



REGULAR MEETING
BOARD OF DIRECTORS
THURSDAY, AUGUST 24, 2017 – 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

Rick Bisio, Lead Operator – 20th Service Anniversary
Ron Leithner, Water System Operator – 20th Service Anniversary

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 July 27, 2017
- B. Approve Expenditures from July 20, 2017 through August 16, 2017
- C. Receive FY 2017/2018 MPWD Operating and Capital Budgets Document

6. HEARINGS AND APPEALS

None.

7. MPWD FY 2016-2021 CAPITAL IMPROVEMENT PROGRAM AND 2016 COP (CERTIFICATES OF PARTICIPATION) FINANCING

- A. Discuss Proposed Additional Professional Engineering Design Services and Construction Management to the Old County Road Capital Improvements (CIP 15-75) to include the “F” Street Project (CIP 15-79), the Ralston Project (CIP 15-82), and Extension of Old County Road Improvements

- B. Discuss Proposed Additional Engineering Design Services and Construction Management to the 2018 Water Main Replacement Program Improvements: Notre Dame Loop Closure (CIP 15-10), Cliffside Court Improvement (CIP 15-38), Tahoe Drive Area Improvements (CIP 15-28), and Zone 5 Fire Hydrant Improvements (CIP 15-06), to include the Mid-Notre Dame Abandonment (CIP 15-49)

8. REGULAR BUSINESS AGENDA

- A. Approve Resolution 2017-15 Establishing the Appropriations Limit Applicable to the MPWD during Fiscal Year 2017/2018

- B. Progress Report on MPWD 2017-2018 Strategic Plan

- C. Review MPWD Annual Reimbursements Report for Fiscal Year 2016/2017 pursuant to Government Code Section 53065.5

- D. Annual Review of MPWD Catalog of Enterprise Systems per Senate Bill 272

- E. Review and Approve the MPWD’s Response to the San Mateo County Grand Jury’s Report filed June 19, 2017, Regarding Special Districts’ Website Transparency Update

- F. Review Call for Nominations to Elect Alternate Special District Member on San Mateo LAFCo and Authorize a Voting Delegate

9. MANAGER’S AND BOARD REPORTS

- A. General Manager’s Report, including Water Conservation Progress Summary
 - 1. Supplemented by Administrative Services Manager’s Report
 - 2. Supplemented by Operations Manager’s Report
 - 3. Supplemented by District Engineer’s Report

- B. Financial Reports

- C. Director Reports

10. 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: September 28, 2017, at 6:30PM

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

July 27, 2017
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 Stuebing at 6:30PM.

B. Establishment of Quorum:

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

ABSENT: None

A quorum was present.

ALSO PRESENT: General Manager Tammy Rudock, Operations Manager Rene Ramirez, District Secretary/Administrative Services Manager Candy Pina, District Counsel Julie Sherman, District Engineer Joubin Pakpour and District Treasurer Jeff Ira.

C. Pledge of Allegiance – The Pledge of Allegiance was led by District Treasurer Jeff Ira.

2. **PUBLIC COMMENTS**

None.

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

None.

4. **ACKNOWLEDGEMENTS/PRESENTATIONS**

Staff presented a tutorial on the new Customer Online Payment System. The discussion included registration and sign-in challenges, page navigation preferences, reminder notices, penalty charges, payment options, bill formatting, and receipt of payment acknowledgement.

Directors Zucca and Warden commented on the registration and sign-up challenges.

General Manager Rudock shared that transition marketing was clear and precise and now that staff has completed the demonstration, it could be posted to the website for use as a customer resource.

5. **CONSENT AGENDA**

A. Approve Minutes for the Regular Board Meeting of June, 2017

Director Warden abstained from the vote.

B. Approve Expenditures from June 15, 2017 through July 19, 2017

Director Zucca moved to approve the minutes for the Regular Board Meetings on June 22, 2017 and expenditures from June 15, 2017 through July 19, 2017. Director Linvill seconded and it was unanimously approved.

52
53 **C. Approve Contract for Professional Services in the total amount of \$62,000 with**
54 **John Davidson d/b/a Jrocket77 Design & Marketing for Public**
55 **Outreach/Education/Relations Services, MPWD Website Updates and Printing**
56 **Services**

57 Director Zucca opened by requesting that the item be pulled for further discussion. He
58 reviewed the proposed cost estimate and inquired about the increase proposed over last
59 fiscal year's cost, including printing costs.
60

61 General Manager Rudock explained that the proposed contract includes an additional \$5
62 per hour increase in the professional services fee (from \$85 hour to \$90 hour) and is
63 focused on the web re-design. She added that once the new site launches, John
64 Davidson's duties will transition from development to maintenance and costs will adjust
65 accordingly.
66

67 Director Zucca moved to approve the contract for Professional Services in the total
68 amount of \$62,000 with John Davidson d/b/a Jrocket77 Design & Marketing for Public
69 Outreach/Education/Relations Services, MPWD Website Updates and Printing Services,
70 and Director Warden seconded. Roll call was taken and the contract was unanimously
71 approved.
72

73 **6. HEARINGS AND APPEALS**

74 None.
75

76 **7. MPWD FY 2016-2021 CAPITAL IMPROVEMENT PROGRAM AND 2016 COPs**
77 **(CERTIFICATES OF PARTICIPATION) FINANCING**

78 **A. Receive Reconciliation Quarterly Report on 2016 COP Financing for period April 1,**
79 **2017 through June 30, 2017 and 2016 COP Project Fund Quarterly Report**

80 General Manager Rudock introduced Dan Bergman, the MPWD's Dissemination Agent
81 and consultant providing oversight of the COP funds by way of quarterly reporting. Mr.
82 Bergman discussed the report's formatting and reviewed first quarter payments issued,
83 which were primarily for engineering costs.
84

85 General Manager Rudock asked the Board if it had an individual project detail report
86 style preference with respect to the depth of detail. The Board discussed at length and
87 unanimously agreed for audit purposes that each project needed a separate detail page
88 within the quarterly report.
89

90 **B. Consider Resolution 2017-13 Authorizing Award of Contract to Stoloski &**
91 **Gonzalez, Inc., for Construction of the 2017 Water Main Replacement Project**
92 **(Improvements on Mezes Avenue, Arthur Avenue, Folger Drive, Karen Road and**
93 **Abandonment of 4-inch CIP Water Line under South Rd) in the Amount of**
94 **\$2,055,271 and a 10% Project Contingency in the Amount of \$205,000 for a total**
95 **Project Budget of \$2,260,271**

96 District Engineer Pakpour reviewed the Karen, Mezes, Arthur, South and Folger Water
97 Main Improvements Bid Results and Award Recommendation report issued July 24,
98 2017, emphasizing the current economic climate and 2015 CIP budget construction
99 comparison costs.
100

101 General Manager Rudock advised that staff's recommendation is to award the contract
102 to the lowest responsive and responsible bidder, which was Stoloski and Gonzalez, Inc.

103
104 Director Linvill commented that she understood the current construction market is
105 strained, and was sympathetic and fully supportive of staff's recommendation.
106

107 Director Zucca questioned the 10% contingency inclusion. District Engineer Pakpour
108 clarified that a 10% contingency was factored into the Engineer's bid estimate and also
109 proposed for construction costs. There was Board discussion with regard to alternative
110 ways the contingency could be presented and factored into the Engineer's bid estimate.
111

112 Director Warden added it is imperative that project add-ons be presented in the most
113 forthcoming manner possible when a District Engineer estimate is presented so that the
114 Board has an opportunity to consider the total estimated project budget before the actual
115 contract is solicited. Director Vella expressed that in the future when the District
116 Engineer provides a project bid estimate that he would like to see water loss calculation
117 details due to faults in the existing infrastructure included.
118

119 Director Linvill moved to approve Resolution 2017-13 Authorizing Award of Contract to
120 Stoloski & Gonzalez, Inc., for Construction of the 2017 Water Main Replacement Project
121 (Improvements on Mezes Avenue, Arthur Avenue, Folger Drive, Karen Road and
122 Abandonment of 4-inch CIP Water Line under South Road) in the Amount of \$2,055,271
123 and a 10% Project Contingency in the Amount of \$205,000 for a total Project Budget of
124 \$2,260,271 and Director Warden seconded. Roll call was taken and the contract was
125 unanimously approved.
126

127 **8. REGULAR BUSINESS AGENDA**

128 **A. Approve Resolution 2017-14 Authorizing a 3.0% Living Wage Adjustment to Salary** 129 **Ranges for all MPWD Personnel Classifications, effective August 1, 2017**

130 General Manager Rudock reported that this is the final year for the Living Wage
131 Adjustment, per the terms of the letter agreement with the MPWD Employees
132 Association that will expire on September 25, 2018. She also shared that the Salary Plan
133 charts were updated and are included in the July 2017 Board Agenda Packet for
134 reference.
135

136 Director Vella moved to approve Resolution 2017-14 Authorizing a 3.0% Living Wage
137 Adjustment to Salary Ranges for all MPWD Personnel Classifications, effective August
138 1, 2017 and Director Warden seconded. Roll call was taken and the contract was
139 unanimously approved.
140

141 **B. Receive Report on FY 2016/2017 Employee Safety Incentive and Loss Prevention** 142 **Program and Approve and Ratify \$2,300 Total Expenditure for One-Time** 143 **Premiums**

144 General Manager Rudock reported on the FY 2016/2017 program, achievements,
145 incentives and effectiveness.
146

147 Director Warden stated that he supports the program 100%. Director Vella
148 congratulated staff on its outstanding safety record and the fact that there have been no
149 incidents in the past 7-8 years. Director Zucca commended staff on the initiative and
150 program, adding that he would like to see incentives awarded to those who participate
151 above and beyond the outline requirements. General Manager Rudock reported that the
152 current program operates on a voluntary basis. Director Zucca closed the discussion by

153 recommending staff consider a program change from voluntary to mandatory, reflected
154 in yearly evaluation goals.

155
156 Director Vella moved to approve and ratify \$2,300 total expenditure for one-time
157 premiums added to the Employee Safety Incentive and Loss Prevention Program,
158 and Director Zucca seconded. Roll call was taken and it was unanimously approved.
159

160 **C. BAWSCA Update**

161 Director Vella reported that BAWSCA's Board authorized CEO/General Manager
162 Sandkulla to enter into a contract with a consultant to develop the campaign "Making
163 Conservation A Way of Life". Additional topics discussed at the July 20, 2017 Board
164 meeting included the Detwiler fire (Mariposa) and the CEO's Annual Evaluation.
165

166 **9. MANAGER AND BOARD REPORTS**

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

168 General Manager Rudock reported water conservation statistics going forward will now
169 be reported in graph format.
170

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

172 None to report.
173

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

175 Operations Manager Ramirez reported Zone 2 AMI meter installation had begun.
176 Approximately 144 meters have been put in place to date. He also reported on the
177 recent Tunnels Pump Station Valve leak replacement and the June 2017 USA
178 requests, which totaled 222. He reported on details surrounding the 2630 Monserat
179 Avenue main-break on June 2, 2017. Lastly, he congratulated Water System
180 Operator, Ron Leithner for recently passing the state's T-1 (treatment plant operator
181 1) exam.
182

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

184 District Engineer Pakpour reported on the MPWD Open House for the 2017 Water
185 Main Replacement Project, including Mezes, Arthur, Folger, Karen and South
186 improvements, held at the MPWD on Wednesday, July 19 2017 at 5PM. One
187 member from the public attended.
188

189 **B. Financial Reports**

190 General Manager Rudock reported FY 2016/2017 final closing totals remain tentative as
191 the audit will not be completed until September 2017. Operating Revenues were over
192 budget at 103% and Total Expenditures under budget at 96.1%. She also advised that
193 the formal Budget FY 2017/2018 package will be presented to the Board at the August
194 24, 2017 Board Meeting.
195

196 **C. Director Reports**

197 Director Vella reported he attended Millbrae's State of the City Address where staff
198 addressed its recent decision to raise rates significantly.
199

200 Director Zucca provided an update on recent communications between himself and
201 Charles Stone, City of Belmont Mayor and City Council Member, with regard to
202 coordination of capital improvement projects. He also reported Stanford University will

203 be hosting the Second Annual California Water Data Summit being held on August 24-
204 25, 2017.

205
206 **10. COMMUNICATIONS**

207 General Manger Rudock reported on the Environmental Working Groups (EWG) National
208 Tap Water Quality Press and Database Release.

209
210 Director Linvill commented on the recent Environmental Working Group's article, which ran
211 in the Belmont Patch.

212
213 General Manager Rudock expressed that staff has been instructed to use MPWD's
214 Consumer Confidence Report distributed July 2017 as the official reference guide when
215 communicating with customers. Given the District is 100% reliant on SFPUC for its water,
216 staff will place San Francisco's Water Quality Report on the MPWD website as an additional
217 resource. She stated that with Board direction, staff would be submitting a letter in
218 opposition to SB 623, an Act to Amend Safe and Affordable Drinking Water by adding an
219 additional tax to all California rate payer bills to cover the cost of improvements for
220 disadvantaged communities. She reported about recent mock payment portal scams
221 discovered online. She advised that staff would be attending Carlmont Shopping Center's
222 National Night Out event on behalf of the MPWD on Tuesday, August 1, 2017 from 6-8PM.

223
224 **11. ADJOURNMENT**

225 The meeting was adjourned at 9:04PM.

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DISTRICT SECRETARY

233 APPROVED:

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BOARD PRESIDENT

238

Accounts Payable

Checks by Date - Summary by Check Date

User: candyp
 Printed: 8/17/2017 3:08 PM



Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
386	CALPERS	CALPERS	07/21/2017	0.00	2,625.25
387	ICMACONT	ICMA contributions	07/21/2017	0.00	2,723.08
388	HEALTHEQ	Health Equity	07/21/2017	0.00	700.00
389	ADPPAYRL	adp	07/21/2017	0.00	9,723.34
390	ADPPAYRL	adp	07/21/2017	0.00	5,670.19
412	WFBUSCAR	WELLS FARGO BUSINESS CARD	07/21/2017	0.00	6,000.00
Total for 7/21/2017:				0.00	27,441.86
32486	ACCELA	ACCELA, INC. #774375	07/27/2017	0.00	11,501.00
32487	ACWAJPIA	ACWA/JPIA	07/27/2017	0.00	43,731.19
32488	AIRGAS	AIRGAS, LLC	07/27/2017	0.00	128.76
32489	CITYBELM	CITY OF BELMONT	07/27/2017	0.00	3,372.00
32490	COMCAST	COMCAST	07/27/2017	0.00	665.74
32491	GSFLOWM	GOLDEN STATE FLOW MEASUREMEN	07/27/2017	0.00	178,519.72
32492	GRAINGER	GRAINGER	07/27/2017	0.00	332.52
32493	MALCZON	MISTY MALCZON	07/27/2017	0.00	119.44
32494	PG&E	PG&E CFM/PPC DEPT	07/27/2017	0.00	18,702.15
32495	PUMPREPR	PUMP REPAIR SERVICE CO	07/27/2017	0.00	66,436.41
32496	SFWATER	SAN FRANCISCO WATER DEPT	07/27/2017	0.00	580,072.90
32497	VERIZON	VERIZON WIRELESS	07/27/2017	0.00	868.48
32498	YOUNG	HENRY YOUNG	07/27/2017	0.00	155.00
Total for 7/27/2017:				0.00	904,605.31
391	CALPERS	CALPERS	07/31/2017	0.00	7,245.66
392	CALPERS	CALPERS	07/31/2017	0.00	9,302.08
393	HEALTHEQ	Health Equity	07/31/2017	0.00	802.08
394	ICMACONT	ICMA contributions	07/31/2017	0.00	866.24
395	ADPPAYRL	adp	07/31/2017	0.00	34,318.21
396	ADPPAYRL	adp	07/31/2017	0.00	14,515.69
403	BANKMTO1	Bankcard Mtot Disc	07/31/2017	0.00	4,036.37
404	BANKMTO1	Bankcard Mtot Disc	07/31/2017	0.00	183.79
Total for 7/31/2017:				0.00	71,270.12
1004	HYDROENC	HYDROSCIENCE ENGINEERS INC.	08/01/2017	0.00	12,535.11
Total for 8/1/2017:				0.00	12,535.11
32499	ATT60197	AT&T 60197	08/02/2017	0.00	1,252.43
32500	BAWSCA	BAY AREA WATER SUPPLY & CONSER	08/02/2017	0.00	753.00
32501	BENNETT	BENNETT MARINE UTILITY, LLC.	08/02/2017	0.00	1,285.00
32502	CINTS	CINTAS CORPORATION	08/02/2017	0.00	1,603.04
32503	COMCAST	COMCAST	08/02/2017	0.00	260.41
32504	COMCASTB	COMCAST BUSINESS	08/02/2017	0.00	629.40

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
32505	FASTSIGN	FASTSIGNS	08/02/2017	0.00	65.59
32506	GSFLOWM	GOLDEN STATE FLOW MEASUREMEN	08/02/2017	0.00	32,325.94
32507	GRAINGER	GRAINGER	08/02/2017	0.00	325.90
32508	GRANITE	GRANITE ROCK, INC.	08/02/2017	0.00	1,006.88
32509	HACHCOMI	HACH COMPANY INC	08/02/2017	0.00	1,228.00
32510	HASSETTH	HASSETT HARDWARE	08/02/2017	0.00	18.55
32511	HOMEDPC	HOME DEPOT	08/02/2017	0.00	727.88
32512	INTERGAS	Interstate Gas Services, Inc.	08/02/2017	0.00	1,800.00
32513	LINCOLNL	LINCOLN LIFE	08/02/2017	0.00	175.00
32514	MATCOTLS	MATCO TOOLS	08/02/2017	0.00	357.09
32515	NORTHSAF	NORTHERN SAFETY CO. INC.	08/02/2017	0.00	24.78
32516	OFFICEDE	OFFICE DEPOT, INC.	08/02/2017	0.00	245.86
32517	PACOFFIC	PACIFIC OFFICE AUTOMATION	08/02/2017	0.00	184.88
32518	PARS	PARS	08/02/2017	0.00	300.00
32519	PRECISE	PRECISE, INC.	08/02/2017	0.00	1,010.80
32520	RICOHPHI	RICOH Philadelphia	08/02/2017	0.00	350.32
32521	RANDB	ROBERTS & BRUNE CO. INC.	08/02/2017	0.00	25,453.51
32522	SMENVIRN	SAN MATEO CO. ENVIRO. HEALTH	08/02/2017	0.00	32,700.00
32523	VALLEYOL	VALLEY OIL COMPANY	08/02/2017	0.00	715.25
32524	WATEREDU	WATER EDUCATION FOUNDATION	08/02/2017	0.00	600.00
32525	XIOINC	XIO, INC.	08/02/2017	0.00	808.00
Total for 8/2/2017:				0.00	106,207.51
1005	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	08/03/2017	0.00	25,180.22
Total for 8/3/2017:				0.00	25,180.22
397	CALPERS	CALPERS	08/04/2017	0.00	2,625.25
398	ICMACONT	ICMA contributions	08/04/2017	0.00	1,923.08
399	HEALTHAQ	Health Equity	08/04/2017	0.00	556.05
400	ADPPAYRL	adp	08/04/2017	0.00	9,584.51
401	ADPPAYRL	adp	08/04/2017	0.00	5,163.12
Total for 8/4/2017:				0.00	19,852.01
402	CALPERS	CALPERS	08/07/2017	0.00	9,302.08
32526	1307FIFT	1307 FIFTH AVE, LLC.	08/07/2017	0.00	630.43
32527	BPLANDSC	BAY POINTE LANDSCAPE	08/07/2017	0.00	1,050.00
32528	FIROUZDO	VAHID FIROUZDOR	08/07/2017	0.00	571.42
32529	GRANITE	GRANITE ROCK, INC.	08/07/2017	0.00	253.22
32530	HANSONBR	HANSON, BRIDGETT	08/07/2017	0.00	7,537.50
32531	DAVIDSON	JOHN T. DAVIDSON	08/07/2017	0.00	4,065.96
32532	KIMBALLM	KIMBALL MIDWEST, INC.	08/07/2017	0.00	477.51
32533	LIFTOFFD	LIFTOFF DIGITAL	08/07/2017	0.00	700.00
32534	LYNGSOMA	LYNGSO GARDEN MATERIAL INC	08/07/2017	0.00	30.45
32535	MATCOTLS	MATCO TOOLS	08/07/2017	0.00	471.79
32536	MHN	MHN	08/07/2017	0.00	45.54
32537	NORTHSAF	NORTHERN SAFETY CO. INC.	08/07/2017	0.00	167.63
32538	NOSAJDIS	NOSAJ DISPOSABLES, INC.	08/07/2017	0.00	559.85
32539	PACFIRE	PACIFIC FIRE SAFE	08/07/2017	0.00	759.63
32540	PG&E	PG&E CFM/PPC DEPT	08/07/2017	0.00	2,897.02
32541	PRECISE	PRECISE, INC.	08/07/2017	0.00	4,614.52
32542	RDWDTIRE	REDWOOD GENERAL TIRE CO INC	08/07/2017	0.00	1,208.98
32543	RANDB	ROBERTS & BRUNE CO. INC.	08/07/2017	0.00	19,818.80
32544	ROYALWHC	ROYAL WHOLESALE ELECTRIC	08/07/2017	0.00	172.78

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
32545	SETONIDE	SETON IDENTIFICATION	08/07/2017	0.00	187.17
32546	SFPUCWAT	SFPUC WATER QUALITY	08/07/2017	0.00	5,425.00
32547	VANGUARE	VANGUARD CLEANING SYSTEMS, INC	08/07/2017	0.00	385.00
32548	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	08/07/2017	0.00	18,859.31
32549	SCHAAFWE	SCHAAF & WHEELER	08/07/2017	0.00	5,151.20
Total for 8/7/2017:				0.00	85,342.79
418	HEALTHEQ	Health Equity	08/15/2017	0.00	802.08
419	CALPERS	CALPERS	08/15/2017	0.00	7,245.66
420	ADPPAYRL	adp	08/15/2017	0.00	38,702.37
421	ADPPAYRL	adp	08/15/2017	0.00	16,006.85
Total for 8/15/2017:				0.00	62,756.96
417	ICMACONT	ICMA contributions	08/16/2017	0.00	1,150.35
32550	ACCELA	ACCELA, INC. #774375	08/16/2017	0.00	2,290.00
32551	ACWA5661	ACWA JPIA	08/16/2017	0.00	9,837.84
32552	AIRGAS	AIRGAS, LLC	08/16/2017	0.00	512.67
32553	ATT60197	AT&T 60197	08/16/2017	0.00	116.95
32554	CARLSHOP	CARLMONT SHOPPING CENTER	08/16/2017	0.00	216.00
32555	EEAPSAFE	EEAP THE SAFETY PEOPLE, INC.	08/16/2017	0.00	555.00
32556	GRANITE	GRANITE ROCK, INC.	08/16/2017	0.00	286.91
32557	HACHCOMI	HACH COMPANY INC	08/16/2017	0.00	228.34
32558	HOMEDPC	HOME DEPOT	08/16/2017	0.00	100.35
32559	INDORAIR	INDOOR AIR DESIGN, INC.	08/16/2017	0.00	175.00
32560	LINCOLNL	LINCOLN LIFE	08/16/2017	0.00	175.00
32561	MATCOTLS	MATCO TOOLS	08/16/2017	0.00	16.30
32562	RAYMORG/	RAY MORGAN COMPANY	08/16/2017	0.00	305.71
32563	OFFICEDE	OFFICE DEPOT, INC.	08/16/2017	0.00	201.05
32564	PACOFFIC	PACIFIC OFFICE AUTOMATION	08/16/2017	0.00	184.88
32565	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	08/16/2017	0.00	3,287.09
32566	PARS	PARS	08/16/2017	0.00	300.00
32567	PETCAT	PETERSON CAT	08/16/2017	0.00	36.06
32568	PG&E	PG&E CFM/PPC DEPT	08/16/2017	0.00	358.51
32569	PINA	CANDY PINA	08/16/2017	0.00	1,027.16
32570	PRECISE	PRECISE, INC.	08/16/2017	0.00	576.57
32571	RECOLOGY	RECOLOGY SAN MATEO	08/16/2017	0.00	620.05
32572	RICOHPhi	RICOH Philadelphia	08/16/2017	0.00	367.84
32573	RANDB	ROBERTS & BRUNE CO. INC.	08/16/2017	0.00	7,100.60
32574	SCOTSMAN	WILLIAMS SCOTSMAN	08/16/2017	0.00	2,685.32
32575	STANDINS	STANDARD INSURANCE COMPANY	08/16/2017	0.00	950.48
32576	STEPFORD	STEPFORD BUSINESS, INC.	08/16/2017	0.00	1,560.00
32577	TOWNEFOR	TOWNE FORD SALES	08/16/2017	0.00	84.72
32578	TRIDENTE	TRIDENT ENVIRONMENTAL AND ENC	08/16/2017	0.00	1,424.00
32579	UNDSVSAL	UNDERGROUND SERVICE ALERT	08/16/2017	0.00	1,572.09
32580	UNLMTOOI	UNLIMITED TOOL & REPAIR, INC.	08/16/2017	0.00	188.67
32581	UPS	UPS	08/16/2017	0.00	10.54
32582	VALLEYOL	VALLEY OIL COMPANY	08/16/2017	0.00	1,121.22
32583	VERIZON	VERIZON WIRELESS	08/16/2017	0.00	73.88
Total for 8/16/2017:				0.00	39,697.15
Report Total (125 checks):				0.00	1,354,889.04



AGENDA ITEM NO. 5.C.

DATE: August 24, 2017
TO: Board of Directors
FROM: Candy Pina, Admin Services Manager
Tammy Rudock, General Manager

SUBJECT: RECEIVE FY 2017/2018 MPWD OPERATING AND CAPITAL BUDGETS DOCUMENT

RECOMMENDATION

Receive FY 2017/2018 MPWD Operating and Capital Budgets Document.

FISCAL IMPACT

None.

DISCUSSION

The Board approved the FY 2017/2018 Operating Budget at the May 25, 2017 Board Meeting. At the June 22, 2017 Board Meeting, the Board approved the FY 2017/2018 Capital Pay-Go Budget. Attached is the complete FY 2017/2018 MPWD Operating and Capital Budgets document.

Attachments: MPWD FY 2017-2018 Operating and Capital Budgets

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

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



MID-PENINSULA WATER DISTRICT

OPERATING AND CAPITAL BUDGETS FISCAL YEAR 2017-2018





MID-PENINSULA WATER DISTRICT

OPERATING AND CAPITAL BUDGETS
FISCAL YEAR 2017-2018



Board of Directors

Albert Stuebing – President
Dave Warden – Vice President
Betty Linvill – Director
Louis J. Vella – Director
Matthew P. Zucca – Director

Officers

Tammy Rudock – General Manager
Candy Pina – Administrative Services Manager/District Secretary
Rene Ramirez – Operations Manager
Joan L. Cassman, Hanson Bridgett LLP, District Counsel
Joubin Pakpour, Pakpour Consulting Group, District Engineer
Jeff Ira, District Treasurer



ABOUT MID-PENINSULA WATER DISTRICT

The Mid-Peninsula Water District (MPWD), formerly Belmont County Water District, was formed as a California special district in 1929 from seven (7) independent water distribution systems (including the Spring Valley Water Company), which were united and began functioning as a public utility in 1930. Since its inception, the MPWD has been served by the San Francisco Regional Water System and purchased its entire water supply from San Francisco Water, a service of the San Francisco Public Utilities Commission (SFPUC). Reference www.sfwater.org.

The MPWD now supplies water to consumers in an area slightly larger than the city limits of Belmont. Small portions of the service area are within the city limits of San Carlos, Redwood City, and parts of the unincorporated County of San Mateo. The MPWD's service territory covers approximately five (5) square miles and serves approximately 30,000 people. In the event of an emergency the MPWD can serve or be served with inter-ties between neighboring utilities. Presently, the MPWD has one (1) inter-tie with Foster City, two (2) with San Carlos, one (1) with Redwood City and three (3) with San Mateo.

The MPWD is a member of the Bay Area Water Supply and Conservation Agency (BAWSCA), which represents the interests of 26 cities and water districts, and two private utilities that purchase water wholesale from the SFPUC. For complete information about BAWSCA: www.bawsca.org.

GOVERNANCE

Policy development and rates for service are established by five (5) Directors, elected by MPWD ratepayers to serve staggered four-year terms on its governing board.

Officers of the MPWD include the General Manager, District Secretary, District Counsel, District Engineer and District Treasurer.

ORGANIZATIONAL STRUCTURE

The General Manager is appointed by and reports directly to the Board of Directors. Along with the General Manager, the Administrative Services Manager and the new Operations Manager oversee the day-to-day operations of the MPWD.

The Administrative Services Manager serves as the District Secretary and leads the following operations: Administration, Finance and Accounting, Human Resources, and Customer Services. The Operations Manager leads the water system operations, maintenance, and capital project management.

There are a total of 18 employees within the MPWD.

The Operations staff totals thirteen (13) employees, including the Manager, Field Operations Supervisors, Lead Operators, Water Treatment Operators, and Maintenance Technicians.

The Administrative and Customer Services staff totals four (4) employees, including the Administrative Services Manager, Administrative Specialists, and an Administrative Assistant.

The MPWD Mission Statement, Vision Statement, and Strategic Goals are reviewed annually in January by the Board of Directors, together with the development of annual Strategic Plan and Board assignments.

MPWD MISSION STATEMENT

The mission of the MPWD is to deliver a safe, high quality, reliable supply of water for current and future generations in a cost effective, environmentally sensitive and efficient manner.

MPWD VISION STATEMENT

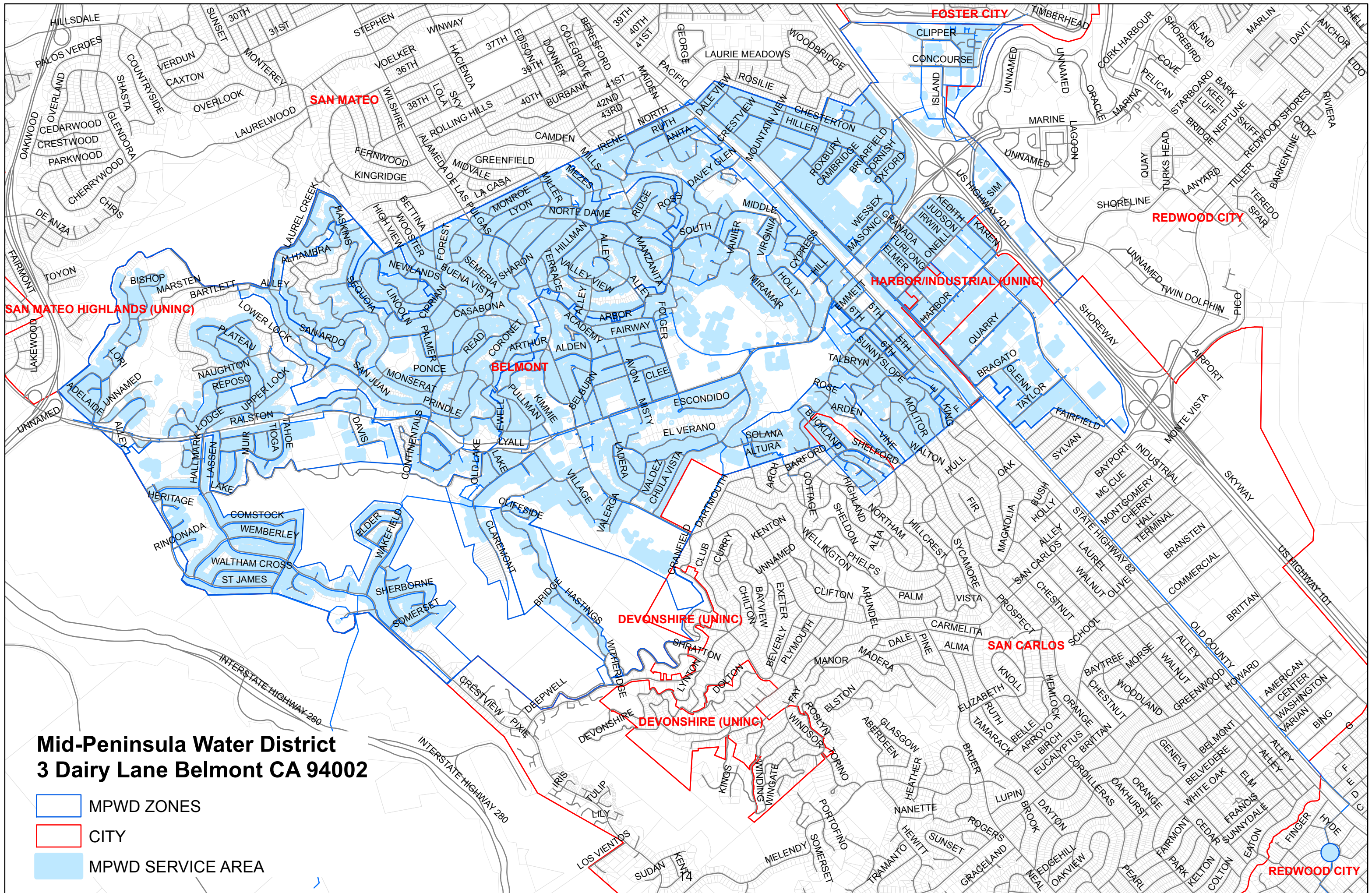
The MPWD strives to be recognized by our ratepayers, the community we serve, and other agencies for our outstanding service and enlightened water conservation programs. We will employ innovative approaches to water and energy sustainability to achieve cutting edge environmental efficiency and a competitive rate structure. We will commit ourselves to provide community information and water education.

MPWD STRATEGIC GOALS

1. To effectively manage the water resources, demands, and infrastructure for the MPWD.
2. To operate the MPWD at the highest level of service to customers at the lowest expense.
3. To develop an environment that fosters open and candid communications with the community, customers, staff, and directors.
4. To keep current with water issues and industry best management standards.

For further information about the MPWD: www.midpeninsulawater.org.

The MPWD Service Map and Organizational Chart are on the next page.

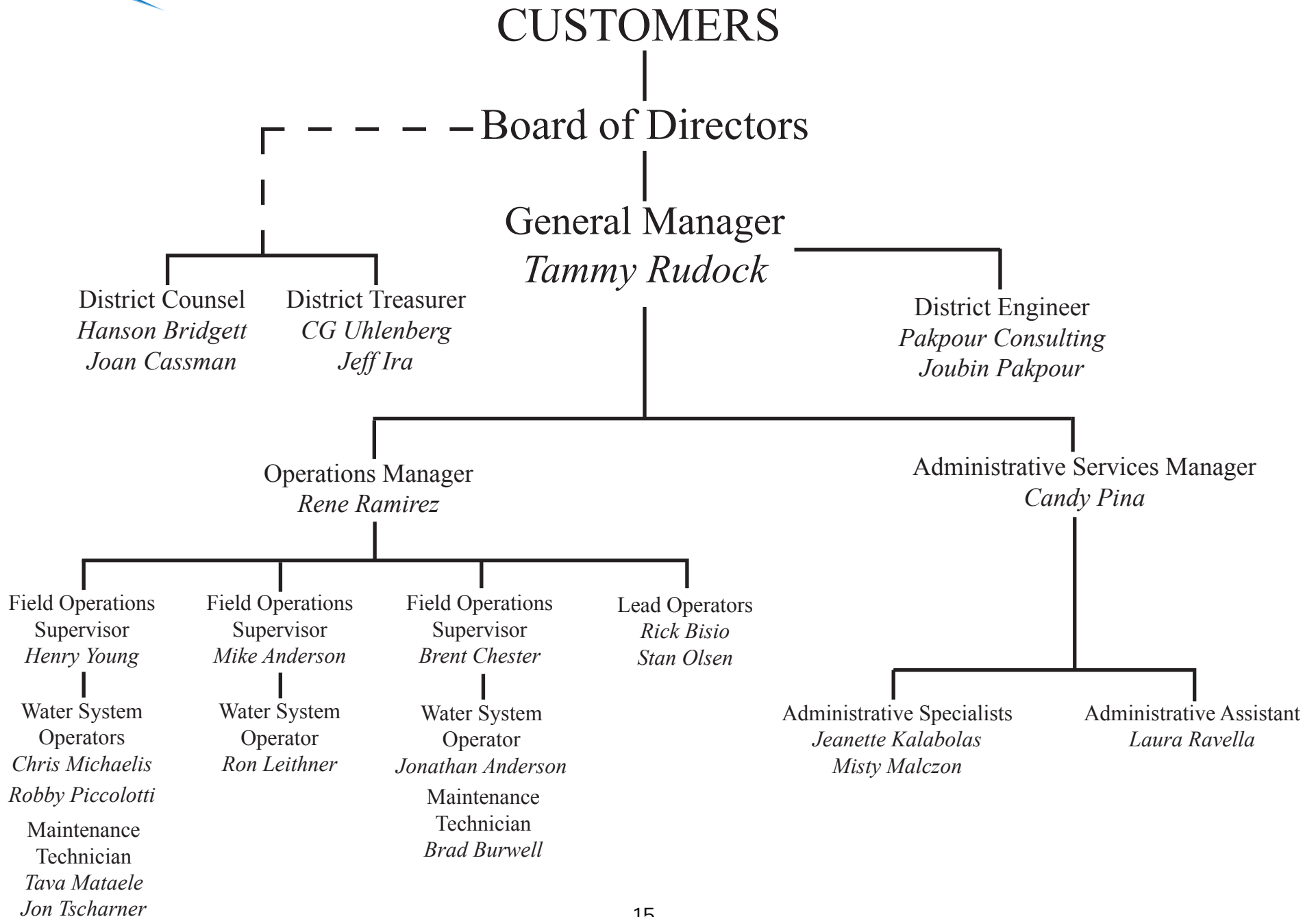


**Mid-Peninsula Water District
3 Dairy Lane Belmont CA 94002**

- MPWD ZONES
- CITY
- MPWD SERVICE AREA



MPWD Organizational Chart



MPWD BUDGET PROCESS

BUDGET ADMINISTRATION

The MPWD operates on a July 1st to June 30th fiscal year. Each fiscal year, two (2) budgets are developed, an Operating Budget and a Capital Budget.

The Board of Directors begins the budget development process in February or March of each year for a June adoption. The budget documents are discussed during regular Board meetings each month from February through June. Public comment is welcome.

The Operating Budget includes the revenues and expenditures for the day-to-day operations of the MPWD. The Capital Budget includes the capital infrastructure and system projects and outlays.

A mid-year budget review is typically scheduled each year. This process allows for an updated report on the previous 6-month operational and capital activities, and revenue collections and expenditures. Any proposed budgetary adjustments for the remainder of the fiscal year are also considered at this time.

The MPWD's budget format was significantly improved in Fiscal Year (FY) 2012/2013. The Board of Directors and staff wanted a high level of transparency and more user friendly budget documents. A line-by-line operating budget accounting for MPWD revenue and expenditure account items was developed. A capital budget was enhanced to present not only the proposed projects and outlay items but also the revenue sources for them.

Budget documents are posted at the MPWD website: www.midpeninsulawater.org.

CAPITAL IMPROVEMENTS

A Comprehensive System Analysis was completed in 2015, and a total of \$52 million in system capital improvements was prioritized. After a year of discussion during 2016, the Board approved debt financing as the option to expedite approximately \$20 million in deferred and much needed capital improvements.

A 5-year Capital Improvement Program (CIP) for FYs 2016-2021 totaling \$20,045,000 was approved by the Board on May 26, 2016 (per Resolution 2016-06).

An informational summary of the Board discussions on the CIP and funding options, including frequently asked questions, is posted at the MPWD website*:

<https://storage.googleapis.com/midpeninsulawater-org/uploads/09CIPInfoSummFAQs0822162.pdf>

The MPWD secured debt financing totaling \$19 million (2016 COP - Certificates of Participation) on December 7, 2016. Quarterly reports on the expenditures have been provided at regular MPWD Board Meetings.*

The MPWD also continues to operate on a “pay go” basis for capital outlays and improvements that would not otherwise be funded with the 2016 COP dollars. These outlays and projects are presented to the Board for “pay-go” funding consideration annually during the budget process or on a case-by-case basis as needed.

**The MPWD launched its newly redesigned website on August 16, 2017, and will be extensively updating the CIP page and adding the 2016 COP documents and quarterly reports.*

MPWD TIERED RATE STRUCTURE

In June 2015, following completion of a comprehensive water rate study, the MPWD approved new water rates for FYs 2015 through 2019 that provide for a phased approach to raising rates to keep pace with increasing wholesale water and operational costs. The tiered rate model also encourages conservation by increasing unit rates for higher consumption.

The MPWD relies solely on water from the SFPUC, which is in process of completing a \$4.8 billion seismic Water System Improvement Program in 2019 on the Hetch Hetchy regional distribution system. Costs for the capital improvements are passed on through wholesale water prices and the MPWD water rates must be adjusted accordingly. Other factors affecting water rates include conservation impacts and cost of MPWD operations.

For FY 2017/2018 the Board approved **NO RATE INCREASES!** Justifications are listed below in the Operating Budget discussion here in below.

