

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**REGULAR MEETING OF THE BOARD OF DIRECTORS**

**Tuesday, October 8, 2024 - 7:00 p.m.**

**AGENDA**

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

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

Join Zoom Meeting

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

Meeting ID: 812 7724 0724

Passcode: 513540

One tap mobile

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

Dial by your location

- +1 669 900 6833 US (San Jose)

Meeting ID: 812 7724 0724

Passcode: 513540

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

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

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

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

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

*This agenda and accompanying materials can be viewed on Coastside County Water District's website located at: [www.coastsidewater.org](http://www.coastsidewater.org).*

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

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

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

- 4) **CONSENT CALENDAR**

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

- A. Approval of disbursements for the month ending September 30, 2024:  
Claims: \$ 1,212,317.23; Payroll: \$ 231,918.78 for a total of \$ 1,444,236.01 ([attachment](#))  
*September 2024 Monthly Financial Claims reviewed and approved by Director Reynolds*
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of September 10, 2024, 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 - September 2024 ([attachment](#))
- G. Leak/Flushing Report - September 2024 ([attachment](#))
- H. Monthly Rainfall Reports ([attachment](#))
- I. SFPUC Hydrological Conditions Report - August 2024 ([attachment](#))
- J. Water Service Connection Transfer Report for September 2024 ([attachment](#))

**5) MEETINGS ATTENDED / DIRECTOR COMMENTS**

**6) GENERAL BUSINESS**

- A. Approval of Professional Services Agreement with EKI Environment and Water, Inc. for Capital Project Management and As-Needed Engineering Services ([attachment](#))
- B. Approval of Professional Services Agreement with EKI Environment and Water, Inc. for Environmental Services related to the Pilarcitos Creek Road Bank Stabilization Project ([attachment](#))
- C. Approval of Professional Services Agreement with EKI Environment and Water, Inc. for Engineering Services for the Pilarcitos Well Field Replacement Project ([attachment](#))
- D. Quarterly Financial Review ([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) CLOSED SESSION**

- A) Conference with Legal Counsel – Existing Litigation  
Pursuant to California Government Code Section 54956.9(d)(1)  
Name of Case: Coastside County Water District v. Mary Alice Cozzolino, Trustee of the James and Alice Cozzolino Trust, et al., Case No. 24-civ-05456.
- B) Conference with Legal Counsel – Existing Litigation  
Pursuant to California Government Code Section 54956.9(d)(1)  
Name of Case: Coastside County Water District v. James Salvatore Cozzolino, a Married Man as His Sole and Separate Property, and Linda Jean Cozzolino, a Single Woman, as Tenants in Common, et al., Case No.24-civ-05502.

**10) RECONVENE TO OPEN SESSION**

Public Report of closed session action.

**11) ADJOURNMENT**

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

CHECKS			
CHECK DATE	CHECK NO.	VENDOR	AMOUNT
09/10/2024	34156	AMAZON CAPITAL SERVICES, INC.	\$ 15.01
09/10/2024	34157	ANDREINI BROS. INC.	\$ 490.50
09/10/2024	34158	BADGER METER, INC.	\$ 66.00
09/10/2024	34159	BAY AREA WATER SUPPLY &	\$ 1,555.15
09/10/2024	34160	TIMOTHY C BOWSER	\$ 3,670.10
09/10/2024	34161	CHEMTRADE CHEMICALS US LLC	\$ 3,619.44
09/10/2024	34162	COUNTY OF SAN MATEO	\$ 305.00
09/10/2024	34163	ELDORADO FORKLIFT COMPANY	\$ 283.55
09/10/2024	34164	GRAINGER, INC.	\$ 527.41
09/10/2024	34165	KELLY HOFFMAN-DAVIS	\$ 4,242.60
09/10/2024	34166	IRON MOUNTAIN	\$ 900.16
09/10/2024	34167	IRVINE CONSULTING SERVICES, INC.	\$ 123.46
09/10/2024	34168	MISSION UNIFORM SERVICES INC.	\$ 72.56
09/10/2024	34169	MONTEREY BAY ANALYTICAL SERVICES, INC.	\$ 2,728.18
09/10/2024	34170	MTA PARTS, INC.	\$ 84.94
09/10/2024	34171	ROGUE WEB WORKS, LLC	\$ 449.35
09/10/2024	34172	SCAPES, INC	\$ 380.00
09/10/2024	34173	STANDARD INSURANCE COMPANY	\$ 584.97
09/10/2024	34174	TPX COMMUNICATIONS	\$ 2,039.48
09/10/2024	34175	UPS STORE	\$ 527.78
09/10/2024	34176	WATER RESOURCES ECONOMICS	\$ 500.00
09/10/2024	34177	HEALTH BENEFITS ACWA-JPIA	\$ 40,069.25
09/10/2024	34178	C.J. BROWN & COMPANY, CPAS	\$ 450.00
09/10/2024	34179	HASSETT HARDWARE	\$ 339.66
09/10/2024	34180	IRVINE CONSULTING SERVICES, INC.	\$ 11,046.01
09/10/2024	34181	NEARMAP US, INC	\$ 7,750.00
09/10/2024	34182	PACIFIC GAS & ELECTRIC CO.	\$ 80,661.06
09/10/2024	34183	PACIFICA COMMUNITY TV	\$ 300.00
09/10/2024	34184	MIKE PODLECH	\$ 1,866.07
09/10/2024	34185	PSI WATER TECHNOLOGIES, INC	\$ 7,065.75
09/10/2024	34186	REPUBLIC SERVICES	\$ 636.37
09/10/2024	34187	SAN MATEO CTY PUBLIC HEALTH LAB	\$ 1,216.00
09/10/2024	34188	TEAMSTERS LOCAL UNION #856	\$ 1,132.00
09/10/2024	34189	UNDERGROUND REPUBLIC WATER WORKS, INC.	\$ 2,575.84
09/10/2024	34190	UNIVAR SOLUTIONS USA INC.	\$ 17,484.96
09/10/2024	34191	PACIFIC GAS & ELECTRIC CO.	\$ 102.23
09/18/2024	34192	ADP, INC.	\$ 815.25
09/18/2024	34193	AMAZON CAPITAL SERVICES, INC.	\$ 384.66
09/18/2024	34194	AT&T MOBILITY	\$ 126.72
09/18/2024	34195	BFI OF CALIFORNIA, INC.	\$ 1,671.48
09/18/2024	34196	CALCON SYSTEMS, INC.	\$ 5,330.00
09/18/2024	34197	BRANDON WRIGHT	\$ 6,200.00
09/18/2024	34198	JAMES COZZOLINO, TRUSTEE	\$ 275.00
09/18/2024	34199	DE LAGE LANDEN FINANCIAL SERVICES, INC.	\$ 1,108.98
09/18/2024	34200	GEO BLUE CONSULTING, INC.	\$ 8,732.55
09/18/2024	34201	IRVINE CONSULTING SERVICES, INC.	\$ 2,154.12
09/18/2024	34202	MTA PARTS, INC.	\$ 397.93
09/18/2024	34203	SOCIAL AND ENVIRONMENTAL ENTREPRENEURS	\$ 16,500.00
09/18/2024	34204	STATE WATER RESOURCES CONTROL BD	\$ 60.00
09/18/2024	34205	TRI COUNTIES BANK	\$ 388.42
09/18/2024	34206	TRI COUNTIES BANK	\$ 4,699.24
09/18/2024	34207	VERIZON CONNECT INC.	\$ 599.62
09/18/2024	34208	WIENHOFF & ASSOCIATES, INC.	\$ 340.00

09/24/2024	34209	AMAZON CAPITAL SERVICES, INC.	\$	289.66
09/24/2024	34210	AT&T	\$	2,438.65
09/24/2024	34211	AT&T	\$	613.49
09/24/2024	34212	BAY ALARM COMPANY	\$	1,208.91
09/24/2024	34213	REXEL USA, INC	\$	162.02
09/24/2024	34214	JPMORGAN CHASE BANK, N.A.	\$	388,520.67
09/24/2024	34215	COSTCO WHOLESALE	\$	197.57
09/24/2024	34216	DAVEY'S SMOG SHOP, INC.	\$	133.50
09/24/2024	34217	DE LAGE LANDEN FINANCIAL SERVICES, INC.	\$	65.81
09/24/2024	34218	DOANE AND HARTWIG WATER SYSTEMS, INC.	\$	588.48
09/24/2024	34219	ELDORADO FORKLIFT COMPANY	\$	578.15
09/24/2024	34220	NICOLAS GARCIA	\$	500.00
09/24/2024	34221	GRAINGER, INC.	\$	821.60
09/24/2024	34222	HMB BLDG. & GARDEN INC.	\$	98.31
09/24/2024	34223	HANSONBRIDGETT. LLP	\$	33,566.50
09/24/2024	34224	MISSION UNIFORM SERVICES INC.	\$	72.56
09/24/2024	34225	MONTEREY BAY ANALYTICAL SERVICES, INC.	\$	1,046.00
09/24/2024	34226	MTA PARTS, INC.	\$	14.19
09/24/2024	34227	JOHN MULLER	\$	91.12
09/24/2024	34228	PAPE MACHINERY EXCHANGE	\$	4,810.71
09/24/2024	34229	PRINCETON WELDING , INC.	\$	900.00
09/24/2024	34230	SAN FRANCISCO WATER DEPT.	\$	312,211.00
09/24/2024	34231	UNDERGROUND REPUBLIC WATER WORKS, INC.	\$	1,129.24
09/24/2024	34232	UNIVAR SOLUTIONS USA INC.	\$	9,493.60
09/24/2024	34233	JUAN CARLOS SALAZAR	\$	2,970.00
09/24/2024	34234	WIENHOFF & ASSOCIATES, INC.	\$	5.00
09/03/2024	34235	ERIC JOHNSON	\$	10.73
09/30/2024	34236	A-1 SEPTIC TANK SERVICE	\$	650.00
09/30/2024	34237	AMAZON CAPITAL SERVICES, INC.	\$	416.80
09/30/2024	34238	ANDREINI BROS. INC.	\$	4,371.00
09/30/2024	34239	BAY AREA AIR QUALITY MGMT DIST	\$	621.00
09/30/2024	34240	BAY ALARM COMPANY	\$	1,144.08
09/30/2024	34241	BFI OF CALIFORNIA, INC.	\$	2,781.56
09/30/2024	34242	CATHLEEN BRENNAN	\$	40.00
09/30/2024	34243	CALCON SYSTEMS, INC.	\$	328.13
09/30/2024	34244	COMCAST	\$	213.01
09/30/2024	34245	CORE & MAIN LP	\$	22,528.67
09/30/2024	34246	RECORDER'S OFFICE	\$	23.00
09/30/2024	34247	DATAPROSE, LLC	\$	4,356.76
09/30/2024	34248	SEAN DONOVAN	\$	49.79
09/30/2024	34249	EKI INC.	\$	22,186.93
09/30/2024	34250	EMSL ANALYTICAL, INC	\$	30.11
09/30/2024	34251	FREYER & LAURETA, INC.	\$	1,703.00
09/30/2024	34252	GRAINGER, INC.	\$	111.02
09/30/2024	34253	HACH CO., INC.	\$	3,389.10
09/30/2024	34254	HASSETT HARDWARE	\$	1,209.96
09/30/2024	34255	HUE & CRY, INC.	\$	12.00
09/30/2024	34256	JOHNSON CONTROLS US HOLDINGS INC	\$	900.00
09/30/2024	34257	GLENNA LOMBARDI	\$	86.00
09/30/2024	34258	MIKE MCDERMOTT	\$	40.00
09/30/2024	34259	MONTEREY BAY ANALYTICAL SERVICES, INC.	\$	1,746.00
09/30/2024	34260	NALCO COMPANY	\$	4,857.30
09/30/2024	34261	PACE SUPPLY CORP.	\$	5,284.03
09/30/2024	34262	THE PITNEY BOWES BANK INC	\$	1,000.00
09/30/2024	34263	PSI WATER TECHNOLOGIES, INC	\$	278.05
09/30/2024	34264	REDWOOD TRADING POST	\$	494.39
09/30/2024	34265	ROTORK CONTROLS, INC.	\$	3,200.54
09/30/2024	34266	SAN FRANCISCO WATER DEPT.	\$	492.00

09/30/2024	34267	SAN FRANCISCO PUBLIC UTILITIES COMMISSION	\$	2,919.97
09/30/2024	34268	JIM STEELE	\$	891.00
09/30/2024	34269	JAMES TETER	\$	480.00
09/30/2024	34270	UNDERGROUND REPUBLIC WATER WORKS, INC.	\$	568.14
09/30/2024	34271	UNDERWOOD & ROSENBLUM INC	\$	9,420.00
09/30/2024	34272	UPS STORE	\$	581.10
09/30/2024	34273	UTAP PRINTING CO., INC.	\$	16,669.20
09/30/2024	34274	BOSCO OIL COMPANY	\$	2,992.42
09/30/2024	34275	VERIZON WIRELESS	\$	2,122.05
09/30/2024	34276	US BANK NA	\$	999.23
09/30/2024	34277	WATER QUALITY INC.	\$	3,200.00
				SUBTOTAL CLAIMS FOR MONTH
			\$	1,133,569.62

**WIRE PAYMENTS**

09/10/2024	DFT0000570	PUB. EMP. RETIRE SYSTEM	\$	18,327.41
09/18/2024	DFT0000571	VALIC	\$	5,008.48
09/18/2024	DFT0000572	EMPOWER RETIREMENT, LLC	\$	2,643.96
09/24/2024	DFT0000573	PUB. EMP. RETIRE SYSTEM	\$	19,120.26
09/30/2024	DFT0000577	EMPOWER RETIREMENT, LLC	\$	2,643.96
09/30/2024	DFT0000578	VALIC	\$	5,208.48
09/30/2024	DFT0000579	PUB. EMP. RETIRE SYSTEM	\$	19,558.21
09/30/2024		BANK AND CREDIT CARD FEES	\$	6,236.85
				SUBTOTAL WIRE PAYMENTS FOR MONTH
			\$	78,747.61

**TOTAL CLAIMS FOR THE MONTH \$ 1,212,317.23**



Coastside County Water District

# Monthly Budget Report

## Account Summary

For Fiscal: 2024-2025 Period Ending: 09/30/2024

	September Budget	September Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget	
<b>Revenue</b>										
<b>RevType: 1 - Operating</b>										
<a href="#">1-4120-00</a>	Water Revenue	1,341,000.00	1,384,111.41	43,111.41	3.21%	4,096,000.00	4,015,294.75	-80,705.25	-1.97%	13,684,409.00
	<b>Total RevType: 1 - Operating:</b>	<b>1,341,000.00</b>	<b>1,384,111.41</b>	<b>43,111.41</b>	<b>3.21%</b>	<b>4,096,000.00</b>	<b>4,015,294.75</b>	<b>-80,705.25</b>	<b>-1.97%</b>	<b>13,684,409.00</b>
<b>RevType: 2 - Non-Operating</b>										
<a href="#">1-4170-00</a>	Water Taken From Hydrants	6,000.00	8,084.33	2,084.33	34.74%	18,000.00	28,150.17	10,150.17	56.39%	52,000.00
<a href="#">1-4180-00</a>	Late Notice - 10% Penalty	8,400.00	8,387.64	-12.36	-0.15%	25,200.00	26,882.33	1,682.33	6.68%	100,000.00
<a href="#">1-4230-00</a>	Service Connections	1,300.00	0.00	-1,300.00	-100.00%	3,900.00	1,990.92	-1,909.08	-48.95%	15,000.00
<a href="#">1-4920-00</a>	Interest Earned	31,000.00	51,528.91	20,528.91	66.22%	100,000.00	136,064.07	36,064.07	36.06%	300,000.00
<a href="#">1-4930-00</a>	Tax Apportionments/County Checks	1,000.00	0.00	-1,000.00	-100.00%	1,000.00	122.30	-877.70	-87.77%	1,092,000.00
<a href="#">1-4950-00</a>	Miscellaneous Income	400.00	800.00	400.00	100.00%	1,200.00	800.00	-400.00	-33.33%	5,000.00
<a href="#">1-4955-00</a>	Cell Site Lease Income	16,900.00	19,286.21	2,386.21	14.12%	50,700.00	57,186.64	6,486.64	12.79%	203,000.00
<a href="#">1-4965-00</a>	ERAF Refund - County Taxes	0.00	0.00	0.00	0.00%	291,000.00	340,700.20	49,700.20	17.08%	600,000.00
	<b>Total RevType: 2 - Non-Operating:</b>	<b>65,000.00</b>	<b>88,087.09</b>	<b>23,087.09</b>	<b>35.52%</b>	<b>491,000.00</b>	<b>591,896.63</b>	<b>100,896.63</b>	<b>20.55%</b>	<b>2,367,000.00</b>
	<b>Total Revenue:</b>	<b>1,406,000.00</b>	<b>1,472,198.50</b>	<b>66,198.50</b>	<b>4.71%</b>	<b>4,587,000.00</b>	<b>4,607,191.38</b>	<b>20,191.38</b>	<b>0.44%</b>	<b>16,051,409.00</b>
<b>Expense</b>										
<b>ExpType: 1 - Operating</b>										
<a href="#">1-5130-00</a>	Water Purchased	377,231.00	339,477.97	37,753.03	10.01%	1,059,693.00	945,281.17	114,411.83	10.80%	2,587,024.00
<a href="#">1-5230-00</a>	Nunes T P Pump Expense	5,000.00	4,943.85	56.15	1.12%	15,000.00	16,208.00	-1,208.00	-8.05%	65,550.00
<a href="#">1-5231-00</a>	CSP Pump Station Pump Expense	70,000.00	67,149.87	2,850.13	4.07%	200,000.00	174,709.39	25,290.61	12.65%	500,000.00
<a href="#">1-5232-00</a>	Other Trans. & Dist Pump Expense	2,500.00	2,681.49	-181.49	-7.26%	7,500.00	8,744.81	-1,244.81	-16.60%	31,050.00
<a href="#">1-5233-00</a>	Pilarcitos Canyon Pump Expense	2,200.00	2,348.01	-148.01	-6.73%	5,900.00	5,727.68	172.32	2.92%	79,350.00
<a href="#">1-5234-00</a>	Denniston T P Pump Expense	18,000.00	10,670.16	7,329.84	40.72%	49,000.00	35,892.11	13,107.89	26.75%	102,350.00
<a href="#">1-5242-00</a>	CSP Pump Station Operations	1,300.00	694.82	605.18	46.55%	3,500.00	2,116.77	1,383.23	39.52%	13,000.00
<a href="#">1-5243-00</a>	CSP Pump Station Maintenance	4,000.00	1,478.93	2,521.07	63.03%	12,000.00	8,356.03	3,643.97	30.37%	45,000.00
<a href="#">1-5246-00</a>	Nunes T P Operations - General	9,000.00	9,518.54	-518.54	-5.76%	27,000.00	23,062.04	3,937.96	14.59%	109,000.00
<a href="#">1-5247-00</a>	Nunes T P Maintenance	11,000.00	8,874.75	2,125.25	19.32%	33,000.00	30,906.76	2,093.24	6.34%	135,000.00
<a href="#">1-5248-00</a>	Denniston T P Operations-General	6,000.00	2,832.32	3,167.68	52.79%	19,000.00	22,771.53	-3,771.53	-19.85%	78,000.00
<a href="#">1-5249-00</a>	Denniston T.P. Maintenance	14,000.00	7,545.19	6,454.81	46.11%	42,000.00	20,169.86	21,830.14	51.98%	165,000.00
<a href="#">1-5250-00</a>	Laboratory Expenses	7,000.00	4,391.21	2,608.79	37.27%	21,000.00	22,230.44	-1,230.44	-5.86%	81,000.00
<a href="#">1-5260-00</a>	Maintenance - General	35,000.00	21,210.02	13,789.98	39.40%	105,000.00	91,843.55	13,156.45	12.53%	421,000.00
<a href="#">1-5261-00</a>	Maintenance - Well Fields	8,000.00	5,393.14	2,606.86	32.59%	8,000.00	5,393.14	2,606.86	32.59%	50,000.00
<a href="#">1-5263-00</a>	Uniforms	1,000.00	4,242.60	-3,242.60	-324.26%	5,700.00	14,728.75	-9,028.75	-158.40%	14,700.00
<a href="#">1-5318-00</a>	Studies/Surveys/Consulting	10,000.00	7,166.48	2,833.52	28.34%	25,000.00	19,342.55	5,657.45	22.63%	160,000.00
<a href="#">1-5321-00</a>	Water Resources	1,600.00	161.57	1,438.43	89.90%	4,800.00	484.71	4,315.29	89.90%	20,000.00

