

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, June 10, 2025 - 7:00 p.m.

AGENDA

The Public may attend this meeting in person at the District Office located at 766 Main Street, Half Moon Bay or choose to watch and/or participate in the public meeting by joining the meeting through the Zoom Videoconference link provided below. The public may also join the meeting by calling the below listed teleconference phone number.

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

Join Zoom Meeting

<https://us06web.zoom.us/j/81277240724?pwd=XJ7TeJrfranJhOfbPSvqFqelky9RPI.1>

Meeting ID: 812 7724 0724

Passcode: 513540

One tap mobile

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

Dial by your location

- +1 669 900 6833 US (San Jose)

Meeting ID: 812 7724 0724

Passcode: 513540

Find your local number: <https://us06web.zoom.us/j/81277240724?pwd=XJ7TeJrfranJhOfbPSvqFqelky9RPI.1>

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

- ***From a computer:*** (1) Using the Zoom App. at the bottom of your screen, click on “Participants” and then “Raise Hand”. Participants will be called to comment in the order in which they are received.
- ***From a phone:*** Using your keypad, dial *9, and this will notify the Moderator that you have raised your hand. The Moderator will call on you by stating the last 4 digits of your phone number.

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

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

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

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

1) ROLL CALL

2) PLEDGE OF ALLEGIANCE

3) PUBLIC COMMENT

At this time members of the public may address the Board of Directors on issues not listed on the agenda which are within the purview of the Coastside County Water District. Comments on matters that are listed on the agenda may be made at the time the Board is considering each item. Each speaker is allowed a maximum of three (3) minutes. Members of the public attending in-person must complete and submit a speaker slip. Members of the public attending via Zoom must first "raise hand" and the Moderator will "ask to unmute". The President of the Board will recognize each speaker, at which time the speaker can provide their comments to the Board.

4) CONSENT CALENDAR

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

A. Approval of disbursements for the month ending May 31, 2025:

Claims: \$ 1,261,771.54; Payroll: \$ 209,962.88 for a total of \$ 1,471,734.42 ([attachment](#))
May 2025 Monthly Financial Claims reviewed and approved by Director Coverdell

B. Acceptance of Financial Reports ([attachment](#))

C. Approval of Minutes of May 13, 2025, Regular Board of Directors Meeting ([attachment](#))

D. Installed Water Connection Capacity and Water Meters Report ([attachment](#))

- E. Total CCWD Production Report ([attachment](#))
- F. CCWD Monthly Sales by Category Report – May 2025 ([attachment](#))
- G. Leak/Flushing Report – May 2025 ([attachment](#))
- H. Monthly Rainfall Reports ([attachment](#))

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

6) GENERAL BUSINESS

- A. Public Hearing on Status of Vacancies and Recruitment and Retention Efforts (AB 2561) ([attachment](#))**
 - 1. Presentation by Staff
 - 2. Open Public Hearing
 - 3. Close Public Hearing
 - 4. Board Comments/Board Action
- B. 1) Consider Resolution 2025-03 Approving an Amendment to the Amended and Restated Water Supply Agreement Between the City and County of San Francisco and Wholesale Customers in Alameda County, San Mateo County, and Santa Clara County; and 2) Consider Resolution 2025-04 Approving Tier 2 Drought Response Implementation Plan Pursuant to Section 3.11.C of the Amended and Restated Water Supply Agreement Between the City and County of San Francisco and Wholesale Customers in Alameda County, San Mateo County, and Santa Clara County ([attachment](#))**
- C. Consider Ordinance 2025-01 Modifying Section W of the District’s General Regulations Regarding Water Service Pertaining to the Control of Backflow and Cross Connections ([attachment](#))**
- D. Approval of Salary Schedule with a Cost-of-Living Adjustment for FY2025-FY2026, effective July 1, 2025 ([attachment](#))**
- E. Approval of Fiscal Year 2025-2026 Operations and Maintenance Budget and Fiscal Year 2025/2026 to Fiscal Year 2034/2035 Capital Improvement Program ([attachment](#))**
- F. Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project - Update #8 ([attachment](#))**

7) MONTHLY INFORMATIONAL REPORTS

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

8) DIRECTOR AGENDA ITEMS – REQUESTS FOR FUTURE BOARD MEETINGS

9) ADJOURNMENT

**COASTSIDE COUNTY WATER DISTRICT
CLAIMS FOR MAY 2025**

CHECKS				
CHECK DATE	CHECK NO.	VENDOR		AMOUNT
05/07/2025	35083	ADP, INC.	\$	833.50
05/07/2025	35084	HEALTH BENEFITS ACWA-JPIA	\$	46,236.08
05/07/2025	35085	BFI OF CALIFORNIA, INC.	\$	38,973.53
05/07/2025	35086	CALCON SYSTEMS, INC.	\$	328.13
05/07/2025	35087	CA DEPARTMENT OF TRANSPORTATION, DISTRICT 4	\$	1,038.00
05/07/2025	35088	CINTAS FIRST AID & SAFETY	\$	330.92
05/07/2025	35089	DE LAGE LANDEN FINANCIAL SERVICES, INC.	\$	1,674.14
05/07/2025	35090	DN TANKS LLC	\$	614,735.12
05/07/2025	35091	GRAINGER, INC.	\$	653.21
05/07/2025	35092	GSW CONSTRUCTION INC	\$	25,840.00
05/07/2025	35093	IRVINE CONSULTING SERVICES, INC.	\$	4,720.56
05/07/2025	35094	JOHNSON CONTROLS US HOLDINGS INC	\$	900.00
05/07/2025	35095	PINE PACIFIC SERVICES, LLC	\$	800.00
05/07/2025	35096	PACIFIC GAS & ELECTRIC CO.	\$	32.94
05/07/2025	35097	PACIFIC GAS & ELECTRIC CO.	\$	34,782.74
05/07/2025	35098	REPUBLIC SERVICES	\$	654.19
05/07/2025	35099	RICE TRUCKING--SOIL FARM	\$	288.42
05/07/2025	35100	ROGUE WEB WORKS, LLC	\$	895.00
05/07/2025	35101	DENNIS CELONI	\$	149.54
05/07/2025	35102	SCAPES, INC	\$	380.00
05/07/2025	35103	STANDARD INSURANCE COMPANY	\$	574.25
05/07/2025	35104	DARIN STURDIVAN	\$	104.49
05/07/2025	35105	TPX COMMUNICATIONS	\$	2,146.53
05/07/2025	35106	UNDERGROUND REPUBLIC WATER WORKS, INC.	\$	175.00
05/07/2025	35107	UPS STORE	\$	78.76
05/07/2025	35108	WEST YOST ASSOCIATES, INC	\$	3,125.00
05/07/2025	35109	MARIA ROMERO	\$	2,640.00
05/14/2025	35110	CECIL & CECIL ENTERPRISES, INC	\$	39,177.50
05/14/2025	35111	CEL ANALYTICAL INC.	\$	755.00
05/14/2025	35112	JAMES COZZOLINO, TRUSTEE	\$	275.00
05/14/2025	35113	FREYER & LAURETA, INC.	\$	42,938.00
05/14/2025	35114	GLENNA LOMBARDI	\$	86.00
05/14/2025	35115	MONTEREY BAY ANALYTICAL SERVICES, INC.	\$	3,634.00
05/14/2025	35116	SAN MATEO CTY PUBLIC HEALTH LAB	\$	966.00
05/14/2025	35117	STATE WATER RESOURCES CONTROL BD	\$	60.00
05/14/2025	35118	STATE WATER RESOURCES CONTROL BD	\$	160.00
05/15/2025	35119	HASSETT HARDWARE	\$	877.63
05/20/2025	35120	DAVIS INSTRUMENTS CORPORATION	\$	1,521.87
05/20/2025	35121	DE LAGE LANDEN FINANCIAL SERVICES, INC.	\$	838.97
05/20/2025	35122	GRAINGER, INC.	\$	340.53
05/20/2025	35123	JOHN MULLER	\$	168.50
05/20/2025	35124	DENNIS CELONI	\$	141.92
05/20/2025	35125	SAN FRANCISCO WATER DEPT.	\$	215,860.76
05/20/2025	35126	SAN MATEO COUNTY	\$	8,135.51
05/20/2025	35127	STATE WATER RESOURCES CONTROL BD	\$	100.00
05/20/2025	35128	UGSI CHEMICAL FEED, INC.	\$	617.09
05/22/2025	35129	AMAZON CAPITAL SERVICES, INC.	\$	141.81
05/22/2025	35130	BADGER METER, INC.	\$	66.00
05/22/2025	35131	BAY AREA WATER SUPPLY &	\$	2,390.00
05/22/2025	35132	BAY ALARM COMPANY	\$	1,050.00
05/22/2025	35133	CALCON SYSTEMS, INC.	\$	5,600.00
05/22/2025	35134	COMCAST	\$	220.31
05/22/2025	35135	GRAINGER, INC.	\$	30.20

05/22/2025	35136	KELLY HOFFMAN-DAVIS	\$	1,804.69
05/22/2025	35137	HMB BLDG. & GARDEN INC.	\$	68.90
05/22/2025	35138	HMB COASTSIDE CHAMBER OF COMMERCE	\$	300.00
05/22/2025	35139	HANSONBRIDGETT. LLP	\$	12,249.50
05/22/2025	35140	HDR ENGINEERING, INC	\$	11,134.23
05/22/2025	35141	IRON MOUNTAIN	\$	902.37
05/22/2025	35142	IRVINE CONSULTING SERVICES, INC.	\$	7,362.25
05/22/2025	35143	IRVINE CONSULTING SERVICES, INC.	\$	1,957.18
05/22/2025	35144	MISSION UNIFORM SERVICES INC.	\$	185.06
05/22/2025	35145	MONTEREY BAY ANALYTICAL SERVICES, INC.	\$	1,462.50
05/22/2025	35146	PACIFICA COMMUNITY TV	\$	300.00
05/22/2025	35147	MIKE PODLECH	\$	850.00
05/22/2025	35148	SMART SOURCE GRANDFLOW LLC	\$	937.46
05/22/2025	35149	TRI COUNTIES BANK	\$	5,985.87
05/22/2025	35150	NANCY TRUJILLO	\$	124.10
05/22/2025	35151	HD SUPPLY INC	\$	69.17
05/22/2025	35152	VERIZON CONNECT INC.	\$	378.00
05/22/2025	35153	US BANK NA	\$	941.76
05/22/2025	35154	WATERSMART SOFTWARE, INC	\$	97.39
05/22/2025	35155	WIENHOFF & ASSOCIATES, INC.	\$	85.00
05/30/2025	35156	ANTHONY EDWARDS	\$	35.47
05/30/2025	35157	JACOB GOMES	\$	24.98
05/30/2025	35158	JON DELONG	\$	21.00
05/30/2025	35159	ELIAS JWEINAT	\$	40.93
05/30/2025	35160	KEN WILL	\$	25.07
05/30/2025	35161	EDVARDO GUZMAN	\$	19.72
05/30/2025	35162	JANIE BONO	\$	224.27
05/30/2025	35163	THERESA MCLAUGHLIN	\$	40.07
05/30/2025	35164	GLEN MITCHELL	\$	31.69
05/30/2025	35165	KARLA MCGILLIVRAY	\$	50.67
05/30/2025	35166	JAMES TETER	\$	3,360.00
05/30/2025	35167	AMAZON CAPITAL SERVICES, INC.	\$	85.82
05/30/2025	35168	ANDREINI BROS. INC.	\$	315.00
05/30/2025	35169	AT&T MOBILTY	\$	126.72
05/30/2025	35170	AT&T	\$	2,028.48
05/30/2025	35171	BAY ALARM COMPANY	\$	703.47
05/30/2025	35172	CALCON SYSTEMS, INC.	\$	382.82
05/30/2025	35173	PETTY CASH	\$	55.28
05/30/2025	35174	DATAPROSE, LLC	\$	5,816.61
05/30/2025	35175	DATA BUSINESS EQUIPMENT, INC.	\$	465.00
05/30/2025	35176	HANSONBRIDGETT. LLP	\$	1,116.00
05/30/2025	35177	HYDROSCIENCE ENGINEERS, INC.	\$	5,323.00
05/30/2025	35178	JACK HENRY & ASSOCIATES, INC.	\$	8,126.36
05/30/2025	35179	CIMPRESS USA INCORPORATED	\$	1,382.71
05/30/2025	35180	OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA, A MEDICAL CORP.	\$	74.00
05/30/2025	35181	PAULO'S AUTO CARE	\$	373.19
05/30/2025	35182	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	\$	752.56
05/30/2025	35183	STATE WATER RESOURCES CONTROL BD	\$	105.00
05/30/2025	35184	STATE WATER RESOURCES CONTROL BD	\$	60.00
05/30/2025	35185	TEAMSTERS LOCAL UNION #856	\$	1,715.00
05/30/2025	35186	UPS STORE	\$	95.84
05/30/2025	35187	WAGNER & BONSIGNORE CONSULTING CIVIL ENGINEERS, A CORPORATION	\$	7,571.25
05/30/2025	35188	MARIA ROMERO	\$	2,970.00
SUBTOTAL CLAIMS FOR MONTH			\$	1,199,956.06

WIRE PAYMENTS

05/20/2025	DFT0000641	PUB. EMP. RETIRE SYSTEM	\$	19,874.16
------------	------------	-------------------------	----	-----------

05/20/2025	DFT0000642	VALIC	\$	6,084.20
05/20/2025	DFT0000643	EMPOWER RETIREMENT, LLC	\$	1,225.00
05/30/2025	DFT0000644	EMPOWER RETIREMENT, LLC	\$	1,225.00
05/30/2025	DFT0000645	PUB. EMP. RETIRE SYSTEM	\$	20,318.31
05/30/2025	DFT0000646	VALIC	\$	6,184.20
05/30/2025		BANK AND CREDIT CARD FEES	\$	6,904.61
SUBTOTAL WIRE PAYMENTS FOR MONTH			\$	61,815.48

TOTAL CLAIMS FOR THE MONTH	\$	1,261,771.54
----------------------------	----	--------------



Coastside County Water District

Monthly Budget Report

Account Summary

For Fiscal: 2024-2025 Period Ending: 05/31/2025

		May Budget	May Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget
Revenue										
RevType: 1 - Operating										
1-4120-00	Water Revenue	1,364,000.00	1,443,609.59	79,609.59	5.84%	12,715,000.00	12,605,704.05	-109,295.95	-0.86%	14,145,409.00
Total RevType: 1 - Operating:		1,364,000.00	1,443,609.59	79,609.59	5.84%	12,715,000.00	12,605,704.05	-109,295.95	-0.86%	14,145,409.00
RevType: 2 - Non-Operating										
1-4170-00	Water Taken From Hydrants	4,500.00	5,671.16	1,171.16	26.03%	47,000.00	64,905.40	17,905.40	38.10%	52,000.00
1-4180-00	Late Notice - 10% Penalty	8,400.00	8,445.38	45.38	0.54%	91,600.00	94,595.60	2,995.60	3.27%	100,000.00
1-4230-00	Service Connections	1,300.00	519.21	-780.79	-60.06%	13,700.00	6,912.14	-6,787.86	-49.55%	15,000.00
1-4920-00	Interest Earned	18,000.00	66,095.33	48,095.33	267.20%	283,000.00	591,252.86	308,252.86	108.92%	300,000.00
1-4930-00	Tax Apportionments/County Checks	4,000.00	2,109.38	-1,890.62	-47.27%	976,000.00	1,075,620.82	99,620.82	10.21%	1,092,000.00
1-4950-00	Miscellaneous Income	500.00	60.16	-439.84	-87.97%	4,500.00	12,058.63	7,558.63	167.97%	5,000.00
1-4955-00	Cell Site Lease Income	16,930.00	19,536.84	2,606.84	15.40%	186,050.00	212,705.56	26,655.56	14.33%	203,000.00
1-4965-00	ERAF Refund - County Taxes	0.00	0.00	0.00	0.00%	600,000.00	698,690.23	98,690.23	16.45%	600,000.00
Total RevType: 2 - Non-Operating:		53,630.00	102,437.46	48,807.46	91.01%	2,201,850.00	2,756,741.24	554,891.24	25.20%	2,367,000.00
Total Revenue:		1,417,630.00	1,546,047.05	128,417.05	9.06%	14,916,850.00	15,362,445.29	445,595.29	2.99%	16,512,409.00
Expense										
ExpType: 1 - Operating										
1-5130-00	Water Purchased	228,231.00	268,929.76	-40,698.76	-17.83%	2,343,541.00	2,462,676.97	-119,135.97	-5.08%	2,587,024.00
1-5230-00	Nunes T P Pump Expense	6,000.00	4,712.25	1,287.75	21.46%	59,550.00	56,942.62	2,607.38	4.38%	65,550.00
1-5231-00	CSP Pump Station Pump Expense	50,000.00	32,743.85	17,256.15	34.51%	450,000.00	329,574.34	120,425.66	26.76%	500,000.00
1-5232-00	Other Trans. & Dist Pump Expense	2,690.00	2,909.93	-219.93	-8.18%	28,360.00	28,461.56	-101.56	-0.36%	31,050.00
1-5233-00	Pilarcitos Canyon Pump Expense	1,800.00	1,440.20	359.80	19.99%	77,250.00	70,257.39	6,992.61	9.05%	79,350.00
1-5234-00	Denniston T P Pump Expense	6,000.00	10,040.76	-4,040.76	-67.35%	96,000.00	67,660.31	28,339.69	29.52%	102,350.00
1-5242-00	CSP Pump Station Operations	1,100.00	910.28	189.72	17.25%	11,900.00	8,862.22	3,037.78	25.53%	13,000.00
1-5243-00	CSP Pump Station Maintenance	4,000.00	1,900.00	2,100.00	52.50%	41,000.00	45,711.20	-4,711.20	-11.49%	45,000.00
1-5246-00	Nunes T P Operations - General	10,000.00	6,729.80	3,270.20	32.70%	99,000.00	64,948.95	34,051.05	34.40%	109,000.00
1-5247-00	Nunes T P Maintenance	12,000.00	1,893.01	10,106.99	84.22%	123,000.00	145,836.24	-22,836.24	-18.57%	135,000.00
1-5248-00	Denniston T P Operations-General	7,000.00	2,784.93	4,215.07	60.22%	71,000.00	33,151.55	37,848.45	53.31%	78,000.00
1-5249-00	Denniston T.P. Maintenance	14,000.00	5,915.02	8,084.98	57.75%	151,000.00	123,156.58	27,843.42	18.44%	165,000.00
1-5250-00	Laboratory Expenses	7,000.00	6,933.50	66.50	0.95%	74,000.00	90,787.10	-16,787.10	-22.69%	81,000.00
1-5260-00	Maintenance - General	35,000.00	15,776.21	19,223.79	54.93%	385,000.00	257,239.16	127,760.84	33.18%	421,000.00
1-5261-00	Maintenance - Well Fields	0.00	0.00	0.00	0.00%	50,000.00	109,697.23	-59,697.23	-119.39%	50,000.00
1-5263-00	Uniforms	1,000.00	0.00	1,000.00	100.00%	13,700.00	14,728.75	-1,028.75	-7.51%	14,700.00
1-5318-00	Studies/Surveys/Consulting	20,000.00	21,969.75	-1,969.75	-9.85%	140,000.00	93,613.80	46,386.20	33.13%	160,000.00
1-5321-00	Water Resources	1,700.00	2,551.57	-851.57	-50.09%	18,300.00	6,942.27	11,357.73	62.06%	20,000.00

Monthly Budget Report

For Fiscal: 2024-2025 Period Ending: 05/31/2025

		May	May	Variance	Percent			Variance	Percent	
		Budget	Activity	Favorable	Variance	YTD	YTD	Favorable	Variance	Total Budget
				(Unfavorable)		Budget	Activity	(Unfavorable)		
1-5322-00	Community Outreach	7,000.00	1,060.99	5,939.01	84.84%	62,000.00	44,052.65	17,947.35	28.95%	68,000.00
1-5381-00	Legal	9,600.00	11,752.50	-2,152.50	-22.42%	106,300.00	215,640.83	-109,340.83	-102.86%	116,000.00
1-5382-00	Engineering	7,500.00	4,480.00	3,020.00	40.27%	82,500.00	118,836.95	-36,336.95	-44.04%	90,000.00
1-5383-00	Financial Services	0.00	3,420.00	-3,420.00	0.00%	22,150.00	19,725.00	2,425.00	10.95%	24,150.00
1-5384-00	Computer Services	31,000.00	44,706.93	-13,706.93	-44.22%	344,000.00	359,815.59	-15,815.59	-4.60%	375,000.00
1-5410-00	Salaries/Wages-Administration	123,472.00	112,456.45	11,015.55	8.92%	1,341,351.00	1,254,714.79	86,636.21	6.46%	1,459,211.00
1-5411-00	Salaries & Wages - Field	177,141.00	138,880.16	38,260.84	21.60%	1,924,392.00	1,758,726.90	165,665.10	8.61%	2,093,480.00
1-5420-00	Payroll Tax Expense	21,526.00	18,925.60	2,600.40	12.08%	233,854.00	207,132.94	26,721.06	11.43%	254,404.00
1-5435-00	Employee Medical Insurance	46,431.00	40,995.05	5,435.95	11.71%	474,405.00	442,411.30	31,993.70	6.74%	520,835.00
1-5436-00	Retiree Medical Insurance	5,561.00	5,292.67	268.33	4.83%	56,845.00	62,351.13	-5,506.13	-9.69%	62,407.00
1-5440-00	Employees Retirement Plan	58,985.00	54,771.55	4,213.45	7.14%	648,835.00	608,511.39	40,323.61	6.21%	707,803.00
1-5445-00	Supplemental Retirement 401a	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	38,016.00
1-5510-00	Motor Vehicle Expense	8,130.00	2,230.78	5,899.22	72.56%	86,850.00	51,764.89	35,085.11	40.40%	95,000.00
1-5620-00	Office & Billing Expenses	35,000.00	35,689.52	-689.52	-1.97%	383,000.00	358,641.91	24,358.09	6.36%	418,000.00
1-5625-00	Meetings / Training / Seminars	4,400.00	2,784.40	1,615.60	36.72%	47,900.00	41,273.98	6,626.02	13.83%	52,300.00
1-5630-00	Insurance	18,600.00	24,925.37	-6,325.37	-34.01%	190,200.00	257,077.10	-66,877.10	-35.16%	209,000.00
1-5687-00	Membership, Dues, Subscript.	6,458.00	5,387.41	1,070.59	16.58%	118,538.00	107,127.16	11,410.84	9.63%	125,000.00
1-5688-00	Election Expenses	0.00	0.00	0.00	0.00%	30,000.00	0.00	30,000.00	100.00%	30,000.00
1-5689-00	Labor Relations	500.00	0.00	500.00	100.00%	5,500.00	0.00	5,500.00	100.00%	6,000.00
1-5700-00	San Mateo County Fees	2,750.00	990.00	1,760.00	64.00%	30,250.00	16,168.26	14,081.74	46.55%	33,000.00
1-5705-00	State Fees	0.00	3,642.25	-3,642.25	0.00%	50,600.00	48,370.64	2,229.36	4.41%	50,600.00
1-5910-00	Loss/gain on disposal of assets	0.00	0.00	0.00	0.00%	0.00	-15,000.00	15,000.00	0.00%	0.00
Total ExpType: 1 - Operating:		971,575.00	900,532.45	71,042.55	7.31%	10,472,071.00	9,967,591.65	504,479.35	4.82%	11,485,230.00
ExpType: 4 - Capital Related										
1-5715-00	Debt Service/CIEDB 11-099	0.00	0.00	0.00	0.00%	335,173.00	335,172.75	0.25	0.00%	335,173.00
1-5716-00	Debt Service/CIEDB 2016	0.00	0.00	0.00	0.00%	321,412.00	321,412.10	-0.10	0.00%	321,412.00
1-5717-00	Debt Service-Chase Bank - 2018 Loan	0.00	0.00	0.00	0.00%	432,821.00	432,821.13	-0.13	0.00%	432,821.00
1-5718-00	Debt Service-First Foundation Bank - 20...	0.00	0.00	0.00	0.00%	417,434.00	417,434.08	-0.08	0.00%	417,434.00
Total ExpType: 4 - Capital Related:		0.00	0.00	0.00	0.00%	1,506,840.00	1,506,840.06	-0.06	0.00%	1,506,840.00
Total Expense:		971,575.00	900,532.45	71,042.55	7.31%	11,978,911.00	11,474,431.71	504,479.29	4.21%	12,992,070.00
Report Total:		446,055.00	645,514.60	199,459.60		2,937,939.00	3,888,013.58	950,074.58		3,520,339.00

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

<u>RESERVE BALANCES</u>	Current Year as of 05/31/2025	Prior Year as of 05/31/2024
CAPITAL AND OPERATING RESERVE	\$18,811,234.55	\$12,491,393.54
RATE STABILIZATION RESERVE	\$250,000.00	\$250,000.00
TOTAL DISTRICT RESERVES	\$19,061,234.55	\$12,741,393.54

ACCOUNT DETAIL

ACCOUNTS WITH TRI COUNTIES BANK		
CHECKING ACCOUNT	\$1,728,968.51	\$1,385,702.50
CSP T & S ACCOUNT	\$727,374.96	\$184,369.47
MONEY MARKET (CARTER HILL - DN TANK FINANCING)	\$7,100,881.04	\$19,809.05
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$9,503,210.04	\$11,150,712.52
DISTRICT CASH ON HAND	\$800.00	\$800.00
TOTAL ACCOUNT BALANCES	\$19,061,234.55	\$12,741,393.54

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

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

5/31/2025

6/6/2025

* Approved June 2024

Status	Approved* CIP Budget FY24/25	Actual To Date FY24/25	Projected FY24/25	Variance vs. Budget	% Completed	Project Status/ Comments
--------	------------------------------------	------------------------------	----------------------	------------------------	----------------	-----------------------------

Equipment Purchases & Replacement

06-03	SCADA/Telemetry/Electrical Controls Replacement	ongoing	\$ 50,000			\$ 50,000	n/a	
99-02	Vehicle Fleet Replacement	ongoing	\$ 50,000	\$ 44,694	\$ 44,694	\$ 5,306	100%	

Facilities & Maintenance

09-09	Fire Hydrant Replacement	ongoing	\$ 140,000	\$ 162,516	\$ 162,516	\$ (22,516)	100%	
23-13	Pilarcitos Canyon Culvert Replacement	in design	\$ 400,000	\$ 57,311	\$ 100,000	\$ 300,000	0%	Engineering and environmental permitting in process
99-01	Meters	ongoing	\$ 10,000		\$ 10,000	\$ -	n/a	

Pipeline Projects

14-01/23-10	Highway 92 Potable Water Pipeline Emergency Restoration Project	Construction	\$ 3,000,000	\$1,583,815	\$ 2,200,000	\$ 800,000	65%	Awarded January 2025; construction to occur March-July 2025
21-01	Pipeline Replacement Projects: Alcatraz and Santa Cruz Aves/Redondo Beach Loop/Ocean Colony	In design	\$ 400,000	\$ 11,269	\$ 25,000	\$ 375,000	0%	Postponed to FY2026-27

Pump Stations / Tanks / Wells

21-07	Carter Hill Tank Improvement Project	Construction	\$ 4,000,000	\$2,792,520	\$ 3,800,000	\$ 200,000	18%	
16-08	Denniston Well Field Replacements	TBD	\$ 450,000		\$ -	\$ 450,000	0%	Delayed - Efforts are being directed to the Pilarcitos Wells in FY2025 and FY2026
23-11	CSP Screens - Intake Valves/Treatability Study	Feasibility	\$ 50,000			\$ 50,000	0%	
19-05	Tanks - THM Control	Ongoing	\$ 50,000	\$ 21,700	\$ 21,700	\$ 28,300	100%	

Water Supply Development

14-25	San Vicente/Denniston Water Supply Development	ongoing	\$ 2,000,000	\$ 234,043	\$ 275,000	\$ 1,725,000	n/a	Construction delayed to FY2026
25-02	Denniston Sluice Gates	delayed	\$ 50,000			\$ 50,000	0%	

Water Treatment Plants

23-05	Sodium Hypochlorite Generator Replacement (Nunes)	Construction	\$ 200,000	\$ 181,088	\$ 250,000	\$ (50,000)	95%	
23-06	Existing Sedimentation Basin Rehabilitation	TBD	\$ 300,000			\$ 300,000	0%	design planned in FY2026

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

25-01	Nunes Water Treatment Plant Paving Project	Construction		\$ 351,341	\$ 351,341	\$ (351,341)	100%	
25-04	Nunes Water Treatment Plant Roof Replacement	Construction		\$ 184,800	\$ 184,800	\$ (184,800)	100%	
23-09	Denniston Contact Clarifier Hatch Replacements	Construction		\$ 348,305	\$ 350,000	\$ (350,000)	100%	In CIP in future years
25-03	CSP Earthquake Expansion Joints	Construction		\$ 68,627	\$ 68,627	\$ (68,627)	95%	
25-02	Pilarcitos Wellfield Replacement Project	In design		\$ 270,164	\$ 350,000	\$ (350,000)	0%	in design/permitting
NN-00	Unscheduled CIP		\$ 100,000		\$ 100,000	\$ -	0%	

NEW FY2024/2025 CIP TOTAL	\$ 11,250,000	\$6,312,193	\$ 8,293,678	\$ 2,956,322
----------------------------------	----------------------	--------------------	---------------------	---------------------

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

6/6/2025

5/31/2025

* Approved June 2024

Status	Approved* CIP Budget FY24/25	Actual To Date FY24/25	Projected FY24/25	Variance vs. Budget	% Completed	Project Status/ Comments
--------	------------------------------------	------------------------------	----------------------	------------------------	----------------	-----------------------------

FY2023/2024 CIP Carryover Projects

20-14	Nunes Water Treatment Plant Improvement Project	complete		\$ 3,671	\$ 3,671	\$ (3,671)	100%	
22-07	Alameda Ave Crossing at Medio Creek	complete		\$ 71,340	\$ 71,340	\$ (71,340)	100%	
24-01	Myrtle/2nd Ave Valve Replacement	complete		\$ 4,559	\$ 4,559	\$ (4,559)	100%	
23-03	CSP Fire Sprinklers	complete		\$ 26,751	\$ 26,751	\$ (26,751)	100%	
24-03	Nunes WTP Flocculator #8 Gearbox Replacement	complete		\$ 32,130	\$ 32,130	\$ (32,130)	100%	

FY2023/2024 CARRYOVER PROJECTS	\$	-	\$ 138,451	\$	138,451	\$	(138,451)
---------------------------------------	-----------	----------	-------------------	-----------	----------------	-----------	------------------

Green = approved by the Board/in process

TOTAL - FY 2024/2025 CIP + PRIOR YEAR CARRYOVER	\$	11,250,000	\$6,450,643	\$	8,432,129	\$	2,817,871
--	-----------	-------------------	--------------------	-----------	------------------	-----------	------------------

Legal Cost Tracking Report
12 Months At-A-Glance

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

Month	Admin (General Legal Fees)	Water Supply Development	Recycled Water	Uninstalled Connection Transfer Program	Capital Improvement Projects	Labor & Employment	Cell Tower Leases	Public Records Requests	Litigation	Non CIP / Infrastructure (Project Review) <i>Reimbursable</i>	Total
Jun-24	4,420	1,691	490		3,821	6,497					16,919
Jul-24	14,688				14,213	1,388	1,495				31,783
Aug-24	6,663			267	10,550	2,359	134				19,972
Sep-24	4,904				25,059	2,448	935		223		33,567
Oct-24	2,848			589	21,488	12,683	134				37,741
Nov-24	5,365				9,041	24,680	757				39,842
Dec-24	15,547			267	3,649	8,811	89				28,363
Jan-25	5,029			767	4,628	4,228	579				15,229
Feb-25	12,041			769	3,999	7,115	1,256				25,179
Mar-25	7,347	977		1,049	233		698				10,303
Apr-25	5,580	419		571	1,116	2,604	186			884	11,359
May-25	7,394			1,497	419	2,522	419			1,117	13,366
TOTAL	91,823	3,086	490	5,775	98,214	75,332	6,678	0	223	2,000	283,620

Calcon T&M Projects Tracking

5/31/2025

Project No.	Name	Status	Proposal Date	Approved Date	Project Budget	Project Billings FY2024-2025
FY 2024-2025 Open Projects:						
Open Projects - Subtotal						\$0.00
Other: Monthly Maintenance						
Tanks						
Crystal Springs Maintenance						
Nunes Maintenance						\$ 62,141.57
Denniston Maintenance						\$ 6,420.00
Distribution System						\$ 38,788.72
Wells						
Cellular Telemetry						\$ 2,953.17
Subtotal Maintenance						\$ 110,303.46
FINAL TOTAL FY 2024/2025						\$110,303.46

EKI Environment & Water
Engineering Services Billed FY 2022-2023 to FY 2024-2025
Billed through 5/31/2025

	Contract Date	Not to Exceed Budget	Status	FY2022-2023	FY 2023-2024	FY 2024-2025
CIP Project Management						
Fiscal Year 2021-2022 - Non-Complex Main line Extension Services	10.15.2021	\$ 25,000.00	Complete	\$ 10,438.74	\$ 4,201.34	
Fiscal Year 2023-2024 - Non-Complex Main line Extension Services		\$ 25,000.00	Open		\$ 11,801.40	\$ 11,942.58
Fiscal Year 2024-2025-Capital Improvement Management	1.9.2024	\$ 100,000.00	Complete		\$ 62,469.90	\$ 37,520.86
Fiscal Year 2024-2025-Capital Improvement Management	10/9/2024	\$ 100,000.00	Open			\$ 67,060.23
Fiscal Year 2022-2023 - Capital Improvement Management	4.20.2022	\$ 117,000.00	Complete	\$ 71,198.60	\$ 34,038.14	
Fiscal Year 2022-2023 - Emergency Engineering Services	2.10.2023	\$ 28,000.00	Complete	\$ 26,164.58		
Fiscal Year 2022-2023 - Emergency FEMA Grant Application		\$ 15,000.00	Complete	\$ 16,568.76		
Sub Total - CIP Project Management Services		\$ 410,000.00		\$ 124,370.68	\$ 112,510.78	\$ 116,523.67

Highway 92 Potable Water Pipeline Phase 1 (2023)	14-01	6.13.2023	\$ 135,400.00	Open	\$ 22,894.82	\$ 70,887.84	\$ 20,742.54
Highway 92 Environmental Permitting - Emergency Restoration	23-10	3.15.2023	\$ 73,800.00	Open	\$ 321.36	\$ 47,121.55	\$ 19,833.49
Highway 92 - Environmental Permitting Strategies	23-10	5.24.2023	\$ 29,700.00	Open		\$ 28,207.05	
Highway 92 Potable Water Pipeline Emergency Geotechnical	23-10	3.3.2023	\$ 63,400.00	Open	\$ 52,946.71		
Highway 92 Potable Water Pipeline Emergency Restoration-Design	23-10	3.15.2023	\$ 247,600.00	Open	\$ 55,017.03	\$ 125,635.28	\$ 34,041.16
Highway 92 Potable Water Pipeline Future Phases Geotechnical	14-01	3.3.2023	\$ 54,200.00	Open	\$ 26,884.03	\$ 23,313.72	
Highway 92 Engineering Services During Construction	14-01	1.8.2025	\$ 166,700.00	Open			\$ 35,778.49
Miramontes Point Road Water Main Replacement	22-01	7.14.2021	\$ 177,300.00	Open	\$ 46,900.62		
Medio Creek and Magellan Pipeline/Miramar Deadends Design	22-07	3.15.2023	\$ 138,900.00	Open	\$ 39,015.39	\$ 50,313.73	\$ 7,782.58
EG Tank #1 - Pre-design for New Pump Station	19-01	6.13.2023	\$ 25,000.00	Open	\$ 1,046.76	\$ 23,917.66	
Miramar Deadends Project - Biological Resources Assessment	22-07	5.24.2023	\$ 18,200.00	Open		\$ 17,581.46	\$ 19,697.53
Alcatraz Ave, Santa Rosa Ave, and Ocean Colony Pipeline Projects	21-01	1.9.2024	\$ 66,200.00	Open		\$ 41,027.74	\$ 11,268.66
Carter Hill Tank Replacement Project Support	21-07	9.1.2024	\$ 50,000.00	Open			\$ 31,611.06
Pilarcitos Wellfield Replacement Project	25-02	10.9.2024	\$ 378,300.00	Open			\$ 250,892.57
SFPUC Pilarcitos Dam and Reservoir Improvement Project	5382	10.9.2024	\$ 18,000.00	Open			\$ 6,913.66
Pilarcitos Creek Road Bank Stabilization Project	23-13	10.9.2024	\$ 44,800.00	Open			\$ 38,490.14
San Vicente Pipeline Project - Phase A	14-25	1.7.2025	\$ 82,200.00	Open			\$ 20,247.24
Highway 92 - 2017 Easements Land Description Packages	14-01	8.18.2023	\$ 14,000.00	Complete		\$ 14,000.00	
Medio Crossing-Alternatives Evaluation for Pipeline Replacement	22-07	4.25.2022	\$ 20,400.00	Complete	\$ 13,419.12		
Poplar Street Water Main Replacement Project	23-02	10.3.2022	\$ 29,200.00	Complete	\$ 22,944.36	\$ 6,199.05	
Grandview Crossing at Hwy 1	20-08	2.9.2021	\$ 156,500.00	Complete	\$ 32,891.30		
Grandview Crossing at Hwy 1 - Construction Management Services	20-08	9.16.2022	\$ 132,800.00	Complete	\$ 106,755.71		
Pilarcitos Creek Crossing Water Main Replacement Design	13-02	7.14.2020	\$ 99,900.00	Complete	\$ 28,025.40		
Pilarcitos Creek Crossing Water Main Replacement Field Surveys/Land Descriptions	13-02	9.13.2022	\$ 28,600.00	Complete	\$ 4,681.04		
Highway 92 Potable Water Pipeline Replacement Project Design	14-01	7.2.2021	\$ 24,800.00	Complete	\$ 6,631.56		

Total - All Services

\$ 584,745.89 \$ 560,715.86 \$ 613,822.79

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, May 13, 2025

The Public was able to participate in the public meeting by joining the meeting in person or through the Zoom Video Conference link provided. The public was also able to join the meeting by calling a provided teleconference phone number.

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

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

- 2) **PLEDGE OF ALLEGIANCE**

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

- 4) **CONSENT CALENDAR**

It was noted that Item “J” Water Transfer Connection Report for April 2025 should be removed from the Consent Calendar because two transfers involved Director Mickelsen and that Director Mickelsen should not vote on this item. It also was noted that this item is for informational purposes only and the Board did not need to take any action on the item.

ON MOTION BY Director Coverdell and Seconded by Director Muller to remove “Item J” Water Transfer Connection Report for April 2025 from the Consent Calendar:

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

A. Approval of disbursements for the month ending April 30, 2025:

Claims: \$ 1,646,848.97; Payroll: \$ 210,714.44 for a total of \$ 1,857,563.41
April 2025 Monthly Financial Claims reviewed and approved by Director Mickelsen

- B. Acceptance of Financial Reports
- C. Approval of Minutes of April 8, 2025, Regular Board of Directors Meeting
- D. Installed Water Connection Capacity and Water Meters Report
- E. Total CCWD Production Report
- F. CCWD Monthly Sales by Category Report – April 2025
- G. Leak/Flushing Report – April 2025
- H. Monthly Rainfall Reports
- I. SFPUC Hydrological Conditions Report – March 2025 and April 2025
- J.
- K. Approval of Water Service Agreement – 555/565/575 Seymour Street,
Half Moon Bay

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

ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted by roll call vote to approve the Consent Calendar with “Item J” removed:

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

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

- Director Muller and Vice President Feldman attended an HR Committee Meeting on April 15, 2025
- Director Muller and Vice president Feldman will be attending the ACWA Spring Conference on May 14, 2025, in Monterey.
- Director Mickelsen will be attending a BAWSCA meeting on Thursday, May 15, 2025.

6) GENERAL BUSINESS

A. Approval of Professional Services Agreement with EKI Environment and Water, Inc. for the Preparation of a Potable Water Storage Master Plan

Ms. Rogren summarized that in 2020, the District engaged EKI Environment and Water, Inc. (EKI) to conduct a Potable Water Storage Evaluation which included assessing the operating condition of existing storage facilities (built pre-1975 except for one tank), conducting a hydraulic modeling analysis to assess system performance, and reviewing recent seismic evaluations of many of the District’s

tanks. In their 2020 analysis, EKI recommended that the District consider adding storage at the Carter Hill site leading to the decision to implement the Carter Hill Prestressed Concrete Tank and Seismic Upgrade Project currently under construction. Now that the Carter Hill Tank project is under way, staff recommends that the District develop a Potable Water Storage Master Plan that can be incorporated into the District's Capital Improvement Program and that will serve to enhance the District's system reliability. Given EKI's previous work in assisting the District to evaluate its storage needs as well as EKI's ongoing work on the hydraulic model, Staff recommends utilizing EKI to assist the District with this project.

ON MOTION BY Director Mickelsen and seconded by Director Muller, the Board voted by roll call vote to authorize the General Manager to enter into a professional service agreement with EKI Environment and Water, Inc. for the preparation of a Potable Water Storage Master Plan for a not-to-exceed amount of \$170,400.

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

B. Approval of Professional Services Agreement with EKI Environment and Water, Inc. for Environmental Services for the Pilarcitos Wellfield Replacement Project and the Pilarcitos Road Slide Repair Project

Ms. Rogren summarized that Pilarcitos Canyon is a sensitive habitat and the location of the District's wellfield. EKI Environment and Water, Inc. (EKI) has teamed up with Environmental Science Associates (ESA) to provide environmental and permitting support for the Pilarcitos Wellfield Replacement Project and Pilarcitos Road Slide Repair Project (two separate projects). The District plans to begin construction on the Wellfield Replacement Project in Fall, 2025 and will require regulatory compliance and monitoring services during construction. EKI will also contract with Avocet Research Associates (ARA) to conduct Marbled Murrelet surveys for the Slide Repair Project. Given EKI's experience in managing past environmental work for the District, staff recommends that the Board authorize staff to enter into an agreement with EKI.

ON MOTION BY Director Mickelsen and seconded by Director Muller, the Board voted by roll call vote to authorize the General Manager to enter into a professional services agreement with EKI Environment and Water, Inc. for environmental services for the Pilarcitos Wellfield Replacement Project and the Pilarcitos Road Slide Repair Project for a not-to-exceed amount of \$268,760.

Director Coverdell	Aye
Director Mickelsen	Aye
Director Muller	Aye

Vice-President Feldman
President Reynolds

Aye
Aye

C. Waive the District's Procedural Requirements for Sealed Competitive Bids and Authorize the General Manager to Purchase a Monoclor Residual Control System for El Granada Tank 3

Ms. Rogren summarized that the existing residual control system servicing El Granada Tank 3 is over 25 years old. This system maintains the chlorine residual in El Granada Tank 3 and zone 4 of the District's distribution system. Staff has received excellent reviews from other water agencies regarding the quality, reliability and functionality of the Monoclor Residual Control System. Staff recommends moving forward with acquiring this system as it will produce a more consistent chlorine residual and will reduce the production of disinfection byproducts. This system will also reduce chemical use, staff time and provide for more consistent water chemistry. Cleanwater1, Inc. is the exclusive distributor of the Monoclor Residual Control System.

MOTION BY Director Mickelsen and seconded by Director Muller, the Board voted by roll call vote to waive the District's competitive bidding requirements of Resolution 2016-09 and authorize the General Manager to purchase a Monoclor Residual Control System for El Granada Tank 3 from Cleanwater1, Inc. for a not-to-exceed amount of \$148,350 (plus applicable taxes).

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

Aye
Aye
Aye
Aye
Aye

D. Approval of a Professional Services Agreement with Reliable Automation Controls, LLC. for Maintenance and Instrumentation Support of the District's SCADA System

Mr. Schneider summarized that the District has been using Calcon Systems, Inc. (Calcon) since 2009 for SCADA System support. The founder of Reliable Automation Controls, LLC. (RAC), and the key point of contact is Rudy Everett, who until recently has been employed by Calcon and has been the District's primary provider of SCADA support services for the last 15 years. In his role with his new company, Mr. Everett will continue to serve as the District's primary SCADA resource for the next 12 months, with Calcon functioning in a back-up role.

ON MOTION BY Director Mickelsen and seconded by Director Muller, the Board voted by roll call vote to authorize the General Manager to enter into a professional services agreement with Reliable Automation Controls, LLC. for maintenance and instrumentation support of the

District's SCADA System for a time and materials cost not to exceed \$70,000 for the next twelve months.

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

E. Overview of Draft Capital Improvement Program for Fiscal Years 2025/26 – 2034/35

Ms. Rogren provided an overview of the Draft 10-year Capital Improvement Program (CIP) for Fiscal Years 2025/2026 to Fiscal Year 2034/2035. Staff and Jon Sutter from EKI Environment and Water, Inc. met with Facilities Committee on March 10, 2025 and April 22, 2025 to review the CIP. At the June 10, 2025, Regular Board of Directors Meeting the Board will be asked to approve the FY 2025/26 Operations and Maintenance Budget and the CIP for FY 2025/26 – FY 2034/35.

F. Approval of Updated Organization Chart and Amended Salary Schedule for Fiscal Year 2024-2025

Ms. Rogren provided an overview of the current organization and the need for succession planning. She then proposed an update to the District's organization chart to address increased workloads and the need for changes in skill sets of staff given the increased levels of regulatory monitoring and reporting, asset and system management responsibilities, and complexities in the District's day-to-day operations. Ms. Rogren also commented that the District staffing levels are lean (23 employees) in comparison to other similar sized BAWSCA agencies who do not treat their own water. District staff engaged a Human Resource consultant to assist with organizational planning. Staff met with the Human Resources Committee on April 15, 2025, and the committee concurred with the following recommendations to be effective immediately:

Operations Management

- Eliminate the position of Superintendent (vacant since fall 2024) and add two management positions specializing in their areas of focus in District Operations:
 - Water Treatment Plant Operations Manger
 - Water Distribution Operations Manager

Finance and Administration

- Add a Customer Support Specialist who will assume complex administrative and analytical responsibilities while cross-training on tasks unique to the District requiring historical and water industry background.
- Change the title of "Office Manager" to "Administrative Services Manager" in recognition of the position's broad responsibilities and reflective of the title found in similar agencies.

Amended Salary Schedule

An Amended Salary Schedule was presented for approval incorporating the new positions and recommended salary ranges. In addition, given input from the District's HR consultant, salary ranges were modified for the Administrative Services Manager and Accounting Manager, similar to the range for the Water Resource Analyst, and with one step added to allow for growth.

ON MOTION BY Director Muller and seconded by Vice President Feldman, the Board voted by roll call vote to Approve (1) an Updated Organization Chart, and (2) Amended Salary Schedule for Fiscal Year 2024-2025 to be effective May 13, 2025.

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

G. Consider Resolution 2025-02 Approving Placing in Nomination John Muller as a Member of the Association of California Water Agencies ("ACWA") Region 5 Board of Directors

The Nominating Committee of ACWA is currently seeking candidates for the Region 5 Board for the term of 2026-2027. Director Muller is currently on the Region 5 Board and has expressed interest in serving another term.

ON MOTION BY Director Mickelsen and seconded by Director Coverdell, the Board voted by roll call vote to Approve Resolution 2025-02 placing in nomination John Muller as a Member of the Association of California Water Agencies ("ACWA") Region 5 Board of Directors.

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

H. Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project - Update #7

Ms. Rogren provided an update on the progress made on the Carter Hill Prestressed Tank and Seismic Upgrades Project during April 2025.

7) **MONTHLY INFORMATIONAL REPORTS**

A. General Managers Report Operations Report

- Ms. Rogren reported that on April 15, 2025, Steven Ritchie, Assistant General Manager of Water at SPFUC, issued a final update on the water supply availability for Water Year 2025.
- On May 8, 2025, the American Water Works Association recognized the Pulgas Water temple as a historic water landmark.

B. Operations Report

Mr. Sturdivan summarized the Operation Highlights for the month of April 2025.

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

There were no requests for future agenda items.

9) **ADJOURNMENT - Board Meeting Adjourned at 8:26 p.m.**

Respectfully submitted,

Mary Rogren, General Manager
Secretary to the District

Glenn Reynolds, President
Board of Directors

COASTSIDE COUNTY WATER DISTRICT
Installed Water Connection Capacity & Water Meters

FY 2024 / 2025

Installed Water Meters	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
HMB Non-Priority													
0.5" capacity increase													
5/8" meter	1	1		1						2	1		6
3/4" meter			1										1
1" meter											1		1
1 1/2" meter				1									1
2" meter													
3" meter													
HMB Priority													
0.5" capacity increase													
5/8" meter			1										1
3/4" meter													
1" meter													
1 1/2" meter					1								1
2" meter					1								1
6" meter					1								1
County Non-Priority													
0.5" capacity increase													
5/8" meter					1								1
3/4" meter													
1" meter													
County Priority													
5/8" meter						1							1
3/4" meter													
1" meter					1								1
1.5" meter													
2" meter													
Totals	1	1	2	2	5	1	0	0	0	2	2		16

5/8" meter = 1.0 connection

3/4" meter = 1.5 connections

1" meter = 2.5 connections

1.5" meter = 5.0 connections

2" meter = 8 connections

3" meter= 17.5 connections

FY 24/25 Capacity (5/8" connection equivalents)	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
HMB Non-Priority	1.0	1.0	1.5	3.5						2.0	3.5		12.5
HMB Priority			1.0		30.0								31.0
County Non-Priority					1.0								1.0
County Priority					2.5	1.0							3.5
Total	1.0	1.0	2.5	3.5	33.5	1.0	0.0	0.0	0.0	2.0	3.5	0.0	48.0

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2025

	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	0.00	13.20	0.00	26.41	21.34	60.95	3.73	57.22
AUG	0.00	14.60	0.00	9.07	24.80	48.47	3.84	44.63
SEPT	0.00	14.90	0.00	0.00	46.17	61.07	2.91	58.16
OCT	0.00	0.00	0.00	24.84	30.12	54.96	2.24	52.72
NOV	0.00	0.00	17.88	18.89	4.16	40.93	2.21	38.72
DEC	0.00	0.00	16.94	13.76	0.00	30.70	2.24	28.46
JAN	0.00	0.00	19.03	14.88	3.45	37.36	2.23	35.13
FEB	0.00	0.00	16.4	12.83	0.06	29.29	2.07	27.22
MAR	0.00	1.60	17.89	14.08	3.15	36.72	3.22	33.50
APR	0.01	14.20	0.00	22.44	3.44	40.08	3.12	36.96
MAY	0.00	19.50	0.00	28.47	8.08	56.05	3.04	53.01
JUN						0.00		0.00
TOTAL	0.01	78.00	88.14	185.67	144.77	496.58	30.85	465.73
% MONTHLY TOTAL	0.0%	34.8%	0.0%	50.8%	14.4%	100.0%	5.4%	94.6%
% ANNUAL TO DATE TOTAL	0.0%	15.7%	17.7%	37.4%	29.2%	100.0%	6.2%	93.8%

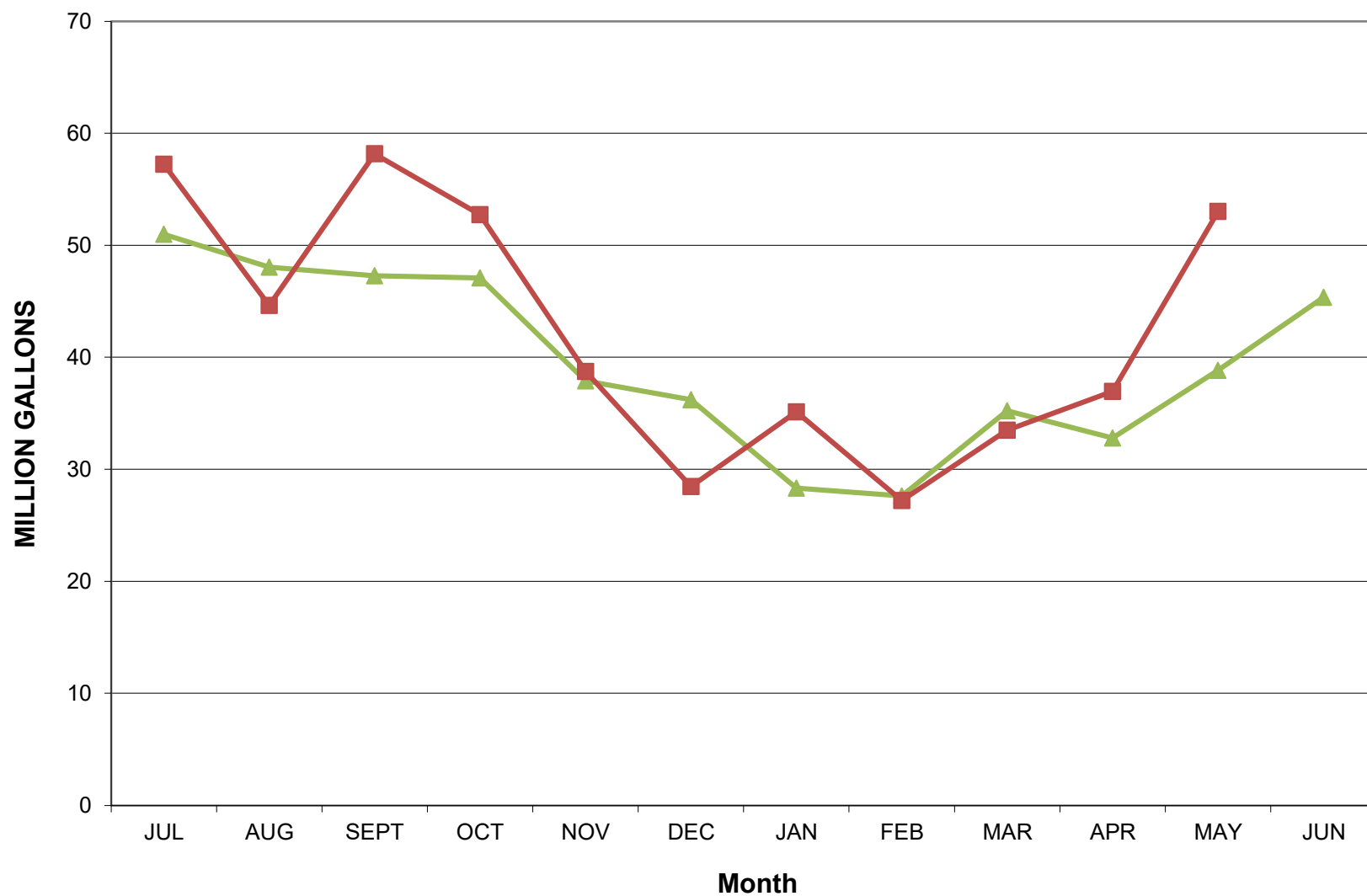
CCWD vs SFPUC- month 34.8%

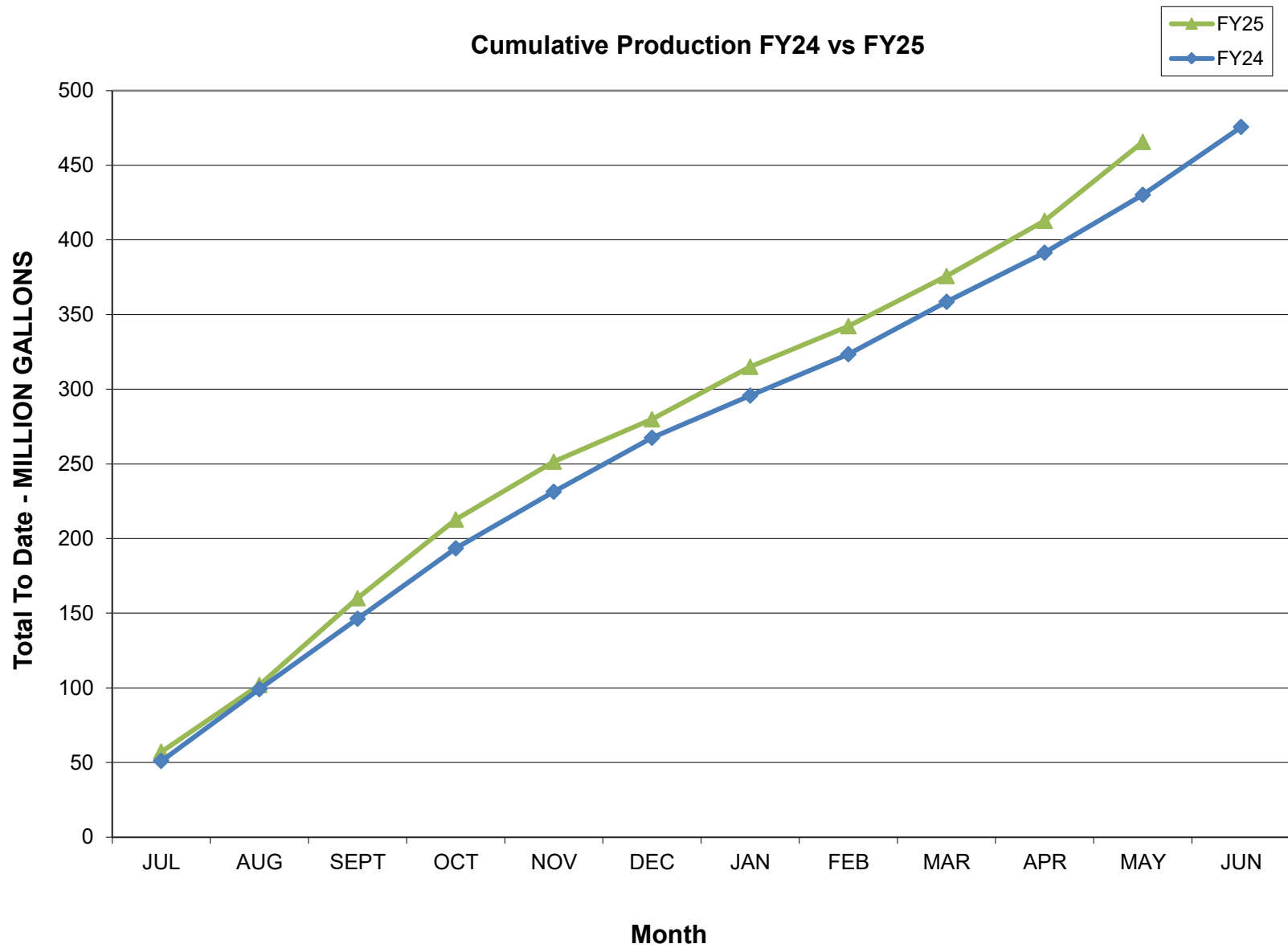
CCWD vs SFPUC- annual 33.5%

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2024

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

Monthly Production FY 24 vs 25





Coastside County Water District Monthly Sales By Category (MG)
FY2025

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	27.94	27.90	26.65	25.55	24.43	21.77	20.74	18.48	19.36	20.52	24.51		257.83
COMMERCIAL	3.21	3.18	2.97	3.01	3.02	2.75	2.53	2.34	2.45	2.57	2.76		30.80
RESTAURANT	1.83	1.85	1.63	1.67	1.53	1.27	1.43	1.15	1.38	1.47	1.65		16.86
HOTELS/MOTELS	2.65	3.14	2.75	2.54	2.44	2.03	2.10	1.84	1.89	2.15	2.41		25.93
SCHOOLS	0.77	0.70	0.80	0.63	0.36	0.23	0.14	0.21	0.17	0.20	0.29		4.50
MULTI DWELL	2.72	2.77	2.73	2.52	2.45	2.31	2.26	2.05	2.22	2.40	2.53		26.96
BEACHES/PARKS	0.85	0.99	0.82	0.48	0.35	0.16	0.21	0.13	0.15	0.21	0.25		4.61
AGRICULTURE	1.92	2.15	2.19	2.07	1.60	1.30	1.19	1.28	1.96	1.78	1.47		18.91
RECREATIONAL	0.23	0.25	0.25	0.26	0.30	0.31	0.31	0.28	0.19	0.20	0.23		2.82
MARINE	0.36	0.38	0.36	0.34	0.29	0.29	0.39	0.28	0.24	0.23	0.29		3.44
RES. IRRIGATION	1.65	1.68	1.51	1.24	1.07	0.24	0.16	0.25	0.33	0.30	0.97		9.40
DETECTOR CHECKS	0.02	0.03	0.02	0.01	0.01	0.01	0.01	0.00	0.01	0.00	0.00		0.14
NON-RES. IRRIGATION	2.48	1.52	3.54	2.25	0.94	0.20	0.13	0.11	0.10	0.14	1.61		13.02
RAW WATER	4.20	4.98	6.48	7.25	4.17	2.63	0.00	3.23	0.00	2.90	8.31		44.14
PORTABLE METERS	0.34	0.46	0.32	0.34	0.32	0.07	0.07	0.08	0.06	0.09	0.19		2.33
CONSTRUCTION	0.38	0.37	0.29	0.27	0.26	0.23	0.21	0.20	0.21	0.21	0.23		2.88
TOTAL - MG	51.55	52.35	53.31	50.44	43.54	35.82	31.87	31.89	30.73	35.39	47.71	0.00	464.58

[illegible]**FY2024**

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	MG to Date
RESIDENTIAL	24.40	25.26	26.27	24.96	22.90	21.49	20.13	17.91	19.14	19.21	21.74	25.46	268.84
COMMERCIAL	2.73	2.96	2.92	2.93	2.66	2.74	2.33	2.39	2.50	2.54	2.80	3.21	32.72
RESTAURANT	1.50	1.54	1.70	1.57	1.46	1.28	1.26	1.17	1.31	1.37	1.45	1.62	17.22
HOTELS/MOTELS	2.56	2.65	2.73	2.51	2.24	1.92	1.85	1.51	1.86	1.77	2.11	2.46	26.18
SCHOOLS	0.41	0.79	0.68	0.48	0.45	0.25	0.14	0.16	0.15	0.19	0.20	0.36	4.25
MULTI DWELL	2.41	2.55	2.60	2.46	2.44	2.34	2.32	2.11	2.32	2.23	2.33	2.56	28.67
BEACHES/PARKS	0.48	0.49	0.39	0.37	0.33	0.26	0.16	0.13	0.18	0.19	0.24	0.55	3.78
AGRICULTURE	1.86	3.04	1.63	1.46	1.63	1.43	1.19	1.25	1.77	1.88	1.99	2.06	21.22
RECREATIONAL	0.18	0.16	0.17	0.15	0.14	0.14	0.11	0.11	0.15	0.15	0.16	0.26	1.88
MARINE	0.28	0.35	0.35	0.26	0.28	0.27	0.28	0.45	0.34	0.24	0.26	0.29	3.65
RES. IRRIGATION	1.25	1.38	1.40	1.32	0.90	0.56	0.29	0.23	0.17	0.17	0.70	1.19	9.56
DETECTOR CHECKS	0.01	0.02	0.02	0.01	0.03	0.01	0.01	0.01	0.02	0.01	0.01	0.02	0.16
NON-RES. IRRIGATION	0.33	0.71	1.31	0.35	0.31	0.18	0.15	0.11	0.05	0.08	0.17	1.16	4.91
RAW WATER	3.49	7.33	5.45	8.34	4.22	2.24	0.00	0.00	0.00	4.93	0.00	3.85	39.85
PORTABLE METERS	0.17	0.24	0.20	0.21	0.12	0.04	0.08	0.02	0.06	0.07	0.23	0.40	1.85
CONSTRUCTION	0.50	0.53	0.52	0.47	0.44	0.43	0.40	0.38	0.36	0.37	0.41	0.46	5.27
TOTAL - MG	42.54	50.00	48.35	47.87	40.54	35.57	30.72	27.95	30.39	35.38	34.78	45.90	470.00

Running 12 Month Total	470.00
12 mo Residential	268.84
12 mo Non Residential	201.16

MONTH		May-25									
Coastside County Water District Monthly Discharge Report											
EMERGENCY MAIN AND SERVICE REPAIRS											
C o u n t	Date Reported Discovered	Time Reported	Date Repaired	Time Repaired	Estimated Duration of Leak	(Identifier) Location	Estimated Water Volume Loss (MG)	Class Type	Material Type	Size (Inches)	Work Order Number
1											
2											
3											
4											
5											
6											
7											
8											
						Total	0.000				

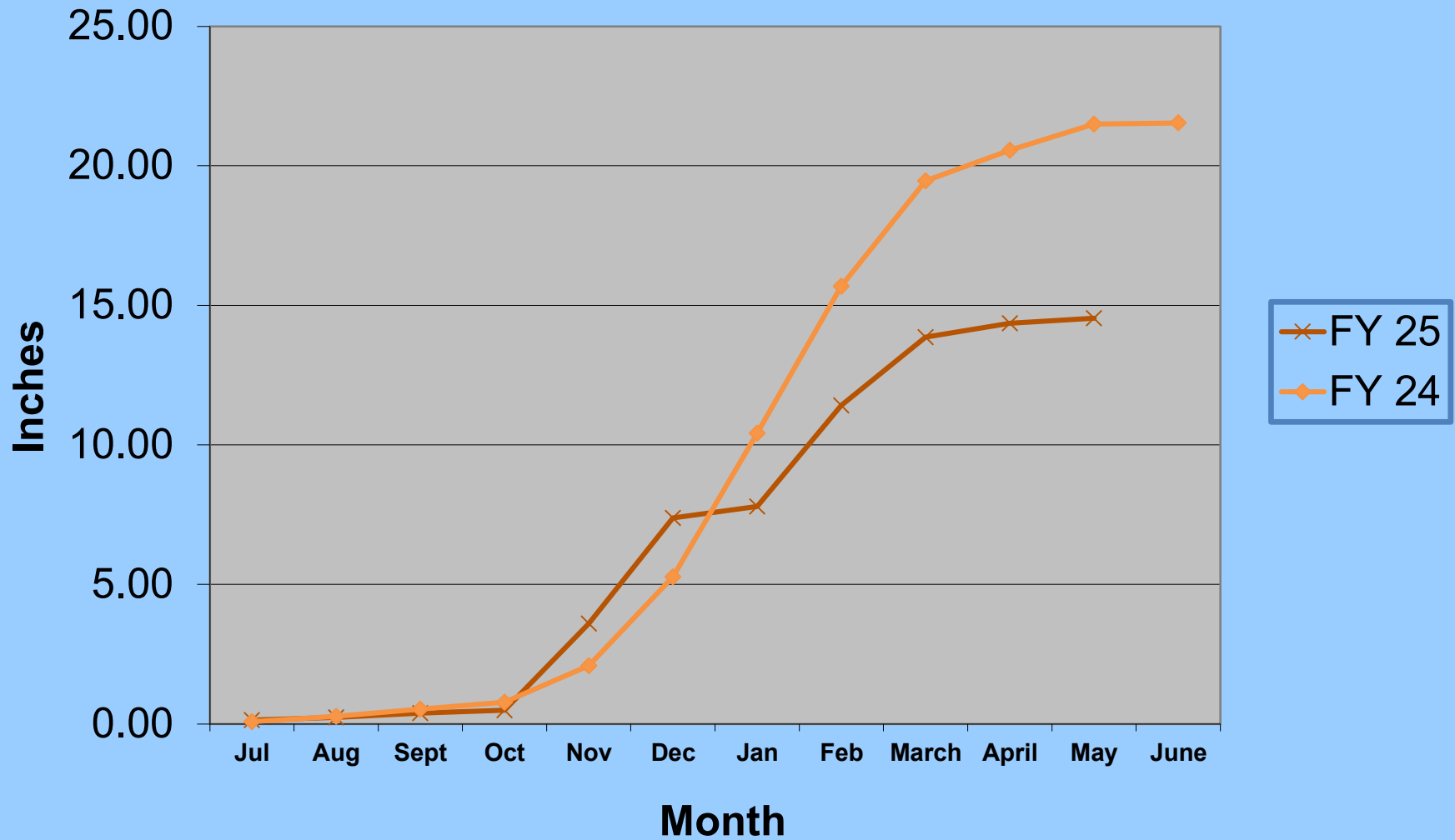
OTHER DISCHARGES	
Total Volumes (MG)	
Flushing Program	0.013
Reservoir Cleaning	0.000
Automatic Blowoffs	0.208
Dewatering Operations	0.000
Other (includes flow testing)	0.000
DISCHARGES GRAND TOTAL (MG)	
0.221	