The MPWD engages in an array of water conservation programs including Lawn-Be-Gone, HET (High Energy Toilet), Rain Barrel, and High Efficiency Clothes Washing Machine rebate programs, school conservation programs, and landscape audit programs. More information is available about these programs at the MPWD’s website: www.midpeninsulawater.org.

FY 2017/2018 OPERATING BUDGET

BUDGET CATEGORY	ACTUAL FY 2017/2018 BUDGET	ACTUAL FY 2016/2017 BUDGET	ACTUAL FY 2015/2016 BUDGET
Total Operating Revenues	\$11,827,720	\$11,488,120	\$11,623,320
Total Operating Expenditures	\$12,342,912	\$10,856,950	\$10,923,320
Net Transfer To Capital	\$ (515,192)	\$ 631,170	\$ 700,000

Here are FY 2017/2018 budget assumptions:

REVENUES

- **Water revenue requirements include no adjustment in rates** because:
 - The SFPUC is not increasing wholesale water rates for FY 2017/2018;
 - The MPWD has fully funded its reserves (\$5,000,000), plus has excess reserves of approximately \$500,000;
 - Operations have consistently been well managed within or under budget for the past few years, and staff believes the incremental inflationary increases projected in FY 2017/2018 can be absorbed;
 - Staff has heard the Board's concern about MPWD's water rates when compared to other BAWSCA agencies;
 - MPWD customers achieved exemplary water conservation savings during the past few years of California drought and MPWD rate increase periods and deserve to reap some benefit of the MPWD's current positive financial position;
 - Additional development projects in Belmont are being considered, which would result in increased revenues for the MPWD; and
 - MPWD has surplus real properties currently under review for market comparison that could be sold within the next 12 months resulting in further excess reserves.
- Water consumption trends were reviewed with the Board for the past five (5) years and the FY 2017/2018 projected amount is reflective of the average consumption of the two lowest months reviewed—approximately 2.7% increase, and a smaller percentage increase in use next year for a total of 5.2%.
- Development revenues (Water System Capacity Charges and Water Demand Offset Charges) were left at the current fiscal year's projections. There remain a few large projects in Belmont that have been permitted and might be constructed next year.
- Service Line & Installation Charges were reduced to \$10,000 to be conservative.
- Lease of Physical Property Revenues were reduced based on projected FY 2016/2017 actuals.
- Total Operating Revenues are projected to increase by \$329,600 (or 2.9%) when compared with the projected Total Operating Revenues for FY 2016/2017.

EXPENDITURES

- A 3% inflationary factor was applied to Salaries & Wages and Payroll Taxes & Benefits and should cover the MPWD Employees Association living wage adjustment and merit increases.
- The SFPUC Treated Water projected expenditure was increased by 5.2% after the review of past actual expenses.
- A 3% inflationary factor was applied to Utilities.
- Professional Services were slightly decreased by 2.6% as a result of anticipated workload in FY 2017/2018.
- Training/Travel/Recruitment expenditures are projected to remain the same as FY 2016/2017.
- Depreciation is projected to increase by 10.5%.
- A full year of debt service payments for the 2016 COP was included totaling \$1,045,867.
- Total Operating Expenditures are projected to increase by 8.6%, the majority of which is for projected increased use and more Purchased Water (5.2%).
- The Net Transfer to Capital is projected to be \$534,808.
- The MPWD's debt service coverage requirement for the 2016 COP is 1.3, and it is projected to be 1.51 for FY 2017/2018.

FY 2017/2018 CAPITAL PAY-GO BUDGET

Besides adopting a five-year Capital Improvement Plan (CIP) at its June 2016 meeting, the Board impressed upon staff to coordinate construction projects with the City of Belmont to minimize impacts and inconveniences to customers/taxpayers and also take advantage of any construction benefits and cost savings from combining construction projects. Three capital projects were identified: Davey Glen Road project (CIP 15-43) was ranked as a priority project and is already identified to be funded from COP proceeds. The other two projects, Francis Avenue Improvements (CIP 15-51) and Academy Avenue Improvements (CIP 15-53), while on the CIP list, did not rank high enough but are identified as future CIP projects.

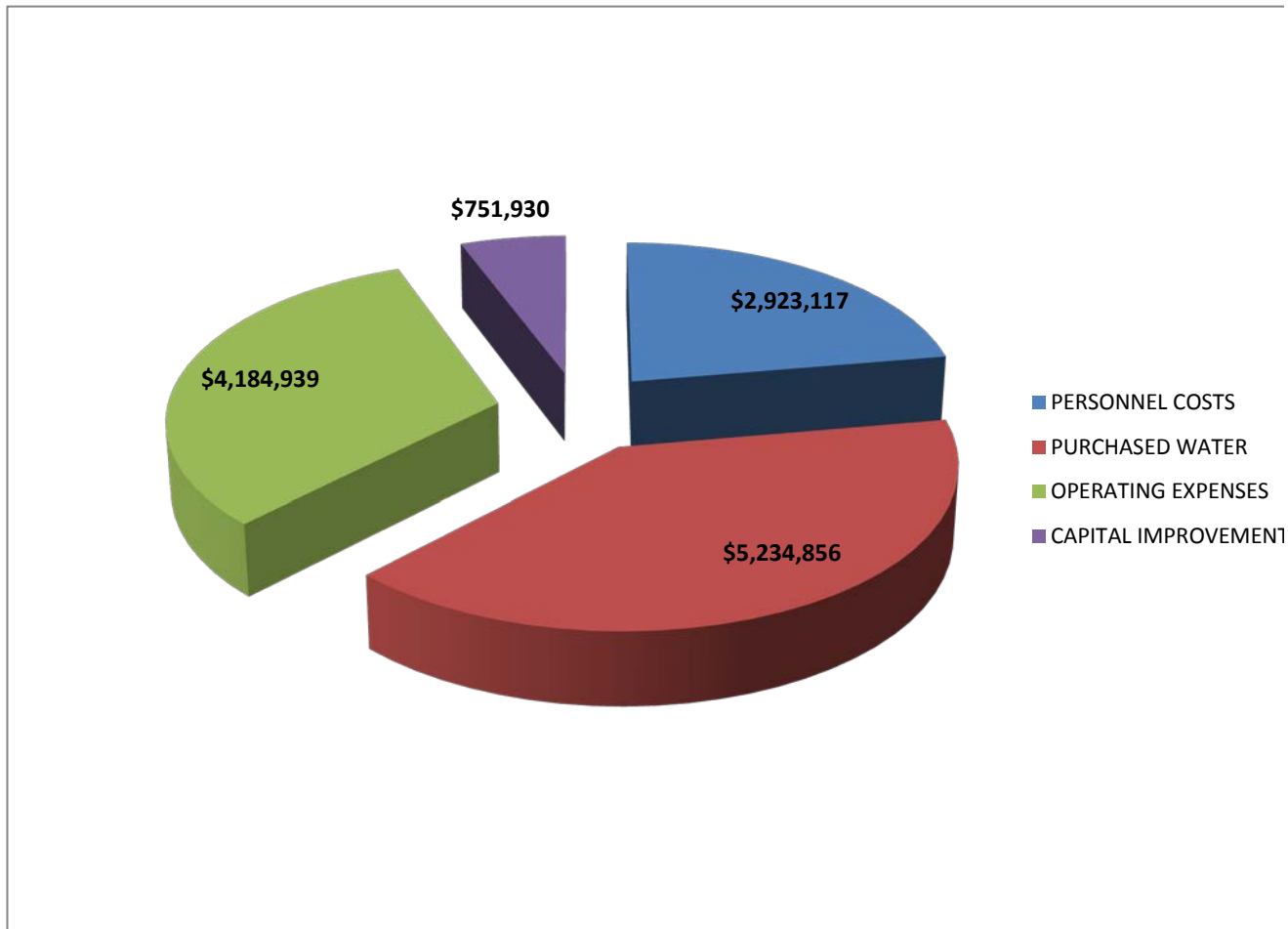
The Board authorized engineering design work for the three CIP projects to the same engineering firm that is designing the City's sewer system improvements. A combined City of Belmont sewer and MPWD water improvement project is scheduled to go out to bid during FY 2017/2018.



MID-PENINSULA WATER DISTRICT

OPERATING AND CAPITAL BUDGET
FISCAL YEAR 2017-2018

PROPOSED FY 2017-2018 BUDGET EXPENDITURES



	PROPOSED	% OF	APPROVED	% OF
	FY 17/18	TOTAL	FY 16/17	TOTAL
	BUDGETED		BUDGETED	
TOTAL EXPENDITURES				
PERSONNEL COSTS	\$ 2,923,117	22%	\$ 2,832,300	23%
PURCHASED WATER	\$ 5,234,856	40%	\$ 4,976,000	40%
OPERATING EXPENSES	\$ 4,184,939	32%	\$ 3,542,217	28%
CAPITAL IMPROVEMENT	\$ 751,930	6%	\$ 1,158,708	9%
TOTAL OPERATING EXPENDITURES	\$ 13,094,842	100%	\$ 12,509,225	100%
	\$ -		\$ -	

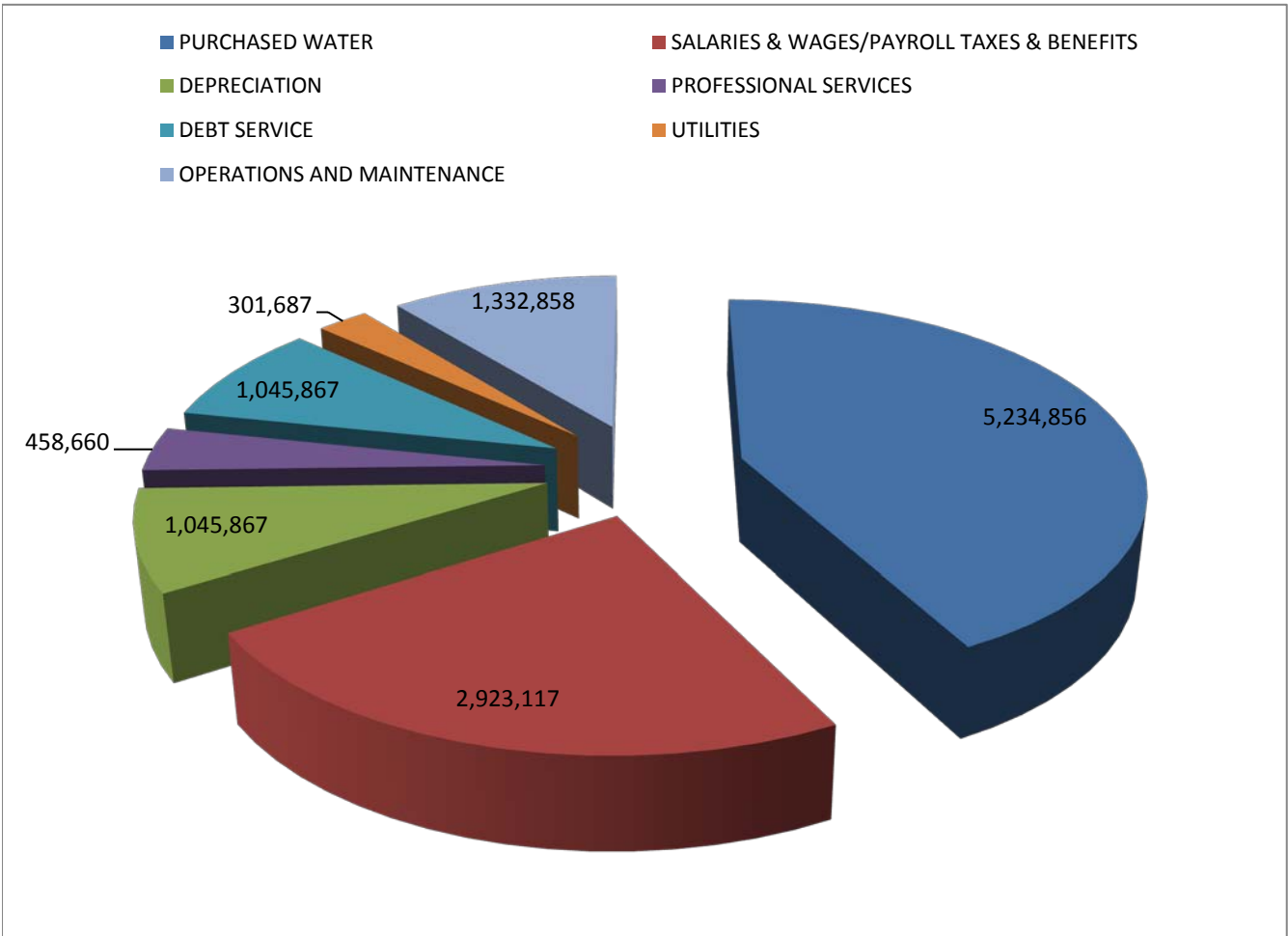
**MID-PENINSULA WATER DISTRICT
BUDGET FOR YEAR 2017-2018
SUMMARY**

8/17/2017

DESCRIPTION	FY 2015-2016 ACTUAL	APPROVED AMENDED FY 2016-2017 BUDGET	ACTUALS 7/1/16-05/31/17	PROPOSED FY 2017-2018 BUDGET	Increase (Decrease)	% Change
OPERATING REVENUE						
WATER COMMODITY CHARGES	7,433,821	8,100,000	7,577,277	8,500,000	400,000	4.9%
FIXED SYSTEM CHARGES	2,452,298	2,663,720	2,459,633	2,663,720	-	0.0%
FIRE SERVICE CHARGES	14,650	14,400	13,131	14,000	(400)	-2.8%
SERVICE LINE & INSTALLATION CHARGES	113,439	25,000	1,813	10,000	(15,000)	-60.0%
WATER SYSTEM CAPACITY CHARGES	90,625	200,000	76,875	200,000	-	0.0%
WATER DEMAND OFFSET CHARGES	13,793	10,000	9,393	10,000	-	0.0%
MISCELLANEOUS	11,460	10,000	93,455	10,000	-	0.0%
INTEREST REVENUE - LAIF	14,847	20,000	30,992	10,000	(10,000)	-50.0%
LEASE OF PHYSICAL PROPERTY	170,763	200,000	130,656	150,000	(50,000)	-25.0%
PROPERTY TAX REVENUE	266,341	255,000	283,528	260,000	5,000	2.0%
TOTAL OPERATING REVENUE	10,582,037	11,498,120	10,676,751	11,827,720	329,600	2.9%
OPERATING EXPENDITURES (OP EXP)						
SALARIES & WAGES	1,519,614	1,668,500	1,456,502	1,718,225	49,725	3.0%
PAYROLL TAXES & BENEFITS	827,215	1,163,800	1,001,738	1,204,892	41,092	3.5%
PURCHASED WATER	4,491,157	4,976,000	4,625,129	5,234,856	258,856	5.2%
OUTREACH & EDUCATION	119,470	116,900	52,152	116,900	-	0.0%
M&R - OPS SYSTEM	367,496	378,250	243,562	389,598	11,348	3.0%
M&R - FACILITIES & EQUIPMENT	134,261	162,000	69,018	166,860	4,860	3.0%
SYSTEM SURVEYS	31,545	12,000	7,936	30,000	18,000	150.0%
ADMINISTRATION & EQUIPMENT	256,145	348,500	257,898	314,755	(33,745)	-9.7%
MEMBERSHIP & GOV FEES	180,815	197,500	153,082	208,613	11,113	5.6%
BAD DEBT & CLAIMS	8,888	37,000	16,205	37,000	-	0.0%
UTILITIES	267,479	292,900	221,861	301,687	8,787	3.0%
PROFESSIONAL SERVICES	539,375	473,900	368,087	458,660	(15,240)	-3.2%
TRAINING/TRAVEL & RECRUITMENT	22,577	45,000	37,897	45,000	-	0.0%
RESTRICTED EARNINGS	-	20,000	30,992	20,000	-	0.0%
RESERVES	-	-	-	-	-	NA
DEBT SERVICE	-	508,267	314,493	1,045,867	537,600	105.8%
TOTAL OP EXP LESS DEPRECIATION (DEPREC)	8,766,037	10,400,517	8,856,550	11,292,912	892,395	8.6%
TOTAL OP REVENUE LESS OP EXP & DEPREC	1,816,000	1,097,603	1,820,201	534,808	(562,795)	-51.3%
DEPRECIATION	910,362	950,000	833,961	1,050,000	100,000	10.5%
TOTAL OP REVENUE LESS OP EXPENDITURES	905,638	147,603	986,240	(515,192)	(662,795)	-449.0%
NET TRANSFERS TO CAPITAL	(905,638)	(147,603)	(986,240)	515,192	662,795	-146.9%
NET RESULTS OF OPERATIONS	-	-	-	-	-	
DEBT SERVICE COVERAGE				1.51		

**MID-PENINSULA WATER DISTRICT
BUDGET FOR YEAR 2017-2018
SUMMARY**

OPERATING EXPENDITURES	BUDGET \$	% OF TOTAL
PURCHASED WATER	5,234,856	42.4%
SALARIES & WAGES/PAYROLL TAXES & BENEFITS	2,923,117	23.7%
DEPRECIATION	1,045,867	8.5%
PROFESSIONAL SERVICES	458,660	3.7%
DEBT SERVICE	1,045,867	8.5%
UTILITIES	301,687	2.4%
OPERATIONS AND MAINTENANCE	1,332,858	10.8%
TOTAL OPERATING EXPENDITURES	12,342,912	100%



NOTE: Operating Expenditures under \$100k are not reflected in the above chart.

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2017-2018
DETAILED**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2015-2016 ACTUAL \$	ACTUALS 7/1/16-4/30/17	APPROVED AMENDED FY 2016-2017 BUDGETED	PROPOSED FY 2017-2018 BUDGET \$	Increase (Decrease)	% Change
1-400-4010-40-00	WATER COMMODITY CHARGES	7,433,821	7,577,277	8,100,000	8,500,000	400,000	4.9%
1-400-4020-00-00	FIXED SYSTEM CHARGES	2,452,298	2,459,633	2,663,720	2,663,720	-	0.0%
1-400-4030-00-00	FIRE SERVICE CHARGES	14,650	13,131	14,400	14,000	(400)	-2.8%
1-400-4050-00-00	SERVICE LINE & INSTALLATION CHARGES	113,439	1,813	25,000	10,000	(15,000)	-60.0%
1-400-4060-00-00	WATER SYSTEM CAPACITY CHARGES	90,625	76,875	200,000	200,000	-	0.0%
1-400-4070-00-00	WATER DEMAND OFFSET CHARGES	13,793	9,393	10,000	10,000	-	0.0%
1-400-4090-00-00	MISCELLANEOUS	11,060	69,655	10,000	10,000	-	0.0%
1-400-4000-00-00	TOTAL WATER AND FEE CHARGES	10,129,686	10,207,776	11,023,120	11,407,720	384,600	3.5%
1-400-4102-00-00	Interest Revenue- LAIF	14,847	30,992	20,000	10,000	(10,000)	-50.0%
1-400-4100-00-00	INTEREST REVENUE	14,847	30,992	20,000	10,000	(10,000)	-50.0%
1-420-4201-44-00	Lease of Physical Property	170,763	130,656	200,000	150,000	(50,000)	-25.0%
1-420-4202-45-00	Property Tax Revenue	266,341	283,528	255,000	260,000	5,000	2.0%
1-420-4208-46-00	Landscape Plan Permit Review	400	23,800			-	NA
1-420-4200-00-00	OTHER REVENUE	437,504	437,983	455,000	410,000	(45,000)	-9.9%
	TOTAL OPERATING REVENUE	10,582,037	10,676,751	11,498,120	11,827,720	329,600	2.9%
1-601-6010-50-00	Salaries & Wages	1,450,321	1,388,405	1,575,000	1,622,250	47,250	3.0%
1-601-6010-50-00	Capital Salaries & Wages		71,221	-			
1-601-6010-51-00	Director Compensation	7,600	5,900	11,000	11,000	-	0.0%
1-601-6010-00-00	GROSS REGULAR WAGES	1,457,921	1,465,526	1,586,000	1,633,250	47,250	3.0%
1-601-6010-50-00	CAPITAL SALARY & WAGES reversed		(71,221)				

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2017-2018
DETAILED**

ACCOUNT	ACCOUNT	FY 2015-2016	ACTUALS	APPROVED AMENDED FY 2016-2017	PROPOSED FY 2017-2018	Increase	%
1-602-6020-56-00	Overtime Labor	27,979	30,821	45,500	46,865	1,365	3.0%
1-602-6020-57-00	Standby Labor	33,715	31,376	37,000	38,110	1,110	3.0%
1-602-6020-00-00	SUB-TOTAL SALARY & WAGES	1,519,614	1,456,502	1,668,500	1,718,225	49,725	3.0%
1-603-6030-58-00	FICA/Medicare PR Tax	106,709	100,825	131,500	135,445	3,945	3.0%
1-603-6030-59-00	ACWA Health Care	301,917	298,265	320,000	329,600	9,600	3.0%
1-603-6030-60-00	ACWA Dental	25,645	23,055	31,000	31,930	930	3.0%
1-603-6030-61-00	ACWA Vision	4,293	4,015	4,350	4,481	131	3.0%
1-603-6030-62-00	ACWA Life/AD&D	4,164	4,012	4,200	4,326	126	3.0%
1-603-6030-63-00	Standard LDL/SDL Disability	8,781	9,129	12,400	12,772	372	3.0%
1-603-6030-64-00	Workers' Comp Insurance	35,976	30,486	50,400	50,400	-	0.0%
1-603-6030-65-00	Unemployment	-	-	1,000	1,030	30	3.0%
1-603-6030-66-00	CALPERS Retirement - ER 2%@55	(13,127)	193,892	235,000	242,050	7,050	3.0%
	CAPITAL PAYROLL TAXES & BENEFITS		28,503	-	-		
1-603-6030-67-00	Retirees' ACWA Health Care	59,261	59,283	56,000	57,680	1,680	3.0%
1-603-6030-68-00	Directors' ACWA Health Care	106,223	103,851	108,000	111,240	3,240	3.0%
1-603-6030-70-00	Medical Reimbursement	541	546	1,000	1,030	30	3.0%
1-603-6030-71-00	Employee Service Recognition	9,050	7,157	7,000	10,000	3,000	42.9%
1-603-6030-72-00	Safety Incentive Program	7,200	7,730	7,200	7,416	216	3.0%
1-603-6030-73-00	Uniforms	26,673	22,988	24,750	25,493	743	3.0%
1-603-6030-74-00	PARS OPEB Expense	200,104	136,502	170,000	180,000	10,000	5.9%
1-603-6030-75-00	Net Pension Expense	(56,196)	-				
1-603-6030-00-00	SUB-TOTAL PAYROLL TAXES & BENEFITS	827,215	1,030,241	1,163,800	1,204,892	41,092	3.5%
	CAPITAL PAYROLL TAXES & BENEFITS		(28,503)				
	PERSONNEL COSTS	2,346,829	2,458,240	2,832,300	2,923,117	90,817	3.2%
1-610-6100-76-00	SFPUC Treated Water	3,951,422	4,124,078	4,441,144	4,700,000	258,856	5.8%
1-610-6100-77-00	BAWSCA (Debt Service Surcharges)	461,256	435,831	476,000	476,000	-	0.0%
1-610-6100-78-00	Rates Stabilization	-	-	-	-	-	NA
1-610-6100-79-00	SFPUC Water Service Charge	78,478	65,220	58,856	58,856	-	0.0%
6-610-6100-00-00	PURCHASED WATER	4,491,157	4,625,129	4,976,000	5,234,856	258,856	5.2%

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2017-2018
DETAILED**

ACCOUNT	ACCOUNT	FY 2015-2016	ACTUALS	APPROVED AMENDED FY 2016-2017	PROPOSED FY 2017-2018	Increase	%
1-630-6301-00-00	Water Conservation Program	4,541	2,469	7,200	7,200	-	0.0%
1-630-6302-00-00	School Conservation Program	24,403	1,680	7,200	7,200	-	0.0%
1-630-6303-00-00	Public Outreach & Education	32,208	16,366	25,750	25,750	-	0.0%
1-634-6304-80-00	HET (High Efficiency Toilet) Rebates	13,068	10,048	19,750	19,750	-	0.0%
1-634-6304-81-00	Washing Machine Rebates	13,447	29	13,750	13,750	-	0.0%
1-634-6304-82-00	Lawn-Be-Gone Rebates	31,076	20,736	38,100	38,100	-	0.0%
1-634-6304-83-00	Rain Barrels Rebates	727	823	5,150	5,150	-	0.0%
1-630-6300-00-00	WATER CONSERVATION REBATES	58,318	31,636	76,750	76,750	-	0.0%
	OUTREACH/EDUCATION	119,470	52,152	116,900	116,900	-	0.0%
1-640-6401-00-00	Water Quality	45,930	55,219	67,000	69,010	2,010	3.0%
1-640-6402-00-00	Pumping	30,015	11,044	63,250	65,148	1,898	3.0%
1-640-6403-00-00	Storage Tanks	2,710	3,698	10,000	10,300	300	3.0%
1-640-6404-00-00	Mains/Distribution	189,632	92,852	100,000	103,000	3,000	3.0%
1-640-6405-00-00	Meters & Service	54,589	12,852	30,000	30,900	900	3.0%
1-640-6406-00-00	Fire Hydrants	30,226	24,157	31,000	31,930	930	3.0%
1-640-6407-00-00	Regulator Stations	9,305	78	6,000	6,180	180	3.0%
1-640-6408-00-00	Safety	4,286	12,701	32,000	32,960	960	3.0%
1-640-6409-00-00	SCADA maintenance	801	10,071	15,000	15,450	450	3.0%
1-640-6410-00-00	Generator Maintenance	-	20,891	24,000	24,720	720	3.0%
1-640-6400-00-00	FIELD OPERATIONS & MAINTENANCE	367,496	243,562	378,250	389,598	11,348	3.0%
1-650-6501-00-00	Buildings&Grounds	68,020	45,297	93,000	95,790	2,790	3.0%
1-650-6502-00-00	Equipment&Tools	17,596	13,642	21,000	21,630	630	3.0%
1-650-6503-00-00	Vehicles & Large Equipment	26,475	(7,040)	19,000	19,570	570	3.0%
1-650-6504-00-00	Fuel	22,170	17,119	29,000	29,870	870	3.0%
1-650-6500-00-00	FACILITIES & EQUIPMENT	134,261	69,018	162,000	166,860	4,860	3.0%
1-660-6601-00-00	Cathodic Protection Survey	700	7,586	12,000		(12,000)	-100.0%
1-660-6602-00-00	Leak Detection Survey	30,845	350	-	30,000	30,000	NA
1-660-6600-00-00	SYSTEM SURVEYS	31,545	7,936	12,000	30,000	18,000	150.0%

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2017-2018
DETAILED**

ACCOUNT	ACCOUNT	FY 2015-2016	ACTUALS	APPROVED AMENDED FY 2016-2017	PROPOSED FY 2017-2018	Increase	%
1-670-6701-00-00	Office Supplies	15,953	10,614	15,000	15,450	450	3.0%
1-670-6702-00-00	Insurance- Liability/Vehicles/Excess	65,516	60,442	87,750	90,383	2,633	3.0%
1-670-6703-00-00	Postage	12,693	10,200	8,000	8,240	240	3.0%
1-670-6704-00-00	Printing/Print Supplies	33,710	12,296	15,000	15,450	450	3.0%
1-670-6705-00-00	Equipment Services/Maintenance	10,819	23,373	56,750	58,453	1,703	3.0%
1-670-6706-00-00	Computer Supplies & Upgrades	1,065	16,707	14,750	15,193	443	3.0%
1-670-6707-00-00	Security & Safety	16	2,816	10,750	11,073	323	3.0%
1-670-6708-00-00	Miscellaneous Fees	184	16	500	515	15	3.0%
1-670-6709-00-00	Customer Credit Card Service Fees	116,189	121,433	140,000	100,000	(40,000)	-28.6%
1-670-6700-00-00	ADMINISTRATION & EQUIP	256,145	257,898	348,500	314,755	(33,745)	-9.7%
1-680-6801-00-00	Dues & Publications	34,240	35,339	39,500	40,685	1,185	3.0%
1-680-6802-00-00	Gov't Fees & Licenses	51,233	24,203	53,250	54,848	1,598	3.0%
1-680-6803-00-00	BAWSCA Membership Assessments	67,742	65,081	68,750	76,000	7,250	10.5%
1-680-6804-00-00	Env Health - Cross Connection Inspection	27,600	27,500	31,000	31,930	930	3.0%
1-680-6805-00-00	Software Licenses	-	960	5,000	5,150	150	3.0%
1-680-6800-00-00	MEMBERSHIP & GOV FEES	180,815	153,082	197,500	208,613	11,113	5.6%
1-690-6901-00-00	Bad Debt	4,901	2,483	7,000	7,000	-	0.0%
1-690-6902-00-00	Claims	3,987	13,722	30,000	30,000	-	0.0%
1-690-6900-00-00	BAD DEBT & CLAIMS	8,888	16,205	37,000	37,000	-	0.0%
1-700-7001-00-00	Utilities-Internet/Cable	9,365	9,525	12,100	12,463	363	3.0%
1-700-7002-00-00	Utilities-Cellular Telephones	14,187	9,442	11,850	12,206	356	3.0%
1-700-7003-00-00	Utilities-Electric-Pumping Costs	197,246	160,624	220,000	226,600	6,600	3.0%
1-700-7004-00-00	Utilities-Electric-Bldgs&Grounds	22,458	19,618	24,000	24,720	720	3.0%
1-700-7005-00-00	Utilities-Telephones	17,702	16,909	17,500	18,025	525	3.0%
1-700-7006-00-00	Utilities-Sewer - NPDES	6,521	5,743	7,450	7,674	224	3.0%
1-700-7000-00-00	UTILITIES	267,479	221,861	292,900	301,687	8,787	3.0%
1-710-7101-00-00	Prof Serv - District Counsel	100,903	52,163	90,000	90,000	-	0.0%
1-710-7102-00-00	Prof Serv - District Engineer	133,144	49,558	80,000	80,000	-	0.0%
1-710-7103-00-00	Prof Serv - IT	20,669	19,703	19,750	19,750	-	0.0%
1-710-7104-00-00	Prof Serv- Annual Finance Audit	18,600	17,700	17,700	19,000	1,300	7.3%

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2017-2018
DETAILED**

ACCOUNT	ACCOUNT	FY 2015-2016	ACTUALS	APPROVED AMENDED FY 2016-2017	PROPOSED FY 2017-2018	Increase	%
1-710-7106-00-00	Prof Serv- Accounting & Payroll	18,995	21,316	21,750	21,750	-	0.0%
1-710-7107-00-00	Prof Serv- Customer Billing	72,695	59,008	72,250	72,250	-	0.0%
1-710-7109-00-00	Prof Serv - Answering Svs	25	6,488	8,750	5,000	(3,750)	-42.9%
1-710-7110-00-00	Prof Serv - Miscellaneous	170,744	139,152	160,000	147,210	(12,790)	-8.0%
1-710-7111-00-00	Prof Serv - District Treasurer	3,600	3,000	3,700	3,700	-	0.0%
1-710-7100-00-00	PROFESSIONAL SERVICES	539,375	368,087	473,900	458,660	(15,240)	-3.2%
1-720-7201-00-00	Director Travel	1,768	1,650	5,000	5,000	-	0.0%
1-720-7202-00-00	Director Expense	87	190	1,000	1,000	-	0.0%
1-720-7203-00-00	Elections	-	4,896	-	-	-	NA
1-720-7204-00-00	Employee Travel/Training	14,906	25,530	32,000	32,000	-	0.0%
1-720-7205-00-00	Meetings Expense	5,815	5,630	7,000	7,000	-	0.0%
1-720-7200-00-00	TRAINING & TRAVEL	22,577	37,897	45,000	45,000	-	0.0%
1-730-7302-00-00	Restricted Earnings Expense - Interest LAI	-	30,992	20,000	20,000	-	0.0%
1-730-7300-00-00	RESTRICTED EARNINGS EXPENSE	-	30,992	20,000	20,000	-	0.0%
1-800-8001-00-00	Working Reserves: Capital	-	-	-	-	-	NA
1-800-8002-00-00	Working Reserves: Operating	-	-	-	-	-	NA
1-800-8000-00-00	RESERVES	-	-	-	-	-	NA
1-900-9010-00-00	DEPRECIATION	910,362	833,961	950,000	1,050,000	100,000	10.5%
1-740-7405-00-00	DEBT SERVICE 2016 COPs	-	314,493	508,267	1,045,867	537,600	105.8%
SUB-TOTAL - OPERATING EXPENSES		7,329,569	7,232,271	8,518,217	9,419,795	901,578	10.6%
TOTAL OPERATING EXPENSES		9,676,399	9,690,511	11,350,517	12,342,912	992,395	8.7%
NET OPERATING SURPLUS/(LOSS)							
TRANSFER TO CAPITAL		905,638	986,240	147,603	(515,192)	(662,795)	-449.0%

**MID-PENINSULA WATER DISTRICT
BUDGET FOR FY 2017-2018
CAPITAL OUTLAY/CAPITAL PROJECTS**

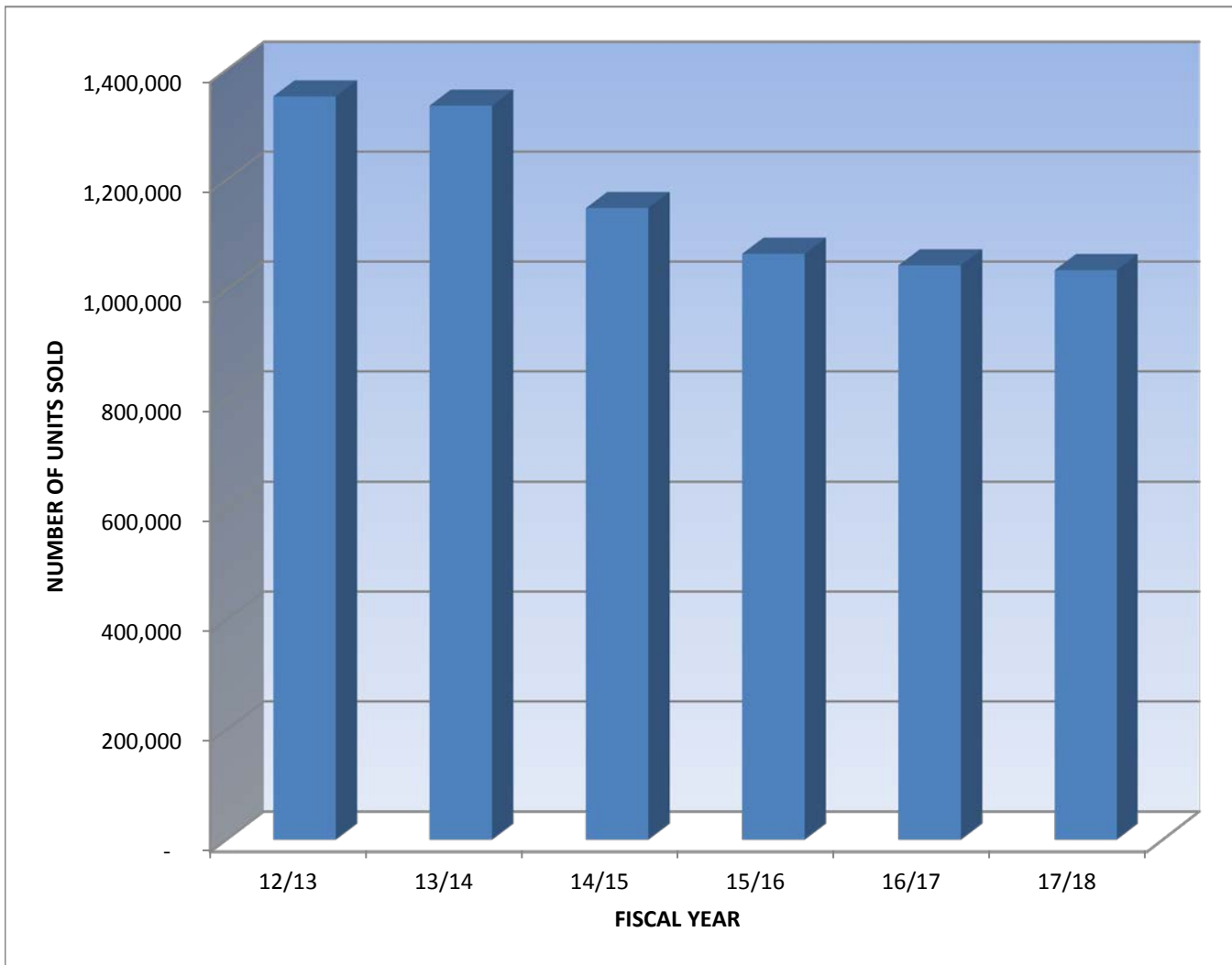
DESCRIPTION	APPROVED AMENDED FY 2016-2017 BUDGET \$	ACTUAL 7/1/2016 5/31/2017	PROPOSED FY 2017-2018 BUDGET \$
CAPITAL IMPROVEMENTS - WORK IN PROCESS (WIP)			
AMI Meter Change Out Program	600,000	502,807	
Alameda de las Pulgas Water Main Replacement Project - CIP	243,708	243,705	
Engineering Design Services for WMR Belmont Sewer COORD	100,000	-	
CIP 15-51 Francis Improvements	-	-	425,790
CIP 15-53 Academy Improvements	-	-	276,140
CAPITAL IMPROVEMENTS - WIP TOTAL	943,708	746,515	701,930
CAPITAL OUTLAY			
Financial Management System (FMS) - Comp Repl	95,000	94,865	-
Implementation of Sensus Consumer Portal	70,000	64,855	-
Miscellaneous Capital Outlay/Projects	50,000	52,383	50,000
CAPITAL OUTLAY TOTAL	215,000	212,103	50,000
CAPITAL IMPROVEMENTS & CAPITAL OUTLAY TOTAL	1,158,708	958,619	751,930
DEPRECIATION	950,000	833,961	1,050,000
TRANSFER FROM OPS	147,603	986,240	(515,192)
TRANSFER (TO)/FROM CAPITAL RESERVES	61,105	(861,583)	217,122
CAPITAL OUTLAY/CAPITAL PROJECTS	(1,158,708)	(958,619)	(751,930)
NET RESULTS OF CAPITAL	-	(0)	-

**WATER SALES ANALYSIS
MID-PENINSULA WATER DISTRICT
APPROVED BUDGET - FISCAL YEAR 2015/2016**

Fiscal Year	Actual Number of Units Sold
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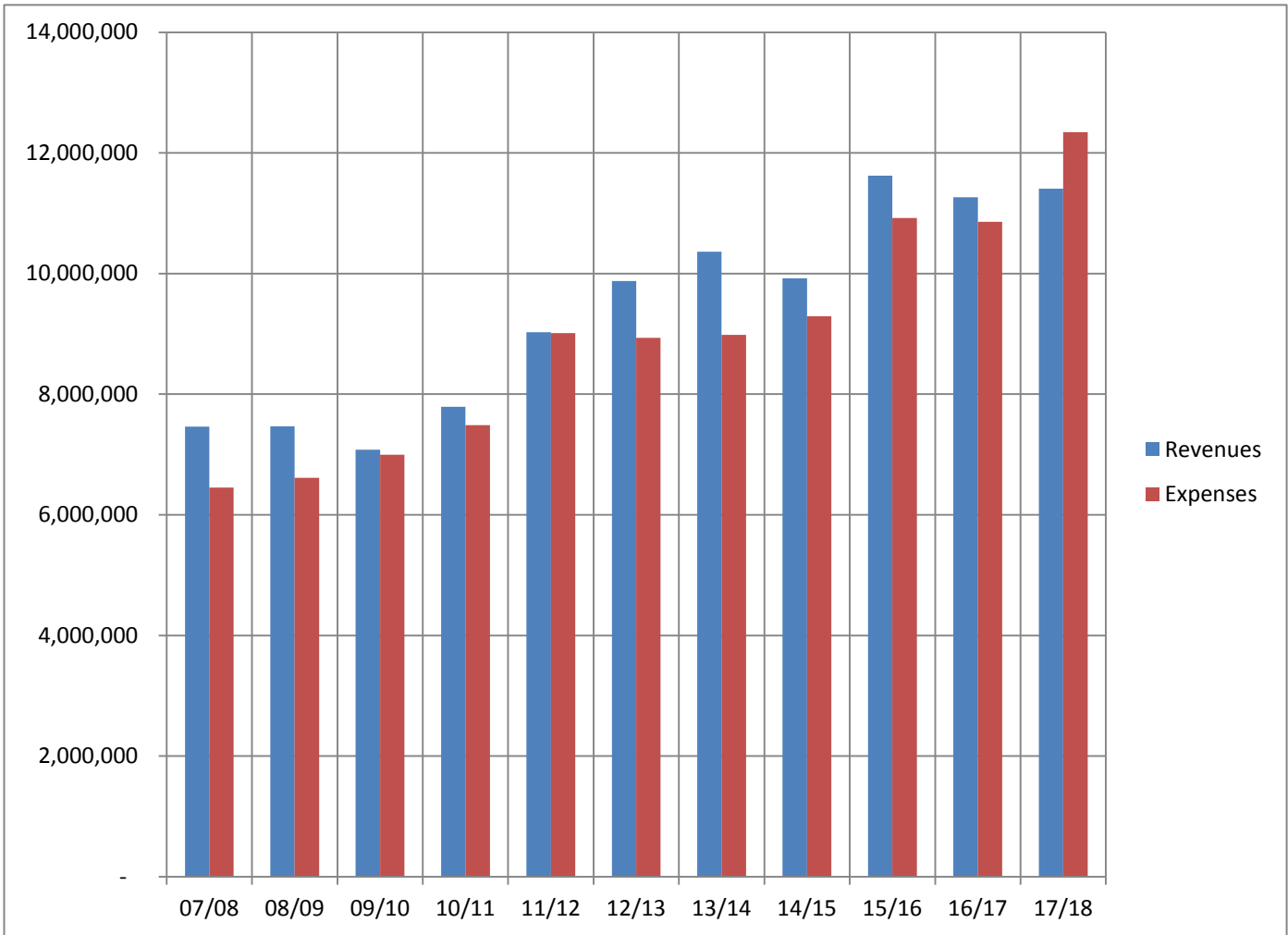
12/13	1,352,197
13/14	1,335,319
14/15	1,148,813
15/16	1,065,517
16/17	1,044,423
17/18	1,035,916

Based on consumption trends and no change in water charges



WATER SALES ANALYSIS
MID-PENINSULA WATER DISTRICT
Operating Revenue vs Operating Expenses

Fiscal Year	Revenues	Expenses	
07/08	7,464,418	6,453,780	
08/09	7,469,669	6,615,611	
09/10	7,082,219	6,995,624	
10/11	7,793,618	7,487,137	
11/12	9,028,136	9,014,267	
12/13	9,875,689	8,934,651	
13/14	10,360,026	8,981,349	
14/15	9,922,334	9,293,119	
15/16	11,623,320	10,923,320	
16/17	11,263,802	10,856,950	Unaudited financials - to be updated
17/18	11,407,720	12,342,912	Depreciation budgeted at \$1,050,000 included in expenses total



Good News!



