

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

SPECIAL CLOSED SESSION

Tuesday, May 8, 2007 - 6:30 p.m.

AGENDA

1) CLOSED SESSION

A. Public Employment

Public Employment Pursuant to Government Code Section 54957

Title: General Manager

2) RECONVENE TO OPEN SESSION

Public report of closed session action

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MEETING OF THE BOARD OF DIRECTORS

Tuesday, May 8, 2007 – 7:00 p.m.

AGENDA

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

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

- 1) ROLL CALL**
- 2) PLEDGE OF ALLEGIANCE**
- 3) PUBLIC ANNOUNCEMENTS**

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

4) CONSENT CALENDAR

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

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

- A. Requesting the Board to review disbursements for the month ending April 30, 2007 – Claims: \$786,186.98 Payroll: \$63,859.81 for a total of \$850,046.79 ([attachment](#))
 - B. Acceptance of Financial Reports ([attachment](#))
 - C. Minutes of the April 10, 2007 Board of Directors Meeting ([attachment](#))
 - D. Report from April 18, 2007 Special Closed Session ([attachment](#))
 - E. Monthly Water Transfer Report ([attachment](#))
 - F. Installed Water Connection Capacity and Water Meters Report ([attachment](#))
 - G. Total CCWD Production Report ([attachment](#))
 - H. CCWD Monthly Sales by Category Report ([attachment](#))
 - I. April 2007 Leak Report ([attachment](#))
 - J. Rainfall Reports ([attachment](#))
 - K. San Francisco Public Utilities Commission Hydrological Conditions Report for April 2007 ([attachment](#))
 - L. Engineering Projects Received for Review during April 2007 ([attachment](#))
- 5) **MEETINGS ATTENDED / SCHEDULED - BOARD OF DIRECTORS INCLUDING COMMITTEES, CUSTOMERS, OTHER AGENCIES, ETC.**

- A. The following three Committee meetings were held in April 2007. Note: Some Committee reports will be provided in further detail for agenda items contained under the General Business Section of this agenda:
 - District Facilities Committee – April 20, 2007 – Report – Item 9B
 - Water Quality Compliance Committee – April 26, 2007
 - Finance Committee – April 30, 2007 – Report – Item 9B and 9C ([attachment](#))

B. Meetings Attended

6) PUBLIC OUTREACH/PROGRAM DEVELOPMENT/WATER RESOURCES ANALYST'S - MONTHLY REPORT ([attachment](#))

7) SUPERINTENDENT OF OPERATION'S REPORT

- A.** Superintendent of Operations Monthly Report ([attachment](#))
- B.** American Water Works Association – Cal/NeV Section Spring Conference – April 2007 ([attachment](#))
- C.** Discussion and possible direction to staff regarding an automated meter-reading program ([attachment](#))

8) DISTRICT ENGINEER'S REPORT

- A.** District Engineer Work Status Report ([attachment](#))
- B.** El Granada Phase 3 Pipeline Replacement Project Status Report ([attachment](#))

9) GENERAL BUSINESS

- A.** Requests to Abandon and Decommission Test Well Facilities in Lower Pilarcitos Area (APN 056-143-330 – George Auld; APN 056-042-110 – Carl Hoffman) ([attachment](#))
- B.** Discussion and possible direction to staff regarding draft proposed FY 2007/2008 Operating and Maintenance (O & M) Budget and Capital Improvement Program Budget for Crystal Springs and Non-Crystal Springs Projects – (*Report provided by Facilities/Finance Committee*) ([attachment](#))
- C.** Discussion and possible direction to staff on Coastside County Water District Purchase Order Policy - (*Report provided by Finance Committee*) ([attachment](#))
- D.** Resolution No. 2007-03 - Appointing Joe Guistino as District Secretary ([attachment](#))

- E. Further consideration of proposal from Avery Associates for the General Manager Recruitment ([attachment](#))
- F. Discussion of Coastside County Water District Organizational Structure ([attachment](#))
- G. Status Report on Capital Improvement Projects ([attachment](#))

10) AGENDA ITEMS AND DIRECTOR COMMENTS

11) ADJOURNMENT

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Void Amount</u>	<u>Check Amount</u>
9482	ALV01	ALVES PETROLEUM, INC.	04/06/2007	0.00	2,257.38
9483	ASS08	ASSOC. CALIF. WATER AGENCY	04/06/2007	0.00	13,260.00
9484	BFI01	ALLIED WASTE SERVICES #925	04/06/2007	0.00	205.65
9485	COA 15	COASTSIDE NET, INC	04/06/2007	0.00	59.95
9486	HAR03	HARTFORD LIFE INSURANCE CO.	04/06/2007	0.00	1,523.00
9487	KAI01	KAISER FOUNDATION HEALTH	04/06/2007	0.00	8,353.00
9488	PAC02	PACIFICA CREDIT UNION	04/06/2007	0.00	637.00
9489	PUB01	PUB. EMP. RETIRE SYSTEM	04/06/2007	0.00	15,281.02
9490	VAL01	VALIC	04/06/2007	0.00	1,645.00
9491	COU 05	RECORDER'S OFFICE	04/23/2007	0.00	10.00
9492	COU 05	RECORDER'S OFFICE	04/23/2007	0.00	10.00
9493	COU 05	RECORDER'S OFFICE	04/23/2007	0.00	13.00
9494	ASS01	ACWA SERVICES CORPORATION	04/19/2007	0.00	14,946.94
9495	CIT 01	CITY OF HALF MOON BAY	04/19/2007	0.00	351,314.71
9496	HAR03	HARTFORD LIFE INSURANCE CO.	04/19/2007	0.00	1,523.00
9497	LAN04	RICOH AMERICAS CORPORATION	04/19/2007	0.00	271.74
9498	PAC 01	PACIFIC GAS & ELECTRIC CO.	04/19/2007	0.00	7,767.05
9499	PAC02	PACIFICA CREDIT UNION	04/19/2007	0.00	637.00
9500	PUB01	PUB. EMP. RETIRE SYSTEM	04/19/2007	0.00	16,048.48
9501	SBC02	AT&T	04/19/2007	0.00	1,036.21
9502	VAL01	VALIC	04/19/2007	0.00	1,645.00
9503	ACC02	ACCURATE AIR ENGINEERING, INC	04/26/2007	0.00	1,159.90
9504	ADP01	ADP, INC.	04/26/2007	0.00	373.65
9505	AME09	AMERICAN WATER WORKS ASSOC.	04/26/2007	0.00	1,714.50
9506	AND01	ANDREINI BROS. INC.	04/26/2007	0.00	18,739.57
9507	ATC01	ATCHISON, BARISONE	04/26/2007	0.00	6,612.46
9508	AZT01	AZTEC GARDENS	04/26/2007	0.00	190.00
9509	BAS01	BASIC CHEMICAL SOLUTION, LLC	04/26/2007	0.00	3,947.50
9510	BAY07	BAY AREA WATER SUPPLY &	04/26/2007	0.00	1,928.15
9511	BIA03	BIANCHI GROUP, INC.	04/26/2007	0.00	5,781.95
9512	BIG01	BIG CREEK LUMBER	04/26/2007	0.00	11.46
9513	BIG02	BIG ED'S CRANE SERVICE, INC	04/26/2007	0.00	645.00
9514	BRE01	CATHLEEN BRENNAN	04/26/2007	0.00	132.00
9515	CAL07	CALIFORNIA TANK LINES, INC.	04/26/2007	0.00	506.88
9516	CAL08	CALCON SYSTEMS, INC.	04/26/2007	0.00	2,517.99
9517	CAL31	CALIFORNIA OVERNIGHT	04/26/2007	0.00	313.49
9518	CDW01	CDW-GOVERNMENT, INC.	04/26/2007	0.00	337.91
9519	CHE07	CHEMTRAC SYSTEMS, INC.	04/26/2007	0.00	681.15
9520	CLE01	CLEARY CONSULTANTS, INC	04/26/2007	0.00	13,364.53
9521	COA02	ROGUE WEB WORKS, LLC	04/26/2007	0.00	162.50
9522	COA19	COASTSIDE COUNTY WATER DIST.	04/26/2007	0.00	148.09
9523	COA22	COASTSIDE FAMILY MEDICAL	04/26/2007	0.00	125.00
9524	DAT01	DATAPROSE	04/26/2007	0.00	1,422.12
9525	DEP 07	DEPARTMENT OF HEALTH SERV.	04/26/2007	0.00	6,262.77
9526	DEP03	DEPARTMENT OF JUSTICE	04/26/2007	0.00	56.00
9527	DOH02	HUGH & ANNE DOHERTY	04/26/2007	0.00	592.78
9528	DOH03	DENNIS DOHERTY	04/26/2007	0.00	592.78
9529	DOH04	HUGH DOHERTY, JR	04/26/2007	0.00	592.78
9530	EIP 01	EIP ASSOCIATES, INC.	04/26/2007	0.00	15,273.73
9531	EWI01	EWING IRRIGATION PRODUCTS	04/26/2007	0.00	221.53
9532	FEN02	CALIFORNIA SITE SERVICES, INC.	04/26/2007	0.00	400.00
9533	FIR06	FIRST NATIONAL BANK	04/26/2007	0.00	1,971.97
9534	GRA 03	GRAINGER, INC.	04/26/2007	0.00	375.33
9535	GUI01	JOE GUISTINO	04/26/2007	0.00	770.35
9536	HAC01	HACH CO., INC.	04/26/2007	0.00	6,371.01
9537	HAL 01	HMB BLDG. & GARDEN INC.	04/26/2007	0.00	16.84
9538	IAP01	IAPMO	04/26/2007	0.00	42.00
9539	INT01	INTEGRATED ID SYSTEMS, INC	04/26/2007	0.00	21.73
9540	IRO01	IRON MOUNTAIN	04/26/2007	0.00	201.69
9541	IRV01	IRVINE, DAVID E.	04/26/2007	0.00	3,562.50
9542	IRV02	IRVINE, DAVID E.	04/26/2007	0.00	513.08
9543	JAM01	JAMES FORD, INC.	04/26/2007	0.00	53.58

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Void Amount</u>	<u>Check Amount</u>
9544	LAN04	RICOH AMERICAS CORPORATION	04/26/2007	0.00	775.13
9545	MAC03	MICHAEL & DEANNA MACK	04/26/2007	0.00	166.00
9546	MAG03	MAGGIORA BROS. DRILLING, INC.	04/26/2007	0.00	31,887.50
9547	MCG01	SALLY MCGEE	04/26/2007	0.00	125.00
9548	MCT01	MCTV6	04/26/2007	0.00	280.00
9549	MET06	METLIFE SBC	04/26/2007	0.00	1,178.75
9550	MIL07	MILLS-PENINSULA HEALTH SERVICE	04/26/2007	0.00	145.71
9551	MIS01	MISSION UNIFORM SERVICES INC.	04/26/2007	0.00	876.47
9552	MON07	MONTEREY COUNTY LAB	04/26/2007	0.00	6,115.90
9553	NEW03	NEW RESOURCES GROUP, INC.	04/26/2007	0.00	1,320.00
9554	OCC01	OCCU-MED, LTD	04/26/2007	0.00	296.75
9555	OCE02	OCEAN SHORE PRINTING CO.	04/26/2007	0.00	8.66
9556	OCE04	OCEAN SHORE CO.	04/26/2007	0.00	452.48
9557	OFF01	OFFICE DEPOT	04/26/2007	0.00	996.83
9558	PIO01	PIONEER RESEARCH CORPORATION	04/26/2007	0.00	637.96
9559	PIT 02	PITNEY BOWES INC.	04/26/2007	0.00	584.00
9560	PUM01	PUMP REPAIR SERVICE CO. INC.	04/26/2007	0.00	15,284.98
9561	RAD 01	STRAWFLOWER ELECTRONICS	04/26/2007	0.00	75.67
9562	RAD02	RADIX CORPORATION	04/26/2007	0.00	2,136.00
9563	RAL01	RANDY RALSTON	04/26/2007	0.00	142.00
9564	RES01	RESOURCE ACTION PROGRAMS	04/26/2007	0.00	1,186.36
9565	ROB 01	ROBERTS & BRUNE CO.	04/26/2007	0.00	2,855.69
9566	SAN 02	BAY AREA WATER SUPPLY &	04/26/2007	0.00	4,689.00
9567	SAN 03	SAN FRANCISCO WATER DEPT.	04/26/2007	0.00	93,138.48
9568	SBC03	AT&T LONG DISTANCE	04/26/2007	0.00	48.36
9569	SEQ02	SEQUOIA OCCUPATIONAL HEALTH	04/26/2007	0.00	85.00
9570	SER03	SERVICE PRESS	04/26/2007	0.00	372.65
9571	SEW 01	SEWER AUTH. MID- COASTSIDE	04/26/2007	0.00	460.00
9572	SIE 02	SIERRA CHEMICAL CO.	04/26/2007	0.00	2,231.79
9573	STO 01	STOLOSKI & GONZALEZ, INC.	04/26/2007	0.00	60,840.00
9574	TET 01	JAMES TETER	04/26/2007	0.00	17,240.40
9575	TUR 01	TURNER CONSTRUCTION, INC.	04/26/2007	0.00	8.50
9576	TUR04	SUSAN TURGEON	04/26/2007	0.00	50.44
9577	UB*00330	RENEE LEWIS	04/26/2007	0.00	26.26
9578	UB*00331	KEVIN TISDALE c/o WESTCOAST YELLOW P	04/26/2007	0.00	45.46
9579	UB*00332	STEVE GALLUP	04/26/2007	0.00	74.06
9580	UB*00333	GLORIA TAN	04/26/2007	0.00	259.86
9581	UB*00334	CONNIE ADAMS	04/26/2007	0.00	75.63
9582	UB*00335	PHILIPPA BARR	04/26/2007	0.00	34.42
9583	UB*00336	CENTURY 21 BALDINI REALTY BRUNO BALDINI	04/26/2007	0.00	77.20
9584	UNI 01	UNITED STATES POSTAL SVC.	04/26/2007	0.00	1,143.60
9585	WEI01	ALISON/RON WEISS	04/26/2007	0.00	125.00
9586	WES11	WEST COAST AGGREGATES, INC.	04/26/2007	0.00	337.65
9587	WHI09	JAMES WHITAKER, MD	04/26/2007	0.00	142.00
Report Total:				0.00	786,186.98

**General Ledger
Period Budget Analysis**

**Coastside County Water District
APRIL 2007**

<u>Account</u>	<u>Description</u>	<u>APR 07</u>	<u>Budget</u>	<u>Variance</u> Over/(Under) Budget	<u>% Variance</u> Over/(Under) Budget	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance</u> Over/(Under) Budget	<u>% Variance</u> Over/(Under) Budget
REVENUE									
4120-00	Water Revenue - All Areas	323,129.20	267,919.00	55,210.20	20.61	4,001,656.43	3,964,259.00	37,397.43	0.94
4170-00	Water Taken From Hydrants	1,851.02	2,500.00	(648.98)	(25.96)	10,002.68	25,000.00	(14,997.32)	(59.99)
4180-00	Late Notice - 10% Penalty	655.15	4,166.66	(3,511.51)	(84.28)	37,482.31	41,666.60	(4,184.29)	(10.04)
4230-00	Service Connections	542.54	500.00	42.54	8.51	236,332.02	235,000.00	1,332.02	0.57
4920-00	Interest Earned	31,025.15	16,521.50	14,503.65	87.79	125,915.92	66,086.00	59,829.92	90.53
4925-00	Interest Revenue T&S Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4930-00	Tax Apportionments/Cnty Checks	194,463.98	0.00	194,463.98	0.00	543,242.38	225,000.00	318,242.38	141.44
4950-00	Miscellaenous Income	5,191.06	6,000.00	(808.94)	(13.48)	47,735.76	60,000.00	(12,264.24)	(20.44)
4960-00	CSP Assm. Dist. Processing Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4965-00	ERAF Refund - County Taxes	0.00	0.00	0.00	0.00	271,190.00	173,000.00	98,190.00	56.76
4235-00	CSP Connection T & S Fees	-9,545.00	0.00	(9,545.00)	0.00	206,525.00	0.00	206,525.00	0.00
4970-00	Wavecrest Reserve Conn. Fees	3,345.60	0.00	3,345.60	0.00	33,456.00	0.00	33,456.00	0.00
REVENUE Totals		550,658.70	297,607.16	253,051.54	85.03	5,513,538.50	4,790,011.60	723,526.90	15.10
EXPENSES									
5000-00	Gen. Oper. Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5130-00	Water Purchased	93,138.48	89,202.00	3,936.48	4.41	974,575.30	880,235.00	94,340.30	10.72
5710-00	Deprec. Trucks, Tools, Equip	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5230-00	Pump Exp, Nunes T P	1,561.25	1,083.33	477.92	44.12	10,557.61	10,833.30	(275.69)	(2.54)
5231-00	Pump Exp, CSP Pump Station	-534.32	1,363.00	(1,897.32)	(139.20)	187,936.11	149,035.00	38,901.11	26.10
5232-00	Pump Exp, Trans. & Dist.	1,844.70	2,066.60	(221.90)	(10.74)	15,369.38	20,666.60	(5,297.22)	(25.63)
5233-00	Pump Exp, Pilarcitos Can.	1,524.44	800.00	724.44	90.56	5,637.87	14,600.00	(8,962.13)	(61.38)
5234-00	Pump Exp. Denniston Proj.	2,881.27	3,545.00	(663.73)	(18.72)	32,864.59	56,720.00	(23,855.41)	(42.06)
5242-00	CSP Pump Station Operations	598.85	650.00	(51.15)	(7.87)	6,926.01	6,500.00	426.01	6.55
5235-00	Denniston T.P. Operations	5,324.47	6,121.66	(797.19)	(13.02)	43,305.45	61,216.60	(17,911.15)	(29.26)
5236-00	Denniston T.P. Maintenance	410.56	2,500.00	(2,089.44)	(83.58)	16,604.61	25,000.00	(8,395.39)	(33.58)
5240-00	Nunes T P Operations	9,366.00	8,189.41	1,176.59	14.37	88,641.22	81,894.10	6,747.12	8.24
5241-00	Nunes T P Maintenance	23,754.03	4,525.00	19,229.03	424.95	47,549.40	45,250.00	2,299.40	5.08
5243-00	CSP Pump Station Maintenance	4,273.71	4,250.00	23.71	0.56	18,788.10	42,500.00	(23,711.90)	(55.79)
5245-00	Alves/Miramontes Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5400-00	Trans & Dist. Exp.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5318-00	Studies/Surveys/Consulting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5321-00	Water Conservation	4,816.51	3,875.00	941.51	24.30	25,495.56	38,750.00	(13,254.44)	(34.21)
5322-00	Community Outreach	280.00	1,189.16	(909.16)	(76.45)	7,519.34	11,891.60	(4,372.26)	(36.77)
5500-00	General Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5620-00	Office Supplies & Expense	7,404.08	9,010.83	(1,606.75)	(17.83)	78,554.99	90,108.30	(11,553.31)	(12.82)
5621-00	Computer Services	6,636.35	2,900.00	3,736.35	128.84	34,446.38	29,000.00	5,446.38	18.78
5625-00	Meetings / Training / Seminars	8,034.09	2,333.33	5,700.76	244.32	28,008.34	23,333.30	4,675.04	20.04

**General Ledger
Period Budget Analysis**

APRIL 2007

<u>Account</u>	<u>Description</u>	<u>APR 07</u>	<u>Budget</u>	<u>Variance</u> Over/(Under) Budget	<u>% Variance</u> Over/(Under) Budget	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance</u> Over/(Under) Budget	<u>% Variance</u> Over/(Under) Budget
5630-00	Insurance	41,899.32	47,104.16	(5,204.84)	(11.05)	377,706.07	409,041.60	(31,335.53)	(7.66)
5681-00	Legal	3,784.96	4,333.33	(548.37)	(12.65)	50,961.99	43,333.30	7,628.69	17.60
5682-00	Engineering	5,431.66	2,500.00	2,931.66	117.27	21,278.13	25,000.00	(3,721.87)	(14.89)
5683-00	Financial Services	0.00	3,181.82	(3,181.82)	(100.00)	19,118.97	33,636.38	(14,517.41)	(43.16)
5685-00	Board Meeting Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5686-00	Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5687-00	Membership, Dues, Subscript.	7,280.40	1,747.08	5,533.32	316.72	45,807.78	30,595.80	15,211.98	49.72
5688-00	Election Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5690-00	Interest Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5700-00	San Mateo County Fees	0.00	0.00	0.00	0.00	11,461.00	10,500.00	961.00	9.15
5701-00	Property Taxes	0.00	0.00	0.00	0.00	697.94	700.00	(2.06)	(0.29)
5705-00	State Fees	6,262.77	0.00	6,262.77	0.00	40,660.54	24,000.00	16,660.54	69.42
5711-00	Debt Service - Existing Bonds	0.00	0.00	0.00	0.00	84,853.43	270,600.00	(185,746.57)	(68.64)
5712-00	Debt Service - Proposed Bonds	0.00	0.00	0.00	0.00	269,825.68	487,200.00	(217,374.32)	(44.62)
5713-00	Contribution to CIP & Reserves	43,725.00	43,725.00	0.00	0.00	437,250.00	437,250.00	0.00	0.00
5714-00	Transfer of Conn Fees to CSP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5725-00	Debt Issuance Amortization Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5743-00	CSP Assm. Dist. Processing Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5744-00	Capital Replacement Contri.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5411-00	Salaries & Wages - Field	60,172.86	60,953.92	(781.06)	(1.28)	676,648.07	640,016.16	36,631.91	5.72
5610-00	Salaries/Wages - Administration	40,258.10	41,537.76	(1,279.66)	(3.08)	379,885.67	436,146.49	(56,260.82)	(12.90)
5640-00	Employees Retirement Plan	30,449.95	28,872.30	1,577.65	5.46	313,919.84	303,159.16	10,760.68	3.55
5684-00	Payroll Tax Expense	7,698.27	7,582.92	115.35	1.52	76,248.33	79,620.66	(3,372.33)	(4.24)
5412-00	Maintenance - General	15,637.40	9,796.66	5,840.74	59.62	124,021.68	97,966.60	26,055.08	26.60
5414-00	Motor Vehicle Expense	2,365.65	3,291.66	(926.01)	(28.13)	38,724.34	32,916.60	5,807.74	17.64
5415-00	Maintenance - Well Fields	0.00	2,616.66	(2,616.66)	(100.00)	315.11	26,166.60	(25,851.49)	(98.80)
5745-00	CSP Connect. Reserve Contribu.	-9,545.00	0.00	(9,545.00)	0.00	206,525.00	0.00	206,525.00	0.00
5746-00	Wavecrest CSP Connt. Reserve	3,345.60	0.00	3,345.60	0.00	33,456.00	0.00	33,456.00	0.00
EXPENSE Total		430,081.41	400,847.59	29,233.82	7.29	4,832,145.83	4,975,383.15	(143,237.32)	(2.88)
REVENUE Total		550,658.70	297,607.16	253,051.54	85.03	5,513,538.50	4,790,011.60	723,526.90	15.10
EXPENSE Total		430,081.41	400,847.59	29,233.82	7.29	4,832,145.83	4,975,383.15	(143,237.32)	(2.88)
INCOME Total		120,577.29	(103,240.43)			681,392.67	(185,371.55)		

COASTSIDE COUNTY WATER DISTRICT

INVESTMENT REPORT

April 30, 2007

		<i>Restricted</i>	<i>Restricted</i>	<i>Restricted for CSP CIP Projects</i>		
	CASH FLOW & OPERATING RESERVE	EMERGENCY RESERVES	CAPITAL EXPENDITURES	DISTRICT CSP CONTRIBUTION	CSP T&S FEES	TOTAL
DISTRICT BALANCES						
<u>CASH IN FNB</u>						
OPERATING ACCOUNT			\$46,025.54			\$46,025.54
CSP T&S ACCOUNT					\$956,935.01	\$956,935.01
TOTAL FIRST NATIONAL BANK	\$0.00	\$0.00	\$46,025.54	\$0.00	\$956,935.01	\$1,002,960.55
CASH WITH L.A.I.F	\$297,900.00	\$700,000.00	\$1,447,768.09	\$267,655.14	\$2,978,586.90	\$5,691,910.13
UNION BANK - Project Fund Balance			\$6,100,844.67			\$6,100,844.67
CASH ON HAND	\$2,100.00					\$2,100.00
TOTAL DISTRICT CASH BALANCES	\$300,000.00	\$700,000.00	\$7,594,638.30	\$267,655.14	\$3,935,521.91	\$12,797,815.35
ASSESSMENT DISTRICT BALANCES						
<u>CASH IN FIRST NATIONAL BANK (FNB)</u>						
REDEMPTION ACCOUNT		\$ 66,780.88				
RESERVE ACCOUNT (Closed Account 8-4-04)		\$ -				
TOTAL ASSESSMENT DISTRICT CASH		\$ 66,780.88				
<i>This report is in conformity with CCWD's Investment Policy and there are sufficient funds to meet CCWD's expenditure requirements for the next six months.</i>						

