

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, June 9, 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 May 12, 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://us02web.zoom.us/j/83833304404?pwd=R1RUQzVSZVRqaENNWVQ5MmxNZIRJdz09>
- Meeting ID: 838 3330 4404
- Password: 678146

- Or dial in on your phone

- Dial by your location
- +1 669 900 6833 US (San Jose)
- Meeting ID: 838 3330 4404
- Password: 678146

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 May 31, 2020:
Claims: \$576,682.27; Payroll: \$264, 816.75 for a total of \$841,445.02 ([attachment](#))
➤ *May 2020 Monthly Financial Claims reviewed by and approved by President Michelsen*
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of May 12, 2020 Regular Board of Directors Meeting ([attachment](#))
- D. Installed Water Connection Capacity and Water Meters Report ([attachment](#))
- E. Total CCWD Production Report ([attachment](#))
- F. CCWD Monthly Sales by Category Report-May 2020 ([attachment](#))
- G. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report ([attachment](#))
- H. Monthly Rainfall Reports ([attachment](#))
- I. SFPUC Hydrological Report for the Month of April 2020 ([attachment](#))

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

6) GENERAL BUSINESS

- A. Award of Contract for Design Engineering and Bid Support Services to HDR Engineering Inc. for Nunes Water Treatment Plant Improvement Project ([attachment](#))
- B. 1) Update the Districts' Organization Chart to; a) Eliminate the Assistant General Manager Position; b) Add an Accounting Manager Position; and c) Add a Maintenance Worker Position; 2) Approve the Accounting Manager Job Classification; 3) Adopt an Amended Salary Schedule that; a) Removes the Assistant General Manager Position; b) Adds the Accounting Manager Position; and c) Includes a Cost of Living Adjustment Increase of 2.5%, Effective July 1, 2020 ([attachment](#))
- C. Approval of Fiscal Year 2020-2021 Operations and Maintenance Budget; Review of Draft Fiscal Year 2020-2021 to 2029-2030 Capital Improvement Program ([attachment](#))
- D. Resolution 2020-02 Calling for and Giving Notice of a Regular District Election to be held on Tuesday, November 3, 2020 and Requesting the County Elections Department to Conduct this Election ([attachment](#))
- E. Approval of a Letter to be Sent to State and Federal Legislators to Consider Streamlining the Approval Process When Multiple Governmental Agencies are Required to Approve a Project ([attachment](#))

7) MONTHLY INFORMATIONAL REPORTS

A. Superintendent of Operations Report ([attachment](#))

B. Water Resources Report ([attachment](#))

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

9) ADJOURNMENT

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

| CHECKS | | | | |
|------------|-----------|---|--------|-----------|
| CHECK DATE | CHECK NO. | VENDOR | AMOUNT | |
| 05/01/2020 | 28202 | A-A LOCK | \$ | 265.00 |
| 05/01/2020 | 28203 | GINA BRAZIL | \$ | 216.00 |
| 05/01/2020 | 28204 | COMCAST | \$ | 223.73 |
| 05/01/2020 | 28205 | JAMES COZZOLINO, TRUSTEE | \$ | 200.00 |
| 05/01/2020 | 28206 | DE LAGE LANDEN FINANCIAL SERVICES, INC. | \$ | 876.14 |
| 05/01/2020 | 28207 | ELAVON, INC. | \$ | 72.12 |
| 05/01/2020 | 28208 | FIDELTY NATIONAL TITLE | \$ | 1,000.00 |
| 05/01/2020 | 28209 | HUE & CRY, INC. | \$ | 24.00 |
| 05/01/2020 | 28210 | MASS MUTUAL FINANCIAL GROUP | \$ | 1,050.00 |
| 05/01/2020 | 28211 | STANDARD INSURANCE COMPANY | \$ | 541.65 |
| 05/01/2020 | 28212 | UNITED STATES POSTAL SERV. | \$ | 800.00 |
| 05/01/2020 | 28213 | VALIC | \$ | 3,630.00 |
| 05/01/2020 | 28214 | VERIZON WIRELESS | \$ | 3,901.14 |
| 05/12/2020 | 28215 | HEALTH BENEFITS ACWA-JPIA | \$ | 41,667.86 |
| 05/12/2020 | 28216 | SAN FRANCISCO WATER DEPT. | \$ | 84,753.97 |
| 05/15/2020 | 28217 | A-A LOCK | \$ | 406.19 |
| 05/15/2020 | 28218 | AMERICAN WATER WORKS ASSOC. | \$ | 2,141.00 |
| 05/15/2020 | 28219 | AT&T | \$ | 5,258.93 |
| 05/15/2020 | 28220 | AT&T LONG DISTANCE | \$ | 2,152.25 |
| 05/15/2020 | 28221 | AT&T | \$ | 2,096.79 |
| 05/15/2020 | 28222 | BAY AREA AIR QUALITY MGMT DIST | \$ | 447.00 |
| 05/15/2020 | 28223 | BFI OF CALIFORNIA, INC. | \$ | 552.16 |
| 05/15/2020 | 28224 | CATHLEEN BRENNAN | \$ | 99.68 |
| 05/15/2020 | 28225 | KELLY HOFFMAN-DAVIS | \$ | 83.07 |
| 05/15/2020 | 28226 | HALF MOON BAY REVIEW | \$ | 175.00 |
| 05/15/2020 | 28227 | HASSETT HARDWARE | \$ | 2,660.44 |
| 05/15/2020 | 28228 | LIEBERT CASSIDY WHITMORE | \$ | 1,659.00 |
| 05/15/2020 | 28229 | MASS MUTUAL FINANCIAL GROUP | \$ | 1,050.00 |
| 05/15/2020 | 28230 | MICHAEL WOLF | \$ | 1,125.00 |
| 05/15/2020 | 28231 | VERIZON CONNECT NWF, INC. | \$ | 247.00 |
| 05/15/2020 | 28232 | REPUBLIC SERVICES | \$ | 562.20 |
| 05/15/2020 | 28233 | STEVEN MELO, INC. | \$ | 2,500.00 |
| 05/15/2020 | 28234 | TPX COMMUNICATIONS | \$ | 1,995.01 |
| 05/15/2020 | 28235 | TRI COUNTIES BANK | \$ | 1,436.19 |
| 05/15/2020 | 28236 | UNITED PARCEL SERVICE INC. | \$ | 96.46 |
| 05/15/2020 | 28237 | VALIC | \$ | 3,630.00 |
| 05/15/2020 | 28238 | US BANK NA | \$ | 1,305.33 |
| 05/15/2020 | 28239 | JUAN CARLOS SALAZAR | \$ | 3,640.00 |
| 05/28/2020 | 28240 | ADP, INC. | \$ | 687.95 |
| 05/28/2020 | 28241 | ANALYTICAL ENVIRONMENTAL SERVICES | \$ | 10,001.74 |
| 05/28/2020 | 28242 | ANDREINI BROS. INC. | \$ | 86,207.80 |
| 05/28/2020 | 28243 | AT&T | \$ | 698.93 |
| 05/28/2020 | 28244 | AZTEC GARDENS, INC. | \$ | 218.00 |
| 05/28/2020 | 28245 | BADGER METER, INC. | \$ | 66.00 |
| 05/28/2020 | 28246 | BALANCE HYDROLOGICS, INC | \$ | 13,587.09 |
| 05/28/2020 | 28247 | BARKERBLUE | \$ | 35.10 |
| 05/28/2020 | 28248 | BAY ALARM COMPANY | \$ | 3,488.92 |
| 05/28/2020 | 28249 | BFI OF CALIFORNIA, INC. | \$ | 291.95 |
| 05/28/2020 | 28250 | BIG CREEK LUMBER | \$ | 804.30 |
| 05/28/2020 | 28251 | BORGES & MAHONEY, INC. | \$ | 1,994.72 |
| 05/28/2020 | 28252 | GINA BRAZIL | \$ | 135.00 |
| 05/28/2020 | 28253 | CALCON SYSTEMS, INC. | \$ | 20,643.55 |
| 05/28/2020 | 28254 | CEL ANALYTICAL INC. | \$ | 3,168.00 |
| 05/28/2020 | 28255 | PETTY CASH | \$ | 117.94 |
| 05/28/2020 | 28256 | COMMUNICATION LEASING SERVICES, INC | \$ | 345.29 |

| | | | |
|---------------------------|-------|--|---------------|
| 05/28/2020 | 28257 | DATAPROSE, LLC | \$ 3,761.06 |
| 05/28/2020 | 28258 | EKI INC. | \$ 22,428.88 |
| 05/28/2020 | 28259 | EWING IRRIGATION PRODUCTS | \$ 583.06 |
| 05/28/2020 | 28260 | FALCO CONSTRUCTION | \$ 29,910.75 |
| 05/28/2020 | 28261 | FIDELTY NATIONAL TITLE | \$ 3,750.00 |
| 05/28/2020 | 28262 | GRAINGER, INC. | \$ 1,995.99 |
| 05/28/2020 | 28263 | HACH CO., INC. | \$ 1,002.16 |
| 05/28/2020 | 28264 | HMB BLDG. & GARDEN INC. | \$ 247.15 |
| 05/28/2020 | 28265 | HANSONBRIDGETT. LLP | \$ 8,103.00 |
| 05/28/2020 | 28266 | HYDROSCIENCE ENGINEERS, INC. | \$ 7,395.00 |
| 05/28/2020 | 28267 | IRON MOUNTAIN | \$ 899.71 |
| 05/28/2020 | 28268 | IRVINE CONSULTING SERVICES, INC. | \$ 15,682.42 |
| 05/28/2020 | 28269 | IRVINE CONSULTING SERVICES, INC. | \$ 1,377.41 |
| 05/28/2020 | 28270 | GLENNA LOMBARDI | \$ 108.00 |
| 05/28/2020 | 28271 | MASS MUTUAL FINANCIAL GROUP | \$ 1,050.00 |
| 05/28/2020 | 28272 | MISSION UNIFORM SERVICES INC. | \$ 152.95 |
| 05/28/2020 | 28273 | MONTEREY COUNTY LAB | \$ 5,781.00 |
| 05/28/2020 | 28274 | MTA PARTS, INC. | \$ 12.33 |
| 05/28/2020 | 28275 | OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA, A MEDICAL CORP. | \$ 171.00 |
| 05/28/2020 | 28276 | OFFICE DEPOT | \$ 1,170.05 |
| 05/28/2020 | 28277 | PACIFIC GAS & ELECTRIC CO. | \$ 24,068.64 |
| 05/28/2020 | 28278 | PACIFICA COMMUNITY TV | \$ 300.00 |
| 05/28/2020 | 28279 | PAULO'S AUTO CARE | \$ 123.78 |
| 05/28/2020 | 28280 | RAFTELIS FINANCIAL CONSULTANTS, INC. | \$ 375.00 |
| 05/28/2020 | 28281 | R.D. OFFUTT COMPANY | \$ 2,733.25 |
| 05/28/2020 | 28282 | ROBERTS & BRUNE CO. | \$ 12,496.75 |
| 05/28/2020 | 28283 | ROGUE WEB WORKS, LLC | \$ 634.40 |
| 05/28/2020 | 28284 | STATE WATER RESOURCES CONTROL BD | \$ 90.00 |
| 05/28/2020 | 28285 | STETSON ENGINEERS, INC. | \$ 5,617.00 |
| 05/28/2020 | 28286 | STRAWFLOWER ELECTRONICS | \$ 493.71 |
| 05/28/2020 | 28287 | TEAMSTERS LOCAL UNION #856 | \$ 1,189.00 |
| 05/28/2020 | 28288 | JAMES TETER | \$ 480.00 |
| 05/28/2020 | 28289 | TJC AND ASSOCIATES, INC | \$ 16,157.13 |
| 05/28/2020 | 28290 | TOTAL COMPENSATION SYSTEMS, INC | \$ 1,620.00 |
| 05/28/2020 | 28291 | UGSI CHEMICAL FEED, INC. | \$ 4,881.54 |
| 05/28/2020 | 28292 | UPS STORE | \$ 197.20 |
| 05/28/2020 | 28293 | USA BLUE BOOK | \$ 351.17 |
| 05/28/2020 | 28294 | VALIC | \$ 3,630.00 |
| 05/28/2020 | 28295 | VERIZON WIRELESS | \$ 1,356.45 |
| 05/28/2020 | 28296 | WRA, INC. | \$ 3,196.75 |
| 05/28/2020 | 28297 | MATTHEW MABEE | \$ 55.21 |
| 05/28/2020 | 28298 | CUSTOM HOMES OF WOODSIDE INC. | \$ 2,737.76 |
| 05/29/2020 | 28299 | DENISE FORD | \$ 2,354.80 |
| SUBTOTAL CLAIMS FOR MONTH | | | \$ 507,754.05 |

WIRE PAYMENTS

| MONTH | VENDOR | AMOUNT |
|----------------------------------|---|--------------|
| 05/01/2020 | DFT0000294 PUB. EMP. RETIRE SYSTEM | \$ 14,250.02 |
| 05/04/2020 | DFT0000295 CalPERS FISCAL SERVICES DIVISION | \$ 18,799.50 |
| 05/15/2020 | DFT0000298 PUB. EMP. RETIRE SYSTEM | \$ 14,788.84 |
| 05/28/2020 | DFT0000299 PUB. EMP. RETIRE SYSTEM | \$ 14,589.81 |
| 05/31/20 | BANK AND CREDIT CARD FEES | \$ 6,446.05 |
| SUBTOTAL WIRE PAYMENTS FOR MONTH | | \$ 68,874.22 |

TOTAL CLAIMS FOR THE MONTH \$ 576,628.27



Coastside County Water District

Monthly Budget Report Account Summary

For Fiscal: 2019-2020 Period Ending: 05/31/2020

| | May Budget | May 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 | 984,000.00 | 1,131,824.69 | 147,824.69 | 15.02 % | 11,070,000.00 | 11,388,827.39 | 318,827.39 | 2.88 % | 12,300,000.00 |
| | Total RevType: 1 - Operating: | 984,000.00 | 1,131,824.69 | 147,824.69 | 15.02 % | 11,070,000.00 | 11,388,827.39 | 318,827.39 | 2.88 % | 12,300,000.00 |
| RevType: 2 - Non-Operating | | | | | | | | | | |
| 1-4170-00 | Water Taken From Hydrants | 4,167.00 | 5,854.88 | 1,687.88 | 40.51 % | 45,834.00 | 53,501.38 | 7,667.38 | 16.73 % | 50,000.00 |
| 1-4180-00 | Late Notice - 10% Penalty | 5,000.00 | -13.57 | -5,013.57 | -100.27 % | 55,000.00 | 52,888.59 | -2,111.41 | -3.84 % | 60,000.00 |
| 1-4230-00 | Service Connections | 833.00 | 0.00 | -833.00 | -100.00 % | 9,166.00 | 10,493.64 | 1,327.64 | 14.48 % | 10,000.00 |
| 1-4920-00 | Interest Earned | 523.00 | 0.27 | -522.73 | -99.95 % | 5,748.00 | 87,460.90 | 81,712.90 | 1,421.59 % | 6,270.00 |
| 1-4930-00 | Tax Apportionments/County Checks | 0.00 | 2,282.21 | 2,282.21 | 0.00 % | 725,000.00 | 860,647.14 | 135,647.14 | 18.71 % | 725,000.00 |
| 1-4950-00 | Miscellaneous Income | 2,083.00 | 0.00 | -2,083.00 | -100.00 % | 22,916.00 | 28,863.19 | 5,947.19 | 25.95 % | 25,000.00 |
| 1-4955-00 | Cell Site Lease Income | 14,275.00 | 11,983.27 | -2,291.73 | -16.05 % | 157,025.00 | 154,112.98 | -2,912.02 | -1.85 % | 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 | 20,107.06 | -6,773.94 | -25.20 % | 1,358,689.00 | 1,749,454.63 | 390,765.63 | 28.76 % | 1,385,570.00 |
| | Total Revenue: | 1,010,881.00 | 1,151,931.75 | 141,050.75 | 13.95 % | 12,428,689.00 | 13,138,282.02 | 709,593.02 | 5.71 % | 13,685,570.00 |
| Expense | | | | | | | | | | |
| ExpType: 1 - Operating | | | | | | | | | | |
| 1-5130-00 | Water Purchased | 130,000.00 | 212,364.97 | -82,364.97 | -63.36 % | 1,791,948.00 | 1,719,162.46 | 72,785.54 | 4.06 % | 1,941,948.00 |
| 1-5230-00 | Nunes T P Pump Expense | 3,772.00 | 2,755.98 | 1,016.02 | 26.94 % | 41,488.00 | 34,613.78 | 6,874.22 | 16.57 % | 45,259.00 |
| 1-5231-00 | CSP Pump Station Pump Expense | 25,000.00 | 21,758.60 | 3,241.40 | 12.97 % | 330,000.00 | 256,688.82 | 73,311.18 | 22.22 % | 357,305.00 |
| 1-5232-00 | Other Trans. & Dist Pump Expense | 2,382.00 | 1,659.98 | 722.02 | 30.31 % | 26,202.00 | 15,680.00 | 10,522.00 | 40.16 % | 28,584.00 |
| 1-5233-00 | Pilarcitos Canyon Pump Expense | 250.00 | -4,763.17 | 5,013.17 | 2,005.27 % | 41,750.00 | 32,321.68 | 9,428.32 | 22.58 % | 42,000.00 |
| 1-5234-00 | Denniston T P Pump Expense | 12,000.00 | 3,639.22 | 8,360.78 | 69.67 % | 123,800.00 | 107,309.74 | 16,490.26 | 13.32 % | 137,800.00 |
| 1-5242-00 | CSP Pump Station Operations | 928.00 | 1,502.35 | -574.35 | -61.89 % | 10,200.00 | 14,270.24 | -4,070.24 | -39.90 % | 11,128.00 |
| 1-5243-00 | CSP Pump Station Maintenance | 3,083.00 | 1,286.65 | 1,796.35 | 58.27 % | 33,916.00 | 29,419.33 | 4,496.67 | 13.26 % | 37,000.00 |
| 1-5245-00 | Alves/Miramontes Maintenance | 0.00 | 1,057.78 | -1,057.78 | 0.00 % | 0.00 | 1,500.49 | -1,500.49 | 0.00 % | 0.00 |
| 1-5246-00 | Nunes T P Operations - General | 6,747.00 | 6,337.43 | 409.57 | 6.07 % | 74,217.00 | 70,856.92 | 3,360.08 | 4.53 % | 80,964.00 |
| 1-5247-00 | Nunes T P Maintenance | 10,250.00 | 10,931.85 | -681.85 | -6.65 % | 112,250.00 | 90,365.46 | 21,884.54 | 19.50 % | 122,500.00 |
| 1-5248-00 | Denniston T P Operations-General | 4,083.00 | 2,650.72 | 1,432.28 | 35.08 % | 44,916.00 | 57,829.49 | -12,913.49 | -28.75 % | 49,000.00 |
| 1-5249-00 | Denniston T.P. Maintenance | 8,667.00 | 8,792.32 | -125.32 | -1.45 % | 95,333.00 | 141,669.96 | -46,336.96 | -48.61 % | 104,000.00 |
| 1-5250-00 | Laboratory Expenses | 6,250.00 | 6,850.66 | -600.66 | -9.61 % | 68,750.00 | 54,594.33 | 14,155.67 | 20.59 % | 75,000.00 |
| 1-5260-00 | Maintenance - General | 25,000.00 | 24,108.27 | 891.73 | 3.57 % | 275,000.00 | 294,403.92 | -19,403.92 | -7.06 % | 300,000.00 |
| 1-5261-00 | Maintenance - Well Fields | 3,333.00 | 649.57 | 2,683.43 | 80.51 % | 36,666.00 | 44,630.20 | -7,964.20 | -21.72 % | 40,000.00 |
| 1-5263-00 | Uniforms | 1,000.00 | 0.00 | 1,000.00 | 100.00 % | 11,000.00 | 5,229.92 | 5,770.08 | 52.46 % | 12,500.00 |
| 1-5318-00 | Studies/Surveys/Consulting | 17,000.00 | 12,340.29 | 4,659.71 | 27.41 % | 143,000.00 | 87,170.88 | 55,829.12 | 39.04 % | 160,000.00 |

Monthly Budget Report

For Fiscal: 2019-2020 Period Ending: 05/31/2020

| | | May Budget | May Activity | Variance Favorable (Unfavorable) | Percent Variance | YTD Budget | YTD Activity | Variance Favorable (Unfavorable) | Percent Variance | Total Budget |
|---------------------------|--|-------------------|-------------------|--|---------------------|---------------------|---------------------|--|---------------------|---------------------|
| 1-5321-00 | Water Resources | 2,183.00 | 0.00 | 2,183.00 | 100.00 % | 24,016.00 | 3,399.27 | 20,616.73 | 85.85 % | 26,200.00 |
| 1-5322-00 | Community Outreach | 15,000.00 | 17,695.00 | -2,695.00 | -17.97 % | 36,900.00 | 33,629.57 | 3,270.43 | 8.86 % | 56,900.00 |
| 1-5381-00 | Legal | 8,333.00 | 9,018.00 | -685.00 | -8.22 % | 91,666.00 | 128,985.35 | -37,319.35 | -40.71 % | 100,000.00 |
| 1-5382-00 | Engineering | 5,167.00 | 6,484.78 | -1,317.78 | -25.50 % | 56,834.00 | 74,495.32 | -17,661.32 | -31.08 % | 62,000.00 |
| 1-5383-00 | Financial Services | 0.00 | 0.00 | 0.00 | 0.00 % | 18,000.00 | 11,382.00 | 6,618.00 | 36.77 % | 22,000.00 |
| 1-5384-00 | Computer Services | 14,300.00 | 7,723.25 | 6,576.75 | 45.99 % | 153,300.00 | 152,638.42 | 661.58 | 0.43 % | 167,600.00 |
| 1-5410-00 | Salaries/Wages-Administration | 141,000.00 | 123,221.83 | 17,778.17 | 12.61 % | 1,089,000.00 | 922,332.96 | 166,667.04 | 15.30 % | 1,179,832.00 |
| 1-5411-00 | Salaries & Wages - Field | 166,520.00 | 157,715.02 | 8,804.98 | 5.29 % | 1,349,020.00 | 1,280,905.66 | 68,114.34 | 5.05 % | 1,461,020.00 |
| 1-5420-00 | Payroll Tax Expense | 21,200.00 | 20,143.60 | 1,056.40 | 4.98 % | 169,400.00 | 163,560.12 | 5,839.88 | 3.45 % | 183,582.00 |
| 1-5435-00 | Employee Medical Insurance | 41,735.00 | 36,305.15 | 5,429.85 | 13.01 % | 439,685.00 | 410,372.04 | 29,312.96 | 6.67 % | 481,419.00 |
| 1-5436-00 | Retiree Medical Insurance | 4,815.00 | 5,417.60 | -602.60 | -12.52 % | 50,460.00 | 46,335.52 | 4,124.48 | 8.17 % | 55,274.00 |
| 1-5440-00 | Employees Retirement Plan | 51,610.00 | 28,936.03 | 22,673.97 | 43.93 % | 567,711.00 | 398,522.58 | 169,188.42 | 29.80 % | 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 | 4,344.91 | 1,155.09 | 21.00 % | 57,500.00 | 88,103.50 | -30,603.50 | -53.22 % | 63,000.00 |
| 1-5620-00 | Office & Billing Expenses | 21,935.00 | 26,696.84 | -4,761.84 | -21.71 % | 241,284.00 | 286,078.73 | -44,794.73 | -18.57 % | 263,219.00 |
| 1-5625-00 | Meetings / Training / Seminars | 2,250.00 | -1,259.00 | 3,509.00 | 155.96 % | 24,750.00 | 19,940.16 | 4,809.84 | 19.43 % | 27,000.00 |
| 1-5630-00 | Insurance | 11,417.00 | 16,963.67 | -5,546.67 | -48.58 % | 125,583.00 | 114,610.25 | 10,972.75 | 8.74 % | 137,000.00 |
| 1-5687-00 | Membership, Dues, Subscript. | 3,000.00 | 2,439.25 | 560.75 | 18.69 % | 75,970.00 | 74,035.41 | 1,934.59 | 2.55 % | 78,970.00 |
| 1-5689-00 | Labor Relations | 500.00 | 0.00 | 500.00 | 100.00 % | 5,500.00 | 0.00 | 5,500.00 | 100.00 % | 6,000.00 |
| 1-5700-00 | San Mateo County Fees | 1,000.00 | 0.00 | 1,000.00 | 100.00 % | 22,000.00 | 17,348.92 | 4,651.08 | 21.14 % | 24,000.00 |
| 1-5705-00 | State Fees | 1,000.00 | 447.00 | 553.00 | 55.30 % | 35,500.00 | 32,453.15 | 3,046.85 | 8.58 % | 36,500.00 |
| | Total ExpType: 1 - Operating: | 778,210.00 | 776,216.40 | 1,993.60 | 0.26 % | 7,894,515.00 | 7,316,846.55 | 577,668.45 | 7.32 % | 8,630,825.00 |
| | ExpType: 4 - Capital Related | | | | | | | | | |
| 1-5712-00 | Debt Service/Existing Bonds 2006B | 0.00 | 0.00 | 0.00 | 0.00 % | 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 | 0.00 | 0.00 | 0.00 % | 0.00 | 435,951.01 | -435,951.01 | 0.00 % | 0.00 |
| | Total ExpType: 4 - Capital Related: | 0.00 | 0.00 | 0.00 | 0.00 % | 1,144,611.00 | 1,095,731.43 | 48,879.57 | 4.27 % | 1,144,611.00 |
| | Total Expense: | 778,210.00 | 776,216.40 | 1,993.60 | 0.26 % | 9,039,126.00 | 8,412,577.98 | 626,548.02 | 6.93 % | 9,775,436.00 |
| | Report Total: | 232,671.00 | 375,715.35 | 143,044.35 | | 3,389,563.00 | 4,725,704.04 | 1,336,141.04 | | 3,910,134.00 |

