



REGULAR MEETING
BOARD OF DIRECTORS
THURSDAY, JULY 28, 2016 – 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 the Consent Agenda or 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

None.

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, 2016
- B. Approve Expenditures from June 15, 2016 through July 20, 2016
- C. Approve Contract for Professional Services in the amount of \$48,200 with John Davidson d/b/a Jrocket77 Design & Marketing for Public Outreach/Education/Relations Services and MPWD Website Updates

6. HEARINGS AND APPEALS

None.

7. REGULAR BUSINESS AGENDA

- A. Receive DRAFT Seismic Retrofit Evaluation and Strategy Development Report for the Hallmark Tank Site, and Consider First Amendment to Professional Services Agreement between the MPWD and Cornerstone Structural Engineering Group, Inc., in the amount of \$11,400 for Additional Structural Engineering and Seismic Analyses
- B. Approve Resolution 2016-09 Establishing the Appropriations Limit Applicable to the MPWD during Fiscal Year 2016/2017
- C. Approve Resolution 2016-10 Authorizing a 2.7% Living Wage Adjustment to Salary Ranges for all MPWD Personnel Classifications, effective August 1, 2016
- D. BAWSCA Update

8. 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

9. 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.

10. COMMUNICATIONS

11. ADJOURNMENT

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 25, 2016, at 6:30PM

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REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE MID-PENINSULA WATER DISTRICT

June 23, 2016
Belmont, California

1. OPENING

A. Call to Order:

The regular meeting of the Mid-Peninsula Water District Board of Directors was called to order by President Zucca at 6:30 PM.

B. Pledge of Allegiance – The Pledge of Allegiance was led by Vice President Warden.

C. Establishment of Quorum:

PRESENT: Directors Linvill, Vella, Warden, and Zucca.

ABSENT: Director Stuebing.

A quorum was present.

ALSO PRESENT: General Manager Tammy Rudock, District Secretary/Administrative Services Manager Candy Pina, Operations Manager Rene Ramirez, District Counsel Joan Cassman, and District Treasurer Jeff Ira.

The District Engineer was absent.

2. PUBLIC COMMENTS

None.

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

None.

4. ACKNOWLEDGEMENTS/PRESENTATIONS

None.

5. CONSENT AGENDA

A. Approve Minutes for the Special Board Meeting of May 25, 2016.

B. Approve Minutes for the Regular Board Meeting of May 26, 2016.

C. Approve Expenditures from May 19, 2016, through June 14, 2016.

Director Vella moved to approve the Consent Agenda, Director Linvill seconded, and it was unanimously approved with the following qualifications:

Director Vella and Vice President Warden abstained on the May 25th Special Board Meeting Minutes; therefore, the minutes were pulled from the Consent Agenda until such time as three Board members can vote on them. Vice President Warden abstained from the May 26th Regular Board Meeting Minutes.

6. HEARINGS AND APPEALS

51 **A. Consider Resolution 2016-04 Approving the MPWD Water Shortage Contingency**
52 **Plan**

53 General Manager Rudock presented a summary review of the Water Shortage
54 Contingency Plan (WSCP). It is a completely new plan with more user friendly
55 protocols. The WSCP is a stand-alone document and geared specifically for MPWD for
56 conservation and water efficiency planning, particularly during water supply shortages. It
57 includes an assessment of past and present water usage to determine baselines and
58 targets as required by SBx7-7, the Water Conservation Act of 2009. The public review
59 draft of the WSCP was made available at several locations in anticipation of this
60 evening's public hearing. The MPWD's published and posted public hearing notice
61 included the WSCP.
62

63 **B. Consider Resolution 2016-05 Approving the 2016 Urban Water Management Plan**

64 General Manager Rudock reported there were no changes made to the 2015 Urban
65 Water Management Plan (UWMP) from what was presented last month. All sections in
66 the UWMP are required under the law and the Plan covers years 2015-2020. The
67 UWMP facilitates local and regional water planning activities and supports the MPWD's
68 long-range water resource planning goals. The public review draft of the UWMP was
69 made available at several locations in anticipation of this evening's public hearing. The
70 appropriate hearing notice was published and posted on May 31, 2016.
71

72 Staff reported that the City of Belmont's Community Development Director replied that
73 he had reviewed the draft UWMP and WSCP and had no comments. No other
74 comments were received prior to the public hearing.
75

76 President Zucca opened the public hearings. Seeing there were no comments from the
77 public, Vice President Warden closed the public hearings.
78

79 Director Vella expressed concern that because there were no comments: was the
80 MPWD staff doing all they could to reach the public? MPWD's professional consultant,
81 Marty Laporte of ManageWater, Inc. replied that what MPWD is experiencing is typical
82 across the industry, and does not mean that MPWD had not adequately noticed the
83 public. General Manager Rudock reported not only the public notice of the hearings
84 published in the Daily Journal newspaper for two consecutive weeks and posted at the
85 MPWD, but that the draft documents have been on the MPWD website for a few months,
86 and available for review at the Belmont Library, Belmont City Hall, San Carlos Library,
87 San Carlos City Hall, and San Mateo County Government Center. The Belmont
88 Chamber of Commerce also sent out notices on MPWD's behalf.
89

90 Vice President Warden moved to approve Resolution 2016-04 Approving the MPWD
91 Water Shortage Contingency Plan and Resolution 2016-05 Approving the Urban Water
92 Management Plan, Director Vella seconded. Roll call was taken and the resolutions
93 were unanimously approved.
94

95 **7. DROUGHT AND WATER CONSERVATION**

96 **A. Water Conservation Progress Report**

97 General Manager Rudock summarized her written report and referenced the May
98 reduction in water use totaling 34.5% less than May 2013, with a cumulative water
99 savings of 27% since June 1, 2015. She added that the State Water Resources Control
100 Board is now discussing what the new goals should be given the current conservation
101 efforts and available water. The San Francisco Public Utilities Commission (SFPUC)

102 provided its report provided to the state, including its projected water supply availability
103 for wholesale customers like the MPWD within the Regional Water System. MPWD's
104 self-certification resulted in a requirement of 0% (-.000004) reduction goal from 2013
105 water use. However, the SFPUC requested a voluntary 10% water use reduction goal,
106 and the MPWD included that goal within its self-certification to the State. This
107 information was reported timely by June 22nd.
108

109 Director Linvill pointed out that while the SFPUC might currently have excess water
110 supply, Californians are not out of the woods yet. We need four years of rainfall to get
111 back to normal. Vice President Warden said that customers accepted brown lawns for
112 this year, but it will be interesting to see what happens this coming year. President
113 Zucca added that both San Jose and Santa Clara are being considered as permanent
114 wholesale customers by the SFPUC. If they come on board, there may be changes to
115 the caps on water purchases for the current agencies. Director Linvill said that California
116 is a desert and customers need to be reminded of that. Director Vella said that in
117 MPWD's messaging, there needs to be a qualification that we are not out of the woods
118 yet. General Manager Rudock requested direction from the Board with regard to future
119 water conservation reporting. She will include the conservation report in the General
120 Manager report beginning next month.
121

122 **8. REGULAR BUSINESS AGENDA**

123 **A. Consider Resolution 2016-07 Approving MPWD Fiscal Year 2016/2017 Operating** 124 **Budget**

125 General Manager Rudock noted that there were no changes from the proposed FY
126 2016/2017 budgets except for account #6042 – Short/Long Term Disability Insurance.
127 There could possibly be some changes in the short-term disability insurance program.
128 The current waiting period is 60 days, which is an excessively long time for a short-term
129 benefit. This waiting period is not comparable with other standard short-term disability
130 programs that have 7-day, 10-day, or 15-day waiting periods. If the waiting period were
131 changed, there would be associated price increases in the program. The overall
132 proposed FY 2016/2017 Operating Budget is actually projected less than the FY
133 2015/2016 Operating Budget. Even with the MPWD rate increases effective July 1,
134 2016, the resulting decreased water sales because of continued water conservation by
135 customers required staff to maintain or reduce operational expenses where possible.
136

137 Director Linvill stated that typically Salaries and Wages are combined with Payroll Taxes
138 and Benefits when included in a pie chart. She suggested that be changed within the
139 2016-2017 Operating Budget before publishing the document.
140

141 Discussion ensued around having Depreciation moved down within the Operating
142 Budget, having the subtotal of Operating Expenses not include Depreciation. There will
143 be an ad hoc finance committee meeting to discuss this, as there may be a transparency
144 issue if this is changed.
145

146 Director Vella moved to approve Resolution 2016-07 Approving MPWD Fiscal year
147 2016/2017 Operating Budget, Vice President Seconded. Roll call was taken, and it was
148 unanimously approved.
149

150 **B. Consider Resolution 2016-07 Approving MPWD Fiscal Year 2016-2017 Capital** 151 **Budget**

152 Director Linvill felt the Fiscal Impact section in the staff report should have been more
153 thorough rather than referencing financial details in the budget document in order to
154 avoid confusion. Vice President Warden disagreed and felt the reporting was sufficient.
155 General Manager Rudock responded that staff was trying not to be duplicative.
156

157 Director Vella discussed the AMI meters, noting that currently MPWD has two types of
158 meters in the ground. He wanted to make sure this two-system approach was working
159 properly, and felt it better to have all customers on the new AMI system as soon as
160 possible.
161

162 Vice President Warden moved to approve Resolution 2016-07 Approving MPWD Fiscal
163 Year 2016-2017 Capital Budget, Director Linvill seconded. Roll was taken, and it was
164 unanimously approved.
165

166 **C. MPWD Capital Improvement Program (CIP) Discussion:**

167 **1. Approved Resolution 2016-06 Authorizing 5-Year MPWD CIP added to CIP**
168 **Informational Summary & FAQs**

169 General Manager Rudock noted that the approved 5-year Capital Improvement
170 Program (CIP) was added to the FAQs and that staff would develop a section at the
171 MPWD website for this information and update it as priorities change within the
172 capital program.
173

174 Vice President Warden stated for the record that he did not vote for this resolution
175 because he was not at the board meeting, and he would not have voted for it had he
176 been present. The only reason he would not have voted for it was because he did
177 not feel there had been enough done to figure out how to try to use money, capital
178 reserves, and District assets to avoid spending millions of dollars in debt service.
179 The financing is going to cost MPWD \$8 million dollars in interest. In five years,
180 MPWD will spend \$20,000,000 and then pay it off over the next 15 years after that.
181

182 Director Linvill was confused as to why there was not a staff report for this agenda
183 item. President Zucca agreed. The Board requested there be a staff report, even a
184 simple one, included on all items listed in the agenda so there is no confusion on the
185 documents being presented.
186

187 President Zucca had a question about the Monthly Expenditures Report within the
188 Consent Agenda. He questioned if the appropriate place for this report is on the
189 Consent Agenda or with the Financial Reports section on the agenda. There was
190 discussion about legal requirements for approving the check register for monthly
191 expenditures. The Board requested a legal opinion from District Counsel on the
192 issue.
193

194 **2. Updates to Process for Selection/Award of Professional Services Contracts for**
195 **CIP**

196 President Zucca wanted to ensure that last month's discussion resulted in a better
197 understanding of the District Engineer's contract with MPWD. District Counsel
198 Cassman summarized that there are three categories in the contract. MPWD
199 decides contracts on other work outside the scope of his contract. President Zucca
200 stated the overall philosophy is that the General Manager makes the decision on
201 what work goes to the District Engineer, it is not automatic. There is a \$25,000 limit
202 on the General Manager's authority; therefore, the Board will be involved in

203 approving the General Manager's decisions. Director Linvill agreed it is in the best
204 interest of MPWD to use the District Engineer for what is spelled out in the contract,
205 but wants to caution staff to make sure that decisions are fully transparent so MPWD
206 will hold up under public scrutiny. She suggested there be a document written
207 explaining each decision. District Counsel Cassman reiterated the contract is very
208 clear as to the types of services the District Engineer provides and the procedures by
209 which they are provided. President Zucca is in favor of using an SOQ (Statement of
210 Qualifications) process for specialized services. Vice President Warden suggested
211 that staff balance the following: saving money, transparency with all decisions, and
212 use of other consultants when appropriate.
213

214 **9. MANAGER AND BOARD REPORTS**

215 **A. General Manager's Report**

216 General Manager Rudock provided a brief status report on the Personnel Manual, noting
217 that the MPWD Employees Association would have comments back by to her by
218 June 30th on the few items that are negotiable and any impacts related to changes made
219 within the manual.
220

221 She also discussed the new requirements under SB272 – Public Records Act which are
222 applicable to MPWD. This act requires that all software systems being used by MPWD
223 are required to be put on the website for transparency purposes. Software packages
224 which have personal information about customers are not to be listed, including our
225 security system or SCADA system. This information is required to be on our website by
226 July 1, 2016 and staff will make sure MPWD complies with this requirement.
227

228 She asked the Board to consider videotaping the monthly regular meetings and posting
229 to the MPWD website, and move to action-only minutes, which would save many hours
230 of staff time and consultant time in producing and reviewing them. The Board decided
231 against both videotaping the meetings and action-only minutes.
232

233 She discussed the GM Summit she attended, noting that she was part of a pre-
234 conference workshop, where she did speed-coaching for those interested in becoming a
235 General Manager. She reported that she learned a lot about some positive impacts but
236 also risks of public agencies' use of social media and that a staff member needs to be
237 dedicated to managing the public information and media sites. She stated the trainers
238 were knowledgeable attorneys in the field of social media and that the Board might be
239 interested in a training session in a potential future development session. She finished
240 her report sharing the new law being considered about legalizing marijuana for
241 recreational use in California and how that might impact the workplace.
242

243 She has been asked to serve on the ACWA/JPIA liability insurance committee, and she
244 accepted. It involves one committee meeting a year in Roseville, and possible
245 participation at annual ACWA/JPIA conferences.
246

247 Vice President Warden asked about the living wage adjustment which is currently part of
248 the MPWD Employees Association's agreement which will go into effect for this year as
249 of August 1, 2016. General Manager Rudock replied that would be considered by the
250 Board next month, and that staff was waiting on the January through June 2016 Bureau
251 of Labor Statistics information; it had not been posted through June 2016 yet.
252

253 **1. Supplemented by Administrative Services Manager's Report**

254 Administrative Services Manager Pina noted that the Accela Springbrook financial
255 management system implementation is on track, and that the field testing for the
256 financial audit will take place the first week in August.
257

258 **2. Supplemented by Operations Manager's Report**

259 Operations Manager Ramirez highlighted that staff responded to and completed 576
260 Underground Service Alert (USA) requests because PG&E is replacing power poles,
261 which require investigatory efforts on many individual poles.
262

263 **3. Supplemented by District Engineer's Report**

264 General Manager Rudock reported that there would be a project report next month
265 on the Alameda de las Pulgas main replacement project.
266

267 **B. Financial Reports**

268 General Manager noted that the target budget percentage for this month is 91.7%.
269 Actual revenues were 81.5% of budget and actual expenses were 82.5% of budget.
270

271 **C. Director Reports**

272 None.
273

274 **10. FUTURE AGENDA BUSINESS ITEMS**

275 None.
276

277 **11. COMMUNICATIONS**

278 None.
279

280 **12. ADJOURNMENT**

281 Director Warden moved to adjourn at 8:30 PM, Director Vella seconded, and it was
282 unanimously approved.
283

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287 _____
DISTRICT SECRETARY

288
289 APPROVED:

290
291 _____
292 BOARD PRESIDENT
293

CHECK DETAIL
JUNE 15, 2016 - JULY 20, 2016

Type	Num	Date	Name	Account	Paid Amount
Check		06/17/2016	ADP Payroll Fees	1030 - Cash- Checking 7106 · Prof Serv - Acctg & Payroll	\$ (244.43) \$ (244.43)
Check		06/30/2016	Superior Press Printing	1030 - Cash- Checking 6704 · Printing/Printing Supplies	\$ (182.70) \$ (182.70)
Bill Pmt -Check		06/30/2016	CRWA	1030 - Cash- Checking	
Bill	30175	06/30/2016	CRWA	2100 · Accounts Payable	\$ - \$ -
Bill Pmt -Check		06/30/2016	AT&T 60197	1030 - Cash- Checking	
Bill	ATT	06/30/2016	AT&T 60197	2100 · Accounts Payable	\$ - \$ -
Bill Pmt -Check		06/30/2016	BFI of CALIFORNIA INC. - OX MTN. LANDFILL	1030 - Cash- Checking	
Bill	BFI	06/30/2016	BFI of CALIFORNIA INC. - OX MTN. LANDFILL	2100 · Accounts Payable	\$ - \$ -
Bill Pmt -Check		06/30/2016	PACE SUPPLY CORP	1030 - Cash- Checking	
Bill	pace	06/30/2016	PACE SUPPLY CORP	2100 · Accounts Payable	\$ - \$ -
Bill Pmt -Check		06/30/2016	ROBERTS & BRUNE CO. INC.	1030 - Cash- Checking	
Bill	R&B	06/30/2016	ROBERTS & BRUNE CO. INC.	2100 · Accounts Payable	\$ - \$ -
Check	EFT062416-1	06/24/2016	ICMA contributions	1030 - Cash- Checking 1430 · Payroll Clearing A/C	\$ (1,375.97) \$ (1,375.97)
Check	EFT062716-1	06/27/2016	ICMA contributions	1030 - Cash- Checking 1430 · Payroll Clearing A/C	\$ (666.24) \$ (666.24)
Check	EFT070516-1	07/05/2016	Health Equity	1030 - Cash- Checking 1430 · Payroll Clearing A/C	\$ (350.00) \$ (350.00)

CHECK DETAIL
JUNE 15, 2016 - JULY 20, 2016

Bill Pmt -Check	EFT070616-1	07/06/2016 WELLS FARGO BUSINESS CARD	1030 - Cash- Checking	
Bill		06/21/2016	6701 · Office Supplies	\$ (38.16)
			2070 · Customer Deposits	\$ (493.37)
				<u>\$ (531.53)</u>
Check	EFT071816-1	07/18/2016 Health Equity	1030 - Cash- Checking	
			1430 · Payroll Clearing A/C	\$ (350.00)
			7106 · Prof Serv - Accting & Payroll	\$ (56.05)
				<u>\$ (406.05)</u>
Check	EFT062416-2	06/24/2016 Health Equity	1030 - Cash- Checking	
			1430 · Payroll Clearing A/C	\$ (350.00)
				<u>\$ (350.00)</u>
Check	EFT062716-2	06/27/2016 Health Equity	1030 - Cash- Checking	
			1430 · Payroll Clearing A/C	\$ (1,409.58)
				<u>\$ (1,409.58)</u>
Check	EFT070516-2	07/05/2016 ICMA contributions	1030 - Cash- Checking	
			1430 · Payroll Clearing A/C	\$ (2,416.63)
				<u>\$ (2,416.63)</u>

CHECK DETAIL
JUNE 15, 2016 - JULY 20, 2016

Bill Pmt -Check	EFT070616-2	07/06/2016 WELLS FARGO BUSINESS CARD	1030 - Cash- Checking	
Bill		06/21/2016	7204 · Employee Travel/Training	\$ (590.06)
			6501 · Buildings & Grounds	\$ (65.28)
			6501 · Buildings & Grounds	\$ (127.05)
			6501 · Buildings & Grounds	\$ (21.75)
			1440 · Auto/Transprtion Clearing AC	\$ (24.96)
			6707 · Security & Safety	\$ (80.26)
			1721 · Alameda - Prof Svs	\$ (49.92)
			6503 · Vehicle & Large Equip	\$ (74.87)
			6503 · Vehicle & Large Equip	\$ (3.00)
			7205 · Meeting Expenses	\$ (314.47)
			6303 · Public Outreach & Education	\$ (34.72)
			1726 · Karen Road - Prof Svs	\$ (49.92)
			7204 · Employee Travel/Training	\$ (10.98)
			7204 · Employee Travel/Training	\$ (69.94)
			7204 · Employee Travel/Training	\$ (14.98)
			7204 · Employee Travel/Training	\$ (75.31)
			7204 · Employee Travel/Training	\$ (22.96)
			1440 · Auto/Transprtion Clearing AC	\$ (69.89)
			7204 · Employee Travel/Training	\$ (698.98)
			6701 · Office Supplies	\$ (16.95)
			6701 · Office Supplies	\$ (43.51)
			7106 · Prof Serv - Accting & Payroll	\$ (5.99)
				<u>\$ (2,465.75)</u>
Check	EFT071816-2	07/18/2016 ICMA contributions	1030 - Cash- Checking	
			1430 · Payroll Clearing A/C	\$ (2,416.63)
				<u>\$ (2,416.63)</u>
Check	EFT062416-3	06/24/2016 CALPERS	1030 - Cash- Checking	
			1430 · Payroll Clearing A/C	\$ (1,140.10)
			1430 · Payroll Clearing A/C	\$ (1,619.06)
				<u>\$ (2,759.16)</u>

CHECK DETAIL
JUNE 15, 2016 - JULY 20, 2016

Check	EFT062716-3	06/27/2016 CALPERS	1030 - Cash- Checking	
			1430 - Payroll Clearing A/C	\$ (3,153.01)
			1430 - Payroll Clearing A/C	\$ (3,604.78)
				<u>\$ (6,757.79)</u>
Check	EFT070516-3	06/24/2016 CALPERS	1030 - Cash- Checking	
			1430 - Payroll Clearing A/C	\$ (1,140.10)
			1430 - Payroll Clearing A/C	\$ (1,619.06)
				<u>\$ (2,759.16)</u>
Check	EFT070616-3	06/27/2016 Return Item Charge	1030 - Cash- Checking	
			4013 - Returned Water Charges	\$ (54.50)
				<u>\$ (54.50)</u>
Check	EFT071816-3	07/18/2016 CALPERS	1030 - Cash- Checking	
			1430 - Payroll Clearing A/C	\$ (1,140.10)
			1430 - Payroll Clearing A/C	\$ (1,364.38)
				<u>\$ (2,504.48)</u>
Check	EFT070516-4	07/05/2016 CALPERS	1030 - Cash- Checking	
			1430 - Payroll Clearing A/C	\$ (5,451.26)
				<u>\$ (5,451.26)</u>
Check	EFT071816-4	07/18/2016 ICMA contributions	1030 - Cash- Checking	
			1430 - Payroll Clearing A/C	\$ (666.24)
				<u>\$ (666.24)</u>
Check	EFT071816-5	07/18/2016 Health Equity	1030 - Cash- Checking	
			1430 - Payroll Clearing A/C	\$ (509.58)
				<u>\$ (509.58)</u>
Check	EFT071816-6	07/18/2016 CALPERS	1030 - Cash- Checking	
			1430 - Payroll Clearing A/C	\$ (3,159.02)
			1430 - Payroll Clearing A/C	\$ (3,780.44)
				<u>\$ (6,939.46)</u>
Bill Pmt -Check	30860	06/28/2016 AT&T 60197	1030 - Cash- Checking	
				\$ -
Bill Pmt -Check	30861	06/28/2016 BAY AREA AIR QUALITY MGMT DIST.	1030 - Cash- Checking	
Bill	229114	06/08/2016	1410 - Prepaid Expenses	\$ (194.00)
				<u>\$ (194.00)</u>

CHECK DETAIL
JUNE 15, 2016 - JULY 20, 2016

Bill Pmt -Check	30862	06/28/2016 BLUEWALL, LLC	1030 - Cash- Checking	
Bill	521555	06/10/2016	1410 · Prepaid Expenses	\$ (1,000.00)
				<u>\$ (1,000.00)</u>
Bill Pmt -Check	30863	06/28/2016 C G UHLENBERG LLP	1030 - Cash- Checking	
Bill	11922	06/01/2016	7111 · Prof Serv - District Treasurer	\$ (300.00)
			7106 · Prof Serv - Accting & Payroll	\$ (1,025.00)
				<u>\$ (1,325.00)</u>
Bill Pmt -Check	30864	06/28/2016 CINTAS CORPORATION	1030 - Cash- Checking	
Bill	464614772	06/16/2016	6052 · Uniforms	\$ (399.53)
Bill	464617602	06/23/2016	6052 · Uniforms	\$ (376.04)
				<u>\$ (775.57)</u>
Bill Pmt -Check	30865	06/28/2016 COMCAST	1030 - Cash- Checking	
Bill		06/09/2016	7001 · Utilities - Internet/Cable	\$ (80.72)
Bill		06/10/2016	7001 · Utilities - Internet/Cable	\$ (96.20)
Bill		06/10/2016	7001 · Utilities - Internet/Cable	\$ (96.20)
Bill		06/10/2016	7001 · Utilities - Internet/Cable	\$ (96.20)
Bill		06/14/2016	7001 · Utilities - Internet/Cable	\$ (260.70)
				<u>\$ (630.02)</u>
Bill Pmt -Check	30866	06/28/2016 COMCAST BUSINESS SERVICES	1030 - Cash- Checking	
Bill	43939308	06/14/2016	7001 · Utilities - Internet/Cable	\$ (635.22)
				<u>\$ (635.22)</u>
Bill Pmt -Check	30867	06/28/2016 GOLDEN STATE FLOW MEASUREMENT INC	1030 - Cash- Checking	
				\$ -
Bill Pmt -Check	30868	06/28/2016 GRANITE ROCK, INC.	1030 - Cash- Checking	
Bill	965771	06/11/2016	2070 · Customer Deposits	\$ (374.67)
				<u>\$ (374.67)</u>
Bill Pmt -Check	30869	06/28/2016 HACH COMPANY INC	1030 - Cash- Checking	
Bill	9959561	06/06/2016	6401 · Water Quality	\$ (171.13)
				<u>\$ (171.13)</u>
Bill Pmt -Check	30870	06/28/2016 HOME DEPOT	1030 - Cash- Checking	
Bill	1161621	06/16/2016	6502 · Equipment & Tools	\$ (54.73)
Bill	6263196	06/21/2016	6502 · Equipment & Tools	\$ (69.73)
				<u>\$ (124.46)</u>

CHECK DETAIL
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Bill Pmt -Check	30871	06/28/2016 ISRAEL SOLER	1030 - Cash- Checking	
Bill		06/01/2016	7110 · Prof Serv - Miscellaneous	\$ (750.00)
				<u>\$ (750.00)</u>
Bill Pmt -Check	30872	06/28/2016 OFFICE DEPOT, INC.	1030 - Cash- Checking	
Bill	84456442001	06/10/2016	6701 · Office Supplies	\$ (635.59)
Bill	844526358001	06/10/2016	6701 · Office Supplies	\$ (61.50)
Bill	845229701001	06/14/2016	6701 · Office Supplies	\$ (80.87)
Bill	8194	06/17/2016	6701 · Office Supplies	\$ (65.39)
				<u>\$ (843.35)</u>
Bill Pmt -Check	30873	06/28/2016 OFFICE TEAM	1030 - Cash- Checking	
Bill	45994522	06/14/2016	7110 · Prof Serv - Miscellaneous	\$ (1,083.60)
				<u>\$ (1,083.60)</u>
Bill Pmt -Check	30874	06/28/2016 PAKPOUR CONSULTING GROUP, INC	1030 - Cash- Checking	
Bill		05/15/2016	7102 · Prof Serv - District Engineer	\$ (500.00)
				<u>\$ (500.00)</u>
Bill Pmt -Check	30875	06/28/2016 PG&E CFM/PPC DEPT	1030 - Cash- Checking	
Bill	9032-7JUN2016	06/13/2016	7003 · Utilities - Electric - Pumping	\$ (11,879.51)
Bill	4665-4JUNE2016	06/14/2016	7003 · Utilities - Electric - Pumping	\$ (754.75)
			7004 · Utilities - Electric-Bldgs&Grnd	\$ (2,220.00)
				<u>\$ (14,854.26)</u>
Bill Pmt -Check	30876	06/28/2016 PRECISE, INC.	1030 - Cash- Checking	
Bill	17187	06/21/2016	7107 · Prof Serv - Customer Billing	\$ (624.27)
Bill	17265	06/23/2016	7107 · Prof Serv - Customer Billing	\$ (625.25)
				<u>\$ (1,249.52)</u>
Bill Pmt -Check	30877	06/28/2016 RICOH Philadelphia	1030 - Cash- Checking	
Bill	50361424	06/11/2016	6704 · Printing/Printing Supplies	\$ (339.12)
				<u>\$ (339.12)</u>

CHECK DETAIL
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Bill Pmt -Check	30878	06/28/2016 ROBERTS & BRUNE CO. INC.	1030 - Cash- Checking	
Bill	S1568928.001	06/10/2016	6404 · Mains/Distribution	\$ (110.26)
			6405 · Meters & Service	\$ (764.44)
Bill	S1569301.001	06/13/2016	6502 · Equipment & Tools	\$ (100.28)
Bill	S1568324.001	06/16/2016	1737 · Meter Chg Out - Parts	\$ (19.97)
			2070 · Customer Deposits	\$ (2,350.68)
Bill	S1570116.001	06/16/2016	2070 · Customer Deposits	\$ (362.22)
				<u>\$ (3,707.85)</u>
Bill Pmt -Check	30879	06/28/2016 SAN FRANCISCO WATER DEPT	1030 - Cash- Checking	
Bill		06/16/2016	6101 · SFPUC Treated Water	\$ (381,165.00)
			6102 · BAWSCA (Debt Service Surcharge)	\$ (38,438.00)
			6104 · SFPUC Water Service Charge	\$ (6,522.00)
				<u>\$ (426,125.00)</u>
Bill Pmt -Check	30880	06/28/2016 SAN MATEO DAILY JOURNAL	1030 - Cash- Checking	
Bill		06/14/2016	6303 · Public Outreach & Education	\$ (1,200.00)
Bill		06/21/2016	6303 · Public Outreach & Education	\$ (1,200.00)
				<u>\$ (2,400.00)</u>
Bill Pmt -Check	30881	06/28/2016 SFPUC WATER QUALITY	1030 - Cash- Checking	
Bill	10000780	06/01/2016	2050 · Accrued Expenses	\$ (1,775.00)
				<u>\$ (1,775.00)</u>
Bill Pmt -Check	30882	06/28/2016 STANDARD INSURANCE COMPANY	1030 - Cash- Checking	
Bill		06/23/2016	1410 · Prepaid Expenses	\$ (780.01)
				<u>\$ (780.01)</u>
Bill Pmt -Check	30883	06/28/2016 STEPFORD BUSINESS, INC.	1030 - Cash- Checking	
Bill	1601610	06/20/2016	1410 · Prepaid Expenses	\$ (1,400.00)
Bill	1601554	06/20/2016	7103 · Prof Serv - IT	\$ (40.00)
				<u>\$ (1,440.00)</u>
Bill Pmt -Check	30884	06/28/2016 VALLEY OIL COMPANY	1030 - Cash- Checking	
Bill	823967	06/15/2016	6504 · Fuel	\$ (678.76)
				<u>\$ (678.76)</u>
Bill Pmt -Check	30885	06/28/2016 VERIZON WIRELESS	1030 - Cash- Checking	
Bill	9767104464	06/15/2016	7002 · Utilities - Cell Telephone	\$ (103.68)
				<u>\$ (103.68)</u>

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Bill Pmt -Check	30886	06/28/2016 CHANDULAL HAZARI.	1030 - Cash- Checking	
Bill		06/27/2016	6305 · HET (High Efficiency Toilet)	\$ (150.00)
				<u>\$ (150.00)</u>
Bill Pmt -Check	30887	06/28/2016 CHONG XU	1030 - Cash- Checking	
Bill		06/27/2016	6305 · HET (High Efficiency Toilet)	\$ (150.00)
				<u>\$ (150.00)</u>
Bill Pmt -Check	30888	06/28/2016 CHRISTA PATASSY	1030 - Cash- Checking	
Bill		06/27/2016	6305 · HET (High Efficiency Toilet)	\$ (75.00)
				<u>\$ (75.00)</u>
Bill Pmt -Check	30889	06/28/2016 DIRK VAN ULDEN	1030 - Cash- Checking	
Bill		06/27/2016	6305 · HET (High Efficiency Toilet)	\$ (75.00)
Bill		06/27/2016	6305 · HET (High Efficiency Toilet)	\$ (75.00)
				<u>\$ (150.00)</u>
Bill Pmt -Check	30890	06/28/2016 EDWARD MCINTOSH	1030 - Cash- Checking	
Bill		06/27/2016	6305 · HET (High Efficiency Toilet)	\$ (75.00)
				<u>\$ (75.00)</u>
Bill Pmt -Check	30891	06/28/2016 KEVIN MALLOY	1030 - Cash- Checking	
Bill		06/27/2016	6305 · HET (High Efficiency Toilet)	\$ (75.00)
				<u>\$ (75.00)</u>
Bill Pmt -Check	30892	06/28/2016 MELISSA KAISER	1030 - Cash- Checking	
Bill		06/27/2016	6305 · HET (High Efficiency Toilet)	\$ (75.00)
				<u>\$ (75.00)</u>
Bill Pmt -Check	30893	06/28/2016 MICHAEL YIP	1030 - Cash- Checking	
Bill		06/27/2016	6305 · HET (High Efficiency Toilet)	\$ (125.00)
				<u>\$ (125.00)</u>
Bill Pmt -Check	30894	06/28/2016 RAYMOND CARBULLIDO	1030 - Cash- Checking	
Bill		06/27/2016	6305 · HET (High Efficiency Toilet)	\$ (225.00)
				<u>\$ (225.00)</u>
Bill Pmt -Check	30895	06/28/2016 SAADET SEZGEN	1030 - Cash- Checking	
Bill		06/27/2016	6305 · HET (High Efficiency Toilet)	\$ (75.00)
				<u>\$ (75.00)</u>
Bill Pmt -Check	30896	06/28/2016 STEVEN ENGELHARDT	1030 - Cash- Checking	
Bill		06/27/2016	6305 · HET (High Efficiency Toilet)	\$ (150.00)
				<u>\$ (150.00)</u>

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Bill Pmt -Check	30897	06/28/2016 STEVEN WONG	1030 - Cash- Checking	
Bill		06/27/2016	6305 · HET (High Efficiency Toilet)	\$ (75.00)
				<u>\$ (75.00)</u>
Bill Pmt -Check	30898	06/28/2016 TIAN FANG	1030 - Cash- Checking	
Bill		06/27/2016	6305 · HET (High Efficiency Toilet)	\$ (250.00)
				<u>\$ (250.00)</u>
Bill Pmt -Check	30899	06/28/2016 YAFEI HUANG	1030 - Cash- Checking	
Bill		06/27/2016	6305 · HET (High Efficiency Toilet)	\$ (150.00)
				<u>\$ (150.00)</u>
Bill Pmt -Check	30900	06/28/2016 GOLDEN STATE FLOW MEASUREMENT INC	1030 - Cash- Checking	
Bill	1-051977	06/15/2016	1737 · Meter Chg Out - Parts	\$ (4,139.71)
				<u>\$ (4,139.71)</u>
Bill Pmt -Check	30901	07/06/2016 ACWA/JPIA	1030 - Cash- Checking	
Bill	0422884	06/30/2016	1410 · Prepaid Expenses	\$ (41,079.94)
				<u>\$ (41,079.94)</u>
Bill Pmt -Check	30902	07/06/2016 AT&T 60197	1030 - Cash- Checking	
Bill	8259977	06/10/2016	7005 · Utilities - Telephones	\$ (837.24)
Bill	8175227	06/10/2016	7005 · Utilities - Telephones	\$ (19.27)
Bill	8175228	06/10/2016 AT&T 60197	2100 · Accounts Payable	\$ -
Bill	8220975	06/17/2016	7005 · Utilities - Telephones	\$ (20.66)
Bill	8220974	06/17/2016	7005 · Utilities - Telephones	\$ (19.26)
Bill	8236170	06/20/2016	7005 · Utilities - Telephones	\$ (1,164.19)
Bill	8245130	06/24/2016	7005 · Utilities - Telephones	\$ (19.18)
				<u>\$ (2,079.80)</u>
Bill Pmt -Check	30903	07/06/2016 BARTLE WELLS ASSOCIATES INC	1030 - Cash- Checking	
Bill	1008	06/24/2016	7110 · Prof Serv - Miscellaneous	\$ (3,478.85)
				<u>\$ (3,478.85)</u>
Bill Pmt -Check	30904	07/06/2016 BAY POINTE LANDSCAPE	1030 - Cash- Checking	
Bill	BPL-0992	06/21/2016	6501 · Buildings & Grounds	\$ (750.00)
Bill	BPL-0993	06/21/2016	6501 · Buildings & Grounds	\$ (1,500.00)
			6501 · Buildings & Grounds	\$ (1,950.00)
			6501 · Buildings & Grounds	\$ (700.00)
				<u>\$ (4,900.00)</u>

