

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, January 14, 2025 - 7:00 p.m.

AGENDA

The Public may attend this meeting in person at the District Office located at 766 Main Street, Half Moon Bay or choose to 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.

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

Join Zoom Meeting

<https://us06web.zoom.us/j/81277240724?pwd=XJ7TeJrfranJhOfbPSvqFqeIky9RPI.1>

Meeting ID: 812 7724 0724

Passcode: 513540

One tap mobile

+16699006833,,81277240724#,,,,*513540# US (San Jose)

Dial by your location

- +1 669 900 6833 US (San Jose)

Meeting ID: 812 7724 0724

Passcode: 513540

Find your local number: <https://us06web.zoom.us/j/81277240724?pwd=XJ7TeJrfranJhOfbPSvqFqeIky9RPI.1>

Procedures to make a public comment with Zoom Video/Conference – All participants except the Board Members and Staff are muted on entry and video is disabled. Participants may not unmute themselves unless asked to unmute by the Moderator.

- **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.
- **From a phone:** Using your keypad, dial *9, and this will notify the Moderator that you have raised your hand. The Moderator will call on you by stating the last 4 digits of your phone 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. Members of the public attending in-person must complete and submit a speaker slip. Members of the public attending via Zoom must first "raise hand" and the Moderator will "ask to unmute". The President of the Board will recognize each speaker, at which time the speaker can 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 December 31, 2024:
Claims: \$ 1,214,383.05; Payroll: \$ 288,511.63 for a total of \$ 1,502,894.68 ([attachment](#))
December 2024 Monthly Financial Claims reviewed and approved by Director Coverdell
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of December 10, 2024, Regular ([attachment](#))
- D. Installed Water Connection Capacity and Water Meters Report ([attachment](#))
- E. Total CCWD Production Report ([attachment](#))

- F. CCWD Monthly Sales by Category Report – December 2024 ([attachment](#))
- G. Leak/Flushing Report – December 2024 ([attachment](#))
- H. Monthly Rainfall Reports ([attachment](#))
- I. SFPUC Hydrological Conditions Report – November 2024 and December 2024 ([attachment](#))
- J. Notice of Completion – Upgrade/Replace Fire Sprinkler Alarm System at the Crystal Springs Pump Station Project ([attachment](#))

5) **MEETINGS ATTENDED / DIRECTOR COMMENTS**

6) **GENERAL BUSINESS**

- A. Accept the Coastside County Water District Basic Financial Statements and Independent Auditor’s Report for the Fiscal Year Ended June 30, 2024 ([attachment](#))
- B. Award of Contract to Golden State Construction & Utility Inc. for the Highway 92 Emergency Pipeline Replacement Project ([attachment](#))
- C. Approval of Professional Services Agreement with Cecil & Cecil Enterprises, Inc. for Construction Inspection Services for the Highway 92 Emergency Pipeline Replacement Project ([attachment](#))
- D. Approval of a Professional Services Agreement with EKI Environment and Water, Inc. for Environmental Services During Construction Related to the Highway 92 Emergency Pipeline Replacement Project ([attachment](#))
- E. Approval of Professional Services Agreement with EKI Environment and Water, Inc. for Engineering and Project Management Services for the San Vicente Pipeline Project – Phase A ([attachment](#))
- F. Quarterly Financial Review ([attachment](#))
- G. Review District Board Committees. Consider and Approve Appointments of Board Members to the Coastside County Water District Board Committees, and Appointment of District Representatives to External Organizations and Associations. Consider and Approve Establishment of new Advisory Committee(s) and External Organization Representation ([attachment](#))
- H. Appointment of Coastside County Water District Board Member Representative Alternate(s) to Participate in San Mateo Local Agency Formation Commission (LAFCo) Election of Officers ([attachment](#))
- I. Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project - Update #3 ([attachment](#))

7) **MONTHLY INFORMATIONAL REPORTS**

- A. General Manager’s Report ([attachment](#))
- B. Operations Report ([attachment](#))

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

9) **ADJOURNMENT**

**COASTSIDE COUNTY WATER DISTRICT
CLAIMS FOR DECEMBER 2024**

CHECKS			
CHECK DATE	CHECK NO.	VENDOR	AMOUNT
12/06/2024	34483	AMAZON CAPITAL SERVICES, INC.	\$ 135.76
12/06/2024	34484	HEALTH BENEFITS ACWA-JPIA	\$ 49,967.91
12/06/2024	34485	CALCON SYSTEMS, INC.	\$ 8,380.00
12/06/2024	34486	JAMES COZZOLINO, TRUSTEE	\$ 550.00
12/06/2024	34487	EMSL ANALYTICAL, INC	\$ 726.00
12/06/2024	34488	GEO BLUE CONSULTING, INC.	\$ 3,675.00
12/06/2024	34489	GRAINGER, INC.	\$ 1,221.20
12/06/2024	34490	MISSION SQUARE - 106154	\$ 720.00
12/06/2024	34491	IRVINE CONSULTING SERVICES, INC.	\$ 1,852.60
12/06/2024	34492	JOHNSON CONTROLS US HOLDINGS INC	\$ 23,640.56
12/06/2024	34493	GLENNA LOMBARDI	\$ 86.00
12/06/2024	34494	SAN FRANCISCO WATER DEPT.	\$ 339,407.48
12/06/2024	34495	STANDARD INSURANCE COMPANY	\$ 573.29
12/06/2024	34496	UNDERGROUND REPUBLIC WATER WORKS, INC.	\$ 361.29
12/06/2024	34497	UNDERWOOD & ROSENBLUM INC	\$ 24,600.00
12/06/2024	34498	VERIZON WIRELESS	\$ 2,070.07
12/06/2024	34499	JUAN CARLOS SALAZAR	\$ 2,970.00
12/06/2024	34500	WATER INDUSTRY TRAINING SPECIALISTS, INC.	\$ 1,500.00
12/06/2024	34501	WATER INDUSTRY TRAINING SPECIALISTS, INC.	\$ 375.00
12/06/2024	34502	WATER INDUSTRY TRAINING SPECIALISTS, INC.	\$ 375.00
12/06/2024	34503	WATER INDUSTRY TRAINING SPECIALISTS, INC.	\$ 1,600.00
12/06/2024	34504	WATER INDUSTRY TRAINING SPECIALISTS, INC.	\$ 1,500.00
12/12/2024	34505	ADP, INC.	\$ 1,198.35
12/12/2024	34506	AMERICAN WATER WORKS	\$ 320.00
12/12/2024	34507	AMERICAN WATER WORKS	\$ 235.00
12/12/2024	34508	BRUSH HOG TREE CARE, INC.	\$ 5,080.00
12/12/2024	34509	CALCON SYSTEMS, INC.	\$ 5,668.13
12/12/2024	34510	CASTANEDA & PEREZ INC	\$ 1,012.16
12/12/2024	34511	GRAINGER, INC.	\$ 719.77
12/12/2024	34512	HMB BLDG. & GARDEN INC.	\$ 45.37
12/12/2024	34513	IRVINE CONSULTING SERVICES, INC.	\$ 2,055.94
12/12/2024	34514	MISSION UNIFORM SERVICES INC.	\$ 72.56
12/12/2024	34515	MONTEREY BAY ANALYTICAL SERVICES, INC.	\$ 296.00
12/12/2024	34516	PACIFIC GAS & ELECTRIC CO.	\$ 39,199.80
12/12/2024	34517	PACIFIC GAS & ELECTRIC CO.	\$ 88.69
12/12/2024	34518	PUMP REPAIR SERVICE CO. INC.	\$ 21,562.19
12/12/2024	34519	REPUBLIC SERVICES	\$ 636.37
12/12/2024	34520	ROGUE WEB WORKS, LLC	\$ 522.50
12/12/2024	34521	SAN MATEO CTY PUBLIC HEALTH LAB	\$ 1,666.00
12/12/2024	34522	JIM STEELE	\$ 2,000.00
12/12/2024	34523	STRAWFLOWER ELECTRONICS	\$ 175.61
12/12/2024	34524	ULINE, INC	\$ 109.55
12/12/2024	34525	UNDERGROUND REPUBLIC WATER WORKS, INC.	\$ 3,640.23
12/17/2024	34526	EKI INC.	\$ 11,749.90
12/17/2024	34527	GRAINGER, INC.	\$ 246.14
12/17/2024	34528	UNDERGROUND REPUBLIC WATER WORKS, INC.	\$ 21.64
12/17/2024	34529	WATER INDUSTRY TRAINING SPECIALISTS, INC.	\$ 1,500.00
12/20/2024	34530	AMAZON CAPITAL SERVICES, INC.	\$ 77.43
12/20/2024	34531	BAY ALARM COMPANY	\$ 669.78
12/20/2024	34532	CALCON SYSTEMS, INC.	\$ 11,021.57
12/20/2024	34533	CALIFORNIA C.A.D. SOLUTIONS, INC	\$ 700.00
12/20/2024	34534	JOHN V ARNERICH	\$ 4,083.04
12/20/2024	34535	DE LAGE LANDEN FINANCIAL SERVICES, INC.	\$ 1,108.98

12/20/2024	34536	DN TANKS LLC	\$	22,405.50
12/20/2024	34537	EKI INC.	\$	38,195.82
12/20/2024	34538	FREYER & LAURETA, INC.	\$	19,666.00
12/20/2024	34539	GEO BLUE CONSULTING, INC.	\$	4,946.25
12/20/2024	34540	HANSONBRIDGETT. LLP	\$	28,362.50
12/20/2024	34541	HARO, KASUNICH & ASSOCIATES, INC	\$	2,333.30
12/20/2024	34542	HASSETT HARDWARE	\$	4,092.27
12/20/2024	34543	HDR ENGINEERING, INC	\$	27,891.83
12/20/2024	34544	IRON MOUNTAIN	\$	1,062.96
12/20/2024	34545	IRVINE CONSULTING SERVICES, INC.	\$	4,172.18
12/20/2024	34546	ELZA LEFEVRE	\$	96,434.50
12/20/2024	34547	MONTEREY BAY ANALYTICAL SERVICES, INC.	\$	892.54
12/20/2024	34548	PACIFICA COMMUNITY TV	\$	300.00
12/20/2024	34549	UBEO WEST, LLC	\$	1,013.91
12/20/2024	34550	SAN FRANCISCO WATER DEPT.	\$	152,902.04
12/20/2024	34551	SCAPES, INC	\$	380.00
12/20/2024	34552	TPX COMMUNICATIONS	\$	2,042.25
12/20/2024	34553	TRI COUNTIES BANK	\$	4,284.70
12/20/2024	34554	UPS STORE	\$	651.21
12/20/2024	34555	WATER RESOURCES ECONOMICS	\$	6,951.25
12/30/2024	34556	AMAZON CAPITAL SERVICES, INC.	\$	133.61
12/30/2024	34557	AT&T	\$	2,039.54
12/30/2024	34558	BAY ALARM COMPANY	\$	1,807.89
12/30/2024	34559	CHEMTRADE CHEMICALS US LLC	\$	3,745.81
12/30/2024	34560	CINTAS FIRST AID & SAFETY	\$	1,433.61
12/30/2024	34561	C.J. BROWN & COMPANY, CPAS	\$	73.00
12/30/2024	34562	PETTY CASH	\$	186.76
12/30/2024	34563	ROBERT FELDMAN	\$	419.29
12/30/2024	34564	MISSION UNIFORM SERVICES INC.	\$	72.56
12/30/2024	34565	MONTEREY BAY ANALYTICAL SERVICES, INC.	\$	1,578.00
12/30/2024	34566	PAULO'S AUTO CARE	\$	203.57
12/30/2024	34567	REDWOOD TRADING POST	\$	230.72
12/30/2024	34568	STATE WATER RESOURCES CONTROL BD	\$	2,007.00
12/30/2024	34569	ULINE, INC	\$	520.16
12/30/2024	34570	UPS STORE	\$	687.90
12/30/2024	34571	BOSCO OIL COMPANY	\$	3,060.86
12/31/2024	34572	CHELSEA LEONARD	\$	59.48
12/31/2024	34573	WILLIAM J. SULLIVAN II	\$	45.55
12/31/2024	34574	ELLEN FELDMAN	\$	26.06
12/31/2024	34575	JOHN LORTS	\$	86.74
12/31/2024	34576	JOSHUA ADAMS	\$	13.47
12/31/2024	34577	PROFESSIONAL PENINSULA PROPERTIES	\$	35.81
12/31/2024	34578	DARREN FERRIERA	\$	5.54
12/31/2024	34579	CELMA KIRKWOOD	\$	32.03
12/31/2024	34580	PAUL MCGREGOR	\$	123.08
12/31/2024	34581	PAUL MCGREGOR	\$	16.02
12/31/2024	34582	MIDPEN PROPERTY MGMT CORP	\$	35.81
12/31/2024	34583	GLEN MITCHELL	\$	185.32
12/31/2024	34584	GLEN MITCHELL	\$	12.12
12/31/2024	34585	PHILIP WILKINSON	\$	110.06
12/31/2024	34586	JEANINE BOZZO	\$	35.81
12/31/2024	34587	LISA ECKERT	\$	29.84
12/31/2024	34588	LISA ECKERT	\$	6.67
12/31/2024	34589	TOM RICH	\$	139.34
12/31/2024	34590	DAN POLK	\$	30.11
12/31/2024	34591	MINERVA CONSTRUCTION INC.	\$	84.25
12/31/2024	34592	BIPIN LAMSAL	\$	63.06
12/31/2024	34593	AMAZON CAPITAL SERVICES, INC.	\$	146.14

12/31/2024	34594	AT&T MOBILTY	\$	126.72
12/31/2024	34595	BALANCE HYDROLOGICS, INC	\$	4,044.44
12/31/2024	34596	BIG CREEK LUMBER	\$	88.49
12/31/2024	34597	BRUSH HOG TREE CARE, INC.	\$	7,000.00
12/31/2024	34598	CALCON SYSTEMS, INC.	\$	492.20
12/31/2024	34599	CARROT-TOP INDUSTRIES, INC.	\$	335.77
12/31/2024	34600	COMCAST	\$	220.19
12/31/2024	34601	DATAPROSE, LLC	\$	4,350.32
12/31/2024	34602	EKI INC.	\$	66,062.63
12/31/2024	34603	EMSL ANALYTICAL, INC	\$	28.88
12/31/2024	34604	GRAINGER, INC.	\$	493.75
12/31/2024	34605	HACH CO., INC.	\$	232.45
12/31/2024	34606	HMB BLDG. & GARDEN INC.	\$	69.68
12/31/2024	34607	MISSION UNIFORM SERVICES INC.	\$	145.12
12/31/2024	34608	MONTEREY BAY ANALYTICAL SERVICES, INC.	\$	754.00
12/31/2024	34609	STATE WATER RESOURCES CONTROL BD	\$	43,706.96
12/31/2024	34610	THE ADAM-HILL COMPANY	\$	218.08
12/31/2024	34611	UGSI CHEMICAL FEED, INC.	\$	513.78
12/31/2024	34612	UNDERGROUND REPUBLIC WATER WORKS, INC.	\$	8,162.07
12/31/2024	34613	HD SUPPLY INC	\$	520.41
			SUBTOTAL CLAIMS FOR MONTH	\$ 1,159,839.40

WIRE PAYMENTS

12/20/2024	DFT0000606	EMPOWER RETIREMENT, LLC	\$	1,225.00
12/20/2024	DFT0000607	PUB. EMP. RETIRE SYSTEM	\$	18,576.64
12/20/2024	DFT0000608	VALIC	\$	5,108.48
12/31/2024	DFT0000609	EMPOWER RETIREMENT, LLC	\$	1,225.00
12/31/2024	DFT0000610	VALIC	\$	5,108.48
12/31/2024	DFT0000611	PUB. EMP. RETIRE SYSTEM	\$	16,272.54
12/31/2024		BANK AND CREDIT CARD FEES	\$	7,027.51
			SUBTOTAL WIRE PAYMENTS FOR MONTH	\$ 54,543.65

TOTAL CLAIMS FOR THE MONTH \$ 1,214,383.05



Coastside County Water District

Monthly Budget Report Account Summary

For Fiscal: 2024-2025 Period Ending: 12/31/2024

	December Budget	December 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	999,000.00	867,974.04	-131,025.96	-13.12%	7,411,000.00	7,239,706.40	-171,293.60	-2.31%	14,145,409.00
	Total RevType: 1 - Operating:	999,000.00	867,974.04	-131,025.96	-13.12%	7,411,000.00	7,239,706.40	-171,293.60	-2.31%	14,145,409.00
RevType: 2 - Non-Operating										
1-4170-00	Water Taken From Hydrants	3,000.00	2,757.82	-242.18	-8.07%	30,500.00	47,930.61	17,430.61	57.15%	52,000.00
1-4180-00	Late Notice - 10% Penalty	8,000.00	9,683.54	1,683.54	21.04%	50,000.00	55,729.66	5,729.66	11.46%	100,000.00
1-4230-00	Service Connections	1,000.00	507.34	-492.66	-49.27%	7,500.00	3,558.41	-3,941.59	-52.55%	15,000.00
1-4920-00	Interest Earned	26,000.00	51,247.29	25,247.29	97.10%	180,000.00	284,307.81	104,307.81	57.95%	300,000.00
1-4930-00	Tax Apportionments/County Checks	459,000.00	510,970.40	51,970.40	11.32%	551,000.00	611,089.08	60,089.08	10.91%	1,092,000.00
1-4950-00	Miscellaneous Income	400.00	10,443.01	10,043.01	2,510.75%	2,400.00	11,391.15	8,991.15	374.63%	5,000.00
1-4955-00	Cell Site Lease Income	16,900.00	19,381.68	2,481.68	14.68%	101,400.00	115,331.68	13,931.68	13.74%	203,000.00
1-4965-00	ERAF Refund - County Taxes	0.00	0.00	0.00	0.00%	291,000.00	340,700.20	49,700.20	17.08%	600,000.00
	Total RevType: 2 - Non-Operating:	514,300.00	604,991.08	90,691.08	17.63%	1,213,800.00	1,470,038.60	256,238.60	21.11%	2,367,000.00
	Total Revenue:	1,513,300.00	1,472,965.12	-40,334.88	-2.67%	8,624,800.00	8,709,745.00	84,945.00	0.98%	16,512,409.00
Expense										
ExpType: 1 - Operating										
1-5130-00	Water Purchased	94,231.00	108,012.04	-13,781.04	-14.62%	1,674,386.00	1,625,335.25	49,050.75	2.93%	2,587,024.00
1-5230-00	Nunes T P Pump Expense	5,000.00	5,098.53	-98.53	-1.97%	30,000.00	31,876.20	-1,876.20	-6.25%	65,550.00
1-5231-00	CSP Pump Station Pump Expense	10,000.00	14,155.68	-4,155.68	-41.56%	300,000.00	232,667.44	67,332.56	22.44%	500,000.00
1-5232-00	Other Trans. & Dist Pump Expense	2,500.00	2,416.53	83.47	3.34%	15,000.00	15,524.85	-524.85	-3.50%	31,050.00
1-5233-00	Pilarcitos Canyon Pump Expense	11,200.00	13,901.56	-2,701.56	-24.12%	30,650.00	31,490.59	-840.59	-2.74%	79,350.00
1-5234-00	Denniston T P Pump Expense	7,000.00	1,704.33	5,295.67	75.65%	70,000.00	41,345.99	28,654.01	40.93%	102,350.00
1-5242-00	CSP Pump Station Operations	1,000.00	694.82	305.18	30.52%	6,800.00	4,609.53	2,190.47	32.21%	13,000.00
1-5243-00	CSP Pump Station Maintenance	3,000.00	2,341.11	658.89	21.96%	21,000.00	15,232.96	5,767.04	27.46%	45,000.00
1-5246-00	Nunes T P Operations - General	8,000.00	4,300.97	3,699.03	46.24%	53,000.00	32,785.39	20,214.61	38.14%	109,000.00
1-5247-00	Nunes T P Maintenance	11,000.00	14,988.55	-3,988.55	-36.26%	66,000.00	77,031.40	-11,031.40	-16.71%	135,000.00
1-5248-00	Denniston T P Operations-General	6,000.00	5,456.91	543.09	9.05%	37,000.00	34,691.06	2,308.94	6.24%	78,000.00
1-5249-00	Denniston T.P. Maintenance	13,000.00	7,887.71	5,112.29	39.33%	82,000.00	93,937.88	-11,937.88	-14.56%	165,000.00
1-5250-00	Laboratory Expenses	6,000.00	24,309.77	-18,309.77	-305.16%	41,000.00	56,093.71	-15,093.71	-36.81%	81,000.00
1-5260-00	Maintenance - General	35,000.00	20,189.41	14,810.59	42.32%	210,000.00	149,922.29	60,077.71	28.61%	421,000.00
1-5261-00	Maintenance - Well Fields	8,000.00	0.00	8,000.00	100.00%	34,000.00	96,564.98	-62,564.98	-184.01%	50,000.00
1-5263-00	Uniforms	1,000.00	0.00	1,000.00	100.00%	8,700.00	14,728.75	-6,028.75	-69.30%	14,700.00
1-5318-00	Studies/Surveys/Consulting	10,000.00	2,276.25	7,723.75	77.24%	55,000.00	47,975.05	7,024.95	12.77%	160,000.00
1-5321-00	Water Resources	1,700.00	1,356.57	343.43	20.20%	9,800.00	2,164.42	7,635.58	77.91%	20,000.00

Monthly Budget Report

For Fiscal: 2024-2025 Period Ending: 12/31/2024

		December Budget	December Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget
1-5322-00	Community Outreach	15,000.00	300.00	14,700.00	98.00%	44,000.00	26,627.66	17,372.34	39.48%	68,000.00
1-5381-00	Legal	9,700.00	28,095.50	-18,395.50	-189.64%	58,200.00	145,843.94	-87,643.94	-150.59%	116,000.00
1-5382-00	Engineering	7,500.00	20,611.95	-13,111.95	-174.83%	45,000.00	86,876.62	-41,876.62	-93.06%	90,000.00
1-5383-00	Financial Services	5,000.00	2,073.00	2,927.00	58.54%	19,000.00	14,617.00	4,383.00	23.07%	24,150.00
1-5384-00	Computer Services	32,000.00	35,049.14	-3,049.14	-9.53%	189,000.00	188,105.36	894.64	0.47%	375,000.00
1-5410-00	Salaries/Wages-Administration	123,472.00	140,648.58	-17,176.58	-13.91%	735,217.00	688,432.36	46,784.64	6.36%	1,459,211.00
1-5411-00	Salaries & Wages - Field	177,141.00	245,017.45	-67,876.45	-38.32%	1,054,792.00	1,094,795.08	-40,003.08	-3.79%	2,093,480.00
1-5420-00	Payroll Tax Expense	21,526.00	20,232.85	1,293.15	6.01%	128,180.00	110,869.67	17,310.33	13.50%	254,404.00
1-5435-00	Employee Medical Insurance	40,375.00	43,677.72	-3,302.72	-8.18%	242,250.00	241,445.37	804.63	0.33%	520,835.00
1-5436-00	Retiree Medical Insurance	4,840.00	5,647.33	-807.33	-16.68%	29,040.00	31,396.34	-2,356.34	-8.11%	62,407.00
1-5440-00	Employees Retirement Plan	58,985.00	52,987.12	5,997.88	10.17%	353,910.00	326,174.31	27,735.69	7.84%	707,803.00
1-5445-00	Supplemental Retirement 401a	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	38,016.00
1-5510-00	Motor Vehicle Expense	7,700.00	5,175.92	2,524.08	32.78%	46,200.00	29,364.54	16,835.46	36.44%	95,000.00
1-5620-00	Office & Billing Expenses	34,000.00	36,660.95	-2,660.95	-7.83%	208,000.00	185,556.20	22,443.80	10.79%	418,000.00
1-5625-00	Meetings / Training / Seminars	3,900.00	9,253.23	-5,353.23	-137.26%	25,900.00	22,159.35	3,740.65	14.44%	52,300.00
1-5630-00	Insurance	16,200.00	25,425.37	-9,225.37	-56.95%	97,200.00	134,141.06	-36,941.06	-38.01%	209,000.00
1-5687-00	Membership, Dues, Subscript.	6,458.00	4,942.86	1,515.14	23.46%	62,498.00	54,672.76	7,825.24	12.52%	125,000.00
1-5688-00	Election Expenses	0.00	0.00	0.00	0.00%	30,000.00	0.00	30,000.00	100.00%	30,000.00
1-5689-00	Labor Relations	500.00	0.00	500.00	100.00%	3,000.00	0.00	3,000.00	100.00%	6,000.00
1-5700-00	San Mateo County Fees	2,750.00	990.00	1,760.00	64.00%	16,500.00	12,994.02	3,505.98	21.25%	33,000.00
1-5705-00	State Fees	1,500.00	23,860.48	-22,360.48	-1,490.70%	4,500.00	27,268.39	-22,768.39	-505.96%	50,600.00
	Total ExpType: 1 - Operating:	802,178.00	929,740.19	-127,562.19	-15.90%	6,136,723.00	6,025,317.77	111,405.23	1.82%	11,485,230.00
	ExpType: 4 - Capital Related									
1-5715-00	Debt Service/CIEDB 11-099	0.00	0.00	0.00	0.00%	278,127.00	278,126.96	0.04	0.00%	335,173.00
1-5716-00	Debt Service/CIEDB 2016	0.00	0.00	0.00	0.00%	242,657.00	242,657.22	-0.22	0.00%	321,412.00
1-5717-00	Chase Bank - 2018 Loan	0.00	0.00	0.00	0.00%	388,521.00	388,520.67	0.33	0.00%	432,821.00
1-5718-00	First Foundation Bank - 2022	0.00	0.00	0.00	0.00%	348,541.00	348,540.88	0.12	0.00%	417,434.00
	Total ExpType: 4 - Capital Related:	0.00	0.00	0.00	0.00%	1,257,846.00	1,257,845.73	0.27	0.00%	1,506,840.00
	Total Expense:	802,178.00	929,740.19	-127,562.19	-15.90%	7,394,569.00	7,283,163.50	111,405.50	1.51%	12,992,070.00
	Report Total:	711,122.00	543,224.93	-167,897.07		1,230,231.00	1,426,581.50	196,350.50		3,520,339.00

**COASTSIDE COUNTY WATER DISTRICT
MONTHLY INVESTMENT REPORT
December 31, 2024**

<u>RESERVE BALANCES</u>	Current Year as of 12/31/2024	Prior Year as of 12/31/2023
CAPITAL AND OPERATING RESERVE	\$12,196,008.21	\$12,740,665.18
RATE STABILIZATION RESERVE	\$250,000.00	\$250,000.00
TOTAL DISTRICT RESERVES	\$12,446,008.21	\$12,990,665.18

ACCOUNT DETAIL

ACCOUNTS WITH TRI COUNTIES BANK		
CHECKING ACCOUNT	\$2,457,334.55	\$1,612,451.21
CSP T & S ACCOUNT	\$676,240.61	\$192,346.30
MONEY MARKET GEN. FUND (Opened 7/20/17)	\$20,060.03	\$19,808.22
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$9,291,573.02	\$11,165,259.45
DISTRICT CASH ON HAND	\$800.00	\$800.00
TOTAL ACCOUNT BALANCES	\$12,446,008.21	\$12,990,665.18

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

COASTSIDE COUNTY WATER DISTRICT
 CAPITAL IMPROVEMENT PROJECTS - STATUS REPORT
 FISCAL YEAR TO DATE 2024/2025 - DECEMBER 31, 2024

1.8.2025

12/31/2024

* Approved June 2024

Status	Approved* CIP Budget FY24/25	Actual To Date FY24/25	Projected FY24/25	Variance vs. Budget	% Completed	Project Status/ Comments
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Equipment Purchases & Replacement

06-03	SCADA/Telemetry/Electrical Controls Replacement	ongoing	\$ 50,000		\$ 50,000	\$ -	n/a	
99-02	Vehicle Fleet Replacement	ongoing	\$ 50,000		\$ 50,000	\$ -	0%	Vehicle is on order

Facilities & Maintenance

09-09	Fire Hydrant Replacement	ongoing	\$ 140,000	\$ 22,529	\$ 140,000	\$ -	16%	
23-13	Pilarcitos Canyon Culvert Replacement	in design	\$ 400,000	\$ 24,622	\$ 400,000	\$ -	0%	Engineering; surveying; geotech in process
99-01	Meters	ongoing	\$ 10,000		\$ 10,000	\$ -	n/a	

Pipeline Projects

14-01/23-10	Highway 92 Potable Water Pipeline Emergency Restoration Project	Bid Ready	\$ 3,000,000	\$ 257,775	\$ 2,500,000	\$ 500,000	0%	January 2025 - Project to be awarded
21-01	Pipeline Replacement Projects: Alcatraz and Santa Cruz Aves/Redondo Beach Loop/Ocean Colony	In design	\$ 400,000	\$ 10,570	\$ 400,000	\$ -	100%	

Pump Stations / Tanks / Wells

21-07	Carter Hill Tank Improvement Project	Construction	\$ 4,000,000	\$ 235,942	\$ 4,000,000	\$ -	0%	
16-08	Denniston Well Field Replacements	TBD	\$ 450,000		\$ -	\$ 450,000	0%	Delayed - Efforts are being directed to the Pilarcitos Wells in FY2025-26
23-11	CSP Screens - Intake Valves	Feasibility	\$ 50,000		\$ 50,000	\$ -	0%	
19-05	Tanks - THM Control	Ongoing	\$ 50,000		\$ 50,000	\$ -	0%	

Water Supply Development

14-25	San Vicente/Denniston Water Supply Development	ongoing	\$ 2,000,000	\$ 139,155	\$ 500,000	\$ 1,500,000	n/a	Construction delayed to FY2026
25-02	Denniston Sluice Gates	TBD	\$ 50,000		\$ 50,000	\$ -	0%	

Water Treatment Plants

23-05	Sodium Hypochlorite Generator Replacement (Nunes)	Construction	\$ 200,000		\$ 200,000	\$ -	50%	
23-06	Existing Sedimentation Basin Rehabilitation	TBD	\$ 300,000		\$ 300,000	\$ -	0%	

UNSCHEDULED/NEW CIP ITEMS FOR CURRENT FISCAL YEAR 2024/2025

25-01	Nunes Water Treatment Plant Paving Project	Construction		\$ 340,083	\$ 350,000	\$ (350,000)	100%	
25-04	Nunes Water Treatment Plant Roof Replacement	Construction		\$ 166,320	\$ 180,000	\$ (180,000)	100%	
23-09	Denniston Contact Clarifier Hatch Replacements	Construction		\$ 163,734	\$ 350,000	\$ (350,000)	20%	In CIP in future years
25-03	CSP Earthquake Expansion Joints	Construction		\$ 68,627	\$ 75,000	\$ (75,000)	95%	
25-02	Pilarcitos Wellfield Replacement Project	In design		\$ 64,782	\$ 150,000	\$ (150,000)	0%	in design/permitting
NN-00	Unscheduled CIP		\$ 100,000		\$ 100,000	\$ -	0%	

NEW FY2024/2025 CIP TOTAL \$ 11,250,000 \$1,494,139 \$ 9,905,000 \$ 1,345,000

COASTSIDE COUNTY WATER DISTRICT
 CAPITAL IMPROVEMENT PROJECTS - STATUS REPORT
 FISCAL YEAR TO DATE 2024/2025 - DECEMBER 31, 2024

1.8.2025

12/31/2024

* Approved June 2024

Status	Approved* CIP Budget FY24/25	Actual To Date FY24/25	Projected FY24/25	Variance vs. Budget	% Completed	Project Status/ Comments
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FY2023/2024 CIP Carryover Projects

20-14	Nunes Water Treatment Plant Improvement Project	complete	\$ 3,671	\$ 3,671	\$ (3,671)	100%	
22-07	Alameda Ave Crossing at Medio Creek	complete	\$ 6,084	\$ 6,084	\$ (6,084)	100%	
24-01	Myrtle/2nd Ave Valve Replacement	complete	\$ 4,559	\$ 4,559	\$ (4,559)	100%	
23-03	CSP Fire Sprinklers	complete	\$ 23,641	\$ 23,641	\$ (23,641)	100%	

FY2023/2024 CARRYOVER PROJECTS	\$	-	\$ 37,954	\$	37,954	\$	(37,954)
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Green = approved by the Board/in process

TOTAL - FY 2024/2025 CIP + PRIOR YEAR CARRYOVER	\$	11,250,000	\$1,532,093	\$	9,942,954	\$	1,307,046
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**Legal Cost Tracking Report
12 Months At-A-Glance**

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

Month	Admin (General Legal Fees)	Water Supply Development	Recycled Water	Uninstalled Connection Transfer Program	Capital Improvement Projects	Labor & Employment	Cell Tower Leases	Public Records Requests	Litigation	Non CIP / Infrastructure (Project Review) <i>Reimbursable</i>	Total
Jan-24	2,790				624			546	399		4,359
Feb-24	3,783			897	6,398		846		178		12,101
Mar-24	2,622	223		178	1,830		979				5,831
Apr-24	5,485	2,003	356	1,342	3,239		223		89		12,736
May-24	6,817	89		178	11,676	401	846				20,006
Jun-24	4,420	1,691	490		3,821	6,497					16,919
Jul-24	14,688				14,213	1,388	1,495				31,783
Aug-24	6,663			267	10,550	2,359	134				19,972
Sep-24	4,904				25,059	2,448	935		223		33,567
Oct-24	2,848			589	21,488	12,683	134				37,741
Nov-24	5,365				9,041	24,680	757				39,842
Dec-24	15,547			267	3,649	8,811	89				28,363
TOTAL	75,930	4,005	846	3,717	111,586	59,264	6,435	546	889	0	263,216

Calcon T&M Projects Tracking

12/31/2024

Project No.	Name	Status	Proposal Date	Approved Date	Project Budget	Project Billings FY2024-2025
FY 2024-2025 Open Projects:						
					Open Projects - Subtotal	\$0.00
Other: Monthly Maintenance						
	Tanks					
	Crystal Springs Maintenance					
	Nunes Maintenance				\$	29,711.57
	Denniston Maintenance				\$	5,880.00
	Distribution System				\$	17,614.07
	Wells					
	Cellular Telemetry				\$	1,640.65
					Subtotal Maintenance	\$ 54,846.29
					FINAL TOTAL FY 2024/2025	\$54,846.29

EKI Environment & Water
Engineering Services Billed FY 2022-2023 to FY 2024-2025
Billed through 12/31/2024

	Contract Date	Not to Exceed Budget	Status	FY2022-2023	FY 2023-2024	FY 2024-2025
CIP Project Management						
Fiscal Year 2021-2022 - Non-Complex Main line Extension Services	10.15.2021	\$ 25,000.00	Complete	\$ 10,438.74	\$ 4,201.34	
Fiscal Year 2023-2024 - Non-Complex Main line Extension Services			Open		\$ 11,801.40	\$ 6,091.02
Fiscal Year 2024-2025-Capital Improvement Management	1.9.2024	\$ 100,000.00	Complete		\$ 62,469.90	\$ 37,520.86
Fiscal Year 2024-2025-Capital Improvement Management		\$ 60,000.00	Open			\$ 32,138.44
Fiscal Year 2022-2023 - Capital Improvement Management	4.20.2022	\$ 117,000.00	Complete	\$ 71,198.60	\$ 34,038.14	
Fiscal Year 2022-2023 - Emergency Engineering Services	2.10.2023	\$ 28,000.00	Complete	\$ 26,164.58		
Fiscal Year 2022-2023 - Emergency FEMA Grant Application		\$ 15,000.00	Complete	\$ 16,568.76		
Sub Total - CIP Project Management Services		\$ 345,000.00		\$ 124,370.68	\$ 112,510.78	\$ 75,750.32

Highway 92 Potable Water Pipeline Phase 1 (2023)	14-01	6.13.2023	\$ 135,400.00	Open	\$ 22,894.82	\$ 70,887.84	\$ 2,704.00
Highway 92 Environmental Permitting - Emergency Restoration	23-10	3.15.2023	\$ 73,800.00	Open	\$ 321.36	\$ 47,121.55	\$ 8,319.29
Highway 92 Potable Water Pipeline Emergency Geotechnical	23-10	3.3.2023	\$ 63,400.00	Open	\$ 52,946.71		
Highway 92 Potable Water Pipeline Emergency Restoration-Design	23-10	3.15.2023	\$ 247,600.00	Open	\$ 55,017.03	\$ 125,635.28	\$ 11,816.29
Highway 92 Potable Water Pipeline Future Phases Geotechnical	14-01	3.3.2023	\$ 54,200.00	Open	\$ 26,884.03	\$ 23,313.72	
Miramontes Point Road Water Main Replacement	22-01	7.14.2021	\$ 177,300.00	Open	\$ 46,900.62		
Medio Creek and Magellan Pipeline/Miramar Deadends Design	22-07	3.15.2023	\$ 138,900.00	Open	\$ 39,015.39	\$ 50,313.73	\$ 5,501.34
EG Tank #1 - Pre-design for New Pump Station	19-01	6.13.2023	\$ 25,000.00	Open	\$ 1,046.76	\$ 23,917.66	
Highway 92 - Environmental Permitting Strategies	23-10	5.24.2023	\$ 29,700.00	Open		\$ 28,207.05	
Miramar Deadends Project - Biological Resources Assessment	22-07	5.24.2023	\$ 18,200.00	Open		\$ 17,581.46	\$ 582.40
Alcatraz Ave, Santa Rosa Ave, and Ocean Colony Pipeline Projects	21-01	1.9.2024	\$ 66,200.00	Open		\$ 41,027.74	\$ 10,569.78
Carter Hill Tank Replacement Project Support	21-07	9.1.2024	\$ 25,000.00	Open			\$ 7,350.72
Pilarcitos Wellfield Replacement Project	25-02	10.9.2024	\$ 378,300.00	Open			\$ 49,781.78
SFPUC Pilarcitos Dam and Reservoir Improvement Project	5382	10.9.2024	\$ 18,000.00				\$ 6,559.54
Pilarcitos Creek Road Bank Stabilization Project	23-13	10.9.2024	\$ 44,800.00				\$ 1,860.30
Highway 92 - 2017 Easements Land Description Packages	14-01	8.18.2023	\$ 14,000.00	Complete		\$ 14,000.00	
Medio Crossing-Alternatives Evaluation for Pipeline Replacement	22-07	4.25.2022	\$ 20,400.00	Complete	\$ 13,419.12		
Poplar Street Water Main Replacement Project	23-02	10.3.2022	\$ 29,200.00	Complete	\$ 22,944.36	\$ 6,199.05	
Grandview Crossing at Hwy 1	20-08	2.9.2021	\$ 156,500.00	Complete	\$ 32,891.30		
Grandview Crossing at Hwy 1 - Construction Management Services	20-08	9.16.2022	\$ 132,800.00	Complete	\$ 106,755.71		
Pilarcitos Creek Crossing Water Main Replacement Design	13-02	7.14.2020	\$ 99,900.00	Complete	\$ 28,025.40		
Pilarcitos Creek Crossing Water Main Replacement Field Surveys/Land Descriptions	13-02	9.13.2022	\$ 28,600.00	Complete	\$ 4,681.04		
Highway 92 Potable Water Pipeline Replacement Project Design	14-01	7.2.2021	\$ 24,800.00	Complete	\$ 6,631.56		

Total - All Services:

\$ 584,745.89 \$ 560,715.86 \$ 180,795.76

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, December 10, 2024

The Public was able to participate in the public meeting by joining the meeting in person or 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 Mickelsen called the meeting to order at 7:00 p.m. Present at roll call in person in the Board room: Vice President Glenn Reynolds, Director Ken Coverdell, Director Bob Feldman, and Director John Muller.

Also present: Mary Rogren, General Manager; Jeffrey Schneider, Asst. General Manager Finance/ Admin., Patrick Miyaki, Legal Counsel, Gina Brazil, Office Manager, Darin Sturdivan, Distribution Supervisor, and Lisa Sulzinger, Administrative Analyst

Also Participating:

Dane Wadle, Senior Public Affairs Field Coordinator with California Special District Association (CSDA)

Brant Smith, Managing Director with Backstrom McCarley Berry & Co. LLC

Tom Innis, Managing Director with D.A. Davidson & Co.

James Wawrzyniak, Bond and Disclosure Counsel with Jones Hall, A Professional Law Corporation

- 2) **PLEDGE OF ALLEGIANCE**
- 3) **PUBLIC COMMENT** - There were no public comments.
- 4) **SPECIAL ORDER OF BUSINESS**

Administration of the Oath of Office to newly appointed Directors

President Mickelsen administered the Oath of Office to Directors Coverdell, Muller and Reynolds who were appointed in lieu of election because the Directors ran uncontested.

5) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending November 30, 2024:
Claims: \$ 775,772.27; Payroll: \$ 241,701.15 for a total of \$ 1,017,473.42
November 2024 Monthly Financial Claims reviewed and approved by Director Mickelsen
- B. Acceptance of Financial Reports
- C. Approval of Minutes of November 12, 2024, Regular
- D. Installed Water Connection Capacity and Water Meters Report
- E. Total CCWD Production Report
- F. CCWD Monthly Sales by Category Report – November 2024
- G. Leak/Flushing Report – November 2024
- H. Monthly Rainfall Reports
- I. SFPUC Hydrological Conditions Report – October 2024
- J. Notice of Completion - Denniston Reservoir Maintenance Dredging Project for Year 2024
- K. Notice of Completion – Nunes Treatment Plant Paving Project
- L. Notice of Completion – Cleaning and Rehabilitation of Pilarcitos Wells 1, 3, 3A and 4A.

President Mickelsen stated he had reviewed the financial claims, and he found them to be in order.

ON MOTION BY Vice President Reynolds and seconded by President Mickelsen, the Board voted by roll call vote to approve the Consent Calendar:

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

6) **MEETINGS ATTENDED / DIRECTOR COMMENTS**

- Director Muller commented that he received a congratulatory letter from David Canepa of the San Mateo County Board of Supervisors on a successful election.
- Director Feldman attended the ACWA Fall Conference in Palm Desert along with Assistant General Manager Jeffrey Schneider. Director Feldman reported on the various exhibits he visited and seminars he attended, as well as his participation in the ACWA Membership meeting voting process.

7) **GENERAL BUSINESS**

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

Ms. Rogren summarized that the overall purpose of the District Transparency Certificate of Excellence is to promote transparency in the operations and governance of special districts to the public and to provide special districts with an opportunity to showcase their efforts in transparency. The District received the Transparency Certificate of Excellence in 2017 and 2019 for a period of two years each, 2021 for a period of three years and now in 2024 for a period of three years. Ms. Rogren introduced Dane Wadle, Senior Public Affairs Field Coordinator with California Special District Association who stated that it is quite rare to present to a District that has received the certificate 3 or 4 times and it is something to be commended. He explained the various requirements including website requirements, ethics training, filing with the State Controller's office in a timely matter, as well as fulfilling a number of outreach/best practices requirements. He acknowledged the staff's hard work obtaining the District Transparency Certificate of excellence.

Vice President Reynolds asked what the percentage of Special Districts meet these criteria for transparency. Mr. Wadle stated about 20% of CSDA members, and in California it is about 10% of all Special Districts.

B. Consider Resolution 2024-08, of the Coastside County Water District Authorizing the Delivery and Sale of Water Revenue Certificates of Participation, Series 2025 in the Principal Amount of not to Exceed \$8,000,000 to Finance Water System Improvements, and Approving Related Documents and Official Actions

Mr. Schneider began by introducing Brant Smith, Managing Director with Backstrom McCarley Berry & Co. LLC, Tom Innis, Managing Director with D.A. Davidson & Co., and James Wawrzyniak, Bond and Disclosure Counsel with Jones Hall, a Professional Law Corporation. Mr. Schneider then summarized the process to raise the funding needed to support the Carter Hill Prestressed Tank and Seismic Upgrades Project, and reviewed the following exhibits:

- A. Resolution 2024-08 Authorizing the Delivery and Sale of Water Revenue Certificates of Participation, Series 2025 in the Principal Amount of Not to Exceed \$8,000,000 to Finance Water System Improvements and Approving Related Documents and Official Actions.
- B. Installment Sale Agreement between CSDA Finance Corporation, as Seller and the Coastside Count Water District, as Purchaser.
- C. Trust Agreement between U.S. Bank Trust Company as Trustee, CSDA Finance Corporation and the Coastside County Water District.
- D. Preliminary Official Statement (including Continuing Disclosure Certificate).
- E. Certificate Purchase Agreement between D.A. Davidson & Co., (the "Underwriter" and Coastside County Water District..

Mr. Smith then gave a presentation and provided a current market and interest rate update. He then answered questions from the Board and discussed next steps in the financing process and timeline.

ON MOTION BY Vice President Reynolds and seconded by Director Coverdell, the Board voted by roll call vote to approve Resolution 2024-08, a Resolution of the Coastside County Water District authorizing the delivery and sale of water revenue certificates of participation in the principal amount not to exceed \$8.0 million and approving related documents and official actions:

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

C. Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project - Updated #2

Ms. Rogren provided an update on the progress made at the Carter Hill Prestressed Tank and Seismic Upgrades project during November 2024.

D. Approval of Agreement with UBEO Business Service for Lease of New Copier Machine

Ms. Rogren summarized that the current copier has reached the end of its five-year lease. As the primary device used for printing, scanning, and copying essential documents, it is crucial to replace the ageing equipment to ensure continued efficiency and productivity. The estimated cost of the new lease and maintenance agreement is \$759 per month, \$45,540 over the 5-year period.

ON MOTION BY Director Coverdell and seconded by Director Muller, the Board voted by roll call vote to approve a five-year lease and maintenance agreement with UBEO Business Services for a color copier for use in the District office:

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

E. Election of Coastside County Water District Board President and Vice President

Nominations were opened by President Mickelsen, with Director Coverdell nominating Vice President Reynolds to serve as the District President for 2025 and nominating Director Feldman to serve as the Vice President. President Mickelsen closed the nominations.

ON MOTION BY Vice President Reynolds and seconded by Director Coverdell, the Board voted by roll call vote to elect Glenn Reynolds as Board President and Bob Feldman as Board Vice President for 2025:

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

8) MONTHLY INFORMATIONAL REPORTS

A. General Manager

- Ms. Rogren introduced the statement made by Nicole Sandkulla, outgoing CEO of BAWSCA, to the San Francisco Public Utilities Commission on November 12, 2024, who urged continued collaboration to find solutions to water reliability challenges.

B. Operations Report

Ms. Rogren summarized the Operation Highlights for the month of November 2024.

9) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

- Director Muller requested the District send a congratulations letter to the new City Council Members.
- Director Coverdell requested that a strategic planning session be held in 2025.

10) ADJOURNMENT - Board Meeting Adjourned at 8:14 p.m.

