

LOS TRANCOS COUNTY WATER DISTRICT
NOTICE OF PUBLIC MEETING
Thursday, December 4, 2008 7:30 PM

Room 1001
Corte Madera School
4575 Alpine Rd
Portola Valley Ca



AGENDA

0) Public Comment

Members of the public may address the Board on District relevant issues not listed on the agenda. 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.

- 1) Approval of Minutes, previous meeting** (5 min)
- 2) Water Use Efficiency** – Should a resident’s water cost offset be conditional on his adoption of water use efficiency measures? If yes, which ones? Should low water users be exempted from this requirement? (30 min, Ward, Gage)
- 3) Waste water movement control** – Review scope of services from BAGG Engineering to perform consultation and geologic mapping (20 min, Uridel, Smernoff)
- 4) Lands** - Update on programs. Lake Rd encroachment permit, tracing lake drainage system, red shed restoration. (15 min, Smernoff, Krenz, Uridel)
- 5) Emergency preparation** - Fire safety initiative. (20 min, Krenz)
- 6) Leadership succession** (10 Min, Krenz, Perry)
- 7) Finances & Business** Monthly finance reports (10 Min, Krenz, Ward)
- 8) Correspondence** - as received
- 9) Set date, time, and place of next meeting.**

DRAFT PROPOSAL

TO: Los Trancos Woods Water District
455 Old Spanish Trail
Portola Valley, California 94028-8133

DATE: October 10, 2008

PROPOSAL NO: 08-240

Attn: Mr. George Smernoff
President

CLIENT: Los Trancos Woods Water District

Based on our conversations and a visit to the District area, this proposal summarizes the engineering services we are prepared to perform, and suggests contract arrangements, as follows:

TYPE OF SERVICES: Consultation and Geologic Mapping

PROJECT TITLE: Preliminary Mapping, Phase I

SITE LOCATION: Los Trancos Woods and Vista Verde
San Mateo County, California

PROJECT DESCRIPTION

The proposed project's goal for the Los Trancos County Water District would be to implement measures for controlling the stormwater runoff and surface and subsurface waste water movement within the Vista Verde and Los Trancos Woods portion of the Los Trancos watershed (including a small component of the Corte Madera Creek watershed) so as to reasonably ensure water-related public safety and health, water quality and protection of the environment.

The Phase I portion of the project will include:

- geologic mapping and assessment of district area topography, hydrology, and existing natural and engineered movement control systems

- graphical portrayal of directional flows and existing and engineered wastewater movement control systems
- identification of existing and potential wastewater movement control systems and actual/potential risks to public safety and health and/or water and habitat quality.

To support the goals of the Board, we propose to research and compile available geologic, geotechnical, and hydrologic data and present them as layered electronic maps and prints. The preliminary consultation and mapping will then allow the Board to refine its needs and place emphasis on more critical aspects of the mapping and surveying for the remaining portion of the Board's Phase I, based on these findings.

SITE CONDITIONS

The Los Trancos Woods/Vista Verde area of the Los Trancos County Water District (LTCWD) is located on the northeast facing side of the Corte Madera Ridge within a series of low lying hills along the eastern side of the Coastal Ranges. The area is located within the San Andreas fault zone, and is also identified as being within an area where previous occurrences of landslide movement, or local topographical, geologic, geotechnical, and subsurface water conditions indicate a potential for permanent ground displacements such that mitigation would be required under Public Resources Code Section 2693(c).

PURPOSE AND SCOPE OF SERVICES

The purpose of our services would be to research and compile available geologic, geotechnical, and hydrologic data and present them as layered electronic maps and prints.

In order to accomplish these purposes, we propose the scope of our services consist of the following specific tasks:

1. Research and review published and unpublished geologic and geotechnical literature pertaining to the site and vicinity to include, but not limited, to the following:
 - a. Landslide inventory maps (mapped existing and potential)
 - b. Faults and fault study zones
 - c. Watershed maps
 - d. Geologic maps
 - e. Topographic maps
 - f. Assessors and Parcel maps
 - g. Aerial Photographs
2. Correlate the collected graphical information into overlays and/or electronic layers in the same scale and orientation.
3. Identify specific areas where further research, reconnaissance, surveying, or study is required.
4. Prepare six copies of a preliminary report summarizing our findings and including a vicinity map, regional geology map, a general site plan showing notable features, map overlays (both electronic and print) summarizing the collected information, and our conclusions, opinions, and recommendations.