CHECK DETAIL
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Bill Pmt -Check	30905	07/06/2016 BRAVO PROMOTIONAL MARKETING, INC.	1030 - Cash- Checking	
Bill	17832	06/29/2016	6303 · Public Outreach & Education	\$ (4,135.92)
				<u>\$ (4,135.92)</u>
Bill Pmt -Check	30906	07/06/2016 CARLMONT SHOPPING CENTER.	1030 - Cash- Checking	
Bill		07/01/2016	1410 · Prepaid Expenses	\$ (216.00)
				<u>\$ (216.00)</u>
Bill Pmt -Check	30907	07/06/2016 CINTAS CORPORATION	1030 - Cash- Checking	
Bill	464620407	06/30/2016	6052 · Uniforms	\$ (367.02)
				<u>\$ (367.02)</u>
Bill Pmt -Check	30908	07/06/2016 EAST BAY TIRE CO	1030 - Cash- Checking	
Bill	1264854	06/17/2016	6503 · Vehicle & Large Equip	\$ (665.88)
				<u>\$ (665.88)</u>
Bill Pmt -Check	30909	07/06/2016 GRANITE ROCK, INC.	1030 - Cash- Checking	
Bill	968611	06/25/2016	1780 · NEW & UPGRATED METERS - Parts	\$ (680.84)
			6404 · Mains/Distribution	\$ (493.50)
				<u>\$ (1,174.34)</u>
Bill Pmt -Check	30910	07/06/2016 HANSON, BRIDGETT	1030 - Cash- Checking	
Bill	1169314	06/30/2016	7101 · Prof Serv - District Counsel	\$ (1,727.50)
Bill	1169315	06/30/2016	7101 · Prof Serv - District Counsel	\$ (5,288.00)
Bill	1169316	06/30/2016	7101 · Prof Serv - District Counsel	\$ (665.00)
Bill	1169317	06/30/2016	7101 · Prof Serv - District Counsel	\$ (1,000.00)
Bill	1169318	06/30/2016	7101 · Prof Serv - District Counsel	\$ (895.00)
Bill	1169319	06/30/2016	1721 · Alameda - Prof Svs	\$ (195.00)
				<u>\$ (9,770.50)</u>
Bill Pmt -Check	30911	07/06/2016 HOME DEPOT	1030 - Cash- Checking	
Bill	4120927	06/13/2016	6501 · Buildings & Grounds	\$ (51.73)
Bill	4120920	06/13/2016	6501 · Buildings & Grounds	\$ (549.58)
Bill	1562559	06/16/2016	6502 · Equipment & Tools	\$ (14.21)
Bill	6023481	06/21/2016	6501 · Buildings & Grounds	\$ (50.09)
Bill	5023566	06/22/2016	6404 · Mains/Distribution	\$ (87.58)
Bill	0280596	06/27/2016 HOME DEPOT	2100 · Accounts Payable	\$ -
				<u>\$ (753.19)</u>

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Bill Pmt -Check	30912	07/06/2016 INTERSTATE BATTERY SYSTEM, INC.	1030 - Cash- Checking	
Bill		06/09/2016	6405 · Meters & Service	\$ (505.21)
				<u>\$ (505.21)</u>
Bill Pmt -Check	30913	07/06/2016 John T. Davidson.	1030 - Cash- Checking	
Bill	2099	06/23/2016	7110 · Prof Serv - Miscellaneous	\$ (4,234.95)
				<u>\$ (4,234.95)</u>
Bill Pmt -Check	30914	07/06/2016 McNAMARA TRANSPORT, INC.	1030 - Cash- Checking	
Bill	9827	06/30/2016	6404 · Mains/Distribution	\$ (2,450.00)
				<u>\$ (2,450.00)</u>
Bill Pmt -Check	30915	07/06/2016 MERCURY NEWS	1030 - Cash- Checking	
Bill		06/24/2016	6701 · Office Supplies	\$ (180.00)
				<u>\$ (180.00)</u>
Bill Pmt -Check	30916	07/06/2016 MHN	1030 - Cash- Checking	
Bill	3200080609	06/16/2016	1410 · Prepaid Expenses	\$ (45.54)
				<u>\$ (45.54)</u>
Bill Pmt -Check	30917	07/06/2016 OFFICE DEPOT, INC.	1030 - Cash- Checking	
Bill	1948036578	06/17/2016	6701 · Office Supplies	\$ (65.39)
Bill	846813770001	06/22/2016	6701 · Office Supplies	\$ (163.39)
Bill	846813146001	06/22/2016	6701 · Office Supplies	\$ (98.03)
				<u>\$ (326.81)</u>
Bill Pmt -Check	30918	07/06/2016 PACIFIC WEST SECURITY, INC.	1030 - Cash- Checking	
Bill	12310	06/30/2016	6708 · Other Fees	\$ (15.00)
				<u>\$ (15.00)</u>
Bill Pmt -Check	30919	07/06/2016 PG&E CFM/PPC DEPT	1030 - Cash- Checking	
Bill	4441-0JUNE2016	06/28/2016	7003 · Utilities - Electric - Pumping	\$ (8.65)
				<u>\$ (8.65)</u>
Bill Pmt -Check	30920	07/06/2016 PITNEY BOWES 371896	1030 - Cash- Checking	
Bill	1000918342	06/16/2016	1410 · Prepaid Expenses	\$ (876.23)
				<u>\$ (876.23)</u>
Bill Pmt -Check	30921	07/06/2016 RICOH Philadelphia	1030 - Cash- Checking	
Bill	50642120	06/25/2016	6704 · Printing/Printing Supplies	\$ (133.81)
				<u>\$ (133.81)</u>

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Bill Pmt -Check	30922	07/06/2016 ROBERTS & BRUNE CO. INC.	1030 - Cash- Checking	
Bill	S1545579.001-1	06/01/2016	1737 · Meter Chg Out - Parts	\$ (30.48)
				<u>\$ (30.48)</u>
Bill Pmt -Check	30923	07/06/2016 STATE PLUMBING AND HEATING SUPPLIES	1030 - Cash- Checking	
Bill	155677	06/30/2016	6501 · Buildings & Grounds	\$ (36.95)
			6502 · Equipment & Tools	\$ (344.39)
				<u>\$ (381.34)</u>
Bill Pmt -Check	30924	07/06/2016 STEVENS CREEK QUARRY, INC.	1030 - Cash- Checking	
Bill	652172	06/03/2016	6404 · Mains/Distribution	\$ (101.45)
				<u>\$ (101.45)</u>
Bill Pmt -Check	30925	07/06/2016 TAP MASTER, INC	1030 - Cash- Checking	
Bill	0616-64	06/15/2016	1780 · NEW & UPGRATED METERS - Parts	\$ (698.00)
				<u>\$ (698.00)</u>
Bill Pmt -Check	30926	07/06/2016 VANGUARD CLEANING SYSTEMS, INC.	1030 - Cash- Checking	
Bill	24878	07/01/2016	6501 · Buildings & Grounds	\$ (385.00)
				<u>\$ (385.00)</u>
Bill Pmt -Check	30927	07/06/2016 VERIZON WIRELESS	1030 - Cash- Checking	
Bill	9767104463	06/15/2016	7002 · Utilities - Cell Telephone	\$ (3,079.51)
				<u>\$ (3,079.51)</u>
Bill Pmt -Check	30928	07/06/2016 ACWA/JPIA	1030 - Cash- Checking	
Bill	WC0401-0630-2016	06/30/2016	1490 · Prepaid Workers Comp Insurance	\$ (10,453.34)
				<u>\$ (10,453.34)</u>
Bill Pmt -Check	30929	07/06/2016 CINTAS CORPORATION	1030 - Cash- Checking	
Bill	5005478717	06/27/2016	6408 · Employee Safety	\$ (129.90)
				<u>\$ (129.90)</u>
Bill Pmt -Check	30930	07/12/2016 AIRGAS, LLC	1030 - Cash- Checking	
Bill	9937581576	06/30/2016	6501 · Buildings & Grounds	\$ (117.25)
				<u>\$ (117.25)</u>
Bill Pmt -Check	30931	07/12/2016 AT&T 60197	1030 - Cash- Checking	
Bill	8255575	06/28/2016	7005 · Utilities - Telephones	\$ (19.15)
Bill	8263160	06/30/2016	7005 · Utilities - Telephones	\$ (37.57)
				<u>\$ (56.72)</u>

CHECK DETAIL
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Bill Pmt -Check	30932	07/12/2016 BAWSCA	1030 - Cash- Checking	
Bill	2952	06/27/2016	6302 · School Conservation Program	\$ (3,155.45)
				<u>\$ (3,155.45)</u>
Bill Pmt -Check	30933	07/12/2016 BENNETT MARINE UTILITY, LLC.	1030 - Cash- Checking	
Bill	22952	06/30/2016	6401 · Water Quality	\$ (1,465.00)
				<u>\$ (1,465.00)</u>
Bill Pmt -Check	30934	07/12/2016 HACH COMPANY INC	1030 - Cash- Checking	
Bill	10005153	07/01/2016	6401 · Water Quality	\$ (4,615.27)
				<u>\$ (4,615.27)</u>
Bill Pmt -Check	30935	07/12/2016 HOME DEPOT	1030 - Cash- Checking	
Bill	2084427	07/05/2016	6701 · Office Supplies	\$ (23.85)
Bill	6150788	07/11/2016	6501 · Buildings & Grounds	\$ (62.48)
				<u>\$ (86.33)</u>
Bill Pmt -Check	30936	07/12/2016 INTERSTATE BATTERY SYSTEM, INC.	1030 - Cash- Checking	
Bill	1915002005794	07/01/2016	6405 · Meters & Service	\$ (493.44)
				<u>\$ (493.44)</u>
Bill Pmt -Check	30937	07/12/2016 LINCOLN LIFE	1030 - Cash- Checking	
Bill		06/15/2016	1430 · Payroll Clearing A/C	\$ (150.00)
Bill		06/30/2016	1430 · Payroll Clearing A/C	\$ (150.00)
				<u>\$ (300.00)</u>
Bill Pmt -Check	30938	07/12/2016 OFFICE DEPOT, INC.	1030 - Cash- Checking	
Bill	848573224001	07/01/2016	6701 · Office Supplies	\$ (78.91)
Bill	849235354001	07/06/2016	6701 · Office Supplies	\$ (21.79)
				<u>\$ (100.70)</u>
Bill Pmt -Check	30939	07/12/2016 SAN MATEO CO. ENVIRO. HEALTH	1030 - Cash- Checking	
Bill	277516	07/01/2016	1410 · Prepaid Expenses	\$ (30,000.00)
				<u>\$ (30,000.00)</u>
Bill Pmt -Check	30940	07/12/2016 VALLEY OIL COMPANY	1030 - Cash- Checking	
Bill	838592	06/27/2016	6504 · Fuel	\$ (1,274.65)
				<u>\$ (1,274.65)</u>
Bill Pmt -Check	30941	07/12/2016 ALBERT AU	1030 - Cash- Checking	
Bill		07/06/2016	6307 · Lawn-Be-Gone Rebates	\$ (1,760.04)
				<u>\$ (1,760.04)</u>

CHECK DETAIL
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Bill Pmt -Check	30942	07/12/2016 CLIFTON MILES	1030 - Cash- Checking	
Bill		07/07/2016	6307 · Lawn-Be-Gone Rebates	\$ (282.00)
				<u>\$ (282.00)</u>
Bill Pmt -Check	30943	07/12/2016 R. J. Gordon Construction, Inc.	1030 - Cash- Checking	
Bill	PP#1	07/12/2016	1724 · Alameda - Construction	\$ (200,773.75)
				<u>\$ (200,773.75)</u>
Bill Pmt -Check	30944	07/12/2016 CINTAS CORPORATION	1030 - Cash- Checking	
Bill	464623211	07/07/2016	6052 · Uniforms	\$ (367.02)
				<u>\$ (367.02)</u>
Bill Pmt -Check	30945	07/12/2016 PAKPOUR CONSULTING GROUP, INC	1030 - Cash- Checking	
Bill	1963	06/30/2016	1536 · BUCKLAND TANK PROJECT	\$ (196.88)
			7102 · Prof Serv - District Engineer	\$ (4,248.56)
			2070 · Customer Deposits	\$ (262.50)
			7102 · Prof Serv - District Engineer	\$ (196.88)
			1741 · Dekoven - Prof Svs	\$ (219.19)
			1721 · Alameda - Prof Svs	\$ (12,140.63)
			1726 · Karen Road - Prof Svs	\$ (301.88)
			1746 · Folger Demo - Prof Svs	\$ (60.38)
			1731 · Hallmark - Prof Svs	\$ (666.75)
				<u>\$ (18,293.65)</u>
Bill Pmt -Check	30946	07/12/2016 PG&E CFM/PPC DEPT	1030 - Cash- Checking	
Bill	3667-2JUL2016	07/06/2016	7003 · Utilities - Electric - Pumping	\$ (64.49)
Bill	7816-1JUL2016	07/06/2016	7003 · Utilities - Electric - Pumping	\$ (264.57)
Bill	2454-4JUL2016	07/06/2016	7003 · Utilities - Electric - Pumping	\$ (29.27)
Bill	7951-5JUL2016	07/07/2016	7003 · Utilities - Electric - Pumping	\$ (173.39)
Bill	6556-8JUL2016	07/07/2016	7003 · Utilities - Electric - Pumping	\$ (80.56)
Bill	8936-0JUL2016	07/07/2016	7003 · Utilities - Electric - Pumping	\$ (4,911.08)
				<u>\$ (5,523.36)</u>
Bill Pmt -Check	30947	07/12/2016 RECOLOGY SAN MATEO	1030 - Cash- Checking	
Bill		06/30/2016	6501 · Buildings & Grounds	\$ (651.04)
				<u>\$ (651.04)</u>

CHECK DETAIL
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Bill Pmt -Check	30948	07/12/2016 ROBERTS & BRUNE CO. INC.	1030 - Cash- Checking	
Bill	S1570273.001	06/16/2016	6404 · Mains/Distribution	\$ (1,132.87)
Bill	S1571861.001	06/23/2016	1737 · Meter Chg Out - Parts	\$ (1,519.22)
			6404 · Mains/Distribution	\$ (259.63)
				<u>\$ (2,911.72)</u>
Check	30949	07/20/2016 AMELITA ARBOLEDA	1030 - Cash- Checking	
			4012 · Water Refunds	\$ (558.00)
				<u>\$ (558.00)</u>
Bill Pmt -Check	30950	07/20/2016 AT&T 60197	1030 - Cash- Checking	
Bill	8310495	06/30/2016	7005 · Utilities - Telephones	\$ (2.12)
Bill	8310494	06/30/2016	7005 · Utilities - Telephones	\$ (19.55)
Bill	8310738	06/30/2016	7005 · Utilities - Telephones	\$ (55.82)
				<u>\$ (77.49)</u>
Bill Pmt -Check	30951	07/20/2016 BAWSCA	1030 - Cash- Checking	
Bill	2955	06/30/2016	6307 · Lawn-Be-Gone Rebates	\$ (282.00)
Bill	2964	06/30/2016	6301 · Water Conservation Program	\$ (670.00)
Bill	2763	07/01/2016	1410 · Prepaid Expenses	\$ (17,622.00)
				<u>\$ (18,574.00)</u>
Bill Pmt -Check	30952	07/20/2016 BFI of CALIFORNIA INC. - OX MTN. LANDFILL	1030 - Cash- Checking	
Bill	4227-000044386	06/15/2016	6404 · Mains/Distribution	\$ (3,077.49)
Bill	4227-000044528	06/30/2016	6404 · Mains/Distribution	\$ (2,077.52)
Bill	BFI	06/30/2016	6404 · Mains/Distribution	\$ (29.38)
				<u>\$ (5,184.39)</u>
Bill Pmt -Check	30953	07/20/2016 CARLMONT HARDWARE	1030 - Cash- Checking	
Bill	B98014	07/11/2016	6501 · Buildings & Grounds	\$ (4.89)
				<u>\$ (4.89)</u>
Bill Pmt -Check	30954	07/20/2016 CARQUEST AUTO PARTS	1030 - Cash- Checking	
Bill	8292-478085	07/05/2016	6503 · Vehicle & Large Equip	\$ (47.68)
Bill	8292-478446	07/08/2016	6503 · Vehicle & Large Equip	\$ (3.13)
				<u>\$ (50.81)</u>
Bill Pmt -Check	30955	07/20/2016 CINTAS CORPORATION	1030 - Cash- Checking	
Bill	464626008	07/14/2016	6052 · Uniforms	\$ (368.52)
				<u>\$ (368.52)</u>

CHECK DETAIL
JUNE 15, 2016 - JULY 20, 2016

Bill Pmt -Check	30956	07/20/2016 COMCAST	1030 - Cash- Checking	
Bill		07/09/2016	7001 - Utilities - Internet/Cable	\$ (84.46)
Bill		07/10/2016	7001 - Utilities - Internet/Cable	\$ (96.20)
Bill		07/10/2016	7001 - Utilities - Internet/Cable	\$ (96.20)
Bill		07/10/2016	7001 - Utilities - Internet/Cable	\$ (96.20)
Bill		07/14/2016	7001 - Utilities - Internet/Cable	\$ (260.73)
				<u>\$ (633.79)</u>
Bill Pmt -Check	30957	07/20/2016 CONTINENTAL UTILITY SOLUTIONS	1030 - Cash- Checking	
Bill	CUSISewerBilling	07/20/2016	9998 - Suspense Clearing	\$ (2,100.00)
				<u>\$ (2,100.00)</u>
Bill Pmt -Check	30958	07/20/2016 GRANITE ROCK, INC.	1030 - Cash- Checking	
Bill	971226	07/09/2016	6405 - Meters & Service	\$ (176.25)
				<u>\$ (176.25)</u>
Bill Pmt -Check	30959	07/20/2016 HOME DEPOT	1030 - Cash- Checking	
Bill	06280000178400	07/15/2016	6502 - Equipment & Tools	\$ (120.75)
			6404 - Mains/Distribution	\$ (10.94)
Bill	0628-00005-21831	07/18/2016	6502 - Equipment & Tools	\$ (88.16)
				<u>\$ (219.85)</u>
Bill Pmt -Check	30960	07/20/2016 LINCOLN LIFE	1030 - Cash- Checking	
Bill		07/15/2016	1430 - Payroll Clearing A/C	\$ (150.00)
				<u>\$ (150.00)</u>
Bill Pmt -Check	30961	07/20/2016 MANAGEWATER CONSULTING,INC	1030 - Cash- Checking	
Bill	1006	06/30/2016	7110 - Prof Serv - Miscellaneous	\$ (5,523.75)
				<u>\$ (5,523.75)</u>
Bill Pmt -Check	30962	07/20/2016 MATCO TOOLS	1030 - Cash- Checking	
Bill	248467	06/21/2016	6502 - Equipment & Tools	\$ (171.12)
Bill	248824	06/28/2016	6502 - Equipment & Tools	\$ (56.57)
				<u>\$ (227.69)</u>
Bill Pmt -Check	30963	07/20/2016 OFFICE DEPOT, INC.	1030 - Cash- Checking	
Bill	849235430001	07/06/2016	6701 - Office Supplies	\$ (217.42)
Bill	850494447001	07/12/2016	6701 - Office Supplies	\$ (155.04)
				<u>\$ (372.46)</u>

CHECK DETAIL
JUNE 15, 2016 - JULY 20, 2016

Bill Pmt -Check	30964	07/20/2016 OREILLY AUTO PARTS, INC.	1030 - Cash- Checking	
Bill	3535-462745	06/20/2016	6503 · Vehicle & Large Equip	\$ (2.13)
Bill	3535-462711	06/20/2016	6503 · Vehicle & Large Equip	\$ (353.18)
Bill	3535-462893	06/21/2016	6503 · Vehicle & Large Equip	\$ (7.07)
Bill	3535-463062	06/22/2016	6503 · Vehicle & Large Equip	\$ (28.32)
Bill	3535-463977	06/27/2016	6503 · Vehicle & Large Equip	\$ (28.13)
Bill	3535-464029	06/27/2016	6503 · Vehicle & Large Equip	\$ (66.97)
Bill	3535-463950	06/27/2016	6503 · Vehicle & Large Equip	\$ (6.65)
Bill	3535-463949	06/27/2016	6503 · Vehicle & Large Equip	\$ (39.21)
				<u>\$ (531.66)</u>
Bill Pmt -Check	30965	07/20/2016 PARS	1030 - Cash- Checking	
Bill	34952	07/11/2016	7110 · Prof Serv - Miscellaneous	\$ (300.00)
				<u>\$ (300.00)</u>
Bill Pmt -Check	30966	07/20/2016 PG&E CFM/PPC DEPT	1030 - Cash- Checking	
Bill	9032-7JUL2016	07/13/2016	7003 · Utilities - Electric - Pumping	\$ (11,740.20)
				<u>\$ (11,740.20)</u>
Bill Pmt -Check	30967	07/20/2016 PRECISE, INC.	1030 - Cash- Checking	
Bill	17358	07/13/2016	7107 · Prof Serv - Customer Billing	\$ (623.87)
Bill	17334	07/14/2016	7107 · Prof Serv - Customer Billing	\$ (555.45)
				<u>\$ (1,179.32)</u>
Bill Pmt -Check	30968	07/20/2016 RICOH Philadelphia	1030 - Cash- Checking	
Bill	50713407	07/09/2016	6704 · Printing/Printing Supplies	\$ (339.12)
				<u>\$ (339.12)</u>
Bill Pmt -Check	30969	07/20/2016 ROBERTS & BRUNE CO. INC.	1030 - Cash- Checking	
Bill	S1574041.001	07/06/2016	6406 · Fire Hydrants	\$ (195.11)
Bill	S1576136.001	07/08/2016	6406 · Fire Hydrants	\$ (2,563.39)
Bill	S1575931.001	07/11/2016	6406 · Fire Hydrants	\$ (8,525.65)
				<u>\$ (11,284.15)</u>
Bill Pmt -Check	30970	07/20/2016 STEVENS CREEK QUARRY, INC.	1030 - Cash- Checking	
Bill	655931	06/28/2016	6404 · Mains/Distribution	\$ (105.80)
Bill	656132	06/29/2016	6404 · Mains/Distribution	\$ (316.63)
				<u>\$ (422.43)</u>

CHECK DETAIL
JUNE 15, 2016 - JULY 20, 2016

Check	55161	07/11/2016 PETER LANGENFELD	1030 - Cash- Checking 4012 - Water Refunds	\$ (11.53)
				<u>\$ (11.53)</u>
Check	55162	07/11/2016 G.A.M.E DEVELOPMENT, LLC	1030 - Cash- Checking 4012 - Water Refunds	\$ (9.00)
				<u>\$ (9.00)</u>
Check	55163	07/11/2016 TAKAYUKI AKAISHI	1030 - Cash- Checking 4012 - Water Refunds	\$ (2.90)
				<u>\$ (2.90)</u>
Check	55164	07/11/2016 RAY CAMPBELL	1030 - Cash- Checking 4012 - Water Refunds	\$ (25.00)
				<u>\$ (25.00)</u>
Check	55165	07/11/2016 CRISTINA ION	1030 - Cash- Checking 4012 - Water Refunds	\$ (17.07)
				<u>\$ (17.07)</u>
Check	55166	07/11/2016 CARLMONT INVESTMENT LP	1030 - Cash- Checking 4012 - Water Refunds	\$ (668.00)
				<u>\$ (668.00)</u>
Check	55167	07/11/2016 MAJEDE SHAFE	1030 - Cash- Checking	\$ -
Bill Pmt -Check	55168	07/12/2016 CINTAS CORPORATION	1030 - Cash- Checking	\$ -
Bill Pmt -Check	55169	07/12/2016 PAKPOUR CONSULTING GROUP, INC	1030 - Cash- Checking	\$ -
Bill Pmt -Check	55170	07/12/2016 PG&E CFM/PPC DEPT	1030 - Cash- Checking	\$ -
Bill Pmt -Check	55171	07/12/2016 RECOLOGY SAN MATEO	1030 - Cash- Checking	\$ -
Bill Pmt -Check	55172	07/12/2016 ROBERTS & BRUNE CO. INC.	1030 - Cash- Checking	\$ -
Check	55173	07/11/2016 MAJEDE SHAFE	1030 - Cash- Checking 4012 - Water Refunds	\$ (5,238.00)
				<u>\$ (5,238.00)</u>
TOTAL:				\$ 939,891.39



AGENDA ITEM NO. 5.C.

DATE: July 28, 2016
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: APPROVE CONTRACT FOR PROFESSIONAL SERVICES IN THE AMOUNT OF \$48,200 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 \$48,200 with John Davidson d/b/a Jrocket77 Design & Marketing for public outreach/education/relations services and MPWD website updates.

FISCAL IMPACT

\$35,700 is proposed for professional graphic design and composition services.
\$12,500 is estimated for public outreach/education printing services.
\$48,200 TOTAL (NOT-TO-EXCEED)

The total amount of \$45,000 was included within the approved FY 2016/2017 Operating Budget. The additional \$3,200, if needed, is available within Account Code 7110 for miscellaneous services budgeted in FY 2016/2017.

Last year (FY 2015/2016) the MPWD spent a total of \$34,000 for these professional services, including all printing.

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
Proposals for FY 2016/2017 Design/Marketing/Website Services and Estimated Printing Services

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

UNANIMOUS____ ZUCCA____ WARDEN____ STUEBING____ VELLA____ LINVILL____

CONTRACT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made as of the 28th day of July 2016, 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 2016/2017 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 \$35,700. 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 \$12,500.

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
Post Office Box 129
Belmont, California 94002
ATTENTION: General Manager

If to the CONSULTANT: John Davidson d/b/a
Jrocket77 Design & Marketing
2564 E 2150 South Circle
St. George, UT 84790
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



RE:

Proposal for 2016-17 Design/Marketing/Website Services

Attn: Tammy Rudock, MPWD

7.12.16 | Page 1 of 2

SCOPE OF SERVICES

JROCKET77 DESIGN & MARKETING shall provide the following services to MPWD during FY 2016-17:

1. Public Relations and Outreach 120 hours

- A. Press releases: Including but not limited to: Board reorganization, calendar contest winners, CIP impact on local neighborhoods, community events and projects, etc.
B. Monthly bill stuffers as identified by MPWD.
C. Public service announcements and advertising within local news media (summer and winter campaigns).
D. CIP messaging (print and electronic media).
E. Assist with customer survey campaign as directed by MPWD.
F. Promotion/advertising of MPWD workshops.
G. Other projects as directed by staff.

2. Publications 140 hours

- A. Water rates notice by May 1st.
B. Annual CCR by July 1st.
C. Annual end-of-year newsletter by November 30th.
D. Preliminary ideas for creation of MPWD annual report.
E. Create CIP brochures/reports/FAQs as identified by MPWD.
F. Annual Water Conservation Calendar.
G. MPWD Personnel Manual.
H. Other publications as directed by staff.

3. Ongoing Website Design Strategy and Management 72 hours

- A. Manage website for consistency and timely communications.
B. Develop upgraded responsive website design and implementation of enhanced site features.
C. Implementation of social media channels and strategies for YouTube (video), Facebook, Twitter, and NextDoor, including integration into MPWD website.
D. Build e-newsletter and email database for regular communications.
E. Maintain operation of and access to MPWD website.
F. Other website services as directed by staff.

4. Coordination of Replacement Bill Pay and New Customer Water Use Portal Access on MPWD Website 20 hours

- A. Coordinate billing system upgrade and customer access after new financial management system implementation and transition.
B. Coordinate new AMI and customer water use portal access.



SUBMIT ALL CORRESPONDENCE AND PAYMENTS TO: JOHN T. DAVIDSON

2564 E 2150 South Circle | St. George, UT 84790 | 951.265.8778 | jrocket77@me.com



RE:

Proposal for 2016-17 Design/Marketing/Website Services

Attn: Tammy Rudock, MPWD

7.12.16 | Page 2 of 2

5. Branding and Identity Support 28 hours

- A. Continued consistent messaging and support of MPWD branding and identity within the MPWD service area and SF regional water system.
- B. Annual printing of MPWD letterhead after confirmed Board reorganization by January 31st.
- C. Business cards as needed.
- D. Business envelopes as needed.
- E. Graphic design and liaison work with 3rd-party vendors for MPWD fleet vehicle graphics
- F. Graphic design and liaison work with 3rd-party vendors for MPWD facility signage.
- G. Ensure coordination of BAWSCA materials include MPWD branding and identity.
- H. Other support as directed by staff.

6. Water Conservation and Marketing 20 hours

- A. Misc. water conversation (print and electronic media).
- B. Copy writing services.
- C. Other items as directed by staff.

7. Promotional Items 20 hours

- A. Graphic design and liaison work with 3rd-party vendor for promo items as identified by MPWD.
- B. Support additional promotional needs for MPWD community events.
- C. Other items as directed by staff.

Total annual 420 hours

Average monthly hours: 35. Hourly rate: \$85. Annual: \$35,700

These services shall be ongoing through MPWD FY 2016/2017 and managed by the General Manager.

Thank you,



SUBMIT ALL CORRESPONDENCE AND PAYMENTS TO: JOHN T. DAVIDSON

2564 E 2150 South Circle | St. George, UT 84790 | 951.265.8778 | jrocket77@me.com

DBA



RE:

Estimated Costs for Printing Fiscal Year 2016/2017

Attn: Tammy Rudock, MPWD

7.12.16

PRINTING ESTIMATE

Proposal of costs for printing/production and mailhouse delivery services for MPWD during Fiscal Year 2016/2017:

Annual CCR, *Waterline* newsletters, envelopes for mailing campaigns, staff and BOD business cards, letterheads, water conservation annual report, annual student water conservation calendars, public service announcements, rebate program applications, bill stuffer messaging, CIP collateral. Costs include tax and delivery. Estimated: \$12,500

Thank you,



SUBMIT ALL CORRESPONDENCE AND PAYMENTS TO: JOHN T. DAVIDSON

2564 E 2150 South Circle | St. George, UT 84790 | 951.265.8778 | jrocket77@me.com



AGENDA ITEM NO. 7.A.

DATE: July 28, 2016
TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager
Joubin Pakpour, District Engineer

SUBJECT: RECEIVE DRAFT SEISMIC RETROFIT EVALUATION AND STRATEGY DEVELOPMENT REPORT FOR THE HALLMARK TANK SITE, AND CONSIDER FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT BETWEEN THE MPWD AND CORNERSTONE ENGINEERING GROUP, INC, IN THE AMOUNT OF \$11,400 FOR ADDITIONAL STRUCTURAL ENGINEERING AND SEISMIC ANALYSES

RECOMMENDATION

Receive the draft Seismic Retrofit Evaluation and Strategy Report from the Cornerstone Structural Engineering Group (CSEG) and approve the first amendment to current agreement with CSEG in the amount of \$11,400 in order to carry out further structural engineering analyses.

FISCAL IMPACT

Should the Board approve the first amendment to the existing agreement with CSEG, there would be expense of \$11,400 for the additional structural engineering services and analyses. There are available miscellaneous FY 2016/2017 Capital Budget funds (\$50,000) from which these additional services can be paid.

The existing agreement between the MPWD and CSEG was in the total amount of \$42,400. During the assessment, additional field testing was required totaling \$1,838. MPWD has paid CSEG \$44,226 to date for the completion of the draft seismic evaluation, assessment, and analysis.

While the General Manager has authority to negotiate professional services up to \$25,000 under the MPWD's Procurement Policy, staff felt that these added structural engineering services negotiated with CSEG totaling \$11,400 should be considered by the Board since they exceeded a typical 20% contingency.

DISCUSSION

Draft Structural Report

The Hallmark tank site consists of two tanks originally built in 1967. These tanks are the last tanks to be evaluated for resistance to seismic activity. The Hallmark tanks stand 24-feet tall, 140-feet in diameter, and are capable of holding 2,500,000 gallons of water each. For some perspective, each foot of water in a Hallmark tank holds 104,000 gallons of water, which is more than the storage capacity of a Buckland tank (100,000 gallons each). The Hallmark tanks are the largest tanks and also sit at the highest point of elevation in our water distribution system.

The CSEG used criteria from AWWA D100-11, which is a specification for the analysis and design of welded steel water storage tanks, among other technical resources to evaluate these tanks. The CSEG report describes the process by which the evaluation took place, including such things as: faults in the region, seismic criteria for ground motion, evaluation criteria for lateral loads, the steel plate thickness for each tank from top to bottom, and each tank's physical condition. There is also a brief discussion of an engineering analysis in the 1970s or 1980s and an improvement project to each tank in which vertical stiffening members were welded to the lowest ring of each tank. Their purpose was to resist an overturning compression load potential in a tank's shell.

Their findings noted that the tanks were built in compliance with codes and standard construction practices for 1967, the year in which their construction was completed, noted a deficiency (similar to the Dekoven tanks), which was:

- A lack of sufficient freeboard to prevent water "sloshing" from an earthquake that would more than likely lead to roof damage, damage to connections between the tank walls and roof, damage to the floor plate and tank walls, and tank columns supporting the roof.

The District typically operates the tanks up to a level of 16 to 18 feet during summer months.

The CSEG Seismic Retrofit Evaluation and Strategy Report was peer reviewed by another structural engineer with experience in steel tank design. In addition a series of internal discussions has taken place. The District Engineer in a memorandum to the General Manager dated May 13, 2016 outlines several viable options and their estimated cost:

Option 1 – Reduce Tank Operating Level by 7.5 feet (14.5 feet level): reduce the maximum operating level from 22.0 feet to 14.5 feet so that seismic event water sloshing within each tank will not damage roof framing. This option does not require any physical improvements to either tank or tying the tank shell to a ring wall foundation. The cost estimate for Option 1 is \$60,000 to lower each tank's overflow elevation, which only includes repairing rust areas on the tank shell.

Option 2 – Reduce Tank Operating Level by 6.0 feet (16 feet level): strengthen roof rafters to resist a calculated 1.5 foot of upward hydrostatic loading through the strengthening of bottom flanges and welding steel plates to the bottom flanges; and welding steel plates and bracing of the bottom flanges of exterior girders. This option does not require any anchorage of the tank shell to a ring wall foundation. The cost estimate for Option 2 is \$780,000, which includes cutting out and re-installing a doorway for equipment.

