



MID-PENINSULA WATER DISTRICT

OPERATING AND CAPITAL BUDGETS FISCAL YEAR 2023-2024





OPERATING AND CAPITAL BUDGETS
FISCAL YEAR 2023-2024

Board of Directors

Louis J. Vella – President
Matthew P. Zucca – Vice President
Catherine M. Jordan – Director
Brian Schmidt – Director
Kirk Wheeler – Director

Officers

Rene Ramirez – Interim General Manager / Operations Manager
Kathryn Wuelfing – Assistant General Manager
Monique Madrid – Administrative Services Manager/District Secretary
J. Alleyne LaBossiere, CPA – Chief Financial Officer (Temporary)
Julie Sherman, Hanson Bridgett LLP – District Counsel
Joubin Pakpour, Pakpour Consulting Group – District Engineer
Vacant – 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) intertie with Foster City, two (2) with California Water Services' San Carlos system, one (1) with Redwood City and three (3) with California Water Services' San Mateo system.

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.bawasca.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 Interim General Manager/Operations Manager, Assistant General Manager, Administrative Services/District Secretary, District Counsel, District Engineer, Chief Financial Officer (temporary), and District Treasurer (vacant).

ORGANIZATIONAL STRUCTURE

The General Manager is appointed by and reports directly to the Board of Directors. Currently, the Operations Manager is serving as the Interim General Manager. Along with the Interim General Manager/Operations Manager, Assistant General Manager, and Administrative Services 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 Water Conservation, Water System Operations, Maintenance, and Capital Project Management.

There is a total of 22.0 budgeted FTE (full-time equivalent) positions within the MPWD.

The Operations staff totals fourteen (14) FTEs, including the Manager (serving as the Interim General Manager), Operations Supervisor, Lead Operators, Water System Operators, Maintenance Technicians, and Operations Project Coordinator.

The Administrative and Customer Services staff totals eight (8) FTEs, including the Assistant General Manager, Administrative Services Manager, Administrative Supervisor, Administrative Specialist, Administrative Assistants, and Water Resources Coordinator.

The MPWD Mission Statement, Vision Statement, and Strategic Goals are reviewed annually 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

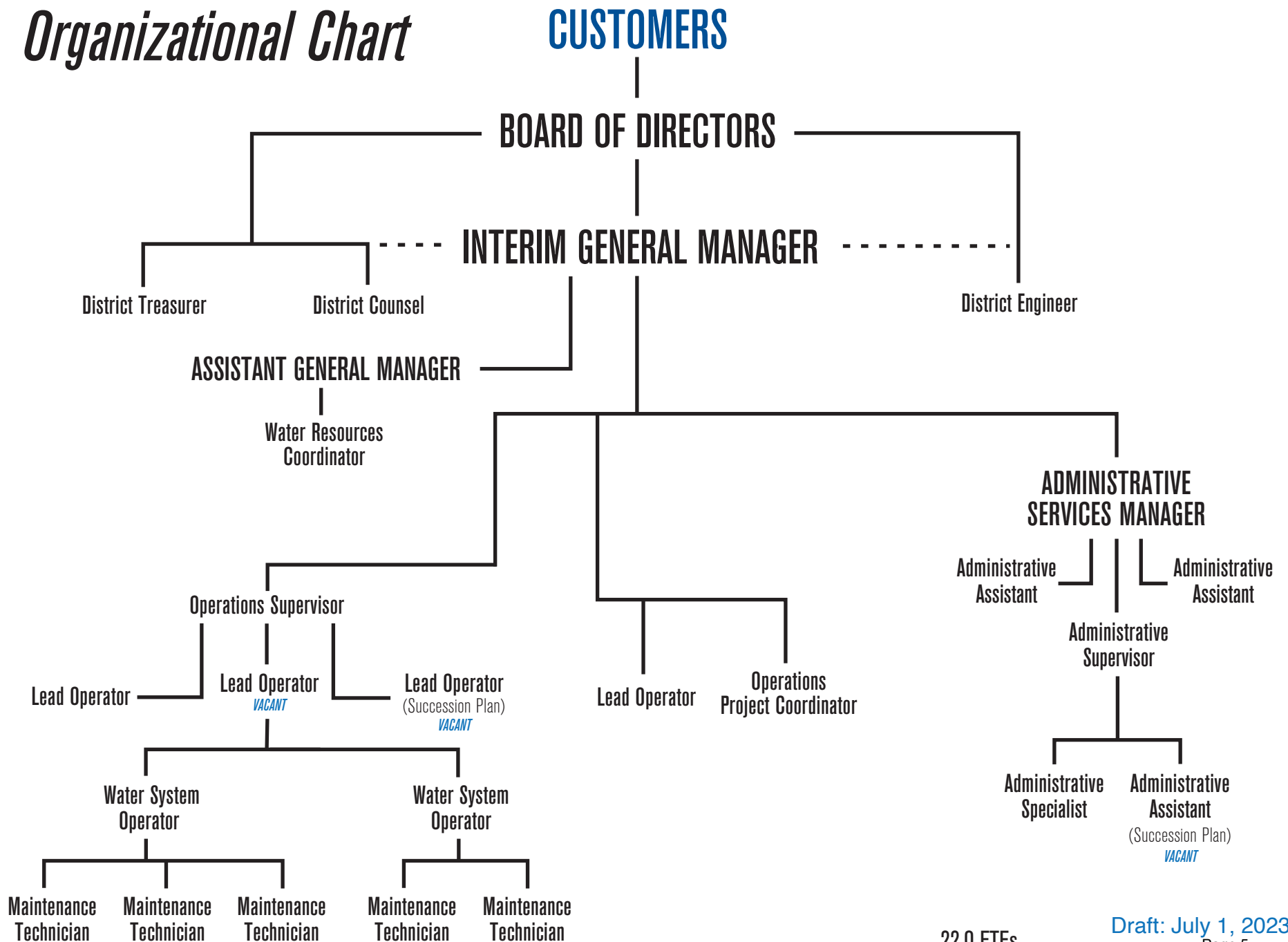
1. To effectively manage the water resources, demands, and infrastructure for the MPWD.
2. To operate the MPWD at the highest level of service to customers at the lowest expense.
3. To develop an environment that fosters open and candid communications with the community, customers, staff, and directors.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

