



BOARD MEETING PACKET

JULY 23, 2015

3 Dairy Lane, Belmont, CA 94002
tel: 650.591.8941 • fax: 650.591.4998
www.MidPeninsulaWater.org

DIRECTORS: BETTY L. LINVILL *President* • MATTHEW P. ZUCCA *Vice-President* • DAVE WARDEN • AL STUEBING • LOUIS J. VELLA

OFFICERS: TAMMY RUDOCK *General Manager* • CANDY PIÑA *District Secretary* • JOAN L. CASSMAN *District Counsel* • JOUBIN PAKPOUR *District Engineer* • JEFF IRA *Treasurer*

REGULAR MEETING
BOARD OF DIRECTORS
THURSDAY, JULY 23, 2015 – 6:30PM
3 DAIRY LANE, BELMONT CALIFORNIA

AGENDA

1. OPENING

- A. Call to Order
- B. Establishment of Quorum
- C. Pledge of Allegiance

2. PUBLIC COMMENT

Members of the public may address the Board on any item of interest within the jurisdiction of the Board but not on its agenda today. In compliance with the Brown Act, the Board cannot discuss or act on items not on the agenda. Please complete a speaker's form and give it to the District Secretary. Each speaker is limited to three (3) minutes.

3. AGENDA REVIEW: ADDITIONS/DELETIONS AND PULLED CONSENT ITEMS

4. ACKNOWLEDGEMENTS/PRESENTATIONS

Introduce Operations Manager, Rene Ramirez

5. CONSENT AGENDA

All matters on the Consent Agenda are to be approved by one motion. If Directors wish to discuss a consent item other than simple clarifying questions, a request for removal may be made. Such items are pulled for separate discussion and action after the Consent Agenda as a whole is acted upon.

- A. Approve Minutes for the Regular Board Meeting of June 23, 2015
- B. Approve Expenditures from June 18, 2015, through July 16, 2015
- C. Approve Resolution 2015-14 Establishing the Appropriations Limit Applicable to the MPWD during Fiscal Year 2015/2016
- D. Approve Contract for Professional Services in the amount of \$65,800 with John Davidson d/b/a Jrocket77 Design & Marketing for Public Outreach/Education/Relations Services and MPWD Website Updates
- E. Approve Resolution 2015-15 Authorizing a 2.0% Living Wage Adjustment to Salary Ranges for all MPWD Personnel Classifications, effective August 1, 2015

F. Approve Service Agreement for the Provision of Election Services between the MPWD and San Mateo County Chief Elections Officer & Assessor for the November 3, 2015 Election

6. HEARINGS AND APPEALS

None.

7. DROUGHT AND WATER CONSERVATION

Water Conservation Progress Report

8. REGULAR BUSINESS AGENDA

A. Consider CSDA 2015 Board Elections and Mail Ballot for Seat A on the Coastal Network

B. BAWSCA Update

9. MANAGER'S AND BOARD REPORTS

A. General Manager's Report

1. Supplemented by Administrative Services Manager's Report
2. Supplemented by Operations Manager's Report
3. Supplemented by District Engineer's Report

B. Financial Reports

C. Director Reports

10. FUTURE AGENDA ITEMS

Requests from Board members to receive feedback, direct staff to prepare information, and/or request a formal agenda report be prepared and the item placed on a future agenda. No formal action can be taken.

11. COMMUNICATIONS

12. ADJOURNMENT

13. CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

(Subdivision (b) of Section 54956.9)

State Farm v. Mid-Peninsula Water District, et al.

San Mateo County Case No. 534546

This agenda was posted at the Mid-Peninsula Water District's office, 3 Dairy Lane, in Belmont, California, and on its website at www.midpeninsulawater.org.

ACCESSIBLE PUBLIC MEETINGS

Upon request, the Mid-Peninsula Water District will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation (including auxiliary aids or services), to enable individuals with disabilities to participate in public meetings. Please contact the District Secretary at (650) 591-8941 to request specific materials and preferred alternative format or auxiliary aid or service at least 48 hours before the meeting.

Next Board Meeting: August 27, 2015, at 6:30PM



TO: Board of Directors
FROM: Candy Pina
DATE: July 17, 2015

JUNE 18, 2015 BOARD MINUTES

The minutes will be sent under separate cover on Monday, July 20, 2015.

Mid-Peninsula Water District
Check Detail

June 18 through July 16, 2015

Type	Num	Date	Name	Account	Paid Amount
Check		06/19/2015	ADP Payroll Fees	1030 · Cash- Checking 7106 · Prof Serv - Accting & Payroll	-255.77 -255.77
Check		06/24/2015	ACH Returns	1030 · Cash- Checking 4013 · Returned Water Charges	-109.51 -109.51
Bill Pmt -Check		07/01/2015	UPS	1030 · Cash- Checking	0.00
Bill	0000546F3E255	06/20/2015	UPS	2100 · Accounts Payable	0.00
Check		07/01/2015	Authnet Gateway	1030 · Cash- Checking 6201 · Customer Credit Card Svs Fees	-21.42 -21.42
Check		07/03/2015	ADP Payroll Fees	1030 · Cash- Checking 7106 · Prof Serv - Accting & Payroll	-238.33 -238.33
Check		07/03/2015	Bankcard Mitot Disc	1030 · Cash- Checking 6201 · Customer Credit Card Svs Fees	-4,400.84 -4,400.84
Check	EFT062415-1	06/24/2015	ICMA contributions	1030 · Cash- Checking 1430 · Payroll Clearing A/C	-666.24 -666.24
Check	EFT070615-1	07/06/2015	Health Equity	1030 · Cash- Checking 1430 · Payroll Clearing A/C	-75.00 -53.10
Check	EFT070915-1	07/09/2015	ICMA contributions	1030 · Cash- Checking 1430 · Payroll Clearing A/C	-128.10 -666.24
Check	EFT062415-2	06/24/2015	Health Equity	1030 · Cash- Checking 1430 · Payroll Clearing A/C	-459.58 -459.58

Mid-Peninsula Water District
Check Detail

June 18 through July 16, 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	EFT070115-2	07/01/2015	WELLS FARGO BUSINESS CARD	1030 · Cash- Checking	-496.41
Bill		06/19/2015		7204 · Employee Travel/Training	-92.23
				7205 · Meeting Expenses	-22.87
				6801 · Dues & Publications	-59.95
				7205 · Meeting Expenses	-15.85
				6503 · M&R - Vehicle & Large Equip	-625.00
				7204 · Employee Travel/Training	-32.26
				7205 · Meeting Expenses	-695.00
				7204 · Employee Travel/Training	-47.24
				7204 · Employee Travel/Training	-46.68
				6701 · Office Supplies	-31.95
				7205 · Meeting Expenses	-5.00
				7204 · Employee Travel/Training	-40.00
				7204 · Employee Travel/Training	-50.00
				7204 · Employee Travel/Training	-12.72
				7204 · Employee Travel/Training	-20.00
				7204 · Employee Travel/Training	-28.45
				1440 · Auto/Transprtion Clearing AC	-90.00
				7204 · Employee Travel/Training	-25.00
				7205 · Meeting Expenses	-80.58
					<u>-2,517.19</u>
Check	EFT070615-2	07/06/2015	ICMA contributions	1030 · Cash- Checking	-550.00
				1430 · Payroll Clearing A/C	-550.00
Check	EFT070915-2	07/09/2015	Health Equity	1030 · Cash- Checking	-559.58
				1430 · Payroll Clearing A/C	-559.58
Check	EFT062415-3	06/24/2015	CALPERS	1030 · Cash- Checking	-2,808.62
				1430 · Payroll Clearing A/C	-6,502.75
				1430 · Payroll Clearing A/C	-9,311.37

Mid-Peninsula Water District
Check Detail

June 18 through July 16, 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29593	06/23/2015	AMERIPRIDE UNIFORM SERVICES	1030 · Cash- Checking	
Bill	1101405855	05/31/2015		6052 · Uniforms	-156.68
Bill	1101410690	05/31/2015		6052 · Uniforms	-219.72
					<u>-376.40</u>
Bill Pmt -Check	29594	06/23/2015	AT&T Carol Stream	1030 · Cash- Checking	
Bill	6677336	06/10/2015		7005 · Utilities - Telephones	-17.95
					<u>-17.95</u>
Bill Pmt -Check	29595	06/23/2015	BLUEWALL, LLC	1030 · Cash- Checking	
Bill	519938	06/15/2015		1410 · Prepaid Expenses	-1,000.00
					<u>-1,000.00</u>
Bill Pmt -Check	29596	06/23/2015	CARQUEST AUTO PARTS	1030 · Cash- Checking	
Bill	8292-429758	05/31/2015		6503 · M&R - Vehicle & Large Equip	-52.13
					<u>-52.13</u>
Bill Pmt -Check	29597	06/23/2015	COMCAST	1030 · Cash- Checking	
Bill		06/10/2015		7001 · Utilities - Internet/Cable	-94.02
Bill		06/10/2015		7001 · Utilities - Internet/Cable	-94.02
Bill		06/10/2015		7001 · Utilities - Internet/Cable	-94.02
Bill		06/10/2015		7001 · Utilities - Internet/Cable	-77.51
					<u>-359.57</u>
Bill Pmt -Check	29598	06/23/2015	GOLDEN STATE FLOW MEASUREMENT	1030 · Cash- Checking	
Bill	1-048126	06/01/2015		1738 · Meter Chg Out - Parts	-4,174.11
					<u>-4,174.11</u>
Bill Pmt -Check	29599	06/23/2015	HOME DEPOT	1030 · Cash- Checking	
Bill	014578/0146619	05/31/2015		6303 · Public Outreach & Education	-51.64
					<u>-51.64</u>
Bill Pmt -Check	29600	06/23/2015	KELLY-MOORE PAINT CO	1030 · Cash- Checking	
Bill	1114-0000052750	05/31/2015		6406 · Fire Hydrants	-54.71
					<u>-54.71</u>
Bill Pmt -Check	29601	06/23/2015	OFFICE DEPOT, INC.	1030 · Cash- Checking	
Bill	773792519001	06/06/2015		6701 · Office Supplies	-54.45
					<u>-54.45</u>

Mid-Peninsula Water District
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June 18 through July 16, 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29602	06/23/2015	OREILLY AUTO PARTS	1030 · Cash- Checking	
Bill	3535-390659	05/31/2015		6503 · M&R - Vehicle & Large Equip	-58.70
Bill	3535-393525	06/04/2015		6503 · M&R - Vehicle & Large Equip	-252.44
					<u>-311.14</u>
Bill Pmt -Check	29603	06/23/2015	PARS	1030 · Cash- Checking	
Bill	32637	06/09/2015		7110 · Prof Serv - Miscellaneous	-300.00
					<u>-300.00</u>
Bill Pmt -Check	29604	06/23/2015	PG&E CFM/PPC DEPT	1030 · Cash- Checking	
Bill	9032-7JUN2015	06/15/2015		7003 · Utilities - Electric - Pumping	-15,178.01
					<u>-15,178.01</u>
Bill Pmt -Check	29605	06/23/2015	RICOH LEASE Pasadena 100706	1030 · Cash- Checking	
Bill	27063988	06/18/2015		6706 · Equipment Services/Maintenan	-4,496.41
					<u>-4,496.41</u>
Bill Pmt -Check	29606	06/23/2015	ROBERTS & BRUNE CO. INC.	1030 · Cash- Checking	
Bill	S1482741.001	05/19/2015		6404 · Mains/Distribution	-1,307.93
Bill	S1479832.001	05/19/2015		1738 · Meter Chg Out - Parts	-1,462.40
Bill	S1484163.001	05/26/2015		6404 · Mains/Distribution	-856.99
Bill	S1488169.001	06/01/2015		1738 · Meter Chg Out - Parts	-1,744.32
Bill	S1487356.001	06/10/2015		6404 · Mains/Distribution	-1,542.95
				6406 · Fire Hydrants	-229.73
				6405 · Meters & Service	-2,939.86
					<u>-10,084.18</u>
Bill Pmt -Check	29607	06/23/2015	SAN FRANCISCO WATER DEPT	1030 · Cash- Checking	
Bill		06/16/2015		6101 · SFPUC Treated Water	-306,662.41
				6102 · BAWSCA (Debt Service Surcharg	-41,716.00
					<u>-348,378.41</u>
Bill Pmt -Check	29608	06/23/2015	SFPUC WATER QUALITY	1030 · Cash- Checking	
Bill	10000520	05/31/2015		2050 · Accrued Expenses	-3,075.00
Bill	10000544	05/31/2015		6401 · Water Quality	-2,262.00
				2050 · Accrued Expenses	-275.00
					<u>-5,612.00</u>

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June 18 through July 16, 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29609	06/23/2015	STANDARD INSURANCE COMPANY	1030 · Cash- Checking	
Bill		06/19/2015		1410 · Prepaid Expenses	-780.01
					<u>-780.01</u>
Bill Pmt -Check	29610	06/23/2015	Stoloski & Gonzalez, Inc.	1030 · Cash- Checking	
Bill	10012.14	06/22/2015		2050 · Accrued Expenses	-3,734.00
				1931 · Notre Dame/Folger - Const CY	-288.87
					<u>-4,022.87</u>
Bill Pmt -Check	29611	06/23/2015	TAMMY A. RUDOCK	1030 · Cash- Checking	
Bill	515842813000	06/13/2015		6701 · Office Supplies	-33.05
					<u>-33.05</u>
Bill Pmt -Check	29612	06/23/2015	VANGUARD CLEANING SYSTEMS, INC.	1030 · Cash- Checking	
Bill	215562	06/01/2015		6501 · M&R - Buildings & Grounds	-385.00
					<u>-385.00</u>
Bill Pmt -Check	29613	06/23/2015	STEPFORD BUSINESS, INC.	1030 · Cash- Checking	
Bill	1501546	06/11/2015		6706 · Equipment Services/Maintenan	-240.00
					<u>-240.00</u>
Bill Pmt -Check	29614	07/01/2015	AMERICAN HEALTH AND SAFETY TRAIL	1030 · Cash- Checking	
Bill	73249	06/15/2015		6408 · Employee Safety	-229.64
					<u>-229.64</u>
Bill Pmt -Check	29615	07/01/2015	AT&T Carol Stream	1030 · Cash- Checking	
Bill	6677509	06/10/2015		7005 · Utilities - Telephones	-125.34
Bill	6715435	06/17/2015		7005 · Utilities - Telephones	-17.61
Bill	6715542	06/17/2015		7005 · Utilities - Telephones	-17.01
Bill	6722558	06/20/2015		7005 · Utilities - Telephones	-834.17
					<u>-994.13</u>
Bill Pmt -Check	29616	07/01/2015	BABCOCK LABORATORIES, INC.	1030 · Cash- Checking	
Bill	BF52021	06/21/2015		6401 · Water Quality	-560.00
					<u>-560.00</u>
Bill Pmt -Check	29617	07/01/2015	BARTLE WELLS ASSOCIATES INC	1030 · Cash- Checking	
Bill	1006	06/25/2015		7110 · Prof Serv - Miscellaneous	-10,853.46
					<u>-10,853.46</u>

Mid-Peninsula Water District
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June 18 through July 16, 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29618	07/01/2015	BAY AREA AIR QUALITY MANAGEMENT	1030 · Cash- Checking	
Bill	206875	06/29/2015		6802 · Gov't Fees & Licenses	-185.00
					-185.00
Bill Pmt -Check	29619	07/01/2015	C G UHLENBERG LLP	1030 · Cash- Checking	
Bill	10338	06/01/2015		7106 · Prof Serv - Accting & Payroll	-1,025.00
				7111 · Prof Serv - District Treasurer	-300.00
					-1,325.00
Bill Pmt -Check	29620	07/01/2015	CARLMONT SHOPPING CENTER.	1030 · Cash- Checking	
Bill		07/01/2015		6701 · Office Supplies	-18.00
					-18.00
Bill Pmt -Check	29621	07/01/2015	CARQUEST AUTO PARTS	1030 · Cash- Checking	
Bill	8292-433270	06/22/2015		6503 · M&R - Vehicle & Large Equip	-277.43
Bill	8292-433271	06/22/2015		6503 · M&R - Vehicle & Large Equip	-13.21
Bill	8292-433531	06/24/2015		6503 · M&R - Vehicle & Large Equip	-74.81
					-365.45
Bill Pmt -Check	29622	07/01/2015	CINTAS CORPORATION	1030 · Cash- Checking	
Bill	464467906	06/18/2015		6052 · Uniforms	-318.87
Bill	464470684	06/25/2015		6052 · Uniforms	-305.37
					-624.24
Bill Pmt -Check	29623	07/01/2015	COMCAST	1030 · Cash- Checking	
Bill		06/14/2015		7001 · Utilities - Internet/Cable	-557.41
					-557.41
Bill Pmt -Check	29624	07/01/2015	E&M ELECTRIC & MACHINERY, INC.	1030 · Cash- Checking	
Bill	273520	06/18/2015		1410 · Prepaid Expenses	-4,808.36
					-4,808.36
Bill Pmt -Check	29625	07/01/2015	HACH COMPANY INC	1030 · Cash- Checking	
Bill	9427237	06/17/2015		6401 · Water Quality	-495.65
					-495.65
Bill Pmt -Check	29626	07/01/2015	HOME DEPOT	1030 · Cash- Checking	
Bill	0680001547702	06/24/2015		6701 · Office Supplies	-106.05
					-106.05

Mid-Peninsula Water District
 Check Detail

June 18 through July 16, 2015

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 07/16/15

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29627	07/01/2015	INDOOR AIR DESIGN, INC.	1030 · Cash- Checking	-175.00
Bill	99806	06/18/2015		1410 · Prepaid Expenses	-175.00
Bill Pmt -Check	29628	07/01/2015	LINCOLN LIFE	1030 · Cash- Checking	-175.00
Bill		06/30/2015		1430 · Payroll Clearing A/C	-175.00
Bill Pmt -Check	29629	07/01/2015	MHN	1030 · Cash- Checking	-43.01
Bill		06/16/2015		1410 · Prepaid Expenses	-43.01
Bill Pmt -Check	29630	07/01/2015	OFFICE DEPOT, INC.	1030 · Cash- Checking	-88.65
Bill	775946845001	06/17/2015		6701 · Office Supplies	-71.06
Bill	777200557001	06/23/2015		6701 · Office Supplies	-159.71
Bill Pmt -Check	29631	07/01/2015	PAKPOUR CONSULTING GROUP, INC	1030 · Cash- Checking	-500.00
Bill		06/15/2015		7102 · Prof Serv - District Engineer	-500.00
Bill Pmt -Check	29632	07/01/2015	PG&E CFM/PPC DEPT	1030 · Cash- Checking	-1,125.51
Bill	4665-4JUN2015	06/16/2015		7003 · Utilities - Electric - Pumping	-2,215.05
				7004 · Utilities - Electric-Bldgs&Grnd	-3,340.56
Bill Pmt -Check	29633	07/01/2015	PRECISE, INC.	1030 · Cash- Checking	-7,500.00
Bill	PI062815	06/28/2015		1410 · Prepaid Expenses	-463.68
Bill	14516	06/25/2015		7107 · Prof Serv - Customer Billing	-7,963.68
Bill Pmt -Check	29634	07/01/2015	RICOH Philadelphia	1030 · Cash- Checking	-133.81
Bill	46184991	06/20/2015		6705 · Printing/Printing Supplies	-133.81