Option 3 – Demolish and Rebuild Two 2,500,000 Gallon Tanks: demolition and rebuild each tank separately to meet current design criteria for steel tank construction. Both tanks would be built with the same diameter, but the overall height could increase from 24 to 31 feet with the intent that the maximum operating level would be 22-feet, which provides sufficient “sloshing” freeboard. Or the tanks could be designed at current 22 feet height and the roof designed to resist the sloshing forces. The cost estimate for Option 3 is \$4.1 million.

Option 4 – Seismic Strengthening (two tanks): lift each tank and construct a new lower ring to raise the tank height from 24 to 34 feet. This option maintains a 22-foot maximum operating level, and with the new height, provides sufficient freeboard to mitigate the effects from water sloshing during a seismic event. The cost estimate for Option 4 is \$1.4 million.

The Hallmark tanks do not have the concrete footing issue of the Dekoven tanks. With this variable removed, this makes Option 4 very viable. During our internal review, Option 4 caught staff’s attention because it maintains a 22-foot maximum operating level in a potentially cost effective manner when compared to complete reconstruction.

Staff felt it was necessary to request further structural engineering analysis to understand the structural damage caused if the maximum operating level was lowered to 16-feet or 18-feet. (Over the past couple of years due to the drought and conservation, tank levels maintained at Hallmark have hovered around 16-feet in order to maintain water quality and minimize water age in the system). CSEG was asked to prepare a proposal for additional work. Their proposal came back at a cost of \$11,400, which is 27% of the original agreement amount of \$42,400.

First Amendment to Agreement

The proposed first amendment to the agreement with CSEG is in a form used by the MPWD.

The intent of the amendment is to provide for further structural analysis of Option 4, i.e., the lifting of each tank and welding a new bottom ring to increase the freeboard of each tank and mitigate the potential damaging effects of water sloshing during a seismic event. Option 4 will maintain a 22-foot maximum operating level by raising each tank’s height from 24-foot to 34-foot and could cost \$1.4 million. Staff wants to know what kind of damage could be expected by lowering the maximum operating levels to either 16-feet or 18-feet.

Besides structural engineering to be provided by CSEG, the CSEG proposes to consult with Paso Robles Tank, a tank builder and the contractor of the Buckland tanks, on the viability of lifting tank to construct a new lower ring.

- Attachments: Hallmark Tank Seismic Evaluation Report from CSEG
First Amendment for Professional Services with CSEG
Proposal for Additional Structural Engineering Services from CSEG dated June 29, 2016
Agreement for Professional Services with CSEG dated November 16, 2015

BOARD ACTION: APPROVED:_____ DENIED:_____ POSTPONED:_____ STAFF DIRECTION:_____
UNANIMOUS_____ ZUCCA_____ WARDEN_____ STUEBING_____ VELLA_____ LINVILL_____

Hallmark Water Tanks

Mid-Peninsula Water District
Belmont, CA

Structural Review and Retrofit Strategy Report **DRAFT**

May 13, 2016



Structural Engineering ♦ Construction Services ♦ Engineering Solutions ♦ Project Management

40 Federal Street | tel (415) 369-9100
San Francisco, CA 94107 | fax (415) 369-9101

May 13, 2016
2015065

Pakpour Consulting Group, Inc.
5776 Stoneridge Mall Road, Suite 320
Pleasanton, CA 94588

Attention: Joubin Pakpour

Subject: Hallmark Water Tanks
Structural Review and Retrofit Strategy Report

Dear Joubin:

Cornerstone Structural Engineering Group is pleased to present this summary of our structural review and retrofit strategy report. In accordance with our proposal, we have performed a general structural conditional and seismic assessment of the Hallmark water tanks. This report contains an evaluation for the existing 2,500,000 gallon steel water tanks located on the Hallmark Tank site in Belmont. Originally built in 1967, Each Hallmark Tank is 24 feet tall by 140 feet in diameter.

The structural provisions of the current California Building Code refer to the ASCE 7-10 standard for determination of design loads for structures designed within California. The ASCE 7-10 in turn refers to the AWWA D100-11 standard for analysis and design of welded steel water storage tanks. This report uses those criteria to evaluate the seismic performance of the existing steel water tank. In addition, a general conditional assessment of the water tanks is also included.

We conducted an initial site visit on September 16, 2015 with a subsequent site visit on December 3, 2015. Although only limited construction drawings of the Hallmark Tanks were available, a previous seismic evaluation report was also reviewed as part of our investigation. Part of our report compares our evaluation and conclusions with that previous report.

The following report describes the findings of our conditional review and seismic risk assessment to evaluate the performance of the steel water tank when subjected to a code-level earthquake. Recommendations to address conditional issues and remediate seismic deficiencies are described in the conclusions.

Please feel free to give me a call if you have any additional questions.

Sincerely,
CORNERSTONE STRUCTURAL
ENGINEERING GROUP, INC.

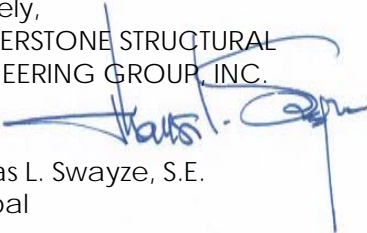

Thomas L. Swayze, S.E.
Principal

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PART 1: INTRODUCTION

The following represents a general structural conditional and seismic assessment of the existing Hallmark North and South tanks located on Hallmark Drive in Belmont, California. Both tanks are owned and maintained by the Mid-Peninsula Water District.

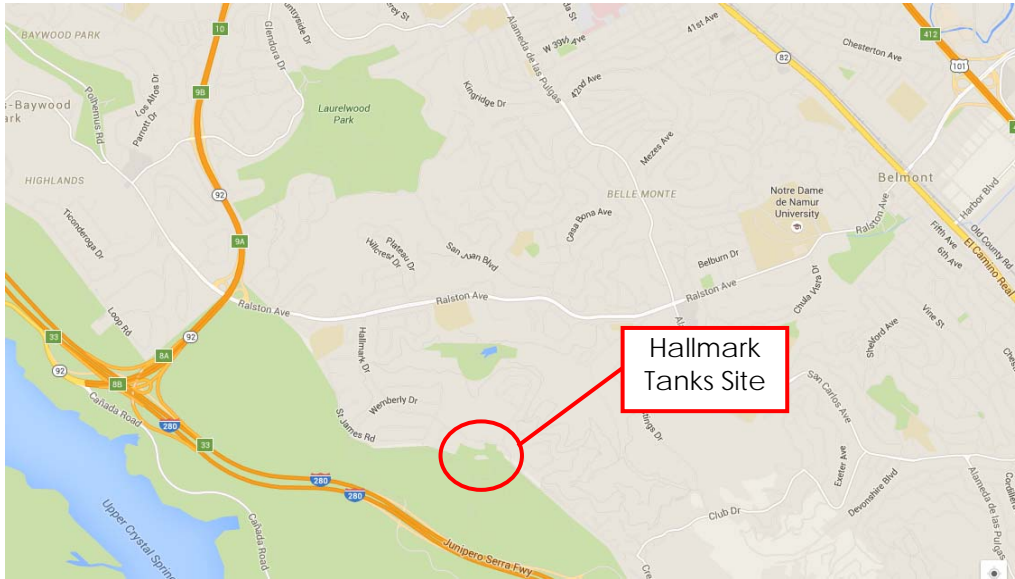


Figure 1: Hallmark Tanks Site Area Photo
(Source: Google Maps)

Built in 1967, the Hallmark North and South tanks are unanchored, welded carbon-steel water storage tanks with knuckle roofs. Both tanks have a total shell height of approximately 24 feet and are approximately 140 feet in diameter with a nominal capacity of 2.5 million-gallons. The tanks each have a base elevation of approximately 819 feet and provide service to Mid-Peninsula Water District in Belmont.

An initial site visit was performed on September 16, 2015 to observe the existing exterior structural conditions of both tanks. Since both tanks were in operation at the time of the initial visit, we were unable to observe the tank interior. Cornerstone made a subsequent site visit on December 3, 2015, however both tanks were once again in operation and we could not access the interior of the tank.

The report conclusions are limited by the availability of as-built construction documents and by the level of access possible for the observation of the tank. The purpose of this investigation is to provide a summary of conditional issues and seismic assessment for current AWWA level forces for an essential services facility. This report describes the findings of our structural review, and provides recommendations for seismic upgrade and conditional structural repairs as applicable. See part 3 for further discussion regarding observation access and as-built documentation.





Figure 2: Hallmark Tanks Site Photo
(Source: Google Maps)

PART 2: SEISMIC PERFORMANCE EVALUATION

2.1 Methodology

The potential damage to a structure in an earthquake can be evaluated provided that, (1) seismic hazards which affect the structure and site can be estimated and, (2) the vulnerability of the structure to those hazards are known or can be estimated.

Seismic evaluation of the existing welded carbon-steel water tank was conducted using:

- American Water Works Association (AWWA) D100-11 – Welded Carbon Steel Tanks for Water Storage
- American Society of Civil Engineers (ASCE) 7-10 – Minimum Design Loads for Buildings and Other Structures
- Site specific S_s , S_1 , S_{MS} and S_{M1} seismic ground motion parameter values approximated by the USGS Seismic Hazard Curves program based off the 2008 NEHRP Maps.

Seismic evaluation of the Hallmark North and South steel water tanks were performed using seismic design forces calculated in accordance with the AWWA D100-11 standard for new welded steel water tank construction.

AWWA D100-11 adopts the ACSE 7 methodology for the determination of lateral loads used for seismic design of water tanks and is based on a Maximum Considered Earthquake (MCE) ground motions, defined as the motions caused by a seismic event with a 2 percent probability of exceedance within a 50 year period which is commonly referred to as a 2,475-year earthquake. Design ground motions are then derived by scaling MCE ground motion values by a factor of 2/3 which is the design basis for standard structures. Design ground motions correlate to a seismic event with a 10 percent probability of exceedance within a 50 year period and are referred to as a 475-year earthquake. Water tanks considered to be essential are designed with an



importance factor increase of 1.5 applied to the design ground motions. See below for further discussions.

The methodology used in our assessment uses an importance factor of 1.5 as described in Section 2.2 below, for Seismic Use Group III as documented in the AWWA D100-11 based approach. This Seismic Use Group is for essential facilities and is equivalent to an occupancy/risk category IV under the 2013 CBC and ASCE 7-10.

1980'S TANK REHABILITATION STRATEGIES

In the 1970's and 1980's many research projects related to seismic performance of tanks were carried out at UC Berkeley by university faculty and advanced engineering students under various research programs. One of the research projects examined the buckling resistance of above ground cylindrical steel tanks subjected to axial compressive stresses resulting from seismic loads. In the analysis it was determined that thin walled tanks were susceptible to compressive buckling in the lower region of the tank shell. One method of mitigation that was investigated during this research was the addition of periodic vertical stiffener elements to the tank shell. That method of shell stiffening was used on the Hallmark Tanks after an earlier evaluation concluded that shell stiffening was required to resist overturning compression loads in the tank shell (Rinne 1980).

2.2 Seismic Use Group

AWWA D100-11 seismic design identifies three Seismic Use Groups I, II & III and assigns an importance factor, I_E to each group. I_E is a multiplier that is used to calculate lateral load forces applied to structures relative to their community importance to ensure that a structure will sustain less damage in an earthquake. Public water tanks which provide service considered to be essential for post-earthquake recovery, including fire suppression, are often designated as seismic use group III and are assigned an importance factor, I_E , of 1.5 which is the most stringent criteria. As a result, an essential service water tank will normally be designed to withstand 50% more lateral load than a tank considered to be non-essential or redundant.

Hallmark North and South tanks were evaluated for an importance factor, I_E of 1.5.

2.3 Seismic Source

The seismicity in the Bay Area is influenced by several known faults, their potential faulting length, and relative orientation. The San Andreas Fault system, which separates the North American plate from the Pacific plate, is located approximately 1 mile to the west of the Hallmark North and South tank site. The known, nearest-site faults with recorded activity are listed in Table 1, as follows:

Controlling Fault	Estimated MCE (M_w)	Distance to Site (miles)
San Andreas Fault	7.8	1.0
Hayward Fault	7.0	14.7
Calaveras Fault	6.8	23.4

Table 1: Active Near Source Faults



Based on the California Geologic Survey (CGS) and the United States Geologic System (USGS) mapping, the 475-year peak ground acceleration (PGA) for the Hallmark Tanks site is 0.64g.

In addition to the normal lateral ground motions evaluated for earthquake design, recent earthquakes in Southern and Central California – namely Coalinga, Whittier Narrows, and Northridge – have occurred along blind-thrust faults. These faults do not have readily identifiable surface features and are not extensively mapped. The potential for strong-ground motion to occur due to blind-thrust faulting in Northern California is somewhat in doubt. However, a moderate to large earthquake centered even closer to the site cannot be completely ruled out.

It should be noted that a more thorough explanation of site seismicity and specific faulting hazards could be provided by a geotechnical engineer. The conclusions above rely on general published data for the San Francisco Bay Area.

PART 3: WATER TANK EVALUATION

3.1 Documentation

Site Plans for the Hallmark tanks were made available for evaluation, however roof framing and tank fabrication plans for each tank were not available from the District. A Seismic Vulnerability Assessment for Mid-Peninsula Water District tanks was previously performed by G&E Engineering Systems and published on January 23, 2003. This Report documented general information for each of the ten tanks in the Mid-Peninsula Water District distribution system including overflow elevations, bottom elevations, capacity, year built, and style. This report identifies the Hallmark Tanks as being unanchored welded steel tanks with knuckle roofs and supported by reinforced concrete ringwall foundations. Lastly, this report also documents exterior steel plate reinforcement used on the tank walls as a rehabilitation measure in the 1980's. The exterior stiffeners were added to increase buckling resistance of the lower portion of the tank wall based on the Rinne report (see below).

A report titled "Earthquake Analysis of Water Storage Tanks" was published in July, 1980 by John Rinne in which potential hazards due to seismic activity were investigated. The diameter, height, shell thickness and capacities of various Mid-Peninsula Water District tanks are tabulated in that document. Although the Hallmark Tanks are not listed in that reference, a similar "Terminal West" tank was analyzed using Appendix C of the AWWA Standard at the time, was found to require additional vertical stiffeners to the outside of the first (lower) wall plate course due to buckling vulnerability. These supplemental stiffening ribs were to be spaced at approximately 24 inches radially around the lower course circumference of these tanks. This conclusion is consistent with the observed field conditions for the Hallmark Tanks. According to Rinne, the shell thicknesses for the West Terminal Tanks have been assumed to be 0.375" by available reference drawings. Preliminary evaluations were performed using this assumption for the Hallmark tanks, but Ultrasonic testing was ultimately recommended to the District given the lack of fabrication data available.

The District agreed with the need for field measurements of the tank wall thicknesses and Ultrasonic testing of the shell, roof, and floor plate of each of the Hallmark Tanks was performed by CSI Services, Inc. to verify data used in the seismic evaluation. Results for the field measurement testing are summarized below in Section 3.3.



3.2 Evaluation

Seismic evaluation of the steel water tank was performed using the AWWA D100-11 standard.

- Hallmark North and South tanks are considered to be essential to maintain water service in the event of an earthquake; therefore, they were evaluated using an importance factor, I_E of 1.5 (essential service).
- Normally, in the absence of site specific soil classification or seismic parameters, a site classification D is assumed as a default value in seismic assessments. Based on the USGS Soil Type and Shaking Hazard in the San Francisco Bay Area Map, the Hallmark tank site is located within a soil type A/B, but is in close proximity to sites classified as soil type C. Soil type C (soil profile for very dense soil and soft rock) was used reasonably for the Hallmark tanks. USGS soil type C closely maps to site class C for design with the USGS ground motion data and ASCE 7 requirements. Seismic ground motion parameter values approximated by the USGS Seismic Hazard Curves program for site class C are listed in Table 2 as follows below.

It should be noted that use of site class D values would result in roughly 15% greater seismic demands. Actual confirmation of site class would need to be provided by a geotechnical professional as the USGS soil type is provided as a general guideline and should not be relied on for final design

S_s	2.369g
S_1	1.138g
S_{DS}	1.579g
S_{D1}	0.986g

Table 2: Seismic Ground Motion Parameters Soil Type C

- Hallmark North and South tanks are supported by, but not anchored to, a reinforced concrete ringwall foundation and were therefore initially evaluated by CSEG as ‘self-anchored’ (unanchored) tanks to determine seismic vulnerabilities and deficiencies. The AWWA D100-11 response modification factors R_i and R_c used to determine the impulsive and convective design accelerations for self-anchored tanks are 2.5 and 1.5 respectively.

Evaluation results can be found in section 3.5 “Lateral Load System”.

- Hallmark North and South tanks were then evaluated by CSEG as ‘self-anchored’ (unanchored) tanks with a lower Maximum Operating Level to determine potential retrofit options.

Evaluation results can be found in Section 3.5 “Lateral Load System”.

3.3 Construction

The Hallmark North and South water tanks are flat bottom welded carbon-steel tanks, with a total shell height of approximately 24 feet and are 140 feet in diameter. The tanks are supported on but not anchored to a reinforced concrete ringwall foundation. See Figure 3 on the following page for tank section from the Site Plans.



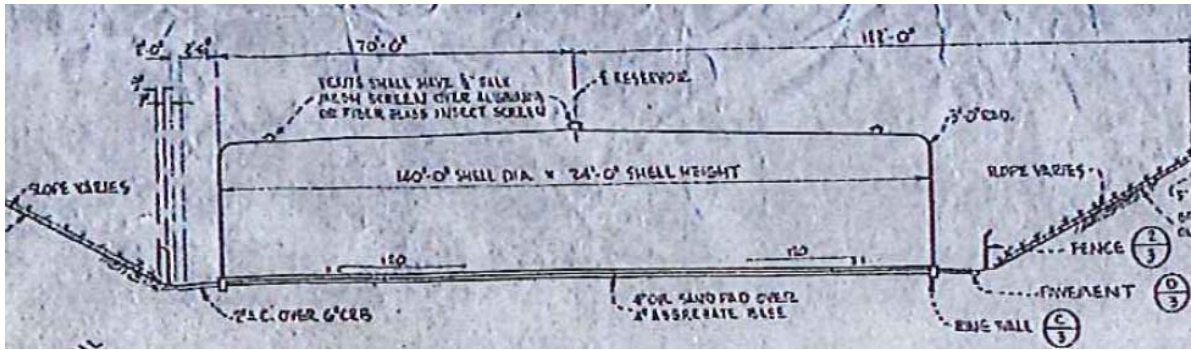


Figure 3: Hallmark Tank Section
(Source: Hallmark Tank Site Plan)

- The vertical tank wall shells of Hallmark North and South are constructed of three courses of plates plus a knuckle for a total shell height of 24 feet. Construction of the tank shell was observed to be continuous butt welds at both the longitudinal and circumferential plate joints. In our analysis, it was assumed that the first course shell material is high strength A516, Gr. 70 and the second and third course shell material is A36. This assumption was based on discussions with Paso Robles Tank, from their knowledge of historic industry standards as well as the fact that the lower strength steel assumption throughout would not be sufficient for the base design at the time of original construction.
- Ultrasonic testing of the existing tank plate thicknesses has been performed by CSI Services, Inc. to verify various plate thicknesses of each tank. The results of these field measurements were documented in a report dated December 29, 2015 and are summarized below. These tabulated values are averages based on readings at each location. The field measurements indicate that the second (middle) course of Hallmark North is thinner than the third (top) course, which is unlikely to have been the case at the time of construction. Based on code in effect at the time of construction, the minimum shell thickness would have been 5/16", which is slightly higher than the measured plate thickness at shell course 2.

Location	Inches
Roof Plate	0.182
Knuckle Plate	0.279
Shell Course No. 3	0.315
Shell Course No. 2	0.301
Shell Course No. 1	0.367
Floor Plate	0.245

Table 3: Measured Tank Plate Thicknesses for Hallmark North



Location	Inches
Roof Plate	0.205
Knuckle Plate	0.298
Shell Course No. 3	0.298
Shell Course No. 2	0.298
Shell Course No. 1	0.375
Floor Plate	0.237

Table 4: Measured Tank Plate Thicknesses for Hallmark South

- Measurements of outer rafters were taken at the exterior shell of the tank from the roof hatch; however inner framing sizes could not be verified. The roof framing of both Hallmark tanks consists of radial C8x rafters which span approximately 25 feet from an intermediate ring of assumed W12x girders outward to the outer shell of the tank. Intermediate C8x rafters span from the first intermediate ring of assumed W12x girders to a second intermediate ring of assumed W12x girders, located approximately two-thirds away from the shell to the center of the tank. Inner C8x rafters span from the inner intermediate ring of assumed W12x girders to an interior column in the center of the tank. Both intermediate rings of girders are supported by multiple interior columns.
- The tank bottom plate was observed to extend approximately 2 inches beyond the exterior of the tank shell. The base of the shell is connected to the bottom plate with continuous exterior fillet welds. Continuous interior welds are assumed but could not be verified as the tanks were in service at the time of our observation.
- Based on available site plans for the Hallmark Tanks, the tank is serviced by a 12-inch diameter inlet/outlet pipe connected by a flexible pipe segment.
- Based on available site plans for the Hallmark Tanks, there is a 12-inch diameter interior overflow pipe that exits the tank through the tank bottom approximately 1 foot 6 inches from the tank shell. This overflow pipe exits the tank via pipe trench located approximately 3 feet below the tank bottom.
- Based on available site plans for the Hallmark Tanks, there is an approximately 2 foot deep by 1'-2" wide reinforced concrete ringwall foundation that supports each tank; however there is no anchorage from the tank to the ring walls.
- There is one 30-inch diameter man-way door located on each tank.
- There is an exterior roof access ladder, as well as an interior ladder that is serviced by a square roof access hatch.
- There is a 24" diameter vent with screen in the center of each tank roof and (4) 16" diameter vents around perimeter of each tank roof.
- There are no roof guardrails attached to the Hallmark Tanks
- There are 1 ½" x ½" steel plate stiffeners ranging from 4 to 8 feet in height around the perimeter of the bottom course of each tank. These stiffeners are staggered with a spacing of 2 foot on center. These stiffeners were likely added to the tanks following the recommendations of John Rinne's Seismic evaluation in which he concluded that vertical stiffeners would be required to resist the overturning shell compression from the design earthquake loads.



- There is an insert plate that appears to have been cut into each tank at the location of the man door, presumably to allow access to the interior of the tank for construction and/ or painting equipment. This plate is roughly 8'-0" x 8'-0" and is cut out of the first and second shell course.

3.4 Condition

Both tanks were in operation during our initial site visits, limiting observation to the exterior and roof of the tank. Access was granted through the roof hatch of one of the Hallmark Tanks which allowed limited observation of the roof framing. Roof framing members were visually observed, however measurements could only be taken from the exterior rafters. Based on our field visits, the existing tank appears to be in general compliance with the codes and standard construction practices in effect at the time of its construction.

The existing conditions observed during our site visits are as follows:

- There appears to be a vertical plate stiffener that was misaligned during construction, see photo 4.
- Corrosion of the bottom plate is evident in select locations along the perimeter of the tank, see photo 9.
- Localized areas of minor corrosion are evident on the rafters, tank roof, transverse threaded rods, and knuckle plates.
- The caulking along the top of the footing and the tank bottom plate has degraded and is starting to pull away leaving localized gaps between the footing and bottom plate, see photo 10.

3.5 Lateral Load System

Lateral loads for the steel tank structure result primarily from either wind pressure acting upon the exterior tank surface or earthquake induced inertia forces acting on the tank structure and its contents. The lateral-force resisting system consists solely of the cylindrical steel tank shell and floor which transfers lateral loads to the base of the tank by a combination of circumferential tension, shear and vertical tension/compression shell stresses. Tank overturning and sliding forces are resisted with friction by the tank self-weight and a portion of its contents.

- Evaluation of the existing tanks with no modifications was performed based on a maximum operating water level of 22.0 feet (based on observations of the scum line on the knuckle). Evaluation shows that the existing tanks have sufficient self-weight to resist seismic sliding and overturning forces due to design level earthquake load. The Demand to Capacity (D/C) ratio for seismic sliding is 0.4 and for seismic overturning is 0.5.
- Evaluation shows that both tanks are over capacity for hydrodynamic and hydrostatic circumferential hoop tension stresses with a D/C ratio of 1.2 at the base of the tank.
- For both tanks, the overturning ratio, "J", is calculated to be less than 0.78, meaning there is no shell uplift and the tanks are stable. Mechanical anchorage to a concrete ringwall foundation is not required by AWWA Standards.
- Evaluation shows that both tanks are adequate for compression stresses.
- Height between bottom of the existing roof rafters at their lowest point and the surface of water at maximum capacity is less than 1 foot (this is the existing freeboard). The calculated freeboard height to accommodate earthquake

wave sloshing is 11.0 feet for each Hallmark Tank. Evaluation shows that at a maximum operating level (MOL) of 22 feet, wave sloshing due to earthquake forces is very likely to cause damage to roof plate, knuckle plate, shell and/or roof framing during the design level earthquake considered.

3.6 *Expected Performance*

Due to insufficient freeboard, the Hallmark water tanks are anticipated to be severely damaged, with a potential loss of contents and damage to the roof framing during the design level earthquake. Options for limiting potential damage during an earthquake are discussed in Section 4.3 "Seismic Recommendations"

PART 4: SUMMARY

Findings within this report provide a general structural conditional and seismic assessment of the Hallmark North and South water tanks located in Belmont, California. Hallmark North and South tanks are flat bottomed, welded steel water tanks constructed in 1967. The tanks each have a total shell height of approximately 24 feet and are 140 feet in diameter with a nominal capacity of 2.5 million gallons.

4.1 *Findings*

Based on our review, the Hallmark North and South water tanks appear to be in general compliance with the codes and standard construction practices in effect at the time of its construction in 1967.

However, the Hallmark North and South water tanks shells are not expected to resist a design level earthquake determined by the AWWA D100-11 criteria for tanks considered necessary for essential services. The following specific deficiencies are as noted:

- Inadequate freeboard height to accommodate earthquake wave sloshing is likely to result in damage to roof plate and or roof framing, tank shell, roof framing attachments, and the floor plate at shell to bottom weld and column connections.

As part of our evaluation, we also performed a cursory review of the previous evaluation of the West Terminal Tanks by John E. Rinne dated July, 1980. The sizes of the West Terminal Tanks are similar to the Hallmark North and South Tanks. To a great extent, our conclusions (based on AWWA D100 criteria) agree with those presented by John E. Rinne, except for the issues related to seismicity of the time. Ultimately the differences do not have a significant effect on the conclusions.

4.2 *General Recommendations for Conditional Issues*

The following recommendations are provided to address issues concerning the general conditions outlined in this report:

- Vertical stiffener that was observed to be "misaligned" has nominal effect on the tanks performance and therefore does not need to be replaced.
- Areas of localized rust and corrosion upon interior framing members should be cleaned and inspected during scheduled painting and maintenance. If more than 10% of the flange section is lost, then a repair detail should be developed.
- Areas of localized rust and corrosion on the tank bottom plate should be cut out and patched with new segments of floor plate if corrosion extends inside the tank. Further investigation of the corrosion on the floor slab should be conducted to determine extents.

- Caulking along the top of the footing should be repaired/ replaced as necessary to close off localized gaps between the footing and the bottom plate.

4.3 *Seismic Recommendations*

The following recommendations are provided to address the seismic deficiency issues outlined in this report:

Freeboard

- Option 1: Increase the freeboard by lowering the maximum operating level (MOL) elevation so that the seismic wave will not interact with the roof framing, resulting in no required strengthening.
 - If the Maximum Operating Level (MOL) is lowered from 22.0 feet by 7.5 feet down to 14.5 feet, the calculated freeboard will be greater than the sloshing wave height. This option requires no strengthening of roof framing for seismic wave sloshing. However, this option significantly diminishes the holding capacity of the tank.
 - Anchorage to a concrete ringwall foundation is not required for this option.
- Option 2: Increase the freeboard so that the existing shell plates and roof plate are adequate and that the existing roof framing can remain in place and be strengthened.
 - If the Maximum Operating Level (MOL) is lowered from 22.0 feet by 6.0 feet down to 16 feet, there will be 8 feet of freeboard height provided. At this water level, the calculated wave sloshing height is 9.5 feet. This will require strengthening of the exterior roof rafters to resist 1.5 feet of hydrostatic upwards pressure on the outer roof framing. This depth was selected for consideration because it is the highest the operating level can be achieved without replacement or strengthening of the roof plate.
 - The outer roof rafters will require strengthening of bottom flanges by welding on steel plates and bracing the bottom flange with transverse members (See Detail A shown in Figure 1 of the Appendix). The roof plate can adequately resist these forces if the roof plate is welded to the roof rafters.
 - The exterior girders will require strengthening of bottom flanges by welding on steel plates and bracing of the bottom flange by providing diagonals to exterior rafters (See Detail B shown in Figure 2 of the Appendix).
 - Anchorage to a concrete ringwall foundation is not required for this option.
- Option 3: Maintain current 22.0 feet water level elevation while leaving tank height the same.
 - If Maximum Operating Level (MOL) is desired to remain at the current 22 foot level and the tank is left at the same height, then all components of the roof structure and tank shell will require strengthening or replacement. Rehabilitation of all tank components would be very expensive and therefore construction of a new tank



that is designed to the current AWWA code is recommended for this option.

- Existing concrete ringwall foundation may be utilized to support the new tanks
- Option 4: Maintain current 22.0 feet water level elevation, increase the freeboard and mitigate the tank shell overstress by jacking the existing tank and adding a new lower shell ring.
 - If Maximum Operating Level (MOL) is desired to remain at the current 22 foot level without replacing the roof structure, the existing tanks roof would need to be raised. This could be accomplished by jacking the existing tank up and installing a new first ring and new columns to increase the freeboard of the tank and also provide enough tensile stress capacity of the tank shell.
 - The new first course ring would be thicker than existing shell plates and approximately 10 feet tall for a total tank height of 34 feet. The calculated wave sloshing height is 11 feet, which is less than the calculated freeboard of 12 feet, therefore strengthening of the roof would not be required.
 - Anchorage to a concrete ringwall foundation is not required for this option.

Seismic Use Group II (I=1.25)

Hallmark tanks were also briefly analyzed using Seismic Use Group II with an importance factor of 1.25 in order to give the District multiple data points for facility program development. An importance factor of 1.25 is for Seismic Use Group II, defined as a tank that provides direct service to facilities that are deemed important to the welfare of the public. This Seismic Use Group is equivalent to a risk category III under the 2013 CBC and ASCE 7-10. By lowering the Importance factor to 1.25, the water levels in options 1 and 2 could be increased by approximately 4.0 feet.

4.4 *Cost Estimate*

Although Hallmark North and South have performed adequately for the past 48 years, we recommend that they be repaired to remedy existing conditional issues. The District can evaluate the options outlined below to increase survivability of a code level earthquake or replaced with a new tank. The following cost estimates for tank rehabilitation were provided by Cornerstone and developed jointly with Paso Robles Tank, Inc and Pakpour Consulting Group. **Estimates for the retrofit options do not include finish coating of the interior and exterior of the tank.** These costs are for structural costs only and do not include planning or engineering

Option 1

This option includes cutting a door sheet in each tank for access and material handling, labor and equipment necessary to lower the overflow elevation to the specified level. Radiography and re-installation of the door panel is included.

<u>Seismic Retrofit (Two Tanks)</u>	
North Tank Overflow Retrofit	\$25,000
South Tank Overflow Retrofit	\$25,000
20% contingency	\$10,000
<hr/>	
Seismic Retrofit Subtotal	\$60,000

Option 2

This option includes cutting a door sheet in each tank for access and material handling, labor and equipment necessary to lower the overflow elevation to the specified level, material, fabrication, and installation of roof structure reinforcing components. Radiography and re-installation of the door panel is included.

<u>Seismic Strengthening (Two Tanks)</u>	
Strengthen Rafters and connections North	\$325,000
Strengthen Rafters and connections South	\$325,000
20% contingency	\$130,000
<hr/>	
Seismic Strengthening Subtotal	\$780,000

Option 3 - Two New 2.5 MG, 140'D x 31'H + 3' knuckle (22.5' MOL) Tanks

As a comparison to the retrofit options noted in this seismic evaluations, costs have also been provided for replacement of the existing tanks with new tanks, designed to the current AWWA standard. Costs for replacing the existing (2) Hallmark tanks with (2) new tanks of similar size is provided below. The following cost estimates were provided jointly by Paso Robles Tank, Inc and Pakpour Consulting Group. **Estimates for the replacement options include finish coating of the interior and exterior of the tank.** These costs are for structural costs only and do not include planning or engineering.

<u>Two New Tanks</u>	
Remove existing tanks and replace with new tanks (erection and paint)	\$3,200,000
PRT-MBT high performance roof structure (optional)	\$200,000
20% contingency	\$680,000
<hr/>	
Seismic Strengthening Subtotal	\$4,080,000



Option 4

This option includes labor and equipment necessary to jack the tanks, material, fabrication, and installation of new first course ring, and installation of new columns.