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

5/31/2020

* 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 |
|--------|-------------------------------------|-------------------------------|-----------------------------------|------------------------|----------------|-----------------------------|
|--------|-------------------------------------|-------------------------------|-----------------------------------|------------------------|----------------|-----------------------------|

Equipment Purchases & Replacement

| | | | | | | | | |
|-------|---|-----------|------------|------------|------------|-------------|------|--|
| 06-03 | SCADA/Telemetry/Electrical Controls Replacement | open | \$ 50,000 | \$ 125,388 | \$ 125,060 | \$ (75,060) | 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 | \$ 13,866 | \$ 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 process | | \$ 23,092 | \$ 25,000 | \$ (25,000) | 0% | Approved May 2020 (\$383K)- Planned for July 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 | \$ 1,198,359 | \$ 1,198,359 | \$ (498,359) | 100% | |
| 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 | | \$ 101,632 | \$ 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 | | \$ 82,537 | \$ 100,000 | \$ (100,000) | n/a | Aerial surveying for \$77K approved by Board in August 2019; bypass pipeline on Cuzzolino property will be delayed due to COVID 19 limitations |
| 14-27 | Grandview 2 Inch Replacement | In design | | \$ 38,470 | \$ 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 | | \$ 599,660 | \$ 599,084 | \$ (599,084) | 100% | |
| 14-32/19-03 | Casa del Mar/Grand Blvd PRV Installation and Pipeline Replacement | Completed | \$ 350,000 | \$ 612,189 | \$ 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 | | \$ 46,665 | \$ 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 | \$ 77,048 | \$ 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 | \$ 154,931 | \$ 200,000 | \$ - | 77% | Includes Balance Hydrologics ongoing monitoring; In October 2019, the Board approved continued monitoring for the 2020 Water Year |
|-------|--|---------|------------|------------|------------|------|-----|---|

Water Treatment Plants

| | | | | | | | | |
|-------|--|------------|------------|------------|------------|--------------|-----|---|
| 08-07 | Nunes Water Treatment Improvement Project (filters/sedimentation basins) | Pre-design | | \$ 116,694 | \$ 150,000 | \$ (150,000) | 23% | \$500K originally included in FY18/19 plan; project scope has changed to include full filter rehabilitation and other Nunes WTP improvements. In predesign. |
| 13-05 | Denniston WTP and Booster Pump Station Emergency Power | In-process | \$ 400,000 | \$ 115,246 | \$ 125,000 | \$ 275,000 | 92% | Board approved Generators (\$213K) in October 2019; Installation awarded by Board (\$278K) in May, 2020 -- Work to be completed in July 2020 |
| 18-11 | Nunes Bulk Caustic Tank | delayed | \$ 40,000 | | | \$ 40,000 | 0% | Moved as part of Nunes Water Treatment Improvement project |

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

5/31/2020

* 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 |
|--------|-------------------------------------|-------------------------------|-----------------------------------|------------------------|----------------|-----------------------------|
|--------|-------------------------------------|-------------------------------|-----------------------------------|------------------------|----------------|-----------------------------|

| | | | | | | |
|-----------------------|---------------------|---------------------|---------------------|-------------------|--|--|
| FY 19/20 TOTAL | \$ 4,870,000 | \$ 4,235,663 | \$ 4,404,562 | \$ 465,438 | | |
|-----------------------|---------------------|---------------------|---------------------|-------------------|--|--|

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 | \$ 32,846 | \$ (32,846) | 0% | Moved from FY18/19 |

| | | | | | | | | |
|----------------------------|--|------------------|------------------|--------------------|--|--|--|--|
| PREVIOUS YEAR TOTAL | | \$ 88,922 | \$ 88,922 | \$ (88,922) | | | | |
|----------------------------|--|------------------|------------------|--------------------|--|--|--|--|

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 | | 95,537 | \$ 150,000 | \$ (150,000) | 0% | \$158K approved by Board January 2020 - Roof and fascia boards scheduled to start May 2020 |
| 20-08 | Highway 1 - Pipeline replacement at crossings between Main and Spindrift - Predesign/study | in pre-design | | 5,937 | \$ 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 | | \$ 63,874 | \$ 100,000 | \$ (100,000) | 10% | Approved by Board in March, 2020 (\$165K for Year 1) |
| | Laptops for Employees / COVID-19 | Completed | | \$ 27,510 | \$ 27,510 | \$ (27,510) | 100% | |
| | CSP Breakers & Handles | Completed | | \$ 5,220 | \$ 2,470 | \$ (2,470) | 100% | |

| | | | | | | | | |
|----------------------|-------------------|-------------------|-------------------|---------------------|--|--|--|--|
| NEW CIP TOTAL | \$ 100,000 | \$ 522,302 | \$ 624,203 | \$ (524,203) | | | | |
|----------------------|-------------------|-------------------|-------------------|---------------------|--|--|--|--|

| | | | | | | | | |
|-----------------------|---------------------|---------------------|---------------------|---------------------|--|--|--|--|
| CIP GRANDTOTAL | \$ 4,970,000 | \$ 4,846,887 | \$ 5,117,687 | \$ (147,687) | | | | |
|-----------------------|---------------------|---------------------|---------------------|---------------------|--|--|--|--|

COLOR KEY:

In process: Board has approved expenditure and work is in process \$ 4,862,687

Open: Close to a commitment - pending Board approval or notice to proceed

Open Projects \$ 255,000

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

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

| <u>RESERVE BALANCES</u> | Current Year as of 5/31/2020 | Prior Year as of 5/31/2019 |
|--------------------------------|---|---------------------------------------|
| CAPITAL AND OPERATING RESERVE | \$8,965,490.08 | \$8,566,222.28 |
| RATE STABILIZATION RESERVE | \$250,000.00 | \$250,000.00 |
| TOTAL DISTRICT RESERVES | \$9,215,490.08 | \$8,816,222.28 |

ACCOUNT DETAIL

| | | |
|---|-----------------------|-----------------------|
| ACCOUNTS WITH TRI COUNTIES BANK | | |
| CHECKING ACCOUNT | \$3,852,773.43 | \$3,473,291.26 |
| CSP T & S ACCOUNT | \$120,597.51 | \$224,707.74 |
| MONEY MARKET GEN. FUND (Opened 7/20/17) | \$19,447.03 | \$19,438.59 |
| LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE | \$5,221,872.11 | \$5,097,984.69 |
| DISTRICT CASH ON HAND | \$800.00 | \$800.00 |
| TOTAL ACCOUNT BALANCES | \$9,215,490.08 | \$8,816,222.28 |

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

**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 | LABOR & EMPLOYMENT | Election (CVRA) | Litigation | Infrastructure Project Review (Reimbursable) | TOTAL |
|---------------|---|---------------------------------------|---------------------------|-----------------------------|--------------|-----------------------------------|----------------------------|-------------------|--|---------------|
| 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 |
| Mar-20 | 3,990 | 1,295 | | | | 1,050 | 840 | | | 7,175 |
| Apr-20 | 6,353 | 1,085 | | | | 665 | | | | |
| TOTAL | 60,529 | 4,235 | 0 | 3,321 | 1,023 | 2,505 | 25,769 | 0 | 665 | 89,943 |

**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 |
|---------------|---------------------------------|---------------|-----------------------------------|---------------|---|
| 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 | |
| Mar-20 | 480 | | | 480 | |
| Apr-20 | 480 | | | 480 | |
| TOTAL | 5,760 | 25,485 | 8,130 | 39,375 | 8,131 |

Calcon T&M Projects Tracking

5/31/2020

| 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 Calirfier 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 | EI 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 Flocculator & 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 | |
| | CSP Main Breaker | | | | | | \$ 5,220.00 | |
| | Additional Software | | | | | | \$ 7,500.00 | |
| Open Projects - Subtotal | | | | | \$146,521.90 | \$46,947.98 | \$146,795.09 | |
| Other: Maintenance | | | | | | | | |
| | Tanks | | | | | | | |
| | Crystal Springs Maintenance | | | | | | \$ 1,638.80 | |
| | Nunes Maintenance | | | | | | \$ 26,891.60 | |
| | Denniston Maintenance | | | | | | \$ 56,982.15 | |
| | Distribution System | | | | | | \$ 42,902.22 | |
| | Wells | | | | | | \$ 8,245.16 | |
| | Subtotal Maintenance | | | | | | \$ 136,659.93 | |
| TOTAL FY 2019/20 | | | | | | | \$ 283,455.02 | |

EKI Environment & Water
Engineering Services Billed Through May 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 | \$ 98,362.66 |
| Pipeline Projects (Ferdinand) - T2 | | \$ 2,000.00 | | \$ 24,711.58 | \$ 6,985.39 |
| Tank Seismic Projects - T3 | | | | \$ 559.09 | \$ 16,117.83 |
| Hydraulic Modeling - T4 | | | | \$ 10,074.40 | \$ 6,110.76 |
| Sub Total - CIP Project Management Services | | \$ 322,000.00 | | \$ 163,452.66 | \$ 127,576.64 |

| | | | | | | |
|---|--------------|------------|----------------------|----------|----------------------|----------------------|
| 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 | \$ 21,296.34 |
| Construction Inspection Services for Ferdinand Avenue Water Main Replacement Project | 14-31 | 7.1.2019 | \$ 32,300.00 | Complete | | \$ 32,300.00 |
| Pine Willow Oak Water Main Replacement Project | 18-01 | 7.29.2019 | \$ 69,700.00 | Open | | \$ 46,665.21 |
| Grandview Water Main Replacement Project (Design, Bid Support, construction support) | 14-27 | 7.29.2019 | \$ 56,100.00 | Open | | \$ 38,128.37 |
| Pilarcitos Creek Crossing Water Main Replacement Preliminary Design | 13-02 | 8.27.2019 | \$ 104,600.00 | Open | | \$ 92,700.61 |
| Grandview/Silver/Terrace/Spindrifft Under Hwy 1 PreDesign | 20-08 | 10.15.2019 | \$ 45,600.00 | Open | | \$ 17,002.58 |
| Total - All Services | | | \$ 729,200.00 | | \$ 237,059.78 | \$ 378,034.07 |

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

May 12, 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 May 12, 2020 Regular Meeting of the Coastside County Water District. The Regular 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 Video Conference 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 7:00 p.m. Participating in roll call via Zoom Video Conference: Directors Jim Larimer, Ken Coverdell, Bob Feldman, and Vice-President Glenn Reynolds.

Also participating: Mary Rogren, General Manager; Patrick Miyaki, Legal Counsel; James Derbin, Superintendent of Operations; JoAnne Whelen, Administrative Assistant/Recording Secretary; Cathleen Brennan, Water Resource Analyst; Gina Brazil, Office Manager and Denise Ford, the District's recently hired Administrative Assistant/Recording Secretary.

Elizabeth Drayer, P.E., Project Manager with West Yost Associates, and David Dickson, retired CCWD General Manager, were identified as participants in the meeting.

- 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) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending April 30, 2020:
Claims: \$656,774.26; Payroll: \$164,447.42 for a total of \$821,221.68
- B. Acceptance of Financial Reports
- C. Approval of Minutes of April 14, 2020 Regular Board of Directors Meeting
- D. Approval of Minutes of April 21, 2020 Special Board of Directors Meeting
- E. Installed Water Connection Capacity and Water Meters Report
- F. Total CCWD Production Report
- G. CCWD Monthly Sales by Category Report - April 2020
- H. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report
- I. Monthly Rainfall Reports
- J. Acceptance of a Non-Complex Pipeline Extension Project Pullman Avenue
(Phase 2) - Mark Stoloski and Robert Gonzalez

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

Director Coverdell requested that agenda item 4B, the Financial Reports, to be pulled for discussion purposes.

ON MOTION BY Director Coverdell and seconded by Vice-President Reynolds, the Board voted by roll call vote to approve the Consent Calendar with the exception of agenda item 4B:

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

Director Coverdell requested clarification on the Capital Improvement Projects Status Report, which Ms. Rogren addressed and provided explanation in further detail.

ON MOTION BY Director Feldman and seconded by Vice-President Reynolds, the Board voted by roll call vote to approve Consent Calendar agenda item 4B:

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

5) MEETINGS ATTENDED/DIRECTOR COMMENTS

There were no reports of meetings attended or Director comments expressed.

6) GENERAL BUSINESS

A. Approval of a Professional Service Agreement with West Yost Associates for Assistance with Preparation of the District's 2020 Urban Water Management Plan

Ms. Brennan reported on this agenda item, advising the Board that Elizabeth Drayer, P.E. and Project Manager, with West Yost Associates, was participating in the meeting via Zoom and was available to answer any questions from the Board. Ms. Brennan proceeded to review the background and purpose of the Urban Water Management Plan, including the importance of California's urban water suppliers to support their long-term resource planning and to ensure adequate water supplies. She outlined the tasks that West Yost Associates will be completing to assist the District in publishing a 2020 Urban Water Management Plan that meets all requirements. Ms. Brennan answered a few questions from the Board.

ON MOTION BY Director Coverdell and seconded by Director Feldman, the Board voted by roll call vote to authorize the General Manager to execute a contract with West Yost Associates for assistance with preparation of the District's 2020 Urban Water Management Plan, for a time and materials cost not to exceed \$67,300:

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

B. Award of Contract - Installation of Denniston Standby Generators and Automatic Transfer Switches

Mr. Derbin outlined the background of this agenda item, reminding the Board that the Denniston Water Treatment Plant and associated Pump Station do not currently have standby emergency power. He also reiterated that the Board had authorized the purchase of standby generators and automatic transfer switches at the October 2019 Board meeting, and that the deliveries are expected in July 2020. Mr. Derbin summarized this portion of the project, which includes the installation of District-furnished standby diesel-engine-driven generators and automatic transfer switches at the Denniston Water Treatment Plant and Pump Station. He advised that there was only one bidder for this project and that staff is recommending the award of contract to Andreini Brothers for the project installation.

ON MOTION BY Vice-President Reynolds and seconded by President Mickelsen, the Board voted by roll call vote to authorize the General Manager to enter into a contractual agreement with Andreini Bros. Inc. for \$277,458 to install standby generators and automatic transfer switches at the Denniston Water Treatment Plant and Pump Station:

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

C. Award of Contract - Denniston Culvert Replacement and Paving Project

Mr. Derbin described the current condition of the Denniston Tank access road, and reported that after investigation, it has been determined that the road is starting to fail due to the corroded corrugated metal pipe culverts. He advised that EKI, Environmental and Water, was retained to evaluate options and prepare engineering design plans and specifications for bidding and that additionally, Cleary Consultants, was hired to perform a geological hazard evaluation of the road. Mr. Derbin summarized the results of the bid opening.

ON MOTION BY Vice-President Reynolds and seconded by Director Feldman, the Board voted by roll call vote to authorize the General Manager to enter into a contractual agreement with Half Moon Bay Grading and Paving for \$383,342 to repave the Denniston Tank Access Road, replace storm drain culverts and add paving around the water treatment plant:

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

D. Approval of Amendment to Professional Services Agreement with Analytical Environmental Services (AES) for Environmental Consulting Services for the Denniston/San Vicente Water Supply Project

Ms. Rogren reviewed the background of the District's water rights to the Denniston and San Vicente Creeks, which includes diverting water from the watershed for beneficial use. She reminded the Board that in 2015, with the assistance of Analytical Environmental Services, the District completed the Environmental Impact Report (EIR), which outlines the components of the Denniston/San Vicente Water Supply Project and that completion of the EIR was also a condition for the submittal of the petition for an extension of time for a permit with the State Water Resources Control Board.

Ms. Rogren advised that with the extension of time granted in January of 2020, staff would now like to engage Analytical Environmental Services to provide additional environmental services related to the project, including biological surveys and assessments and assistance with permitting with resource agencies. and instream flow study workplans.

Director Larimer suggested that in parallel with this project, perhaps a letter could be written to Congress and Legislators and request that the approval from the various agencies be coordinated so that the process could possibly move along more quickly and efficiently. Brief discussion ensued, with Director Larimer agreeing to the suggestion that he would draft the letter and submit to Ms. Rogren for review, followed by the draft letter being placed on the June 9, 2020 CCWD Board of Directors meeting for Board approval.

ON MOTION BY Director Larimer and seconded by Director Coverdell, the Board voted by roll call vote to authorize the General Manager to execute an amendment to the Professional Services Agreement with Analytical Environmental Services (AES) for environmental consulting services for the Denniston/San Vicente Water Supply Project for a cost not to exceed \$110,000:

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

E. Award of Contract – Garcia Ave. Emergency Water Main Replacement Project

Mr. Derbin reported on the current condition of the 6” cast iron water main in the Garcia Avenue area and the numerous recent pipeline leaks. He explained that staff is requesting, that given the urgency of the needed replacement, the competitive bidding requirements of Resolution 2016-09 be waived in order to sole-source the water main replacement and begin work immediately.

Vice-President Reynolds proposed a suggestion for the replacement of a blow off valve with the installation of a fire hydrant. Mr. Miyaki assisted with revising the potential motion to address the extra costs with the option of an additional fire hydrant installation by recommending that the total cost of the work be increased. It was determined that the specifics of the proposed hydrant installation would be discussed in further detail at the next District Facilities Committee meeting.

ON MOTION BY Vice-President Reynolds and seconded by President Mickelsen, the Board voted by roll call vote to determine that waiving the competitive bidding requirements of Resolution 2016-09 and that contracting on a sole-source basis with Andreini Bros. Inc. for the replacement of the 6" water main in Garcia Avenue, west of Railroad Avenue is in the best interest of the District and authorize the General Manager to enter into a contractual agreement with Andreini Bros. Inc. for an amount not to exceed \$100,000:

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

F. Revised Draft Fiscal Year 2020-2021 Operations and Maintenance Budget and CIP/Cash Flow Update

Ms. Rogren introduced this item by advising that recent events have adversely impacted the District's draft 2020-2021 Operations and Maintenance Budget that was originally presented to the Board at the February 11th and March 10th Board of Directors Meetings. She reported on the recent negative impacts on commercial and visitor serving revenues due to the pandemic; the potential for higher bad debt; and increased purchases of SFPUC water due to the inability to utilize local water sources given the lack of local rainfall this past winter as factors that will have an impact on the budget for next fiscal year.

Ms. Rogren briefly outlined components of a revised proposed 2020-2021 Draft Operations and Maintenance Budget, advising that at the June 9, 2020 CCWD Board Meeting, staff will revisit the impact of water usage decreases on the draft budget after reviewing another month of actual water usage during the pandemic. Discussion ensued, with Ms. Rogren answering a few questions and offering additional clarification on some of the potential impacts on the District's upcoming budget considerations.

G. Discussion Regarding the Economic Impact to Coastside County Water District

Ms. Rogren informed the Board that this item is on the agenda at the request of two Board Members, interested in a discussion of the economic impact of the COVID 19 pandemic to the District and its customers and to explore some options that may be available to assist customers during this critical time of hardship and on the way to economic recovery. Ms. Rogren also referenced Governor Newsom's Executive Order N 42-20 and the State Water Resources Control Board's Implementation Guidelines and Best Practices.

In an effort to assist with establishing the discussion framework, Mr. Miyaki further explained several of the suggested best practices to address some of the economic impacts, including non-payment or reduced payments, and measures to promote and ensure continuity of water service by means of communication and outreach, payment plan options, waiving late fees and using reserve funds as needed to cover revenue losses.

Director Larimer expressed an interest in understanding more about rate-assistance programs and the limits and restrictions. Director Coverdell recommended that the District try to stimulate the local economy by expediting projects within the local community, to consider borrowing low interest rate funds to advance projects on a fast track which could provide work to support the local environment and businesses. Director Feldman added that he felt the District's decision to delay discussion of any proposed rate increases for a three-month period also showed a positive and supportive gesture of concern for the District's customers. President Mickelsen expressed the importance for the District to ensure that adequate revenue continues to be available in order to maintain the infrastructure to provide safe and reliable water supply to all customers. In conclusion, Vice-President Reynolds commented that the District should watch the financial status of the community very carefully as it re-opens and will need to be respectful of that with regards to the District's budget.

H. Expressing Appreciation to JoAnne Whelen Upon Her Retirement After Twenty-Three Years of Service as Administrative Assistant

Ms. Rogren introduced this item by announcing that JoAnne Whelen is retiring at the end of May and that the District wished to express their appreciation for her twenty-three years of service. President Mickelsen proceeded to read Resolution 2020-01, which expressed the Board's appreciation of JoAnne Whelen's contributions and accomplishments during her twenty-three years as the District's Administrative Assistant.

Mr. Dickson, retired General Manager of the District, expressed his appreciation and congratulations to Ms. Whelen, followed by a brief statement from each of the Board members and Mr. Miyaki, District Counsel.

ON MOTION BY Director Coverdell and seconded by Vice-President Reynolds, the Board voted by roll call vote to approve Resolution 2020-01 expressing appreciation to JoAnne Whelen upon her retirement after twenty-three years of service to the Coastside County Water District:

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

7) **MONTHLY INFORMATIONAL REPORTS**

A. **Superintendent of Operations Report**

Mr. Derbin summarized operations highlights for the month of April 2020.

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

There were no requested future agenda items from Board members expressed.

