

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**REGULAR MEETING OF THE BOARD OF DIRECTORS**

**Tuesday, June 8, 2021 - 7:00 p.m.**

**AGENDA**

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the Shelter-in-Place Order issued by the San Mateo County Health Officer on March 16, 2020, as revised on March 31, 2020, the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, the Boardroom will not be open for the June 8, 2021 Regular Meeting of the Coastside County Water District. This meeting will be conducted remotely via teleconference.

The Public may 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.

How to Join Online or by Phone

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

Whether you participate online or by telephone, you may wish to "arrive" early so that staff can address any technology questions prior to the start of the meeting.

**ONLINE:**

Join Zoom Meeting

[Click to Join Zoom Meeting](#)

Meeting ID: 937 7826 0596

Passcode: 184355

One tap mobile

+16699006833,,93778260596#,,,,,0#,,184355# US (San Jose)

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 937 7826 0596

Passcode: 184355

Find your local number: <https://zoom.us/j/adZt3d9LjB>

*Procedures to make a public comment with Zoom Video/Conference – As a reminder, all participants except the Board Members and Staff are muted on entry.*

- **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. Begin by stating your name and place of residence.

OR

- (2) Using the Zoom App, at the bottom of your screen click on “Chat” and then type that you wish to make a comment into the Chat Box. Ensure that the “To:” field is populated by either “Everyone” or “the Moderator”. Begin by stating your name and place of residence.
- **From a phone:** Using your keypad, dial \*9, and this will notify the Moderator that you have raised your hand. Begin by stating your name and place of residence. The Moderator will call on you by stating the last 4 digits of your phone number. If you wish to block your phone number dial \*67 prior to dialing in. If your phone number is not displayed, the Moderator will call you by Caller 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 and must complete and submit a speaker slip. The President of the Board will recognize each speaker, at which time the speaker should proceed to the podium, give their name and address and provide their comments to the Board.*

**4) A) PUBLIC HEARING**

**To allow community input on Coastside County Water District's**

- 1. Update to the District's Water Shortage Contingency Plan**
- 2. Coastside County Water District 2020 Urban Water Management Plan**
  - A. Open Public Hearing ([attachment](#))
  - B. Staff Presentation of District's 2020 Urban Water Management Plan and Water Shortage Contingency Plan ([attachment](#))
  - C. Public Comments
  - D. Close Public Hearing
  - E. Board Comments

**B) CONSIDER CONCURRENT ADOPTION OF THE FOLLOWING RESOLUTIONS:**

- 1. Resolution 2021-03 - Adopting an updated Water Shortage Contingency Plan**
- 2. Resolution 2021-04 - Adopting the 2020 Urban Water Management Plan**

**5) CONSENT CALENDAR**

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

- A. Approval of disbursements for the month ending May 31, 2021:**  
Claims: \$681,608.05; Payroll: \$163,976.35 for a total of \$845,584.40 ([attachment](#))  
➤ *May 2021 Monthly Financial Claims reviewed by and approved by President Reynolds*
- B. Acceptance of Financial Reports ([attachment](#))**
- C. Approval of Minutes of May 11, 2021, Regular Board of Directors Meeting ([attachment](#))**
- D. Installed Water Connection Capacity and Water Meters Report ([attachment](#))**
- E. Total District Production Report ([attachment](#))**
- F. District Monthly Sales by Category Report-May 2021 ([attachment](#))**
- G. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report ([attachment](#))**
- H. Monthly Rainfall Reports ([attachment](#))**
- I. Expense Reimbursement Approval for President Reynolds' Attendance at Water Education Foundation Lower Colorado River Tour, May 20, 2021 ([attachment](#))**
- J. Water Service Agreement for 226 Avenue Cabrillo ([attachment](#))**
- K. Water Service Connection Transfer Report - May 2021 ([attachment](#))**
- L. SFPUC Hydrological Report for the April 2021 ([attachment](#))**

6) **MEETINGS ATTENDED / DIRECTOR COMMENTS**

7) **GENERAL BUSINESS**

- A. Award of Contract for Construction Management Services to Freyer & Laureta, Inc. for the Nunes Water Treatment Plant Improvement Project. ([attachment](#))
- B. Award of Contract for Engineering Services during Construction to HDR Engineering, Inc. for the Nunes Water Treatment Plant Improvement Project. ([attachment](#))
- C. Award of Contract - Nunes Fuel Tank Replacement Project. ([attachment](#))
- D. Approve Salary Schedule with a Cost of Living Adjustment Increase for Fiscal Year 2021-2022 effective July 1, 2021. ([attachment](#))
- E. California Special Districts Association (CSDA) - 2021 Board Election - Bay Area Network, Seat A. ([attachment](#))

8) **MONTHLY INFORMATIONAL REPORTS**

- A. Superintendent of Operations Report ([attachment](#))

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

10) **ADJOURNMENT**

## Staff Report

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

**From:** Cathleen Brennan, Water Resources Analyst

**Agenda:** June 8, 2021

**Date of Report:** June 4, 2021

**Subject:** Public Hearing for the 2020 Urban Water Management Plan, Urban Water Use Target, and Updated Water Shortage Contingency Plan.

**Attachments:** [Link to DRAFT Updated Water Shortage Contingency Plan](#)  
[Link to DRAFT 2020 Urban Water Management Plan](#)  
[Link to DRAFT 2020 Urban Water Management Plan Appendices](#)

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### Purpose of Public Hearing

Receive and consider public comments regarding the public draft of the 2020 Urban Water Management Plan, the Final Water Use Target, and the Updated Water Shortage Contingency Plan, including economic impacts.

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### Background

Urban Water Management Plans (UWMPs) are prepared by California's urban water suppliers to support their long-term resource planning and to ensure adequate water supplies are available to meet existing and future water demands. Every urban water supplier that either provides over 3,000 acre-feet of water annually or serves more than 3,000 or more connections is required to assess the reliability of its water sources over a 20-year planning horizon. This assessment, among others, is to be included in its Urban Water Management Plan, which are to be prepared every 5 years and submitted to the Department of Water Resources. The Department of Water Resources (DWR) then reviews the submitted plans to make sure they have completed the requirements identified in the Urban Water Management Planning Act.

The Urban Water Management Plan (UWMP) also serves as a foundational document that will be used by the city and the county in their General Plans. The connection between UWMPs and General Plans is part of the Water Supply Assessment process required by SB610 and SB221 that attempts to integrate land use and water supply planning.

## Updated Water Shortage Contingency Plan

The Water Shortage Contingency Plan (WSCP) is a stand-alone document and must be included in the District's UWMP. The updated WSCP can be found in Appendix J of the Draft 2020 UWMP. Chapter 8 of the UWMP also has a description of the WSCP.

In 2018, the legislature modified requirements for the WSCP with more prescriptive elements. The following is a list of required elements for WSCP.

- 1) Water Reliability Analysis
- 2) Six stages of water shortage (10 through 50 percent and greater than 50 percent)
- 3) Shortage Response Actions
- 4) Communication Protocols
- 5) Compliance and Enforcement
- 6) Legal Authorities
- 7) Financial Consequences of WSCP Activation
- 8) Monitoring and Reporting
- 9) WSCP Refinement Procedures
- 10) Water Feature Distinction
- 11) Seismic Risk Assessment and Mitigation Plan
- 12) Plan Adoption, Submittal, and Availability

The table below lists the water shortage stages/levels included in the updated WSCP.

Table 8-1 | Water Shortage Contingency Plan Levels (DWR Table 8-1)

Shortage Level	Percent Shortage Range	Shortage Response Actions (Narrative description)
1	Up to 10%	Water Shortage Advisory
2	Up to 20%	Water Shortage Emergency Warning
3	Up to 30%	Water Shortage Emergency
4	Up to 40%	Water Shortage Severe Emergency
5	Up to 50%	Water Shortage Extreme Emergency
6	>50%	Water Shortage Catastrophic (Extraordinary) Emergency

**Water Conservation Act of 2009 | (20x2020) | SBX7-7**

In the 2010 UWMP, adopted in June of 2011, the District complied with the requirements of the Water Conservation Act of 2009 by adopting a target method and urban water use targets. The District met the interim 2015 Urban Water Use Target with a Gross GPCD of 109. Mandatory irrigation restrictions were in place in 2015 (Ordinance 2015-01).

The final Urban Water Use Target for 2020 has been met by the District customers. The table below is included in the UWMP and lists the gross gallons per capita per day for 2020.

Table 5-5 | 2020 Compliance (DWR Table 5-2)

2020 GPCD			2020 Confirmed Target GPCD*	Did Supplier Achieve Targeted Reduction for 2020? Y/N
Actual 2020 GPCD*	2020 TOTAL Adjustments*	Adjusted 2020 GPCD* (Adjusted if applicable)		
97	0	0	124	Yes
<i>*All cells in this table should be populated manually from the supplier's SBX7-7 2020 Compliance Form and reported in Gallons per Capita per Day (GPCD)</i>				

Note: Starting in March of 2020, non-essential businesses experienced “shutdowns” and limited operations due to the pandemic.

The methodology that the District used for compliance with the Water Conservation Act of 2009 is Method 3; 95 percent of the applicable (San Francisco) state hydrologic region target. Details on compliance with the Water Conservation Act of 2009 can be found in Chapter 5 of the 2020 UWMP. The

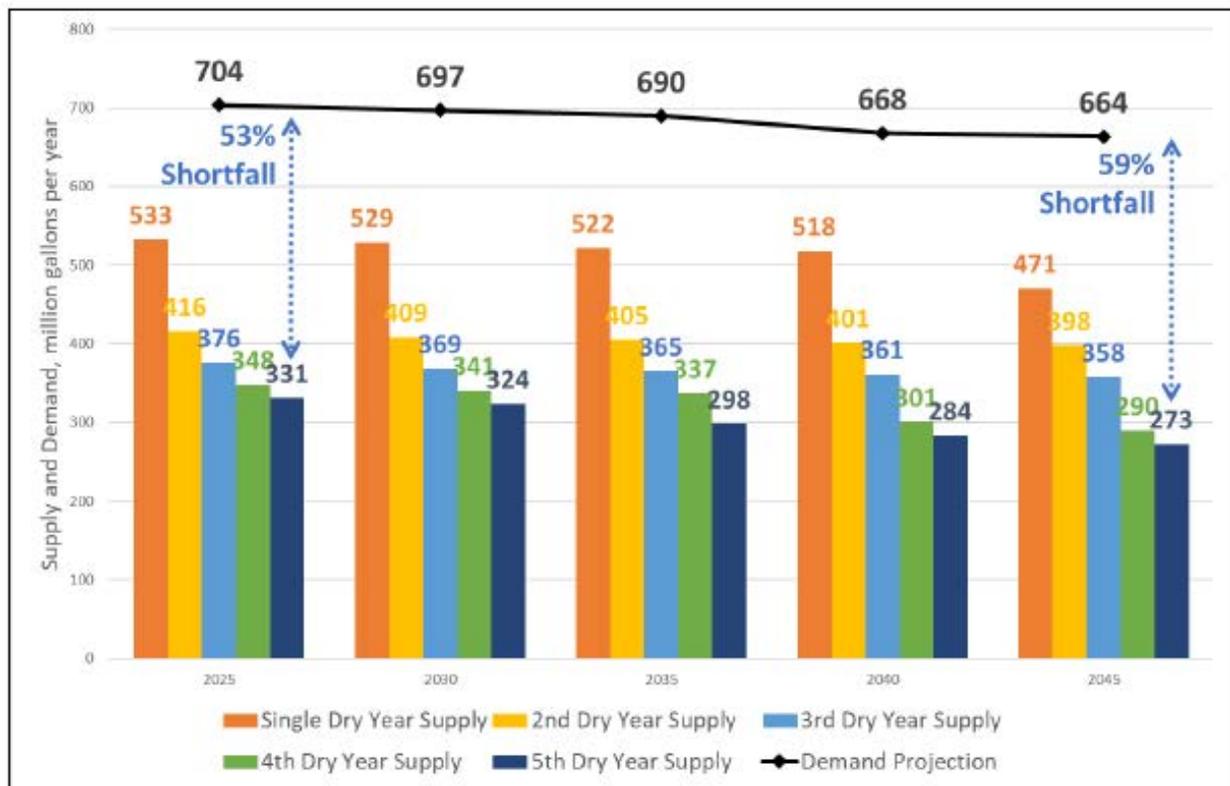
**2020 UWMP**

There are new requirements in the 2020 UWMP. Below is a list of the new requirements.

- 1) Five Consecutive Dry Year Water Reliability Assessment.
- 2) Drought Risk Assessment over a five year period from 2021-2025.
- 3) Seismic risk to water system.
- 4) Energy use information.
- 5) Five years of water loss reporting.
- 6) A lay description of the fundamental determinations of the UWMP.

A new constraint on water supply that is included in the 2020 UWMP is the Water Quality Control Plan for the San Francisco Bay/Sacramento – San Joaquin Delta Estuary. This is also referred to as the Bay-Delta Plan Amendment or Bay-Delta Plan. The SFPUC estimates that full implementation could be in 2023 for the flow requirements on the Tuolumne River. This new constraint is included in Chapter 7 and discussed as part of the water service reliability and drought risk assessment. The chart below illustrates that in drought years, with the implementation of the Bay Delta Plan and existing constraints on local water sources, the District is facing significant water supply shortfalls.

Figure 7-3 Projected Demand vs. Multiple Dry Year Supplies



The San Francisco Public Utilities Commission (SFPUC) in partnership with other stakeholders submitted a proposed project description for the Tuolumne River that could be the basis for a voluntary substitute with the State Water Resources Control Board. This is also referred to as the Tuolumne River Voluntary Agreement (TRVA).

Chapter 7 of the UWMP also lists alternative water supplies, as part of SFPUC’s Alternative Water Supply Planning Program to ensure that water needs can be met, during dry years. With the uncertainty of the Bay-Delt Plan, climate change and other constraints on the Regional Water System’s water supplies, there will be continuing

discussions and actions taken by SFPUC, Bay Area Water Supply and Conservation Agency, and SFPUC's wholesale customers to meet projected water supply needs.

### Time Sensitive Requirements

- **60-days prior to the Review/Adoption Hearing:** The UWMP regulations requires that a hearing be held prior to adoption of an UWMP (CWC §10642). Any city or county within which a water supplier delivers water is to be notified at least 60 days prior to the hearing that the UWMP is being reviewed (CWC §10621).
  - On December 31, 2021, notices were emailed to interested parties, water suppliers, the City of Half Moon Bay and the County of San Mateo, informing them that the District was in the process of updating its UWMP and WSCP.
  - On March 31, 2021, an electronic newsletter was published informing subscribers that the District was in the process of updating its UWMP and WSCP.
  - On March 31, 2021, an advertisement was published in the Half Moon Bay Review informing the public that the District was in the process of updating its UWMP and WSCP.
- **Prior to adopting a plan:** The urban water supplier shall make the plan available for public inspection (CWC §10642). *Please note that due to the COVID pandemic (March 2020 through the present) the District's Offices were closed and the Library was closed.*
  - Notification letters were emailed to the city and county on May 18, 2021, with the date and location of the public hearing and the notice was posted on the District's website under News.
  - Draft Plans (PDF) available on the District's website on May 18, 2021, under Reports and Studies.
  - Notification in the Half Moon Bay Review of the Public Hearing was published on May 19, 2021, May 26, 2021, and June 2, 2021. *Government Code Section 6066.*

### Following Public Hearing

After the public hearing, the Board of Directors may decide to:

1. Adopt the 2020 UWMP and updated WSCP with no changes; or
2. Adopt the 2020 UWMP and updated WSCP with specified changes.

## Staff Report

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

**From:** Cathleen Brennan, Water Resources Analyst

**Agenda:** June 8, 2021

**Date of Report:** June 4, 2021

**Subject:** Adoption of the 2020 Urban Water Management Plan and the updated Water Shortage Contingency Plan.

**Attachments:** A) Resolution 2021-03  
B) Resolution 2021-04

### Recommendations to the Board of Directors

Consider concurrently approving the following resolutions.

1. Resolution 2021-03; adopting an updated Water Shortage Contingency Plan.
2. Resolution 2021-04; adopting the 2020 Urban Water Management Plan.

Due to time constraints the staff is asking the Board of Directors to consider concurrently adopting an updated Water Shortage Contingency Plan (WSCP), and the 2020 Urban Water Management Plan (UWMP). The Board of Directors may;

1. Adopt the 2020 UWMP and updated WSCP with no changes; or
2. Adopt the 2020 UWMP and updated WSCP with specified changes.

After the adoption of the plan there are time sensitive requirements that staff will need to comply with to complete submittal of the plans to the state.

- **July 1, 2021:** Submit the UWMP, including the updated WSCP to the California Department of Water Resources (DWR). UWMP submittal will be done electronically through the WUE data portal (CWC §10621).
- **30-days after Adoption:** Submit the UWMP to the California State Library, and any city or county within which it supplies water. Copies of any changes or amendments must be submitted within 30 days (CWC §10644).

- **30-days after Submission to DWR:** Provide a copy of the UWMP for public review during normal business hours (CWC §10645). It will be posted on the website.

It is staff's objective to publish the District's 2020 UWMP to ensure that it meets all the regulatory requirements, so that DWR will deem it complete upon its initial review.

Elizabeth Drayer P.E. of West Yost Associates has been working with staff to create a 2020 UWMP that meets or exceeds the regulatory requirements.

## RESOLUTION 2021-03

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COASTSIDE COUNTY WATER DISTRICT ADOPTING THE UPDATED WATER SHORTAGE CONTINGENCY PLAN

**WHEREAS**, Section 10632 of the California Water Code requires the Coastside County Water District (“District”) to prepare and adopt a Water Shortage Contingency Plan, as part of its 2020 Urban Water Management Plan; and

**WHEREAS**, Section 350-359 and 31026-31029 of the California Water Code provides authority for the District to declare a water shortage emergency and implement regulations to manage the water shortage emergency; and

**WHEREAS**, the District maintains a Water Shortage Contingency Plan that is a guidance document for management of water shortages within the District’s jurisdiction; and

**WHEREAS**, Section 10632 (b) of the California Water Code requires that, starting with the 2015 Urban Water Management Plan, water suppliers shall define water features that are artificially supplied with water; and

**WHEREAS**, the Board of Directors, after a notified public hearing, adopted Resolution 2016-12 on September 13, 2016, approving an updated Water Shortage Contingency Plan, and including it in the 2015 Urban Water Management Plan.

**WHEREAS**, the Water Shortage Contingency Plan was revised to include Section 10632(a)(3)(A) of the California Water Code that requires water suppliers to define six progressive water shortage levels; and

**WHEREAS**, the Water Shortage Contingency Plan was revised to include Section 10632(a)(1) of the California Water Code that requires key attributes of a Water Supply Reliability Analysis; and

**WHEREAS**, the Water Shortage Contingency Plan was revised to include Section 10632(a)(4) of the California Water Code that requires locally appropriate response actions for each shortage level; and

**WHEREAS**, the Water Shortage Contingency Plan was revised to include Section 10632(a)(2) of the California Water Code that requires that requires procedures for conducting an annual water supply and demand assessment; and

**WHEREAS**, the Water Shortage Contingency Plan was revised to include Section 10632(a)(5) of the California Water Code that requires that requires communication

## RESOLUTION 2021-03

protocols and procedures to inform the public, and government entities of current or predicted water shortages; and

**WHEREAS**, the Water Shortage Contingency Plan was revised to include Section 10632(a)(9) of the California Water Code that requires monitoring and reporting procedures to assure appropriate data is collected to monitor customer compliance and to respond to any state reporting requirements; and

**WHEREAS**, the Water Shortage Contingency Plan was revised to include Section 10632(a)(10) of the California Water Code that requires a reevaluation and improvement process to assess the functionality of its Water Shortage Contingency Plan and to make appropriate adjustments as may be warranted; and

**WHEREAS**, the District coordinated the preparation of the Water Shortage Contingency Plan with other appropriate agencies in the area; notified the County of San Mateo and City of Half Moon Bay that the District will be reviewing the Water Shortage Contingency Plan and considering its adoption at least 60 days prior to the public hearing; a copy of the Water Shortage Contingency Plan was available on the District's website; published a notice of the public hearing in the local newspaper once a week for two successive weeks beginning at least fourteen days prior to the public hearing and posted that notice on the District's website; held a public hearing inviting public input regarding the draft Water Shortage Contingency Plan; and considered all comments received during the public hearing.

**NOW THEREFORE, BE IT RESOLVED** that the Board of Directors of the Coastside County Water District hereby approves and adopts the updated Water Shortage Contingency Plan, as presented to the Board.

**BE IT FURTHER RESOLVED** that the Board authorizes the General Manager to incorporate comments from the public hearing as approved by the Board after the close of the public hearing.

**BE IT FURTHER RESOLVED** that the General Manager is authorized and directed to submit a copy of the adopted Water Shortage Contingency Plan, as part of the 2020 Urban Water Management Plan in appendix J, to the Department of Water Resources by July 1, 2021, as required by Section 10621 of the California Water Code, and to the California State Library, the County of San Mateo, and the City of Half Moon Bay within 30 days of its adoption, as required by Section 10644 of the California Water Code.

**RESOLUTION 2021-03**

**PASSED AND ADOPTED** this 8<sup>th</sup> day of June 2021 by the following votes of the Coastside County Water District's Board of Directors:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Glenn Reynolds, President Board of Directors

Attest:

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Mary Rogren, General Manager, Secretary of the District

## RESOLUTION 2021-04

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COASTSIDE COUNTY WATER DISTRICT ADOPTING THE COASTSIDE COUNTY WATER DISTRICT 2020 URBAN WATER MANAGEMENT PLAN

**WHEREAS**, the Urban Water Management Planning Act (California Water Code § 10610 et seq.) requires urban water suppliers to prepare and adopt an Urban Water Management Plan to, among other things, report, describe, and evaluate water deliveries, water supply sources, efficient water use, and demand management measures; and

**WHEREAS**, the Urban Water Management Planning Act requires that Urban Water Management Plans are to be prepared every five years by urban water suppliers with 3,000 or more service connections or supplying 3,000 or more acre-feet of water per year; and

**WHEREAS**, Coastside County Water District (“District”) has prepared its Urban Water Management Plan (“UWMP”), which includes an updated Water Shortage Contingency Plan, as required by the Urban Water Management Planning Act; and

**WHEREAS**, the District has met its 2020 urban water use target under the Water Conservation Act of 2009 and is described in Chapter 5; and

**WHEREAS**, the 2012 to 2017 drought led to further revisions of the Urban Water Management Planning Act under the 2018 Water Conservation Legislation to improve water supply planning for long-term reliability and resilience to drought and climate change; and

**WHEREAS**, the District included a lay description of the District’s 2020 UWMP, as required by Section 10630.5 of the California Water Code; and

**WHEREAS**, the impacts of the Bay-Delta Plan Amendment on the SFPUC Regional Water System are described in Chapter 7; and

**WHEREAS**, the District coordinated the preparation of the UWMP with other appropriate agencies in the area; notified the County of San Mateo and City of Half Moon Bay that the District will be reviewing the UWMP and considering its adoption at least 60 days prior to the public hearing; a copy of the UWMP was available on the District’s website; published a notice of the public hearing in the local newspaper once a week for two successive weeks beginning at least fourteen days prior to the public hearing and posted that notice on the District's website; held a public hearing inviting public input regarding the draft UWMP; and considered all comments received during the public hearing.

**NOW THEREFORE, BE IT RESOLVED** that the Board of Directors of the Coastside County Water District hereby approves and adopts the 2020 Urban Water Management Plan, as presented to the Board.

## RESOLUTION 2021-04

**BE IT FURTHER RESOLVED** that the Board authorizes the General Manager to incorporate comments from the public hearing as approved by the Board after the close of the public hearing.

**BE IT FURTHER RESOLVED** that the General Manager is authorized and directed to submit a copy of the adopted UWMP to the Department of Water Resources by July 1, 2021, as required by Section 10621 of the California Water Code, and to the California State Library, the County of San Mateo, and the City of Half Moon Bay within 30 days of its adoption, as required by Section 10644 of the California Water Code.

**PASSED AND ADOPTED** this 8<sup>th</sup> day of June 2021, by the following vote:

AYES:

NOES

ABSTAIN:

ABSENT:

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Glenn Reynolds, President Board of Directors  
Coastside County Water District

ATTEST:

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Mary Rogren, Secretary of the Board, General Manager  
Coastside County Water District

**COASTSIDE COUNTY WATER DISTRICT  
CLAIMS FOR MAY 2021**

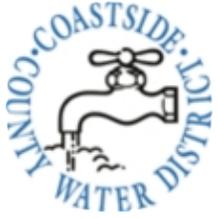
CHECKS				
CHECK DATE	CHECK NO.	VENDOR		AMOUNT
05/03/2021	29446	CITY OF HALF MOON BAY	\$	4,804.00
05/06/2021	29447	ADP, INC.	\$	741.20
05/06/2021	29448	COMCAST	\$	256.78
05/06/2021	29449	JAMES COZZOLINO, TRUSTEE	\$	200.00
05/06/2021	29450	HUE & CRY, INC.	\$	24.00
05/06/2021	29451	REPUBLIC SERVICES	\$	571.76
05/06/2021	29452	STANDARD INSURANCE COMPANY	\$	552.17
05/14/2021	29453	AMERICAN WATER WORKS ASSOC.	\$	2,205.00
05/14/2021	29454	HEALTH BENEFITS ACWA-JPIA	\$	43,636.24
05/14/2021	29455	D/B/A CUSTOM TRUCK CUSTOM TOPS, INC.	\$	274.32
05/14/2021	29456	SEAN DONOVAN	\$	68.64
05/14/2021	29457	FEDAK & BROWN LLP	\$	100.00
05/14/2021	29458	HASSETT HARDWARE	\$	1,399.91
05/14/2021	29459	IN-USE SOLUTIONS	\$	1,500.00
05/14/2021	29460	JAMES FORD, INC.	\$	48,705.85
05/14/2021	29461	MASS MUTUAL FINANCIAL GROUP	\$	1,979.19
05/14/2021	29462	MIKE MCDERMOTT	\$	300.00
05/14/2021	29463	VERIZON CONNECT NWF, INC.	\$	247.00
05/14/2021	29464	PACIFIC GAS & ELECTRIC CO.	\$	47,805.44
05/14/2021	29465	ROGUE WEB WORKS, LLC	\$	712.00
05/14/2021	29466	SAN FRANCISCO WATER DEPT.	\$	292,208.24
05/14/2021	29467	SAN MATEO CTY TAX COLLECTOR	\$	685.97
05/14/2021	29468	SAN MATEO CTY TAX COLLECTOR	\$	108.59
05/14/2021	29469	RYAN H. STOLL	\$	410.02
05/14/2021	29470	TOTAL COMPENSATION SYSTEMS, INC	\$	1,620.00
05/14/2021	29471	TRI COUNTIES BANK	\$	2,444.50
05/14/2021	29472	VALIC	\$	4,980.00
05/14/2021	29473	US BANK NA	\$	2,054.96
05/14/2021	29474	JACK WHELEN	\$	110.00
05/14/2021	29475	SWIFTCOMPLY US OPCO, INC	\$	1,941.00
05/19/2021	29476	TRANS-WEST, INC	\$	689.00
05/19/2021	29477	TPX COMMUNICATIONS	\$	2,088.06
05/27/2021	29478	ANALYTICAL ENVIRONMENTAL SERVICES	\$	5,930.00
05/27/2021	29479	AT&T	\$	698.93
05/27/2021	29480	BADGER METER, INC.	\$	66.00
05/27/2021	29481	BALANCE HYDROLOGICS, INC	\$	10,812.72
05/27/2021	29482	BACKFLOW APPARATUS & VALVE COMPANY INC	\$	1,379.40
05/27/2021	29483	BAY AREA WATER SUPPLY &	\$	2,140.00
05/27/2021	29484	BAY ALARM COMPANY	\$	1,287.84
05/27/2021	29485	BIG CREEK LUMBER	\$	77.92
05/27/2021	29486	BORGES & MAHONEY, INC.	\$	212.95
05/27/2021	29487	CATHLEEN BRENNAN	\$	1,089.95
05/27/2021	29488	CALCON SYSTEMS, INC.	\$	15,927.25
05/27/2021	29489	CHEMTRADE CHEMICALS US LLC	\$	2,615.52
05/27/2021	29490	CINTAS FIRST AID & SAFETY	\$	245.10
05/27/2021	29491	PETTY CASH	\$	83.71
05/27/2021	29492	RECORDER'S OFFICE	\$	20.00
05/27/2021	29493	DATAPROSE, LLC	\$	3,626.51
05/27/2021	29494	DE LAGE LANDEN FINANCIAL SERVICES, INC.	\$	919.79

