, sexual harassment prevention training and assists in preparing and overseeing Board orientation training program.
- Responsible for maintaining the District Transparency Certificate of Excellence Certification Program administrated by the Special District Leadership Foundation.
- Assists with preparing responses to findings and recommendations from Superior Court Grand Jury Reports.
- Maintains District's files and tracks all District adopted Resolutions and Ordinances and Board Meeting Minutes.
- Composes and drafts correspondence, resolutions, and staff reports; handles incoming phone calls; meeting scheduling, responds to requests for information from Board members and the general public.
- Coordinates with the District's website consultant to maintain a current website, including posting of Board meeting agendas, meeting videos, meeting minutes, special notices, rate information, and annual reports.
- Provides contract administration, including preparing professional services agreements and coordinating with the District's Engineer and Legal Counsel on bid and other documents.
- Establishes and maintains a variety of filing systems, tracking systems, records and reports of general and confidential information for the General Manager.
- Responsible for picking up and processing the District's daily incoming mail.

MINIMUM QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Training and Experience:

Graduation from a high school or equivalent; a College Degree or advanced clerical training is highly desirable A minimum of at least five years of related experience in an executive level secretarial position with responsibility for providing administrative support with a public agency or a private organization.

Knowledge of:

- Office administrative practices and procedures such as business letter and report writing, correct grammar, spelling and punctuation; organization and record keeping

**COASTSIDE COUNTY WATER DISTRICT
CLASS SPECIFICATION
ADMINISTRATIVE ASSISTANT/RECORDING SECRETARY**

and functions of a public agency or private organization, including understanding of roles of elected officials and appointed committee members and governmental procedures.

- MS Office programs (including Word and Excel); Enterprise Systems; web and file/database management applications.
- Modern office equipment; office management techniques; filing systems and budgeting principles/practices.
- Laws and practices impacting public agencies including Ralph M. Brown Act and policies, procedures, and protocol that governs the District's Board of Directors and their meetings and interactions with other Board members, staff and members of the public.

Ability to:

- Prioritize multiple tasks, meet deadlines and to use initiative, discretion and judgement within established procedures and guidelines including handling confidential files and materials.
- Effectively present information and respond to questions from the Board of Directors, District Legal Counsel, District Management, consultants, customers, and the general public.
- Exercise good judgment, keep calm, and make appropriate decisions in unpredictable and demanding situations and under pressure.
- Keep current with laws/regulatory requirements applicable for the District, and lead efforts to ensure that the District is compliant.
- Establish and maintain effective, pleasant, cooperative, and professional working relationships with employees, officials, and the general public.
- Communicate well orally and in writing, and with tact and diplomacy.
- Conduct detailed and thorough research, extract, coordinate, and summarize information.

Licenses/Certificates:

Possession of a valid Class C California State Driver's License with a driving record acceptable to the District.

PHYSICAL REQUIREMENTS

Incumbent must be able to function in an office environment in work primarily of a sedentary nature, and be able to perform the following, with or without reasonable accommodation:

- Sit, often for long periods of time
- Utilize vision, hearing and speech
- Utilize manual and finger dexterity

**COASTSIDE COUNTY WATER DISTRICT
CLASS SPECIFICATION
ADMINISTRATIVE ASSISTANT/RECORDING SECRETARY**

- Turn head and trunk
- Move about on smooth surfaces
- Stand
- Lift and carry (maximum 35 pounds)
- Reach, twist and bend

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: April 14, 2020

Report

Date: April 10, 2020

Subject: Quarterly Financial Review

Recommendation:

Information Only.

Background:

The attached Period Budget Analysis summarizes year-to-date revenue and expenses for the first nine months of Fiscal Year 2019-2020. Key highlights include:

- Year-to-date water revenue is \$254,000 above budget, likely due to increased water use over prior years during January-March. (Note that local rainfall for January-March 2020 = 5 inches vs. 17 inches for the January-March 2019 timeframe.)
- Year-to-date non-operating revenue is \$353,000 above budget due to:
 - \$251,000 - Higher county property tax receipts and ERAF than plan.
 - \$77,000 - Additional LAIF interest income
 - \$25,000 - Other
- Year-to-date total -expenses are \$589,000 below budget. Key cost savings include:
 - \$204,000 savings in water purchases from SFPUC due to utilizing our local source water including Denniston and the Pilarcitos Wells.
 - For the first nine months of FY2020, the District produced 178 MG from Denniston vs. 60MG for the first nine months of FY2019. (Note that the District was able to run Denniston every month to date in FY2020 given the wet winter in FY2019.)
 - \$100,000 savings in electricity costs at Crystal Springs Pump Station due to using local source water.
 - \$179,000 salary savings primarily due to open positions including the Assistant General Manager and Operator positions.