9) **ADJOURNMENT** - The Board Meeting was adjourned at 8:45 p.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 | | | | | 1 | 2 | | 9 |
| 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 | | | | | 2 | | 8 |
| 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 | 1 | 4 | | 25 |

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 | | | | | 1 | 2 | | 11.5 |
| HMB Priority | | | | | | | 1 | | 3.0* | | | | 4 |
| County Non-Priority | | | | 2 | 1 | 3 | | | | | 2 | | 8 |
| County Priority | | 6 | | | | | | 2 | | | | | 8 |
| Total | 4 | 8.5 | 1 | 2 | 2 | 3 | 1 | 2 | 3 | 1 | 4 | | 31.5 |

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2020

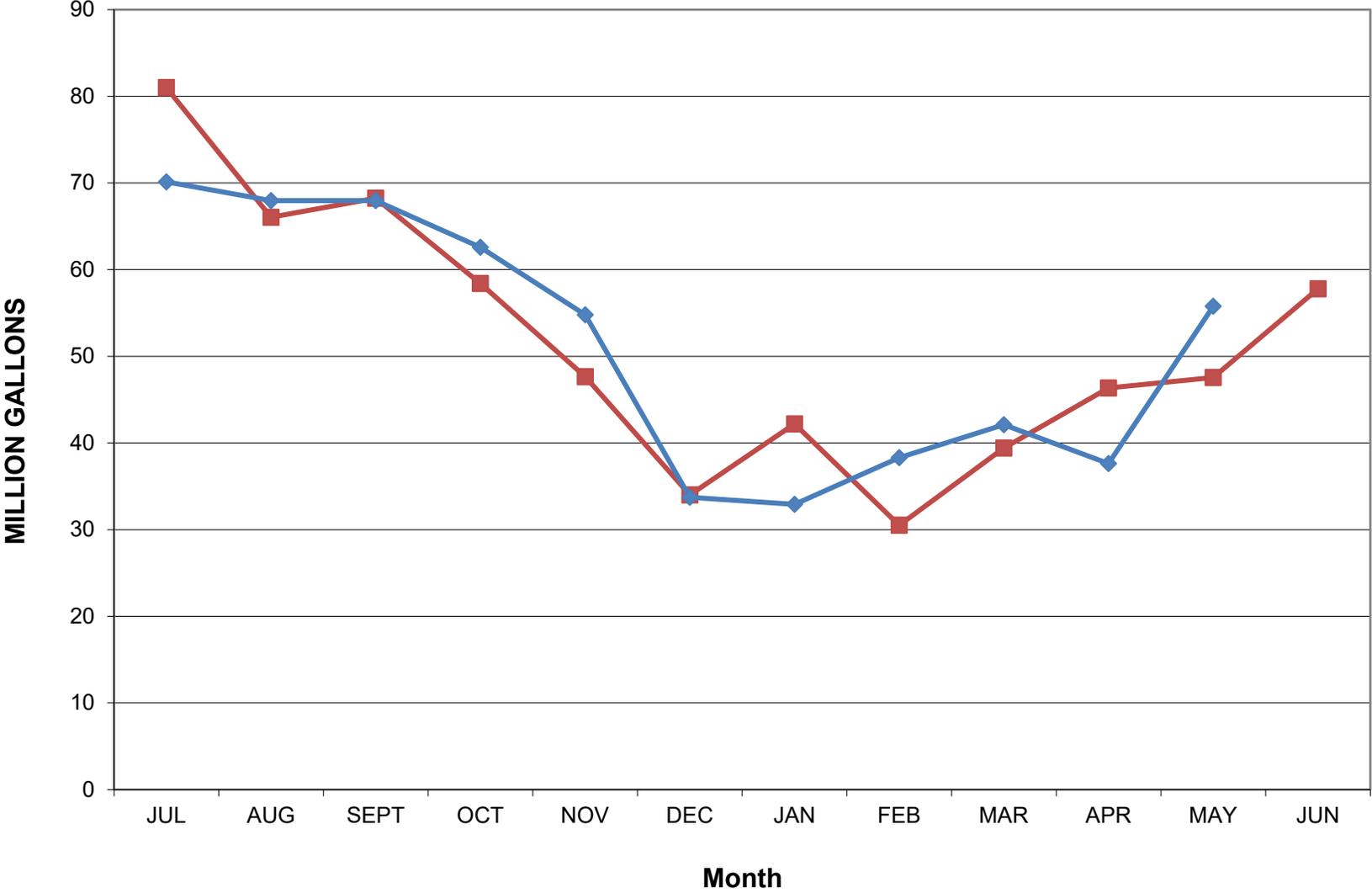
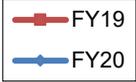
| | CCWD Sources | | | SFPUC Sources | | RAW WATER TOTAL | UNMETERED WATER | TREATED TOTAL |
|------------------------|-----------------|---------------------|------------------|-----------------|---------------------------|-----------------|-----------------|---------------|
| | DENNISTON WELLS | DENNISTON 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 | 0.07 | 16.42 | 0.00 | 14.09 | 10.06 | 40.64 | 3.01 | 37.63 |
| MAY | 0.24 | 18.20 | 0.00 | 0.00 | 41.16 | 59.60 | 3.82 | 55.79 |
| JUN | | | | | | | | |
| TOTAL | 7.83 | 213.02 | 62.31 | 91.02 | 221.65 | 595.83 | 31.94 | 563.90 |
| % MONTHLY TOTAL | 0.4% | 30.5% | 0.0% | 0.0% | 69.1% | 100.0% | 6.4% | 93.6% |
| % ANNUAL TO DATE TOTAL | 1.3% | 35.8% | 10.5% | 15.3% | 37.2% | 100.0% | 5.4% | 94.6% |

CCWD vs SFPUC- month 30.9%
 CCWD vs SFPUC- annual 47.5%

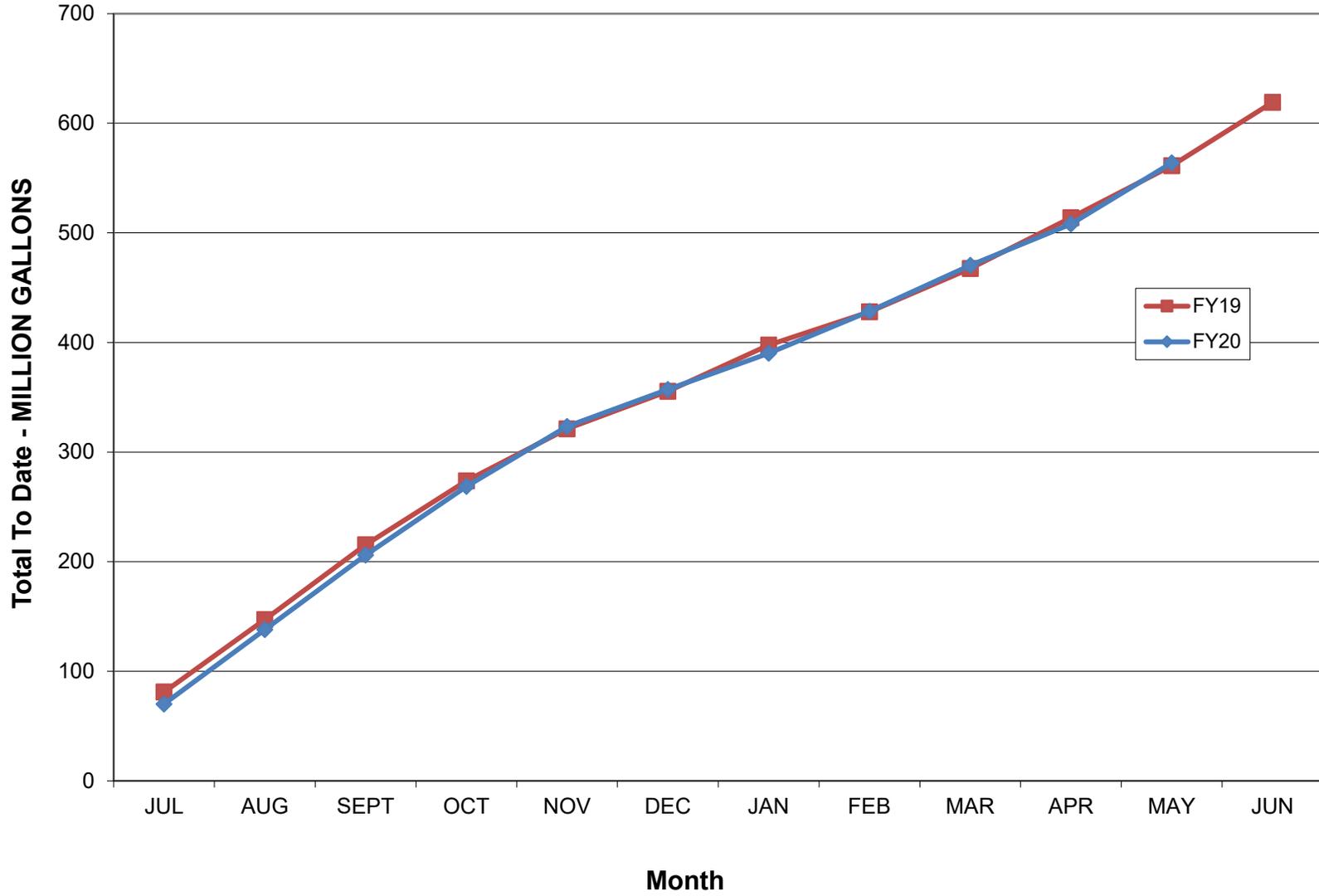
12 Month Running Treated Total **613.43**
TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2019

| | 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 May-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 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| Totals | | | | | | 0.000 |

| OTHER DISCHARGES | |
|--|-------|
| Total Volumes (MG) | |
| Flushing Program | 0.040 |
| Reservoir Cleaning | |
| Automatic Dewatering Operations | 0.044 |
| Other (includes flow testing) | 0.000 |
| | |
| PLANNED DISCHARGES GRAND TOTAL (MG) | |
| 0.084 | |

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

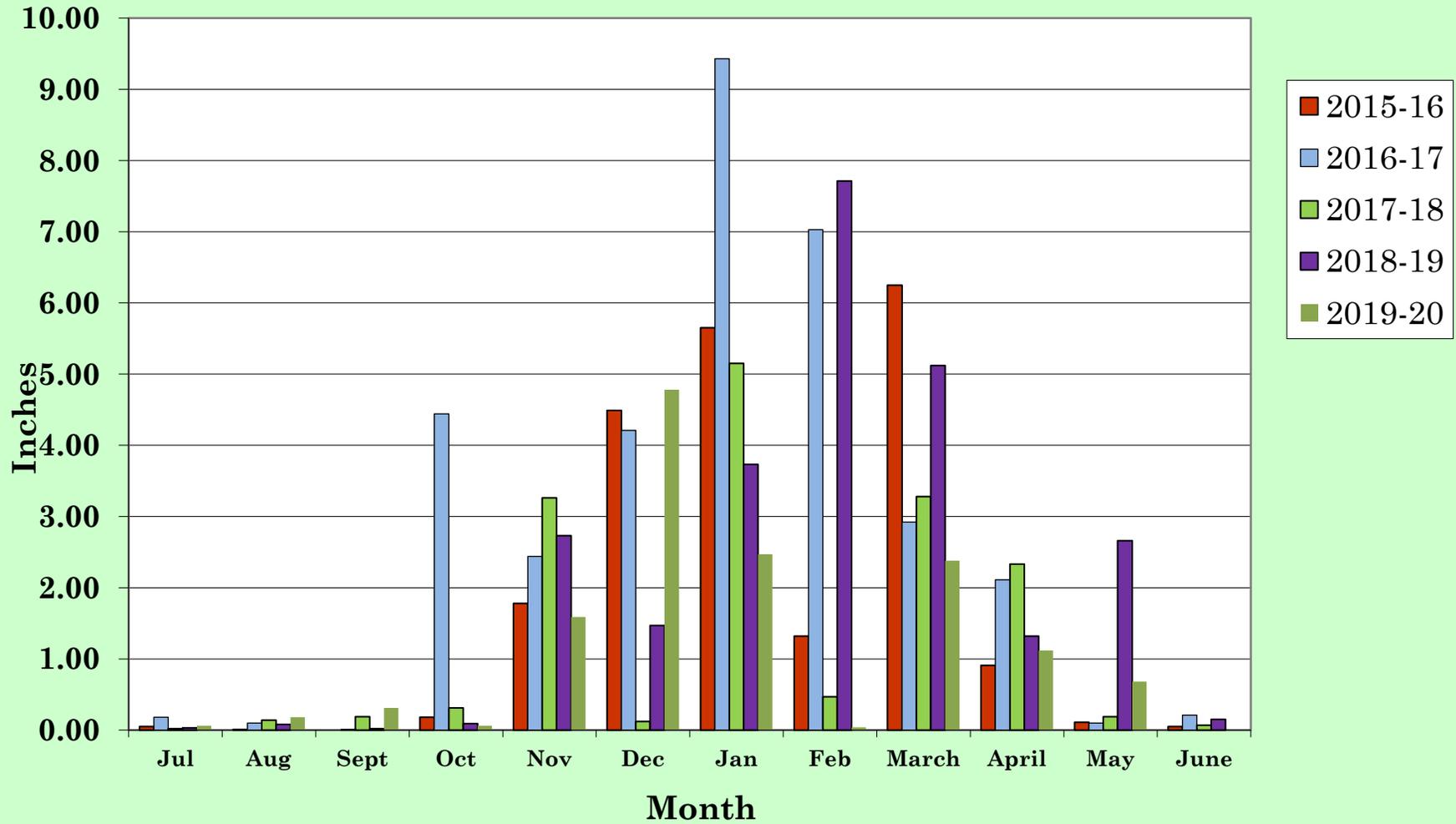
District Office
 Rainfall in Inches

| | 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 | 0 | 0 | |
| 2 | 0 | 0.06 | 0 | 0 | 0 | 0.11 | 0.01 | 0 | 0 | 0 | 0.01 | |
| 3 | 0 | 0.03 | 0 | 0.01 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 4 | 0 | 0.01 | 0 | 0 | 0 | 0.35 | 0.02 | 0 | 0.01 | 0.36 | 0 | |
| 5 | 0 | 0.01 | 0 | 0 | 0 | 0.01 | 0.01 | 0 | 0 | 0.27 | 0 | |
| 6 | 0 | 0 | 0 | 0 | 0 | 0.6 | 0.01 | 0 | 0.09 | 0.39 | 0 | |
| 7 | 0 | 0 | 0 | 0 | 0 | 0.37 | 0.02 | 0 | 0.39 | 0.01 | 0 | |
| 8 | 0 | 0 | 0 | 0 | 0 | 0.11 | 0.04 | 0.01 | 0.01 | 0 | 0 | |
| 9 | 0.01 | 0 | 0 | 0 | 0 | 0.06 | 0.39 | 0 | 0 | 0.02 | 0 | |
| 10 | 0 | 0 | 0 | 0 | 0 | 0.11 | 0.01 | 0 | 0 | 0 | 0 | |
| 11 | 0 | 0 | 0 | 0 | 0 | 0.25 | 0.12 | 0 | 0 | 0.00 | 0 | |
| 12 | 0.03 | 0 | 0 | 0 | 0.01 | 0.08 | 0.05 | 0 | 0 | 0 | 0.26 | |
| 13 | 0.01 | 0 | 0 | 0 | 0 | 0.12 | 0.16 | 0 | 0 | 0 | 0.01 | |
| 14 | 0 | 0 | 0 | 0 | 0.05 | 0.06 | 0.09 | 0 | 0.47 | 0 | 0 | |
| 15 | 0 | 0 | 0 | 0 | 0 | 0 | 0.01 | 0 | 0.13 | 0.01 | 0 | |
| 16 | 0 | 0.01 | 0 | 0.03 | 0 | 0.01 | 1.11 | 0 | 0.1 | 0.02 | 0 | |
| 17 | 0 | 0 | 0 | 0 | 0 | 0.03 | 0.01 | 0.01 | 0.2 | 0 | 0.18 | |
| 18 | 0 | 0 | 0 | 0.01 | 0 | 0.92 | 0 | 0 | 0.02 | 0 | 0.2 | |
| 19 | 0 | 0 | 0.19 | 0.01 | 0.01 | 0.04 | 0 | 0 | 0.01 | 0 | 0 | |
| 20 | 0 | 0 | 0.01 | 0 | 0 | 0 | 0 | 0.01 | 0 | 0 | 0 | |
| 21 | 0 | 0 | 0.08 | 0 | 0 | 0.01 | 0.09 | 0 | 0 | 0 | 0 | |
| 22 | 0 | 0.02 | 0.01 | 0 | 0 | 0.92 | 0 | 0 | 0.42 | 0 | 0 | |
| 23 | 0 | 0 | 0.01 | 0 | 0 | 0.01 | 0 | 0 | 0.01 | 0 | 0 | |
| 24 | 0 | 0 | 0 | 0 | 0 | 0.19 | 0 | 0 | 0.19 | 0 | 0 | |
| 25 | 0 | 0 | 0 | 0 | 0 | 0.02 | 0.02 | 0.01 | 0.04 | 0 | 0 | |
| 26 | 0 | 0 | 0 | 0 | 0.95 | 0 | 0.17 | 0 | 0 | 0.01 | 0 | |
| 27 | 0.01 | 0 | 0.01 | 0 | 0.44 | 0 | 0.01 | 0 | 0.01 | 0 | 0 | |
| 28 | 0 | 0 | 0 | 0 | 0.01 | 0.01 | 0.06 | 0 | 0.23 | 0 | 0 | |
| 29 | 0 | 0 | 0 | 0 | 0.05 | 0.26 | 0 | 0 | 0.05 | 0.02 | 0 | |
| 30 | 0 | 0 | 0 | 0 | 0.07 | 0 | 0.04 | | 0 | 0.01 | 0.02 | |
| 31 | 0 | 0 | | 0 | | 0 | 0.01 | | 0 | | 0 | |
| Mon.Total | 0.06 | 0.18 | 0.31 | 0.06 | 1.59 | 4.78 | 2.47 | 0.04 | 2.38 | 1.12 | 0.68 | |
| Year Total | 0.06 | 0.24 | 0.55 | 0.61 | 2.20 | 6.98 | 9.45 | 9.49 | 11.87 | 12.99 | 13.67 | |

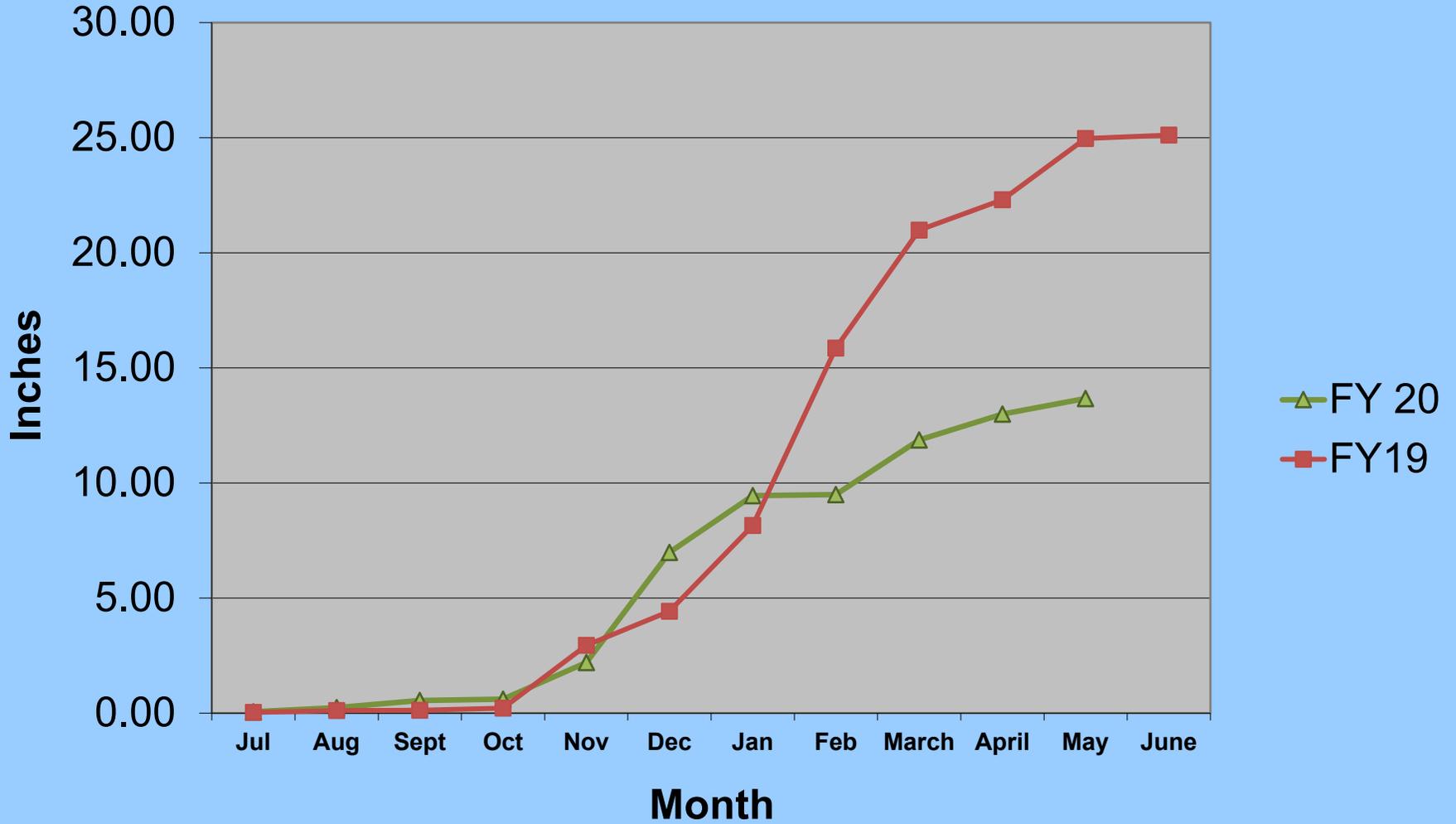
Coastside County Water District

Rainfall by Month

Fiscal Years 15 - 20

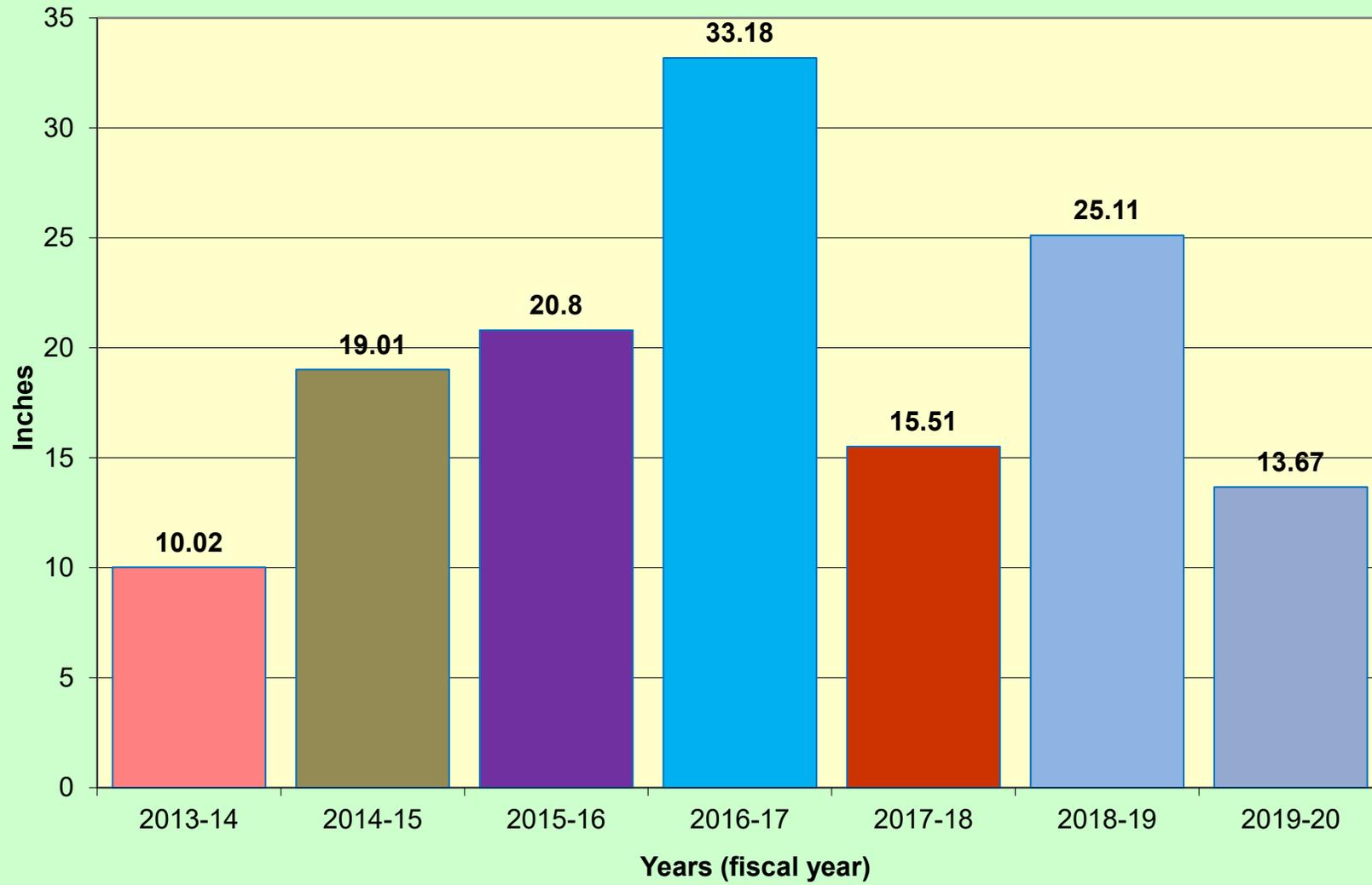


Rainfall Total Comparison Fiscal Years 19-20



Rain Totals

Fiscal Years 13 - 20



San Francisco Public Utilities Commission Hydrological Conditions Report April 2020

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



HHWP Water and Power Planning staff and Turlock Irrigation District staff participate in the Cherry Creek Basin snow survey in late April 2020. The California Cooperative Snow Survey program, established in 1929, is a partnership of more than 50 state, federal and private agencies.