Monthly Budget Report

For Fiscal: 2024-2025 Period Ending: 09/30/2024

		September Budget	September Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget
<a href="#">1-5322-00</a>	Community Outreach	3,000.00	19,507.05	-16,507.05	-550.24%	9,000.00	21,625.67	-12,625.67	-140.29%	68,000.00
<a href="#">1-5381-00</a>	Legal	9,700.00	8,508.00	1,192.00	12.29%	29,100.00	27,662.50	1,437.50	4.94%	116,000.00
<a href="#">1-5382-00</a>	Engineering	7,500.00	10,455.80	-2,955.80	-39.41%	22,500.00	25,456.56	-2,956.56	-13.14%	90,000.00
<a href="#">1-5383-00</a>	Financial Services	4,000.00	0.00	4,000.00	100.00%	9,000.00	6,722.00	2,278.00	25.31%	24,150.00
<a href="#">1-5384-00</a>	Computer Services	31,000.00	29,141.34	1,858.66	6.00%	93,000.00	97,887.90	-4,887.90	-5.26%	375,000.00
<a href="#">1-5410-00</a>	Salaries/Wages-Administration	117,859.00	105,097.56	12,761.44	10.83%	364,802.00	339,766.70	25,035.30	6.86%	1,459,211.00
<a href="#">1-5411-00</a>	Salaries & Wages - Field	169,089.00	156,678.34	12,410.66	7.34%	523,370.00	476,388.92	46,981.08	8.98%	2,093,480.00
<a href="#">1-5420-00</a>	Payroll Tax Expense	20,548.00	18,497.42	2,050.58	9.98%	63,601.00	58,926.00	4,675.00	7.35%	254,404.00
<a href="#">1-5435-00</a>	Employee Medical Insurance	40,375.00	34,649.39	5,725.61	14.18%	121,125.00	114,565.13	6,559.87	5.42%	520,835.00
<a href="#">1-5436-00</a>	Retiree Medical Insurance	4,840.00	5,678.38	-838.38	-17.32%	14,520.00	14,478.25	41.75	0.29%	62,407.00
<a href="#">1-5440-00</a>	Employees Retirement Plan	58,985.00	54,298.09	4,686.91	7.95%	176,955.00	165,759.80	11,195.20	6.33%	707,803.00
<a href="#">1-5445-00</a>	Supplemental Retirement 401a	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	38,016.00
<a href="#">1-5510-00</a>	Motor Vehicle Expense	7,700.00	8,491.19	-791.19	-10.28%	23,100.00	19,567.67	3,532.33	15.29%	95,000.00
<a href="#">1-5620-00</a>	Office & Billing Expenses	33,500.00	32,002.54	1,497.46	4.47%	100,500.00	85,857.02	14,642.98	14.57%	418,000.00
<a href="#">1-5625-00</a>	Meetings / Training / Seminars	4,400.00	4,435.07	-35.07	-0.80%	13,200.00	4,801.78	8,398.22	63.62%	52,300.00
<a href="#">1-5630-00</a>	Insurance	16,200.00	17,149.02	-949.02	-5.86%	48,600.00	51,447.06	-2,847.06	-5.86%	209,000.00
<a href="#">1-5687-00</a>	Membership, Dues, Subscript.	6,458.00	7,703.79	-1,245.79	-19.29%	31,249.00	27,586.59	3,662.41	11.72%	125,000.00
<a href="#">1-5688-00</a>	Election Expenses	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	30,000.00
<a href="#">1-5689-00</a>	Labor Relations	500.00	0.00	500.00	100.00%	1,500.00	0.00	1,500.00	100.00%	6,000.00
<a href="#">1-5700-00</a>	San Mateo County Fees	2,750.00	1,295.00	1,455.00	52.91%	8,250.00	8,356.00	-106.00	-1.28%	33,000.00
<a href="#">1-5705-00</a>	State Fees	0.00	621.00	-621.00	0.00%	1,500.00	1,260.31	239.69	15.98%	50,600.00
	<b>Total ExpType: 1 - Operating:</b>	<b>1,121,235.00</b>	<b>1,014,989.90</b>	<b>106,245.10</b>	<b>9.48%</b>	<b>3,297,965.00</b>	<b>2,996,085.15</b>	<b>301,879.85</b>	<b>9.15%</b>	<b>11,485,230.00</b>
	<b>ExpType: 4 - Capital Related</b>									
<a href="#">1-5715-00</a>	Debt Service/CIEDB 11-099	0.00	0.00	0.00	0.00%	278,127.00	278,126.96	0.04	0.00%	335,173.00
<a href="#">1-5716-00</a>	Debt Service/CIEDB 2016	0.00	0.00	0.00	0.00%	242,657.00	242,657.22	-0.22	0.00%	321,412.00
<a href="#">1-5717-00</a>	Chase Bank - 2018 Loan	388,521.00	388,520.67	0.33	0.00%	388,521.00	388,520.67	0.33	0.00%	432,821.00
<a href="#">1-5718-00</a>	First Foundation Bank - 2022	0.00	0.00	0.00	0.00%	348,541.00	348,540.88	0.12	0.00%	417,434.00
	<b>Total ExpType: 4 - Capital Related:</b>	<b>388,521.00</b>	<b>388,520.67</b>	<b>0.33</b>	<b>0.00%</b>	<b>1,257,846.00</b>	<b>1,257,845.73</b>	<b>0.27</b>	<b>0.00%</b>	<b>1,506,840.00</b>
	<b>Total Expense:</b>	<b>1,509,756.00</b>	<b>1,403,510.57</b>	<b>106,245.43</b>	<b>7.04%</b>	<b>4,555,811.00</b>	<b>4,253,930.88</b>	<b>301,880.12</b>	<b>6.63%</b>	<b>12,992,070.00</b>
	<b>Report Total:</b>	<b>-103,756.00</b>	<b>68,687.93</b>	<b>172,443.93</b>		<b>31,189.00</b>	<b>353,260.50</b>	<b>322,071.50</b>		<b>3,059,339.00</b>



**COASTSIDE COUNTY WATER DISTRICT  
MONTHLY INVESTMENT REPORT  
September 30, 2024**

<b><u>RESERVE BALANCES</u></b>	<b>Current Year as of 09/30/2024</b>	<b>Prior Year as of 09/30/2023</b>
CAPITAL AND OPERATING RESERVE	\$11,613,619.93	\$12,087,136.00
RATE STABILIZATION RESERVE	\$250,000.00	\$250,000.00
<b>TOTAL DISTRICT RESERVES</b>	<b>\$11,863,619.93</b>	<b>\$12,337,136.00</b>

**ACCOUNT DETAIL**

ACCOUNTS WITH TRI COUNTIES BANK		
CHECKING ACCOUNT	\$1,996,778.71	\$1,085,269.47
CSP T & S ACCOUNT	\$668,772.45	\$168,292.11
MONEY MARKET GEN. FUND (Opened 7/20/17)	\$19,883.16	\$19,807.72
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$9,177,385.61	\$11,062,966.70
DISTRICT CASH ON HAND	\$800.00	\$800.00
<b>TOTAL ACCOUNT BALANCES</b>	<b>\$11,863,619.93</b>	<b>\$12,337,136.00</b>

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

**COASTSIDE COUNTY WATER DISTRICT  
CAPITAL IMPROVEMENT PROJECTS - STATUS REPORT  
FISCAL YEAR TO DATE 2024/2025 - SEPTEMBER 30, 2024**

10/4/2024

9/30/2024

\* Approved June 2024

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

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

**Facilities & Maintenance**

09-09	Fire Hydrant Replacement	ongoing	\$ 140,000	\$ 22,529	\$ 140,000	\$ -	16%	
23-13	Pilarcitos Canyon Culvert Replacement	in design	\$ 400,000	\$ 21,379	\$ 400,000	\$ -	0%	Engineering; surveying; geotech in process
99-01	Meters	ongoing	\$ 10,000		\$ 10,000	\$ -	n/a	

**Pipeline Projects**

14-01/23-10	Highway 92 Potable Water Pipeline Emergency Restoration Project	Bid Ready	\$ 3,000,000	\$ 106,763	\$ 3,000,000	\$ -	0%	
21-01	Pipeline Replacement Projects: Alcatraz and Santa Cruz Aves/Redondo Beach Loop/Ocean Colony	In design	\$ 400,000	\$ 8,894	\$ 400,000	\$ -	100%	

**Pump Stations / Tanks / Wells**

21-07	Carter Hill Tank Improvement Project	Construction	\$ 4,000,000	\$ 32,238	\$ 4,000,000	\$ -	0%	
16-08	Denniston Well Field Replacements	TBD	\$ 450,000		\$ 450,000	\$ -	0%	
23-11	CSP Screens - Intake Valves	Feasibility	\$ 50,000		\$ 50,000	\$ -	0%	
19-05	Tanks - THM Control	Ongoing	\$ 50,000		\$ 50,000	\$ -	0%	

**Water Supply Development**

14-25	San Vicente/Denniston Water Supply Development	ongoing	\$ 2,000,000	\$ 95,103	\$ 2,000,000	\$ -	n/a	
25-02	Denniston Sluice Gates	TBD	\$ 50,000		\$ 50,000	\$ -	0%	

**Water Treatment Plants**

23-05	Sodium Hypochlorite Generator Replacement (Nunes)	Construction	\$ 200,000	\$ 10,000	\$ 200,000	\$ -	50%	
23-06	Existing Sedimentation Basin Rehabilitation	TBD	\$ 300,000		\$ 300,000	\$ -	0%	

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

25-01	Nunes Water Treatment Plant Paving Project	Construction		\$ 8,369	\$ 350,000	\$ (350,000)		Project awarded in August 2024
23-09	Denniston Contact Clarifier Hatch Replacements	Construction		\$ 16,403	\$ 350,000	\$ (350,000)		In CIP in future years
NN-00	Unscheduled CIP		\$ 100,000		\$ 100,000	\$ -	0%	

**NEW FY2024/2025 CIP TOTAL \$ 11,250,000 \$ 321,677 \$ 11,950,000 \$ (700,000)**

COASTSIDE COUNTY WATER DISTRICT  
 CAPITAL IMPROVEMENT PROJECTS - STATUS REPORT  
 FISCAL YEAR TO DATE 2024/2025 - SEPTEMBER 30, 2024

10/4/2024

9/30/2024

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

**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	\$ 2,760	\$ 2,760	\$ (2,760)	100%	
24-01	Myrtle/2nd Ave Valve Replacement		\$ 4,559	\$ 4,559	\$ (4,559)	100%	
		complete					

<b>FY2022/2023 CARRYOVER PROJECTS</b>	<b>\$</b>	<b>-</b>	<b>\$ 10,990</b>	<b>\$ 10,990</b>	<b>\$ (10,990)</b>
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Green = approved by the Board/in process

<b>TOTAL - FY 2023/2024 CIP + PRIOR YEAR CARRYOVER</b>	<b>\$ 11,250,000</b>	<b>\$ 332,668</b>	<b>\$ 11,960,990</b>	<b>\$ (710,990)</b>
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**Legal Cost Tracking Report  
12 Months At-A-Glance**

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

Month	Admin (General Legal Fees)	Water Supply Development	Recycled Water	Uninstalled Connection Transfer Program	Capital Improvement Projects	Labor & Employment	Cell Tower Leases	Public Records Requests	Litigation	Non CIP / Infrastructure (Project Review) <i>Reimbursable</i>	Total
Oct-23	1,764	210		606			3,444		1,386		7,410
Nov-23	7,278			252	378	1,176	1,596		1,470		12,150
Dec-23	3,486		2,814	564	4,980		168		2,424		14,436
Jan-24	2,790				624			546	399		4,359
Feb-24	3,783			897	6,398		846		178		12,101
Mar-24	2,622	223		178	1,830		979				5,831
Apr-24	5,485	2,003	356	1,342	3,239		223		89		12,736
May-24	6,817	89		178	11,676	401	846				20,006
Jun-24	4,420	1,691	490		3,821	6,497					16,919
Jul-24	14,688				14,213	1,388	1,495				31,783
Aug-24	6,663			267	10,550	2,359	134				19,972
Sep-24	4,904				25,059	2,448	935		223		33,567
<b>TOTAL</b>	<b>64,699</b>	<b>4,215</b>	<b>3,660</b>	<b>4,284</b>	<b>82,766</b>	<b>14,267</b>	<b>10,664</b>	<b>546</b>	<b>6,169</b>	<b>0</b>	<b>191,268</b>

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

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

<b>Month</b>	<b>Admin &amp; Retainer</b>	<b>CIP</b>	<b>Studies and Non - CIP Project</b>	<b>TOTAL</b>	<b>Reimbursable from Projects</b>
<b>Oct-23</b>	480			480	
<b>Nov-23</b>	480			480	
<b>Dec-23</b>	480			480	
<b>Jan-24</b>	480			480	
<b>Feb-24</b>	480			480	
<b>Mar-24</b>	480			480	
<b>Apr-24</b>	480			480	
<b>May-24</b>	480			480	
<b>Jun-24</b>	480			480	
<b>Jul-24</b>	480			480	
<b>Aug-24</b>	480			480	
<b>Sep-24</b>	480			480	
<b>TOTAL</b>	<b>5,760</b>	<b>0</b>	<b>0</b>	<b>5,760</b>	<b>0</b>

# Calcon T&M Projects Tracking

9/30/2024

Project No.	Name	Status	Proposal Date	Approved Date	Project Budget	Project Billings FY2024-2025
<b>FY 2024-2025 Open Projects:</b>						
					<b>Open Projects - Subtotal</b>	<b>\$0.00</b>
<b>Other: Monthly Maintenance</b>						
	<b>Tanks</b>					
	<b>Crystal Springs Maintenance</b>					
	<b>Nunes Maintenance</b>				\$	4,610.00
	<b>Denniston Maintenance</b>				\$	5,880.00
	<b>Distribution System</b>				\$	13,560.00
	<b>Wells</b>					
	<b>Cellular Telemetry</b>				\$	656.26
					<b>Subtotal Maintenance</b>	<b>\$ 24,706.26</b>
					<b>FINAL TOTAL FY 2024/2025</b>	<b>\$24,706.26</b>

**EKI Environment & Water**  
**Engineering Services Billed FY 2022-2023 to FY 2024-2025**  
**Billed through 9/30/2024**

Contract Date	Not to Exceed Budget	Status	FY2022-2023	FY 2023-2024	FY 2024-2025
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**CIP Project Management**

Fiscal Year 2021-2022 - Non-Complex Main line Extension Services	10.15.2021	\$ 25,000.00	Complete	\$ 10,438.74	\$ 4,201.34	
Fiscal Year 2023-2024 - Non-Complex Main line Extension Services			Open		\$ 11,801.40	\$ 4,134.78
Fiscal Year 2024-2025-Capital Improvement Management	1.9.2024	\$ 100,000.00	Open		\$ 62,469.90	\$ 37,520.86
Fiscal Year 2022-2023 - Capital Improvement Management	4.20.2022	\$ 117,000.00	Complete	\$ 71,198.60	\$ 34,038.14	
Fiscal Year 2022-2023 - Emergency Engineering Services	2.10.2023	\$ 28,000.00	Complete	\$ 26,164.58		
Fiscal Year 2022-2023 - Emergency FEMA Grant Application		\$ 15,000.00	Complete	\$ 16,568.76		
<b>Sub Total - CIP Project Management Services</b>		<b>\$ 285,000.00</b>		<b>\$ 124,370.68</b>	<b>\$ 112,510.78</b>	<b>\$ 41,655.64</b>