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

Nunes
Rainfall in Inches

	2024						2025					
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1	0.01	0.01	0.00	0.00	0.08	0.00	0.00	0.13	0.00	0.38	0.00	
2	0.00	0.01	0.00	0.00	0.01	0.00	0.00	0.08	0.05	0.00	0.00	
3	0.00	0.00	0.00	0.00	0.00	0.00	0.22	0.09	0.00	0.00	0.00	
4	0.00	0.01	0.00	0.00	0.00	0.00	0.05	1.22	0.00	0.00	0.00	
5	0.00	0.01	0.00	0.00	0.00	0.00	0.00	0.00	0.11	0.00	0.00	
6	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.29	0.06	0.00	0.00	
7	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.12	0.00	0.08	0.00	
8	0.01	0.00	0.00	0.00	0.00	0.00	0.00	0.01	0.00	0.00	0.00	
9	0.00	0.00	0.00	0.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
11	0.01	0.01	0.00	0.00	0.37	0.41	0.00	0.07	0.00	0.00	0.00	
12	0.00	0.01	0.00	0.00	0.00	0.25	0.00	0.45	0.63	0.00	0.11	
13	0.00	0.00	0.00	0.01	0.00	0.36	0.00	0.96	0.17	0.00	0.00	
14	0.01	0.00	0.01	0.02	0.00	0.69	0.00	0.04	0.56	0.00	0.00	
15	0.00	0.00	0.02	0.00	0.01	0.00	0.00	0.00	0.00	0.00	0.00	
16	0.00	0.00	0.00	0.00	0.00	0.12	0.00	0.00	0.21	0.00	0.00	
17	0.00	0.02	0.01	0.00	0.04	0.00	0.00	0.01	0.16	0.03	0.01	
18	0.00	0.01	0.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.10	0.04	0.00	0.00	
20	0.00	0.00	0.02	0.00	0.30	0.00	0.00	0.01	0.00	0.00	0.00	
21	0.01	0.00	0.00	0.00	0.17	0.22	0.00	0.00	0.00	0.00	0.00	
22	0.00	0.00	0.01	0.00	1.76	0.35	0.00	0.00	0.00	0.01	0.00	
23	0.00	0.00	0.01	0.00	0.02	0.28	0.00	0.00	0.00	0.00	0.00	
24	0.00	0.00	0.00	0.00	0.00	0.21	0.00	0.03	0.00	0.00	0.00	
25	0.00	0.00	0.00	0.00	0.24	0.00	0.01	0.01	0.00	0.00	0.00	
26	0.00	0.00	0.01	0.00	0.11	0.51	0.00	0.00	0.01	0.00	0.04	
27	0.01	0.00	0.00	0.00	0.00	0.07	0.00	0.00	0.16	0.00	0.00	
28	0.01	0.00	0.01	0.00	0.00	0.08	0.00	0.00	0.00	0.00	0.01	
29	0.02	0.00	0.00	0.00	0.00	0.22	0.00		0.01	0.00	0.00	
30	0.04	0.00	0.01	0.00	0.00	0.01	0.00		0.02	0.00	0.00	
31	0.01	0.00		0.05		0.00	0.13		0.26		0.01	
Mon.Total	0.14	0.09	0.15	0.11	3.11	3.78	0.41	3.62	2.45	0.50	0.18	
Year Total	0.14	0.23	0.38	0.49	3.60	7.38	7.79	11.41	13.86	14.36	14.54	

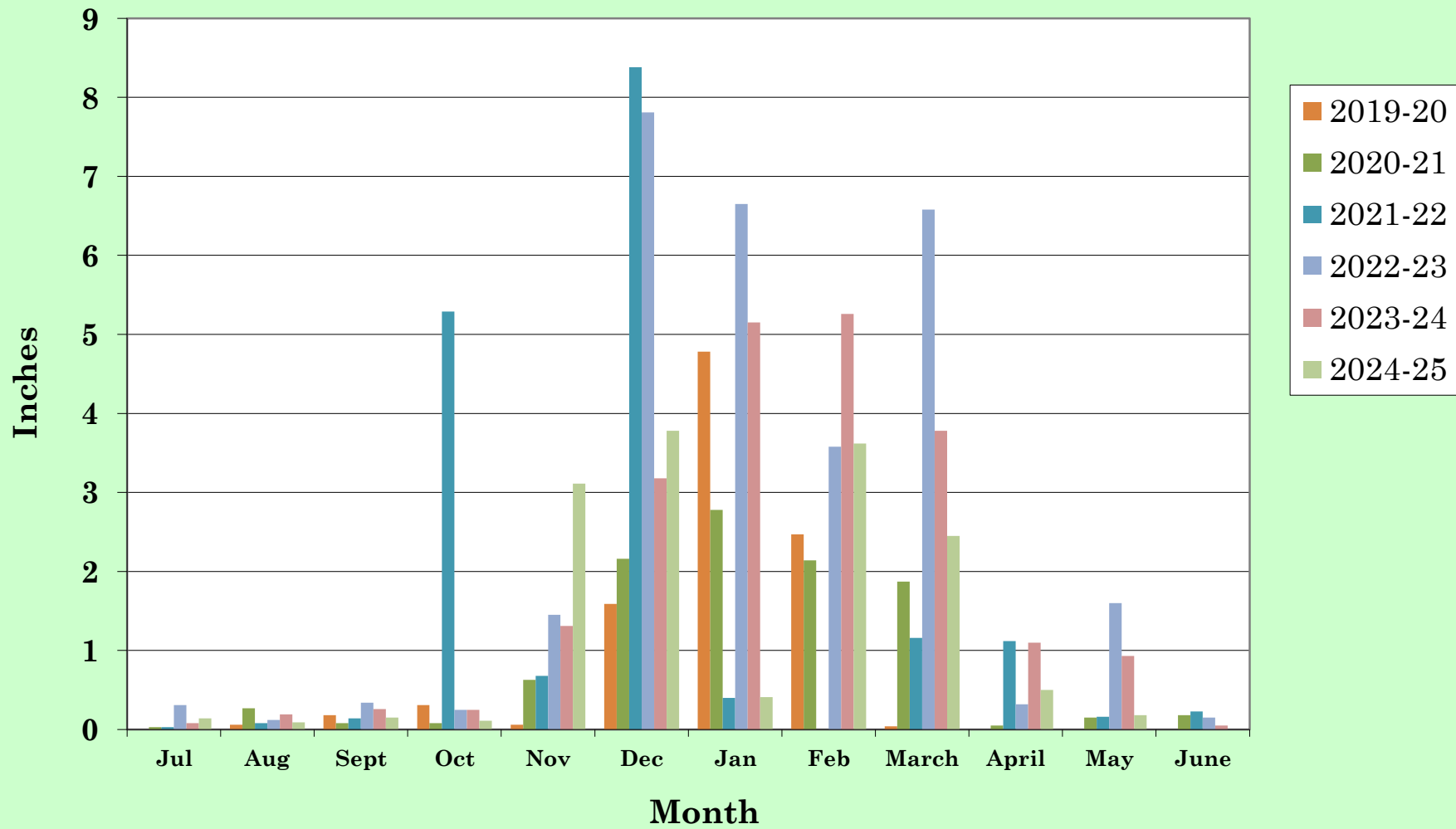
Rainfall Total Comparison Fiscal Years 2024-25 vs. 2023-2024



Coastside County Water District

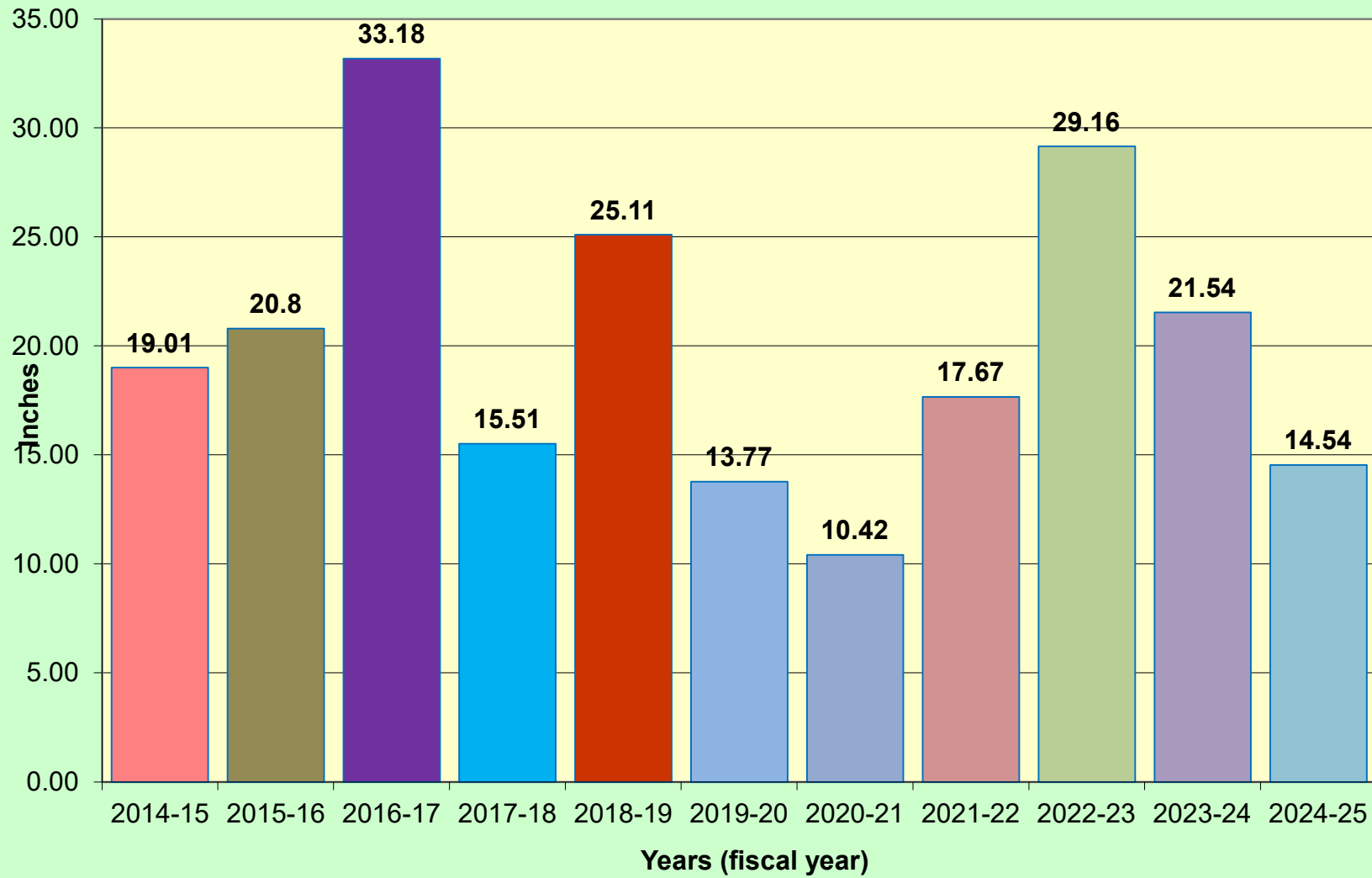
Rainfall by Month

Fiscal Years 20 - 25



Rain Totals

Fiscal Years 15 - 25



STAFF REPORT

To: Coastside County Water District Board of Directors

From: Jeffrey Schneider, Assistant General Manager – Finance & Administration

Agenda: June 10, 2025

Report Date: June 6, 2025

Agenda Title: Public Hearing on Status of Vacancies and Recruitment and Retention Efforts (AB 2561)

Recommendation:

Hold a Public Hearing pursuant to California State Assembly Bill 2561 (California Government Code 3502.3) report on the status of District vacancies, recruitment and retention efforts.

Background:

Assembly Bill (AB) 2561 was signed into law September 22, 2024 and became effective January 1, 2025. AB 2561 adds section 3502.3 to the section of the CA Government Code known as the Meyers-Milias-Brown Act (which authorized public employees to form/join organizations to represent them for labor relations purposes).

AB 2561 seeks to ensure that public agencies are appropriately staffed and that high vacancy rates do not impact staff turnover and service delivery. The Bill outlines requirements for public agencies to conduct a public hearing each year prior to budget adoption, to report on vacancies, recruitment, and retention efforts.

AB 2561 also provides for recognized employee organizations to have the opportunity to make a presentation to the Board. Teamsters Local 856, the recognized employee organization for represented employees at the District, has been notified of this agenda item and invited to make a related presentation.

At the public hearing, Staff will provide an update on current vacancies within the bargaining unit (“represented staff”) as well as for non-represented staff and will comment on the District’s recruiting and retention efforts.

STAFF REPORT**Agenda: June 10, 2025****Subject: Public Hearing and Report in Compliance with AB2561****Page : 2**

Vacancy Rates:

The District's vacancy rates typically reflect a stable workforce. A reorganization approved by the District's Board of Director's at the May 13, 2025 Regular Board Meeting resulted in the addition of two positions to the District's organizational chart. Five of the represented employees were promoted as a result of the reorganization, leaving positions open to be backfilled. A non-represented employee was also promoted. Two represented employees were promoted into the two newly created non-represented management level positions.

The following chart shows open positions as of May 1, 2025 as compared to the District's FY2024-2025 Budget and at June 1, 2025 after the reorganization. On May 1, 2025, the District had two open positions or an 8% vacancy rate for represented staff and a 10% vacancy rate for non-represented staff.

As of June 1, 2025, given the May, 2025 position additions and staff promotions, the vacancy rate for represented staff grew to 23%, while dropping to 8% for non-represented staff. Staff expects each of the currently vacant positions to be filled quickly through a combination of internal promotions and recruitment. In May 2025, the District hired two temporary Maintenance Workers who will have an opportunity to apply for a permanent Maintenance Worker or Operator position in the future.

May 1, 2025	FY 2024-25 Budgeted Employee Count	# of Vacancies	Vacancy Rate	Vacant Positions
Represented	13	1	8%	Maintenance Worker
Non-Represented	10	1	10%	Superintendent
Totals	23	2	9%	

June 1, 2025	May 13, 2025 Reorganization Employee Count	# of Vacancies	Vacancy Rate	Vacant Positions
Represented	13	3	23%	Maintenance Worker, Sr. Operator (Dist), Operator (Treatment)
Non-Represented	12	1	8%	Customer Service Rep II
Totals	25	4	16%	

Recruitment Efforts:

The District strives to recruit local talent who are committed to the community and will be available when operational needs arise during off-hours. One of the District's most successful tools is staff referrals, an indication of staff's commitment to the District, the

career opportunities that exist here, and satisfaction with how the District is being managed.

Recruiting methods include posting jobs on the District's website, in the Half Moon Bay Review and Pacifica Tribune and various water agency job boards; word-of-mouth / referrals via existing staff; participating in local job fairs conducted by the Chamber of Commerce and local high schools; and posting jobs on local community college jobsites.

Hiring Process Data – Represented Positions:

As noted above, 3 positions are open as of June 1, 2025, or a 23% vacancy rate given the May 2025 reorganization and promotion of five of the represented staff. These open positions include:

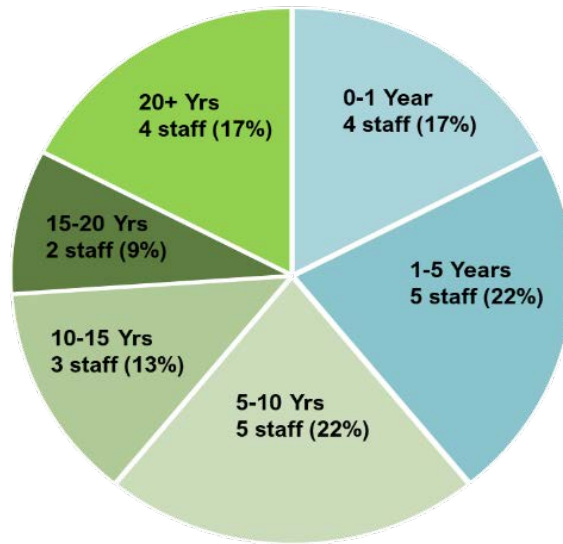
1. Maintenance Worker: vacant since January 14, 2025. From nine applications, two temporary maintenance workers were hired in May and have the opportunity to be converted to permanent status, with two positions potentially available to them: Operator and Maintenance Worker, which could occur within the next 60-90 days.
2. Senior Operator – Distribution: it is likely that this role, vacant since May 17, 2025, will be filled internally in the next 30 days, which will necessitate “back-filling” the vacated Operator role through recruiting activities or the placement of one of the newly hired temporary maintenance workers.
3. Operator – Treatment: this role has only been vacant since May 31, 2025, and is expected to be filled through recruitment activities within the next 60-90 days.

Retention Efforts:

The District is committed to cultivating an environment where employees feel valued and supported, which has led to modest turnover and a tendency for staff to see their roles with the District as opportunities for long-term, stable careers. The District:

- Provides competitive salaries and benefits plans (as validated by the District's 2024-25 compensation study);
- Offers training and development programs, which include on-going certification and other technical training, and leadership skills;
- Conducts annual performance reviews which call for development plans for all staff;
- Supports succession planning, as evidenced by recent promotions which have affected seven key positions across all District departments.

The following chart documents the years of service for the District's staff and illustrates the success of the District in retaining its staff:



Other AB 2561 Requirements

AB 2561 requires employers with greater than 20% vacancies among the represented employees to identify any necessary changes to policies, procedures, and recruitment activities that could be obstacles in the hiring process. Staff have not identified the need for changes at this time, however, staff will continue to look for opportunities to improve the effectiveness and efficiency of the hiring process.

AB 2561 also requires the employer to identify opportunities to improve compensation and other working conditions. The District completed a compensation study earlier this fiscal year and no base salary issues were identified for represented positions. In addition, the District's benefits offerings were found to be extremely competitive.

The District also focuses on providing a safe and productive working environment for its field and office staff. Consistently favorable workers' compensation findings support the emphasis on safety.



Assembly Bill No. 2561

Public Hearing on Vacancies

Coastside County Water District (CCWD)

Presented by Jeffrey Schneider, Assistant General Manager – Finance and Administration

CCWD Board Meeting: June 10, 2025

Overview - AB 2561

- Signed into Law September, 2024; Effective January 1, 2025; adds section 3502.3 to CA Government Code;
- Seeks to ensure that public agencies are appropriately staffed and that high vacancy rates do not impact staff turnover and service delivery;
- Public Agencies are required to report, in an annual public hearing, the status of vacancies, recruitment, and retention efforts prior to the adoption of the final budget;
- Identify changes needed to policies, procedures, or recruitment activities that may currently hinder the hiring process;
- Recognized employee organizations may make a presentation during the public hearing;
- Additional requirements apply if vacancies within a bargaining unit exceed 20%.

CCWD Vacancy Rates

Vacancy rates reflect a relatively stable work-force; vacancies as of June 1, 2025 reflect the temporary impact of open positions created by the District's reorganization that was approved by the Board of Directors on May 13, 2025.

May 1, 2025	FY 2024-25 Budgeted Employee Count	# of Vacancies	Vacancy Rate	Vacant Positions
Represented	13	1	8%	Maintenance Worker
Non-Represented	10	1	10%	Superintendent
Total Count	23	2	9%	

June 1, 2025	May 13, 2025 Reorganization Employee Count	# of Vacancies	Vacancy Rate	Vacant Positions
Represented	13	3	23%	Maintenance Worker, Senior Operator, Operator
Non-Represented	12	1	8%	Customer Service Rep II
Total Count	25	4	16%	

CCWD Vacancy Details

Represented Positions			
Position	Date Vacated	Reason For Vacancy	Date Filled
Treatment Plant Supervisor	5/17/25	Promotion	5/17/25
Distribution Supervisor	5/17/25	Promotion	5/17/25
Sr. Treatment Operator	5/17/25	Promotion	5/31/25
Sr. Distribution Operator	5/17/25	Promotion	OPEN
Treatment Operator	5/31/25	Promotion	OPEN
Maintenance Worker *	1/14/25	Temp to Perm	OPEN
Non-Represented Positions			
Customer Service Rep II	5/17/25	Promotion	OPEN

* Special Note: Two temporary maintenance workers were hired in May, 2025 and could be candidates for the permanent Maintenance Worker or Operator positions.

RECRUITMENT EFFORTS

CCWD strives to recruit local talent to fill open positions.

Recruiting methods include:

- Word-of-mouth / staff referrals;
- Posting jobs on the District's web-site, Half Moon Bay Review and Pacifica Tribune;
- Participating in local job fairs (local schools and the Chamber of Commerce);
- Posting jobs on local community college job-sites (Canada and CSM).

Staff have determined that no obstacles presently exist in the hiring process that may warrant changes to policies, procedures, or recruitment activities (3502.3(3))

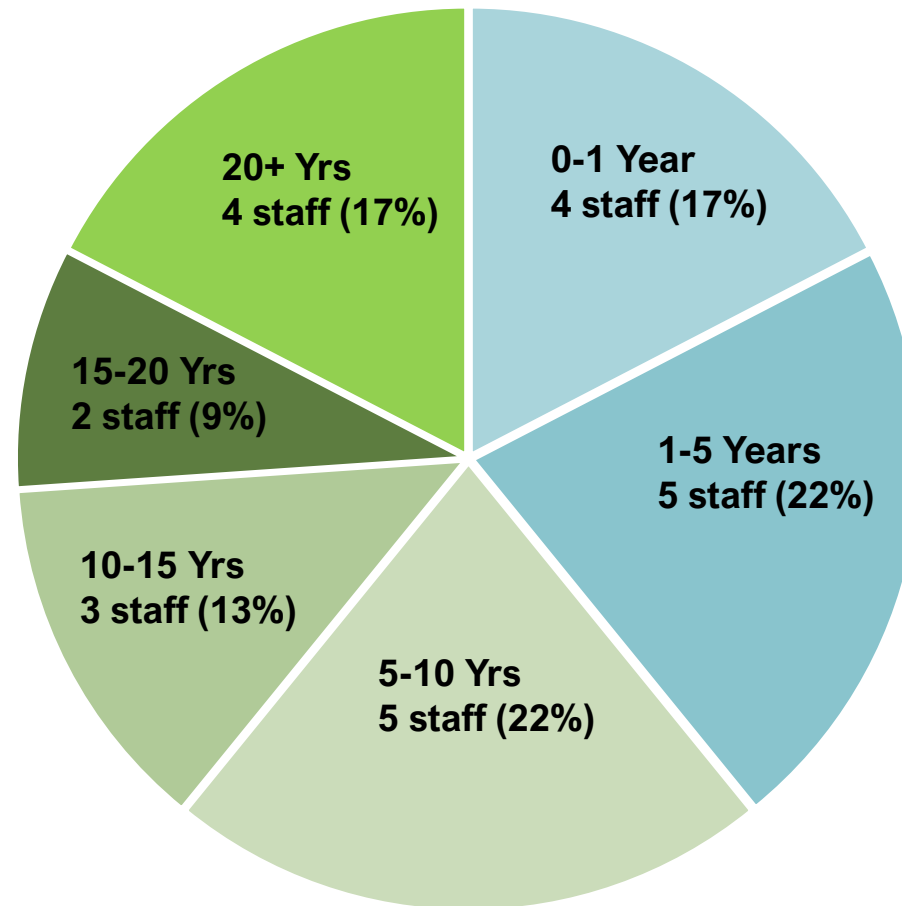
RETENTION EFFORTS

CCWD devotes considerable effort toward fostering employee satisfaction, which has led to very modest turnover and a tendency for staff to see their roles with the District as opportunities for long-term, stable careers.

- Competitive salaries (including certification pay) and benefits plans;
- Training and development programs;
- Annual performance reviews;
- Succession planning;
- Employee wellness programs;
- District-wide events where staff achievements are celebrated;
- Encouraging community involvement.

RETENTION EFFORTS – Years of Service

61% of Staff have more than 5 years of Service with the District



QUESTIONS/COMMENTS?

THANK YOU

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: June 10, 2025

Date: June 6, 2025

Agenda Title: 1) Consider Resolution 2025-03 Approving an Amendment to the Amended and Restated Water Supply Agreement Between the City and County of San Francisco and Wholesale Customers in Alameda County, San Mateo County, and Santa Clara County
2) Consider Resolution 2025-04 Approving Tier 2 Drought Response Implementation Plan Pursuant to Section 3.11.C of the Amended and Restated Water Supply Agreement Between the City and County of San Francisco and Wholesale Customers in Alameda County, San Mateo County, and Santa Clara County

Recommendation/Motion:

- 1) Adopt Resolution 2025-03 Approving an Amendment to the Amended and Restated Water Supply Agreement Between the City and County of San Francisco and Wholesale Customers in Alameda County, San Mateo County, and Santa Clara County; and**
- 2) Adopt Resolution 2025-04 Approving Tier 2 Drought Response Implementation Plan Pursuant to Section 3.11.C of the Amended and Restated Water Supply Agreement Between the City and County of San Francisco and Wholesale Customers in Alameda County, San Mateo County, and Santa Clara County**

Summary:

This staff report provides an overview of two important water supply reliability contract actions:

1. An amendment to the Amended and Restated Water Supply Agreement between the City and County of San Francisco and Wholesale Customers in Alameda County, San Mateo County and Santa Clara County (WSA): This amendment addresses three key areas:
 - a. Minimum Purchase Requirements: Modifies Minimum Purchase requirements to align with evolving water supply conditions.

- b. Tier 1 Water Shortage Allocation Plan (Tier 1 Plan): Establishes a new method for considering collective Wholesale Customer SFPUC purchases when determining how excess use charges will be applied.
 - c. Updates: Revisions to address discrete issues that arose over the course of implementing the WSA.
- 2. An updated Tier 2 Drought Response Implementation Plan (Tier 2 Plan): The Tier 2 Plan provides the method for allocating water from the San Francisco Regional Water System (RWS) among the Wholesale Customers during periods of shortage caused by drought.

Background:

Water Supply Agreement History

In June 2009, Coastside County Water District entered into a Water Supply Agreement with the City and County of San Francisco (San Francisco) and Wholesale Customers in Alameda County, San Mateo County and Santa Clara County (2009 WSA). The 2009 WSA establishes the terms by which the twenty-six Wholesale Customers purchase water from the RWS. The 2009 WSA builds upon the 1984 "Settlement Agreement and Master Water Sales Contract between the City and County of San Francisco and Certain Suburban Purchasers in San Mateo County, Santa Clara County and Alameda County."

In September 2017, the Bay Area Water Supply and Conservation Agency (BAWSCA) and the Water Management Representatives (WMR) of the BAWSCA member agencies began reviewing the issue of Minimum Purchase Requirements, as described in Section 3.07.C of the WSA, and discussing the creation of a process to transfer minimum annual purchase quantities among the Wholesale Customers. Throughout 2017 and 2018, the WMR held multiple meetings during which the agencies currently subject to Minimum Purchase Requirements (Original Minimum Purchase Customers) and the other Wholesale Customers shared their interests and concerns regarding changes to the Minimum Purchase Requirements and allowing transfers of minimum annual purchase quantities.

In 2019, Coastside County Water District approved the 2018 Amended and Restated WSA (2018 WSA), at which time the Wholesale Customers expressed a collective interest in working together to develop a process for the expedited and permanent transfer of minimum annual purchase quantities. The Wholesale Customers directed BAWSCA to facilitate negotiation of a new WSA amendment to provide a procedure for expedited and permanent transfers of minimum annual purchase quantities in a manner that safeguards the financial and water supply interests of

Wholesale Customers not participating in such transfers. This amendment was memorialized in the 2021 Amended and Restated WSA (2021 WSA).

Tier 2 Plan Negotiations and Development of Minimum Purchase Quantity Reset Proposal

In January 2022, BAWSCA began facilitating an update to the Tier 2 Plan, the method for allocating water from the RWS among the Wholesale Customers during shortages caused by drought. The Tier 2 Plan is an agreement among the twenty-six Wholesale Customers, and must be unanimously adopted by them. Each Wholesale Customer appointed a lead negotiator to represent the interests of its agency in the negotiations. (For Coastside County Water District, Mary Rogren, General Manager, served as the lead negotiator accompanied by Cathleen Brennan, Water Resource Analyst.) Between January 2022 and June 2024, BAWSCA and the lead negotiators, supported by a consulting firm providing technical and modeling expertise, met at least 62 times, most often for half-day, in-person meetings and smaller virtual sub-group sessions, to negotiate the terms of the updated Tier 2 Plan.

In November 2021, San Francisco declared a water shortage emergency in response to the Governor's executive action declaring a drought state of emergency across most of California. This action triggered implementation of the Tier 1 and Tier 2 Plans by BAWSCA and San Francisco for the first time.

Throughout the two and a half years of Tier 2 Plan negotiations, the Wholesale Customers gained insight into unique characteristics of each agency and specific challenges related to water supplies and droughts. During these discussions, Wholesale Customers subject to the Minimum Purchase requirements (Minimum Purchase Customers) articulated the unique challenges that the Minimum Purchase Requirements present. More detailed information about these issues is provided in Attachment A, the Summary of the WSA Amendments.

In June 2023, following several years of discussions regarding the Minimum Purchase Requirements, the SFPUC proposed amending the 2021 WSA to reset the existing minimum annual purchase quantities to align with current water consumption trends, while protecting investment in the RWS. For the remainder of 2023, the SFPUC, the Original Minimum Purchase Customers, and BAWSCA held multiple meetings to identify amendments that would address challenges related to the Minimum Purchase Requirements. Once the SFPUC and the Original Minimum Purchase Customers finalized their recommended amendments to the Minimum Purchase Requirements, the Original Minimum Purchase Customers presented the proposals to the broader Wholesale Customers' group to secure their support. Negotiations among the Wholesale Customers were concluded in Fall 2024.

In June 2024, the lead negotiators concluded negotiations on the updated Tier 2 Plan. The lead negotiators for the District (Mary Rogren and Cathleen Brennan) were able to obtain an exception to the Base Period SFPUC reliance calculation in the Tier 2 Plan given the District's unique challenges in efforts to perfect the District's water rights and given the District's limited ability to use local surface water sources in a drought. The agency representatives collectively agreed that they were ready to recommend the Tier 2 Plan to their governing boards for adoption. A summary of the Tier 2 Plan is provided in Attachment B.

Tier 1 Plan Amendment

In Fall of 2024, all twenty-six Wholesale Customers and San Francisco negotiated an amendment to the Tier 1 Plan in the WSA to incorporate a new "Tier 1 Family Plan," whereby San Francisco may only apply excess use charges to Wholesale Customers who exceed their individual shortage allocation when the collective Wholesale Customer usage exceeds the Tier 1 allocation. A more detailed summary of the WSA amendments are provided in Attachment A.

Recommendations

Staff recommends the Coastside County Water District Board of Directors approve:

1. A Resolution, approving revisions included in Exhibit A to the Resolution amending the Amended and Restated Water Supply Agreement Between the City and County of San Francisco Wholesale Customers in Alameda County, San Mateo County, and Santa Clara County (WSA), approving those revisions to be incorporated into a revised WSA dated as of 2025, and authorizing the General Manager to execute such Agreement when final execution copies are prepared and distributed by BAWSCA; and
2. The Resolution approving the Tier 2 Drought Response Implementation Plan.

Attachments

- A. Summary of WSA Amendments
- B. Summary of Tier 2 Plan
- C. Resolution 2025-03 Approving an Amendment to the Amended and Restated Water Supply Agreement Between the City and County of San Francisco and Wholesale Customers in Alameda County, San Mateo County, and Santa Clara County

- D. Resolution 2025-04 Approving Tier 2 Drought Response Implementation Plan Pursuant to Section 3.11.C of the Amended and Restated Water Supply Agreement

Attachment A: Summary of WSA Amendments

1. Minimum Purchase Requirements

Existing Section 3.07 of the 2021 WSA provides that four Wholesale Customers (Alameda County Water District and the Cities of Milpitas, Mountain View, and Sunnyvale, collectively, the “Original Minimum Purchase Customers”) may purchase water from sources other than from San Francisco, but they are each obligated to purchase a specific minimum annual quantity of water from the San Francisco, referred to as a “Minimum Purchase Requirement.” If a Minimum Purchase Customer does not meet its Minimum Purchase Requirement in a particular fiscal year, it must pay San Francisco for the difference between its metered water purchases during the fiscal year and its minimum annual purchase quantity set forth in Attachment E of the 2021 WSA.

It is assumed that the Minimum Purchase Requirements were originally designed to prevent four specific multi-source agencies from shifting from the RWS to other imported water sources. However, changed conditions, including recurring droughts, improved water use efficiency, and investments in local supplies have reduced demand on the RWS. Despite these improvements, the RWS remains vulnerable to severe droughts, prompting the San Francisco Public Utilities Commission (SFPUC) to invest in alternative water supplies. The Minimum Purchase Customers are well-positioned to develop their own local, drought-resilient supplies, which would reduce the regional dry-year supply gap, improving reliability of the RWS for all users. These amendments may reduce a perceived existing disincentive to improve efficiency and develop alternative supplies.

1.1. Reduction of Minimum Annual Purchase Quantities (MPQ)

MPQs set in the 1984 Settlement Agreement and Master Water Sales Contract (1984 Contract) were calculated based on 80% of each of the four Original Minimum Purchase Customer’s purchases from the RWS in the 1980s. The MPQs were later reduced by 5% as part of the 2009 WSA. Upon adoption of this amendment, the minimum annual purchase quantities of the Original Minimum Purchase Customers will be reset to 80% of each of the Minimum Purchase Customer’s average purchases from the most recent four non-drought years and the amendment will establish a continuing, periodic review of the minimum annual purchase quantities on a 10-year schedule.

1.2. Rebound Year Minimum Annual Purchase Quantity

Existing Section 3.07.C of the 2021 WSA provides that Minimum Purchase Requirements will be waived during drought, other period of water shortage on the RWS, or if the Governor declares a state of emergency that impacts water

supply use or deliveries from the RWS. Minimum Purchase Requirements are reinstated in the first year immediately following a drought. However, water use does not rebound to pre-drought levels for several years, depending on the level of conservation achieved.

The amendment provides a temporary, one-year reduction in the minimum annual purchase quantities equal to half of the demand reduction from pre-drought levels to allow for drought rebound. For example, if a Minimum Purchase Customer's pre-drought use and minimum annual purchase quantity are 10 million gallons per day (MGD) and drought RWS purchases are 8 MGD, the Rebound Year minimum annual purchase quantity will be set at 9 MGD.

1.3. Collective Minimum Annual Purchase Quantities Considered Before Application of Imputed Sales

Existing Section 3.07 of the 2021 WSA provides that if a Minimum Purchase Customer does not meet its Minimum Purchase Requirement in a particular fiscal year, it must pay the SFPUC for the difference between its metered water purchases during the fiscal year and its minimum annual purchase quantity. This amendment provides that the collective purchases from Original Minimum Purchase Customers will be considered together before an individual Original Minimum Purchase Customer is required to pay the difference between its metered water purchases and its Minimum Purchase Requirement. If collective purchases are more than the sum of minimum annual purchase quantities, payments to the SFPUC for an Original Minimum Purchase Customer(s) who did not meet its Minimum Purchase Requirement will not be required. If collective purchases are less than the sum of minimum annual purchase quantities, payments to the SFPUC for an Original Minimum Purchase Customer(s) who did not meet its Minimum Purchase Requirement will be proportionate to its share of total under usage.

2. Tier 1 Water Shortage Allocation Plan

The Tier 1 Water Shortage Allocation Plan ("Tier 1 Plan" included as Attachment H of the WSA) is the method and process for allocating water from the RWS between San Francisco retail customers and the Wholesale Customers collectively during system-wide shortages caused by drought of 20% or less. Section 3.11.C.3 of the WSA provides that the SFPUC will honor allocations of water among the Wholesale Customers ("Tier 2 Allocations") provided by BAWSCA or if unanimously agreed to by all Wholesale Customers.

The Tier 1 and Tier 2 Plans were implemented for the first time during the 2021 to 2023 drought. During the 2014 to 2017 drought, the Tier 1 and Tier 2 Plans were superseded by state-wide mandates from the Governor. During Tier 2 Plan negotiations, BAWSCA, the SFPUC, and the Wholesale Customers agreed to update the Tier 1 Plan to add a new “Tier 1 Family Plan.”

When the SFPUC declares a shortage emergency, it determines whether voluntary or mandatory rationing is required. At the end of the 12-month drought period, each Wholesale Customer’s purchases from the RWS are compared to their annual drought allocation. Excess use charges are only applied during mandatory rationing periods.

The new Tier 1 Family Plan ensures that excess use charges are only applied when the collective Wholesale Customer usage exceeds the Tier 1 allocation. If this occurs, excess use charges will be proportionally applied to agencies that exceeded their individual Tier 2 Allocations.

For example, if the twenty-six Wholesale Customers collectively exceed the Tier 1 allocation by 2 MGD, and only two agencies exceed their Tier 2 Allocations by 3 MGD each, then these two agencies will share the excess use charges proportionally.

3. General Updates to the WSA

Sections 2.03, 3.09, 9.07, and Attachment A, Definitions of “Imputed Sales” and “Level of Service Goals and Objectives” have been updated with current cross references, dates and corrections.

Attachment B: Summary of Tier 2 Plan

The WSA authorizes the Wholesale Customers to adopt a methodology for allocating the water collectively available from the RWS among the twenty-six Wholesale Customers during system-wide shortages caused by drought (the Tier 2 Plan). San Francisco is not a party to the Tier 2 Plan. The existing Tier 2 Plan was adopted in 2011 and was originally set to expire in 2018. In 2018, the California State Legislature passed two bills to implement a long-term framework for water use efficiency, commonly referred to as, “Making Water Conservation a California Way of Life.” These bills were anticipated to impact urban water use, and the extent of those impacts to the Wholesale Customers was unknown at the time. As such, the WMR instructed BAWSCA to hold off on initiating an update to the existing Tier 2 Plan. In 2018, and every year since, the BAWSCA Board of Directors (BAWSCA Board) has extended the term of the exiting Tier 2 Plan by one year. In 2024, the BAWSCA Board extended the term of the existing Tier 2 Plan through the end of 2025 and specified that the existing Tier 2 Plan will be superseded by an updated Tier 2 Plan once unanimously adopted by the twenty-six Wholesale Customers.

Since the existing Tier 2 Plan was adopted in 2011, conditions impacting water use have changed (e.g., water supply sources, water use trends, land use, and customer base). During the 2021 to 2023 drought, the Tier 1 and Tier 2 Plans were implemented for the first time. At that time, it became clear that the existing Tier 2 Plan no longer operated as originally intended and that an update was necessary.

The updated Tier 2 Plan maintains many of the key elements of the existing Tier 2 Plan, such as a rolling base period that captures service area growth over time and inclusion of Individual Supply Guarantee (ISG), but it also provides necessary updates to ensure a minimum supply of RWS water for base/indoor use for the portion of each service area where RWS is delivered.

1. Tier 2 Plan Update Process

Between January 2022 and June 2024, BAWSCA facilitated negotiations between the Wholesale Customers through a series of meetings, workshops, and workgroups to update the Tier 2 Plan. The Wholesale Customers began by reviewing the prior Plan and other shortage allocation plans throughout the state, then discussed and agreed upon policy principles for a revised Tier 2 Plan. BAWSCA, with support from a technical consultant team, introduced potential elements of a formula to align with the agreed upon policy principles. In monthly workshops, the Wholesale Customers discussed these options and provided feedback on which elements should be included, along with suggested refinements. These workshops, and the discussions, suggestions,

and comments expressed by the Wholesale Customers during this process, provided the primary forum through which the updated Tier 2 Plan was developed.

2. Tier 2 Plan Policy Principles

The Wholesale Customers collectively developed four policy principles to guide the development and performance of the updated Tier 2 Plan. These policy principles are outlined below.

- **Policy Principle #1** - Provide sufficient water for the basic health and safety needs of customers.
- **Policy Principle #2** - Minimize economic and other adverse impacts of water shortages on customers and the BAWSCA region.
- **Policy Principle #3** - Provide predictability of drought allocations through consistent and predetermined rules for calculation, while allowing for flexibility to respond to unforeseen circumstances.
- **Policy Principle #4** - Recognize benefits of, and avoid disincentives for, water use efficiency and development of alternative water supply projects.

3. Tier 2 Plan Allocation Formula

The updated Tier 2 Plan establishes a sequential allocation formula to determine how the available water from the RWS will be allocated among the individual Wholesale Customers. The allocation formula can generally be described as follows:

- The Minimum and Maximum Cutback establish the upper and lower bounds for each Wholesale Customer's final allocation. The Minimum Cutback is equal to 1/3 of the Overall Average Wholesale Customer Reduction, but no less than 5%. The Maximum Cutback is equal to 1.5 times the Overall Average Wholesale Customer Reduction.
- Each Wholesale Customer is allocated water on a residential per capita basis based on the State Indoor Water Use Efficiency Standard¹ and the portion of each Wholesale Customer's water demand met by the RWS.
- Each Wholesale Customer is allocated water based on its estimated non-residential indoor use by applying a cutback factor equal to half of the Overall

¹ SB 1157 (Hertzberg), signed into law in September 2022, established the standard for efficient indoor residential water use be 47 gallons per capita per day, lowering to 42 GPCD in 2030.

Average Wholesale Customer Reduction to each Wholesale Customer's estimated non-residential indoor demand, also known as Base Period purchase, from the RWS.

- Each Wholesale Customer is allocated water based on its estimated seasonal purchases from the RWS.
- Remaining water is allocated to bring each Wholesale Customer's final allocation as close to its "Target Allocation" as possible, while ensuring that each Wholesale Customer's final allocation is between the Minimum and Maximum Cutback bounds. The Target Allocation is based on a weighted share of (1) the Wholesale Customer's Base Period purchases from the RWS and (2) its ISG.

4. Tier 2 Plan Term

The term of the updated Tier 2 Plan is coordinated with the term of the WSA to avoid simultaneous renegotiation of these related agreements.

Proposed Water Supply Agreement (WSA) Contract Amendment

Regarding the Minimum Purchase Quantity (MPQ)

December 2024

What is the Minimum Purchase Requirement?

As early as the 1960s, four agencies with access to sources of supply not available to either San Francisco or the other Wholesale Customers were required to purchase a “minimum annual quantity of water” from the San Francisco Regional Water System (RWS).

The Minimum Purchase requirement guarantees an ongoing financial stake in the RWS and provides year-to-year financial stability for the RWS.

To encourage water conservation during droughts, MPQs are waived.

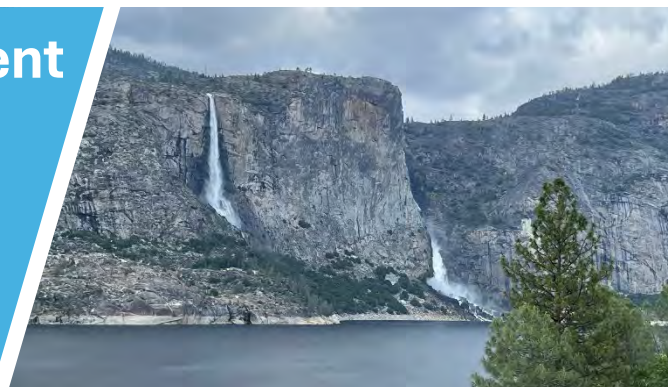
Why is the Minimum Purchase Amendment Needed?

The Minimum Purchase Quantities (MPQs) are no longer achieving their intended purpose given today’s conditions.

- Droughts, investments in water use efficiency, and development of local supplies have reduced demand on the RWS.
- The RWS is currently subject to severe drought and the SFPUC is investigating alternatives.
- MPQ agencies are well situated to develop local, drought resilient supplies, which improves reliability of the RWS for all users.
- Current MPQs disincentivize investments in local supplies.

Policy Considerations Driving the Minimum Purchase Amendment

- Acknowledge MPQ agencies' efforts toward permanent conservation and recycled water, while protecting the RWS from supply shifting based on cost.
- Reflect a realistic demand recovery period after droughts.
- Ensure cost impacts are shared between SF Retail and Wholesale Customers.
- Establish a process to prevent the current issues from recurring.



Proposed Amendment

The proposed amendment has three components:

1. MPQ Reset

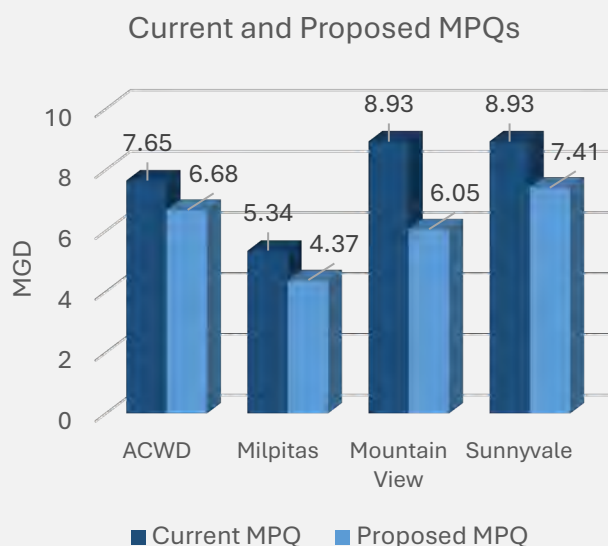
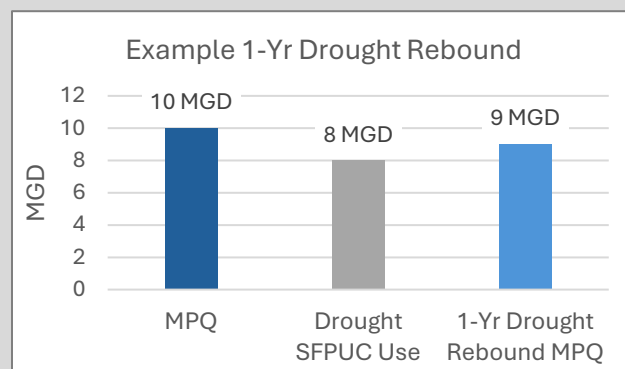
- MPQ reset at 80% of average SFPUC use from previous four non-drought years.
- Review every 10 years.

2. MPQ Family Plan

- Imputed sales will only be applied if the Minimum Purchase Agencies collectively use less than the sum of MPQ.

3. Drought Rebound

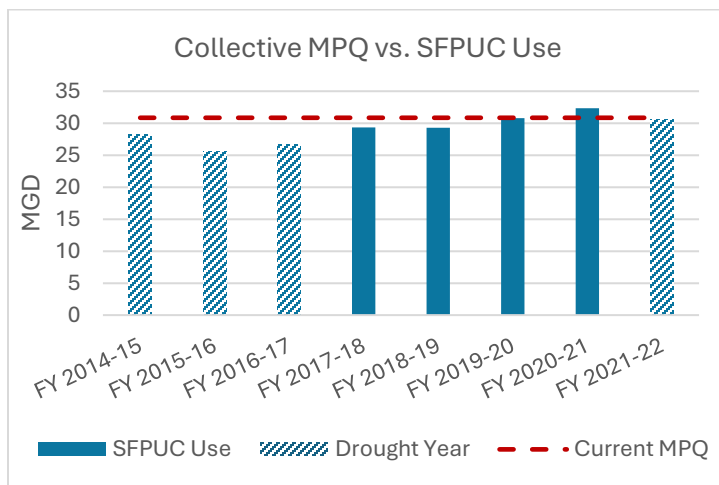
- One-year drought rebound MPQ set at the mid-point between drought use and MPQ.



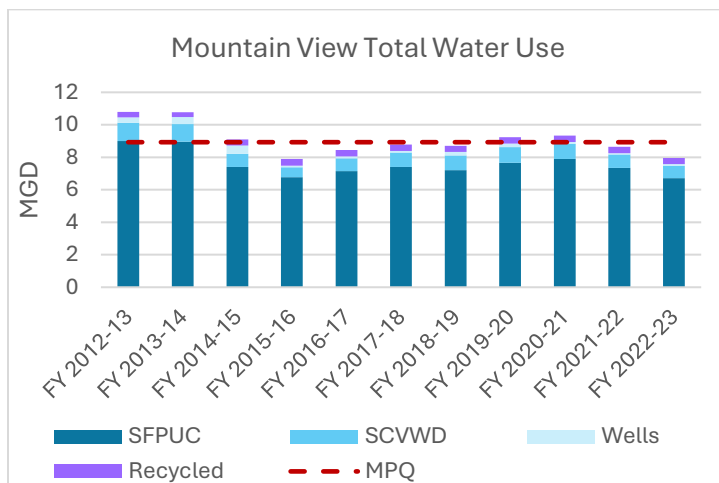
How does the Minimum Purchase Agencies' SFPUC use today compare to MPQs set in the 1980s?

Long-term investments in recycled water and water use efficiency have lowered demand on the RWS. Reductions in water use in response to SFPUC and state mandates for wise water use during droughts often persist for several years after restrictions are lifted. While MPQs are waived during droughts, they are reinstated immediately afterward, even though demand may take several years to rebound to pre-drought levels.

During the four non-drought years between the 2015-17 and the 2021-23 drought, the Minimum Purchase Agencies' collectively RWS purchases were at or below the total MPQ in all but one year.



More specifically, Mountain View's total water use from all potable supplies was below its MPQ in eight of the last 11 years (i.e., Mountain View doesn't have the demand in its service area to use the minimum amount of water it's required to purchase from the RWS).



What are the key Protections for the Wholesale Customer Provided by the Proposed Amendment?

Maintains purpose of the Minimum Purchase requirement:

- Ensures that Minimum Purchase Agencies don't shift purchases away from the RWS.

Improves the reliability of the RWS for all users:

- Allows Minimum Purchase Agencies to develop local supplies, reducing demand on the RWS.
- Extends duration that the 184 MGD Supply Assurance will meet Wholesale Customer demand.
- Cost shared proportionately between San Francisco and Wholesale Customers.

Enhances future stability of the WSA:

- Aligns intent of different sections of the WSA regarding development of local supplies while maintaining financial stability of the RWS.

What are the impacts to the WSA?

Cost Analysis

Given proportional allocation of costs based on purchases from the RWS, future analysis is imprecise (i.e., unit cost of water is based on variables that are hard to predict, such as total purchases).

Based on historical analysis, the cost increase of the amendment, in non-drought years, may be between \$0.007 to \$0.040 per ccf (0.13% to 0.72%). There is no impact in drought years.

Benefits Analysis

Removes barrier for MPQ agencies to develop drought-resistant local supplies, which improves reliability of the RWS and benefits all RWS users.

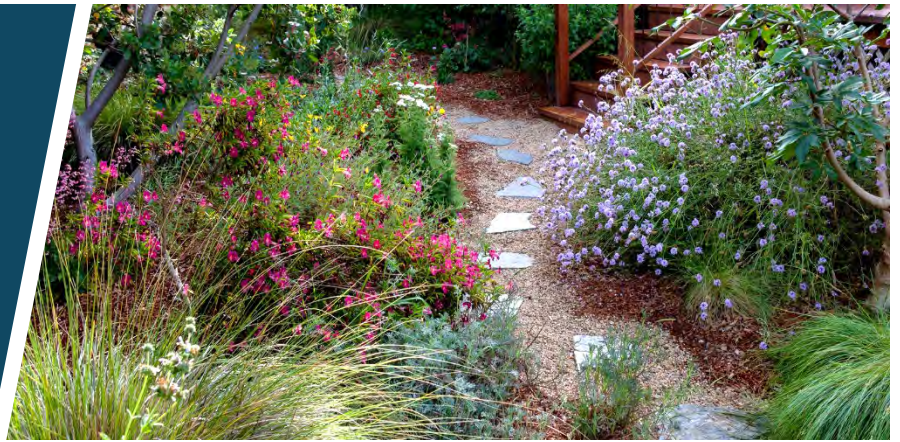
Ensures agencies are not charged for unused water.

Why is this Minimum Purchase amendment moving forward with the Tier 2 Plan?

The updated Tier 2 Plan imposes higher drought cutbacks on Minimum Purchase Agencies, further reducing RWS use below their MPQs and increasing the risk of paying for unused water once the drought restrictions are lifted. The proposed WSA amendment addresses this issue and other long-standing concerns raised by the Minimum Purchase Agencies.

Tier 1 and Tier 2 Drought Allocation Plans

December 2024



Application and Adoption of the Tier 1 and Tier 2 Plans

The Tier 1 and Tier 2 Plans only apply during system-wide water shortages caused by **drought of 20% or less**.

The Tier 1 Plan is contained in the Water Supply Agreement between San Francisco and the Wholesale Customers (WSA).

Changes to the Tier 1 Plan require an amendment to the WSA.

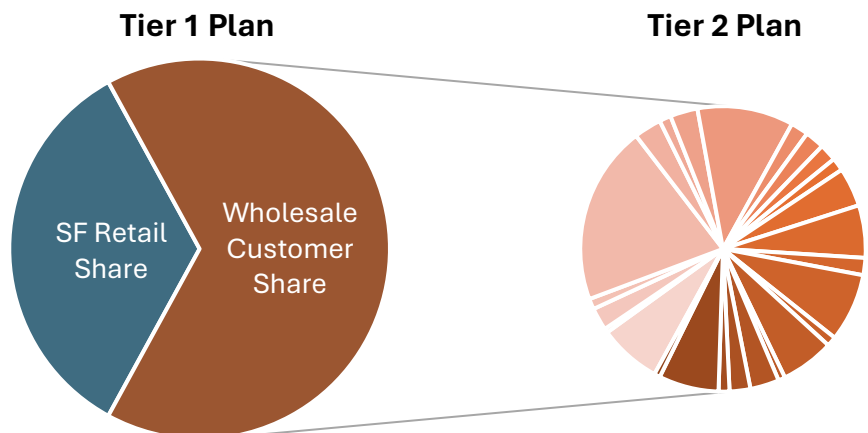
The existing Tier 2 Plan was adopted in 2011 and set to expire in 2018. Since 2018, the BAWSCA Board has annually extended the existing Tier 2 Plan while the Wholesale Customers developed a revised Tier 2 Plan.

The Tier 2 Plan must be unanimously adopted by the 26 Wholesale Customers. Under the WSA, San Francisco must provide allocations of water unanimously agreed to by all Wholesale Customers or adopted by the BAWSCA Board. (*WSA Section 3.11.C*) If a Tier 2 Plan is not adopted by the BAWSCA Board, San Francisco may make a final allocation decision.

Droughts on the San Francisco Regional Water System (RWS) are governed by two plans:

The **Tier 1 Plan** allocates RWS water between San Francisco retail customers and the Wholesale Customers collectively.

The **Tier 2 Plan** is the method for allocating the Wholesale Customers' share of RWS supply among the 26 Wholesale Customers.



Tier 1 and 2 Plan Implementation

Following declaration of a water shortage emergency by the San Francisco Public Utilities Commission (SFPUC), the SFPUC calculates the Tier 1 allocations. Then BAWSCA calculates each Wholesale Customer's individual allocation by applying the methodology in the Tier 2 Plan.

For the duration of the water shortage emergency, the SFPUC provides monthly reports to Wholesale Customers and BAWSCA, tracking actual water usage against drought allocations and detailing any transfers of shortage allocations or banked water among agencies.

The Tier 1 and Tier 2 Plans were implemented for the first time ever during the 2021-23 drought.

Tier 1 Shortage Allocation Plan Update

The Tier 1 Shortage Allocation Plan (Tier 1 Plan) allocates RWS supplies between San Francisco retail customers and the Wholesale Customers collectively and outlines the administrative process for drought allocations, including timelines, transfers of shortage allocations, and excess use charges.

San Francisco and the Wholesale Customers agreed to amend the Tier 1 Plan to include a new Tier 1 Excess Use Charge Family Plan (described below).

Tier 1 Excess Use Charge Family Plan

Excess use charges are only applied when the collective Wholesale Customer usage exceeds the Tier 1 allocation. If this occurs, excess use charges will be proportionally applied to agencies that exceeded their individual Tier 2 allocations.

Updated Tier 2 Drought Response and Implementation Plan

In early 2022, BAWSCA and Wholesale Customers began negotiating a Tier 2 Drought Response Implementation Plan (Tier 2 Plan) update. Lead negotiators appointed by each agency established four policy principles (listed below). Through mid-2024, the lead negotiators assessed various methods for allocating RWS drought supplies to align with these policy principles until they agreed on a final methodology.

Policy Principles

- #1:** Provide sufficient water for the basic health and safety needs of customers.
- #2:** Minimize economic and other adverse impacts of water shortages on customers and the BAWSCA region.
- #3:** Provide predictability of drought allocations through consistent and predetermined rules for calculation, while allowing for flexibility to respond to unforeseen circumstances.
- #4:** Recognize benefits of, and avoid disincentives for, water use efficiency and development of alternative water supply projects.

Tier 2 Plan Term

The Tier 2 Plan term is coordinated with the term of the WSA to avoid simultaneous renegotiation of these related agreements.

Negotiated Tier 2 Plan Allocation Formula

Allocations are determined using multiple factors:

- **Minimum and Maximum Cutbacks:** Establishes the upper and lower bounds of each Wholesale Customer's final allocation.
- **Residential Per Capita Basis:** Allocates water on a residential per capita basis, based on the portion of each agency's potable water demand met by the RWS.
- **Non-Residential Base Use:** Allocates water based on each agency's estimated non-residential indoor (base) use.
- **Seasonal Purchases:** Allocates water based on estimated seasonal use from the RWS.
- **Base Purchases/Individual Supply Guarantee (ISG) Weighted Share:** Remaining water is allocated based on a weighted share of 2/3 of RWS purchases and 1/3 of ISG.

RESOLUTION 2025-03

COASTSIDE COUNTY WATER DISTRICT

RESOLUTION NO. 2025-03

APPROVING AN AMENDMENT TO THE AMENDED AND RESTATED WATER
SUPPLY AGREEMENT BETWEEN THE CITY AND COUNTY OF SAN FRANCISCO
AND WHOLESALE CUSTOMERS IN ALAMEDA COUNTY, SAN MATEO COUNTY,
AND SANTA CLARA COUNTY

WHEREAS, water supply agencies in Alameda, San Mateo, and Santa Clara Counties have purchased water from the City and County of San Francisco (San Francisco) for many years; and

WHEREAS, the San Francisco Public Utilities Commission (SFPUC) operates the Regional Water System, which delivers water to communities in Alameda, San Mateo, and Santa Clara Counties, as well as to customers within San Francisco (collectively, “the Parties”); and

WHEREAS, the Parties entered into the “Settlement Agreement and Master Water Sales Contract between the City and County of San Francisco and Certain Suburban Purchasers in San Mateo County, Santa Clara County and Alameda County” in 1984 (1984 Settlement Agreement and Master Water Sales Contract); and

WHEREAS, in April 2003, water supply agencies in Alameda, San Mateo and Santa Clara Counties (collectively referred to as the Wholesale Customers) established the Bay Area Water Supply and Conservation Agency (BAWSCA), as authorized by Water Code Sections 81300 *et seq.*; and

WHEREAS, upon expiration of the 1984 Settlement Agreement and Master Water Sales Contract, the Parties entered into the “Water Supply Agreement between San Francisco and Wholesale Customers in Alameda County, San Mateo County, and Santa Clara County” (Water Supply Agreement or WSA) on July 1, 2009, authorized by SFPUC Resolution No. 09-0069, dated April 28, 2009; and

WHEREAS, in 2017, the Wholesale Customers directed BAWSCA to act as its authorized representative in discussions and negotiations with San Francisco to amend the Water Supply Agreement to address a number of substantive issues and these negotiations resulted in the Parties' adoption of the Amended and Restated Water Supply Agreement in 2018 authorized by SFPUC Resolution No. 18-0212, dated December 11, 2018; and

WHEREAS, on January 8, 2019, the Coastside County Water District Board of Directors by Resolution 2019-01 approved the Amended and Restated Water Supply Agreement (2018 WSA); and

WHEREAS, pursuant to WSA Section 3.07, four Wholesale Customers (Alameda County Water District and the Cities of Milpitas, Mountain View, and Sunnyvale, collectively, the "Original Minimum Purchase Customers") may purchase water from sources other than the SFPUC, but they are each obligated to purchase a specific minimum annual quantity of water from the SFPUC, referred to as a "Minimum Purchase Requirement;" and

WHEREAS, historically, if a Minimum Purchase Customer does not meet its Minimum Purchase Requirement in a particular fiscal year, it must pay the SFPUC for the difference between its metered water purchases during the fiscal year and its minimum annual purchase quantity set forth in WSA Attachment E; and

WHEREAS, some Original Minimum Purchase Customers pay the SFPUC for water that is not delivered due to either insufficient potable demand within their service area or conservation efforts during drought rationing; and

WHEREAS, as part of the 2018 negotiations, the Wholesale Customers and the SFPUC resolved to work promptly to identify a resolution to this as part of a future contract amendment; and

WHEREAS, in 2019, the Wholesale Customers directed BAWSCA to draft a proposed amendment to the 2018 WSA to provide a procedure for expedited and permanent transfers of minimum annual purchase quantities that safeguards the financial and water supply interests of Wholesale Customers not participating in such transfers and these negotiations resulted in the Parties' adoption of the Amended and Restated Water Supply Agreement in 2021, authorized by SFPUC Resolution No. 21-009, dated January 26, 2021; and

WHEREAS, on March 8, 2022 the Coastside County Water District Board of Directors by Resolution 2022-05 approved the Amended and Restated Water Supply Agreement (2021 WSA); and

WHEREAS, the 2021 WSA provided a significant, but incomplete solution to address the Original Minimum Purchase Customer's concerns with the minimum purchase quantities through a transfer process; and

WHEREAS, 2021 WSA Section 3.11.C. provides that the SFPUC may reduce the amount of water available to the Wholesale Customers in response to a drought; and

WHEREAS, 2021 WSA Section 3.11.C. provides that the Tier 1 Shortage Plan (Attachment H to the WSA) will be used, during system-wide shortages of 20% or less, to allocate water from the Regional Water System between Retail and Wholesale Customers ; and

WHEREAS, 2021 WSA Section 3.11.C. further provides that the SFPUC will honor allocations of water among the Wholesale Customers (Tier 2 Allocations) unanimously agreed to by all Wholesale Customers or provided by BAWSCA; and

WHEREAS, in 2021, the SFPUC and BAWSCA implemented the Tier 1 and Tier 2 Plans for the first time; and

WHEREAS, throughout 2022 and 2024, the Wholesale Customers convened at least once per month, most often for half-day in-person workshops, to negotiate an update to the method for sharing water made available from the SFPUC during shortages caused by drought (Tier 2 Plan); and

WHEREAS, each Wholesale Customer appointed a lead negotiator to represent the interests of its agency in the negotiations; and

WHEREAS, during the Tier 2 Plan negotiations, the Original Minimum Purchase Customers renewed discussions among the Wholesale Customers to identify a comprehensive and final solution to concerns about the minimum purchase quantities; and

WHEREAS, during the Tier 2 Plan negotiations, the Wholesale Customers identified, and the SFPUC agreed to, changes to the Tier 1 Plan that would facilitate agreement on the updated Tier 2 Plan; and

WHEREAS, in June 2023, following several years of discussions regarding the Minimum Purchase Requirements, the SFPUC proposed amending the 2021 WSA to reset the existing minimum annual purchase quantities to align with current water consumption trends, while protecting investment in the RWS; and

WHEREAS, in 2024, the SFPUC, the Original Minimum Purchase Customers, and BAWSCA held multiple meetings to identify amendments that would address challenges related to the Minimum Purchase Requirements; and

WHEREAS, once the SFPUC and the Original Minimum Purchase Customers discussed amendments to the Minimum Purchase Requirements, the Original Minimum Purchase Customers presented proposals to the broader Wholesale Customer group to secure their support; and

WHEREAS, in 2024, the Wholesale Customers came to a final agreement on a package that includes an updated Tier 2 Plan, amendments to the minimum purchase quantity requirements, and amendments to the Tier 1 Plan; and

WHEREAS, with its Alternative Water Supply Program, the SFPUC is in the early stages of planning for projects to support the Wholesale and Retail Customers' ability to respond to climate change and address future water supply challenges and vulnerabilities, such as regulatory changes, earthquakes, disasters, emergencies, and increases in population and employment; and

WHEREAS, the Original Minimum Purchase Customers are particularly well-suited to develop local, drought resilient supplies, which improve the reliability of the San Francisco Regional Water System (RWS) for all users; and

WHEREAS, under 2021 WSA Section 3.06.D, the Parties agree that they will diligently apply their best efforts to use both surface water and groundwater sources located within their respective service areas and available recycled water to the maximum feasible extent, taking into account the environmental impacts, the public health effects, and the effects on supply reliability of such use, as well as the cost of developing such sources; and

WHEREAS, each Wholesale Customer recognizes the importance of local water supplies in improving regional water supply reliability and commits to develop and use available local water supplies within their service areas, consistent with Section 3.06.D of the WSA; and

WHEREAS, the City of Mountain View approved a Recycled Water Feasibility Study Update Draft Report on March 22, 2022 with seven staff recommendations, including: (1) working with the City of Palo Alto and the Santa Clara Valley Water District on the first phase of an advanced water purification system to improve recycled water quality, (2) planning and siting a recycled water storage reservoir in the City of

Mountain View's North Bayshore Area to improve system performance and reliability, and (3) building-out the recycled water distribution system to serve all of North Bayshore and a portion of NASA Ames; and

WHEREAS, the City of Sunnyvale approved an updated Recycled Water Master Plan on September 24, 2024 and directed staff to look into expanding the recycled water system, which currently includes 22 miles of recycled water pipelines, two recycled water pump stations, and a recycled water storage tank with a 2.5-million-gallon capacity; and

WHEREAS, the City of Milpitas continues to promote the use of recycled water to existing and new customers along the recycled water pipeline within the city, and has committed to developing local groundwater supplies to help meet projected long term water demand; and

WHEREAS, since 1995, the Alameda County Water District has invested over \$300 million in water supply reliability initiatives to enhance local water supplies and reduce its dependence on imported supplies, including water conservation, conjunctive use groundwater management, brackish groundwater desalination, and groundwater banking; and

WHEREAS, as of January 2025, the SFPUC has budgeted \$298.3 million over the next ten years to fund water supply projects; and

WHEREAS, the Parties now desire to approve an amendment to the 2021 WSA to reduce the minimum annual purchase quantities to 80% of average purchases from the most recent four (4) non-drought years and establish a continuing, periodic review of the minimum annual purchase quantities on a 10-year schedule; and

WHEREAS, the amendment will also establish a Rebound Year minimum annual purchase quantity calculation for the first year following a waiver of the Minimum Purchase Requirements; and

WHEREAS, the amendment further provides that Imputed Sales will not apply to an Original Minimum Purchase Customer that does not meet its individual Minimum Purchase Requirements if the collective SFPUC purchases from all Original Minimum Purchase Customers are equal to or greater than the total collective minimum annual purchase quantity; and

WHEREAS, the Parties also desire to adopt an amendment to the Tier 1 Plan to provide that excess use charges will not apply to Wholesale Customers that exceed their individual annual shortage allocation if the Wholesale Customers' collective SFPUC purchases are less than the total Tier 1 allocation; and

WHEREAS, the amendment further provides that if the collective Wholesale Customers' SFPUC purchases exceed total Tier 1 allocation, excess use charges will be applied to each Wholesale Customer that exceeded its individual annual allocation, proportional to the collective Wholesale Customer's overuse of the total Tier 1 allocation; and

WHEREAS, the Parties also desire to adopt an amendment to the 2021 WSA to include the following substantive modifications:

- a) update references in Section 2.03.C regarding BAWSCA's authority to amend attachments;
- b) extend the timing of the completion of the WSIP to reflect the currently adopted program completion date (Section 3.09);
- c) correct a reference to a SFPUC resolution number in Section 9.07;
- d) update "Imputed Sales" definition in Attachment A to reference Attachment E;
- e) update "Level of Service Goals and Objectives" definition in Attachment A to reflect updated and expanded Level of Service Goals and Objectives adopted by the SFPUC in November 2023; and

WHEREAS, the SFPUC approved these amendments and authorized the execution of a 2025 Amended and Restated Water Supply Agreement incorporating these amendments on May 13, 2025 pursuant to SFPUC Resolution No. 25-0074; and

WHEREAS, the amendment considered now is not a "project" for the purposes of CEQA as it involves an administrative activity that does not result in a direct change to the environment (see 14 CCR Section 15378(b)(5)), and would not result in a direct or reasonably foreseeable indirect physical change in the environment (see 14 CCR Section 15060(c)(2)); and

WHEREAS, in the event the amendment is considered a "project," it would be subject to the categorical exemption for operation, repair, and maintenance of existing facilities (see 14 CCR Section 15301) and the amendment does not implicate substantial changes that involve a new significant environmental effect (see 14 CCR Section 15162(a)).