System Storage

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

| Table 1 Current System Storage as of May 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 | 267,662 | | 360,360 | | 92,698 | | 74% |
| Cherry Reservoir ² | 250,373 | | 275,340 | | 24,967 | | 91% |
| Lake Eleanor ³ | 25,681 | | 27,100 | | 1,419 | | 95% |
| Water Bank | 533,473 | | 570,000 | | 49,693 | | 94% |
| Tuolumne Storage | 1,077,189 | | 1,232,800 | | 168,777 | | 87% |
| Local Bay Area Storage | | | | | | | |
| Calaveras Reservoir | 65,285 | 21,273 | 96,824 | 31,550 | 31,539 | 10,277 | 67% |
| San Antonio Reservoir | 45,707 | 14,894 | 50,496 | 16,454 | 4,789 | 1,561 | 91% |
| Crystal Springs Reservoir | 52,409 | 17,078 | 58,377 | 19,022 | 5,967 | 1,944 | 90% |
| San Andreas Reservoir | 17,014 | 5,544 | 18,996 | 6,190 | 1,982 | 646 | 90% |
| Pilarcitos Reservoir | 2,504 | 816 | 2,995 | 976 | 491 | 160 | 84% |
| Total Local Storage | 182,919 | 59,604 | 227,688 | 74,192 | 44,769 | 14,588 | 80% |
| Total System | 1,260,108 | | 1,460,488 | | 213,546 | | 86% |

¹ Maximum Hetch Hetchy Reservoir storage with drum gates activated.

² Maximum Cherry Reservoir storage with flash-boards in.

³ Maximum Lake Eleanor storage with flash-boards in.

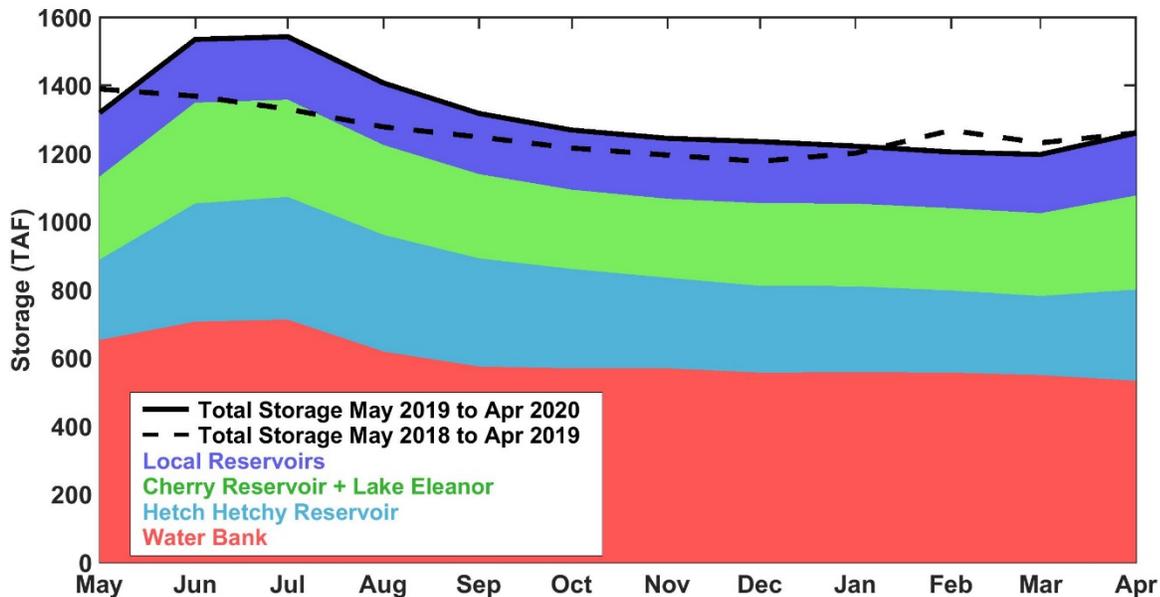


Figure 1: Monthly system storage for past 12 months in thousand acre-feet (TAF). Color bands show contributions to total system storage. Solid black line shows total system storage for the past 12 months. Dashed black line shows total system storage the previous 12 months.

Hetch Hetchy System Precipitation Index

Current Month: The April 2020 six-station precipitation index was 3.45 inches, or 113% 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.

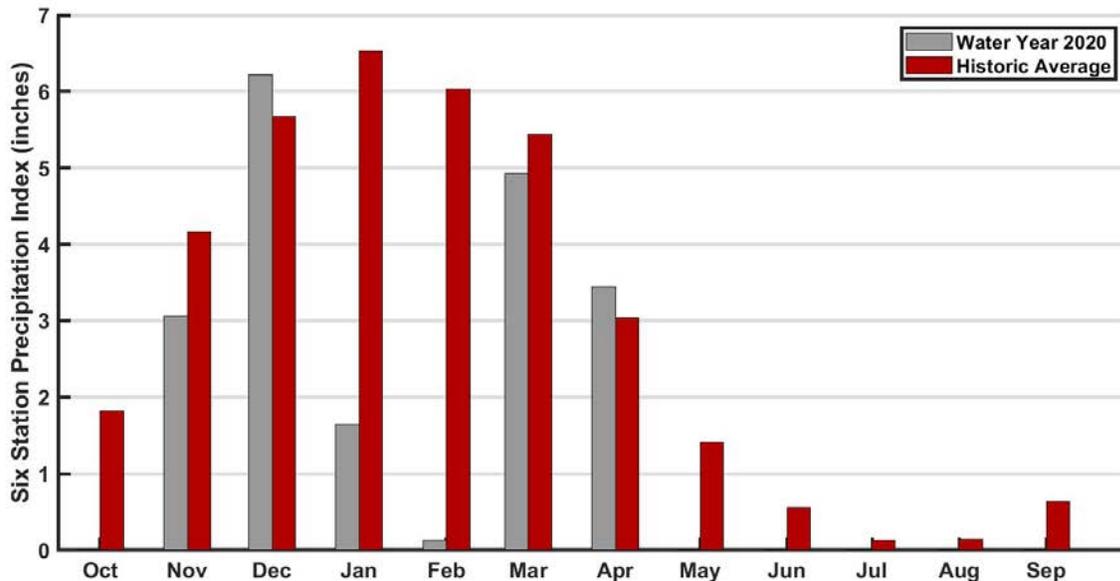


Figure 2: Monthly distribution of the six-station precipitation index as compared to the annual average precipitation for April 2020. The precipitation index is computed as the average of six Sierra precipitation stations and is an indicator of the overall basin wetness.

Cumulative Precipitation to Date: As of May 1, the six-station precipitation index for water year (WY) 2020 was 19.47 inches, which is 54% of the average annual water year total. Hetch Hetchy received 3.34 inches precipitation in April for a total of 17.46 inches for WY 2020, or 49% of average to-date. The cumulative Hetch Hetchy precipitation is shown in Figure 3 in red.

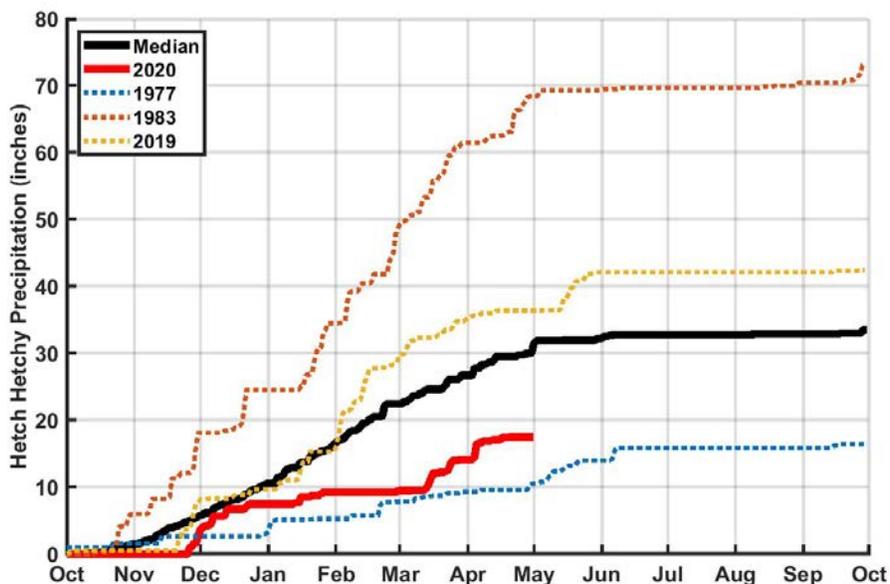


Figure 3: Water Year 2020 cumulative precipitation measured at Hetch Hetchy Weather Station. Median cumulative precipitation measured at Hetch Hetchy Weather Station and example wet and dry years are included with Water Year 2020 for comparison purposes.

Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange for April 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 | April 2020 | | | | October 1, 2019 through May 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 | 84,137 | 88,560 | 90,498 | 93% | 130,308 | 204,241 | 220,763 | 59% |
| Inflow to Cherry Reservoir and Lake Eleanor | 79,793 | 72,601 | 73,380 | 109% | 143,178 | 197,337 | 211,960 | 68% |
| Tuolumne River at La Grange | 261,602 | 263,768 | 273,526 | 96% | 534,796 | 775,189 | 874,029 | 61% |
| Water Available to City | 75,519 | 82,697 | 96,314 | 78% | 92,536 | 231,180 | 319,591 | 29% |

¹Hydrologic Record: 1919-2015

Hetch Hetchy System Operations

Hetch Hetchy Reservoir power draft and stream releases during the month totaled 48,637 acre-feet. Hetch Hetchy Reservoir minimum instream release requirements for April were 35 cfs. Total precipitation thus far for Water Year 2020 has resulted in a Water Year Type C (dry) for Hetch Hetchy Reservoir. Instream release requirements for May are 50 cfs.

Cherry Reservoir valve and power draft releases totaled 31,890 acre-feet for the month and were used to maintain seasonal target elevations. 10,828 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 April was 5 cfs and remains 5 cfs for May. Lake Eleanor required minimum instream release were 10 cfs for April 1st, increased to 20 cfs on April 15th and remain 20 cfs for May.

Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant average production rate for April was 43 MGD. The Sunol Valley Water Treatment Plant average production rate for the month was 13 MGD.

Local System Water Delivery

The average April delivery rate was 188 MGD, which is a 4% decrease below the March delivery rate of 195 MGD.

Local Precipitation

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

| Weather Station Location | April | | Water Year 2020 | |
|---------------------------------|----------------|-------------------------------|-----------------|--------------------------------------|
| | Total (inches) | Percent of Mean for the Month | Total (inches) | Percent of Mean for the Year-To-Date |
| Pilarcitos Reservoir | 3.78 | 148 % | 22.09 | 62 % |
| Lower Crystal Springs Reservoir | 2.13 | 118 % | 14.29 | 57 % |
| Calaveras Reservoir | 2.54 | 153 % | 12.76 | 63 % |

Snowpack, Water Supply and Planned Water Supply Management

Based on snow water content measured at Tuolumne Basin manual snow surveys and snow pillows, the May 1 snowpack was 35% of the median snowpack for this time of year (Figure 4). The seasonal snowmelt began in mid-April and is continuing during warm weather in the first weeks of May.

Updated water supply forecasts (WSFM; Figure 6) based on the May 1 snow surveys show that Hetch Hetchy Reservoir, Cherry Reservoir and Lake Eleanor will all 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 87% full as reservoirs have been managed through the winter to maximize storage and spring runoff. 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 May, 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 continue to refill as inflows increase. The Water Bank is expected to continue debiting as water is stored in upcountry reservoirs.

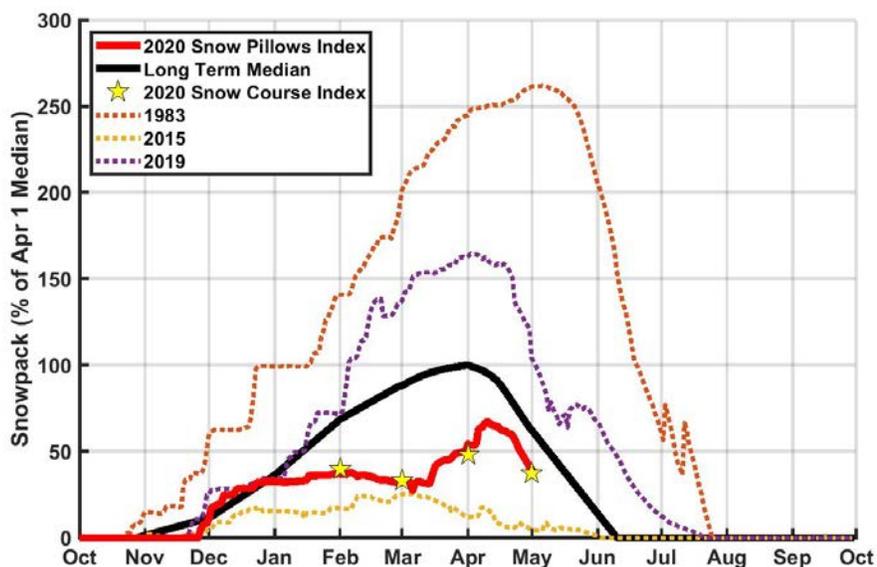


Figure 4: Tuolumne River Basin 10 Station Snow Index (lines), based on real time snow pillow SWE measurements. Also plotted are the mean monthly manual snow surveys (stars) in the Tuolumne Basin.

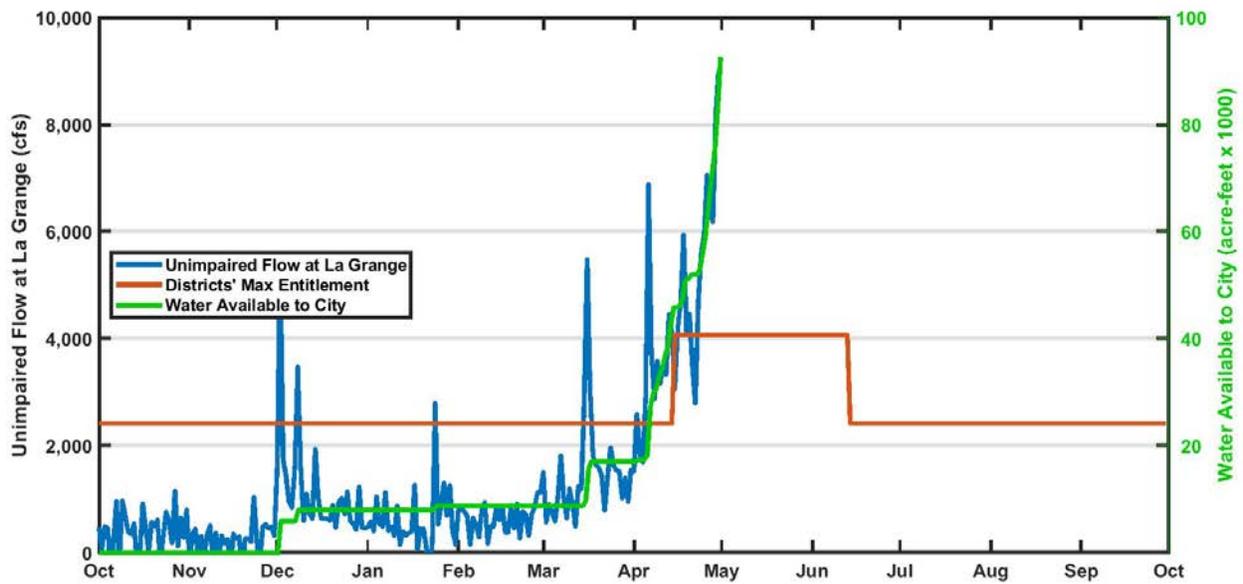


Figure 5: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City, as of May 6. As of May 6 there has been 116,940 acre-feet available to the City in Water Year 2020.

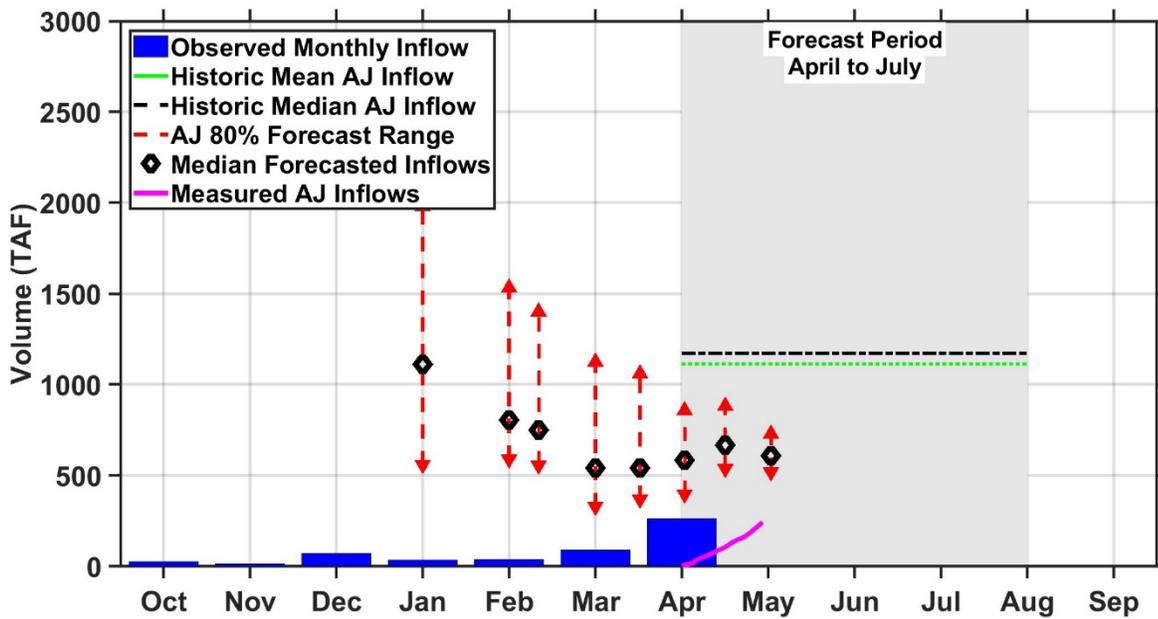


Figure 6: April to July WSFM inflow forecasts to the Tuolumne River at LaGrange – the extent of the CCSF water rights. Dry conditions in January and February resulted in reduced forecasts through the winter. Above average precipitation in April resulted in a narrowing and increase in volume of the forecast range in the last 3 forecasts. The May 1 forecast is still well below average.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: James Derbin, Superintendent of Operations

Via: Mary Rogren, General Manager

Agenda: June 9, 2020

Date: June 5, 2020

Subject: Award of Contract for Design Engineering and Bid Support Services to HDR Engineering Inc. for the Nunes Water Treatment Plant Improvement Project

Recommendation:

Authorize the General Manager to execute a professional services agreement with HDR Engineering Inc. ("HDR") for design engineering and bid support services for the Nunes Water Treatment Plant Improvement Project for a not to exceed amount of \$597,560.

Background:

The Nunes Water Treatment Plant (WTP) was originally constructed in 1982 and later upgraded in 1992 as part of the Crystal Springs project. The filter basins and clearwell have never been recoated since they were originally constructed. In addition, the sedimentation basin has not had a thorough inspection/evaluation for replacement of the sedimentation basin moving parts, and the WTP does not have a backup sedimentation basin (planned for in the original design.) These portions of the Nunes facility are now 30-40 years old and in need of rehabilitation and upgrade to current standards.

On February 11, 2020, the Board approved a contract with HDR for a Basis of Design Report (BDR) in order to help further define needed improvements and to facilitate Capital Improvement planning and budgeting for the Nunes facility. The draft BDR has been submitted and reviewed by staff. HDR will be updating and submitting a final draft in the coming days. The Facilities Committee met with HDR at Nunes during the BDR process.

At the District's request, HDR has submitted the attached proposal (Exhibit A) for design and bid support services to rehabilitate and upgrade the Nunes WTP. The scope includes design of a new sedimentation basin, filter upgrades, caustic soda storage tank system, clearwell upgrades and miscellaneous electrical and

STAFF REPORT

Agenda: February 11, 2020

Subject: Award of Contract to HDR Engineering Services Inc.

Page Two

mechanical improvements. HDR anticipates completion of the design and bid documents by March 2021.

The probable cost identified for the project in the Basis of Design Report (BDR) is approximately \$7 Million.

In 2018, the District contracted with West Yost and Associates to prepare an engineering report entitled "Optimization of Treatment of Local Water Sources Feasibility Analysis". A section of this report addressed these specific needed upgrades/improvements to the Nunes WTP.

Staff recommends awarding this work to HDR based on their expertise with water treatment plan design, their reputation and experience with similar projects and on the District's recent positive experience with their engineering staff. HDR has been very responsive to the District's requests and guidance through the entire BDR process.

Richard Stratton, the Senior Project Manager from HDR who will be overseeing the project will participate in the June 9 Board Meeting and will be available to answer your questions.

Fiscal Impact: Initial outlay of \$597,560 for engineering design services.



May 29, 2020

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

RE: HDR's Proposal for the Nunes Water Treatment Plant Upgrades Project

Dear Mr. Derbin:

In response to your request, we respectfully submit this proposal to complete final design of the Nunes Water Treatment Plant Upgrades Project, including a new sedimentation basin, recommended filter upgrades, caustic soda storage tank system, clearwell upgrades, and miscellaneous electrical and mechanical improvements, as identified in the basis of design report prepared by HDR for this project.

Scope of Work

Task 1 – Project Management, Quality Assurance/Quality Control (QA/QC), and Meetings

SUBTASK 1.1 - PROJECT MANAGEMENT AND COORDINATION

This subtask includes the management activities needed for on-time and on-budget project completion, and to address the District's concerns. HDR will prepare invoices, progress reports, and decision log updates on a monthly basis. The monthly progress reports will summarize budget and schedule status in measurable terms. Other activities include scheduling of staff and coordinating the quality assurance effort.

Deliverables: Monthly progress reports and invoices, and decision log.

SUBTASK 1.2 - QA/QC PROGRAM

HDR will institute and maintain a QA/QC program for the work performed on this project. For objectivity, senior technical staff who are not involved in the project will perform internal QA/QC upon completion of the contract documents before they are submitted to the District.

Deliverables: To be incorporated into the deliverables.

SUBTASK 1.3 - PROGRESS MEETINGS

HDR will attend the following meetings:



- Up to six 1-hour progress meetings will be conducted by conference calls with up to four HDR team members. Progress calls will include a review of the status of the project scope, schedule, and a discussion of ongoing project tasks.
- Up to two 2-hour deliverable review meetings will be conducted at the District's office. Up to three HDR team members will attend each review meeting in person. COVID-19 social distancing protocols will be followed. It is assumed review meetings will be held after District review of the 60 percent design and 90 percent design.

For each of the meetings, HDR will prepare and distribute draft agenda and meeting minutes to attendees for review and comment. The final meeting minutes will be distributed after addressing comments.

Deliverables: Meeting agenda and minutes.

Task 2 – Sedimentation Basin Design

SUBTASK 2.1 – SITE SURVEY

HDR's surveying subconsultant will conduct a topographic survey and provide survey data as necessary to finalize the final design for the sedimentation basin and access road. The survey will also include visible and relevant utilities/structures that are located in the proposed design area, including elevations of the existing sedimentation basin, pipe tie-ins, and launders on the existing sedimentation basin.

SUBTASK 2.2 – GEOTECHNICAL INVESTIGATION AND REPORT

HDR will conduct a geotechnical investigation to ascertain the structural requirements for the sedimentation basin. Geotechnical investigations will be performed to characterize the soil and near surface bedrock conditions in accessible areas adjacent to the proposed expansion project. The investigation shall consist of advancing geotechnical borings in the level area and performing seismic refraction surveys along the slope above the existing sedimentation basin. The purpose of the explorations is to evaluate the thickness of surficial soil/fill and the near surface variation of bedrock quality with depth.