STAFF REPORT

Agenda: April 14, 2020

Subject: Quarterly Financial Review

Page Two

- \$125,000 savings in the Employee Retirement expenses due to a (one time) reduction in the required payment to CalPERS for the annual contribution to our unfunded liability.
- \$35,000 savings due to timing.

The above cost savings were partially offset by:

- (\$54,000) in legal related expenses related to the move to by zone elections.

Capital Improved Projects

For the first nine months of the 2020-2021 Fiscal Year, the District spent \$4,200,000 in CIP. District Staff anticipates completing the Denniston Generator Project (\$400,000) and the Denniston Tank Road and Culvert Repair Project (\$400,000) in the Summer, 2020 along with various engineering projects (including the first phase of the Nunes Water Treatment Plant Basis of Design.)

COASTSIDE COUNTY WATER DISTRICT - PERIOD BUDGET ANALYSIS
For Nine Months Ending March 31, 2020

ACCOUNT	DESCRIPTION	YTD BUDGET	YTD ACTUAL	Variance Favorable (Unfavorable)	% Variance
OPERATING REVENUE					
1-0-4120-00	Water Revenue -All Areas	9,163,500.00	9,409,697.33	246,197.33	2.7%
1-0-4170-00	Water Taken From Hydrants	37,500.00	45,484.54	7,984.54	21.3%
TOTAL OPERATING REVENUE		9,201,000.00	9,455,181.87	254,181.87	2.8%
NON-OPERATING REVENUE					
1-0-4180-00	Late Notice -10% Penalty	45,000.00	52,954.80	7,954.80	17.7%
1-0-4230-00	Service Connections	7,500.00	10,493.64	2,993.64	39.9%
1-0-4920-00	Interest Earned	4,702.00	82,311.05	77,609.05	1650.6%
1-0-4930-00	Tax Apportionments/Cnty Checks	478,000.00	566,221.80	88,221.80	0.0%
1-0-4950-00	Miscellaneous Income	18,750.00	29,225.93	10,475.93	55.9%
1-0-4955-00	Cell Site Lease Income	128,475.00	130,522.05	2,047.05	1.6%
1-0-4965-00	ERAF REFUND -County Taxes	338,000.00	501,486.81	163,486.81	0.0%
TOTAL NON-OPERATING REVENUE		1,020,427.00	1,373,216.08	352,789.08	34.6%
TOTAL REVENUES		10,221,427.00	10,828,397.95	606,970.95	5.9%
OPERATING EXPENSES					
1-1-5130-00	Water Purchased	1,575,000.00	1,371,281.06	203,718.94	12.9%
1-1-5230-00	Pump Exp, Nunes T P	33,945.00	28,844.67	5,100.33	15.0%
1-1-5231-00	Pump Exp, CSP Pump Station	280,000.00	206,914.82	73,085.18	26.1%
1-1-5232-00	Pump Exp, Trans. & Dist.	21,438.00	12,397.41	9,040.59	42.2%
1-1-5233-00	Pump Exp, Pilarcitos Canyon	40,000.00	31,653.95	8,346.05	20.9%
1-1-5234-00	Pump Exp. Denniston	101,000.00	96,792.03	4,207.97	4.2%
1-1-5242-00	CSP Pump Station Operations	8,344.00	11,941.52	(3,597.52)	-43.1%
1-1-5243-00	CSP Pump Station Maintenance	27,750.00	27,111.82	638.18	2.3%
1-1-5246-00	Nunes T P Operations	60,723.00	58,715.22	2,007.78	3.3%
1-1-5247-00	Nunes T P Maintenance	91,800.00	69,889.43	21,910.57	23.9%
1-1-5248-00	Denniston T.P. Operations	36,749.00	44,645.76	(7,896.76)	-21.5%
1-1-5249-00	Denniston T.P. Maintenance	78,000.00	117,047.62	(39,047.62)	-50.1%
1-1-5250-00	Laboratory Services	56,250.00	40,238.18	16,011.82	28.5%
1-1-5260-00	Maintenance -General	225,000.00	251,712.64	(26,712.64)	-11.9%
1-1-5261-00	Maintenance -Well Fields	30,000.00	41,919.82	(11,919.82)	-39.7%
1-1-5263-00	Uniforms	10,000.00	5,229.92	4,770.08	47.7%
1-1-5318-00	Studies/Surveys/Consulting	109,000.00	53,104.11	55,895.89	51.3%