**COASTSIDE COUNTY WATER DISTRICT
CRYSTAL SPRINGS PROJECT
CAPITAL PROJECTS FY 06/07**

Mar-07

<u>PROJECT</u>	<u>Actual to date</u>	<u>FY 06/07 CIP Budget</u>	<u>% Completed</u>
El Granada Pipeline Phase 3A (City) 3B (County) 1128-03/04	\$170,761	\$1,000,000	17.1%
Main Street/Hwy 92 Pipeline Replacement Project - Phase 2 1120-93		\$718,000	
Contingency		\$100,000	
TOTALS	\$170,761	\$1,718,000	9.9%

Coastside County Water District
Capital Improvement Projects (Non-CSP) - FY 06/07

DATE: APRIL 2007

DESCRIPTION	ACCT NO	CONTRACT AMOUNT	ACTUAL TO DATE	FY 06/07 CIP BUDGET
<u>PIPELINE PROJECTS</u>				
Main Street/Hwy 92 Widening Project (Non-CSP Portion)	1120-93		\$1,020,327	\$492,000
<u>WATER TREATMENT PLANT PROJECTS</u>				
Denniston Foot Valve for 60hp Pump	1121-22		\$2,291	\$10,000
Denniston Hi Lift Pumps - Refurbish	1121-23		\$32,344	\$20,000
Nunes Level Indicators Clearwell/Recovery Tanks	1121-24		\$6,078	\$10,000
Nunes Filter Media Replacement	1121-25			\$5,000
Nunes Filter Backwash Valves	1121-26		\$1,018	\$5,000
Nunes - Automatic Sludge Valve	1121-27		\$5,228	\$5,000
<u>FACILITIES AND MAINTENANCE PROJECTS</u>				
Denniston Restoration	1120-03		\$41,522	\$25,000
Meter Change Program	1117-06			\$15,000
City & County Projects (resurfacing/raising boxes)	1120-86		\$18,361	\$30,000
Pave Nunes WTP Road	1121-28		\$13,000	\$30,000
Safety/Security Upgrades	1121-29		\$5,089	\$20,000

Coastside County Water District
Capital Improvement Projects (Non-CSP) - FY 06/07

EQUIPMENT PURCHASE & REPLACEMENT

Vehicle Replacement	1118-04			\$25,000
Computer System	1118-02		\$8,314	\$8,000
Office/Shop Equipment	1118-02		\$1,443	\$1,500
SCADA/Telemetry	1121-82			\$125,000

PUMP STATIONS / TANKS / WELLS

Alves Tank - Paint Sand Blast -	1121-08			\$125,000
CSP Motor and Pump Rehabilitation	1121-30		\$18,739	\$50,000

DEBT RETIREMENT

Nunes WTP & Revenue Bonds				\$185,000
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DENNISTON - SHORT TERM IMPROVEMENTS

Replace Chlorine Gas with New Sodium Hypochlorite	1121-31			\$150,000
Replace Caustic Soda System	1121-32			\$150,000
Construct Treated Water Tank Modifications/Flow Through Operations	1121-33			\$400,000
Configure Plant for Automated Shutdown	1121-34			\$100,000
Install Automated Filter-to-Waste	1121-35			\$100,000

Coastside County Water District
Capital Improvement Projects (Non-CSP) - FY 06/07

NUNES - SHORT TERM IMPROVEMENTS

Replace Chlorine Gas with New Sodium Hypochlorite	1121-36		\$11	\$150,000
Replace Caustic Soda Piping and Add Containment	1121-37		\$11	\$130,000

TOTAL CAPITAL IMPROVEMENT PROJECT BUDGET **\$1,173,775** **\$2,366,500**

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

**Acct. No.5681
ANTHONY CONDOTTI
Legal**

Month	Admin (General Legal Fees)	CSP	Transfer Program	CIP	Personnel	Lawsuits 62% Reimbursable	Infrastructure Project Review (Reimbursable)	TOTAL
May-06	7,448		273	1,427		690		9,838
Jun-06	7,815	156	78	2,705		184		10,938
Jul-06	7,930	1,190		2,081	351		20	11,571
Aug-06	8,040	1,346	254			1,222		10,861
Sep-06	5,739	2,925				225	176	9,064
Oct-06	5,997	1,580	156	39	117	1,133	59	9,080
Nov-06	4,624	15	117	332	176	1,023		6,286
Dec-06	3,757	59		1,073	878	161		5,926
Jan-07	2,873		78	1,326	546			4,823
Feb-07	11,922	1,443		2,262	176		117	15,920
Mar-07	6,045	2,033		1,428	1,170			10,676
Apr-07	4,857	800	156	488	312			6,612
TOTAL	77,048	11,544	1,112	13,159	3,725	4,636	371	111,594

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

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

Month	Admin & Retainer	Phase 3 EG Pipeline	CIP	Short Term WTP Imprv.	Studies & Projects	TOTAL	Reimbursable from Projects
May-06	3,858	296	3,490	3,665		11,309	
Jun-06	1,046	444	2,544	10,268		14,302	
Jul-06	2,140	12,685		3,399	304	18,528	304
Aug-06	2,862	11,669	456	4,349		19,336	
Sep-06	995	13,974	456	4,445		19,870	
Oct-06	924	5,507	3,328	13,361	76	23,196	76
Nov-06	1,938	2,414	2,103	16,217		22,672	
Dec-06	924	684		3,703		5,311	
Jan-07	1,532	2,387	456	11,078		15,453	
Feb-07	1,684	3,544	1,064	5,690	684	12,665	684
Mar-07	2,095	867	532	13,605	1,286	18,384	533
Apr-07	3,623	530		11,127	1,961	17,240	152
TOTAL	23,619	55,000	14,429	100,908	4,311	198,268	1,749

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE SPECIAL CLOSED SESSION

April 10, 2007

1) CLOSED SESSION

A. Public Employment

Public Employment Pursuant to Government Code Section 54957

Title: General Manager

B. Conference with Legal Counsel - Anticipated Litigation

Initiation of litigation pursuant to subdivision (b) of Section 54956.9

Two (2) potential cases

C. Conference with Labor Negotiators

District's representative: General Manager/Legal Counsel

Unrepresented employee: Administrative Assistant

2) RECONVENE TO OPEN SESSION

See attached Report on Closed Session of April 10, 2007 by Anthony P. Condotti, District Legal Counsel.

**Coastside County Water District
Closed Session Report**

By: Anthony P. Condotti, District Legal Counsel
Agenda: April 5, 2007

Report

Date: April 23, 2007

Subject: Report on Closed Session of April 10, 2007

1) CLOSED SESSION

A. Public Employment

Public Employment Pursuant to Government Code Section 54957

Title: General Manager

B. Conference with Legal Counsel – Anticipated Litigation

Initiation of litigation pursuant to subdivision (b) of Section 54956.9

Two (2) potential cases

C. Conference with Labor Negotiators

District's representative: General Manager/Legal Counsel

Unrepresented employee: Administrative Assistant

2) RECONVENE TO OPEN SESSION

Public report of closed session action

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

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

April 10, 2007

- 1) **ROLL CALL:** President Larimer called the meeting to order at 7:12 p.m. Present at roll call were Directors Ken Coverdell, Chris Mickelsen, Everett Ascher and Bob Feldman.

Also present were Ed Schmidt, General Manager; Anthony Condotti, Legal Counsel; Jim Teter, District Engineer; Joe Guistino, Superintendent of Operations; JoAnne Whelen, Administrative Assistant/Recording Secretary, and Gina Brazil, Office Manager.

- 2) **PLEDGE OF ALLEGIANCE**

- 3) **PUBLIC ANNOUNCEMENTS**

There were no public announcements.

- 4) **MEETINGS ATTENDED / SCHEDULED - BOARD OF DIRECTORS INCLUDING COMMITTEES, CUSTOMERS, OTHER AGENCIES, ETC.**

A. Committee Reports

- **District Facilities Committee - March 16, 2007**

Director Coverdell reported on this meeting, which was conducted at the Nunes Water Treatment Plant. He stated that the Committee analyzed the site conditions for possible future expansion and determined that previous Boards and staff had planned well and a substantial amount of space is still available for potential future plant improvements. He reported on the committee's discussions of the District's well renovation discussions and short-term improvement projects and advised that the committee would be looking closely at future capital improvement projects and would be providing recommendations to the District's Finance Committee.

President Larimer added that the Committee also discussed the need to locate services for the operation of the District's hydraulic model and that the committee would be exploring options and reviewing proposals for these services.

- **Finance Committee - April 4, 2007**

Director Ascher stated that this committee performed an initial review of the draft operations budget and would be seeking recommendations from the District's Facilities Committee in regards to capital improvement projects. He informed the Board that the Finance Committee would be meeting again within the next few weeks and would be further reviewing the budget, followed by providing recommendations to the Board regarding the final fiscal year's budget for operations and maintenance and capital improvement projects, and any potential rate increases.

Directors Coverdell and Ascher complimented staff, stating that the draft budget was very detailed, professional, and well presented. Mr. Schmidt explained the remainder of the committee's budget review process, including obtaining additional reviews and recommendations from the District's Facilities and Finance Committees.

B. Meetings Attended

- **U.S. Environmental Protection Agency (EPA) - paying for Sustainable Water Infrastructure - Innovations for the 21st Century - March 20-23, 2007**

Director Mickelsen reported on this convention, stating that it was an interesting and informative conference and he made many valuable contacts. He stated that it is clear that a substantial amount of money will need to be spent to update and replace aging infrastructure, both in our community and throughout the country.

Director Larimer agreed that it was a very valuable conference, with a broad spectrum, with attendees and panels from a variety of private and public utility agencies. He stated that he learned that the problems facing CCWD are not unique, and

that water infrastructure, across the country, is a major and merging issue. He also reported on an expansion project in the Atlanta area and also shared what he learned about the history of the water system, dating back to 1854, in London, after a major cholera outbreak required that infrastructure be designed and built to provide safe drinking water to the population. Director Larimer concluded his comments regarding the conference, by stating that he felt that CCWD was a very modern water district, in very good shape, and has accomplished a great deal of good things in the community, with more yet to come.

Mr. Schmidt announced that the Coastside County Water District was featured at the EPA conference, in a Local Government Advisory Committee presentation, entitled *Water Infrastructure, Successful Strategies for Local Leadership*, which would be shown at the conclusion of the Board meeting. President Larimer added that the EPA had performed a study of five different water districts across the country and that CCWD was one of the districts featured, with former President and Board member, John Muller, featured in the presentation. He also announced that the presentation would soon be available for viewing on the District's website.

5) CONSENT CALENDAR

- A. Requesting the Board to review disbursements for the month ending March 31, 2007 – Claims: \$736,570.58; Payroll: \$59,695.87 for a total of \$796,266.45
- B. Acceptance of Financial Reports
- C. Minutes of the March 15, 2007 Board of Directors Meeting
- D. Report of the April 5, 2007 Special Closed Session
- E. Installed Water Connection Capacity and Water Meters Report
- F. Total CCWD Production Report
- G. CCWD Monthly Sales by Category Report
- H. March 2007 Leak Report
- I. Rainfall Reports
- J. San Francisco Public Utilities Commission Hydrological Conditions Report for March 2007
- K. Engineering Projects Received for Review during March 2007
- L. General Manager Activity Report

Director Feldman reported that he had reviewed the financial statements and found everything to be in order.

Director Ascher announced that in reviewing the District's financial statements, that it was apparent that CCWD is approximately ten percent ahead with respect to the expected revenue, and four percent less in anticipated expenses, and expressed his appreciation to the staff.

Mr. Guistino, Superintendent of Operations, then addressed a few questions from Director Ascher in regards to the figures reported in the Total CCWD Production Report and the number and nature of the leaks that occurred during the month of March in the leak report.

ON MOTION by Director Mickelsen and seconded by Director Ascher, the Board voted as follows, to accept the Consent Calendar in its entirety:

Director Coverdell	Aye
Director Mickelsen	Aye
Director Ascher	Aye
Director Feldman	Aye
President Larimer	Aye

6) PUBLIC OUTREACH/PROGRAM DEVELOPMENT/WATER RESOURCES ANALYST'S REPORT

A. Monthly Report

Mr. Schmidt welcomed Ms. Cathleen Brennan, and reported that staff is in the final stages of completing the annual Water Supply Evaluation Report, which would soon be presented to the Board.

Ms. Brennan thanked the Board and staff and said that she appreciated that Board members and staff had been stopping by to introduce themselves and have been very helpful. She began her report by reviewing the District's current water conservation programs, including a new program just initiated, a one-stop statewide water rebate program known as Smart Rebates, which will run through September of 2008. She provided a few details about the program, and advised the Board that the District's Water Conservation Web Page had been updated to link customers to the Smart Rebates Program, materials were available at the District's

office and that an advertisement is planned for publication in the May edition of the Coastal Guide. Ms. Brennan then reported on the Smart Gardening Landscape Class, scheduled for Saturday, April 21, 2007, which is being sponsored by CCWD and the Bay Area Water Supply & Conservation Agency (BAWSCA). She also advised the Board that she has been working on a sample irrigation schedule for the coastside and addressed a few questions from Director Coverdell. President Larimer requested that the District provide some of this information in the form of a billing insert.

B. Review of the District's Water Shortage & Drought Contingency Plan

Ms. Brennan announced that there have been some revisions since her staff report on this item was produced, explaining that some updates had recently been received from BAWSCA. She distributed a copy of an e-mail, received on Tuesday April 10, 2007 regarding the Water Supply Outlook for the San Francisco Public Utilities Commission's Regional Water System (SFPUC), including some current facts on the status of the water supply to date. She reviewed some of the materials contained in the notice, noting that the limited water supply may represent the first year of a drought and the ten percent system-wide reduction trigger could be reached as early as July, in order to preserve sufficient supplies for next year. Additionally, Ms. Brennan distributed a draft of a proposed advertisement she planned to submit for publication, stating the District's status of water supply and outlook.

Ms. Brennan also reviewed her staff report, which included a review of the District's Water Shortage and Drought Contingency Plan and suggested that, given the new information provided by the SFPUC, the District may want to re-evaluate their current Plan. She then reviewed the conditions that would trigger the implementation of the Advisory Stage of the Plan, followed by the four stages of the Plan and the potential impact to the District. Mr. Schmidt advised that staff would provide an electronic version of the Plan to the Board.

The Board briefly discussed the proposed advisory and a possible percentage that the District may consider asking customers to reduce their water consumption. Discussion also included suggested possible weekly ads in local publications, possibly an

advertisement placed on the local MCTV Channel 6, and an informational article prepared by District staff to be submitted to local publications. A date of June 1, 2007 was discussed to possibly decide if the District should institute the Water Shortage & Drought Contingency Plan.

7) **SUPERINTNEDENT OF OPERATION'S REPORT**

A. **Superintendent of Operations Monthly Report**

Mr. Guistino referenced his staff report, providing highlights on a few projects, including the approval of the District's Denniston

Tank Modification Project from the California Department of Health Services, reporting that as soon as staff has developed a contingency plan for putting the tank out of service, this project would proceed. He also reported on the proposed automatic meter reading pilot program, stating that he wants to confirm that the technology that is eventually approved, is one that will meld with the future of automatic meter reading. He stated that there are approximately three to four companies for consideration, with estimates of approximately \$40,000. for the sixty-eight (68) meters for the pilot program to be installed at the meters located on Highway 92. He informed the Board that he would have further information at the next Board meeting, on May 8, 2007. Mr. Guistino also advised the Board that a new maintenance worker had been hired.

B. **Denniston Wells Rehabilitation Project**

Mr. Guistino reviewed the details of his recommendation to purchase a new 5 HP GPM pump and motor, with installation from Maggiora Brothers for the Denniston Well number 1, for a total of \$6,783.00. He also stated that he felt that the Denniston well number 3 will likely be in a very similar condition. The Board acknowledged that the purchase was within the spending authority limit of the General Manager. The Board briefly discussed the situation with the Denniston wells, with questions being addressed by Mr. Guistino and the District Engineer, Mr. Jim Teter.

C. Proposed Well Rehabilitation Master Plan

Mr. Guistino advised the Board that he had incorporated the recent revisions and additions to this plan, as recently suggested by the Facilities Committee members.

D. Nunes Filter Backwash Valves Project

Mr. Guistino provided the background of this project by explaining that there is a significant “leak-by” during backwash of the Nunes Water Treatment Plant, that must be remedied. He advised that the required replacement valves could be purchased for a total cost of \$20,000.00 for this fiscal year, with the District staff being able to install the valves, for a substantial savings.

ON MOTION by Director Coverdell and seconded by Director Ascher, the Board voted as follows, by roll call vote, to approve an expenditure of \$20,000.00 to purchase the replacement valves required to repair the Nunes Filter Backwash Valves Project:

Director Coverdell	Aye
Director Mickelsen	Aye
Director Ascher	Aye
Director Feldman	Aye
President Larimer	Aye

8) DISTRICT ENGINEER’S WORK STATUS REPORT

Mr. Teter referenced a map on the bulletin board and directed the Board’s attention to the location of the Pilarcitos wells, explaining that part of the area’s boundary is located outside of the coastal zone. He proceeded to provide updates on the El Granada Pipeline Replacement Project, Phase 3, including the progress of the soils engineer, surveyors, and storm water plan development. He advised that he expects by the May 8th Board meeting, that his work should be completed and ready for re-submittal to CalTRANS. He also stated that he would obtain an update on the progress of the work being performed by George Burwasser with EIP, as well as the status of the archaeological work and final report, and would report the results at the May Board meeting.

Mr. Teter also provided details of the progress on the water treatment plant short-term improvement projects, indicating that he has completed the drawings for the Denniston plant, and expected that the drawings for the Nunes Water Treatment Plant would also soon be completed. Mr. Teter answered a few questions for the Board on the proposed schedule for the Phase 3 of the El Granada Pipeline Replacement Project.

President Larimer suggested that staff begin taking and collecting photographs of construction sites and applications (jack and bore, etc.), for use in assisting concerned customers to better understand about specific construction processes. The photographs could also be posted on the District's website for customers to be able to reference.

9) **GENERAL MANAGER'S REPORT**

A. **Annual Report to Coastal Commission required by Condition No. 3 of the El Granada Pipeline Coastal Development Permit (CDP) Nos. A-2-SMC-99 and A-1-HMB-99-20**

Mr. Schmidt reported on the background of this item, reminding the Board that providing this report to the California Coastal Commission was one of the numerous conditions contained in this project's coastal development permit. He informed the Board that like many of the District's projects, this process was a collaborative effort, with input provided from many staff members. He also reviewed the list of items and reports that are contained within the annual report.

B. **Discussion and possible direction to staff concerning General Manager Recruitment Process**

Mr. Schmidt reported that he had advised the Board, in a Special Board meeting conducted last week, that he has recently resigned from his position as the General Manager of the Coastside County Water District. He stated that it was a difficult decision to make and expressed his appreciation of the Board and staff and wished the District continued success in the future. He read from an e-mail submitting his resignation, stating that "it has been an extremely positive experience for me to serve the District, and we have made significant progress together. You have been very generous with me and I really appreciate your support over the last 5 ½ years.

The community is extremely fortunate to have all of you serving as their elected representatives. You always have their best interests at heart and I hope all of you get re-elected when election time rolls around. You have done a lot to make CCWD a fantastic organization in which to work, so I doubt if you will have trouble finding a replacement. I would be happy to help you in your search if you like. Thank you again for all of your generosity. I feel honored to serve you and the community". Mr. Schmidt also stated that he felt the District had excellent, knowledgeable employees and extremely competent consultants, and that his resignation was due to the need to spend more time with his family and less time commuting. Mr. Schmidt touched base on the recruitment process that is already underway and commented that due to the District's smooth running operation system, and present employees and consultants, that it should not be difficult to locate some excellent candidates for the replacement of the General Manager position.

Mr. Schmidt then distributed two proposals he had retained from recruitment agencies, Avery & Associates and Hayhurst & Associates and the Board briefly discussed the process and options available to fill the position promptly. President Larimer announced that the Board plans to hold special meetings on a weekly basis to conduct the position recruitment and selection process.

ON MOTION by Director Ascher and seconded by Director Feldman, the Board voted as follows, by roll call vote, to approve an expenditure of not to exceed \$25,000.00, to be utilized for the purpose of engaging a search firm to assist the Board of Directors in the selection of a new General Manager:

Director Coverdell	Aye
Director Mickelsen	Aye
Director Ascher	Aye
Director Feldman	Aye
President Larimer	Aye

President Larimer stated that he has served on the CCWD Board for almost six years and in his view, the District is experiencing a very significant organizational transition. He told Mr. Schmidt that he was sorry to see him leave the agency, but found it amazing that the District has gone through some very intense changes, and has done so without

rebellion, and without disharmony, grief or unhappiness. He also commented that one of the major changes that he sees, is in the way the District conducts business, which is very professional and that this is a very first-rate organization today and it has not been accomplished without a great deal of effort and leadership, and thanked Mr. Schmidt for his role in these many achievements.

Mr. Schmidt thanked President Larimer and responded that the successes are also attributed to the good visions and directions of the Board and the professional and devoted staff.

Director Ascher commented that he believes that this District has come a long way in their commitments and responsibilities to their constituents and the community and that this could not have transpired without an excellent General Manager. He credited Mr. Schmidt with many accomplishments, including the continuity in staffing, and the team cooperative spirit. He stated that it was a joy working with Mr. Schmidt while serving his term as Board President, felt that Mr. Schmidt had performed an excellent job, and regretted that he was leaving the District. Mr. Schmidt thanked Director Ascher, stating that he mutually enjoyed working with him and recalled some fond educational moments they shared at some of conferences they attended together.

Director Mickelsen declared that he felt Mr. Schmidt was responsible for taking the District from the nineteenth century to the twenty-first century, in the span of 5 ½ years, after “inheriting” a District that had been somewhat neglected by design. He stated that through Mr. Schmidt’s leadership, CCWD is now operating with a twenty-first century mentality and complying with twenty-first century regulations, and doing it well and with a staff that is “second-to-none”.

Mr. Schmidt thanked Director Mickelsen for his comments.

Director Feldman stated that in the eight months that he has served on the Board, he has found it to be a very stable and capable District, with many important tasks being accomplished, and with the competent staff and consultants, believed the District was on a positive path for continued success. He said that although he was sorry to see Mr. Schmidt leave the District, he supported his decision to do what is right for him and his family.

Mr. Schmidt also expressed his appreciation to Director Feldman and added that he hoped to be invited to the eventual celebration ceremony for the Phase 3 of the El Granada Pipeline Replacement Project.

Director Coverdell shared that one of his concerns in the initial hiring of Mr. Schmidt was that his background was from that of a large agency, with a large staff, and was experienced at dealing with agencies at a different level. He added that, the Board's concerns about transitioning into a more professionally managed agency, were very well resolved by Mr. Schmidt's skills, experience and personality, all the while, building the confidence of the staff, involving the field crew, pulling everyone together, and building CCWD into a very strong team. He said that what he appreciated the most was Mr. Schmidt's willingness, communication, and tenacity, especially in a community, which often times can be so divided, and thanked Mr. Schmidt for opening the lines of communication on all fronts, and for being so readily available at all times.

Mr. Schmidt thanked the Board for all of their comments.

E. **STATUS REPORT OF THE CURRENT MAJOR CAPITAL IMPROVEMENT PROJECTS**

Mr. Schmidt referenced the report update contained in the agenda packet. President Larimer commented that this is the time when the District is going to have to depend on staff to orchestrate the tasks and ensure the continued progress on the District's projects.

Mr. Schmidt remarked that he felt that the transition would be smooth, because this is a small community, with generations of families living in the area and it is apparent that the employees all work together because they love and live within this community.

E. **CORRESPONDENCE: (1) Half Moon Bay Review Article - March 28, 2007 edition - Local Water District Highlighted at EPA Gathering (2) Correspondence from San Francisco Public Utilities Commission - Land and Natural Resources Division dated March 26, 2007 regarding Upcoming Dates Reminders**

Mr. Schmidt reviewed the correspondence items. Mr. Condotti advised that the Board's attendance at the SFPUC tour on May 7, 2007 would not have to be agendaized as a District Special Meeting,

but cautioned the Board against discussing District business while attending the function.

10) AGENDA ITEMS AND DIRECTOR COMMENTS

The Board briefly discussed the upcoming committee meetings.

Mr. Schmidt distributed an e-mail received from Mr. Larry Kay.

Director Ascher announced that he would not be available to attend the May 8, 2007, Board meeting as he would be attending an ACWA/JPIA conference in Sacramento, representing CCWD, and would be providing a report at the June Board meeting.