A focused geotechnical report will be prepared that will include a description of subsurface conditions, description of geologic conditions from published sources, discussion of design and construction considerations, and geotechnical recommendations for the design of retaining structures, sedimentation basin, and appurtenant facilities and pavements. We understand that the District has recently completed a seismic characterization in accordance with California Building Code (CBC) 2019 for a site within 1,200 feet of this project, which will be included in this evaluation as applicable, to reduce duplication of efforts.

Assumptions:

- Two geotechnical borings up to 20 feet deep will be conducted near the toe of slope to the west and east of the existing sedimentation basin. It is assumed that these areas

are accessible to standard truck mounted drilling equipment. Provisions to provide or clear access is not included in the scope of services.

- Field investigation will be completed in four to six weeks depending on subcontractor availability.
- A district representative familiar with the conditions at the site will accompany an HDR representative to mark borings locations for USA Dig notification. District personnel will identify known underground utilities and area that are to be avoid, such as areas sensitive to vehicle surcharge loading.
- Drill cuttings and drilling fluids will be containerized in drums for disposal off site. Borings will be filled with neat cement grout on completion of the borings. One San Mateo County Drilling permit is needed for the project.
- A water source for use by the driller is available on site, and drilling will be completed in one day.
- Rock cores will be collected and left onsite for storage for later review by prospective bidders.
- The current site characterization for the adjacent project is applicable to conditions at this site and will not be conducted as part of this study.
- One draft report will be provided to accompany the 60 percent submittal package. A final geotechnical report will be submitted with the 90 percent design submittal package.

Deliverables: Draft and final Geotechnical Investigation Report in PDF format.

SUBTASK 2.3 – FINAL DESIGN

A cast-in-place concrete sedimentation basin with plate settler sedimentation technology will be designed north of the existing sedimentation basin to treat a flow rate of 2.25 mgd. The existing conceptual design (10% design level) in the basis of design report will be used as the basis of design. A separate report will not be created for the sedimentation basin preliminary design. The design will consist of the following elements:

- An approximately 55-foot-long, 18-foot-wide, concrete basin north of the existing sedimentation basin.
- Major process equipment consisting of a plate settler system and a sludge collection system.
- Flocculated water, settled water, overflow drain, and sludge piping connections to the existing sedimentation basin piping. Other process equipment includes valves, isolation gates, and appurtenances. It is assumed that the sludge can flow by gravity to the existing drying beds and that no modifications will be required to the existing piping.

- Site improvements consisting of a paved access area west of the proposed basin and associated site grading required.
- Retaining wall along the access area due to the steep site gradient.
- Associated electrical improvements to supply power to the package basin and equipment within, including the automated control valves.
- Instrumentation and control improvements, and integration of the new basin to the existing SCADA system.

Design plans will be developed utilizing industry standard scales, in English engineering units. Table 1 shows a preliminary listing of drawings anticipated for the project.

| TABLE 1 - ANTICIPATED LIST OF DRAWINGS FOR SEDIMENTATION BASIN DESIGN | | |
|--|------------------|--|
| No. | Sheet No. | Drawing Description |
| <i>General</i> | | |
| 1 | G1 | Cover Sheet, Location and Vicinity Maps, and Drawing Index |
| 2 | G2 | General Notes, Abbreviations, and Details |
| 3 | G3 | General Legends and Symbols |
| 4 | G4 | Process Flow Diagram |
| 5 | G5 | Hydraulic Profile |
| 6 | G6 | Construction Details and Staging |
| <i>Civil</i> | | |
| 7 | C1 | Site Plan |
| 8 | C2 | Enlarged Sedimentation Area Plan |
| 9 | C3 | Yard Piping Plan |
| 10 | C4 | Civil Details 1 |
| 11 | C5 | Civil Details 2 |
| <i>Process</i> | | |
| 12 | P1 | Sedimentation Basin Top and Bottom Plan |
| 13 | P2 | Sedimentation Basin Section |
| 14 | P3 | Sedimentation Basin Section and Piping Details |
| 15 | P4 | Process Details 1 |
| 16 | P5 | Process Details 2 |
| <i>Structural</i> | | |
| 17 | S1 | General Structural Notes |
| 18 | S2 | Special Inspections Requirements |

| TABLE 1 - ANTICIPATED LIST OF DRAWINGS FOR SEDIMENTATION BASIN DESIGN | | |
|--|------------------|--|
| No. | Sheet No. | Drawing Description |
| 19 | S3 | Sedimentation Basin Top and Bottom Plan |
| 20 | S4 | Sedimentation Basin Sections |
| 21 | S5 | Sedimentation Basin Sections and Details |
| 22 | S6 | Retaining Wall Plan |
| 23 | S7 | Retaining Wall Sections |
| 24 | S8 | Typical Concrete Details |
| <i>Electrical</i> | | |
| 25 | E1 | Symbols and Legend |
| 26 | E2 | Single Line Diagram |
| 27 | E3 | Electrical Site Plan |
| 28 | E4 | Sedimentation Basin Plan |
| 29 | E5 | Schedules |
| 30 | E6 | Control Diagrams |
| 31 | E7 | Electrical Details |
| <i>Instrumentation</i> | | |
| 32 | I1 | Instrumentation General Notes, Symbols, and Abbreviations |
| 33 | I2 | Sedimentation Basin Process and Instrumentation Diagram (P&ID) |
| 34 | I3 | Instrumentation Details |

Specifications will be prepared in Construction Specifications Institute (CSI) 6-digit format using Microsoft Word. Our budget for this task assumes that the District will prepare and provide a set of General Conditions and Special Provisions, bid form, example agreement and other "front-end" sections for HDR to incorporate into the bid set, and that HDR's master specifications will be used as a basis for the technical provisions.

Drawings, specifications, and engineer's estimate of probable construction cost will be submitted to the District for review and approval at the 60, 90, and 100 percent design stages. At the 60 percent design level, demolition, process plans, and critical section cuts through the facilities will be included. P&IDs and electrical single line diagrams will also be provided at the 60 percent design level. Major equipment specifications will be included in the 60 percent design submittal.

At the 90 percent design level, updated 60 percent drawings that incorporate 60 percent comments, along with structural, electrical, and control drawings, and construction sequencing and project details will be submitted.

The 100 percent design will add the final design details missing from the 90 percent drawings and incorporate the 90 percent design comments. The 100 percent submittal is the Issue for Bids level submittal.

Assumptions:

- Opinion of probable construction cost (OPCC) will be prepared in Microsoft Excel.
- Drawings will be prepared in 2018 AutoCAD 2D.
- The structural design for new basin will be in accordance with the CBC 2019.
- The District will act as a code enforcing agency and no building permit will be required.

Deliverables: Three half-size (11" x 17") hard copies and PDF copy of the 60, 90, and 100 percent drawings, specifications, and cost estimates.

Task 3 – Filter Upgrades, Caustic Storage, and Clearwell Improvements Final Design

Design plans will be developed utilizing industry standard scales, in English engineering units. Table 2 shows a preliminary listing of drawings anticipated for this task.

The list of drawings is only for the sheets needed for the design of the Filter, Clearwell, and Caustic Soda Storage improvements in addition to some of the common design sheets developed as part of the Sedimentation Basin Addition sheets listed under Table 1 above.

| TABLE 2 - ANTICIPATED LIST OF DRAWINGS FOR FILTER UPGRADES, CAUSTIC STORAGE, AND CLEARWELL IMPROVEMENTS FINAL DESIGN | | |
|--|-----------|--|
| No. | Sheet No. | Drawing Description |
| <i>General</i> | | |
| 1 | G1 | Construction Notes and Staging |
| 2 | G2 | Clearwell Bypass Schematic and Details |
| <i>Demolition</i> | | |
| 3 | D1 | Filter Demolition Plan |
| 4 | D2 | Filter Demolition Sections and Details |
| 5 | D3 | Demolition Photographs |
| <i>Civil</i> | | |
| 6 | C1 | Enlarged Filter and Chemical Area Site Plan |
| 7 | C2 | Enlarged Filter and Chemical Area Yard Piping Plan |
| 8 | C3 | Civil Details |

| TABLE 2 - ANTICIPATED LIST OF DRAWINGS FOR FILTER UPGRADES, CAUSTIC STORAGE, AND CLEARWELL IMPROVEMENTS FINAL DESIGN | | |
|---|------------------|---|
| No. | Sheet No. | Drawing Description |
| <i>Process</i> | | |
| 9 | P1 | Filter Top Plan |
| 10 | P2 | Filter Bottom Plan |
| 11 | P3 | Filter and Filter Gallery Section 1 |
| 12 | P4 | Filter and Filter Gallery Section 2 |
| 13 | P5 | Filter and Filter Gallery Section 3 |
| 14 | P6 | Enlarged Process Area Plan |
| 15 | P7 | Chemicals/Blower/Filter-to-Waste (FTW) Pumps Section 1 |
| 16 | P8 | Chemicals/Blower/FTW Pumps Section 2 |
| 17 | P9 | Rapid Mix Basin Plan and Section (Offspec water tie-in) |
| 18 | P10 | Process Details |
| <i>Structural</i> | | |
| 19 | S1 | Clearwell Plan and Repair Schedule |
| 20 | S2 | Chemical Containment and Canopy Plans |
| 21 | S3 | Chemical Containment and Canopy Sections |
| 22 | S4 | Filters Plan and Repair Schedule |
| 23 | S5 | Concrete Repair Details |
| 24 | S6 | Miscellaneous Structural Details |
| <i>Electrical</i> | | |
| 25 | E1 | Filters Electrical Plan |
| 26 | E2 | Filters Electrical Details |
| 27 | E3 | Chemicals/Blower/FTW Pump Plan |
| 28 | E4 | Electrical Room Plan and Details |
| 29 | E5 | Electrical Details 1 |
| 30 | E6 | Electrical Details 2 |
| <i>Instrumentation</i> | | |
| 31 | I1 | Filter P&ID |
| 32 | I2 | Caustic System P&ID |

Assumptions:

- Structural design for caustic storage containment does not include deep foundations.
- OPCC will be prepared in Microsoft Excel.
- No surveying will be performed. It is assumed that the elevation information from the existing record drawings can be utilized.
- Drawings will be prepared in 2018 AutoCAD 2D.
- The structural design for new structures will be in accordance with the CBC 2019. A structural evaluation of the existing structures is not included in the structural design.
- The District will act as a code enforcing agency and no building permit will be required.

Deliverables: Three half-size hard copies and PDF copy of the 60, 90, and 100 percent drawings, specifications, and cost estimates.

Task 4 - Permitting Support

SUBTASK 4.1 - MEETINGS

HDR will support the District in obtaining permits required for the project and coordination with the Division of Drinking Water (DDW). This task assumes one in-person meeting with DDW, two conference calls, and the preparation of meeting materials, such as agendas and minutes. COVID-19 social distancing protocols will be followed for in-person meeting.

SUBTASK 4.2 – FINAL ENGINEERING REPORT

HDR will prepare a final engineering report to submit to DDW for the permit process. The final basis of design report will be used as the basis of the final engineering report, with minor modifications necessary to comply with the DDW prescribed format.

Deliverables: Final engineering report.

Task 5 - Bid Period Assistance

SUBTASK 5.1 - PREBID MEETING

HDR will assist the District with conducting a job walk and attend the pre-bid conference to meet with prospective contractors and answer contractor questions. COVID-19 social distancing protocols will be followed during the prebid meeting.

Deliverables: Prebid meeting notes.

SUBTASK 5.2 - BIDDING SERVICES

HDR will provide assistance during the bidding period, which includes receiving and recording contractor questions, issuing addenda to the contract documents for distribution to plan and

Mr. James Derbin
May 29, 2020
Page 9

specification holders, assisting the District with evaluating the bids, reviewing the bids for conformance with the bid documents, and assisting the District by providing input in the awarding of the contract. The District will prepare, negotiate, and execute the construction agreement with the selected contractor.

Deliverables: Up to three addenda to the bid set of contract documents, bid tabulation sheet, written clarification of contractor questions, and recommendation for award letter.

SUBTASK 5.3 - CONSTRUCTION SET

HDR will incorporate the addenda into the bid set and provide a "conformed" set of construction documents for reproduction and distribution by the District.

Deliverables: PDF copy of the construction specifications and full-size (22" x 34") drawings.

Compensation

Table 3 shows the estimated work effort and cost to perform the scope of work described above.

Schedule

Figure 1 shows the proposed project schedule.

We appreciate the opportunity to work with the District on this project. Please contact Rich Stratton at (916) 817-4819 or Rich.Stratton@hdrinc.com if you have any questions.

Sincerely,
HDR ENGINEERING, INC.



Holly L.L. Kennedy, P.E.
Senior Vice President



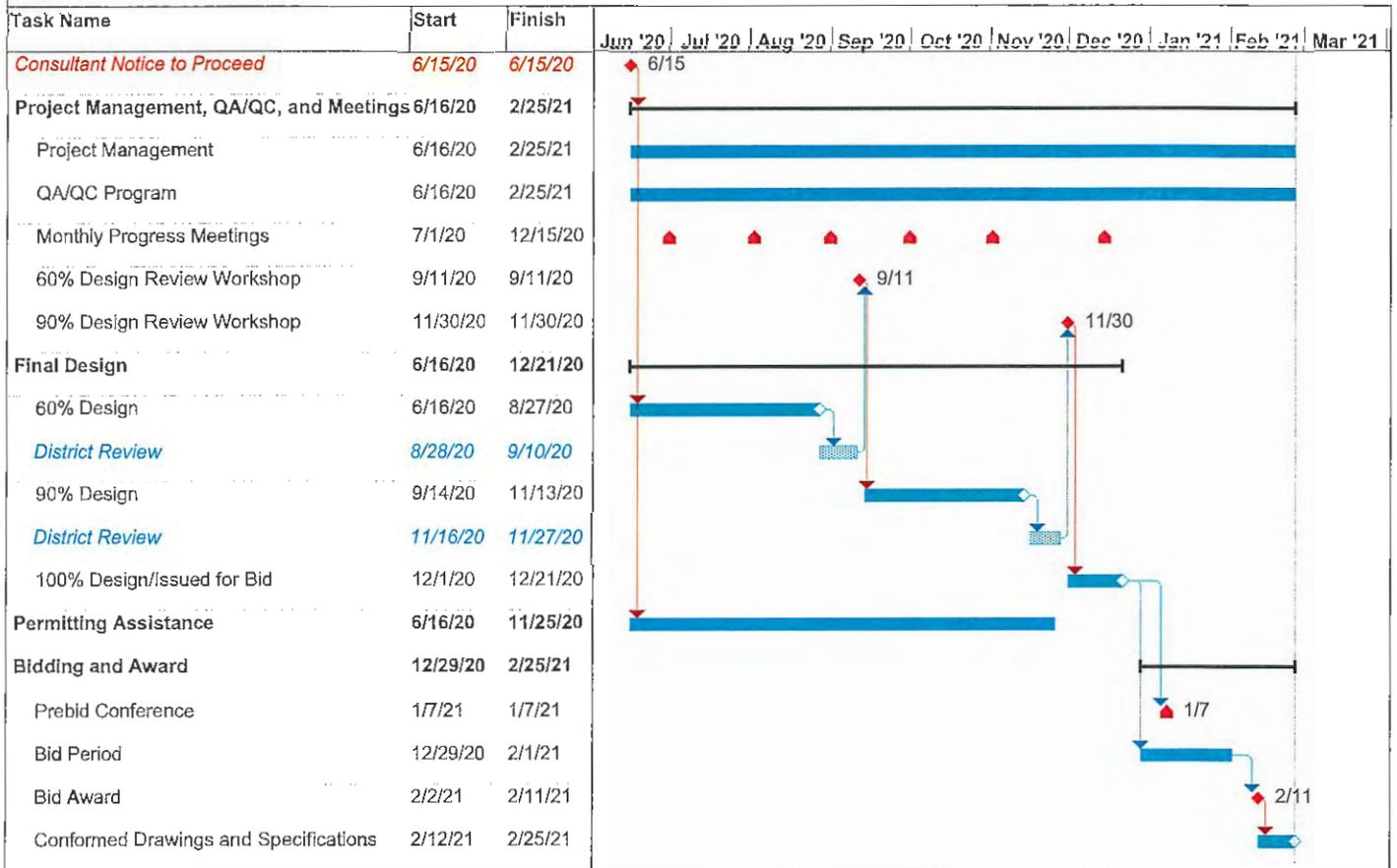
Richard G. Stratton, P.E.
Senior Project Manager

Table 3 - Estimated Work Effort and Cost

Coastside County Water District
 Nunes Water Treatment Plant Upgrades Project

| Task No. | Task Description | Principal/ QA/QC | Project Manager | Project Engineer | Staff Engineer | Structural Engineer | Geotech Engineer | Electrical Engineer | CADD Tech | Admin/ Clerical | Total HDR Labor Hours | Total HDR Labor (\$) | Total HDR Expenses (\$) | Subs (\$) | Total Cost (\$) |
|---|--|------------------|-----------------|------------------|----------------|---------------------|------------------|---------------------|------------|-----------------|-----------------------|----------------------|-------------------------|-----------------|------------------|
| Task 1 - Project Management, Quality Assurance/Quality Control (QA/QC), and Meetings | | | | | | | | | | | | | | | |
| 1.1 | Project Management and Coordination | | 20 | 4 | | | | | | 24 | 48 | \$10,692 | | | \$10,692 |
| 1.2 | QA/QC Program | 4 | 2 | 4 | | | | | | 6 | 16 | \$3,224 | | | \$3,224 |
| 1.3 | Progress Meetings | | 6 | 6 | 6 | 4 | | 6 | | | 28 | \$6,306 | | | \$6,306 |
| 1.4 | 60% and 90% Deliverable Review Workshops | | 16 | 12 | 12 | 4 | | 8 | | | 52 | \$12,360 | \$1,500 | | \$13,860 |
| | Subtotal Task 1 | 4 | 44 | 26 | 18 | 8 | 0 | 14 | 0 | 30 | 144 | \$32,682 | \$1,500 | \$0 | \$34,082 |
| Task 2 - Sedimentation Basin Final Design | | | | | | | | | | | | | | | |
| 2.1 | Site Survey | | | 4 | | | | | | | 4 | \$800 | | \$9,345 | \$10,145 |
| 2.2 | Geotechnical Investigation and Report | 4 | 6 | | 50 | | 68 | | 10 | | 138 | \$33,621 | \$1,500 | \$19,186 | \$54,307 |
| 2.3 | 60%, 90% and 100% Drawings | 33 | 34 | 126 | 176 | 116 | | 122 | 450 | | 1,957 | \$188,859 | \$600 | | \$189,459 |
| 2.4 | 60%, 90% and 100% Specifications | 8 | 10 | 16 | 30 | 18 | | 28 | | 24 | 134 | \$25,474 | \$100 | | \$25,574 |
| 2.5 | 60%, 90% and 100% Construction Cost Estimate | 2 | 6 | 8 | 20 | 4 | | 8 | | | 48 | \$9,612 | | | \$9,612 |
| | Subtotal Task 2 | 47 | 66 | 154 | 276 | 138 | 68 | 158 | 460 | 24 | 1,381 | \$258,366 | \$2,200 | \$28,531 | \$289,097 |
| Task 3 - Filters, Caustic and Clearwell Improv. Final Design | | | | | | | | | | | | | | | |
| 3.1 | 60%, 90% and 100% Drawings | 34 | 33 | 137 | 230 | 86 | | 120 | 454 | | 1,094 | \$192,188 | \$600 | | \$192,788 |
| 3.2 | 60%, 90% and 100% Specifications | 6 | 6 | 24 | 40 | 24 | | 40 | | 6 | 146 | \$28,286 | \$100 | | \$28,386 |
| 3.3 | 60%, 90% and 100% Construction Cost Estimate | 2 | 6 | 10 | 40 | 8 | | 8 | | | 74 | \$13,664 | | | \$13,664 |
| | Subtotal Task 3 | 42 | 45 | 171 | 310 | 118 | 0 | 168 | 454 | 6 | 1,314 | 234,158 | \$700 | \$0 | \$234,858 |
| Task 4 - DDW Permitting Support | | | | | | | | | | | | | | | |
| 4.1 | Meetings w/DDW | | 8 | 14 | | | | | | | 22 | \$5,672 | \$200 | | \$5,872 |
| 4.2 | Final Engineering Report | | 2 | 8 | 48 | | | | | 4 | 62 | \$9,538 | | | \$9,538 |
| | Subtotal Task 4 | 0 | 10 | 22 | 48 | 0 | 0 | 0 | 0 | 4 | 84 | \$15,210 | \$200 | \$0 | \$15,410 |
| Task 5 - Bid Period Services | | | | | | | | | | | | | | | |
| 5.1 | Prebid Meeting | | 8 | 6 | | | | | | | 14 | \$4,072 | \$200 | | \$4,272 |
| 5.2 | Bidding Services (up to 3 addenda) | | 2 | 6 | 30 | 6 | | 6 | 8 | 8 | 66 | \$10,792 | | | \$10,792 |
| 5.3 | Conformed Construction Set | | | 6 | 10 | | | | 40 | | 56 | \$8,650 | \$400 | | \$9,050 |
| | Subtotal Task 5 | 0 | 10 | 18 | 40 | 6 | 0 | 6 | 48 | 8 | 136 | \$23,514 | \$600 | \$0 | \$24,114 |
| COLUMN TOTALS | | 93 | 165 | 391 | 692 | 270 | 68 | 346 | 952 | 72 | 3,059 | \$563,829 | \$5,200 | \$28,531 | \$597,560 |

Figure 1 - Project Schedule



**Coastside County Water District
Nunes Water Treatment Plant Upgrades Project**

Task [Blue Bar] Summary [Black Line]
Milestone [Red Diamond] Meetings [Red Triangle]

HDR Engineering, Inc.

RATE SCHEDULE

January 2020 to December 2020

| | |
|------------------------|----------------|
| Technical Specialist 5 | \$330 to \$390 |
| Technical Specialist 4 | \$280 to \$330 |
| Technical Specialist 3 | \$240 to \$280 |
| Technical Specialist 2 | \$190 to \$240 |
| Technical Specialist 1 | \$150 to \$190 |
| Engineer 5 | \$300 to \$360 |
| Engineer 4 | \$250 to \$300 |
| Engineer 3 | \$190 to \$250 |
| Engineer 2 | \$150 to \$190 |
| Engineer 1 | \$100 to \$150 |
| CAD/GIS Technician 1 | \$100 to \$130 |
| CAD/GIS Technician 2 | \$130 to \$180 |
| CAD/GIS Technician 3 | \$180 to \$230 |
| Project Controller | \$100 to \$170 |
| Project Coordinator | \$90 to \$140 |

Rates include current overhead rate plus profit and are adjusted by an average of 4% annually on January 1st

EXPENSES

In-House Expenses

| | |
|---|---|
| Vehicle Mileage (per mile) | Current Federal Travel Regulation (FTR) |
| Other Travel (e.g., airfare, fuel charges, parking, ride share, lodging, meals, rental/leased vehicle, etc) | at cost |
| Black/White Photocopies (per copy) | \$0.05 to \$0.09 |
| Color Copy (per copy) | \$0.15 to \$0.30 |
| Bond Plotting – Black/White (per square foot) | \$0.15 |
| Bond Plotting – Color (per square foot) | \$0.90 |

Please note that expenses and subconsultants are charged with a five percent markup.



Richard G. Stratton, PE

Senior Project Manager

Rich has more than 42 years of water and wastewater engineering experience, which includes master planning, design, and construction of treatment plants, pumping stations, pipelines, storage tanks, wells, biosolids handling, and reverse osmosis and brine management. He is considered one of HDR's top water and advanced wastewater treatment plant engineers, and typically involved with HDR's largest and most complex nationwide.