NOW, THEREFORE, BE IT RESOLVED that the Coastside County Water District Board of Directors finds as follows:

1. The Board of Directors approves the revisions included in the attached Exhibit A, approves those revisions to be incorporated into a revised WSA titled the "2025 Amended and Restated Water Supply Agreement Between the City and County of San Francisco Wholesale Customers in Alameda County, San Mateo County, and Santa Clara County" dated as of 2025 (2025 Amended and Restated Water Supply Agreement).
2. The General Manager is authorized and directed to execute the 2025 Amended and Restated Water Supply Agreement, when final execution copies are prepared and distributed by BAWSCA.

PASSED AND ADOPTED this ____ day of _____, 2025, by the following vote:

AYES:

NOES:

ABSENT:

Glenn Reynolds, President
Board of Directors

Approved as to form:

ATTEST:

Patrick Miyaki
Attorney to the District

Mary Rogren, General Manager
Secretary of the District

Attachment:

Exhibit A: Redline and clean excerpts showing changes to Sections 2.03, 3.07, 3.09, 9.07, Attachment A, Attachment E and Attachment H of the Amended and Restated Water Supply Agreement.

ATTACHMENT TO RESOLUTION 2025-03

EXHIBIT A: **Redline** showing changes to Section 2.03, 3.07, 3.09, 9.07, Attachment A, Attachment E and Attachment H of the Amended and Restated Water Supply Agreement Between the City and County of San Francisco and Wholesale Customers in Alameda County, San Mateo County, and Santa Clara County

3.07. Restrictions on Purchases of Water from Others; Minimum Annual Purchases

A. Each Wholesale Customer (except for Alameda County Water District and the cities of Milpitas, Mountain View and Sunnyvale) agrees that it will not contract for, purchase or receive, with or without compensation, directly or indirectly, from any person, corporation, governmental agency or other entity, any water for delivery or use within its service area without the prior written consent of San Francisco.

B. The prohibition in subsection A does not apply to:

1. recycled water;
2. water necessary on an emergency and temporary basis, provided that the Wholesale Customer promptly gives San Francisco notice of the nature of the emergency, the amount of water that has been or is to be purchased, and the expected duration of the emergency; or
3. water in excess of a Wholesale Customer's Individual Supply Guarantee.

C. Minimum Annual Purchase Quantities. Alameda County Water District and the cities of Milpitas, Mountain View and Sunnyvale may purchase water from sources other than San Francisco, provided that San Francisco shall require that each purchase a minimum annual quantity of water from San Francisco. -These Minimum Annual Purchase Quantities are set out in Attachment E and shall also be included in the Individual Water Sales Contracts between San Francisco and each of these four Wholesale Customers (collectively referred to as the Original Minimum Purchase Customers). Pursuant to Section 3.04, certain Wholesale Customers may also be required to purchase Temporary Modified Minimum Annual Purchase Quantities, set out in Attachment E-1, from San Francisco. Attachment E will be updated pursuant to Section 3.04 to reflect any reduction in existing Minimum Annual Purchase Quantities and any addition of new Minimum Annual Purchase Quantities when Temporary Modified Minimum Annual Purchase Quantities expire and are removed from Attachment E-1; Individual Water Sales Contracts between San Francisco and any Wholesale Customers who are participants in a transfer under Section 3.04 will similarly be amended, as necessary.

1. Annual Notice. After the end of each fiscal year, the SFPUC will send a written notice to each Wholesale Customer ~~that is subject to the minimum annual purchase requirements of this section~~ with a Minimum Annual Purchase Quantity, or a Temporary Modified Minimum Annual Purchase Quantity with a copy to BAWSCA. -The notice will include: ~~(4~~

(a) the quantity of water delivered to ~~the~~each of those Wholesale ~~Customer~~Customers individually and all of the Original Minimum Purchase Customers collectively during the previous fiscal year; ~~{~~

~~2~~

(b) each Wholesale Customer's individual Minimum Annual Purchase Quantity or Temporary Modified Minimum Annual Purchase Quantity (as adjusted for a Rebound Year, if applicable, under Section 3.07.C.2);

~~)- whether or not the Wholesale Customer met its minimum annual purchase requirement under this section; (3~~

(c) whether or not each Wholesale Customer met its individual Minimum Annual Purchase Quantity or Temporary Modified Minimum Annual Purchase Quantity (as adjusted for a Rebound Year, if applicable);

(d) whether or not the Original Minimum Purchase Customers collectively purchased a volume of water from San Francisco that is equal to or greater than the sum of their four Minimum Annual Purchase Quantities (as adjusted for a Rebound Year, if applicable);

(e) any Imputed Sales charged to the Wholesale ~~Customer~~Customers; and ~~{4~~

(f) the status of any Temporary Modified Minimum Annual Purchase ~~Quantity~~Quantities of the Wholesale ~~Customer, if applicable.~~Customers.

~~C-2.~~ Waiver and Rebound Year. The minimum annual purchase requirements set out in Attachments E and E-1 will be waived during a Drought or other period of water shortage if the water San Francisco makes available to these Wholesale Customers is less than ~~its~~their Minimum Annual Purchase ~~Quantity~~Quantities or Temporary Modified Minimum Annual Purchase Quantities, and may be waived during a state of emergency declared by the Governor of California that impacts water supply use or deliveries from the Regional Water System. Once the waiver is no longer in effect, each of the minimum annual purchase requirements set out in Attachments E and E-1 shall be temporarily set, for one full fiscal year (referred to as the Rebound Year), to the midpoint between (1) the Wholesale Customer's actual San Francisco purchases for the final year in which the waiver was in effect, up to a maximum of the Customer's Minimum Annual Purchase Quantity or Temporary Modified Minimum Annual Purchase Quantity, and (2) the Wholesale Customer's Minimum Annual Purchase Quantity or Temporary Modified Minimum Annual Purchase Quantity set out in Attachment E or Attachment E-1, as applicable. Any fiscal year in which a Wholesale Customer meets its Rebound Year-adjusted Temporary Modified Minimum

Annual Purchase Quantity, but not its standard Temporary Modified Minimum Annual Purchase Quantity, will not count as a fiscal year in which the Wholesale Customer has met or exceeded its Temporary Modified Minimum Purchase Quantity for the purposes of Section 3.04.C(4)(a).

D. Minimum Annual Purchase Quantity Reset. As shown on Attachment E, in Fiscal Year 2025-26, the Parties reset the then-existing Minimum Annual Purchase Quantities of the Original Minimum Purchase Customers to 80% of the average San Francisco purchases of each Customer over the four most recent non-drought years preceding Fiscal Year 2024-25, effective for Fiscal Year 2024-25. If the Parties extend the Term of this Agreement beyond June 30, 2034 pursuant to Section 2.02, the Parties will review the Minimum Annual Purchase Quantities of the Original Minimum Purchase Customers again ten years after the Fiscal Year 2025-26 reset. If the Original Minimum Purchase Customers, or San Francisco, want to propose a reset of the Minimum Annual Purchase Quantities for Fiscal Year 2035-36, they will provide written notice on or before June 30, 2034. The Parties will meet and confer promptly to evaluate written reset proposals. By November 30, 2035, if the Parties have come to an agreement, the SFPUC will calculate the revised Minimum Annual Purchase Quantities based on the agreed upon methodology and provide written notice to the Original Minimum Purchase Customers and BAWSCA. The Original Minimum Purchase Customers will have at least 15 business days to review and meet and confer with the SFPUC with any questions or concerns before the revised quantities are finalized. If the Parties are unable to come to an agreement, the then-existing Minimum Annual Purchase Quantities will remain unchanged. Any changes to the Minimum Annual Purchase Quantities under this Section 3.07.D will be reflected in a revised Attachment E approved with the written concurrence of San Francisco and BAWSCA in accordance with Section 2.03.C. The Parties intend to include a continuing, periodic review of the Minimum Annual Purchase Quantities on a ten-year schedule in the successor to this Agreement.

E. Collective Minimum Annual Purchase Quantities Considered Before Application of Imputed Sales. Imputed Sales will not apply to any of the individual Original Minimum Purchase Customers in a particular fiscal year if those Customers have collectively purchased a volume of water from San Francisco that is equal to or greater than the sum of their four Minimum Annual Purchase Quantities shown in Attachment E (or adjusted for a Rebound Year pursuant to Section 3.07.C.2, if applicable). If the Original Minimum Purchase Customers do not collectively purchase that sum, any Original Minimum Purchase Customer that has not met its standard or Rebound Year-adjusted Minimum Annual Purchase Quantity will be responsible for Imputed Sales proportional to its share of the difference between that sum and the Original Minimum Purchase Customers' total purchases from San Francisco. Examples of this calculation are contained in

[Attachment E-3.](#)

Redline Comparing 2021 Amended and Restated Water Supply Agreement and 2025 Proposed Amendments: Sections 2.03, 3.09, and 9.07, and Attachment A Definitions

2.03. Amendments.

C. Amendments to Attachments. The following attachments may be amended with the written concurrence of San Francisco and BAWSCA on behalf of the Wholesale Customers:

<u>Attachment</u>	<u>Name</u>
C	Individual Supply Guarantees (amendments reflecting Section 3.04 transfers only)
E	Minimum Annual Purchase Quantities (amendments reflecting Section 3.04 transfers and Section 3.07 resets only)
E-1	Temporary Modified Minimum Annual Purchase Quantities
G	Water Quality Notification and Communications Plan (as may be amended)
J	Water Use Measurement and Tabulation
L-1	Identification of WSIP Projects as Regional/Retail
N-1	Balancing Account/Rate Setting Calculation Table
N-2	Wholesale Revenue Requirement Schedules
N-3	Schedule of Projected Water Sales, Wholesale Revenue Requirement and Wholesale Rates
P	Management Representation Letter
R	Classification of Existing System Assets (subject to Section 5.11)

Amendments to these attachments shall be approved on behalf of San Francisco by the Commission and on behalf of BAWSCA by its Board of Directors, unless the Commission by resolution delegates such authority to the General Manager of the SFPUC or the Board of Directors by resolution delegates such authority to the General Manager/CEO of BAWSCA.

3.09. Completion of WSIP

San Francisco will complete construction of the physical facilities in the WSIP by ~~December~~June 30, ~~2021~~2032. The SFPUC agrees to provide for full public review and comment by local and state interests of any proposed changes that delay previously adopted project completion dates or that delete projects. The SFPUC shall meet and consult with BAWSCA before proposing to the Commission any changes in the scope of WSIP projects which reduce their capacity or ability to achieve adopted Level of Service Goals and Objectives. The SFPUC retains discretion to determine whether to approve the physical facilities in the WSIP until after it completes the CEQA process as set forth in Section 4.07.

9.07. City of Brisbane, Guadalupe Valley Municipal Improvement District, Town of Hillsborough

A. The parties acknowledge that San Francisco has heretofore provided certain quantities of water to the City of Brisbane ("Brisbane"), Guadalupe Valley Municipal Improvement District ("Guadalupe") and the Town of Hillsborough ("Hillsborough") at specified rates or without charge pursuant to obligations arising out of agreements between the predecessors of San Francisco and these parties, which agreements are referred to in judicial orders, resolutions of the SFPUC and/or the 1960 contracts between San Francisco and Brisbane, Guadalupe and Hillsborough. The parties intend to continue those arrangements and accordingly agree as follows:

1. Nothing in this Agreement is intended to alter, amend or modify the terms of SFPUC Resolution No. 74-~~0653~~0053 or the indenture of July 18, 1908 between the Guadalupe Development Company and the Spring Valley Water Company.

2. Nothing in this Agreement is intended to alter, amend or modify the Findings of Fact and Conclusions of Law and Judgment dated May 25, 1961 in that certain action entitled City and County of San Francisco v. Town of Hillsborough in the Superior Court of the State of California in and for the County of Marin, No. 23282, as modified by the Satisfaction of Judgment filed October 23, 1961 and the Compromise and Release between Hillsborough and San Francisco dated August 22, 1961. The rights and obligations of Hillsborough under these documents shall continue as therein set forth.

3. Nothing in this Agreement is intended to affect or prejudice any claims, rights or remedies of Guadalupe or of Crocker Estate Company, a corporation, or of Crocker

Land Company, a corporation, or of San Francisco, or of their successors and assigns, respectively, with respect to or arising out of that certain deed dated May 22, 1884, from Charles Crocker to Spring Valley Water Works, a corporation, recorded on May 24, 1884, in Book 37 of Deeds at page 356, Records of San Mateo County, California, as amended by that certain Deed of Exchange of Easements in Real Property and Agreement for Trade in Connection Therewith, dated July 29, 1954, recorded on August 4, 1954, in Book 2628, at page 298, Official Records of said San Mateo County, or with respect to or arising out of that certain action involving the validity or enforceability of certain provisions of said deed entitled City and County of San Francisco v. Crocker Estate Company, in the Superior Court of the State of California in and for the County of Marin, No. 23281.

Attachment A - Definitions

“Imputed Sales” apply when a Wholesale Customer does not meet the minimum annual purchase requirements of Section 3.07.C, [as shown on Attachment E and Attachment E-1](#), except in fiscal years in which a waiver of these requirements is in effect. Imputed Sales are calculated as the difference between (1) a Wholesale Customer’s metered water purchases during a fiscal year, from July 1 to June 30, and (2) the larger of (a) or (b) as follows: (a) the Wholesale Customer’s Minimum Annual Purchase Quantity, as specified in Attachment E [and may be adjusted pursuant to Section 3.07.C.2](#), or (b) the Wholesale Customer’s Temporary Modified Minimum Annual Purchase Quantity, as specified in Attachment E-1 [and may be adjusted pursuant to Section 3.07.C.2](#). If a Wholesale Customer has more than one Temporary Modified Minimum Annual Purchase Quantity, the largest quantity is used for calculating Imputed Sales. Imputed Sales are considered wholesale water usage for the purposes of calculating the Proportional Annual Use, and any fees charged for Imputed Sales are considered wholesale revenues.

“Level of Service Goals and Objectives” refers to the “Phased WSIP Goals and Objectives” adopted by the Commission in Resolution No. 08-0200 dated October 30, 2008 as part of the approval of the WSIP, [as updated and expanded by the "2023 Amended and Updated Water Enterprise Level of Service Goals and Objectives," adopted by the Commission in Resolution No. 23-0210 dated November 28, 2023](#), and any amendments that may be adopted by the Commission.

ATTACHMENT E

MINIMUM ANNUAL PURCHASE QUANTITIES

(Section 3.07.C)

AGENCY	MINIMUM ANNUAL PURCHASE QUANTITY (IN MGD)¹
Alameda County Water District	7.648 <u>6.682</u>
City of Milpitas	5.341 <u>4.371</u>
City of Mountain View	8.930 <u>6.047</u>
City of Sunnyvale	8.930 <u>7.412</u>

¹ In Fiscal Year (FY) 2025-26, the then-existing Minimum Annual Purchase Quantities for Alameda County Water District and the Cities of Milpitas, Mountain View, and Sunnyvale were reset to 80% of each of those four customers' average San Francisco purchases over the four non-drought years preceding FY 2024-25 (FY 2017-18, FY 2018-19, FY 2019-20, and FY 2020-21), effective FY 2024-25. Prior to this reset, from the effective date of this Agreement (July 1, 2009) through FY 2023-24, those four customers had the following Minimum Annual Purchase Quantities:

1. Alameda County Water District: 7.648 MGD
2. City of Milpitas: 5.341 MGD
3. City of Mountain View: 8.930 MGD
4. City of Sunnyvale: 8.930 MGD

ATTACHMENT H

WATER SHORTAGE ALLOCATION PLAN

This ~~Interim~~ Water Shortage Allocation Plan (“Plan”), also known as the Tier 1 Shortage Plan, describes the method for allocating water between the San Francisco Public Utilities Commission (“SFPUC”), on the one hand, and the Wholesale Customers collectively, on the other, during shortages caused by drought. The Plan also implements a method for allocating water among the individual Wholesale Customers, known as the Tier 2 Drought Response Implementation Plan (“Tier 2 Plan”), which has separately been adopted by the Wholesale Customers and does not include the SFPUC. The Plan includes provisions for transfers, banking, and excess use charges. The Plan applies only when the SFPUC determines that a system-wide water shortage due to drought exists, and all references to “shortages” and “water shortages” are to be so understood. This Plan was initially adopted pursuant to Section 7.03(a) of the 1984 Settlement Agreement and Master Water Sales Contract and has been incorporated and updated to correspond to the terminology used in the ~~June~~ 2009 Water Supply Agreement between the City and County of San Francisco and Wholesale Customers in Alameda County, San Mateo County and Santa Clara County (“Agreement”), as amended and restated from time to time.

SECTION 1. SHORTAGE CONDITIONS

1.1. Projected Available SFPUC Water Supply. The SFPUC shall make an annual determination as to whether or not a shortage condition exists. The determination of projected available water supply shall consider, among other things, stored water, projected runoff, water acquired by the SFPUC from non-SFPUC sources, inactive storage, reservoir losses, allowance for carryover storage, and water bank balances, if any, described in Section 3.

1.2. Projected SFPUC Customer Purchases. The SFPUC will utilize purchase data, including volumes of water purchased by the Wholesale Customers and by Retail Customers (as those terms are used in the Agreement) in the year immediately prior to the drought, along with other available relevant information, as a basis for determining projected system-wide water purchases from the SFPUC for the upcoming ~~year~~Supply Year (defined as the period from July 1 through June 30).

1.3. Shortage Conditions. The SFPUC will compare the projected available water supply (Section 1.1) with projected system-wide water purchases (Section 1.2). A shortage condition exists if the SFPUC determines that the projected available water supply is less than projected system-wide water purchases in the upcoming Supply Year ~~(defined as the period from July 1 through June 30)~~. When a shortage condition exists, SFPUC will determine whether voluntary or mandatory actions will be required to reduce purchases of SFPUC water to required levels.

1.3.1 Voluntary Response. If the SFPUC determines that voluntary actions will be sufficient to accomplish the necessary reduction in water use throughout its service area, the SFPUC and the Wholesale Customers will make good faith efforts to reduce their water purchases to stay within their annual ~~shortage~~Tier 1 and Tier 2 allocations as applicable (see Section 2 of this Attachment H) and associated monthly water use budgets. The SFPUC will not impose excess use charges during periods of voluntary rationing, but may suspend the prospective accumulation of water bank credits, or impose a ceiling on further accumulation of bank credits, consistent with Section 3.2.1 of this Plan.

1.3.2 Mandatory Response. If the SFPUC determines that mandatory actions will be required to accomplish the necessary reduction in water use in the SFPUC service area, the SFPUC may implement excess use charges as set forth in Section 4 of this Plan.

1.4. Period of Shortage. A shortage period commences when the SFPUC determines that a water shortage exists, as set forth in a declaration of water shortage emergency issued by the SFPUC pursuant to California Water Code Sections 350 et seq. Termination of the water shortage emergency will be declared by resolution of the SFPUC.

SECTION 2. SHORTAGE ALLOCATIONS

2.1. Annual [Tier 1](#) Allocations between the SFPUC and the Wholesale Customers. The annual water supply available during shortages will be allocated between the SFPUC and the collective Wholesale Customers as follows:

Level of System Wide Reduction in Water Use Required	Share of Available Water	
	SFPUC Share	Wholesale Customers Share
5% or less	35.5%	64.5%
6% through 10%	36.0%	64.0%
11% through 15%	37.0%	63.0%
16% through 20%	37.5%	62.5%

[This Plan refers to the SFPUC's and Wholesale Customers' respective shares of available water so established as the SFPUC's and Wholesale Customers' Tier 1 allocations.](#) The water allocated to the SFPUC shall correspond to the total allocation for all Retail Customers. In the event that the SFPUC share of the available water supply in the above table results in Retail Customers having a positive allocation (i.e., a supply of additional water rather than a required percentage reduction in water use), the SFPUC's percentage share of the available water supply in the table shall be reduced to eliminate any positive allocation to Retail Customers, with a corresponding increase in the percentage share of the available water supply allocated to the Wholesale Customers. For any level of required reduction in system-wide water use during shortages, the SFPUC shall require Retail Customers to conserve a minimum of 5%, with any resulting reallocated supply credited to storage for inclusion in calculation of projected available water SFPUC water supply in a subsequent year (Section 1.1).

The parties agree to reevaluate the percentages of the available water supply allocated to Retail and Wholesale Customers by May 1, 2028.

2.2 Annual [Tier 2](#) Allocations among the Wholesale Customers. The annual water supply allocated to the Wholesale Customers collectively during system wide shortages of 20 percent or less ([i.e., the Wholesale Customers' Tier 1 allocation](#)) will be apportioned among them based on a methodology, [known as the Tier 2 Plan, that has been separately](#) adopted by all of the Wholesale Customers, [and not the SFPUC](#), as described in Section 3.11(C) of the Agreement. In any year for which the methodology must be applied, the Bay Area Water Supply and Conservation Agency ("BAWSCA") will calculate each Wholesale Customer's individual percentage share of the amount of water allocated to the Wholesale Customers collectively pursuant to Section 2.1. Following the declaration or reconfirmation of a water shortage emergency by the SFPUC, BAWSCA will deliver to the SFPUC General Manager a list, signed by the President of BAWSCA's Board of Directors and its General Manager, showing each Wholesale Customer together with its percentage share and stating that the list has been prepared in accordance with the methodology adopted by the Wholesale Customers. The SFPUC shall allocate water to each Wholesale Customer, as specified in the list. The shortage allocations so established ([known as Tier 2](#)

Redline Comparing 2021 Amended and Restated Water Supply Agreement and 2025 Proposed Amendments

[allocations](#)) may be transferred as provided in Section 2.5 of this Plan. If BAWSCA or all Wholesale Customers do not provide the SFPUC with individual allocations, the SFPUC may make a final allocation decision after first meeting and discussing allocations with BAWSCA and the Wholesale Customers.

The [Tier 2 Plan](#) methodology adopted by the Wholesale Customers utilizes the rolling average of each individual Wholesale Customer's purchases from the SFPUC during the three immediately preceding Supply Years. The SFPUC agrees to provide BAWSCA by November 1 of each year a list showing the amount of water purchased by each Wholesale Customer during the immediately preceding Supply Year. The list will be prepared using Customer Service Bureau report MGT440 (or comparable official record in use at the time), adjusted as required for any reporting errors or omissions, and will be transmitted by the SFPUC General Manager or his designee.

2.3. Limited Applicability of Plan to System Wide Shortages Greater Than Twenty Percent. The [Tier 1](#) allocations of water between the SFPUC and the Wholesale Customers collectively, provided for in Section 2.1, apply only to shortages of 20 percent or less. The SFPUC and Wholesale Customers recognize the possibility of a drought occurring which could create system-wide shortages greater than 20 percent despite actions taken by the SFPUC aimed at reducing the probability and severity of water shortages in the SFPUC service area. If the SFPUC determines that a system wide water shortage greater than 20 percent exists, the SFPUC and the Wholesale Customers agree to meet within 10 days and discuss whether a change is required to the allocation set forth in Section 2.1 in order to mitigate undue hardships that might otherwise be experienced by individual Wholesale Customers or Retail Customers. Following these discussions, the Tier 1 ~~water~~ allocations set forth in Section 2.1 of this Plan, or a modified version thereof, may be adopted by mutual written consent of the SFPUC and the Wholesale Customers. If the SFPUC and Wholesale Customers meet and cannot agree on an appropriate Tier 1 allocation within 30 days of the SFPUC's determination of water shortage greater than 20 percent, then (1) the provisions of Section 3.11(C) of the Agreement will apply, unless (2) all of the Wholesale Customers direct in writing that a Tier 2 allocation methodology agreed to by them be used to apportion the water to be made available to the Wholesale Customers collectively, in lieu of the provisions of Section 3.11(C).

The provisions of this Plan relating to transfers (in Section 2.5), banking (in Section 3), and excess use charges (in Section 4) shall continue to apply during system-wide shortages greater than 20 percent.

2.4. Monthly Water Budgets. Within 10 days after adopting a declaration of water shortage emergency, the SFPUC will determine the amount of Tier 1 water allocated to the Wholesale Customers collectively pursuant to Section 2.1. The SFPUC General Manager, using the Tier 2 allocation percentages shown on the list delivered by BAWSCA pursuant to Section 2.2, will calculate each Wholesale Customer's individual annual [Tier 2](#) allocation. The SFPUC General Manager, or his designee, will then provide each Wholesale Customer with a proposed schedule of monthly water budgets based on the pattern of monthly water purchases during the Supply Year immediately preceding the declaration of shortage (the "Default Schedule"). Each Wholesale Customer may, within two weeks of receiving its Default Schedule, provide the SFPUC with an alternative monthly water budget that reschedules its annual Tier 2 ~~shortage~~ allocation over the course of the succeeding Supply Year. If a Wholesale Customer does not deliver an alternative monthly water budget to the SFPUC within two weeks of its receipt of the Default Schedule, then its monthly budget for the ensuing Supply Year shall be the Default Schedule proposed by the SFPUC.

Monthly Wholesale Customer water budgets will be derived from annual Tier 2 allocations for purposes of accounting for excess use. Monthly Wholesale Customer water budgets shall be adjusted during the year to account for transfers of shortage allocation under Section 2.5 and transfers of banked water under Section 3.4.

2.5. Transfers of Shortage Allocations. Voluntary transfers of shortage allocations between the SFPUC and any Wholesale Customers, and between any Wholesale Customers, will be permitted using the same procedure as that for transfers of banked water set forth in Section 3.4. The SFPUC and BAWSCA shall be notified of each transfer. Transfers of shortage allocations shall be deemed to be an emergency transfer and shall become effective on the third business day after notice of the transfer has been delivered to the SFPUC. Transfers of shortage allocations shall be in compliance with Section 3.05 of the Agreement. The transferring parties will meet with the SFPUC, if requested, to discuss any effect the transfer may have on its operations.

SECTION 3. SHORTAGE WATER BANKING

3.1. Water Bank Accounts. The SFPUC shall create a water bank account for itself and each Wholesale Customer during shortages in conjunction with its resale customer billing process. Bank accounts will account for amounts of water that are either saved or used in excess of the shortage allocation for each agency; the accounts are not used for tracking billings and payments. When a shortage period is in effect (as defined in Section 1.4), the following provisions for bank credits, debits, and transfers shall be in force. A statement of bank balance for each Wholesale Customer will be included with the SFPUC's monthly water bills.

3.2. Bank Account Credits. Each month, monthly purchases will be compared to the monthly budget for that month. Any unused shortage allocation by an agency will be credited to that agency's water bank account. Credits will accumulate during the entire shortage period, subject to potential restrictions imposed pursuant to Section 3.2.1. Credits remaining at the end of the shortage period will be zeroed out; no financial or other credit shall be granted for banked water.

3.2.1. Maximum Balances. The SFPUC may suspend the prospective accumulation of credits in all accounts. Alternatively, the SFPUC may impose a ceiling on further accumulation of credits in water bank balances based on a uniform ratio of the bank balance to the annual water allocation. In making a decision to suspend the prospective accumulation of water bank credits, the SFPUC shall consider the available water supply as set forth in Section 1.1 of this Plan and other reasonable, relevant factors.

3.3. Account Debits. Each month, monthly purchases will be compared to the budget for that month. Purchases in excess of monthly budgets will be debited against an agency's water bank account. Bank debits remaining at the end of the fiscal year will be subject to excess use charges (see Section 4).

3.4. Transfers of Banked Water. In addition to the transfers of shortage allocations provided for in Section 2.5, voluntary transfers of banked water will also be permitted between the SFPUC and any Wholesale Customer, and among the Wholesale Customers. The volume of transferred water will be credited to the transferee's water bank account and debited against the transferor's water bank account. The transferring parties must notify the SFPUC and BAWSCA of each transfer in writing (so that adjustments can be made to bank accounts), and will meet with the SFPUC, if requested, to discuss any affect the transfer may have on SFPUC operations. Transfers of banked water shall be deemed to be an emergency transfer and shall become effective on the third business day after notice of the transfer has been delivered to the SFPUC. If the SFPUC incurs extraordinary costs in implementing transfers, it will give written notice to the transferring parties within ten (10) business days after receipt of notice of the transfer. Extraordinary costs means additional costs directly attributable to accommodating transfers and which are not incurred in non-drought years nor simply as a result of the shortage condition itself. Extraordinary costs shall be calculated in accordance with the procedures in the Agreement and shall be subject to the disclosure and auditing requirements in the Agreement. In the case of transfers between Wholesale Customers, such extraordinary costs shall be considered to be expenses chargeable solely to individual Wholesale Customers and shall be borne equally by the parties to the transfer. In the case of

Redline Comparing 2021 Amended and Restated Water Supply Agreement and 2025 Proposed Amendments

transfers between the SFPUC and a Wholesale Customer, the SFPUC's share of any extraordinary transfer costs shall not be added to the Wholesale Revenue Requirement.

3.4.1. Transfer Limitations. The agency transferring banked water will be allowed to transfer no more than the accumulated balance in its bank. Transfers of estimated prospective banked credits and the "overdrafting" of accounts shall not be permitted. The price of transfer water originally derived from the SFPUC system is to be determined by the transferring parties and is not specified herein. Transfers of banked water shall be in compliance with Section 3.05 of the Agreement.

SECTION 4. WHOLESALE EXCESS USE CHARGES

4.1. Amount of Excess Use Charges. Monthly excess use charges shall be determined by the SFPUC at the time of the declared water shortage consistent with the calendar in Section 6 and in accordance with Section 6.03 of the Agreement. The excess use charges will be in the form of multipliers applied to the rate in effect at the time the excess use occurs. The same excess use charge multipliers shall apply to the Wholesale Customers and all Retail Customers. The excess use charge multipliers apply only to the charges for water delivered at the rate in effect at the time the excess use occurred.

4.2 Monitoring Suburban Water Use. During periods of voluntary rationing, water usage greater than a customer's allocation (as determined in Section 2) -will be indicated on each SFPUC monthly water bill. During periods of mandatory rationing, monthly and cumulative water usage greater than a Wholesale Customer's shortage allocation and the associated excess use charges will be indicated on each SFPUC monthly water bill.

4.3. Suburban Excess Use Charge Payments. An annual reconciliation will be made of monthly excess use charges according to the calendar in Section 6. Annual excess use charges will be calculated by comparing total annual purchases for each Wholesale Customer with its annual shortage allocation (as adjusted for transfers of shortage allocations and banked water, if any). Excess use charge payments by those Wholesale Customers with net excess use will be paid according to the calendar in Section 6. The SFPUC may dedicate excess use charges paid by Wholesale Customers toward the purchase of water from the State Drought Water Bank or other willing sellers in order to provide additional water to the Wholesale Customers. Excess use charges paid by the Wholesale Customers constitute Wholesale Customer revenue and shall be included within the SFPUC's annual Wholesale Revenue Requirement calculation.

4.4. Tier 1 Family Plan. During periods of mandatory rationing, the SFPUC will not assess excess use charges on any of the Wholesale Customers if the Wholesale Customers' collective cumulative purchases over the course of the Supply Year are less than the Wholesale Customers' Tier 1 allocation, as set forth in Section 2.1. If the Wholesale Customers' collective cumulative purchases exceed the Wholesale Customers' Tier 1 allocation, the SFPUC shall assess excess use charges on each individual Wholesale Customer that exceeded its individual Tier 2 allocation (established in accordance with Section 2.2) over the course of the Supply Year in proportion to each individual Wholesale Customer's share of the collective Wholesale Customers' purchases that exceeded the Wholesale Customers' Tier 1 allocation.

SECTION 5. GENERAL PROVISIONS GOVERNING WATER SHORTAGE ALLOCATION PLAN

5.1. Construction of Terms. This Plan is for the sole benefit of the parties and shall not be construed as granting rights to any person other than the parties or imposing obligations on a party to any person other than another party.

5.2. Governing Law. This Plan is made under and shall be governed by the laws of the State of California.

5.3. Effect on Agreement. This Plan describes the method for allocating water between the SFPUC and the collective Wholesale Customers during system-wide water shortages of 20 percent or less. This Plan also provides for the SFPUC to allocate water among the Wholesale Customers in accordance with directions provided by the Wholesale Customers through BAWSCA under Section 2.2, and to implement a program by which such allocations may be voluntarily transferred among the Wholesale Customers. The provisions of this Plan are intended to implement Section 3.11(C) of the Agreement and do not affect, change or modify any other section, term or condition of the Agreement.

5.4. Inapplicability of Plan to Allocation of SFPUC System Water During Non-Shortage Periods. The SFPUC's agreement in this Plan to a respective share of SFPUC system water during years of shortage shall not be construed to provide a basis for the allocation of water between the SFPUC and the Wholesale Customers when no water shortage emergency exists.

5.5. Termination. This Plan shall expire at the end of the Term of the Agreement~~-. The SFPUC and the Wholesale Customers can mutually agree to revise or terminate this Plan prior to that date due to changes in the water delivery capability of the SFPUC system, the acquisition of new water supplies, and other factors affecting the availability of water from the SFPUC system during times of shortage.~~

SECTION 5. ALLOCATION CALENDAR

6.1. Annual Schedule. The annual schedule for the shortage allocation process is shown below. This schedule may be changed by the SFPUC to facilitate implementation.

6.1.1

In All Years	Target Dates
1. SFPUC delivers list of annual purchases by each Wholesale Customer during the immediately preceding Supply Year	November 1
2. SFPUC meets with the Wholesale Customers and presents water supply forecast for the following Supply Year	February
3. SFPUC issues initial estimate of available water supply	February 1
4. SFPUC announces potential first year of drought (if applicable)	February 1
5. SFPUC and Wholesale Customers meet upon request to exchange information concerning water availability and projected system-wide purchases	February 1-May 31
6. SFPUC issues revised estimate of available water supply, and confirms continued potential shortage conditions, if applicable	March 1
7. SFPUC issues final estimate of available water supply	April 15 th or sooner if adequate snow course measurement data is available to form a robust estimate on available water supply for the coming year.
8. SFPUC determines amount of water available to Wholesale Customers collectively	April 15 th or sooner if adequate snow course measurement data is available to form a robust estimate on available water

Redline Comparing 2021 Amended and Restated Water Supply Agreement and 2025 Proposed Amendments

supply for the coming year.

In Drought Years	Target Dates
9. SFPUC formally declares the existence of water shortage emergency (or end of water shortage emergency, if applicable) under Water Code Sections 350 et. seq.	April 15-30
10. SFPUC declares the need for a voluntary or mandatory response	April 15-30
11. BAWSCA submits calculation to SFPUC of individual Wholesale Customers' percentage shares of water allocated to Wholesale Customers collectively	April 15- 30
12. SFPUC determines individual shortage allocations, based on BAWSCA's submittal of individual agency percentage shares to SFPUC, and monthly water budgets (Default Schedule)	April 25—May 10
13. Wholesale Customers submit alternative monthly water budgets (optional)	May 8-May 24
14. Final drought shortage allocations are issued for the Supply Year beginning July 1 through June 30	June 1
15. Monthly water budgets become effective	July 1
16. Excess use charges indicated on monthly Suburban bills	August 1 (of the beginning year) through June 30 (of the succeeding year)
17. Excess use charges paid by Wholesale Customers for prior year	August of the succeeding year

ATTACHMENT TO RESOLUTION 2025-03

EXHIBIT A: **Clean version** showing changes to Section 2.03, 3.07, 3.09, 9.07, Attachment A, Attachment E and Attachment H of the Amended and Restated Water Supply Agreement Between the City and County of San Francisco and Wholesale Customers in Alameda County, San Mateo County, and Santa Clara County

3.07. Restrictions on Purchases of Water from Others; Minimum Annual Purchases

A. Each Wholesale Customer (except for Alameda County Water District and the cities of Milpitas, Mountain View and Sunnyvale) agrees that it will not contract for, purchase or receive, with or without compensation, directly or indirectly, from any person, corporation, governmental agency or other entity, any water for delivery or use within its service area without the prior written consent of San Francisco.

B. The prohibition in subsection A does not apply to:

1. recycled water;
2. water necessary on an emergency and temporary basis, provided that the Wholesale Customer promptly gives San Francisco notice of the nature of the emergency, the amount of water that has been or is to be purchased, and the expected duration of the emergency; or
3. water in excess of a Wholesale Customer's Individual Supply Guarantee.

C. Minimum Annual Purchase Quantities. Alameda County Water District and the cities of Milpitas, Mountain View and Sunnyvale may purchase water from sources other than San Francisco, provided that San Francisco shall require that each purchase a minimum annual quantity of water from San Francisco. These Minimum Annual Purchase Quantities are set out in Attachment E and shall also be included in the Individual Water Sales Contracts between San Francisco and each of these four Wholesale Customers (collectively referred to as the Original Minimum Purchase Customers). Pursuant to Section 3.04, certain Wholesale Customers may also be required to purchase Temporary Modified Minimum Annual Purchase Quantities, set out in Attachment E-1, from San Francisco. Attachment E will be updated pursuant to Section 3.04 to reflect any reduction in existing Minimum Annual Purchase Quantities and any addition of new Minimum Annual Purchase Quantities when Temporary Modified Minimum Annual Purchase Quantities expire and are removed from Attachment E-1; Individual Water Sales Contracts between San Francisco and any Wholesale Customers who are participants in a transfer under Section 3.04 will similarly be amended, as necessary.

1. Annual Notice. After the end of each fiscal year, the SFPUC will send a written notice to each Wholesale Customer with a Minimum Annual Purchase Quantity, or a Temporary Modified Minimum Annual Purchase Quantity with a copy to BAWSCA. The notice will include:

- (a) the quantity of water delivered to each of those Wholesale Customers individually and all of the Original Minimum Purchase Customers collectively during the previous fiscal year;
- (b) each Wholesale Customer's individual Minimum Annual Purchase Quantity or Temporary Modified Minimum Annual Purchase Quantity (as adjusted for a Rebound Year, if applicable, under Section 3.07.C.2);
- (c) whether or not each Wholesale Customer met its individual Minimum Annual Purchase Quantity or Temporary Modified Minimum Annual Purchase Quantity (as adjusted for a Rebound Year, if applicable);
- (d) whether or not the Original Minimum Purchase Customers collectively purchased a volume of water from San Francisco that is equal to or greater than the sum of their four Minimum Annual Purchase Quantities (as adjusted for a Rebound Year, if applicable);
- (e) any Imputed Sales charged to the Wholesale Customers; and
- (f) the status of any Temporary Modified Minimum Annual Purchase Quantities of the Wholesale Customers.

2. Waiver and Rebound Year. The minimum annual purchase requirements set out in Attachments E and E-1 will be waived during a Drought or other period of water shortage if the water San Francisco makes available to these Wholesale Customers is less than their Minimum Annual Purchase Quantities or Temporary Modified Minimum Annual Purchase Quantities, and may be waived during a state of emergency declared by the Governor of California that impacts water supply use or deliveries from the Regional Water System. Once the waiver is no longer in effect, each of the minimum annual purchase requirements set out in Attachments E and E-1 shall be temporarily set, for one full fiscal year (referred to as the Rebound Year), to the midpoint between (1) the Wholesale Customer's actual San Francisco purchases for the final year in which the waiver was in effect, up to a maximum of the Customer's Minimum Annual Purchase Quantity or Temporary Modified Minimum Annual Purchase Quantity, and (2) the Wholesale Customer's Minimum Annual Purchase Quantity or Temporary Modified Minimum Annual Purchase Quantity set out in Attachment E or Attachment E-1, as applicable. Any fiscal year in which a Wholesale Customer meets its Rebound Year-adjusted Temporary Modified Minimum Annual Purchase Quantity, but not its standard Temporary Modified Minimum Annual Purchase Quantity, will not count as a fiscal year in which the Wholesale Customer has met or exceeded its Temporary Modified Minimum Purchase Quantity for the purposes of Section 3.04.C(4)(a).

D. Minimum Annual Purchase Quantity Reset. As shown on Attachment E, in Fiscal

Year 2025-26, the Parties reset the then-existing Minimum Annual Purchase Quantities of the Original Minimum Purchase Customers to 80% of the average San Francisco purchases of each Customer over the four most recent non-drought years preceding Fiscal Year 2024-25, effective for Fiscal Year 2024-25. If the Parties extend the Term of this Agreement beyond June 30, 2034 pursuant to Section 2.02, the Parties will review the Minimum Annual Purchase Quantities of the Original Minimum Purchase Customers again ten years after the Fiscal Year 2025-26 reset. If the Original Minimum Purchase Customers, or San Francisco, want to propose a reset of the Minimum Annual Purchase Quantities for Fiscal Year 2035-36, they will provide written notice on or before June 30, 2034. The Parties will meet and confer promptly to evaluate written reset proposals. By November 30, 2035, if the Parties have come to an agreement, the SFPUC will calculate the revised Minimum Annual Purchase Quantities based on the agreed upon methodology and provide written notice to the Original Minimum Purchase Customers and BAWSCA. The Original Minimum Purchase Customers will have at least 15 business days to review and meet and confer with the SFPUC with any questions or concerns before the revised quantities are finalized. If the Parties are unable to come to an agreement, the then-existing Minimum Annual Purchase Quantities will remain unchanged. Any changes to the Minimum Annual Purchase Quantities under this Section 3.07.D will be reflected in a revised Attachment E approved with the written concurrence of San Francisco and BAWSCA in accordance with Section 2.03.C. The Parties intend to include a continuing, periodic review of the Minimum Annual Purchase Quantities on a ten-year schedule in the successor to this Agreement.

E. Collective Minimum Annual Purchase Quantities Considered Before Application of Imputed Sales. Imputed Sales will not apply to any of the individual Original Minimum Purchase Customers in a particular fiscal year if those Customers have collectively purchased a volume of water from San Francisco that is equal to or greater than the sum of their four Minimum Annual Purchase Quantities shown in Attachment E (or adjusted for a Rebound Year pursuant to Section 3.07.C.2, if applicable). If the Original Minimum Purchase Customers do not collectively purchase that sum, any Original Minimum Purchase Customer that has not met its standard or Rebound Year-adjusted Minimum Annual Purchase Quantity will be responsible for Imputed Sales proportional to its share of the difference between that sum and the Original Minimum Purchase Customers' total purchases from San Francisco. Examples of this calculation are contained in Attachment E-3.

Proposed 2025 Amended and Restated Water Supply Agreement: Sections 2.03, 3.09, and 9.07, and Attachment A Definitions.

2.03. Amendments.

C. Amendments to Attachments. The following attachments may be amended with the written concurrence of San Francisco and BAWSCA on behalf of the Wholesale Customers:

<u>Attachment</u>	<u>Name</u>
C	Individual Supply Guarantees (amendments reflecting Section 3.04 transfers only)
E	Minimum Annual Purchase Quantities (amendments reflecting Section 3.04 transfers and Section 3.07 resets only)
E-1	Temporary Modified Minimum Annual Purchase Quantities
G	Water Quality Notification and Communications Plan (as may be amended)
J	Water Use Measurement and Tabulation
L-1	Identification of WSIP Projects as Regional/Retail
N-1	Balancing Account/Rate Setting Calculation Table
N-2	Wholesale Revenue Requirement Schedules
N-3	Schedule of Projected Water Sales, Wholesale Revenue Requirement and Wholesale Rates
P	Management Representation Letter
R	Classification of Existing System Assets (subject to Section 5.11)

Amendments to these attachments shall be approved on behalf of San Francisco by the Commission and on behalf of BAWSCA by its Board of Directors, unless the Commission by resolution delegates such authority to the General Manager of the SFPUC or the Board of Directors by resolution delegates such authority to the General Manager/CEO of BAWSCA.

3.09. Completion of WSIP

San Francisco will complete construction of the physical facilities in the WSIP by June 30, 2032. The SFPUC agrees to provide for full public review and comment by local and state interests of any proposed changes that delay previously adopted project completion dates or that delete projects. The SFPUC shall meet and consult with BAWSCA before proposing to the Commission any changes in the scope of WSIP projects which reduce their capacity or ability to achieve adopted Level of Service Goals and Objectives. The SFPUC retains discretion to determine whether to approve the physical facilities in the WSIP until after it completes the CEQA process as set forth in Section 4.07.

9.07. City of Brisbane, Guadalupe Valley Municipal Improvement District, Town of Hillsborough

A. The parties acknowledge that San Francisco has heretofore provided certain quantities of water to the City of Brisbane ("Brisbane"), Guadalupe Valley Municipal Improvement District ("Guadalupe") and the Town of Hillsborough ("Hillsborough") at specified rates or without charge pursuant to obligations arising out of agreements between the predecessors of San Francisco and these parties, which agreements are referred to in judicial orders, resolutions of the SFPUC and/or the 1960 contracts between San Francisco and Brisbane, Guadalupe and Hillsborough. The parties intend to continue those arrangements and accordingly agree as follows:

1. Nothing in this Agreement is intended to alter, amend or modify the terms of SFPUC Resolution No. 74-0053 or the indenture of July 18, 1908 between the Guadalupe Development Company and the Spring Valley Water Company.

2. Nothing in this Agreement is intended to alter, amend or modify the Findings of Fact and Conclusions of Law and Judgment dated May 25, 1961 in that certain action entitled City and County of San Francisco v. Town of Hillsborough in the Superior Court of the State of California in and for the County of Marin, No. 23282, as modified by the Satisfaction of Judgment filed October 23, 1961 and the Compromise and Release between Hillsborough and San Francisco dated August 22, 1961. The rights and obligations of Hillsborough under these documents shall continue as therein set forth.

3. Nothing in this Agreement is intended to affect or prejudice any claims, rights or remedies of Guadalupe or of Crocker Estate Company, a corporation, or of Crocker

Land Company, a corporation, or of San Francisco, or of their successors and assigns, respectively, with respect to or arising out of that certain deed dated May 22, 1884, from Charles Crocker to Spring Valley Water Works, a corporation, recorded on May 24, 1884, in Book 37 of Deeds at page 356, Records of San Mateo County, California, as amended by that certain Deed of Exchange of Easements in Real Property and Agreement for Trade in Connection Therewith, dated July 29, 1954, recorded on August 4, 1954, in Book 2628, at page 298, Official Records of said San Mateo County, or with respect to or arising out of that certain action involving the validity or enforceability of certain provisions of said deed entitled City and County of San Francisco v. Crocker Estate Company, in the Superior Court of the State of California in and for the County of Marin, No. 23281.

Attachment A - Definitions

“Imputed Sales” apply when a Wholesale Customer does not meet the minimum annual purchase requirements of Section 3.07.C, as shown on Attachment E and Attachment E-1, except in fiscal years in which a waiver of these requirements is in effect. Imputed Sales are calculated as the difference between (1) a Wholesale Customer’s metered water purchases during a fiscal year, from July 1 to June 30, and (2) the larger of (a) or (b) as follows: (a) the Wholesale Customer’s Minimum Annual Purchase Quantity, as specified in Attachment E and may be adjusted pursuant to Section 3.07.C.2, or (b) the Wholesale Customer’s Temporary Modified Minimum Annual Purchase Quantity, as specified in Attachment E-1 and may be adjusted pursuant to Section 3.07.C.2. If a Wholesale Customer has more than one Temporary Modified Minimum Annual Purchase Quantity, the largest quantity is used for calculating Imputed Sales. Imputed Sales are considered wholesale water usage for the purposes of calculating the Proportional Annual Use, and any fees charged for Imputed Sales are considered wholesale revenues.

“Level of Service Goals and Objectives” refers to the “Phased WSIP Goals and Objectives” adopted by the Commission in Resolution No. 08-0200 dated October 30, 2008 as part of the approval of the WSIP, as updated and expanded by the "2023 Amended and Updated Water Enterprise Level of Service Goals and Objectives," adopted by the Commission in Resolution No. 23-0210 dated November 28, 2023, and any amendments that may be adopted by the Commission.

ATTACHMENT E

MINIMUM ANNUAL PURCHASE QUANTITIES

(Section 3.07.C)

AGENCY	MINIMUM ANNUAL PURCHASE QUANTITY (IN MGD) ¹
Alameda County Water District	6.682
City of Milpitas	4.371
City of Mountain View	6.047
City of Sunnyvale	7.412

¹ In Fiscal Year (FY) 2025-26, the then-existing Minimum Annual Purchase Quantities for Alameda County Water District and the Cities of Milpitas, Mountain View, and Sunnyvale were reset to 80% of each of those four customers' average San Francisco purchases over the four non-drought years preceding FY 2024-25 (FY 2017-18, FY 2018-19, FY 2019-20, and FY 2020-21), effective FY 2024-25. Prior to this reset, from the effective date of this Agreement (July 1, 2009) through FY 2023-24, those four customers had the following Minimum Annual Purchase Quantities:

1. Alameda County Water District: 7.648 MGD
2. City of Milpitas: 5.341 MGD
3. City of Mountain View: 8.930 MGD
4. City of Sunnyvale: 8.930 MGD

ATTACHMENT E-3

ATTACHMENT E-3

Illustrations of Imputed Sales Considering Collective Regional Water System Use by Original Minimum Purchase Customers Compared to Sum of Minimum Annual Purchase Quantities Pursuant to Section 3.07.E

Scenario 1: Collective Purchases Equal to or Greater Than Sum of MAPQs¹ (No Imputed Sales)²

Line #	Wholesale Customer	A	B	C	D	$E = (D[\text{LINE \#}] / D5) \times (B5 - A5)$
		MAPQ	RWS ³ Use (mgd)	RWS Over MAPQ (mgd)	RWS Under MAPQ (mgd)	Proportion of Use Under Total MAPQ (mgd)
1	Alameda County Water District	6.682	7.682	1.00		N/A
2	City of Milpitas	4.371	3.871		-0.50	N/A
3	City of Mountain View	6.047	5.047		-1.00	N/A
4	City of Sunnyvale	7.412	7.912	0.50		N/A
5	Total	24.512	24.512	1.50	-1.50	N/A

Scenario 2: Collective Purchases Less Than Sum of MAPQs (by 1.0 mgd) (Imputed Sales)⁴

Line #	Wholesale Customer	A	B	C	D	$E = (D[\text{LINE \#}] / D5) \times (B5 - A5)$
		MAPQ	RWS Use (mgd)	RWS Over MAPQ (mgd)	RWS Under MAPQ (mgd)	Proportion of Use Under Total MAPQ (mgd)
1	Alameda County Water District	6.682	7.182	0.50		N/A
2	City of Milpitas	4.371	3.871		-0.50	-0.25
3	City of Mountain View	6.047	4.547		-1.50	-0.75
4	City of Sunnyvale	7.412	7.912	0.50		N/A
5	Total	24.512	23.512	1.00	-2.00	-1.0

¹ Minimum Annual Purchase Quantity (MAPQ)

² In Scenario 1, the Original Minimum Purchase Customers' collective purchases from San Francisco in a particular fiscal year (Line 5B) are equal to the sum of their Minimum Annual Purchase Quantities (Line 5A). Therefore, no Imputed Sales are applied to individual Original Minimum Purchase Customers that purchased less than their individual Minimum Annual Purchase Quantities (in this scenario, Milpitas and Mountain View).

³ Regional Water System (RWS)

⁴ In Scenario 2, the Original Minimum Purchase Customers' collective purchases from San Francisco in a particular fiscal year (Line 5B) are 1.0 mgd less than the sum of their Minimum Annual Purchase Quantities (Line 5A). Therefore, Imputed Sales are applied proportionally to any individual Original Minimum Purchase Customer that purchased less than its individual Minimum Annual Purchase Quantity (in this scenario, Milpitas and Mountain View), so that customer is responsible for its share of the difference between the sum of all Minimum Annual Purchase Quantities (Line 5A) and the collective amount of RWS use (Line 5B). In this scenario, Mountain View is responsible for 75% and Milpitas is responsible for 25% of the 1.0 mgd difference between Line 5A and Line 5B.

Scenario 3: Collective Purchases Equal to or Greater Than Sum of MAPQs – with Rebound Year-Adjusted MAPQs (No Imputed Sales)⁵

Line #	Wholesale Customer	A	B	C = A - ((A[LINE #] - B[LINE #]) / 2)	D	E	F	G = (F[LINE #] / F5) × (D5 - C5)
		MAPQ	RWS Use in Waiver's Final Year	Rebound Year-Adjusted MAPQ	RWS Use (mgd)	RWS Over Rebound Year- Adjusted MAPQ (mgd)	RWS Under Rebound Year- Adjusted MAPQ (mgd)	Proportion of Use Under Total Rebound Year-Adjusted MAPQ (mgd)
1	Alameda County Water District	6.682	5.682	6.182	7.512	1.33		N/A
2	City of Milpitas	4.371	3.371	3.871	3.591		-0.28	N/A
3	City of Mountain View	6.047	5.047	5.547	4.847		-0.70	N/A
4	City of Sunnyvale	7.412	6.412	6.912	7.782	0.87		N/A
5	Total	24.512	20.512	22.512	23.732	2.20	-0.98	N/A

⁵ In Scenario 3, the Original Minimum Purchase Customers' collective purchases from San Francisco in a particular fiscal year (Line 5D) are greater than the sum of their Rebound Year-adjusted Minimum Annual Purchase Quantities that are currently in effect pursuant to Section 3.07.C.2 (Line 5C). Therefore, no Imputed Sales are applied to individual Original Minimum Purchase Customers that purchased less than their individual Rebound Year-adjusted Minimum Annual Purchase Quantities (in this scenario, Milpitas and Mountain View).

ATTACHMENT H

WATER SHORTAGE ALLOCATION PLAN

This Water Shortage Allocation Plan (“Plan”), also known as the Tier 1 Shortage Plan, describes the method for allocating water between the San Francisco Public Utilities Commission (“SFPUC”), on the one hand, and the Wholesale Customers collectively, on the other, during shortages caused by drought. The Plan also implements a method for allocating water among the individual Wholesale Customers, known as the Tier 2 Drought Response Implementation Plan (“Tier 2 Plan”), which has separately been adopted by the Wholesale Customers and does not include the SFPUC. The Plan includes provisions for transfers, banking, and excess use charges. The Plan applies only when the SFPUC determines that a system-wide water shortage due to drought exists, and all references to “shortages” and “water shortages” are to be so understood. This Plan was initially adopted pursuant to Section 7.03(a) of the 1984 Settlement Agreement and Master Water Sales Contract and has been incorporated and updated to correspond to the terminology used in the 2009 Water Supply Agreement between the City and County of San Francisco and Wholesale Customers in Alameda County, San Mateo County and Santa Clara County (“Agreement”), as amended and restated from time to time.

SECTION 1. SHORTAGE CONDITIONS

1.1. Projected Available SFPUC Water Supply. The SFPUC shall make an annual determination as to whether or not a shortage condition exists. The determination of projected available water supply shall consider, among other things, stored water, projected runoff, water acquired by the SFPUC from non-SFPUC sources, inactive storage, reservoir losses, allowance for carryover storage, and water bank balances, if any, described in Section 3.

1.2 Projected SFPUC Customer Purchases. The SFPUC will utilize purchase data, including volumes of water purchased by the Wholesale Customers and by Retail Customers (as those terms are used in the Agreement) in the year immediately prior to the drought, along with other available relevant information, as a basis for determining projected system-wide water purchases from the SFPUC for the upcoming Supply Year (defined as the period from July 1 through June 30).

1.3. Shortage Conditions. The SFPUC will compare the projected available water supply (Section 1.1) with projected system-wide water purchases (Section 1.2). A shortage condition exists if the SFPUC determines that the projected available water supply is less than projected system-wide water purchases in the upcoming Supply Year. When a shortage condition exists, SFPUC will determine whether voluntary or mandatory actions will be required to reduce purchases of SFPUC water to required levels.

1.3.1 Voluntary Response. If the SFPUC determines that voluntary actions will be sufficient to accomplish the necessary reduction in water use throughout its service area, the SFPUC and the Wholesale Customers will make good faith efforts to reduce their water purchases to stay within their annual Tier 1 and Tier 2 allocations as applicable (see Section 2 of this Attachment H) and associated monthly water use budgets. The SFPUC will not impose excess use charges during periods of voluntary rationing, but may suspend the prospective accumulation of water bank credits, or impose a ceiling on further accumulation of bank credits, consistent with Section 3.2.1 of this Plan.

1.3.2 Mandatory Response. If the SFPUC determines that mandatory actions will be required to accomplish the necessary reduction in water use in the SFPUC service area, the SFPUC may implement excess use charges as set forth in Section 4 of this Plan.

1.4. Period of Shortage. A shortage period commences when the SFPUC determines that a water shortage exists, as set forth in a declaration of water shortage emergency issued by the SFPUC pursuant to

California Water Code Sections 350 et seq. Termination of the water shortage emergency will be declared by resolution of the SFPUC.

SECTION 2. SHORTAGE ALLOCATIONS

2.1. Annual Tier 1 Allocations between the SFPUC and the Wholesale Customers. The annual water supply available during shortages will be allocated between the SFPUC and the collective Wholesale Customers as follows:

Level of System Wide Reduction in Water Use Required	Share of Available Water	
	SFPUC Share	Wholesale Customers Share
5% or less	35.5%	64.5%
6% through 10%	36.0%	64.0%
11% through 15%	37.0%	63.0%
16% through 20%	37.5%	62.5%

This Plan refers to the SFPUC's and Wholesale Customers' respective shares of available water so established as the SFPUC's and Wholesale Customers' Tier 1 allocations. The water allocated to the SFPUC shall correspond to the total allocation for all Retail Customers. In the event that the SFPUC share of the available water supply in the above table results in Retail Customers having a positive allocation (i.e., a supply of additional water rather than a required percentage reduction in water use), the SFPUC's percentage share of the available water supply in the table shall be reduced to eliminate any positive allocation to Retail Customers, with a corresponding increase in the percentage share of the available water supply allocated to the Wholesale Customers. For any level of required reduction in system-wide water use during shortages, the SFPUC shall require Retail Customers to conserve a minimum of 5%, with any resulting reallocated supply credited to storage for inclusion in calculation of projected available water SFPUC water supply in a subsequent year (Section 1.1).

The parties agree to reevaluate the percentages of the available water supply allocated to Retail and Wholesale Customers by May 1, 2028.

2.2 Annual Tier 2 Allocations among the Wholesale Customers. The annual water supply allocated to the Wholesale Customers collectively during system wide shortages of 20 percent or less (i.e., the Wholesale Customers' Tier 1 allocation) will be apportioned among them based on a methodology, known as the Tier 2 Plan, that has been separately adopted by all of the Wholesale Customers, and not the SFPUC, as described in Section 3.11(C) of the Agreement. In any year for which the methodology must be applied, the Bay Area Water Supply and Conservation Agency ("BAWSCA") will calculate each Wholesale Customer's individual percentage share of the amount of water allocated to the Wholesale Customers collectively pursuant to Section 2.1. Following the declaration or reconfirmation of a water shortage emergency by the SFPUC, BAWSCA will deliver to the SFPUC General Manager a list, signed by the President of BAWSCA's Board of Directors and its General Manager, showing each Wholesale Customer together with its percentage share and stating that the list has been prepared in accordance with the methodology adopted by the Wholesale Customers. The SFPUC shall allocate water to each Wholesale Customer, as specified in the list. The shortage allocations so established (known as Tier 2 allocations) may be transferred as provided in Section 2.5 of this Plan. If BAWSCA or all Wholesale Customers do not provide the SFPUC with individual allocations, the SFPUC may make a final allocation decision after first meeting and discussing allocations with BAWSCA and the Wholesale Customers.

The Tier 2 Plan methodology adopted by the Wholesale Customers utilizes the rolling average of each individual Wholesale Customer's purchases from the SFPUC during the three immediately preceding Supply Years. The SFPUC agrees to provide BAWSCA by November 1 of each year a list showing the amount of water purchased by each Wholesale Customer during the immediately preceding Supply Year. The list will be prepared using Customer Service Bureau report MGT440 (or comparable official record in use at the time), adjusted as required for any reporting errors or omissions, and will be transmitted by the SFPUC General Manager or his designee.

2.3. Limited Applicability of Plan to System Wide Shortages Greater Than Twenty Percent. The Tier 1 allocations of water between the SFPUC and the Wholesale Customers collectively, provided for in Section 2.1, apply only to shortages of 20 percent or less. The SFPUC and Wholesale Customers recognize the possibility of a drought occurring which could create system-wide shortages greater than 20 percent despite actions taken by the SFPUC aimed at reducing the probability and severity of water shortages in the SFPUC service area. If the SFPUC determines that a system wide water shortage greater than 20 percent exists, the SFPUC and the Wholesale Customers agree to meet within 10 days and discuss whether a change is required to the allocation set forth in Section 2.1 in order to mitigate undue hardships that might otherwise be experienced by individual Wholesale Customers or Retail Customers. Following these discussions, the Tier 1 allocations set forth in Section 2.1 of this Plan, or a modified version thereof, may be adopted by mutual written consent of the SFPUC and the Wholesale Customers. If the SFPUC and Wholesale Customers meet and cannot agree on an appropriate Tier 1 allocation within 30 days of the SFPUC's determination of water shortage greater than 20 percent, then (1) the provisions of Section 3.11(C) of the Agreement will apply, unless (2) all of the Wholesale Customers direct in writing that a Tier 2 allocation methodology agreed to by them be used to apportion the water to be made available to the Wholesale Customers collectively, in lieu of the provisions of Section 3.11(C).

The provisions of this Plan relating to transfers (in Section 2.5), banking (in Section 3), and excess use charges (in Section 4) shall continue to apply during system-wide shortages greater than 20 percent.

2.4. Monthly Water Budgets. Within 10 days after adopting a declaration of water shortage emergency, the SFPUC will determine the amount of Tier 1 water allocated to the Wholesale Customers collectively pursuant to Section 2.1. The SFPUC General Manager, using the Tier 2 allocation percentages shown on the list delivered by BAWSCA pursuant to Section 2.2, will calculate each Wholesale Customer's individual annual Tier 2 allocation. The SFPUC General Manager, or his designee, will then provide each Wholesale Customer with a proposed schedule of monthly water budgets based on the pattern of monthly water purchases during the Supply Year immediately preceding the declaration of shortage (the "Default Schedule"). Each Wholesale Customer may, within two weeks of receiving its Default Schedule, provide the SFPUC with an alternative monthly water budget that reschedules its annual Tier 2 allocation over the course of the succeeding Supply Year. If a Wholesale Customer does not deliver an alternative monthly water budget to the SFPUC within two weeks of its receipt of the Default Schedule, then its monthly budget for the ensuing Supply Year shall be the Default Schedule proposed by the SFPUC.

Monthly Wholesale Customer water budgets will be derived from annual Tier 2 allocations for purposes of accounting for excess use. Monthly Wholesale Customer water budgets shall be adjusted during the year to account for transfers of shortage allocation under Section 2.5 and transfers of banked water under Section 3.4.

2.5. Transfers of Shortage Allocations. Voluntary transfers of shortage allocations between the SFPUC and any Wholesale Customers, and between any Wholesale Customers, will be permitted using the same procedure as that for transfers of banked water set forth in Section 3.4. The SFPUC and BAWSCA shall be notified of each transfer. Transfers of shortage allocations shall be deemed to be an emergency transfer and shall become effective on the third business day after notice of the transfer has been delivered to the SFPUC. Transfers of shortage allocations shall be in compliance with Section 3.05 of the

Agreement. The transferring parties will meet with the SFPUC, if requested, to discuss any effect the transfer may have on its operations.

SECTION 3. SHORTAGE WATER BANKING

3.1. Water Bank Accounts. The SFPUC shall create a water bank account for itself and each Wholesale Customer during shortages in conjunction with its resale customer billing process. Bank accounts will account for amounts of water that are either saved or used in excess of the shortage allocation for each agency; the accounts are not used for tracking billings and payments. When a shortage period is in effect (as defined in Section 1.4), the following provisions for bank credits, debits, and transfers shall be in force. A statement of bank balance for each Wholesale Customer will be included with the SFPUC's monthly water bills.

3.2. Bank Account Credits. Each month, monthly purchases will be compared to the monthly budget for that month. Any unused shortage allocation by an agency will be credited to that agency's water bank account. Credits will accumulate during the entire shortage period, subject to potential restrictions imposed pursuant to Section 3.2.1. Credits remaining at the end of the shortage period will be zeroed out; no financial or other credit shall be granted for banked water.

3.2.1. Maximum Balances. The SFPUC may suspend the prospective accumulation of credits in all accounts. Alternatively, the SFPUC may impose a ceiling on further accumulation of credits in water bank balances based on a uniform ratio of the bank balance to the annual water allocation. In making a decision to suspend the prospective accumulation of water bank credits, the SFPUC shall consider the available water supply as set forth in Section 1.1 of this Plan and other reasonable, relevant factors.

3.3. Account Debits. Each month, monthly purchases will be compared to the budget for that month. Purchases in excess of monthly budgets will be debited against an agency's water bank account. Bank debits remaining at the end of the fiscal year will be subject to excess use charges (see Section 4).

3.4. Transfers of Banked Water. In addition to the transfers of shortage allocations provided for in Section 2.5, voluntary transfers of banked water will also be permitted between the SFPUC and any Wholesale Customer, and among the Wholesale Customers. The volume of transferred water will be credited to the transferee's water bank account and debited against the transferor's water bank account. The transferring parties must notify the SFPUC and BAWSCA of each transfer in writing (so that adjustments can be made to bank accounts), and will meet with the SFPUC, if requested, to discuss any affect the transfer may have on SFPUC operations. Transfers of banked water shall be deemed to be an emergency transfer and shall become effective on the third business day after notice of the transfer has been delivered to the SFPUC. If the SFPUC incurs extraordinary costs in implementing transfers, it will give written notice to the transferring parties within ten (10) business days after receipt of notice of the transfer. Extraordinary costs means additional costs directly attributable to accommodating transfers and which are not incurred in non-drought years nor simply as a result of the shortage condition itself. Extraordinary costs shall be calculated in accordance with the procedures in the Agreement and shall be subject to the disclosure and auditing requirements in the Agreement. In the case of transfers between Wholesale Customers, such extraordinary costs shall be considered to be expenses chargeable solely to individual Wholesale Customers and shall be borne equally by the parties to the transfer. In the case of transfers between the SFPUC and a Wholesale Customer, the SFPUC's share of any extraordinary transfer costs shall not be added to the Wholesale Revenue Requirement.

3.4.1. Transfer Limitations. The agency transferring banked water will be allowed to transfer no more than the accumulated balance in its bank. Transfers of estimated prospective banked credits and the "overdrafting" of accounts shall not be permitted. The price of transfer water originally derived from the SFPUC system is to be determined by the transferring parties and is not specified herein. Transfers of banked water shall be in compliance with Section 3.05 of the Agreement.