ACCOUNT	DESCRIPTION	YTD BUDGET	YTD ACTUAL	Variance Favorable (Unfavorable)	% Variance
1-1-5321-00	Water Resources	19,650.00	3,042.02	16,607.98	84.5%
1-1-5322-00	Community Outreach	16,900.00	12,799.57	4,100.43	24.3%
1-1-5381-00	Legal	75,000.00	114,278.35	(39,278.35)	-52.4%
1-1-5382-00	Engineering	46,500.00	63,359.66	(16,859.66)	-36.3%
1-1-5383-00	Financial Services	18,000.00	9,942.00	8,058.00	44.8%
1-1-5384-00	Computer Services	124,700.00	129,178.99	(4,478.99)	-3.6%
1-1-5410-00	Salaries/Wages-Administration	857,000.00	722,695.78	134,304.22	15.7%
1-1-5411-00	Salaries & Wages -Field	1,070,500.00	1,025,911.91	44,588.09	4.2%
1-1-5420-00	Payroll Tax Expense	134,050.00	130,089.69	3,960.31	3.0%
1-1-5435-00	Employee Medical Insurance	356,216.00	337,761.74	18,454.26	5.2%
1-1-5436-00	Retiree Medical Insurance	40,830.00	36,486.60	4,343.40	10.6%
1-1-5440-00	Employees Retirement Plan	464,491.00	339,305.23	125,185.77	27.0%
1-1-5445-00	Supplemental Retirement 401a	0.00	0.00	0.00	0.0%
1-1-5510-00	Motor Vehicle Expense	46,500.00	78,553.19	(32,053.19)	-68.9%
1-1-5620-00	Office Supplies & Expense	197,414.00	219,683.72	(22,269.72)	-11.3%
1-1-5625-00	Meetings / Training / Seminars	20,250.00	19,725.25	524.75	2.6%
1-1-5630-00	Insurance	102,749.00	85,665.89	17,083.11	16.6%
1-1-5687-00	Membership, Dues, Subscript.	63,970.00	62,745.91	1,224.09	1.9%
1-1-5688-00	Election Expenses	0.00	0.00	0.00	0.0%
1-1-5689-00	Labor Relations	4,500.00	0.00	3,000.00	66.7%
1-1-5700-00	San Mateo County Fees	20,000.00	16,158.92	3,841.08	19.2%
1-1-5705-00	State Fees	33,500.00	32,006.15	1,493.85	4.5%
TOTAL OPERATING EXPENSES		6,497,719.00	5,908,830.55	588,888.45	9.1%
CAPITAL ACCOUNTS					
1-1-5712-00	Debt Svc/Existing Bonds 2006B	484,831.00	0.00	484,831.00	0.0%
1-1-5715-00	Debt Svc/CIEDB 11-099 (I-BANK)	335,997.00	335,977.29	19.71	0.0%
1-1-5716-00	Debt Svc/CIEDB 2016 (I-BANK)	323,803.00	323,803.13	(0.13)	0.0%
1-1-5717-00	Chase Bank - 2018 Loan	0.00	435,951.01	(435,951.01)	
TOTAL CAPITAL ACCOUNTS		1,144,631.00	1,095,731.43	48,899.57	4.3%
TOTAL EXPENSES		7,642,350.00	7,004,561.98	637,788.02	8.3%
CONTRIBUTION TO CIP/RESERVES		2,579,077.00	3,823,835.97		

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: April 14, 2020

Report Date: April 10, 2020

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

Recommendation:

None. Information only.

Background:

At the April 3, 2020 Special Board Meeting, the Board made a motion to table the discussion of the proposed rate increase for three months until July 2020 due to the current COVID 19 pandemic and based on the uncertainty of the current economic situation in the nation and in the community and the uncertainty of the ability to implement the plans for the District's Capital Improvement Program.

The attached Budget Process Timeline has been revised to reflect the postponement of discussions of a rate increase.