Respectfully submitted,

Mary Rogren, General Manager
Secretary to the District

Chris Mickelsen, President
Board of Directors

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2025

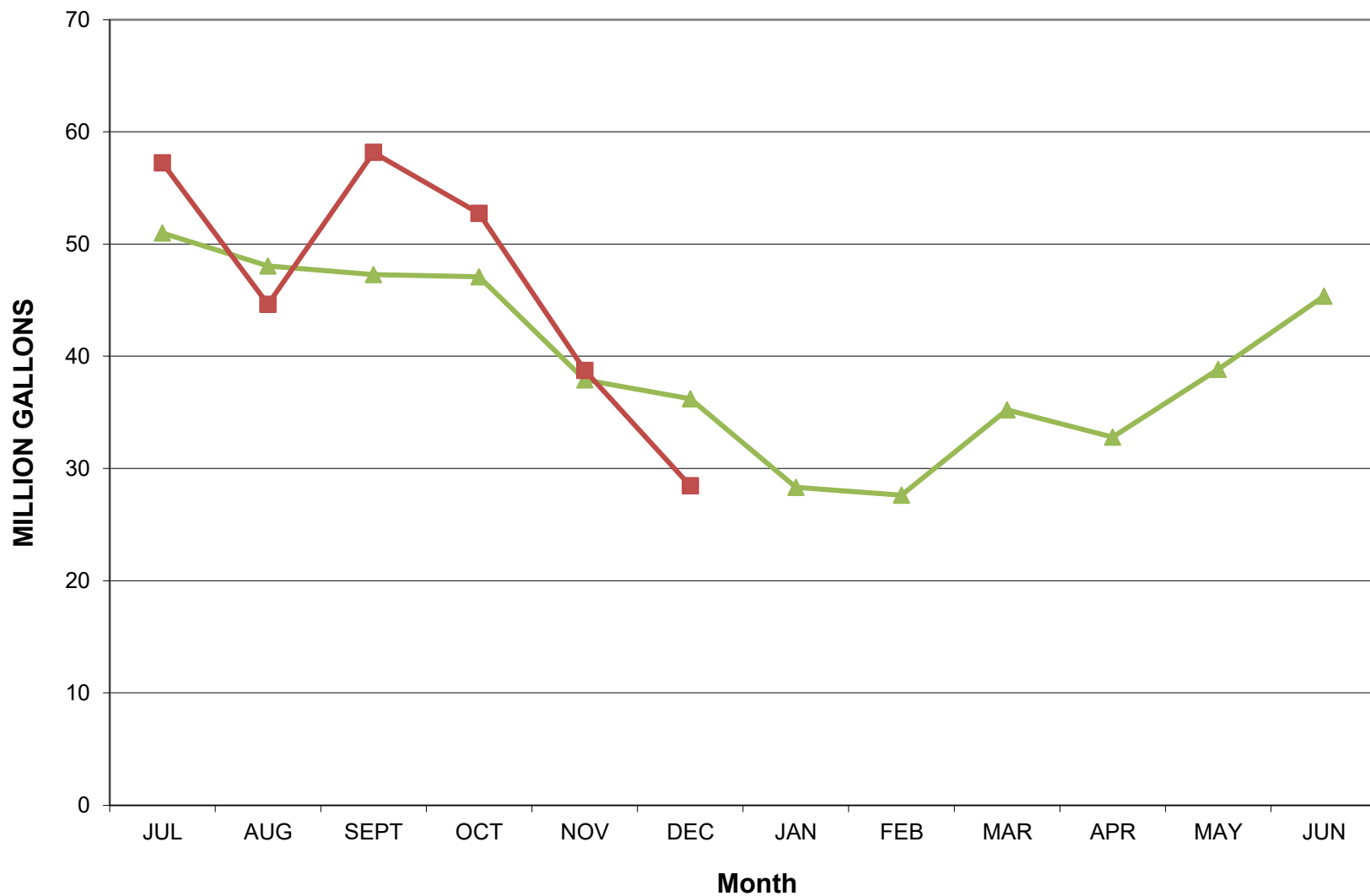
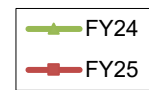
	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	0.00	13.20	0.00	26.41	21.34	60.95	3.73	57.22
AUG	0.00	14.60	0.00	9.07	24.80	48.47	3.84	44.63
SEPT	0.00	14.90	0.00	0.00	46.17	61.07	2.91	58.16
OCT	0.00	0.00	0.00	24.84	30.12	54.96	2.24	52.72
NOV	0.00	0.00	17.88	18.89	4.16	40.93	2.21	38.72
DEC	0.00	0.00	16.94	13.76	0.00	30.70	2.24	28.46
JAN						0.00		0.00
FEB						0.00		0.00
MAR						0.00		0.00
APR						0.00		0.00
MAY						0.00		0.00
JUN						0.00		0.00
TOTAL	0.00	42.70	34.82	92.97	126.59	297.08	17.17	279.91
% MONTHLY TOTAL	0.0%	0.0%	55.2%	44.8%	0.0%	100.0%	7.3%	92.7%
% ANNUAL TO DATE TOTAL	0.0%	14.4%	11.7%	31.3%	42.6%	100.0%	5.8%	94.2%

CCWD vs SFPUC- month 55.2%
 CCWD vs SFPUC- annual 26.1%

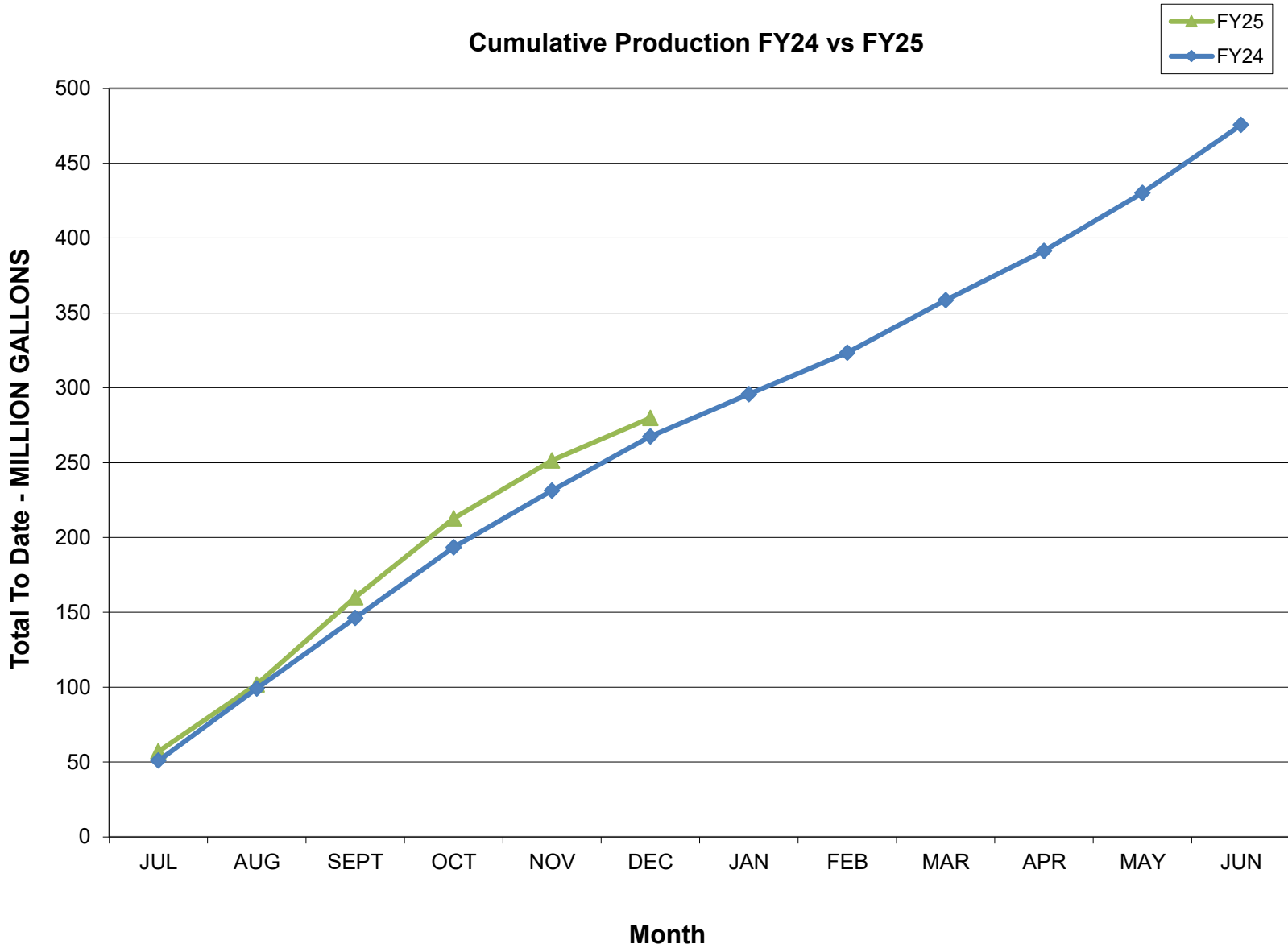
TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2024

	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	0.32	17.08	0.00	30.54	6.02	53.64	2.66	50.98
AUG	2.37	22.03	0.00	23.30	6.40	51.73	3.69	48.04
SEPT	2.31	18.49	0.00	24.22	8.42	51.13	3.87	47.26
OCT	0.51	6.09	0.00	37.04	6.54	49.67	2.58	47.09
NOV	0.05	15.80	11.9	9.68	2.94	40.32	2.42	37.90
DEC	0.00	7.40	17.29	11.08	2.46	38.23	2.03	36.20
JAN	0.00	4.60	15.68	10.14	0.00	30.42	2.11	28.31
FEB	0.00	0.00	15.84	13.16	0.00	29.00	1.37	27.63
MAR	0.00	2.90	13.13	16.81	4.33	37.17	1.94	35.23
APR	0.00	12.90	0.00	22.99	1.09	36.98	4.19	32.79
MAY	0.14	6.30	0.00	34.52	3.13	43.95	5.11	38.84
JUN	0.00	6.60	0.00	40.43	2.47	49.50	4.15	45.35
TOTAL	5.70	120.19	73.84	273.91	43.80	511.74	36.12	475.62
% Annual Total	n/a	23.5%	14.4%	53.5%	8.6%	100.0%	7.1%	92.9%

Monthly Production FY 24 vs 25



Cumulative Production FY24 vs FY25



MONTH		December-24				Coastside County Water District Monthly Discharge Report						
EMERGENCY MAIN AND SERVICE REPAIRS												
C o u n t	Date Reported Discovered	Time Reported	Date Repaired	Time Repaired	Estimated Duration of Leak	(Identifier) Location	Estimated Water Volume Loss (MG)	Class Type	Material Type	Size (Inches)	Work Order Number	
1	12/5/2024	1030	12/6/2024	1500	28 Hours	207 Harvard Ave	0.002	Main	C-900	6"	8626	
2												
3												
4												
5												
6												
7												
8												
						Total	0.002					

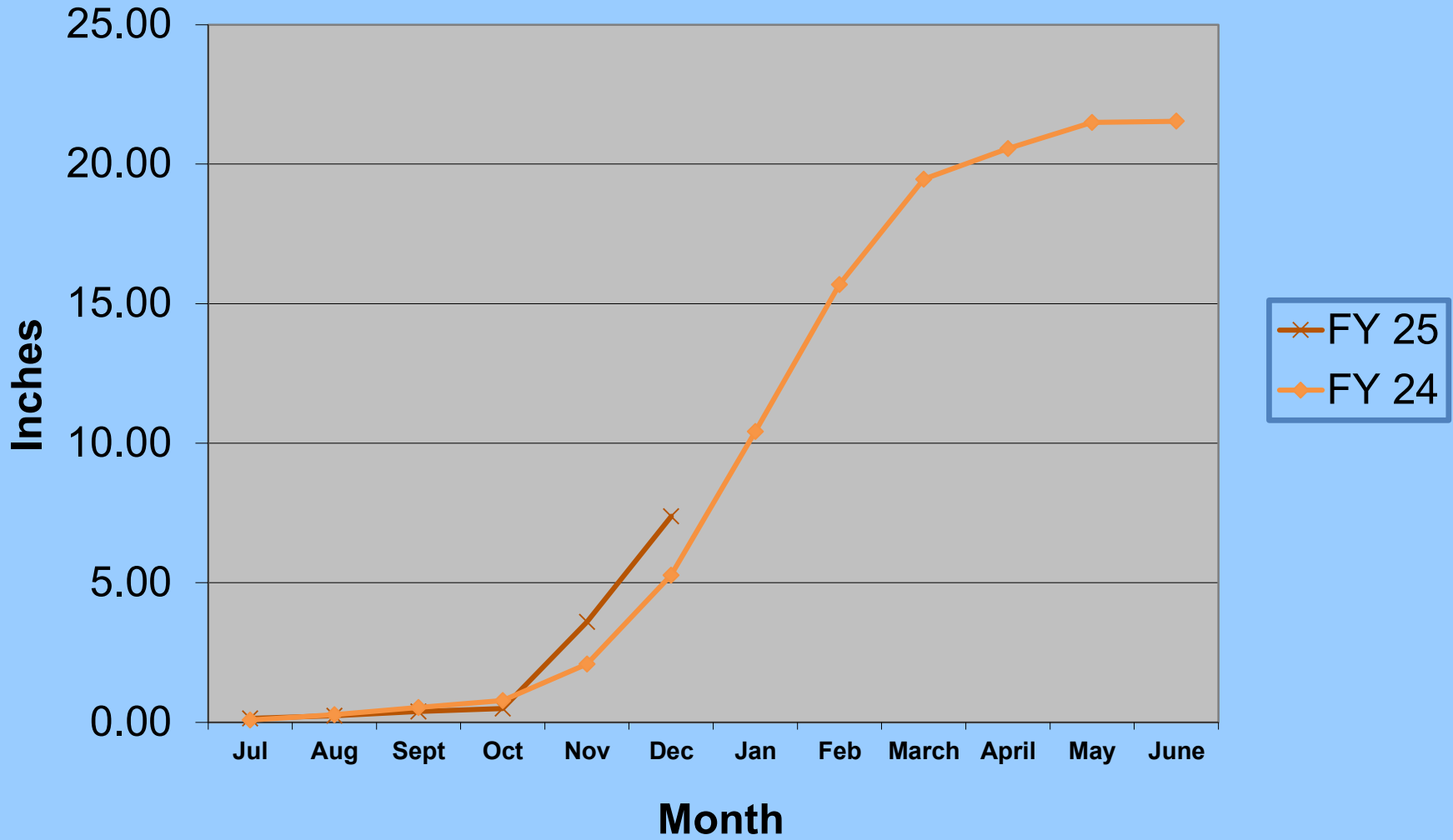
OTHER DISCHARGES	
Total Volumes (MG)	
Flushing Program	0.005
Reservoir Cleaning	0.000
Automatic Blowoffs	0.203
Dewatering Operations	0.000
Other (includes flow testing)	0.000
DISCHARGES GRAND TOTAL (MG)	
0.208	

Coastside County Water District
 766 Main Street
 July 2024 - June 2025

Nunes
 Rainfall in Inches

	2024						2025					
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1	0.01	0.01	0.00	0.00	0.08	0.00						
2	0.00	0.01	0.00	0.00	0.01	0.00						
3	0.00	0.00	0.00	0.00	0.00	0.00						
4	0.00	0.01	0.00	0.00	0.00	0.00						
5	0.00	0.01	0.00	0.00	0.00	0.00						
6	0.00	0.00	0.00	0.00	0.00	0.00						
7	0.00	0.00	0.00	0.00	0.00	0.00						
8	0.01	0.00	0.00	0.00	0.00	0.00						
9	0.00	0.00	0.00	0.03	0.00	0.00						
10	0.00	0.00	0.00	0.00	0.00	0.00						
11	0.01	0.01	0.00	0.00	0.37	0.41						
12	0.00	0.01	0.00	0.00	0.00	0.25						
13	0.00	0.00	0.00	0.01	0.00	0.36						
14	0.01	0.00	0.01	0.02	0.00	0.69						
15	0.00	0.00	0.02	0.00	0.01	0.00						
16	0.00	0.00	0.00	0.00	0.00	0.12						
17	0.00	0.02	0.01	0.00	0.04	0.00						
18	0.00	0.01	0.04	0.00	0.00	0.00						
19	0.00	0.00	0.00	0.00	0.00	0.00						
20	0.00	0.00	0.02	0.00	0.30	0.00						
21	0.01	0.00	0.00	0.00	0.17	0.22						
22	0.00	0.00	0.01	0.00	1.76	0.35						
23	0.00	0.00	0.01	0.00	0.02	0.28						
24	0.00	0.00	0.00	0.00	0.00	0.21						
25	0.00	0.00	0.00	0.00	0.24	0.00						
26	0.00	0.00	0.01	0.00	0.11	0.51						
27	0.01	0.00	0.00	0.00	0.00	0.07						
28	0.01	0.00	0.01	0.00	0.00	0.08						
29	0.02	0.00	0.00	0.00	0.00	0.22						
30	0.04	0.00	0.01	0.00	0.00	0.01						
31	0.01	0.00		0.05		0.00						
Mon.Total	0.14	0.09	0.15	0.11	3.11	3.78						
Year Total	0.14	0.23	0.38	0.49	3.60	7.38						

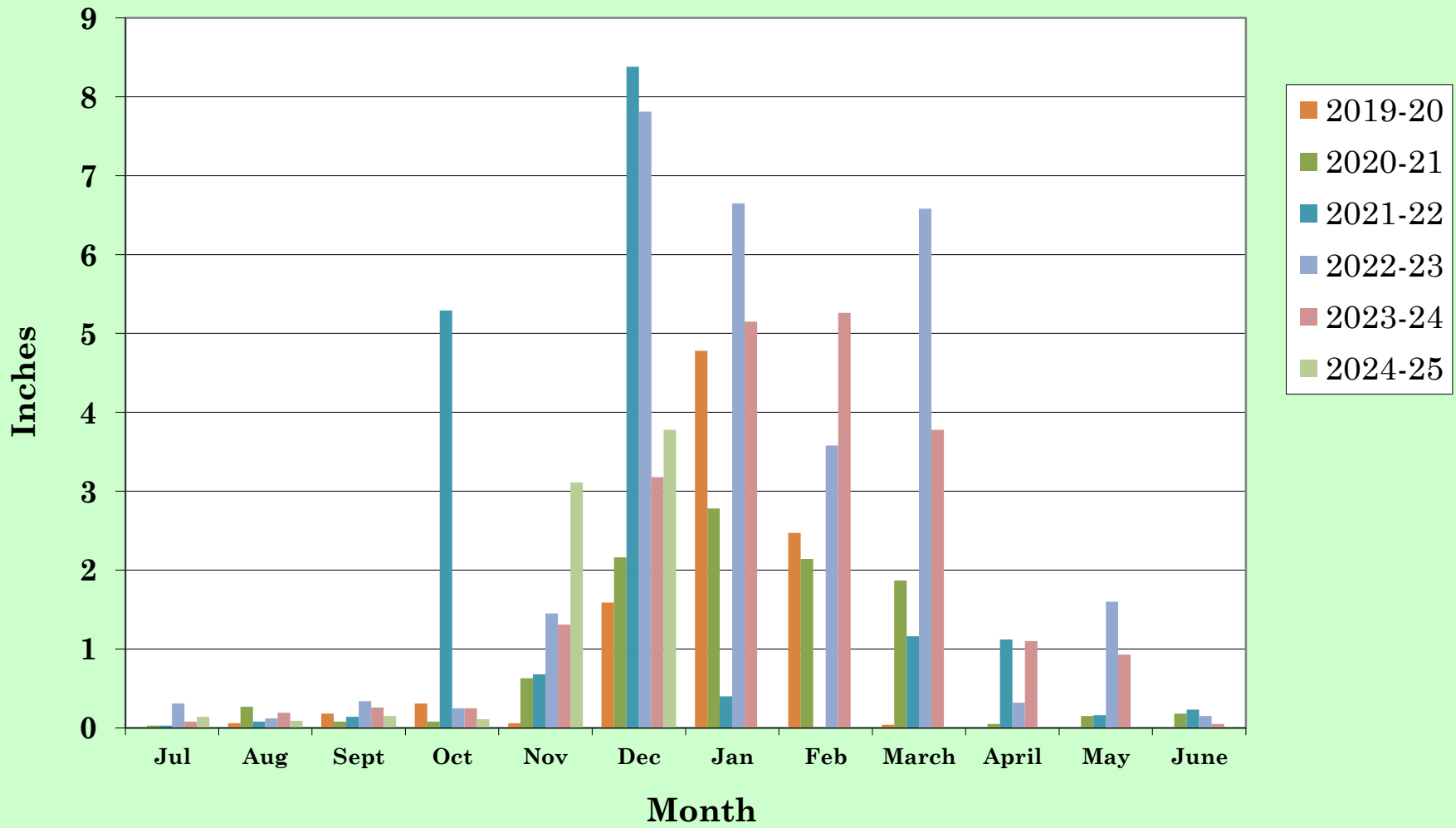
Rainfall Total Comparison Fiscal Years 2024-25 vs. 2023-2024



Coastside County Water District

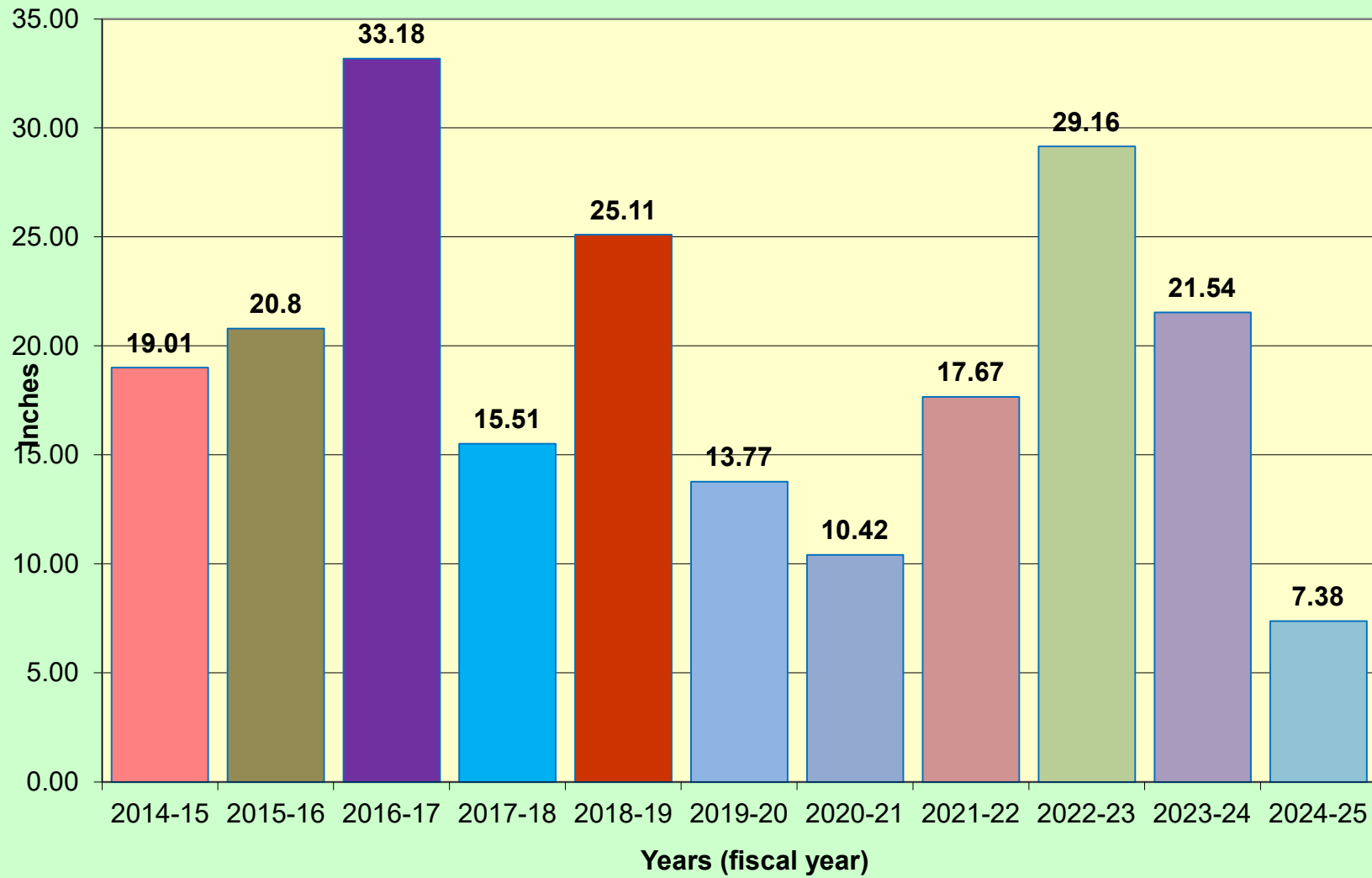
Rainfall by Month

Fiscal Years 20 - 25



Rain Totals

Fiscal Years 15 - 25



San Francisco Public Utilities Commission
Hydrological Conditions Report
November 2024

B. Barry, C. Graham, H. Forrester, N. Waelty
Prepared December 2, 2024



Hetch Hetchy Water and Power staff observe the test installation of a new bulkhead at O’Shaughnessy Dam. The new bulkheads will allow the SFPUC to work on future projects on O’Shaughnessy Dam appurtenances, including the face valves, slide gates and Canyon Tunnel.

System Storage

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

Table 1. Current System Storage as of December 1, 2024							
	Current Storage		Maximum Storage		Available Capacity		Percentage of Maximum Storage
	acre-feet	millions of gallons	acre-feet	millions of gallons	acre-feet	millions of gallons	
Tuolumne System							
Hetch Hetchy Reservoir ¹	241,790		340,830		99,040		71%
Cherry Reservoir ²	246,428		268,811		22,383		92%
Lake Eleanor ³	16,210		21,495		5,285		75%
Water Bank	567,334		570,000		2,666		100%
Tuolumne Storage	1,071,762		1,201,136		129,374		89%
Local Bay Area Storage							
Calaveras Reservoir	81,479	26,550	96,670	31,500	15,191	4,950	84%
San Antonio Reservoir	48,372	15,762	52,506	17,109	4,134	1,347	92%
Crystal Springs Reservoir	52,288	17,038	68,743	22,400	16,455	5,362	76%
San Andreas Reservoir	15,845	5,163	18,898	6,158	3,054	995	84%
Pilarcitos Reservoir	2,335	761	3,118	1,016	783	255	75%
Total Local Storage	200,319	65,274	239,936	78,183	39,616	12,909	83%
Total System	1,272,081		1,441,072		168,990		88%

¹ Maximum Hetch Hetchy Reservoir storage with drum gates deactivated.

² Maximum Cherry Reservoir storage with flashboards removed. Boards were removed September 12.

³ Maximum Lake Eleanor storage with flashboards removed. Boards were removed October 4.

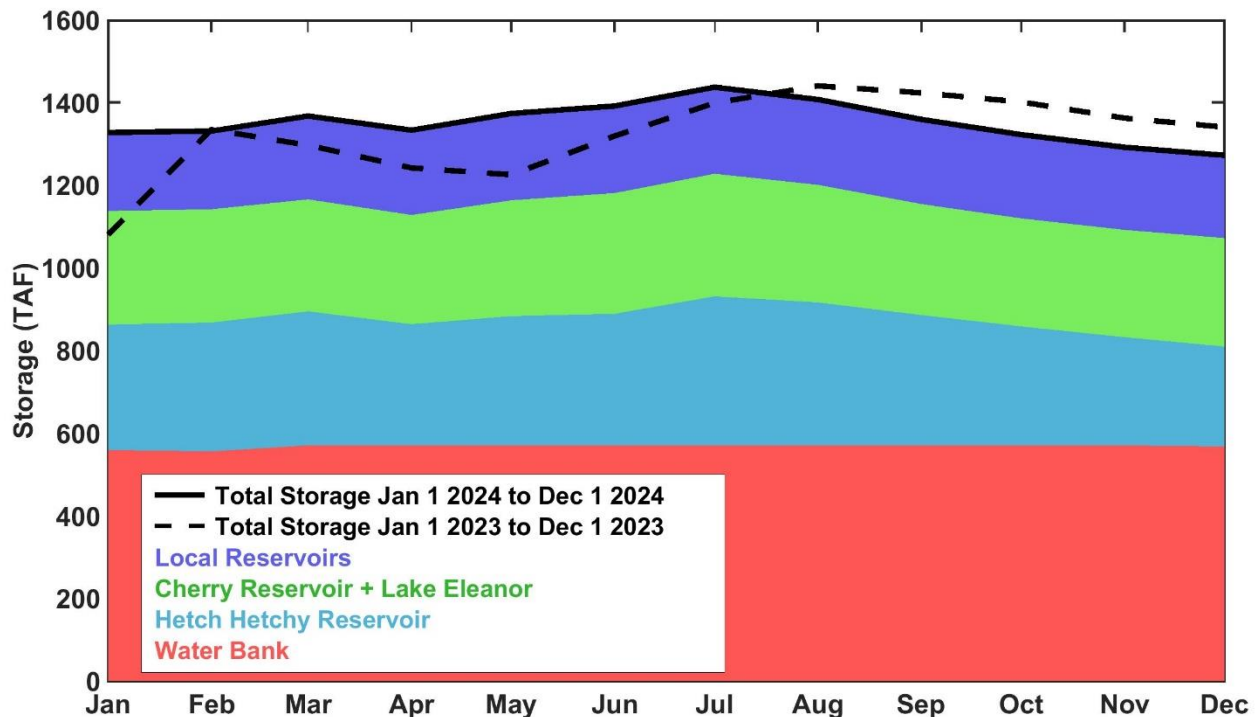


Figure 1: Local and Upcountry Reservoir storage. Color bands show contributions to total system storage. Solid black line shows total system storage for the past 12 months. Dashed black line shows total system storage the previous 12 months.

Hetch Hetchy System Precipitation Index

Current Month: The November 2024 six-station precipitation index was 4.25 inches, which is 156% of the 1991-2020 November median.

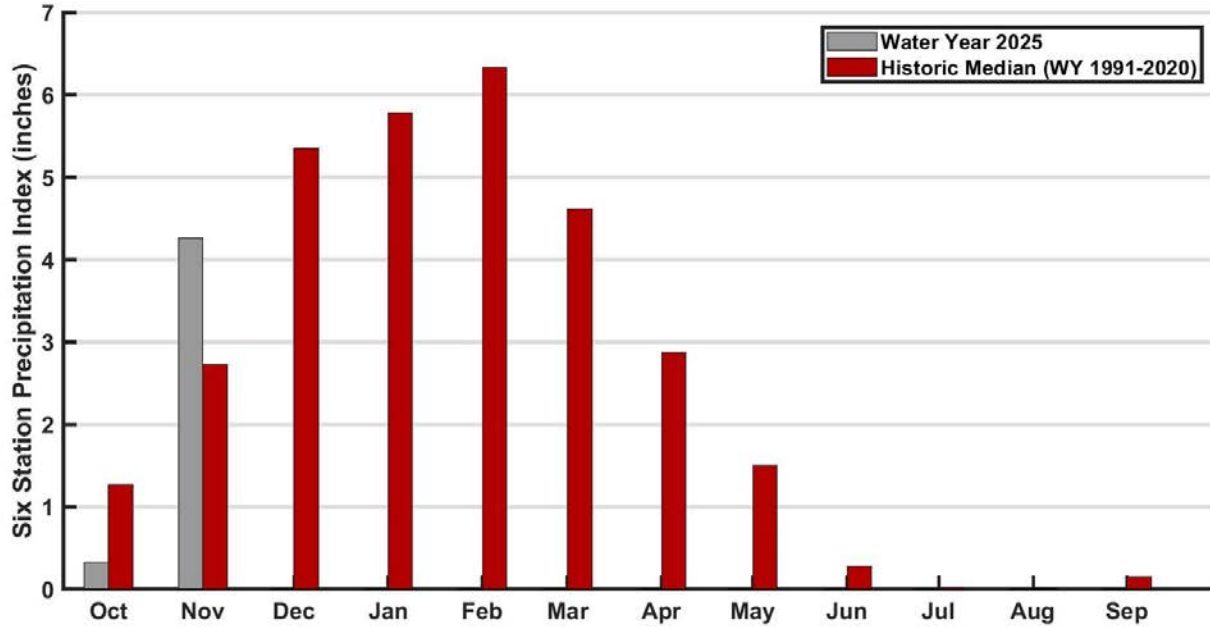


Figure 2: Monthly distribution of the six-station precipitation index relative to the monthly precipitation medians as of December 1. The precipitation index is computed as the average of six Sierra precipitation stations and is an indicator of the overall basin wetness.

Cumulative Precipitation to Date: The cumulative six-station precipitation index for Water Year (WY) 2025 is 4.58 inches, which is 114% of the median to-date. The Hetch Hetchy Weather Station received 4.47 inches of precipitation in November resulting in a total of 4.91 inches for WY 2025, or 100% of WY to-date median. The cumulative WY 2025 Hetch Hetchy Weather Station precipitation is shown in Figure 3 in red.

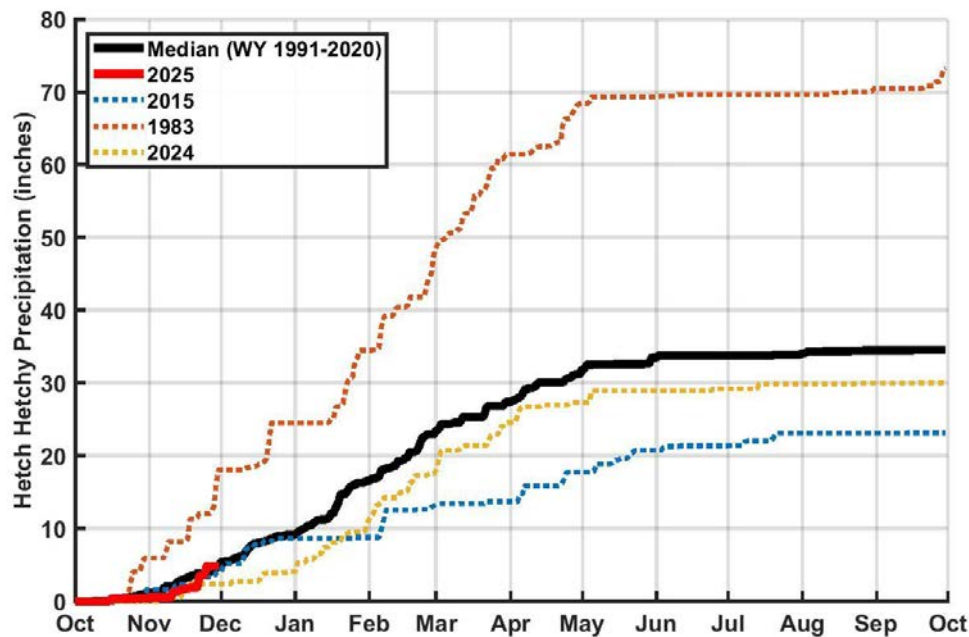


Figure 3: Water Year 2025 cumulative precipitation measured at Hetch Hetchy Weather Station as of December 1. Median cumulative precipitation measured at Hetch Hetchy Weather Station and example wet and dry years are included with Water Year 2024 for comparison purposes.

Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange for November 2024 and Water Year 2025 is summarized below in Table 2.

Table 2. Calculated reservoir inflows and Water Available to City								
* All flows are in acre-feet	November 2024				October 1, 2024 through November 30, 2024			
	Observed Flow	Median ¹	Mean ¹	Percent of Mean	Observed Flow	Median ¹	Mean ¹	Percent of Mean
Inflow to Hetch Hetchy Reservoir	2,448 ²	5,425	10,789	23%	3,048 ²	10,113	18,511	16%
Inflow to Cherry Reservoir and Lake Eleanor	3,628 ²	7,439	14,286	25%	3,768 ²	14,047	23,271	16%
Tuolumne River at La Grange	16,804	18,084	33,098	51%	26,963	41,744	55,366	49%
Water Available to City	0	0	5,488	0%	0	726	11,491	0%

¹Hydrologic Record: 1991-2020

²Observed flow this month is based on inflow monitoring data vs the usual mass balance calculations. The mass balance calculations resulted in negative calculated inflows due to evaporation and finite resolution in the reservoir rating tables.

Hetch Hetchy System Operations

Water deliveries via the San Joaquin Pipeline (SJPL) decreased from 185 MGD to 150 MGD on November 20.

Hetch Hetchy Reservoir power draft and stream releases during the month totaled 19,535 acre-feet. Required minimum instream release during November and December is 50 cfs and 40 cfs, respectively (Type B).

Cherry Reservoir power draft and stream releases totaled 430 acre-feet during the month of November. Required minimum instream release is 5 cfs October through June.

Lake Eleanor stream releases totaled 365 acre-feet during the month of November. Required minimum instream release is 5 cfs November through February. The Cherry Pump Station remained deactivated during November; no water was transferred from Lake Eleanor to Cherry Reservoir.

Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant production rate for the month was 8 MGD. The Sunol Valley Water Treatment Plant production rate for the month was 31 MGD.

Regional System Water Delivery

The average November delivery rate was 176 MGD which is an 17% decrease compared to the October delivery rate of 212 MGD.

Local Precipitation

The rainfall summary for November 2024 and Water Year 2025 is presented in Table 3.

Weather Station Location	November 2024		October 1, 2024 through November 30, 2024	
	Total (inches)	Percent of Mean for the Month	Total (inches)	Percent of Mean for the Year-To-Date
Pilarcitos Reservoir	8.65	247%	8.96	189%
Lower Crystal Springs Reservoir	4.90	214%	5.06	169%
Calaveras Reservoir	2.24	111%	2.24	90%

*Mean Period = WY 1991-2020

Water Supply and Planned Water Supply Management

After a dry October, above-normal precipitation in November brought water year precipitation and snowpack to near-normal conditions (Figure 2, 3, and 5). Despite wet conditions in November, dry antecedent conditions muted runoff, resulting in no Water Available to the City (WAC) for WY2025 (Figure 4, Table 2).

Hetch Hetchy Reservoir is drafting via SJPL deliveries, Moccasin Fish Hatchery flows and minimum instream releases. The 2024-2025 Winter Shutdown is scheduled to begin on December 11, after which SJPL deliveries will discontinue, and Moccasin Fish Hatchery draft will be provided by storage in Priest and Moccasin Reservoirs. Cherry Reservoir is drafting via minimum instream releases; generation at Holm Powerhouse stopped on October 1 and will resume once significant precipitation occurs. Lake Eleanor is drafting via minimum instream releases. Water Bank is anticipated to remain nearly full as upcountry reservoir releases are slightly less than inflows. This trend is expected to continue until significant runoff occurs.

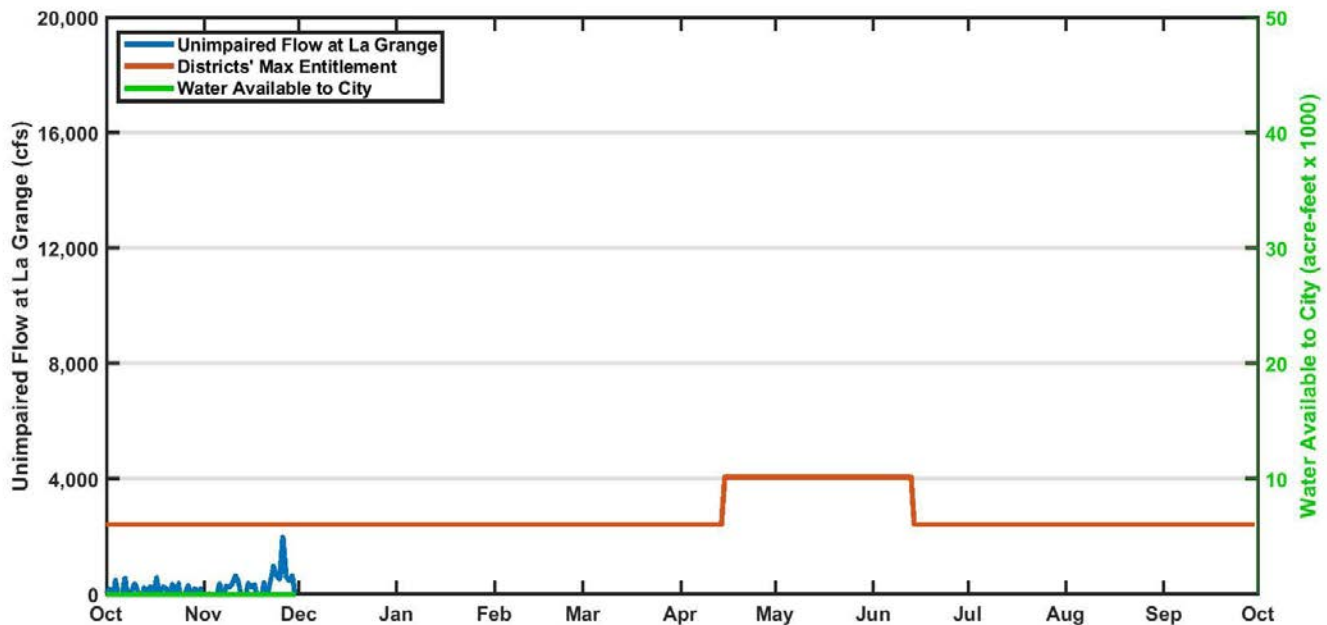


Figure 4: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City.

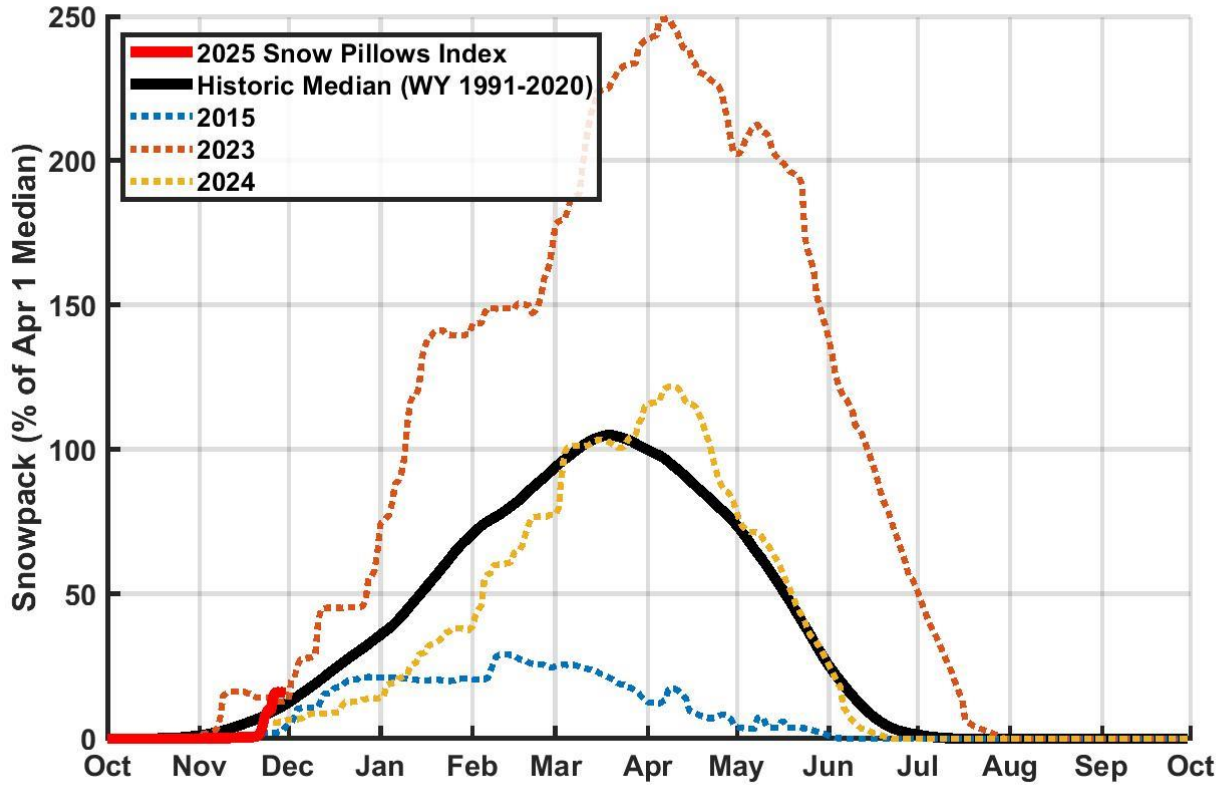
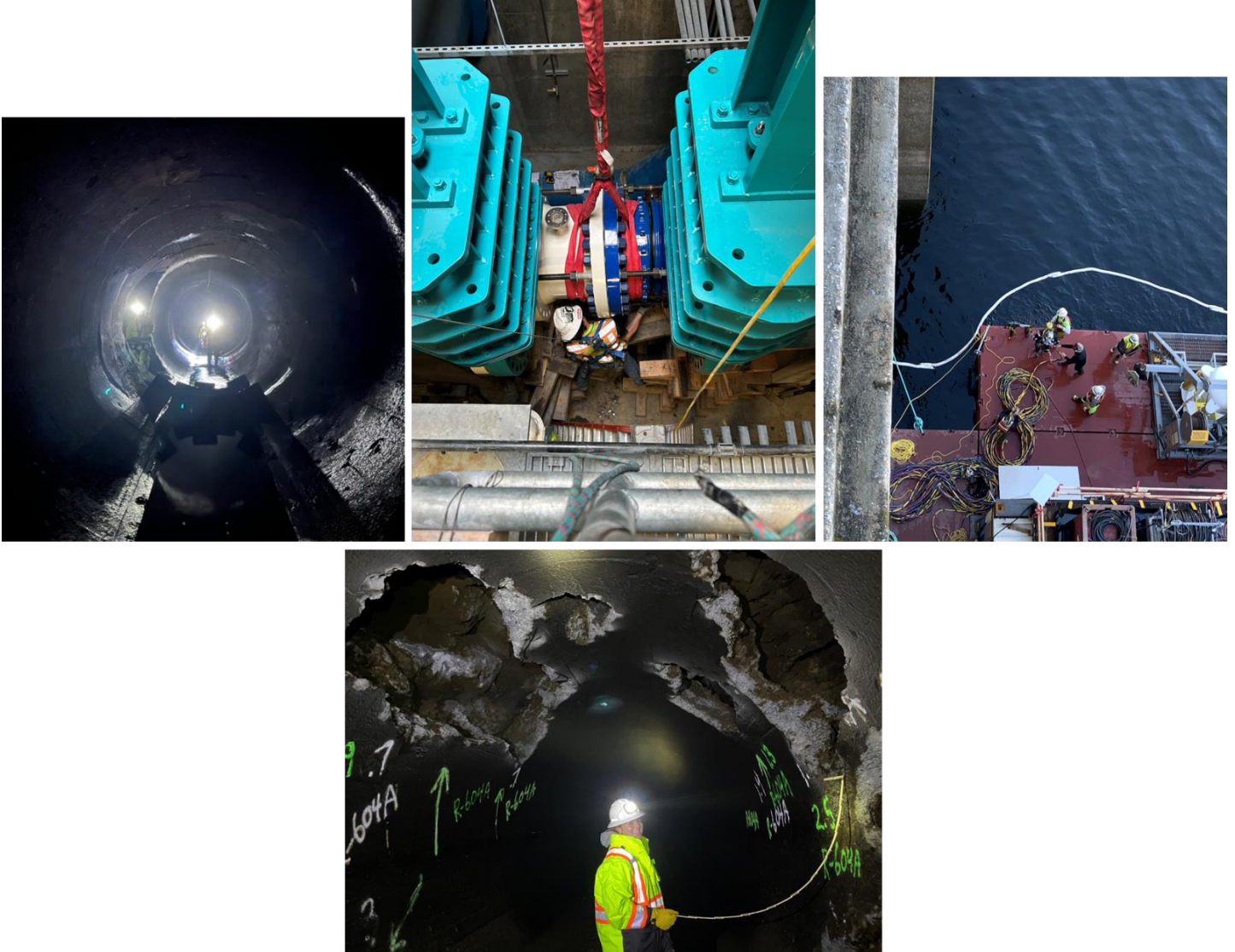


Figure 5: Current water year 10-Station Snow Pillows Index as of December 1 (red line), based on real-time snow water equivalent measurements in the Tuolumne Basin. Historic median, wet and dry years, and previous water year are included for comparison purposes.

San Francisco Public Utilities Commission Hydrological Conditions Report December 2024

B. Barry, C. Graham, H. Forrester, N. Waely
Prepared January 6, 2025



The Winter 2025 Hetch Hetchy Shutdown began on December 16, 2024, and is scheduled to continue until mid-March 2025. During the shutdown numerous maintenance and improvement projects can occur across Hetch Hetchy Water and Power facilities that are otherwise inaccessible. Maintenance projects and inspections are occurring during this year's shutdown at Foothill Tunnel (upper left), San Joaquin Pipeline Pelican Crossover Station (upper middle), O'Shaughnessy Dam (upper right), and Mountain Tunnel (bottom).

System Storage

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

Table 1. Current System Storage as of January 1, 2025							
	Current Storage		Maximum Storage		Available Capacity		Percentage of Maximum Storage
	acre-feet	millions of gallons	acre-feet	millions of gallons	acre-feet	millions of gallons	
Tuolumne System							
Hetch Hetchy Reservoir ¹	241,790		340,830		99,040		71%
Cherry Reservoir ²	253,692		268,811		15,119		94%
Lake Eleanor ³	22,239		21,495		0		100%
Water Bank	548,225		570,000		21,775		96%
Tuolumne Storage	1,065,946		1,201,136		135,934		89%
Local Bay Area Storage							
Calaveras Reservoir	78,251	25,498	96,670	31,500	18,419	6,002	81%
San Antonio Reservoir	47,970	15,631	52,506	17,109	4,536	1,478	91%
Crystal Springs Reservoir	50,846	16,568	68,743	22,400	17,897	5,832	74%
San Andreas Reservoir	16,173	5,270	18,898	6,158	2,725	888	86%
Pilarcitos Reservoir	2,418	788	3,118	1,016	700	228	78%
Total Local Storage	195,658	63,755	239,936	78,183	44,278	14,428	82%
Total System	1,261,604		1,441,072		180,212		88%

¹ Maximum Hetch Hetchy Reservoir storage with drum gates deactivated.