FEE AND BREAKDOWN:

We propose to perform the above services on a time and expense basis in accordance with the attached "Schedule of Charges" and "Terms of Agreement. Also, attached is a copy of our professional association's (ASFE) document entitled "Important Information About Your Geotechnical Engineering Proposal." On this basis, we estimate our total fee for the scope of services described above will not exceed **\$14,920**. A breakdown of this fee is presented in the following table.

Research, Report, & Supervisory Review

Project Engineer	40 hrs	\$125	\$5,000
Project Engineering Geologist (research)	40 hrs	\$135	\$5,400
Supervisory Review	2 hrs	\$160	\$320
Drafting	40 hrs	\$75	\$3,000
Reprographics	lump sum	\$1,000	\$1,000
Clerical	4 hrs	\$50	\$200

ESTIMATED TOTAL FEE

\$14,920

SCHEDULE

Our research and review will commence once the project has been approved. We anticipate up to a week of standby time or delivery time for maps, based on their availability for review and/or shipping from local, state, and federal agencies. Site reconnaissance will be conducted as necessary to check the site features. Thus, we anticipate a report could be completed in about five to six weeks after receiving your authorization to proceed.

LIMITATIONS

We will collect data that has been published by others, and is available to the general public. As such, we cannot warranty the information they present, such as actual and potential landslides, faulting and fault tracing, and other potential hazards. Most of these maps are published for the purpose of assisting local jurisdictions in fulfilling their responsibilities for protecting the public safety and ensuring investigation and mitigation measures are performed in accordance with the requirements of the reviewing agencies. Also, the above scope of work and fees do not include any geologic and geotechnical services that may be required by the permitting agency to investigate or assess the hazards.

It should be noted that these services are to collect preliminary information to further the Phase I portion of the project. Once the preliminary information has been gathered, and a more defined direction and emphasis on more critical aspects of the mapping and surveying for the remaining portion of the Board's Phase I have been determined, we can proceed with the remaining portion of Phase I. These services would be provided under the same Terms of Agreement attached to this proposal, and an estimate of fees for these services can be provided at a later date, once the scope is better known.

Thank you for the opportunity to submit this proposal. If the content of this proposal meets your approval, please sign and return one executed copy for our files to indicate acceptance of this proposal and its attachments.

Very Truly Yours
BAGG Engineers

Alan O'Driscoll
Principal

Damon C. Lai, P.E.
Project Engineer

Attachment: ASFE Informational Document
BAGG's Schedule of Charges (08/08)
Terms of Agreement (2/02)

THE ABOVE PROPOSAL AND ALL ENCLOSURES HAVE BEEN READ AND UNDERSTOOD, AND ARE HEREBY AGREED TO AND ACCEPTED. IT IS AGREED THAT "SCHEDULE OF CHARGES" AND "TERMS OF AGREEMENT" FORM AN EXPRESS PART OF THIS CONTRACT AS EVIDENCED BY MY SIGNATURE BELOW.

ACCEPTED BY: _____ **Date:** _____
Signature of Person Authorized to Accept

Typed or Printed Name of Signatory

Office of Controller



TOM HUENING
CONTROLLER

COUNTY OF SAN MATEO

555 COUNTY CENTER, 4TH FLOOR • REDWOOD CITY • CALIFORNIA 94063

ROBERT G. ADLER
ASSISTANT CONTROLLER

KANCHAN K. CHARAN
DEPUTY CONTROLLER

TELEPHONE: (650) 363-4777

FAX: (650) 363-7888

www.co.sanmateo.ca.us/controller/

October 15, 2008

Los Trancos County Water District
162 Los Trancos Circle
Portola Valley, CA 94028

SUBJECT: 2008-09 ESTIMATED PROPERTY TAX REVENUE
#77560 - LOS TRANCOS COUNTY WATER DISTRICT

We have estimated your 2008-09 Property Tax Revenue as follows:

SECURED	\$254,360
UNSECURED	18,349
HOPTR	1,761
TOTAL	\$274,470

The 2008-09 SECURED taxes only will be paid under the TEETER PLAN, which requires full payment of the tax levy with no deductions for delinquencies. The tax levy is subject to adjustment for all increases, decreases and refunds processed throughout the Fiscal Year. The final payment will include these adjustments. The Unsecured, HOPTR and Unitary will be based on actual collections as has been done in past years.

Your estimated Unitary revenue is \$1,174.

Your total shift to the Educational Revenue Augmentation Fund (ERAF) in 2008-09 is \$73,856.

THIS AMOUNT HAS NOT BEEN DEDUCTED FROM THE TAX REVENUES INDICATED ABOVE.