EDUCATION

Bachelor of Science, Civil Engineering, University of Illinois at Urbana-Champaign (UIUC), 1977

Master of Science, Civil Engineering, University of Illinois at Urbana-Champaign (UIUC), 1981

REGISTRATIONS

Professional Engineer - Civil, California, #C-37261

Professional Engineer - Civil, Oregon, #87175PE

Professional Engineer - Civil, Nevada, #012435

INDUSTRY TENURE

42 years

HDR TENURE

23 years

RELEVANT EXPERIENCE

City of Yuba City, Fast-Track Water Treatment Plant Improvements, Yuba City, California

Managed fast-track design and provided construction engineering services for improvements to the water treatment plant. Developed innovative approach that deferred construction of new gravity filters and piping, resulting in a total savings of more than \$2 million. Improvements included increasing the reliable filtration capacity to 24 mgd by upgrading the plant electrical system; upgrading existing filters by replacing the media and underdrains, adding air scour, replacing piping, and adding filter-to-waste; upgrading the sedimentation basins with new baffles and cross collection; new polymer feed pumping; and updating the watershed sanitary survey. Design and construction was completed in nine months, and contract incentives and penalties were used to assure the contractor successfully met the fast-track schedule.

City of Watsonville, Water Treatment Plant, Watsonville, California

Project manager for alternatives analysis, predesign, and design of improvements to convert to city's existing slow sand filtration plant to a new membrane water treatment plant to protect and enhance the biological resources associated with Corralitos Creek, and simultaneously ensure the long-term reliability of the city's potable water supply from Corralitos Creek. Improvements included drying lagoons with decant structures. The design was completed to the 60 percent design level until the project was put on hold for several years due to downturn in economic and loss of funding. The project was later restarted, and it was decided to design a complete 1.25 mgd pre-fabricated packaged water treatment system with chemical injection located upstream of the packaged units. The packaged water treatment system process includes pretreatment (static mixing chemical injection, mechanical flocculation, clarification using tube settlers, and sedimentation in the new package plant units), dual media gravity filtration, air scour blower, chlorine gas disinfection, coagulant and polymer feed systems and controls, water quality monitoring instrumentation, and programmable logic controller (PLC) based automatic control system and related wiring with human

machine interface (HMI). The project also included modifications of the 4-inch-diameter raw water Browns Valley intake to connect to the 14-inch-diameter raw water pipeline from Eureka Canyon intake, backwash pumping station, backwash waste handling, and solids handling using soil cement drying beds. The estimated construction cost of the packaged water treatment plant project is \$3.2 million.

Placer County Water Agency, Evaluation of Algae Control Methods for the Foothill Water Treatment Plant Water Supply and Improvements to Plant 2 to Increase Reliable Capacity, Auburn, California

Project manager for evaluation of strategies for controlling algae growth in the Pacific Gas & Electric (PG&E) water supply to the Foothill Water Treatment Plant. Also evaluated improvements to Plant 2 to increase capacity, including upgrades to the flocculators and sludge scrapers.

Placer County Water Agency, Foothill Water Treatment Plant Expansion to 60 mgd, Auburn, California

Project manager for master plan, predesign, environmental impacts report (EIR) preparation, design, and construction engineering services to expand the Foothill Water Treatment Plant capacity from 15 mgd to 60 mgd. Preliminary investigations included identification of cost-effective improvement alternatives to improve settled water quality, and a pilot project. Following the initial predesign workshops and investigations, prepared designs for a variety of improvements, including grit removal/screening, ACTIFLO, new gravity filters, chemical feed facilities, solids handling, filter-to-waste features to the original facility, and a completely new plant-wide SCADA system design that includes new programmable logic controllers (PLCs), instrumentation, and a supervisory control station to automate the entire facility and minimize operating costs. New residuals handling facilities were also designed to effectively process waste streams and dry sludge on site through the use of a series of improved washwater recovery basins, sludge lagoons with decant structures, and sand drying beds. Designed two 20-mgd ACTIFLO treatment units, optimization of the existing filters to increase the maximum filtration rate to 10 gpm/sf, and four new filters was constructed adjacent to the plant filters designed to operate at 10 gpm/sf. Modifications were made to three pumping stations, including 5 mgd washwater recovery pumping station, 3 mgd decant pump station, and 14 mgd backwash pumping station. Also designed gunnite-lined ponds. His innovative approach of utilizing innovative technologies, such as the ACTIFLO process and high-rate deep bed filters, allowed the 45 mgd plant expansion to occur on the existing site with a savings of more than \$3 million over conventional low rate technology.

City of Vacaville, Diatomaceous Earth Water Treatment Plant, Vacaville, California

Project manager/engineer for design and construction of improvements to the 12 mgd diatomaceous earth water treatment plant. Improvements designed included drum screen; new diatomaceous earth filtration, piping,

valves, and controls; filter-to-waste piping; chemical feed systems; drying beds; baffled clearwell; and vertical turbine booster pumping station. In addition, provided support during construction and gained approval of the 1.5 gpm/sf filtration rate.

City of Albert Lea, South Water Treatment Plant, Albert Lea, Minnesota

The South Water Treatment Plant was experiencing a number of deficiencies, which included an inadequate aeration system, high hydraulic loading rates to the existing filters, large filter media, small clearwell volume, leaking filters, and an energy inefficient building. Evaluated the feasibility of expanding the treatment facility, modifying the existing backwash tank, and constructing a new treatment building. Provided technical input for the design of the new treatment facility.

Coos Bay / North Bend Water Board, Pony Creek Water Treatment Plant Expansion, Coos Bay, Oregon

Provided design support for \$10 million expansion of the 8 mgd Pony Creek Water Treatment Plant to 12 mgd. Improvements addressed major water quality and supply, treatment, distribution, structural, energy, site piping, security, distribution, and permitting issues. Improvements included installation of rapid mixing and mechanical flocculation; conversion to high-rate clarification using plate settlers and high-rate filtration using deep dual media; expansion of backwash pumping station and upgrades to low-lift pumping station; conversion of the backwash storage tank to a clearwell for primary disinfection; finished water distribution improvements, and construction of a new building that houses a new high-service pumping station, blower, and chemical feed facilities.

Rancho Murieta Community Services District, Rio Oso Tank Rehabilitation, Rancho Murieta, California

Principal-in-Charge for preliminary design and design of improvements to rehabilitate the 1.2 million-gallon (MG) welded steel Rio Oso Tank, which was plagued with corrosion problems. Improvements included replacing structural members in the tank roof, bringing the tank up to current seismic code by adding a new steel plate around the perimeter of the lower tank wall and constructing a new foundation at the perimeter of the existing tank foundation with new anchorage, recoating the tank, and providing temporary bypass and storage facilities to ensure adequate fire flow storage while the Rio Oso Tank is off-line.

California Department of Corrections, Pelican Bay Prison Wastewater Treatment Plant, Pelican Bay, California

Project engineer for design of improvements to the 0.8 mgd Pelican Bay Prison advanced wastewater treatment plant, including headworks, oxidation ditch, and dynasand continuous backwash filter. The headworks design included fine screening, screening washer, grinder, flow metering, and control gates.

Carmel Area Wastewater District, Wastewater Treatment Plant Improvements, Carmel, California

Quality control reviewer for design of improvements to the 4 mgd water reclamation plant, including Dynasand continuous backwash filters.

City of Ione, Filtration System, Ione, California

Designed a Parkson dynasand upflow continuous backwash filtration system for 1.2 mgd Castle Oaks effluent reclamation facility.

City of San Jose, Filter Rehabilitation, San Jose, California

HDR project manager for condition assessment and conceptual design for filter rehabilitation improvements at the 167 mgd San José-Santa Clara Regional Wastewater Facility. The comprehensive condition assessment of the filtration process consisted of visual inspections and limited non-destructive/operational testing. The process mechanical component, structural, electrical, and instrumentation systems were reviewed, and operability and maintainability of the filtration process was evaluated. The condition assessment report summarizes the results of the condition assessment, and includes estimates on years of remaining useful life, and identifies and prioritizes what specific areas need repairs or replacement. Also provided preliminary evaluation of alternatives. Filter rehabilitation alternatives that were evaluated included rehabilitation of the existing granular media filters, new granular media filters in a new location, and a combination of existing granular media filter rehabilitation and new cloth or steel disk filters. Alternatives for equipping the filters with air scour systems that were evaluated included air scour with gravel, air scour with panels, and air scour with new underdrains. Recommended improvements included replacing the filter media, installing air scour system in filters for backwash, and installing air supply system for filter air scour. A preliminary site layout, preliminary process mechanical plans and sections of significant facilities with preliminary dimensions to facilitate estimating, preliminary electrical single line diagram, Class 5 opinion of probable construction cost, and preliminary process and instrumentation diagrams were prepared for the recommended alternative.

City of Pocatello, Wastewater Treatment Plant Phase 1 Improvements, Pocatello, Idaho

Designed dual media filtration facilities during Phase 1 upgrades to the 7 mgd wastewater treatment plant. Improvements were needed to meet the new NPDES permit effluent limitations for total phosphorus (TP) that were derived from a Total Maximum Daily Loading (TMDL) for TP, and also included a new 28 mgd ultraviolet (UV) disinfection facility, aeration basin upgrade to biological nutrient removal (BNR), and headworks screening with washer/compactor facilities.



Ambarish Ravi, PE

Project Engineer

Ambarish is a civil engineer with 9 years of experience managing, planning, and designing projects in the water industry that have included water and wastewater treatment plants, storage tanks, and pump stations. He has led the design on planning level studies, conceptual and preliminary design, and final design for green-field and rehabilitation projects. He has also supported projects during their construction phase. His project management experience includes working with large teams in multiple regions and managing design, budgets, schedules, project risks, and staffing resources.

EDUCATION

M.S., Civil and Environmental Engineering, Texas A&M University, College Station

B.S., Civil Engineering, Visvesvaraya National Institute of Technology (VNIT), Nagpur, India

REGISTRATIONS

Professional Civil Engineer, California, No. C89353
Texas, No. 118815

PROFESSIONAL MEMBERSHIPS

California Water Environment Association, Young Professionals Committee Chair (2018 & 2019)

Water Environment Association of Texas, Treasurer (2016), Secretary (2015), Young Professionals Chair (2013 & 2014)

HDR TENURE

2 Years

INDUSTRY TENURE

9 Years

SELECT RELEVANT EXPERIENCE

San Benito County Water District, Water Supply Facility Plan and Feasibility Study, Hollister, California

Ambarish is the project manager for this facility planning project to determine water supply options to provide fire flow and meet the future water demand for the Hollister Urban Area. Water supply facilities included conceptual design of water wells, evaluation of groundwater hardness treatment options, such as pellet softening and ion exchange, and comparison to water from wells that did not require treatment, but needed extensive pipelines. Other facilities included booster pumping facilities and storage tanks.

Baytown Area Water Authority, Surface Water Treatment Plant, Baytown, Texas

Ambarish was the assistant project manager for the preliminary and final design of a green-field 6 MGD surface water treatment plant. The project scope included the preparation of a preliminary engineering report and final design contract documents. His role included the design of a canal raw water intake structure, two 5 million gallon forebays, 6 MGD low-lift pump stations, high-rate Superpulsator clarifiers, dual-media self-backwashing filters, chemical feed and storage systems, sludge lagoons, and sludge land application processes. The chemical design of the facility involved dosing chloramines and chlorine dioxide for disinfection, ferric chloride and polymer for coagulation, zinc polyphosphates, and caustic soda. Ambarish was also involved in the site development and yard piping plan.

City of Houston, Northeast Water Purification Plant Sludge System Rehabilitation, Houston, Texas

The existing 80 MGD surface water treatment plant had issues producing 80 MGD water due to bottlenecks in the sludge management processes. As the assistant project manager, Ambarish prepared a preliminary engineering report for rehabilitation of the sludge management processes, including the addition of a gravity thickener, modification to the chemical process, sludge homogenizing



tank and sludge pumps, and the addition of a two-story dewatering building that housed four belt presses and five conveyors.

City of San Mateo, Nutrient Removal and Wet Weather Flow Management Upgrade and Expansion, San Mateo, California

Ambarish is a project engineer providing schematic design and final design services for headworks, primary and secondary treatment improvements to the 60 MGD (wet weather) San Mateo/Estero Municipal Improvement District (EMID) Wastewater Treatment Plant. Ambarish is the design lead for rehabilitation and repurposing of five existing aeration basins into a wet weather flow equalization system and modifications to the existing pumping system into a flow equalization pumping station. The effort involved the use of a 3D scanning LiDAR device to document existing equipment and using that as a base for demolition and as a background for the Revit 3D model. Ambarish is also responsible for the connection of proposed solids piping from the headworks, primary and secondary systems to existing solids treatment facilities.

Gulf Coast Water Authority, Water Treatment Plant Solids Management Improvements, Texas City, Texas

Ambarish was the assistant project manager for the preliminary and final design that involved improvements to the sludge management systems for an existing 50 MGD surface water treatment plant. Two 12 MG sludge lagoons, a 50-year life monofill, detention ponds and pump stations were part of the project. The project also involved a permit application process for the monofill that involved public hearings.

Harris County Municipal Utility District #167, Wastewater Treatment Plant Rehabilitation and Expansion, Houston, Texas

Ambarish was the project engineer for the rehabilitation of existing facilities and expansion of a wastewater treatment plant from 4 MGD to 6.4 MGD (wet weather capacity) and the addition of sludge processing facilities. Ambarish led the design of new clarifiers, aeration basins, thickeners, coarse bubble diffusers, blowers, and return/waste activated sludge pumps, belt press, belt conveyors and a belt press building. The existing clarifiers, aerobic digesters and pumping systems were also rehabilitated. 2 existing treatment trains and outfalls were combined into one treatment train and the second treatment train was converted to sludge processing facilities. Construction phase support services were provided for the project during its construction.

Harris County Municipal Utility District #167, Lift Station Rehabilitation, Houston, Texas

Ambarish was the project engineer for the rehabilitation of five lift stations in HCMUD #167. All 13 pumps with a combined capacity of 15 MGD in the five lift stations were replaced with chopper pumps to resolve pump ragging issues and the existing piping and valves in the lift stations were replaced and rehabilitated. He also provided construction phase support for project.

City of Vallejo, Lakes Water System Water Supply Alternatives Analysis
Vallejo, California

Ambarish was the assistant project manager for this project evaluating various alternatives to increase water supply to the City's Lakes Water System by 1 MGD. Multiple water treatment alternatives, such as GAC Filtration, Actiflo Carb, and Ion Exchange processes were evaluated. Treatment alternatives were also compared to non-treatment alternative, such as pumping and storage facilities required to supply water from the City's main distribution system. The project also included assessment of storage required in the distribution system.

San Jacinto River Authority, Concrete Reservoir Design, Woodlands, Texas

Ambarish was the assistant project manager for this project that involved the demolition and replacement of a 1.8 MG concrete reservoir and associated civil, mechanical and electrical improvements. The project included abatement of asbestos during tank demolition. His role included construction phase support and oversight of start-up and commissioning activities.

San Jacinto River Authority, Glass-fused-to-steel Standpipe Design, Conroe, Texas

Ambarish was the project engineer for the design of a 120-foot tall, 25-foot diameter glass-fused-to-steel standpipe with a 450,000-gallon capacity. The project included design of an altitude valve for shutoff and site improvements at a green-field site. Services provided include construction phase support and oversight of start-up and commissioning activities.

City of Houston, Water Quality and Corrosion Control Study, Houston, Texas

As a project engineer, Ambarish investigated the reasons for the increase in water quality complaints for the City's Kingwood service region. Water quality complaints for a period of 10 years were analyzed to identify trends in complaints and correlate them to seasons, vicinity to elevated storage tanks, pipe breaks, and facility startups. Bench scale testing of the corrosion inhibitor used in the water plants were carried out. Recommendations were provided to reduce the water quality complaints that included the testing and replacement of the corrosion inhibitor.

City of San Luis Obispo, Program Management for WRRF Upgrade, San Luis Obispo, California

Ambarish is the project manager for this project to provide program management services for upgrades to the City's 5.1 mgd dry weather (22 mgd wet weather) water resource recovery facility. Services provided include managing project documentation, status, controls, and correspondence; administering project funding applications with state agencies and managing the design engineer during preliminary and final design. The current phase of the project involves program management during the construction phase.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: June 9, 2020

Report

Date: June 5, 2020

Subject: 1) Update the District's Organization Chart to a) Eliminate the Assistant General Manager Position; b) add an Accounting Manager Position; and c) Add a Maintenance Worker Position; 2) Approve the Accounting Manager Job Classification; 3) Adopt an Amended Salary Schedule that a) Removes the Assistant General Manager Position; b) Adds the Accounting Manager Position; and c) Includes a Cost of Living Adjustment increase of 2.5%, effective July 1, 2020.

Recommendation:

- 1) Approve the update to the District's Organization Chart to a) eliminate the Assistant General Manager position; b) add an Accounting Manager position; and c) add a Maintenance Worker Position
- 2) Approve the Accounting Manager Job Classification
- 3) Adopt an amended Salary Schedule that a) removes the Assistant General Manager position; b) adds the Accounting Manager position; and c) includes a Cost of Living Adjustment increase of 2.5%, effective July 1, 2020

Background:

The District's current organizational structure (see Exhibit A) includes an Assistant General Manager position that was vacated in October 2019. In evaluating the District's needs, Staff is recommending repurposing the position of Assistant General Manager and related budget as follows:

- 1) Replace the Assistant General Manager position with an Accounting Manager position who will assume many of the Accounting and Finance functions previously performed by the Assistant General Manager. Salary will be targeted at the same range of the Office Manager Position. (The draft Job Classification is included as Exhibit B.)
- 2) Add a Maintenance Worker Position. This position is an entry level position who would be hired at the District's lowest salary range. The salary schedule includes a salary range for a Maintenance Worker position however the Maintenance Worker position is not reflected on the current organization chart.

The financial impact of (1) and (2) will be budget neutral.

STAFF REPORT

Agenda: June 5, 2020

Subject: Salary Schedule and Personnel Considerations

Page Two

In hiring these positions, the District justification includes considerations for both succession planning and backup and cross-training of functions.

In addition to assuming Finance functions previously handled by the Assistant General Manager, the Accounting Manager position will also cross-train with the Office Manager in handling administrative functions for the District.

District Staff is requesting a Maintenance Worker Position be added primarily for succession planning purposes, but also to assume lower level tasks that are currently being done by operators or are outsourced. In the last two years, the District has struggled to hire credentialed operators, and consequently has had to hire staff without certifications. In anticipation of upcoming Staff retirements in the next few years, the District would like to hire an entry level maintenance worker who can be trained, can obtain required certifications on the job, and can eventually be promoted to an operator position.

Salary Schedule

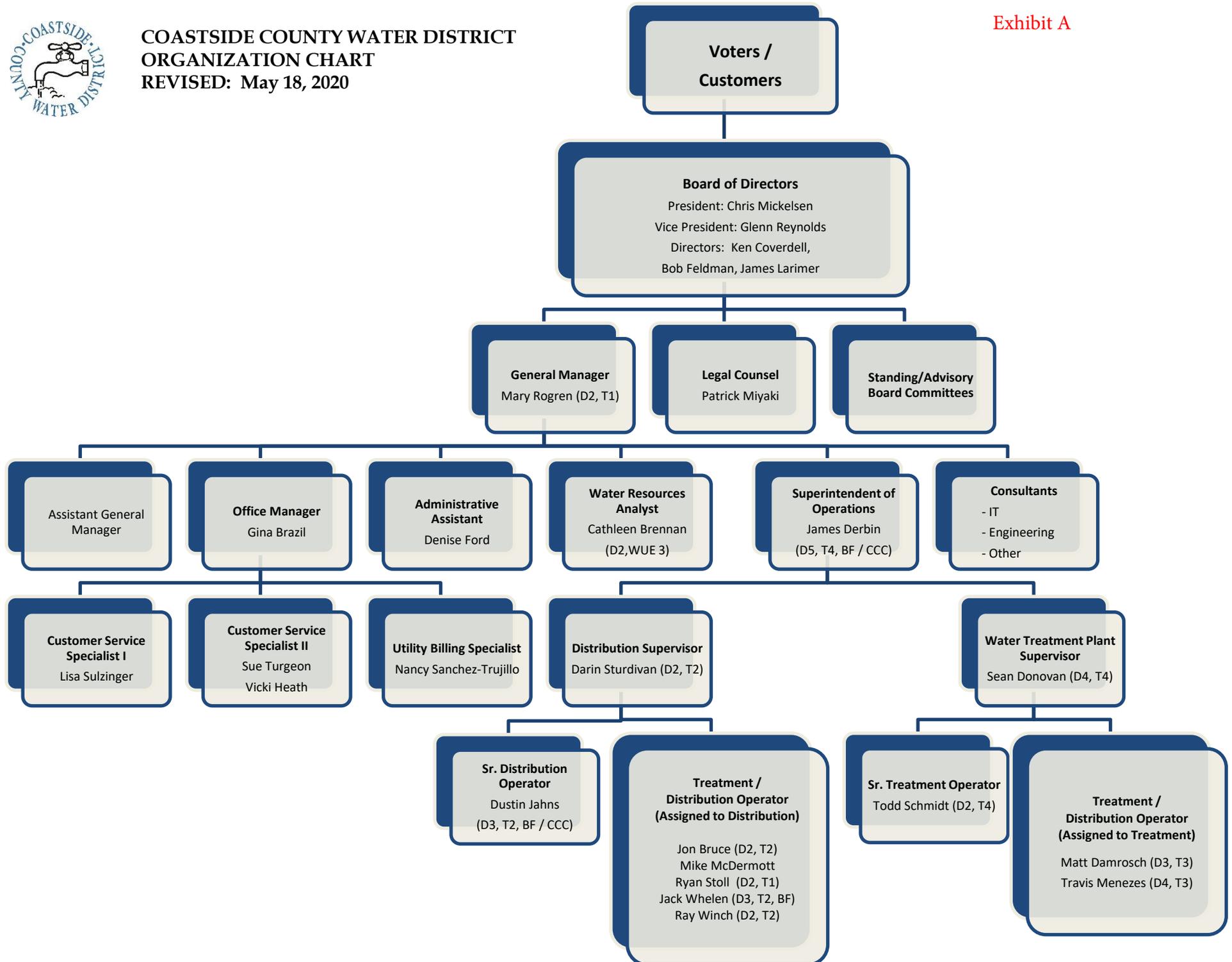
CalPERS requires Board approval of the salary schedule. (Exhibit C.) The proposed schedule reflects a 2.5% Cost of Living Adjustment (COLA) based upon the change in the Consumer Price Index – Urban Wage Earners and Clerical Workers – San Francisco-Oakland-San Jose, CA from February to February. The District’s Memorandum of Understanding with the Teamsters provides for an annual COLA increase.

The Accounting Manager position is also reflected in the updated salary schedule and the Assistant General Manager position has been removed.



**COASTSIDE COUNTY WATER DISTRICT
ORGANIZATION CHART
REVISED: May 18, 2020**

Exhibit A



**COASTSIDE COUNTY WATER DISTRICT
CLASS SPECIFICATION
ACCOUNTING MANAGER**

DRAFT

CLASS TITLE: ACCOUNTING MANAGER

DEFINITION

Under general supervision, manages and performs a variety of complex professional accounting tasks in support of the District's financial, accounting and administrative functions. Coordinates financial reporting and month-end closing; knows current GASB guidelines and ensures compliance with the District's policies, procedures, and regulations; oversees utility billing, accounts receivable and collections; accounts payable; account reconciliations; banking; budget preparation and rate study coordination; prepares analytical reports for presentation to management and other end users; monitors the District's Capital Improvement Program; and performs other financial related activities and special projects as assigned. Serves as a key liaison with the District's auditor.

DISTINGUISHING CHARACTERISTICS

This position reports to the General Manager and serves in a key accounting and compliance oversight role for the District. The position supervises the Utility Billing function and other accounting positions, as assigned; also supports the District's Administrative Services/Office Manager.

EXAMPLES OF DUTIES

Duties may include, but are not necessarily limited to:

- Oversees the accounting operations of the District including general ledger, utility billing; accounts receivable; collections; accounts payable, financial reporting, cash flow management; budget and activities.
- Provides timely and accurate financial reporting, including analyses of actual vs. budget variances for District Management and the Board of Directors.
- Ensures that effective internal controls are in place to minimize risks and to safeguard the District's assets; ensure accuracy of records; promote operational efficiency; and to encourage adherence with applicable federal, state and local regulatory laws and rules for financial reporting.
- Serves as a primary liaison with the District's auditors during the annual audit process and in the preparation of the District's Annual Financial Report.
- Prepares regulatory and other reporting including loan compliance certificates and State Controller reports.
- Coordinates preparation of the annual budget and Capital Improvement Program.
- Serves as a key contact with the District's Rate Consultant in the development of the District's Cost of Service Analysis and Financing Plan utilized in development of the

**COASTSIDE COUNTY WATER DISTRICT
CLASS SPECIFICATION
ACCOUNTING MANAGER**

District's rates to ensure rate equity and compliance with applicable laws and regulations.

