

**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**)

INTRODUCTION

(Frames the policy issue to be addressed and provides relevant background. Does not summarize the report)

RECOMMENDATION

(Begins 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

(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

(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 [XXX/YYYY:zz]

Attachments*: 1) Document Name
2) Document Name

**If attached to an "attachment," these items should be labeled as exhibits.*