At the May 12, 2020 Board Meeting, Staff will present updated drafts of the Fiscal Year 2020-2021 and the Fiscal Year 2021-2022 Operations and Maintenance Budgets. Staff will again present the Operations and Maintenance Budgets at the June 9, 2020 Board Meeting and will recommend that the O&M Budgets be approved at that meeting before going into the new Fiscal Year. At the June 9, 2020 Board Meeting, Staff will also present a draft updated 10-year Capital Improvement Program for review.

At the July 14, 2020 Board Meeting, the Board will resume rate discussions that were initiated at the March 10, 2020 Board Meeting and Workshop.

Fiscal Impact:

None.

Attachments:

- A - Updated Timeline - No Markup
- B - Updated Timeline - With Markup

Blank

**Coastside County Water District
BUDGET (CIP and O&M) PROCESS TIMELINE
Fiscal Year 2020-2021 and Fiscal Year 2021-2022**

Description	Date
Finance Committee – Introduction to Budget Process / Timeline Rate Study Update / Overview SB998	November 25, 2019
Present Budget Timeline for Board Review / Approve Rate Study	December 10, 2019 Regular Board Meeting
Staff Internal Budget Review – Distribute O&M Budget Worksheets	Week of December 16, 2019
Present any revisions to Budget Timeline / Process	January 14, 2020 Regular Board Meeting
Facilities Committee Meeting – Review Draft CIP Budget	January 15, 2020
Staff Internal Budget Review – Worksheets Due/Review CIP Budget	January 20, 2020
Finance Committee Meeting – Review Draft O&M Budget & CIP	January 29, 2020
Facilities Committee Meeting – Review Draft CIP Budget	February 4, 2020
Present “Draft” O&M Budget and CIP to Board of Directors at Board Meeting	February 11, 2020 Regular Board Meeting
Finance Committee Meeting – Review Draft O&M Budget & CIP	March 10, 2020
Present “Draft” O&M Budget, CIP, and Financing Plan to Board of Directors at Board Meeting / Raftelis Workshop with Board	March 10, 2020 Regular Board Meeting
San Mateo County issues Shelter-In-Place Order due to COVID 19	March 16, 2020
Board tables rate increase discussions to July, 2020.	April 3, 2020
Present “Draft” O&M Budgets for FY 2020-2021 and FY 2021-2022	May 12, 2020 Regular Board Meeting

Facilities Committee Meeting - Review Draft CIP Budget	May X, 2020 TBD
Finance Committee Meeting - Review Draft O&M Budget & CIP	May X, 2020 TBD
Approve O&M Budgets for FY 2020-2021 and FY 2021-2022; Board to review Draft CIP	June 9, 2020
Rate Workshop Discussion; Review Draft CIP and Financing Plan with Board of Directors to determine next steps	July 14, 2020

**Coastside County Water District
BUDGET (CIP and O&M) PROCESS TIMELINE
Fiscal Year 2020-2021 and Fiscal Year 2021-2022**

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<u>San Mateo County issues Shelter-In-Place Order due to COVID 19</u>	<u>March 16, 2020</u>
<u>Board tables rate increase discussions to July, 2020.</u>	<u>April 3, 2020</u>
Customer Outreach Website Post Draft Budget and Finance Plan FY 2019	March 16 – 20 2020

Customer Outreach— E Newsletter— Shared with Facebook and Twitter Message: Public Meeting Schedule for Budget— Links to Operations Budget and CIP	March 20— 31 2020
Finance Committee Meeting— Review Draft O&M Budget & CIP	T B D
Facilities Committee Meeting— Review Draft CIP Budget	T B D
Present “Draft” O&M Budgets for FY2020-2021 and FY2021-2022, CIP, and Financing Plan for work plan session with the Board Approve Notice of Public Hearing (Prop. 218)	April 14, 2020 Regular Board Meeting
Mail Notice of Rate Increase (Prop 218)— Minimum 45-Day Notice Before Public Hearing and post Notice on Bulletin Board	April 17, 2020
Present “Draft” O&M Budgets for FY 2020-2021 and FY 2021-2022, CIP, Financing Plan, and Cost of Service and Rate Study to Board of Directors at Board Meeting	May 12, 2020 Regular Board Meeting
Customer Outreach— E Newsletter Message: Understanding Budget and Proposed Rate Increase	May 18 through May 22, 2020
Proposition 218 Notice Published in the Half Moon Bay Review	—May 20 & May 27, 2020
Public Hearing— Approve O&M Budget and CIP— Approve Rate Adjustments for FY 2020-2021 and FY 2021-2022	—June 9, 2020— 7:00 p.m. —Regular Board Meeting / Public —Hearing
New Rates Effective	July 1, 2020
Facilities Committee Meeting - Review Draft CIP Budget	May X, 2020 TBD
Finance Committee Meeting - Review Draft O&M Budget & CIP	May X, 2020 TBD
Approve O&M Budgets for FY 2020-2021 and FY 2021-2022; Board to review Draft CIP	June 9, 2020
Rate Workshop Discussion; Review Draft CIP and Financing Plan with Board of Directors to determine next steps	July 14, 2020