If you have any questions, please call Vijay Singh at (650) 599-1164.

Sincerely,

Kanchan K. Charan
Deputy Controller

Los Trancos County Water District
Balance Sheet
As of December 3, 2008

	<u>Dec 3, 08</u>
ASSETS	
Current Assets	
Checking/Savings	
Bank of California - Checking	13,864.96
Bank of California - Money Mkt	201.05
LAIF Mutual fund	<u>215,671.26</u>
Total Checking/Savings	229,737.27
Accounts Receivable	
11000 · Accounts Receivable	<u>-524.90</u>
Total Accounts Receivable	-524.90
Total Current Assets	<u>229,212.37</u>
TOTAL ASSETS	<u>229,212.37</u>
LIABILITIES & EQUITY	
Equity	
30000 · Opening Balance Equity	172,958.51
32000 · Unrestricted Net Assets	111,540.33
Net Income	<u>-55,286.47</u>
Total Equity	<u>229,212.37</u>
TOTAL LIABILITIES & EQUITY	<u>229,212.37</u>

Income Statement: Actual vs Budget by Account

12/03/08

October 1 through December 3, 2008

Accrual Basis

	Oct 1 - Dec 3, 08	Budget	Jul 1 - Dec 3, 08	YTD Budget	Annual Bud...
Ordinary Income/Expense					
Income					
43400 · Direct Public Support					
43405 · Property Tax Revenue	20,511.31	10,913.42	41,563.89	10,913.42	225,544.00
43410 · Corporate Contributions	0.00	0.00	0.00	0.00	
43440 · Gifts in Kind - Goods	0.00	0.00	0.00	0.00	
43450 · Individ, Business Contributions	0.00	0.00	0.00	0.00	
43400 · Direct Public Support - Other	0.00	0.00	0.00	0.00	
Total 43400 · Direct Public Support	20,511.31	10,913.42	41,563.89	10,913.42	225,544.00
44800 · Indirect Public Support	0.00	0.00	0.00	0.00	
45000 · Investments					
45030 · Interest-Savings, Short-term CD	0.00	1,048.39	2,065.74	2,548.39	6,000.00
45000 · Investments - Other	0.00	0.00	0.00	0.00	
Total 45000 · Investments	0.00	1,048.39	2,065.74	2,548.39	6,000.00
46400 · Other Types of Income					
46430 · Miscellaneous Revenue	0.00	0.00	0.00	0.00	
46400 · Other Types of Income - Other	0.00	0.00	0.00	0.00	
Total 46400 · Other Types of Income	0.00	0.00	0.00	0.00	
47200 · Program Income	0.00	0.00	0.00	0.00	
Total Income	20,511.31	11,961.81	43,629.63	13,461.81	231,544.00
Expense					
60900 · Business Expenses					
60910 · Bad Debts	0.00	0.00	0.00	0.00	
60920 · Business Registration Fees	0.00	0.00	0.00	0.00	
60900 · Business Expenses - Other	0.00	0.00	0.00	0.00	
Total 60900 · Business Expenses	0.00	0.00	0.00	0.00	
61100 · Water Use Efficiency					
60904 · WUE Rebate - Exterior	0.00	0.00	0.00	0.00	
61102 · WUE Rebate - Interior	2,500.00	0.00	2,700.00	0.00	
61106 · WUE - Other	0.00	0.00	0.00	0.00	
61100 · Water Use Efficiency - Other	419.80	4,490.60	419.80	10,915.61	25,700.00
Total 61100 · Water Use Efficiency	2,919.80	4,490.60	3,119.80	10,915.61	25,700.00
61200 · Emergency Preparedness					
61202 · Water related	0.00	0.00	0.00	0.00	3,000.00
61204 · Communications	0.00	0.00	0.00	0.00	10,000.00
61206 · Fire safety	38,740.07	21,209.68	44,983.00	21,209.68	115,000.00
61209 · Other	0.00	0.00	0.00	0.00	5,000.00
61200 · Emergency Preparedness - Other	0.00	0.00	0.00	0.00	
Total 61200 · Emergency Preparedness	38,740.07	21,209.68	44,983.00	21,209.68	133,000.00
61900 · Offset Program					
61901 · Offset	29,400.00	20,205.92	29,400.00	49,115.93	115,640.00
61905 · Offset admin fee	600.00	412.37	600.00	1,002.38	2,360.00
61900 · Offset Program - Other	0.00	0.00	0.00	0.00	
Total 61900 · Offset Program	30,000.00	20,618.29	30,000.00	50,118.31	118,000.00
62800 · Lands					
62801 · Restrtn Supls, Plants Irrrgtn	0.00	1,397.86	10,862.58	3,397.87	8,000.00
62802 · Hardware, lumber, fencing etc	0.00	0.00	594.76	26,000.00	26,000.00
62803 · Maintenance	0.00	3,145.16	0.00	7,645.16	18,000.00
62804 · Engineering /Env. Consulting	250.00	14,000.00	428.86	14,000.00	14,000.00
62805 · Legal, lands	0.00	387.10	0.00	387.10	8,000.00
62806 · Fees and Permits	0.00	0.00	0.00	0.00	
62810 · Depr and Amort - Allowable	0.00	0.00	0.00	0.00	
62830 · Donated Facilities	0.00	0.00	0.00	0.00	
62840 · Equip Rental and Maintenance	0.00	0.00	0.00	0.00	
62870 · Property Insurance	0.00	0.00	0.00	0.00	
62890 · Utilities - Water	50.00	0.00	85.00	0.00	
62800 · Lands - Other	0.00	0.00	0.00	0.00	
Total 62800 · Lands	300.00	18,930.12	11,971.20	51,430.13	74,000.00

