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BOARD OF DIRECTORS  
**THURSDAY, MARCH 26, 2026 - 6:30 PM**

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## **AGENDA**

Public comments may be submitted via email to Administrative Services Manager, Alison Bell, at [abell@midpeninsulawater.org](mailto:abell@midpeninsulawater.org). Please indicate in your email the agenda item to which your comment applies. Comments submitted before the meeting will be provided to the Board before or during the meeting. Comments submitted after the meeting is called to order will be included in correspondence that will be provided to the full Board.

This meeting will be conducted in-person, at the District's 1075 Old County Road, Suite A offices. The public may participate in-person or remotely via Zoom.

The zoom meeting link is available here: <https://www.midpeninsulawater.org/zoom>

Should Zoom not be operational, please check online at: [www.midpeninsulawater.org](http://www.midpeninsulawater.org) for any updates or further instruction.

### **1. OPENING**

- A. Call to Order
- B. Establishment of Quorum
- C. Pledge of Allegiance
- D. Board Member Oath of Office

Division 3 – Neela Patel

### **2. PUBLIC COMMENT**

*Members of the public are invited to participate and 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, or submit comments by email per the instructions above. Each speaker is limited to three (3) minutes.*

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

### **4. ACKNOWLEDGEMENTS/PRESENTATIONS - None**

## **5. CONSENT AGENDA**

*All matters on the Consent Agenda are considered routine by the Board of Directors, or included in the approved fiscal year Operating or Capital Budget, and will be acted upon by a single vote by the Board. 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 is acted upon.*

- A. Approve Minutes for the Regular Board Meeting on January 22, 2026
- B. Approve Expenditures from February 1, 2026 through February 28, 2026
- C. Consider Resolution No. 2026-08 authorizing the General Manager to execute Task Order - Amendment No. 8 to Professional Services Agreement with West Yost Associates, in the amount of \$132,007, for completion of engineering design services in conjunction with the State Route 101 Crossing at the Palo Alto Medical Facility Phase 2 Project (CIP 04-1621 / 15-72), for a total contract value of \$536,349
- D. Consider Resolution 2026-09 Adopting the Revised Conflict of Interest Code

## **6. HEARING AND APPEALS – None**

## **7. CAPITAL IMPROVEMENT PROGRAM**

- A. Receive Update on the Folger Drive Emergency Operations Center Project (CIP 24-07) and Defer of Award of the Construction Contract Pending Additional Discussion at a Special Meeting

## **8. REGULAR BUSINESS AGENDA**

- A. Receive Report on Water Capacity Charge Study by RDN, Inc.
- B. Receive and Accept the Financial Audit Report for Fiscal Year Ended June 30, 2025, presented by District Auditor, C.J. Brown & Company CPAs
- C. Receive Report and Recommendation on Updates to the Rules of the Board of Directors – Introduction and Sections 1 through 5
- D. Receive Update on Local Hazard Mitigation Plan Process and Solicit Public Feedback
- E. Receive BAWSCA Report

## **9. MANAGEMENT AND BOARD REPORTS**

- A. Management Reports
  - 1. Financial Report for the Month Ending February 28, 2026
  - 2. District Engineer
  - 3. Administrative Services Manager
  - 4. Operations Manager

5. General Manager

B. Director Reports

**10. COMMUNICATIONS**

**11. CLOSED SESSION**

A. Conference with legal counsel - initiate litigation - one case. (Government Code section 54956.9 (d)(4))

**12. RECONVENE TO OPEN SESSION**

**13. ADJOURNMENT**

This agenda was posted at the Mid-Peninsula Water District's offices at 1075 Old County Road, Suite A, in Belmont, California, and on its website at [www.midpeninsulawater.org](http://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 and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested. Requests should be sent to the Administrative Services Manager at (650) 591-8941 or [abell@midpeninsulawater.org](mailto:abell@midpeninsulawater.org). Requests should be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.*

**NEXT REGULAR BOARD MEETING:  
THURSDAY, APRIL 22, 2026 AT 6:30PM**

**OATH OF OFFICE**  
**FOR**  
**MEMBER OF BOARD OF DIRECTORS**  
**MID-PENINSULA WATER DISTRICT**

I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

\_\_\_\_\_  
Signature

\* \* \* \* \*

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature

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Title: \_\_\_\_\_

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# MEETING MINUTES

## BOARD OF DIRECTORS OF THE MID-PENINSULA WATER DISTRICT

Thursday, February 26, 2026  
Belmont, California

### 1. OPENING

#### A. **Call to Order**

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

#### B. **Establishment of Quorum**

Present: President Vella, Vice President Zucca, Director Wheeler, Director Cotten, Director Covington.

Also Present: General Manager (GM) Kat Wuelfing, Administrative Services Manager (ASM) Alison Bell, Operations Manager (OM) Sarah Scheidt, District Treasurer James Ramsey, District Engineer Joubin Pakpour, District Counsel Catherine Groves, Superintendent Michael Anderson, Water Resources Coordinator Drew Bost.

President Vella and Director Wheeler were in attendance on Zoom.

#### C. **Pledge of Allegiance**

Vice President Zucca asked poster winner, Harrison J., to lead the pledge of allegiance.

### 2. PUBLIC COMMENT

Vice President Zucca asked for public comments.

A representative from the Carpenter's Union 217 gave a statement to the Board about the importance of including fair market wages and related requirements when putting projects out for public bid. He also encouraged the District to engage with the union when preparing the process to solicit future bids.

Eleanor Ram spoke next. She stated that she is a neighbor near the Exbourne tank site, and expressed concerns with the fact that trees had been removed from the site and had not been replaced in the same location to screen the tanks from view. She expressed concerns that staff initially indicated that trees would be placed in the preferred location, but that they later communicated that trees could not be placed in the same locations, and that that decision has an impact on home values.

47 Vice President Zucca thanked all speakers and reminded all attendees that comments on  
48 non-agenda items cannot be discussed during the meeting and that the Board is only  
49 allowed to receive their comments, and may not engage in a dialog on items that are not on  
50 the agenda.

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

53 Vice President Zucca asked if there were any additions, deletions, or items to be pulled from  
54 consent.

55 There were none.  
56

57 **4. ACKNOWLEDGEMENTS/PRESENTATIONS**

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59 **A. Overview of 2025 MPWD Water Awareness Poster Contest Program**

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61 Water Resources Coordinator Drew Bost introduced the Water Awareness Poster Contest  
62 attendees and provided a background on the origin of the contest and how it evolved from  
63 a calendar contest.  
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65 **B. Present 2025 MPWD Water Awareness Poster Contest Awards**

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67 Drew Bost introduced each student and presented them with a poster of their winning  
68 drawing. Each student was recognized by the Board. During the break, students were able  
69 to have their picture taken with their families and school administrators that were in  
70 attendance. The Board and students were then able to go outside to see the winning  
71 poster that was displayed as a decal on an MPWD service truck.  
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73 **15 – Minute Refreshment Break**

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76 **C. Recognize Team Members for their support on the Dekoven, Lincoln, Newlands,  
77 and Oak Knoll Capital Improvement Project**

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79 District Engineer Joubin Pakpour provided a short background on the project, which is also  
80 referred to as “DLNO.” Attending on Zoom was Maitri Desai and Feraydoon Jahanian from  
81 Pakpour Consulting Group. District Engineer Pakpour thanked Maitri, Feraydoon and  
82 Michael Anderson on their work with the DLNO project and expressed what a challenging  
83 project this was. Each Board member took a few moments to thank the team. General  
84 Manager Wuelfing also thanked the team and commented on the project and the  
85 outstanding team that supported it.  
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**5. CONSENT AGENDA**

- A. Approve Minutes for the Regular Board Meeting on January 22, 2026**
- B. Approve Expenditures from January 1, 2026 through January 31, 2026**
- C. Consider Authorizing the General Manager to Execute Task Order 26-12 with District Engineer, Pakpour Consulting Group, Inc., for Construction Management and Inspection Services for the West Belmont (N) and Exbourne (W) Water Tank Improvements Project (CIP #24-08 & 24-10) in the amount of \$204,000**

Director Cotten motioned to approve the Consent Agenda.

Director Covington seconded the motion.

Roll call vote: 5-0-0  
Director Cotten – Aye  
Director Covington – Aye  
Director Wheeler – Aye  
President Vella – Aye  
Vice President Zucca – Aye

**6. HEARING AND APPEALS - None**

**7. CAPITAL IMPROVEMENT PROGRAM**

- A. Receive Report on West Belmont (N), Exbourne (W) Water Tank Improvements Project (CIP #24-08 & 21-10) Neighborhood Outreach**

Operations Manager Sarah Scheidt presented to the Board a detailed update of the outreach process for the tank recoating project. The results of the survey determined that sage green is the preferred color of the neighbors that will see the Exbourne tank the most.

**8. REGULAR BUSINESS AGENDA**

- A. Consider Resolution 2026-04 Appointing Neela Patel to the Board of Directors to Fill the Term of the vacant Division 3 Position through November 3, 2026**

General Manager Wuelfing presented to the Board Resolution 2026-04 appointing Neela Patel to the vacant division 3 position. President Vella and Director Cotten commented on the interview process and thanked everyone who applied for the position.

Director Wheeler recused himself from the conversation and voting, including turning his camera off for the duration of the item.

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Director Covington motioned to approve the Resolution 2026-04.

Vice President Zucca seconded the motion.

Roll call vote: 4-0-1

Director Covington – Aye

Vice President Zucca – Aye

Director Cotten – Aye

President Vella – Aye

Director Wheeler – Abstain

**B. Consider Resolution 2026-05 Authorizing the General Manager to Execute an Agreement with Infinity Technologies of Roseville, CA to Provide Information Technology Services as a Managed Services Provider for \$68,724 per Year for a Three-Year Period**

Operations Manager Scheidt presented to the Board Resolution 2026-05, which will allow GM Wuelfing to authorize the contract with Infinity Technologies as the District's new IT managed services provider.

Director Covington motioned to approve Resolution 2026-05.

Director Cotten seconded the motion.

Roll call vote: 5-0-0

Director Covington – Aye

Director Cotten – Aye

Director Wheeler – Aye

President Vella – Aye

Vice President Zucca – Aye

**C. Receive Mid-Year Review of FY 2025/2026 Operating and Capital Budgets and Consider Resolution 2026-06 Approving the Amended Budgets**

District Treasurer Ramsey presented to the Board an overview of the Mid-Year Budget.

Director Cotten motioned to approve Resolution 2026-06.

Director Vella seconded the motion.

Roll call vote: 5-0-0

Director Cotten – Aye

President Vella – Aye

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Director Covington – Aye  
Director Wheeler – Aye  
Vice President Zucca – Aye

**D. Receive Quarterly Water Conservation Activities and Programs Report**

Water Resources Coordinator Drew Bost provided the Board with a detailed overview of the Quarterly Water Conservation Activities and Program Report.

**E. Consider Resolution 2026-07 Approving a Memorandum of Understanding Between the City of Belmont and the Mid-Peninsula Water District Regarding Application of Trench and Paving Standards**

General Manager Wuelfing presented to the Board the draft Trench and Paving Standards MOU that has been a point of discussion with the City of Belmont since 2019.

Director Wheeler motioned to approve Resolution 2026-07.

President Vella seconded the motion.

Roll call vote: 5-0-0  
Director Wheeler – Aye  
President Vella – Aye  
Director Cotten – Aye  
Director Covington – Aye  
Vice President Zucca – Aye

**9. MANAGEMENT AND BOARD REPORTS**

**A. Management Reports**

**1. Financial Reports for the Month Ending November 30, 2025**

District Treasurer James Ramsey gave a financial update report.

**2. District Engineer**

District Engineer Joubin Pakpour gave an update regarding capital projects.

**3. Administrative Services Manager**

ASM Bell gave an overview of her report.

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**4. Operations Manager**

OM Scheidt gave an overview of her report.

**5. General Manager**

GM Wuelfing gave an overview of her report.

**B. Director Reports**

The Directors gave brief reports of their District-related activities.

**10. COMMUNICATIONS**

There were none.

**11. CLOSED SESSION**

Staff advised that there was no need to discuss the closed session item at this time, so closed session was canceled.

**A. Conference with Legal Counsel – initiate litigation – one case (Government Code §54956.9 Subdivision (d)(4))**

**12. RECONVENE TO OPEN SESSION**

The Board remained in Open Session.

**13. ADJOURNMENT**

The regular board meeting of the Mid-Peninsula Water District adjourned at 9:24 PM.

\_\_\_\_\_  
DISTRICT SECRETARY

APPROVED:

\_\_\_\_\_  
BOARD PRESIDENT

NEXT REGULAR BOARD MEETING: THURSDAY, March 26, 2026 AT 6:30PM

Disbursements Ledger  
 Month of: FEBRUARY



Account Name	Vendor Name	Description	Check Date	Check	
				Number	Amount
Payroll Clearing A/C	adp	CASH TAXES	02/06/2026	104807	40,501.04
Payroll Clearing A/C	adp	CASH DD	02/06/2026	104807	81,626.24
Payroll Clearing A/C	adp	CASH TAXES	02/18/2026	104820	32,471.31
Payroll Clearing A/C	adp	CASH DD	02/18/2026	104820	67,621.67
Payroll Clearing A/C	Health Equity	HSA	02/06/2026	104806	1,079.00
Payroll Clearing A/C	Health Equity	HSA MONTHLY FEES	02/18/2026	104818	85.55
Payroll Clearing A/C	Health Equity	HSA	02/18/2026	104818	1,105.08
Payroll Clearing A/C	Health Equity	ER CONTRIBUTION - VILLANUEVA	02/18/2026	104818	2,400.00
Payroll Clearing A/C	ICMA contributions	457B	02/06/2026	104805	4,655.95
Payroll Clearing A/C	ICMA contributions	457B	02/18/2026	104817	4,714.19
Calpers Retirement - Er 2%@55	CALPERS	CALPERS ER T1	02/06/2026	104808	3,545.48
Calpers Retirement - Er 2%@55	CALPERS	CALPERS EE T1	02/06/2026	104808	2,384.74
Calpers Retirement - Er 2%@55	CALPERS	CALPERS EE T2	02/06/2026	104808	5,614.69
Calpers Retirement - Er 2%@55	CALPERS	CALPERS ER T2	02/06/2026	104808	5,766.83
Calpers Retirement - Er 2%@55	CALPERS	CALPERS EE T1	02/18/2026	104819	2,395.05
Calpers Retirement - Er 2%@55	CALPERS	CALPERS ER T2	02/18/2026	104819	5,794.68
Calpers Retirement - Er 2%@55	CALPERS	CALPERS EE T2	02/18/2026	104819	5,641.80
Calpers Retirement - Er 2%@55	CALPERS	CALPERS ER T1	02/18/2026	104819	3,563.07
Prof Serv - Accting & Payroll	ADP Payroll Fees	ADP COMPREHENSIVE SVCS	02/18/2026	104821	2,007.45
Prof Serv - Accting & Payroll	ADP Payroll Fees	ADP TIME & ATTENDANCE	02/18/2026	104821	172.50
Prof Serv - Accting & Payroll	ADP Payroll Fees	ADP 2025 Q4 TAX REPORTING & W2S	02/18/2026	104821	208.50
Construction in Progress	PAKPOUR CONSULTING GROUP, INC	JAN 2026 - 24-08/24-10 W. BELMONT TANK COAT	02/20/2026	104828	8,366.56
Construction in Progress	PAKPOUR CONSULTING GROUP, INC	JAN 2026 - 21-01 DEKOVEN, LINCOLN, NEWLANDS...	02/20/2026	104828	32,451.81
Construction in Progress	PAKPOUR CONSULTING GROUP, INC	JAN 2026 - 15-63, 15-48 LOWER NOTRE DAME, WILLOW	02/20/2026	104828	46,024.69
Construction in Progress	ROMIG ENGINEERS	24-07 FOLGER PROPERTY EOC - AUG 2025	02/12/2026	104816	467.50
Accounts Payable	MICHAEL CAJAL-WILLIS	Refund Check 010642-000, 1015 MUIR WAY	02/24/2026	39768	929.19
Acwa Health Care	ACWA JPIA	MARCH 2026 - MEDICAL	02/20/2026	104822	30,151.62
Acwa Health Care	ACWA JPIA	MARCH 2026 - EAP	02/20/2026	104822	54.56
Awca Dental	ACWA JPIA	MARCH 2026 - DENTAL	02/20/2026	104822	2,837.99
Acwa Vision	ACWA JPIA	MARCH 2026 - VISION	02/20/2026	104822	490.36
Acwa Life/Ad&D	ACWA JPIA	MARCH 2026 - LIFE	02/20/2026	104822	749.34
Standard Ldl/Sdl Disability	STANDARD INSURANCE COMPANY	MARCH 2026 PREMIUM	02/26/2026	104848	1,565.35
Retirees' Acwa Health Care	ACWA JPIA	MARCH 2026 - RETIREES	02/20/2026	104822	10,604.98
Directors' Acwa Health Care	ACWA JPIA	MARCH 2026 - DIRECTORS	02/20/2026	104822	6,843.05
Employee Service Recognition	UMPQUA BANK	STAFF SHIRTS	02/20/2026	104833	3,680.00
Employee Service Recognition	UMPQUA BANK	STAFF SHIRTS	02/20/2026	104833	2,562.00

Disbursements Ledger  
 Month of: FEBRUARY



Account Name	Vendor Name	Description	Check Date	Check	
				Number	Amount
Uniforms	UNIFIRST	STAFF UNIFORMS WK ENDING 1-26-2026	02/05/2026	104801	243.63
Uniforms	UNIFIRST	STAFF UNIFORMS WEEK ENDING 02-10-2026	02/20/2026	104834	244.31
Uniforms	UNIFIRST	STAFF UNIFORMS WEEK ENDING 02-03-2026	02/20/2026	104834	248.58
Uniforms	UNIFIRST	STAFF UNIFORMS WEEK ENDING 2-17-2026	02/26/2026	104850	244.31
EE Wellness Program	UMPQUA BANK	WELLNESS PROGRAM RAFFLE PRIZES	02/20/2026	104833	1,000.00
Sfpuc Treated Water	SAN FRANCISCO WATER DEPT	WATER CONSUMPTION 1-17 THRU 2-13-2026	02/26/2026	104846	406,457.91
Bawasca (Debt Service Surcharge)	SAN FRANCISCO WATER DEPT	BAWSCA BOND SRCHG 1-17 THRU 2-13-2026	02/26/2026	104846	33,212.00
Sfpuc Water Service Charge	SAN FRANCISCO WATER DEPT	WATER SVC CHG 1-17 THRU 2-13-2026	02/26/2026	104846	7,908.00
Water Conservation Program	BAY AREA WATER SUPPLY &	LRG LANDSCAPE AUDIT PRGRM - OCT - DEC 2025	02/20/2026	39762	638.00
Water Conservation Program	BAY AREA WATER SUPPLY &	E-SOURCE WATER LOSS CONTROL PRGRM - 12 2025	02/20/2026	39762	1,530.00
Public Outreach & Education	UMPQUA BANK	INFLATABLE SUIT - MPWD MASCOT	02/20/2026	104833	437.75
Irrigation Hardware Rebate	YOUNG KIM	IRRIGATION HARDWARE REBATE - 2820 ST JAMES RD	02/20/2026	39764	80.00
Lawn-Be-Gone Rebates	PHYLLIS ANDERSON	LAWN BE GONE REBATE 586 MIDDLE RD - 006964-000	02/20/2026	39760	2,024.00
Pumping	UMPQUA BANK	DRAIN COVERS	02/20/2026	104833	575.70
Mains/Distribution	GRANITE ROCK COMPANY	COLD MIX	02/12/2026	104812	710.07
Mains/Distribution	UMPQUA BANK	DUMP FEES	02/20/2026	104833	6,543.31
Mains/Distribution	UNDERGROUND REPUBLIC WATER	CLAMPS	02/05/2026	104800	844.62
Mains/Distribution	UNDERGROUND REPUBLIC WATER	LIDS	02/26/2026	104849	749.31
Mains/Distribution	UNDERGROUND REPUBLIC WATER	MAKE REPAIR ON ALDEN	02/26/2026	104849	1,384.52
Mains/Distribution	UNDERGROUND REPUBLIC WATER	HYDRANT AT ALDEN	02/26/2026	104849	6,818.95
Mains/Distribution	UNDERGROUND REPUBLIC WATER	REPAIR ON ALDEN	02/26/2026	104849	80.08
Meters & Service	AQUA-METRIC SALES CO.	REGISTERS FOR SENSUS OMNI METERS	02/12/2026	104810	10,945.51
Fire Hydrants	HASSETT HARDWARE	FOOD GRADE SILICONE - HYDRANTS	02/26/2026	104841	35.47
Employee Safety	NORTHERN SAFETY CO. INC.	STEEL TOE HIP WADERS	02/12/2026	104813	286.42
Employee Safety	NORTHERN SAFETY CO. INC.	HEAD GEAR WITH SHIELD	02/12/2026	104813	97.06
Scada Maintenance	TELSTAR INSTRUMENTS	SCADA MAINTENANCE	02/05/2026	104798	1,750.00
Buildings & Grounds	AIRGAS, LLC	CYLINDER RENTAL	02/12/2026	104809	317.07
Buildings & Grounds	BAY POINTE LANDSCAPE	FOLGER CLEAN UP	02/12/2026	104811	2,250.00
Buildings & Grounds	BAY POINTE LANDSCAPE	MONTHLY MAINTENANCE - DAIRY LANE - JAN 2026	02/12/2026	104811	1,425.00
Buildings & Grounds	RECOLOGY SAN MATEO COUNTY	TRASH COLLECTION - DAIRY LANE - JAN 2026	02/05/2026	104797	918.85
Buildings & Grounds	UMPQUA BANK	WATER FILTERS FOR DAIRY LANE	02/20/2026	104833	109.82
Buildings & Grounds	WEST COAST ARBORISTS	TREE MAINTENANCE - HALLMARK	02/05/2026	104803	5,500.00
Buildings & Grounds	WEST COAST ARBORISTS	TREE MAINTENANCE - HERSOM	02/05/2026	104803	5,000.00
Equipment & Tools	HASSETT HARDWARE	FOR 805	02/05/2026	104792	16.68
Equipment & Tools	HOME DEPOT	SHOP VAC	02/05/2026	104793	102.62