05/27/2021	29495	G3 ENGINEERING, INC.	\$	717.66
05/27/2021	29496	GLADWELL GOVERNMENTAL SERVICES, INC.	\$	1,620.00
05/27/2021	29497	GRAINGER, INC.	\$	2,243.24
05/27/2021	29498	HACH CO., INC.	\$	91.80
05/27/2021	29499	HMB BLDG. & GARDEN INC.	\$	185.39
05/27/2021	29500	HMB GRADING & PAVING INC.	\$	3,000.00
05/27/2021	29501	HANSONBRIDGETT. LLP	\$	14,049.50
05/27/2021	29502	HDR ENGINEERING, INC	\$	3,866.59
05/27/2021	29503	HUE & CRY, INC.	\$	250.00
05/27/2021	29504	HYDROSCIENCE ENGINEERS, INC.	\$	5,212.50
05/27/2021	29505	IRON MOUNTAIN	\$	995.29
05/27/2021	29506	IRVINE CONSULTING SERVICES, INC.	\$	7,936.30
05/27/2021	29507	JESSE MACK COMPANY INC.	\$	15,000.00
05/27/2021	29508	LIEBERT CASSIDY WHITMORE	\$	297.00
05/27/2021	29509	GLENNA LOMBARDI	\$	91.00
05/27/2021	29510	MASS MUTUAL FINANCIAL GROUP	\$	1,979.19
05/27/2021	29511	MERIDIAN SURVEYING ENGINEERING, INC.	\$	10,500.00
05/27/2021	29512	MISSION UNIFORM SERVICES INC.	\$	206.82
05/27/2021	29513	MONTEREY COUNTY LAB	\$	1,285.00
05/27/2021	29514	MONTEREY BAY ANALYTICAL SERVICES, INC.	\$	2,920.00
05/27/2021	29515	MTA PARTS, INC.	\$	188.20
05/27/2021	29516	OFFICE DEPOT	\$	657.83
05/27/2021	29517	PACIFICA COMMUNITY TV	\$	300.00
05/27/2021	29518	PAULO'S AUTO CARE	\$	62.14
05/27/2021	29519	RAY A MORGAN COMPANY INC.	\$	916.61
05/27/2021	29520	ROBERTS & BRUNE CO.	\$	7,092.43
05/27/2021	29521	SAN MATEO CTY PUBLIC HEALTH LAB	\$	1,704.00
05/27/2021	29522	STRAWFLOWER ELECTRONICS	\$	291.37
05/27/2021	29523	TRANS-WEST, INC	\$	86.80
05/27/2021	29524	TEAMSTERS LOCAL UNION #856	\$	1,218.00
05/27/2021	29525	JAMES TETER	\$	649.00
05/27/2021	29526	USA BLUE BOOK	\$	370.11
05/27/2021	29527	VALIC	\$	4,980.00
05/27/2021	29528	VERIZON WIRELESS	\$	2,168.55
05/27/2021	29529	WEST YOST ASSOCIATES, INC	\$	27,694.00
05/27/2021	29530	JUAN CARLOS SALAZAR	\$	3,640.00
05/27/2021	29531	WRA, INC.	\$	3,283.75
05/27/2021	29532	BARBARA PAXTON	\$	33.52
05/27/2021	29533	CONSTANCE M. HASKETT	\$	33.52
05/27/2021	29534	MARIA REED	\$	40.00
05/27/2021	29535	SIAN GOWAN	\$	54.22
05/27/2021	29536	BRANDON DENMAN	\$	33.29
05/27/2021	29537	STACY NAEGELI	\$	49.88
05/27/2021	29538	HALF MOON BAY GRADING & PAVING, INC	\$	3,000.00
05/27/2021	29539	CARNOUSTIE LLC	\$	896.67
			SUBTOTAL CLAIMS FOR MONTH	\$ 644,448.60

**WIRE PAYMENTS**

05/14/2021	DFT0000354	PUB. EMP. RETIRE SYSTEM	\$	14,987.08
05/28/2021	DFT0000355	PUB. EMP. RETIRE SYSTEM	\$	15,122.42
5/31/2021		BANK AND CREDIT CARD FEES	\$	7,049.95
			SUBTOTAL WIRE PAYMENTS FOR MONTH	\$ 37,159.45

**TOTAL CLAIMS FOR THE MONTH \$ 681,608.05**



# Monthly Budget Report

## Account Summary

For Fiscal: 2020-2021 Period Ending: 05/31/2021

	May Budget	May 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	1,146,464.00	1,261,360.07	114,896.07	10.02 %	11,160,408.00	12,007,238.27	846,830.27	7.59 %	12,368,134.00
	<b>Total RevType: 1 - Operating:</b>	<b>1,146,464.00</b>	<b>1,261,360.07</b>	<b>114,896.07</b>	<b>10.02 %</b>	<b>11,160,408.00</b>	<b>12,007,238.27</b>	<b>846,830.27</b>	<b>7.59 %</b>	<b>12,368,134.00</b>
<b>RevType: 2 - Non-Operating</b>										
<a href="#">1-4170-00</a>	Water Taken From Hydrants	4,165.00	6,044.36	1,879.36	45.12 %	45,815.00	61,801.40	15,986.40	34.89 %	50,000.00
<a href="#">1-4180-00</a>	Late Notice - 10% Penalty	4,500.00	0.00	-4,500.00	-100.00 %	20,500.00	-2.89	-20,502.89	-100.01 %	25,000.00
<a href="#">1-4230-00</a>	Service Connections	833.00	403.59	-429.41	-51.55 %	9,163.00	10,377.91	1,214.91	13.26 %	10,000.00
<a href="#">1-4920-00</a>	Interest Earned	4,688.00	1,500.17	-3,187.83	-68.00 %	51,563.00	28,276.97	-23,286.03	-45.16 %	56,250.00
<a href="#">1-4930-00</a>	Tax Apportionments/County Checks	0.00	8,681.85	8,681.85	0.00 %	725,000.00	905,208.66	180,208.66	24.86 %	750,000.00
<a href="#">1-4950-00</a>	Miscellaneous Income	0.00	42.50	42.50	0.00 %	5,250.00	139.28	-5,110.72	-97.35 %	7,000.00
<a href="#">1-4955-00</a>	Cell Site Lease Income	15,500.00	15,444.64	-55.36	-0.36 %	163,500.00	168,422.04	4,922.04	3.01 %	179,000.00
<a href="#">1-4965-00</a>	ERAF Refund - County Taxes	0.00	0.00	0.00	0.00 %	375,000.00	514,573.85	139,573.85	37.22 %	375,000.00
	<b>Total RevType: 2 - Non-Operating:</b>	<b>29,686.00</b>	<b>32,117.11</b>	<b>2,431.11</b>	<b>8.19 %</b>	<b>1,395,791.00</b>	<b>1,688,797.22</b>	<b>293,006.22</b>	<b>20.99 %</b>	<b>1,452,250.00</b>
	<b>Total Revenue:</b>	<b>1,176,150.00</b>	<b>1,293,477.18</b>	<b>117,327.18</b>	<b>9.98 %</b>	<b>12,556,199.00</b>	<b>13,696,035.49</b>	<b>1,139,836.49</b>	<b>9.08 %</b>	<b>13,820,384.00</b>
<b>Expense</b>										
<b>ExpType: 1 - Operating</b>										
<a href="#">1-5130-00</a>	Water Purchased	174,464.00	325,438.24	-150,974.24	-86.54 %	2,127,418.00	2,602,988.91	-475,570.91	-22.35 %	2,341,560.00
<a href="#">1-5230-00</a>	Nunes T P Pump Expense	3,417.00	3,009.34	407.66	11.93 %	37,583.00	39,661.34	-2,078.34	-5.53 %	41,000.00
<a href="#">1-5231-00</a>	CSP Pump Station Pump Expense	26,000.00	46,684.89	-20,684.89	-79.56 %	300,000.00	339,618.62	-39,618.62	-13.21 %	350,000.00
<a href="#">1-5232-00</a>	Other Trans. & Dist Pump Expense	1,750.00	1,839.12	-89.12	-5.09 %	19,250.00	21,718.78	-2,468.78	-12.82 %	21,000.00
<a href="#">1-5233-00</a>	Pilarcitos Canyon Pump Expense	700.00	-4,355.23	5,055.23	722.18 %	42,300.00	34,297.70	8,002.30	18.92 %	43,000.00
<a href="#">1-5234-00</a>	Denniston T P Pump Expense	11,000.00	6,467.02	4,532.98	41.21 %	99,000.00	58,245.78	40,754.22	41.17 %	110,000.00
<a href="#">1-5242-00</a>	CSP Pump Station Operations	1,375.00	2.35	1,372.65	99.83 %	15,125.00	5,522.75	9,602.25	63.49 %	16,500.00
<a href="#">1-5243-00</a>	CSP Pump Station Maintenance	3,084.00	403.11	2,680.89	86.93 %	33,916.00	21,660.53	12,255.47	36.13 %	37,000.00
<a href="#">1-5246-00</a>	Nunes T P Operations - General	7,500.00	6,705.01	794.99	10.60 %	82,500.00	70,629.01	11,870.99	14.39 %	90,000.00
<a href="#">1-5247-00</a>	Nunes T P Maintenance	10,417.00	7,044.01	3,372.99	32.38 %	114,583.00	126,257.95	-11,674.95	-10.19 %	125,000.00
<a href="#">1-5248-00</a>	Denniston T P Operations-General	4,583.00	-881.66	5,464.66	119.24 %	50,417.00	14,070.74	36,346.26	72.09 %	55,000.00
<a href="#">1-5249-00</a>	Denniston T.P. Maintenance	8,000.00	4,532.30	3,467.70	43.35 %	124,000.00	109,641.58	14,358.42	11.58 %	132,000.00
<a href="#">1-5250-00</a>	Laboratory Expenses	6,250.00	4,645.00	1,605.00	25.68 %	68,750.00	57,736.69	11,013.31	16.02 %	75,000.00
<a href="#">1-5260-00</a>	Maintenance - General	35,000.00	42,877.21	-7,877.21	-22.51 %	313,500.00	294,623.75	18,876.25	6.02 %	348,500.00
<a href="#">1-5261-00</a>	Maintenance - Well Fields	1,000.00	0.00	1,000.00	100.00 %	29,000.00	33,609.10	-4,609.10	-15.89 %	30,000.00
<a href="#">1-5263-00</a>	Uniforms	2,500.00	0.00	2,500.00	100.00 %	10,000.00	9,149.15	850.85	8.51 %	10,000.00
<a href="#">1-5318-00</a>	Studies/Surveys/Consulting	15,000.00	29,583.95	-14,583.95	-97.23 %	135,000.00	91,016.48	43,983.52	32.58 %	150,000.00
<a href="#">1-5321-00</a>	Water Resources	2,167.00	2,140.00	27.00	1.25 %	23,833.00	2,383.94	21,449.06	90.00 %	26,000.00

Monthly Budget Report

For Fiscal: 2020-2021 Period Ending: 05/31/2021

	May Budget	May 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	11,000.00	5,212.50	5,787.50	52.61 %	47,400.00	24,362.41	23,037.59	48.60 %	58,400.00
<a href="#">1-5381-00</a>	Legal	8,334.00	9,418.50	-1,084.50	-13.01 %	91,666.00	112,267.05	-20,601.05	-22.47 %	100,000.00
<a href="#">1-5382-00</a>	Engineering	5,500.00	3,843.80	1,656.20	30.11 %	60,500.00	65,788.24	-5,288.24	-8.74 %	66,000.00
<a href="#">1-5383-00</a>	Financial Services	0.00	100.00	-100.00	0.00 %	17,000.00	10,176.00	6,824.00	40.14 %	22,000.00
<a href="#">1-5384-00</a>	Computer Services	17,625.00	11,287.86	6,337.14	35.96 %	193,875.00	196,697.38	-2,822.38	-1.46 %	211,500.00
<a href="#">1-5410-00</a>	Salaries/Wages-Administration	101,944.00	79,462.13	22,481.87	22.05 %	1,121,367.00	887,084.44	234,282.56	20.89 %	1,223,311.00
<a href="#">1-5411-00</a>	Salaries & Wages - Field	125,116.00	107,300.72	17,815.28	14.24 %	1,376,284.00	1,331,313.91	44,970.09	3.27 %	1,501,400.00
<a href="#">1-5420-00</a>	Payroll Tax Expense	15,975.00	14,340.30	1,634.70	10.23 %	175,725.00	147,367.88	28,357.12	16.14 %	191,701.00
<a href="#">1-5435-00</a>	Employee Medical Insurance	43,589.00	37,880.49	5,708.51	13.10 %	467,811.00	427,141.62	40,669.38	8.69 %	511,400.00
<a href="#">1-5436-00</a>	Retiree Medical Insurance	5,932.00	5,299.32	632.68	10.67 %	63,630.00	55,804.46	7,825.54	12.30 %	69,562.00
<a href="#">1-5440-00</a>	Employees Retirement Plan	41,354.00	38,102.58	3,251.42	7.86 %	454,886.00	435,603.42	19,282.58	4.24 %	496,240.00
<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 %	35,000.00
<a href="#">1-5510-00</a>	Motor Vehicle Expense	6,250.00	4,946.20	1,303.80	20.86 %	68,750.00	63,333.76	5,416.24	7.88 %	75,000.00
<a href="#">1-5620-00</a>	Office & Billing Expenses	31,792.00	26,571.94	5,220.06	16.42 %	331,708.00	319,829.27	11,878.73	3.58 %	363,500.00
<a href="#">1-5625-00</a>	Meetings / Training / Seminars	2,750.00	1,445.02	1,304.98	47.45 %	30,250.00	10,105.94	20,144.06	66.59 %	33,000.00
<a href="#">1-5630-00</a>	Insurance	13,250.00	11,790.38	1,459.62	11.02 %	145,750.00	129,951.99	15,798.01	10.84 %	159,000.00
<a href="#">1-5687-00</a>	Membership, Dues, Subscript.	7,092.00	2,330.00	4,762.00	67.15 %	78,008.00	73,875.76	4,132.24	5.30 %	85,100.00
<a href="#">1-5688-00</a>	Election Expenses	0.00	0.00	0.00	0.00 %	30,000.00	9,311.95	20,688.05	68.96 %	30,000.00
<a href="#">1-5689-00</a>	Labor Relations	500.00	0.00	500.00	100.00 %	5,500.00	0.00	5,500.00	100.00 %	6,000.00
<a href="#">1-5700-00</a>	San Mateo County Fees	2,100.00	794.56	1,305.44	62.16 %	22,900.00	17,904.98	4,995.02	21.81 %	25,000.00
<a href="#">1-5705-00</a>	State Fees	3,100.00	0.00	3,100.00	100.00 %	33,400.00	30,094.70	3,305.30	9.90 %	36,500.00
	<b>Total ExpType: 1 - Operating:</b>	<b>757,410.00</b>	<b>836,260.96</b>	<b>-78,850.96</b>	<b>-10.41 %</b>	<b>8,442,585.00</b>	<b>8,280,847.96</b>	<b>161,737.04</b>	<b>1.92 %</b>	<b>9,301,174.00</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 %	335,825.00	335,825.40	-0.40	0.00 %	335,825.00
<a href="#">1-5716-00</a>	Debt Service/CIEDB 2016	0.00	0.00	0.00	0.00 %	323,357.00	323,356.50	0.50	0.00 %	323,357.00
<a href="#">1-5717-00</a>	Chase Bank - 2018 Loan	0.00	0.00	0.00	0.00 %	433,567.00	433,182.49	384.51	0.09 %	433,567.00
	<b>Total ExpType: 4 - Capital Related:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>	<b>1,092,749.00</b>	<b>1,092,364.39</b>	<b>384.61</b>	<b>0.04 %</b>	<b>1,092,749.00</b>
	<b>Total Expense:</b>	<b>757,410.00</b>	<b>836,260.96</b>	<b>-78,850.96</b>	<b>-10.41 %</b>	<b>9,535,334.00</b>	<b>9,373,212.35</b>	<b>162,121.65</b>	<b>1.70 %</b>	<b>10,393,923.00</b>
	<b>Report Total:</b>	<b>418,740.00</b>	<b>457,216.22</b>	<b>38,476.22</b>		<b>3,020,865.00</b>	<b>4,322,823.14</b>	<b>1,301,958.14</b>		<b>3,426,461.00</b>

**COASTSIDE COUNTY WATER DISTRICT  
MONTHLY INVESTMENT REPORT  
May 31, 2021**

<b><u>RESERVE BALANCES</u></b>	<b>Current Year as of 5/31/2021</b>	<b>Prior Year as of 5/31/2020</b>
CAPITAL AND OPERATING RESERVE	\$10,581,703.57	\$8,957,510.78
RATE STABILIZATION RESERVE	\$250,000.00	\$250,000.00
<b><u>TOTAL DISTRICT RESERVES</u></b>	<b><u>\$10,831,703.57</u></b>	<b><u>\$9,207,510.78</u></b>

**ACCOUNT DETAIL**

ACCOUNTS WITH TRI COUNTIES BANK		
CHECKING ACCOUNT	\$5,513,268.33	\$3,844,794.13
CSP T & S ACCOUNT	\$32,080.48	\$120,597.51
MONEY MARKET GEN. FUND (Opened 7/20/17)	\$19,449.01	\$19,447.03
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$5,266,105.75	\$5,221,872.11
DISTRICT CASH ON HAND	\$800.00	\$800.00
<b><u>TOTAL ACCOUNT BALANCES</u></b>	<b><u>\$10,831,703.57</u></b>	<b><u>\$9,207,510.78</u></b>

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

COASTSIDE COUNTY WATER DISTRICT  
 CAPITAL IMPROVEMENT PROJECTS - STATUS REPORT  
 FISCAL YEAR 2020/2021

5/31/2021

\* Approved June 2020

Status	Approved* CIP Budget FY 20/21	To Date FY 20/21	Projected Year-End FY20/21	Variance vs. Budget	% Completed	Project Status/ Comments
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**Equipment Purchases & Replacement**

06-03	SCADA/Telemetry/Electrical Controls Replacement	ongoing	\$ 50,000	\$ 12,842	\$ 25,000	\$ 25,000	51%	
19-04	Valve truck	on order	\$ 225,000	\$ 150,134	\$ 225,000	\$ -	67%	Board approved September 2020
22-05	Planning Software	open	\$ 60,000		\$ -	\$ 60,000	0%	delayed-planned implementation Summer 2021

**Facilities & Maintenance**

99-01	Meter Change Program	ongoing	\$ 20,000		\$ 20,000	\$ -	0%	
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**Pipeline Projects**

13-02	Pipeline Replacement Under Creek at Pilarcitos Ave (Strawflower)	In design	\$ 750,000	\$ 93,881	\$ 125,000	\$ 625,000	0%	CEQA in process; delayed to Fiscal Year 2021/22
14-01	Highway 92 - Replacement of Welded Steel Line	Open	\$ 100,000	\$ 41,235	\$ 50,000	\$ 50,000	82%	for design only
21-10	El Granada Highlands (below Tank #2) Lot Purchase	Completed	\$ 500,000	\$ 413,761	\$ 413,761	\$ 86,239	100%	Purchase closed 12.2.2020; original budget contemplated a pipe replacement

**Pump Stations / Tanks / Wells**

21-07	Carter Hill Tank Improvement Project	In design	\$ 600,000	\$ 31,075	\$ 80,000	\$ 520,000	n/a	Design in process - will continue into Fiscal Year 2021/22
21-02	Pilarcitos Reservoir Spillway-Pump/Emergency Generator	Completed	\$ 100,000	\$ 85,557	\$ 85,557	\$ 14,443	100%	Board approved September 2020
19-05	Tanks - THM Control	Ongoing	\$ 60,000	\$ 29,900	\$ 60,000	\$ -	50%	
21-11	Tank Cathodic Protection Project	Ongoing	\$ 40,000	\$ 15,382	\$ 40,000	\$ -	38%	

**Water Supply Development**

14-25	Denniston/San Vicente Water Supply Development	ongoing	\$ 300,000	\$ 261,967	\$ 300,000	\$ -	87%	
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**Water Treatment Plants**

20-14	Nunes Water Treatment Plant Improvement Project	In Design	\$ 700,000	\$ 556,934	\$ 600,000	\$ 100,000	D-100%	Design at 100%
21-04	Nunes/Denniston Turbidimeter Replacement	Completed	\$ 35,000	\$ 32,498	\$ 32,498	\$ 2,502	100%	Board approved August 2020

**UNSCHEDULED/NEW CIP ITEMS FOR CURRENT FISCAL YEAR 2020/2021**

NN-00	Unscheduled CIP		\$ 100,000		\$ -	\$ 100,000	0%	
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**NEW FY2020/2021 CIP TOTAL \$ 3,640,000 \$ 1,725,167 \$ 2,056,816 \$ 1,583,184**

**FY2019/2020 CIP Carryover Projects**

21-08	Asset Management/GIS software	in process	\$ 60,000	73,750	\$ 80,000	\$ (20,000)	75%	
20-07	District Office Improvements	in process	\$ 60,000	41,754	\$ 60,000	\$ -	60%	Hardscape to start summer 2021
18-13	Denniston WTP and Tank Road Repairs and Paving	Completed	\$ 400,000	\$ 431,085	\$ 431,085	\$ (31,085)	100%	
14-01	Highway 92 - Replacement of Welded Steel Line-Phase 1	open	\$ 700,000			\$ 700,000	0%	delay to Fiscal Year 2021/22
20-08	Highway 1 Crossings (Silver/Terrace/Grandview/Spindrift)	in design	\$ 30,000	72,633	\$ 100,000	\$ (70,000)	15%	addl design approved with EKI
13-05	Denniston WTP and Booster Station Standby Power	in process	\$ 300,000	394,857	\$ 394,857	\$ (94,857)	95%	Partial budget included in FY2019-2020
30-00	Computer Software upgrades	ongoing		9,601	\$ 9,601	\$ (9,601)	100%	

COASTSIDE COUNTY WATER DISTRICT  
 CAPITAL IMPROVEMENT PROJECTS - STATUS REPORT  
 FISCAL YEAR 2020/2021

5/31/2021

\* Approved June 2020

		Status	Approved* CIP Budget FY 20/21	To Date FY 20/21	Projected Year-End FY20/21	Variance vs. Budget	% Completed	Project Status/ Comments
08-08	PRV Replacement Program	in process		19,077	\$ 19,077	\$ (19,077)	100%	
20-17	Garcia Avenue Emergency Pipeline Replacement	Completed		25,088	\$ 25,088	\$ (25,088)	100%	
14-27	Grandview 2 Inch Replacement	in design		4,973	\$ 4,973	\$ (4,973)	90%	
18-01	Pine Willow Oak Pipeline Replacement	in design		4,992	\$ 4,992	\$ (4,992)	90%	

<b>FY2019/2020 CARRYOVER PROJECTS</b>	<b>\$ 1,550,000</b>	<b>\$ 1,077,810</b>	<b>\$ 1,129,673</b>	<b>\$ 420,327</b>
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Green = approved by the Board/in process

<b>TOTAL - FY 2020/2021 CIP + PRIOR YEAR CARRYOVER</b>	<b>\$ 5,190,000</b>	<b>\$ 2,802,977</b>	<b>\$ 3,186,489</b>	<b>\$ 2,003,511</b>
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**Legal Cost Tracking Report  
12 Months At-A-Glance**

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

<b>Month</b>	<b>Admin (General Legal Fees)</b>	<b>Water Supply Develpmnt</b>	<b>Recycled Water</b>	<b>Transfer Program</b>	<b>CIP</b>	<b>LABOR &amp; EMPLOYMENT</b>	<b>Election (CVRA)</b>	<b>Litigation</b>	<b>Infrastructure Project Review  (Reimbursable)</b>	<b>TOTAL</b>
<b>May-20</b>	4,011					840				4,851
<b>Jun-20</b>	4,248			70		1,085				5,403
<b>Jul-20</b>	6,940			1,061						8,001
<b>Aug-20</b>	13,125	1,715		270						15,110
<b>Sep-20</b>	10,699			759						11,458
<b>Oct-20</b>	6,655			313	3,351					10,319
<b>Nov-20</b>	8,517			287	2,049	1,260				12,113
<b>Dec-20</b>	10,460			243	265					10,968
<b>Jan-21</b>	12,336			592		1,628				14,556
<b>Feb-21</b>	7,733			589	355					8,677
<b>Mar-21</b>	17,385			180	1,662	407				19,633
<b>Apr-21</b>	11,122			1,609	1,319					14,050
<b>TOTAL</b>	<b>113,230</b>	<b>1,715</b>	<b>0</b>	<b>5,973</b>	<b>9,001</b>	<b>5,220</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>135,138</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 &amp; Projects</b>	<b>TOTAL</b>	<b>Reimbursable from Projects</b>
<b>Jun-20</b>	480		1,268	<b>1,748</b>	1,268
<b>Jul-20</b>	480		1,183	<b>1,663</b>	1,183
<b>Aug-20</b>	480		3,803	<b>4,283</b>	3,803
<b>Sep-20</b>	480		169	<b>649</b>	169
<b>Oct-20</b>	480		1,494	<b>1,974</b>	1,494
<b>Nov-20</b>	480		845	<b>1,325</b>	845
<b>Dec-20</b>	480		169	<b>649</b>	169
<b>Jan-21</b>	480		3,042	<b>3,522</b>	3,042
<b>Feb-21</b>	480		2,028	<b>2,508</b>	2,028
<b>Mar-21</b>	480		3,380	<b>3,860</b>	3,380
<b>Apr-21</b>	480			<b>480</b>	
<b>May-21</b>	480		169	<b>649</b>	169
<b>TOTAL</b>	<b>5,760</b>	<b>0</b>	<b>17,549</b>	<b>23,309</b>	<b>17,549</b>

## Calcon T&M Projects Tracking

5/31/2021

Project No.	Name	Status	Proposal Date	Approved Date	Project Budget	Project Actual thru 6/30/20	Project Billings FY2020-2021
<b>Closed Projects:</b>							
CAL-13-01	EG Tank 2 Recoating Project	Closed	9/30/13	10/8/13	\$8,220.00	\$ 8,837.50	
CAL-13-02	Nunes Control System Upgrades	Closed	9/30/13	10/8/13	\$46,141.00	\$ 55,363.60	
CAL-13-03	Win 911 and PLC Software	Closed	9/30/13	10/8/13	\$9,717.00	\$ 12,231.74	
CAL-13-04	Crystal Springs Surge Tank Retrofit	Closed	11/26/13	11/27/13	\$31,912.21	\$ 66,572.54	
CAL-13-06	Nunes Legacy Backwash System Removal	Closed	11/25/13	11/26/13	\$6,516.75	\$ 6,455.00	
CAL-13-07	Denniston Backwash FTW Valves	Closed	11/26/13	11/27/13	\$6,914.21	\$ 9,518.28	
CAL-14-01	Denniston Wash Water Return Retrofit	Closed	1/28/14	2/14/14	\$13,607.00	\$ 13,591.60	
CAL-14-02	Denniston Clarifier SCADA Data	Closed	4/2/14	4/7/14	\$4,125.00	\$ 4,077.50	
CAL-14-03	Nunes Surface Scatter Turbidimeter	Closed	4/2/14	4/7/14	\$2,009.50	\$ -	
CAL-14-04	Phase I Control System Upgrade	Closed	4/2/14	4/7/14	\$75,905.56	\$ 44,459.14	
CAL-14-06	Miramar Control Panel	Closed	8/28/14	8/28/14	\$37,953.00	\$ 27,980.71	
CAL-14-08	SFWater Flow & Data Logger/Cahill Tank	Closed	8/20/2014	8/20/2014	\$1,370.00	\$ 1,372.00	
CAL-15-01	Main Street Monitors	Closed				\$ 6,779.42	
CAL-15-02	Denniston To Do List	Closed				\$ 2,930.00	
CAL-15-03	Nunes & Denniston Turbidity Meters	Closed			\$6,612.50	\$ 12,536.12	
CAL-15-04	Phase II Control System Upgrade	Closed	6/23/2015	8/11/2015	\$195,000.00	\$ 202,227.50	
CAL-15-05	Permanganate Water Flow	Closed				\$ 1,567.15	
CAL-16-04	Radio Network	Closed	12/9/2016	1/10/2017	\$126,246.11	\$ 139,200.68	
CAL-16-05	El Granada Tank No. 3 Recoating	Closed	12/16/2016		\$6,904.50	\$ 6,845.00	
CAL-17-03	Nunes Valve Control	Closed	6/29/2017	7/11/2017	\$73,281.80	\$ 79,034.35	
CAL-17-04	Denniston Booster Pump Station	Closed	7/27/2017	8/8/2017	\$21,643.75	\$ 29,760.00	
CAL-17-05	Crystal Springs Pump Station #3 Soft Start	Closed	7/27/2017	8/8/2017	\$12,213.53	\$ 12,178.13	
CAL-18-04	Tank Levels Calibration Special	Closed	3/5/2018	3/5/2018	\$8,388.75	\$ 10,700.00	
CAL-18-05	Pilarcitos Stream Flow Gauge -Well 1 120 Service Power	Closed	3/22/2018	3/22/2018	\$3,558.13	\$ 3,997.40	
CAL-17-06	Nunes Flocculator & Rapid Mix VFD Panels	Closed	12/6/2017	12/12/2017	\$29,250.75	\$ 30,695.66	
CAL-17-01	Crystal Springs Leak Valve Control	Closed	2/8/2017	2/14/2017	\$8,701.29	\$ 18,055.88	
CAL-17-02	Crystal Springs Requirements & Addtl Controls	Closed	2/8/2017	2/14/2017	\$38,839.50	\$ 41,172.06	
CAL-18-02	Nunes Plant HMI V2	Closed	11/12/2018		\$10,913.14	\$ 9,434.90	
CAL-18-03	CSP Breakers & Handles		3/7/2018	3/7/2018	\$25,471.47	\$ 49,837.52	
CAL-18-06	Nunes VFD Project		9/6/2018	9/6/2018	\$2,381.51	\$ 895.50	
CAL-19-01	CSP Cla-Val Power Checks		2/4/2019	2/4/2019	\$15,067.91	\$ 40,475.94	
CAL-19-02	CSP Wet Well		4/1/2019	4/1/2019	\$12,960.24	\$ 12,853.20	
CAL-19-03	Pilarcitos Flow Meter Project		4/1/2019	4/1/2019	\$14,493.75	\$ 17,616.84	
CAL-19-04	CSP Main Breaker					\$ -	
	SCADA Systems		10/15/2019	10/15/2019	\$104,000.00	\$ 114,250.00	
	Spare 350/500 Pumps					\$ 3,327.09	
	CSP Main Breaker					\$ 5,220.00	
<b>Closed Projects - Subtotal (pre FY2019-2021)</b>					<b>\$960,319.86</b>	<b>\$1,102,049.95</b>	

**FY 2020-2021 Open Projects:**

<b>Open Projects - Subtotal</b>	\$0.00	\$0.00	\$0.00
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**Other: Maintenance**

<b>Tanks</b>	\$ 12,842.00
<b>Crystal Springs Maintenance</b>	\$ 1,639.94
<b>Nunes Maintenance</b>	\$ 34,771.46
<b>Denniston Maintenance</b>	\$ 25,111.37
<b>Distribution System</b>	\$ 43,194.93
<b>Wells</b>	
<b>Cellular Telemetry</b>	\$ 1,283.25

Subtotal Maintenance	\$ 118,842.95
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<b>TOTAL FY 2020/21</b>	<b>\$ 118,842.95</b>
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*COASTSIDE COUNTY WATER DISTRICT*

*766 MAIN STREET*

*HALF MOON BAY, CA 94019*

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

**Tuesday May 11, 2021**

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the Shelter-in-Place Order issued by the San Mateo County Health Officer on March 16, 2020, as revised on March 31, 2020, the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, the Boardroom was not open for the May 11, 2021 Regular Meeting of the Coastside County Water District. The Regular Meeting was conducted remotely via teleconference.

