



MONTHLY REPORTS

- A. Expenditures from September 14, 2016 through October 27, 2016
- B. General Manager's Report, including Water Conservation Progress Report
 - 1. Supplemented by Administrative Services Manager's Report
 - 2. Supplemented by Operations Manager's Report
 - 3. Supplemented by District Engineer's Report
- C. Financial Reports

October 27, 2016

Accounts Payable

Checks by Date - Summary by Check Date

User: candyp
Printed: 10/30/2016 3:36 PM



| Check No | Vendor No | Vendor Name | Check Date | Check Amount |
|----------------------|-----------|-------------------------------------|------------|--------------|
| 157 | ICMACONT | ICMA contributions | 09/15/2016 | 666.24 |
| 158 | HEALTHEQ | Health Equity | 09/15/2016 | 709.58 |
| 159 | CALPERS | CALPERS | 09/15/2016 | 7,126.18 |
| 179 | RETNITEM | Return Item Charge | 09/15/2016 | 146.00 |
| 180 | adpprfee | ADP Payroll Fees | 09/15/2016 | 39.60 |
| Total for 9/15/2016: | | | | 8,687.60 |
| 168 | ICMACONT | ICMA contributions | 09/16/2016 | 2,416.63 |
| 169 | HEALTHEQ | Health Equity | 09/16/2016 | 350.00 |
| 170 | CALPERS | CALPERS | 09/16/2016 | 2,607.87 |
| Total for 9/16/2016: | | | | 5,374.50 |
| 31359 | ACWAJPIA | ACWA/JPIA | 09/22/2016 | 1,395.00 |
| 31360 | AIRGAS | AIRGAS, LLC | 09/22/2016 | 120.93 |
| 31361 | ALTERIS | ALTERIS INSURANCE COMPANY | 09/22/2016 | 1,722.07 |
| 31362 | ALWAYSON | ALWAYS ON TIME CONCRETE & PLUM | 09/22/2016 | 874.00 |
| 31363 | ATT60197 | AT&T 60197 | 09/22/2016 | 80.60 |
| 31364 | CINTS | CINTAS CORPORATION | 09/22/2016 | 376.26 |
| 31365 | COMCAST | COMCAST | 09/22/2016 | 638.56 |
| 31366 | COMCASTB | COMCAST BUSINESS | 09/22/2016 | 635.33 |
| 31367 | HOMEDPC | HOME DEPOT | 09/22/2016 | 168.54 |
| 31368 | INTRTRAF | INTERSTATE TRAFFIC CONTROL INC | 09/22/2016 | 98.10 |
| 31369 | LINCOLNL | LINCOLN LIFE | 09/22/2016 | 600.00 |
| 31370 | MATCOTLS | MATCO TOOLS | 09/22/2016 | 45.73 |
| 31371 | MCNAMAR | McNAMARA TRANSPORT, INC. | 09/22/2016 | 800.00 |
| 31372 | NORTHSAF | NORTHERN SAFETY CO. INC. | 09/22/2016 | 301.03 |
| 31373 | OFFICTEM | OFFICE TEAM | 09/22/2016 | 686.16 |
| 31374 | PARS | PARS | 09/22/2016 | 300.00 |
| 31375 | PG&E | PG&E CFM/PPC DEPT | 09/22/2016 | 8,810.14 |
| 31376 | PRECISE | PRECISE, INC. | 09/22/2016 | 619.36 |
| 31377 | RICOHPhi | RICOH Philadelphia | 09/22/2016 | 339.12 |
| 31378 | RANDB | ROBERTS & BRUNE CO. INC. | 09/22/2016 | 1,644.92 |
| 31379 | STANDINS | STANDARD INSURANCE COMPANY | 09/22/2016 | 780.01 |
| 31380 | STEVCRKQ | STEVENS CREEK QUARRY, INC. | 09/22/2016 | 428.07 |
| 31381 | TAPMASTR | TAP MASTER, INC | 09/22/2016 | 3,448.00 |
| 31382 | HANNAGRC | THE HANNA GROUP | 09/22/2016 | 875.00 |
| 31383 | USBANKPR | U.S. BANK PARS ACCT# 6746019200 | 09/22/2016 | 36,234.00 |
| 31384 | ARAKAKI | SUE ARAKAKI | 09/22/2016 | 200.00 |
| 31385 | BFIOFCAL | BFI of CALIFORNIA INC. - OX MTN. LA | 09/22/2016 | 2,247.67 |
| 31387 | RJGORDON | R. J. GORDON CONSTRUCTION, INC. | 09/22/2016 | 93,013.06 |
| 31388 | RANDB | ROBERTS & BRUNE CO. INC. | 09/22/2016 | 7,146.52 |
| Total for 9/22/2016: | | | | 164,628.18 |
| 182 | ACHRETN | ACH Returns | 09/23/2016 | 59.90 |

| Check No | Vendor No | Vendor Name | Check Date | Check Amount |
|----------|-----------|--------------------------------|----------------------|--------------|
| | | | Total for 9/23/2016: | 59.90 |
| 31389 | AIRGAS | AIRGAS, LLC | 09/28/2016 | 216.76 |
| 31390 | ATT60197 | AT&T 60197 | 09/28/2016 | 1,202.38 |
| 31391 | BAGGENGI | BAGG ENGINEERS | 09/28/2016 | 8,705.00 |
| 31392 | CGUHLENB | C G UHLENBERG LLP | 09/28/2016 | 1,325.00 |
| 31393 | CINTS | CINTAS CORPORATION | 09/28/2016 | 376.26 |
| 31394 | ESRIINC | ESRI INC | 09/28/2016 | 1,045.00 |
| 31395 | HACHCOMI | HACH COMPANY INC | 09/28/2016 | 1,757.64 |
| 31396 | HOMEDEPC | HOME DEPOT | 09/28/2016 | 143.96 |
| 31397 | INTRTRAF | INTERSTATE TRAFFIC CONTROL INC | 09/28/2016 | 98.10 |
| 31398 | KIMBALLM | KIMBALL MIDWEST | 09/28/2016 | 221.13 |
| 31399 | MCNAMAR | McNAMARA TRANSPORT, INC. | 09/28/2016 | 1,600.00 |
| 31400 | MHN | MHN | 09/28/2016 | 45.54 |
| 31401 | OFFICEDE | OFFICE DEPOT, INC. | 09/28/2016 | 436.93 |
| 31402 | OFFICTEM | OFFICE TEAM | 09/28/2016 | 1,143.60 |
| 31403 | PACWEST | PACIFIC WEST SECURITY, INC. | 09/28/2016 | 330.00 |
| 31404 | PINA | CANDY PINA | 09/28/2016 | 508.68 |
| 31405 | RICHTRUC | RICH VOSS TRUCKING, INC. | 09/28/2016 | 532.95 |
| 31406 | RANDB | ROBERTS & BRUNE CO. INC. | 09/28/2016 | 11,572.92 |
| 31407 | SFWATER | SAN FRANCISCO WATER DEPT | 09/28/2016 | 541,669.00 |
| 31408 | SMELECTR | SAN MATEO ELECTRIC SUPPLY | 09/28/2016 | 108.16 |
| 31409 | STEPFORD | STEPFORD BUSINESS, INC. | 09/28/2016 | 5,328.00 |
| 31410 | STEVCRKQ | STEVENS CREEK QUARRY, INC. | 09/28/2016 | 505.10 |
| 31411 | VERIZON | VERIZON WIRELESS | 09/28/2016 | 883.04 |
| | | | Total for 9/28/2016: | 579,755.15 |
| 151 | CALPERS | CALPERS | 09/29/2016 | 7,126.18 |
| 152 | HEALTHEQ | Health Equity | 09/29/2016 | 934.58 |
| 153 | ICMACONT | ICMA contributions | 09/29/2016 | 666.24 |
| 154 | CALPERS | CALPERS | 09/29/2016 | 2,567.15 |
| 155 | HEALTHEQ | Health Equity | 09/29/2016 | 350.00 |
| 156 | ICMACONT | ICMA contributions | 09/29/2016 | 2,416.63 |
| 1266 | HACHCOMI | HACH COMPANY INC | 09/29/2016 | 1,757.64 |
| | | | Total for 9/29/2016: | 15,818.42 |
| 183 | SUPERIOR | SUPERIOR PRESS | 09/30/2016 | 184.14 |
| | | | Total for 9/30/2016: | 184.14 |
| 31412 | ATT60197 | AT&T 60197 | 10/05/2016 | 19.82 |
| 31413 | ACWAJPIA | ACWA/JPIA | 10/05/2016 | 43,894.00 |
| 31414 | BAWSCA | BAY AREA WATER SUPPLY & CONSER | 10/05/2016 | 17,622.00 |
| 31415 | CINTS | CINTAS CORPORATION | 10/05/2016 | 381.30 |
| 31416 | COGGINSM | MARK COGGINS | 10/05/2016 | 1,540.00 |
| 31417 | DINGYIFU | DING YI FU | 10/05/2016 | 935.13 |
| 31418 | HANSONBR | HANSON, BRIDGETT | 10/05/2016 | 7,226.00 |
| 31419 | HIA | HARBOR INDUSTRIAL ASSOCIATION | 10/05/2016 | 525.00 |
| 31420 | HOMEDEPC | HOME DEPOT | 10/05/2016 | 304.67 |
| 31421 | DAVIDSON | JOHN T. DAVIDSON | 10/05/2016 | 4,327.46 |
| 31422 | JULBROWN | JULIE M BROWN & ASSOC | 10/05/2016 | 755.94 |
| 31423 | LINCOLNL | LINCOLN LIFE | 10/05/2016 | 175.00 |
| 31424 | OFFICTEM | OFFICE TEAM | 10/05/2016 | 1,143.60 |

| Check No | Vendor No | Vendor Name | Check Date | Check Amount |
|-----------------------|-----------|---------------------------------|------------|--------------|
| 31425 | PAKPOUR | PAKPOUR CONSULTING GROUP, INC | 10/05/2016 | 500.00 |
| 31426 | PETTYCSH | PETTY CASH | 10/05/2016 | 372.91 |
| 31427 | PG&E | PG&E CFM/PPC DEPT | 10/05/2016 | 8.65 |
| 31428 | pina | CANDY PINA | 10/05/2016 | 120.00 |
| 31429 | RAMIREZ | RENE RAMIREZ | 10/05/2016 | 27.95 |
| 31430 | REDWING | RED WING SHOE STORE | 10/05/2016 | 3,560.80 |
| 31431 | RICOHPhi | RICOH Philadelphia | 10/05/2016 | 133.81 |
| 31432 | RANDB | ROBERTS & BRUNE CO. INC. | 10/05/2016 | 487.57 |
| 31433 | ROYALWHC | ROYAL WHOLESALE ELECTRIC | 10/05/2016 | 196.20 |
| 31434 | SERPICO | SERPICO LANDSCAPING, INC. | 10/05/2016 | 5,780.60 |
| 31435 | VALLEYOL | VALLEY OIL COMPANY | 10/05/2016 | 1,193.01 |
| 31437 | ACWAJPIA | ACWA/JPIA | 10/05/2016 | 41,079.94 |
| Total for 10/5/2016: | | | | 132,311.36 |
| 31438 | ATT60197 | AT&T 60197 | 10/13/2016 | 1.54 |
| 31439 | CARLHARD | CARLMONT HARDWARE | 10/13/2016 | 6.53 |
| 31440 | CARQUEST | CARQUEST AUTO PARTS | 10/13/2016 | 73.01 |
| 31441 | CINTS | CINTAS CORPORATION | 10/13/2016 | 351.40 |
| 31442 | CITYBELM | CITY OF BELMONT | 10/13/2016 | 3,372.00 |
| 31443 | EBAYTIRE | EAST BAY TIRE CO. | 10/13/2016 | 2,402.69 |
| 31444 | ESRIINC | ESRI INC | 10/13/2016 | 1,045.00 |
| 31445 | GRANITE | GRANITE ROCK, INC. | 10/13/2016 | 921.16 |
| 31446 | HOMEDEPC | HOME DEPOT | 10/13/2016 | 30.42 |
| 31447 | INTRBATT | INTERSTATE BATTERY SYSTEM, INC. | 10/13/2016 | 207.08 |
| 31448 | OFFICTEM | OFFICE TEAM | 10/13/2016 | 914.88 |
| 31449 | pakpour | PAKPOUR CONSULTING GROUP, INC | 10/13/2016 | 14,100.21 |
| 31450 | PG&E | PG&E CFM/PPC DEPT | 10/13/2016 | 6,077.85 |
| 31451 | PRECISE | PRECISE, INC. | 10/13/2016 | 620.07 |
| 31452 | RJGORDON | R. J. GORDON CONSTRUCTION, INC. | 10/13/2016 | 5,086.80 |
| 31453 | RECOLOGY | RECOLOGY SAN MATEO | 10/13/2016 | 651.04 |
| 31454 | RANDB | ROBERTS & BRUNE CO. INC. | 10/13/2016 | 521.91 |
| 31455 | SMENVIRN | SAN MATEO CO. ENVIRO. HEALTH | 10/13/2016 | 3,775.00 |
| 31456 | SENSUSUS | SENSUS USA | 10/13/2016 | 1,400.00 |
| 31457 | STARWELD | STARCO WELDING L.L.C. | 10/13/2016 | 540.00 |
| 31458 | STATEPLU | STATE PLUMBING AND HEATING SUP | 10/13/2016 | 72.43 |
| 31459 | STEPFORD | STEPFORD BUSINESS, INC. | 10/13/2016 | 1,840.00 |
| 31460 | TOOLAND | TOOLAND, INC. | 10/13/2016 | 43.59 |
| 31461 | VALLEYOL | VALLEY OIL COMPANY | 10/13/2016 | 1,475.56 |
| 31462 | VANGUARE | VANGUARD CLEANING SYSTEMS, INC | 10/13/2016 | 385.00 |
| 31463 | ATT60197 | AT&T 60197 | 10/13/2016 | 60.57 |
| 31464 | BECKLEYJ | JULIE BECKLEY | 10/13/2016 | 75.00 |
| 31465 | COSGRAVE | JOSEPH COSGRAVE | 10/13/2016 | 75.00 |
| 31466 | DOYGUMEI | EREN DOYGUN | 10/13/2016 | 150.00 |
| 31467 | granite | GRANITE ROCK, INC. | 10/13/2016 | 201.43 |
| 31468 | HALLIRA | IRA HALL | 10/13/2016 | 75.00 |
| 31469 | JACQUEME | HENRY JACQUEMET JR | 10/13/2016 | 75.00 |
| 31470 | MURPHYJO | JOHN MURPHY | 10/13/2016 | 150.00 |
| 31471 | PENGUSUSA | SUSAN PENG | 10/13/2016 | 125.00 |
| 31472 | STURKENA | ALAN STURKEN | 10/13/2016 | 100.00 |
| 31473 | SUNDSTRO | MALOU SUNDSTROM | 10/13/2016 | 75.00 |
| 31474 | VALLERGA | DAVID VALLERGA | 10/13/2016 | 75.00 |
| Total for 10/13/2016: | | | | 47,152.17 |
| 31475 | AIRGAS | AIRGAS, LLC | 10/18/2016 | 344.02 |
| 31476 | ATT60197 | AT&T 60197 | 10/18/2016 | 77.88 |