<b>Highway 92 Potable Water Pipeline Phase 1 (2023)</b>	<b>14-01</b>	6.13.2023	\$ 135,400.00	Open	\$ 22,894.82	\$ 70,887.84	
<b>Highway 92 Environmental Permitting - Emergency Restoration</b>	<b>23-10</b>	3.15.2023	\$ 73,800.00	Open	\$ 321.36	\$ 47,121.55	\$ 2,762.85
<b>Highway 92 Potable Water Pipeline Emergency Geotechnical</b>	<b>23-10</b>	3.3.2023	\$ 63,400.00	Open	\$ 52,946.71		
<b>Highway 92 Potable Water Pipeline Emergency Restoration-Design</b>	<b>23-10</b>	3.15.2023	\$ 247,600.00	Open	\$ 55,017.03	\$ 125,635.28	\$ 832.00
<b>Highway 92 Potable Water Pipeline Future Phases Geotechnical</b>	<b>14-01</b>	3.3.2023	\$ 54,200.00	Open	\$ 26,884.03	\$ 23,313.72	
<b>Miramontes Point Road Water Main Replacement</b>	<b>22-01</b>	7.14.2021	\$ 177,300.00	Open	\$ 46,900.62		
<b>Medio Creek and Magellan Pipeline/Miramar Deadends Design</b>	<b>22-07</b>	3.15.2023	\$ 138,900.00	Open	\$ 39,015.39	\$ 50,313.73	\$ 2,760.16
<b>EG Tank #1 - Pre-design for New Pump Station</b>	<b>19-01</b>	6.13.2023	\$ 25,000.00	Open	\$ 1,046.76	\$ 23,917.66	
<b>Highway 92 - Environmental Permitting Strategies</b>	<b>23-10</b>	5.24.2023	\$ 29,700.00	Open		\$ 28,207.05	
<b>Miramar Deadends Project - Biological Resources Assessment</b>	<b>22-07</b>	5.24.2023	\$ 18,200.00	Open		\$ 17,581.46	
<b>Alcatraz Ave, Santa Rosa Ave, and Ocean Colony Pipeline Projects</b>	<b>21-01</b>	1.9.2024	\$ 66,200.00	Open		\$ 41,027.74	\$ 8,893.82
<b>Carter Hill Tank Replacement Project Support</b>		9.1.2024	\$ 25,000.00	Open			\$ 4,115.02
<b>Highway 92 - 2017 Easements Land Description Packages</b>	<b>14-01</b>	8.18.2023	\$ 14,000.00	Complete		\$ 14,000.00	
<b>Medio Crossing-Alternatives Evaluation for Pipeline Replacement</b>	<b>22-07</b>	4.25.2022	\$ 20,400.00	Complete	\$ 13,419.12		
<b>Poplar Street Water Main Replacement Project</b>	<b>23-02</b>	10.3.2022	\$ 29,200.00	Complete	\$ 22,944.36	\$ 6,199.05	
<b>Grandview Crossing at Hwy 1</b>	<b>20-08</b>	2.9.2021	\$ 156,500.00	Complete	\$ 32,891.30		
<b>Grandview Crossing at Hwy 1 - Construction Management Services</b>	<b>20-08</b>	9.16.2022	\$ 132,800.00	Complete	\$ 106,755.71		
<b>Pilarcitos Creek Crossing Water Main Replacement Design</b>	<b>13-02</b>	7.14.2020	\$ 99,900.00	Complete	\$ 28,025.40		
<b>Pilarcitos Creek Crossing Water Main Replacement Field Surveys/Land Descriptions</b>	<b>13-02</b>	9.13.2022	\$ 28,600.00	Complete	\$ 4,681.04		
<b>Highway 92 Potable Water Pipeline Replacement Project Design</b>	<b>14-01</b>	7.2.2021	\$ 24,800.00	Complete	\$ 6,631.56		

Total - All Services

**\$ 584,745.89    \$ 560,715.86    \$ 61,019.49**

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

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

**Tuesday, September 10, 2024**

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

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

Vice President Reynolds stated he was participating remotely (via Zoom by video and audio) pursuant to the "Just Cause" basis under AB2449 because he was caring for an elderly parent. Vice President Reynolds stated there was no one over 18 in the room with him. Mr. Miyaki stated that all the requirements for Vice President Reynolds to participate in the Board meeting remotely under AB2449 have been satisfied.

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

Also Participating: Jeffrey Tarantino, Executive Vice President Freyer & Laureta, Inc.

- 2) **PLEDGE OF ALLEGIANCE**  
After the Pledge of Allegiance, Director Muller requested a moment of silence as a remembrance on the 23rd anniversary of September 11<sup>th</sup>.
- 3) **PUBLIC COMMENT** - There were no public comments.
- 4) **CONSENT CALENDAR**
- A. Approval of disbursements for the month ending August 31, 2024:  
Claims: \$ 1,307,329.75; Payroll: \$ 332,081.52 for a total of \$ 1,639,411.21  
*August 2024 Monthly Financial Claims reviewed and approved by Director Muller*
  - B. Acceptance of Financial Reports
  - C. Approval of Minutes of August 13, 2024, Regular Board of Directors Meeting



- D. Approval of Minutes of August 21, 2024, Special Board of Directors Meeting
- E. Installed Water Connection Capacity and Water Meters Report
- F. Total CCWD Production Report
- G. CCWD Monthly Sales by Category Report – August 2024
- H. Leak/Flushing Report – August 2024
- I. Monthly Rainfall Reports

Director Muller noted that during his review before the Board meeting, he questioned two PG&E items on the preliminary claims report. He spoke with staff and the first item had been voided and corrected on the claims presented to the Board. Otherwise, all was in order.

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

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

**5) MEETINGS ATTENDED / DIRECTOR COMMENTS**

- President Mickelsen will be attending a BAWSCA Board meeting on September 19.
- Director Muller will be attending the ACWA Region 5 program tour in Watsonville/Pajaro Valley.

**6) GENERAL BUSINESS**

**A. Authorize the General Manager to Enter into an Agreement with Freyer & Laureta, Inc. for Construction Management Services for the Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project**

At the July 9 Board of Directors meeting, the Board awarded a contract to DN Tanks, LLC. for the construction of a new 2.1 million gallon Prestressed Concrete DN Tank. Given the complexity of the project, staff recommends contracting with a construction management services firm who will serve as the agent for the District and will enforce the contract documents, provide field observation and manage special inspections, and will serve as a liaison between the District and contractors, subcontractors, engineers and help address issues when identified. Staff interviewed four firms and recommended engaging Freyer & Laureta, Inc. to provide construction management services for the DN Tank project given their past experience with the District serving as construction manager on multiple projects including the recently completed Nunes Water Treatment Plant Improvements Project.

**ON MOTION BY Director Coverdell and seconded by President Mickelsen, the Board voted by roll call vote to authorize the General Manager to enter into an agreement with Freyer & Laureta, Inc. for Construction Management Services for the Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project for a not to exceed amount to \$881,700**

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

**B. Award of Contract to GSW Construction, Inc. for the Nunes Water Treatment Plant Hypochlorite Room Improvements Project**

Ms. Rogren summarized that in August 2023, the Board approved the purchase of a redundant sodium hypochlorite generator. The unit was received in April 2024 and now needs to be installed. Staff received only 1 bid from GSW Construction Inc. ("GSW") for \$184,200. Staff met onsite with GSW and Freyer & Laureta, Inc., the design engineer on the project, to consider value engineering ideas. GSW reduced the price to \$155,600 by reducing the scope of the project and changing the contract duration.

**ON MOTION BY Director Coverdell and seconded by Director Muller, the Board voted by roll call vote to authorize the General Manager to enter into a contractual agreement with GSW Construction, Inc. for the Nunes Water Treatment Plant Hypochlorite Room Improvements Project for a total cost of \$155,600**

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

**C. Authorize the General Manager to Enter into Agreements for the Denniston Water Treatment Plant Contact Clarifier Hatch Replacement and Tanks Coating Project including: 1) Waive the District's Procedural Requirements for Sealed Competitive Bids and Authorize Award of Contract to Lefevre Welding Inc. for the Contact Clarifier Hatch Replacement; 2) Authorize Award of Contract to Euro Style Management Inc. for Coating of the Contact Clarifiers and Other Tanks; and 3) Authorize Entering Into a Professional Services Agreement with Freyer & Laureta, Inc. for Engineering Services During Construction**

Ms. Rogren summarized that this project involves the replacement of four manway hatches on the existing contact clarifiers at the Denniston Water Treatment Plant.

Staff had observed corrosion on each of the hatches and leaking was occurring. The project will also include coating of the interior of the contact clarifiers where the new hatches will be attached, as well as coating of the exterior. In addition, the project includes coating the exterior of the coagulation tank and (3) filters.

Three parties are required for the implementation of this project:

- 1) Lefevre Welding Inc. for the custom fabrication of the contact clarifier hatches and installation. This work requires the services of a welder who is certified to work on pressurized vessels. Given the specialized nature of the project and required certification, staff requested that the Board waive the competitive bidding requirements of Resolution 2018-19 and contract with Lefevre Welding.
- 2) Staff went out to bid for the coating of the contact clarifiers and other tanks. The District received 2 bids with Euro Style Management Inc. coming in at the lowest bid of \$173,000.
- 3) Freyer and Laureta, Inc. proposed to provide engineering services during construction for \$39,900 which includes the coating inspection services performed by Bay Area Coating Consultants for \$32,780 and \$7,120 for Freyer and Laureta's coordination of the construction project.

**ON MOTION BY President Mickelsen and seconded by Director Muller, the Board voted by roll call vote to authorize the General Manager to enter into a agreements for the Denniston Water Treatment Plant Contact Clarifier Hatch Replacement and Tanks Coating project including; 1) Waive the District's procedural requirements in Resolution 2016-09 for sealed competitive bids and authorize an award of contract to Lefevre Welding Inc. for the contact clarifier hatch replacements for \$101,510; 2) Authorize award of contract to Euro Style Management, Inc. for coating of the contact clarifiers and other tanks for \$173,000; and 3) Authorize entering into a professional services agreement with Freyer & Laureta, Inc. for engineering services during construction for \$39,900.**

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

**D. Waive the District's Procedural Requirements for Sealed Competitive Bids and Authorize the General Manager to Award a Contract to Pump Repair Service Company for Cleaning and Rehabilitating Pilarcitos Canyon Wells**

In anticipation of the upcoming well pumping season that begins on November 1, staff plans to clean and rehabilitate three existing wells located in Pilarcitos Canyon. Ms. Rogren requested that the Board waive the District's competitive bidding requirement of Resolution 2016-09 in order to sole source the services of Pump Repair Services to clean and rehabilitate Pilarcitos Canyon Wells 1, 3A and 4A.

**ON MOTION BY Director Coverdell and seconded by Director Feldman, the Board voted by roll call vote to waive the District’s competitive bidding requirement of Resolution 2016-09 and authorize the General Manager to award a contract to Pump Repair Service Company for the cleaning and rehabilitation of Pilarcitos Canyon Wells #1, #3A and #4A for \$74,441**

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

**E. Approval of Professional Services Agreement with Balance Hydrologics, Inc. for Denniston/San Vicente Stream Gaging, Groundwater Monitoring, and Data Collection**

Ms. Rogren explained that quantifying the amount of water available for diversion from Denniston Creek and San Vicente Creek is important to the District’s efforts to secure its water rights on these streams. Balance Hydrologics, Inc. has been providing the stream gaging, groundwater monitoring and data collection since 2011. Included in the Water Year 2025 proposal are costs for labor and materials for replacement and calibration of aging pressure sensors and levelloggers.

**ON MOTION BY Director Muller and seconded by Director Coverdell, the Board voted by roll call vote to authorize the General Manager to enter into a professional services agreement with Balance Hydrologics, Inc. for Water Year 2025 stream gaging, groundwater monitoring, and data analysis for the Denniston Creek and San Vicente Creek watersheds for an estimated time-and-materials cost of \$124,689**

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

**F. Receive the “Recycled Water Feasibility Study” Prepared by Waterworks Engineers, LLC**

Ms. Rogren summarized the Recycled Water Feasibility Study prepared by Waterworks Engineers, LLC (“Waterworks”). The scope of the study focused on evaluating a range of alternatives to diversify the District’s water supply portfolio including 1) non-potable reuse; 2) indirect potable reuse; 3) direct potable reuse; and 4) projects with environmental benefits. A key component of the study was the development of a hydrogeologic report prepared by Roux Associates, Inc. which concluded that indirect potable reuse for groundwater recharge is likely not viable given the hydrogeologic conditions in the Half Moon Bay Groundwater Basin. Waterworks offered that pursuing direct potable reuse in the distant future could be

the most promising for the District given the recent changes in the State Water Resource Control Board's direct potable reuse regulations. Waterworks also suggested that to make recycled water a reality on the Coastside will require collaboration with local stakeholders (including the Sewer Authority Mid-Coast and member agencies) as well as broader stakeholders including SFPUC, BAWSCA, County of San Mateo, and state and federal agencies.

**G. Authorize the General Manager to Enter into an Agreement with D.A. Davidson & Co. for Underwriting Services Related to the Financing of the District's Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project**

The District's Financial Advisor, Brant Smith, issued an RFP for underwriting services in July, 2024 related to the financing of the District's Carter Hill Prestressed Concrete Tank and Seismic Upgrade Project. Mr. Smith received proposals from four underwriting firms, and Mr. Smith ranked D.A. Davidson & Co. as the highest qualified proposer.

**ON MOTION BY Director Coverdell and seconded by Director Muller, the Board voted by roll call vote to authorize the General Manager to enter into an agreement with D.A. Davidson & Co. for underwriting services related to the financing of the District's Carter Hill Prestressed Concrete Tank and Seismic Project in the amount of \$41,608, which assumes a PAR amount of \$8,000,000.**

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

**7) MONTHLY INFORMATIONAL REPORTS**

**A. General Manager**

Ms. Rogren reported that the District had received a status update from SFPUC noting that the siphon replacement at Pilarcitos Reservoir was nearly complete. Mr. Sturdivan was able to see the new siphons firsthand and was pleased with the progress. These siphons enable the District to continue to take water from the reservoir as the reservoir level drops.

**B. Operations Report**

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

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

There were no requests for future agenda items from the Board members.

9) **CLOSED SESSION**

A) Conference with Legal Counsel – Existing Litigation

Pursuant to California Government Code Section 54956.9(d)(1)

Name of Case: Coastside County Water District v. Mary Alice Cozzolino, Trustee of the James and Alice Cozzolino Trust, et al., Case No. 24-civ-05456.

B) Conference with Legal Counsel – Existing Litigation

Pursuant to California Government Code Section 54956.9(d)(1)

Name of Case: Coastside County Water District v. James Salvatore Cozzolino, a Married Man as His Sole and Separate Property, and Linda Jean Cozzolino, a Single Woman, as Tenants in Common, et al., Case No.24-civ-05502.

10) **RECONVENE TO OPEN SESSION - at 8:40 p.m.**

Public Report of closed session action– Mr. Miyaki reported:

In both closed session items, the Board, by 5 to 0 vote, took action, but those actions do not need to be disclosed at this time.

11) **ADJOURNMENT - Board Meeting Adjourned at 8:41 p.m.**

Respectfully submitted,

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Mary Rogren, General Manager  
Secretary to the District

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Chris Mickelsen, President  
Board of Directors



**TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2025**

	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	0.00	13.20	0.00	26.41	21.34	60.95	3.73	57.22
AUG	0.00	14.60	0.00	9.07	24.80	48.47	3.84	44.63
SEPT	0.00	14.90	0.00	0.00	46.17	61.07	2.91	58.16
OCT								
NOV								
DEC								
JAN								
FEB								
MAR								
APR								
MAY								
JUN								
<b>TOTAL</b>	0.00	42.70	0.00	35.48	92.31	170.49	10.48	160.01
% MONTHLY TOTAL	0.0%	30.1%	0.0%	907.0%	51.2%	100.0%	7.9%	92.1%
% ANNUAL TO DATE TOTAL	0.0%	25.0%	0.0%	20.8%	54.1%	100.0%	6.1%	93.9%

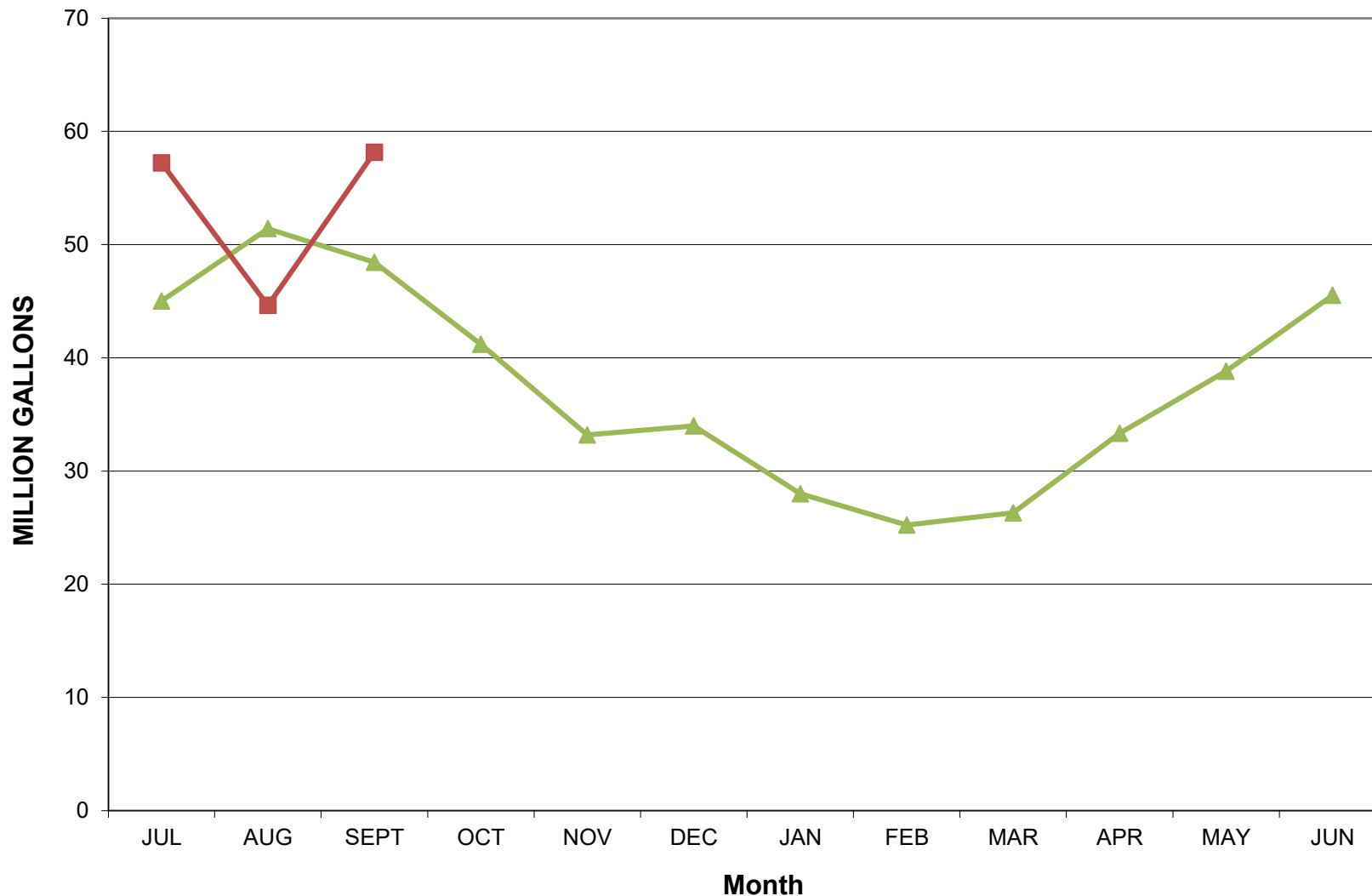
CCWD vs SFPUC- month 30.1%  
 CCWD vs SFPUC- annual 25.0%