- Oversees implementation and ongoing support of the District's Enterprise Systems including Utility Billing and Financial Software; Advanced Metering Infrastructure Software; Customer Engagement Software, GIS and Asset Management Software.
- Provides support to the District's Administrative Services/Office Manager.
- Performs other duties as directed by the General Manager.

MINIMUM QUALIFICATONS

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 four-year college or university with major course work in accounting, finance, business or a closely related field and four years of progressive accounting experience, including some supervisory experience. Experience performing accounting functions for a water district, utility agency, or other special district is desirable.

Knowledge of:

- Generally Accepted Accounting Principles (GAAP) and Basic Principles of Accounting as applied to Governmental Accounting Standards (GASB.)
- Principles, practices, methods, procedures and techniques used in governmental accounting, financial administration and budgeting.
- Financial statement preparation and financial reporting; financial analysis.
- Internal controls and processes and controls to ensure separation of duties and safeguarding of the District's asset.
- The District's Policies and Procedures and Regulations, and other pertinent regulatory requirements.
- Enterprise computer applications, MS Office applications.
- Techniques for account analyses and reconciliations.

Ability to:

- Communicate clearly and concisely, both orally and in writing
- Respond to emergency and problem situations in an effective manner
- Understand, explain and apply policies and procedures.
- Plan, organize, schedule, and coordinate activities and set priorities.
- Establish and maintain effective, pleasant and cooperative working relationships with Board members, employees, officials and the general public.
- Supervise, motivate, and train District employees in accounting related functions.

**COASTSIDE COUNTY WATER DISTRICT
CLASS SPECIFICATION
ACCOUNTING MANAGER**

Skill In:

- Leading and mentoring Staff.
- Attending to detail; troubleshooting; employing checks and balances and problem identification and solving techniques.
- Thinking through complex issues and recommending sound alternatives and solutions.
- Preparing spreadsheet analyses; data manipulation.
- Reviewing the work of others for accuracy.
- Principles and practices of business management.
- Verbal and written communication.
- Multitasking.

Licenses/Certificates: Possession of a valid Class C California State Driver's license.

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
- 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.

COASTSIDE COUNTY WATER DISTRICT
SALARY SCHEDULE FOR FISCAL YEAR 2020-2021

EFFECTIVE: July 1, 2020

Approved at Board Meeting:

| JOB TITLE | HOURLY RANGE BOTTOM | ANNUAL | HOURLY RANGE TOP | ANNUAL |
|--|---------------------|------------|------------------|------------|
| MANAGEMENT | | | | |
| GENERAL MANAGER | | | | \$ 235,750 |
| SUPERINTENDENT OF OPERATIONS | | \$ 139,850 | | \$ 170,407 |
| ADMINISTRATIVE | | | | |
| ADMINISTRATIVE ASSISTANT | \$ 44.280 | \$ 92,102 | \$ 53.256 | \$ 110,772 |
| OFFICE MANAGER | \$ 47.382 | \$ 98,555 | \$ 57.732 | \$ 120,083 |
| ACCOUNTING MANAGER | \$ 47.382 | \$ 98,555 | \$ 57.732 | \$ 120,083 |
| CUSTOMER SERVICE SPECIALIST I | \$ 29.785 | \$ 61,953 | \$ 36.290 | \$ 75,483 |
| CUSTOMER SERVICE SPECIALIST II | \$ 32.859 | \$ 68,347 | \$ 40.035 | \$ 83,273 |
| UTILITY BILLING SPECIALIST | \$ 40.011 | \$ 83,223 | \$ 48.749 | \$ 101,398 |
| WATER RESOURCE ANALYST | \$ 50.169 | \$ 104,352 | \$ 61.127 | \$ 127,144 |
| WATER EFFICIENCY SPECIALIST | \$ 36.268 | \$ 75,437 | \$ 44.190 | \$ 91,915 |
| OPERATIONS | | | | |
| DISTRIBUTION SUPERVISOR | \$ 52.533 | \$ 109,269 | \$ 64.006 | \$ 133,132 |
| TREATMENT PLANT SUPERVISOR | \$ 59.433 | \$ 123,621 | \$ 72.413 | \$ 150,619 |
| MAINTENANCE WORKER | \$ 29.785 | \$ 61,953 | \$ 36.290 | \$ 75,483 |
| MAINTENANCE WORKER II | \$ 31.275 | \$ 65,052 | \$ 38.105 | \$ 79,258 |
| TREATMENT/DISTRIBUTION OPERATOR (ASSIGNED TO DISTRIBUTION) | \$ 35.989 | \$ 74,857 | \$ 43.849 | \$ 91,206 |
| TREATMENT/DISTRIBUTION OPERATOR (ASSIGNED TO TREATMENT) | \$ 39.810 | \$ 82,805 | \$ 48.505 | \$ 100,890 |
| SR. DISTRIBUTION OPERATOR | \$ 43.180 | \$ 89,814 | \$ 52.614 | \$ 109,437 |
| SR. TREATMENT OPERATOR | \$ 48.779 | \$ 101,460 | \$ 59.432 | \$ 123,619 |

* All Coastside County Water District employees are paid on a bi-weekly schedule.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: June 9, 2020

Report

Date: June 5, 2020

Subject: Approval of Fiscal Year 2020-2021 Operations and Maintenance Budget; Review of Draft Fiscal Year 2020-2021 to 2029-30 Capital Improvement Program

Recommendation:

Approve the Fiscal Year 2020-2021 Operations and Maintenance Budget (Exhibit A.)

Background:

At the February 11 and March 10, 2020 Board meetings, Staff introduced a Draft Fiscal Year 2020-2021 Operations and Maintenance Budget. At the May 2020 Board meeting, Staff revised the draft budget in consideration of recent significant events that adversely impacted the District's draft budget, COVID 19 and the lack of rainfall in the local watershed. These impacts include:

- Given the shelter-in-place rules, commercial and visitor serving revenues have significantly decreased, as evidenced by a 54% year-over-year decline in water use in April and a 47% decline in May (representing a gross Revenue impact of \$75,000/month, or \$50,000 net.)
- The lack of local rainfall will result in the District shutting down Denniston in June until the next rainfall (November-December 2020.) Most of the District's water from now until December will come from Crystal Springs and SFPUC.

With new data for May, Staff has again updated a revised Draft 2020-2021 O&M Budget which reflects a \$756K decrease in contribution to CIP and Reserves from the budget prepared in February (but improved upon from a \$1M decrease presented at the May 2020 board meeting.)

STAFF REPORT**Agenda: June 9, 2020****Subject: FY2020-2021 O&M Budget – and CIP Review****Page 2**

The changes from the FY2019/2020 budget include:

- 1) \$200,000 gross revenue reduction or 18 Million Gallons assuming a 25% decrease in commercial/visitor serving revenue and partial loss of revenue from a major agricultural customer
- 2) \$400,000 increases in purchased water costs due to the inability to use local sources water for the July-December 2020 timeframe
- 3) \$50,000 estimated increase in COVID related bad debt
- 4) \$100,000 increases in other costs including personnel, operations and maintenance and administration.

A recap of the revised draft budget as compared to the prior year's budget follows below. (See Exhibit A for full version.)

| | FY 2020/21 Draft Budget 6/2020 update | FY 2019/20 Approved Budget | \$ Change from Prior Budget | % Change from Prior Budget |
|---|---|----------------------------------|--------------------------------|----------------------------------|
| REVENUE | | | | |
| <i>Water Sales in Million Gallons</i> | 580 MG | 598 MG | | |
| Water Revenue (1) | \$ 12,096,000 | \$ 12,300,000 | \$ (204,000) | -1.7% |
| Non-Operating Revenue | \$ 1,452,250 | \$ 1,385,570 | \$ 66,680 | 4.8% |
| Total Revenue | \$ 13,548,250 | \$ 13,685,570 | \$ (137,320) | -1.0% |
| OPERATING EXPENSES | \$ 9,301,174 | \$ 8,630,824 | \$ 670,351 | 7.8% |
| DEBT SERVICE | \$ 1,092,748 | \$ 1,144,611 | \$ (51,863) | -4.5% |
| CONTRIBUTION TO CIP AND RESERVES | \$ 3,154,327 | \$ 3,910,135 | \$ (755,808) | -19.3% |

(1) FY 2020/21 Water Revenue does not include a rate increase - still to be determined

District Staff reviewed the draft budget with the Finance Committee in June 2020. As the new fiscal year begins July 1, 2020, Staff recommends that the Draft Fiscal Year 2020-2021 Budget as presented be approved. (Note that the budget may be updated later in the year given adjustments to revenue and rates.)

Draft Fiscal Year 2020-2021 to 2029-30 Capital Improvement Program (CIP) and Cash Flow:

In May 2020, Staff met with the Facilities Committee on an updated Draft Fiscal Year 2020-2021 to 2029-30 Capital Improvement Program (see Exhibit B). Staff will provide updates at the June Board meeting on the major projects included in the 5-year plan (total of \$24,675,000) including significant improvement to the Nunes Treatment Plant and Tanks.

STAFF REPORT

Agenda: June 9, 2020

Subject: FY2020-2021 O&M Budget – and CIP Review

Page 3

Staff plans to meet with the Facilities Committee again in June to review engineering updates and to finalize an updated draft to be used by Raftelis Financial Consultants in their rate study modeling to be presented at the July 2020 Board Meeting.

YEAR 1 Operations & Maintenance Budget - FY 2020-2021

| | | Updated 6.3.2020 Proposed FY2020/21 | Approved FY 2019/20 | FY20/21 Budget Vs. FY 19/20 Budget | FY20/21 Budget Vs. FY 19/20 Budget % | Proj Year End FY19/20 | FY 20/21 Budget Vs. FY 19/20 Projected Actual | FY 20/21 Budget Vs. FY 19/20 Projected Actual % | YTD Actual FY 19/20 as of May 31, 2020 |
|------------------------------------|------------------------------------|---|------------------------|--|--|--------------------------|---|---|---|
| Account Number | Description | Budget | Budget | \$ Change | % Change | | \$ Change | % Change | |
| OPERATING REVENUE | | | | | | | | | |
| 4120 | Water Sales * | \$12,096,000 | \$12,300,000 | -\$204,000 | -1.7% | \$12,300,000 | -\$204,000 | -1.7% | \$11,388,827 |
| | Water Sales in MG | 580 MG | 598 MG | | | | | | |
| Total Operating Revenue | | \$12,096,000 | \$12,300,000 | -\$204,000 | -1.7% | \$12,300,000 | -\$204,000 | -1.7% | \$11,388,827 |
| NON-OPERATING REVENUE | | | | | | | | | |
| 4170 | Hydrant Sales | \$50,000 | \$50,000 | \$0 | 0.0% | \$55,000 | -\$5,000 | -9.1% | \$53,501 |
| 4180 | Late Penalty | \$25,000 | \$60,000 | -\$35,000 | -58.3% | \$52,889 | -\$27,889 | -52.7% | \$52,889 |
| 4230 | Service Connections | \$10,000 | \$10,000 | \$0 | 0.0% | \$10,494 | -\$494 | -4.7% | \$10,494 |
| 4920 | Interest Earned | \$56,250 | \$6,270 | \$49,980 | 797.1% | \$80,000 | -\$23,750 | -29.7% | \$87,461 |
| 4930 | Property Taxes | \$750,000 | \$725,000 | \$25,000 | 3.4% | \$860,647 | -\$110,647 | -12.9% | \$860,647 |
| 4950 | Miscellaneous | \$7,000 | \$25,000 | -\$18,000 | -72.0% | \$28,863 | -\$21,863 | -75.7% | \$28,863 |
| 4955 | Cell Site Lease Income | \$179,000 | \$171,300 | \$7,700 | 4.5% | \$171,300 | \$7,700 | 4.5% | \$154,113 |
| 4965 | ERAF Refund | \$375,000 | \$338,000 | \$37,000 | 10.9% | \$501,486 | -\$126,486 | -25.2% | \$501,487 |
| Total Non-Operating Revenue | | \$1,452,250 | \$1,385,570 | \$66,680 | 4.8% | \$1,760,679 | -\$308,429 | -17.5% | \$1,749,455 |
| TOTAL REVENUES | | \$13,548,250 | \$13,685,570 | -\$137,320 | -1.0% | \$14,060,679 | -\$512,429 | -3.6% | \$13,138,282 |
| OPERATING EXPENSES | | | | | | | | | |
| 5130 | Water Purchased | \$ 2,114,940 | \$1,771,945 | \$342,995 | 19.4% | \$1,842,720 | \$272,220 | 14.8% | \$1,620,822 |
| 5130A | BAWSCA Bond Surcharge | \$226,620 | \$170,003 | \$56,617 | 33.3% | \$107,280 | \$119,340 | 111.2% | \$98,340 |
| 5230 | Electrical Exp. Nunes WTP | \$41,000 | \$45,259 | -\$4,259 | -9.4% | \$39,000 | \$2,000 | 5.1% | \$34,614 |
| 5231 | Electrical Expenses, CSP | \$350,000 | \$357,305 | -\$7,305 | -2.0% | \$300,000 | \$50,000 | 16.7% | \$256,689 |
| 5232 | Electrical Expenses/Trans. & Dist. | \$21,000 | \$28,584 | -\$7,584 | -26.5% | \$20,000 | \$1,000 | 5.0% | \$15,680 |
| 5233 | Elec Exp/Pilarcitos Cyn | \$43,000 | \$42,000 | \$1,000 | 2.4% | \$42,000 | \$1,000 | 2.4% | \$32,322 |
| 5234 | Electrical Exp., Denn | \$110,000 | \$137,800 | -\$27,800 | -20.2% | \$120,000 | -\$10,000 | -8.3% | \$107,310 |
| 5242 | CSP - Operation | \$16,500 | \$11,128 | \$5,372 | 48.3% | \$16,000 | \$500 | 3.1% | \$14,270 |
| 5243 | CSP - Maintenance | \$37,000 | \$37,000 | \$0 | 0.0% | \$37,000 | \$0 | 0.0% | \$29,419 |
| 5246 | Nunes WTP Oper | \$90,000 | \$80,964 | \$9,036 | 11.2% | \$85,000 | \$5,000 | 5.9% | \$70,857 |
| 5247 | Nunes WTP Maint | \$125,000 | \$122,500 | \$2,500 | 2.0% | \$85,000 | \$40,000 | 47.1% | \$90,365 |
| 5248 | Denn. WTP Oper. | \$55,000 | \$49,000 | \$6,000 | 12.2% | \$60,000 | -\$5,000 | -8.3% | \$57,829 |
| 5249 | Denn WTP Maint | \$132,000 | \$104,000 | \$28,000 | 26.9% | \$150,000 | -\$18,000 | -12.0% | \$141,670 |
| 5250 | Laboratory Expenses | \$75,000 | \$75,000 | \$0 | 0.0% | \$75,000 | \$0 | 0.0% | \$54,594 |
| 5260 | Maintenance Expenses | \$348,500 | \$300,000 | \$48,500 | 16.2% | \$335,000 | \$13,500 | 4.0% | \$295,904 |
| 5261 | Maintenance, Wells | \$30,000 | \$40,000 | -\$10,000 | -25.0% | \$44,630 | -\$14,630 | -32.8% | \$44,630 |
| 5263 | Uniforms | \$10,000 | \$12,500 | -\$2,500 | -20.0% | \$10,000 | \$0 | 0.0% | \$5,230 |
| 5318 | Studies/Surveys/Consulting | \$150,000 | \$160,000 | -\$10,000 | -6.3% | \$125,000 | \$25,000 | 20.0% | \$87,171 |
| 5321 | Water Resources | \$26,000 | \$26,200 | -\$200 | -0.8% | \$6,000 | \$20,000 | 333.3% | \$3,399 |
| 5322 | Community Outreach | \$58,400 | \$56,900 | \$1,500 | 2.6% | \$55,000 | \$3,400 | 6.2% | \$33,630 |
| 5381 | Legal | \$100,000 | \$100,000 | \$0 | 0.0% | \$145,000 | -\$45,000 | -31.0% | \$128,985 |
| 5382 | Engineering | \$66,000 | \$62,000 | \$4,000 | 6.5% | \$100,000 | -\$34,000 | -34.0% | \$74,495 |
| 5383 | Financial Services | \$22,000 | \$22,000 | \$0 | 0.0% | \$22,000 | \$0 | 0.0% | \$11,382 |
| 5384 | Computer Services | \$211,500 | \$167,600 | \$43,900 | 26.2% | \$195,000 | \$16,500 | 8.5% | \$152,638 |
| 5410 | Salaries, Admin. | \$1,223,311 | \$1,179,832 | \$43,479 | 3.7% | \$1,050,000 | \$173,311 | 16.5% | \$922,333 |
| 5411 | Salaries - Field | \$1,501,399 | \$1,461,020 | \$40,380 | 2.8% | \$1,450,000 | \$51,399 | 3.5% | \$1,280,906 |
| 5420 | Payroll Taxes | \$191,701 | \$183,582 | \$8,119 | 4.4% | \$190,000 | \$1,701 | 0.9% | \$163,561 |
| 5435 | Employee Medical Insurance | \$511,400 | \$481,419 | \$29,982 | 6.2% | \$455,000 | \$56,400 | 12.4% | \$410,372 |
| 5436 | Retiree Medical Insurance | \$69,562 | \$55,274 | \$14,288 | 25.8% | \$54,000 | \$15,562 | 28.8% | \$46,335 |
| 5440 | Employee Retirement | \$496,240 | \$619,321 | -\$123,082 | -19.9% | \$450,000 | \$46,240 | 10.3% | \$398,523 |

YEAR 1 Operations & Maintenance Budget - FY 2020-2021

| Account Number | Description | Updated 6.3.2020 Proposed FY2020/21 Budget | Approved FY 2019/20 Budget | FY20/21 Budget Vs. FY 19/20 Budget \$ Change | FY20/21 Budget Vs. FY 19/20 Budget % % Change | Proj Year End FY19/20 | FY 20/21 Budget Vs. FY 19/20 Projected Actual \$ Change | FY 20/21 Budget Vs. FY 19/20 Projected Actual % % Change | YTD Actual FY 19/20 as of May 31, 2020 |
|---|--|---|----------------------------------|---|--|--------------------------|--|---|---|
| 5445 | SIP 401a Plan | \$35,000 | \$35,000 | \$0 | 0.0% | \$35,000 | \$0 | 0.0% | \$0 |
| 5510 | Motor Vehicle Exp. | \$75,000 | \$63,000 | \$12,000 | 19.0% | \$95,000 | -\$20,000 | -21.1% | \$88,104 |
| 5620 | Office & Facilities Expenses | \$163,500 | \$146,219 | \$17,281 | 11.8% | \$170,000 | -\$6,500 | -3.8% | \$157,203 |
| 5620A | Credit Card/bank Fees & Billing Expenses | \$150,000 | \$107,000 | \$43,000 | 40.2% | \$140,000 | \$10,000 | 7.1% | \$122,453 |
| 5620B | Bad Debt Expense | \$50,000 | \$10,000 | \$40,000 | 400.0% | \$10,000 | \$40,000 | 400.0% | \$6,424 |
| 5625 | Meetings/Training/Seminars | \$33,000 | \$27,000 | \$6,000 | 22.2% | \$23,000 | \$10,000 | 43.5% | \$19,940 |
| 5630 | Insurance | \$159,000 | \$137,000 | \$22,000 | 16.1% | \$135,000 | \$24,000 | 17.8% | \$114,610 |
| 5687 | Memberships & Subscriptions | \$85,100 | \$78,970 | \$6,130 | 7.8% | \$78,970 | \$6,130 | 7.8% | \$74,035 |
| 5688 | Election Expense | \$30,000 | \$0 | \$30,000 | | \$0 | \$30,000 | | \$0 |
| 5689 | Labor Relations | \$6,000 | \$6,000 | \$0 | 0.0% | \$0 | \$6,000 | | \$0 |
| 5700 | County Fees | \$25,000 | \$24,000 | \$1,000 | 4.2% | \$24,000 | \$1,000 | 4.2% | \$17,349 |
| 5705 | State Fees | \$36,500 | \$36,500 | \$0 | 0.0% | \$36,500 | \$0 | 0.0% | \$32,453 |
| Total Operating Expenses | | \$9,301,174 | \$8,630,824 | \$670,351 | 7.8% | \$8,413,100 | \$888,074 | 10.6% | \$7,316,846 |
| CAPITAL ACCOUNTS | | | | | | | | | |
| 5712 | Existing Bonds - 2006B | \$0 | \$484,831 | -\$484,831 | -100.0% | \$0 | \$0 | | \$0 |
| 5715 | Existing Bond-CIEDB 11-099 | \$335,825 | \$335,977 | -\$152 | 0.0% | \$335,977 | -\$152 | 0.0% | \$335,977 |
| 5716 | CIEDB 16-111 | \$323,357 | \$323,803 | -\$446 | -0.1% | \$323,803 | -\$446 | | \$323,803 |
| 5717 | Chase-2018 Loan | \$433,567 | | \$433,567 | | \$433,567 | \$0 | | \$435,951 |
| Total Capital Accounts | | \$1,092,748 | \$1,144,611 | -\$51,863 | -4.5% | \$1,093,347 | -\$598 | -0.1% | \$1,095,731 |
| TOTAL REVENUE LESS TOTAL EXPENSE | | \$3,154,327 | \$3,910,135 | -\$755,808 | -19.3% | \$4,554,232 | -\$1,399,905 | -30.7% | \$4,725,705 |
| 5713 | Cont. to CIP & Reserves | \$3,154,327 | | | | | | | |