NO WATER RATE INCREASES FOR NEXT FISCAL YEAR, BEGINNING JULY 1, 2017!

That's right! We are committed to manage operations within the current MPWD rate structure for another year, and wanted to spread the word!



MPWD's mission is to deliver a safe, high-quality, reliable supply of water for current and future generations in a cost-effective, environmentally-sensitive, and efficient manner.

Serving You Is Our Business...



MID-PENINSULA
WATER DISTRICT

3 Dairy Lane
Belmont, CA 94002

IMPORTANT CUSTOMER NOTICE

See other side for details.

HAVE YOU SIGNED UP FOR CIVIC PAY?



Register your online account with MPWD's new customer portal to take advantage of new features, set up recurring payments, and select paperless options. All you need is your water utility bill dated after April 1 and your email address. Go to:

www.MidPeninsulaWater.org/billpay



AGENDA ITEM NO. 7.A.

DATE: August 24, 2017
TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager
Joubin Pakpour, P.E., District Engineer

SUBJECT: DISCUSS PROPOSED ADDITIONAL ENGINEERING DESIGN SERVICES AND CONSTRUCTION MANAGEMENT TO THE OLD COUNTY ROAD CAPITAL IMPROVEMENTS (CIP 15-75) TO INCLUDE THE “F” STREET PROJECT (CIP 15-79), THE RALSTON PROJECT (CIP 15-82), AND EXTENSION OF OLD COUNTY ROAD IMPROVEMENTS

RECOMMENDATION

Discuss and provide direction regarding additional engineering design services and construction management to the Old County Road (OCR) CIP project, CIP 15-75. The proposed work considered by staff after further field investigation includes the following:

- CIP 15-79: “F” Street Improvements – replacing old 6-inch and 10-inch pipe crossing under CalTrain and connecting El Camino Real with Old County Road with an 8-inch PVC main;
- CIP 15-82: Ralston Avenue Improvements – replacing a block-long segment of old 6-inch CIP between the Old County Road and Elmer Street with 8-inch PVC; and
- Old County Road Extension – removes and replaces an additional 2,200 lineal feet of old cast iron pipe with an 8-inch PVC pipe.

FISCAL IMPACT

The OCR project (CIP 15-75) is the only project from the five-year CIP approved by the Board. It is one of the larger stand-alone projects, ranked #22, with an all-inclusive cost estimate in 2017 dollars of \$3.9 million. Planning, design and construction management is estimated at \$510,000. This project’s design contract is scheduled to come before

the Board in September. For perspective, the other projects are listed in the table below. Costs are based on 2015 dollars with an 8.2% inflation factor.

Project Title	CIP Number	CIP Rank	5-Year CIP (Y/N)	Total Project Estimate	Construction Estimate	Planning, Design & CM Estimate	Contingency Estimate
Old County Road	15-75	22	Y	\$3.9M	\$2.6M	\$510K \$432K*	\$310K
"F" Street	15-79	43	N	\$254K	\$174K	\$58K \$15K*	\$22K
Ralston Avenue	15-82	52	N	\$314K	\$222K	\$65K \$5K*	\$27K
OCR Extension	N/A	N/A	N	\$660K		\$120K \$45K*	

* Represents actual design costs based on the Schaaf and Wheeler (S&W) Proposal dated August 15, 2017.

Should the Board authorize expanding the OCR project to include any one or all of the three projects, funding could come from the Certificates of Participation or from Pay-Go funding through the budget process.

DISCUSSION

The Board adopted a five-year Capital Improvement Plan (CIP) at their June 2016 meeting, which included the OCR project (CIP 15-75). This project was selected by staff for engineering services to start the project to be provided by an outside consultant. Schaaf and Wheeler (S&W) was selected, following a deliberate professional selection process, as the design engineer. Staff anticipates bringing their design services contract to the Board in September.

Reasons for Enlarging Scope

The projects discussed above fall into two categories: design now and consider construction, and has to be designed and built.

The Ralston Avenue (CIP 15-82) and OCR Extension were not part of the five-year CIP. The latter is not a programmed project in the master CIP. However, staff recommends that these projects be designed by the same designer as the OCR project (CIP 15-75) to gain on the economy of scale and on local project knowledge during design of a much larger project. As an example, the design estimate the District received for the Ralston Avenue (CIP 15-82) project was \$5,100 as compared to the project estimate amount as a stand-alone project of \$65,000. Staff also recommends S&W design the water main replacement for the remaining portion of OCR, approximately 2,200 lineal

feet. These two projects are not necessary for the implementation and construction of the OCR project (CIP 15-75). Here too, staff is recommending utilization of S&W for the design of these projects now to take advantage of the economy of scale with the consultant. In the future the District may decide to shelf these projects until funding becomes available, or bundle them with other Pay Go projects. The design costs for these two projects are \$47,700, with the remainder related to construction management.

The "F" Street project (CIP 15-79) has to be included as a part of the OCR project (CIP 15-75) to make a clear water main connection at the intersection of "F" Street and the OCR. The OCR project cannot be properly designed without the "F" Street project. Due to permitting issues with CalTrain, the connection with the OCR project (CIP 15-75) can only be made if the "F" Street project (CIP 15-79) is included as part of the overall OCR project.

Attachments: Project Description: OCR CIP 15-75
 Project Description: "F" Street CIP 15-79
 Project Description: Ralston Avenue CIP 15-82
 S&W Proposal dated August 15, 2017

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

OLD COUNTY ROAD IMPROVEMENTS

PROJECT BACKGROUND

Old County Road spans the entire length of Zone 1 and has approximately 5,000 LF of various 4", 6" and 8" cast iron pipe (CIP) and asbestos cement (AC) water mains installed in the 1930's/1940's located on the east side of the road. In addition, approximately 3,100 LF of 10" and 12" polyvinylchloride (PVC) and polyethylene (PE) water mains in steel casings were installed in the late 1980s and parallel the CIP and AC on the left side of the road. There are approximately 111 service connections, 15 fire service connections, and 11 fire hydrants along the CIP/AC water mains. Hydraulic analysis indicates the larger parallel water mains (10"-12") provide no significant fire flow benefit to the zone. This project abandons 6,475 LF of various sized parallel water main and replaces all of the 6"- 8" CIP/AC with 8" PVC (3,700 LF) and 1,800 LF of 20" CC with 20" PVC from Bragato Road to Marine View Avenue. Distribution System Analysis No. 080

PROPOSED IMPROVEMENTS

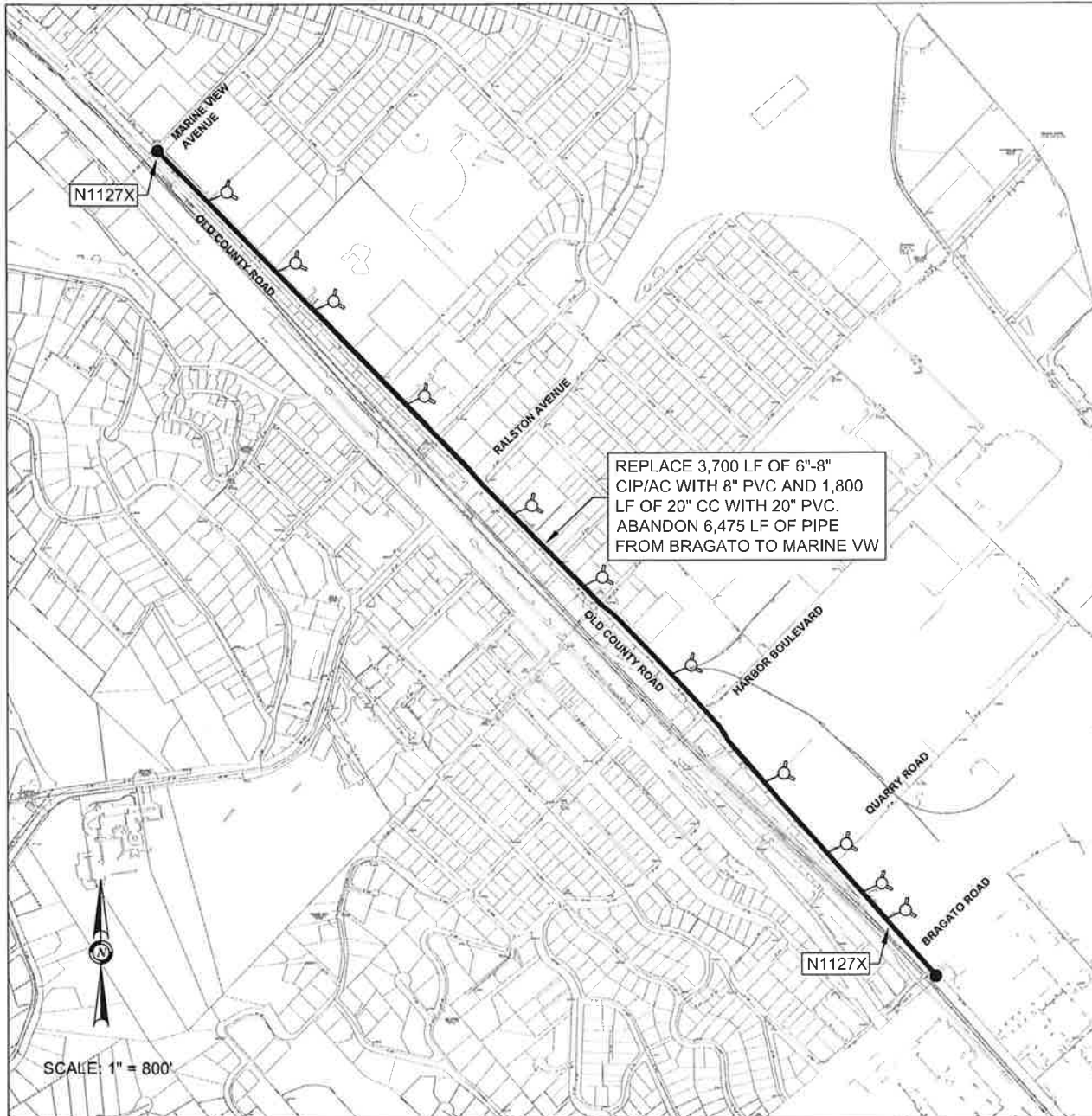
Abandon 6,475 LF of various size/type water mains
 Replace 3,700 LF of 6"-8" CIP/AC with 8" PVC
 Replace 1,800 LF of 20" CC with 20" PVC
 Replace 11 fire hydrant assemblies
 Replace 111 service connections
 Replace 15 fire service connections

PROJECT BENEFITS

The Old County Road Improvements replaces old and aging water main, reduces maintenance, and improves fire flows at various locations along Old County Road to as much as 2,500 gpm.

PROJECT BUDGET

3,700 LF - 8" PVC @ \$275/LF	\$ 1,017,500
1,800 LF - 20" PVC @ \$500/LF	\$ 900,000
Abandonments	\$ 75,000
11 Fire Hydrants @ \$15,000/EA	\$ 165,000
15 Fire Services @ \$6,000/EA	\$ 90,000
111 Service Connections @ \$3,000/EA	\$ 333,000
Subtotal Construction	\$ 2,580,500
Planning, Design, & Construction Support	\$ 510,000
Contingency (±10%)	\$ 309,500
Project Budget	\$ 3,400,000



SCALE: 1" = 800'



Pakpour Consulting Group, Inc.
 5776 Stoneridge Mall Road, Suite 320
 Pleasanton, CA 94588
 925.224.7717 Fax 925.224.7726
 www.pcgengr.com

JOB No.	10012.07
DATE	5/20/16
SCALE	AS NOTED
DRAWN:	BY <u>BL</u>
	CKD <u>JP</u>



MID-PENINSULA WATER DISTRICT
 SAN MATEO COUNTY, CALIFORNIA
 3 DAIRY LANE
 BELMONT, CA 94002

**CAPITAL IMPROVEMENT PROGRAM
 OLD COUNTY ROAD IMPROVEMENTS
 PROJECT 15-75**

F STREET IMPROVEMENTS

PROJECT BACKGROUND

F Street is located in the southern portion of Zone 1 and crosses El Camino Real where it dead ends before the railroad tracks. A short 150 LF 6" polyvinylchloride (PVC) water main provides service to one business and a hydrant on F Street. Directly to the south of F Street, the District has a 350 LF 10" concrete (CC) water main located in an easement on the CVS property and is 1 of 5 railroad crossings connecting Old County Road with El Camino Real. The 10" CC was installed in 1963 and is currently out of service due to main break with the exact location of the break unknown. This project relocates the existing 10" CC out of the CVS easement to F Street and installs a new 400 LF 8" PVC. The existing 10" CC will be used as a casing for the new 8" PVC underneath the tracks. Hydraulic analysis indicates this particular crossing does not provide significant fire flow benefit however it does provide other benefits including system redundancy and relocation of a water main out of an easement onto public right-of-way. Distribution System Analysis No. 084

PROPOSED IMPROVEMENTS

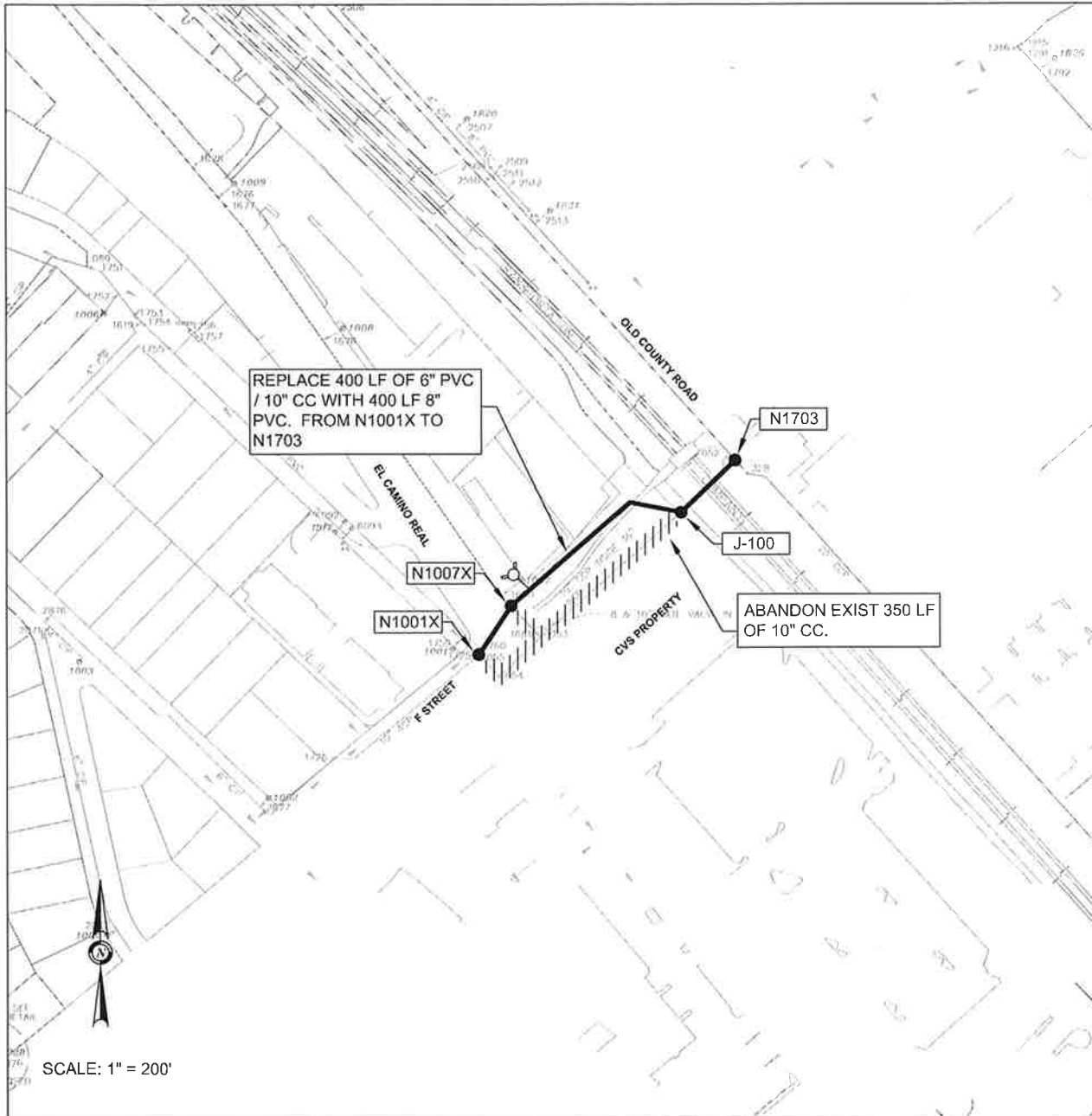
Install 400 LF of new 8" DIP
 Replace 1 fire hydrant assembly
 Replace 2 service connections

PROJECT BENEFITS

The F Street Improvements replaces old and aging water main, relocates a damaged water main out of the CVS property to public right-of-way, and provides system redundancy.

PROJECT BUDGET

400 LF - 8" PVC @ \$300/LF	\$ 120,000
2 Abandonments @ \$20,000/LS	\$ 20,000
1 Fire Hydrant @ \$15,000/EA	\$ 15,000
2 Service Connections @ \$3,000/EA	\$ 6,000
Subtotal Construction	\$ 161,000
Planning, Design, & Construction Support	\$ 54,000
Contingency (±10%)	\$ 20,000
Project Budget	\$ 235,000



SCALE: 1" = 200'



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 925.224.7717 Fax 925.224.7726
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JOB No.	10012.07
DATE	5/20/16
SCALE	AS NOTED
DRAWN:	BY <u>BL</u>
	CKD <u>JP</u>



MID-PENINSULA WATER DISTRICT
 SAN MATEO COUNTY, CALIFORNIA
 3 DAIRY LANE
 BELMONT, CA 94002

CAPITAL IMPROVEMENT PROGRAM
 F STREET IMPROVEMENTS
 PROJECT 15-79

RALSTON AVENUE IMPROVEMENTS

PROJECT BACKGROUND

The 500 LF 6" cast iron (CIP) water main along Ralston Avenue between Old County Road and Elmer Street was identified by maintenance personnel as a preferred capital improvement project. The CIP was installed in 1937 and it is probable this water main could experience a significant break in the future. Given the location on the highly traveled Ralston Avenue, a main break would not be ideal and would cause major traffic disruptions. This project replaces the existing 6" CIP with a new 8" polyvinylchloride (PVC) in addition to 5 service replacements and 1 fire hydrant. Traffic control on Ralston Avenue will be challenging where night time work may be a possibility to minimize traffic disruptions.

PROPOSED IMPROVEMENTS

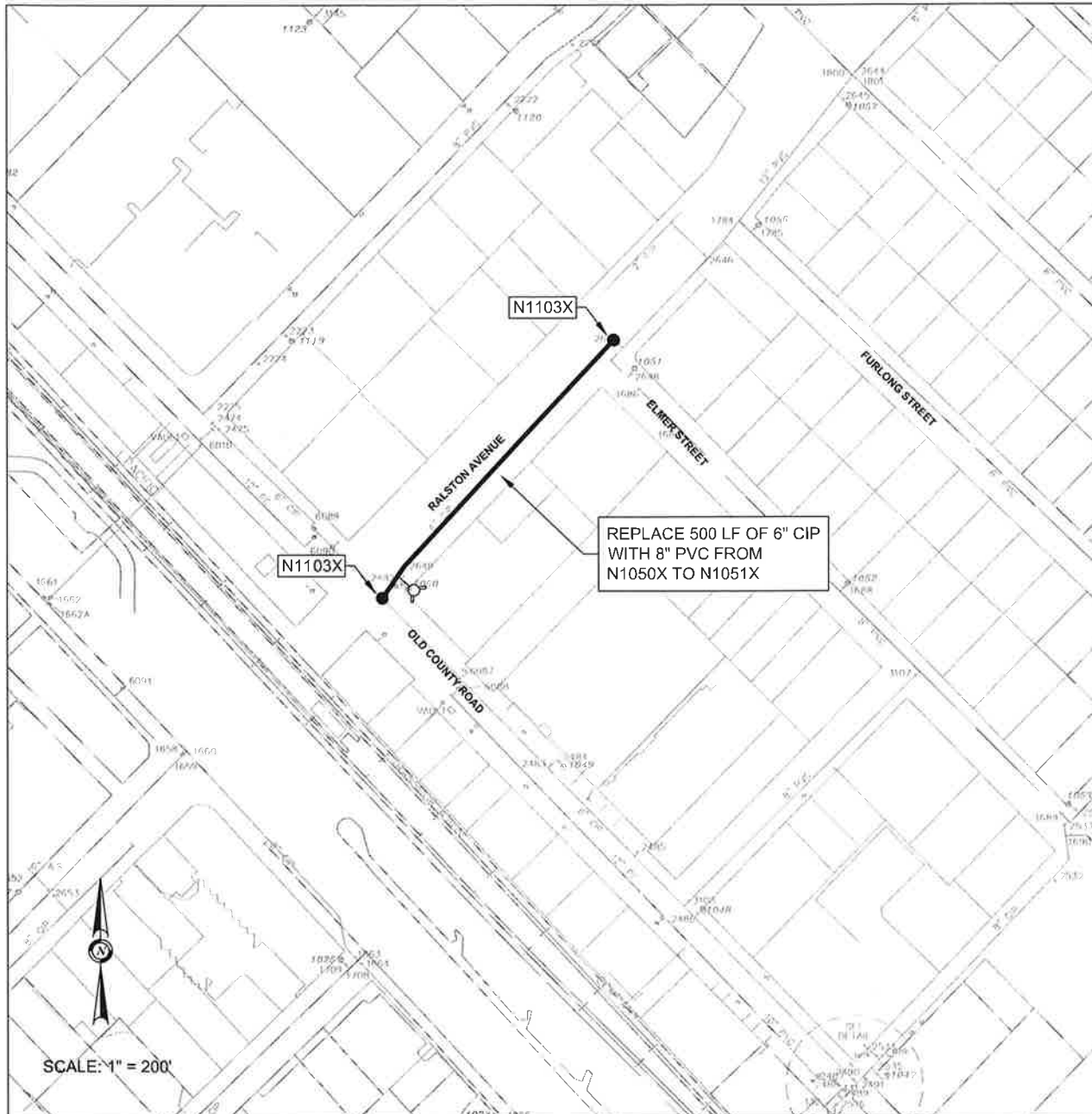
Replace 500 LF of 6" CIP with 8" PVC
 Replace 1 fire hydrant assembly
 Replace 5 service connections

PROJECT BENEFITS

The Ralston Avenue Improvements replaces an old and aging water main capable of creating major traffic disruptions in the event of a main break, and increases the water main to the minimum 8-inches set by the District.

PROJECT BUDGET

500 LF - 8" PVC @ \$250/LF	\$ 125,000
1 Fire Hydrant @ \$15,000/EA	\$ 15,000
5 Service Connections @ \$3,000/EA	\$ 15,000
Traffic Control @ \$50,000/LS	\$ 50,000
Subtotal Construction	\$ 205,000
Planning, Design, & Construction Support	\$ 60,000
Contingency (±10%)	\$ 25,000
Project Budget	\$ 290,000



SCALE: 1" = 200'



Pakpour Consulting Group, Inc.
 5776 Stoneridge Mall Road, Suite 320
 Pleasanton, CA 94588
 925.224.7717 Fax 925.224.7726
 www.pcgengr.com

JOB No.	10012.07
DATE	5/20/16
SCALE	AS NOTED
DRAWN:	BY <u>BL</u>
	CKD <u>JP</u>



MID-PENINSULA WATER DISTRICT
 SAN MATEO COUNTY, CALIFORNIA
 3 DAIRY LANE
 BELMONT, CA 94002

CAPITAL IMPROVEMENT PROGRAM
 RALSTON AVENUE IMPROVEMENTS
 PROJECT 15-82

Project Understanding

The Mid-Peninsula Water District (District) is undertaking a considerable capital improvement program to update, consolidate, and increase reliability of their potable water system. Schaaf & Wheeler has been selected to prepare construction contract documents for three of the District's capital projects along the Old County Road corridor in the City of Belmont (CIP No 15-75, 15-79, and 15-82). Each project is described in detail below:

Base Project

CIP 15-75 – Old County Rd – Project includes abandonment/removal of all the existing mains in Old County Road from just south of Bragato Road to Marine View Way and installation of 3,700 linear feet of 8-inch PVC main and 1,800 linear feet of 20-inch PVC main. The project includes an aerial crossing of Belmont Creek south of Harbor Blvd, the crossing will be constructed of free-span steel water pipe or ductile iron water pipe located on a support structure. Water services, fire hydrants, and fire sprinkler services will be replaced within the project boundaries.

CIP 15-79 – F Street – Project includes abandonment/replacement of 6-inch PVC and 10-inch concrete cylinder pipe along F Street between El Camino Real and Old County Road and installation of 8-inch PVC main. The project includes installation of new pipe under the PCJPB (Caltrain) railroad right-of-way and transverse crossing of Caltrans right-of-way.

Optional Projects

CIP 15-82 – Ralston Ave – Project includes abandonment/removal of 6-inch cast iron pipe along Ralston Ave between Old County Road and Elmer Street and installation of 8-inch PVC main. This project will connect to CIP 15-75.

CIP XX-XX – OCR Extension – Project is an additional alternative to extend the above project from Marine View Way to Sterling View Ave. The project includes abandonment/removal of all existing mains in Old County Road and installation of 2,200 linear feet of 8-inch PVC main.

Schaaf & Wheeler is providing a comprehensive team to provide engineering services from preliminary design through preparation of construction bid documents. Our scope of services includes mapping, permitting, CEQA support, public outreach support, geotechnical investigation, environmental investigation, utility locating and verification, cathodic protection, preliminary design, detailed design, and bid document preparation. The scope and fee assumes all base and optional projects will be undertaken at the same time and will be packaged as one bid package. If the different projects are phased at different times, additional effort may be required for design and assembly of separate bid packages.

Scope of Services

Schaaf & Wheeler has prepared a comprehensive scope to provide engineering design services for the District's capital replacement of water mains within the City of Belmont. Our team includes in-house engineering staff as well as sub-consultants that specialize in their related fields. Our sub-consultants include: Kier & Wright for surveying, Biggs Cardosa for structural engineering, JDH Corrosion for cathodic protection, BSK for geotechnical and environmental, David J Powers for CEQA compliance, Bess Testlab for utility locating, and Hexagon for traffic control design.

Task 1. Project Management and Coordination

As project manager, Leif M. Coponen, PE, will be the main point of contact for District staff. Schaaf & Wheeler's proposed design process will require close coordination between Leif and the design team to ensure delivery of a complete set of contract documents ready for public bid. The following tasks will be performed by the project manager:

- Obtain available record drawings and any pertinent project reports
- Arrange access for site surveys and other investigations
- Coordinate with District Engineer as required (hydraulic modeling)
- Subconsultant coordination
- Project scheduling
- Monthly progress reports, schedule of work, and progress meetings with District
- Prepare meeting agenda and document meeting minutes (Kick-off, Design Review) Quantity: 5
- Coordinate proposed improvements with District staff and affected utilities and agencies (Caltrain, Caltrans, City of Belmont, County of San Mateo, PG&E, AT&T, etc)
- Provide presentations to District staff and Board as required
- Prepare submittals as defined in this detailed scope of services
- Answer questions during all project phases as required

Task 2. Public Outreach Support

Schaaf & Wheeler will assist District staff with public outreach support, as the Old County Road corridor contains many businesses that may be impacted during construction. The District is committed to close coordination and noticing of customers to ensure their construction projects minimize impacts to homes and businesses, our engineers will assist in this effort. Timing of services will be at the District's discretion and may be inter-mixed throughout the duration of design services. The following tasks are included:

- Provide technical background for mailer notices (2 mailers)
- Attend one property owner meeting
- Attend two public meetings
- Attend two targeted field meetings

Task 3. Land Survey and Basemapping

Kier & Wright will prepare detailed land surveys and base mapping materials with utilities located in world coordinate system on the District's datum (or national datum if desired) over digitally rectified images from aerial photographs. The survey and mapping will be used by Schaaf & Wheeler to develop a set of construction documents suitable for public bid.

The initial work will include aerial flight photogrammetry and GPS coordination of flight markers and street monumentation. Flight markers will be set along with establishment of horizontal and vertical control on the State Plane Coordinate System. To reduce costs and improve accuracy between compilation of aerial photogrammetry and utility record data, all manholes and valves within the streets will be marked and painted in the field to help identify them accurately in the survey after receiving permission from Cities/Agencies with jurisdiction of right-of-way.

Utility and record map research will begin concurrent with the aerial photogrammetry. Office personnel will coordinate with various agencies to request record data for street improvements, public and private utility maps, as-built information and record map data.

As initial photogrammetry is compiled and delivered the field survey can begin. This includes field surveying of existing sewer/storm infrastructure including flowline data. Manholes will be dipped and measured along all project streets and all four directions of each street intersection to verify flow and depth. Storm drain manholes, catch basins and other structures will be surveyed as well for rim and invert data. Trees with canopies within 30 feet of the proposed alignment will be identified from the aerial data and these trees will be surveyed also. The surveying activities will include securing a survey encroachment permit from Caltrans and hiring a sub-contractor for traffic control within Caltrans right-of-way.

As above tasks are initiated, office personnel will begin compilation of all the record research data and aerial photogrammetry. This work includes drafting of the field survey data, record map information and utility measurements taken in the field. This will run concurrent with the majority of the above field efforts to maximize efficiency and reduce lead time as the field crews will be working one step ahead of office personnel as they deliver their field data.

As an optional task, Kier & Wright can obtain title reports for up to six parcels to determine more precise property boundaries and easements for two distinct areas: Belmont Creek at Old County Road and F Street at the Walgreens property. The two locations may require improvements and construction activities that are outside street right-of-way. The title reports will allow the District to determine specific property rights they may or may not have, which has the potential for determining feasibility of design concepts at these locations.

Task 4. Preliminary Engineering Report

Schaaf & Wheeler will prepare a basis of design report for the three capital projects. All key aspects of each project will be discussed including: system hydraulics, pipe materials, construction methods, design and construction alternatives, construction constraints and phasing, potential utility conflicts, and permitting requirements. The intent of the report is to allow the design team and District staff to work through the project design concepts and to determine the most preferred approach to detailed design,

prior to expending considerable design effort. The outcome of the preliminary engineering will direct our fieldwork program and detailed design effort. The basis of design report will also include conceptual design drawings (30% level) to assist with discussion of project constraints and alternatives.

Task 5. Field Investigation

Our team will conduct several different field investigations as part of the detailed design effort. The fieldwork will be the foundation for the design drawings and represents a considerable amount of work to ensure our design is complete and representative of real-world conditions the contractor will encounter during construction. The following key investigations are proposed:

Underground Utility Verification

The proposed pipeline alignment is located within a major utility corridor. Due to the limited space and congested corridor, it is imperative to determine any potential utility conflicts and provide resolution during design. Field modifications to the alignment and grade of the new water main during construction to avoid unforeseen conflicts can be costly and sometimes prohibitive. The proximity of the new improvements to existing high priority utilities reinforces the importance of field verifying utilities as part of the design process and not relying solely on pipeline construction activities to identify potential conflicts.

The previously collected utility data will be gathered from the surveyors and reviewed. Feedback from utility representatives will be solicited to obtain all available record information. Specific clearance requirements from identified utilities will be determined to assist with conflict resolution efforts. Significant utility uncertainties, especially with respect to depth, will need to be resolved through potholing activities.

Upon completion of preliminary design drawings there may be a number of locations where possible conflicts may occur between existing underground infrastructure and proposed improvements due to unknown depths and exact locations of various utilities. These locations will need to be potholed to verify locations and depths and revise designs as necessary.

The potholing will be coordinated between the survey team and Bess Testlab (potholers). The design team will determine key areas of possible conflicts and delineate these on a Pothole Exhibit for Bess Testlab to pothole the locations. Locations will be marked in the field in accordance with the exhibit and ground elevations will be surveyed in the area to be potholed. The locator can then pothole and document each location and provide the surveyors with the depth and location data per their measurements. As pothole data is delivered the design base maps will be updated to reflect the new information and revised deliverables will be provided to the design team.

Bess Testlab will perform the utility potholing operations by air lance excavation techniques. All known utilities that cross the proposed pipeline alignment will be field potholed to verify size of conduit and horizontal and vertical location. All utilities that run parallel to the proposed pipeline alignment and are within five feet of proposed excavation will be potholed as well. Traffic control measures and necessary encroachment permits will be part of the potholing operations. Pavement will be repaired per City or Agency requirements once potholing operations are finished. Field data will be recorded and incorporated into the design documents. Five days of potholing are anticipated with five potholes performed per day to a depth of 10 feet for areas outside Caltrans right-of-way, for the basis of the

proposal. One day of potholing is anticipated with four potholes performed to a depth of 10 feet for the El Camino Real crossing at F Street, for the basis of the proposal. Additional potholes can be performed on time and materials, generally performed on a per-day basis

Potential utility conflicts will be identified by Schaaf and Wheeler early in the design to allow the most flexibility for conflict resolution. All locations identified will be reviewed with District staff and include resolution alternatives that quantify impacts to the project and impacts to the affected utility. The analysis and chosen resolution alternative will be documented and provided to the District, in addition to being incorporated into the design documents. Schaaf & Wheeler will coordinate design efforts with affected utility companies as necessary.

Geotechnical Investigation and Report

BSK will provide subsurface investigations and geotechnical engineering to provide design parameters required for various construction methods and information useful to the Contractor for construction. BSK will also perform design document review for conformance of the plans with the geotechnical report and recommendations. The goal is to minimize the number of unknown site characteristics to reduce Contractor and District risk, thereby improving the quality of bids.

The purpose of the geotechnical investigation is to:

- Characterize the subsurface conditions
- Obtain soil samples for visual examination and laboratory testing to evaluate soil properties
- Provide geotechnical recommendations for the proposed water main project including, if needed, allowable lateral earth pressures for temporary shoring, temporary excavations, bedding, discussion of dewatering and earthwork recommendations, trench backfill recommendations, trenchless pipe installation technology recommendations, and pavement recommendations
- Prepare a report that describes the subsurface conditions, engineering properties, engineering analyses and evaluations, and provides recommendations for the proposed water pipelines

To characterize subsurface conditions, BSK will drill and sample four hollow stem auger borings to depths of 30 feet at two specific locations with truck-mounted, hollow-stem auger drilling equipment. We are not proposing to conduct field exploration for the entire pipeline length since the trench excavation will likely be a maximum of 5 feet deep for the majority of the alignment and slightly deeper for the 20-inch diameter main. Two borings will be performed at the Belmont Creek crossing and two borings will be performed at F Street where we anticipate crossing the railroad. We have included the borings at the railroad crossing in case sliplining the existing 10-inch concrete pipe is not feasible and a new trenchless crossing is required. Borings will be as close as practical to the location of the new alignment. An encroachment permit will be obtained from the required agencies prior to field exploration. Work will be performed on the side/shoulder of existing roadways with traffic control provided in accordance with City and County guidelines. Soil samples will be collected from the borings for visual classification and laboratory testing.

Boring locations will be marked and Underground Service Alert (USA) notified prior to beginning fieldwork, so that public and private underground utilities can be identified. (Marked locations will also be surveyed and incorporated into the plans in another task.) To further reduce the risk of damaging

unidentified underground utilities during drilling, a private utility locator will also be used. All borings will be permitted and backfilled with cement grout in accordance with San Mateo Environmental Health Department guidelines. Soil cuttings from borings will be collected in 55-gallon drums to be removed and relocated to a nearby location in coordination with the District.

(Project cost estimates assume that the soils cuttings will be non-hazardous. If environmental services indicate that the soil cuttings may be hazardous, additional testing services and disposal fees may be necessary.)

BSK will perform laboratory testing on the sampled soils to evaluate engineering properties. This testing will include:

- Liquid and Plastic Limit test
- Moisture-density tests
- Washed sieve grain size analysis

Field and laboratory data will be reviewed and engineering analyses performed to evaluate allowable lateral earth pressures for temporary shoring and pipeline thrust block design, temporary excavations, bedding, discussion of dewatering and earthwork recommendations, trench backfill recommendations, allowable lateral bearing pressures and trenchless construction recommendations. The geotechnical report will include the results of the investigation, and conclusions and geotechnical recommendations for design of the proposed water improvements. The report will also include an annotated site plan, boring logs, and laboratory test data in addition to the following:

- Site Conditions Summary and the engineering properties of the soils
- Geologic Hazards including liquefaction, lateral spreading, differential seismic compaction, fault rupture, and ground shaking
- Regional seismicity including active faults, maximum estimated ground shaking, earthquake probabilities. Seismic coefficients for design based on the California Building Code
- Discussion of trench shoring earth pressures, excavation stability, temporary construction dewatering, trench backfill materials, and fill placement specifications
- Pavement designs based upon actual R-value samples

Environmental Assessment

BSK will perform an environmental site assessment along the proposed pipeline alignment. Again the goal is to minimize the number of unknown site characteristics and provide useful information for the specifications. The scope of work presented below has been prepared to assist in identifying potential areas of environmental concern along the proposed pipeline alignment. It should be noted that the limited site assessment may reveal site conditions that warrant characterization and environmental testing.

A brief search of the State's GeoTracker database did not return results of active LUST sites within the project corridor, but given the commercial/industrial land-use along the project we believe a more detailed assessment is reasonable. The assessment will include the following:

- A review of publicly available and practically reviewable standard local, state or tribal, and federal environmental record sources

- A review of publicly available and practically reviewable standard historical sources, aerial photographs, Sanborn Fire Insurance Maps, and physical setting sources
- A review of publicly available environmental studies and monitoring reports associated with the any open or historical LUST sites
- Preparation of a report with our findings, opinions and conclusions

Corrosivity Investigation

JDH Corrosion Consultants will conduct site corrosivity investigation to determine the severity of soil corrosivity for buried metal piping and fittings. The field and laboratory work will be used as a basis for designing project specific cathodic protection for the water mains. Corrosion control design will use the District's standard design as a basis and be expanded only if additional design parameters are warranted. In-situ soil resistivity will be measured at selected locations along the project alignments. Soil samples will gathered near-surface and transported to CERCO Analytical for chemical analysis including pH, chlorides, sulfates, resistivity @ 100% saturation, and Redox potential. A corrosivity evaluation will be performed by reviewing the in-situ and laboratory analyses. JDH will prepare an engineering report that includes recommendations for long-term prevention of corrosion of water system components.

Task 6. Permitting and CEQA Coordination

Schaaf & Wheeler anticipates encroachment permits being required from the City of Belmont, County of San Mateo, Caltrans, and Caltrain for construction of the project. We also anticipate the need to obtain encroachment permits from some of the same agencies for design related fieldwork. Schaaf & Wheeler is proposing to provide permitting assistance to the District that will include preparation of the permits, technical analyses and reports, and improvement drawings and specifications. Payment of any permitting fees is not included in our scope of work. Based on the current concept of crossing Belmont Creek with a free-span aerial pipe, we do not anticipate the need for obtaining environmental agency permits for construction. Since Belmont Creek is under the purview of the County, we anticipate coordination with the County will be required, as the pipeline design will accommodate any future creek expansion plans known at the time of design.