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: April 14, 2020

Report

Date: April 10, 2020

Subject: General Manager's Report

COVID 19 Update

The District is currently in Risk Level 3 Stage (out of 4) according to the District's Draft COVID 19 Risk Mitigation Plan. Distribution and Treatment Staff continue to work regular shifts but are social distancing and are primarily working independently. Customer Service Staff are working staggered shifts in the office and are answering customer phone calls from 8 AM to 5 PM. When possible, employees are encouraged to work from home. The District office lobby remains closed to the public. (Note that the District's Draft COVID 19 Risk Mitigation Plan is available on the District's website under "Emergency Preparedness.")

San Mateo County, State, and Federal government agencies have issued numerous orders impacting the District. These include:

- Governor Newsom's Executive Order N-42-20 issued April 2, 2020 that prohibits the shut-off of water service for non-payment. (Note that the order does not eliminate the obligation to pay for water service provided nor reduces the amount a customer owes the District.)
- San Mateo County Health Department Order no c19-5b (Revised) continuing the directive that all individuals shelter in place except for certain specified essential needs and activities. Under the order, providing water service is an Essential Government Function. In consideration of the order, the District will provide letters to its contractors that are working on Essential Infrastructure or Functions.
- Governor Newsom's Executive Orders N-29-20 and N-35-10 allowing for relaxation of the Brown Act teleconferencing requirements among other directives.

STAFF REPORT

Agenda: April 10, 2020

Subject: GM Report

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- Senate Bill H.R. 6201 enacted March 18, 2020 – the “Families First Coronavirus Response Act.” This bill provides for employers to provide for up to two weeks of paid sick leave for COVID-19 related leave. The Act also provides for expanded Family and Medical Leave under certain criteria including the care of children and family members.

District Staff will continue to provide regular updates to the Board during this crisis. In addition, the District’s Water Resource Analyst, Cathleen Brennan, is also providing occasional outreach to our customers on the crisis, including messaging that our water is safe.

Teleconferencing Options for Future Board Meetings

Given recent security breaches with the use of Zoom, District Staff will be exploring an alternative platform for future meetings.

MONTHLY REPORT

To: Mary Rogren, General Manager
From: James Derbin, Superintendent of Operations
Agenda: April 14, 2020
Report Date: April 8, 2020

Monthly Highlights

- Main break at 556 Willow, (4" CI)
- Main Breaker at Crystal Springs Pump Station (CSP) has been replaced
- Pilarcitos wells provided 62.31 million gallons this season
- Tested Pilarcitos well meters

Sources of Supply

- **March Sources:**
 - Denniston Reservoir/Wells, Pilarcitos Reservoir/Wells and Crystal Springs

Projects

- New Ignition SCADA front end project is complete. Staff developed a "Skylawn only mode" that can be used with the simple click of a button on the SCADA interface to reduce starts at CSP when CCWD is not using Crystal Springs.
- Stone Dam Pipeline Project is complete.
- Denniston Tank Road Culvert Replacement and Paving Project bid opening 4/10/20. Update at meeting.
- Denniston Generators - BAAQMD Authority to Construct permit has been issued. TJCAA has approved the 3rd and final submittal from Cummins West. Generators are ordered. Installation work will go to bid in April.
- HDR - Staff participated in progress meeting. Draft Basis of Design Report is expected in May.
- Staff participated in a Cityworks/ESRI kickoff meeting with Miller Spatial.
- EKI continues to make progress on the Grandview and Pine Willow Oak pipeline replacement project design.
- Staff continues to actively evaluate and inventory critical supplies, parts and equipment
- Staff continues to work independently on many planned projects that have been put off, maintaining physical distancing at all times when possible.