| Check No | Vendor No | Vendor Name | Check Date | Check Amount |
|-----------------------|-----------|-------------------------------------|------------|--------------|
| 31477 | BPLANDSC | BAY POINTE LANDSCAPE | 10/18/2016 | 1,051.00 |
| 31478 | BFIOFCAL | BFI of CALIFORNIA INC. - OX MTN. LA | 10/18/2016 | 4,301.54 |
| 31479 | CINTS | CINTAS CORPORATION | 10/18/2016 | 346.36 |
| 31480 | COMCAST | COMCAST | 10/18/2016 | 373.06 |
| 31481 | CORNERST | CORNERSTONE STRUCTURAL ENGIN | 10/18/2016 | 6,010.00 |
| 31482 | HOMEDPC | HOME DEPOT | 10/18/2016 | 226.26 |
| 31483 | KIMBALLM | KIMBALL MIDWEST | 10/18/2016 | 221.13 |
| 31484 | MCNAMAR | McNAMARA TRANSPORT, INC. | 10/18/2016 | 1,700.00 |
| 31485 | OFFICEDE | OFFICE DEPOT, INC. | 10/18/2016 | 164.62 |
| 31486 | OFFICTEM | OFFICE TEAM | 10/18/2016 | 1,143.60 |
| 31487 | OREILLYA | OREILLY AUTO PARTS, INC. | 10/18/2016 | 137.58 |
| 31488 | PARS | PARS | 10/18/2016 | 300.00 |
| 31489 | SMELECTI | SAN MATEO ELECTRONICS, INC. | 10/18/2016 | 151.58 |
| 31490 | SFPUCFIN | SFPUC FINANCIAL SERVICES | 10/18/2016 | 2,000.00 |
| 31491 | STEVCRKQ | STEVENS CREEK QUARRY, INC. | 10/18/2016 | 844.87 |
| 31492 | SUBTRONI | SUBTRONIC CORPORATION | 10/18/2016 | 350.00 |
| 31493 | HANNAGRC | THE HANNA GROUP | 10/18/2016 | 350.00 |
| Total for 10/18/2016: | | | | 20,093.50 |
| 181 | adpprfee | ADP Payroll Fees | 10/20/2016 | 287.56 |
| Total for 10/20/2016: | | | | 287.56 |
| 31494 | ACWADUES | ACWA DUES | 10/27/2016 | 13,805.33 |
| 31495 | ACWAGROU | ACWA- GROUP INS. | 10/27/2016 | 8,961.53 |
| 31496 | ALPINEAW | ALPINE AWARDS INC | 10/27/2016 | 1,044.33 |
| 31497 | ATT60197 | AT&T 60197 | 10/27/2016 | 40.11 |
| 31498 | BAAQMD | BAY AREA AIR QUALITY MGMT DIST. | 10/27/2016 | 1,108.00 |
| 31499 | BAWSCA | BAY AREA WATER SUPPLY & CONSER | 10/27/2016 | 522.00 |
| 31500 | CINTS | CINTAS CORPORATION | 10/27/2016 | 346.36 |
| 31501 | COMCAST | COMCAST | 10/27/2016 | 260.70 |
| 31502 | COMCASTB | COMCAST BUSINESS | 10/27/2016 | 635.08 |
| 31503 | LINCOLNL | LINCOLN LIFE | 10/27/2016 | 350.00 |
| 31504 | MHN | MHN | 10/27/2016 | 45.54 |
| 31505 | NICEJANU | JANUARY NICE | 10/27/2016 | 3,836.00 |
| 31506 | OFFICEDE | OFFICE DEPOT, INC. | 10/27/2016 | 59.15 |
| 31507 | OFFICTEM | OFFICE TEAM | 10/27/2016 | 686.16 |
| 31508 | PACOFFIC | PACIFIC OFFICE AUTOMATION | 10/27/2016 | 2,613.81 |
| 31509 | PAKPOUR | PAKPOUR CONSULTING GROUP, INC | 10/27/2016 | 500.00 |
| 31510 | PG&E | PG&E CFM/PPC DEPT | 10/27/2016 | 3,002.77 |
| 31511 | PRECISE | PRECISE, INC. | 10/27/2016 | 1,417.24 |
| 31512 | PRINTER | PRINTER ASSIST | 10/27/2016 | 370.24 |
| 31513 | REDWING | RED WING SHOE STORE | 10/27/2016 | 400.00 |
| 31514 | RICOHPhi | RICOH Philadelphia | 10/27/2016 | 339.12 |
| 31515 | RUDOCK | TAMMY RUDOCK | 10/27/2016 | 98.00 |
| 31516 | SAFETYCE | SAFETY CENTER, INC. | 10/27/2016 | 100.00 |
| 31517 | SFWATER | SAN FRANCISCO WATER DEPT | 10/27/2016 | 498,143.40 |
| 31518 | STANDINS | STANDARD INSURANCE COMPANY | 10/27/2016 | 780.01 |
| 31519 | SWRCBACC | SWRCB ACCOUNTING OFFICE | 10/27/2016 | 5,815.29 |
| 31520 | VERIZON | VERIZON WIRELESS | 10/27/2016 | 865.35 |
| 31521 | XIOINC | XIO, INC. | 10/27/2016 | 808.00 |
| Total for 10/27/2016: | | | | 546,953.52 |

| Check No | Vendor No | Vendor Name | Check Date | Check Amount |
|-----------------|------------------|--------------------|-------------------|---------------------|
|-----------------|------------------|--------------------|-------------------|---------------------|

Report Total (179 checks):

1,521,306.00



TO: Board of Directors
FROM: Tammy A. Rudock
General Manager
DATE: October 27, 2016

MANAGER'S REPORT

FOLLOW-UP FROM 09/22/16 REGULAR BOARD MEETING

- Executed First Amendment to the Professional Services Contract with the District Engineer, referenced as Contract No. 01-1621-CIP, in the amount of \$292,155, for Engineering Design Services related to the 2017 Water Main Replacements Project.
- Staff and District Counsel are working on the easement attachment for the Water Service Agreement between the MPWD and Central Peninsula Development, LLC, for the mixed-use development at 576-600 El Camino Real in Belmont, CA.
- Transmitted to the San Mateo County Board of Supervisors Resolution No. 2016-16 Requiring Even-Numbered Year Elections for the MPWD Board of Directors in Consolidation with the Statewide General Elections.
- Finalized the new MPWD Personnel Manual and met with and distributed copies to employees. All employees signed Exhibit B-2 *Acknowledgment of Receipt of Personnel Manual and At-Will Agreement*.
- All resolutions will be posted to the MPWD website.

CLASSIFICATION STUDY AND INTERIM SALARY SURVEY

Koff & Associates is currently working on the interim salary survey. The results will be shared once available.

HARBOR INDUSTRIAL ASSOCIATION (HIA)

On Thursday, November 3, 2016, President Matt Zucca will be the featured speaker at the HIA's regular meeting and will present the MPWD's capital program. District Engineer Joubin Pakpour will attend the meeting as well. The meeting will be at The Van's Restaurant at 12:00Noon.

WATER CONSERVATION PROGRESS

The monthly progress report is attached.

HOLIDAY CLOSURES

The MPWD Administration, Customer Services, and Field Operations will be closed on the following official holidays:

- Friday, November 11, 2016, in observance of Veteran's Day; and
- Thursday and Friday, November 24 and 25, 2016, in observance of Thanksgiving.

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.

3-MONTH "LOOK AHEAD" FOR BOARD MEETINGS

NOVEMBER

- Receive Annual Financial Audit Presentation for Year Ended June 30, 2016.
- Receive capital program debt financing progress report.
- Receive annual PARS OPEB trust account performance review and confirm investment strategy.
- Consider/approve annual Board meeting schedule for 2017.
- Receive BAWSCA report.

DECEMBER

- Election of Officers for 2017 (followed by reception).
- Receive capital program debt financing progress report.
- Schedule annual January strategic planning special meeting.
- Consider Reimbursement Agreement between the MPWD and the California High-Speed Rail Authority.
- Closed Session: Conference with General Manager regarding annual performance review.

JANUARY 2017

- SPECIAL MEETING:
 - Annual strategic planning session, including MPWD Mission/Vision/Strategic Goals statements and Director Assignments.
- REGULAR MEETING:
 - Annual water awareness calendar contest award presentations.
 - Receive BAWSCA report.
 - Discuss potential for consultant review of MPWD commercial water rates.
 - Review proposed updated MPWD Miscellaneous Fees.
 - Consider proposed Board Bylaws.
 - Closed Session: Complete General Manager annual performance evaluation.

MEETINGS

| <i>DATE</i> | <i>EVENT</i> |
|----------------------------|---|
| September 14 th | Attended JM Eagle Pipe on-site demonstration and lunch meeting with Operations staff. |
| September 15 th | Conference call with Municipal Finance Advisor team regarding capital program debt financing. |

| DATE | EVENT |
|--|--|
| September 18 th -19 th | Attended ACWA Region 5 Program and Tour: Byron Betheny Irrigation District in Tracy. |
| September 20 th | Attended ACWA JPIA Human Resources training at Scott's Valley Water District regarding Workplace Safety and Workers' Compensation/Return to Work. |
| September 22 nd | Meeting with Municipal Finance Advisor team, including Bond Counsel, regarding capital program debt financing. Attended safety session with staff and facilitated GM rap session. |
| September 28 th | Participated with staff and District Engineer in Karen Road project plans review and Construction Standards and Specifications update. Attended ACWA JPIA training session at MPWD: Workplace Ergonomics. |
| October 3 rd | Conference calls with defense counsel regarding litigation. |
| October 5 th | Participated with staff and District Engineer in Hillcrest Regulator Station project, including preliminary concepts and potential sites. Met new soils engineering team as consultant to District Counsel for capital projects. Conference call among staff, District Counsel, and District Engineer regarding Alameda de las Pulgas Water Main Replacement project closeout. |
| October 6 th | Attended BAWSCA Water Management meeting in Foster City. Attended HIA 60 th Anniversary Luncheon in Belmont. |
| October 11 th | Attended quarterly meeting between MPWD and Belmont Public Works staff. |
| October 12 th – 14 th | Attended and participated in Session 1 of the ACWA JPIA Leadership Essentials Program in Costa Mesa. |
| October 19 th | Attended ACWA JPIA Human Resources Group Meeting in Roseville. |
| October 20 th | Attended Mandatory Settlement Conference in San Mateo Superior Court in <i>Eurotech, et al. v. MPWD</i> litigation with staff and defense counsel. |

UPCOMING MEETINGS/EVENTS

HIA Meeting (Belmont) – November 3, 2016

BAWSCA Water Management Meeting (Foster City) – November 3, 2016

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



October 27, 2016

WATER CONSERVATION PROGRESS REPORT

The report due October 15th to the SWRCB was timely submitted. September's total water consumption was 110,971 units. The reduction (compared with 2013) measured -23.8%, and last month's R-GPCD was 92.5.

| 2016/2017 MONTH | UNITS | | 2013 UNITS | PERCENT CHANGE* | | CUMULATIVE WATER SAVINGS* | | R-GPCD** | | 2013 R-GPCD |
|-----------------|---------|---------|------------|-----------------|--------|---------------------------|--------|----------|-------|-------------|
| | 16/17 | 15/16 | | 16/17 | 15/16 | 16/17 | 15/16 | 16/17 | 15/16 | |
| June 2016 | 115,047 | 103,863 | 150,614 | -24.0% | -31.0% | -24.0% | -31.0% | 90.6 | 82.3 | 122.6 |
| July | 120,096 | 105,639 | 156,081 | -23.0% | -32.3% | -23.5% | -31.7% | 96.9 | 81.1 | 122.9 |
| August | 119,435 | 106,832 | 155,788 | -23.3% | -31.4% | -23.4% | -31.6% | 96.3 | 82.0 | 122.7 |
| September | 110,971 | 105,459 | 145,551 | -23.8% | -27.5% | -23.5% | -30.6% | 92.5 | 83.6 | 118.5 |
| October | | 98,345 | 122,117 | | -19.5% | | -28.3% | | 75.5 | 96.2 |
| November | | 77,733 | 106,535 | | -27.0% | | -28.1% | | 61.6 | 86.7 |
| December | | 70,423 | 94,062 | | -25.1% | | -27.7% | | 54.0 | 74.1 |
| January 2017 | | 69,741 | 84,202 | | -17.2% | | -26.4% | | 53.5 | 66.3 |

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

(Note: Beginning in July 2016, the SWRCB formula for calculating the R-GPCD will include factors from the MPWD's 2015 Urban Water Management Plan adopted June 23, 2016: 90% residential use of total production and 26,924 population projection. For June 2016 ONLY, the SWRCB formula for calculating the R-GPCD included MPWD factors: 85% residential use of total production, and 2014 population projection—26,730—from 2010 Urban Water Management Plan.)