Schaaf & Wheeler has retained David J. Powers to provide CEQA compliance services. An opinion letter will be prepared that discusses our recommended level of CEQA documentation and action for the District to take to comply with State requirements. At this time, based on the anticipated construction, we are anticipating a Categorical Exemption (Class 2) will be sufficient and we will prepare a Notice of Determination for the District to adopt.

Task 7. Design Development (60% & 95% PS&E)

Schaaf & Wheeler will prepare detailed plans, specifications, and estimates (PS&E) and submit these for District review and comment at the 60% and 95% completion levels. The 30% completion level submittal (as part of Task 4) will be used as conceptual level design to open discussion between the design team and the District to make sure the project is started down the correct path. All work will be provided on standard District border sheets using AutoCAD. For convenience, Adobe PDF files may be used to help circulate plans for comment at the District's discretion. District and/or Agency review

comments will also be incorporated into plan and specification revisions. The following sheets will generally be included in the plan set, with the first submittal parenthetically indicated:

- Cover Sheet (30%)
- Notes, Abbreviations and Legend (60%)
- Plan and Profile sheets over digitally rectified aerial photographs (60%)
- Existing rights-of-way and easements (60%)
- Major utility crossings (30%)
- All utility crossings (60%)
- Water Main Inter-tie Plans (60%)
- Traffic Control Plans (95%)
- General, Special and Technical Provisions (60%)
- Standard and Special Detail Sheets (60%)
- Construction Phasing/Outage Plans and Details (95%)

Schaaf & Wheeler fully comprehends the challenges facing the design phase of the project. Schaaf & Wheeler has identified three key design phase elements of this project that are important for the successful construction of this project:

- Constructability of design
- Public/Agency Outreach
- Permitting

First and foremost the design must be constructable. The project is large enough in scale and corridor congestion that significant modifications during construction will be costly and may be prohibitive. Schaaf & Wheeler's detail oriented design team will take the preliminary pipeline design and alignments provided by the District, and begin final design with an emphasis placed on constructability.

Plans, specifications, and engineer's cost estimates will be submitted for District review at 65%, 90%, and 100% completion levels. Schaaf & Wheeler will meet with the District to discuss the design and any review comments that are generated. Meeting minutes will be generated along with the documented review comments and the design team's response to the comments.

Hexagon Transportation Consultants will prepare traffic-handling plans for critical traffic locations for field activities associated with the design phase of the project and for the pipeline work associated with the construction phase of the project. We anticipate providing specific traffic control plans for the crossing of El Camino Real, Ralston Ave at Old County Road intersection, and Harbor Boulevard at Old County Road intersection. We also propose to prepare typical traffic control plans for up to six general conditions which will include handling driveway access for adjacent properties and any specific construction phasing stipulated in the design. We are not proposing to prepare complete traffic control plans for the entire project alignment for construction, as we feel the contractor is better suited to prepare plans based on his actual work and equipment layout.

The plans will be developed consistent with MUTCD, Caltrans, and WATCH manual standards. The plans will be drawn over existing base maps supplied by Schaaf & Wheeler and will include construction area

signage, temporary traffic control devices, and detour signage as needed to safely handle auto traffic as well as bicycle and pedestrian traffic during potholing and construction activity.

Hexagon will provide traffic engineering support services to Schaaf & Wheeler during the design phase of the project, as needed to refine the design of the project so as to minimize construction-related traffic impacts. The project alignment is located in a congested corridor with considerable traffic congestion and Schaaf & Wheeler anticipates traffic control during construction will be an important component to overall project success. Therefore, if our pipeline placement and design can take into account contractor operations and required traffic control, there is a reduced risk of needing to relocate the pipeline during construction due to traffic control constraints.

JDH Corrosion Consultants will prepare cathodic protection plans and specifications for the project. We anticipate a passive system will be required and no deep wells or rectifiers are needed. Typical details will be provided and sizing of anodes will be provided for reference by contractor, given the number of fittings or length of pipe to be protected.

Biggs Cardosa Associates will provide structural engineering design and specifications for the aerial crossing of the 20-inch water main over Belmont Creek. Structural design is anticipated to include either free-span steel water pipe or ductile iron pipe on a support structure that is independent of the existing bridge/culvert structure. Buried structural foundations are also planned at both sides of the crossing.

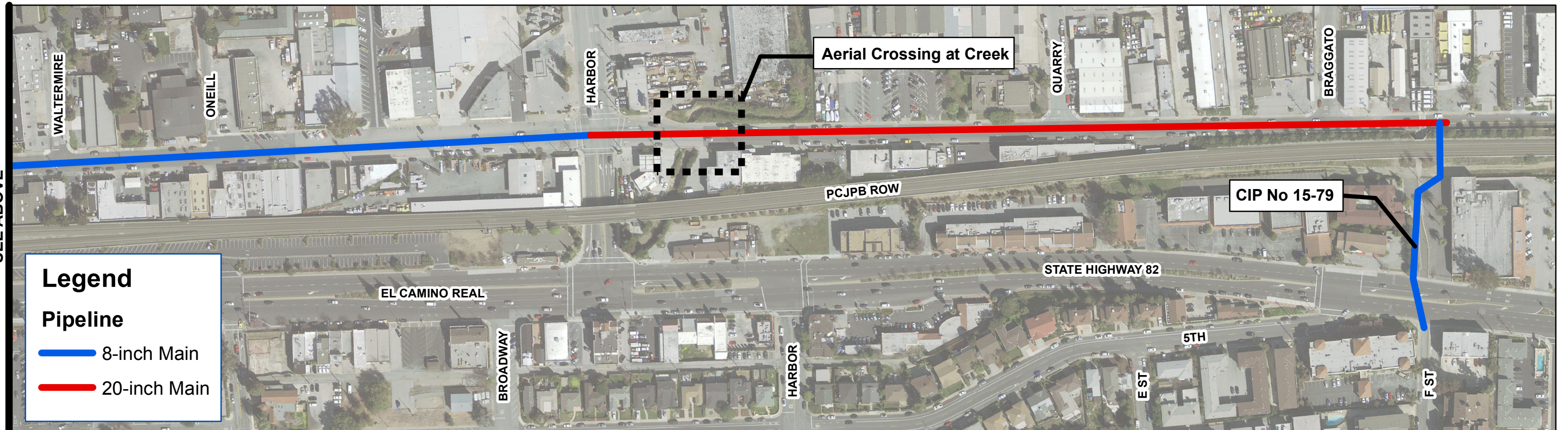
Task 8. Final Bid Documents

A written resolution of all comments from each PS&E submittal and all applicable Agency comments will be provided to the District for final document conformance. The final reproducible bid set will reflect all conformed comments. A complete camera-ready copy of the contract book and electronic version will be furnished to the District for reproduction. Schaaf & Wheeler anticipates incorporating the District's General Provisions and Standard Provisions into our Technical Provisions for a complete package ready for public competitive bidding. The District's standard construction contract will be used for the project.

<p style="text-align: center;">Mid-Peninsula Water District Engineering Design Services CIP 15-75, 15-79, & 15-82 Schaaf & Wheeler August 15, 2017</p>		Contract Hours and Rates by Task					Schaaf & Wheeler Contract Value	Kier + Wright (Surveyors)	BSK Associates (Geotech/Environmental)	Biggs Cardosa Associates (Structural)	Hexagon Transportation Consultants (Traffic Engineer)	JDH Corrosion Consultants (Corrosion)	Bess Testlab Inc (Utility Locating)	David J Powers & Assoc (CEQA)	Subsulant Markup (5%)	Contract Total
		Schaaf & Wheeler														
		Project Manager	Senior Engineer	Associate Engineer	Assistant Engineer	Designer / CAD										
		\$225	\$200	\$180	\$160	\$140										
Task																
Task 1	Project Management	116	10	0	30	0	\$32,900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$32,900
1.1	Project Management / Coordination	96					\$21,600								\$0	\$21,600
1.2	Meeting Prep / Attend / Records (Qty: 5)	20	10		30		\$11,300								\$0	\$11,300
Task 2	Public Outreach Support	24	0	36	0	16	\$14,120	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,120
2.1	Technical Support Mailers (Qty: 2)	4		16		8	\$4,900								\$0	\$4,900
2.2	Property Owner Mtg (Qty: 1)	4		4			\$1,620								\$0	\$1,620
2.3	Public Meetings (Qty: 2)	8		8		8	\$4,360								\$0	\$4,360
2.4	Field Meetings (Qty: 2)	8		8			\$3,240								\$0	\$3,240
Task 3	Land Survey / Basemapping	2	0	8	12	24	\$7,170	\$57,500	\$0	\$0	\$0	\$0	\$0	\$0	\$2,875	\$67,545
3.1	Land Survey / Basemapping	2		8	12	24	\$7,170	\$57,500							\$2,875	\$67,545
Task 4	Preliminary Engineering Report	20	24	36	56	32	\$29,220	\$0	\$0	\$2,000	\$0	\$0	\$0	\$0	\$100	\$31,320
4.1	Draft Report	16	16	24	40	24	\$20,880			\$2,000					\$100	\$22,980
4.2	Final Report	4	8	12	16	8	\$8,340								\$0	\$8,340
Task 5	Field Investigation	8	10	36	28	8	\$15,880	\$0	\$45,760	\$0	\$0	\$3,500	\$50,150	\$0	\$4,971	\$120,261
5.1	Underground Utility Verification (29 PH)	2	4	16	24	8	\$9,090						\$50,150		\$2,508	\$61,748
5.2	Geotechnical Investigation and Report	2	4	8			\$2,690		\$38,200						\$1,910	\$42,800
5.3	Environmental Assessment	2	2	8	4		\$2,930		\$7,560						\$378	\$10,868
5.4	Corrosivity Investigation	2		4			\$1,170				\$3,500				\$175	\$4,845
Task 6	Permitting and CEQA Coordination	26	32	8	48	28	\$25,290	\$0	\$0	\$0	\$0	\$0	\$0	\$2,080	\$104	\$27,474
6.1	Encroachment Permits	24	32		48	24	\$22,840								\$0	\$22,840
6.2	CEQA Documentation / CE	2		8		4	\$2,450							\$2,080	\$104	\$4,634
Task 7	Design Development	84	108	114	100	104	\$91,580	\$0	\$5,000	\$15,800	\$6,000	\$5,000	\$0	\$0	\$1,590	\$124,970
7.1	60% Plans, Specs, Estimate	32	40	46	34	58	\$37,040		\$2,000	\$10,000	\$1,000				\$650	\$50,690
7.2	95% Plans, Specs, Estimate	52	68	68	66	46	\$54,540		\$3,000	\$5,800	\$5,000	\$5,000			\$940	\$74,280
Task 8	Final Bid Documents	24	24	36	32	24	\$25,160	\$0	\$0	\$2,000	\$1,000	\$1,000	\$0	\$0	\$200	\$29,360
8.1	Final Bid Documents	24	24	36	32	24	\$25,160			\$2,000	\$1,000	\$1,000			\$200	\$29,360
PROJECT TOTAL (BASE SCOPE)		304	208	274	306	236	\$241,320	\$57,500	\$50,760	\$19,800	\$7,000	\$9,500	\$50,150	\$2,080	\$9,840	\$447,950
Add-Alt	Ralston Ave CIP 15-82	2	4	6	4	4	\$3,530	\$1,500	\$0	\$0	\$0	\$0	\$0	\$0	\$75	\$5,105
RA-1	Design / Bid Documents	2	4	6	4	4	\$3,530	\$1,500							\$75	\$5,105
Add-Alt	Main Extension OCR	4	0	14	12	8	\$6,460	\$14,000	\$2,200	\$0	\$0	\$1,500	\$16,740	\$0	\$1,722	\$42,622
OCR-1	Survey/Basemapping	2		2	4	8	\$2,570	\$14,000							\$700	\$17,270
OCR-2	Environmental Assessment	2		4			\$1,170		\$2,200						\$110	\$3,480
OCR-3	Corrosion Design			4			\$720				\$1,500				\$75	\$2,295
OCR-4	Underground Utility Verification (10 PH)			4	8		\$2,000						\$16,740		\$837	\$19,577
Opt	Optional Tasks	4	0	0	8	8	\$3,300	\$24,000	\$0	\$0	\$0	\$0	\$8,370	\$0	\$1,619	\$37,289
Opt-1	Title Reports / Mapping (Qty: 6)	2			4	4	\$1,650	\$24,000							\$1,200	\$26,850
Opt-2	Additional Potholes (1-Day / 5 PH)	2			4	4	\$1,650						\$8,370		\$419	\$10,439
PROJECT TOTAL		314	212	294	330	256	\$254,610	\$97,000	\$52,960	\$19,800	\$7,000	\$11,000	\$75,260	\$2,080	\$13,255	\$532,965



SEE BELOW



SEE ABOVE

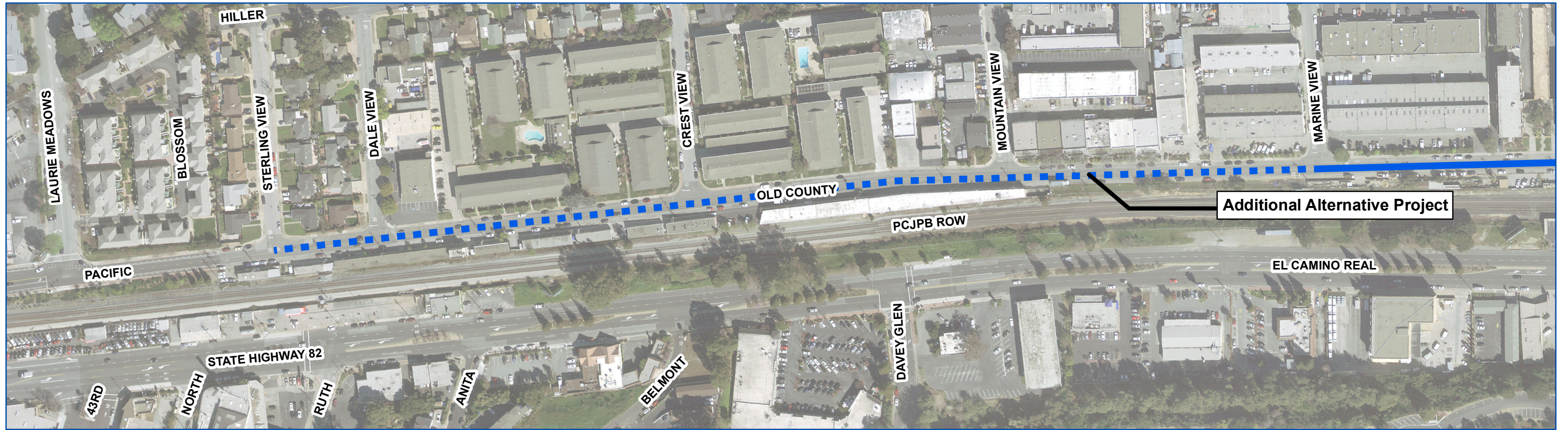
Legend

Pipeline

- 8-inch Main
- 20-inch Main



FIGURE 1:



Legend

Pipeline

- 8-inch Main
- Alternative 8-inch Main

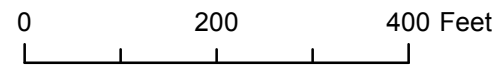


FIGURE 2:



AGENDA ITEM NO. 7.B.

DATE: August 24, 2017
TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager
Joubin Pakpour, P.E., District Engineer

SUBJECT: DISCUSS PROPOSED ADDITIONAL ENGINEERING DESIGN SERVICES AND CONSTRUCTION MANAGEMENT TO THE 2018 WATER MAIN REPLACEMENT PROGRAM IMPROVEMENTS: NOTRE DAME LOOP CLOSURE (CIP 15-10), CLIFFSIDE COURT IMPROVEMENTS (CIP 15-38), TAHOE DRIVE AREA IMPROVEMENTS (CIP 15-28), AND ZONE 5 FIRE HYDRANT IMPROVEMENTS (CIP 15-06), TO INCLUDE THE MID-NOTRE DAME ABANDONMENT (CIP 15-49)

RECOMMENDATION

Discuss and provide direction regarding additional engineering design services and construction management to the 2018 Water Main Replacement Project (WMRP), which is composed of the following projects on the five-year CIP list: the Notre Dame Loop Closure (CIP 15-10), the Cliffside Court Improvements (CIP 15-38), the Tahoe Drive Area Improvements (CIP 15-28) and the Zone 5 Fire Hydrant Improvements (CIP 15-06). The proposed additional scope of work considered by staff would include the following project:

- CIP 15-49: Mid-Notre Dame Avenue Abandonment in Zone 2 – to make room for the Notre Dame Loop Closure (CIP 15-10) to occur, a vintage 1930s 6-inch cast iron water main needs to be removed from underneath the street. The 10 water services currently fed from this 6-inch water main that would be connected to the existing 8-inch water main.

FISCAL IMPACT

The 2018 WMRP in its current state consists of four projects within the five-year CIP list approved by the Board. The table below shows the rank and updated 2017 cost estimates for the four projects that comprise the 2018 WMRP. This project's design contract is scheduled to come before the Board in September. Costs are based on 2015 dollars with an 8.2% inflation factor for design and 12.5% inflation factor for construction and contingency.

Project Title	CIP Number	CIP Rank	5-Year CIP (Y/N)	Total Project Estimate	Construction Estimate	Planning, Design, CM Estimate	Contingency Estimate
Notre Dame Loop Closure	15-10	6	Y	\$1.02M	\$776K	\$149K	\$93K
Cliffside Court Improvements	15-38	18	Y	\$246K	\$174K	\$50K	\$21K
Tahoe Drive Area Improvements	15-28	16	Y	\$570K	\$415K	\$102K	\$53K
Z5 Fire Hydrant Improvements	15-06	11	Y	\$167K	\$118K	\$34K	\$16K
Mid-Notre Dame Abandonment	15-49	29	N	\$179K	\$124K	\$36K	\$19K
Total:				\$2.18M	\$1.61M	\$371K \$325k*	\$202K

* Represents actual design costs based on Pakpour Consulting Group Proposal dated July 25, 2017

Should the Board authorize expanding the 2018 WMRP to include the Mid-Notre Dame Abandonment, funding could come from the Certificates of Participation or from Pay-Go funding through the budget process.

DISCUSSION

The Board adopted a five-year Capital Improvement Plan (CIP) at their June 2016 meeting, which included the four projects that make up the 2018 WMRP (CIPs 15-10, 15-38, 15-28 and 15-06). The 2018 WMRP is to be designed by the District Engineer, Pakpour Consulting Group. Staff anticipates bringing their design services contract to the Board in September.

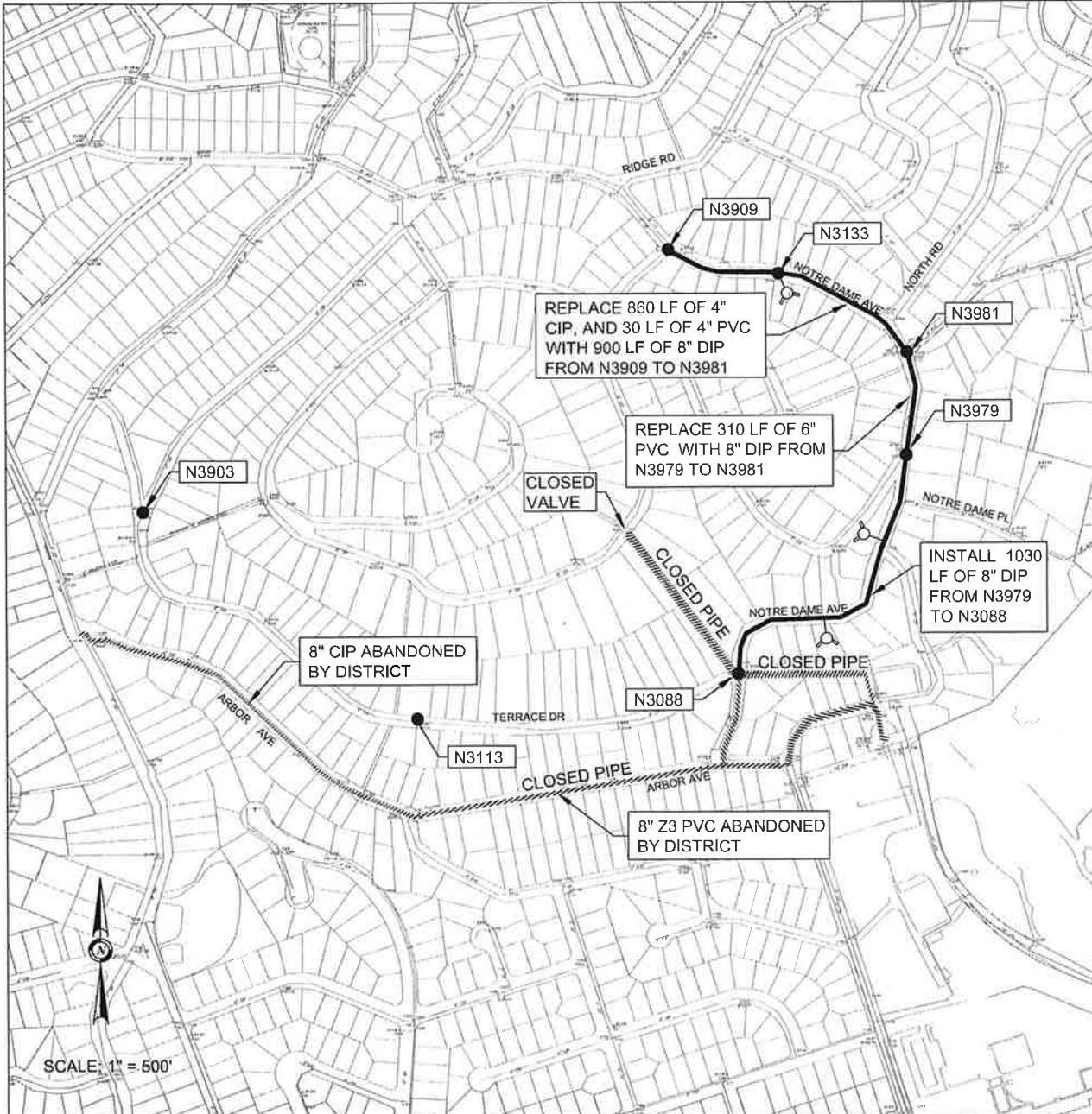
Reasons for Enlarging Scope

During a preliminary meeting with the District Engineer on the 2018 WMRP, information came to light on the crowded situation under Notre Dame with regard to infrastructure. And more importantly in order for a high-priority project, the Notre Dame Loop Closure CIP 15-10 to be constructed, the Mid-Notre Dame Abandonment CIP 15-49 would have to occur so that its scope, which is to remove old pipe, would make room for the new pipe that is a part of CIP 15-10. Without doing the work that is a part of CIP 15-49, the construction of CIP 15-10 cannot occur. There is no room or clear alignment to construct a third water line in this section of Notre Dame along with the other existing infrastructure.

- Attachments: Project Description: Notre Dame Loop Closure CIP 15-10
 Project Description: Cliffside Court Improvements CIP 15-38
 Project Description: Tahoe Drive Area Improvement CIP 15-28
 Project Description: Zone 5 Fire Hydrant Upgrades CIP 15-06
 Project Description: Mid-Notre Dame Abandonment CIP 15-49
 PCG Proposal dated July 25, 2017

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

UNANIMOUS_____ STUEBING_____ WARDEN_____ VELLA_____ LINVILL_____ ZUCCA_____



NOTRE DAME AVENUE LOOP CLOSURE

PROJECT BACKGROUND

According to the District GIS map and discussions with District personnel, water mains along Arbor Avenue and a small portion on Notre Dame Avenue were abandoned. As a result, this created a long 2,100 LF dead end on Terrace Drive and the District has reported water quality issues near the end of the dead end main. In addition, several water mains along Notre Dame Avenue (between Valley View Avenue and Manzanita Avenue) and the Terrace Drive dead end are incapable of meeting the minimum recommended fire flow of 1,500 gpm at 20 psi. This improvement will reconnect Terrace Drive with Notre Dame Avenue at Manzanita Avenue with 1,030 LF of new 8\" ductile iron pipe (DIP) thereby eliminating the dead end. In addition, 1,200 LF of new 8\" DIP will replace aging, undersized 4\" and 6\" water mains along Notre Dame Avenue. Three fire hydrants and 29 service connections will also be replaced. Hydraulic analysis indicates a 12% to 106% increase in available fire flows along Terrace Avenue and Notre Dame Avenue upon completion of this project. Distribution System Analysis No. 013

PROPOSED IMPROVEMENTS

- Install 1,030 LF of new 8\" DIP
- Replace 860 LF of 4\" CIP, 30 LF of 4\" PVC and 310 LF of 6\" PVC with 1,200 LF of 8\" DIP
- Replace 3 fire hydrant assemblies
- Replace 29 service connections

PROJECT BENEFITS

The Notre Dame Avenue Loop Closure eliminates the dead end on Terrace Avenue and replaces aging and undersized 4\" and 6\" CIP / PVC water mains with new 8-inch DIP. Fire flows increase by 12% to 106%.

PROJECT BUDGET

2230 LF - 8\" DIP @ \$250/LF	\$ 557,500
3 Fire Hydrants @ \$15,000/EA	\$ 45,000
29 Service Connections @ \$3,000/EA	\$ 87,000
Subtotal Construction	\$ 689,500
Planning, Design & Construction Support	\$ 138,000
Contingency (±10%)	\$ 82,500
Project Budget	\$ 910,000



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925.224.7717 Fax 925.224.7726
www.pcgengr.com

JOB No.	10012.07
DATE	5/20/16
SCALE	AS NOTED
DRAWN:	BY: BL
	CKD: JP



MID-PENINSULA WATER DISTRICT
SAN MATEO COUNTY, CALIFORNIA
3 DAIRY LANE
BELMONT, CA 94002

**CAPITAL IMPROVEMENT PROGRAM
NOTRE DAME AVENUE LOOP CLOSURE
PROJECT 15-10**

CLIFFSIDE COURT IMPROVEMENTS

PROJECT BACKGROUND

Water is currently provided to 14 residences on Cliffside Court through 330 LF 4" polyvinylchloride pipe (PVC) originally installed in 1976. The existing available fire flows (588 gpm) are significantly below the recommended 1,500 gpm at 20 psi residual. This project replaces the existing 4" PVC with new 8" ductile iron pipe (DIP), replaces the existing fire hydrants, and replaces all 14 services. Hydraulic analysis indicates a 300% increase in available fire flow to 2,350 gpm to Cliffside Court upon completion of this project. An analysis on water age indicates minimal effects with the increase in pipe size. Distribution System Analysis No. 040

PROPOSED IMPROVEMENTS

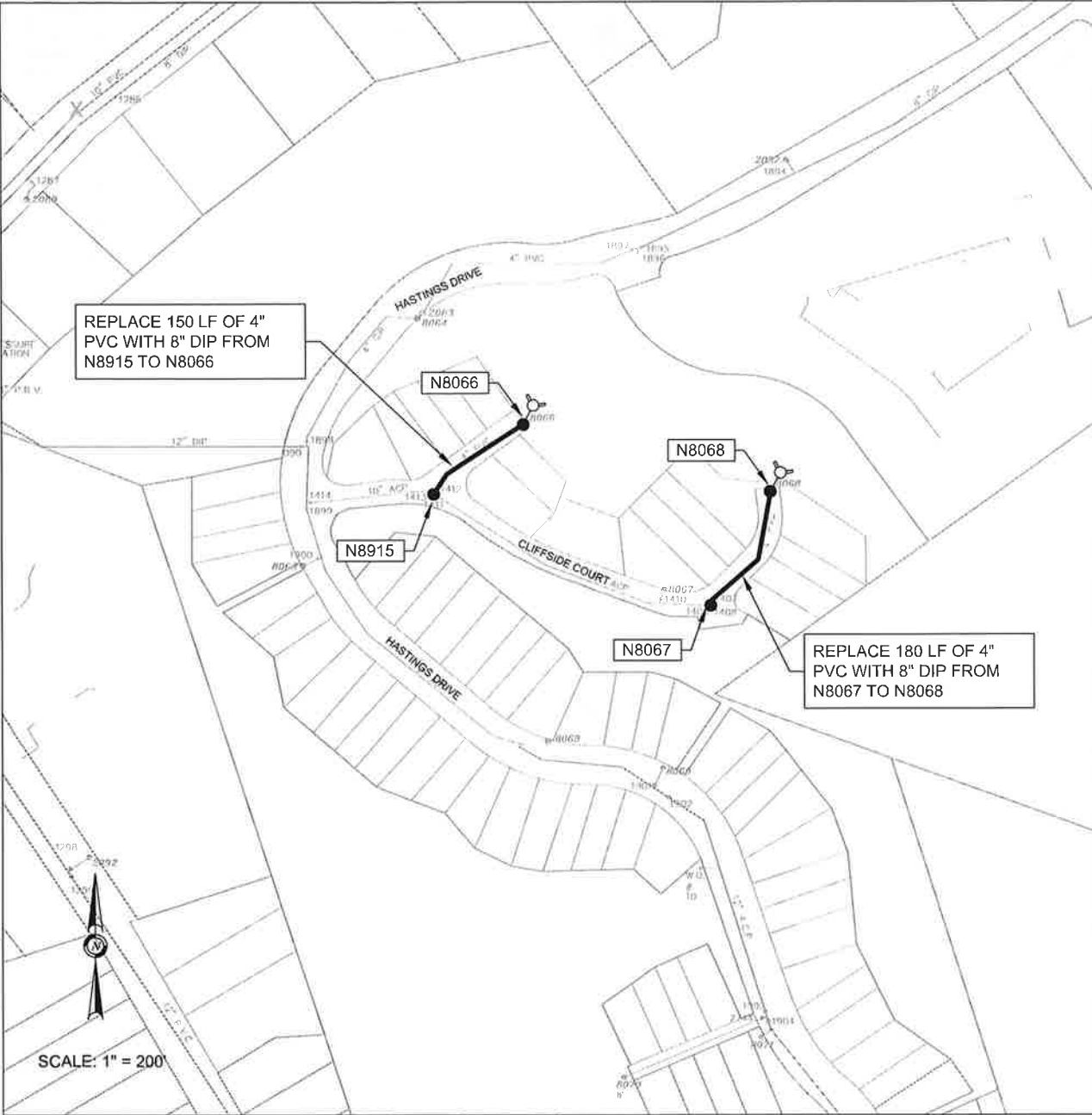
- Replace 330 LF of 4" PVC with 8" DIP
- Replace 2 fire hydrant assemblies
- Replace 14 service connections

PROJECT BENEFITS

The Cliffside Court Improvements replaces undersized 4" PVC water mains with new 8" DIP increasing fire flow by approximately 300% in the area.

PROJECT BUDGET

330 LF - 8" DIP @ \$ 250/LF	\$ 82,500
2 Fire Hydrants @ \$15,000/EA	\$ 30,000
<u>14 Service Connections @ \$3,000/EA</u>	<u>\$ 42,000</u>
Subtotal Construction	\$ 154,500
Planning, Design & Construction Support	\$ 46,500
<u>Contingency (±10%)</u>	<u>\$ 19,000</u>
Project Budget	\$ 220,000




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3 DAIRY LANE
BELMONT, CA 94002

**CAPITAL IMPROVEMENT PROGRAM
CLIFFSIDE COURT IMPROVEMENTS
PROJECT 15-38**

DRAWING NAME: 15CAD0101012 07C001 20151510R 26/05/16.dwg
PLOT DATE: 06/26/16 11:11:10 AM

TAHOE DRIVE AREA IMPROVEMENTS

PROJECT BACKGROUND

Water is currently provided to Tioga Way, Bryce Court and Muir Way through 300 LF, 400 LF and 200 LF 4" cast iron pipes (CIP) respectively, installed in the late 1950's. Fire flows along each of these streets are below the recommended minimum of 1,500 gpm at 20 psi. In addition, Tioga Way and Bryce Court have dead ends with blowoffs. This project replaces the aging and undersized water mains with new 8" ductile iron pipe (DIP). Two hydrants and 28 service connections will be replaced in conjunction with replacing the blowoffs with new hydrants. An analysis on water age indicates minimal effects with the increase in pipe size. Hydraulic analysis indicates as much as a 130% increase in available fire flows upon completion of this project. Combining this project with the West Belmont Tank Water Main Improvements Project (15-26) increases fire flows as much as 238%. Distribution System Analysis No. 030

PROPOSED IMPROVEMENTS

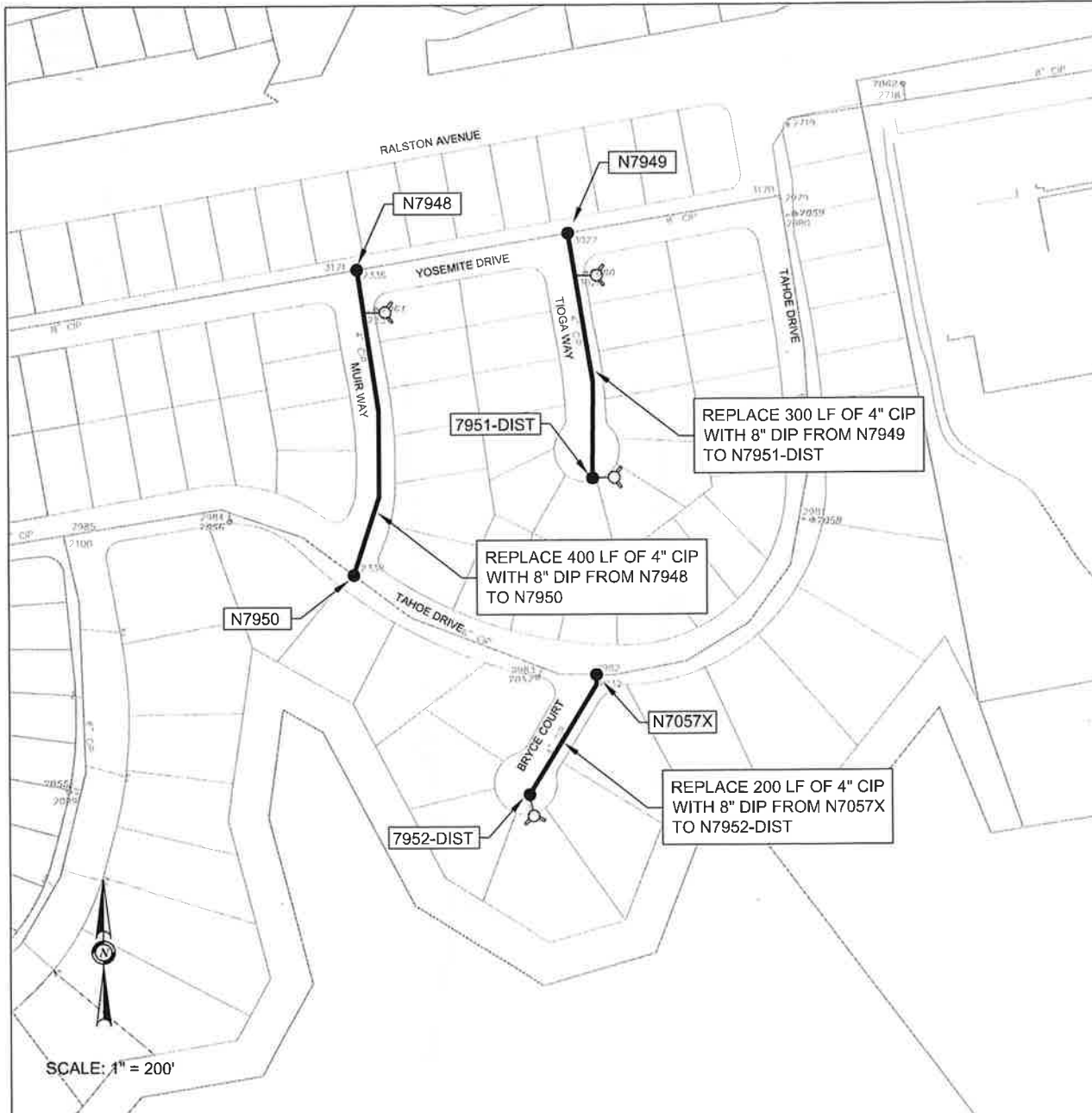
Replace 900 LF of 4" CIP with 8" DIP
 Replace 2 fire hydrant assemblies
 Replace 2 blowoffs with new fire hydrant assemblies
 Replace 28 Service Connections

PROJECT BENEFITS

The Tahoe Drive Area Improvements increases fire flows as much as 130%. When combined with the West Belmont Tank Water Main Improvements, fire flow increase is as much as 238%. Old and aging infrastructure is also replaced.

PROJECT BUDGET

900 LF - 8" DIP @ \$ 250/LF	\$ 225,000
4 Fire Hydrants @ \$15,000/EA	\$ 60,000
28 Service Connections @ \$3,000/EA	\$ 84,000
Subtotal Construction	\$ 369,000
Planning, Design & Construction Support	\$ 94,000
Contingency (±10%)	\$ 47,000
Project Budget	\$ 510,000



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MID-PENINSULA WATER DISTRICT
 SAN MATEO COUNTY, CALIFORNIA
 3 DAIRY LANE
 BELMONT, CA 94002

**CAPITAL IMPROVEMENT PROGRAM
 TAHOE DRIVE AREA IMPROVEMENTS
 PROJECT 15-28**

ZONE 5 FIRE HYDRANT UPGRADES

PROJECT BACKGROUND

Desvio Way, Solana Drive and Altura Way are each located in Zone 5 and each street has one hydrant located along their midpoints. Desvio Way and Solana Drive are dead end streets with no fire hydrants at their ends and hydrant spacing along all the streets is not optimal. This project improves the hydrant spacing and provides flushing capabilities at the dead ends by installing 4 new fire hydrants. The existing 3 fire hydrants would also be replaced as part of this project to bring them up to current standards. There will also be an added benefit in increasing fire flow protection to residents in Zone 5.

PROPOSED IMPROVEMENTS

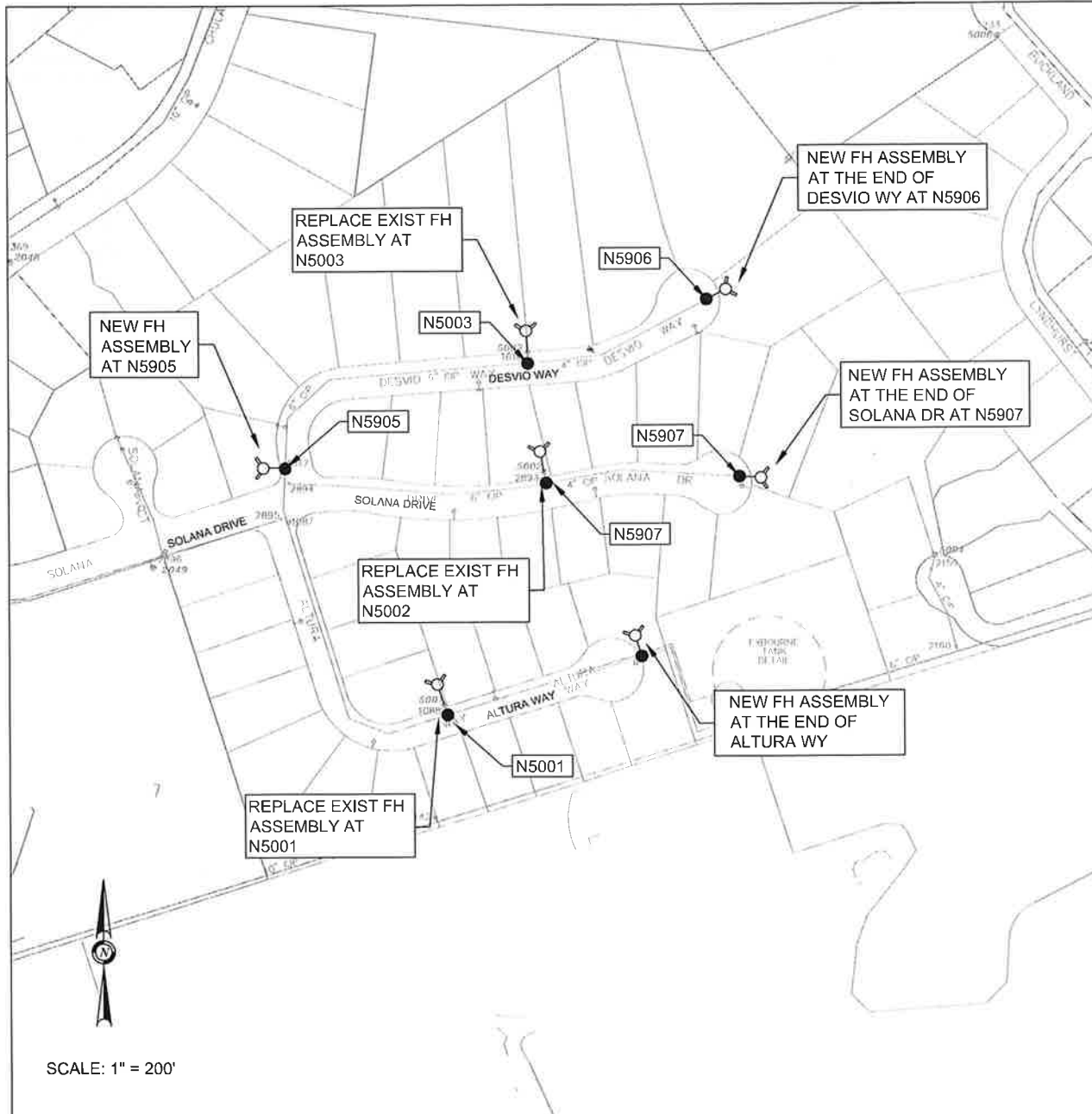
Install 4 new hydrant assemblies
Replace 3 fire hydrant assemblies

PROJECT BENEFITS

The Zone 5 Fire Hydrant Upgrades improves hydrant spacing in the area, provides flushing capabilities for the dead ends, and provides increased fire protection to Zone 5 residences.