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

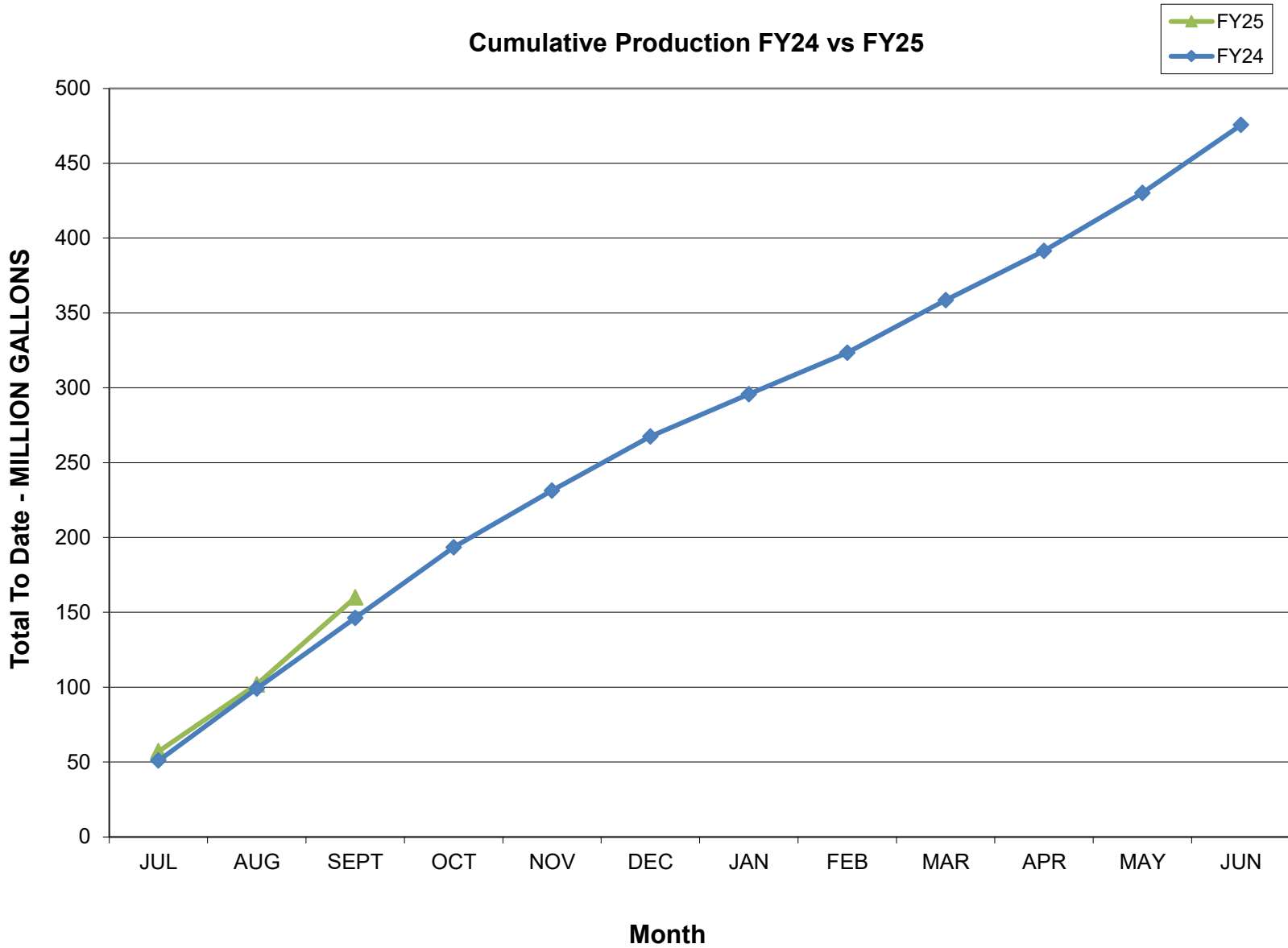
	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	0.32	17.08	0.00	30.54	6.02	53.64	2.66	50.98
AUG	2.37	22.03	0.00	23.30	6.40	51.73	3.69	48.04
SEPT	2.31	18.49	0.00	24.22	8.42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



Monthly Production FY 24 vs 25



**Cumulative Production FY24 vs FY25**





MONTH		September-24										
Coastside County Water District Monthly Discharge Report												
EMERGENCY MAIN AND SERVICE REPAIRS												
C o u n t	Date Reported Discovered	Time Reported	Date Repaired	Time Repaired	Estimated Duration of Leak	(Identifier) Location	Estimated Water Volume Loss (MG)	Class Type	Material Type	Size (Inches)	Work Order Number	
1												
2												
3												
4												
5												
6												
7												
8												
							<b>Total</b>	<b>0.000</b>				

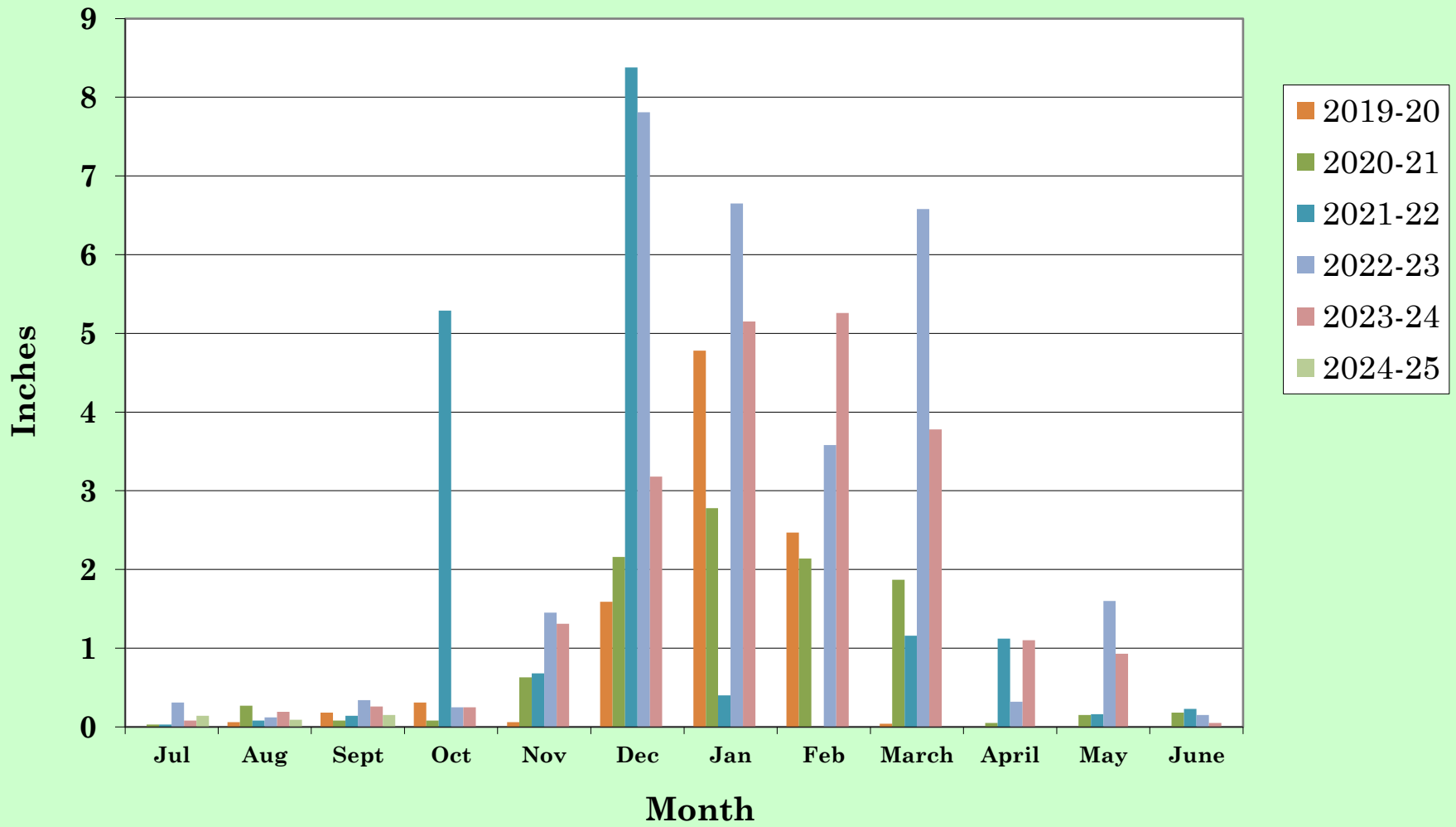
OTHER DISCHARGES	
<b>Total Volumes (MG)</b>	
Flushing Program	0.000
Reservoir Cleaning	0.000
Automatic Blowoffs	0.198
Dewatering Operations	0.000
Other (includes flow testing)	0.000
<b>DISCHARGES GRAND TOTAL (MG)</b>	
<b>0.198</b>	



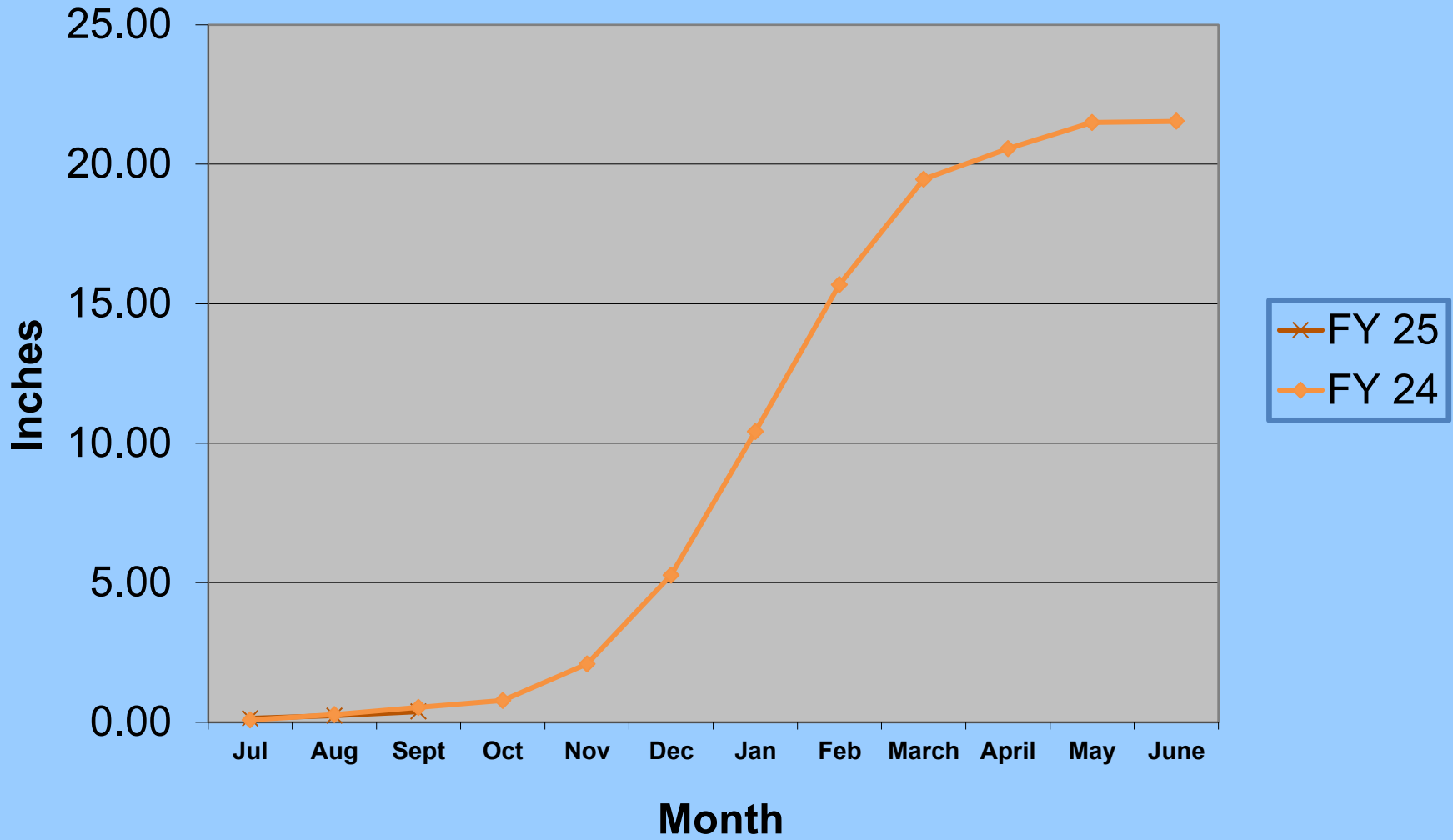
# Coastside County Water District

## Rainfall by Month

Fiscal Years 20 - 25

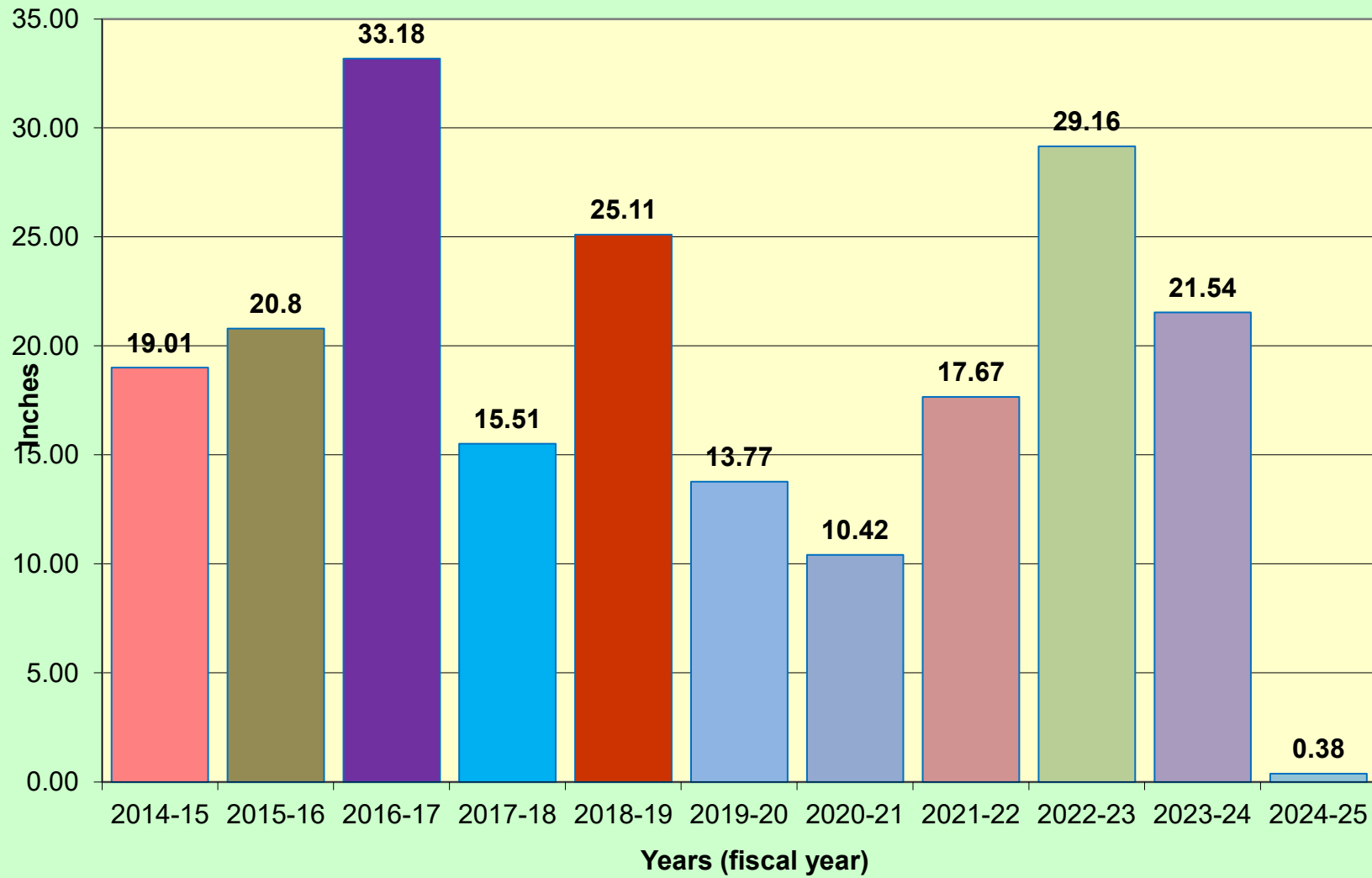


# Rainfall Total Comparison Fiscal Years 2024-25 vs. 2023-2024



# Rain Totals

## Fiscal Years 15 - 25





# San Francisco Public Utilities Commission Hydrological Conditions Report August 2024

B. Barry, C. Graham, H. Forrester, N. Waely  
Prepared September 6, 2024



Hetch Hetchy Water and Power (HHWP) Maintenance Engineering staff inspect the face of O’Shaughnessy Dam. This inspection utilized the expertise of numerous HHWP work groups to safely collect valuable information about the condition of the dam.

## System Storage

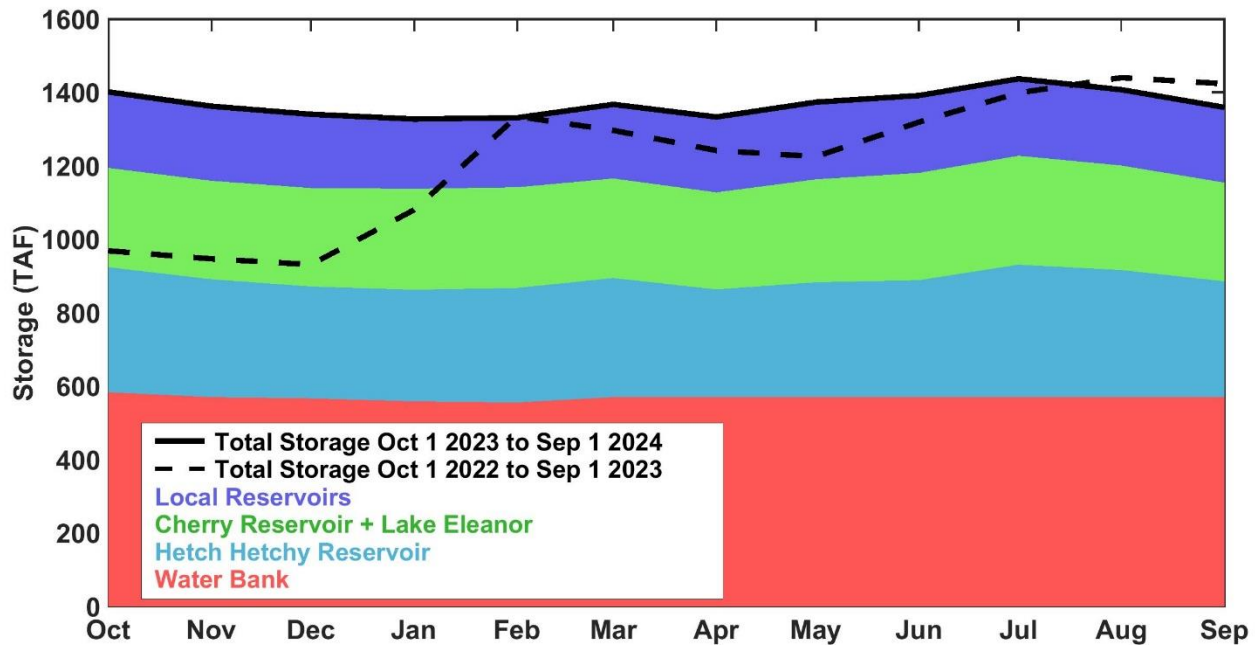
Current Tuolumne System and Local Bay Area storage conditions are summarized in Table 1.