Disbursements Ledger  
Month of: FEBRUARY



Account Name	Vendor Name	Description	Check Date	Check	
				Number	Amount
Equipment & Tools	HOME DEPOT	SHOP VAC	02/05/2026	104793	258.09
Equipment & Tools	HOME DEPOT	SHOVEL, FILE, STAKE FLAGS	02/26/2026	104842	143.86
Equipment & Tools	UNDERGROUND REPUBLIC WATER	TOOLS FOR 787 & 805	02/26/2026	104849	353.97
Vehicle & Large Equip	INTERSTATE BATTERY SYSTEM, INC.	BATTERY	02/05/2026	104794	176.55
Vehicle & Large Equip	INTERSTATE BATTERY SYSTEM, INC.	BATTERY	02/05/2026	104794	196.55
Vehicle & Large Equip	UMPQUA BANK	BRAKE & OIL CHANGE FOR 801	02/20/2026	104833	1,257.79
Vehicle & Large Equip	UMPQUA BANK	C-MAX WHEEL BEARINGS	02/20/2026	104833	1,241.98
Fuel	VALLEY OIL COMPANY	TUNNELS GENERATOR & TRAILER FUEL	02/05/2026	104802	3,373.11
Fuel	VALLEY OIL COMPANY	GASOLINE	02/05/2026	104802	1,481.13
Fuel	VALLEY OIL COMPANY	FUEL FEB 2026	02/26/2026	104851	2,017.61
Office Supplies	OFFICE DEPOT, INC.	OFFICE SUPPLIES	02/05/2026	104795	138.12
Office Supplies	OFFICE DEPOT, INC.	VIEW BINDER FOR OPS	02/12/2026	104814	68.22
Office Supplies	UMPQUA BANK	OFFICE SUPPLIES	02/20/2026	104833	91.55
Equipment Services/Maintenance	KBA DOCUMENT SOLUTIONS, LLC	KYOCERA MAINTENANCE AGREEMENT 1-21 THRU 2-20-	02/26/2026	104843	97.00
Computer Supplies & Upgrades	STEPFORD BUSINESS, INC.	POWER SUPPLY FOR NAS	02/20/2026	104830	213.28
Computer Supplies & Upgrades	UMPQUA BANK	HEADSET, PHONE HOLDER, WEBCAM	02/20/2026	104833	124.48
Website Hosting Services	LIFTOFF DIGITAL	FEB 2026 - WEBSITE HOSTING & UPDATES	02/20/2026	104827	170.00
Website Hosting Services	UMPQUA BANK	API SVCS - JAN 2026	02/20/2026	104833	90.53
Security & Safety	SONITROL / PACIFIC WEST SECURITY, INC.	SECURITY BADGE - ANDY V.	02/26/2026	104847	21.88
Security & Safety	UMPQUA BANK	SECURITY BADGE HOLDERS	02/20/2026	104833	81.28
Bank Service Charges	ZIONS BANCORPORATION	UST CUSTODY ACCT - JULY - SEPT 2025	02/05/2026	104804	670.00
Bank Service Charges	ZIONS BANCORPORATION	OCT - DEC 2025 - US TREASURY PRGRM CUSTODY FEES	02/20/2026	104837	670.00
PROPERTY LEASE	SWEDCOM CORPORATION	MARCH 2026 RENT - 1075 OLD COUNTY RD, STE A	02/20/2026	104831	12,605.00
Dues & Publications	CALIFORNIA WATER EFFICIENCY	CAL WEP DUES - 2026	02/20/2026	39763	3,447.41
Dues & Publications	UMPQUA BANK	REIMBURSE FASTRAK ACCT	02/20/2026	104833	45.00
Dues & Publications	UMPQUA BANK	iCLOUD SUBSCRIPTION	02/20/2026	104833	0.99
Dues & Publications	UMPQUA BANK	MONTHLY SUBSCRIPTION	02/20/2026	104833	14.00
Dues & Publications	UMPQUA BANK	MONTHLY SUBSCRIPTION	02/20/2026	104833	110.00
Gov'T Fees & Licenses	ACCUTITE	DAIRY LANE FUEL TANK TESTING	02/05/2026	104790	600.00
Gov'T Fees & Licenses	SWRCB	ANNUAL CONNECTION FEES 7-1-25 THRU 6-30-26	02/20/2026	104832	49,753.04
Gov'T Fees & Licenses	UMPQUA BANK	ELECTRONIC 1099 FILING - 2025	02/20/2026	104833	111.24
BAWSCA Water Management Charge	SAN FRANCISCO WATER DEPT	BAWSCA MGMT CHG 1-17 THRU 2-13-2026	02/26/2026	104846	2,785.00
Software Licenses	BAY AREA WATER SUPPLY &	DROPLET PORTAL LICENSING FEE - OCT - DEC 2025	02/20/2026	39762	225.00
Claims	BAY AREA PAVING CO. INC.	MAIN BREAK SURFACE RESTORATION - 2880 WAKEFIELD	02/05/2026	39756	5,622.00
Claims	BAY AREA PAVING CO. INC.	MAIN BREAK SURFACE RESTORATION - 1023 MAYWOOD	02/05/2026	39756	8,977.00
Claims	BAY AREA PAVING CO. INC.	MAIN BREAK SURFACE RESTORATION - 3413 PLATEAU	02/05/2026	39756	14,901.00

Disbursements Ledger  
 Month of: FEBRUARY



Account Name	Vendor Name	Description	Check Date	Check	
				Number	Amount
Utilities - Internet/Cable	ACC BUSINESS	INTERNET - OCR - JAN 2026	02/12/2026	39757	175.00
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG LINE	02/05/2026	39755	31.97
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG LINE	02/05/2026	39755	31.97
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG LINE	02/12/2026	39758	63.24
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG LINE	02/20/2026	39761	31.86
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG LINE	02/20/2026	39761	81.42
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG LINE	02/26/2026	39767	31.84
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG LINE	02/26/2026	39767	31.84
Utilities - Internet/Cable	COMCAST	INTERNET - VARIOUS SITES 1-27 THRU 2-26-2026	02/05/2026	104791	1,177.77
Utilities - Internet/Cable	ACCT 8435 COMCAST BUSINESS	DAIRY LANE FIBER/ETHERNET 2-15 THRU 3-14-2026	02/26/2026	104838	1,138.00
Utilities - Internet/Cable	ACCT 8516 COMCAST BUSINESS	VOICE EDGE SVCS 2-15 THRU 3-14-2026	02/26/2026	104839	848.30
Utilities - Internet/Cable	T-MOBILE	AMI REPEATER CELLULAR	02/05/2026	104799	31.40
Utilities - Cell Telephone	VERIZON WIRELESS	CELL PHONES & DEVICES 01-16 THRU 02-15-2026	02/26/2026	104852	959.30
Utilities - Electric - Pumping	CFM/PPC DEPT PG&E	HALLMARK PUMP STATION	02/20/2026	104829	135.11
Utilities - Electric - Pumping	CFM/PPC DEPT PG&E	HANNIBAL PUMP STATION	02/20/2026	104829	7,454.37
Utilities - Electric - Pumping	CFM/PPC DEPT PG&E	DEKOVEN PUMP STATION	02/20/2026	104829	682.71
Utilities - Electric - Pumping	CFM/PPC DEPT PG&E	W. BELMONT PUMP STATION	02/20/2026	104829	565.26
Utilities - Electric - Pumping	CFM/PPC DEPT PG&E	BUCKLAND PUMP STATION	02/20/2026	104829	307.43
Utilities - Electric - Pumping	CFM/PPC DEPT PG&E	TUNNELS PUMP STATION	02/26/2026	104844	19,262.62
Utilities - Electric-Bldgs&Grnd	CFM/PPC DEPT PG&E	DAIRY LANE GAS	02/05/2026	104796	8.38
Utilities - Electric-Bldgs&Grnd	CFM/PPC DEPT PG&E	DAIRY LANE & VARIOUS SITES	02/12/2026	104815	4,100.21
Utilities - Electric-Bldgs&Grnd	CFM/PPC DEPT PG&E	1075 OCR, STE A	02/20/2026	104829	777.33
Prof Serv - District Counsel	HANSON, BRIDGETT	DEC 2025 - DISTRICT COUNSEL SVCS - MONTHLY RETAINER	02/20/2026	104826	1,300.00
Prof Serv - District Counsel	HANSON, BRIDGETT	DEC 2025 - DISTRICT COUNSEL SVCS - REAL PROPERTY	02/20/2026	104826	2,738.50
Prof Serv - District Counsel	HANSON, BRIDGETT	DEC 2025 - DISTRICT COUNSEL SVCS - CONTRACTS	02/20/2026	104826	2,241.00
Prof Serv - District Counsel	HANSON, BRIDGETT	DEC 2025 - DISTRICT COUNSEL SVCS - ADMINISTRATION	02/20/2026	104826	3,045.50
Prof Serv - District Counsel	HANSON, BRIDGETT	DEC 2025 - DISTRICT COUNSEL SVCS - FINANCIAL MATTERS	02/20/2026	104826	917.50
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	JAN 2026 - OCR IMPROVEMENTS	02/20/2026	104828	370.13
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	JAN 2026 - CIP	02/20/2026	104828	779.63
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	JAN 2026 - DEVELOPMENT REVIEW	02/20/2026	104828	2,408.44
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	JAN 2026 - UPDATE STANDARDS & SPECS	02/20/2026	104828	1,421.44
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	JAN 2026 - MISC PROJECTS	02/20/2026	104828	3,673.69
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	JAN 2026 - DIST SYST ANALYSIS	02/20/2026	104828	1,141.88
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	JAN 2026 - RETAINER	02/20/2026	104828	1,000.00
Prof Serv - It	STEPFORD BUSINESS, INC.	JAN 2026 - HELP DESK SERVICES	02/20/2026	104830	568.75

Disbursements Ledger  
 Month of: FEBRUARY



Account Name	Vendor Name	Description	Check Date	Check	
				Number	Amount
Prof Serv - It	STEPFORD BUSINESS, INC.	MAR 2026 - IT SERVICES & CLOUD STORAGE	02/20/2026	104830	3,566.45
Prof Serv - Annual Financeaudit	C.J. BROWN & COMPANY	PREP OF STATE CONTROLLERS REPORT - FYE 06 2025	02/20/2026	104823	780.00
Prof Serv - Customer Billing	DOCUMENT FULFILLMENT SERVICES	POSTAGE - JAN 2026 WATER BILLS	02/26/2026	104840	3,239.47
Prof Serv - Customer Billing	DOCUMENT FULFILLMENT SERVICES	POSTAGE - FEB 2026 REMINDER NOTICES	02/26/2026	104840	188.45
Prof Serv - Customer Billing	UBEO BUSINESS SERVICES	FEB 2026 REMINDER NOTICES	02/26/2026	104845	279.35
Prof Serv - Customer Billing	UBEO BUSINESS SERVICES	JAN 2026 WATER BILLS	02/26/2026	104845	1,821.37
Prof Serv - Miscellaneous	FREYER & LAURETA, INC.	RISK & RESILIENCE PLAN UPDATE - JAN 2026	02/20/2026	104825	8,117.50



**AGENDA ITEM NO. 5.C.**

DATE: March 26, 2026  
TO: Board of Directors  
FROM: Sarah Scheidt, Operations Manager

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**SUBJECT: Consider Resolution No. 2026-08 Authorizing the General Manager to Execute Task Order - Amendment No. 8 to Professional Services Agreement with West Yost Associates, in the Amount of \$132,007, for Completion of Engineering Design Services in Conjunction with the State Route 101 Crossing at the Palo Alto Medical Facility Phase 2 Project (CIP 04-1621 / 15-72), for a Total Contract Value of \$536,349**

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**RECOMMENDATION:**

Staff recommend the Board approve Resolution No. 2026-08.

**FISCAL IMPACT:**

The original agreement with West Yost Associates (West Yost) for professional engineering design services was authorized by the Board through Resolution No. 2017-08 in the amount of \$317,306. Between December 2017 and May 2020 Amendment No.s 1-7 were authorized, totaling \$87,036. Funding for previously completed work was from the MPWD 2016 Certificates of Participation (COP).

The attached scope of services will enable West Yost to complete the Phase 2 project design from the original 90% design submittal, dated May 2018, based on updated project pipeline alignment corridor constraints. The cost for the Amendment No. 8 scope of work is \$132,007, which will bring the total contract value to \$536,349. Funding for the Amendment No. 8 scope will come from the MPWD 2025 Certificates of Participation (COP).

Original Agreement:	\$317,306
Previous Amendments 1-7:	\$ 87,036
Amendment No. 8:	\$132,007
Total Contract Value:	\$536,349

## **BACKGROUND:**

West Yost was selected as one of four (4) firms to become On-Call Engineers for the District during the previous five-year Capital Improvement Plan (CIP) after the Board adopted the CIP at their June 2016 meeting. West Yost was assigned the task to provide professional services for the State Route 101 Crossing at the Palo Alto Medical Facility Project (CIP 04-1621 / 15-72 or Project) through a professional services agreement awarded in May of 2017. The original Project was to construct a new 12-inch water main at the District's south-easterly boundary in Zone 1 starting on Industrial Road near the Palo Alto Medical Facility (PAMF), tunneling under State Route (SR) 101, and daylighting on Shoreway Road. From this point on Shoreway Road, a new eight-inch water main was to be constructed in a northerly direction to the current terminus of the water system on Shoreway southeast of Cormorant Drive. Better fire flows, an improved Zone 1 looped water system, and a more serviceable inter-tie vault southeast of Cormorant Drive are among project benefits. The project will also improve system resilience by abandoning an existing 12-inch AC water pipe running under SR 101 near the District's headquarters constructed in the early 1960's, which is highly susceptible to damage or collapse due to earthquake or sea-level/groundwater rise.

West Yost provided 90% Submittal Bid Docs in May 2018, which included the original project limits summarized above. In December 2018, the project was split into two phases. Construction completed in 2020 (Phase 1) consisted of the water main alignment crossing of the PAMF parcel only, with a temporary termination point at the northwest corner of the property. The SR 101 undercrossing portion of the project (Phase 2) was delayed due to Silicon Valley Clean Water's (SVCW) project to replace a 54-inch force main with a 36-inch gravity pipe along Shoreway Road, which presented a critical design risk to our project due to potential interaction between our water main and the force main. The SVCW force main replacement project was completed in September 2024.

West Yost previously agreed, prior to placing the original project on hold, to complete the project (Phase 2) design within the original contract budget. At the time it was assumed that only minor updates to the design plans would be required. The remaining project design for Phase 2 was reinitiated in May 2025. At that time MPWD was informed the City of San Carlos intends to install sanitary sewer and storm drain improvements along Shoreway Road, which is currently under design. Following recent MPWD coordination with the City, it was determined that MPWD's remaining project (Phase 2) design would be split into two additional and separate phases, and the project would now be comprised of a total of three phases. The intent of the phasing is to allow for the trenchless installation portions of the water main to be installed prior to construction of the City's sewer improvements (Phase 2). Following installation of the sewer improvements, the open cut installation portions of the water main will be installed as part of Phase 3. Phase 3 will require additional design services to further refine alternatives and determine which portions of the water main alignment may need to be relocated within existing public utility easements along Shoreway Road property frontages due to existing street right-of-way constraints and congested utility corridor and the City's sewer improvement projects. Phase 3 design is not included in this proposal.

## **DISCUSSION:**

Given the new information presented, West Yost provided a proposed scope of work, attached as Exhibit A, with additional Phase 2 scope and fee to execute new tasks or supplement tasks that exceeded the initial level of effort anticipated. Due to the contract extension, phasing, and additional services requested, additional budget is needed to facilitate the following Tasks (task 8 public outreach support is excluded):

1. project management tasks,
2. permitting and coordination with review agencies and environmental,
3. survey and base mapping,
4. geotechnical investigation and reporting,
5. hazardous materials impact summary,
6. preliminary engineering (primarily utilities coordination),
7. additional design services related to Phase 2,
9. bid period services, and
10. optional services as authorized contingency.

West Yost's attached proposal provides additional details including the level of effort and budget, as well as schedule. West Yost anticipates providing Phase 2 Final Design Bid Documents within four months following notice to proceed. West Yost anticipates performing Phase 2 bid support services beginning in summer of 2026.

### Attachments:

1. Exhibit A: Mid-Peninsula Water District – SR101 Crossing Project (No. 04-1621-CP) Completion of Project Phase 2 Design Scope of Services
2. Resolution 2026-08
3. Task Order – Amendment No. 8



2020 Research Park Drive  
Suite 100  
Davis CA 95618

530.756.5905 phone  
530.756.5991 fax  
westyost.com

March 13, 2026

SENT VIA: EMAIL

Sarah Scheidt  
Operations Manager  
Mid-Peninsula Water District  
3 Dairy Lane  
Belmont, CA 94002

**SUBJECT: Mid-Peninsula Water District – SR101 Crossing Project (No. 04-1621-CP) Completion of Project Phase 2 Design Scope of Services**

Dear Sarah:

This letter provides an updated scope of services to support completion of District Project No. 04-1621-CP, which was suspended in late 2019 following completion of the Phase 1 design. The revised scope of work is provided to facilitate coordination with the Mid-Peninsula Water District (District or MPWD) and enable West Yost to complete the Phase 2 project design services based on updated project constraints and pipeline alignment corridor.

## **BACKGROUND**

The remaining project design was reinitiated at a kickoff meeting held on May 8, 2025. In June, MPWD met with the City of San Carlos to familiarize the City with this project following recent staff turnover. MPWD was informed the City intends to install sanitary sewer and storm drain improvements along Shoreway Road. The design of the projects are currently underway with two engineering design consultants. The proposed sewer improvements will relocate the existing 10" collector sewer to Shoreway Road. The proposed storm drain improvements include a new 12" diameter pipeline between two existing drainage inlets fronting 333 Shoreway Road (Recology) which encroaches on the proposed MPWD water main alignment.

Coordination between MPWD, the City, and their design consultants was performed to determine if the sewer alignment could be modified to allow for construction of both the proposed water and sewer pipelines within Shoreway Road, and still meet the intent of the SWRCB water–sewer separation criteria. At the request of the District, West Yost prepared alternative alignment exhibits to present to the City. The first alternative proposed placing both water and sewer pipelines in the street but was determined to be infeasible due to existing utility constraints. The second alternative relocated the MPWD water main outside of Shoreway Road to the east in an adjacent utility easement. Additional design services are needed to further refine this alternative and determine which portions of the water main alignment may need to be relocated.

Following recent MPWD coordination with the City, it was determined that the remaining project design would be split into 2 phases, and the project would now be comprised of a total of 3 phases. The intent of the phasing is to allow for the trenchless installation portions of the water main to be installed prior to construction of the City's sewer improvements (Phase 2). Following installation of the sewer improvements, the open cut installation portions of the water main will be installed as part of Phase 3.

As documented in the September 3, 2019, and May 14, 2025 dated letters, West Yost previously agreed, prior to the project hold, to complete the project design within our contract budget. At the time it was assumed that only minor updates to the design plans would be required, but this original assumption is no longer applicable due to third-party agency impacts. Given the new information presented following MPWD's coordination with the City and the need to split the project into additional phases, the level of effort to finalize the design is greater than originally anticipated, and additional scope of work and budget will be required to complete the project design. The purpose of this letter is to document the work completed that West Yost agreed to perform under the existing contract budget, and to request additional Phase 2 scope and fee to execute new tasks or supplement tasks that exceed the initial level of effort anticipated.

## SCOPE OF SERVICES

The following tasks cover the scope of services required to finalize the design from the original 90% design submittal dated May 2018. The project has experienced conditions including new City improvement projects, additional utilities in corridor, phasing changes which constitute additional services to produce a complete bid package. The intent of the services described below is to make as-needed updates and revisions to the contract documents (drawings and specifications) to prepare them for competitive bidding. The following tasks in bold are amended:

- **Task 1. Project Management**
- **Task 2. Permitting and Coordination**
- **Task 3. Survey, Mapping, and Right-of-Way Support**
- **Task 4. Geotechnical Investigation**
- **Task 5. Hazardous Materials Impact Summary**
- **Task 6. Preliminary Engineering**
- **Task 7. Design Services**
- Task 8. Public Outreach Support (No Additional Work Anticipated for this Task)
- **Task 9. Bidding Support**
- **Task 10. Optional Services, As Authorized Contingency (New Task)**

### Task 1. Project Management

Due to the contract extension, phasing, and additional services requested, additional budget is needed to facilitate project management tasks on this project. This task includes day-to-day administration, progress meetings, invoicing/reporting, and technical reviews.

The following subtasks in bold are amended:

- **1.1 Project Administration**
- **1.2 Project Meetings**
- **1.3 Quality Assurance/Quality Control**

#### 1.1. Project Administration

Project administration will cover the following items:

- West Yost will monitor progress of individual tasks and coordinate completion of work products, monitor task budgets, and project schedule.

- West Yost will provide monthly invoicing with billing periods ending on the last day of the month. A list of project work completed, and status of tasks will be noted on each invoice.
- West Yost will provide separate quarterly status reports for inclusion in January, April, July, and October Board status updates. Status reports will include a description of work performed in the previous quarter, budget status, and schedule updates.

## **1.2. Project Meetings**

West Yost will virtually attend a review meeting following Phase 2 90% design submittal with District staff to review progress and discuss significant action items. West Yost will prepare and submit meeting agenda and notes.

## **1.3. Quality Assurance/Quality Control**

The Project Manager, Principal-in-Charge, and other appropriate senior staff not directly involved in the project shall review work products prepared by West Yost.

### **Task 1 Assumptions**

- West Yost will virtually attend up to one (1) design review meeting. Meeting is assumed to be one hour in duration. Additional review cycles beyond one consolidated round constitute additional services.

### **Task 1 Deliverables**

- Monthly status reports with each invoice.
- Quarterly status reports for Board Meetings.
- Agenda and meeting notes for project meetings.

## **Task 2. Permitting and Coordination**

West Yost agreed to perform this task under the existing contract. However, implementing a phased approach for the remaining portion of the project expands the overall scope of work and increases the level of effort required to complete this task. Additional scope elements must be addressed to fully complete the work. A status of the work is included below.

The following subtasks in bold are amended:

- **2.1 Identify and Prepare Permit Applications (Subtask status included below)**
- **2.2 Coordination with Review Agencies (Subtask status included below)**
- **2.3 Environmental**
- **2.4 SWRCB Waiver Request**

### **2.1. Identify and Prepare Permit Applications**

Phase 2 is anticipated to require permits from Caltrans and City of San Carlos. No work is anticipated in San Mateo County right-of-way or City of Belmont. Since West Yost agreed to perform this task under the existing contract budget, no additional budget is required to complete Phase 2 permitting.

In coordination with the District, West Yost secured a Caltrans Encroachment Permit for the SR 101 Crossing and abandonment on August 26, 2025. It is assumed that the revised water main alignment on Shoreway Road will not require changes to the Caltrans SR101 crossing. Note that the Caltrans permit will expire on August 31, 2026. It is assumed that a 6-month extension may be necessary to complete the work within Caltrans right-of-way and that the permit will not expire prior to Phase 2 installation. Should the current Caltrans encroachment permit expire, and a new permit application be required, it is assumed that the District will lead the Caltrans permit effort. No additional West Yost effort is anticipated in relation to the Caltrans encroachment permit.

## **2.2. Coordination with Review Agencies**

Tanner Pacific coordinated with Silicon Valley Clean Water (SVCW) and determined that although the 54-inch forcemain is not in use, SVCW reserves the right to utilize the alignment or pipeline in the future. The forcemain was abandoned by depressurizing and filling with water. Therefore, it is assumed that separation from the 54-inch forcemain, in accordance with the state requirements, should be maintained. Tanner Pacific also confirmed that abandoned sheeting and shoring in and around the existing forcemain was not encountered during recent construction of the gravity sewer within Shoreway Road. Coordination with SVCW regarding the 54-inch forcemain is considered complete and no additional work is anticipated.

West Yost will coordinate with SVCW and City of San Carlos to determine any dewatering discharge fees or permit requirements. Any identified permits or dewatering discharge requirements will be incorporated into the contract documents. Acquisition of dewatering permits is not included in this scope.

## **2.3. Environmental**

It is assumed that the Phase 2 project will qualify for Statutory Exemption based on the pipeline being less than one mile long and being installed in an existing right-of-way. West Yost will prepare a Notice of Exemption for the District to file with the County clerk.

## **2.4. State DDW Waiver Request Application**

West Yost will prepare exhibits to support a waiver request to the California State Water Resources Control Board (SWRCB) Division of Drinking Water (DDW) for alternative compliance with water–sewer separation criteria for Phase 2 of the Project. District staff will be responsible for preparation of the application package and coordinating with DDW. Since West Yost agreed to perform this task under the existing contract budget, no additional budget is required to complete the Phase 2 waiver request.

### **Task 2 Assumptions**

- MPWD is responsible for all permit fees.
- West Yost will provide completed permit applications. MPWD will be responsible for contacting and coordinating with permitting agencies/SWRCB including responding to DDW comments.
- MPWD is responsible for requesting necessary permit extensions from Caltrans including preparing justification and associated fees and timing required. Should the current Caltrans encroachment permit expire, and a new permit application be required, it is assumed that the District will lead the Caltrans permit effort.
- Separation standards from the existing SVCW 54-inch forcemain will be maintained.
- The revised water main alignment on Shoreway Road will not require changes to the Caltrans SR101 crossing.
- Dewatering permits and/or requirements will be incorporated into the contract documents. Permit acquisition will be the responsibility of the Contractor.
- A separate SWRCB waiver request will be submitted for Phase 3.
- It is assumed Phase 2 will qualify for Statutory Exemption from CEQA documentation.