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07/16/15

Mid-Peninsula Water District

Check Detail

June 18 through July 16, 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29635	07/01/2015	ROBERTS & BRUNE CO. INC.	1030 · Cash- Checking	
Bill	s1479832.003	05/22/2015		1738 · Meter Chg Out - Parts	-9,262.62
Bill	S1487366.001	06/15/2015		1738 · Meter Chg Out - Parts	-393.42
Bill	S1489114.001	06/17/2015		1738 · Meter Chg Out - Parts	-398.36
Bill	S1488510.001	06/17/2015		1738 · Meter Chg Out - Parts	-541.73
Bill	S1487610.003	06/18/2015		6405 · Meters & Service	-951.13
Bill	S1489774.001	06/19/2015		1738 · Meter Chg Out - Parts	-1,109.62
Bill	S1490335.001	06/22/2015		6404 · Mains/Distribution	-24.58
Bill	S1490841.001	06/24/2015		1738 · Meter Chg Out - Parts	-157.08
Bill	S1491010.001	06/25/2015		1738 · Meter Chg Out - Parts	-824.44
					<u>-13,662.98</u>
Bill Pmt -Check	29636	07/01/2015	SENSUS USA	1030 · Cash- Checking	
Bill	ZA16003179	06/24/2015		1738 · Meter Chg Out - Parts	-455.85
					<u>-455.85</u>
Bill Pmt -Check	29637	07/01/2015	STEPFORD BUSINESS, INC.	1030 · Cash- Checking	
Bill	1501565	06/18/2015		6707 · Computer Supplies & Upgrades	-8,590.29
					<u>-8,590.29</u>
Bill Pmt -Check	29638	07/01/2015	STEVENS CREEK QUARRY, INC.	1030 · Cash- Checking	
Bill	601039	06/22/2015		6404 · Mains/Distribution	-101.30
					<u>-101.30</u>
Bill Pmt -Check	29639	07/01/2015	TAMMY A. RUDOCK	1030 · Cash- Checking	
Bill		06/23/2015		7204 · Employee Travel/Training	-13.50
				7205 · Meeting Expenses	-13.68
					<u>-27.18</u>
Bill Pmt -Check	29640	07/01/2015	U.S. Bank PARS Account# 6746019200	1030 · Cash- Checking	
Bill		06/16/2015		2050 · Accrued Expenses	-18,975.00
					<u>-18,975.00</u>
Bill Pmt -Check	29641	07/01/2015	VALLEY OIL COMPANY	1030 · Cash- Checking	
Bill	790515	06/12/2015		6504 · M&R - Fuel	-859.10
Bill	801805	06/22/2015		6504 · M&R - Fuel	-1,863.46
					<u>-2,722.56</u>

Mid-Peninsula Water District

Check Detail

June 18 through July 16, 2015

1:27 PM
07/16/15

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29642	07/01/2015	Verizon Wireless	1030 · Cash- Checking	-780.58
Bill		06/15/2015		7002 · Utilities - Cell Telephone	-780.58
Bill Pmt -Check	29643	07/01/2015	ARNOLD BERMAN	1030 · Cash- Checking	-100.00
Bill		06/25/2015		6305 · HET (High Efficiency Toilet)	-100.00
Bill Pmt -Check	29644	07/01/2015	BRUNO SPICKERMAN	1030 · Cash- Checking	-100.00
Bill		06/25/2015		6305 · HET (High Efficiency Toilet)	-100.00
Bill Pmt -Check	29645	07/01/2015	CAROLYNE BOSQUE	1030 · Cash- Checking	-300.00
Bill		06/25/2015		6305 · HET (High Efficiency Toilet)	-300.00
Bill Pmt -Check	29646	07/01/2015	CHANDULAL HAZARI	1030 · Cash- Checking	-100.00
Bill		06/25/2015		6305 · HET (High Efficiency Toilet)	-100.00
Bill Pmt -Check	29647	07/01/2015	DALE ROTHE	1030 · Cash- Checking	-200.00
Bill		06/25/2015		6305 · HET (High Efficiency Toilet)	-200.00
Bill Pmt -Check	29648	07/01/2015	DAVID NEALE	1030 · Cash- Checking	-100.00
Bill		06/25/2015		6305 · HET (High Efficiency Toilet)	-100.00
Bill Pmt -Check	29649	07/01/2015	DAVID RUSCH	1030 · Cash- Checking	-100.00
Bill		06/25/2015		6305 · HET (High Efficiency Toilet)	-100.00
Bill Pmt -Check	29650	07/01/2015	DONALD ENG	1030 · Cash- Checking	-300.00
Bill		06/25/2015		6305 · HET (High Efficiency Toilet)	-300.00
Bill Pmt -Check	29651	07/01/2015	ERNEST DENYS	1030 · Cash- Checking	-100.00
Bill		06/25/2015		6305 · HET (High Efficiency Toilet)	-100.00
Bill Pmt -Check	29652	07/01/2015	FELIPE LEME	1030 · Cash- Checking	-100.00
Bill		06/25/2015		6305 · HET (High Efficiency Toilet)	-100.00

Mid-Peninsula Water District

Check Detail

June 18 through July 16, 2015

1:27 PM
07/16/15

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check Bill	29653	07/01/2015 06/25/2015	JANICE OLSEN	1030 · Cash- Checking 6305 · HET (High Efficiency Toilet)	-100.00 -100.00
Bill Pmt -Check Bill	29654	07/01/2015 06/25/2015	KATHERINE WEBER	1030 · Cash- Checking 6305 · HET (High Efficiency Toilet)	-100.00 -100.00
Bill Pmt -Check Bill	29655	07/01/2015 06/25/2015	LAWRENCE TO	1030 · Cash- Checking 6305 · HET (High Efficiency Toilet)	-100.00 -100.00
Bill Pmt -Check Bill	29656	07/01/2015 06/25/2015	LINDA SAN FELIPE	1030 · Cash- Checking 6305 · HET (High Efficiency Toilet)	-100.00 -100.00
Bill Pmt -Check Bill	29657	07/01/2015 06/19/2015	LORI MARKWELL	1030 · Cash- Checking 6305 · HET (High Efficiency Toilet)	-200.00 -200.00
Bill Pmt -Check Bill	29658	07/01/2015 06/25/2015	MASAHARU TAKEMOTO	1030 · Cash- Checking 6305 · HET (High Efficiency Toilet)	-100.00 -100.00
Bill Pmt -Check Bill	29659	07/01/2015 06/25/2015	NAHID ZIAEE	1030 · Cash- Checking 6305 · HET (High Efficiency Toilet)	-84.99 -84.99
Bill Pmt -Check Bill	29660	07/01/2015 06/25/2015	ROBERT BALIC	1030 · Cash- Checking 6305 · HET (High Efficiency Toilet)	-100.00 -100.00
Bill Pmt -Check Bill	29661	07/01/2015 06/25/2015	ROBERT CARRILLO	1030 · Cash- Checking 6305 · HET (High Efficiency Toilet)	-100.00 -100.00
Bill Pmt -Check Bill	29662	07/01/2015 06/25/2015	ROBERT CHIN	1030 · Cash- Checking 6305 · HET (High Efficiency Toilet)	-200.00 -200.00

Mid-Peninsula Water District
Check Detail

June 18 through July 16, 2015

Type	Num	Date	Name	Account	Paid Amount
Bill	29663	07/01/2015	ROBERT HARRIS.	1030 · Cash- Checking	
Bill		06/25/2015		6305 · HET (High Efficiency Toilet)	-100.00
Bill	29664	07/01/2015	WILLIAM SCHWARZ	1030 · Cash- Checking	
Bill		06/25/2015		6305 · HET (High Efficiency Toilet)	-100.00
Bill	29665	07/01/2015	BRUCE MORRIS	1030 · Cash- Checking	
Bill		06/25/2015		6308 · Rain Barrels Rebate	-100.00
Bill	29666	07/01/2015	DOUGLAS KIM	1030 · Cash- Checking	
Bill		06/25/2015		6308 · Rain Barrels Rebate	-95.17
Bill	29667	07/01/2015	FLORA BURKE	1030 · Cash- Checking	
Bill		06/25/2015		6308 · Rain Barrels Rebate	-89.98
Bill	29668	07/01/2015	JAMES GARIBALDI	1030 · Cash- Checking	
Bill	JG063015Rep1289	06/30/2015		6305 · HET (High Efficiency Toilet)	-100.00
Bill	29669	07/01/2015	JAN HIGHERS	1030 · Cash- Checking	
Bill		06/25/2015		6308 · Rain Barrels Rebate	-77.97
Bill	29670	07/01/2015	JANCY GOH	1030 · Cash- Checking	
Bill		06/25/2015		6308 · Rain Barrels Rebate	-100.00
Bill	29671	07/01/2015	JANET OATES	1030 · Cash- Checking	
Bill		06/25/2015		6308 · Rain Barrels Rebate	-155.94
Bill	29672	07/01/2015	LAWRENCE AKUTAGAWA	1030 · Cash- Checking	
Bill		06/25/2015		6308 · Rain Barrels Rebate	-79.99
Bill	29673	07/01/2015	VANGUARD CLEANING SYSTEMS, INC.	1030 · Cash- Checking	
Bill	7409	07/01/2015		6501 · M&R - Buildings & Grounds	-385.00

Mid-Peninsula Water District

Check Detail

June 18 through July 16, 2015

1:27 PM
07/16/15

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29674	07/01/2015	WELLS FARGO BUSINESS CARD	1030 · Cash- Checking	-40.00
Bill		06/19/2015		7204 · Employee Travel/Training	-245.41
				6408 · Employee Safety	-501.00
				1536 · Buckland Tank Project CY	-90.00
				7204 · Employee Travel/Training	-876.41
Bill Pmt -Check	29675	07/14/2015	ACWA- GROUP INS.	1030 · Cash- Checking	-37,758.31
Bill	0359929	07/01/2015		1420 · Prepaid Liability Insurance	-37,758.31
Bill Pmt -Check	29676	07/14/2015	ACWA/JPIA	1030 · Cash- Checking	-895.00
Bill		06/30/2015		1420 · Prepaid Liability Insurance	-10,411.00
Bill		07/01/2015		1420 · Prepaid Liability Insurance	-11,306.00
Bill Pmt -Check	29677	07/14/2015	AT&T Carol Stream	1030 · Cash- Checking	-17.01
Bill	6735091	06/24/2015		7005 · Utilities - Telephones	-17.33
Bill	6746608	06/28/2015		7005 · Utilities - Telephones	-0.63
Bill	6764881	06/30/2015		7005 · Utilities - Telephones	-34.97
Bill Pmt -Check	29678	07/14/2015	BAY AREA WATER SUPPLY & CONSERV	1030 · Cash- Checking	-16,783.00
Bill	2640	07/01/2015		1410 · Prepaid Expenses	-16,783.00
Bill Pmt -Check	29679	07/14/2015	Bay Pointe Landscape	1030 · Cash- Checking	-950.00
Bill	BPL-0628	06/30/2015		6501 · M&R - Buildings & Grounds	-950.00
Bill Pmt -Check	29680	07/14/2015	CALIFORNIA RURAL WATER ASSOC	1030 · Cash- Checking	-1,091.00
Bill		07/01/2015		1410 · Prepaid Expenses	-1,091.00
Bill Pmt -Check	29681	07/14/2015	CARL MONT HARDWARE	1030 · Cash- Checking	-9.79
Bill	B38812	07/09/2015		6701 · Office Supplies	-9.79
Bill Pmt -Check	29682	07/14/2015	CINTAS CORPORATION	1030 · Cash- Checking	-299.12
Bill	464459641	06/01/2015		6052 · Uniforms	-299.12

Mid-Peninsula Water District

Check Detail

June 18 through July 16, 2015

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07/16/15

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29683	07/14/2015	GRANITE ROCK, INC.	1030 · Cash- Checking	-136.46
Bill	899967	06/30/2015		6404 · Mains/Distribution	-136.46
Bill Pmt -Check	29684	07/14/2015	HANSON, BRIDGETT	1030 · Cash- Checking	-65.00
Bill	1146405	06/30/2015		1536 · Buckland Tank Project CY	-1,040.00
Bill	1146406	06/30/2015		7101 · Prof Serv - District Counsel	-3,097.00
Bill	1146407	06/30/2015		7101 · Prof Serv - District Counsel	-200.00
Bill	1146408	06/30/2015		7101 · Prof Serv - District Counsel	-1,000.00
Bill	1146409	06/30/2015		7101 · Prof Serv - District Counsel	-495.00
Bill	1146410	06/30/2015		7101 · Prof Serv - District Counsel	-5,897.00
Bill Pmt -Check	29685	07/14/2015	HOME DEPOT	1030 · Cash- Checking	-21.77
Bill	54652	07/01/2015		6701 · Office Supplies	-13.90
Bill	Ext Cord	07/06/2015		6701 · Office Supplies	-35.67
Bill Pmt -Check	29686	07/14/2015	JRocket Design77	1030 · Cash- Checking	-675.00
Bill	1968	06/30/2015		7110 · Prof Serv - Miscellaneous	-675.00
Bill Pmt -Check	29687	07/14/2015	LEE & ASSOCIATES RESCUE	1030 · Cash- Checking	-50.00
Bill	59023	06/30/2015		6408 · Employee Safety	-50.00
Bill Pmt -Check	29688	07/14/2015	McNAMARA TRANSPORT, INC.	1030 · Cash- Checking	-1,520.00
Bill	8898	06/30/2015		6404 · Mains/Distribution	-1,520.00
Bill Pmt -Check	29689	07/14/2015	National Seminars Training	1030 · Cash- Checking	-199.00
Bill	750350055-003	07/03/2015		1410 · Prepaid Expenses	-199.00
Bill Pmt -Check	29690	07/14/2015	OFFICE DEPOT, INC.	1030 · Cash- Checking	-8.92
Bill	6642	06/24/2015		6701 · Office Supplies	-8.92
Bill Pmt -Check	29691	07/14/2015	OFFICE TEAM	1030 · Cash- Checking	-200.00
Bill	43426533	07/07/2015		7110 · Prof Serv - Miscellaneous	-200.00

Mid-Peninsula Water District
 Check Detail

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 07/16/15

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29692	07/14/2015	PACIFIC WEST SECURITY, INC.	1030 · Cash- Checking	-15.00
Bill	0997322-in	06/30/2015		6708 · Security & Safety	-15.00
Bill Pmt -Check	29693	07/14/2015	PAKPOUR CONSULTING GROUP, INC	1030 · Cash- Checking	-7,599.38
Bill	0001726	06/30/2015		1536 · Buckland Tank Project CY	-1,092.00
				7102 · Prof Serv - District Engineer	-2,835.00
				7102 · Prof Serv - District Engineer	-588.00
				7102 · Prof Serv - District Engineer	-750.75
				1532 · Main Replacement CY	-2,310.00
				1928 · Notre Dame/Folger - Prof Svs C	-26,266.88
				1934 · Alameda - Prof Svs CY	-41,442.01
Bill Pmt -Check	29694	07/14/2015	PG&E CFM/PPC DEPT	1030 · Cash- Checking	-8.38
Bill	4441-0JUN2015	06/30/2015		7004 · Utilities - Electric-Bldgs&Grnd	-409.00
Bill	7816-1JUL2015	06/30/2015		7004 · Utilities - Electric-Bldgs&Grnd	-112.06
Bill	3667-2JUL2015	06/30/2015		7004 · Utilities - Electric-Bldgs&Grnd	-37.17
Bill	2454-4JUL2015	06/30/2015		7004 · Utilities - Electric-Bldgs&Grnd	-566.61
Bill Pmt -Check	29695	07/14/2015	PIRTEK SFO	1030 · Cash- Checking	-221.25
Bill	S2079703.001	06/30/2015		6503 · M&R - Vehicle & Large Equip	-221.25
Bill Pmt -Check	29696	07/14/2015	RECOLOGY SAN MATEO	1030 · Cash- Checking	-645.24
Bill		06/29/2015		6501 · M&R - Buildings & Grounds	-645.24
Bill Pmt -Check	29697	07/14/2015	SAN MATEO CO. ENVIRO. HEALTH	1030 · Cash- Checking	-27,600.00
Bill	263344	06/30/2015		1410 · Prepaid Expenses	-27,600.00
Bill Pmt -Check	29698	07/14/2015	SAN MATEO COUNTY TIMES	1030 · Cash- Checking	-129.60
Bill		07/01/2015		1410 · Prepaid Expenses	-129.60
Bill Pmt -Check	29699	07/14/2015	SAN MATEO DAILY JOURNAL	1030 · Cash- Checking	-812.80
Bill		06/30/2015		6303 · Public Outreach & Education	-812.80

Mid-Peninsula Water District
Check Detail

June 18 through July 16, 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29700	07/14/2015	STEPFORD BUSINESS, INC.	1030 · Cash- Checking	
Bill	1501597	06/20/2015		1410 · Prepaid Expenses	-1,400.00
					<u>-1,400.00</u>
Check	55068	07/09/2015	WALTERMIRE ST PARTNERS	1030 · Cash- Checking	
				4012 · Water Refunds	-10.36
					<u>-10.36</u>
Check	55069	07/09/2015	STEVE SUNDSTROM	1030 · Cash- Checking	
				4012 · Water Refunds	-4.59
					<u>-4.59</u>
Check	55070	07/09/2015	KATHY SMOCK	1030 · Cash- Checking	
				4012 · Water Refunds	-144.10
					<u>-144.10</u>
Check	55071	07/09/2015	TODD DIAMOND	1030 · Cash- Checking	
				4012 · Water Refunds	-10.26
					<u>-10.26</u>
Check	55072	07/09/2015	JILL & MARK PRATT	1030 · Cash- Checking	
				4012 · Water Refunds	-52.67
					<u>-52.67</u>
Check	55073	07/09/2015	KELLY PETRICH	1030 · Cash- Checking	
				4012 · Water Refunds	-5.53
					<u>-5.53</u>
Check	55074	07/09/2015	JEANNINE ZANONE	1030 · Cash- Checking	
				4012 · Water Refunds	-1.86
					<u>-1.86</u>
Check	55075	07/09/2015	JACQUELYN WING	1030 · Cash- Checking	
				4012 · Water Refunds	-6.57
					<u>-6.57</u>
Check	55076	07/09/2015	NEIL GOLSON	1030 · Cash- Checking	
				4012 · Water Refunds	-13.94
					<u>-13.94</u>

Mid-Peninsula Water District
Check Detail

June 18 through July 16, 2015

Type	Num	Date	Name	Account	Paid Amount
Check	55077	07/09/2015	BEN PARKER	1030 · Cash- Checking 4012 · Water Refunds	-65.66 -65.66
Check	55078	07/09/2015	ESTHER SHING	1030 · Cash- Checking 4012 · Water Refunds	-12.20 -12.20
Check	eft062215	06/22/2015	ICMA contributions	1030 · Cash- Checking 1430 · Payroll Clearing A/C	-3,370.81 -3,370.81
Check	eft062216	06/23/2015	CALPERS	1030 · Cash- Checking 1430 · Payroll Clearing A/C 1430 · Payroll Clearing A/C	-1,240.93 -2,873.12 -4,114.05
TOTAL:					657,319.91



AGENDA ITEM NO. 5.C.

DATE: July 23, 2015
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: APPROVE RESOLUTION 2015-14 ESTABLISHING THE APPROPRIATIONS LIMIT APPLICABLE TO THE MPWD DURING FISCAL YEAR 2015/2016

RECOMMENDATION

Approve Resolution 2015-14, as required by State law, establishing the Appropriations Limit in the amount of \$2,860,882 that will be applicable during Fiscal Year (FY) 2015/2016.

FISCAL IMPACT

None. The MPWD receives little revenue from property taxes (approximately \$245,000) or other sources that constitute the "proceeds of taxes" that would be subject to this limit. Thus, this Appropriations Limit has no real effect on the MPWD.

BACKGROUND

The Board has established an Appropriations Limit every year since the requirement went into effect in 1982.

DISCUSSION

In 1978 Proposition 13 was passed, which was a property tax reform measure sponsored by the Howard Jarvis Association. The purpose of Proposition 13 was to limit the rate at which property taxes can increase on an annual basis. In 1981, this same group decided to put a similar lid on the expenditures a public agency may incur from "proceeds of taxes" and got Proposition 4 passed, now known as the Gann Limitation. A formula was derived by which to calculate an appropriations limit and applied to all public agencies in the state. Each year the agency is allowed to adjust this limit based on changes in population as well as per capita personal income.

The MPWD's new adjusted limit for Fiscal Year 2015/16 will be \$2,860,882.

As required by law, notice of the FY 2015/2016 limit and how it was calculated was posted at two locations—at the MPWD office and MPWD website on July 8, 2015.

Attachments: Resolution 2015-14
MPWD's Notice of Determination of Appropriations Limit for FY 2015/2016

BOARD ACTION: APPROVED: _____ DENIED: _____ POSTPONED: _____ STAFF DIRECTION: _____

UNANIMOUS _____ LINVILL _____ ZUCCA _____ WARDEN _____ STUEBING _____ VELLA _____

RESOLUTION NO. 2015-14

**ESTABLISHING THE APPROPRIATIONS LIMIT
APPLICABLE TO THE
MID-PENINSULA WATER DISTRICT
DURING FISCAL YEAR 2015/2016**

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, the Board of Directors of the Mid-Peninsula Water District (MPWD) established the appropriations limit applicable to the MPWD during the Fiscal Year 2014/2015 as \$2,728,287; and

WHEREAS, Article XIII B of the California Constitution and Sections 7902(b) and 7910 of the Government Code require that each local agency subject thereto establish by resolution the applicable appropriations limit on an annual basis by applying two factors to the previous year's appropriations limit, as issued by the California Department of Finance, reflecting changes in the California per capita personal income and in population; and

WHEREAS, the calculations showing the applications of those factors have been provided to the Board of Directors for review, and have been made available for public inspection at least fifteen (15) days prior to the date hereof; and

WHEREAS, the applicable factors for Fiscal Year 2015/2016 are as follows: (1) the change in the California per capita personal income was 3.82%; and (2) the applicable change in population from January 2014 to January 2015 was 1%.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Mid-Peninsula Water District that the appropriations limit for Fiscal Year 2015/2016 is established as \$2,860,882.