WATER WASTE COMPLAINTS

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

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

STATEWIDE UPDATES

The SWRCB statewide Emergency Water Conservation Regulations Update and Media Release, each dated October 5, 2016, are attached for information.

Attachments: SWRCB statewide Emergency Conservation Regulation Update dated October 5, 2016
 SWRCB Media Release dated October 5, 2016

2016 STATEWIDE WATER CONSERVATION REGULATIONS

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

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

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

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

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

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

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

HISTORICAL INFORMATION

JUNE 2015 THROUGH MAY 2016

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

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

*Compared to 2013.

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

JANUARY THROUGH MAY 2015 AND FEBRUARY THROUGH DECEMBER 2014

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

| 2015 MONTH | 2015 UNITS | 2014 UNITS | 2013 UNITS | PERCENT CHANGE* | CUMULATIVE WATER SAVINGS* | 2015 R-GPCD | 2014 R-GPCD | 2013 R-GPCD |
|-------------------|-------------------|-------------------|-------------------|------------------------|----------------------------------|--------------------|--------------------|--------------------|
| January | 82,360 | 102,910 | 84,202 | -2.2% | -2.2% / -15.1%** | 64.9 | 81.1 | 66.3 |
| February | 79,782 | 73,221 | 86,478 | -7.7% | -5.0% / -14.5% | 69.6 | 63.9 | 75.4 |
| March | 102,964 | 89,152 | 106,663 | -3.5% | -4.5% / -13.7% | 81.1 | 70.2 | 84.0 |
| April | 91,491 | 96,019 | 120,265 | -23.9% | -9.3% / -14.4% | 74.5 | 78.2 | 87.9 |
| May | 97,806 | 126,934 | 155,736 | -37.2% | -14.9% / -15.8% | 77.1 | 100.0 | 122.7 |

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

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

*Compared to 2013.

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

Update on Emergency Water Conservation Regulation and Implementation of Executive Order B-37-16

Making Conservation a California Way of Life

Office of Research, Planning, and Performance

October 5, 2016



Status of Implementation

- Water production data collected from June 2014 through August 2016 (27 months)
- Fifteen months of statewide urban water conservation requirements (June 2015 – August 2016)
- Statewide water conservation August 2016 :
 - 17.7 percent reduction from August 2013 baseline
 - 23.3 percent cumulative reduction since June 2015 (2 million acre-feet of water saved)



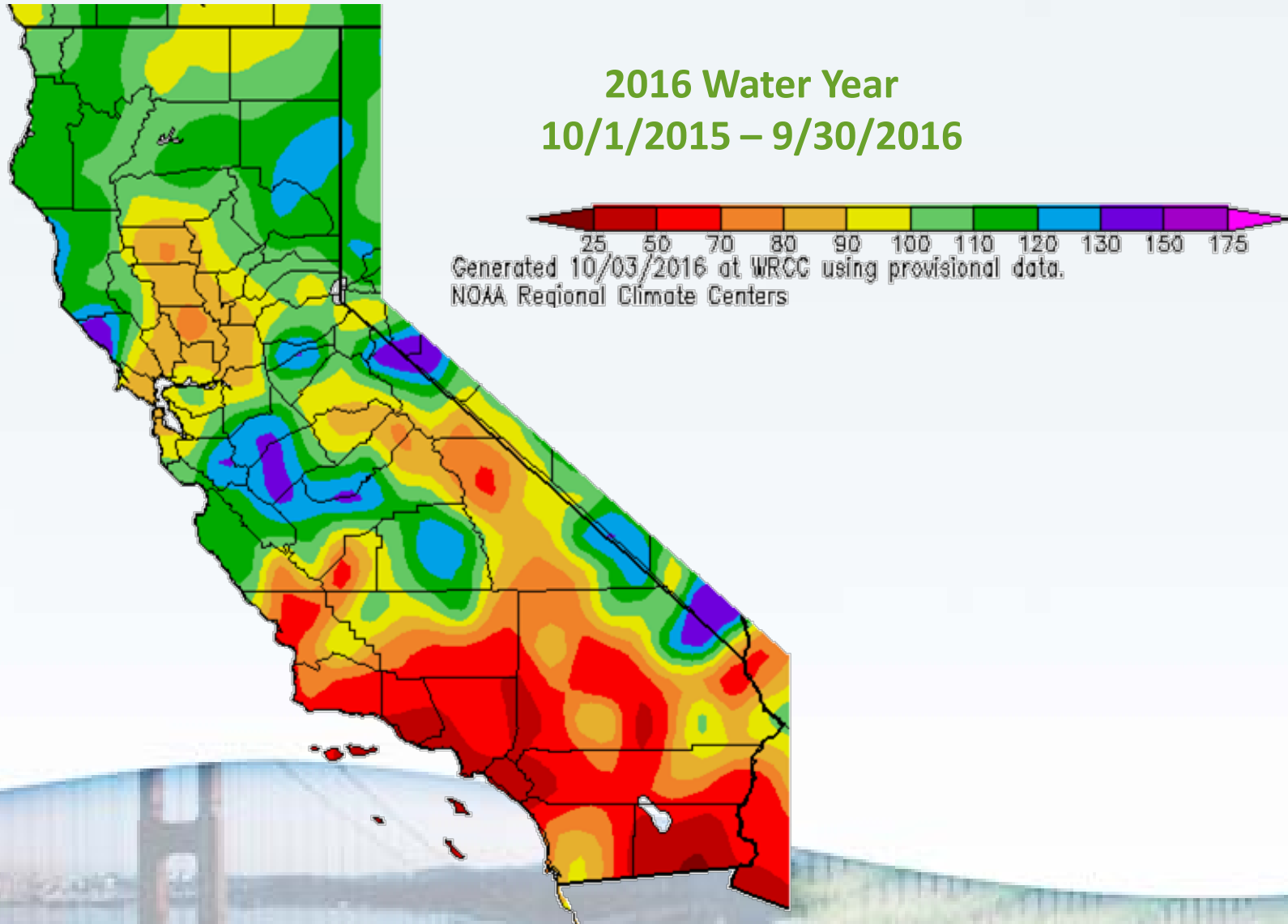
Statewide Cumulative Savings

(June 2015 – August 2016)

- 2,024,599 acre-feet
(659.7 billion gallons)
of water saved
- Savings is enough to provide
10.1 million Californians
(26.1% of state population)
with water for one year



Percent of Average Precipitation



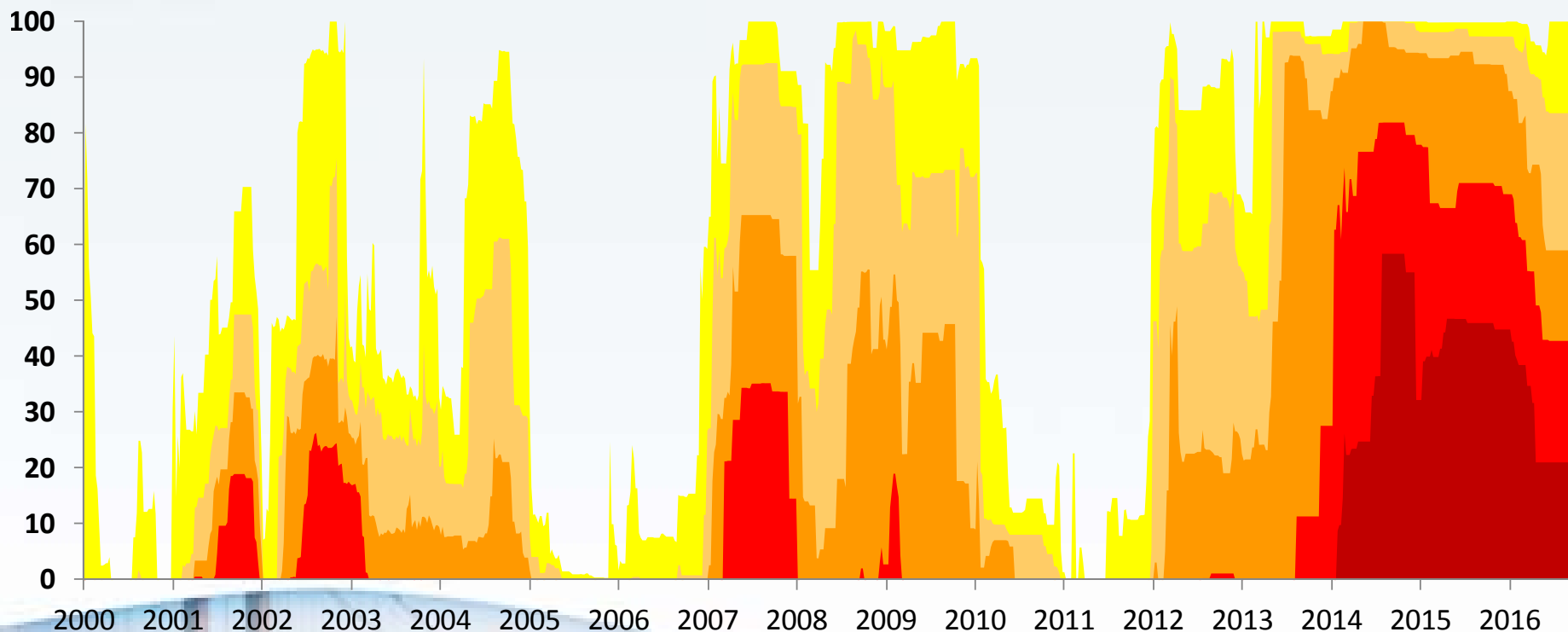
U. S. Drought Monitor California since 2000

September 27, 2016
(Released Thursday, Sep. 29, 2016)
Valid 8 a.m. EDT

Drought Conditions (Percent Area)

| | None | D0-D4 | D1-D4 | D2-D4 | D3-D4 | D4 |
|----------------|------|--------|-------|-------|-------|-------|
| Current | 0.00 | 100.00 | 83.59 | 62.27 | 42.80 | 21.04 |

■ Abnormally Dry
 ■ Moderate Drought
 ■ Severe Drought
 ■ Extreme Drought
 ■ Exceptional Drought