² Maximum Cherry Reservoir storage with flashboards removed. Boards were removed September 12.

³ Maximum Lake Eleanor storage with flashboards removed. Boards were removed October 4.

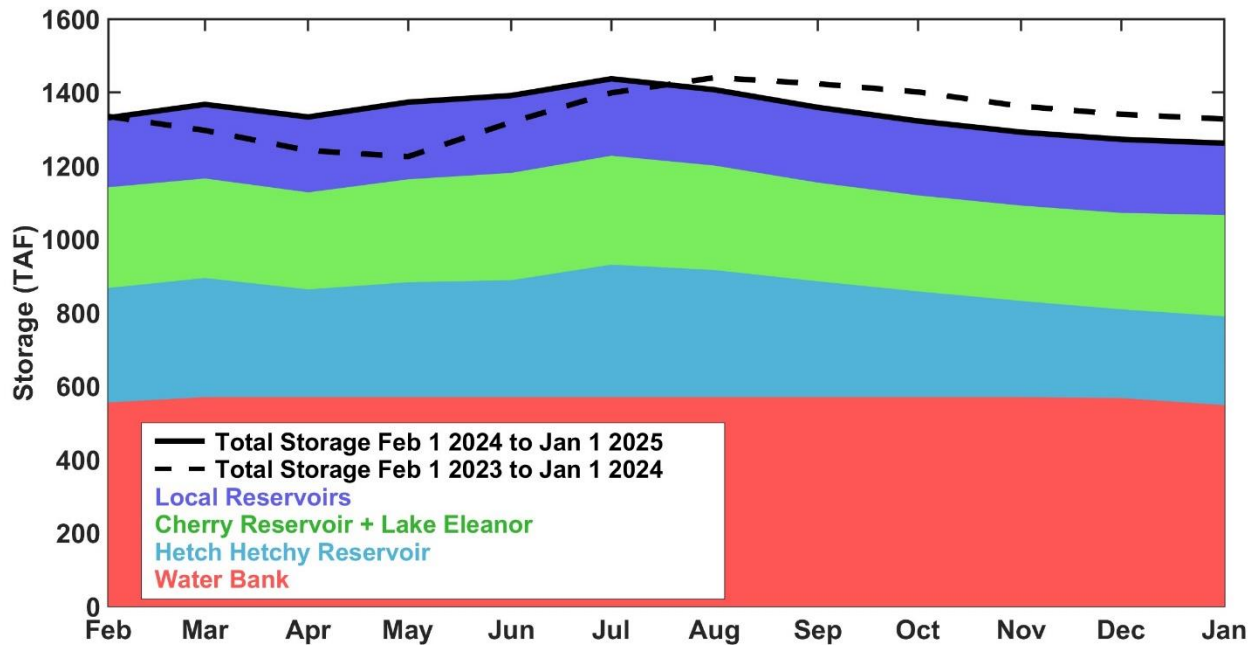


Figure 1: Local and Upcountry Reservoir storage. Color bands show contributions to total system storage. Solid black line shows total system storage for the past 12 months. Dashed black line shows total system storage the previous 12 months.

Hetch Hetchy System Precipitation Index

Current Month: The December 2024 six-station precipitation index was 4.56 inches, which is 85% of the 1991-2020 December median.

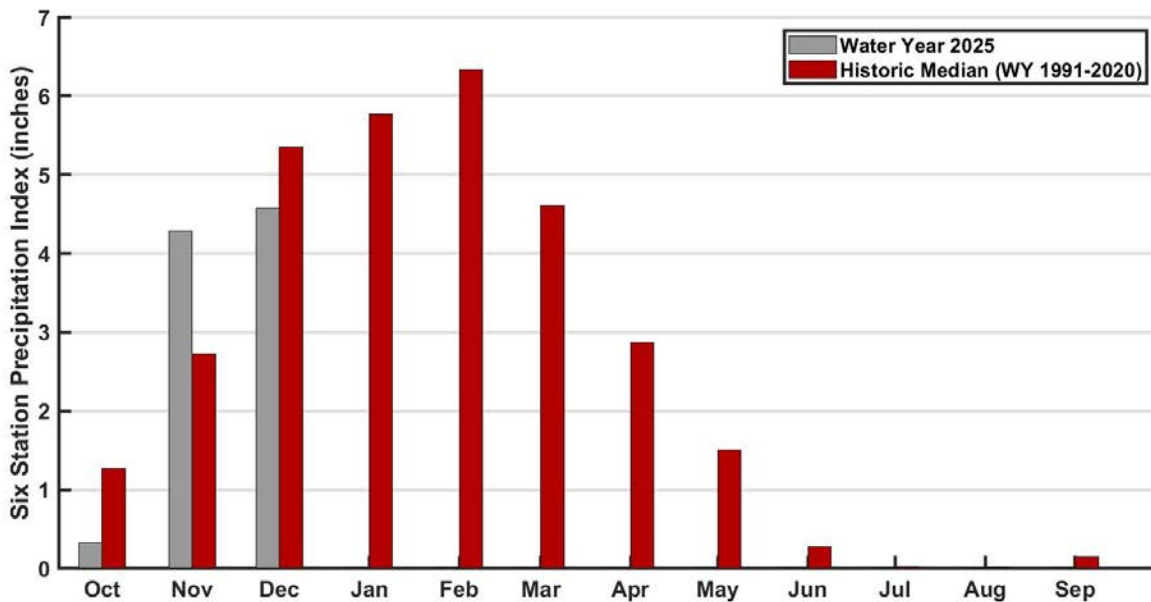


Figure 2: Monthly distribution of the six-station precipitation index relative to the monthly precipitation medians as of January 1. The precipitation index is computed as the average of six Sierra precipitation stations and is an indicator of the overall basin wetness.

Cumulative Precipitation to Date: The cumulative six-station precipitation index for Water Year (WY) 2025 is 9.14 inches, which is 98% of the median to-date. The Hetch Hetchy Weather Station received 4.76 inches of precipitation in December resulting in a total of 9.67 inches for WY 2025, or 105% of WY to-date median. The cumulative WY 2025 Hetch Hetchy Weather Station precipitation is shown in Figure 3 in red.

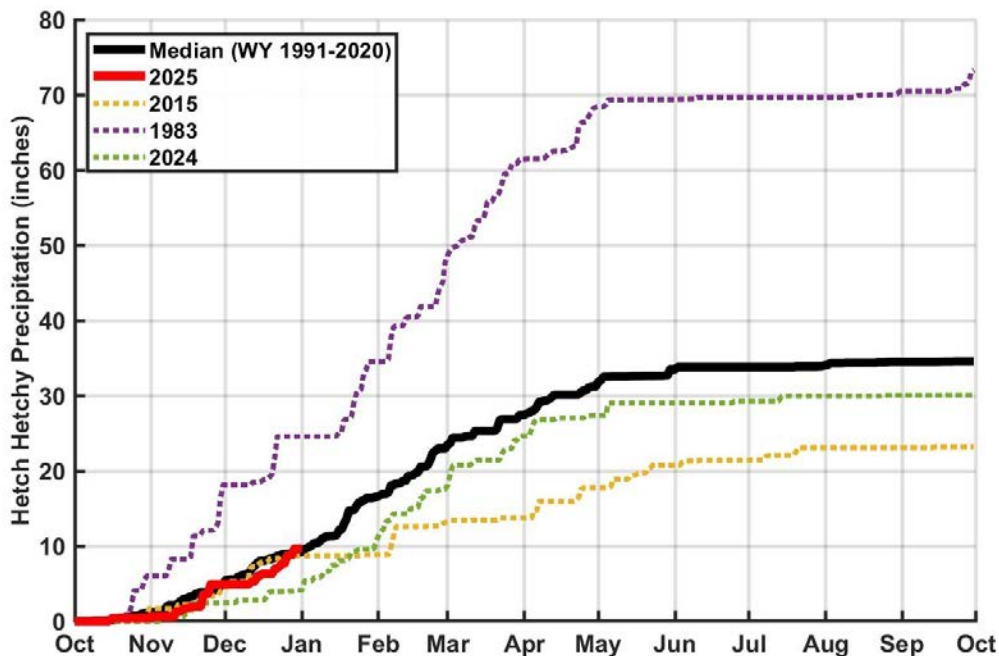


Figure 3: Water Year 2025 cumulative precipitation measured at Hetch Hetchy Weather Station as of January 1. Median cumulative precipitation measured at Hetch Hetchy Weather Station and example wet and dry years are included with Water Year 2025 for comparison purposes.

Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange for December 2024 and Water Year 2025 is summarized below in Table 2.

Table 2. Calculated reservoir inflows and Water Available to City								
* All flows are in acre-feet	December 2024				October 1, 2024 through December 31, 2024			
	Observed Flow	Median ¹	Mean ¹	Percent of Mean	Observed Flow	Median ¹	Mean ¹	Percent of Mean
Inflow to Hetch Hetchy Reservoir	10,569	11,208	18,263	58%	13,617 ²	27,977	36,794	37%
Inflow to Cherry Reservoir and Lake Eleanor	14,463	14,889	25,932	56%	18,231 ²	39,901	48,899	37%
Tuolumne River at La Grange	44,579	52,580	83,633	53%	71,542	93,205	137,255	52%
Water Available to City	296	325	31,109	1%	296	8,925	42,394	1%

¹Hydrologic Record: 1991-2020

²Water Year inflow uses a combination of inflow monitoring data and mass-balance calculations. The mass balance calculations resulted in negative calculated inflows during dry months due to evaporation and finite resolution of the reservoir rating table.

Hetch Hetchy System Operations

Water deliveries via the San Joaquin Pipeline (SJPL) decreased from 150 MGD to 120 MGD on December 4, and then decreased to 0 MGD on December 17.

Hetch Hetchy Reservoir power draft and stream releases during the month totaled 8,894 acre-feet. Required minimum instream release increased from 40 cfs (Type B) during December to 50 cfs (Type A) in January.

Cherry Reservoir power draft and stream releases totaled 724 acre-feet during the month of December. Required minimum instream release is 5 cfs October through June.

Lake Eleanor stream releases totaled 450 acre-feet during the month of December. Required minimum instream release is 5 cfs November through February. The Cherry-Eleanor Pumps remained deactivated during December; no water was transferred from Lake Eleanor to Cherry Reservoir.

Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant production rate for the month was 46 MGD. The Sunol Valley Water Treatment Plant production rate for the month was 57 MGD.

Regional System Water Delivery

The average December delivery rate was 151 MGD which is a 14% decrease compared to the November delivery rate of 176 MGD.

Local Precipitation

The rainfall summary for December 2024 and Water Year 2025 is presented in Table 3.

Weather Station Location	December 2024		October 1, 2024 through December 31, 2024	
	Total (inches)	Percent of Mean for the Month	Total (inches)	Percent of Mean for the Year-To-Date
Pilarcitos Reservoir	9.32	140%	18.28	158%
Lower Crystal Springs Reservoir	7.00	156%	12.06	161%
Calaveras Reservoir	5.56	165%	7.80	133%

*Mean Period = WY 1991-2020

Snowpack, Water Supply and Planned Water Supply Management

After a dry October, above-normal precipitation in November, and near-normal precipitation in December, water year precipitation and snowpack conditions remain near normal (Figure 2, 3, and 5). Storms in late December generated modest runoff, resulting in 296 AF Water Available to the City (WAC) for WY2025 (Figure 4, Table 2).

Hetch Hetchy Reservoir is drafting via minimum instream releases. The 2024-2025 Winter Shutdown began on December 16, resulting in SJPL deliveries dropping to 0 MGD. SJPL deliveries are scheduled to resume on March 20. During the shutdown, Moccasin Fish Hatchery draft is reduced to 3 cfs and will be provided by storage in Priest and Moccasin Reservoirs. Cherry Reservoir is drafting via minimum instream releases. Except for minimal generation associated with scheduled maintenance, Holm Powerhouse remained deactivated in December. Following significant precipitation in December, Holm Powerhouse generation resumed January 2. Lake Eleanor is full and spilling and drafting via minimum instream releases. The Cherry-Eleanor Pumps will be activated once Lake Eleanor spills 50 cfs. Water Bank is anticipated to gradually debit as upcountry reservoir releases are less than inflows. This trend is expected to continue through January.

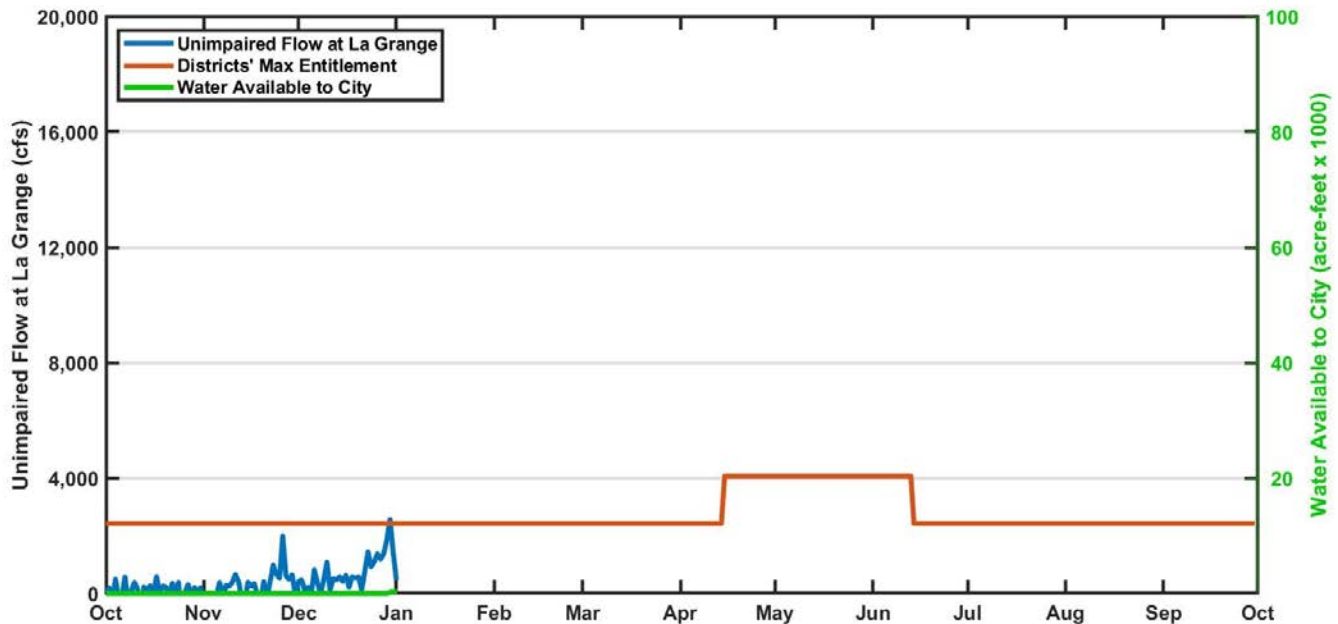


Figure 4: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City.

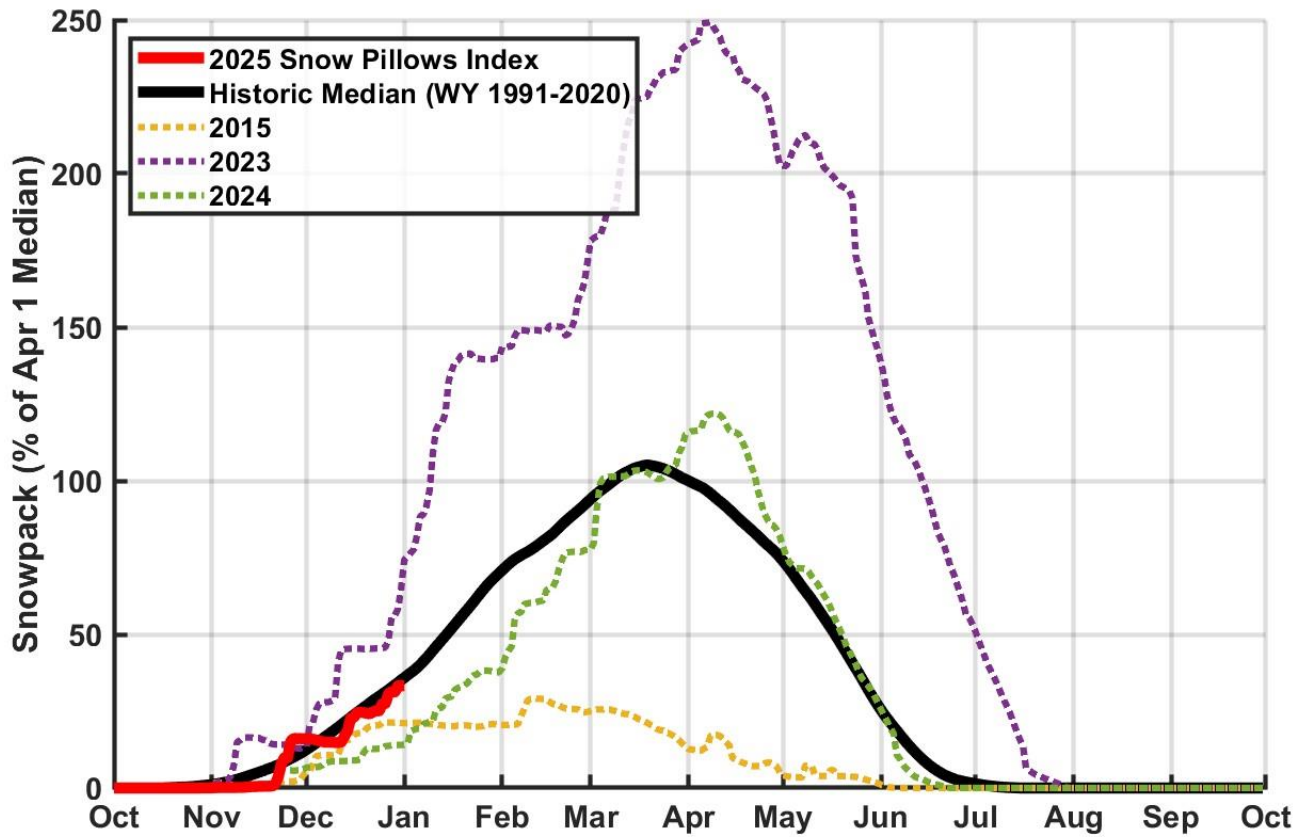


Figure 5: Current water year 10-Station Snow Pillows Index as of January 1 (red line), based on real-time snow water equivalent measurements in the Tuolumne Basin. Historic median, wet and dry years, and previous water year are included for comparison purposes.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: January 14, 2025

Report Date: January 10, 2025

Agenda/Title: Notice of Completion – Upgrade/Replace Fire Sprinkler Alarm System at the Crystal Springs Pump Station Project

Recommendation:

That the Board of Directors take the following actions:

- (1) Accept the Upgrade/Replace Fire Sprinkler Alarm System at the Crystal Springs Pump Station Project as complete.**
- (2) Authorize the Notice of Completion to be filed with the County of San Mateo.**
- (3) Authorize the release of the retention funds when the Notice of Completion has been recorded and returned to the District.**

Background

Coastside County Water District entered into a contract with Johnson Controls Fire Protection LP on December 14, 2023, for the Upgrade/Replace Fire Sprinkler Alarm System at the Crystal Springs Pump Station. The work consisted of a new fire alarm system including, installation, drawings, programming, testing and system certification.

The work site is located adjacent to State Highway 92 approximately ¼ mile west of Crystal Springs Reservoir, San Mateo County. The property on which the pump station is located is designated as the San Francisco State Fish and Game Refuge (addressed as 8655 San Mateo Road, Half Moon Bay, CA).

The work was completed on October 20, 2024, in accordance with District specifications.

Fiscal Impact: None.

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO

Name
Street
Address
City &
State

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

SPACE ABOVE THIS LINE FOR RECORDER'S USE

RECORD WITHOUT FEE Govt. Code § 6103 & 27383

NOTICE OF COMPLETION

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

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

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

3. On January 14, 2025 there was completed upon the hereinafter described as Upgrade/Replace Fire Sprinkler Alarm System at the Crystal Springs Pump Station Project. The work consisted of a new fire alarm system including, installation, drawings, programming, testing and system certification.

4. The name of the original contractor for the work of improvement as a whole was: and Johnson Controls Fire Protection LP, 6952 Preston Avenue, Suite A, Livermore, CA 94551-9545.

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

The work site is located adjacent to State Highway 92 approximately ¼ mile west of Crystal Springs Reservoir, San Mateo County. The property on which the pump station is located is designated as the San Francisco State Fish and Game Refuge (addressed as 8655 San Mateo Road, Half Moon Bay, CA).

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

COASTSIDE COUNTY WATER DISTRICT

BY: _____
Mary Rogren, Secretary

VERIFICATION

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

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

Executed on January 14, 2025, at Half Moon Bay, California
(Date) (Place where signed)

By: _____
Mary Rogren,
Secretary of the District

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Jeffrey Schneider, Assistant General Manager

Agenda: January 14, 2025

Report Date: January 10, 2025

Agenda Title: Accept the Coastside County Water District Basic Financial Statements and Independent Auditor's Report for Fiscal Year Ended June 30, 2024.

Recommendation/Motion:

Accept the Coastside County Water District Basic Financial Statements and Independent Auditor's Report for Fiscal Year Ended June 30, 2024.

Background:

C.J. Brown & Company, CPAs, the District's Independent Auditor, has completed work on the Basic Financial Statements for the Year Ended June 30, 2024. The Auditor's letter attests that the financial statements present fairly the financial position of the District. No exceptions or concerns were noted.

Mr. Jonathan Abadesco, the Audit Partner assigned to the District, will be at the January Board meeting via Zoom to discuss the Financial Statements and to answer the Board's questions.

Attachments:

- A. Coastside County Water District - Annual Financial Report for the Fiscal Years ended June 30, 2024 and 2023
 - Includes Independent Auditor's Report on Internal Controls and Compliance
- B. Management Report for the Year ended June 30, 2024
- C. C.J. Brown & Company, CPAs Presentation Materials



Coastside County Water District

Annual Financial Report

For the Fiscal Years Ended June 30, 2024 and 2023





Mission Statement

The mission of Coastside County Water District is to provide our customers with high quality water and service at the lowest possible price, in accordance with the following values:

- *Reliability and sustainability of system facilities*
- *Timeliness of District policies, procedures, actions, and decisions*
- *50-year outlook when replacing infrastructure*
- *Legality of all District actions and behaviors*
- *Culture of openness, fairness, and inclusiveness*

**Coastside County Water District
Board of Directors as of June 30, 2024**

<u>Name</u>	<u>Title</u>	<u>Elected/ Appointed</u>	<u>Current Term</u>
Chris Mickelsen	President	Appointed	12/22-11/26
Glenn Reynolds	Vice-President	Appointed	12/24-11/28
Ken Coverdell	Director	Appointed	12/24-11/28
Robert Feldman	Director	Appointed	12/22-11/26
John Muller	Director	Appointed	12/24-11/28

**Coastside County Water District
Mary Rogren, General Manager
766 Main Street
Half Moon Bay, California 94019
(650) 726-4405 – www.coastsidewater.org**

Coastside County Water District

Annual Financial Report

For the Fiscal Years Ended June 30, 2024 and 2023

*Presentation Version
Subject to Board Approval*

**Coastside County Water District
Annual Financial Report
For the Fiscal Years Ended June 30, 2024 and 2023**

Table of Contents

	<u>Page No.</u>
Table of Contents	i
Financial Section	
Independent Auditor’s Report	1-3
Management’s Discussion and Analysis	4-9
Basic Financial Statements:	
Statements of Net Position	10-11
Statements of Revenues, Expenses, and Changes in Net Position	12
Statements of Cash Flows	13-14
Notes to the Basic Financial Statements	15-47
Required Supplementary Information	
Schedules of Changes in the District’s Total OPEB Liability and Related Ratios	48
Schedules of the District’s Proportionate Share of the Net Pension Liability	49
Schedules of Pension Plan Contributions	50
Report on Internal Controls and Compliance	
Independent Auditor’s Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	51-52

Financial Section

Presentation Version
Subject to Board Approval

Independent Auditor's Report

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

Report on the Financial Statements

Opinion

We have audited the accompanying financial statements of the Coastside County Water District (District), which comprises the statements of net position as of June 30, 2024 and 2023, and the related statements of revenues, expenses, and changes in net position for the fiscal years then ended, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Coastside County Water District as of June 30, 2024 and 2023, and the changes in net position and cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the State Controller's Minimum Audit Requirements for California Special Districts. Those standards require that we plan and perform our audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Independent Auditor's Report, continued

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District 's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control–related matters that we identified during the audit.

Independent Auditor's Report, continued

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4 through 9 and the required supplementary information on pages 48 through 50 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated January 14, 2025, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance. This report can be found on pages 51 and 52.

C.J. Brown & Company, CPAs
Cypress, California
January 14, 2025

Coastside County Water District
Management's Discussion and Analysis
For the Fiscal Years Ended June 30, 2024 and 2023

The following Management's Discussion and Analysis (MD&A) of activities and financial performance of the Coastside County Water District (District) provides an introduction to the financial statements of the District for the fiscal years ended June 30, 2024 and 2023. We encourage readers to consider the information presented here in conjunction with the basic financial statements and related notes, which follow this section.

Financial Highlights

- In fiscal year 2024, the District's net position increased 5.02% or \$2,717,213 to \$56,798,950 as a result from ongoing operations. In fiscal year 2023, the District's net position increased 5.10% or \$2,624,816 to \$54,081,737 as a result from ongoing operations.
- In fiscal year 2024, the District's operating revenues increased 9.27% or \$1,061,125 to \$12,504,037. In fiscal year 2023, the District's operating revenues decreased 9.78% or \$1,239,963 to \$11,442,912.
- In fiscal year 2024, the District's non-operating revenues increased 31.33% or \$694,010 to \$2,909,175. In fiscal year 2023, the District's non-operating revenues increased 9.18% or \$186,176 to \$2,215,165.
- In fiscal year 2024, the District's operating expenses increased 21.43% or \$1,680,380 to \$9,521,262. In fiscal year 2023, the District's operating expenses decreased 17.61% or \$1,675,606 to \$7,840,882.
- In fiscal year 2024, the District's non-operating expenses decreased 5.56% or \$34,431 to \$585,376. In fiscal year 2023, the District's non-operating expenses increased 19.42% or \$100,796 to \$619,807.
- In fiscal year 2024, the District's capital contributions were \$59,021. In fiscal year 2023, there were no reportable capital contributions.

Required Financial Statements

This annual report consists of a series of financial statements. The Statement of Net Position, Statement of Revenues, Expenses, and Changes in Net Position and Statement of Cash Flows provide information about the activities and performance of the District using accounting methods similar to those used by private sector companies.

The Statement of Net Position include all of the District's investments in resources (assets), deferred outflows of resources, the obligations to creditors (liabilities), and deferred inflows of resources. It also provides the basis for computing a rate of return, evaluating the capital structure of the District and assessing the liquidity and financial flexibility of the District. All of the current year's revenue and expenses are accounted for in the Statements of Revenues, Expenses, and Changes in Net Position. These statements measure the success of the District's operations over the past year and can be used to determine if the District has successfully recovered all of its costs through its rates and other charges. This statement can also be used to evaluate profitability and credit worthiness. The final required financial statement is the Statement of Cash Flows, which provides information about the District's cash receipts and cash payments during the reporting period. The Statement of Cash Flows report cash receipts, cash payments, and net changes in cash resulting from operations, investing, non-capital financing, and capital and related financing activities and provides answers to such questions as where did cash come from, what was cash used for, and what was the change in cash balance during the reporting period.

Coastside County Water District
Management's Discussion and Analysis, continued
For the Fiscal Years Ended June 30, 2024 and 2023

Financial Analysis of the District

One of the most important question asked about the District's finances is, "Is the District better off or worse off as a result of this year's activities?" The Statement of Net Position and the Statement of Revenues, Expenses, and Changes in Net Position report information about the District in a way that helps answer this question. These statements include all assets, deferred outflows of resources, liabilities, and deferred inflows of resources using the *accrual basis of accounting*, which is similar to the accounting method used by most private sector companies. All of the current year's revenues and expenses are taken into account regardless of when the cash is received or paid.

These two statements report the District's *net position* and changes in it. One can think of the District's net position – the difference between assets, deferred outflows of resources, liabilities, and deferred inflows of resources – as one way to measure the District's financial health, or *financial position*. Over time, *increases or decreases* in the District's net position are one indicator of whether its *financial health* is improving or deteriorating. However, one will need to consider other non-financial factors such as changes in economic conditions, population growth, zoning, and new or changed government legislation, such as changes in Federal and State water quality standards.

Notes to the Basic Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the basic financial statements. The notes to the basic financial statements can be found on pages 15 through 47.

Statements of Net Position

Condensed Statements of Net Position

	<u>2024</u>	<u>2023</u>	<u>Change</u>	<u>As Restated 2022</u>	<u>Change</u>
Assets:					
Current assets	\$ 14,937,307	15,745,146	(807,839)	18,741,000	(2,995,854)
Non-current assets	447,419	148,912	298,507	267,287	(118,375)
Capital assets, net	<u>68,191,283</u>	<u>65,656,956</u>	<u>2,534,327</u>	<u>62,182,935</u>	<u>3,474,021</u>
Total assets	<u>83,576,009</u>	<u>81,551,014</u>	<u>2,024,995</u>	<u>81,191,222</u>	<u>359,792</u>
Deferred outflows of resources:	<u>2,003,365</u>	<u>1,999,894</u>	<u>3,471</u>	<u>934,315</u>	<u>1,065,579</u>
Liabilities:					
Current liabilities	2,257,660	2,199,722	57,938	2,311,095	(111,373)
Non-current liabilities	<u>25,441,362</u>	<u>26,070,285</u>	<u>(628,923)</u>	<u>25,708,582</u>	<u>361,703</u>
Total liabilities	<u>27,699,022</u>	<u>28,270,007</u>	<u>(570,985)</u>	<u>28,019,677</u>	<u>250,330</u>
Deferred inflows of resources:	<u>1,081,402</u>	<u>1,199,164</u>	<u>(117,762)</u>	<u>2,648,939</u>	<u>(1,449,775)</u>
Net position:					
Net investment in capital assets	48,782,570	45,255,084	3,527,486	40,732,904	4,522,180
Restricted	434,373	314,093	120,280	450,382	(136,289)
Unrestricted	<u>7,582,007</u>	<u>8,512,560</u>	<u>(930,553)</u>	<u>10,273,635</u>	<u>(1,761,075)</u>
Total net position	<u>\$ 56,798,950</u>	<u>54,081,737</u>	<u>2,717,213</u>	<u>51,456,921</u>	<u>2,624,816</u>

Coastside County Water District
Management's Discussion and Analysis, continued
For the Fiscal Years Ended June 30, 2024 and 2023

Statements of Net Position, continued

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the District, assets and deferred outflows exceeded liabilities and deferred inflows by \$56,798,950 and \$54,081,737 as of June 30, 2024 and 2023, respectively.

By far, the largest portion of the District's net position (86% and 84% as of June 30, 2024 and 2023, respectively) reflects the District's investment in capital assets (net of accumulated depreciation) less any related debt used to acquire those assets that is still outstanding. The District uses these capital assets to provide services to customers within the District's service area; consequently, these assets are not available for future spending.

At the end of fiscal years 2024 and 2023, the District showed a positive balance in its unrestricted net position of \$7,582,007 and \$8,512,560, respectively, which may be utilized in future years. See Note 11 for further information.

Statements of Revenues, Expenses, and Changes in Net Position

Condensed Statements of Revenues, Expenses, and Changes in Net Position

	<u>2024</u>	<u>2023</u>	<u>Change</u>	<u>As Restated 2022</u>	<u>Change</u>
Revenue:					
Operating revenue	\$ 12,504,037	11,442,912	1,061,125	12,682,875	(1,239,963)
Non-operating revenue	<u>2,909,175</u>	<u>2,215,165</u>	<u>694,010</u>	<u>2,028,989</u>	<u>186,176</u>
Total revenue	<u>15,413,212</u>	<u>13,658,077</u>	<u>1,755,135</u>	<u>14,711,864</u>	<u>(1,053,787)</u>
Expense:					
Operating expense	9,521,262	7,840,882	1,680,380	9,516,488	(1,675,606)
Depreciation	2,648,382	2,572,572	75,810	2,547,547	25,025
Non-operating expense	<u>585,376</u>	<u>619,807</u>	<u>(34,431)</u>	<u>519,011</u>	<u>100,796</u>
Total expense	<u>12,755,020</u>	<u>11,033,261</u>	<u>1,721,759</u>	<u>12,583,046</u>	<u>(1,549,785)</u>
Net income before capital contributions	2,658,192	2,624,816	33,376	2,128,818	495,998
Capital contributions:	<u>59,021</u>	<u>-</u>	<u>59,021</u>	<u>202,431</u>	<u>(202,431)</u>
Change in net position	2,717,213	2,624,816	92,397	2,331,249	293,567
Net position, beginning of year, as restated	<u>54,081,737</u>	<u>51,456,921</u>	<u>2,624,816</u>	<u>49,125,672</u>	<u>2,331,249</u>
Net position, end of year	<u>\$ 56,798,950</u>	<u>54,081,737</u>	<u>2,717,213</u>	<u>51,456,921</u>	<u>2,624,816</u>

The Statements of Revenues, Expenses, and Changes of Net Position show how the District's net position changed during the fiscal years. In the case of the District, net position increased 5.02% or \$2,717,213 in fiscal year 2024 to \$56,798,950 as a result from ongoing operations. In fiscal year 2023, the District's net position increased 5.10% or \$2,624,816 to \$54,081,737 as a result of ongoing operations.

Coastside County Water District
Management's Discussion and Analysis, continued
For the Fiscal Years Ended June 30, 2024 and 2023

Statements of Revenues, Expenses, and Changes in Net Position, continued

A closer examination of the sources of changes in net position reveals that:

In fiscal year 2024, total revenues increased 12.85% or \$1,755,135 to \$15,413,212. Operating revenues increased 9.27% or \$1,061,125 to \$12,504,037, due to an increase in water consumption sales. Non-operating revenues increased 31.33% or \$694,010, primarily due to increases of \$420,563 in investment returns, \$120,225 in transmission and storage fees, \$113,994 in property taxes, and \$29,051 in lease revenue. In fiscal year 2023, total revenues decreased 7.16% or \$1,053,787 to \$13,658,077. Operating revenues decreased 9.78% or \$1,239,963, due to a decrease in water consumption sales. Non-operating revenues increased 9.18% or \$186,176, primarily due to increases of \$303,001 in investment returns and \$25,245 in property taxes, offset by a decrease of \$136,255 in transmission and storage fees as compared to the prior year.

In fiscal year 2024, total expenses (including depreciation) increased 15.61% or \$1,721,759 to \$12,755,020. Operating expenses increased 21.43% or \$1,680,380 to \$9,521,262, due to increases of \$735,192 in general and administrative expenses which includes an increase of \$535,832 in non-cash pension expense driven by actuarial changes, \$447,591 in source of supply due to an increase in consumption, \$330,360 in pumping expense, which includes an increase of \$142,200 in non-cash pension expense driven by actuarial changes, and \$167,237 in transmission and distribution, which includes an increase of \$314,249 in non-cash pension expense driven by actuarial changes as compared to prior year. Non-operating expenses decreased 5.56% or \$34,431 to \$585,376, due primarily to a decrease of \$41,317 in interest related to long-term debt as compared to the prior year. In fiscal year 2023, total expenses (including depreciation) decreased 12.32% or \$1,549,785 to \$11,033,261. Operating expenses decreased 17.61% or \$1,675,606, due to decreases of \$799,293 in pumping expense which includes an increase of \$121,980 in non-cash pension expense driven by actuarial changes, \$791,263 in general and administrative expense, which includes an increase of \$592,222 in non-cash pension expense driven by actuarial changes, \$108,691 in source of supply due to a decrease in consumption, which was offset by an increase of \$23,641 in transmission and distribution expense as compared to prior year. Non-operating expenses increased 19.42% or \$100,796, due primarily to an increase of \$95,800 in interest related to long-term debt as compared to the prior year.

In fiscal year 2024, the District's capital contributions were \$59,021. In fiscal year 2023, there were no reportable capital contributions.

Capital Asset Administration

Changes in capital asset amounts for 2024 were as follows:

	<u>Balance 2023</u>	<u>Additions</u>	<u>Transfers/ Deletions</u>	<u>Balance 2024</u>
Capital assets:				
Non-depreciable assets	\$ 12,551,711	5,244,600	(1,218,333)	16,577,978
Depreciable and amortizable assets	95,929,922	1,156,443	-	97,086,365
Accumulated depreciation and amortization	<u>(42,824,677)</u>	<u>(2,648,383)</u>	<u>-</u>	<u>(45,473,060)</u>
Total capital assets, net	<u>\$ 65,656,956</u>	<u>3,752,660</u>	<u>(1,218,333)</u>	<u>68,191,283</u>

Coastside County Water District
Management's Discussion and Analysis, continued
For the Fiscal Years Ended June 30, 2024 and 2023

Capital Asset Administration, continued

Changes in capital asset amounts for 2023 were as follows:

	<u>As Restated 2022</u>	<u>Additions</u>	<u>Transfers/ Deletions</u>	<u>Balance 2023</u>
Capital assets:				
Non-depreciable assets	\$ 9,657,257	5,814,108	(2,919,654)	12,551,711
Depreciable and amortizable assets	92,794,948	3,152,139	(17,165)	95,929,922
Accumulated depreciation and amortization	<u>(40,269,270)</u>	<u>(2,572,572)</u>	<u>17,165</u>	<u>(42,824,677)</u>
Total capital assets, net	<u>\$ 62,182,935</u>	<u>6,393,675</u>	<u>(2,919,654)</u>	<u>65,656,956</u>

At the end of fiscal years 2024 and 2023, the District's investment in capital assets amounted to \$68,191,283 and \$65,656,956 (net of accumulated depreciation and amortization), respectively. This investment in capital assets includes land, source of supply infrastructure, transmission and distribution systems, the Crystal Springs pump station, treatment plants, well fields and tanks, pipelines and meters, buildings and structures, vehicles, furniture, and equipment, leased equipment, leased software, and construction-in-process. See Note 3 to the basic financial statements for further detailed information on the District's capital assets.

Debt Administration

Changes in long-term debt amounts for 2024 were as follows:

	<u>Balance 2023</u>	<u>Additions</u>	<u>Transfers/ Deletions</u>	<u>Balance 2024</u>
Long-term debt:				
Lease payable	\$ 130,327	-	(47,284)	83,043
Loans payable	<u>20,271,545</u>	<u>-</u>	<u>(945,875)</u>	<u>19,325,670</u>
Total long-term debt	<u>\$ 20,401,872</u>	<u>-</u>	<u>(993,159)</u>	<u>19,408,713</u>

Changes in long-term debt amounts for 2023 were as follows:

	<u>As Restated 2022</u>	<u>Additions</u>	<u>Transfers/ Deletions</u>	<u>Balance 2023</u>
Long-term debt:				
Lease payable	\$ 177,807	-	(47,480)	130,327
Loans payable	<u>21,272,224</u>	<u>-</u>	<u>(1,000,679)</u>	<u>20,271,545</u>
Total long-term debt	<u>\$ 21,450,031</u>	<u>-</u>	<u>(1,048,159)</u>	<u>20,401,872</u>

In 2024, long-term debt decreased by \$993,159 due to current year scheduled principal payments. In 2023, long-term debt decreased by \$1,048,159 due to current year scheduled principal payments. The long-term debt position of the District is more fully analyzed in Note 6 to the basic financial statements.

Coastside County Water District
Management's Discussion and Analysis, continued
For the Fiscal Years Ended June 30, 2024 and 2023

Conditions Affecting Current Financial Position

Management is unaware of any conditions, which could have a significant impact on the District's current financial position, net position or operating results in terms of past, present, and future periods.

Requests for Information

This financial report is designed to provide the District's present users, including funding sources, customers, stakeholders, and other interested parties with a general overview of the District's finances and to demonstrate the District's accountability with respect to the District's financial operations and financial condition. Should the reader have questions regarding the information included in this report or wish to request additional financial information, please contact the District's Assistant General Manager – Finance and Administration at 766 Main Street, Half Moon Bay, California 94019 – (650) 726-4405.

Presentation Version
Subject to Board Approval

Basic Financial Statements

*Presentation Version
Subject to Board Approval*

Coastside County Water District
Statements of Net Position
June 30, 2024 and 2023

	2024	2023
Current assets:		
Cash and cash equivalents (note 2)	\$ 11,843,877	13,349,964
Restricted – cash and cash equivalents (note 2)	184,373	64,093
Accrued interest receivable	126,673	101,779
Accounts receivable – water sales and services	1,859,942	1,531,293
Accounts receivable – other	10,446	22,647
Accounts receivable – property taxes	18,253	21,554
Materials and supplies inventory	416,151	274,166
Water-in-storage inventory	46,920	33,088
Prepaid expenses and other deposits	247,121	228,187
Leases receivable (note 3)	183,551	118,375
Total current assets	14,937,307	15,745,146
Non-current assets:		
Leases receivable (note 3)	447,419	148,912
Capital assets – not being depreciated (note 4)	16,577,978	12,551,711
Capital assets, net – being depreciated and amortized (note 4)	51,613,305	53,105,245
Total non-current assets	68,638,702	65,805,868
Total assets	83,576,009	81,551,014
Deferred outflows of resources:		
Deferred other post-employment benefits outflows (note 7)	39,500	43,202
Deferred pension outflows (note 8)	1,963,865	1,956,692
Total deferred outflows of resources	\$ 2,003,365	1,999,894

Continued on next page

See accompanying notes to the basic financial statements

Coastside County Water District
Statements of Net Position, continued
June 30, 2024 and 2023

	2024	2023
Current liabilities:		
Accounts payable and accrued expenses	\$ 787,973	740,219
Accrued wages and related payables	117,008	107,246
Customer deposits and deferred revenue	58,504	65,749
Accrued interest payable	189,674	198,529
Long-term liabilities – due within one year:		
Compensated absences (note 5)	96,025	94,820
Leases payable (note 6)	40,938	47,284
Loans payable (note 6)	967,538	945,875
Total current liabilities	2,257,660	2,199,722
Non-current liabilities:		
Long-term liabilities – due in more than one year:		
Compensated absences (note 5)	288,074	284,461
Leases payable (note 6)	42,105	83,043
Loans payable (note 6)	18,358,132	19,325,670
Net other post-employment benefit liability (note 7)	1,776,654	1,749,650
Net pension liability (note 8)	4,976,397	4,627,461
Total non-current liabilities	25,441,362	26,070,285
Total liabilities	27,699,022	28,270,007
Deferred inflows of resources:		
Deferred other post-employment benefits inflows (note 7)	380,439	658,144
Deferred pension inflows (note 8)	94,894	291,094
Deferred lease inflows (note 3)	606,069	249,926
Total deferred inflows	1,081,402	1,199,164
Net position (note 9):		
Net investment in capital assets	48,782,570	45,255,084
Restricted	434,373	314,093
Unrestricted	7,582,007	8,512,560
Total net position	\$ 56,798,950	54,081,737

See accompanying notes to the basic financial statements

Coastside County Water District
Statements of Revenues, Expenses, and Changes in Net Position
For the Fiscal Years Ended June 30, 2024 and 2023

	2024	2023
Operating revenues:		
Water consumption sales	\$ 12,504,037	11,442,912
Total operating revenues	12,504,037	11,442,912
Operating expenses:		
Source of supply	2,312,772	1,865,181
Pumping	1,195,548	865,188
Transmission and distribution	2,518,476	2,351,239
General and administrative	3,494,466	2,759,274
Total operating expenses	9,521,262	7,840,882
Operating income before depreciation and amortization expense	2,982,775	3,602,030
Depreciation and amortization expense	(2,648,382)	(2,572,572)
Operating income	334,393	1,029,458
Non-operating revenue(expense):		
Property taxes	1,859,572	1,745,578
Investment returns	620,018	199,455
Transmission and storage fees	184,345	64,120
Lease revenue	208,417	179,366
Lease interest earnings	21,633	10,522
Interest expense	(560,204)	(601,521)
Collection fees – County	(25,172)	(18,286)
Gain on disposition of assets	-	3,500
Other revenue	15,190	12,624
Total non-operating, net	2,323,799	1,595,358
Net income before capital contributions	2,658,192	2,624,816
Capital contributions:		
Capital contributions – state	59,021	-
Total capital contributions	59,021	-
Change in net position	2,717,213	2,624,816
Net position, beginning of year	54,081,737	51,456,921
Net position, end of year	\$ 56,798,950	54,081,737

See accompanying notes to the basic financial statements

**Coastside County Water District
Statements of Cash Flows
For the Fiscal Years Ended June 30, 2024 and 2023**

	2024	2023
Cash flows from operating activities:		
Cash receipts from customers for water sales and services	\$ 12,180,344	11,588,352
Cash paid to employees for salaries and wages	(3,503,188)	(1,732,468)
Cash paid to vendors and suppliers for materials and services	(5,521,840)	(5,306,525)
Net cash provided by operating activities	3,155,316	4,549,359
Cash flows from non-capital financing activities:		
Cash receipts from property taxes	1,862,873	1,740,447
Cash paid for collection fees	(25,172)	(18,286)
Net cash provided by non-capital financing activities	1,837,701	1,722,161
Cash flows from capital and related financing activities:		
Acquisition and construction of capital assets	(5,087,622)	(8,030,766)
Proceeds from capital contributions	59,021	-
Proceeds from sale of capital assets	-	3,500
Principal paid on long-term debt	(993,159)	(1,048,159)
Interest paid on long-term debt	(569,059)	(605,633)
Net cash used in capital and related financing activities	(6,590,819)	(9,681,058)
Cash flows from investing activities:		
Investment returns	554,045	312,949
Principal received on leases receivable	(363,683)	186,400
Interest received on leases receivable	21,633	10,522
Net cash provided by investing activities	211,995	509,871
Net decrease in cash and cash equivalents	(1,385,807)	(2,899,667)
Cash and cash equivalents, beginning of year	13,414,057	16,313,724
Cash and cash equivalents, end of year	\$ 12,028,250	13,414,057
 Reconciliation of cash and cash equivalents to the statement of financial position:		
Cash and cash equivalents	\$ 11,843,877	13,349,964
Restricted assets – cash and cash equivalents	184,373	64,093
Total cash and cash equivalents	\$ 12,028,250	13,414,057

Continued on next page

See accompanying notes to the basic financial statements

**Coastside County Water District
Statements of Cash Flows, continued
For the Fiscal Years Ended June 30, 2024 and 2023**

	2024	2023
Reconciliation of operating income to net cash provided by operating activities:		
Operating income	\$ 334,393	1,029,458
Adjustments to reconcile operating income to net cash provided by operating activities:		
Depreciation and amortization	2,648,382	2,572,572
Other revenues	407,952	256,110
Changes in assets, deferred outflows of resources, liabilities, and deferred inflows of resources:		
(Increase)Decrease in assets:		
Accounts receivable – water sales and services	(328,649)	135,276
Accounts receivable – other	12,201	3,900
Materials and supplies inventory	(141,985)	(45,844)
Water-in-storage inventory	(13,832)	2,042
Prepaid expenses and other deposits	(18,934)	21,066
(Increase)Decrease in deferred outflows of resources		
Deferred other post-employment benefits outflows	3,702	80,239
Deferred pension outflows	(7,173)	(1,145,818)
Increase(Decrease) in liabilities and deferred inflows:		
Accounts payable and accrued expenses	47,754	(77,159)
Accrued wages and related payables	9,762	7,245
Customer deposits and deferred revenue	(7,245)	6,264
Compensated absences	4,818	45,556
Other post-employment benefit obligation	(27,004)	893,766
Net pension liability	348,936	2,214,461
Decrease in deferred inflows of resources		
Deferred other post-employment benefits inflows	(277,705)	622,588
Deferred pension inflows	(196,200)	(1,894,216)
Deferred lease inflows	356,143	(178,147)
Total adjustments	2,820,923	3,519,901
Net cash provided by operating activities	\$ 3,155,316	4,549,359
Non cash investing, capital and related financing activities:		
Change in fair value of funds deposited with LAIF	\$ (41,079)	196,641

See accompanying notes to the basic financial statements

Coastside County Water District
Notes to the Basic Financial Statements, continued
For the Fiscal Years Ended June 30, 2024 and 2023

(1) Reporting Entity and Summary of Significant Accounting Policies

Organization and Operations of the Reporting Entity

The Coastside County Water District (District) was formed in July 1947 for the purposes of furnishing potable water within the District's service area. The District operates under the authority of the provisions found in Division 12 of the State of California Water Code. The District is located in San Mateo County and includes the City of Half Moon Bay and the unincorporated communities of El Granada, Miramar, and Princeton-By-The-Sea. The District provides water to approximately 19,000 customers. The District is governed by a five-member Board of Directors who serve overlapping four-year terms.