SECTION 4. WHOLESALE EXCESS USE CHARGES

4.1. Amount of Excess Use Charges. Monthly excess use charges shall be determined by the SFPUC at the time of the declared water shortage consistent with the calendar in Section 6 and in accordance with Section 6.03 of the Agreement. The excess use charges will be in the form of multipliers applied to the rate in effect at the time the excess use occurs. The same excess use charge multipliers shall apply to the Wholesale Customers and all Retail Customers. The excess use charge multipliers apply only to the charges for water delivered at the rate in effect at the time the excess use occurred.

4.2 Monitoring Suburban Water Use. During periods of voluntary rationing, water usage greater than a customer's allocation (as determined in Section 2) will be indicated on each SFPUC monthly water bill. During periods of mandatory rationing, monthly and cumulative water usage greater than a Wholesale Customer's shortage allocation and the associated excess use charges will be indicated on each SFPUC monthly water bill.

4.3. Suburban Excess Use Charge Payments. An annual reconciliation will be made of monthly excess use charges according to the calendar in Section 6. Annual excess use charges will be calculated by comparing total annual purchases for each Wholesale Customer with its annual shortage allocation (as adjusted for transfers of shortage allocations and banked water, if any). Excess use charge payments by those Wholesale Customers with net excess use will be paid according to the calendar in Section 6. The SFPUC may dedicate excess use charges paid by Wholesale Customers toward the purchase of water from the State Drought Water Bank or other willing sellers in order to provide additional water to the Wholesale Customers. Excess use charges paid by the Wholesale Customers constitute Wholesale Customer revenue and shall be included within the SFPUC's annual Wholesale Revenue Requirement calculation.

4.4. Tier 1 Family Plan. During periods of mandatory rationing, the SFPUC will not assess excess use charges on any of the Wholesale Customers if the Wholesale Customers' collective cumulative purchases over the course of the Supply Year are less than the Wholesale Customers' Tier 1 allocation, as set forth in Section 2.1. If the Wholesale Customers' collective cumulative purchases exceed the Wholesale Customers' Tier 1 allocation, the SFPUC shall assess excess use charges on each individual Wholesale Customer that exceeded its individual Tier 2 allocation (established in accordance with Section 2.2) over the course of the Supply Year in proportion to each individual Wholesale Customer's share of the collective Wholesale Customers' purchases that exceeded the Wholesale Customers' Tier 1 allocation.

SECTION 5. GENERAL PROVISIONS GOVERNING WATER SHORTAGE ALLOCATION PLAN

5.1. Construction of Terms. This Plan is for the sole benefit of the parties and shall not be construed as granting rights to any person other than the parties or imposing obligations on a party to any person other than another party.

5.2. Governing Law. This Plan is made under and shall be governed by the laws of the State of California.

5.3. Effect on Agreement. This Plan describes the method for allocating water between the SFPUC and the collective Wholesale Customers during system-wide water shortages of 20 percent or less. This Plan also provides for the SFPUC to allocate water among the Wholesale Customers in accordance with directions provided by the Wholesale Customers through BAWSCA under Section 2.2, and to implement a program by which such allocations may be voluntarily transferred among the Wholesale Customers. The provisions of this Plan are intended to implement Section 3.11(C) of the Agreement and do not affect, change or modify any other section, term or condition of the Agreement.

5.4. Inapplicability of Plan to Allocation of SFPUC System Water During Non-Shortage Periods.

The SFPUC's agreement in this Plan to a respective share of SFPUC system water during years of shortage shall not be construed to provide a basis for the allocation of water between the SFPUC and the Wholesale Customers when no water shortage emergency exists.

5.5. Termination. This Plan shall expire at the end of the Term of the Agreement. The SFPUC and the Wholesale Customers can mutually agree to revise or terminate this Plan prior to that date due to changes in the water delivery capability of the SFPUC system, the acquisition of new water supplies, and other factors affecting the availability of water from the SFPUC system during times of shortage.

SECTION 6. ALLOCATION CALENDAR

6.1. Annual Schedule. The annual schedule for the shortage allocation process is shown below. This schedule may be changed by the SFPUC to facilitate implementation.

6.1.1

In All Years	Target Dates
1. SFPUC delivers list of annual purchases by each Wholesale Customer during the immediately preceding Supply Year	November 1
2. SFPUC meets with the Wholesale Customers and presents water supply forecast for the following Supply Year	February
3. SFPUC issues initial estimate of available water supply	February 1
4. SFPUC announces potential first year of drought (if applicable)	February 1
5. SFPUC and Wholesale Customers meet upon request to exchange information concerning water availability and projected system-wide purchases	February 1-May 31
6. SFPUC issues revised estimate of available water supply, and confirms continued potential shortage conditions, if applicable	March 1
7. SFPUC issues final estimate of available water supply	April 15 th or sooner if adequate snow course measurement data is available to form a robust estimate on available water supply for the coming year.
8. SFPUC determines amount of water available to Wholesale Customers collectively	April 15 th or sooner if adequate snow course measurement data is available to form a robust estimate on available water supply for the coming year.
In Drought Years	Target Dates
9. SFPUC formally declares the existence of water shortage emergency (or end of water shortage emergency, if applicable) under Water Code Sections 350 et. seq.	April 15-30
10. SFPUC declares the need for a voluntary or mandatory response	April 15-30
11. BAWSCA submits calculation to SFPUC of individual Wholesale Customers' percentage shares of water allocated to Wholesale Customers collectively	April 15- 30

- | | |
|---|---|
| 12. SFPUC determines individual shortage allocations, based on BAWSCA's submittal of individual agency percentage shares to SFPUC, and monthly water budgets (Default Schedule) | April 25—May 10 |
| 13. Wholesale Customers submit alternative monthly water budgets (optional) | May 8-May 24 |
| 14. Final drought shortage allocations are issued for the Supply Year beginning July 1 through June 30 | June 1 |
| 15. Monthly water budgets become effective | July 1 |
| 16. Excess use charges indicated on monthly Suburban bills | August 1 (of the beginning year) through June 30 (of the succeeding year) |
| 17. Excess use charges paid by Wholesale Customers for prior year | August of the succeeding year |

RESOLUTION 2025-04

COASTSIDE COUNTY WATER DISTRICT

RESOLUTION NO. 2025-04

APPROVING TIER 2 DROUGHT RESPONSE IMPLEMENTATION PLAN
PURSUANT TO SECTION 3.11.C
OF THE AMENDED AND RESTATED WATER SUPPLY AGREEMENT BETWEEN
THE CITY AND COUNTY OF SAN FRANCISCO AND WHOLESALE CUSTOMERS
IN ALAMEDA COUNTY, SAN MATEO COUNTY, AND SANTA CLARA COUNTY

THIS RESOLUTION IS ADOPTED based upon the following facts and circumstances:

WHEREAS, The Coastside County Water District is one of twenty-six (26) agencies in San Mateo, Santa Clara and Alameda Counties (Wholesale Customers) which purchase water from the City and County of San Francisco (San Francisco) pursuant to a Water Supply Agreement entered into in 2009, and recently amended in 2018, 2021 and 2025 (the Agreement or WSA). Collectively these 26 agencies are referred to in the Agreement as Wholesale Customers; and

WHEREAS, Section 3.11 of the Agreement addresses situations when insufficient water is available in the San Francisco Regional Water System (RWS) to meet the full demands of all users. Section 3.11.C provides that during periods of water shortage caused by drought, the San Francisco Public Utilities Commission (SFPUC) will allocate available water between its retail customers and the Wholesale Customers collectively, in accordance with a schedule contained in the Water Shortage Allocation Plan set forth in Attachment H to the Agreement (Tier 1 Plan); and

WHEREAS, Section 3.11.C authorizes the Wholesale Customers to adopt a Drought Allocation Plan, including a methodology for allocating the available water among the individual Wholesale Customers (Tier 2 Plan). The WSA also commits the SFPUC to honor allocations of water unanimously agreed to by all Wholesale Customers or, if unanimous agreement cannot be achieved, water allocations that have been adopted by the Board of Directors of the Bay Area Water Supply and Conservation Agency (BAWSCA). The Agreement also provides that the SFPUC can allocate water supplies as necessary during a water shortage emergency if no agreed upon plan for water allocation has been adopted by the 26 Wholesale Customers or the BAWSCA Board of Directors; and

WHEREAS, Commencing in January 2022, representatives appointed by the managers of each of the Wholesale Customers began meeting monthly to develop a set of principles to serve as guidelines for an equitable allocation methodology, and to develop formulas and procedures, in order to implement those principles. These discussions, and supporting technical analyses, have been conducted with the

assistance of BAWSCA; and

WHEREAS, The Tier 2 Plan, attached to this resolution as Exhibit A, has been endorsed by all of the Wholesale Customer representatives who participated in the formulation process and they have each recommended that it be formally adopted by the governing body of their respective agencies; and

WHEREAS, The Tier 2 Plan allocates the collective Wholesale Customer share of RWS supply made available by the SFPUC among each of the 26 Wholesale Customers through December 31, 2034 and is coordinated with the term of the Agreement, and extension and renewal terms.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Coastsides County Water District as follows:

1. The Tier 2 Drought Response Implementation Plan, as attached as Exhibit A (Tier 2 Plan), is approved.

2. This approval is conditioned upon all of the other twenty-five Wholesale Customers approving the Tier 2 Plan, such approvals being evidenced through adoption of similar resolutions or, in the case of private-sector organizations, by other equivalently binding written commitments signed by an executive officer acting within the scope of delegated authority, and all such approvals occurring on or before December 31, 2025.

If such resolutions or binding commitments are not adopted by that date, this resolution will automatically expire and be of no further effect after December 31, 2025, unless it has been extended prior thereto by further action of this Board.

PASSED AND ADOPTED this ____ day of _____, 2025, by the following vote:

AYES:

NOES:

ABSENT:

Glenn Reynolds, President
Board of Directors

Approved as to form:

ATTEST:

Patrick Miyaki
Attorney to the District

Mary Rogren, General Manager
Secretary of the District

Attachment:

Exhibit A. Tier 2 Drought Response Plan and Example Tier 2 Plan Excel-Based Model

Tier 2 Drought Response Implementation Plan

Drought Shortage
Allocation Plan for the
Regional Water System
Wholesale Customers



Table of Contents

1.	Introduction	1
2.	Relationship to Water Supply Agreement	1
3.	Development Process	1
4.	Plan Policy Principles	2
5.	Allocation Formula.....	2
	Base Period Calculations.....	2
	Tier 2 Plan Allocation Formula Inputs	2
	Step 0: Establish SFPUC Minimum and Maximum Cutback	3
	Step 1: Efficient Residential Allocation.....	4
	Step 2: Non-Residential Base Allocation	4
	Step 3: SFPUC Maximum Cutback Reserve.....	5
	Step 4: Seasonal Allocation.....	5
	Step 5: SFPUC Purchases and ISG-Based Allocation	5
6.	Plan Implementation.....	5
7.	Plan Term	6

Attachments

Attachment A: List of Abbreviations and Definitions	8
Attachment B: Tier 2 Plan Data Sources and Calculations	10
Attachment C: Example of Tier 2 Plan Excel-Based Model Calculations.....	15

1. Introduction

The Tier 2 Drought Response Implementation Plan (the “Plan” or “Tier 2 Plan”) describes the method for allocating the water made available by the San Francisco Regional Water System (“RWS”) among the Wholesale Customers during shortages caused by Drought. This Plan is adopted pursuant to Section 3.11(C) of the Amended and Restated Water Supply Agreement between the City and County of San Francisco and the Wholesale Customers in Alameda, San Mateo, and Santa Clara Counties (the “WSA”).

2. Relationship to Water Supply Agreement

The WSA includes a Water Shortage Allocation Plan which, among other things, (a) provides for the allocation of available water between Retail Customers (e.g., retail water customers within the City and County of San Francisco) and the Wholesale Customers collectively during system-wide water shortages of 20 percent or less, (b) contemplates the adoption by the Wholesale Customers of this Plan for allocation of the Wholesale Customers share of available water, (c) commits the SFPUC to implement this Plan, (d) provides for banking of unused allocation, and (e) provides for the transfer of both banked water and shortage allocations between and among the Wholesale Customers and commits the SFPUC to implement such transfers. That plan is referred to as the Tier 1 Plan and is included as Attachment H to the WSA.

The Tier 1 Plan also provides the methodology for determining the Overall Average Wholesale Customer Reduction, expressed as a percentage cutback from prior year’s normal SFPUC purchases, and Overall Wholesale Customer Allocation, in million gallons per day (MGD), both of which are used in determining the final Allocation Factor for each Wholesale Customer. The Overall Average Wholesale Customer Reduction is determined by dividing the volume of water available to the Wholesale Customers (the “Overall Wholesale Customer Allocation” or “Tier 1 Allocation”), shown as a share of available water in Section 2 of the Tier 1 Plan, by the prior year’s normal total Wholesale Customers’ RWS purchases and subtracting that value from one.

3. Development Process

Between January 2022 and June 2024, Bay Area Water Supply and Conservation Agency (BAWSCA), supported by Woodard & Curran technical consultants, facilitated negotiations between the Wholesale Customers through a series of meetings, workshops, and workgroups to develop a formula and implementation plan to allocate RWS supplies in the event of shortage caused by a SFPUC declared Drought, as defined in the WSA. These meetings, workshops, and workgroups provided a forum for in-depth discussion of the objectives, mechanics, and policy aspects of the elements of an updated Plan.

The Wholesale Customers began negotiations by reviewing the prior Plan, then discussed and agreed upon four policy principles to lay the foundation for a revised Plan. BAWSCA, with support from Woodard & Curran as the technical consultant team, introduced potential elements of a formula to align with the agreed upon policy principles. In monthly workshops, the Wholesale Customers discussed these options and provided feedback on which elements should be included in the Plan, along with suggested refinements. These workshops, and the discussions, suggestions, and comments expressed by the Wholesale Customers during this process, were the primary forum through which this Plan was developed.

4. Plan Policy Principles

The Wholesale Customers collectively developed four policy principles (the “Policy Principles”) to guide the development and performance of the Tier 2 Plan. The Tier 2 Plan and associated Tier 2 Plan Allocation Model were developed in consideration of these policy principles, with the intent to abide by each policy principle while minimizing conflicts between policy principles. The policy principles are summarized below and implemented in Attachment B, Tier 2 Plan Data Sources and Calculations.

1. **Policy Principle #1** - Provide sufficient water for the basic health and safety needs of customers.
2. **Policy Principle #2** - Minimize economic and other adverse impacts of water shortages on customers and the BAWSCA region.
3. **Policy Principle #3** - Provide predictability of drought allocations through consistent and predetermined rules for calculation, while allowing for flexibility to respond to unforeseen circumstances.
4. **Policy Principle #4** - Recognize benefits of, and avoid disincentives for, water use efficiency and development of alternative water supply projects.

5. Allocation Formula

Guided by the Policy Principles, the Wholesale Customers developed a specific formula for apportioning the Overall Wholesale Customer Allocation among the individual Wholesale Customers. The Tier 2 Allocation Model requires several inputs to calculate each Wholesale Customer's allocation. First, Base Period data are collected to be used as inputs in the Tier 2 formula. Next each Wholesale Customer's allocation is calculated in five steps.

Base Period Calculations

The Base Period in the Tier 2 Plan is defined as the average of each Wholesale Customer's two years with the highest volumes of SFPUC purchases from the previous three non-Drought years. A non-Drought year is defined as a full fiscal year (July 1 through June 30) in which the SFPUC has not declared a water shortage emergency, as defined in the WSA. BAWSCA's Annual Survey, which compiles and publishes data self-reported by the Wholesale Customers, is the primary source for model inputs.

Tier 2 Plan Allocation Formula Inputs

- **Population:** Each Wholesale Customer's population as reported in the most recently published Annual Survey and is not tied to Drought or non-Drought year status.
- **Base Period SFPUC Purchases:** The average of each Wholesale Customer's two years with the highest volumes of SFPUC purchases from the previous three non-Drought years.
- **Base Period Total Potable Water Production:** Total potable production as reported in the Annual Survey.

-
- **Base Period SFPUC Reliance:** Each Wholesale Customer's Base Period SFPUC Purchases divided by Base Period Total Potable Water Production, expressed as a percentage.
 - **Base Period Percent Indoor Demand:** The single lowest month's total potable demand (a proxy for indoor use) divided by the average monthly total potable demand, expressed as a percentage. The resulting percentages are averaged for the two selected Base Period years.
 - **Base Period Percent Non-Residential Demand:** Each Wholesale Customer's potable water consumption from the Base Period from all customer categories except residential, divided by the Wholesale Customer's Base Period Total Potable Water Production, expressed as a percentage. The resulting percentages are averaged for the two selected Base Period years.
 - **Individual Supply Guarantee (ISG):** Each Wholesale Customer's share of the Supply Assurance, as shown on Attachment C to the WSA, with proxies for Hayward, San Jose, and Santa Clara in order to provide inputs for the Tier 2 Allocation Formula

There are three exceptions to the Base Period Calculations: (1) Coastside County Water District ("Coastside CWD") Base Period SFPUC Purchases and Base Period SFPUC Reliance, (2) Stanford Base Period Percent Indoor Demand, and (3) Stanford Population Calculation.

- (1) Coastside CWD Base Period SFPUC Purchases will be calculated as 94% of its Base Period Total Potable Water Production. Base Period SFPUC Reliance will be fixed at 94%. More information is provided in Attachment B.
- (2) Stanford's Base Period Percent Indoor Demand calculation will exclude demand from the month of December and/or January when the campus is closed and demand is abnormally low.
- (3) Stanford's population is calculated as described in Attachment B.

Furthermore, three Wholesale Customers do not have an ISG and a proxy is used in the Tier 2 Plan: (1) Hayward, (2) San Jose, and (3) Santa Clara. Background on ISG and each ISG proxy is described in Attachment B.

Data sources, methodologies, and equations used to calculate each input are described further in Attachment B.

Step 0: Establish SFPUC Minimum and Maximum Cutback

The Minimum and Maximum Cutback establish the upper and lower bounds for each Wholesale Customer's final allocation.

No water is allocated in this step. Instead, allocations in subsequent steps are limited such that no Wholesale Customer's final allocation is outside the upper and lower bounds (i.e., above the Minimum Cutback or below the Maximum Cutback) established in this step.

Minimum Cutback: Each Wholesale Customer will contribute to meeting the Overall Average Wholesale Customer Reduction by taking a Minimum Cutback from its Base Period SFPUC

Purchases (up to its ISG or proxy). This establishes the upper limit of each Wholesale Customer's potential final allocation. The Minimum Cutback, expressed as a percentage, is equal to 1/3 times the Overall Average Wholesale Customer Reduction, but no less than 5%.

Maximum Cutback: The Maximum Cutback establishes the lower limit of each Wholesale Customer's potential final allocation. The Maximum Cutback, expressed as a percentage, is equal to 1.5 times the Overall Average Wholesale Customer Reduction. The Maximum Cutback is calculated from each Wholesale Customer's Base Period SFPUC Purchases (up to its ISG, or proxy).

Step 1 Override Exception: If a Wholesale Customer's allocation in Step 1 exceeds the upper limit established by the Minimum Cutback at 1/3 times the Overall Average Wholesale Customer Reduction, the Wholesale Customer's Minimum Cutback will be reduced, but the Minimum Cutback will be no less than 5%.

Calculations and an example of the Step 1 Override Exception are provided in Attachment B.

Step 1: Efficient Residential Allocation

Step 1 allocates water on a residential per capita basis, based on the State Indoor Water Use Efficiency Standard¹ and the portion of each Wholesale Customer's water demand met by the RWS.

The per capita efficient residential volume, in gallons, will align with the State Residential Indoor Water Use Efficiency Standard, established as 47 gallons per capita per day (GPCD) through 2029 and 42 GPCD beginning in 2030. This step multiplies the per-capita volume by each Wholesale Customer's Population and Base Period SFPUC Reliance to determine the total amount of supply allocated to each Wholesale Customer in this step.

Step 2: Non-Residential Base Allocation

Step 2 allocates water based on each Wholesale Customer's estimated non-residential indoor/base demand.

To calculate non-residential indoor/base demand, each Wholesale Customer's Base Period SFPUC Purchases are multiplied by:

- Base Period Percent Indoor Demand
- Base Period Percent Non-Residential Demand
- Non-Residential Base Allocation Factor – this is equal to one minus 50% of the Overall Average Wholesale Customer Reduction.
 - For example, in a 20% Overall Average Wholesale Customer Reduction, the Non-Residential Base Allocation Factor will be 90% ($1 - (20\% \div 2)$) of each Wholesale Customer's non-residential indoor/base demand.

¹ SB 1157, signed into law in September 2022, established the standard for efficient indoor residential water use be 47 gallons per capita per day ("GPCD"), lowering to 42 GPCD in 2030.

Step 3: SFPUC Maximum Cutback Reserve

The Maximum Cutback establishes the lower limit for each Wholesale Customer's final allocation. See Step 0 for more information.

No water is allocated in this step. Instead, this step calculates the gap between each Wholesale Customer's allocation after Step 2 and the lower limit of its potential final allocation. This step then reserves the sum of the gap for all Wholesale Customers from the Overall Wholesale Customer Allocation for Step 5. This Maximum Cutback Reserve ensures, after other steps are applied, that sufficient water is available in the final step to provide that each Wholesale Customer's final allocation is equal to, or greater than, the lower limit of its potential allocation established by the Maximum Cutback.

Step 4: Seasonal Allocation

Step 4 allocates water based on estimated seasonal purchases from the RWS.

The inverse of each Wholesale Customer's Base Period Percent Indoor Demand (1 - % Indoor Demand) is used to estimate percent seasonal demand, which is then multiplied by Base Period SFPUC Purchases to estimate each Wholesale Customers' SFPUC seasonal purchases. Each Wholesale Customer's estimated SFPUC seasonal purchases are multiplied by the Seasonal Cutback Factor to establish each Wholesale Customer's Seasonal Allocation.

The Seasonal Cutback Factor is calculated based upon the Overall Wholesale Customer Allocation remaining to be allocated after Step 2. Of the remaining Overall Wholesale Customer Allocation after Step 2 (less the Maximum Cutback Reserve), 50% is allocated through the Seasonal Minimum Allocation Step. The detailed methodology for calculating the Seasonal Cutback Factor is described in Attachment B.

Step 5: SFPUC Purchases and ISG-Based Allocation

Step 5 allocates the water remaining after Step 4 to get agencies as close to the "Target Allocation" as possible. Each Wholesale Customer's Target Allocation is based on a weighted share of two-thirds Base Period SFPUC Purchases and one-third ISG (or proxy) while ensuring each agency's final allocation is between the Minimum and Maximum Cutback limits.

The detailed methodology for calculating the Base Period SFPUC Purchases and ISG weighted allocation is described in Attachment B.

6. Plan Implementation

The Tier 2 Plan applies when, and only when, the SFPUC declares a Drought that has is a system-wide water shortage of 20 percent or less. The Tier 2 Plan applies only to water acquired and distributed by the SFPUC to the Wholesale Customers through the WSA and has no effect on water obtained by a Wholesale Customer from any source other than the SFPUC.

Shortages Greater than 20 Percent

In no way should it be construed that the Wholesale Customers relieve the SFPUC of its obligations established in the Level of Service goals adopted in the Water System Improvement

Program (“WSIP”), including the level of service goal to “meet dry-year delivery needs while limiting drought rationing to a maximum 20 percent system-wide reduction water service during extended droughts” (2023 Amended and Updated LOS Goals and Objectives, SFPUC Resolution No. 23-0210, adopted November 28, 2023, updating the Resolution No. 08-0200, adopted October 30, 2008). Should conditions occur that result in system-wide shortages greater than 20%, the provisions in WSA Section 3.11(C) apply. The Tier 2 Plan calculations may be used during discussions with the SFPUC on how to implement reductions above 20% with the Wholesale Customers and for planning purposes only to estimate potential Wholesale Customer allocations for system-wide shortages greater than 20% (e.g., to inform efforts such as Urban Water Management Plans).

BAWSCA Role in Plan Implementation

In accordance with the WSA, upon the SFPUC’s declaration or reconfirmation of a water shortage emergency, BAWSCA will calculate and provide the SFPUC with each Wholesale Customer’s individual percentage share of the amount of water allocated to the Wholesale Customers collectively.

In the event that shortage conditions change and the SFPUC takes action to declare an increase or decrease to the system-wide shortage level, BAWSCA will recalculate the Tier 2 Plan and submit new Allocation Factors to the SFPUC. When rerunning the Tier 2 calculations, the Base Period will not change to provide predictability (Policy Principle #3). The only inputs that will change are the Overall Wholesale Customer Allocation and population, if a more recent Annual Survey has been published.

If the appropriate base period data, as specified in this Plan, are not available when BAWSCA initially calculates the Tier 2 Allocation Factors, the Base Period may be updated. However, BAWSCA may only provide the SFPUC with updated Allocation Factors if the Commission takes action to declare or reconfirm a shortage condition.

Each year, BAWSCA will provide the Wholesale Customers with a review of the Tier 2 Plan. The annual review will include:

- Calculation of each Wholesale Customer’s Allocation Factor for regional shortages of 10% and 20% for the current Base Period, based upon the most recent published BAWSCA Annual Survey;
- Review of Base Period data used to develop the calculations.

7. Plan Term

The term of the Tier 2 Plan will be the same as the WSA term and may be extended by the written agreement of all the Wholesale Customers. The Tier 2 Plan negotiators chose to coordinate the Plan term with WSA term in order to avoid simultaneous renegotiation of these related agreements. Pursuant to WSA Section 2, the WSA expires on June 30, 2034. In December 2031, the SFPUC may provide written notice to the Wholesale Customers that it is willing to extend the WSA for five years, through June 30, 2039. Between January 1, 2032 and June 30, 2032, any Wholesale Customer may accept the SFPUC’s offer to extend the Term by providing a written notice of extension to the SFPUC. If the WSA is extended, the Tier 2 Plan

shall expire on December 31, 2034, unless extended by the written agreement of all Wholesale Customers. The Wholesale Customers will meet to review and potentially negotiate amendments to the Tier 2 Plan between July 2032 and June 2034.

If the SFPUC is not willing to extend the term of the WSA, or the Wholesale Customers decline the offer to extend the term of the WSA, the term of the Tier 2 Plan shall be automatically extended for two additional years through December 31, 2036 to allow for more time for the Wholesale Customers to meet to review and potentially negotiate amendments to the Tier 2 Plan between July 2034 and June 2036.

Sample schedules described above are provided in the table below.

Date	Extension of WSA with Limited Negotiated Changes	Parties must renegotiate WSA Terms
Dec 2031	SFPUC indicates willingness to extend term of WSA for 5 years	SFPUC indicates willingness to extend term of WSA for 5 years
Jan - Jun 2032	Wholesale Customers <u>accept</u> offer to extend term of WSA	Wholesale Customers <u>decline</u> offer to extend term of WSA
Jul 2032 - Jun 2034	Wholesale Customers meet to review, extend and potentially negotiate amendments to the Tier 2 Plan	SFPUC and Wholesale Customers negotiate amendments to WSA
Jul 2034 – Jun 2036		Wholesale Customers meet to review and potentially negotiate amendments to the Tier 2 Plan

Attachment A: List of Abbreviations and Definitions

Abbreviations

BAWSCA – Bay Area Water Supply and Conservation Agency

GPCD – gallons per capita per day

ISG – Individual Supply Guarantee

MGD – million gallons per day

RWS – San Francisco Regional Water System

SFPUC – San Francisco Public Utilities Commission

WSA – Amended and Restated Water Supply Agreement between the City and County of San Francisco and the Wholesale Customers in Alameda, San Mateo and Santa Clara Counties

WSIP – Water System Improvement Program

Definitions

Allocation Factor – Each Wholesale Customer's portion of the Overall Wholesale Customer Allocation, expressed as a percent.

Base Period – The average of each Wholesale Customer's two years with the highest volumes of SFPUC purchases from the previous three non-Drought years.

BAWSCA Annual Survey – An annual survey of the Wholesale Customers, conducted by BAWSCA, to update key service area information including actual and projections of Wholesale Customer water demand and population.

Drought – “[a] water shortage caused by lack of precipitation, as reflected in resolutions of the Commission calling for voluntary or mandatory water rationing based on evaluation of water stored or otherwise available to the Regional Water System, whether or not the Commission declares a water shortage emergency pursuant to Water Code §§ 350 et seq., as amended from time to time.” (*WSA, Attachment A*)

Individual Supply Guarantee – “[each] Wholesale Customer's share of the Supply Assurance, as shown in Attachment C [to the WSA].” (*WSA, Attachment A*)

Overall Average Wholesale Customer Reduction – The percent cutback from Base Period SFPUC Purchases, calculated by dividing the Overall Wholesale Customer Allocation by the sum of the Wholesale Customer's Base Period SFPUC Purchases.

Overall Wholesale Customer Allocation or Tier 1 Allocation – The volume of water available to the Wholesale Customers from the RWS.

Regional Water System – “[the] water storage, transmission and treatment system operated by the SFPUC in Tuolumne, Stanislaus, San Joaquin, Alameda, Santa Clara, San Mateo and San Francisco counties, including projects constructed under the WSIP, but excluding Direct Retail and Direct Wholesale assets.” (*WSA, Attachment A*)

SFPUC Purchases – For the purposes of the Tier 2 Plan, SFPUC Purchases are defined as the volume of water purchased by and delivered to a Wholesale Customer for use within its service area. SFPUC Purchases specifically exclude (1) **In-Lieu Water**, which is Regional Water System water pursuant to the WSA and the Regional Groundwater Storage and Recovery Project Operating Agreement and (2) **Imputed Sales**, both defined in the WSA, Attachment A.

Supply Assurance – “[the] 184 MGD maximum annual average metered supply of water dedicated by San Francisco to public use in the Wholesale Service Area (not including San Jose and Santa Clara) in the 1984 Agreement and Section 3.01 of this Agreement.” (*WSA, Attachment A*)

Tier 1 Plan or Tier 1 Shortage Plan – “[the] Water Shortage Allocation Plan (Attachment H) adopted by the SFPUC and the Wholesale Customers in conjunction with this Agreement [the WSA] describing the method for allocating water between the SFPUC and the Wholesale Customers collectively for shortages of up to 20% of deliveries from the Regional Water System, as amended from time-to-time.” (*WSA, Attachment A*)

Tier 2 Plan or Tier 2 Drought Response Implementation Plan – The method of apportioning the Tier 1 Allocation among the 26 Wholesale Customers.

Tier 2 Plan Allocation Model – The Excel-based tool used for applying the Tier 2 Plan allocation methodology and determining each Wholesale Customer's Allocation Factor.

Wholesale Customers – “[the] 26 water customers identified in Section 1.02 [of the WSA] that are contracting for purchase of water from San Francisco pursuant to [the WSA].” (*WSA, Attachment A*)

Attachment B: Tier 2 Plan Data Sources and Calculations

BAWSCA Annual Survey

Each year, BAWSCA conducts an annual survey of its members in order to update key BAWSCA service area information including population, current and projected water use, and climatology. BAWSCA begins collecting data in October of each year. The Wholesale Customers submit data through BAWSCA's Water Conservation Database. Between approximately January and March, BAWSCA reviews the Wholesale Customers' submissions for potential errors and works with Wholesale Customers to confirm and finalize the data. The final report is published around March of each year for the fiscal year ending the previous June 30th.

Base Period inputs will use data published in the Annual Surveys from the previous three non-Drought years. Depending on when the SFPUC declares a shortage emergency, the most recent non-Drought year's Annual Survey may not be finalized and published. If the most recent non-Drought year's Annual Survey is not available, the Base Period inputs will use data from the three most recent non-Drought year's published in Annual Surveys.

Base Period

The Tier 2 Plan uses historical SFPUC purchases, total potable water production, monthly potable production, potable consumption by customer category, and population for Steps 0 through 5. These values are established using a historical base period with established water supply and delivery data.

The Base Period for all inputs except population is defined as the average from the highest two years of SFPUC Purchases over the most recent three non-Drought years. The selection of Base Period is unique to each Wholesale Customer. Two example agencies are provided in the table below, where the data associated with the highest two years are highlighted.

Previous Non-Drought Year	Agency A		Agency B	
	SFPUC Purchases	Percent Non-Residential	SFPUC Purchases	Percent Non-Residential
Year 1	2.50	70%	5.90	58%
Year 2	2.75	69%	6.20	56%
Year 3	2.40	67%	6.10	55%
Calculation	$\frac{(2.50 + 2.75)}{2}$	$\frac{(0.70 + 0.69)}{2}$	$\frac{(6.20 + 6.10)}{2}$	$\frac{(0.56 + 0.55)}{2}$
Average of Highest Two Years	2.63	70%	6.15	55.5%

Coastside CWD Special Provisions for Base Period Calculations

Coastside CWD Base Period SFPUC Purchases will be calculated as 94% of its Base Period Total Potable Water Production. Base Period SFPUC Reliance will be fixed at 94%.

Coastside CWD's high variability in SFPUC purchases from year to year, the California Coastal Commission limitations on growth in its service area, and geographical and hydrological isolation set it apart from other Wholesale Customers. Uniquely among the Wholesale Customers, Coastside CWD does not have interties with other Wholesale Customers or agencies. Additionally, it has junior rights on local surface water supplies. To ensure resiliency, Coastside CWD must maximize its use of Denniston Creek in normal years to provide evidence to the State in its ongoing case to perfect its water rights. This results in low RWS purchases in non-drought years, which are the source of each Wholesale Customer's Base Period. The Coastside CWD special provisions for Base Period SFPUC Purchases ensure its dry year reliance on the RWS is reflected in the Tier 2 Plan.

Minimum Cutback Factor

The minimum cutback factor is used to establish the upper limit at or below which each Wholesale Customer's final allocation will be. The minimum cutback factor is equal to 1/3 times the Overall Average Wholesale Customer Reduction, expressed as a percentage. Base Period SFPUC Purchases (up to ISG or proxy) are multiplied by 1 minus the minimum cutback factor. An example equation is provided below.

Wholesale Customer final allocation upper limit = Base Period SFPUC Purchases × (1 – (1/3 × Overall Average Wholesale Customer Reduction))

Step 1 Override Exception

If a Wholesale Customer's allocation in Step 1 (Efficient Residential Allocation) is greater than the upper limit of its potential allocation established by the Minimum Cutback, the Step 1 allocation will override. However, no Wholesale Customer's final cutback will be less than 5%.

For example, in a 20% Overall Average Wholesale Customer Reduction, the Minimum Cutback will be 6.67% (20% × 1/3). An example Wholesale Customer's calculation is provided below.

Base Period SFPUC Purchases	5.0 MGD
Minimum Cutback Factor	- 6.67%
Upper Limit of Potential Final Allocation	4.67 MGD

Population	101,000
Base Period SFPUC Reliance	100%
Residential Efficient Allocation	47 GPCD
Step 1 Allocation	4.75 MGD

The example agency's final cutback will be 5.1% as calculated below:

$$4.75 \text{ mgd} / 5.0 \text{ mgd} - 1 = -5.1\%$$

Maximum Cutback Factor

The maximum cutback factor is used to establish the lower limit at or above each Wholesale Customer's final allocation. The maximum cutback factor is equal to 1.5 times the Overall Average Wholesale Customer Reduction, expressed as a percentage. Base Period SFPUC

Purchases (up to ISG or proxy) are multiplied by 1 minus the minimum cutback factor. An example equation is provided below.

$$\begin{aligned} & \text{Wholesale Customer final allocation lower limit} \\ &= \text{Base Period SFPUC Purchases} \\ &\times (1 - (1.5 \times \text{Overall Average Wholesale Customer Reduction})) \end{aligned}$$

Efficient Residential Volume

The Tier 2 Plan uses a per-capita volume, in gallons, to calculate each Wholesale Customer's Efficient Residential Allocation (Step 1 of the Allocation Model). The per-capita volume is 47 gallons per capita per day through 2029 and 42 GPCD beginning in 2030, consistent with the State of California Indoor Residential Water Use Standard for 2025 established by SB 1157.

SFPUC Reliance

For agencies with multiple potable water sources, the Tier 2 Plan calculates SFPUC Reliance by dividing each agency's Base Period SFPUC Purchases by Base Period Total Potable Water Production, expressed as a percentage. SFPUC Reliance is used in Step 1 to calculate multi-source agency's Residential Efficient Allocation met by the RWS.

Population

The Tier 2 Plan uses population reported in the most recently published Annual Survey to calculate each Wholesale Customer's Efficient Residential Allocation in Step 1.

BAWSCA reviews data submitted for the Annual Survey and works with agencies to ensure the information is correct before making it public. As part of this annual review, BAWSCA will flag any agencies that have reported population increases greater than 5%. BAWSCA will first confirm with the agency that there are no reporting errors. If the reported data are correct, BAWSCA will include a note to all agencies during the annual review of the Tier 2 Plan.

Stanford University Population Calculation

Stanford has historically reported its population in the BAWSCA Annual Survey using data from the Stanford Office of Institutional Research & Decision Support, which annually documents population based on student enrollment and data from human resources. This number captures all students (undergraduate and graduate), post-docs, faculty, and staff that are employed and work on campus. The population report does not directly capture residential population that is not enrolled or employed (significant others or dependents). However, it would include a daytime population component. Stanford reviewed several population sources and calculation methods including census data. Based on review of the available sources for population information, Stanford proposed, and the BAWSCA agencies agreed, to utilize a formula that captures student and faculty/staff residential population. This new approach would eliminate the inclusion of daytime staff and faculty who do not live on campus.

The formula takes the Office of Institutional Research & Decision Support data and uses only the "Total Students" and adds a multiplier of 2.57 people per residence (single and multi-family) for the faculty/staff housing area.

Stanford Population = (Faculty/Staff Housing Residences x 2.57) + ("Total Students" from Population Report)

Percent Indoor Demand

For each Base Period year, percent indoor demand is calculated by dividing each Wholesale Customer's lowest month of potable production by the Wholesale Customer's average monthly potable production. The two resulting percentages are averaged together. An example equation is provided below, where Y_1 and Y_2 represent the two Base Period years.

$$\% \text{ Indoor Use} = \frac{\frac{\text{Lowest Month Production, } Y_1}{\text{Average Monthly Production, } Y_1} + \frac{\text{Lowest Month Production, } Y_2}{\text{Average Monthly Production, } Y_2}}{2}$$

Percent Seasonal Demand

Percent seasonal demand is calculated as the inverse of percent indoor demand.

$$\text{Percent Seasonal Demand} = 1 - \% \text{ Indoor Demand}$$

Percent Non-Residential Demand

For each Base Period year, percent non-residential demand is calculated by first dividing each Wholesale Customer's potable water consumption from all residential customer categories by the Wholesale Customer's total annual potable production. The resulting percentage is subtracted from one to calculate the inverse and thus captures all non-residential demands including non-revenue water and dedicated irrigation meters². The two resulting percentages from the two Base Period years are averaged together. An example equation is provided below, where Y_1 and Y_2 represent the two Base Period years.

$$\% \text{ NR Use} = \frac{(1 - \frac{\text{Residential Use, } Y_1}{\text{Potable Production, } Y_1}) + (1 - \frac{\text{Residential Use, } Y_2}{\text{Potable Production, } Y_2})}{2}$$

Individual Supply Guarantee (ISG)

Use of ISG in the Tier 2 Plan

Each Wholesale Customer's ISG is used in the Tier 2 Plan calculations with proxies for Hayward, San Jose and Santa Clara, in order to provide inputs for the Tier 2 Allocation Formula. See WSA, Attachment C for a current list of ISG values.

Hayward's de facto ISG (22.1 MGD) is used in place of permanent ISG for the purposes of the Tier 2 Plan calculations. This figure is used in WSA, Attachment D, to determine whether Hayward's increased use requires pro-rata reduction of remaining Wholesale Customers' ISG.

² Prior to FY 22-23, all consumption recorded under the dedicated irrigation sector in the Water Conservation Database is assumed to be non-residential. Starting in FY 22-23, Wholesale Customers were given the option to separate out residential vs. non-residential dedicated irrigation consumption.

San Jose and Santa Clara's temporary and interruptible contract amounts (4.5 MGD each) are used in place of ISG for the purposes of the Tier 2 Plan calculations.

Background on ISG

San Francisco has a perpetual legal obligation and commitment (Supply Assurance) to deliver 184 MGD to the 24 permanent Wholesale Customers collectively. The Supply Assurance is subsequently allocated among the 24 permanent Wholesale Customers through Individual Supply Guarantees (ISG), which represent each Wholesale Customer's share of the 184 MGD Supply Assurance. San Jose and Santa Clara are not included in San Francisco's Supply Assurance obligation; rather each has a temporary and interruptible water supply contract with San Francisco. Through the WSA and its individual contracts with San Jose and Santa Clara, San Francisco has many requirements to plan for water supply development and analyze the sufficiency of water supply to San Jose and Santa Clara. For example, San Francisco must complete a CEQA review and provide at least a 10-year notice of interruption.

Hayward does not have an Individual Supply Guarantee

San Francisco and Hayward entered into a water supply contract on February 9, 1962 (the "1962 contract") which provided that San Francisco would supply Hayward with all water supplemental to water controlled by Hayward, in sufficient quantity to supply the total water needs of Hayward's service area "on a permanent basis." This 1962 contract remains the Individual Water Sales Contract between San Francisco and Hayward. Due to the terms of this ongoing contract, Hayward does not have an ISG. If Hayward's purchases exceed 22.1 MGD for three consecutive years, the remaining 23 Wholesale Customer's ISG will be reduced on a pro rata (WSA, Attachment D).

Currently, the sum of the 23 Wholesale Customers fixed ISG is 161.9 MGD.

184 MGD Supply Assurance - 161.9 MGD = 22.1 MGD water available for Hayward purchases (i.e., Hayward's "de facto" ISG)

Hayward's proxy ISG for the purpose of the Tier 2 Plan is 22.1 MGD.

San Jose and Santa Clara do not have an Individual Supply Guarantee

During the term of the 1984 Settlement Agreement, San Francisco provided water to San Jose and Santa Clara on a temporary and interruptible basis, pursuant to SFPUC Resolution No. 85-0256. The SFPUC has contracted to supply a combined annual average of 9 MGD to San Jose and Santa Clara (4.5 MGD each) through 2028. The 9 MGD allocated to San Jose and Santa Clara is not included in the Supply Assurance. San Francisco will decide whether to make San Jose and Santa Clara permanent customers by December 31, 2028. (WSA, Sec. 4.05)

San Jose and Santa Clara's proxy ISG for the purpose of the Tier 2 Plan is 4.5 MGD each.



July 2024 Model Concept - Efficient Res Allocation + Non-Res Base Allocation + Seasonal Allocation + Base SFPUC Purchases/ISG-Based Allocation - Variable Base Year

Model Set-up/Assumptions	
Allocation Year/Projection Year	FY24-25
Tier 1 Shortage Allocation (mgd)	114.20
Base Period SFPUC Purchases (mgd)	134.34
Overall Reduction from Base Period Required	-15.0%
SFPUC Maximum Cutback Factor	-22.5%
SFPUC Minimum Cutback Factor	-5.0%
Non-Residential Base Allocation %	92.5%
Step 5 Reserved % of Remaining Tier 1 Allocation (less Step 3 Reserved) after Step 2	50%
Unreserved % of Remaining Tier 1 Allocation (less Step 3 Reserved and Step 5 Reserved) After Step 2	50%
Seasonal Allocation %	7.9%
Step 5 ISG Weighting	33%
Step 5 Base SFPUC Purchases Weighting	67%
Residential Efficient Allocation (R-GPCD)	47.0
Adjustment % for SFPUC Minimum Cutback, if efficient residential allocation is greater than minimum cutback	95%
Effective Date for Model Run (update for testing only)	12/16/2024

Instructions:

1. Adjust aqua cells in OVERVIEW tab to adjust model parameters. If there are errors in the inputs, an error message will appear in Columns E-F.
2. View allocation calculations and results in "Tier 2 Allocation" and "Agency Charts" tabs.

Base Years		
Non-Drought Year 1	FY18-19	
Non-Drought Year 2	FY19-20	
Non-Drought Year 3	FY20-21	
Error Message(s) (if applicable)		

Calculation Steps for July 2024 Model Concept:

0. SFPUC Minimum Cutback

a. Calculate Minimum Cutback from Lesser of Base Period SFPUC Purchases and ISG (Lesser of Base Period SFPUC Purchases and ISG × [1+SFPUC Minimum Cutback Factor])

b. Calculate Efficient Residential Allocation (population × per capita allocation × % SFPUC reliance)

c. Determine if Minimum Cutback is greater than the Efficient Residential Allocation

d. If Efficient Residential Allocation is greater than the Minimum Cutback, an agency's cutback may be no less than 5%

1. Efficient Residential Allocation

a. Calculate Efficient Residential Allocation (population × per capita allocation)

b. Account for % SFPUC Reliance

c. Provide Efficient Residential Allocation

2. Non-Residential Base Allocation

a. Incorporate Estimated % Indoor Use (see glossary for definition and calculation of % Indoor Use)

b. Incorporate % Non-Residential Use

c. Calculate Non-Residential Base Allocation (% Indoor Use × % Non-Residential Use × Base Period SFPUC Purchases × Non-Residential Indoor Allocation %)

d. Add Non-Residential Base Allocation to the Step 1 Allocation

3. Calculate Potential SFPUC Maximum Cutback Need

a. Calculate SFPUC Maximum Cutback (Base Period SFPUC Purchases × [1 + SFPUC Maximum Cutback Factor])

b. Reserve the sum of the potential SFPUC Maximum Cutback need for Step 5 (Maximum Cutback Reserve)

4. Seasonal Allocation

a. Determine % Seasonal Use (1 - % Indoor Use)

b. Calculate seasonal SFPUC Purchases (Base Period SFPUC Purchases × % Seasonal Use)

c. Calculate Seasonal Allocation (seasonal SFPUC Purchases × Seasonal Allocation %)

d. Add the Seasonal Allocation to the Step 2 Allocation

5. Base Period/ISG-Based Allocation

a. Calculate weighted average of Base Period SFPUC Purchases and ISG, up to Minimum Cutback

b. Calculate Weighted Share of total Tier 1 Allocation to Wholesale Customers (agency weighted average Base Period SFPUC Purchases/ISG ÷ total Wholesale Customer weighted average × Tier 1 Allocation)

c. Calculate the gap between Step 4 allocation and the lesser of 1) weighted share, or 2) Minimum Cutback

d. Allocate remaining supplies, except Maximum Cutback Reserve, among agencies with a gap, proportionately to gap, up to the Minimum Cutback

e. Confirm allocation meets Maximum Cutback; allocate water from Maximum Cutback Reserve up to Maximum Cutback

f. Allocate remaining supplies among agencies with a gap, proportionately to gap, up to the Minimum Cutback

No water is allocated in this step
Establishes the upper limit of each agency's final allocation

Relevant Base Period Data							0. Establish SFPUC Minimum Cutback						1. Efficient Residential Allocation					
Agency	Selected Base Year 1	Selected Base Year 2	Base Period SFPUC Purchases (mgd)	Base Period Reliance on SFPUC	ISG (mgd)	Total Potable Production (mgd)	Lesser of Base Period SFPUC Purchases and ISG (mgd)	SFPUC Minimum Cutback (mgd)	SFPUC Maximum Cutback (mgd)	Is efficient residential allocation greater than minimum cutback?	Adjusted SFPUC Minimum Cutback, if efficient residential allocation is greater than	0. Effective SFPUC Minimum Cutback (mgd)	Population	% Potable Demand Reliance on SFPUC	Allocation based on efficient residential indoor use (mgd)	Efficient Residential Allocation	1. Efficient Residential (mgd)	
Alameda CWD	2021	2020	8.63	22%	13.76	39.32	8.63	8.20	6.69	<input type="checkbox"/>		8.20	344,000	22%	16.17	3.55	3.55	
Brisbane	2019	2020	0.65	100%	0.98	0.65	0.65	0.62	0.50	<input type="checkbox"/>		0.62	4,851	100%	0.23	0.23	0.23	
Burlingame	2020	2019	3.45	100%	5.23	3.45	3.45	3.28	2.67	<input type="checkbox"/>		3.28	31,080	100%	1.46	1.46	1.46	
Coastside	2021	2019	1.69	94%	2.18	1.80	1.69	1.61	1.31	<input type="checkbox"/>		1.61	18,890	94%	0.89	0.83	0.83	
CWS - Total	2021	2020	29.23	95%	35.68	30.62	29.23	27.77	22.66	<input type="checkbox"/>		27.77	262,704	95%	12.35	11.78	11.78	
Daly City	2020	2019	3.84	64%	4.29	6.00	3.84	3.64	2.97	<input type="checkbox"/>		3.64	107,000	64%	5.03	3.22	3.22	
East Palo Alto	2020	2019	1.57	100%	3.46	1.57	1.57	1.49	1.21	<input type="checkbox"/>		1.49	29,519	100%	1.39	1.39	1.39	
Estero	2020	2021	4.32	100%	5.90	4.32	4.32	4.10	3.35	<input type="checkbox"/>		4.10	37,443	100%	1.76	1.76	1.76	
Hayward	2021	2019	14.26	100%	22.10	14.26	14.26	13.55	11.06	<input type="checkbox"/>		13.55	159,800	100%	7.51	7.51	7.51	
Hillsborough	2021	2020	2.66	100%	4.09	2.66	2.66	2.53	2.06	<input type="checkbox"/>		2.53	11,592	100%	0.54	0.54	0.54	
Menlo Park	2019	2020	3.09	100%	4.46	3.09	3.09	2.94	2.40	<input type="checkbox"/>		2.94	20,319	100%	0.95	0.95	0.95	
Mid-Peninsula	2020	2021	2.63	100%	3.89	2.63	2.63	2.50	2.04	<input type="checkbox"/>		2.50	30,159	100%	1.42	1.42	1.42	
Millbrae	2019	2020	1.92	100%	3.15	1.92	1.92	1.83	1.49	<input type="checkbox"/>		1.83	20,666	100%	0.97	0.97	0.97	
Milpitas	2020	2021	5.67	67%	9.23	8.49	5.67	5.39	4.40	<input type="checkbox"/>		5.39	81,067	67%	3.81	2.54	2.54	
Mountain View	2021	2020	7.78	87%	12.46	8.90	7.78	7.40	6.03	<input type="checkbox"/>		7.40	81,501	87%	3.83	3.35	3.35	
North Coast	2021	2020	2.39	100%	3.84	2.39	2.39	2.27	1.85	<input type="checkbox"/>		2.27	37,082	100%	1.74	1.74	1.74	
Palo Alto	2021	2020	9.95	100%	16.58	9.95	9.95	9.45	7.71	<input type="checkbox"/>		9.45	68,624	100%	3.23	3.23	3.23	
Purissima Hills	2021	2020	1.82	100%	1.62	1.82	1.62	1.54	1.26	<input type="checkbox"/>		1.54	7,350	100%	0.35	0.35	0.35	
Redwood City	2020	2021	8.62	100%	10.93	8.62	8.62	8.19	6.68	<input type="checkbox"/>		8.19	90,928	100%	4.27	4.27	4.27	
San Bruno	2020	2021	0.93	30%	3.25	3.09	0.93	0.89	0.72	<input type="checkbox"/>		0.89	43,910	30%	2.06	0.62	0.62	
San Jose	2019	2020	4.27	99%	4.50	4.29	4.27	4.05	3.31	<input type="checkbox"/>		4.05	43,036	99%	2.02	2.01	2.01	
Santa Clara	2020	2021	3.25	20%	4.50	16.27	3.25	3.09	2.52	<input type="checkbox"/>		3.09	132,476	20%	6.23	1.24	1.24	
Stanford	2020	2019	1.43	100%	3.03	1.43	1.43	1.36	1.11	<input type="checkbox"/>		1.36	20,000	100%	0.94	0.94	0.94	
Sunnyvale	2021	2020	9.47	54%	12.58	17.68	9.47	8.99	7.34	<input type="checkbox"/>		8.99	156,317	54%	7.35	3.93	3.93	
Westborough	2020	2019	0.80	100%	1.32	0.80	0.80	0.76	0.62	<input type="checkbox"/>		0.76	13,486	100%	0.63	0.63	0.63	
Total			134.34		193.02	196.04	134.14							1,853,800		87.13		60.49
Allocated																	60.49	
Unallocated																	53.71	
Reserved																	0	

2. Non-Residential Base Allocation					3. SFPUC Maximum Cutback "Reserve"			4. Seasonal Allocation				5. Base SFPUC Purchases/ISG-Based Allocation with Minimum Cutback		Target Allocation		First Iteration of Base Per Allocation	
Agency	Estimated % Indoor Use	% Non-Residential Use	Non-Residential Base Allocation (mgd)	2. Non-Residential Base Allocation (mgd)	SFPUC Maximum Cutback (mgd)2	Does Step 2 Allocation Meet SFPUC Maximum Cutback?	SFPUC Maximum Cutback Shortfall (mgd)	% Seasonal Use	Seasonal SFPUC Purchases (mgd)	Seasonal Allocation (mgd)	4. Seasonal Allocation (mgd)	Weighted Average of Base Period SFPUC Purchases (up to ISG) and ISG (mgd)	Weighted Share of Tier 1 Allocation (mgd)	Lesser of Weighted Share and Minimum Cutback Allocation (i.e., Target Allocation)	Target Allocation Based Gap (mgd)	Target Based Allocation 1 (mgd)	
Alameda CWD	69%	41%	2.22	5.77	6.69	<input type="checkbox"/>	0.92	31%	2.71	0.22	5.99	10.33	7.68	7.68	1.69	0.31	
Brisbane	66%	68%	0.27	0.50	0.50	<input type="checkbox"/>	0.01	34%	0.22	0.02	0.51	0.76	0.56	0.56	0.05	0.01	
Burlingame	73%	40%	0.93	2.39	2.67	<input type="checkbox"/>	0.28	27%	0.93	0.07	2.46	4.04	3.00	3.00	0.54	0.10	
Coastside	64%	46%	0.47	1.30	1.31	<input type="checkbox"/>	0.01	36%	0.60	0.05	1.35	1.85	1.38	1.38	0.03	0.01	
CWS - Total	61%	30%	5.02	16.80	22.66	<input type="checkbox"/>	5.85	39%	11.26	0.89	17.69	31.36	23.32	23.32	5.62	1.05	
Daly City	88%	23%	0.73	3.64	2.97	<input checked="" type="checkbox"/>	0.00	12%	0.46	0.04	3.64	3.99	2.96	2.96	0.00	0.00	
East Palo Alto	79%	18%	0.21	1.49	1.21	<input checked="" type="checkbox"/>	0.00	21%	0.33	0.03	1.49	2.19	1.63	1.49	0.00	0.00	
Estero	63%	45%	1.13	2.89	3.35	<input type="checkbox"/>	0.46	37%	1.58	0.13	3.01	4.84	3.60	3.60	0.59	0.11	
Hayward	72%	45%	4.33	11.85	11.06	<input checked="" type="checkbox"/>	0.00	28%	3.95	0.31	12.16	16.85	12.53	12.53	0.37	0.07	
Hillsborough	36%	9%	0.08	0.62	2.06	<input type="checkbox"/>	1.44	64%	1.70	0.14	0.76	3.13	2.33	2.33	1.57	0.29	
Menlo Park	53%	63%	0.94	1.90	2.40	<input type="checkbox"/>	0.50	47%	1.47	0.12	2.01	3.54	2.63	2.63	0.62	0.12	
Mid-Peninsula	68%	27%	0.45	1.87	2.04	<input type="checkbox"/>	0.18	32%	0.86	0.07	1.93	3.05	2.27	2.27	0.33	0.06	
Millbrae	76%	36%	0.49	1.46	1.49	<input type="checkbox"/>	0.03	24%	0.46	0.04	1.49	2.33	1.73	1.73	0.24	0.04	
Milpitas	78%	51%	2.08	4.62	4.40	<input checked="" type="checkbox"/>	0.00	22%	1.23	0.10	4.72	6.85	5.09	5.09	0.37	0.07	
Mountain View	66%	43%	2.04	5.39	6.03	<input type="checkbox"/>	0.65	34%	2.64	0.21	5.60	9.33	6.94	6.94	1.34	0.25	
North Coast	80%	24%	0.42	2.16	1.85	<input checked="" type="checkbox"/>	0.00	20%	0.48	0.04	2.20	2.87	2.13	2.13	0.00	0.00	
Palo Alto	61%	38%	2.11	5.34	7.71	<input type="checkbox"/>	2.37	39%	3.90	0.31	5.65	12.14	9.03	9.03	3.38	0.63	
Purissima Hills	38%	12%	0.07	0.42	1.26	<input type="checkbox"/>	0.84	62%	1.13	0.09	0.51	1.62	1.21	1.21	0.70	0.13	
Redwood City	68%	34%	1.81	6.08	6.68	<input type="checkbox"/>	0.60	32%	2.80	0.22	6.31	9.38	6.98	6.98	0.67	0.13	
San Bruno	78%	29%	0.20	0.82	0.72	<input checked="" type="checkbox"/>	0.00	22%	0.21	0.02	0.84	1.70	1.26	0.89	0.05	0.01	
San Jose	69%	62%	1.68	3.69	3.31	<input checked="" type="checkbox"/>	0.00	31%	1.33	0.11	3.79	4.34	3.23	3.23	0.00	0.00	
Santa Clara	73%	50%	1.10	2.35	2.52	<input type="checkbox"/>	0.17	27%	0.88	0.07	2.42	3.66	2.72	2.72	0.31	0.06	
Stanford	63%	45%	0.38	1.32	1.11	<input checked="" type="checkbox"/>	0.00	37%	0.53	0.04	1.36	1.96	1.46	1.36	0.00	0.00	
Sunnyvale	69%	42%	2.54	6.48	7.34	<input type="checkbox"/>	0.86	31%	2.98	0.24	6.71	10.49	7.80	7.80	1.09	0.20	
Westborough	73%	26%	0.14	0.76	0.62	<input checked="" type="checkbox"/>	0.00	27%	0.22	0.02	0.76	0.97	0.72	0.72	0.00	0.00	
Total			31.83	91.90	103.98		15.18		44.87	3.56	95.38	153.57	114.20	113.58	19.56	3.64	
Allocated				91.90			91.90				95.38						
Unallocated				22.30			22.30				18.82						
Reserved				0			15.18				15.18						

First Iteration of Target Based Allocation (mgd)		Maximum Cutback			Second Iteration of Base Period/ISG-Based Allocation			Third Iteration of Base Period/ISG-Based Allocation If all agencies meet their Target Allocation, remaining water is allocated up to Minimum Cutback				Final Allocation (mgd)	Cutback Percentage	Allocation Factor
Agency	First Iteration of Target Based Allocation (mgd)	Does Step 5 Initial Allocation Meet SFPUC Maximum Cutback?	Maximum Cutback (mgd)	Initial Step 5 Allocation with Maximum Cutback (mgd)	Target Allocation Based Gap (mgd)3	Target Based Allocation 2 (mgd)	Second Iteration of Target Based Allocation (mgd)	Equal or Greater than Weighted Share/Minimum Cutback	Target Allocation Based Gap 3 (mgd)	Third Iteration of Target Based Allocation (mgd)	5. Weighted Share/ Maximum Cutback Based Allocation (mgd)			
Alameda CWD	6.30	<input type="checkbox"/>	0.39	6.69	0.99	0.88	7.57	<input type="checkbox"/>	0.11	0.00	7.57	7.57	12.3%	6.6%
Brisbane	0.52	<input checked="" type="checkbox"/>	0.00	0.52	0.04	0.04	0.56	<input type="checkbox"/>	0.00	0.00	0.56	0.56	13.8%	0.5%
Burlingame	2.56	<input type="checkbox"/>	0.11	2.67	0.33	0.29	2.97	<input type="checkbox"/>	0.04	0.00	2.97	2.97	14.0%	2.6%
Coastside	1.35	<input checked="" type="checkbox"/>	0.00	1.35	0.02	0.02	1.38	<input type="checkbox"/>	0.00	0.00	1.38	1.38	18.8%	1.2%
CWS - Total	18.74	<input type="checkbox"/>	3.91	22.66	0.66	0.59	23.24	<input type="checkbox"/>	0.07	0.00	23.24	23.24	20.5%	20.4%
Daly City	3.64	<input checked="" type="checkbox"/>	0.00	3.64	0.00	0.00	3.64	<input checked="" type="checkbox"/>	0.00	0.00	3.64	3.64	5.0%	3.2%
East Palo Alto	1.49	<input checked="" type="checkbox"/>	0.00	1.49	0.00	0.00	1.49	<input checked="" type="checkbox"/>	0.00	0.00	1.49	1.49	5.0%	1.3%
Estero	3.12	<input type="checkbox"/>	0.23	3.35	0.25	0.22	3.57	<input type="checkbox"/>	0.03	0.00	3.57	3.57	17.3%	3.1%
Hayward	12.23	<input checked="" type="checkbox"/>	0.00	12.23	0.30	0.27	12.50	<input type="checkbox"/>	0.03	0.00	12.50	12.50	12.4%	10.9%
Hillsborough	1.05	<input type="checkbox"/>	1.01	2.06	0.27	0.24	2.30	<input type="checkbox"/>	0.03	0.00	2.30	2.30	13.6%	2.0%
Menlo Park	2.13	<input type="checkbox"/>	0.27	2.40	0.24	0.21	2.61	<input type="checkbox"/>	0.03	0.00	2.61	2.61	15.7%	2.3%
Mid-Peninsula	2.00	<input type="checkbox"/>	0.05	2.04	0.23	0.20	2.24	<input type="checkbox"/>	0.03	0.00	2.24	2.24	14.9%	2.0%
Millbrae	1.54	<input checked="" type="checkbox"/>	0.00	1.54	0.19	0.17	1.71	<input type="checkbox"/>	0.02	0.00	1.71	1.71	11.1%	1.5%
Milpitas	4.79	<input checked="" type="checkbox"/>	0.00	4.79	0.30	0.27	5.06	<input type="checkbox"/>	0.03	0.00	5.06	5.06	10.8%	4.4%
Mountain View	5.85	<input type="checkbox"/>	0.19	6.03	0.90	0.80	6.84	<input type="checkbox"/>	0.10	0.00	6.84	6.84	12.2%	6.0%
North Coast	2.20	<input checked="" type="checkbox"/>	0.00	2.20	0.00	0.00	2.20	<input checked="" type="checkbox"/>	0.00	0.00	2.20	2.20	7.7%	1.9%
Palo Alto	6.28	<input type="checkbox"/>	1.44	7.71	1.31	1.17	8.88	<input type="checkbox"/>	0.15	0.00	8.88	8.88	10.8%	7.8%
Purissima Hills	0.64	<input type="checkbox"/>	0.62	1.26	0.00	0.00	1.26	<input checked="" type="checkbox"/>	0.00	0.00	1.26	1.26	30.9%	1.1%
Redwood City	6.43	<input type="checkbox"/>	0.25	6.68	0.29	0.26	6.95	<input type="checkbox"/>	0.03	0.00	6.95	6.95	19.5%	6.1%
San Bruno	0.85	<input checked="" type="checkbox"/>	0.00	0.85	0.04	0.04	0.88	<input type="checkbox"/>	0.00	0.00	0.88	0.88	5.5%	0.8%
San Jose	3.79	<input checked="" type="checkbox"/>	0.00	3.79	0.00	0.00	3.79	<input checked="" type="checkbox"/>	0.00	0.00	3.79	3.79	11.1%	3.3%
Santa Clara	2.47	<input type="checkbox"/>	0.05	2.52	0.20	0.18	2.70	<input type="checkbox"/>	0.02	0.00	2.70	2.70	16.9%	2.4%
Stanford	1.36	<input checked="" type="checkbox"/>	0.00	1.36	0.00	0.00	1.36	<input checked="" type="checkbox"/>	0.00	0.00	1.36	1.36	5.0%	1.2%
Sunnyvale	6.92	<input type="checkbox"/>	0.42	7.34	0.47	0.41	7.75	<input type="checkbox"/>	0.05	0.00	7.75	7.75	18.1%	6.8%
Westborough	0.76	<input checked="" type="checkbox"/>	0.00	0.76	0.00	0.00	0.76	<input checked="" type="checkbox"/>	0.00	0.00	0.76	0.76	5.0%	0.7%
Total			8.92	107.95	7.04	6.25	114.20		0.79	0.00	114.20	114.20		
Allocated			99.02	107.95			114.20				114.20			
Unallocated			0.00	6.25			0.00				0.00			
Reserved			15.18	0.00			0.00				0.00			

Instructions: Copy/paste the table below into the "Historical Saves" tab, columns A through F.						
Agency	Agency	Allocation Year (FY)	Allocation Year (integer)	Final Allocation (mgd)	Cutback Percentage	Allocation Factor
Alameda CWD	Alameda CWD	FY24-25	2025	7.57	12%	7%
Brisbane	Brisbane	FY24-25	2025	0.56	14%	0%
Burlingame	Burlingame	FY24-25	2025	2.97	14%	3%
Coastside	Coastside	FY24-25	2025	1.38	19%	1%
CWS - Total	CWS - Total	FY24-25	2025	23.24	20%	20%
Daly City	Daly City	FY24-25	2025	3.64	5%	3%
East Palo Alto	East Palo Alto	FY24-25	2025	1.49	5%	1%
Estero	Estero	FY24-25	2025	3.57	17%	3%
Hayward	Hayward	FY24-25	2025	12.50	12%	11%
Hillsborough	Hillsborough	FY24-25	2025	2.30	14%	2%
Menlo Park	Menlo Park	FY24-25	2025	2.61	16%	2%
Mid-Peninsula	Mid-Peninsula	FY24-25	2025	2.24	15%	2%
Millbrae	Millbrae	FY24-25	2025	1.71	11%	1%
Milpitas	Milpitas	FY24-25	2025	5.06	11%	4%
Mountain View	Mountain View	FY24-25	2025	6.84	12%	6%
North Coast	North Coast	FY24-25	2025	2.20	8%	2%
Palo Alto	Palo Alto	FY24-25	2025	8.88	11%	8%
Purissima Hills	Purissima Hills	FY24-25	2025	1.26	31%	1%
Redwood City	Redwood City	FY24-25	2025	6.95	19%	6%
San Bruno	San Bruno	FY24-25	2025	0.88	5%	1%
San Jose	San Jose	FY24-25	2025	3.79	11%	3%
Santa Clara	Santa Clara	FY24-25	2025	2.70	17%	2%
Stanford	Stanford	FY24-25	2025	1.36	5%	1%
Sunnyvale	Sunnyvale	FY24-25	2025	7.75	18%	7%
Westborough	Westborough	FY24-25	2025	0.76	5%	1%
Total						
Allocated						
Unallocated						
Reserved						

Instructions: Copy/paste the table below into the "Historical Saves" tab, columns A through F.

Input Category	Value	Allocation Year (FY)	Allocation Year (integer)
Allocation Year/Projection Year	FY24-25	FY24-25	2025
Tier 1 Shortage Allocation (mgd)	114.20	FY24-25	2025
Overall Reduction from Base Period Required	-15%	FY24-25	2025
SFPUC Maximum Cutback Factor	-22%	FY24-25	2025
SFPUC Minimum Cutback Factor	-5%	FY24-25	2025
Non-Residential Base Allocation %	93%	FY24-25	2025
Step 5 Reserved % of Remaining Tier 1 Allocation (less Step	50%	FY24-25	2025
Unreserved % of Remaining Tier 1 Allocation (less Step 3	50%	FY24-25	2025
Seasonal Allocation %	8%	FY24-25	2025
Step 5 ISG Weighting	33%	FY24-25	2025
Step 5 Base SFPUC Purchases Weighting	67%	FY24-25	2025
Residential Efficient Allocation (R-GPCD)	47.0	FY24-25	2025
Adjustment % for SFPUC Minimum Cutback, if efficient	95%	FY24-25	2025



“A multicounty agency authorized to plan for and acquire supplemental water supplies, encourage water conservation and use of recycled water on a regional basis.”