Los Trancos County Water District
Income Statement: Actual vs Budget by Account
October 1 through December 3, 2008

	Oct 1 - Dec 3, 08	Budget	Jul 1 - Dec 3, 08	YTD Budget	Annual Bud...
64800 · Contract Services					
64801 · Recording Secretary	0.00	419.35	400.00	1,019.35	2,400.00
64805 · Bookkeeping	0.00	419.35	0.00	1,019.35	2,400.00
64810 · Accounting Fees	0.00	0.00	0.00	0.00	2,000.00
64840 · Legal Fees	2,152.50	1,190.44	3,906.75	2,893.69	6,813.00
64850 · Outside Contract Services	0.00	0.00	600.00	0.00	
64800 · Contract Services - Other	0.00	0.00	0.00	0.00	
Total 64800 · Contract Services	2,152.50	2,029.14	4,906.75	4,932.39	13,613.00
65000 · Operations					
65010 · Books, Subscriptions, Reference	0.00	0.00	0.00	0.00	
65020 · Postage, Mailing Service	0.00	69.90	0.00	169.92	400.00
65030 · Printing and Copying	0.00	20.97	0.00	50.97	120.00
65040 · Supplies	0.00	26.21	0.00	63.71	150.00
65050 · Telephone, Telecommunications	0.00	0.00	0.00	0.00	0.00
65060 · Technology	0.00	0.00	0.00	0.00	
65000 · Operations - Other	0.00	0.00	0.00	0.00	
Total 65000 · Operations	0.00	117.08	0.00	284.60	670.00
65100 · Other Types of Expenses					
65105 · Insurance, Liability	0.00	0.00	3,213.27	3,500.00	3,500.00
65120 · Insurance - D and O	0.00	0.00	0.00	0.00	1,200.00
65150 · Memberships and Dues	0.00	360.00	0.00	360.00	720.00
65160 · Other Costs	26.00	471.77	55.00	1,146.77	2,700.00
65170 · Staff Development	0.00	0.00	0.00	0.00	
65100 · Other Types of Expenses - Other	0.00	0.00	10.00	0.00	
Total 65100 · Other Types of Expenses	26.00	831.77	3,278.27	5,006.77	8,120.00
68300 · Travel and Meetings					
68310 · Conference, Convention, Meeting	0.00	0.00	657.08	0.00	
68320 · Travel	0.00	0.00	0.00	0.00	
68300 · Travel and Meetings - Other	0.00	0.00	0.00	0.00	
Total 68300 · Travel and Meetings	0.00	0.00	657.08	0.00	
Total Expense	74,138.37	68,226.68	98,916.10	143,897.49	373,103.00
Net Ordinary Income	-53,627.06	-56,264.87	-55,286.47	-130,435.68	-141,559.00
Other Income/Expense					
Other Expense					
80000 · Ask My Accountant	0.00	0.00	0.00	0.00	
80200 · Payments to Affiliates	0.00	0.00	0.00	0.00	
80300 · Additions to Reserves	0.00	0.00	0.00	0.00	
Total Other Expense	0.00	0.00	0.00	0.00	
Net Other Income	0.00	0.00	0.00	0.00	0.00
Net Income	-53,627.06	-56,264.87	-55,286.47	-130,435.68	-141,559.00