REGULARLY PASSED AND ADOPTED this 23rd day of July 2015, by the following vote of the Board.

AYES:

NOES:

ABSENT:

President, Board of Directors

ATTEST:

District Secretary

MID-PENINSULA WATER DISTRICT

NOTICE OF DETERMINATION OF APPROPRIATIONS LIMIT FOR FISCAL YEAR 2015 - 2016

State law (Section 7910 of the Government Code) requires each local government agency to determine during each fiscal year the appropriations limit pursuant to Article XIII B of the California Constitution applicable during the following fiscal year. The limit must be adopted at a regularly scheduled meeting or a noticed special meeting and the documentation used in determining the limit must be made available for public review fifteen days prior to such meeting.

Set out below is the methodology proposed to be used to calculate the fiscal year 2015-2016 appropriations limit for the District. The limit as set forth below will be considered and adopted at the meeting of the Board of Directors on July 23, 2015.

1. Appropriations limit for fiscal year 2014 – 2015	\$2,728,287
2. Population change (January 1, 2014 - January 1, 2015)	1.00%
3. Change in California per Capita Personal Income Fiscal Year 2014 - 2015	3.82%
4. Fiscal year 2015 - 2016 adjustment factor (1.0382 x 1.01)	1.0486
5. Fiscal year 2015 - 2016 appropriations limit (\$2,728,287 x 1.0486)	\$2,860,882

Dated: July 8, 2015



AGENDA ITEM NO. 5.D.

DATE: July 23, 2015
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: APPROVE CONTRACT FOR PROFESSIONAL SERVICES IN THE AMOUNT OF \$65,800 WITH JOHN DAVIDSON D/B/A JROCKET77 DESIGN & MARKETING FOR PUBLIC OUTREACH/EDUCATION/RELATIONS SERVICES AND MPWD WEBSITE UPDATES

RECOMMENDATION

Approve the Contract for professional services in the amount of \$65,800 with John Davidson d/b/a Jrocket77 Design & Marketing for public outreach/education/relations services and MPWD website updates.

FISCAL IMPACT

The total amount of \$65,800 is included within the approved FY 2015/2016 Operating Budget.

\$40,800 is proposed for professional graphic design and composition services.
\$25,000 is estimated for public outreach/education printing services.

DISCUSSION

The attached contract is a template form developed by District Counsel and customized for the services to be provided by John Davidson d/b/a Jrocket77 Design & Marketing for MPWD public relations and outreach/education and website services to be provided within this fiscal year.

Attachments: Contract for Professional Services

BOARD ACTION: APPROVED:___ DENIED:___ POSTPONED:___ STAFF DIRECTION:___
UNANIMOUS___ LINVILL___ ZUCCA___ WARDEN___ STUEBING___ VELLA___

CONTRACT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made as of the 23rd day of July 2015, by and between the MID-PENINSULA WATER DISTRICT ("DISTRICT") and JOHN DAVIDSON D/B/A JROCKET77 DESIGN & MARKETING ("CONSULTANT").

WHEREAS, the DISTRICT desires to obtain professional public relations and outreach and web design services for the DISTRICT which CONSULTANT is qualified to provide; and

WHEREAS, CONSULTANT has experience and familiarity with providing such services to the DISTRICT and desires to do same.

NOW, THEREFORE, the parties agree as follows:

1. RENDITION OF SERVICES. The CONSULTANT agrees to provide professional services to the DISTRICT in accordance with the terms and conditions of this Agreement ("Services"). In the performance of its Services, CONSULTANT represents that it has and will exercise that degree of professional care, skill, efficiency and judgment ordinarily employed by consultants providing similar services. CONSULTANT further represents and warrants that it holds currently in effect all licenses, registrations, and certifications in good standing that may be required under applicable law or regulations to perform these services and agrees to retain such licenses, registrations, and certifications in active status throughout the duration of this engagement.

2. SCOPE OF SERVICES. The scope of the CONSULTANT's Services for FY 2015/2016 shall consist of public relations/outreach and MPWD website professional services outlined in the attached proposal identified as Exhibit A, and the related public relations/outreach printing services estimate attached as Exhibit B.

3. TERM.

This Agreement will commence upon its Effective Date and shall continue until the services set forth in Section 2 are successfully completed, as determined by the DISTRICT.

It is understood that the term of this Agreement is subject to the DISTRICT's right to terminate the Agreement in accordance with Section 13 of this Agreement.

4. COMPENSATION.

The CONSULTANT agrees to perform all of the professional services included in Section 2's Exhibit A for the not-to-exceed amount of \$40,800. Compensation shall be based upon the time devoted to the work by CONSULTANT at the hourly rate of \$85 hour.

CONSULTANT further agrees to coordinate the printing services identified in Section 2's Exhibit B for the estimated amount of \$25,000.

The agreed upon hourly rate shall include all direct labor, taxes, overhead, insurance, employee benefits, and other costs and expenses incurred by the CONSULTANT necessary for the performance of all the services called for under this Agreement. The hourly rate shall remain firm during the entire term of this Agreement. CONSULTANT may also seek

reimbursement for direct out-of-pocket expenses, without mark-up, for long distance phone calls and travel, lodging, parking and other direct costs incurred in the performance of the services as may be approved by the DISTRICT's General Manager.

5. MANNER OF PAYMENT. CONSULTANT shall submit invoices to DISTRICT on a monthly basis. Invoices shall itemize the number of hours devoted by CONSULTANT to work under this Agreement, applicable hourly rates in accordance with the fee schedule described in Section 4, and those out-of-pocket expenses incurred in the performance of work hereunder. The DISTRICT's General Manager will review and approve invoices prior to submission for payment. DISTRICT shall render payment within thirty (30) days of receipt of approved invoices.

All invoices should be sent to: Mid-Peninsula Water District
3 Dairy Lane
P.O. Box 129
Belmont, CA 94002
Attn: General Manager

The DISTRICT reserves the right to withhold payment to the CONSULTANT if the DISTRICT determines that the quantity or quality of the work performed is unacceptable. The DISTRICT shall provide written notice to the CONSULTANT within ten (10) business days of the DISTRICT's decision not to pay and the reasons for non-payment.

6. CONSULTANT'S KEY PERSONNEL. It is understood and agreed by the parties that at all times during the term of this Agreement that John Davidson shall serve as the primary project person of CONSULTANT to undertake, render and oversee all of the services under this Agreement.

7. DISTRICT REPRESENTATIVE. Except when approval or other action is required to be given or taken by the Board of Directors of the DISTRICT, the General Manager of the DISTRICT, or such person or persons as he shall designate in writing from time to time, shall represent and act for the DISTRICT.

8. CONSULTANT'S STATUS. Neither the CONSULTANT nor any party contracting with the CONSULTANT shall be deemed to be an agent or employee of the DISTRICT. The CONSULTANT is and shall be an independent contractor, and the legal relationship of any person performing services for the CONSULTANT's shall be one solely between said parties.

9. OWNERSHIP OF WORK. All reports, designs, drawings, plans, specifications, schedules, and other materials prepared, or in the process of being prepared, for the Services to be performed by CONSULTANT shall be and are the property of the DISTRICT. The DISTRICT shall be entitled to access to and copies of these materials during the progress of the work. Any property of the DISTRICT in the hands of the CONSULTANT or in the hands of any subcontractor upon completion or termination of the work shall be immediately delivered to the DISTRICT. If any property of the DISTRICT is lost, damaged or destroyed before final delivery to the DISTRICT, the CONSULTANT shall replace it at its own expense and the CONSULTANT hereby assumes all risks of loss, damage or destruction of or to such materials. The CONSULTANT may retain a copy of all material produced under this agreement for its use in its general business activities.

Any and all rights, title, and interest (including without limitation copyright and any other intellectual-property or proprietary right) to materials prepared under this Agreement are hereby assigned to the DISTRICT. The CONSULTANT agrees to execute any additional documents which may be necessary to evidence such assignment.

The CONSULTANT represents and warrants that all materials prepared under this Agreement are original or developed from materials in the public domain (or both) and that all materials prepared under and services provided under this Agreement do not infringe or violate any copyright, trademark, patent, trade secret, or other intellectual-property or proprietary right of any third party.

10. CHANGES. The DISTRICT may, at any time, by written order, make changes within the scope of work and Services described in this Agreement. If such changes cause an increase in the budgeted cost of or the time required for performance of the agreed upon work, an equitable adjustment as mutually agreed shall be made in the limit on compensation as set forth in Section 4 or in the time of required performance as set forth in Section 3, or both. In the event that CONSULTANT encounters any unanticipated conditions or contingencies that may affect the scope of work or Services and result in an adjustment in the amount of compensation specified herein, CONSULTANT shall so advise the DISTRICT immediately upon notice of such condition or contingency. The written notice shall explain the circumstances giving rise to the unforeseen condition or contingency and shall set forth the proposed adjustment in compensation. Such notice shall be given the DISTRICT prior to the time that CONSULTANT performs work or services related to the proposed adjustment in compensation. Any and all pertinent changes shall be expressed in a written supplement to this Agreement prior to implementation of such changes.

11. RESPONSIBILITY; INDEMNIFICATION. CONSULTANT shall indemnify, keep and save harmless the DISTRICT, and the DISTRICT members, officers, agents and employees against any and all suits, claims or actions arising out of any injury to persons or property that may occur, or that may be alleged to have occurred, arising from the performance of this Agreement by the CONSULTANT caused by an act or omission of the CONSULTANT or its employees, subcontractors or agents. CONSULTANT further agrees to defend any and all such actions, suits or claims and pay all charges of attorneys and all other incurred costs and expenses. If any judgment be rendered against the DISTRICT or any of the other individuals enumerated above in any such action, CONSULTANT shall, at its expense, satisfy and discharge the same. This indemnification shall survive termination of this Agreement.

12. INSURANCE.

A. Workers' Compensation. If CONSULTANT employs any person to perform work in connection with this Agreement, CONSULTANT shall procure and maintain at all times during the performance of such work, Workers' Compensation Insurance in conformance with the laws of the State of California and Federal laws when applicable. Employers' Liability Insurance shall not be less than One Million Dollars (\$1,000,000) per accident or disease. Prior to commencement of work under this Agreement by any such employee, CONSULTANT shall deliver to the DISTRICT a Certificate of Insurance which shall stipulate that thirty (30) days advance written notice of cancellation, non-renewal or reduction in limits shall be given to the DISTRICT. Such insurance shall also contain a waiver of subrogation in favor of the Mid-Peninsula Water District and its Directors, officers, agents and employees while acting in such capacity, and their successors and assignees, as they now, or as they may hereafter be constituted, singly, jointly or severally.

B. Commercial General and Automobile Liability Insurance. CONSULTANT shall also procure and maintain at all times during the performance of this Agreement Commercial General Liability Insurance covering CONSULTANT and the DISTRICT for liability arising out of the operations and activities of CONSULTANT and any subcontractors. CONSULTANT shall also procure and maintain during the entire term of this Agreement Automobile Liability Insurance which shall include coverage for all vehicles, licensed or unlicensed, on or off the DISTRICT's premises, used by or on behalf of CONSULTANT in the performance of work under this Agreement. The Commercial General Liability Insurance policy shall be subject to a limit for each occurrence of One Million Dollars (\$1,000,000) naming as an additional insured, in connection with CONSULTANT's activities, the DISTRICT, and its Directors, officers, employees and agents. The Automobile Liability Insurance policy shall be subject to a limit for each occurrence of One Hundred Thousand Dollars (\$100,000) naming as an additional insured, in connection with CONSULTANT's activities, the DISTRICT, and its Directors, officers, employees and agents. The Insurer(s) shall agree that its policy(ies) is Primary Insurance and that it shall be liable for the full amount of any loss up to and including the total limit of liability without right of contribution from any other insurance covering the DISTRICT.

Inclusion of the DISTRICT as an additional insured shall not in any way affect its rights as respects to any claim, demand, suit or judgment made, brought or recovered against CONSULTANT. The policy shall protect CONSULTANT and the DISTRICT in the same manner as though a separate policy had been issued to each, but nothing in said policy shall operate to increase the Insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the Insurer would have been liable if only one interest had been named as an insured. Such insurance shall also contain a waiver of subrogation in favor of the Mid-Peninsula Water District and its Directors, officers, agents and employees while acting in such capacity, and their successors and assignees, as they now, or as they may hereafter be constituted, singly, jointly or severally

Prior to commencement of work hereunder, CONSULTANT shall deliver to the DISTRICT a Certificate of Insurance which shall indicate compliance with the insurance requirements of this paragraph and shall stipulate that thirty (30) days' advance written notice of cancellation, non-renewal or reduction in limits shall be given to the DISTRICT.

C. Deductibles and Retentions. CONSULTANT shall be responsible for payment of any deductible or retention on CONSULTANT's policies without right of contribution from the DISTRICT. Deductible and retention provisions shall not contain any restrictions as to how or by whom the deductible or retention is paid. Any deductible or retention provision limiting payment to the Named Insured is unacceptable.

In the event that the policy of the CONSULTANT or any subcontractor contains a deductible or self-insured retention, and in the event that the DISTRICT seeks coverage under such policy as an additional insured, CONSULTANT shall satisfy such deductible or self-insured retention to the extent of loss covered by such policy for a lawsuit arising from or connected with any alleged act or omission of CONSULTANT, subcontractor, or any of their officers, directors, employees, agents, or suppliers, even if CONSULTANT or subcontractor is not a named defendant in the lawsuit.

13. TERMINATION. The DISTRICT shall have the right to terminate this Agreement at any time by giving written notice to the CONSULTANT. In the event of termination for any reason other than the fault of the CONSULTANT, the CONSULTANT shall be compensated in

accordance with the provisions of Sections 4 and 5 for the services performed and expenses incurred to the date of such termination, plus any reasonable costs and expenses which are reasonably and necessarily incurred by CONSULTANT to effect such termination. For termination for default, the DISTRICT shall remit final payment to CONSULTANT in an amount to cover only those services performed and expenses incurred in accordance with the terms and conditions of this Agreement up to the effective date of termination.

14. NOTICES. All communications relating to the day to day activities of the project shall be exchanged between the DISTRICT's General Manager and the CONSULTANT's Principal, Connie Davidson.

All other notices and communications deemed by either party to be necessary or desirable to be given to the other party shall be in writing and may be given by personal delivery to a representative of the parties or by mailing the same postage prepaid, addressed as follows:

If to the DISTRICT: Mid-Peninsula Water District
3 Dairy Lane
P. O. Box 129
Belmont, California 94002
ATTENTION: General Manager

If to the CONSULTANT: John Davidson d/b/a
Jrocket77 Design & Marketing
829 Nottingham Drive
Redlands, CA 92373
ATTENTION: John Davidson

The address to which mailings may be made may be changed from time to time by notice mailed as described above. Any notice given by mail shall be deemed given on the day after that on which it is deposited in the United States Mail as provided above.

15. EQUAL EMPLOYMENT OPPORTUNITY. In connection with the performance of this Agreement the CONSULTANT shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, gender identity, disability or national origin. The CONSULTANT shall take affirmative actions to insure that applicants are employed, and that employees are treated during their employment, without regard to their race, religion, color, sex, disability or national origin. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. CONSULTANT further agrees to include a similar provision in all subcontracts, except subcontracts for standard commercial supplies or raw materials.

16. MISCELLANEOUS

A. Records. During the term of this Agreement, CONSULTANT shall permit representatives of the DISTRICT to have access to, examine and make copies, at the DISTRICT's expense, of its books, records and documents relating to this Agreement at all reasonable times.

B. District Warranties. The DISTRICT makes no warranties, representations or agreements, either express or implied, beyond such as are explicitly stated in this Agreement.

C. Release of Information. CONSULTANT shall not release any reports, information or promotional materials prepared in connection with this Agreement without the approval of the DISTRICT's General Manager.

D. Use of Subcontractors. CONSULTANT shall not subcontract any Services to be performed by it under this Agreement without the prior written approval of the DISTRICT, except for service firms engaged in drawing, reproduction, typing and printing. CONSULTANT shall be solely responsible for reimbursing any subcontractors and the DISTRICT shall have no obligation to them.

E. No Assignment. CONSULTANT shall not assign any of the rights nor transfer any of its obligations under the Agreement without the prior written consent of the District.

F. Attorney's Fees. If any legal proceeding should be instituted by either of the parties to enforce the terms of this Agreement or to determine the rights of the parties under this Agreement, the prevailing party in said proceeding shall recover, in addition to all court costs, reasonable legal fees.

G. Applicable Law. This Agreement, its interpretation and all work performed thereunder, shall be governed by the laws of the State of California.

H. Binding on Successors. All of the terms, provisions and conditions of this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors, assigns and legal representatives.

I. Waiver. Any waiver of any breach or covenant of this Agreement must be in a writing executed by a duly authorized representative of the party waiving the breach. A waiver by any of the parties of a breach or covenant of this Agreement shall not be construed to be a waiver of any succeeding breach or any other covenant unless specifically and explicitly stated in such waiver.

J. Entire Agreement; Modification. This Agreement, including any attachments, constitutes the entire Agreement between the parties with respect to the subject matter hereof, and supersedes any prior understanding or agreement, oral or written, with respect to such subject matter. It may not be amended or modified, except by a written amendment executed by authorized representatives by both parties. In no event will the Agreement be amended or modified by oral understandings reached by the parties or by the conduct of the parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by their duly authorized officers as of the day and year first above written.

MID-PENINSULA WATER DISTRICT

JOHN DAVIDSON D/B/A
JROCKET77 DESIGN & MARKETING

By: _____
Tammy A. Rudock
General Manager

By: _____
John Davidson
Principal/Owner

APPROVED AS TO FORM:

By: _____
District Counsel

DBA



RE:

Proposal for 2015-16 Design/Marketing/Website Services
Attn: Tammy Rudock, MPWD
7.10.15

SCOPE OF SERVICES

JROCKET77 DESIGN & MARKETING shall provide the following services to MPWD during Fiscal Year 2015/2016:

- A. Website management and strategy, public relations and outreach, copywriting, graphic design, customer survey campaign, publications (newsletters, CCRs, annual reports, capital projects), advertising, public service announcements, press releases, promotionals, display signage, branding and identity support across print and electronic media, coordination services for the new financial management system on MPWD website, liason work with third party vendors, increased drought and water conservation marketing and advertising efforts.

Hourly rate: \$85. Average monthly hours: 40. Annual: \$40,800

These services shall be ongoing throughout MPWD Fiscal Year 2015/2016 and managed by the General Manager.

Thank you,



SUBMIT ALL CORRESPONDENCE AND PAYMENTS TO: JOHN T. DAVIDSON

829 Nottingham Dr. | Redlands, CA 92373 | 951.265.8778 | jrocket77@me.com

DBA



RE:

Estimated Costs for Printing Fiscal Year 2015/2016
Attn: Tammy Rudock, MPWD
7.10.15

PRINTING ESTIMATE

Proposal of costs for printing and mailhouse delivery services for MPWD during Fiscal Year 2015/2016:

- A. Annual CCR, *Waterline* newsletters, envelopes for mailing campaigns, staff and BOD business cards, letterheads, annual calendars, announcement flyers, rebate applications, invoice stuffers. Costs include tax and delivery.

..... Estimated: \$25,000

Thank you,



SUBMIT ALL CORRESPONDENCE AND PAYMENTS TO: JOHN T. DAVIDSON
829 Nottingham Dr. | Redlands, CA 92373 | 951.265.8778 | jrocket77@me.com



AGENDA ITEM NO. 5.E.

DATE: July 23, 2015
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: APPROVE RESOLUTION 2015-15 AUTHORIZING A 2.0% LIVING WAGE ADJUSTMENT TO SALARY RANGES FOR ALL MPWD PERSONNEL CLASSIFICATIONS, EFFECTIVE AUGUST 1, 2015

RECOMMENDATION

Approve Resolution 2015-15 approving a 2.0% living wage adjustment to salary ranges for all MPWD personnel classifications, effective August 1, 2015.