### **Task 2 Deliverables**

- Permit applications for MPWD signature (PDF only).
- Draft and Final Phase 2 SWRCB waiver request supporting exhibits (PDF only).

## **Task 3. Survey, Mapping, and Right-of Way Support**

Due to the additional services requested, additional budget is needed to cover an update to the previously drafted boundary survey on this project. The following subtasks are amended:

- **3.1 Topographic Survey and Base Mapping**
- 3.2 Right-of-Way Support (No Additional Work Anticipated for this Subtask)

### **3.1. Topographic Survey and Base Mapping**

Our survey subconsultant, Mark Thomas (MT), will review District provided Conditional Title Reports, deeds, and supporting record documents and update the previously drafted boundary survey. The line work will be updated to show the right-of-way near the proposed inter-tie (Shoreway Road frontage between Concentra Urgent Care and Spring Hill Suites) and along the frontages of 333, 145, 75-125 & 1401 Shoreway Road. Utility easement mapping will be based on previously found monuments and physical evidence.

#### **Task 3 Assumptions**

- The District provided title reports. No additional title reports are to be provided as a part of this scope.
- Parcel and Right-of-Way mapping will be limited to existing recorded documents as provided by the District.
- No Mark Thomas construction support, field inspection, or as-built verification services are included.
- Survey costs are primarily subconsultant-based. It is assumed no new field monumentation, ALTA-level certification, or legal descriptions will be prepared.

#### **Task 3 Deliverables**

- One (1) electronic base map in AutoCAD Civil 3D format with DTM.

### **Task 4. Geotechnical Investigation**

Our geotechnical subconsultant, Delve Underground (Delve) (formerly McMillan Jacobs), will review and provide comment on the Phase 2 90% trenchless plans and specifications. It is assumed that Delve will review a maximum of three (3) technical specifications. Comments will be provided as markups on the 90% design PDFs.

#### **Task 4 Assumptions**

- Delve will review a maximum of three (3) technical specifications.

#### **Task 4 Deliverables**

- Review comments will be provided on the 90% design document PDFs.

### **Task 5. Hazardous Materials Impact Summary**

This task is considered complete, however, at the request of the District, West Yost will review environmental documents prepared for the recent SVCW project along Shoreway Road. Dewatering and soil disposal requirements will be incorporated into the Final Phase 2 project design.

### **Task 6. Preliminary Engineering**

West Yost agreed to perform this task under the existing contract budget. However, implementing a phased approach for the remaining portion of the project expands the overall scope of work and increases the level of effort required to complete this task. Additional scope elements must be addressed to fully complete the work. A status of the work completed is included below.

The following subtasks in bold are amended:

- **6.1. Review Existing Information (No Additional Work Anticipated for this Subtask)**
- **6.2. Base Plan Preparation (No Additional Work Anticipated for this Subtask)**

- **6.3 Utilities Coordination (Subtask status included below)**
- 6.4. Corrosion Evaluation (No Additional Work Anticipated for this Subtask)
- 6.5. Basis of Design Report (No Additional Work Anticipated for this Subtask)

### **6.3. Utilities Coordination**

West Yost resubmitted an inquiry to the USA North Design Inquiry Service which provides utility agency contact information based on the agencies' participation in USA. In comparison to the previous inquiry prior to the project hold, 8 new utility providers were included, for a total of 18 utility providers. West Yost has contacted all utility providers and received updated and/or new utility maps. Planned improvements in the project area were also identified with the City of San Carlos. The level of effort to update the existing mapped utilities and add 8 new utilities to the base map is above the level of effort anticipated and agreed to prior to the project hold. West Yost is requesting additional budget to complete this subtask.

Once the base map updates are complete, West Yost will revise the design drawings as needed. Updated design drawings will be distributed to utility stakeholders for final review prior to completion of the design phase.

At the request of the District, West Yost prepared alternative alignment exhibits to coordinate the alignments between the District's project and the sewer improvements by the City of San Carlos. These exhibits were previously provided to the District and no additional work is anticipated for this task.

#### **Task 6 Assumptions**

- Utility owners will respond to coordination letters in a timely manner, allowing completion of utility verification prior to design finalization.
- Utility mapping and as-built data obtained from agencies or utility owners will be assumed accurate and sufficient for design purposes.
- No subsurface investigation or potholing is included in this scope.
- Utility conflicts not visible in utility mapping may result in construction change orders.

#### **Task 6 Deliverables**

- Up to two (2) alternative alignment exhibits for coordination with City.
- Send revised design to known utility companies within the Project area.
- Revise plans reflecting updated utility information (based on utility maps provided)

### **Task 7. Design Services**

West Yost agreed to perform this task under the existing contract budget. However, following MPWD coordination with the City of San Carlos, additional design services are needed to further refine the water main alignment. Implementing a phased approach for the remaining portion of the project expands the overall scope of work and increases the level of effort required to complete this task. Additional scope elements must be addressed to fully complete the work. A status of the work completed is included below.

The following subtasks in bold are amended:

- **7.1 Potholing (Subtask status included below)**
- **7.2 Design Drawings (Subtask status included, see new Subtasks below)**
- 7.3 Specifications (No Additional Work Anticipated, see new Subtasks below)
- **7.4 Corrosion Protection Design**

- 7.5 Cost Estimates (No Additional Work Anticipated, see new Subtasks below)
- **7.6 Revised Phase 2 90% Design (New Subtask)**
- **7.7 Revised Phase 2 Final Design (New Subtask)**

### **7.1. Potholing**

Tanner Pacific confirmed with SVCW that no abandoned sheeting and shoring was encountered by the contractor during construction of their recent project. Given this recent experience and since lack of pothole evidence does not confirm the contractor may not encounter abandoned sheeting and shoring during construction, West Yost plans to address this with a note on the plans, rather than perform potholing for abandoned sheeting and shoring during design. The Contractor will be required to verify all utility crossings and any abandoned facilities prior to planning their trenchless work. A separate bid item will be added for potholing work. No additional work is anticipated for this subtask.

### **7.2 Design Drawings**

West Yost agreed to perform this task under the existing contract budget. However, now that additional project phasing is required, the level of effort necessary to complete this task is greater than initially anticipated and additional budget is required to complete the work. See the new subtasks 7.6 and 7.7 added below.

As part of the scope, West Yost will perform one field walk of the alignment corridor to verify and update existing conditions and incorporate information from the new utility survey. No additional budget is required to complete this field walk.

### **7.4 Corrosion Protection Design**

Our corrosion control subconsultant, JDH Corrosion Consultants (JDH), will prepare installation drawings and technical specifications for a corrosion control system for the proposed Phase 2 water main. Design will be prepared in accordance with the District standards and developed in accordance with NACE Standard SP0169-24. Corrosion protection improvements will be provided with the Phase 2 90% and final design submittal packages.

### **7.6. Revised Phase 2 90% Design (New Subtask)**

West Yost will prepare and submit Phase 2 90% design documents incorporating recommendations from utility coordination (subtask 6.3) and survey data (subtask 3.1). The Phase 2 90% design package will include updated drawings, specifications, and opinion of probable construction cost (OPCC). The 90% submittal will serve as the District's near-final review package prior to preparation of final bid documents.

Project Specifications will be developed specific to Phase 2 of the project. District front ends will be updated to include Project-specific details. Specifications will be prepared using 6-digit CSI MasterFormat and based on District standards. District will provide contract documents and general provisions.

### **7.7. Phase 2 Final Design (New Subtask)**

Following District review, West Yost will prepare Phase 2 final contract documents suitable for competitive bidding. The final design package will address District comments from the 90% review and incorporate permit conditions and agency feedback.

West Yost will also assist the District in preparing the bid package for advertisement, including the addition of any final notes or appendices as required by permitting authorities and review agencies, if approved prior to preparation of Phase 2 Final design.

#### **Task 7 Assumptions**

- The Contractor, during construction, will be responsible for performing potholing necessary to confirm the locations of all utilities.
- Phase 3 of the Project will be prepared as a separate bid package and is not included in this scope of work.
- Specifications will be prepared using the 6-digit CSI Master Format.
- District will provide contract documents and general provisions for project specifications.
- Only one (multi-agency) consolidated round of District comments is assumed for the Phase 2 90% design milestone. Additional review cycles are additional services.
- No changes to the Caltrans SR101 crossing design will be required.
- Final design may be prepared ahead of permit agency approval. If necessary, permit conditions will be incorporated by addendum during bidding.
- Permit and agency review timelines are outside of West Yost's control; Delays exceeding 30 days due to agency review may require schedule and fee adjustments.
- Any major design revisions resulting from District or agency comments after Final Design will be considered additional services.
- Unforeseen utility conflicts may result in construction change orders despite design-level coordination.
- Printing, reproduction, and delivery of hard copies are limited to one (1) bound set for the Final Contract Documents only, unless otherwise requested by the District.

#### **Task 7 Deliverables**

- Phase 2 90% Design Submittal – Plans, Specifications, and Opinion of Probable Construction Cost (PDF only)
- Phase 2 Final Contract Documents – Plans, Specifications, and Final Opinion of Probable Construction Cost (PDF and hard copies).
- Comment logs with responses

### **Task 9. Bidding Support**

Previous Phase 1 bidding support was completed prior to the project hold. Due to the additional services requested, additional budget is needed to cover bidding support for Phase 2 of this project.

During the Project's bid period, West Yost will assist the District in providing technical support to prospective bidders and the District's staff. West Yost's support will include responding to bidder inquiries, preparing addenda as required, and developing a conformed set of contract documents following award.

The following subtasks in bold are amended:

- **9.1 Addenda**
- **9.2 Pre-Bid Conference, Inquiries, and Evaluation**
- **9.3 Conformed Plans and Specifications**

#### **9.1. Addenda**

Based on the District's direction and bidder inquiries, West Yost will prepare up to two (2) addenda to the contract documents for Phase 2. Addenda may include revisions to drawings, specifications, or bid forms to clarify the intent of the design or correct inconsistencies identified during the bidding period. An addendum cover sheet will summarize the changes.

Each addendum will be prepared in Microsoft Word and PDF format and transmitted electronically to the District for issuance.

### **9.2. Pre-Bid Conference, Inquiries, and Evaluation**

West Yost will assist the District in responding to questions received from prospective bidders during the advertisement period. All bidder inquiries will be routed through the District, and West Yost will provide written technical responses to assist in preparing formal replies or addenda.

West Yost will assist the District in preparing for the Phase 2 pre-bid conference. The District will coordinate the pre-bid conference with project stakeholders. West Yost will support the District in reviewing the proposed agenda prior to the meeting and attending the pre-bid conference.

Following the Phase 2 bid opening, and if requested by the District, West Yost will prepare the bid tabulation summary and assist District staff in making a recommendation for contract award.

### **9.3. Conformed Plans and Specifications**

Following bid opening and award recommendation, West Yost will prepare a conformed set of the contract documents that incorporates addenda and pre-bid clarifications for Phase 2. The conformed set will represent the version of the plans and specifications issued for construction. District staff will produce and distribute electronic conformed document files.

#### **Task 9 Assumptions**

- The District will advertise, print, and distribute bid documents, maintain the plan holders list, and receive all bidder inquiries.
- All bidder questions will be formally routed through the District's project representative.
- West Yost will prepare up to 2 addenda, if necessary. The District will be responsible for distribution.
- District will coordinate and lead the pre-bid conference.
- West Yost will attend the Phase 2 pre-bid conference.
- No redesign or engineering beyond clarifications and addenda is included.

#### **Task 9 Deliverables**

- Written responses to bidder questions (in memo or email format).
- Electronic files for up to two (2) addenda (Word and PDF formats).
- Electronic files for bid tabulation summary (Excel and PDF formats).
- Preparation of conformed plans and specifications incorporating all addenda (AutoCAD, Word, and PDF).

### **Task 10. Optional Services, As Authorized Contingency (New Task)**

This task is for optional services, as authorized by the District as a contingency to cover additional owner-initiated services that were not anticipated at the time this estimate was developed. West Yost will only use the contingency with written authorization and NTP from the District and use of contingency funds will be itemized and reported on monthly invoices.

## PROJECT BUDGET

West Yost’s proposed level of effort and budget for each of the tasks described above is shown in Table 1. West Yost will perform the scope of services described above on a time-and-materials basis, at the billing rates set forth in West Yost’s attached 2026 Billing Rate Schedule, with a not-to-exceed budget of \$132,007. A detailed breakdown of the level of effort and budget is provided in Attachment A. Any additional services not included in this scope of services will be performed only after receiving written authorization and a corresponding budget augmentation.

<b>Table 1. Estimated Project Hours and Budget</b>		
<b>Task</b>	<b>Additional Level of Effort*, hours</b>	<b>Estimated Additional Budget, dollars**</b>
Task 1. Project Management	65	20,769
Task 2. Permitting and Coordination	25	7,065
Task 3. Survey, Mapping, and Right-of-Way Support	8	4,801
Task 4. Geotechnical Investigation	6	14,367
Task 5. Hazardous Materials Impact Summary	14	3,971
Task 6. Preliminary Engineering	36	9,074
Task 7. Design Services	126	42,983
Task 8. Public Outreach Support	0	-
Task 9. Bidding Support	50	13,978
Task 10. Optional Services, As Authorized Contingency	-	15,000
<b>Total Project Hours and Budget</b>	<b>330</b>	<b>132,007 (actual)</b>
*Not including subconsultant labor hours		
**Task budgets rounded for clarity		

## SCHEDULE

West Yost anticipates providing Phase 2 Final Design Bid Documents within four months following notice to proceed. West Yost anticipates performing Phase 2 bid support services beginning in summer of 2026. See the drafted schedule provided in Attachment B.

Thank you for providing West Yost the opportunity to be of continued service to the District. We look forward to working with you to finalize this important project. Please call if you have any questions or require additional information.

Sincerely,  
 WEST YOST



Lindsey Olson, PE  
 Project Manager



Greg Chung, PE  
 Principal-in-Charge

Attachment(s): Attachment A. Detailed Level of Effort and Budget  
 Attachment B. Drafted Schedule

## Attachment A

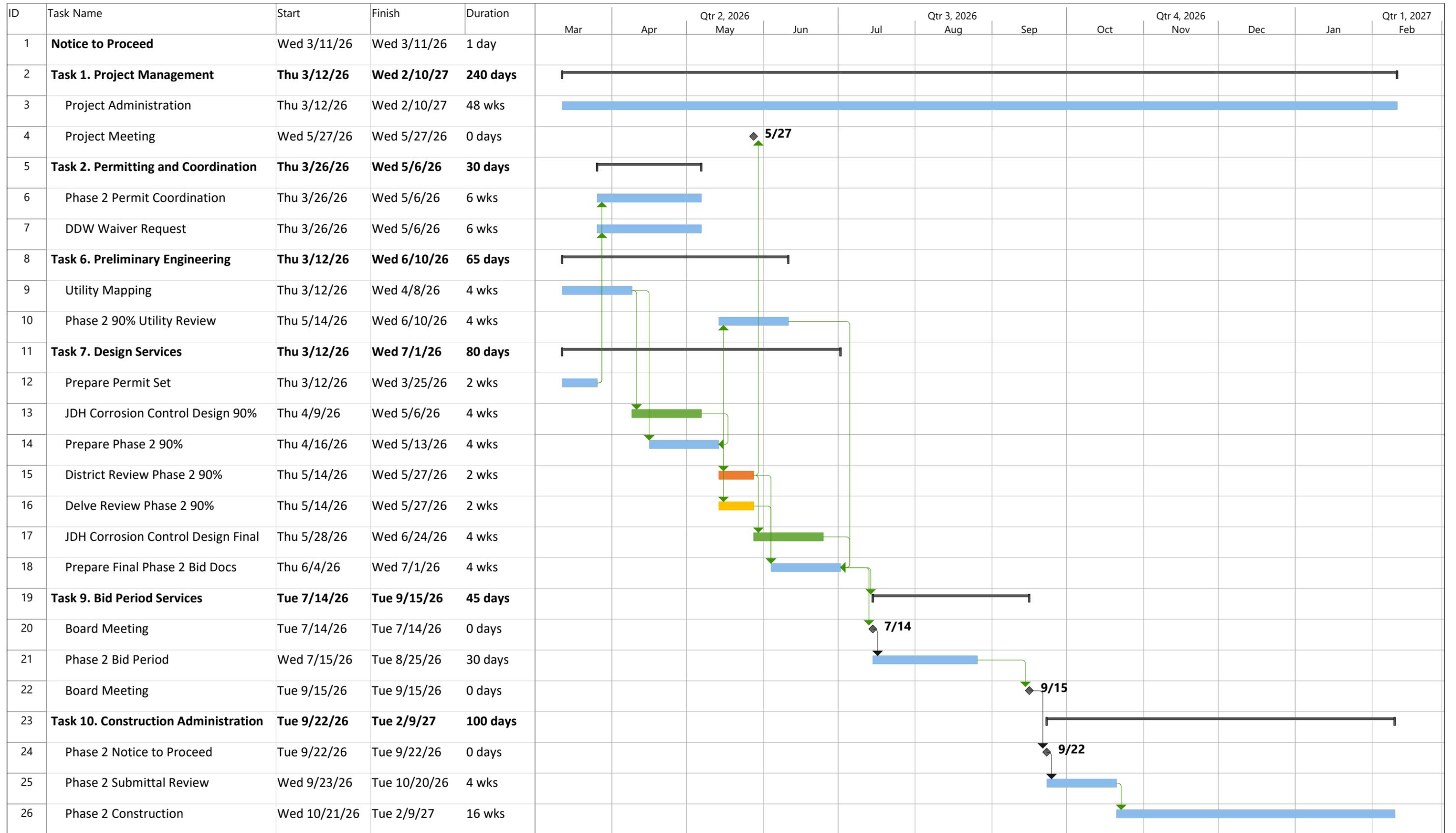
### Detailed Level of Effort and Budget

West Yost Associates	VP \$369 Chung	PE/PS/PG II \$333 Morgan	SE/SS/SG I \$280 Olson	ESG II \$210 Bocanegra	CAD II \$191	ADM IV \$167	PE/PS/PG II \$333 Hollinger	Labor			MTCO	JDH	DELV	Costs		
								Hours	Fee	Technology & Admin 6%				Sub. w/ markup 10%	Other Direct	Total Costs
<b>PROJECT: SR101 Crossing at PAMF Phase 2</b>																
<b>Task 1</b>	<b>Project Management</b>															
1.1 Project Administration	4	25	14			6		49	\$ 14,723	\$ 883					\$ 15,606	
1.2 Project Meetings		2	4	2				8	\$ 2,206	\$ 132					\$ 2,338	
1.3 QA/QC							8	8	\$ 2,664	\$ 160					\$ 2,824	
<b>Subtotal, Task 1 (hours)</b>	<b>4</b>	<b>27</b>	<b>18</b>	<b>2</b>	<b>0</b>	<b>6</b>	<b>8</b>	<b>65</b>								
<b>Subtotal, Task 1 (\$)</b>	<b>\$ 1,476</b>	<b>\$ 8,991</b>	<b>\$ 5,040</b>	<b>\$ 420</b>		<b>\$ 1,002</b>	<b>\$ 2,664</b>		<b>\$ 19,593</b>	<b>\$ 1,176</b>					<b>\$ 20,769</b>	
<b>Task 2</b>	<b>Permitting and Coordination</b>															
2.1 Identify and Prepare Permit Applications								0								
2.2 Coordination with Review Agencies		4	8	6		2		20	\$ 5,166	\$ 310					\$ 5,476	
2.3 Environmental		4				1		5	\$ 1,499	\$ 90					\$ 1,589	
2.4 State DDW Waiver Request Application								0								
<b>Subtotal, Task 2 (hours)</b>	<b>0</b>	<b>8</b>	<b>8</b>	<b>6</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>25</b>								
<b>Subtotal, Task 2 (\$)</b>		<b>\$ 2,664</b>	<b>\$ 2,240</b>	<b>\$ 1,260</b>		<b>\$ 501</b>			<b>\$ 6,665</b>	<b>\$ 400</b>					<b>\$ 7,065</b>	
<b>Task 3</b>	<b>Survey, Mapping, Right-of-Way Support</b>															
3.1 Topographic Survey & Base Mapping		2	4		2			8	\$ 2,168	\$ 130	\$ 2,275			\$ 2,503	\$ 4,801	
3.2 Right-of-Way Support								0								
<b>Subtotal, Task 3 (hours)</b>	<b>0</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>8</b>								
<b>Subtotal, Task 3 (\$)</b>		<b>\$ 666</b>	<b>\$ 1,120</b>		<b>\$ 382</b>				<b>\$ 2,168</b>	<b>\$ 130</b>				<b>\$ 2,503</b>	<b>\$ 4,801</b>	
<b>Task 4</b>	<b>Geotechnical Investigation</b>															
4.1 Geotechnical Investigation and Report		2	4					6	\$ 1,786	\$ 107			\$ 11,340	\$ 12,474	\$ 14,367	
<b>Subtotal, Task 4 (hours)</b>	<b>0</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>								
<b>Subtotal, Task 4 (\$)</b>		<b>\$ 666</b>	<b>\$ 1,120</b>						<b>\$ 1,786</b>	<b>\$ 107</b>				<b>\$ 12,474</b>	<b>\$ 14,367</b>	
<b>Task 5</b>	<b>Hazardous Materials Impact Summary</b>															
5.1 Records Review and Technical Memo		2	8	4				14	\$ 3,746	\$ 225					\$ 3,971	
<b>Subtotal, Task 5 (hours)</b>	<b>0</b>	<b>2</b>	<b>8</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14</b>								
<b>Subtotal, Task 5 (\$)</b>		<b>\$ 666</b>	<b>\$ 2,240</b>	<b>\$ 840</b>					<b>\$ 3,746</b>	<b>\$ 225</b>					<b>\$ 3,971</b>	
<b>Task 6</b>	<b>Preliminary Engineering</b>															
6.1 Review Existing Information								0								
6.2 Base Plan Preparation								0								
6.3 Utilities Coordination		2	12	20		2		36	\$ 8,560	\$ 514					\$ 9,074	
6.4 Corrosion Evaluation								0								
6.5 Basis of Design Report								0								
<b>Subtotal, Task 6 (hours)</b>	<b>0</b>	<b>2</b>	<b>12</b>	<b>20</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>36</b>								
<b>Subtotal, Task 6 (\$)</b>		<b>\$ 666</b>	<b>\$ 3,360</b>	<b>\$ 4,200</b>		<b>\$ 334</b>			<b>\$ 8,560</b>	<b>\$ 514</b>					<b>\$ 9,074</b>	