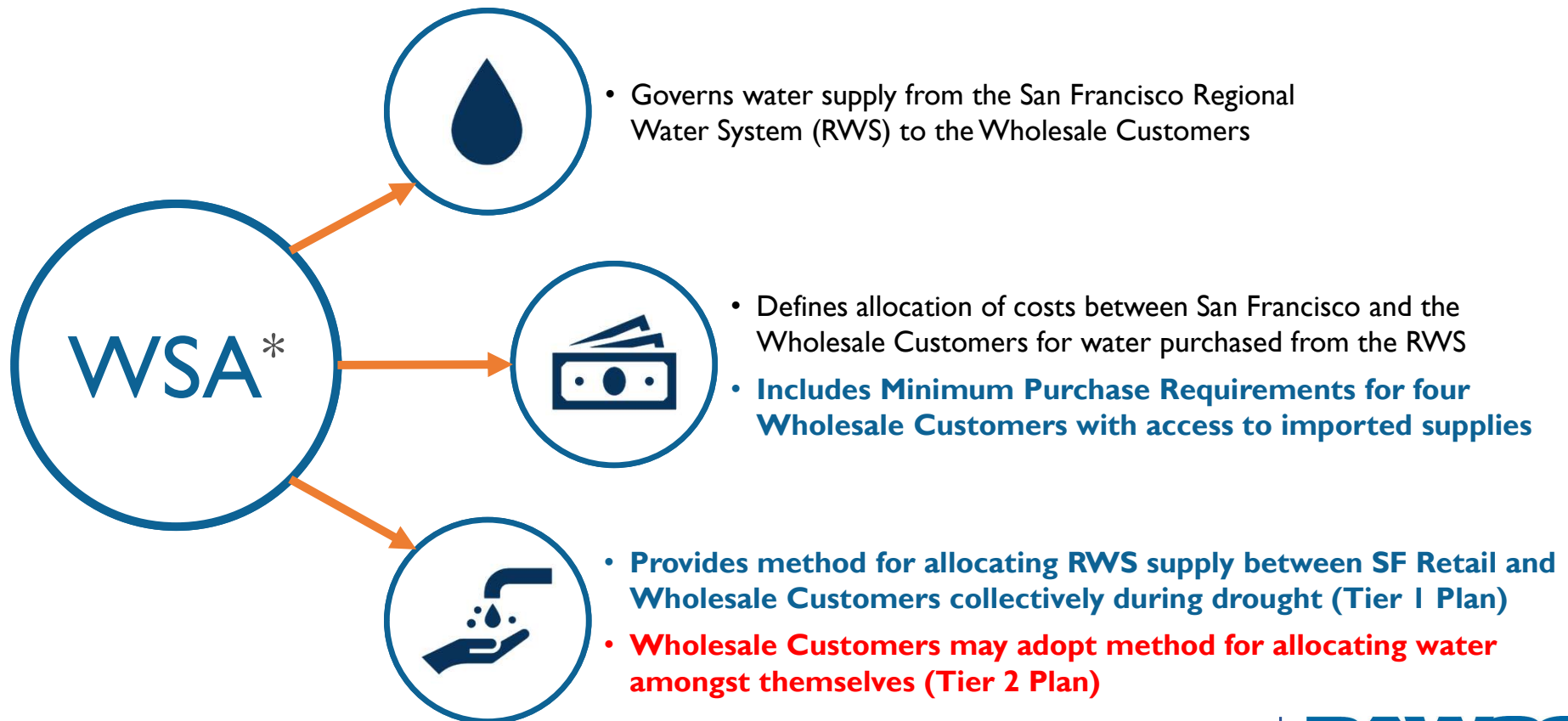
[BAWSCA Act, AB2058 (Papan-2002)]

WSA Amendments and Updated Tier 2 Plan Adoption Coastside County Water District June 10, 2025

Agenda

1. Overview of the Water Supply Agreement between San Francisco and the Wholesale Customers (WSA)
2. Review two water supply reliability contract actions
 - a. WSA Amendments
 - Minimum Purchase Requirements
 - Tier 1 Water Shortage Allocation Plan: How excess use charges will be applied
 - Other updates/definition clarifications
 - b. Updated Tier 2 Drought Response Implementation Plan (Tier 2 Plan)

Key Elements of the Water Supply Agreement Between San Francisco and the Wholesale Customers (WSA)



WSA Amendments (Resolution 2025-03):

Minimum Purchase Requirements Apply to Four Agencies

- Minimum purchase requirements have been in place since the 1960s
 - Minimum Purchase Quantities (MPQs) lowered in 2009 (15+ years ago)
- Four Wholesale Customers with access to other imported water must purchase a minimum amount of water from the San Francisco Regional Water System (RWS)
 1. Alameda County Water District
 2. City of Milpitas
 3. City of Mountain View
 4. City of Sunnyvale
- Conditions have changed since MPQs were lowered in 2009 and require another reset
 - Overall demand on the RWS is lower
 - Some MPQ agencies are paying for water they cannot use
 - RWS is still subject to severe drought
 - San Francisco and all Wholesale Customers want to improve reliability of the RWS

WSA Amendments: (Resolution 2025-03):

Minimum Purchase Amendment has Three Elements

1

Minimum Purchase Quantity (MPQ) Reset

- Resets MPQs at 80% of actual use during previous four non-drought years
- Includes a 10-year review for possible downward adjustment, if warranted

2

One-Year Drought Rebound MPQ

- Creates a one-year drought rebound MPQ to recognize lower demand coming out of a drought

3

MPQ Collective Purchases Family Plan

- If MPQ Agencies collectively achieve the total required MPQ, no agency pays a penalty for not meeting its individual requirement
- If not, penalties are applied proportionally to the total under usage

MPQ = Minimum Purchase Quantity

WSA Amendments (Resolution 2025-03):

Impact of Minimum Purchase Quantity Amendment

Cost Analysis

- \$0.007 to \$0.040 per Ccf (0.13% to 0.72%) wholesale and retail customer increase

Impact to Coastside County Water District - \$10K annually

Benefits Analysis

- Removes a barrier for MPQ agencies to develop drought resistant local supplies and investment in water use efficiency
 - Improves reliability of the RWS
 - Benefits all RWS users
- MPQ agencies are well situated to develop local, drought resistant supplies
 - Large water agency
 - Manage own wastewater
 - Access to groundwater
- Minimizes agencies being charged for unused water

WSA Amendments (Resolution 2025-03): Shortages on the Regional Water System (RWS) are Governed by Two Plans

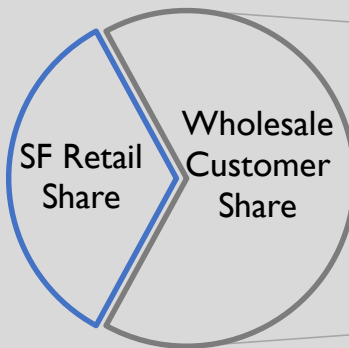
Shortages on the RWS

Available
RWS
Supply

* Applies during system-wide shortages due to drought of 20% or less

Tier 1 Plan

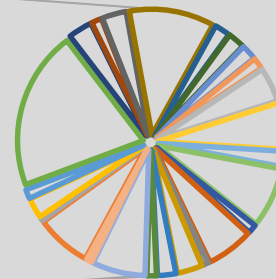
Method of allocating water from the RWS between:



in WSA

Tier 2 Plan*

Method of allocating water from the RWS among the Wholesale Customers



* Agreement among Wholesale Customers, San Francisco not included

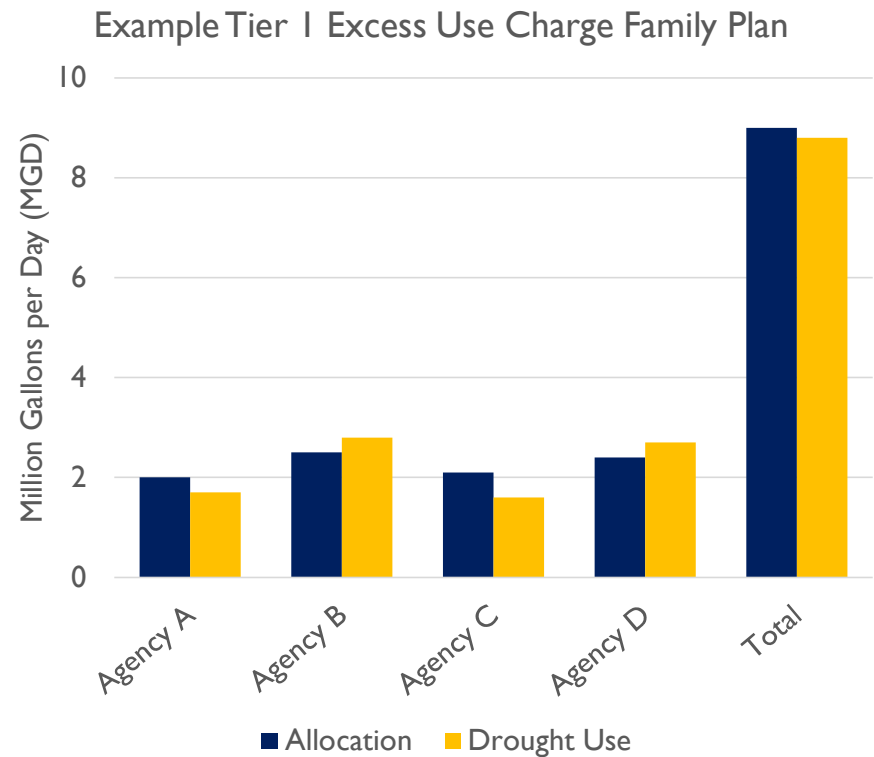
Application of the Tier 1 and 2 Plans

- Apply during system-wide shortages due to drought of 20% or less
- Excess use charges only apply during mandatory shortage emergencies
- Wholesale Customers may transfer shortage allocations and banked water amongst themselves and with San Francisco

WSA Amendments (Resolution 2025-03):

Tier I Plan Amendment Incorporates New Tier I Excess Use Charge Family Plan

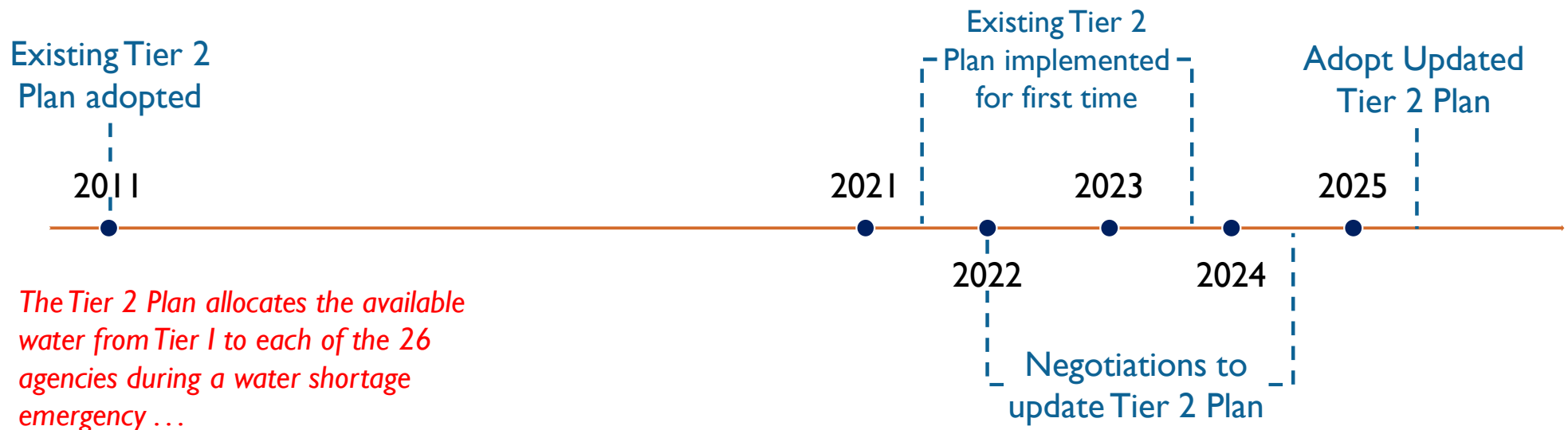
- **Existing** - Excess use charges only applied during mandatory rationing conditions *(using Tier 2 allocations)*
- **New** - No excess use charges applied if collective Wholesale Customer purchases are less than Tier I allocation *(Similar to a cell phone family plan)*



WSA Amendments Summary – Resolution 2025-03

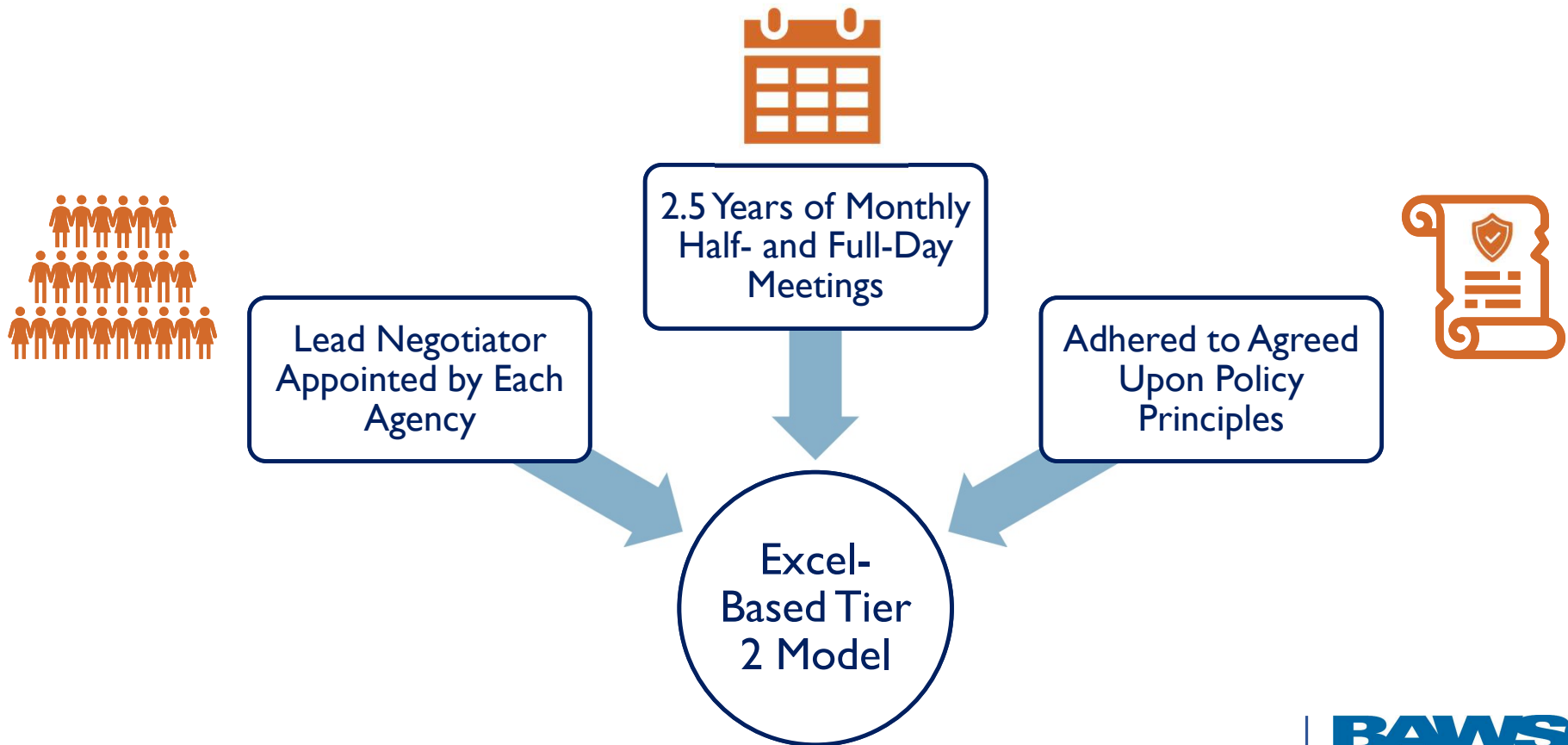
1. Minimum Purchase Requirements Modifications
2. Tier I Family Plan Amendment: Excess use charges are only applied by San Francisco when the collective Wholesale Customer usage exceed the Tier I allocation (during mandatory rationing periods.)
3. General housekeeping updates: definitions of “Imputed Sales” and “Level of Service Goals and Objectives”

Updated Tier 2 Plan (Resolution 2025-04): *Existing Tier 2 Plan Required an Update*

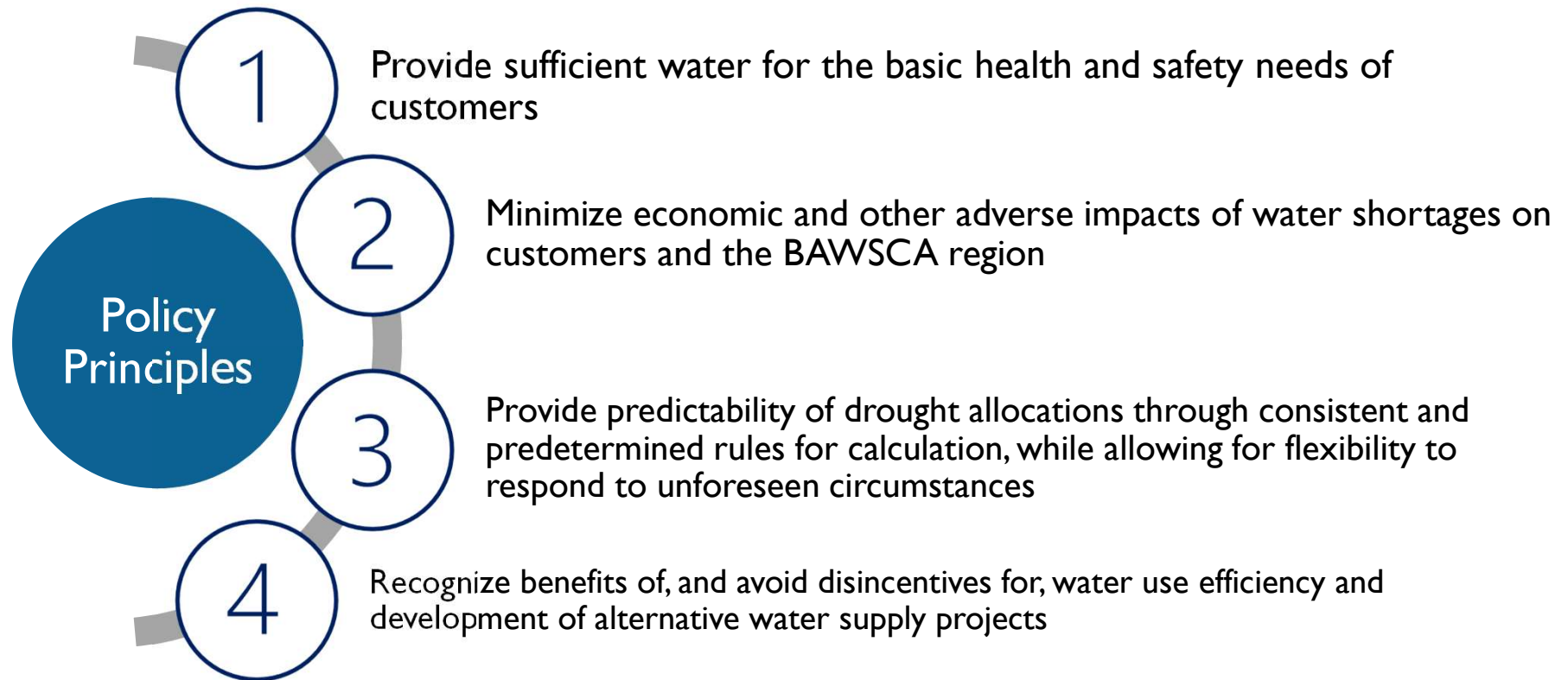


- 2021-23 implementation made clear the Plan no longer operates as originally intended
 - Conditions and overall water use in the region has changed
 - Special rules carved out for certain agencies now may apply to multiple agencies

Updated Tier 2 Plan (Resolution 2025-04):
Agreed Upon Plan Required Engagement from All 26 BAWSCA
Member Agencies and 2.5 Years of Negotiation



Updated Tier 2 Plan (Resolution 2025-04):
Tier 2 Plan Policy Principles



Updated Tier 2 Plan (Resolution 2025-04): 26 Member Agencies Successfully Negotiated an Updated Tier 2 Plan

- Finalizing the updated Tier 2 Plan required concessions from all agencies including an agreement to make changes to:
 - Tier 1 Plan
 - Minimum Purchase Quantities
- Coastside County Water District negotiated an exception within the calculations
 - Local surface water sources cannot be relied upon in a drought
 - Coastside needs to maximize use of local surface water sources to perfect its water rights
- Updated Tier 2 Plan must be unanimously adopted by the 26 member agencies' governing bodies
 - Once unanimously adopted, the updated Tier 2 Plan will be used in the event of drought

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: June 10, 2025

Date: June 6, 2025

Agenda Title: Consider Ordinance 2025-01 Modifying Section W of the District's General Regulations Regarding Water Service Pertaining to the Control of Backflow and Cross Connections.

Recommendation/Motion:

Approve Ordinance 2025-01 modifying Section W of the District's General Regulations Regarding Water Service Pertaining to the Control of Backflow and Cross Connections.

Background:

The District's current Backflow and Cross Connection Control regulations were adopted on September 10, 2013, and incorporated into Section W of the District's General Regulations Regarding Water Service. With the State Water Resources Control Board adopting the Cross Connection Control Policy Handbook on December 19, 2023, under authority of the California Safe Drinking Water Act, Public Water Systems in California must comply with the Cross Connection Control Policy Handbook or face enforcement or other corrective actions by the State Water Resources Control Board.

The State's Cross Connection Control Policy Handbook's primary objective is the protection of public health through the establishment of standards to ensure drinking water distribution systems will not be subject to the backflow of liquids, gases, or other substances.

It is mandated under the Cross Connection Control Policy Handbook that each Public Water System submit a written plan for the State Water Resources Control Board to review. For existing Public Water Systems, the written plan is due 12 months after the effective date of the Cross Connection Control Policy Handbook (July 1, 2025).

The District engaged West Yost & Associates, Inc. to assist staff in preparing the District's Cross Connection Control Program and Plan. (See Attachment B for a copy of the draft.) The final version of the District's Cross Connection Control Program and Plan will be submitted to the State Water Resources Control Board by July 1, 2025.

One of the requirements of the written plan is that the Public Water System provide a description of the legal authority or its operating rules and ordinances to implement their Cross Connection Control Program and Plan, including implementing corrective actions against water users who fail to comply in a timely manner with provisions regarding the installation, inspection, field testing, or maintenance of backflow prevention assemblies.

Public Water Systems must be able to; (1) deny or discontinue water service to a water user, (2) install, inspect, field test, and/or maintain a backflow prevention assembly at a water user's premises, or (3) otherwise address in a timely manner a failure to comply with the cross connection control program and plan.

The District's current Ordinance 2013-01 does not cover all of the requirements of the State's Cross Connection Control Policy Handbook and the District's Cross Connection Control Program and Plan. A revised Ordinance is required and will be included in the District's Cross Connection Control Program and Plan.

Ordinance 2025-01:

Ordinance 2025-01 was written to meet the implementation, enforcement, policies and procedures of the State's Cross Connection Control Policy Handbook. The Ordinance meets the intent to protect the public water system through the implementation and enforcement of the District's Cross Connection Control Program and Plan.

The Ordinance states its purpose, authority, applicability, policy, and incorporates the State's Cross Connection Control Policy Handbook and the District's Cross Connection Control Program and Plan. It also includes descriptions of ownership, the right of the District to enter property, appeals, cost recovery, and limitations of liability.

Ordinance 2025-01 will give the District the ability to implement and enforce its Cross Connection Control Program and Plan and comply with the requirements in the state's Cross Connection Control Policy Handbook.

Fiscal Impact:

Costs of developing and implementing the regulations will be borne by all users, as described in the Ordinance.

Attachments:

(A) Ordinance 2025-01

(B) Draft Cross Connection Control Program and Plan of Coastside County Water District

ORDINANCE NO. 2025-01

AN ORDINANCE OF THE

COASTSIDE COUNTY WATER DISTRICT

**MODIFYING SECTION W OF THE DISTRICT'S GENERAL
REGULATIONS REGARDING WATER SERVICE
PERTAINING TO THE CONTROL OF BACKFLOW AND
CROSS-CONNECTIONS**

RECITALS

WHEREAS, the Coastside County Water District assumed the administration of the backflow and cross-connection control program from the County of San Mateo as suggested by the California Department of Health Services (now the Department of Public Health) due to backflow or cross-connection incidents in the early 2000s; and

WHEREAS, on August 10, 2004, the District adopted Resolution No. 2004-15 adding Section W to the District's General Regulations Regarding Water Service Pertaining to the Control of Backflow and Cross-Connections; and

WHEREAS, on September 10, 2013, the District adopted Ordinance No. 2013-01 modifying Section W of the District's General Regulations Regarding Water Service Pertaining to the Control of Backflow and Cross Connections; and

WHEREAS, pursuant to section 116407 of the California Health and Safety Code, the State Water Resources Control Board chose to adopt standards for backflow protection and cross connection control through the adoption (12/19/2023) of the Cross Connection Control Policy Handbook, which became effective July 1, 2024, and was amended on March 19, 2025; and

WHEREAS, appendix G of the Cross Connection Control Policy Handbook lists related statutes and regulations; and

WHEREAS, the District is a public water system, as defined by California Health and Safety Code section 116275 (h), and all public water systems are subject to the Cross Connection Control Policy Handbook; and

WHEREAS, each public water system must have operating rules to implement the cross-connection program and plan and to be able to: (a) deny or discontinue water service to a water user (user), or (b) install, inspect, field test, and/or maintain a backflow prevention assembly at user premises, or (c)

otherwise address in a timely manner a failure to comply with the cross-connection control program and plan.

NOW, THEREFORE, BE IT ORDAINED by the Board of Directors of the Coastside County Water District that Section W "BACKFLOW AND CROSS-CONNECTION CONTROL" is hereby modified in the General Regulations of the Coastside County Water District to delete the entire Section W and replace it with the following:

W. Backflow and Cross Connection Control

1. General Policy

a. Purpose: The purpose of this ordinance is:

- I. To protect public health through the establishment of standards; and
- II. To build a foundation of awareness within the community regarding the importance of backflow protection and cross connection control; and
- III. To protect the potable water supply of the Coastside County Water District (District) from the possibility of contamination or pollution from backflow events; and
- IV. To promote the elimination or control of existing cross connections, actual or potential, between the user's potable water system(s) and non-potable water system(s), plumbing fixtures, appliances, and piping systems; and
- V. To comply with all the requirements in the California Cross Connection Control Policy Handbook.

b. Authority: The District is a county water district that was created under the County Water District Law (California Water Code sections 30000 et seq.), and pursuant to the County Water District Law the District has the authority and obligation to implement and enforce the Cross Connection Control Policy Handbook through this Ordinance and the District's Cross Connection Control Program and Plan. This Ordinance is adopted pursuant to the Cross Connection Control Policy Handbook. Where the minimum backflow protection differs between the California Plumbing Code, this Ordinance, and the Cross Connection Control Policy Handbook, the most protective protection of the District's water system will be required. This Ordinance provides the authority of the District to implement and enforce its Cross Connection Control Program and Plan, and all the elements in the Cross Connection Control Policy Handbook.

c. Applicability: The standards of the Cross Connection Control Policy Handbook and the District's Cross Connection Control Program and Plan shall apply to all premises, including portable meters, within the District's jurisdictional boundaries, and premises outside of the jurisdictional boundaries receiving potable and non-potable water from the District.

d. Policy: The intent of the District's Cross Connection Control Program and Plan is to prevent the occurrence of backflow into the District's water distribution system and to protect the health and safety of the community from contamination or pollution from any on site hazards. The District's policy is premises protection directly after the water service connection and not in lieu of protection within the premises. Properly installed and maintained backflow prevention assemblies provide protection against the threat posed by conditions typically found on user premises. The District may also use other technologies in their Cross Connection Control Program and Plan to assist with monitoring for occurrences (events) of backflow incidents.

e. Incorporation of the Cross Connection Control Policy Handbook and the District's Cross Connection Control Program and Plan:

The Cross Connection Control Policy Handbook, as it may be amended or revised, is incorporated into this Ordinance by reference. In addition, the District's Cross Connection Control Program and Plan, as approved by the State Water Resources Control Board, and as may be amended and updated in the future, is incorporated into this Ordinance.

2. Cross Connection Control Program and Plan

The District has prepared a written Cross Connection Control Program and Plan and will submit it to the State Water Resources Control Board. The Cross Connection Control Program and Plan will provide guidance, policies and procedures for implementation, compliance, and enforcement of its requirements.

3. Ownership of Backflow Prevention Assemblies

A user or water user is defined as including the user of water, the property owner, or customer. The user shall have ownership of the backflow prevention assembly installed on their water and fire service(s). The user shall be responsible for maintenance, upgrades, inspections, and testing of backflow prevention assemblies as required by the Cross Connection Control Policy Handbook or the District's Cross Connection Control Program and Plan.

4. Right to Enter Property

As a condition of water service for new water users and as a condition of continued water service for existing water users, water users may be required to have a backflow prevention assembly installed on their private property. Water users will permit the District to enter upon water user's property (premises) within the normal working hours of the District, or in case of emergency, at any time, to test, inspect, service, maintain, repair or replace the backflow prevention assembly, and to assess the hazard level of the premises, as set forth in the Cross Connection Control Policy Handbook or the District's Cross Connection Control Program and Plan.

5. Enforcement

The District in implementing its Cross Connection Control Program and Plan, if a water user fails to comply in a timely manner with the requirements of the Cross Connection Control Policy Handbook or the District's Cross Connection Control Program and Plan, may enforce the requirements by (1) denying or discontinuing water service, or (2) installing, inspecting, testing, maintaining, repairing, or replacing a backflow prevention assembly.

Except in an emergency (high hazard conditions exist) when public health and safety is immediately at risk, the District will provide the water user with notice and an opportunity to remedy the failure to comply with the requirements of the Cross Connection Control Policy Handbook or the District's Cross Connection Control Program and Plan. The time frame for the water users to implement the remedy will be based on the hazard level, the nature and risk of the public health and safety and will be established in the District's Cross Connection Control Program and Plan.

- a. Any user who willfully fails to install, or permit to be installed, backflow prevention assemblies as required by the Cross Connection Control Policy Handbook or District's Cross Connection Control Program and Plan or who willfully by-passes, alters or refuses to maintain a backflow prevention assembly, shall be subject to civil and criminal penalties to the maximum extent allowed by law.
- b. Water service to any user premises may be discontinued by the District if the backflow prevention assemblies have not met the conditions set forth in this Ordinance or the District's Cross Connection Control Program and Plan, or if the Cross Connection Control Coordinator has determined that a situation exists which could cause contamination of the District's water distribution system.
- c. Service of water to any premises shall be discontinued by the District

- under the following circumstances: (1) if a backflow prevention assembly required by this regulation is not installed, tested, and maintained; (2) if it is found that a backflow prevention assembly has been tampered with, removed, or bypassed, (3) if an unprotected or inadequately protected cross connection exists on the premises, or (4) a known backflow event has occurred. Water service will not be restored until such conditions or defects are corrected to the satisfaction of the District's Cross Connection Control Coordinator.
- d. The District has the authority to install, repair, or test a backflow prevention assembly directly after the meter(s), if deemed necessary to protect the District's distribution system, and if the user has failed to act in a timely manner. All costs (time and materials) associated with the District's actions shall be the responsibility of the user. The District is not liable for damages that may occur with the installation, repair, or testing of the backflow prevention assembly.
 - e. Backflow prevention assemblies must be inspected and tested before a service is connected or after being turned off (water service discontinued) for non-compliance.

6. Appeals

Appeals to any enforcement action initiated by the District's Cross Connection Control Coordinator shall be made in writing to the General Manager. The General Manager shall reply in writing with their determination within 30 days of receiving the written appeal.

7. Cost Recovery

All costs and expenses for enforcing the Cross Connection Control Policy Handbook and District's Cross Connection Control Program and Plan will be the responsibility of the user. These costs and expenses will include all materials, equipment, labor, and services provided by District staff and its consultants, including engineering and legal fees and charges. The District's standard costs and expenses will be established and set forth in the District's Rate and Fee Schedule. The Rate and Fee Schedule is adopted by the Board of Directors, which is done by a separate resolution. The District's non-standard costs and expenses will be based on materials, equipment, labor and services actually provided and documented to enforce the Cross Connection Control Policy Handbook and the District's Cross Connection Control Program and Plan.

8. Severability

If any provision or part of this Ordinance is held to be invalid, or unenforceable in particular circumstances, such invalidity shall not affect

the remainder of the Ordinance which shall continue to be of full force and effect and the Board declares this Ordinance to be severable for that purpose.

9. Limitation of Liability

The District shall be held harmless for any damage to user premises by enforcing the Cross Connection Control Policy Handbook , this Ordinance, or the District's Cross Connection Control Program and Plan.

10. Effect

This Ordinance supersedes Resolution No. 2004-15 and Ordinance No. 2013-13.

PASSED AND ADOPTED this 10th day of June 2025 by the following votes of the Board of Directors:

AYES:

NOES:

ABSTAIN:

ABSENT:

Glenn Reynolds, President
Board of Directors

ATTEST:

Mary Rogren, General Manager
Secretary of the District

PREPARED BY:



COASTSIDE COUNTY WATER DISTRICT **CROSS-CONNECTION CONTROL PROGRAM AND PLAN**

IN ACCORDANCE WITH THE CROSS-CONNECTION
CONTROL POLICY HANDBOOK ADOPTED IN 2024

**JUNE
2025**

Cross-Connection Control Program and Plan

Prepared for

Coastside County Water District

Project No. 464-A1-25-14

I certify that the information submitted in this Cross-Connection Control Plan is accurate and drafted to be in compliance with the CCCPH.

Public Water System Representative
Darin Sturdivan, Distribution Operations Manager

Date

Prepared by: Courtney Rubin
AWWA Cross-Connection Control Specialist #01854

Date

QA/QC Review: Alex Bucher
AWWA Cross-Connection Control Specialist #10708

Date

Coastside County Water District Cross-Connection Control Program Contact Information				
Program Role 3.1.3 (a) (2) 3.1.4(b)(8)	Title	Name	Contact Information	Backflow Certifications 3.1.3 (C)(1)
-	Distribution Operations Manager	Darin Sturdivan	backflow@coastsidewater.org 650-276-0271	AWWA Backflow Prevention Assembly Tester #20094
Cross-Connection Control Coordinator	Distribution Supervisor	Dustin Jahns	backflow@coastsidewater.org 650-276-0799	AWWA Cross-Connection Control Specialist # 03101 AWWA Backflow Prevention Assembly Tester # 16452

Table of Contents

1.0 INTRODUCTION (CCCPH 3.1.4(a)(1))	1
1.1 Purpose (CCCPH 3.1.3(a))	1
1.2 Coastside CWD Service Area Description	1
2.0 DEFINITIONS (CCCPH 3.1.1)	2
3.0 PROGRAM ADMINISTRATION	7
3.1 Legal Authority (CCCPH 3.1.3(a)(1) and 3.1.4(b)(3))	7
3.2 Cross-Connection Control Program Administration (CCCPH 3.1.3(a)(2) and 3.1.4(b)(1))	7
4.0 BACKFLOW PREVENTION ASSEMBLY TESTERS AND CROSS-CONNECTION CONTROL SPECIALISTS	8
4.1 CCCPH Backflow Prevention Assembly Tester Requirements (CCCPH 3.4.1(b)(6) and 3.1.3(a)(5))	8
4.1.1 Approved Backflow Prevention Assembly Tester List	8
4.1.2 Cross-Connection Control Specialist Requirement (CCCPH 3.4.2)	9
5.0 CROSS-CONNECTION CONTROL PROGRAM REQUIREMENTS	10
5.1 General Requirements (CCCPH 2.2)	10
5.1.1 Backflow Protection Requirements (CCCPH 3.3.2 and 3.1.3(a)(4))	10
5.1.2 General Requirements	10
5.1.3 Minimum Protection Requirements Based on Degree of Hazard (CCCPH 3.2.2)	11
5.1.3.1 Toxic, Sewage, or Hazardous Substances	11
5.1.3.2 Auxiliary Water Supplies	11
5.1.3.3 Commercial Fire systems	12
5.1.3.4 Single-Family Residence Fire Systems	12
5.1.4 Swivel-Elb Assemblies (CCCPH 3.2.2(d))	12
5.1.5 Hazard Assessments (CCCPH 3.2.1 and 3.1.3(a)(3))	12
5.1.5.1 Access for Inspection	12
5.1.5.2 New Construction	12
5.1.5.3 Existing Customers	13
5.1.5.3.1 Initial Hazard Assessment (CCCPH 3.2.1)	13
5.1.5.3.2 Follow-Up Hazard Assessments (CCCPH 3.2.1(e))	13
5.1.5.3.3 Hazard Assessment Outcomes	14
5.1.5.5.1 Meets Requirements	14
5.1.5.5.2 Non-Complying Assembly	14
5.1.5.5.3 Upgrade Required	14
5.2 Discontinuation of Water Service (CCCPH 3.1.3(a)(1)(A))	14
5.2.1 Enforcement Framework	15
6.0 BACKFLOW PREVENTION ASSEMBLIES	18
6.1 Approved Backflow Prevention Assemblies (CCCPH 3.3.1(a)(4))	18
6.1.1 Installation Requirements (CCCPH 3.3.2)	18
6.1.1.1 Air Gap	18
6.1.1.2 Reduced Pressure Principle Backflow Prevention Assembly	19
6.1.1.3 Double Check Valve Backflow Prevention Assembly	19

Table of Contents

7.0 NOTIFICATION AND TESTING OF BACKFLOW PREVENTION ASSEMBLIES	20
7.1 Backflow Prevention Assembly Testing and Notification Procedures (CCCPH 3.3.3)	20
7.1.1 Testing (CCCPH 3.1.3(a)(6) & 3.1.4(b)(4))	20
7.1.1.1 Frequency	20
7.1.1.2 Procedures	20
7.1.1.3 New Installations	20
7.1.1.4 Failed Test	20
7.1.2 Notifications	20
7.1.2.1 Notification Process	20
7.1.2.2 Notification of Imminent Hazard	21
8.0 RECORD MAINTENANCE (CCCPH 3.1.4(b)(9))	22
8.1 Cross-Connection Control Program and Plan (CCCPH 3.5.1(a)(10))	22
8.2 Hazard Assessments (CCCPH 3.5.1 (a)(1))	22
8.3 Assembly Records (CCCPH 3.5.1 (a)(2)) and (3.5.1(a)(3))	22
8.4 Testing Results (CCCPH 3.5.1 (a)(4))	22
8.5 Repairs (CCCPH 3.5.1 (a)(5))	22
8.6 User Supervisors (CCCPH 3.5.1(a)(7))	22
8.7 Incident Reports (CCCPH 3.5.1 (a)(8))	22
8.8 Current Cross Connection Tests (CCCPH 3.5.1 (a)(6))	22
8.9 Agreements and Contracts (CCCPH 3.5.1 (a)(9))	23
8.10 Public outreach (CCCPH 3.5.1 (a)(11))	23
9.0 INCIDENT RESPONSE AND NOTIFICATION	24
9.1 Incident Response Procedure (CCCPH 3.5.2 and 3.1.2(a)(8) and 3.1.4(b)(7))	24
9.1.1 Incident Investigation (CCCPH 3.5.2)	24
9.1.2 Source of Contamination Isolation	24
9.1.3 Notification and Coordination with Outside Agencies (CCCPH 3.5.3 (a))	24
9.1.4 Sampling Plan (CCCPH 3.5.2(b))	25
9.1.5 Notification of Affected Customers (CCCPH 3.1.4(b)(7))	25
9.1.6 Incident Reporting (CCCPH 3.5.3 (b) and 3.5.2(c))	25
10.0 PUBLIC OUTREACH, EDUCATION, AND COORDINATION	26
10.1.1 Training	26
10.1.2 User Supervisors (CCCPH 3.2.2 and 3.1.4(b)(10))	26
10.1.3 Interagency Coordination (CCCPH 3.1.4(b)(13) and (3.1.3(a)(10))	26

LIST OF TABLES

Table 5-1. Hazard Assessment Completion Goals and Timelines (CCCPH 3.1.4(b)(2))	16
Table 5-2. Enforcement Framework	17

Table of Contents

LIST OF APPENDICES

Appendix A. Cross-Connection Control Policy Handbook (March 2025)

Appendix B. Jurisdictional Boundaries of Coastside CWD

Appendix C. Ordinance

Appendix D. Cross-Connection Control Survey Form Template

Appendix E. Cross-Connection Control Program Organization Chart

Appendix F. Backflow Prevention Assembly Test Report

Appendix G. Backflow Prevention Assembly Standard Drawings

Appendix H. USC Brochure

LIST OF ACRONYMS AND ABBREVIATIONS

AG	Air Gap Separation
BPA	Backflow Prevention Assembly
BPA Tester	Backflow Prevention Assembly Tester
CCC Program	Cross-Connection Control Program
CCCPP	Cross-Connection Control Program and Plan
CCCPH	Cross-Connection Control Policy Handbook
CCR	California Code of Regulation
Coastside CWD	Coastside County Water District
DC	Double Check Valve Backflow Prevention Assembly
DCDA	Double Check Detector Backflow Prevention Assembly
DCDA-II	Double Check Detector Backflow Prevention Assembly – Type II
PVB	Pressure Vacuum Breaker Backsiphonage Prevention Assembly
PWS	Public Water System
RP	Reduced Pressure Principle Backflow Prevention Assembly
RPDA	Reduced Pressure Principle Detector Backflow Prevention Assembly
RPDA-II	Reduced Pressure Principle Detector Backflow Prevention Assembly – Type II
RW	Recycled Water
SFPUC	San Francisco Public Utilities Commission
SVB	Spill-Resistant Pressure Vacuum Breaker
Swivel-ElI	Swivel-ElI Backflow Prevention Assembly
SWRCB	State Water Resource Control Board

Cross-Connection Control Program and Plan

1.0 INTRODUCTION (CCCPH 3.1.4(A)(1))

The State Water Resources Control Board (SWRCB) adopted the Cross-Connection Control Policy Handbook (CCCPH) on December 19, 2023. The effective date for the Cross-Connection Control Policy Handbook was July 1, 2024 replacing the previous regulations housed under Title 17, Chapter V, Sections 7583-7622 under the California Code of Regulation (CCR) (Title 17). Title 17 became inoperative and was repealed 90 days after July 1, 2024 on October 1, 2024. In March 2025, the Cross-Connection Control Policy Handbook was updated to align specific due dates with the effective date of the Cross-Connection Control Policy Handbook. Appendix A includes the March 2025 adopted version, which is the most recently adopted version at the time of developing this Cross-Connection Control Program and Plan.

The Cross-Connection Control Policy Handbook expands on the previous Title 17 requirements for initial and follow-up hazard assessments, program training, backflow prevention testing and certification, maintenance of records, incident response, reporting and notification, public outreach and education, and local entity coordination. The Cross-Connection Control Policy Handbook requires Coastside County Water District (Coastside CWD), the Public Water System (PWS), to develop a Cross-Connection Control Program and Plan (CCCPP) to describe how the Public Water System will manage and administer their Cross-Connection Control Program (CCC Program). This document satisfies all the Cross-Connection Control Policy Handbook requirements for both the Cross-Connection Control Program and the Cross-Connection Control Plan.

1.1 Purpose (CCCPH 3.1.3(a))

The intent of this Cross-Connection Control Program and Plan is to describe the Cross-Connection Control Program implemented and administered by Coastside CWD. The purpose of this Cross-Connection Control Program is:

1. To reduce the risk of actual or potential contamination that may occur within a water user's premises because of some undiscovered or unauthorized cross-connection on the premises;
2. To eliminate existing connections between potable water systems and other sources of water that are not approved as safe and potable for human consumption;
3. To eliminate cross-connections between potable water systems and sources of contamination; and,
4. To prevent the making of cross-connections in the future.

1.2 Coastside CWD Service Area Description

Coastside CWD is a special district governed by a board of directors. It is a public water system located along the Pacific Coast of San Mateo County serving potable water to the City of Half Moon Bay and unincorporated communities of Princeton, Miramar, Moonridge and El Granada. The jurisdictional area is approximately 14 square miles with approximately 7,800 service connections serving a population of 19,000. Coastside CWD has 100 miles of distribution and transmission pipeline, two water treatment plants, and several pump stations along with 9 treated water storage tanks capable of holding 8 million gallons of water. Appendix B "Jurisdictional Boundaries of Coastside CWD" provides a map of the location of the district.

Since the number and type of connections will vary over time, the exact number and types of services can be provided to the State Water Resources Control Board upon request.

Cross-Connection Control Program and Plan

2.0 DEFINITIONS (CCCPH 3.1.1)

Air-Gap Separation (AG)

A physical vertical separation of at least (2) times the effective opening between the free-flowing discharge end of a potable water supply pipeline and the flood level of an open or non-pressure receiving vessel, and in no case less than 1-inch.

Approved Water Supply

A water source that has been approved by the State Water Resources Control Board for domestic use in a Public Water System and designated as such in a domestic water supply permit issued pursuant to section 116525 of the California Health and Safety Code.

Auxiliary Water Supply

A source of water, other than an approved water supply, that is either used or equipped, or can be equipped, to be used as a water supply, and is located on the premises of, or available to, a water user. Examples of an auxiliary water supply include wells used for irrigation, ponds, and recycled water.

Backflow

The undesired or unintended reversal of flow of water and/or other liquids, gases, or other substances into a public water system's distribution system or approved water supply.

Backflow Prevention Assembly (BPA)

A mechanical assembly designed and constructed to prevent backflow, such that while in-line it can be maintained and its ability to prevent backflow, as designed, can be field tested, inspected, and evaluated.

Backflow Prevention Assembly Tester (BPA Tester)

A person who is certified as a backflow prevention assembly tester by an organization recognized by the State Water Board and is authorized by and in good standing with the Coastside CWD to test backflow prevention assemblies within its jurisdiction.

Coastside County Water District (Coastside CWD)

The water district Coastside County Water District.

Community Water System

A Public Water System that serves at least 15 service connections used by yearlong residents or regularly serves at least 25-year-long residents of the area served by the system.

Contamination

Degradation of the quality of the potable water by any foreign substance which creates a hazard to the public health, or which may impair the usefulness or quality of the water.

Cross-Connection Control Program and Plan

Contact Hour

Not less than 50 minutes of a continuing education course.

Continuing Education Course

A presentation or training that transmits information related to cross-connection control programs and backflow prevention and protection.

Cross-Connection

Any actual or potential connection or structural arrangement between a public water system, including a piping system connected to the public water system, and located on the premises of a user or available to the water user, and any source or distribution system containing liquid, gas, or other substances not from an approved water system.

Cross-Connection Control Program Coordinator

The designated individual involved in the development of and be responsible for reporting, tracking, and other administration duties for the Program.

Cross-Connection Control Specialist

A person who is certified as a cross-connection control specialist pursuant to Section 4 of this Cross-Connection Control Program and Plan.

Customer's Water System

All facilities downstream of the water meter would be considered Customer's Water System, including all non-potable water systems.

Distribution System

Has the same meaning as defined in section 63750.50 of CCR Title 22, Division 4, Chapter 2.

Double Check Valve Backflow Prevention Assembly (DC)

An assembly consisting of 2 independently acting internally loaded check valves, with tightly closing shut-off valves located at each end of the assembly (upstream and downstream of the two check valves) and fitted with test cocks that enable accurate field testing of the assembly. This type of assembly may only be used for protection from low hazard cross-connections, backsiphonage, and backpressure events.

To be approved these assemblies must be accessible for in-line maintenance and testing and be installed per Coastside CWD Standards.

Double Check Detector Backflow Prevention Assembly (DCDA)

A double check valve backflow prevention assembly that includes a bypass with a water meter and double check backflow prevention assembly, with the bypass's water meter accurately registering flow rates up to 2 gallons per minute and visually indicating all rates of flow. This type of assembly may only be used for protection from low hazard cross-connections, backsiphonage, and backpressure events.

To be approved these assemblies must be accessible for in-line maintenance and testing and be installed per Coastside CWD Standards.

Cross-Connection Control Program and Plan

A schematic of this assembly is provided in Appendix C of the Cross-Connection Control Policy Handbook, which is included in Appendix A of this document.

Hazard Assessment

An evaluation of a user premises designed to evaluate the types and degrees of hazard at a user's premises.

High Hazard Cross-Connection

A cross-connection that poses a threat to the potability or safety of the public water supply.

Materials entering the public water supply through a high hazard cross-connection are contaminants or health hazards. See Appendix D of the Cross-Connection Control Policy Handbook.

Low Hazard Cross-Connection

A cross-connection that has been found to not pose a threat to the potability or safety of the public water supply but may adversely affect the aesthetic quality of the potable water supply.

Materials entering the public water supply through a low hazard cross-connection are pollutants or non-health hazards.

Health Agency

San Mateo County Environmental Health is the local health agency.

It is located at 2000 Alameda de las Pulgas, Suite 100, San Mateo 94403. Contact phone is 650-372-6200.

Pollutant

Material which causes a degradation in the quality of the potable water supply which does not create a hazard to the public health, but which does impair the aesthetic quality of water.

Premises

Any and all areas on a customer's property which are served or have the potential to be served by the Public Water System.

Premises Containment

Protection of a Public Water System's distribution system from backflow from a user's premises through the installation of 1 or more air gaps or Backflow Prevention Assemblies, installed as close as practical to the user's service connection, in a manner that isolates the water user's water supply from the Public Water System's distribution system.

Pressure Vacuum Breaker Backflow Prevention Assembly (PVB)

An assembly with an independently-acting internally-loaded check valve and an independently-acting loaded air inlet valve located on the discharge side of the check valve; with test cocks and tightly closing shutoff valves located at each end of the assembly that enable accurate field testing of the assembly. This type of assembly may only be used for protection from low or high hazard backsiphonage events and is not to be used to protect from any backpressure events.

Cross-Connection Control Program and Plan

A schematic of this assembly is provided in Appendix C of the CCCPH, which is included in Appendix A of this document

Public Water System (PWS)

A system for the provision of piped water to the public for human consumption which has 5 or more service connections or regularly serves an average of 25 individuals daily at least 60 days out of the year. Additionally, consists of the source facilities and the distribution system and shall include all those facilities of the water system under the complete control of Coastside CWD up to the point where the Customer's Water System begins the service connection.

Recycled Water (RW)

Wastewater which, as a result of treatment, is suitable for uses other than potable use.

Reduced Pressure Principle Backflow Prevention Assembly (RP)

An assembly with 2 independently acting internally-loaded check valves, with a hydraulically operating mechanically independent differential-pressure relief valve located between the check valves and below the upstream check valve. The assembly shall have shut-off valves located upstream and downstream of the 2 check-valves, and test cocks to enable accurate field testing of the assembly. This type of assembly may be used for protection from low and high hazard backsiphonage and backpressure events.

To be approved these assemblies must be accessible for in-line maintenance and testing and be installed per Coastside CWD Standards.

A schematic of this assembly is provided in Appendix C of the CCCPH, which is included in Appendix A of this document

Reduced Pressure Principle Detector Backflow Prevention Assembly (RPDA)

A reduced pressure principle backflow prevention assembly that includes a bypass with a water meter and reduced pressure principle backflow prevention assembly, with the bypass's water meter accurately registering flow rates up to 2 gallons per minute and visually indicating all rates of flow. This type of assembly may be used for protection from low and high hazard backsiphonage and backpressure events.

To be approved these assemblies must be accessible for in-line maintenance and testing and be installed per Coastside CWD Standards.

A schematic of this assembly is provided in Appendix C of the CCCPH, which is included in Appendix A of this document.

Service Connection

The point where a water user's piping is connected to the Public Water System or the point in the customer's water system where the Public Water System can be protected from backflow using an Air Gap or a Backflow Prevention Assembly.

Cross-Connection Control Program and Plan

Spill-Resistant Pressure Vacuum Breaker Backsiphonage Prevention Assembly (SVB)

An assembly with an independently-acting internally-loaded check valve and an independently-acting loaded air inlet valve located on the discharge side of the check valve; with shutoff valves at each end and a test cock and bleed/vent port, to enable accurate field testing of the assembly. This type of assembly may only be used for protection from low hazard cross-connection backsiphonage events and is not to be used to protect from any backpressure events.

A schematic of this assembly is provided in Appendix C of the CCCPH, which is included in Appendix A of this document

State Water Board (SWRCB)

State Water Resources Control Board or the local primacy agency having been delegated the authority to enforce the requirements of the Cross-Connection Control Policy Handbook by the State Water Resources Control Board.

Swivel-Ell Backflow Prevention Assembly

An assembly consisting of a reduced pressure principle backflow prevention assembly combined with a changeover piping configuration (swivel-ell connection) designed and constructed pursuant to Section 5 of this Cross-Connection Control Program and Plan.

Used Water

Any water supplied by Coastside CWD from the Public Water System to a Customer's Water System after it has passed through the service connection and is no longer under the control of Coastside CWD.

User Supervisor

A person designated by a water user to oversee a water use site and responsible for the avoidance of cross-connections.

Water System

The water system shall be considered as made up of 2 parts: The Public Water System and Customer's Water System.

Water Supplier

Coastside CWD, who owns and operates the Public Water System.

Water User

Any person(s) or entity obtaining water from Coastside CWD.

Cross-Connection Control Program and Plan

3.0 PROGRAM ADMINISTRATION

3.1 Legal Authority (CCCPH 3.1.3(a)(1) and 3.1.4(b)(3))

Coastside CWD administers the Cross-Connection Control Program in accordance with Ordinance 2025-01 (Ordinance). The Ordinance modified Section W of the District's General Regulations Regarding Water Service and provides authority to implement its Cross-Connection Control Program and Plan.

Within the Ordinance and the District's Cross-Connection Control Program and Plan, Coastside CWD has the legal authority to implement corrective actions if a water user fails to comply in a timely manner with provisions regarding the installation, inspection, and field testing, or maintenance of a Backflow Prevention Assembly required by the Cross-Connection Control Policy Handbook. Coastside CWD's corrective actions include the ability to discontinue water service until the correction has been made.

A copy of the Ordinance is provided in Appendix C of this document.

3.2 Cross-Connection Control Program Administration (CCCPH 3.1.3(a)(2) and 3.1.4(b)(1))

The Cross-Connection Control Program and Plan is administered within Coastside CWD's Operations Division Appendix E provides the current organizational structure of the personnel involved in the cross-connection control program. The Cross-Connection Control Program Coordinator is filled by the Distribution Supervisor who holds a Cross-Connection Control Specialist certification and is responsible for the administrative functions for the Cross-Connection Control Program.

In addition, the Senior Distribution Operator is required to maintain a Cross-Connection Control Specialist certification. Between the Distribution Supervisor and Senior Distribution Operator, Coastside CWD is able to have a Cross-Connection Control Specialist available within one hour of being contacted.

Cross-Connection Control Program and Plan

4.0 BACKFLOW PREVENTION ASSEMBLY TESTERS AND CROSS-CONNECTION CONTROL SPECIALISTS

This section specifies the certification requirements for Backflow Prevention Assembly Testers and Cross-Connection Control Specialists.

4.1 CCCPH Backflow Prevention Assembly Tester Requirements (CCCPH 3.4.1(b)(6) and 3.1.3(a)(5))

Chapter 3, Article 4 of the Cross-Connection Control Policy Handbook provides the requirements of a State Water Resources Control Board recognized and American National Standards Institute accredited organization certifying Backflow Prevention Assembly Testers. Within an accredited organization, the program must include provisions for revocation of a Backflow Prevention Assembly Tester's certification and a publicly available list of certified Backflow Prevention Assembly Testers. Certification from an accredited organization requires completion of a program that includes the following:

- Timed and proctored written exams with prescribed number of test questions and covering specified material.
- Performance of a hands-on exam demonstrating proficiency in accurately determining the operating condition of a Reduced Pressure Principle Backflow Prevention Assembly, a Double Check Valve Backflow Prevention Assembly, Pressure Vacuum Breaker Backsiphonage Prevention Assembly, and Spill-Resistant Pressure Vacuum Breaker.
- Recertification no less frequently than every 3 years including both a written and performance exam.
- Prerequisite of either 2 years prior experience or completion of an instructional training course.

4.1.1 Approved Backflow Prevention Assembly Tester List

Coastside CWD maintains a list of approved Backflow Prevention Assembly Testers who are authorized to perform backflow testing related work within the service area. The list of certified Backflow Prevention Assembly Testers is provided to assembly owners with the test notification.

Below are the requirements to be included on Coastside CWD's list:

- The Backflow Prevention Assembly Tester must hold a valid certification from American Water Works Association (AWWA) an accredited State recognized organization for backflow prevention assembly testing.
- The tester must provide a yearly copy of tester gauge calibration report results including the make and model of field-testing equipment.

Tester shall maintain at all times during the performance of work Workers' Compensation insurance and Liability insurance in conformance with the laws of the State of California, and federal laws where applicable. Backflow Prevention Assembly Testers are required to ensure that Coastside CWD has the most recent copy of their certifications and tester gauge calibration reports. Backflow Prevention Assembly Testers submit their qualifications and completed test reports through SwiftComply's online portal using the approved Backflow Prevention Assembly Test Report to record results. The backflow

Cross-Connection Control Program and Plan

software program/online portal, SwiftComply, has a quality control mechanism to only accept correctly completed reports from approved Backflow Prevention Assembly Testers with current qualifications.

Appendix F includes the required Backflow Prevention Assembly Test Report.

Testers may be removed from the approved list if any of the following conditions apply:

- Certification expires
- Gauge calibration expires
- Improper testing or repairs
- Falsifying results or documents
- Failure to enter completed tests reports online

4.1.2 Cross-Connection Control Specialist Requirement (CCCPH 3.4.2)

Cross-Connection Control Specialist(s) shall maintain valid certification from a certifying organization recognized by the SWRCB pursuant to Cross-Connection Control Policy Handbook Chapter 3 Article 4. Certification requires completion of a program that includes the following:

- Timed and proctored written exams with prescribed number of test questions and covering specified material;
- Completion of an instructional training course;
- Recertification no less frequently than every 3 years; and,
- Recertification through an exam, 12 contact hours of continuing education, or a combination of both.

Similar to program requirements for Backflow Prevention Assembly Testers, the program for Cross-Connection Control Specialists from the accredited organization must contain:

- Provisions for revocation of a specialist's certification;
- A publicly available list of certified specialists; and,
- A valid backflow prevention assembly tester certification as well as completion of an instructional training course for initial certification or when an examiner has not held a valid certification for 3 or more years.

Cross-Connection Control Specialists working for Coastside CWD will be required to be certified by American Water Works Association (AWWA). American Water Works Association (AWWA) requires recertification every two years.

Cross-Connection Control Program and Plan

5.0 CROSS-CONNECTION CONTROL PROGRAM REQUIREMENTS

5.1 General Requirements (CCCPH 2.2)

As required by the State Water Resources Control Board, unprotected cross-connections with the Public Water System are prohibited. Coastside CWD will require the water user to install an approved backflow protection assembly at the expense of the user, for continued service or before a new service is turned on.

The installation and type of backflow protection shall be in accordance with the requirements of this Cross-Connection Control Program and Plan, Coastside CWD's ordinance, and Appendix D of the Cross-Connection Control Policy Handbook. If backflow protection is found to be removed or bypassed, water service will be discontinued until the issue is corrected.

Topics addressed in this section include:

- Backflow Protection Requirements
- Hazard Assessments
- Minimum Backflow Protection Type by Degree of Hazard

5.1.1 Backflow Protection Requirements (CCCPH 3.3.2 and 3.1.3(a)(4))

- Coastside CWD must ensure its distribution system is protected from backflow from identified hazards through the proper installation, continued operation, and field testing of an approved Backflow Prevention Assembly according to chapters 6 and 7 of this Cross-Connection Control Program and Plan. When a Double Check Valve Backflow Prevention Assembly (DC) is required or referenced in this Cross-Connection Control Program and Plan, a Double Check Detector Backflow Prevention Assembly (DCDA) may be substituted if appropriate. When a Reduced Pressure Principle Backflow Prevention Assembly (RP) is required or referenced in this Cross-Connection Control Program and Plan, a Reduced Pressure Principle Detector Backflow Prevention Assembly (RPDA) may be substituted if appropriate.
- The Backflow Prevention Assembly installed must be no less protective than that which is commensurate with the degree of hazard at a user premises and as determined based on the results of the hazard assessment as specified in this Section.
- Unless specified otherwise in this Section and in Section 3.2.2 of the Cross-Connection Control Policy Handbook, Coastside CWD must, at all times, protect its distribution system from high hazard cross-connections (see Appendix D of the Cross-Connection Control Policy Handbook for examples), through premises containment, using Air Gaps (AG(s)) or Reduced Pressure Principle Backflow Prevention Assemblies (RP(s)).

5.1.2 General Requirements

Backflow protection is required but not limited to the following conditions that could be present or expected to occur:

- When a premises contains an auxiliary water supply the water supply to the premises shall be protected against backflow of water from the premises into the public water system.

Cross-Connection Control Program and Plan

- When a premises on which any substance is handled in such a fashion as may allow its entry into the water system shall be protected against backflow of the water from the premises into the public system. This shall include the handling of processed waters and waters originating from the Coastsides CWD water system which have been subjected to deterioration in sanitary quality.
- When a premises has internal cross-connections that cannot be permanently corrected or controlled to the satisfaction of Coastsides CWD.
- When a premises has intricate piping arrangements or where entry to all or portions of the site are restricted so that inspections for cross-connections cannot be made with sufficient frequency or at sufficiently short notice to assure that no cross-connection exist.
- When a premises has a history of repeated cross-connections being established or reestablished.
- When deemed necessary according to Coastsides CWD Cross-Connection Control Specialist's and/or Cross-Connection Control Coordinator's discretion.

5.1.3 Minimum Protection Requirements Based on Degree of Hazard (CCCPH 3.2.2)

Per State Water Resources Control Board requirements included in the Cross-Connection Control Policy Handbook, the type of backflow protection that is required is determined based on the degree of hazard that is present at a premises. A Cross-Connection Control Specialist will determine the minimum level of protection required, but a water user may opt for a higher level of protection with approval from Coastsides CWD.

Coastsides CWD will utilize the Cross-Connection Control Policy Handbook Appendix D as a resource for identifying high hazard cross-connection control premises requiring containment protection with Reduced Pressure Principle Backflow Prevention Assemblies (RP(s)). Coastsides CWD does not issue planning or building permits but relies on the County of San Mateo and City of Half Moon Bay for plan review. As a result, Coastsides CWD will be requiring an RP assembly for all new water services to protect the Public Water System.

5.1.3.1 Toxic, Sewage, or Hazardous Substances

1. Premises where toxic or hazardous substances are handled in any manner which may allow for contamination of the Public Water System shall be protected by an Air Gap or an RP at the service connection.
2. Premises where there are wastewater pumping and/or treatment plants and there is no interconnection with the potable water system shall have a minimum protection type of Air Gap. This does not include a single-family residence that has a sewage lift pump. An RP may be provided in lieu of an Air Gap if approved by Coastsides CWD.

5.1.3.2 Auxiliary Water Supplies

Protection from auxiliary water supplies shall comply with the following:

1. Premises where there is an auxiliary water supply which is interconnected with the Public Water System will use an Air Gap. An RP may be provided in lieu of an Air Gap if approved by Coastsides CWD and the State Water Resources Control Board.
2. Premises where there is an auxiliary water supply and there are no interconnections with the Public Water System will use an RP.

Cross-Connection Control Program and Plan

5.1.3.3 Commercial Fire systems

Protection from commercial fire systems shall be no less than a Double Check Detector Backflow Prevention Assembly (DCDA) and comply with the following:

1. A high hazard cross-connection fire system, including but not limited to fire systems that may utilize chemical addition (e.g., anti-freeze) or an auxiliary water supply, must have no less than Reduced Pressure Principle Detector Backflow Prevention Assembly (RPDA) protection.
2. Premises where the fire system is directly supplied from the Public Water System and there is an unapproved auxiliary water supply on or to the premises (not interconnected) will use an RPDA.
3. All other fire services will be required to have at a minimum a DCDA or to match the degree of hazard present at the premise.

5.1.3.4 Single-Family Residence Fire Systems

Single-Family Residential homes that have a separate dedicated fire service for sprinkler systems within the premises require a minimum of a Double Check Valve Backflow Prevention Assembly (DC) or Double Check Detector Backflow Prevention Assembly (DCDA) for service protection.

5.1.4 Swivel-Elb Assemblies (CCCPH 3.2.2(d))

Coastside CWD does not have or plan to have recycled water within the service area and as such, swivel ell assemblies will not be allowed within Coastside CWD's service area.

5.1.5 Hazard Assessments (CCCPH 3.2.1 and 3.1.3(a)(3))

An evaluation of hazards on a user's premise will be performed or reviewed by a certified Cross-Connection Control Specialist to determine whether a high, low, or no hazard is present. The required Backflow Prevention Assembly at a user premise will be determined by the degree of hazard through observed or understood water use. The observations and final determination of the required Backflow Prevention Assembly will be included in a final report that will be maintained by Coastside CWD for reference. Appendix D includes the Cross-Connection Control Survey Form Template.

5.1.5.1 Access for Inspection

Coastside CWD's ordinance provides for reasonable access to any water user's premises for purposes of conducting cross-connection control surveys, inspections of Backflow Prevention Assemblies, and as otherwise necessary to protect the Public Water System against cross-connections. If access is refused, Coastside CWD shall discontinue water service to the premises until entry is allowed and/or require a Reduced Pressure Principle Backflow Prevention Assembly (RP) installation.

5.1.5.2 New Construction

Coastside CWD's Cross-Connection Control Specialists evaluates all new water supply requests through review of plans and specifications submitted to Coastside CWD to assess backflow protection requirements and potential hazards.

If a Backflow Prevention Assembly is required, Coastside CWD requires it to be installed and tested prior to turning on water service, as is described in Section 3.3.3(a) of the Cross-Connection Control Policy Handbook.

Cross-Connection Control Program and Plan

5.1.5.3 Existing Customers

5.1.5.3.1 Initial Hazard Assessment (CCCPH 3.2.1)

As required by the Cross-Connection Control Policy Handbook, Coastside CWD through either in-house staff or contracted staff will conduct initial site hazard assessments at existing premises to evaluate the potential for backflow into the Public Water System. The hazard assessment will consider the following items:

1. The existence of cross-connections;
2. The type and use of materials handled and present, or likely to be, on the user premises;
3. The degree of piping system complexity and accessibility;
4. Access to auxiliary water supplies, pumping systems, or pressure systems;
5. Distribution system conditions that increase the likelihood of a backflow event;
6. User premises accessibility;
7. Any previous backflow incidents on the user premises; and,
8. The requirements and information provided in the Cross-Connection Control Policy Handbook.

Coastside CWD will perform the initial assessment using a combination of the following actions:

- Review of Building Permits
- Review of as-built or record drawings
- Date of construction
- Cross reference of billing records with known backflow assemblies
- Field Inspections
- Google Maps and Aerial photos
- Reporting from Backflow Prevention Assembly Testers

Completion goals and timelines for conducting initial hazard assessments are provided in Table 5-1. Coastside CWD's approach is to prioritize the highest hazard users to install a Backflow Prevention Assembly within the next few years. The prioritized list includes commercial customers and residential users with confirmed hazards such as wells or other auxiliary water supplies. In an effort to reduce future restrictions of improvements or non-compliance on a user's property, Coastside CWD will be requiring all non-residential users to install RPs at the water service and perform limited hazard assessments.