FISCAL IMPACT

The 2.0% living wage adjustment will be automatically applied the salary of each employee that received a satisfactory or above performance evaluation from the most recent review cycle, effective August 1, 2015. The maximum additional payroll expense is approximately \$25,000, which was included within the FY 2015/2016 Operating Budget.

DISCUSSION

The Board approved a letter agreement with the MPWD Employees Association last year during its October 23, 2014, regular meeting. Section 4 of that letter agreement provided as follows:

Effective August 1st in 2015, 2016, and 2017, a living wage adjustment equal to the San Francisco-Oakland-San Jose CPI for Urban Wage Earners, U.S. Department of Labor, Bureau of Labor Statistics/Western Office, as cumulatively determined for the first half of the year (semiannual), will be made to each classification, and each employee with a satisfactory or above performance evaluation from the most recent review cycle will automatically receive it.

The San Francisco-Oakland-San Jose CPI for Urban Wage Earners, U.S. Department of Labor, Bureau of Labor Statistics/Western Office, for the first of half of 2015

(semiannual) was 2.0%. Therefore, the salary ranges for each MPWD personnel classification should be increased by 2.0%, effective August 1, 2015.

Further, it is recommended that the 2.0% living wage adjustment also be applied to the salary ranges for MPWD's unrepresented personnel classifications of Administrative Services Manager and Operations Manager.

Attached are the revised MPWD Employees Association Salary Plan and MPWD Management Exempt Salary Range charts.

Attachments: Resolution 2015-15
MPWD Salary Plan Chart – MPWD Employees Association
MPWD Salary Range Chart – MPWD Management Exempt

BOARD ACTION: APPROVED: _____ DENIED: _____ POSTPONED: _____ STAFF DIRECTION: _____

UNANIMOUS _____ LINVILL _____ ZUCCA _____ WARDEN _____ STUEBING _____ VELLA _____

RESOLUTION NO. 2015-15
APPROVING A 2.0% LIVING WAGE ADJUSTMENT
TO SALARY RANGES FOR ALL MPWD PERSONNEL CLASSIFICATIONS,
EFFECTIVE AUGUST 1, 2015

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, per Resolution No. 2014-15 dated October 23, 2014, the Board of Directors for the Mid-Peninsula Water District approved a Letter Agreement with the MPWD Employees Association, setting forth the terms and conditions governing salary, benefit and other employment conditions for represented employees, for a 4-year term, commencing on September 26, 2014, and ending on September 25, 2018; and

WHEREAS, Section 4 within that Letter Agreement provided that effective August 1st in 2015, 2016, and 2017, a living wage adjustment equal to the San Francisco-Oakland-San Jose CPI for Urban Wage Earners, U.S. Department of Labor, Bureau of Labor Statistics/Western Office, as cumulatively determined for the first half of the year (semiannual), will be made to each classification, and each employee with a satisfactory or above performance evaluation from the most recent review cycle will automatically receive said increase; and

WHEREAS, the San Francisco-Oakland-San Jose CPI for Urban Wage Earners, U.S. Department of Labor, Bureau of Labor Statistics/Western Office, for the first of half of 2015 (semiannual) was 2.0%; and

WHEREAS, in accordance with the terms of the Letter Agreement, the salary ranges for MPWD Employee Association personnel classification should be increased by 2.0%, effective August 1, 2015, pursuant to the attached Exhibit A – Salary Plan for MPWD Employees Association, and each employee with a satisfactory or above performance evaluation from the most recent review cycle will automatically receive said increase, effective August 1, 2015; and

WHEREAS, the General Manager has also determined that the salary ranges for the unrepresented personnel classifications of MPWD Administrative Services Manager and Operations Manager should also be adjusted by the 2.0% living wage adjustment

pursuant to the attached Exhibit B – Salary Ranges for MPWD Management Exempt Personnel, and each employee with a satisfactory or above performance evaluation from the most recent review cycle will automatically receive said increase, effective August 1, 2015.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Mid-Peninsula Water District that effective August 1, 2015, the personnel classifications within the MPWD Employees Association will be adjusted by a 2.0% living adjustment, and the attached Exhibit A – Salary Plan for MPWD Employees Association, is hereby approved and accepted; and

BE IT FURTHER RESOLVED that effective August 1, 2015, the salary ranges for the unrepresented personnel classifications of MPWD Administrative Services Manager and Operations Manager will be adjusted by the 2.0% living wage adjustment, and the attached Exhibit B – Salary Ranges for MPWD Management Exempt Personnel, is hereby approved and accepted; and

BE IT FINALLY RESOLVED that the each employee in the aforementioned classifications with a satisfactory or above performance evaluation from the most recent review cycle will automatically receive said increase, effective August 1, 2015.

PASSED AND ADOPTED this 23rd day of July 2015.

AYES:

NOES:

ABSENT:

PRESIDENT, BOARD OF DIRECTORS

ATTEST:

SECRETARY OF THE BOARD



July 23, 2015

**REVISED
ATTACHMENT A
to MPWD Letter Agreement with
MPWD Employees Association
Dated October 23, 2014**

SALARY PLAN

CLASSIFICATION	MINIMUM SALARY	MAXIMUM SALARY
Administrative Assistant	\$ 3,637/Month \$43,648/Year	\$ 5,118/Month \$61,420/Year
Administrative Specialist	\$ 4,279/Month \$51,347/Year	\$ 6,021/Month \$72,253/Year
Field Operations Supervisor	\$ 5,538/Month \$66,451/Year	\$ 7,793/Month \$93,514/Year
Lead Operator	\$ 5,057/Month \$60,686/Year	\$ 7,117/Month \$85,398/Year
Maintenance Technician	\$ 3,649/Month \$43,782/Year	\$ 5,135/Month \$61,616/Year
Water System Operator	\$ 4,396/Month \$52,750/Year	\$ 6,186/Month \$74,233/Year



July 23, 2015

MANAGEMENT EXEMPT

SALARY RANGE

CLASSIFICATION	MINIMUM ANNUAL SALARY	MAXIMUM ANNUAL SALARY
Administrative Services Manager	\$103,000	\$130,000
Operations Manager	\$103,000	\$130,000



AGENDA ITEM NO. 5.F.

DATE: July 23, 2015
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: APPROVE SERVICE AGREEMENT FOR THE PROVISION OF ELECTION SERVICES BETWEEN THE MPWD AND SAN MATEO COUNTY CHIEF ELECTIONS OFFICER & ASSESSOR FOR THE NOVEMBER 3, 2015 ELECTION

RECOMMENDATION

Approve Service Agreement for the Provision of Election Services between the MPWD and San Mateo County Chief Elections Officer & Assessor for the November 3, 2015 Election.

FISCAL IMPACT

The FY 2015/2016 election expense is budgeted at \$15,000.

DISCUSSION

The attached Service Agreement outlines the performance terms of the San Mateo County Chief Elections Officer & Assessor's office for the November 3, 2015 election.

District Counsel reviewed and approved the agreement.

Attachment: Service Agreement

BOARD ACTION: APPROVED: _____ DENIED: _____ POSTPONED: _____ STAFF DIRECTION: _____

UNANIMOUS _____ LINVILL _____ ZUCCA _____ WARDEN _____ STUEBING _____ VELLA _____

**SERVICE AGREEMENT FOR THE PROVISION OF ELECTION SERVICES
BETWEEN THE MID-PENINSULA WATER DISTRICT AND
SAN MATEO COUNTY CHIEF ELECTIONS OFFICER & ASSESSOR - COUNTY CLERK - RECORDER**

This agreement, entered into this _____ day of _____, 2015, by and between the Mid-Peninsula Water District (the "District") and San Mateo County Chief Elections Officer & Assessor – County Clerk – Recorder (the "Chief Elections Officer");

WHEREAS, it is necessary and desirable that the Chief Elections Officer be retained for the purpose of conducting an election, described in more detail below, relating to the District; and

WHEREAS, the District has asked the Chief Elections Officer to conduct an election on November 3, 2015.

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:

SERVICES TO BE PERFORMED BY THE DISTRICT:

- 1) Within the time frame set by statute, the District will request the Board of Supervisors, through the Chief Elections Officer, to conduct an election relating to the District on November 3, 2015, and will request the services of the Chief Elections Officer in relation to that election.
- 2) The District will prepare and deliver to the Chief Elections Officer the ballot pamphlet information containing, as applicable, the ballot measure and tax rate statement.
- 3) The District, if applicable, will review and sign off on the official ballot wording for measures.
- 4) The District will complete any other non-delegable tasks required by law in relation to the election.
- 5) The District shall maintain records/maps regarding the boundaries of the District and will notify the Chief Elections Officer of any changes/additions to those boundaries.

SERVICES TO BE PERFORMED BY CHIEF ELECTIONS OFFICER:

- 1) The Chief Elections Officer will publish the Notice of Election and, if applicable, the Notice to File Arguments For or Against any measure.
- 2) The Chief Elections Officer will select the sample and official ballot printer(s) and translators.
- 3) The Chief Elections Officer will prepare and deliver all election information to the printers and translators.
- 4) The Chief Elections Officer will determine the appropriate translation and transliteration of all pertinent documents.
- 5) The Chief Elections Officer will issue, receive, and process vote by mail ballots.
- 6) The Chief Elections Officer will set up ADA compliant voting centers and polling places, publish any required notices, and conduct the election.
- 7) The Chief Elections Officer will provide services for any official recount or election contest, if applicable.
- 8) The Chief Elections Officer will conduct all aspects of the Canvass of Votes Cast. Pursuant to Section 10262 of the Elections Code, the Chief Elections Officer will submit a Certificate of Chief Elections Officer to the District's governing body certifying the results of the election.

- 9) The Chief Elections Officer will conduct other various and miscellaneous election-related activities directly required to conduct the election itself. To the extent that the District has obligations under law to perform various duties that relate to the election beyond those directly involved with conducting the election, those duties remain the responsibility of the District. If the District wishes to have any such duties performed by the Chief Elections Officer, the parties must mutually agree in advance in writing to have the Chief Elections Officer perform such duties. By way of example only, if the District is required to send certain notices or adopt resolutions relating to the election, those duties remain duties of the District.

TERMS

This agreement shall be in effect for the performance of all services incident to the preparation and conduct of the election to be held on November 3, 2015.

In the event the Chief Elections Officer is unable to perform services required under this Agreement as a result of employer/employee relation conditions, vendor conditions, or other conditions beyond the control of the Chief Elections Officer, the Chief Elections Officer will be relieved of all obligations under this Agreement. The Chief Elections Officer may terminate this agreement after giving 72 hours written notice, at which time the Chief Elections Officer will be relieved of all obligations under this agreement.

This agreement can be terminated by either party upon 30 days written notice.

COST FOR SERVICES

In consideration of the performance of services and supplies provided by the Chief Elections Officer, including any and all costs incurred during a recount or election contest that are not reimbursed by the voter requesting the recount or filing the contest as specified in the Elections Code, the District shall pay to the Chief Elections Officer a sum equal to the full cost of the election, including all such services and supplies.

The Chief Elections Officer shall send an itemized invoice to the District for all services provided pursuant to this Agreement after the election is conducted and all related costs are determined. Payment on the full amount of the invoice shall be due and the District shall submit payment to the County of San Mateo within forty-five (45) days of the date of the invoice (the "Due Date"). If the amount is not paid in full within this time, interest shall accrue monthly at a rate of 0.25% per month (equivalent to 3% annually) on the unpaid balance starting at the Due Date. Thereafter, invoices will be sent and shall be payable within thirty (30) days of the date of the invoice, with interest being added each month for any unpaid balance.

DISTRICT

Signature: _____ Date: _____

Print Name: _____

Title: _____

COUNTY

Signature: _____ Date: _____

Print Name: _____

Title: _____



AGENDA ITEM NO. 7.A.

DATE: July 23, 2015
 TO: Board of Directors
 FROM: Tammy Rudock, General Manager

SUBJECT: DROUGHT AND WATER CONSERVATION PROGRESS REPORT

RECOMMENDATION

Receive update on drought and water conservation activities.

DISCUSSION

Activities completed since the June 25th Board meeting:

1. June 1, 2015 was the start of the SWRCB's measurement period for the 2015/2016 statewide water conservation goals. The measurement period ends February 29, 2016. As previously reported, the MPWD system conservation goal is 20% when compared to 2013 water consumption.
2. The report due July 15th to the SWRCB was submitted. **JUNE'S REDUCTION (COMPARED WITH 2013) MEASURED 31.0%--A RECORD FOR JUNE IN MPWD'S HISTORY SINCE TRACKING STARTED IN 1961!** Last year's June PERCENT CHANGE was -7.2%.

2015/2016 MONTH	2015/2016 UNITS	2013 UNITS	PERCENT CHANGE*	CUMULATIVE WATER SAVINGS*	2015/2016 R-GPCD	2013 R-GPCD
June	103,863	150,614	-31.0%	-31.0%	82.3	122.6
July		156,081				122.9
August		155,788				122.7
September		145,551				118.5
October		122,117				96.2
November		106,535				86.7
December		94,062				74.1
January		84,202				66.3
February		86,478				75.4

*Compared to 2013.

The R-GPCD (Residential-Gallons Per Capita Day) calculations are highlighted in yellow. The SWRCB performance standard for indoor use is 55GPCD. (Note: For 2015/2016, the SWRCB formula for calculating the R-GPCD included MPWD factors: 85% residential use of total production, and 2014 population projection—26,730—from 2010 Urban Water Management Plan.)

BACKGROUND

The following Calendar Year 2014 and 2015 tables reflect MPWD's water system purchases in units (1 unit = 748 gallons), percentage change comparison, and cumulative average savings (highlighted in blue).

CALENDAR YEAR 2015 - JANUARY THROUGH MAY

2015 MONTH	2015 UNITS	2014 UNITS	2013 UNITS	PERCENT CHANGE*	CUMULATIVE WATER SAVINGS*	2015 R-GPCD	2014 R-GPCD	2013 R-GPCD
January	82,360	102,910	84,202	-2.2%	-2.2% / -15.1%**	64.9	81.1	66.3
February	79,782	73,221	86,478	-7.7%	-5.0% / -14.5%	69.6	63.9	75.4
March	102,964	89,152	106,663	-3.5%	-4.5% / -13.7%	81.1	70.2	84.0
April	91,491	96,019	120,265	-23.9%	-9.3% / -14.4%	74.5	78.2	97.9
May	97,806	126,934	155,736	-37.2%	-14.9% / -15.8%	77.1	100.0	122.7

*Compared to 2013. **Cumulative total since February 2014.

CALENDAR YEAR 2014 - FEBRUARY THROUGH DECEMBER

2014 MONTH	2014 UNITS	2013 UNITS	PERCENT CHANGE*	CUMULATIVE WATER SAVINGS*	2014 R-GPCD	2013 R-GPCD
February	73,221	86,478	-15.3%	-15.3%	64	75
March	89,152	106,663	-16.4%	-15.9%	70	84
April	96,019	120,265	-20.2%	-17.3%	78	98
May	126,934	155,736	-18.5%	-17.6%	100	123
June	139,729	150,614	-7.2%	-15.5%	114	123
July	134,669	156,081	-13.7%	-15.2%	106	123
August	128,924	155,788	-17.2%	-15.5%	102	123
September	118,284	145,551	-18.7%	-15.9%	96	119
October	109,652	122,117	-10.2%	-15.3%	92	96
November	86,670	106,535	-18.6%	-15.6%	71	87
December	72,835	94,062	-22.6%	-16.2%	57	74

*Compared to 2013.

The R-GPCD (Residential-Gallons Per Capita Day) calculations are highlighted in yellow. The SWRCB performance standard for indoor use is 55GPCD. (Note: For Calendar Years 2014 and 2015 tracking, the SWRCB formula for calculating the R-GPCD included MPWD factors: 85% residential use of total production, and population from 2010 Urban Water Management Plan—26,030.)

- MPWD started tracking water waste complaints in July 2014. All were investigated and resolved through communications and education.

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2015	2	0	5	12	6	6							31
2014	-	-	-	-	-	-	3	6	3	4	7	0	23

- The quarterly staff report by Jeanette Kalabolas on water conservation activities is attached.
- The SWRCB statewide Emergency Conservation Regulation Update dated July 7, 2015, is attached for information.

Attachments: Staff Quarterly Report on Water Conservation Activities
SWRCB statewide Emergency Conservation Regulation Update dated July 7, 2015



DATE: July 17, 2015
TO: Tammy Rudock, General Manager
FROM: Jeanette Kalabolas, Water Conservation Specialist

SUBJECT: 2015 SECOND QUARTER WATER CONSERVATION STAFF REPORT

SUBJECT #1: Rebate Programs

BACKGROUND: Update on 2015 Washing Machine (WM), High-Efficiency Toilet (HET), Lawn Be Gone (LBG) and Rain Barrel Rebate Programs

DISCUSSION: 141 WM rebates, 191 HET's, 11 LBG rebates and 40 rain barrels were paid out in FY 2014-2015. 7 LBG rebates remain pending for last Fiscal Year 2014-2015. BAWSCA has issued a handful of grant reimbursement checks to date whose totals are as follows: \$1,674.38 for WM's, \$10,972.50 for HET's and \$401.49 for the LBG program for the replacement period of May 2013 – February 2014. All afore-mentioned rebate programs are being renewed for FY2015-2016. MPWD will continue to consider enrollment in BAWSCA rebate program opportunities offered.

SUBJECT #2: "New" Water Conservation Promotional Items for 2015

BACKGROUND: Maintain a controlled inventory of promotional items for community distribution when attending or sponsoring various local meetings or events

DISCUSSION: Staff will utilize a limited portion of its FY 2015-2016 operating budget to purchase several new promotional items focused solely around water saving. Shower timers and buckets, rain gauges, magnets and dish scrub brushes are currently under consideration, as well as 8x10 table top display signs, a District monogrammed pop-up and customized wind banners. Two updated communication instruments are also in the developmental stage of design, water waste door hangers and hotel table tents.

SUBJECT #3: Fall 2015 "Waterline" Newsletter

BACKGROUND: Provide customers via a formal bulletin format District information of interest in order to improve or maintain public relations

DISCUSSION: We are entering the pre-production stage of our fall 2015 newsletter. Topics to date include: a cover intro of our new Operations Manager, safety, capital improvement projects, from the field highlights, employee spotlight (Henry's 15-Year Service Anniversary), customer service happenings, website launch, National Night Out, as well as a showcase section to market our new promo items. It will also feature our 1st annual water conservation insert report, which will contain an introduction segment, as well as summarize drought response, rebate/school education programs, public outreach and future actions.

SUBJECT #4: Home Water Use Report Software

BACKGROUND: Staff is looking into an interactive web-based portal that can deliver real-time custom water consumption information, messaging, and water saving recommendations to our customers

DISCUSSION: To date Brent, Misty and I have participated in three online product demos by AquaHawk, Dropcountr and WaterSmart. All three companies offer similar basic water consumption report style services, however, they differ with respect to available messaging and saving tips platforms. All either already have in place or are moving in the direction of compatible phone applications for available on-the-go fingertip account access. Sensus is the fourth and final vendor we will be considering. A demo has been scheduled for month's end. Staff agrees that this product seems to make the most sense from a meter compatibility perspective. Staff's goal is to have a tool in place no later than close of FY 2015-2016.

SUBJECT #5: School Audit and Retrofit Pilot Program

BACKGROUND: San Mateo County Energy Watch (SMCEW) has spent the past few years working with local school districts on water and energy use benchmarking. SMCEW is now actively seeking municipalities interested in participating in a partnership pilot program.

DISCUSSION: Pilot program goals are as follows: determine water savings potentials, assess cost effectiveness/budget requirements, and develop retrofit funding structure to meet the needs of all partners, create an implementation approach, and issue a corresponding report. Roles would be defined as municipalities provide the funding and SMCEW handles coordination, audit set up/delivery of reports to school districts, as well as support/guidance for project implementation. Last week staff met with SMCEW, City of Belmont and BRSSD to discuss a partnership in the pilot. The discussion included consultant introduction, school selection, cost sharing interest and challenges, audit measure examples, outcome reporting, implementation of results and on-going support. An MOU is being drafted to further outline party involvement and will be presented to all parties in attendance by weeks end for further consideration.

SUBJECT #6: MPWD "National Night Out" Tour

BACKGROUND: An annual cohesive public event to promote crime prevention activities, community partnerships, including water conservation, and neighborhood camaraderie

DISCUSSION: This year's event will be held Tuesday, August 4, 2015 from 5:30PM-9:00PM. A total of nine neighborhoods will participate throughout Belmont. City officials, Belmont PD, CERT, Public Works, MPWD, Belmont Library and the Belmont Chamber of Commerce will all have active roles in the night's festivities. The District will have a varied presence in all nine neighborhoods. Brent is taking his AMI meter demonstration on the road visiting as many sites as possible. Operations will coordinate a heavy equipment tour with City of Belmont Public Works. MPWD Water Conservation information tables featuring educational materials, as well as promo items will also be set up at as many locations as possible.