President Larimer stated that he felt it is very important that the Directors and staff should be encouraged to take advantage of and attend the many related seminars and training sessions.

11) ADJOURNMENT

The meeting was adjourned at 9:12 p.m. The next meeting of the Coastside County Water District Board of Directors is scheduled for Tuesday, May 8, 2007.

Following adjournment, the Water Infrastructure – Successful Strategies for Local Leadership presentation, originally presented at the U.S. Environmental Protection Agency – Paying for Sustainable Water Infrastructure – Innovations for the 21st Century, in Atlanta, Georgia, March 20-23, 2007 was aired.

Respectfully submitted:

Ed Schmidt, General Manager

Jim Larimer, President

**Coastside County Water District
Closed Session Report**

By: Ed Schmidt, General Manager

Date: April 19, 2007

Subject: Report on Closed Session of April 18, 2007

Closed Session Report:

1. CLOSED SESSION

A. Public Employment

Public Employment Pursuant to Government Code Section 54957
Title: General Manager

2. RECONVENE TO OPEN SESSION

A. Public report of closed session action

B. Consider proposals for General Manager Recruitment

The special Closed Session convened at 8:00 a.m., with President Larimer and Directors Ascher, Mickelsen, Coverdell and Feldman, and General Manager Schmidt present. The Closed Session concluded at approximately 10:00 a.m. No members of the public were present.

At this Special Closed Session Board meeting, the Board considered proposals from three (3) Personnel Recruiting Firms.

On a vote of 5-0, the Board passed a motion that Avery & Associates be engaged as a recruitment consultant, to assist with the selection of a new General Manager for the Coastside County Water District.

It is the desire of the Board that Avery & Associates manage the recruitment process, and that the process is to be concluded by July 31, 2007.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Ed Schmidt, General Manager

Agenda: April 30, 2007

Report

Date: May 8, 2007

Subject: Monthly Water Transfer Approval Report

Recommendation:

None. For Board information purposes only.

Background:

At the December 10, 2002 Board meeting and November 18, 2003 Special Board meeting, the Board made several changes to the District's water transfer policy. One of the changes directed the General Manager to approve routine water transfer applications that met the District's criteria as embodied in Resolution 2002-17 and Resolution 2003-19. The General Manager was also directed to report the number of water transfers approved each month as part of the monthly Board packet information.

Since the last Board meeting in March 2007, two non-priority transfer applications and one partial capacity transfer application were approved. A spreadsheet reporting the transfers for the month of April 2007 follows this report as well as the approval letters from Anthony Condotti and the confirmation letters from Glenna Lombardi.

APPROVED AND PROCESSED TRANSFERS FOR THE 2007 CALENDAR YEAR

DONATING APN	RECIPIENT APN	PROPERTY OWNERS	# OF CONNECTIONS	DATE
037-320-270	064-281-550	Corado/McComas to Ahumada	one---5/8" non-priority	Apr-07
037-320-270	047-285-120	Corado/McComas to Machado	one---5/8" non-priority	Apr-07
064-352-320	056-210-390	Lynch to Jamison	.5-----5/8" non-priority	Apr-07

ATCHISON, BARISONE, CONDOTTI & KOVACEVICH

A PROFESSIONAL CORPORATION

333 CHURCH STREET

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BARBARA H. CHOI
SUSAN E. BARISONE
WENDY B. MORGAN
JEFFREY E. BARNES
HEATHER J. LENHARDT

April 16, 2007

*Via Facsimile and
United States Mail*

Glenna Lombardi, Ex. Assistant
Coastside County Water District
766 Main Street
Half Moon Bay, California 94019

Re: Non-Priority Transfer Application:
Corado/McComas, L.P. to Marcela Ahumada
APN 037-320-270 to 064-281-550

RECEIVED

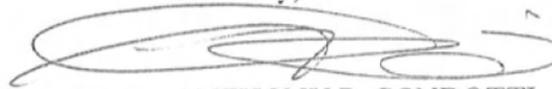
APR 18 2007
COASTSIDE COUNTY
WATER DISTRICT

Dear Glenna:

This will confirm my review of the Application to Transfer Uninstalled Water Service Connection Rights concerning the above-referenced properties. The application includes copies of two different grant deeds for two different properties owned by the applicant/transferee, the above-referenced APN along Grove Street in the Arleta Park Subdivision as well as an inter-spousal transfer deed for APN 047-062-160 in El Granada. However, the application and supporting documentation clearly show that the transfer will be to APN 064-281-550. Except as noted, it appears that the application is in order and in compliance with the District's transfer policy.

Please feel free to contact me with any questions or comments.

Sincerely,



ANTHONY P. CONDOTTI
District Legal Counsel

April 18, 2007

Corado, Inc./Corado-McComas LP
1717 N. Bayshore Drive #1432
Miami, FL 33132

Marcela Ahumada
447 Main Street
Half Moon Bay, CA 94019



RE: Request to Transfer An Uninstalled Non-Priority Crystal Springs Project Water Service Connection

Dear Property Owners:

We are pleased to confirm that the Coastside County Water District has **approved** your request to transfer one—5/8” (20 gpm) Crystal Springs Project non-priority water service connection. The result of this transfer is as follows:

- **APN 037-320-270** continues to have the remaining rights to 29—5/8” (20 gpm) non-priority water service connections from Crystal Springs Project ; and
- **APN 064-281-550** now has a one--5/8” (20 gpm) non-priority water service connection assigned to it from the Crystal Springs Project.

Please be advised that the City Council of the City of Half Moon Bay has recently taken the position that the transfer of a water service connection meets the definition of “development” so as to require a coastal development permit from the City. Applicants are advised to investigate this issue further with the Half Moon Bay Planning Department if applicable. The Coastside County Water District, in approving this application, does not make any representations or warranties with respect to further permits or approvals required by other governmental agencies, including the City of Half Moon Bay.

Sincerely,

Ed Schmidt, General Manager, by:

A handwritten signature in cursive script that reads "Glenna Lombardi".

Glenna Lombardi

ATCHISON, BARISONE, CONDOTTI & KOVACEVICH

A PROFESSIONAL CORPORATION

333 CHURCH STREET

SANTA CRUZ, CALIFORNIA 95060

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TELEPHONE: (831) 423-6383
FAX: (831) 423-9401
EMAIL: ADMIN@ABC-LAW.COM

April 16, 2007

*Via Facsimile and
United States Mail*

Glenna Lombardi, Ex. Assistant
Coastside County Water District
766 Main Street
Half Moon Bay, California 94019

Re: Non-Priority Transfer Application:
Corado/McComas, L.P. to Douglas Machado
APN 037-320-270 to 047-285-120

RECEIVED

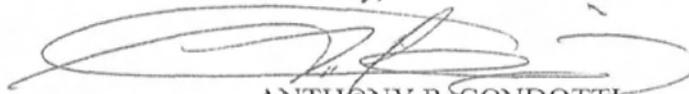
APR 18 2007
COASTSIDE COUNTY
WATER DISTRICT

Dear Glenna:

This will confirm my review of the Application to Transfer Uninstalled Water Service Connection Rights concerning the above-referenced properties. From my review, it appears that the application is in order and in compliance with the District's transfer policy.

Please feel free to contact me with any questions or comments.

Sincerely,



ANTHONY P. CONDOTTI
District Legal Counsel

April 19, 2007

Corado, Inc./Corado-McComas LP
1717 N. Bayshore Drive #1432
Miami, FL 33132



Doug Machado
P.O. Box 601
Half Moon Bay, CA 94019

RE: Request to Transfer An Uninstalled Non-Priority Crystal Springs Project Water Service Connection

Dear Property Owners:

We are pleased to confirm that the Coasts County Water District has **approved** your request to transfer one—5/8" (20 gpm) Crystal Springs Project non-priority water service connection. The result of this transfer is as follows:

- APN 037-320-270 continues to have the remaining rights to 28—5/8" (20 gpm) non-priority water service connections from Crystal Springs Project ; and
- APN 047-285-120 now has a one--5/8" (20 gpm) non-priority water service connection assigned to it from the Crystal Springs Project.

Please be advised that the City Council of the City of Half Moon Bay has recently taken the position that the transfer of a water service connection meets the definition of "development" so as to require a coastal development permit from the City. Applicants are advised to investigate this issue further with the Half Moon Bay Planning Department if applicable. The Coasts County Water District, in approving this application, does not make any representations or warranties with respect to further permits or approvals required by other governmental agencies, including the City of Half Moon Bay.

Sincerely,

Ed Schmidt, General Manager, by:

A handwritten signature in cursive script that reads "G. Lombardi".

Glenna Lombardi

ATCHISON, BARISONE, CONDOTTI & KOVACEVICH

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FAX: (831) 423-9401
EMAIL: ADMIN@ABC-LAW.COM

April 16, 2007

*Via Facsimile and
United States Mail*

Glenna Lombardi, Ex. Assistant
Coastside County Water District
766 Main Street
Half Moon Bay, California 94019

Re: Non-Priority Transfer Application:
Donal Lynch to Gregory S. Jamison
APN 064-352-320 to APN 056-210-390

RECEIVED

APR 18 2007
COASTSIDE COUNTY
WATER DISTRICT

Dear Glenna:

This will confirm my review of the Application to Transfer Uninstalled Water Service Connection Rights concerning the above-referenced properties. From my review, it appears that the application is in order and in compliance with the District's transfer policy.

Please feel free to contact me with any questions or comments.

Sincerely,



ANTHONY P. CONDOTTI
District Legal Counsel

April 19, 2007



Donal Lynch
628 Magnolia Street
Half Moon Bay, CA 94019

Gregory S. Jamison
652 Magnolia Street
Half Moon Bay, CA 94019

RE: Request to Transfer An Uninstalled Partial Capacity Non-Priority Crystal Springs Project Water Service Connection

Dear Property Owners:

We are pleased to confirm that the Coastside County Water District has **approved** your request to transfer .5—5/8" (10 gpm) Crystal Springs Project partial capacity non-priority water service connection. The result of this transfer is as follows:

- **APN 064-352-320** continues to have the remaining rights to a one—5/8" (20 gpm) installed non-priority water service connection from Crystal Springs Project; and
- **APN 056-210-390** has a one--5/8" (20 gpm) installed non-priority water service connection and, additionally, has a .5--5/8" (10 gpm) uninstalled non-priority water service connection assigned to it from the Crystal Springs Project for a total capacity of one---3/4" (30 gpm).

Please be advised that the City Council of the City of Half Moon Bay has recently taken the position that the transfer of a water service connection meets the definition of "development" so as to require a coastal development permit from the City. Applicants are advised to investigate this issue further with the Half Moon Bay Planning Department if applicable. The Coastside County Water District, in approving this application, does not make any representations or warranties with respect to further permits or approvals required by other governmental agencies, including the City of Half Moon Bay.

Sincerely,

Ed Schmidt, General Manager, by:

A handwritten signature in cursive script that reads "G. Lombardi".

Glenna Lombardi

TOTAL CCWD PRODUCTION (HCF) ALL SOURCES-2007

	PILARCITOS		DENNISTON		CRYSTAL SPRINGS RESERVOIR	SAN VIN. RESERVOIR	RAW WATER TOTAL	UNMETERED USAGE	TOTAL	
	WELLS	LAKE	WELLS	RESERVOIR					HCF	MG
JAN	7,928	56,832	1,203	12,634	0	0	78,596	357	78,239	58.52
FEB	7,968	62,941	40	1,083	134	0	72,166	588	71,578	53.54
MAR	11,243	75,067	628	11,123	0	0	98,061	4,305	93,757	70.13
APR	0	68,837	628	20,321	0	0	89,786	8,436	81,350	60.85
MAY	0	0	0	0	0	0	0	0	0	0.00
JUN	0	0	0	0	0	0	0	0	0	0.00
JUL	0	0	0	0	0	0	0	0	0	0.00
AUG	0	0	0	0	0	0	0	0	0	0.00
SEPT	0	0	0	0	0	0	0	0	0	0.00
OCT	0	0	0	0	0	0	0	0	0	0.00
NOV	0	0	0	0	0	0	0	0	0	0.00
DEC	0	0	0	0	0	0	0	0	0	0.00
TOTAL HCF	27,139	263,676	2,500	45,160	134	0	338,610	13,686	324,924	
TOTAL MG	20.30	197.23	1.87	33.78	0.10	0.00	253.28	10.237		243.04
% TOTAL	8.0%	77.9%	0.7%	13.3%	0.0%	0.0%	100.0%	4.0%	96.0%	

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

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	HCF to Date	MG to Date
RESIDENTIAL	28435	45890	25051	44785									144,161	107.83
COMMERCIAL	8452	1839	7667	1468									19,426	14.53
RESTAURANT	3063	1	2932	0									5,996	4.49
HOTELS/MOTELS	6235	168	5499	167									12,069	9.03
SCHOOLS	714	175	1031	125									2,045	1.53
MULTI DWELL	7174	8535	6113	7722									29,544	22.10
BEACHES/PARKS	385	31	550	125									1,091	0.82
FLORAL	19687	324	19635	297									39,943	29.88
RECREATIONAL	103	236	83	273									695	0.52
MARINE	1804	0	1305	0									3,109	2.33
IRRIGATION	397	926	143	1186									2,652	1.98
HCF	76,449	58,125	70,009	56,148	0	0	0	0	0	0	0	0	260,731	
MG	57.18	43.48	52.37	42.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		195.03

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

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	HCF to Date	MG to Date
RESIDENTIAL	26,648	37,849	22,883	37,829									125,209	93.66
COMMERCIAL	8,935	1,598	7,266	1,654									19,453	14.55
RESTAURANT	3,075	17	2,789	17									5,898	4.41
HOTELS/MOTELS	6,125	151	5,568	170									12,014	8.99
SCHOOLS	1,121	102	820	91									2,134	1.60
MULTI DWELL	6,746	7,910	5,912	7,364									27,932	20.89
BEACHES/PARKS	350	17	309	5									681	0.51
FLORAL	19,797	300	18,090	249									38,436	28.75
RECREATIONAL	144	191	121	229									685	0.51
MARINE	1,844	0	1,450	0									3,294	2.46
IRRIGATION	2,673	551	481	305									4,010	3.00
HCF	77,458	48,686	65,689	47,913	0	0	0	0	0	0	0	0	239,746	
MG	57.94	36.42	49.14	35.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		179.33

**Coastside County Water District
Monthly Leak Report
April 2007**



Date	Location	City	Pipe Type / Size	Repair Material	Estimated Water Loss (gallons)	Estimated Cost of Repair (dollars)
2 April	Pilarcitos Canyon	HMB	12" welded steel	12" x 12" full circ	5760	\$450
4 April	Kelly Avenue	HMB	1" copper service	1 – 1" compress fit	300	\$525
4 April	607 Santiago	EG	5/8" meter	Rubber washers	84100	\$20
4 April	931 Malaga	EG	¾" riser	15' x 1" copper rubber washers	21100	\$150
5 April	301 Myrtle Ln	HMB	¾" plastic service	8' copper 1 comp nut	84100	\$565
15 April	Ave Alhambra & Coronado	EG	1" plastic service	Cop x cop	28000	\$1445

Estimated Water Loss – 223360 gallons
Estimated Cost for Repairs - \$3155

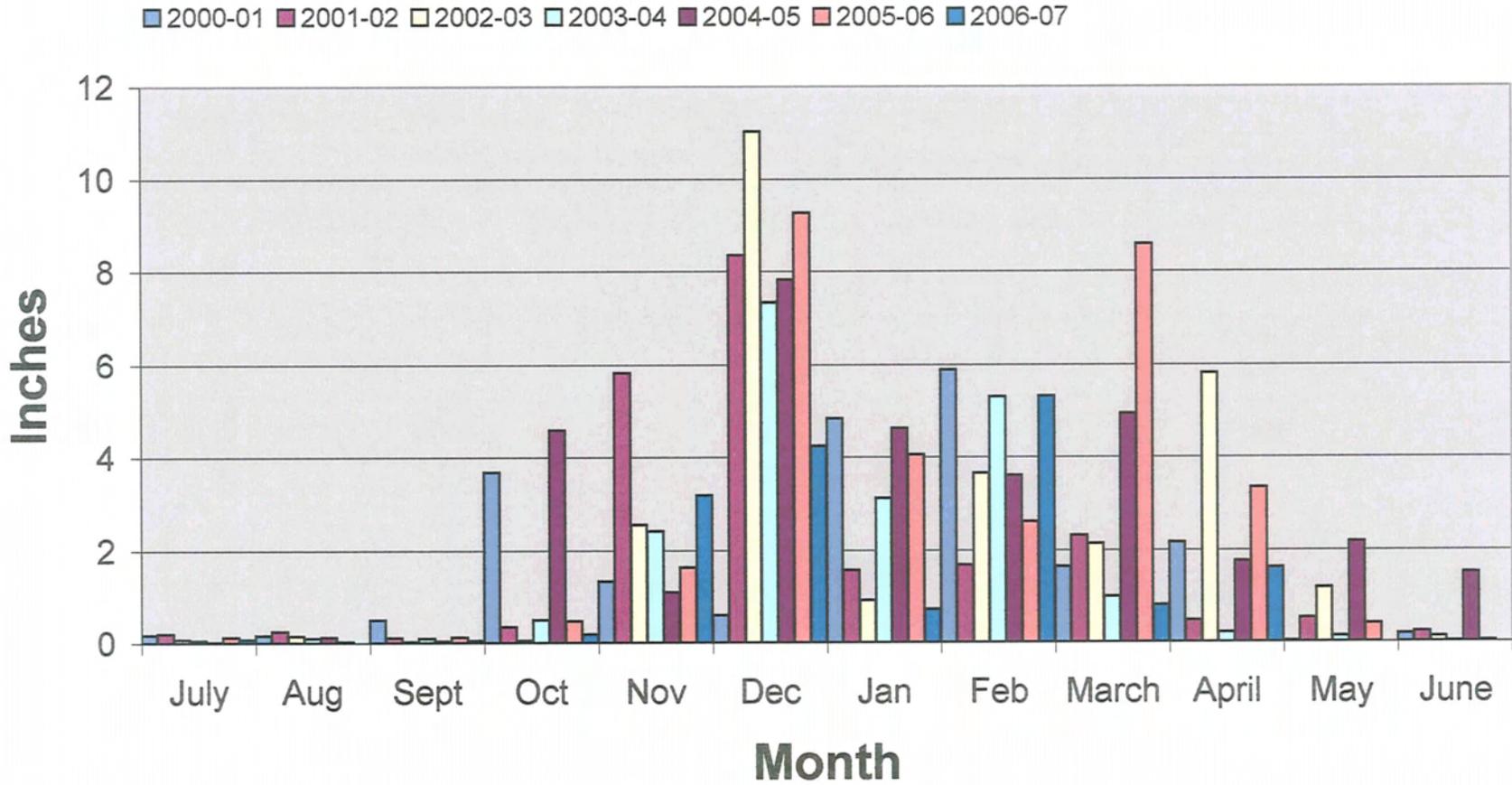
Coastside County Water District
 766 Main Street
 July 2006 - June 2007

District Office
 Rainfall in Inches

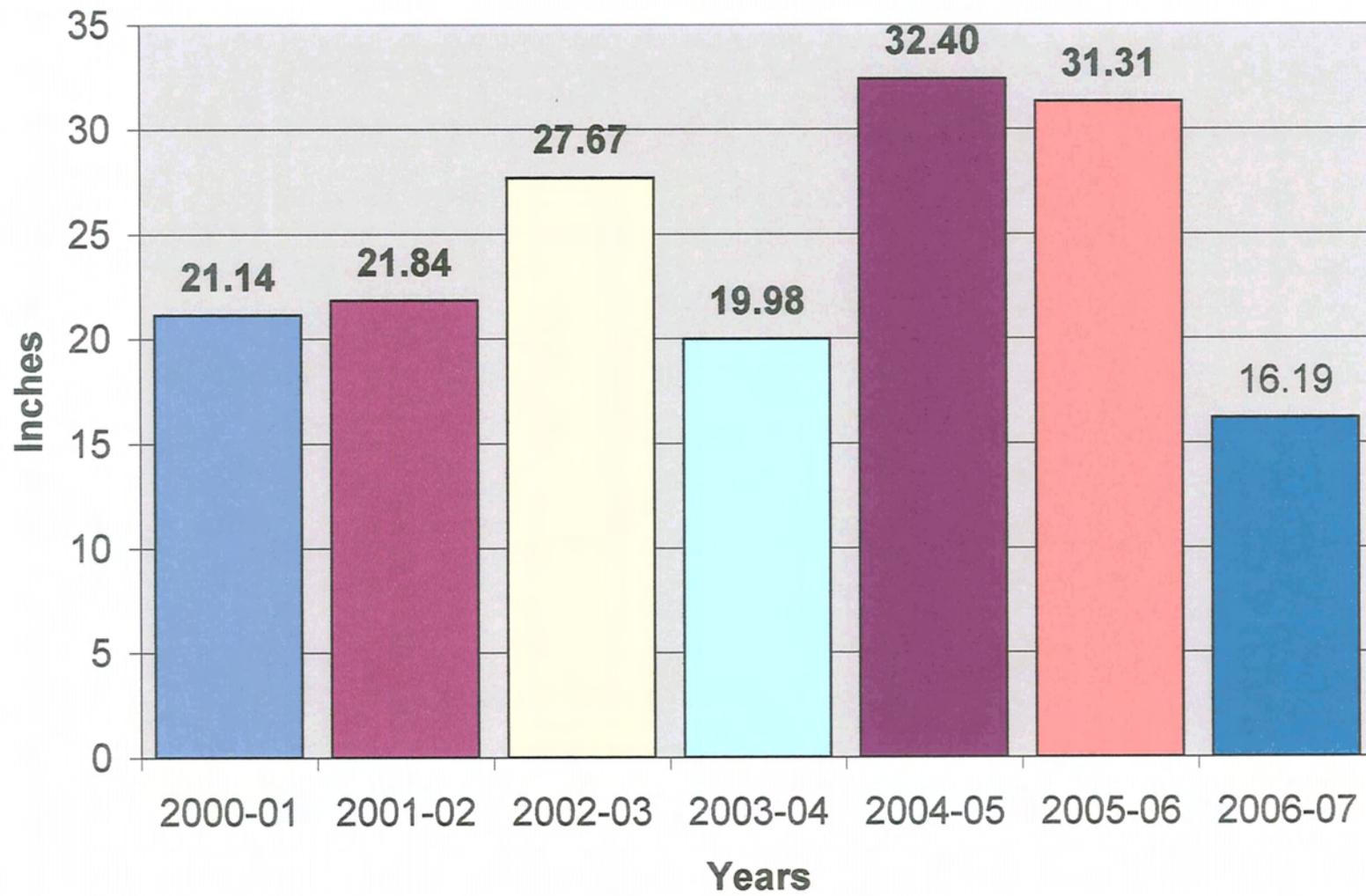
	2006						2007					
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1	0	0	0	0	0.14	0	0.01	0	0.01	0	0	0
2	0	0		0	0.17	0	0	0	0	0	0	0
3	0	0	0	0	0.33	0	0.01	0	0	0	0	0
4	0	0	0	0	0	0	0	0	0	0	0	0
5	0	0	0	0.06	0.01	0	0	0	0	0	0	0
6	0	0	0	0.01	0.01	0	0	0	0	0	0.01	0
7	0	0	0	0	0.02	0	0	0.48	0.04	0	0.03	0
8	0	0	0.02	0	0.16	0.31	0	0.33	0	0	0	0
9	0.02	0	0	0.01	0	0.8	0	0.53	0	0	0.07	0
10	0	0	0.01	0.01	0	0.25	0	1.27	0.01	0	0	0
11	0	0	0	0	0.31	0.02	0	0.15	0.01	0	0.25	0
12	0.02	0	0	0	0	0.95	0	0.48	0	0	0	0
13	0	0	0	0	0.64	0.26	0	0.01	0	0	0	0
14	0.01	0	0	0	0.51	0.08	0	0	0.01	0	0.33	0
15	0	0	0	0	0.01	0.15	0	0.01	0	0	0	0
16	0	0	0	0.04	0	0	0.11	0	0.01	0	0	0
17	0	0	0	0.01	0.03	0	0.01	0	0	0	0	0
18	0	0	0	0	0	0.01	0	0	0.01	0	0	0
19	0	0	0.01	0	0.01	0	0	0	0	0	0.2	0
20	0	0	0	0	0	0	0.01	0	0.32	0	0.12	0
21	0	0	0	0	0.02	0.55	0.01	0.03	0	0	0.34	0
22	0	0	0	0	0.12	0.05	0	1.01	0	0	0.25	0
23	0	0	0	0	0.01	0	0	0.02	0	0	0	0
24	0	0	0.01	0	0.01	0	0	0.19	0.01	0	0	0
25	0	0	0	0.02	0	0	0	0.2	0.03	0	0	0
26	0	0	0	0.01	0.58	0.76	0.26	0.23	0.35	0	0	0
27	0.01	0	0	0.02	0.08	0.03	0.19	0.33	0	0	0	0
28	0.01	0	0	0	0.01	0	0.11	0.04	0	0	0.01	0
29	0	0	0	0	0	0	0		0	0	0	0
30	0	0	0	0	0	0	0		0	0	0.01	0
31	0	0		0		0.02	0		0			
Mon.Total	0.07	0.00	0.05	0.19	3.18	4.24	0.72	5.31	0.81	1.62	0.00	0.00
Year Total	0.07	0.07	0.12	0.31	3.49	7.73	8.45	13.76	14.57	16.19	16.19	16.19