West Yost Associates	VP \$369 Chung	PE/PS/PG II \$333 Morgan	SE/SS/SG I \$280 Olson	ESG II \$210 Bocanegra	CAD II \$191	ADM IV \$167	PE/PS/PG II \$333 Hollinger	Labor			MTCO	JDH	DELV	Costs			
								Hours	Fee	Technology & Admin 6%				Sub. w/ markup 10%	Other Direct	Total Costs	
PROJECT: SR101 Crossing at PAMF Phase 2																	
<b>Task 7 Design Services</b>																	
7.1	Potholing							0									
7.2	Design Drawings							0									
7.3	Specifications							0									
7.4	Corrosion Protection Design	3	6	1				10	\$ 2,889	\$ 173		\$ 11,000		\$ 12,100		\$ 15,162	
7.5	Cost Estimates							0									
7.6	Revised Phase 2 90% Design	6	18	10	47	3		84	\$ 18,616	\$ 1,117						\$ 19,733	
7.7	Revised Phase 2 Final Design	4	4	4	18	2		32	\$ 7,064	\$ 424				\$ 600		\$ 8,088	
<b>Subtotal, Task 7 (hours)</b>		<b>0</b>	<b>13</b>	<b>28</b>	<b>15</b>	<b>65</b>	<b>5</b>	<b>0</b>	<b>126</b>								
<b>Subtotal, Task 7 (\$)</b>			<b>\$ 4,329</b>	<b>\$ 7,840</b>	<b>\$ 3,150</b>	<b>\$ 12,415</b>	<b>\$ 835</b>			<b>\$ 28,569</b>	<b>\$ 1,714</b>			<b>\$ 12,100</b>	<b>\$ 600</b>	<b>\$ 42,983</b>	
<b>Task 8 Public Outreach Support</b>																	
8.1	Public Outreach Support							0									
<b>Subtotal, Task 8 (hours)</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>								
<b>Subtotal, Task 8 (\$)</b>																	
<b>Task 9 Bid Period Services</b>																	
9.1	Addenda	2	4	4	4	4		18	\$ 4,058	\$ 243						\$ 4,301	
9.2	Prebid Conference, Inquiries, Evaluation	8	4	2	2	2		18	\$ 4,920	\$ 295				\$ 1,500		\$ 6,715	
9.3	Conformed Plans and Specifications		2	2	6	4		14	\$ 2,794	\$ 168						\$ 2,962	
<b>Subtotal, Task 9 (hours)</b>		<b>0</b>	<b>10</b>	<b>10</b>	<b>8</b>	<b>12</b>	<b>10</b>	<b>0</b>	<b>50</b>								
<b>Subtotal, Task 9 (\$)</b>			<b>\$ 3,330</b>	<b>\$ 2,800</b>	<b>\$ 1,680</b>	<b>\$ 2,292</b>	<b>\$ 1,670</b>			<b>\$ 11,772</b>	<b>\$ 706</b>				<b>\$ 1,500</b>	<b>\$ 13,978</b>	
<b>Task 10 Contingency</b>																	
10.1	Contingency							0						\$ 15,000		\$ 15,000	
<b>Subtotal, Task 10 (hours)</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>								
<b>Subtotal, Task 10 (\$)</b>														<b>\$ 15,000</b>		<b>\$ 15,000</b>	
<b>TOTAL (hours)</b>		<b>4</b>	<b>66</b>	<b>92</b>	<b>55</b>	<b>79</b>	<b>26</b>	<b>8</b>	<b>330</b>								
<b>TOTAL (\$)</b>		<b>\$ 1,476</b>	<b>\$ 21,978</b>	<b>\$ 25,760</b>	<b>\$ 11,550</b>	<b>\$ 15,089</b>	<b>\$ 4,342</b>	<b>\$ 2,664</b>		<b>\$ 82,859</b>	<b>\$ 4,972</b>	<b>\$ 2,275</b>	<b>\$ 11,000</b>	<b>\$ 11,340</b>	<b>\$ 27,077</b>	<b>\$ 17,100</b>	<b>\$ 132,007</b>

Attachment B

Drafted Schedule



Project: SR 101 Crossing at PAMF - Phase 2  
Date: Fri 2/27/26

JDH Task █
 Delve Task █
 MPWD Task █
 West Yost Task █
 Milestone ◆
 Summary

**RESOLUTION NO. 2026-08**

**Authorizing the General Manager to Execute Task Order - Amendment No. 8 to Professional Services Agreement with West Yost Associates, in the Amount of \$132,007, for Completion of Engineering Design Services in Conjunction with the State Route 101 Crossing at the Palo Alto Medical Facility Phase 2 Project (CIP 04-1621 / 15-72), for a Total Contract Value Of \$536,349.**

\* \* \*

**MID-PENINSULA WATER DISTRICT**

**WHEREAS**, in May 2017, the Board approved through Resolution No. 2017-08, a professional services agreement with West Yost Associates to prepare plans, specifications, cost estimates and construction support for the State Route 101 Crossing at the Palo Alto Medical Facility Improvements Project (CIP 04-1621 / 15-72 or the Project) in the amount of \$317,306, funded by MPWD 2016 COP (Certificates of Participation) proceeds; and

**WHEREAS**, between December 2017 and May 2020, the General Manager authorized Amendment No.'s 1-7 with West Yost Associates, totaling \$87,036; and

**WHEREAS**, in December 2018, the project was split into two Phases to allow construction of Phase 1 and a pause on Phase 2 due risk of potential interactions from Silicon Valley Clean Water's force main project, which was completed in September 2024; and

**WHEREAS**, MPWD's coordination with the City of San Carlos regarding additional project constraints and pipeline alignment requires the remaining project be split into additional phases and an increased level of effort to finalize the design for Phase 2 with additional scope of work and budget; and

**WHEREAS**, West Yost provided a Scope of Work for Amendment No. 8 dated March 13, 2026, for completion of the Phase 2 project design services based on updated project constraints and pipeline alignment corridor; and

**WHEREAS**, Amendment No. 8 to the professional services agreement with West Yost Associates in the amount of \$132,007 will be funded by MPWD 2025 COP (Certificates of Participation) and brings the project total to \$536,349.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Mid-Peninsula Water District hereby authorizes the General Manager to execute Task Order - Amendment No. 8 to Professional Services Agreement with West Yost Associates, in the amount of \$132,007, for completion of engineering design services in conjunction with the State Route 101 Crossing at the Palo Alto Medical Facility Phase 2 Project (CIP 04-1621 / 15-72), for a total contract value of \$536,349.

REGULARLY passed and adopted this 26th day of March 2026.

AYES:

NOES:

ABSTAINS:

ABSENT:

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PRESIDENT OF THE BOARD

ATTEST:

---

DISTRICT SECRETARY





## ***AGENDA ITEM NO. 5.D.***

DATE: March 26, 2026  
TO: Board of Directors  
FROM: Alison Bell, Administrative Services Manager

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**SUBJECT: Consider Resolution 2026-09 Adopting the Revised Conflict of Interest Code**

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### **RECOMMENDATION**

Approve Resolution 2026-09 adopting a revised Conflict of Interest Code for the Mid-Peninsula Water District.

### **FISCAL IMPACT**

None.

### **BACKGROUND**

The Political Reform Act of 1974 requires state and local government agencies to adopt and maintain a Conflict of Interest Code. The Code identifies designated positions within the organization that must file Statements of Economic Interests (Form 700) and establishes disclosure categories for those positions.

California Government Code Section 87306.5 requires agencies to review their Conflict of Interest Code every even-numbered year and update the Code as necessary to reflect current organizational structure and responsibilities.

The District last updated its Conflict of Interest Code in May 2024.

### **DISCUSSION**

Staff, in coordination with District Counsel, reviewed the District's current Conflict of Interest Code to ensure that the list of designated positions remains accurate and consistent with the District's current organizational structure.

Based on this review, the following updates are recommended:

- Addition of Superintendent as a designated position subject to disclosure requirements.
- Removal of Assistant General Manager as a designated position.

- Removal of Management Advisor as a designated position.
- Removal of Chief Financial Officer as a designated position.

These updates reflect changes in the District's organizational structure and ensures that positions with appropriate decision-making authority and potential financial influence are included in the Code.

The revised Conflict of Interest Code will be sent to the San Mateo County Clerk following adoption by the Board.

Attachments: Resolution 2026-09  
Revised Conflict of Interest Code

**RESOLUTION NO. 2026-09**

**ADOPTING A REVISED CONFLICT OF INTEREST CODE**

\* \* \*

**MID-PENINSULA WATER DISTRICT**

**WHEREAS**, pursuant to Resolution No. 76-27, dated November 18, 1976, the District adopted a Conflict of Interest Code as required by the Political Reform Act of 1974; and

**WHEREAS**, the District subsequently amended/revised and adopted the Code as follows, pursuant to:

- § Resolution No. 2026-09 dated March 26, 2026;
- § Resolution No. 2022-16 dated July 28, 2022;
- § Resolution No. 2020-22 dated July 23, 2020;
- § Resolution No. 2015-19 dated October 22, 2015;
- § Resolution No. 2014-17 dated October 23, 2014;
- § Resolution No. 2010-03 dated August 26, 2010;
- § Resolution No. 2008-03 dated August 28, 2008;
- § Resolution No. 2002-16 dated August 22, 2002; and

**WHEREAS**, California Government Code Section 87306.5 requires that the District review its Conflict of Interest Code every even-numbered year and revise it if necessary; and

**WHEREAS**, the General Manager has reviewed the current Conflict of Interest Code and determined that revisions are necessary to update the list of designated positions subject to disclosure requirements; and

**WHEREAS**, the revisions include adding the position of Superintendent and removing the positions of Assistant General Manager, Management Advisor, and Chief Financial Officer from the list of designated positions; and

**WHEREAS**, the District Counsel and General Manager recommend adopting the revised Conflict of Interest Code.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Mid-Peninsula Water District that the revised Conflict of Interest Code hereby is adopted, in the form presented to the Board of Directors; and

**BE IT FURTHER RESOLVED** that the General Manager is directed to transmit a copy of the revised Conflict of Interest Code to the County Clerk of the Board of Supervisors of the County of San Mateo.

**REGULARLY PASSED AND ADOPTED** this 26<sup>th</sup> day of March 2026 by the following vote:

AYES:  
NOES:  
ABSTENTIONS:  
ABSENCES:

\_\_\_\_\_  
Board President

ATTEST:

\_\_\_\_\_  
District Secretary



## CONFLICT OF INTEREST CODE

Revised March 27, 2026, by Resolution 2026-~~XX~~09

Revised May 23, 2024, by Resolution 2024-06  
Revised July 28, 2022 by Resolution No. 2022-16  
Revised July 23, 2020, by Resolution No. 2020-22  
Revised October 22, 2015, by Resolution No. 2015-19  
Amended October 23, 2014, by Resolution No. 2014-17  
Adopted August 26, 2010, by Resolution No. 2010-03  
Revised August 28, 2008, by Resolution No. 2008-03  
Revised August 22, 2002, by Resolution No. 2002-16  
Adopted November 18, 1976, by Resolution No. 76-27

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate a Conflict of Interest Code. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730), which contains the terms of a standard Conflict of Interest Code. It can be incorporated by reference and amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it, duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees of the District and establishing disclosure categories shall constitute the Conflict of Interest Code of the Mid-Peninsula Water District.

Designated officials and employees shall file statements of economic interests with the District, which shall make the statements available for public inspection and reproduction (California Government Code Section 81008). Upon receipt of the statements of all designated officials and employees, the District shall make and retain a copy and forward the originals to the County Clerk for the County of San Mateo, as the code reviewing body.

## Mid-Peninsula Water District

### List of Designated Positions in the Mid-Peninsula Water District and Financial Disclosure Categories

Each person holding any position listed below must file statements disclosing the kinds of financial interest shown for the designated employee's position. Statements must be filed at the times and on the forms prescribed by law. Failure to file statements on time may result in penalties including but not limited to late fines.

<u>Designated Employees*</u>	<u>Disclosure Category</u>
Operations Manager	1,2,3,4
<del>Assistant General Manager</del>	<del>1,2,3,4</del> NEW
Administrative Services Manager	1,2,3,4
<del>Superintendent</del>	<del>1,2,3,4</del> NEW
<del>Chief Financial Officer</del>	<del>1,2,3,4</del> NEW
District Engineer	1,2,3,4
<del>Management Advisor</del>	<del>1,2,3,4</del> NEW
Operations Supervisor	1,2,3,4 NEW
Consultants**	1,2,3,4

\*The following positions are not covered by the Conflict of Interest Code because they must file a Statement of Economic Interest pursuant to Government Code Section 87200 and, therefore, are listed for information purposes only:

- Board of Directors
- General Manager
- District Counsel
- District Treasurer

An individual holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe their position has been categorized incorrectly. The Fair Political Practices Commission makes the determination whether a position is covered by Section 87200.

\*\*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The General Manager may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this

section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. Such determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest code.

Nothing herein excuses any consultant from any other provisions of this Conflict of Interest Code, specifically those dealing with disqualification.

### **DISCLOSURE CATEGORIES**

Category 1. A designated employee assigned to Category 1 is required to disclose investments which may foreseeably be materially affected by any decision made or participated in by the designated employee.

Category 2. A designated employee assigned to Category 2 is required to disclose interest in real property which may be materially affected by any decision made or participated in by the designated employee.

Category 3. A designated employee assigned to Category 3 is required to disclose income which may be materially affected by any decision made or participated in by the designated employee.

Category 4. A designated employee assigned to Category 4 is required to disclose any business entity in which the designated employee is a director, officer, partner, trustee, or holds any portion of management which may be materially affected by any decision made or participated in by the designated employee.



**AGENDA ITEM NO. 8.A.**

DATE: March 26, 2026  
 TO: Board of Directors  
 FROM: Kat Wuelfing, General Manager

**SUBJECT: Receive Report on Water Capacity Charge Study by RDN, Inc.**

**RECOMMENDATION**

Receive report.

**FISCAL IMPACT**

Water System Capacity Charge fees are assessed when new developments that require new or increased sizing of their water meters are built within the system. Because these actions are owner-driven and not District-driven the timing and extent of fees cannot be anticipated by the District. These are included in the annual operating budget under Total Operating Revenue, and are typically budgeted as \$0 because of the difficulty in anticipating the expected amounts. The attached ordinance provides the full updated schedule of fees. These changes are summarized below. The current distribution of meters in the system by size is also provided for reference.

Meter Size	Current Fee	Proposed Fee	\$ Difference	% Difference
Single Family Unit	\$10,043	\$0	-\$10,043	0.0%
Multi Family Unit	\$6,026	\$0	-\$6,026	0.0%
5/8"	\$10,043	\$7,769	-\$2,274	-27.5%
3/4"	\$10,043	\$11,653	\$1,610	8.7%
1"	\$16,738	\$19,422	\$2,684	8.8%
1 1/2"	\$33,476	\$38,844	\$5,368	8.7%
2"	\$53,561	\$62,151	\$8,590	8.8%
3"	\$100,427	\$135,955	\$35,528	26.9%
4"	\$167,379	\$244,720	\$77,341	37.0%
6"	\$334,758	\$504,977	\$170,219	41.4%
8"	\$535,613	\$1,087,643	\$552,030	90.3%

Meter Size	Number of Meters
5/8"	7,029
1"	698
1 1/2"	157
2"	182
3"	17
4"	20
6"	6
8"	0

Water Demand Offset fees are fees that are charged to new developments that require increased sizing of their water meters that apply during times of declared drought. As with Water System Capacity Charge fees, these were always difficult to anticipate. Ordinance 133 will remove these fees from the District's fee schedule.

## **BACKGROUND**

MPWD first adopted Water System Capacity Charges (then called “existing facilities charge”) in 1993, to recover the cost of capacity in MPWD facilities benefiting new development. These fees were last updated in 2015 based on a study prepared by Bartle Wells Associates (Ordinance 112).

MPWD initiated an update of its Capacity Charge Fees, in 2020. At that time, District staff issued a Request for Proposals and received six proposals. These proposals were reviewed, and Robert D. Neihaus, Inc. (RDN) was selected by the review committee and recommended to the Board for award of a contract to prepare an updated water capacity charge study via Resolution 2020-16. The study was put on hold and reinitiated in 2025.

## **DISCUSSION**

The purpose of the study conducted by RDN is to ensure that users placing additional capacity burden on the water system will pay an amount that reflects the current asset value and costs of future expansion projects needed to accommodate new growth.

Staff and District Treasurer Ramsey worked with RDN to provide current water use, meter distribution, and financial data, to develop the proposed charge updates. The results of this study were presented to the Finance Committee on December 2, 2025. Following this meeting, RDN prepared a draft of the study, which was then reviewed by staff, District Treasurer Ramsey, and a rate and fee expert at Hanson Bridgett. The final 2026 Capacity Charge Study is provided as an attachment to this staff report.

The 2026 Capacity Charge Study will be made publicly available in the main office as required per Government Code § 66016.

Anthony Elowsky, Project Manager/Analyst with RDN, will walk through the attached presentation with the Board, and provide a summary of the proposed changes, the methodology used to develop the revised charges, and a comparison of proposed charges to current charges and those of other nearby agencies.

In April, the Board will be asked to consider adopting Ordinance 133, which will update Water System Capacity Charge fees and remove the Water Demand Offset fees from the District’s rate and fee schedule, effective July 1, 2026.

Attachments:     Presentation Prepared by RDN, Inc.  
                          Mid-Peninsula Water District 2026 Capacity Charge Study Final Report, dated March 5, 2026  
                          DRAFT Ordinance 133 Amending Attachment "A" Regarding Rates and Fees to the Water Service Ordinance No. 103



# Water Capacity Charge Study

Mid-Peninsula Water District

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ROBERT D. NIEHAUS, INC.

MARCH 26, 2026

# Agenda

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- **Discuss charge calculation methodologies**
- **Calculate buy-in portion**
- **Calculate incremental portion**
- **Calculate capacity charges based on meter size**
- **Show charge comparison**

# Capacity Charge - Overview

---

- What is a Capacity Charge?
  - ▶ One-time fee
  - ▶ Paid by a new customer
  - ▶ Paid for system capacity
- The Ultimate Goal
  - ▶ Equity between the system's current customers and future customers

Meter Size	Current Fee	WDO (Stage 1)
Single Family Unit	\$10,043	\$673
Multi Family Unit	\$6,026	\$404
Up to 3/4"	\$10,043	\$673
1"	\$16,738	\$1,121
1 1/2"	\$33,476	\$2,243
2"	\$53,561	\$3,589
3"	\$100,427	\$6,729
4"	\$167,379	\$11,214
6"	\$334,758	\$22,428
8"	\$535,613	\$35,886

# Proposed Changes to Capacity Charges

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- **Discontinue Water Demand Offset Charges**
  - Available water supply does not correspond to the capacity of the facilities (assets)
  - Capacity Charges are designed to reimburse/pay for the costs of infrastructure to serve new customers
  - A reduction in available water should not disproportionately affect new customers compared to existing customers
- **Discontinue charges based on customer class/units**
  - Treat all meters the same
- **Adjust charges to reflect meter capacity ratios**



# Evaluate the Value of System Capacity

---

- **Buy-In Method: sufficient capacity for planned development**
  - Capacity charge based on system value divided by current capacity demand
- **Incremental Method: all development needs new capacity**
  - Capacity charge based on planned capital expenses divided by future capacity demand
- **Hybrid Method: combines both approaches to include available capacity and planned future capacity**
  - Capacity charge uses Buy-in and Incremental values

# Capacity Charge Calculation

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## Basic Capacity Charge Calculation

$$\text{Capacity Charge} = \left( \frac{\text{Current System Value}}{\text{Current Capacity Demand}} + \frac{\text{CIPs for Expansion}}{\text{Future Capacity Demand}} \right) \times \text{Customer Demand Factor}$$

---

# Buy-in

---



# Buy-in Calculation

---

<b>System Value</b>	<b>Category</b>
\$45,637,123.89	<b>Asset Value</b>
184,448.00	<b>Adjustments</b>
\$45,821,571.89	<b>Adjusted System Value</b>
<b>System Ems</b>	
12,418.50	
<b>Cost per EM</b>	
\$3,689.33	

---

# Incremental

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# Incremental Calculation

---

<b>Capacity Expanding CIP</b>	
	\$10,727,175.95
<b>Future EMs</b>	
	2,692.50
<b>Cost per EM</b>	
	\$4,079.55



---

# Proposed Charges

---



# Proposed Capacity Charges

Meter Size	Meter Ratio	Buy-in Component	+	Incremental Component	=	Proposed Fee
5/8"	1.00	\$3,689.33		\$4,079.55		<b>\$7,768.88</b>
3/4"	1.50	\$5,533.99		\$6,119.32		<b>\$11,653.32</b>
1"	2.50	\$9,223.32		\$10,198.87		<b>\$19,422.20</b>
1 1/2"	5.00	\$18,446.64		\$20,397.75		<b>\$38,844.39</b>
2"	8.00	\$29,514.63		\$32,636.40		<b>\$62,151.03</b>
3"	17.50	\$64,563.26		\$71,392.12		<b>\$135,955.38</b>
4"	31.50	\$116,213.86		\$128,505.82		<b>\$244,719.68</b>
6"	65.00	\$239,806.38		\$265,170.73		<b>\$504,977.12</b>
8"	140.00	\$516,506.06		\$571,136.96		<b>\$1,087,643.02</b>



# Capacity Fee Comparison

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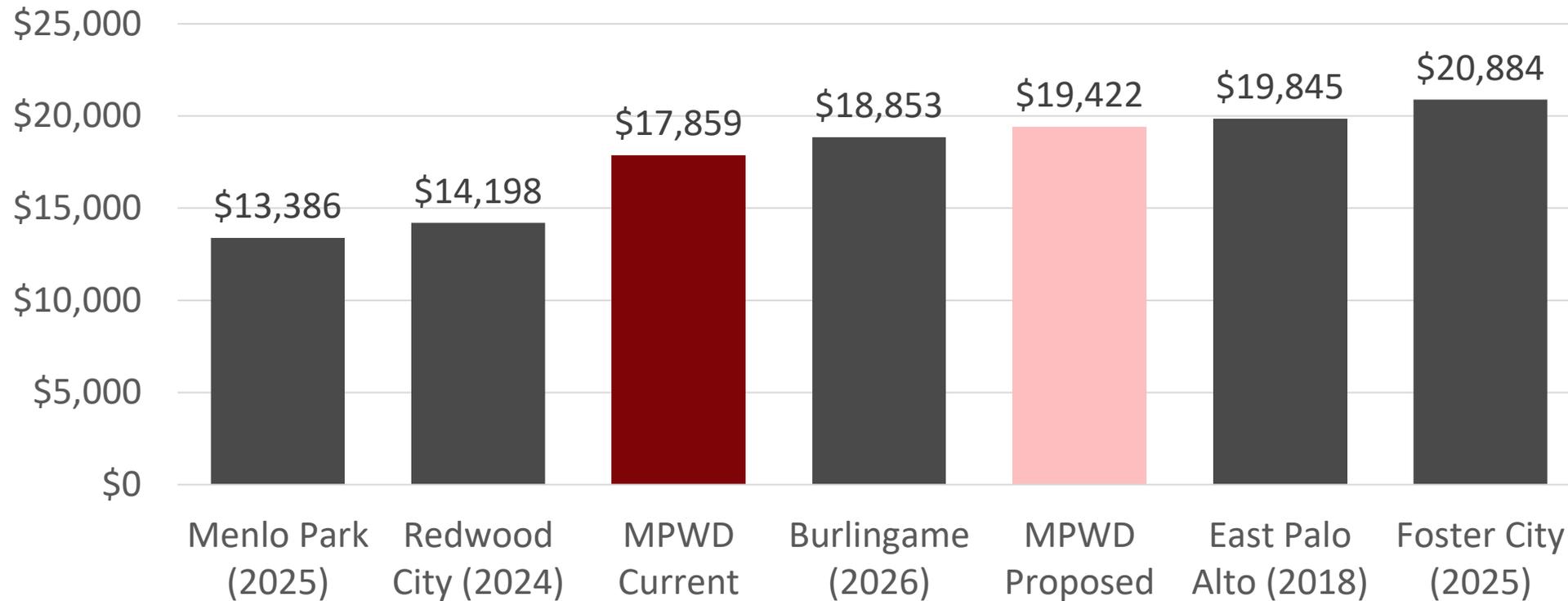
Meter Size	Current Fee	Proposed Fee	\$ Difference	% Difference
Single Family Unit	\$10,043	\$0	-\$10,043	0.0%
Multi Family Unit	\$6,026	\$0	-\$6,026	0.0%
5/8"	\$10,043	<b>\$7,769</b>	-\$2,274	-27.5%
3/4"	\$10,043	<b>\$11,653</b>	\$1,610	8.7%
1"	\$16,738	<b>\$19,422</b>	\$2,684	8.8%
1 1/2"	\$33,476	<b>\$38,844</b>	\$5,368	8.7%
2"	\$53,561	<b>\$62,151</b>	\$8,590	8.8%
3"	\$100,427	<b>\$135,955</b>	\$35,528	26.9%
4"	\$167,379	<b>\$244,720</b>	\$77,341	37.0%
6"	\$334,758	<b>\$504,977</b>	\$170,219	41.4%
8"	\$535,613	<b>\$1,087,643</b>	\$552,030	90.3%



# Local Comparison

	Burlingame	Foster City	Menlo Park	Redwood City	East Palo Alto	MPWD Current	MPWD Proposed
SFR	\$7,272				\$8,147	\$10,716	
MFR (unit)	\$4,521				\$5,014	\$6,430	
5/8"			\$7,959	\$5,679		\$10,716	\$7,769
3/4"	\$11,006	\$12,504	\$7,959	\$8,519	\$11,907	\$10,716	\$11,653
1"	\$18,357	\$20,884	\$13,265	\$14,198	\$19,845	\$17,859	\$19,422
1 1/2"	\$36,675	\$50,020	\$26,530	\$28,396	\$39,691	\$35,719	\$38,844
2"	\$58,687	\$66,654	\$42,448	\$45,433	\$63,505	\$57,150	\$62,151
3"	\$110,063	\$145,938	\$84,897	\$123,521		\$107,156	\$135,955
4"	\$183,452	\$262,613	\$132,651	\$212,966		\$178,593	\$244,720
6"		\$583,626	\$265,303	\$454,328		\$357,186	\$504,977
8"		\$1,000,433	\$424,484	\$795,075		\$571,499	\$1,087,643
10"			\$610,196	\$1,192,612			
12"			\$1,140,800				

# Local Comparison (3/4" Meter)



# Questions?

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# **MID-PENINSULA WATER DISTRICT**

## **2026 Capacity Charge Study**

### **Final Report**

**March 5, 2026**





# **MID-PENINSULA WATER DISTRICT 2026 CAPACITY CHARGE STUDY**

## **FINAL REPORT**

Prepared for:

Mid-Peninsula Water District  
1075 Old County Road #A  
Belmont, CA 94002

Prepared by:

ROBERT D. NIEHAUS, INC.  
140 East Carrillo Street  
Santa Barbara, CA 93101  
(805) 962-0611

RDN Project Number 395



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# EXECUTIVE SUMMARY

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## Purpose of Study

Mid-Peninsula Water District (MPWD or District) engaged Robert D. Niehaus (RDN) to review and propose an update to the District's Capacity Charges to ensure that users placing additional capacity burden on the water system will pay an amount that reflects the current asset value and costs of future expansion projects needed to accommodate new growth.