The Public was able to watch and/or participate in the public meeting by joining the meeting 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 Glenn Reynolds called the meeting to order at 7:01 p.m. participating in roll call via Zoom Video Conference: Directors John Muller, Ken Coverdell, Chris Mickelsen and Vice President Bob Feldman.

Also present: Mary Rogren, General Manager, Patrick Miyaki, Legal Counsel; James Derbin, Superintendent of Operations; Cathleen Brennan, Water Resource Analyst; Gina Brazil, Office Manager, Denise Ford, Administrative Assistant/Recording Secretary, and Nancy Trujillo, Accounting Manager.

Richard Stratton, Senior Project Manager of HDR Engineering, Inc., and Jeffrey Tarantino, P.E. Vice President of Freyer & Laureta, Inc., were identified as participants in the meeting.

**2) PLEDGE OF ALLEGIANCE**

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

**4) CONSENT CALENDAR**

- A. Approval of disbursements for the month ending April 30, 2021:  
Claims: \$549,772.41; Payroll: \$249,478.59 for a total of \$799,251.00
- B. Acceptance of Financial Reports
- C. Approval of Minutes of April 13, 2021 Regular Board of Directors Meeting
- D. Approval of Minutes of April 21, 2021 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-April 2021
- H. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report
- I. Monthly Rainfall Reports
- J. Water Service Connection Transfer Report – April 2021
- K. SFPUC Hydrological Report for the Month of March 2021
- L. Acceptance of Non-Complex Pipeline Extension Project 415 and 417 Chesterfield Avenue

**A. ON MOTION BY Director Mickelsen and seconded by Vice-President Feldman, the Board voted by roll call vote to approve the Consent Calendar:**

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

## 5) MEETINGS ATTENDED/DIRECTOR COMMENTS

Vice-President Feldman attended the Association of California Water Agencies (ACWA) Region 5 Virtual Meeting. He stated it was very well attended and that the other agencies were feeling the same pains of the current water situation.

## 6) GENERAL BUSINESS

### **A. Nunes Water Treatment Improvement Project Overview, Bid Results, and Potential Award of Contract**

Ms. Rogren provided an overview of the Nunes Water Treatment Plant Improvement Project. She highlighted the fact the Nunes Water Treatment Plant is a key facility for the District and that 75% of the drinking water for the Coastside County Water District customers is produced through this critical facility. The Nunes Project is one of the most significant capital improvement projects for the District in the last couple of decades. It will serve the ratepayers for the next 20-30 years. The improvements will provide redundancy, resiliency, and will better position the District for future regulatory surface water requirements.

HDR Engineering, Inc. (“HDR”) was contracted in early 2020 to do a Basis of Design Report for the project, and in June 2020, was awarded a contract for the detailed design of the necessary upgrades to the Nunes facility. This project includes the following needed improvements/upgrades:

- Filter improvements to four existing filters including media replacement, underdrain replacement, addition of air scour system and blowers, new filter-to-waste pumps and piping.
- Addition of a new plate settler sedimentation basin and associated electrical work.
- Chemical system improvements including the addition of a caustic soda bulk tank and transfer pump.
- Concrete repair and coating for the filters and existing clearwell.
- Other process improvements including replacement and addition of valves, flowmeters, and miscellaneous piping.
- Civil improvements including a soil-nail retaining wall, asphalt pavement, aggregate based access road, site drainage and grading.
- Electrical improvements including addition of a new MCC and miscellaneous electrical improvements.

HDR completed the report on January 11, 2021 and the Engineers Estimate for the project was \$6,000,000. The Project went out to bid on March 2, 2021 and the lowest bid was submitted by Ranger Pipeline for a bid amount of \$ 8,339,915.

Due to the bid results being significantly higher than the Engineers Estimate, staff had an independent engineering firm Freyer and Laureta, Inc. (“F&L”) conduct an independent peer review of the project design and specifications. Jeffrey Tarantino, P.E. from F&L indicated that the Contract Documents were completed to a level of detail and quality consistent with F&L’s experience with similar projects in the San Francisco Bay Area. Mr. Tarantino and Rich Stratton, P.E. from HDR Engineering, Inc. answered questions from the Board.

**ON MOTION BY President Reynolds and seconded by Director Muller, the Board voted by roll call vote to authorize the General Manager to enter into a contractual agreement with Ranger Pipeline Inc. (“Ranger”) for \$8,339,915 to complete the Nunes Water Treatment Plant Improvements Project.**

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

**B. Water Shortage Contingency Plan Stage 1 - Water Shortage Advisory - with a Request for Voluntary 10 Percent Reduction in Irrigation and Other Outdoor Water Use by District Customers**

Ms. Brennan summarized the need for the implementation of Stage 1 – Water Shortage Advisory - of the Districts’ Water Shortage Contingency Plan. The District relies on purchased water from the SFPUC Regional Water System to meet the water demand of its service area. The SFPUC is asking wholesale customers to implement voluntary reductions in irrigation use by 10 percent. Their goal is to reduce the peak water usage that occurs during the summer months. By implementing the Water Shortage Advisory, the District can begin preparing for continued dry conditions through this and next fiscal year and allows the District to start an outreach campaign to our customers.

**ON MOTION BY Vice-President Feldman and seconded by President Reynolds, the Board voted by roll call vote to authorize the implementation of Stage 1 - Water Shortage Advisory - of the District's Water Shortage Contingency Plan and adopt Resolution 2021-02 urging customers to reduce irrigation by 10 percent and reduce other outdoor water use.**

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

**C. Strategic Planning Update including Potential Evaluation of Alternative Water Sources**

At the January Board meeting staff discussed having a Strategic Planning Workshop. Staff is exploring hiring a consultant to inventory local water sources alternatives. This is a developing issue and will be updated when more information becomes available.

**D. Award of Contract - District Office Hardscape Renovation Project**

Ms. Brennan summarized the hardscape project noting the degradation of the ramp, stairs, walkway, and landing at the District's office entry. Measures were taken to reduce the slipping hazard, but it was decided the best solution was to install new concrete and make improvements to safety and aesthetics. Special considerations were part of the design due to high foot traffic from community festivals and parades.

**ON MOTION BY Director Muller and seconded by Director Mickelsen, the Board voted by roll call vote to authorize the General Manager to enter into a contractual agreement not to exceed \$109,868 with Andreini Bros., Inc. for renovations of the District's office hardscape.**

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

**E. Appoint Agency Designated Representative(s) for Labor Negotiations Between the District and Teamsters Union, Local 856**

In June 2022, the Memorandum of Understanding between Coastside County Water District and Teamsters Local 856 will expire. The appointment of an Agency Designated Representative for Labor Negotiations is being made in anticipation of negotiations with the union in the upcoming 12 months.

**ON MOTION BY President Reynolds and seconded by Director Coverdell, the Board voted by roll call vote to appoint the General Manager as the Agency Designated Representative for Labor Negotiations Between the District and Teamsters Union, Local 856.**

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

## **7) MONTHLY INFORMATION REPORTS**

### **A. Superintendent of Operations Report**

Mr. Derbin summarized operations highlights for the month of April 2021.

## **8) CLOSED SESSION - The Closed Session began at 8:07 p.m.**

Pursuant to California Government Code Section 54957.6  
Conference with Labor Negotiators  
Agency Designated Representative: General Manager Mary Rogren  
Employee Organization: Teamsters Union, Local 856.

## **9) RECONVENE TO OPEN SESSION**

The Closed Session concluded at 8:47 p.m., and the Board reconvened to open session. Mr. Miyaki reported that the Board gave direction to the District's Agency Designated Representative.

## **10) DIRECTOR AGENDA ITEMS-REQUESTS FOR FUTURE BOARD MEETINGS**

There were no requested future agenda items from the Board members expressed.

## **11) ADJOURNMENT-The Board Meeting was adjourned at 8:47 p.m.**

Respectfully submitted,

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Mary Rogren, General Manager  
Secretary to the District

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Glenn Reynolds, President  
Board of Directors

**COASTSIDE COUNTY WATER DISTRICT**  
**Installed Water Connection Capacity & Water Meters**

**FY 2021 Meters**

Installed Water Meters	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
<b>HMB Non-Priority</b>													
0.5" capacity increase													
5/8" meter	1				1		3	2					7
3/4" meter													
1" meter													
1 1/2" meter													
2" meter													
3" meter													
<b>HMB Priority</b>													
0.5" capacity increase													
5/8" meter											1		1
3/4" meter													
1" meter											1		1
1 1/2" meter													
2" meter													
<b>County Non-Priority</b>													
0.5" capacity increase													
5/8" meter	1	2					1		1				5
3/4" meter													
1" meter													
<b>County Priority</b>													
5/8" meter													
3/4" meter													
1" meter													
1.5" meter													
<b>Totals</b>	2	2	0	0	1	0	4	2	1	0	1		14

5/8" meter = 1 connection  
3/4" meter = 1.5 connections  
1" meter = 2.5 connections  
1.5" meter = 5 connections  
2" meter = 8 connections  
3" meter = 17.5 connections

FY 2020 Capacity (5/8" connection equivalents)	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
HMB Non-Priority	1				1		3	2					7
HMB Priority											3.5		3.5
County Non-Priority	1	2					1		1				5
County Priority													
<b>Total</b>	2	2	0	0	1	0	4	2	1	0	3.5		15.5

**TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2021**

	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	0.02	2.54	0.00	28.80	36.06	67.42	2.35	65.07
AUG	0.00	0.00	0.00	49.75	20.27	70.02	2.25	67.78
SEPT	0.00	0.00	0.00	1.31	60.84	62.15	1.31	60.84
OCT	0.00	0.00	0.00	0.00	63.97	63.97	2.11	61.86
NOV	0.00	0.00	3.91	14.39	29.52	47.82	0.93	46.90
DEC	2.26	12.69	11.17	14.25	4.16	44.53	2.67	41.86
JAN	1.73	13.04	11.06	1.99	10.86	38.68	3.50	35.18
FEB	0.78	16.51	10.87	0.00	9.60	37.76	4.45	33.31
MAR	1.98	17.11	10.47	0.00	13.08	42.64	2.82	39.82
APR	1.40	12.72	0.00	0.00	44.48	58.60	3.06	55.54
MAY	0.88	3.90	0.00	0.00	60.44	65.22	5.87	59.35
JUN								
<b>TOTAL</b>	9.05	78.51	47.48	110.49	353.28	598.81	31.31	567.50
% MONTHLY TOTAL	1.3%	6.0%	0.0%	0.0%	92.7%	100.0%	9.0%	91.0%
% ANNUAL TO DATE TOTAL	1.5%	13.1%	7.9%	18.5%	59.0%	100.0%	5.2%	94.8%

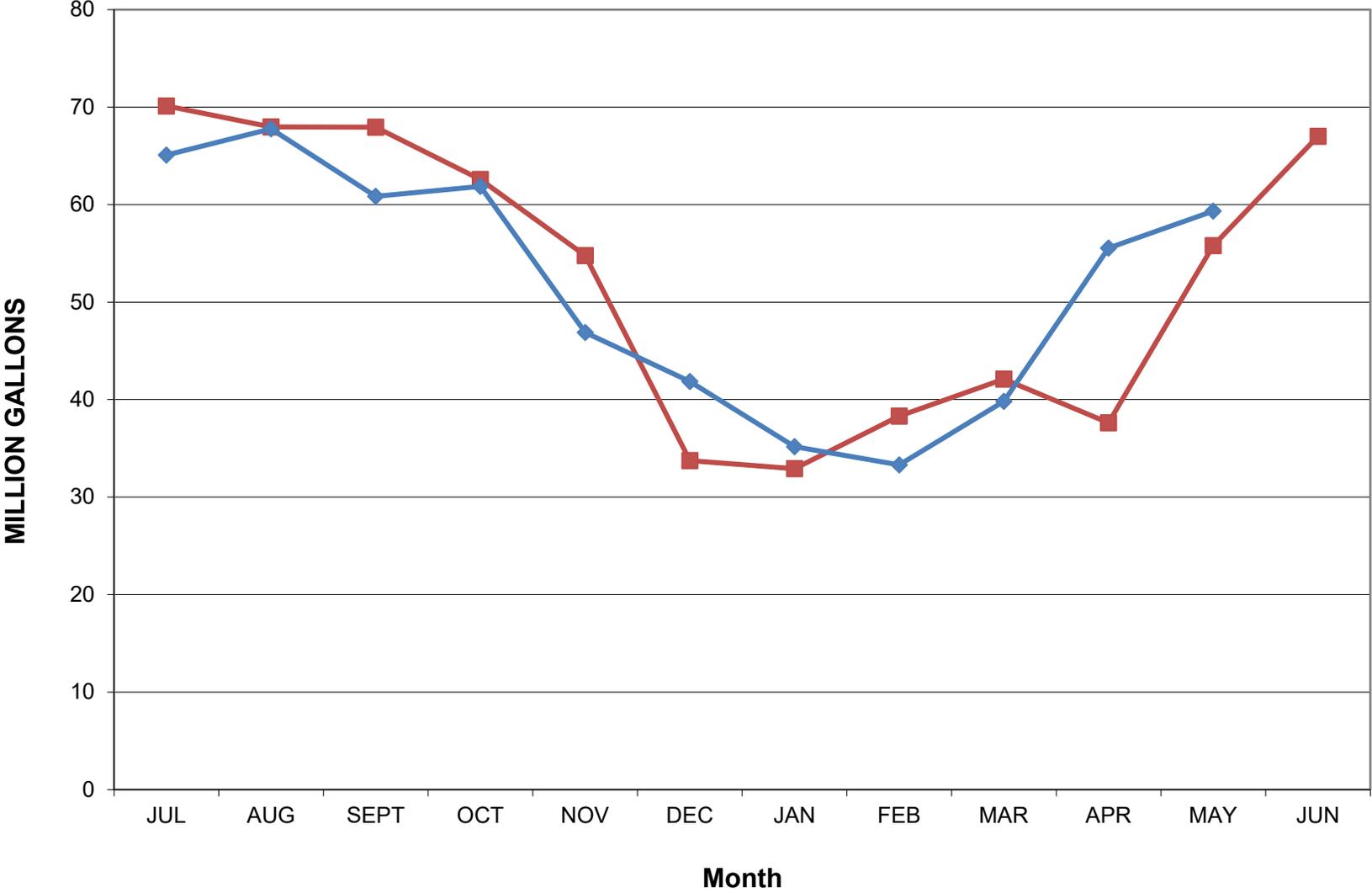
CCWD vs SFPUC- month 7.3%  
 CCWD vs SFPUC- annual 22.6%

12 Month Running Treated Total **624.88**

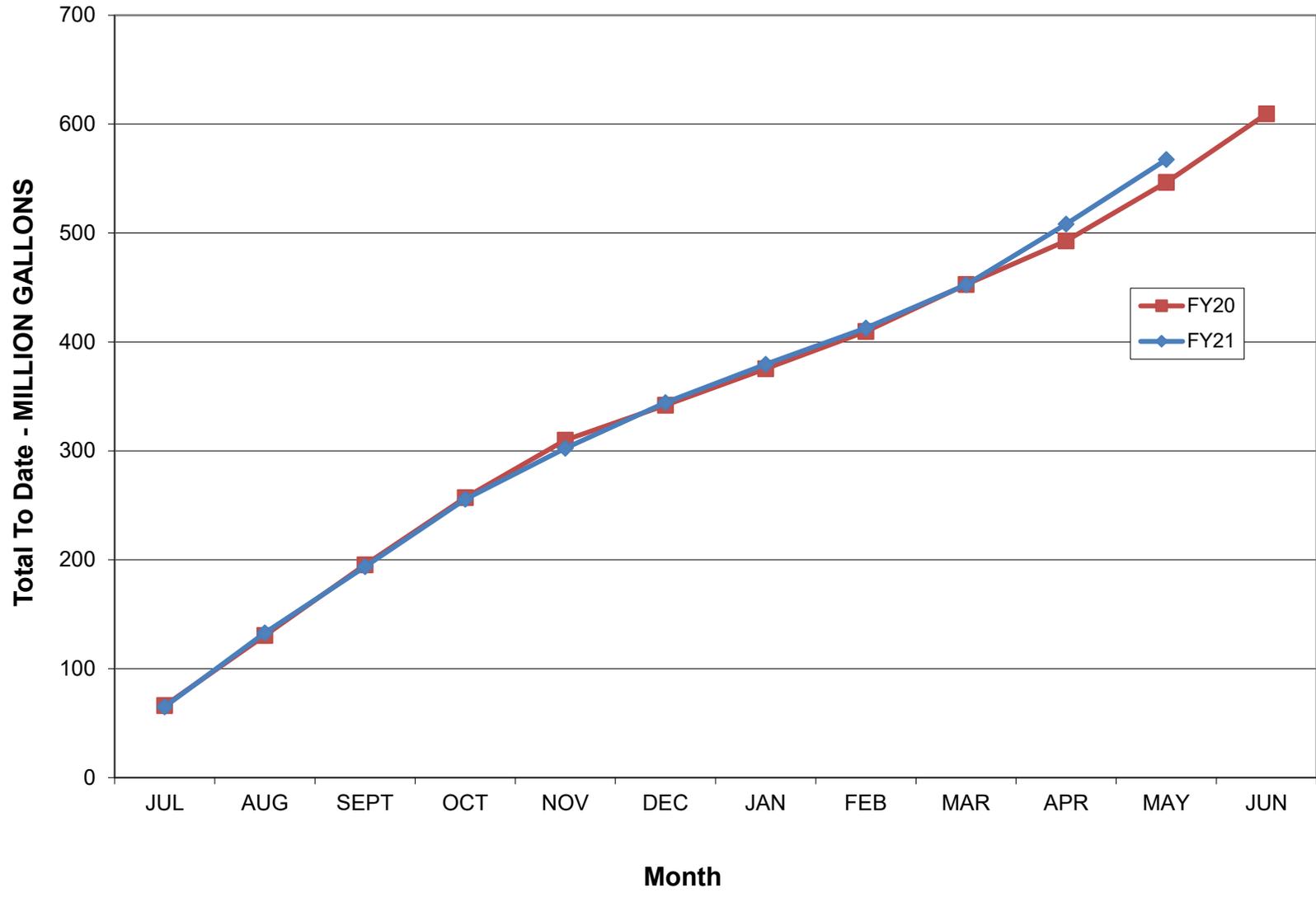
**TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2020**

	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	1.61	24.29	0.00	22.27	20.58	68.75	2.58	66.17
AUG	1.44	18.68	0.00	20.20	26.36	66.68	2.21	64.47
SEPT	1.43	16.35	0.00	19.19	30.98	67.95	3.32	64.63
OCT	0.27	4.66	0.00	9.91	48.70	63.54	1.74	61.80
NOV	0.17	17.27	8.61	0.00	29.39	55.44	2.56	52.88
DEC	0.02	17.06	13.91	0.00	4.10	35.09	3.16	31.93
JAN	0.00	19.57	14.65	0.00	1.79	36.01	2.45	33.57
FEB	1.69	22.87	12.07	1.73	0.23	38.59	4.44	34.15
MAR	0.89	20.08	13.07	3.63	8.30	45.97	2.66	43.31
APR	0.07	18.60	0.00	14.09	10.06	42.82	3.01	39.81
MAY	0.24	16.22	0.00	0.00	41.16	57.62	3.82	53.81
JUN	1.35	6.51	0.00	0.00	58.81	66.67	3.74	62.93
<b>TOTAL</b>	9.18	202.16	62.31	91.02	280.46	645.13	35.68	609.46
% TOTAL	1.4%	31.3%	9.7%	14.1%	43.5%	100.0%	5.53%	0.0%

Monthly Production FY 20 vs FY 21



Cumulative Production FY20 vs FY21





MONTH    May-21						
Coastside County Water District Monthly Discharge Report						
EMERGENCY MAIN AND SERVICE REPAIRS						
	Date Reported Discovered	Date Repaired	Location	Pipe Class	Pipe Size & Type	Estimated Water Loss (MG)
1	5/25/2021	5/26/21	107 Madrona Ave	Service	1" Plastic	0.004
2						
3						
4						
5						
6						
7						
8						
<b>Totals</b>						<b>0.004</b>

OTHER DISCHARGES	
Total Volumes (MG)	
Flushing Program	0.042
Reservoir Cleaning	
Automatic Blowoffs	0.101
Dewatering Operations	
Other (includes flow testing)	0.000
<b>DISCHARGES GRAND TOTAL (MG)</b>	
<b>0.143</b>	

Coastside County Water District  
 766 Main Street  
 July 2020 - June 2021

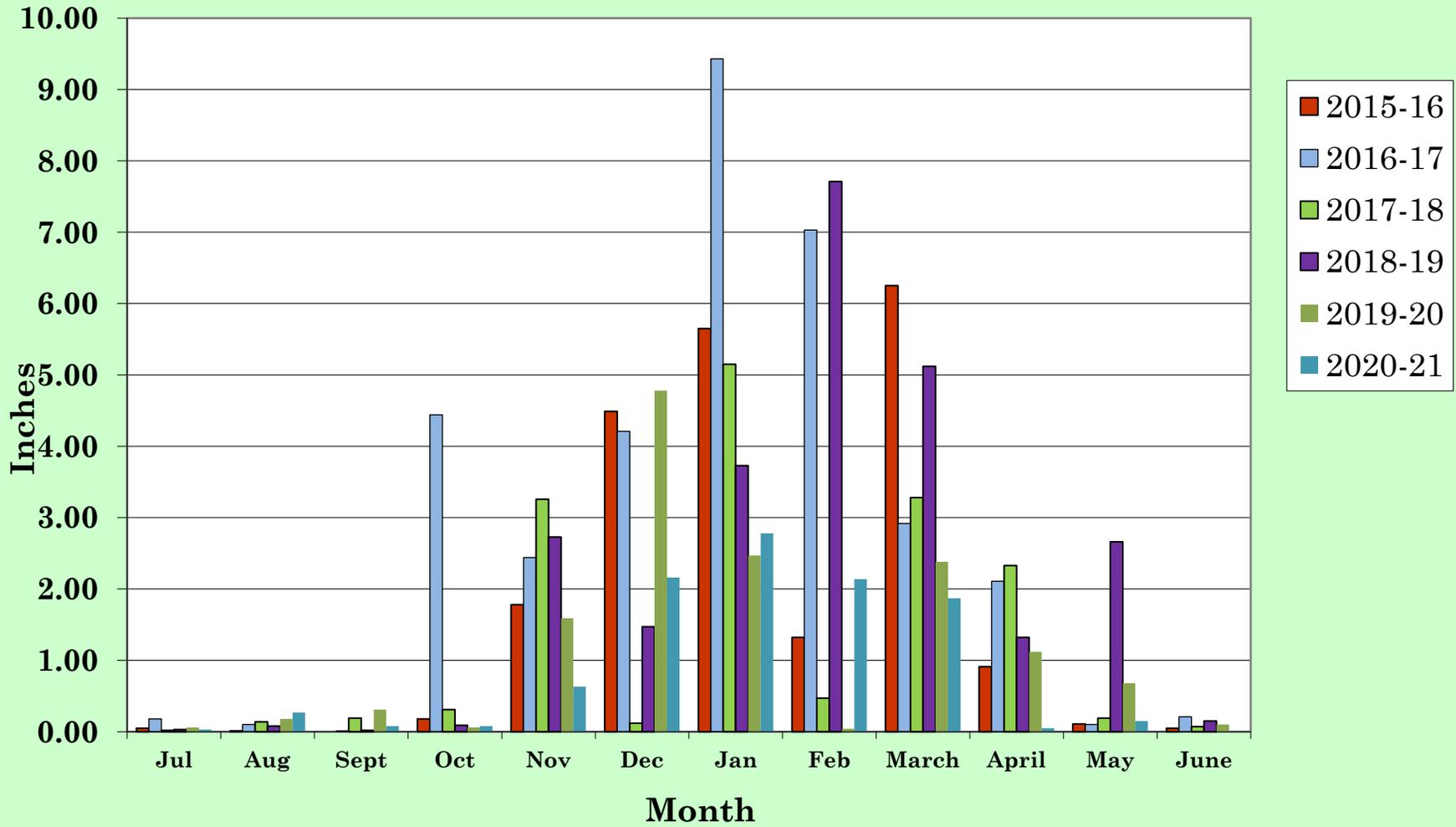
Nunes  
 Rainfall in Inches

	2020						2021.00					
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1	0	0.01	0	0	0	0	0.02	0.92	0	0	0.02	
2	0	0	0	0	0	0	0.30	0.10	0	0	0	
3	0	0.03	0	0	0	0	0.01	0.01	0	0	0	
4	0	0.03	0	0	0	0	0.24	0	0	0	0	
5	0	0.02	0	0.01	0	0	0.01	0	0.32	0	0	
6	0	0	0	0.02	0.04	0	0.01	0	0.03	0	0	
7	0	0	0	0	0	0	0	0	0	0	0	
8	0	0	0	0.01	0	0	0.01	0	0	0	0	
9	0	0	0.01	0.01	0	0	0	0	0.36	0	0	
10	0	0	0	0.01	0	0	0	0	0.66	0	0	
11	0	0	0.01	0.01	0	0.8	0	0	0	0	0	
12	0	0	0.02	0	0	0.1	0	0	0	0	0	
13	0	0	0.01	0	0.07	0.6	0	0	0	0	0.01	
14	0	0	0	0	0.01	0	0	0	0.15	0	0.02	
15	0	0	0	0	0	0	0	0	0.01	0	0.06	
16	0	0.08	0	0	0	0.4	0	0	0	0	0	
17	0	0	0.01	0	0.36	0	0	0	0	0	0.02	
18	0	0	0	0	0.1	0	0	0	0.27	0	0	
19	0	0	0	0	0.01	0	0	0	0	0	0	
20	0.01	0	0	0	0	0	0	0	0.07	0	0	
21	0	0.02	0	0	0	0	0	0	0	0	0	
22	0	0.01	0	0	0.03	0	0.49	0	0	0	0	
23	0.02	0	0.01	0	0.01	0	0	0	0	0	0	
24	0	0	0.01	0	0	0	0.41	0	0	0.01	0	
25	0	0.02	0	0	0	0.2	0	0	0	0.01	0	
26	0	0.01	0	0.01	0	0	0.50	0	0	0.01	0	
27	0	0.02	0	0	0	0	0.26	0	0	0	0	
28	0	0	0	0	0	0	0.22	0	0	0	0	
29	0	0.02	0	0	0	0	0.30		0	0	0.01	
30	0	0	0	0	0	0.1	0		0	0.02	0.01	
31	0	0		0		0	0		0		0	
Mon.Total	0.03	0.27	0.08	0.08	0.63	2.16	2.78	2.14	1.87	0.05	0.15	
Year Total	0.03	0.30	0.38	0.46	1.09	3.25	6.03	8.17	10.04	10.09	10.24	