<u>Seismic Strengthening (Two Tanks)</u>	
Strengthen Rafters and connections North	\$600,000
Strengthen Rafters and connections South	\$600,000
20% contingency	\$240,000
<hr/>	
Seismic Strengthening Subtotal	\$1,440,000

DRAFT



PART 5: APPENDIX



Photo 1: Exterior of Hallmark Tanks



Photo 2: Reinforced Concrete Ringwall Foundation





Photo 3: Inlet/Outlet Pipe with Flexible Connection



Photo 4: Misaligned Tank Stiffener Plate



Photo 5: Roof of Hallmark Tanks



Photo 6: Exterior Roof Framing of Hallmark Tanks



Photo 7: Connection at Roof Knuckle



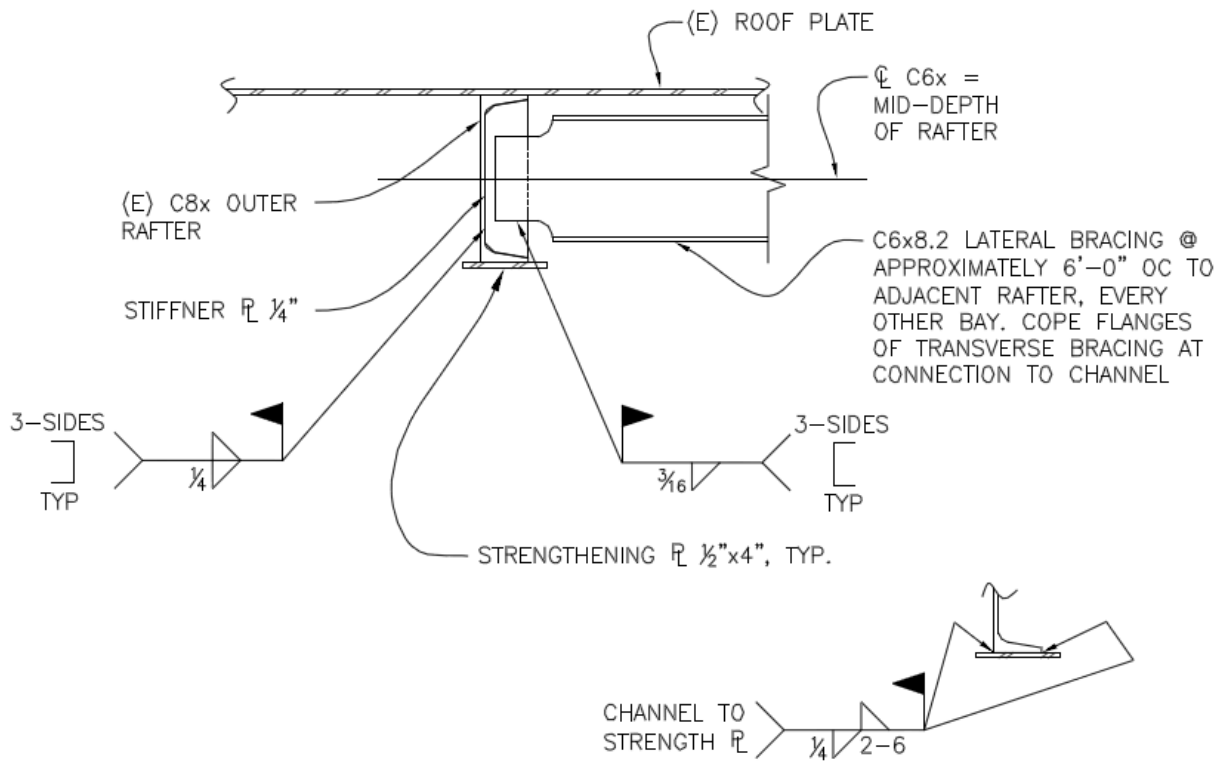
Photo 8: Interior Roof Framing of Hallmark Tanks



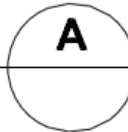
Photo 9: Corroding Tank Bottom Plate



Photo 10: Degraded Caulking along Perimeter of Tank Bottom Plate



OUTER RAFTER STRENGTHENING



1 1/2"=1'-0"

Figure 1: Rafter Strengthening



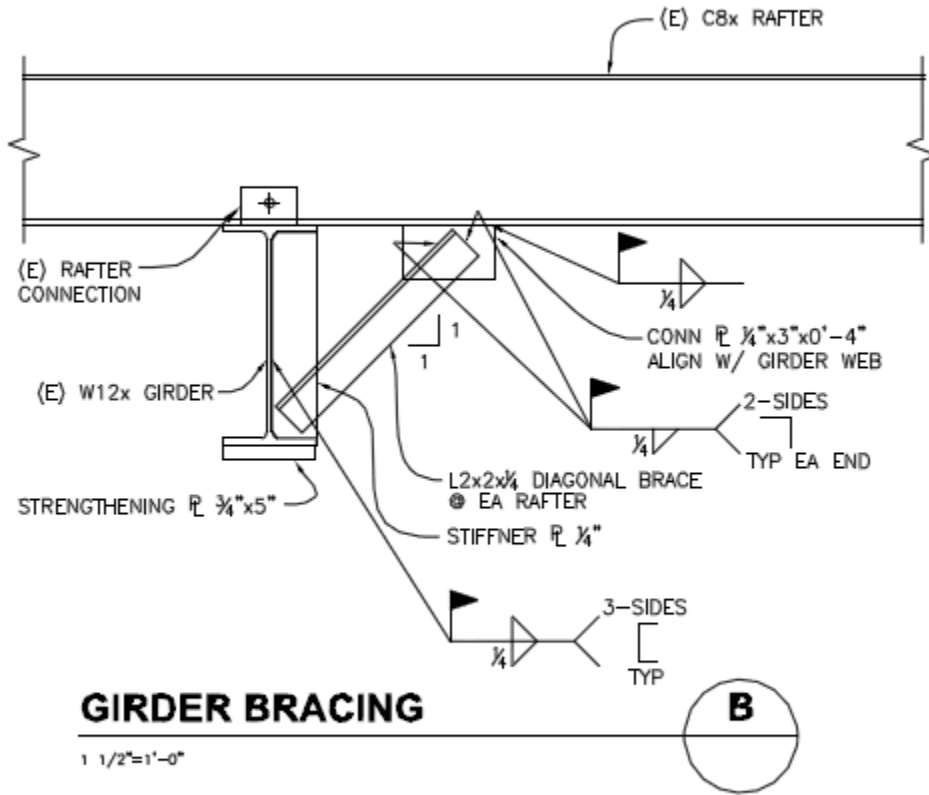


Figure 2: Girder Bracing



**FIRST AMENDMENT TO
PROFESSIONAL SERVICES AGREEMENT**

THIS FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT is made as of the 28th day of July 2016, by and between the MID-PENINSULA WATER DISTRICT (hereinafter referred to as "DISTRICT") and CORNERSTONE STRUCTURAL ENGINEERING GROUP, INC. (hereinafter referred to as "CONSULTANT").

- A. The parties entered into a Professional Services Agreement ("Agreement") on November 16, 2015, in the total amount of \$42,400 for CONSULTANT to provide structural and seismic conditional assessment and retrofit strategy development of the DISTRICT's Hallmark water storage tanks.
- B. The DISTRICT desires to add to the Agreement and specifically include further structural engineering services and seismic and retrofit analyses of the DISTRICT's Hallmark water storage tanks.
- C. CONSULTANT desires to furnish such services and submitted a proposal dated June 28, 2016, in the total amount of \$11,400, a copy of which is attached and incorporated as Attachment "A" to this First Amendment.

NOW, THEREFORE, the parties agree to amend the Agreement as follows:

- 1. Under Section 2 of the Agreement, the Scope of Services is amended to add the CONSULTANT's services for additional structural engineering services and seismic and retrofit analyses of the DISTRICT's Hallmark water storage tanks.
- 2. Under Section 4 of the Agreement, the Contract Amount to be paid the CONSULTANT is increased by \$11,400 for the specified additional structural engineering services and seismic and retrofit analyses of the DISTRICT's Hallmark water storage tanks as set forth in the Attachment "A" to this First Amendment
- 3. Except for the changes expressly specified in this First Amendment, all other provisions, requirements, conditions, and sections of the Agreement remain in full force and effect.

IN WITNESS WHEREOF, this First Amendment to the Professional Services Agreement is entered into as of the date first written above by the duly authorized representatives of the parties.

MID-PENINSULA WATER DISTRICT

CORNERSTONE STRUCTURAL
ENGINEERING GROUP, INC.

BY: _____
TAMMY A. RUDOCK
GENERAL MANAGER

BY: _____
TITLE: _____

APPROVED AS TO FORM:

DISTRICT COUNSEL

June 29, 2016
2015065

Pakpour Consulting Group, Inc.
5776 Stoneridge Mall Road, Suite 320
Pleasanton, CA 94588

Attention: Joubin Pakpour

Subject: Water Tank Seismic Retrofit Strategy
Hallmark Tanks
Mid-Peninsula Water District
Belmont, CA
Additional Structural Engineering Services

Dear Joubin:

Per your request, Cornerstone Structural Engineering Group would like to submit this proposal to provide additional structural engineering services for the subject water tanks. Cornerstone has performed a seismic and conditional assessment of the tank using the current AWWA D100 as the acceptance standard for essential services facilities. We understand that Pakpour Consulting Group (PCG) is requesting that additional analysis be performed to determine the maximum water level that the district can use to operate the Hallmark water tanks without catastrophic failure of the tanks during a seismic event. Additionally, we understand that PCG would like additional information on the feasibility of seismically retrofitting the tanks by "jacking" the existing tanks up and installing a new bottom shell course to increase freeboard.

Based on our conversations, our understanding of the scope of additional structural engineering services is as follows:

SCOPE OF SERVICES

ANALYSIS

1. Perform structural analysis of Hallmark tanks using allowable stress design at a water level of 16' and 18' to determine seismic demand to capacity ratios of the tank roof plate, roof framing, shell, and roof to shell connections.
2. Qualitatively assess damage that is likely to occur during a seismic event at 16' and 18' water levels based on analysis.
3. Prepare additional commentary to be added to the Seismic Evaluation Report with discussion on potential damage scenarios
4. Provide data for the approximate maximum water level that could be used without collapse.
5. One additional site visit with Paso Robles Tank
6. Provide additional assessment commentary regarding the feasibility of "jacking" the existing tank and installing a new first course as a retrofit option.

ASSUMPTIONS AND LIMITATIONS:

1. Design services for either retrofit or replacement of the tank are not included in this proposal.
2. First course shell material is high strength A516, Gr. 70 and the second and third course shell are A36
3. The scope of our services is limited to structural engineering issues only for the primary tank structure. Project management or civil engineering related services will be provided by others.
4. Reimbursable expenses are included in the base fee but are not anticipated beyond printing and shipping.

Cornerstone Structural Engineering Group proposes to provide the structural engineering services described above on a time and materials basis not to exceed the amounts outlined below per attached rate sheet:

Structural Analysis:	\$7,000
Paso Robles Tank consultation (EXHIBIT B):	\$4,000
<u>Sub-consultant Markup:</u>	<u>\$400</u>
Total:	\$11,400

Should you have any questions or comments please do not hesitate to call.

Sincerely,

CORNERTSTONE STRUCTURAL
ENGINEERING GROUP, INC.


Thomas L. Swayze, SE
Principal



CHARGE RATE SCHEDULE

Principal	215.00/hr
Associate	200.00
Construction Manager	160.00
Engineering Manager	160.00
Resident Engineer/Structure Representative	150.00
Assistant Structure Representative	140.00
Project Administrator	150.00
Senior Engineer	145.00
Project Engineer	130.00
Staff Engineer	115.00
Structural Designer II	105.00
Structural Designer I	100.00
Senior Computer Drafter	105.00
Computer Drafter	100.00
Junior Computer Drafter	85.00
Accounting Assistant	100.00
Administrative Assistant II	80.00
Administrative Assistant I	75.00
Expert Witness Services	300.00

Subconsultants	Cost Plus 10%
Expenses	Cost Plus 15%

CADD Services

Plots/Prints on Bond	\$1.50/sq. ft.
Mylar Plots	\$3.00/sq. ft.
Copies	\$0.05 per b/w copy
	\$1.00 per color copy

Charge Rates Applicable January 1, 2016 through December 31, 2016





**PASO ROBLES TANK –
BROWN-MINNEAPOLIS TANK, INC.**

License No.: 784971

June 28, 2016

EXHIBIT B

Chris Ingle
Cornerstone Structural Engineering Group
986 W. Alluvial Avenue, Suite 201
Fresno, CA 93711

Subject: Engineering Services – Additional Services for Structural/Seismic Evaluation
Mid-Peninsula Water District, 2.500 MG Hallmark Street Tanks

Chris,

We are pleased to provide this proposal for additional engineering services in relation to the subject project per your request. The scope of services offered is as follows:

Engineering consultation to review two scenarios of MOL and discuss what types of damage might be sustained during a catastrophic event for the Hallmark Tanks. These scenarios would be for MOL of 16' and 18' and assuming no retrofit or modification of the existing structure is being provided. Discussions might include the impact of seal welding the roof to the existing structure. The discussion would be based on our experience since a detailed analysis for this condition would be cost prohibitive.

Additional consultation regarding the rehabilitation option previously proposed by PRT-BMT to jack the existing tanks to add a new thicker first shell ring. PRT will assist CSEG in analyzing whether columns can be extended or need to be replaced.

A site visit is planned to determine potential construction issues for the tank jacking option.

Terms of the engineering services offered will be per the attached Exhibit C.

Based on the scope of work outlined above our not to exceed price is \$4,000 for the services described above. Thank you for considering PRT-BMT for the engineering review for the subject project.

Sincerely,

Leslie D. Scott, P.E.
President



**PASO ROBLES TANK –
BROWN-MINNEAPOLIS TANK, INC.**

EXHIBIT C

CONSULTANT’S SERVICES

All cost for labor and expensed incurred during the performance of Consultant’s services under the consulting agreement and any additional services added to the Consultant’s scope during the course of the work being performed under the consulting agreement shall be billed at the following rates.

ENGINEERING SERVICES RATES

<u>PERSONNEL</u>	<u>HOURLY RATE</u>
Principal Engineer	\$175
Chief Engineer	\$150
Engineer	\$125
Associate	\$110
CAD Manager	\$95
CAD Drafter	\$85
Safety Manager	\$125
QA/QC Manager	\$125
Construction Manager	\$135
Project Manager	\$110
Clerical	\$45
Travel Time	\$75
<u>OUTSOURCED SERVICES</u>	<u>CHARGE RATE</u>
Specialized engineering services	Cost + 20%
Specialized inspection services	Cost + 20%
<u>EXPENSES</u>	<u>CHARGE RATE</u>
Equipment	Cost + 15%
Travel expenses – hotel	Cost + 15%
Travel expenses – meals	Cost + 15%
Travel expenses – mileage	IRS rate + 15%
Other expenses	Cost + 15%

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made as of this 11th day of November, 2015, by and between MID-PENINSULA WATER DISTRICT, a public agency ("DISTRICT") and CORNERSTONE STRUCTURAL ENGINEERING GROUP, Inc. a California corporation ("CONSULTANT").

WHEREAS, the DISTRICT desires to obtain professional services in conjunction with the Hallmark Water Tanks Seismic Retrofit Strategy Project; and

WHEREAS, the CONSULTANT is ready, willing and able to furnish such services and has submitted a Proposal dated October 16, 2015 which is attached hereto and incorporated herein as Exhibit A.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. PROVISION OF SERVICES

The CONSULTANT agrees to provide professional services to DISTRICT in accordance with the terms and conditions of this Agreement. 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 WORK

The scope of CONSULTANT's work shall be as set forth in Exhibit A. Otherwise, the terms of this Agreement shall control over any contrary provisions of Exhibit A.

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. CONTRACT AMOUNT

The CONSULTANT shall perform all work set forth in Section 2 of this Agreement for a total sum not to exceed \$42,400, including all labor, materials, taxes, insurance, subcontractor / subconsultant costs, overhead, profit, and all other costs and expenses incurred by CONSULTANT.

5. MANNER OF PAYMENT

The CONSULTANT shall submit monthly invoices as CONSULTANT completes work, and the invoices shall describe the work completed during the billing period, who performed the services, their applicable hourly rate, and all out-of-pocket costs and subcontractor / subconsultant payments, if any. The DISTRICT shall review and approve the invoices and shall pay approved invoices within thirty (30) days of DISTRICT's approval.

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

6. CONSULTANT'S KEY PERSONNEL

It is understood and agreed by the parties that at all times during the term of this Agreement that Tom Swayze, S.E., Principal, shall serve as the primary staff person of CONSULTANT to undertake, render and oversee all of the services under this Agreement.

7. DISTRICT REPRESENTATIVE

Except when approval of 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 the General Manager may 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 shall be one solely between said parties.

9. OWNERSHIP OF WORK

A. All reports, designs, drawings, plans, specifications, schedules, and other materials prepared by CONSULTANT under this Agreement ("Work Product") shall be the property of DISTRICT.

B. CONSULTANT assigns to DISTRICT all right, title, and interest in and to the Work Product, including ownership of the entire copyright in the Work Product and any causes of action existing or arising in connection with the copyright to said Work Product. DISTRICT shall be entitled to access to and copies of these materials as they are being developed. Any such materials in the hands of CONSULTANT or in the hands of any subcontractor upon completion or termination of services hereunder shall be immediately delivered to 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.

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 agrees to indemnify, defend and hold harmless the DISTRICT, and its directors, agents, and employees from and against all claims, losses, damages and liabilities (including reasonable attorneys fees) arising out of any injury to persons or property that may occur, or that may be alleged to have occurred, in the course of the performance of the Agreement to the extent caused by CONSULTANT's recklessness or willful misconduct; or by CONSULTANT's negligent provision or omission of services contemplated by this Agreement.

Irrespective of any language to the contrary in this Agreement or under applicable law, CONSULTANT shall have no duty to provide or fund up-front defense costs of DISTRICT against unproven claims or allegations, but shall reimburse those reasonable attorneys' fees, expert fees and all other costs and fees incurred in any judicial proceeding, litigation, arbitration, mediation or other negotiated settlement incurred by DISTRICT that are caused by the negligence, recklessness or willful misconduct of CONSULTANT, its employees, agents and subconsultants (collectively, "Defense Costs"). However, CONSULTANT shall provide its immediate cooperation, at no additional cost to the DISTRICT, to the DISTRICT in defending such claims. Moreover, CONSULTANT's responsibility for the DISTRICT's defense costs shall be limited to the proportion of CONSULTANT's responsibility for the underlying injury as determined in any judicial proceeding, litigation, arbitration, mediation, or other negotiated settlement which addressed the CONSULTANT's responsibility for the underlying injury. In the event that it is determined that the losses, injuries or damages claimed against the DISTRICT did not arise out of, pertain to, or relate to CONSULTANT's negligence, recklessness or willful misconduct, CONSULTANT shall not be responsible for any portion of the DISTRICT's defense costs. This indemnity shall survive the termination of this Agreement.

12. INSURANCE

A. Workers' Compensation: CONSULTANT shall procure and maintain at all times during the performance of such work Worker's Compensation Insurance in conformance with the laws of the State of California and Federal laws where applicable. Employers' Liability Insurance shall not be less than One Million Dollars (\$1,000,000) per accident or disease. Prior to commencement of work hereunder, CONSULTANT shall deliver to DISTRICT a Certificate of Insurance which shall stipulate that 30 days advance written notice of cancellation, shall be given to DISTRICT.

B. Bodily Injury, Death and Property Damage Liability Insurance: CONSULTANT shall also procure and maintain at all times during the performance of this Agreement General Liability Insurance (including automobile operation) covering CONSULTANT and DISTRICT for liability arising out of the operations of CONSULTANT and any subcontractors. The policy(ies) shall include coverage for all vehicles, licensed or unlicensed, on or off DISTRICT's premises, used by or on behalf of CONSULTANT in the performance of work under this Agreement. The policy(ies) 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 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 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. Said policy shall protect CONSULTANT and 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.

Prior to commencement of work hereunder, CONSULTANT shall deliver to DISTRICT a Certificate of Insurance which shall indicate compliance with the insurance requirements of this paragraph and shall stipulate that 30 days advance written notice of cancellation, shall be given to DISTRICT.

C. Professional Liability Insurance: CONSULTANT shall also maintain Professional Liability Insurance covering CONSULTANT's performance under this Agreement with a limit of liability of One Million Dollars (\$1,000,000) per claim and in annual aggregate. Such Insurance shall be renewed annually. Prior to commencing work under this Agreement, CONSULTANT shall furnish to DISTRICT a Certificate of Insurance, or certified copy of the Insurance policy if requested, indicating compliance with requirements of this paragraph. Such certificate or policy shall further stipulate that 30 days advance written notice of cancellation, shall be given to DISTRICT.

13. TERMINATION

DISTRICT shall have the right to terminate this Agreement upon thirty (30) days written notice to the CONSULTANT. Upon receipt of such notice, the CONSULTANT shall not commit itself to any further expenditure of time or resources.

If the Agreement is terminated for any reason other than breach of a material term by CONSULTANT, the DISTRICT shall pay to CONSULTANT all sums actually due and owing from DISTRICT for all services performed and all expenses incurred up to the day written notice of termination is given, plus any costs reasonably and necessarily incurred by CONSULTANT to effect such suspension or termination.

If CONSULTANT breaches a material term of this Agreement and fails to remedy the breach within ten (10) days after the DISTRICT notifies the CONSULTANT of the breach, the Agreement may be terminated immediately and the DISTRICT shall in such event not thereafter pay or allow to the CONSULTANT any compensation for any labor, supplies or materials furnished under this Agreement; and the DISTRICT may proceed to complete this Agreement by other means, and the CONSULTANT shall be liable to the DISTRICT for all loss or damage which it may suffer on account of the CONSULTANT's breach of this Agreement.

14. NOTICES

All communications relating to the day to day activities of the project shall be exchanged between the DISTRICT'S General Manager, or his designee, and the CONSULTANT's Project Manager.

All other notices and communications deemed by either party to be necessary or desirable to be given to the other party, except for confidential reports described in Section 6 of this Agreement, may be given by personal delivery to the 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, CA 94002
 ATTENTION: Tammy Rudock, General Manager

If to the CONSULTANT: Cornerstone Structural Engineering Group
 40 Federal Street
 San Francisco, CA 94107
 ATTENTION: Tom Swayze, S.E.

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. 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.

17. DISTRICT WARRANTIES

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

18. 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.

19. 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.

20. ASSIGNMENT

CONSULTANT shall not assign any of the rights nor transfer any of its obligations under this Agreement without the prior written consent of the DISTRICT.

21. ATTORNEY'S COSTS

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

22. APPLICABLE LAW

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

23. 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. CONSULTANT shall not assign this Agreement without the prior express written approval of the DISTRICT.

24. 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.

25. 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.

26. COMPLIANCE WITH LAWS AND REGULATIONS

During the progress of the work, CONSULTANT shall fully adhere to all applicable State and Federal laws and county, municipal or DISTRICT ordinances and regulations which in any manner affect those engaged or employed in the work, or the materials and equipment used in the work, or which in any way affect the conduct of the work. CONSULTANT, and any subcontractors performing any work under this Agreement, shall hold such licenses as may be required by the State of California for the performance of the work specified in this Agreement.

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


DISTRICT:

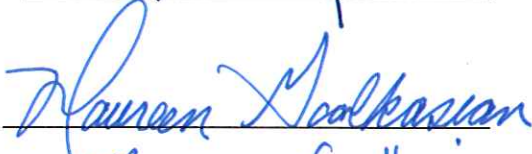
MID-PENINSULA WATER DISTRICT

By: 
Name: Tammy A Rudock
Title: General Manager

CONSULTANT:

CORNERSTONE STRUCTURAL
ENGINEERING GROUP, INC.

By: 
Name: THOMAS L. SWARTZ
Title: VICE PRESIDENT

By: 
Name: Maureen Goolkasian
Title: CFO

*NOTE: This Agreement must be executed by two corporate officers, consisting of: (1) the President, Vice President or Chair of the Board, and (2) the Secretary, Assistant Secretary, Chief Financial Officer, Assistant Chief Financial Officer, or by any person authorized by the corporation to execute written contracts.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/25/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Dealey, Renton & Associates License No. 0020739 P. O. Box 12675 Oakland CA 94604-2675	CONTACT NAME: PHONE (A/C, No, Ext): 510-465-3090 FAX (A/C, No): 510-452-2193 E-MAIL ADDRESS:														
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Travelers Indemnity Co. of Connecticut</td> <td>25682</td> </tr> <tr> <td>INSURER B : Sentinel Insurance Co. LTD</td> <td>11000</td> </tr> <tr> <td>INSURER C : Travelers Property Casualty Co of A</td> <td>25674</td> </tr> <tr> <td>INSURER D : XL Specialty Insurance Co.</td> <td>37885</td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Travelers Indemnity Co. of Connecticut	25682	INSURER B : Sentinel Insurance Co. LTD	11000	INSURER C : Travelers Property Casualty Co of A	25674	INSURER D : XL Specialty Insurance Co.	37885	INSURER E :		INSURER F :
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INSURER F :															
INSURED CORNESTRU1 Cornerstone Structural Engineering Group, Inc. 40 Federal Street San Francisco, CA 94107															

COVERAGES

CERTIFICATE NUMBER: 1100214271

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual <input type="checkbox"/> Liab. Included GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	Y	6809186L745	4/1/2015	4/1/2016	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	Y	Y	57UEGAE5754	4/28/2015	4/28/2016	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$0			CUP1D324416	4/1/2015	4/1/2016	EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000 \$
C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	UB5669Y54A	3/22/2015	3/22/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
D	Professional Liability			DPR9721539	3/16/2015	3/16/2016	\$1,000,000 \$3,000,000 Each Claim Annual Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

General Liability policy excludes claims arising out of the performance of professional services.

RE: Seismic Analysis of Dekoven and Hallmark
 General Liability additional insureds, as required by written contract: Mid-Peninsula Water District Tanks, and its directors, officers, employees and agents
 See Attached...

CERTIFICATE HOLDER

CANCELLATION 30 Day NOC/10 Day for NonPay of Prem

Mid-Peninsula Water District Tanks 3 Dairy Lane P. O. Box 129 Belmont CA 94002	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Naomi M. Bennett</i>
---	--

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ADDITIONAL REMARKS SCHEDULE

AGENCY Dealey, Renton & Associates		NAMED INSURED Cornerstone Structural Engineering Group, Inc. 40 Federal Street San Fransico, CA 94107	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
 FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

Insurance is primary and non-contributory, per policy wording
 Automobile Liability additional insureds, as required by written contract: Mid-Peninsula Water District Tanks, and its directors, officers, employees and agents



**WORKERS COMPENSATION
AND
EMPLOYERS LIABILITY POLICY**

ENDORSEMENT WC 99 03 76(00) — 001

POLICY NUMBER: UB5669Y54A

**WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS
ENDORSEMENT CALIFORNIA
(BLANKET WAIVER)**

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule.

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

The additional premium for this endorsement shall be 3.00 % of the California workers' compensation premium otherwise due on such remuneration.

Schedule

Person or Organization

Job Description

Mid-Peninsula Water District Tanks
3 Dairy Lane
P. O. Box 129
Belmont CA 94002

General Liability policy excludes claims arising out of the performance of professional services.

RE: Seismic Analysis of Dekoven and Hallmark
General Liability additional insureds, as required by written contract:
Mid-Peninsula Water District Tanks, and its directors, officers, employees and agents
Insurance is primary and non-contributory, per policy wording
Automobile Liability additional insureds, as required by written contract:

DATE OF ISSUE: 9/25/2015

ST ASSIGN: CA

017106

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED (ARCHITECTS, ENGINEERS AND SURVEYORS)

This endorsement modifies insurance provided under the following:
COMMERCIAL GENERAL LIABILITY COVERAGE PART

A. The following is added to WHO IS AN INSURED (Section II):

Any person or organization that you agree in a "contract or agreement requiring insurance" to include as an additional insured on this Coverage Part, but only with respect to liability for "bodily injury", "property damage" or "personal injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- a. In the performance of your ongoing operations;
- b. In connection with premises owned by or rented to you; or
- c. In connection with "your work" and included within the "products-completed operations hazard".

Such person or organization does not qualify as an additional insured for "bodily injury", "property damage" or "personal injury" for which that person or organization has assumed liability in a contract or agreement.

The insurance provided to such additional insured is limited as follows:

- d. This insurance does not apply on any basis to any person or organization for which coverage as an additional insured specifically is added by another endorsement to this Coverage Part.
- e. This insurance does not apply to the rendering of or failure to render any "professional services".
- f. The limits of insurance afforded to the additional insured shall be the limits which you agreed in that "contract or agreement requiring insurance" to provide for that additional insured, or the limits shown in the Declarations for this Coverage Part, whichever are less. This endorsement does not increase the limits of insurance stated in the **LIMITS OF**

INSURANCE (Section III) for this Coverage Part.

B. The following is added to Paragraph a. of 4. Other Insurance in COMMERCIAL GENERAL LIABILITY CONDITIONS (Section IV):

However, if you specifically agree in a "contract or agreement requiring insurance" that the insurance provided to an additional insured under this Coverage Part must apply on a primary basis, or a primary and non-contributory basis, this insurance is primary to other insurance that is available to such additional insured which covers such additional insured as a named insured, and we will not share with the other insurance, provided that:

- (1) The "bodily injury" or "property damage" for which coverage is sought occurs; and
- (2) The "personal injury" for which coverage is sought arises out of an offense committed;

after you have entered into that "contract or agreement requiring insurance". But this insurance still is excess over valid and collectible other insurance, whether primary, excess, contingent or on any other basis, that is available to the insured when the insured is an additional insured under any other insurance.

C. The following is added to Paragraph 8. Transfer Of Rights Of Recovery Against Others To Us in COMMERCIAL GENERAL LIABILITY CONDITIONS (Section IV):

We waive any rights of recovery we may have against any person or organization because of payments we make for "bodily injury", "property damage" or "personal injury" arising out of "your work" performed by you, or on your behalf, under a "contract or agreement requiring insurance" with that person or organization. We waive these rights only where you have agreed to do so as part of the "contract or agreement requiring insurance" with such person or organization entered into by you before, and in effect when, the "bodily

COMMERCIAL GENERAL LIABILITY

injury" or "property damage" occurs, or the "personal injury" offense is committed.

D. The following definition is added to **DEFINITIONS (Section V)**:

"Contract or agreement requiring insurance" means that part of any contract or agreement under which you are required to include a person or organization as an additional insured on this Cov-

erage Part, provided that the "bodily injury" and "property damage" occurs, and the "personal injury" is caused by an offense committed:

- a. After you have entered into that contract or agreement;
- b. While that part of the contract or agreement is in effect; and
- c. Before the end of the policy period.

**EXCERPTS FROM CA 00001 (1001)
HARTFORD BUSINESS AUTO COVERAGE**

Additional Insured: SECTION II - LIABILITY COVERAGE

1. WHO IS AN INSURED: The following are “insureds”
- c. Anyone liable for the conduct of an “insured”...but only to the extent of that liability.

Primary Insurance: SECTION IV - BUSINESS AUTO CONDITIONS

- B. General Conditions – 5. Other Insurance
- a. For any covered “auto” you own, this Coverage Form provides primary insurance. For any covered “auto” you don’t own, the insurance provided by this Coverage Form is excess over any other collectible insurance.
- c. Regardless of the provisions of paragraph above, this Coverage Form’s Liability Coverage is primary for any liability assumed under an “insured contact”.

Cross Liability Clause: SECTION V - DEFINITIONS

- G. “Insured” means any person or organization qualifying as an insured in the Who Is An Insured provision of the applicable coverage. Except with respect to the Limit of insurance, the coverage afforded applies separately to each insured who is seeking coverage or against whom a claim or” suit” is brought

**EXCERPTS FROM HA9916 (0302)
HARTFORD COMMERCIAL AUTOMOBILE BROAD
FORM ENDORSEMENT**

15. WAIVER OF SUBROGATION - We waive any right of recovery we may have against any person or organization with whom you have a written contract that requires such waiver because of payments we make for damages under this Coverage Form,

EXHIBIT A



www.cseg.com

October 16, 2015
2015XXX

Pakpour Consulting Group, Inc.
5776 Stoneridge Mall Road, Suite 320
Pleasanton, CA 94588

Attention: Joubin Pakpour

Subject: Water Tank Seismic Retrofit Strategy
Hallmark Tanks
Mid-Peninsula Water District
Belmont, CA
Structural Engineering Services

Dear Joubin:

Per your request, Cornerstone Structural Engineering Group would like to submit this proposal to provide structural engineering services for the subject water tanks. We understand that the existing tanks were constructed in 1970, and are 140 feet in diameter, approximately 24 feet tall and have a capacity of 2.5MG each. The tanks were previously evaluated for seismic performance in 1980. Cornerstone is going to perform an independent seismic and conditional assessment of the tank using the current AWWA D100 as the acceptance standard for essential services facilities.

Based on our conversations, a site visit, and a review of the existing site plan, our understanding of the scope of structural engineering services is as follows:

SCOPE OF SERVICES

ASSESSMENT and STRATEGY REPORT

1. Review available documents for water tanks, including structural drawings and previous reports.
2. Perform a site visit to observe the existing structural conditions for the tanks and SCADA Building.
3. Determine interior framing sizes from previous field report data.
4. Perform a cursory AWWA D100 seismic evaluation for the tanks. List and compare deficient elements performance to current code level design criteria. A seismic importance factor of 1.5 will be used as this is to be considered an essential services facility.
5. Provide commentary on conditional issues and potential remediation strategies.
6. Prepare a report describing the findings of our structural review and seismic risk assessment for the tanks with specific information related to the likely structural performance in a code-level earthquake. Compare results with previous report,

40 Federal Street | tel (415) 369-9100
San Francisco, CA 94107 | fax (415) 369-9101

EXHIBIT A

-
- provide qualitative commentary on construction access, and provide commentary on qualitative conceptual seismic and conditional rehabilitation strategies.
7. Investigate feasibility of extending roof height of tanks for additional capacity.
 8. Compile CSEG assessment recommendations and summarize final seismic strengthening goals
 9. Coordinate with Paso Robles Tank for general quality assurance consultation, cost estimating purposes and constructability quality control peer review.
 10. Attend 1 project meeting.
 11. Provide conceptual details as applicable for:
 - a. Rafter strengthening, rafter straightening, and stability bracing
 - b. Foundation remediation (ring beam and pressure grouting)
 - c. Tie-down anchors for shell
 - d. Commentary on previous shell strengthening
 - e. Corrosion repairs of bottom plate
 12. Provide commentary on conditional issues and extents of work.
 13. Prepare a report describing the construction recommendations based on our structural review and seismic risk assessment for the tank with specific detail sketches for cost estimating.
 14. Coordinate with PCG for cost estimating efforts.
 15. The report summary will be itemized with discussion so the District can select which combination of options they prefer to pursue further.

ASSUMPTIONS AND LIMITATIONS:

1. Design services for either retrofit or replacement of the tank are not included in this proposal.
2. Geotechnical report and additional recommendations will be provided by other subconsultants if necessary.
3. Civil Engineer will provide existing tank sizes and geometry.
4. We understand that as-built shop drawing plans are not available for the tanks. However, material data will be provided for our use from previous investigations. This fee does not include materials investigations or as-built documentation if necessary.
5. The scope of our services is limited to structural engineering issues only. Project management services will be provided by others.
6. Reimbursable expenses are included in the base fee but are not anticipated beyond printing and shipping.



EXHIBIT A

Water Tank Assessment
Hallmark Tanks
Mid-Peninsula Water District
Page 3 of 6

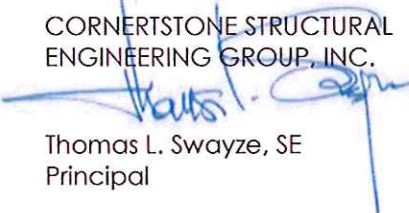
Cornerstone Structural Engineering Group proposes to provide the structural engineering services described above on a time and materials basis not to exceed the amounts outlined below per attached rate sheet:

Assessment and Strategy Report:	\$32,500
Paso Robles Tank consultation (EXHIBIT B):	\$9,000
<u>Sub-consultant Markup:</u>	<u>\$900</u>
Total:	\$42,400

Should you have any questions or comments please do not hesitate to call.

Sincerely,

CORNERTSTONE STRUCTURAL
ENGINEERING GROUP, INC.