RDN began the study by reviewing the District's most up-to-date financial, engineering, and planning documents. RDN reviewed all items and data sources submitted by the District and ensured the recommended Capacity Charges comply with law and reflect the cost of capacity required to serve new development.

## Summary of Recommendations

Capacity Charges are primarily intended to recover both the District's proposed Capital Improvement Program (CIP) costs for expansion, and utility rate payers' prior investment in capital facilities capacity.

RDN used the following directives when determining the updated Capacity Charge:

- Include all outstanding CIP costs attributed to future growth,
- Escalate system asset values to today's dollar value by using the San Francisco Construction Cost Index (CCI) published by Engineering News Record (ENR),
- Identify the current system capacity and the buildout capacity to accurately compute Charges for the Buy-in component and the Incremental Cost component of the Capacity Charge,
- Increase customer equity by offsetting charges with debt service principal payments and capital reserves, and
- Discontinue Water Demand Offset Charges.

The recommended Charges outlined in this report were developed using industry standard methodologies set out in the American Water Works Association (AWWA) *Principles of Water Rates, Fees, and Charges – Manual of Water Supply Practices* (M1 Manual). For this update, the replacement costs less depreciation (RCLD) method was used to calculate today's value of system assets.

For the recommended Charges for each meter, RDN used the following formula to compute the base Charge of all meters.

$$\left( \frac{(\text{Replacement Cost of Assets} \pm \text{Adjustments})}{\text{Current Equivalent Meters}} \times \text{meter equivalent} \right) + \left( \frac{\text{CIP Cost for Expansion}}{\text{Future Equivalent Meters}} \times \text{meter equivalent} \right)$$

This formula provides for adjustments such as exclusion of the principal on existing debt and revenues collected from Capacity Charges, and inclusion of the capital reserve balance in the total Buy-in asset

value calculation represented by the numerator. The adjusted asset value (allowable asset value) was divided by the number of current equivalent meters to determine a unit cost of existing system capacity. A corresponding calculation was undertaken for the capital improvement program (CIP) expansion component, whereby the CIP cost was divided by the number of future equivalent meters. Each component was then multiplied by the applicable meter equivalent to establish the capacity charge for each meter size. The resulting components were summed to determine the total Capacity Charge by meter size. The following tables show the updated Capacity Charges by meter size. The Charges for larger meters were scaled up from the base 5/8-inch meter using AWWA capacity ratios.

**Table 1** displays the proposed Capacity Charges for each meter size and the difference with the current capacity charges.

*Table 1. Updated Capacity Charge Schedules<sup>1</sup>*

Meter Size	Current Charge	Proposed Charge	\$ Difference
Single Family Unit	\$10,043	<b>\$0</b>	-\$10,043
Multi Family Unit	\$6,026	<b>\$0</b>	-\$6,026
5/8"	\$10,043	<b>\$7,769</b>	-\$2,274
3/4"	\$10,043	<b>\$11,653</b>	\$1,610
1"	\$16,738	<b>\$19,422</b>	\$2,684
1 1/2"	\$33,476	<b>\$38,844</b>	\$5,368
2"	\$53,561	<b>\$62,151</b>	\$8,590
3"	\$100,427	<b>\$135,955</b>	\$35,528
4"	\$167,379	<b>\$244,720</b>	\$77,341
6"	\$334,758	<b>\$504,977</b>	\$170,219
8"	\$535,613	<b>\$1,087,643</b>	\$552,030

<sup>1</sup> Current Capacity Charges and Water Demand Offset Charges are shown in the appendix

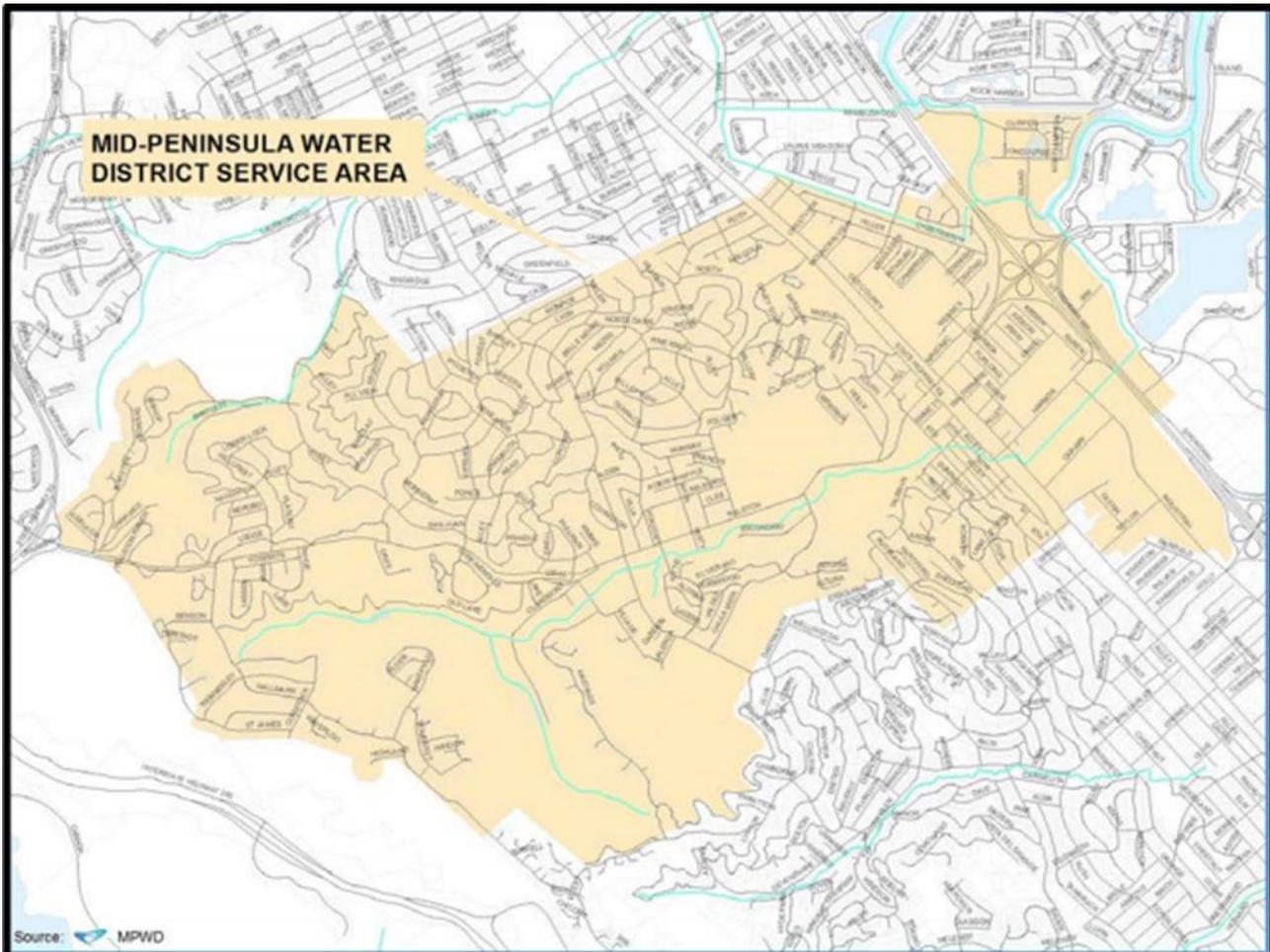
# 1. INTRODUCTION

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## District Overview

The Mid-Peninsula Water District provides water service to a population of approximately 30,000 in the City of Belmont and adjacent portions of the City of San Carlos and unincorporated San Mateo County. The District is located about 30 miles south of San Francisco in San Mateo County and its service area covers about five square miles. MPWD was formed in 1929 as a County Water District and is now governed by a five-member board of directors. **Figure 1** shows MPWD's current service area.

*Figure 1. Mid-Peninsula Water District (MPWD) Service Area*



The District currently purchases all of its water from the San Francisco Public Utilities Commission (SFPUC). The District is a member of the Bay Area Water Supply and Conservation Agency (BAWSCA) which represents the collective interests of 26 regional water purveyors receiving water supply from SFPUC. SFPUC water is treated and delivered to the District's distribution system. The District owns and operates a water distribution system that includes 9 pressure zones, 19 pumps, 11 water tanks, 20 water regulating valves, 790 fire hydrants and 95 miles of water mains. This system serves approximately 8,164 customer connections.

MPWD levies Capacity Charges on new or expanded connections as a condition of development. This fee was established to reimburse District’s current customers by offsetting capacity-related capital costs and mitigating a sudden steep rate increase in the future. New customers also pay a WDO Fee during periods of drought to respond to the state’s mandates and restrictions that may be imposed on the Districts’ customers.

## Charge Terminology

“Capacity Charge” is commonly used terminology to describe system development charges imposed on new customers. There are other names commonly used by utilities such as Connection Charges and Capital Recovery Charges. Though they all mean the same thing and are used for the same purpose, the variety of terms often creates confusion. In this Report, RDN uses “Capacity Charge” as the term for a system development charge, a one-time charge paid by a new water system customer for its system capacity.

## Legal Framework

### [California Government Code § 66013](#)

*(a) Notwithstanding any other provision of law, when a local agency imposes fees for water connections or sewer connections, or imposes capacity charges, those fees or charges shall not exceed the estimated reasonable cost of providing the service for which the fee or charge is imposed, unless a question regarding the amount of the fee or charge imposed in excess of the estimated reasonable cost of providing the services or materials is submitted to, and approved by, a popular vote of two-thirds of those electors voting on the issue.*

*(b) As used in this section: [...] (3) “Capacity charge” means a charge for public facilities in existence at the time a charge is imposed or charges for new public facilities to be acquired or constructed in the future that are of proportional benefit to the person or property being charged, including supply or capacity contracts for rights or entitlements, real property interests, and entitlements and other rights of the local agency involving capital expense relating to its use of existing or new public facilities. A “capacity charge” does not include a commodity charge. [...]*

*(c) A local agency receiving payment of a charge as specified in paragraph (3) of subdivision (b) shall deposit it in a separate capital facilities fund with other charges received, and account for the charges in a manner to avoid any commingling with other moneys of the local agency, except for investments, and shall expend those charges solely for the purposes for which the charges were collected. Any interest income earned from the investment of moneys in the capital facilities fund shall be deposited in that fund.*

## Economic Framework

The simplest and most succinct economic justification for Capacity Charges is the idea that “growth pays for growth.” Essentially, customers who benefit from a service should be the ones who pay for that service. The AWWA Manual M26 states: “the purpose of designing customer-contributed [connection charges] is to prevent or reduce the inequity to existing customers that results when these customers must pay the increase in water rates that are needed to pay for added plant costs for new customers.” To effect fair distribution of the value of the system, Capacity Charges should reflect a reasonable estimate of the cost of providing capacity to new users and not disproportionately burden existing users through a rate increase.

Additionally, according to Nelson<sup>2</sup>: “Local public officials are coming to accept that underpricing of facilities leads to their inefficient use. Development is less intense, more spread out, and more wasteful of facilities when it does not have to pay the full cost of the facilities to which it connects and uses.” By allowing new development to pay for its full share of the cost of providing new facilities, local officials use market principles to determine when new development is feasible.

Capacity Charges should also meet rational nexus criteria to assure maximum reasonable acceptance by the development community, local government elected and administrative officials, and courts. At the heart of the rational nexus test is the concept of "proportionate share," which can be defined as that component of the cost of existing and future system improvements that is reasonably related to the demands of new development.

## Key Assumptions

The asset values utilized in this report have been adjusted to reflect the most recent data release by the Engineering News Record (ENR) San Francisco Construction Cost Index (CCI), with a reference date of September 1, 2025. Growth projections and capacity estimates were calculated using customer data provided by District staff.

## Equivalent Meter Ratios

Capacity requirements placed on the water system can be measured by the size of installed meters which receive services from the system. The safe operating flow (or capacity) of a particular size of meter is essentially the limiting factor in terms of the demand that can be exerted on the water system through the meter. The ratio of the safe operating capacity of various sizes of meters relative to the capacity of a base meter may be used to determine appropriate charges for the larger meter sizes.<sup>3</sup> It is the District’s policy to consider 5/8” meters as a base meter (equal to one equivalent meter). The capacity ratio for larger meters is calculated using the meter capacity requirements provided in the AWWA M1.

*Table 2. AWWA Equivalent Meter Ratios*

Meter Size	Meter Ratio
5/8"	1.00
3/4"	1.50
1"	2.50
1 1/2"	5.00
2"	8.00
3"	17.50
4"	31.50
6"	65.00
8"	140.00

<sup>2</sup> Nelson, Arthur C. 1995. System development charges for water, wastewater and stormwater facilities. CRC Press.

<sup>3</sup> From “Principles of Water Rates, Charges, and Charges” by American Water Works Association, 2017, Seventh Edition, Appendix B, p. 385.

## Customer Growth

Growth projections were developed based on a 20-year planning horizon. The District expects most new development to be in-fill and redevelopment. **Table 3** shows the average annual count of active customer meters between FY 2018 and FY 2026 shown in the District's billing records. Annual growth percentages per year were determined and the average was used to project future growth by meter size.

*Table 3. Annual Active Customer Counts by Meter Size FY 2018 to FY 2026<sup>4</sup>*

Meter Size	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5/8"	7,077	7,137	7,179	7,152	7,113	7,107	7,083	7,034	7,029
1"	528	552	566	591	605	616	659	681	698
1 1/2"	144	151	152	152	156	156	155	156	157
2"	152	162	165	165	166	169	175	179	182
3"	16	17	17	17	17	17	17	17	17
4"	18	19	20	20	20	20	20	20	20
6"	6	6	6	6	6	6	6	6	6
<b>Total</b>	<b>7,941</b>	<b>8,044</b>	<b>8,105</b>	<b>8,103</b>	<b>8,083</b>	<b>8,091</b>	<b>8,115</b>	<b>8,093</b>	<b>8,109</b>

**Table 4** shows the annual growth percentages used to project meter growth to 2045.

*Table 4. Projected Annual Growth Percentages by Meter Size*

Meter Size	Annual Growth
5/8"	-0.1%
1"	3.6%
1 1/2"	1.1%
2"	2.3%
3"	0.8%
4"	1.4%
6"	0.0%

Growth projections used to estimate future buildout equivalent meter counts are based on straight line growth from the current number of connections (8,164), provided by staff. The count of buildout connections is estimated to be 8,896. Based on the current distribution of meters to connections, a total of 2,630 additional equivalent meters is estimated for 2045. **Table 5** shows the calculation used to determine future buildout equivalent meters.

<sup>4</sup> Note that average customer counts were developed by dividing the total bills by the number of months which results in a total that is slightly lower than the number of total connected meters as it excludes meters which are connected but not currently active. The overall growth trends in Table 4 are applied to the total meter count reported in the 2024 Rate Study, which are more reflective of total system capacity demands.

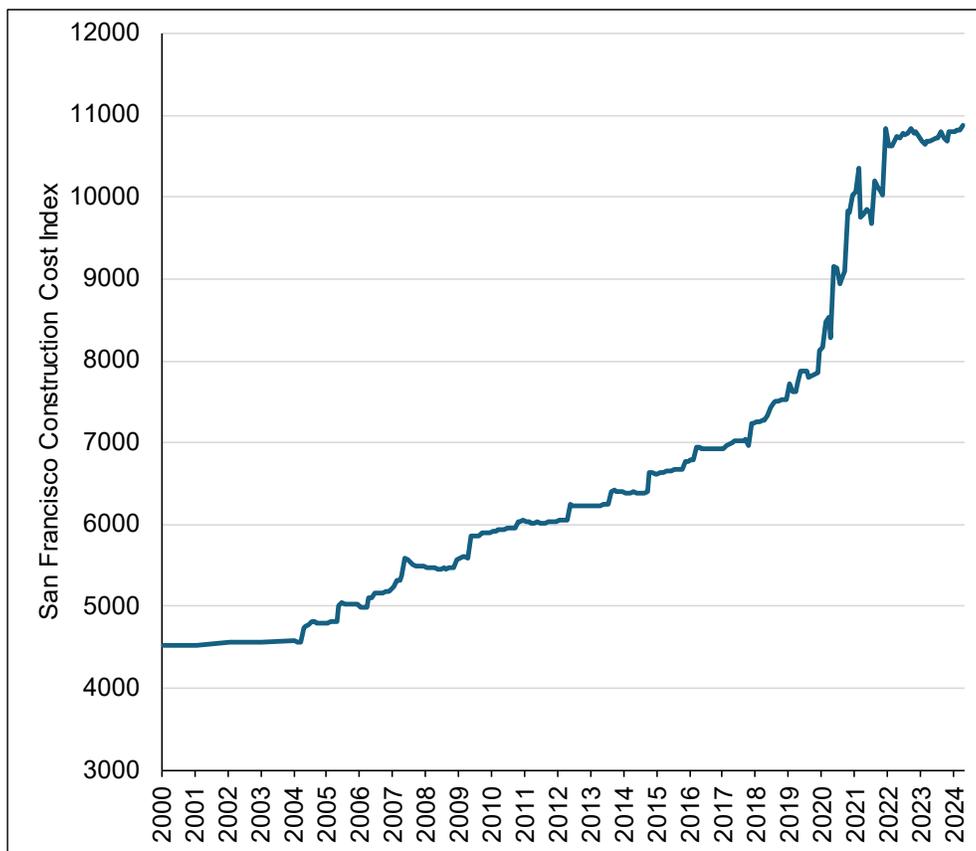
*Table 5. Current and Projected Meter Counts and Equivalent Meter Counts*

Meter Size	AWWA Meter Ratio	Current Meter	Current Equivalent Meters	Future Meter Count	Future Equivalent Meters
5/8"	1.00	7,028	7,028	6,914	6,914
3/4"	1.50	0	0	0	0
1"	2.50	750	1,875	1,461	3,653
1 1/2"	5.00	163	815	201	1,005
2"	8.00	181	1,448	278	2,224
3"	17.50	17	298	17	298
4"	31.50	20	630	20	630
6"	65.00	5	325	5	325
<b>Total</b>		<b>8,164</b>	<b>12,419</b>	<b>8,896</b>	<b>15,048</b>

### Construction Cost Index

RDN escalated the costs of replacing existing system assets using the ENR San Francisco CCI. The CCI is based on current costs for construction inputs such as labor, steel, cement, and lumber in the San Francisco area. **Figure 2** shows the indexed change in construction costs between 2000 and 2024.

*Figure 2. Historic San Francisco Construction Cost Index<sup>5</sup>*



<sup>5</sup> Values are shown in the Appendix

## 2. METHODOLOGY

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The Capacity Charge was developed using guidelines set forth by the AWWA M1. The two primary methods outlined in the M1 used to calculate Capacity Charges are the Buy-in and the Incremental Cost methods. The Buy-in method recovers the cost of capacity in those portions of the existing system in which there is still capacity available. The Incremental Cost method is a calculation of the incremental costs of additional system capacity needed to add to serve new development. There is also a hybrid approach in which these two methods are combined. The combined approach is most often used when the system has some capacity left to take on new customers, but additional capacity is also needed to serve projected growth in the planning horizon.

### Buy-in Method

Under the Buy-in Method, new development purchases a share of capacity proportionate to the development's estimated demand. This method is typically used when the existing water system has the capacity to accommodate increased demand without large investment in capital projects. There are four generally accepted methods used to determine the existing system value:

- **Original Cost (OC)** – asset cost in the year of construction
- **Original Cost less Depreciation (OCLD)** – original cost subtracting the accumulated depreciation of system assets, also known as net book value.
- **Replacement Cost New (RCN)** – original cost escalated to current dollars using a construction cost index. This method reflects the cost of replicating the existing system.
- **Replacement Cost New less Depreciation (RCLD)** – replacement cost new of existing system subtracted by the accumulated depreciation. This method reflects the current costs of replacing system assets while adjusting the valuation to reflect the remaining life of current assets.

**Figure 3** provides a visual representation of a situation where the Buy-in Method best applies. In this example, the commuter bus (utility) has a capacity to seat 10 passengers (system capacity). Of the 10-total seats, eight are taken (existing customers), but there are two extra seats available ready for the new passengers (new customers). A new passenger, who wants to buy a seat on the bus, is expected to pay one tenth of the total value of the bus to secure his/her seat. This method rests on the premise that existing customers have been maintaining not only their share of the system capacity that they use but also for the extra capacity that is not currently being used. New customers therefore should reimburse existing customers for the additional contribution they have made to maintain the extra capacity.

The Buy-in Method is used when there is sufficient capacity left in the existing system to accommodate new development over the planning period, and the goal of this method is to achieve capital equity between existing and new customers.

Figure 3. Buy-in Methodology



### Incremental Cost Method

While the Buy-in Method is used when the system has sufficient capacity for additional development, the Incremental Cost method is most appropriate when current system capacity is not capable of serving new development without significant investment in new facilities. Under this methodology all the costs of future system expansion are allocated to new customers. This method requires a detailed long-term capital improvement plan (CIP) that clearly identifies the proportion of project cost contributing to expansion of the system. As shown in **Figure 4**, using the same bus analogy, when the bus is full (at capacity), new passengers must purchase additional cargo room for them to secure a seat so that existing customers would not be burdened by the Incremental Costs. This method rests on the premise “growth pays for growth.”