The criteria used in determining the scope of the financial reporting entity is based on the provisions of Governmental Accounting Standards Board Statement No. 61, *The Financial Reporting Entity*. The District is the primary governmental unit based on the foundation of a separately elected governing board that is elected by the citizens in a general popular election. Component units are legally separate organizations for which the elected officials of the primary government are financially accountable. The District is financially accountable if it appoints a voting majority of the organization's governing body and: 1) It is able to impose its will on that organization, or 2) There is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on, the primary government.

Basis of Accounting and Measurement Focus

The District reports its activities as an enterprise fund, which is used to account for operations that are financed and operated in a manner similar to a private business enterprise, where the intent of the District is that the costs of providing water to its service area on a continuing basis be financed or recovered primarily through user charges (water sales), capital grants and similar funding. Revenues and expenses are recognized on the full accrual basis of accounting. Revenues are recognized in the accounting period in which they are earned and expenses are recognized in the period incurred, regardless of when the related cash flows take place.

Operating revenues and expenses, such as water sales and water purchases, result from exchange transactions associated with the principal activity of the District. Exchange transactions are those in which each party receives and gives up essentially equal values. Management, administration, and depreciation expenses are also considered operating expenses. Other revenues and expenses not included in the above categories are reported as non-operating revenues and expenses.

Financial Reporting

The District's basic financial statements have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP), as applied to enterprise funds. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The District solely operates as a special-purpose government which means it is only engaged in business-type activities; accordingly, activities are reported in the District's proprietary fund.

Coastside County Water District
Notes to the Basic Financial Statements, continued
For the Fiscal Years Ended June 30, 2024 and 2023

(1) Reporting Entity and Summary of Significant Accounting Policies, continued

Financial Reporting

The District has adopted the following GASB pronouncements in the current year:

Governmental Accounting Standards Board Statement No. 99

In April 2022, the GASB issued Statement No. 99 – *Omnibus 2022*. The objectives of this Statement are to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing (1) practice issues that have been identified during implementation and application of certain GASB Statements and (2) accounting and financial reporting for financial guarantees.

The requirements of this Statement will enhance comparability in the application of accounting and financial reporting requirements and will improve the consistency of authoritative literature. Consistent authoritative literature enables governments and other stakeholders to locate and apply the correct accounting and financial reporting provisions, which improves the consistency with which such provisions are applied. The comparability of financial statements also will improve as a result of this Statement. Better consistency and comparability improve the usefulness of information for users of state and local government financial statements.

The requirements of this Statement are effective for fiscal years beginning after June 15, 2023, and all reporting periods thereafter. Earlier application is encouraged.

Governmental Accounting Standards Board Statement No. 100

In June 2022, the GASB issued Statement No. 100 – *Accounting Changes and Error Corrections – An Amendment of GASB Statement No. 62*. The primary objective of this Statement is to enhance accounting and financial reporting requirements for accounting changes and error corrections to provide more understandable, reliable, relevant, consistent, and comparable information for making decisions or assessing accountability.

This Statement defines accounting changes as changes in accounting principles, changes in accounting estimates, and changes to or within the financial reporting entity and describes the transactions or other events that constitute those changes. As part of those descriptions, for (1) certain changes in accounting principles and (2) certain changes in accounting estimates that result from a change in measurement methodology, a new principle or methodology should be justified on the basis that it is preferable to the principle or methodology used before the change. That preferability should be based on the qualitative characteristics of financial reporting—understandability, reliability, relevance, timeliness, consistency, and comparability. This Statement also addresses corrections of errors in previously issued financial statements.

The requirements of this Statement will improve the clarity of the accounting and financial reporting requirements for accounting changes and error corrections, which will result in greater consistency in application in practice. In turn, more understandable, reliable, relevant, consistent, and comparable information will be provided to financial statement users for making decisions or assessing accountability. In addition, the display and note disclosure requirements will result in more consistent, decision useful, understandable, and comprehensive information for users about accounting changes and error corrections.

The requirements of this Statement are effective for accounting changes and error corrections made in fiscal years beginning after June 15, 2023, and all reporting periods thereafter. Earlier application is encouraged.

Coastside County Water District
Notes to the Basic Financial Statements, continued
For the Fiscal Years Ended June 30, 2024 and 2023

(1) Reporting Entity and Summary of Significant Accounting Policies, continued

Assets, Deferred Outflows, Liabilities, Deferred Inflows, and Net Position

Use of Estimates

The preparation of the basic financial statements, in conformity with generally accepted accounting principles, requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosures of contingent assets and liabilities at the date of the financial statements and the reported changes in net position during the reporting period. Actual results could differ from those estimates.

Cash and Cash Equivalents

Substantially all of the District's cash is invested in interest bearing accounts. The District considers all highly liquid investments with a maturity of three months or less to be cash equivalents.

Investments

Changes in fair value that occur during a fiscal year are recognized as investment income reported for that fiscal year. Investment income includes interest earnings, changes in fair value, and any gains or losses realized upon the liquidation or sale of investments.

Fair Value Measurements

The District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on valuation inputs used to measure the fair value of the asset, as follows:

- *Level 1* – This valuation level is based on quoted prices in active markets for identical assets.
- *Level 2* – This valuation level is based on directly observable and indirectly observable inputs. These inputs are derived principally from or corroborated by observable market data through correlation or market-corroborated inputs. The concept of market-corroborated inputs incorporates observable market data such as interest rates and yield curves that are observable at commonly quoted intervals.
- *Level 3* – This valuation level is based on unobservable inputs where assumptions are made based on factors such as prepayment rates, probability of defaults, loss severity and other assumptions that are internally generated and cannot be observed in the market.

Accounts Receivable

The District extends credit to customers in the normal course of operations. Management has evaluated the accounts and believes all accounts are collectible at June 30. When management deems customer accounts uncollectible, the District uses the direct write off method for the write-off those accounts to bad debt expense.

Restricted Assets

Certain assets of the District are restricted for use by ordinance or debt covenant and, accordingly, are shown as restricted assets on the accompanying statements of net assets. The District uses restricted resources, prior to using unrestricted resources, to pay expenditures meeting the criteria imposed on the use of restricted resources by a third party.

Inventory and Water-in-Storage

Materials and supplies inventory consists primarily of water meters, pipe and pipefittings for construction and repair to the District's water transmission and distribution system. Inventory is valued at cost using the weighted-average method. Inventory items are charged to expense at the time that individual items are withdrawn from inventory or consumed. Water-in-storage is valued at average cost.

Coastside County Water District
Notes to the Basic Financial Statements, continued
For the Fiscal Years Ended June 30, 2024 and 2023

(1) Reporting Entity and Summary of Significant Accounting Policies, continued

Assets, Deferred Outflows, Liabilities, Deferred Inflows, and Net Position

Prepays

Certain payments to vendors reflect costs or deposits applicable to future accounting periods and are recorded as prepaid items in the basic financial statements.

Lease Receivable / Payable

Leases receivable / payable are measured at the present value of payments expected to be received (paid) during the lease term.

Capital Assets

Capital assets acquired and/or constructed are capitalized at historical cost. District policy has set the capitalization threshold for reporting capital assets at \$5,000. Donated assets are recorded at estimated fair market value at the date of donation. Upon retirement or other disposition of capital assets, the cost and related accumulated depreciation are removed from the respective balances and any gains or losses are recognized.

Depreciation is recorded on a straight-line basis over the estimated useful lives of the assets as follows:

- Source of supply infrastructure – 10 to 50 years
- Transmission and distribution system – 50 years
- Pump station – Crystal Springs – 50 years
- Treatment Plants – 30 years
- Well field and tanks – 10 to 50 years
- Buildings and structures – 5 to 50 years
- Vehicles – 5 to 10 years
- Furniture and equipment – 5 to 10 years

Leased equipment is amortized on a straight-line basis over the life of the lease.

Deferred Outflows of Resources

The statements of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of resources applicable to future periods and therefore will *not* be recognized as an outflow of resources (expenditure) until that time. The District has the following pension related items that qualify for reporting in this category:

Post-Employment Benefits Other Than Pensions (OPEB)

- Deferred outflow which is equal to the employer contributions made after the measurement date of the total OPEB liability. This amount will be amortized-in-full against the total OPEB liability in the next fiscal year.

Pensions

- Deferred outflow which is equal to the employer contributions made after the measurement date of the net pension liability. This amount will be amortized-in-full against the net pension liability in the next fiscal year.
- Deferred outflow for the net differences between the actual and expected experience which will be amortized over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the Plan.

Coastside County Water District
Notes to the Basic Financial Statements, continued
For the Fiscal Years Ended June 30, 2024 and 2023

(1) Reporting Entity and Summary of Significant Accounting Policies, continued

Assets, Deferred Outflows, Liabilities, Deferred Inflows, and Net Position

Deferred Outflows of Resources, continued

Pensions, continued

- Deferred outflow for the net change in assumptions which will be amortized over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the Plan.
- Deferred outflow for the net difference in projected and actual earnings on investments of the pension plans fiduciary net position. This amount is amortized over a 5 year period.
- Deferred outflow for the net difference in actual and proportionate share of employer contribution which will be amortized over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the Plan.

Compensated Absences

The District's personnel policies provide for accumulation of vacation and sick leave. Liabilities for vacation and portions of sick leave are recorded when benefits are earned. Cash payment of unused vacation is available to those qualified employees when retired or terminated. Cash payment of unused sick leave is payable at 50% to those employees eligible for retirement and meet vesting requirements.

Post-Employment Benefits Other Than Pensions (OPEB)

For purposes of measuring the total OPEB liability and deferred outflows/inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the District's OPEB plan (Plan) and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by the Plan. For this purpose, the Plan recognizes benefit payments when due and payable in accordance with the benefit terms.

GASB 75 requires that the reported results must pertain to liability and asset information within certain defined timeframes. For this report, the following timeframes are used:

- Valuation Date: June 30, 2022 and June 30, 2022
- Measurement Dates: June 30, 2023 and June 30, 2022
- Measurement Periods: July 1, 2022 to June 30, 2023 and July 1, 2021 to June 30, 2022

Pensions

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the District's California Public Employees' Retirement System (CalPERS) plans (Plans) and addition to/deduction from the Plans' fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

GASB 68 requires that the reported results must pertain to liability and asset information within certain defined timeframes. For this report, the following timeframes are used:

- Valuation Dates: June 30, 2022 and June 30, 2021
- Measurement Dates: June 30, 2023 and June 30, 2022
- Measurement Periods: July 1, 2022 to June 30, 2023 and July 1, 2021 to June 30, 2022

Coastside County Water District
Notes to the Basic Financial Statements, continued
For the Fiscal Years Ended June 30, 2024 and 2023

(1) Reporting Entity and Summary of Significant Accounting Policies, continued
Assets, Deferred Outflows, Liabilities, Deferred Inflows, and Net Position, continued

Deferred Inflows of Resources

The statements of net position will sometimes report a separate section for deferred inflows of resources. This financial statement element, *deferred inflows of resources*, represents an acquisition of resources applicable to future periods and therefore will *not* be recognized as an inflow of resources (revenue) until that time. The District has the following pension related item that qualifies for reporting in this category:

Post-Employment Benefits Other Than Pensions (OPEB)

- Deferred inflow for the Plans' experience (gains)/losses which will be amortized over a closed period equal to the average of the expected remaining service lives of all employees that are provided with OPEB through the Plan.
- Deferred inflow for the net changes in assumptions which will be amortized over a closed period equal to the average of the expected remaining service lives of all employees that are provided with OPEB through the Plan.

Pensions

- Deferred inflow for the net adjustment due to differences in the changes in proportions of the net pension liability which will be amortized over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the Plan.

Net Position

The District follows the financial reporting requirements of the GASB and reports net position under the following classifications:

- *Net Investment in Capital Assets* – Consists of capital assets, net of accumulated depreciation, and reduced by any debt outstanding against the acquisition, construction, or improvement of those assets. Deferred outflows of resources and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets or related debt is included in this component of net position.
- *Restricted* – Consists of assets that have restrictions placed upon their use by external constraints imposed either by creditors (debt covenants), grantors, contributors, or laws and regulations of other governments or constraints imposed by law through enabling legislation.
- *Unrestricted* – The net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of the net investment in capital assets or restricted component of net position.

Property Taxes

Property taxes receivable at year-end are related to property taxes collected by the County of San Mateo, which have not been credited to the District's cash balance as of June 30. The property tax calendar is as follows:

Lien date	January 1
Levy date	July 1
Due dates	November 1 and February 1
Collection dates	December 10 and April 10

Coastside County Water District
Notes to the Basic Financial Statements, continued
For the Fiscal Years Ended June 30, 2024 and 2023

(1) Reporting Entity and Summary of Significant Accounting Policies, continued

Assets, Deferred Outflows, Liabilities, Deferred Inflows, and Net Position, continued

Capital Contributions

Capital contributions represent cash and capital asset additions contributed to the District by property owners, granting agencies or real estate developers desiring services that require capital expenditures or capacity commitment.

Budgetary Policies

The District adopts an annual non-appropriated budget for planning, control, and evaluation purposes. Budgetary control and evaluation are affected by comparisons of actual revenues and expenses with planned revenues and expenses for the period. Encumbrance accounting is not used to account for commitments related to unperformed contracts for construction and services.

(2) Cash and Investments

Cash and investments as of June 30 are classified in the accompanying financial statements as follows:

	2024	2023
Cash and cash equivalents	\$ 11,843,877	13,349,964
Cash and cash equivalents – restricted	184,373	64,093
Total cash and investments	\$ 12,028,250	13,414,057

Cash and cash equivalents as of June 30 consist of the following:

	2024	2023
Cash on hand	\$ 800	800
Deposits with financial institutions	898,007	628,903
Investments	11,129,443	12,784,354
Total cash and cash equivalents	\$ 12,028,250	13,414,057

As of June 30, the District's authorized deposits had the following maturities:

	2024	2023
Deposits in Local Agency Investment Fund	217 days	260 days

Investments Authorized by the California Government Code and the District's Investment Policy

The table on the following page identifies the investment types that are authorized by the District in accordance with the California Government Code (or the District's investment policy, where more restrictive). The table also identifies certain provisions of the California Government Code (or the District's investment policy, where more restrictive) that address interest rate risk, credit risk, and concentration of credit risk.

Coastside County Water District
Notes to the Basic Financial Statements, continued
For the Fiscal Years Ended June 30, 2024 and 2023

(2) Cash and Investments, continued

Investments Authorized by the California Government Code and the District's Investment Policy, continued

<u>Authorized Investment Type</u>	<u>Maximum Maturity</u>	<u>Maximum Percentage Of Portfolio</u>	<u>Maximum Investment in One Issuer</u>
U.S. Treasury obligations	5 years	None	None
Federal agency and bank obligations	5 years	None	None
Certificates-of-deposit (negotiable or placed)	5 years	30%	10%
Commercial paper (prime)	270 days	10%	10%
Money market mutual funds	N/A	20%	None
State and local bonds, notes and warrants	N/A	None	None
California Local Agency Investment Fund (LAIF)	N/A	None	None

Investment in State Investment Pool

The District is a voluntary participant in the Local Agency Investment Fund (LAIF) that is regulated by the California Government Code Section 16429 under the oversight of the Treasurer of the State of California. The fair value of the District's investment in this pool is reported in the accompanying financial statements at amounts based upon the District's pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis.

The pool portfolio is invested in a manner that meets the maturity, quality, diversification, and liquidity requirements set forth by GASB 79 for external investments pools that elect to measure, for financial reporting purposes, investments at amortized cost. LAIF does not have any legally binding guarantees of share values. LAIF does not impose liquidity fees or redemption gates on participant withdrawals.

Custodial Credit Risk

Custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The California Government Code and the District's investment policy does not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits.

The California Government Code requires that a financial institution, secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. Of the bank balances, up to \$250,000 held at each institution were federally insured and the remaining balance is collateralized in accordance with the Code; however, the collateralized securities are not held in the District's name.

Coastside County Water District
Notes to the Basic Financial Statements, continued
For the Fiscal Years Ended June 30, 2024 and 2023

(2) Cash and Investments, continued

Custodial Credit Risk, continued

The custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The Code and the District’s investment policy contain legal and policy requirements that would limit the exposure to custodial credit risk for investments. With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities. Custodial credit risk does not apply to a local government’s indirect investment in securities through the use of mutual funds or government investment pools (such as LAIF and the Pool).

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to change with market interest rates. One of the ways that the District manages its exposure to interest rate risk is by purchasing a combination of shorter term and longer term investments, and by timing cash flows from maturities so that a portion of the portfolio matures or comes close to maturity evenly over time as necessary to provide for cash flow requirements and liquidity needed for operations.

At June 30, 2024 and 2023, the District’s investments held to maturity were categorized as twelve months or less, respectively.

Credit Risk

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Presented below is the minimum rating required by (where applicable) the California Government Code, the District’s investment policy, or debt agreements, and the actual rating as of year-end for each investment type.

Credit ratings at June 30, 2024 consisted of the following:

<u>Investment Types</u>	<u>Total</u>	<u>Minimum Legal Rating</u>	<u>Rating as of Year End</u>	
			<u>AAA</u>	<u>Not Rated</u>
Local Agency Investment Fund (LAIF)	\$ 11,109,634	N/A	\$ -	11,109,634
Money Market Funds	19,809	AAA	19,809	-
Total	\$ 11,129,443		\$ 19,809	11,109,634

Credit ratings at June 30, 2023 consisted of the following:

<u>Investment Types</u>	<u>Total</u>	<u>Minimum Legal Rating</u>	<u>Rating as of Year End</u>	
			<u>AAA</u>	<u>Not Rated</u>
Local Agency Investment Fund (LAIF)	\$ 12,764,547	N/A	\$ -	12,764,547
Money Market Funds	19,807	AAA	19,807	-
Total	\$ 12,784,354		\$ 19,807	12,764,547

Coastside County Water District
Notes to the Basic Financial Statements, continued
For the Fiscal Years Ended June 30, 2024 and 2023

(2) Cash and Investments, continued

Concentration of Credit Risk

The District's investment policy contains no limitations on the amounts that can be invested in any one issuer as beyond that stipulated by the California Government Code. There were no investments in any one issuer (other than for external investment pools) that represent 5% or more of total District's investments at June 30, 2024 and 2023, respectively.

Fair Value Measurements

Investments measured at fair value on a recurring and non-recurring basis at June 30, 2024 are as follows:

<u>Investment Type</u>	<u>Total</u>	<u>Fair Value Measurements Using</u>		
		<u>Quoted Prices in Active Markets for Identical Assets (Level 1)</u>	<u>Significant Other Observable Inputs (Level 2)</u>	<u>Significant Unobservable Inputs (Level 3)</u>
Money market funds	\$ 19,809	19,809	-	-
Total investments measured at fair value	19,809	<u>19,809</u>	<u>-</u>	<u>-</u>
Investments measured at amortized cost:				
Local Agency Investment Fund (LAIF)	11,109,634			
Total	\$ <u>11,129,443</u>			

Investments measured at fair value on a recurring and non-recurring basis at June 30, 2023 are as follows:

<u>Investment Type</u>	<u>Total</u>	<u>Fair Value Measurements Using</u>		
		<u>Quoted Prices in Active Markets for Identical Assets (Level 1)</u>	<u>Significant Other Observable Inputs (Level 2)</u>	<u>Significant Unobservable Inputs (Level 3)</u>
Money market funds	\$ 19,807	19,807	-	-
Total investments measured at fair value	19,807	<u>19,807</u>	<u>-</u>	<u>-</u>
Investments measured at amortized cost:				
Local Agency Investment Fund (LAIF)	12,764,547			
Total	\$ <u>12,784,354</u>			

Coastside County Water District
Notes to the Basic Financial Statements, continued
For the Fiscal Years Ended June 30, 2024 and 2023

(3) Leases Receivable

Changes in leases receivable for the year ended June 30, were as follows:

	<u>Balance 2023</u>	<u>Additions</u>	<u>Principal Payments</u>	<u>Balance 2024</u>	<u>Current Portion</u>	<u>Long-term Portion</u>	<u>Deferred Inflows</u>
Leases receivable:							
T Mobile SF1842	\$ 8,194	349,463	(57,380)	300,277	63,388	236,889	\$ (291,219)
T Mobile SF1943	6,842	211,558	(36,619)	181,781	38,374	143,407	(176,298)
Crown 147386	79,324	-	(35,563)	43,761	37,348	6,413	(38,398)
Crown 150104b	130,616	-	(34,082)	96,534	35,824	60,710	(92,554)
Verizon	42,311	-	(33,694)	8,617	8,617	-	(7,600)
Total leases receivable \$	<u>267,287</u>	<u>561,021</u>	<u>(197,338)</u>	<u>630,970</u>	<u>183,551</u>	<u>447,419</u>	<u>\$ (606,069)</u>

Changes in leases receivable for the year ended June 30, were as follows:

	<u>Balance 2022</u>	<u>Additions</u>	<u>Principal Payments</u>	<u>Balance 2023</u>	<u>Current Portion</u>	<u>Long-term Portion</u>	<u>Deferred Inflows</u>
Leases receivable:							
T Mobile SF1842	\$ 56,268	-	(48,074)	8,194	8,194	-	\$ (7,275)
T Mobile SF1943	46,988	-	(40,146)	6,842	6,842	-	(6,079)
Crown 147386	113,168	-	(33,844)	79,324	35,563	43,761	(71,312)
Crown 150104b	163,020	-	(32,404)	130,616	34,082	96,534	(127,262)
Verizon	74,243	-	(31,932)	42,311	33,694	8,617	(37,998)
Total leases receivable \$	<u>453,687</u>	<u>-</u>	<u>(186,400)</u>	<u>267,287</u>	<u>118,375</u>	<u>148,912</u>	<u>\$ (249,926)</u>

T-Mobile – SF1842

On August 25, 2008, the District entered into a lease agreement with T-Mobile Wireless. T-Mobile has agreed to pay the District for purpose of leasing communication tower space at the Alves Tank site. The terms of the agreement require T-Mobile to pay the District in annual installments through August 2028 and is adjusted annually by a rate of 4.00%.

Following the provisions set forth by *GASB Statement No. 87*, the District recorded a lease receivable and a deferred inflow at present value using a discount rate of 4.00%. The deferred inflow is amortized on a straight-line basis over the term of the lease. As of June 30, 2024 and 2023, deferred inflows were reported at \$291,219 and \$7,275, respectively.

Future payments to be received and deferred inflows as of June 30, 2024, are as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Deferred Inflows</u>
2025	\$ 63,388	9751	73,139	\$ (69,893)
2026	68,675	7389	76,064	(69,892)
2027	74,274	4832	79,106	(69,893)
2028	80,201	2069	82,270	(69,892)
2029	13,739	62	13,801	(11,649)
Total	<u>300,277</u>	<u>24,103</u>	<u>324,380</u>	<u>\$ (291,219)</u>
Current	<u>(63,388)</u>			
Non-current	<u>\$ 236,889</u>			

Coastside County Water District
Notes to the Basic Financial Statements, continued
For the Fiscal Years Ended June 30, 2024 and 2023

(3) Leases Receivable, continued

T-Mobile – SF1943

On August 25, 2008, the District entered into a lease agreement with T-Mobile Wireless. T-Mobile has agreed to pay the District for purpose of leasing communication tower space at the Miramar Tank site. The terms of the agreement require T-Mobile to pay the District in annual installments through August 2028 and is adjusted annually by a rate of 4.00%.

Following the provisions set forth by *GASB Statement No. 87*, the District recorded a lease receivable and a deferred inflow at present value using a discount rate of 4.00%. The deferred inflow is amortized on a straight-line basis over the term of the lease. As of June 30, 2024 and 2023, deferred inflows were reported at \$176,298 and \$6,079, respectively.

Future payments to be received and deferred inflows as of June 30, 2024, are as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Deferred Inflows</u>
2025	\$ 38,374	5,903	44,277	\$ (42,312)
2026	41,574	4,473	46,047	(42,311)
2027	44,964	2,925	47,889	(42,312)
2028	48,552	1,253	49,805	(42,311)
2029	8,317	37	8,354	(7,052)
Total	181,781	14,591	196,372	\$ (176,298)
Current	(38,374)			
Non-current	\$ 143,407			

Crown – 147386

On September 1, 2000, the District entered into a lease agreement with Sprint Wireless (Crown). Crown has agreed to pay the District for purpose of leasing communication tower space at the Miramar Tank site. The terms of the agreement require Crown to pay the District in annual installments through August 2030 and is adjusted annually by a CPI rate of 3.00%.

Following the provisions set forth by *GASB Statement No. 87*, the District recorded a lease receivable and a deferred inflow at present value using a discount rate of 4.00%. The deferred inflow is amortized on a straight-line basis over the term of the lease. As of June 30, 2024 and 2023, deferred inflows were reported at \$38,398 and \$71,312, respectively.

Future payments to be received and deferred inflows as of June 30, 2024, are as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Deferred Inflows</u>
2025	\$ 37,348	764	38,112	\$ (32,913)
2026	6,413	23	6,436	(5,485)
Total	43,761	787	44,548	\$ (38,398)
Current	(37,348)			
Non-current	\$ 6,413			

Coastside County Water District
Notes to the Basic Financial Statements, continued
For the Fiscal Years Ended June 30, 2024 and 2023

(3) Leases Receivable, continued

Crown – 150104 b & a

On March 1, 1997, the District entered into a lease agreement with Sprint Wireless (Crown). Crown has agreed to pay the District for purpose of leasing communication tower space at the Nunes Waste Treatment Plant site. The terms of the agreement require Crown to pay the District in annual installments through February 2027 and is adjusted annually by a CPI rate of 3.00%.

Following the provisions set forth by *GASB Statement No. 87*, the District recorded a lease receivable and a deferred inflow at present value using a discount rate of 4.00%. The deferred inflow is amortized on a straight-line basis over the term of the lease. As of June 30, 2024 and 2023, deferred inflows were reported at \$92,554 and \$127,262, respectively. In fiscal year 2022, the “a” segment of the agreement ended and was replaced with the “b” segment.

Future payments to be received and deferred inflows as of June 30, 2024, are as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Deferred Inflows</u>
2025	\$ 35,824	2,288	38,112	\$ (34,708)
2026	35,984	1,261	37,245	(34,708)
2027	24,726	266	24,992	(23,138)
Total	96,534	3,815	100,349	\$ (92,554)
Current	(35,824)			
Non-current	\$ 60,710			

Verizon

On October 1, 2009, the District entered into a lease agreement with Verizon Wireless (Verizon). Verizon has agreed to pay the District for purpose of leasing communication tower space at the Nunes Waste Treatment Plant site. The terms of the agreement require Verizon to pay the District in annual installments through February 2027 and is adjusted annually by a CPI rate of 3.00%.

Following the provisions set forth by *GASB Statement No. 87*, the District recorded a lease receivable and a deferred inflow at present value using a discount rate of 4.00%. The deferred inflow is amortized on a straight-line basis over the term of the lease. As of June 30, 2024 and 2023, deferred inflows were reported at \$7,600 and \$37,998, respectively.

Future payments to be received and deferred inflows as of June 30, 2024, are as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Deferred Inflows</u>
2025	\$ 8,617	41	8,658	\$ (7,600)
Total	8,617	41	8,658	\$ (7,600)
Current	(8,617)			
Non-current	\$ -			

Coastside County Water District
Notes to the Basic Financial Statements, continued
For the Fiscal Years Ended June 30, 2024 and 2023

(4) Capital Assets

Changes in capital assets for the year ended June 30, 2024 were as follows:

	<u>Balance 2023</u>	<u>Additions/ Transfers</u>	<u>Deletions/ Transfers</u>	<u>Balance 2024</u>
Non-depreciable assets:				
Land	\$ 574,372	-	-	574,372
Construction-in-process	11,977,339	5,244,600	(1,218,333)	16,003,606
Total non-depreciable assets	<u>12,551,711</u>	<u>5,244,600</u>	<u>(1,218,333)</u>	<u>16,577,978</u>
Depreciable and amortizable assets:				
Source of supply	401,040	-	-	401,040
Transmission and distribution	22,556,287	112,223	-	22,668,510
Pump station – Crystal Springs	26,465,255	88,148	-	26,553,403
Treatment plants	12,896,233	336,913	-	13,233,146
Well field and tanks	4,479,022	49,642	-	4,528,664
Pipelines and meters	23,128,147	527,342	-	23,655,489
Buildings and structures	1,422,314	-	-	1,422,314
Vehicles	1,441,363	-	-	1,441,363
Furniture and equipment	2,855,315	42,175	-	2,897,490
Right-to-use – equipment	42,465	-	-	42,465
Right-to-use – software	242,481	-	-	242,481
Total depreciable and amortizable assets	<u>95,929,922</u>	<u>1,156,443</u>	<u>-</u>	<u>97,086,365</u>
Accumulated depreciation and amortization:				
Depreciable assets	(42,698,346)	(2,600,904)	-	(45,299,250)
Amortizable assets	(126,331)	(47,479)	-	(173,810)
Total accumulated depreciation and amortization:	<u>(42,824,677)</u>	<u>(2,648,383)</u>	<u>-</u>	<u>(45,473,060)</u>
Total depreciable assets, net	<u>53,105,245</u>	<u>(1,491,940)</u>	<u>-</u>	<u>51,613,305</u>
Total capital assets, net	\$ <u>65,656,956</u>	<u>3,752,660</u>	<u>(1,218,333)</u>	<u>68,191,283</u>

Major changes to capital assets in 2024 consisted primarily of additions of \$112,223 in upgrades to transmission and distribution assets, \$88,148 in upgrades to pump station – Crystal Springs, \$336,913 in treatment plants, \$49,642 in upgrades to well field and tank assets, \$527,342 in upgrades to pipelines and meters, and \$42,175 in additions to furniture and equipment. Major deletions include \$1,218,333 in transfers from construction in progress to depreciable assets.

Coastside County Water District
Notes to the Basic Financial Statements, continued
For the Fiscal Years Ended June 30, 2024 and 2023

(4) Capital Assets, continued

Changes in capital assets for the year ended June 30, 2023 were as follows:

	<u>As Restated 2022</u>	<u>Additions/ Transfers</u>	<u>Deletions/ Transfers</u>	<u>Balance 2023</u>
Non-depreciable assets:				
Land	\$ 574,372	-	-	574,372
Construction-in-process	9,082,885	5,814,108	(2,919,654)	11,977,339
Total non-depreciable assets	<u>9,657,257</u>	<u>5,814,108</u>	<u>(2,919,654)</u>	<u>12,551,711</u>
Depreciable and amortizable assets:				
Source of supply	401,040	-	-	401,040
Transmission and distribution	22,512,264	44,023	-	22,556,287
Pump station – Crystal Springs	26,172,476	292,779	-	26,465,255
Treatment plants	12,896,233	-	-	12,896,233
Well field and tanks	4,459,150	19,872	-	4,479,022
Pipelines and meters	20,502,144	2,626,003	-	23,128,147
Buildings and structures	1,422,314	-	-	1,422,314
Vehicles	1,353,943	104,585	(17,165)	1,441,363
Furniture and equipment	2,790,438	64,877	-	2,855,315
Right-to-use – equipment	42,465	-	-	42,465
Right-to-use – software	242,481	-	-	242,481
Total depreciable and amortizable assets	<u>92,794,948</u>	<u>3,152,139</u>	<u>(17,165)</u>	<u>95,929,922</u>
Accumulated depreciation and amortization:				
Depreciable assets	(40,191,849)	(2,523,662)	17,165	(42,698,346)
Amortizable assets	(77,421)	(48,910)	-	(126,331)
Total accumulated depreciation and amortization:	<u>(40,269,270)</u>	<u>(2,572,572)</u>	<u>17,165</u>	<u>(42,824,677)</u>
Total depreciable assets, net	<u>52,525,678</u>	<u>579,567</u>	<u>-</u>	<u>53,105,245</u>
Total capital assets, net	\$ <u>62,182,935</u>	<u>6,393,675</u>	<u>(2,919,654)</u>	<u>65,656,956</u>

Major changes to capital assets in 2023 consisted primarily of additions of \$44,023 in upgrades to transmission and distribution assets, \$292,779 in upgrades to pump station – Crystal Springs, \$19,872 in upgrades to well field and tank assets, \$2,626,003 in upgrades to pipelines and meters, \$104,585 in additions to vehicles, and \$64,877 in additions to furniture and equipment. \$242,481 in leased equipment was added during the implementation of GASB 96. Please see Note 13 for further information. Major deletions include \$2,919,654 in transfers from construction in progress to depreciable assets, \$17,165 in disposals of vehicles.

Coastside County Water District
Notes to the Basic Financial Statements, continued
For the Fiscal Years Ended June 30, 2024 and 2023

(5) Compensated Absences

Changes to compensated absences for the year ended June 30, 2024 were as follows:

<u>Balance</u> <u>2023</u>	<u>Earned</u>	<u>Taken</u>	<u>Balance</u> <u>2024</u>	<u>Current</u> <u>Portion</u>	<u>Long-term</u> <u>Portion</u>
\$ 379,281	339,468	(334,650)	384,099	96,025	288,074

Changes to compensated absences for the year ended June 30, 2023 were as follows:

<u>Balance</u> <u>2022</u>	<u>Earned</u>	<u>Taken</u>	<u>Balance</u> <u>2023</u>	<u>Current</u> <u>Portion</u>	<u>Long-term</u> <u>Portion</u>
\$ 333,725	316,175	(270,619)	379,281	94,820	284,461

(6) Long-term Debt

Changes in long-term debt amounts for the year ended June 30, 2024 were as follows:

	<u>Balance</u> <u>2023</u>	<u>Additions</u>	<u>Payments</u>	<u>Balance</u> <u>2024</u>	<u>Current</u> <u>Portion</u>	<u>Long-term</u> <u>Portion</u>
Long-term debt:						
Lease payable:						
Ray Morgan Company	\$ 7,480	-	(7,480)	-	-	-
Aclara software	122,847	-	(39,804)	83,043	40,938	42,105
Total lease payable	<u>130,327</u>	<u>-</u>	<u>(47,284)</u>	<u>83,043</u>	<u>40,938</u>	<u>42,105</u>
Loans payable:						
CIEDB Installment Loan – 2011	\$ 4,895,040	-	(198,849)	4,696,191	204,397	4,491,794
CIEDB Installment Loan – 2016	4,868,263	-	(142,298)	4,725,965	147,193	4,578,772
JP Morgan Chase Bank NA	3,782,385	-	(334,197)	3,448,188	339,384	3,108,804
First Foundation Public Finance	6,725,857	-	(270,531)	6,455,326	276,564	6,178,762
Total loans payable	<u>20,271,545</u>	<u>-</u>	<u>(945,875)</u>	<u>19,325,670</u>	<u>967,538</u>	<u>18,358,132</u>
Long-term debt	<u>\$ 20,401,872</u>	<u>-</u>	<u>(993,159)</u>	<u>19,408,713</u>	<u>1,008,476</u>	<u>18,400,237</u>

Changes in long-term debt amounts for the year ended June 30, 2023 were as follows:

	<u>As Restated</u> <u>2022</u>	<u>Additions</u>	<u>Payments</u>	<u>Balance</u> <u>2023</u>	<u>Current</u> <u>Portion</u>	<u>Long-term</u> <u>Portion</u>
Long-term debt:						
Lease payable:						
Ray Morgan Company	\$ 16,259	-	(8,779)	7,480	7,480	-
Aclara software	161,548	-	(38,701)	122,847	39,804	83,043
Total lease payable	<u>177,807</u>	<u>-</u>	<u>(47,480)</u>	<u>130,327</u>	<u>47,284</u>	<u>83,043</u>
Loans payable:						
CIEDB Installment Loan – 2011	\$ 5,088,492	-	(193,452)	4,895,040	198,849	4,696,191
CIEDB Installment Loan – 2016	5,005,827	-	(137,564)	4,868,263	142,298	4,725,965
JP Morgan Chase Bank NA	4,106,002	-	(323,617)	3,782,385	334,197	3,448,188
First Foundation Public Finance	7,071,903	-	(346,046)	6,725,857	270,531	6,455,326
Total loans payable	<u>21,272,224</u>	<u>-</u>	<u>(1,000,679)</u>	<u>20,271,545</u>	<u>945,875</u>	<u>19,325,670</u>
Long-term debt	<u>\$ 21,450,031</u>	<u>-</u>	<u>(1,048,159)</u>	<u>20,401,872</u>	<u>993,159</u>	<u>19,408,713</u>

Coastside County Water District
Notes to the Basic Financial Statements, continued
For the Fiscal Years Ended June 30, 2024 and 2023

(6) Long-term Debt, continued

Ray Morgan Company – Equipment Lease

On March 4, 2019, the District entered into an agreement with Ray Morgan Company, to lease copier equipment for use in the District’s administrative office. Terms of the agreement commenced on April 15, 2019, for a period of 60 months, with rent due monthly at \$761 per month for the entire lease term.

Following the provisions set forth by *GASB Statement No. 87*, the District has recorded a right-to-use asset and a lease payable at present value with an implicit rate of 2.85%. The right-to-use asset is amortized on a straight-line basis over the term of the lease. At June 30, 2024, the lease was paid-in-full.

Aclara Software – Software Lease

On April 1, 2017, the District entered into an agreement with Aclara Software, to lease AMI meter monitoring software for managing the District’s meter infrastructure. Terms of the agreement commenced on April 1, 2017, for a period of 9 years, with payments due annually at \$43,305 per year for the entire lease term.

Following the provisions set forth by *GASB Statement No. 96*, the District has recorded a right-to-use asset and a lease payable at present value with an implicit rate of 2.85%. The right-to-use asset is amortized on a straight-line basis over the term of the lease.

Annual lease payments are as follows:

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2025	\$ 40,938	2,367	43,305
2026	42,105	1,200	43,305
Total	83,043	3,567	86,610
Current	(40,938)		
Long-term	\$ 42,105		

CEIDB Installment Loan – 2011

On October 10, 2011, the District entered into an installment loan in the amount \$6,765,500 from the California Infrastructure and Economic Development Bank (CIEDB) for the purpose of financing the construction of the Denniston Creek Water Treatment Plant improvement project. Terms of the loan included a 30-year term with semi-annual interest of 2.79% (plus an annual fee of 0.3%) which is payable on August 1 and February 1. Principal payments commenced on February 1, 2013, maturing in fiscal year 2042.

Coastside County Water District
Notes to the Basic Financial Statements, continued
For the Fiscal Years Ended June 30, 2024 and 2023

(6) Long-term Debt, continued

CEIDB Installment Loan – 2011, continued

On March 1, 2015, the District and CEIDB into a replacement installment loan agreement for the outstanding balance of \$6,143,789 for the purpose of reducing the semi-annual interest to 2.54%.

Future remaining debt service payments are as follows:

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2025	\$ 204,397	116,687	321,084
2026	210,099	111,423	321,522
2027	215,961	106,012	321,973
2028	221,987	100,450	322,437
2029	228,180	94,733	322,913
2030-2034	1,240,021	382,169	1,622,189
2035-2039	1,422,929	213,327	1,636,256
2040-2042	952,618	36,739	989,356
Total	4,696,191	1,161,541	5,857,732
Current	(204,397)		
Long-term	\$ 4,491,794		

CEIDB Installment Loan – 2016

On May 1, 2016, the District entered into an installment loan in the amount \$5,628,000 from the California Infrastructure and Economic Development Bank (CIEDB) for the purpose of financing the District's Facilities Improvements project. Terms of the loan included a 30-year term with semi-annual interest of 3.44% (plus an annual fee of 0.3%) which is payable on August 1 and February 1. Principal payments commenced on August 1, 2017, maturing in fiscal year 2046.

Future remaining debt service payments are as follows:

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2025	\$ 147,193	160,041	307,234
2026	152,256	154,891	307,147
2027	157,494	149,563	307,057
2028	162,912	144,052	306,964
2029	168,516	138,352	306,868
2030-2034	933,625	599,146	1,532,771
2035-2039	1,105,643	424,169	1,529,812
2040-2044	1,309,356	216,953	1,526,309
2045-2046	588,970	20,432	609,402
Total	4,725,965	2,007,599	6,733,564
Current	(147,193)		
Long-term	\$ 4,578,772		

Coastside County Water District
Notes to the Basic Financial Statements, continued
For the Fiscal Years Ended June 30, 2024 and 2023

(6) Long-term Debt, continued

JP Morgan Chase Loan – 2018

On July 23, 2018, the District entered into an installment loan agreement with JP Morgan Chase Bank in the amount of \$5,311,319 for purpose of refinancing the District’s 2006 Series B Water Revenue Bonds (through the California Statewide Communities Development Authority) originally used to finance certain capital improvements to the District’s water system. Terms of the loan include semi-annual interest of 2.85% which is payable on October 1 and April 1. Principal payments commenced on October 1, 2018, maturing in fiscal year 2033.

Future remaining debt service payments are as follows:

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2025	\$ 339,384	93,437	432,821
2026	349,256	83,624	432,880
2027	363,716	73,464	437,180
2028	372,663	62,971	435,634
2029	380,709	52,235	432,944
2030-2033	<u>1,642,460</u>	<u>95,239</u>	<u>1,737,699</u>
Total	3,448,188	<u>460,970</u>	<u>3,909,158</u>
Current	<u>(339,384)</u>		
Long-term	\$ <u>3,108,804</u>		

First Foundation Public Finance– 2022

On March 11, 2022, the District entered into an installment loan agreement with First Foundation Public Finance in the amount of \$7,071,903 for purpose of financing capital improvements to the District’s water system. Terms of the loan include semi-annual interest of 2.23% which is payable on September 1 and March 1. Principal payments commence on September 1, 2022, maturing in fiscal year 2043.

Future remaining debt service payments are as follows:

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2025	\$ 276,564	140,870	417,434
2026	282,731	134,634	417,365
2027	289,036	128,259	417,295
2028	295,482	121,741	417,223
2029	302,071	115,079	417,150
2030-2034	1,614,451	470,135	2,084,586
2035-2039	1,802,671	279,815	2,082,486
2040-2043	<u>1,592,320</u>	<u>71,996</u>	<u>1,664,316</u>
Total	6,455,326	<u>1,462,529</u>	<u>7,917,855</u>
Current	<u>(276,564)</u>		
Long-term	\$ <u>6,178,762</u>		

Coastside County Water District
Notes to the Basic Financial Statements, continued
For the Fiscal Years Ended June 30, 2024 and 2023

(7) Other Post-employment Benefits (OPEB) Plan

General Information about the OPEB Plan

Plan Description

The District's defined benefit Other Post-Employment Benefit (OPEB) Plan (Plan) provides OPEB for all vested full-time employees who satisfy the eligibility rules. The Plan is a single-employer defined benefit OPEB plan administered by the District. The District's Board has the authority to establish and amend the benefit terms and financing requirements of the Plan.

Benefits Provided

To be eligible for retiree health benefits, an employee must retire from the District on or after age 55 with at least 15 years of continuous service. Dependents are also eligible to receive benefits. Retirees may enroll in any plan available through the District's ACWA-JPIA (Association of California Water Agencies Joint Powers Insurance Authority) Medical Program. The District provides coverage of single-party medical and vision premiums for life and dental benefits until age 65. Employees hired after November 14, 2006 and before November 1, 2008, will receive 50% of the benefits coverage offered. Employees hired after November 1, 2008, are not eligible for post-employment health benefits.

Employees Covered by Benefit Terms

At June 30, the following employees were covered by the benefit terms:

	2024	2023
Active plan members	8	8
Retirees and beneficiaries receiving benefits	8	8
Total Plan membership	16	16

Contributions

The Plan and its contribution requirements for eligible retired employees of the District are established and may be amended by the Board of Directors. The District pays 100% of its share of the cost of health and vision insurance for retirees and dental insurance up to age 65 under any group plan offered by ACWA-JPIA, subject to certain restrictions as determined by the District. The annual contribution is based on the actuarially determined contribution.

As of the fiscal years ended June 30, the contributions were as follows:

	2024	2023
Contributions – employer	\$ 39,500	43,202

As of June 30, 2023 and 2022, employer OPEB contributions of \$43,202 and \$56,080 will be and were recognized as a reduction of total OPEB liability in the fiscal years ended June 30, 2025 and 2024, respectively.

Total OPEB Liability

As of the fiscal year ended June 30, the District reported its total OPEB liability as follows:

	2024	2023
Total OPEB liability	\$ 1,776,654	1,749,650

Coastside County Water District
Notes to the Basic Financial Statements, continued
For the Fiscal Years Ended June 30, 2024 and 2023

(7) Other Post-employment Benefits (OPEB) Plan, continued

Total OPEB Liability, continued

The District's total OPEB liability was measured as of June 30, 2023 and 2022, and the total OPEB liability used to calculate the total OPEB liability was determined by an actuarial valuation as of June 30, 2022 and 2020, respectively. Standard actuarial update procedures were used to project/discount from valuation to measurement dates.

Changes in the Total OPEB Liability

Changes in the total OPEB liability as of June 30, were as follows:

	June 30, 2024	June 30, 2023
Balance at beginning of year	\$ 1,749,650	2,643,416
Changes for the year:		
Service cost	49,880	78,246
Interest	61,754	57,080
Employer contributions	(53,828)	(71,050)
Expected minus actual payments	(6,436)	(8,848)
Experience (gains)/losses	-	(624,852)
Assumption changes	(24,366)	(324,342)
Net changes	27,004	(893,766)
Balance at end of year	\$ 1,776,654	1,749,650

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the fiscal years ended June 30, 2024 and 2023, the District recognized OPEB income of \$207,499 and \$147,737, respectively.

At June 30, the District reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

Description	June 30, 2024		June 30, 2023	
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
OPEB contributions subsequent to the measurement date at June 30	\$ 39,500	-	43,202	-
Net change in assumptions	-	(138,379)	-	(218,721)
Experience (gains)/losses	-	(242,060)	-	(439,423)
Total	\$ 39,500	(380,439)	43,202	(658,144)

Coastside County Water District
Notes to the Basic Financial Statements, continued
For the Fiscal Years Ended June 30, 2024 and 2023

(7) Other Post-employment Benefits (OPEB) Plan, continued

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB, continued

As of June 30, 2024, the District recognized other amounts reported by the Plan actuarial as deferred outflows of resources and deferred inflows of resources related to the total OPEB liability. OPEB related amounts will be recognized as OPEB expense as follows.

Fiscal Year Ending June 30,	Deferred Net Outflows / (Inflows) of Resources
2025	\$ (309,016)
2026	(69,502)
2027	(1,921)

Actuarial Assumptions

The total OPEB liability was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2024 and 2023 – 2.50 percent
Salary increases	2.75 percent
Discount rate	2024 – 3.65 percent
	2023 – 3.54 percent
Healthcare cost trend rates	4.00 percent per year
Retirees' share of benefit-related costs	100 percent of projected health insurance premiums for retirees at age 55 with a minimum 15 years of service who were hired prior to November 15, 2006.
	50 percent of projected health insurance premiums for retirees at age 55 with a minimum 15 years of service who were hired after November 14, 2006 and before November 1, 2008.

Discount Rate

As of the measurement dates June 30, 2023 and 2022, the discount rate used to measure the total OPEB liability was 3.65 percent and 3.54 percent, respectively. The projection of cash flows used to determine the discount rate assumed that District contributions will be made at rates equal to the actuarially determined contribution rates.