Thomas L. Swayze, SE
Principal



EXHIBIT A

Water Tank Assessment
Hallmark Tanks
Mid-Peninsula Water District
Page 4 of 6

CHARGE RATE SCHEDULE

Principal	205.00/hr
Associate	175.00
Construction Manager	160.00
Engineering Manager	160.00
Resident Engineer/Structure Representative	145.00
Assistant Structure Representative	135.00
Project Administrator	150.00
Senior Engineer	140.00
Project Engineer	120.00
Staff Engineer	110.00
Structural Designer II	100.00
Structural Designer I	90.00
Senior Computer Drafter	100.00
Computer Drafter	90.00
Junior Computer Drafter	80.00
Accounting Assistant	90.00
Administrative Assistant II	80.00
Administrative Assistant I	70.00
Expert Witness Services	300.00
Subconsultants	Cost Plus 10%
Expenses	Included in Base Fee

Charge Rates Applicable January 1, 2015 through December 31, 2015





APPENDIX A

www.cseg.com

Hallmark Tanks
Structural Engineering Add Services Proposal Cost Breakdown

Water Tank Seismic Retrofit Strategy

Design Item	Principal \$205/hr	Engineering Manager \$160/hr	Staff Engineer \$110/hr	Structural Designer \$90/hr	Computer Drafter \$90/hr	Total
1 Assessment and Strategy Report (Draft)	34	35	126		15	\$ 27,780
2 Assessment and Strategy Report (Final)	6	6	22		3	\$ 4,880
						Total = \$ 32,660

SAY \$ 32,500

40 Federal Street
San Francisco, CA 94107
tel (415) 369-9100
fax (415) 369-9101



PASO ROBLES TANK, INC.

License No.: 784971

P. O. Box 3229
Paso Robles, CA 93447
Phone: (805) 227-1641
Fax: (805) 238-9654
www.pasoroblestank.com

October 14, 2015

Tom Swayze
Cornerstone Structural Engineering Group
40 Federal Street
San Francisco, CA 94107

Subject: Engineering Services – Peer Review of Structural/Seismic Evaluation
Mid-Peninsula Water District, 2.500 MG Hallmark Street Tanks

Tom,

We are pleased to provide this proposal for engineering services in relation to the subject project per your request. The scope of services offered is as follows:

Engineering consultation to review seismic recommendations prepared by Cornerstone and DRAFT report to assist Cornerstone in the development of a finalized seismic assessment and order of magnitude cost estimates for 2-4 retrofit strategy options qualitatively presented.

Review may include commentary on sloshing wave load impact to roof structure and proposed recommendations for remediation, if needed, and commentary on civil recommendations for venting details, review of proposed details and to provide general discussion regarding best practices. Commentary on corrosion issues on structural members will be made as appropriate.

Additional discussion will be provided regarding Cornerstone's analysis of the shell stiffening configuration that was added to the tanks in the 1980's. Detailed analysis of this shell stiffener system requires a finite element analysis and is beyond the scope of engineering services offered by PRT.

Terms of the engineering services offered will be per the attached Exhibit A.

Due to the anticipated research related to the unusual shell stiffening on this project, our not to exceed price is ~~\$7,500~~ **\$9,000** for the services described above. Thank you for considering Paso Robles Tank for the engineering review for the subject project.

Sincerely,

Leslie D. Scott, P.E.
President

Increase for additional design services per email dated 10-15-2015

CONSULTANT'S SERVICES

All cost for labor and expensed incurred during the performance of Consultant's services under the consulting agreement and any additional services added to the Consultant's scope during the course of the work being performed under the consulting agreement shall be billed at the following rates.

ENGINEERING SERVICES RATES

<u>PERSONNEL</u>	<u>HOURLY RATE</u>
Principal Engineer/Pres.	\$175
Chief Engr/V.P.	\$150
Engineer	\$125
Associate	\$110
CAD Manager	\$95
CAD Drafter	\$85
Safety Manager	\$125
QA/QC Manager	\$125
Construction Manager	\$135
Project Manager	\$110
Clerical	\$45
Travel Time	\$75

<u>OUTSOURCED SERVICES</u>	<u>CHARGE RATE</u>
Specialized engineering services	Cost + 20%
Specialized inspection services	Cost + 20%

<u>EXPENSES</u>	<u>CHARGE RATE</u>
Equipment	Cost + 15%
Travel expenses – hotel	Cost + 15%
Travel expenses – meals	Cost + 15%
Travel expenses – mileage	IRS rate + 15%
Other expenses	Cost + 15%



AGENDA ITEM NO. 7.B.

DATE: July 28, 2016
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: APPROVE RESOLUTION 2016-09 ESTABLISHING THE APPROPRIATIONS LIMIT APPLICABLE TO THE MPWD DURING FISCAL YEAR 2016/2017

RECOMMENDATION

Approve Resolution 2016-09, as required by State law, establishing the Appropriations Limit in the amount of \$3,041,976 that will be applicable during Fiscal Year (FY) 2016/2017.

FISCAL IMPACT

None. The MPWD receives little revenue from property taxes (approximately \$250,000) 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 change in the California per capita personal income for the prior year was 5.37%, and the applicable change in population from January 1, 2015 to January 1, 2016 for the District was .91%.

The MPWD's adjusted limit for Fiscal Year 2016/17 will be \$3,041,976.

As required by law, notice of the FY 2016/2017 limit and how it was calculated was posted at the MPWD on July 11, 2015.

Attachments: Resolution 2016-09
MPWD's Notice of Determination of Appropriations Limit for FY 2016/2017

BOARD ACTION: APPROVED:____ DENIED:____ POSTPONED:____ STAFF DIRECTION:____
UNANIMOUS____ ZUCCA____ WARDEN____ STUEBING____ VELLA____ LINVILL____

RESOLUTION NO. 2016-09

**ESTABLISHING THE APPROPRIATIONS LIMIT
APPLICABLE TO THE
MID-PENINSULA WATER DISTRICT
DURING FISCAL YEAR 2016/2017**

* * *

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 2015/2016 as \$2,860,882; 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 2016/2017 are as follows: (1) the change in the California per capita personal income was 5.37%; and (2) the applicable change in population from January 2015 to January 2016 was .91%.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Mid-Peninsula Water District that the appropriations limit for Fiscal Year 2016/2017 is established as \$3,041,976.

REGULARLY PASSED AND ADOPTED this 28th day of July 2016, by the following vote of the Board.

AYES:

NOES:

ABSENT:

President, Board of Directors

ATTEST:

District Secretary



NOTICE OF DETERMINATION OF APPROPRIATIONS LIMIT FOR FISCAL YEAR 2016 - 2017

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 XIIB 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 2016-2017 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 28, 2016.

1. Appropriations limit for fiscal year 2015 – 2016	\$2,860,882
2. Population change (January 1, 2015 - January 1, 2016)	.91%
3. Change in California per Capita Personal Income Fiscal Year 2015 - 2016	5.37%
4. Fiscal year 2016 - 2017 adjustment factor (1.0091 x 1.0537)	1.0633
5. Fiscal year 2016 - 2017 appropriations limit (\$2,860,882 x 1.0633)	\$3,041,976

Dated: July 11, 2016



AGENDA ITEM NO. 7.C.

DATE: July 28, 2016
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: APPROVE RESOLUTION 2016-10 AUTHORIZING A 2.7% LIVING WAGE ADJUSTMENT TO SALARY RANGES FOR ALL MPWD PERSONNEL CLASSIFICATIONS, EFFECTIVE AUGUST 1, 2016

RECOMMENDATION

Approve Resolution 2016-10 approving a 2.7% living wage adjustment to salary ranges for all MPWD personnel classifications, effective August 1, 2016.

FISCAL IMPACT

The total cost of the living wage adjustment is approximately \$41,000, which was included within the FY 2016/2017 Operating Budget.

Per its letter agreement with the MPWD Employees Association, the 2.7% living wage adjustment will be automatically applied to the salary of each employee that received a satisfactory or above on their performance evaluation from the most recent review cycle, effective August 1, 2016.

DISCUSSION

The Board approved the attached letter agreement with the MPWD Employees Association at 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 2016 (semiannual) was 2.7%. Therefore, the salary ranges for each MPWD personnel classification should be increased by 2.7%, effective August 1, 2016.

Further, it is recommended that the 2.7% living wage adjustment also be applied to the salary ranges for MPWD's unrepresented personnel classifications of Administrative Services Manager and Operations Manager.

Attached is the revised Salary Plan for Represented Employees and MPWD Management Exempt Salary Range chart.

Attachments: Resolution 2016-10
Letter agreement with MPWD Employees Association dated 10/23/14
MPWD Salary Plan Chart – Represented Employees
MPWD Salary Range Chart – Management Exempt

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

UNANIMOUS___ ZUCCA___ WARDEN___ STUEBING___ VELLA___ LINVILL_____

RESOLUTION NO. 2016-10
APPROVING A 2.7% LIVING WAGE ADJUSTMENT
TO SALARY RANGES FOR ALL MPWD PERSONNEL CLASSIFICATIONS,
EFFECTIVE AUGUST 1, 2016

* * *

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, 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 2016 (semiannual) was 2.7%; and

WHEREAS, in accordance with the terms of the Letter Agreement, the salary ranges for MPWD Employee Association personnel classification should be increased by 2.7%, effective August 1, 2016, pursuant to the attached Exhibit A – Salary Plan for Represented Employees, and each employee with a satisfactory or above performance evaluation from the most recent review cycle will automatically receive said increase, effective August 1, 2016; 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 2.7% 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, 2016.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Mid-Peninsula Water District that effective August 1, 2016, the personnel classifications within the MPWD Employees Association will be adjusted by a 2.7% living adjustment, and the attached Exhibit A – Salary Plan for Represented Employees, is hereby approved and accepted; and

BE IT FURTHER RESOLVED that effective August 1, 2016, the salary ranges for the unrepresented personnel classifications of MPWD Administrative Services Manager and Operations Manager will be adjusted by the 2.7% 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, 2016.

PASSED AND ADOPTED this 28th day of July 2016.

AYES:

NOES:

ABSENT:

PRESIDENT, BOARD OF DIRECTORS

ATTEST:

SECRETARY OF THE BOARD



July 28, 2016

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

SALARY PLAN

PERSONNEL CLASSIFICATION	2.7% LIVING WAGE ADJ FY 2016/2017 SALARY RANGE	2.0% LIVING WAGE ADJ FY 2015/2016 SALARY RANGE	MARKET MEDIAN FY 2014/2015 SALARY RANGE
Administrative Assistant	\$ 3,735-\$ 5,256/Month \$44,827-\$63,078/Year	\$ 3,637-\$ 5,118/Month \$43,648-\$61,420/Year	\$ 3,566-\$ 5,018/Month \$42,792-\$60,216/Year
Administrative Specialist	\$ 4,395-\$ 6,184/Month \$52,733-\$74,204/Year	\$ 4,279-\$ 6,021/Month \$51,347-\$72,253/Year	\$ 4,195-\$ 5,903/Month \$50,340-\$70,836/Year
Field Operations Supervisor	\$ 5,688-\$ 8,003/Month \$68,245-\$96,039/Year	\$ 5,538-\$ 7,793/Month \$66,451-\$93,514/Year	\$ 5,429-\$ 7,640/Month \$65,148-\$91,680/Year
Lead Operator	\$ 5,194-\$ 7,309/Month \$62,325-\$87,704/Year	\$ 5,057-\$ 7,117/Month \$60,686-\$85,398/Year	\$ 4,958-\$ 6,977/Month \$59,496-\$83,724/Year
Maintenance Technician	\$ 3,748-\$ 5,274/Month \$44,964-\$63,280/Year	\$ 3,649-\$ 5,135/Month \$43,782-\$61,616/Year	\$ 3,577-\$ 5,034/Month \$42,924-\$60,408/Year
Water System Operator	\$ 4,515-\$ 6,353/Month \$54,174-\$76,237/Year	\$ 4,396-\$ 6,186/Month \$52,750-\$74,233/Year	\$ 4,310-\$ 6,065/Month \$51,716-\$72,777/Year



July 28, 2016

MANAGEMENT EXEMPT

SALARY RANGE

PERSONNEL CLASSIFICATION	2.7% LIVING WAGE ADJ FY 2016/2017 SALARY RANGE	2.0% LIVING WAGE ADJ FY 2015/2016 SALARY RANGE
Administrative Services Manager	\$ 8,815-\$ 11,125/Month \$105,781-\$133,510/Year	\$ 8,583-\$ 10,833/Month \$103,000-\$130,000/Year
Operations Manager	\$ 8,815-\$ 11,125/Month \$105,781-\$133,510/Year	\$ 8,583-\$ 10,833/Month \$103,000-\$130,000/Year



**FINAL LETTER AGREEMENT
BETWEEN THE
MID-PENINSULA WATER DISTRICT AND
MPWD EMPLOYEE ASSOCIATION**

This agreement (AGREEMENT) memorializes recent labor negotiations between the Mid-Peninsula Water District (MPWD) and the MPWD Employee Association (ASSOCIATION).

1. ASSOCIATION MEMBERS. MPWD employee classifications included within this AGREEMENT are as follows:

- Customer Service Representative
- Engineering Technician
- Maintenance Foreman
- Maintenance Worker
- Mechanic
- Project Coordinator
- Pump/Regulator Specialist

2. TERM. The term of this AGREEMENT is four (4) years from September 26, 2014, through September 25, 2018.

3. EQUITY SALARY ADJUSTMENTS.

A. As a result of negotiated permanent reductions in healthcare costs for existing active employees and new hires and permanent reductions in retiree healthcare costs for existing active employees and new hires, and in order to be competitive and achieve market median salaries within the MPWD, equity salary adjustments will be applied to the following **classification ranges** developed based on the May 2014 Koff & Associates Total Compensation Study and internal equity coordination, effective September 26, 2014:

Customer Service Representative	9.9%
Engineering Technician	5.0%
Maintenance Foreman	14.2%
Maintenance Worker	2.4%

Mechanic	4.3%
Project Coordinator	4.3%
Pump/Regulator Specialist	4.3%

- B. Effective September 26, 2014, employees that achieved a satisfactory rating or above on their most recent performance evaluation will receive equity salary adjustments in their October 15, 2014, paycheck, as determined by the General Manager.

If an employee received below a satisfactory rating on their most recent performance evaluation, the recommended equity adjustment will be made to the classification range only.

4. ANNUAL LIVING WAGE ADJUSTMENT. In order to maintain competitiveness and market median wages, an annual living wage adjustment equal to the San Francisco-Oakland-San Jose CPI (Consumer Price Index) for Urban Wage Earners, U.S. Department of Labor, Bureau of Labor Statistics/Western Office will be made to each classification, as cumulatively determined for the first half of the year—January through June (semiannual), up to a cap of 3.0%. If the CPI is less than 0%, no adjustment will be made.

Effective September 26, 2014, the living wage adjustment will be 2.5%. Each employee with a satisfactory or above performance evaluation from the most recent review cycle will automatically receive the 2.5% living wage adjustment in their October 15, 2014 paycheck.

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.

5. REVISIONS TO SALARY PLAN AND PERFORMANCE INCREASE RANGE

In exchange for:

1. Elimination of the existing 7-step salary plan and implementation of a minimum to maximum salary plan for each classification; and
2. Reduction in the range for annual performance merit increases and lump sum payments to 0% to 4% (from 0% to 5.5%),

an additional five percent (5%) was added to the top of the new salary range for each classification. It is further intended to serve as an incentive for employees to strive for higher levels of performance and productivity, including measurable cost savings to and operational efficiencies within the MPWD.

Reference Attachment A – Salary Plan. *Internal and external equities were considered when developing the attached salary plan. The Koff & Associates Total Compensation Study, May 2014, was considered and utilized for the most part. Internal relationships, job requirements, skills levels, career paths, and organizational succession planning were also included.*

6. HEALTH SAVINGS ACCOUNT ESTABLISHMENT AND FUNDING WITH ENROLLMENT IN ACCOUNT BASED HEALTH PLAN. Recognizing the short- and permanent long-term cost savings to the MPWD, beginning January 1, 2015, for employees that enroll in an Account Based Health Plan (ABHP) for their health care coverage, the MPWD will establish Tier 1 funding of an HSA (Health Savings Account) for participating employees at 100% of the ABHP's deductibles. For 2015, HSA funding for Tier 1 will be at the following levels:

Single (Employee only)	\$1,500
Family (Employee+1)	\$3,000

MPWD funding of Tier 1 HSAs at 100% of the ABHP's deductibles will occur on each January 1st of 2016, 2017, and 2018. Employees with a Tier 1 HSA who change from Single to Family coverage mid-year (for any reason permitted under the ABHP's terms) will receive pro-rated Tier 1 HSA funding at the Family rate for the remaining months of the year.

Tier 2 HSA funding shall apply to employees that enroll in an ABHP after the 2015 Open Enrollment period expires on November 14, 2014, AND for employees hired September 26, 2014, forward. The MPWD will annually fund Tier 2 employee HSAs at 80% of an ABHP's deductibles (e.g., for 2015 that would be \$1,200 Single/\$2,400 Family). Employees with a Tier 2 HSA who enter the ABHP mid-year or increase their ABHP coverage from Single to Family coverage mid-year (for any reason permitted under the ABHP's terms) will receive pro-rated Tier 2 HSA funding for the remaining months of the year at the Single or Family rate, as applicable.

7. HEALTHCARE BENEFITS PAID BY MPWD—AMENDED TIER 1 AND NEW TIER 2. Effective January 1, 2017, healthcare benefits paid by the MPWD are amended as follows for existing Tier 1 employees. Tier 1 includes all active employees of the MPWD, hired on or before September 25, 2014. Effective September 26, 2014, Tier 2 is added for new hires. Tier 2 includes employees hired by the MPWD on or after September 26, 2014.

TIER 1	AMENDED TIER 1, EFFECTIVE JANUARY 1, 2017	TIER 2, EFFECTIVE SEPTEMBER 26, 2014
100% coverage for employee and	100% coverage of the premium for employee and	Employees hired on or after September 26,

<p>spouse/domestic partner/dependent(s) paid by the MPWD for healthcare benefits offered (medical, dental, and vision) and selected by employee.</p>	<p>spouse/domestic partner/dependent(s) paid by the MPWD at the value of the Account Based Health Plan (ABHP), plus funding of employee HSA (Health Savings Account) on January 1st of each year.</p> <p>If an employee chooses a higher cost healthcare plan, they shall pay the difference between the cost of the ABHP plus HSA, and the higher cost plan.</p> <p>100% coverage of the premium for employee and spouse/domestic partner/dependent(s) paid by the MPWD for dental and vision benefits.</p>	<p>2014, the value of the lowest cost plan for healthcare benefits offered (medical, dental, and vision) with 100% coverage of the premium for employee paid by the MPWD, and 80% of the premium paid by the MPWD for spouse/domestic partner/dependent coverage.</p>
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8. HEALTHCARE BENEFITS PAID IN RETIREMENT BY MPWD—AMENDED TIER 1 AND TIER 2 AND NEW TIER 3. Effective January 1, 2017, healthcare benefits paid by the MPWD in retirement are amended as follows for existing Tier 1 and Tier 2 employees, and effective September 26, 2014, Tier 3 is added for new hires.

	TIER 1	TIER 2
EXISTING	<p>Eligibility: After 20 consecutive years of service with the MPWD, age 55 or older at time of termination of employment with the MPWD, and retirement under CALPERS from the MPWD.</p> <p>Benefits Provided: Eligible retiree originally hired as an MPWD employee on or before June 27, 2008, 100% coverage of healthcare benefits paid by</p>	<p>Eligibility: After 20 consecutive years of service with the MPWD, age 55 or older at the time of termination of employment with the MPWD, and retirement under CALPERS from the MPWD.</p> <p>Benefits Provided: Eligible retiree originally hired as an MPWD employee after June 27, 2008, 100% coverage of healthcare benefits paid by the</p>

	<p>the MPWD for eligible retiree and person who is the eligible retiree's spouse or domestic partner at the time the eligible retiree's MPWD employment terminates.</p>	<p>MPWD for eligible retiree only, up to the amount that the MPWD contributed for healthcare benefits of the eligible retiree immediately before the termination of their MPWD employment.</p> <p>No coverage will be provided to any spouse/domestic partner/dependent(s) of the eligible retiree.</p> <p>All healthcare benefit cost increases after retirement shall be borne by the eligible retiree. In no event will the MPWD be required to pay any portion of the increased cost. If the eligible retiree fails to pay any excess coverage cost within ninety (90) days after the payment due date, the MPWD will cease providing healthcare benefits coverage for the eligible retiree, and the eligible retiree will no longer be entitled to such coverage.</p>
<p><i>EFFECTIVE January 1, 2017</i></p>	<p>Eligibility: After 15 or 20 consecutive years of service with the MPWD, age 50 or older at time of termination of employment with the MPWD, and retirement under CALPERS from the MPWD.</p> <p>Benefits Provided: Eligible retiree originally hired as an MPWD employee on or</p>	<p>Eligibility: After 15 or 20 consecutive years of service with the MPWD, age 50 or older at the time of termination of employment with the MPWD, and retirement under CALPERS from the MPWD.</p> <p>Benefits Provided: Eligible retiree originally hired as an MPWD employee after</p>

	<p>before June 27, 2008, coverage of the healthcare benefits premium paid by the MPWD for eligible retiree and person who is the eligible retiree's spouse or domestic partner at the time the eligible retiree's MPWD employment terminates at the value of the <u>lowest cost plan for healthcare benefits offered</u> (medical, dental, and vision) after completion of the following consecutive years at the indicated percentages:</p> <p>15 Years: 75% 20 Years: 100%</p> <p>If an eligible retiree chooses a higher cost healthcare plan, they shall pay the difference between the lowest cost plan and higher cost plan.</p> <p>The MPWD will fund the eligible retiree's HSA at the active employee rate for Single (Employee only) or Employee+1, as applicable based on coverage, until the retiree reaches age 65.</p> <p>MPWD healthcare benefits in retirement become supplemental once retired employee or spouse reaches age 65 and transitions to Medicare.</p> <p>Retiree enrollment in Medicare Parts A and B is mandatory beginning</p>	<p>June 27, 2008, coverage of healthcare benefits premium paid by the MPWD for eligible retiree only at the value of the <u>lowest cost plan for healthcare benefits offered</u> (medical, dental, and vision) after completion of the following consecutive years at the indicated percentages:</p> <p>15 Years: 75% 20 Years: 100%</p> <p>No coverage will be provided to any spouse/domestic partner/dependent(s) of the eligible retiree.</p> <p>If an eligible retiree chooses a higher cost healthcare plan, they shall pay the difference between the lowest cost plan and higher cost plan.</p> <p>The MPWD will fund the eligible retiree's HSA at the active employee rate for Single (Employee Only) until the retiree reaches age 65.</p> <p>MPWD healthcare benefits in retirement become supplemental once retired employee reaches age 65 and transitions to Medicare.</p> <p>Retiree enrollment in Medicare Parts A and B is mandatory beginning</p>
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	January 1, 2015, when a retired employee or spouse reaches age 65. MPWD will not make any payments towards either Medicare Part A or B for retired employee or their spouse.	January 1, 2015, when a retired employee reaches age 65. MPWD will not make any payments towards either Medicare Part A or B for retired employee.
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TIER 3, EFFECTIVE SEPTEMBER 26, 2014

Eligibility: After 15 consecutive years of service with the MPWD, and eligible to retire under CALPERS from the MPWD at the time of termination of employment with the MPWD.

Benefits Provided: Eligible retiree originally hired as an MPWD employee on or after September 26, 2014, 50% of the premium paid by the MPWD for the lowest cost plan for healthcare benefits offered (medical, dental, and vision) at the time of eligible retiree's termination of employment with the MPWD.

No coverage will be provided to any spouse/domestic partner/dependent(s) of the eligible retiree.

All incremental healthcare benefit cost increases after retirement shall be borne by the eligible retiree. In no event will the MPWD be required to pay any portion of the increased cost. If the eligible retiree fails to pay any excess coverage cost within ninety (90) days after the payment due date, the MPWD will cease providing healthcare benefits coverage for the eligible retiree, and the eligible retiree will no longer be entitled to such coverage.

HSAs will NOT be funded by the MPWD in retirement, unless otherwise required to comply with (1) the Internal Revenue Code, including the regulations and guidance thereunder, as it pertains to HSAs, or (2) any other applicable federal or state law.

9. NEW POSITION CLASSIFICATIONS. The following are new position classifications for existing employees (NOT newly added positions):

- A. Administrative Assistant for entry level MPWD administrative services staff. At least five (5) years administrative and customer services experience at the MPWD, familiarity with MPWD operations, and complete responsibility and accountability for at least one administrative services function is required before transition to Administrative Specialist. At the time of transition, a 5% increase will be granted if minimum requirements are met and performance is satisfactory or above.

- B. Maintenance Technician for existing and entry level employees, which does not require a Water Distribution System Operator certification. Transition to the position of Water System Operator requires a Distribution System Operator II certification. At the time of transition, a 5% increase will be granted.

10. CLASSIFICATION TITLE CHANGES. The following classification title changes are effective September 26, 2014:

EMPLOYEE	EXISTING TITLE	NEW TITLE
Brent Chester	Engineering Technician	Lead Operator Blackflow Prevention GIS/Water Hydraulics
Stan Olsen	Mechanic	Lead Operator Facilities & Resources
Michael Anderson	Foreman	Field Operations Supervisor
Rick Bisio	Project Coordinator	Lead Operator Water Quality & Safety
Ron Leithner	Pump/Regulator Specialist	Lead Operator Water Storage & Pump Systems
Chris Michaelis	Maintenance Worker	Water System Operator
Robby Piccolotti	Maintenance Worker	Water System Operator
Jonathan Anderson	Maintenance Worker	Water System Operator
Jon Tschanner	Maintenance Worker	Water System Operator
Brad Burwell	Maintenance Worker	Maintenance Technician
Tava Mataele	Maintenance Worker	Maintenance Technician
Misty Malczon	Customer Service Representative	Administrative Specialist Billing & Customer Service Lead
Jeanette Kalabolas	Customer Service Representative	Administrative Specialist Water Conservation
Laura Ravella	Customer Service	Administrative Assistant

	Representative	Customer Service
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Position descriptions will be updated in a separate action with a target goal of December 31, 2014.

11. **REORGANIZATION.** Effective September 26, 2014, the Meter Reading and O&M function will transition from Administrative Services to Operations and report to the Field Operations Supervisor. Jonathan Anderson, Water System Operator, will work as a floating Operator where effectively needed. **Reference Attachment B “Organizational Chart.”**
12. **CALPERS RETIREMENT BENEFITS.** With the passage of the California PEPRA (Public Employees’ Pension Reform Act) legislation in 2013, the MPWD has two tiers for CALPERS retirement benefits.

TIER 1 – Employees hired on or before December 31, 2012, or transferred or reinstated classic/legacy members of CALPERS	TIER 2 – Employees hired January 1, 2013 forward that are new to CALPERS
2% @ 55	2% @ 62

13. **SUSPENSION OF CLASS B DRIVER’S LICENSE REQUIREMENT.** The MPWD no longer has vehicles or equipment in its fleet that requires a DMV Commercial Driver’s License (Class B). Therefore, that minimum requirement is suspended.
14. **SUMMER WORK SCHEDULE.** The summer work schedule introduced in 2014 will be maintained throughout this agreement with work hours from 7:00AM to 3:30PM from June 1st to September 30th each year, returning to regular work hours of 8:00AM to 4:30PM from October 1st through May 31st. If the administrative staff participates in the summer work schedule, rotating coverage in the office must be maintained between the office hours of 8:00AM to 4:30PM.
15. **STANDBY SCHEDULING.** Standby personnel may opt out of being assigned “on call” after hours duty for up to three (3) weeks per year as long as other standby personnel agree to be assigned the time. There must be at least a one-week break between standby assignments per operator in order to avoid fatigue. Assignments must be coordinated at the time the annual standby schedule is developed.
16. **PROFESSIONAL CERTIFICATIONS.** The MPWD already recognizes certain professional certifications, especially those required for water system operators by the State Water Resources Control Board (formerly California Department of

Public Health) and provides stipends for the achievement and certification maintenance.

Recognizing the added value to the MPWD, its customers, and the water distribution system, the following AWWA (American Water Works Association) certification programs are added and will be compensated at \$25 per month:

- Backflow Tester – 1 level
- Cross Connection Specialist – 1 level
- Water Quality Lab Analyst – 1 level
- Water Use Efficiency – 3 levels

Furthermore, the monthly \$25 stipend will also apply for a California Notary Public commission.

17. GOVERNANCE. Should there be any inconsistencies between the terms of this AGREEMENT and provisions within the MPWD's Personnel Manual revised October 22, 2009, this AGREEMENT shall govern except for the vested rights contained within Section XII.(C) "Retirement Benefits."

18. PERSONNEL MANUAL REVISION. This project is in progress and MPWD Management will meet and confer with the ASSOCIATION once a DRAFT is finalized, and before the Board of Directors considers it for approval.

TENTATIVE AGREEMENT of original terms reached on September 19, 2014.

TENTATIVE AGREEMENT of REVISED version of AGREEMENT reached on September 25, 2014.

TENTATIVE AGREEMENT of FINAL version of AGREEMENT reached on October 23, 2014.

This FINAL agreement will be presented for ratification by the MPWD Board of Directors at its regular meeting scheduled for Thursday, October 23, 2014.

MPWD

BY



Tammy Rudock
General Manager

MPWD EMPLOYEE ASSOCIATION

BY:



Brent Chester
President



September 24, 2014

ATTACHMENT A

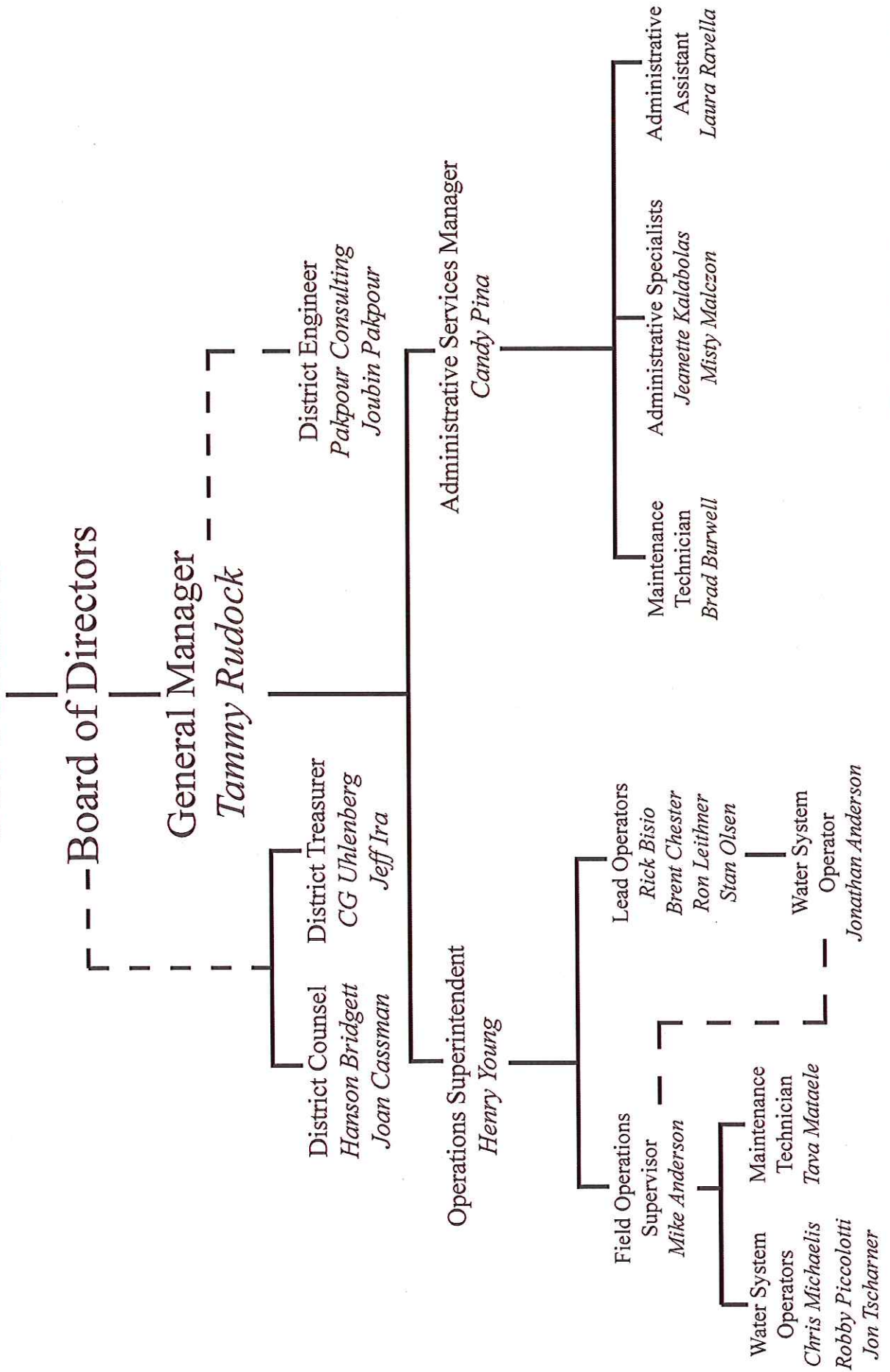
SALARY PLAN

CLASSIFICATION	MINIMUM SALARY	MAXIMUM SALARY
Administrative Assistant	\$ 3,566/Month \$42,792/Year	\$ 5,018/Month \$60,216/Year
Administrative Specialist	\$ 4,195/Month \$50,340/Year	\$ 5,903/Month \$70,836/Year
Field Operations Supervisor	\$ 5,429/Month \$65,148/Year	\$ 7,640/Month \$91,680/Year
Lead Operator	\$ 4,958/Month \$59,496/Year	\$ 6,977/Month \$83,724/Year
Maintenance Technician	\$ 3,577/Month \$42,924/Year	\$ 5,034/Month \$60,408/Year
Water System Operator	\$ 4,310/Month \$51,716/Year	\$ 6,065/Month \$72,777/Year



MPWD Organizational Chart

CUSTOMERS





TO: Board of Directors

FROM: Tammy A. Rudock
General Manager

DATE: July 28, 2016

MANAGER'S REPORT

FOLLOW-UP FROM 06/23/16 REGULAR BOARD MEETING

- The Minutes for the May 25, 2016, Special Meeting will be considered at the Board's regular meeting on August 25, 2016, because of Director abstentions there will not be a quorum present until then.
- The MPWD UWMP, including the WSCP, was submitted to the State by July 1st. All other requirements were also accomplished. Printed copies were delivered to the noticed reference sites. Printed and electronic copies were delivered to the City of Belmont Community Development Department. A printed copy was delivered to the City of Belmont Public Works Department. The UWMP will remain posted at the MPWD website. Printed copies of the final UWMP, including the WSCP, will be provided to Directors, District Counsel, District Engineer, and District Treasurer at the meeting.
- Water conservation progress will be reported within the General Manager's report beginning this month.
- The FY 2016/2017 Operating and Capital Budgets were posted to the MPWD website.
- A Capital Improvement Program section was added to the MPWD website where the FAQs, MPWD 5-Year CIP, and other information were posted.

PERSONNEL MANUAL UPDATE

Progress is moving forward with the new Personnel Manual:

TASK	TARGET DATE
DRAFT to ACWA/JPIA and District Counsel	02/24/16
DRAFT to MPWD Employees Association for review	03/24/16
Meet and confer with MPWD Employees Association	04/21/16
Review internal working draft of Personnel Manual with Board ad hoc committee	06/21/16
Response expected from MPWD Employees Association	06/30/16
Consider and respond to potential negotiable provisions or impacts (as applicable) with MPWD Employees Association	07/22/16
Complete REVISED DRAFT	08/05/16

TASK	TARGET DATE
Legal review of REVISED DRAFT	08/12/16
Closed Session with Board (if needed) regarding potential negotiations with MPWD Employees Association	08/25/16
Complete FINAL DRAFT	09/01/16
Final Legal Review	09/09/16
Initial presentation for Board consideration	09/22/16
Final presentation for Board approval	10/27/16

MISCELLANEOUS FEES PROJECT UPDATE

This project is in progress. Staff has started working with Bartle Wells Associates. This will be the final update of MPWD's fees and charges.