Rainfall by Month

July 2006 - June 2007



Rain Totals



MONTHLY CLIMATOLOGICAL SUMMARY for APR. 2007

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

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

DAY	MEAN TEMP	HIGH	TIME	LOW	TIME	HEAT DEG DAYS	COOL DEG DAYS	RAIN	AVG WIND SPEED	HIGH	TIME	DOM DIR
1	55.7	64.0	3:30p	48.9	11:30p	9.3	0.0	0.00	1.6	12.0	12:00p	SW
2	52.9	62.2	1:30p	44.6	12:00m	12.1	0.0	0.00	1.5	12.0	2:00p	SW
3	51.0	61.8	4:00p	41.0	6:00a	14.0	0.0	0.00	1.2	12.0	2:00p	SW
4	54.9	65.6	12:30p	46.5	5:30a	9.9	0.0	0.00	1.0	11.0	2:00p	E
5	55.9	64.9	2:00p	49.1	2:30a	9.1	0.0	0.00	1.2	11.0	12:00p	SW
6	57.4	67.4	1:00p	51.6	6:00a	7.6	0.0	0.01	0.8	8.0	3:30p	SSW
7	58.0	64.5	10:00a	53.4	8:00p	7.0	0.0	0.03	0.9	8.0	11:30a	SSW
8	57.5	65.5	3:00p	52.4	9:30p	7.5	0.0	0.00	1.9	10.0	2:00p	SSW
9	55.7	61.9	1:30p	46.1	11:30p	9.3	0.0	0.07	2.7	19.0	3:00p	NW
10	53.4	62.8	2:30p	42.4	6:00a	11.6	0.0	0.00	2.1	18.0	4:30p	SW
11	56.5	66.0	12:00p	50.5	11:30p	8.5	0.0	0.25	2.2	14.0	4:00p	SW
12	51.8	57.4	1:00p	44.2	12:00m	13.2	0.0	0.00	4.5	20.0	12:00p	NNW
13	52.4	61.7	3:30p	40.5	5:30a	12.6	0.0	0.00	1.5	13.0	2:30p	SW
14	54.6	60.0	1:30p	49.5	10:30p	10.4	0.0	0.33	3.1	23.0	12:00m	NNW
15	52.1	60.1	2:30p	44.4	5:30a	12.9	0.0	0.00	3.4	19.0	5:30p	WSW
16	53.2	61.8	4:30p	42.2	5:00a	11.8	0.0	0.00	1.8	13.0	1:30p	SSW
17	54.3	64.6	2:00p	48.6	12:00m	10.7	0.0	0.00	3.8	18.0	8:30p	WSW
18	50.6	57.1	2:00p	46.1	4:00a	14.4	0.0	0.00	3.6	19.0	3:30p	NNW
19	54.4	65.0	3:00p	46.0	12:30a	10.6	0.0	0.20	1.8	13.0	2:30p	S
20	53.6	64.0	12:00p	47.0	2:30a	11.4	0.0	0.12	2.3	15.0	4:00p	N
21	56.7	67.0	12:00p	51.3	6:30a	8.3	0.0	0.34	2.4	21.0	11:30p	SE
22	56.8	63.8	2:00p	51.1	5:30a	8.2	0.0	0.25	2.0	23.0	1:30a	SSW
23	55.7	63.5	2:30p	45.4	6:00a	9.3	0.0	0.00	1.8	14.0	3:30p	SW
24	57.5	65.2	10:30a	52.6	5:00a	7.5	0.0	0.00	1.6	12.0	1:30p	SSW
25	56.1	64.9	3:00p	50.4	12:00m	8.9	0.0	0.00	2.7	20.0	9:00p	SW
26	53.9	63.1	3:00p	43.2	5:30a	11.1	0.0	0.00	1.5	14.0	1:00p	SW
27	56.7	68.0	2:30p	44.8	5:00a	8.6	0.3	0.00	0.5	7.0	11:00a	SSW
28	57.6	66.6	2:00p	48.3	4:30a	7.4	0.0	0.01	1.2	9.0	2:00p	SSW
29	57.6	69.4	2:00p	47.5	12:00m	7.6	0.2	0.00	1.2	9.0	10:30a	SSW
30	55.6	67.1	3:00p	44.9	5:30a	9.5	0.1	0.01	1.7	13.0	2:00p	SW

	55.0	69.4	29	40.5	13	300.2	0.6	1.62	2.0	23.0	14	SSW

Max >= 90.0: 0

Max <= 32.0: 0

Min <= 32.0: 0

Min <= 0.0: 0

Max Rain: 0.34 ON 4/21/07

Days of Rain: 8 (>.01 in) 6 (>.1 in) 0 (>1 in)

Heat Base: 65.0 Cool Base: 65.0 Method: Integration

San Francisco Public Utilities Commission

Hydrological Conditions Report

For April 2007

J. Chester, B. McGurk, M. Tsang, May 3, 2007

Current System Storage

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

Table 1							
Current Storage							
As of May 1, 2007							
Reservoir	Current Storage		Maximum Storage		Available Capacity		Percent of Maximum Storage
	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	Acre-Feet	Millions of Gallons	
Tuolumne System							
Hetch Hetchy ^{1/}	303,664		360,360		56,696		84.3%
Cherry ^{2/}	259,669		273,340		13,671		95.0%
Lake Eleanor ^{3/}	22,518		27,100		4,582		83.1%
Water Bank	485,554		570,000		84,446		85.2%
Tuolumne Storage	1,071,405		1,230,800		159,395		87.0%
Local Bay Area Storage							
Calaveras ^{4/}	35,419	11,541	96,824	31,550	61,405	20,009	36.6%
San Antonio	49,448	16,113	50,496	16,454	1,048	342	97.9%
Crystal Springs	44,245	14,417	58,377	19,022	14,132	4,605	75.8%
San Andreas	18,131	5,908	18,996	6,190	885	282	95.4%
Pilarcitos	2,512	818	3,100	1,010	588	192	81.0%
Total Local Storage	149,755	48,797	227,793	74,226	78,038	25,429	65.7%
Total System	1,221,160		1,458,593		237,433		83.7%

^{1/} Maximum Hetch Hetchy Reservoir storage with drum gates activated.

^{2/} Maximum Cherry Reservoir storage with flash-boards in.

^{3/} Maximum Lake Eleanor storage with all stop-logs in.

^{4/} Available capacity does not take into account current DSOD storage restrictions.

Hetch Hetchy System Precipitation Index ^{5/}

Current Month: The April precipitation index is 2.26 inches, or 74.1% of the average index for the month.

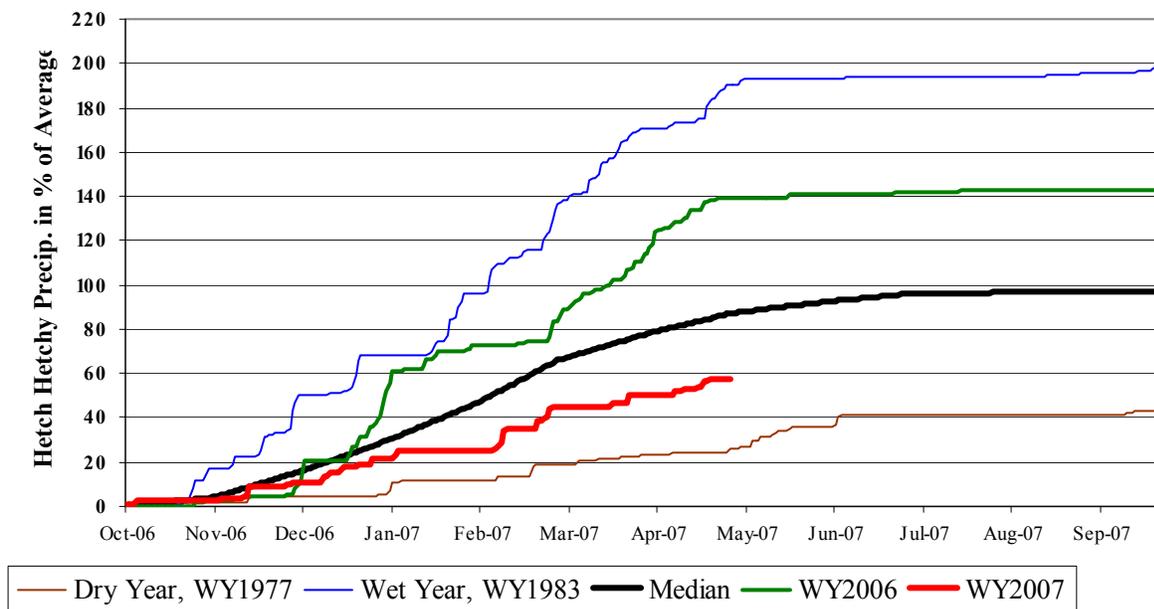
Cumulative Precipitation to Date: The accumulated precipitation index for water year 2007 is 21.9 inches, which is 61.6% of the average annual water year total, or 68.0% of the season-to-date precipitation. The cumulative precipitation for the Hetch Hetchy gauge is shown in Figure 1.

Snow Water Content Index: The April 1, 2007 snowpack in and around the Hetch Hetchy watershed is about 45.9% of the long term April 1 average.

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

Figure 1: Water Year 2007 cumulative precipitation received at Hetch Hetchy Reservoir through the end-of-month April. Wet, dry, median and WY 2006 precipitation for the gauge at Hetch Hetchy are included for comparison purposes.

Precipitation at Hetch Hetchy: Water Year 2007



Tuolumne Basin Unimpaired Inflow

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

	April 2007				October 1, 2006 through April 30, 2007			
	Observed Flow	Median ⁶	Average ⁶	Percent of Average	Observed Flow	Median ⁶	Average ⁶	Percent of Average
Inflow to Hetch Hetchy Reservoir	78,637	88,560	90,389	87.0%	168,658	210,783	221,393	76.2%
Inflow to Cherry Reservoir and Lake Eleanor	57,237	72,601	72,783	78.6%	155,989	195,960	208,637	74.8%
Tuolumne River at La Grange	174,957	267,607	273,505	64.0%	500,882	799,899	884,725	56.6%
Water Available to the City	23,670	85,789	95,158	24.9%	64,360	246,836	326,876	19.7%

⁶ Hydrologic Record: 1919 – 2005.

Hetch Hetchy System Operations

Because the season-to-date precipitation is only 20.6 inches, or 58.5% of normal, powerdraft from Hetch Hetchy remained at the level that just meets SJPL deliveries for most of April. In late April, powerdraft was increased to full Mountain Tunnel and modest releases were made to

Don Pedro at Moccasin Reservoir to make room for the projected early snowmelt runoff into Hetch Hetchy Reservoir. Powerdraft from Lake Lloyd was made throughout April to make room for the projected early snowmelt runoff and to avoid spill. The spill at Moccasin Reservoir and powerdraft from Lake Lloyd was quantified and transferred to the City’s Waterbank Account in Don Pedro Reservoir.

In April, 18,159 acre-feet of water were pumped from Lake Eleanor to Cherry Reservoir. All 10 pumps ran all month, and only the minimum streamflow was released from Lake Eleanor.

SJPL Diversion

The average rate of the San Joaquin Pipeline diversion during April was 210 mgd.

Local System

The average rate at the Sunol Valley Water Treatment Plant for April was 43 mgd. The average rate at Harry Tracy Water Treatment Plant for the month of April was 44 mgd. April water demands averaged approximately 202 mgd. Water demand on May 1, 2007 was approximately 237 mgd. Precipitation was below normal in the Local Area during April (Table 3).

Table 3 - Precipitation Totals for April at Three Local Reservoirs

Reservoir	Month Total (inches)	Percentage of Normal for the Month	Year To Date ⁷ (inches)	Percentage of Normal for the Year to Date ⁷
Pilarcitos	2.38	81 %	28.11	68 %
Crystal Springs	1.31	73 %	17.25	66 %
Calaveras	1.07	57 %	14.80	70 %

⁷ Since July 1, 2006

Snowmelt and Water Supply

Significant melting of the snowpack occurred during the early part of April and produced flows greater than the pre-15 April level of 2,416 cfs and resulted in increased City entitlements. Flows picked up again in late April due to above-normal air temperatures (Figure 2). Because of the increase in the criterion between District and City entitlements on April 15 (from 2,416 to 4,066 cfs) and because unimpaired inflow at La Grange was below 4,066 cfs rate until the last two days in April, very little water was added to the City’s entitlement account. The entitlement balance as of April 30 was 64,360 acre-feet, or about 20% of the normal amount for April 30.

The forecast indicates that the median amount of runoff that may occur this year is about 50% of the long-term median (Figure 3). This is a reduction from the 54% of the long-term median that was forecast on March 1. The reduction is due to the fact that the both March and April precipitation indices were below normal. The median forecast of April-to-July runoff is about 540 TAF, compared to the long-term median runoff for the April-to-July period of 1,080 TAF. For natural flow at La Grange, there is an 80 percent chance that the April-to-July natural runoff will be between 440 TAF and 680 TAF.

Figure 2: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City. Water available to the City for the period from October 1, 2006 through April 30, 2007 is 64,360 acre-feet.

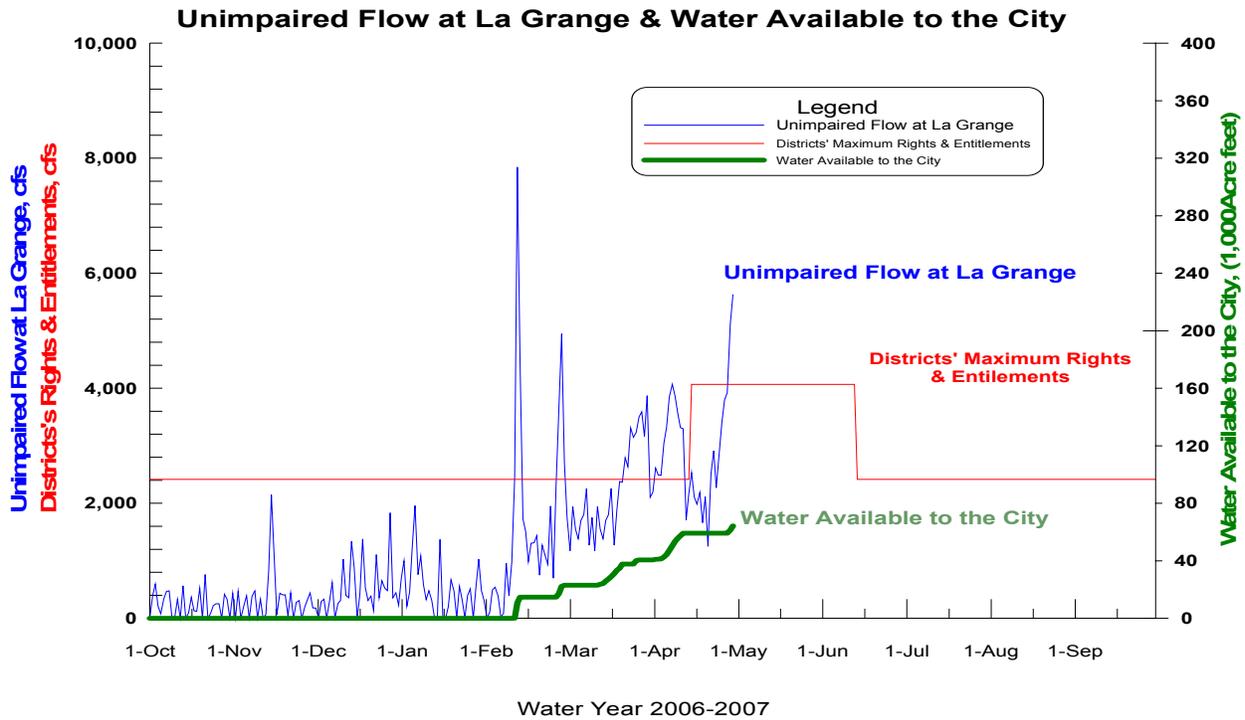
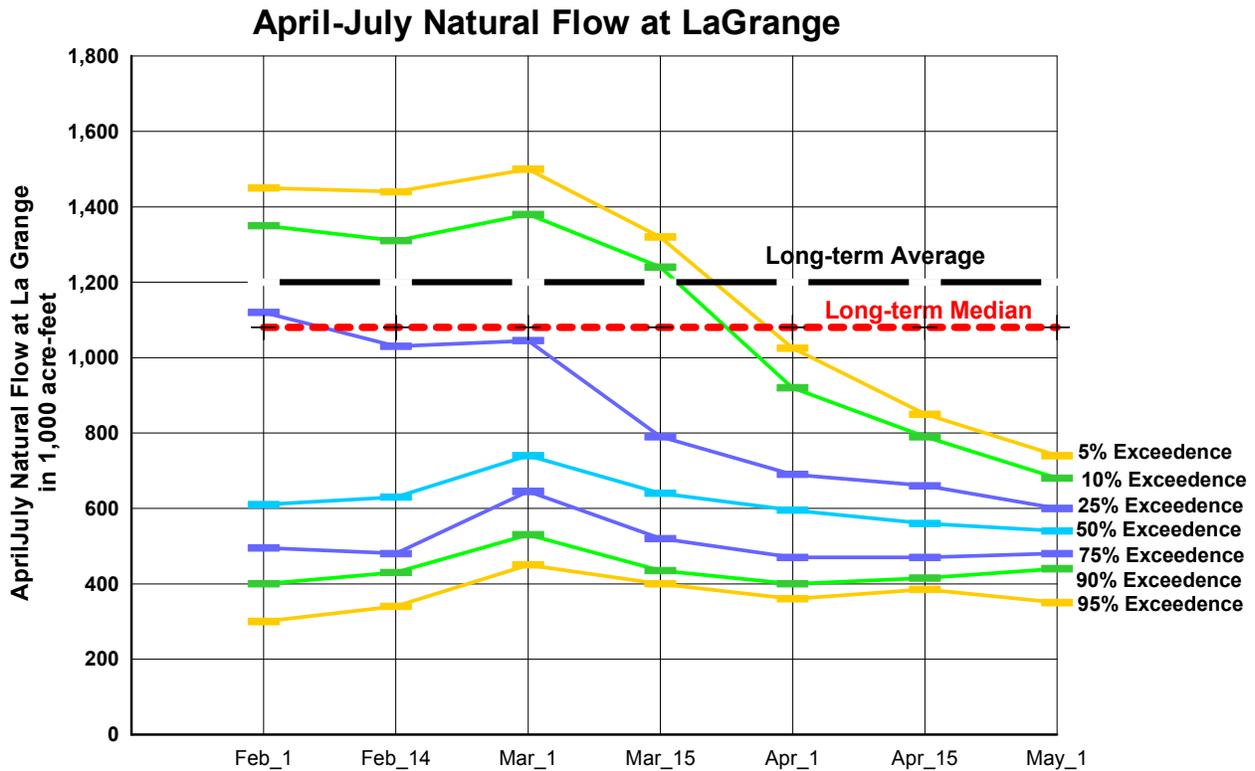


Figure 3: Tuolumne River at La Grange water supply forecast



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

STAFF REPORT

To: Board of Directors

From: Jim Teter, District Engineer

Agenda: May 8, 2007

Report Date: May 1, 2007

Subject: Engineering Projects Received for Review During April, 2007

Recommendation:

None. The agenda item is informational.

Background:

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

Projects Received:

There were no projects received for review.

Fiscal Impact:

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

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MEETING OF THE DISTRICT FACILITIES COMMITTEE

Friday, April 20, 2007 - 1:00 p.m.

AGENDA

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

- 1) **Oral Communications / Public Comment**

- 2) **Discussion, possible direction to staff and/or recommendation(s) to the Board regarding Crystal Springs and Non-Crystal Springs Infrastructure and Pipeline Projects, including review of DRAFT Capital Improvement Program**

- 3) **Discussion and Possible Direction to staff regarding Student Work Study Program**

- 4) **Adjournment**

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MEETING OF THE DISTRICT
WATER QUALITY COMPLIANCE COMMITTEE

Thursday, April 26, 2007 - 1:30 P.M.

AGENDA

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

- 1) Oral Communications**
- 2) Review, discussion, and possible direction to staff regarding Coastside County Water District's Standard Operating Procedures for the District's Water Treatment Plants and Water Quality Standards from the California Department of Health Services, Division of Drinking Water and Environmental Management**
- 3) Adjournment**

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MEETING OF THE FINANCE ADVISORY COMMITTEE

Monday, April 30, 2007 - 8:30 A.M.

AGENDA

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

- 1) Oral Communications**
- 2) Discussion, possible direction to staff and/or recommendation(s) to the Board regarding Coastside County Water District Draft Operations and Maintenance Budget.**
- 3) Union Bank Proposal for Banking Services**
- 4) Discussion, possible direction to staff and/or recommendation(s) to the Board regarding Coastside County Water District Draft Purchase Order Policy.**
- 5) Adjournment**

STAFF REPORT

To: Board of Directors

From: Cathleen Brennan, Water Resources Analyst

Agenda: May 8, 2007

Subject: Water Conservation Activity Report

◇ Bay Area Water Conservation Coordinators (BAWCC) Meeting: On April 19th, BAWSCA hosted the quarterly BAWCC meeting in Belmont. Art Jensen, the General Manager of BAWSCA, gave the opening statement and briefly discussed the 10% reduction requested by the SFPUC as a precautionary measure. Other agenda items included; General Hydrologic Conditions, High Efficiency Urinals, Commercial and Institutional Washing Machine Rebates, Residential Clothes Washer Rebates, Green Business Certification Checklists, Potential Bay Area Landscape Calculator and Zero Footprint Development.

◇ There was an advertisement in the April 25, 2007 edition of the Half Moon Bay Review asking for cooperation from customers to voluntarily reduce water consumption by 10% as a precautionary measure (attachment).

◇ Please note that regionally there have been other articles in the month of April informing Bay Area residents of the hydrologic conditions and the need to conserve water.

4/01/07 San Francisco Chronicle
4/11/07 San Jose Mercury News
4/12/07 San Mateo Daily News
4/12/07 San Francisco Chronicle
4/18/07 Half Moon Bay Review
4/26/07 San Francisco Chronicle

◇ There is a "Special Message" on the billing statements that started the last week of April. The message requests help from customers to reduce consumption by 10% this summer and fall.

We need your help! The Coastside County Water District needs our customers to use 10% less water between June and October compared to last year. Please save water and help us avoid mandatory restrictions. Your statement has a graph that compares current consumption to prior year consumption. Use this graph to help you determine the amount you need to save. Thank you for your efforts to save water.

◇ BAWSCA Water Resource Committee Meeting: On April 26, 2007 there was a BAWSCA Water Resource Committee meeting. The agenda was devoted to Lynn Florey of the Sonoma County Water Agency. The discussion was a model for financing and implementing conservation programs. It also included a discussion on the wholesaler-retailer water agency relationship. In addition, it was mentioned that there is the possibility that the SFPUC will share outreach material with other agencies regarding the request for a 10% reduction in consumption. The materials mentioned included a four page residential mailer and a tri-fold bill stuffer for all customers.

◇ The water waste door hanger is being updated in preparation for our efforts to achieve the voluntary reductions in consumption (attachment).

◇ As of May 2nd, the EPA Water Infrastructure video is available for viewing on our web site.

◇ The update on the Water Shortage and Drought Contingency Plan was not complete at the time staff reports were due. The update was contingent upon information from BAWSCA's Suburban Advisory Group (SAG) meeting scheduled for May 3, 2007. The agenda included an update from the SFPUC regarding current water supply conditions and the SFPUC's plans for managing the limited supply. The update will be made available at the Board Meeting.

Our Lady of the Pillar

400 Church Street
HMB
726-6674



M, W, Fri 8 am
Tues, Thurs 9:30 am
Sat 8 am, 5pm, 7 pm en Español
Sun 7:45 am, 9 am, 11:15 am
12:45 pm en Español
Reconciliation Sat 4-4:45 pm

www.ourladyofthepillar.org

Coastside Missions

St Anthony's in Pescadero
Saturday, 5:00 pm en Español
Sunday, 9:00 am

Our Lady of Refuge in La Honda
747-9555 or 747-0419
Sunday, 10:45 am

You gotta love em!