SUBJECT #7: BAWSCA Happenings

BACKGROUND: The Bay Area Water Supply and Conservation Agency (BAWSCA) represent the interests of 24 cities and water districts, and two private utilities that purchase water from the San Francisco Public Utilities Commission (SFPUC) Water System. BAWSCA provides the ability for customers of the regional system to work with San Francisco on an equal basis to ensure a reliable and high quality water source, as well as negotiate fair pricing. BAWSCA was

System. BAWSCA provides the ability for customers of the regional system to work with San Francisco on an equal basis to ensure a reliable and high quality water source, as well as negotiate fair pricing. BAWSCA was established to plan for and acquire supplemental water supplies, to encourage water conservation and the use of recycled water on a regional basis.

DISCUSSION: The Water Conservation 101 Course that was developed by MPWD and BAWSCA, then piloted through the Library presentation in May has transitioned to a permanent subscription based education tool available through BAWSCA for FY 2015-2016. BAWSCA has issued an RFP for the development of a new Conservation Management System. They have advised that Agencies will be expected to participate in the consultant selection process that will combine their existing rebate and water conservation databases. MPWD has also opted to move in the direction of outsourcing LBG Pre & Post site inspections through BAWSCA's new audit services program, so that staff can focus its immediate attention on more pressing conservation efforts. Further, in June BAWSCA launched a new regional drought campaign piggy backing off SFPUC, It has been captioned the "Smart and Sexy 2.OH My" series. Artwork images are available for use by all member Agencies. Attached is a sample of an ad option that was published in the daily journal by MPWD this month.

SUBJECT #8: California State "Save Our Water" Summer 2015 Campaign

BACKGROUND: Save Our Water (SOW) was created in 2009 as a partnership between the Association of California Water Agencies and the California Department of Water Resources. The program reaches millions of Californians each year with its water saving messaging and tips by offering ideas and inspiration for permanent reduction in water use regardless of drought conditions.

DISCUSSION: A telephone survey was conducted across the state of California and key finding learned. In summary, three quarters surveyed claim they had already reduced their water use indoors and were not planning on doing much more inside. They also advised that they had already changed out their high water use fixtures and appliances. Almost all seemed willing to do more outdoors to save water, but seemed conflicted when asked if they would allow their lawns to brown. The biggest lawn replacement barriers seemed to be cost and the close association to home values (curn appeal). Most admitted that fines could be motivating. All acknowledged that while messaging is quite compelling, the severity of the drought is most persuasive savings component. Potential taglines were tested. Stay Gold California, Brown is the new Green, Turn It Off and Shut It Off ranked comparably amongst the five phrases shared with northern California participants and stay Gold California was the only clear winner amongst Southern Californians. The study also found that fire fighters, farmers and water agencies were the spokespeople of choice. SOW took these results and formulated their summer 2015 campaign. The campaign has been rolled out and will wrap in October. Marketing outlets include radio, social media, billboards, movie theaters, television, and corporate partnerships. A media kit which contains FREE media digitals, posters, lawn signs, logos, door hangers and PSA's has been designed for water agencies to use and is accessible online through SOW's website for immediate use. For your reference attached is a graphic sample.

APPROVED: _____ DENIED: _____ NO ACTION: _____ DIRECTION GIVEN: _____

GO WILD!

Plant native, water-efficient plants to save water and \$\$\$.



MID-PENINSULA
WATER DISTRICT

www.MidPeninsulaWater.org/landscape



Did you know that up to 50% of your household water usage can be for landscaping? Learn more about water conservation and rebate programs at MidPeninsulaWater.org

LET IT GO. CALIFORNIA GOLD



MID-PENINSULA
WATER DISTRICT

HELP CA SAVE WATER
MidPeninsulaWater.org/tips

Emergency Conservation Regulation Update

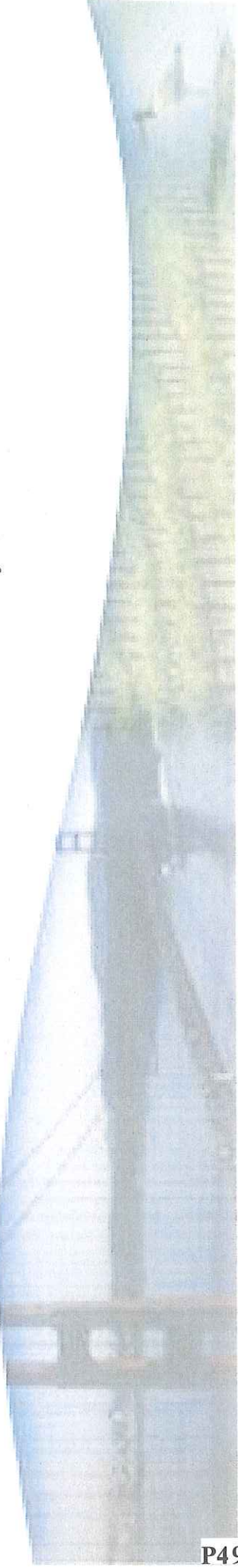
Office of Research, Planning, and Performance

July 7, 2015



Status of Implementation

- Water production data collected from June 2014 through May 2015 (12 months)
- 400 (of 411) urban water suppliers submitted May production numbers
- Final month reported under March 27 emergency regulation; conservation standards are effective June 1, 2015

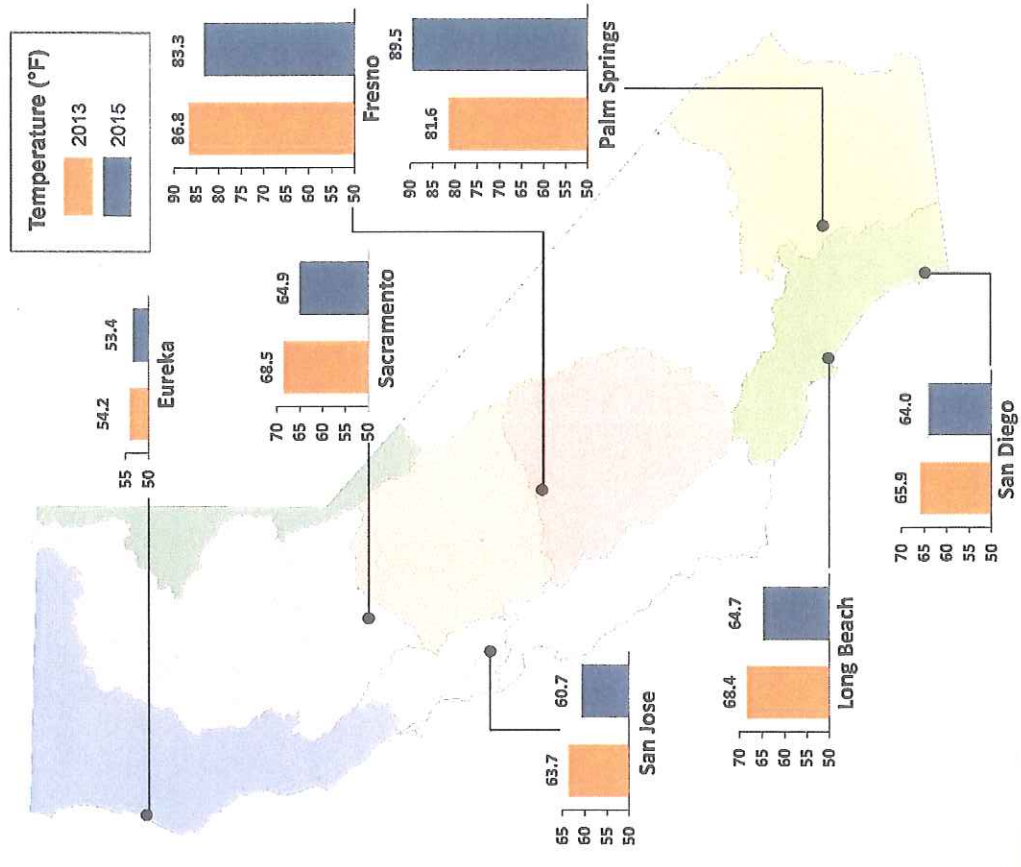
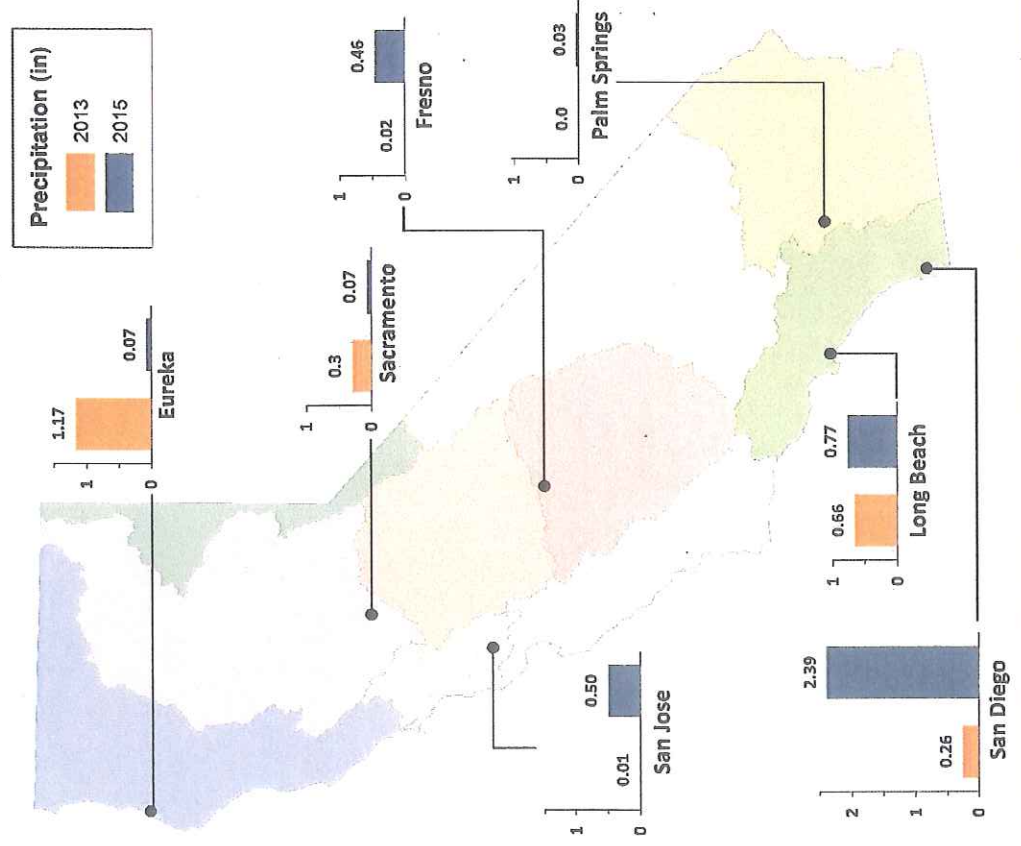


May Weather Conditions

(Select Cities)

Precipitation

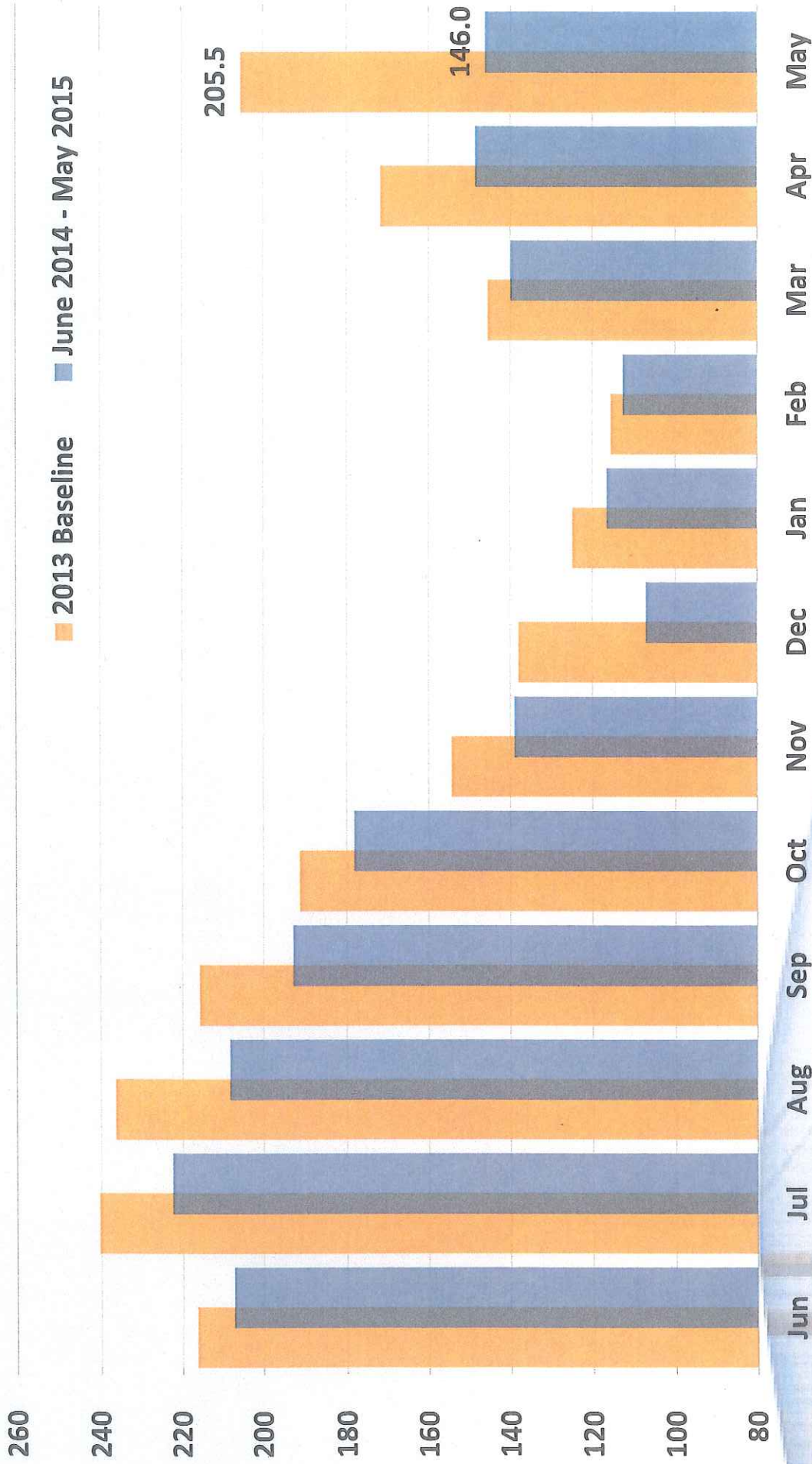
Temperature



Statewide, May 2015 was wetter and cooler than May 2013

Statewide Water Conservation Results

Water Production June 2014 - May 2015 (Billion Gallons)



Over 237 Billion Gallons Saved June 2014 – May 2015,

enough to provide 2.38 million Californians with water for 1 year

Statewide Water Conservation Results

Water Production Percentage Reduction

(Compared to 2013)

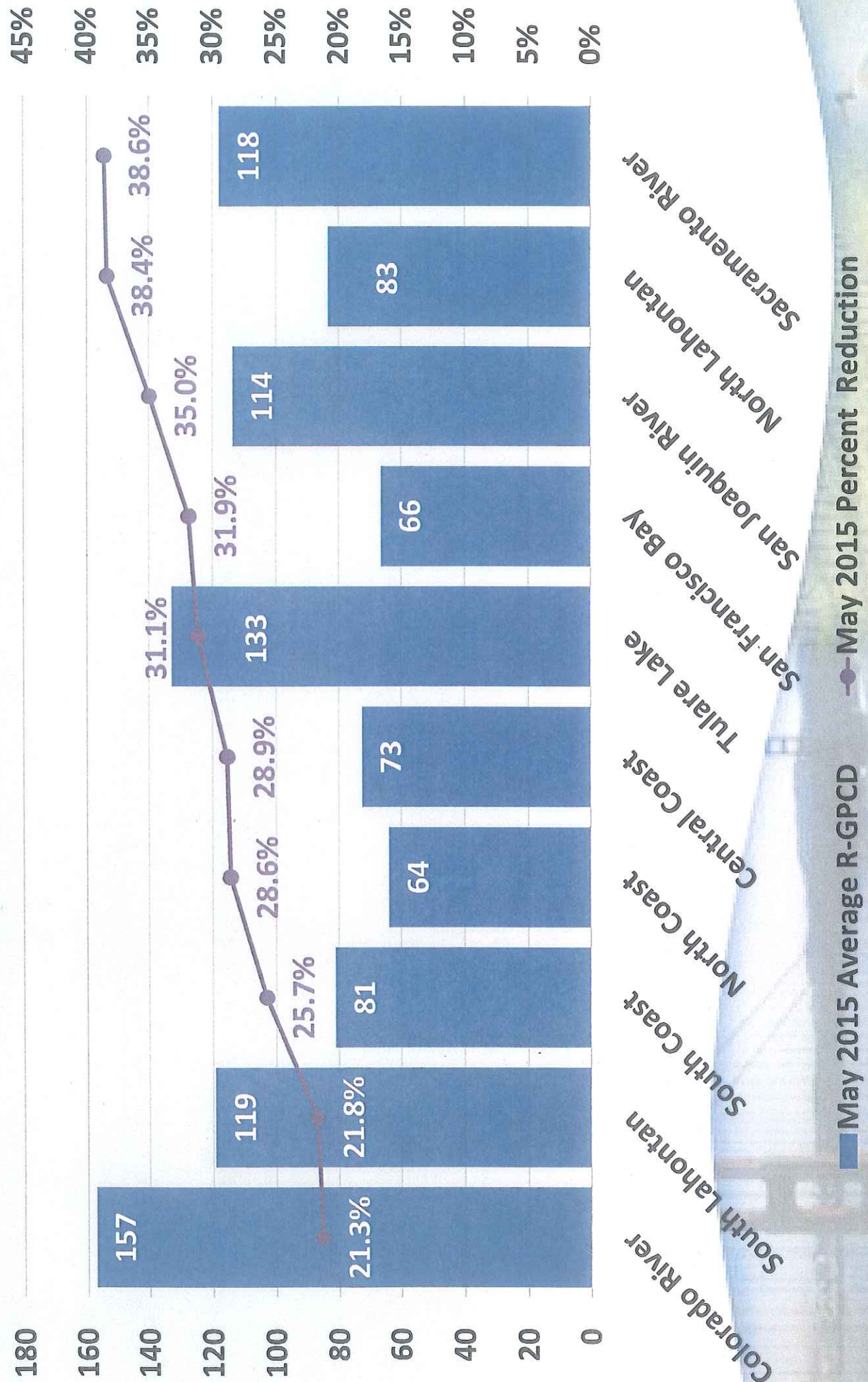


May 2015 Residential Gallons per Capita per Day

- Highest R-GPCD = 348
- Lowest R-GPCD = 39
- Average statewide May 2015 R-GPCD = 87.5, down from 90.5 in April
- 55 GPCD is the performance standard for indoor use
 - 33 suppliers representing about 2.6 million people report May total (indoor and outdoor) R-GPCD less than 55



May 2015 Water Conservation Results



May 2015 Water Supplier Irrigation Restrictions and Enforcement Actions

- 60 suppliers reported no restrictions on the number of days per week outdoor irrigation is allowed
- Water Supplier Enforcement Actions
 - 28,555 water waste complaints submitted to 346 suppliers
 - 36,159 formal warnings for water waste issued by 269 suppliers
 - 1,786 penalties issued by 49 suppliers



Noteworthy June 2014 – May 2015 Conservation Achievements

Cumulative 12-month conservation greater than 20%
and 12-month average R-GPCD less than 75 gallons