Sensitivity of the Total OPEB Liability to Changes in the Discount Rate

The table on the following page presents the total OPEB liability of the District, as well as what the District's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower or 1-percentage-point higher than the current discount rate:

Coastside County Water District
Notes to the Basic Financial Statements, continued
For the Fiscal Years Ended June 30, 2024 and 2023

(7) Other Post-employment Benefits (OPEB) Plan, continued

Sensitivity of the Total OPEB Liability to Changes in the Discount Rate, continued

At June 30, 2024, the discount rate comparison was the following:

	Discount Rate - 1% (2.65%)	Current Discount Rate (3.65%)	Discount Rate + 1% (4.65%)
District's total OPEB liability	\$ <u>2,008,845</u>	<u>1,776,654</u>	<u>1,586,214</u>

At June 30, 2023, the discount rate comparison was the following:

	Discount Rate - 1% (2.54%)	Current Discount Rate (3.54%)	Discount Rate + 1% (4.54%)
District's total OPEB liability	\$ <u>1,523,393</u>	<u>1,749,650</u>	<u>2,026,750</u>

Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rates

The following presents the total OPEB liability of the District, as well as what the District's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower (3.00 percent decreasing to 2.00 percent) or 1-percentage-point higher (5.00 percent decreasing to 4.00 percent) than the current healthcare cost trend rates:

At June 30, 2024 the healthcare cost trend rate comparison was the following:

	1% Decrease (3.00% decreasing to 2.00%)	Healthcare Cost Trend Rates (4.00% decreasing to 3.00%)	1% Increase (5.00% decreasing to 4.00%)
District's total OPEB liability	\$ <u>1,539,906</u>	<u>1,776,654</u>	<u>2,064,502</u>

At June 30, 2023 the healthcare cost trend rate comparison was the following:

	1% Decrease (3.00% decreasing to 2.00%)	Healthcare Cost Trend Rates (4.00% decreasing to 3.00%)	1% Increase (5.00% decreasing to 4.00%)
District's total OPEB liability	\$ <u>1,523,393</u>	<u>1,749,650</u>	<u>2,026,750</u>

Schedule of Changes in the District's Total OPEB Liability and Related Ratios

See page 48 for the Required Supplementary Information.

Coastside County Water District
Notes to the Basic Financial Statements, continued
For the Fiscal Years Ended June 30, 2024 and 2023

(8) Defined Benefit Pension Plan

Plan Description

All qualified permanent and probationary employees are eligible to participate in the District's Miscellaneous Employee Pension Plan, cost-sharing multiple employer defined benefit pension plans administered by the California Public Employees' Retirement System (CalPERS). Benefit provisions under the Plan are established by State statute and the District's resolution. CalPERS issues publicly available reports that include a full description of the pension plan regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

Benefits Provided

CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full-time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

On September 12, 2012, the California Governor signed the California Public Employees' Pension Reform Act of 2013 (PEPRA) into law. PEPRA took effect January 1, 2013. The new legislation closed the District's CalPERS 2.0% at 60 (New Classic) Risk Pool Retirement Plan to new employee entrants effective December 31, 2012. Employees hired after January 1, 2013, and have not previously participated in a CalPERS plan are eligible for the District's CalPERS 2.0% at 62 Retirement Plan under PEPRA. New employees that have previously participated in the Classic Plan are eligible for the District's CalPERS 2.0% at 60 Retirement Plan.

The Plan's provisions and benefits in effect at June 30 are summarized as follows:

	Miscellaneous Plan		
	Classic	New Classic	PEPRA
Hire date	Prior to August 14, 2010	On or after August 14, 2010, and prior to January 1, 2013	On or after January 1, 2013
Benefit formula	2.5% @ 55	2.0% @ 60	2.0% @ 62
Benefit vesting schedule	5 years of service	5 years of service	5 years of service
Benefit payments	monthly for life	monthly for life	monthly for life
Retirement age	55 - 60	55 - 60	52 - 67
Monthly benefits, as a % of eligible compensation	2.0% to 2.5%	1.5% to 2.4%	1.0% to 2.5%
2024:			
Required employee contribution rates	8.00%	7.00%	8.25%
Required employer contribution rates	14.92%	10.87%	8.00%
2023:			
Required employee contribution rates	8.00%	7.00%	7.25%
Required employer contribution rates	13.02%	9.30%	7.76%

Coastside County Water District
Notes to the Basic Financial Statements, continued
For the Fiscal Years Ended June 30, 2024 and 2023

(8) Defined Benefit Pension Plan, continued

Contributions

Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers to be determined on an annual basis by the actuary and shall be effective on the July 1, following notice of a change in the rate. Funding contributions for the Plan are determined annually on an actuarial basis as of June 30, by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

As of the fiscal year ended June 30, the contributions for the Plan were as follows:

		Miscellaneous Plan	
		2024	2023
	Contributions – employer	\$ 625,337	604,192

Net Pension Liability

As of the fiscal year ended June 30, the District reported net pension liabilities for its proportionate share of the net pension liability of the Plan was as follows:

		Proportionate Share of Net Pension Liability	
		2024	2023
	Miscellaneous Plan	\$ 4,976,397	4,627,461

The District's net pension liability for the Plan is measured as the proportionate share of the net pension liability. The net pension liability of the Plan is measured as of June 30, 2023 and 2022, and the total pension liability for the Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2022 and 2021, rolled forward to June 30, 2023 and 2022, respectively, using standard update procedures. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined.

The District's change in the proportionate share of the pension liability for the District's Plan as of the fiscal year ended June 30, were as follows:

		Miscellaneous Plan	
		2024	2023
	Proportion – beginning of year	0.04006%	0.04462%
	Proportion – end of year	0.03989%	0.04006%
	Change – Increase (Decrease)	-0.00017%	-0.00456%

Deferred Pension Outflows (Inflows) of Resources

As of June 30, 2024 and 2023, the District recognized pension expense and (income) of \$770,900 and (\$221,381), respectively.

Coastside County Water District
Notes to the Basic Financial Statements, continued
For the Fiscal Years Ended June 30, 2024 and 2023

(8) Defined Benefit Pension Plan, continued

Deferred Pension Outflows (Inflows) of Resources, continued

As of June 30, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

<u>Description</u>	<u>June 30, 2024</u>		<u>June 30, 2023</u>	
	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Pension contributions subsequent to the measurement date	\$ 625,337	-	604,192	-
Net difference between actual and expected experience	214,786	-	30,689	-
Net change in assumptions	300,449	-	474,181	-
Net difference between projected and actual earnings on plan investments	805,726	-	847,630	-
Net difference between actual contribution and proportionate share of contribution	17,567	-	-	(78,795)
Net adjustment due to differences in proportions of net pension liability	-	(94,894)	-	(212,299)
Total	\$ 1,963,865	(94,894)	1,956,692	(291,094)

As of June 30 2024 and 2023, employer pension contributions of \$625,337 and \$604,192, reported as deferred outflows of resources related to contributions subsequent to the measurement date will be and was recognized as a reduction of the net pension liability in the fiscal year ended June 30, 2025 and 2024, respectively.

As of June 30, 2024, the District recognized other amounts reported by the Plan actuarial as deferred outflows of resources and deferred inflows of resources related to the pension liability. Pension related amounts will be recognized as pension expense as follows.

<u>Fiscal Year Ending June 30,</u>	<u>Deferred Net Outflows / (Inflows) of Resources</u>
2025	\$ 313,243
2026	196,443
2027	716,942
2028	17,006

Coastside County Water District
Notes to the Basic Financial Statements, continued
For the Fiscal Years Ended June 30, 2024 and 2023

(8) Defined Benefit Pension Plan, continued

Actuarial Assumptions

The total pension liability in the June 30, 2023 and 2022, actuarial valuation report was determined using the following actuarial assumptions:

Valuation Date	June 30, 2022 and 2021
Measurement Date	June 30, 2023 and 2022
Actuarial cost method	Entry Age Normal in accordance with the requirements of GASB Statement No. 68
 Actuarial assumptions:	
Discount rate	2024 - 6.90% 2023 - 6.90%
Inflation	2024 - 2.30% 2023 - 2.30%
Salary increases	Varies by Entry Age and Service
Investment Rate of Return	6.90 % Net of pension plan investment and administrative expenses; includes inflation
Mortality Rate Table*	Derived using CalPERS' Membership Data for all Funds
Period upon which actuarial Experience Survey assumptions were based	2024 and 2023 – 1997–2015
Post Retirement Benefit	Contract COLA up to 2.30% until purchasing power protection allowance floor on purchasing

* The mortality table used was developed based on CalPERS' specific data. The rates incorporate Generational Mortality to capture ongoing mortality improvement using 80% of Scale MP 2020 published by the Society of Actuaries. For more details, please refer to the 2021 experience study that can be found on the CalPERS website.

Discount Rate

The discount rate used to measure the total pension liability for PERF C was 6.90%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension liability. This discount rate is not adjusted for administrative expenses.

In determining the long-term expected rate of return, CalPERS took into account long-term market return expectations as well as the expected pension fund cash flows. Projected returns for all asset classes are estimated and, combined with risk estimates, are used to project compound (geometric) returns over the long term. The discount rate used to discount liabilities was informed by the long-term projected portfolio return.

Coastside County Water District
Notes to the Basic Financial Statements, continued
For the Fiscal Years Ended June 30, 2024 and 2023

(8) Defined Benefit Pension Plan, continued

Discount Rate, continued

The tables below reflect the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation.

As of June 30, 2024, the target allocation and the long-term expected real rate of return by asset class were as follows:

<u>Asset Class</u>	<u>New Strategic Allocation</u>	<u>Real Return Years 1–10</u>
Global Equity - Cap-weighted	30.0%	4.45%
Global Equity Non-Cap-weighted	12.0%	3.84%
Private Equity	13.0%	7.28%
Treasury	5.0%	27.00%
Mortgage-backed Securities	5.0%	50.00%
Investment Grade Corporates	10.0%	1.56%
High Yield	5.0%	2.27%
Emerging Market Debt	5.0%	2.48%
Private Debt	5.0%	3.57%
Real Assets	15.0%	3.21%
Leverage	-5.0%	-0.59%
Total	<u>100%</u>	

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The table on the following page presents the District’s proportionate share of the net position liability for the Plan, calculated using the discount rate, as well as what the District’s proportional share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate:

Coastside County Water District
Notes to the Basic Financial Statements, continued
For the Fiscal Years Ended June 30, 2024 and 2023

(8) Defined Benefit Pension Plan, continued

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate, continued

At June 30, 2024 the discount rate comparison was the following:

	Discount Rate – 1% (5.90%)	Current Discount Rate (6.90%)	Discount Rate + 1% (7.90%)
District's net pension liability	\$ 7,336,898	4,976,397	3,033,501

At June 30, 2023 the discount rate comparison was the following:

	Discount Rate – 1% (5.90%)	Current Discount Rate (6.90%)	Discount Rate + 1% (7.90%)
District's net pension liability	\$ 6,872,514	4,627,461	2,780,339

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in the separately issued CalPERS financial reports. See pages 49 and 50 for the Required Supplementary Information.

Payable to the Pension Plan

At June 30, 2024 and 2023, the District reported no payables for the outstanding amount of contribution to the pension plan, respectively.

(9) Net Position

Net Investment in Capital Assets

Calculation of net investment in capital assets as of June 30 were as follows:

	2024	2023
Capital assets:		
Capital assets – not being depreciated	\$ 16,577,978	12,551,711
Capital assets, net – being depreciated and amortized	51,613,305	53,105,245
Current:		
Leases payable	(40,938)	(47,284)
Loans payable	(967,538)	(945,875)
Non-current:		
Leases payable	(42,105)	(83,043)
Loans payable	(18,358,132)	(19,325,670)
Total net investment in capital assets	\$ 48,782,570	45,255,084

Coastside County Water District
Notes to the Basic Financial Statements, continued
For the Fiscal Years Ended June 30, 2024 and 2023

(9) Net Position, continued

Restricted Net Position

Calculation of restricted net position as of June 30 was as follows:

	2024	2023
Restricted – cash and cash equivalents	\$ 184,373	64,093
Restricted – rate stabilization	250,000	250,000
Total restricted net position	\$ 434,373	314,093

Unrestricted Net Position

Unrestricted net position as of June 30 were categorized as follows:

	2024	2023
Non-spendable net position:		
Materials and supplies inventory	\$ 416,151	274,166
Water-in-storage inventory	46,920	33,088
Prepaid expenses and other deposits	247,121	228,187
Total non-spendable net position	710,192	535,441
Spendable net position are designated as follows:		
Unrestricted	6,871,815	7,977,119
Total spendable net position	6,871,815	7,977,119
Total unrestricted net position	\$ 7,582,007	8,512,560

(10) Other District Sponsored Retirement Plans

Deferred Compensation Savings Plan

For the benefit of its employees, the District participates in a 457 Deferred Compensation Program (Program). The purpose of this Program is to provide deferred compensation for public employees that elect to participate in the Program. Generally, eligible employees may defer receipt of a portion of their salary until termination, retirement, death, or unforeseeable emergency. Until the funds are paid or otherwise made available to the employee, the employee is not obligated to report the deferred salary for income tax purposes.

Federal law requires deferred compensation assets to be held in trust. The assets are held with the Variable Annuity Life Insurance Company (VALIC) and Empower for the exclusive benefit of the participants. Accordingly, the District is in compliance with this legislation. Therefore, these assets are not the legal property of the District and are not subject to claims of the District's general creditors. The total market value of all plan assets held in trust at June 30, 2024 and 2023, were \$2,438,466 and \$2,196,575, respectively.

Coastside County Water District
Notes to the Basic Financial Statements, continued
For the Fiscal Years Ended June 30, 2024 and 2023

(10) Other District Sponsored Retirement Plans, continued

The District has implemented GASB Statement No. 32, Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans. Since the District has little administrative involvement and does not perform the investing function for this plan, the assets and related liabilities are not shown on the statements of net position.

Defined Contribution Retirement Plan

For the benefit of its employees, the District participates in a 401a defined contribution retirement plan (Plan). The purpose of this Plan is to provide a post-retirement medical defined contribution plan for public employees that elect to participate in the Plan.

Federal law requires defined-contribution assets to be held in trust. The assets are held with Mission Square Retirement for the exclusive benefit of the participants. Accordingly, the District is in compliance with this legislation. Therefore, these assets are not the legal property of the District and are not subject to claims of the District's general creditors. The total market value of all plan assets held in trust at June 30, 2024 and 2023, were \$563,851 and \$465,846, respectively.

(11) Risk Management

The District is exposed to various risks of loss related to torts, theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District is a member of the Association of California Water Agencies/Joint Powers Insurance Authority (ACWA/JPIA), an intergovernmental risk sharing joint powers authority created to provide self-insurance programs for California water agencies. The purpose of the ACWA/JPIA is to arrange and administer programs of self-insured losses and to purchase excess insurance coverage.

At June 30, 2024, the District participates in the ACWA/JPIA pooled programs for liability, property, and workers' compensation programs as follows:

- General and auto liability, public officials and employees' errors and omissions: The ACWA/JPIAs total risk financing self-insurance limits of \$5,000,000 per occurrence. The ACWA/JPIA purchased additional excess coverage layers: \$50 million for general, auto and public officials liability, which increases the limits on the insurance coverage noted above.

In addition, the District also has the following insurance coverage:

- Crime coverage up to \$100,000 per loss includes public employee dishonesty, depositor's forgery or alteration, theft, computer and funds transfer fraud coverage's, subject to \$1,000 deductible per loss.
- Property loss is paid at the replacement cost for property on file, if replaced within two years after the loss, otherwise paid on an actual cash value basis, to a combined total of \$500 million per loss, subject to a \$5,000 deductible per loss. Mobile equipment and vehicles, on file, are paid on actual cost value basis at time of loss and subject to \$1,000 deductible per loss.
- Boiler and machinery coverage for the replacement cost up to \$100 million per occurrence, subject to various deductibles depending on the type of equipment, on file.
- Cyber liability: including cyber-security up to \$5,000,000 program aggregate limit, subject to a \$3,000,000 limit maximum per member. Cyber liability deductible is \$100,000 per incident.
- Workers' compensation coverage up to California statutory limits for all work-related injuries/illnesses covered by California law; a pooled self-insured limit of \$2,000,000. The ACWA/JPIA purchased additional excess coverage layer: \$2,000,000 employer's liability.

Coastside County Water District
Notes to the Basic Financial Statements, continued
For the Fiscal Years Ended June 30, 2024 and 2023

(11) Risk Management, continued

Settled claims have not exceeded any of the coverage amounts in any of the last three fiscal years and there were no reductions in the District's insurance coverage during the years ending June 30, 2024, 2023 and 2022. Liabilities are recorded when it is probable that a loss has been incurred and the amount of the loss can be reasonably estimated net of the respective insurance coverage. Liabilities include an amount for claims that have been incurred but not reported (IBNR). There were no IBNR claims payable as of June 30, 2024, 2023, and 2022, respectively.

(12) Governmental Accounting Standards Board Statements Issued, Not Yet Effective

The Governmental Accounting Standards Board (GASB) has issued several pronouncements prior to June 30, 2024 that have effective dates that may impact future financial presentations.

Governmental Accounting Standards Board Statement No. 101

In June 2022, the GASB issued Statement No. 101 – *Compensated Absences*. The objective of this Statement is to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures.

This Statement requires that liabilities for compensated absences be recognized for (1) leave that has not been used and (2) leave that has been used but not yet paid in cash or settled through noncash means. A liability should be recognized for leave that has not been used if (a) the leave is attributable to services already rendered, (b) the leave accumulates, and (c) the leave is more likely than not to be used for time off or otherwise paid in cash or settled through noncash means. Leave is attributable to services already rendered when an employee has performed the services required to earn the leave. Leave that accumulates is carried forward from the reporting period in which it is earned to a future reporting period during which it may be used for time off or otherwise paid or settled. In estimating the leave that is more likely than not to be used or otherwise paid or settled, a government should consider relevant factors such as employment policies related to compensated absences and historical information about the use or payment of compensated absences. However, leave that is more likely than not to be settled through conversion to defined benefit postemployment benefits should not be included in a liability for compensated absences.

The requirements of this Statement are effective for fiscal years beginning after December 15, 2023, and all reporting periods thereafter. Earlier application is encouraged.

Governmental Accounting Standards Board Statement No. 102

In December 2023, the GASB issued Statement No. 102 – *Certain Risk Disclosures*. The primary objective of this Statement requires a government to assess whether a concentration or constraint makes the primary government reporting unit or other reporting units that report a liability for revenue debt vulnerable to the risk of a substantial impact. Additionally, this Statement requires a government to assess whether an event or events associated with a concentration or constraint that could cause the substantial impact to have occurred, have begun to occur, or are more likely than not to begin to occur within 12 months of the date the financial statements are issued.

The requirements of this Statement are effective for fiscal years beginning after June 15, 2024, and all reporting periods thereafter. Earlier application is encouraged.

Coastside County Water District
Notes to the Basic Financial Statements, continued
For the Fiscal Years Ended June 30, 2024 and 2023

(12) Governmental Accounting Standards Board Statements Issued, Not Yet Effective, continued

Governmental Accounting Standards Board Statement No. 103

In April 2024, the GASB issued Statement No. 103 – *Financial Reporting Model Improvements*. The primary objective of this Statement is to improve key components of the financial reporting model to enhance effectiveness in providing information that is essential for decision making and assessing a government’s accountability. Also, this Statement: (1) continues the requirement that the basic financial statements be preceded by management’s discussion and analysis (MD&A), which is presented as required supplementary information (RSI); (2) describes unusual or infrequent items as transactions and other events that are either unusual in nature or infrequent in occurrence; (3) requires that the proprietary fund statement of revenues, expenses, and changes in fund net position continue to distinguish between operating and nonoperating revenues and expenses; (4) requires governments to present each major component unit separately in the reporting entity’s statement of net position and statement of activities if it does not reduce the readability of the statements; and (5) requires governments to present budgetary comparison information using a single method of communication—RSI.

The requirements of this Statement are effective for fiscal years beginning after June 15, 2025, and all reporting periods thereafter. Earlier application is encouraged.

Governmental Accounting Standards Board Statement No. 104

In September 2024, the GASB issued Statement No. 104 – *Disclosure of Certain Capital Assets*. The primary objective of this Statement is to provide users of government financial statements with essential information about certain types of capital assets. This Statement establishes requirements for certain types of capital assets to be disclosed separately in the capital assets note disclosures required by Statement No. 34, *Basic Financial Statements and Management Discussion and Analysis for State and Local Governments*. Also, this Statement establishes requirements for capital assets held for sale, including additional disclosures for those capital assets. The requirements of this Statement apply to the financial statements of all state and local governments.

The requirements of this Statement are effective for fiscal years beginning after June 15, 2025, and all reporting periods thereafter. Earlier application is encouraged.

(13) Commitments and Contingencies

Construction Contracts

The District has a variety of agreements with private parties relating to the installation, improvement or modification of water and wastewater facilities and distribution systems within its service area. The financing of such construction contracts is being provided primarily from the District’s replacement reserves and capital contributions.

Litigation

In the ordinary course of operations, the District is subject to claims and litigation from outside parties. After consultation with legal counsel, the District believes the ultimate outcome of such matters, if any, will not materially affect its financial condition.

(14) Subsequent Events

Events occurring after June 30, 2024, have been evaluated for possible adjustment to the financial statements or disclosure as of January 14, 2025, which is the date the financial statements were available to be issued.

Required Supplementary Information

*Presentation Version
Subject to Board Approval*

Coastside County Water District
Schedules of Changes in the District's Total OPEB Liability and Related Ratios
As of June 30, 2024
Last Ten Years*

Fiscal year	June 30, 2024	June 30, 2023	June 30, 2022	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018
Total OPEB liability							
Service cost	\$ 49,880	78,246	75,384	42,880	46,953	45,696	44,473
Interest	61,754	57,080	56,548	80,847	90,043	91,126	81,573
Employer contributions	(53,828)	(71,050)	(59,118)	(53,593)	(40,360)	(61,033)	(58,686)
Expected minus actual payments	(6,436)	-	(13,149)	-	(16,052)	-	-
Assumption changes	(24,366)	(324,342)	14,924	247,093	97,523	(107,249)	-
Experience (gains)/losses	-	(633,700)	-	(66,627)	(234,153)	-	-
Net change in total OPEB liability	27,004	(893,766)	74,589	250,600	(56,046)	(31,460)	67,360
Total OPEB liability – beginning	1,749,650	2,643,416	2,568,827	2,318,227	2,374,273	2,405,733	2,338,373
Total OPEB liability – ending	\$ 1,776,654	1,749,650	2,643,416	2,568,827	2,318,227	2,374,273	2,405,733
Covered employee payroll	\$ 2,512,060	2,353,833	2,224,572	2,177,776	2,330,675	1,990,577	1,939,509
Total OPEB liability as a percentage of covered payroll	141.39%	134.53%	84.16%	84.78%	100.54%	83.84%	80.62%
Valuation Date	June 30, 2023	June 30, 2022	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2017	June 30, 2017

Methods and Assumptions Used to

Determine Contribution Rates:

Single and Agent Employers Amortization Method	Entry age (1)	Entry age (1)	Entry age (1)	Entry age (1)	Entry age (1)	Entry age (1)	Entry age (1)
Inflation	2.50%	2.50%	2.50%	2.75%	2.75%	2.75%	2.75%
Salary Increases	2.75%	2.75%	2.75%	2.75%	2.75%	2.75%	2.75%
Investment Rate of Return	3.65%	3.54%	2.16%	2.20%	3.50%	3.80%	3.50%
Mortality, Retirement, Turnover	(2)	(2)	(2)	(2)	(2)	(2)	(2)

(1) Level percentage of payroll, closed

(2) 2017 CalPERS OPEB Assumption Model (2021)

2014 CalPERS OPEB Assumption Model (2020 – 2018)

* The District has presented information for those years for which information is available until a full 10-year trend is compiled.

Coastside County Water District
Schedules of the District's Proportionate Share of the Net Pension Liability
As of June 30, 2024
Last Ten Years*

Description	Measurement Dates									
	June 30, 2023	June 30, 2022	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015	June 30, 2014
District's proportion of the net pension liability	0.03989%	0.04006%	0.04462%	0.03635%	0.03746%	0.03848%	0.03951%	0.04102%	0.04484%	0.04212%
District's proportionate share of the net pension liability	\$ 4,976,397	4,627,461	2,413,000	3,955,422	3,838,142	3,708,081	3,917,927	4,627,461	3,077,582	2,620,900
District's covered payroll	\$ 2,512,060	2,353,833	2,224,572	2,177,776	2,330,675	1,990,577	1,939,509	1,885,311	1,689,259	1,562,529
District's proportionate share of the net pension liability as a percentage of its covered payroll	198.10%	196.59%	108.47%	181.63%	164.68%	186.28%	202.01%	245.45%	182.19%	167.73%
District's fiduciary net position as a percentage of the district's total pension liability	71.49%	71.90%	84.33%	71.75%	72.87%	71.99%	69.62%	69.14%	71.67%	76.34%

Notes To Schedule:

There were no changes in benefits.

Changes in Assumptions:

From fiscal year June 30, 2015 to June 30, 2016:

GASB 68, paragraph 68 states that the long-term expected rate of return should be determined net of pension plan investment expense but without reduction for pension plan administrative expense. The discount rate of 7.50% used for the June 30, 2014 measurement date was net of administrative expenses. The discount rate of 7.65% used for the June 30, 2015 measurement date is without reduction of pension plan administrative expense.

From fiscal year June 30, 2016 to June 30, 2017:

There were no changes in assumptions.

From fiscal year June 30, 2017 to June 30, 2018:

The discount rate was reduced from 7.65% to 7.15%

From fiscal year June 30, 2018 to June 30, 2019:

The inflation rate was reduced from 2.75% to 2.50%

From fiscal year June 30, 2019 to June 30, 2020:

There were no changes in assumptions.

From fiscal year June 30, 2020 to June 30, 2021:

There were no changes in assumptions.

From fiscal year June 30, 2021 to June 30, 2022:

There were no changes in assumptions.

From fiscal year June 30, 2022 to June 30, 2023:

The discount rate was reduced from 7.15% to 6.90%

The inflation rate was reduced from 2.50% to 2.30%

From fiscal year June 30, 2023 to June 30, 2024:

There were no changes in assumptions.

Coastside County Water District
Schedules of Pension Plan Contributions
As of June 30, 2024
Last Ten Years

	Fiscal Years Ended									
	June 30, 2024	June 30, 2023	June 30, 2022	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015
Actuarially determined contribution	\$ 596,014	580,213	570,912	498,892	446,799	591,439	537,586	489,709	451,848	389,014
contribution's in relation to the										
actuarially determined contribution	(596,014)	(580,213)	(570,912)	(498,892)	(446,799)	(591,439)	(537,586)	(489,709)	(451,848)	(389,014)
Contribution deficiency (excess)	\$ -	-	-	-	-	-	-	-	-	-
Covered payroll	\$ 2,512,060	2,353,833	2,224,572	2,177,776	2,330,675	1,990,577	1,939,509	1,885,311	1,689,259	1,562,529
Contribution's as a percentage of										
covered payroll	23.73%	24.65%	25.66%	22.91%	19.17%	29.71%	27.72%	25.97%	26.75%	24.90%

Notes To Schedule:

Valuation date	June 30, 2022	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015	June 30, 2014	June 30, 2013
Methods and assumptions used to determine contribution rates:										
Actuarial cost method	Entry Age	Entry Age	Entry Age	Entry Age	Entry Age	Entry Age	Entry Age	Entry Age	Entry Age	Entry Age
Amortization method	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)
Asset valuation method	Market Value	Market Value	Market Value	Market Value	Market Value	Market Value	Market Value	Market Value	Market Value	15 Year Smoothed Market Method
Inflation	2.30%	2.30%	2.50%	2.50%	2.63%	2.75%	2.75%	2.75%	2.75%	2.75%
Salary increases	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)
Investment rate of return	6.90% (3)	6.90% (3)	7.15% (3)	7.00% (3)	7.25% (3)	7.375% (3)	7.50% (3)	7.50% (3)	7.50% (3)	7.50% (3)
Retirement age	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)
Mortality	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)

(1) Level percentage of payroll, closed.

(2) Depending on age, service, and type of employment.

(3) Net of pension plan investment expenser, including inflation.

(4) 50 for all plans with exception of 52 for Miscellaneous 2% @ 62.

(5) Mortality assumptions are based on mortality rates resulting from the most recent CalPERS Experience Study adopted by the CalPERS Board.

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*Presentation Version
Subject to Board Approval*

Report on Internal Controls and Compliance

*Presentation Version
Subject to Board Approval*

**Independent Auditor's Report on Internal Controls Over Financial Reporting
and on Compliance and Other Matters Based on Audits of Financial Statements
Performed in Accordance with *Government Auditing Standards***

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

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Coastside County Water District (District) as of and for the years ended June 30, 2024 and 2023, and the related notes to the financial statements, which collectively comprises the District's basic financial statements, and have issued our report thereon dated January 14, 2025.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected, and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Independent Auditor’s Report on Internal Controls Over Financial Reporting
and on Compliance and Other Matters Based on Audits of Financial Statements
Performed in Accordance with *Government Auditing Standards*, (continued)**

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District’s internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District’s internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

C.J. Brown & Company, CPAs
Cypress, California
January 14, 2025

Presentation Version
Subject to Board Approval

Coastside County Water District

Management Report

June 30, 2024

Presentation Version

Coastside County Water District

Management Report

Table of Contents

<u>Item</u>	<u>Page No.</u>
General Introduction	1
Summary of Current Year Comments and Recommendations	2
Summary of Prior Year Comments and Recommendations	2
Appendix:	
Audit/Finance Committee Letter	1-4
Schedule of Audit Adjusting Journal Entries	5-6

Presentation Version

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

Dear Members of the Board:

In planning and performing our audit of the financial statements of Coastside County Water District (District) as of and for the years ended June 30, 2024 and 2023, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control over financial reporting, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A reasonable possibility exists when the likelihood of an event occurring is either reasonably possible or probable as defined as follows:

- *Reasonably possible.* The chance of the future event or events occurring is more than remote but less than likely.
- *Probable.* The future event or events are likely to occur.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Current Year Comment and Recommendation

Disclosure of Audit Adjustments and Reclassifications

As your external auditor, we assume that the books and records of the District are properly adjusted before the audit begins. However, in many cases audit adjustments and reclassifications are made in the normal course of the audit process to present the District's financial statements in conformity with accounting principles generally accepted in the United States of America or for comparison purposes with the prior year. For the Board of Directors to gain a full and complete understanding and appreciation of the scope and extent of the audit process we have presented these audit adjustments and reclassifications as an attachment to this letter. There can be very reasonable explanations for situations of having numerous adjustments as well as having no adjustments at all. However, the issue is simply disclosure of the adjustments and reclassifications that were made and to provide the Board of Directors with a better understanding of the scope of the audit.

Management's Response

We have reviewed and approved all of the audit adjustment and reclassification entries and have entered them into the general ledger of the District as of year end.

Prior Year Comment and Recommendation

Disclosure of Audit Adjustments and Reclassifications

As your external auditor, we assume that the books and records of the District are properly adjusted before the audit begins. However, in many cases audit adjustments and reclassifications are made in the normal course of the audit process to present the District's financial statements in conformity with accounting principles generally accepted in the United States of America or for comparison purposes with the prior year. For the Board of Directors to gain a full and complete understanding and appreciation of the scope and extent of the audit process we have presented these audit adjustments and reclassifications as an attachment to this letter. There can be very reasonable explanations for situations of having numerous adjustments as well as having no adjustments at all. However, the issue is simply disclosure of the adjustments and reclassifications that were made and to provide the Board of Directors with a better understanding of the scope of the audit.

Management's Response

We have prepared and the auditor has reviewed adjusting entries and reclassifications to close the District's accounting records as of fiscal year end.

* * * * *

This report is intended solely for the information and use of management and the Board of Directors of the District. This restriction is not intended to limit the distribution of this letter, which is a matter of public record.

We appreciate the courtesy and cooperation extended to us during our examination. We would be pleased to discuss the contents of this letter with you at your convenience. Please do not hesitate to contact us.

C.J. Brown & Company, CPAs
Cypress, California
January 14, 2025

APPENDIX

Coastside County Water District

Audit/Finance Committee Letter

June 30, 2024

Presentation Version

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

We have audited the financial statements of the business-type activities, of the Coastside County Water District (District) for the years ended June 30, 2024 and 2023. and have issued our report thereon dated January 14, 2025. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated June 4, 2024, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the District solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

If any, we have provided our findings regarding significant control deficiencies over financial reporting and material noncompliance, and other matters noted during our audit in a separate letter to you dated January 14, 2025.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, our firm, and our network firms have complied with all relevant ethical requirements regarding independence.

An auditor that is not involved in the engagement performed an independent review of the financial statements that was prepared by us based on the information provided by management. This safeguard reduces the threat of self-review risk to an acceptable level.

Required Risk Assessment Procedures per Auditing Standards:

As auditors of the District, we are required per AU-C Section 240, “Consideration of Fraud in a Financial Statement Audit”, to “ordinarily” presume and consider the following risks in designing our audit procedures:

- Management override of controls
- Revenue recognition

Qualitative Aspects of the Entity’s Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the District is included in Note 1 to the financial statements. As of and for the year ended June 30, 2024, the District implemented the provisions of *GASB Statement No. 99 – Omnibus 2022 and GASB Statement No. 100 – Accounting Changes and Error Corrections – An Amendment of GASB Statement No. 62*. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during 2023. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management’s current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management’s current judgments. The most sensitive accounting estimates affecting the financial statements are as follows:

Management’s estimate of capital assets depreciation and amortization is based on historical estimates of each capitalized / amortized item’s useful life expectancy or cost recovery period. We evaluated the key factors and assumptions used to develop the capital asset depreciation and amortization calculations in determining that they are reasonable in relation to the financial statements taken as a whole.

Management’s estimate of the other post-employment benefits (OPEB) plan: deferred outflows of resources, total OPEB liability, and deferred inflows of resources are based on the alternative measurement method to determine the liability balance. This alternative measurement method was determined and prepared by the District’s third-party actuary. We evaluated the basis, methods and assumptions used by the actuary to calculate the annual required contribution for the District to determine that it is reasonable in relation to the financial statements taken as a whole.

Management’s estimate of the defined benefit pension plan’s deferred outflows of resources, net pension liability, and deferred inflows of resources are based on an actuarial evaluation of these amounts which was conducted by a third-party actuary. We evaluated the basis, actuarial methods and assumptions used by the actuary to calculate these amounts for the District to determine that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the District’s financial statements relate to:

Qualitative Aspects of the Entity's Significant Accounting Practices, continued

Significant Accounting Estimates, continued

The disclosure of capital assets, net in Note 4 to the basic financial statements is based on historical information which could differ from actual useful lives of each capitalized item.

The disclosure of the District's other post-employment benefits plan, in Note 7 to the basic financial statements is based on information which could differ from those in future periods.

The disclosure of the District's defined benefit pension plan, in Note 8 to the basic financial statements is based on actuarial assumptions which could differ from actual costs.

Significant Unusual Transactions

For purposes of this communication, professional standards require us to communicate to you significant unusual transactions identified during our audit. No significant unusual transactions were identified as a result of our audit procedures that were brought to the attention of management:

Identified or Suspected Fraud

We have not identified or have not obtained information that indicates that fraud may have occurred.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards also require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. There were no uncorrected misstatements whose effects in the current and prior periods, as determined by management, are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. The attached schedule on pages 5 and 6 discloses all material misstatements that we identified as a result of our audit procedures that were brought to the attention of, and corrected by, management.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the District's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Circumstances that Affect the Form and Content of the Auditor's Report

For purposes of this letter, professional standards require that we communicate any circumstances that affect the form and content of our auditor's report. There were no circumstances that affect the form and content of the auditor's report.

Representations Requested from Management

We have requested certain written representations from management, which are included in the attached letter dated January 14, 2025.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with the District, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the District's auditors.

Other Matters

We applied certain limited procedures to the Management Discussion and Analysis, Schedules of Changes in the District's Total OPEB Liability and Related Ratios, Schedules of District's Proportionate Share of the Net Pension Liability, and Schedules of Pension Plan Contributions, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Restriction on Use

This information is intended solely for the information and use of the Board of Directors and management of the District and is not intended to be, and should not be, used by anyone other than these specified parties. This restriction is not intended to limit the distribution of this letter, which is a matter of public record.

Conclusion

We appreciate the cooperation extended to us by Mary Rogren, General Manager, Jeffrey Schneider, Assistant General Manager, and the District's administrative staff in the performance of our audit testwork. We will be pleased to respond to any questions you have about the foregoing. We appreciate the opportunity to continue to be of service to the District.

C.J. Brown & Company, CPAs
Cypress, California
January 14, 2025

Coastside Water District
Schedule of Audit Adjusting Journal Entries
June 30, 2024

Account	Description	Debit	Credit
Adjusting Journal Entries			
Adjusting Journal Entries JE # 1			
GASB 68 Entry #1 - To reclassify 2023 contributions to NPL at June 30, 2024.			
1-2542-0000	Net Pension Liability	604,192.00	
1-1450-0000	Deferred Outflows - Pension		604,192.00
Total		604,192.00	604,192.00
Adjusting Journal Entries JE # 2			
GASB 68 Entry #2 - To reclassify 2024 contributions to Deferred Outflows of Resources at June 30, 2024.			
1-1450-0000	Deferred Outflows - Pension	625,337.00	
1-5441-00	GASB 68 Contra Contributions		337,682.00
1-5441-01	GASB 68 Contra Contributions		93,801.00
1-5441-02	GASB 68 Contra Contributions		193,854.00
Total		625,337.00	625,337.00
Adjusting Journal Entries JE # 3			
GASB 68 Entry #3 - To record changes in pension liability during MD FY22/23 at June 30, 2024. Note: Deferred Outflows and Deferred Inflow Entries are posted net.			
1-1450-0000	Deferred Outflows - Pension	406,877.00	
1-2560-0000	Deferred Inflows - Pension	113,211.00	
1-5442-00	GASB 68 CY (Income) Expense	233,842.00	
1-5442-01	GASB 68 CY (Income) Expense	64,956.00	
1-5442-02	GASB 68 CY (Income) Expense	134,242.00	
1-2542-0000	Net Pension Liability		953,128.00
Total		953,128.00	953,128.00
Adjusting Journal Entries JE # 4			
GASB 68 Entry #4 - To record changes in the deferred outflows and deferred inflows (amortization) during MD FY22/23 at June 30, 2024. Note: Deferred Outflows and Deferred Inflow Entries are posted net.			
1-2560-0000	Deferred Inflows - Pension	82,989.00	
1-5442-00	GASB 68 CY (Income) Expense	182,444.00	
1-5442-01	GASB 68 CY (Income) Expense	50,679.00	
1-5442-02	GASB 68 CY (Income) Expense	104,737.00	
1-1450-0000	Deferred Outflows - Pension		420,849.00
Total		420,849.00	420,849.00
Adjusting Journal Entries JE # 5			
GASB 75 Entry #1 - To reclassify 2023 contributions to a reduction in Net OPEB Liability at June 30, 2024.			
1-2541-0000	Net OPEB Obligation	43,202.00	
1-1460-0000	Deferred Outflows - OPEB		43,202.00
Total		43,202.00	43,202.00
Adjusting Journal Entries JE # 6			
GASB 75 Entry #2 - To contra reclassify 2024 contributions for retiree benefits to deferred outflows of resources from expense at June 30, 2024.			
1-1460-0000	Deferred Outflows - OPEB	39,500.00	
1-5445-00	Supplemental Retirement 401a		21,330.00
1-5445-01	Supplemental Retirement 401a-Pumping		5,925.00
1-5445-02	Supplemental Retirement 401a-Trans & Distribution		12,245.00
Total		39,500.00	39,500.00
Adjusting Journal Entries JE # 7			
GASB 75 Entry #3 - To record changes in OPEB liability and related deferrals during MD 22/23 in the current year.			
1-5452-00	GASB 75 CY (Income) Expense Contra	54,545.00	
1-5452-01	GASB 75 CY (Income) Expense Contra - Pumping	15,151.00	
1-5452-02	GASB 75 CY (Income) Expense Contra - T&S	31,312.00	
1-2541-0000	Net OPEB Obligation		70,206.00
1-2570-0000	Deferred Inflows - OPEB		24,366.00
1-2570-0000	Deferred Inflows - OPEB		6,436.00
Total		101,008.00	101,008.00

Coastside Water District
Schedule of Audit Adjusting Journal Entries
June 30, 2024

Account	Description	Debit	Credit
Adjusting Journal Entries JE # 8			
GASB 75 Entry #4 - To record changes in the deferred outflows and deferred inflows (amortization) at June 30, 2024.			
1-2570-0000	Deferred Inflows - OPEB	104,708.00	
1-2570-0000	Deferred Inflows - OPEB	203,799.00	
1-5452-00	GASB 75 CY (Income) Expense Contra		166,594.00
1-5452-01	GASB 75 CY (Income) Expense Contra - Pumping		46,276.00
1-5452-02	GASB 75 CY (Income) Expense Contra - T&S		95,637.00
Total		<u>308,507.00</u>	<u>308,507.00</u>
Adjusting Journal Entries JE # 9			
AJE - To reclassify CALEMA - FEMA Public Assistance Grant Funds received from Misc revenue to grant revenue account.			
1-4950-00	Miscellaneous Income	59,021.49	
1-4970-00	Contributions - State of CA FEMA - PAGrant		59,021.49
Total		<u>59,021.49</u>	<u>59,021.49</u>
Total Adjusting Journal Entries		<u>3,154,744.49</u>	<u>3,154,744.49</u>
Total All Journal Entries		<u>3,154,744.49</u>	<u>3,154,744.49</u>

Legend:

AJE	Audit Adjusting Journal Entry
GASB 68 Entry	Audit Pension Adjusting Journal Entry
GASB 75 Entry	Audit OPEB Adjusting Journal Entry
GASB 96 Entry	Audit Subscription Software Lease Adjusting Journal Entry
PPA	Prior Period Adjusting Journal Entry



2024 Audit Presentation

**Board of Directors Meeting
January 14, 2025**

C.J. Brown and Company, CPAs



Professional Guidance

- **The Audit Process is Governed by:**
 - **The AICPA's Statements of Auditing Standards**
 - **Federal and State Requirements**
- **GAAP (Generally Accepted Accounting Principles) is Established By The Governmental Accounting Standards Board (GASB)**

The Audit Process

- **Interim Fieldwork – Assess the District’s Internal Controls and Effectiveness**
 - **Gain and Understanding of the District’s Control Framework**
 - **Test of Controls Testing – Accounting Cycles**
- **Final Fieldwork**
 - **Agree Balance to Supporting Documentation**
 - **Perform Analysis of Key Account Relationships**
- **Consideration of Fraud per AU-C Section 240, “Consideration of Fraud in a Financial Statement Audit”**
 - **Professional Skepticism**
 - **Interview of Board and Management**

Statements of Net Position – Page 5

Condensed Statements of Net Position

	<u>2024</u>	<u>2023</u>	<u>Change</u>
Assets:			
Current assets	\$ 14,937,307	15,745,146	(807,839)
Non-current assets	447,419	148,912	298,507
Capital assets, net	<u>68,191,283</u>	<u>65,656,956</u>	<u>2,534,327</u>
Total assets	<u>83,576,009</u>	<u>81,551,014</u>	<u>2,024,995</u>
Deferred outflows of resources:	<u>2,003,365</u>	<u>1,999,894</u>	<u>3,471</u>
Liabilities:			
Current liabilities	2,257,660	2,199,722	57,938
Non-current liabilities	<u>25,441,362</u>	<u>26,070,285</u>	<u>(628,923)</u>
Total liabilities	<u>27,699,022</u>	<u>28,270,007</u>	<u>(570,985)</u>
Deferred inflows of resources:	<u>1,081,402</u>	<u>1,199,164</u>	<u>(117,762)</u>
Net position:			
Net investment in capital assets	48,782,570	45,255,084	3,527,486
Restricted	434,373	314,093	120,280
Unrestricted	<u>7,582,007</u>	<u>8,512,560</u>	<u>(930,553)</u>
Total net position	<u>\$ 56,798,950</u>	<u>54,081,737</u>	<u>2,717,213</u>

Statements of Revenues, Expenses and Changes in Net Position – Page 6

Condensed Statements of Revenues, Expenses, and Changes in Net Position

	<u>2024</u>	<u>2023</u>	<u>Change</u>
Revenue:			
Operating revenue	\$ 12,504,037	11,442,912	1,061,125
Non-operating revenue	<u>2,909,175</u>	<u>2,215,165</u>	<u>694,010</u>
Total revenue	<u>15,413,212</u>	<u>13,658,077</u>	<u>1,755,135</u>
Expense:			
Operating expense	9,521,262	7,840,882	1,680,380
Depreciation	2,648,382	2,572,572	75,810
Non-operating expense	<u>585,376</u>	<u>619,807</u>	<u>(34,431)</u>
Total expense	<u>12,755,020</u>	<u>11,033,261</u>	<u>1,721,759</u>
Net income before capital contributions	2,658,192	2,624,816	33,376
Capital contributions:	<u>59,021</u>	<u>-</u>	<u>59,021</u>
Change in net position	2,717,213	2,624,816	92,397
Net position, beginning of year, as restated	<u>54,081,737</u>	<u>51,456,921</u>	<u>2,624,816</u>
Net position, end of year	<u>\$ 56,798,950</u>	<u>54,081,737</u>	<u>2,717,213</u>

Auditor's Report – Page 1

Independent Auditor's Report

► Unmodified “CLEAN” Opinion

- In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Coastside County Water District as of June 30, 2024....

Management Report

- ▶ **Our communication of control deficiencies:**
 - ▶ **No material weaknesses or significant deficiencies.**

SUMMARY

In 2024:

- 1. The District received an unmodified “CLEAN” opinion**
- 2. Net position increased by \$2.7M as a result of ongoing operations.**
- 3. Total revenues increased by \$1.7M primarily due to:**
 - a) Operating revenues - Water consumption sales increasing by 1M.**
 - b) Non-operating revenues – increases in:**
 - Investment returns by \$420K;**
 - Connections by \$120K; and**
 - Property taxes by \$114K**
- 4. Total expenses increased by \$1.7M primarily due to an increase in operating expenses as follows:**
 - a) General and Admin Expenses, Pumping Expenses and Transmission and Distribution - by \$1.2M, as a result of an increase in pension actuarial expense adjustments from CalPERS of \$990K compared to the prior year; and**
 - b) Source of Supply – by \$450K in water purchases related to an increase in consumption.**



Questions



STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: January 14, 2025

Date: January 10, 2025

Agenda Title: Award of Contract to Golden State Construction & Utility Inc. for the Highway 92 Emergency Pipeline Replacement Project

Recommendation/Motion:

Authorize the General Manager to enter into a contractual agreement with Golden State Construction & Utility Inc. for the Highway 92 Emergency Pipeline Replacement Project for a total cost of \$1,844,000.

Background:

The Highway 92 (12-inch) welded steel potable water pipeline was installed in the 1950's; extends approximately 14,000 linear feet; and provides domestic water and fire protection for 45 residential, commercial, and agricultural customers along Highway 92. During the December 2022/January 2023 winter storms, erosion from the storms exposed segments of the buried pipeline, leaving the pipe suspended above Pilarcitos Creek and threatening water service to 18 customer accounts. In response (during the first week of January 2023), the District installed approximately 650 feet of 2-inch high-density polyethylene ("HDPE") pipe as a temporary above-ground emergency bypass adjacent to Highway 92. This bypass significantly reduced downstream capacity and fire flows, and as it is installed above grade along Highway 92, it is at substantial risk of damage and is not suitable for long-term use. Furthermore, a separate segment of the Highway 92 pipeline adjacent to the Corinda Los Trancos Creek crossing was similarly exposed due to earlier storms and is at risk of failure.

This Project includes installation of a 12-inch diameter HDPE pipe via horizontal directional drilling ("HDD") under one crossing of Corinda Los Trancos Creek and two crossings of Pilarcitos Creek, with the rest of the pipeline consisting of 10-inch and 6-inch diameter ductile iron pipe installed via open trench primarily in gravel roads within easements on private property along Highway 92. The total length of the new water main is 5,665 linear feet.

STAFF REPORT

Agenda: January 14, 2025

Subject: Award of Contract - Golden State Construction & Utility, Inc.

Page 2

Work also includes installation of water service lines and reconnection of water services; installation of six fire hydrant assemblies; and installation of valves and other appurtenances; removal of the temporary bypass; abandonment of existing water facilities and connection of the new water main to the existing water line; and surface restoration.

The project is accounted for in two phases in order to separately account for the emergency restoration work attributable to the December 2022/January 2023 storms that may be eligible for FEMA funding.

The design was completed by EKI Environment & Water, Inc. with an Engineers' estimate of \$2,651,000. Exhibit A shows the project scope.