5.1.5.4 Follow-Up Hazard Assessments (CCCPH 3.2.1(e))

The Program Administrator or the Cross-Connection Control Specialist will conduct or review hazard assessments every 10 years for commercial services, every 15 years for residential services, or when:

1. A user premises changes ownership or account holder, excluding single-family residences;
2. A user premises is newly connected to the Public Water System;
3. Evidence exists of potential changes in the activities or materials on a user's premises;
4. A backflow event from a user's premises occurs;

Cross-Connection Control Program and Plan

5. Periodically according to Coastside CWD's Program;
6. The State Water Resources Control Board requests a hazard assessment of a user's premises; and,
7. Coastside CWD concludes an existing hazard assessment may no longer be correct.

Coastside CWD will notify water users through a written notice, in person visit, or by phone in an emergency requesting an inspection appointment. Any water user who cannot or will not allow an on-premises inspection of piping system shall be required to install a Reduced Pressure Principle Backflow Prevention Assembly (RP) or Air Gap.

5.1.5.5 Hazard Assessment Outcomes

During a hazard assessment, Coastside CWD has the ability to immediately discontinue water service in the event a threat to public health is found on a premises. Otherwise, outcomes following the completion of hazard assessments are described below.

5.1.5.5.1 Meets Requirements

If the currently installed Backflow Prevention Assembly is found to meet the requirements of the Cross-Connection Control Policy Handbook and this Cross-Connection Control Program and Plan and is found to be in good working order, then it will remain in place and be considered adequate protection.

5.1.5.5.2 Non-Complying Assembly

All currently installed Backflow Prevention Assemblies which do not meet the requirements set forth in the Cross-Connection Control Policy Handbook and this Cross-Connection Control Program and Plan shall be required to be upgraded to the appropriate Backflow Prevention Assembly as determined by Coastside CWD. Coastside CWD will provide written notice to the customer to install, at their cost and expenses, an approved Backflow Prevention Assembly. Coastside CWD may terminate water service to the affected customer until the required corrective actions are taken. Please see Table 5-2 for enforcement criteria and notification timeframe.

5.1.5.5.3 Upgrade Required

If it is determined that an existing premises requires upgraded backflow protection, Coastside CWD will provide written notice to the customer to install, at their cost and expenses, an approved Backflow Prevention Assembly. Coastside CWD may terminate water service to the affected customer until the required corrective actions are taken. Please see Table 5-2 for enforcement criteria and notification timeframe.

5.2 Discontinuation of Water Service (CCCPH 3.1.3(a)(1)(A))

Conditions for discontinuation of water services may include the following items:

- Refusal to install a required Backflow Prevention Assembly
- Refusal to test a Backflow Prevention Assembly
- Refusal to repair a faulty Backflow Prevention Assembly
- Refusal to replace a faulty Backflow Prevention Assembly

Cross-Connection Control Program and Plan

- Potential direct or indirect connection between the Public Water System and a Sanitary and Storm line
- Potential direct or indirect connection between the Public Water System and a body of water within a 100-foot from the premises
- Unprotected direct or indirect connection between the Public Water System and a system or equipment containing contaminants
- Unprotected direct or indirect connection between the Public Water System and an auxiliary water systems
- A situation which presents an immediate health hazard to the Public Water System

Coastside CWD will make reasonable effort to advise water users, through direct contact or written notices, of the necessary corrective actions. See Table 5-2 below.

5.2.1 Enforcement Framework

Table 5-1 includes the criteria and notification timeframe for compliance.

Table 5-1. Hazard Assessment Completion Goals and Timelines(CCCPH 3.1.4(b)(2))		
Customer Types	Tasks	Timeframes
Existing Commercial and Irrigation Services		
Commercial/Irrigation Services with Known Backflow Protection Assemblies (High Priority)	<ul style="list-style-type: none">• Determine Degree of Hazard for existing services with backflow preventors using SIC codes or other classifications.• Survey any service Coastside CWD deems necessary for further evaluation, such as premises without a Reduced Pressure Principle Backflow Protection Assembly (RP).• Send notifications to users that require new installation of a Reduced Pressure Principle Backflow Protection Assembly backflow protection.	<ul style="list-style-type: none">• Begin Audit July 2025• Survey Completion Goal 2028• Installation Completion Goal 2030
Commercial/Irrigation Services with No Known Backflow Protection Assemblies (High Priority)	<ul style="list-style-type: none">• Audit billing system versus backflow database system to determine services without backflows.• Categorize services based on classifications to assign a potential high or low hazard.• Survey High hazard sites first to determine if backflow protection is required, already exists, or is inadequate and require a Reduced Pressure Principle Backflow Protection Assembly installed.• Survey remaining sites to determine if backflow protection is required.	<ul style="list-style-type: none">• Audit Completion Goal 2025• Begin surveys in 2026• Complete required installation goal by 2030
Commercial Fire	<ul style="list-style-type: none">• Determine fire services without backflow protection assemblies.• Survey services to determine a low or high hazard fire system.• Begin outreach to fire services requiring backflow protection and begin process for installation.	<ul style="list-style-type: none">• Completion Goal 2026• Begin Jan 2026• Installation by 2035
Hydrant Meters	<ul style="list-style-type: none">• Hydrants are protected against backflow through a combination meter and backflow assembly tested by Coastside CWD.	<ul style="list-style-type: none">• Complete
Residential Services		
Residential With Possible or Known Auxiliary Water Supplies (High Priority)	<ul style="list-style-type: none">• Evaluate areas of Coastside CWD that may have auxiliary water supplies using county well records or other city records.• Follow up on data review and perform field visits to determine the level of hazard present.• Require backflow protection.	<ul style="list-style-type: none">• Completion Goal July 2032
Single Family Residential Services with Fire Systems	<ul style="list-style-type: none">• Coastside CWD knows the approximate number of single-family homes without backflow protection.• Prepare outreach material to send to customers to begin the process for backflow installation.	<ul style="list-style-type: none">• Send Notices by July 2035• Full Compliance Goal by 2035
Single Family Residential Properties with other potential Hazards	<ul style="list-style-type: none">• Send a Coastside CWD wide web-based survey to ask water users about potential hazards on their site. The survey will include educational materials. The aim of the survey is to identify homes with high hazards.• Review building permits for swimming pools, major additions, gray water systems, sewer pumps. Create a list of sites that may require Coastside CWD inspection.• Identify a sampling of homes to inspect to determine typical hazards present on residential sites.• Send notices to homes to require backflow installation.	<ul style="list-style-type: none">• Once the reception hits 60%, Coastside CWD will use results to extrapolate results across the service area• Completed Backflow Prevention Assembly installations by 2030
PWS Owned Non-Testable Devices		
“PWS” (Public Water System) Owned Non-Testable Devices	<ul style="list-style-type: none">• Evaluate PWS properties such as reservoirs and pump stations to make sure plumbing fixtures are up to code.(CCCPH 3.1.4(b)(5)	<ul style="list-style-type: none">• Expected completion in July 2026

Table 5-2. Enforcement Framework

Criteria (CCCPH 3.1.4(b)(7) and 3.1.4(b)(11))	Timeframe	Corrective Action	Remedy
<ul style="list-style-type: none">Known backflow eventImmediate hazard to public healthBackflow Protection Assembly has been tampered with, removed, or bypassedHigh hazard that is inadequately protected	<ul style="list-style-type: none">Immediate shutoffDoortag immediatelyFollow-up letter sent next business day with compliance requirements	<ul style="list-style-type: none">Discontinuance of Water Service	<ul style="list-style-type: none">Conditions/defects have been corrected to the satisfaction of the Cross-Connection Control Coordinator
<ul style="list-style-type: none">Annual testing is due	<ul style="list-style-type: none">1st Notice: Mailed; 30 days before due date of annual test2nd Notice: 10-day notice, mailed 30 days after testing deadline3rd Notice: Mailed; “5 Day Notice to Test”4th and Final Notice: Doortag “48-Hour Shut-Off” notice	<ul style="list-style-type: none">Discontinuance of Water Service	<ul style="list-style-type: none">Conditions/defects have been corrected to the satisfaction of the Cross-Connection Control Coordinator
<ul style="list-style-type: none">Repair or replacement of faulty Backflow Protection Assembly	<ul style="list-style-type: none">1st Notice: Mailed upon discovery; letter includes compliance schedule and requirements2nd Notice: Mailed; sent if failed to meet compliance schedule3rd Notice: Mailed; “5-Day Notice to Repair/Replace Faulty Backflow Prevention Assembly ”4th and Final Notice: Doortag “48-Hour Hour Shut-Off” notice	<ul style="list-style-type: none">Discontinuance of Water Service	<ul style="list-style-type: none">Conditions/defects have been corrected to the satisfaction of the Cross-Connection Control Coordinator
<ul style="list-style-type: none">Domestic or dedicated irrigation Backflow Protection Assembly requires upgradeFire Backflow Protection Assembly requires upgrade	<ul style="list-style-type: none">1st Notice: Mailed; letter includes compliance schedule and requirements2nd Notice: Mailed; sent if failed to meet compliance schedule3rd Notice: Mailed; 30-day extension letter at discretion of Cross-Connection Control Coordinator4th and Final Notice: Doortag “48-Hour Shut-Off” notice	<ul style="list-style-type: none">Discontinuance of Water Service	<ul style="list-style-type: none">Conditions/defects have been corrected to the satisfaction of the Cross-Connection Control Coordinator
<ul style="list-style-type: none">Existing domestic or dedicated irrigation services requiring installation of Backflow Prevention AssemblyExisting fire services requiring installation of Backflow Prevention Assembly	<ul style="list-style-type: none">1st Notice: Mailed; letter includes compliance schedule and requirements2nd Notice: Mailed; sent if failed to meet compliance schedule3rd Notice: Mailed; 30-day extension letter at discretion of Cross-Connection Control Coordinator 4th and Final Notice: Doortag “48-Hour Shut-Off” notice	<ul style="list-style-type: none">Discontinuance of Water Service	<ul style="list-style-type: none">Conditions/defects have been corrected to the satisfaction of the Cross-Connection Control Coordinator
<ul style="list-style-type: none">New construction (irrigation, fire, domestic)	<ul style="list-style-type: none">Service will not be turned on until Backflow Prevention Assembly is correctly installed and tested per Coastside CCWD Program and Plan	<ul style="list-style-type: none">Discontinuance of Water Service	<ul style="list-style-type: none">Conditions/defects have been corrected to the satisfaction of the Cross-Connection Control Coordinator
<ul style="list-style-type: none">Portable hydrant meters that have been tampered with	<ul style="list-style-type: none">Immediate repossession of meter and loss of privileges to use portable hydrant meters	<ul style="list-style-type: none">Discontinuance of Water Service	<ul style="list-style-type: none">Conditions/defects have been corrected to the satisfaction of the Cross-Connection Control Coordinator

6.0 BACKFLOW PREVENTION ASSEMBLIES

6.1 Approved Backflow Prevention Assemblies (CCCPH 3.3.1(a)(4))

Only Backflow Prevention Assemblies approved and deemed acceptable by Coastsides CWD shall be allowed for installation by a water user to protect the Public Water System. Approved Backflow Prevention Assemblies which may be subjected to backpressure or backsiphonage must have been fully tested and granted a Certificate of Approval by a certified laboratory. Coastsides CWD will provide, upon request, to any water user required to install a backflow preventer a list of approved Backflow Prevention Assemblies.

Approved Backflow Prevention Assemblies must have passed both laboratory and field evaluation tests in accordance with standards found in any of the following:

- The latest edition of the Foundation for Cross Connection Control and Hydraulic Research of the University of Southern California Manual of Cross-Connection Control;
- An equivalent testing organization approved by the State Water Resources Control Board.

Backflow Prevention Assemblies must not be modified from the approved configuration. The type of device required shall depend on the degree of hazard. Different types of approved Backflow Prevention Assemblies are specified for various scenarios to protect the potable water supply. Backflow Prevention Assembly testers are required to notify Coastsides CWD if a water user or Coastsides CWD-owned backflow preventer has been modified.

Coastsides CWD does not allow Type II Backflow Prevention Assemblies to be installed and any Type II Backflow Prevention Assemblies that exist will need to be replaced with an approved Backflow Prevention Assembly.

6.1.1 Installation Requirements (CCCPH 3.3.2)

Backflow Prevention Assemblies shall be installed by the customer and at their expense when found necessary or prior to installation of a new service per Coastsides CWD standards and specifications. The Backflow Prevention Assemblies shall be installed in a manner prescribed in the Cross-Connection Control Policy Handbook and Coastsides CWD's Cross-Connection Control Program and Plan and as close as practical to the user's service connection on the user premises. The final authority in determining the required location shall be Coastsides CWD.

Appendix G provides Coastsides CWD's Backflow Prevention Assembly drawings.

6.1.1.1 Air Gap

An Air Gap is to be installed on the user's premises at the water user's service connection and in accordance with Cross-Connection Control Policy Handbook and Coastsides CWD's Cross-Connection Control Plan requirements. The receiving water container must be located on the water user's premises at the water users service connection. Alternate locations must be approved by Coastsides CWD. All piping between the water users service connection and the discharge location of the receiving water container must be above grade and accessible for visual inspection. No connection shall be provided from any point between the service connection and the Air Gap. If installed at the user service connection after the adoption of the Cross-Connection Control Policy Handbook, the Air Gap must be approved by the State Water Resources Control Board prior to installation. The water inlet piping shall terminate a distance of

Cross-Connection Control Program and Plan

at least 2 pipe diameters of the supply inlet, but in no case less than 1 inch above the overflow rim of the receiving tank.

6.1.1.2 Reduced Pressure Principle Backflow Prevention Assembly

The approved RP shall be installed on the user's side of and as close to the service connection as is practical. The RP shall be installed such that the lowest point of the assembly is a minimum of 12 inches above the finished grade and not more than 36 inches above grade measured from the bottom of the assembly and with a minimum of 12 inches side clearance, unless an alternative is approved by Coastside CWD. However, a minimum side clearance of 24 inches must be provided on the side of the assembly that contains the test cocks. The assembly should be installed so that it is readily accessible for maintenance and testing.

The same space requirements may be applied to RPDAs.

6.1.1.3 Double Check Valve Backflow Prevention Assembly

DCs installed or replaced after the adoption of the Cross-Connection Control Policy Handbook must be installed on the user's side of and as close to the service connection as is practical. The DC shall be installed such that the lowest point of the assembly is a minimum of 12 inches above the finished grade and not more than 36 inches above grade measured from the bottom of the assembly and with a minimum of 12 inches side clearance, unless an alternative is approved by Coastside CWD. However, a minimum side clearance of 24 inches must be provided on the side of the assembly that contains the test cocks. The assembly should be installed so that it is readily accessible for maintenance and testing.

The same space requirements may be applied to DCDAs.

Below ground installation can be considered if approved by Coastside CWD where no alternative option is available.

7.0 NOTIFICATION AND TESTING OF BACKFLOW PREVENTION ASSEMBLIES

7.1 Backflow Prevention Assembly Testing and Notification Procedures (CCCPH 3.3.3)

This chapter outlines Coastside CWD's overall BPA testing and notification procedures.

7.1.1 Testing (CCCPH 3.1.3(a)(6) & 3.1.4(b)(4))

7.1.1.1 Frequency

Coastside CWD requires all Backflow Prevention Assemblies with active water services be field tested upon installation, repair, or when relocated. Coastside CWD requires Backflow Prevention Assemblies to be field tested at least once per year. More frequent testing may be deemed necessary based on site condition, hazards present, or as determined by Coastside CWD. Prior to initiating or resuming water service, Coastside CWD must receive from a Backflow Prevention Assembly Tester a backflow test report form indicating a passing test.

7.1.1.2 Procedures

Backflow Prevention Assembly Testers shall follow the testing procedures according to the latest edition of the University of Southern California's Manual of Cross-Connection Control. All costs associated with testing, repairing, replacing, or overhauling a Backflow Prevention Assembly shall be borne by the water user. Testing results shall be submitted to Coastside CWD on an approved testing form in electronic format.

7.1.1.3 New Installations

Coastside CWD must receive a passing field test for all newly installed Backflow Prevention Assemblies providing containment protection before water service can be provided. In addition, visual inspections of all newly installed assemblies will be made to assess proper installation and to validate the information from the initial testing of the assembly.

7.1.1.4 Failed Test

Backflow Prevention Assemblies that fail the field test should be repaired or replaced and retested within 30 days. Failed assemblies may be removed for repair or replacement provided the water service is discontinued until repair is completed and the device is returned to service, or the service connection is equipped with other backflow protection approved by Coastside CWD. A retest will be required following the repair or replacement of the assembly.

7.1.2 Notifications

7.1.2.1 Notification Process

It is the responsibility of Coastside CWD to verify that Backflow Prevention Assemblies receive a passing field test at least once a year. Backflow Prevention Assembly owners will receive up to 3 notifications and 1 final notification instructing them to have their Backflow Prevention Assemblies tested. Backflow assembly users receive a first notification notice, providing a reminder 30 days in advance of the yearly test due date. The water user must hire a certified backflow assembly tester from a list of Coastside CWD-approved testers, to perform a field test and submit a test report on the condition of the backflow assembly.

Cross-Connection Control Program and Plan

If a test report is not received, a second reminder notice is sent after the test due date providing 10 days to have the assembly tested. A third notice is mailed out 5 days after the second notice providing the user an additional 5 days to have their assembly tested.

In cases where a backflow assembly test has still not been received following the third notice, a water service shut off tag is sent providing 48 hours to resolve the delinquent testing status before the water service will be discontinued. Coastside CWD's goal is to work with customers to ensure timely backflow testing.

Notifications include information regarding cross connection control state regulations, Coastside CWD's ordinance and contact information, instructions for accessing the list of backflow tester companies, processes for submitting a backflow test report, and the due date for testing.

7.1.2.2 Notification of Imminent Hazard

Backflow Prevention Assembly testers are required to notify Coastside CWD within 24 hours if a backflow incident or an unprotected -cross connection is observed at a user premises during field testing. Coastside CWD will immediately investigate the incident as described in Section 9 of this Cross-Connection Control Program and Plan.

Cross-Connection Control Program and Plan

8.0 RECORD MAINTENANCE (CCCPH 3.1.4(B)(9))

Coastside CWD will retain the following records in electronic form and make them available to the State Water Resources Control Board upon request. (3.5.1(b) Coastside CWD uses the software program SwiftComply to track, organize, and store cross-connection control Backflow Prevention Assembly records (CCCPH 3.5.1, 3.1.3(a)(7), and 3.1.4((b)(9)(A)).

8.1 Cross-Connection Control Program and Plan (CCCPH 3.5.1(a)(10))

This Cross-Connection Control Program and Plan will be retained and reviewed every 5 years to evaluate for necessary updates.

8.2 Hazard Assessments (CCCPH 3.5.1 (a)(1))

The 2 most recent hazard assessments were conducted according to section 5.1.4 of this Program.

8.3 Assembly Records (CCCPH 3.5.1 (a)(2)) and (3.5.1(a)(3))

For each Backflow Prevention Assembly: type, the associated hazard, location, owner, manufacturer and model, size, installation date, serial number, account number, consumer of record, and repair history shall be kept electronically.

For each Air Gap installation: the associated hazard and the location, owner, and as built plans of the Air Gap.

8.4 Testing Results (CCCPH 3.5.1 (a)(4))

Test results on all Backflow Prevention Assemblies and Air Gaps will be kept electronically for 3 calendar years and will include the name, test date, repair date, and certification number of the Backflow Prevention Assembly tester.

8.5 Repairs (CCCPH 3.5.1 (a)(5))

All repairs made to Backflow Prevention Assemblies for the previous 3 calendar years.

8.6 User Supervisors (CCCPH 3.5.1(a)(7))

Current contact information for the user supervisor and water user, and any applicable training and qualifications as described by Section 10.1.3 of this plan.

8.7 Incident Reports (CCCPH 3.5.1 (a)(8))

Descriptions and follow-up actions related to all backflow incidents for the most recent 10 years will be retained.

8.8 Current Cross Connection Tests (CCCPH 3.5.1 (a)(6))

The most current cross-connection tests (e.g., shutdown test, dye test).

Cross-Connection Control Program and Plan

8.9 Agreements and Contracts (CCCPH 3.5.1 (a)(9))

A copy of any contract or agreement which carries out any portion of this Cross-Connection Control Program and Plan.

8.10 Public outreach (CCCPH 3.5.1 (a)(11))

Any public outreach or education materials issued as required in Cross-Connection Control Policy Handbook section 3.1.3(a)(9) for the previous three calendar years.

Cross-Connection Control Program and Plan

9.0 INCIDENT RESPONSE AND NOTIFICATION

Coastside CWD will investigate potential backflow incidents when any of the following events are reported (3.5.2(a)):

- Water quality complaints that cannot be explained as a “normal” aesthetic problem
- Backflow incident has been suspected or has known to have occurred
- Unknown increase of system pressure reported
- Unknown decrease of system pressure reported

Additionally, Coastside CWD will initiate notification and water quality sampling procedures when a water main break or power outage causes a negative loss of water pressure within a significant area of the distribution system.

9.1 Incident Response Procedure (CCCPH 3.5.2 and 3.1.2(a)(8) and 3.1.4(b)(7))

In the event of a potential backflow or -cross-connection related incident, Coastside CWD will take the following steps.

9.1.1 Incident Investigation (CCCPH 3.5.2)

The Coastside CWD Distribution Team will investigate a potential incident by dispatching a Certified Operator to the location of the reported incident. Through a field investigation, the Operator will determine if contamination is present in the Public Water System and the extent of the impacted area. Operators will perform the following tasks to investigate for the potential cross-connections:

- Operator will survey the location and surrounding area for possible main breaks.
- Operator will investigate the location to observe for potential source(s) of contamination.
- Operator will observe the domestic meter(s) for negative consumption.
- Operator will survey district assets for possible sources of contamination.

If a backflow incident is discovered, Coastside CWD will discontinue water service to that location until corrective action is taken.

During non-business hours, Coastside CWD will have an on-call Water Operator respond and begin the investigation. During business and non-business hours, Coastside CWD will have either the Cross-Connection Control Specialist or a representative familiar with investigating cross-connections available to be contacted within an hour.

9.1.2 Source of Contamination Isolation

Coastside CWD will isolate the portion of the system suspected of being contaminated by closing isolation valves or the water service and will notify impacted customers.

9.1.3 Notification and Coordination with Outside Agencies (CCCPH 3.5.3 (a))

Coastside CWD will be responsible for notifying, within 24 hours, the State Water Resources Control Board and the San Mateo County Public Health Officer of a potential incident.

Cross-Connection Control Program and Plan

9.1.4 Sampling Plan (CCCPH 3.5.2(b))

A sampling plan will be implemented to confirm that the potable system meets Safe Drinking Water Standards. The Sampling Plan will be submitted to the State Water Resources Control Board and the San Mateo County Health Officer and will describe the steps required to identify the contaminants, assess the extent of the contamination, and define the necessary remediation efforts.

9.1.5 Notification of Affected Customers (CCCPH 3.1.4(b)(7))

When required, Coastsides CWD will issue a Tier 1 public notification pursuant to CCR, Title 22, Section 64463.1. If the contamination is of biological nature, Coastsides CWD will issue a Boil Water Order Notice. If the contamination is of chemical nature, Coastsides CWD will issue an Unsafe Water Alerts as “Do-Not-Use” or “Do-Not-Drink” notices. Notices include instructions on what consumers should do, where potable water is available, and if applicable, dates of notice issuance and expected resolution and location where additional information can be obtained.

9.1.6 Incident Reporting (CCCPH 3.5.3 (b) and 3.5.2(c))

If required by the State Water Resources Control Board, Coastsides CWD will submit to the State Water Resources Control Board a written incident report describing the nature and severity of the backflow, the actions taken by Coastsides CWD in response to the incident, and any follow up actions required to prevent future incidents. The written report will contain, at a minimum, the information provided in Appendix F of the Cross-Connection Control Policy Handbook.

Cross-Connection Control Program and Plan

10.0 PUBLIC OUTREACH, EDUCATION, AND COORDINATION

Coastside CWD uses public outreach as an opportunity to educate the general public, staff, and Backflow Prevention Assembly owners on Coastside CWD's Program and Plan and the importance of testing and maintaining Backflow Prevention Assemblies. Public outreach may include:

- Flyers, fact sheets and pamphlets
- Consumer Confidence Report
- Emails
- Website

Coastside CWD will develop materials that complement the needs of the outreach for the program. For example, as hazard assessments are performed, and backflow installations are required Coastside CWD will develop and provide either through direct mail or via website posting resources for users on how to install backflows. An example of an existing educational pamphlet is included in Appendix H.

10.1.1 Training

Coastside CWD encourages its Distribution Operators and other staff to obtain and maintain water related certifications such as Backflow Prevention Assembly tester and cross-connection control specialist certifications.

10.1.2 User Supervisors (CCCPH 3.2.2 and 3.1.4(b)(10))

At the time of this Cross-Connection Control Program and Plan, no sites require a User Supervisor.

Coastside CWD may require, when necessary and at its discretion, a water user to designate a user supervisor. If a User Supervisor is required, Coastside CWD will develop a training program to meet the requirements of the CCCPH Program requirements will include:

- The water user shall inform Coastside CWD of the user supervisor's identity on, at a minimum, an annual basis and whenever a change occurs.
- The user supervisor will be responsible for monitoring Backflow Prevention Assemblies and avoiding cross-connections. In the event of contamination or pollution of the Public Water System due to a cross-connection on the premises, Coastside CWD shall be promptly notified by the user supervisor.
- The user supervisor will be required to attend, at the owner's expense, a yearly training provided by Coastside CWD that covers the Program, types of hazards, and concerns typically found on the user's premises.

10.1.3 Interagency Coordination (CCCPH 3.1.4(b)(13) and (3.1.3(a)(10))

Coastside CWD coordinates, when required, with the San Mateo County Environmental Health Services Department, in the event of a backflow incident, significant water service interruptions, and when establishing new water service on domestic wells that have failed within Coastside CWD's jurisdiction. Contact for Environmental Health is 650-372-6200.

Coastside CWD receives referrals from the San Mateo County Planning and Building and the City of Half Moon Bay Community Development for new construction.

Coastside CWD also coordinates with Coastside Fire Protection District on the installation of new or modified Backflow Prevention Assemblies on dedicated fire services.

Cross-Connection Control Policy Handbook (March 2025)

DRAFT

State Water Resources Control Board

Cross-Connection Control Policy Handbook

Standards and Principles for California's
Public Water Systems

Adopted: December 19, 2023

Effective: July 1, 2024

Amended: March 19, 2025

California Environmental Protection Agency

Table of Contents

Acronyms and Abbreviations	1
Chapter 1 – Policy Overview	2
1.1 Objective	2
1.2 Applicability	2
1.3 Policy Development Background and Legal Authorities	2
1.3.1 California Safe Drinking Water Act	2
Chapter 2 – Background on Backflow Protection and Cross-Connection Control	6
2.1 What is a Cross-Connection?	6
2.2 Purpose of a Cross-Connection Control Program	7
2.3 Notes on Applicability of the Cross-Connection Control Policy Handbook	7
Chapter 3 – Standards for Backflow Protection and Cross-Connection Control	10
Article 1 – Definitions and General Requirements	10
3.1.1 Definitions	10
3.1.2 Applicability	14
3.1.3 Program for Public Water System Cross-Connection Control	14
3.1.4 Plan for Public Water System Cross-Connection Control	16
Article 2 – Hazard Assessments and Required Protection	19
3.2.1 Hazard Assessments	19
3.2.2 Backflow Protection Required	20
Article 3 – Backflow Prevention Assemblies	23
3.3.1 Standards for Types of Backflow Protection	23
3.3.2 Installation Criteria for Backflow Protection	23
3.3.3 Field Testing and Repair of Backflow Prevention Assemblies and Air Gap Inspection	24
Article 4 – Backflow Prevention Assembly Testers and Cross-Connection Control Specialists	26
3.4.1 Backflow Prevention Assembly Tester Certification	26
3.4.2 Cross-Connection Control Specialist Certification	30
Article 5 – Recordkeeping, Backflow Incident Response, and Notification	33
3.5.1 Recordkeeping	33
3.5.2 Backflow Incident Response Procedure	33
3.5.3 Backflow Incident Notification	34
Appendix	36

Appendix

Appendix A: Assembly Bills 1671 (2017, Chapter 533) and 1180 (2019, Chapter 455)

Appendix B: ASME A112.1.2-2012(R2017) Table 1, Minimum Air Gaps for Generally used Plumbing Fixtures, page 4

Appendix C: Backflow Prevention Assembly Diagrams

Appendix D: High Hazard Premises

Appendix E: General Range of Knowledge for Cross-Connection Control Specialists

Appendix F: Example Backflow Incident Reporting Form

Appendix G: Related Statutes and Regulations

Acronyms and Abbreviations

As used in this policy, acronyms and abbreviations reference the following:

<i>Acronym or Abbreviation</i>	<i>Meaning</i>
AB	Assembly Bill
AG	Air Gap separation
BAT	Best Available Technology
BPA	Backflow Prevention Assembly
Bus. & Prof. Code	Business and Professional Code
CA	California
CBSC	California Building Standards Commission
CCCPH	Cross-Connection Control Policy Handbook
CCR	California Code of Regulations
C.F.R.	Code of Federal Regulations
CHSC	California Health and Safety Code
Civ. Code	Civil Code
DC	Double Check valve backflow prevention assembly
DCDA	Double Check Detector backflow prevention Assembly
DCDA-II	Double Check Detector backflow prevention Assembly – type II
Division	Division of Drinking Water
EPA	Environmental Protection Agency
Gov. Code	Government Code
MCL	Maximum Contaminant Level
Pen. Code	Penal Code
PVB	Pressure Vacuum Breaker backsiphonage prevention assembly
PWS	Public Water System
RP	Reduced Pressure principle backflow prevention assembly
RPDA	Reduced Pressure principle Detector backflow prevention Assembly
RPDA-II	Reduced Pressure principle Detector backflow prevention Assembly – type II
RW	Recycled Water
SB	Senate Bill
SDWA	Safe Drinking Water Act
State Water Board	State Water Resources Control Board
SVB	Spill-resistant Pressure Vacuum Breaker backsiphonage prevention assembly
U.S.	United States

Chapter 1 – Policy Overview

1.1 Objective

The primary objective of the Cross-Connection Control Policy Handbook (CCCPH) is the protection of public health through the establishment of standards intended to ensure a public water system's (PWS) drinking water distribution system will not be subject to the backflow of liquids, gases, or other substances. In addition, by providing basic educational information on backflow prevention, the State Water Resources Control Board (State Water Board) intends to build a foundation of awareness within the regulated community regarding the importance of backflow protection and cross-connection control, leading to the implementation of a robust cross-connection control program for PWSs.

1.2 Applicability

The CCCPH and its standards apply to all California PWSs, as defined in California's Health and Safety Code (CHSC, section 116275 (h)). Compliance with this CCCPH is mandatory for all California PWSs.

1.3 Policy Development Background and Legal Authorities

Through the adoption of the CCCPH, the State Water Board is exercising its authority, under California's Safe Drinking Water Act¹ (SDWA), to establish enforceable standards applicable to California's PWSs. Failure to comply with the CCCPH may result in the issuance of compliance, enforcement, or other corrective actions against a PWS.

1.3.1 California Safe Drinking Water Act

On October 6, 2017, Assembly Bill 1671 (AB 1671) was approved and filed with the Secretary of State (see Appendix A). AB 1671 amended California's SDWA through the establishment of CHSC sections 116407 and 116555.5. AB 1671 also amended section 116810 of the CHSC, which is briefly discussed in Appendix G.

On October 2, 2019, Assembly Bill 1180 (AB 1180) was approved and filed with the Secretary of State. AB 1180 amended Section 116407 of the CHSC and added section 13521.2 to the Water Code. AB 1180 requires that the CCCPH include provisions for the use of a swivel or changeover device (swivel-ell).

¹ CHSC, div. 104, pt. 12, ch. 4, section 116270 et seq.

AB 1671 and 1180 established the following:

- The State Water Board must adopt standards for backflow protection and cross-connection control by January 1, 2020.
- The State Water Board may establish standards for backflow protection and cross-connection control through the adoption of the CCCPH, with the CCCPH not being subject to the requirements of the CA Administrative Procedure Act.²
- If standards for backflow protection and cross-connection control are established via the CCCPH, the State Water Board must:
 - Consult with state and local agencies and persons, identified by the State Water Board, as having expertise on the subject of backflow protection and cross-connection control.
 - Hold at least two public hearings before adoption of the CCCPH.
 - Post the CCCPH on the State Water Board website.
- Upon the effective date of the CCCPH, the previous cross-connection control standards³ become inoperative, and are repealed 90 days later, unless the State Water Board determines not to repeal a specific existing regulation.
- A PWS must implement a cross-connection control program that complies with the standards adopted by the State Water Board.
- Use of a swivel-ell must be consistent with any notification and backflow protection provisions contained in the CCCPH.

The development of the CCCPH included consultation with stakeholders, including state and local agencies, on an array of subjects related to cross-connection control, consistent with the statutory mandate, as well as consideration of input from other stakeholders and the general public in a February 20, 2020 workshop.

Prior to adoption of the CCCPH, in accordance with the statutory mandate, the State Water Board held two public hearings - one on April 27, 2021, and the other on December 5, 2022. A Board Workshop was held on October 18, 2023.

Pursuant to sections 116407 and 116555.5 of the CHSC, the State Water Board chose to adopt standards for backflow protection and cross-connection control through the adoption of this CCCPH, which became effective July 1, 2024.

Aside from the mandates of AB 1671 related to the State Water Board's need and authority to develop and adopt an enforceable CCCPH, there are long-standing statutory mandates in California's SDWA concerning backflow protection and cross-connection control, some of which are summarized below.

² Gov. Code, tit. 2, div. 3, pt. 1, ch. 3.5, section 11340 et seq.

³ Cal. Code Regs., tit. 17, div. 1, ch. 5, subch. 1, grp. 4, arts. 1 & 2, section 7583 et seq.

- The State Water Board is required to adopt regulations for the control of cross-connections that it determines to be necessary for ensuring PWSs “distribute a reliable and adequate supply of pure, wholesome, potable, and healthy water.” (CHSC section 116375, subd. (c).)
- Any person who owns a PWS is required to ensure that the distribution system will not be subject to backflow under normal operating conditions. (CHSC section 116555, subd. (a)(2).)

Prior to AB 1671 and the adoption of this CCCPH, California’s regulations pertaining to cross-connection control were set forth in regulations in CCR Title 17,⁴ which were adopted in 1987 with minor revisions in 2000. Although still protective to public health, the CCR Title 17 cross-connection regulations required updating as both the drinking water and cross-connection control industries had evolved. This CCCPH updates those regulations, which as previously noted are no longer operative following the adoption of the CCCPH.

The State Water Board may update its standards for backflow protection and cross-connection control through revisions of the CCCPH. Prior to adopting substantive revisions to the CCCPH, the State Water Board will consult with state and local agencies and persons identified as having expertise on the subject by the State Water Board, and the State Water Board will hold at least one public hearing to consider public comments.

⁴ Cal. Code Regs., tit. 17, div. 1, ch. 5, subch. 1, grp. 4, arts. 1 & 2, section 7583 et seq.

This page intentionally left blank

Chapter 2 – Background on Backflow Protection and Cross-Connection Control

2.1 What is a Cross-Connection?

A cross-connection is an interconnection between a potable water supply and a non-potable source via any actual or potential connection or structural arrangement between a PWS and any source or distribution system containing liquid, gas, or other substances not from an approved water supply. Bypass arrangements, jumper connections, removable sections, improperly installed swivel or change-over devices and other temporary or permanent devices through which, or because of which backflow can occur are considered to be cross-connections.⁵ The CCCPH includes acceptable installation criteria for swivel-ell and other types of backflow prevention assemblies (BPAs) to prevent backflow.

Backflow is the undesired or unintended reversal of flow of water and/or other liquids, gases, or other substances into a PWS's distribution system or approved water supply.

The presence of a cross-connection represents a location in a distribution system through which backflow of contaminants or pollutants can occur. Backflow occurs when a non-potable source is at a greater pressure than the potable water distribution system. Backflow can occur from either backsiphonage or backpressure. Backsiphonage occurs when a non-potable source enters the drinking water supply due to negative (i.e., sub-atmospheric) distribution system pressure. Backpressure occurs when the pressure from a non-potable source exceeds the pressure in the potable water distribution system.

Backsiphonage may be caused by a variety of circumstances, such as main breaks, flushing, pump failure, or emergency firefighting water demand. Backpressure may occur when heating, cooling, waste disposal, or industrial manufacturing systems are connected to potable supplies and the pressure in the external system exceeds the pressure in the distribution system. Both situations act to change the direction of water, which normally flows from the distribution system to the customer, so that non-potable substances from industrial, commercial, or residential premises flows back into the distribution system through a cross-connection.

Cross-connections are not limited to industrial or commercial facilities. Submerged inlets are found on many common plumbing fixtures and are sometimes necessary features of the fixtures if they are to function properly. Examples of this type of design are siphon-jet urinals or water closets, flushing rim slop sinks, and dental cuspidors.

⁵ California Department of Health Services (DHS), Public Water Supply Branch. (1988). *Guidance Manual for cross connection Control Program (Green Manual)*. California Department of Health Services.

Older bathtubs and lavatories may have supply inlets below the flood level rims, but modern sanitary design has minimized or eliminated this cross-connection in new fixtures. Chemical and industrial process vats sometimes have submerged inlets where the water pressure is used as an aid in diffusion, dispersion and agitation of the vat contents. Even though a supply pipe may be installed above a vat, backsiphonage can still occur. Siphon action has been shown to raise a liquid in a pipe such as water almost 34 feet. Some submerged inlets are difficult to control, including those which are not apparent until a significant change in water level occurs or where a supply may be conveniently extended below the liquid surface by means of a hose or auxiliary piping. A submerged inlet may be created in numerous ways, and its detection may be difficult.

Chemical and biological contaminants have caused illness and deaths during known incidents of backflow, with contamination affecting several service connections, and the number of incidents reported is believed to be a small percentage of the total number of backflow incidents that actually occur. The public health risk from cross-connections and backflow is a function of a variety of factors including cross-connection and backflow occurrence and type and amount of contaminants.

2.2 Purpose of a Cross-Connection Control Program

The purpose of a cross-connection control program is to prevent the occurrence of backflow into a PWS's distribution system in order to protect customers from contamination or pollution from any on-site hazards. Properly installed and maintained BPAs, devices or methods provide protection against the threat posed by many conditions typically found on a user's premise.

The use of approved BPAs ensures that the appropriate performance evaluation of the assembly was conducted. It is important and required by the CCCPH to select and properly install an approved BPA that is capable of protecting the distribution system from the hazard identified. The success of a program depends on individuals that are knowledgeable about cross-connection control to identify actual and potential hazards, apply principles of backflow protection and prevention, and implement cross-connection control policies and procedures. A successful program will have ongoing surveillance of a PWS to ensure BPAs, devices or methods are working, and identify new hazards or changes in the distribution system. Certified specialists are needed to properly evaluate the degree of hazard that exists in the distribution system. Hazards typically identified in distribution systems along with the required level of protection are specified in Chapter 3 of the CCCPH.

2.3 Notes on Applicability of the Cross-Connection Control Policy Handbook

The CCCPH provides the basis for regulating the use and management of cross-connection control programs and BPAs in PWSs, and related requirements for supporting programs and policies. Activities or uses outside of the scope of the

authority of the State Water Board to regulate PWSs are not regulated by the CCCPH, including California Plumbing Code requirements and definitions not related to PWSs.

Recycled water cross-connection control installations and programs for the purposes of protecting the recycled water supply are not regulated by the CCCPH, although a PWS that uses recycled water is regulated by the CCCPH to ensure that a PWS's drinking water system has adequate backflow protection from a recycled water system.

Water systems that do not meet the definition of a PWS (e.g. "State Small Water Systems" under CCR Title 22, Article 3) are not regulated by the CCCPH, although they may need to comply with the California Plumbing Code, local health agencies, and other laws or entities.

Transient noncommunity and nontransient noncommunity systems are PWSs and must comply with both the California Plumbing Code and CCCPH. The California Plumbing Code and the CCCPH will overlap in protection of these user premises. To ensure compliance, these noncommunity water systems may need to have internal cross-connection control programs within the user premises.

Noncommunity water systems must have the ability to enforce backflow protection within the premises. Compliance with the California Plumbing Code can be verified by the PWS and used for compliance with the CCCPH. Compliance with the CCCPH is documented through the hazard assessment and maintenance of an inventory of field-testable BPAs and methods. Annual field testing of BPAs is required. Where the minimum backflow protection differs between the California Plumbing Code and the CCCPH, the more protective minimum protection will be required.

This page intentionally left blank

Chapter 3 – Standards for Backflow Protection and Cross-Connection Control

Article 1 – Definitions and General Requirements

3.1.1 Definitions

The following definitions apply to the terms used in the CCCPH:

“Air-gap separation” or **“AG”** means a physical vertical separation of at least two (2) times the effective pipe diameter between the free-flowing discharge end of a potable water supply pipeline and the flood level of an open or non-pressurized receiving vessel, and in no case less than one (1) inch.

“Approved water supply” means a water source that has been approved by the State Water Board for domestic use in a public water system and designated as such in a domestic water supply permit issued pursuant to section 116525 of the CHSC.

“Auxiliary water supply” means a source of water, other than an approved water supply, that is either used or equipped, or can be equipped, to be used as a water supply and is located on the premises of, or available to, a water user.

“Backflow” means an undesired or unintended reversal of flow of water and/or other liquids, gases, or other substances into a public water system’s distribution system or approved water supply.

“Backflow prevention assembly” or **“BPA”** means a mechanical assembly designed and constructed to prevent backflow, such that while in-line it can be maintained and its ability to prevent backflow, as designed, can be field tested, inspected and evaluated.

“Backflow prevention assembly tester” means a person who is certified as a backflow prevention assembly tester.

“Community water system” means a public water system that serves at least 15 service connections used by yearlong residents or regularly serves at least 25 yearlong residents of the area served by the system.

“Contact hour” means not less than 50 minutes of a continuing education course.

“Continuing education course” means a presentation or training that transmits information related to cross-connection control programs and backflow prevention and protection.

“Cross-connection” means any actual or potential connection or structural arrangement between a public water system, including a piping system connected to the public water system and located on the premises of a water user or available to the water user, and any source or distribution system containing liquid, gas, or other substances not from an approved water supply.

“Cross-connection control specialist” means a person who is certified as a cross-connection control specialist.

“Distribution system” has the same meaning as defined in section 63750.50 of CCR, Title 22, Division 4, Chapter 2.

“Double check detector backflow prevention assembly” or **“DCDA”** means a double check valve backflow prevention assembly that includes a bypass with a water meter and double check backflow prevention assembly, with the bypass’s water meter accurately registering flow rates up to two gallons per minute and visually showing a registration for all rates of flow. This type of assembly may only be used to isolate low hazard cross-connections. See Diagram 1, Appendix C.

“Double check detector backflow prevention assembly – type II” or **“DCDA-II”** means a double check valve backflow prevention assembly that includes a bypass around the second check, with the bypass having a single check valve and a water meter accurately registering flow rates up to two gallons per minute and visually showing a registration for all rates of flow. This type of assembly may only be used to isolate low hazard cross-connections. See Diagram 2, Appendix C.

“Double check valve backflow prevention assembly” or **“DC”** means an assembly consisting of two independently-acting internally-loaded check valves, with tightly closing shut-off valves located at each end of the assembly (upstream and downstream of the two check valves) and fitted with test cocks that enable accurate field testing of the assembly. This type of assembly may only be used to isolate low hazard cross-connections. See Diagram 3, Appendix C.

“Existing public water system” or **“existing PWS”** means a public water system initially permitted on or before July 1, 2024 as a public water system by the State Water Board.

“Hazard Assessment” means an evaluation of a user premises designed to evaluate the types and degrees of hazard at a user’s premises.

“High hazard cross-connection” means a cross-connection that poses a threat to the potability or safety of the public water supply. Materials entering the public water supply through a high hazard cross-connection are contaminants or health hazards. See Appendix D for some examples.

“Low hazard cross-connection” means a cross-connection that has been found to not pose a threat to the potability or safety of the public water supply but may adversely affect the aesthetic quality of the potable water supply. Materials entering the public water supply through a low hazard cross-connection are pollutants or non-health hazards.

“New public water system” or **“new PWS”** means a public water system permitted after July 1, 2024 as a public water system by the State Water Board. A new public water system includes a public water system receiving a new permit because of a change in ownership.

“Noncommunity water system” means a public water system that is not a community water system.

“Nontransient noncommunity water system” means a public water system that is not a community water system and that regularly serves at least 25 of the same persons over six months per year.

“Premises containment” means protection of a public water system’s distribution system from backflow from a user’s premises through the installation of one or more air gaps or BPAs, installed as close as practical to the user’s service connection, in a manner that isolates the water user’s water supply from the public water system’s distribution system.

“Pressure vacuum breaker backsiphonage prevention assembly” or **“PVB”** means an assembly with an independently-acting internally-loaded check valve and an independently-acting loaded air inlet valve located on the discharge side of the check valve; with test cocks and tightly closing shutoff valves located at each end of the assembly that enable accurate field testing of the assembly. This type of assembly may only be used for protection from backsiphonage and is not to be used to protect from backpressure. See Diagram 4, Appendix C.

“Public water system” or **“PWS”** has the same meaning as defined in section 116275(h) of the CHSC.

“Recycled Water” is a wastewater which as a result of treatment is suitable for uses other than potable use.

“Reduced pressure principle backflow prevention assembly” or **“RP”** means an assembly with two independently acting internally-loaded check valves, with a hydraulically operating mechanically independent differential-pressure relief valve located between the check valves and below the upstream check valve. The assembly shall have shut-off valves located upstream and downstream of the two check-valves, and test cocks to enable accurate field testing of the assembly. See Diagram 5, Appendix C.

“Reduced pressure principle detector backflow prevention assembly” or **“RPDA”** means a reduced pressure principle backflow prevention assembly that includes a bypass with a water meter and reduced pressure principle backflow prevention assembly, with the bypass’s water meter accurately registering flow rates up to two gallons per minute and visually showing a registration for all rates of flow. See Diagram 6, Appendix C.

“Reduced pressure principle detector backflow prevention assembly – type II” or **“RPDA-II”** means a reduced pressure principle backflow prevention assembly that includes a bypass around the second check, with the bypass having a single check valve and a water meter accurately registering flow rates up to two gallons per minute and visually showing a registration for all rates of flow. See Diagram 7, Appendix C.

“Spill-resistant pressure vacuum breaker backsiphonage prevention assembly” or **“SVB”** means an assembly with an independently-acting internally-loaded check valve and an independently-acting loaded air inlet valve located on the discharge side of the check valve; with shutoff valves at each end and a test cock and bleed/vent port, to enable accurate field testing of the assembly. This type of assembly may only be used for protection from backsiphonage and is not to be used to protect from backpressure. See Diagram 8, Appendix C.

“State Water Board”, unless otherwise specified, means the State Water Resources Control Board or the local primacy agency having been delegated the authority to enforce the requirements of the CCCPH by the State Water Resources Control Board.

“Swivel-Ell” means a reduced pressure principle backflow prevention assembly combined with a changeover piping configuration (swivel-ell connection) designed and constructed pursuant to this Chapter. See design and construction criteria, as well as Diagrams 9a and 9b, Appendix C.

“Transient noncommunity water system” means a noncommunity water system that does not regularly serve at least 25 of the same persons over six months per year.

“User premises” means the property under the ownership or control of a water user and is served, or is readily capable of being served, with water via a service connection with a public water system.

“User’s service connection” means either the point where a water user’s piping is connected to a water system or the point in a water system where the approved water supply can be protected from backflow using an air gap or backflow prevention assembly.

“User Supervisor” means a person designated by a water user to oversee a water use site and responsible for the avoidance of cross-connections.

“Water supplier” means a person who owns or operates a public water system.

“Water user” means a person or entity who is authorized by the PWS to receive water.

3.1.2 Applicability

A public water system (PWS) must comply with the requirements of the CCCPH.

3.1.3 Program for Public Water System Cross-Connection Control

(a) A PWS must protect the public water supply through implementation and enforcement of a cross-connection control program. Unless otherwise specified by this Chapter or directed by the State Water Board, a PWS may implement its cross-connection control program, in whole or in part, either directly or by way of contract or agreement with another party. The PWS, however, shall not be responsible for abatement of cross-connections which may exist within a user's premises. The cross-connection control program must include at a minimum the following elements:

(1) **Operating rules or ordinances** – Each PWS must have operating rules, ordinances, by-laws or a resolution to implement the cross-connection program. The PWS must have legal authority to implement corrective actions in the event a water user fails to comply in a timely manner with the PWS's provisions regarding the installation, inspection, field testing, or maintenance of BPAs required pursuant to this Chapter. Such corrective actions must include the PWS's ability to perform at least one of the following:

- (A) deny or discontinue water service to a water user,
- (B) install, inspect, field test, and/or maintain a BPA at a water user's premises, or
- (C) otherwise address in a timely manner a failure to comply with the cross-connection control program.

(2) **Cross-Connection Control Program Coordinator** – The PWS must designate at least one individual involved in the development of and be responsible for the reporting, tracking, and other administration duties of its cross-connection control program. For PWS with more than 3,000 service connections the Cross-Connection Control Program Coordinator must be a cross-connection control specialist.

(3) **Hazard Assessments** – The PWS must survey its service area and conduct hazard assessments per Article 2 of this Chapter that identifies actual or potential cross-connection hazards, degree of hazard, and any backflow protection needed.

(4) **Backflow Prevention** – The PWS must ensure that actual and potential cross-connections are eliminated when possible or controlled by the installation of approved BPAs or AG's consistent with the requirements of the Article 3 of this Chapter.

(5) **Certified Backflow Prevention Assembly Testers and Certified Cross-Connection Control Specialists** – The PWS must ensure all BPA testers and cross-connection control specialists used are certified per Article 4 of this Chapter.

(6) **Backflow Prevention Assembly Testing** – The PWS must develop and implement a procedure for ensuring all BPAs are field tested, inspected, and maintained and AG's are inspected and maintained in accordance with CCCPH section 3.3.3.

(7) **Recordkeeping** – The PWS must develop and implement a recordkeeping system in accordance with CCCPH section 3.5.1.

(8) **Backflow Incident Response, Reporting and Notification** – The PWS must develop and implement procedures for investigating and responding to suspected or actual backflow incidents in accordance with Article 5 of this chapter.

(9) **Public Outreach and Education** – The PWS must implement a cross-connection control public outreach and education program element that includes educating staff, customers, and the community about backflow protection and cross-connection control. The PWS may implement this requirement through a variety of methods which may include providing information on cross-connection control and backflow protection in periodic water bill inserts, pamphlet distribution, new customer documentation, email, and consumer confidence reports.

(10) **Local Entity Coordination** – The PWS must coordinate with applicable local entities that are involved in either cross-connection control or public health protection to ensure hazard assessments can be performed, appropriate backflow protection is provided, and provide assistance in the investigation of backflow incidents. Local entities may include but are not limited to plumbing, permitting, or health officials, law enforcement, fire departments, maintenance, and public and private entities.

(b) The cross-connection control program must be developed in consultation with a cross-connection control specialist if:

(1) The PWS has 1,000 or more service connections, or

(2) required by the State Water Board.

(c) A PWS must have at least one cross-connection control specialist as a permanent or contracted employee of the PWS, and that specialist, or their designee, must be able to be contacted within one hour, if:

(1) The PWS has 3,000 or more service connections, or

(2) the PWS has less than 3,000 service connections and is directed by the State Water Board based on hazard assessments conducted pursuant to CCCPH section 3.2.1. or the PWS's history of backflow incidents.

3.1.4 Plan for Public Water System Cross-Connection Control

(a) After adoption of the CCCPH, each PWS must submit a written Cross-Connection Control Plan for State Water Board review in accordance with the following schedule:

- (1) An Existing PWS must submit the Cross-Connection Control Plan no later than 12 months after the effective date of the CCCPH.
- (2) A new PWS must submit the Cross-Connection Control Plan for review and approval prior to issuance of a domestic water supply permit.
- (3) A PWS may submit a written request to the State Water Board for an extension of the deadline for submittal of its initial Cross-Connection Control Plan. The PWS's application must include a written description of the need for an extension. Approval of an extension will be at the sole discretion of the State Water Board.

(b) The Cross-Connection Control Plan for a community water system must include, at a minimum, the following cross-connection control program procedures and documentation:

- (1) a description of how the community water system will achieve and maintain compliance with each requirement in this Chapter;
- (2) a description of the process, personnel, and timeframes for completing initial and ongoing hazard assessments pursuant to CCCPH section 3.2.1;
- (3) a description of the legal authority pursuant to CCCPH section 3.1.3 to implement corrective actions in the event a water user fails to comply in a timely manner with the provisions of the PWS's cross-connection control program;
- (4) a description of the process and timeframes for ensuring each BPA is inspected and field tested, and AG is inspected, at a frequency no less than required by this Chapter;
- (5) a description of the process and timeframe for ensuring each non-testable backflow preventer that is under the PWS ownership or administration is installed and maintained according to the California Plumbing Code;
- (6) a description of the process for ensuring individuals field testing and inspecting BPAs are no less qualified than required by this Chapter, including but not limited to confirmation of the individual's:
 - (A) certification as a backflow prevention assembly tester,
 - (B) field test kit or gage equipment accuracy verification, and
 - (C) BPA field test result reports;
- (7) a description of the procedures and timeframes of activities for responding to backflow incidents, including notification of customers, and reporting of backflow incidents pursuant to CCCPH section 3.5.2;
- (8) contact information for cross-connection control personnel including any cross-connection control program coordinator and specialist;
- (9) a description of the tracking system that maintains current and relevant information, including:

- (A) recordkeeping information required pursuant to CCCPH section 3.5.1,
- (B) location and type of each BPA, and
- (C) highest threat potential hazard from which a given BPA is protecting the public water system distribution system;

(10) for user supervisors, if used, the required information pursuant to CCCPH section 3.2.2 (f);

(11) the corrective actions, including timeframes for the corrective actions, that a community water system will implement when:

- (A) a cross-connection exists and the BPA installed is not commensurate with the user premises' hazard or no BPA has been installed, or
- (B) a BPA needs to be replaced or maintained;

(12) a description of the public outreach and education program to comply with CCCPH section 3.1.3(a)(9); and

(13) the procedures for coordination with local entities

(c) The Cross-Connection Control Plan for a noncommunity water system must include, at a minimum, the following cross-connection control program procedures and documentation:

(1) a description of how the noncommunity water system will achieve and maintain compliance with each requirement in this Chapter that is applicable to the noncommunity water system;

(2) a description of the process, personnel, and timeframes for completing initial and ongoing hazard assessments pursuant to CCCPH section 3.2.1;

(3) a description of the legal authority pursuant to CCCPH section 3.1.3 to implement corrective actions in the event a water user fails to comply in a timely manner with the provisions of the PWS's cross-connection control program;

(4) a description of the process and timeframes for ensuring each BPA is inspected and field tested and AG is inspected, at a frequency no less than required by this Chapter;

(5) a description of the process and timeframe for ensuring each non-testable backflow preventer for internal protection that is under the PWS ownership or administration is installed and maintained according to the California Plumbing Code;

(6) a description of the process for ensuring individuals field testing and inspecting BPAs are no less qualified than required by this Chapter, including but not limited to confirmation of the individual's:

- (A) certification as a backflow prevention assembly tester,
- (B) field test kit or gage equipment accuracy verification, and
- (C) BPA field test result reports;

- (7) a description of the procedures and timeframes of activities for responding to backflow incidents, including notification of customers, and reporting of backflow incidents pursuant to CCCPH section 3.5.2;
- (8) contact information for cross-connection control personnel including the cross-connection control program coordinator;
- (9) maintaining a tracking system with current and relevant information, including:
 - (A) recordkeeping information required pursuant to CCCPH section 3.5.1,
 - (B) location and type of each BPA,
 - (C) location and type of each non-testable backflow preventer used for internal protection in accordance with the California Plumbing Code, if applicable, and
 - (D) potential hazard from which a BPA is protecting the public water system distribution system;
- (10) for user supervisors, if used, the required information pursuant to CCCPH section 3.2.2(f);
- (11) the corrective actions, including timeframes for the corrective actions, that a noncommunity water system will implement when:
 - (A) a cross-connection exists and the BPA installed is not commensurate with the user premises' hazard or no BPA has been installed, or
 - (B) a BPA or non-testable backflow preventer needs to be replaced or maintained;
- (12) a description of the public outreach and education program to comply with CCCPH section 3.1.3(a)(9); and,
- (13) the procedures for coordination with local entities (e.g., local health departments with internal cross-connection control programs, building officials, plumbing officials, etc.).

(d) A PWS must ensure its Cross-Connection Control Plan is, at all times, representative of the current operation of its Cross-Connection Control program. The PWS must make its Cross-Connection Control Plan available to the State Water Board for review upon request. If a PWS makes a substantive revision to its Cross-Connection Control Plan, the PWS must submit the revised Cross-Connection Control Plan to the State Water Board for review.

Article 2 – Hazard Assessments and Required Protection

3.2.1 Hazard Assessments

(a) To evaluate the potential for backflow into the PWS, each community water system must conduct an initial hazard assessment of the user premises within its service area and each noncommunity water system must conduct an initial hazard assessment of its water distribution system. The hazard assessment must consider:

- (1) The existence of cross-connections;
- (2) the type and use of materials handled and present, or likely to be, on the user premises;
- (3) the degree of piping system complexity and accessibility;
- (4) access to auxiliary water supplies, pumping systems, or pressure systems;
- (5) distribution system conditions that increase the likelihood of a backflow event (e.g., hydraulic gradient differences impacted by main breaks and high water-demand situations, multiple service connections that may result in flow-through conditions, etc.);
- (6) user premises accessibility;
- (7) any previous backflow incidents on the user premises; and
- (8) the requirements and information provided in the CCCPH.

(b) Each hazard assessment must identify the degree of hazard to the PWS's distribution system as either a high hazard cross-connection, a low hazard cross-connection, or having no hazard. Examples of some high hazard cross-connection activities may be found in Appendix D.

(c) The hazard assessment must determine whether an existing BPA, if any, provides adequate protection based on the degree of hazard.

(d) Hazard assessments completed prior to the adoption of the CCCPH may be considered as an initial hazard assessment provided that such hazard assessments and associated backflow protection provide protection consistent with the CCCPH and the PWS describes their review of these assessments in the Cross-Connection Control Plan required in CCCPH section 3.1.4.

(e) Subsequent to the initial hazard assessment described in subsection (a), a community water system must perform a hazard assessment under the following criteria:

- (1) if a user premises changes account holder, excluding single-family residences;
- (2) if a user premises is newly or re-connected to the PWS;
- (3) if evidence exists of changes in the activities or materials on a user's premises;
- (4) if backflow from a user's premises occurs;
- (5) periodically, as identified in the PWS's Cross-Connection Control Plan required pursuant to CCCPH section 3.1.4.;

- (6) if the State Water Board requests a hazard assessment of a user's premises;
and
- (7) if the PWS concludes an existing hazard assessment may no longer accurately represent the degree of hazard.

(f) Noncommunity water systems must conduct an initial or follow-up hazard assessment within two years of the effective date of the CCCPH.

(g) Noncommunity water system must conduct a follow-up hazard assessment of its water distribution system if any changes are made that could result in a cross-connection or any backflow incidents occur.

(h) A cross-connection control specialist must review or conduct each initial and follow-up hazard assessment pursuant to this section and make a written finding that, in the specialist's judgment based on cross-connection control principles, the PWS's hazard assessment properly identified all hazards at the time of the assessment, the appropriate degree of hazards, and the corresponding backflow protection.

3.2.2 Backflow Protection Required

(a) A PWS must ensure its distribution system is protected from backflow from identified hazards through the proper installation, continued operation, and field testing of an approved BPA (see Article 3 for installation and approved BPA criteria). When a DC is required or referenced in the CCCPH, a DCDA or DCDA-II type of assembly may be substituted if appropriate. When an RP is required or referenced in the CCCPH, an RPDA or RPDA-II type of assembly may be substituted if appropriate.

(b) The BPA installed must be no less protective than that which is commensurate with the degree of hazard at a user premises, as specified in this Chapter and as determined based on the results of the hazard assessment conducted pursuant to CCCPH section 3.2.1.

(c) Unless specified otherwise in this Chapter, a PWS must, at all times, protect its distribution system from high hazard cross-connections (see Appendix D for examples), through premises containment, through the use of AG(s) or RP(s).

- (1) Following State Water Board review and approval, a PWS may implement an alternate method of premises containment in lieu of a required AG provided that the proposed alternative would not increase the level of risk to protection of public health.

- (2) Following State Water Board review and approval, a PWS may accept internal protection in lieu of containment when premises containment is not feasible.

(d) Except as otherwise allowed or prohibited in statute or in CCR Title 22, Division 4, Chapter 3, a swivel-ell may be used instead of an AG for premises containment protection when temporarily substituting tertiary recycled water use areas with potable water from a PWS if all the following criteria are met:

- (1) the swivel-ell is approved by the State Water Board;
- (2) the PWS has a cross-connection control program, required pursuant to CCCPH section 3.1.3, and the use and operation of the swivel-ell is described in the Cross-Connection Control Plan required pursuant to CCCPH section 3.1.4;
- (3) the design and construction-related requirements of the swivel-ell adheres to the criteria in Appendix C;
- (4) at least every 12 months, inspections are performed and documented to confirm ongoing compliance with the design and construction-related requirements in Appendix C;
- (5) the RP used in conjunction with the swivel-ell is field tested and found to be functioning properly:

- (A) immediately upon each switchover to potable water use, a visual inspection of the RP must be completed
- (B) within 72 hours of each switchover to potable water use, a field test must be completed, and
- (C) at least every 12 weeks the use site is supplied with potable water; and

(6) there is a legally binding agreement between the PWS and the entity supplying the recycled water, signed by those with relevant legal authority, that includes the following requirements:

- (A) The State Water Board will be notified within 24 hours of all switchovers to or from potable water, will be given an estimate of the timeframe until the next switchover, and will be provided the results of the field testing required in paragraph (5);
- (B) a trained representative of the PWS be present to supervise each switchover; and
- (C) within seven days of each switchover, if requested by the State Water Board, the PWS will submit a written report describing compliance with this subsection, as well as potable and recycled water usage information.

(e) Except as noted below, a PWS must ensure its distribution system is protected with no less than DC protection for a user premises with a fire protection system within ten years of the effective date of the CCCPH.

- (1) A high hazard cross-connection fire protection system, including but not limited to fire protection systems that may utilize chemical addition (e.g., wetting agents, foam, anti-freeze, corrosion inhibitor, etc.) or an auxiliary water supply, must have no less than RP protection.

(2) For existing fire protection systems that do not meet Section 3.2.2 (e)(3) or cannot install DC protection within ten years of the effective date of the CCCPH, a PWS may propose in the cross-connection control plan submitted for CCCPH Section 3.1.4:

- (A) an alternative date; or
- (B) an alternative method of backflow protection that provides at least the same level of protection to public health.

(3) A BPA is not necessary for a low hazard fire protection system on a residential user premises if the following criteria are satisfied:

- (A) the user premises has only one service connection to the PWS;
- (B) a single service line onto the user premises exists that subsequently splits on the property for domestic flow and fire protection system flow, such that the fire protection system may be isolated from the rest of the user premises;
- (C) a single, water industry standard, water meter is provided to measure combined domestic flow and fire protection system flow;
- (D) the fire protection system is constructed of piping materials certified as meeting NSF/ANSI Standard 61; and
- (E) the fire protection system's piping is looped within the structure and is connected to one or more routinely used fixtures (such as a water closet) to prevent stagnant water.

(f) The State Water Board and PWS may, at their discretion, require a water user to designate a user supervisor when the user premises has a multi-piping system that conveys various types of fluids and where changes in the piping system are frequently made. If a user supervisor is designated the following is required:

- (1) The user supervisor is responsible for the avoidance of cross-connections during the installation, operation and maintenance of the water user's pipelines and equipment. The user supervisor must be trained on the fluids used and backflow protection for the premise, and must inform the PWS of changes in piping, and maintain current contact information on file with the PWS; and
- (2) The PWS must include in the Cross-Connection Control Plan required in CCCPH section 3.1.4 the training and qualification requirements for user supervisors, identify the entity that will provide the user supervisor training, and frequency of any necessary recurring training. The training must adequately address the types of hazards and concerns typically found.

(g) Facilities producing, treating, storing, or distributing drinking water that are an approved water supply or water recycling plants as defined by CCR Title 22, Section 60301.710 must have proper internal protection from cross-connections to ensure that all drinking water produced and delivered to customers and workers at those facilities is free from unprotected cross-connections.

Article 3 – Backflow Prevention Assemblies

3.3.1 Standards for Types of Backflow Protection

(a) The PWS must ensure that each AG used for its Cross-Connection Control Program meets the requirements in Table 1, Minimum Air Gaps for Generally used Plumbing Fixtures, page 4 of the American Society of Mechanical Engineers (ASME) A112.1.2-2012(R2017) (See Appendix B).

(b) The PWS must ensure that each replaced or newly installed PVB, SVB, DC, and RP for protection of the PWS is approved through both laboratory and field evaluation tests performed in accordance with at least one of the following:

- (1) Standards found in Chapter 10 of the *Manual of Cross-Connection Control, Tenth Edition*, published by the University of Southern California Foundation for Cross-Connection Control and Hydraulic Research; or
- (2) certification requirements for BPAs in the Standards of ASSE International current as of 2022 that include ASSE 1015-2021 for the DC, ASSE 1048-2021 for the DCDA & DCDA-II, ASSE 1013-2021 for the RP, and ASSE 1047-2021 for the RPDA & RPDA-II and must have the 1YT mark.

(c) BPAs must not be modified following approval granted under section 3.3.1 (b). PWS must require BPA testers to notify the PWS if a water user or PWS-owned BPA has been modified from the CCCPH section 3.3.1 (b) approval.

3.3.2 Installation Criteria for Backflow Protection

(a) For AGs, the following is required:

- (1) The receiving water container must be located on the water user's premises at the water user's service connection unless an alternate location has been approved by the PWS;
- (2) all piping between the water user's service connection and the discharge location of the receiving water container must be above finished grade and be accessible for visual inspection unless an alternative piping configuration is approved by the PWS;
- (3) the PWS must ensure that the AG specified in CCCPH section 3.3.1 (a) has been installed; and
- (4) any new air gap installation at a user's service connection must be reviewed and approved by the State Water Board prior to installation.

(b) RPs must be installed such that the lowest point of an assembly is a minimum of twelve inches above grade, and a maximum of thirty-six inches above the finished grade, unless an alternative is approved by the PWS.

(c) DCs installed or replaced after the adoption of the CCCPH must be installed according to CCCPH section 3.3.2 (b). Below ground installation can be considered if approved by the PWS where it determines no alternative options are available.

(d) A PVB or SVB must be installed a minimum of twelve inches above all downstream piping and outlets.

(e) SVBs may not be used for premises containment. PVBs may only be used for roadway right of way irrigation systems as premises containment where there is no potential for backpressure.

(f) A RP or DC installed after the adoption of the CCCPH must have a minimum side clearance of twelve inches, except that a minimum side clearance of twenty-four inches must be provided on the side of the assembly that contains the test cocks. The PWS may approve alternate clearances providing that there is adequate clearance for field testing and maintenance.

(g) Backflow protection must be located as close as practical to the water user's service connection unless one or more alternative locations have been approved by the PWS. If internal protection is provided in lieu of premises containment, the PWS must obtain access to the user premises and must ensure that the on-site protection meets the requirements of this Chapter for installation, field testing, and inspections.