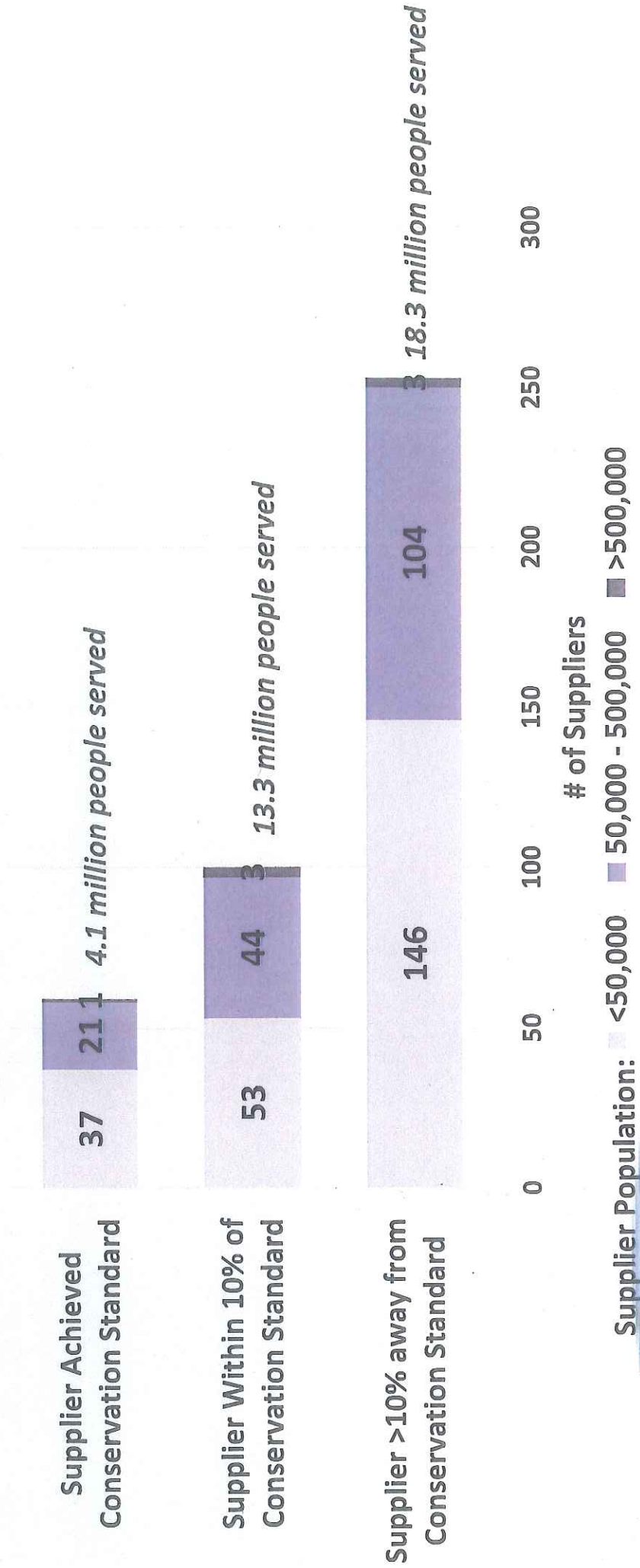
- Alameda County Water District
- Santa Cruz City of
- Santa Barbara City of
- Dublin San Ramon Services District
- Soquel Creek Water District
- Calaveras County Water District
- San Lorenzo Valley Water District
- Menlo Park City of
- Cambria Community Services District
- California Water Service Company Redwood Valley

Conservation Tiers

Conservation Standard	# Suppliers	Population Served
4%	5	83,050
8%	24	2,248,691
12%	22	1,877,869
16%	42	10,259,223
20%	61	6,076,675
24%	45	2,259,421
28%	78	6,400,928
32%	58	3,593,157
36%	65	2,770,266
Grand Total	400	35,569,280

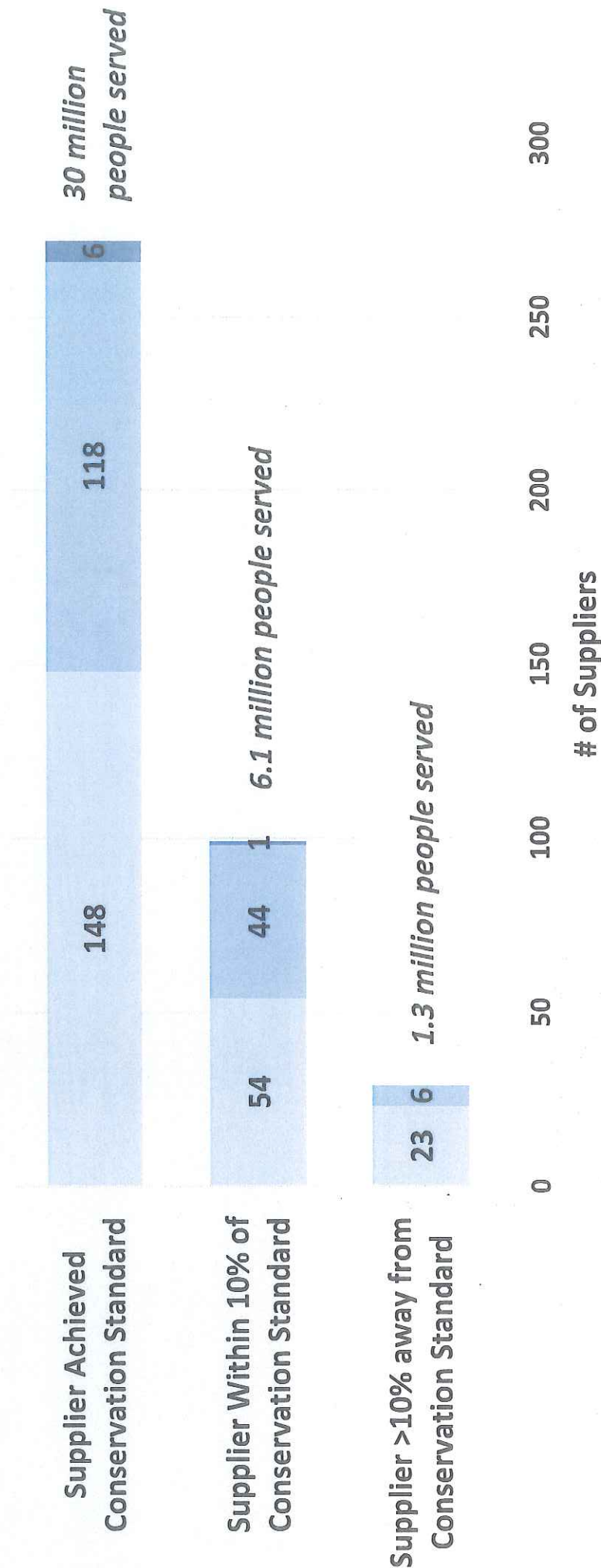
Conservation Tiers

June 2014 – May 2015 Cumulative Savings compared to Conservation Standard (effective June 1, 2015)



Conservation Tiers

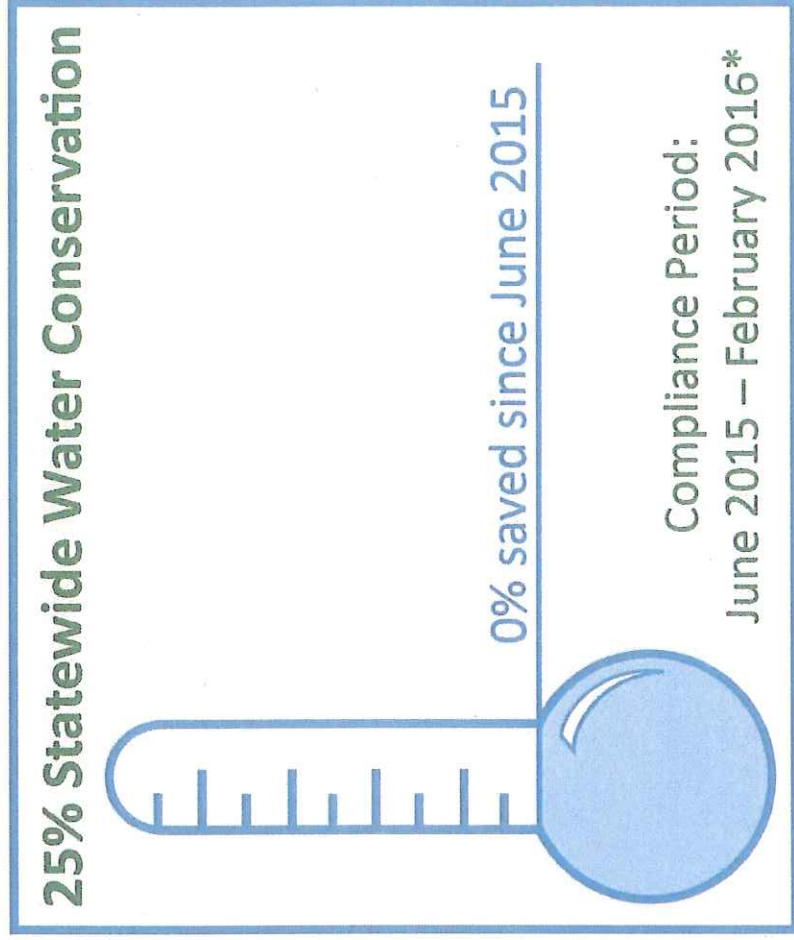
May 2015 Savings compared to Conservation Standard (effective June 1, 2015)



Supplier Population: ■ <50,000 ■ 50,000 - 500,000 ■ >500,000

Next Steps

- June 2015 water production numbers submitted July 15, 2015
- Enforcement actions begin July 16, 2015
- New reporting on actions taken to meet conservation standard



*As compared to the equivalent months in 2013
Updated on 7/7/15



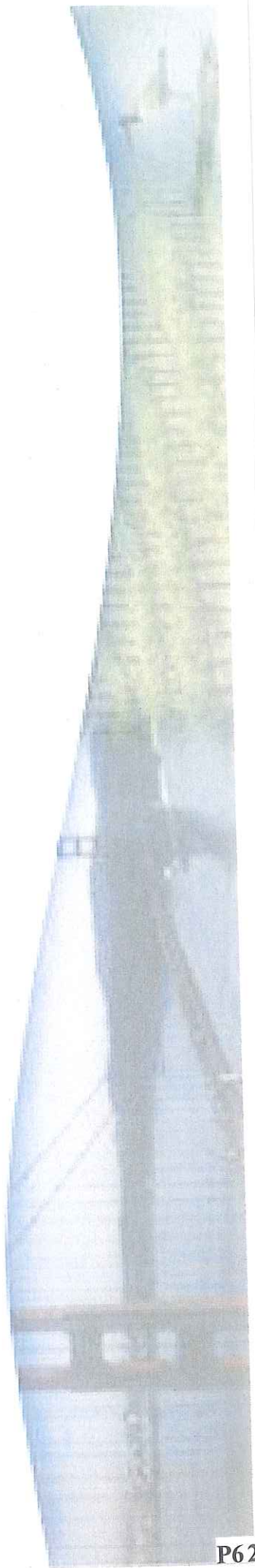
Enforcement Actions

- Enforcement tools include:
 - Information Orders
 - Conservation Orders
 - Cease and Desist Orders
- Level of enforcement action will depend on multiple factors:
 - Distance from conservation standard
 - Actions implemented to meet conservation standard
 - Ability to implement additional conservation measures
 - Other case-specific determinations



Additional Actions

- July 8, 2015 workshop on rates and pricing
 - Directive 8 from Governor's April 1, 2015 Executive Order
- Alternate compliance assessments
- 4% tier determinations
- Commercial agriculture certifications
- Workgroup development





AGENDA ITEM NO. 8.A.

DATE: July 23, 2015
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: CONSIDER CSDA 2015 BOARD ELECTIONS AND MAIL BALLOT FOR SEAT A ON THE COASTAL NETWORK

RECOMMENDATION

Consider the CSDA 2015 election ballot for the Coastal Network, Seat A (for term ending 2018).

FISCAL IMPACT

None.

DISCUSSION

The CSDA's 2015 Board elections ballot and candidate information submitted is attached. The General Manager transmitted the ballot and candidate information for an advance review by Directors Stuebing and Warden (designated MPWD representatives for CSDA activities) for discussion purposes at the Board meeting.

Each of CSDA's six (6) regional divisions has three seats on the Board. Each of the candidates is either a board member or management level employee of a member district located in the geographic region. Each member district in good standing is entitled to vote for one (1) director to represent its region.

The completed ballot is due by 5:00PM on Friday, August 7, 2015.

Attachment: CSDA Board of Directors 2015 Election – Coastal Network, Seat A

BOARD ACTION: APPROVED: _____ DENIED: _____ POSTPONED: _____ STAFF DIRECTION: _____
UNANIMOUS _____ LINVILL _____ ZUCCA _____ WARDEN _____ STUEBING _____ VELLA _____



**California Special
Districts Association**
Districts Stronger Together

RECEIVED

JUN 12 2015

MID-PENINSULA
WATER DISTRICT

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION
2015 BOARD ELECTIONS
MAIL BALLOT INFORMATION

Dear Member:

A mail ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in your Network for Seat A. Each of CSDA's six (6) networks has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your network. Each Regular Member (district) in good standing shall be entitled to vote for one (1) director to represent its network.

We have enclosed the candidate information for each candidate who submitted one. Please vote for **only one** candidate to represent your network in Seat A and be sure to sign, date and fill in your member district information. If any part of the ballot is not complete, the ballot will not be valid and will not be counted.

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Friday, August 7, 2015**.

If you do not use the enclosed envelope, please mail in your ballot to:
California Special Districts Association
Attn: 2015 Board Elections
1112 I Street, Suite 200
Sacramento, CA 95814

Please contact Charlotte Lowe toll-free at 877.924.CSDA or charlottel@csga.net with any questions.

CSDA BOARD OF DIRECTORS 2015 ELECTION

OFFICIAL BALLOT



**COASTAL
NETWORK**

SEAT A
term ends 2018

Please vote for only one.

- Robert Blair**
Nipomo Community Services District
- Peter Le**
Marina Coast Water District
- Elaine Magner**
Pleasant Valley Recreation & Park District

All fields must be completed in order to be counted

** incumbent running for re-election*

SIGNATURE:	DATE:
MEMBER DISTRICT:	

Must be received by 5pm, August 7, 2015. CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814



Hello!

My Name is Dr. Robert L. "Bob" Blair,

I am one of the candidates running for Seat A in the Coastal Network of the California Special Districts Association.

Why should you elect me over the other aspiring CSDA Candidates?

1. I have prior experience. I served on the CSDA Board as a representative of Region 4 from 2002 to 2004. During that time, I served on the committee that returned the ERAF money to the Cities, Counties, & Special Districts.
2. I hold a Doctor of Pharmacy Degree from the University of California Medical Center in San Francisco (UCSF) and an AA degree from San Francisco City College. I also hold two valid Pharmacy licenses (California & Nevada).
3. I have been married to my wife Eileen for over 60 years. Together we have raised three very successful adult children: Lisa, Lodene & James.
4. I served on the NCS D Board of Directors from 1994 to 2004. In 2012, I ran a successful campaign, was the top vote getter by a large margin, and returned to the NCS D for 4 more years.
5. I have a strong longtime personal relationship with our current 35th District Assemblyman Katcho Achadjian. Katcho and I both ran for local office in San Luis Obispo County in 1994.
6. I never missed a meeting when I represented CSDA Region 4 in 2002-2004. I will give you 100% of my time, if you give me your Vote in this coming election.
7. I have been involved in Water, Land use, and planning at the State & Local levels for some 35 years. Please let me put my many talents and experience to work for all the people of Coastal Network.

Please vote to put "Dr. Bob back on the job". Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Robert L. Blair". The signature is stylized and cursive.

Dr. Robert L. "Bob" Blair
Director Nipomo Community Service District

Active member of:

San Luis Obispo Sheriff Advisory Council
Nipomo Chamber of Commerce
CA Sheriff's Association

Candidate Statement for Peter Le

"Peter is a California licensed Civil Engineer with over 30 years of experience including water and wastewater. The majority of his experience was with local governments in the US and a few years in New Zealand and Australia.

Elected in 2012, Peter completed the entire CSDA modules for elected Directors. He attended CSDA, ACWA and AWWA annual conferences.

Peter received his Bachelor of Civil Engineering from University of Auckland in 1978 and Executive Master of Public Administration from Golden Gate University in 2007. He previously hold California wastewater license and QSD/QSP".

My Fellow CSDA Members,

I am requesting your support for my election as representative to the California Special Districts Association (CSDA), Board of Directors for the Coastal Network.

As the current Chairperson of the Board of Directors for the Pleasant Valley Recreation and Park District (PVRPD), I support CSDA's on-going efforts to offer educational classes and informative conferences and their active monitoring of legislative and policy proposals that greatly affect District operations. Through my involvement with CSDA I actively serve on the Fiscal and Audit Committees and Legislative Feedback group and have previously served on the By-laws and Elections Committee.



Elaine Magner

If elected, I will work with the other Board Members and CSDA staff to increase memberships, lower membership fees and other expenses, and continue to enhance the service provided to the member agencies.

I have been on the PVRPD Board of Directors since February 2008. I have served as Board President twice, serve on the Personnel and Finance committees and am PVRPD's representative to the Ventura County Special Districts Association (VCSDA) and CSDA. I was honored by VCSDA by being named the 2014 Director of the Year. I worked in Public Service for 31 years in law enforcement Human Resources. Additionally, I worked as a contract investigator for the Department of Justice for 10 years following my retirement. My experience on the Pleasant Valley Recreation and Park District (PVRPD) Board of Directors and my work as a public servant has provided me with a solid foundation of experience and prepared me to represent your District's interests on the CSDA Board of Directors.

I would appreciate the opportunity to serve as a Coastal Network representative on the CSDA Board of Directors and respectfully ask for your vote.

Sincerely,

Elaine L. Magner, Director
Pleasant Valley Recreation and Park District



TO: Board of Directors
FROM: Tammy A. Rudock
General Manager
DATE: July 23, 2015

MANAGER'S REPORT

FOLLOW-UP FROM 06/25/15 REGULAR BOARD MEETING

Ordinance 114 Amending Attachment "A" Regarding Rates and Charges to the Water Service Ordinance No. 103 for the MPWD was posted to the website.

The approved FY 2015/2016 Operating and Capital Budgets were distributed to the Board and all employees, and posted to the website.

The new MPWD Organizational Chart was posted to the website.

The Pakpour Consulting Group District Engineer contract was executed.

Staff transmitted Resolutions 2015-09 and 2015-10 to the ACWA/JPIA.

At the next staff safety meeting/GM rap session, the Revised MPWD Employee Safety Incentive and Loss Prevention Program will be reviewed.

Staff transmitted Resolution 2015-12 to San Mateo County for the MPWD's green business re-certification.

Resolution 2015-13 was transmitted to the San Mateo County Chief Elections Officer to conduct the November 3, 2015 election by mail pursuant to the pilot program authorized by AB 2028.

The 2014 CCR was mailed to MPWD customers. It is posted at the MPWD website.

AGENDA PREPARATION

President Linvill and I have expanded the agenda review process to include a few useful enhancements:

- Reviewing the DRAFT agenda for not only the current month but one month out; and
- Tracking progress on the MPWD Strategic Plan.

Staff is also working on creating a calendar year agenda process to include the annual review and routine items that are considered by the Board. President Linvill also suggested having the Minutes available from the previous Board meeting, and staff has that under consideration.

FINANCIAL REPORTING

Beginning next month, staff will present a graph reflecting actual water commodity revenues and purchased water expenses as compared with projections. That way progress can be monitored throughout the fiscal year.

MPWD 2015 STRATEGIC PLAN

Staff is working with consultant, Julie Brown in preparation for her progress report next month on the MPWD's strategic goals.

REPORT FROM CSDA GM SUMMIT

At the Board meeting, I will present a report from the sessions I attended at the recent CSDA GM Summit.

MEETINGS

<i>DATE</i>	<i>EVENT</i>
June 26 th	Participated in quarterly GM lunch in Belmont with District Engineer.
June 30 th	Attended ACWA/JPIA Executive Committee Meeting in Roseville for MPWD's approval in Property/Liability/Worker's Compensation insurance programs.
July 10 th	Attended Star12 Conference for Managers and Supervisors.
July 13 th – 14 th	Attended CSDA GM Summit in Newport Beach.