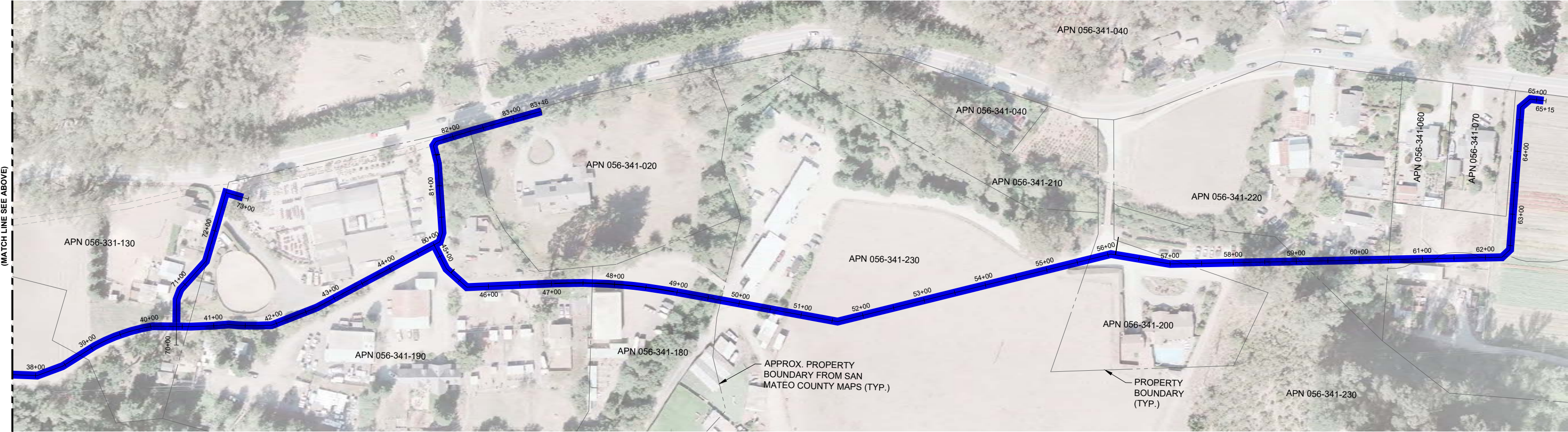
The following bids were received at the Bid Opening held on December 17, 2024.

Bid Results

Golden State Construction & Utility Inc.	\$1,844,000
Golden Bay Construction	\$2,030,211
Casey Construction	\$2,073,770
C2R Engineering	\$2,148,725
Andreini Brothers	\$2,716,040
Ranger Pipelines	\$2,985,315
Cratus Inc.	\$3,099,169

Fiscal Impact: Construction costs of \$1,844,000.

Exhibit A



STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: January 14, 2025

Date: January 10, 2025

Agenda Title: Approval of Professional Services Agreement with Cecil & Cecil Enterprises, Inc. for Construction Inspection Services for the Highway 92 Emergency Pipeline Replacement Project

Recommendation/Motion:

Authorize the General Manager to enter into a professional services agreement with Cecil & Cecil Enterprises, Inc. for construction inspection services for the Highway 92 Emergency Pipeline Replacement Project for a not to exceed amount of \$351,740.

Background:

The Highway 92 Emergency Pipeline Restoration Project includes installation of a 12-inch diameter HDPE pipe via horizontal directional drilling (“HDD”) under one crossing of Corinda Los Trancos Creek and two crossings of Pilarcitos Creek, with the rest of the pipeline consisting of 10-inch and 6-inch diameter ductile iron pipe installed via open trench primarily in gravel roads within easements on private property along Highway 92. The total length of the new water main is 5,665 linear feet. Work also includes installation of water service lines and reconnection of water services; installation of six fire hydrant assemblies; and installation of valves and other appurtenances; removal of the temporary bypass; abandonment of existing water facilities and connection of the new water main to the existing water line; and surface restoration.

At the District’s request, Cecil & Cecil Enterprises, Inc. (“Cecil & Cecil”) prepared the attached proposal (Exhibit A) to provide construction inspection services as needed for 150 working days per the specifications.

Cecil & Cecil has provided construction inspection services for the District on the following projects: Grandview Water Line Replacement Project; Poplar Street Water Main

STAFF REPORT

Agenda: January 14, 2025

Subject: Construction Inspection Services for Highway 92 Pipeline Project

Page Two

Replacement Project; Myrtle Street and 2nd Avenue Value Replacement Project; and Magellan Avenue and Medio Creek Pipeline Rehabilitation Projects. District staff have been pleased with the level of service, professionalism, construction expertise and attention to detail of Cecil & Cecil on these past District projects, and therefore recommends that the Board approve a professional services agreement for construction inspection services with Cecil & Cecil for the Highway 92 project.

Fiscal Impact: \$351,740.

Exhibit A : Cecil & Cecil Enterprises, Inc. Proposal

December 12, 2024

Mr. Darin Sturdivan
Distribution Supervisor
Coastside County Water District
766 Main Street
Half Moon Bay, CA 94019

SUBJECT: Highway 92 Emergency Pipeline Replacement Project – Inspector of Record

Dear Mr. Sturdivan:

Cecil & Cecil is pleased to present the Coastside County Water District with a proposal to support the District with Inspector of Record services for construction observation on the upcoming Highway 92 Emergency Pipeline Replacement project. Our highly skilled staff have the knowledge and experience to oversee the on-site implementation of this project as directed by the approved plans and specifications.

CCE has provided Inspector of Record services for the Grandview Water Line Replacement Project. Our team has also completed Construction Observation for the Poplar Street Water Main Replacement, Myrtle Street and 2nd Avenue Valve Replacements and Magellan Avenue and Medio Creek Pipeline Rehabilitation projects. Our strong knowledge of District staff, policies, and procedures, and recent experience will help us to efficiently provide Inspector of Record services for this project.

Our key inspector for this project, David Steinbeck, will provide fast and responsive quality service as he has done on previous projects. Taha Salahuddin will provide support inspection services, as needed. With their shared knowledge and established working relationship, the District can be confident that quality and safety are maintained throughout the project, while the project is also completed quickly.

It is our understanding this Public Works Contract consists of construction of the Owner's Highway 92 Emergency Pipeline Replacement Project located on private property along Highway 92 in unincorporated San Mateo County.

Phase 1 work includes the installation of approximately 3,170 linear feet (LF) of 10-inch and 6-inch ductile iron pipe (DIP) by open trench construction within easements on private property along Highway 92, as shown on the contract drawings. This portion also includes the installation of approximately 390 LF of High-Density Polyethylene (HDPE) water main by Horizontal Directional Drilling (HDD) within easements on private property along Highway 92. The Work, as shown on the contract drawings, includes new water service lines, reconnection of water services, installation of three fire hydrant assemblies, installation of valves and other appurtenances, abandonment of existing water facilities, and the connection of the new water main to



3741 Business Drive
Sacramento, CA 95820
916-469-3799 O | 916-469-3799 M

the existing 12-inch welded steel (WS) and existing 8-inch ductile iron (DI) water lines with surface restoration.

Phase 2 of the Highway 92 Potable Water Pipeline Project – Emergency Restoration Phase includes the installation of approximately 1,000 LF of 10-inch DIP by open trench construction within easements on private property along Highway 92, as shown on the contract drawings. Additionally, it includes the installation of approximately 1090 LF of HDPE water main by HDD within easements on private property along Highway 92, installation of 2-inch copper tubing within a 4-inch steel casing pipe with pipe supports to attach to an existing bridge, installation of water service lines, reconnection of water services, installation of three fire hydrant assemblies, and installation of valves and other appurtenances. Phase 2 also includes the removal of temporary bypass piping and includes site restoration, the abandonment of existing water facilities, connection of the new water main to the existing 12-inch welded steel (WS) water line with surface restoration as per the contract drawings.

Our inspectors are familiar and knowledgeable as to backbone infrastructure, heavy civil construction. The primary objective of the inspection procedures is to ensure that each phase of the project is executed in compliance with design plans and specifications, regulatory requirements, District Standards, and industry standards.

Our scope and fee include anticipated travel and per diem expenses including the required prevailing wages and equipment necessary to facilitate the inspections as needed for 150 working days per the specifications.

Our scope and fee do not include an office trailer. We anticipate the contractor to accommodate a space inside their site trailer for the Inspector of Record to conduct work should one be located on or near the site or staging area.

CCE will perform the services of inspection as required for the Work described in the plans and specifications. After review of our Proposal, please call if you have any questions. As always, we look forward to continuing our successful partnership with the Coastside County Water District.

Sincerely,
Cecil & Cecil Enterprises, Inc.

A handwritten signature in blue ink that reads "Coreen Cecil".

Coreen Cecil
President

KEY TEAM MEMBERS

COREEN CECIL, QCM, Contract Administration Manager



Coreen Cecil has more than 20 years of project management experience providing exceptional project oversight, contract management, and staffing resources on challenging and fast turnaround projects. Ms. Cecil possesses a deep understanding of construction timelines and the necessary resources to provide uninterrupted construction services from project startup to completion. Her project management and oversight abilities include fast-paced assignments for infrastructure and public works endeavors such as roadway, intersection improvements, water/wastewater treatment facilities, water pump stations, and sewer lift stations. Ms. Cecil will be responsible for providing project management and administration services for this project.

DAVID STEINBECK, Construction Inspector



David Steinbeck has more than 20 years working as a Public Works Inspector/Construction Inspector and for local municipalities and public agencies. He has a complete understanding of the building of backbone infrastructure, including wet and dry utilities, building road sections and AC paving, and “means and methods” for reconstruction of streets and highways including all utilities. His experience also includes soils compaction and concrete testing as per specifications of projects. Mr. Steinbeck will be responsible for the construction inspection of this project, making sure the improvements are built in accordance with plans and specifications.

TAHA SALAHUDDIN, QSP, Construction Inspector



Taha Salahuddin is a graduate engineer with over ten years of engineering and construction management field experience whose comprehensive skill set and dedication to excellence make him an invaluable asset in the successful execution and management of complex construction projects. He serves as a project engineer, assistant construction manager/assistant resident engineer, and construction inspector/quality control manager, depending on project needs. Taha has been integral to the successful execution of concrete work including cast-in-place and pre-stressed concrete components. Taha's experience includes the meticulous inspection and verification of dimensional conformance, proper reinforcement, and aesthetic quality. Taha consistently upholds rigorous standards to meet or exceed project requirements and expectations.

AVAILABILITY OF RESOURCES

CCE maintains a well-established business presence in Northern and Central California and have successfully serviced contracts ranging from under \$100,000 to \$1.5B for various municipal and local agencies. The CCE team has a deep bench of professional, technical, and administrative staff. Our team has the necessary facilities, ability, experience, and personnel resources to provide the services required for this contract. Our team members listed in the organization chart will be 100% available as needed to complete the required services for the Highway 92 Emergency Pipeline Replacement project.



COREEN CECIL, QCM CONTRACT ADMINISTRATION MANAGER

Coreen Cecil has more than 20 years of project management experience providing exceptional project oversight, contract management, and staffing resources on challenging and fast turnaround projects. Ms. Cecil possesses a deep understanding of construction timelines and the necessary resources to provide uninterrupted construction services from project startup to completion. She has been involved in water pump stations, sewer lift stations, and water and wastewater treatment facilities in all facets of production from design to construction.

EDUCATION

- ▶ Associates degree in Computer Aided Drafting Technology, ITT Technical Institute Rancho Cordova, CA, 1998
- ▶ AutoCAD University, 2008
- ▶ AutoCAD University On-Line, 2009
- ▶ AWWA – Backflow Course, 2010

CERTIFICATIONS

- ▶ California State Women Business Enterprise (SWBE) - 38710
- ▶ Underutilized Disadvantaged Business Enterprise (UDBE) – 38710
- ▶ Women/Minority Business Enterprise (WMBE) through CPUC - 15060289
- ▶ Small Business Association 8(a) 2023 graduate
- ▶ General Engineering A License, CA #118104
- ▶ Certified Construction Quality Control Manager (QCM) - May 2023

AFFILIATIONS

- ▶ Member of Society of American Military Engineers - Sacramento Chapter, 24-25 Post President

REPRESENTATIVE PROJECT EXPERIENCE

Cecil & Cecil Enterprises, Elk Grove CA, Chief Executive Officer

Ms. Cecil is responsible for all aspects of day-to-day business management responsibilities. Implement strategic planning and marketing, investigate ways to expand the company to include a broader scope of offerings to the community of focus. Set up Board meetings and maintain minutes and corporate files. Research and obtain qualified certifications for business opportunities. Develop administrative policies and objectives. Manage client retention strategies. Coordinate and oversee all company divisions and project management staff.

Myrtle Street and 2nd Avenue Valve Replacement, Half Moon Bay, CA, Project/Contract Manager

The scope of the project included Installation of approximately 60 linear ft of 6-inch ductile iron pipe (DIP) water main, Replacement of eleven (11) 6-inch gate valves, Installation of three (3) 6-inch gate valves, Installation of water service lines and reconnection to existing water services, Installation of two (2) fire hydrant assembly, Abandonment of existing water facilities and Connection of the new water mains to the existing 6-inch DIP water lines. CCE staff provided: inspection of all work, review, and logging of submittals; responses to RFIs; preparation of daily reports; and camera inspections of underground installations.

Poplar Street Water Main Replacement, Half Moon Bay, CA, Project/Contract Manager

The scope of the project included Installation of approximately 815 linear ft of 6-inch ductile iron pipe (DIP) water main on Poplar Street, as shown on the Contract Drawings, Installation of water service lines and meter assemblies, including relocation of meters. Installation of one fire hydrant assembly, Abandonment of existing water facilities, Connection of the new water main to the existing 6-inch DIP water lines. CCE staff provided: inspection of all work, review, and logging of submittals; responses to RFIs; preparation of daily reports; and camera inspections of underground installations.

Grandview Water Main Replacement Project, Half Moon Bay, CA, Project/Contract Manager

The scope of the project was to replace aging pipelines that have reached the end of their useful life and increase pipe sizes to meet current design and fire standards. Existing pipes were capped and abandoned in place.

COREEN CECIL, QCM CONTRACT ADMINISTRATION MANAGER

All work was completed within either the City of Half Moon Bay or Caltrans right-of-ways. This project included: Replacing approximately 2,300 linear feet of 2" (PVC pipe water mains on Golden Gate Avenue, Bancroft Avenue, Dwight Avenue, and Pacific Avenue with new 6" ductile iron pipe (DIP) via open trench construction; approximately 1,300 linear feet of 6" cast iron pipe (CIP) water mains with new 8" DIP on Grandview Boulevard; and the existing 6" CIP water main that crosses under Highway 1 to Grandview Boulevard connecting to the 16" transmission main with new 8" DIP via pipejacking construction methods. This work was done in anticipation of the City of Half Moon Bay's Highway 1 Safety and Operational Improvements Project in the project area which would include widening the highway, adding bike paths, and bus pull outs. Our inspector kept thorough daily reports and corresponding photos. This federally funded project was for the private municipality of Coastside County Water District.

The Ward and Las Palmas Intersection Improvement Project, City of Patterson, Patterson, CA, Project/Contract Manager

CCE was awarded the construction management and contract administration services contract for the City's Ward and Las Palmas Intersection Project. CCE staff are providing inspection of all work, review and logging of submittals; responding to RFIs; preparing daily reports; and observing materials testing and sampling performed by the contractor. This is a federally funded project.

The Ward Avenue Overlay Project, City of Patterson, Patterson, CA, Project/Contract Manager

CCE provided project supervision and inspection for the Ward Avenue Overlay project. CCE provided daily work site inspections and observations during construction to determine whether the construction contractor was performing the construction work in accordance with the approved contract documents, to observe and report the progress that was being made and the quality of the various aspects of contractor's executed construction work, and to ensure safety onsite. CCE staff provided daily reports and photographs, construction reporting, and coordinated with the RE on testing and sampling.

Regional San Wastewater Treatment Plant – Site Prep Project, Sacramento, CA, Project/Contract Manager

CCE managed the existing utilities data including researching archive as-builts to and implement on the drawings and in the Navisworks model. Worked on all major disciplines of this project including civil plan & profiles, electrical layouts including P&IDs, mechanical plans including piping navigating through congested existing piping terrain, demo, general plans including staging area plans and laydown areas with contractor phasing. Worked with and created data point files for defining work areas. Created numerous figures for client communication and worked on RFI's through construction phase. Coordinated drawing files and related supporting documents with subs and the PM.

Lightning Protection Systems at Munitions Facilities, Vandenberg AFB, CA, Project/Contract Manager

A construction project, the Federally-owned, high-security Munitions Facilities 1544, 1545 and 1546 are above-grade reinforced concrete structures and Munitions Facility 1553 is an earth-covered steel arch igloo structure. All these buildings were constructed during the 1960's. Our scope on this effort was to upgrade the existing lightning protection and surge suppression system in each high-security munitions facility to meet applicable safety codes according to design drawings, and specifications provided to us. Our team accomplished the work by providing the manpower, equipment, materials, services, additional engineering, and transportation necessary to accomplish this task beginning with EPP evaluations and site staging, coordination with escort services to potholing elusive utilities and installation of the lightning protection systems and TVSS units installation to CAD welding at the Munitions facilities once the weather cooperated.



DAVID STEINBECK

CONSTRUCTION INSPECTOR OF RECORD

David Steinbeck has more than 20 years working as a Public Works Inspector/Construction Inspector and for local municipalities and other public agencies. He has a complete understanding of the building of back bone infrastructure, including wet and dry utilities, building road sections and AC paving, and “means and methods” for reconstruction of streets and highways including all utilities. His experience also includes an understanding of soils compaction and concrete testing as per specifications of projects.

TRAINING

- ▶ 30-hr. OSHA Construction Safety

REPRESENTATIVE PROJECT EXPERIENCE

Major Capital Expenditure Projects, City of Oakdale, Oakdale, CA, Public Works Inspector/Construction Inspector

Mr. Steinbeck provided construction inspection for the City of Oakdale on their major capital expenditure projects and inspection of public works projects at various facilities, including:

- Bianchi Community Center, \$3.25 Million
- Gene Bianchi Plaza, \$3 Million
- Oakdale Fire Station #2, \$3.5 Million
- Oakdale Waste Water Treatment Plant, 2010-2011 Upgrades, \$16 Million
- Wastewater Treatment Plant Upgrade, \$2.5 Million

North Plant Water Quality Control Facility, City of Manteca, CA, Construction Inspector/Public Works Inspector

Mr. Steinbeck was responsible for all aspects of day to day inspections for North Plant Aeration Basin upgrades and IPS upgrades and modifications. As part of this large City-wide project, he also worked on the Union Road Sewer Pump Station upgrades.

San Joaquin Pipeline Systems and Rehabilitation, Eastern Segment and Auxiliary Systems (Hetch Hetchy Project), San Francisco Public Utilities Commission (SFPUC), Quality Control Inspector

The SFPUC’s Hetch Hetchy Water System provides water to 2.4 million people in Alameda, Santa Clara, San Mateo, and San Francisco counties, either directly or indirectly through our 28 regional wholesale customers. Some residents of Tuolumne County, including the Town of Groveland, also receive water from this system. Eighty-five percent of this water comes from the Upper Tuolumne River Watershed in the Sierra Nevada Mountains, where it is stored in Hetch Hetchy Reservoir and then transported via the San Joaquin Pipeline System 47.5 miles across California’s Central Valley to the Bay Area. The existing system includes three large diameter pipelines that range in age from 42 to 78 years old. Rated capacities for SJPL No. 1, No. 2, and No. 3 are 70, 80, and 160 million gallons of water per day (mgd), respectively. Mr. Steinbeck provided quality control inspection services for this project.

Poplar Street Water Main Replacement, Half Moon Bay, CA, Construction Inspector

The scope of the project included Installation of approximately 815 linear ft of 6-inch ductile iron pipe (DIP) water main on Poplar Street, as shown on the Contract Drawings, Installation of water service lines and meter assemblies, including relocation of meters. Installation of one fire hydrant assembly, Abandonment of existing water facilities, Connection of the new water main to the existing 6-inch DIP water lines. Mr. Steinbeck worked to help ensure that the construction performed by the contractor met in compliance with plans and specifications, including approved submittals. CCE staff provided: inspection of all work, review, and logging of submittals; responses to RFIs; preparation of daily reports; and camera inspections of underground installations.

DAVID STEINBECK, CONSTRUCTION INSPECTOR OF RECORD

Myrtle Street and 2nd Avenue Valve Replacement, Half Moon Bay, CA, Construction Inspector

The scope of the project included Installation of approximately 60 linear ft of 6-inch ductile iron pipe (DIP) water main, Replacement of eleven (11) 6-inch gate valves, Installation of three (3) 6-inch gate valves, Installation of water service lines and reconnection to existing water services, Installation of two (2) fire hydrant assembly, Abandonment of existing water facilities and Connection of the new water mains to the existing 6-inch DIP water lines. Mr. Steinbeck worked to help ensure that the construction performed by the contractor met in compliance with plans and specifications, including approved submittals. CCE staff provided: inspection of all work, review, and logging of submittals; responses to RFIs; preparation of daily reports; and camera inspections of underground installations.

Grandview Water Main Replacement Project, Half Moon Bay, CA, Construction Inspector

The scope of the project was to replace aging pipelines that have reached the end of their useful life and increase pipe sizes to meet current design and fire standards. Existing pipes were capped and abandoned in place. All work was completed within either the City of Half Moon Bay or Caltrans right-of-ways. This project included: Replacing approximately 2,300 linear feet of 2" (PVC pipe water mains on Golden Gate Avenue, Bancroft Avenue, Dwight Avenue, and Pacific Avenue with new 6" ductile iron pipe (DIP) via open trench construction; approximately 1,300 linear feet of 6" cast iron pipe (CIP) water mains with new 8" DIP on Grandview Boulevard; and the existing 6" CIP water main that crosses under Highway 1 to Grandview Boulevard connecting to the 16" transmission main with new 8" DIP via pipejacking construction methods. This work was done in anticipation of the City of Half Moon Bay's Highway 1 Safety and Operational Improvements Project in the project area which would include widening the highway, adding bike paths, and bus pull outs. Mr. Steinbeck worked to help ensure construction performed by the contractor met compliance with plans and specifications including approved submittals. Our inspector kept thorough daily reports and corresponding photos. This federally funded project was for the private municipality of Coastside County Water District.



TAHA SALAHUDDIN, QSP, QCM **ASSISTANT CONSTRUCTION MANAGER / INSPECTOR**

Taha Salahuddin is a graduate engineer and construction quality control manager. He holds a master's degree in Construction Management and has over ten years of experience in site safety inspections, construction management, and quality control services for heavy civil construction projects, specializing in monitoring and reporting. He is a certified CISEC and QSP and has assisted on multiple projects for SWPPP activities. Mr. Salahuddin is also skilled in reviewing submittals and overseeing technical staff ensuring that projects are completed on schedule, within budget and according to specifications. He has participated in projects such as the Reach D, Contract 1 Levee Repairs project and Yolo Bypass West Levee Repair project for USACE, Hickman Road over Tuolumne River Bridge Replacement Project and McHenry Avenue Widening project for Stanislaus County, and the Bidwell Saddle Dam for the CA Dept. of Water Resources.

EDUCATION

- ▶ MS, Construction Management, University of Texas, Arlington, 2018
- ▶ BS, Urban and Infrastructure Engineering, NED University of Engineering & Technology, Pakistan, 2015

CERTIFICATIONS & TRAINING

- ▶ OSHA 30-hour Construction
- ▶ Certified Construction Quality Control Manager (QCM) from Associated General Contractors of California (AGC)
- ▶ Certified CISEC
- ▶ Qualified SWPPP Practitioner (QSP) from CASQA
- ▶ CM-Concrete Construction (PMI)
- ▶ CM-Planning and Scheduling (PMI)
- ▶ CM-RS Means and Costs Data (PMI)
- ▶ Procure Business Development for Contractors
- ▶ Procure Project Manager
- ▶ USACE EM 385-1 40-hour Training

REPRESENTATIVE PROJECT EXPERIENCE

Well 16 Pump Station Project, Rio Linda/Elverta Community Water District, Rio Linda, CA; Construction Inspector

Mr. Salahuddin was a Construction Inspector for a well pump station project for the Rio Linda/Elverta Community Water District. The project consisted of a new pump pedestal and discharge piping, control building, hypochlorite disinfection, outdoor propane generator, CMU sound wall, security iron fencing, automatic sliding gate, and pump-to-waste and drainage improvements; as well as asphalt paving and driveway, frontage landscaping, and new pipeline to connect to the existing water system. Mr. Salahuddin performed construction inspection and constructability quality control reviews that included conducting field and laboratory testing on materials to maintain compliance with regulations. His other responsibilities included evaluating plans and specifications to confirm conformance and compliance with regulations; conducting field inspections to inspect standards of building structures and materials; conducting inspections of existing structures following natural disasters and other events that could compromise integrity of existing structures; and client, contractor, and City staff coordination.

Perimeter Flood Control and Storm Water Lift Station, Davis, CA; Quality Control Manager

Mr. Salahuddin was a Quality Control Manager for this project. The work consisted of construction of a berm throughout the perimeter of the Sacred Oaks Facility, installation of storm water pump station, and installation of drop inlet (DI's), manholes and hydroseeding. Mr. Salahuddin performed pre-construction and post construction surveys and managed all project inspection and quality control activities. As the Quality Control Manager, Mr. Salahuddin was responsible for assisting Surveyors and geotechnical inspectors, performing soil geotechnical inspections and quality compliance

tests, and performing gradation compliance tests. Mr. Salahuddin also assisted with conducting Storm Water Pollution (SWPPP) Inspections, as well as checking REAPs, and confirming the SWPPP plan was implemented and maintained.

TAHA SALAHUDDIN, QSP, QCM ASSISTANT CONSTRUCTION MANAGER / INSPECTOR

Hickman Road over Tuolumne River Bridge, Stanislaus County, CA; Construction Inspector

The Hickman Road over Tuolumne River Bridge Replacement Project replaces the existing structurally deficient bridge with a new 750-foot structure that was constructed immediately upstream. The new bridge provides two traffic lanes with shoulders and a sidewalk for safe pedestrian and bicycle access. The new Hickman Road Bridge is a cast-in-place, post tension box girder consisting of five spans and supported by two cast-in-drilled-hole pile shafts at each pier. Approximately 450 feet of roadway was realigned before and after the new bridge in order to connect into the existing Hickman Road. Mr Salahuddin was involved in the inspection of bridge construction activities, planning, and the scheduling and coordinating of construction inspections. He was also involved in quality assurance inspections of the bridge and transportation structure related work including foundations, falsework, temporary shoring, concrete, and the substructure and superstructure, as well as coordination with contractor, other inspectors, surveyors and materials testers, and documentation of the project progress. In addition, Mr. Salahuddin was responsible for maintaining accurate daily reports of construction site activity, field measurement for progress payments, and producing reports on progress, safety, quality, schedule, and budget status. Furthermore, Mr. Salahuddin oversaw Storm Water Pollution (SWPPP) inspections and assisted QSP on site. His QSP responsibilities included checking REAPs, confirming the SWPPP plan was implemented, and that maintenance was being done regularly.

McHenry Avenue Widening, Modesto, CA; Construction Inspector

Mr. Salahuddin served as the Construction Inspector for this project. The scope of work included the widening of McHenry Avenue, the demolition of the existing bridge, installation of a new culvert structure, concrete curbs, gutters and sidewalk, etc. Mr. Salahuddin was involved in inspection of all construction activities, planning, and the scheduling and coordination for Special Inspection. In addition, Mr. Salahuddin is responsible for maintaining accurate daily reports of construction site activity, field measurement for progress payments, and producing reports on progress, safety, quality, schedule, and budget status.

Yolo Bypass West Levee Repair, US Army Corps of Engineers, Yolo County, CA; Construction Inspector/Quality Control Manager

Mr. Salahuddin was the Quality Control Manager for the Yolo Bypass West Levee Repair project that consisted of the reconstruction and repair of two separate levees along the Yolo Bypass in Sacramento County to return the levees to pre-flood conditions. Mr. Salahuddin performed construction inspection and constructability quality control reviews consisting of an independent, structured assessment of construction bid documents to ensure coordination, eliminate ambiguity and minimize project issues. As a construction inspector, Mr. Salahuddin performed inspection of fences and gates, haul road/ street repairs (before and after construction), and mix design used for grouting storm drainpipe, as well as inspection and vibration monitoring, and control of CMU wall. Other inspections included drainage improvement pipes and conduits, site grading (levels and grading material, and dust control and measures), and state certified seed-mix. In addition, Mr. Salahuddin performed pre-construction and post construction surveys, and managed all project inspection and quality control activities. Mr. Salahuddin was also responsible for assisting surveyors and geotechnical inspectors, performing soil geotechnical inspections and quality compliance tests, and performing gradation compliance tests. He was also responsible for performing quality inspections of water quality, solid waste disposal (including waste determination & sales documentation) and air quality control measures, as well as maintaining water monitoring results, assisting Storm Water Pollution (SWPPP) Inspections at site, and checking REAPs. Mr. Salahuddin also confirmed the SWPPP plan was implemented, and maintenance was done regularly; erosion and sediment control measures followed, and implementation of the water quality management plan.

Natomas Reach D Levee Improvements, US Army Corps of Engineers, Sacramento, CA; Construction Inspector/Quality Control Manager

Mr. Salahuddin was a Quality Control Manager for the Natomas Reach D Levee Improvement project (ARCF Reach D Contract 1) which included levee improvements and modifications along portions of Reach D of

TAHA SALAHUDDIN, QSP, QCM ASSISTANT CONSTRUCTION MANAGER / INSPECTOR

the Natomas Basin. Mr. Salahuddin performed construction inspection and constructability quality control reviews consisting of an independent, structured assessment of construction bid documents to ensure coordination, eliminate ambiguity, and minimize project issues. As a construction inspector, Mr. Salahuddin performed inspection of fences and gates, haul road/ street repairs (before and after construction), and mix design used for grouting storm drainpipe, as well as inspection and vibration monitoring, and control of CMU wall. Other inspections included drainage improvement pipes and conduits, site grading (levels and grading material, and dust control and measures), and state certified seed-mix. In addition, Mr. Salahuddin performed pre-construction and post construction surveys, and managed all project inspection and quality control activities. As the Quality Control Manager, Mr. Salahuddin was responsible for assisting surveyors and geotechnical inspectors, performing soil geotechnical inspections and quality compliance tests, and performing gradation compliance tests. He was also responsible for performing quality inspections of water quality, solid waste disposal (including waste determination & sales documentation) and air quality control measures, as well as maintaining water monitoring results, erosion and sediment control measures, and implementing a water quality management plan. He was also responsible for overseeing Storm Water Pollution (SWPPP) inspections and assisted the QSP at site. In addition, Mr. Salahuddin checked REAPs, confirmed the SWPPP plan was implemented, and that maintenance was being done regularly.

AMERICAN RIVER COMMON FEATURES - LAR SITE 2-2 & 2-3; Quality Control Manager

Mr. Salahuddin was responsible for reviewing submittals, responding to RFIs, letter correspondences, maintaining accurate daily reports of construction site activity, field measurement for progress payments, and producing reports on progress, safety, quality, schedule, and budget status. The American River Common Features (ARCF) Erosion Control, Lower American River (LAR) Project 2 was located at sites 2-2 and 2-3 along the right (east) bank of the American River Parkway in Sacramento, California. Site 2-2 was approximately 1,200 feet long and was located under the Howe Avenue Bridge. Site 2-3 is approximately 6,600 feet long and extends from the downstream side of the Campus Commons Golf Course to about 1,300 feet upstream of the Guy West Pedestrian Bridge. The SOW included roughly 7,800 feet of stream bank protection and stabilization of the existing riverbank and levee. At Site 2-2, work included clearing remaining vegetation and stumps, grub, and strip the project footprint, placement of soil and rock revetment on the riverbank and levee face beneath Howe Avenue bridge, placement of soil fill and erosion control netting to construct planting benches, placement of instream wood structures, and plant and seed placed material. At Site 2-3, work consisted of clearing remaining vegetation and stumps, grub and placement of soil and rock revetment on the levee face near H-Street, and seed placed material. Along the riverbank through Site 2-3, work included excavation of the bank to a specified flatter slope, excavate ten (10) feet deep into the finished grade to place approximately 79 rock tiebacks by placing rock revetment in 12-foot-wide trenches extending 60 feet to 90 feet in length, backfilling with soil fill to finished grade, and placing sections of continuous soil-filled rock protection. After excavation and placement, erosion control netting was placed over planting benches, placement of instream wood structures on the planting benches, and plant and seed the finished grade. Most of Site 2-2 required working in the active channel of the American River to place material, while the majority of Site 2-3 was in the floodplain above the active channel, with limited areas of the site requiring work in the active channel. The project required the import and placement of approximately 52,500 tons of rock riprap meeting the FHWA Type III gradation, approximately 49,000 tons of rock riprap meeting the FHWA Type IV gradation, approximately 4,500 tons of rock riprap meeting the FHWA Type V gradation, approximately 12,000 tons of bedding material to be imported and placed, approximately 365,000 cubic yards of soil excavation was off hauled from the site over public roads and stockpiled at a specified stockpile location within 10 miles of the project, approximately 295 trees to be imported and placed as instream woody material, and approximately 4,700 live cuttings to be imported and planted on-site.



CECIL & CECIL ENTERPRISES, INC. ASSISTANT RESIDENT ENGINEER'S REPORT

Project:

CCE Project No:

NARRATIVE: ACTIVITIES IN PROGRESS (Location, Description of Operation, & Quality Assurance Actions Performed)

Misc. / Visitors / Meetings & Conversations / Instructions to Contractor

ITEM NO. AND DESCRIPTION	LOCATION	QUANTITY
Item No 1 description		
Item No 2 description		

INSPECTOR SIGNATURE:	NAME:
RESIDENT ENGINEER SIGNATURE:	NAME:

Inspector:

Report Date: 01/24/2022

Revised Date:



CECIL & CECIL ENTERPRISES, INC. ASSISTANT RESIDENT ENGINEER'S REPORT

Project:

CCE Project No:

<p><i>Caption 1</i></p>	<p><i>Caption 2</i></p>
<p><i>Caption 3</i></p>	<p><i>Caption 4</i></p>
<p><i>Caption 5</i></p>	<p><i>Caption 6</i></p>

Inspector:

Report Date: 01/24/2022

Revised Date:



Cecil & Cecil Enterprises, Inc.
 3741 Business Drive, Suite 100
 Sacramento, CA 95820

Estimate

Date	Estimate #
12/6/2024	24055

Name / Address
Coastside County Water District 766 Main Street Half Moon Bay, CA 94019

Project
BD_24130 - Highway 92 Emerge...

Item	Qty	Rate	Total
Construction Inspector III	1,200	278.00	333,600.00
Project Manager	40	140.00	5,600.00
Office Engineer	90	110.00	9,900.00
Administrative Staff	30	88.00	2,640.00
		Total	\$351,740.00

2025 RATE SHEET



Cecil & Cecil Enterprises, Inc. Classification and Rate Sheet.

CLASSIFICATION	HOURLY RATE
Public Works Construction Inspector III*	\$278.00
Project Manager	\$140.00
Office Engineer	\$110.00
Administrative Staff	\$88.00

The Hourly Rates noted above are valid through December 31, 2025.

Rates increase per annum by 3-8%.

On public works projects, we are required by the DIR to request an apprentice for all apprenticeable crafts. In the event that an apprentice is assigned, additional fees will apply. Apprenticeable crafts are marked with an asterisk (*).

Certified Payroll Review is not included in the attached cost proposal. This service may be added at time and materials upon request and based upon staff availability.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: January 14, 2025

Date: January 10, 2025

Agenda Title: Approval of a Professional Services Agreement with EKI Environment and Water, Inc. for Environmental Services During Construction Related to the Highway 92 Emergency Pipeline Replacement Project

Recommendation/Motion:

Authorize the General Manager to enter into a professional service agreement with EKI Environment and Water, Inc. for environmental services during construction related to the Highway 92 Emergency Pipeline Replacement Project in a not-to-exceed amount of \$166,700.

Background:

In December 2023, the District engaged EKI Environment and Water, Inc. ("EKI") to manage the regulatory permitting process for the Highway 92 Emergency Pipeline Replacement Project. EKI teamed with Environmental Science Associates ("ESA") to acquire the necessary permits including a Streambed Alteration Agreement with California Department of Fish and Wildlife (which was successfully acquired in 2024.)

In the attached proposal (Exhibit A), EKI proposes to team again with ESA to support the environmental regulatory compliance and monitoring services during construction. Given ESA's efforts in the permitting phase, ESA staff are very familiar with the required best management practices and measures required under the Streambed Alteration Agreement for the Highway 92 project.

Tasks will include the following:

1. Worker Environmental Awareness Program Trainings
2. Sensitive Biological Resource Surveys
3. Biological Construction Monitoring
4. Post-Project Reporting

STAFF REPORT

Agenda: September 10, 2024

Subject: Award of Contract - GSW Construction Inc.

Page 2

Included in their tasks is overseeing the required reporting to the various permitting agencies including the California Department of Fish and Wildlife. EKI and District staff were very pleased with the performance of ESA during the permitting phase and recommend that we maintain the continuity in utilizing their services of ESA in the construction phase.

Fiscal Impact: \$166,700

8 January 2025

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

Subject: Proposal for Environmental Services During Construction for the Highway 92 Emergency Pipeline Replacement Project
(EKI B80108.46)

Dear Ms. Rogren:

EKI Environment & Water, Inc. (EKI) is pleased to provide this proposal to Coastside County Water District (District) for environmental services during construction related to the Highway 92 Emergency Pipeline Replacement Project (Project).

PROJECT UNDERSTANDING

As part of the design process, which was completed in late 2024, EKI teamed with Environmental Science Associates (ESA) to support the District with regulatory permitting efforts. Now that the District intends to construct the Project, EKI understands that the District is requesting support with environmental regulatory compliance and monitoring services during the anticipated construction duration. Our proposed scope, schedule, and fee are presented below.

PROPOSED SCOPE OF WORK

EKI proposes to continue to team with ESA to complete the following tasks as part of this scope of work. For each task, EKI will provide project management, including budget tracking, invoicing, preparation of progress reports, staff management, deliverable review, and coordination between the District, EKI, and ESA.

The scope of work centers on supporting the District with implementation of the best management practices (BMPs) and measures required under the streambed alteration agreement (SAA) developed during the design phase of the Project. The BMPs and protective measures were identified as part of the California Environmental Quality Act (CEQA) categorical exemption memorandum (CatEx memo) and the California Department of Fish and Wildlife (CDFW) Notice of Lake and Streambed Alteration Agreement. A full description of these measures is provided in Attachment A.

Task 1: Worker Environmental Awareness Program Trainings

Prior to the commencement of construction, ESA will prepare worker environmental awareness training materials for construction personnel in accordance with BMP-BIO-1 and SAA Measure 2.6. Instruction shall consist of a presentation by the designated Qualified Biologist that includes a discussion of the biology and general behavior of any sensitive species that may be encountered. The status of California Endangered Species Act (CESA)-listed species, including legal protection, penalties for violations, and Project-specific protective measures provided in the Projects SAA shall be discussed. Interpretation shall be provided for non-English speaking workers, and the same instruction shall be provided for any new works prior to them performing any activities on-site.

Deliverables:

- Up to fifty (50) copies of the environmental training pamphlet to be provided to all training session attendees.

Assumptions:

- One in-person training by a CDFW-approved Qualified Biologist to Project personnel prior to the start of construction.
- Additional trainings can be provided on an as-needed basis concurrent with the site inspections performed under Task 3.

Task 2: Sensitive Biological Resources Surveys

Several measures in the BMPs and SAA require pre-construction surveys for sensitive species. To meet these requirements, ESA will perform the following tasks:

- At least two weeks prior to the start of construction, ESA will perform a pre-construction survey for San Francisco garter snakes and California red-legged frogs and their habitats as described in BMP-BIO-5 and SAA Measure 2.17. The results of this survey will be submitted to CDFW via the Environmental Permit Information Management System (EPIMS) and email. During the survey, ESA will take four (4) pre-construction vantage point photos of each horizontal directional drill (HDD) crossing as described in SAA Measure 3.2.
- Within five days prior to the start of construction, ESA will perform a combination San Francisco dusky-footed woodrat (SFDW) and nesting bird survey as required by BMP-BIO-6, BPM-BIO-7, SAA Measure 2.11, and SAA Measure 2.20. The results of this combined survey will be summarized in a technical memorandum and submitted to CDFW via EPIMS and email. In the event associated buffers cannot be feasibly maintained, additional coordination with CDFW and/or relocation of middens may be required. These additional efforts are not included in this scope.
- Within forty-eight hours prior to the start of construction activities at the three HDD creek crossings, ESA will perform a focused survey of sensitive species as required by SAA measure 2.9. The results of this survey will be communicated to the District via email. If special status species are observed, additional coordination with CDFW may be required prior to the start of construction. Up to four (4) hours of coordination is included in this scope.

Deliverables:

- One (1) technical memorandum summarizing the results of the San Francisco garter snakes and the California red-legged frogs survey to be submitted to CDFW through EPIMS and to CDFW and the District by email.
- One (1) technical memorandum summarizing the results of the combined SFDW and nesting bird survey to be submitted to CDFW through EPIMS and to CDFW and the District by email.
- One (1) email summary of the sensitive species survey results to be provided to the District.

Assumptions:

- A single combined SFDW and nesting bird survey will be provided. Additional surveys may be required as a result of project scheduling and are not included in this scope.
- The District will provide ESA access to all proposed Project areas and adjacent habitats.

Task 3: Biological Construction Monitoring

Under this Task, ESA will provide a Qualified Biologist or Biological Monitor to be onsite daily during the construction activities in accordance with BMP-BIO-2 and SAA Measure 2.5. This will include full-time monitoring during the installation of exclusion fencing and the initial ground disturbance at the HDD sites. After the installation of the exclusion fencing and the initial ground disturbance at the HDD sites, ESA will provide spot check monitoring which will include daily inspections of excluded areas as described in BMP-BIO-3 and SAA Measure 2.12. During each site inspection, ESA will document compliance with all mitigation measures in a daily log to be submitted to the District. If any sensitive, federal or state-listed threatened or endangered species or species of special concern are found injured, dead, or alive and unable to leave the Project area of its own volition the Qualified Biologist, Biological Monitor, or CDFW-approved qualified person shall halt work and contact the Project contractor and the District which shall contact the appropriate regulatory agencies (e.g. CDFW, USFWS, NOAA-NMFS) immediately.

Deliverables:

- Daily log to be submitted to the District electronically.

Assumptions:

- Up to fourteen (14) days of full-time monitoring for eight (8) hours of construction during regular working hours.
- Up to thirty-eight (38) days of spot check monitoring.

Task 4: Post-Project Reporting

Within thirty days of Project completion, ESA will collect post-construction photographs of each HDD crossing for inclusion in a Project Completion Report to be submitted by ESA to CDFW through EPIMS.

Deliverables:

- One (1) Project Completion Report to be submitted to CDFW through EPIMS and to CDFW and the District by email.

PROJECT SCHEDULE

The EKI team is prepared to commence work immediately upon execution of this task order. We will work with the Contractor’s schedule to follow the deadlines as described within this proposal.

COMPENSATION FOR CONSULTING SERVICES

We propose that compensation for consulting services by EKI be on a time and expense reimbursement basis in accordance with our attached current Schedule of Charges, dated 1 January 2025. Based on the proposed Scope of Work described above, we propose a not-to-exceed budget of \$166,700 for the completion of Tasks 1 through 4 as shown by task in Table 1, below.

Table 1. Proposed Cost by Tasks

Task	Description	Task Total
1	Worker Environmental Awareness Program Training	\$8,700
2	Sensitive Biological Resources Surveys	\$23,200
3	Biological Construction Monitoring	\$129,000
4	Post Project Reporting	\$5,800
Total Estimated Budget		\$166,700

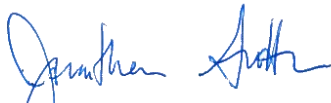
TERMS AND CONDITIONS

Other than the scope of work, budget, and schedule herein, the work will be performed in accordance with our current Professional Services Agreement.

Thank you for the opportunity to work with the District on this project. Please contact Jonathan Sutter at 650-292-9100 with any questions.

Very truly yours,

EKI ENVIRONMENT & WATER, INC.



Jonathan Sutter, P.E.
Principal Engineer

Attachments

EKI Schedule of Charges, dated 1 January 2025

Attachment A – Best Management Practices and Streambed Alteration Agreement Measures

Proposal/Agreement Date: **8 January 2025**

EKI Proposal/Project # **B80108.46**

SCHEDULE OF CHARGES FOR EKI ENVIRONMENT & WATER, INC.

1 January 2025

<u>Personnel Classification</u>	<u>Hourly Rate</u>
Officer and Chief Engineer-Scientist	355
Principal Engineer-Scientist	343
Supervising I, Engineer-Scientist	333
Supervising II, Engineer-Scientist	319
Senior I, Engineer-Scientist	306
Senior II, Engineer-Scientist	295
Associate I, Engineer-Scientist	283
Associate II, Engineer-Scientist	267
Engineer-Scientist, Grade 1	248
Engineer-Scientist, Grade 2	234
Engineer-Scientist, Grade 3	215
Engineer-Scientist, Grade 4	193
Engineer-Scientist, Grade 5	170
Engineer-Scientist, Grade 6	148
Project Assistant	139
Technician	133
Senior GIS / Database Analyst	175
CADD Operator / GIS Analyst	152
Senior Administrative Assistant	167
Administrative Assistant	132
Secretary	111

Direct Expenses

Reimbursement for direct expenses, as listed below, incurred in connection with the work will be at cost plus fifteen percent (15%) for items such as:

- a. Maps, photographs, reproductions, printing, equipment rental, and special supplies related to the work.
- b. Consultants, soils engineers, surveyors, drillers, laboratories, and contractors.
- c. Rented vehicles, local public transportation and taxis, travel, and subsistence.
- d. Special fees, insurance, permits, and licenses applicable to the work.
- e. Outside computer processing, computation, and proprietary programs purchased for the work.

A Communication charge for e-mail access, web conferencing, cellphone calls, messaging and data access, file sharing, local and long distance telephone calls and conferences, facsimile transmittals, standard delivery U.S. postage, and incidental in-house copying will be charged at a rate of 4% of labor charges. Large volume copying of project documents, e.g., bound reports for distribution or project-specific reference files, will be charged as a project expense as described above.

Reimbursement for company-owned automobiles, except trucks and four-wheel drive vehicles, used in connection with the work will be at the rate of sixty cents (\$0.60) per mile. The rate for company-owned trucks and four-wheel drive vehicles will be seventy-five cents (\$0.75) per mile. There will be an additional charge of thirty dollars (\$30.00) per day for vehicles used for field work. Reimbursement for use of personal vehicles will be at the federally allowed rate plus fifteen percent (15%).

CADD and other specialized software computer time will be charged at twenty dollars (\$20.00) per hour. In-house material and equipment charges will be in accordance with the current rate schedule or special quotation. Excise taxes, if any, will be added as a direct expense.

Rate for professional staff for legal proceedings or as expert witnesses will be at a rate of one and one-half times the Hourly Rates specified above.

The foregoing Schedule of Charges is incorporated into the Agreement for the Services of EKI Environment & Water, Inc. and may be updated annually.

Attachment A
**Best Management Practices and
Streambed Alteration Agreement
Measures**

BEST MANAGEMENT PRACTICES

Biological Resources

BMP-BIO-1: Worker Environmental Awareness Program Training

A project-specific Worker Environmental Awareness Program (WEAP) training shall be developed and implemented by a qualified biologist for the project and attended by all construction personnel prior to beginning work on-site. Interpretation shall be provided for non-English speaking workers, and the same instruction shall be provided for any new workers prior to their performing activities on-site. The training could consist of a recorded presentation that could be reused for new personnel. The WEAP training shall generally include but not be limited to the following:

1. Applicable state and federal laws, environmental regulations, project permit conditions, and penalties for non-compliance;
2. Information on special-status animal species with potential to occur at or in the vicinity of the project site, their habitat, the importance of these species and their habitat, the general measures that are being implemented to conserve these species as they relate to the project, and the boundaries within which the project construction shall occur, avoidance measures, and a protocol for encountering such species including a communication chain;
3. Pre-construction surveys and biological monitoring requirements associated with each phase of work and at each project site;
4. Known sensitive resource areas in the project vicinity that are to be avoided and/or protected (e.g., Pilarcitos Creek and Corinda Los Trancos Creek) as well as approved project work areas; and
5. Best management practices (BMPs) and their location on the project site for erosion control and/or species exclusion.

