

**CONTRA COSTA WATER DISTRICT  
Staff Report**

**DATE:** (Date of Board or Board Committee meeting)  
**TO:** (Board of Directors or Committee Name)  
**FROM:** Walter J. Bishop  
**SUBJECT:** (**Bold Face; generally no more than two lines**)

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**INTRODUCTION**

(This section frames the policy issue to be addressed and provides relevant background. It does not summarize the report.)

**RECOMMENDATION**

(Should begin with an action verb, e.g., authorize, adopt, accept, receive, review and comment, etc. If an attachment to a Board Docket item, must match the Recommended Action section of the Docket).

**SUMMARY**

(Typically needed if entire staff report is two pages or longer; summarizes all sections that follow; does not provide any information in addition to sections that follow).

**DISCUSSION**

This section provides information and analysis at the level of detail needed for a policy maker to make a prudent, well-informed decision on the policy issue being addressed).

**FISCAL IMPACT**

(This section describes the cost and/or revenue impacts of taking, or not taking, the recommended action; addresses the budget status of any recommended expenditures. If there are no fiscal impacts associated with the decision, then this should be stated).

Initials [WJB/YYY:zz] – where “YYY” represents the authors initials, and “zz” the person who typed and/or proofed the report.

Attachments: Exhibit A - Exhibit Name  
Exhibit B - Exhibit Name  
Exhibit C - Exhibit Name