UPCOMING MEETINGS/EVENTS

- HIA Meeting (Belmont) – *No meetings in July and August*
- Belmont's *National Night Out* – August 4, 2015
- BAWSCA Water Management Meeting (Foster City) – August 6, 2015
- CSDA Annual Conference (Monterey) – September 21-24, 2015
- ACWA Fall Conference (Indian Wells) – December 1-4, 2015



DATE: JULY 23, 2015

BY: CANDY PINA
ADMINISTRATIVE SERVICES MANAGER

**ADMINISTRATIVE SERVICES MANAGER'S REPORT
SUPPLEMENT TO MANAGER'S REPORT**

CONFERENCES, TRAINING, & MEETINGS:

- 1) Tammy Rudock/Candy Pina: 06/30/15 – JPIA/ACWA Board Meeting for acceptance of MPWD to JPIA/ACWA's Business Insurance/Worker's Compensation Insurance Pool
- 2) Jeanette Kalabolas: 07/06/15 – National Nights Out Committee Meeting
- 3) Jeanette Kalabolas: 07/07/15 – "Code Enforcement" Webinar
- 4) Jeanette Kalabolas: 07/09/15 – "Save our Water" Webinar
- 5) Jeanette Kalabolas: 07/09/15 – BAWSCA Drought Report Response Tool Conference Call
- 6) Laura Ravella: 07/10/15 – "Secrets of Clear Communication" webinar
- 7) Candy Pina: 07/10/15 – Star 12 Manager's Conference
- 8) Jeanette Kalabolas: 07/13/15 – San Mateo County School Audit Pilot Program W/COB & BRSSD
- 9) Jeanette Kalabolas: 07/22/15 – NorCal Water Conservation Coordinators Meeting
- 10) Laura Ravella: 07/24/15 – "Collaboration Intelligence in the Workplace" Webinar
- 11) Candy Pina/Misty Malczon: 07/27/15-07/30/15 – AUDIT Field Work with David Becker and Staff from James Marta and Company

FINANCIAL REPORTING:

- 1) Schedule of Cash and Investments:

SCHEDULE OF CASH AND INVESTMENTS		
CASH ACCOUNT	BALANCE @ 6/30/15	BALANCE 7/16/15
PETTY CASH	400	400
CASH DRAWER	200	200
WELLS FARGO CHECKING	\$ 193,563	\$ 130,184
LAIF	\$ 3,387,031	\$ 3,387,031
TOTAL	\$ 3,581,194	\$ 3,517,815

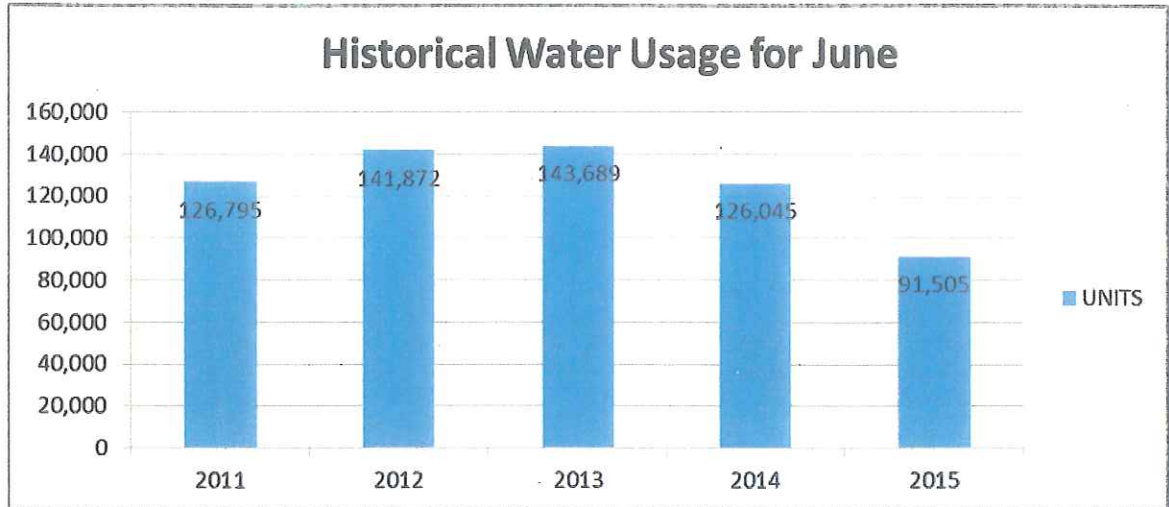
Month End Balance of PARS/OPEB for May 2015 (June 2015 report not yet received): \$436,757.96. An overall increase in Net Earnings of \$1,130.89 reported.

2) Reserve Report:

RESERVES		
RESERVE ACCOUNT	BUDGET PER RESERVE POLICY	BALANCE @ 6/30/15
CAPITAL RESERVE	\$ 2,500,000	\$ 887,031
EMERGENCY RESERVE	\$ 2,000,000	\$ 2,000,000
WORKING CAPITAL RESERVE	\$ 500,000	\$ 500,000
TOTAL RESERVE	\$ 5,000,000	\$ 3,387,031

3) Water Revenue Report:

WATER REVENUES for FISCAL YEAR 2014/2015					
Month	Total Units	Water Charges	Service Charges	Total Water Revenues	Misc Rev
JUL	127,097	765,431.41	157,614.23	923,045.64	1,203.75
AUG	129,715	854,029.13	173,166.06	1,027,195.19	1,197.50
SEP	113,584	738,713.95	171,892.22	910,606.17	1,215.00
OCT	108,621	701,121.80	172,448.84	873,570.64	1,212.50
NOV	94,577	602,450.84	172,475.11	774,925.95	1,211.25
DEC	68,647	423,344.36	172,709.37	596,053.73	1,217.50
JAN	75,324	467,947.10	172,400.21	640,347.31	1,216.25
FEB	73,123	453,490.61	172,385.56	625,876.17	1,217.50
MAR	77,709	484,743.78	172,310.97	657,054.75	1,218.75
APR	88,918	562,321.53	172,178.58	734,500.11	1,217.50
MAY	91,498	580,421.45	172,187.56	752,609.01	1,220.00
JUN	91,506	580,901.19	170,755.69	751,656.88	1,222.50
TOTAL	1,140,319	7,214,917.15	2,052,524.40	9,267,441.55	14,570.00



	June 2015 Fiscal YTD	June 2014 Previous YTD	June 2015 Current Month	June 2014 Previous YR Month
Active Accounts	7,862	7,963	7,862	7,963
Bills Issued	95,382	95,486	7,862	7,963

TEAM BUILDING ACTIVITIES:

Staff Potluck will be taking place this month featuring Creole Food. General Manager Rudock's Chicken & Sausage Jambalaya will be served.



TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager
DATE: July 23, 2015

OPERATIONS REPORT

With the reorganization, Field Operations have been distributed into these five areas of responsibility:

Henry Young – Distribution System, Inter-Agency Interties, Fire Hydrants and Valves
Michael Anderson – Telemetry, Tanks, Pump Stations and Regulators
Brent Chester – Meters, Infrastructure Locating and Customer Service
Rick Bisio – Water Quality and Safety
Stan Olsen – Facilities, Inventory, Parts, Equipment and Vehicles

(It is important to note that while we have areas of responsibility, we all work together to assist one another in service to our customers.)

AMI Meter Installations – To date we have approximately 3,400 water meters out of some 7,900 customer accounts with AMI installed and working at a cost of \$1.6 million. Staff's current focus has been in Zone 1 where 1,180 of 1,196 residential meters are up and running as of July 4. The next area of concentration will be in the Zone 1 commercial and industrial customer sites where we are assessing existing field conditions to determine how much work will be needed in order to install a new AMI meter - each customer circumstance is unique. Upon completion of Zone 1, only Zone 2 and 3 remain, but they contain the majority of customer accounts

System Maintenance – During fiscal year 2014/15, 652 system valves were exercised or about one-quarter of our system valves. Since the beginning of the fiscal year, 50 system valves have been exercised in Zone 8; regular maintenance performed on the Talbryn, Davey Glen and North Road pressure regulating valves; communication and SCADA issues at the Dekoven and Hallmark Pump Stations have been and are being

addressed. During the month of June, staff collected 44 water samples (11 per week) for bacteriological testing and report to the State. The results from the laboratory found no violation of drinking water standards due to our operation and maintenance of the water distribution system. In addition, four water samples were obtained for Disinfection By-Product Rule testing and three water samples for the Unregulated Contaminant Monitoring Rule 3 testing purposes.

System Repairs

Location	Event	Material	Installation Date	Estimated Water Loss
611 Southview Ct	Service Leak	Copper	1996	Negligible
3425 Lodge Ave	Service Leak	Poly pipe	1967	Negligible
104 London Ave	Service Leak	Copper	Not reported	Negligible
2345 Hastings Ave	Service Leak	Poly pipe	Not reported	Negligible
1355 Shoreway Rd	Hydrant Hit	PVC	1979	36,000 gals.
631 Waltermire Ave	Main Break	CIP	1939	< 1,000 gals.
1117 North Rd.	Main Break	CIP	1950	Unknown
1514 Folger Dr.	Main Break	CIP	1949	4,400 gals.

Administration

Update on the Citation No. 02-17-15C-004 related to the untreated water incident from the Regional Water System (RWS) managed by the SFPUC on March 3, 2015. The Mid-Peninsula Water District (District) was one of eleven (11) distribution systems affected. On April 21, 2015, the District received a citation from the State Water Resources Control Board (SWRCB), as did the other affected agencies, with direction to reply to the SWRCB within a certain time frame. The District’s citation contained five (5) directives including:

1. Cease and desist from failing to comply with California Code of Regulations, Title 22, Sections 64650(b), 64652(a) and Section 64654(a);
2. Within 60 days, extended to 90 days, the District is to provide a Corrective Action Plan (CAP) reiterating measures to prevent water entering the system that does not meet drinking water standards, an evaluation of water supply and storage in each pressure zone in the event water from the SFPUC RWS is unavailable, and recommendations to improve the reliability of the District’s water system;
3. Within 30 days of the citation, the District is to provide proof to the SWRCB of public notification of the event using the SWRCB form;
4. Include information regarding this citation in the 2015 Consumer Confidence Report, which is to be issued to all customers by July 1, 2016; and

5. Within 30 days of receipt of the citation, the District shall agree in writing to comply with all directives of the citation.

The District has responded in an appropriate fashion to directives 1, 3 and 5. Staff is in the process of completing and submitting directive 2, the CAP, due July 22, 2015, and directive No. 4 is due for action next year during the preparation of the 2015 Consumer Confidence Report.

Background: On March 3, 2015, the SFPUC-RWS had planned to provide as much as 60 million gallons of Hetch-Hetchy Water to their wholesale customers. A series of operational errors allowed some 715,000 gallons of untreated San Antonio Reservoir water into the potable water supply through the Alameda Siphon No. 3 in Sunol Valley. This untreated slug of water made its way into the RWS creating a situation in which the SFPUC opened their Emergency Operations Center (EOC), and immediately contacted regulatory agencies and wholesale agencies while addressing the situation. Normally the Hetch-Hetchy water supply only requires disinfection, and not the full complement of water treatment such as sedimentation, filtration and disinfection. The same cannot be said about water from the San Antonio Reservoir. This water supply must go through a water treatment process to meet drinking water standards and therefore when this untreated slug of water entered the RWS, it required action.

Over the next 24 hours, four conference calls were held with customers, including the District, in an attempt to manage the incident and minimize the introduction of untreated water into wholesale customer distribution systems through flow modeling and water quality monitoring. One of the ways the slug of untreated water was monitored was through drops in the disinfectant levels when compared to normal operational levels. According to a SFPUC report to the SWRCB, it does not appear that disinfectant levels dropped below 0.9 mg/L, which was a good sign, though the normal disinfectant level is 2.7 mg/L, or three times as high. By hour 36 of the event, the SFPUC and SWRCB were confident the slug of water had made its way out of the system and into the Crystal Springs Reservoir, which provides a hydraulic barrier. The SWRCB required all affected agencies notify customers of the event via a Tier 2 notice. The SFPUC assisted the District with talking points and its mailing to our customers.

District Response: District staff was engaged in the conversations as soon as it was notified of the untreated water event and stayed engaged throughout the event, but were unable to timely isolate the District distribution system from the affected RWS water supply. *(The SFPUC report to the SWRCB mentioned that the slug of water moved faster through the northern alignment, affecting the District and others, of the RWS then through the southern alignment of the RWS.)* For the District, it became a matter of managing its compromised water supply, monitoring water quality, and beginning the public outreach to notify customers of the incident. With the breach in water quality, the SWRCB got

involved and began the regulatory process in which water agencies were notified of a drinking water violation and actions to be taken in order to get back into compliance.

A formal citation letter from the SWRCB was received by the District on April 21, 2015 with five directives stated above. By May 21, 2015, the District had timely and formally replied to the SWCRB. The District had the following replies to the five directives:

- Directive 1 - the District let the SWRCB know that it was working with the SFPUC and the Bay Area Water Supply and Conservation Agency (BAWSCA) to identify preventative measures and actions to mitigate the potential for future similar events. District staff reminded the SWRCB that it is the SFPUC's responsibility to provide a water supply to its wholesale customers in compliance with drinking water quality standards and that the District's permit precludes water treatment and continuous disinfection;
- Directive 2 – the District requested and received 90 days to submit a CAP which is due July 22, 2015. The CAP will be addressing District ability to utilize its storage capacity to become sustainable during water quality emergencies, internal communication and RWS intertie activation/isolation to protect the District's water system. In addition, the CAP will speak to the SFPUC need to improve real time data collection and communication to wholesale agencies within the RWS by making use of technology such as SCADA;
- Directive 3 – the District provided proof of its public notification to customers;
- Directive 4 – the District committed to include information regarding this incident in the 2015 Consumer Confidence Report that is to be issued by July 1, 2016; and
- Directive 5 – District letter dated May 21, 2015 signed by General Manager Rudock.

Last item

During the week of July 13 while staff was investigating a water quality complaint on the 1500 block of El Camino Real, we found a District blow-off valve in the alley with signs of tampering, or potential unauthorized use of water. We also found a fire hydrant on the 1500 block of Fifth Avenue with a loose cap. Staff prepared and sent letters to several business owners and seven homes in the area making them aware of the apparent tampering and to report any suspicious activity to the District or Belmont Police Department.



TO: Board of Directors
FROM: Joubin Pakpour, PE
DATE: July 23, 2015

DISTRICT ENGINEER'S REPORT

There was no written District Engineer's report for this month.

**MID-PENINSULA WATER DISTRICT
BUDGET FOR YEAR 2014-2015
SUMMARY**

DESCRIPTION	APPROVED AMENDED FY 2014-2015 BUDGET \$	ACTUAL 7/1/14 06/30/15	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
OPERATING REVENUE				
WATER CHARGES	8,611,000	7,203,329	1,407,671	83.7%
SERVICE FEES	2,071,000	2,065,843	5,157	99.8%
FIRE SERVICE CHARGES	14,400	14,570	(170)	101.2%
INTEREST REVENUE - LAIF	10,000	9,751	249	97.5%
LEASE OF PHYSICAL PROPERTY	238,000	194,681	43,319	81.8%
PROPERTY TAX REVENUE	245,000	259,597	(14,597)	106.0%
NEW CONSTRUCTION REVENUE	100,000	118,202	(18,202)	118.2%
MISCELLANEOUS REVENUE	-	56,361	(56,361)	N/A
TOTAL OPERATING REVENUE	11,289,400	9,922,334	1,367,066	87.9%
OPERATING EXPENDITURES				
SALARIES & WAGES	1,466,000	1,390,732	75,268	94.9%
PAYROLL TAXES & BENEFITS	972,800	941,586	31,214	96.8%
PURCHASED WATER	4,800,000	4,160,810	639,190	86.7%
CUSTOMER CREDIT CARD SERVICE FEES	111,300	103,812	7,488	93.3%
OUTREACH & EDUCATION	70,000	78,553	(8,553)	112.2%
M&R - OPS SYSTEM	385,500	403,771	(18,271)	104.7%
M&R - FACILITIES & EQUIPMENT	120,000	116,905	3,095	97.4%
MAJOR MAINTENANCE	25,000	6,500	18,500	26.0%
OFFICE SUPPLIES & EQUIPMENT	253,520	242,456	11,064	95.6%
MEMBERSHIP & GOV FEES	165,000	140,795	24,205	85.3%
BAD DEBT & CLAIMS	46,500	24,787	21,713	53.3%
UTILITIES	330,420	312,784	17,636	94.7%
PROFESSIONAL SERVICES	527,660	461,686	65,974	87.5%
TRAINING/TRAVEL & RECRUITMENT	38,000	24,470	13,530	64.4%
RESTRICTED EARNINGS	(10,000)	(9,751)	(249)	97.5%
RESERVES	-	-	-	NA
DEPRECIATION	870,000	912,826	(42,826)	104.9%
TOTAL OPERATING EXPENDITURES	10,171,700	9,312,720	858,980	91.6%
OPERATING REVENUE LESS EXPENDITURES	1,117,700	609,614	508,086	54.5%
NET TRANSFERS TO CAPITAL	(1,117,700)	(609,614)	(508,086)	54.5%
NET RESULTS OF OPERATIONS	-	-	-	

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2014-2015
DETAILED**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED AMENDED FY 2014-2015 BUDGET \$	ACTUAL 7/1/2014 06/30/15	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
4010	WATER CHARGES	8,611,000	7,203,329	1,407,671	83.7%
4020	SERVICE FEES	2,071,000	2,065,843	5,157	99.8%
4030	FIRE SERVICE CHARGES	14,400	14,570	(170)	101.2%
4102	Interest Revenue- LAIF	10,000	9,751	249	97.5%
4100	INTEREST REVENUE	10,000	9,751	249	97.5%
4201	Lease of Physical Property	238,000	194,681	43,319	81.8%
4202	Property Tax Revenue	245,000	259,597	(14,597)	106.0%
4203	New Construction Revenue (A)	100,000	118,202	(18,202)	118.2%
4206	Miscellaneous Revenue (B)	45,000	50,434	(5,434)	112.1%
4207	Net Gain on Sale of Assets (C)	-	5,927	(5,927)	N/A
4200	OTHER REVENUE	628,000	628,841	(841)	100.1%
4000	TOTAL OPERATING REVENUE	11,334,400	9,922,334	1,412,066	87.5%
6011	Salaries & Wages	1,365,000	1,308,186	56,814	95.8%
6012	Director Compensation	11,000	8,800	2,200	80.0%
6017	Capital Salaries & Wages	-	80,684	(80,684)	N/A
6010	GROSS REGULAR WAGES	1,376,000	1,397,670	(21,670)	101.6%
6017	CAPITAL SALARY & WAGES reversed	-	(80,684)	80,684	N/A
6021	Overtime Labor	55,000	41,463	13,537	75.4%
6022	Standby Labor	35,000	32,283	2,717	92.2%
6020	SUB-TOTAL SALARY & WAGES	1,466,000	1,390,732	75,268	94.9%
6031	FICA/Medicare PR Tax	106,000	100,122	5,878	94.5%
6038	ACWA Health Care	284,500	286,290	(1,790)	100.6%
6039	ACWA Dental	27,500	26,094	1,406	94.9%
6040	ACWA Vision	4,100	4,091	9	99.8%
6041	ACWA Life/AD&D	3,700	3,804	(104)	102.8%
6042	Standard LDL/SDL Disability (D)	7,200	7,887	(687)	109.5%
6043	Workers' Comp Insurance	60,000	54,564	5,436	90.9%
6044	Unemployment	1,000	-	1,000	NA
6045	CALPERS Retirement - ER 2%@55	189,000	203,461	(14,461)	107.7%
6054	CAPITAL PAYROLL TAXES & BENEFITS	-	44,193	(44,193)	N/A
6046	Retirees' ACWA Health Care	71,100	55,720	15,380	78.4%
6047	Directors' ACWA Health Care	102,000	101,404	596	99.4%
6049	Medical Reimbursement	2,500	1,028	1,472	41.1%
6050	Employee Service Recognition	5,100	1,076	4,024	21.1%
6051	Safety Incentive Program	5,100	3,418	1,682	67.0%
6052	Uniforms	24,000	16,729	7,271	69.7%
6053	PARS OPEB Expense	80,000	75,900	4,100	94.9%