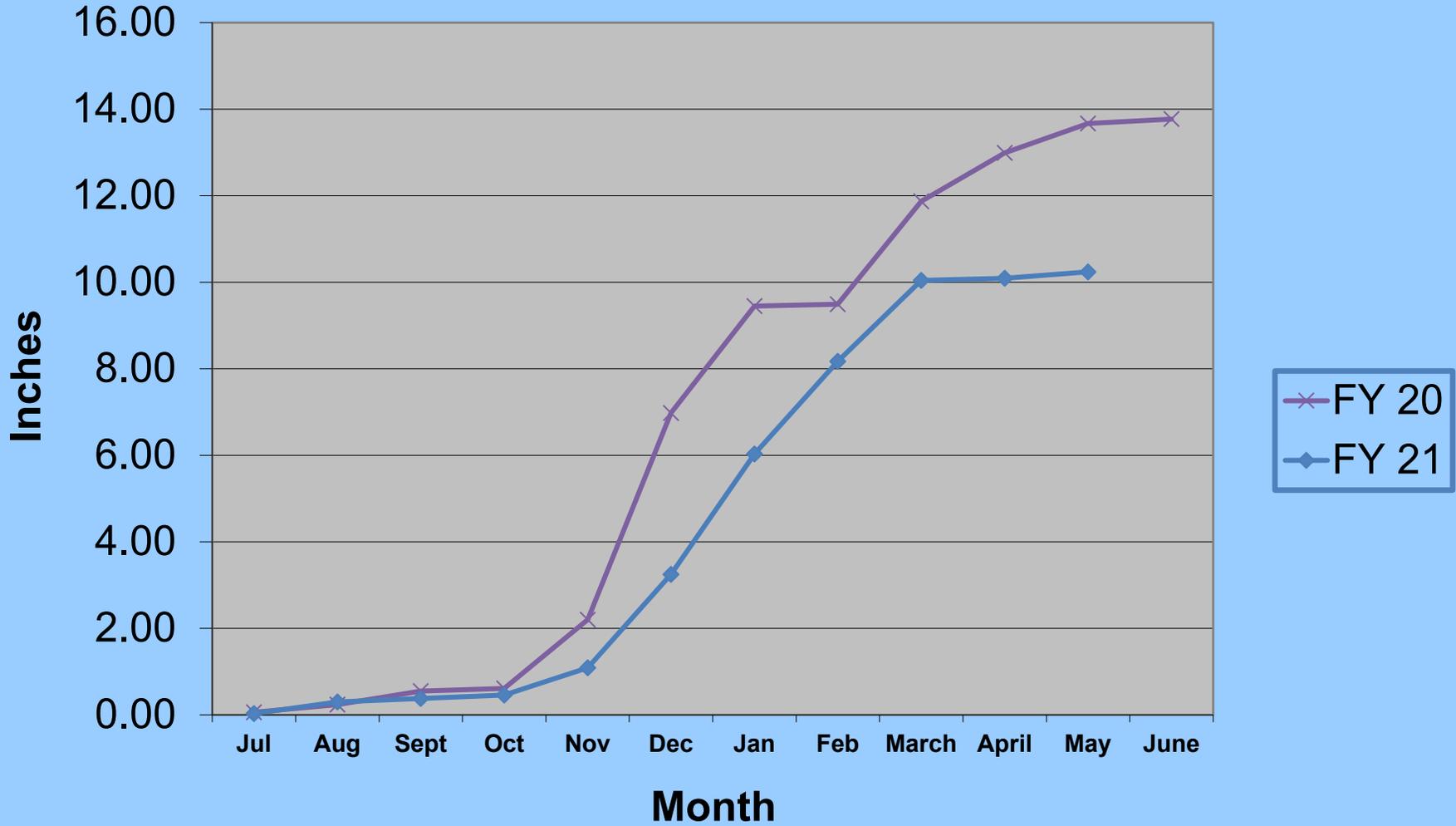
# Coastside County Water District

## Rainfall by Month

Fiscal Years 16 - 21

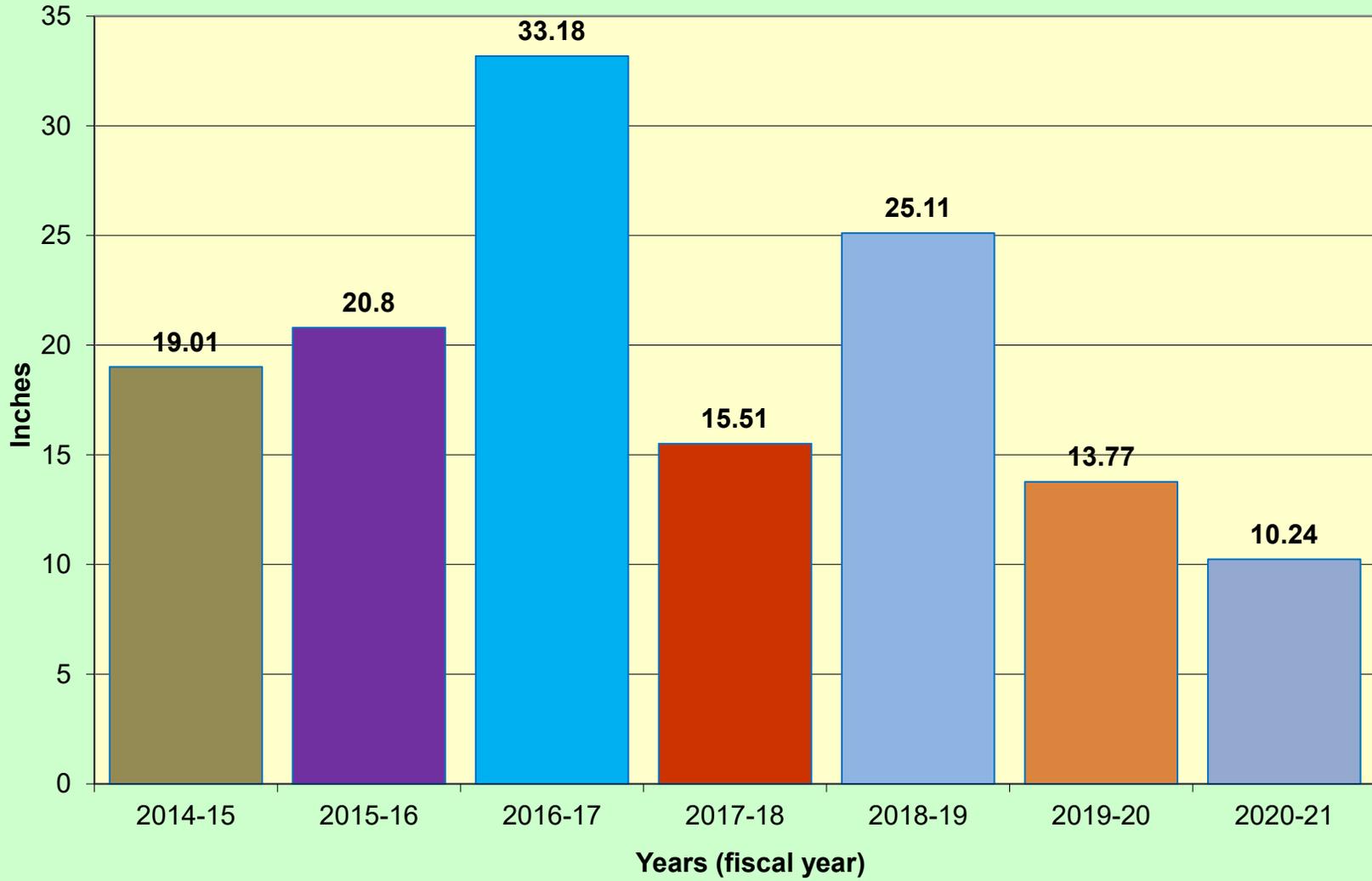


# Rainfall Total Comparison Fiscal Years 20-21



# Rain Totals

## Fiscal Years 13 - 21



## **STAFF REPORT**

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

**From:** Mary Rogren, General Manager

**Agenda:** June 8, 2021

Report

Date: June 4, 2021

**Subject:** Expense Reimbursement Approval for President Reynolds' Virtual Attendance at Water Education Foundation Lower Colorado River Tour, May 20, 2021

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### **Recommendation:**

Approve reimbursement of President Reynolds' virtual attendance at the Water Education Foundation Lower Colorado River Tour on May 20, 2021 (tour attached).

### **Background:**

District policy requires Board approval of expense reimbursement for director attendance at water-related events not specifically pre-approved in the policy. President Reynolds requests such approval for the Water Education Foundation Lower Colorado River Tour that was held on May 20, 2021. The cost to be reimbursed include registration (\$179).



May 20, 2021 - 2:30pm - 5:30pm

## LOWER COLORADO RIVER TOUR 2021 A VIRTUAL JOURNEY - MAY 20

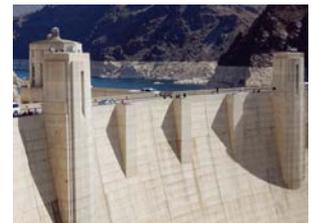
This event explored the lower Colorado River where virtually every drop of the river is allocated, yet demand is growing from myriad sources — increasing population, declining habitat, drought and climate change.



The 1,450-mile river is a lifeline to 40 million people in the Southwest across seven states and Mexico. How the Lower Basin states – Arizona, California and Nevada – use and manage this water to meet agricultural, urban, environmental and industrial needs was the focus of this tour.

This three-hour virtual tour was hosted by [Nick Gray](#) and [Jenn Bowles](#) with technical support from [Liz McAllister](#) and included:

- An overview presentation on the Lower Colorado River Basin
- An hour-long video tour of key stops along the Lower Colorado River
- **Live Q&A with the speakers** in chat rooms where attendees could dive deeper into the topics



[Hoover Dam](#)

### Topics Included:

- Drought conditions & contingency planning in the Colorado River Basin
- Lower Basin state perspectives – Arizona, California & Nevada
- The Quantification Settlement Agreement (QSA)
- Warren H. Brock Storage Reservoir & the All-American Canal
- Binational water management
- Agricultural water use, drainage issues & salinity
- Urban use, history & development
- The Colorado River Basin Study
- Endangered species & the Multi-Species Conservation Program (MSCP)
- Salton Sea restoration
- Climate change

As part of the event, participants received a copy of our [Layperson's Guide to the Colorado River](#) and were entered into a drawing to win one of the Foundation's beautiful water maps.

### What attendees say about our virtual tours:

“Great job! I want to see all this in person. Will have to be on the bus next year.”

“Amazing event. Thank you so much. WEF is an amazing resource to the water community, which is everyone!”

“Thank you to all WEF staff for putting together such a great tour. Your ability to adapt is fantastic, and I hope that you produce more virtual tours like this.”

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### Stops Included:

- Hoover Dam
- Lake Mead
- Central Arizona Project facilities
- Whitsett Intake Pumping Plant, Copper Basin & other Metropolitan Water District of Southern California facilities
- Farms in the Palo Verde, Imperial & Coachella valleys
- The Salton Sea

---

### Featured Experts Included:

- Mike Bernardo, river operations manager for the **Bureau of Reclamation, Lower Colorado Basin**
- Seth Shanahan, Colorado River programs manager with the **Southern Nevada Water Authority**
- Dale Thompson, supervisor with the **Central Arizona Project**
- Gene Patricio, section manager, and Jason Rollo, inspection trip manager for the **Metropolitan Water District of Southern California**
- Bart Fisher, farmer and trustee of the **Palo Verde Irrigation District**
- Brian Golding, Sr., economic development director for the **Fort Yuma Quechan Indian Tribe**
- Tina Shields, water manager with **Imperial Irrigation District**
- Chris Schoneman, project leader with the **Sonny Bono Salton Sea National Wildlife Refuge**
- Gail Sevrens, Salton Sea program manager for the **California Department of Fish and Wildlife**
- Patrick O’Dowd, executive director of the **Salton Sea Authority**
- Peter Nelson, board member of the **Coachella Valley Water District**

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### Pricing Details:

Cost was \$179 and included one copy of our [Layperson’s Guide to the Colorado River](#).

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### Cancellation and Refund Policy:

Deadline to cancel and receive a refund is three days prior to the virtual tour. Substitutions are allowed up to two days before the tour. Eventbrite fees are nonrefundable and the remaining amount may be subject to an additional 10% processing fee.

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### Continuing Education Credits:

Continuing education credits are available for California attorneys for an additional fee, and may be available for water plant/wastewater plant operators and other vocations/professions.

## TOUR SPONSORS

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### Bureau of Reclamation – Lower Colorado Basin

#### Major Sponsor

One of five Reclamation regions, the Lower Colorado Region serves as the watermaster for the last 688 miles of the Colorado River, as well as Hoover, Davis and Parker dams.

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## California Department of Water Resources

### Major Sponsor

The Department of Water Resources (DWR) is responsible for managing and protecting California's water. DWR works with other agencies to benefit the state's people, and to protect, restore and enhance the natural and human environments.

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## Stantec

### Trailblazer Sponsor

At Stantec, our business objective is to maintain our position as a top tier global design and delivery firm. Our local strength, knowledge, and relationships, coupled with our world-class expertise, have allowed us to go anywhere to meet our clients' needs in more creative and personalized ways. With a long-term commitment to the people and places we serve, Stantec has the unique ability to connect to projects on a personal level and advance the quality of life in communities across the globe.

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## CDM Smith

### Traveler Sponsor

CDM Smith is a global privately owned engineering and construction firm providing legendary client service and smart solutions in water, environment, transportation, energy and facilities. In 1947, CDM Smith was founded with a commitment to maintain the constant pursuit of excellence, placing responsibility to our clients second only to responsibility to the public.

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## Metropolitan Water District of Southern California

The Metropolitan Water District of Southern California is a regional wholesaler that delivers water to 26 member public agencies – 14 cities, 11 municipal water districts, one county water authority – which in turn provides water to more than 19 million people in Los Angeles, Orange, Riverside, San Bernardino, San Diego and Ventura counties.

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## Imperial Irrigation District (IID)

IID has two core businesses and one overarching mission – to keep the lights on and the water flowing. These two basic functions of IID, both having to do with meeting our customers' essential needs, require extensive planning, teamwork and, above all, consistency.

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## Southern Nevada Water Authority

SNWA is a cooperative, not-for-profit agency formed in 1991 to address Southern Nevada's unique water needs on a regional basis.

**STAFF REPORT**

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

**From:** Mary Rogren, General Manager

**Agenda:** June 8, 2021

**Date:** June 1, 2021

**Subject:** Approval of Water Service Agreement - 226 Avenue Cabrillo, El Granada

**Recommendation:**

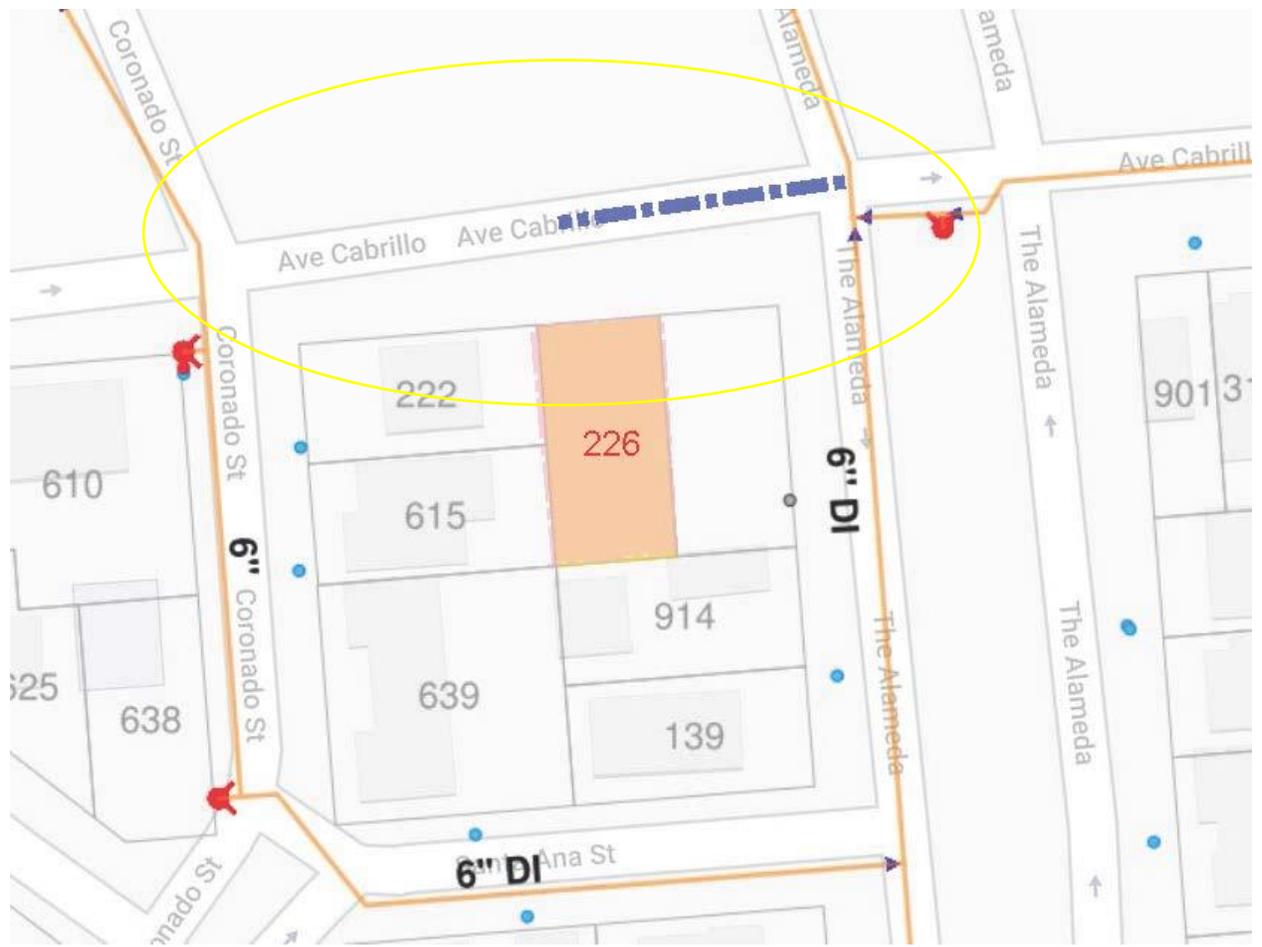
Approve the attached Water Service Agreement between Coastside County Water District and 375 La Prenda LLC /Gabe Gonzalez Jr. for construction of a pipeline extension to 226 Avenue Cabrillo in El Granada.

**Background:**

The attached Water Service Agreement provides for construction of the water utility system that will serve 226 Avenue Cabrillo in El Granada. The project consists of approximately 100 linear feet of 6" diameter ductile iron pipeline.

**Fiscal Impact:**

None. All costs for engineering review, construction inspection, meter installation, administrative support, and other District activities associated with providing water service for the parcel are paid by the applicant.



## WATER SERVICE AGREEMENT

### 375 LA PRENDA LLC / GABE GONZALEZ JR. 226 AVENUE CABRILLO / NON-COMPLEX PIPELINE EXTENSION PROJECT

THIS AGREEMENT is made as of this \_\_\_\_\_ day of \_\_\_\_\_, 2021, between COASTSIDE COUNTY WATER DISTRICT ("District"), and 375 LA PRENDA LLC / GABE GONZALEZ JR. (collectively, the "Applicant").

THE PARTIES AGREE AS FOLLOWS:

#### 1. RECITALS

This Agreement is entered into with regard to the following facts and circumstances.

A. District is a public corporation organized under the provisions of the California Water Code and is engaged in the storage, transmission and sale of water for domestic purposes within San Mateo County.

B. Applicant is the owner of real property located within the geographic limits of the District known as 226 Avenue Cabrillo (APN 047-282-150) in the County of San Mateo, State of California (collectively, the "Property"), which is shown on Exhibit A.

C. Applicant has purchased, and has the right to install, one five-eighth inch (5/8") non-priority water service connection that is assigned to APN 047-282-150 (226 Avenue Cabrillo).

D. Applicant has requested the installation of the following: (1) a six-inch pipeline extension approximately one hundred (100) feet in length; (2) one three quarter inch domestic service connection and one one-inch fire service connection; and (3) all related appurtenances (collectively, the "Project").

E. Applicant represents and warrants that Applicant has obtained any and all permits and approvals necessary to construct the Project on the Property, including a Coastal Development Permit.

## **2. APPROVAL OF PROJECT UTILITY SYSTEM**

The Project Utility System, as defined below, shown on and described in the plans prepared by James S. Teter, Consulting Engineer, dated May 5, 2021 (collectively, the "reviewed submittal documents") are approved. Copies of the reviewed submittal documents are incorporated herein by this reference as Exhibit B.

"Project Utility System" means the water mains, service lines, fittings, valves and housing thereof, fire hydrant, manholes, and all appurtenances thereto, as depicted and described in the reviewed submittal documents. The Project Utility System does not include the water mains on the Applicant side of the meter or the backflow prevention devices, all of which will be owned and maintained by Applicant.

## **3. INSTALLATION**

A. Applicant shall commence installation of the Project Utility System no later than three (3) months, subject to extension for force majeure events not the fault of Applicant, after the date of this Agreement and shall complete its installation within twelve (12) months after the date of this Agreement. If installation is not commenced or completed by such dates, the District may terminate this Agreement, unless the delay is solely attributable to events, such as fire, flood or earthquake, which are beyond the control of, and not the fault of, Applicant.

B. Applicant shall install the Project Utility System in accordance with (1) the location and sizes shown on the reviewed submittal documents identified in Section 2; (2) the District's "Standard Specifications and Construction Details," a copy of which has previously been furnished to Applicant; and (3) the further reasonable directions of the District Engineer.

## **4. SUBMITTAL OF PROPOSAL FOR REVIEW AND APPROVAL BY DISTRICT.**

Applicant is responsible for obtaining a proposal for construction of the Project from a licensed, qualified contractor to construct the Project ("Proposal"). The contractor shall possess a valid California Contractor's License (Class A or C34). The contractor shall have satisfactorily completed construction of a minimum of 5 similar pipeline projects, and shall, if requested, submit a list of these projects together with the telephone number of the owner's representative who can be contacted regarding the work. Prior to commencement of construction, Applicant shall furnish a copy of the Proposal, along with evidence satisfactory to the District that the

contractor possesses the necessary license and experience to construct the Project Utility System.

## **5. INSPECTION; CONSTRUCTION**

A. Prior to commencing construction, Applicant shall furnish to the District Engineer, at Applicant's expense, a report by a competent soils engineer or soils laboratory indicating that the compaction of the fills within which said facilities are to be installed is at least equal to ninety-five percent (95%) compaction, as that phrase is defined in the latest edition of the Standard Specifications, State of California, Department of Transportation, or meets such other criteria as the District Engineer may prescribe.

B. Applicant shall notify District in writing at least ten (10) days in advance of the proposed starting date for construction and shall not commence construction unless the District Engineer or other authorized District inspector is at the site of the work when construction begins. District agrees to make the District Engineer or other authorized District inspector available to be on site, provided the ten (10) days advance notice is given by Applicant. If construction is not continuous, District shall be notified at least forty-eight (48) hours in advance of the resumption of construction. Any work performed without notice to District may be rejected by District on that ground alone. The District Engineer will observe and inspect facilities solely to protect the interests of the District and to determine whether the completed work is acceptable to District and can be incorporated into the District system. The District does not assume thereby any responsibility for the operations or safety practices of Applicant. Applicant is responsible for correct location of all facilities which it installs. The District Engineer will not inspect facilities installed "downstream" of the individual meter boxes.

C. Applicant shall permit District's employees and authorized representatives to inspect the Project Utility System, and the plans and materials therefore, at any reasonable time before, during, or after installation.

D. Applicant shall repair at its expense (or, at the option of District, shall reimburse District for the actual cost of repairs effected by it) any damage to District property caused by Applicant, its agents, employees, or contractors in constructing the Project Utility System.

**6. PAYMENT OF FEES AND CHARGES**

The Applicant will pay applicable fees and charges as follows:

A. Transmission and Storage Fees. None Due. Applicant has previously paid for transmission and storage fees for one (1) five eighth-inch (5/8") non-priority water service connection.

B. Water Meter and Water Meter Installation Fees. None Due. Applicant will be billed separately for actual cost of the required meters at the time of plan review and meter installation for each parcel.

C. Initial Filing Fee. None due. The District acknowledges receipt of a non-refundable initial filing fee in the amount of \$150.

D. Plan Check and Construction Inspection Fees. None Due. The Applicant has deposited the sum of Five Thousand Dollars and No Cents (\$5,000.00), which was the cost estimate for the District staff and Engineer's costs in preparing and reviewing final plans, inspecting the construction of the Project Utility System, modifications of water system maps, and administrative, legal, and auditing costs. A final accounting will be performed prior to acceptance of the Project Utility System. Applicant shall pay additional fees if the deposit does not cover District costs for providing these services.

E. Total Payment Due with Agreement. None Due.

**7. BONDS**

Prior to commencement of construction, Applicant shall furnish to District the following bonds:

A. A Payment Bond in the amount of 100% of the Proposal amount, to guarantee payment of the obligations referred to in Section 3248 of the Civil Code;

B. A Performance Bond in the amount 100% of the Proposal amount, to guarantee faithful performance of the terms of this Agreement; and

C. A Maintenance Bond in the amount of 10% of the Proposal amount, to guarantee against defective materials and faulty workmanship for a period of two (2) years from and after the acceptance of the Project Utility System by District.

The bonds shall be in a form satisfactory to District. The surety or sureties must be qualified to do business in California. If any of the sureties, in the sole opinion of District, is or becomes irresponsible, District may require other or additional sureties which Applicant shall furnish to the satisfaction of District within ten (10) days after notice from District. In default thereof, District shall be released from all obligations under this Agreement. No prepayment or delay in payment and no change, extension, addition, or alteration or any provision of this Agreement or in the approved submittal documents referred to in Section 2, above, and no forbearance or acceptance by or on the part of District shall operate to release any surety from liability on a bond.

#### **8. INDEMNITY**

A. District shall not be responsible or held liable in any manner whatsoever for any injury or damage which may be done to any person or property (or other loss or liability) arising from the performance or failure to perform the obligations set forth in this Agreement and the installation of the Project Utility System by or on behalf of Applicant.