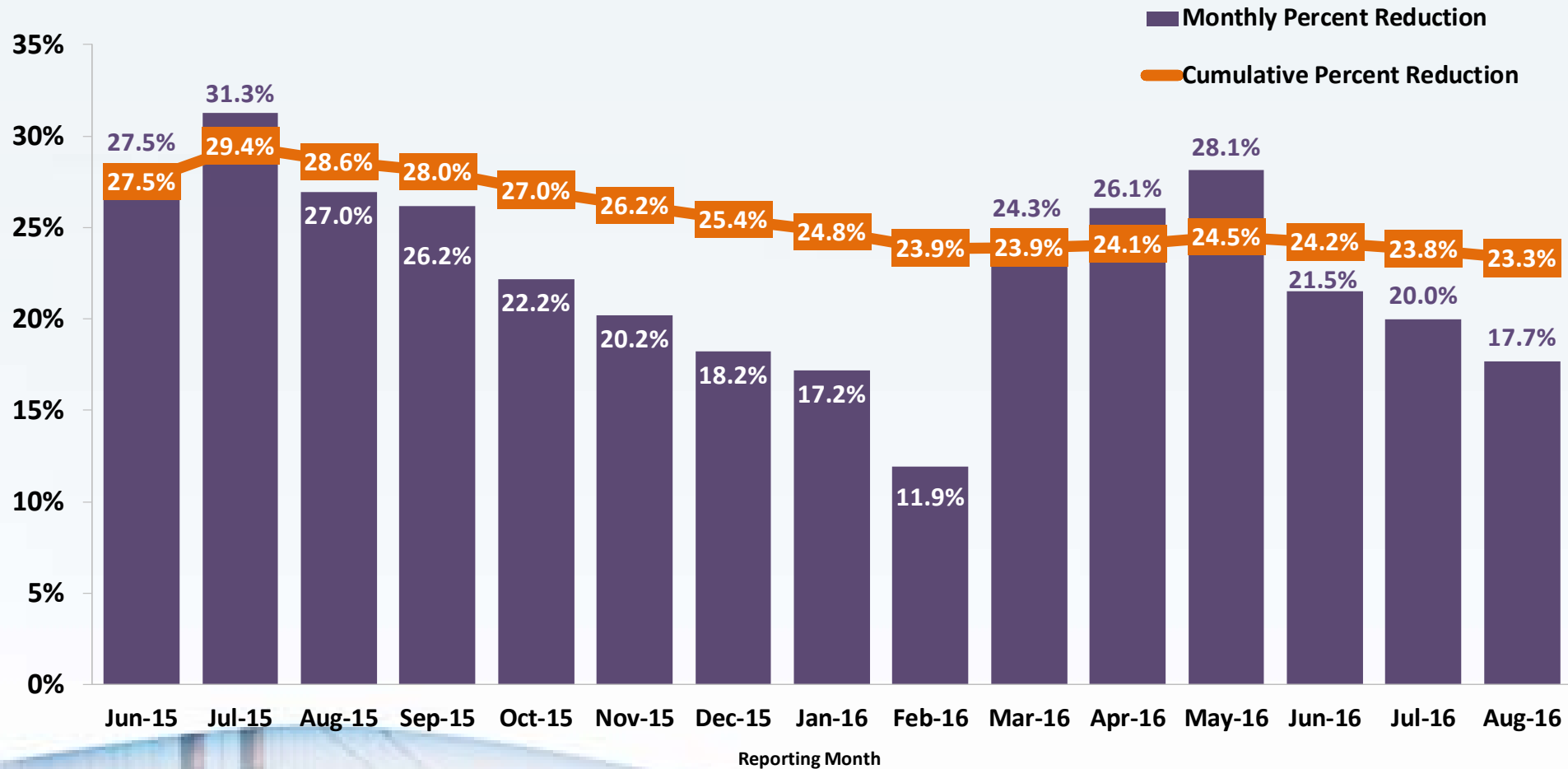
<http://droughtmonitor.unl.edu/>

Author:
Brad Rippey
U.S. Department of Agriculture

The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. See accompanying text summary for forecast statements.

Statewide Water Production Percent Reduction

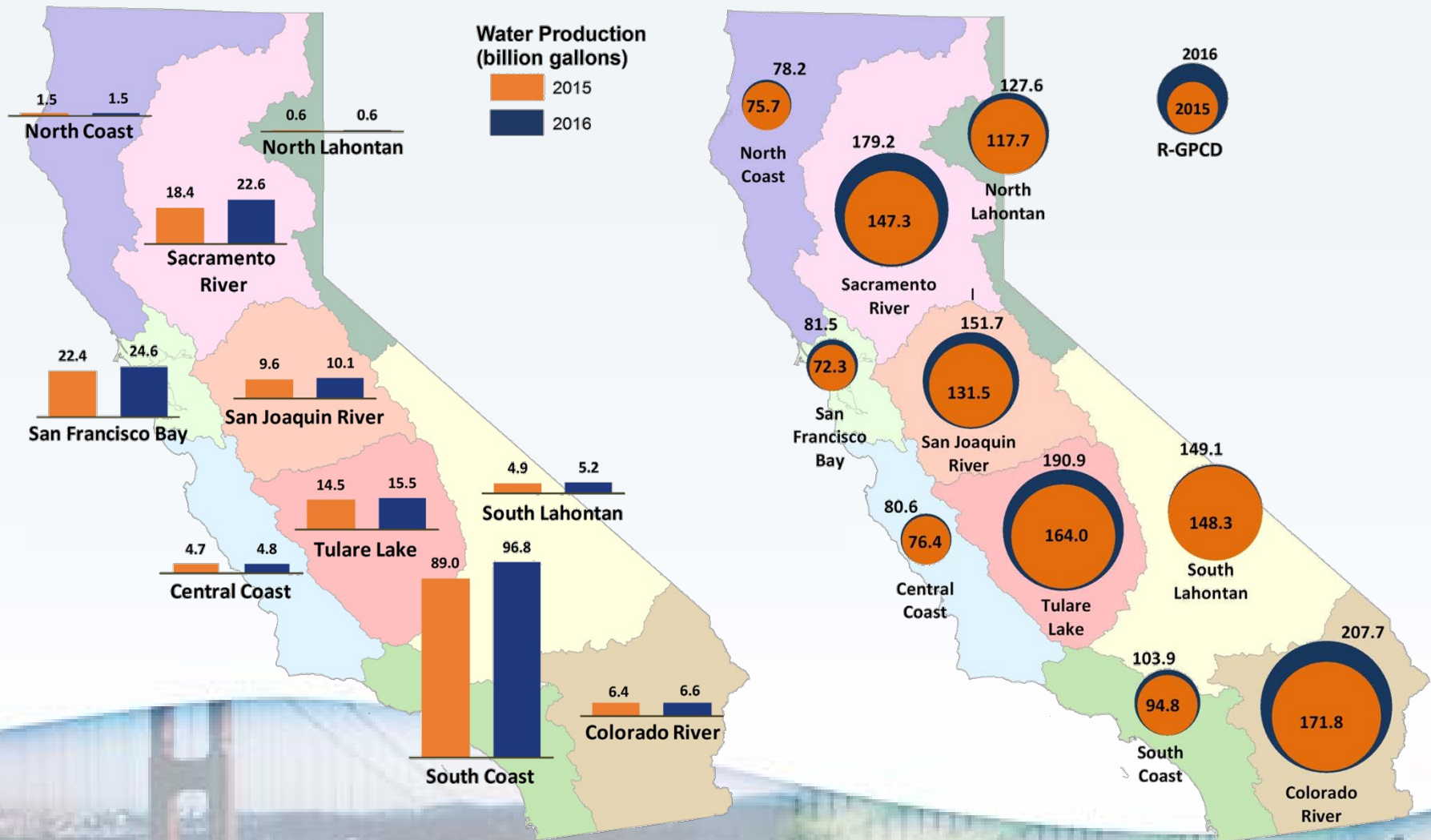
(Compared to 2013)



Average Statewide August 2016 R-GPCD = 114

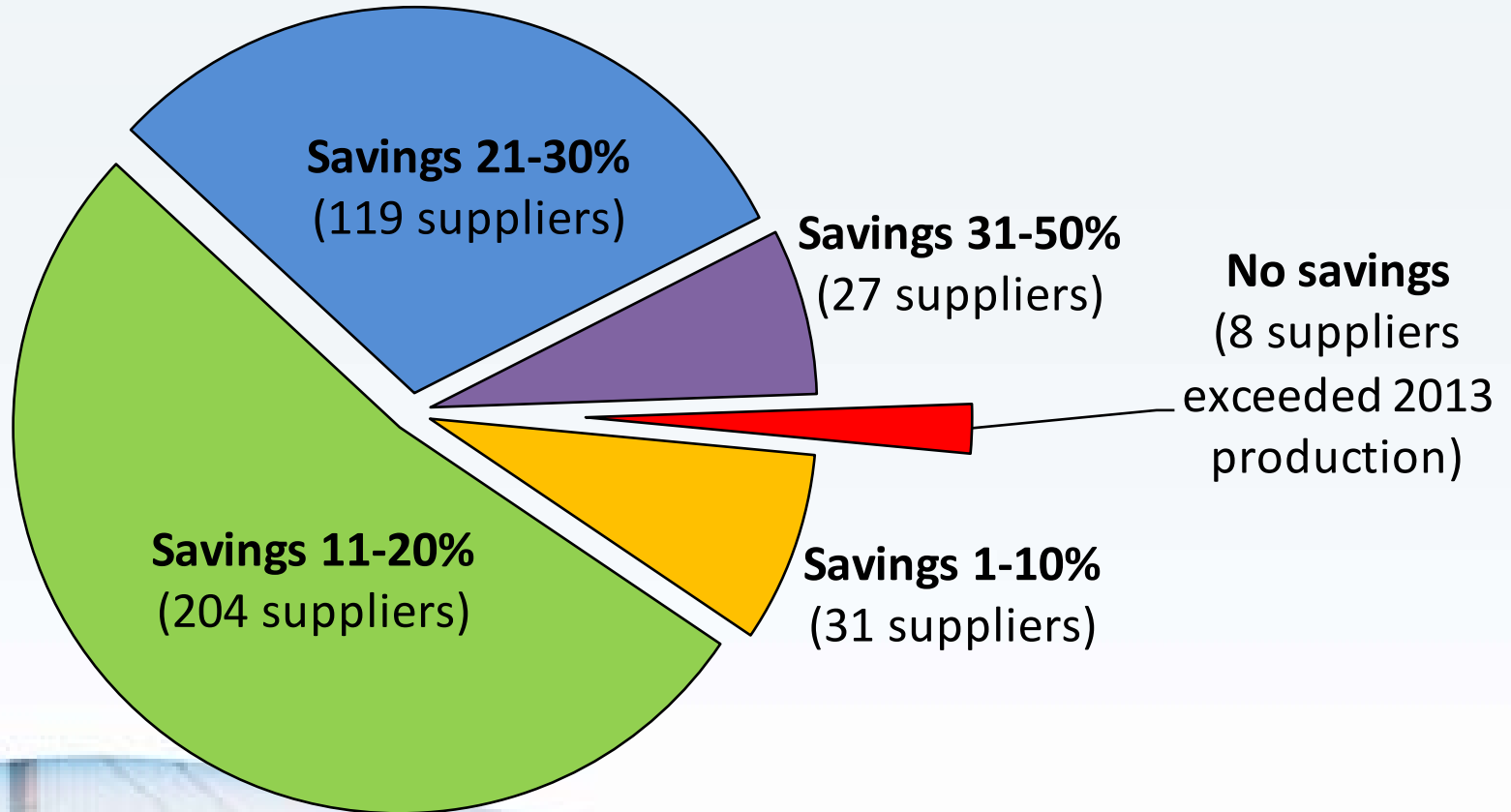
Water Production and R-GPCD by Hydrologic Region

(August 2016 Compared to August 2015)



Monthly Water Savings Achieved by Suppliers

(August 2016)



Conservation Compliance & Enforcement

- Follow up with non-reporting suppliers
- Information Orders issued for incomplete self-certification submissions
- Compliance with June conservation standards continues to be assessed each month
- Conservation and Alternative Compliance Orders
- Supplemental Environmental Projects underway
- Outreach to small suppliers to commence



Next Steps

- Monitor conservation levels
- Follow up with individual water suppliers as needed
- Urge continued conservation messaging
- Highlight sustained conservation success stories



**Save Our Water
and Our Trees!**

saveourwater.com/trees



Media Release

Statewide Water Conservation Drops Below 18 Percent in August *Water Suppliers Urged to Maintain Conservation Message*

FOR IMMEDIATE RELEASE
Oct. 5, 2016

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

SACRAMENTO — The State Water Resources Control Board today announced that urban Californians' monthly water conservation declined to 17.7 percent in August, down from 27 percent savings in August 2015, raising concerns that some water suppliers are abandoning their focus on conservation as California heads into a possible sixth drought year.

Californians continue to conserve water in significant amounts even in the absence of state-mandated conservation targets. The cumulative average savings from June 2015 through August 2016 was 23.3 percent, compared with the same months in 2013. Since June 2015, two million acre-feet of water has been saved — enough water to supply 10 million people, more than one-quarter the state's 38 million population, for a year.



However, water conservation has dropped steeply among some local water suppliers. These declines highlight the need for continued education and dialogue with customers on the importance of conserving and using water as efficiently as possible. As the State Water Board continues to monitor conservation levels, a return to state-mandated conservation may be necessary beginning next year.

“The statewide August conservation results raise questions, and we are examining the data to understand why some areas slipped more than others,” said State Water Board Chair Felicia Marcus. “Are we seeing relaxation of conservation messaging and programs, or are we seeing abandonment of programs? One may be appropriate, the other is not. It’s a mixed picture. Many communities who certified that they didn’t ‘need’ to conserve are still conserving up a storm, while others have slipped more than seems prudent.”

Marcus added: “While last year’s rain and snow brought a respite for urban California, we are still in drought, and we can’t know what this winter will bring. What we do know is that climate change will continue to make our water years even more unpredictable, so we need to retain our conservation habits for the long term, rain or shine, drought or no drought.”



Conservation Data

- Statewide water savings for August 2016 was 17.7 percent (124,094 acre-feet or 40.4 billion gallons), a decrease from July 2016's 20 percent savings, and also a decrease from August 2015's 27 percent statewide savings (63.5 billion gallons). August 2016 water savings are 36 percent lower than August 2015.
- Cumulative statewide percent reduction for June 2015 – August 2016 (fifteen months) is 23.3 percent, which equates to 2,024,599 acre-feet (659.7 billion gallons).
- Statewide average R-GPCD for August 2016 was 114.1 gallons; slightly up from 113.5 R-GPCD in July 2016 and also above 102.2 R-GPCD reported for August 2015. [All August data can be found on this page.](#)

Conservation levels have remained significant for many communities that had certified that they did not need top down mandates to keep conserving.

Under the board's revised [emergency water conservation regulations](#), urban water agencies have the ability to set their own conservation standards based on a "stress test" of supply reliability. Water suppliers had to document that they have sufficient supplies to withstand three years of continuous drought or take additional measures that include state-imposed mandatory conservation targets. The regulation is in effect through January 2017. Those stress test results are [here](#).