PROJECT BUDGET

7 Fire Hydrants @ \$15,000/EA	\$ 105,000
Subtotal Construction	\$ 105,000
Planning, Design & Construction Support	\$ 31,000
Contingency (±10%)	\$ 14,000
Project Budget	\$ 150,000



SCALE: 1" = 200'



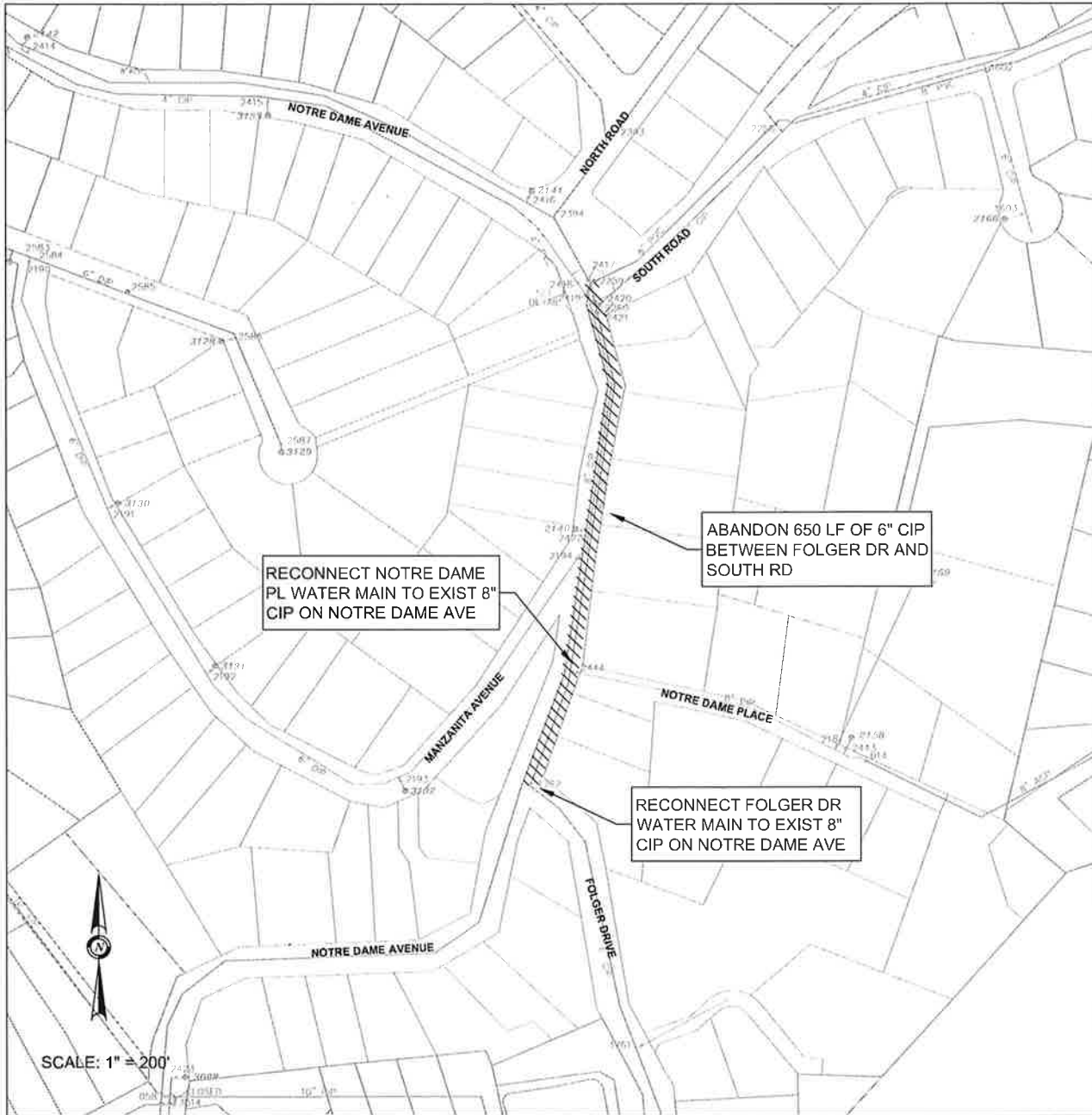
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3 DAIRY LANE
BELMONT, CA 94002

CAPITAL IMPROVEMENT PROGRAM
ZONE 5 FIRE HYDRANT UPGRADES
PROJECT 15-06



MID-NOTRE DAME AVENUE ABANDONMENT

PROJECT BACKGROUND

Notre Dame Avenue between Folger Drive and South Road has two parallel Zone 2 water mains: an 8" cast iron pipe (CIP) installed in 1951 and a 6" CIP installed in 1935. Fire flows under existing conditions are very strong in the area with flows well above the minimum recommendation of 1,500 gpm at 20 psi. This project abandons the existing 6" CIP and reconnects all branch connections and service connections to the existing 8" CIP. Hydraulic analysis indicates there is no adverse affect in abandoning the 6" CIP and fire flows remain nearly identical. Although the existing 8" CIP is also an aging water main, potential replacement of this water main will be on another distribution analysis involving all of the 8" water main on Notre Dame Avenue from Folger Drive to Hersom Tank. Distribution System Analysis No. 053

PROPOSED IMPROVEMENTS

- Abandon 650 LF of 6" CIP
- Replace 10 service connections

PROJECT BENEFITS

The Mid-Notre Dame Avenue Abandonment abandons a redundant, aging water main between Folger Drive and South Road reducing District maintenance.

PROJECT BUDGET

2 Pipe Abandonments @ \$10,000/End	\$ 20,000
2 Pipe Reconnects @ \$30,000/EA	\$ 60,000
10 Service Connections @ \$3,000/EA	\$ 30,000
Subtotal Construction	\$ 110,000
Planning, Design & Construction Support	\$ 33,000
Contingency (±10%)	\$ 17,000
Project Budget	\$ 160,000

SCALE: 1" = 200'



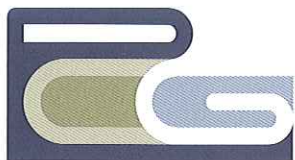
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MID-PENINSULA WATER DISTRICT
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3 DAIRY LANE
BELMONT, CA 94002

CAPITAL IMPROVEMENT PROGRAM
MID-NOTRE DAME AVENUE ABANDONMENT
PROJECT 15-49



Pakpour Consulting Group, Inc.

July 25, 2017

10012.24

Tammy Rudock
General Manager
Mid-Peninsula Water District
3 Dairy Lane
Belmont, CA 94002

**Subject: Proposal to Prepare Plans, Specifications, Cost Estimate and
Provide Construction Support
Notre Dame Avenue, Cliffside Court, Tahoe Drive Water Main Improvement Project**

Dear Tammy,

Pakpour Consulting Group (PCG) is pleased to provide the following proposal to prepare plans, specifications, cost estimate and provide construction support for the above mentioned projects as part of the District's Capital Improvement Program.

1. Notre Dame Avenue Loop Closure (CIP# 15-10) - Zone3

The project consists of eliminating 2,100 LF of an existing dead-end water main on Terrace Drive that has a history of water quality issues and does not meet the minimum recommended fire flow of 1,500 gallons per minute (gpm) at 20 pounds per square inch (psi). The connection of Terrace Drive with Notre Dame Avenue at Manzanita Avenue with a new 1,030 LF 8-in ductile iron pipe (DIP) water main will eliminate the dead-end main and create a looped system to improve water quality while also meeting fire protection recommendations. In addition, the installation of 1,200 LF of 8-in DI water main on Notre Dame Avenue between Manzanita Avenue and Valley View Avenue will replace existing aging 4-in and 6-in polyvinylchloride (PVC) and cast iron (CIP) pipes. Based on hydraulic analysis, the available fire flows will experience a 12% to 106% increase along Terrace Drive and Notre Dame Avenue after project completion. Three fire hydrants will be upgraded and 29 services will be reconnected to the new infrastructure.

2. Mid-Notre Dame Avenue Abandonment (#15-49) - Zone 2

There are two existing parallel water mains along Notre Dame Avenue between Folger Avenue and South Road: an 8-in CIP water main installed in 1950's and a 6-in CIP water main installed in the 1930's. The existing fire flows are above the recommended 1,500 gpm at 20 psi. This project will abandon the 6-in CIP water main on Notre Dame Avenue and connect the existing water main on Folger Avenue and Notre Dame Place to the 8-in CIP water main. Based on hydraulic analysis there are no indications of adverse affects to fire flows when the 6-in main is abandoned. Ten services will be reconnected to the existing 8-in CIP.



3. Cliffside Court Improvements (CIP #15-38)

The project consists of replacing existing undersized 4-in PVC water mains installed in the 1970's on two dead ends within Cliffside Court. Fire flows on Cliffside Court are below the recommended 1,500 gpm at 20 psi due to the 4-in bottlenecks.

This project will replace 330 LF of 4-in PVC with a new 8-in DIP water main thereby increasing available fire flows more than 300% of the current flows. Two fire hydrants will be upgraded and 14 services will be reconnected to the new infrastructure.

4. Tahoe Drive Area Improvements (CIP# 15-28)

The project consists of replacing existing undersized 4-in CIP water mains along Muir Way, Tioga Way, and Bryce Court. Fire flows at each of these streets are below the recommended 1,500 gpm at 20 psi. The existing water mains will be replaced with a new 8-in DIP water main thereby increasing fire flows approximately 130% of the current flows. Four fire hydrants will be upgraded and 28 services will be reconnected to the new infrastructure.

5. Zone 5 Fire Hydrant Upgrades (CIP# 15-06)

The project consists of upgrading and installing new fire hydrants along Solana Drive, Desvio Way, and Altura Way to improve flushing operations and increase fire protection in Zone 5. Three existing fire hydrants will be upgraded (Desvio Way, Solana Drive, and Altura Way) and three new hydrants will be installed at the cul de sacs to provide additional flushing capabilities and fire protection. One additional fire hydrant will be installed at the intersection of Solana Way and Desvio Way.

1.0 Meetings, Field Investigation with District Staff, and Potholing

PCG will conduct meetings and field investigations with District staff during the design phase and coordinate with the City of Belmont and utility companies for possible utility conflicts. PCG will coordinate with a potholing contractor to locate and confirm the depths of existing facilities along the new water main alignments. Information will be used to finalize the alignments for the 60% submittal.

Project Utility Notices will be sent out to all utilities and services operating in the area informing them of the project, requesting plans of their facilities, and their requirements for construction near them.

Deliverables: Meeting Minutes, Field Site Visit, Preliminary Layout on Notre Dame Avenue, Pothole Data Sheet

2.0 Topographic Survey & Utility Coordination

PCG, along with our subconsultant *Triad Holmes & Associates (THA)*, will research District, City, and County records for "As-Built" improvement plans, reports, studies and other data pertinent to the project. Local agencies in the area that have recently completed similar projects will be contacted for input.

Topography will be established and tied to horizontal and vertical control by THA. The scope of the survey work will consist of providing reference points, topographic information, establishment and listing of benchmarks and field monuments, site data control, and utility location and invert elevations. Existing right-of-way and adjoining property information will be obtained and shown on the project base map.



3.0 60% Plans and Cost Estimate

The 60% progress plans will be prepared per District standards and with a preliminary cost estimates. The design drawings will be prepared in AutoCAD 2017. The plans and cost estimates will be submitted for review to the District. PCG will participate fully in the review process.

Deliverables: 60% Plans and Cost Estimate (see Proposed Schedule)

4.0 90% Plans, Specifications, and Cost Estimate (PSE)

The 60% submittal will be carried to 90% completion by adding details, additional notes, and addressing District and other agency comments. Project specifications will be prepared in Microsoft Word 2007 format and will be incorporated into the District's "boilerplate" to produce draft bid documents. Bid quantities will be estimated for each item of work and a cost estimate prepared based on unit prices for each item. Unit prices will be determined based on recent bid tabulations from similar projects and discussions with local contractors.

Deliverables: 90% Plans, Specifications, and Cost Estimate (see Proposed Schedule)

5.0 Bid Documents (Final PSE)

The 90% submittal will be finalized by addressing District and other agency comments. Appropriate modifications will be made to the plans, specifications, and cost estimates to produce the final bid documents. .

Deliverables: Final (signed and sealed) PSE in hard copy and in electronic file format

6.0 Advertisement/Award Period

PCG will administer the advertisement and award process on behalf of the District and will include written responses to bidder's inquires, preparation of contract addenda, and conduct a pre-bid conference and site visits.

Deliverables: Documentation of activities, addenda, and responses to inquiries

7.0 Construction Support/ Record Drawings

PCG will provide construction support to the District consisting of submittal reviews and shop drawings for compliance with the contract documents. PCG will also respond to Requests for Information (RFIs) during the construction phase, attend progress meetings, and provide on-site observations at the District's request.

PCG will prepare and submit Record Drawings ("As Builts") based upon the Contractor's marked up plans. The Contractor's marked up plans will be reviewed by PCG concurrently with the project inspector to ensure an accurate representation of the "As Built" water mains.



Proposed Schedule

Notice to Proceed by the Board	August 25, 2017
Public Utility Notification	August 25, 2017
MPWD Coordination	August 28, 2017
Topographic Survey and Coordination:	
Cliffside Ct and Tahoe Dr:	
Field Survey Start	August 28, 2017
Field Survey Complete (5 Weeks)	September 22, 2017
Notre Dame Av:	
Pothole Coordination	September 4, 2017
Pothole Investigation	September 25, 2017
Field Survey Start	October 2, 2017
Field Survey Complete (6 weeks)	November 13, 2017
60% Cliffside Ct, Tahoe Dr, Zone 5 Fire Hydrants Submittal (Plans and Estimate)	October 6, 2017
90% Cliffside Ct, Tahoe Dr, Zone 5 Fire Hydrants Submittal (Plans, Specifications, and Estimate)	November 17, 2017
60% Notre Dame Av (Plans and Estimate)	December 22, 2017
90% Notre Dame Av (Plans, Specifications, and Estimates)	February 2, 2018
Bid Documents (Final Plans, Specifications, and Estimate) Due	March 9, 2018
Begin Advertisement (4 Weeks)	March 12, 2018
Pre-Bid Meeting	April 5, 2018
Bid Opening (4 Weeks to Prepare)	May 3, 2018
Bid Results/Recommendation Board Package	May 18, 2018
Award Project (Board Meeting)	May 24, 2018
Start Construction on Notre Dame Av (Summer Session after June 1, 2018)	July 2018

Assumptions

- Schedule has been closely coordinated with the surveyor and any delay on their part may affect the proposed schedule and will notify the District
- Pothole is not required on Cliffside Court and on Tahoe Drive area
- Zone 5 Fire Hydrant Upgrade will not require survey and can be schematically design with District's GIS Map



Assumptions (Continue)

- 3 weeks is allocated for the District to review the deliverables between submittals
- No coordination with Caltrans or Fish and Games is expected
- Design is based on open trench and no horizontal directional drilling or pipe bursting was considered
- Additional scope of work added to the stated projects will affect the schedule

Proposed Budget

TASK	DESCRIPTION	District Engineer		Project Engineer II		Project Engineer I		TOTALS	
		HR	COST	HR	COST	HR	COST	HRS	COST
			\$190		\$145		\$130		
1.0	Meetings/Field Investigation with District Staff	24	\$4,560	40	\$5,800	0	\$0	64	\$10,360
2.0	Utility Coordination	8	\$1,520	80	\$11,600	0	\$0	88	\$13,120
3.0	60% Plans and Cost Estimates	24	\$4,560	240	\$34,800	0	\$0	264	\$39,360
4.0	90% Plans, Specifications, and Estimates (PSE)	24	\$4,560	240	\$34,800	0	\$0	264	\$39,360
5.0	Bid Documents - Final PSE	24	\$4,560	240	\$34,800	56	\$7,280	320	\$46,640
6.0	Advertisement / Award Period	24	\$4,560	120	\$17,400	0	\$0	144	\$21,960
7.0	Construction Support/ Record Drawing	72	\$13,680	240	\$34,800	0	\$0	312	\$48,480
Total Labor		200	\$38,000.00	1200	\$174,000	56	\$7,280	1456	\$219,280
Topographic Survey (Notre Dame Avenue, Cliffside Court, Tahoe Drive Area) - Topographic Survey									\$45,000
Potholing									\$50,000
5% Direct Expense Fee (Mileage, Copies, Plots, Etc.)									\$10,964
Total Budget for CIP Planning, Design, and Construction Support Project Cost									\$325,244

The total CIP budget for Planning, Design, and Construction Support (CIPs 15-06, 15-10, 15-28, 15-38, and 15-49) is \$325,000.00. As a comparison, the current total design budget is 14.0% less than the original 2015 design budget of \$370,500.00 for these services.

We look forward to assisting the District with this project. Please do not hesitate to contact me at (925) 224-7717 should you have any questions.

Very truly yours,

Pakpour Consulting Group, Inc.



Joubin Pakpour, P.E.
District Engineer





AGENDA ITEM NO. 8.A.

DATE: August 24, 2017
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: APPROVE RESOLUTION 2017-15 ESTABLISHING THE APPROPRIATIONS LIMIT APPLICABLE TO THE MPWD DURING FISCAL YEAR 2017/2018

RECOMMENDATION

Approve Resolution 2017-15, as required by State law, establishing the Appropriations Limit in the amount of \$3,171,868 that will be applicable during Fiscal Year (FY) 2017/2018.

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 3.69%, and the applicable change in population from January 1, 2016 to January 1, 2017 for the District was .56%.

The MPWD's adjusted limit for Fiscal Year 2017/18 will be \$3,171,868.

As required by law, notice of the FY 2017/2018 limit and how it was calculated was posted at the MPWD on July 20, 2017.

Attachments: Resolution 2017-15
MPWD's Notice of Determination of Appropriations Limit for FY 2017/2018

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

UNANIMOUS____ STUEBING____ WARDEN____ VELLA____ LINVILL____ ZUCCA____

RESOLUTION NO. 2017-15

**ESTABLISHING THE APPROPRIATIONS LIMIT
APPLICABLE TO THE
MID-PENINSULA WATER DISTRICT
DURING FISCAL YEAR 2017/2018**

* * *

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 2016/2017 as \$3,041,976; 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 2017/2018 are as follows: (1) the change in the California per capita personal income was 3.69%; and (2) the applicable change in population from January 2016 to January 2017 was .56%.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Mid-Peninsula Water District that the appropriations limit for Fiscal Year 2017/2018 is established as \$3,171,868.

REGULARLY PASSED AND ADOPTED this 24th day of August 2017, 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 2017 - 2018

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 2017-2018 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 August 24, 2017.

1. Appropriations limit for fiscal year 2016 – 2017	\$3,041,976
2. Population change (January 1, 2016 - January 1, 2017)	.56%
3. Change in California per Capita Personal Income Fiscal Year 2016 - 2017	3.69%
4. Fiscal year 2017 - 2018 adjustment factor (1.0369 x 1.0056)	1.0427
5. Fiscal year 2017 - 2018 appropriations limit (\$3,041,976 x 1.0427)	\$3,171,868

Dated: July 20, 2017



AGENDA ITEM NO. 8.B.

DATE: August 24, 2017
 TO: Board of Directors
 FROM: Tammy Rudock, General Manager

SUBJECT: PROGRESS REPORT ON MPWD 2017-2018 STRATEGIC PLAN

RECOMMENDATION

Receive progress report on MPWD 2017-2018 Strategic Plan.

FISCAL IMPACT

None.

DISCUSSION

The Board approved a two-year strategic plan on March 23, 2017, and it is attached for reference. A mid-year report on the progress of the MPWD Strategic Plan action items was initiated in 2015 and is a resourceful review.

Attached is a progress report for the 2017 Measures of Success prioritized within the MPWD Strategic Plan. Of the 18 strategic priorities for 2017:

6 have been completed	Priority Nos. 4, 7, 8, 10, 13, and 14
6 are in progress and projected to be completed by December 31, 2017	Priority Nos. 2, 5, 6, 9, 12, and 16
1 is in progress and ongoing	Priority No. 17
1 is anticipated to carry over to 2018	Priority No. 3
2 multi-component priorities are a combination of being completed, and/or projected to be completed by December 31, 2017, and/or anticipated to carry over to 2018	Priority Nos. 1 and 15
2 are to be determined by the Board	Priority Nos. 11 and 18

Staff will provide a year-end status report on 2017 strategic items at the February 2018 regular Board meeting.

Since the MPWD's Strategic Plan includes 2018 action items, unless otherwise directed by the Board, staff will not be scheduling a special Board meeting/strategic planning session in January 2018.

Attachments: MPWD 2017-2018 Strategic Plan
Progress Report dated August 24, 2017

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

UNANIMOUS_____ STUEBING_____ WARDEN_____ VELLA_____ LINVILL_____ ZUCCA_____



MID-PENINSULA WATER DISTRICT

2017-2018 STRATEGIC PLAN

March 23, 2017

Board of Directors:

Al Stuebing, President
Dave Warden, Vice President
Louis Vella, Director
Betty L. Linvill, Director
Matt Zucca, Director

Appointed Officials:

Joan Cassman, District Counsel
Joubin Pakpour, District Engineer
Jeff Ira, District Treasurer

Executive Staff:

Tammy Rudock, General Manager
Candy Pina, Board Secretary/Administrative Services Manager
Rene Ramirez, Operations Manager

INTRODUCTION

The Mid-Peninsula Water District (MPWD) Board of Directors holds its special strategic planning session in January of each year, and this year it was on January 12, 2017. The planning session was facilitated by consultant, Julie Brown, and she started with identification by Directors and staff of the most notable MPWD 2016 accomplishments:

- MPWD Personnel Manual
- Completion of 2016 capital projects
- Rates planning process
- Operational improvements, specifically Alameda de las Pulgas water main replacement and Buckland Tanks
- No major worker's compensation issues—employees seem satisfied, happy and valued
- No significant project over-runs—staff showed expertise, institutional knowledge and managed work exceptionally
- Staff's handling of Certificates of Participation (COP) sale process for the MPWD 5-Year CIP, resulting in significant infrastructure dollars received and an outstanding credit rating (AA by S&P)
- Completion of the hydraulic model process and update, including staff collaboration and agreement on priorities
- Outstanding communications to and with board/management, staff, customers and other stakeholders
- Improved relations with City partners
- Relationships with consultants
- Improved and resourceful website

Action items were identified and discussed by staff and Directors for the 2017 Strategic Plan. Subsequently, given the nature of the action items and timing required to complete them, staff recommended and the Board approved a two-year Strategic Plan for 2017-2018, which is attached. Strategic items are prioritized in 2017 and outlined as action items in 2018. Basic measures for success are identified in Attachment 1.

For 2017, there were no changes for the MPWD Vision and Mission Statements, and Strategic Goals, and only one change to the Director Assignments for 2017 (also attached).

Staff's report dated January 12, 2017, on MPWD 2016 Accomplishments is attached for information at the end of the plan documents.



January 12, 2017

MISSION STATEMENT

The mission of the Mid-Peninsula Water District is to deliver a safe, high quality, reliable supply of water for current and future generations in a cost effective, environmentally sensitive and efficient manner.

VISION STATEMENT

The MPWD strives to be recognized by our ratepayers, the community we serve, and other agencies for our outstanding service and enlightened water conservation programs. We will employ innovative approaches to water and energy sustainability to achieve cutting edge environmental efficiency and a competitive rate structure. We will commit ourselves to provide community information and water education.

STRATEGIC GOALS

1. To effectively manage the water resources, demands and infrastructure for the District.
2. To operate the District at the highest level of service to ratepayers at the lowest expense.
3. To maintain an environment that fosters open and candid communication with the community, ratepayers, staff, and directors.
4. To keep current with water issues and industry best management standards.

2017-2018 STRATEGIC PLAN

March 23, 2017

STRATEGIC ELEMENT #1 – *External Relationships and Customer Service*

Core Goals/Objectives	2017 Measures of Success*	2018 Measures of Success
<p><u>Goal:</u> Maintain effective working relationships with external agencies</p> <p><u>Objectives:</u> <i>Maintain appropriate agency presence in local, regional and state industry organizations and activities</i></p> <p><i>Maintain outreach and project coordination with City of Belmont, City of San Carlos, and the County of San Mateo</i></p>	<p>Priority No. 11: Coordinate with Belmont Chamber of Commerce for presentation of annual “State of the District” address.</p>	<p><u>Action Item 1.A.:</u> Coordinate with Belmont Chamber of Commerce for presentation of annual “State of MPWD” address.</p> <p><u>Action Item 1.B.:</u> Develop Coordination Agreement between MPWD and City of Belmont for long-term strategy.</p>
<p><u>Goal:</u> Maintain organizational standards that ensure a high level of service orientation for our ratepayers</p> <p><u>Objective:</u> <i>Provide ratepayers with prompt, professional and courteous service</i></p>	<p>Priority No. 10: Update MPWD website, including online bill-pay in conjunction with new Financial Management System. Report on update.</p>	<p><u>Action Item 1.C.:</u> Maintain current, user-friendly and resourceful website.</p>

STRATEGIC ELEMENT #2 – Resource Management

Core Goals/Objectives	2017 Measures of Success*	2018 Measures of Success
<p>Goal: Ensure water quality meets desired quality standards</p> <p><i>Objective:</i> Water quality standards for SWRCB/Division of Drinking Water are met</p>	<p>Priority No. 13: Annual CCR by July 1st.</p>	<p>Action Item 2.A.: Annual CCR by July 1st.</p>
<p>Goal: Develop long-term resource sustainability through energy and water conservation measures</p> <p><i>Objectives:</i> Participate in BAWSCA water supply reliability and water conservation projects</p> <p>Develop plan for meeting SB7X per capita water demand goals (20% reduction by 2020)</p> <p>Monitor fuel and energy use to identify opportunities for improvement efficiencies</p>	<p>Priority No. 6: Achieve SWRCB water conservation regulation program goals and timely compliance with reporting requirements, including annual Water Conservation Report to customers by September 30th.</p> <p>Priority No. 9: Complete implementation of Sensus Customer Portal.</p>	<p>Action Item 2.B.: Comply with DDW/SWRCB regulations: Long-Term Urban Water Conservation Policy – “A California Way of Life”.</p> <p>Action Item 2.C.: Annual Water Conservation Report to customers by September 30th.</p>

STRATEGIC ELEMENT #3 – Infrastructure Management and Operations

Core Goals/Objectives	2017 Measures of Success*	2018 Measures of Success
<p>Goal: Maintain operations and maintenance procedures</p> <p>Objective: <i>Develop standard operating procedures in accordance with best management practices as an organized manual</i></p>	<p>Priority No. 17: Continue development of O&M Manual.</p>	<p>Action Item 3.A.: Continue development of O&M manual.</p> <p>Action Item 3.B.: Develop business interruption/resumption procedures to include with Emergency Response Plan.</p>
<p>Goal: Maintain long-term capital improvement plan</p> <p>Objective: <i>Review MPWD infrastructure modeling for assessment of capital improvement priorities, and assess other fixed assets in accordance with best management practices</i></p>	<p>Priority No. 1: 5-Year CIP (2016 COP)</p> <p>A. Construct water main replacements:</p> <ol style="list-style-type: none"> 1. Karen Road; 2. Mezes Avenue; 3. Arthur Avenue; 4. South Road; and 5. Folger Drive. <p>B. Construct Hillcrest Regulating Station.</p> <p>C. Engineering design:</p> <ol style="list-style-type: none"> 1. Notre Dame Avenue Loop Closure; 2. North Road Cross Country/Davey Glen Road Improvements; 3. Civic Lane Improvements; and 4. Tahoe Drive Area Improvements. <p>D. Solicit SOQs for engineering design/construction management services for Old County Road WMR, SR 101 Crossing at PAMF Hospital, El Camino Real WMR; and Dekoven Tanks Replacement.</p> <p>E. Solicit proposals from contractors for water main replacement construction services.</p> <p>F. Solicit proposals from consultants for project inspection services.</p> <p>G. Initiate engineering design (2-year process):</p> <ol style="list-style-type: none"> 1. Old County Road WMR; 2. El Camino WMR; and 3. Dekoven Tanks Replacement. <p>Priority No. 2: Coordinate capital improvement projects with Belmont Public Works Department and its Sewer Replacement CIP and create a funding plan.</p> <ol style="list-style-type: none"> A. Francis (CIP #15-51) \$425,000; B. Davey Glenn (CIP# 15-43) \$680,000; and C. Academy (CIP# 15-53) \$270,000. <p>Priority No. 3: Continue AMI meter change-out program.</p>	<p>Action Item 3.C.: 5-Year CIP (2016 COP)</p> <p>A. Construct water main replacements:</p> <ol style="list-style-type: none"> 1. Notre Dame Avenue Loop Closure; 2. North Road Cross Country/Davey Glen Road WMR; 3. Civic Lane WMR; and 4. Tahoe Drive WMR. <p>B. Engineering design:</p> <ol style="list-style-type: none"> 1. Dekoven Tank Utilization Project; 2. Belmont Canyon Road WMR; 3. Old County Road WMR; and 4. Dekoven Tanks Replacement. <p>C. Initiate engineering design (2-year process):</p> <ol style="list-style-type: none"> 1. El Camino Real WMR. <p>Action Item 3.D.: Continue AMI meter change-out program.</p> <p>Action Item 3.E.: Demolish abandoned pump station at 1510 Folger.</p> <p>Action Item 3.F.: Initiate rehabilitation projects at MPWD Operations Center at 3 Dairy Lane: Roof, plumbing, security, and flooring.</p>

Core Goals/Objectives	2017 Measures of Success*	2018 Measures of Success
	<p>Priority No. 4: Complete structural evaluation of abandoned pump station at 1510 Folger.</p> <p>Priority No. 5: Complete structural and seismic evaluation of MPWD Operations Center at 3 Dairy Lane.</p>	

STRATEGIC ELEMENT #4 – Human Resources Management

Core Goals/Objectives	2017 Measures of Success*	2018 Measures of Success
<p><u>Goal:</u> Develop and maintain systems and processes for effective workforce management</p> <p><u>Objectives:</u> <i>Develop/maintain effective workforce to meet organizational needs</i></p> <p><u>Maintain:</u></p> <ul style="list-style-type: none"> ▪ <i>Appropriate communication channels with employees</i> ▪ <i>Positive work environment and employee satisfaction</i> ▪ <i>Organizational human resources policy manual</i> 	<p>Priority No. 12: Approve updated employee position descriptions and present organizational overview to Board of Directors regarding staff roles and responsibilities.</p>	<p><u>Action Item 4.A.:</u> Review MPWD Personnel Manual for necessary updates/revisions.</p> <p><u>Action Item 4.B.:</u> Update employee performance evaluation tool.</p> <p><u>Action Item 4.C.:</u> Total compensation study due by March 31, 2018.</p> <p><u>Action Item 4.D.:</u> Labor negotiations; letter Agreement with MPWDEA expires September 25, 2018.</p>
<p><u>Goal:</u> Develop and maintain Board of Directors procedures for effective and transparent governance</p> <p><u>Objective:</u> <i>Develop and maintain Board of Directors policies and procedures</i></p>	<p>Priority No. 18: Develop bylaws for Board of Directors.</p>	

STRATEGIC ELEMENT #5 – Financial Management

Core Goals/Objectives	2017 Measures of Success*	2018 Measures of Success
<p><u>Goal:</u> Establish and achieve annual budget trends</p> <p><u>Objectives:</u> <i>Complete annual budget process on a timely basis</i></p> <p><i>Monitor financial projections for accurate forecasting</i></p> <p><i>Maintain/monitor schedules of water rates, water capacity charges, and miscellaneous fees</i></p> <p><i>Update, monitor and implement capital plan</i></p>	<p>Priority No. 7: Develop quarterly audit report on 2016 COP financial status.</p> <p>Priority No. 8: Complete implementation of and transition to Accela/Springbrook Financial Management System (FMS), including new accounting and billing systems, including online bill-pay.</p> <p>Priority No. 14: Renew financial auditor’s contract.</p> <p>Priority No. 15: Initiate development of MPWD Financial Control Policy Manual, including the following policies: A. Debt management policy, including identification/evaluation of MPWD real properties; B. Reserve policy update (2007); C. Investment policy update (2007); D. Purchasing policy update (2005);</p> <p>Priority No. 16: Create and present annual analysis of water rates within the Regional Water System.</p>	<p><u>Action Item 5.A.:</u> Continue quarterly reporting on 2016 COP financial status.</p> <p><u>Action Item 5.B.:</u> Continue development of MPWD Financial Control Policy Manual, including the following policies: A. Accounts payable/receivable policy; B. Billing/Invoicing policy; C. Cash disbursement (check-writing) policy; D. Customer Billing policy; and E. Credit card management policy.</p> <p><u>Action Item 5.C.:</u> Annual analysis of water rates within the Regional Water System.</p> <p><u>Action Item 5.D.:</u> Cost-of-service fees review and update.</p> <p><u>Action Item 5.E.:</u> Review capacity charges and water demand offset fees and consider CPI adjustments.</p> <p><u>Action Item 5.F.:</u> Solicit RFPs for Finance Plan and Rates Study to be completed by December 31, 2019.</p> <p><u>Action Item 5.G.:</u> Develop records/email retention policy.</p>



2017-2018 STRATEGIC PLAN

March 23, 2017

ATTACHMENT #1 BASIC MEASURES OF SUCCESS

STRATEGIC ELEMENTS	CORE GOALS	BASIC MEASURES OF SUCCESS
#1 – External Relationships and Customer Service	<p>Maintain effective working relationships with external agencies</p> <p>Maintain organizational standards that ensure a high level of service orientation for our ratepayers</p>	<p>External relationships:</p> <ul style="list-style-type: none"> ▪ Attend HIA meetings ▪ Attend neighborhood meetings as appropriate ▪ Maintain presence at LAFCO meetings ▪ Attend local community City Council meetings ▪ Attend ACWA JPIA and Region 5 meetings ▪ Attend San Mateo CSDA meetings ▪ Attend SFPUC meetings ▪ Attend BAWSCA meetings ▪ Attend Belmont Operational coordination meetings <p>Conduct at least one community education event with BAWSCA</p> <p>Provide timely and useful customer communications</p> <p>Monitor customer satisfaction via a measurable survey</p> <p>Proactive MPWD advocacy focusing on common constituent message development and community promotion</p>
#2 – Resource Management	<p>Ensure water quality meets desired quality standards</p> <p>Develop long-term resource sustainability through energy and water conservation measures</p>	<ul style="list-style-type: none"> ▪ Routine water testing and monitoring should meet SWRCB/Department of Drinking Water standards ▪ Prepare and transmit timely CCR ▪ Implement feasible water quality inspection recommendations ▪ Maintain active involvement in BAWSCA water supply reliability and water conservation project activity ▪ Continue water use efficiency messaging to meet regional and statewide water conservation goals ▪ Support continued off-peak hour pumping ▪ Explore use of solar power as market costs drop
#3 – Infrastructure Management and Operations	<p>Maintain operations and maintenance procedures</p>	<p>Monitor O&M procedures and revise as appropriate</p>

STRATEGIC ELEMENTS	CORE GOALS	BASIC MEASURES OF SUCCESS
	Maintain long-term capital improvement plan	Continue coordination of CIP with City of Belmont and City of San Carlos
#4 – Human Resources Management	<p>Develop and maintain systems and processes for effective workforce management</p> <p>Develop and maintain Board of Directors procedures for effective and transparent governance</p>	<ul style="list-style-type: none"> ▪ Monitor recruitment/retention levers for funding/implementation action ▪ Review recruitment /hiring process plans ▪ Meet and confer with MPWD Employee Association as applicable ▪ Maintain organization chart ▪ Create organizational succession plan ▪ Plan annual training plan/calendar around available budget funds ▪ Regular GM/staff meetings and communications ▪ Develop/update and maintain administrative procedures ▪ Recognize employee service milestones ▪ Celebrate employee accomplishments ▪ Monitor staff job satisfaction ▪ Review Employee Safety and Loss Prevention Program ▪ Fiscal Year safety incident and loss prevention report to Board <p>Create/maintain/update Board of Directors policies</p> <p>Review Annual Planning Schedule for Board of Directors for updates</p>
#5 – Financial Management	Establish and achieve annual budget trends	<p>Review proposed fiscal year SFPUC water rate charges and consider MPWD water rate adjustment</p> <p>Budget process addressing District priorities completed by June 30</p> <p>Review performance on a monthly basis so that targeted allocation is achieved</p> <p>Comprehensive budget document, including charts/graphs</p> <p>Apply for budget and/or financial transparency certification</p> <p>Incorporate capital plan priorities in annual budget</p> <p>Incorporate modeling into annual budgeting process; use tools to develop scenario that can be used as operating circumstances change</p>



DATE: December 9, 2016

TO: MPWD Board of Directors

FROM: Tammy Rudock
General Manager

RE: Summary of Significant 2016 MPWD Accomplishments

SIGNIFICANT MPWD ACCOMPLISHMENTS IN 2016

1. FINANCE

- A. Updated the Water Financial Plan & Rates Study for FY 2016/2017, for consideration in adoption of planned rate increases effective July 1, 2016, including pass-through of SFPUC's \$0.32 CCF wholesale customer increase. The MPWD's water finance plan and cash flow projections were modified as a result of this review.
- B. Positive Financial Audit for FYE 2015/2016 and solid financial management of the MPWD's resources. Successfully managed the MPWD through another year with declining water commodity revenues as a result of the customer water conservation achievements. Delivered second GM annual report to the Board on September 22, 2016, to summarize the fiscal year-end financial status and narrow down the "big picture" reviewed by the auditor each year.
- C. Received AA rating from S&P after developing a thorough prospectus (Preliminary Official Statement) for the MPWD's \$20 million debt financing package (CIP funding).

2. CAPITAL

- A. Published MPWD's *Comprehensive System Analysis and Capital Improvement Program, FY 2016/2017 Update*, including completion of a follow-up "pay-go" analysis. (This document replaced the 2008 BKF Water Distribution Master Plan Update.)
- B. The Board of Directors, staff, and the District Engineer developed the MPWD's 5-Year CIP totaling \$20 million, which was approved on May 26, 2016. Informational summary and FAQs were created and maintained throughout the process and posted to the website.
- C. Authorized and initiated debt financing process for funding the MPWD CIP. Staff and the Municipal Finance team created the MPWD's Preliminary Official Statement.
- D. Completed the sale of COPs (Certificates of Participation) on December 7, 2016, and received nationwide competitive bid proposals from seven (7) prominent investors. The

COPs were awarded to the lowest bidder, Citigroup Global Markets, Inc. It's TIC (True Interest Cost) bid was 3.641519.

- E. Completed analysis of MPWD water storage capacity. (Board received presentation on February 25, 2016).
- F. Completed the following capital projects:
 - i. Alameda de las Pulgas Water Main Replacement capital project, in spite of "last-minute" traffic detour plan revision requested by the City of Belmont;
 - ii. Hallmark tank site seismic evaluation and strategy development report, including updated recommendations;
 - iii. Dekoven tank site seismic evaluation and strategy development report, including recommendation;
 - iv. AMI installation in Zone 1; and
 - v. Purchased and installed replacement printer/copier/scanner.
- G. The following capital projects were initiated and are in progress:
 - i. SCADA replacement project; and
 - ii. Comprehensive Financial Management System replacement.

3. ORGANIZATION/OPERATIONS

- A. Adopted new MPWD Personnel Manual effective September 23, 2016. All employee acknowledgments were signed.
- B. Completed GASB 45 OPEB (Other Post-Employment Benefits) Actuarial Valuation, including the provision for surviving spouse benefits for Tier 1 employees.
- C. Adopted the San Mateo County Hazard Mitigation Plan Update on September 22, 2016.
- D. Updated and managed the MPWD website to keep it resourceful.
- E. Continued communication sessions and safety meetings with staff (twice monthly).
- F. No worker's compensation claims were filed by employees during this rating period.
- G. Managed litigation filed against the MPWD along with liability carriers and defense teams. There was nominal financial exposure (insurance deductible) to the MPWD.
- H. Managed liability and property claims with minimal to no loss to the MPWD.

4. WATER CONSERVATION/EFFICIENCY

- A. Developed and adopted MPWD WELO (Water Efficient Landscaping Ordinance) effective February 1, 2016.
- B. Exceeded the MPWD's 20% water conservation target (achieved -25.4%) mandated by the State Water Resources Control Board for program year ending February 2016, while maintaining customer satisfaction in the delivery of MPWD services. Thereafter, the MPWD's target was a voluntary 10% like the rest of the San Francisco Regional Water System. Through November 30th, customers achieved -23.7% in water savings. There were 23 water waste complaints in 2016 through November 30th, which were resolved.
- C. Created and adopted 2015 MPWD Urban Water Management Plan and Water Shortage Contingency Plan effective July 1, 2016.