B. Applicant, on its behalf and on behalf of its successors in interest, hereby agrees to waive any claims against District arising from or related to the events and activities described in Subsection A, above, and to indemnify, defend and hold harmless the District, its directors, officers, employees, and agents from and against any and all liability for the death of or injury to any person and for the loss of, or damage to, any property (including the loss of its use) which may arise from such events and activities. The agreements contained in this paragraph shall survive the performance of the remainder of this Agreement and shall remain in full force and effect notwithstanding such performance.

#### **9. INSURANCE**

A. Applicant or its construction contractor shall, at its cost, maintain in full force and effect during the period beginning with commencement of construction of the Project Utility System and terminating no earlier than thirty (30) days after completion thereof and

approval by District for its connection with the District's distribution system, a policy or policies of liability insurance, as follows:

1. General Liability - Commercial General Liability (CGL) - Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury with limit of at least five million dollars (\$5,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (coverage as broad as the ISO CG 25 03, or ISO CG 25 04 endorsement provided to Coastside County Water District) or the general aggregate limit shall be twice the required occurrence limit.

2. Automobile Liability - Insurance Services Office (ISO) Business Auto Coverage (Form CA 00 01), covering Symbol 1 (any auto) with limit of one million dollars (\$1,000,000) for bodily injury and property damage each accident.

3. Workers' Compensation Insurance -. The Contractor shall provide workers' compensation coverage as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. Waiver of Subrogation (also known as Transfer of Rights of Recovery Against Others to Us): The Contractor hereby agrees to waive rights of subrogation to obtain endorsement necessary to affect this waiver of subrogation in favor of the Coastside County Water District, its directors, officers, employees, and authorized volunteers, for losses paid under the terms of this coverage which arise from work performed by the Named Insured for the Coastside County Water District; this provision applies regardless of whether or not the Coastside County Water District has received a waiver of subrogation from the insurer.

Such policies shall insure District as an additional insured against any and all liability for the death of or injury to any person and for the loss of or damage to any property which may arise by reason of acts done or omitted to be done as a result of the installation of the Project Utility System by or on behalf of Applicant and shall further insure District against any and all costs and expenses, including attorneys fees, which District may incur in resisting any claim which may be made against District for any such injury or damage.

B. Each such policy shall:

1. be issued by an insurance company or companies qualified to do business in California and approved in writing by District;
2. name District, its Directors, officers, agents and employees, as additional insureds;
3. specify that it acts as Primary Insurance; the insurer being liable thereunder for the full amount of any loss up to and including the total limit of liability without right of contribution from any insurance effected by District;
4. provide that the policy shall not be cancelled or altered without thirty (30) days' prior written notice to District (or Applicant shall provide this written notice to the District); and
5. otherwise be in form reasonably satisfactory to District.

C. Applicant or its contractor shall provide and maintain at all times during the course of installation of the Project Utility System, Worker's Compensation Insurance in conformance with the laws of the State of California. Such policy shall provide that the underwriter thereof waives all right of subrogation against District by reason of any claim arising out of or connected with installation of the Project Utility System and that such policy shall not be cancelled or altered without thirty (30) days' prior written notice to District.

D. Copies of all policies required above (or Certificates of Insurance satisfactory to District) shall be delivered to District at least ten (10) days prior to commencement of construction of the Project Utility System.

## **10. CONVEYANCE OF TITLE TO PROJECT UTILITY SYSTEM**

Full right, title and interest in and to all elements of the Project Utility System installed pursuant hereto will be granted to District upon written notice of acceptance thereof by District and without the necessity for any further action by Applicant. There shall be no obligation upon District to pay or reimburse to Applicant any part of the cost of Project Utility System. Applicant warrants that upon such passage of title to District, the title shall be free and clear from any and all mechanics and materialmen liens that could arise from construction of the

Project Utility System, charges and encumbrances whatsoever. The water meters described in Section 2, above, are and will remain the property of District.

#### **11. ACCEPTANCE BY DISTRICT**

District shall accept the Project Utility System when all of the following conditions have been met: (1) completion of the Project Utility System; (2) certification by Superintendent and or District Engineer upon completion that the Project Utility System has been constructed in accordance with this Agreement; (3) furnishing by Applicant of evidence that it has paid all costs incurred in constructing the Project Utility System; (4) performance by Applicant of all of its obligations under this Agreement which are to be completed prior to acceptance of the Project Utility System, including payment of all sums due the District; and conveyance of all easements; and (5) furnishing by Applicant of two sets of nonammonia-type mylar reproducible drawings of the completed improvements showing "as-built" conditions.

Upon acceptance, and payment for the cost of meter installation, District shall provide water utility service to the Project.

Upon acceptance, Applicant shall be relieved of all future obligation to maintain the Project Utility System, subject to its obligation to repair defects, which obligation is secured by the maintenance bond provided for in Section 6.C., for the duration of the term of such bond (i.e., two years after acceptance).

#### **12. EXECUTION AND PERFORMANCE OF AGREEMENT**

Execution of this Agreement is a condition precedent to issuance by District of any letters, approvals, consents, or communications to any state, municipal, local or other public bodies regarding the availability of water service to the Property from the Project. Full performance of and compliance with each and every term of this Agreement by Applicant is a condition precedent to water service by District.

#### **13. DISTRICT REGULATIONS**

Applicant shall at all times abide by and faithfully observe any and all District ordinances, resolutions, rules and regulations presently in effect, including current fee schedules, or which may hereafter be enacted or amended from time to time, including but not limited to *Regulations Regarding Water Service Extensions and Water System Improvements*;

*Engineering and Construction Standards; Approved Materials* (codified through Resolution No. 2003-11, March 2004), a copy of which has previously been furnished to Applicant.

#### **14. ASSIGNMENT**

Applicant's rights under this Agreement may be assigned only in connection with a sale or conveyance of the Property. No such assignment shall be valid or binding on the District unless the assignee executes a written instrument, in form and substance satisfactory to District, assuming all of Applicant's obligations under this Agreement, which have not been fully performed as of the date of assignment. Such assignment shall not release Applicant from any of its obligations to District under this Agreement.

This Agreement shall be binding upon and shall inure to the benefit of the parties and their successors and permitted assigns. If the Applicant or a permitted successor or assign shall disincorporate, forfeit its articles or right of incorporation, or otherwise fully terminate without a successor or assign, District shall as of the date of disincorporation, forfeiture or termination own the Project Utility System free and clear of any obligation to any party.

#### **15. NOTICE**

Any notice required by this Agreement shall be satisfied by a notice in writing, either delivered personally or sent by regular or certified mail, postage prepaid, and addressed as follows:

District: Coastside County Water District  
766 Main Street  
Half Moon Bay, CA 94019  
Attention: David R. Dickson, General Manager

Applicant: 375 La Prenda LLC  
20 South Linden Avenue, Suite 2-B  
South San Francisco, CA 94080  
Attention: Gabe Gonzalez Jr.

#### **16. CONSTRUCTION OF AGREEMENT**

Both parties have participated in preparing this Agreement. This Agreement shall be construed reasonably and not in favor of or against either party hereto on the grounds that one party prepared the Agreement.

**17. ENTIRE AGREEMENT**

This Agreement, including the Exhibits which are hereby incorporated by reference, contains the entire agreement between the parties hereto. No oral understandings, statements, promises or inducements contrary to the terms of this Agreement exist.

**18. APPLICABLE LAW**

This Agreement shall be governed by and construed and enforced in accordance with and subject to the laws of the State of California. Except as expressly provided for herein, this Agreement is not intended to, and does not, modify the District's rights to exercise the legislative discretion accorded to it by the laws of California. Any lawsuit related to this Agreement shall be commenced and prosecuted in the County of San Mateo, State of California.

DRAFT

**19. AMENDMENT**

Any amendment hereof, including any oral modification allegedly supported by new consideration, shall not be effective unless reduced to a writing signed by both parties.

**20. AUTHORIZED SIGNATURE**

The individuals whose names are subscribed to this Agreement represent that they are authorized to act on behalf of the party for whom they sign.

**21. TIME**

Time is of the essence of the Agreement.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first above written.

**DISTRICT:  
COASTSIDE COUNTY WATER DISTRICT**

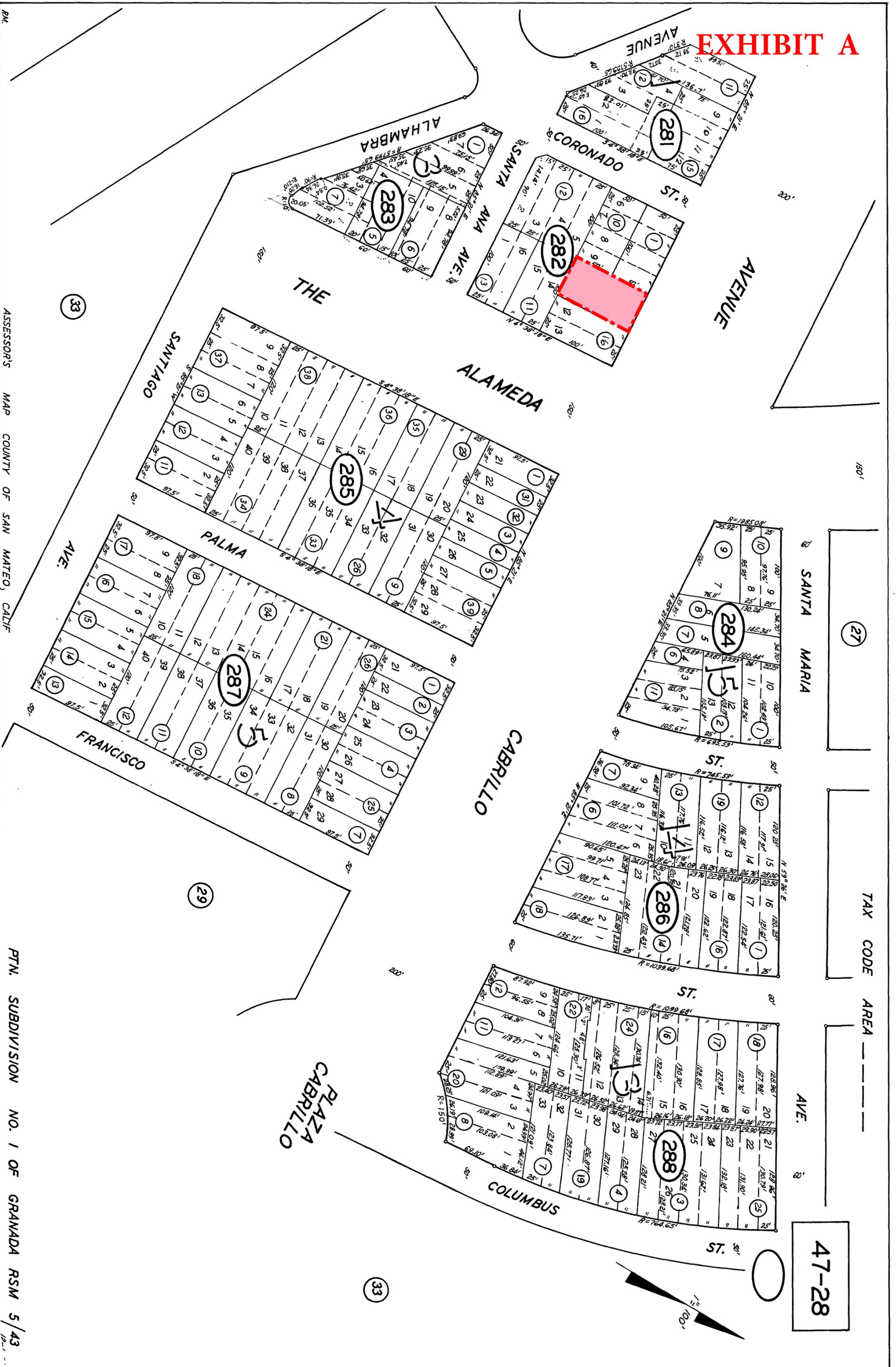
**APPLICANT:  
375 La Prenda LLC**

By: \_\_\_\_\_  
President, Board of Directors

By: \_\_\_\_\_  
375 La Prenda LLC  
Gabe Gonzalez Jr., Property Owner

By: \_\_\_\_\_  
Secretary

# EXHIBIT A



27

SANTA MARIA AVE.

TAX CODE AREA

AVE.

47-28

ASSASSOR'S MAP COUNTY OF SAN MATEO, CALIF.

PTN. SUBDIVISION NO. 1 OF GRANADA RSM 5/43

1" = 100'



Coastside County Water District

CONTRACT DOCUMENTS FOR THE CONSTRUCTION OF

**PIPELINE EXTENSION TO  
226 AVENUE CABRILLO**

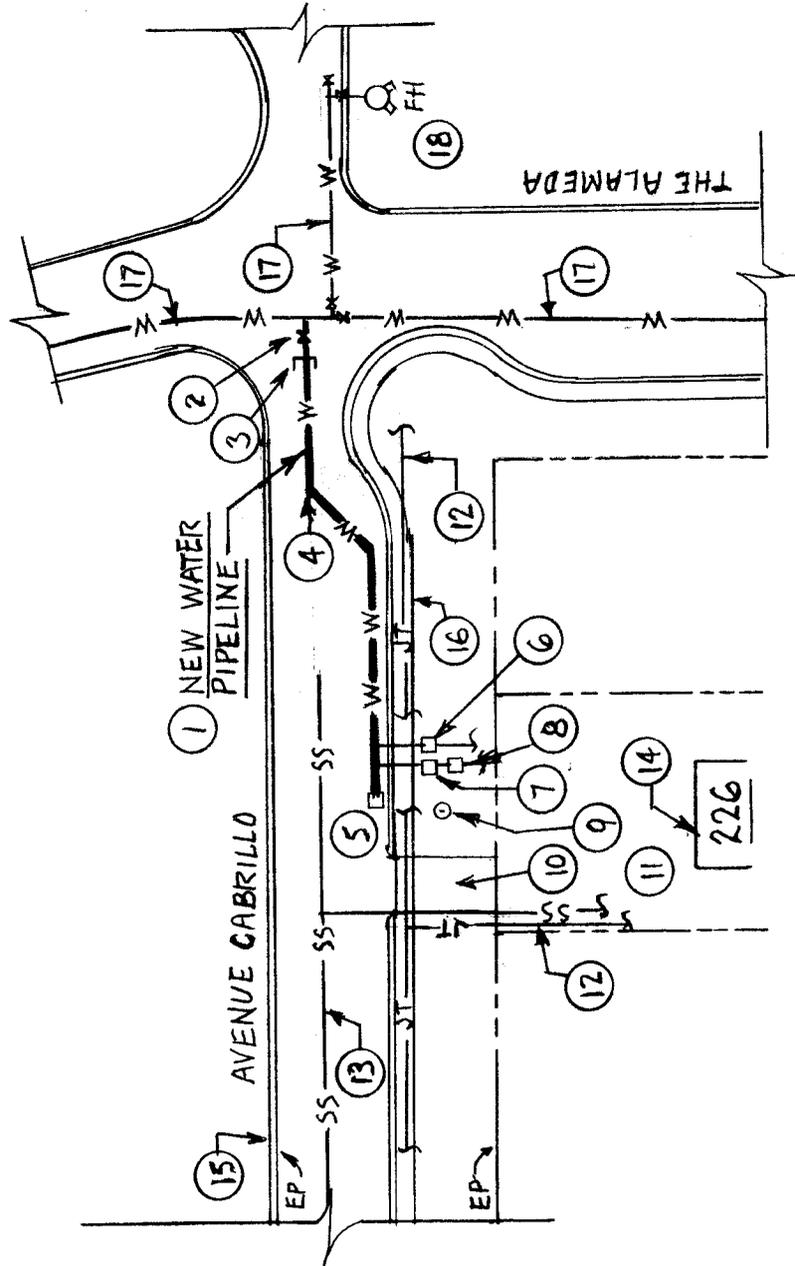
May 5, 2021

## GENERAL NOTES

1. THIS PUBLIC WORKS CONTRACT CONSISTS OF, IN GENERAL, CONSTRUCTION OF 100 LINEAR FEET OF 6 INCH DUCTILE IRON PIPELINE; ONE 6" X 6" TAPPING SLEEVE AND TAPPING VALVE; ONE 6" SIZE BLOW-OFF ASSEMBLY; ONE ¾" SIZE DOMESTIC WATER SERVICE CONNECTION; ONE 1" SIZE FIRE SERVICE CONNECTION; ONE ¾" SIZE REDUCED PRESSURE BACKFLOW PREVENTION ASSEMBLY; LEAKAGE TESTING AND DISINFECTION; ASPHALT CONCRETE REPAVING; REPLACEMENT OF DAMAGED CONCRETE CURB, GUTTER AND SIDEWALK; SURFACE RESTORATION OF UNPAVED TRENCH AREAS; AND CLEANUP.
2. WORK SHALL BE IN CONFORMANCE WITH THE CURRENT VERSION OF THE COASTSIDE COUNTY WATER DISTRICT DOCUMENT TITLED "STANDARD SPECIFICATIONS AND STANDARD DRAWINGS".
3. THE CONTRACTOR SHALL OBTAIN A STREET ENCROACHMENT PERMIT FROM THE COUNTY OF SAN MATEO.
4. TYPICAL TRENCH SECTIONS ARE INCLUDED IN THE "STANDARD SPECIFICATIONS AND STANDARD DRAWINGS" DOCUMENT FOR THE VARIOUS TYPES OF EXISTING SURFACE CONDITIONS.
5. WATER METER BOXES FOR WATER SERVICE CONNECTIONS SHALL BE LOCATED BEHIND AND ADJACENT TO THE EXISTING SIDEWALK. THE WATER METER BOX FOR THE DOMESTIC WATER SERVICE CONNECTION SHALL BE LOCATED A MINIMUM OF 10 FEET FROM THE SANITARY SEWER LATERAL. ALL WATER METER BOXES SHALL BE LOCATED A MINIMUM OF 3 FEET FROM ALL OTHER UTILITY LATERALS INCLUDING ELECTRIC, GAS, AND, COMMUNICATIONS. WATER METER BOXES SHALL NOT BE LOCATED WITHIN A DRIVEWAY AREA.
6. WORK ITEMS IDENTIFIED AS "NEW" SHALL BE CONSTRUCTED BY THE CONTRACTOR FOR THIS PIPELINE EXTENSION PROJECT. WORK ITEMS IDENTIFIED AS "PROPOSED" SHALL BE CONSTRUCTED BY THE CONTRACTOR FOR THE RESIDENCE AT 226 AVENUE CABRILLO.

## GENERAL LEGEND

----- W -----	WATER PIPELINE, NEW OR EXISTING
----- SS -----	SANITARY SEWER, EXISTING OR PROPOSED
----- JT -----	JOINT TRENCH FACILITIES, EXISTING OR PROPOSED
----- - - -----	PROPERTY LINE
----- EP	EDGE OF EXISTING ASPHALT CONCRETE PAVEMENT



SITE PLAN  
SCALE: 1" = 40'

NOTE:  
THIS DRWG. TO BE COORDINATED  
WITH THE DRWGS. FOR THE  
PROPOSED RESIDENCE.

## LEGEND FOR CIRCLED NUMBERS

<u>CIRCLED NUMBER</u>	<u>DESCRIPTION</u>
1	NEW 6" DUCTILE IRON PIPELINE. LENGTH OF NEW PIPELINE APPROXIMATELY 100 LINEAR FEET. LOCATE A MINIMUM OF 10 FEET FROM THE EXISTING SANITARY SEWER.
2	NEW 6" TAPPING SLEEVE & TAPPING VALVE. SEE CCWD STD. DRAWING NO. CC-09.
3	TEMPORARY END CAP FOR LEAKAGE TESTING & DISINFECTION.
4	NEW 45 DEGREE MECHANICAL JOINT ELL.
5	NEW 6" BLOW-OFF ASSEMBLY. SEE CCWD STD. DRAWING NO. CC-17.
6	NEW 1" FIRE SERVICE CONNECTION. SEE CCWD STD. DRWG. NO. CC-06.
7	NEW ¾" DOMESTIC WATER SERVICE CONNECTION. SEE CCWD STD. DRWG. NO. CC-06.
8	NEW 1" REDUCED PRESSURE BACKFLOW PREVENTION ASSEMBLY, SEE CCWD STD. DRWG. NO. CC-18.
9	EXISTING TREE.
10	PROPOSED DRIVEWAY.
11	PROPOSED SEWER LATERAL.
12	PROPOSED JOINT TRENCH FACILITIES.
13	EXISTING SANITARY SEWER.
14	PROPOSED RESIDENCE, 226 AVENUE CABRILLO.
15	EXISTING CONCRETE CURB.
16	EXISTING CONCRETE CURB, GUTTER & SIDEWALK.
17	EXISTING 6" DUCTILE IRON PIPELINE.
18	EXISTING FIRE HYDRANT.

**WATER SERVICE CONNECTION TRANSFER REPORT  
TRANSFERS APPROVED FOR THE MONTH OF MAY 2021**

DONATING APN	PROPERTY OWNER(S)	RECIPIENT APN	PROPERTY OWNER(S)	# OF CONNECTIONS	DATE
056-580-050	Ailanto Properties, Inc.	048-137-240	V. G. Investments	Five (5) 5/8"	May 25, 2021

# San Francisco Public Utilities Commission Hydrological Conditions Report April 2021

J. Chester, C. Graham, N. Waelty, May 7, 2021



Hydrologists in the Hetch Hetchy Water and Power (HHWP) Water and Power Planning Group perform the May 1<sup>st</sup> and final WY2021 snow survey at the Bond Pass snow course in the Stanislaus National Forest, Cherry Creek watershed. The snowpack was measured at 25% of average for the date. The low snowpack is due to well below average precipitation and early onset of snowmelt. The information from this snow survey and others across the region will be used in modeling to support water management during spring runoff.

## System Storage

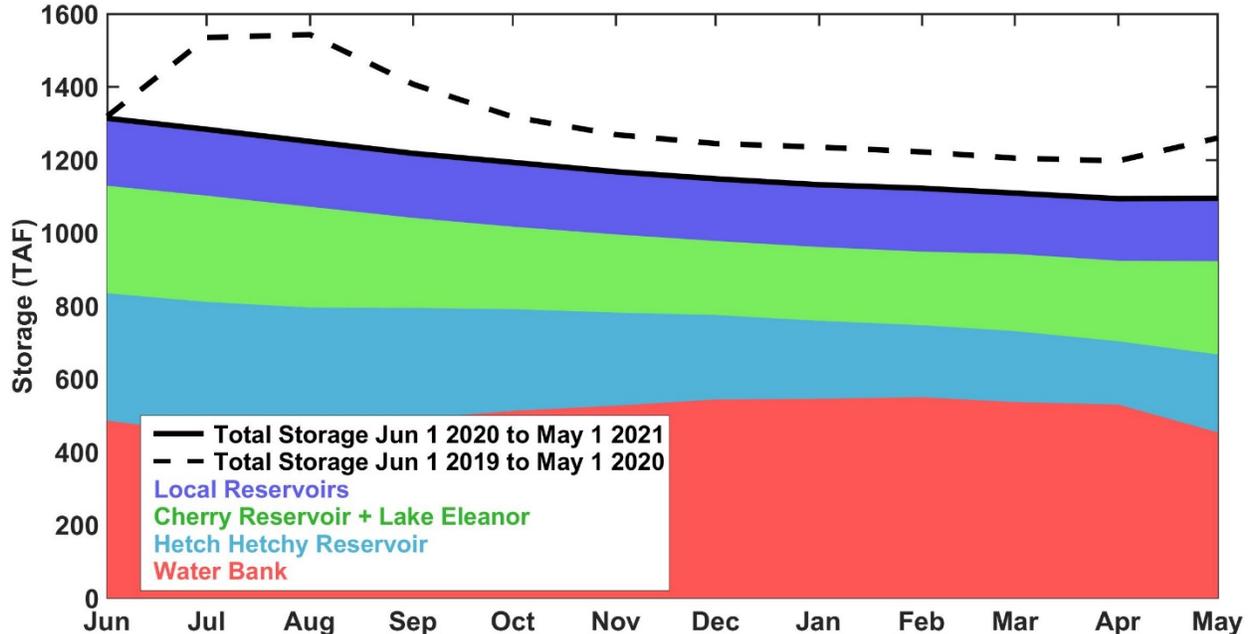
Current Tuolumne System and Local Bay Area storage conditions are summarized in Table 1.

Table 1 Current System Storage as of May 1, 2021							
	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>	213,554		340,830		127,276		63%
Cherry Reservoir <sup>2</sup>	230,067		273,345		43,278		84%
Lake Eleanor <sup>3</sup>	25,588		25,216		0		100%
Water Bank	453,506		570,000		116,494		80%
Tuolumne Storage	922,715		1,209,391		286,676		76%
<b>Local Bay Area Storage</b>							
Calaveras Reservoir	58,699	19,127	96,824	31,550	38,125	12,423	61%
San Antonio Reservoir	50,084	16,320	50,496	16,454	412	134	99%
Crystal Springs Reservoir	45,189	14,725	58,377	19,022	13,187	4,297	77%
San Andreas Reservoir	16,455	5,362	18,996	6,190	2,541	828	87%
Pilarcitos Reservoir	1,889	616	2,995	976	1,105	360	63%
Total Local Storage	172,317	56,149	227,688	74,192	55,370	18,042	76%
<b>Total System</b>	<b>1,095,032</b>		<b>1,437,078</b>		<b>342,046</b>		<b>76%</b>

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

<sup>2</sup> Maximum Cherry Reservoir storage with flash-boards out.

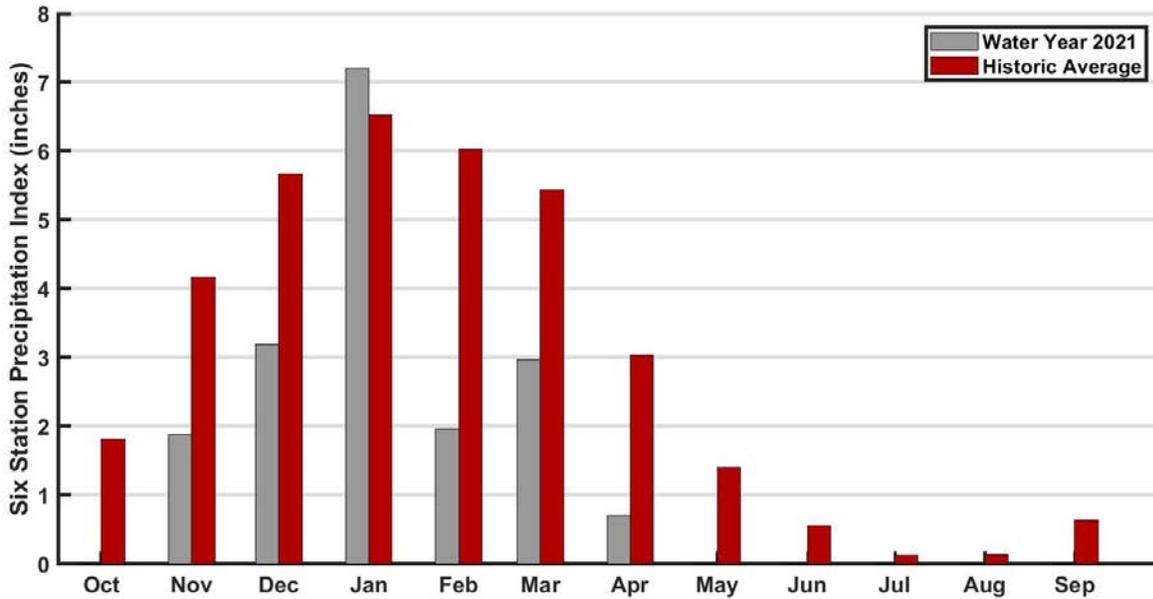
<sup>3</sup> Maximum Lake Eleanor storage with two flash-boards in.



**Figure 1:** System storage for past 12 months in thousand acre-feet (TAF). 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.