BMP-BIO-2: Biological Monitor(s) On-Site with Stop Work Authorization

A qualified biologist or biological monitor shall be on site daily during project activities for the duration of construction, including initial site disturbance, exclusion fence installation, ground disturbance, trenching, and HDD pipeline installation, to avoid or minimize impacts on sensitive species and their habitat. The qualified biologist or biological monitor shall be authorized to stop construction if necessary to protect fish and wildlife resources which will be allowed to disperse from the work site of their own volition. If any sensitive, federal or State listed threatened or endangered species, or Species of Special Concern are found (injured, dead, or alive and unable to leave the project area under its own volition) the biologist shall halt work and contact the project contractor and CCWD who shall contact the appropriate regulatory agency (e.g., CDFW/USFWS/NOAA-NMFS) immediately.

Qualified biologists and biological monitors are defined as follows:

- A qualified biologist is an individual experienced with biological monitoring, who is able to recognize the species in the project area, and who is familiar with the habits and behavior of those species. Qualified biologists shall have a minimum of five years of academic training and professional experience in the biological sciences and related resource management activities as it pertains to this project.
- A biological monitor is an individual experienced with construction level biological monitoring, who is able to recognize species in the Project area, and who is familiar with the habits and behavior of those species. Biological monitors shall have academic and professional experience in biological sciences and related resource management activities as it pertains to this Project.

BMP-BIO-3: Wildlife Exclusion Fencing

Temporary exclusion fencing shall be installed around key project boundaries adjacent to suitable habitat for sensitive federal or State listed threatened or endangered species or Species of Special Concern, including around all project staging areas, HDD entrance and exit pits, and any work areas in the vicinity of Pilarcitos Creek and Corinda Los Trancos Creek to ensure isolation of project activities from sensitive aquatic resources and habitat. Exclusion fencing installation and monitoring shall adhere to the following practices:

- Fencing locations shall be determined in consultation with the qualified biologist.
- Fencing shall be installed immediately prior to the start of construction activities under the supervision of a qualified biologist.
- Temporary exclusion fencing shall be continuously maintained until all construction activities are completed.
- The qualified biologist or biological monitor shall conduct daily inspections of the excluded project work area(s) and staging areas prior to the commencement of construction activities.
- If the biological monitor determines that sensitive species are not within these excluded work areas, equipment or materials may be moved and project activities may commence under the direct observation of the biological monitor.
- Fencing within established roadways is not required.

The fence shall be USFWS/CDFW-approved species exclusion fencing, with a minimum height of 3 feet above ground surface, with an additional 4 to 6 inches of fence material buried such that species cannot crawl under the fence and shall include escape funnels to allow species to exit the work areas.

BMP-BIO-4: General Conservation Measures during Construction

The project contractor shall implement the following general measures while working in project sites during construction to prevent and minimize impacts on special-status species, aquatic resources, and sensitive habitat areas:

- Ground disturbance and construction footprints will be minimized to the greatest degree feasible.
- Project-related vehicles shall observe a 15 mile-per-hour speed limit on unpaved roads in the project site.
- No firearms or pets shall be allowed on the project site.
- The project contractor shall provide closed garbage containers for the disposal of all food-related trash items. All garbage shall be collected daily from the project site and placed in a closed container from which garbage shall be removed weekly. Construction personnel shall not feed or otherwise attract fish or wildlife to the project site.
- If vehicle or equipment maintenance is necessary, it shall be performed in designated upland staging areas (not at creek work sites), and spill kits containing cleanup materials shall be available on-site. Maintenance activity and fueling must occur away at least 100 feet from all aquatic resources.
- As necessary, erosion control measures shall be implemented to prevent any soil or other materials from entering any nearby aquatic habitat. Erosion control shall be installed adjacent to aquatic habitat to prevent soil from eroding or falling into the area.
- Erosion control measures shall be implemented as described in the project stormwater pollution prevention plan (SWPPP). Sediment control measures shall be furnished, constructed, maintained, and later removed. Plastic monofilament of any kind (including those labeled as biodegradable, photodegradable, or UV-degradable) shall not be used. Only natural burlap, coir, or jute wrapped fiber rolls shall be used.
- Disturbance or removal of vegetation shall be kept to the minimum necessary to complete project related activities. Trimming or removal of trees and riparian vegetation associated with Pilarcitos Creek and Corinda Los Trancos Creek is prohibited. No equipment used in support of project implementation (e.g., excavator) shall enter the riparian habitat or creeks unless necessary to implement HY-1, Frac-out Contingency Plan.
- Project upland areas disturbed by vegetation removal, grading of temporary staging areas, and excavation of pipeline trenches or HDD pits shall be restored to pre-project conditions following project completion. All exposed or disturbed soils (not including agricultural fields) shall be planted with a native species seed mix appropriate for the area disturbed (e.g., erosion control mix), free from seeds of noxious or invasive weed species, and applied at a rate which ensure establishment. Seeding placed after October 15 shall be applied by hydroseeding or shall be covered with broadcast straw, jute netting, coconut fiber blanket, weed-free mulch or a similar erosion control method.
- Project personnel shall be required to report immediately any harm, injury, or mortality of a listed species (federal or state) during construction, including entrapment, to the construction foreman, qualified biologist, and CCWD staff. Project personnel shall provide verbal notification to the USFWS Endangered Species Office in Sacramento, California, and/or to the local CDFW warden or biologist (as applicable) within 1 working day of the incident. Project personnel shall follow up with written notification to the appropriate agencies within 5 working days of the incident. All special-status species observations shall be recorded on

California Natural Diversity Data Base (CNDDDB) field sheets/IPaC and sent to the CDFW/USFWS and by CCWD staff or their consultant.

- The spread of invasive non-native plant species and plant pathogens shall be avoided or minimized by implementing the following measures:
 - Construction equipment shall arrive at the project clean and free of soil, seed, and plant parts to reduce the likelihood of introducing new weed species.
 - Any imported fill material, soil amendments, gravel, or other materials required for construction and/or restoration activities that will be placed within the upper 12 inches of the ground surface shall be free of vegetation and plant material.
 - Certified weed-free imported erosion control materials (or rice straw in upland areas) shall be used exclusively, if possible.
 - To reduce the movement of invasive weeds into uninfested areas, the project contractor shall stockpile topsoil removed during excavation (e.g., during excavation of entrance and exit pits) and shall subsequently reuse the stockpiled soil for re-establishment of disturbed project areas.

BMP-BIO-5: Conservation Measures for Sensitive Amphibians and Reptiles

The following conservation measures shall be implemented to minimize or eliminate potential adverse impacts on California red-legged frog and San Francisco garter snake during project-related activities:

- A qualified biologist shall survey the HDD creek crossing work sites 2 weeks before the onset of construction for CRLF and SFGS to determine presence (and life stage) of these species within portions of Pilarcitos Creek and Corinda Los Trancos Creek within the project area. Additionally, a qualified biologist shall conduct a pre-construction survey of the project work areas for CRLF and SFGS immediately prior to the start of construction activities. The surveys will consist of walking the project limits and within the project sites that contain suitable habitat for these species to ascertain presence of these species.
 - The specific methods for decontamination shall follow USFWS (2005) and USGS (2015) protocols, respectively. These protocols describe field equipment maintenance, disinfection, and field hygiene procedures designed to minimize potential spread of pathogens to amphibians.
 - CRLF and SFGS individuals shall not be disturbed if encountered during project implementation but allowed to disperse from project areas unharmed and of their own volition while all work is halted within 50 feet of individuals.
 - Should CRLF egg masses, metamorphs, or tadpoles be found, a 100-foot no-disturbance buffer shall be established around the location(s) until juveniles disperse from the breeding sites. If a CRLF is not dispersing on its own volition, the on-site biologist shall monitor the frog while work continues, as long as the on-site biologist can ensure the safety of the frog. The qualified biologist shall immediately inform the construction

manager that work should be halted or modified (in the case of a buffer or non-dispersing individual), if necessary, to avert avoidable take of listed species.

- Project work areas that provide suitable habitat for CRLF and/or SFGS shall be monitored by a qualified biologist (or qualified biological monitor) during fence installation and ground disturbing activities (including pipeline installation) to identify and halt or observe work in the vicinity of CRLF and SFGS if encountered on-site. The biologist shall have the authority to stop construction activities and develop alternative work practices, in consultation with construction personnel (and resource agencies as appropriate), if construction activities are likely to affect special-status species or other sensitive biological resources.
- All excavations of a depth of 8 inches or greater shall be covered at the end of each workday, or escape ramps shall be installed at a 3:1 grade to allow wildlife that fall in a means to escape. If escape ramps cannot be provided, then holes or trenches shall be covered with plywood or other hard material.
- Any pipes or similar materials greater than 4 inches in diameter shall be capped or stored at the end of each day, so as to prevent listed species from using these as temporary refuges, and becoming trapped or otherwise negatively affected.
- Vehicles or equipment parked overnight at the project staging areas or project sites adjacent creeks shall be inspected for harboring species each morning by the qualified biological monitor before vehicles or equipment are moved.

BMP-BIO-6: Nesting Bird Protection Measures

Nesting birds and their nests shall be protected during construction through implementation of the following measures:

- To the extent feasible, conduct upland vegetation removal and ground disturbance outside the bird nesting season (January 15 to August 15).
- If vegetation removal and ground disturbance during the nesting season cannot be fully avoided, a qualified wildlife biologist shall conduct pre-construction nesting bird surveys within 7 days prior to the start of such activities or after any construction breaks of 10 days or more. Surveys shall be performed for the project footprint, including pipeline alignment, HDD entrance and exit pits, vehicle and equipment staging areas, and suitable habitat within 250 feet and 500 feet to locate any active passerine (perching bird) nests and raptor (birds of prey) nests, respectively.
- If active nests are located during the pre-construction nesting bird surveys, the qualified biologist shall evaluate if the schedule of construction activities could affect the active nests and the following measures shall be implemented based on their determination:
 - If construction is not likely to affect the active nest, construction may proceed without restriction; however, a qualified biologist shall regularly monitor the nest at a frequency determined appropriate for the surrounding construction activity to confirm there is no adverse effect. Spot-check monitoring frequency would be determined on a nest-by-nest basis considering the construction activity, duration, proximity to the nest, and physical barriers which may screen activity from the nest. The qualified biologist may revise his/her determination at any time during the nesting season in coordination with CCWD.

- If it is determined that construction may affect the active nest, the qualified biologist shall establish a no-disturbance buffer around the nest(s) and all project work would halt within the buffer until a qualified biologist determines the nest is no longer in use. Typically, these buffer distances are 250 feet for passerines and 500 feet for raptors; however, the buffers may be adjusted if an obstruction, such as a building, is within line-of-sight between the nest and construction.
- Any work that must occur within established no-disturbance buffers around active nests shall be monitored by a qualified biologist. If adverse effects in response to project work within the buffer are observed and could compromise the nest, work within the no-disturbance buffer(s) shall halt until the nest occupants have fledged.
- Any birds that begin nesting within the project site and survey buffers amid construction activities shall be assumed to be habituated to construction-related or similar noise and disturbance levels and no work exclusion zones shall be established around active nests in these cases; however, should birds nesting nearby begin to show disturbance associated with construction activities, no-disturbance buffers shall be established as determined by the qualified wildlife biologist.

BMP-BIO-7: Conservation Measures for San Francisco Dusky-Footed Woodrat

A pre-construction survey for San Francisco dusky-footed woodrat middens shall be conducted by a qualified wildlife biologist prior to the start of construction in suitable habitat within and surrounding the project footprint proximate to Pilarcitos Creek and Corinda Los Trancos Creek, staging areas, and access roads. Active middens identified during surveys within the project sites, staging areas, or along access roads shall be flagged as a sensitive resource and avoided during construction.

Cultural Resources

BMP-CUL-1: Conservation Measures for Subsurface Resources

In the unlikely event that subsurface resources are identified during ground disturbing activities, project personnel shall comply with PRC Section 21083.2(i), which requires the lead agency to make provisions for archaeological resources accidentally discovered during construction. An immediate evaluation shall be conducted by a qualified archaeologist, and if the find is determined to be a unique archaeological resource or a historical resource, then it must be avoided. If avoidance is not feasible, the resource shall be recovered and treated accordingly. Construction shall be allowed in other areas while the archaeological mitigation takes place.

BMP-CUL-2: Conservation Measures for Human Remains

In the unlikely event that ground disturbing activities identify undiscovered human remains, project personnel shall comply with Government Code Section 27460 et seq., which requires ground disturbing activities to halt until the County Coroner can determine whether the remains are subject to the provisions of Section 27491 of the Government Code or any other related provisions of law concerning investigation of the circumstances, manner, and cause of death; and

the required recommendations concerning the treatment and disposition of the human remains have been made. Pursuant to California Health and Safety Code Section 7050.5, the coroner shall make a determination within 48 hours of notification of the discovery of the human remains. If the coroner determines that the remains are not subject to their authority and recognizes or has reason to believe that they are those of a Native American, the coroner shall contact the Native American Heritage Commission within 24 hours.

Hydrology and Water Quality

BMP-HY-1: Frac-out Contingency Plan

The project contractor shall retain a licensed geotechnical engineer, or other similarly qualified specialist, to develop a Frac-out Contingency Plan, or equivalent as may be required by the regulatory agencies/permits ("Plan"). The Plan shall be implemented where HDD installation under a waterway will occur to avoid, minimize, or mitigate for potential Project impacts on water quality, aquatic resources, and resident wildlife during HDD installation, as specified in the Plan. The Plan shall include, at a minimum:

1. Measures describing training of construction personnel about monitoring procedures, equipment, materials and procedures in place for the prevention, containment, clean-up (such as creating a containment area, establishing a stream flow bypass, and using a pump or a vacuum truck, etc.), and disposal of released bentonite slurry, and agency notification protocols.
2. Methods for preventing frac-out including maintaining pressure in the borehole to avoid exceeding the strength of the overlying soil.
3. Methods for detecting an accidental release of bentonite slurry that include: (a) only drilling during daylight hours when slurry plumes are readily identifiable; (b) monitoring by a minimum of one dedicated water quality monitor per drill site throughout drilling operations to ensure swift plume identification and response if a frac-out occurs; (b) continuous monitoring of drilling pressures to ensure they do not exceed those needed to penetrate the formation; (c) continuous monitoring of slurry returns at the exit and entry pits to determine if slurry circulation has been lost; and (d) continuous monitoring by spotters to follow the progress of the drill bit during the pilot hole operation, and reaming and pull back operations.
4. Protocols that the project contractor would follow if there is a loss of circulation or other indicator of a release of slurry.
5. Methods and infrastructure on site responsive to the perennial (constant) flow of project waterways that could be rapidly deployed to establish stream bypass flow around the frac-out location and prevent release of the bentonite slurry downstream.
6. Cleanup and disposal procedures and equipment the project contractor would use if a frac-out occurs.
7. If a frac-out occurs, the project contractor shall immediately halt work, implement the measures outlined in Items 5 and 6 of the Frac-out Contingency Plan to contain, clean-up, and dispose of the bentonite slurry. If the frac-out occurs in the water channel, CCWD shall immediately notify the Regional Water Quality Control Board and California Department of Fish and Wildlife of the frac-out and clean-up response and consult with their staffs before HDD activities can begin again.

CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE
REGION 3
2825 CORDELIA RD #100
FAIRFIELD, CA 94534



STREAMBED ALTERATION AGREEMENT
EPIMS-SMO-47328-R3
CORINDA LOS TRANCOS CREEK TO PILARCITOS CREEK
PILARCITOS CREEK TO ARROYO LEON

MARY ROGREN
COASTSIDE COUNTY WATER DISTRICT
HIGHWAY 92 EMERGENCY PIPELINE REPLACEMENT PROJECT (PROJECT)

This Streambed Alteration Agreement (Agreement) is entered into between the California Department of Fish and Wildlife (CDFW) and Coastside County Water District (Permittee), as represented by Mary Rogren.

RECITALS

WHEREAS, pursuant to Fish and Game Code section 1602, Permittee notified CDFW on February 09, 2024, that Permittee intends to complete the project described herein.

WHEREAS, pursuant to Fish and Game Code section 1603, CDFW has determined that the Project could substantially adversely affect existing fish or wildlife resources and has included measures in the Agreement necessary to protect those resources.

WHEREAS, Permittee has reviewed the Agreement and accepts its terms and conditions, including the measures to protect fish and wildlife resources.

NOW THEREFORE, Permittee agrees to complete the Project in accordance with the Agreement.

PROJECT LOCATION

The Project sites are in unincorporated San Mateo County, California, and located south of and parallel to Highway 92, approximately 1.7-miles east of Half Moon Bay. The Project proposes stream crossings at three locations (Exhibit A, Figure 1, Project Site Map):

- **Location 1 (Corinda Los Trancos Creek Crossing):** APNs 056-331-020; 056-331-110, Latitude 37.645987, Longitude -122.40564.
- **Location 2 (West Pilarcitos Creek Crossing):** APNs 056-341-190; 056-341-020; 056-341-180; 056-341-230, Latitude 37.48533, Longitude -122.39697.

- **Location 3 (East Pilarcitos Creek Crossing):** APNs 056-341-220; 056-341-200; 056-341-230; 056-341-080; 056-341-150, Latitude 37.48710, Longitude -122.39408.

PROJECT DESCRIPTION

Coastside County Water District (CCWD) proposes three water pipe replacements in unincorporated San Mateo County (Exhibit A, Attachment 1. Supplemental Information). The Project is limited to the following work as described in the Project notification.

Project would install a 12-inch high-density polyethylene ("HDPE") pipe via horizontal directional drilling (HDD) beneath two creeks at three locations, consisting of one crossing under Corinda Los Trancos Creek and two crossings under Pilarcitos Creek (Exhibit B, Attachment 2, Site Plans).

The total approximate length of the three HDD crossings is 1,600 linear feet. The HDD installations under the creeks and riparian zones will be approximately perpendicular to the creek flow. For each crossing, the entry and exit bore pits will be located at least 150 feet from the riparian zone. All staging and work associated with launch and retrieval will be located outside the riparian zone.

Based on the hydro-fracture analysis and geotechnical study the Project proposes the depth of cover will be 20 feet at Corinda Los Trancos Creek and the downstream crossing of Pilarcitos Creek, and 25 feet cover will be provided at the upstream crossing of Pilarcitos Creek (Exhibit C, Attachment 3. Hydro-fracture Analysis and Geotechnical Study).

The HDD contractor shall monitor the areas between the HDD entry and exit points, particularly focusing on riparian and riverine areas (Exhibit D, Attachment 5. Discharge Monitoring Plan).

At the Corinda Los Trancos Crossing, the subsurface HDD limits of work would overlap with approximately 374 square feet of riverine and 459 square feet of the associated riparian zone. At the West Pilarcitos Creek Crossing, the subsurface HDD limits of work would overlap with approximately 274 square feet of riverine, and 572 square feet of the associated riparian zone. At the East Pilarcitos Creek Crossing, the subsurface HDD limits of work would overlap with approximately 490 square feet of riverine, and 1,036 square feet of the associated riparian zone (Exhibit A, Attachment 1. Supplemental Information).

PROJECT IMPACTS

Existing fish or wildlife resources the Project could substantially adversely affect on-site and/or downstream include:

Common Name	Scientific Name	Status¹
American peregrine falcon	<i>Falco peregrinus anatum</i>	Delisted
California red-legged frog	<i>Rana draytonii</i>	FT, SSC
Choris' popcornflower	<i>Plagiobothrys chorisianus var. chorisianus</i>	1.B.2
Kellogg's horkelia	<i>Horkelia cuneata var. sericea</i>	1.B.1
marbled murrelet	<i>Brachyramphus marmoratus</i>	FT, SE
monarch - California overwintering population	<i>Danaus plexippus plexippus pop. 1</i>	FPE
perennial goldfields	<i>Lasthenia californica ssp. macrantha</i>	1.B.2
San Francisco Common Yellowthroat	<i>Geothypis trichas sinuosa</i>	SSC
San Francisco dusky-footed woodrat	<i>Neotoma fuscipes annectens</i>	SSC
San Francisco gartersnake	<i>Thamnophis sirtalis tetrataenia</i>	FE, SE, FP
steelhead - central California coast DPS	<i>Oncorhynchus mykiss irideus pop. 8</i>	FT, SSC
western bumble bee	<i>Bombus occidentalis</i>	SC
western pond turtle	<i>Emys marmorata</i>	FPT, SSC
western snowy plover	<i>Charadrius nivosus nivosus</i>	FT, SSC
Waterfowl		-
Nesting and migratory Birds		-
Riparian vegetation		-
Common raptors		
Common aquatic and terrestrial species		-

The adverse effects the Project could have on the fish or wildlife resources identified above include:

- Changes to the bed, bank, or channel;
- Increased bank instability and erosion;
- Disturbance of aquatic or riparian substrate;
- Soil compaction or other disturbance to soil layer that affect run-off rates;
- Alteration of the bed, bank, or channel that result in changes in the recruitment of litter to the aquatic system;
- Temporary barriers to terrestrial mobility;

¹ Notes: FT = Federal Threatened under the Endangered Species Act (ESA); FE = Federal Endangered under the Endangered Species Act (ESA); FPE = Federal Proposed Endangered; FPT = Federal Proposed Threatened. SE = State Endangered; ST = State Threatened; SC = State Candidate for Protection under California Endangered Species Act (CESA); SSC = Species of Special Concern. California Rare Plant Rank (CRPR): 1B = All the plants constituting CRPR 1B meet the definitions of the California Endangered Species Act of the California Fish and Game Code and are eligible for state listing. CRPR Threat Rank: 0.1= Seriously threatened in California (over 80% of occurrences threatened / high degree and immediacy of threat). CRPR Threat Rank: 0.2 = Moderately threatened in California (20-80% occurrences threatened / moderate degree and immediacy of threat).

- Species impacts from work adjacent to waterway;
- Erosion and sediment deposition from project activities;
- Addition of deleterious materials to waters of the State;
- Accidental spills into waters of the State.

MEASURES TO PROTECT FISH AND WILDLIFE RESOURCES

Administrative Measures

Permittee shall meet each administrative requirement described below.

- 1.1 Documentation at Project Site. Permittee shall make the Agreement, any extensions and amendments to the Agreement, and all related notification materials and California Environmental Quality Act (CEQA) documents, readily available at the Project site at all times and shall be presented to CDFW personnel, or personnel from another state, federal, or local agency upon request.
- 1.2 Providing Agreement to Persons at Project Site. Permittee shall provide copies of the Agreement and any extensions and amendments to the Agreement to all persons who will be working on the Project at the Project site on behalf of Permittee, including but not limited to contractors, subcontractors, inspectors, and monitors.
- 1.3 Notification of Conflicting Provisions. Permittee shall notify CDFW if Permittee determines or learns that a provision in the Agreement might conflict with a provision imposed on the Project by another local, state, or federal agency. In that event, CDFW shall contact Permittee to resolve any conflict.
- 1.4 Project Site Entry. Permittee agrees that CDFW personnel may enter the Project site at any time to verify compliance with the Agreement.
- 1.5 Notify CDFW Prior to Work. The Permittee shall notify CDFW by email at least five (5) working days prior to commencement of Project activities (See Contact Information below).
- 1.6 No Trespass. To the extent that any provisions of this Agreement provide for activities that require the Permittee to traverse another owner's property, such provisions are agreed to with the understanding that the Permittee possesses the legal right to so traverse. In the absence of such right, any such provision is void.
- 1.7 Unauthorized Take. The Permittee is required to comply with all applicable state and federal laws, including the California Endangered Species Act (CESA) and federal Endangered Species Act. This Agreement does not authorize the take² of

² "Take", as defined in Fish and Game Code section 86, means hunt, pursue, catch, capture, or kill, or attempt to hunt, pursue, catch, capture, or kill. "Take", as defined in title 16 of U.S. Code subsection 19,

any state or federal endangered or threatened species. Liability for any take or incidental take of such listed species remains the responsibility of the Permittee for the duration of the Project. Any unauthorized take of such listed species may result in prosecution and nullification of the Agreement.

- 1.8 Fish Passage. The Project shall comply with Fish and Game Code section 5901 and shall not install or maintain any device or contrivance that prevents, impedes, or tends to prevent or impede, the passing of fish³ up and down stream.
- 1.9 Demarcate Work Area Boundary. In consultation with the Qualified Biologist, the Permittee or Designated Representative shall demarcate the outer perimeter of the entry and exit pit work areas to prevent damage to adjacent habitat and to provide visual orientation to its limits. All persons employed or otherwise working on the project site shall be instructed about the restrictions that the marking represents.

2. Avoidance and Minimization Measures

To avoid or minimize adverse impacts to fish and wildlife resources identified above, Permittee shall implement each measure listed below, unless approved by CDFW otherwise in writing.

Work Period and Design

- 2.1 Conduct Work During Daylight Hours. Work shall be restricted to daylight hours (one hour after sunrise to sunset), unless approved by CDFW otherwise in writing.
- 2.2 Work Period. Work authorized under this Agreement within **Corinda Los Trancos Creek and Pilarcitos Creek** shall be confined to the period **June 1 to October 15**.
- 2.3 Work Period in Dry Weather Only. Project work shall be restricted to dry weather. Construction shall be timed with awareness of precipitation forecasts and potential increases in stream flow. Construction activities shall cease when the National Weather Service (NWS) 72-hour weather forecast indicates a 30 percent chance or higher of precipitation. All necessary erosion control measures shall be implemented prior to the onset of precipitation. Construction equipment and materials shall be removed if inundation is likely. Construction activities halted due to precipitation may resume when precipitation ceases, and the NWS 72-hour weather forecast indicates less than a 30 percent chance of precipitation. No work shall occur during a dry-out period of 24 hours after the above referenced wet weather. Weather forecasts shall be documented upon request by CDFW. Prior to the start of work and after the work is stopped each day, a minimum of four (4)

means harass, harm, pursue, hunt, shoot, wound, kill, trap, capture, or collect, or attempt any of those activities.

³ Fish, as defined in Fish and Game Code section 45, means a wild fish, mollusk, crustacean, invertebrate, amphibian, or part, spawn, or ovum of any of those animals.

photographs from vantage points that offer representative views of the Project site and work areas shall be made and sent to CDFW within 5 (five) days.

- 2.4 Work According to Documents. Except as they are contradicted by measures required by this Agreement, all work shall be conducted in conformance with the Project description above and exhibits referenced here and the avoidance, minimization, and mitigation measures provided in the notification package.

Qualified Biologist(s) and Biological Monitor(s)

- 2.5 CDFW-Approved Qualified Biologist(s) and Monitor(s). At least 30 days prior to the start of Project activities, Permittee shall submit to CDFW for written approval, the names and resumes of all Qualified Biologists and Biological Monitors involved in conducting surveys and/or monitoring work. Resumes shall be submitted using the Biologist Resume Form available to download in EPIMS under the Correspondence section for the project, or another format containing the same information.

- A Qualified Biologist is an individual who holds a bachelor's degree from an accredited university and: 1) is knowledgeable in relevant species' life histories and ecology, 2) can correctly identify relevant species, 3) has conducted field surveys for relevant species, 4) is familiar with relevant survey protocols, and 5) is knowledgeable of state and federal laws regarding the protection of sensitive species.
- A Biological Monitor is an individual who shall have academic and professional experience in biological sciences and related resource management activities as it pertains to this Project, experience with construction-level Biological Monitoring, be able to recognize species that may be present within the Project area and be familiar with the habitats and behavior of those species.

General Wildlife Protection and Prevention

- 2.6 Training Session for Personnel. Permittee shall ensure that a CDFW-approved Qualified Biologist conducts an education program for all persons employed on the Project prior to performing covered activities. Instruction shall consist of a presentation by the designated Qualified Biologist that includes a discussion of the biology and general behavior of any sensitive species which may be in the area, how they may be encountered within the work area, and procedures to follow when they are encountered. The status of CESA-listed species, including legal protection, penalties for violations, and Project-specific protective measures provided in this Agreement shall be discussed. Interpretation shall be provided for non-English speaking workers, and the same instruction shall be provided for any new workers prior to on-site Project activity. Permittee or Qualified Biologist shall prepare and distribute wallet-sized cards or a factsheet handout containing this

information for workers to carry on-site. Upon completion of the program, employees shall sign an affidavit stating they attended the program and understand all protection measures. These forms shall be filed at the Permittee's office and be available to CDFW upon request.

- 2.7 Wildlife Encounters. If any wildlife is encountered during the course of Project activities, all work in the immediate area shall cease and the wildlife shall be allowed to leave the Project area unharmed. If any FESA, CESA, or CDFW special-status species listed fish or wildlife species are encountered, the Permittee shall contact CDFW and the Qualified Biologist immediately.
- 2.8 Relocation of Stranded Wildlife. Any wildlife species found during pre-construction or daily clearance surveys shall not be harassed and shall be allowed to leave the project area unharmed. If needed, the Qualified Biologist may guide, handle, or capture an individual non-listed wildlife species to move it to a nearby safe location within nearby refugium, or it shall be allowed to leave the project site of its own volition. If the wildlife species is discovered or is caught in any pits, ditches, or other types of excavations, the Qualified Biologist shall release it into the most suitable habitat near the site of capture. This measure does not authorize "take" of any state or federally listed species. If the Permittee encounters a listed or fully protected species during a Project activity that could be harmed, Permittee shall suspend work and consult with CDFW. CDFW reserves the right to provide additional measures to this Agreement designed to protect special-status species.
- 2.9 Special-Status Species Wildlife and Plant Survey. A Qualified Biologist, approved by CDFW for this Project, shall conduct a survey within 48 hours prior to the start of project activities, focusing on the presence of special-status species and nesting birds, bats, and aquatic species. If any special-status species are discovered during the survey, Project activities shall not begin until CDFW has been consulted with regarding avoidance and minimization measures to avoid and minimize impacts to special-status species. Permittee shall implement the avoidance and minimization measures if required by CDFW.
- 2.10 Nesting Birds. Permittee shall avoid active nests that occur at or near the Project site. Permittee is responsible for complying with Fish and Game Code section 3503 et seq. and the Migratory Bird Treaty Act of 1918.
- 2.11 Nesting Bird Surveys. If Project activities are scheduled to during the nesting season, **January 15 to August 31**, a focused survey for active nests shall be conducted by a Qualified Biologist within 7 days prior to the beginning of Project-related activities, or after any construction breaks of 10 days or more. The results of the survey shall be sent to CDFW via EPIMS and by email prior to the start of Project activities. If an active nest is found during surveys and determined that construction may affect the active nest, the Qualified Biologist will establish a no-disturbance buffer and all project work would halt within the buffer until the Qualified Biologist determines the nest is no longer in use. Buffer distances are

250 feet for passerines and 500 feet for raptors; however, the buffer distances may be adjusted if an obstruction is within line-of-sight between the nest and construction. The buffer distance will be specified to protect the bird's normal behavior to prevent nesting failure or abandonment. The Qualified Biologist and Biological Monitor shall have authority to order the cessation of all nearby Project activities if the nesting birds exhibit abnormal behavior which may cause reproductive failure. The Qualified Biologist or Biological Monitor shall monitor the behavior of the birds at the nest site to ensure that they are not disturbed by Project activities. Nest monitoring shall continue during Project activities until the young have fledged, as determined by the Qualified Biologist.

- 2.12 Daily Inspections. Prior to initiation of Project activities that involve the use of heavy machinery or motorized equipment, the work areas, equipment and material left onsite, and any access routes into the work area and nearby vicinity, shall be inspected by a Qualified Biologist, Biological Monitor, or qualified person approved in writing by CDFW for the presence of special-status species (wildlife and plants), roosting bats, nesting birds, or other wildlife. If any protected species or nesting birds are detected, CDFW shall be notified and Project activities shall not begin until the species has left the site of its own volition, or CDFW provides written permission to proceed.
- 2.13 Trenches and Holes. At the end of each workday all trenches and holes greater than one foot deep shall be completely covered with a material flush on the ground to prevent wildlife from entering. When trenches cannot be fully covered, an escape ramp shall be placed at each end of any constructed open trench to allow any wildlife that may have become entrapped in the trench to climb out overnight. The ramp may be constructed of either dirt fill or wood planking or other suitable material that is placed at an angle no greater than 30 degrees. If neither a cover nor ramp can be constructed, then wildlife exclusion fencing will be installed around the trench or hole.
- 2.14 Pipes, Hoses, and Similar Structures. All pipes, hoses, or similar structures less than 12 inches in diameter shall be closed or covered to prevent animal entry. All construction pipes or similar structures greater than two inches in diameter stored at the Project site overnight shall be inspected thoroughly for wildlife before the pipe or similar structure is buried, capped, used, or moved.
- 2.15 Setbacks. Permittee shall maintain a minimum 30 feet setback from the existing, created, and impacted jurisdictional areas. Permittee shall maintain a minimum 30 feet setback from the center of the creek. No HDD work areas shall be permitted in the setback, except in the event of an emergency event (frac-out) occurs.

Amphibians

- 2.16 Amphibian Handling Code of Practice. All personnel on site shall adhere to the following: *The Declining Amphibian Task Force Fieldwork Code of Practice* (Exhibit F) when on site and during the handling of amphibians by authorized individuals.

- 2.17 California Red-Legged Frog (CRLF) Habitat Assessment and Surveys. At least two weeks prior to starting Project activities, a Qualified Biologist shall perform a pre-project survey for CRLF and their habitat. The Qualified Biologist will inspect habitat features, including aquatic habitat such as plunge pools, ponds, and terrestrial habitat such as burrows or other refugia. Survey limits shall be determined by the Qualified Biologist and shall include all areas within the Project footprint. If habitat occurs, then no more than 72 hours prior to project ground disturbing activities, the area shall be surveyed by a Qualified Biologist. If the survey yields information pertaining to any new resource impacts, CDFW shall be consulted immediately. The results of the habitat feature assessment and survey shall be submitted to CDFW via EPIMS and emails (See Contact Information below).
- 2.18 Cease Activities for California red-legged frog (CRLF). If CRLF enters the work area, all work shall stop until the CDFW-approved Qualified Biologist relocates the CRLF or it leaves the Project area on its own. Only the CDFW-approved Qualified Biologist, with appropriate approval, can handle and relocate CRLF. Any sightings and/or injuries of this species shall be immediately reported to CDFW. If necessary, Permittee shall propose site-specific mitigation measures that will be utilized to avoid “take” and to avoid or minimize disturbance to CRLF habitat. Instream work shall not be recommenced until CDFW has provided written approval of the proposed mitigation avoidance measures. If “take” of CRLF cannot be avoided, Permittee shall obtain an Incidental Take Permit (ITP).
- 2.19 Exclusionary Fencing for California red-legged frog (CRLF). Exclusionary fencing shall be erected if California red-legged frog (CRLF) or other amphibians are present in the vicinity of the Project site.

San Francisco Dusky-footed Woodrat

- 2.20 San Francisco Dusky-footed Woodrat (SFDFW) Surveys. A Qualified Biologist or CDFW-approved Biological Monitor will conduct surveys for SFDFW nests five (5) days before debris and vegetation removal or construction activities begin. Surveys are not required if debris and vegetation removal activities are not conducted. If nests are found and can be avoided with 50-feet of clearance from construction activities, flagging or fencing will be installed to avoid indirect impacts. If a nest is identified at the base of a non-native tree that will be removed, the nest may be left in place and the tree trunk cut above the nest, if feasible to do safely. If any SFDFW nests are in the way of construction and must be disassembled, CDFW shall be contacted immediately. CDFW reserves the right to include additional measures regarding SFDFW here.
- 2.21 Active SFDFW Buffers. If an active SFDFW midden site are found during SFDFW surveys, it shall be designated as “Ecologically Sensitive Areas” (ESA) and protected during Project construction with establishment of flagging or a fence barrier surrounding the nest site under the direction of the Qualified Biologist.

CDFW recommends that the minimum distance of 25 feet is used for the protective buffer protecting the nest.

- 2.22 Active SFDFW. The Permittee shall avoid all active SFDFW midden(s). If SFDFW midden(s) cannot be avoided, the Permittee shall submit to CDFW a SFDFW Midden Relocation Plan for CDFW review, comment, and written approval. Project activities shall not commence until Permittee receives CDFW's written approval of the SFDFW Midden Relocation Plan.

San Francisco Garter Snake

- 2.23 Cease Activities and No Handling of San Francisco Garter Snake (SFGS). SFGS is protected under FGC Section 5050. Under this statute, "take" of a fully protected species may not occur except for scientific or recovery purposes. Catch, pursue, capture, or attempt to catch, pursue and capture is considered "take" as defined in Section 86 of the FGC. SFGS shall not be handled by anyone, including the Qualified Biologist or Biological Monitor. Any sightings and/or injuries of this species shall be immediately reported to CDFW.

Vegetation Protection, Prevention, and Restoration

- 2.24 No Native or Heritage Tree Removal. No native or heritage trees shall be removed under this Agreement, unless approved by CDFW otherwise in writing.
- 2.25 Habitat Restoration. The disturbed portions of any stream due to work authorized under this Agreement shall be restored to their original condition as outlined in the Project notification. Restoration shall include recontouring and stabilization of stream bed, banks, and channel, and the revegetation of areas cleared of vegetation.

Erosion and Sediment Control

- 2.26 Erosion Control. At no time shall silt laden runoff or debris be allowed to enter a river, stream, or lake or directed to where it may enter a river, stream, or lake. Erosion control measures shall be utilized where sediment runoff from exposed slopes threatens to enter a river, stream, or lake. Erosion control measures, such as silt fences, straw hay bales, gravel or rock lined ditches, water check bars, and broadcasted straw shall be used wherever sediment has the potential to leave the work site and enter waters of the State.
- 2.27 Disposal and Removal of Materials. Spoil sites shall not be located within the stream channel or areas that may be subjected to stream flows, where spoil may be washed back into a stream, or where it may impact streambed habitat, aquatic or riparian vegetation. All removed material shall be disposed of according to state and local laws and ordinances.

- 2.28 Natural and Biodegradable Erosion Control Materials. Any erosion control materials placed in the bed, bank, channel shall be composed entirely of natural-fiber biodegradable materials. Permittee shall not use plastic “photodegradable” erosion control materials in the bed, bank, channel. This measure does not apply to work outside of the setback areas described in Measure 2.15.
- 2.29 Erosion Control Materials – Monofilament Netting. To minimize the risk of ensnaring and strangling wildlife, Permittee shall not utilize erosion control materials containing synthetic (e.g., plastic or nylon) monofilament netting. Geotextiles, fiber rolls, and other erosion control measures shall be made of loose-weave mesh, such as jute, coconut (coir) fiber, or other products without welded weaves.

Operating Equipment, Vehicles, Material Handling, Debris, and Waste

- 2.30 Operating Equipment and Vehicle Leaks. Any equipment or vehicles driven and/or operated within or adjacent to the stream/lake shall be checked and maintained daily to prevent leaks of materials that could be deleterious to aquatic and terrestrial life or riparian habitat.
- 2.31 Equipment Maintenance and Fueling. No equipment maintenance or fueling shall be done within or near any stream channel or lake margin where petroleum products or other pollutants from the equipment may enter these areas.
- 2.32 Stockpiled Materials. Building materials, debris, and construction equipment shall not be stockpiled or stored where they may be washed into the water or cover aquatic or riparian vegetation. Stockpiles shall be covered when measurable rain is forecasted.
- 2.33 No Dumping. Permittee and all contractors, subcontractors, tenants, and employees shall not dump debris, litter, or substances that could be deleterious to aquatic life within the stream, or where it may pass into the stream.
- 2.34 Pick Up Debris. Permittee shall pick up all debris and waste daily.
- 2.35 Wash Water. Water containing mud, silt, or other pollutants from equipment washing or other activities, shall not be allowed to enter a lake or flowing stream or placed in locations that may be subjected to high storm flows.

Toxic and Hazardous Material

- 2.36 Deleterious Materials. Debris, soil, silt, bark, slash, sawdust, rubbish, creosote-treated wood, raw cement/concrete or washings thereof, asphalt, paint or other coating material, oil or other petroleum products, or any other substances which could be hazardous to aquatic life, wildlife, or riparian habitat in the project area shall be prevented from contaminating the soil and/or entering the Waters of the

State. Any hazardous or toxic materials that could be deleterious to aquatic life that could be washed into the stream, or its tributaries shall be contained in watertight containers or removed from the project site.

Spills and Emergencies

- 2.37 Spill Kits. Prior to entering the work site, all field personnel shall know the location of spill kits and trained in their appropriate use.
- 2.38 Spill of Material Deleterious to Fish and Wildlife. In the event of a hazardous materials spill into a stream (e.g., concrete or bentonite), Permittee shall immediately notify the California Office of Emergency Services State Warning Center by calling **1-800-852-7550** and immediately provide written notification to CDFW by email at AskBDR@wildlife.ca.gov. Permittee shall take all reasonable measures to document the extent of the impacts and affected areas including photographic documentation of affected areas, injured fish and wildlife. If dead fish or wildlife are found in the affected area, Permittee shall collect carcasses and immediately deliver them to CDFW. Permittee shall meet with CDFW within ten days of the reported spill in order to develop a resolution including: site clean-up, site remediation and compensatory mitigation for the harm caused to fish, wildlife and the habitats on which they depend as a result of the spill. The Permittee shall be responsible for all spill clean-up, site remediation and compensatory mitigation costs. Spill of materials to waters of the State that are deleterious to fish and wildlife are in violation of Fish and Game Code section 5650 et seq. and are subject to civil penalties for each person responsible. CDFW reserves the right to refer the matter to the District Attorney's Office if a resolution cannot be agreed upon and achieved within a specified timeframe, generally six months from the date of the incident.
- 2.39 Spill Containment. All activities performed in or near a river, stream, or lake shall have absorbent materials designated for spill containment and cleanup activities on-site for use in an accidental spill. The Permittee shall immediately notify the California Emergency Management Agency at **1-800-852-7550** and immediately initiate the cleanup activities. CDFW shall be notified by the Permittee and consulted regarding clean-up procedures. Frac-out spill Response. Permittee shall be prepared to mitigate stream and riparian habitat impacts by submitting a frac-out mitigation plan within 10 days of incident for CDFW review and acceptance.
- 2.40 Frac-out Contingency Plan (FOCP). If horizontal directional drilling (HDD) is proposed, Permittee shall retain a licensed geotechnical engineer, civil engineer, or other qualified professional to develop a Frac-out Contingency Plan (FOCP). Permittee or the designated representative shall submit the FOCP to CDFW for review and at least 30 days prior to conducting HDD activities. The Frac-out Contingency Plan shall include, at a minimum: 1) Measures describing training of construction personnel about monitoring procedures, equipment, materials, and procedures in place for the prevention, containment, clean-up (such as creating a

containment area and using a pump, using a vacuum truck, etc.), and disposal of released bentonite slurry, and agency notification protocols. 2) Methods for preventing frac-out including how pressure is maintained in the borehole to avoid exceeding the strength of the overlying soil. 3) Methods for detecting an accidental release of bentonite slurry that include: (a) monitoring by a minimum of one monitor throughout drilling operations to ensure swift response if a frac-out occurs; (b) continuous monitoring of drilling pressures to ensure they do not exceed those needed to penetrate the formation; (c) continuous monitoring of slurry returns at the exit and entry pits to determine if slurry circulation has been lost; and (d) continuous monitoring by spotters to follow the progress of the drill bit during the pilot hole operation, and reaming and pull back operations. 4) Protocols that the contractor would follow if there was a loss of circulation or other indicator of a release of slurry. 5) Cleanup and disposal procedures and equipment the contractor would use if a frac-out occurs. 6) If a frac-out occurs, the contractor shall immediately halt work, implement the contingency measures in the FOCIP to contain, clean-up, and dispose of the slurry, and, if the frac-out occurs in the water channel, immediately notify, and consult with CDFW (and other relevant agencies) before HDD activities can begin again. Permittee shall require the contractor to implement the FOCIP to ensure that measures are implemented to prevent frac-out and if a frac-out occurs, implement measures to contain, clean-up, and dispose of the slurry.

3. Reporting Measures

Permittee shall meet each reporting requirement described below.

- 3.1 Notification to the California Natural Diversity Database. If any listed, rare, or special status species are detected during Project surveys or on or around the Project site during Project activities, the Permittee shall submit CNDDDB Field Survey Forms to CDFW in the manner described at the CNDDDB website (<https://www.wildlife.ca.gov/Data/CNDDDB/Submitting-Data>) within five working days of the sightings. Copies of such submittals shall also be submitted to the CDFW regional office as specified below.
- 3.2 Photographic Documentation of Work and Project Completion Report. Prior to commencement of work a minimum of four (4) vantage points that offer representative views of the Project site and work areas shall be identified. The Permittee shall photograph the Project area from each of the vantage points, noting the direction and magnification of each photo. Upon completion of work, the Permittee shall photograph post-Project conditions from the vantage points using the same direction and magnification as pre-Project photos. **A Project Completion Report shall be submitted to the Department through EPIMS Status Reports under Project Completion Report with the photos and a reference key describing the location of the photo, the direction of the view, and whether the photo is pre- or post-construction.** The Project Completion

Report shall be submitted through EPIMS within **30 days** of Project completion, or as otherwise approved by CDFW in writing.

CONTACT INFORMATION

Any communication that Permittee or CDFW submits to the other shall be submitted through EPIMS as instructed by CDFW.

To Permittee:

Ms. MARY ROGREN
EPIMS-SMO-47328-R3-HIGHWAY 92 EMERGENCY PIPELINE REPLACEMENT PROJECT
COASTSIDE COUNTY WATER DISTRICT
766 MAIN STREET
HALF MOON BAY, CALIFORNIA 94019
MROGREN@COASTSIDEWATER.ORG

To CDFW:

Department of Fish and Wildlife
Region 3
EPIMS-SMO-47328-R3
HIGHWAY 92 EMERGENCY PIPELINE REPLACEMENT PROJECT
Jason.Teichman@wildlife.ca.gov; R3LSA@wildlife.ca.gov

LIABILITY

Permittee shall be solely liable for any violations of the Agreement, whether committed by Permittee or any person acting on behalf of Permittee, including its officers, employees, representatives, agents or contractors and subcontractors, to complete the project or any activity related to it that the Agreement authorizes.

This Agreement does not constitute CDFW's endorsement of, or require Permittee to proceed with the project. The decision to proceed with the project is Permittee's alone.

SUSPENSION AND REVOCATION

CDFW may suspend or revoke in its entirety the Agreement if it determines that Permittee or any person acting on behalf of Permittee, including its officers, employees, representatives, agents, or contractors and subcontractors, is not in compliance with the Agreement.

Before CDFW suspends or revokes the Agreement, it shall provide Permittee written notice by certified or registered mail that it intends to suspend or revoke. The notice shall state the reason(s) for the proposed suspension or revocation, provide Permittee an opportunity to correct any deficiency before CDFW suspends or revokes the

Agreement, and include instructions to Permittee, if necessary, including but not limited to a directive to immediately cease the specific activity or activities that caused CDFW to issue the notice.

ENFORCEMENT

Nothing in the Agreement precludes CDFW from pursuing an enforcement action against Permittee instead of, or in addition to, suspending or revoking the Agreement.

Nothing in the Agreement limits or otherwise affects CDFW's enforcement authority or that of its enforcement personnel.

OTHER LEGAL OBLIGATIONS

This Agreement does not relieve Permittee or any person acting on behalf of Permittee, including its officers, employees, representatives, agents, or contractors and subcontractors, from complying with, or obtaining any other permits or authorizations that might be required under, other federal, state, or local laws or regulations before beginning the project or an activity related to it. For example, if the project causes "take" of a species listed as threatened or endangered under the Endangered Species Act (ESA), such "take" will be unlawful under the ESA absent a permit or other form of authorization from the U.S. Fish and Wildlife Service or National Marine Fisheries Service.

This Agreement does not relieve Permittee or any person acting on behalf of Permittee, including its officers, employees, representatives, agents, or contractors and subcontractors, from complying with other applicable statutes in the Fish and Game Code including, but not limited to, Fish and Game Code sections 2050 *et seq.* (threatened and endangered species), section 3503 (bird nests and eggs), section 3503.5 (birds of prey), section 5650 (water pollution), section 5652 (refuse disposal into water), section 5901 (fish passage), section 5937 (sufficient water for fish), and section 5948 (obstruction of stream).