Here are the miscellaneous fees to be reviewed and updated from the MPWD Water Service Ordinance 103:

I.	ACCOUNT OPENING CHARGES	
A.	Application for Regular or Temporary Water Service	\$10
II.	SERVICE CONNECTION CHARGES	
E.	Temporary Water Service Connection for Construction (Hydrant Meter Rental Deposit)	\$1,610
V.	PRIVATE FIRE PROTECTION SERVICE CHARGES	
A.	Residential	\$1.25/Month
B.	Non-Residential	\$6.25/Month
VI.	MISCELLANEOUS CHARGES	
A.	Returned Check	\$25/returned check
B.	Reconnection/Reinstatement of Service	\$40/reconnection
C.	Unauthorized Connection to Fire Hydrant	\$1,000/connection
D.	Unauthorized Hydrant Valve Operation	\$500/operation
E.	Meter Test Deposit	\$200/test
F.	Copy Fee	\$0.10/page
G.	After-Hours Service Call	\$40/service call

Also, the following MPWD development review fees will be analyzed:

• Commercial Plan Check Review	\$5,000
• Residential Plan Check Review (3 units and larger)	\$3,000
• Landscape Plan Check Review	\$400
• Fire Flow Test Report	\$900.80

Potential other fees and charges to be considered:

- Late Payment Charge
- 48-Hour Notice Charge

UWMP AND WSCP PROJECT RECAP

The MPWD 2015 UWMP, including the WSCP, was submitted to DWR by July 1st as required. A recap of the administrative details is outlined above on page 1 in the Follow-up from 06/23/16 Regular Board Meeting section. Here is the financial summary for the project:

- Project budgeted at \$60,000 within the MPWD FY 2015/2016 Operating Budget. MPWD's contract with ManageWater Consulting, Inc. was approved by the Board on December 16, 2015
- Original consultant proposal budget, not including the WSCP task: \$38,860
- Original budget with WSCP task (\$10,101): \$48,961
- Additional project costs (mainly attributed to revision of SBX7-7 baselines, extensive standard and SBX7- data table preparation, draft and final report preparation): \$11,429
- Total project cost: \$60,391

WATER CONSERVATION PROGRESS

The report is attached. The quarterly water conservation report will be presented next month.

It is appropriate for the Board to consider shifting back to Stage 1 under the MPWD Water Shortage Contingency Plan (WSCP) from Stage 2 since there is only a voluntary 10% water use reduction being requested by the SFPUC. Staff will prepare an agenda item for next month's regular Board meeting.

ANNUAL REPORT ON MPWD SAFETY AND LOSS PREVENTION INCENTIVE PROGRAM

Fifteen (15) MPWD employees were awarded safety and loss prevention incentives for participation in FY 2015/2016. \$500 was the maximum incentive. Three (3) did not accomplish the minimum participation requirements and received \$0.

- 10 employees were awarded \$500
- 1 employee was awarded \$400
- 1 employee was awarded \$300
- 1 employee was awarded \$200
- 2 employees were awarded \$100

Total MPWD cost of the program in FY 2015/2016: \$6,100

Total MPWD cost of the program in FY 2014/2015: \$3,500 (\$300 maximum incentive.)

ANNUAL REPORT ON CLAIMS FILED AGAINST MPWD IN FY 2015/2016

There was one new claim filed on June 10, 2016 by Joe Horwath requesting a "deep cleaning" of his house and garage after the Buckland tanks replacement project. Mr. Horwath is to furnish the MPWD with his cleaning quotes. Otherwise, there were no other claims filed against the MPWD in FY 2015/2016.

The MPWD had two lawsuits filed against it in FY 2015/2016 and those are in the process of being defended by the MPWD's insurance carriers:

- *Maskay, Inc. d/b/a Eurotech, et al. v. Mid-Peninsula Water District*
San Mateo County Case No. 536467; and
- *Samir Shaikh, et ux. v. Mid-Peninsula Water District, et al.*
San Mateo County Case No. 538041.

3-MONTH “LOOK AHEAD” FOR BOARD MEETINGS

AUGUST

- Consider 5-Year CIP financing options.
- Receive progress report on annual MPWD Strategic Plan.
- Receive 2016 OPEB Actuarial Report.
- Consider shifting from Stage 2 to Stage 1 under the MPWD WSCP and the SFPUC's request for 10% voluntary water use reduction.

SEPTEMBER

- Consider initial presentation of new MPWD Personnel Manual.
- Receive General Manager's MPWD annual progress report for fiscal year end.
- Consider updated Conflict of Interest Code (every even-numbered year).

OCTOBER

- Receive Annual Financial Audit Presentation for Year Ended June 30, 2016
- Consider approval of new MPWD Personnel Manual.

MEETINGS

<u>DATE</u>	<u>EVENT</u>
June 21 st	Met with staff and Sonitrol regarding Dairy Lane security system and smartphone app. Met with Board ad hoc committee regarding initial review of the working draft Personnel Manual.
June 23 rd	Attended safety session with staff and facilitated GM rap session.
June 29 th	Summer school field trip at MPWD.
July 7 th	Attended BAWSCA Water Management Reps meeting in Foster City.
July 8 th	Conference call with staff and District Counsel regarding development project in Belmont. Conference call with Marty Laporte regarding UWMP closeout.

DATE	EVENT
July 11 th	Staff and I met with representatives from CA High Speed Rail project regarding coordination of facilities work with MPWD and reimbursement agreement.
July 13 th	Attended Regis Homes Bay Area development project groundbreaking at 400-490 Davey Glen. Attended with staff, District Engineer, and contractor representatives a progress meeting on the Alameda de las Pulgas water main replacement project.
July 14 th	Participated in Star12 Webinar: EQ Essentials. Attended safety session with staff and facilitated GM rap session.
July 15 th	Attended Mediation Conference with staff and defense counsel in San Francisco regarding <i>Eurotech, et al. v. MPWD, et al.</i>
July 18 th	Met with design engineer and interior design consultant regarding Dairy Lane rehabilitation project. Participated in Star12 Webinar: Records Retention and Destruction.
July 22 nd	Attend quarterly GM lunch meeting @ MPWD.

UPCOMING MEETINGS/EVENTS

HIA Meeting (Belmont) – No meetings in July or August.

BAWSCA Water Management Meeting (Foster City) – No meeting in August.

ACWA Region 5 Event (Byron) – September 18-19, 2016

CSDA Annual Conference (San Diego) – October 10-13, 2016

ACWA/JPIA Fall Conference & Exhibition (Anaheim) – November 28, 2016 – December 2, 2016



July 28, 2016

WATER CONSERVATION PROGRESS REPORT

2016 STATEWIDE WATER CONSERVATION REGULATIONS

Last month, staff reported that the SWRCB adopted a statewide water conservation approach that replaces the percentage reduction-based standard with a localized “stress test” benchmark. Urban water suppliers were mandated to locally develop conservation standards based upon each agency’s specific circumstances. The new statewide standards required local water agencies to ensure a 3-year supply assuming three more dry years like the ones recently experienced from 2012 to 2015. Water suppliers that would face shortages under three additional dry years would be required to meet a conservation target equal to the amount of the shortage. For example, if a water supplier’s projections include a 10% supply shortfall, its mandatory conservation standard would be 10% (compared with 2013 consumption).

The SFPUC’s *Self-Certification of Supply Reliability for Three Additional Years of Drought and Update to Final Water Supply Availability Estimate* dated June 9, 2016 was submitted to the State before the June 15th deadline. The SFPUC’s 3-year look ahead is good for the RWS supply and a 10% voluntary reduction (compared with 2013 consumption) was requested.

The SFPUC used actual CY 2013 and CY 2014 demand for each of its wholesale customers, and then averaged the two calendar years for its projected supply for each customer under the SWRCB’s proposed 3-year drought methodology. For the MPWD, the projected supply is 1,038.8 MG (1.4 million units) for each of the water years 2017, 2018, and 2019. For comparison in units, the MPWD’s CY demand was as follows:

CALENDAR YEAR	DEMAND IN UNITS
2013	1.5 million
2014	1.3 million
2015	1.1 million

The MPWD’s self-certification was submitted to the State on June 20th. It is attached for review. It was posted to the MPWD website as required, together with the SFPUC’s June 9th self-certification as backup documentation.

The SWRCB regulations further required continued monthly conservation reporting by urban water suppliers. Prohibitions against certain water uses were also extended.

The new water conservation standards took effect in June 2016 and remains in effect until the end of January 2017.

MONTHLY PROGRESS REPORT

The report due July 15th to the SWRCB was timely submitted. June's water consumption was 115,047 units. The reduction (compared with 2013) measured -24%, and the R-GPCD was 90.6.

2016/2017 MONTH	UNITS		2013 UNITS	PERCENT CHANGE*		CUMULATIVE WATER SAVINGS*		R-GPCD**		2013 R-GPCD
	16/17	15/16		16/17	15/16	16/17	15/16	16/17	15/16	
June 2016	115,047	103,863	150,614	-24.0%	-31.0%		-31.0%	90.6	82.3	122.6
July		105,639	156,081		-32.3%		-31.7%		81.1	122.9
August		106,832	155,788		-31.4%		-31.6%		82.0	122.7
September		105,459	145,551		-27.5%		-30.6%		83.6	118.5
October		98,345	122,117		-19.5%		-28.3%		75.5	96.2
November		77,733	106,535		-27.0%		-28.1%		61.6	86.7
December		70,423	94,062		-25.1%		-27.7%		54.0	74.1
January 2017		69,741	84,202		-17.2%		-26.4%		53.5	66.3

**R-GPCD = Residential-Gallons per Capita per Day). The SWRCB performance standard for indoor use is 55GPCD.

(Note: For June 2016 ONLY, 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. Beginning in July 2016, the SWRCB formula for calculating the R-GPCD will include factors from the MPWD's 2015 Urban Water Management Plan adopted June 23, 2016: 90% residential use of total production and 26,924 population projection.)

WATER WASTE COMPLAINTS

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

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YEAR TOTAL
2016	2	1	4	2	6	1							16
2015	2	0	5	12	6	6	12	5	5	3	1	0	57
2014	-	-	-	-	-	-	3	6	3	4	7	0	23

STATEWIDE UPDATES

The SWRCB statewide Emergency Water Conservation Regulations Update dated July 6, 2016, and Media Release dated July 6, 2016, are attached for information.

- Attachments:
- MPWD Self-Certification submitted to SWRCB on June 20, 2016
 - SFPUC's Self-Certification of Supply Reliability for Three Additional Years of Drought and Update to Final Water Supply Availability Estimate dated June 9, 2016
 - SWRCB statewide Emergency Conservation Regulation Update dated July 6, 2016
 - SWRCB Media Release dated July 6, 2016

HISTORICAL INFORMATION

JUNE 2015 THROUGH MAY 2016

June 1, 2015 was the start of the measurement period for the 2015/2016 statewide water conservation goals. The MPWD system's conservation goal was 20% when compared to 2013 water consumption.

2015/2016 MONTH	2015/2016 UNITS	2013 UNITS	PERCENT CHANGE*	CUMULATIVE WATER SAVINGS*	2015/2016 R-GPCD	2013 R-GPCD
June 2015	103,863	150,614	-31.0%	-31.0%	82.3	122.6
July	105,639	156,081	-32.3%	-31.7%	81.1	122.9
August	106,832	155,788	-31.4%	-31.6%	82.0	122.7
September	105,459	145,551	-27.5%	-30.6%	83.6	118.5
October	98,345	122,117	-19.5%	-28.3%	75.5	96.2
November	77,733	106,535	-27.0%	-28.1%	61.6	86.7
December	70,423	94,062	-25.1%	-27.7%	54.0	74.1
January 2016	69,741	84,202	-17.2%	-26.4%	53.5	66.3
February	71,345	86,478	-17.5%	-25.4%	58.5	75.4
March	71,219	106,663	-33.2%	-26.2%	54.6	84.0
April	82,916	120,265	-31.1%	-26.6%	65.7	87.9
May	101,955	155,736	-34.5%	-27.3%	78.2	122.7

*Compared to 2013.

The R-GPCD (Residential-Gallons Per Capita Day) calculations are highlighted above 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.)

JANUARY THROUGH MAY 2015 AND FEBRUARY THROUGH DECEMBER 2014

The 2015 and 2014 tables reflect MPWD's water system purchases in units (1 unit = 748 gallons), percentage change comparison, and cumulative average savings. The statewide goal was 15%.

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	87.9
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.

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 above 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.)

Urban Water Supplier	Mid-Peninsula Water District (318)
Management Contact Name	Tammy Rudock
Title	General Manager
Email	tammyr@midpeninsulawater.org
Telephone	(650) 591-8941
Technical Contact Name	Jeanette Kalabolas
Title	Conservation Coordinator
Email	jeanettek@midpeninsulawater.org
Telephone	(650) 591-8941
2013 Production (in units selected)	1113.70
2014 Production (in units selected)	963.90
Calculated Annual Potable Water Demand in Acre-feet (AF)	3187.956 AF
Demand Notes and Comments	
WY 2017 Total Available Water Supply	3187.96 AF
WY 2018 Total Available Water Supply	3187.96 AF
WY 2019 Total Available Water Supply	3187.96 AF
Supply Notes and Comments	
Individual or Aggregate	Individual
Conservation Standard *	-0 %
Higher Conservation Standard	Yes

Step 3.1 Notes and Comments	MPWD purchases 100% of its supply from SFPUC who is requesting its retailers meet a 10% voluntary savings call to action. MPWD will honor this request & in turn ask the same of its customer base.
Step 3.2 Entity submitting Aggregated Self-certification form, if applicable	
Contact	
Title	
Email	jeanettek@midpeninsulawater.org
Telephone	
Aggregate Demand	
Aggregate Supply	
Aggregate Conservation Standard *	
Step 3.2 Notes and Comments	
Uploaded Worksheet #1	http://drinc.ca.gov/DNN/Portals/0/SelfCert/6f1f6ec0-ce08-4d7e-8940-fffb82faa24a.xlsx
Uploaded Worksheet #2	
Uploaded Legal Document	
Uploaded Certification	http://drinc.ca.gov/DNN/Portals/0/SelfCert/8901270c-be52-40ca-b610-c80d7f6e3c7b.pdf
Uploaded Supporting Analysis & Calculations	http://drinc.ca.gov/DNN/Portals/0/SelfCert/b838359e-6336-4b31-be54-67ec98f09e83.xlsx

* A negative number indicates a surplus and the Conservation Standard is zero.

Certification of Self-Certified Conservation Standard

Certification of Self-Certified Conservation Standard

Recognizing persistent yet less severe drought conditions throughout California, on May 18, 2016, the State Water Board adopted an emergency water conservation regulation that replaces the February 2 emergency regulation. The May 2016 regulation requires locally developed conservation standards based upon each agency's specific circumstances. It replaces the prior percentage reduction-based water conservation standard with a localized "stress test" approach. Each water supplier is required to evaluate its supply portfolio and self-certify the accuracy of its information; the State Water Board assigns each supplier a mandatory conservation standard equal to the percentage deficiency the supplier identifies in its supply under certain specified assumptions. See this webpage [Water Conservation Portal](#) for more information on the May 2016 emergency regulation. The new conservation standards take effect in June and remain in effect until the end of January 2017.

Requirements:

The regulation requires individual urban water suppliers to conduct a stress test and self-certify the level of available water supplies they have assuming three additional dry years, as well as the level of conservation necessary to assure adequate supply over that time. Suppliers that would face a shortage after a third dry year are required to comply with a conservation standard equal to the amount of that shortage. Water supply reliability after the 2018-19 winter is calculated as follows:

- The supply projection for the next three years is based on **current supply conditions** plus an assumed three-year hydrology mirroring the 2012-13, 2013-14, and 2014-15 water years. (A water year runs from October 1 through September 30).
- No temporary change orders that increase the availability of water to any urban water supplier are issued in the next three years.
- Demand over that same period is based on each supplier's average total potable water production for calendar years 2013 and 2014.
- Suppliers factor into their calculations all of their water sources that are realistically capable of being treated to potable standard during the three-year projected period.
- Supplier's conservation standards are calculated as a percentage and rounded to the nearest whole percentage point.
- Suppliers self-certify accuracy of their conclusions and provide their analysis and supporting data to the State Water Board and at a publicly available website.
- The State Water Board posts information provided by suppliers on its website and assigns each supplier, as a mandatory conservation standard, reductions equal to the supplier's projected percentage deficiency in supply at the end of the third dry year.
- Wholesale water suppliers are required to make projections about how much water they would deliver to retail water suppliers under the three-dry-years scenario. While the wholesale suppliers may aggregate water supply production data for a region, they will need to assign how the water would be apportioned among retailer water suppliers that are its customers (e.g., using the same apportionments as in water years 2013, 2014, and 2015.)
- Additionally, if a wholesaler in a region, along with every one of its urban water supplier customers in that region all agree, in a legally binding document, those suppliers and wholesaler may submit an aggregate stress test and conservation standard. While the conservation standard would be in lieu of an individual conservation standard, the submittal shall include all the supporting documentation required of each retail supplier covered by the aggregated conservation standard for individualized self-certified conservation standards, and responsibility for compliance remains ultimately on the individual water suppliers.

Certification of Self-Certified Conservation Standard

Suppliers that do not submit a water reliability certification and supporting information retain their current conservation standard in almost all cases.

What to submit:

The online form, this certification form, and supporting data and analysis **must be submitted to the State Water Board by June 22, 2016**. Late submittals will not be reviewed. The online form is accessed at this link: <http://drinc.ca.gov/dnn/applications/publicwatersystems/waterreliabilitycertification.aspx>

Complete the online form, which includes a step to upload this signed certification form and supporting data and documents. The submittal includes:

1. **Worksheet:** *Worksheet 1 Total available water supply for individual water supplier or Worksheet 2 Calculation for Aggregated Self-Certification Conservation Standard*
2. **Supporting data and analysis:** Worksheet 1 will have a specific place for listing each type of supply that the supplier intends to use for each of the next three years. Suppliers will also be asked to provide an itemized list of these sources of supply, by type. For example, the form will have a place to record aggregate local surface water. This information must be itemized and show each individual local surface water source. Data can be provided in a separate document, if they do not fit on the online form and worksheet. Supporting documents that explain data and calculations, including assumptions, must be uploaded to the online form and should not exceed 10 pages.
3. **Certification Form:** the next page of this document must be signed and submitted **as part of the online form submittal. This form needs to be completed prior to completing and submitting the online form.**

Effective Date:

The State Water Board will review the data and supporting documentation reported by the supplier. The self-certified conservation standard becomes effective on June 1, 2016. (June potable water production reports are due by July 15, 2016 and this allows an effective date to occur prior to the submittal date.)

Certification of Self-Certified Conservation Standard


Certification of Self-Certified Conservation Standard Form

I hereby certify that: **Mid-Peninsula Water District**

1. I will oversee, review, and take full responsibility for the completeness and accuracy of all data submitted to the State Water Resources Control Board as part of the reporting required pursuant to California Code of Regulations, title 23, section 864.5, subdivisions (a)(3) and (h);
2. I have the authority to make the aforesaid certifications on behalf of

Mid-Peninsula Water District

I acknowledge that submitting any information required by California Code of Regulations, title 23, section 864.5, including this certification, that I know or should know to be materially false is a violation punishable by civil liability of up to five hundred dollars (\$500) for each day in which the violation occurs. Every day that the error goes uncorrected constitutes a separate violation. Civil liability for the violation is in addition to, and does not supersede or limit, any other remedies, civil or criminal.


Printed Name	Tammy A. Rudock
Title (General Manager or equivalent)	General Manager
Signature	
Date	06/20/16
Email Address	tammyr@midpeninsulawater.org
Phone Number	650-591-8941

Please print, sign and submit completed form and upload the form to this weblink (see Step 5 of the online form): <http://drinc.ca.gov/dnn/applications/publicwatersystems/waterreliabilitycertification.aspx>



San Francisco
Water Power Sewer
 Operator of the Hetch Hetchy Regional Water System

525 Golden Gate Avenue, 13th Floor
 San Francisco, CA 94102
 T 415.554.3155
 F 415.554.3161
 TTY 415.554.3488

TO: SFPUC Wholesale Customers 

FROM: Steven R. Ritchie, Assistant General Manager, Water

DATE: June 9, 2016

RE: State Water Resources Control Board Self-Certification of Supply Reliability for Three Additional Years of Drought and Update to Final Water Supply Availability Estimate

This memo provides the analysis to support the State Water Resources Control Board Self-Certification of Supply Reliability for Three Additional Years of Drought, and it also provides an update to the Final Water Supply Availability Estimate the SFPUC furnished to the Wholesale Customers on April 6, 2016.

On May 18, 2016, the State Water Resources Control Board adopted new standards for drought emergency water conservation regulation. The new standards require water utilities to conduct an analysis that demonstrates the utility is able to meet average annual 2013-2014 water demand under a repeat of the hydrology of water years 2013-2015. Attachment A provides the SFPUC's analysis. As shown in the attachment, the SFPUC would have sufficient supply to meet the average annual demand of 2013-2014 over the next three years with a repeat of water year 2013-2015 hydrology with no shortages necessary for any SFPUC customers (Table 1). Table 2 in the attachment provides the average annual 2013-2014 demand for each wholesale customer and thus, the water supply available to each customer for the next three years from the SFPUC regional water system under the State Board-required analysis. This analysis will be posted on the sfwater.org website by June 15, 2016.

While the SFPUC can meet the State Board requirements without requiring shortages, the SFPUC is requesting its customers maintain a 10% voluntary reduction from 2013 use. We make this request because the SFPUC Regional Water System storage will not fill at the end of the snowmelt period this year. In the event the next water year is dry, the SFPUC needs ample carryover storage to protect against additional water use reductions. Table 2 in the attachment provides 2013 water use for each Wholesale Customer for your reference.

Thank you for your ongoing efforts to conserve water. They've helped us to refill the system as we continue to recover from these years of drought.

cc.: Nicole Sandkulla, CEO/General Manager, BAWSCA

Attachment

- Edwin M. Lee
Mayor
- Francesca Vietor
President
- Anson Moran
Vice President
- Ann Moller Caen
Commissioner
- Vince Courtney
Commissioner
- Ike Kwon
Commissioner
- Harlan L. Kelly, Jr.
General Manager



Attachment A

Self-Certification of Supply Reliability for Three Additional Years of Drought

Calculation Notes

Purpose

The State Water Resources Control Board (SWRCB) adopted on May 18, 2016 a new statewide water conservation approach. The SFPUC needs to self-certify sufficient water supply assuming an average of calendar years 2013-2014 annual demand for wholesale and retail service areas and three more dry years like the ones recorded from water year 2013 through 2015. If a shortage exists at the end of the third year, the conservation standard would equal the amount of shortage. The conservation standard would apply from June 2016 through January 2017. The purpose of this document is to explain assumptions, approach used and findings.

Assumptions

- The Hetch Hetchy Regional Water System water supply reliability is assessed following the SWRCB Resolution no. 2016-0029.
- Hydrologic conditions are a repeat of water years 2013, 2014 and 2015 for the next three years. The SWRCB text proposes to use a repeat of precipitation totals. Instead, the analysis uses a repeat of annual flows.
- Total system delivery is the average of calendar years 2013 and 2014, which is 241 thousand acre-feet, TAF (215 million gallon per day, MGD). Data sources are the SWRCB Monthly Data Reporting for retail deliveries and Finance Sales Data for wholesale deliveries.
- Initial reservoir storages on October 1, 2016 are extracted from the Reservoir Operations Projections model using a median snowmelt runoff forecast and updated early May 2016. Total system storage is forecasted at 1,246 TAF. As a reference, total system storage was 1,095 TAF on October 1, 2013.

Approach

- The approach is a simple comparison of water available to SFPUC versus demand on an annual basis for the next three years (Table 1).
- The comparison includes system losses such as 1) evaporation, 2) mandatory and supplemental releases below Hetchy and Bay Area reservoirs.
- Even if reservoir inflows were very low in WY2013-2015, there was sufficient water available to SFPUC to operate the RWS including maximizing the use of Water Bank. In addition, forecasted storage conditions for October 2016 are similar to the ones in 2013. For those two reasons, it is assumed that SFPUC could repeat its operation assuming a repeat of WY2013-2015 and system simulation is not necessary to prove supply reliability.

Findings

- Available water supply is greater than demand for three additional years of drought. In the third year, available water supply is 982 TAF and the demand only 241 TAF (Table 1).
- Conservation standard for SFPUC service area mandated by the SWRCB is 0% reduction
- Projected supply available to SFPUC and each SFPUC wholesale customer under SWRCB assumptions equals the average of CY 2013 and 2014 demands (Table 2).

Table 1. SFPUC Water Supply Reliability for Three Additional Years of Drought

Total Potable Water Demand	Unit	Retail	Wholesale	Total
Potable Water Production in Calendar Year 2013	TAF	84.2	168.2	252.4
Potable Water Production in Calendar Year 2014	TAF	76.4	153.2	229.6
Average CY2013-2014	TAF			241.0

Total Available Supply	Unit	WY2017	WY2018	WY2019
		Repeat of 2013	Repeat of 2014	Repeat of 2015
Total System Storage on Oct 1	TAF	1,246	1,175	938
<u>Annual Inflows</u>				
Tuolumne River Water Available	TAF	182	34	50
Bay Area Reservoir Inflows	TAF	33	8	27
<u>Annual Evaporation</u>				
Tuolumne System Evaporation	TAF	23	17	12
Bay Area Evaporation	TAF	13	13	13
<u>Annual System Releases</u>				
Tuolumne Basin	TAF	4	4	4
Bay Area Reservoirs	TAF	5	5	5
Available Water Supply	TAF	1,416	1,179	982
Total Potable Water Demand	TAF	241.5	241.5	241.5
Total System Storage on Sep 30	TAF	1,175	937	739

Table 2. Volume of water available to SFPUC and each SFPUC Wholesale Customer under SWRCB assumptions

	CY 2013 Demand (MG)	CY 2014 Demand (MG)	CY 2013- 2014 Average Demand (MG)	Projected Supply Under SWRCB Methodology (MG)		
				WY 2017	WY 2018	WY 2019
Alameda County WD	3,187.3	3,947.1	3,567.2	3,567.2	3,567.2	3,567.2
Brisbane	151.2	108.6	129.9	129.9	129.9	129.9
Burlingame	1,601.9	1,321.3	1,461.6	1,461.6	1,461.6	1,461.6
Cal Water- Bear Gulch	4,602.5	4,341.0	4,471.8	4,471.8	4,471.8	4,471.8
Cal Water-San Carlos	1,405.0	1,249.4	1,327.2	1,327.2	1,327.2	1,327.2
Cal Water-San Mateo	3,827.5	3,660.5	3,744.0	3,744.0	3,744.0	3,744.0
Cal Water- SSF	2,425.0	2,242.2	2,333.6	2,333.6	2,333.6	2,333.6
Coastside County WD	682.4	644.8	663.6	663.6	663.6	663.6
Cordilleras MWA	2.0	1.8	1.9	1.9	1.9	1.9
Daly City	1,399.8	1,147.3	1,273.6	1,273.6	1,273.6	1,273.6
East Palo Alto	587.9	605.7	596.8	596.8	596.8	596.8
Estero MID	1,517.3	1,411.8	1,464.5	1,464.5	1,464.5	1,464.5
Guadalupe Valley MID	64.4	125.1	94.7	94.7	94.7	94.7
Hayward	5,713.9	5,099.9	5,406.9	5,406.9	5,406.9	5,406.9
Hillsborough	1,265.3	1,039.5	1,152.4	1,152.4	1,152.4	1,152.4
Menlo Park	1,343.9	1,016.9	1,180.4	1,180.4	1,180.4	1,180.4
Mid-Peninsula WD	1,113.7	963.9	1,038.8	1,038.8	1,038.8	1,038.8
Millbrae	798.2	740.6	769.4	769.4	769.4	769.4
Milpitas	2,421.8	2,113.0	2,267.4	2,267.4	2,267.4	2,267.4
Mountain View	3,393.6	2,920.6	3,157.1	3,157.1	3,157.1	3,157.1
North Coast County WD	1,040.5	1,026.7	1,033.6	1,033.6	1,033.6	1,033.6
Palo Alto	4,256.2	3,756.8	4,006.5	4,006.5	4,006.5	4,006.5
Purissima Hills WD	751.5	658.2	704.9	704.9	704.9	704.9
Redwood City	3,423.3	3,060.4	3,241.8	3,241.8	3,241.8	3,241.8
San Bruno	635.6	530.5	583.0	583.0	583.0	583.0
San Jose	1,662.8	1,668.0	1,665.4	1,665.4	1,665.4	1,665.4
Santa Clara	803.8	674.2	739.0	739.0	739.0	739.0
Sunnyvale	3,550.2	2,734.0	3,142.1	3,142.1	3,142.1	3,142.1
Stanford University	821.9	789.8	805.9	805.9	805.9	805.9
Westborough WD	331.2	292.2	311.7	311.7	311.7	311.7
Wholesale Total	54,782	49,892	52,337	52,337	52,337	52,337
SFPUC	27,429	25,235	26,332	26,332	26,332	26,332
Total	82,210	75,127	78,669	78,669	78,669	78,669
Total (in thousands of acre-feet)	252.4	230.6	241.5	241.5	241.5	241.5

Emergency Water Conservation Regulation Update

Office of Research, Planning, and Performance

July 6, 2016

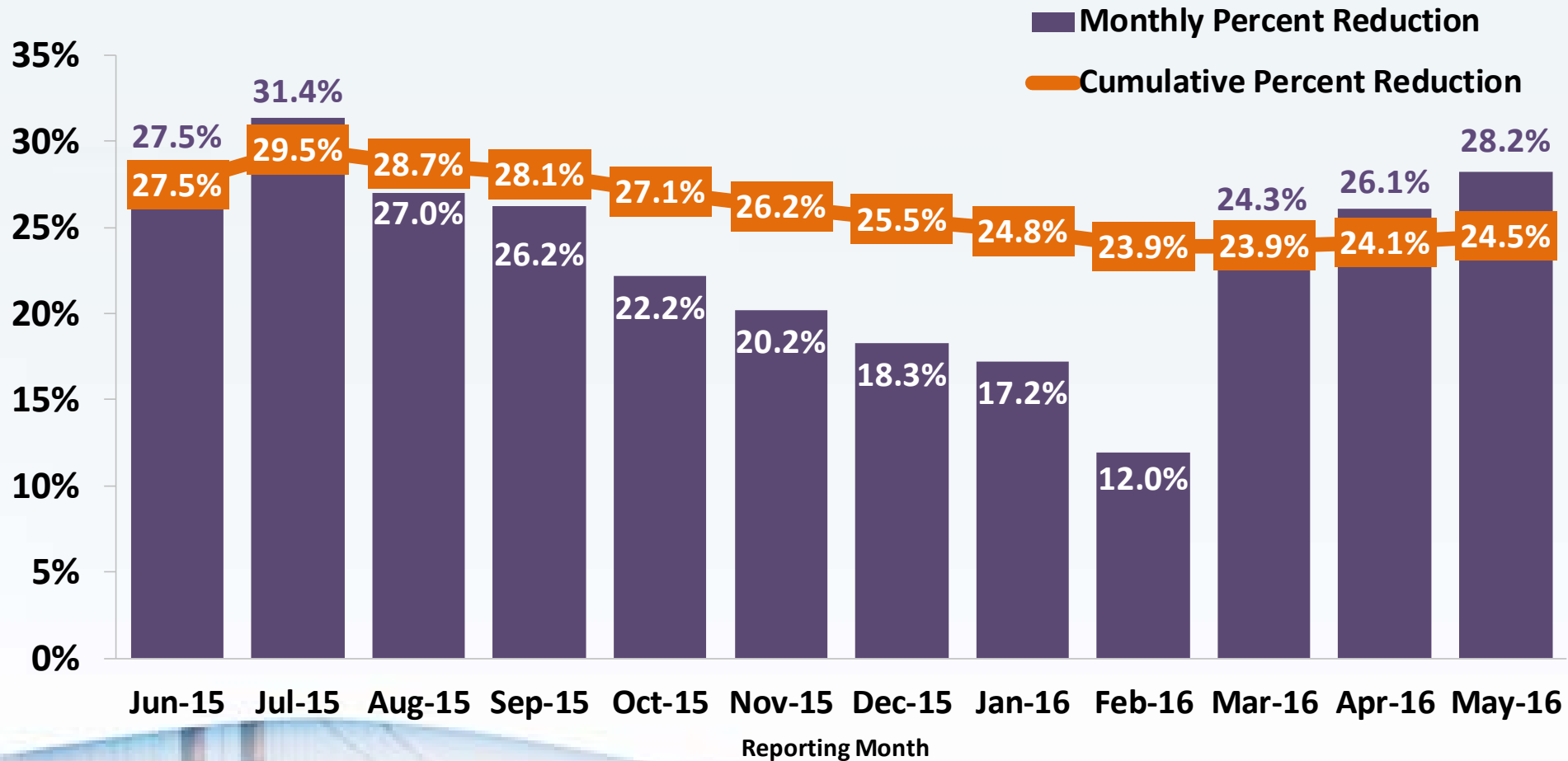


Status of Implementation

- Water production data collected from June 2014 through May 2016 (24 months)
- One full year with statewide urban water conservation requirements
- May 2016 savings 28.2 percent, and statewide 12-month cumulative savings 24.5 percent
- “Stress-test” conservation standards in effect June 1st

Statewide Water Production Percent Reduction

(Compared to 2013)



Average Statewide May 2016 R-GPCD = 87

Statewide Cumulative Savings

(June 2015 – May 2016)

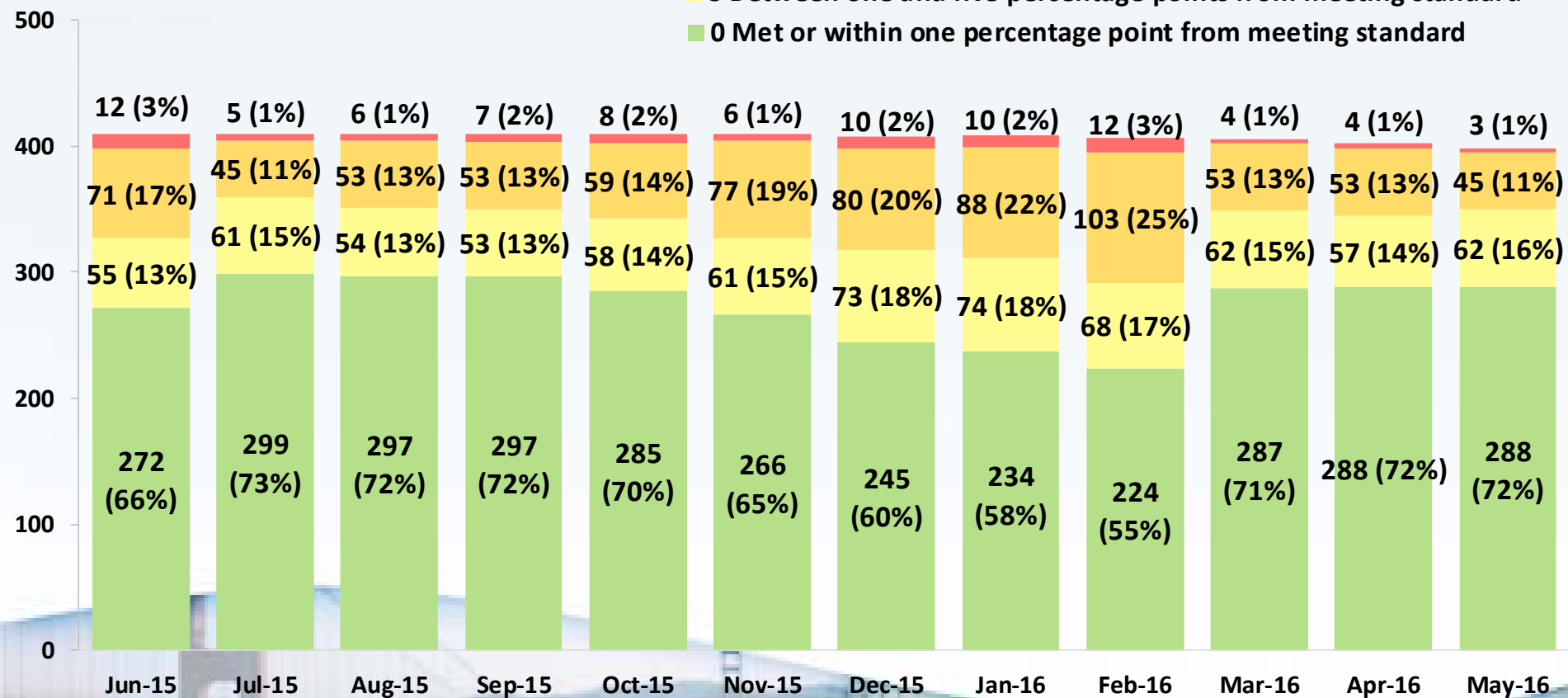
- 1,609,532 acre-feet (524.5 billion gallons) of water saved
- Savings is enough to provide 8 million Californians (21% of state population) with water for one year



Suppliers Reporting by Compliance Priorities

(June 2015 – May 2016)

- 1 Greater than 15 percentage points from meeting standard
- 2 Between five and 15 percentage points from meeting standard
- 3 Between one and five percentage points from meeting standard
- 0 Met or within one percentage point from meeting standard



Next Steps

- Conservation standards based on self-certification of supply effective June 1st
- Review of self-certifications is under way
- Continue to monitor conservation savings and water supply



**Save Our Water
and Our Trees!**

saveourwater.com/trees



Media Release

Statewide Water Conservation Grows to 28 Percent in May; Urban Water Suppliers ‘Stress Test’ Data Under Review

FOR IMMEDIATE RELEASE
July 6, 2016

Contact: George Kostyrko
george.kostyrko@waterboards.ca.gov

SACRAMENTO – The State Water Resources Control Board announced today that Californians reduced residential water use by 28 percent in May, compared with the same month in 2013. Cumulatively, local water suppliers have saved 1.6 million acre feet in the 12 months since mandatory conservation goals began – enough water to supply eight million people for a year.