(h) Each BPA and air gap separation must be accessible for field testing, inspection, and maintenance.

3.3.3 Field Testing and Repair of Backflow Prevention Assemblies and Air Gap Inspection

(a) PWS must ensure that all BPAs installed for its Cross-Connection Control Program are field tested following installation, repair, depressurization for winterizing, or permanent relocation. All required field testing must be performed by certified backflow prevention assembly testers.

(b) BPAs must be field tested at least annually. The CCCPH does not preclude a PWS, the State Water Board, or a local health agency from requiring more frequent field testing for premises with high hazard cross-connection or BPA at increased risk of testing failure.

(c) Air-gap separations must be visually inspected at least annually to determine compliance with this Chapter by persons certified as backflow prevention assembly testers or certified as a cross-connection control specialist pursuant to this Chapter.

(d) PWS must receive passing field tests before providing continuous service to a water user with a newly installed BPA.

(e) PWS must ensure that BPAs that fail the field test are repaired or replaced within 30 days of notification of the failure. Extensions may be allowed by the PWS if included as part of the Cross-Connection Control Plan.

(f) PWS must require backflow prevention assembly testers to notify the PWS as soon as possible within 24 hours if a backflow incident or an unprotected cross-connection is observed at the BPA or prior to the user premises during field testing. PWS must immediately conduct an investigation and discontinue service to the user premises if a backflow incident is confirmed, and water service must not be restored to that user premises until the PWS receives a confirmation of a passing BPA field test from a backflow prevention assembly tester and the assembly is protecting the PWS.

Article 4 – Backflow Prevention Assembly Testers and Cross-Connection Control Specialists

3.4.1 Backflow Prevention Assembly Tester Certification

(a) A PWS must ensure that each BPA required by this Chapter to protect the public water system is field tested by a person with valid certification from a certifying organization recognized by the State Water Board pursuant to this Article.

(b) A State Water Board-recognized organization certifying backflow prevention assembly testers is one that has a certification process that, at a minimum, includes the following:

(1) A timed and proctored written⁶ exam, using a closed-book, objective grading format, consisting of no less than 100 questions for initial certification and no less than 50 questions for recertification. A passing score must be achieved by an examinee as a requirement for certification.

(A) Written exam proctors must:

1. not provide an examinee any assistance in answering exam questions, verbal or otherwise; and
2. be impartial.

(B) Passing scores for the written exams are to be determined prior to exam sessions, such that passing a written exam demonstrates sufficient knowledge of subjects associated with the proper field testing of BPAs, including but not limited to:

1. the hydraulics and theory of backflow;
2. California's laws, regulations, and requirements related to cross-connection control;
3. types of BPA field test equipment and the need to verify accuracy, at least annually and when otherwise necessary, to ensure accuracy of field test results;
4. field test procedures for an RP, RPDA, RPDA-II, DC, DCDA, DCDA-II, PVB, and SVB using the procedures provided in the *Manual of Cross-Connection Control, Tenth Edition*, published by the University of Southern California Foundation for Cross-Connection Control and Hydraulic Research or equivalent;
5. identification of improperly functioning BPAs (i.e., diagnostics or troubleshooting); and
6. recordkeeping and safety.

⁶ The requirement for a written exam does not preclude using computerized exams.

(2) A performance (i.e., hands-on) exam, using a closed-book, objective grading process and the field test procedures in paragraph (1)(B)(4), designed such that passing the performance exam demonstrates proficiency in accurately determining the operating condition of an RP, DC, PVB, and SVB, when properly or improperly functioning, including but not limited to BPAs with leaks in shutoff valves, and failures in check valves, air inlet valves, or relief valves. A passing score must be achieved by an examinee as a requisite for certification. The performance exam process must include the following:

(A) Performance exam proctors must:

1. be certified as a backflow prevention assembly tester pursuant to this Article;
2. evaluate no more than one examinee at a time;
3. not provide an examinee any assistance in answering exam questions, verbal or otherwise;
4. provide no indication an examinee has erred until completion of a BPA field test, at which time only the fact the examinee has erred may be indicated (i.e., not the nature of the error);
5. be impartial and not affiliated with the certifying organization's preparation of, or preparatory course for (if applicable), the performance exam; and
6. not evaluate an examinee who was trained by the proctor during the six-month period prior to the exam or other conflict of interest.

(B) An examinee is considered to have failed a performance exam if the examinee:

1. makes a field test procedure or recording error that could impact an accurate determination of the operating condition of a BPA,
2. completes the BPA performance exam form with an error,
3. is informed of making an error (see subparagraph (A)(4)) and begins the procedure a second time, and
4. errs a second time and completes the BPA performance exam form accordingly.

(3) recertification requirements of no less frequently than every three years which includes both a written and performance exam;

(4) provisions for revocation of a backflow prevention assembly tester's certification, including but not limited to, revocation for falsifying field test results or field test reports;

(5) a website providing public access to the most recent list of backflow prevention assembly testers:

- (A) who hold a valid certification from the certifying organization. At a minimum, the list is to include each backflow prevention assembly tester's last name, first name, certification number, and the date on which each backflow prevention assembly tester's certification expires; and
- (B) whose certification was revoked, pursuant to paragraph (4), in the three years preceding the date of the list. At a minimum, the list is to include each backflow prevention assembly tester's last name, first name, revoked certification number, the date on which each backflow prevention assembly tester's certification was revoked, and the reason for revocation.

(6) as a prerequisite to sections 3.4.1(b)(1) and (b)(2), completion of an instructional training course accepted by the certifying organization⁷ that covers the subjects in subsection (1)(B) and is no less than 30 hours in length over no fewer than four days for:

- (A) a backflow prevention assembly tester's initial certification;
- (B) a backflow prevention assembly tester's recertification as a result of revocation; or

(7) In lieu of compliance with section 3.4.1(b)(6) a certifying organization may accept two years prior experience in backflow prevention assembly testing.

(c) To be recognized by the State Water Board as a certifying organization for backflow prevention assembly testers, a certifying organization shall:

(1) submit an application with the following information to the State Water Board for review:

- (A) written documentation of a certification program that includes a process that is no less stringent than the criteria in subsection (b);
- (B) evidence that the organization's certification program and exam process has been reviewed, with concerns adequately addressed, by a credentialed psychometrician proficient in the design of objective exams, experienced in the assessment of certification or licensing organizations, and familiar with the application of the requirements of *ISO⁸/IEC⁹ 17024: Conformity Assessment- General Requirements for Bodies Operating Certification of Persons*; and

⁷ But not limited only to training provided by the certifying organization or its affiliates.

⁸ International Organization for Standardization

⁹ International Electrotechnical Commission

(C) a written statement, signed by the certifying organization's representative(s) having the authority and legal responsibility for operation of the certifying organization, attesting that the certifying organization will implement its certification program in a manner meeting or exceeding the criteria in subsection (b) and consistent with the application submitted to the State Water Board.

(2) adequately address each State Water Board comment and/or question concerning the application, and

(3) receive written acknowledgment from the State Water Board that the application is complete.

(d) An American National Standards Institute (ANSI)-accredited certifying organization, accredited in accordance with subsection (b) and ISO/IEC 17024, will be considered to be a State Water Board-recognized certifying organization. Beginning three years after the effective date of the CCCPH, only those testers with a valid certification from an ANSI-accredited certifying organization shall satisfy subsection (a) and certifications obtained by organizations in accordance with subsection (c) will be invalid.

(e) This Article does not preclude a local health agency from maintaining a backflow prevention assembly tester certification program for the field testing of BPAs within the local health agency's jurisdiction. Accepting a tester certified by a local health agency does not relieve a PWS from meeting the requirements of this Article.

(f) This Article does not preclude a PWS from disallowing the use of an individual tester certified pursuant to this Article if the PWS has reason to believe a certified tester may not be proficient in accurately determining the operating condition of BPA, or for any other reason (e.g., fraud, deceit, negligence, misconduct, etc.). A PWS must report any evidence of a tester falsifying reports to that tester's certifying organization.

(g) This Article is effective July 1, 2025.

3.4.2 Cross-Connection Control Specialist Certification

(a) A PWS must ensure that cross-connection control specialists, used pursuant to the CCCPH, have valid certification from a certifying organization recognized by the State Water Board pursuant to this Article.

(b) A State Water Board-recognized organization certifying cross-connection control specialists is one that has a certification process that, at a minimum, includes the following:

(1) A timed and proctored, written¹⁰ exam, using a closed-book, objective grading format, consisting of no less than 100 questions for certification. A passing score must be achieved by an examinee as a requirement for certification.

(A) Written exam proctors must:

1. not provide an examinee any assistance in answering exam questions, verbal or otherwise; and
2. be impartial.

(B) Passing scores for the exams are to be determined prior to exam sessions, such that passing an exam demonstrates sufficient and comprehensive range of knowledge of the subjects provided in Appendix E, as they may relate to cross-connection control and the causes, effects, and prevention of backflow.

(2) recertification requirements of no less frequently than every three years. Recertification may be done through at least one of the following:

- (A) an exam as required by section 3.4.2 (b)(1),
- (B) through 12 contact hours from continuing education courses covering material in Appendix E or,
- (C) a combination of exam and continuing education contact hours equivalent to (A) or (B);

(3) provisions for revocation of a specialist's certification, including but not limited to, falsifying information or providing negligent recommendations inconsistent with industry-standard cross-connection control guidelines;

(4) a website providing public access to the most recent list of cross-connection control specialists:

(A) who hold a valid certification from the certifying organization. At a minimum, the list is to include each specialist's last name, first name, certification number, and the date on which each specialist's certification expires; or

¹⁰ The requirement for a written exam does not preclude using computerized exams.

(B) whose certification was revoked, pursuant paragraph (3), in the three years preceding the date of the list. At a minimum, the list is to include each specialist's last name, first name, revoked certification number, the date on which each specialist's certification was revoked, and the reason for revocation.

(5) initial certification requirements:

(A) a valid backflow prevention assembly tester certification from a certification organization recognized by the State Water Board pursuant to section 3.4.1; and

(B) completion of an instructional training course (acceptable to the certifying organization¹¹) that covers the subjects in Appendix E and is no less than 30 hours in length over no fewer than five days (inclusive of an exam, if provided). This paragraph does not preclude a certification organization from providing the instructional training course to the public, including certified specialists.

(C) As an alternative to (A) the certifying organization may accept additional instruction in the subject areas of testing, maintaining and repairing BPAs equivalent in length and scope to the requirements in 3.4.1(b)(6).

(D) As an alternative to (A) the certifying organization may accept a minimum of five (5) years documented experience performing cross-connection control specialist duties, as outlined in Appendix E.

(c) To be recognized by the State Water Board as a certifying organization for cross-connection control specialists, a certifying organization shall:

(1) submit an application with the following information to the State Water Board for review:

(A) Written documentation of a certification program that includes a process that is no less stringent than the criteria in subsection (b);

(B) evidence that the organization's certification program and exam process has been reviewed, with concerns adequately addressed, by a credentialed psychometrician proficient in the design of objective exams, experienced in the assessment of certification or licensing organizations, and familiar with the application of the requirements of *ISO¹²/IEC¹³ 17024: Conformity Assessment- General Requirements for Bodies Operating Certification of Persons*; and

¹¹ But not limited only to training provided by the certifying organization or its affiliates.

¹² International Organization for Standardization

¹³ International Electrotechnical Commission

(C) a written statement, signed by the certifying organization's representative(s) having the authority and legal responsibility for operation of the certifying organization, attesting that the certifying organization will implement its certification program in a manner meeting or exceeding the criteria in subsection (b) and consistent with the application submitted to the State Water Board.

(2) adequately address each State Water Board comment and question concerning the application, and

(3) receive a written acknowledgment from the State Water Board that the application is complete:

(d) A certifying organization, accredited by the American National Standards Institute (ANSI) in accordance with ISO/IEC 17024, which complies with subsection (b), will be considered to be a State Water Board-recognized certifying organization. Beginning three years after the effective date of the CCCPH, only those specialists with a valid certification from an ANSI-accredited certifying organization shall satisfy subsection (a) and certifications obtained by organizations in accordance with subsection (c) will be invalid.

(e) This Article does not preclude a local health agency from maintaining a cross-connection control specialist certification program for specialists within the local health agency's jurisdiction. Using a specialist certified by a local health agency does not relieve a PWS from meeting the requirements of this Article.

(f) This Article does not preclude a PWS from disallowing the use of an individual cross-connection control specialist certified pursuant to this Article if the PWS has reason to believe a certified specialist may not be proficient in their knowledge of cross-connection control and the causes, effects, and prevention of backflow, or for any other reason (e.g., fraud, deceit, negligence, misconduct, etc.). A PWS must report any evidence of a specialist falsifying reports to that specialist's certifying organization.

(g) This Article is effective July 1, 2025.

Article 5 – Recordkeeping, Backflow Incident Response, and Notification

3.5.1 Recordkeeping

(a) Each PWS must maintain the following records:

- (1) The two most recent hazard assessments for each user premise, conducted pursuant to CCCPH section 3.2.1 (Hazard Assessment);
- (2) for each BPA, the associated hazard or application, location, owner, type, manufacturer and model, size, installation date, and serial number;
- (3) for each AG installation, the associated hazard or application and the location, owner, and as-built plans of the AG;
- (4) results of all BPA field testing, AG inspection, and swivel-ell inspections and field tests for the previous three calendar years, including the name, test date, repair date, and certification number of the backflow prevention assembly tester for each BPA field test and AG and swivel-ell;
- (5) repairs made to, or replacement or relocation of, BPAs for the previous three calendar years;
- (6) the most current cross-connection tests (e.g. shutdown test, dye test);
- (7) if a user supervisor is designated for a user premise, the current contact information for the user supervisor and water user, and any applicable training and qualifications as described by CCCPH section 3.2.2(f);
- (8) descriptions and follow-up actions related to all backflow incidents;
- (9) if any portion of the cross-connection control program is carried out under contract or agreement, a copy of the current contract or agreement;
- (10) the current Cross-Connection Control Plan as required in CCCPH section 3.1.4.; and
- (11) any public outreach or education materials issued as required in CCCPH section 3.1.3.(a)(9) for the previous three calendar years.

(b) All information in subsection (a) must be available to the State Water Board upon request.

3.5.2 Backflow Incident Response Procedure

Each PWS must include backflow incident response procedures in the Cross-Connection Control Plan required in CCCPH section 3.1.4. The PWS must describe its procedures for investigating and responding to suspected backflow incidents including, but not limited to, the following:

- (a) Consideration of complaints or reports of changes in water quality as possible incidents of backflow;
- (b) Water quality sampling and pressure recording; and
- (c) Documentation of the investigation, and any response and follow-up activities.

3.5.3 Backflow Incident Notification

(a) Each PWS must notify the State Water Board and local health agencies of any known or suspected incident of backflow within 24 hours of the determination. If required by the State Water Board, a PWS must issue a Tier 1 public notification pursuant to CCR, Title 22, Section 64463.1.

(b) If required by the State Water Board, the PWS must submit, by a date specified by the State Water Board, a written incident report describing the details and affected area of the backflow incident, the actions taken by the PWS in response to the backflow incident, and the follow up actions to prevent future backflow incidents. The written report must contain, at a minimum, the information requested in Appendix F.

This page intentionally left blank

Appendix

Appendix A: Assembly Bill 1671 (2017, Chapter 533) and Assembly Bill 1180 (2019, Chapter 455).

Appendix B: ASME A112.1.2-2012(R2017) Table 1, Minimum Air Gaps for Generally used Plumbing Fixtures, page 4

Appendix C: Backflow Prevention Assembly Diagrams

Appendix D: High Hazard Premises

Appendix E: General Range of Knowledge for Cross-Connection Control Specialists

Appendix F: Example Backflow Incident Reporting Form

Appendix G: Related Statutes and Regulations

This page intentionally left blank

Appendix A

Assembly Bill 1671 (2017, Chapter 533)
Assembly Bill 1180 (2019, Chapter 455)

This page intentionally left blank

PLACEHOLDER – ADD PDFs HERE OF AB 1671 (3 PAGES) AND AB 1180 (3 PAGES) AND DELETE THIS PAGE. NEXT PAGE INTENTIONALLY BLANK.

This page intentionally left blank

Appendix B

ASME A112.1.2-2012(R2017) Table 1,
Minimum Air Gaps for Generally used Plumbing
Fixtures, page 4

This page intentionally left blank

Appendix B
ASME A112.1.2-2012(R2017) Table 1, Minimum Air Gaps for Generally used Plumbing
Fixtures,¹ page 4

TABLE 1
Minimum Air Gaps for Generally used Plumbing Fixtures⁴

FIXTURES	WHERE NOT AFFECTED BY SIDEWALLS ¹ (inches)	WHERE AFFECTED BY SIDEWALLS ² (inches)
Effective opening ³ not greater than ½ of an inch in diameter	1	1½
Effective openings ³ not greater than ¾ of an inch in diameter	1½	2¼
Effective openings ³ not greater than 1 inch in diameter	2	3
Effective openings ³ greater than 1 inch in diameter	Two times the diameter of effective opening	Three times the diameter of effective opening

For SI units: 1 inch = 25.4 mm

Notes:

¹ Sidewalls, ribs, or similar obstructions do not affect air gaps where spaced from the inside edge of the spout opening at a distance exceeding three times the diameter of the effective opening for a single wall, or at a distance exceeding four times the effective opening for two intersecting walls.

² Vertical walls, ribs, or similar obstructions extending from the water surface to or above the horizontal plane of the spout opening other than specified in Footnote 1 above. The effect of three or more such vertical walls or ribs has not been determined. In such cases, the air gap shall be measured from the top of the wall.

³ The effective opening shall be the minimum cross-sectional area at the seat of the control valve or the supply pipe or tubing that feeds the device or outlet. Where two or more lines supply one outlet, the effective opening shall be the sum of the cross-sectional areas of the individual supply lines or the area of the single outlet, whichever is smaller.

⁴ Air gaps less than 1 inch (25.4 mm) shall be approved as a permanent part of a listed assembly that has been tested under actual backflow conditions with vacuums of 0 to 25 inches of mercury (85 kPa).

¹ Reprinted from ASME A112.1.2-2012(R2017), by permission of The American Society of Mechanical Engineers. All rights reserved

This page intentionally left blank

Appendix C

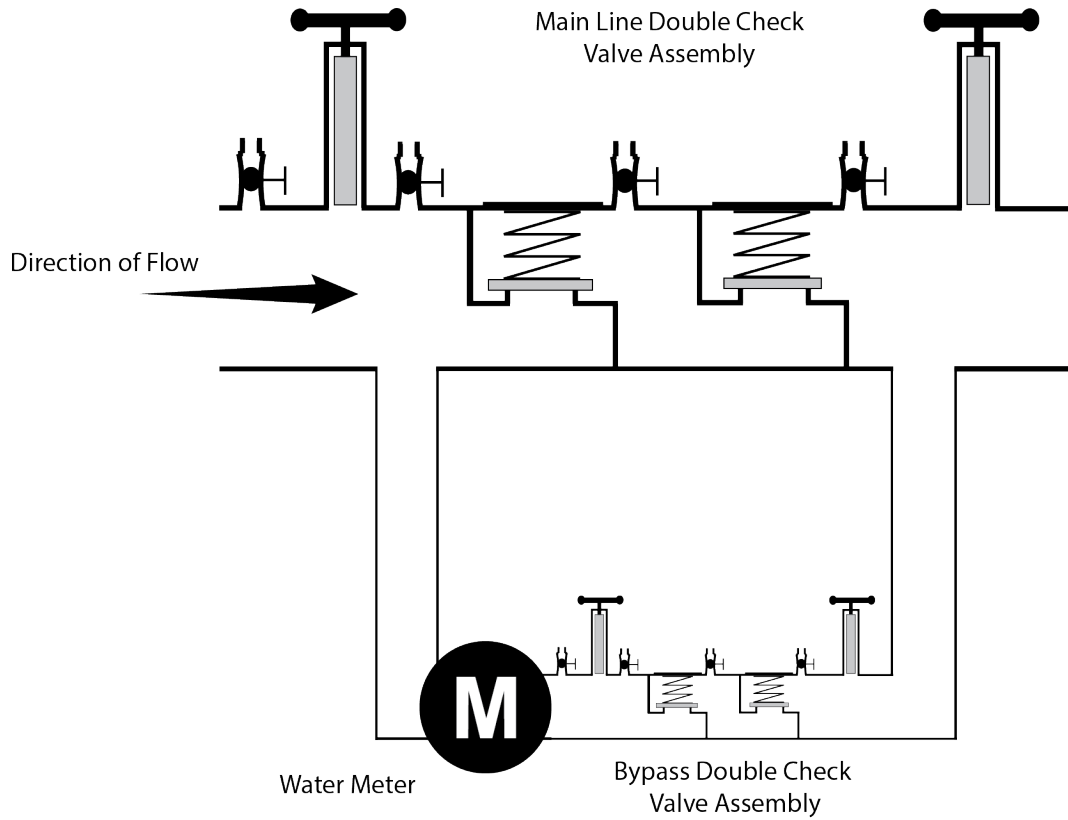
Backflow Prevention Assembly Diagrams

This page intentionally left blank

Appendix C

Diagram 1

Double check detector backflow prevention assembly¹

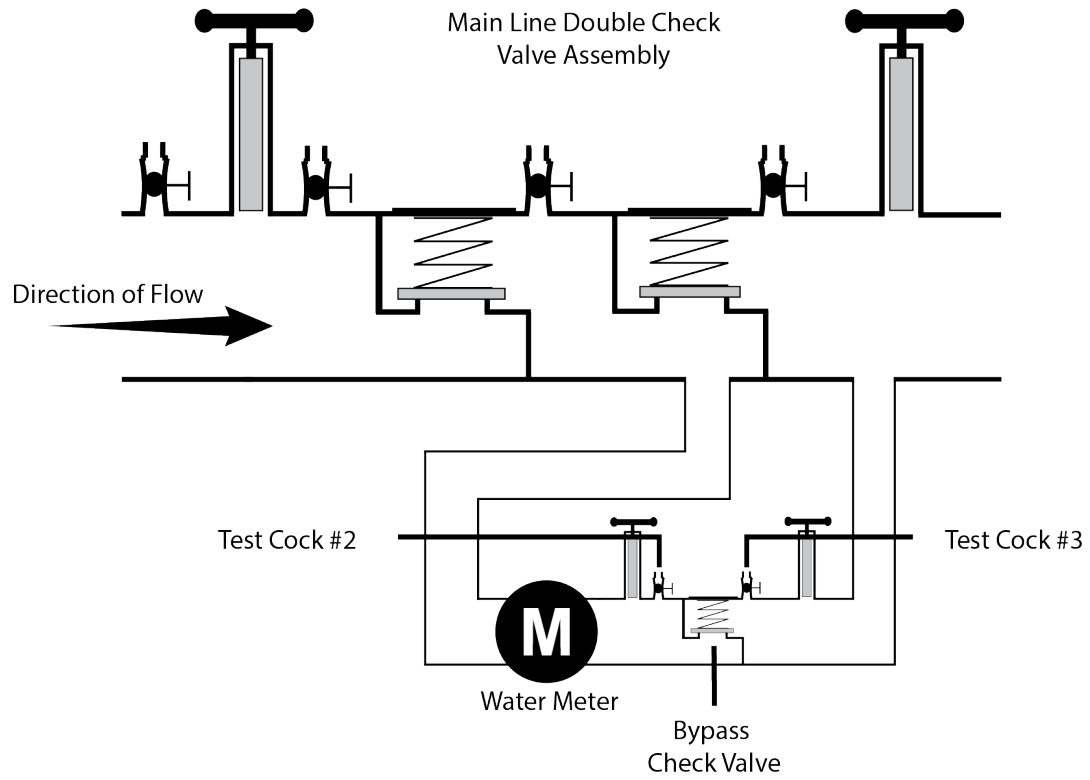


¹ © 2023 University of Southern California. Used with permission.

Appendix C

Diagram 2

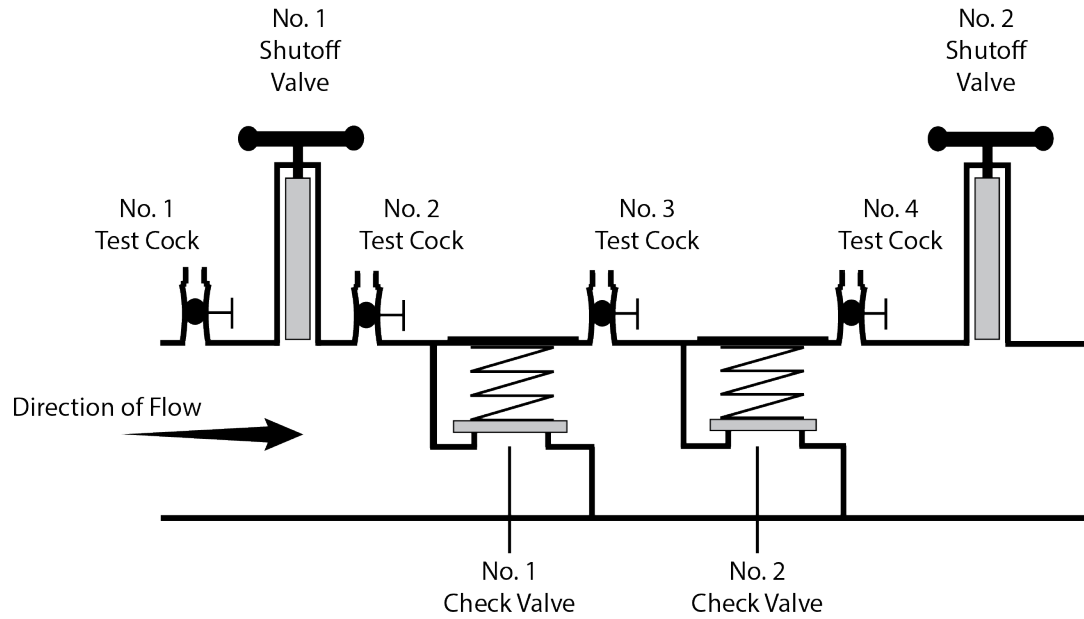
Double check detector backflow prevention assembly – type II ²



² © 2023 University of Southern California. Used with permission.

Appendix C

Diagram 3
Double check valve backflow prevention assembly³

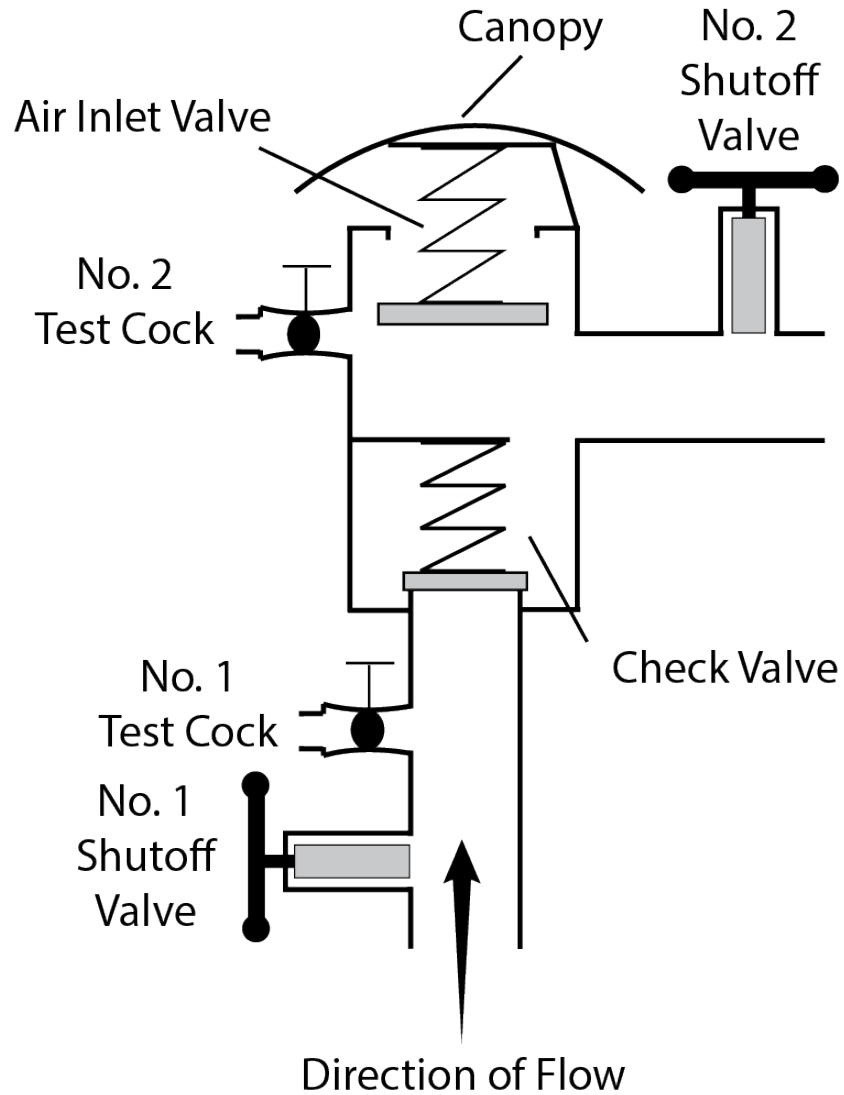


³ © 2023 University of Southern California. Used with permission

Appendix C

Diagram 4

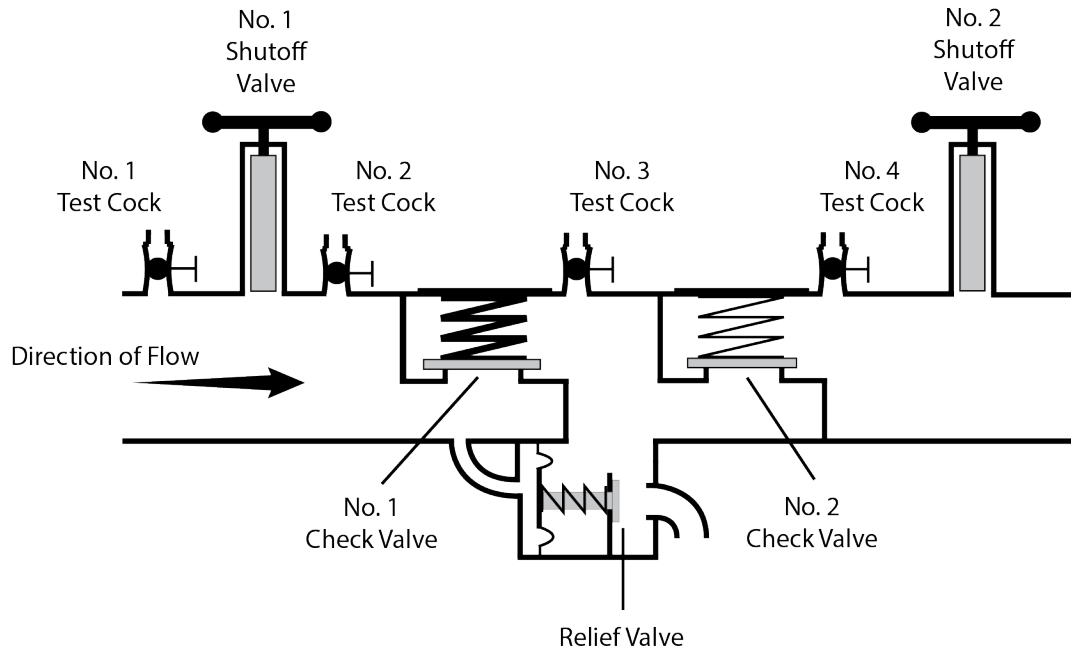
Pressure vacuum breaker backsiphonage prevention assembly⁴



⁴ © 2023 University of Southern California. Used with permission

Appendix C

Diagram 5
Reduced pressure principle backflow prevention assembly⁵

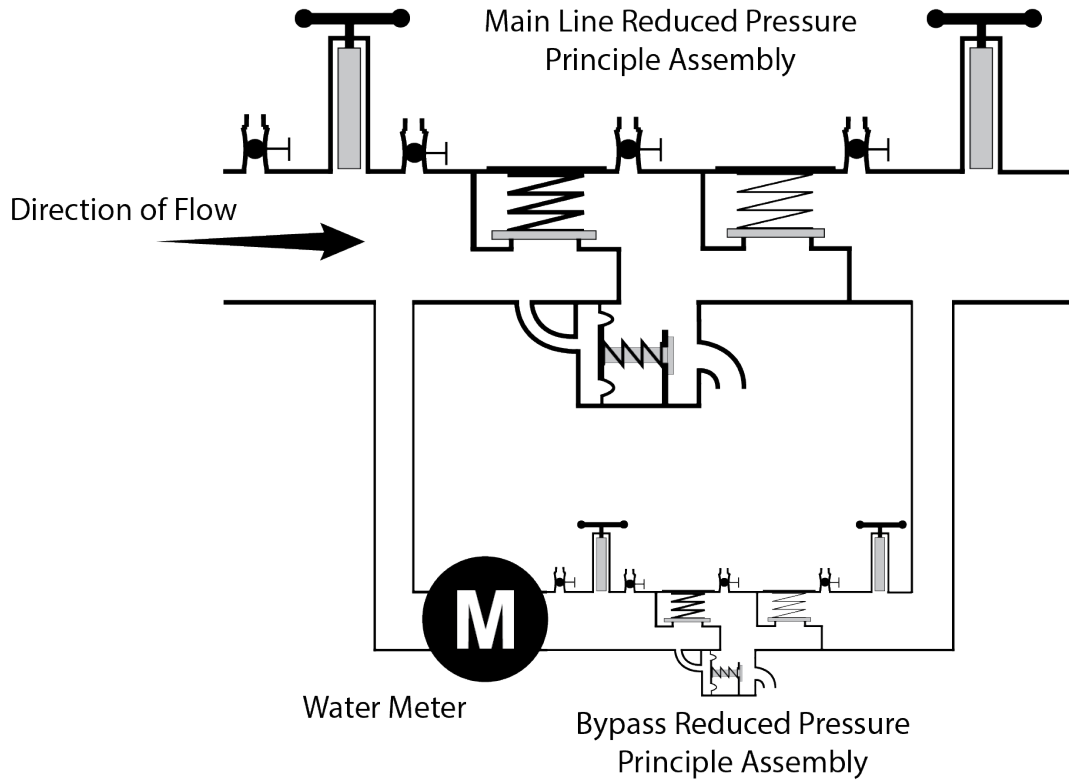


⁵ © 2023 University of Southern California. Used with permission

Appendix C

Diagram 6

Reduced pressure principle detector backflow prevention assembly⁶

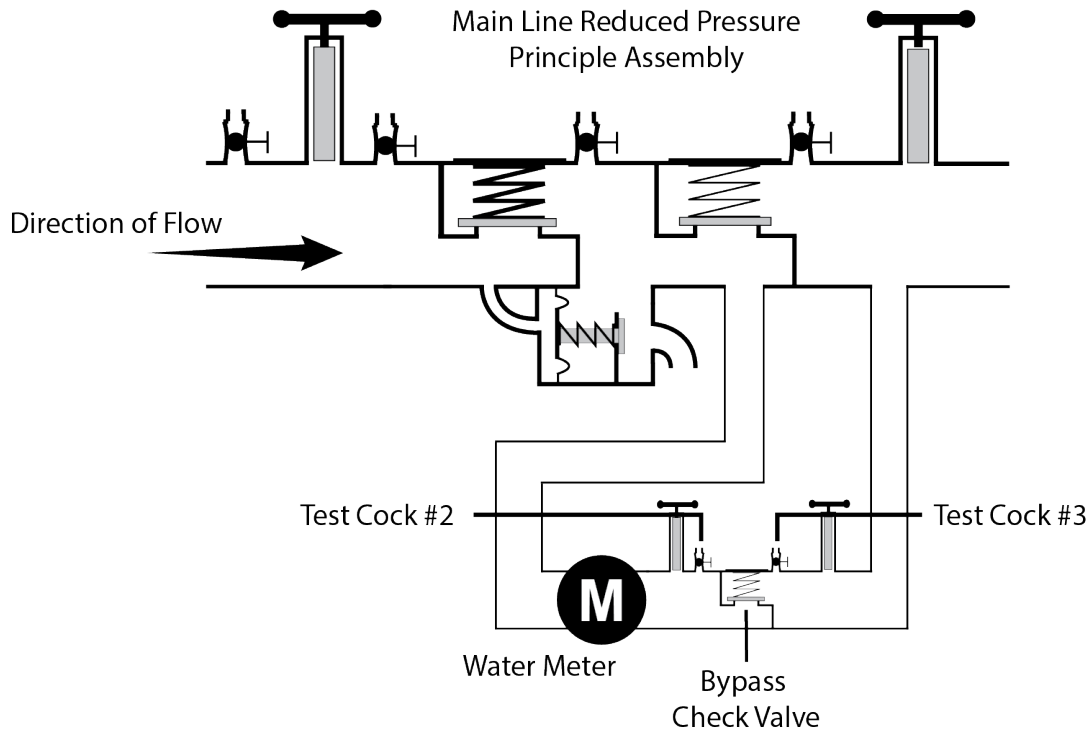


⁶ © 2023 University of Southern California. Used with permission

Appendix C

Diagram 7

Reduced pressure principle detector backflow prevention assembly – type II⁷

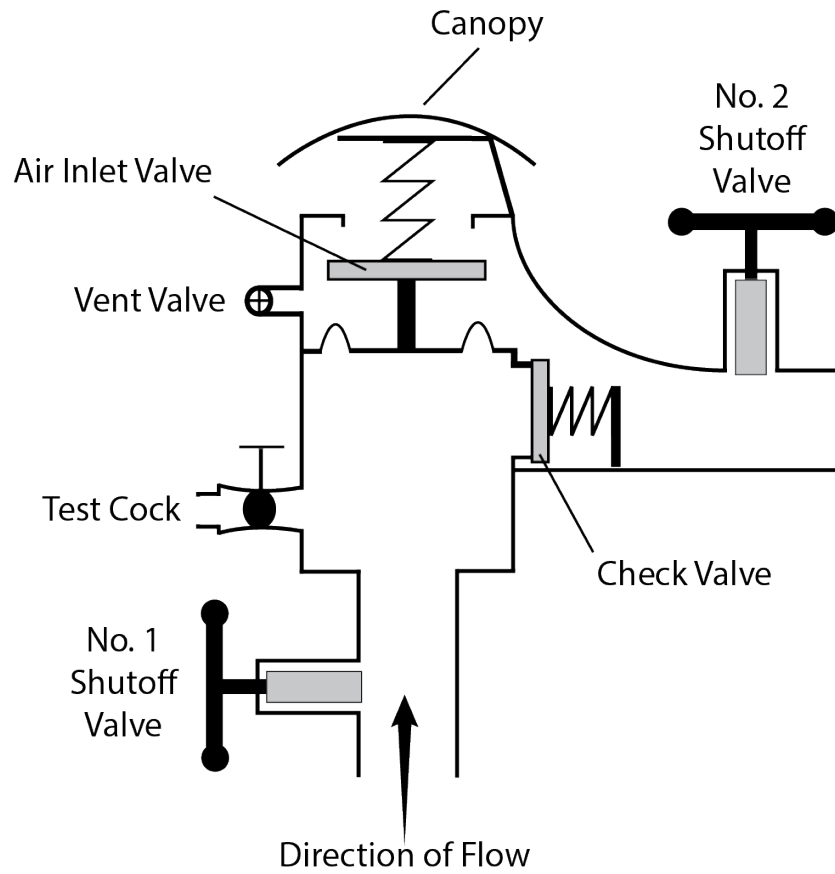


⁷ © 2023 University of Southern California. Used with permission

Appendix C

Diagram 8

Spill-resistant pressure vacuum breaker backsiphonage prevention assembly⁸



⁸ © 2023 University of Southern California. Used with permission

Appendix C

Swivel-Elb Design and Construction Criteria

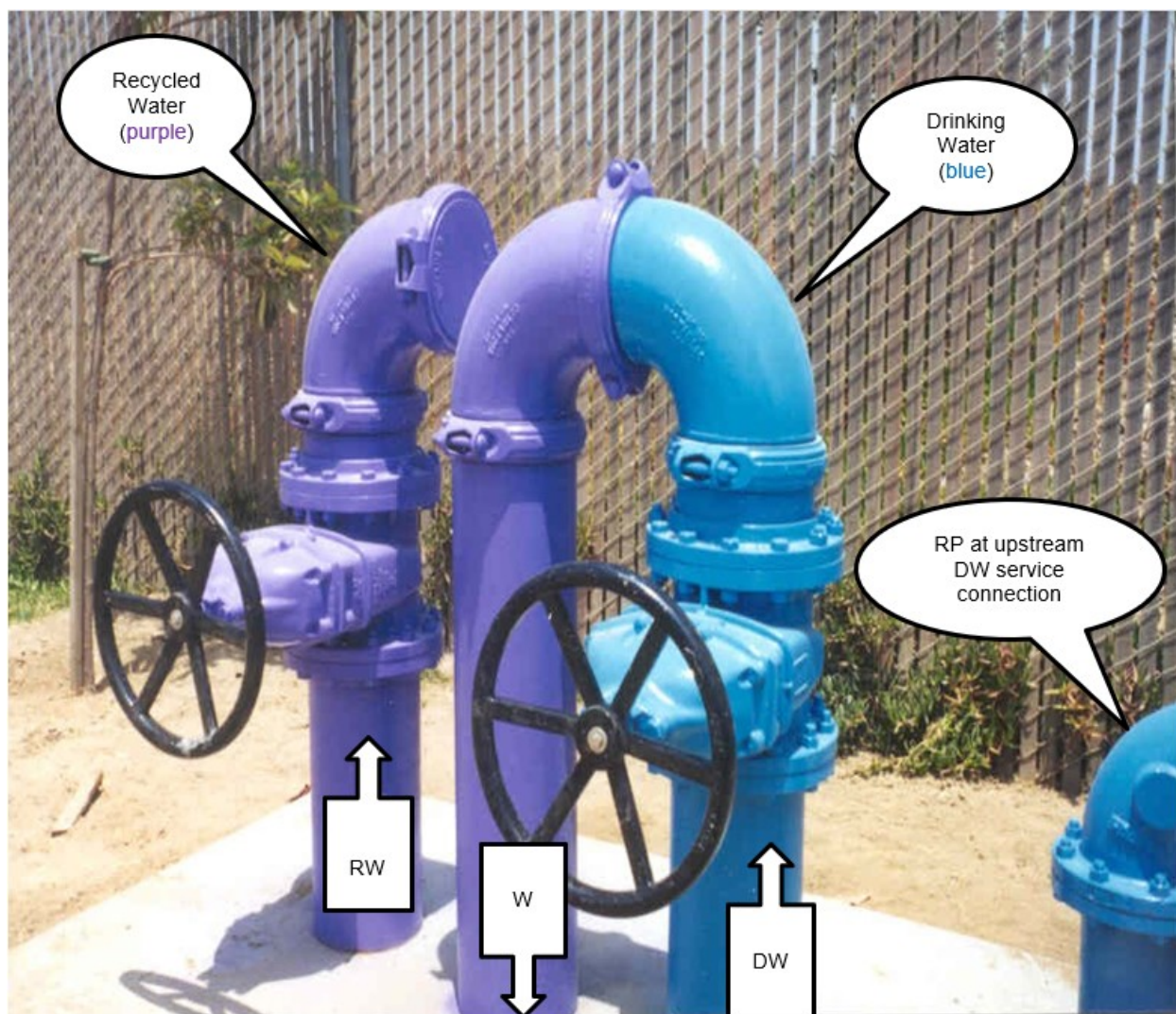
The criteria below, in conjunction with the swivel-elb diagrams that follow (Diagrams 9a and 9b), are **minimum** acceptable design and construction-related requirements for utilizing a swivel-elb. For restrictions and allowances for utilizing a swivel-elb, see CCCPH section 3.2.2.

- A. Prior to operation of a swivel-elb, the PWS will receive approval for the design and construction plans of that swivel-elb from the State Water Board.
- B. The drinking water supply must not, under any circumstances, be directly connected to the recycled water supply, nor be designed such that the recycled water use site could be supplied concurrently by a recycled water supply and a drinking water supply.
- C. The drinking water supply line and the recycled water supply line must be offset (see Diagram 9b) in a manner that ensures a tee-connection, spool, or other prefabricated mechanical appurtenance(s) could not be readily utilized in lieu of the swivel-elb connection, nor result in the recycled water use site being supplied concurrently by recycled water and drinking water.
- D. The recycled water supply line used in conjunction with the swivel-elb must be the only recycled water supply to the recycled water use area.
- E. The swivel-elb must be located as close as practical to the public water system service connection, with the swivel-elb connection being located as close as practical to the RP upstream of the swivel-elb.
- F. The swivel-elb must:
 - 1. be located above ground;
 - 2. be color-coded pursuant to section 116815 of the CHSC and its implementing regulations;
 - 3. include appropriate signage, as required by regulation and the State Water Board;
 - 4. be provided the security necessary to prevent interconnections, vandalism, unauthorized entry, etc.; and
 - 5. be provided with meters on both the recycled water service and drinking water service connections.

Legend for Diagram 9a and 9b (also see next page)

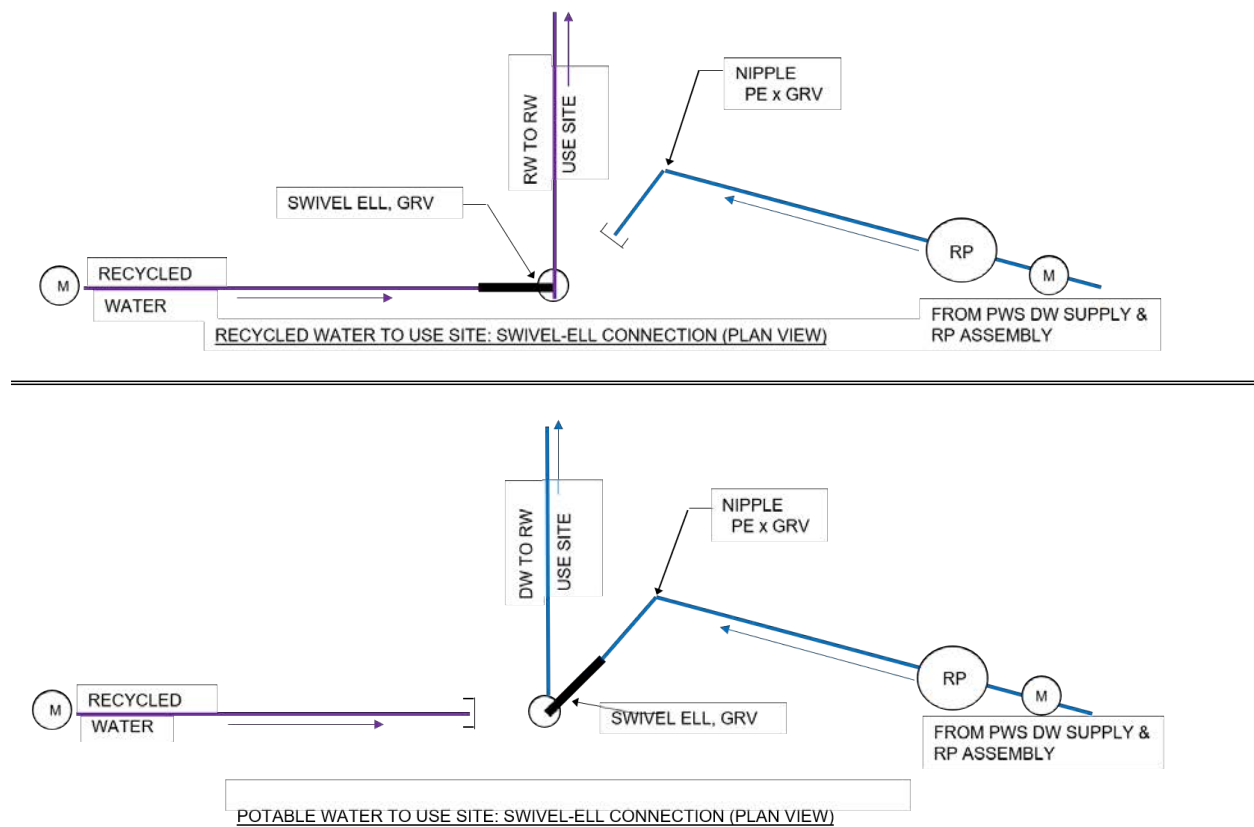
- RP = Reduced pressure principle backflow prevention assembly
- RW = Tertiary-treated recycled water originating from wastewater treatment facility
- DW = Drinking water originating from a public water system
- W = Water (tertiary recycled water or drinking water) to use site. As pictured, configured for supplemental drinking water to the use site.
- M = Meter (*next page*)
- PE = Plain End (*next page*)
- GRV = Groove (*next page*)
- PWS = Public Water System (*next page*)

Diagram 9a: Example Swivel-Ell Pictorial (also see Plan View Schematics)



Note: The RP, a required component of an acceptable swivel-ell, is not shown in the picture.

Diagram 9b: Swivel-ELL Typical Plan View Schematics
(not intended to be an exact portrayal of the pictorial)



This page intentionally left blank

Appendix D

High Hazard Premises

This page intentionally left blank

APPENDIX D

HIGH HAZARD CROSS-CONNECTION CONTROL PREMISES

The list below identifies premises that require backflow protection provided by an air gap or a reduced pressure principle backflow prevention assembly, unless noted otherwise. The list below is not intended to be all-inclusive. A PWS, State Water Board, or local health agency may require an AG, RP, or both to protect a PWS from other hazards not listed below and identified in premises through the hazard assessment completed in CCCPH Chapter 3, section 3.2.1. A PWS may reduce or increase the minimum protection required for a previously hazard-assessed user premise following a hazard reassessment as described in CCCPH Chapter 3, section 3.2.1.

1. Sewage handling facilities
2. Wastewater lift stations and pumping stations
3. Wastewater treatment processes, handling, or pumping equipment that is interconnected to a piping system connected to a PWS (+)
4. Petroleum processing or storage plants
5. Radioactive material storage, processing plants or nuclear reactors
6. Mortuaries
7. Cemeteries
8. Sites with an auxiliary water supply interconnected with PWS (+)
9. Sites with an auxiliary water supply not interconnected with PWS
10. Premises with more than one connection to the PWS (++++)
11. Recycled water (++) (+++)
12. Recycled water interconnected to piping system that contains water received from a PWS (+)
13. Graywater systems, as defined in California Water Code Section 14876, that are interconnected to a piping system that is connected to a PWS
14. Medical facilities
15. Kidney dialysis facilities
16. Dental office with water-connected equipment
17. Veterinarian facilities
18. Chemical plants
19. Laboratories
20. Biotech facilities
21. Electronics manufacture
22. Dry cleaner facilities
23. Industrial or commercial laundry facilities
24. Metal-plating facilities
25. Business park with a single meter serving multiple businesses
26. Marine-port facilities
27. Car wash facilities
28. Mobile home park, RV park, or campgrounds with RV hookups

- 29. Hotels/motels
- 30. Gas stations
- 31. Fire stations
- 32. Solid waste disposal facilities
- 33. Pet groomers
- 34. Agricultural premises
- 35. Hazard assessment access denied or restricted
- 36. Railroad maintenance facilities
- 37. Incarceration facilities (e.g. prisons)
- 38. Temporary connections to fire hydrants for miscellaneous uses, including construction
- 39. Private water distribution mains
- 40. Drinking water storage tank overflow connected to a sump or storm drain (+)
- 41. Airports

(+) Premise isolated by air gap only except as allowed through CCCPH Section 3.2.2(c)

(++) Dual-plumbed use areas established per CCR Title 22, Section 60313 through 60316.

(+++)
Residences using recycled water for landscape irrigation as part of an approved dual plumbed use area established pursuant to CCR Title 22, sections 60313 through 60316 shall use, at a minimum, a DC. If the water supplier is also the supplier of the recycled water, then the recycled water supplier may obtain approval of the local public water supplier or the State Water Board, to utilize an alternative backflow protection plan that includes an annual inspection of both the recycled water and potable water systems and an annual cross-connection test of the recycled water and potable water systems pursuant to subsection 60316(a) in lieu of any BPA.

(++++)
All connections must receive at least the same level of protection excluding fire protection when connected to the PWS distribution system (e.g. if one connection requires an RP then all connections must have RPs installed).

Appendix E

General Range of Knowledge for Cross-
Connection Control Specialists

This page intentionally left blank

APPENDIX E

General Range of Knowledge for Cross-Connection Control Specialists

To effectively prevent unintended backflow into a PWS's distribution system, it is necessary for a cross-connection control specialist to have an understanding of a range of subjects related to cross-connection control. This appendix provides a list of such subjects.

This appendix is not meant to preclude instruction of additional subjects that may be necessary or beneficial to the goal of a prospective or existing cross-connection control specialist in being proficient in protecting public health from backflow through cross-connection control measures. Emphasis on particular subjects should be in a manner that best achieves that goal.

(a) GENERAL

- (1) Cross-connection control terminology.
- (2) The history leading to the need for cross-connection control, including causes, impacts, including but not limited to:
 - (A) potable water distribution systems;
 - (B) examples of backflow incidents and actual or potential public health impacts; and
 - (C) evolution of methods of cross-connection control and backflow prevention assemblies.
- (3) Hydraulics (general) – An understanding of hydraulic gradients, pressure variations, flow rates, temperature, the properties of water, backsiphonage, backpressure, and other elements necessary to understand the causes for backflow.
- (4) Public outreach – How to appropriately convey the value of cross-connection control to PWS personnel and the public.

(b) LAWS, REGULATIONS, AND GUIDANCE

- (1) Federal – Applicable federal laws, regulations, and guidance.
- (2) State – California laws and regulations, including, but not limited to, the State Water Resources Control Board's most recent edition of its *Cross-Connection Control Policy Handbook* and other requirements related to cross-connection control.
- (3) Local – An understanding of the need to ensure local requirements are considered and how best to find such requirements.

(c) HAZARD ASSESSMENTS AND METHODS TO PREVENT BACKFLOW

A comprehensive understanding of how to conduct cross-connection surveys of water systems for the purpose of identifying cross-connections, assessing hazards, and identifying the most effective and legally appropriate methods for protection from backflow. At a minimum, the following topics should be considered to achieve such an understanding:

(1) Surveys:

- (A) Preparation (e.g., authority, notification, prioritizing customers/premises, coordinating with public water systems, etc.);
- (B) Design and as-built drawings related to water supply and cross-connection control;
- (C) Public water system schematics;
- (D) How to identify existing and new construction, with an understanding of how construction may impact backflow protection;
- (E) How to identify cross-connections (actual and potential);
- (F) How to identify and differentiate between high hazard and low hazard cross-connections; and
- (G) Problems associated with multi-story buildings, multiple service connections at a premises, typical water-use equipment, etc., and varying types of water service, including irrigation, recycled water, gray water, fire prevention systems, and dual plumbed premises.

(2) Assessing Hazards:

- (A) Identifying and differentiating between premises activities leading to high hazard cross-connections and low hazard cross-connections (for examples of high hazard activities, see Appendix D); and
- (B) Understanding potential public health impacts from backflow associated with the problems in section (c)(1)(G) of this appendix.

(3) Assemblies and Methods for Backflow Prevention:

- (A) A comprehensive understanding of approved methods for cross-connection control and preventing backflow with respect to an assessed hazard;
- (B) Identifying unapproved methods for cross-connection control and preventing backflow;
- (C) An understanding of components, design and operation, proper installation and location of backflow prevention assemblies, including air gaps, and backflow prevention assembly field test methods, field test results, and the assessment of air gaps; and
- (D) Identifying unapproved assemblies, as well as those assemblies whose operation and/or state of repair necessitates replacement with an approved assembly.

(d) CROSS-CONNECTION CONTROL PROGRAMS

A comprehensive understanding of the development, elements, and administration of cross-connection control programs, including, but not limited to:

- (1) An ability to assess the federal, state, and local requirements applicable to a public water system's cross-connection control program, such that adherence to the cross-connection control program would result in compliance with the requirements;
- (2) The roles, responsibilities, and authority of individuals and entities involved in the critical elements of a successful plan for cross-connection control (see CCCPH section 3.1.4); and
- (3) The ability to assess the components of a public water system's Cross-Connection Control Plan (see CCCPH section 3.1.4) that best assures the prevention of undesired backflow into the public water system's distribution system, and to communicate deficiencies to public water system personnel.

(e) CROSS-CONNECTION TESTS

A comprehensive understanding of:

- (1) The purpose of a cross-connection test and when a cross-connection test should be performed;
- (2) The ability to develop protocols and make arrangements for cross-connection tests, and subsequently oversee and/or perform such cross-connection tests, in a manner that determines whether interconnections exist between unapproved sources and approved water supplies; and
- (3) Follow-up actions and notifications if a cross-connection test indicates an interconnection.

(f) RECORDKEEPING AND INCIDENT RESPONSE

A comprehensive understanding of:

- (1) The agencies and authorities to be notified in the event of a backflow incident;
- (2) How to determine the cause of a backflow incident and the actions necessary to prevent similar incidents in the future;
- (3) How to properly document a backflow incident, including but not limited to the information in the example backflow incident response form in Appendix F; and
- (4) How to properly document the elements associated with surveys and hazard assessments, including those identified in section (c) of this appendix.

This page intentionally left blank

Appendix F

Example Backflow Incident Reporting Form

This page intentionally left blank

BACKFLOW INCIDENT REPORT FORM

Water System: _____

Water System Number: _____

Incident Date: _____

Incident Time (if known): _____

Incident Location: _____

How was the incident discovered?

Backflow Originated from:

Premise Location: _____

Address: _____

Premise Contact Person: _____ Title: _____

Phone: _____ Email: _____

Connection Type: (please check one)

☐ Industrial ☐ Commercial ☐ Single-Family Residential ☐ Multi-Family Residential

☐ Irrigation ☐ Recycled Water ☐ Water System Facility

☐ Other: _____

Description and source of backflow substance (please be as descriptive as possible):

If available, please attach an MSDS or other chemical description form

Was the backflow fluid contained within the user side? YES ☐ NO ☐

Estimated Number of Affected Persons: _____

Number and description of consumer complaints received:

Did any consumers report illness? Please describe.

If applicable, please describe the consumer notification:

INVESTIGATION

Please describe the water system investigation including time frames:

What was the area system pressure? _____

Is this within typical range: YES ☐ NO ☐ - typical pressure: _____

Was a sample of the water contaminated by the backflow incident collected and stored before flushing? YES ☐ NO ☐

Please describe all sampling:

DDW recommends laboratory or field sampling for the following parameters: total coliform, E. coli, free and total chlorine residual, pH, odor, turbidity, temperature, and color. Additional sampling should be collected at the PWS and regulatory agency's discretion.

CORRECTIVE ACTIONS

Please describe the corrective actions taken by the water system:

Was the chlorine residual increased after discovery of backflow incident? YES ☐ NO ☐

Date of the last cross-connection control hazard assessment of the premise with the backflow incident conducted: _____

Did the premise have backflow prevention assemblies? YES ☐ NO ☐

Date of most recent backflow prevention assembly test(s): _____

When was the Division of Drinking Water or Local County Health office notified?

Date: _____ Time: _____ Contact Person: _____

Was the Division or Local County Health notified within 24 hours? YES ☐ NO ☐

Other agencies or organizations contacted?

CERTIFICATION

Name: _____ Job Title: _____

Certification(s): _____

Please list all cross-connection control related certifications including number and expiration date

I certify that the forgoing information is true and correct to the best of my ability.

Signature: _____ Date: _____

Attach the following applicable documentation

1. Laboratory Test Results
2. Sketch of the cross-connection and modifications
3. MSDS or chemical information forms if chemical hazard is known
4. Applicable backflow assembly test reports including the most recent test before the incident
5. Other relevant supporting documentation

Appendix G

Related Statutes and Regulations

This page intentionally left blank

The following laws and regulations are considered related or tangential to the CCCPH, and are included in a descriptive format to provide additional, relevant background information

California Laws and Regulations

In addition to the California SDWA statutory requirements cited in CCCPH Chapter 1, section 1.3.1, California has statutes addressing certain authorities and requirements that may have influenced the CCCPH or may otherwise be of interest.

- Urban and community water systems must have a written policy on discontinuation of residential service for nonpayment and must not discontinue residential service for nonpayment if certain conditions are met. (CHSC sections 116900 – 116926)
- Senate Bill 1263 (2017) requires that before a person submits an application for a permit for a proposed new public water system, the person shall first submit a preliminary technical report which must include a cost comparison of a new public water system and consolidations with an existing system. (CHSC section 116527)
- Effective June 24, 2015, Senate Bill 88 (SB 88) (Statutes 2015, Chapter 27) added sections 116680-116684 to the CHSC, allowing the State Water Board to require certain water systems that consistently fail to provide safe drinking water to consolidate with, or receive an extension of service from, another public water system. The consolidation can be physical or managerial.
- Local health officers may maintain programs for the control of cross-connections by water users, within water users' premises, where public exposure to backflow may occur. Such programs may include water user premises inspections, collection of fees, certification of backflow prevention assembly¹ (BPA) testers, and other discretionary elements. Local health officer BPA tester certification standards must be consistent with the standards prescribed in the CCCPH. Water users are required to comply with all orders, instructions, regulations, and notices from the local health officer regarding installation, testing, and maintenance of a BPA. (CHSC sections 116800 - 116820).
- Pursuant to the California Building Standards Law (CHSC sections 18901 - 18949.31), the California Building Standards Commission (CBSC) must administer the processes related to the adoption, approval, and publication of regulations referred to as the California Building Standards Code (Title 24, California Code of Regulation). Title 24 serves as the basis for the minimum design and construction

¹ California statutes use a variety of terms when referencing a 'backflow prevention assembly' (e.g., backflow protective device, backflow protection equipment, backflow prevention device, backflow or back siphonage protection device, backflow preventer, or backflow device). For consistency with industry terminology, 'backflow prevention assembly' is used in the CCCPH, unless directly quoted otherwise.

of buildings in California and includes the California Plumbing Code (Part 5 of Title 24), which contains requirements pertaining to cross-connection control and backflow prevention.

- A BPA intended to convey or dispense water for human consumption via drinking or cooking must meet California’s “lead free” requirements. (CHSC section 116875)
- Limits are established for the installation of backflow protection equipment where automatic fire sprinkler systems are utilized. (CHSC section 13114.7)²
- Cross-connection control must be addressed in engineering reports that are required (CCR Title 22, section 60323) for recycled water projects. (Wat. Code section 13552.8)
- If a public agency requires the use of recycled water for toilet and urinal flushing in a structure (except certain mental health facilities), the public health agency must prepare an engineering report that addresses cross-connection control. (Wat. Code section 13554)
- Prior to indoor use of recycled water in a condominium project, the entity delivering the recycled water must submit a report, for State Water Board³ approval, and include the following related to cross-connection control (Wat. Code section 13553(d)(1)):
 - The condominium project must be provided with a backflow prevention assembly approved by the State Water Board.
 - The backflow prevention assembly must be inspected and tested annually by a certified tester.
 - The condominium project must be tested by the recycled water agency or local agency at least once every four years for indications of possible cross-connections between the condominium’s potable and non-potable systems.
- California’s Department of Water Resources was required to convene a task force, known as the 2002 Recycled Water Task Force, to identify constraints, impediments, and opportunities for the increased use of recycled water and report

² CHSC section 13114.7 historically provided potential limits for backflow prevention assemblies on fire sprinklers. Even though current standards differ from the language stated in CHSC section 13114.7, it is still being provided as a historical reference as there may still be installations with the now outdated limits established in section 13114.7

³ The California Department of Public Health’s authority and responsibility pertaining to this reference was transferred to the State Water Board via Senate Bill 861 (2014, Chapter 35). As such, applicable statutory mandates that may refer to “California Department of Public Health” or “Department” may be referred to as “State Water Board” in this document.

to the Legislature by July 1, 2003. The task force was also asked to advise and make recommendations concerning cross-connection control, including the applicability of visual inspections instead of pressure tests for cross-connections between potable and non-potable water systems. (Wat. Code section 13578(b)(1). The final report⁴ provided the following recommendations to the State Water Board – Division of Drinking Water (Division):

- Prepare guidance on dual plumbed regulations (22 CCR sections 60313-60316) consistent with Appendix J of plumbing code (Chapter 15 of 2019 California Plumbing Code, formerly Chapter 16A).
- Support thorough assessment of risk associated with cross-connections between disinfection tertiary recycled water and potable water.
- Ensure uniform interpretation of cross-connection control requirement of Title 22 regulations (recycled water) and Title 17 (cross-connection control regulations)
- Recommend stakeholders to review draft Title 17 regulations.
- A person engaged in the salvage, purchase, or sale of scrap metal who knowingly possesses a backflow prevention assembly (or connections to the assembly or any part of the assembly), or who failed to report the possession of such items, which was previously owned by a utility or public agency, is guilty of a crime. (Pen. Code section 496e)
- Junk dealers or recyclers who possess a backflow prevention assembly (or connections to that assembly or any part of the assembly) without a written certification from the agency or utility owning or previously owning the assembly will be liable to the agency or utility for the wrongful possession. (Civ. Code section 3336.5 and, similarly, Bus. & Prof. Code section 21609.1)

Please note that a number of the codes, regulations, and statutes cited above are implemented under the authority of regulatory entities other than the State Water Board and would therefore be beyond the scope of this CCCPH. The intent of providing such citations is to increase general awareness with respect to other potential statutory requirements associated with cross-connection control. The list is not exhaustive and does not include other requirements that may exist, including those via regulations that may have been adopted by an appropriate regulatory entity.

Federal Laws and Regulations

⁴ California Department of Water Resources. (2003). *Water Recycling 2030: Recommendations of California's Recycled Water Task Force*

All suppliers of domestic water to the public are subject to regulations adopted by the U.S. Environmental Protection Agency (EPA) under the U.S. Safe Drinking Water Act (SDWA) of 1974, as amended (42 U.S.C. section 300f et seq.), as well as by the State Board under the California SDWA (Health & Saf. Code, div. 104, pt. 12, ch. 4, section 116270 et seq.). Additionally, the State Water Board has been delegated primacy - the responsibility and authority to administer U.S. EPA's drinking water regulations within California – on the condition that California adopt enforceable requirements no less stringent than U.S. EPA's.

The U.S. EPA currently has no distinct cross-connection control requirements that apply broadly to public water systems (PWS); however, the importance of cross-connection control is evident by the issue papers and guidance documents developed by U.S. EPA and their recognition that cross-connections and backflow represent a significant public health risk (see discussion in Chapter 2). Although U.S. EPA currently has no distinct cross-connection control requirements, the subject of cross-connection or backflow prevention assemblies is included in the U.S. SDWA and the Code of Federal Regulations (C.F.R.) in relation to PWS, including the following:⁵

- If used exclusively for non-potable services, a backflow prevention assembly (BPA) is exempt from the federal lead prohibitions. (42, U.S.C. section 300g)
- Allows increasing disinfectant concentrations in a PWS distribution system in the event of a cross-connection (backflow) event. (40 C.F.R. section 141.130(d))
- Proper maintenance of the distribution system, including cross-connection control, is identified as a best available technology (BAT) for microbial contaminant control. (40 C.F.R. section 141.63(e))
- Under the federal Revised Total Coliform Rule, a PWS having a cross-connection control program is one of the enhancements necessary to reduce monitoring for a PWS that had been under an increased monitoring frequency. (40 C.F.R. section 141.854(h)(2))
- Under the federal Revised Total Coliform Rule, a PWS having a cross-connection control program is a criterion for a state to allow a reduced monitoring frequency (40 C.F.R. section 141.855(d)(1))
- If a state allows the monitoring frequency reductions previously mentioned under the federal Revised Total Coliform Rule, a state is required to include in its primacy package to U.S. EPA how a PWS will be required to demonstrate cross-connection control. (40 C.F.R. section 142.16(q))

⁵ For requirements unrelated to cross-connection control, please consult California's laws and regulations specific to the topic of interest. California may have more stringent requirements (e.g., reduced monitoring allowed via federal regulations may be prohibited in California).