% Budgeted Increase 0%

| Project # | Project Name | FY19/20 Carryover to FY 20/21 | FY 20/21 | FY 21/22 | FY 22/23 | FY 23/24 | FY 24/25 | FY 25/26 | FY26/27 | FY27/28 | FY28/29 | FY 29/30 | Projected FY 20/21 to FY 29/30 Total |
|---|--|-------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|---------------------|---------------------|---------------------|---------------------|--|
| Equipment Purchase & Replacement | | | | | | | | | | | | | |
| 06-03 | SCADA/Telemetry/Electric Controls Replacement | | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 500,000 |
| 15-04 | Vactor Truck/Trailer | | | | | | | \$ 500,000 | | | | | \$ 500,000 |
| 19-04 | Valve truck | | \$ 200,000 | | | | | | | | | | \$ 200,000 |
| 20-04 | Asset Management/GIS Software/Planning Software | \$ 60,000 | \$ 60,000 | | | | | | | | | | \$ 60,000 |
| 99-02 | Vehicle Fleet Replacement | | | | \$ 40,000 | \$ 40,000 | \$ 40,000 | \$ 40,000 | \$ 40,000 | \$ 40,000 | \$ 40,000 | \$ 40,000 | \$ 320,000 |
| | Equipment Purchase & Replacement Totals | \$ 60,000 | \$ 310,000 | \$ 50,000 | \$ 90,000 | \$ 90,000 | \$ 90,000 | \$ 590,000 | \$ 90,000 | \$ 90,000 | \$ 90,000 | \$ 90,000 | \$ 1,580,000 |
| Facilities & Maintenance | | | | | | | | | | | | | |
| 08-08 | PRV Valves Replacement Project | | | | | | | | | | | | \$ - |
| 09-09 | Fire Hydrant Replacement | | | \$ 140,000 | \$ 140,000 | \$ 140,000 | \$ 140,000 | \$ 140,000 | \$ 140,000 | \$ 140,000 | \$ 140,000 | \$ 140,000 | \$ 1,260,000 |
| 15-03 | District Administration/Operations Center | | | | | | | | | | | \$ 3,000,000 | \$ 3,000,000 |
| 20-07 | District Office Improvements | \$ 40,000 | | | | | | | | | | | \$ - |
| 17-15 | Pilarcitos Canyon Emergency Road Repairs | | | | | | | | | | | | \$ - |
| 18-13 | Denniston WTP and Tank Road Repairs and Paving | \$ 400,000 | | | | | | | | | | | \$ - |
| 99-01 | Meter Change Program | | \$ 20,000 | \$ 20,000 | \$ 20,000 | \$ 20,000 | \$ 20,000 | \$ 20,000 | \$ 20,000 | \$ 20,000 | \$ 20,000 | \$ 20,000 | \$ 200,000 |
| | Facilities and Maintenance Totals | \$ 440,000 | \$ 20,000 | \$ 160,000 | \$ 160,000 | \$ 160,000 | \$ 160,000 | \$ 3,160,000 | \$ 4,460,000 |
| Pipeline Projects | | | | | | | | | | | | | |
| 13-02 | Replace 8 Inch Pipeline Under Creek at Pilarcitos Ave (Strawflower) | | \$ 750,000 | | | | | | | | | | \$ 750,000 |
| 14-01 | Highway 92 - Replace Welded Steel Line | \$ 700,000 | | | | | | \$ 250,000 | \$ 2,000,000 | \$ 1,000,000 | | | \$ 3,250,000 |
| 14-27 | Grandview 2 Inch Replacement | | | | | | | \$ 1,650,000 | | | | | \$ 1,650,000 |
| 14-29 | Replace 2 Inch GS Purissima Way | | | | \$ 125,000 | | | | | | | | \$ 125,000 |
| 14-33 | Miramar Cast Iron Pipeline Replacement | | | | | | | \$ 50,000 | \$ 1,000,000 | \$ 1,500,000 | | | \$ 2,550,000 |
| 16-09 | Slipline 10 Inch Pipeline in Magellan at Hwy 1/Miramar Deadends | | | | | | | | | \$ 450,000 | | | \$ 450,000 |
| 18-01 | Pine Willow Oak Pipeline Replacement | | | | | | | | \$ 2,300,000 | | | | \$ 2,300,000 |
| 20-08 | Highway 1 (Silver/Terrace/Grandview/Spindrift) -Replacement of Highway 1 crossings (using jack and bore) | | | | | | | | | \$ 200,000 | \$ 1,800,000 | | \$ 2,000,000 |
| 21-01 | Redondo Beach Loop to St Andrews Road | | | | | | | | | \$ 150,000 | | | \$ 150,000 |
| NN-00 | Unscheduled CIP | | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 1,000,000 | \$ 1,000,000 | \$ 1,000,000 | \$ 3,700,000 |
| | Pipeline Projects Totals | \$ 700,000 | \$ 850,000 | \$ 100,000 | \$ 225,000 | \$ 100,000 | \$ 100,000 | \$ 2,050,000 | \$ 5,400,000 | \$ 4,300,000 | \$ 2,800,000 | \$ 1,000,000 | \$ 16,925,000 |

| Project # | Project Name | FY19/20 Carryover to FY 20/21 | FY 20/21 | FY 21/22 | FY 22/23 | FY 23/24 | FY 24/25 | FY 25/26 | FY26/27 | FY27/28 | FY28/29 | FY 29/30 | Projected FY 20/21 to FY 29/30 Total |
|----------------------------------|--|-------------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--|
| Pump Stations/Tanks/Wells | | | | | | | | | | | | | |
| 21-07 | Half Moon Bay Tanks #2/#3 Replacement/Rehabilitation | | \$ 500,000 | | | \$ 4,000,000 | \$ 2,500,000 | | | | | | \$ 7,000,000 |
| 08-14 | Alves Tank Rehabilitation/Replacement | | | \$ 2,000,000 | | | | | | | | | \$ 2,000,000 |
| 19-01 | EG#1 Tank Demolition/New Pump Station | | | | \$ 800,000 | | | | | | | | \$ 800,000 |
| 14-33 | Miramar Tank - Chime and Tank Rehab | | | | | | \$ 75,000 | \$ 1,600,000 | | | | | \$ 1,675,000 |
| 08-16 | Cahill Tank Roof Rehabilitation | | | \$ 50,000 | | | | | | | | | \$ 50,000 |
| 20-16 | Denniston Tank Roof Rehabilitation | | | \$ 50,000 | | | | | | | | | \$ 50,000 |
| 09-18 | Pilarcitos Well Field Improvements (well #1) | | | | \$ 250,000 | | | | | | | | \$ 250,000 |
| 16-08 | Denniston Well Field Improvements | | | | | | | \$ 150,000 | | | | | \$ 150,000 |
| 21-02 | Pilarcitos Reservoir Spillway - Pump/Emergency Generator | | \$ 100,000 | | | | | | | | | | \$ 100,000 |
| 20-01 | CSP Pump #1 Replacement | | | | | | | | | \$ 100,000 | | | \$ 100,000 |
| | CSP Pump #3 Replacement | | | | | | | | | \$ 80,000 | | | \$ 80,000 |
| 19-05 | Tanks - THM Control | | \$ 60,000 | \$ 50,000 | | | | | | | | | \$ 110,000 |
| | Pump Stations/Tanks/Wells Totals | \$ - | \$ 660,000 | \$ 2,150,000 | \$ 1,050,000 | \$ 4,000,000 | \$ 2,575,000 | \$ 1,750,000 | \$ - | \$ 180,000 | \$ - | \$ - | \$ 12,365,000 |
| Water Supply Development | | | | | | | | | | | | | |
| 12-12 | San Vicente Diversion and Pipeline | | \$ 300,000 | \$ 300,000 | \$ 300,000 | \$ 1,000,000 | \$ 1,000,000 | | | | | | \$ 2,900,000 |
| 13-04 | Denniston Reservoir Restoration | | | | | | \$ 1,000,000 | | | | | | \$ 1,000,000 |
| 17-12 | Recycled Water Project Development | | | | | | | \$ 100,000 | | | | | \$ 100,000 |
| | Water Supply Development Totals | \$ - | \$ 300,000 | \$ 300,000 | \$ 300,000 | \$ 1,000,000 | \$ 2,000,000 | \$ 100,000 | \$ - | \$ - | \$ - | \$ - | \$ 4,000,000 |
| Water Treatment Plants | | | | | | | | | | | | | |
| 20-14 | Nunes Treatment Plant Improvements (Filter Upgrade; Air Scour, Clear Well Rehab, Sed Basin Redundancy and Rehab) | | \$ 700,000 | \$ 3,000,000 | \$ 3,800,000 | | | | | | | | \$ 7,500,000 |
| 21-04 | Nunes/Denniston Turbidimeter Replacement | | \$ 75,000 | | | | | | | | | | \$ 75,000 |
| 21-05 | Denniston - Effluent Meter | | | | | | | | | | | | \$ - |
| 21-06 | Nunes - Effluent Meter | | | | \$ 100,000 | | | | | | | | \$ 100,000 |
| 13-05 | Denniston WTP and Booster Standby Power | \$ 300,000 | \$ - | | | | | | | | | | \$ - |
| | Water Treatment Plants Totals | \$ 300,000 | \$ 775,000 | \$ 3,000,000 | \$ 3,900,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 7,675,000 |
| GRAND TOTAL | | \$ 1,500,000 | \$ 2,915,000 | \$ 5,760,000 | \$ 5,725,000 | \$ 5,350,000 | \$ 4,925,000 | \$ 4,650,000 | \$ 5,650,000 | \$ 4,730,000 | \$ 3,050,000 | \$ 4,250,000 | \$ 47,005,000 |

Estimated CIP used for Raftelis 3/2020 study

| | |
|----------------|--|
| 5 years | \$ 24,675,000 |
| 5 year average | \$ 4,935,000 |
| | \$ 5,465,000 \$ 4,780,000 \$ 5,485,000 \$ 5,350,000 \$ 4,400,000 \$ 25,480,000 |

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: June 9, 2020

Report Date: June 5, 2020

Subject Resolution 2020-02 Calling for and Giving Notice of a Regular District Election to be held on Tuesday, November 3, 2020 and Requesting the County Elections Department to Conduct this Election

Recommendation:

Adopt Resolution 2020-02 Calling for and Giving Notice of a Regular District Election to be held on Tuesday, November 3, 2020 and Requesting the County Elections Department to Conduct this Election.

Background:

The regular District election will be held on November 3, 2020. Three zones (Zone 1, 3, and 4) are up for election (4-year terms). These zones are currently held by Director Glenn Reynolds (Zone 1); Director Ken Coverdell (Zone 3) and Director Jim Larimer (Zone 3). There is no current incumbent in Zone 4. Under state law, the District must submit a formal request to the County Elections Department to perform all of the services required to conduct the District election. Having those services consolidated with other county and statewide elections that may be held on November 3, 2020 results in a substantial cost savings to the District.

Candidate's statements will be included in the ballot materials prepared by the Elections Department. The Board has discretion to determine whether candidate's statements will be a maximum of 200 or 400 words, and whether the cost attributed to the statements will be charged to the District or the candidates. The draft Resolution presented here specifies a 200-word limit to be paid by the candidates themselves, in accordance with past District practice.

Candidate filing for the election will be open July 13, 2020 and close on August 7, 2020. All candidates running for office must file a Form 700 Statement of Economic Interest. Candidate Seminars have been scheduled for Wednesday, July 8, 2020 and Thursday, July 23, 2020 at the Elections Office located at 40 Tower Road in San Mateo.

Fiscal Impact:

Estimated election expense of \$30,000 is included in the draft Fiscal Year 2020-2021 budget.

RESOLUTION NO. 2020-02

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
COASTSIDE COUNTY WATER DISTRICT CALLING FOR AND GIVING
NOTICE OF A REGULAR DISTRICT ELECTION TO BE HELD ON
TUESDAY NOVEMBER 3, 2020 AND REQUESTING THE COUNTY
ELECTIONS DEPARTMENT TO CONDUCT THE ELECTION**

The Governing Board of the Coastside County Water District hereby resolves as follows:

WHEREAS, pursuant to Elections Code Section 10002, the governing body of any district may by resolution request the Board of Supervisors of the county to permit the county elections official to render specified services to the district relating to the conduct of an election; and

WHEREAS, the resolution of the governing body of the district shall specify the services requested; and

WHEREAS, pursuant to Elections Code Section 10002, the district shall reimburse the county in full for the services performed upon presentation of a bill to the district; and

WHEREAS, pursuant to Elections Code Section 10400, elections may be consolidated;

WHEREAS, various district, county, state or other political subdivision elections may be or have been called to be held on November 3, 2020.

WHEREAS, an election is hereby called to be held in and for the Coastside County Water District on Tuesday, November 3, 2020 to elect three members of the Governing Board for a full term of 4 years each.

WHEREAS, pursuant to Elections Code 10002, the Governing Board of the Coastside County Water District hereby requests the Board of Supervisors of the County of San Mateo to make available the services of the San Mateo County Chief Elections Officer & Assessor - County Clerk - Recorder (the "Chief Elections Officer") as the County Elections Official for the purpose of rendering services in the conduct of the election to be held on Tuesday, November 3, 2020.

WHEREAS, the election to be held on Tuesday, November 3, 2020 will be conducted by zone-based district. Each governing board member shall reside in the zone-based district area where she or he seeks to represent and shall be elected by the registered voters of the entire jurisdiction the registered voters of that particular zone-based district area.

WHEREAS, pursuant to Elections Code 10509, not less than 125 days prior to the date of the election, the jurisdiction secretary shall deliver a notice to the Chief Elections Officer. The notice shall bear the secretary's signature and the district seal and shall also contain both of the following:

- (a) The elective offices of the jurisdiction to be filled at the next general district election, specifying which offices, if any, are for the balance of an unexpired term.
- (b) Whether the jurisdiction or the candidate is to pay for the publication of a candidate statement.

WHEREAS, pursuant to Elections Code 10522, not less than 125 days prior to the date of the election, the Coastside County Water District shall deliver to the Chief Elections Officer a map showing the boundaries of the jurisdiction and the boundaries of the divisions of the jurisdiction, if any, within the County and a statement indicating in which divisions a member of the Governing Board is to be elected.

WHEREAS, the General Manager of the Coastside County Water District hereby is authorized and directed to enter an Elections Service Agreement with the Chief Elections Officer regarding the election to be held on Tuesday, November 3, 2020 to outline the detailed services to be provided by both the Coastside County Water District and the Chief Elections Officer.

WHEREAS, the Chief Elections Officer shall send an itemized invoice to the Coastside County Water District for all services provided pursuant to the Elections Service Agreement after the election is conducted and all related costs are determined. The Coastside County Water District agrees to submit payment on the full amount of the invoice to the County of San Mateo within forty-five (45) days of the date of the invoice.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED THAT the Board of Directors of the Coastside County Water District hereby orders an election to be held on November 3, 2020 insofar as said elections are to be held in the same territory that is in part the same as the territory of the Coastside County Water District, and requests the Board of Supervisors of the County of San Mateo to order such consolidation under Elections Code Section 10400 and 10403.

BE IT FURTHER RESOLVED AND ORDERED that the Board of Directors requests the Board of Supervisors to permit the San Mateo County Elections Department to provide any and all services necessary for conducting the election and agrees to pay for said services.

BE IT FURTHER RESOLVED AND ORDERED that the Board of Directors requests that the San Mateo County Elections Department conduct the election for the following offices up for election all of which are "zone-based" offices:

| SEATS OPEN | OFFICE | ZONE | TERM |
|---------------------------|---------------|-------------|-------------|
| Glenn Reynolds | Director | 1 | 4 Year |
| Ken Coverdell/Jim Larimer | Director | 3 | 4 Year |
| Vacant | Director | 4 | 4 Year |

BE IT FURTHER RESOLVED that pursuant to Elections Code 13307, the Board of Directors adopts the following policies effective for the November 3, 2020 election:

1. The word limit on each candidate's statement for the position shall be a maximum of 200 words.
2. The prorated costs of printing, mailing and translating the statements shall be paid by the candidate.
3. Pursuant to Government Code Section 87302.3, all candidates running for office must file a Form 700 Statement of Economic Interest with the County Elections Department no later than the deadline for filing a Declaration of Candidacy, unless the candidate has filed a Form 700 Statement within sixty (60) days from filing a Declaration of Candidacy.

BE IT FURTHER RESOLVED AND ORDERED that the Secretary of the District shall transmit to the County, a copy of this Resolution, along with a map showing the District's boundaries effective for the election on or before July 1, 2020.

PASSED AND ADOPTED by the Board of Directors of the Coastside County Water District this 9th day of June 2020, by the following vote:

AYES:

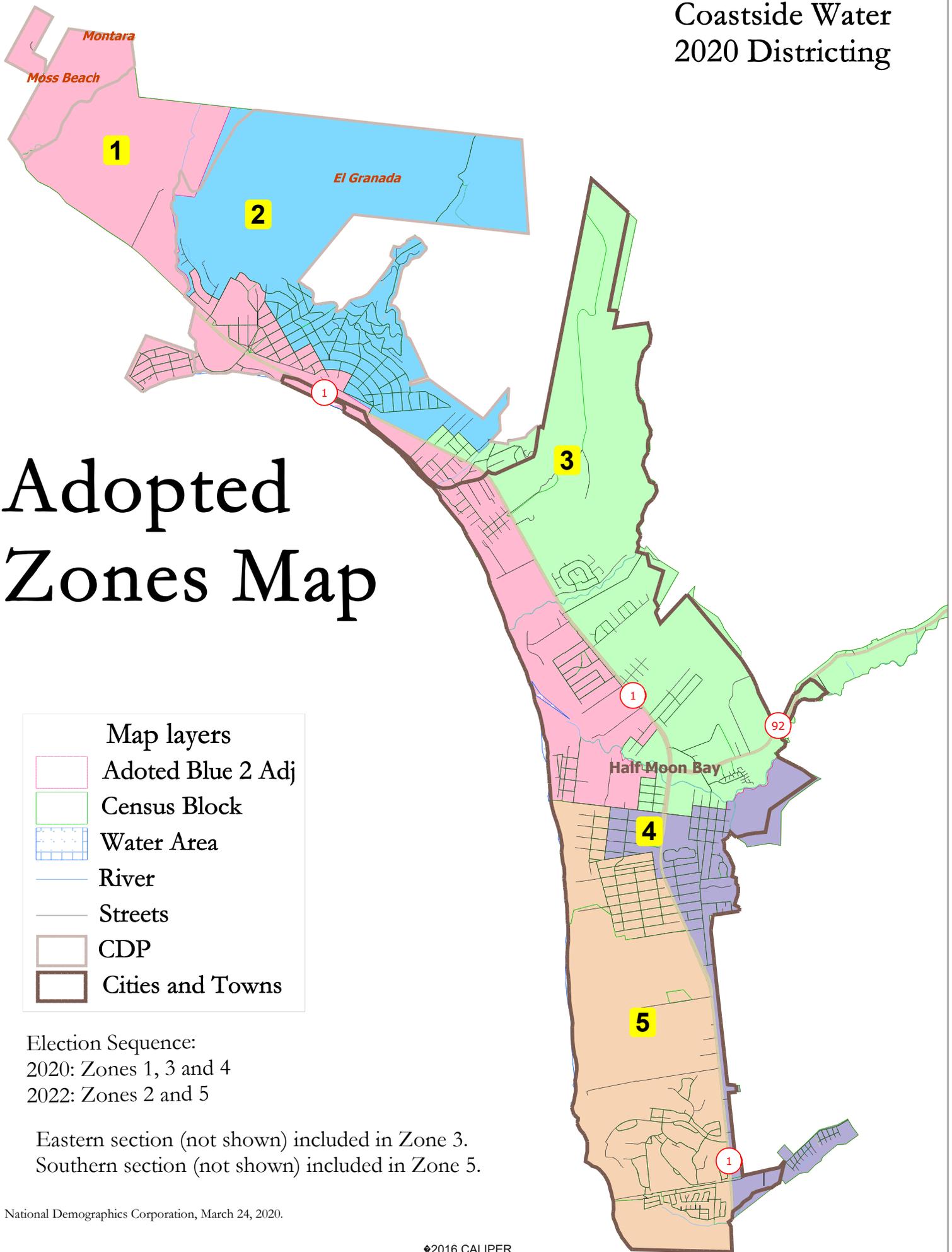
NOES:

ABSENT:

Chris Mickelsen, President
Board of Directors

ATTEST:

Mary Rogren, General Manager
Secretary of the District



Adopted Zones Map

Map layers

- Adoted Blue 2 Adj
- Census Block
- Water Area
- River
- Streets
- CDP
- Cities and Towns

Election Sequence:
2020: Zones 1, 3 and 4
2022: Zones 2 and 5

Eastern section (not shown) included in Zone 3.
Southern section (not shown) included in Zone 5.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: June 9, 2020

Report

Date: June 5, 2020

Subject: Approval of a Letter to be Sent to State and Federal Legislators to Consider Streamlining the Approval Process When Multiple Governmental Agencies are Required to Approve a Project

Recommendation: Approve sending the attached letter (Exhibit A) to State and Federal Legislators to consider streamlining approval processes when multiple governmental agencies with overlapping concerns are required to approve a project.

Background:

At the May 2020 Board of Directors meeting, Director Larimar commented about the inefficiencies in both State and Federal governmental procedures requiring the District to independently seek approvals from six different governmental agencies to move a water supply project forward.

Director Larimar suggested that a letter be written to the District's State and Federal Legislators requesting that changes be made to approval procedures when approvals are required from multiple governmental agencies with overlapping concerns. Director Larimar recommends that approvals be coordinated through a lead agency both at the State level and the Federal level in order to streamline the approval process, minimize project delays, and reduce non-productive expenditures of public funds.

At the Board's direction, Director Larimar prepared the attached letter for the Board of Directors' review and approval.

STAFF REPORT**Agenda: June 9, 2020****Subject: Letter to State and Federal Legislators****Page Two**

Dear (appropriate representative: Dianne Feinstein, Kamala Harris, Jackie Speier, Kevin Mullin, Marc Berman, Jerry Hill.)

We are contacting you to bring to your attention an issue that might be amenable to a legislative solution, the redundancy and complexity to obtain project permits.

We are a small public water utility, Coastside County Water District, in San Mateo County, CA. We have a customer base of 7,500 connections and supply both residential and commercial customers including restaurants, hotels, and local agricultural enterprises. We are in the process of developing plans to improve our water supply by drawing water from a local creek. Developing a local source for water will lessen our need to draw water from the Hetch Hetchy water system that supplies much of the Northern California Bay area.

We are in the process of designing the physical plant required for this purpose and gathering empirical evidence of sustainability of this water source and our projects impact on the environment. The design and data will be submitted to regulatory agencies whose responsibilities include verification that this project complies with all existing Federal, State, and local requirements.

There are six regulatory agencies, three Federal and three State or local. Each must approve the project design before it can go forward. These are:

1. U.S. Army Corps of Engineers (Federal)
2. Regional Water Quality Control Board (State)
3. California Fish and Wildlife (State)
4. US Fish and Wildlife Service (Federal)
5. National Marine Fisheries Service (Federal)
6. San Mateo County (Local)

Seeking permission from six different agencies with overlapping concerns, creates a procedural complexity that encourages inefficiency, delay, and non-productive expenditures of public funds. The approval process lacks coordination. The potential for several iterations of the process with each regulatory agency requiring project changes or requiring different data, adds a daunting layer of complexity and cost that could be avoided by coordination among the regulatory agencies.

An expedient solution would be for one agency representing Federal interests and a second representing State interests could be selected and designated the lead agency. The approval of the lead agency would approve the project for the other regulatory agencies. Which agency takes the lead could be determined by the

STAFF REPORT

Agenda: June 9, 2020

Subject: Letter to State and Federal Legislators

Page Three

nature of the project and determined by the regulatory agencies through a consultation of these agencies at an initial review stage of the project.

Creating a lead agency may require legislative action, we hope you will consider this issue.

Sincerely,

CCWD GM

MONTHLY REPORT

To: Mary Rogren, General Manager
From: James Derbin, Superintendent of Operations
Agenda: June 9, 2020
Report
Date: June 3, 2020

Monthly Highlights

- Meter leaks on CCWD side:
 - 401 Bayhill Road
 - 506 Isabella Avenue
 - 224 Kelly Avenue
- Annual standby generator load bank testing and service complete
- Staff installed safety railing adjacent to the EG3 generator and painted genset
- Painted Bumper on dump truck
- Repaired isolation valves at Pilarcitos Wells 4/4a
- Replaced Caustic line and new chase water lines at Nunes
- Revised O&M Manuals for Nunes and Denniston and submitted to DDW

Sources of Supply

- **May Sources:**
 - Denniston Reservoir/Wells and Crystal Springs

Projects

- Main St. roof project is complete
- Denniston Tank Road Culvert Replacement bonds pending
- Denniston Generators - NTP issued
- Garcia Avenue emergency main replacement - NTP issued
- HDR -Draft Basis of Design Report submitted
- TJC - Tank evaluation for Carter Hill tanks submitted
- Cityworks/ESRI - New server is set up with GIS software
- EKI is nearing completion of the Grandview and Pine Willow Oak pipeline replacement project design

STAFF REPORT

To: Board of Directors

From: Cathleen Brennan, Water Resources Analyst

Agenda: June 9, 2020

Report: June 3, 2020

Subject: Water Resources Informational Report

Attachment: WaterSense Certificate of Appreciation

U.S. EPA WaterSense

As a promotional partner of WaterSense, Coastside County Water District has committed to educate the public on water efficiency and promote WaterSense labeled products. The District uses WaterSense promotional materials and posts information about WaterSense on its website. In recognition of the District's efforts to promote WaterSense, the District received a certificate of appreciation.

About WaterSense

WaterSense, a voluntary partnership program sponsored by the U.S. Environmental Protection Agency (EPA), is both a label for water-efficient products and a resource for helping you save water.

WaterSense partners with manufacturers, retailers and distributors, homebuilders, irrigation professionals, and utilities to bring WaterSense to your community. Our partnerships encourage innovation in manufacturing and support sustainable jobs for American workers.

The WaterSense label makes it simple to find water-efficient products, new homes, and programs that meet EPA's criteria for efficiency and performance. WaterSense-labeled products and services are certified to use at least 20 percent less water, save energy, and perform as well as or better than regular models.

Source: <https://www.epa.gov/watersense/about-watersense>



Certificate of Appreciation

WaterSense thanks

Coastside County Water District

for contributing to the successes of the WaterSense program by reporting for 2019.

By practicing and promoting water efficiency, you are demonstrating your organization's continued commitment to the WaterSense program.

We are making a difference because we are better together.



Veronica Blette

Veronica Blette, Branch Chief, EPA's WaterSense Program