Table 1. Current System Storage as of September 1, 2024							
	Current Storage		Maximum Storage		Available Capacity		Percentage of Maximum Storage
	acre-feet	millions of gallons	acre-feet	millions of gallons	acre-feet	millions of gallons	
<b>Tuolumne System</b>							
Hetch Hetchy Reservoir <sup>1</sup>	315,446		360,360		44,914		88%
Cherry Reservoir <sup>2</sup>	244,197		273,345		29,148		89%
Lake Eleanor <sup>3</sup>	24,565		27,100		2,535		91%
Water Bank	570,000		570,000		0		100%
Tuolumne Storage	1,154,208		1,230,805		76,597		94%
<b>Local Bay Area Storage</b>							
Calaveras Reservoir	89,087	29,029	96,670	31,500	7,583	2,471	92%
San Antonio Reservoir	49,345	16,079	52,506	17,109	3,161	1,030	94%
Crystal Springs Reservoir	52,411	17,078	68,743	22,400	16,333	5,322	76%
San Andreas Reservoir	11,689	3,809	18,898	6,158	7,209	2,349	62%
Pilarcitos Reservoir	2,326	756	3,118	1,016	792	258	75%
Total Local Storage	204,858	66,753	239,936	78,183	35,078	11,430	85%
<b>Total System</b>	<b>1,359,066</b>		<b>1,470,741</b>		<b>111,675</b>		<b>92%</b>

<sup>1</sup> Maximum Hetch Hetchy Reservoir storage with drum gates activated.

<sup>2</sup> Maximum Cherry Reservoir storage with flashboards installed.

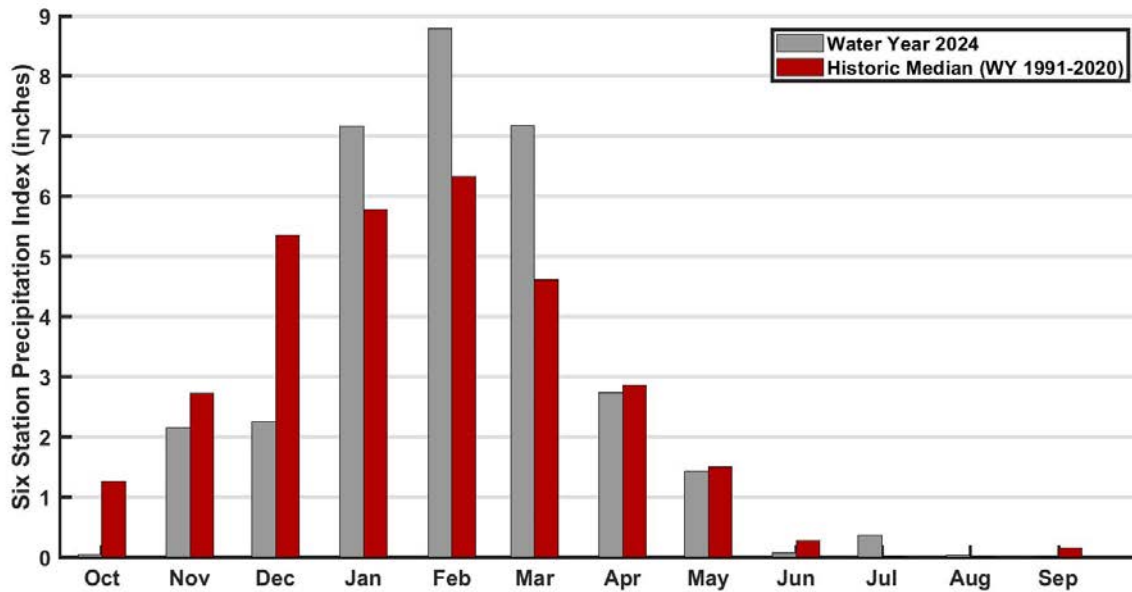
<sup>3</sup> Maximum Lake Eleanor storage with flashboards installed.



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

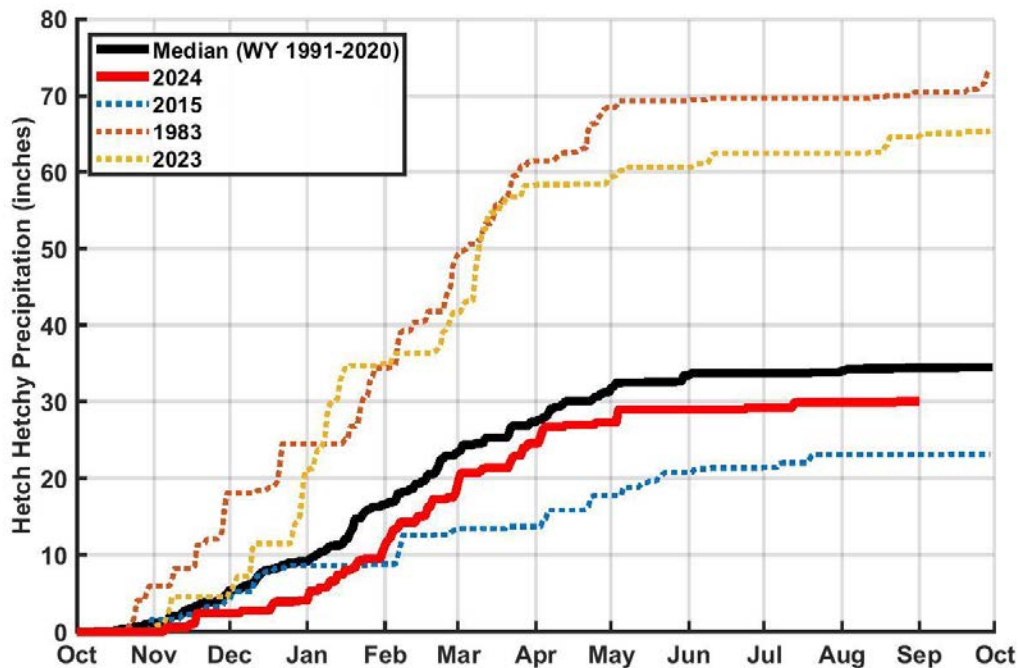
## Hetch Hetchy System Precipitation Index

*Current Month:* The August 2024 six-station precipitation index was 0.05 inches, which is 500% of the 1991-2020 August median.



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

*Cumulative Precipitation to Date:* The cumulative six-station precipitation index for Water Year (WY) 2024 is 32.23 inches, which is 105% of the median to-date. The Hetch Hetchy Weather Station received 0.11 inches of precipitation in August resulting in a total of 30.04 inches for WY 2024, or 87% of median for the Water Year to-date. The cumulative WY 2024 Hetch Hetchy Weather Station precipitation is shown in Figure 3 in red.



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

## Tuolumne Basin Unimpaired Inflow

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

Table 2. Calculated reservoir inflows and Water Available to City								
* All flows are in acre-feet	August 2024				October 1, 2023 through September 1, 2024			
	Observed Flow	Median <sup>1</sup>	Mean <sup>1</sup>	Percent of Mean	Observed Flow	Median <sup>1</sup>	Mean <sup>1</sup>	Percent of Mean
Inflow to Hetch Hetchy Reservoir	4,100 <sup>2</sup>	5,262	13,011	32%	612,258	701,700	756,455	81%
Inflow to Cherry Reservoir and Lake Eleanor	1,400 <sup>2</sup>	2,325	4,561	31%	458,244	464,076	503,655	91%
Tuolumne River at La Grange	14,789	16,872	28,918	51%	1,705,787	1,653,577	1,930,331	88%
Water Available to City	0	0	1,636	0%	643,192	580,260	870,168	74%

<sup>1</sup>Hydrologic Record: 1991-2020

<sup>2</sup>Observed flow this month is based on inflow monitoring data vs the usual mass balance calculations. The mass balance calculations resulted in negative calculated inflows, due to underestimation of evaporation and uncertainties in the reservoir rating tables.

## Hetch Hetchy System Operations

Water deliveries via the San Joaquin Pipeline (SJPL) remained at 235 MGD throughout August.

Hetch Hetchy Reservoir power draft and stream releases during the month totaled 29,792 acre-feet. Hetch Hetchy Reservoir required minimum instream release during August was 110 cfs (Type B). Required minimum instream releases decreased to 80 cfs (Type B) on September 1. Required releases decrease to 65 cfs September 15 through September 30.

Cherry Reservoir power draft and stream releases totaled 13,930 acre-feet during the month of August. The required minimum instream release from Cherry Reservoir is 15 cfs from July 1 until September 30.

Lake Eleanor stream releases totaled 1,307 acre-feet during the month of August. The required minimum instream release from Lake Eleanor is 20 cfs from July 1 until September 15. Required release is 10 cfs from September 16 until September 30.

## Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant production rate for the month was 29 MGD. Sunol Valley Water Treatment Plant was offline for the entire month.

## Regional System Water Delivery

The average August delivery rate was 229 MGD which is an 1.7% decrease compared to the July delivery rate of 233 MGD.

## Local Precipitation

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

Weather Station Location	August 2024		October 1, 2023 through September 1, 2024	
	Total (inches)	Percent of Mean for the Month	Total (inches)	Percent of Mean for the Year-To-Date
Pilarcitos Reservoir	0.02	67%	43.13	128%
Lower Crystal Springs Reservoir	0.00	0%	32.57	147%
Calaveras Reservoir	0.00	0%	24.51	136%

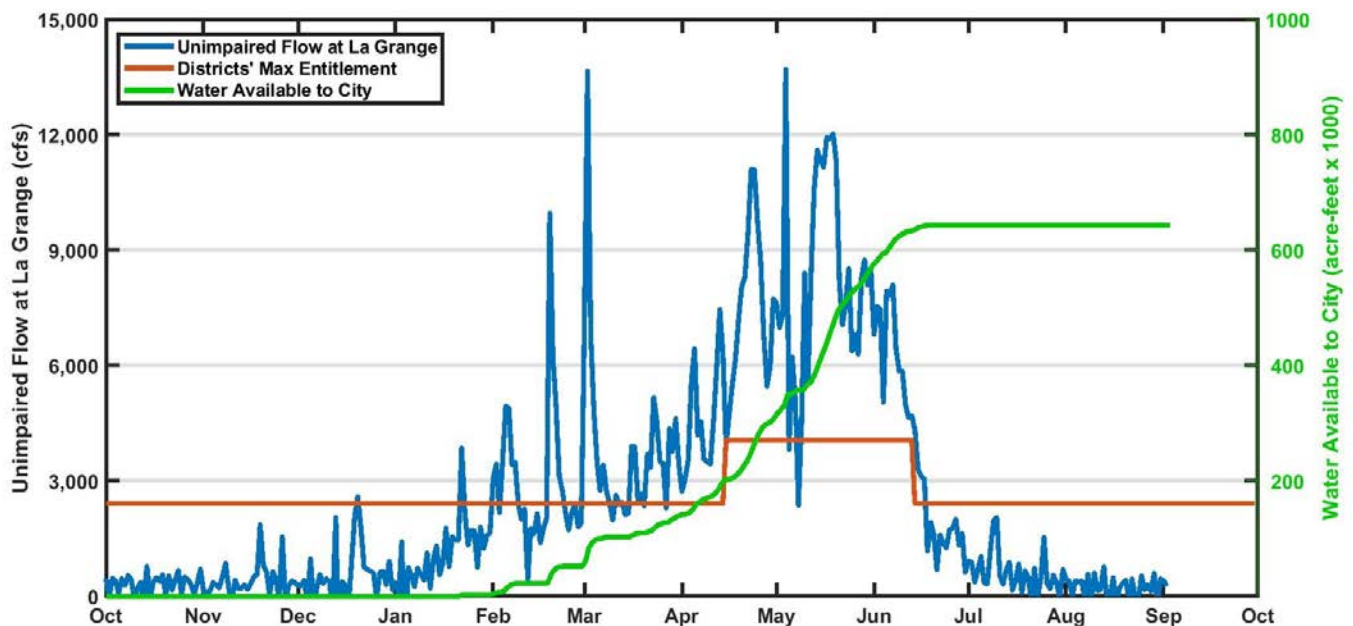
\*Mean Period = WY 1991-2020

## Water Supply and Planned Water Supply Management

Following record-breaking warm temperatures in July, temperatures in the HHWP Upcountry Region cooled to near-average in August. An anomalously cold period in the middle of the month generating record cold maximum temperatures August 24-25. Runoff continued to recede towards baseflow conditions and was well below average for the month (Table 2, Figure 4).

Hetch Hetchy Reservoir is drafting via SJPL deliveries, Moccasin Fish Hatchery flows and minimum instream releases. Cherry Reservoir is drafting towards the seasonal storage target of 248,000 acre-feet via generation at Holm Powerhouse and minimum instream releases. Lake Eleanor is drafting via minimum instream release. The Cherry-Eleanor Pumps were deactivated in August and were reactivated September 3. Water Bank is anticipated to remain full as upcountry reservoir releases and Holm Powerhouse powerdraft will meet or exceed inflows through September.

Cumulative Water Available to the City for WY 2024 was 643,192 acre-feet on September 1 (Figure 4). Little to no additional Water Available to the City is expected in WY 2024. Measured inflows to date on the Tuolumne River at La Grange have resulted in Water Year runoff (1,705,787 acre-ft) between the median and mean of the 1991 and 2020 period (Table 2).



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

**WATER SERVICE CONNECTION TRANSFER REPORT  
TRANSFERS APPROVED FOR THE MONTH OF SEPTEMBER 2024**

DONATING APN	PROPERTY OWNER(S)	RECIPIENT APN	PROPERTY OWNER(S)	# OF CONNECTIONS	DATE
064-322-210	BF Martha LLC, BF Grandchildren, LLC & Brian C. Bishop & Kelly Giroux Bishop	048-056-040	BF Martha LLC, BF Grandchildren, LLC & Brian C. Bishop & Kelly Giroux Bishop	one (1) -- 5/8"	September 25, 2024

## **STAFF REPORT**

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

**From:** Mary Rogren, General Manager

**Agenda:** October 8, 2024

**Report Date:** October 4, 2024

**Agenda Title:** Approval of Professional Services Agreement with EKI Environment and Water, Inc. for Capital Project Management and As-Needed Engineering Services

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### **Recommendation/Motion:**

**Authorize the General Manager to retain the professional services of EKI Environment and Water, Inc. (EKI) for capital project management and as needed engineering support, including hydraulic modeling for 12 months for a not-to-exceed budget of \$100,000.**

### **Background:**

The District's 10-year Capital Improvement Program (CIP) includes projects totaling \$69 Million. Many of these projects require extensive preparations - planning, design, environmental documentation, permitting, bidding, and contract management. Beginning in FY 2018-2019, the District engaged EKI to assist with the overall management and planning of the District's CIP projects. In addition, EKI assumed responsibilities for updating and maintaining the District's hydraulic modeling. The model is now referenced routinely in analyzing distribution system issues and is an indispensable management tool for the District.

The most recent agreement with EKI for Capital Project Management was executed in January 2024 for \$100,000. This agreement has been fully expended in September 2024. Funds on the recent agreement were utilized for design and engineering services during construction for the Myrtle Street and 2<sup>nd</sup> Avenue Valve Replacement Project (\$14,000) and for design and bid support services for the Nunes Paving Project (\$24,000), as well other tasks including updates to the District's standard specifications and details, backflow and Cross-Connection Plan Updates, and development of the statement of qualification package for contractor pre-approval.

Based on EKI's past responsiveness and excellent support provided during the past six years, staff recommends that the Board approve a professional services agreement for

**STAFF REPORT**

**Agenda: October 9, 2024**

**Subject: Approval of EKI Professional Services Agreement**

**Page Two**

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capital project management and as-needed engineering support, including hydraulic modeling, for the next 12 months for a not-to-exceed amount of \$100,000. The attached EKI proposal dated September 12, 2024 outlines the scope of their effort.

Fiscal Impact:

Cost of \$100,000 to be partially funded in the Engineering expense line item. Costs directly attributable to CIP will be charged against the CIP projects.



12 September 2024

Ms. Mary Rogren  
General Manager  
Coastside County Water District  
766 Main Street  
Half Moon Bay, California 94019

Subject: Proposal for Continuing Capital Project Management Support and As Needed Engineering Services  
Coastside County Water District, Half Moon Bay, California  
(EKI B80108.37)

Dear Ms. Rogren:

EKI Environment & Water, Inc. (EKI) is pleased to submit this proposal for continued consulting services to assist the Coastside County Water District (District) with the management of the District's Capital Improvement Program (CIP) and for as-needed engineering services, including hydraulic modeling.

## **PROJECT UNDERSTANDING**

EKI has been assisting the District with the management of its CIP, including project prioritization, scheduling, budgeting, and implementation. EKI has also updated the District's water system hydraulic model and has used the hydraulic model for several hydraulic analyses. In addition, EKI has supported the District on several as-needed engineering tasks over the previous nine months including updates to the District's standard specifications and details, design and engineering services during construction for the Myrtle Street and 2<sup>nd</sup> Avenue Valve Replacement Project, design and bid support services for the Nunes Tank Paving Project, backflow and Cross-Connection Plan updates, development of the statement of qualification package for contractor pre-approval and review of contractors, and peer review of the recycled water feasibility study, among other tasks.

The District has requested that EKI continue assisting with the management of its CIP and providing as-needed engineering services. Therefore, EKI has prepared this proposal for the scope of work described in the following sections.