“The phenomenal ongoing water conservation by state residents as we enter the hottest summer months clearly shows Californians understand we remain in stubborn drought conditions statewide and that saving water is just the smart thing to do,” said State Water Board Chair Felicia Marcus.

“Rain or shine, drought or no drought, state mandated target or not, Californians should keep conserving. While conditions improved for urban California’s water supply with the rain and snow we got last year, we are still largely in drought and saving water can extend urban water supplies off into the future if this next winter is dry again.”



Although new regulations taking effect in June give local water suppliers more autonomy to set their own conservation goals based on local supply conditions, the State Water Board said it expects suppliers to continue to make water conservation a top priority as California enters the summer months, when the opportunity for water savings is greatest.

Despite near average rainfall in much of Northern California this past winter, 60 percent of the state remains in severe or extreme drought. Groundwater basins and many reservoirs are badly depleted as the state’s drought grinds into a fifth year.

May Conservation Data

- Statewide water savings for May 2016 was 28.2 percent (176,947 acre feet or 57.7 billion gallons), an increase from April 2016’s savings of 26.1 percent. See fact sheet [here](#).



- Cumulatively, the statewide percent reduction for the twelve months from June 2015 to May 2016 was 24.5 percent, which equates to 1,609,532 acre-feet (524.5 billion gallons).
- The level of compliance also increased in May 2016, with 72 percent of suppliers meeting or within one percentage point of their conservation standards and 16 percent within five percentage points of the conservation standard.
- Statewide, average per capita water use (residential gallons per capita per day, or R-GPCD) for May 2016 was 86.8 gallons; up from 77 R-GPCD in April 2016 but below 87.6 R-GPCD reported for May 2015. [All May data can be found on this page.](#)

Revised Emergency Regulations

Starting in June, the State Water Board's recently updated [emergency water conservation regulations](#) give urban water agencies the ability to set their own conservation standards based on a "stress test" of supply reliability. Water suppliers must demonstrate that they have sufficient supplies to withstand three years of continuous drought or take additional measures that include mandatory conservation targets. The regulation is in effect through January 2017.

The deadline to submit the "stress test" results and three-year resiliency plans was June 22. While most urban water suppliers and wholesale water providers have submitted materials, the State Water Board staff is following up with a number of suppliers whose submissions appear incomplete or unclear. Once all of the submissions have been received and are complete, the State Water Board will make them publicly available.

While water suppliers may calculate lower conservation targets, the State Water Board expects that they will continue to promote and achieve water conservation and enforce prohibitions on wasting water first enacted in July 2014. Moreover, the Board is prepared to come back in early 2017 to develop new mandatory water restrictions if needed.

Permanent Ban on Wasting Water

The recently adopted regulation is part of a wider effort to build on short-term, emergency water restrictions to establish permanent conservation measures that improve long-term drought preparedness and eliminate the worst water-wasting practices. These actions will help achieve a top priority of the state's Water Action Plan: to "Make Conservation a California Way of Life."

In May, Governor Edmund G. Brown Jr. issued an [executive order](#) calling for new permanent water use efficiency targets for each urban water supplier and for strengthening local Water Shortage Contingency Plans. The local "stress test" data and three-year resiliency plans collected by the State Water Board will serve as a bridge to these actions and inform the development of new water use efficiency targets,

The State Water Board regulation also continues the statewide ban on specific wasteful uses, such as hosing off sidewalks, driveways and other hardscapes; washing cars with hoses not equipped with a shut-off nozzle; and watering lawns in a manner that causes runoff. Prohibitions also remain against homeowners associations or local governments taking action against homeowners who reduce or stop watering lawns.

Background

In his April 1, 2015 [Executive Order](#), Gov. Edmund G. Brown Jr. mandated a 25 percent water use reduction by users of urban water supplies across California. In May 2015, the State Water Board adopted an emergency regulation requiring a 25 percent reduction in overall potable urban water use statewide from June 2015 through February 2016.

On Feb. 2, 2016, based on Gov. Brown's [November 2015 Executive Order](#), the State Water Board approved an updated and extended emergency regulation. The extended regulation responded to calls for continuing the conservation structure that had spurred such dramatic savings while providing greater consideration of some factors that influence water use: climate, population growth and significant investments in new local, drought-resilient water supplies such as wastewater reuse and desalination.

On May 9, 2016, Governor Edmund G. Brown Jr. issued [Executive Order B-37-16](#), requiring the Board to adjust its emergency water conservation regulation through the end of January 2017 in recognition of the differing water supply conditions across the state and, separately, take action to make some of the requirements of the regulation permanent. The Board [adopted the revised regulation](#) on May 18.

Since June 2014, the State Water Board has been tracking water conservation for each of the state's larger urban water suppliers (those with more than 3,000 connections) on a monthly basis. Compliance with individual water supplier conservation requirements is based on cumulative savings. Cumulative tracking means that conservation savings will be added together from one month to the next and compared to the amount of water used during the same months in 2013.

California has been dealing with the effects of an unprecedented drought. To learn about all the actions the state has taken to manage our water system and cope with the impacts of the drought, visit [Drought.CA.Gov](#). Every Californian should take steps to conserve water. Find out how at [SaveOurWater.com](#). While saving water, it is important to properly water trees. Find out how at [www.saveourwater.com/trees](#). In addition to many effective local programs, state-funded turf removal and toilet replacement rebates are also available. Information and rebate applications can be found at: [www.saveourwaterrebates.com/](#).

###



TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager
DATE: July 28, 2016

OPERATIONS REPORT – June 2016

Projects:

- The Alameda de las Pulgas project was in full-swing during June. RJ Gordon, the contractor, started work within the first phase, which started at Arbor and went to Belle Monti. Point of interest - during the saw-cutting, the contractor ran into some asphalt that was 21-inches thick – very unusual. It took them about two weeks to get into a work rhythm and are progressing much better;
- Through June staff has installed a total of 508 AMI meters throughout Zone 1 with 6 left to fit. We continue to work with our customer's needs before and after the new meter is installed;
- AMI: staff investigated an increase in data consumption at the Upper Lock Avenue cellular repeat station, which gathers meter readings in the challenging San Juan Canyon area. The unit was removed from service and sent to Sensus for replacement. Staff will install the replacement unit;
- Staff met with SFPUC to discuss their planned water shutdown in August to carry out a warranty inspection of one of the tunnels crossing the bay. To prepare for their shutdown, we brought the empty Dekoven tank back into service to maximize storage and will be filling tanks completely. We want to see how many hours a full system will meet demand – first test was long July 4th weekend. Conservation is still on customers' minds;
- Working with SFPUC and John Davidson to create a message to broadcast and share with customers and stakeholders prior to the SFPUC shutdown in mid to late August;
- Received several components for a cloud-based SCADA system that District will be trying out as an alternative to conventional SCADA;
- Relocated fire hydrant and installed new service at 2828 Monte Cresta;
- Constructed service upgrade for 2204 Thurm;
- Constructed service for 1006 Muir Way;
- Coordinated with Safeway the meter change out which included a by-pass assembly;
- Dig-out and replaced meters at 1050 Ralston; and
- Installing meter station for a 12-unit apartment complex at 2177 Carlmont.

Maintenance:

- Responded to and completed 405, not an error, USA (underground service alerts) requests and identified infrastructure before digging in the streets or easements. PG&E looking to replace a lot of power poles, which is requiring investigatory efforts on many individual poles. Last month we marked 576 locations and an average month is closer to 140 requests;
- Addressed gate valve issue at 1103 North Road and replaced a leaking gate valve at Sharon and Coronet;
- Repaired hydrant hit by City street sweeper;
- Repaired service leak at 21 Waterloo;
- Continued to perform normal maintenance and exercised water system pressure regulating valves;
- Brought East Dekoven Tank back into service after contacting SWRCB and appropriately disinfecting. Preparing system for planned water outage by the SFPUC in August;
- Collected the typical forty-four water samples for bacteriological testing – all samples were normal and showed no signs of coliform bacteria;
- Water system dead-ends continue to be monitored for disinfectant residual, and where needed, we flowed water into landscapes, street sweepers or sewer flushing trucks versus monitoring for discharge into the storm water systems to improve water quality; and
- Monitoring for signs of nitrification within our tanks, sample stations and dead ends continues as a part of regular water quality monitoring.

System Repairs:

Location	Event	Material	Installation Date	Estimated Water Loss (Gals.)
21 Waterloo Ct.	Service Leak	Plastic	1969	Not known
2105 Arthur	Main Break	CIP	1956	8,100
616 Alameda	Service Leak	Copper	1953	Not known
732 Alameda	Hydrant Hit	CIP	1956	5,000

Development:

- Staff is currently working with developers on nine (9) development projects:
 - o 576-600 El Camino Real – currently reviewing their plans;
 - o 538 Harbor Blvd. – currently reviewing their plans;
 - o 6, 8, and 10 Davis Dr. – currently reviewing their plans;
 - o 400-490 El Camino Real – currently reviewing their plans;
 - o 700 Island Parkway – currently reviewing their plans;

- 750 Dartmouth – awaiting payment for installation;
- 1201 Shoreway Road – there is nothing to report out at this time;
- 1477 El Camino Real – currently reviewing their plans;
- 2204 Thurm – installation scheduled;
- 2177 Carlmont Avenue – installation scheduled;
- 1006 Muir Way – installation scheduled;
- 699 Ralston Ave – currently reviewing their plans; and
- 2828 Monte Cresta – installation scheduled.

Administration:

- Ops Staff meetings held during month;
- Several members of staff took vacation time during the month;
- Participated in Discussion with General Manager and District Engineer on the Hallmark Tanks Seismic Evaluation;
- Attended the SFPUC Wholesale Customer meeting;
- Met with Developer and PG&E to discuss relocation of power supply to the Davey Glenn Pressure Regulator Station;
- Held internal discussion regarding reply to water system related improvement plans proposed by 576-600 El Camino Real;
- Met on site with Sonitrol to discuss issues and ideas for main gate and further security of District office;
- Held meeting with SFPUC on site to learn more about their planned warranty inspection of Bay Tunnel and affect to our water supply at Tunnels for up to 3 days in August;
- Held an Ops Team Shop Clean-Up event;
- Participated during a Summer School visit from local school at District office; and
- Power use monitoring continues for pumping with positive energy savings results and cost reduction with no net effect on the operation of the water system.



TO: Board of Directors
 FROM: Candy Pina
 DATE: July 28, 2016

ADMINISTRATIVE SERVICES MANAGER’S REPORT

CONFERENCES, TRAINING, & MEETINGS:

- 1) Jeanette Kalabolas: 06/30/16 – “Save our Water” Public Education Campaign Webinar
- 2) Jeanette Kalabolas: 07/30/16 – Final UWMP “Go To” Meeting
- 3) Candy Pina: 07/06, 07/13, 07/20, 07/27/16 – Weekly Springbrook Update Meetings
- 4) Candy Pina: 07/11-14/16 – “Springbrook” On-site training
- 5) Laura Ravella: 07/12 & 07/14/16 – “Springbrook” On-site training
- 6) Misty Malczon: 07/13/16 – “Springbrook” On-site training
- 7) Jeanette Kalabolas: 07/14/16 – “Springbrook” On-site training
- 8) Jeanette Kalabolas: 07/21/16 – “Save our Water” Summer Programs Review Webinar
- 9) Misty Malczon/Candy Pina: 07/21/16 – Meeting with Wells Fargo Bank relationship managers
- 10) Jeanette Kalabolas: 07/27/16 – “National Night Out” Final Meeting

FINANCIAL REPORTING:

- 1) Schedule of Cash and Investments:

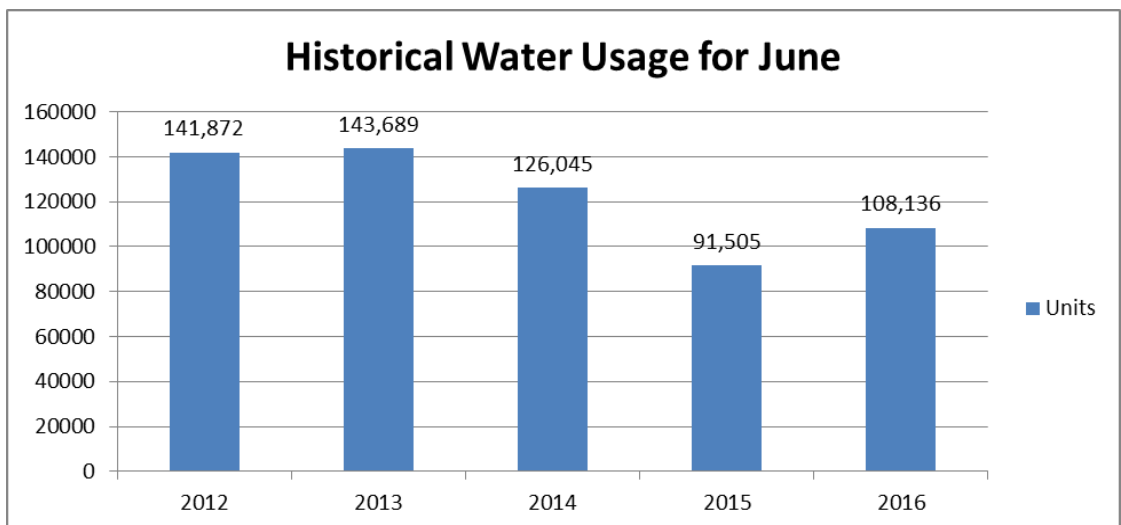
SCHEDULE OF CASH AND INVESTMENTS		
CASH ACCOUNT	BALANCE @ 06/30/16	BALANCE 07/20/16
PETTY CASH	400	400
CASH DRAWER	200	200
WELLS FARGO CHECKING	\$ 216,758	\$ 485,259
LAIF	\$ 4,049,652	\$ 4,049,652
TOTAL	\$ 4,267,010	\$ 4,535,511

Month End Balance of PARS/OPEB for May 2016 (June 2016 report not available): \$580,160.55. An overall increase in Net Earnings of \$2,299.59 was reported.

MPWD RESERVE FUNDS				
Reserve Account	Balance @ 06/30/2014	Balance @ 06/30/2015	Balance @ 06/30/2016	Budget for Reserve Policy
Capital Reserves	\$ 1,876,967	\$ 887,031	\$ 1,549,652	\$ 2,500,000
Emergency Reserves	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
Working Capital Reserves	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
TOTAL RESERVE FUNDS	\$ 4,376,967	\$ 3,387,031	\$ 4,049,652	\$ 5,000,000

2) Water Revenue Report:

WATER REVENUES for FISCAL YEAR 2015/2016					
Month	Total Units	Water Commodity Charges	Fixed System Charges	Total Water Revenues	Misc Rev
JUL	102,202	655,215.69	174,717.33	829,933.02	1,223.75
AUG	104,096	788,694.37	206,692.18	995,386.55	1,217.50
SEP	101,546	767,490.00	206,247.53	973,737.53	1,213.75
OCT	95,095	715,010.00	206,496.89	921,506.89	1,218.88
NOV	81,298	601,597.16	205,707.83	807,304.99	1,220.00
DEC	67,438	489,420.00	205,756.47	695,176.47	1,198.75
JAN	70,890	517,269.00	206,075.93	723,344.93	1,223.75
FEB	60,940	437,565.50	205,334.78	642,900.28	1,220.00
MAR	65,700	475,283.50	204,960.79	680,244.29	1,212.50
APR	73,821	539,336.50	205,461.34	744,797.84	1,226.25
MAY	85,446	634,665.50	205,421.33	840,086.83	1,237.50
JUN	108,136	823,105.00	205,530.61	1,028,635.61	1,238.75
TOTAL	1,016,608	7,444,652.22	2,438,403.01	9,883,055.23	14,651.38



3) **SPRINGBROOK PROGRESS:**

Carolyn Towles from Accela was at MPWD for 4 days of on-site training and brainstorming on processes, workflows, overviews on going live, etc. We will be going live the week of August 8th for financial reporting. The Utility Billing system is expected to go live in Jan/Feb 2017 (see chart below). We are on target and on budget.

SPRINGBROOK IMPLEMENTATION SCHEDULE - PRELIMINARY			
DATE		Task	Work Complete
Start	End		
4/11/2016	4/13/2016	Overview training for Finance - Billing System and Chart of Accounts	X
5/9/2016	5/13/2016	Finance Conversion - General Ledger and Accounts Payable data review	x
8/8/2016	8/12/2016	Finance Go Live	
8/22/2016	8/24/2016	Project Management Set-up and go-live	
9/21/2016	9/21/2016	Fixed Assets - Go Live	
9/26/2016	9/30/2016	Inventory Control - setups and go-live	
9/26/2016	9/27/2016	Bank Reconciliation Configuration and go-live	
1/11/2017	11/19/2017	Utility Billing Data Conversion	
2/13/2017	2/16/2017	License & Permits - Go Live Session	
2/27/2017	3/3/2017	Utility Billing - Go-Live Session	
3/6/2017	3/7/2017	Ancillaries - AR - setups	
3/6/2017	3/6/2017	Coding Accuracy Support System (CASS) Certification - Setup and Process Training	
3/20/2017	3/24/2017	Utility Billing - Post Go Live Refresher Training	

4) **TEAM BUILDING ACTIVITIES:**

Nothing to report (no birthdays to celebrate this month).



Pakpour Consulting Group, Inc.

MEMO

Agency: Mid-Peninsula Water District **Date:** July 18, 2016
Attn: Board of Directors
Project Name: Alameda de las Pulgas Water Main Replacement Project **Project No.:** 10012.15
Reference: Project Update and Progress Payment No. 1
From: Joubin Pakpour, P.E. – District Engineer *JP*

Construction Status

On April 28, 2016, the Mid-Peninsula Water District (District) awarded R.J. Gordon Construction, Inc. (RJG) the Alameda de las Pulgas Water Main Replacement Project. Two pre-construction meetings were held: one on May 20, 2016 with RJG and City of Belmont staff and the second on June 1, 2016 with RJG and the project stakeholders, (SamTrans, Police Department, US Postal Services, Fire Department, Recology, and City of Belmont). During both meetings a substantial amount of time was spent on the traffic control and road closure detour plans to ensure the City, RJG and all the project stakeholders were pleased with the detour routes and road closure durations. The Notice to Proceed was issued for June 6, 2016 under the stipulation the road will remain fully open until June 13, 2016.

As of July 18, 2016 approximately 1,200 LF (75%) of water main was installed along with 2 of the 5 fire hydrant assemblies and 29 of the 36 service connections. The water main installation was divided into two phases. The first phase (Arbor Avenue to Belle Monti Avenue) is partially completed and RJG conducted a successful 2-hour pressure test with minor water loss significantly under the allowable loss recommended by the American Water Work Association. Water main installation for the second phase (Notre Dame Avenue to Cipriani Boulevard) started Thursday, July 14, 2016 and it is anticipated to be ready for a pressure test no later than Friday, July 22, 2016.

District employee Michael Anderson is providing full-time, on-site inspection for this project. All work performed is in compliance with the project plans and specifications and District standards under Michael's observation.

RJG informed the public of the road closures and any impacts by installing two changeable message boards and placing "Road Closure Ahead", "Detour Ahead", and "Be Prepared to Stop" signs on both sides before the construction zones and along the detour routes. These signs help prepare the public to slow down, stop, and use the detour routes safely. There were no major traffic or safety issues to report.

Project Schedule

As July 18, 2016, remaining work includes approximately 25% of the water main, tie-ins, transferring service connections to the new water main and road restoration. Construction is slightly behind the original schedule however RJG is assigning more labors in an effort to make up time. RJG plans to have two crews with one crew working on finishing Phase I and the second crew continuing to install water main for Phase II. We anticipate finishing construction on time prior to the first day of school, August

25, 2016. We also received confirmation on July 19, 2016 from the City that RJG is permitted to extend road closures an additional hour by allowing them to start closures at 8:00 AM instead of 9:00 AM.

Change Orders

Enclosed, please find Change Order No. 1 for June 2016, which includes six items mostly due to unforeseen site conditions such as unexpected asphalt thickness and unknown/unmarked underground utilities. The total cost of Change order No.1 was \$7,877.00. This represents an approximate 1.3% increase in the original contract amount, well below the industry average of 10% change order for underground construction.

Request for Progress Payment No. 1

As of June 30, 2016, RJG completed 34% of the contractual work (**\$211,340.75**). Enclosed please find Progress Payment No. 1 due RJG for **\$200,773.75** value of work (minus 5 percent retention). The work performed to date has been satisfactory and payment is recommended.

	Current Month	Total	
Original Contract Amount		\$ 620,807.00	
Approved Change Orders	\$7,877.00	\$ 7,877.00	1.3%
Final Contract Amount		\$ 628,684.00	
Previously Paid		\$ 0.00	
Current Request (<i>Less Retention</i>)	\$ 200,773.75	\$ 200,773.75	
Retention	\$10,567.00	\$ 10,567.00	
Total Value of Work Completed	\$ 211,340.75	\$ 211,340.75	34%
Total Remaining on Contract		\$ 417,343.25	66%

Bid Item	Description	Original Contract Amount				Change Order			Revised Contract Amount			Earned This Period			Prior Billing			Total to Date		
		Unit	Unit Price	Qty.	Total Price	Qty.	Unit Price	Total Price	Qty.	Unit Price	Total Price	Qty.	Amount Earned	%	Qty.	Amount Earned	%	Qty.	Amount Earned	%
1	8-inch Class 350 DIP (Upper Alameda De Las Pulgas)	LF	\$ 199.00	1618	\$ 321,982.00	0	\$ 199.00	\$ -	1,618	\$ 199.00	\$ 321,982.00	650	\$ 129,350.00	40%	0	\$ -	0%	650	\$ 129,350.00	40%
2	8-inch Gate Valve	EA	\$ 1,750.00	16	\$ 28,000.00	0	\$ 1,750.00	\$ -	16	\$ 1,750.00	\$ 28,000.00	6	\$ 10,500.00	38%	0	\$ -	0%	6	\$ 10,500.00	38%
3	8-inch 45° and/or 90° bend (Vertical/Horizontal)	EA	\$ 550.00	11	\$ 6,050.00	0	\$ 550.00	\$ -	11	\$ 550.00	\$ 6,050.00	4	\$ 2,200.00	36%	0	\$ -	0%	4	\$ 2,200.00	36%
4	8-inch 22.5° and/or 11.25° Bend (Vertical/Horizontal)	EA	\$ 450.00	12	\$ 5,400.00	0	\$ 450.00	\$ -	12	\$ 450.00	\$ 5,400.00	4	\$ 1,800.00	33%	0	\$ -	0%	4	\$ 1,800.00	33%
5	6-inch 45° and/or 90° bend (Vertical/Horizontal)	EA	\$ 400.00	1	\$ 400.00	0	\$ 400.00	\$ -	1	\$ 400.00	\$ 400.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
6	6-inch 22.5° and/or 11.25° Bend (Vertical/Horizontal)	EA	\$ 350.00	1	\$ 350.00	0	\$ 350.00	\$ -	1	\$ 350.00	\$ 350.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
7	4-inch 45° and/or 90° bend (Vertical/Horizontal)	EA	\$ 290.00	4	\$ 1,160.00	0	\$ 290.00	\$ -	4	\$ 290.00	\$ 1,160.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
8	4-inch 22.5° and/or 11.25° Bend (Vertical/Horizontal)	EA	\$ 275.00	1	\$ 275.00	0	\$ 275.00	\$ -	1	\$ 275.00	\$ 275.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
9	6-inch Fire Hydrant Assembly	EA	\$ 9,950.00	5	\$ 49,750.00	0	\$ 9,950.00	\$ -	5	\$ 9,950.00	\$ 49,750.00	2	\$ 19,900.00	40%	0	\$ -	0%	2	\$ 19,900.00	40%
10	Fire Hydrant Bollard	EA	\$ 950.00	4	\$ 3,800.00	0	\$ 950.00	\$ -	4	\$ 950.00	\$ 3,800.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
11	4-inch Temporary MJ Cap at Lyon Avenue	LS	\$ 575.00	1	\$ 575.00	0	\$ 575.00	\$ -	1	\$ 575.00	\$ 575.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
12	8-inch MJ Cap at Mezes Avenue	LS	\$ 950.00	1	\$ 950.00	0	\$ 950.00	\$ -	1	\$ 950.00	\$ 950.00	2	\$ 1,900.00	200%	0	\$ -	0%	2	\$ 1,900.00	200%
13	1-inch Service Connection (Same General Location)	EA	\$ 4,015.00	2	\$ 8,030.00	0	\$ 4,015.00	\$ -	2	\$ 4,015.00	\$ 8,030.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
14	5/8-inch Service Connection (Same General Location)	EA	\$ 2,950.00	21	\$ 61,950.00	0	\$ 2,950.00	\$ -	21	\$ 2,950.00	\$ 61,950.00	7	\$ 20,650.00	33%	0	\$ -	0%	7	\$ 20,650.00	33%
15	5/8-inch Service Connection (Relocate)	EA	\$ 3,350.00	13	\$ 43,550.00	0	\$ 3,350.00	\$ -	13	\$ 3,350.00	\$ 43,550.00	3	\$ 10,050.00	23%	0	\$ -	0%	3	\$ 10,050.00	23%
16	Service Meter Retaining Wall	EA	\$ 5,500.00	1	\$ 5,500.00	0	\$ 5,500.00	\$ -	1	\$ 5,500.00	\$ 5,500.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
17	Abandon Existing Fire Hydrant Assembly	EA	\$ 1,365.00	2	\$ 2,730.00	0	\$ 1,365.00	\$ -	2	\$ 1,365.00	\$ 2,730.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
18	Removing Existing Fire Hydrant Assembly	EA	\$ 850.00	3	\$ 2,550.00	0	\$ 850.00	\$ -	3	\$ 850.00	\$ 2,550.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
19	Abandon Existing Gate Valve	EA	\$ 495.00	11	\$ 5,445.00	0	\$ 495.00	\$ -	11	\$ 495.00	\$ 5,445.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
20	Traffic Striping (Detail 21)	LF	\$ 2.10	1350	\$ 2,835.00	0	\$ 2.10	\$ -	1350	\$ 2.10	\$ 2,835.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
21	Pavement Marking (Stop Marking + Stop Bar)	EA	\$ 158.00	10	\$ 1,580.00	0	\$ 158.00	\$ -	10	\$ 158.00	\$ 1,580.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
22	Type II Slurry Seal	SF	\$ 0.99	43,000	\$ 42,570.00	0	\$ 0.99	\$ -	43,000	\$ 0.99	\$ 42,570.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
23	Traffic Control Plan	LS	\$ 9,375.00	1	\$ 9,375.00	0	\$ 9,375.00	\$ -	1	\$ 9,375.00	\$ 9,375.00	0.25	\$ 2,343.75	25%	0	\$ -	0%	0.25	\$ 2,343.75	25%
24	Water Pollution Control Plan	LS	\$ 7,500.00	1	\$ 7,500.00	0	\$ 7,500.00	\$ -	1	\$ 7,500.00	\$ 7,500.00	0.5	\$ 3,750.00	50%	0	\$ -	0%	0.5	\$ 3,750.00	50%
25	Street Sweeping	EA	\$ 340.00	25	\$ 8,500.00	0	\$ 340.00	\$ -	25	\$ 340.00	\$ 8,500.00	3	\$ 1,020.00	12%	0	\$ -	0%	3	\$ 1,020.00	12%
	Change Order No. 1					1	\$ 7,877.00	\$ 7,877.00	1	\$ 7,877.00	\$ 7,877.00	1	\$ 7,877.00	100%	0	\$ -	0%	1	\$ 7,877.00	100%
Contract Amount					\$620,807.00			\$7,877.00			\$628,684.00									
Amount Earned													\$211,340.75	34%		\$0.00	0%		\$211,340.75	34%
Retention (5%)													(\$10,567.00)						(\$10,567.00)	
Amount Due													\$200,773.75						\$200,773.75	
Amount Remaining on Contract																			\$417,343.25	66%

Prepared By

JP

Joubin Pakpour, P.E.

Amount Remaining on Contract	\$417,343.25	66%
Total Retention Being Held	(\$10,567.00)	
Total Pending Change Orders	\$ -	

**Mid-Peninsula Water District
Alameda de las Pulgas Water Main Replacement Project
Project No. 10012.15**

**Change Order No. 1
R.J. Gordon, Inc.
July 13, 2016**

Item No. 1 – Notice to Proceed Date

The Notice to Proceed (NTP) date was originally set for June 13, 2016 the last day of school. On May 20, 2016 R.J. Gordon Construction, Inc. (RJG), requested the NTP to be issued a week sooner so they can deliver equipment and materials to the site prior to start of the construction. In addition, the contractor wanted to install the traffic control signage before June 13, 2016 which showed the road closure. With the contract already reviewed by District Counsel and fully executed the District elected to issue the NTP for Monday, June 6, 2016 under the stipulation that the road will remain fully open until June 13, 2016 and added 5 working days to the project total working days of 50. The last day of construction will remain August 25, 2016.

Total Cost of Item No. 1	\$ 00.00
Total Increase of Working Days for Item No. 1	5 Day

Item No. 2 – Sawcutting Additional Asphalt Concrete Thickness (From Arbor Ave to Belle Monti Ave)

On June 13, 2016 the District was notified by RJG, the existing asphalt concrete (AC) along ADLP is thicker than 6-inches at several locations due to multiple street overlays. The AC thickness was reported to be between 6 to 21-inches.

The District negotiated and agreed to cover half of the cost of additional saw cutting which was required to cut and remove the additional thickness of the AC.

The work was performed on Time and Material (Force Account), with the District inspector on site. RJG total cost for work was reviewed and is in conformance to the project specifications per the attached RJG's Propose Change Orders dated June 13, thru 16, 2016.

Total Cost of Item No. 2	\$ 3,180.36
Total Increase of Working Days for Item No. 2	2.5 Day

Item No. 3 – Removing Concrete Block at the Intersection of Arbor Avenue and Alameda de las Pulgas (ADLP)

On June 14, 2016 RJG discovered a 5-foot long by 8-inch thick, concrete block under the existing AC at intersection of Arbor Avenue and ADLP. This block was located directly on top of new water main alignment. The District requested RJG to jack hammer and remove the concrete block.

The work was performed on Time and Material (Force Account), with the District inspector on site. RJG total cost for work was reviewed and is in conformance to the project specifications per the attached RJG's Propose Change Order dated June 14, 2016.

Total Cost of Item No. 3 **\$ 971.72**
Total Increase of Working Days for Item No. 3 **0.5 Day**

Item No. 4 – Unmarked Water Main

On June 16, 2016 RJG discovered the existing 8-inch water main at the intersection of Arbor Avenue and ADLP was approximately 3-feet closer to the new water main alignment from where it was originally marked. The District requested RJG to hand dig the section of the trench which was next to the existing water main and use offsets to go over the existing water mains concrete thrust block.

The work was performed on Time and Material (Force Account), with the District inspector on site. RJG total cost for work was reviewed and is in conformance to the project specifications per the attached RJG's Propose Change Order dated June 16, 2016.

Total Cost of Item No. 4 **\$ 533.65**
Total Increase of Working Days for Item No. 4 **0.5 Day**

Item No. 5 – Abandoned Gas Line

On June 17, and June 20, 2016, RJG discovered an unmarked 2-inch steel pipe on the side of the new water main trench. This pipe appeared to be an abandon gas line. RJG requested PG&E to verify the abandonment of the pipe. PG&E field crews responded but since it was not shown on their record maps they could not confirm if it was their abandoned facility. The District requested RJG to hand dig around the 2-inch pipe and not to use any heavy equipment such as an excavator, and leave it in place. After this event the Districts Operations Manager followed up with PG&E representative and on June 23, 2016 PG&E found a record of a 2-inch abandoned pipe along ALDP on one of their old maps. PG&E field crew drilled the pipe and verified its abandonment.

The work was performed on Time and Material (Force Account), with the District inspector on site. RJG total cost for work was reviewed and is in conformance to the project specifications per the attached RJG's Propose Change Order dated June 17, and 20, 2016.

Total Cost of Item No. 5 **\$ 2,338.76**
Total Increase of Working Days for Item No. 5 **1 Day**

Item No. 6 – Repair on Existing Blow-Off

On June 27, 2016 an existing unmarked and buried District's blow-off lateral was damaged during the saw-cut operation. The District requested RJG to repair the blow-off in place.