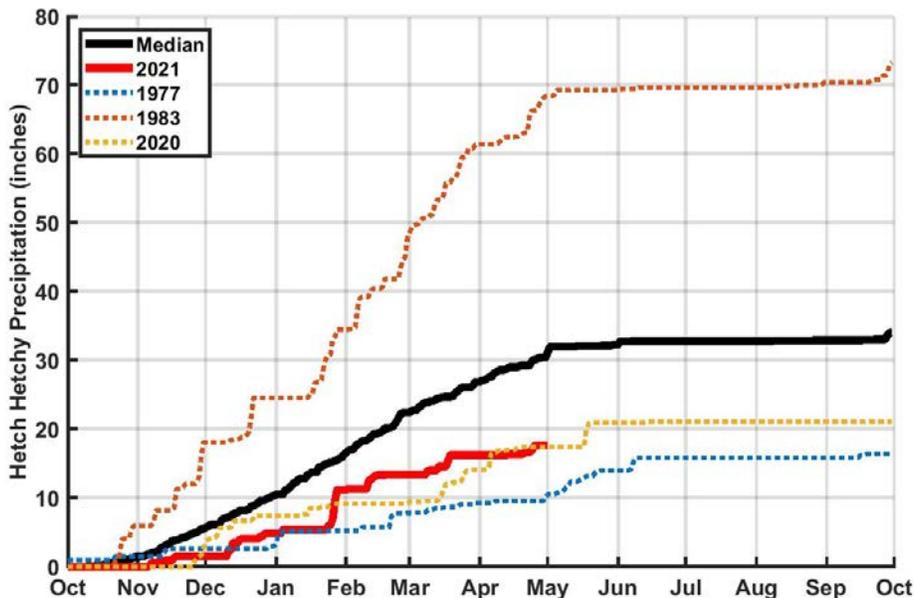
## Hetch Hetchy System Precipitation Index

*Current Month:* The April 2021 six-station precipitation index reported 0.79 inches of precipitation for the month, which is 23% of the monthly average. The precipitation index is computed as the average of six Sierra precipitation stations and is an indicator of the overall basin wetness.



**Figure 2:** Monthly distribution of the six-station precipitation index relative to the monthly precipitation averages. 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:* As of May 1, the six-station precipitation index for Water Year (WY) 2021 was 17.88 inches, which is 50% of the average annual water year total. The Hetch Hetchy Weather Station received 1.39 inches of precipitation in April for a total of 17.68 inches for WY 2021, or 56% of average to-date. The cumulative WY 2021 Hetch Hetchy precipitation is shown in Figure 3 in red.



**Figure 3:** Water Year 2021 cumulative precipitation measured at Hetch Hetchy Weather Station. Median cumulative precipitation measured at Hetch Hetchy Weather Station and example wet and dry years are included with Water Year 2020 for comparison purposes.

## Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange for April 2021 and the year to date is summarized below in Table 2.

<b>Table 2 Calculated Reservoir Inflows and Water Available to City</b>								
* All flows are in acre-feet	April 2021				October 1, 2020 through April 30, 2021			
	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	70,397	88,560	90,498	78%	110,121	204,241	220,763	50%
Inflow to Cherry Reservoir and Lake Eleanor	64,264	72,601	73,380	88%	116,019	197,337	211,960	55%
Tuolumne River at La Grange	186,236	263,768	273,526	68%	331,890	775,189	874,029	38%
Water Available to City	22,390	82,697	96,314	23%	25,562	231,180	319,591	8%

<sup>1</sup>Hydrologic Record: 1919-2015

### Hetch Hetchy System Operations

Hetch Hetchy Reservoir power draft and stream releases during the month totaled 30,069 acre-feet. Hetch Hetchy Reservoir minimum instream release requirements for April were 35 cfs. Total precipitation for Water Year 2021 has resulted in a Water Year Type C for Hetch Hetchy Reservoir. Hetch Hetchy Reservoir instream releases will increase to 50 cfs for May.

Cherry Reservoir valve and power draft releases totaled 18,897 acre-feet for the month and were used to maintain seasonal target elevations. The required minimum instream release from Cherry Reservoir for April was 5 cfs and will remain at that flow through June 2021. Lake Eleanor required minimum instream release was 5 cfs for April 1<sup>st</sup> through the 3<sup>rd</sup> and increased to 10 cfs once the pumps were activated. Lake Eleanor required releases were increased again on April 15<sup>th</sup> to 20 cfs and will remain there until September. The Cherry / Eleanor Pumps were activated on April 4<sup>th</sup> and will be utilized to manage spring runoff inflows.

### Regional System Treatment Plant Production

The Harry Tracy Water Treatment Plant average production rate for April was 32 MGD. The Sunol Valley Water Treatment Plant was in standby for the month with no production.

### Local System Water Delivery

The average April delivery rate was 203 MGD, which is a 12% increase over the March delivery rate of 182 MGD.

## Local Precipitation

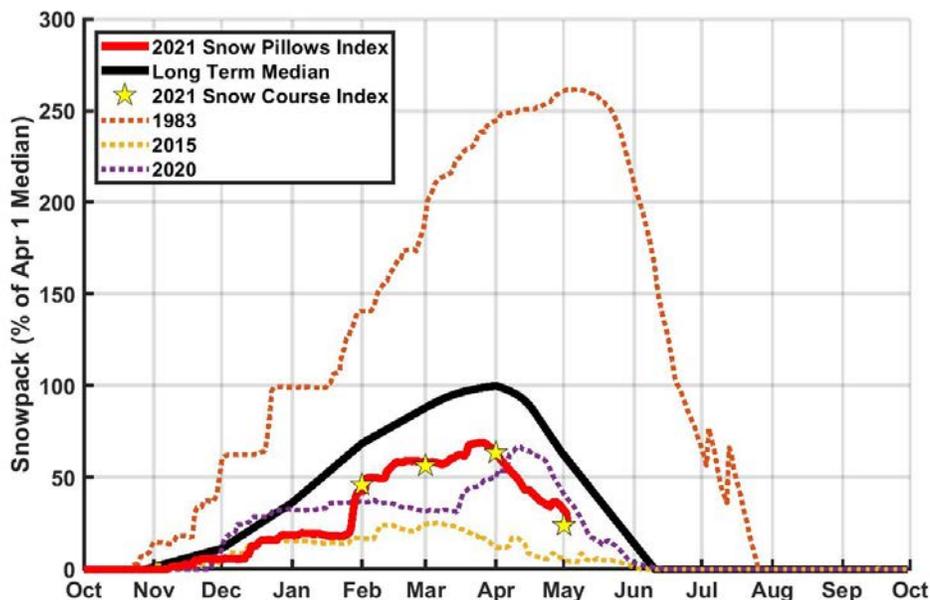
The rainfall summary for April 2021 is presented in Table 3.

Weather Station Location	April		October 1, 2020 through April 30, 2021	
	Total (inches)	Percent of Mean for the Month	Total (inches)	Percent of Mean for the Year-To-Date
Pilarcitos Reservoir	0.40	14%	18.33	49%
Lower Crystal Springs Reservoir	0.12	6%	11.87	46%
Calaveras Reservoir	0.49	26%	10.19	49%

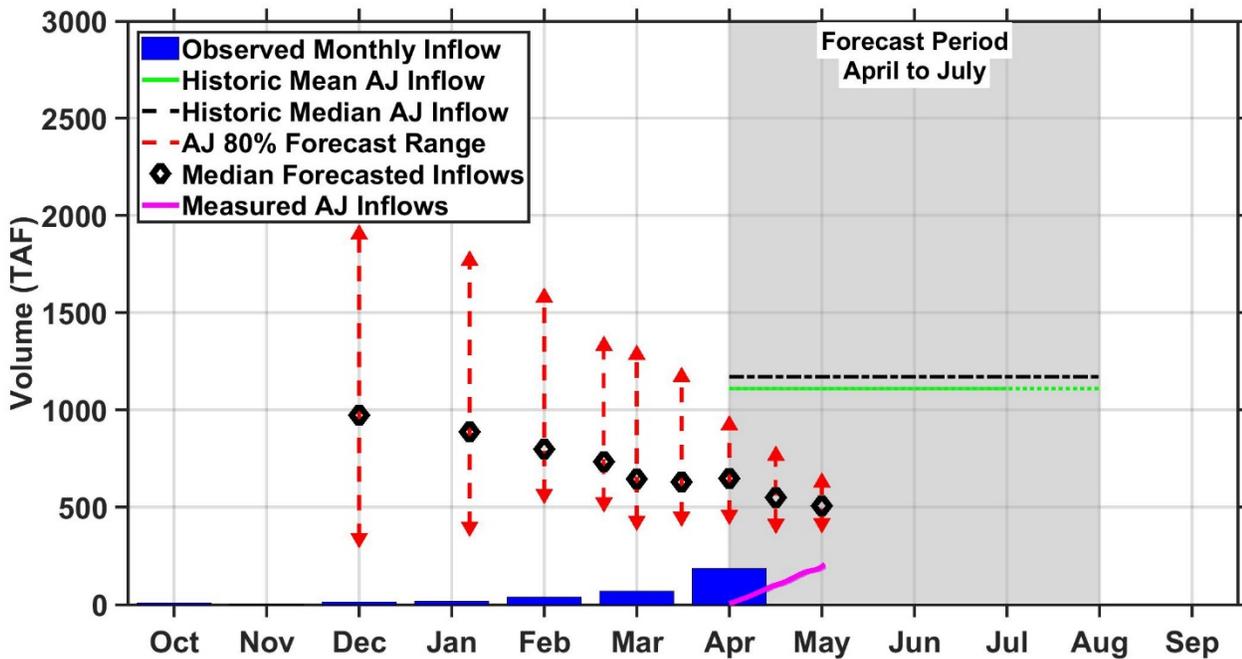
## Snowpack, Water Supply and Planned Water Supply Management

Over the past 12 months, only January precipitation was above average. While a late April storm with low elevation snow slowed the snowmelt briefly, warm weather upcountry has begun snowmelt in earnest. This has led to a well below average snowpack. It is expected that snowmelt and spring runoff will be complete earlier than usual, resulting in a longer summer than usual.

The lower than average snowpack has resulted in correspondingly lower than average inflow forecasts (Figure 5). The 2021 median runoff forecast is currently around 45% of average. While well below average, the forecasted inflows are expected to be enough to refill all upcountry reservoirs. Water Bank will not refill this spring, as Water Available to the City will be greatly exceeded by water deliveries. Hetch Hetchy Reservoir will be managed to fill in June, with any additional inflows being run through the Kirkwood and Moccasin Powerhouses. Cherry Reservoir and Lake Eleanor will be managed to fill in late May, with some water transferred to Water Bank via power generation.

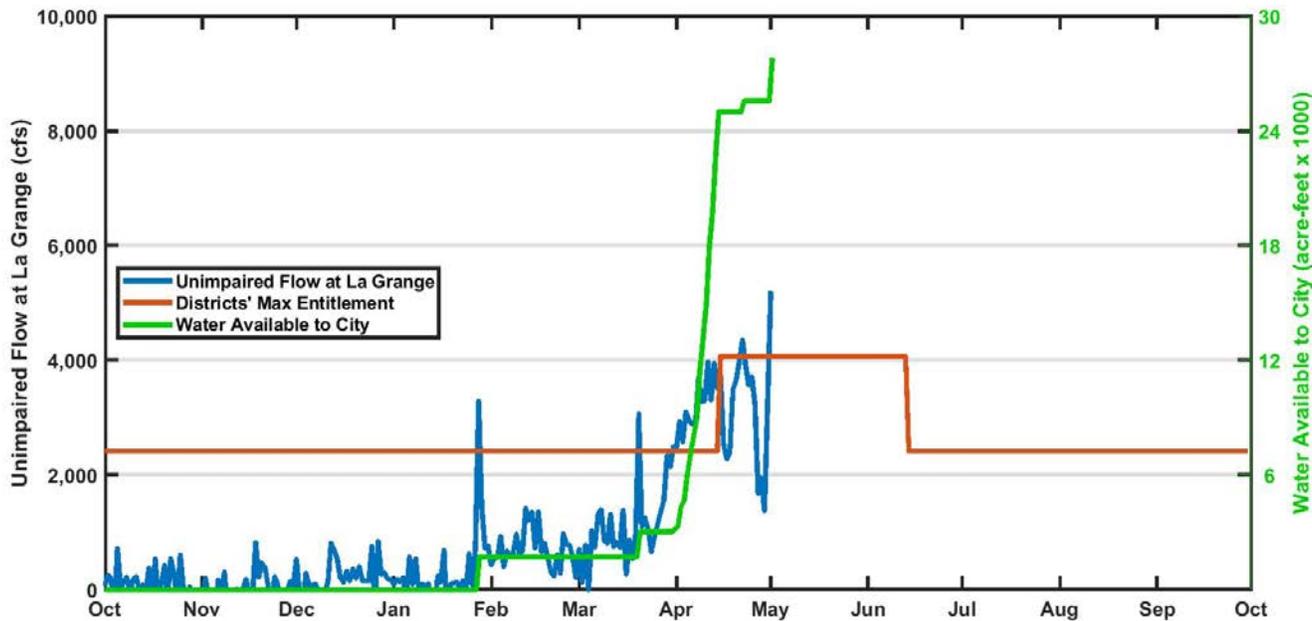


**Figure 4:** Tuolumne River Basin 10 Station Snow Index (lines), based on real time snow pillow SWE measurements. Also plotted is the mean monthly manual snow surveys (stars) in the Tuolumne Basin.



**Figure 5:** Forecasted April to July Full Natural Flow at La Grange. Sustained below average precipitation has resulted in a significant reduction in forecasted inflows. The median forecast is currently at around 45% of normal, roughly corresponding with the precipitation and snow to date.

The calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City are shown in Figure 6. As of April 1, there has been 25,562 ac-ft water available to the City in Water Year 2021.



**Figure 6:** Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City.

**STAFF REPORT**

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

**From: James Derbin, Superintendent of Operations**

**Via: Mary Rogren, General Manager**

**Agenda: June 8, 2021**

**Date: June 4, 2021**

**Subject: Award of Contract for Construction Management Services to Freyer & Laureta, Inc. for the Nunes Water Treatment Plant Improvement Project.**

---

**Recommendation:**

Authorize the General Manager to enter into a professional services agreement with Freyer and Laureta Inc. ("F&L") for Construction Management Services for the Nunes Water Treatment Plant Improvement Project for a not to exceed amount of \$566,600.

**Background:**

The Nunes Water Treatment Plant was originally constructed as a 2.5 MGD direct filtration surface water treatment plant in 1981. In 1992, in conjunction with the Crystal Springs Pump Station project, the District converted this facility to a 4.5 MGD conventional treatment plant. In 2010, the District invested \$1.8 Million to upgrade the chemical storage/delivery and plant controls systems. Since then, no significant capital expenditures have been made at the Nunes facility.

In January 2021, HDR Engineering Inc. completed a Detailed Design of upgrades to the Nunes facility. This project includes the following needed improvements/upgrades:

- Filter improvements to four existing filters including media replacement, underdrain replacement, addition of air scour system and blowers, new filter-to-waste pumps and piping, and associated electrical/instrumentation improvements.
- Addition of a new plate settler sedimentation basin and associated electrical/instrumentation work.

**STAFF REPORT****Agenda: June 8, 2021****Subject: Nunes Upgrades CM Award****Page Two**

- Chemical system improvements including the addition of a caustic soda bulk tank and transfer pump.
- Concrete repair and coating for the filters and existing clearwell.
- Other process improvements including replacement and addition of valves, flowmeters, and misc. piping.
- Civil improvements including a soil-nail retaining wall, asphalt pavement, aggregate based access road, site drainage and grading.
- Electrical improvements including addition of a new MCC and miscellaneous electrical improvements.

This comprehensive project will provide extensive rehabilitation and upgrades to over 25% of the Nunes Facility and will serve the District's customers for several decades into the future. At the May 2021 Board Meeting, the Board of Directors awarded the construction contract to the low bidder, Ranger Pipeline, Inc. in the amount of \$8,340,000.

Staff solicited proposals from Freyer and Laureta, Inc. and from HDR Engineering Inc. for Construction Management Services for the Nunes Water Treatment Plant Improvements Project. F&L Principals, Jeffrey Tarantino and Josh Kimbrell have successfully assisted the District with Construction Management on several past projects including: 1) Denniston Water Treatment Plant Improvements Project (2011), 2) Nunes Short Term Improvements Project (2010), and the 3) The El Granada Emergency Generators Project (2016). Due to F&L's past performance on these projects with the District and their experience with Construction Management, staff recommends contracting with F&L for Construction Management on this very important project. See Attachment A for a copy of the F&L proposal.

**Fiscal Impact:**

Funding for the Nunes Water Treatment Plant Improvement Project is included in the Fiscal Year 2020/2021 to Fiscal Year 2029/2030 Capital Improvement Program Budget in the amount of \$7,600,000. This project will take 24 months to complete and the costs will be spread over FY 2020/2021 through FY 2022/2023.



CIVIL ENGINEERS • SURVEYORS • CONSTRUCTION MANAGERS

VIA ELECTRONIC MAIL: May 20, 2021

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

**RE: Proposal for Construction Management Services  
Nunes Water Treatment Plant Upgrades Project**  
Coastside County Water District, Half Moon Bay, California

Dear Ms. Rogren;

Freyer & Laureta, Inc. (F&L) is pleased to present this proposal to the Coastside County Water District (CCWD) to provide construction management services for the Nunes Water Treatment Plant Upgrade project (Project). F&L will demonstrate in this proposal our understanding of the Project, our team members' experience with similar projects, and our approach to provide construction management services to deliver the Project to CCWD that conforms with the requirements developed by HDR.

The proposal is structured as follows:

- Project Understanding;
- Statement of Qualifications for F&L and proposed key personnel;
- Project Approach;
- Scope of Work;
- Compensation;
- Attachment A: Key Personnel Resumes to supplement the information provided in the Statement of Qualifications, and;
- Attachment B: Charge Rate Schedule.

F&L staff, as employees of another firm, has supported CCWD for a previous capital improvement project at the Nunes Water Treatment Plant. In addition, F&L staff has provided engineering and construction management services for several water treatment plant upgrade projects.

The F&L team has the correct experience and the Project-focused approach to work with the CCWD selected construction contractor to deliver the Project that will provide CCWD with the necessary water system improvements to provide safe, reliable, and affordable water service to CCWD.

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[www.freyerlaureta.com](http://www.freyerlaureta.com)

San Mateo Office:  
144 North San Mateo Drive  
San Mateo, CA 94401  
Tel: (650) 344-9901

Oakland Office:  
825 Washington Street, Suite 237  
Oakland, CA 94127  
Tel: (510) 937-2310

## **PROJECT UNDERSTANDING**

CCWD's mission is to develop and provide its customers with high quality water and service at the lowest possible price, in accordance with the following values:

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

CCWD is proud of the safe, high level of quality drinking water and service we provide to our customers located in the City of Half Moon Bay and the unincorporated coastal communities of El Granada, Miramar and Princeton-By-The-Sea, located in San Mateo County.

The proposed Project includes:

- Filter improvements to four existing filters including media replacement, underdrain replacement, addition of air scour system and blowers, new filter-to-waste pumps and piping, and associated electrical/instrumentation improvements.
- Addition of a new plate settler sedimentation basin and associated electrical/instrumentation work.
- Chemical system improvements including the addition of a caustic soda bulk tank and transfer pump.
- Concrete repair and coating for the filters and existing clearwell.
- Other process improvements including replacement and addition of valves, flowmeters, and misc. piping.
- Civil improvements including a soil-nail retaining wall, asphalt pavement, aggregate based access road, site drainage and grading.
- Electrical improvements including addition of a new MCC and misc. electrical improvements.

F&L will collaborate with CCWD, HDR, and the CCWD selected contractor to deliver the Project that meets the intended goals and objectives while supporting CCWD's overall mission.

## STATEMENT OF QUALIFICATIONS

### Firm Information

F&L is an award-winning civil engineering, surveying, and construction management firm with offices in San Mateo, San Francisco, and Oakland. Founded in 1997, F&L focuses on planning, design, and construction management services for infrastructure improvements projects for municipalities and special districts. We will utilize our experience throughout the San Francisco Bay Area in order to provide with the necessary construction management services to ensure that the CCWD construction project is completed on time and in conformance with the contract documents.

F&L's proposed principal-in-charge, Jeffrey Tarantino, P.E., will provide overall leadership for the team. Jeff is a principal with the firm and has extensive experience with the planning, design, and construction management of water treatment projects including the previous chemical system upgraded project at the Nunes Water Treatment Plant and the upgrade to CCWD's Denniston Water Treatment Plant. It is Jeff's broad range of experience with all facets of projects that allows him to provide the necessary technical peer review and oversight of construction projects.

F&L's proposed construction manager is Josh Kimbrell, P.E., QSD/P, who will provide day-to-day oversight of the F&L inspection team and specialty inspection subconsultants. Josh is an associate principal with F&L and will be the primary point of contact for CCWD's selected contractor. Josh worked closely with Jeff as the resident engineer for both the Nunes WTP chemical system upgrade project and Denniston WTP upgrade project. Both Josh and Jeff have an extensive history working together to successfully deliver a wide-range of water treatment, distribution, and storage projects.

### Key Staff

F&L's proposed project team includes our most experienced construction management staff with similar project experience including relationships with key regulatory agencies including the State Water Resources Control Board (SWRCB). The key F&L staff are highlighted in the following paragraphs including identifying similar project experience that provide our staff with the necessary experience to enforce the contract documents, collaborate with HDR to resolve contractor questions, anticipate potential field conditions if not properly identify may increase the risk for changes, and confirm the proposed startup and testing plan to deliver the improvements in a timely manner.

**Jeffrey (Jeff) Tarantino, P.E.** is our team's proposed principal-in-charge to provide overall leadership to the F&L team. Jeff has over 22 years of experience with the management, planning, design, and construction of a variety of public agency projects including water treatment plan upgrade projects. Jeff has performed as the engineer of record for small

improvement projects as well as multidisciplinary teams of consultants for large infrastructure development projects. In fact, Jeff is the engineer of record for several water storage and water treatment projects similar to the proposed Project. He also has significant experience providing program management services for public agency capital improvement projects with a focus on potable water including assisting agencies with coordinating with the SWRCB.

**Josh Kimbrell, P.E., QSD/P** will be our team's construction manager. Josh has over 13 years of experience in civil design, project management, construction management, program management, cost estimating, and preparation of construction documents for public infrastructure and private development projects. His areas of expertise include infrastructure design, hydrology/hydraulics, low impact development, stormwater management/compliance, land development, grading, and AutoCAD Civil 3D.

Examples of Jeff's and Josh's construction management experience that is similar to the Project scope include:

- *Coastside County Water District's (CCWD's) Denniston and Nunes Water Treatment Plants Improvements Projects:* Provided construction management services for two projects overseeing several improvements at CCWD's two, primary treatment facilities. The chemical feed systems at both Nunes and Denniston were replaced including converting both facilities from liquid 12.5% chlorine to onsite generation of sodium hypochlorite. In addition to the chemical system replacement at Denniston, Jeff managed the construction of new sludge handling facilities and primary clarification improvements that included construction two new, cast-in-place solids settling tanks and one new, bolted steel tank used for storing backwash supply water for the new primary clarification facilities. The team was responsible for oversight of the construction contract, coordination with the design teams, review and management of requests for information, review and approval of contractor progress payment applications, evaluation and negotiation of contractor notices of potential changes, and reporting to the General Manager and Board of Directors.
- *City of Burlingame Water Storage Tank Improvement Projects:* Provided project management and construction manager for several water storage tank projects for the City of Burlingame. Services provided include project management and oversight of the Mills Tank Seismic Retrofit project, which involved the seismic retrofit of Burlingame's existing 1.0 million gallon prestressed concrete tank. Responsibilities included coordination of the design phase providing peer and constructability review of the contract documents, management of the bid process, review and award of the construction contract, contract administration including progress payment application review and approval, and progress reporting to the Public Works Director.

The Donnelly and Alcazar Tanks Retrofit Project, which included the steel roof improvement and recoating of four, 50,000 gallon bolted steel tanks. The team provided

technical oversight for the preparation of construction documents, managed the bid and construction contract award, managed all specialty inspections provided by the design and construction management team, provided review of technical submittals, responded to requests for information, reviewed and approved progress payment applications, provided technical review and negotiation of contractor change order requests, and progress reporting to the City Engineer.

- *City of Calistoga Kimball Water Treatment Plant Retrofit Project:* Provided design and construction management services for the Kimball Water Treatment Plant (WTP) and Kimball Reservoir Improvement Projects for the City of Calistoga. These projects, funded by the United States Department of Agriculture's (USDA's) Rural Development Program, included performing clarifier and filter modifications at the City's WTP to improve particle removal, therefore improving reliability of the treated water pump station through pump replacement. Provided program management and engineering design services to implement safety improvements on the Kimball Reservoir spillway, improve efficiency of existing flocculating clarifier, provide redundancy for existing dual-media filtration system, provide redundancy for existing process pumps, and upgrade existing online water quality monitoring systems to comply with current regulatory requirements. In addition, we provided construction management services including full-time field observation, contract management, submittal review, response to RFIs, and change order negotiations.
- *City of East Palo Alto Water System Project Management:* Provided project management services assisting the City of East Palo Alto's Public Works Director to oversee and manage the operation and capital improvement program for the water distribution system. Services include construction management services for the Gloria Way Well Water Treatment Project that constructed new treatment, chemical, and storage systems to establish a new groundwater source for East Palo Alto's water system. Work on the project included assisting the public works director to secure all required approvals from the SWRCB for the design, construction, and startup of the new water source. F&L provided technical leadership for the design, construction, and startup of the new treatment system including oversight of the construction contractor, coordination with East Palo Alto's contract water system operator, and interface with the SWRCB.

Jeff and Josh will be supported by a resident engineer/inspector to assist with oversight of the field work, document management, and coordination with HDR. Josh, with support from our resident engineer/inspector, will also coordinate the specialty inspection specialty subconsultant.

Resumes for Jeff and Josh are included with Attachment A to this letter proposal.

## PROJECT APPROACH

All construction projects present unique challenges based on the type of construction and the project location. This Project involves numerous construction activities including excavation, structural concrete, mechanical equipment and piping installation, electrical, instrumentation and controls. It is critical for the construction management team to help manage these challenges through a careful approach to both contract management and people management.

### Project Schedule

F&L has reviewed the proposed Project schedule and understands that one of the construction manager's critical roles is to collaborate with the construction contractor to manage and progress the construction schedule. The importance of performing critical review of the contractor's proposed baseline schedule cannot be understated because it is the first opportunity for the construction manager to identify potential risk factors that could be embedded in the contractor's proposed schedule. ***The baseline schedule review also allows the F&L to identify critical points of inspection, special inspection needs, and recognize the contractor's planned construction sequencing that may influence the prioritization for HDR's submittal and RFI review.***

Once the baseline schedule is favorably reviewed, F&L works closely with the contractor to review both three week look-ahead schedules identifying detailed construction sequencing and monthly schedule updates to validate progress and projected completion dates. By working closely with the construction contractor to evaluate the three-week look ahead including validation initially against the baseline schedule and then with the monthly schedule updates as the project progresses. Identifying schedule risks early allow the construction manager to review potential mitigation measures with the contractor to reduce potential risks from adversely impacting the overall construction schedule.

### Safety

Although the construction contractor is primarily responsible for construction safety of everyone at the site, the construction manager must review and be familiar with the contractor safety protocols, consider project specific safety risks, and observe the contractor's field work. F&L will follow all contractor safety protocols but recognizes the importance of raising safety concerns to the contractor's project manager and superintendent that the contractor may need to address.

F&L staff understands inherent dangers associated with heavy construction activities. ***We must work collaboratively with the contractor to protect the safety of all workers as well as the public.*** Critical review of the contractor's safety protocols, trucking plans, delivery and material handing plans, and construction schedule allow the F&L team to be aware of all potential safety risks and observe the contractor's work strategy to validate that all necessary safety protocols are being implemented by the contractor.

### Project Team

One construction challenge that merits careful consideration is the interaction between team members, including CCWD, HDR, the contractor, and the construction manager. The construction manager can help CCWD coordinate the “spokes of the wheel” to maintain project progress.

F&L has consistently demonstrated an ability to manage complex projects with multiple team members. Whether we are acting as the construction manager, overall program manager, or as technical lead, we have a track record of successful projects involving multiple parties with diverse interests.

As construction manager, our primary responsibility is to enforce the Contract Documents through critical review of contractor communications, field observation of the work, and maintenance of needed documentation. The role is, in cooperation with CCWD, the overall management of the construction process to help keep the project on track. At times, F&L will need to be the “mediator” between two or more parties as issues are identified. We believe it is key that our involvement promote the timely identification of issues including development and implementation of solutions that consider project costs and schedule, while giving CCWD overall control over the process.