Of more than 400 local water agencies in California, 343 suppliers passed their stress test. Of those, 114 suppliers – or about a third – saved more than 20 percent in August, compared with the same month in 2013. These suppliers serve more than seven million people and include Sacramento, Alameda County Water District, San Gabriel Valley Water Company, San Gabriel Valley Fontana Water Company, Los Angeles County Public Works Waterworks District 40 (Antelope Valley), California-American Water Company Sacramento District, Contra Costa Water District, San Bernardino, Oceanside, Hayward, and Pomona.

While some local water suppliers may have relaxed water use restrictions from those that were in place last summer, most agencies have kept up locally mandated restrictions and targets, which is appropriate and which the state strongly encourages. Regardless of a supplier's individual conservation requirement, the statewide prohibitions on specific wasteful practices such as fountains without recirculating pumps, or irrigation of turf in street medians, remain in place.

Focus on Local and Regional Results

Some suppliers have seen modest reductions in conservation levels, based upon visibly improved water supply conditions or modest adjustments in their local conservation requirements. However, some suppliers have seen significant drops in conservation savings, raising questions about whether those suppliers are effectively communicating the need to conserve with their customers.

For example, among the 31 water suppliers that reported water savings between one and 10 percent in August 2016, a dozen of them had dropped from more than 20 percent savings a year earlier. This group includes Casitas Municipal Water District, Folsom, La Habra, Los Angeles County Public Works Waterworks District 29 (Malibu), Mountain House Community Services District, South Tahoe Public Utilities District, and Woodland. Some of these are in areas with improved water supply conditions; others are not.

Still, conservation remained high in many communities, and the total volume of water used in August 2016 was significantly lower than the same time period in 2013.

Some communities continue to maintain low overall per capita residential water use, which may not be reflected in percentage change, but illustrates a long-term commitment to efficient water use. For instance, Daly City, East Palo Alto, South Gate, and Golden State Water Company Florence Graham (South LA County) are examples of communities saving less than 10 percent in August 2016, yet the daily per capita use is already well below what a city in the Sacramento Region may be using on a daily basis. For agency data on water savings and average daily use, visit [here](#).

“Percentages alone tell only part of the story, because a 15 percent reduction by someone using under 100 gallons per person a day can be more challenging than a 30 percent reduction by someone using 250 or 300 gallons a day,” Marcus said. “That’s true of agencies and it is true for individuals. In particular, we urge suppliers where conservation levels have dropped steeply to reach out to high use customers to find ways to conserve, and to join their community’s conservation efforts. The legislature’s passage and Governor’s signing of SB 814 will help water suppliers send monetary signals to their highest users about the need to keep conserving while the drought continues. Most important, it sends a signal that all Californians are in this together and that fairness includes those who use the most doing their part along with the rest of us.”

SB 814 (Hill) requires urban water suppliers to establish financial penalties for excess water use during droughts. Suppliers can either create excess-use ordinances with defined penalty amounts, or they can adopt rate structures that charge their highest users more during drought emergencies.

Status of Permanent Water Use Efficiency Targets Effort

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

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

The [Board's work with state partner](#) agencies to craft a long term framework to meet Governor Edmund G. Brown Jr.'s [executive order](#) calling for new water use efficiency targets, permanent prohibitions on water waste, and improved drought planning continues. The Governor's Executive Order calls on state agencies, including the State Water Board, Department of Water Resources, California Public Utilities Commission, Department of Food and Agriculture, and the California Energy Commission to transition to permanent, long-term improvements in water use. The Department of Water Resources and State Water Board are directed to develop new water use targets as part of a permanent framework for urban water agencies.

Those new targets build upon existing state law, and will be based on strengthened standards for indoor water use; outdoor irrigation; commercial, industrial, and institutional use; and water lost through leaks. The state agencies are preparing a report, due January 10, 2017, that will detail the proposed framework, new standards, and implementation timeline. Information about the Executive Order can be found [here](#).

Prohibitions also remain against homeowners associations or local governments taking action against homeowners who reduce or stop watering lawns. As directed by the executive order, the State Water Board will be making these prohibitions permanent.

Background

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

###



TO: Board of Directors
 FROM: Candy Pina
 DATE: October 27, 2016

ADMINISTRATIVE SERVICES MANAGER'S REPORT

CONFERENCES, TRAINING, & MEETINGS:

- 1) Candy Pina: 10/03,13,17/16 – Fixed Assets Training with Springbrook
- 2) Misty Malczon/Candy Pina: Springbrook Success Community Overview Webex
- 3) Candy Pina: 10/05,12/16 – Springbrook Status Call on implementation
- 4) Candy Pina: 10/06/16 – HIA meeting
- 5) Laura Ravella: 10/14/16 – “How to Fess UP When You’ve Messed Up” Webinar
- 6) Candy Pina: 10/20/16 – Carlmont High School Symposium – Round Table Career Discussions with High School Sophomores
- 7) Jeanette Kalabolas/Laura Ravella/Candy Pina: 10/22/16 – BAWSCA Drip Irrigation Landscape Class @ MPWD
- 8) Candy Pina: 10/24/16 – 10/28/16 – Springbrook Post Go-Live Training on site with Carolyn Towles
- 9) Laura Ravella: 10/26/16 – “How to Manage Priorities & Time” Webinar
- 10) Jeanette Kalabolas: 10/26/16 – “ACWA Emergency Water Conservation Update & Outreach Actions” Webinar Briefing

FINANCIAL REPORTING:

- 1) Schedule of Cash and Investments:

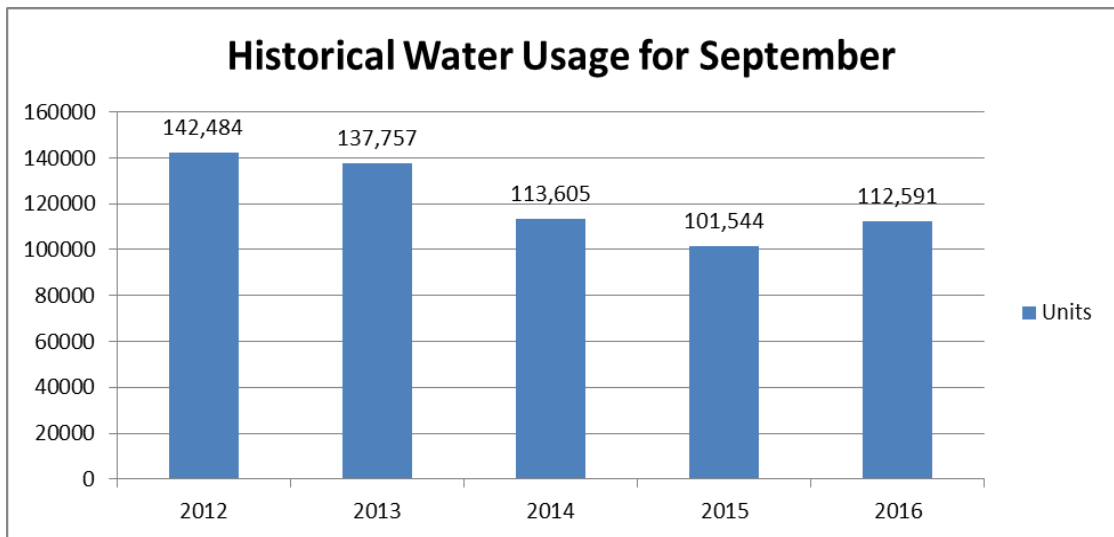
| SCHEDULE OF CASH AND INVESTMENTS | | |
|---|-------------------------------|-----------------------------|
| CASH ACCOUNT | BALANCE @ 09/30/16 | BALANCE 10/25/16 |
| PETTY CASH | 400 | 400 |
| CASH DRAWER | 200 | 200 |
| WELLS FARGO CHECKING | \$ 211,106 | \$ 227,549 |
| LAIF | \$ 4,055,161 | \$ 4,055,161 |
| TOTAL | \$ 4,266,867 | \$ 4,283,310 |

Month End Balance of PARS/OPEB for August 2016 (September 2016 report not available): \$639,826. An overall increase in Net Earnings of \$1,366 was reported.

| MPWD RESERVE FUNDS | | | | |
|----------------------------|-------------------------|-------------------------|-------------------------|------------------------------|
| Reserve Account | Balance @ 09/30/2014 | Balance @ 09/30/2015 | Balance @ 09/30/2016 | Budget for Reserve Policy |
| Capital Reserves | \$ 1,879,466 | \$ 889,457 | \$ 1,555,161 | \$ 2,500,000 |
| Emergency Reserves | \$ 2,000,000 | \$ 2,000,000 | \$ 2,000,000 | \$ 2,000,000 |
| Working Capital Reserves | \$ 500,000 | \$ 500,000 | \$ 500,000 | \$ 500,000 |
| TOTAL RESERVE FUNDS | \$ 4,379,466 | \$ 3,389,457 | \$ 4,055,161 | \$ 5,000,000 |

2) Water Revenue Report:

| WATER REVENUES for FISCAL YEAR 2016/2017 | | | | | |
|---|----------------|-------------------------------|----------------------------|----------------------------|-----------------|
| Month | Total Units | Water Commodity Charges | Fixed System Charges | Total Water Revenues | Misc Rev |
| JUL | 111,110 | 851,106.50 | 205,631.47 | 1,056,737.97 | 1,242.50 |
| AUG | 113,341 | 952,329.97 | 224,247.06 | 1,176,577.03 | 1,240.00 |
| SEP | 112,591 | 947,559.51 | 224,661.20 | 1,172,220.71 | 1,248.75 |
| TOTAL | 337,042 | 2,750,995.98 | 654,539.73 | 3,405,535.71 | 3,731.25 |



3) **SPRINGBROOK PROGRESS:**

Springbrook implementation is on target. The week of 10/24/16, Carolyn Towles from Springbrook will be on site to assist with any questions and further training on the financial management system. Once this week is complete, staff will be directed to Customer Support for further questions related to the financial portion of the new software. Next, we will be

implementing the new billing system. The first data pull from our existing system occurred on October 24, 2016. Springbrook will be working with three years of data so staff will have needed information for state reporting purposes related to the drought. The billing go-live date is targeted for January – March 2017, and will be implemented in stages (see below).

| SPRINGBROOK IMPLEMENTATION SCHEDULE - PRELIMINARY | | | |
|--|------------|--|----------------------|
| DATE | | Task | Work Complete |
| Start | End | | |
| 4/11/2016 | 4/13/2016 | Overview training for Finance - Billing System and Chart of Accounts | X |
| 5/9/2016 | 5/13/2016 | Finance Conversion - General Ledger and Accounts Payable data review | x |
| 8/8/2016 | 8/12/2016 | Finance Go Live | x |
| 8/22/2016 | 8/24/2016 | Project Management Set-up and go-live | x |
| 9/5/2016 | 9/15/2016 | Bank Reconciliation Configuration and go-live | x |
| 9/19/2016 | 9/19/2016 | Fixed Assets - Go Live | x |
| 1/11/2017 | 11/19/2017 | Utility Billing Data Conversion | |
| 2/13/2017 | 2/16/2017 | License & Permits - Go Live Session | |
| 2/27/2017 | 3/3/2017 | Utility Billing - Go-Live Session | |
| 3/6/2017 | 3/7/2017 | Ancillaries - AR - setups | |
| 3/6/2017 | 3/6/2017 | Coding Accuracy Support System (CASS) Certification - Setup and Process Training | |
| 3/20/2017 | 3/24/2017 | Utility Billing - Post Go Live Refresher Training | |

4) **TEAM BUILDING ACTIVITIES:**

We continue to celebrate birthdays, and we are having a pumpkin carving contest on October 31st for Halloween.



TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager
DATE: October 27, 2016

OPERATIONS REPORT – September 2016

Projects:

- Complete new services, 2- and 3-inch, and re-location of two fire hydrants at 10 Davis Drive for the CSUS;
- Through August staff has installed a total of 513 AMI meters throughout Zone 1 with 1 left to fit. The last meter is at a site where we have litigation and we are holding off until things settle out. Their water is still metered;
- AMI: Staff continues to work with Sensus Metering and Continentals Utility Billing to set up files for the new Sensus AMI customer portal conversion;
- Reviewed 80% engineering plans for the Karen Road water main project, which is part of the 2017 Water Main Replacement Project;
- Setting up and installing equipment to try a Cloud-based SCADA solution at Buckland and Exbourne Tank sites;
- Met with District Engineer to begin review of District construction standards and specifications, which is carried out every other year;
- Installed sprinklers in ceiling of rock bins in Corporation Yard to add water/moisture to fine and aggregate base material stored for use; and
- Completed service line upgrade at 1249 Lane.