The work was performed on Time and Material (Force Account), with the District inspector on site. RJG total cost for work was reviewed and is in conformance to the project specifications per the attached RJG's Propose Change Order dated June 27, 2016.

Total Cost of Item No. 6 **\$ 852.51**
Total Increase of Working Days for Item No. 6 **0.5 Day**

Total Cost of Change Order No. 1 **\$ 7,877.00**
Overall Increase of Working Days for Change Order No. 1 - **10 Days**

Other Terms Remain in Effect

This Change Order No.1 fully resolves all cost and time issues related to the work described above, including any indirect effects or the effect of this Change Order on any other work performed by R.J. Gordon Construction, Inc. This Change Order does not modify or supersede any provision of the Contract, unless, and only to the extent, explicitly stated in this Change Order.

Signature Block

Prepared by:

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Pakpour Consulting Group

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District Inspector
Mid-Peninsula Water District

Reviewed and Approved by:

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Pakpour Consulting Group, Inc.

Reviewed and Approved by:

Tammy Rudock
General Manager
Mid-Peninsula Water District

Reviewed and Approved by:

John Johnson
President/CEO
R.J. Gordon Construction, Inc.

**Alameda de las Pulgas Water Main Replacement Project
Mid-Peninsula Water District, Belmont, CA
June 13 thru July 15, 2016**



June 13, 2016 - Saw-cut operation prior to start of the trenching



July 15, 2016 - Road closure (traffics were detoured round the construction zoon)

**Alameda de las Pulgas Water Main Replacement Project
Mid-Peninsula Water District, Belmont, CA
June 13 thru July 15, 2016**



June 16, 2016 - Installation of water main by Arbor Ave



June 16, 2016 - Installation of water service lines

**Alameda de las Pulgas Water Main Replacement Project
Mid-Peninsula Water District, Belmont, CA
June 13 thru July 15, 2016**



June 17, 2016 - Unexpected off-set was installed to move the water main away from the exiting utilities



June 20, 2016 - Water main installation (trenching)

Alameda de las Pulgas Water Main Replacement Project
Mid-Peninsula Water District, Belmont, CA
June 13 thru July 15, 2016



June 21, 2016 - Compaction



June 21, 2016 - Compaction

Alameda de las Pulgas Water Main Replacement Project
Mid-Peninsula Water District, Belmont, CA
June 13 thru July 15, 2016



June 23, 2016 - Water main installation under the existing trench drain



June 26, 2016 - 21" asphalt thickness at Mezes Ave

Alameda de las Pulgas Water Main Replacement Project
Mid-Peninsula Water District, Belmont, CA
June 13 thru July 15, 2016



July 07, 2016 - Water main installation (trenching by Sharon Ave)



July 12, 2016 - Temporary blow-off at end of the water main prior to tie-ins

**MID-PENINSULA WATER DISTRICT
BUDGET FOR YEAR 2015-2016
SUMMARY**

DESCRIPTION	APPROVED FY 2015-2016 BUDGET \$	ACTUAL 7/1/15 6/30/16	REMAINING BALANCE/ (OVER BUDGET)	Target YTD % 100.0%
				Y-T-D % OF BUDGET
OPERATING REVENUE				
WATER COMMODITY CHARGES	8,400,000	7,433,821	966,179	88.5%
FIXED SYSTEM CHARGES	2,443,780	2,452,298	(8,518)	100.3%
FIRE SERVICE CHARGES	14,400	14,650	(250)	101.7%
METER CHARGES	10,000	-	10,000	NA
SERVICE LINE & INSTALLATION CHARGES	25,000	113,439	(88,439)	453.8%
WATER SYSTEM CAPACITY CHARGES	200,000	90,625	109,375	45.3%
WATER DEMAND OFFSET CHARGES	10,000	13,793	(3,793)	137.9%
TEMP CONSTRUCTION CONNECTION CHARGES	10,000	-	10,000	NA
MISCELLANEOUS CHARGES	10,000	11,460	(1,460)	114.6%
INTEREST REVENUE - LAIF	10,000	14,847	(4,847)	148.5%
LEASE OF PHYSICAL PROPERTY	245,140	170,763	74,377	69.7%
PROPERTY TAX REVENUE	245,000	266,341	(21,341)	NA
TOTAL OPERATING REVENUE	11,623,320	10,582,037	1,041,283	91.0%
OPERATING EXPENDITURES				
SALARIES & WAGES	1,636,300	1,519,614	116,686	92.9%
PAYROLL TAXES & BENEFITS	1,140,017	1,056,090	83,927	92.6%
PURCHASED WATER	5,062,000	4,491,157	570,843	88.7%
OUTREACH & EDUCATION	130,000	118,406	11,594	91.1%
M&R - OPS SYSTEM	378,250	367,496	10,754	97.2%
M&R - FACILITIES & EQUIPMENT	129,700	134,261	(4,561)	103.5%
MAJOR MAINTENANCE	32,000	31,545	455	98.6%
OFFICE SUPPLIES & EQUIPMENT	317,125	257,379	59,747	81.2%
MEMBERSHIP & GOV FEES	210,900	180,815	30,085	85.7%
BAD DEBT & CLAIMS	37,000	8,888	28,112	24.0%
UTILITIES	322,281	267,479	54,802	83.0%
PROFESSIONAL SERVICES	562,484	539,375	23,109	95.9%
TRAINING/TRAVEL & RECRUITMENT	44,140	22,577	21,563	51.1%
RESTRICTED EARNINGS	(10,000)	(14,847)	4,847	148.5%
RESERVES	61,123	-	61,123	NA
DEPRECIATION	870,000	910,362	(40,362)	104.6%
TOTAL OPERATING EXPENDITURES	10,923,320	9,890,596	1,032,724	90.5%
OPERATING REVENUE LESS EXPENDITURES	700,000	691,441	8,559	98.8%
NET TRANSFERS TO CAPITAL	(700,000)	(691,441)	(8,559)	98.8%
NET RESULTS OF OPERATIONS	-	-	-	
OPERATING EXPENDITURES LESS DEPRECIATION	10,053,320	8,980,233	1,073,087	89.3%

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2015-2016
DETAILED**

Target YTD % 100.0%

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED FY 2015-2016 BUDGET \$	ACTUAL 7/1/2015 6/30/2016	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
4010	WATER COMMODITY CHARGES	8,400,000	7,433,821	966,179	88.5%
4020	FIXED SYSTEM CHARGES	2,443,780	2,452,298	(8,518)	100.3%
4030	FIRE SERVICE CHARGES	14,400	14,650	(250)	101.7%
4040	METER CHARGES	10,000	-	10,000	NA
4050	SERVICE LINE & INSTALLATION CHARGES (A) (B)	25,000	113,439	(88,439)	453.8%
4060	WATER SYSTEM CAPACITY CHARGES (C)	200,000	90,625	109,375	45.3%
4070	WATER DEMAND OFFSET CHARGES (D)	10,000	13,793	(3,793)	137.9%
4080	TEMPORARY CONSTRUCTION CONNECTION CHGS	10,000	-	10,000	NA
4090	MISCELLANEOUS REVENUES	10,000	11,460	(1,460)	114.6%
4000	TOTAL WATER AND FEE CHARGES	<u>11,123,180</u>	<u>10,130,086</u>	<u>993,094</u>	91.1%
4102	Interest Revenue- LAIF	10,000	14,847	(4,847)	148.5%
4100	INTEREST REVENUE	<u>10,000</u>	<u>14,847</u>	<u>(4,847)</u>	148.5%
4201	Lease of Physical Property (E)	245,140	170,763	74,377	69.7%
4202	Property Tax Revenue	245,000	266,341	(21,341)	108.7%
4200	OTHER REVENUE	<u>490,140</u>	<u>437,104</u>	<u>53,036</u>	89.2%
4000	TOTAL OPERATING REVENUE	<u>11,623,320</u>	<u>10,582,037</u>	<u>1,041,283</u>	91.0%
6011	Salaries & Wages	1,546,900	1,450,321	96,579	93.8%
6012	Director Compensation	11,000	7,600	3,400	69.1%
6017	Capital Salaries & Wages	-	94,334	(94,334)	NA
6010	GROSS REGULAR WAGES	<u>1,557,900</u>	<u>1,552,255</u>	<u>5,645</u>	99.6%
6017	CAPITAL SALARY & WAGES reversed	-	(94,334)	94,334	N/A
6021	Overtime Labor	43,300	27,979	15,321	64.6%
6022	Standby Labor	35,100	33,715	1,385	96.1%
6020	SUB-TOTAL SALARY & WAGES	<u>1,636,300</u>	<u>1,519,614</u>	<u>116,686</u>	92.9%
6031	FICA/Medicare PR Tax	126,477	106,709	19,768	84.4%
6038	ACWA Health Care	310,272	301,917	8,355	97.3%
6039	ACWA Dental	29,991	25,645	4,346	85.5%
6040	ACWA Vision	4,223	4,293	(70)	101.7%
6041	ACWA Life/AD&D	4,035	4,164	(129)	103.2%
6042	Standard LDL/SDL Disability	9,953	8,781	1,172	88.2%
6043	Workers' Comp Insurance	156 48,000	35,976	12,024	74.9%

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2015-2016
DETAILED**

Target YTD % 100.0%

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED FY 2015-2016 BUDGET \$	ACTUAL 7/1/2015 6/30/2016	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
6044	Unemployment	1,000	-	1,000	NA
6045	CALPERS Retirement - ER 2%@55	245,706	197,456	48,250	80.4%
6054	CAPITAL PAYROLL TAXES & BENEFITS	-	48,268	(48,268)	N/A
6046	Retirees' ACWA Health Care	54,400	59,261	(4,861)	108.9%
6047	Directors' ACWA Health Care	105,060	106,223	(1,163)	101.1%
6049	Medical Reimbursement	2,500	541	1,959	21.7%
6050	Employee Service Recognition (F)	7,000	9,050	(2,050)	129.3%
6051	Safety Incentive Program	7,200	7,200	-	100.0%
6052	Uniforms (G)	24,000	26,673	(2,673)	111.1%
6053	PARS OPEB Expense	160,200	162,200	(2,000)	101.2%
6030	SUB-TOTAL PAYROLL TAXES & BENEFITS	1,140,017	1,104,358	35,659	96.9%
6054	CAPITAL PAYROLL TAXES & BENEFITS	-	(48,268)	48,268	N/A
6000	PERSONNEL COSTS	2,776,317	2,575,704	200,613	92.8%
6101	SFPUC Treated Water	4,600,000	3,951,422	648,578	85.9%
6102	BAWSCA (Debt Service Surcharges)	462,000	461,256	744	99.8%
6103	Rates Stabilization	-	-	-	NA
6104	SFPUC Water Service Charge	-	78,478	(78,478)	N/A
6100	PURCHASED WATER	5,062,000	4,491,157	570,843	88.7%
6301	Water Conservation Program	7,000	4,541	2,459	64.9%
6302	School Conservation Program (H)	7,000	24,403	(17,403)	348.6%
6303	Public Outreach & Education (I)	25,000	32,208	(7,208)	128.8%
6305	HET Rebates	24,000	12,492	11,508	52.0%
6306	Washing Machine Rebates	25,000	13,447	11,553	53.8%
6307	Lawn-Be-Gone Rebates	37,000	30,602	6,398	82.7%
6308	Rain Barrel Rebates	5,000	712	4,288	14.2%
6304	TOTAL WATER CONSERVATION REBATES	91,000	57,254	33,746	62.9%
6300	OUTREACH/EDUCATION	130,000	118,406	11,594	91.1%
6401	Water Quality	65,000	45,930	19,070	70.7%
6402	Pumping	25,750	30,015	(4,265)	116.6%
6403	Storage Tanks	5,150	2,710	2,440	52.6%
6404	Mains/Distribution	154,500	109,415	45,085	70.8%
640401	Mains/Distribution (J)	-	80,217	(80,217)	NA
6405	Meters & Service	77,250	53,323	23,927	69.0%
640501	Meters & Service (J)	-	1,265	(1,265)	NA
6406	Fire Hydrants	30,000	18,378	11,622	61.3%
640601	Fire Hydrants (J)	-	11,848	(11,848)	NA
6407	Regulator Stations	10,300	9,305	995	90.3%
6408	Safety	10,300	4,286	6,014	41.6%
6409	SCADA Maintenance	-	801	(801)	NA
6400	M&R - OPS SYSTEMS	378,250	367,496	10,754	97.2%
6501	M&R-Buildings&Grounds	71,000	68,020	2,980	95.8%
6502	M&R- Equipment&Tools	20,600	17,596	3,004	85.4%

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2015-2016
DETAILED**

Target YTD % 100.0%

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED FY 2015-2016 BUDGET \$	ACTUAL 7/1/2015 6/30/2016	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
6503	M&R- Vehicles & Large Equipment (K)	10,300	26,475	(16,175)	257.0%
6504	M&R - Fuel	27,800	22,170	5,630	79.7%
6500	M&R - FACILITIES & EQUIPMENT	129,700	134,261	(4,561)	103.5%
6601	Cathodic Protection Survey	-	700	(700)	NA
6602	Leak Detection Survey	32,000	30,845	1,155	NA
6600	MAJOR MAINTENANCE	32,000	31,545	455	98.6%
6701	Office Supplies	17,300	15,953	1,347	92.2%
6702	Insurance- Liability/Vehicles	85,000	65,516	19,484	77.1%
6703	Postage	3,150	1,417	1,733	45.0%
6704	Printing/Printing Supplies	12,710	12,693	17	99.9%
6705	Equipment Services/Maintenance	55,000	33,710	21,290	61.3%
6706	Computer Supplies & Upgrades	11,330	10,819	511	95.5%
6707	Security & Safety	10,450	1,065	9,385	10.2%
6708	Other Fees	546	16	530	2.9%
6709	Customer Credit Card Svs Fees	121,639	116,189	5,450	95.5%
6700	OFFICE SUPPLIES & EQUIP	317,125	257,379	59,747	81.2%
6801	Dues & Publications	38,200	34,240	3,960	89.6%
6802	Gov't Fees & Licenses	71,000	51,233	19,767	72.2%
6803	BAWSCA Membership Assessments	66,800	67,742	(942)	101.4%
6804	Env Health - Cross Connection Inspection	29,900	27,600	2,300	92.3%
6805	Software License	5,000	-	5,000	NA
6800	MEMBERSHIP & GOV FEES	210,900	180,815	30,085	85.7%
6901	Bad Debt	7,000	4,901	2,099	70.0%
6902	Claims	30,000	3,987	26,013	13.3%
6900	BAD DEBT & CLAIMS	37,000	8,888	28,112	24.0%
7001	Utilities-Internet/Cable (L)	7,244	9,365	(2,121)	129.3%
7002	Utilities-Cellular Telephones (M)	11,500	14,187	(2,687)	123.4%
7003	Utilities-Electric-Pumping	255,834	197,246	58,589	77.1%
7004	Utilities-Electric-Bldgs&Grounds	23,401	22,458	943	96.0%
7005	Utilities-Telephones	17,092	17,702	(610)	103.6%
7006	Utilities-Sewer - NPDES	7,210	6,521	689	90.4%
7000	UTILITIES	322,281	267,479	54,802	83.0%
7101	Prof Serv - District Counsel	98,000	100,903	(2,903)	103.0%
7102	Prof Serv - District Engineer	151,000	133,144	17,856	88.2%
7103	Prof Serv - IT	19,193	20,669	(1,476)	107.7%
7104	Prof Serv- Annual Finance Audit	20,000	18,600	1,400	93.0%
7105	Prof Serv - Mngmt Consult	-	-	-	NA
7106	Prof Serv- Accounting & Payroll	21,010	18,995	2,015	90.4%
7107	Prof Serv- Customer Billing	70,040	72,695	(2,655)	103.8%
7108	Prof Serv - Answering Svs	4,223	25	4,198	0.6%
7110	Prof Serv - Miscellaneous	175,418	170,744	4,674	97.3%

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2015-2016
DETAILED**

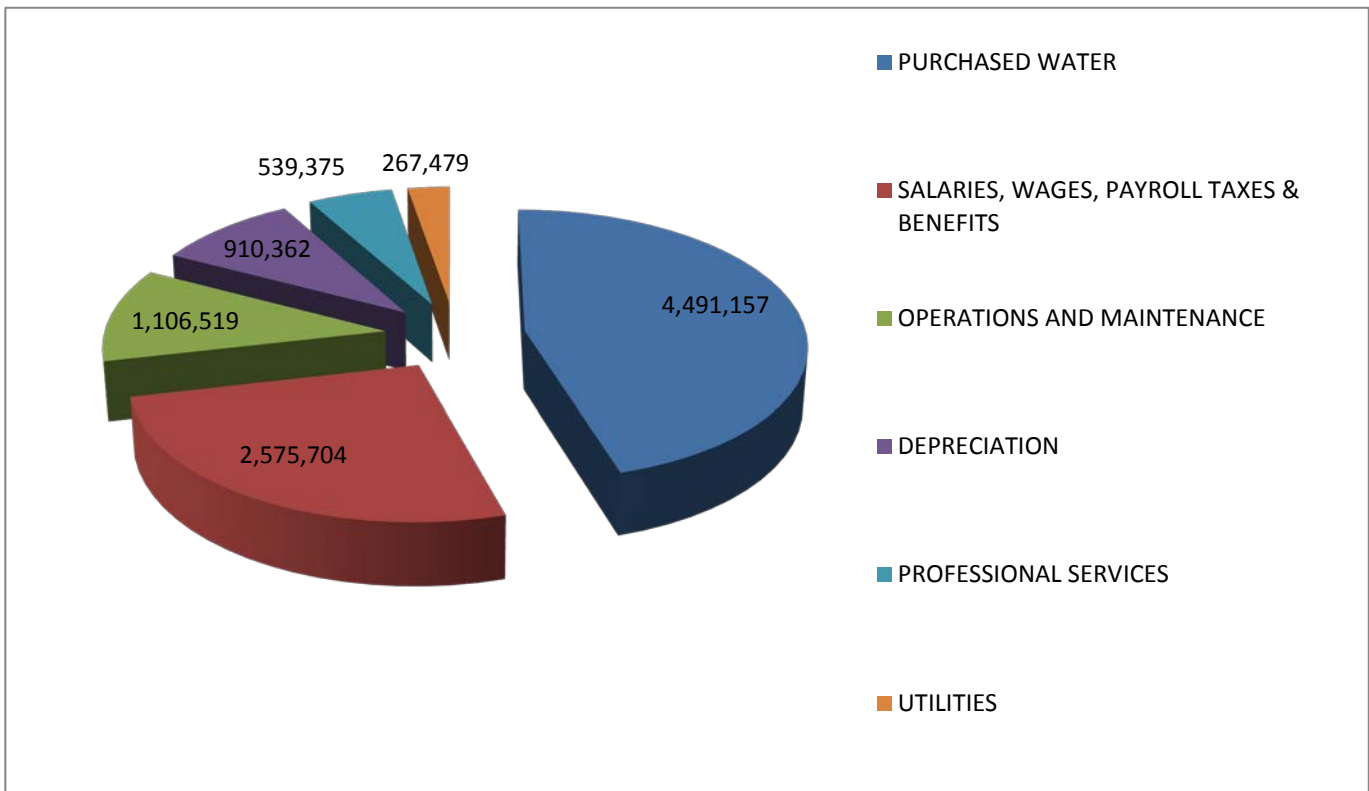
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED FY 2015-2016 BUDGET \$	ACTUAL 7/1/2015 6/30/2016	REMAINING BALANCE/ (OVER BUDGET)	Target YTD % 100.0% Y-T-D % OF BUDGET
7111	Prof Serv - District Treasurer	3,600	3,600	-	100.0%
7100	PROFESSIONAL SERVICES	562,484	539,375	23,109	95.9%
7201	Director Travel	6,180	1,768	4,412	28.6%
7202	Director Expense	2,060	87	1,973	4.2%
7203	Elections	5,000	-	5,000	NA
7204	Employee Travel/Training	25,750	14,906	10,844	57.9%
7205	Meetings Expense (N)	5,150	5,815	(665)	112.9%
7200	TRAINING & TRAVEL	44,140	22,577	21,563	51.1%
7302	Restricted Earnings Expense - Interest LAIF	(10,000)	(14,847)	4,847	148.5%
7300	RESTRICTED EARNINGS EXPENSE	(10,000)	(14,847)	4,847	148.5%
8001	Working Reserves: Capital	-	-	-	NA
8002	Working Reserves: Operating	61,123	-	61,123	NA
8000	RESERVES	61,123	-	61,123	NA
9010	DEPRECIATION	870,000	910,362	(40,362)	104.6%
SUB-TOTAL - OPERATING EXPENSES		8,147,003	7,314,891	832,112	89.8%
TOTAL OPERATING EXPENSES		10,923,320	9,890,596	1,032,724	90.5%
NET OPERATING SURPLUS/(LOSS) TRANSFER TO CAPITAL		700,000	691,441	8,559	98.8%

- (A) Contributed Capital Income from customers upgrading service lines.
- (B) Deferred Revenue totaling \$91,135 to be recognized at job completion.
- (C) Deferred Revenue totaling \$192,500 to be recognized at job completion..
- (D) Deferred Revenue totaling \$24,897 to be recognized at job completion.
- (E) Lost Cellular Lease and Property Lease.
- (F) Employee Recognition Dinner including gifts totaled \$5,004.
- (G) Annual work boots purchased for Operations staff \$2,215.
- (H) BAWSCA WaterWise Educational Kits totaling \$15,843.
- (I) Purchased promotional items and kids for program totaling \$8,465.
- (J) Inventory purchased in prior years being expensed in current year (expensing per policy items over \$5,000).
- (K) Maintenance on fleet vehicle totaling \$4,999.
- (L) Installation charges switching from AT&T to Comcast totaling \$564.
- (M) Upgraded cell phones totaling \$1,533.
- (N) "State of the District" Address costs \$745.

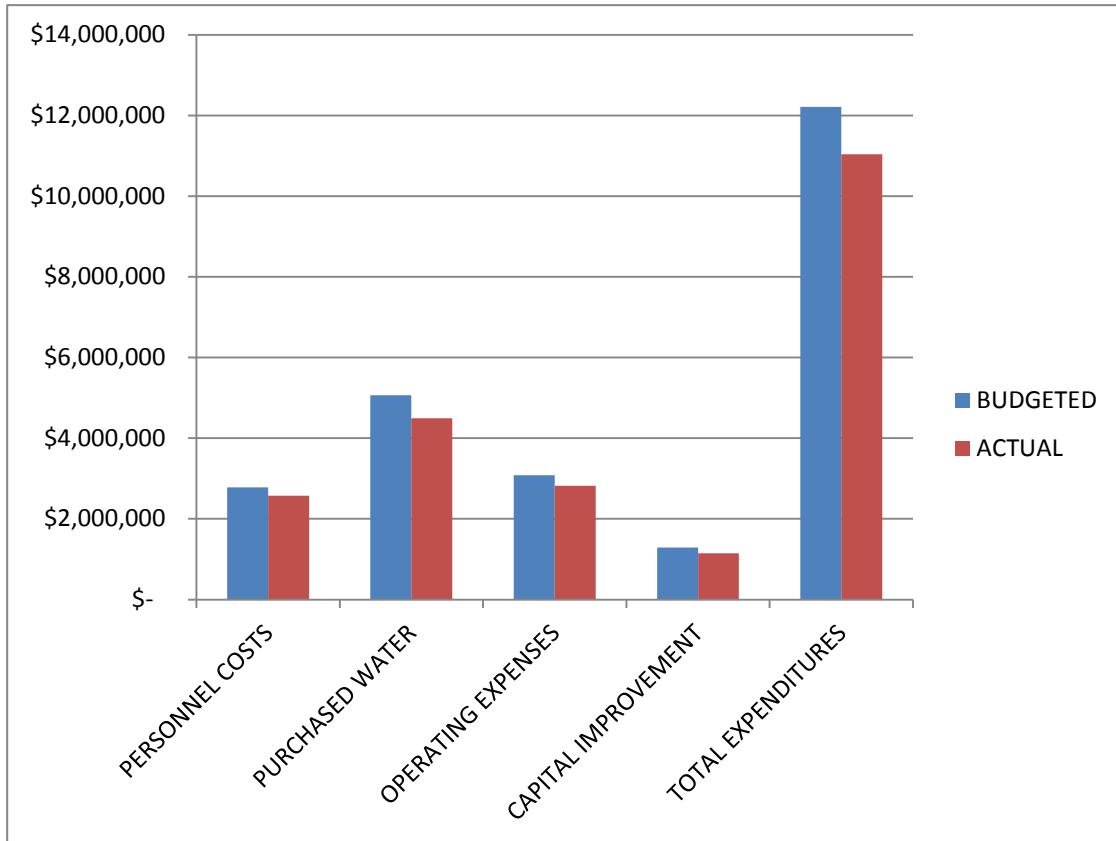
**MID-PENINSULA WATER DISTRICT
ACTUAL OPERATING EXPENDITURES SUMMARY**

Jun-16

OPERATING EXPENDITURES	ACTUAL \$	% OF TOTAL
PURCHASED WATER	4,491,157	45.4%
SALARIES, WAGES, PAYROLL TAXES & BENEFITS	2,575,704	26.0%
OPERATIONS AND MAINTENANCE	1,106,519	11.2%
DEPRECIATION	910,362	9.2%
PROFESSIONAL SERVICES	539,375	5.5%
UTILITIES	267,479	2.7%
TOTAL OPERATING EXPENDITURES	9,890,596	100%



2014/2015 BUDGET vs ACTUAL TOTAL EXPENDITURES Jun-16



	BUDGETED	ACTUAL	BUDGETED % OF TOTAL	ACTUAL % OF TOTAL
TOTAL EXPENDITURES				
PERSONNEL COSTS	\$ 2,776,317	\$ 2,575,704	23%	23%
PURCHASED WATER	\$ 5,062,000	\$ 4,491,157	41%	41%
OPERATING EXPENSES	\$ 3,085,003	\$ 2,823,735	25%	26%
CAPITAL IMPROVEMENT	\$ 1,292,000	\$ 1,147,028	11%	10%
TOTAL EXPENDITURES	\$ 12,215,320	\$ 11,037,623	100%	100%

**MID-PENINSULA WATER DISTRICT
BUDGET FOR FY 2015-2016
CAPITAL OUTLAY/CAPITAL PROJECTS**

DESCRIPTION	APPROVED	ACTUAL	REMAINING	Target YTD %
	AMENDED FY 2015-2016 BUDGET \$			7/1/2015 6/30/2016
CAPITAL IMPROVEMENTS - WORK IN PROCESS (WIP)				
AMI Meter Change Out Program (A)	400,000	456,819	(56,819)	114.2%
Karen Road Water Main Replacement - CIP	100,000	32,322	67,678	32.3%
Hallmark Tank Structural and Seismic Retrofit - CIP	55,000	41,068	13,932	74.7%
Dekoven Tanks Structural and Seismic Retrofit - CIP	55,000	51,157	3,843	93.0%
Folger Pump Station Demolition - CIP	50,000	24,963	25,037	49.9%
Buckland Tank Replacement Project - CIP	46,000	26,689	19,311	58.0%
Alameda de las Pulgas Water Main Replacement Project - CIP (B)	30,000	104,055	(74,055)	346.8%
CAPITAL IMPROVEMENTS - WIP TOTAL	736,000	737,073	(1,073)	100.1%
CAPITAL OUTLAY				
SCADA Replacement Project	41,000	22,552	18,448	55.0%
Financial Management System (FMS) - Comprehensive Replacement	145,000	60,634	84,366	41.8%
Fleet Replacement: Vehicles in Operations	125,000	107,985	17,015	86.4%
Implementation of Sensus Consumer Portal	70,000	-	70,000	0.0%
Tunnels Motor Emergency Replacement	60,000	-	60,000	0.0%
Dairy Lane Wiring/Cabling	40,000	44,331	(4,331)	110.8%
Replacement Printer/Copier/Scanner	25,000	21,289	3,711	85.2%
Miscellaneous Capital Outlay/Projects ©	50,000	153,164	(103,164)	306.3%
CAPITAL OUTLAY TOTAL	556,000	409,954	146,046	73.7%
CAPITAL IMPROVEMENTS & CAPITAL OUTLAY TOTAL	1,292,000	1,147,028	144,972	88.8%
DEPRECIATION	870,000	910,362	(40,362)	104.6%
TRANSFER FROM OPS	700,000	691,441	8,559	98.8%
TRANSFER (TO)/FROM CAPITAL RESERVES	(278,000)	(454,776)	176,776	163.6%
CAPITAL OUTLAY/CAPITAL PROJECTS	(1,292,000)	(1,147,028)	(144,972)	88.8%
NET RESULTS OF CAPITAL	-	(0.00)	0	N/A

(A) Included within the Operations Account number 6017.

(B) Potholing and engineering services.

(C) AMI New Meter Installations of \$114,647.68 which were paid for by the ~~162~~ ¹⁶²mer.

**MID-PENINSULA WATER DISTRICT
CONDENSED BALANCE SHEET
PREVIOUS YEAR COMPARISON**

	Apr 30, 16	Apr 30, 15	\$ Change	% Change
ASSETS				
CURRENT ASSETS				
Total Checking/Savings	4,265,885.00	3,582,733.60	683,151.40	19.07%
Total Accounts Receivable	984,659.71	691,445.19	293,214.52	42.41%
Other Current Assets				
Inventory (A)	0.00	177,209.50	-177,209.50	-100.0%
Other Current Assets	245,084.41	123,623.82	121,460.59	98.25%
Total Other Current Assets	245,084.41	300,833.32	-55,748.91	-18.53%
TOTAL CURRENT ASSETS	5,495,629.12	4,575,012.11	920,617.01	20.12%
FIXED ASSETS				
Fixed Assets	41,993,180.71	41,128,059.39	865,121.32	2.1%
Accumulated Depreciation	-25,764,091.97	-24,853,729.80	-910,362.17	-3.66%
Construction in Progress	356,494.03	74,587.48	281,906.55	377.95%
TOTAL FIXED ASSETS	16,585,582.77	16,348,917.07	236,665.70	1.45%
TOTAL OTHER ASSETS (B)	198,895.55	198,895.55	0.00	0.0%
TOTAL ASSETS	22,280,107.44	21,122,824.73	1,157,282.71	5.48%
LIABILITIES & EQUITY				
LIABILITIES				
CURRENT LIABILITIES				
Total Accounts Payable	205,872.21	185,506.93	20,365.28	10.98%
Total Other Current Liabilities (B)	1,035,111.47	574,788.12	460,323.35	80.09%
TOTAL CURRENT LIABILITIES	1,240,983.68	760,295.05	480,688.63	63.22%
TOTAL LONG TERM LIABILITIES (B)	1,118,234.00	1,118,234.00	0.00	0.0%
TOTAL LIABILITIES	2,359,217.68	1,878,529.05	480,688.63	25.59%
EQUITY				
3000 - Opening Bal Equity	144.00	144.00	0.00	0.0%
3800 - RESERVES *	4,049,651.92	3,387,030.52	662,621.40	19.56%
3940 - Fund Balance Invest in Ut Plant	16,585,582.77	16,333,074.57	252,508.20	1.55%
Net Assets (B)	-714,488.93	-475,953.41	-238,535.52	-50.12%
TOTAL EQUITY	19,920,889.76	19,244,295.68	676,594.08	3.52%
TOTAL LIABILITIES & EQUITY	22,280,107.44	21,122,824.73	1,157,282.71	5.48%
	Balance @	Balance @	Balance @	Budget for
	Jun 2014	Jun 2015	Jun 2016	Reserve
* RESERVES				Policy
Capital Reserves	1,876,967	887,031	1,549,652	2,500,000
Emergency Reserves	2,000,000	2,000,000	2,000,000	2,000,000
Working Capital Reserves	500,000	500,000	500,000	500,000
TOTAL RESERVE FUNDS	4,376,967	3,387,031	4,049,652	5,000,000

(A) Change in Capitalization/Inventory Policy. Inventory less than \$5,000 are expensed.

(B) CalPERS Net Pension Liability - GASB 68 requirement.

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

	<u>Jul '15 - Jun 16</u>	<u>Jul '14 - Jun 15</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
4000 · OPERATING REVENUE	10,129,685.77	9,458,305.11	671,380.66	7.1%
4100 · INTEREST INCOME	14,847.28	9,751.21	5,096.07	52.26%
4200 · OTHER INCOME	437,503.85	454,277.97	-16,774.12	-3.69%
Total Income	<u>10,582,036.90</u>	<u>9,922,334.29</u>	<u>659,702.61</u>	<u>6.65%</u>
Cost of Goods Sold				
5000 · Cost of Goods Sold	0.00	-60.49	60.49	100.0%
Total COGS	<u>0.00</u>	<u>-60.49</u>	<u>60.49</u>	<u>100.0%</u>
Gross Profit	<u>10,582,036.90</u>	<u>9,922,394.78</u>	<u>659,642.12</u>	<u>6.65%</u>
Expense				
6000 · PERSONNEL COSTS	2,575,704.42	2,296,637.93	279,066.49	12.15%
6100 · PURCHASED WATER	4,491,156.52	4,160,810.10	330,346.42	7.94%
6300 · OUTREACH/EDUCATION	118,405.91	78,553.20	39,852.71	50.73%
6400 · M&R - OPS SYSTEMS	367,495.65	419,907.81	-52,412.16	-12.48%
6500 · M&R - FACILITIES & EQUIPMENT	134,261.15	116,905.02	17,356.13	14.85%
6600 · MAJOR MAINTENANCE	31,545.00	6,500.00	25,045.00	385.31%
6700 · OFFICE SUPPLIES & EQUIPMENT	257,378.50	346,267.73	-88,889.23	-25.67%
6800 · MEMBERSHIP & GOV FEES	180,815.28	140,794.75	40,020.53	28.43%
6900 · BAD DEBT & CLAIMS	8,888.22	24,786.75	-15,898.53	-64.14%
7000 · UTILITIES	267,478.60	312,783.76	-45,305.16	-14.48%
7100 · PROFESSIONAL SERVICES	539,374.82	461,681.81	77,693.01	16.83%
7200 · TRAINING & TRAVEL	22,576.58	24,322.15	-1,745.57	-7.18%
Total Expense	<u>8,995,080.65</u>	<u>8,389,951.01</u>	<u>605,129.64</u>	<u>7.21%</u>
Net Ordinary Income	<u>1,586,956.25</u>	<u>1,532,443.77</u>	<u>54,512.48</u>	<u>3.56%</u>
Other Income/Expense				
Other Expense				
9000 · OTHER EXPENSE	910,362.17	912,978.83	-2,616.66	-0.29%
Total Other Expense	<u>910,362.17</u>	<u>912,978.83</u>	<u>-2,616.66</u>	<u>-0.3%</u>
7302 - RESTRICTED EARNINGS EXPENSE - INTEREST LAIF	-14,847.28	-9,751.21	-5,096.07	-52.3%
Total Restricted Earnings Expense	<u>-14,847.28</u>	<u>-9,751.21</u>	<u>-5,096.07</u>	<u>-52.3%</u>
Net Operating Surplus/(Loss)	<u>691,441.36</u>	<u>629,216.15</u>	<u>62,225.21</u>	<u>9.9%</u>