- D. Participated in numerous community events, including Belmont National Night Out, Belmont Earth Day, San Carlos Earth Day, and Belmont Public Works Day to maintain water efficiency awareness.
- E. Co-sponsored three community education events with BAWSCA at MPWD:
 - i. *Xeriscaping and Hydrozoning* (April 9, 2016);
 - ii. *Soils and Invasive Species* (May 7, 2016); and
 - iii. *Drip Irrigation* (October 22, 2016)

5. BOARD OF DIRECTORS

- A. Created professional report format for adopted MPWD 2016 Strategic Plan and supporting documents.
- B. Developed Annual Planning Schedule for Board of Directors. Approved on April 28, 2016.
- C. Coordinated Board development activity:
 - i. "State of the District Address" delivered on April 27, 2016, followed by open house and reception;
 - ii. Completed Myers-Briggs Type Indicator Assessment, including Communication and Leadership Dynamics session on May 25, 2016; and
 - iii. Consolidated MPWD Board elections with even-numbered statewide elections on September 22, 2016.



**2017-2018 STRATEGIC PLAN
PROGRESS REPORT
August 24, 2017**

Strategic Element #1 – External Relationships and Customer Service	PRIORITY NOS. 10, 11
Strategic Element #2 – Resource Management	PRIORITY NOS. 6, 9, 13
Strategic Element #3 – Infrastructure Management and Operations	PRIORITY NOS. 1, 2, 3, 4, 5, 17
Strategic Element #4 – Human Resources Management	PRIORITY NOS. 12, 18
Strategic Element #5 – Financial Management	PRIORITY NOS. 7, 8, 14, 15, 16

2017 MEASURES OF SUCCESS

PRIORITY NO.	ACTION ITEM	STATUS
1	5-Year CIP (2016 COP) A. Construct water main replacements: 1. Karen Road; 2. Mezes Avenue; 3. Arthur Avenue; 4. South Road; and 5. Folger Drive. B. Construct Hillcrest Regulating Station. C. Engineering design: 1. Notre Dame Avenue Loop Closure; 2. North Road Cross Country/Davey Glen Road Improvements; 3. Civic Lane Improvements; and 4. Tahoe Drive Area Improvements. D. Solicit SOQs for engineering design/construction management services for Old County Road WMR, SR 101 Crossing at PAMF Hospital, El Camino Real WMR; and Dekoven Tanks Replacement. E. Solicit proposals from contractors for water main replacement construction services. F. Solicit proposals from consultants for project inspection services. G. Initiate engineering design (2-year process): 1. Old County Road WMR; 2. El Camino WMR; and 3. Dekoven Tanks Replacement.	A. In progress. Projected completion by 12/31/17. B. In progress. Projected completion by 06/30/18. C. In progress. Board review on 08/24/17. Projected completion by 06/30/18. D. Completed, except engineering design solicitation for Dekoven Tanks Replacement project, which is projected for 2018. E. Completed. Board approved construction contract on 07/27/17. F. MPWD Operations staff will be used so solicitation for project inspections services is not needed this year. G. In progress, except for engineering design for Dekoven Tanks Replacement project (projected for 2018). Also in progress is engineering design for SR 101 Crossing at PAMF. Projected completion 06/30/19.
2	Coordinate capital improvement projects with Belmont Public Works Department and its Sewer Replacement CIP and create a funding plan. A. Francis (CIP #15-51) \$425,000; B. Davey Glenn (CIP# 15-43) \$680,000; and C. Academy (CIP# 15-53) \$270,000.	In progress. Project funding approved by Board on 06/22/17. Projected completion by 12/31/17.

PRIORITY NO.	ACTION ITEM	STATUS
3	Continue AMI meter change-out program.	In progress. Projected completion by 04/30/18.
4	Complete structural evaluation of abandoned pump station at 1510 Folger.	Completed.
5	Complete structural and seismic evaluation of MPWD Operations Center at 3 Dairy Lane.	Draft report completed. Amended to add geotechnical services for liquefaction analysis. Projected completion by 12/31/17.
6	Achieve SWRCB water conservation regulation program goals and timely compliance with reporting requirements, including annual Water Conservation Report (WCR) to customers by September 30 th .	Monthly reporting to SWRCB completed and ongoing. WCR projected completion by 09/30/17.
7	Develop quarterly audit report on 2016 COP financial status.	Completed.
8	Complete implementation of and transition to Accela/Springbrook Financial Management System (FMS), including new accounting and billing systems, and online bill-pay.	Completed.
9	Complete implementation of Sensus Customer Portal.	In progress. Projected completion by 12/31/17.
10	Update MPWD website, including online bill-pay in conjunction with new Financial Management System. Report on update.	Completed.
11	Coordinate with Belmont Chamber of Commerce for presentation of annual "State of the District" address.	To be determined by Board.
12	Approve updated employee position descriptions and present organizational overview to Board of Directors regarding staff roles and responsibilities.	In progress. Tentatively scheduled for completion at September 28 th regular Board meeting.
13	Annual CCR by July 1 st .	Completed.
14	Renew financial auditor's contract.	Completed.
15	Initiate development of MPWD Financial Control Policy Manual, including the following policies: A. Debt management policy, including identification/evaluation of MPWD real properties; B. Reserve policy update (2007); C. Investment policy update (2007); D. Purchasing policy update (2005);	A. In progress. Projected completion by 12/31/17. B. In progress. Projected completion by 12/31/17. C. Projected completion by 02/28/18. D. Projected completion by 03/31/18.

PRIORITY NO.	ACTION ITEM	STATUS
16	Create and present annual analysis of water rates within the Regional Water System.	Projected completion by 12/31/17.
17	Continue development of O&M Manual.	In progress and ongoing.
18	Develop bylaws for Board of Directors.	In progress. Projected completion to be determined by the Board.



AGENDA ITEM NO. 8.C.

DATE: August 24, 2017
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: REVIEW MPWD ANNUAL REIMBURSEMENTS REPORT FOR FISCAL YEAR 2016/2017 PURSUANT TO GOVERNMENT CODE SECTION 53065.5

RECOMMENDATION

Review MPWD Annual Reimbursements Report for FY 2016/2017 pursuant to Government Code Section 53065.5.

FISCAL IMPACT

None.

DISCUSSION

The attached report was prepared pursuant to Government Code Section 53065.5:

Each special district, as defined by subdivision (a) of Section 56036, shall, at least annually, disclose any reimbursement paid by the district within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received. "Individual charge" includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the governing body of the district. The disclosure requirement shall be fulfilled by including the reimbursement, information in a document published or printed at least annually by a date determined by that district and shall be made available for public inspection.

It will be posted to the MPWD website.

Attachment: MPWD Annual Reimbursements Report for FY 2016/2017

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

UNANIMOUS____ STUEBING____ WARDEN____ VELLA____ LINVILL____ ZUCCA____



ANNUAL REIMBURSEMENTS REPORT

FOR THE 2016/2017 FISCAL YEAR

Prepared pursuant to Government Code Section 53065.5:

Each special district, as defined by subdivision (a) of Section 56036, shall, at least annually, disclose any reimbursement paid by the district within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received. "Individual charge" includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the governing body of the district. The disclosure requirement shall be fulfilled by including the reimbursement, information in a document published or printed at least annually by a date determined by that district and shall be made available for public inspection.



ANNUAL REIMBURSEMENTS
Fiscal Year Ended June 30, 2017

<i>PAYEE</i>	<i>CHECK DATE</i>	<i>AMOUNT</i>	<i>REIMBURSEMENT DESCRIPTION</i>
Bisio, Rick	10/23/16	\$ 346.10	ACWA JPIA training for Ergonomics safety trainer certification
Chester, Brent	11/02/16	\$1,600.00	Travel advance for AMI Workshop (Actual expenses claimed totaled \$1,209.12 and MPWD was reimbursed \$390.88)
	01/30/17	<u>\$ 253.43</u> <u>\$1,853.43</u> TOTAL	Document printing at FedEx (map books)
Kalabolas, Jeanette	09/13/16	\$ 203.34	Accela/Springbrook Annual Users Conference
Malczon, Misty	11/02/16	\$1,600.00	Travel advance for AMI Workshop (Actual expenses claimed totaled \$1,226.12 and MPWD was reimbursed \$373.88)
Pina, Candy	09/28/16	\$ 508.68	Accela/Springbrook Annual Users Conference
	10/05/16	\$ 120.00	Gift Cards for Employee Wellness Program
	05/23/17	\$ 852.40	Accela/Springbrook Annual Users Conference
	06/08/17	\$ 103.42	Supplies/food for on-site all-day leadership team development/training
	06/29/17	<u>\$ 205.43</u> <u>\$1,789.93</u> TOTAL	Supplies/food for on-site all-day CIP team development/training
Ramirez, Rene	09/13/16	\$ 132.98	Replacement flags for MPWD Dairy Lane Operations Center
Rudock, Tammy	11/17/16	\$ 101.00	Annual CALPELRA Conference
	01/05/17	\$ 112.92	ACWA JPIA 2016 Fall Conference
	06/20/17	<u>\$ 277.88</u> <u>\$ 491.80</u> TOTAL	ACWA JPIA Leadership Essentials Program; Annual CSDA Special District Legislative Days; and ACWA JPIA 2017 Spring Conference

PAYEE	CHECK DATE	AMOUNT	REIMBURSEMENT DESCRIPTION
Young, Henry	02/02/17	\$ 180.00	AWWA Backflow Exam
	06/20/17	<u>\$ 657.00</u>	AWWA & CA/NV Membership
		<u>\$ 837.00</u> TOTAL	Renewal; and AWWA SOP & Main Break Course



AGENDA ITEM NO. 8.D.

DATE: August 24, 2017
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: ANNUAL REVIEW OF MPWD CATALOG OF ENTERPRISE SYSTEMS PER SENATE BILL 272

RECOMMENDATION

Review MPWD Catalog of Enterprise Systems per SB 272.

FISCAL IMPACT

None.

DISCUSSION

The MPWD's Catalog of Enterprise Systems was developed last year and posted to the website. It was reviewed by staff and there were no revisions needed for 2017. Unless otherwise directed by the Board, the attached report will be posted to the MPWD website.

Attachment: MPWD Catalog of Enterprise Systems dated August 24, 2017

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

UNANIMOUS_____ STUEBING_____ WARDEN_____ VELLA_____ LINVILL_____ ZUCCA_____

CA Senate Bill 272 Compliance

Approved on October 11, 2015, SB 272 adds a section to the California Public Records Act requiring local agencies to create a catalog of Enterprise System by July 1, 2016, with annual updates.

Enterprise System

As defined by SB 272, an Enterprise System is a software application or computer system that collects, stores, exchanges, and analyzes information an agency uses that is both of the following:

- A multi-departmental system or a system that contains information collected about the public.
- A system that serves as an original source of data within an agency.

An Enterprise System does not include any of the following:

- Information Technology security systems, including firewalls and other cybersecurity systems.
- Physical access control systems, employee identification management systems, video monitoring and other physical control systems.
- Infrastructure and mechanical control systems, including those that control or manage street lights, electrical, natural gas, or water or sewer functions.
- Systems related to 911 dispatch and operation or emergency services.
- Systems that would be restricted from disclosure by Government Code Section 6254.19.
- The specific records that the information technology system collects, stores, exchanges, or analyzes.

Requirements

1. Create a catalog of enterprise systems, containing:
 - Current vendor
 - Current system product
 - System's purpose
 - A description of categories or types of data
 - The department that is the prime custodian of the data
 - The frequency that system data is collected
 - The frequency that system data is updated
2. To make the catalog publicly available upon request
3. To post the catalog in a prominent location on the agency's website

Exception

If the public interest served by not disclosing the information described clearly outweighs the public interest served by disclosure, the local agency may instead provide a system name, brief title or identifier of the system.

VENDOR	PRODUCT	SYSTEM PURPOSE	DATA CATEGORY	CUSTODIAN	COLLECTION FREQUENCY	UPDATE FREQUENCY
Microsoft, Inc.	Exchange 2010	Email communications, scheduling/calendar	Unified messaging	MPWD/IT*	Daily	Daily
Microsoft, Inc.	Microsoft Office	Creation and organization of digital work product and running of applications	Interdepartmental database of forms and documents	MPWD/IT	Daily	Daily
CUSI**	Water Billing System	Water billing	Utility billing	MPWD	Daily	Daily
Adobe	Adobe Professional	PDF document production and editing	Other	MPWD	Daily	Daily
Comcast	Business Voice Edge	Integrated voice of IP telephone and voicemail systems	Other	MPWD/IT	As needed	As needed
ESRI	ArcGIS	Geographic Information System (GIS)	Land records; water system database	MPWD	Daily	Daily
Intuit	QuickBooks	Financial management system	Financial system	MPWD	Daily	Daily
ADP	ADP Payroll	Employee time entry system and payroll	Financial system	MPWD/ADP***	Daily	Daily
Accela	Springbrook	Financial management system	Financial system	MPWD	Daily	Daily

*IT = Information Technology

**CUSI = Continental Utility Solutions, Inc.

***Automatic Data Processing, Inc.



AGENDA ITEM NO. 8.E.

DATE: August 24, 2017
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: REVIEW AND APPROVE THE MPWD'S RESPONSE TO THE SAN MATEO COUNTY GRAND JURY'S REPORT FILED JUNE 19, 2017, REGARDING SPECIAL DISTRICTS' WEBSITE TRANSPARENCY UPDATE

RECOMMENDATION

Review and approve the MPWD's response to the San Mateo County Grand Jury's report filed June 19, 2017, regarding its Special Districts' website transparency update.

FISCAL IMPACT

None.

BACKGROUND

The San Mateo County Grand Jury took up the issue of Special Districts' website transparency beginning with its May 19, 2014, report. The MPWD's website was among 23 special districts investigated in San Mateo County. The MPWD responded on August 11, 2014.

On April 30, 2015, the MPWD provided an updated response to the San Mateo County Grand Jury on outstanding findings.

DISCUSSION

A report from the San Mateo County Grand Jury dated June 19, 2017 is attached. The report includes findings and recommendations resulting from its updated review of 23 special district agency websites in San Mateo County. The Grand Jury's findings include the MPWD's website among eight agencies that do not conform to the current standards established by the Special District Leadership Foundation's transparency checklist. The MPWD lacks the following two (out of 11) elements:

- Election procedure and deadlines; and
- Authorizing statute.

They are in the queue to be added to the updated MPWD website just launched on August 16th. There is other content to be added to the newly designed website and staff projects the two outstanding transparency elements will be posted before August 31st (which was the initial launch date).

The Grand Jury's recommendation R1. on page 7 of its report requires conformance by December 31, 2017.

A response is due no later than September 18, 2017, and is required to be discussed and approved by the Board during its public meeting.

MPWD's proposed response is attached for discussion and approval.

Attachments: San Mateo County Grand Jury Report dated June 19, 2017
MPWD's DRAFT Response

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

UNANIMOUS_____ STUEBING_____ WARDEN_____ VELLA_____ LINVILL_____ ZUCCA_____



Superior Court of California, County of San Mateo
Hall of Justice and Records
400 County Center
Redwood City, CA 94063-1655

RODINA M. CATALANO
COURT EXECUTIVE OFFICER
CLERK & JURY COMMISSIONER

(650) 261-5066
FAX (650) 261-5147
www.sanmateocourt.org

June 19, 2017

RECEIVED

JUN 22 2017

MID-PENINSULA
WATER DISTRICT

Board of Directors
Mid-Peninsula Water District
P. O. Box 129
Belmont, CA 94002

Re: Grand Jury Report: "Can We See You Now? San Mateo County's Independent Special Districts Website Transparency Update"

Dear Board of Directors:

The 2016-2017 Grand Jury filed a report on June 19, 2017 which contains findings and recommendations pertaining to your agency. Your agency must submit comments, within 90 days, to the Hon. Leland Davis, III. Your agency's response is due no later than September 18, 2017. **Please note that the response should indicate that it was approved by your governing body at a public meeting.**

For all findings, your responding agency shall indicate one of the following:

1. The respondent agrees with the finding.
2. The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefore.

Additionally, as to each Grand Jury recommendation, your responding agency shall report one of the following actions:

1. The recommendation has been implemented, with a summary regarding the implemented action.
2. The recommendation has not yet been implemented, but will be implemented in the future, with a time frame for implementation.
3. The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a time frame for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This time frame shall not exceed six months from the date of publication of the Grand Jury report.
4. The recommendation will not be implemented because it is not warranted or reasonable, with an explanation therefore.

Please submit your responses in all of the following ways:

1. Responses to be placed on file with the Clerk of the Court by the Court Executive Office.

- Prepare original on your agency's letterhead, indicate the date of the public meeting that your governing body approved the response address and mail to Judge Davis.

Hon. Leland Davis, III
Judge of the Superior Court
c/o Charlene Kresevich
Hall of Justice
400 County Center; 2nd Floor
Redwood City, CA 94063-1655.

2. Responses to be placed at the Grand Jury website.

- Copy response and send by e-mail to: grandjury@sanmateocourt.org. (Insert agency name if it is not indicated at the top of your response.)

3. Responses to be placed with the clerk of your agency.

- File a copy of the response directly with the clerk of your agency. Do not send this copy to the Court.

For up to 45 days after the end of the term, the foreperson and the foreperson's designees are available to clarify the recommendations of the report. To reach the foreperson, please call the Grand Jury Clerk at (650) 261-5066.

If you have any questions regarding these procedures, please do not hesitate to contact Paul Okada, Chief Deputy County Counsel, at (650) 363-4761.

Very truly yours,



Rodina M. Catalano
Court Executive Officer

RMC:ck
Enclosure

cc: Hon. Leland Davis, III
Paul Okada

✓ Information Copy: General Manager



CAN WE SEE YOU NOW? San Mateo County's Independent Special Districts Website Transparency Update

ISSUE

In 2014, the San Mateo County Civil Grand Jury issued a report concerning the lack of transparency in the websites of the 23 independent special districts operating within San Mateo County (County).¹ The jury at that time offered seven recommendations designed to improve transparency and achieve adherence to standards set forth by the California Special Districts Association (CSDA) and the Special District Leadership Foundation (SDLF). This report will discuss the progress made since 2014 by the County's independent special districts and serve as an update to the initial report.

SUMMARY

In FY 2014-15, the 22 independent special districts² that currently serve San Mateo County provided various services for approximately 747,000 residents and received over \$107,000,000³ in tax dollars. Special districts provide many essential services but, according to Howard Jarvis Taxpayers Association,⁴ residents often do not know who manages their districts, how funds are provided and allocated, or the full extent of the services provided by a district.⁵

Each of the 22 independent special districts in San Mateo County operates a website designed to provide pertinent information to its constituents.⁶ Californians value the importance of transparency in government at all levels. Transparency in a governance context demands honesty, openness, and accountability for all functions and responsibilities. Designing and maintaining transparency on websites serves to inform the public as well as document effective use of their tax dollars.

The 2016-17 San Mateo County Civil Grand Jury (Grand Jury) reinvestigated the transparency of the County's 22 independent special district websites and determined that many districts have made overall, substantial improvement. About one-third of the County's independent special districts, however, still do not meet the minimum standards for transparency.

¹ 2013-14 San Mateo County Grand Jury. *Partly Cloudy With A Chance of Information: Investigating the Transparency of Independent Special District's Websites*. www.sanmateocourt.org, Final Reports.

² Los Trancos Water District was dissolved in 2015, reducing the number of independent special districts from 23 to 22

³ www.sanmateocountytreasurer.org/PropTaxHighlights/PropertyTaxHighlights14-15.pdf, 2017 Accessed 3/15/17

⁴ www.hjta.org, "California Special Districts: Hiding in Plain Site", 2016 Accessed 3/20/17

⁵ www.hjta.org/california-commentary/california-special-districts-hiding-in-plain-sight/ Accessed 3/20/17

⁶ Appendix A

BACKGROUND

Special districts have been a part of California’s landscape for over 130 years. They are a form of local government created by a community to meet a specific local need. A special district is a local governmental agency authorized by state law to provide governmental services such as sewer, water, fire protection, recreation, healthcare, police protection, mosquito and vector control, and other services. There are three main types of special districts: (1) county-governed special districts which are governed by a Board of Supervisors and operated by counties; (2) city-governed special districts that are governed by their respective city councils and operated by such cities; and (3) “independent special districts” that have their own governing boards which are either elected by the district’s voters or appointed by the various city councils. Special districts are defined as “any agency of the state for the local performance of governmental or proprietary functions within limited boundaries.”⁷ Legislation has provided special districts with some of the basic powers afforded to counties and cities, including the power to impose certain taxes, issue revenue bonds, and levy fees and assessments.⁸

Currently, there are approximately 2,109 independent special districts in California.⁹ San Mateo County has 22 independent special districts, which provide a variety of services to the residents of the county.¹⁰

The Special District Leadership Foundation (SDLF) is a nonprofit 501(3)(c) organization and an affiliate of the California Special Districts Association (CSDA). The SDLF’s mission is “to promote and recognize excellence in the governance and management of special districts.”¹¹

The SDLF Board is made up of nine members: three directors appointed by the CSDA, three directors appointed by the Special District Risk Management Authority (SDRMA)¹² and three public members selected by majority vote of the designated directors. CSDA and SDRMA appoint their designated representatives to the SDLF Board every four years.¹³

The CSDA is also a nonprofit 501(3)(6) organization which brands itself “the voice for all special districts, providing members with the resources necessary to best serve their communities.”¹⁴

Both SDLF and CSDA provide advocacy, personal development, and training programs in special district governance, transparency, and excellence to the staffs of special districts throughout the state.

⁷ California Government Code Section 16271(d), <http://law.onecle.com/california/government/16271.html> Accessed 5/16/17

⁸ California Special Districts Association, www.CSDA.org. Accessed 3/20/17

⁹ Ibid.

¹⁰ Appendix A

¹¹ info@sdlf.org Accessed 3/20/17

¹² <http://www.sdrma.org> Accessed 3/20/17

¹³ <http://www.sdlf.org/board-and-staff> Accessed 3/20/17

¹⁴ California Special Districts Association, www.CSDA.org Accessed 3/20/17

The SDLF awards the District Transparency Certificate of Excellence to those independent special districts whose websites comply with a specific set of criteria. The Certificate is awarded for a two-year period after which a district must apply for recertification.

METHODOLOGY

To maintain continuity, the Grand Jury reapplied the website transparency checklist created by the SDLF which was utilized by the 2013-14 Grand Jury in their evaluation. That checklist is divided into two tiers. To achieve the SDLF District Transparency Certificate of Excellence all of the following twelve items in Tier 1 must be easily accessible on the website as well as at least four of the items in Tier 2:

Tier 1

- Names of board members and their terms of office
- Name of general manager and key staff along with contact information
- Election procedure and deadlines
- Board meeting schedule
- District's mission statement
- Description of district's services/functions and service area
- Authorizing statute
- Current district budget
- Most recent financial audit
- Archive of board meeting minutes for at least the past six months
- List of compensation of board members and staff and/or link to California state controller's webpage with the data

Tier 2:

- Post board members' ethics training certificates
- Picture, biography and email address of board members
- Last three years' audits
- Reimbursement and compensation policy
- Financial reserves policy
- On line/downloadable Public Records Act Request form
- Audio or video recordings of board meetings
- Map of district boundaries/service area
- Link to California Special Districts Association mapping program
- Most recent Municipal Service Review and Sphere of Influence studies

Upon completion of the review of the websites in March 2017, the Grand Jury sent follow-up letters to those special districts whose sites lacked required Tier 1 components or whose websites lacked at least four components of Tier 2. All of these districts responded.

DISCUSSION

The Grand Jury believes the transparency of a district's website influences the perception of the work performed by board members and employees of the County's independent special districts. Taxpayers are best served when they know who administers their independent special districts, from where the districts derive their funding, how the money is spent, how the actual work of the districts is conducted, and ultimately, how the districts impact them as citizens.

The 2013-14 Grand Jury found that no independent special district in the County had received the District Transparency Certificate of Excellence (DTCE).

The review by the 2016-17 Grand Jury of the County's independent special districts' websites reveals that the majority of independent special districts in the County have markedly improved their websites. As a result, the following six independent special districts have applied for and been awarded the DTCE since 2014:

Highlands Recreation District	2014-2016
North Coast County Water District	2014-2016
Peninsula Healthcare District	2015-2017
Coastside Fire Protection District	2016-2018
San Mateo County Mosquito and Vector Control District	2016-2018
Westborough Water District	2016-2018

Additionally, the Grand Jury's review of independent special district websites revealed that eight additional special districts have websites that would qualify for the DTCE but appear not to have applied for the certificate.¹⁵ Those districts are:

- Coastside County Water District
- Granada Community Services District
- Menlo Park Fire District
- Mid-Peninsula Regional Open Space
- Montara Water and Sanitary District
- Sequoia Healthcare District
- SMC Resource Conservation District
- West Bay Sanitary District

¹⁵ www.sdlf.org, 4/19/17

In addition to the 14 special districts listed above, one other special district's website, Woodside Fire Protection District, fulfilled all of the first tier required components, bringing to 15 the number of independent special districts in the County that have fulfilled all of the first-tier required components.

The SDFL also awards independent special districts the District of Distinction Accreditation for those districts that demonstrate prudent fiscal practices along with other areas important to effectively operate and govern a special district. The 2013-14 Grand Jury found that no district had achieved, applied for or been awarded the District of Distinction Certificate. However, during the past three years three independent special districts in San Mateo County applied for and received this distinction: Coastside Fire Protection District, North Coast County Water District, and San Mateo County Mosquito and Vector Control District.¹⁶

All of these districts deserve positive recognition for their hard work achieving much needed transparency for their constituents through district websites.

Seven independent special districts, however, currently have not met an acceptable level of transparency.

The San Mateo County Harbor District's website lacks only one component to complete Tier 1, a description of their election process. The district's website currently provides a link to the San Mateo County Elections website, but the District's website lacks any detail regarding the District's internal procedure for elections.¹⁷

The following independent special districts require components in both tier 1 and/or tier 2 to achieve the SDFL's District Transparency Certificate of Excellence:¹⁸

- Bayshore Sanitary District
- Broadmoor Police Protection District
- Colma Fire Protection District
- East Palo Alto Sanitary District
- Ladera Recreation District
- Mid-Peninsula Water District
- San Mateo County Harbor District
- Woodside Fire Protection District

¹⁶ www.sdlf.org, 4/19/17

¹⁷ www.smharbor.com, 5/16/17

¹⁸ See Appendix C

FINDINGS

- F1. Six independent special districts have completed the requirements and been awarded the *District Transparency Certificate of Excellence* designation from the Special District Leadership Foundation over the past three years.
- . Coastside Fire Protection District
 - . Highlands Recreation District
 - . North Coast County Water District
 - . Peninsula Healthcare District
 - . San Mateo County Mosquito and Vector Control District
 - . Westborough Water District
- F2. Eight additional independent special districts have completed the requirements and been awarded the *District Transparency Certificate of Excellence*.
- . Coastside County Water District
 - . Granada Community Services District
 - . Menlo Park Fire District
 - . Mid-Peninsula Regional Open Space District
 - . Montara Water and Sanitary District
 - . San Mateo Resource Conservation District
 - . Sequoia Healthcare District
 - . West Bay Sanitary District
- F3. Three independent special districts have achieved the *District of Distinction Designation* from the Special District Leadership Foundation over the past three years.
- . Coastside Fire Protection District
 - . North Coast County Water District
 - . San Mateo County Mosquito and Vector Control District
- F4. Fifteen independent special districts have websites meeting the first tier of required components.
- . Coastside County Water District
 - . Coastside Fire Protection District
 - . Granada Community Services District
 - . Highlands Recreation District
 - . Menlo Park Fire District
 - . Mid-Peninsula Regional Open Space District

- . Montara Water and Sanitary District
 - . Northcoast County Water District
 - . Peninsula Healthcare District
 - . San Mateo County Mosquito and Vector Control District
 - . San Mateo County Resource Conservation District
 - . Sequoia Healthcare District
 - . West Bay Sanitary District
 - . Westborough Water District
 - . Woodside Fire Protection District
- F5. Eight independent special districts websites have not met the Special District Leadership Foundation's minimum requirements.
- . Bayshore Sanitary District
 - . Broadmoor Police Protection District
 - . Colma Fire Protection District
 - . East Palo Alto Sanitary District
 - . Ladera Recreation District
 - . Mid-Peninsula Water District
 - . San Mateo County Harbor District
 - . Woodside Fire Protection District

RECOMMENDATIONS

- R1. The eight independent special districts' websites that do not conform to the current standards set by the Special District Leadership Foundation's transparency checklist shall conform to the accepted criteria on or before December 31, 2017.
- R2. All independent special districts shall take the necessary steps to maintain their websites using the current standards set by the Special District Leadership Foundation so as to provide pertinent information to their constituents and to continue to qualify for the *District Transparency Certificate of Excellence*.
- R3. The eight independent special districts that qualify for the *District Transparency Certificate of Excellence* are strongly encouraged to apply for it to be recognized for their efforts.

REQUEST FOR RESPONSES

From the following governing bodies:

Recommendation 1

- Bayshore Sanitary District
- Broadmoor Police Protection District
- Colma Fire Protection District
- East Palo Alto Sanitary District
- Ladera Recreation District
- Mid-Peninsula Water District
- San Mateo County Harbor District
- Woodside Fire Protection District

Recommendation 2

- All independent special districts in San Mateo County

Recommendation 3

- Coastside County Water District
- Granada Community Services District
- Menlo Park Fire District
- Mid-Peninsula Regional Open Space
- Montara Water and Sanitary District
- Sequoia Healthcare District
- SMC Resource Conservation District
- West Bay Sanitary District

The governing bodies indicated above should be aware that the comment or response of the governing body must be conducted subject to the notice, agenda and open meeting requirements of the Brown Act.

APPENDIX A INDEPENDENT SPECIAL DISTRICT WEBSITES

Independent Special District	Website
Bayshore Sanitary District	http://www.bayshoresanitary.org/
Broadmoor Police Protection District	http://www.broadmoorpolice.com/
Coastside County Water District	http://coastsidewater.org/
Coastside Fire Protection District	http://www.coastsidefire.org/
Colma Fire Protection District	http://www.colmafd.org/home.html
East Palo Alto Sanitary District	http://www.epasd.com/
Granada Community Services District	http://www.granada.ca.gov/
Highlands Recreation District	http://www.highlandsrec.ca.gov/
Ladera Recreation District	http://www.lrdrec.com/
Menlo Park Fire Protection District	http://www.menlofire.org
Mid-Peninsula Water District	https://www.midpeninsulawater.org/index.php
Mid-peninsula Regional Open Space District	http://openspace.org/
Montara Water and Sanitary District	http://mwsd.montara.org/
North Coast County Water District	http://www.nccwd.com/
Peninsula Health Care District	http://www.peninsulahealthcaredistrict.org
San Mateo County Harbor District	http://www.smharbor.com/harbordistrict/
SMC Mosquito and Vector Control District	http://www.smcmvcd.org/
San Mateo Resource Conservation District	http://www.sanmateorcd.org/
Sequoia Healthcare District	http://www.sequoiahealthcaredistrict.com/
West Bay Sanitary District	http://westbaysanitary.org/
Westborough Water District	Http://www.westboroughwater.com/
Woodside Fire Protection District	http://www.woodsidefire.org/

APPENDIX B



District Transparency Certificate of Excellence *checklist*

Showcase your district's commitment to transparency

BASIC REQUIREMENTS

- Current Ethics Training for all Board Members** (Government Code Section 53235)
 - Provide copies of training certificates along with date completed
- Compliance with the Ralph M. Brown Act** (Government Code Section 54950 et. al)
 - Provide copy of current policy related to Brown Act compliance
 - Provide copy of a current meeting agenda (including opportunity for public comment)
- Adoption of policy related to handling Public Records Act requests**
 - Provide copy of current policy
- Adoption of Reimbursement Policy, if district provides any reimbursement of actual and necessary expenses** (Government Code Section 53232.2 (b))
 - Provide copy of current policy
- Annual disclosure of board member or employee reimbursements for individual charges over \$100 for services or products. This information is to be made available for public inspection. "Individual charge" includes, but is not limited to: one meal, lodging for one day, or transportation.** (Government Code Section 53065.5)
 - Provide copy of the most recent document and how it is accessible
- Timely filing of State Controller's Special Districts Financial Transactions Report - includes compensation disclosure.** (Government Code Section 53891)
 - Provide copy of most recent filing
SDLF staff will verify that district is not listed on the State Controller's 'non-compliance list'
- Conduct Annual Audits** (Government Code Section 26209 and 12410.6)
 - Provide copy of most recent audit and management letter and a description of how/ where documents were made available to the public
- Other Policies - have current policies addressing the following areas (provide copies of each):**
 - Conflict of Interest
 - Code of Ethics / Values / Norms or Board Conduct
 - Financial Reserves Policy

WEBSITE REQUIREMENTS

- Maintain a district website with the following items** (provide website link; all are required)
 - Names of Board Members and their terms of office
 - Name of general manager and key staff along with contact information
 - Election procedure and deadlines
 - Board meeting schedule (Regular meeting agendas must be posted 72 hours in advance pursuant to Government Code Section 54924.2 (a) (1) and Government Code Section 54956 (a))
 - District's mission statement
 - Description of district's services/ functions and service area
 - Authorizing statute/ enabling act (Principle Act or Special Act)
 - Current district budget
 - Most recent financial audit
 - Archive of Board meeting minutes for at least the last 6 months
 - List of compensation of Board Members and staff and/or link to State Controller's webpage with the data
- Website also must include at least 4 of the following items:**
 - Post Board Member ethics training certificates
 - Picture, biography and email address of board members
 - Last 3 years of audits
 - Reimbursement and Compensation Policy
 - Financial Reserves Policy
 - Online / downloadable Public Records Act request form
 - Audio or video recordings of board meetings
 - Map of district boundaries/ service area
 - Link to California Special Districts Association mapping program
 - Most recent Municipal Service Review (MSR) and Sphere of Influence (SOI) studies (full document or link to document on another site)

Continued on reverse



Questions about SDLF or the transparency program? Call us for more information at 916.231.2939

APPENDIX C TRANSPARENCY CHECKLIST

Agency	Ranking														Total										
		1	1A	1B	1C	1D	1E	1F	1G	1H	1I	1J	1K	2		2A	2B	2C	2D	2E	2F	2G	2H	2I	2J
Highlands Recreation District	1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	11	Y	Y	Y	Y	Y	Y	Y				Y
Mid-Peninsula Regional Open Space Dist	1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	11	Y		Y	Y	Y	Y	Y		Y		
Peninsula Health Care District	1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	11	Y		Y	Y			Y		Y		
Westborough Water District	1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	11	Y	Y			Y	Y			Y		
Coastside County Water District	2	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	11	Y	Y			Y	Y	Y	Y	Y		
SMC Mosquito and Vector Control Dist.	2	Y	Y	Y	n/a	Y	Y	Y	Y	Y	Y	Y	Y	11	Y		Y	Y	Y	Y			Y	Y	
Granada Community Services District	2	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	11	Y	Y		Y					Y	Y	
North Coast County Water District	2	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	11	Y		Y	Y	Y	Y			Y		
Coastside Fire Protection District	2	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	11	Y	Y	Y	Y	Y		Y	Y	Y		
West Bay Sanitary District	2	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	11	N		Y	Y			Y		Y		
Menlo Park Fire Protection District	3	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	11	Y		Y	Y	Y	Y	Y	Y	Y		Y
Montara Water and Sanitary District	3	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	11	Y	Y		Y	Y	Y	Y		Y		Y
Mid-Peninsula Water District	4	N	Y	Y		Y	Y	Y		Y	Y	Y	Y	9	Y	Y	Y	Y					Y		
SMC Resource Conservation District	4	Y	Y	Y	n/a	Y	Y	Y	Y	Y	Y	Y	n/a	11	Y		Y	Y	Y				Y		Y
SMC Harbor District	4	N	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	10	Y		Y	Y	Y	Y		Y	Y	Y	
Sequoia Healthcare District	5	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	11	Y		Y		Y	Y			Y	n/a	n/a
Bayshore Sanitary District	5	N	Y	Y		Y	Y	Y		Y	Y	Y	Y	9	N	Y		Y					Y		
Broadmoor Police Protection District	6	N	Y	n/a	Y		Y	Y	Y	Y	Y	Y	Y	10	N		Y								
Ladera Recreation district	6	N	Y	Y	Y		Y	Y	Y	Y		Y	Y	9	N						Y				Y
Woodside Fire Protection District	6	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	11	N			Y	Y						
East Palo Alto Sanitary District	7	N	Y			Y	Y			Y	Y	Y		6	Y	Y	Y	Y					Y		
Colma Fire Protection District	8	N					Y	Y						2	N										

Issued: June 19, 2017

August 24, 2017

Honorable Leland Davis, III
 Judge of the Superior Court
 c/o Charlene Kresevich
 Hall of Justice
 400 County Center, 2nd Floor
 Redwood City, CA 94063-1655

Re: Response to Grand Jury Report on Special Districts' Websites
 Transparency Update filed on June 19, 2017

Dear Judge Davis:

The Mid-Peninsula Water District (MPWD) has reviewed and considered the referenced Grand Jury report, and responds to the report's findings and recommendations related to the MPWD as follows:

BOARD OF DIRECTORS

AL STUEBING
President

DAVE WARDEN
Vice-President

LOUIS J. VELLA
Director

BETTY L. LINVILL
Director

MATTHEW P. ZUCCA
Director

OFFICERS

TAMMY RUDOCK
General Manager

CANDY PIÑA
District Secretary

RENE RAMIREZ
Operations Manager

JOAN L. CASSMAN
District Counsel

JOUBIN PAKPOUR
District Engineer

JEFF IRA
Treasurer

FINDING	MPWD RESPONSE
F5. Eight independent special districts' websites have not met the Special District Leadership Foundation's (SDLF) minimum requirements.	The MPWD agrees that its website lacks the following two (out of the eleven required) elements from the SDLF website transparency checklist: <ul style="list-style-type: none"> ▪ Election procedure and deadlines; and ▪ Authorizing statute/enabling act.

RECOMMENDATION	MPWD RESPONSE
R1. The eight independent special districts' websites that do not conform to the current standards set by the SDLF's transparency checklist shall conform to the accepted criteria on or before December 31, 2017.	The MPWD launched its new website on August 16, 2017, and will be posting additional content over the next few weeks. It is projected that the MPWD will have the last two elements from the SDLF transparency checklist added to its website on or before December 31, 2017.

This response was considered and approved by the MPWD Board of Directors at its regularly scheduled meeting on Thursday, August 24, 2017.

Sincerely,

Tammy A. Rudock
 General Manager





AGENDA ITEM NO. 8.F.

DATE: August 24, 2017
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: REVIEW CALL FOR NOMINATIONS TO ELECT ALTERNATE SPECIAL DISTRICT MEMBER ON SAN MATEO LAFCO AND AUTHORIZE A VOTING DELEGATE

RECOMMENDATION

Review call for nominations to elect alternate Special District Member on the San Mateo LAFCo (Local Agency Formation Commission) and authorize a voting delegate.

FISCAL IMPACT

None.

DISCUSSION

Attached is the San Mateo LAFCo's Call for Nominations dated August 14, 2017, for candidates to fill the Special District Alternate term, which will expire in May 2020, and was recently vacated by Ric Lohman.

Twenty-one Special Districts will be eligible for voting on the Special District Alternate and they are listed with the attached documentation, as is the current LAFCo roster.

The nomination period is open for 30 days until 5:00PM on Friday, September 15, 2017.

After the nomination period is closed, LAFCo will transmit a notice and Special District Selection Commission mail ballot via email with consent of the District. After the Board's discussion and direction, staff will return the attached authorization form identifying the Board's voting delegate.

Attachment: San Mateo LAFCo's Call for Nominations dated August 14, 2017

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

UNANIMOUS_____ STUEBING_____ WARDEN_____ VELLA_____ LINVILL_____ ZUCCA_____



LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

RECEIVED

AUG 17 2017

MID-PENINSULA
WATER DISTRICT

Please forward to Board President

August 14, 2017

To: Presiding Officers/Board Presidents
Independent Special Districts, San Mateo County

Subject: Call for Nominations: Special District Selection Committee Mail Ballot to Elect Alternate
Special District Member on San Mateo LAFCo Pursuant to Section 56332

As you know, the San Mateo Local Agency Formation Commission (LAFCo) is comprised of two county supervisor members appointed by the Board of Supervisors, two city council members appointed by the City Selection Committee (also known as the Council of Mayors), two special district members selected by the Special Districts Selection Committee (comprised of the presiding officers of the independent special districts), and one public member appointed by the six members of the Commission. An alternate for each type of membership is also selected in the same manner as regular members.