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

The MPWD Organizational Chart is attached.



MPWD *Organizational Chart*



**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR FY 2023-2024
FINAL DRAFT**

DESCRIPTION	AMENDED FY 2022-2023 BUDGET \$	ACTUALS 7/1/2022 3/31/2023	PRELIMINARY FY 2023-2024 BUDGET	INCREASE (DECREASE)	% CHANGE
OPERATING REVENUE					
WATER COMMODITY CHARGES	9,800,000	7,133,453	10,640,000	840,000	8.6%
FIXED SYSTEM CHARGES	3,175,000	2,380,780	3,175,000	-	0.0%
FIRE SERVICE CHARGES	17,000	12,863	17,000	-	0.0%
MISC CUSTOMER ACCOUNT FEES	105,000	73,725	101,000	(4,000)	-3.8%
SERVICE LINE & INSTALLATION CHARGES	120,000	111,812	60,000	(60,000)	-50.0%
MISCELLANEOUS OPERATING	18,000	15,000	20,000	2,000	11.1%
TOTAL OPERATING REVENUE (SOURCES)*	13,235,000	9,727,633	14,013,000	778,000	5.9%
WATER SYSTEM CAPACITY CHARGES	1,500,000	1,494,657	60,000	(1,440,000)	-96.0%
WATER DEMAND OFFSET CHARGES	15,000	11,216	15,000	-	0.0%
PROPERTY TAX REVENUE*	480,000	388,349	545,000	65,000	13.5%
LEASE OF PHYSICAL PROPERTY *	176,000	134,597	180,000	4,000	2.3%
MISCELLANEOUS NON-OPERATING	15,000	10,235	12,000	(3,000)	-20.0%
INTEREST REVENUE - LAIF	165,250	130,194	200,000	34,750	21.0%
INTEREST REVENUE - COP	151,400	134,497	64,000	(87,400)	-57.7%
INTEREST REVENUE - US TREASURIES	80,000	143,341	100,000	20,000	25.0%
LANDSCAPE PERMIT REVENUE	800	800	1,000	200	25.0%
TOTAL NON-OPERATING REVENUE (SOURCES)	2,583,450	2,447,886	1,177,000	(1,406,450)	-54.4%
TOTAL REVENUE (SOURCES)	15,818,450	12,175,519	15,190,000	(628,450)	-4.0%
OPERATING EXPENDITURES (USES)					
SALARIES & WAGES	2,574,000	1,883,530	2,677,000	103,000	4.0%
PAYROLL TAXES & BENEFITS	963,000	597,754	1,019,000	56,000	5.8%
PURCHASED WATER	5,643,000	4,163,498	6,048,000	405,000	7.2%
OUTREACH & EDUCATION	50,000	21,173	163,000	113,000	226.0%
M&R - OPS SYSTEM	475,000	219,639	490,000	15,000	3.2%
M&R - FACILITIES & EQUIPMENT	220,000	126,688	230,000	10,000	4.5%
FLOOD RECOVERY	100,000	66,252	-	(100,000)	-100.0%
SYSTEM SURVEYS	50,000	28,970	50,000	-	0.0%
ADMINISTRATION & EQUIPMENT	400,000	344,104	613,000	213,000	53.3%
MEMBERSHIP & GOV FEES	315,000	213,775	330,000	15,000	4.8%
BAD DEBT & CLAIMS	5,000	-	10,000	5,000	100.0%
UTILITIES	440,000	309,144	471,000	31,000	7.0%
PROFESSIONAL SERVICES	720,000	461,417	1,035,000	315,000	43.8%
TRAINING/TRAVEL & RECRUITMENT	70,000	50,417	41,000	(29,000)	-41.4%
DEBT SERVICE	1,040,000	883,960	1,040,000	-	0.0%