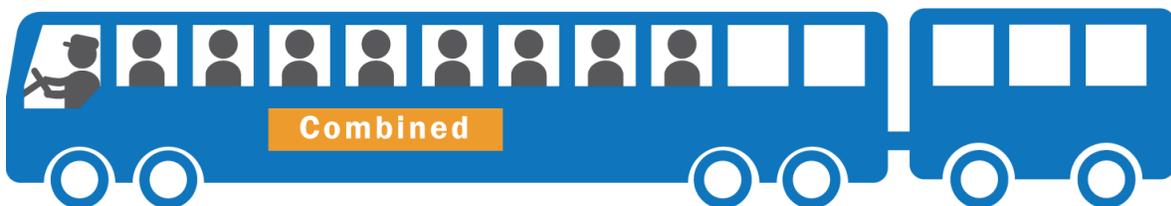
Figure 4. Incremental Cost Method



### Combined Approach

For systems that have the capacity to serve new development in the short-run but require investment in capacity-expanding facilities in the long-run, a combination of Buy-in and Incremental Cost Methods should be considered. Capacity Charges developed under the combined method reflect the value of the existing system and expansion related CIPs. In **Figure 5** the new passengers are expected to share the costs associated both with the available seats in the original section of the bus and the extension of the bus that is added to increase additional availability of seats.

Figure 5. Combined Cost Method



## Proposed Approach

According to staff, the current system holds some remaining capacity to accommodate new customers; however, some capital spending is planned to accommodate new growth in the service area. RDN recommends Capacity Charges for the District be calculated based on the combined approach, with asset values being determined using the RCLD method. This approach captures the actual value of the significant investment made into the existing system by current customers and the cost of capital improvement projects scheduled for expansion. **Figure 6** displays the summarized formula used to calculate the District's Charges under the combined approach.

*Figure 6. Combined Approach, Capacity Charge Calculation Methodology for MPWD*



### 3. CHARGE CALCULATION

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RDN first evaluated which assets are eligible for inclusion in the Capacity Charge calculation. It is common charge-setting practice to only include the asset value of the backbone infrastructure in the system. To calculate the Capacity Charges, RDN allocated each asset between backbone and non-backbone assets. Asset values were adjusted to exclude assets funded by developers, grants, and other non-rate funding sources. Additionally, adjustments were made to the system asset values to avoid double charging new customers for costs they will inherit in their rates once they join the system. The capital reserve fund was then included in the asset list, reflecting the contributions made by current customers to build these reserves. The asset value after these adjustments is denoted as “allowable asset value” in this Report. The allowable asset value is divided by the corresponding system capacity (current), or equivalent meter count, resulting in a unit cost of the capacity. The same calculation was repeated for the Incremental Cost component (future) and the Charges were summed together to compute a total Capacity Charge per equivalent meter. The following section describes each of these components in detail.

#### System Value

##### Current System Asset Valuation (Buy-in Component)

The District provided RDN with a comprehensive fixed asset list containing over 600 items with acquisition dates between 1950 and 2024. The asset list included information such as asset number, system function, useful life, and original purchase date of each asset.

RDN utilized the RCLD method to calculate system value. Under this methodology, the allowable asset value reflects the cost of replacing the backbone system in today’s dollars, minus the accumulated depreciation for that item. The RCLD valuation method was chosen to reflect the true cost of replacing assets at current prices and to fully capture the economic impacts of replacing old infrastructure. Each asset’s original cost is multiplied by the percent change in SF CCI between the asset’s purchase date and the implementation date of the new Capacity Charges. The RCLD method accounts for accumulated depreciation of assets, meaning that future customers do not buy into depreciated assets at full price, and reflects the value of the remaining useful life of the system. The allowable asset value, after adjustments described in the following section, totals approximately \$45.6 million. **Table 6** shows the backbone system asset values, the accumulated depreciation, the net book value (original cost minus depreciation), the replacement cost of backbone assets if they were new today, and the replacement of the backbone assets less the accumulated depreciation.

*Table 6. Backbone Asset Values, OC, OCLD, RCN, and RCLD*

Description	Value
Original Cost	\$60,658,891
Accumulated Depreciation	\$31,556,525
Net Book Value	\$29,102,366
Replacement Cost New	\$393,304,993
Replacement Cost Accumulated Depreciation	\$347,673,509
<b>Replacement Cost Less Depreciation</b>	<b>\$45,631,484</b>

## Adjustments

### Outstanding Debt Principal

The District currently makes payments on certificates of participation issued in 2016 and 2025. The 2016 debt has a cumulative outstanding principal of \$15.5 million as of FY 2026. New customers will start making payments through their water rates once they join the system. Thus, it is necessary to subtract the amount from the Charge calculation, to avoid new customers paying once with a new connection, and paying again on their water bill. The 2025 certificate of participation was excluded from the present analysis because none of the assets under consideration for system buy-in were financed through this vehicle. Future capacity charge studies should include both the outstanding principal and assets of this debt issuance when the data becomes available.

### Capital Reserves

The final adjustment is the addition of the District's Capital Reserves to the asset value calculation. The District's current capital project reserve balance is \$15.7 million made up of Capital Projects and Working Capital Reserves. This amount was added to the calculation as an allowable system asset value.

**Table 7** shows the final system value for the buy-in calculation. Total RCLD asset values are included, as well as the total adjustments of \$0.2 million. The final Buy-in asset value is calculated at \$45.8 million.

*Table 7. Total System Buy-in Value after Adjustments*

Description	Value
Replacement Cost Less Depreciation	\$45,631,484
Adjustments	\$184,448
<b>Adjusted System Value</b>	<b>\$45,815,932</b>

### **Capital Improvement Projects for Expansion (Incremental Cost Component)**

To calculate the Incremental Cost component, RDN utilized the capital improvement plan provided by District staff for the planning period (FY 2026 – FY 2045). RDN confirmed which future projects are expansion related, and thus should be included in the Charge calculation. No projects which are planned to be funded by debt are included in the costs for future development, as this debt will be paid by new customers when they join the system. Rate-funded capital projects are allocated to future growth based on the percent of new growth compared to current customers based on the planning horizon of 2045, 21 percent. The average annual projected rate-funded capital expenditures between FY 2030 and FY 2045 is \$2.5 million. The cost of expansion-related capital improvement projects totaled \$10.7 million. **Table 8** shows a detailed breakdown of the total expansion-related capital costs included in the incremental value calculation.

**Table 8. Capital Improvement Costs for Expansion**

PROJECT NO.	PROJECT NAME	% EXISTING	% FUTURE	Total	\$92,464,772	\$10,727,176
				TOTAL	Future development	
--	(Capitalized Equipment)	79%	21%	\$650,000		\$137,631
CIP 15-09/ 15-19	Dekoven Tank Util/Lincoln/Newlands/Oak Knoll WMR	79%	21%	\$2,519,502		\$533,481
CIP 20-09	Dairy Lane Operations Center Rehabilitation - Design	100%	0%	\$774,800		\$0
CIP 20-10	Dairy Lane Operations Center Rehabilitation - Construction	100%	0%	\$12,881,180		\$0
CIP 24-07	Folger Property Improvements	100%	0%	\$5,468,180		\$0
CIP 15-89	Dekoven Tanks Replacement	100%	0%	\$8,104,096		\$0
CIP 15-72b	SR 101 Crossing at PAMF Hospital - Phase 2	100%	0%	\$2,904,356		\$0
CIP 24-08	Exborne West Tank Recoating	79%	21%	\$702,000		\$148,642
CIP 24-09	Hallmark North Tank Recoating	79%	21%	\$3,187,860		\$674,999
CIP 24-10	West Belmont North Tank Recoating	79%	21%	\$135,200		\$28,627
CIP 20-05	Transmission Main Condition Assessment	100%	0%	\$634,400		\$0
CIP 15-68/15-45	Lower Notre Dame Ave/ Willow Lane	79%	21%	\$2,378,198		\$503,561
--	Other Projects (Not Yet Identified)	82%	21%	\$11,000,000		\$1,973,249
--	Other Projects (Not Yet Identified)	100%	0%	\$3,625,000		\$0
	Other Projects 2030-2045 (Not Yet Identified)	82%	21%	\$37,500,000		\$6,726,985

## Unit of Service

The unit costs were calculated for the base Buy-in Capacity Charge by using the District’s current equivalent meter count. For the Incremental Cost component, RDN used the projected meter equivalents at build-out. **Table 9** shows the calculation used to derive the cost per equivalent meter.

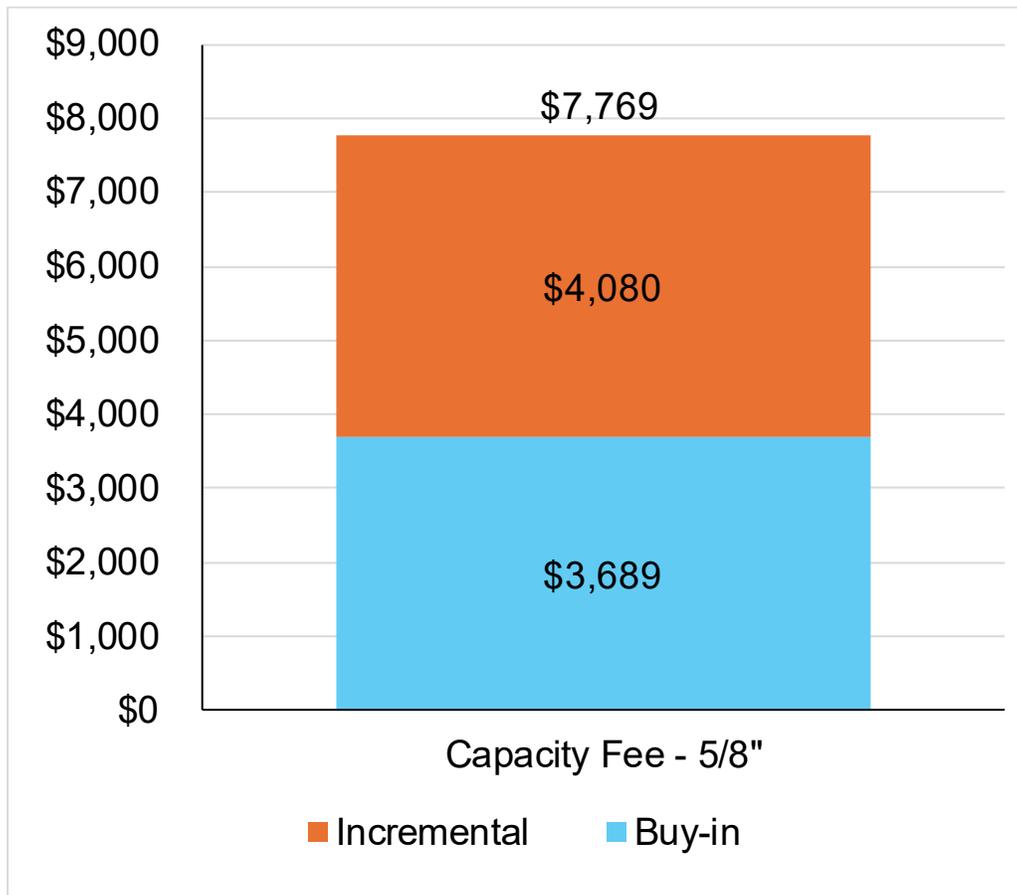
**Table 9. Unit of Service Calculation**

Category	Value	Equivalent Meters	Cost per EM
Adjust Buy-in Value	\$45,815,932 ÷	12,419 =	\$3,689.33
Incremental CIP costs	\$10,727,176 ÷	2,630 =	\$4,079.55

## Charge Calculation

Charge calculations inherently have a certain amount of latitude so that Capacity Charges can reflect local contingencies rather than be intractable in their application. **Figure 7** presents the total Capacity Charge for a standard 5/8” meter as a sum of both the Buy-in and Incremental portions. The recommended Capacity Charge is calculated using RCLD.

Figure 7. Proposed Base (5/8") Capacity Charge



The Capacity Charge calculation for the base meter (5/8-inch) resulted in \$7,769. **Table 10** show the proposed Capacity Charges for all meters. To calculate the proposed Capacity Charges for meters larger than 5/8", the base charge is multiplied by the Meter ratio.

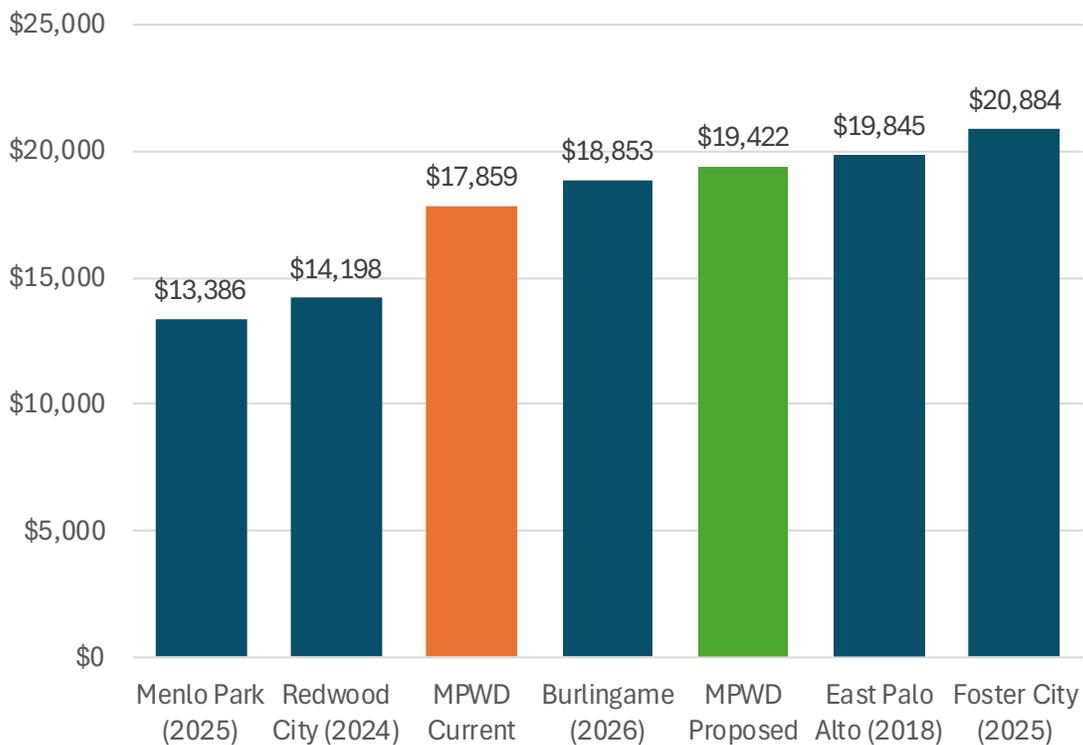
Table 10. Capacity Charge Calculation by Meter Size

Meter Size	Meter Ratio	Buy-in Component	+	Incremental Component	=	Proposed Fee
5/8"	1.00	\$3,689.33		\$4,079.55		\$7,768.88
3/4"	1.50	\$5,533.99		\$6,119.32		\$11,653.32
1"	2.50	\$9,223.32		\$10,198.87		\$19,422.20
1 1/2"	5.00	\$18,446.64		\$20,397.75		\$38,844.39
2"	8.00	\$29,514.63		\$32,636.40		\$62,151.03
3"	17.50	\$64,563.26		\$71,392.12		\$135,955.38
4"	31.50	\$116,213.86		\$128,505.82		\$244,719.68
6"	65.00	\$239,806.38		\$265,170.73		\$504,977.12
8"	140.00	\$516,506.06		\$571,136.96		\$1,087,643.02

## Fee Comparison

**Figure 8** shows MPWD’s current and proposed capacity charges compared to other local agencies for a new 1” meter connection. Differences are caused by conditions unique to each agency. For example, an agency anticipating significant growth would implement a higher capacity charge to place the investment burden on new development. In addition to varying circumstances between agencies, another explanation for large differences in development fees comes as a result of the methodology selected by the agency. As presented in the Methodology section of this report there are many acceptable and defensible methods for developing a capacity charge depending on the objectives set forth by the agency.

*Figure 8. Local Capacity Charge Calculation 1” Meter<sup>6</sup>*



<sup>6</sup> Burlingame - <https://www.burlingame.org/DocumentCenter/View/6473/FY2025-26-Proposed-Burlingame-Master-Fee-Schedule?bidId=>

Foster City - [https://www.fostercity.org/sites/default/files/fileattachments/financial\\_services/page/3691/fy\\_2024-25\\_master\\_fees\\_services\\_charges\\_schedule.pdf](https://www.fostercity.org/sites/default/files/fileattachments/financial_services/page/3691/fy_2024-25_master_fees_services_charges_schedule.pdf)

Menlo Park - <https://www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2026-meetings/20260113/20260113-cc-impact-fees-ab-1600.pdf>

Redwood City - <https://www.redwoodcity.org/home/showpublisheddocument/30381/638972662048700000>

East Palo Alto - [https://www.cityofepa.org/sites/default/files/fileattachments/community\\_amp\\_economic\\_development/page/3751/fact\\_sheet\\_water\\_capacity\\_fees\\_201809241617020585.pdf](https://www.cityofepa.org/sites/default/files/fileattachments/community_amp_economic_development/page/3751/fact_sheet_water_capacity_fees_201809241617020585.pdf)

## 4. FINAL RECOMMENDATIONS

The District's projected capital improvement project needs total over \$90 million. Capacity Charge revenue is restricted and must be used exclusively to fund expansion-related capital costs. Without sufficient funding sourced from new development, financing the District's growth through water rates could place a disproportionate burden on the current ratepayers. RDN updated the District's Charges, which conform to State law. The proposed Capacity Charges will increase revenues and are proportional to the current system value and planned expenses of expansion-related capital improvements.

The updated study results in a Capacity Charge of \$7,769 for a base meter. RDN recommends that the District update the Capacity Charge each year to keep pace with construction cost inflation. The District may apply an annual adjustment, either an increase or decrease, to Capacity Charges based on changes in the ENR San Francisco CCI. Additionally, we recommend that MPWD conduct a review of the Capacity Charge every four to five years or when there are significant changes in the physical system, planned capital projects, pace of new development, or other major changes. **Table 11** illustrates the dollar change between the adjusted Capacity Charges for each meter size and the current charges.

*Table 11. Dollar Change between Current and Proposed Capacity Charges<sup>7</sup>*

Meter Size	Current Charge	Proposed Charge	\$ Difference
Single Family Unit	\$10,043	<b>\$0</b>	-\$10,043
Multi Family Unit	\$6,026	<b>\$0</b>	-\$6,026
5/8"	\$10,043	<b>\$7,769</b>	-\$2,274
3/4"	\$10,043	<b>\$11,653</b>	\$1,610
1"	\$16,738	<b>\$19,422</b>	\$2,684
1 1/2"	\$33,476	<b>\$38,844</b>	\$5,368
2"	\$53,561	<b>\$62,151</b>	\$8,590
3"	\$100,427	<b>\$135,955</b>	\$35,528
4"	\$167,379	<b>\$244,720</b>	\$77,341
6"	\$334,758	<b>\$504,977</b>	\$170,219
8"	\$535,613	<b>\$1,087,643</b>	\$552,030

<sup>7</sup> Current Capacity Charges and Water Demand Offset Charges are shown in the appendix

## 5. APPENDIX

### Current Capacity Charge

The District's current Capacity Charge methodology was last updated in 2015. **Table 12** shows the current Capacity Charges by meter size and customer category.

*Table 12. Current Capacity Charges*

Meter Size	Current Charge
Single Family Unit	\$10,043
Multi Family Unit	\$6,026
5/8"	\$10,043
3/4"	\$10,043
1"	\$16,738
1 1/2"	\$33,476
2"	\$53,561
3"	\$100,427
4"	\$167,379
6"	\$334,758
8"	\$535,613

### Water Demand Offset Fees (WDO)

The District's current WDO Fees were also developed in 2015. **Table 13** presents the existing WDO Fees by meter size and drought stage. RDN also recommends that the District discontinue WDO Fees as part of the Capacity Charge calculation for the following reasons:

- Available water supply does not correspond to the capacity of the facilities (assets).
- Capacity Charges are designed to reimburse/pay for the costs of infrastructure to serve new customers.
- A reduction in available water should not disproportionately affect new customers compared to existing customers.