Maintenance:

- Responded to and completed 212 USA (underground service alerts) requests and identified infrastructure before digging in the streets or easements. Last month we marked 239 locations. An average month is closer to 140 requests;
- Repaired a cast iron service leak on Chula Vista; replaced with copper tubing which is current standard material;
- Painted fire hydrants: at 2035 Lyon following installation of bollards to protect hydrant at location; and at 10 Davis Drive where two hydrants were re-located for CSUS;
- Fixed water main split under sidewalk along Notre Dame and near Francs; followed up with clean up and concrete forms to replace sidewalk;
- Effected repair to a ring break on water main under Old County Road - temporary patchwork to asphalt completed with a permanent repair to come later;

- Carried out repair to hole in water main along Terrace with concrete repairs made to sidewalk;
- Fairway Drive water service repaired near meter box;
- Performed normal maintenance and exercised water system pressure regulating valves;
- Collected a requisite 44 water samples for bacteriological testing – all samples were normal and showed no signs of coliform bacteria;
- Water system dead-ends continued to be monitored for disinfectant residual, and where needed, we flowed water into landscapes, street sweepers or sewer flushing trucks versus monitoring for discharge into the storm water systems to improve water quality; and
- Monitoring for signs of nitrification within our tanks, sample stations and dead ends continues as a part of regular water quality monitoring.

System Repairs:

| Location | Event | Material | Installation Date | Estimated Water Loss (Gals.) |
|--------------------------------|---------------------|------------------|--------------------------|-------------------------------------|
| Notre Dame & Francs | Main Break | CIP | 1951 | 93,000 |
| 319 Old County Road | Main Break | ACP | 1962 | <500 |
| 1719 Terrace | Main Break | CIP | 1977 | 37,000 |
| 1630 Fairway | Service Leak | Copper | 2002 | 2,000 |
| 1160 Chula Vista | Service Leak | Cast Iron | 1941 | Unknown |

Development:

- Staff is currently working with developers on 13 development projects:

Mixed Use Commercial/Residential:

- o 576-600 El Camino Real – currently reviewing their plans;
- o 400-490 El Camino Real – currently reviewing their plans;

Commercial:

- o 539 Harbor Blvd. – currently reviewing their plans;
- o 700 Island Parkway – payment received, awaiting scheduling;
- o 1201 Shoreway Road – there is nothing to report out at this time;
- o 1477 El Camino Real – currently reviewing their plans;
- o 699 Ralston Ave. – currently reviewing their plans;

Residential/Multi-Family:

- o 1249 Lane Street – installation completed;
- o 2177 Carlmont Avenue – closing out installation;
- o 2828 Monte Cresta – installation scheduled;
- o 905 South Rd - currently reviewing their plans;

- 1221 Elmer St - currently reviewing their plans;
- 10 Notre Dame Place - currently reviewing their plans;

Administration:

- Invited to and attended meeting at Belmont City Hall to discuss residential project on the 2900 block of San Juan with developer City staff;
- Talking with representatives from Verizon regarding interest in locating a new cell tower on District property;
- Spoke to SFPUC representatives regarding their tentative and revised plan to flush their system in November;
- Participated in a group discussion on water testing for lead at schools, which is being contemplated by the state; direction to water purveyors anticipated in November/December time frame;
- Participated in conference call with GM, staff and District Engineer regarding potential claim from Alameda de las Pulgas contractor;
- Reviewed and commented on City of Belmont's consultant findings following their pot-holing near District facilities that is part of City work related to sewer project;
- Inspected work being carried out by San Mateo County Public Works along Ralston near Christian Drive and had contractor clean out District blow-off vault they had filled with rubble/waste that had been missed by the County inspector (County inspector was very apologetic);
- Attended training session on subject of ergonomics provided by the ACWA JPIA; and
- Continued to actively manage power use during pumping with positive energy savings results and cost reduction, and no net effect on the operation of the water system.



TO: Board of Directors
FROM: Pakpour Consulting Group, Inc.
District Engineer
DATE: October 27, 2016

DISTRICT ENGINEER'S REPORT

There is no written report this month.

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

| DESCRIPTION | APPROVED FY 2016-2017 BUDGET \$ | ACTUAL 7/1/16 9/30/16 | REMAINING BALANCE/ (OVER BUDGET) | Target YTD % 25.2% |
|---|---------------------------------------|-----------------------------|--|-------------------------|
| | | | | Y-T-D % OF BUDGET |
| OPERATING REVENUE | | | | |
| WATER COMMODITY CHARGES | 8,100,000 | 2,673,283 | 5,426,717 | 33.0% |
| FIXED SYSTEM CHARGES | 2,663,720 | 657,178 | 2,006,542 | 24.7% |
| FIRE SERVICE CHARGES | 14,400 | 2,631 | 11,769 | 18.3% |
| SERVICE LINE & INSTALLATION CHARGES | 25,000 | - | 25,000 | NA |
| WATER SYSTEM CAPACITY CHARGES | 200,000 | - | 200,000 | NA |
| WATER DEMAND OFFSET CHARGES | 10,000 | - | 10,000 | NA |
| MISCELLANEOUS CHARGES | 10,000 | 2,933 | 7,067 | 29.3% |
| INTEREST REVENUE - LAIF | 10,000 | 6,693 | 3,307 | 66.9% |
| LEASE OF PHYSICAL PROPERTY | 200,000 | 42,102 | 157,898 | 21.1% |
| PROPERTY TAX REVENUE | 255,000 | 5,075 | 249,925 | 2.0% |
| TOTAL OPERATING REVENUE | 11,488,120 | 3,389,895 | 8,098,225 | 29.5% |
| OPERATING EXPENDITURES | | | | |
| SALARIES & WAGES | 1,668,500 | 379,068 | 1,289,432 | 22.7% |
| PAYROLL TAXES & BENEFITS | 1,163,800 | 271,840 | 891,960 | 23.4% |
| PURCHASED WATER | 4,976,000 | 1,622,317 | 3,353,683 | 32.6% |
| OUTREACH & EDUCATION | 133,900 | 14,795 | 119,105 | 11.0% |
| M&R - OPS SYSTEM | 398,250 | 74,240 | 324,010 | 18.6% |
| M&R - FACILITIES & EQUIPMENT | 162,000 | 34,712 | 127,288 | 21.4% |
| MAJOR MAINTENANCE | 12,000 | - | 12,000 | NA |
| OFFICE SUPPLIES & EQUIPMENT | 326,750 | 67,466 | 259,284 | 20.6% |
| MEMBERSHIP & GOV FEES | 217,500 | 39,678 | 177,822 | 18.2% |
| BAD DEBT & CLAIMS | 37,000 | 2,207 | 34,793 | 6.0% |
| UTILITIES | 288,300 | 54,899 | 233,401 | 19.0% |
| PROFESSIONAL SERVICES | 501,950 | 96,673 | 405,277 | 19.3% |
| TRAINING/TRAVEL & RECRUITMENT | 31,000 | 4,746 | 26,254 | 15.3% |
| RESTRICTED EARNINGS | (10,000) | (6,693) | (3,307) | 66.9% |
| RESERVES | - | - | - | NA |
| DEPRECIATION | 950,000 | 251,435 | 698,565 | 26.5% |
| TOTAL OPERATING EXPENDITURES | 10,856,950 | 2,907,382 | 7,949,568 | 26.8% |
| OPERATING REVENUE LESS EXPENDITURES | 631,170 | 482,513 | 148,657 | 76.4% |
| NET TRANSFERS TO CAPITAL | (631,170) | (482,513) | (148,657) | 76.4% |
| NET RESULTS OF OPERATIONS | - | - | - | |
| OPERATING EXPENDITURES LESS DEPRECIATION | 9,906,950 | 2,655,947 | 7,251,003 | 26.8% |

**JLA WATER DISTRICT
BUDGET FOR YEAR 2016-2017
DETAILED**

| |
|-----------------------|
| Target YTD % 25.2% |
|-----------------------|

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | APPROVED FY 2016-2017 BUDGET \$ | ACTUAL 7/1/2016 9/30/2016 | REMAINING BALANCE/ (OVER BUDGET) | Y-T-D % OF BUDGET |
|----------------|-------------------------------------|---------------------------------------|---------------------------------|--|-------------------------|
| 4010 | WATER COMMODITY CHARGES (A) | 8,100,000 | 2,673,283 | 5,426,717 | 33.0% |
| 4020 | FIXED SYSTEM CHARGES | 2,663,720 | 657,178 | 2,006,542 | 24.7% |
| 4030 | FIRE SERVICE CHARGES | 14,400 | 2,631 | 11,769 | 18.3% |
| 4050 | SERVICE LINE & INSTALLATION CHARGES | 25,000 | - | 25,000 | NA |
| 4060 | WATER SYSTEM CAPACITY CHARGES | 200,000 | - | 200,000 | NA |
| 4070 | WATER DEMAND OFFSET CHARGES | 10,000 | - | 10,000 | NA |
| 4090 | MISCELLANEOUS REVENUES | 10,000 | 2,933 | 7,067 | 29.3% |
| 4000 | TOTAL WATER AND FEE CHARGES | 11,023,120 | 3,336,026 | 7,687,094 | 30.3% |
| 4102 | Interest Revenue- LAIF | 10,000 | 6,693 | 3,307 | 66.9% |
| 4100 | INTEREST REVENUE | 10,000 | 6,693 | 3,307 | 66.9% |
| 4201 | Lease of Physical Property | 200,000 | 42,102 | 157,898 | 21.1% |
| 4202 | Property Tax Revenue (B) | 255,000 | 5,075 | 249,925 | 2.0% |
| 4200 | OTHER REVENUE | 455,000 | 47,176 | 407,824 | 10.4% |
| 4000 | TOTAL OPERATING REVENUE | 11,488,120 | 3,389,895 | 8,098,225 | 29.5% |
| 6011 | Salaries & Wages | 1,575,000 | 359,586 | 1,215,414 | 22.8% |
| 6012 | Director Compensation | 11,000 | 1,200 | 9,800 | 10.9% |
| 6017 | Capital Salaries & Wages | - | 48,903 | (48,903) | NA |
| 6010 | GROSS REGULAR WAGES | 1,586,000 | 409,689 | 1,176,311 | 25.8% |
| 6017 | CAPITAL SALARY & WAGES reversed | - | (48,903) | 48,903 | N/A |
| 6021 | Overtime Labor | 45,500 | 10,734 | 34,766 | 23.6% |
| 6022 | Standby Labor | 37,000 | 7,547 | 29,453 | 20.4% |
| 6020 | SUB-TOTAL SALARY & WAGES | 1,668,500 | 379,068 | 1,289,432 | 22.7% |
| 6031 | FICA/Medicare PR Tax | 131,500 | 24,698 | 106,802 | 18.8% |
| 6038 | ACWA Health Care | 320,000 | 71,775 | 248,225 | 22.4% |
| 6039 | ACWA Dental | 31,000 | 5,666 | 25,334 | 18.3% |
| 6040 | ACWA Vision | 4,350 | 996 | 3,354 | 22.9% |
| 6041 | ACWA Life/AD&D | 4,200 | 987 | 3,213 | 23.5% |
| 6042 | Standard LDL/SDL Disability | 12,400 | 2,816 | 9,584 | 22.7% |
| 6043 | Workers' Comp Insurance | 50,400 | 12,579 | 37,821 | 25.0% |
| 6044 | Unemployment | 1,000 | - | 1,000 | NA |
| 6045 | CALPERS Retirement - ER 2%@55 | 235,000 | 47,830 | 187,170 | 20.4% |
| 6054 | CAPITAL PAYROLL TAXES & BENEFITS | - | 25,182 | (25,182) | N/A |
| 6046 | Retirees' ACWA Health Care | 56,000 | 15,406 | 40,594 | 27.5% |