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2014-2015
DETAILED**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED AMENDED FY 2014-2015 BUDGET \$	ACTUAL 7/1/2014 06/30/15	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
6030	SUB-TOTAL PAYROLL TAXES & BENEFITS	972,800	985,779	(12,979)	101.3%
6054	CAPITAL PAYROLL TAXES & BENEFITS	-	(44,193)	44,193	N/A
6000	PERSONNEL COSTS	2,438,800	2,332,318	106,482	95.6%
6101	SFPUC Treated Water	4,300,000	3,660,218	639,782	85.1%
6102	BAWSCA (Debt Service Surcharges)	500,000	500,592	(592)	100.1%
6103	Rates Stabilization	-	-	-	NA
6100	PURCHASED WATER	4,800,000	4,160,810	639,190	86.7%
6201	Customer Credit Card Service Fees	111,300	103,812	7,488	93.3%
6200	CUSTOMER CREDIT CARD SVS FEES	111,300	103,812	7,488	93.3%
6301	Water Conservation Program	17,500	8,316	9,184	47.5%
6302	School Conservation Program	10,000	8,323	1,677	83.2%
6303	Public Outreach & Education (E)	20,000	26,744	(6,744)	133.7%
6305	HET Rebates (F)	2,500	5,486	(2,986)	219.5%
6306	Washing Machine Rebates (G)	5,000	8,326	(3,326)	166.5%
6307	Lawn-Be-Gone Rebates (H)	13,000	17,684	(4,684)	136.0%
6308	Rain Barrel Rebates (I)	2,000	3,674	(1,674)	183.7%
6304	TOTAL WATER CONSERVATION REBATES	22,500	35,170	(12,670)	156.3%
6300	OUTREACH/EDUCATION	70,000	78,553	(8,553)	112.2%
6401	Water Quality	95,000	73,965	21,035	77.9%
6402	Pumping	25,000	23,060	1,940	92.2%
6403	Storage Tanks	5,000	(2,292)	7,292	-45.8%
6404	Mains/Distribution (J)	150,000	207,799	(57,799)	138.5%
6405	Meters & Service	75,000	60,352	14,648	80.5%
6406	Fire Hydrants (K)	15,500	32,426	(16,926)	209.2%
6407	Regulator Stations	10,000	1,531	8,469	15.3%
6408	Safety	10,000	6,930	3,070	69.3%
6400	M&R - OPS SYSTEMS	385,500	403,771	(18,271)	104.7%
6501	M&R-Buildings&Grounds	60,000	52,975	7,025	88.3%
6502	M&R- Equipment&Tools	20,000	19,336	664	96.7%
6503	M&R- Vehicles & Large Equipment (L)	10,000	14,663	(4,663)	146.6%
6504	M&R - Fuel	30,000	29,931	69	99.8%
6500	M&R - FACILITIES & EQUIPMENT	120,000	116,905	3,095	97.4%
6601	Cathodic Protection Survey	25,000	6,500	18,500	26.0%
6602	Leak Detection Survey	-	-	-	NA
6600	MAJOR MAINTENANCE	25,000	6,500	18,500	26.0%

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2014-2015
DETAILED**

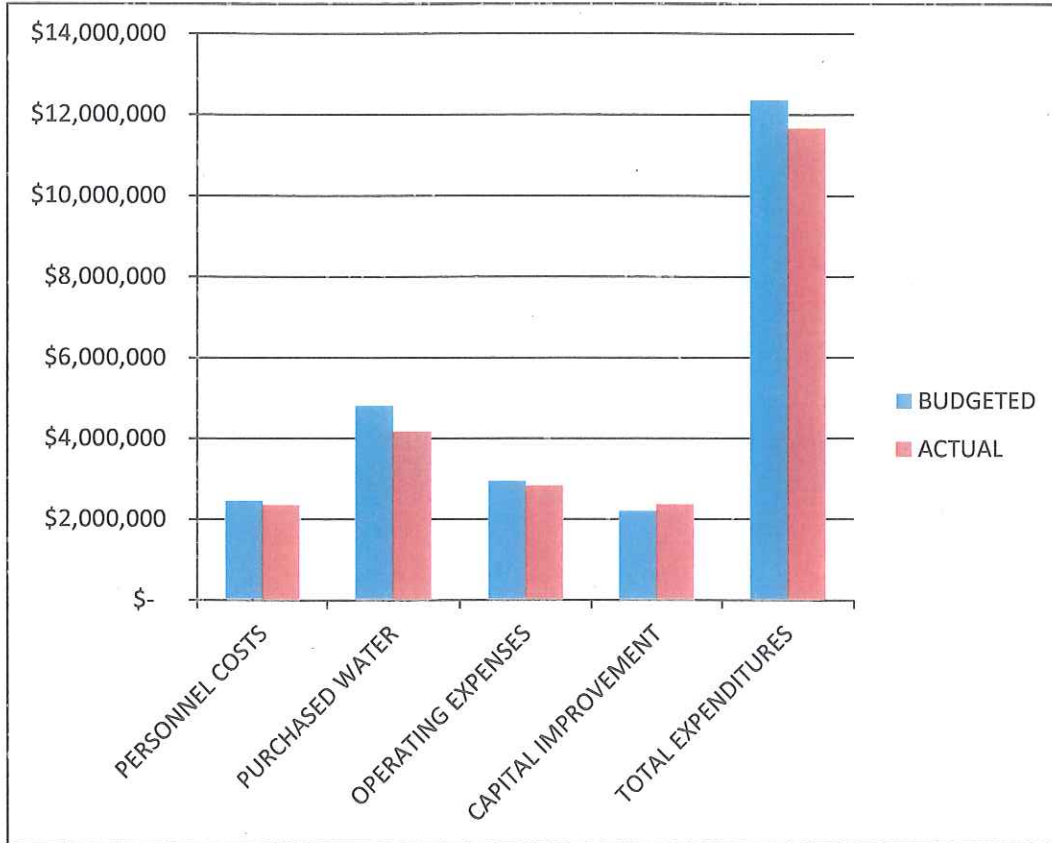
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED AMENDED FY 2014-2015 BUDGET \$	ACTUAL 7/1/2014 06/30/15	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
6701	Office Supplies	10,000	7,148	2,852	71.5%
6702	Insurance- Liability/Vehicles	103,000	98,492	4,508	95.6%
6703	Bank Service Fees	530	184	346	34.6%
6704	Postage	5,000	4,499	501	90.0%
6705	Printing/Printing Supplies	23,990	19,712	4,278	82.2%
6706	Equipment Services/Maintenance (M)	85,000	90,562	(5,562)	106.5%
6707	Computer Supplies & Upgrades (N)	11,000	15,414	(4,414)	140.1%
6708	Security & Safety	15,000	6,447	8,553	43.0%
6709	Other Fees	-	-	-	NA
6700	OFFICE SUPPLIES & EQUIP	253,520	242,456	11,064	95.6%
6801	Dues & Publications	40,000	40,111	(111)	100.3%
6802	Gov't Fees & Licenses	35,000	19,429	15,571	55.5%
6803	BAWSCA Membership Assessments	60,000	54,955	5,045	91.6%
6804	Env Health - Cross Connection Inspection	30,000	26,300	3,700	87.7%
6800	MEMBERSHIP & GOV FEES	165,000	140,795	24,205	85.3%
6901	Bad Debt	9,500	6,266	3,234	66.0%
6902	Claims	37,000	18,521	18,479	50.1%
6900	BAD DEBT & CLAIMS	46,500	24,787	21,713	53.3%
7001	Utilities-Internet/Cable (O)	4,120	4,752	(632)	115.3%
7002	Utilities-Cellular Telephones	14,420	13,325	1,095	92.4%
7003	Utilities-Electric-Pumping	267,800	256,122	11,678	95.6%
7004	Utilities-Electric-Bldgs&Grounds	23,690	19,728	3,962	83.3%
7005	Utilities-Telephones	13,390	12,373	1,017	92.4%
7006	Utilities-Sewer - NPDES	7,000	6,484	516	92.6%
7000	UTILITIES	330,420	312,784	17,636	94.7%
7101	Prof Serv - District Counsel (P)	106,000	110,721	(4,721)	104.5%
7102	Prof Serv - District Engineer (Q)	100,000	136,030	(36,030)	136.0%
7103	Prof Serv - IT	24,460	11,592	12,868	47.4%
7104	Prof Serv- Annual Finance Audit	16,500	16,500	-	100.0%
7105	Prof Serv - Mngmt Consult	10,000	-	10,000	NA
7106	Prof Serv- Accounting & Payroll	17,000	17,597	(597)	103.5%
7107	Prof Serv- Customer Billing	68,000	60,199	7,801	88.5%
7109	Prof Serv - Answering Svs	4,100	3,372	728	82.2%
7110	Prof Serv - Miscellaneous	178,000	102,075	75,925	57.3%
7111	Prof Serv - District Treasurer	3,600	3,600	-	100.0%
7100	PROFESSIONAL SERVICES	527,660	461,686	65,974	87.5%
7201	Director Travel	6,000	1,641	4,359	27.4%
7202	Director Expense	2,000	753	1,247	37.7%
7203	Elections	-	-	-	NA
7204	Employee Travel/Training	25,000	18,409	6,591	73.6%
7205	Meetings Expense	5,000	3,665	1,335	73.3%

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2014-2015
DETAILED**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED AMENDED FY 2014-2015 BUDGET \$	ACTUAL 7/1/2014 06/30/15	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
7200	TRAINING & TRAVEL	38,000	24,470	13,530	64.4%
7302	Restricted Earnings Expense - Interest LAIF	(10,000)	(9,751)	(249)	97.5%
7300	RESTRICTED EARNINGS EXPENSE	(10,000)	(9,751)	(249)	97.5%
8001	Working Capital Reserves	-	-	-	NA
8002	Emergency Reserves	-	-	-	NA
8000	RESERVES	-	-	-	NA
9010	DEPRECIATION	870,000	912,826	(42,826)	104.9%
SUB-TOTAL - OPERATING EXPENSES		7,732,900	6,980,402	752,498	90.3%
TOTAL OPERATING EXPENSES		10,171,700	9,312,720	858,980	91.6%
NET OPERATING SURPLUS/(LOSS)					
TRANSFER TO CAPITAL		1,162,700	609,614	553,086	52.4%

- (A) Recognized \$65k for 510 Harbor development
- (B) Foster City Intertie Water Charges \$25,584
- (C) Sold 2 vehicles and replaced with 2 new vehicles.
- (D) Standard STD/LTD costs increased 22% for 2015 from
- (E) Waterwise Education Kits purchased \$6,258
- (F) High Efficiency Toilet Rebate Program excess
- (G) Washing Machine Rebate Program excess participation
- (H) Lawn-Be-Gone Rebate Program excess participation
- (I) Rain Barrel Rebate Program excess participation
- (J) Expensing instead of capitalizing operations purchasing costs based on price point (less than \$1000).
- (K) Reduction in Fire Hydrant inventory and balance expensed \$19,856.18
- (L) Purchased Wacker for \$3981 in April 2015.
- (M) Ricoh lease \$4,496 ends October 2015.
- (N) Purchase of 4 HP Elite Desktop PC 's, 2 monitors, 2 tablets, 2 keyboards \$8590.29
- (O) Comcast bill no longer being paid by Stepford (IT vendor) \$557.41
- (P) Labor negotiations, financial review.
- (Q) Engineer Costs to date: Misc Projects \$8,773; CIP \$13,981; Plans/Specs \$7,044; Distribution System Analysis \$59,483; Subdivision

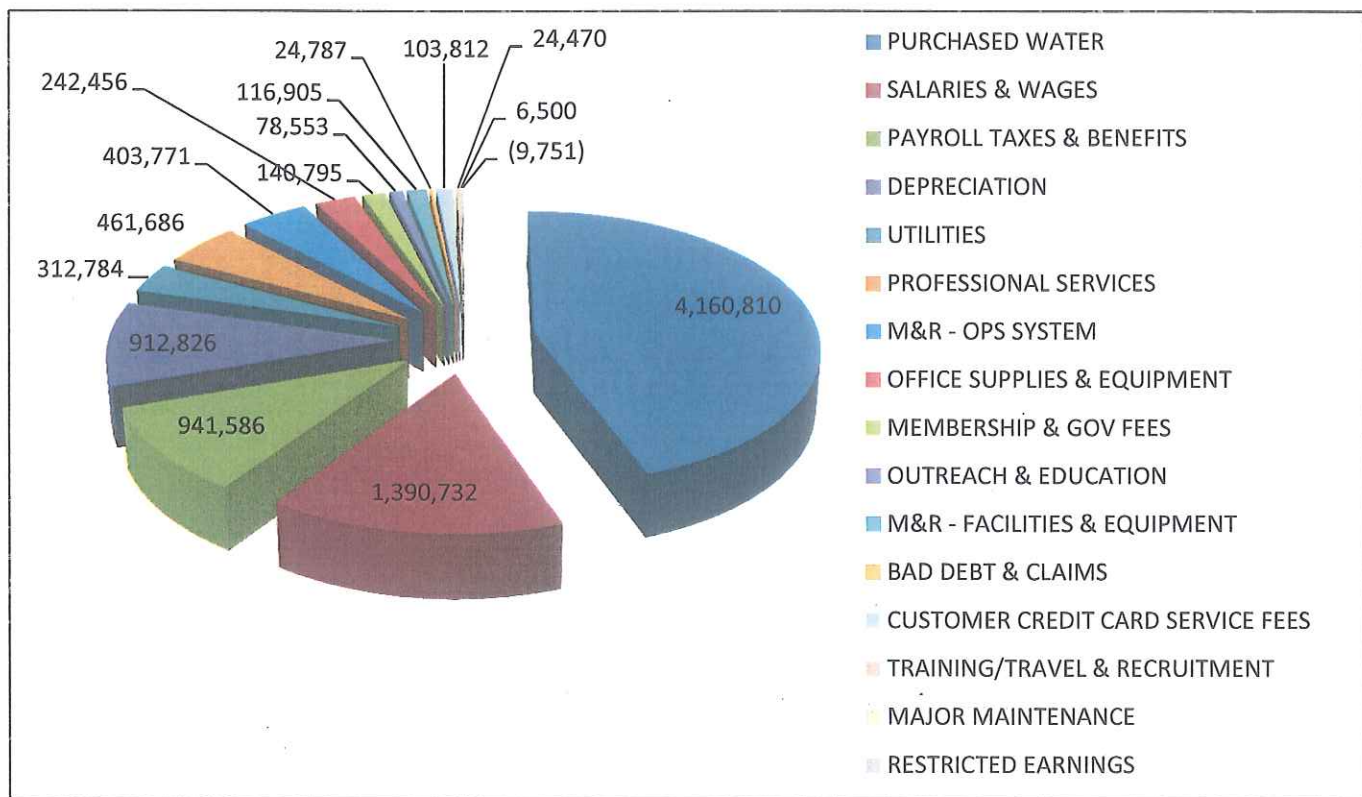
2014/2015 BUDGET vs ACTUAL TOTAL EXPENDITURES 06/30/15



	BUDGETED	ACTUAL	% OF TOTAL	% OF TOTAL
TOTAL EXPENDITURES				
PERSONNEL COSTS	\$ 2,438,800	\$ 2,332,318	20%	20%
PURCHASED WATER	\$ 4,800,000	\$ 4,160,810	39%	36%
OPERATING EXPENSES	\$ 2,932,900	\$ 2,819,592	24%	24%
CAPITAL IMPROVEMENT	\$ 2,191,750	\$ 2,351,197	18%	20%
TOTAL EXPENDITURES	\$ 12,363,450	\$ 11,663,917	100%	100%

**MID-PENINSULA WATER DISTRICT
ACTUAL OPERATING EXPENDITURES SUMMARY
06/30/15**

OPERATING EXPENDITURES	ACTUAL \$	% OF TOTAL
PURCHASED WATER	4,160,810	44.7%
SALARIES & WAGES	1,390,732	14.9%
PAYROLL TAXES & BENEFITS	941,586	10.1%
DEPRECIATION	912,826	9.8%
UTILITIES	312,784	3.4%
PROFESSIONAL SERVICES	461,686	5.0%
M&R - OPS SYSTEM	403,771	4.3%
OFFICE SUPPLIES & EQUIPMENT	242,456	2.6%
MEMBERSHIP & GOV FEES	140,795	1.5%
OUTREACH & EDUCATION	78,553	0.8%
M&R - FACILITIES & EQUIPMENT	116,905	1.3%
BAD DEBT & CLAIMS	24,787	0.3%
CUSTOMER CREDIT CARD SERVICE FEES	103,812	1.1%
TRAINING/TRAVEL & RECRUITMENT	24,470	0.3%
MAJOR MAINTENANCE	6,500	0.1%
RESTRICTED EARNINGS	(9,751)	-0.1%
TOTAL OPERATING EXPENDITURES	9,312,720	100%



**MID-PENINSULA WATER DISTRICT
BUDGET FOR FY 2014-2015
CAPITAL OUTLAY/CAPITAL PROJECTS**

DESCRIPTION	APPROVED AMENDED FY 2014-2015 BUDGET \$	ACTUAL 7/1/2014 06/30/15	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
Buckland Tank Replacement 1 Project	1,000,000	1,038,132	(38,132)	103.8%
Meter Change Out Program *	400,000	532,421	(132,421)	133.1%
Water Main Replacement **	500,000	506,344	(6,344)	101.3%
Scada Replacement Project Phase 1 (4 sites with radio)	160,000	14,887	145,113	9.3%
Notre Dame/Folger Tie-In Project	96,750	91,951	4,799	95.0%
Hybrid Vehicle (Fleet Replacement)***	35,000	45,769	(10,769)	130.8%
Miscellaneous Fixed Assets ****	-	121,693	(121,693)	N/A
CAPITAL OUTLAY/CAPITAL PROJECTS	2,191,750	2,351,197	(159,447)	107.3%
DEPRECIATION	870,000			
TRANSFER FROM OPS	1,117,700			
TRANSFER FROM CAPITAL RESERVES	204,050			
CAPITAL OUTLAY/CAPITAL PROJECTS	(2,191,750)			
NET RESULTS OF CAPITAL	(0)			

* AMI Zone 1 - 1/2 installation for 2014-2015

** Belburn Water Main Replacement Project

*** Net purchase price from vehicle trade-ins and replacement purchases.

**** Capitalized computer systems and pumps and valves.

**MID-PENINSULA WATER DISTRICT
PREVIOUS YEAR COMPARISON**

	Jul '14 - Jun 15	Jul '13 - Jun 14	\$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · OPERATING REVENUE	9,283,742.02	9,762,785.73	-479,043.71	-4.91%
4100 · INTEREST INCOME	9,751.21	11,661.95	-1,910.74	-16.38%
4200 · OTHER INCOME	627,940.26	630,419.82	-2,479.56	-0.39%
4310 · Fire Service	900.80	0.00	900.80	100.0%
Total Income	9,922,334.29	10,404,867.50	-482,533.21	-4.64%
Cost of Goods Sold	0.00	0.00	0.00	0.0%
5000 · Cost of Goods Sold	0.00	0.00	0.00	0.0%
Total COGS	9,922,334.29	10,404,867.50	-482,533.21	-4.64%
Gross Profit				
Expense				
6000 · PERSONNEL COSTS	2,332,317.93	2,260,204.34	72,113.59	3.19%
6100 · PURCHASED WATER	4,160,810.10	4,102,227.25	58,582.85	1.43%
6200 · CUSTOMER CREDIT CARD SVS FEES	103,811.63	105,605.44	-1,793.81	-1.7%
6300 · OUTREACH/EDUCATION	78,553.20	52,366.22	26,186.98	50.01%
6400 · M&R - OPS SYSTEMS	403,771.15	291,282.04	112,489.11	38.62%
6500 · M&R - FACILITIES & EQUIPMENT	116,905.02	146,922.17	-30,017.15	-20.43%
6600 · MAJOR MAINTENANCE	6,500.00	49,256.00	-42,756.00	-86.8%
6700 · OFFICE SUPPLIES & EQUIPMENT	242,456.10	219,667.54	22,788.56	10.37%
6800 · MEMBERSHIP & GOV FEES	140,794.75	149,328.13	-8,533.38	-5.72%
6900 · BAD DEBT & CLAIMS	24,786.75	25,879.55	-1,092.80	-4.22%
7000 · UTILITIES	312,783.76	303,834.44	8,949.32	2.95%
7100 · PROFESSIONAL SERVICES	461,685.97	386,494.55	75,191.42	19.46%
7200 · TRAINING & TRAVEL	24,469.64	62,895.25	-38,425.61	-61.1%
Total Expense	8,409,646.00	8,155,962.92	253,683.08	3.11%
Net Ordinary Income	1,512,688.29	2,248,904.58	-736,216.29	-32.74%
Other Income/Expense				
Other Expense				
9000 · OTHER EXPENSE	912,825.58	837,048.49	75,777.09	9.05%
Total Other Revenue/Expense	912,825.58	837,048.49	75,777.09	9.05%
Net Other Revenue	-912,825.58	-837,048.49	-75,777.09	-9.05%
7302 - RESTRICTED EARNINGS EXPENSE - INTEREST LAIF	-9,751.21	-11,661.95	1,910.74	16%
Total Restricted Earnings Expense	-9,751.21	-11,661.95	1,910.74	16%
Net Operating Surplus/(Loss)	609,613.92	1,423,518.04	-813,904.12	-57%