*Table 13. Existing WDO Offset Charges by Meter*

Meter Size	Stage 1	Stage 2	Stage 3	Stage 4
Single Family Unit	\$673	\$1,294	\$1,913	\$2,533
Multi-Family Unit	\$404	\$776	\$1,148	\$1,520
5/8"	\$673	\$1,294	\$1,913	\$2,533
3/4"	\$673	\$1,294	\$1,913	\$2,533
1"	\$1,121	\$2,156	\$3,189	\$4,222
1 1/2"	\$2,243	\$4,312	\$6,378	\$8,443
2"	\$3,589	\$6,900	\$10,204	\$13,509
3"	\$6,729	\$12,936	\$19,133	\$25,330
4"	\$11,214	\$21,560	\$31,889	\$42,218
6"	\$22,428	\$43,121	\$63,778	\$84,434
8"	\$35,886	\$68,994	\$102,044	\$135,095

# San Francisco Construction Cost Index

Date	BCI	Date	BCI	Date	BCI	Date	BCI	Date	BCI	Date	BCI
9/1/2025	10878.97	6/1/2020	7728.87	3/1/2015	6405.72	12/1/2009	5463.56	12/1/2000	4044.2	3/1/1937	235
8/1/2025	10813.71	5/1/2020	7525.33	2/1/2015	6414.1	11/1/2009	5460.81	12/1/1999	3898.57	12/1/1936	206
7/1/2025	10812.46	4/1/2020	7522.83	1/1/2015	6409.56	10/1/2009	5460.56	12/1/1998	3927.46	12/1/1935	196
6/1/2025	10809.96	3/1/2020	7516.83	12/1/2014	6248.05	9/1/2009	5465.31	12/1/1997	3809.11	12/1/1934	198
5/1/2025	10804.41	2/1/2020	7513.83	11/1/2014	6252.05	8/1/2009	5466.06	12/1/1996	3634.25	12/1/1933	170
4/1/2025	10791.91	1/1/2020	7512.33	10/1/2014	6240.05	7/1/2009	5464.31	12/1/1995	3561.6	12/1/1932	157
3/1/2025	10687.17	12/1/2019	7479.68	9/1/2014	6230.55	6/1/2009	5477.06	12/1/1994	3519.17	12/1/1931	181
2/1/2025	10720.93	11/1/2019	7429.65	8/1/2014	6229.8	5/1/2009	5489.81	12/1/1993	3428.04	12/1/1930	203
1/1/2025	10794.37	10/1/2019	7341.15	7/1/2014	6229.8	4/1/2009	5497.31	12/1/1992	3298.09	12/1/1929	207
12/1/2024	10729.09	9/1/2019	7271.94	6/1/2014	6231.8	3/1/2009	5499.06	12/1/1991	3270.9	12/1/1928	207
11/1/2024	10716.59	8/1/2019	7274.44	5/1/2014	6228.05	2/1/2009	5496.56	12/1/1990	3245.04	12/1/1927	206
10/1/2024	10701.45	7/1/2019	7260.69	4/1/2014	6227.05	1/1/2009	5510.81	12/1/1989	3119.95	12/1/1926	208
9/1/2024	10691.45	6/1/2019	7260.69	3/1/2014	6224.05	12/1/2008	5523.06	12/1/1988	3076.27	12/1/1925	207
8/1/2024	10683.29	5/1/2019	7239.64	2/1/2014	6226.8	11/1/2008	5576.06	12/1/1987	3044.27	12/1/1924	215
7/1/2024	10650.79	4/1/2019	7228.39	1/1/2014	6228.55	10/1/2008	5594.81	12/1/1986	2961.47	12/1/1923	214
6/1/2024	10683.43	3/1/2019	6954.89	12/1/2013	6231.05	9/1/2008	5372.35	12/1/1985	2819.5	12/1/1922	174
5/1/2024	10734.05	2/1/2019	7038.07	11/1/2013	6233.3	8/1/2008	5320.6	12/1/1984	2756.35	12/1/1921	202
4/1/2024	10804.99	1/1/2019	7021.57	10/1/2013	6241.3	7/1/2008	5313.85	12/1/1983	2826.13	12/1/1920	251
3/1/2024	10774.99	12/1/2018	7022.07	9/1/2013	6047.27	6/1/2008	5244.1	12/1/1982	2799.96	12/1/1919	198
2/1/2024	10843.54	11/1/2018	7016.57	8/1/2013	6046.02	5/1/2008	5202.1	12/1/1981	2558.49	12/1/1918	189
1/1/2024	10777.24	10/1/2018	7014.08	7/1/2013	6048.77	3/1/2008	5177.85	11/1/1980	2395.21	12/1/1917	181
12/1/2023	10767.24	9/1/2018	7010.58	6/1/2013	6046.52	2/1/2008	5161.24	12/1/1979	2172.96	12/1/1916	130
11/1/2023	10778.49	8/1/2018	6981.42	5/1/2013	6040.77	1/1/2008	5161.24	12/1/1978	1940.78	12/1/1915	93
10/1/2023	10725.6	7/1/2018	6966.67	4/1/2013	6031.02	12/1/2007	5159.49	12/1/1977	2576	12/1/1914	89
9/1/2023	10741.92	6/1/2018	6921.42	3/1/2013	6025.77	11/1/2007	5156.99	12/1/1976	2401	12/1/1913	100
8/1/2023	10657.16	5/1/2018	6921.42	2/1/2013	6026.77	10/1/2007	5096.9	12/1/1975	2212	12/1/1912	91
7/1/2023	10621.95	4/1/2018	6921.42	1/1/2013	6018.52	9/1/2007	5095.9	12/1/1974	2020	12/1/1911	93
6/1/2023	10619.45	3/1/2018	6921.42	12/1/2012	6012.77	8/1/2007	4988.64	12/1/1973	1895	12/1/1910	96
5/1/2023	10847.53	2/1/2018	6921.42	11/1/2012	6024.02	7/1/2007	4986.64	12/1/1972	1753	12/1/1909	91
4/1/2023	10026.39	1/1/2018	6921.42	10/1/2012	6025.02	6/1/2007	4980.14	12/1/1971	1581	12/1/1908	97
3/1/2023	10068.82	12/1/2017	6921.42	9/1/2012	6022.02	5/1/2007	5033.45	12/1/1970	1381		
2/1/2023	10125.94	11/1/2017	6921.42	8/1/2012	6024.21	4/1/2007	5019.45	12/1/1969	1269		
1/1/2023	10205.32	10/1/2017	6921.42	7/1/2012	6039.21	3/1/2007	5019.41	12/1/1968	1155		
12/1/2022	9684.48	9/1/2017	6945.92	6/1/2012	6043.21	2/1/2007	5016.91	12/1/1967	1074		
11/1/2022	9819.99	8/1/2017	6943.98	5/1/2012	6043.71	1/1/2007	5017.41	12/1/1966	1019		
10/1/2022	9847.88	7/1/2017	6796.47	4/1/2012	6028.96	12/1/2006	5025.39	12/1/1965	971		
9/1/2022	9789.74	6/1/2017	6793.1	3/1/2012	6027.21	11/1/2006	5040.37	12/1/1964	936		
8/1/2022	9757.65	5/1/2017	6761.99	2/1/2012	5952.27	10/1/2006	5015.62	12/1/1963	901		
7/1/2022	10346.61	4/1/2017	6767.41	1/1/2012	5952.27	9/1/2006	4815.14	12/1/1962	872		
6/1/2022	10062.91	3/1/2017	6680.37	12/1/2011	5949.27	8/1/2006	4812.89	12/1/1961	847		
5/1/2022	10033.57	2/1/2017	6680.37	11/1/2011	5948.77	7/1/2006	4805.89	12/1/1960	824		
4/1/2022	9810.39	1/1/2017	6680.37	10/1/2011	5943.77	6/1/2006	4789.39	12/1/1959	797		
3/1/2022	9833.42	12/1/2016	6680.37	9/1/2011	5937.27	5/1/2006	4794.36	12/1/1958	759		
2/1/2022	9102.28	11/1/2016	6650.28	8/1/2011	5936.02	4/1/2006	4796.11	12/1/1957	724		
1/1/2022	9007.82	10/1/2016	6649.28	7/1/2011	5923.27	3/1/2006	4793.11	12/1/1956	692		
12/1/2021	8934.82	9/1/2016	6647.28	6/1/2011	5911.77	2/1/2006	4799.11	12/1/1955	660		
11/1/2021	9127.62	8/1/2016	6625.6	5/1/2011	5906.02	1/1/2006	4817.11	12/1/1954	628		
10/1/2021	9158.49	7/1/2016	6626.1	4/1/2011	5905.02	12/1/2005	4811.11	12/1/1953	600		
9/1/2021	8290.4	6/1/2016	6619.35	3/1/2011	5895.52	11/1/2005	4783.86	12/1/1952	569		
8/1/2021	8524.32	5/1/2016	6621.35	2/1/2011	5892.52	10/1/2005	4752.26	12/1/1951	543		
7/1/2021	8468.17	4/1/2016	6630.1	1/1/2011	5860.77	9/1/2005	4731.12	12/1/1950	510		
6/1/2021	8165.26	3/1/2016	6628.85	12/1/2010	5864.77	8/1/2005	4552.32	12/1/1949	477		
5/1/2021	8131.51	2/1/2016	6408.87	11/1/2010	5868.02	7/1/2005	4564.32	12/1/1948	461		
4/1/2021	7863.57	1/1/2016	6387.49	10/1/2010	5859.52	6/1/2005	4575.43	12/1/1947	413		
3/1/2021	7843.32	12/1/2015	6389.49	9/1/2010	5579.61	5/1/2005	4553.53	12/1/1946	346		
2/1/2021	7816.32	11/1/2015	6390.46	8/1/2010	5600.74	4/1/2005	4553.51	12/1/1945	308		
1/1/2021	7804.07	10/1/2015	6390.8	7/1/2010	5600.24	3/1/2005	4520.24	12/1/1944	299		
12/1/2020	7874.92	9/1/2015	6395.22	6/1/2010	5593.74	2/1/2005	4522.24	12/1/1943	290		
11/1/2020	7877.92	8/1/2015	6391.47	5/1/2010	5576.99	1/1/2005	4522.74	12/1/1942	276		
10/1/2020	7874.17	7/1/2015	6391.47	4/1/2010	5471.56	12/1/2004	4521.51	12/1/1941	258		
9/1/2020	7711.82	6/1/2015	6391.47	3/1/2010	5469.56	12/1/2003	4113.11	12/1/1940	242		
8/1/2020	7626.76	5/1/2015	6405.72	2/1/2010	5463.56	12/1/2002	4093.21	12/1/1939	236		
7/1/2020	7614.09	4/1/2015	6398.97	1/1/2010	5461.81	12/1/2001	4025.65	12/1/1938	236		



**DRAFT**

**ORDINANCE NO. 133**

**AN ORDINANCE AMENDING ATTACHMENT A REGARDING RATES AND FEES  
TO THE WATER SERVICE ORDINANCE NO. 103  
FOR THE MID-PENINSULA WATER DISTRICT**

**MID-PENINSULA WATER DISTRICT**

\*\*\*\*\*

**WHEREAS**, the Board of Directors (Board) of the Mid-Peninsula Water District (District) is authorized to establish and modify, as necessary, the rates and fees imposed for the provision of water service to its customers; and

**WHEREAS**, these rates and fees are set forth in Attachment A to the Water Service Ordinance No. 103, which was most recently updated and adopted pursuant to Ordinance No. 131 on April 24, 2025; and

**WHEREAS**, the District may impose capacity charges as a condition of development under the authority of California Government Code Section 66000 et seq., the Mitigation Fee Act (Act); and

**WHEREAS**, the District originally adopted Water System Capacity Charges in 1993 (then referred to as "existing facilities charge," and the charges were last updated in 2015 through adoption of Ordinance 112; and

**WHEREAS**, Ordinance 112 also established Water Demand Offset charge fees that are assessed for new customers in times of Board-declared water shortage conditions; and

**WHEREAS**, the District engaged a rate consultant, Robert D. Neihaus, Inc. (RDN), to perform a comprehensive review and analysis of the District's Water System Capacity and Water Demand Offset charges to ensure that users placing additional capacity burden on the water system will pay an amount that reflects the current asset value and costs of future expansion projects needed to accommodate new growth; and

**WHEREAS**, RDN presented the results of the study to the Board Finance Committee on December 2, 2025 and to the full Board of Directors on March 26, 2026; and

**WHEREAS**, having considered the entire record, the Board has determined that the proposed changes in the District's Water System Capacity Charge and the removal of the Water Demand Offset Fee for any new residential and non-residential customers are necessary and appropriate to recover a

proportionate share of costs for existing and future water system facilities and assets from new or expanded connections to the District's water system, and that this enables the District to continue its operations and services at the same level and quality, and continue its critical capital improvement program to replace old infrastructure and expand the infrastructure, as necessary, to sustain operations and service to the customer base; and.

**WHEREAS**, the Board finds that the amendments to the Schedule of Rates and Fees, attached as Attachment A to Water Service Ordinance 103, do not exceed the amount of the estimated costs required to provide the services for which the rates and charges are levied.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Directors of the Mid-Peninsula Water District as follows:

**Section 1:** Attachment A to the Water Service Ordinance No. 103 of the Mid-Peninsula Water District is amended and restated in its entirety as set forth on Attachment A attached hereto.

**Section 2 – Effective Date:** This Ordinance shall take effect and be in full force as of July 1, 2026. All prior ordinances or parts of ordinances that may be inconsistent with this Ordinance No. 133 hereby are repealed.

**REGULARLY PASSED AND ADOPTED** at a meeting of the Board of Directors of the Mid-Peninsula Water District duly held on April 23, 2026, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

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President of the Board of Directors  
Mid-Peninsula Water District

ATTEST:

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District Secretary



**ATTACHMENT A  
WATER SERVICE ORDINANCE 103**

**SCHEDULE OF RATES AND FEES**

**I. SERVICE CONNECTION CHARGES**

Service connections to the Mid-Peninsula Water District (MPWD) system require payment of a Meter Charge, Service Line and Installation Charge, Water Capacity Charge, and Water Demand Offset Charge. Charges are based upon the size of the service connection.

A. Meter Charge – CURRENT ACTUAL COST

B. Service Line and Installation Charge – CURRENT ACTUAL COST

An advance deposit will be required for service connections in the amount of the MPWD's estimate of the total cost to install. Any excess of actual installed costs shall be refunded to applicant. Any shortfall between the MPWD's estimate and actual installed costs shall be paid by the applicant prior to water service being activated.

C. Water System Capacity Charges

<b>Water System Capacity Charges</b> EFFECTIVE 7/1/2026	
<i>Charges are applied based on meter size</i>	
<u>Meter Size</u>	<u>Capacity Charge</u>
5/8"	\$7,769
3/4"	\$11,653
1"	\$19,422
1½"	\$38,844
2"	\$62,151
3"	\$135,955
4"	\$244,720
6"	\$504,977
8"	\$1,087,643

*Note: Standard charges shown. The District reserves the right to calculate alternative charges on a case-by-case basis to ensure charges reflect estimated water demand and/or recover the full costs of facilities benefiting new or expanded water service connections.*

#### D. Water Demand Offset Charges

*Effective July 1, 2026, the District no longer assesses Water Demand Offset Charges associated with water shortage response stages.*

**II. MONTHLY FIXED SYSTEM AND COMMODITY CHARGES**

<b>MPWD WATER RATES EFFECTIVE JANUARY 1, 2025</b>				
<b>Fixed Monthly Charges</b>				
<i>Billed based on meter size</i>				
	<b>Effective January 1, 2025</b>		<b>Effective July 1, 2025</b>	
<b>Meter Size</b>	<b>Meter Ratio</b>	<b>Rates</b>	<b>Meter Ratio</b>	<b>Rates</b>
5/8"	1.00	\$ 35.15	1.00	<b>\$36.91</b>
1"	2.50	\$ 72.39	2.50	<b>\$76.01</b>
1 1/2"	5.00	\$ 134.44	5.00	<b>\$141.16</b>
2"	8.00	\$ 208.90	8.00	<b>\$219.35</b>
3"	16.00	\$ 407.47	16.00	<b>\$427.84</b>
4"	25.00	\$ 630.86	25.00	<b>\$662.40</b>
6"	50.00	\$ 1,251.39	50.00	<b>\$1,313.96</b>
<b>Water Consumption Charges</b>				
<i>Billed based on monthly metered water use (\$/HCF)</i>				
	<b>Effective January 1, 2025</b>		<b>Effective July 1, 2025</b>	
<u>Residential</u>				
<u>Rate Tiers</u>				
Tier 1	0 - 6 HCF	\$ 9.75	0 - 6 HCF	<b>\$10.18</b>
Tier 2	7 - 14 HCF	\$ 14.56	7 - 14 HCF	<b>\$15.23</b>
Tier 3	Over 15 HCF	\$ 19.10	Over 15 HCF	<b>\$20.00</b>
<u>Commercial Rate Tiers</u>				
Tier 1	All use	\$ 12.80	All use	<b>\$13.38</b>
Note: 1 HCF = one hundred cubic feet or approximately 748 gallons.				

Pursuant to the Government Code, the MPWD reserves the right to increase its water consumption charges to recover any additional unanticipated SFPUC water rate increases.

**III. WATER SHORTAGE EMERGENCY RATES**

Water Shortage Emergency Rates may be implemented by authorization of MPWD’s Board of Directors. The table below shows that factors that would be applied to customer volumetric rates.

<b>WATER SHORTAGE EMERGENCY RATE FACTORS</b>						
<b>Class</b>	<b>Stage 1 Up to 10% Reduction</b>	<b>Stage 2 Up to 20% Reduction</b>	<b>Stage 3 Up to 30% Reduction</b>	<b>Stage 4 Up to 40% Reduction</b>	<b>Stage 5 Up to 50% Reduction</b>	<b>Stage 6 Greater than 50% Reduction</b>
Single Family Residential (SFR)	1.051	1.114	1.195	1.302	1.452	1.676
Multi-Family Residential (MFR)	1.043	1.094	1.157	1.237	1.340	1.490
Commercial	1.059	1.135	1.237	1.382	1.603	1.957

**IV. PRIVATE FIRE PROTECTION SERVICE CHARGES**

- A. Residential \$1.25/Month
- B. Non-Residential \$6.25/Month

**V. MISCELLANEOUS CHARGES – Effective January 1, 2019**

<b>User Fee Item</b>	<b>Fee</b>
Application for Regular or Temporary Service	\$10.00
Security Deposit	\$0.00
Payment with Credit/Debit Card	\$3.00
Late Payment Charge	\$10 per Month
48-Hour Notice	\$35.00
Shut-off/Restore Service	\$75.00
After-Hours Service Call	\$100.00
Returned Check	\$25.00
Photocopies, per page	\$0.25
Electronic Files via USB Storage Device	\$10 per service
Meter Test (Refundable if bad meter)	\$200.00
Fire Flow Test Report (Actual Cost)	\$500 Deposit for Actual Cost
Temporary Construction Water Connection: 1" Meter	\$550 dep + Fixed Monthly + Volume
Temporary Construction Water Connection: 3" Meter	\$2,500 dep + Fixed Monthly + Volume
Unauthorized Connection to Fire Hydrant	\$1,000.00
Unauthorized Hydrant Valve Operation	\$500.00
Commercial Plan Check Review	\$5,000.00
Residential Plan Check Review (3 units or larger)	\$3,000.00
Landscape Plan Check Review	\$400.00
Review, planning, and meeting time for projects not otherwise covered	Actual Cost
Labor - Administration	\$60.00
Labor - Operations Personnel w/Truck (Business Hours)	\$76.00
Labor - Operations Personnel w/Truck (Off Hours)	\$95.00
Equipment - Back Hoe, Dump Truck, Compressor	\$113.00
Labor - Executive Staff	\$121.00
Labor - Outside Principal Engineer	\$212.00
Labor - Outside Supporting Engineer	\$159.00
Labor - Outside Professional Services	Cost + 15%



**AGENDA ITEM NO. 8.B.**

DATE: March 26, 2026  
TO: Board of Directors  
FROM: Kat Wuelfing, General Manager

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**SUBJECT: Receive and Accept the Financial Audit Report for Fiscal Year Ended June 30, 2025, Presented by District Auditor, C.J. Brown & Company CPAs**

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**RECOMMENDATION**

Receive and accept the financial audit report for the fiscal year ended June 30, 2025, presented by Jonathan Abadesco from the office of District auditor, C.J. Brown & Company CPAs (C.J. Brown).

**FISCAL IMPACT**

The cost of this year's audit was \$23,705 to C.J. Brown, plus the cost of time to support the audit by the District Treasurer.

**DISCUSSION**

Attached are the financial audit reports for Fiscal Year Ended June 30, 2025 and related documents, which will be presented by Chris Brown and Jeff Palmer from the firm. These are marked draft and will be finalized by C.J. Brown following acceptance by the Board. This is the third year that C.J. Brown has performed an audit of the District.

An audit exit conference was facilitated by Jeff Palmer and Chris Brown on March 24, 2026, with the Board's Finance Committee, District Treasurer, and District Management.

Attachments: MPWD Annual Financial Report for the Fiscal Year Ended June 30, 2025, Draft  
MPWD Management Report, June 30, 2025, Draft



## ***AGENDA ITEM NO. 8.C.***

DATE: March 26, 2026  
TO: Board of Directors  
FROM: Alison Bell, Administrative Services Manager

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**SUBJECT: Receive Report and Recommendation on Updates to the Rules of the Board of Directors – Introduction and Sections 1 through 5**

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### **RECOMMENDATION**

Discussion on recommended updates to the Rules of the Board of Directors.

### **FISCAL IMPACT**

None.

### **BACKGROUND**

The District's Rules of the Board were last reviewed and updated in March 2019. As part of the District's Strategic Plan, the Board identified the periodic review and update of their rules as an important initiative to ensure alignment with current best practices, legal requirements, and the District's operational needs.

The Rule of the Board establishes the framework for Board governance, including roles and responsibilities of Board members, meeting procedures, ethical standards, and overall conduct. Regular review of these Rules supports transparency, accountability, and effective decision-making.

The Rules include the following sections:

- Introduction
- 1. Officers of the Board of Directors
- 2. Meetings
- 3. Agendas
- 4. Preparation of Minutes and Maintenance of Recordings
- 5. Committees
- 6. Authority of Board Members
- 7. Board Member Communications
- 8. Conflict of Interest and Ethical Guidelines

9. Correspondence Distribution Policy
10. Evaluations
11. Ethic Policy
12. Amendments

**DISCUSSION**

Staff and District Counsel have reviewed the introduction and Sections 1 through 5 of the Rules and made proposed changes. These sections generally address foundational governance elements, including Board officers, meetings, agendas, minutes, and committees.

The remainder of the Rules of the Board will be discussed at subsequent Board meeting(s). This phased approach is intended to provide the Board with adequate time to consider the proposed revisions, ask questions, and provide feedback to ensure the Rules reflect the Board's expectations. Following completion of review of all sections, the Board will be asked to adopt the updated Rules.

Attachments: Redline of Rules of the Board, through Section 5

**DRAFT**



## BOARD OF DIRECTORS RULES OF THE BOARD

The Mid-Peninsula Water District ("District" or "MPWD") Board of Directors ("Board") recognizes that the effectiveness of the District depends on the trust and confidence of the community it serves. As public officials, members of the Board are committed to upholding the highest standards of integrity, accountability, and transparency in the conduct of District business. Establishing clear guidelines for the conduct of Board members provides a strong foundation for responsible governance and helps ensure that decisions are made in the best interest of the public. These Rules of the Board are intended to provide guidance on the roles, responsibilities, and expectations of Board members and to promote professionalism, ethical conduct, and public trust.

~~The Board of Directors ("Board") of the Mid-Peninsula Water District ("MPWD" or "District") hereby adopts these Rules of the Board ("Rules") to govern its proceedings pursuant to Section 30530 of the California Water Code.~~

~~These Rules are designed solely to facilitate the handling by the Board of its own affairs. These Rules are not intended, and shall not be construed, to create procedural or substantive rights in any person who is not a member of the Board in the event an action is taken by the Board in a manner that may depart from, or be inconsistent with, these Rules.~~

### 1. OFFICERS OF THE BOARD OF DIRECTORS

1.1 Board members are obligated to uphold the Constitution of the United States and the Constitution of the State of California. Board members will comply with applicable laws regulating their conduct, including conflicts of interest, financial disclosure and open government laws. (Government Code Section 1360; Article 20, Section 3 of the California Constitution.)

~~4.1.2~~ The officers of the Board of Directors are the President and Vice President.

~~4.2.1.3~~ The President of the Board of Directors shall serve as presiding officer at all Board meetings. The President shall have the same rights as the other members of the Board with regard to voting, introducing motions, resolutions, and ordinances, and participating in any discussion.

# DRAFT

~~4.3~~4.1.4 In the absence of the President, the Vice President of the Board of Directors shall serve as presiding officer over the Board meeting. If the President and Vice President are both absent, the remaining members shall select one among themselves to act as presiding officer for the meeting.

~~4.4~~4.1.5 The President and Vice President of the Board shall be elected annually at the first regular meeting in December and the term of office shall commence immediately upon election and continue for one year or until replaced.

~~4.5~~4.1.6 The President or their designee shall sign all contracts for the procurement of equipment, supplies, materials or services when the amount to be paid by the District exceeds the spending limits or authority delegated to the General Manager.

~~4.6~~4.1.7 The President shall have power to appoint directors to standing and advisory committees of the Board and to designate the chairperson of such committees. With Board approval, the President shall also have power to appoint directors to serve as the representative of the District to all other groups and organizations, except in cases of appointments that the law requires be made by action of the full Board.

~~4.7~~4.1.8 The President shall have such other powers and duties as shall be designated by the Board.

## ~~Compliance With The Brown Act~~

~~All regular and special meeting shall be open and public as required by the Ralph M. Brown Act ("Brown Act").~~

~~1.9 The members of the Board of Director, and persons elected but who have not yet assumed office as members of the Board, will fully comply with the provisions of the State's open meeting law for public agencies (the Brown Act). (Government Code Sections 54950 and following, and 54952.1 and 54959.)~~

## 2. MEETINGS

2.1 ~~All regular and special meetings shall be open and public as required by the Ralph M. Brown Act ("Brown Act").~~ All regular and special meeting shall be open and public as required by the Ralph M. Brown Act ("Brown Act") and the members of the Board will comply with the Brown Act. (Government Code Sections 54950 et. seq.) Regular meeting agendas must be posted a minimum of 72 hours in advance of the meeting. Special meeting agendas must be posted a minimum of 24 hours in advance of the meeting. Agendas will be posted: in the lobby of the MPWD offices, ~~3 Dairy Lane, in Belmont, California;~~ outside of the MPWD office building; and on the District's website.