National Pet Week is May 6-12!

Showcase your pet related services and merchandise to Coastside animal lovers in a special advertising guide.



Publication date: May 9
Ad deadline: May 2

Call the
HALF MOON BAY REVIEW
at 726-4424 to
reserve your space.

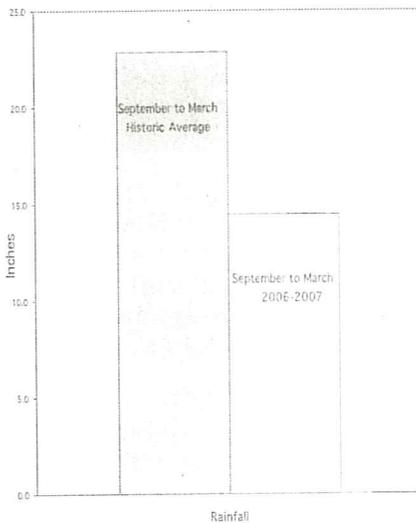


The Coastsidewater District Needs Your Help This Summer

Our goal is to reduce water consumption by 10% this summer. The last six months of rainfall data show that we are below normal for this time period, as shown in the graph below. As a precautionary measure, we are asking our customers to be vigilant about avoiding water waste this summer and fall.

See the water saving tips listed below and check our website at www.coastsidewater.org for more tips and to learn about our other water conservation programs.

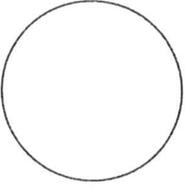
Rainfall Totals



Thank you for your efforts to conserve water. Call us at Coastsidewater District at 650-726-4405 for more information.

Water Saving Tips

- Irrigate early in the morning to avoid evaporation.
- Avoid irrigating your plants when it is windy.
- Check your irrigation system for leaks and broken sprinkler heads.
- Make sure that all the water used to irrigate your plants stays on the landscaped area. Don't allow water to runoff onto sidewalks, gutters, and streets.
- Always use a garden hose equipped with a positive shutoff valve to control the flow of water.
- Wash your vehicle at a commercial car wash that recycles the wash water.
- Dry sweep sidewalks, patios, and driveways instead of using water to wash down these areas.
- Check your toilets for leaks and make any necessary repairs.
- Check for leaking faucets and showerheads and make any necessary repairs.



Coastside County Water District
766 Main Street
Half Moon Bay, CA 94019
www.coastsidewater.org
650.726.4405

WATER WASTE NOTICE

Date: _____ Time: _____

Address: _____

**Coastside County Water District
Ordinance 1997-01 establishes rules and
regulations prohibiting wasteful water use.**

- Use of water is prohibited when a leak has been discovered and repairs have not been completed ten days after notification of leak.
- The use of a positive shutoff valve or similar device on water hoses to control water flow is required while washing vehicles and equipment
- The use of water that results in flooding or runoff in gutters and streets is prohibited.
- The use of water for landscape irrigation, which results in runoff into the street or pooling due to the super saturation of the ground, is prohibited.
- See the backside of this notice for more comments.

Thank you for your efforts to save water.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Joe Guistino, Superintendent of Operations

Agenda Date: May 8, 2007

Date: 2 May 2007

Subject: Operational Report – April 2007

Source of Supply- Pilarcitos Lake, Denniston Reservoir and Denniston Well 9 were the main source of supply for the month of April.

Systems Improvement:

Short Term Plant Improvements

The design team met on 16 April to determine the scheduling for the Denniston Tank Modifications. It was decided that we could construct the pipeline this summer and tie in when the plant is down in the winter months. Also, changes would have to be made at the El Granada Tank #1 to insure more volume availability during the Denniston Tank shutdown.

Final plans for the Denniston upgrades are complete and presently being reviewed by the design team. Nunes final plans are presently being completed and will be sent to the AutoCAD tech shortly.

Automatic Meter Reading Pilot Program

See staff report on this item.

Crystal Springs Telemetry

The original hardwired system has been professionally respliced and will be ready by the second week of May. Once it is tested, it will become the primary communication link for the Crystal Springs project. The radio system will then be reverted to the backup system.

Main Street Project

Please reference Capital Projects Report.

Carter Hill East

The contractor has completed the pipe and service installations. Some minor punch list items will be complete in May and the project can be closed.

Facilities Beautification and Enhancement

The following items have been completed this month:

- Weed removal at Nunes and Denniston WTPs
- Painted stairs at Nunes with anti slip coating.
- Painted 40 fire hydrants
- Routine cleaning of all District vehicles

Denniston Well Rehab Project

The pump and motor have been installed in Denniston Well #1 and we are expected to start using this unit the first week of May.

The pump and motor was purchased and installed on Denniston Well #3. We expect this unit to be up and running on the second or third week in May, once repairs are rendered to it's electrical panel.

The rehabilitation of these two units is expected to increase the Denniston Project production by 100,000 gallons per day.

Denniston Filter Blending Station

Treatment staff modified the filter effluent sample station at the Denniston WTP to eliminate the wide variation in chlorine residual and pH readings that were being recorded. This modification allows better clarity as to CT calculations for reports sent in to DHS monthly.

Update on Other Activities:

California/Nevada Section AWWA Spring Conference

Trip report enclosed.

Emergency Generator

Generator is scheduled for installation on 16/17 May.

Denniston Intake

We contracted a diver to inspect the intake screen on 24 April. He reported that the screen is in disrepair and needs attention. The screen will be repaired and also affixed with vertical rise to bring it away from the accumulated silt in the reservoir. We expect this project to be complete by 1 July.

New Maintenance Worker

Kristoffer Smith joined us as our new Maintenance Worker on Monday, 9 April.

Denniston Filter #2

On the weekend of 14/15 April, Treatment/Distribution Operator Jack Whelen noted an anomaly in the surface wash flows for Denniston Filter #2. An internal inspection of the filter the following week revealed that one of the surface wash arms had detached from the manifold, resulting in decreased backwash effectiveness. Hats off to Jack. ERS replaced the arm and the filter is back in service.

Safety/Training/Inspections

Backhoe Training

An extensive 3-day backhoe training course was provided to the crews on 16-18 April. Matt Damrosch, John Davis, Don Patterson, Kristoffer Smith, Raymond Winch and Jack Whelen all benefited from this training.

Field Ergonomics

On 25 April, John Hoff from JPIA presented a 2-hour class on field ergonomics. The entire crew was present.

Department of Health Services

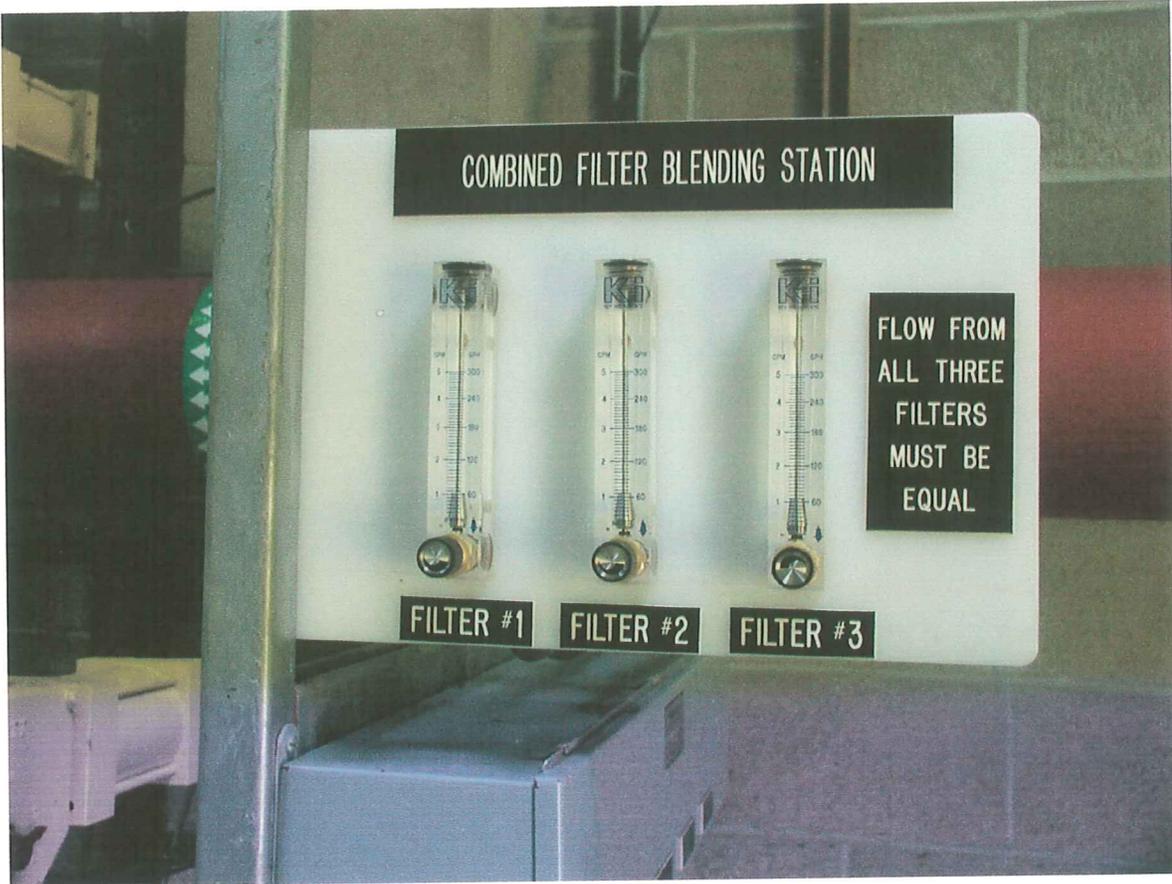
Correspondence

Annual Report was sent to DHS on 30 April.

We also submitted an amendment to our water supply permit on 30 April. This amendment officially allows us to recycle backwash water flows through Denniston WTP following our successful 6-month pilot program.

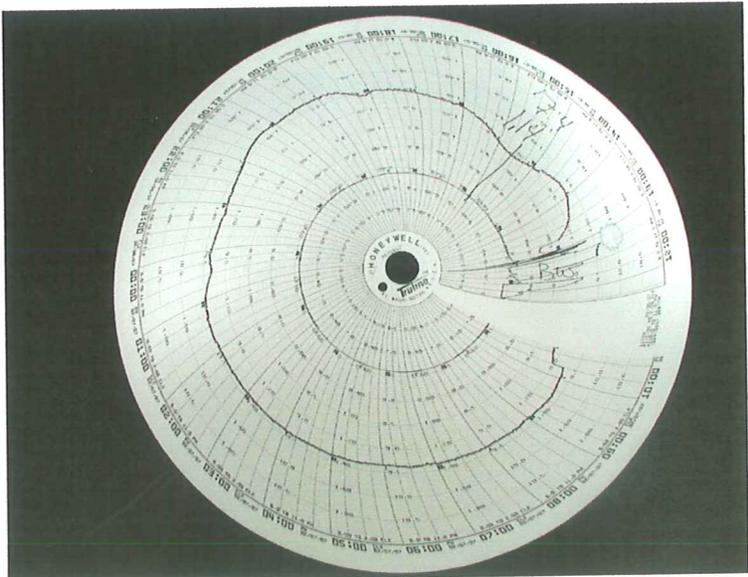
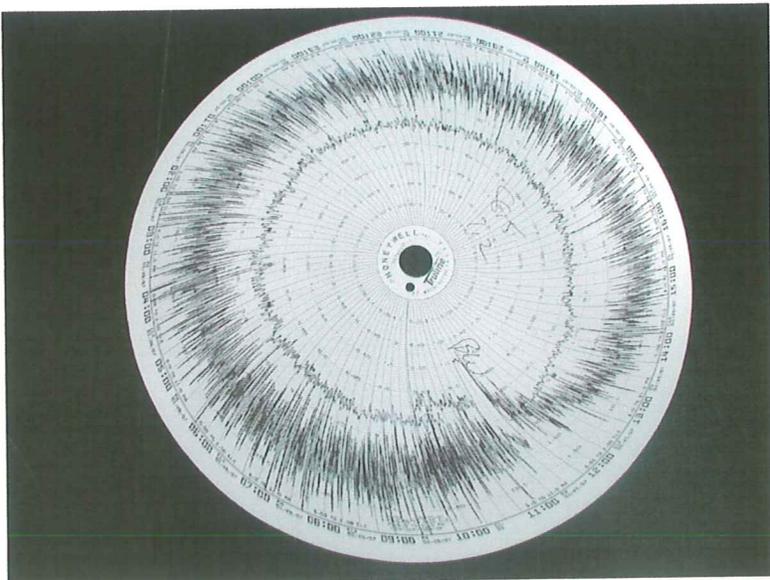
On 19 April, we received a letter from Dirk Johnston of San Mateo County Health Department requesting an update on our progress to remove gaseous chlorine from our treatment facilities. I responded with a letter on 27 April stating that we will exceed our former date of September 2007 and expect the chlorine to be completely removed by March 2008.

The Combined Filter Blending Station was designed to distribute equal amounts of filtered water to the post filter chlorine and pH analyzer. This allows operations to better assess the chlorine and pH trends at this point of the treatment process. It also allows operations to find the lowest chlorine residual and adjacent pH reading and apply to the monthly CT calculation spreadsheet deliverable to DHS.



Before
The chlorine and pH readings show a large swing or painting effect.

After
The chlorine and pH readings show a better active trend.



1 May 2007

Eric Lacy, P.E.
State of California Department of Health Services
Santa Clara District
Drinking Water Field Operations Branch
850 Marina Bay Parkway, Building P, 2nd Floor
Richmond, CA 94804-6403

**Reference: Denniston Water Treatment Plant Filter Backwash Return
Coastside County Water District, System No. 4110011**

Dear Mr. Lacy:

Enclosed are the completed action items addressed in the Denniston Water Treatment Plant Filter Backwash Return - Action Plan dated March 23, 2007.

Application for Domestic Water Supply Permit Amendment – Attached

A Schematic of the treatment facility that indicates the origin of spent backwash water and the location where the water is reintroduced into the treatment facility – Attached

The typical backwash recycle flow rate, duration, and frequency at which the backwash water is returned – The return rate will be at or below 10 percent of the influent flow rate to the plant, not to exceed 425 gpm. This is the maximum flow allowable to meet existing CT requirements for the Denniston WTP. The duration and frequency at which the backwash water is returned will be governed by the amount of wash water in the settled holding pond. The return wash water system will be in operation 90% of the time that the Denniston WTP is on-line.

The hydraulic conveyance used to transport the backwash water – During the backwash cycle, the backwash water is introduced into a backwash sump located at the east end of the water treatment plant and gravity fed through a 12 inch pipe to one of the wash water return ponds for settlement.

The highest turbidity value allowed to be reintroduced into the plant – 3 NTU will be the maximum turbidity allowed to be returned. Operational target is <2.0 NTU monthly average.

The maximum makeup of ratio of the recycled backwash water to the remaining influent flow. Another word, the total amount of recycled backwash water will only be X percent of the total flow of water into the Denniston WTP – The return rate will be at or below 10 percent of the influent flow rate to the plant not to exceed 425 gpm total influent flow to meet CT requirements. The wash water return system pumps directly into the raw water influent line to the plant. If the plant flow is set at 400 gpm at the plant influent control valve and the wash water return pump is set to pump at

35 gpm, the raw water flow will be 365 gpm. In this example, the percent of wash water return to raw water entering the plant is 9.5 percent.

Will CCWD provide any treatment to the recycled stream prior to the return? – At this time, CCWD is not adding any treatment to the recycled stream prior to its return.

Under what condition is the recycled water returned to the head of the plant? Specific time period or water level within the filter backwash water basin? – All backwash water is sent to one of the two holding pond for settlement while recycling the settled backwash water from the other pond. One holding pond holds approximately 9 backwashes as each backwash uses approximately 50,000 gallons of water for a total of 450,000 gallons. Once the holding pond is at capacity and has settled for 24 hours, the recycled water will be returned at a pace to represent the amount of water introduced into the holding ponds. For example, it will take approximately 9 days at 35 gpm to return to contents of the pond.

Will coagulant chemical adjustments or other operational practices be applied to accommodate the recycle flow? – The recycle flow is introduced directly into the raw water influent line. The plant process chemistry is based on that total influent flow and changes very little with the application of the return stream. Jar tests are performed weekly and daily process grabs are studied to confirm proper chemical dosing based on the characteristics of the total raw water entering the plant.

Will the backwash water be recycled to the head of the plant automatically under certain conditions or will it be manually controlled? – The backwash water will be recycled to the head of the plant manually.

Sincerely,

Joe Guistino
Superintendent of Operations
Coastside County Water District

ST:JG/st

4 May 2007

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

Reference: April 2007 Monthly Report

Dear Ms. Nguyen:

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

Distribution System:

- 30 Total Coliform samples completed and all ABSENT

Nunes Water Treatment Plant:

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

Denniston Water Treatment Plant:

- Denniston Monthly Summary of Monitoring for SWTR (page 1, 2 and 3)
- Monthly Iron, Manganese and Aluminum Report for **April**
- CT Compliance spreadsheet for **April**
- Individual Filter Monitoring Report (5 pages)

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

Sincerely,

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

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Joe Guistino

Agenda: May 8, 2007

Report

Date: 30 April 2007

**Subject: American Water Works Association – Cal/Nev
Section Spring Conference – April 2007**

Recommendation:

For your information.

Discussion:

I attended the Cal/Nev Section AWWA conference from Tuesday through Thursday 17-19 April. I originally intended to stay through Friday to attend the Governing Board meeting but I cut this trip short upon notice of Ed's resignation.

On Tuesday, I attended the following meetings:

- Source Water Committee
- Research Committee
- System Water Quality Committee
- Treatment Committee
- Water Quality Analysis Committee
- Small Systems Committee
- Water Quality Division
- Top-Ops Committee

With the exception of the Top Ops Committee, the 6 committees mentioned comprise the Water Quality Division. As vice chair of the Division, I attended the meetings to monitor their plans, disseminate information on the technical programs and act as liaison to the rest of the Division Committees. The chair of each committee is responsible for their respective technical program of at least six 30-minute talks. The Water Quality Division will present about 54 technical talks in the Fall. One of my responsibilities will be to make sure that the Committee chairs assemble their programs on time and to arrange the talks so that there will not be conflicts with other similar talks.

Wednesday morning was the annual Top-Ops Competition. I had been elected as moderator-for-life about 5 years ago and I continued the long tradition of making what could be a stressful competition into something fun, informative and exciting. We had 4 competitors this year: SFPUC (BIO film), Santa Clara Valley Water District (The Ozonators), and two teams from Alameda County Water District (The Regulators and The Ultra Menbrains). The final round was run at the beginning of the Keynote Luncheon, with the SFPUC team winning the competition. They will proceed to the AWWA Annual Conference and Exposition in Toronto, Canada to compete with the winners of the other AWWA Sections.

Wednesday afternoon was spent decompressing and chatting with my counterparts at other California Water Districts, most notably Mike Oblenis, Operations Manager at San Juan Water District, Conrad Tona, Productions Manager for Zone 7 Water Agency, and Don Hill, Production Supervisor for Southern Nevada Water Authority.

On Thursday, I was able to attend many of the technical sessions that I helped to organize last Fall. The following were the most noteworthy talks:

Water Well Rehabilitation Techniques: The Good, The Bad and the Ugly - Tony Morgan, Layne Christensen Company.

Tony gave a general overview of modern day well development and maintenance techniques. I took from this session a new approach to well monitoring and maintenance, which I will apply to CCWD. I also garnered a better understanding of why wells fail and the techniques and reasoning behind the modern day rehabilitation methods.

How Award-Winning Utilities Leverage Billing: Improve Service, Decrease Costs - John Hoggard, EPN's Utility CIS/CRM Consortium (Computer Information System/Customer Relations Management)

This talk dealt with the change-out from manual meter reading to automatic meter reading in a large eastern city. The utility had been reading meters for 144 years and has a population of about 1 million. The big problems facing the utility were a 400% turnover of meter readers in the last 5 years due to difficult working conditions. All meters in this city are in the basement of homes, which requires a tremendous coordination effort and liability concerns around the possession and security of 35,000 keys to their customers homes.

Once changed out, the utility showed significant reductions in customer calls (50%), bill adjustments (80%) and field service orders (80%).

City of Roseville Aquifer Storage and Recovery Program - Trevor Joseph, MWH Americas, Inc.

Faced with possible water shortages, Roseville successfully was able to store water in their deep confined aquifer. I was hoping to note anything that would help us in our situation with our two well fields. The Roseville experience is with a deep confined aquifer, so although the talk was very interesting and well presented, it could not be applied to our open aquifers on the coastside.

Unregulated Contaminant Monitoring Rule 2 – Jill Korte, US EPA

Our system will not have to start monitoring from our treatment plant effluents for another 1 to 3 years. We must monitor monthly for 12 months and will more than likely start 1 January 2009. The contaminants involved are mainly certain flame-retardants and explosives. I don't think that we have much to worry about with our sources of supply.

New ANSI/AWWA D102-07 Standard for Coating Steel Water Storage Tanks – Bill Harper, Harper & Associates Engineering, Inc.

This soft-spoken gentleman gave a presentation that was a basic Coatings 101. He spoke of coating definitions, thicknesses, regulations surrounding coatings, types of applications and cathodic protection. He basically gave a book report on the AWWA Standard. The tidbit of useful information I got from this talk was that it is best to use a sacrificial anode in a tank one year after the coating is installed. It is easy to do, effective and low tech.

Development of a Distribution System Operations Plan – Scott Rovanpera, City of Benicia

This presentation was a wake-up call for me in that although the DSOP is included in the Title 22 regulations that all water systems must follow, and although it is presently not being enforced, the time is coming that we will be required to develop and implement an official plan. The DSOP includes the following programs:

Unidirectional Flushing, Valve Exercise, Leak Detection, Reservoir Cleaning, Dead End Flushing, Main Replacement, Hydrant Inspections, Emergency Response Plans for reservoir overflows, Pump Station failures, Main and service breaks, cross connection contamination, fire suppression capability, emergency water supply. I will look into the programs that we are presently not doing and plan to get them complete either through workforce re-allocation, contractors and consultants or temporary workers.

Before I left on Thursday evening, I visited the vendor hall, where I queried representatives of the various meter companies on their automatic meter reading technologies to assist in my decision on the direction I feel the District should take in this arena.

Fiscal Impact: Total cost of this trip was \$1370.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Joe Guistino

Agenda: May 8, 2007

Report

Date: 30 April 2007

**Subject: Discussion and possible direction to staff
regarding an automated meter-reading program**

Recommendation:

Direct Staff to obtain and review quotes, for the purchase of an Automatic Meter Read package for the 67 meters running alongside Highway 92.

Discussion:

One of the single highest safety concerns that face our crews is the heavy traffic flow while reading the 67 meters along highway 92. Staff proposes to convert these present meters to AMR (automatic meter reading) technology, eliminating the danger to our crews and acting as a pilot study to investigate the benefits, if any, for conversion of all or part of the District's remaining meters.

The scope of the pilot study would be to determine the savings in reading time, re-read frequency, high bill complaints and improved customer service. Other utilities using this technology have reported a virtual elimination of read errors. Since all meters will be read every month, this technology will detect and notify customers of leaks in their home plumbing before it becomes manifest in a two month billing cycle. Some Districts have shown an increase in revenue since old meters are generally eliminated in a short period of time. By assessing these savings on this pilot program, we may be able to extrapolate to the savings garnered from a partial or full retrofit of our entire system. The workforce savings could then be re-allocated to such programs as unidirectional and dead end flushing programs, a valve exercise program, reservoir cleaning, and service line installations (with subsequent revenue).

Fiscal Impact: Retrofitting the 67 various sized meters along highway 92 will cost between \$30,000-\$40,000 depending on the technology that we select.

STAFF REPORT

To: Board of Directors

From: Jim Teter, District Engineer

Agenda: May 8, 2007

Report Date: May 3, 2007

Date:

Subject: District Engineer Work Status Report

Recommendation:

None. The agenda item is informational.

Background:

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

Work Performed Since Last Board Meeting

Work performed since the last Board of Directors meeting includes:

- Water Treatment Plant Short-Term Improvements. Engineering work is continuing.
- Phase 3 El Granada Pipeline Replacement Project: Work continued on coordinating the work of the consultants involved in preparation of the additional submittal documents required for compliance with the conditions of the CDP's and as required by the Caltrans letter of response to the District's encroachment permit application.
- San Mateo County GIS Mapping Project: continued work coordinating receiving the data files from the County and putting them into use by the District.
- Main St./Hwy. 92 Pipeline Replacement Project: responded to questions from District inspection personnel.
- Carter Hill East Pipeline Replacement Project: responded to questions from District inspection personnel.