The purpose of this letter is to open the 30-day nominations period and call for nominations by the Special District Selection Committee members for candidates to fill the independent special district alternate term that was recently vacated by Ric Lohman, which will expire in May 2020. Government Code Section 56332 directs that the LAFCo Executive Officer shall call a meeting or provide for mail ballot to fill a vacancy of the special district term. In this case, it has been determined that the election of the alternate special district member for the upcoming term ending **May 2020** shall be held by mail ballot.

Pursuant to Section 56332, the nomination period is hereby opened. Nominations must be received by LAFCo by September 8, 2017 and must be submitted with the signature of the board President or Chair of the independent special district included on the attached roster. If the board Chair or President is not able to submit a nomination, the board of that district may appoint an alternate board member to serve on the Special District Selection Committee and make a nomination. In summary, nominations may only be submitted by signature of the Chair serving as a member of the Special District Selection Committee (or board-appointed alternate board member) and must be received by LAFCo by 5:00 pm, Friday, September 15, 2017.

Once the nomination period is closed, the LAFCo Executive Officer will distribute a notice and mail ballots, requesting return of the ballot within 21 days from the date of the notice. Section 56332(c)(2) provides for distribution of mail ballots by certified mail or by electronic mail with the consent of the District. For both expediency and cost savings, it is requested that districts will consent to distribution of the ballots by electronic mail. To this end, it is requested that your District return the attached

COMMISSIONERS: DON HORSLEY, CHAIR, County ▪ MIKE O'NEILL, VICE CHAIR, City ▪ JOSHUA COSGROVE, Special District ▪ ANN DRAPER, Public
RICH GARBARINO, City ▪ JOE SHERIDAN, Special District ▪ WARREN SLOCUM, County

ALTERNATES: VACANT, Special District ▪ HARVEY RARBACK, City ▪ SEPI RICHARDSON, Public ▪ DAVE PINE, County

STAFF: MARTHA POYATOS, EXECUTIVE OFFICER ▪ REBECCA ARCHER, LEGAL COUNSEL ▪ JEAN BROOK, COMMISSION CLERK

August 14, 2017

Page 2

“Authorization to Transmit Special District Selection Committee Ballot by Electronic Mail” and provide LAFCo with the desired email address for distribution of the ballot.

Please also note that while your district may participate in the local chapter of the California Special Districts Association (CSDA), the LAFCo Special District Selection Committee and CSDA are not affiliated. While you may receive correspondence from the CSDA local chapter, all nominations for the LAFCo special district alternate member must (1) be submitted by a member of the Special District Selection Committee, (2) be directed to the LAFCo office via email, fax, or mail, and (3) must be received by 5:00 pm, Friday, September 15, 2017.

The attached roster lists the 21 independent special districts that are eligible to vote for San Mateo LAFCo special district members. Please note that Midpeninsula Regional Open Space District votes for Santa Clara LAFCo special district members because the majority of that district’s assessed value is located in Santa Clara County. For more information about independent special districts in San Mateo County, please go to <https://lafco.smcgov.org/special-districts-san-mateo-county>. If you have questions concerning this process, please contact me directly.

Sincerely,



Martha Poyatos
Executive Officer

cc: Independent Special Districts in San Mateo County
LAFCo Commissioners

Attachments: Authorization to transmit ballot electronically
Roster of independent special districts
LAFCo Fact Sheet

**Authorization to Transmit Special District Selection Committee Ballot
by Electronic Mail**

Pursuant to Section 56332(c)(2)

The _____ District hereby authorizes San Mateo LAFCo
(Name of district)

to send the Special District Selection Committee Ballot by electronic mail (email) to:

(Name of Board President or Board-authorized
Voting Delegate)

(Email address)

for the purpose of voting for Alternate Special District term ending May 2020.

Submitted by: _____
(Printed name of District President or District Manager/Chief)

Signature: _____

Date: _____

Please return no later than **5:00 pm, Friday, September 8, 2017** by mail, fax, or electronic mail to:

<p>Martha Poyatos, Executive Officer San Mateo LAFCo 455 County Center, 2nd Floor Redwood City, CA 94063</p> <p>650/363-4224 – phone 650/363-4849 – fax</p> <p>Email: mpoyatos@smcgov.org</p>

21 Independent Special Districts as of August 2017 for Purposes of Voting for SDSC

1. Bayshore Sanitary District
2. Broadmoor Police Protection District
3. Coastside County Water District
4. Coastside Fire Protection District
5. Colma Fire Protection District
6. East Palo Alto Sanitary District
7. Granada Community Services District
8. Highlands Recreation District
9. Ladera Recreation District
10. Menlo Park Fire Protection District
11. Mid-Peninsula Water District
12. Montara Water and Sanitary District
13. North Coast County Water District
14. Peninsula Health Care District
15. San Mateo County Harbor District
16. San Mateo County Mosquito and
Vector Control District
17. San Mateo County Resource
Conservation District
18. Sequoia Healthcare District
19. West Bay Sanitary District
20. Westborough Water District
21. Woodside Fire Protection District



LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

Martha Poyatos, Executive Officer

MPoyatos@smcgov.org

www.sanmateolafco.org

Purpose of LAFCo

Created by the California legislature in 1963, LAFCo is a State-mandated, independent commission with countywide jurisdiction over changes in organization and boundaries of cities and special districts including annexations, detachments, incorporations, and formations. As required by State law, LAFCo adopts a net operating budget, which is apportioned in thirds to the County of San Mateo, the 20 cities in the County, and 21 of the 22 independent special districts; the majority of the Midpeninsula Regional Open Space District territory is located in Santa Clara County and the District is under the funding mandate for Santa Clara LAFCo.

The Commission has responsibility in the following areas affecting local government in the County:

1. To discourage urban sprawl and encourage the orderly growth and development of local government agencies;
2. To prevent premature conversion of agricultural and open space lands;
3. To review, approve, or disapprove proposals for changes in the boundaries and organization of the 20 cities, 22 independent special districts, and 33 active County-governed special districts, plus incorporations of cities and formations of special districts;
4. To conduct municipal service reviews and establish and periodically update spheres of influence – future boundary, organization, and service plans – for the County, cities, and special districts; and
5. To perform and assist in studies of local government agencies with the goal of improving efficiency and reducing costs of providing urban services.

Commission Roster

The Commission is made up of two members of the County Board of Supervisors, two members of city councils from cities in the County, two board members of independent special districts in the County, a public member, and four alternate members (County, city, special district, and public). The Commission contracts with the County of San Mateo for staff, facilities, and legal counsel. The Executive Officer serves in the administrative capacity, which includes staff review of each proposal, sphere of influence studies, and assistance to local agencies and the public.

Commissioner	Member Type	Term Expires
Don Horsley, Chair	County	May 2020
Mike O'Neill, Vice Chair	City	May 2018
Joshua Cosgrove	Special District	May 2018
Ann Draper	Public	May 2018
Rich Garbarino	City	May 2021
Joe Sheridan	Special District	May 2020
Warren Slocum	County	May 2020
(Vacant)	Alternate Special District	May 2020
Harvey Rarback	Alternate City	May 2019
Sepi Richardson	Alternate Public	May 2018
Dave Pine	Alternate County	May 2020

Commission Meetings

1. LAFCo meetings are held on the third Wednesday of odd-numbered months (January, March, May, July, September, November) at 2:30 pm in the Board of Supervisors' Chambers at the Hall of Justice, 400 County Center, Redwood City. Extra meetings may be held as needed.
2. If an agenda item is of interest to you, the Chair will call for comments from the audience when the item is ready for discussion. Please complete a speaker slip available on the table in the foyer and give it to the Commission Clerk to assist the Chair in organizing the progress of the hearing.
3. When addressing the Commission, please proceed to the microphone and state your name, the organization you are representing, or your city of residence for the Clerk.



TO: Board of Directors
FROM: Tammy A. Rudock
General Manager
DATE: August 24, 2017

MANAGER'S REPORT

FOLLOW-UP FROM 07/27/17 REGULAR BOARD MEETING

- Executed contract with John Davidson d/b/a Jrocket77 Design & Marketing for Public Outreach/Education/Relations Services, MPWD Website Updates, and Printing Services.
- Executed contract with Stoloski & Gonzalez, Inc., for the construction of the 2017 Water Main Replacement Project

WATER CONSERVATION PROGRESS – SUMMARY REPORT



The report due August 15th to the SWRCB was timely submitted. July's total water consumption was 132,165 units. The reduction measured -15.3% (compared with 156,081 units in July 2013).



Last month's R-GPCD was 106.6 (as compared to July 2013 R-GPCD of 122.9).



Staff started a new chart for FY 2017/2018, so the cumulative water reduction equals 15.3% (compared to 2013).



There were no water waste complaints last month. The total number of water waste complaints is four (January 1, 2017 through July 31, 2017).

Governor Brown lifted the drought emergency water conservation regulations but retained the water waste prohibitions and urban water supplier reporting requirements. Executive Order B-40-17 lifted the drought emergency in all California counties except Fresno, Kings, Tulare, and Tuolumne, where there are diminished groundwater supplies. Continued prohibitions on wasteful practices include watering during or after rainfall, hosing off sidewalks, and irrigating turn on public street medians.

The framework for the plan to make conservation a way of life in California requires new state legislation to establish long-term water use efficiency measures and improved planning for more frequent and severe droughts.

HOLIDAY CLOSURE

The MPWD Administration, Customer Services, and Field Operations will be closed on Monday, September 4, 2017, in observance of Labor Day.

On-call staff will be available for service interruptions and emergencies. Customers may contact the MPWD's 24-hour answering service at 650-591-8941.

MPWD CLASSIFICATION STUDY

Koff & Associates will be scheduling meetings with employees next month to review the proposed classifications and position descriptions. It is staff's goal to present these to the Board next month, and also an overview of the MPWD organization and staff positions and duties.

FOLLOW-UP ON MPWD WSCP STAGE 1 DISCUSSION

After meeting with District Counsel and reviewing more thoroughly the MPWD WSCP (Water Shortage Contingency Plan) and 2015 UWMP (Urban Water Management Plan), the MPWD should remain in Stage 1, because:

1. The Governor's Executive Order B-40-17 dated April 7, 2017, lifted the drought emergency in all California counties except Fresno, Kings, Tulare, and Tuolumne, where there are diminished groundwater supplies. Maintaining conservation as a way of life, the Order continued statewide mandatory prohibitions on outdoor water waste on urban water agencies; and
2. The MPWD water use restrictions on outdoor water use within Ordinances 111 and 113, including enforcement, remain in full force and effect until rescinded or amended by the MPWD (per Resolution 2016-13); and
3. As stated in both the MPWD 2015 UWMP and the WSCP, the water shortage stages of action were designed to be flexible and can be tailored by the General Manager to respond to any future water shortage.

Relevant pages from the MWPD 2015 UWMP and WSCP are attached for reference.

FOLLOW-UP ON MPWD PROPERTY SURPLUS—1513/1515 FOLGER

Staff will bring this item back to the Board for discussion after further consideration and review with District Counsel, and is in the process of the following:

1. Proceeding with conducting an MAI Appraisal for the property; and
2. Securing proposals from real estate brokers regarding sale of the property.

3-MONTH “LOOK AHEAD” FOR BOARD MEETINGS

September 2017

- Consider Professional Services Agreement with Schaaf & Wheeler Consulting Civil Engineers for the Old County Road Water Main Replacement Project.
- Consider Professional Services Agreement with Pakpour Consulting Group for the 2018 Water Main Replacement Program.
- Consider Joint Agreement between the MPWD and City of Belmont for 2017 MPWD Capital Project known as the Francis, Academy, and Davey Glen Water Main Replacement Project.
- Receive structural engineering report on MPWD Dairy Lane facilities.
- Consider updated Employee Position Descriptions.
- Receive overview of MPWD organization and staff positions and duties.
- Receive GM’s MPWD annual progress report for fiscal year end.
- Review MPWD Personnel Manual and update as necessary.
- Receive BAWSCA report.

October 2017

- Receive Reconciliation Quarterly Report on 2016 COP Financing for period July 1, 2017 through September 30, 2017, and 2016 COP Project Fund Quarterly Report.
- Receive annual financial audit report for FYE June 30, 2017. Post to website.
- Discuss Draft Debt Management Policy.
- Discuss Revised Reserve Policy.
- Required Ethics training for Form 700 officers and elected officials to be completed (AB 1234).

November 2017

- Consider/Approve Debt Management Policy.
- Consider/Approve Revised Reserve Policy.
- Consider/Approve annual Board meeting schedule. Post to website.
- Receive annual PARS OPEB trust account performance review and confirm investment strategy.

MEETINGS

DATE	EVENT
July 26 th	Participated in meeting with Operations team and District Engineer to discuss proposed 2018 Water Main Replacement Program.
July 27 th	Met with Wells Fargo commercial banking team and staff regarding MPWD services. Attended safety session with staff and facilitated GM rap session.
July 28 th	Met with legal defense team regarding upcoming judgment in favor of MPWD and final action items in <i>Maskay, Inc., et al. v. MPWD</i> .
August 1 st	Participated in scoping conference call with Schaaf & Wheeler Consulting Civil Engineers, Operations Manager, and District Engineer regarding Old County Road Water Main Replacement Project. Represented the MPWD with staff at Belmont's National Night Out at Carlmont Shopping Center.
August 3 rd	Attended BAWSCA Water Management meeting in San Mateo.
August 8 th	Met with The Van's owner, District Engineer, and CIP team to discuss upcoming Malcolm Area improvements project and potential impacts to business.
August 9 th	Attended CSDA Human Resources Boot Camp Workshop in Vallejo.
August 10 th	Attended CSDA Financial Management Workshop in Vallejo.
August 15 th	Met with Board President for agenda review. Participated with staff in Lunch & Learn and facilitated information regarding ACWA JPIA's 2018 Employee Benefits Program Renewal, and other updates.
August 17 th	Attended San Mateo County Workshop: San Mateo Plain Groundwater Assessment. Attended Webcast of Joint CPUC and SWRCB Workshop: <i>Safe Drinking Water through Consolidated Water Systems</i>

UPCOMING MEETINGS/EVENTS

BAWSCA Water Management Meeting (Foster City): September 7, 2017

HIA Meeting (Belmont): September 7, 2017

CSDA Annual Conference (Monterey): September 25-28, 2017

20th Anniversary Luncheon for Rick Bisio and Ron Leithner (MPWD): September 27, 2017

ACWA JPIA 2017 Fall Conference & Exhibition (Anaheim): November 27, 2017-December 1, 2017

ACWA JPIA 2018 Spring Conference & Exhibition (Sacramento): May 7-11, 2018



MID-PENINSULA
WATER DISTRICT

2015 Urban Water Management Plan

JUNE 23, 2016



IN ASSOCIATION WITH:



8. WATER SHORTAGE CONTINGENCY PLANNING

The MPWD's Water Shortage Contingency Plan (WSCP) is the result of a strategic planning process to prepare for, and respond to, water shortages. Such planning and preparation help to maintain reliable supplies and reduce the impacts of supply interruptions. Section 10632 of the California Water Code requires UWMPs to include the preparation of a water shortage contingency analysis.

The 2016 WSCP update was developed separately from the UWMP and supersedes earlier WSCPs. It is included in Appendix C. Section 8 in this UWMP summarizes the key aspects of MPWD's 2016 WSCP.

The WSCP is applicable to a range of temporary, short- and long-term emergency conditions when the supply volume or system delivery capability is impaired, including but not limited to:

- Main break or other distribution system failure,
- Water treatment plant failure,
- Natural disaster (flood, earthquake, wind damage, etc.),
- Fire,
- Water quality issue with supply reservoirs or system contamination, and/or
- Drought conditions.

The number of stages for action in a WSCP is at the discretion of the water supplier. MPWD's WSCP includes four (4) stages (consistent with MPWD's Ordinance 112, Attachment 103A, Schedule of Rates and Fees) with the following conditions: (1 - "**Water Alert**") Slightly Restricted, (2 - "**Water Warning**") Moderately Restricted, (3 - "**Water Crisis**") Severely Restricted, and (4 - "**Water Emergency**") Extremely Restricted. The stages reflect decreasing water supplies with increasing levels of prohibitions and consumption reduction measures. The WSCP also addresses a reduction of 50% in the water supply, as required by CWC 10632 (a)(1).⁶⁷

The voluntary conservation and mandatory measures, implemented in response to the increasingly severe shortages during current 2013 - 2016 drought, provide the MPWD with recent and relevant guidance for planning future responses to severe water shortages. However, since we cannot predict the specific conditions leading to activation of the various Stages in the MPWD's WSCP, by design the WSCP is flexible and can be tailored by MPWD management in response to specific conditions at the time the WSCP is needed.

Under "normal or average" conditions, the MPWD continues ongoing conservation measures and prohibits water waste. The Mediterranean climate in MPWD's service area is typified by normal variability in weather, so annual fluctuations in rainfall, up to 10% of "normal" are not unusual. Normal conditions are the typical water supply conditions, where the SFPUC water supply is sufficient to meet MPWD's projected demand. MPWD's website (https://www.midpeninsulawater.org/conservation_overview.php) includes information about on-going conservation under Normal conditions, such as:

- Water saving tips,
- Free water conservation kits,

⁶⁷ CWC 10632 (a)(1) Stages of action to be undertaken by the urban water supplier in response to water supply shortages, including up to a 50% reduction in water supply, and an outline of specific water supply conditions which are applicable to each stage.

- Rebate programs,
- Leak detection assistance,
- A water conservation calculator,
- Links to the Association of California Water Agencies (ACWA) and the DWR “Save our Water”, and
- Related BAWSCA and SFPUC information.

8.1 Stages of Action

Since the MPWD relies 100% on the SFPUC RWS for its water supply, in drought conditions or any other long-term water supply shortage, the MPWD will respond to SFPUC requests and State mandates and coordinate with SFPUC, BAWSCA, and BAWSCA agencies. The MPWD will implement water shortage mitigation measures that will result in use restrictions proportional and responsive to the severity and duration of the reductions needed. Recently, such use restrictions have been associated with droughts, such as the current 2013 through 2016 state-wide restricted water supply conditions.⁶⁸ In June 2015, MPWD passed its Water Service Ordinance 112, Attachment 103A, Schedule of Rates and Fees. Attachment A defines four UWMP Water Shortage Response Stages corresponding with Water Supply Reduction requirements. The same Stage Water Supply Reduction requirements are included in the MPWD’s updated 2016 WSCP.

The following four Stages and their respective water reduction requirements are consistent with MPWD’s Ordinance Water Service Ordinance 112, Attachment 103A, Schedule of Rates and Fees⁶⁹ and identify the MPWD voluntary and mandatory actions with increasing need for water reductions.

In **Stage 1**, the water supply conditions would be slightly restricted by SFPUC or State regulators. In this Stage, a “**Water Alert**” is in effect, and voluntary conservation is up to 11%. The MPWD continues ongoing conservation measures and prohibits water waste. At this Stage, MPWD initiates public awareness of predicted water shortage and encourages voluntary conservation.

Stage 2 includes voluntary (2A) and mandatory (2B) parts. In **Stage 2A**, the water supply conditions would be moderately restricted by SFPUC or State regulators. In this Stage, a “**Water Warning**” is in effect, because supplies are moderately restricted. The MPWD would encourage voluntary measures to decrease “normal” demand up to 18%. If the voluntary measures (Stage 2A) do not produce the desired reductions, in order not to enact Stage 3, the MPWD would increase public messaging and heighten understanding of the worsening water supply conditions and potential need to start initial mandatory shortage mitigation measures. If additional mandatory restrictions are needed to enforce the conservation measures of Stage 2, **Stage 2B** conservation measures could be used, that require up to 18% mandatory reduction in potable water use.

In **Stage 3**, the water supply conditions would be severely restricted by SFPUC or State regulators. In this Stage a “**Water Crisis**” would be declared, because supplies are severely restricted. The MPWD would require mandatory measures to decrease “normal” demand up to 32%. The MPWD would further increase public messaging and heighten understanding of the worsening water supply conditions and continued need to enforce mandatory shortage mitigation measures. If increased mandatory restrictions are needed to enforce Stage 3 and not enact Stage 4, these additional measures could include significant restrictions on landscape irrigation.

⁶⁸ Source: <http://www.water.ca.gov/waterconditions/declaration.cfm>.

⁶⁹ Water Service Ordinance 112, Attachment 103A, Schedule of Rates and Fees. June 25, 2015. Online: <https://www.midpeninsulawater.org/uploads/ORDINANCE%20No.%20112%20Attachment%20A.pdf>

In **Stage 4**, the water supply conditions would be extremely restricted by SFPUC or State regulators. In this Stage a **“Water Emergency”** would be declared, because supplies are severely restricted. The MPWD would require mandatory measures to decrease “normal” demand up to 50%. The MPWD could restrict potable water use for only essential needs and domestic sanitation. In Stage 4, landscape irrigation and other outdoor uses would be extremely restricted or prohibited, depending on MPWD’s total measured consumption and ongoing compliance with required water reductions.

The programmatic responses in all the WSCP Stages provide guidance. The MPWD's actual response to a water shortage emergency will always require action by the General Manager and nothing in this Plan is intended to limit the MPWD's available options in tailoring a unique and specific program to respond to any future water shortages. The MPWD has in the past, and will continue in the future, to respond to water supply shortages on a case-by-case basis.

Although the circumstances surrounding future droughts, or any other long-term supply shortages, may differ from the situations that the MPWD has faced in the past thirty years, a systematic approach and framework are in place with MPWD’s updated WSCP. This approach includes practical, initial voluntary conservation stages, followed by mandatory water restrictions in response to increasingly severe water shortages. The shortages and regulatory requirements faced by MPWD during the current 2013 - 2016 drought and state mandated prohibitions⁷⁰ identified new drought conservation measures and experiences that are included in this updated WSCP.⁷¹ In 2015, MPWD approved tiered pricing and water shortage emergency rates with its Water Service Ordinance 112, Attachment 103A, Schedule of Rates and Fees.⁷² These rates could or would be enacted, when MPWD determines the emergency rates are needed.⁷³

The MPWD’s four Stages of Action and percent reductions to increasingly restrictive water supply conditions are consistent with and presented in Table 8-1.

⁷⁰ California State Department. Executive Order B-36-15, November 13, 2015. Online: https://www.gov.ca.gov/docs/11.13.15_EO_B-36-15.pdf

⁷¹ Mid-Peninsula Water District. 2016 Water Shortage Contingency Plan.

⁷² Water Service Ordinance 112, Attachment 103A., Schedule of Rates and Fees, June 25, 2015. Online: <https://www.midpeninsulawater.org/uploads/ORDINANCE%20No.%20112%20Attachment%20A.pdf>

⁷³ Ibid.

Table 8-1: Shortage Stages and corresponding necessary percent supply reductions

Table 8-1 Retail: Stages of Water Shortage Contingency Plan		
Stage	Complete Both	
	Percent Supply Reduction ¹ <i>Numerical value as a percent</i>	Water Supply Condition <i>(Narrative description)</i>
1	up to 11%	Water Alert - Slightly restricted water supplies up to 11%. Voluntary reductions.
2A, 2B	12% - 18%	Water Warning - Moderately restricted water supplies (12%-18%). 2A - voluntary, 2B - mandatory reductions. Continue to look for all ways to reduce water use indoors and outdoors (e.g., increasingly shorter showers, reduced irrigation, etc.)
3	19% - 32%	Water Crisis - Severely restricted water supplies (19%-32%). Mandatory reductions. Implement all possible ways to reduce water use indoors and outdoors (e.g., concentrate efforts to reduce landscape irrigation, turn off decorative water features, increase rebates for efficient water equipment, etc.)
4	33% - 50%	Water Emergency - Extremely restricted water supplies (33%-50%). Mandatory reductions. Prioritize water use for essential domestic sanitation and other critical needs.
¹ One stage in the Water Shortage Contingency Plan must address a water shortage of 50%.		
Sources: MPWD Water Demand Offset Charges, UWMP Water Shortage Response Stages, Water Service Ordinance 112 Attachment 103A, Schedule of Rates and Fees, June 25, 2015. MPWD Ordinance No. 111, MPWD, 2014. Ordinance 103, Section 4.2 discusses water waste; Ordinance 115 - Efficient Landscaping. Attachment A, Schedule of Rates and Fees, June 25, 2015. MPWD Ordinance Nos. 103 and 111, 2014, MPWD.		

As can be seen in Table 8-1, in the event of a severe drought, it is possible that the MPWD will have to ask its customers to respond even more aggressively than they did during the current drought and Governor’s Executive Order and State Emergency Regulations⁷⁴, requiring a 25% State-wide water use reduction. From June 2015 to May 2016, the MPWD achieved a 27.3 reduction⁷⁵, surpassing the 25% mandated throughout California.

In the future, however, a program requiring a 32% - 50% reduction in demand could possibly be more difficult to implement than it was during the recent severe drought, due to permanent changes and reduced water use in the service area for the long term. The MPWD has experienced on-going implementation of conservation and increasing installation of water-efficient technologies throughout the service area. For example, plumbing fixture replacements

⁷⁴ State Water Resources Control Board. Resolution No. 2015-0032, May 2015. Online: http://www.waterboards.ca.gov/waterrights/water_issues/programs/drought/docs/emergency_regulations/rs2015_0032_with_ad_opted_regs.pdf

⁷⁵ MPWD website: https://www.midpeninsulawater.org/billing_inserts.php

and increased efficiency of landscaping water use (e.g., climate-appropriate landscaping, efficient weather-based irrigation controllers, etc.) have lowered the base per-capita and per-connection levels of consumption.

8.2 Prohibitions on End Uses

In the past, in 2015, and extending into 2016, in response to Governor’s Executive Orders and State Emergency Regulations^{76, 77} the MPWD has implemented various increasingly restrictive mandatory drought measures. The following are state-mandated prohibitions in place, starting in 2015:

- Using potable water to irrigate ornamental turf on public street medians
- Using potable water to irrigate landscapes of new homes and buildings inconsistent with CBSC and DHCD requirements
- Using outdoor irrigation during and 48 hours following measurable precipitation
- Using potable water in decorative water features that do not recirculate the water
- Using hoses with no shutoff nozzles to wash cars.
- Runoff when irrigating with potable water, and
- Using potable water to wash sidewalks and other hardscapes.
- Hotel and motel must provide guests with the option of not having towels and linen laundered daily
- Restaurants and other service food establishments can only serve water to customers on request

Water waste is prohibited in all Normal conditions and Water Shortage Stages in the MPWD service area.⁷⁸ The MPWD has adopted the Mandatory Restrictions on Outdoor Water Use Ordinance 111.

Table 8-2 lists the different restrictions and prohibitions on end uses, as well as any penalties, charges or other enforcements, that MPWD has developed.

⁷⁶ State Water Resources Control Board. Resolution No. 2015-0032, May 2015.
http://www.waterboards.ca.gov/water_issues/programs/conservation_portal/emergency_regulation.shtml

⁷⁷ Executive Order B27-16, May 9, 2016, Making water Conservation a Way of Life.
https://www.gov.ca.gov/docs/5.9.16_Attested_Drought_Order.pdf

⁷⁸ MPWD. Ordinance 103, Section 4.2 discusses water waste.
http://midpeninsulawater.org/uploads/Ordinance_Current_Water_Service.pdf



Water Shortage Contingency Plan JUNE 23, 2016



IN ASSOCIATION WITH:



Table 5. Preparation Actions for Water Shortage Emergencies

Preparation Actions for a Catastrophe	
Possible Emergency	Summary of Actions
Extreme Weather, e.g., Drought	Identify applicable measures from MPWD's WSCP. Portable and emergency generators available for MPWD facilities.
Earthquake	Shut-off isolation valves and above-ground use of flexible piping for ruptured mains.
Fire	Use of storage supplies and supplementation with regulator operations as needed
Flood	Use of storage supplies.
Toxic Spills	Use of storage supplies
Power Outage or grid failure	Portable and emergency generators available for MPWD facilities

3.1.1 Response to Short-term Water Shortages

Temporary, short-term supply interruptions may invoke the need for MPWD staff to alert customers, SFPUC, BAWSCA, and regulatory agencies of any stage or shortage as conditions warrant. The General Manager is responsible to define the issues and identify options for response. The appropriate stage of action would be determined based on the severity and projected duration of the shortage. For example, an emergency condition where more than 50% of the supply is unavailable may warrant an alert for Stage 4 – Water Emergency (see Table 6) even during short-term impairment.

3.1.2 Response to Long-term Water Shortages, Including Droughts

As in past long-term water shortage conditions, the MPWD will work with and coordinate its response actions with BAWSCA and SFPUC and, as in the recent drought, with regulatory mandates.

For example, in 2013-14 rainfall totals were on average 58% lower than the historical average from 1948-2014. Severe drought conditions decreased water levels in California’s reservoirs and reduced flows in the state’s rivers. Consequently, Governor Brown declared a drought emergency.¹⁵ In his April 1, 2015 Executive Order, Governor Brown mandated a 25% water use reduction for cities and towns throughout

¹⁵ <http://www.water.ca.gov/waterconditions/declaration.cfm>

California.¹⁶ On May 5, 2015, the State Water Resources Control Board adopted an Emergency Regulation to address specific provisions of the April 1 Executive Order, including the mandatory 25% statewide reduction in potable urban water use between June 2015 and February 2016. To reach the Governor’s statewide 25% reduction mandate, the Emergency Regulation assigned each urban water supplier (who serves more than 3,000 connections) a conservation standard that ranges between 8% and 36% based on their residential use in gallons per capita per day (R-GPCD). After the state of drought emergency was declared, all California water agencies received a mandated conservation standard.

The mandated standard for MPWD is a 20% reduction from its 2013 average gross per capita per day (gpcd) consumption. From June 2015 to May 2016, the MPWD achieved a 27.3 reduction¹⁷, surpassing the 25% mandated throughout California. The MPWD’s system-wide water use in 2015 was 85 gpcd (total use divided by total population).

3.1.3 Roles and Responsibilities

The MPWD General Manager is responsible for monitoring all potential water shortage conditions and makes recommendations to the MPWD Board regarding the implementation of the Water Shortage Contingency Plan stages 1, 2, 3, or 4. The MPWD General Manager also manages issues of timing, policy, public relations, financial solvency, customer education, facility operations, environmental considerations, and public health. The MPWD General Manager routinely updates the MPWD Board of Directors about water supply conditions at regular and special board meetings. During extreme water shortage situations, updates may occur more often by e-mail or by phone, consistent with the requirements of the Ralph M. Brown Open Meetings Act.¹⁸

It is the responsibility of the MPWD Board of Directors to declare a water shortage. The specific stages and triggers to activate each stage, based on a percentage reduction in water supply will be determined in cooperation with the SFPUC, BAWSCA, and regulatory requirements specific to the shortage conditions.

The concluding task in any water shortage management effort is the final report to the Board, as well as communication with the MPWD’s customers summarizing the event and its consequences for MPWD.

¹⁶ Sources:

http://www.waterboards.ca.gov/waterrights/water_issues/programs/drought/docs/040115_executive_order.pdf and http://www.waterboards.ca.gov/press_room/press_releases/2015/pr103015_sept_waterconservation.pdf

¹⁷MPWD website: https://www.midpeninsulawater.org/billing_inserts.php

¹⁸ <http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=54001-55000&file=54950-54963>

4. MPWD'S WATER SHORTAGE STAGES OF ACTION

The number of stages of action in a WSCP is at the discretion of the water supplier. Not including "Normal" supply conditions and routine on-going conservation, the MPWD's WSCP includes four (4) "Stages of Action" to be taken in response to water supply shortages (Water Code §10632[a][1]). The MPWD's 4 Stages of Action and percent reductions to increasingly restrictive water supply conditions, including a reduction of up to 50% are consistent with MPWD's Water Service Ordinance 112, Attachment "103A" Schedule of Rates and Fees.¹⁹ The MPWD's 4 Stages of Action are presented in Table 6 (Table 8-1 in MPWD's 2015 UWMP).

The MPWD has in the past, and will continue in the future, to respond to water supply shortages on a case-by-case basis. For droughts or any other water supply shortage, the MPWD will respond to state mandates and coordinate with SFPUC, BAWSCA, and BAWSCA agencies. The MPWD will implement a program of water conservation measures that will result in use restrictions proportional and responsive to the severity and duration of the reductions needed.

¹⁹ Water Service Ordinance 112, Attachment 103A, Schedule of Rates and Fees
<http://midpeninsulawater.org/uploads/ORDINANCE%20No.%20112%20Attachment%20A.pdf>

Table 6. Shortage Stages and Corresponding Necessary Percent Supply Reductions

Stages of Water Shortage Contingency Plan		
Stage	Complete Both	
	Percent Supply Reduction* <i>Numerical value as a percent</i>	Water Supply Condition <i>(Narrative description)</i>
1	up to 11%	Water Alert - Slightly restricted water supplies. Voluntary reductions.
2A, 2B	12% - 18%	Water Warning - Moderately restricted water supplies. 2A - voluntary, 2B - mandatory reductions. Continue to look for all ways to reduce water use indoors and outdoors (e.g., increasingly shorter showers, reduced irrigation)
3	19% - 32%	Water Crisis - Severely restricted water supplies. Mandatory reductions. Implement all possible ways to reduce water use indoors and outdoors (e.g., concentrate efforts to reduce landscape irrigation, turn off decorative water features, increase rebates for efficient water equipment)
4	33% - 50%	Water Emergency - Extremely restricted water supplies. Mandatory reductions. Prioritize water use for essential domestic sanitation and other critical needs.
*At least one stage in the Water Shortage Contingency Plan must address a water shortage of 50%.		
NOTES: MPWD Water Demand Offset Charges, UWMP Water Shortage Response Stages, Water Service Ordinance 112 Attachment 103A, Schedule of Rates and Fees, June 25, 2015.		

Although the circumstances surrounding future droughts, or any other long-term supply shortages, may differ from the situations that the MPWD has faced in previous shortages, a systematic approach and framework are in place with MPWD’s updated WSCP. This approach includes practical, initial voluntary conservation stages, followed by mandatory water rationing in response to increasingly severe water shortages.

5. PROHIBITIONS ON END USES

In the past and in 2015 extending into 2016, in response to Governor's Executive Order and State Emergency Regulations²⁰, the MPWD has implemented various increasingly restrictive mandatory drought measures. The following are state-mandated prohibitions in place, starting in 2015:

- Using potable water to irrigate ornamental turf on public street medians
- Using potable water to irrigate landscapes of new homes and buildings inconsistent with California Building Standards Code (CBSC) and Department of Housing and Community Development (DHCD) requirements
- Using outdoor irrigation during, and 48 hours following, measurable precipitation
- Using potable water in decorative water features that do not recirculate the water
- Using hoses with no shutoff nozzles to wash cars
- Runoff when irrigating with potable water
- Using potable water to wash sidewalks and driveways

Water waste is prohibited in all Normal conditions and Water Shortage Stages in the MPWD service area. The MPWD has adopted the Mandatory Restrictions on Outdoor Water Use Ordinance 111.²¹

Table 7 lists the different restrictions and prohibitions on end uses, as well as any penalties, charges or other enforcements that MPWD has developed.

²⁰ State Water Resources Control Board. Resolution No. 2015-0032, May 2015.

http://www.waterboards.ca.gov/waterrights/water_issues/programs/drought/docs/emergency_regulations/rs2015_0032_with_adopted_regs.pdf

²¹ MPWD Ordinance 103, Section 4.2. Ordinance 111 implemented Stage 2 water shortage response to the MPWD's WSCP regarding mandatory restrictions on outdoor water use. Ordinance 113 amended sections in Ordinance 111.

Table 7. Restrictions and Prohibitions on End Uses

Stage	Restrictions and Prohibitions on End Users	Additional Explanation or Reference (optional)	Penalty, Charge, or Other Enforcement?
1	Other - Customers must repair leaks, breaks, and malfunctions in a timely manner		No
1	Other - Require automatic shut of hoses		No
1	Landscape - Limit landscape irrigation to specific times	Prohibited between the hours of 10AM-6PM	No
2	Other	Never during or within 48 hours of a rain event	Yes
2	Other	Watering of medians prohibited	Yes
2	CII - Lodging establishment must offer opt out of linen service	Include all measures from Stage 1	Yes
2	Other - Prohibit use of potable water for washing hard surfaces	Include all measures from Stage 1	Yes
2	Landscape - Restrict or prohibit runoff from landscape irrigation	Include all measures from Stage 1	Yes
2	CII - Restaurants may only serve water upon request	Include all measures from Stage 1	Yes
2	Water Features - Restrict water use for decorative water features, such as fountains	Include all measures from Stage 1	Yes
3	Other - Prohibit vehicle washing except at facilities using recycled or recirculating water	Include all measures from Stage 1,2	Yes
3	Landscape - Other landscape restriction or prohibition	Include all measures from Stage 1,2	Yes
3	Other water feature or swimming pool restriction	Include all measures from Stage 1,2	Yes
4	CII - Other CII restriction or prohibition	Include all measures from Stage 1,2,3	Yes
4	Landscape - Prohibit certain types of landscape irrigation	Include all measures from Stage 1,2,3	Yes

NOTES: Each subsequent Stage includes all restrictions and prohibitions of previous Stage(s).

5.1 Landscape Irrigation

This section includes examples of restrictions or prohibitions for landscape irrigation. On December 16, 2015, the MPWD adopted Ordinance 115, titled “Water Efficient Landscape Ordinance,” effective as of February 1, 2016.²²

The specific categories of prohibitions, as prescribed by DWR, are listed below (MPWD’s 2015 UWMP, Table 8.2):

- Restrict or prohibit runoff from landscape irrigation; encourage cycle and soak management.
- Limit landscape irrigation to specific times, such as early mornings and after sunset.
- Limit landscape irrigation to specific days.
- Prohibit certain types of landscape irrigation such as using sprinklers; using potable water to irrigate decorative turf; limiting irrigation to only to trees and shrubs.
- Other landscape restriction or prohibition, such as other landscape restrictions or prohibitions utilized that do not fall into the above listed categories. This allows flexibility for MPWD to define prohibitions on a case-by-case basis.

5.2 Commercial, Industrial, and Institutional (CII)

The categories of prohibitions on CII are listed below (Table 8.2. in MPWD’s 2015 UWMP):

- Lodging establishments must offer opt out of linen service and are required to place notices in each room that inform the guest that they may opt out of linen service.
- Restaurants may only serve water upon request.
- Commercial kitchens are required to use pre-rinse spray valves as part of their dish-washing operation.
- Other CII restrictions or prohibitions, include: any other CII restriction or prohibition selected by the agency that does not fall into the categories listed above. This allows flexibility for MPWD to define prohibitions on a case-by-case basis.

5.3 Water Features and Swimming Pools

The section below includes examples of restrictions or prohibitions that may fall within the water features and swimming pools categories:

- Restrict water use for decorative water features, such as decorative fountains, and they may only be operated if they use recirculating water. During certain Stages, decorative water features shall not be allowed to operate.

²² MPWD Ordinance 115, “Water Efficient Landscape Ordinance,” effective as of February 1, 2016. http://midpeninsulawater.org/uploads/Approved_Ordinance_No0.115_WELO_B.pdf

- Require covers for pools and spas because they reduce evaporation during hours that the pool or spa is not in use; allow filling of swimming pools only when an appropriate pool cover is in place.
- Other water feature or swimming pool restrictions for reducing water that does not fall into the above listed categories. This allows flexibility for MPWD to define prohibitions on a case-by-case basis.

5.4 Defining Water Features

When MPWD includes a limitation on, or prohibition of, water use for water features, this prohibition or limitation is restricted to decorative water features (e.g., fountains) only and does not apply to swimming pools or spas. If MPWD includes limitations on pools or spas, MPWD will list those separately from limitations on water features.

5.5 Other Requirements

This “Other requirements” category will be used to include prohibitions that do not fall into the previously listed categories:

- Customers must repair leaks, breaks, and malfunctions in a timely manner – Examples include: broken or malfunctioning sprinkler heads must be repaired within 48 hours after the customer receives a notification from the MPWD; Broken pipes must be repaired by the customer within 48 hours of receiving a notification from the water agency.
- MPWD requires that all hoses must have automatic shut off nozzles.
- MPWD may prohibit use of potable water for construction and dust control.
- MPWD may prohibit use of potable water for washing hard surfaces, such as driveways or sidewalks, except in cases of preparing surfaces for painting, and for health and safety.
- MPWD may prohibit vehicle washing except at facilities using recycled or recirculating water.

MPWD works collaboratively with its customers and provides timely information about water conservation measures on its website²³. During the 2015 drought emergency restrictions, the MPWD customers and community, through their active support for conservation, illustrated great community resolve by reducing water use by 27.3% (June 2015 – May 2016)²⁴, which is greater than the 2015 25% state-wide reduction mandated by the Governor’s Executive Order. In the future, if severe potable water reductions are mandated, MPWD could enforce water use prohibitions and water shortage emergency rates using MPWD’s Ordinance 112, Attachment 103A, Schedule of Rates and Fees with Ordinances 111 and 113²⁵.