To do this, we need to help the team sit at the same table and constructively discuss the issues at hand. Every construction project has multiple parties and each party has its own perspective. The owner has a need to upgrade or replace an existing facility. The design engineer creates the Contract Documents to facilitate the construction of a project that the owner has determined is needed. The general contractor assembles a team of specialty subcontractors to implement the project presented in the Contract Documents. F&L believes that it is important to recognize each party’s perspective early in the construction phase in order to have a successful project.

Beginning with the preconstruction meeting, F&L will lead a discussion among the project parties to identify critical issues that are important to each party. We believe that identifying the critical issues helps foster an open discussion. We have found, interestingly enough, that there are many common issues amongst project parties and the discussion of those issues can be used as a springboard to foster a team atmosphere.

Creating a team atmosphere early on in the project can promote more open discussions throughout the project. If each party feels part of a team with a common objective, the differing opinions that almost always occur during the Project construction be openly discussed, which can help to come to an amenable resolution in a timely manner.

### Unanticipated Field Conditions

Subsurface construction and modification of existing facilities always raise the possibility of unanticipated field conditions regardless of the effort made during the design to review available

records. The entire construction team (i.e. CCWD, contractor, construction manager, etc.) must be alert to changes in field conditions, putting in place an approach to field conditions in a timely manner, before a problem can grow.

Unanticipated field conditions can greatly impact cost and schedule as well as can lead to claims if not addressed in a timely and organized manner. F&L has provided construction management services for numerous projects that included excavation, new utility installation, and modifications to existing facilities. ***Our experience has taught us that establishing communication protocols, before field work begins, is critical to address changes in field conditions in a timely manner.***

When an unanticipated field condition is identified or alleged, F&L will promptly investigate the field situation, evaluating the actual field conditions in comparison with what is presented in the Contract Documents. ***F&L believes it is our responsibility to provide a comprehensive evaluation of actual field conditions compared with those shown in the Contract Documents, coupled with a list of potential actions for CCWD consideration, including potential costs and pros and cons.*** Once we have a clear understanding of the issues including potential alternative solutions, F&L will then involve both CCWD and HDR to review the issue. Ultimately, HDR with concurrence from CCWD must confirm that the preferred solution meets the overall intent of the Contract Documents.

F&L's approach to managing unanticipated field conditions as described above can only be successful if there are regular discussions amongst all parties. Having face to face discussions on a regular basis allows both simple and complex issues to be thought through in a professional and efficient manner. Each party will still want to have its own private discussions about specific issues and these discussions are necessary. The construction manager must bring all the parties to the table prior to and following private discussions to resolve issues in a timely and cost effective manner.

### Document Management

One of the most critical tasks provided by any construction manager is document management. Whether it is the submittals or Requests for Information process, it is necessary for the construction manager to have a system in place to log and track the status of every piece of communication. Document control activities are necessary for a number of reasons including but not limited to identify what outstanding information the design engineer needs to review prior to the contractor initiating certain construction activities, track questions raised by the contractor, and documenting changes in the work. The construction manager must be organized and maintain a streamlined system that can help facilitate progress but also generate status reports whenever requested.

Although document management is one of the most critical activities, the construction manager must also implement a simple approach to document management. Any document management system, both the hard copy and electronic database components,

need to be user friendly. A person must be able to easily determine the status of a submittal or find a hard copy of a letter documenting a scope change. Without a user-friendly system, there is always the potential for a dispute with the contractor over prior correspondence that could lead to unnecessary schedule and/or cost impacts.

F&L has developed a series of electronic logs that allows our staff to easily document status of submittals, RFIs, issues, potential change orders, and approved change orders. The logs are maintained on a daily basis and can easily be distributed to the project team through cloud based document sharing via Microsoft SharePoint. The logs also shape the agendas for weekly meetings and help the team members from allowing critical items from “falling off the table.” Finally, when a submittal or RFI or issue is closed, the logs are updated to reflect the completion of a specific task in order to close the loop on all items.

#### Enforce the Contract Documents

The Contract Documents serve as the “rulebook” for the Project. Although the design engineer takes reasonable steps to produce Contract Documents that are clear and concise, it is not uncommon that some parts of the Contract Documents can be interpreted differently by each of the parties. There can also be changes in field conditions that require modifications to the Contract Documents in order to build the project desired by the owner. The construction manager must strictly enforce the Contract Documents including processes for resolving disputes.

***In order to enforce the Contract Documents, the Construction Manager must be intimately familiar with the documents. F&L takes the time to review the Contract Documents in detail not only at the beginning of the project but also on a daily basis.*** The initial review of the Contract Documents at project initiation is necessary to have a firm understanding of the project requirements and final product requirements. The daily review of the Contract Documents is completed in conjunction with daily schedule reviews with the general contractor to understand each detailed requirement for the work to occur that day. F&L has found this approach allows us to assist the owner, the design engineer, and the general contractor to complete the project in accordance with the intent of the Contract Documents.

## SCOPE OF WORK

F&L has developed the scope of work below based on our experience with similar projects and we also identify key deliverables.

### Task 1: Construction Management

F&L will provide the following tasks:

- Set up document management system including SharePoint site for use by CCWD, HDR, and the selected construction contractor.
- Review contractor schedules including:
  - Baseline schedule,
  - Three-week look ahead schedules anticipated to be submitted weekly,
  - Monthly schedule updates anticipated to be submitted with monthly payment application requests, and
  - Provide contractor with written comments on all schedule submittals.
- Review contractor non-technical submittals (e.g. Division 0 and Division 1 submittals) including distributing to CCWD with F&L comments. The submittals are anticipated to include but not limited to contractor prepared site specific health and safety plan, traffic control plan, truck routing plan, material handling and storage plan, copies of business licenses, and copies of permits required by the contract documents.
- Review contractor prepared schedule of submittals including contractor prepared procurement schedule to document anticipate material and equipment deliveries for tracking against schedule submittals identified above.
- Coordinate with the contractor to identify special inspection requirements including identifying the parties to be present during all special inspections.
- Receive, perform completeness review, distribute to HDR and CCWD, and return to contractor all submittals and shop drawings including tracking received date, ball in court status, and return date with review status for the following:
  - Submittals and shop drawings;
  - Requests for Information;
  - Requests for Changes;
  - Notice of Potentials; and
  - Other field communications.
- Perform half day site visits three times per week on average for the duration of construction including preparing Daily Field Report to document:
  - Personnel on site
  - Equipment on site
  - Material on site
  - Weather
  - Summary of work completed

- Identify potential issues and challenges
- Document planned work and actual work completed
- Summary work planned for the following workdays until F&L next site visit.
- Daily phone calls with contractor superintendent to review planned work for each workday, summary of personnel, material, and equipment on site, discuss any anticipated challenges or information needs from the contractor, and confirm current weather to allow F&L to provide daily work summary.
- Participate in weekly progress meeting including preparing agenda and minutes. It is anticipated that the weekly progress meeting will occur on a day that F&L would typically plan to be on site in the week.
- Prepare weekly statement of workdays to track contract time.
- Prepare punch list and maintain punch list until such time that the contractor achieves Substantial Completion as defined in the contract documents.

#### *Deliverables*

1. Document management system including user instructions.
2. Weekly updated logs for submittals, RFIs, and field correspondence.
3. Weekly meeting agendas and minutes.
4. Weekly statement of workdays.
5. Daily field reports when performing site visits.
6. Daily phone reports from daily calls with superintendent.
7. Punch list including weekly updates.

#### *Assumptions*

- Active construction period will not be more than 24 months including startup and commissioning.
- F&L's site visits will average three days per week for the duration of construction, but the actual number of weekly visits may vary depending on the work being performed.
- Each site visit will not exceed 8 hours and will occur Monday through Friday during normal business hours.
- All documents will be managed electronically and no hard copies will be required.
- Weekly meetings will occur at the Project site in space provided by the construction contractor.

#### Task 2: Contract Payment Management

F&L will provide the following tasks:

- Review and comment on contractor provided Schedule of Values submittal that will serve as the basis of monthly progress payments.
- Review monthly progress payment applications from the contractor including all required Conditional and Unconditional Lien Releases.

- Present the monthly progress payment to CCWD with recommendation for payment.
- Track monthly progress payment status including documentation of payment status, retainage, and other key financial information.

*Deliverables*

1. Comments on Schedule of Values.
2. Monthly Progress Payments for CCWD processing

*Assumptions*

- Contractor will provide progress payment applications by the 25<sup>th</sup> day of each month.
- F&L will not process the progress payment applications until the contractor has provided all required Conditional and Unconditional Lien Releases.
- No more than 24 monthly progress payments will be required.

Task 3: Startup and Commissioning Support

F&L will provide the following tasks:

- Review startup and commissioning plan prepared by the contractor and coordinate with HDR to validate contractor's plan completeness.
- Perform equipment review to verify power and visual functionality.
- Coordinate on site training from equipment vendors.
- Assist CCWD to coordinate with SWRCB to confirm SWRCB approval for performing startup including scheduling SWRCB staff to be present, if required.
- Witness contractor performed startup and commissioning including documenting observed conditions.
- Prepare memorandum summarizing observations of startup and commissioning.

*Deliverables*

1. Comments on contractor startup and commission plan.
2. Field reports from startup and commissioning witnessing.
3. Memorandum summarizing startup and commissioning observations.

*Assumptions*

- Contractor will be responsible for all materials, equipment, and specialty contractors/vendors required for the startup and commissioning phase.
- On site training for CCWD operators will occur at the project site and all training materials will be provided by the Contractor.
- Contractor is responsible for ensuring all vendors are present and perform all required checkout installation verification prior to scheduling the startup and commissioning.
- Startup and commissioning will occur within assumed 24 month active construction window.

#### Task 4: Project Closeout

F&L will provide the following tasks:

- Perform final walkthrough to verify that all punch list items have been completed.
- Verify that all spare parts and materials required by the contract documents have been delivered to the Site and safely stored.
- Prepare final pay application including verify Final Conditional Lien Release is provided by the contractor.
- Prepare Notice of Completion for CCWD use to file with San Mateo County.
- Review equipment vendor provided operation and maintenance manuals.
- Verify all permit conditions have been met.

#### *Deliverables*

1. Comments on contractor startup and commission plan.
2. Field reports from startup and commissioning witnessing.
3. Memorandum summarizing startup and commissioning observations.

#### *Assumptions*

- CCWD will be responsible for filing the Notice of Completion with San Mateo County.
- CCWD will process final payment and retention release no sooner than 30 days following date of recordation of the Notice of Completion.

### **COMPENSATION**

F&L proposes to provide its services on a time and materials basis with a not to exceed fee of \$566,600 in accordance with our Charge Rate Schedule dated January 1, 2021. Table 1 included as an attachment to this proposal provides the estimated level of effort by task.

Ms. Mary Rogren (Coastside County Water District)

Page 14 of 14

May 20, 2021

In reviewing our proposal, F&L believes that CCWD brings the level of experience and local presence that we understand to be desired by CCWD. We have proposed the staff that will be able to work collaboratively with both CCWD and HDR to oversee and manage the construction project to meet the desired schedule and within budget.

Please contact Jeff at (650) 619-3226 or [tarantino@freyerlaureta.com](mailto:tarantino@freyerlaureta.com) with any questions or comments on this proposal. We look forward to discussing our proposal with you and support CCWD on this important project.

Sincerely,

**FREYER & LAURETA, INC.**



Jeffrey J. Tarantino, P.E.  
Vice President



Josh Kimbrell, P.E., QSD/P  
Associate Principal

Cc: Joanne Yau (Freyer & Laureta, Inc.)

Attachments

Table 1: Estimated Budget for Construction Management Services

Attachment A: Key Personnel Resumes

Attachment B: Charge Rate Schedule dated January 1, 2021.

**TABLE 1**  
**ESTIMATED BUDGET FOR CONSTRUCTION MANAGEMENT SERVICES**  
**Nunes Water Treatment Plan Modifications Project**  
 Coastside County Water District, Half Moon Bay, California

TASKS	ESTIMATED LABOR (Hours)				TOTAL LABOR COST (\$)	EXPENSES AND ADMINISTRATION				ESTIMATED COST	
	Personnel & Rates (\$/hr)					UNIT	QNTY	UNIT COST (\$)	10% MARKUP (\$)	TOTAL COST PER ITEM (\$)	SUB TOTALS (\$ (1))
	Administrative	Resident Engineer	Construction Manager	Principal-in-Charge							
	\$90	\$155	\$220	\$235							
<b>Task 1 - Construction Management</b>											
Set up document management	40	20	8	1	\$8,695					\$8,695	
Prepare for and administer preconstruction meeting		8	4	2	\$2,590					\$2,590	
Manage Submittal Process (Assume 4 hours per week for first 6 months)	96	96	40	8	\$34,200					\$34,200	
Manage RFI process (Assume 2 hours per week for 24 months)	192	192	80	8	\$66,520					\$66,520	
Review Baseline schedule and weekly schedule review (Assume 1 hour per week average)			104	8	\$24,760					\$24,760	
Perform three, half day site visits per week		1,248			\$193,440					\$193,440	
Additional site visits allowance			80	8	\$19,480					\$19,480	
Prepare weekly meeting agendas and minutes (Assume 1 hour per week for 100 weeks)	100	100			\$24,500					\$24,500	
Attend weekly meetings		100	100	40	\$46,900					\$46,900	
Prepare weekly statement of work days	96		16		\$12,160					\$12,160	
Prepare and manage punch list		40	8	1	\$8,195					\$8,195	
Allowance for Specialty Inspection and Testing						Is	1	\$50,000	\$5,000	\$55,000	
Subtotal Labor Hours - Task 1	524	1,804	440	76	\$441,440					Estimated Cost - Task 1	\$496,400
<b>Task 2 - Contract Payment Management</b>											
Review monthly pay applications (Assume 2 hours per month for 24 months)		48	24		\$12,720					\$12,720	
Coordinate with client		40	40		\$15,000					\$15,000	
Manage contract price tracking	80		40		\$16,000					\$16,000	
Subtotal Labor Hours - Task 2	80	88	104		\$43,720					Estimated Cost - Task 2	\$43,700
<b>Task 3 - Startup and Commissioning</b>											
Review startup and commissioning plan			4	2	\$1,350					\$1,350	
Assist CCWD to coordinate with SWRCB			4	4	\$1,820					\$1,820	
Coordinate with HDR and CCWD			4	4	\$1,820					\$1,820	
Witness startup and commissioning	40	40			\$15,000					\$15,000	
Subtotal Labor Hours - Task 3	40	40	52	10	\$19,990					Estimated Cost - Task 3	\$20,000
<b>Task 4 - Project Closeout</b>											
Final Walkthrough		4	4	4	\$2,440					\$2,440	
Review O&M manual submittals		8	8		\$3,000					\$3,000	
Prepare Notice of Completion		4	2		\$1,060					\$1,060	
Subtotal Labor Hours - Task 4		16	14	4	\$6,500					Estimated Cost - Task 4	\$6,500
<b>Total Labor Hours</b>	<b>604</b>	<b>1948</b>	<b>610</b>	<b>90</b>	<b>\$511,650</b>					<b>Total Estimated Cost</b>	<b>\$566,600</b>

**Notes**

(1) Totals rounded to nearest \$100.

**ATTACHMENT A**  
**KEY PERSONNEL RESUMES**



**FREYER &  
LAURETA, INC.**

CIVIL ENGINEERS · SURVEYORS · CONSTRUCTION MANAGERS

## **Jeffrey J. Tarantino, P.E. Vice-President**

*Education:* Bachelor of Science in Civil Engineering  
Santa Clara University

*Professional Qualification:* Registered Civil Engineer – California No. 63936

**Mr. Tarantino** has extensive experience in civil engineering design and construction that has been developed during his 20 years of civil and environmental work experience. Mr. Tarantino has served as project manager on numerous program management, planning, design, permitting and construction management projects. His project experience includes civil site development, water supply treatment and distribution, wastewater treatment and collection, water reuse treatment and distribution, flood control, groundwater extraction and treatment systems, and water quality. Mr. Tarantino serves as the primary point of contact with permitting and environmental resources agencies on behalf of clients to facilitate open dialogue with the agencies. Mr. Tarantino has demonstrated a unique ability to assist clients to bridge technical and non-technical challenges to deliver multi-beneficial projects within budget and on schedule. A representative sampling of past and current projects includes:

### **Development and Campus Projects**

UCSF, Minnesota Street Student Housing  
UCSF, Campus Wide Technical Criteria Development  
1000 Channel Street (SF) Owner, One Mission Bay  
Uber Headquarters, 1455 and 1515 Third Street  
TNDC, Candlestick Block 10A  
Alexandria Real Estate Equities (ARE), 1450 Owens

UC Berkeley, Berkeley Way Project  
UCSF, Weill Institute for Neuroscience  
Mission Bay, Park P2-P8  
Mission Bay, Park P3  
TNDC, 681 Florida Street  
ARE, Confidential Site (San Mateo County)

### **Infrastructure Projects**

City of Burlingame, Water Distribution  
Valley of the Moon Water District, Water Distribution  
City of Calistoga, Water Treatment  
Mission Bay, Wastewater Collection  
City of Pacifica, Wastewater Collection  
Town of Hillsborough, Creek Stabilization  
UCSF, 2nd Parcel Infrastructure

Town of Hillsborough, Water Distribution  
City of San Mateo, Wastewater Collection  
Coastside County Water District, Water Distribution  
City of Burlingame, Storm Drain Collection  
City of Pacifica, Stormwater Collection  
City of San Mateo, Stormwater Collection  
UCSF, Surcharge Removal

### **Environmental Projects**

SLAC National Laboratories, Groundwater Treatment  
Aircraft Service International Group, Groundwater Treatment

City of Emeryville, Soil Remediation  
Peninsula Open Space Trust, Soil Remediation

Phone: 415-534-7070  
Fax: 650-344-9920  
E-mail: [tarantino@freyerlaureta.com](mailto:tarantino@freyerlaureta.com)

150 Executive Park Boulevard, Suite 4200  
San Francisco, CA 94134



## **Josh Kimbrell, PE, QSD/QSP, LEED Green Associate** **Senior Project Manager**

*Education:* Bachelor of Science in Civil Engineering  
Santa Clara University, Santa Clara, California

*Professional Qualification:* Registered Civil Engineer – California No. 77666

Qualified SWPPP Developer/Qualified SWPPP Practitioner – Certificate No. 00991  
LEED Green Associate

**Mr. Kimbrell** has over 13 years of experience in civil design, project management, construction management, program management, cost estimating, and preparation of construction documents for public infrastructure and private development projects. His areas of expertise include infrastructure design, hydrology/hydraulics, low impact development, storm-water management/compliance, land development, grading, and AutoCAD Civil 3D. He has served as project manager and engineer on a wide range of project types including:

- Municipal Water, Stormwater, and Sewer Design Projects
- University and Life Science Campus Development and Infrastructure Projects
- Water Treatment Plant and Pump Station Improvement Projects
- Mixed-use and Residential Urban and Suburban Developments and Master Planning
- Streetscape and Surface Improvements including Parking Lots, Roadways, Sidewalks, and Stormwater Treatment
- ADA Accessible Walkways and Curb Ramps
- Park Projects including Water Services, Grading, and Drainage

Some of Mr. Kimbrell's past and current **Projects include:**

### **Campus and Land Development Projects**

UCSF Mission Bay 2nd Parcel Infrastructure  
UCSF Mission Bay Childcare Center  
Zuckerberg San Francisco General Hospital  
681 Florida Street Family Housing, San Francisco  
The Cove at Oyster Point, So. San Francisco  
LinkedIn Campus Exterior Improvements, Sunnyvale  
3045 & 2747 Park Blvd, Palo Alto  
1 Henry Adams, San Francisco

UCSF Minnesota Street Student and Trainee Housing  
UCSF Campus Wide Trip Hazard Reduction Project  
UCSF Northwest Parking Lots and EV Charging Project  
1450 Owens Street, San Francisco  
Genentech, Misc. Projects, So. San Francisco  
Hewlett Packard Exterior Improvements, Palo Alto  
East Bay BMW, Pleasanton  
Candlestick Point/Hunters Point Master Plans, San Francisco

### **Public Works and Municipal Infrastructure Projects**

Treasure Island Stage 2/3 Streets & Infrastructure  
Treasure Island Utility Conditions Assessment  
Parking Lot Improvements, City of Burlingame  
Pump Station Valves, Silicon Valley Clean Water  
Sanchez Lagoon Storm Drains, City of Burlingame  
Waterline Replacement Projects, City of Burlingame  
John Daly Blvd Complete Streets, City of Daly City  
Arlington Sanitary Sewer, City of Berkeley  
Denniston Treatment Plant, Coastside County Water  
Wet Weather Flow, Sewer Authority Mid-Coastside

Crespi/Hwy 1 Sewer Repair, City of Pacifica  
Storm Drain Improvements, City of Burlingame  
San Francisquito Creek Sewer, East Palo Alto Sanitary District  
El Granada Generators, Coastside County Water  
El Portal/Trousdale Creek Repair, City of Burlingame  
Oak Springs Stormwater Improvements, City of Orinda  
Werder & Destination Parks, City of Foster City  
Burlingame Ave Streetscape, City of Burlingame  
Nunes Treatment Plant, Coastside County Water District  
Kimball Treatment Plant, City of Calistoga

**ATTACHMENT B**

**CHARGE RATE SCHEDULE DATED JANUARY 1, 2021**

## CHARGE RATE SCHEDULE

*Effective 1/1/21*

**Professional and technical services** of Freyer & Laureta, Inc. Staff are provided on a fixed fee or an hourly rate basis as follows:

### FIXED FEE

Where a definitive scope of work can be established, many of our clients prefer that a specific fee be agreed upon in advance. Billings are submitted monthly based upon percent complete as of the last accounting day of the month.

### HOURLY RATE

Applicable to Plan Preparation, Design and Report services where the scope of work must remain open. Freyer & Laureta, Inc. utilizes the following hourly charge rate basis for billing purposes.

Production Aide - Clerical	\$ 90.00
Drafter I - Technical Typist - Survey Tech II	\$ 95.00
Drafter II - Word Processor	\$100.00
Engineering Tech I - Drafter III	\$ 110.00
Staff Engineer I - Engineering Tech II - Survey Tech III	\$ 130.00
Staff Engineer II - Engineering Tech III - Survey Tech IV	\$ 135.00
Staff Engineer III - Senior Engineering Tech	\$ 140.00
Staff Engineer IV - Survey Tech V – Construction Inspector	\$ 155.00
Associate Engineer - Associate Surveyor (L.L.S.)	\$ 170.00
Senior Engineer - Construction Manager	\$ 180.00
Senior Construction Inspector	\$ 180.00
Project Manager – Principal Surveyor (L.L.S.)	\$ 195.00
Senior Project Manager – Principal Surveyor (L.L.S)	\$ 210.00
Associate Principal	\$ 220.00
Principal	\$ 235.00
Forensic Engineering	\$ 330.00
Deposition and Court Appearance	\$ 415.00

Subconsultant, Reproduction, Printing, Travel, Mailing and Delivery - Cost plus 10%

**Interest Charge** - Billings are due and payable within 30 days. A monthly interest charge equal to the Federal Discount Rate plus 5% will be applied on the next billing beyond the 30-day payment period.

The foregoing Charge Rate Schedule is incorporated into the Agreement for the Services of Freyer & Laureta, Inc. and may be updated annually.

**STAFF REPORT**

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

**From: James Derbin, Superintendent of Operations**

**Via: Mary Rogren, General Manager**

**Agenda: June 8, 2021**

**Date: June 4, 2021**

**Subject: Award of Contract for Engineering Services During Construction to HDR Engineering, Inc. for the Nunes Water Treatment Plant Improvement Project.**

---

**Recommendation:**

Authorize the General Manager to enter into a professional services agreement with HDR Engineering, Inc. ("HDR") to provide Engineering Services During Construction for the Nunes Water Treatment Plant Improvement Project for a not to exceed amount of \$241,906.

**Background:**

In early 2020, the Board approved a contract with HDR Engineering, Inc. ("HDR") for a Basis of Design Report and later awarded a contract for a Detailed Design of the necessary upgrades to the Nunes facility. The 100% Detailed Design was completed in January 2021. This project includes the following needed improvements/upgrades:

- Filter improvements to four existing filters including media replacement, underdrain replacement, addition of air scour system and blowers, new filter-to-waste pumps and piping, and associated electrical/instrumentation improvements.
- Addition of a new plate settler sedimentation basin and associated electrical/instrumentation work.
- Chemical system improvements including the addition of a caustic soda bulk tank and transfer pump.
- Concrete repair and coating for the filters and existing clearwell.
- Other process improvements including replacement and addition of valves, flowmeters, and misc. piping.
- Civil improvements including a soil-nail retaining wall, asphalt pavement, aggregate based access road, site drainage and grading.

**STAFF REPORT**

**Agenda: June 8, 2021**

**Subject: Nunes Upgrades ESDC Award HDR**

**Page Two**

- Electrical improvements including addition of a new MCC and miscellaneous electrical improvements.

This comprehensive project will provide extensive rehabilitation and upgrades to over 25% of the Nunes Facility and will serve the District's customers for several decades into the future. At the May 2021 Board Meeting, the Board of Directors awarded the construction contract to the low bidder, Ranger Pipeline, Inc. in the amount of \$8,340,000.

Staff solicited a proposal from HDR for Engineering Services During Construction to support the construction of the Nunes Water Treatment Plant Improvements Project. Staff feels that HDR would be the best fit to support the District with the Engineering Services During Construction since the design engineers are so familiar with the project and have vast experience with these services on similar sized projects. See Attachment A for a copy of the HDR proposal.

**Fiscal Impact:**

Funding for the Nunes Water Treatment Plant Improvement Project is included in the Fiscal Year 2020/2021 to Fiscal Year 2029/2030 Capital Improvement Program Budget in the amount of \$7,600,000. This project will take 24 months to complete, and the costs will be spread over FY 2020/2021 through FY 2022/2023.



May 19, 2021

Mr. James Derbin  
Coastside County Water District  
766 Main Street  
Half Moon Bay, CA 94019

**RE: HDR's Proposal for the Nunes Water Treatment Plant Upgrades Project –  
Engineering Services During Construction**

Dear Mr. Derbin:

HDR is pleased to present this proposal to provide engineering services during construction for upgrades to the Nunes Water Treatment Plant, which includes:

- A new sedimentation basin
- Recommended filter upgrades
- Caustic soda storage tank system
- Clearwell upgrades
- Miscellaneous electrical and mechanical improvements

Our proposed scope of work, schedule, and budget are presented below.

## Scope of Work

### Task 1 - Preconstruction Meeting

HDR will attend the two-hour pre-construction meeting and assist the District with initiation of the construction phase. The meeting will be attended by three HDR engineers (Project Manager, Project Engineer, and Staff Engineer) in person.

### Task 2 - Contract Clarifications

HDR will answer questions and provide written interpretations of the requirements of the contract documents, and evaluate the acceptability of substitute materials and equipment.

**Deliverables:** Up to 50 clarifications or responses to requests for information (RFIs).

### **Task 3 - Submittal Reviews**

HDR will review the contractor's submittals, including shop drawings and operations and maintenance (O&M) manuals, for conformance with the contract documents.

HDR will not be responsible for consultation or other services relating to construction means and methods, construction site safety, or labor compliance (including certified payroll)

**Deliverables:** Up to 70 submittal and 30 resubmittals reviews, and submittal log.

### **Task 4 - Contract Change Orders and Potential Changes**

HDR will review potential contract change orders (PCOs) and other potential project changes prepared by the contractor. PCOs that are found to be applicable will be forwarded to the District for review and approval.

**Deliverables:** Up to six potential change items and three change orders.

### **Task 5 - Site Visits/Construction Meetings**

HDR will visit the construction site to assist the District with reviewing the acceptability of the work and resolving field problems. It is assumed that District personnel will be available to co-attend these meetings. The budget for this task is based on up to 24 construction meetings to cover the monthly progress meetings for the duration of the project, including HDR's attendance for the final construction completion meeting. The meetings will be attended by one HDR engineer (Project Engineer) in person for 12 meetings and attended virtually for 12 meetings.

### **Task 6 - Startup and Testing, and Project Closeout**

HDR will oversee facility startup and testing, and help address operational problems identified during startup. HDR and the District will jointly conduct a final inspection prior to startup, and HDR will prepare the final punch list for the District's review and approval prior to submitting it to the contractor for completion of the identified items. The District will process the project closeout documentation, including any release of retentions and bonds, and the Notice of Completion. The level of effort also includes one final inspection walkthrough attended by up to four HDR engineers (Project Manager, Project Engineer, Structural Engineer, and Electrical Engineer)

**Deliverables:** One copy of a final inspection punch list, and one copy of a final startup testing and acceptance report in PDF format.