- FY 07-08 CIP Budget: Provided District field staff with budget cost estimates for proposed projects.
- Engineering Advice. Provided the District staff with advice on an as-requested basis on engineering-related topics.

Current Work Assignments:

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

1. Preparation of Design Contract Documents for Phases IIIA and IIIB of the El Granada Transmission Pipeline Replacement Project. See separate staff report.
2. SCADA System Replacement. The District Engineer has begun work on the study for replacement of the existing SCADA (Supervisory Control and Data Acquisition) system. The study will provide recommendations for the new system including cost. This work will be performed in conjunction with the work for the WTP Short-Term Improvements since it requires extensive coordination with the WTP operating staff and the final decisions regarding the short-term improvements.
3. Short-Term Improvements at Nunes & Denniston WTPs. The District Engineer has begun preparation of the plans and specifications for these projects:

Denniston WTP Improvements:

- A. Denniston Storage Tank Modifications Project. A decision has been made to construct the modifications to the Denniston storage tank and the new tank inlet pipeline first. Teter has completed the Contract Documents, and the review of these documents by both the District staff and Department of Health Services has been completed.
- B. Denniston Water Treatment Plant Improvements. Teter has completed his final Contract Drawings. Following final review by the water treatment plant operating staff, a structural engineer will be retained for design of the minor modifications to the treatment plant walls and floor.

Nunes WTP Improvements:

All conceptual design work has been completed, and Teter is in the process of preparing the final Contract Documents (plans and specifications).

Fiscal Impact:

1. El Granada Transmission Pipeline Replacement Project Phases IIIA & IIIB.

The current fiscal year Capital Improvement Program contains funding for engineering design work for this project (See the C.I.P. report included elsewhere in the Board meeting packet).

2. SCADA System Replacement. The FY 06/07 Capital Improvement Budget contains \$20,000 for the SCADA system replacement study.
3. Short-Term Water Treatment Plant Improvements. The FY 06/07 Capital Improvement Budget contains funding for this project.

Schedule for El Granada Transmission Pipeline Replacement Project

A.	El Granada Pipeline Phases 3A & 3B:	
	Complete predesign services (surveying & photogrammetry)	February, 2005
	Complete preliminary engineering design	March 3A, June 3B, 2005
	File CDP application for Phase 3A	October, 2005
	File CDP application for Phase 3B	December, 2005
	Obtain CDP's	Sept., 2006
	Obtain encroachment permits from the City of Half Moon Bay, Caltrans and San Mateo County	July, 2007
	Advertise for Bids	July, 2007
	Award Construction Contract	August, 2007
	Complete Construction	Spring 2008

STAFF REPORT

To: Board of Directors

From: Jim Teter, District Engineer

Agenda: May 8, 2007

Report Date: May 3, 2007

**Subject: Phase 3 El Granada Pipeline Replacement Project
Status Report**

Recommendation:

None. The agenda item is informational.

Background:

The District has obtained the two Coastal Development Permits required for the project, but there is still a substantial amount of work to be completed before field construction work can begin. The major items remaining to be completed are (1) compliance with the submittal requirements of the conditions contained in the Coastal Development Permits, (2) obtaining an Encroachment Permit from Caltrans, the City of Half Moon Bay, and the County of San Mateo, and (3) obtaining easements over 2 areas of the project where the pipeline will be located within private property.

From the viewpoint of the District Engineer, the work to be completed prior to the beginning of construction may be divided into 3 categories (1) work that must be completed prior to advertising for bids, (2) work that must be completed prior to opening the bids, and (3) work that must be completed prior to beginning field construction excavation.

Category 1 Work Items (Prior to Advertising for Bids)

Category 1 work items are defined as preparation of documents that must be included in the initial set of Contract Documents (plans and specifications) that are distributed to bidders:

1. Resubmittal of Documents for Caltrans Encroachment Permit.
The District submitted an application for an Encroachment Permit to Caltrans on September 29, 2006 and received a letter of review comments on November 1, 2006 which required that the following additional information be provided before the application would be considered complete:
 - A. Submittal of the SWPPP and dewatering plan. George Burwasser of EIP Associates is preparing the Storm Water Pollution Prevention Program and dewatering plan. The draft report will be available for review by May 21, 2007 and the final report by May 31, 2007.
 - B. Submittal of Shoring Plans for Excavation over 5 feet in depth. The shoring design work is being performed by J.M. Turner Engineering, Inc. Their design work requires specific geotechnical information for each deep excavation site. Cleary Consultants, Inc. was retained to perform the geotechnical investigation work. The soil boring work and the laboratory work have been completed---the final geotechnical report will be completed by May 5th. Cleary Consultants has provided J. M. Turner Engineering, Inc. with the information need for the shoring design, and that work is progressing. Completion is expected by May 31, 2007.
 - C. Submittal of profile drawings for the entire pipeline length. The required survey work for was performed by Towill, Inc. Teter has completed preparation of the profile sheets.

Summary: The work required by the Caltrans letter dated

November 1, 2006 is nearing completion. Resubmittal to Caltrans is expected on about June 1, 2007. Review and issuance of the Encroachment Permit is expected to require 6 to 8 weeks.

Category 2 Work Items (Prior to Opening of Bids)

Category 2 items are those which affect the contractors' bid prices. The encroachment permits issued by public agencies contain conditions (such as allowable working hours) which affect the bid prices, and therefore these conditions need to be provided to the bidders prior to the opening of the bids. If it is the decision of the Board of Directors to begin the advertising for bids process prior to the encroachment permits being issued, the encroachment permits will be provided to the bidders by addendum prior to the bid opening date.

- A. Encroachment Permit from Caltrans (see above).
- B. Encroachment Permit from the City of Half Moon Bay. The application will be submitted sometime after June 1, 2007 following final completion of the project drawings and the Storm Water Pollution Prevention Program.
- C. Encroachment Permit from the County of San Mateo. Condition 5 of the CDP issued by San Mateo County requires that prior to issuance of the encroachment permit from San Mateo the applicant shall obtain an easement from the County Real Properties Division for the portion of the pipeline crossing the Mirada Surf property. The easement description has been prepared, and Tony Condotti is working with the County Real Properties Division on the easement agreement. The application for the encroachment permit will be submitted sometime after June 1, 2007 following final completion of

the project drawings and the Storm Water Pollution Prevention Program.

- D. Easement from San Mateo County across the Mirada Surf property. See Item C above.

Summary: All of the encroachment permits are expected to have been obtained by July 20, 2007. They would then be issued to the bidders by Addendum.

Category 3 Work Items: (Items to be Completed Prior to Beginning of Field Construction). Category 3 items consist of other submittals and work items required to be completed prior to beginning of field construction work.

- A. Archeological Report. This report is required by a condition contained in Coastal Development Permits obtained from the City of Half Moon Bay and from San Mateo County. The report must conform to the requirements of Caltrans. Matthew Clark of Holman Associates is preparing this report. Currently he is conferring with Caltrans to determine the exact requirements of the report. He expects to have the report completed by about July 13, 2007.
- B. Stream Alteration Permit from State Fish & Game Department. George Burwasser of EIP Assoc. is preparing the application and expects to file it about June 1, 2007. Since the project does not involve any stream alteration work (the pipelines under the creeks will be constructed by the jack and bore method) the issuance of the permit should be a routine matter.
- C. Easement Across APN 048-021-130. The existing 10 inch diameter pipeline to be abandoned crosses over this parcel within an existing easement. An additional, parallel easement for the new pipeline would be

STAFF REPORT

Agenda: May 8, 2007

Subject: Phase 3 El Granada Pipeline Replacement Status Report

Page Five

desirable, but it may also be possible to install the new pipeline within the existing easement. Tony Condotti has been working on this issue and will report directly to the Board of Directors regarding it.

Summary: Currently none of these items need necessarily be completed prior to start of construction, although Caltrans may modify their requirements to include submittal of the archeological report to them prior to their issuance of the Encroachment Permit. Work on each item has begun, and there are no reasons currently known that award of a construction contract will be delayed by any of them.

Project Schedule:

Based on the above description of the work to be completed, an aggressive and optimistic current schedule for the project is as follows:

Resubmit application to Caltrans for Encroachment Permit	June 1, 2007
Begin Advertising for construction bids	July 1, 2007
Receive Caltrans Encroachment Permit	July 20, 2007
Issue Addendum to bidders containing the Caltrans Encroachment Permit, the City of Half Moon Bay Encroachment Permit, the County of San Mateo Encroachment Permit, and any other items of project requirements resulting from the archeological report and other submittals to public agencies.	July 25, 2007
Open Bids	August 14, 2007
Award Contract	August 14, 2007 (or August 21)

STAFF REPORT

Agenda: May 8, 2007

Subject: Phase 3 El Granada Pipeline Replacement Project Status Report

Page Six

Issue Notice to Proceed
Complete Construction

Sept. 14, 2007
Spring 2008

Fiscal Impact:

Funding for the Phase 3 El Granada Pipeline Replacement Project is included in the 2006/07 Capital Improvement Program budget.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Anthony P. Condotti, Legal Counsel

Agenda: May 8, 2007

Report

Date : May 3, 2007

Subject: Requests To Abandon And Decommission Test Well
Facilities In Lower Pilarcitos Area (APN 056-143-330 –
George Auld; APN 056-042-110 – Carl Hoffman)

Recommendation:

That the Board, by motion, authorize and direct staff to decommission test wells on above-referenced properties in accordance with San Mateo County Health Department requirements.

Background

The District recently received requests from two (2) property owners requesting abandonment and decommissioning of CCWD test wells on their respective properties in the Lower Pilarcitos Creek area. In 1997 the District obtained permission to install test wells on the properties (and a number of other locations in the area) and temporarily conduct preliminary field testing for the purpose of determining the feasibility of developing additional local groundwater supplies.

While the preliminary results were promising, the project was subsequently tabled, and the District did not seek to acquire permanent rights to maintain well facilities on the properties. At present, there may be a number of significant hurdles to overcome in

STAFF REPORT

Meeting of: May 8, 2007

Page 2

order to establish production wells in the Lower Pilarcitos Creek area. Although the overall project concept has not been abandoned, there are no immediate plans to convert the test wells into production wells, and the District is contractually obligated to decommission and abandon the facilities in accordance with County Health Department standards, and to restore the properties to their condition prior to the test well installation.

FISCAL IMPACT:

Staff is investigating the cost of permitting from the San Mateo County Health Department. It is anticipated that work will be performed by the CCWD field crew.

George Auld
353 St. Andrews Ln.
Half Moon Bay, Ca. 94019
Phone (650) 726-4825 Fax (650) 712-0450

RECEIVED

APR 02 2007
COASTSIDE COUNTY
WATER DISTRICT

March 30, 2007

Ed Schmidt - Manager
Coastside County Water District
766 Main St.
Half Moon Bay, CA 94019

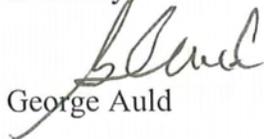
Re: Test Well on APN 056-143-330

Dear Ed,

It has been more than two years since I met with you and John Muller about the test well that the District had drilled on my property. When I agreed to allow the test well, the District Manager at that time, Bob Rathborne, represented that the well project was expected to take about a year but might take two years, and at the period the District would either make a purchase proposal or properly abandon the well. Unfortunately there has been no action for far longer.

Since there has been no contact from you since that meeting I can conclude that the District has no interest in the well program. So by this letter I am making a formal request that the District take appropriate action to properly abandon the well and restore my property, so that I can take further steps to be able to utilize my property. I would appreciate a response with a timetable for completion within 30 days.

Sincerely,


George Auld



EPB → Tony C → May Bel. pocket
Jim T.

MIDLAND PACIFIC CORPORATION

RECEIVED

APR 26 2007
COASTSIDE COUNTY
WATER DISTRICT

MARCH 26, 2007

**MR. ED SCHMIDT COASTSIDE COUNTY WATER DISTRICT(CCWD)
CCWD BOARD OF DIRECTORS
766 MAIN STREET
HALF MOON BAY, CA 94019**

RE:DECOMMISSIONING OF WILLOW STREET TEST WELL

DEAR ED,

**PLEASE LET THIS LETTER SERVE AS WRITTEN NOTICE THAT I INTEND TO
BEGIN DEVELOPMENT OF PARCEL #056-042-110 ON WILLOW STREET IN HALF
MOON BAY.**

I INTEND TO BEGIN THAT DEVELOPMENT ON JUNE 1, 2007.

PLEASE FIND A COPY OF OUR AGREEMENT ATTACHED, HEREWITH.

**THANK YOU FOR YOUR COOPERATION AND PLEASE THANK YOUR BOARD OF
DIRECTORS FOR THEIR COOPERATION.**

RESPECTFULLY,

**A. CARL HOFFMAN, JR.
MIDLAND PACIFIC CORPORATION**

LICENSE AGREEMENT TO MAINTAIN WELL FACILITIES

1. **Parties.** This Agreement is made and entered into by and between COASTSIDE COUNTY WATER DISTRICT ("CCWD") and CARL HOFFMAN ("Mr. Hoffman").

2. **Recitals.** This Agreement is made and entered into with reference to the following facts:

- a. CCWD is a public agency and a county water district duly organized and existing under the County Water District Law (Cal. Water Code §30000, et seq.) and state law.
- b. Mr. Hoffman is the owner of that certain real property located in the County of San Mateo, City of Half Moon Bay, described in the Official Records of the San Mateo County Recorder as as LOTS 11 and 12, BLOCK 4, PILARCITOS PARK and designated as Assessors Parcel Number 056-042-110 in the records of the San Mateo County Assessor (the "Property").
- c. In 1998, CCWD constructed a test well on the Property pursuant to a temporary license agreement entered into between CCWD and Mr. Hoffman's predecessor in interest. The test well was subsequently capped while CCWD explored the feasibility of converting the test well to a production well.
- d. Recently, Mr. Hoffman notified CCWD that he intends to develop the Property, and that the location of the test well may conflict with his development plans.
- e. The purpose of this Agreement, therefore, is to clarify the parties' respective rights, duties and obligations with respect to the existing test well and, in particular, to allow CCWD to continue maintaining the test well in its present location until Mr. Hoffman is prepared to proceed with his development plans.

3. **Consent To Maintain Test Well.** Mr. Hoffman hereby grants to CCWD a revocable license to continue to maintain the test well in its present location and to use the Property for reasonable ingress and egress to the test well, subject to the terms and conditions set forth herein.

4. **Indemnity.** CCWD agrees indemnify, defend and hold Mr. Hoffman harmless for and on account of any damage or injury to any person or personal property of any person, arising from CCWD's use of the license area and test well facilities. CCWD further agrees to pay for all damages to the license area, if any, caused by CCWD's use of the license area or test well facilities.

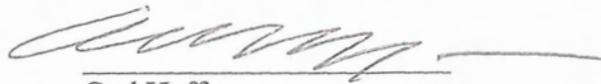
5. **Decommissioning of Well.** Upon sixty days prior written notice that Mr. Hoffman is ready to begin construction, CCWD agrees to decommission the test well in accordance with the requirements of the San Mateo County Health Department and restore the Property to its pre-existing condition.

6. **Entire Agreement.** This Agreement constitutes the entire agreement between CCWD and Mr. Hoffman relating to the test well. Any prior agreements, promises, negotiations or representations not expressly set forth in this Agreement are of no force and effect. Any amendment to this Agreement shall be of no force and effect unless it is in writing and signed by CCWD and Mr. Hoffman.

7. **Effective Date.** This Agreement shall be effective on the date that it has been signed by all parties hereto.

Dated: 3/9/06

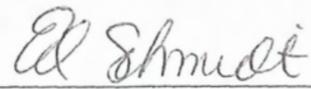
MR. HOFFMAN


Carl Hoffman

CCWD

Coastside County Water District

Dated: 3/15/06


Ed Schmidt,
General Manager

STAFF REPORT

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

From: Finance Advisory Committee

Agenda: May 8, 2007

Report

Date: May 3, 2007

**Subject: Discussion and possible direction to staff
regarding draft proposed FY 2007/2008 Operating
and Maintenance (O & M) Budget and Capital
Improvement Program Budget for Crystal Springs
and Non-Crystal Springs Projects**

Recommendation

The Finance Committee recommends adoption of the attached Draft Operations and Maintenance Budget and Capital Improvement Budget for Fiscal Year 2007/2008, along with a 6.6% rate increase, which will require a Public Hearing at the July 10, 2007 Board of Directors meeting.

Background

The Finance Committee met on April 4th and April 30th and reviewed the attached Draft Operations and Maintenance Budget for fiscal year 2007/2008. The Committee is recommending approval of this draft budget at the Board meeting on Tuesday evening.

The Facilities Committee met on April 20th to review the Draft 10-year Capital Improvement Budget. The Committee is also recommending approval of the draft 10-year Capital Improvement Budget.

STAFF REPORT

Agenda: May 8, 2007

Subject: Discussion and possible direction to staff regarding draft proposed FY 2007/2008 Operating and Maintenance (O & M) Budget and Capital Improvement Program Budget for Crystal Springs and Non-Crystal Springs Projects

Page Two

The attached budget comes with a 6.6% rate increase. The Finance Committee is also recommending a public hearing at the July 10, 2007 Board meeting to gain input from the public about the proposed 6.6% rate increase. A draft copy of the Notice of Rate Increase is attached and will be mailed out to all District customers by May 25, 2007.

Operations & Maintenance Budget - FY 2007/2008

DRAFT

Account Number	Description	Proposed Budget 07/08	Approved FY 06/07	07/08 Budget Vs. 06/07 Budget	07/08 Budget Vs. 06/07 Budget	Proj Year End	07/08 Budget Vs. 06/07 Actual	07/08 Budget Vs. 06/07 Actual
			Budget	\$ Change	% Change	Actual FY 06/07	\$ Change	% Change
4120	Water Sales	\$4,999,260	\$4,777,257	\$222,003	4.4%	\$4,758,859	\$240,401	4.8%
4170	Hydrant Sales	\$25,000	\$30,000	-\$5,000	-20.0%	\$10,866	\$14,134	56.5%
4180	Late Penalty	\$60,000	\$50,000	\$10,000	16.7%	\$49,090	\$10,910	18.2%
4230	Service Connections	\$6,000	\$236,000	-\$230,000	-3833.3%	\$240,289	-\$234,289	-3904.8%
4920	Interest Earned	\$91,192	\$66,086	\$25,106	27.5%	\$124,891	-\$33,699	-37.0%
4930	Property Taxes	\$600,000	\$450,000	\$150,000	100.0%	\$548,778	\$51,222	8.5%
4950	Miscellaneous	\$72,000	\$72,000	\$0	0.0%	\$56,712	\$15,288	21.2%
4965	ERAF Refund	\$100,000	\$173,000	-\$73,000	-73.0%	\$271,190	-\$171,190	-171.2%
	TOTAL REVENUE	\$5,953,452	\$5,854,343	\$99,109	1.7%	\$5,789,486	-\$163,965	-2.8%
5130	Water Purchased	\$1,344,656	\$1,089,879	\$254,777	18.9%	\$1,159,937	\$184,720	13.7%
5230	Electrical Exp. Nunes WTP	\$13,325	\$13,000	\$325	2.4%	\$11,992	\$1,333	10.0%
5231	Electrical Expenses, CSP	\$205,118	\$154,864	\$50,254	24.5%	\$198,470	\$6,648	3.2%
	Electrical Expenses/Trans. & Dist.	\$24,800	\$24,800	\$0	0.0%	\$19,525	\$5,275	21.3%
5232		\$24,800	\$24,800	\$0	0.0%	\$19,525	\$5,275	21.3%
5233	Elec Exp/Pilarcitos Cyn.	\$11,000	\$16,090	-\$5,090	-46.3%	\$4,413	\$6,587	59.9%
5234	Electrical Exp., Denn	\$69,488	\$77,993	-\$8,505	-12.2%	\$39,983	\$29,505	42.5%
5235	Denn. WTP Oper.	\$79,060	\$73,460	\$5,600	7.1%	\$56,981	\$22,079	27.9%
5236	Denn WTP Maint	\$33,000	\$30,000	\$3,000	9.1%	\$21,587	\$11,413	34.6%
5240	Nunes WTP Oper	\$107,960	\$98,273	\$9,687	9.0%	\$105,674	\$2,286	2.1%
5241	Nunes WTP Maint	\$48,400	\$54,300	-\$5,900	-12.2%	\$31,719	\$16,681	34.5%
5242	CSP - Operation	\$8,500	\$7,800	\$700	8.2%	\$8,434	\$66	0.8%
5243	CSP - Maintenance	\$51,000	\$51,000	\$0	0.0%	\$44,514	\$6,486	12.7%
5318	Studies/Surveys/Consulting	\$30,450	\$0	\$30,450	-100.0%	\$10,450	\$20,000	-100.0%
5321	Water Conservation	\$56,000	\$46,500	\$9,500	17.0%	\$35,679	\$20,321	36.3%
5322	Community Outreach	\$24,270	\$14,270	\$10,000	41.2%	\$14,739	\$9,531	39.3%
5411	Salaries - Field	\$807,749	\$792,401	\$15,348	1.9%	\$829,811	-\$22,062	-2.7%
5412	Maintenance Expenses	\$144,586	\$117,560	\$27,026	18.7%	\$144,476	\$110	0.1%
5414	Motor Vehicle Exp.	\$50,500	\$39,500	\$11,000	21.8%	\$48,466	\$2,034	4.0%
5415	Maintenance, Wells	\$23,400	\$31,400	-\$8,000	-34.2%	\$15,315	\$8,085	34.6%
5610	Salaries, Admin.	\$567,201	\$539,991	\$27,210	4.8%	\$459,628	\$107,573	19.0%
5620	Office Expenses	\$111,350	\$108,130	\$3,220	2.9%	\$94,844	\$16,506	14.8%
5621	Computer Services	\$41,570	\$34,800	\$6,770	16.3%	\$37,071	\$4,499	10.8%
5625	Meetings/Training/Seminars	\$28,000	\$28,000	\$0	0.0%	\$27,474	\$526	1.9%
5630	Insurance	\$522,133	\$458,250	\$63,883	12.2%	\$435,807	\$86,326	16.5%
5640	Employee Retirement	\$354,874	\$375,340	-\$20,466	-5.8%	\$383,470	-\$28,596	-8.1%
5681	Legal	\$57,000	\$52,000	\$5,000	8.8%	\$56,177	\$823	1.4%
5682	Engineering	\$30,000	\$30,000	\$0	0.0%	\$30,846	-\$846	-2.8%
5683	Financial Services	\$35,300	\$40,000	-\$4,700	-13.3%	\$25,486	\$9,814	27.8%
5684	Payroll Taxes	\$99,586	\$98,578	\$1,008	1.0%	\$98,550	\$1,036	1.0%
5687	Memberships & Subscriptions	\$48,965	\$38,465	\$10,500	21.4%	\$48,027	\$938	1.9%
5688	Election Expense	\$15,000	\$0	\$15,000	-100.0%	\$0	\$15,000	-100.0%
5700	County Fees	\$9,200	\$10,500	-\$1,300	-14.1%	\$12,961	-\$3,761	-40.9%
5701	Property Taxes	\$0	\$700	-\$700	#DIV/0!	\$668	-\$668	#DIV/0!
5705	State Fees	\$37,000	\$24,000	\$13,000	35.1%	\$36,398	\$602	1.6%
	Total Operating Expenses	\$5,090,442	\$4,571,844	\$518,598	10.2%	\$4,549,573	\$540,869	10.6%
	Capital Accounts							
5711	Existing Bonds - 1998A	\$271,095	\$270,600	\$495	0.2%	\$0	\$271,095	100.0%
5712	Existing Bonds - 2006B	\$483,148	\$487,200	-\$4,053	-0.8%	\$0	\$483,148	100.0%
5713	Cont. to CIP & Reserves	\$439,000	\$524,700	-\$85,700	-19.5%	\$524,700	-\$85,700	-19.5%
	Total Capital Accounts	\$1,193,243	\$1,282,500	-\$89,258	-7.5%	\$524,700	\$668,543	56.0%
	TOTAL EXPENSES	\$6,283,684	\$5,854,344	\$429,340	6.8%	\$5,074,273	\$1,209,411	19.2%
	Total Revenues less Expenses	\$330,233						
	Rate Increase		6.6%					