## **PROPOSED SCOPE OF WORK**

EKI will provide the District continued consulting services for management of the District's CIP and as-needed engineering services. Specific tasks to be performed by EKI are anticipated to include those described below. However, the task list may evolve as the projects progress.

### **Task 1 - Program and Project Management**

EKI will coordinate and participate in biweekly update meetings with the District. The meetings will include updates on the schedules and budgets for ongoing projects and discussions of any current or anticipated

issues and action items. In addition, EKI and the District will discuss the anticipated scopes, schedules, and budgets for future upcoming projects. EKI and the District will establish priorities for completing future projects that do not have established schedules. EKI will prepare meeting agendas and document the meeting discussions with summary emails.

EKI will invoice CCWD monthly and include a progress report and detailed accounting of time charged. Other project management activities include budget tracking and staff management. EKI will also be available to attend and present at Board of Directors Meetings, if requested.

Deliverables: Invoice progress reports, biweekly meeting agendas, and meeting summary emails.

### **Task 2 – As-Needed Engineering Services**

EKI will provide general consulting services on an as-needed basis, including attending meetings, preparing correspondences, supporting regular communications, and providing technical or programmatic support on various CIP-related issues. Specific tasks may include but are not limited to the following:

- Complete feasibility or alternative analyses for potential CIP projects;
- Prepare request for proposals for engineering design services, environmental services, or other support services for planned CIPs;
- Develop and assist with implementing a hydrant flow test plan and completion hydraulic model calibration based on the test results;
- Complete hydraulic modeling analyses and summary memorandums to evaluate the hydraulic impacts of potential improvement projects;
- Perform field inspections and condition assessments of existing infrastructure;
- Complete third-party reviews of engineering documents prepared by others;
- Update District standard specifications and details; and
- Develop scopes of work for engineering services for planned CIPs.

As-needed services will only be performed if authorized by the District. The time charged will be tracked by each authorized task.

Deliverables: As needed for each project.

### **PROJECT SCHEDULE**

EKI will continue to perform this scope of work in accordance with a mutually agreeable schedule.

### **COMPENSATION FOR CONSULTING SERVICES**

We propose that compensation for consulting services by EKI be on a time and expense reimbursement basis in accordance with the terms of our current Professional Services Agreement and our current

Schedule of Charges, dated 2 January 2024. We propose a budget of \$100,000 to perform Tasks 1 and 2 as shown by task in Table 1.

**Table 1. Proposed Cost by Tasks**

<b>Task</b>	<b>Description</b>	<b>Task Total</b>
1	Program and Project Management	\$60,000
2	As-Needed Engineering Services	\$40,000
<b>Total Estimated Budget</b>		<b>\$100,000</b>

EKI anticipates that this budget will cover our services for 12 months. EKI will not exceed the budget without written authorization from the District. Regular invoices will detail the expenditures to date for each of the above tasks.

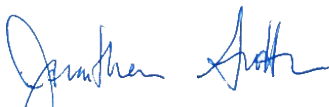
**TERMS AND CONDITIONS**

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

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

Very truly yours,

EKI ENVIRONMENT & WATER, INC.



Jonathan Sutter, P.E.  
Project Manager



C. David Umezaki, P.E.  
Principal Engineer

Attachments:

EKI Schedule of Charges, dated 2 January 2024

**Client/Address: Coastside County Water District**  
766 Main Street  
Half Moon Bay, CA 94019



**Proposal/Agreement Date: 12 September 2024**

**EKI Proposal/Project # B80108.37**

**SCHEDULE OF CHARGES FOR EKI ENVIRONMENT & WATER, INC.**

**2 January 2024**

<b><u>Personnel Classification</u></b>	<b><u>Hourly Rate</u></b>
Officer and Chief Engineer-Scientist	345
Principal Engineer-Scientist	333
Supervising I, Engineer-Scientist	323
Supervising II, Engineer-Scientist	310
Senior I, Engineer-Scientist	297
Senior II, Engineer-Scientist	286
Associate I, Engineer-Scientist	275
Associate II, Engineer-Scientist	259
Engineer-Scientist, Grade 1	241
Engineer-Scientist, Grade 2	227
Engineer-Scientist, Grade 3	209
Engineer-Scientist, Grade 4	187
Engineer-Scientist, Grade 5	165
Engineer-Scientist, Grade 6	144
Project Assistant	135
Technician	129
Senior GIS / Database Analyst	170
CADD Operator / GIS Analyst	148
Senior Administrative Assistant	162
Administrative Assistant	128
Secretary	108

**Direct Expenses**

Reimbursement for direct expenses, as listed below, incurred in connection with the work will be at cost plus ten percent (10%) for items such as:

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

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

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

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

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

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

**STAFF REPORT**

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

**From:** Mary Rogren, General Manager

**Agenda:** October 8, 2024

**Date:** October 4, 2024

**Agenda Title:** Approval of Professional Services Agreement with EKI Environment and Water, Inc. for Environmental Services related to the Pilarcitos Creek Road Bank Stabilization Project.

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**Recommendation/Motion:**

**Authorize the General Manager to enter into a professional service agreement with EKI Environment and Water, Inc. for environmental services related to the Pilarcitos Creek Road Stabilization Project for \$44,800.**

**Background:**

During the December 2022/January 2023 storm event, the District sustained significant damage in Pilarcitos Canyon to the existing road. Five areas of concern were identified, including (2) slides next to the District's pipeline on a portion of the road located on SFPUC property, (1) slide area and (1) "slump" area on the District's road, and damage to a culvert crossing. Given discussions with watershed staff and the District's biologist, in January 2024, the District engaged Underwood & Rosenblum, Inc. for civil engineering services and a geotechnical consultant to design the repairs.

The geotechnical services have been completed and the engineering design is at 40%. The next step is to develop an environmental regulatory permitting strategy for the project. In September, 2024, Jon Sutter, the District's Engineer from EKI Environment and Water, Inc ("EKI"), met on site in Pilarcitos Canyon with Environmental Science Associates ("ESA"), the design engineer, and District staff and conducted an initial environmental assessment.

This proposal provides for EKI's subconsultant, ESA, to prepare a California Environmental Quality Act (CEQA) and permitting strategy memo for the District. EKI will provide project management, deliverable review, and coordination between the District, the design engineer and ESA. The attached EKI proposal dated September 27, 2024 outlines the scope of the project.

**Fiscal Impact:** \$44,800.

27 September 2024

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

Subject: Proposal for Environmental Services for the Pilarcitos Creek Road Bank Stabilization Project, Unincorporated San Mateo County, California (EKI C80108.37)

Dear Ms. Rogren:

EKI Environment & Water, Inc. (EKI) is pleased to provide this proposal to Coastside County Water District (District) for environmental services related to the Pilarcitos Creek Road Bank Stabilization Project (Project).

## **PROJECT UNDERSTANDING**

The District currently relies upon a 12-inch-diameter pipeline buried beneath Pilarcitos Creek Road to convey water between Stone Dam and a larger raw water conveyance pipeline closer to Highway 92. Pilarcitos Creek Road runs along steeply sloping hillsides that drain to Pilarcitos Creek. The road runs along a bench cut into these hillsides. Severe storms during the 2022/2023 winter resulted in excessive flows which caused multiple bank failures and a culvert washout. These slides and washout threaten to undermine the road and 12-inch-diameter pipeline. We understand the District plans to stabilize the banks and install a new culvert along Pilarcitos Creek Road.

To aid the District in completing its design, EKI proposes to team with Environmental Science Associates (ESA) to develop an environmental regulatory permitting strategy for the project. Our proposed scope, schedule, and fee are presented below.

## **PROPOSED SCOPE OF WORK**

EKI's subconsultant ESA will prepare a California Environmental Quality Act (CEQA) and permitting strategy memorandum ("memo"). The memo will include a brief project summary, presenting available information on the locations, extent of work, and timing of proposed bank stabilization and culvert repair activities. The memo will also provide a preliminary assessment of whether project activities could result in substantial adverse effects for any of the environmental topics identified on the CEQA Guidelines Appendix G environmental checklist. This analysis will include the results of State resource database searches (i.e., California Natural Diversity Database and Northwest Information Center's California

Historical Resources Information System) and reconnaissance-level site assessments by an ESA biologist and archaeologist.

In preparing the memo, ESA will assess whether project activities, as described in the project summary, could affect areas or resources under the jurisdiction of federal, state or local environmental regulatory agencies (e.g., U.S. Army Corps of Engineers, National Marine Fisheries Service, U.S. Fish and Wildlife Service, San Francisco Bay Regional Water Quality Control Board, California Department of Fish and Wildlife, and San Mateo County Planning and Building Department), and thus trigger permit requirements. This assessment will include convening and leading a meeting with the above-listed agencies, along with the San Francisco Public Utilities Commission, whom we understand from District staff recently undertook repairs similar to those proposed for this project. ESA will also evaluate and explore with the agencies whether the project might qualify for streamlined CEQA review and permitting (e.g., emergency actions necessary to maintain water supply reliability).

Drawing upon the project description information and preliminary impact assessment, the memo will identify and describe the potential benefits and drawbacks of feasible CEQA and permitting compliance pathways. Drawing upon the results of the analysis, along with input from the District regarding priorities for project implementation, the memo will include a recommendation for the optimal CEQA and permitting strategy.

EKI will provide project management, deliverable review, and coordination between the District, design engineer, and ESA throughout the project.

Deliverables:

- Draft and final permitting strategy memorandum (as an electronic Adobe PDF file).

Assumptions:

- The biological and cultural resources reconnaissance-level field surveys can be completed in one day by two ESA staff.
- Any District staff comments on draft reports will be consolidated prior to submittal to ESA.

**PROJECT SCHEDULE**

The EKI team is prepared to commence work immediately upon execution of a task order. We expect to submit a draft permitting strategy memo to the District for review within three weeks after meeting with the regulatory agencies. We expect to submit a final permitting strategy memo to the District within three weeks of receiving comments on the draft.

**COMPENSATION FOR CONSULTING SERVICES**

We propose that compensation for consulting services by EKI be on a time and expense reimbursement basis in accordance with our attached current Schedule of Charges, dated 2 January 2024. Based on the proposed Scope of Work described above, we propose a budget of \$44,800.

**TERMS AND CONDITIONS**

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

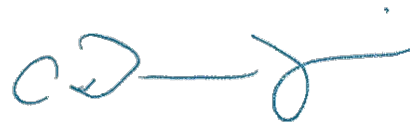
Thank you for the opportunity to work with the District on this project. Please contact Jonathan Sutter at 650-292-9100 with any questions.

Very truly yours,

EKI ENVIRONMENT & WATER, INC.



Jonathan Sutter, P.E.  
Project Manager



C. David Umezaki, P.E.  
Principal Engineer

Attachments

EKI Schedule of Charges, dated 2 January 2024



**Client/Address: Coastside County Water District**  
766 Main Street  
Half Moon Bay, CA 94019



**Proposal/Agreement Date: 26 September 2024**

**EKI Proposal/Project # B80108.37**

**SCHEDULE OF CHARGES FOR EKI ENVIRONMENT & WATER, INC.**

**2 January 2024**

<b><u>Personnel Classification</u></b>	<b><u>Hourly Rate</u></b>
Officer and Chief Engineer-Scientist	345
Principal Engineer-Scientist	333
Supervising I, Engineer-Scientist	323
Supervising II, Engineer-Scientist	310
Senior I, Engineer-Scientist	297
Senior II, Engineer-Scientist	286
Associate I, Engineer-Scientist	275
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Engineer-Scientist, Grade 6	144
Project Assistant	135
Technician	129
Senior GIS / Database Analyst	170
CADD Operator / GIS Analyst	148
Senior Administrative Assistant	162
Administrative Assistant	128
Secretary	108

**Direct Expenses**

Reimbursement for direct expenses, as listed below, incurred in connection with the work will be at cost plus ten percent (10%) for items such as:

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

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

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

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

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

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

**STAFF REPORT**

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

**From:** Mary Rogren, General Manager

**Agenda:** October 8, 2024

**Date:** October 4, 2024

**Agenda Title:** Approval of Professional Services Agreement with EKI Environment and Water, Inc. for Engineering Services for the Pilarcitos Well Field Replacement Project

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**Recommendation/Motion:**

**Authorize the General Manager to enter into a professional service agreement with EKI Environment and Water, Inc. for engineering services for the Pilarcitos Well Field Replacement Project for \$378,300.**

**Background:**

The District currently has six wells in Pilarcitos Canyon under the influence of surface water. Five of the six wells were installed over 45 years ago and the sixth, nearly 30 years ago. In recent years, these wells have required increased maintenance due to the scale buildup which results in reduced yield and operational limitations. The wells are currently not integrated into the District's SCADA system and require fully manual operation. The District would like to replace these wells to regain capacity to optimize production allowed under its Pilarcitos Creek surface water rights license (1.5 cubic feet per second at any given time and up to 360 acre-feet total from November 1 through March 31) as well as to connect to the SCADA system to automate operation.

In September 2024, Jonathan Sutter from EKI Environment and Water, Inc. ("EKI") conducted an initial review of the site along with its subconsultant, Environmental Science Associates, Inc. to assess the possibility of replacing these wells. As a result of this review, EKI has submitted the attached proposal to provide engineering services for the Pilarcitos Well Replacement Project.

The scope of the project includes providing the following services for (6) wells:

Task 1: Field Investigations – including reviewing water quality sampling and video logs and performing topographic surveying within the project area.

Task 2: Design Services.

Task 3: Permitting and CEQA Support - ESA will prepare a CEQA and permitting strategy memorandum and will assist the District in preparing required permits.

Task 4: Bid Support

Task 5: Engineering Support During Construction.

Tasks 1, 2, and 3 are estimated to be completed by March, 2024, allowing for possible construction of replacement wells in Summer, 2025.

The Pilarcitos Well Replacement Project will enable the District to maximize use of this critical water source for the District for generations to come. Completion of this project will enable the District to regain capacity to optimize production of the wells; to automate and to improve efficiency of operations; and to provide for generator access during power outages.

**Fiscal Impact: \$378,300.**

1 October 2024

Mary Rogren  
 General Manager  
 Coastside County Water District  
 766 Main Street  
 Half Moon Bay, California 94019

Subject: Proposal for Engineering Services for the Pilarcitos Well Field Replacement Project  
 Coastside County Water District, Half Moon Bay, California  
 (EKI B80108.39)

Dear Ms. Rogren:

EKI Environment & Water, Inc. (EKI) is pleased to provide this proposal to Coastside County Water District (District) for engineering services for the Pilarcitos Well Field Replacement Project (Project). This proposal has been prepared in response to the District's request.

**PROJECT UNDERSTANDING**

The District has six raw shallow wells under the influence of surface water located along Pilarcitos Creek that they would like to replace at the same sites. The wells serve as the points of diversion for the District's surface water rights to Pilarcitos Creek (License for Diversion and Use of Water No. 10598). Each well pumps into the District's raw water pipeline that also conveys raw water from Stone Dam and the Crystal Springs Pump Station. The wells are at the end of their useful life and have increased maintenance requirements due to scale buildup which results in reduced yield and operational limitations. In addition, the wells are currently not integrated into the District's SCADA system and require fully manual operation. Well construction details are as follows:

Well No. <sup>1</sup>	Year of Construction	Depth (ft bgs)	Diameter (inches)	Seal Depth (ft bgs)	Screen (ft bgs)	Filter Pack (ft bgs)	Well Material	Pump Size (hp)
1	1969	80	10	12	12 - 76	unknown	Steel	10
3	1969	57	10	19	unknown	unknown	Steel	10
3A	1965	57	10	19	unknown	unknown	Steel	10
4	1972	60	10	10	10 - 60	No filter pack	Steel	unknown
4A	1995	57	10	10	12 - 52	10 - 65	PVC	30
5	1979	50	10	10	10 - 50	10 - 50	Steel	unknown

ft bgs = feet below ground surface      hp = horsepower

1) Wells 2 and 6 have been abandoned and are not part of this replacement project.

Each well site also has existing power that is anticipated to be sufficient for the new wells.

The District would like to replace the wells to regain capacity to optimize production allowed under its Pilarcitos Creek surface water rights license (1.5 cubic feet per second at any given time and up to 360 acre-feet total from November 1 through March 31). This project includes constructing new wells using corrosion-resistant materials (e.g., PVC or stainless steel), associated concrete pads, piping, valves, and appurtenances, and connections to the raw water pipeline. EKI understands that the District would also like to add variable frequency drives (VFDs) and cellular connections to the Districts SCADA system for each well so the wells can be monitored and controlled remotely with increased automation.

## **PROPOSED SCOPE OF WORK**

EKI proposes the following tasks as part of this scope of work. For each of these tasks, EKI will also be providing project management services, including budget tracking, invoicing, preparation of progress reports, and staff management.

### **Task 1: Field Investigations**

EKI and its surveying subconsultant will perform the following pre-design field investigations:

#### Water Quality Sampling and Analysis, and Well Video Log Review

Based on the District's verbal authorization, EKI performed a site visit on 18 September 2024 to collect water and scale samples from two wells to determine the nature of the scale and corrosion within the wells and on the well pumps. Two samples each were collected from Well 1 (steel cased well) and Well 4A (PVC cased well). Samples were sent to the Water Systems Engineering, Inc. (WSE) laboratory for their Complete Well Profile and Scale Sample Analysis.

Following well rehabilitation and pump re-installation, the District will collect water samples from each well and send them to WSE to complete the suite of samples required for the analysis. The sampling site visit, laboratory analysis, and data review for all samples are included under this Task's budget.

Additionally, EKI understands that the District will be performing video logs on Well 1, Well 3 or 3A, and Well 4A. EKI will review these video logs to help inform our design of the new wells as described in Task 2.

#### Topographic Survey

EKI's subconsultant Underwood & Rosenblum, Inc. (U&R) will perform topographic surveying within the Project area. U&R will perform field and office work for complete site mapping, including setting and surveying semi-permanent survey control points suitable for future construction staking. The survey will be based on North American Datum of 1983 (NAD83) and North American Vertical Datum of 1988 (NAVD88). The survey will include enough area, surface features, existing utilities (based on available as-built records, markings, and maps from relevant agencies), and detail to support development of the Project basemap.

## **Task 2: Design Services**

EKI and our structural and instrumentation, control, and electrical (ICE) subconsultant TJC and Associates, Inc. (TJCAA) will provide three design submittals corresponding to 50%, 90% and Final design level development. The 50% design deliverable will include civil and mechanical plan/section sheets, select electrical and instrumentation sheets, draft technical specifications, and an opinion of probable construction cost (OPC). The 90% Design submittal will include all anticipated design drawings, specifications, and an OPC. The Final Design submittal will be an updated OPC and signed and stamped contract documents ready for bid. A design review meeting will be held for the 50% and 90% design submittals with comments documented and tracked to confirm incorporation into the subsequent design deliverables.