Jurisdictional Boundaries of Coastside CWD

DRAFT



Figure 1-1. Jurisdictional Boundaries of Coastside CWD

Appendix C

Ordinance

Not included with this submittal. To be included with Final.

Cross-Connection Control Survey Form Template

DRAFT

Cross Connection Control Survey Form



Date of Survey _____

Name of Surveyor _____

Coastside County Water District
766 Main Street, Half Moon Bay, CA 94019
www.coastsidewater.org | (650) 726-4405

Service Address	
Water Customer	
Billing Address	
Meter Number ID	
Type of Business(s)	
Contact Name	
Phone Number	
Contact Email	

APN	
Property Owner	
Mailing Address	
Contact Name	
Phone Number	
Contact Email	

Alternate Water Supply On-Site					
	Groundwater/Well	Recycled Water	Grey Water	Surface Water	Other
Description					

Service Connection - Existing Protection						
Service Type	Meter Size	RP	DC	AG	None	Comments
Domestic						
Fire						
Irrigation						
Portable						

Service Connection - Required Protection						
Service Type	Meter Size	RP	DC	AG	None	Comments
Domestic						
Fire						
Irrigation						
Portable						

Scheduled Compliance Date	
----------------------------------	--

This space provided to plot property, water service location and backflow device location.

Cross-Connection Control Program Organization Chart

DRAFT

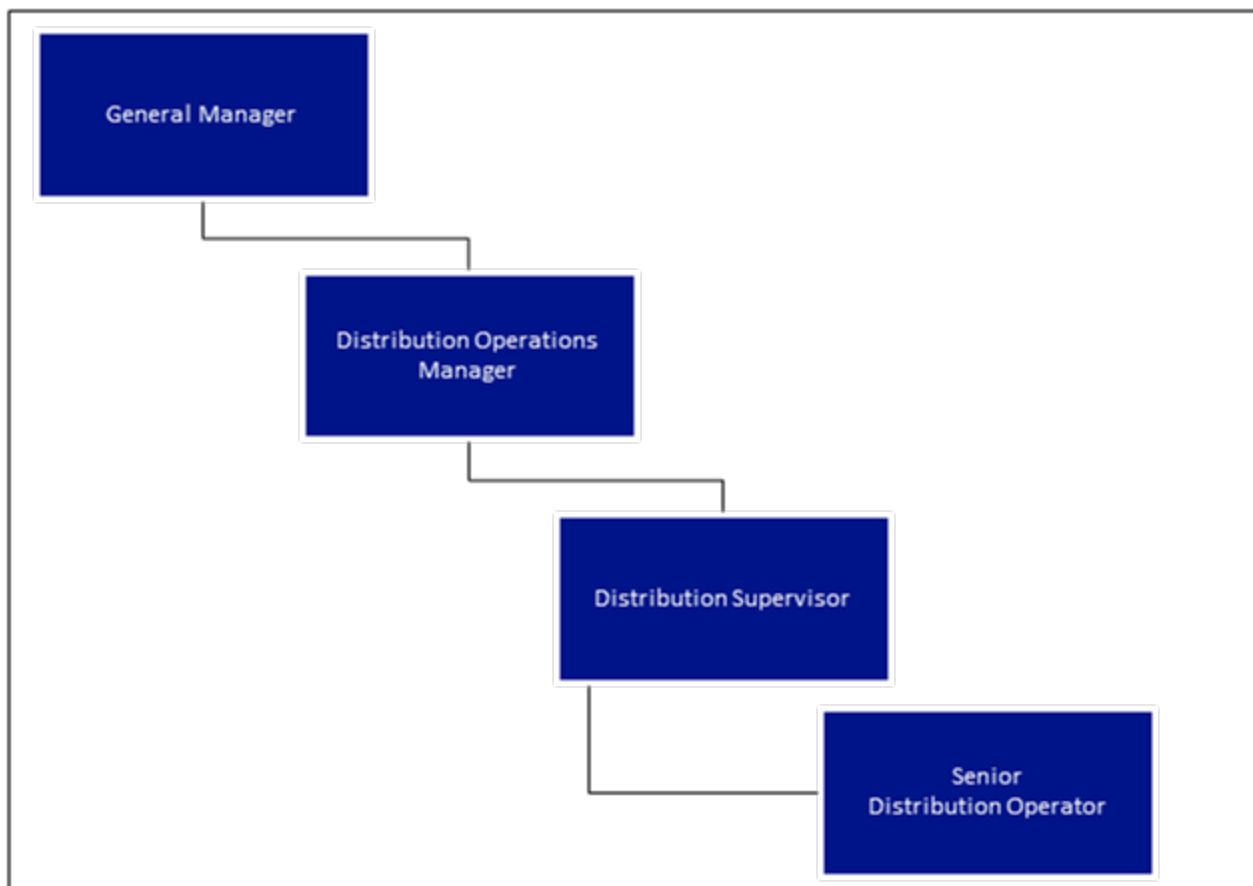


Figure 3-1. Cross Connection Control Program Organization Chart

Backflow Prevention Assembly Test Report

DRAFT



BACKFLOW PREVENTION ASSEMBLY TEST REPORT

Coastside County Water District

Assembly ID				
Acct Number		Meter		Test Report Due:
Service Address				Schedule Code
				Assembly Info (Replacement/Correction)
Assy Location			SN	<input type="checkbox"/>
Tap Number		Protection	Mfr	<input type="checkbox"/>
Contact Name		Ph	Type	<input type="checkbox"/>
Map Page		#2	Size	<input type="checkbox"/>
			Model	<input type="checkbox"/>
			Install Date	
			Permit Num	
<input type="checkbox"/> Confinement	<input type="checkbox"/> Freeze Protection	Hazard Type		Haz. Level

Line pressure at time of test: _____

REPORT OF TEST RESULTS

☐ Approved BFP

	Check Valve #1	Check Valve #2	Relief Valve	PVB/SVB	Shut Off Valves		
Initial Test	<input type="checkbox"/> Held at _____ PSID	<input type="checkbox"/> Held at _____ PSID	<input type="checkbox"/> Opened at _____ PSID	<input type="checkbox"/> Air Inlet Opened at _____ PSID		#1	#2
	<input type="checkbox"/> Closed Tight	<input type="checkbox"/> Closed Tight		<input type="checkbox"/> Did not Open	Closed Tight	<input type="checkbox"/>	<input type="checkbox"/>
Pass	<input type="checkbox"/> Leaked	<input type="checkbox"/> Leaked	<input type="checkbox"/> Did Not Open	<input type="checkbox"/> Check Held at _____ PSID	Leaked	<input type="checkbox"/>	<input type="checkbox"/>
Fail				<input type="checkbox"/> Leaked			
R E P A I R	<input type="checkbox"/> CLEANED REPLACED	<input type="checkbox"/> CLEANED REPLACED	<input type="checkbox"/> CLEANED REPLACED	<input type="checkbox"/> CLEANED REPLACED	CLEANED	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Disc	<input type="checkbox"/> Disc	<input type="checkbox"/> Disc	<input type="checkbox"/> Air Inlet Disc	REPAIR	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Spring	<input type="checkbox"/> Spring	<input type="checkbox"/> Spring	<input type="checkbox"/> Air Inlet Spring			
	<input type="checkbox"/> Guide	<input type="checkbox"/> Guide	<input type="checkbox"/> Diaphragm	<input type="checkbox"/> Check Disc			
	<input type="checkbox"/> Seat	<input type="checkbox"/> Seat	<input type="checkbox"/> Seat	<input type="checkbox"/> Check Spring			
	<input type="checkbox"/> O-Ring(s)	<input type="checkbox"/> O-Ring(s)	<input type="checkbox"/> O-Ring(s)	<input type="checkbox"/> Float			
	<input type="checkbox"/> Module	<input type="checkbox"/> Module	<input type="checkbox"/> Module	<input type="checkbox"/> Diaphragm			
	<input type="checkbox"/> Rubber Kit	<input type="checkbox"/> Rubber Kit	<input type="checkbox"/> Rubber Kit	<input type="checkbox"/> Rubber Kit			
	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	Other	<input type="checkbox"/>	<input type="checkbox"/>
	Other/Notes: _____					<input type="checkbox"/> USC 10th Edit.	
Final Test	_____ PSID <input type="checkbox"/> Closed Tight	_____ PSID <input type="checkbox"/> Closed Tight	<input type="checkbox"/> Opened at _____ PSID	Air Inlet _____ PSID CK Valve _____ PSID	Closed Tight	<input type="checkbox"/>	<input type="checkbox"/>
					Pass	<input type="checkbox"/>	

THE ABOVE REPORT IS CERTIFIED TO BE TRUE:

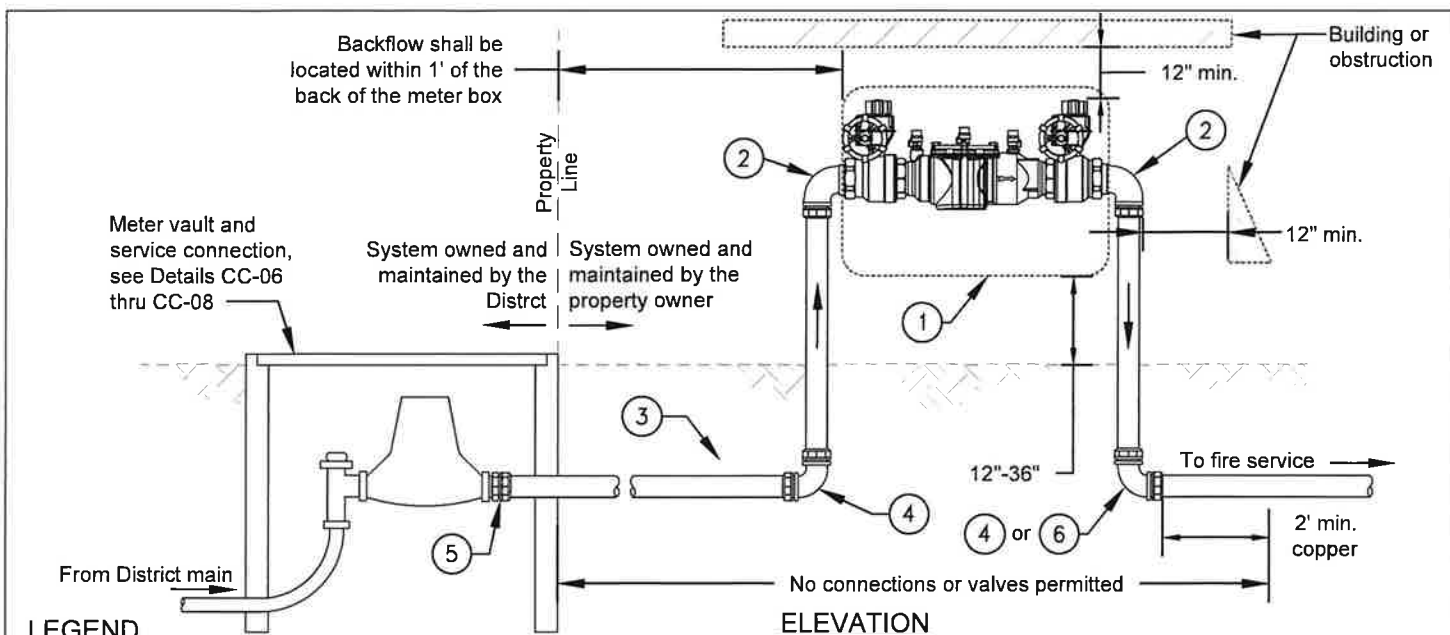
1A

Initial Test By	Certificate	Date:	Gauge Num	Time In	Time Out	Company	Phone
Final Test By							
Repair By							

Backflow Prevention Assembly Standard Drawings

DRAFT

Mary Rogren, General Manager



- ① U.S.C. approved double check/reduced pressure backflow assembly. Assembly shall be "Lead Free" and the entire assembly including isolation valve and test cocks shall be provided as a complete unit. Double check valve assemblies shall be AMES Series LF2000B-FP or approved equal. Reduced pressure backflow assemblies shall be AMES Series LF4000B-FP or approved equal.
- ② Brass 90° bends, Mueller H-15531N.
- ③ Utility sand shall be placed 2" below and 6" above copper line. Backfill and compact remaining section per applicable District details and specifications.
- ④ Mueller 110 compression connection H-15526N.
- ⑤ For 5/8", 3/4", and 1" customer services, use Mueller 110 compression connection H-10871N. For 1 1/2" and 2" services, use brass meter flange (low lead) with Mueller 110 compression connection H-10129N.
- ⑥ Mueller 110 compression connection H-15533N on the customer's side, if applicable.

REQUIREMENTS

1. A backflow prevention assembly must be installed on all fire service connections. The type of backflow assembly required shall be determined by the District.
2. All backflow assemblies shall be installed on the customer's property adjacent to the meter. Pressure reducing valves on the District pipelines will not be permitted.
3. Contractor shall furnish all labor, equipment, and material to connect water service to the customer line.
4. Installation as required by the District's backflow requirements, the California State Water Resources Control Board's Cross-Connection Control Policy Handbook, California Plumbing Code, and Title 22 of the California Code of Regulations.
5. Installation shall comply with the latest plumbing codes and applicable local agency requirements. Check with local building department if a permit is required.
6. Vertical installations are allowed with District approval prior to design and installation.
7. Backflow prevention assembly may be protected by an enclosure that provides the minimum clearance around the assembly, as directed by the District.
8. Backflow prevention assembly shall be tested and certified by a District-approved tester prior to being put in service and shall not be modified following approval.
9. Maintain a minimum side clearance of 12" on all sides of the assembly and a minimum of 24" on the side of the assembly that contains the test cocks. Assembly must be accessible for testing and maintenance. Location shall be approved by the District prior to installation.
10. Tying into the fire sprinkler bell shall meet local fire department requirements.
11. After completion of successful testing of the assembly, the handles shall be removed and stored in the fire sprinkler spare head box.

FIRE SERVICE REDUCED PRESSURE OR DOUBLE CHECK BACKFLOW PREVENTION ASSEMBLY (UP TO 2")



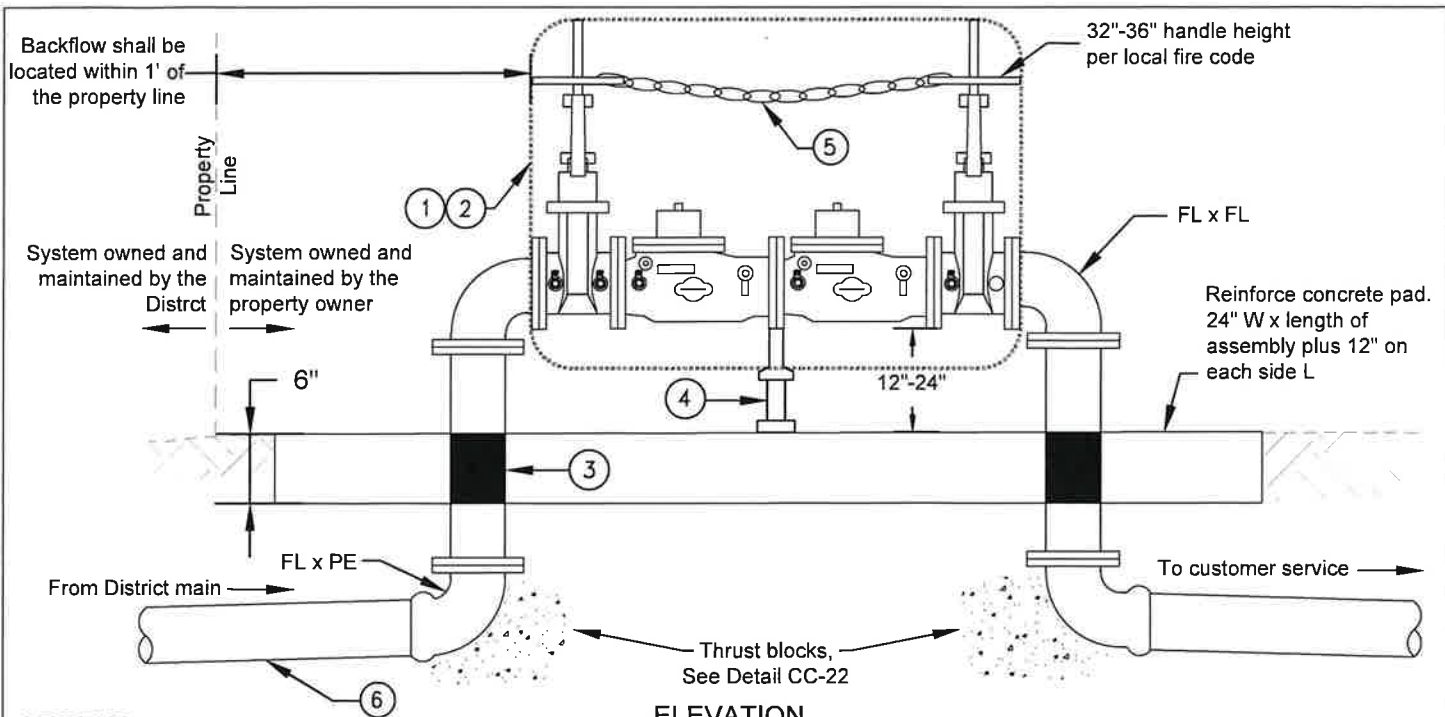
**COASTSIDE COUNTY
WATER DISTRICT**
766 MAIN STREET
HALF MOON BAY, CA

Approved by:

Mary Rogren, General Manager

STD. NO.

CC-18A



LEGEND

- ① U.S.C. approved double check/reduced pressure backflow assembly. Assembly shall be "Lead Free" and the entire assembly including isolation valve and test cocks shall be provided as a complete unit.
- ② OS&Y shutoff valves as required by the local fire department.
- ③ CALPICO VI-10 protective tape or equal.
- ④ Backflow prevention assemblies 8" and larger shall be supported by galvanized adjustable pipe support, Grinell Fig. 264, Elcen Fid 40, or approved equal. Support shall be galvanized after fabrication.
- ⑤ ½" stainless steel chain with minimum slack.
- ⑥ Pipe, backfill, and compaction per applicable District details and specifications.

REQUIREMENTS

1. A backflow prevention assembly must be installed on service connections that have auxiliary water supply, a cross-connection, or a risk of backflow, contamination, or cross-connection. The type of backflow assembly required shall be determined by the District.
2. Installation as required by the District's backflow requirements, the California State Water Resources Control Board's Cross-Connection Control Policy Handbook, and Title 22 of the California Code of Regulations.
3. Installation shall comply with the latest plumbing codes and applicable local agency requirements. Check with local building department if a permit is required.
4. Vertical installations as well as setters are allowed with District approval prior to design and installation.
5. Backflow prevention assembly may be protected by bollards/guard posts when located near traffic areas, as directed by the District.
6. Backflow prevention assembly may be protected by an enclosure that provides the minimum clearance around the assembly, as directed by the District.
7. Backflow prevention assembly shall be tested and certified by a District-approved tester prior to being put in service and shall not be modified following approval.
8. All backflow assemblies shall be installed on the customer's property. The appropriate easements must be dedicated to the District prior to plan approval.
9. Maintain a minimum side clearance of 12" on all sides of the backflow prevention assembly and a minimum of 24" on the side of the assembly that contains the test cocks. Assembly must be accessible for testing and maintenance. Location shall be approved by the District prior to installation.

REDUCED PRESSURE OR DOUBLE CHECK BACKFLOW PREVENTION ASSEMBLY (2.5" AND LARGER)



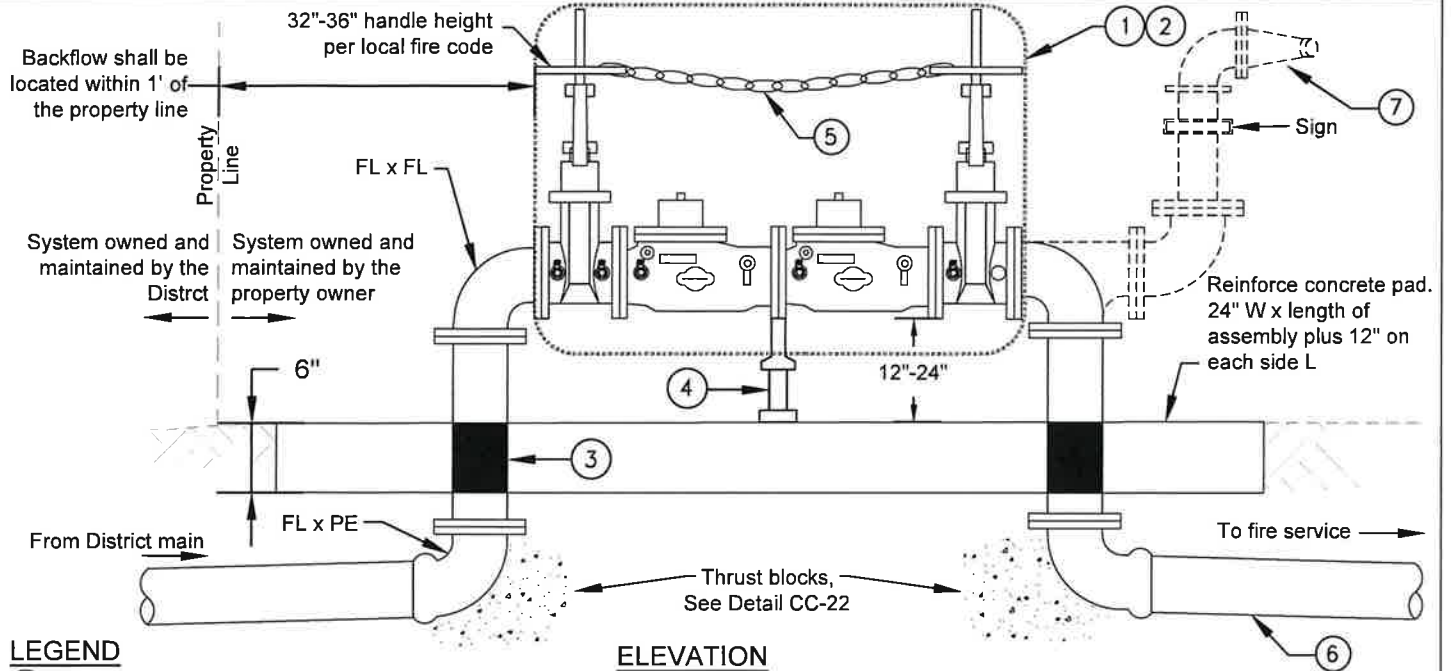
COASTSIDE COUNTY
WATER DISTRICT
766 MAIN STREET
HALF MOON BAY, CA

Approved by:

Mary Rogren, General Manager

STD. NO.

CC-20



LEGEND

- ① U.S.C. approved double check detector/reduced pressure backflow assembly. Assembly shall be "Lead Free" and the entire assembly including isolation valve and test cocks shall be provided as a complete unit.
- ② OS&Y shutoff valves as required by the local fire department.
- ③ CALPICO VI-10 protective tape or equal.
- ④ Backflow prevention assemblies 8" and larger shall be supported by galvanized adjustable pipe support, Grinell Fig. 264, Elcen Fid 40, or approved equal. Support shall be galvanized after fabrication.
- ⑤ ½" stainless steel chain with minimum slack.
- ⑥ Pipe, backfill, and compaction per applicable District details and specifications.
- ⑦ Optional: Siamese fire department connection with individual clapper valves and brass plugs with chains.

REQUIREMENTS

1. A backflow prevention assembly must be installed on all fire service connections. The type of backflow assembly required shall be determined by the District.
2. Installation as required by the District's backflow requirements, the California State Water Resources Control Board's Cross-Connection Control Policy Handbook, and Title 22 of the California Code of Regulations.
3. Installation shall comply with the latest plumbing codes and applicable local agency requirements. Check with local building department if a permit is required.
4. Vertical installations as well as setters are allowed with District approval prior to design and installation.
5. Backflow prevention assembly may be protected by bollards/guard posts when located near traffic areas, as directed by the District.
6. Backflow prevention assembly may be protected by an enclosure that provides the minimum clearance around the assembly, as directed by the District.
7. Backflow prevention assembly shall be tested and certified by a District-approved tester prior to being put in service and shall not be modified following approval.
8. All backflow assemblies shall be installed on the customer's property. The appropriate easements must be dedicated to the District prior to plan approval.
9. Maintain a minimum side clearance of 12" on all sides of the backflow prevention assembly and a minimum of 24" on the side of the assembly that contains the test cocks. Assembly must be accessible for testing and maintenance. Location shall be approved by the District prior to installation.
10. Tying into the fire sprinkler bell shall meet local fire department requirements.

FIRE SERVICE REDUCED PRESSURE OR DOUBLE CHECK BACKFLOW PREVENTION ASSEMBLY (2.5" AND LARGER)



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

Approved by:

Mary Rogren, General Manager

STD. NO.
CC-20A

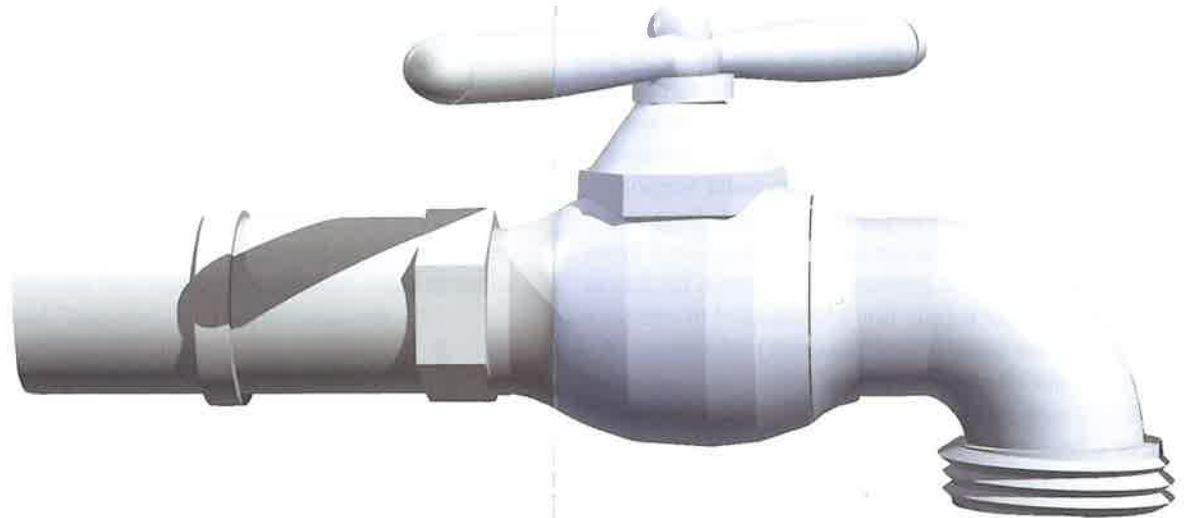
DRAFT

With cooperation, a comprehensive cross-connection control program keeps a purified water distribution system free from objectionable impurities and health hazards.

Water suppliers across the continent take great pride in the fact that the water they deliver to the consumer is consistently pure and healthful. One reason for this is a comprehensive cross-connection control program which enables the water suppliers to protect the drinking water at any point in the distribution system.



2021 © University of Southern California



**WORKING
TOGETHER FOR
SAFE
WATER**



For More Information Contact:

Coastside County Water District

766 Main Street

Half Moon Bay, CA 94019

(650) 726-4405

backflow@coastsidewater.org

Consumers can expect the water provided to them by their water supplier to be pure and healthful. Water suppliers across the continent spend millions of dollars to purify and treat water before it is delivered to the consumer. However, many consumers are not aware that the water supplier also expends great effort to protect the water from the possibilities of contamination or pollution while it flows through the distribution system. It is possible for this to occur when a water supply line is connected to equipment containing a non-potable (unfit to drink) substance. A make-up water line may be connected to a tank filled with acid, or a hose may drop into a bucket of cleaning solution. These connections, called *Cross-Connections*, whether they are permanent or temporary, would be dangerous if no protective measures were taken.

Water distribution systems are designed with the intention of the water flowing in a certain direction, from the distribution system to the consumer. However, hydraulic conditions within the system may deviate from the "normal" conditions, causing the water to flow in the opposite direction in unprotected systems. This is called *backflow*.

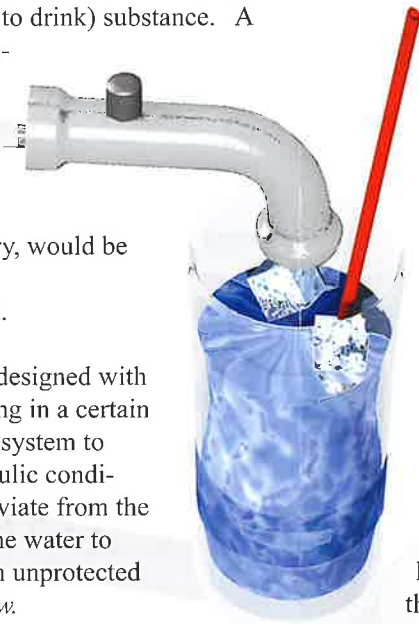
Backflow occurs when the pressure in the distribution system drops, siphoning water from the consumer's system into the distribution system. This would also siphon any substance which may be in contact with the water system through a cross-connection. This type of backflow is called *Backsiphonage* and may occur when there is an unusually high use of water or undersized piping in an area. For example, during fire fighting, or when a main water line breaks, water is "sucked" to the point of high usage, possibly drawing non-potable substances with it, filling the water line with these substances. Backsiphonage may occur through cross-connections such as a hose from a maintenance

sink in mop bucket, or a below-the-rim water inlet to a tank containing a toxic solution.

Some water customers have non-potable materials on the premises under pressure. When an unprotected water line is attached to the container or pipes holding the pressurized material, the material may be "pumped" back into the potable water system. This type of backflow is called *backpressure*. Backpressure may occur through a cross-connection such as a make-up water line which is connected to a recirculating system containing soap, acid, antifreeze or any non-potable substance.

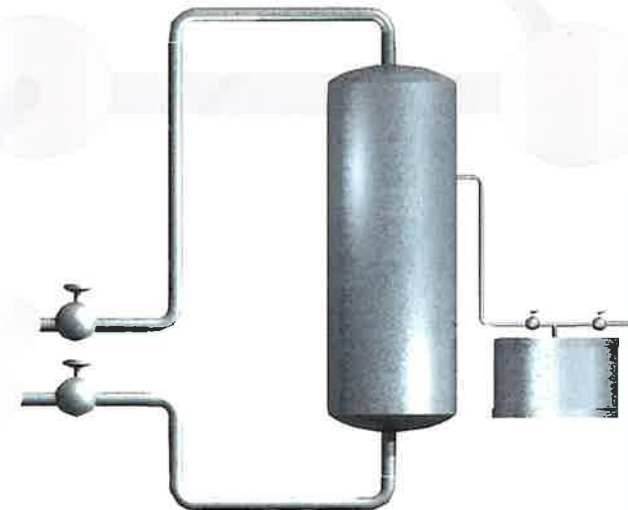
Because of these potential dangers to the water consumer it is necessary to control cross-connections. There are several types of mechanical assemblies which serve as *Backflow Preventers*. Different types of backflow preventers are designed to work under backsiphonage or backpressure conditions. Some are acceptable for high hazard conditions while others are only acceptable for low-hazard (or non-health hazard) conditions. Most of these backflow preventers have been tested using stringent specifications in the laboratory and in the field by the Foundation for Cross-Connection Control and Hydraulic Research at the University of Southern California. Those which successfully passed the tests have been granted Approval by the Foundation. Approved backflow preventers are extremely dependable.

Federal law requires water suppliers to protect their water systems from contamination or pollution. To do this, water suppliers diligently conduct surveys of various facilities on their systems. Through these surveys the water or health authority (which may be working in conjunction with the water agency) determines which type of backflow protection is necessary to protect the water system.



It is very important that a strong cross-connection control program be maintained, in order to protect the purity of the drinking water. To accomplish this, the water supplier, health department, plumbing authority and consumer must work together. The water supplier and health department may carry out cross-connection control surveys, not only to determine what may be needed to protect the distribution system from contamination or pollution: but, also to determine what may be needed to protect the water system *internally*.

The consumer, on the other hand, must be aware of cross-connections and prevent them, or protect such connections with the appropriate backflow preventer. These backflow preventers must be tested at least once each year, to ensure that they are perform-



ing properly in preventing backflow. When necessary they must be repaired in order to assure proper operation.



STAFF REPORT

To: Coastside County Water District Board of Directors

From: Jeffrey Schneider, Assistant General Manager – Finance & Administration

Agenda: June 10, 2025

Report Date: June 6, 2025

Agenda Title: Approval of Salary Schedule with a Cost-of-Living Adjustment for FY2025-2026, effective July 1, 2025

Recommendation / Motion:

Approve Salary Schedule with a cost-of-living adjustment for FY2025-2026, effective July 1, 2025.

Background:

CALPERS requires Board approval of the District's salary schedule. The proposed schedule reflects a 2.70% Cost-of-Living Adjustment (COLA) based upon the change in the Consumer Price Index – Urban Wage Earners and Clerical Workers – San Francisco-Oakland-San Jose, CA from February to February.

The COLA-adjusted pay rates will be effective with the first pay period ending in July, 2025.

Attachment: Salary Schedule for Fiscal Year 2025-2026

COASTSIDE COUNTY WATER DISTRICT
SALARY SCHEDULE FOR FISCAL YEAR 2025-2026 *
EFFECTIVE: First Pay Period Ending in July, 2025
Approved at Board Meeting: _____

JOB TITLE

MANAGEMENT
GENERAL MANAGER
ASSISTANT GENERAL MANAGER - FINANCE / ADMINISTRATION
OPERATIONS MANAGER (TREATMENT AND DISTRIBUTION)

ADMINISTRATIVE
ADMINISTRATIVE ANALYST
ADMINISTRATIVE SERVICES MANAGER
ACCOUNTING MANAGER/UTILITY BILLING MANAGER
TEMPORARY - CUSTOMER SERVICE
CUSTOMER SUPPORT SPECIALIST
CUSTOMER SERVICE SPECIALIST I
CUSTOMER SERVICE SPECIALIST II
WATER RESOURCE ANALYST

OPERATIONS
DISTRIBUTION SUPERVISOR
TREATMENT PLANT SUPERVISOR
TEMPORARY - MAINTENANCE WORKER
MAINTENANCE WORKER
MAINTENANCE WORKER II
TREATMENT/DISTRIBUTION OPERATOR (ASSIGNED TO DISTRIBUTION)
TREATMENT/DISTRIBUTION OPERATOR (ASSIGNED TO TREATMENT)
SENIOR DISTRIBUTION OPERATOR
SENIOR TREATMENT OPERATOR

HOURLY RANGE BOTTOM	ANNUAL	HOURLY RANGE TOP	ANNUAL
---------------------	--------	------------------	--------

			\$ 283,425
	\$ 192,927		\$ 235,064
	\$ 176,657		\$ 215,240

\$ 52.550	\$ 109,304	\$ 64.026	\$ 133,174
\$ 61.822	\$ 128,590	\$ 75.325	\$ 156,676
\$ 61.822	\$ 128,590	\$ 75.325	\$ 156,676
\$ 35.808		\$ 43.630	
\$ 46.504	\$ 96,728	\$ 56.661	\$ 117,855
\$ 35.808	\$ 74,481	\$ 43.630	\$ 90,750
\$ 39.504	\$ 82,168	\$ 48.132	\$ 100,115
\$ 61.822	\$ 128,590	\$ 75.325	\$ 156,676

\$ 63.157	\$ 131,367	\$ 76.952	\$ 160,060
\$ 71.452	\$ 148,620	\$ 87.059	\$ 181,083
\$ 35.808	\$ 74,481	\$ 43.630	\$ 90,750
\$ 35.808	\$ 74,481	\$ 43.630	\$ 90,750
\$ 37.599	\$ 78,206	\$ 45.810	\$ 95,285
\$ 43.268	\$ 89,997	\$ 52.717	\$ 109,651
\$ 47.861	\$ 99,551	\$ 58.315	\$ 121,295
\$ 51.919	\$ 107,992	\$ 63.258	\$ 131,577
\$ 58.644	\$ 121,980	\$ 71.452	\$ 148,620

* Reflects CPI-W - San Francisco-Oakland-Hayward - Feb 2024 to Feb 2025

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Jeffrey Schneider, Assistant General Manager – Finance & Administration

Agenda: June 10, 2025

Report Date: June 6, 2025

Agenda Title: Approval of Fiscal Year 2025-2026 Operations and Maintenance Budget and Fiscal Year 2025/2026 to Fiscal Year 2034/2035 Capital Improvement Program

Recommendation / Motion:

Approve the Fiscal Year 2025-2026 Operations and Maintenance Budget and Fiscal Year 2025-2026 to Fiscal Year 2034-2035 Capital Improvement Program.

Background:

Annually, and prior to the start of the next fiscal year, staff asks the Board to approve the Operations and Maintenance (O&M) Budget and the Capital Improvement Program (CIP) for the upcoming fiscal year. At the June 10, 2025 Board of Directors meeting, staff will ask the Board to approve the draft Fiscal Year 2025-26 O&M Budget and the draft Fiscal Year 2025/26 to Fiscal Year 2034/35 CIP. These plans are used to measure the District's financial performance throughout the upcoming fiscal year.

Staff met with the Finance Committee on March 27, 2025 to review drafts of the FY 2025-26 O&M Budget and the FY 2025/26 – FY 2034/35 CIP. The Finance Committee did not recommend any changes to either the O&M Budget or CIP drafts. At the April 8, 2025 Board of Directors' meeting, staff presented the draft O&M Budget. The O&M Budget that is attached to this report reflects a few changes versus what was reviewed at the April 8, 2025 Board meeting, but in total the Contribution to CIP and Reserves has changed only slightly, down \$10,000 to \$4,167,000. The recent organization changes approved by the Board on May 13, 2025 are now completely reflected in the proposed budget.

Staff and Jon Sutter of EKI Environment and Water, Inc. met with the Facilities Committee on April 22, 2025 to review the Draft CIP. The Facilities Committee did

not recommend any changes to the draft CIP. The CIP was reviewed with the Board at the May 13, 2025 meeting. The CIP that is included for the Board's approval is unchanged versus what was reviewed with the Board on May 13th.

The attached Budget Process Timeline lists key milestones and the schedule for Committee and Board reviews, and Board approval, of the District's FY 2025-26 O&M Budget and CIP for Fiscal Year 2025/26 through FY2034/35.

FY 25-26 Budget (O&M and CIP) Process Timeline

Date	Description
March 10, 2025	Facilities Committee - Capital Improvement Program (CIP) Review
March 27, 2025	Finance Committee - Review of Draft O&M / CIP Budgets
April 8, 2025 Regular Board Meeting	Present Draft O&M Budget for Board Review
April 22, 2025	Facilities Committee - CIP Review
May 13, 2025 Regular Board Meeting	Board Presentation of Draft CIP
June 10, 2025 Regular Board Meeting	Board Approval of FY25-26 O&M and FY25-26 - FY34/35 CIP Budgets

Draft Fiscal Year 2025-2026 O&M Budget:

A summary of the Draft Fiscal Year 2025-2026 O&M Budget as compared to the prior year's budget is presented below.

	FY2025/26 Draft Budget	FY2024/25 Approved Budget	\$ Change from Prior Budget	% Change from Prior Budget
REVENUE				
<i>Water Sales in Millions of Gallons</i>	542 MG	520 MG	22 MG	4.2%
Water Revenue (*)	\$ 15,862,300	\$ 14,145,409	\$ 1,716,891	12.1%
Non-Operating Revenue	\$ 2,635,000	\$ 2,367,000	\$ 268,000	11.3%
Total Revenue	\$ 18,497,300	\$ 16,512,409	\$ 1,984,891	12.0%
OPERATING EXPENSES	\$ 12,293,411	\$ 11,485,230	\$ 808,181	7.0%
DEBT SERVICE	\$ 2,036,939	\$ 1,506,840	\$ 530,099	35.2%
CONTRIBUTION TO CIP AND RESERVES	\$ 4,166,950	\$ 3,520,339	\$ 646,611	18.4%
(*) An 8% rate increase is planned for January 19, 2026 and is reflected in the FY 2025/26 Draft Budget				

The **revenue** budget reflects water sales of 542 million gallons (MG), an increase of 22 MG from the prior year's budget. At \$15,862,000, water revenues are \$1,717,000 or 12.1%, above this year's budget, which reflects the Board-approved 8% rate increase to be effective in mid-January, 2026.

Non-operating revenues will increase by \$268,000 versus this year's budget, primarily as a result of higher interest earnings associated with LAIF (\$85,000) and an additional \$139,000 of County and ERAF tax receipts. \$44,000 of increases in other non-operating revenues accounts for the remainder of the year-over-year increase.

Budgeted **operating expenses** are \$808,000 higher than the prior year's budget primarily due to inflationary increases, which include:

- salary increases associated with a 2.7% COLA in July, 2024 and 2.5% step/promotion increases for eligible staff, and the annualized impact of the organizational changes approved by the Board on May 13, 2025;
- a confirmed rate increase from SFPUC of 2.3% in July, 2025;

STAFF REPORT**Agenda: June 10, 2025****Subject: Approval of FY 2025-26 O&M Budget and FY 2025/2026 to FY 2034/2035 CIP****Page : 4**

- an assumption that PG&E rates will grow by 10%;
- increases in premiums for medical and dental that are estimated to be 10% and 6% respectively;
- an estimated increase in Liability insurance of 10%

Debt service reflects the addition of \$530,813 related to the January, 2025 issuance of certificates of participation in financing the Carter Hill Prestressed Concrete Tank and Seismic Upgrades project.

Please see **Exhibit A** for the Draft FY 2025-2026 O&M Budget and detailed explanations of the variances versus the approved FY 2024-2025 Budget.

Draft Fiscal Year 2025/2026 to 2034/2035 Capital Improvement Program:

- Draft 5 Year CIP - \$33,150,000
- Draft 10 Year CIP - \$69,770,000
- Prior Year's Approved 10 Year CIP - \$69,175,000

The Draft 2025/2026 to Fiscal Year 2034/35 CIP is \$595,000 above the prior year's approved CIP. The changes by spending category versus the prior year 10-Year CIP approved in June 2024 are shown below:

Category	Draft CIP FY 25/26 - FY 34/35	Approved CIP FY 24/25 - FY 33/34	Budget Inc/(Decr)	Notes
Equipment Purchase and Replacement	\$1,850,000	\$1,500,000	\$350,000	
Facilities and Maintenance	\$2,970,000	\$1,900,000	\$1,070,000	Increased cost of Pilarcitos Canyon culvert and slide repairs, and added costs for EV infrastructure and meter replacements.
Pipeline Projects	\$20,150,000	\$25,700,000	(\$5,550,000)	Reflects completion of Phase 1 of the Highway 92 project in FY 2024/25 and adjusted cost estimates on other pipeline projects.
Pump Stations/Tanks/Wells	\$33,100,000	\$26,550,000	\$6,550,000	Increased cost estimates for tank replacement projects including Carter Hill Tank phase II ("tank 3") and Alves. Also includes upper Pilarcitos well field replacement project.
Water Supply Development	\$6,300,000	\$8,950,000	(\$2,650,000)	Reflects delay of lower Pilarcitos well development which now includes only a feasibility study.
Water Treatment Plants	\$5,400,000	\$4,575,000	\$825,000	Reflects addition of the rehabilitation of the original sedimentation basin at Nunes.
Total	\$69,770,000	\$69,175,000	\$595,000	

STAFF REPORT

Agenda: June 10, 2025

Subject: Approval of FY 2025-26 O&M Budget and FY 2025/2026 to FY 2034/2035 CIP

Page : 5

Of note: staff have updated the District's Water Financial Model to reflect the latest draft of the FY2025/26 O&M Draft budget as well as the attached Draft CIP and the District's reserve outlook remains at or near target.

Please see **Exhibit B**, below, for the Draft CIP details for FY 2025/26 through FY 2034/35.

Operations & Maintenance Budget - FY 2025-2026

		Draft FY 2025/2026 Budget	Approved FY 2024/2025 Budget	FY25/26 Budget Vs. FY 24/25 Budget	FY25/26 Budget Vs. FY 24/25 Budget %
Account Number	Description			\$ Changed	% Changed
5630	Insurance	\$314,900	\$209,000	\$105,900	50.7%
5687	Memberships & Subscriptions	\$126,900	\$125,000	\$1,900	1.5%
5688	Election Expense	\$0	\$30,000	(\$30,000)	(100.0%)
5689	Labor Relations	\$6,000	\$6,000	\$0	0.0%
5700	County Fees	\$33,900	\$33,000	\$900	2.7%
5705	State Fees	\$51,900	\$50,600	\$1,300	2.6%
5910	Loss/gain on disposal of assets	\$0	\$0	\$0	-
Total Operating Expenses		\$12,293,411	\$11,485,230	\$808,181	7.0%
CAPITAL ACCOUNTS					
5715	Existing Bond-CIEDB 11-099	\$334,998	\$335,173	(\$175)	(0.1%)
5716	CIEDB 16-111	\$320,883	\$321,412	(\$529)	(0.2%)
5717	Chase-2018 Loan	\$432,880	\$432,821	\$59	0.0%
5718	First Foundation Bank - 2022	\$417,365	\$417,434	(\$69)	(0.0%)
5719	Debt Service - 2025 COP Issuance	\$530,813	\$0	\$530,813	-
Total Capital Accounts		\$2,036,939	\$1,506,840	\$530,099	35.2%
TOTAL REVENUE LESS TOTAL EXPENSE		\$4,166,950	\$3,520,339	\$646,611	
5713	Cont. to CIP & Reserves	\$4,166,950	\$3,520,339		

The forecast for FY24/25 is \$282,000, \$73,000 above budget and is primarily driven by an unexpected increase in liability insurance. FY25/26 is assumed to increase by another 10%.

Reflects loan payment schedule.
" "
" "
" "
Reflects finalized COP debt service schedule

Project #	Project Name	Status	Projected FY 25/26 to FY 34/35 Total	Rank	FY 25/26	FY26/27	FY27/28	FY28/29	FY 29/30	FY 30/31	FY 31/32	FY 32/33	FY 33/34	FY 34/35	Projected FY 25/26 to FY 34/35 Total
Equipment Purchase & Replacement															
06-03	SCADA Upgrades	Ongoing	\$ 500,000	3	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 500,000
15-04	Vactor Truck Fleet Addition	Concept	\$ 800,000	4			\$ 800,000								\$ 800,000
99-02	Vehicle Fleet Replacements	Ongoing	\$ 550,000	1	\$ 50,000	\$ 100,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 550,000
	Equipment Purchase & Replacement Totals		\$ 1,850,000		\$ 100,000	\$ 150,000	\$ 900,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 1,850,000
Facilities & Maintenance															
09-09	Fire Hydrant Upgrades and Replacements	Ongoing	\$ 1,400,000	1	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 1,400,000
23-13	Pilarcitos Canyon Slide Repairs and Culvert Replacement Project (damanged in January 2023 storms)	Design/Permitting	\$ 900,000	1	\$ 100,000	\$ 100,000	\$ 700,000								\$ 900,000
	District Office/Corporation Yard EV Fleet Infrastructure Project		\$ 300,000	4				\$ 300,000							\$ 300,000
	District Office/Corporation Yard Upgrade Project		\$ -												\$ -
99-01	Meter Replacements	Ongoing	\$ 370,000	2-3	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 370,000
	Facilities and Maintenance Totals		\$ 2,970,000		\$ 250,000	\$ 250,000	\$ 850,000	\$ 450,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 240,000	\$ 240,000	\$ 240,000	\$ 2,970,000
Pipeline Projects															
14-01	Highway 92 Treated Water Pipeline Replacement Project (replacement of welded steel pipe)	Construction	\$ 3,400,000	1	\$ 700,000	\$ 200,000	\$ 2,500,000								\$ 3,400,000
14-33	Miramar Neighborhood Pipeline Replacement (replacement of cast iron pipe)	Concept	\$ 1,900,000	4							\$ 100,000	\$ 1,800,000			\$ 1,900,000
16-09	Pipeline Replacements (Miramar neighborhood at Santa Rosa/Alcatraz - replacement of cast iron pipe) and Miramar Dead-end Looping Project at Alameda Avenue	Design	\$ 1,000,000	1	\$ 100,000	\$ 900,000									\$ 1,000,000
18-01	Pine/Willow/Oak Pipeline Replacement Project (replacement of cast iron pipe)	Bid Ready	\$ 3,000,000	2-3					\$ 3,000,000						\$ 3,000,000
21-01	Redondo Beach Loop/Ocean Colony Pipeline Replacement Project	Design	\$ 500,000	5		\$ 500,000									\$ 500,000
21-09	Upper Miramar Pipeline Replacement	Design	\$ 550,000	1	\$ 50,000			\$ 500,000							\$ 550,000
22-01	Miramontes Point Road Pipeline Replacement	Design	\$ 3,000,000	3					\$ 1,500,000	\$ 1,500,000					\$ 3,000,000
23-01	PRV Project: Seahaven/Frenchman's Creek Neighborhoods	Concept	\$ 800,000	1				\$ 800,000							\$ 800,000
23-02	Poplar Street Pipeline Replacement Project (west side of Hwy 1 - replacement of cast iron pipe)	Concept	\$ 2,000,000	4									\$ 2,000,000		\$ 2,000,000
25-01	Kehoe Neighborhood Pipeline Replacement (replacement of cast iron pipe)	Concept	\$ 3,000,000	5										\$ 3,000,000	\$ 3,000,000
NN-00	Unscheduled CIP	Concept	\$ 1,000,000		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 1,000,000
	Pipeline Projects Totals		\$ 20,150,000		\$ 950,000	\$ 1,700,000	\$ 2,600,000	\$ 1,400,000	\$ 4,600,000	\$ 1,600,000	\$ 200,000	\$ 1,900,000	\$ 2,100,000	\$ 3,100,000	\$ 20,150,000
Pump Stations/Tanks/Wells															
21-07	Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project: Phase I/Phase II	Construction	\$ 21,600,000	1	\$ 9,000,000			\$ 500,000	\$ 100,000	\$ 6,000,000	\$ 6,000,000				\$ 21,600,000
08-14	Alves Tank Rehabilitation/Replacement Project	Concept	\$ 6,500,000										\$ 500,000	\$ 6,000,000	\$ 6,500,000
19-01	El Granada #1 Tank Site Pump Station Replacement Project	Design	\$ 1,100,000	1	\$ 100,000	\$ 1,000,000									\$ 1,100,000
14-33	Miramar Tank Rehabilitation	Concept	\$ 200,000											\$ 200,000	\$ 200,000

Project #	Project Name	Status	Projected FY 25/26 to FY 34/35 Total	Rank	FY 25/26	FY26/27	FY27/28	FY28/29	FY 29/30	FY 30/31	FY 31/32	FY 32/33	FY 33/34	FY 34/35	Projected FY 25/26 to FY 34/35 Total
08-16	Cahill Tank Exterior Recoat	Concept	\$ 550,000	3			\$ 50,000	\$ 500,000							\$ 550,000
09-18	Upper Pilarcitos Well Field Replacements	Bid Ready	\$ 2,000,000	1	\$ 2,000,000										\$ 2,000,000
16-08	Denniston Well Field Replacements	Feasibility	\$ 500,000											\$ 500,000	\$ 500,000
21-03	CSP Pump #3 Replacement	Bid Ready	\$ 250,000					\$ 250,000							\$ 250,000
23-11	CSP Screens: Installation of Intake Valves (future)	Feasibility	\$ -												\$ -
19-05	Tanks - THM Control Mixer Installation	Ongoing	\$ 400,000		\$ 200,000		\$ 100,000	\$ 100,000							\$ 400,000
	Pump Stations/Tanks/Wells Totals		\$ 33,100,000		\$ 11,300,000	\$ 1,000,000	\$ 150,000	\$ 1,350,000	\$ 100,000	\$ 6,000,000	\$ 6,000,000	\$ -	\$ 500,000	\$ 6,700,000	\$ 33,100,000
Water Supply Development															
14-25	San Vicente/Denniston Water Supply Project	Design/Ongoing	\$ 4,100,000	1	\$ 2,200,000	\$ 300,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 4,100,000
13-04	Denniston Diversion	Concept	\$ 2,000,000	5									\$ 2,000,000		\$ 2,000,000
23-04	Lower Pilarcitos Well Development (feasibility study)	Feasibility	\$ 200,000	5					\$ 200,000						\$ 200,000
	Water Supply Development Totals		\$ 6,300,000		\$ 2,200,000	\$ 300,000	\$ 200,000	\$ 200,000	\$ 400,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 2,200,000	\$ 200,000	\$ 6,300,000
Water Treatment Plants															
23-06	Sedimentation Basin Rehabilitation	Concept	\$ 1,000,000		\$ 250,000	\$ 750,000									\$ 1,000,000
NN-00	Denniston Water Treatment Plant Improvement Project	Concept	\$ 4,400,000				\$ 200,000	\$ 200,000				\$ 4,000,000			\$ 4,400,000
	Water Treatment Plants Totals		\$ 5,400,000		\$ 250,000	\$ 750,000	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ 4,000,000	\$ -	\$ -	\$ 5,400,000
GRAND TOTAL			\$ 69,770,000		\$ 15,050,000	\$ 4,150,000	\$ 4,900,000	\$ 3,700,000	\$ 5,350,000	\$ 8,050,000	\$ 6,650,000	\$ 6,440,000	\$ 5,140,000	\$ 10,340,000	\$ 69,770,000

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren

Agenda: June 10, 2025

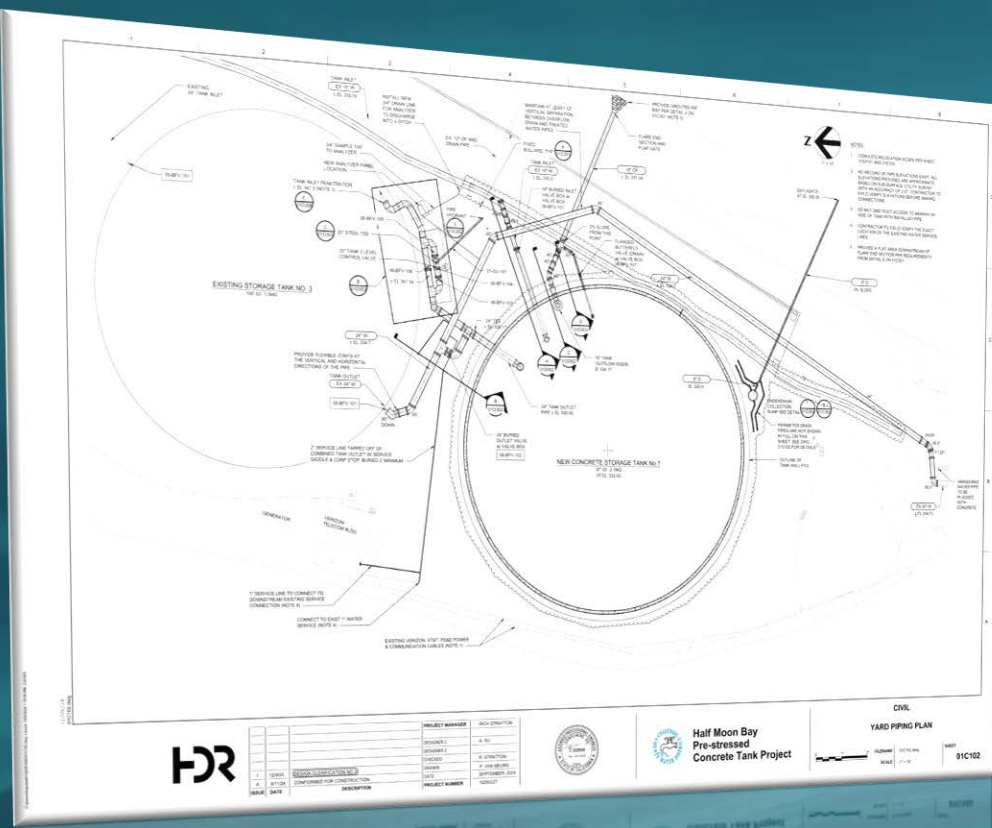
Report Date: June 6, 2025

Agenda Title: Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project – Update #8

Informational Item

At the July 9, 2024 Regular Board of Directors Meeting, the Board authorized an award of contract to DN Tanks, LLC. (“DN Tanks”) for the construction of the Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project. The District issued the full “notice to proceed” on January 21, 2025. The contract duration is 480 days with estimated completion in Spring 2026. This is the eighth of several updates staff plans to present to the Board on progress of this project.

Freyer and Laureta, Inc., the Construction Management firm on this project has put together a brief summary of progress to date. See Attachment A.



Coastside County Water District Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project June 10, 2025 Board Meeting

Contract Data as of Board Meeting Date

Contract Data as of Meeting Date:

Contract Time (Calendar Days)		Contract Value	
Base Contract Duration	480	Base Contract	\$10,968,951.00
<i>Approved Change Order Days Added</i>	12	Approved Change Order Added	(\$66,492.06)
<i>Approved Change Order Days Subtracted</i>	0	Approved Change Order %	(0.61%)
Total Contract Duration	492	Total Contract Approved	\$10,902,458.94
Elapsed (Start Date 1/21/2025)	140	Billed to Date ¹	\$1,703,712.02
Remaining Days	352	Remaining Value	\$9,198,746.92

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

Construction Progress Update #8

Progress since Previous Board Meeting:

- Virgin Class II fine grading from the center of the tank.
- Deliver of 50 ft Conex Trailer, Seismic Cables, and water stops.
- Trenching and Installation of 6-inch PVC pipe for leak detection manhole connection.
- Partial installation of 30 mil PVC Liner in Tank Footprint.
- Processing of Contractor Submittals, Requests for Information (RFIs) and Scheduling.

Construction Progress Update #8

Three-Week Look Ahead Schedule:

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

- Trenching for Pipe Encasements
- Installation of Inlet, Outlet & Drainage Pipes
- Concrete pour for Drainage Pipe Encasement
- Compaction of Virgin Class II material around Pipe Encasement
- Installation of remaining 30 mil PVC Liner

Overall Project Schedule:

- Anticipated completion in May 2026.



Construction Photos



Construction Photos

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: June 10, 2025

Report Date: June 6, 2025

Agenda Title: General Manager's Report

Information Only

Organizational Update

At the May 13, 2025 Board of Directors Meeting, the Board approved a staff reorganization. The following promotions occurred after the May meeting:

Sean Donovan	- promoted to Water Treatment Plant Operations Manager
Darin Sturdivan	- promoted to Water Distribution Operations Manager
Todd Schmidt	- promoted to Water Treatment Plant Supervisor
Dustin Jahns	- promoted to Water Distribution Supervisor
Matt Damrosch	- promoted to Senior Treatment Operator
Gina Brazil	- promoted to Administrative Services Manager
Emma Barr	- promoted to Customer Support Specialist

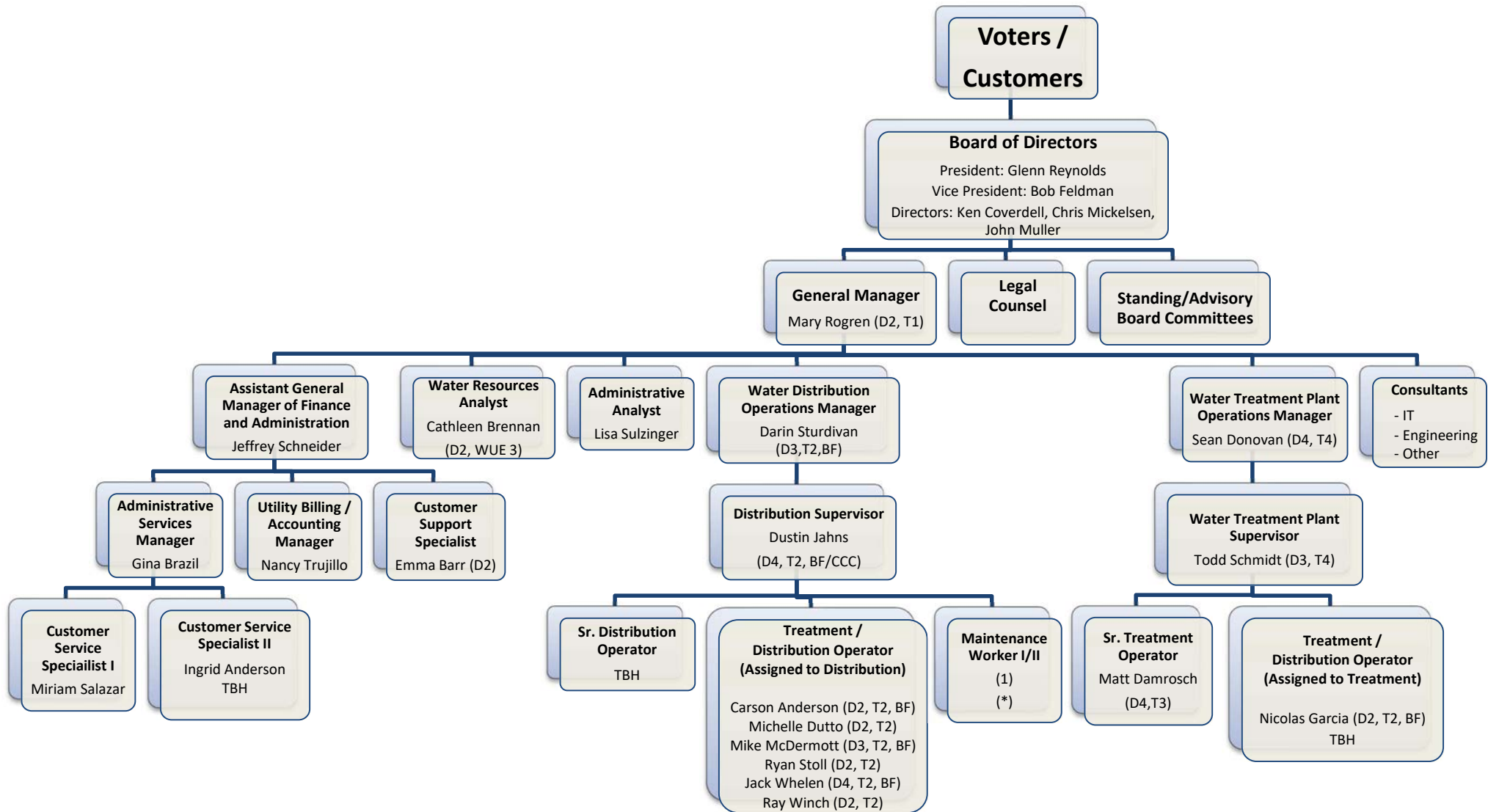
We are incredibly excited about the new opportunities and challenges that lie ahead for each of these individuals and are quite confident in their ability to assume their expanded roles at the District.

Attached is the latest organizational chart. We anticipate a few more changes and will keep the Board informed accordingly.

Please join me in congratulating our team!



COASTSIDE COUNTY WATER DISTRICT ORGANIZATION CHART Updated: May 20, 2025



(*) the maintenance worker position is shared by the Distribution and Treatment groups

MONTHLY REPORT

To: Mary Rogren, General Manager

From: Sean Donovan, Water Treatment Operations Manager
Darin Sturdivan, Water Distribution Operations Manager
Todd Schmidt, Water Treatment Supervisor
Dustin Jahns, Distribution Supervisor

Agenda: June 10, 2025

Report

Date: June 6, 2025

Monthly Highlights

- DN Tank site work coordination continued in anticipation of floor pour/installation in early July.
- Denniston WTP was online the entire month.
- Denniston raw water pump #2 was reinstalled on May 6 allowing for staff to increase the production rate to 500-650 gpm.
- Conducted training with SFPUC watershed keepers and District staff at Crystal Springs Pump Station. (21 attendees)
- Highway 92 construction is 70% complete. Drilling started in the first week of June.
- (2) Temporary Maintenance Workers started in May.
- Worked in conjunction with West Yost & Associates on the District's Cross-Connection Program and Plan due to the State by July 1, 2025.
- ESRI/Cityworks upgrade is in final testing.
- Reviewed new Standard Details for Construction with EKI.
- Mowed area surrounding Nunes WTP.
- Installed Starlink internet connection at Nunes WTP.
- Darin and Sean attended brown bag meeting on Distribution System Optimization at Mid-Peninsula Water District.

May Sources: Pilarcitos Reservoir, Denniston, Crystal Springs (Skylawn.)

Main leaks/service leaks: None.

Hydrant upgrades: changed out (3) hydrants.

Projects

- EKI Environment and Water, Inc.
 - Provided peer review of DN Tank project coordination/engineering.
 - Provided ongoing engineering support during construction and submittal reviews for the Highway 92 Emergency Pipeline Replacement Project.



FY 2025-26 Operations and Maintenance Budget and FY 2025/26 – 2034/35 Capital Improvement Program

Coastside County Water District (CCWD)

Presented by Jeffrey Schneider, Assistant General Manager – Finance and Administration

CCWD Board Meeting: June 10, 2025

Operations and Maintenance Budget

	FY2025/26 Draft Budget	FY2024/25 Approved Budget	\$ Change from Prior Budget	% Change from Prior Budget
REVENUE				
<i>Water Sales in Millions of Gallons</i>	542 MG	520 MG	22 MG	4.2%
Water Revenue (*)	\$ 15,862,300	\$ 14,145,409	\$ 1,716,891	12.1%
Non-Operating Revenue	\$ 2,635,000	\$ 2,367,000	\$ 268,000	11.3%
Total Revenue	\$ 18,497,300	\$ 16,512,409	\$ 1,984,891	12.0%
OPERATING EXPENSES	\$ 12,293,411	\$ 11,485,230	\$ 808,181	7.0%
DEBT SERVICE	\$ 2,036,939	\$ 1,506,840	\$ 530,099	35.2%
CONTRIBUTION TO CIP AND RESERVES	\$ 4,166,950	\$ 3,520,339	\$ 646,611	18.4%
(*) An 8% rate increase is planned for January 19, 2026 and is reflected in the FY 2025/26 Draft Budget				

Capital Improvement Program

Category	Draft CIP FY 25/26 - FY 34/35	Approved CIP FY 24/25 - FY 33/34	Budget Inc/(Decr)	Notes
Equipment Purchase and Replacement	\$1,850,000	\$1,500,000	\$350,000	
Facilities and Maintenance	\$2,970,000	\$1,900,000	\$1,070,000	Increased cost of Pilarcitos Canyon culvert and slide repairs, and added costs for EV infrastructure and meter replacements.
Pipeline Projects	\$20,150,000	\$25,700,000	(\$5,550,000)	Reflects completion of Phase 1 of the Highway 92 project in FY 2024/25 and adjusted cost estimates on other pipeline projects.
Pump Stations/Tanks/Wells	\$33,100,000	\$26,550,000	\$6,550,000	Increased cost estimates for tank replacement projects including Carter Hill Tank phase II ("tank 3") and Alves. Also includes upper Pilarcitos well field replacement project.
Water Supply Development	\$6,300,000	\$8,950,000	(\$2,650,000)	Reflects delay of lower Pilarcitos well development which now includes only a feasibility study.
Water Treatment Plants	\$5,400,000	\$4,575,000	\$825,000	Reflects addition of the rehabilitation of the original sedimentation basin at Nunes.
Total	\$69,770,000	\$69,175,000	\$595,000	

QUESTIONS/COMMENTS?

THANK YOU

STAFF REPORT

Agenda: June 19, 2025

Subject: Operations Report

Page 2

- Continued work on environmental permitting requirements and design for Pilarcitos Well Replacement Project and Pilarcitos Culvert/Slide Repair Project.
 - Continued work on finalizing plans on San Vicente Pipeline Project.
- HDR, Inc.
 - HDR continued work on DN Tank submittals and plan modifications and coordination of subcontractors.