COASTSIDE COUNTY WATER DISTRICT
 PLANNED CAPITAL PROJECTS
 FISCAL YEARS 06/07 THRU 16/17

Have to
 Ought To
 Want To

Classification

Description or Benefit of Project

FY 06/07

FY 07/08

FY 08/09

FY 09/10

FY 10/11

FY 11/12

FY 12/13

FY 13/14

FY 14/15

FY 15/16

FY 16/17

PIPELINE PROJECTS - * Pending Further Pressure Testing

*	Avenue Cabrillo Phase I (Permitting/Design) - Cost - Benefit analysis needs to be done by Staff and Engineer before this potential project will be recommended for funding.	Replacement/End of Life	Ought To	Increase fire flow, Increase Water Pressure, and Increase pipe size from 2" to 6" - REQUIRES PERMIT					\$52,000	\$100,000						
*	Avenue Cabrillo Phase II (Construction) Cost - Benefit analysis needs to be done by Staff and Engineer before this potential project will be recommended for funding.	Replacement/End of Life	Ought To								\$1,048,000					
*	Highway #1 South Phase I / II - Cost - Benefit analysis needs to be done by Staff and Engineer before this potential project will be recommended for funding.	Replacement/End of Life	Ought To	Increase fire flow, Increase Water Pressure, Maintain minimum pressure per regulations - REQUIRES PERMIT							\$200,000	\$713,000				
	Pilarcitos Canyon Pipeline Replacement	Replacement/End of Life	Ought To	Expensive to repair leaks/ reduce loss of water, 60 yrs old. May not be needed due to SFPUC augmentation flow - REQUIRES PERMIT								\$100,000	\$1,000,000			
	Bell-Moon Pipeline Replacement Project	Replacement/End of Life	Ought To	60 yr old/ replace Leaking Pipeline to Industrial Area - REQUIRES PERMIT					\$60,000	\$178,000						
	Main Street/Hwy 92 Widening Project	Replacement/End of Life	Have To	Timeline with City of HMB's Street Project - REQUIRES PERMIT - Based upon Bid estimate from Mark Thomas and Associates opening and contractor's 2-year work schedule	IN PROGRESS	\$650,000	\$650,000									

WATER TREATMENT PLANTS

	Nunes - Backwash Flow Meter	Efficiency Improvement	Ought To	Improves Filter backwash Process/Tells flow rate through filter	IN PROGRESS	\$5,000										
	Nunes Filter Media Replacement	Required/Mandated	Ought To	Existing Media - 20 + years old/Only after Media Sizing Test are completed	IN PROGRESS	\$5,000	\$100,000	\$100,000	\$100,000	\$100,000						
	Nunes Filter Backwash Valves	Replacement/End of Life	Have To	Eliminate backwash water "leak by" to other filters	IN PROGRESS	\$30,000										
	Nunes WTP- Filter to Waste System	Efficiency Improvement	Want To	Filter to Waste to recycle filtered water directly to the settled water conduit immediately following backwashing of a filter. This allows the filter to season properly before delivering to customers. Very important during high raw water turbidity events				\$5,000	\$75,000							
	Nunes WTP- Filter BW Stations	Efficiency Improvement	Ought To	The existing system was never put into operation. Allows for manual filter backwashing and close observation of backwash process			\$15,000									
	Nunes WTP -Filter Valve Replacement	Replacement/End of Life	Want To	The filter valves and actuators are coming to the end of their effective life. This would be a proactive approach to replace one set of valves per year over the next four years				\$30,000	\$30,000	\$30,000	\$30,000					
	Nunes WTP -Raw Water Turbidimeter	Required/Manadated	Have To	The Surface Scatter 7 High Range Turbidimeter is better suited for raw water conditions.			\$10,000									
	Nunes WTP - DI Still	Replacement/End of Life	Ought To	To produce lab quality Di water for reagent preparation and turbidimeter calibration		\$3,000										
	Nunes UST removal and replaced with AGST	Efficiency Improvement	Have To	Industry trend is to remove underground storage tanks before they start to leak and become an environmental issue.			\$60,000									

COASTSIDE COUNTY WATER DISTRICT
 PLANNED CAPITAL PROJECTS
 FISCAL YEARS 06/07 THRU 16/17

		Classification	Have to Ought To Want To	Description or Benefit of Project		FY 06/07	FY 07/08	FY 08/09	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17
	Nunes WTP - Plant Painting	Replacement/End of Life	Ought To	The plant was painted 8 years ago and is in need of painting. Remove the existing paint and return the plant to bare concrete and than seal the concrete with a heavy sealer. This would eliminate the need to paint the plant every 5 to 7 years				\$50,000								
	Nunes WTP -Plant Lighting	Safety / Efficiency	Ought To	Install lighting on the top deck and at key outside areas. This will aid in safety as the plant has no exterior lighting on the top deck, process control for normal and emergency at night.			\$15,000									
	Nunes WTP - Filter, BW, and SW Flow Meters Replacement	Replacement/End of Life	Have To	Replace non operational filter flow meters with updated units 4/20ma out. Verbal comment by DHS that we should know flows through each filter.			\$12,000									
	Nunes WTP - Head Loss System Replacement	Replacement/End of Life	Have To	Replace non operational filter head loss system with updated units 4/20ma out			\$15,000									
	Denniston WTP- Alarm Annunciator Panel	Efficiency Improvement	Have To	Install an visual alarm panel to inform operations of an active alarm instead of being notified by office staff.			\$3,000	Move to Denniston Short Term Project								
	Denniston WTP- Filter Valve Replacement	Replacement/End of Life / Safety	Have To	The filter valves and actuators are coming to the end of their effective life. Existing valves and actuators are in stages of disrepair and require quick fixes during backwash. Resulted in one injury.			\$75,000									
	Denniston WTP- Honeywell Recorder	Replacement	Ought To	Install touch screen chart recorder to better trend plant processes. Streamline report process to DHS. Can use existing recorder to Crystal Springs Pump Station			\$7,000									
	Denniston WTP- Replace Prominent Cl2/pH analyzer with a Depolox 3	Replacement/End of Life	Have To	Prominent Cl2/pH analyzer is at the end of its useful life. Replace with district standard.				\$15,000								
	Denniston WTP- Filter Flow Meters	Replacement/End of Life	Have To	Replace non operational filter flow meters with updated units 4/20ma out			\$6,000									

FACILITIES & MAINTENANCE

	Denniston Restoration	Efficiency Improvement	Ought To	Maintaining Water Quality/Through Cleaning around intakes to pump station - REQUIRES PERMIT	ON-GOING	\$25,000	\$26,000	\$27,000	\$28,000	\$29,000	\$30,000	\$31,000	\$32,000	\$33,000	\$34,000	\$35,000
	Meter Pilot Program	Efficiency Improvement	Have To	A pilot program for reading meters electronically. Program to be used on Highway 92.			\$40,000									
	Meter Change Program	Replacement/End of Life	Ought To	Increase Water Sales through replacement of low registering meters	ON-GOING	\$15,000	\$16,000	\$17,000	\$18,000	\$19,000	\$20,000	\$21,000	\$22,000	\$23,000	\$24,000	\$25,000
	City & County Projects (resurfacing/raising boxes)	Required Maintenance	Have To	Raise Valve Boxes when City and County Repave Streets	ON-GOING	\$30,000	\$31,000	\$32,000	\$33,000	\$34,000	\$35,000	\$36,000	\$37,000	\$38,000	\$39,000	\$40,000
	Replace shop roof	Replacement/End of Life	Have To	Roof is in very poor condition. Tried to patch but to no avail. Replacement recommended			\$8,000									
	Lab Equipment Replacement (Bench Top Turbidimeter)	Replacement/End of Life	Ought To	Integrity of Water Quality Analysis/Used to Calibrate filter on-line turbidimeters		\$3,000										
	Lab Equipment Replacement (Chlorine Analyzers)	Replacement/End of Life	Ought To	Integrity of Water Quality Analysis for CT Determination/Meet DHS Disinfection requirements		\$3,000										
	Lab Equipment Replacement (pH meters)	Replacement/End of Life	Ought To	Integrity of Water Quality Analysis for DHS requirements for CT		\$3,000										

EQUIPMENT PURCHASE & REPLACEMENT

	Vehicle Replacement	Replacement/End of Life	Have To	Maintain Reliable Vehicles / 10 years or 100,000 mile. Purchase used vehicle for office staff in FY 07/08	ON-GOING	\$25,000	\$40,000	\$27,000	\$28,000	\$29,000	\$30,000	\$31,000	\$32,000	\$33,000	\$34,000	\$35,000
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COASTSIDE COUNTY WATER DISTRICT
 PLANNED CAPITAL PROJECTS
 FISCAL YEARS 06/07 THRU 16/17

	Classification	Have to Ought To Want To	Description or Benefit of Project		FY 06/07	FY 07/08	FY 08/09	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	
Computer System	Replacement/End of Life	Have To	Replacement of Aged Computers/Hardware. Purchase of Billing Payments On-Line module for Springbrook Software	ON-GOING	\$5,000	\$15,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	
Office Equipment/Furniture	Efficiency Improvement	Have To	Purchase of Check Scanner (remittance processor) and replace furniture in Water Resource Analyst Office, add cabinets to Kitchen	ON-GOING	\$1,500	\$20,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	
Telemetry Upgrade	Replacement/End of Life	Have To	Study to Maintain Reliable Communication w Treatment Plants and Pump Stations	IN PROGRESS	\$20,000											
SCADA/Telemetry	Replacement/End of Life	Have To	Maintain Reliable Communication with Pump Stations and Treatment Plants, obsolete equipment	IN PROGRESS		\$125,000	\$125,000									
New tapping machine	Replacement/End of Life	Ought To	Present machine is old and breaking down.			\$6,000										
Front-end Loader with Scraper Box	Replacement/End of Life	Ought To	Old backhoe used for this purpose has deteriorated beyond repair. Must now drive backhoe to north end of service district for front end work or hire job out to local contractor.			\$50,000										
Portable trailer light stand	Safety	Have To	For street work at night. Self contained unit. Allows for increased safety of workers. They can see better what they are working on and others can see them in street.			\$12,000										
Valve and vacuum trailer	Efficiency Improvement	Ought To	Unidirectional flushing program will require much valve turning. Not efficient to turn valves by hand. Also deep valve cans prevent cleaning with a clam digger.			\$50,000										
Dump Truck	Replacement/End of Life	Have To	Eliminate Maintenance Costs - Reliable Operations				\$80,000									
Backhoe	Replacement/End of Life	Have To	Eliminate Maintenance Costs - Reliable Operations					\$80,000								
Service Truck	Replacement/End of Life	Have To	Eliminate Maintenance Costs - Reliable Operations						\$80,000							

PUMP STATIONS / TANKS / WELLS

Replacement of Hazen's Tank - <i>Cost - Benefit analysis needs to be done by Staff and Engineer before this potential project will be recommended for funding.</i>	Replacement/End of Life	Ought To	Reliable Water Quality, Maintains adequate Water Pressure during peak demand periods							\$280,000					
Replace tunnel air transport line	Replacement/End of Life	Have To	Present conveyance has many holes and is deteriorating. This is required to convey air to personnel cleaning tunnel.			\$100,000									
Sump Pump in main line vault at Crystal Springs	Efficiency Improvement/Safety	Have To	Water accumulates in vaults, mixing with detritus (plant and animal remains) resulting in hazardous environment. Takes up to 2 hours to dewater, holding up work. Accumulated water is deteriorating transmission pipe and valve.			\$3,000									
Crystal Springs Soft Starts P1 and P3	Efficiency Improvement	Ought To	Greatly promotes life of pumps by reducing wear and tear on motors, pump and ancillary piping. Reduces water hammer. Great improvement when installed on P2.			\$45,000									
Well Rehabilitation - <i>Cost - Benefit analysis needs to be done by Staff and Engineer before this potential project will be recommended for funding.</i>	Replacement/End of Life	Ought To	Increase quantity of Local Water supply for present wells.	IN PROGRESS		\$80,000	\$80,000								

COASTSIDE COUNTY WATER DISTRICT
 PLANNED CAPITAL PROJECTS
 FISCAL YEARS 06/07 THRU 16/17

		Classification	Have to Ought To Want To	Description or Benefit of Project		FY 06/07	FY 07/08	FY 08/09	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17
	Alves Tank - Paint Sand Blast - Exterior Or Replacement of Existing Tank, whichever is less inexpensive to be determined by District Engineer - Cost - Benefit analysis needs to be done by Staff and Engineer before this potential project will be recommended for funding.	Replacement/End of Life	Have To	Maintain Tank Integrity, eliminates corrosion, appearance.	IN PROGRESS			\$150,000								
	Alves Tank Interior Recoating and Water Level Mixing Device Or Replacement of Existing Tank, whichever is less inexpensive to be determined by District Engineer - Cost - Benefit analysis needs to be done by Staff and Engineer before this potential project will be recommended for funding.	Replacement/End of Life	Have To	Improve Water Quality - Eliminate Interior corrosion , huge rust spots.	IN PROGRESS			\$550,000								
	Miramar Tank - Interior Recoating and Water Level Mixing Device	Replacement/End of Life	Have To	Improve Water Quality - Eliminate Interior corrosion , huge rust spots				\$300,000								
	Cahill Tank - Exterior paint and ladder replacement	Replacement/End of Life	Ought To	Showing signs of rust after only 15 years. Primer showing in many spots. High wind area. Fiberglass ladder safety issue.			\$160,000									
	El Granada Pump Station #1 Capacity Increase and Pump Station #2 Removal Project - Cost - Benefit analysis needs to be done by Staff and Engineer before this potential project will be recommended for funding.	Efficiency Improvement	Ought To	Increase fire flow for EG, eliminate Storage Tank 2 due to failure and leakage, Land parcel too small for required improvements. Pending Fire Flow analysis by Jim Teter and report on Tank life					\$459,000	\$2,156,000						
	PRV Valves Replacement Project	Replacement/End of Life	Want to	Replace one station per year for next 10 years			\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	20000
	El Granada Tank No. 3 Interior & Exterior Recoating	Replacement/End of Life	Ought To	Maintain Tank Integrity - Eliminate corrosion.				\$260,000								
	Wells- Flow Meter and Chart Recorders	Efficiency Improvement	Have To	Trend flows from individual wells			\$25,000									
	CSP Motor and Pump Rehabilitation - Cost - Benefit analysis needs to be done by Staff and Engineer before this potential project will be recommended for funding.	Replacement/End of Life	Have To	Rehabilitate Pump #1 and #3 (Over two years)	IN PROGRESS	\$50,000	\$50,000									

OTHER

DENNISTON WTP PRIORITY (SHORT-TERM) IMPROVEMENTS (Potential Cost Savings (by doing these projects) - Yet to be analyzed

	Denniston Short Term WTP Modifications - Subproject	Required/Mandated	Have To	Projects consist of: Hypochlorite generation facilities, Chemical metering pump systems, Chemical storage tanks, Flash mixer , Mag. Flow meter, Motor operated butterfly valve, Piping, Electrical/instrumentation, Concrete/containment vault, Demolition , Engr. design, 10% Contingency			\$842,000									
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COASTSIDE COUNTY WATER DISTRICT
 PLANNED CAPITAL PROJECTS
 FISCAL YEARS 06/07 THRU 16/17

Classification	Have to Ought To Want To	Description or Benefit of Project	FY 06/07	FY 07/08	FY 08/09	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17
Required/Mandated	Have To	Improve plant capacity for meeting CT calculations, reduce THM's, Currently the Denniston WTP is limited to approx one half of its rated capacity (1.0 mgd) due to limitations in meeting CT requirements. Produce THM's which exceed the future regulations. Project consists of Tank Modifications, Tank interior coating/recoating, piping work, tank disinfection, tank exterior coating/recoating, El Granada Tank 1 modifications, Eng design & 10% contingency		\$686,000									

Denniston Short Term Improvements is a total of \$1,428,000. Formally \$900,000. Difference of \$500,000. Reduced Denniston Long Term Program \$750,000

DENNISTON WTP (LONG-TERM) IMPROVEMENTS (MEMBRANE FILTRATION) Pending Results of Crypto and THM Monitoring Program (Potential Cost Savings (by doing these projects) - Yet to be analyzed

Implement Electrical System Upgrade/Expansion	Required/Mandated	Have To	Required for plant improvements and modifications, i.e. Membrane, UV, air scour blower				\$380,000						
Construct Membrane Building	Required/Mandated	Have To	Meet new EPA/DHS regulations - Long Term 2 Enhanced Surface Water Rule					\$530,000					
Install Membrane Filtration Systems	Required/Mandated	Have To	Meet new EPA/DHS regulations - Long Term 2 Enhanced Surface Water Rule					\$1,510,000					

NUNES WTP PRIORITY (SHORT-TERM) IMPROVEMENTS (Potential Cost Savings (by doing these projects) - Yet to be analyzed

Nunes WTP Short Term Modifications - Subproject	Required/Mandated	Have To	Projects consist of: Hypochlorite generation facilities, Chemical metering pump systems, Chemical storage tanks, Static mixer, Piping, electrical/instrumentation, Concrete, Demolition, Engr. design, 10% Contingency		\$809,000								
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Nunes Short Term Improvements is a total of \$809,000. Formally \$280,000. Increased Difference of \$529,000. Reduced Nunes Long Term Program \$750,000

NUNES WTP (LONG-TERM) IMPROVEMENTS (UV DISINFECTION) Pending Results of Crypto and THM Monitoring Program (Potential Cost Savings (by doing these projects) - Yet to be analyzed

Implement Electrical System Upgrade/Expansion	Required/Mandated	Have To	Required for plant improvements and modifications, i.e. Membrane				\$380,000						
Install Air Scour for Filters	Required/Mandated	Have To	Improve filter backwash which improves filter performance - Results in cleaner filters, lower turbidity spikes and reduces wash water requirements, media will last longer. Use less water, savings in pumping costs,					\$290,000					
Modify Filters for Rate of Flow Control	Required/Mandated	Have To	Increased LT2ESWTR regulations on individual filter performance. Will enable to achieve less than 0.3 ntu after backwashes. Need control over flow rate to individual filter					\$260,000					
Construct UV Building	Required/Mandated	Have To	Maybe required to meet cryptosporidium removal over LT2ESWTR and THM standard under Stage 2 D/DBPR. Will know by 2 years if needed.					\$290,000					
Install UV Disinfection for the Filtered Water	Required/Mandated	Have To	Maybe required to meet cryptosporidium removal over LT2ESWTR and THM standard under Stage 2 D/DBPR. Will know by 2 years if needed.					\$800,000					

Total Short Term Improvements for Nunes and Denniston = \$2,209,000. Formally \$1,180,000 = difference of \$1,029,000. Reduced Long Term Improvements a total of \$1,500,000.

Explanation/Classification
 Replacement/End of Life
 Required/Mandated
 Efficiency Improvement

	\$873,500	\$4,227,000	\$1,876,000	\$1,951,000	\$6,085,000	\$1,879,000	\$960,000	\$1,151,000	\$155,000	\$159,000	\$163,000
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COASTSIDE COUNTY WATER DISTRICT
 PLANNED CAPITAL PROJECTS
 FISCAL YEARS 06/07 THRU 16/17

Classification	Have to Ought To Want To	Description or Benefit of Project	FY 06/07	FY 07/08	FY 08/09	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17
CRYSTAL SPRINGS PROJECT - CAPITAL IMPROVEMENT PROGRAM			FY 06/07	FY 07/08	FY 08/09	FY 09/10	FY 10/11	FY 11/12	FY 12/13				
<i>This CIP Budget is completely funded from CSP Transmission and Storage Fees</i>													
El Granada Pipeline Phase 3 (City & County)		IN PROGRESS	\$1,000,000	\$2,701,000									
* Main Street Pipeline Replacement Project - Phase 3						\$90,000	\$249,000						
* Bridgeport Drive Pipeline Replacement Project						\$110,000	\$840,000						
Contingency			\$100,000	\$100,000	\$100,000	\$100,000	\$100,000						
TOTALS			\$1,100,000	\$2,801,000	\$100,000	\$300,000	\$1,189,000	\$0	\$0				

* Project yet to be determined

**NOTICE OF PUBLIC HEARING
PROPOSED RATE INCREASE**

DRAFT

Dear CCWD Customer:

NOTICE IS HEREBY GIVEN that the Coastside County Water District (CCWD) Board of Directors will hold a public hearing to consider a proposed increase in the District's water rates. The amount of the rate increase attributable to your property/account is set forth in the table below. This new proposed rate schedule represents an increase over the current charges for water service of **6.6%**

The public hearing will be held on July 10, 2007. Members of the public will have an opportunity to address oral and written communications to the Board at this hearing, which will be held at the District office, located at 766 Main Street, Half Moon Bay, California and will begin at 7:00 p.m.

The proposed rate increase is necessitated by a number of factors: 1) Bond costs for Capital Improvement Program over next several years; 2) an increase in wholesale water rates from the San Francisco Public Utilities Commission; 3) increased costs of compliance with the changing regulatory requirements; 4) an infrastructure upgrade program for our two water treatment plants and distribution system required to satisfy new water quality standards imposed upon all water districts in California and 5) continuing improvements to security systems required to satisfy increased homeland defense regulations, any more). The CCWD 2007-2008 fiscal year budget describes the anticipated revenues and expenses in further detail. Copies are available at the District office or online at www.coastsidewater.org.

PROPOSED WATER RATES:

Section 1.A, Base Charge, of the Rate and Fee Schedule is hereby amended to read as follows:

“A. BASE CHARGE”

The following base charge is the minimum charge to be paid by all customers on a bi-monthly basis:

<u>Size of Meter</u>	<u>Existing Base Charge</u>	<u>Proposed Base Charge</u>
5/8 inch	\$ 18.83	\$20.07
3/4 inch	\$ 28.32	\$30.19
1.0 inch	\$ 47.20	\$50.32
1.5 inch	\$ 91.15	\$97.17
2.0 inch	\$ 151.07	\$161.04
3.0 inch	\$ 330.48	\$352.29
4.0 inch	\$ 1,133.19	\$1,207.98

Section 1.B, Quantity Charge, of the Rate and Fee Schedule is hereby amended to read as follows:

“B. QUANTITY CHARGE”

In addition to the bi-monthly base charge set forth in Section 1.A, the following quantity charges shall be paid per one hundred cubic (hcf) of water delivered:

1. Residential Customers

<u>Quantity Delivered (During Bi-Monthly Billing Period)</u>	<u>Existing Charge per hcf</u>	<u>Proposed Charge per hcf</u>
1 – 8 Units	\$ 3.08	\$3.28
9 – 25 Units	\$ 3.39	\$3.61
26 – 40 Units	\$ 4.41	\$4.70
41 or more Units	\$ 5.45	\$5.81

2. All Other Customers

Existing Rate: \$ 4.19 Proposed Rate: \$ 4.47 per hcf

IMPORTANT INFORMATION



PLEASE READ

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

www.coastsidewater.org
(650) 726-4405

Presorted
First Class Mail
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Half Moon Bay,
CA

To:

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Anthony P. Condotti, General Counsel

Agenda: May 8, 2007

Report

Date : May 4, 2007

Subject: DISCUSSION AND POSSIBLE DIRECTION TO STAFF ON
COASTSIDE COUNTY WATER DISTRICT PURCHASE ORDER
POLICY

Recommendation:

Consider adoption of Resolution No. 2007-02 adopting the Coastside County Water District Purchase Order Policy.

Background

During their review of disbursements for the fiscal year ending June 30, 2006, the District's auditor, Maze & Associates, noted that the District does not have a current purchasing policy that delegates authority for purchase, or that specifies when a purchase order is required. Although the auditor did not consider this a material weakness, development of a formal purchasing policy was included among the management recommendations in the auditor's report on the District's internal control structures. The proposed purchase order policy was developed in consultation with the Finance Committee.

Fiscal Impact

None.

Coastside County Water District

Purchase Order Policy

The following are general guidelines for purchasing items other than District Projects.

Petty Cash

Any purchases made for supplies or services with a value to \$100 or less that has been pre-expended by District employees and Directors may be reimbursed through petty cash. A "Reimbursement for Expenses" form shall be completed and approved before petty cash is rendered. Any non-routine purchase made with petty cash should be pre-approved by Superintendent of Operations or Office Manager.

Business Expenses and Employee Purchases over \$100

Any purchases made for supplies or services with a value over \$100 will be reimbursed by check during regular monthly accounts payables. Meeting and related travel expenses over \$100 will not be reimbursed through petty cash. A "Reimbursement for Expenses" form shall be completed and approved before payment. Approval is required by the Superintendent, Office Manager or General Manager prior to expenditures for business expenses.

Credit Cards

Credit Card holders are the General Manager and Office Manager. A purchase order may need to be completed and approved prior to using the credit card. All credit card invoices are reviewed and approved on a monthly basis by the Office Manager, General Manager and Board of Directors.

Purchase Orders Requirements

Once a vendor has been selected to supply specific items or services, a Purchase Order must be completed. The Purchase Order must have a complete listing and description of the items/services and have the proper authorization.