The anticipated list of contract drawings for the Project is presented in Table 1 below.

**Table 1. Anticipated List of Contract Drawings**

Sheet No.	Description
<b>General</b>	
G1	Title Sheet
G2	Abbreviations/Design Criteria
G3	General Notes and Legend
<b>Civil</b>	
C1	Overall Site Plan and Key Map
C2	Demolition (typical well site)
C3	Proposed Well Site Plan 1 (two well sites per sheet)
C4	Proposed Well Site Plan 2 (two well sites per sheet)
C5	Proposed Well Site Plan 3 (two well sites per sheet)
C6	Civil Details 1
C7	Civil Details 2
C8	San Mateo County BMPs sheet
<b>Structural</b>	
GS1	Structural General Notes
GS2	Structural Standard Details
S1	Well Pads
<b>Mechanical</b>	
M1	Typical Well Plan and Section
M2	Mechanical Details
M3	Well Details
M4	Wellhead Completion Details
<b>Electrical</b>	
GE1	Electrical Legend and Abbreviations
GE2	Electrical Installation Details
E1	Well Single Line Diagram, Elevation, and Grounding Schematic – Typical
E2	Electrical Site Plan
E3	Well Power, Signal, and Lighting Plan
E4	Electrical Schedules
E5	Well Pump Control Schematic
<b>Instrumentation</b>	
GI1	Instrumentation Legend and Abbreviations
GI2	Instrumentation Installation Details
I1	Well P&ID – Typical
I2	SCADA System Network Diagram – Partial
I3	Control Panel Elevation
I4	Sample Wiring Diagrams

Deliverables:

- 50% Design Submittal: A PDF of the plans, OPC, and technical specifications. Microsoft Word files of the front-end specifications.
- 90% Design Submittal: A PDF of the plans, OPC, and specifications (technical and front-end). Microsoft Word files of the specifications (technical and front-end).
- 100% Design Submittal: A PDF of the plans, OPC, and specifications (technical and front-end). Microsoft Word files of the specifications (technical and front-end). Two (2) Hardcopies of plans.
- 50% and 90% Design Review Meeting minutes and comment logs within five (5) business days of the meetings.

Assumptions:

- Design documents will be based on the District standard front end, technical specifications, and details, with EKI preparing additional technical specifications and details, as necessary.
- Wellhead piping, process and control strategy, and equipment specifications are assumed to be typical for all wells (sizing may vary).
- Well design schematics will be based on the existing well logs; however, final design of each well will be based on the geology observed during drilling. Final design of each well is included in Task 5.
- Structural design will be submitted as part of the 90% and 100% submittals only.
- Existing Electrical service is available and adequate. No coordination with power utility required.
- The EKI Team will coordinate SCADA design with the District's SCADA integrator.
- Full-sized plan sheets will be 22" x 34".
- The District will review and provide comments at the 50% and 90% levels of design.

**Task 3: Permitting and CEQA Support**

EKI will work with its subconsultant Environmental Science Associates (ESA) to prepare California Environmental Quality Act (CEQA) documentation and permit paperwork. ESA will prepare a CEQA and permitting strategy memorandum (memo) which will include a brief Project summary, presenting available information on the locations, extent of work, and timing of construction activities. The memo will also provide a preliminary assessment of whether project activities could result in substantial adverse effects for any of the environmental topics identified on the CEQA Guidelines' Appendix G environmental checklist. This analysis will include the results of State resource database searches (i.e., California Natural Diversity Database and Northwest Information Center's California Historical Resources Information System) and reconnaissance-level site assessments by an ESA biologist and archaeologist.

In preparing the memo, ESA will assess whether project activities, as described in the Project summary, could affect areas or resources under the jurisdiction of federal, state or local environmental regulatory agencies (e.g., U.S. Army Corps of Engineers [Corps], National Marine Fisheries Service, U.S. Fish and



Wildlife Service, San Francisco Bay Regional Water Quality Control Board [RWQCB], California Department of Fish and Wildlife [CDFW], and San Mateo County Planning and Building Department), and thus trigger permit requirements.

Upon initial review, the proposed Project appears to qualify for an exemption from the requirements of the California Environmental Quality Act (CEQA), and Project sites appear to be outside the jurisdictions of the Corps, RWQCB, and CDFW. During the desktop and field assessments described above, ESA staff will assess project site locations relative to the resource agencies' standard jurisdictional boundaries.

The Project sites are located within the County's Local Coastal Program (LCP) jurisdiction and would normally require a coastal development permit (CDP) from the Planning and Building Department. The LCP exempts certain types of development from the requirement to obtain. For example, Zoning Regulation Section 6328.5 exempts from the CDP requirements the maintenance, alteration, or addition to existing structures. However, that regulation states that public works facilities are excluded from the exemption. ESA will work with the District to obtain confirmation from the County as to whether the project might qualify for any other exemption or if a CDP is required.

Drawing upon the Project description information and preliminary impact assessment, the memo will identify and describe the potential benefits and drawbacks of feasible CEQA and permitting compliance pathways. Drawing upon the results of the analysis, along with input from the District regarding priorities for project implementation, the memo will include a recommendation for the optimal CEQA and permitting strategy. If the memo concludes that the project qualifies for a CEQA or CDP exemption, ESA will complete the corresponding form for District submission to the County.

Deliverables:

- Draft and final permitting strategy memorandum (electronic PDF file)
- Draft and final CEQA and CDP exemption forms, if applicable (electronic PDF file)

Assumptions:

- The biological and cultural resources reconnaissance-level field surveys can be completed in one day by two ESA staff.
- This task will be completed by the end of 2024 or early January 2025.

**Task 4: Bid Support**

During the bidding period, EKI will participate in a pre-bid meeting, provide the District responses to questions from prospective bidders, prepare up to two addenda, provide a review of bids to determine if bids are responsive and responsible. EKI will prepare a conformed set of contract documents that incorporates any changes included in the addenda.

Deliverables:

- Pre-bid meeting agenda and minutes.
- Response to bidders' questions.
- Up to two (2) bid addenda.

- Bid review, tabulation, and recommendations email.
- Conformed contract documents.

Assumptions:

- EKI will coordinate with Barker Blue to host the Bid Documents. The District will pay any fees directly to Barker Blue.
- Responses to bidder's questions will be transmitted electronically.
- Up to two bid addenda will be required.

**Task 5: Engineering Support During Construction**

EKI and TJCAA (EKI Team) will provide engineering services during construction. These services will include pre-construction meeting attendance, submittal reviews, response to contractor requests for information (RFIs), assistance with the review of contract change orders (CCOs), construction review for acceptance, assistance with punch-list preparation, and preparation of record drawings. EKI will perform periodic site visits, perform inspection during well construction, attend construction meetings, and/or perform additional inspections as requested.

Deliverables:

- Preconstruction meeting agenda and minutes.
- Submittal review letters.
- RFI response letters.
- PDF copy of record drawings and borehole logs.
- Electronic file of CAD drawings.

EKI Assumptions:

- EKI Team will attend the preconstruction meeting.
- Submittals and RFI communication shall be through email employing PDFs using EKI's standard forms for submittal and RFI review.
- EKI Team will review up to 42 submittals and 7 resubmittals at an assumed level of effort of 3 hours per review.
- EKI Team will review up to 14 RFIs at a level of effort of 4 hours per review.
- EKI Team will review up to two (2) CCOs at a level of effort of 7 hours per review.
- EKI will perform inspection and oversight of key well drilling tasks, as follows:
  - Observe drilling and log each borehole at a level of effort of 5 hours per well;
  - Review geophysical logs and prepare final well designs at a level of effort of 3 hours per well;

- EKI Team will perform general construction coordination and startup support at a level of effort of 2 hours per week assuming 12 weeks of active construction.
- EKI Team will attend periodic site visits during well equipping (2 assumed) and one final site walk after construction is complete.
- District will provide construction management and inspection services and will issue Notice of Award, Notice to Proceed, and review contractor invoices.
- EKI Team will prepare record drawings and final borehole logs based on the redline drawings provided by the Contractor and field observations.

**Optional Task 5A: Well Construction Inspection**

If requested by the District, EKI will perform additional inspection during well construction, which may include observing and documenting installation of well casing, screen, filter pack, and sanitary seal.

Deliverables:

- Daily field notes.

EKI Assumptions:

- Proposed fee assumes 6 days of additional inspection.

**PROJECT SCHEDULE**

EKI anticipates the following schedule:

TASK	2024				2025							
	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
<b>Task 1 - Field Investigations</b>												
Water Quality Samples		█	█									
Topographic Survey			█	█								
<b>Task 2 - Design Services</b>												
50% Design			█	█								
District Review and 50% Design Meeting				◆								
90% Design					█	█						
District Review and 90% Design Meeting						◆						
100% Design						█						
<b>Task 3 - Permitting and CEQA Support</b>			█	█	█							
<b>Task 4 - Bid Support</b>							█					
<b>Task 5 - Engineering Services During Construction</b>										█	█	█

- LEGEND
- ◆ Design Review Meeting
  - █ Task duration

**COMPENSATION FOR CONSULTING SERVICES**

We propose that compensation for consulting services by EKI be on a time and expense reimbursement basis in accordance with our attached current Schedule of Charges, dated 1 January 2024. Based on the proposed Scope of Work described above, we propose a budget of \$367,400 for the completion of Tasks

1 through 5 and \$378,000 including optional Task 5A as shown by task in Table 2 below and detailed in Table 3, attached.

**Table 2. Proposed Cost by Tasks**

Task	Description	Task Total
1	Field Investigations	\$31,500
2	Design Services	\$166,800
3	Permitting and CEQA Support	\$38,600
4	Bid Support	\$13,100
5	Engineering Services During Construction	\$117,400
5A	Optional Task: Well Construction Inspection	\$10,900
<b>Total Estimated Budget without Optional Task</b>		<b>\$367,400</b>
<b>Total Estimated Budget with Optional Task</b>		<b>\$378,300</b>

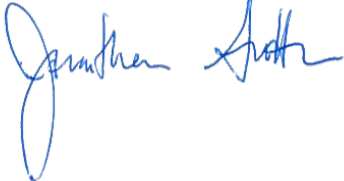
**TERMS AND CONDITIONS**

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

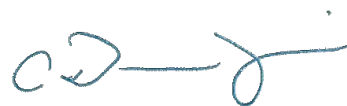
Thank you for the opportunity to work with the District on this project. Please contact Jonathan Sutter at 650-292-9100 with any questions.

Very truly yours,

EKI ENVIRONMENT & WATER, INC.



Jonathan Sutter, P.E.  
 Supervising Engineer



C. David Umezaki, P.E.  
 Principal Engineer

cc: Tyler Colyer, EKI

Attachments

Table 3: Estimated Fee - Pilarcitos Well Field Replacement Project  
 Schedule of Charges, dated 1 January 2024

**Table 3. Estimated Fee - Pilarcitos Well Field Replacement Project**

Coastside County Water District, Half Moon Bay, California  
(EKI B80108.39)

TASKS	ESTIMATED EKI LABOR HOURS					LABOR COST (\$)	SUBCONSULTANTS				OTHER DIRECT COSTS				MARKUP ON DIRECT COSTS 10%	TOTAL DIRECT COSTS	TOTAL	
	G5 Engineer	G5 Geologist	Jeff Shaw, P.G., CHg	Tyler Colyer, P.E.	Jonathan Sutter, P.E.		Surveying, U&R Fee	ICE, TJCAA Fee	Structural, TJCAA Fee	CEQA and Permitting, ESA	UNIT	QUANTITY	UNIT COST	TOTAL COST			TASK BUDGET TOTALS (\$)	ROUNDED BUDGET TOTALS (\$)
<b>Task 1 - Field Investigations</b>																		
Project Management					8	\$2,584											\$2,584	
Well Sampling and Site Visit			14	6	2	\$6,664					EA	2	\$2,250	\$4,500	\$450	\$4,950	\$11,614	
Sampling Data Review			4	2	1	\$2,131											\$2,131	
Well Video Review (3 wells)			4	4	2	\$3,074											\$3,074	
Topographic Survey	6			2		\$1,610	\$9,500				LS	1	\$30	\$30	\$953	\$10,483	\$12,093	
Communications Fee (EKI Labor Only)												4%	\$16,063		\$14	\$14	\$14	
<b>Task 1 Subtotal</b>	<b>6</b>		<b>22</b>	<b>14</b>	<b>13</b>	<b>\$16,063</b>								<b>\$1,403</b>	<b>\$15,447</b>	<b>\$31,510</b>	<b>\$31,500</b>	
<b>Task 2 - Design Services</b>																		
Project Management					16	\$5,168											\$5,168	
Develop 50% Plans	92	4	4	26	20	\$31,548											\$31,548	
Develop 50% Specifications	40	12	6	14	4	\$15,994											\$15,994	
Develop 50% Opinion of Probable Construction Cost	8	4	2	4		\$3,814											\$3,814	
QA/QC 50% Design Submittal					4	\$1,292											\$1,292	
Prepare, Conduct, and Document 50% Design Review	4		1	2	1	\$1,900											\$1,900	
Develop 90% Plans	46	2	2	14	8	\$15,438											\$15,438	
Develop 90% Specifications	20	6	4	6	2	\$7,984											\$7,984	
Develop 90% Opinion of Probable Construction Cost	4	2	1	2		\$1,907											\$1,907	
QA/QC 90% Design Submittal					4	\$1,292											\$1,292	
Prepare, Conduct, and Document 90% Design Review	4		1	2	1	\$1,900											\$1,900	
Develop Final Design Submittal	21	4	3	7	2	\$7,832					LS	1	\$300	\$300	\$30	\$330	\$8,162	
Develop Final Opinion of Probable Construction Cost	2			1	1	\$963											\$963	
QA/QC Final Design Submittal					2	\$646											\$646	
Structural and Instrumentation, Controls, and Electrical (ICE) Design (50%, 90%, and Final)								\$42,600	\$16,400					\$5,900	\$64,900	\$64,900		
Communications Fee (EKI Labor Only)												4%	\$97,678		\$3,907	\$3,907	\$3,907	
<b>Task 2 Subtotal</b>	<b>241</b>	<b>34</b>	<b>24</b>	<b>78</b>	<b>65</b>	<b>\$97,678</b>								<b>\$5,930</b>	<b>\$69,137</b>	<b>\$166,815</b>	<b>\$166,800</b>	
<b>Task 3 - Permitting and CEQA Support</b>																		
CEQA and Permitting (ESA)	8			2	4	\$3,232				\$32,000				\$3,200	\$35,200	\$38,432		
Communications Fee (EKI Labor Only)												4%	\$3,232		\$129	\$129	\$129	
<b>Task 3 Subtotal</b>	<b>8</b>			<b>2</b>	<b>4</b>	<b>\$3,232</b>								<b>\$3,200</b>	<b>\$35,329</b>	<b>\$38,561</b>	<b>\$38,600</b>	
<b>Task 4 - Bid Support</b>																		
Project Management					4	\$1,292											\$1,292	
Pre-Bid Meeting	4			4	2	\$2,546											\$2,546	
Bid Support (Prepare addendum, respond to questions, and review bids)	8		2	4	2	\$3,800	\$4,100							\$410	\$4,510	\$8,310		
Conformed Contract Documents	2			1		\$640											\$640	
Communications Fee (EKI Labor Only)												4%	\$8,278		\$331	\$331	\$331	
<b>Task 4 Subtotal</b>	<b>14</b>		<b>2</b>	<b>9</b>	<b>8</b>	<b>\$8,278</b>								<b>\$410</b>	<b>\$4,841</b>	<b>\$13,119</b>	<b>\$13,100</b>	
<b>Task 5 - Engineering Support During Construction (ESDC)</b>																		
Project Management					16	\$5,168											\$5,168	
Attend Pre-Construction Meeting	4	4		2	2	\$2,586											\$2,586	
Review Construction Submittals (30 submittals and 5 resubmittals)	58	24	6	18	8	\$23,476											\$23,476	

**Table 3. Estimated Fee - Pilarcitos Well Field Replacement Project**

Coastside County Water District, Half Moon Bay, California  
(EKI B80108.39)

TASKS	ESTIMATED EKI LABOR HOURS					LABOR COST (\$)	SUBCONSULTANTS				OTHER DIRECT COSTS				MARKUP ON DIRECT COSTS 10%	TOTAL DIRECT COSTS	TOTAL	
	G5 Engineer	G5 Geologist	Jeff Shaw, P.G., CHg	Tyler Colyer, P.E.	Jonathan Sutter, P.E.		Surveying, U&R Fee	ICE, TJCAA Fee	Structural, TJCAA Fee	CEQA and Permitting, ESA	UNIT	QUANTITY	UNIT COST	TOTAL COST			TASK BUDGET TOTALS (\$)	ROUNDED BUDGET TOTALS (\$)
Respond to Requests for Information (8 RFIs)	12	12	4	8	4	\$8,920											\$8,920	
Assist with the review of Contract Change Orders (2 CCOs)	8			4	2	\$3,206											\$3,206	
Inspection During Well Drilling and Construction																		
Drilling Observation and Logging Boreholes (5 hours per well)		24	6			\$5,742				DAY	3	\$130	\$390	\$13	\$403		\$6,145	
Geophysical Log Review and Final Well Design		8	8	2		\$4,316											\$4,316	
General Construction Management/Coordination (2 hr/wk for 12 wks)	18			6		\$4,830											\$4,830	
Site Visits During Well Equipping (2 Site visits)	12			8	6	\$6,398											\$6,398	
Final Construction Walk Through	4			4	4	\$3,192											\$3,192	
Prepare Borehole Logs (6)		24	12			\$7,524											\$7,524	
Preparation of Record Drawings	24			4	2	\$5,846				LS	1	\$300	\$300	\$30	\$330		\$6,176	
ESDC for Structural and ICE (14 submittals/resubmittals, 6 RFIs, 2 construction meetings, startup assistance, record drawings)								\$23,500	\$5,800					\$2,930	\$32,230		\$32,230	
Communications Fee (EKI Labor Only)											4%	\$81,204			\$3,248		\$3,248	
<b>Task 5 Subtotal with Optional Task</b>	<b>140</b>	<b>96</b>	<b>36</b>	<b>56</b>	<b>44</b>	<b>\$81,204</b>											<b>\$117,415</b>	<b>\$117,400</b>
<b>Optional Task 5A - Well Construction Inspection</b>																		
As-Needed Well Construction Inspection		48	6			\$9,702				DAY	6	\$130	\$780	\$13	\$793		\$10,495	
Communications Fee (EKI Labor Only)											4%	\$9,702			\$388		\$388	
<b>Task 5 Subtotal without Optional Task</b>		<b>48</b>	<b>6</b>			<b>\$9,702</b>											<b>\$10,883</b>	<b>\$10,900</b>
<b>TOTALS WITHOUT OPTIONAL TASK:</b>	<b>409</b>	<b>130</b>	<b>84</b>	<b>159</b>	<b>134</b>	<b>\$206,455</b>	<b>\$9,500</b>	<b>\$70,200</b>	<b>\$22,200</b>	<b>\$32,000</b>			<b>\$5,520</b>	<b>\$13,916</b>	<b>\$160,966</b>		<b>\$367,421</b>	<b>\$367,400</b>
<b>TOTALS WITH OPTIONAL TASK:</b>	<b>409</b>	<b>178</b>	<b>90</b>	<b>159</b>	<b>134</b>	<b>\$216,157</b>	<b>\$9,500</b>	<b>\$70,200</b>	<b>\$22,200</b>	<b>\$32,000</b>			<b>\$6,300</b>	<b>\$13,929</b>	<b>\$162,147</b>		<b>\$378,304</b>	<b>\$378,300</b>