JLA WATER DISTRICT
BUDGET FOR YEAR 2016-2017
DETAILED

| |
|-----------------------|
| Target YTD % 25.2% |
|-----------------------|

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | APPROVED FY 2016-2017 BUDGET \$ | ACTUAL 7/1/2016 9/30/2016 | REMAINING BALANCE/ (OVER BUDGET) | Y-T-D % OF BUDGET |
|----------------|---|---------------------------------|---------------------------|----------------------------------|-------------------|
| 6047 | Directors' ACWA Health Care | 108,000 | 27,699 | 80,301 | 25.6% |
| 6049 | Medical Reimbursement | 1,000 | 182 | 818 | 18.2% |
| 6050 | Employee Service Recognition | 7,000 | 1,150 | 5,850 | 16.4% |
| 6051 | Safety Incentive Program | 7,200 | 1,800 | 5,400 | 25.0% |
| 6052 | Uniforms (C) | 24,750 | 9,545 | 15,205 | 38.6% |
| 6053 | PARS OPEB Expense | 170,000 | 48,712 | 121,288 | 28.7% |
| 6030 | SUB-TOTAL PAYROLL TAXES & BENEFITS | 1,163,800 | 297,022 | 866,778 | 25.5% |
| 6054 | CAPITAL PAYROLL TAXES & BENEFITS | - | (25,182) | 25,182 | N/A |
| 6000 | PERSONNEL COSTS | 2,832,300 | 650,908 | 2,181,392 | 23.0% |
| 6101 | SFPUC Treated Water (A) | 4,500,000 | 1,483,888 | 3,016,112 | 33.0% |
| 6102 | BAWSCA (Debt Service Surcharges) | 476,000 | 118,863 | 357,137 | 25.0% |
| 6103 | Rates Stabilization | - | - | - | NA |
| 6104 | SFPUC Water Service Charge | - | 19,566 | (19,566) | N/A |
| 6100 | PURCHASED WATER | 4,976,000 | 1,622,317 | 3,353,683 | 32.6% |
| 6301 | Water Conservation Program | 7,200 | - | 7,200 | NA |
| 6302 | School Conservation Program | 7,200 | (56) | 7,256 | -0.8% |
| 6303 | Public Outreach & Education | 25,750 | 887 | 24,863 | 3.4% |
| 6305 | HET Rebates | 24,750 | 1,823 | 22,927 | 7.4% |
| 6306 | Washing Machine Rebates | 25,750 | 29 | 25,721 | 0.1% |
| 6307 | Lawn-Be-Gone Rebates | 38,100 | 11,682 | 26,418 | 30.7% |
| 6308 | Rain Barrel Rebates | 5,150 | 429 | 4,721 | 8.3% |
| 6304 | TOTAL WATER CONSERVATION REBATES | 93,750 | 13,964 | 79,786 | 14.9% |
| 6300 | OUTREACH/EDUCATION | 133,900 | 14,795 | 119,105 | 11.0% |
| 6401 | Water Quality | 67,000 | 15,739 | 51,261 | 23.5% |
| 6402 | Pumping | 78,250 | 4,382 | 73,868 | 5.6% |
| 6403 | Storage Tanks | 15,000 | - | 15,000 | NA |
| 6404 | Mains/Distribution | 100,000 | 20,567 | 79,433 | 20.6% |
| 6405 | Meters & Service | 30,000 | 6,950 | 23,050 | 23.2% |
| 6406 | Fire Hydrants (D) | 31,000 | 23,995 | 7,005 | 77.4% |
| 6407 | Regulator Stations | 6,000 | 2 | 5,998 | 0.0% |
| 6408 | Safety | 32,000 | 983 | 31,017 | 3.1% |
| 6409 | SCADA Maintenance | 15,000 | 1,622 | 13,378 | NA |
| 6410 | Generator Maintenance | 24,000 | - | | |
| 6400 | M&R - OPS SYSTEMS | 398,250 | 74,240 | 324,010 | 18.6% |
| 6501 | M&R-Buildings&Grounds | 93,000 | 17,686 | 75,314 | 19.0% |
| 6502 | M&R- Equipment&Tools | 21,000 | 5,368 | 15,632 | 25.6% |
| 6503 | M&R- Vehicles & Large Equipment | 19,000 | 4,891 | 14,109 | 25.7% |
| 6504 | M&R - Fuel | 29,000 | 6,767 | 22,233 | 23.3% |
| 6500 | M&R - FACILITIES & EQUIPMENT | 162,000 | 34,712 | 127,288 | 21.4% |

JLA WATER DISTRICT
BUDGET FOR YEAR 2016-2017
DETAILED

| |
|-----------------------|
| Target YTD % 25.2% |
|-----------------------|

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | APPROVED FY 2016-2017 BUDGET \$ | ACTUAL 7/1/2016 9/30/2016 | REMAINING BALANCE/ (OVER BUDGET) | Y-T-D % OF BUDGET |
|----------------|--|---------------------------------------|---------------------------------|--|-------------------------|
| 6601 | Cathodic Protection Survey | 12,000 | - | 12,000 | NA |
| 6602 | Leak Detection Survey | - | - | - | NA |
| 6600 | MAJOR MAINTENANCE | 12,000 | - | 12,000 | NA |
| 6701 | Office Supplies | 18,000 | 2,643 | 15,357 | 14.7% |
| 6702 | Insurance- Liability/Vehicles | 87,750 | 13,699 | 74,051 | 15.6% |
| 6703 | Postage (E) | 3,250 | 1,250 | 2,000 | 38.5% |
| 6704 | Printing/Printing Supplies | 13,000 | 2,987 | 10,013 | 23.0% |
| 6705 | Equipment Services/Maintenance | 56,750 | 4,939 | 51,811 | 8.7% |
| 6706 | Computer Supplies & Upgrades (F) | 11,750 | 4,054 | 7,696 | 34.5% |
| 6707 | Security & Safety | 10,750 | 770 | 9,980 | 7.2% |
| 6708 | Other Fees | 500 | 16 | 484 | 3.3% |
| 6709 | Customer Credit Card Svs Fees | 125,000 | 37,108 | 87,892 | 29.7% |
| 6700 | OFFICE SUPPLIES & EQUIP | 326,750 | 67,466 | 259,284 | 20.6% |
| 6801 | Dues & Publications | 39,500 | 8,406 | 31,094 | 21.3% |
| 6802 | Gov't Fees & Licenses | 73,250 | 5,917 | 67,333 | 8.1% |
| 6803 | BAWSCA Membership Assessments | 68,750 | 17,855 | 50,895 | 26.0% |
| 6804 | Env Health - Cross Connection Inspection | 31,000 | 7,500 | 23,500 | 24.2% |
| 6805 | Software License | 5,000 | - | 5,000 | NA |
| 6800 | MEMBERSHIP & GOV FEES | 217,500 | 39,678 | 177,822 | 18.2% |
| 6901 | Bad Debt | 7,000 | 92 | 6,909 | 1.3% |
| 6902 | Claims | 30,000 | 2,115 | 27,885 | 7.1% |
| 6900 | BAD DEBT & CLAIMS | 37,000 | 2,207 | 34,793 | 6.0% |
| 7001 | Utilities-Internet/Cable (G) | 7,500 | 3,812 | 3,688 | 50.8% |
| 7002 | Utilities-Cellular Telephones | 11,850 | 3,417 | 8,433 | 28.8% |
| 7003 | Utilities-Electric-Pumping | 220,000 | 35,264 | 184,736 | 16.0% |
| 7004 | Utilities-Electric-Bldgs&Grounds | 24,000 | 6,870 | 17,130 | 28.6% |
| 7005 | Utilities-Telephones | 17,500 | 3,907 | 13,593 | 22.3% |
| 7006 | Utilities-Sewer - NPDES | 7,450 | 1,630 | 5,820 | 21.9% |
| 7000 | UTILITIES | 288,300 | 54,899 | 233,401 | 19.0% |
| 7101 | Prof Serv - District Counsel | 100,000 | 16,906 | 83,094 | 16.9% |
| 7102 | Prof Serv - District Engineer | 100,000 | 17,996 | 82,004 | 18.0% |
| 7103 | Prof Serv - IT | 19,750 | 5,120 | 14,630 | 25.9% |
| 7104 | Prof Serv- Annual Finance Audit (H) | 20,000 | 13,500 | 6,500 | 67.5% |
| 7105 | Prof Serv - Mngmt Consult | - | - | - | NA |
| 7106 | Prof Serv- Accounting & Payroll | 21,750 | 5,406 | 16,344 | 24.9% |
| 7107 | Prof Serv- Customer Billing | 72,250 | 14,108 | 58,142 | 19.5% |
| 7108 | Prof Serv - Answering Svs | 4,500 | 13 | 4,487 | 0.3% |
| 7110 | Prof Serv - Miscellaneous | 160,000 | 22,725 | 137,275 | 14.2% |
| 7111 | Prof Serv - District Treasurer | 3,700 | 900 | 2,800 | 24.3% |
| 7100 | PROFESSIONAL SERVICES | 501,950 | 96,673 | 405,277 | 19.3% |

JLA WATER DISTRICT
BUDGET FOR YEAR 2016-2017
DETAILED

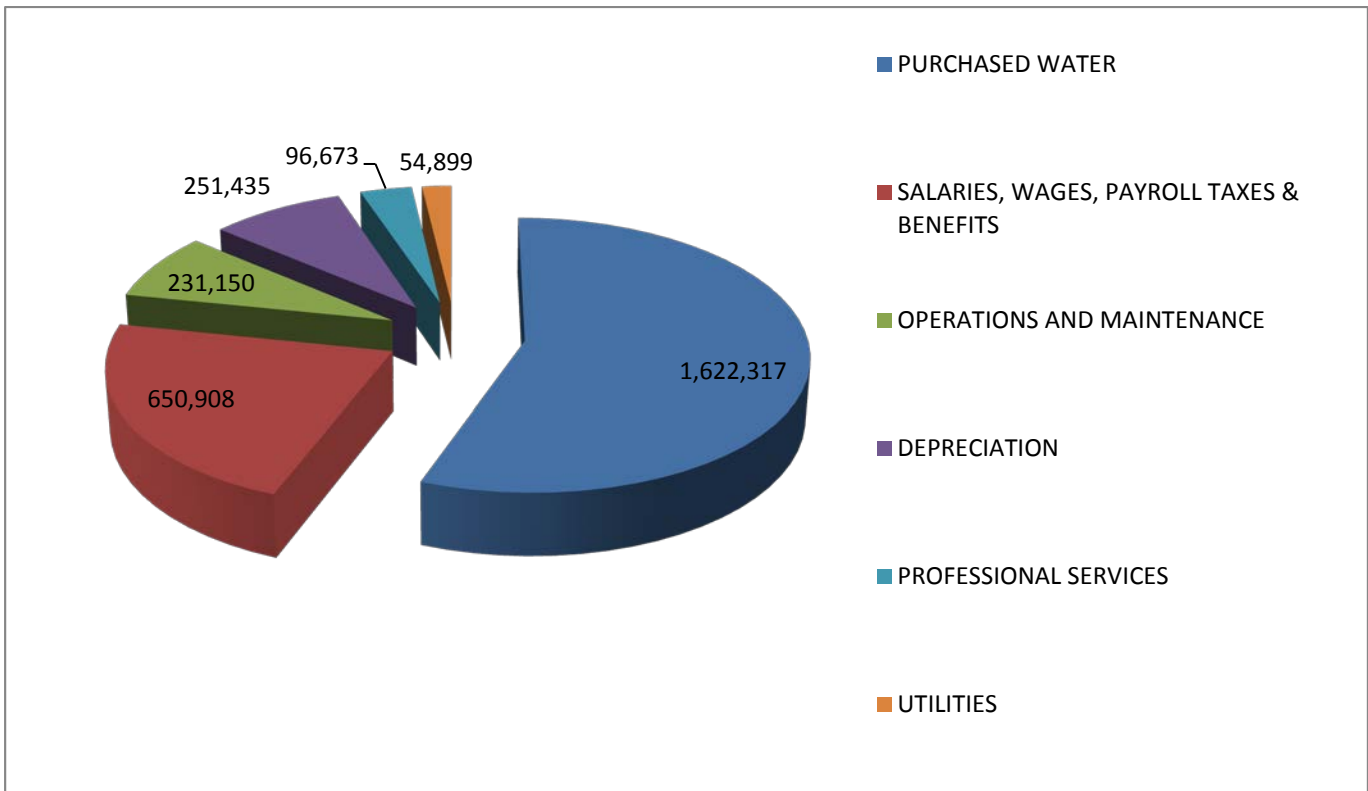
| |
|-----------------------|
| Target YTD % 25.2% |
|-----------------------|

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | APPROVED FY 2016-2017 BUDGET \$ | ACTUAL 7/1/2016 9/30/2016 | REMAINING BALANCE/ (OVER BUDGET) | Y-T-D % OF BUDGET |
|---------------------------------------|---|---------------------------------------|---------------------------------|--|-------------------------|
| 7201 | Director Travel | 5,000 | - | 5,000 | NA |
| 7202 | Director Expense | 1,000 | - | 1,000 | NA |
| 7203 | Elections | - | - | - | NA |
| 7204 | Employee Travel/Training | 20,000 | 3,615 | 16,385 | 18.1% |
| 7205 | Meetings Expense | 5,000 | 1,131 | 3,869 | 22.6% |
| 7200 | TRAINING & TRAVEL | 31,000 | 4,746 | 26,254 | 15.3% |
| 7302 | Restricted Earnings Expense - Interest LAIF | (10,000) | (6,693) | (3,307) | 66.9% |
| 7300 | RESTRICTED EARNINGS EXPENSE | (10,000) | (6,693) | (3,307) | 66.9% |
| 8001 | Working Reserves: Capital | - | - | - | NA |
| 8002 | Working Reserves: Operating | 61,123 | - | 61,123 | NA |
| 8000 | RESERVES | - | - | - | NA |
| 9010 | DEPRECIATION | 950,000 | 251,435 | 698,565 | 26.5% |
| SUB-TOTAL - OPERATING EXPENSES | | 8,024,650 | 2,256,475 | 5,768,175 | 28.1% |
| TOTAL OPERATING EXPENSES | | 10,856,950 | 2,907,382 | 7,949,568 | 26.8% |
| NET OPERATING SURPLUS/(LOSS) | | | | | |
| TRANSFER TO CAPITAL | | 631,170 | 482,513 | 148,657 | 76.4% |
| | | | 0 | | |

- (A) Water revenues and water purchases are both at 33%.
- (B) Property Taxes mostly paid in April and December.
- (C) Field Staff Workboots totaling \$3561.
- (D) 4 Fire hydrants purchased totaling \$8526.
- (E) Postage of \$1000 put in meter.
- (F) totaling \$1,500.
- (G) June 2016 bills included in this month.
- (H) Audit preliminary complete, audit committee review