TOTAL OPERATING EXPENSES (USES)	13,065,000	9,370,321	14,217,000	1,152,000	8.8%
NET SOURCES OVER/(UNDER) USES	2,753,450	2,805,198	973,000	(1,780,450)	-64.7%
TOTAL OPERATING EXPENSES	13,065,000	9,370,321	14,217,000	1,152,000	8.8%
DEPRECIATION	1,090,000	817,500	1,100,000	10,000	0.9%
TOTAL EXPENSES	14,155,000	10,187,821	15,317,000	1,162,000	8.2%
NET SURPLUS/(LOSS)	1,663,450	1,987,698	(127,000)	(1,790,450)	-107.6%
TRANSFER FROM (TO) WORKING CAPITAL RESERVES*	-	1,921,872	-	-	-
NET TRANSFERS TO CAPITAL	2,753,450	65,826	973,000	(1,780,450)	-64.7%
DEBT SERVICE COVERAGE	1.79	2.00	1.50		

* Revenues included in Debt Service Coverage Ratio

**MID-PENINSULA WATER DISTRICT
FINAL DRAFT CAPITAL BUDGET FOR FY 2023/2024**

**PRELIMINARY
FY 2023/2024
BUDGET**

FUNDING SOURCES

COPS FUNDS*	4,500,000
TRANSFER FROM NET SOURCES OVER USES FROM OPERATIONS	973,000
CAPITAL RESERVES	1,500,000
GENERAL RESERVES	1,503,946
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TOTAL FUNDING SOURCES	8,476,946
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EXPENDITURES

CAPITAL IMPROVEMENT PROGRAM (CIP)

PROJECT

NUMBER PROJECT DESCRIPTION

15-75A	Old County Road Improvements	5,641,946
20-07	Harbor Blvd Water Main Replacement Awarded by Board on Dec 15, 2022. Construction to start in May 2023. First invoice will hit July 2023. C2R award \$2.131M w/105 contingency + PCG PM/PI \$142K	2,280,000
21-01	Dekoven, Newlands, Lincoln and Oak Knoll Water Main Replacement. Engineering Only awarded in 2021. Will complete engineering in FY23-24. No construction	210,000
20-09	Dairy Lane Operations Center Rehabilitation – Phase 1 (Planning, Architectural/Engineering Design, and Construction Support, including Contingencies)	150,000
20-01	Hastings Drive Service Connection Replacements-(Expected to be completed by 6/30/23)	0
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	TOTAL CIP EXPENDITURES	8,281,946
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CAPITAL OUTLAY

Payroll Module-Springbrook	75,000
Trucks	50,000
Surveillance Equipment for Tanks	40,000
Miscellaneous Equipment	30,000
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TOTAL CAPITAL OUTLAY EXPENDITURES	195,000
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TOTAL EXPENDITURES	8,476,946
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NET FUNDING SOURCES LESS EXPENDITURES	0
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*Estimated Balance