²³ https://www.midpeninsulawater.org/rules_and_tips.php

²⁴ Source: [file://localhost/MPWD data, website/](file://localhost/MPWD_data_website/) and https://www.midpeninsulawater.org/billing_inserts.php

²⁵ MPWD Water Service Ordinance 112, Attachment 103A, Schedule of Rates and Fees, June 25, 2015. Online: <https://www.midpeninsulawater.org/uploads/ORDINANCE%20No.%20112%20Attachment%20A.pdf>



TO: Board of Directors
 FROM: Candy Pina
 DATE: August 24, 2017

ADMINISTRATIVE SERVICES MANAGER'S REPORT

FINANCIAL REPORTING:

1) **Schedule of Cash and Investments:**

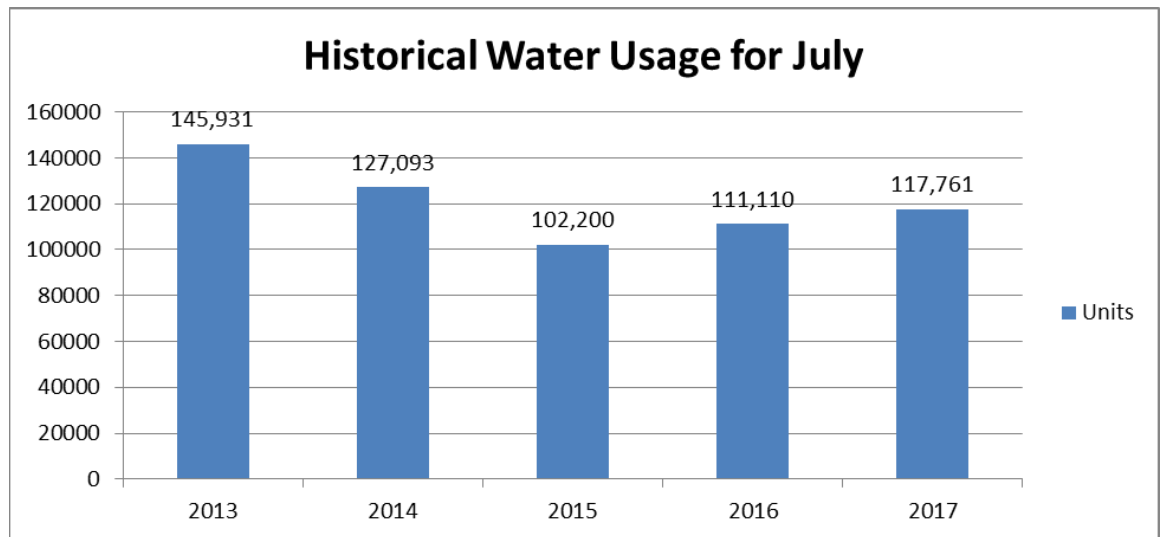
SCHEDULE OF CASH AND INVESTMENTS		
CASH ACCOUNT	BALANCE @ 07/31/17	BALANCE @ 08/17/17
PETTY CASH	\$ 400	\$ 400
CASH DRAWER	\$ 200	\$ 200
WELLS FARGO CHECKING	\$ 195,469	\$ 247,413
LAIF	\$ 4,990,511	\$ 5,490,511
TOTAL	\$ 5,866,580	\$ 5,738,524
2016 COP FINANCING – BNY MELLON CHECKING	\$ 18,956,420	\$ 18,918,704

Month End Balance of PARS/OPEB for June 2017 (July 2017 report not available): \$778,799.40. Net Earnings of \$2,095.33 reported.

MPWD RESERVE FUNDS				
Reserve Account	Balance @ 07/31/2015	Balance @ 07/31/2016	Balance @ 07/31/2017	Budget for Reserve Policy
Capital Reserves	\$ 889,457	\$ 1,555,161	\$ 2,490,511	\$ 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	\$ 3,389,457	\$ 4,055,161	\$ 4,990,511	\$ 5,000,000

Water Revenue Report:

WATER REVENUES for FISCAL YEAR 2017/2018					
Month	Total Units	Water Commodity Charges	Fixed System Charges	Total Water Revenues	Misc Rev
JUL	117,761	991,424.67	221,479.51	1,212,904.18	1,263.43
TOTAL	117,761	991,424.67	221,479.51	1,212,904.18	1,263.43



CONFERENCES, TRAINING, & MEETINGS:

- 1) Jeanette Kalabolas/Candy Pina: 08/01/17 – Belmont National Nights Out
- 2) Candy Pina: 08/02/17 – Springbrook Dashboard Training
- 3) Candy Pina: 08/09-10/17 – CSDA Boot Camp (HR & Finance)
- 4) Jeanette Kalabolas: 08/09/17 – BAWSCA Database Webinar
- 5) Candy Pina: 08/18/17 – Financial Review with Jen Dermon
- 6) Jeanette Kalabolas: 08/23/17 – Water Loss TAP Conference Call
- 7) Candy Pina: 08/24/17 – Audit Review with Jen Dermon
- 8) Jeanette Kalabolas: 08/24-25/17 – CA Data Water Summit – Palo Alto (Stanford)
- 9) Misty Malczon/Laura Ravella/Jeanette Kalabolas/Candy Pina: 08/29-31/17 – AUDIT field testing with James Marta & Company.

TEAM BUILDING ACTIVITIES:

We had a Lunch and Learn meeting with staff on 8/15/17 to go over the following items:

1. Input for edits to the MPWD Personnel Manual;
2. Review of July 27th Board action;
3. Update on CIP;
4. Input/new ideas from staff on the Wellness Program this coming year;
5. Review of ACWA JPIA 2018 Benefits Program Renewal, with open enrollment around the corner;
6. Received presentation by Rick Bisio on rattlesnake safety; and
7. Share schedule for upcoming staff luncheons, including five staff anniversaries in the next few months, two in September, and three in December.



TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager
DATE: August 24, 2017

OPERATIONS REPORT – JULY

Projects:

- No change here - through December staff has installed a total of 513 AMI meters throughout Zone 1 with 1 left to fit. We just learned that the lawsuit has concluded, but not finalized, so staff will be working on fitting the last meter in Zone 1 in late August or early September. Their water is still metered;
- During July 176 meters were installed or a total of 300 since June 2nd. We have received the 203 large Zone 2 commercial meters have been received and have been staged for their installation;
- Completed remainder of work related to installation of new water service at 2902 San Juan;
- Installed a new 8-inch pressure regulating valve at the North Road Regulator Station, which provides back-up supply from Zone 2 to Zone 1. The new valve has an epoxy coating that will remain smooth and should not rust;
- Replaced lane striping on streets where we conducted installations or repairs during recent paving work;
- Replaced worn out small diameter plug near the Tunnels Pump Station which required slowly draining 24" diameter line from Hallmark to Tunnels back into the Tunnels wet-well before new ball valve could be installed and then slowly refill the line again – staff said it was “fun stuff”;
- Tanks at West Belmont, Buckland, Exbourne and Dekovan, that were out of service have been cleaned, disinfected and returned to service to support summer demand; and
- Tunnels Pump #1 bowl assembly, pump column, line shaft and coupling, and bearings are being replaced due to vibration and age.

Maintenance:

- Responded to and completed 217 USA (underground service alerts) requests and identified infrastructure before digging in the streets or easements. Last month we marked 222 locations;
- Read meters in zones without AMI;
- Remove and replace meter damaged by contractor at 10 Davis Drive;
- Respond to and repair fire hydrant hit by vehicle on Ralston near City Hall;

- Repair water leak, pave street and replace some top soil on service located on 24 Cliffside Court;
- Repaired water leak on Skymont followed by repaving the section of street following damage caused by contractor work in the area;
- Repaired water leak and reset sign on Notre Dame water main;
- Carry out upgrade to water service at 322 Chesterton;
- Exteriors of both Hallmark Tanks were power washed from top of tanks and all the way down the sides, next step is some touch up painting;
- Performed routine maintenance to system regulators;
- Collected a requisite 44 water samples for bacteriological testing – all samples were normal and showed no signs of coliform bacteria;
- Continue to routinely monitor water system dead-ends continued for disinfectant residual; 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:

Date	Location	Event	Material	Installation Date	Estimated Water Loss (Gals.)
7/10/17	4119 Skymont	Main Break	ACP	1963	400
7/7/17	20 Cliffside Court	Service Leak	CIP	1976	<500

Development:

Staff is currently working with developers on 31 development projects:

Mixed Use Commercial/Residential:

- o 576-600 El Camino Real – Fee schedule provided to developer; and
- o 400-490 El Camino Real – Two of the four connections (domestic and fire service) have been installed in the right of way. Fire line pressure tested. 6-inch Domestic backflow assembly tested.

Commercial:

- o 539 Harbor Blvd. – updated installation quote;
- o 700 Island Parkway – water and fire service installed. Inspection of fire backflow assembly complete. Awaiting irrigation and domestic backflow installation;
- o 1201 Shoreway Road – Fee schedule provided to developer;
- o 1477 El Camino Real – currently reviewing their plans;
- o 699 Ralston Ave – Fee schedule provided to developer;
- o 2525 Buena Vista– installation complete, inspection complete;
- o Belmont Ave Parcel APN's – (2) awaiting plans;

- 1301 Shoreway Road – Backflow installation complete, inspection complete;
- 1401 Shoreway Rd/Cormorant Drive irrigation meter relocation installed, contractor connection to irrigation backflow assembly complete; and
- 1500 Ralston – currently reviewing plans.

Residential/Multi-Family:

- 1001 Notre Dame – currently reviewing their plans;
- 2828 Monte Cresta – installed, awaiting backflow inspection;
- 905 South Rd - currently reviewing their plans;
- 10 Notre Dame Place - currently reviewing their plans;
- 1906 Bishop – completed;
- 1919 Oak Knoll Dr. – currently reviewing their plans;
- 1942 Bayview – currently reviewing their plans;
- 1557 Vine St. – installed;
- 3826 Naughton – installed;
- 2902 San Juan – service installed, awaiting paving;
- 2904-2906 San Juan – installation of services complete, awaiting paving;
- 796 Miramar Terrace - currently reviewing their plans;
- Bishop Road development - currently reviewing their plans;
- 1320 Talbryn Lane development- awaiting plans;
- 2712 Comstock – currently reviewing their plans;
- 2128 Pullman Ave - currently reviewing their plans;
- 909 Ruth - currently reviewing their plans; and
- 2227 Thurm Ave – currently reviewing their plans.

Administration:

- Met with City of San Carlos Engineer to share information regarding our CIP in their city, i.e. the SR101 crossing at the PAMF;
- Operations staff taking earned time off (vacation) during month, which had an effect on resources available to conduct work in a safe manner during this month;
- Participated in a meeting to discuss the quarterly reporting of the CIP for the July meeting;
- Participated in a pre-bid meeting for the 2017 Water Main Replacement Project;
- Joined in a field meeting with the engineer for the Joint Water/Sewer Project with the City to look at meter locations, water line alignment possibilities and potential field issues;
- Attended quarterly meeting with City of Belmont Public Works Department. Learned that Randy Ferrando is retiring at the end of August after more than 30 years;
- Opened bids for the 2017 Water Main Replacement Project – two bidders. Took recommendation to Board at the July meeting;
- Attended quarterly luncheon for Managers held by District Engineer;
- Met with Fire Department official to discuss Joint Water/Sewer Project with City;
- Held preliminary meeting with District Engineer to go over CIP projects for the 2018 Water Main Replacement Project;

- Attended meeting convened by District Engineer with Cla-Val representatives to talk about the Hillcrest Pressure Reducing Station project; and
- Continued to actively manage power use during pumping operations.

**MID-PENINSULA WATER DISTRICT
BUDGET FOR YEAR 2016-2017
SUMMARY**

DESCRIPTION	APPROVED FY 2017-2018 BUDGET \$	ACTUALS 7/1/2017 7/31/17	REMAINING BALANCE/ (OVER BUDGET)	Target YTD % 8.5%
				Y-T-D % OF BUDGET
OPERATING REVENUE				
WATER COMMODITY CHARGES	8,500,000	991,424.67	7,508,575	11.7%
FIXED SYSTEM CHARGES	2,663,720	221,479.51	2,442,240	8.3%
FIRE SERVICE CHARGES	14,000	1,263.43	12,737	9.0%
SERVICE LINE & INSTALLATION CHARGES	10,000	-	10,000	NA
WATER SYSTEM CAPACITY CHARGES	200,000	-	200,000	NA
WATER DEMAND OFFSET CHARGES	10,000	-	10,000	NA
MISCELLANEOUS CHARGES	10,000	3,562	6,438	35.6%
INTEREST REVENUE - LAIF	10,000	6,287	3,713	62.9%
LEASE OF PHYSICAL PROPERTY	150,000	11,378	138,622	7.6%
PROPERTY TAX REVENUE	260,000	712	259,288	0.3%
TOTAL OPERATING REVENUE	11,827,720	1,236,107	10,591,613	10.5%
OPERATING EXPENDITURES (OP EXP)				
SALARIES & WAGES	1,718,225	98,944	1,619,281	5.8%
PAYROLL TAXES & BENEFITS	1,204,893	94,452	1,110,441	7.8%
PURCHASED WATER	5,234,856	580,073	4,654,783	11.1%
OUTREACH & EDUCATION	116,900	290	116,610	0.2%
M&R - OPS SYSTEM	389,598	54,396	335,202	14.0%
M&R - FACILITIES & EQUIPMENT	166,860	6,982	159,878	4.2%
MAJOR MAINTENANCE	30,000	-	30,000	NA
OFFICE SUPPLIES & EQUIPMENT	314,755	17,036	297,719	5.4%
MEMBERSHIP & GOV FEES	208,613	17,082	191,531	8.2%
BAD DEBT & CLAIMS	37,000	(590)	37,590	-1.6%
UTILITIES	301,687	7,036	294,651	2.3%
PROFESSIONAL SERVICES	458,660	28,898	429,762	6.3%
TRAINING/TRAVEL & RECRUITMENT	45,000	972	44,028	2.2%
RESTRICTED EARNINGS	10,000	6,287	3,713	62.9%
RESERVES	-	-	-	NA
DEBT SERVICE 2016 COPs	1,045,865	58,909	986,956	5.6%
TOTAL OP EXP LESS DEPRECIATION (DEPREC)	11,282,912	970,768	10,312,144	8.6%
TOTAL OP REVENUE LESS OP EXP & DEPREC	544,808	265,338	279,470	48.7%
DEPRECIATION	1,050,000	67,569	982,431	6.4%
TOTAL OP REVENUE LESS OP EXP	(505,192)	197,769	(702,961)	-39.1%
NET TRANSFERS TO CAPITAL	505,192	(197,769)	702,961	-39.1%
NET RESULTS OF OPERATIONS	-	-	-	

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2016-2017
DETAILED**

Target YTD % 8.5%

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2017-2018 BUDGET \$	ACTUAL 7/1/2017 7/31/2017	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
4010	WATER COMMODITY CHARGES (A)	8,500,000	991,424.67	7,508,575	11.7%
4020	FIXED SYSTEM CHARGES	2,663,720	221,479.51	2,442,240	8.3%
4030	FIRE SERVICE CHARGES	14,000	1,263.43	12,737	9.0%
4050	SERVICE LINE & INSTALLATION CHARGES	10,000	-	10,000	NA
4060	WATER SYSTEM CAPACITY CHARGES	200,000	-	200,000	NA
4070	WATER DEMAND OFFSET CHARGES	10,000	-	10,000	NA
4090	MISCELLANEOUS REVENUES (B)	<u>10,000</u>	<u>3,562</u>	<u>6,438</u>	35.6%
4000	TOTAL WATER AND FEE CHARGES	<u>11,407,720</u>	<u>1,217,729</u>	<u>10,189,991</u>	10.7%
4102	Interest Revenue- LAIF (C)	<u>10,000</u>	<u>6,287</u>	<u>3,713</u>	62.9%
4100	INTEREST REVENUE	<u>10,000</u>	<u>6,287</u>	<u>3,713</u>	62.9%
4201	Lease of Physical Property	150,000	11,378	138,622	7.6%
4202	Property Tax Revenue	260,000	712	259,288	0.3%
4208	Landscape Plan Permit Review	-	-	-	NA
4200	OTHER REVENUE	<u>410,000</u>	<u>12,090</u>	<u>397,910</u>	2.9%
4000	TOTAL OPERATING REVENUE	<u>11,827,720</u>	<u>1,236,107</u>	<u>10,591,613</u>	10.5%
6011	Salaries & Wages	1,622,250	93,735	1,528,515	5.8%
6012	Director Compensation	11,000	600	10,400	5.5%
6017	Capital Salaries & Wages	-	246	(246)	NA
6010	GROSS REGULAR WAGES	<u>1,633,250</u>	<u>94,581</u>	<u>1,538,669</u>	5.8%
6017	CAPITAL SALARY & WAGES reversed	-	(246)	246	
6021	Overtime Labor	46,865	2,534	44,331	5.4%
6022	Standby Labor	<u>38,110</u>	<u>2,075</u>	<u>36,035</u>	5.4%
6020	SUB-TOTAL SALARY & WAGES	<u>1,718,225</u>	<u>98,944</u>	<u>1,619,281</u>	5.8%
6031	FICA/Medicare PR Tax	135,445	6,975	128,470	5.1%
6038	ACWA Health Care	329,600	29,290	300,310	8.9%
6039	ACWA Dental	31,930	2,211	29,719	6.9%
6040	ACWA Vision	4,481	383	4,098	8.5%
6041	ACWA Life/AD&D	4,326	387	3,939	8.9%
6042	Standard LDL/SDL Disability	12,772	949	11,824	7.4%
6043	Workers' Comp Insurance	50,400	2,972	47,428	5.9%
6044	Unemployment	1,030	-	1,030	NA

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2016-2017
DETAILED**

Target YTD % 8.5%

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2017-2018 BUDGET \$	ACTUAL 7/1/2017 7/31/2017	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
6045	CALPERS Retirement - ER 2%@55	242,050	20,032	222,018	8.3%
6054	CAPITAL PAYROLL TAXES & BENEFITS	-	158	(158)	N/A
6046	Retirees' ACWA Health Care	57,680	5,262	52,418	9.1%
6047	Directors' ACWA Health Care	111,240	9,692	101,549	8.7%
6049	Medical Reimbursement	1,030	46	984	4.4%
6050	Employee Service Recognition	10,000	-	10,000	NA
6051	Safety Incentive Program	7,416	-	7,416	NA
6052	Uniforms	25,493	2,089	23,404	8.2%
6053	PARS OPEB Expense	180,000	14,167	165,833	7.9%
6030	SUB-TOTAL PAYROLL TAXES & BENEFITS	1,204,893	94,610	1,110,283	7.9%
6054	CAPITAL PAYROLL TAXES & BENEFITS	-	(158)	158	N/A
6000	PERSONNEL COSTS	2,923,118	193,396	2,729,722	6.6%
6101	SFPUC Treated Water (A)	4,700,000	532,791	4,167,209	11.3%
6102	BAWSCA (Debt Service Surcharges)	476,000	40,760	435,240	8.6%
6103	Rates Stabilization	58,856	-	58,856	NA
6104	SFPUC Water Service Charge	-	6,522	(6,522)	N/A
6100	PURCHASED WATER	5,234,856	580,073	4,654,783	11.1%
6301	Water Conservation Program	7,200	224	6,976	3.1%
6302	School Conservation Program	7,200	-	7,200	NA
6303	Public Outreach & Education	25,750	66	25,684	0.3%
6305	HET Rebates	19,750	-	19,750	NA
6306	Washing Machine Rebates	13,750	-	13,750	NA
6307	Lawn-Be-Gone Rebates	38,100	-	38,100	NA
6308	Rain Barrel Rebates	5,150	-	5,150	NA
6304	TOTAL WATER CONSERVATION REBATES	76,750	-	76,750	NA
6300	OUTREACH/EDUCATION	116,900	290	116,610	0.2%
6401	Water Quality	69,010	3,075	65,935	4.5%
6402	Pumping	65,148	-	65,148	NA
6403	Storage Tanks	10,300	-	10,300	NA
6404	Mains/Distribution (D)	103,000	25,900	77,100	25.1%
6405	Meters & Service (E)	30,900	23,045	7,855	74.6%
6406	Fire Hydrants	31,930	44	31,886	0.1%
6407	Regulator Stations	6,180	550	5,630	8.9%
6408	Safety	32,960	573	32,387	1.7%
6409	SCADA Maintenance	15,450	1,210	14,240	7.8%
6410	Generator Maintenance	24,720	-	24,720	NA
6400	M&R - OPS SYSTEMS	389,598	54,396	335,202	14.0%
6501	M&R-Buildings&Grounds	95,790	4,430	91,360	4.6%
6502	M&R- Equipment&Tools	21,630	491	21,139	2.3%
6503	M&R- Vehicles & Large Equipment	19,570	1,346	18,224	6.9%
6504	M&R - Fuel	29,870	715	29,155	2.4%

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2016-2017
DETAILED**

Target YTD % 8.5%

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2017-2018 BUDGET \$	ACTUAL 7/1/2017 7/31/2017	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
6500	M&R - FACILITIES & EQUIPMENT	166,860	6,982	159,878	4.2%
6601	Cathodic Protection Survey		-	-	NA
6602	Leak Detection Survey	30,000	-	30,000	NA
6600	MAJOR MAINTENANCE	30,000	-	30,000	NA
6701	Office Supplies	15,450	86	15,364	0.6%
6702	Insurance- Liability/Vehicles	90,381	5,760	84,621	6.4%
6703	Postage	8,240	22	8,218	0.3%
6704	Printing/Printing Supplies	15,450	501	14,949	3.2%
6705	Equipment Services/Maintenance	58,453	531	57,922	0.9%
6706	Computer Supplies & Upgrades	15,193	1,399	13,794	9.2%
6707	Security & Safety	11,073	174	10,899	1.6%
6708	Other Fees	515	-	515	NA
6709	Customer Credit Card Svs Fees	100,000	8,563	91,437	8.6%
6700	OFFICE SUPPLIES & EQUIP	314,755	17,036	297,719	5.4%
6801	Dues & Publications	40,685	3,433	37,252	8.4%
6802	Gov't Fees & Licenses	54,848	2,255	52,593	4.1%
6803	BAWSCA Membership Assessments	76,000	6,050	69,950	8.0%
6804	Env Health - Cross Connection Inspection	31,930	2,725	29,205	8.5%
6805	Software License (F)	5,150	2,619	2,531	50.9%
6800	MEMBERSHIP & GOV FEES	208,613	17,082	191,531	8.2%
6901	Bad Debt	7,000	(590)	7,590	-8.4%
6902	Claims	30,000	-	30,000	NA
6900	BAD DEBT & CLAIMS	37,000	(590)	37,590	-1.6%
7001	Utilities-Internet/Cable	12,462	926	11,536	7.4%
7002	Utilities-Cellular Telephones	12,206	868	11,338	7.1%
7003	Utilities-Electric-Pumping	226,600	784	225,816	0.3%
7004	Utilities-Electric-Bldgs&Grounds	24,720	2,113	22,607	8.5%
7005	Utilities-Telephones	18,025	1,822	16,203	10.1%
7006	Utilities-Sewer - NPDES	7,674	522	7,152	6.8%
7000	UTILITIES	301,687	7,036	294,651	2.3%
7101	Prof Serv - District Counsel	90,000	5,253	84,748	5.8%
7102	Prof Serv - District Engineer	80,000	1,088	78,912	1.4%
7103	Prof Serv - IT	19,750	1,400	18,350	7.1%
7104	Prof Serv- Annual Finance Audit	19,000	-	19,000	NA
7105	Prof Serv - Mngmt Consult	-	-	-	NA
7106	Prof Serv- Accounting & Payroll	21,750	1,604	20,146	7.4%
7107	Prof Serv- Customer Billing (G)	72,250	12,807	59,443	17.7%
7109	Prof Serv - Answering Svs	5,000	281	4,719	5.6%
7110	Prof Serv - Miscellaneous	147,210	6,166	141,044	4.2%

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2016-2017
DETAILED**

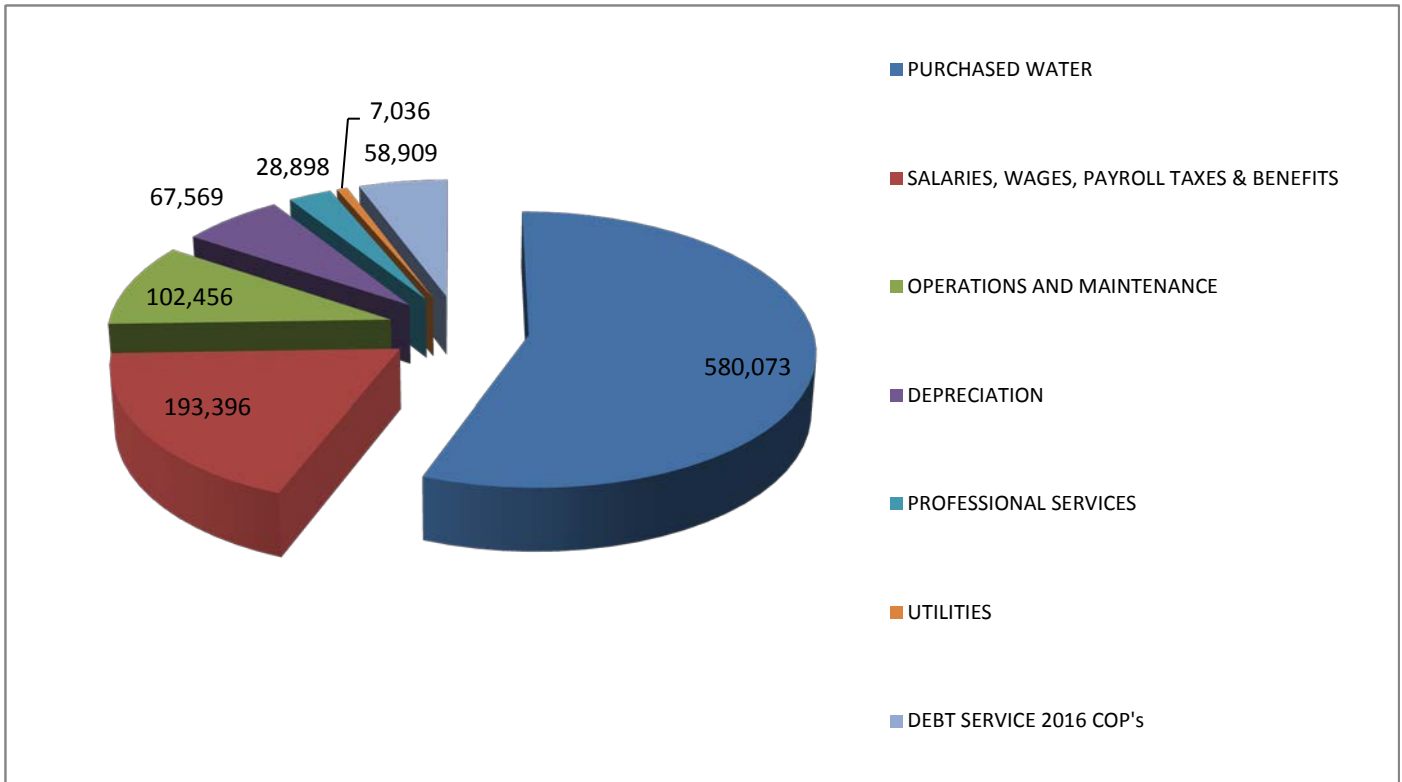
Target YTD % 8.5%

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2017-2018 BUDGET \$	ACTUAL 7/1/2017 7/31/2017	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
7111	Prof Serv - District Treasurer	3,700	300	3,400	8.1%
7100	PROFESSIONAL SERVICES	458,660	28,898	429,762	6.3%
7201	Director Travel	5,000	-	5,000	NA
7202	Director Expense	1,000	-	1,000	NA
7203	Elections	-	-	-	NA
7204	Employee Travel/Training	32,000	972	31,028	3.0%
7205	Meetings Expense	7,000	-	7,000	NA
7200	TRAINING & TRAVEL	45,000	972	44,028	2.2%
7302	Restricted Earnings Expense - Interest LAIF (C)	10,000	6,287	3,713	62.9%
7300	RESTRICTED EARNINGS EXPENSE	10,000	6,287	3,713	62.9%
8001	Working Reserves: Capital	-	-	-	NA
8002	Working Reserves: Operating	-	-	-	NA
8000	RESERVES	-	-	-	NA
9010	DEPRECIATION	1,050,000	67,569	982,431	6.4%
9011	DEBT SERVICE 2016 COPs	1,045,865	58,909	986,956	5.6%
SUB-TOTAL - OPERATING EXPENSES		9,409,794	844,941	8,564,853	9.0%
TOTAL OPERATING EXPENSES		12,332,912	1,038,337	11,294,575	8.4%
NET OPERATING SURPLUS/(LOSS) TRANSFER TO CAPITAL		(505,192)	197,769	(702,961)	-39.1%

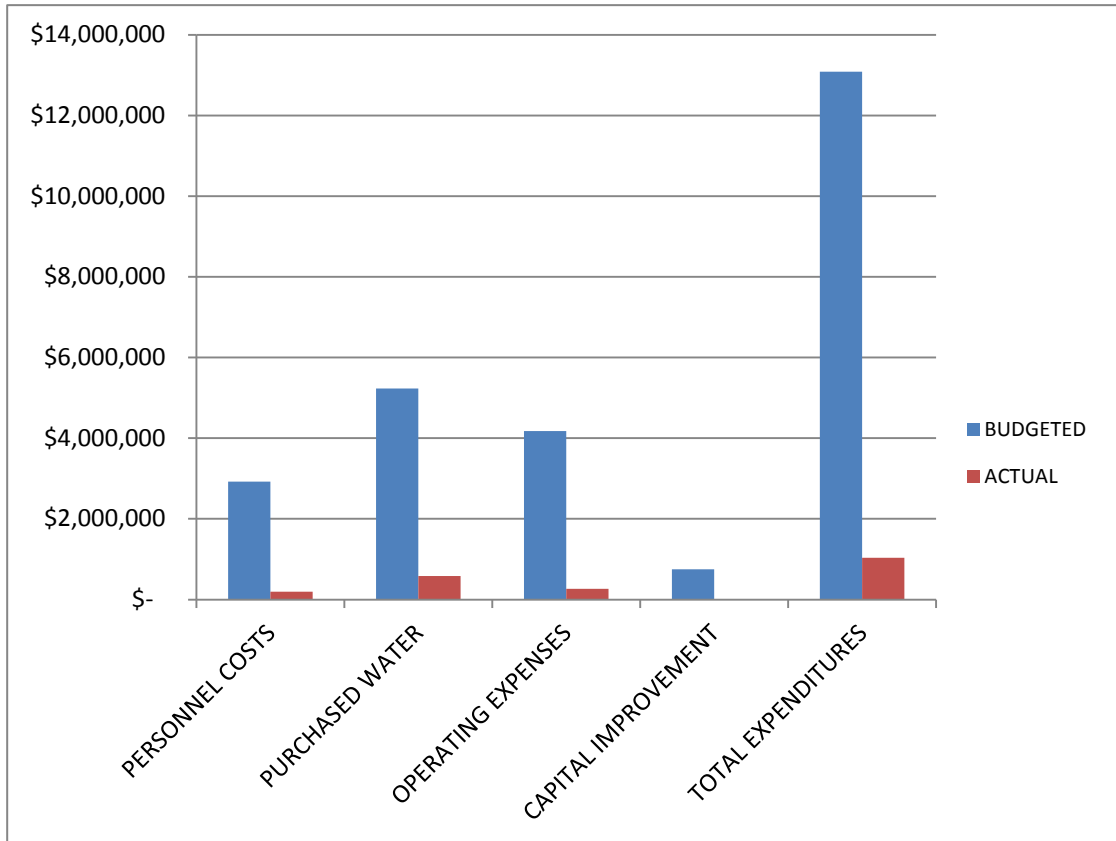
- (A) Water revenues are at 11.7% and water purchases are at 11.3%.
- (B) BAWSCA Refunds received for rebate programs totaling \$3,538.
- (C) Increased reserves generating more interest revenue.
- (D) Various parts purchased totaling \$21,009.
- (E) Meter Lids purchased totaling \$14,534.
- (F) Accela (Springbrook) software license \$2619/month. Need to adjust this at mid-year budget review.
- (G) Multiple mailings to customers for three communications totaling \$6074.

**MID-PENINSULA WATER DISTRICT
ACTUAL OPERATING EXPENDITURES SUMMARY
Jul-17**

OPERATING EXPENDITURES	ACTUAL \$	% OF TOTAL
PURCHASED WATER	580,073	55.9%
SALARIES, WAGES, PAYROLL TAXES & BENEFITS	193,396	18.6%
OPERATIONS AND MAINTENANCE	102,456	9.9%
DEPRECIATION	67,569	6.5%
PROFESSIONAL SERVICES	28,898	2.8%
UTILITIES	7,036	0.7%
DEBT SERVICE 2016 COP's	58,909	5.7%
TOTAL OPERATING EXPENDITURES	<u>1,038,337</u>	<u>100%</u>



2016/2017 BUDGET vs ACTUAL TOTAL EXPENDITURES Jul-17



	BUDGETED	ACTUAL	BUDGETED % OF TOTAL	ACTUAL % OF TOTAL
TOTAL EXPENDITURES				
PERSONNEL COSTS	\$ 2,923,118	\$ 193,396	22%	19%
PURCHASED WATER	\$ 5,234,856	\$ 580,073	40%	56%
OPERATING EXPENSES	\$ 4,174,938	\$ 264,868	32%	25%
CAPITAL IMPROVEMENT	\$ 751,930	\$ 404	6%	0%
TOTAL EXPENDITURES	\$ 13,084,842	\$ 1,038,741	100%	100%

**MID-PENINSULA WATER DISTRICT
BUDGET FOR FY 2017-2018
Capital Projects**

DESCRIPTION	APPROVED FY 2017-2018 BUDGET \$	ACTUAL 7/1/2017 7/31/2017	REMAINING BALANCE/ (OVER BUDGET)	Target YTD % 8.5%
				Y-T-D % OF BUDGET
CAPITAL IMPROVEMENTS - WORK IN PROCESS (WIP)				
CIP 15-51 Francis Improvements	425,790		425,790	0.0%
CIP 15-53 Academy Improvements	276,140		276,140	0.0%
AMI Meter Change Out Program	-	404	(404)	N/A
CAPITAL IMPROVEMENTS - WIP TOTAL	701,930	404	701,526	0.1%
CAPITAL OUTLAY				
Miscellaneous Capital Outlay/Projects (A)	50,000	-	50,000	0.0%
CAPITAL OUTLAY TOTAL	50,000	0	50,000	0.0%
CAPITAL IMPROVEMENTS & CAPITAL OUTLAY TOTAL	751,930	404	751,526	0.1%
DEPRECIATION	1,050,000	67,569	982,431	6.4%
TRANSFER FROM OPS	(505,192)	197,769	(702,961)	-39.1%
TRANSFER (TO)/FROM CAPITAL RESERVES	207,122	(264,934)	472,056	-127.9%
CAPITAL OUTLAY/CAPITAL PROJECTS	(751,930)	(404)	(751,526)	0.1%
NET RESULTS OF CAPITAL	-	(0)	-	N/A

**MID-PENINSULA WATER DISTRICT
STATEMENT OF REVENUES & EXPENSES
PREVIOUS YEAR COMPARISON**

	Jul 17 -Jul 17	Jul 16 - Jul 16	\$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · OPERATING REVENUE	1,217,729.12	1,057,091.22	160,637.90	15.2%
4100 · INTEREST INCOME	43,698.72	3,020.17	40,678.55	1,346.9%
4200 · OTHER INCOME	12,090.03	15,395.47	-3,305.44	-21.47%
Total Income	<u>1,273,517.87</u>	<u>1,075,506.86</u>	<u>198,011.01</u>	<u>18.41%</u>
Expense				
6000 · PERSONNEL COSTS	193,396.17	203,960.41	-10,564.24	-5.18%
6100 · PURCHASED WATER	580,072.90	493,345.73	86,727.17	17.58%
6300 · OUTREACH/EDUCATION	290.03	4,383.70	-4,093.67	-93.38%
6400 · M&R - OPS SYSTEMS	54,396.06	22,207.42	32,188.64	144.95%
6500 · M&R - FACILITIES & EQUIPMENT	6,982.39	6,300.42	681.97	10.82%
6600 · MAJOR MAINTENANCE	0.00	0.00	0.00	0.0%
6700 · OFFICE SUPPLIES & EQUIPMENT	17,036.37	23,648.45	-6,612.08	-27.96%
6800 · MEMBERSHIP & GOV FEES	17,082.26	13,380.30	3,701.96	27.67%
6900 · BAD DEBT & CLAIMS	-590.36	484.63	-1,074.99	-221.82%
7000 · UTILITIES	7,036.06	16,155.58	-9,119.52	-56.45%
7100 · PROFESSIONAL SERVICES	28,898.27	15,162.25	13,736.02	90.59%
7200 · TRAINING & TRAVEL	971.84	188.72	783.12	414.96%
Total Expense	<u>905,571.99</u>	<u>799,217.61</u>	<u>106,354.38</u>	<u>13.31%</u>
Net Ordinary Income	<u>367,945.88</u>	<u>276,289.25</u>	<u>91,656.63</u>	<u>33.17%</u>
Other Income/Expense				
Other Expense				
9000 · DEPRECIATION	67,569.23	74,247.67	-6,678.44	-9.0%
COP Financing Costs	58,908.73	0.00	58,908.73	100.0%
Total Other Expense	<u>126,477.96</u>	<u>74,247.67</u>	<u>52,230.29</u>	<u>70.3%</u>
Net Revenue/(Expenses)	<u><u>241,467.92</u></u>	<u><u>202,041.58</u></u>	<u><u>39,426.34</u></u>	<u><u>19.5%</u></u>

RECONCILIATION TO OPERATING BUDGET

Adjustments to Increase Net Operating Surplus

Interest Income - LAIF & COP Interest	<u>-43,698.72</u>
Total Adjustments to Increase Net Operating Surplus	<u>-43,698.72</u>
Net Revenue/(Expenses)	<u><u>241,467.92</u></u>
Net Operating Surplus/(Loss) Transfer to Capital	<u><u>197,769.20</u></u>

**MID-PENINSULA WATER DISTRICT
STATEMENT OF NET POSITION
PREVIOUS YEAR COMPARISON**

	30-Jun-17	30-Jun-16	\$ Change	% Change
ASSETS				
CURRENT ASSETS				
Total Checking/Savings	5,190,629.36	4,161,536.56	1,029,092.80	24.73%
Total COP Funds	18,956,419.69	0.00	0.00	100.0%
Total Accounts Receivable	1,339,112.23	1,022,963.08	316,149.15	30.91%
Total Other Current Assets	196,668.64	196,057.56	611.08	0.31%
TOTAL CURRENT ASSETS	25,682,829.92	5,380,557.20	20,302,272.72	377.33%
FIXED ASSETS				
Fixed Assets	43,229,369.48	42,008,899.48	1,220,470.00	2.91%
Accumulated Depreciation	-26,735,609.97	-25,838,339.64	-897,270.33	-3.47%
Construction in Progress	1,365,632.64	867,928.19	497,704.45	57.34%
TOTAL FIXED ASSETS	17,859,392.15	17,038,488.03	820,904.12	4.82%
TOTAL OTHER ASSETS	442,276.00	442,276.00	0.00	0.0%
TOTAL ASSETS	43,984,498.07	22,861,321.23	21,123,176.84	92.4%
LIABILITIES & EQUITY				
LIABILITIES				
CURRENT LIABILITIES				
Total Accounts Payable	226,320.69	65,776.69	160,544.00	244.07%
Total Other Current Liabilities	2,778,364.24	1,288,792.77	1,489,571.47	115.58%
TOTAL CURRENT LIABILITIES	3,004,684.93	1,354,569.46	1,650,115.47	121.82%
LONG TERM LIABILITIES				
Total COP Financing Debt (C)	18,255,000.00	0.00	18,255,000.00	100.0%
Total COP Premium (C)	-2,606.80	0.00	-2,606.80	-100.0%
Total Other Long Term Liabilities (B)	1,351,457.45	1,156,009.45	195,448.00	16.91%
TOTAL LONG TERM LIABILITIES	19,603,850.65	1,156,009.45	18,447,841.20	1,595.82%
TOTAL LIABILITIES	22,608,535.58	2,510,578.91	20,097,956.67	800.53%
EQUITY				
3000 - Opening Bal Equity	0.00	144.00	-144.00	-100.0%
3800 - RESERVES *	4,990,511.28	4,055,161.46	935,349.82	23.07%
3940 - Fund Bal Invest in Util Plant	17,859,392.15	17,024,010.06	835,382.09	4.91%
Net Assets (B)	-1,473,940.94	-728,573.20	-745,367.74	-102.31%
TOTAL EQUITY	21,375,962.49	20,350,742.32	1,025,220.17	5.04%
TOTAL LIABILITIES & EQUITY	43,984,498.07	22,861,321.23	21,123,176.84	92.4%

	Balance @ Jul 2015	Balance @ Jul 2016	Balance @ Jul 2017	Budget for Reserve Policy
* RESERVES				
Capital Reserves	889,457	1,555,161	2,490,511	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	3,389,457	4,055,161	4,990,511	5,000,000

(A) Change in Capitalization/Inventory Policy. Inventory less than \$5,000 were expensed last fiscal year.

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

(C) COP Financing Debt and Debt Premium total \$19,185,626.90.