1. Expenditures under \$300
 - A Purchase Order is not required
 - Needs verbal approval by Office Manager, Supervisor, Superintendent or General Manager
2. Expenditures \$300 - \$500
 - Requires a Purchase Order
 - Needs written approval on Purchase Order by Superintendent or Office Manager
3. Expenditures \$500 - \$5,000
 - Requires a Purchase Order
 - Needs written approval on Purchase Order by Superintendent or Office Manager

- Requires two (2) informal quotes (in writing, by phone, fax or email)
4. Expenditures \$5,000 - \$15,000
 - Requires a Purchase Order
 - Needs written or verbal approval on Purchase Order by General Manager
 - Requires three (3) informal quotes (in writing, by phone, fax or email)
 5. Expenditures Greater Than \$15,000
 - (See Policies and Procedures for Award of Contracts)

Vendors Not Required for Purchase Orders

1. Agencies that bill on a monthly basis such as other utility companies (phone, water, electrical, gas, fuel, garbage, yard stock (rock, gravel), etc...)
2. Companies that have an open account with the District such as, Oceanshore Hardware (ACE) & rentals, Redwing Shoes and Radio Shack (Strawflower Electronics).

ACCOUNTING PROCEDURES

1. All purchases must be approved either verbally or in writing (see purchase order section)
2. If a purchase order is required:
 - a. Requestor completes PO, including project account number, signature and vendor information. The requestor keeps the pink copy and forwards it (with quotes, if needed) to the Superintendent or Office Manager. Also, receives supervisor initial if appropriate.
 - b. Upon approval, Superintendent notifies requestor by phone or e-mail to place the order. Superintendent keeps yellow copy and forwards white copy to Accounts Payable.
 - c. Upon receipt of the product or service, requestor notes PO is complete on pink copy, codes it with an account number and forwards to Superintendent with all invoices and packing slips.
 - d. Superintendent notes completion and forwards "pink" portion to Accounts Payable.
3. Invoices are then matched up with PO or Packing slips and then coded by the AP department with the vendor number, account number(s) and amount(s).

4. The invoices are then given to either the Office Manager and/or Superintendent for approval. After review by the OM and Superintendent, final approval is made by the General Manager.
5. Invoices are then entered into the AP by the Office Specialist. A final proof list is reviewed by the Office Manager before checks are printed and mailed/distributed.
6. All invoices that are received on or before the 25th of the month will be paid by the end of the same month.
7. All claims are placed on the monthly agenda for Board of Directors for approval.

Purchase Order Policy approved by the Finance Advisory Committee on April 30, 2007.

RESOLUTION NO. 2007-02

ADOPTING THE COASTSIDE COUNTY WATER DISTRICT

PURCHASE ORDER POLICY

COASTSIDE COUNTY WATER DISTRICT

WHEREAS, during the annual audit of the District's financial statements the District's auditor noted the lack of a formal policy specifying the authority for routine purchases of supplies and equipment, and recommended the development of an appropriate policy; and

WHEREAS, the Board of Directors desires to establish an appropriate Purchase Order Policy in order to maintain appropriate internal controls over District finances and to ensure the proper expenditure of District resources; and

WHEREAS, to that end the Purchase Order Policy attached hereto has been developed by the Finance Committee for the Board's consideration.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors for the Coastsides County Water District hereby adopts the Purchase Order Policy attached hereto as Exhibit "A" and incorporated herein by reference, effective immediately upon its adoption, and directs staff to incorporate the Purchase Order Policy into the District's Policies and Procedures Handbook.

REGULARLY PASSED AND ADOPTED this 8th day of May, 2007, by the following vote:

AYES:

NOES:

ABSENT:

Jim Larimer
President, Board of Directors
Coastsides County Water District

ATTEST:

Secretary of the Board of Directors

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Anthony P. Condotti, General Counsel

Agenda: May 8, 2007

Report

Date : May 4, 2007

Subject: RESOLUTION NO. 2007-03 APPOINTING JOE GUISTINO AS
DISTRICT SECRETARY

Recommendation:

Approve Resolution No. 2007-03 appointing Joe Guistino as District Secretary.

Background

State law requires that the Board of Directors appoint a secretary whose duties include countersigning contracts and other duties prescribed by the Board. With the recent departure of Ed Schmidt from employment with the District, the District Secretary position is vacant. Accordingly, it is recommended that the Board appoint Superintendent of Operations and Acting General Manager Joe Guistino as District Secretary.

Fiscal Impact

None.

RESOLUTION NO. 2007-03

APPOINTING JOE GUISTINO AS SECRETARY

COASTSIDE COUNTY WATER DISTRICT

BE IT RESOLVED by the Board of Directors of the Coastside County Water District that Joe Guistino, Superintendent of Operations and Acting General Manager of the District is hereby appointed to the office of Secretary of the District, effective immediately, said appointment to be without further compensation.

PASSED AND ADOPTED this 8th day of May, 2007, by the following votes:

AYES:

NOES:

ABSENT:

Jim Larimer
President, Board of Directors
Coastside County Water District

ATTEST:

Secretary

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Anthony P. Condotti, Legal Counsel

Agenda: May 8, 2007

Report

Date : May 3, 2007

Subject: Further Consideration Of Proposal From Avery & Associates For General Manager Recruitment

Recommendation:

Approve modified scope of work for General Manager recruitment services.

Background

At the regular meeting of April 10th, the Board considered a number of proposals from recruiting consultants for conducting the General Manager recruitment. At that time, by motion, the Board authorized the expenditure of up to \$25,000 for the recruitment process, but did not take final action on selection of a consultant. Subsequently at the April 18th Special Board meeting, the Board approved the selection of Avery & Associates and authorized Director Ascher and President Larimer to negotiate a contract. Because the scope of work has been modified from the original proposal received prior to the April 10th meeting, the revised scope of work is being returned to the Board for ratification. The proposal attached hereto presents three service options, with three costs estimates based on level of anticipated service.

STAFF REPORT

Meeting of: May 8, 2007

Page 2

FISCAL IMPACT:

Fiscal impact between approximate \$12,000 and \$20,900 depending upon option ultimately utilized.

PROPOSAL FOR THE COASTSIDE COUNTY WATER DISTRICT RECRUITMENT FOR A NEW GENERAL MANAGER

Avery Associates - Profile

Avery Associates is a Los Gatos, California based Management Consulting firm incorporated in 1982. We specialize in Executive Search and Labor Relations Consulting. Our firm currently has two Principals. Bill Avery heads the Firm and the Management/Labor Relations practice in addition to participating in key searches. Paul Kimura is the Principal who manages the Search and Recruitment practice. They along with a team of three Senior Recruiters, a Labor Relations specialist, a Contracts/Finance Administrator and four administrative support personnel comprise the core consulting team for the firm.

Firm Qualifications

The majority of the recruitment activity is completed by our firm's Principals. This hands-on involvement includes client interface, candidate identification and qualification, interviewing and assessment. Among the executive level Special District/Utility recruitments we've completed include: General Manager and a Business Service Director, both for the Delta Diablo Sanitation District; General Manager for SBSA, General Manager for the City of Corona, Department of Water and Power; Director of Engineering and Operations for the West Valley Sanitation District; Water Manager for the City of Morgan Hill, Wastewater Operations Manager for the City of Modesto; along with numerous Public Works Director including the cities of Santa Rosa, Pomona, San Luis Obispo, Los Gatos, and the County of Monterey.

Mr. Kimura's expertise in executive, technical and business recruitment, which he gained during his nineteen years of advanced technology experience, provides the basis for many of the recruitment strategies and tactics utilized by the firm.. Mr. Avery, having served in the past as a City Manager, provides the direct experience and knowledge of city administration. Collectively, the firms Principals offer exceptional expertise in the area of executive recruitment.

Recruitment Team for the General Manager for the Coastside County Water District

Paul Kimura will serve as the Principal in charge of this project and will be assisted by Gary Rogers and other members of the staff of William Avery & Associates, Inc. Mr. Kimura will be personally involved with client interface, interview and assessment of candidates, facilitation of final interviews and will be available throughout the search process to provide other related consulting services.

Recruitment Plan and Services Provided

I. Position Profile and Organizational Assessment

The initial assessment phase is a critical component of the search process. Mr. Kimura will meet with the key decision makers to discuss the organizational needs and position requirements. Our goal for this aspect of the recruitment process is to:

- Understand the District and organizational priorities for this position.
- Develop a clear understanding and consensus on the expertise, experience, education, performance attributes, interpersonal skills and operational style of the ideal candidate.
- Discuss the goals, objectives, deliverables, and challenges related to this position.
- Gain insight of the various organizational dynamics and departmental issues that exist within the organization.
- Identify the compelling aspects to this opportunity.

Based on these discussions, a candidate profile and a proposed job announcement brochure will be presented for approval. The ideal candidate profile would be incorporated into the formal position announcement. The candidate profile is also utilized in various other means as a marketing tool, an advertising copy, and for other announcements.

II. Development of the Search Strategy/Outreach

The search strategy is developed in conjunction with the organizational assessment. The final approach is based on your input and considerations during the assessment activity. We would incorporate the following elements into this search:

- Recruitment research, which consists of identification and contact of candidates who meet the profile, but are not actively seeking other employment.
- Development of a targeted candidate list based on our extensive recruitment database, contacts, referrals and recommendations from key sources and other current and former executives in special agencies and districts related to water and utility districts.
- Active referral solicitation from various industry sources and other contacts developed from our many years of public sector consulting.

- Print and Internet advertising in various public sector publications or periodicals and industry websites deemed appropriate for this search. Internet postings would be dedicated to water and environmental resources and association based web sites, and our company website.
- Development and distribution of the comprehensive position announcement to various water and utility related executives throughout the region and the state.

III. Candidate Assessment

All candidates responding to this position will be evaluated immediately upon receipt of their resume. Based on their resume and, if appropriate, an extensive phone “screening” by a firm Principal. Candidates who pass this initial “qualifying” criteria are then scheduled for a formal interview with one of our firm’s Principals.

These extended personal interviews typically take one hour and consist of a thorough discussion of the candidate’s experience, accomplishments, management philosophy and interpersonal style. Those individuals who best fit the position requirements will have an extensive Candidate Assessment Report developed by the Principal who conducted the interview. Additionally, two initial reference interviews are performed on these candidates.

IV. Candidate Presentation

Per the attached recruitment timeline, a selection of candidates for presentation will be made upon identification of a viable finalist pool, but in no case later than the week of July 2. We feel our extensive screening, interview, and reference process, combined with the knowledge gained during our initial assessment period, enable our client to proceed with fewer rather than more finalists.

The final candidates are presented in our candidate presentation “book.” Each finalist will have a file consisting of a candidate summary sheet, a resume, the Candidate Assessment Report (based on the formal interview), and two candidate reference interviews.

V. Selection Process

Once the final candidate interview group is identified, we will assist in the structuring of the interview process and coordinate the interview scheduling activity. Our firm will also provide candidates with guidance related to travel planning, hotel accommodations, as well as other interview planning issues.

Upon request, our firm will also arrange a summary background evaluation on the Agency's final one or two candidates. A copy of these confidential reports can be provided for you.

VI. Position Closure and Follow-Up

Based on the firm's experience in human resource management and executive search, we are able to assist our clients in the formulation of appropriate compensation and other employment arrangements. We will be available throughout our retention to assist in this process.

As a matter of policy, Avery & Associates monitors the transition and progress of any executive we place with a client. Within the first three to six months after the District has hired the individual, we will speak with that individual to ensure that an effective transition has occurred. During the same period, we will also review the individual's status with your office.

Consulting Fee

Our Professional Services Consulting Fee is project based. In addition to the Fee, each recruitment provides for reimbursement for out of pocket expenses associated with the search. This is quoted on a not to exceed expense budget. As requested we are presenting three service options.

- I. A full service recruitment as identified in this proposal would have a Professional Services Fee of \$15,900. All the elements included in this proposal would be inclusive under this agreement. Under this model, we would invoice an initial retainer in the amount of \$6,900 at the outset of the search. The final invoice of \$9,000 for the fee will be submitted at the completion of the search. In addition, normal and direct out-of-pocket expenses associated with the search are charged back to the client. Expenses for this assignment would have a not to exceed limit of \$5,000. These expenses include: advertising, clerical time, supplies, printing, telephone, postage, background checks, and consultant travel for client discussions, meetings, local and out-of-area candidate interviews. All expense items will be detailed and billed on a monthly basis or on a one-time basis at the completion of the search.
- II. A limited service recruitment would incorporate the elements identified in sections I and II of the heading RECRUITMENT PLAN AND SERVICES PROVIDED. The service would include development of the job announcement/position specifications and strategy development and completion of outreach efforts through the end of the formal filing period. The fee for this option would be \$7,000, with \$3,500 invoiced as an initial retainer and the remaining \$3,500 invoiced upon delivery of the applicant pool to the client. Expenses for this option would have a not-to-exceed budget of \$5,000.

- III. A partial service recruitment would include the services identified in sections I, II, III, and IV of the RECRUITMENT PLAN AND SERVICES PROVIDED section. This would include the above items from the limited services model in addition to delivery and discussion of a final set of candidate recommendations. The fee for this option would be \$14,500, with \$7,250 invoiced as the initial retainer and \$7,250 invoiced upon delivery of the candidate recommendation book. Expenses for this option would have a not-to-exceed budget of \$6,000.

Guarantees and Ethics

Whenever William Avery & Associates, Inc. is retained, we make several guarantees and commitments to a client. Due to our experience, knowledge and success within the management consulting field, we assure a client that we will only present candidates who meet a substantial majority of the ideal qualifications that you have outlined. We are also committed to continue our search efforts until a successful candidate is employed.

For our full service recruitments, it is our practice to replace a candidate who may voluntarily resign during the first year of his/her employment. This same commitment applies if the client finds it necessary to terminate or to request the resignation of the selected individual in the first year for reasons which would have precluded his/her employment had they been known at the time employment started. In either case, we invoice a client only for out-of-pocket expenses incurred in identifying a replacement.

**COASTSIDE COUNTY WATER DISTRICT
GENERAL MANAGER - RECRUITMENT SCHEDULE**

Description (Weeks)	1 2 3 4	5 6 7 8	9 10 11 12	13 14 15 16	17 18 19 20
Initial meeting(s)	<u>1</u>				
- Job announcement draft	<u>3</u>				
- Advertising and marketing in place.	<u>3 - 4</u>				
- Recruitment strategy finalized	<u>3 - 4</u>				
- Approve and print job announcements	<u>4 - 5</u>				
Recruitment period	<u>ongoing through search completion</u>				
- Candidate screening	Ongoing through outreach efforts _____				
Candidate Interviews	Ongoing through outreach efforts _____				
- Complete references	ongoing through outreach efforts _____				
- Preparation of candidate book	upon identification of a final candidate pool _____				
Presentation of candidates	No later than week of 7/2 _____				
Final interviews	No later than week of 7/16 _____				

STAFF REPORT

To: Coastside County Water District Board of Directors

Agenda: May 8, 2007

Report

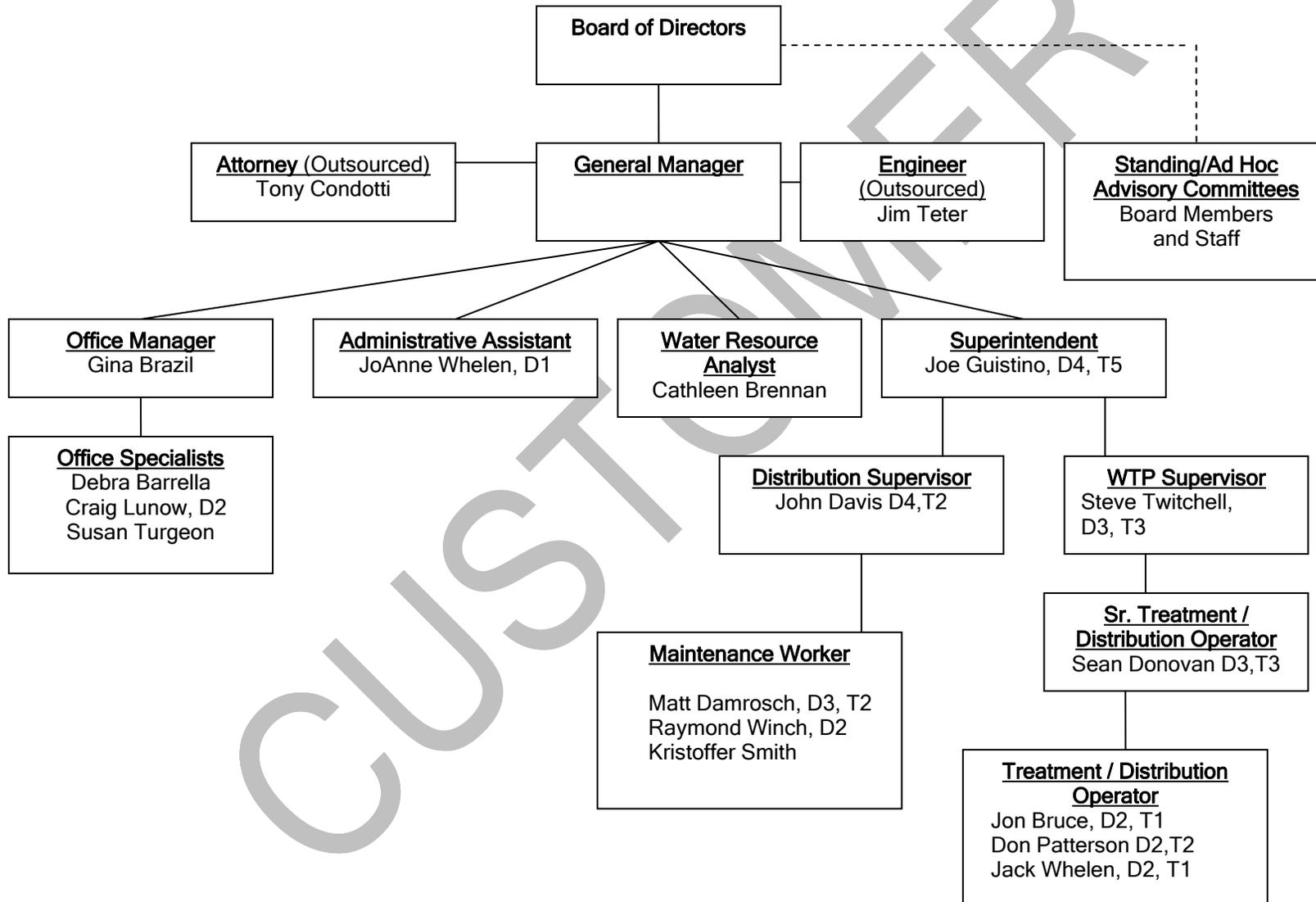
Date: May 4, 2007

**Subject: Discussion of Coastside County Water District's
Organizational Structure**

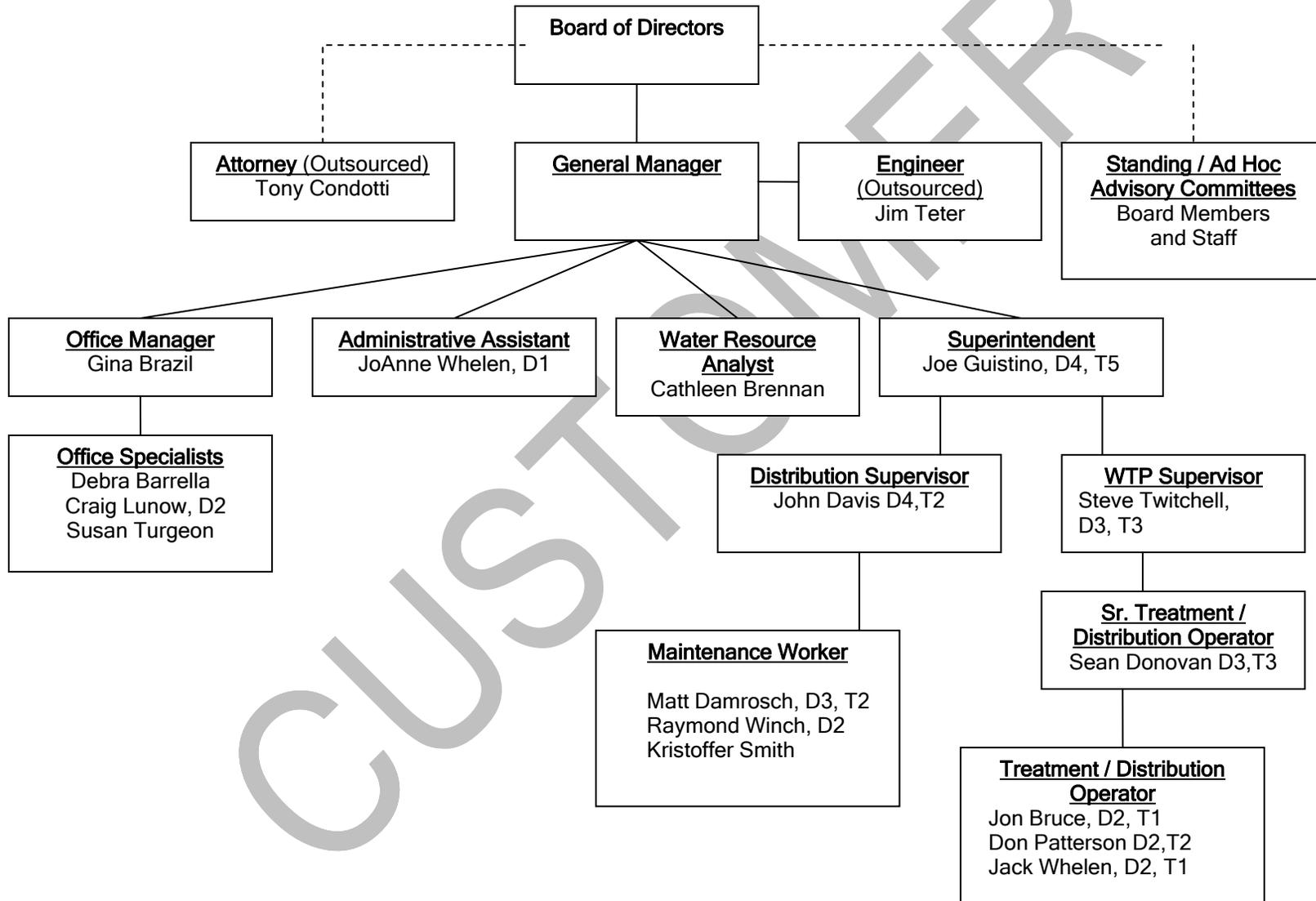
Background:

President Larimer directed staff to include a copy of the District's current Organizational Chart, as well as a draft alternative Organizational Chart, for Board discussion purposes.

COASTSIDE COUNTY WATER DISTRICT CURRENT ORGANIZATION CHART



COASTSIDE COUNTY WATER DISTRICT ALTERNATIVE ORGANIZATION CHART



STAFF REPORT

To: Coastside County Water District Board of Directors

From: Field Operations Staff

Agenda: May 8, 2007

Report

Date: May 3 2007

Subject: Status Report on the Current Major Capital Improvement Projects

Main Street / Highway 92 Pipeline Replacement Project

- Construction started on Wednesday, November 1st 2006. Work completed to date includes: all of the remaining pipeline has been installed on Main Street and has passed the pressure and bacteriological tests; the new pressure reducing valve (PRV) station has been installed, adjusted and is in service; South Main Street has been put into service from the PRV station to the bridge; 1,355 feet of the 8" pipeline has been installed on Route 92 to the Hilltop Market and has passed the pressure and bacteriological tests; the 10" main line is off from the old Pressure Reducing Valve to South Main Street (just before the bridge); and service tie-ins have been completed on North and South Main Street, the Stone Pine Center, and Highway 92. Progress on the project continues:
- Currently waiting for pipeline plan revisions to be completed for the pipeline providing service to the Hilltop Mobile Home Park

Water Treatment Plant (WTP) Short-Term Improvements

A complete update on the progress of the Short-Term Improvements for the Nunes and Denniston Water Treatment Plants is provided under the District Engineer's Work Status Report – (Agenda Item # 8A)

SCADA System Replacement

A complete update on the progress of the SCADA System Replacement Project is provided under the District Engineer's Work Status Report – (Agenda Item # 8A)

Carter Hill East Pipeline Replacement Project

- This project was awarded to Stoloski & Gonzales, Inc. for \$140,360.00 at the November Board of Directors meeting. A Notice to Proceed was issued to the contractor on January 11, 2007 and the Contractor has ninety (90) days to complete the project. The project is almost completed, with only a few minor punch list items to be resolved. A brief shut-down period will be scheduled in order to remove the 12" valve.

Phase 3 - El Granada Pipeline Replacement Project **El Granada Pipeline Replacement Project Phase 3** **City and County Portions**

A complete status report on the Phase 3 El Granada Pipeline Replacement Project is provided under the District Engineer's Report – (Agenda Item # 8B)

Fiscal Impact:

Funding for the Phase 3 El Granada Pipeline Replacement Project is included in the 2006/07 Capital Improvement Program budget.