### **Task 7 - As-Built/Record Drawings**

HDR will provide final record drawings based on the contractor prepared as-built drawings. HDR will rely solely on the information provided by the contractor field mark-ups as the basis for preparing the record drawings.

**Deliverables:** AutoCAD and PDF of as-built drawings.

Mr. James Derbin  
May 19, 2021  
Page 3

### **Task 8 – Operations Plan Update**

HDR will update the existing Operations Plan to submit for Department of Drinking Water (DDW) approval. The existing document will be updated to include the new processes and updates to existing processes that will be installed as part of the Upgrades.

As required by DDW, the updated operations plan will include a control of the plant's performance monitoring program, unit process equipment maintenance program, filter media inspection program, operating personnel information, information on unit process operation, chemical dosing procedures, emergency response procedures and reliability features

**Deliverables:** Updated Operations Plan

### **Task 8 - Project Management**

HDR will provide project management for the duration of the project, which includes preparation of monthly invoices.

## **Schedule**

We anticipate receiving the notice to proceed for construction in May 2021, and project completion by June 2023.

## **Compensation**

Table 1 shows the estimated work effort and cost to perform the scope of work described above. Our 2021 time and materials rate sheet is also attached.

If you have any questions, please do not hesitate to contact project manager Rich Stratton at (916) 817-4819 or Rich.Stratton@hdrinc.com.

Sincerely,  
HDR ENGINEERING, INC.



Holly L.L. Kennedy, PE (CA)  
Senior Vice President



Richard G. Stratton, PE (CA)  
Project Manager

**Table 1 - Estimated Work Effort and Cost**

Coastside County Water District

*Nunes Water Treatment Plant Upgrades Project – Engineering Services During Construction*

Task No.	Task Description	Project Mgr	Project Engr	Staff Engr	Arch	Elec Engr	Struct Engr	Geotech Engineer	CADD Tech	Project Controller	Project Admin	Total HDR Labor Hours	Total HDR Labor (\$)	Total HDR Expenses (\$)	Total Cost (\$)
1	Preconstruction Meeting	4	6	8								18	\$3,947	\$200	\$4,147
2	Contract Clarifications (up to 50 RFIs)	4	40	88	4	63	63	4			25	290	\$54,716		\$54,716
3	Submittal Reviews (up to 75 Submittals )	4	32	188	4	94	94	4			35	454	\$81,959		\$81,959
4	Contract Change Orders (up to 3) and Potential Changes (up to 6)	6	8	32		16	16				9	86	\$16,249		\$16,249
5	Site Visits/Construction Meetings (up to 24)		84									84	\$18,423	\$920	\$19,343
6	Startup and Testing, and Project Closeout	12	12	20		16	12					72	\$15,897	\$200	\$16,097
7	As-Built/Record Drawings			30					115			145	\$21,305	\$100	\$21,405
8	Operations Plan Update	8		64						8		80	\$13,140	\$100	\$13,240
9	Project Management	12	24							48		84	\$14,750		\$14,750
<b>COLUMN TOTALS</b>		<b>50</b>	<b>206</b>	<b>429</b>	<b>8</b>	<b>188</b>	<b>184</b>	<b>8</b>	<b>115</b>	<b>56</b>	<b>69</b>	<b>1,313</b>	<b>\$240,386</b>	<b>\$1,520</b>	<b>\$241,906</b>

**HDR Engineering, Inc.**

**RATE SCHEDULE**

January 2021 to December 2021

Technical Specialist 5	\$330 to \$390
Technical Specialist 4	\$280 to \$330
Technical Specialist 3	\$240 to \$280
Technical Specialist 2	\$190 to \$240
Technical Specialist 1	\$150 to \$190
Engineer 5	\$300 to \$370
Engineer 4	\$250 to \$300
Engineer 3	\$190 to \$250
Engineer 2	\$150 to \$190
Engineer 1	\$100 to \$150
CAD/GIS Technician 1	\$100 to \$130
CAD/GIS Technician 2	\$130 to \$180
CAD/GIS Technician 3	\$180 to \$230
Project Controller	\$100 to \$170
Project Coordinator	\$90 to \$140

*Rates include current overhead rate plus profit and are adjusted by an average of 4% annually on January 1<sup>st</sup>*

**EXPENSES**

**In-House Expenses**

Vehicle Mileage (per mile)	Current Federal Travel Regulation (FTR)
Other Travel (e.g., airfare, fuel charges, parking, ride share, lodging, meals, rental/leased vehicle, etc)	at cost
Black/White Photocopies (per copy)	\$0.05 to \$0.09
Color Copy (per copy)	\$0.15 to \$0.30
Bond Plotting – Black/White (per square foot)	\$0.15
Bond Plotting – Color (per square foot)	\$0.90

Please note that expenses and subconsultants are charged with a five percent markup.

**STAFF REPORT**

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

**From: Mary Rogren, General Manager**

**Agenda: June 8, 2021**

**Date: June 4, 2021**

**Subject: Award of Contract – Nunes Fuel Tank Replacement Project**

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**Recommendation:**

Authorize the General Manager to enter into a contractual agreement with Blue1 Energy Equipment to replace the existing 1,000-gallon diesel Aboveground Storage Tank (AST) located at the Nunes Water Treatment Plant with a split tank that holds 5,000 gallons of diesel and 1,000 gallons of unleaded fuel for a not to exceed amount of \$159,867.

**Background:**

The District currently has a 1,000-gallon diesel fuel tank that would allow the District to withstand a power outage of 3-5 days maximum. This tank supplies fuel for generators for critical infrastructure including (2) water treatment plants, (7) generators located at (6) key water tank/PS sites and (1) booster pump station, as well as for the District's emergency vehicles and equipment. Staff identified the need to increase the District's diesel fuel storage from 1,000 to 5,000 gallons and to add a 1,000 gallons of unleaded fuel storage allowing the District to operate 15-20+ days in a PSPS event or emergency. These additions will be an important enhancement to the District's emergency preparedness and resiliency.

In October of 2020, staff applied for a California Office of Emergency Services (CalOES) Fiscal Year (FY) 2020 Community Power Resiliency Allocation Special Districts Program Grant to enhance the Districts emergency preparedness for Pacific Gas and Electric (PGE) Public Safety Power Shutoff (PSPS) events.

In March of 2021, staff was notified that the District's grant application was accepted for \$202,431 to replace the existing AST with a larger split tank for diesel and unleaded fuel storage. The CalOES grant check has already been issued and the work must be completed by March 31, 2022.

**STAFF REPORT**

**Agenda: June 8, 2021**

**Subject: Award of Contract-Nunes Fuel Storage**

Page Two

Staff has solicited a proposal from a Sourcewell Contractor, Blue1 Energy Equipment, for this work. Sourcewell is a Joint Powers Authority that serves government agencies with competitive bidding contract pricing to the member agencies for a variety of equipment and services. See Attachment A for a copy of the Blue1 Energy Equipment quote and Attachment B for information about the Sourcewell bid solicitation process.

The lead time for the AST is 20 weeks and it will take 2 weeks to complete the site work. A temporary diesel storage tank will be provided by the contractor to serve the emergency generators in the event that there is a power outage during construction.

**Fiscal Impact:**

Funding for this project is covered by the CalOES grant in the amount of \$202,431. The remaining funds from the CalOES grant will be used for Risk and Resilience Assessment and Emergency Response Plan consulting support and miscellaneous emergency supplies.



June 2, 2021

Sourcewell Contract #092920-TAN

Mr. James Derbin  
Superintendent of Operations  
Coastside County Water District

Thank you for your interest in Blue1 Energy Equipment. We are pleased to offer you the following Aboveground Fireguard Tank System & Installation Sourcewell proposal for your Lewis Foster facility in Half Moon Bay, CA through our Contract #092920-TAN. We pride ourselves in engineering systems with the highest quality features that are designed for operations such as yours.

**6,000 Gallon Rectangular Fireguard AST UL2085 Split 5K Diesel / 1K Gas System - \$59,129.00**

- 6K double-wall, Rectangular UL2085 Fireguard Aboveground Storage Tank system
- Exterior sandblasted and Self-Priming Polyurethane finish.
- Tank trim include Morrison # 244M (8") emergency vent, #354 (3") updraft vent for diesel, pressure vacuum vent for gas, #818 clock gauge w/ dial face.
- Fill assembly includes Morrison 5 gallon Tank top spill container, #9095AA Morrison Carb/EVR Overfill prevention valve & drop tube w/ 2" dry disconnect for Gas and #9095AA Overfill prevention valve with drop tube & 2" Camlock for diesel.
- Fill Rite 713V 18GPM pump for gas, 35GPM pump for diesel. Two EBW 1.5" shear valves
- Two Fill Rite 902 series meter cabinets
- 3/4" x 18' Hose assembly with 8" whip hose, re-connectable swivel breakaway, OPW 11AP nozzle for gas
- 1" x 18' Hose assembly with 8" whip hose, re-connectable swivel breakaway, OPW 7H nozzle for diesel
- Two High Hose Retractor assemblies
- NFPA decal package
- Factory installed Morrison #724 interstitial site gauge.
- Side Mounted ladder
- All items factory installed and pre-wired to single J-box for field connections

**AST Freight to Half Moon Bay, CA - \$4,431.00**

**Installation Services: \$75,740.00**

- Obtain Permits to include Building, Fire, CUPA, & BAAQMD.
  - \*Coastside Water to pay permitting fees
- Arrive on site.
- Supply temporary tank for use during tank replacement. Hookup temp connections for emergency use with Genset.
  - Coastside water responsible for fuel to be delivered
- Ensure existing tank is empty.
- Triple rinse tank and deem non-haz and dispose of tank.
- Prepare area for new tank.
- Set new tank with crane.
- Hook up existing electrical to the new system.
- Install all supplied tank trim accessories.
- Install all tank decals.
- Replace rusted pipe and fittings to building exterior, approximately 20'.
- Assist with first fuel drop and purge lines for pumps.
- Start-up & Training of local personnel.
- Clean work areas.



**Option: Fuel Cloud Fuel Management System- \$9,139**

- Fuel Cloud UL Site Management System Box
- LINK module for additional hose positions
- Kiosk mounting and authorization
- Fill Rite Pulsar adder for integrations
- \*Monthly service fee billed directly from Fuel Cloud, \$85 / mo. Upon start-up of system

**Notes & Exclusions:**

- All labor is quoted using prevailing wage.
- Any work not detailed in scope above will be additional.
- Any unusual excavating conditions encountered in connection with the above work such as rock, water, electrical lines, gas lines, sewer lines, pipes, etc. is subject to additional charges to be agreed upon by the parties here to. We assume no responsibility for the damage or repair of the above items.
- If Engineered drawings are required for permitting, that will be additional charge estimated at \$7,350.00.
- If monitoring certification required by local AHJ, additional estimate of \$3,842.00.
- Assumes no new piping needed to generator day tank.

Sourcewell Part Number	Description	QTY	Price Each	Extended Price
EZ-6000FG	6,000 Gal Split Fireguard tank & accessories	1	\$59,129.00	\$59,129.00
EZ-HRS	Labor & Materials for Installation Services	1	\$75,740.00	\$75,740.00
TAX	Local tax on Equipment only 9.25%	1	\$5,469.43	\$5,469.43
EZ-FREIGHT	Freight on Equipment	1	\$4,431.00	\$4,431.00

**SOURCEWELL TOTAL: \$144,769.43**

**FUEL CLOUD FMS OPTION**

EZ-MARKET	Fuel Cloud FMS	1	\$9,139.00	\$9,139.00
EZ-HRS	Labor & Materials for Install & Start-up of FMS	1	\$5,122.00	\$5,122.00
TAX	Local tax on Equipment only 9.25%	1	\$836.11	\$836.11

**SOURCEWELL TOTAL: \$15,097.11**

Standard Blue1 Energy Equipment / Sourcewell terms and conditions apply. Pricing does not include engineered stamped drawings.

**Blue1 Energy Equipment**

**Coastside Water District**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title** **Date**

\_\_\_\_\_  
**Title** **Date**

## Solicitation Process

While it is the desire of Sourcewell to meet our members' procurement requirements, it is ultimately our members' responsibility to interpret local purchasing laws to determine their own ability to access and utilize Sourcewell contracts.

Our rigorous request for proposal (RFP) process is continuously being refined to meet the changing needs of our members. The desired result is a national, competitively solicited procurement and contract process that is not only valued by members but meets or exceeds their requirements—offering exceptional products and services from nationally acclaimed vendors.

### 1. Identify Member Needs and Research Solutions

Sourcewell identifies areas of need through daily member interactions and advisory committees, then researches the best approach for each offering.

### 2. Seek Authorization from Sourcewell's Board of Directors

After establishing the existence of member needs and a viable industry solution, permission from the publicly elected Sourcewell Board of Directors is sought to officially begin the development of the solicitation and overall procurement process.

### 3. Draft Solicitation, Public Advertisement, and Notice

Our solicitation document is the cornerstone of cooperative contract purchasing. The consistency of the solicitation document, its response forms and evaluation criteria, are some of our greatest assets.

Sourcewell advertises each RFP:

- In print and online: [Salt Lake News](#) (Utah), [USA Today](#) (National), [Daily Journal of Commerce](#) (Oregon), [The State](#) (South Carolina)
- On the Sourcewell website
- On e-commerce sites: [Biddingo](#), [MERX](#), [Onvia](#), [PublicPurchase](#)

We also notify each state procurement department for re-posting of the solicitation within their system at their option.

### 4. Conduct Pre-Proposal Conference, Followed by Receipt of Responses

Proposers are typically given five to six weeks from the advertisement of the RFP to respond. A Pre-Proposal Conference is conducted to answer questions and provide clarification. An addendum may be issued as necessary.

For accuracy, Sourcewell time and date stamps each Proposal immediately upon receipt at our office in Staples, MN. Sourcewell conducts a public opening of the proposals received at the time, date, and place specified in the RFP.

### 5. Evaluate Responses

Evaluation begins at the proposal opening by determining the responsiveness of each proposal. The final evaluation is conducted using the "Proposal Evaluation" form defined in the RFP (Form G). [Click here for an example.](#)

### 6. Provide Recommendation to Chief Procurement Officer (CPO)

Recommendations of the evaluation committee are presented to the CPO for final review and possible award. The CPO has the final authority to issue or deny a procurement contract.

### 7. Award Vendors

Upon approval by the CPO, the recommended vendor is awarded a four-year contract term with the potential for an additional one-year extension at the discretion of Sourcewell. The Procurement Department sends Notice of Award or Non-Award to all respondents via email.

**8. Posting and Reviewing Approved Contract Documents**

A complete procurement file is maintained by Sourcewell, and contract documentation is posted on our website for review by our members and are periodically reviewed for compliance and effectiveness. Vendors are allowed to seek price and product changes upon the approval from Sourcewell.

## **STAFF REPORT**

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

**From:** Mary Rogren, General Manager

**Agenda:** June 8, 2021

### **Report**

**Date:** June 4, 2021

**Subject:** Approve Salary Schedule with a Cost-of-Living Adjustment Increase for FY2021-2022 effective July 1, 2021

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### **Recommendation:**

Approval of Salary Schedule with a Cost-of-Living Adjustment increase for FY2021-2022 effective July 1, 2021.

### **Background:**

CalPERS requires Board approval of the salary schedule. The proposed schedule reflects a 1.8% Cost-of-Living Adjustment based upon the change in the Consumer Price Index - Urban Wage Earners and Clerical Workers - San Francisco-Oakland-San Jose, CA from February to February.

**COASTSIDE COUNTY WATER DISTRICT  
SALARY SCHEDULE FOR FISCAL YEAR 2020-2021  
EFFECTIVE: July 1, 2021  
(Reflects 1.8% COLA\*)**

JOB TITLE	HOURLY RANGE BOTTOM	ANNUAL	HOURLY RANGE TOP	ANNUAL
<b>MANAGEMENT</b>				
GENERAL MANAGER				\$ 239,994
SUPERINTENDENT OF OPERATIONS		\$ 142,367		\$ 173,474
<b>ADMINISTRATIVE</b>				
ADMINISTRATIVE ASSISTANT	\$ 44.497	\$ 92,554	\$ 54.215	\$ 112,767
OFFICE MANAGER	\$ 48.235	\$ 100,329	\$ 58.771	\$ 122,244
ACCOUNTING MANAGER	\$ 48.235	\$ 100,329	\$ 58.771	\$ 122,244
CUSTOMER SERVICE SPECIALIST I	\$ 30.321	\$ 63,068	\$ 36.943	\$ 76,841
CUSTOMER SERVICE SPECIALIST II	\$ 33.450	\$ 69,576	\$ 40.756	\$ 84,772
UTILITY BILLING SPECIALIST	\$ 40.731	\$ 84,720	\$ 49.627	\$ 103,224
WATER RESOURCE ANALYST	\$ 51.072	\$ 106,230	\$ 62.227	\$ 129,432
WATER EFFICIENCY SPECIALIST	\$ 36.921	\$ 76,796	\$ 44.985	\$ 93,569
<b>OPERATIONS</b>				
DISTRIBUTION SUPERVISOR	\$ 53.479	\$ 111,236	\$ 65.158	\$ 135,529
TREATMENT PLANT SUPERVISOR	\$ 60.503	\$ 125,846	\$ 73.717	\$ 153,331
MAINTENANCE WORKER	\$ 30.321	\$ 63,068	\$ 36.943	\$ 76,841
MAINTENANCE WORKER II	\$ 31.838	\$ 66,223	\$ 38.791	\$ 80,685
TREATMENT/DISTRIBUTION OPERATOR (ASSIGNED TO DISTRIBUTION)	\$ 36.637	\$ 76,205	\$ 44.638	\$ 92,847
TREATMENT/DISTRIBUTION OPERATOR (ASSIGNED TO TREATMENT)	\$ 40.527	\$ 84,296	\$ 49.378	\$ 102,706
SR. DISTRIBUTION OPERATOR	\$ 43.960	\$ 91,437	\$ 53.561	\$ 111,407
SR. TREATMENT OPERATOR	\$ 49.657	\$ 103,287	\$ 60.502	\$ 125,844

\* Reflects CPI-W - San Francisco-Oakland-Hayward - Feb 2020 to Feb 2021

## **STAFF REPORT**

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

**From:** Mary Rogren, General Manager

**Agenda:** June 8, 2021

**Report Date:** June 4, 2021

**Subject:** California Special Districts Association (CSDA) - 2021 Board Election - Bay Area Network, Seat A

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### **Recommendation:**

Designate Coastside County Water District's vote for a candidate to serve as one of the representatives to the California Special Districts Association (CSDA) Board of Directors in the Bay Area Network, for Seat A.

### **Background:**

As a member of the California Special Districts Association, the Coastside County Water District's Board of Directors has the opportunity to participate in the Board Elections process by casting a vote for one of the candidates seeking to represent the Bay Area Network.

Attached is the CSDA mail ballot information, including candidate statements from Chad Davisson (incumbent running for re-election), Ric Lohman, and Cheryl Sudduth.

### **Fiscal Impact:**

None

## CSDA Board of Directors Election Ballot - Term 2022-2024; Seat A - Bay Area Network

### Please vote for your choice

Choose one of the following candidates:

- Chad Davisson\*
- Cheryl Sudduth
- Ric Lohman

\*Incumbent

This question is **required**. You may select **one** of the following.  
Click on any **view details** link to view more information.

Chad Davisson\* [\[view details\]](#)

Ric Lohman [\[view details\]](#)

Cheryl Sudduth [\[view details\]](#)



## 2021 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

**Name:** Chad Davisson \_\_\_\_\_

**District/Company:** Ironhouse Sanitary District \_\_\_\_\_

**Title:** General Manager \_\_\_\_\_

**Elected/Appointed/Staff:** Staff \_\_\_\_\_

**Length of Service with District:** 6-years \_\_\_\_\_

**1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):**

I am currently a Boardmember of CSDA, I serve as the Chair of the Professional Development  
Committee, am a member of the CSDA Finance Committee and serve on the SDRMA Board.

**2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):**

I have been involved with the California Assoc. of Sanitation Agencies, serving on the State Leg.  
Committee, as well as the California Water Environment Association.

**3. List local government involvement (such as LAFCo, Association of Governments, etc.):**

I have worked closely with Contra Costa LAFCo, participating in the Municipal Service Review process,  
as well as chairing the East CC County Water Management Association looking at regional Water sustainability.

**4. List civic organization involvement:**

I am on the Executive Committee for the Contra Costa Chapter of CSDA. I also serve on the Exec Committee  
of the Bay Area Consortium of Water and Wastewater Education, as well as teach college level Water and  
Wastewater Courses preparing the future industry workforce.

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**

My name is Chad Davisson. I am asking for your support in my efforts running for re-election to the CSDA Board of Directors. It has been my privilege to have spent my entire 35-year career serving California Special Districts. I have built my career in the field of water and wastewater, working for different Districts throughout California. I am currently the General Manager of Ironhouse Sanitary District in Contra Costa County.

Reflecting back on my career in Special Districts, I have had the unique opportunity to see first-hand, the value these singly focused agencies have in delivering our services efficiently and cost effectively, while maintaining the highest service levels. Building my career from entry level to executive management within Special Districts has given me both an understanding of day-to-day operational and resource needs as well as providing me with a deeper understanding of what I believe is critically important to an organization in terms of organizational culture and support of our communities.

I am passionate about issues of organizational sustainability and succession planning, fiscal responsibility and workforce diversity. As a current CSDA Board member, I am currently the chair of the Professional Development Committee and a member of the Fiscal Committee. Participation on these committees provides me the opportunity to work with the CSDA staff to develop relevant, cutting edge professional development content to educate and assist our Special District members.

Serving on the Executive Committee for the Contra Costa Chapter of CSDA, I have worked with my colleagues to interactively provide interesting, relevant content to our local Special District members on a myriad of important local issues.

Again, it has been an honor to serve on the CSDA Board and I appreciate your consideration in my re-election to a second term.

Respectfully,

Chad Davisson

General Manager, Ironhouse Sanitary District





## 2021 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Ric Lohman

District/Company: Montara Water and Sanitary District

Title: Director, Secretary

Elected/Appointed/Staff: Elected

Length of Service with District: 3 years. 13 with Granada Comm. Serv. Dist.

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Former president and current member of San Mateo County CSDA Chapter.

Attend state conferences

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

Member of ACWA, Cal-LAFCo, CASA

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Current LAFCo representative for county Special Districts. Member Coastside Sewer

Authority JPA 15 years. Former member Midcoast Community Council

4. List civic organization involvement:

Director, California State Parks Assoc., Resource Conservation District SOI Committee.

Active in County infrastructure and Sea Level Rise committees.

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**

## Candidate Statement

Ric Lohman

### Open Seat A on the BAY NETWORK Board

Dear Bay Network Colleagues,

I have a unique position in our Special Districts on the San Mateo County Coastside. I currently serve on the Montara Water and Sanitary District and manage both water and sewage issues. This area is also unique in that the three Sanitary agencies work together through a complex facilities-sharing agreement. I have served the local public in elected positions for over 25 years. These positions have been challenging, since much of our area is in San Mateo County's unincorporated region. I have had to deal with County laws and processes, demands from the City of Half Moon Bay, and the needs of our local unincorporated citizens. I have also been active in our county LAFCo for years, defending 7 attempts to merge local districts out of existence.

I feel that smaller districts have been under-represented in regional Boards, and their needs are different than the larger districts that are traditionally represented on our regional and state boards. Even though we are a small district, we still have to deal with all the larger issues, such as, affordable housing developments, sea level rise, ocean pollution, and regulators.

I would like to bring my broad political skills to our regional network and represent the often under-represented districts. I feel our smaller districts have unique issues in staffing, funding, and compliance that are often overlooked by the larger districts

I would appreciate your vote in the upcoming election.

Looking forward to seeing everyone live again in Monterey in the Fall.

Sincerely,

Ric Lohman



## 2021 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Cheryl Sudduth

District/Company: West County Wastewater

Title: Board of Directors, President

Elected/Appointed/Staff: Elected

Length of Service with District: 3 years

**1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):**

Yes; I have attended nearly all of the CSDA in-person and virtual events and workshops over the past few years.

I also attend the Contra Costa County and Alameda County quarterly meetings & events. Prior to the pandemic, I attended all in-person meetings.

**2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):**

Yes; I am actively involved with ACWA, W.E.L.L., CA-HI NAACP Statewide Environmental & Climate Justice Committee, AWWA, AWWEE and Women in Water & Wastewater,

Black Women in Science & Engineering (BWISE), Nat'l Society Hispanic Engineers, Nat'l Disability Council, CA Disability Council, CA Diversity Council

**3. List local government involvement (such as LAFCo, Association of Governments, etc.):**

Vice-Chair WCA, appointed Commissioner of the CCC Racial Justice Oversight Body, Board of Sup's Equity Task Force, Dist Atty Juvenile Justice Task Force

Community Advisory Bd: Senator Padilla (prev. Sen. Harris), Senator Feinstein, Rep. DeSaulnier, Rep. Lee, WCCUSD Parent Advisory Board, Albany Unified BPAG

**4. List civic organization involvement:**

ACLU-ABNEB Board, CCC Budget Justice Coalition SC, CC Immigration Rights Alliance SC, Racial Justice Coalition SC, Reimagine Public Safety CC SC, NAACP Legal Redress Comm

Climate Reality Project, Climate 350 Contra Costa, Contra Costa County Climate Leaders (4CL), Community for a Better Environment (CBE), Sierra Club, Sunflower Alliance

**\*\*Candidate Statement –** Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**

Cheryl Sudduth

CANDIDATE STATEMENT

At a time when our society continues to grapple with its deep ambivalence towards the freedoms, rights and humanities of people who may look, act, think and love differently from one another, there should be one constant that should never be at stake - access to clean, safe, affordable water & sewage systems. Our communities have been complacently standing by for fair treatment in a system that views equity as a *balancing* act rather than a *must* for all.

I spend my days in contracting, compliance and procurement, living my life with a strong ethical framework and approach all business and personal matters with unwavering integrity and diplomacy.

As an environmental scientist, I believe action, not talk, will help us make forward progress, which is why I lead by example. In addition to WCW Board President, I am also an ACLU Board Member, an appointed Commissioner of the CCC Racial Justice Oversight Body & Member of CA-HI Statewide Conference NAACP Environmental & Climate Justice Committee, as well as many environmental justice groups.

I am confident I possess the *right* blend of business acumen, political knowledge, technical expertise, *listening*, commUNITY involvement, relationship building, creative solution solving, consensus building, and balancing various stakeholder interests to positively serve the CSDA and it would be my honor to do so.

Throughout my career and my life, I have been unafraid to '*do the work*' - *whatever it takes* to take on righteous fights against systemic injustices. I will work tirelessly to ensure *every* Californian has access to clean, affordable water and sewage systems. *This is what I do.* The same passion, courage, humanity and commitment to justice I have carried in all of my social justice work, I will bring to this Board. *Anyone can fill a position; I am and have been committed to do the work...*

I humbly ask for your support and your vote. Gracias.

## **MONTHLY REPORT**

**To:** Mary Rogren, General Manager  
**From:** James Derbin, Superintendent of Operations  
**Agenda:** June 8, 2021  
**Report Date:** June 2, 2021

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### **Monthly Highlights**

- Denniston off on 5/11/21 for the season
- Batteries/solar panels installed at Miramontes
- District has a 3 year access permit to operate brush mower in the SFPUC watershed
- Fire break maintenance at Nunes, Alves and Cahill complete
- Cathodic protection installed on Denniston tank
- Denniston seasonal maintenance
- New Treatment Operator Chris Jones started May 24<sup>th</sup>
- Mike McDermott passed his T2 exam
- Superintendent passed CA/NV AWWA backflow tester recertification

### **Sources of Supply**

- **May Sources:**
  - Crystal Springs
  - Denniston Reservoir and wells

### **Projects**

- PGE contractor out to CSP, Denniston and Nunes facilities to evaluate full/partial rebates for replacement of florescent lighting to LEDs
- Denniston ATS's installed at Water Treatment Plant and Booster Pump Station
- EKI
  - 100% on Pilarcitos crossing replacement complete. Biological Resources Evaluation (BRE) from WRA received and forwarded with City Planning staff for review. District staff met with the City and WRA and is updating the BRE.
  - Grandview/Hwy 1 crossing design underway. Geotech field work complete.
- HDR
  - Half Moon Bay Tank 3 replacement project - evaluating size/location/cost scenarios