Nothing in the Agreement authorizes Permittee or any person acting on behalf of Permittee, including its officers, employees, representatives, agents, or contractors and subcontractors, to trespass.

AMENDMENT

CDFW may amend the Agreement at any time during its term if CDFW determines the amendment is necessary to protect an existing fish or wildlife resource.

Permittee may amend the Agreement at any time during its term, provided the amendment is mutually agreed to in writing by CDFW and Permittee. To request an amendment, Permittee shall use the "Amendments & Extension" form in EPIMS to submit the request. Permittee shall include with the completed form, payment of the

corresponding amendment fee identified in CDFW's current fee schedule (see Cal. Code Regs., tit. 14, § 699.5).

TRANSFER AND ASSIGNMENT

This Agreement may not be transferred or assigned to another entity, and any purported transfer or assignment of the Agreement to another entity shall not be valid or effective, unless the transfer or assignment is requested by Permittee in writing, as specified below, and thereafter CDFW approves the transfer or assignment in writing.

The transfer or assignment of the Agreement to another entity shall constitute a minor amendment, and therefore to request a transfer or assignment, Permittee shall use the "Amendments & Extension" form in EPIMS to submit the request. Permittee shall include with the completed form, payment of the minor amendment fee identified in CDFW's current fee schedule (see Cal. Code Regs., tit. 14, § 699.5).

EXTENSIONS

In accordance with Fish and Game Code section 1605, subdivision (b), Permittee may request one extension of the Agreement, provided the request is made prior to the expiration of the Agreement's term. To request an extension, Permittee shall use the "Amendments & Extension" form in EPIMS to submit the request. Permittee shall include with the completed form, payment of the extension fee identified in CDFW's current fee schedule (see Cal. Code Regs., tit. 14, § 699.5). CDFW shall process the extension request in accordance with Fish and Game Code section 1605, subdivisions (b) through (e).

If Permittee fails to submit a request to extend the Agreement prior to its expiration, Permittee must submit a new notification and notification fee before beginning or continuing the project the Agreement covers (Fish & G. Code § 1605, subd. (f)).

EFFECTIVE DATE

The Agreement becomes effective on the date of CDFW's signature, which shall be: 1) after Permittee's signature; 2) after CDFW complies with all applicable requirements under the California Environmental Quality Act (CEQA); and 3) after payment of the applicable Fish and Game Code section 711.4 filing fee listed at <https://wildlife.ca.gov/Conservation/Environmental-Review/CEQA/fees>.

TERM

This Agreement shall expire on **December 31, 2029**, unless it is terminated or extended before then. All provisions in the Agreement shall remain in force throughout its term. Permittee shall remain responsible for implementing any provisions specified herein to protect fish and wildlife resources after the Agreement expires or is terminated, as Fish and Game Code section 1605, subdivision (a)(2) requires.

EXHIBITS

The documents listed below are included as exhibits to the Agreement and incorporated herein by reference.

- A. Attachment 1. Supplemental Information, Fish and Game Code Section 1602, Notification of Streambed Alteration. Highway 92 Emergency Pipeline Replacement Project. Prepared by Environmental Science Associates for Coastside County Water District, dated February 2024. Submitted with the notification.
- B. Attachment 2. 100% Site Plans, Highway 92 Emergency Pipeline Replacement Project. Prepared by Environmental Science Associates for Coastside County Water District, dated January 2024. Submitted with the notification.
- C. Attachment 3. Hydro-fracture Analysis and Geotechnical Study, Highway 92 Emergency Pipeline Replacement Project, Emergency Phase. Prepared by Geo-Logic Associates for EKI Environment & Water, Inc., dated June 9, 2023. Submitted with the notification.
- D. Attachment 5. Discharge Monitoring Plan, Highway 92 Emergency Pipeline Replacement Project. Prepared by Environmental Science Associates for Coastside County Water District, dated January 2024. Submitted with the notification.
- E. Attachment 6. Biological Resources Memorandum. Highway 92 Emergency Pipeline Replacement Project. Prepared by Environmental Science Associates for Coastside County Water District, dated January 2024. Submitted with the notification.
- F. The Declining Amphibian Task Force Fieldwork Code of Practice. Prepared by the Declining Amphibian Task Force (DAPTF). U.S. Fish & Wildlife Service. Retrieved April 2024, <https://wildlife.ca.gov/Conservation/Survey-Protocols#377281282-amphibians>

AUTHORITY

If the person signing the Agreement (signatory) is doing so as a representative of Permittee, the signatory hereby acknowledges that he or she is doing so on Permittee's behalf and represents and warrants that he or she has the authority to legally bind Permittee to the provisions herein.

AUTHORIZATION

This Agreement authorizes only the project described herein. If Permittee begins or completes a project different from the project the Agreement authorizes, Permittee may be subject to civil or criminal prosecution for failing to notify CDFW in accordance with Fish and Game Code section 1602.

CONCURRENCE

Through the electronic signature by the permittee or permittee's representative as evidenced by the attached concurrence from CDFW's Environmental Permit Information Management System (EPIMS), the permittee accepts and agrees to comply with all provisions contained herein.

The EPIMS concurrence page containing electronic signatures must be attached to this agreement to be valid.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: January 14, 2025

Date: January 10, 2025

Agenda Title: Approval of Professional Services Agreement with EKI Environment and Water, Inc. for Engineering and Project Management Services for the San Vicente Pipeline Project – Phase A

Recommendation/Motion:

Authorize the General Manager to enter into a professional service agreement with EKI Environment and Water, Inc. for engineering and project management services for the San Vicente Pipeline Project – Phase A for a not-to-exceed price of \$82,800.

Background:

The District’s amended Water Rights Permit No. 15882 approved by the State Water Resources Control Board Division of Water Rights in January 2020, extends the period for the District to perfect its water rights on Denniston and San Vicente Creeks until December 31, 2026. In order to divert and use water from San Vicente Creek, the District’s plans include construction of a pipeline extending from the Upper San Vicente Reservoir to the Denniston Water Treatment Plant pump station (“Phase A”). In April, 2022, the Board approved a professional services agreement for the pipeline design of Phase A with Stetson Engineers, Inc. (“Stetson”). The pipeline design is nearly complete.

Given EKI Environment and Water, Inc.’s (“EKI”) familiarity with the District and ongoing work on the District’s hydraulic model, staff is recommending using EKI to confirm the hydraulics of the pipeline design and to manage the bid process and construction management and support for the project.

The scope of the project includes providing the following services (see Exhibit A)

Task 1: Hydraulic Confirmation to verify the pipeline can convey design flows under normal conditions.

Task 2: Preparation of Bid Documents.

Task 3: Bid Support Services.

Task 4: Construction Management and Engineering Services During Construction.

STAFF REPORT

Agenda: January 14, 2025

Subject: EKI Engineering Services - San Vicente Pipeline Project

Page 2

Depending on completion of permitting and the design review, the project could go out to bid in Spring/Summer 2025.

Fiscal Impact: \$82,800.

7 January 2025

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

Subject: Proposal for Engineering and Project Management Services for the San Vicente Pipeline Project – Phase A
Coastside County Water District, Half Moon Bay, California
(EKI B80108.45)

Dear Ms. Rogren:

EKI Environment & Water, Inc. (EKI) is pleased to provide this proposal to Coastside County Water District (District or CCWD) for engineering and project management services for the San Vicente Pipeline Project – Phase A (Project).

PROJECT BACKGROUND AND UNDERSTANDING

The Project will install a new 10-inch pipeline along the existing dirt road to connect Upper San Vicente Reservoir to the Denniston Pump Station. Stetson Engineers Inc. (Stetson) completed a draft plan set dated November 2023, which at the District's request EKI reviewed and provided comments on 19th April 2024. Based on those comments, Stetson completed an updated 90% plan set. The District requested EKI prepare a proposal to assist with project management, preparing the bid documents, and providing engineering and management support during bidding and construction.

PROPOSED SCOPE OF WORK

EKI proposes the following tasks as part of this scope of work. For each task, EKI will also provide project management services, including budget tracking, invoicing, preparation of progress reports, and staff management.

Task 1: Hydraulic Confirmation

EKI will perform hydraulic calculations to confirm the hydraulic design of the pipeline based on Stetson's 90% plan set design to convey the design flows by gravity. Using hydraulic modeling software, EKI will verify the pipeline can convey design flows under normal operating conditions. Based on the results, EKI will recommend pipe sizing or alignment adjustments, if needed. EKI will summarize the findings of the hydraulic modeling in a brief memorandum.

Deliverables:

- PDF copy of the hydraulic modeling memorandum.

Task 2: Preparation of Bid Documents

Under this task, EKI will compile the engineering plans and any necessary technical specifications prepared by Stetson with the District's standard technical specifications and front end documents prepared by EKI to develop the Project's bid package. EKI will review the updated 90% plan set and coordinate with Stetson to incorporate any necessary changes to the technical design. The bid package will include an index and certification page that delineates the engineer of record for each part of the design. EKI will prepare two design submittals corresponding to Draft Final and Final Bid Set Submittals. Each submittal will be a complete set of contract documents with the Final Bid Set Submittal signed and stamped contract documents ready for public bidding. EKI will facilitate and participate in one (1) design review workshop after the submittal of the Draft Final Bid Set.

Deliverables:

- Draft Final Bid Set Submittal:
 - PDF file of the 100% plans developed by Stetson;
 - PDF file of the 100% specifications developed by both EKI and Stetson and compiled by EKI; and
 - PDF file of the Opinion of Probable Cost (OPC).
- Final Bid Set Submittal:
 - PDF file and three (3) 22" x 34" hard copies of the signed and stamped final plans developed by Stetson;
 - PDF file and three (3) hard copies of the signed and stamped final specifications; and
 - An editable Word file of the Notice to Bidders.
- Draft Final Bid Set Review Meeting minutes and comments logs within five (5) business days of the meeting.

EKI Assumptions:

- Design documents will be based on the District standard front end, technical specifications, and details, with EKI and Stetson preparing additional technical specifications, as necessary.
- Stetson will develop the 100% and Final plan set and will be the engineer of record for the Project.
- Full-sized plan sheets will be 22" x 34".
- The District will review and provide comments on the Draft Final Bid Set Submittal.
- EKI's scope includes communication and coordination with Stetson.
- Any coordination with property owners or agencies, including permitting, will be performed by the District.

Task 3: Bid Support Services

During the bidding period, EKI will provide bid support services, including the following:

- Coordinate with Barker Blue to host the bid documents;
- Facilitate and participate in a pre-bid meeting;
- Review questions from prospective bidders and provide responses or request responses from Stetson for technical design questions;
- Prepare up to two (2) addenda, including managing and compiling any necessary technical changes by Stetson; and
- Review and evaluate bids to determine if bids are responsive and responsible.

EKI will manage the preparation of a conformed set of the contract documents that incorporates any changes included in the addenda. If addenda change the plan set, EKI will coordinate with Stetson to provide a conformed plan set.

Deliverables:

- Pre-bid meeting agenda and minutes.
- Response to bidders' questions.
- Up to two (2) bid addenda.
- Bid review email and bid tabulation.
- Conformed contract documents.

EKI Assumptions:

- EKI will coordinate with Barker Blue to host the Bid Documents. The District will pay any fees directly to Barker Blue.
- Responses to bidder's questions will be transmitted electronically.
- Addenda will be posted on Barker Blue and transmitted electronically.
- No more than two (2) bid addenda will be required.
- As the Engineer of Record, Stetson will promptly answer questions from prospective bidders regarding the technical design, prepare any addenda to the plan set, and prepare the conformed set of the plan set.

Task 4: Construction Management and Engineering Services During Construction

As part of construction management, EKI will serve as the main point of contact for the project and facilitate exchange of information between the Contractor, District, Engineer, and Inspector. In addition to providing project coordination and management, EKI's efforts will consist of the following:

- Facilitate and attend one (1) preconstruction meeting;

- Negotiate, track, and prepare contract change orders;
- Review progress payment;
- Facilitate and participate in progress meetings; and
- Manage the Project closeout.

During construction, EKI will provide limited engineering services. These services will focus on managing the following:

- Review of contractor submittals and resubmittals;
- Preparation of responses to requests for information (RFIs);
- Preparation of design clarifications and work change directives; and
- Preparation of record drawings.

EKI will coordinate with Stetson to review submittals, answer RFIs, prepare design clarifications, and prepare work change directives regarding the technical design that EKI cannot answer. EKI will manage Stetson's preparation of the record drawings and compile the record drawings.

Deliverables:

- Preconstruction meeting and progress meeting agendas and minutes.
- PDF file of contract change orders.
- PDF file of submittal review letters.
- PDF file of RFI response letters.
- PDF file of progress payment review letters.
- PDF file of design clarifications and work change directives.
- PDF file and CAD eTransmit of record drawings.

EKI Assumptions:

- EKI will maintain a construction log to track submittals, RFIs, potential change orders, contract change orders, and issues.
- Submittals and RFI communication shall be through email employing PDFs using EKI's standard forms for submittal and RFI review.
- EKI will review up to twelve (12) submittals and four (4) resubmittals at an assumed level of effort of two (2) hours per review.
- Stetson will review submittals, RFIs, design clarifications, and work change directives pertaining to the plan set that EKI cannot answer.
- EKI will review up to two (2) RFIs at a level of effort of three (3) hours per review and the remaining RFIs will be reviewed by Stetson.
- EKI will attend the preconstruction meeting which will be held in person.

- EKI will attend up to four (4) progress meetings.
- EKI will attend periodic site visits during construction (2 assumed).
- EKI will review progress payment requests (4 assumed).
- EKI will prepare contract change orders (2 assumed).
- EKI will prepare design clarifications and work change directives (2 assumed).
- District will provide inspection services and will issue Notice of Award, Notice to Proceed, and review contractor invoices.
- EKI will manage the preparation of record drawings by Stetson based on the “red line” drawings provided by the Contractor.

PROJECT SCHEDULE

EKI anticipates that the Draft Final Bid Set will be completed within four (4) weeks of notice to proceed and the Final Bid Set will be completed within two (2) weeks of receipt of comments from the District. This schedule is reliant on Stetson’s completion of the 100% Design and Final Design plan set documents in the same time frame mentioned above.

COMPENSATION FOR CONSULTING SERVICES

We propose that compensation for consulting services by EKI be on a time and expense reimbursement basis in accordance with our attached current Schedule of Charges, dated 1 January 2025. Based on the proposed Scope of Work described above, we propose a not-to-exceed budget of \$82,200 for the completion of Tasks 1 through 4 as shown by task in Table 1, below, and detailed in Table 2, attached.

Table 1. Proposed Cost by Tasks

Task	Description	Task Total
1	Hydraulic Confirmation	\$10,400
2	Design Services	\$24,700
3	Bid Support Services	\$8,200
4	Engineering Services During Construction	\$38,900
Total Estimated Budget		\$82,200

TERMS AND CONDITIONS

Other than the scope of work, budget, and schedule herein, the work will be performed in accordance with our current Agreement.

Mary Rogren
Coastside County Water District
7 January 2025
Page 6 of 6



Thank you for the opportunity to work with the District on this project. Please contact Jonathan Sutter at 650-292-9100 with any questions.

Very truly yours,

EKI ENVIRONMENT & WATER, INC.

A handwritten signature in blue ink that reads 'Jonathan Sutter'.

Jonathan Sutter, P.E.
Principal Engineer

cc: Darin Sturdivan, CCWD

Attachments

Table 2 – Budget Estimate for Proposed Scope of Work
EKI Schedule of Charges, dated 1 January 2025

Table 2. Estimated Fee - San Vicente Pipeline Project - Phase A
 Coastside County Water District, Half Moon Bay, California
 (EKI B80108.45)

TASKS				LABOR COST (\$)	DIRECT COSTS				MARKUP ON DIRECT COSTS 10%	TOTAL DIRECT COSTS	TOTAL	
	G4 Engineer \$193	Jordan Gans, E.I.T. \$234	Jonathan Sutter, P.E. \$343		UNIT	QUANTITY	UNIT COST	TOTAL COST			TASK BUDGET TOTALS (\$)	ROUNDED BUDGET TOTALS (\$)
Task 1 - Hydraulic Confirmation												
Project Management			2	\$686							\$686	
Hydraulic Modeling		20	4	\$6,052							\$6,052	
Hydraulic Results Memorandum		8	4	\$3,244							\$3,244	
Communications Fee (EKI Labor Only)					4%	\$9,982			\$399		\$399	
Task 1 Subtotal		28	10	\$9,982					\$399		\$10,381	
Task 2 - Design Services												
Project Management			8	\$2,744							\$2,744	
Review 90% Design Plans and Coordinate Revisions with Stetson		8	4	\$3,244							\$3,244	
Develop Draft Final Specifications and Compile Draft Final Bid Documents	24	8	4	\$7,876							\$7,876	
Prepare, Conduct, and Document Draft Final Design Review		4	2	\$1,622							\$1,622	
QA/QC Draft Final Design Submittal		2	4	\$1,840							\$1,840	
Develop Final Design Submittal	16	6	2	\$5,178	LS	1	\$500	\$500	\$50	\$550	\$5,728	
QA/QC Final Design Submittal			2	\$686							\$686	
Communications Fee (EKI Labor Only)					4%	\$23,190			\$928		\$928	
Task 2 Subtotal	40	28	26	\$23,190					\$50	\$1,478	\$24,668	
Task 3 - Bid Support												
Pre-Bid Meeting	4	3	2	\$2,160							\$2,160	
Bid Support (Prepare addendum, respond to questions, and review bids)	12	6	2	\$4,406							\$4,406	
Prepare Conformed Contract Documents		2	1	\$811	LS	1	\$500	\$500	\$50	\$550	\$1,361	
Communications Fee (EKI Labor Only)					4%	\$7,377			\$295		\$295	
Task 3 Subtotal	16	11	5	\$7,377					\$50	\$845	\$8,222	
Task 4 - Construction Management and Engineering Services During Construction												
Project Coordination and Management		24	12	\$9,732							\$9,732	
Attend Pre-Construction Meeting	4	3	2	\$2,160							\$2,160	
Review and Execute Contract Change Orders	6	2	2	\$2,312							\$2,312	
Manage and Review Construction Submittals (12 submittals and 4 resubmittals by EKI)	28	8	6	\$9,334							\$9,334	
Manage and Respond to Requests for Information, RFIs (2 RFIs)	4		2	\$1,458							\$1,458	
Manage and Prepare Design Clarifications and Work Change Directives		4	6	\$2,994							\$2,994	
Progress Meetings (4 meetings)	8	6	4	\$4,320							\$4,320	
Attend Construction Site Visits (2 site visits)		6	6	\$3,462							\$3,462	
Manage Preparation of Record Drawings		4	2	\$1,622							\$1,622	
Communications Fee (EKI Labor Only)					4%	\$37,394			\$1,496		\$1,496	
Task 5 Subtotal	50	57	42	\$37,394							\$38,890	
TOTALS:	106	124	83	\$77,943				\$1,000	\$100	\$4,218	\$82,161	
											\$82,200	

Proposal/Agreement Date: **7 January 2025**

EKI Proposal/Project # **B80108.45**

SCHEDULE OF CHARGES FOR EKI ENVIRONMENT & WATER, INC.

1 January 2025

<u>Personnel Classification</u>	<u>Hourly Rate</u>
Officer and Chief Engineer-Scientist	355
Principal Engineer-Scientist	343
Supervising I, Engineer-Scientist	333
Supervising II, Engineer-Scientist	319
Senior I, Engineer-Scientist	306
Senior II, Engineer-Scientist	295
Associate I, Engineer-Scientist	283
Associate II, Engineer-Scientist	267
Engineer-Scientist, Grade 1	248
Engineer-Scientist, Grade 2	234
Engineer-Scientist, Grade 3	215
Engineer-Scientist, Grade 4	193
Engineer-Scientist, Grade 5	170
Engineer-Scientist, Grade 6	148
Project Assistant	139
Technician	133
Senior GIS / Database Analyst	175
CADD Operator / GIS Analyst	152
Senior Administrative Assistant	167
Administrative Assistant	132
Secretary	111

Direct Expenses

Reimbursement for direct expenses, as listed below, incurred in connection with the work will be at cost plus fifteen percent (15%) for items such as:

- a. Maps, photographs, reproductions, printing, equipment rental, and special supplies related to the work.
- b. Consultants, soils engineers, surveyors, drillers, laboratories, and contractors.
- c. Rented vehicles, local public transportation and taxis, travel, and subsistence.
- d. Special fees, insurance, permits, and licenses applicable to the work.
- e. Outside computer processing, computation, and proprietary programs purchased for the work.

A Communication charge for e-mail access, web conferencing, cellphone calls, messaging and data access, file sharing, local and long distance telephone calls and conferences, facsimile transmittals, standard delivery U.S. postage, and incidental in-house copying will be charged at a rate of 4% of labor charges. Large volume copying of project documents, e.g., bound reports for distribution or project-specific reference files, will be charged as a project expense as described above.

Reimbursement for company-owned automobiles, except trucks and four-wheel drive vehicles, used in connection with the work will be at the rate of sixty cents (\$0.60) per mile. The rate for company-owned trucks and four-wheel drive vehicles will be seventy-five cents (\$0.75) per mile. There will be an additional charge of thirty dollars (\$30.00) per day for vehicles used for field work. Reimbursement for use of personal vehicles will be at the federally allowed rate plus fifteen percent (15%).

CADD and other specialized software computer time will be charged at twenty dollars (\$20.00) per hour. In-house material and equipment charges will be in accordance with the current rate schedule or special quotation. Excise taxes, if any, will be added as a direct expense.

Rate for professional staff for legal proceedings or as expert witnesses will be at a rate of one and one-half times the Hourly Rates specified above.

The foregoing Schedule of Charges is incorporated into the Agreement for the Services of EKI Environment & Water, Inc. and may be updated annually.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Jeffrey Schneider
Assistant General Manager – Finance & Administration

Agenda: January 14, 2025

Report Date: January 10, 2025

Agenda Title: Quarterly Financial Review

Recommendation / Motion:

Information Only.

Background:

The attached Period Budget Analysis summarizes year-to-date revenue and expenses for the first six months of Fiscal Year 2024-2025.

Highlights include:

- Year-to-date water revenue is \$7,240,000, which is (\$171,000), or 2%, below budget but 10% above prior year;; actual water sales volumes of 287 million gallons (MG), are 1% above budget and 8% above the prior year;
- Year-to-date non-operating revenue is \$1,470,000, which is \$256,000, or 21% above budget, and includes the following positive variances:
 - \$110,000 in Property Tax and Excess ERAF refunds;
 - \$104,000 of interest income due to higher-than-expected interest rates on our balances with LAIF and Tri-Counties Bank;
 - \$42,000 of other income.

Total Revenues of \$8,710,000 are thus \$85,000, or 1% above budget and 10% above prior year.

- Year-to-date Operating and Maintenance expenses of \$6,025,000 are \$111,000 or 2%, below budget.

Of note:

- \$93,000 of savings in PG&E expenses;
- \$60,000 of savings in general maintenance expense;

- \$49,000 of savings in SFPUC water purchases vs budget;
- \$30,000 of savings in election fees – no actual expenses related to this year’s process;
- \$88,000 of Legal expenses above budget due to labor and employment, environmental, and administrative-related activities;
- \$42,000 of Engineering expenses above budget due to design work on Denniston intake structure and hydraulic modeling;

The net impact of the favorability in total revenue and O&M expenses is a positive year-to-date variance of \$196,000.

Cash Reserves:

The current cash balance as of December 31, 2024 is \$12,446,000.

Capital Improvement Program (CIP):

The District spent \$1,532,000 on CIP during the first half of the fiscal year.

Key projects included:

- Nunes Water Treatment Plant Paving (\$340,000)
- Highway 92 Potable Water Pipeline Emergency Restoration (\$258,000)
- Carter Hill Tank Improvement (\$236,000)
- Nunes Water Treatment Plant Roof Replacement (\$166,000)
- Denniston Contact Clarifier Hatch Replacements (\$164,000)
- San Vicente/Denniston Water Supply Development (\$139,000)
- CSP Earthquake Expansion Joints (\$69,000)
- Pilarcitos Wellfield Replacement (\$65,000)
- Pilarcitos Canyon Culvert Replacement (\$25,000)
- CSP Fire Sprinklers (\$24,000)

COASTSIDE COUNTY WATER DISTRICT - PERIOD BUDGET ANALYSIS
For Six Months Ending December 31, 2024

ACCOUNT	DESCRIPTION	YTD BUDGET	YTD ACTUAL	Variance Favorable (Unfavorable)	% Variance	Comments
OPERATING REVENUE						
1-0-4120-00	Water Revenue -All Areas	7,411,000.00	7,239,706.40	(171,293.60)	-2.31%	YTD water sales volumes are 1% above budget and 8% above prior year.
TOTAL OPERATING REVENUE		7,411,000.00	7,239,706.40	(171,293.60)	-2.31%	
NON-OPERATING REVENUE						
1-0-4170-00	Water Taken From Hydrants	30,500.00	47,930.61	17,430.61	57.15%	
1-0-4180-00	Late Notice -10% Penalty	50,000.00	55,729.66	5,729.66	11.46%	
1-0-4230-00	Service Connections	7,500.00	3,558.41	(3,941.59)	-52.55%	
1-0-4920-00	Interest Earned	180,000.00	284,307.81	104,307.81	57.95%	Higher than expected interest rates on LAIF and Tri Counties balances
1-0-4930-00	Tax Apportionments/Cnty Checks	551,000.00	611,089.08	60,089.08	10.91%	
1-0-4950-00	Miscellaneous Income	2,400.00	11,391.15	8,991.15	374.63%	
1-0-4955-00	Cell Site Lease Income	101,400.00	115,331.68	13,931.68	13.74%	
1-0-4965-00	ERAF REFUND -County Taxes	291,000.00	340,700.20	49,700.20	17.08%	
TOTAL NON-OPERATING REVENUE		1,213,800.00	1,470,038.60	256,238.60	21.11%	
TOTAL REVENUES		8,624,800.00	8,709,745.00	84,945.00	0.98%	
OPERATING EXPENSES						
1-1-5130-00	Water Purchased	1,674,386.00	1,625,335.25	49,050.75	2.93%	Use of SFPUC sources is 4% below budget and 30% above prior year
1-1-5230-00	Pump Exp, Nunes T P	30,000.00	31,876.20	(1,876.20)	-6.25%	
1-1-5231-00	Pump Exp, CSP Pump Station	300,000.00	232,667.44	67,332.56	22.44%	PG&E expenses have not reached budgeted levels for Crystal Springs Pump Station.
1-1-5232-00	Pump Exp, Trans. & Dist.	15,000.00	15,524.85	(524.85)	-3.50%	
1-1-5233-00	Pump Exp, Pilarcitos Canyon	30,650.00	31,490.59	(840.59)	-2.74%	
1-1-5234-00	Pump Exp. Denniston	70,000.00	41,345.99	28,654.01	40.93%	PG&E expenses have not reached budgeted levels for Denniston Pump Station.
1-1-5242-00	CSP Pump Station Operations	6,800.00	4,609.53	2,190.47	32.21%	
1-1-5243-00	CSP Pump Station Maintenance	21,000.00	15,232.96	5,767.04	27.46%	
1-1-5246-00	Nunes T P Operations	53,000.00	32,785.39	20,214.61	38.14%	
1-1-5247-00	Nunes T P Maintenance	66,000.00	77,031.40	(11,031.40)	-16.71%	
1-1-5248-00	Denniston T.P. Operations	37,000.00	34,691.06	2,308.94	6.24%	
1-1-5249-00	Denniston T.P. Maintenance	82,000.00	93,937.88	(11,937.88)	-14.56%	
1-1-5250-00	Laboratory Services	41,000.00	56,093.71	(15,093.71)	-36.81%	Reflects timing of sampling and special sampling (lead & copper 3 year cycle)
1-1-5260-00	Maintenance -General	210,000.00	149,922.29	60,077.71	28.61%	Includes \$27k spend to close lower filter at Crystal Springs; else, lower than planned spend as for other non-CIP related maintenance activities
1-1-5261-00	Maintenance -Well Fields	34,000.00	96,564.98	(62,564.98)	-184.01%	Includes \$91k for the clean-up and rehab of pilarcitos wells.
1-1-5263-00	Uniforms	8,700.00	14,728.75	(6,028.75)	-69.30%	
1-1-5318-00	Studies/Surveys/Consulting	55,000.00	47,975.05	7,024.95	12.77%	
1-1-5321-00	Water Resources	9,800.00	2,164.42	7,635.58	77.91%	
1-1-5322-00	Community Outreach	44,000.00	26,627.66	17,372.34	39.48%	
1-1-5381-00	Legal	58,200.00	145,843.94	(87,643.94)	-150.59%	Includes labor/employment; environmental, administrative fees
1-1-5382-00	Engineering	45,000.00	86,876.62	(41,876.62)	-93.06%	Includes \$22k design work on Denniston intake; hydraulic modeling; peer review of projects
1-1-5383-00	Financial Services	19,000.00	14,617.00	4,383.00	23.07%	

ACCOUNT	DESCRIPTION	YTD BUDGET	YTD ACTUAL	Variance Favorable (Unfavorable)	% Variance	Comments
1-1-5384-00	Computer Services	189,000.00	188,105.36	894.64	0.47%	
1-1-5410-00	Salaries/Wages-Administration	735,217.00	688,432.36	46,784.64	6.36%	
1-1-5411-00	Salaries & Wages -Field	1,054,792.00	1,094,795.08	(40,003.08)	-3.79%	
1-1-5420-00	Payroll Tax Expense	128,180.00	110,869.67	17,310.33	13.50%	
1-1-5435-00	Employee Medical Insurance	242,250.00	241,445.37	804.63	0.33%	
1-1-5436-00	Retiree Medical Insurance	29,040.00	31,396.34	(2,356.34)	-8.11%	
1-1-5440-00	Employees Retirement Plan	353,910.00	326,174.31	27,735.69	7.84%	
1-1-5445-00	Supplemental Retirement 401a	0.00	0.00	0.00	0.00%	
1-1-5510-00	Motor Vehicle Expense	46,200.00	29,364.54	16,835.46	36.44%	
1-1-5620-00	Office Supplies & Expense	208,000.00	185,556.20	22,443.80	10.79%	
1-1-5625-00	Meetings / Training / Seminars	25,900.00	22,159.35	3,740.65	14.44%	
1-1-5630-00	Insurance	97,200.00	134,141.06	(36,941.06)	-38.01%	JPIA's adjustment to Experience Modification Factor exceeded budgeted assumption
1-1-5687-00	Membership, Dues, Subscript.	62,498.00	54,672.76	7,825.24	12.52%	
1-1-5688-00	Election Expenses	30,000.00	0.00	30,000.00	100.00%	No expenses realized - candidates were not included in the ballot
1-1-5689-00	Labor Relations	3,000.00	0.00	3,000.00	100.00%	
1-1-5700-00	San Mateo County Fees	16,500.00	12,994.02	3,505.98	21.25%	
1-1-5705-00	State Fees	4,500.00	27,268.39	(22,768.39)	-505.96%	Timing - State Water Resources Control Board - Jul24-Dec24 \$22k expensed in Dec - rest will be amortized monthly (budget assumed entire amount in January)
TOTAL OPERATING EXPENSES		6,136,723.00	6,025,317.77	111,405.23	1.82%	
CAPITAL ACCOUNTS						
1-1-5715-00	Debt Srvc/CIEDB 11-099 (I-BANK)	278,127.00	278,126.96	0.04	0.00%	
1-1-5716-00	Debt Srvc/CIEDB 2016 (I-BANK)	242,657.00	242,657.22	(0.22)	0.00%	
1-1-5717-00	Chase Bank - 2018 Loan	388,521.00	388,520.67	0.33	0.00%	
1-1-5718-00	First Foundation Bank - 2022	348,541.00	348,540.88	0.12	0.00%	
TOTAL CAPITAL ACCOUNTS		1,257,846.00	1,257,845.73	0.27	0.00%	
TOTAL EXPENSES		7,394,569.00	7,283,163.50	111,405.50	1.51%	
CONTRIBUTION TO CIP/RESERVES		1,230,231.00	1,426,581.50	196,350.50		

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: January 14, 2025

Report Date: January 10, 2025

Agenda Title: Review of District Board Committees. Consider and Approve Appointments of Board Members to the Coastside County Water District Board Committees, and Appointment of District Representatives to External Organizations and Associations. Consider and Approve Establishment of New Advisory Committee(s) and External Organization Representation

Recommendation/Motion:

Review District Board Committees. Discuss and approve appointments of Board Members to the District Standing and Advisory Committees and approve appointments of district representatives to external organizations and associations. Discuss and approve establishment of new Advisory committee(s) and external organization representative(s).

Background:

The purpose of the District's Committees is to assist the Board with issues and decisions and provide recommendations pertaining to a variety of areas, including Finance, Human Resources, and District Facilities. Each of the committees is comprised of two Board members with interest in the specific subject matter.

Each of the Committees has a particular charge or set of tasks to address. Standing Committees do their assigned work on a continuing basis. Committees meet as needed rather than on an established regular schedule. The District notices and conducts all Standing Committee meetings in accordance with Brown Act public meeting requirements.

The Board President and the Board may also form temporary Advisory Committees focused on a specific task or objective. An Advisory Committee dissolves after the completion of the task or achievement of the objectives.

The paragraphs below provide additional detail on the District's Committees.

Coastside County Water District Standing Committees:**Finance Committee**

The Finance Committee is responsible for reviewing and providing recommendations regarding the annual Operations and Maintenance and Capital Improvement Program budgets, and annual financial audits, as well as financial performance oversight. This Committee is also responsible for the Association of California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA) related matters.

Human Resources (Personnel & Recruitment) Committee

The development and review of the General Manager's Performance Plan is the responsibility of this Committee and includes meeting to discuss the mid-term and the annual performance evaluations, as well as preparation of the evaluation report to be approved by the Board. This Committee also reviews changes to staff position descriptions, revisions and additions to the District's personnel manual, and recruitment for vacant staff positions when appropriate.

District Facilities Committee

This Committee oversees the development and implementation of the annual Capital Improvement Program. The Committee also reviews the Capital Improvement Program budget and schedule and presents recommendations to the Finance Committee. This Committee is also involved in the Denniston Restoration Project.

Coastside County Water District Advisory Committees:**Water Reuse Committee**

This Committee meets with representatives from the Sewer Authority Mid-Coastside (SAM) and its member agencies to discuss potential recycled water opportunities for the Coastside.

Coastside County Water District External Organization Representatives

In addition to the District's Standing and Advisory Committees, Board members may also serve as representatives to several external organizations, including the following:

Association of California Water Agencies (ACWA)

ACWA is the largest statewide coalition of public water agencies in the country. It is a leader on California water issues and a respected voice for its members in both Sacramento and Washington, D.C. ACWA's 450 public agency members are responsible for 90% of the water delivered to communities, farms, and businesses in California. ACWA plays an active role in managing the states' water resources and promoting

investments in water use efficiency, water recycling, ground management and desalination. ACWA's membership is organized into ten geographic regions. The regions provide a structure in which members can discuss issues of mutual concern, and based on that interaction, provide representative input to the ACWA Board. The District's ACWA representative typically attends the annual Spring and Fall Conferences and is eligible to vote as the District's voting designee in ACWA elections. A District Board Member may also serve as an ACWA Region 5 Director. Director Muller was elected in September 2023 to server as the ACWA Region 5 Director for the 2024-2025 term.

Association of California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA) - ACWA/JPIA provides liability coverages tailored to the unique needs of California Water Agencies. The District obtains its property, liability, and worker's compensation coverage from the JPIA. As a member of the JPIA, the District names one of its directors and at least one alternate to sit on the ACWA/JPIA Board of Directors. The designated representative is able to vote at conferences. If the designated Director cannot attend a conference, then the alternate Director is allowed to vote in his/her absence. The designated Board member's term coincides with their term on the CCWD Board.

California Special District Association (CSDA)

CSDA was formed in 1969 to provide active representation at the State Capitol for its nearly 900 members, made up of independent special districts, including irrigation, water, parks and recreation, cemetery, fire, police protection, library, utility, harbor, healthcare and community service districts. CSDA pursues statewide policy legislation of benefit to special districts and provides advocacy, training, information, and financial services to help strengthen and increase the efficiency of special district operations. The agency is governed by a 19-member Board of Directors representing 6 regions throughout California. The District designates a CSDA representative to receive information and updates from CSDA.

Bay Area Water Supply & Conservation Agency (BAWSCA)

BAWSCA was created on May 27, 2003 to represent the interests of the cities and water districts, and two private utilities located in Alameda, Santa Clara and San Mateo Counties that purchase water on a wholesale basis from the San Francisco Regional Water System. BAWSCA's goals are to ensure a reliable supply of high-quality water at a fair price. The agency is governed by a 27-member Board of Directors comprised of representatives from all BAWSCA agencies. The District's BAWSCA representative must be appointed by Coastside County Water District Board action. The CCWD Board appointed Director Mickelsen in June of 2013, in 2017 and again in 2021 to serve as the BAWSCA representative for the current term through June 30, 2025.

Local Agency Formation Commission (LAFCo)

LAFCo is a state-mandated, independent agency with countywide jurisdiction over changes in organization and boundaries of cities and special districts, including annexations, detachments, incorporations and formations. The District annually designates a Board member and an alternate to represent the District for the purposes of participation in the LAFCo election of officers.

American Water Works Association (AWWA)

The American Water Works Association is an international, nonprofit, scientific and educational society dedicated to providing total water solutions assuring the effective management of water. Founded in 1881, membership includes 4,300 utilities that supply 80% of the nation's drinking water. In addition to participating at a national level, the District actively participates in the Cal-Nevada section of the AWWA.

COASTSIDE COUNTY WATER DISTRICT BOARD COMMITTEES

January 10, 2024

Standing Committees

Directors

Finance Committee

Coverdell, Feldman

Human Resources Committee

Feldman, Muller

District Facilities Committee

Mickelsen, Reynolds

Advisory Committees

Directors

Water Reuse Committee

Coverdell, Muller

External Organizations

Directors

Association of California Water Agencies (ACWA)

Feldman

Association of California Water Agencies
Joint Powers Insurance Authority (ACWA/JPIA)

Feldman

California Special District Association (CSDA)

Muller

Bay Area Water Supply & Conservation Agency
(BAWSCA) - 4 year term - June 2021 to June 30, 2025

Mickelsen

Local Agency Formation Commission (LAFCo)

Board President *

American Water Works Association (AWWA)

Reynolds

** All other Directors are designated as alternates for
the purpose of participation in LAFCo's election of officers*

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: January 14, 2025

Report Date: January 10, 2025

Agenda Title: Appointment of CCWD Board Member Representative Alternate(s) to Participate in San Mateo Local Agency Formation Commission (LAFCo) Election of Officers

Recommendation/Motion:

Appoint CCWD Board Member Representative alternate(s) to participate in San Mateo Local Agency Formation Commission (LAFCo) election of officers.

Background:

The Local Agency Formation Commission (LAFCo) is a state mandated, independent agency with countywide jurisdiction over changes in organization and boundaries of cities and special districts, including annexations, detachments, incorporations, and formations. The Commission is comprised of two county supervisor members appointed by the Board of Supervisors, two city council members appointed by the City Selection Committee, two special district members selected by the Special Districts Selection Committee (comprised of the presiding officers of the independent special districts) and one public member appointed by the six members of the Commission.

Pursuant to Government Code Section 56332, the Independent Special District Selection Committee shall consist of the Presiding Officer/President of the legislative body of each of the independent special districts. The legislative body of the district may appoint one of its board members to attend and vote in the presiding officer's place if the presiding officer will not be present at the meeting. (Government Code Section 56332(b)). Since only the District's Board President or a Board appointed alternate member may vote in LAFCo's election of officers, LAFCo recommends that standing voting representatives and alternates be referenced by name, in case a special district selection committee is called due to a vacancy and the District's presiding officer is not able to attend the meeting.

Past practice of the District has been to revisit this particular item on an agenda of each new year and appoint the alternate representatives in succession by naming the Vice-President, followed by Board members in order of seniority. Staff notifies LAFCo of the appointments by forwarding a copy of the approved minutes.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren

Agenda: January 14, 2025

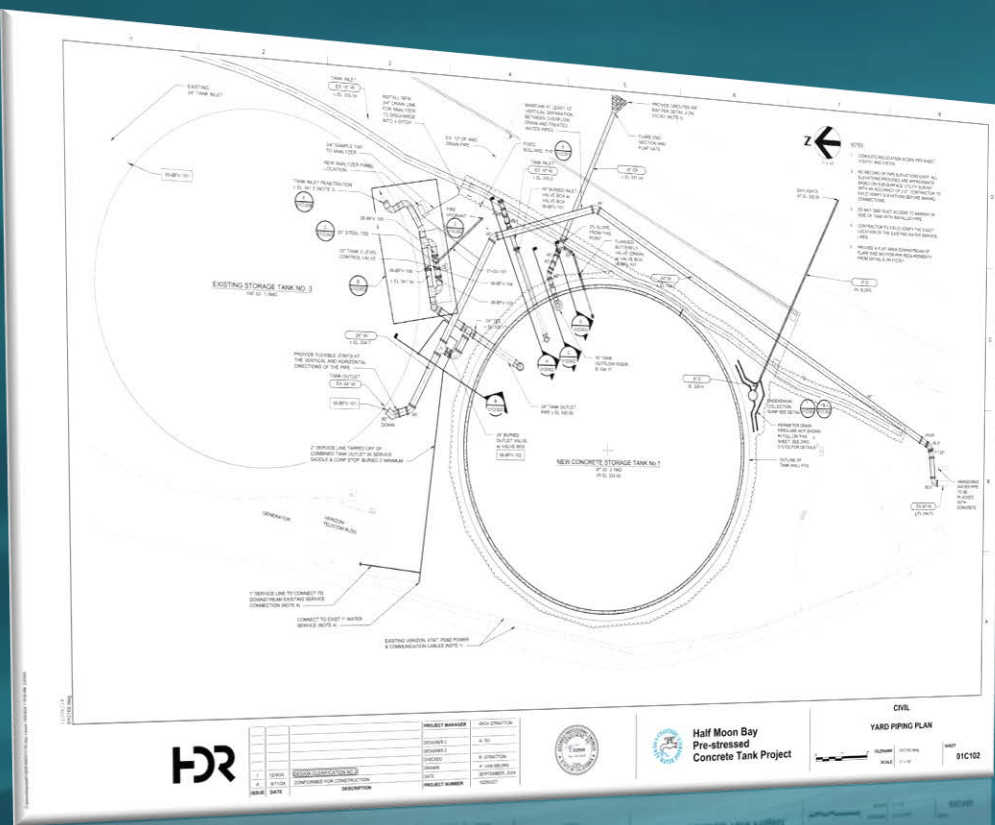
Report Date: January 10, 2025

Agenda Title: Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project - Update #3

Informational Item

At the July 9, 2024 Regular Board of Directors Meeting, the Board authorized an award of contract to DN Tanks, LLC. ("DN Tanks") for the construction of the Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project. The District issued a "limited notice to proceed" on September 13, 2024. The limited notice to proceed was issued to allow DN Tank to commence preparation of submittals and conduct early preparation work. The District expects to issue the full "notice to proceed" in January 2025. The contract duration is 480 days with estimated completion in Spring 2026.

Freyer and Laureta, Inc., the Construction Management firm on this project has put together a brief summary of progress to date. See Attachment A.



Coastsides Water District Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project January 14, 2025 Board Meeting

Contract Data as of Board Meeting Date

Contract Time (Calendar Days)		Contract Value	
Base Contract Duration	480	Base Contract	\$10,968,951.00
<i>Approved Change Order Days Added</i>	0	Approved Change Order Added	-
<i>Approved Change Order Days Subtracted</i>	0	Approved Change Order %	-
Total Contract Duration	480	Total Contract Approved	\$10,968,951.00
Elapsed (Start Date TBD)	-	Billed to Date ¹	\$24,895.00
Remaining Days	480	Remaining Value	\$10,944,056.00

¹Billed to date value is the contract work complete including the 10% retention that will be paid to Contractor upon project completion.

Construction Progress Update #3

Progress to Date:

- Processing of Contractor Submittals, Requests for Information (RFIs) and Scheduling.
- The Team reviewed design clarification #2 prepared by HDR.
- Order placed for long-lead time items on critical path.

Construction Progress Update #3

Three-Week Look Ahead Schedule:

Major items of work anticipated over next 3-4 weeks are as follows:

- CCWD to Issue Full Notice-to-Proceed on January 21st, 2025.
- Installation of SWPPP measures.
- DN Tanks to pothole the job site.
- Mobilization and placement of DN Tanks Office Trailer
- Installation of temporary pipe.

Overall Project Schedule:

- Anticipated completion in Spring 2026.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: January 14, 2025

Report Date: January 10, 2025

Agenda Title: General Manager's Report

Information Only:

District's Upcoming Financing Schedule

On December 12, 2024, staff with the District's Financial Advisor, Brant Smith, presented to analysts from the S&P Global Ratings group (a division of Standard & Poor's Financial Services LLC) in order to obtain a financial rating in anticipation of the District's upcoming financing. The District received a rating of "AA-".

Attached is the calendar for the financing of \$8M for the District's DN Tank project. Since the S&P presentation, staff has participated in a due diligence call, the finalization of the District's "POS" (Preliminary Official Statement), a market rate update call, and other discussions in anticipation of the public offering scheduled to occur Thursday, January 16, 2025.

WaterSmart 2024 Results

During 2024, District staff alerted 521 customers of possible leaks. 40% of the District's customers are registered in the WaterSmart application.



Coastside County Water District

2025 Tax-Exempt COP Financing - CALENDAR/TIMELINE

December 2024						
S	M	T	W	Th	F	Sa
29	30	31				

January 2025						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Holiday / Early Close
 Board Meeting

DECEMBER	Time	Purpose	Info/Description
December 30	9:00 am PT	Due diligence call	60 min Teams call

JANUARY	Time	Purpose	Info/Description
January 6		Print & Distribute POS	
January 10	1:30 pm PT	Market/Interest rate update call	30 min Zoom call
January 15	1:30 pm PT	Pre-pricing Call	30 min Zoom call
January 16	7:00 am PT	Bond Sale/Pricing	90 min order period - district available to sign certificate
Week of 20th		Transaction documents signed	wet signatures for transactional docs - Fed Ex'd to Jones Hall
January 30	TBD am PT	Closing call	5-10 min call

MONTHLY REPORT

To: Mary Rogren, General Manager

From: Darin Sturdivan, Distribution Supervisor
Sean Donovan, Treatment Supervisor
Todd Schmidt, Senior Treatment Operator
Dustin Jahns, Senior Distribution Operator

Agenda: January 14, 2025
Report

Date: January 10, 2025

Monthly Highlights

- Highway 92 Emergency Pipeline Project Bid Opening on December 17
- Euro Style Management mobilized at the Denniston WTP. Denniston contact clarifiers and coagulation tank were prepped and coated. Filters to be coated in early January.
- Completed tree removal/trimming at Carter Hill with Brush Hog Tree Care in anticipation of DN Tank project. Also completed emergency tree removal at Main Street Office damaged in recent storms.
- Replaced (10) large diameter meters.
- Conducted numerous fire flow tests with the fire department.
- Continued works on upgrades to Nunes/Denniston SCADA interfaces with WIMS software.
- Continued progress made on cleaning and painting of Nunes filter gallery piping.

December Sources: Pilarcitos Wells; Pilarcitos Reservoir.

Main leaks: 207 Harvard (tee replacement and hydrant valve); no service leaks.

Projects

- Carter Hill DN Tank Project
 - HDR, Inc. revised design to shift tank location to accommodate PG&E lines. All parties have reviewed and concurred.
 - Full notice-to-proceed will be submitted to DN Tanks on January 21, 2025.
 - Verizon completed relocation of antennas to a new temporary location away from the tank construction site.
 - Ongoing submittal reviews (200+ to date)
- EKI Environment and Water, Inc.
 - Continued work on environmental permitting requirements and design for Pilarcitos culvert/slide repair and Pilarcitos well field potential well replacements. Meeting is scheduled with key state and federal regulatory

STAFF REPORT

Agenda: January 14, 2025

Subject: Operations Report

Page 2

agencies in mid-January 2025 to determine permitting requirements and timeline.

- HDR, Inc.
 - HDR continues work with the District on San Vicente Treatability Study and Corrosion Study

Denniston WTP - Contact clarifiers and coag tank - with new coatings:

