

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**REGULAR MEETING OF THE BOARD OF DIRECTORS**

**Tuesday, February 11, 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](http://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 January 31, 2025:  
Claims: \$ 1,036,221.88; Payroll: \$ 320,863.36 for a total of \$ 1,357,085.24 ([attachment](#))  
*January 2025 Monthly Financial Claims reviewed and approved by Director Muller*
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of January 14, 2025, Special Board of Directors Meeting ([attachment](#))

- D. Approval of Minutes of January 14, 2025, Regular Board of Directors Meeting ([attachment](#))
- E. Installed Water Connection Capacity and Water Meters Report ([attachment](#))
- F. Total CCWD Production Report ([attachment](#))
- G. CCWD Monthly Sales by Category Report - January 2025 ([attachment](#))
- H. Leak/Flushing Report - January 2025 ([attachment](#))
- I. Monthly Rainfall Reports ([attachment](#))
- J. Water Service Connection Transfer Report for January 2025 ([attachment](#))
- K. Notice of Completion - Denniston Water Treatment Plant Contact Clarifier Hatch Replacements (LeFevre Welding Inc.) ([attachment](#))
- L. Request for Board to Provide Authorization to Write Off Bad Debts for Fiscal Year Ended June 30, 2024 ([attachment](#))

**5) MEETINGS ATTENDED / DIRECTOR COMMENTS**

**6) GENERAL BUSINESS**

- A. Summary of District's Capital Financing - Certificates of Participation, Series 2025, Closing ([attachment](#))
- B. Approval of Professional Services Agreement with West Yost Associates for Assistance with Preparation of the District's 2025 Urban Water Management Plan ([attachment](#))
- C. Appointment of Director to the Boards of the Bay Area Water Supply & Conservation Agency (BAWSCA) and the Bay Area Regional Water System Financing Authority (RFA) ([attachment](#))
- D. Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project - Update #4 ([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 JANUARY 2025**

CHECKS			
CHECK DATE	CHECK NO.	VENDOR	AMOUNT
01/08/2025	34614	AMERICAN WATER WORKS	\$ 235.00
01/08/2025	34615	BADGER METER, INC.	\$ 132.00
01/08/2025	34616	BAY AREA WATER SUPPLY &	\$ 1,195.00
01/08/2025	34617	TIMOTHY C BOWSER	\$ 10,711.86
01/08/2025	34618	BRUSH HOG TREE CARE, INC.	\$ 47,500.00
01/08/2025	34619	COUNTY OF SAN MATEO	\$ 305.00
01/08/2025	34620	SEAN DONOVAN	\$ 52.05
01/08/2025	34621	HASSETT HARDWARE	\$ 1,030.99
01/08/2025	34622	MONTEREY BAY ANALYTICAL SERVICES, INC.	\$ 184.00
01/08/2025	34623	PACIFIC GAS & ELECTRIC CO.	\$ 41,042.61
01/08/2025	34624	PACE SUPPLY CORP.	\$ 5,251.72
01/08/2025	34625	SAN MATEO CTY PUBLIC HEALTH LAB	\$ 1,034.00
01/08/2025	34626	SCAPES, INC	\$ 380.00
01/08/2025	34627	RYAN H. STOLL	\$ 176.55
01/09/2025	34629	U.S. BANK GLOBAL CORP TRUST SERVICES	\$ 78,754.88
01/09/2025	34630	U.S. BANK GLOBAL CORP TRUST SERVICES	\$ 57,045.79
01/16/2025	34631	ADP, INC.	\$ 777.25
01/16/2025	34632	BFI OF CALIFORNIA, INC.	\$ 336.96
01/16/2025	34633	COASTSIDE TECHNICAL SERVICES	\$ 400.00
01/16/2025	34634	JAMES COZZOLINO, TRUSTEE	\$ 275.00
01/16/2025	34635	IRON MOUNTAIN	\$ 901.84
01/16/2025	34636	IRVINE CONSULTING SERVICES, INC.	\$ 1,625.63
01/16/2025	34637	MIKE MCDERMOTT	\$ 90.00
01/16/2025	34638	PACIFIC GAS & ELECTRIC CO.	\$ 98.17
01/16/2025	34639	UBEO WEST, LLC	\$ 1,013.91
01/16/2025	34640	REPUBLIC SERVICES	\$ 636.37
01/16/2025	34641	ROGUE WEB WORKS, LLC	\$ 652.65
01/16/2025	34642	LISA SULZINGER	\$ 51.77
01/16/2025	34643	TEAMSTERS LOCAL UNION #856	\$ 1,715.00
01/16/2025	34644	TPX COMMUNICATIONS	\$ 2,073.25
01/16/2025	34645	UNDERGROUND REPUBLIC WATER WORKS, INC.	\$ 1,290.71
01/16/2025	34646	VERIZON WIRELESS	\$ 2,071.70
01/16/2025	34647	VERIZON CONNECT INC.	\$ 676.20
01/16/2025	34648	JUAN CARLOS SALAZAR	\$ 5,520.00
01/23/2025	34649	AMAZON CAPITAL SERVICES, INC.	\$ 584.81
01/23/2025	34650	AMERICAN WATER WORKS	\$ 235.00
01/23/2025	34651	ANDREINI BROS. INC.	\$ 1,086.00
01/23/2025	34652	HEALTH BENEFITS ACWA-JPIA	\$ 42,278.65
01/23/2025	34653	ASSOC. CALIF. WATER AGENCY	\$ 16,295.31
01/23/2025	34654	AT&T MOBILITY	\$ 126.72
01/23/2025	34655	BALANCE HYDROLOGICS, INC	\$ 12,922.27
01/23/2025	34656	BAY AREA WATER SUPPLY &	\$ 11,678.00
01/23/2025	34657	BAY ALARM COMPANY	\$ 289.68
01/23/2025	34658	CALCON SYSTEMS, INC.	\$ 3,880.00
01/23/2025	34659	CALIFORNIA SURVEYING & DRAFTING SUPPLY INC.	\$ 1,468.23
01/23/2025	34660	RECORDER'S OFFICE	\$ 23.00
01/23/2025	34661	DE LAGE LANDEN FINANCIAL SERVICES, INC.	\$ 1,108.98
01/23/2025	34662	GRAINGER, INC.	\$ 1,113.26
01/23/2025	34663	HMB BLDG. & GARDEN INC.	\$ 43.71
01/23/2025	34664	HANSONBRIDGETT. LLP	\$ 15,229.00
01/23/2025	34665	HDR ENGINEERING, INC	\$ 2,661.95
01/23/2025	34666	IRVINE CONSULTING SERVICES, INC.	\$ 4,688.06
01/23/2025	34667	GLENNA LOMBARDI	\$ 172.00

01/23/2025	34668	MISSION UNIFORM SERVICES INC.	\$	77.72
01/23/2025	34669	MONTEREY BAY ANALYTICAL SERVICES, INC.	\$	8,677.45
01/23/2025	34670	OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA, A MEDICAL CORP.	\$	143.00
01/23/2025	34671	PACIFICA COMMUNITY TV	\$	300.00
01/23/2025	34672	PACE SUPPLY CORP.	\$	9,506.47
01/23/2025	34673	PAULO'S AUTO CARE	\$	396.92
01/23/2025	34674	FERGUSON ENTERPRISES, INC.	\$	2,872.14
01/23/2025	34675	SAN FRANCISCO WATER DEPT.	\$	97,726.04
01/23/2025	34676	SCHWAAB STAMPS INC.	\$	160.49
01/23/2025	34677	STANDARD INSURANCE COMPANY	\$	573.29
01/23/2025	34678	LISA SULZINGER	\$	40.00
01/23/2025	34679	TRI COUNTIES BANK	\$	11,333.15
01/23/2025	34680	TYLER TECHNOLOGIES, INC	\$	74.80
01/23/2025	34681	ULINE, INC	\$	388.91
01/23/2025	34682	UNDERGROUND REPUBLIC WATER WORKS, INC.	\$	3,956.65
01/23/2025	34683	UNDERWOOD & ROSENBLUM INC	\$	1,350.00
01/23/2025	34684	UTAP PRINTING CO., INC.	\$	1,180.43
01/23/2025	34685	US BANK NA	\$	389.44
01/29/2025	34686	AMAZON CAPITAL SERVICES, INC.	\$	16.40
01/29/2025	34687	ANDREINI BROS. INC.	\$	166,058.92
01/29/2025	34688	ANDREINI BROS. INC.	\$	315.00
01/29/2025	34689	ANDREINI BROS. INC.	\$	157.50
01/29/2025	34690	BKS LAW FIRM, A PROFESSIONAL CORPORATION	\$	742.50
01/29/2025	34691	BAY ALARM COMPANY	\$	154.83
01/29/2025	34692	BFI OF CALIFORNIA, INC.	\$	884.76
01/29/2025	34693	BIG CREEK LUMBER	\$	2,507.61
01/29/2025	34694	BSK ASSOCIATES	\$	346.00
01/29/2025	34695	CALCON SYSTEMS, INC.	\$	382.82
01/29/2025	34696	COMCAST	\$	220.19
01/29/2025	34697	FREYER & LAURETA, INC.	\$	36,095.95
01/29/2025	34698	GRAINGER, INC.	\$	379.56
01/29/2025	34699	HACH CO., INC.	\$	927.48
01/29/2025	34700	HMB BLDG. & GARDEN INC.	\$	108.28
01/29/2025	34701	HDR ENGINEERING, INC	\$	12,069.37
01/29/2025	34702	JOHNSON CONTROLS US HOLDINGS INC	\$	3,110.60
01/29/2025	34703	MISSION UNIFORM SERVICES INC.	\$	77.72
01/29/2025	34704	MONTEREY BAY ANALYTICAL SERVICES, INC.	\$	1,048.00
01/29/2025	34705	ACI PAYMENTS, INC.	\$	150.00
01/29/2025	34706	PAULO'S AUTO CARE	\$	239.73
01/29/2025	34707	PUMP REPAIR SERVICE CO. INC.	\$	4,807.75
01/29/2025	34708	SIMMS PLUMBING & WATER EQUIP, INC.	\$	400.00
01/29/2025	34709	TEAMSTERS LOCAL UNION #856	\$	1,715.00
01/29/2025	34710	TYLER TECHNOLOGIES, INC	\$	11,601.25
01/29/2025	34711	UNDERGROUND REPUBLIC WATER WORKS, INC.	\$	2,853.27
01/29/2025	34712	HD SUPPLY INC	\$	556.48
01/29/2025	34713	UTAP PRINTING CO., INC.	\$	502.66
01/30/2025	34714	ADAM SORINI	\$	42.11
01/30/2025	34715	TEICHERT CONSTRUCTION	\$	1,120.22
01/30/2025	34716	MEDHA SRIDHAR	\$	20.20
01/31/2025	34717	ANDREINI BROS. INC.	\$	2,050.13
01/31/2025	34718	AT&T	\$	2,024.11
01/31/2025	34719	BADGER METER, INC.	\$	66.00
01/31/2025	34720	CRYSTAL SMR, INC.	\$	3,320.00
01/31/2025	34721	DATAPROSE, LLC	\$	4,385.99
01/31/2025	34722	MICHAEL DE MEO	\$	5,441.88
01/31/2025	34723	EDUCATION & TRAINING SERVICES, LLC	\$	549.00
01/31/2025	34724	EKI INC.	\$	71,676.02
01/31/2025	34725	EMSL ANALYTICAL, INC	\$	525.00

01/31/2025	34726	GRAINGER, INC.	\$	1,227.50
01/31/2025	34727	KELLY HOFFMAN-DAVIS	\$	311.09
01/31/2025	34728	HERC RENTALS, INC.	\$	3,509.59
01/31/2025	34729	PAULO'S AUTO CARE	\$	66.07
01/31/2025	34730	UBEO WEST, LLC	\$	1,013.91
01/31/2025	34731	UGSI CHEMICAL FEED, INC.	\$	3,391.94
01/31/2025	34732	UNDERGROUND REPUBLIC WATER WORKS, INC.	\$	8,415.37
01/31/2025	34733	VERIZON WIRELESS	\$	2,071.59
01/23/2025	DFT0000612	EMPOWER RETIREMENT, LLC	\$	1,225.00
01/23/2025	DFT0000613	PUB. EMP. RETIRE SYSTEM	\$	15,108.76
01/23/2025	DFT0000614	VALIC	\$	5,108.48
01/29/2025	DFT0000615	EMPOWER RETIREMENT, LLC	\$	1,225.00
01/29/2025	DFT0000616	PUB. EMP. RETIRE SYSTEM	\$	20,546.89
01/29/2025	DFT0000617	VALIC	\$	5,108.48
01/31/2025	DFT0000618	EMPOWER RETIREMENT, LLC	\$	1,225.00
01/31/2025	DFT0000619	PUB. EMP. RETIRE SYSTEM	\$	19,232.32
01/31/2025	DFT0000620	CALPERS	\$	110.00
01/31/2025	DFT0000621	VALIC	\$	5,816.81
				<hr/>
			SUBTOTAL CLAIMS FOR MONTH	\$ 954,633.48

**WIRE PAYMENTS**

01/23/2025	DFT0000612	EMPOWER RETIREMENT, LLC	\$	1,225.00
01/23/2025	DFT0000613	PUB. EMP. RETIRE SYSTEM	\$	15,108.76
01/23/2025	DFT0000614	VALIC	\$	5,108.48
01/29/2025	DFT0000615	EMPOWER RETIREMENT, LLC	\$	1,225.00
01/29/2025	DFT0000616	PUB. EMP. RETIRE SYSTEM	\$	20,546.89
01/29/2025	DFT0000617	VALIC	\$	5,108.48
01/31/2025	DFT0000618	EMPOWER RETIREMENT, LLC	\$	1,225.00
01/31/2025	DFT0000619	PUB. EMP. RETIRE SYSTEM	\$	19,232.32
01/31/2025	DFT0000620	CALPERS	\$	110.00
01/31/2025	DFT0000621	VALIC	\$	5,816.81
01/31/2025		BANK AND CREDIT CARD FEES	\$	6,881.66
				<hr/>
			SUBTOTAL WIRE PAYMENTS FOR MONTH	\$ 81,588.40

**TOTAL CLAIMS FOR THE MONTH \$ 1,036,221.88**



Coastside County Water District

# Monthly Budget Report

## Account Summary

For Fiscal: 2024-2025 Period Ending: 01/31/2025

	January Budget	January Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget	
<b>Revenue</b>										
<b>RevType: 1 - Operating</b>										
<a href="#">1-4120-00</a>	Water Revenue	902,000.00	864,012.15	-37,987.85	-4.21%	8,313,000.00	8,103,718.55	-209,281.45	-2.52%	14,145,409.00
	<b>Total RevType: 1 - Operating:</b>	<b>902,000.00</b>	<b>864,012.15</b>	<b>-37,987.85</b>	<b>-4.21%</b>	<b>8,313,000.00</b>	<b>8,103,718.55</b>	<b>-209,281.45</b>	<b>-2.52%</b>	<b>14,145,409.00</b>
<b>RevType: 2 - Non-Operating</b>										
<a href="#">1-4170-00</a>	Water Taken From Hydrants	3,000.00	2,615.74	-384.26	-12.81%	33,500.00	50,546.35	17,046.35	50.88%	52,000.00
<a href="#">1-4180-00</a>	Late Notice - 10% Penalty	8,000.00	7,860.42	-139.58	-1.74%	58,000.00	63,590.08	5,590.08	9.64%	100,000.00
<a href="#">1-4230-00</a>	Service Connections	1,000.00	886.54	-113.46	-11.35%	8,500.00	4,444.95	-4,055.05	-47.71%	15,000.00
<a href="#">1-4920-00</a>	Interest Earned	24,000.00	36,172.17	12,172.17	50.72%	204,000.00	320,479.98	116,479.98	57.10%	300,000.00
<a href="#">1-4930-00</a>	Tax Apportionments/County Checks	10,000.00	2,485.86	-7,514.14	-75.14%	561,000.00	613,574.94	52,574.94	9.37%	1,092,000.00
<a href="#">1-4950-00</a>	Miscellaneous Income	400.00	160.00	-240.00	-60.00%	2,800.00	11,551.15	8,751.15	312.54%	5,000.00
<a href="#">1-4955-00</a>	Cell Site Lease Income	16,930.00	19,381.68	2,451.68	14.48%	118,330.00	134,713.36	16,383.36	13.85%	203,000.00
<a href="#">1-4965-00</a>	ERAF Refund - County Taxes	309,000.00	357,990.03	48,990.03	15.85%	600,000.00	698,690.23	98,690.23	16.45%	600,000.00
	<b>Total RevType: 2 - Non-Operating:</b>	<b>372,330.00</b>	<b>427,552.44</b>	<b>55,222.44</b>	<b>14.83%</b>	<b>1,586,130.00</b>	<b>1,897,591.04</b>	<b>311,461.04</b>	<b>19.64%</b>	<b>2,367,000.00</b>
	<b>Total Revenue:</b>	<b>1,274,330.00</b>	<b>1,291,564.59</b>	<b>17,234.59</b>	<b>1.35%</b>	<b>9,899,130.00</b>	<b>10,001,309.59</b>	<b>102,179.59</b>	<b>1.03%</b>	<b>16,512,409.00</b>
<b>Expense</b>										
<b>ExpType: 1 - Operating</b>										
<a href="#">1-5130-00</a>	Water Purchased	87,231.00	115,973.04	-28,742.04	-32.95%	1,761,617.00	1,741,308.29	20,308.71	1.15%	2,587,024.00
<a href="#">1-5230-00</a>	Nunes T P Pump Expense	5,550.00	5,367.14	182.86	3.29%	35,550.00	37,243.34	-1,693.34	-4.76%	65,550.00
<a href="#">1-5231-00</a>	CSP Pump Station Pump Expense	20,000.00	12,001.42	7,998.58	39.99%	320,000.00	244,668.86	75,331.14	23.54%	500,000.00
<a href="#">1-5232-00</a>	Other Trans. & Dist Pump Expense	2,600.00	2,436.53	163.47	6.29%	17,600.00	17,961.38	-361.38	-2.05%	31,050.00
<a href="#">1-5233-00</a>	Pilarcitos Canyon Pump Expense	15,300.00	12,782.80	2,517.20	16.45%	45,950.00	44,273.39	1,676.61	3.65%	79,350.00
<a href="#">1-5234-00</a>	Denniston T P Pump Expense	5,000.00	2,692.45	2,307.55	46.15%	75,000.00	44,038.44	30,961.56	41.28%	102,350.00
<a href="#">1-5242-00</a>	CSP Pump Station Operations	1,000.00	849.65	150.35	15.04%	7,800.00	5,459.18	2,340.82	30.01%	13,000.00
<a href="#">1-5243-00</a>	CSP Pump Station Maintenance	4,000.00	1,528.75	2,471.25	61.78%	25,000.00	16,761.71	8,238.29	32.95%	45,000.00
<a href="#">1-5246-00</a>	Nunes T P Operations - General	9,000.00	3,167.97	5,832.03	64.80%	62,000.00	35,953.36	26,046.64	42.01%	109,000.00
<a href="#">1-5247-00</a>	Nunes T P Maintenance	11,000.00	22,539.00	-11,539.00	-104.90%	77,000.00	99,570.40	-22,570.40	-29.31%	135,000.00
<a href="#">1-5248-00</a>	Denniston T P Operations-General	6,000.00	-9,540.87	15,540.87	259.01%	43,000.00	25,150.19	17,849.81	41.51%	78,000.00
<a href="#">1-5249-00</a>	Denniston T.P. Maintenance	13,000.00	3,854.43	9,145.57	70.35%	95,000.00	97,792.31	-2,792.31	-2.94%	165,000.00
<a href="#">1-5250-00</a>	Laboratory Expenses	6,000.00	6,662.73	-662.73	-11.05%	47,000.00	62,756.44	-15,756.44	-33.52%	81,000.00
<a href="#">1-5260-00</a>	Maintenance - General	35,000.00	35,756.46	-756.46	-2.16%	245,000.00	185,678.75	59,321.25	24.21%	421,000.00
<a href="#">1-5261-00</a>	Maintenance - Well Fields	8,000.00	4,807.75	3,192.25	39.90%	42,000.00	101,372.73	-59,372.73	-141.36%	50,000.00
<a href="#">1-5263-00</a>	Uniforms	1,000.00	0.00	1,000.00	100.00%	9,700.00	14,728.75	-5,028.75	-51.84%	14,700.00
<a href="#">1-5318-00</a>	Studies/Surveys/Consulting	15,000.00	2,690.00	12,310.00	82.07%	70,000.00	50,665.05	19,334.95	27.62%	160,000.00
<a href="#">1-5321-00</a>	Water Resources	1,700.00	161.57	1,538.43	90.50%	11,500.00	2,325.99	9,174.01	79.77%	20,000.00

Monthly Budget Report

For Fiscal: 2024-2025 Period Ending: 01/31/2025

	January Budget	January Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget
<a href="#">1-5322-00</a> Community Outreach	2,000.00	300.00	1,700.00	85.00%	46,000.00	26,927.66	19,072.34	41.46%	68,000.00
<a href="#">1-5381-00</a> Legal	9,700.00	10,205.00	-505.00	-5.21%	67,900.00	156,048.94	-88,148.94	-129.82%	116,000.00
<a href="#">1-5382-00</a> Engineering	7,500.00	3,707.88	3,792.12	50.56%	52,500.00	90,584.50	-38,084.50	-72.54%	90,000.00
<a href="#">1-5383-00</a> Financial Services	3,150.00	0.00	3,150.00	100.00%	22,150.00	14,617.00	7,533.00	34.01%	24,150.00
<a href="#">1-5384-00</a> Computer Services	31,000.00	26,881.78	4,118.22	13.28%	220,000.00	214,987.14	5,012.86	2.28%	375,000.00
<a href="#">1-5410-00</a> Salaries/Wages-Administration	129,084.00	120,754.85	8,329.15	6.45%	864,301.00	809,187.21	55,113.79	6.38%	1,459,211.00
<a href="#">1-5411-00</a> Salaries & Wages - Field	185,192.00	138,360.35	46,831.65	25.29%	1,239,984.00	1,233,155.43	6,828.57	0.55%	2,093,480.00
<a href="#">1-5420-00</a> Payroll Tax Expense	22,505.00	22,081.78	423.22	1.88%	150,685.00	132,951.45	17,733.55	11.77%	254,404.00
<a href="#">1-5435-00</a> Employee Medical Insurance	46,431.00	35,988.46	10,442.54	22.49%	288,681.00	277,433.83	11,247.17	3.90%	520,835.00
<a href="#">1-5436-00</a> Retiree Medical Insurance	5,561.00	5,924.81	-363.81	-6.54%	34,601.00	37,321.15	-2,720.15	-7.86%	62,407.00
<a href="#">1-5440-00</a> Employees Retirement Plan	58,985.00	63,406.00	-4,421.00	-7.50%	412,895.00	389,580.31	23,314.69	5.65%	707,803.00
<a href="#">1-5445-00</a> Supplemental Retirement 401a	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	38,016.00
<a href="#">1-5510-00</a> Motor Vehicle Expense	8,130.00	1,681.96	6,448.04	79.31%	54,330.00	31,046.50	23,283.50	42.86%	95,000.00
<a href="#">1-5620-00</a> Office & Billing Expenses	35,000.00	41,457.94	-6,457.94	-18.45%	243,000.00	227,121.82	15,878.18	6.53%	418,000.00
<a href="#">1-5625-00</a> Meetings / Training / Seminars	4,400.00	5,672.19	-1,272.19	-28.91%	30,300.00	27,831.54	2,468.46	8.15%	52,300.00
<a href="#">1-5630-00</a> Insurance	18,600.00	23,220.68	-4,620.68	-24.84%	115,800.00	157,361.74	-41,561.74	-35.89%	209,000.00
<a href="#">1-5687-00</a> Membership, Dues, Subscript.	18,333.00	18,687.87	-354.87	-1.94%	80,831.00	73,360.63	7,470.37	9.24%	125,000.00
<a href="#">1-5688-00</a> Election Expenses	0.00	0.00	0.00	0.00%	30,000.00	0.00	30,000.00	100.00%	30,000.00
<a href="#">1-5689-00</a> Labor Relations	500.00	0.00	500.00	100.00%	3,500.00	0.00	3,500.00	100.00%	6,000.00
<a href="#">1-5700-00</a> San Mateo County Fees	2,750.00	1,295.00	1,455.00	52.91%	19,250.00	14,289.02	4,960.98	25.77%	33,000.00
<a href="#">1-5705-00</a> State Fees	41,500.00	3,642.25	37,857.75	91.22%	46,000.00	30,910.64	15,089.36	32.80%	50,600.00
<b>Total ExpType: 1 - Operating:</b>	<b>876,702.00</b>	<b>746,999.62</b>	<b>129,702.38</b>	<b>14.79%</b>	<b>7,013,425.00</b>	<b>6,772,425.07</b>	<b>240,999.93</b>	<b>3.44%</b>	<b>11,485,230.00</b>
<b>ExpType: 4 - Capital Related</b>									
<a href="#">1-5715-00</a> Debt Service/CIEDB 11-099	57,046.00	57,045.79	0.21	0.00%	335,173.00	335,172.75	0.25	0.00%	335,173.00
<a href="#">1-5716-00</a> Debt Service/CIEDB 2016	78,755.00	78,754.88	0.12	0.00%	321,412.00	321,412.10	-0.10	0.00%	321,412.00
<a href="#">1-5717-00</a> Debt Service-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
<a href="#">1-5718-00</a> Debt Service-First Foundation Bank - 20...	0.00	0.00	0.00	0.00%	348,541.00	348,540.88	0.12	0.00%	417,434.00
<b>Total ExpType: 4 - Capital Related:</b>	<b>135,801.00</b>	<b>135,800.67</b>	<b>0.33</b>	<b>0.00%</b>	<b>1,393,647.00</b>	<b>1,393,646.40</b>	<b>0.60</b>	<b>0.00%</b>	<b>1,506,840.00</b>
<b>Total Expense:</b>	<b>1,012,503.00</b>	<b>882,800.29</b>	<b>129,702.71</b>	<b>12.81%</b>	<b>8,407,072.00</b>	<b>8,166,071.47</b>	<b>241,000.53</b>	<b>2.87%</b>	<b>12,992,070.00</b>
<b>Report Total:</b>	<b>261,827.00</b>	<b>408,764.30</b>	<b>146,937.30</b>		<b>1,492,058.00</b>	<b>1,835,238.12</b>	<b>343,180.12</b>		<b>3,520,339.00</b>



**COASTSIDE COUNTY WATER DISTRICT  
MONTHLY INVESTMENT REPORT  
January 31, 2025**

<b><u>RESERVE BALANCES</u></b>	<b>Current Year as of 1/31/2025</b>	<b>Prior Year as of 1/31/2024</b>
CAPITAL AND OPERATING RESERVE	\$20,465,556.49	\$13,087,948.09
RATE STABILIZATION RESERVE	\$250,000.00	\$250,000.00
<b>TOTAL DISTRICT RESERVES</b>	<b>\$20,715,556.49</b>	<b>\$13,337,948.09</b>

**ACCOUNT DETAIL**

ACCOUNTS WITH TRI COUNTIES BANK		
CHECKING ACCOUNT	\$2,634,825.70	\$1,847,566.05
CSP T & S ACCOUNT	\$678,549.77	\$192,349.57
MONEY MARKET (CARTER HILL - DN TANK FINANCING)	\$8,001,753.85	\$19,808.39
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$9,399,627.17	\$11,277,424.08
DISTRICT CASH ON HAND	\$800.00	\$800.00
<b>TOTAL ACCOUNT BALANCES</b>	<b>\$20,715,556.49</b>	<b>\$13,337,948.09</b>

*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 - JANUARY 31, 2025

2/5/2025

1/31/2025

\* 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	\$ 44,465	\$ 150,000	\$ 250,000	0%	Engineering and environmental permitting 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	\$ 270,473	\$ 1,500,000	\$ 1,500,000	0%	Awarded January 2025; construction to occur March-September 2025
21-01	Pipeline Replacement Projects: Alcatraz and Santa Cruz Aves/Redondo Beach Loop/Ocean Colony	In design	\$ 400,000	\$ 10,678	\$ 25,000	\$ 375,000	0%	Postponed to FY2025-26

**Pump Stations / Tanks / Wells**

21-07	Carter Hill Tank Improvement Project	Construction	\$ 4,000,000	\$ 513,311	\$ 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 and FY2026
23-11	CSP Screens - Intake Valves/Treatability Study	Feasibility	\$ 50,000		\$ 30,000	\$ 20,000	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	\$ 162,034	\$ 300,000	\$ 1,700,000	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	\$ 36,986	\$ 200,000	\$ -	50%	Installation started 1/2025
23-06	Existing Sedimentation Basin Rehabilitation	TBD	\$ 300,000		\$ 30,000	\$ 270,000	0%	design planned in FY2025

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

25-01	Nunes Water Treatment Plant Paving Project	Construction		\$ 348,678	\$ 348,678	\$ (348,678)	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		\$ 280,246	\$ 350,000	\$ (350,000)	90%	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		\$ 116,708	\$ 250,000	\$ (250,000)	0%	in design/permitting
NN-00	Unscheduled CIP		\$ 100,000		\$ 100,000	\$ -	0%	

<b>NEW FY2024/2025 CIP TOTAL</b>	<b>\$ 11,250,000</b>	<b>\$2,041,056</b>	<b>\$ 7,838,678</b>	<b>\$ 3,411,322</b>
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COASTSIDE COUNTY WATER DISTRICT  
 CAPITAL IMPROVEMENT PROJECTS - STATUS REPORT  
 FISCAL YEAR TO DATE 2024/2025 - JANUARY 31, 2025

2/5/2025

1/31/2025

\* 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		\$ 50,412	\$ 50,412	\$ (50,412)	100%	
24-01	Myrtle/2nd Ave Valve Replacement	complete		\$ 4,559	\$ 4,559	\$ (4,559)	100%	
23-03	CSP Fire Sprinklers	complete		\$ 26,751	\$ 26,751	\$ (26,751)	100%	
24-03	Nunes WTP Flocculator #8 Gearbox Replacement	complete		\$ 32,130	\$ 32,130	\$ (32,130)	100%	

<b>FY2023/2024 CARRYOVER PROJECTS</b>	<b>\$</b>	<b>-</b>	<b>\$ 117,522</b>	<b>\$</b>	<b>117,523</b>	<b>\$</b>	<b>(117,523)</b>
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Green = approved by the Board/in process

<b>TOTAL - FY 2024/2025 CIP + PRIOR YEAR CARRYOVER</b>	<b>\$</b>	<b>11,250,000</b>	<b>\$2,158,579</b>	<b>\$</b>	<b>7,956,201</b>	<b>\$</b>	<b>3,293,800</b>
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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
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
Jan-25	5,029			767	4,628	4,228	579				15,229
<b>TOTAL</b>	<b>78,169</b>	<b>4,005</b>	<b>846</b>	<b>4,484</b>	<b>115,590</b>	<b>63,492</b>	<b>7,013</b>	<b>0</b>	<b>490</b>	<b>0</b>	<b>274,086</b>

# Calcon T&M Projects Tracking

1/31/2025

Project No.	Name	Status	Proposal Date	Approved Date	Project Budget	Project Billings FY2024-2025
<b>FY 2024-2025 Open Projects:</b>						
<b>Open Projects - Subtotal</b>						\$0.00
<b>Other: Monthly Maintenance</b>						
<b>Tanks</b>						
<b>Crystal Springs Maintenance</b>						
						\$ 32,691.57
<b>Nunes Maintenance</b>						\$ 5,880.00
<b>Denniston Maintenance</b>						\$ 18,568.76
<b>Distribution System</b>						\$ 1,968.78
<b>Wells</b>						
<b>Cellular Telemetry</b>						\$ 1,968.78
<b>Subtotal Maintenance</b>						\$ 59,109.11
<b>FINAL TOTAL FY 2024/2025</b>						\$59,109.11

EKI Environment & Water  
 Engineering Services Billed FY 2022-2023 to FY 2024-2025  
 Billed through 1/31/2025

	Contract Date	Not to Exceed Budget	Status	FY2022-2023	FY 2023-2024	FY 2024-2025
<b>CIP Project Management</b>						
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			\$ 38,380.12
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		
<b>Sub Total - CIP Project Management Services</b>		<b>\$ 345,000.00</b>		<b>\$ 124,370.68</b>	<b>\$ 112,510.78</b>	<b>\$ 81,992.00</b>

Highway 92 Potable Water Pipeline Phase 1 (2023)	14-01	6.13.2023	\$ 135,400.00	Open	\$ 22,894.82	\$ 70,887.84	\$ 4,836.00
Highway 92 Environmental Permitting - Emergency Restoration	23-10	3.15.2023	\$ 73,800.00	Open	\$ 321.36	\$ 47,121.55	\$ 15,421.11
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	\$ 15,281.05
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	\$ 5,969.34
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	\$ 10,678.46
Carter Hill Tank Replacement Project Support	21-07	9.1.2024	\$ 25,000.00	Open			\$ 7,740.98
Pilarcitos Wellfield Replacement Project	25-02	10.9.2024	\$ 378,300.00	Open			\$ 96,707.60
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				\$ 6,703.30
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 \$ 252,471.78**

*COASTSIDE COUNTY WATER DISTRICT*

*766 MAIN STREET*

*HALF MOON BAY, CA 94019*

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS**

**Tuesday, January 14, 2025**

The Public was able to participate in the public meeting at the District Office. This was an in-person meeting.

- 1) **ROLL CALL** - President Reynolds called the meeting to order at 10:00 a.m. Present at roll call: Vice President Feldman, Director Ken Coverdell, Director Chris Mickelsen, and Director John Muller.

Also present: Mary Rogren, General Manager, Jeffrey Schneider, Assistant General Manager Finance/Administration, Patrick Miyaki, Legal Counsel; and Lisa Sulzinger, Administrative Analyst

- 2) **PLEDGE OF ALLEGIANCE**
- 3) **PUBLIC COMMENT** - There were no public comments.
- 4) **OPEN SESSION**

**Appoint Agency Designated Representative for Labor Negotiations between District and Teamsters Local 856, and between District and Unrepresented administrative employees.**

Ms. Rogren stated that in the past the Agency Designated Representative has been the General Manager.

**ON MOTION BY Vice President Feldman and seconded by Director Coverdell, the Board voted by roll call vote to appoint Mary Rogren, General Manager as the agency designated representative for labor negotiations between District and Teamsters Local 856, and between District and unrepresented administrative employees,**

<b>Director Coverdell</b>	<b>Aye</b>
<b>Director Mickelsen</b>	<b>Aye</b>
<b>Director Muller</b>	<b>Aye</b>
<b>Vice-President Feldman</b>	<b>Aye</b>
<b>President Reynolds</b>	<b>Aye</b>

5) **CLOSED SESSION**

1. Closed Session  
Pursuant to California Government Code Section 54957.6  
Conference with Labor Negotiators  
Agency Designated Representative: General Manager Mary Rogren  
Employee Organization: Teamsters Local 856
2. Closed Session  
Pursuant to California Government Code Section 54957.6  
Conference with Labor Negotiators  
Agency Designated Representative: General Manager Mary Rogren  
Unrepresented Employees: Administrative Employees
3. Closed Session  
Pursuant to California Government Code Section 54957  
Public Employee Performance Evaluation  
Title: General Manager

6) **RECONVENE TO OPEN SESSION - at 12:30 p.m.**

1. **Public Report of closed session action** - Mr. Miyaki reported:  
Closed session item 1, Direction was given to Agency Designated Representative  
Closed session item 2, Direction was given to Agency Designated Representative  
Closed session item 3, No action taken
2. **Preliminary Discussion About Potential Internal Reorganization of District**  
Ms. Rogren stated that with the current vacancies, staff is evaluating a potential internal reorganization that would meet the needs of the District in light of changing needs and regulatory requirements. staff has engaged a Human Resources consultant to undertake a needs assessment of the District. Ms. Rogren said that she anticipated that a recommendation will be brought back to the Board of Directors in the near future. Vice President Feldman requested Ms. Rogren keep President Reynolds and himself updated throughout the process.

7) **ADJOURNMENT - Special Board Meeting Adjourned at 12:33 p.m.**

Respectfully submitted,

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Mary Rogren, General Manager  
Secretary to the District

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Glenn Reynolds, President  
Board of Directors



**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS**

**Tuesday, January 14, 2025**

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 Reynolds called the meeting to order at 7:00 p.m. Present at roll call in person in the Board room: Vice President Bob Feldman, Director Ken Coverdell, Director Chris Mickelsen, and Director John Muller.

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

Also Participating:

Jonathan Abadesco, C.J. Brown & Company, CPAs  
Jonathan Sutter, EKI Environment & Water, Inc.

- 2) **PLEDGE OF ALLEGIANCE**
- 3) **PUBLIC COMMENT** – There were no public comments.
- 4) **CONSENT CALENDAR**

- 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  
*December 2024 Monthly Financial Claims reviewed and approved by Director Coverdell*
- B. Acceptance of Financial Reports
- C. Approval of Minutes of December 10, 2024, Regular Board of Directors Meeting
- D. Installed Water Connection Capacity and Water Meters Report
- E. Total CCWD Production Report
- F. CCWD Monthly Sales by Category Report – December 2024
- G. Leak/Flushing Report – December 2024
- H. Monthly Rainfall Reports
- I. SFPUC Hydrological Conditions Report – November 2024 and December 2024

**J. Notice of Completion – Upgrade/Replace Fire Sprinkler Alarm System at the Crystal Springs Pump Station Project**

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

**ON MOTION BY Director Mickelsen and seconded by Director Muller, the Board voted by roll call vote to approve the Consent Calendar:**

<b>Director Coverdell</b>	<b>Aye</b>
<b>Director Mickelsen</b>	<b>Aye</b>
<b>Director Muller</b>	<b>Aye</b>
<b>Vice-President Feldman</b>	<b>Aye</b>
<b>President Reynolds</b>	<b>Aye</b>

**5) MEETINGS ATTENDED / DIRECTOR COMMENTS**

- Director Coverdell commented on the snow conditions in the Sierra Mountains.

**6) GENERAL BUSINESS**

**A. Accept the Coastside County Water District Basic Finance Statements and Independent Auditor’s Report for Fiscal Year Ended June 30, 2024**

Mr. Schneider introduced the District’s independent auditor Jonathan Abadesco of C.J. Brown & Company, CPAs. Mr. Abadesco’s presentation included a summary of the District’s Basic Finance Statements, Independent Auditor’s Report for fiscal year ending June 30, 2024, and internal controls. He reported the results, an unmodified “clean” opinion with regards to the financial statements. No material weaknesses or significant deficiencies in the District’s internal controls were identified.

**ON MOTION BY Director Mickelsen and seconded by Vice President Feldman, the Board voted by roll call vote to Accept the Coastside County Water District Basic Financial Statements and Independent Auditor’s Report for Fiscal Year Ended June 30, 2024:**

<b>Director Coverdell</b>	<b>Aye</b>
<b>Director Mickelsen</b>	<b>Aye</b>
<b>Director Muller</b>	<b>Aye</b>
<b>Vice-President Feldman</b>	<b>Aye</b>
<b>President Reynolds</b>	<b>Aye</b>

**B. Award of Contract to Golden State Construction & Utility Inc. for the Highway 92 Emergency Pipeline Replacement Project**

Ms. Rogren explained that the Highway 92 welded steel potable water pipeline was installed in the 1950's. This pipeline extends 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. During the first week of January 2023, the District installed a temporary emergency bypass 2-inch pipeline adjacent to Highway 92. As this temporary line is above ground, it is a risk of damage and not suitable for long-term use. A separate segment of the pipe adjacent to the Corinda Los Trancos Creek crossing was exposed in an earlier storm and is also at risk of failure. This project includes the installation of a 12-inch diameter high density polyethylene ("HDPE") pipe via horizontal directional drilling under 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. The total length of the new water main is 5,665 linear feet.

The design was completed by EKI Environment & Water, Inc. with an Engineer's estimate of \$2,651,000. The bid opening was held on December 17, 2024, with seven bids received. Golden State Construction & Utility Inc. provided the lowest bid. EKI reviewed the bid and contacted the references, and all appear to be in order.

**ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted by roll call vote to 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:**

<b>Director Coverdell</b>	<b>Aye</b>
<b>Director Mickelsen</b>	<b>Aye</b>
<b>Director Muller</b>	<b>Aye</b>
<b>Vice-President Feldman</b>	<b>Aye</b>
<b>President Reynolds</b>	<b>Aye</b>

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

Ms. Rogren summarized that Cecil & Cecil has previously provided construction inspection services on Grandview Water Line Replacement Project; Poplar Street Water Main Replacement Project; Myrtle Street and 2<sup>nd</sup> Avenue Valve Replacement Project; and Magellan Avenue and Medio Creek Pipeline Rehabilitation Projects. Staff have been pleased with the level of service, professionalism, construction expertise and attention to detail of Cecil & Cecil on these past District projects.

ON MOTION BY Director Muller and seconded by Director Coverdell, the Board voted by roll call vote to 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:

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

**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**

Ms. Rogren summarized that in December 2023 the District engaged EKI Environment and Water Inc. to manage the regulatory permitting process for the Highway 92 Emergency Pipeline Replacement Project. EKI teamed with Environmental Science Associates (ESA) to acquire permits including a Streambed Alteration Agreement with California Department of Fish and Wildlife, which was acquired in 2024. EKI will team again with ESA to support the environmental regulatory compliance and monitoring services during construction.

ON MOTION BY Director Coverdell and seconded by Vice President Feldman, the Board voted by roll call vote to 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:

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

**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**

Ms. Rogren summarized that the District's amended Water Rights Permit approved by the SWRCB 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 plans to construct a pipeline extending from the Upper San Vicente Reservoir to the Denniston WTP pump station. In April 2022, the Board approved a Professional Services Agreement for the design of the pipeline with Stetson

Engineers Inc., and 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, construction management and support for the project.

**ON MOTION BY Director Coverdell and seconded by Director Muller, the Board voted by roll call vote to authorize the General Manager to enter into a professional services 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:**

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

**F. Quarterly Financial Review**

Mr. Schneider summarized the year-to-date revenue and expenses for the first six months of fiscal year 2024-2025. He recapped the District's Cash Reserves and the Capital Improvement Program expenditures.

**G. Review of Districts 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**

President Reynolds stated that he reviewed the Board Committees, and that the Board Committees and external organization assignments will remain the same as 2024. Mr. Miyaki stated that because there was no change to the Board Committees or external organization assignments, there is no need for Board action on this item.

**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.**

Ms. Rogren reminded the Board that this is an annual action that the Board designate an alternate to participate in LAFCo's election of officers in case the Board President is not available. Past practice is to appoint the Vice President followed by the Board members in order of seniority.

**ON MOTION BY President Reynolds and seconded by Director Coverdell, the Board voted by roll call vote to appoint Coastside County Water District Board Member Representative**

**Alternates(s) by name: Vice President Feldman, and Directors Coverdell, Mickelsen, Muller to participate in San Mateo Local Agency Formation Commission (LAFCo) election of officers:**

<b>Director Coverdell</b>	<b>Aye</b>
<b>Director Mickelsen</b>	<b>Aye</b>
<b>Director Muller</b>	<b>Aye</b>
<b>Vice-President Feldman</b>	<b>Aye</b>
<b>President Reynolds</b>	<b>Aye</b>

**I. Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project - Updated #3**

Ms. Rogren provided an update on the progress made on the Carter Hill Prestressed Tank and Seismic Upgrades Project during December 2024.

**7) MONTHLY INFORMATIONAL REPORTS**

**A. General Manager**

- Ms. Rogren summarized that on December 12, 2024, Staff and the District's Financial Advisor presented to analysts from the S&P Global Ratings Group in order to obtain a financial rating in anticipation of the District's upcoming financing. The District received an "AA-" rating.
- WaterSmart 2024 Results - Ms. Rogren stated that in 2024, Staff notified 521 customers of possible leaks. 40% of the District's customers have registered in the application.

**B. Operations Report**

Mr. Sturdivan summarized the Operation Highlights for the month of December 2024.

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

There were no requests for future agenda items.

**9) ADJOURNMENT - Board Meeting Adjourned at 8:21 p.m.**

Respectfully submitted,

---

Mary Rogren, General Manager  
Secretary to the District

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Glenn Reynolds, 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	19.03	14.88	3.45	37.36	2.23	35.13
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
<b>TOTAL</b>	0.00	42.70	53.85	107.85	130.04	334.44	19.40	315.04
% MONTHLY TOTAL	0.0%	0.0%	50.9%	39.8%	9.2%	100.0%	6.0%	94.0%
% ANNUAL TO DATE TOTAL	0.0%	12.8%	16.1%	32.2%	38.9%	100.0%	5.8%	94.2%

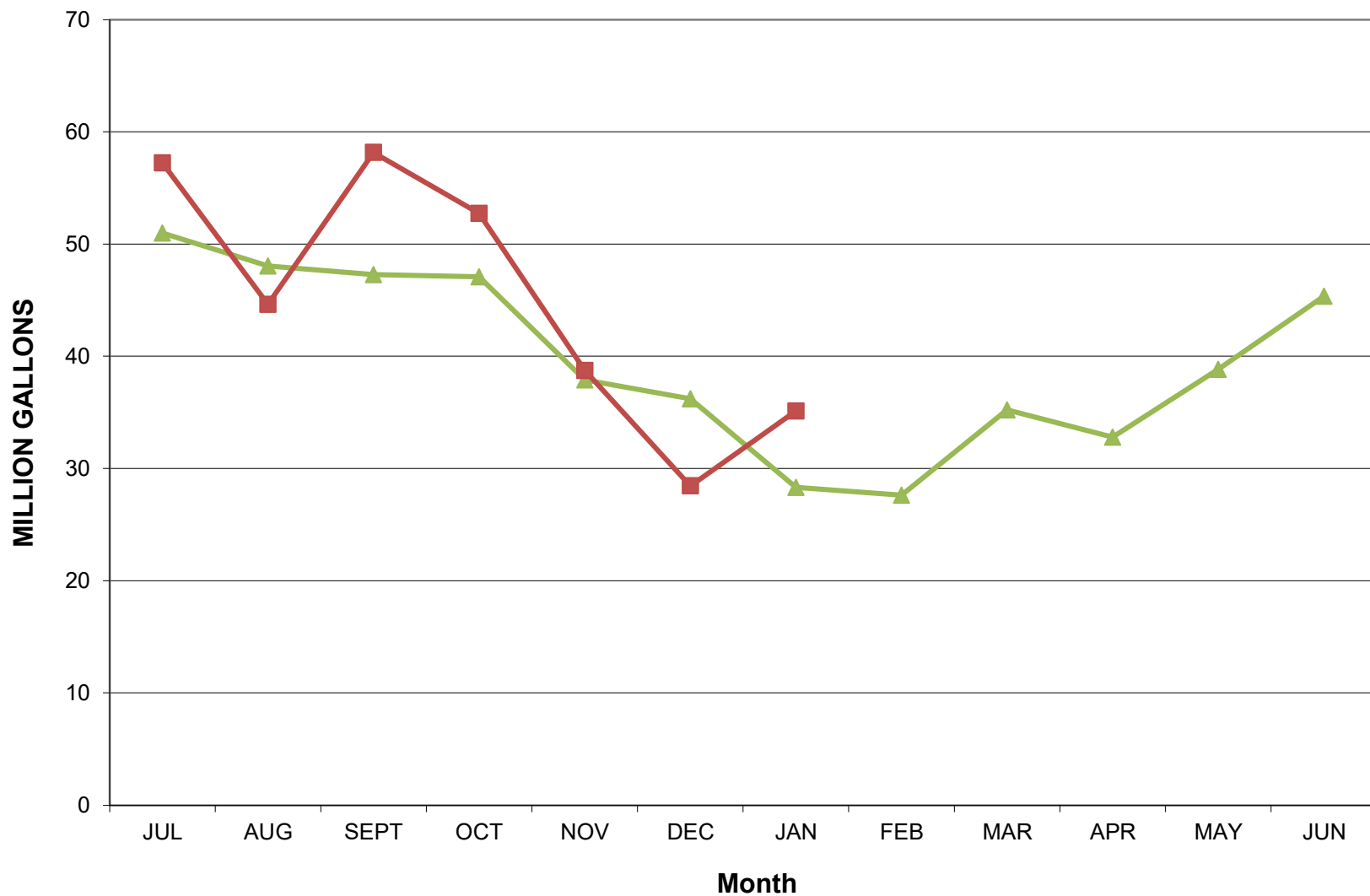
CCWD vs SFPUC- month 50.9%  
 CCWD vs SFPUC- annual 28.9%

**TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2024**

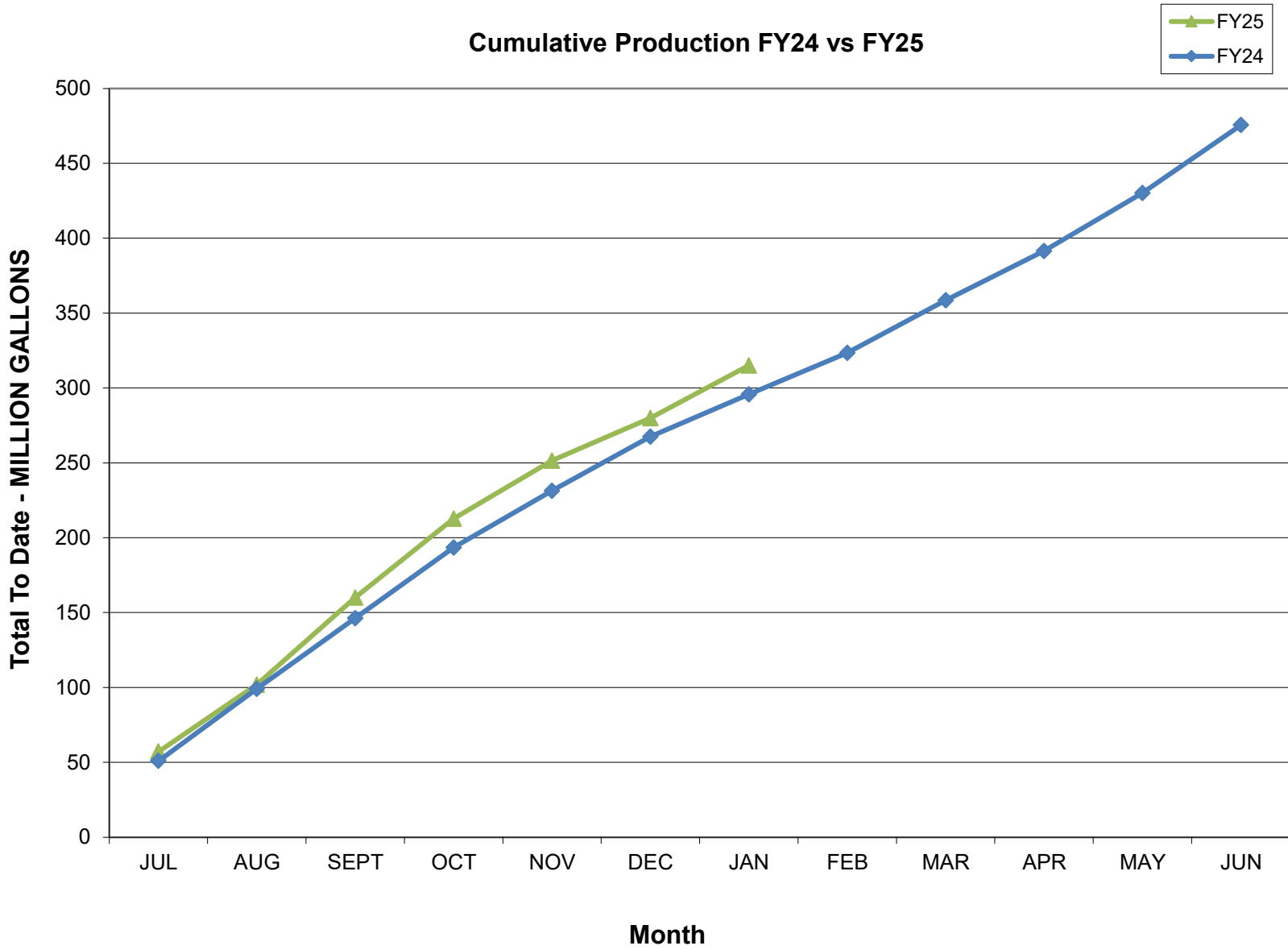
	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	0.32	17.08	0.00	30.54	6.02	53.64	2.66	50.98
AUG	2.37	22.03	0.00	23.30	6.40	51.73	3.69	48.04
SEPT	2.31	18.49	0.00	24.22	8.42	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
<b>TOTAL</b>	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		January-25		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											
2											
3											
4											
5											
6											
7											
8											
						<b>Total</b>	<b>0.000</b>				

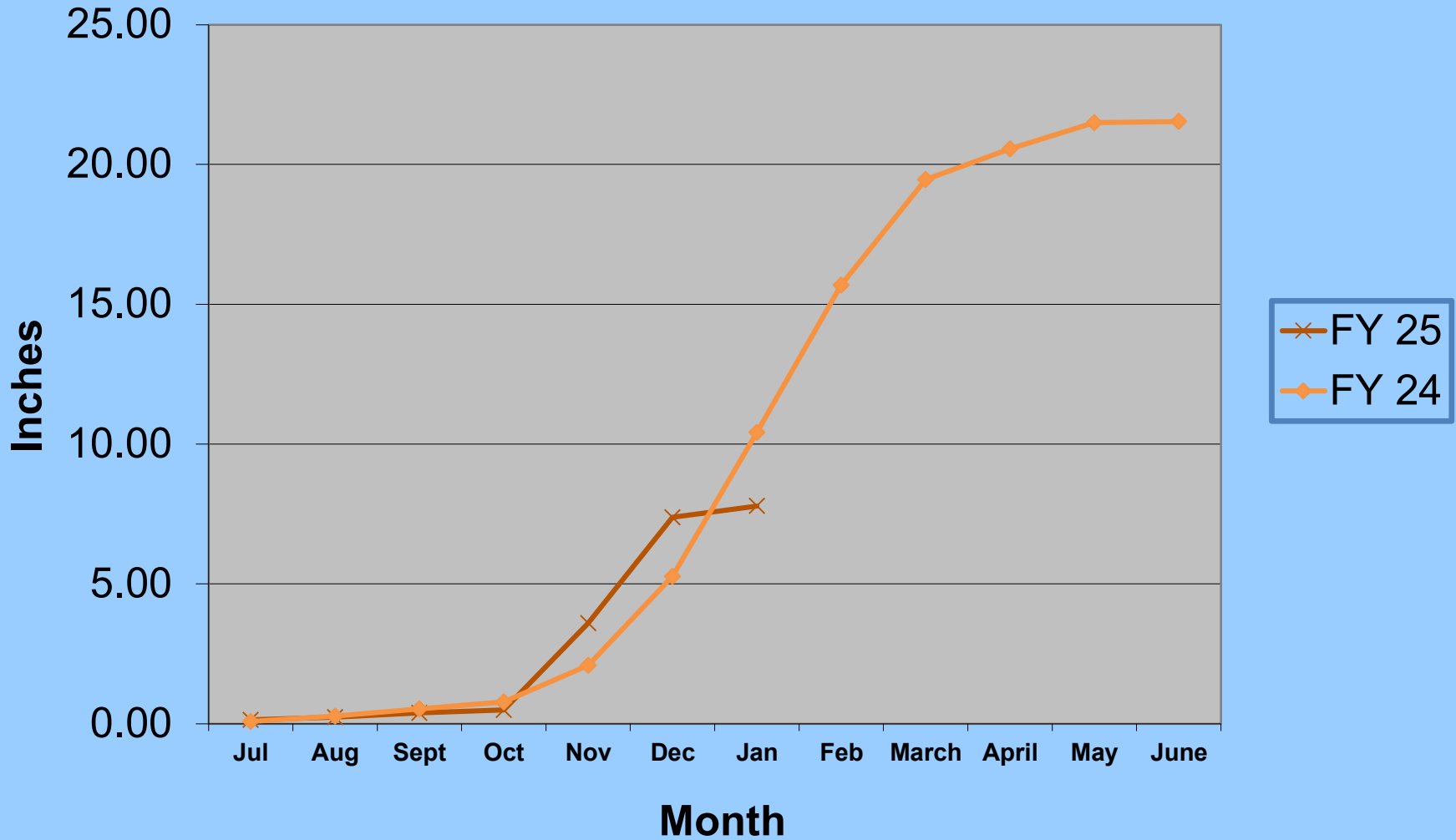
OTHER DISCHARGES	
<b>Total Volumes (MG)</b>	
Flushing Program	0.005
Reservoir Cleaning	0.000
Automatic Blowoffs	0.204
Dewatering Operations	0.000
Other (includes flow testing)	0.010
<b>DISCHARGES GRAND TOTAL (MG)</b>	
<b>0.219</b>	

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	0.00					
2	0.00	0.01	0.00	0.00	0.01	0.00	0.00					
3	0.00	0.00	0.00	0.00	0.00	0.00	0.22					
4	0.00	0.01	0.00	0.00	0.00	0.00	0.05					
5	0.00	0.01	0.00	0.00	0.00	0.00	0.00					
6	0.00	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	0.00					
8	0.01	0.00	0.00	0.00	0.00	0.00	0.00					
9	0.00	0.00	0.00	0.03	0.00	0.00	0.00					
10	0.00	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	0.00					
12	0.00	0.01	0.00	0.00	0.00	0.25	0.00					
13	0.00	0.00	0.00	0.01	0.00	0.36	0.00					
14	0.01	0.00	0.01	0.02	0.00	0.69	0.00					
15	0.00	0.00	0.02	0.00	0.01	0.00	0.00					
16	0.00	0.00	0.00	0.00	0.00	0.12	0.00					
17	0.00	0.02	0.01	0.00	0.04	0.00	0.00					
18	0.00	0.01	0.04	0.00	0.00	0.00	0.00					
19	0.00	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	0.00					
21	0.01	0.00	0.00	0.00	0.17	0.22	0.00					
22	0.00	0.00	0.01	0.00	1.76	0.35	0.00					
23	0.00	0.00	0.01	0.00	0.02	0.28	0.00					
24	0.00	0.00	0.00	0.00	0.00	0.21	0.00					
25	0.00	0.00	0.00	0.00	0.24	0.00	0.01					
26	0.00	0.00	0.01	0.00	0.11	0.51	0.00					
27	0.01	0.00	0.00	0.00	0.00	0.07	0.00					
28	0.01	0.00	0.01	0.00	0.00	0.08	0.00					
29	0.02	0.00	0.00	0.00	0.00	0.22	0.00					
30	0.04	0.00	0.01	0.00	0.00	0.01	0.00					
31	0.01	0.00		0.05		0.00	0.13					
Mon.Total	0.14	0.09	0.15	0.11	3.11	3.78	0.41					
Year Total	0.14	0.23	0.38	0.49	3.60	7.38	7.79					

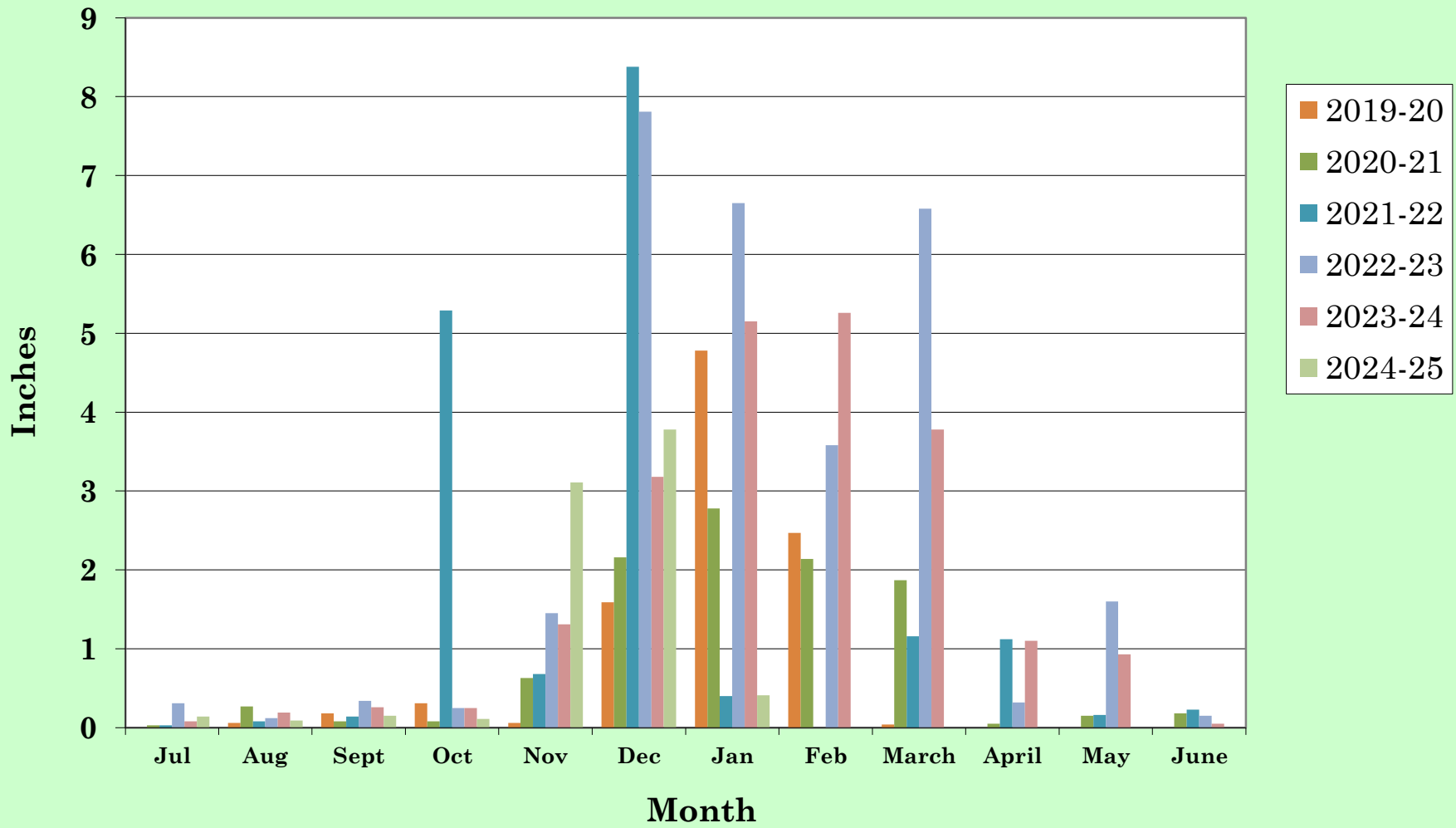
## Rainfall Total Comparison Fiscal Years 2024-25 vs. 2023-2024



# Coastside County Water District

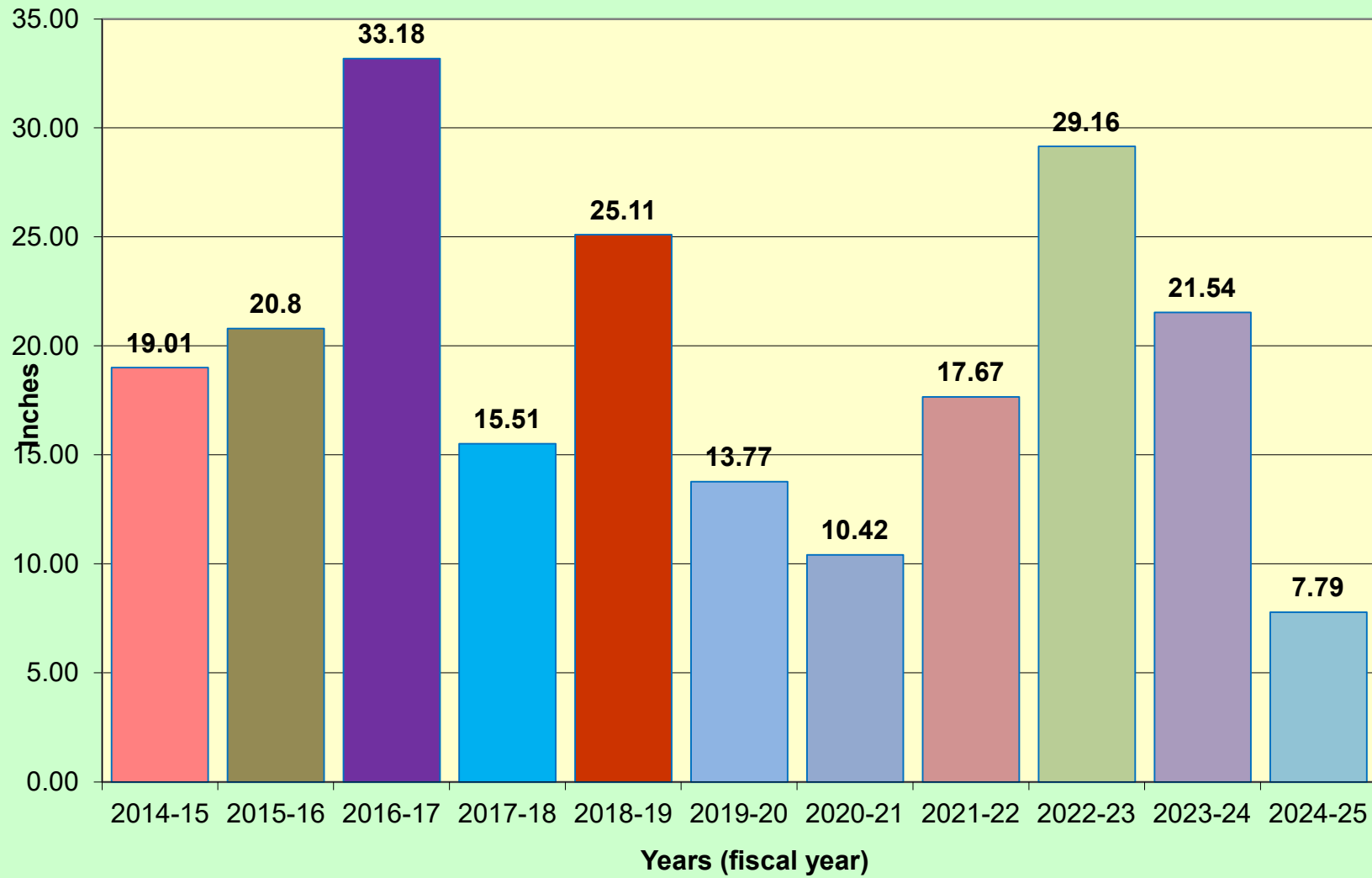
## Rainfall by Month

Fiscal Years 20 - 25



# Rain Totals

## Fiscal Years 15 - 25





**WATER SERVICE CONNECTION TRANSFER REPORT  
TRANSFERS APPROVED FOR THE MONTH OF JANUARY 2025**

DONATING APN	PROPERTY OWNER(S)	RECIPIENT APN	PROPERTY OWNER(S)	# OF CONNECTIONS	DATE
056-192-160	Moody Properties LLC	056-171-130	Robert Moody	1 -- 5/8"	January 21, 2025

**STAFF REPORT**

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

**From:** Mary Rogren, General Manager

**Agenda:** February 11, 2025

**Report Date:** February 7, 2025

**Agenda Title:** Notice of Completion – Denniston Water Treatment Plant Contact Clarifier Hatch Replacement and Welding Project

---

**Recommendation:**

That the Board of Directors take the following actions:

- (1) Accept the Denniston Water Treatment Plant Contact Clarifier Hatch Replacement and Welding 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 LeFevre Welding Inc. on September 12, 2024, for the Denniston Water Treatment Plant Contact Clarifier Hatch Replacement and Welding Project.

The work consisted of replacing four manway contact clarifier hatches and welding the hatches in place. The site of the work is located in the unincorporated community of El Granada, San Mateo County, at 150 Denniston Creek Road. (APN 037-320-140).

The work was completed on November 27, 2025, 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 February 11, 2025, there was completed upon the hereinafter described real property a work of improvement as a whole named Denniston Water Treatment Plant Contact Clarifier Hatch Replacement and Welding Project. The work consisted of replacing four manway contact clarifier hatches and welding the hatches in place.

4. The name of the original contractor for the work of improvement as a whole was: LeFevre Welding Inc., 2511 Isabella Ave., San Mateo, CA 94403.

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

*The work is located within property owned by the District at 150 Denniston Creek Road, El Granada, California (Assessor Parcel Number 037-320-140).*

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 February 11, 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:** February 11, 2025

**Report Date:** February 7, 2025

**Agenda Title:** Request for Board to Provide Authorization to Write Off Bad Debts for Fiscal Year Ended June 30, 2024

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### **Recommendation/Motion:**

**Authorize the General Manager to write off bad debts for Fiscal Year 2023-2024 (July 1, 2023 to June 30, 2024) in the total amount of \$4,455.34.**

### **Background:**

The process of writing off bad debts takes place at the end of each fiscal year as part of the year-end closeout and audit process. At this time, staff requests that the Board authorize the General Manager to write off the debts have not been collected throughout the fiscal year. The total for Fiscal Year 2023-2024 is \$4,455.34 as detailed in the attached table.

These bad debts only include customers who have discontinued service with the District without rendering payment of their final closing bills. Staff efforts to locate the customers and collect payment of these accounts have been exhausted.

The following represents the bad debt amounts written off over the past five (5) fiscal years:

Fiscal Year 2022-2023: \$5,686  
Fiscal Year 2021-2022: \$9,296  
Fiscal Year 2020-2021: \$86,368  
Fiscal Year 2019-2020: \$11,115  
Fiscal Year 2018-2019: \$8,229

### **Fiscal Impact:**

This amount was charged to expense on the FY2023-2024 Financial Statements.

**Coastside County Water District  
Bad Debt Write-Offs for Fiscal Year 2023-2024**

Name	Amount Due
ALFRED PERRUQUET	\$92.54
BETH SANLORENZO	\$58.46
KARLA CESENA	\$52.52
COLEEN GOSSELIN	\$503.44
JOSEPH PACINI	\$489.04
ANDREA DITULLIO	\$486.35
TERI DOUGLAS	\$48.37
KATE W VARVEL	\$44.77
WILLIAM BERGGREN	\$44.17
RUBEN PONCE	\$342.65
DAVID MELLON	\$337.69
JOSE ADRIAN ORTEGA	\$264.72
EMILY CASTILLO	\$16.89
ALEX METTEAUER	\$139.05
ESTATE OF GUADALUPE VIRGEN	\$110.56
SPENCER DAKIN	\$102.90
DEAN STOCKER	\$102.12
FEDERICO MONTANEZ	\$1,219.10
<b>TOTAL Bad Debt Write-Offs</b>	<b>\$4,455.34</b>

## **STAFF REPORT**

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

**From:** Jeffrey Schneider, Assistant General Manager

**Agenda:** February 11, 2025

**Report Date:** February 7, 2025

**Agenda Title:** Summary of District's Capital Financing - Certificates of Participation, Series 2025, Closing

---

### **Informational Item:**

The Board will receive a presentation from the District's Financial Advisor, Brant Smith of Backstrom McCarley Berry & Co., LLC, that summarizes the successful completion in January, 2025 of the District's first public offering of Water Revenue Certificates of Participation, which raised \$8.0 million toward the financing of the Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project.

### **Background:**

On January 16, 2025, the District's Certificates of Participation (COPs) were offered to the public.

- a. The offering was well-received in the market as evidenced by investor interest that resulted in the offering being "over-subscribed". 15 entities invested in the District's offering.
- b. The all-in interest rate resulting from the COP sale, which includes funding of the principal as well as the cost of issuance of the COPS, is 4.145%

On January 30, 2025, the sale of COPs was officially closed; a total of \$8,242,968 was raised and disbursed as follows:

- a. \$8,000,000 deposited in the District's Tri-Counties money market account, where it will earn LAIF equivalent interest+25 basis points.
- b. \$242,968 was used to fund the costs of issuance (financial advisor, underwriter, bond counsel, insurance, etc...).

Attachment:

Presentation produced by Brant Smith, Financial Advisor representing Backstrom McCarley Berry & Co., LLC : "Pricing Recap: 2025 Water Revenue COPs"

A scenic coastal landscape featuring a prominent cliff on the left side, covered in green vegetation. The cliff overlooks a wide, sandy beach with visible tracks. In the background, the ocean stretches to the horizon under a blue sky with scattered white clouds. The overall scene is bright and clear, suggesting a sunny day.

**Coastside County Water District  
2025 Certificates of Participation**

**Pricing Recap: 2025 Water Revenue COPs  
February 11, 2025**





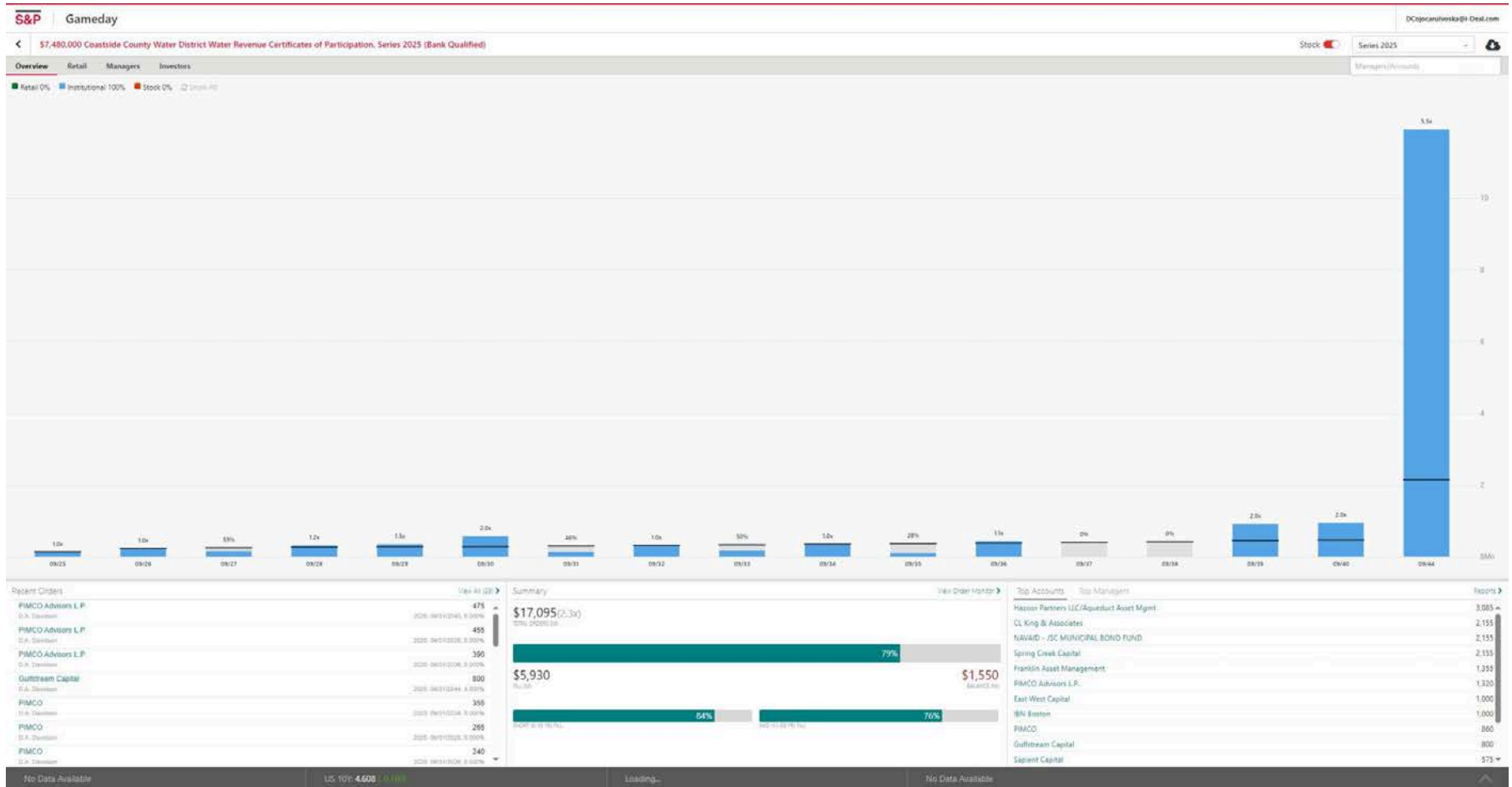
# Comparable Transactions

Par	\$7,695,000						\$14,250,000				\$18,955,000				\$5,670,000				\$32,750,000				\$32,255,000				
Issuer	Coastside County Water District COP						South Tahoe Public Utility Water District				South Tahoe Public Utility Wastewater District				Kingsburg Elem CSD				Jurupa USD				Monterey Cnty Office of Ed				
State	CA						CA				CA				CA				CA								
Ratings	NR, AA (AA-), NR						NR, AA-, NR				NR, AA, NR				NR, AA (A), NR				NR, AA (A), NR				NR, AA (AA-), NR				
Insurance	Assured Gty						N/A				N/A				AGM				AGM				Assured Gty				
Call Feature	9/1/2034 @ 100						8/1/2034 @ 100				8/1/2034 @ 100				11/1/2033 @ 100				10/1/2035 @ 100				12/1/2032 @ 100				
Due	1-Sep						1-Aug				1-Aug				1-Sep				1-Oct				1-Dec				
Tax-Status	Bank-Qualified						Tax-Exempt				Tax-Exempt				Bank Qualified				Tax-Exempt				Tax-Exempt				
Pricing Date	1/16/2025						1/15/2024				1/15/2024				1/15/2024				1/14/2025				11/5/2024				
Settlement Date	1/30/2025						1/30/2025				1/30/2025				1/29/2025				1/30/2025				11/19/2024				
	Amount (\$000s)	Term (\$000s)	MMD	Coupon (%)	Yield to Call (%)	MMD Spread (bps)	Amount (\$000s)	Coupon (%)	Yield to Call (%)	Sprd to Closing MMD	Amount (\$000s)	Coupon (%)	Yield to Call (%)	Sprd to Closing MMD	Amount (\$000s)	Coupon (%)	Yield to Call (%)	Sprd to Closing MMD	Amount (\$000s)	Coupon (%)	Yield to Call (%)	MMD Spread (bps)	Amount (\$000s)	Coupon (%)	Yield to Call (%)	MMD Spread (bps)	
2025	140		2.84	5.00	2.85	1									155	5.00	2.93	9	1105	5.00	2.75	-9	665	5.00	2.78	-2	
2026	250		2.84	5.00	2.86	2									40	5.00	2.95	11	685	5.00	2.91	5	700	5.00	2.61	-2	
2027	260		2.87	5.00	2.90	3									55	5.00	2.99	12	790	5.00	2.96	7	735	5.00	2.54	-3	
2028	275		2.91	5.00	2.95	4					340	5.00	2.95	4	65	5.00	3.10	19	900	5.00	3.01	8	770	5.00	2.56	-3	
2029	290		2.94	5.00	3.00	6					355	5.00	3.00	6	70	5.00	3.15	21	1015	5.00	3.05	8	810	5.00	2.63	-3	
2030	305		2.97	5.00	3.04	7	295	5.00	3.08	12	375	5.00	3.03	7	95	5.00	3.19	22	1140	5.00	3.09	9	855	5.00	2.67	-3	
2031	315		2.98	5.00	3.07	9	310	5.00	3.12	14	395	5.00	3.07	9	115	5.00	3.22	24	1275	5.00	3.12	12	895	5.00	2.76	-1	
2032	335		3.03	5.00	3.13	10	325	5.00	3.17	15	415	5.00	3.12	10	130	5.00	3.29	26	1420	5.00	3.19	13	945	5.00	2.88	2	
2033	350		3.09	5.00	3.20	11	340	5.00	3.24	16	435	5.00	3.19	11					1570	5.00	3.24	13	990	5.00	2.95	4	
2034	365		3.16	5.00	3.27	11	360	5.00	3.31	16	455	5.00	3.26	11					1735	5.00	3.33	15	1040	5.00	3.05	7	
2035	385		3.23	5.00	3.34	11	375	5.00	3.38	16	480	5.00	3.33	11	500	5.00	3.52	29	1905	5.00	3.43	18	1095	5.00	3.12	9	
2036	405		3.29	5.00	3.42	13	395	5.00	3.46	18	505	5.00	3.41	13					2090	5.00	3.47	18	1150	5.00	3.17	8	
2037	425		3.33	5.00	3.47	14	415	5.00	3.51	19	530	5.00	3.46	14					2285	5.00	3.53	20	1210	5.00	3.22	9	
2038	445		3.36	5.00	3.52	16	440	5.00	3.57	21	560	5.00	3.52	16					2495	5.00	3.62	26	1270	5.00	3.25	10	
2039	470		3.42	5.00	3.59	17	460	5.00	3.64	22									2715	5.00	3.71	29	1335	5.00	3.30	11	
2040	490		3.50	5.00	3.67	17													2955	5.00	3.80	30	1405	5.00	3.42	15	
2041	515														1655	4.00	4.16	56	3205	5.00	3.90	30	1480	5.00	3.50	15	
2042	535																		3465	5.00	3.98	30	1555	5.00	3.59	16	
2043	560																						1635	5.00	3.64	17	
2044	580	2190	3.82	4.00	4.16	34									1225	5.00	4.19	37					1715	5.00	3.70	17	
2045							3300	5.00	4.17	29	4815	5.00	4.17	29													
2046																											
2047																											
2048																											
2049							2820	5.00	4.30	31	3610	5.00	4.30	31	1720	4.25	4.40	41					10000	5.00	3.96	20	
2050																											
2051																											
2052																											
2053																											
2054							4415	5.00	4.40	34	5660	5.00	4.40	34													
2055																											



# Investor Participation

*D.A. Davidson reduced borrowing rates in final maturity to take advantage of investor demand on behalf of the District*



- 15 unique investors participated to drive down borrowing costs below comparable financings in the market. (\*Gameday screenshot does not capture all participating investors)

## STAFF REPORT

To: Coastside County Water District Board of Directors

From: Cathleen Brennan, Water Resources Analyst

Agenda: February 11, 2025

Report Date: February 7, 2025

Subject: Approval of a Professional Services Agreement with West Yost Associates for Assistance with Preparation of the District's 2025 Urban Water Management Plan

Attachment: Proposal for Engineering Services

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**Recommendation/Motion: Authorize the General Manager to execute a professional services agreement with West Yost Associates for assistance with preparation of the District's 2025 Urban Water Management Plan, for a time-and-materials cost not to exceed \$92,030**

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### **Background:**

[Urban Water Management Plans](#) (UWMP) are prepared by urban water suppliers to support their long-term resource planning and to ensure adequate water supplies. Every urban water supplier that either provides over 3,000 acre-feet of water annually or serves more than 3,000 or more connections is required to assess the reliability of its water sources over a 20 year planning horizon. The requirements for UWMPs are found in California Water Code, §10601-10657. The Department of Water Resources reviews the submitted plans to make sure water suppliers have completed the requirements identified in the Urban Water Management Planning Act.

The deadline for submitting the 2025 UWMP to the Department of Water Resources is July 1, 2026. The Department of Water Resources is currently developing guidance for the 2025 UWMP. The UWMP must be adopted by the Board of Directors before it can be submitted to the state.

### **2025 UWMP:**

Staff recommends using West Yost Associates, a leading water resources planning firm, to assist the District in publishing a 2025 UWMP that meets the Urban Water Management Plan Act requirements and DWR reporting requirements. West Yost Associates can provide expert peer review of staff analysis along with information provided by SFPUC and assist with publishing of the 2025 UWMP. The UWMP

preparation and reporting involves significant District staff effort, along with the assistance that West Yost Associates will provide to make the best use of District staff's time.

The attached proposal from West Yost Associates outlines their work scope and provides a time-and-materials cost estimate of \$92,030.

**Fiscal Impact:**

\$92,030 over two fiscal years (FY2024-2025 and FY2025-2026)



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Suite 150  
Pleasanton CA 94566

925.426.2580 phone  
530.756.5991 fax  
westyost.com

January 23, 2025

SENT VIA: EMAIL

Cathleen Brennan  
Water Resources Analyst  
Coastside County Water District  
766 Main Street  
Half Moon Bay, CA 94019

**SUBJECT: Proposal for Engineering Services – Preparation of 2025 Urban Water Management Plan Update**

Dear Cathleen:

Per your request, presented herein is West Yost Associates' (West Yost) proposal to provide the Coastside County Water District (District) with engineering services related to the preparation of the District's 2025 Urban Water Management Plan (UWMP) Update.

As you know, the Urban Water Management Planning Act, as incorporated in California Water Code (CWC) §10601 through §10657, requires every urban water supplier in California that either provides over 3,000 acre-feet of water annually, or serves more than 3,000 urban connections, to prepare and adopt an UWMP that includes specified content, including an urban water shortage contingency analysis. The adopted UWMP must be submitted to the California Department of Water Resources (DWR) and other entities. Urban water suppliers are required to submit an UWMP every five years. The next UWMP, the 2025 UWMP, is due on July 1, 2026.

West Yost understands the District's need for a 2025 UWMP that provides an accurate description of the District's existing and projected future water demands and supplies, ensures consistency with the District's other planning efforts, and meets the 2025 UWMP requirements so that it is accepted by DWR. West Yost will prepare a 2025 UWMP for the District for submittal to DWR before the July 1, 2026 deadline. Our proposed scope of work will:

- Leverage our knowledge and understanding of the District's water supply and water system issues to efficiently prepare the District's 2025 UWMP
- Provide a coordinated approach to preparing the District's 2025 UWMP in conjunction with the DWR's anticipated release of the Guidebook for Preparation of the 2025 UWMPs
- Maximize and make best use of District staff's limited time

## REQUIREMENTS FOR 2025 UWMPs

Requirements for UWMPs have changed dramatically since the Urban Water Management Planning Act was first passed in 1983. Recent drought events and climate change concerns have influenced the development and adoption of legislation that have made UWMPs become the primary document for reporting on water agencies' water conservation efforts, compliance requirements, and water shortage contingency planning. Many of these requirements were addressed in the District's 2020 UWMP. No substantive changes to the requirements have been adopted since the completion of the District's 2020 UWMP.

The Department of Water Resources has not yet released its guidance for the preparation of the 2025 UWMP. Requirements for the 2025 UWMP are anticipated to build on the planning and reporting provided in the District's 2020 UWMP. Key updates from the 2020 UWMP to be provided in the District's 2025 UWMP are anticipated to include the following:

1. Water Supply Reliability Assessment – a water supply and demand assessment which compares the total water supply sources available to the District with the long-term total projected water use over the next 20 years (to 2045, preferably to 2050), in five-year increments, for a normal water year, a single dry water year, and a drought lasting five consecutive water years (CWC §10635(a))
2. Drought Risk Assessment – an assessment of the District's water supply reliability assuming that the Years 2026 to 2030 will be the five dry consecutive years (CWC §10635(b)).
3. Water Use Target Compliance – compliance with previously adopted 2020 per capita water use targets in accordance with SBX7-7 (Water Conservation Act of 2009, SBX7-7; CWC §10608.20)
4. Water Loss Quantification – a summary report quantifying the District's system water loss for years 2021 to 2025, and indicating compliance with the District's distribution loss standard as established by the State Water Resources Control Board (CWC §10631(d)(3)(c))
5. Groundwater Management Compliance – status update on Sustainable Groundwater Management Act (SGMA) compliance activities (i.e., status of Groundwater Sustainability Agency (GSA) activities and Groundwater Sustainability Plan (GSP) implementation) (CWC §10631(b)(4))

Further, since the completion of the 2020 UWMP, the State experienced another multi-year drought event. West Yost will work with the District to refine and update its Water Shortage Contingency Plan (WSCP) as needed.

## PROPOSED UPDATES TO THE DISTRICT'S UWMP

The 2025 UWMP organization is anticipated to be substantially similar to the 2020 UWMP. Each chapter of the 2025 UWMP will be prepared based on DWR guidelines and required DWR tables. West Yost uses UWMP chapters templates developed by our team that result in clear and concise chapters which meet the Water Code and DWR requirements. Table 1 outlines the anticipated 2025 UWMP chapters and describes the updates that are anticipated for each chapter.

The Water Code requires a planning horizon of 20 years, up to 2045 for the 2025 UWMP. However, DWR suggests a minimum 25-year planning horizon for land use planning actions and California Environmental Quality Act (CEQA) compliance. Therefore, we recommend using a 2050 planning horizon for the District's 2025 UWMP.

<b>Table 1. Anticipated UWMP Chapter Updates</b>	
Chapter	Anticipated Updates
Executive Summary	<ul style="list-style-type: none"> <li>West Yost will prepare a summary of UWMP findings and conclusions in simple, concise language to serve as the Lay Description required by CWC §10630.5.</li> </ul>
Chapter 1. Introduction and Overview	<ul style="list-style-type: none"> <li>West Yost will provide an introduction and overview of the 2025 UWMP.</li> </ul>
Chapter 2. Plan Preparation	<ul style="list-style-type: none"> <li>West Yost will document the District’s process for plan preparation, along with its coordination efforts with its wholesaler, the public, and other agencies.</li> <li>West Yost will support the District’s required coordination with the public, other agencies, and other stakeholders; if requested, West Yost will provide a template for the UWMP Notice of Preparation to be sent to the cities, county, and other stakeholders.</li> </ul>
Chapter 3. System Description	<ul style="list-style-type: none"> <li>West Yost will work with the District to prepare updates to the written description of the physical service area. The District is anticipated to provide historical and projected (through 2050) service area population data. Data may be obtained from the State Department of Finance population projections and the Association of Bay Area Government’s Plan Bay Area 2050.</li> <li>West Yost will work with District staff to update required maps including a jurisdictional area map, service area map, distribution area map, and system schematic.</li> <li>West Yost will report on the District’s seismic risk assessment of water facilities conducted in accordance with CWC §10632.5.</li> </ul>
Chapter 4. System Water Use	<ul style="list-style-type: none"> <li>West Yost will use information provided by the District to develop this chapter.</li> <li>The District will provide updates to the historical demand data for the last five years (2021-2025) and a written description of any updates to the District’s water use reduction plan.</li> <li>The District will provide information and data related to its water loss reporting policies and procedures and compliance with the State water loss standards.</li> <li>The District will provide water demand projections through 2050.</li> <li>The District will provide recycled water demand projections through 2050, if any.</li> <li>West Yost will incorporate information on climate change impacts on water demands to the extent that information is available.</li> </ul>
Chapter 5. SBX7-7 Baselines and Targets	<ul style="list-style-type: none"> <li>West Yost will use information provided by the District to develop this chapter.</li> <li>The District will provide actual 2025 water use in early 2026, for West Yost to report on the District’s compliance with its 2020 per capita water use target.</li> </ul>
Chapter 6 System Supplies	<ul style="list-style-type: none"> <li>The District will provide updates to the written descriptions of existing water sources, including SFPUC supplies, groundwater supplies, and recycled water supplies.</li> <li>West Yost will work with the District to prepare updated descriptions of water transfer opportunities, recycled water and desalinated water opportunities, and future water projects.</li> <li>West Yost will collaborate with the District to update the general written descriptions of imported (purchased) supplies and agreements with SFPUC and BAWSCA.</li> <li>West Yost will incorporate information on climate change impacts to the District’s supply sources to the extent that information is available.</li> <li>West Yost will document information regarding the District’s compliance with SGMA, including GSA formation and GSP preparation and implementation.</li> </ul>
Chapter 7. Water Supply Reliability Assessment	<ul style="list-style-type: none"> <li>West Yost will coordinate with the District to evaluate availability and reliability of groundwater supplies in single dry and multiple dry years.</li> <li>West Yost will prepare a Drought Risk Assessment for the District for the period from 2026 through 2030.</li> </ul>

<b>Table 1. Anticipated UWMP Chapter Updates</b>	
Chapter	Anticipated Updates
Chapter 8. Water Shortage Contingency Planning	<ul style="list-style-type: none"> <li>The District will provide updates to the District’s current WSCP and will prepare the required revenue and expenditure analysis.</li> <li>West Yost will incorporate updates the District may have to its current WSCP.</li> <li>West Yost will report on the District’s seismic risk assessment of water facilities conducted in accordance with SB 664 based on information from the regional Hazard Mitigation Plan and/or its Water Infrastructure Act (AWIA) compliance documents.</li> </ul>
Chapter 9. Demand Management Measures	<ul style="list-style-type: none"> <li>West Yost will incorporate updates the District may have on current and planned implementation of its Demand Management Measures.</li> </ul>
Chapter 10. Plan Adoption, Submittal and Implementation	<ul style="list-style-type: none"> <li>West Yost will document the District’s adoption of the 2025 UWMP.</li> </ul>
Supporting Documents	<p>Appendices will include, but not be limited to, the following:</p> <ul style="list-style-type: none"> <li>UWMP tables required by DWR (prepared by West Yost)</li> <li>SBX7-7 tables required by DWR (prepared by West Yost)</li> <li>Notification letters of UWMP update (prepared by District)</li> <li>Public notice of UWMP hearing (prepared by District)</li> <li>UWMP adoption resolution (prepared by District)</li> <li>DWR UWMP checklist (prepared by West Yost)</li> <li>Water loss audits (prepared by District)</li> <li>Energy Intensity Documentation (prepared by District) – Inclusion of water energy data is limited to information that the urban water supplier can readily obtain and calculation or estimation of energy intensity remains voluntary (CWC §10631.2); water energy information related to the District’s system supplies will be included to the extent that information is available.</li> </ul>

Our proposed Scope of Work is described below. Note that as of the date of this proposal, the DWR Guidebook for the Preparation of 2025 UWMPs and reporting spreadsheets has not yet been released. The DWR 2025 UWMP Guidebook may have different and/or additional requirements that are not listed in Table 1. Once the DWR Guidebook is available, specific requirements for the 2025 UWMPs will be reviewed. If different and/or additional DWR requirements will require additional work effort beyond that included in this proposal, West Yost will notify the District. Any additional services not included in this Scope of Work will be performed only after receiving written authorization and a corresponding budget augmentation from the District.

## **BASIC SCOPE OF WORK**

West Yost’s Basic Scope of Work includes the following tasks:

- Task 1. Attend Meetings with District Staff
- Task 2. Collect and Review Data
- Task 3. Prepare Administrative Draft 2025 UWMP
- Task 4. Prepare Public Draft 2025 UWMP
- Task 5. Provide Support for the Public Hearing and Adoption
- Task 6. Prepare Final 2025 UWMP
- Task 7. Respond to Questions/Comments from DWR
- Task 8. Project Management, Coordination, and Quality Assurance/Quality Control



Each of these tasks is described below.

## **Task 1. Attend Meetings with District Staff**

West Yost will attend the Project kick-off meeting and progress meetings as discussed below.

### ***Task 1.1. Attend Kick-off Meeting and Develop Plan Milestones***

Upon receiving Notice to Proceed, West Yost will schedule a kick-off meeting with District staff. The main purpose of the kick-off meeting will be to discuss preparation of the 2025 UWMP, data requirements, and plan objectives, and to define roles and responsibilities of District staff and West Yost for the preparation of the 2025 UWMP. The following items will be discussed at the kick-off meeting:

1. Proposed organization of the 2025 UWMP;
2. Proposed schedule for the preparation of the 2025 UWMP;
3. Data needs for the preparation of the 2025 UWMP (see Task 2);
4. Noticing requirements for the UWMP and WSCP preparation and adoption; and
5. Schedule dates and times for notices and progress meetings (see Task 1.2).

Based on the meeting discussion, West Yost will prepare a detailed chapter outline for the 2025 UWMP, including a description of chapter contents and due dates for completion of the various chapters of the 2025 UWMP. This chapter outline will then be referenced during the progress meetings to track overall project progress (see Task 1.2).

West Yost will also prepare a schedule for the preparation of the 2025 UWMP showing key milestone dates including completion of the Draft 2025 UWMP, public noticing requirements, public review and comment periods, public hearing dates, and dates for the District Board of Directors to consider adopting the 2025 UWMP. Establishing and meeting these milestone dates will be critical for the efficient and timely development of the 2025 UWMP and the ability to meet the July 1, 2026 deadline for submittal of the District Board of Directors adopted 2025 UWMP to DWR.

### ***Task 1.2. Progress Meetings***

Throughout the preparation of the 2025 UWMP, West Yost will coordinate with District staff on the progress of the project. This coordination is assumed to occur via conference calls with key District and West Yost staff. For budgeting purposes, West Yost has assumed that twelve (12) 30-minute conference calls will be conducted at regular intervals during the preparation of the 2025 UWMP. These calls will be scheduled on mutually agreed upon days and times during the period from approximately Fall 2025 through Spring 2026. During these calls, progress on the various sections of the 2025 UWMP will be discussed, along with any issues or problems being encountered. Progress in meeting the key project milestone dates established in the project schedule will also be discussed. These coordination calls will assist in keeping the project on schedule.

#### **Task 1 Assumptions**

- All meetings will be conducted virtually via Teams or similar application.
- A one-hour virtual kickoff meeting is assumed.
- Twelve 30-minute progress meetings are assumed for the duration of the project.

### **Task 1 Deliverables**

- West Yost will provide a chapter outline for 2025 UWMP and project schedule.
- West Yost will provide agenda, summary meeting notes, and decisions and action items discussed during progress meetings.

## **Task 2. Collect and Review Data**

West Yost will collect and review the data and available reports needed to prepare the 2025 UWMP. The following specific data will be required from the District for the 2025 UWMP:

1. Water Service Area Statistics (including number of connections by customer sector and population served);
2. Historical (through 2025) and projected (through 2050) potable water and recycled water (if any) use by customer sector;
3. Historical (through 2025) and projected (through 2050) potable water and recycled water (if any) production by source;
4. Documented reduction in water supply;
5. Low-income housing projections;
6. Water loss data/water audits for 2021 through 2025; and
7. Current and planned demand management measures and other water conservation program data.

West Yost will prepare an initial data request that will be submitted to the District prior to the kick-off meeting. A second data request will be submitted in late 2025/early 2026 to request water use and production data for the 2025 Calendar Year, for use in confirming compliance with the District's adopted SBX7-7 target for 2020 (see Task 3).

West Yost will actively track the data collection effort, indicating data received and data that is still outstanding, and will report on the data collection effort progress during project progress meetings.

### **Task 2 Deliverables**

- West Yost will provide a data request list (initial list at beginning of project and a second list in early 2026 to request 2025 data) with status updates on the data still outstanding.

## **Task 3. Prepare Administrative Draft 2025 UWMP**

West Yost will prepare an Administrative Draft of the 2025 UWMP for review by the District.

### ***Task 3.1. Prepare/Revise Required UWMP Sections/Chapters***

The District's 2020 UWMP will be used as the base document for the preparation of its 2025 UWMP. West Yost will revise and update chapters as needed to comply with the specific requirements for 2025 UWMPs and to update water demand and supply data and projections as needed. West Yost will write and submit draft versions of each chapter for District review, as they are completed. Table 1 lists the specific chapters anticipated for the 2025 UWMP, along with assumptions for their preparation.

### ***Task 3.2. Prepare Administrative Draft 2025 UWMP for District Review and Comment***

West Yost will incorporate edits from the individual chapters completed in Task 3.1 before combining them into the Administrative Draft 2025 UWMP for District review and comment. The Administrative Draft 2025 UWMP will include all the required chapters, data tables, and plan appendices.

### ***Task 3.3. Prepare DWR 2025 UWMP Checklist***

Upon completion of the Administrative Draft 2025 UWMP, West Yost will also complete DWR's Urban Water Management Plan Checklist to demonstrate to DWR that all the required elements have been addressed and have been included in the District's 2025 UWMP. The location of the required elements within the UWMP will be cited in the checklist. The checklist will be included as an appendix of the 2025 UWMP.

#### **Task 3 Assumptions**

- District will return review comments for each chapter to West Yost within two weeks of receipt.

#### **Task 3 Deliverables**

- West Yost will provide drafts of each chapter of the 2025 UWMP in Word format for review and comment as they are completed.
- West Yost will provide the Administrative Draft 2025 UWMP in PDF format to the District for review and comment.
- West Yost will complete the DWR UWMP Checklist as an appendix to the 2025 UWMP.

### **Task 4. Prepare Public Draft 2025 UWMP**

West Yost will address and incorporate comments from the District on the Administrative Draft and prepare the Public Draft 2025 UWMP for the District's circulation and required public review to comply with the minimum 14-day public review period.

#### **Task 4 Deliverables**

- West Yost will provide a PDF copy of the Public Draft 2025 UWMP for the District's circulation and public review.

### **Task 5. Provide Support for the Public Hearing and Adoption**

West Yost will provide support to District staff related to preparing for and conducting a public hearing for the Public Draft 2025 UWMP. Specific support tasks will include assistance with the development of a PowerPoint presentation for the public hearing and in-person attendance at the public hearing to assist in responding to any questions from the District Board of Directors and/or the public.

West Yost will meet with District staff to review a draft presentation. District comments will be incorporated in the preparation a final presentation.

West Yost will meet with District staff to practice the presentation.

#### **Task 5 Assumptions**

- The District will prepare the required notices for the public hearing, the Board agenda item staff report, and resolution of adoption.
- Two one-hour virtual meetings are assumed for review and comment of the draft presentation, and to practice the presentation.
- The District will conduct the public hearing and consider UWMP adoption in one Board of Directors meeting.

#### **Task 5 Deliverables**

- West Yost will prepare a draft and a final PowerPoint presentation of the Public Draft 2025 UWMP.

### **Task 6. Prepare Final 2025 UWMP**

West Yost will incorporate any comments from the public and the District Board of Directors into the Final 2025 UWMP. West Yost will also upload the final document to DWR's WUEdata portal and submit a copy to the State Library.

#### **Task 6 Deliverables**

- West Yost will provide a PDF copy of the Final 2025 UWMP for the District's distribution and use.
- West Yost will provide an email confirmation of a successful upload of the Final 2025 UWMP to DWR's WUEdata portal.

### **Task 7. Respond to Questions/Comments from DWR**

West Yost will provide the District with assistance in responding to DWR comments on the submitted Final 2025 UWMP, if any. Because the exact nature or extent of DWR's comments cannot be determined at this time, West Yost's level of effort to respond cannot be specifically estimated. For the purposes of this proposal, up to eight (8) hours of senior level engineering support has been estimated.

#### **Task 7 Deliverables**

- West Yost will respond to DWR review comments as needed.

### **Task 8. Project Management, Coordination, and Quality Assurance/Quality Control**

Project management includes those general management activities that are not specific to any one task, including overall project management; coordination of activities and communication with District staff; and invoicing. West Yost will provide overall project management activities associated with this project. The day-to-day management activities will include the scheduling of resources to perform the work, coordinating between project staff, and communicating project progress with District staff.

West Yost's QA/QC policy requires all work products to be reviewed at the principal level prior to submittal. The DWR UWMP Checklist described in Task 3-3 will be used as part of West Yost's QA/QC procedures to confirm that all plan requirements are addressed.

#### **Task 8 Assumptions**

- The duration of this project is assumed to be 12 months, excluding the DWR UWMP review period for completeness.

#### **Task 8 Deliverables**

- West Yost will provide monthly invoices with summary activities completed during the previous month.

## Assumptions

West Yost prepared the basic scope of work provided above based on the following key assumptions:

1. The tasks and proposed schedule described above are based on the current (as of February 2025) water code provisions as they relate to UWMPs. If subsequent changes are made to the water code which require additional elements and/or additional analysis to be included in the 2025 UWMP, the scope of work may need to be revised to complete the 2025 UWMP.
2. The DWR Guidebook for the 2025 UWMPs is assumed to be available by June/July 2025 and will provide guidance on 2025 UWMP requirements, organization, and tables.
3. The District will prepare and send required notices and provide documentation of coordination with the public and other agencies. The District will post the required newspaper notices. West Yost may provide templates for required notices upon request. The District will provide copies of such notices to West Yost for inclusion in an appendix to the 2025 UWMP.
4. The water facility seismic risk assessments required by SB 664 have been or will be conducted by the District as a separate effort from this project. Completion of these assessments will be documented in the 2025 UWMP; however, budget to complete seismic risk assessments is not included in this project. The District may comply with this requirement by submitting a copy of the most recent adopted local hazard mitigation plan or multi-hazard mitigation plan under specified federal law that addresses seismic risk.
5. The District shall conduct a public hearing for the Public Draft 2025 UWMP, and the District Board of Directors shall adopt the 2025 UWMP before submittal to DWR in accordance with the Water Code. The due date for submittal of the 2025 UWMP to DWR is July 1, 2026.

## SCHEDULE

West Yost will work with District staff to meet the current required deadline for adoption and submittal of the 2025 UWMP to DWR by July 1, 2026. If this deadline date is changed by DWR, West Yost will coordinate with District staff to modify the project schedule as needed.

## COMPENSATION

West Yost will perform the Basic Scope of Work described above on a time and materials basis, at the billing rates set forth in West Yost's attached Billing Rate Schedule, for a not to exceed budget of \$92,030. This budget includes \$1,600 of direct costs associated with production of hard copies as may be required by the District and the California State Library. Any additional services not included in this Scope of Work will be performed only after receiving written authorization and a corresponding budget augmentation from the District. The costs associated with performing the Basic Scope of Work described above are summarized in Table 2.

<b>Table 2. Table of Estimated Project Hours and Budget</b>		
<b>Task</b>	<b>Level of Effort, hours</b>	<b>Estimated Budget, dollars</b>
Task 1. Attend Meetings with District Staff	20	6,800
Task 2. Collect and Review Data	26	7,360
Task 3. Prepare Administrative Draft 2025 UWMP	194	52,140
Task 4. Prepare Draft 2025 UWMP	24	6,220
Task 5. Provide Support for the Public Hearing and Adoption	10	3,280
Task 6. Prepare Final 2025 UWMP	16	4,200
Task 7. Respond to Questions/Comments from DWR	8	2,360
Task 8. Project Management and Coordination	26	8,070
Direct Costs		1,600
<b>Total Project Hours and Budget</b>	<b>324</b>	<b>92,030</b>

We look forward to continuing to work with you and assisting the District with this important project. Please do not hesitate to call me at (925) 461-6793, if you have any questions or need additional information.

Sincerely,  
WEST YOST



Elizabeth Drayer, PE  
Project Manager  
RCE #46872

cc: Rhodora Biagtan  
Bonnie Robison

Attachment A: 2025/2026 Rate Schedule



Attachment A

2025/2026 Rate Schedule

# 2025/2026 Rate Schedule

(Effective July 1, 2025, through July 31, 2026)

POSITIONS	LABOR CHARGES (DOLLARS PER HOUR)
<b>ENGINEERING</b>	
Principal/Vice President	\$385
Engineer/Scientist/Geologist Manager I / II	\$363 / \$381
Principal Engineer/Scientist/Geologist I / II	\$328 / \$349
Senior Engineer/Scientist/Geologist I / II	\$295 / \$310
Associate Engineer/Scientist/Geologist I / II	\$245 / \$264
Engineer/Scientist/Geologist I / II	\$191 / \$222
Engineering Aide	\$115
Field Monitoring Services	\$142
Administrative I / II / III / IV	\$105 / \$131 / \$157 / \$174
<b>ENGINEERING TECHNOLOGY</b>	
Engineering Tech Manager I / II	\$379 / \$381
Principal Tech Specialist I / II	\$347 / \$359
Senior Tech Specialist I / II	\$318 / \$332
Senior GIS Analyst	\$288
GIS Analyst	\$272
Technical Specialist I / II / III / IV	\$203 / \$231 / \$259 / \$290
Technical Analyst I / II	\$145 / \$174
Technical Analyst Intern	\$117
Cross-Connection Control Specialist I / II / III / IV	\$152 / \$164 / \$184 / \$205
CAD Manager	\$229
CAD Designer I / II	\$178 / \$201
<b>CONSTRUCTION MANAGEMENT</b>	
Senior Construction Manager	\$367
Construction Manager I / II / III / IV	\$218 / \$233 / \$247 / \$314
Resident Inspector (Prevailing Wage Groups 4 / 3 / 2 / 1)	\$196 / \$218 / \$243 / \$252
Apprentice Inspector	\$178
CM Administrative I / II	\$94 / \$128
Field Services	\$252

- Hourly rates include charges for technology and communication, such as general and CAD computer software, telephone calls, routine in-house copies/prints, postage, miscellaneous supplies, and other incidental project expenses.
- Outside services, such as vendor reproductions, prints, and shipping; major West Yost reproduction efforts; as well as engineering supplies, etc., will be billed at the actual cost plus 15%.
- The Federal Mileage Rate will be used for mileage charges and will be based on the Federal Mileage Rate applicable to when the mileage costs were incurred. Travel other than mileage will be billed at cost.
- Subconsultants will be billed at actual cost plus 10%.
- Expert witness services, research, technical review, analysis, preparation, and meetings will be billed at 150% of standard hourly rates. Expert witness testimony and depositions will be billed at 200% of standard hourly rates.
- A finance charge of 1.5% per month (an annual rate of 18%) on the unpaid balance will be added to invoice amounts if not paid within 45 days from the date of the invoice.



# 2025/2026 Rate Schedule

(Effective July 1, 2025, through July 31, 2026)

## Equipment Charges

EQUIPMENT	BILLING RATES
2" Purge Pump & Control Box	\$300 / day
Aquacalc / Pygmy or AA Flow Meter	\$28 / day
Emergency SCADA System	\$35 / day
Field Vehicles (Groundwater)	\$1 / mile
Gas Detector	\$80 / day
Generator	\$60 / day
Hydrant Pressure Gauge	\$10 / day
Hydrant Pressure Recorder, Impulse (Transient)	\$55 / day
Hydrant Pressure Recorder, Standard	\$40 / day
Low Flow Pump Back Pack	\$135 / day
Low Flow Pump Controller	\$200 / day
Powers Water Level Meter	\$32 / day
Precision Water Level Meter 300ft	\$30 / day
Precision Water Level Meter 500ft	\$40 / day
Precision Water Level Meter 700ft	\$45 / day
QED Sample Pro Bladder Pump	\$65 / day
Storage Tank	\$20 / day
Sump Pump	\$24 / day
Transducer Communications Cable	\$10 / day
Transducer Components (per installation)	\$23 / day
Trimble GPS – Geo 7x	\$220 / day
Tube Length Counter	\$22 / day
Turbidity Meter	\$30 / day
Turbidity Meter (2100Q Portable)	\$35 / day
Vehicle (Construction Management)	\$10 / hour
Water Flow Probe Meter	\$20 / day
Water Quality Meter	\$50 / day
Water Quality Multimeter	\$185 / day

## **STAFF REPORT**

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

**From:** Mary Rogren, General Manager

**Agenda:** February 11, 2025

**Report Date:** February 7, 2025

**Subject:** Appointment of Director to the Boards of the Bay Area Water Supply & Conservation Agency (BAWSCA) and the Bay Area Regional Water System Financing Authority (RFA)

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### **Recommendation/Motion:**

Appoint a member of the Board of Directors to serve on the Boards of the Bay Area Water Supply & Conservation Agency (BAWSCA) and the Bay Area Regional Water System Financing Authority (RFA).

### **Background:**

The four-year term of Director Chris Mickelsen on the Boards of Directors of BAWSCA and RFA will end on June 30, 2025. The enabling acts for both agencies allow the District to reappoint its Director for an unlimited number of terms or to appoint a new Director at the end of each term. This appointment will be for a four-year term, ending on June 30, 2029 and must be properly agendaized and made at a public meeting of the CCWD Board of Directors. The appointment does not need to be memorialized in a resolution; a motion duly passed and recorded in the meeting minutes is sufficient. BAWSCA is encouraging agencies to make these appointments before June 30, 2025, effective July 1, 2025, so that a quorum of both Boards can be ensured and agencies are continually represented.

### **Fiscal Impact:**

None.



January 22, 2025

The Hon. Glenn Reynolds, President  
Coastside County Water District  
766 Main St.  
Half Moon Bay, CA 94019

**Subject: Appointment of a Director to the Boards of the Bay Area Water Supply & Conservation Agency and the Bay Area Regional Water System Financing Authority**

Dear President Reynolds,

The four-year term of Chris Mickelsen on the board of directors of the Bay Area Water Supply & Conservation Agency (BAWSCA) will end on June 30, 2025, as will his term on the Bay Area Regional Water System Financing Authority (RFA). Action by your board must be taken promptly.

The enabling acts for both special districts allow the district to reappoint its director for an unlimited number of terms or to appoint a new director at the end of each term. The appointment will be for a four-year term. While BAWSCA and RFA are special districts, they are not a Joint Powers Authority (JPA); therefore, the term and duty is independent of the appointee's home agency. Hence, whoever is appointed will have a term that ends on June 30, 2029.

The enabling acts for both special districts require that a vacancy on the boards be filled no later than 90 days from the date the vacancy occurs. However, we encourage your district to make the appointments before June 30, effective July 1, 2025, so that a quorum of both boards can be ensured.

**Statutory qualifications:**

- The appointee must be a resident of, and a registered voter in, the District.
- The appointee may, but need not, be a member of your Board of Directors.

**Mechanics of the appointment process:**

- The appointments must be made at a public meeting of the Board of Directors and be properly agendized.
- The appointments must be made by action of the full Board of Directors, rather than by unilateral action of the Board President.
- The appointments do not need to be memorialized in a resolution; a motion duly passed and recorded in the minutes of the meeting is sufficient.

- A copy of the record of the board actions making the appointment should be sent to BAWSCA. The oaths of office must be administered prior to the appointee's first meeting as a director on the BAWSCA and RFA Boards.

The two questions most frequently asked about an appointment are:

- Should the appointee be an elected member of the appointing agency's governing body?
- Should the same person be appointed to the boards of both agencies?

Both of these are matters of policy left entirely to the discretion of your board. I offer the following observations, based on BAWSCA's experience.

- The great majority of cities and districts which are participants in BAWSCA and the RFA do select a member of their governing body to serve on the BAWSCA and RFA boards.

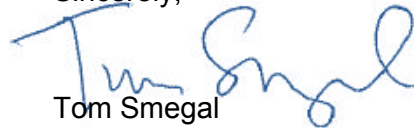
One advantage of appointing a currently serving or former elected member of your council to the board is the stature that their presence gives BAWSCA in its dealings with San Francisco, regulatory agencies and legislators. Another is the familiarity and experience the appointee already has in addressing policy matters for the District. The governing body of each individual agency is, of course, in the best position to evaluate these, and other relevant considerations.

- With no exceptions, cities and districts have appointed the same individual to both the BAWSCA and RFA boards.

Appointing one person on both boards offers an advantage because, although the two special districts have distinct roles, they are closely related. The familiarity with the issues gained through service on one board will be useful in participating on the other. Additionally, having the same person appointed to both boards assure greater continuity.

Please see that your board places this matter on an agenda for action by the end of June 30, 2025. I may be reached at (650) 349-3000 or [tsmegal@bawasca.org](mailto:tsmegal@bawasca.org) if you have any questions.

Sincerely,



Tom Smegal  
Chief Executive Officer/General Manager

TS/le

cc via email:

Chris Mickelsen, BAWSCA Board Member  
Mary Rogren, BAWSCA Water Management Representative  
Cathleen Brennan, BAWSCA Water Management Representative

**OATH OF OFFICE**  
**FOR**  
**MEMBER OF BOARD OF DIRECTORS**  
**BAY AREA WATER SUPPLY AND CONSERVATION AGENCY**

I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

\_\_\_\_\_  
Signature

\* \* \* \* \*

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**OATH OF OFFICE**  
**FOR**  
**MEMBER OF BOARD OF DIRECTORS**  
**SAN FRANCISCO BAY AREA**  
**REGIONAL WATER SYSTEM FINANCING AUTHORITY**

I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

\_\_\_\_\_  
Signature

\* \* \* \* \*

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**STAFF REPORT**

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

**From:** Mary Rogren

**Agenda:** February 11, 2025

**Report Date:** February 7, 2025

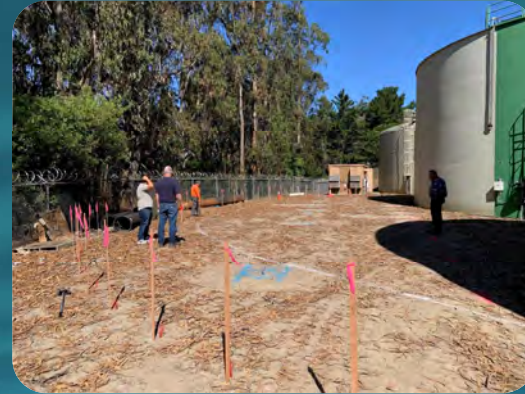
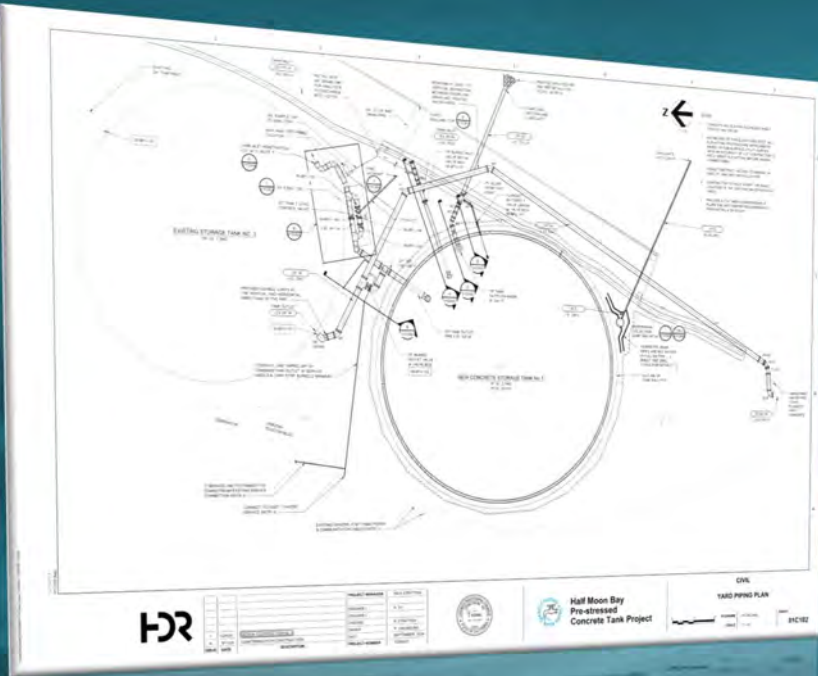
**Agenda Title:** Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project - Update #4

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**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 the full "notice to proceed" on January 21, 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.



# Coastside County Water District Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project February 11, 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 1/21/2025)	21	Billed to Date <sup>1</sup>	\$279,480.00
Remaining Days	459	Remaining Value	\$10,689,471.00

<sup>1</sup>Billed to date value is the contract work complete including the 10% retention that will be paid to Contractor upon project completion.

# Construction Progress Update #4

## Progress to Date:

- Issuance of Full Notice-to-Proceed effective January 21<sup>st</sup>, 2025.
- Installation of temporary pipe.
- Installation of SWPPP measures.
- Utility potholing of the job site.
- Mobilization and placement of Office Trailer.
- Processing of Contractor Submittals, Requests for Information (RFIs) and Scheduling.

# Construction Progress Update #4

## **Three-Week Look Ahead Schedule:**

Major items of work anticipated over next 3-4 weeks are as follows:

- Installation of temporary pipe bypass tie-in.
- Disinfection and testing of temporary pipe.
- Mobilization of demolition contractor
- Lead Abatement of Tanks 1 and 2.

## **Overall Project Schedule:**

- Anticipated completion in Spring 2026.



Construction Photos

## ***STAFF REPORT***

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

**From:** Mary Rogren, General Manager

**Agenda:** February 11, 2025

**Report Date:** February 7, 2025

**Agenda Title:** General Manager's Report

---

### **Information Only**

#### **Initial Water Supply Availability Estimate - SFPUC**

On February 4, 2025, Steven Ritchie, Assistant General Manager of Water at SFPUC issued the attached memo. Given rainfall, snowpack and reservoir storage levels to date, SFPUC staff notes that there is a reasonable probability that the SFPUC will be able to meet full customer demand this year.

Another update will be provided March 1, with the final update issued in early April following the last snow survey of the year.



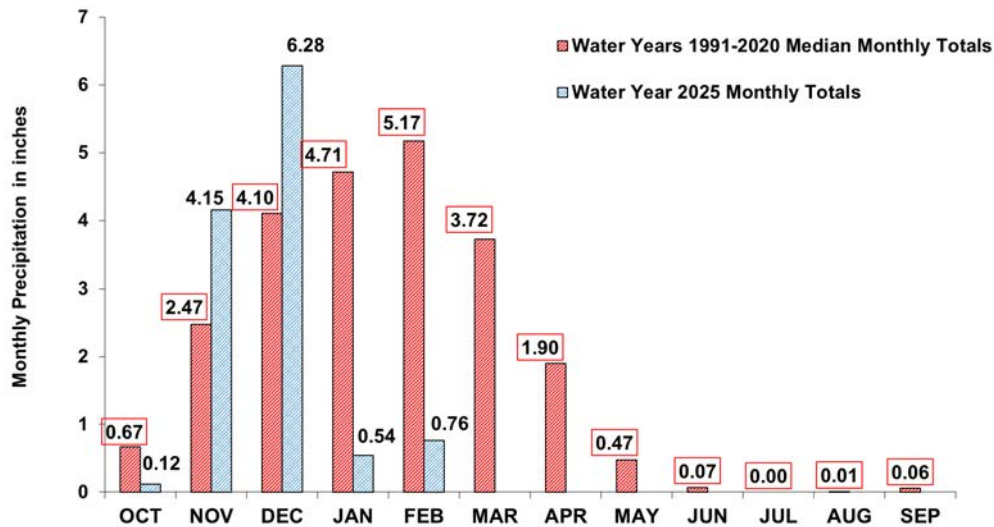
TO: SFPUC Wholesale Customers *Steven R. Ritchie*  
 FROM: Steven R. Ritchie, Assistant General Manager, Water  
 DATE: February 4, 2025  
 RE: Initial Water Supply Availability Estimate

This memo provides the initial water supply availability estimate for this year and the current hydrologic conditions.

The current Water Year has alternated between dry and above average precipitation in the early months of the Water Year. As the charts below show, the Hetch Hetchy watershed and the local watersheds show below average precipitation during October and January, and above average to average precipitation in November and December resulting in below median precipitation conditions as of February 2.

The local watersheds have received almost 51% of average annual total rainfall of 23.35 inches. The Hetch Hetchy watershed has received 38% of average annual rainfall of 30.92 inches. While the results of the first snow survey have not been fully analyzed yet, the lower elevation snow sensors are showing the snowpack to be below median for this time of year.

**Bay Area 7-station Precipitation Index as of February 2, 2025**

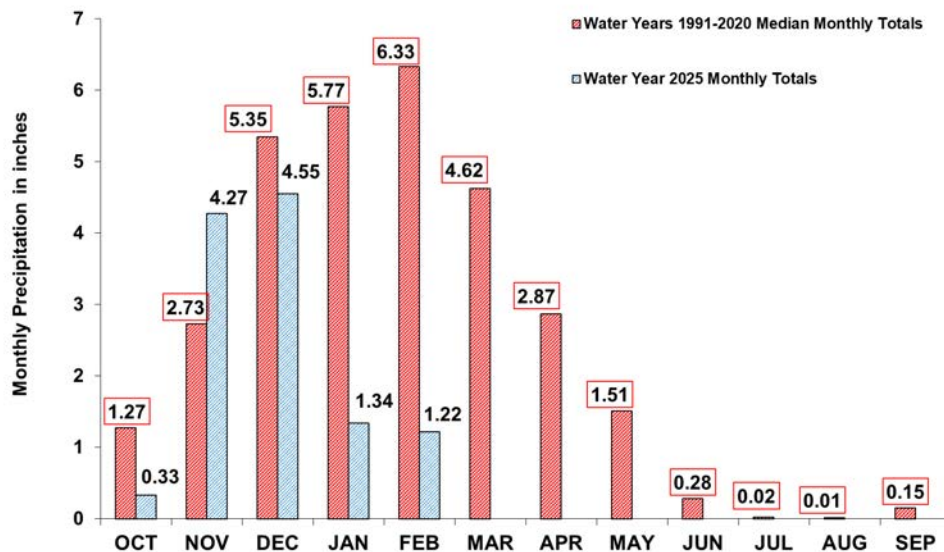


- Daniel L. Lurie**  
Mayor
- Kate H. Stacy**  
President
- Joshua Arce**  
Vice President
- Avni Jamdar**  
Commissioner
- Steve Leveroni**  
Commissioner
- Dennis J. Herrera**  
General Manager

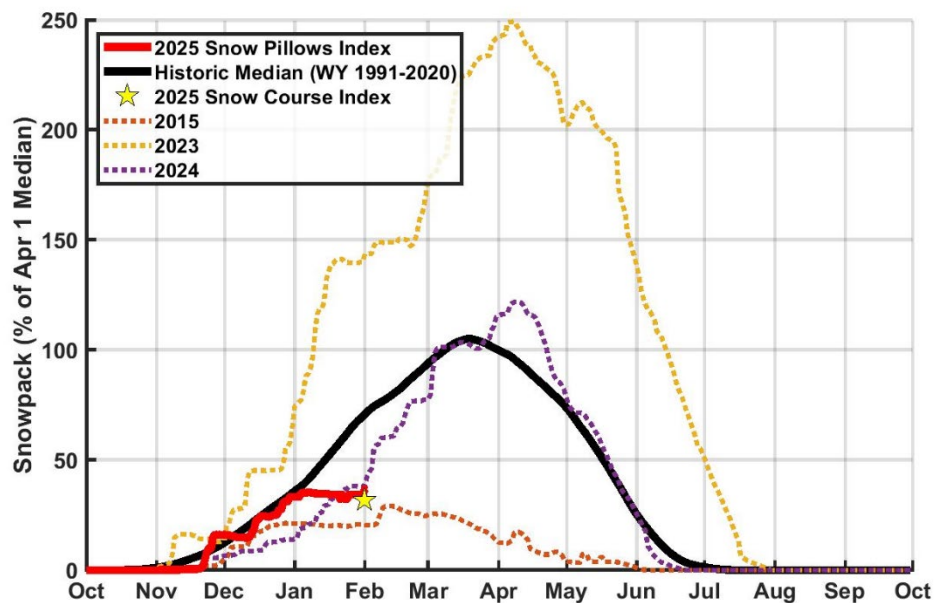
**OUR MISSION:** To provide our customers with high-quality, efficient and reliable water, power and sewer services in a manner that values environmental and community interests and sustains the resources entrusted to our care.



## Upcountry 6-station Precipitation Index as of February 2, 2025



## Upcountry Snowpack as of February 2, 2025



Reservoir storages are above where they typically are this time of year.

Reservoir	Current Storage <sup>1,2,3</sup> (AF)	Maximum Storage <sup>4</sup> (AF)	Available Capacity (AF)	Percent of Maximum Storage	Normal Percent of Maximum Storage <sup>5</sup>
<u>Tuolumne System</u>					
Hetch Hetchy	251,900	360,360	108,460	69.9%	<b>68.6%</b>
Cherry	249,500	273,345	23,845	91.3%	-
Eleanor	21,070	27,100	6,030	77.7%	-
Water Bank	553,833	570,000	16,167	97.2%	<b>98.1%</b>
<b>Total Tuolumne Storage</b>	<b>1,076,303</b>	<b>1,230,805</b>	<b>154,502</b>	<b>87.4%</b>	-
<u>Local System</u>					
Calaveras	68,496	96,670	28,174	70.9%	-
San Antonio	45,797	53,266	7,469	86.0%	-
Crystal Springs	44,256	68,953	24,697	64.2%	-
San Andreas	15,967	18,675	2,708	85.5%	-
Pilarcitos	2,364	3,125	761	75.6%	-
<b>Total Local Storage</b>	<b>176,880</b>	<b>240,689</b>	<b>63,809</b>	<b>73.5%</b>	-
<b>Total System Storage</b>	1,253,183	1,471,494	218,311	<b>85.2%</b>	<b>80.3%</b>
<b>Total without water bank</b>	699,350	901,494	202,144	<b>77.6%</b>	-

Rainfall, snowpack and reservoir storages to date, including carryover storage from prior average and wet years, indicate a reasonable probability that the SFPUC will be able to meet full customer demand this year. The SFPUC will continue to monitor water supply conditions and State actions. The SFPUC will provide an update of the water supply conditions at the February 20th Annual Wholesale Customer Meeting. Another update on water supply availability will be provided on March 1st with a final water supply availability memo issued in early April following the last snow survey of the year.



## **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:** February 11, 2025  
**Report**

**Date:** February 7, 2025

---

### **Monthly Highlights**

- Denniston Water Treatment Plant: The Contact Clarifier Hatch Replacement and Recoating Project (including recoating the contact clarifiers, coagulation tank, and filters) was completed.
- GSW started work on installation of Nunes redundant hypochlorite on-site generation system project (including plumbing, concrete pad, floor repair.)
- Pilarcitos Canyon Slide and Culvert Repair Project: Jon Sutter from EKI, staff from Environmental Science Associates (ESA) and District staff presented to multiple permitting federal/state agencies in an interagency meeting to discuss required permitting for the Pilarcitos road repairs (given damage from the January 2023 storms.)
- Pilarcitos Canyon Wellfield Replacement: Work continues with EKI on design and permitting of the well replacements.
- Continued work on upgrades to Nunes/Denniston SCADA interfaces with WIMS software.
- Continued progress was made on cleaning and painting of Nunes Water Treatment Plant filter gallery piping.
- Darin Sturdivan and Lisa Sulzinger attended a San Mateo County Emergency Services tabletop exercise on storm response.

**December Sources:** Pilarcitos Wells; Pilarcitos Reservoir.

**Main leaks/service leaks:** none.

### **Projects**

- Carter Hill DN Tank Project
  - Full notice-to-proceed was submitted to DN Tanks on January 21, 2025.
  - Installation started on temporary bypass piping.
  - Contracted with Multivista to provide tank construction video services.
  - Ongoing submittal reviews (200+ to date)

**STAFF REPORT**

**Agenda: February 11, 2025**

**Subject: Operations Report**

Page 2

- 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.
  - At 80% design of Pilarcitos Wellfield Replacement Project.
  - Preparation for Highway 92 Emergency Pipeline Replacement Project. Pre-construction meeting is scheduled for February 11.
  
- HDR, Inc.
  - HDR continues work on DN Tank submittals and plan modifications given proposed change in location of temporary bypass piping.
  - HDR continues work with the District on San Vicente Treatability Study and Corrosion Study