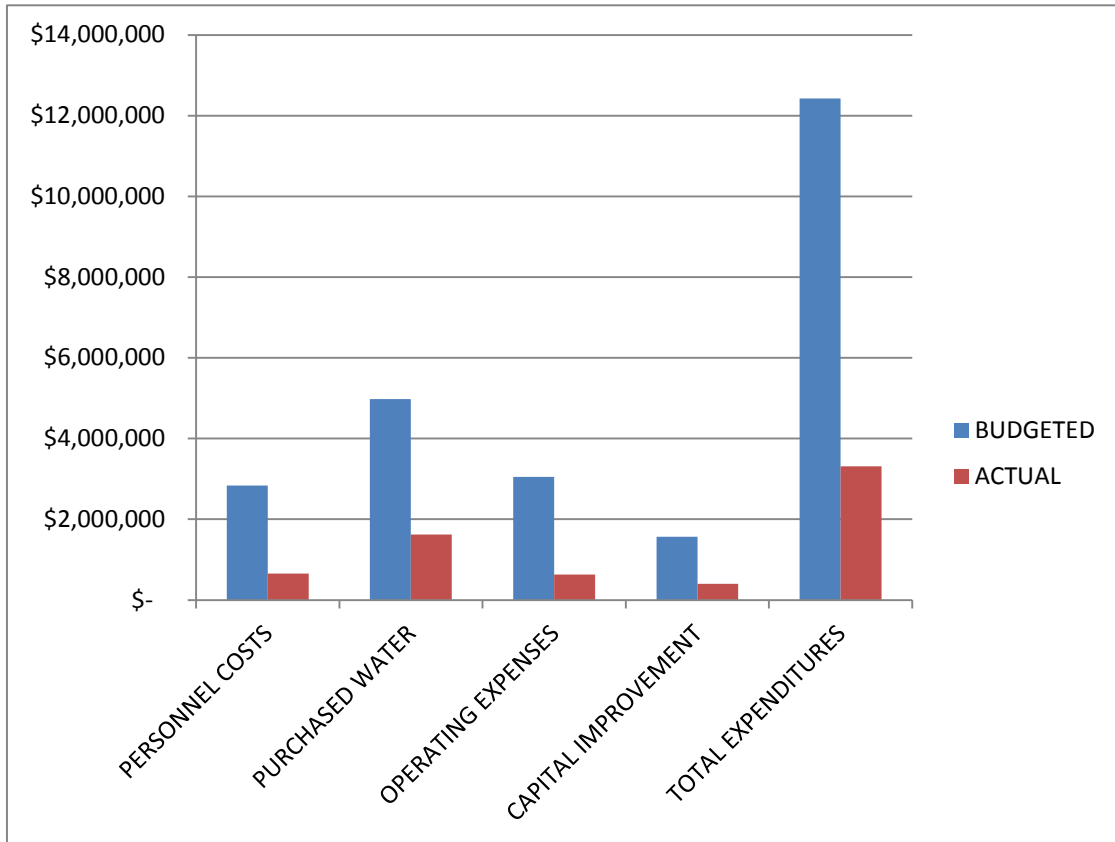
**MID-PENINSULA WATER DISTRICT
ACTUAL OPERATING EXPENDITURES SUMMARY
Sep-16**

| OPERATING EXPENDITURES | ACTUAL \$ | % OF TOTAL |
|---|------------------|-------------------|
| PURCHASED WATER | 1,622,317 | 55.8% |
| SALARIES, WAGES, PAYROLL TAXES & BENEFITS | 650,908 | 22.4% |
| OPERATIONS AND MAINTENANCE | 231,150 | 8.0% |
| DEPRECIATION | 251,435 | 8.6% |
| PROFESSIONAL SERVICES | 96,673 | 3.3% |
| UTILITIES | 54,899 | 1.9% |
| TOTAL OPERATING EXPENDITURES | 2,907,382 | 100% |



BUDGET vs ACTUAL TOTAL EXPENDITURES

Sep-16



| | BUDGETED | ACTUAL | BUDGETED % OF TOTAL | ACTUAL % OF TOTAL |
|---------------------------|----------------------|---------------------|---------------------------|-------------------------|
| TOTAL EXPENDITURES | | | | |
| PERSONNEL COSTS | \$ 2,832,300 | \$ 650,908 | 23% | 20% |
| PURCHASED WATER | \$ 4,976,000 | \$ 1,622,317 | 40% | 49% |
| OPERATING EXPENSES | \$ 3,048,650 | \$ 634,158 | 25% | 19% |
| CAPITAL IMPROVEMENT | \$ 1,565,000 | \$ 401,027 | 13% | 12% |
| TOTAL EXPENDITURES | \$ 12,421,950 | \$ 3,308,409 | 100% | 100% |

**MID-PENINSULA WATER DISTRICT
BUDGET FOR FY 2016-2017
CAPITAL OUTLAY/CAPITAL PROJECTS**

| DESCRIPTION | APPROVED AMENDED FY 2016-2017 BUDGET \$ | ACTUAL 7/1/2016 9/30/2016 | REMAINING BALANCE/ (OVER BUDGET) | Target YTD % 25.2% |
|--|--|---------------------------------|--|----------------------------------|
| | | | | Y-T-D % OF BUDGET |
| CAPITAL IMPROVEMENTS - WORK IN PROCESS (WIP) | | | | |
| AMI Meter Change Out Program | 500,000 | 108 | 499,892 | 0.0% |
| Karen Road Water Main Replacement - CIP | 100,000 | 12,822 | 87,178 | 12.8% |
| Folger Pump Station Demolition - CIP | 50,000 | 1,160 | 48,840 | 2.3% |
| Alameda de las Pulgas Water Main Replacement Project - CIP (A) | 700,000 | 383,539 | 316,461 | 54.8% |
| CAPITAL IMPROVEMENTS - WIP TOTAL | 1,350,000 | 397,629 | 952,371 | 29.5% |
| CAPITAL OUTLAY | | | | |
| Financial Management System (FMS) - Comprehensive Replacement | 95,000 | - | 95,000 | 0.0% |
| Implementation of Sensus Consumer Portal | 70,000 | 3,398 | 66,602 | 4.9% |
| Miscellaneous Capital Outlay/Projects | 50,000 | - | 50,000 | 0.0% |
| CAPITAL OUTLAY TOTAL | 215,000 | 3,398 | 211,602 | 1.6% |
| CAPITAL IMPROVEMENTS & CAPITAL OUTLAY TOTAL | 1,565,000 | 401,027 | 1,163,973 | 25.6% |
| DEPRECIATION | 950,000 | 251,435 | 698,565 | 26.5% |
| TRANSFER FROM OPS | 631,170 | 482,513 | 148,657 | 76.4% |
| TRANSFER (TO)/FROM CAPITAL RESERVES | (16,170) | (332,921) | 316,751 | 2058.9% |
| CAPITAL OUTLAY/CAPITAL PROJECTS | (1,565,000) | (401,027) | (1,163,973) | 25.6% |
| NET RESULTS OF CAPITAL | - | (0) | 0 | N/A |

(A) Last month's reporting of

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

| | Jul - Sep 16 | Jul - Sep 15 | \$ Change | % Change |
|--|--------------------------|--------------------------|------------|----------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 4000 · OPERATING REVENUE | 3,336,025.57 | 2,830,521.72 | 505,503.85 | 17.86% |
| 4100 · INTEREST INCOME | 6,693.19 | 2,753.71 | 3,939.48 | 143.06% |
| 4200 · OTHER INCOME | 47,176.35 | 58,588.02 | -11,411.67 | -19.48% |
| Total Income | <u>3,389,895.11</u> | <u>2,891,863.45</u> | 498,031.66 | 17.22% |
| Expense | | | | |
| 6000 · PERSONNEL COSTS | 650,907.69 | 633,307.60 | 17,600.09 | 2.78% |
| 6100 · PURCHASED WATER | 1,622,316.73 | 1,312,986.77 | 309,329.96 | 23.56% |
| 6300 · OUTREACH/EDUCATION | 14,794.61 | 43,449.69 | -28,655.08 | -65.95% |
| 6400 · M&R - OPS SYSTEMS | 74,240.40 | 92,723.16 | -18,482.76 | -19.93% |
| 6500 · M&R - FACILITIES & EQUIPMENT | 34,711.74 | 21,892.61 | 12,819.13 | 58.56% |
| 6600 · MAJOR MAINTENANCE | 0.00 | 700.00 | -700.00 | -100.0% |
| 6700 · OFFICE SUPPLIES & EQUIPMENT | 67,465.65 | 68,630.54 | -1,164.89 | -1.7% |
| 6800 · MEMBERSHIP & GOV FEES | 39,678.42 | 33,126.63 | 6,551.79 | 19.78% |
| 6900 · BAD DEBT & CLAIMS | 2,206.70 | 6,582.33 | -4,375.63 | -66.48% |
| 7000 · UTILITIES | 54,899.38 | 83,942.77 | -29,043.39 | -34.6% |
| 7100 · PROFESSIONAL SERVICES | 96,673.27 | 147,306.26 | -50,632.99 | -34.37% |
| 7200 · TRAINING & TRAVEL | 4,745.72 | 4,952.74 | -207.02 | -4.18% |
| Total Expense | <u>2,662,640.31</u> | <u>2,449,601.10</u> | 213,039.21 | 8.7% |
| Net Ordinary Income | <u>727,254.80</u> | <u>442,262.35</u> | 284,992.45 | 64.44% |
| Other Income/Expense | | | | |
| Other Expense | | | | |
| 9000 · DEPRECIATION | 251,435.18 | 237,010.41 | 14,424.77 | 6.09% |
| Total Other Expense | <u>251,435.18</u> | <u>237,010.41</u> | 14,424.77 | 6.1% |
| 7302 - RESTRICTED EARNINGS EXPENSE - INTEREST LAIF | -6,693.19 | -2,753.71 | -3,939.48 | -143.1% |
| Total Restricted Earnings Expense | <u>-6,693.19</u> | <u>-2,753.71</u> | -3,939.48 | -143.1% |
| Net Operating Surplus/(Loss) | <u><u>482,512.81</u></u> | <u><u>208,005.65</u></u> | 274,507.16 | 132.0% |

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

| | 30-Sep-16 | 30-Sep-15 | \$ Change | % Change |
|--|----------------------|----------------------|---------------------|-------------------|
| ASSETS | | | | |
| CURRENT ASSETS | | | | |
| Total Checking/Savings | 4,322,865.24 | 3,429,506.71 | 893,358.53 | 26.05% |
| Total Accounts Receivable | 1,069,196.94 | 921,206.76 | 147,990.18 | 16.07% |
| Other Current Assets | | | | |
| Inventory (A) | 0.00 | 158,736.70 | -158,736.70 | -100.0% |
| Other Current Assets | 239,156.75 | 211,888.75 | 27,268.00 | 12.87% |
| Total Other Current Assets | 239,156.75 | 370,625.45 | -131,468.70 | -35.47% |
| TOTAL CURRENT ASSETS | 5,631,218.93 | 4,721,338.92 | 909,880.01 | 19.27% |
| FIXED ASSETS | | | | |
| Fixed Assets | 42,013,899.48 | 41,230,383.68 | 783,515.80 | 1.9% |
| Accumulated Depreciation | -26,015,527.15 | -25,090,740.21 | -924,786.94 | -3.69% |
| Construction in Progress | 1,030,484.98 | 411,389.13 | 619,095.85 | 150.49% |
| TOTAL FIXED ASSETS | 17,028,857.31 | 16,551,032.60 | 477,824.71 | 2.89% |
| TOTAL OTHER ASSETS | 219,777.55 | 203,461.00 | 16,316.55 | 8.02% |
| TOTAL ASSETS | 22,879,853.79 | 21,475,832.52 | 1,404,021.27 | 6.54% |
| LIABILITIES & EQUITY | | | | |
| LIABILITIES | | | | |
| CURRENT LIABILITIES | | | | |
| Total Accounts Payable | 162,246.37 | 299,835.89 | -137,589.52 | -45.89% |
| Total Other Current Liabilities (B) | 962,398.55 | 603,649.56 | 358,748.99 | 59.43% |
| TOTAL CURRENT LIABILITIES | 1,124,644.92 | 903,485.45 | 221,159.47 | 24.48% |
| TOTAL LONG TERM LIABILITIES (B) | 1,346,892.00 | 1,122,799.45 | 224,092.55 | 19.96% |
| TOTAL LIABILITIES | 2,471,536.92 | 2,026,284.90 | 445,252.02 | 21.97% |
| EQUITY | | | | |
| 3000 - Opening Bal Equity | 0.00 | 144.00 | -144.00 | -100.0% |
| 3800 - RESERVES * | 4,055,161.46 | 3,389,457.38 | 665,704.08 | 19.64% |
| 3940 - Fund Balance Invest in Ut Plant | 16,823,236.31 | 16,552,220.10 | 271,016.21 | 1.64% |
| Net Assets (B) | -470,080.90 | -492,273.86 | 22,192.96 | 4.51% |
| TOTAL EQUITY | 20,408,316.87 | 19,449,547.62 | 958,769.25 | 4.93% |
| TOTAL LIABILITIES & EQUITY | 22,879,853.79 | 21,475,832.52 | 1,404,021.27 | 6.54% |
| | Balance @ | Balance @ | Balance @ | Budget for |
| | Sep 2014 | Sep 2015 | Sep 2016 | Reserve |
| * RESERVES | | | | Policy |
| Capital Reserves | 1,879,466 | 889,457 | 1,555,161 | 2,500,000 |
| Emergency Reserves | 2,000,000 | 2,000,000 | 2,000,000 | 2,000,000 |
| Working Capital Reserves | 500,000 | 500,000 | 500,000 | 500,000 |
| TOTAL RESERVE FUNDS | 4,379,466 | 3,389,457 | 4,055,161 | 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.