**Notes:**

- EKI billing grades are as follows:  
 "SPR": Senior Principal  
 "PRI": Principal  
 "SUP": Supervising Engineer or Scientist  
 "SEN I and II": Senior Engineer or Scientist  
 "ASC I and II": Associate Engineer or Scientist  
 "G1, G2, G3...": Grade [1, 2, 3, ...] Engineer or Scientist  
 "GIS/Database": GIS Operator (includes \$20/hr of CADD computer time)
- Expense Cost Units  
 "LS": Lump Sum
- ICE = Instrumentation, Controls, and Electrical

**Client/Address: Coastside County Water District**  
766 Main Street  
Half Moon Bay, California 94019



**Proposal/Agreement Date: 1 October 2024**

**EKI Proposal/Project # B80108.39**

**SCHEDULE OF CHARGES FOR EKI ENVIRONMENT & WATER, INC.**

**1 January 2024**

<u>Personnel Classification</u>	<u>Hourly Rate</u>
Officer and Chief Engineer-Scientist	345
Principal Engineer-Scientist	333
Supervising I, Engineer-Scientist	323
Supervising II, Engineer-Scientist	310
Senior I, Engineer-Scientist	297
Senior II, Engineer-Scientist	286
Associate I, Engineer-Scientist	275
Associate II, Engineer-Scientist	259
Engineer-Scientist, Grade 1	241
Engineer-Scientist, Grade 2	227
Engineer-Scientist, Grade 3	209
Engineer-Scientist, Grade 4	187
Engineer-Scientist, Grade 5	165
Engineer-Scientist, Grade 6	144
Project Assistant	135
Technician	129
Senior GIS / Database Analyst	170
CADD Operator / GIS Analyst	148
Senior Administrative Assistant	162
Administrative Assistant	128
Secretary	108

**Direct Expenses**

Reimbursement for direct expenses, as listed below, incurred in connection with the work will be at cost plus ten percent (10%) for items such as:

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

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

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

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

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

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

## **STAFF REPORT**

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

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

**Agenda:** October 8, 2024

**Report Date:** October 4, 2024

**Agenda Title:** Quarterly Financial Review

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### **Recommendation / Motion:**

**Information Only.**

### **Background:**

The attached Period Budget Analysis summarizes year-to-date revenue and expenses for the first three months of Fiscal Year 2024-2025.

Highlights include:

- Year-to-date water revenue is \$4,015,000, which is \$81,000, or 2%, below budget as actual water sales volumes of 157 million gallons (MG), are 3 MG, or 2%, below budget, but 16 MG, or 12% above the prior year;
- Year-to-date non-operating revenue is \$592,000, which is \$101,000, or 21% above budget, and includes the following positive variances:
  - \$50,000 in Excess ERAF refunds;
  - \$36,000 of interest income due to higher-than-expected interest rates on our balances with LAIF
  - \$15,000 of other income.

Total Revenues of \$4,607,000 are thus \$20,000 above budget.

- Year-to-date Operating and Maintenance expenses of \$2,996,000 are \$302,000 or 9%, below budget.

Key cost savings include:

- \$114,000 of savings in SFPUC water purchases due to lower water usage and greater use of local sources (Denniston Reservoir) versus budget;



- \$36,000 savings in PG&E expenses -.
- \$94,000 savings in Salaries and Benefits due to budgeted, temporary positions that were not filled along with an office staff vacancy;
- \$35,000 savings in maintenance expense;
- \$15,000 savings in Office Supplies and Expense; and
- \$8,000 of net savings in a variety of other expenses.

The net impact of the favorability in total revenue and O&M expenses is a positive year-to-date variance of \$322,000.

Cash Reserves:

The current cash balance as of September 30, 2024 is \$11,864,000.

Capital Improvement Program (CIP):

The District spent \$333,000 on CIP during the first quarter.

Key projects included the onset of the Carter Hill Tank Improvement Project (\$32,000), Highway 92 Potable Water Pipeline Emergency Restoration Project (\$107,000), the Pilarcitos Canyon Culvert Replacement Project (\$21,000), San Vicente/Denniston Water Supply Improvement Project (\$95,000), and the Denniston Contact Clarifier Hatch Replacements Project (\$16,000).

**COASTSIDE COUNTY WATER DISTRICT - PERIOD BUDGET ANALYSIS**  
**Quarter Ending September 30, 2024**

ACCOUNT	DESCRIPTION	YTD BUDGET	YTD ACTUAL	Variance Favorable (Unfavorable)	% Variance	Comments
<b>OPERATING REVENUE</b>						
1-0-4120-00	Water Revenue -All Areas	4,096,000.00	4,015,294.75	(80,705.25)	-1.97%	Water sales were 2% below budgeted levels but 12% above prior year.
<b>TOTAL OPERATING REVENUE</b>		<b>4,096,000.00</b>	<b>4,015,294.75</b>	<b>(80,705.25)</b>	<b>-1.97%</b>	
<b>NON-OPERATING REVENUE</b>						
1-0-4170-00	Water Taken From Hydrants	18,000.00	28,150.17	10,150.17	56.39%	Higher than expected interest rates on our cash balances
1-0-4180-00	Late Notice -10% Penalty	25,200.00	26,882.33	1,682.33	6.68%	
1-0-4230-00	Service Connections	3,900.00	1,990.92	(1,909.08)	-48.95%	
1-0-4920-00	Interest Earned	100,000.00	136,064.07	36,064.07	36.06%	
1-0-4930-00	Tax Apportionments/Cnty Checks	1,000.00	122.30	(877.70)	-87.77%	
1-0-4950-00	Miscellaneous Income	1,200.00	800.00	(400.00)	-33.33%	
1-0-4955-00	Cell Site Lease Income	50,700.00	57,186.64	6,486.64	12.79%	
1-0-4965-00	ERAF REFUND -County Taxes	291,000.00	340,700.20	49,700.20	17.08%	
<b>TOTAL NON-OPERATING REVENUE</b>		<b>491,000.00</b>	<b>591,896.63</b>	<b>100,896.63</b>	<b>20.55%</b>	
<b>TOTAL REVENUES</b>		<b>4,587,000.00</b>	<b>4,607,191.38</b>	<b>20,191.38</b>	<b>0.44%</b>	
<b>OPERATING EXPENSES</b>						
1-1-5130-00	Water Purchased	1,059,693.00	945,281.17	114,411.83	10.80%	Savings in SFPUC water purchases due to lower than budgeted water usage and greater use of local sources (Denniston Reservoir)
1-1-5230-00	Pump Exp, Nunes T P	15,000.00	16,208.00	(1,208.00)	-8.05%	
1-1-5231-00	Pump Exp, CSP Pump Station	200,000.00	174,709.39	25,290.61	12.65%	Timing: dredging is scheduled for October, 2024.
1-1-5232-00	Pump Exp, Trans. & Dist.	7,500.00	8,744.81	(1,244.81)	-16.60%	
1-1-5233-00	Pump Exp, Pilarcitos Canyon	5,900.00	5,727.68	172.32	2.92%	
1-1-5234-00	Pump Exp. Denniston	49,000.00	35,892.11	13,107.89	26.75%	
1-1-5242-00	CSP Pump Station Operations	3,500.00	2,116.77	1,383.23	39.52%	
1-1-5243-00	CSP Pump Station Maintenance	12,000.00	8,356.03	3,643.97	30.37%	
1-1-5246-00	Nunes T P Operations	27,000.00	23,062.04	3,937.96	14.59%	
1-1-5247-00	Nunes T P Maintenance	33,000.00	30,906.76	2,093.24	6.34%	
1-1-5248-00	Denniston T.P. Operations	19,000.00	22,771.53	(3,771.53)	-19.85%	
1-1-5249-00	Denniston T.P. Maintenance	42,000.00	20,169.86	21,830.14	51.98%	
1-1-5250-00	Laboratory Services	21,000.00	22,230.44	(1,230.44)	-5.86%	
1-1-5260-00	Maintenance -General	105,000.00	91,843.55	13,156.45	12.53%	
1-1-5261-00	Maintenance -Well Fields	8,000.00	5,393.14	2,606.86	32.59%	
1-1-5263-00	Uniforms	5,700.00	14,728.75	(9,028.75)	-158.40%	
1-1-5318-00	Studies/Surveys/Consulting	25,000.00	19,342.55	5,657.45	22.63%	
1-1-5321-00	Water Resources	4,800.00	484.71	4,315.29	89.90%	
1-1-5322-00	Community Outreach	9,000.00	21,625.67	(12,625.67)	-140.29%	
1-1-5381-00	Legal	29,100.00	27,662.50	1,437.50	4.94%	
1-1-5382-00	Engineering	22,500.00	25,456.56	(2,956.56)	-13.14%	
1-1-5383-00	Financial Services	9,000.00	6,722.00	2,278.00	25.31%	
1-1-5384-00	Computer Services	93,000.00	97,887.90	(4,887.90)	-5.26%	

ACCOUNT	DESCRIPTION	YTD BUDGET	YTD ACTUAL	Variance	%	Comments	
				Favorable (Unfavorable)	Variance		
1-1-5410-00	Salaries/Wages-Administration	364,802.00	339,766.70	25,035.30	6.86%	Largely due to open temporary positions in Operations and Admin.	
1-1-5411-00	Salaries & Wages -Field	523,370.00	476,388.92	46,981.08	8.98%		
1-1-5420-00	Payroll Tax Expense	63,601.00	58,926.00	4,675.00	7.35%		
1-1-5435-00	Employee Medical Insurance	121,125.00	114,565.13	6,559.87	5.42%		
1-1-5436-00	Retiree Medical Insurance	14,520.00	14,478.25	41.75	0.29%		
1-1-5440-00	Employees Retirement Plan	176,955.00	165,759.80	11,195.20	6.33%		
1-1-5445-00	Supplemental Retirement 401a	0.00	0.00	0.00	0.00%		
1-1-5510-00	Motor Vehicle Expense	23,100.00	19,567.67	3,532.33	15.29%		
1-1-5620-00	Office Supplies & Expense	100,500.00	85,857.02	14,642.98	14.57%		
1-1-5625-00	Meetings / Training / Seminars	13,200.00	4,801.78	8,398.22	63.62%		
1-1-5630-00	Insurance	48,600.00	51,447.06	(2,847.06)	-5.86%		
1-1-5687-00	Membership, Dues, Subscript.	31,249.00	27,586.59	3,662.41	11.72%		
1-1-5689-00	Labor Relations	1,500.00	0.00	1,500.00	100.00%		
1-1-5700-00	San Mateo County Fees	8,250.00	8,356.00	(106.00)	-1.28%		
1-1-5705-00	State Fees	1,500.00	1,260.31	239.69	15.98%		
<b>TOTAL OPERATING EXPENSES</b>		<b>3,297,965.00</b>	<b>2,996,085.15</b>	<b>301,879.85</b>	<b>9.15%</b>		
<b>CAPITAL ACCOUNTS</b>							
1-1-5715-00	Debt Svc/CIEDB 11-099 (I-BANK)	278,127.00	278,126.96	0.04	0.00%		
1-1-5716-00	Debt Svc/CIEDB 2016 (I-BANK)	242,657.00	242,657.22	(0.22)	0.00%		
1-1-5717-00	Chase Bank - 2018 Loan	388,521.00	388,520.67	0.33	0.00%		
1-1-5718-00	First Foundation Bank - 2022	348,541.00	348,540.88	0.12	0.00%		
<b>TOTAL CAPITAL ACCOUNTS</b>		<b>1,257,846.00</b>	<b>1,257,845.73</b>	<b>0.27</b>	<b>0.00%</b>		
<b>TOTAL EXPENSES</b>		<b>4,555,811.00</b>	<b>4,253,930.88</b>	<b>301,880.12</b>	<b>6.63%</b>		
<b>CONTRIBUTION TO CIP/RESERVES</b>		<b>31,189.00</b>	<b>353,260.50</b>				

## ***STAFF REPORT***

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

**From:** Mary Rogren, General Manager

**Agenda:** October 8, 2024

**Report Date:** October 4, 2024

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

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### **Information Only:**

#### **BAWSCA Selects New CEO/General Manager**

At BAWSCA's September 19, 2024 Board of Directors meeting, Thomas Smegel was selected to be the next CEO/General Manager of BAWSCA succeeding Nicole Sandkulla who is retiring in December 2024. Please see the attached press release to learn more about Mr. Smegel.

#### **Staff and Facilities Committee visit North Coast Water District's DN Tank Construction Site**

North Coast County Water District is in the process of constructing a 600,000 gallon prestressed concrete DN Tank. The walls were poured in September, and District staff along with President Mickelsen and Vice-President Reynolds, the District's design engineer for the tank, HDR, Inc., and construction manager, Freyer and Laureta, Inc. were able to visit the construction site. Pictures follow below.







**The Bay Area Water Supply and Conservation Agency (BAWSCA) Selects Thomas Smegal to be its Next CEO/General Manager Starting December 1, 2024**

**September 20, 2024**

BAWSCA's Board of Directors, at its meeting on September 19, 2024, selected Thomas (Tom) Smegal to be its next CEO/General Manager. He will be succeeding Nicole Sandkulla, who is retiring at the end of December. Ms. Sandkulla has successfully led BAWSCA for 11 years.

BAWSCA was authorized by the state legislature in 2002 and was formed in 2003 by 29 (now 26) member agencies in Alameda, San Mateo, and Santa Clara counties to represent the water interests of 1.8 million residents, 40,000 businesses, and thousands of community agencies, who depend on the San Francisco Hetch Hetchy Regional Water System.

Chair of BAWSCA's Board of Directors, Tom Chambers, said that the Board's Ad Hoc CEO Recruitment Committee unanimously recommended Mr. Smegal. It was determined that, following a professional nationwide recruitment process, he is the best qualified candidate for the job.

"The Ad Hoc Committee determined that Mr. Smegal presented the most compelling and qualified candidacy for appointment as CEO/General Manager based on his extensive experience in the California water industry, financial acumen, management of both small and large teams, and his strategic vision for leading BAWSCA into the future."

Ms. Sandkulla said "Tom Smegal is poised to be an exceptional leader for BAWSCA, using his substantial experience in water, strong leadership skills and unwavering commitment to excellence to meet BAWSCA's future challenges and deliver results for the water customers. I am incredibly excited for him."

Mr. Smegal holds a Bachelor of Science in Civil Engineering and Bachelor of Arts in History from Stanford University, in addition to completing two years of interdisciplinary study of water and energy resources at the University of California, Berkeley. For the past 27 years, Mr. Smegal has served in various roles, including Vice-President, Chief Financial Officer and Treasurer with the California Water Service Company/California Water Service Group (Cal Water), which is the second largest retail water provider in the state and the largest that is regulated by the California Public Utilities Commission (CPUC).

Throughout his tenure at Cal Water, Mr. Smegal had in-depth experience working with and directing Cal Water teams that addressed critical water issues such as drought, water supply, regulatory compliance, capital project management, risk management, and emergency response.

Following the Board's decision, Mr. Smegal made the following statement:

"I want to thank the Board of Directors for selecting me to be the next Chief Executive Officer/General Manager of BAWSCA. Also, I want to thank the Ad Hoc CEO Selection Committee for recommending me.

“In the last eleven years, Nicole and the BAWSCA staff have aggressively pursued the interests of the water customers BAWSCA represents through advocacy, negotiation, programmatic efforts, and litigation, when necessary, to ensure a reliable water supply at a fair price for the 1.8 million residents, thousands of communities, and thousands of businesses that thrive in the members’ service territories.

“After more than thirty years working in the industry to support improvements in water service, quality, and reliability and as a former member of the BAWSCA Board, I understand my new responsibilities and the challenges that lie ahead. I recognize that achieving BAWSCA’s goal depends on leadership by its chief executive officer, ideas, advice and policy decisions by the Board, and agreement with and among the twenty-six member agencies.

“I’m excited to dive into the opportunities to work with San Francisco and within BAWSCA’s membership to improve long-term water supply reliability in the face of challenges such as climate change, housing mandates, and periodic drought.”

BAWSCA’s 26 member agencies include cities and water districts in Alameda, San Mateo, and Santa Clara counties and the California Water Service Company and Stanford University.

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## **MONTHLY REPORT**

**To:** Mary Rogren, General Manager

**From:** Darin Sturdivan, Distribution Supervisor  
Sean Donovan, Treatment Supervisor  
Todd Schmidt, Senior Treatment Operator  
Dustin Jahns, Senior Distribution Operator

**Agenda:** October 8, 2024

**Report**

**Date:** October 4, 2024

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### **Monthly Highlights**

- Kickoff of Carter Hill DN Tank Project including 1<sup>st</sup> onsite preconstruction meeting with DN Tanks, F&L, HDR, and subcontractors.
- Nunes WTP paving project started.
- Nunes reroofing project started.
- Replaced Pilarcitos Wells 1 and 4a with Boreline Hose.
- CSP fire system and alarm replacement complete and fully functioning. (Punch list items only remain.)
- Load bank tested all generators.
- Lead and copper sampling from customer taps completed.

**September Sources:** Denniston, Crystal Springs.

### **Projects**

- Pilarcitos Well Cleaning
  - Wells pulled and videoed.
- EKI Environment and Water, Inc.
  - Initial assessment of environmental and design for Pilarcitos culvert/slide repair and Pilarcitos well field potential well replacements.
  - Alcatraz Ave., Santa Rosa, Ocean Colony Pipeline Replacement Project design at 90% - under review by staff
  - Conducted fire flow testing for hydraulic model
- HDR, Inc.
  - Carter Hill DN Tank Replacement Project
    - Submitted conforming design set of plans
    - Submittal review has started with F&L/HDR
  - HDR continues work with the District on San Vicente Treatability Study and Corrosion Study