# DRAFT

- 2.2 Regular meetings of the Board of Directors shall commence at 6:30PM on the fourth Thursday of each calendar month at the MPWD offices, ~~3 Dairy Lane, in Belmont, California~~ unless otherwise directed by the Board of Directors. The schedule is typically adjusted for the months of August, November, and December.
- 2.3 Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for their absence.
- 2.4 A majority of the total membership of the Board shall constitute a quorum for the transaction of MPWD business. A majority of the total membership of the Board is sufficient to do business; however, motions must be passed unanimously if only three Board members are in attendance. When there is no quorum for a regular meeting, the President, Vice President, or any Board Member shall adjourn such meeting, or, if no Board Member is present, the District General Manager shall adjourn the meeting.
- 2.5 A roll call vote shall be taken upon votes on ordinances and resolutions (unless such resolutions are on the consent agenda) and any other matters that may be requested by a majority of the Board members, and shall be entered in the minutes of the Board showing those Board Members voting aye, voting no and those abstaining or absent. Unless a Board Member states that they are not voting because of a conflict of interest and ~~steps down from the dais~~ removes themselves from the room prior to the discussion of the item, his or her silence shall be recorded as an abstention and a vote of abstention shall be recorded as an abstention.

## 3. AGENDAS

- 3.1 The General Manager, in consultation with the Board President and Vice President, shall prepare an agenda for each regular and special meeting of the Board of Directors. Any Board Member may contact the General Manager and request an item to be placed on the regular meeting agenda no later than 4:30PM two (2) weeks prior to the meeting date. ~~The General Manager shall establish an MPWD policy to guide staff in the preparation of meeting agendas.~~
- 3.2 Public comments on agenda items should be held until the appropriate item is called. Public comment shall be directed to the President of the Board and limited to three (3) minutes unless extended or shortened at the President's discretion. Board members may briefly respond to public comments, however, a discussion should not occur.
- 3.3 Those items on the MPWD agenda ~~that, which~~ are considered to be of a routine and non-controversial nature, are placed on the CONSENT

# DRAFT

AGENDA. These items shall be approved, adopted, and accepted by one motion of the Board of Directors. For example, approval Minutes, approval of Expenditures, minor budgetary items, status reports, contracts for budgeted items, and routine MPWD operations.

- A. Board Members may request that any item listed under CONSENT AGENDA be removed from the CONSENT AGENDA, and the Board will then take action separately on that item. Members of the public will be given an opportunity to comment on the CONSENT AGENDA; however, only a member of the Board of Directors can remove an item from the CONSENT AGENDA. Items, which are removed (“pulled”) by a Board Member for discussion, will typically be heard after other CONSENT AGENDA items are approved ~~unless the President orders an earlier or later time.~~
- B. A Board Member may ask questions on any item on the CONSENT AGENDA. When a Board Member has a minor question for clarification concerning a CONSENT AGENDA item, which will not involve extended discussion, the item may be discussed for clarification and the questions will be addressed along with the rest of the CONSENT AGENDA. Board Members are encouraged to seek clarifications prior to the meeting, if possible.
- C. When a Board Member wishes to pull a CONSENT ITEM simply to register a dissenting or abstaining vote, the Board Member shall inform the presiding officer that they wish to register a dissenting or abstaining vote without discussion. These items will be handled along with the rest of the CONSENT AGENDA, and the District Administrative Services Manager or Secretary (hereinafter referred to as "Secretary") will register a “NO” or "ABSTAIN" vote in the minutes.

## 4. PREPARATION OF MINUTES AND MAINTENANCE OF RECORDINGS

- 4.1 The Secretary shall arrange for minutes of each Board meeting to be prepared. Such minutes need not include the text of ordinances and resolutions adopted, which shall be recorded in separate volumes by the Secretary. Such minutes are intended to be a **brief** summary of discussion and Board action, and shall not be a verbatim transcript of the meeting. Minutes shall reflect roll call votes on all motions approving ordinances and resolutions and the dissenting votes of any director(s) on other motions.
- 4.2 Written materials delivered to the Board at the meeting that were not contained in the Board agenda packet for review by the Board prior to the meeting shall not be included in the meeting minutes.

# DRAFT

- 4.3 The Secretary shall attempt to record the names and general place of residence of persons (if voluntarily provided) addressing the Board, the title of the subject matter to which their remarks related, and whether they spoke in support or opposition to such matter.
- 4.4 Whenever the Board acts in a quasi-judicial proceeding, such as in assessment matters, the Secretary shall compile a summary of the testimony of the witnesses.
- 4.5 Any electronic media of an MPWD meeting made for whatever purpose at the direction of the MPWD shall be subject to inspection pursuant to the California Public Records Act. MPWD tape and film records may be erased ninety (90) days after the taping or recording, or as provided in MPWD's record retention policy, which policy shall control.

## 5. COMMITTEES

- 5.1. Standing Committees. The Board may create standing committees that have continuing jurisdiction over a particular subject matter, or a set meeting schedule.
- 5.2. Ad Hoc Committees. The President on his or her own initiative, may create ad hoc committees to undertake special assignments on behalf of the Board. An ad hoc committee shall exist until its special assignments are completed or it is disbanded by the President of the Board.



***AGENDA ITEM NO. 8E.***

DATE: March 26, 2026  
TO: Board of Directors  
FROM: Kat Wuelfing, General Manager

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**SUBJECT: Receive BAWSCA Update**

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**RECOMMENDATION**

Receive update from President Vella and staff.

**FISCAL IMPACT**

None.

**BACKGROUND AND DISCUSSION**

President Vella, the District's representative on the Bay Area Water Supply and Conservation Agency (BAWSCA) Board, will provide an update from the last bi-monthly BAWSCA meeting. Staff will supplement with any additional information on BAWSCA-related activities.

Attachments None



## **AGENDA ITEM NO. 9.A.1**

TO: Board of Directors  
FROM: Kamiko Tsuchida, CPA, Eide Bailly Manager  
DATE: March 26, 2026

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**SUBJECT: RECEIVE REPORT ON BUDGET PERFORMANCE AND FINANCIAL POSITION FOR FEBRUARY 2026**

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### **RECOMMENDATION**

Receive and file.

### **FISCAL IMPACT**

None noted.

### **BACKGROUND**

Initial budget was adopted on June 26, 2025. There was a budget amendment during the October 23, 2025 Board Meeting to allocate \$294,876 of the \$500,000 budget amount that was previously earmarked for "Other Projects (Not Yet Identified)" to the Lower Notre Dame Ave/Willow Lane/Oak Knoll Cross Country WMI project for \$294,876. The Mid-Year budget was adopted at the February 26, 2026 Board Meeting.

### **DISCUSSION**

Please find the enclosed fiscal year 2025/26 (FY 25/26) unaudited Statements of Financial Position as of February 28, 2026 and 2025, as well as the monthly budget report for the period of July 1 – February 28, 2026.

The following highlights significant activity through and as of February 28, 2026:

- The net surplus from operations is \$2,971,543, an increase of \$827,298 as compared to the same period last year. The primary changes stem from water commodity charges that is \$1,337,145 higher than this time last year and fixed system charges which is \$949,444 higher as compared to this time last year. This is offset by a decrease of \$611,064 in capacity charges as compared to the same time last year. Interest revenue is trending higher than last year by \$444,993 due to the addition of the 2026 COPs.

- Purchased water is trending higher compared to last year with an increase of \$419,339 as compared to the same period. Professional services is running \$114,205 less than this time last year and maintenance and rehabilitation for the operating system is running \$81,720 higher this year as compared to last year.
- The first full debt service payment for the 2025 COPs were made and total debt service was paid on December 1<sup>st</sup> of \$2,115,304, which is nearly \$1,000,000 more than last year. The payment also includes principal and interest for the 2016 COPs of \$765,500.
- Water Commodity Charges totaled \$8,418,811. This is 69% of budget.
- Fixed System Charges were \$3,234,638, which is 66.7% of budget.
- There was a receipt for Water System Capacity Charges that was received during the month of October for \$196,275 for connection fees related to development.
- The total interest revenue from all sources is \$659,308 as of February 28, 2026.
- Total Operating Revenue is \$13,167,534 which is 68.3% of budget. Total Non-Operating Revenue is \$1,436,411 which is 63.4% of the budget.
- Total Revenue is \$14,603,945 which is 67.8% of budget.
- Combined Salaries & Wages and Payroll Taxes & Benefits is \$2,721,444, which is 70.4% of budget.
- Purchased Water is \$4,363,112. Purchased Water cost for the year ended June 30, 2025, was \$6,508,905.
- Total Operating Expenditures were \$11,632,403, which is 63.1% of budget.
- Capital expenditures include payments primarily towards CIP 21-01, Dekoven Tank Utility/Lincoln/Newlands/Oak Knoll Water Main Replacement. Total drawdowns from the COP funds totaled \$1,475,586 including reimbursing the District for expenses incurred prior to the issuance of the debt in the amount of \$689,764.
- Unrestricted Cash & Cash Equivalents is \$5,029,199, which is an increase of \$1,808,427 as compared to this time last year.
- Investments is \$11,913,569, a decrease of \$1,090,680 from last year. Amounts were transferred to BNY for debt service purposes.
- Restricted cash includes the proceeds from the 2025 COP issuance of \$33,000,000 as well as amounts recorded at PARS for OPEB. The account has a fair market value of \$32,902,319 available to spend. Total cost of investments is \$25,100,770 invested in T-Bills and Bonds and \$7,801,549 in money market funds.
- Unrestricted Net Position was \$20,782,447 with Total Net Position of \$46,809,734.

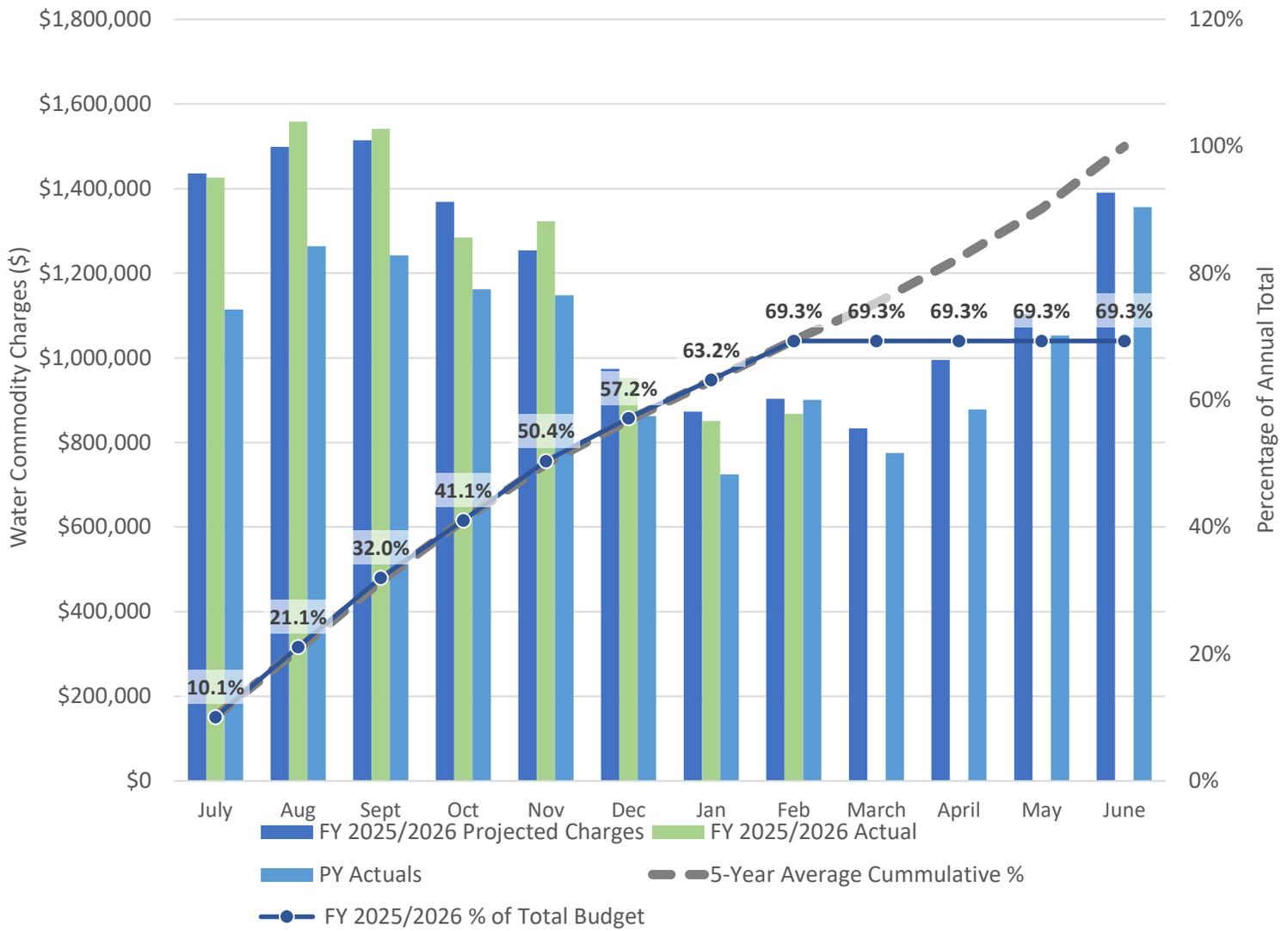
Attachments:                      Financial Reports

**MID-PENINSULA WATER DISTRICT  
MONTHLY BUDGET REPORT-OPERATING  
FOR THE 8 MONTHS ENDED FEBRUARY 28, 2026  
SUMMARY (UNAUDITED)**

Target **66.67%**

DESCRIPTION	APPROVED FY 2025-26 MID-YEAR BUDGET	ACTUALS 7/1/2025- 2/28/2026	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
<b>OPERATING REVENUE</b>				
WATER COMMODITY CHARGES	14,144,000	9,755,956	4,388,044	69.0%
FIXED SYSTEM CHARGES	4,848,000	3,234,638	1,613,362	66.7%
FIRE SERVICE CHARGES	18,000	12,185	5,815	67.7%
MISC CUSTOMER ACCOUNT FEES	146,420	99,681	46,739	68.1%
SERVICE LINE & INSTALLATION CHARGES	100,000	60,074	39,926	60.1%
MISCELLANEOUS OPERATING	20,000	5,000	15,000	25.0%
<b>TOTAL OPERATING REVENUE (SOURCES)</b>	<b>19,276,420</b>	<b>13,167,534</b>	<b>6,108,886</b>	<b>68.3%</b>
WATER SYSTEM CAPACITY CHARGES	196,275	196,275	-	100.0%
PROPERTY TAX REVENUE	609,000	459,507	149,493	75.5%
LEASE OF PHYSICAL PROPERTY	168,000	104,563	63,437	62.2%
MISCELLANEOUS NON-OPERATING	10,000	14,759	(4,759)	147.6%
INTEREST REVENUE - PARS	75,000	44,766	30,234	59.7%
INTEREST REVENUE - LAIF	75,000	48,609	26,391	64.8%
INTEREST REVENUE - COP	724,000	355,851	368,149	49.2%
INTEREST REVENUE - US TREASURIES	53,000	187,209	(134,209)	353.2%
INTEREST REVENUE - SWEEP ACCOUNT	352,000	22,873	329,127	6.5%
LANDSCAPE PERMIT REVENUE	4,800	2,000	2,800	41.7%
<b>TOTAL NON-OPERATING REVENUE (SOURCES)</b>	<b>2,267,075</b>	<b>1,436,411</b>	<b>830,664</b>	<b>63.4%</b>
<b>TOTAL REVENUE (SOURCES)</b>	<b>21,543,495</b>	<b>14,603,945</b>	<b>6,939,550</b>	<b>67.8%</b>
<b>OPERATING EXPENDITURES (USES)</b>				
SALARIES & WAGES	2,779,000	1,845,560	933,440	66.4%
PAYROLL TAXES & BENEFITS	1,176,550	875,884	300,666	74.4%
PURCHASED WATER	7,128,000	4,363,112	2,764,888	61.2%
OUTREACH & EDUCATION	85,000	25,244	59,756	29.7%
M&R - OPS SYSTEM	717,000	388,554	328,446	54.2%
M&R - FACILITIES & EQUIPMENT	226,500	146,694	79,806	64.8%
SYSTEM SURVEYS	507,500	9,430	498,070	1.9%
ADMINISTRATION & EQUIPMENT	767,521	550,775	216,746	71.8%
MEMBERSHIP & GOV FEES	400,347	414,106	(13,759)	103.4%
BAD DEBT & CLAIMS	125	101	24	80.7%
UTILITIES	615,000	365,666	249,334	59.5%
PROFESSIONAL SERVICES	976,250	487,217	489,033	49.9%
TRAINING/TRAVEL & RECRUITMENT	76,000	44,757	31,243	58.9%
DEBT SERVICE	2,984,606	2,115,304	869,302	70.9%
<b>TOTAL OPERATING EXPENDITURES (USES)</b>	<b>18,439,399</b>	<b>11,632,403</b>	<b>6,806,996</b>	<b>63.1%</b>
<b>NET SURPLUS/LOSS</b>	<b>3,104,096</b>	<b>2,971,542</b>	<b>132,554</b>	
<b>DEBT SERVICE COVERAGE</b>	<b>1.58</b>	<b>2.10</b>		

## Analysis of Water Commodity Charges



	5-Year Average Cummulative %	Expected Monthly Percentage	PY Actuals	FY 2025/2026 Projected Charges	FY 2025/2026 Actual	FY 2025/2026 % of Total Budget
July	10.2%	10.2%	1,114,313	1,435,763	1,425,869	10.1%
August	20.7%	10.6%	1,263,340	1,499,081	1,558,487	21.1%
September	31.5%	10.7%	1,242,910	1,514,082	1,541,323	32.0%
October	41.1%	9.7%	1,162,175	1,368,324	1,284,559	41.1%
November	50.0%	8.9%	1,148,035	1,254,192	1,322,249	50.4%
December	56.9%	6.9%	862,208	974,230	952,793	57.2%
January	63.1%	6.2%	725,006	872,807	851,479	63.2%
February	69.4%	6.4%	900,824	902,898	867,719	69.3%
March	75.3%	5.9%	775,011	832,979	-	69.3%
April	82.4%	7.0%	878,167	995,065	-	69.3%
May	90.2%	7.8%	1,052,701	1,104,137	-	69.3%
June	100.0%	9.8%	1,356,461	1,390,443	-	69.3%
<b>TOTAL</b>		<b>100.0%</b>	<b>\$ 12,481,150</b>	<b>\$ 14,144,000</b>	<b>\$ 9,804,479</b>	

**MID-PENINSULA WATER DISTRICT  
STATEMENT OF NET POSITION (UNAUDITED)  
AS OF FEBRUARY 28, 2026 AND FEBRUARY 28, 2025**

<u>ASSETS</u>	<u>AS OF 2/28/2026</u>	<u>AS OF 2/28/2025</u>
<b>Current Assets</b>		
Cash and cash equivalents	\$ 5,029,199	\$ 3,220,772
Investments	11,913,569	13,004,249
Accounts receivable	<u>3,223,427</u>	<u>2,764,076</u>
Total Current Assets	20,240,923	19,073,085
Restricted cash with fiscal agent	33,507,875	1,094,694
Lease receivable	813,519	958,464
Construction in progress	4,658,741	9,578,248
Capital assets, net	37,313,202	29,581,402
Net OPEB asset	<u>905,134</u>	<u>660,560</u>
<b>TOTAL ASSETS</b>	<b><u>\$ 97,439,394</u></b>	<b><u>\$ 60,946,453</u></b>
<b>Deferred Outflows of Resources</b>		
Pension related deferred outflows	\$ 807,407	\$ 1,313,533
OPEB related deferred outflows	<u>168,726</u>	<u>346,521</u>
Total Deferred Outflows	<b><u>\$ 976,133</u></b>	<b><u>\$ 1,660,054</u></b>
<u>LIABILITIES</u>		
<b>Current Liabilities</b>		
Accounts payable	\$ 36,618	\$ 754
Accrued expenses	51,528	55,122
Customer Deposits	13,000	-
Current portion of long-term debt	<u>1,239,182</u>	<u>544,670</u>
Total Current Liabilities	1,340,328	600,546
<b>Noncurrent Liabilities</b>		
Compensated absences	375,265	241,507
Lease liability	539,077	-
SBITA Liability	150,951	-
Long-term portion of Certificates of Participation	47,575,002	15,776,229
Net pension liability	<u>518,968</u>	<u>555,222</u>
Total Noncurrent Liabilities	<u>49,159,263</u>	<u>16,572,958</u>
<b>TOTAL LIABILITIES</b>	<b><u>50,499,591</u></b>	<b><u>17,173,504</u></b>
<b>Deferred Inflows of Resources</b>		
Pension related deferred inflows	389,316	594,735
Lease receivable related deferred inflows	<u>716,886</u>	<u>833,477</u>
Total Deferred Inflows	<u>1,106,202</u>	<u>1,428,212</u>
<u>NET POSITION</u>		
Net investment in capital assets	\$ 26,027,287	\$ 13,260,503
Unrestricted	<u>20,782,447</u>	<u>30,744,288</u>
<b>TOTAL NET POSITION</b>	<b><u>\$ 46,809,734</u></b>	<b><u>\$ 44,004,791</u></b>

*No assurance provided on financial statements. Financial statements do not include a statement of cash flows.  
Substantially all disclosures required by accounting principles generally accepted in the United States not included.*

**MID-PENINSULA WATER DISTRICT  
MONTHLY BUDGET REPORT-CAPITAL  
FOR THE 8 MONTHS ENDED FEBRUARY 28, 2026  
SUMMARY (UNAUDITED)**

Target **66.67%**

DESCRIPTION	APPROVED FY 2025-26 MID-YEAR BUDGET	ACTUALS 7/1/2025- 2/28/2026	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
<b>CAPITAL ASSETS</b>				
Capital Equipment	\$ 46,000	\$ -	\$ 46,000	-
24" Main Air Valve Install	50,000	-	50,000	-
<b>TOTAL CAPITAL ASSET</b>	<b>96,000</b>	<b>-</b>	<b>96,000</b>	<b>-</b>
<b>CAPITAL PROJECTS - PAYGO</b>		-		
CIP 105-1621 Old Country WMR	-	71,828	(71,828)	0.0%
CIP 20-07 Harbor Blvd	-	11,651	(11,651)	
CIP 21-01 Dekoven Tank Util/Lincoln/Newlands/Oak Kn	2,439,155	2,149,682	289,473	88.1%
CIP 24-08 Exbourne West Tank Recoating	991,800	56,871	934,929	5.7%
CIP 24-09 Hallmark North Tank Recoating	45,355	44,067	1,288	97.2%
CIP 24-10 West Belmont North Tank Recoating	217,700	56,871	160,829	26.1%
CIP 15-68/15-48 Lower Notre Dame Ave/ Willow Lane/Oak Knoll Cross Country WMI*	294,876	57,197	237,679	19.4%
Cathodic Protection	50,000			
Other Projects (Not Yet Identified)	205,124		205,124	-
<b>TOTAL CAPITAL PROJECTS - PAYGO</b>	<b>4,244,010</b>	<b>2,448,167</b>	<b>1,745,843</b>	<b>57.7%</b>
<b>CAPITAL PROJECTS - DEBT FINANCING</b>				
CIP 20-09 Dairy Lane Operations Center Rehabilitation - Architect	1,085,120	19,501	1,065,619	1.8%
CIP 20-10 Dairy Lane Operations Center Rehabilitation - Construction	-		-	-
CIP 24-07 Folger Property Improvements	5,600,000	162,151	5,437,849	2.9%
CIP 15-89 Dekoven Tanks Replacement	7,590,000	55,236	7,534,764	0.7%
CIP 15-72b SR 101 Crossing at PAMF Hospital - Phase 2	2,765,000	8,510	2,756,490	0.3%
<b>TOTAL CAPITAL PROJECTS - DEBT FINANCING</b>	<b>17,040,120</b>	<b>245,399</b>	<b>16,794,721</b>	<b>1.4%</b>
<b>TOTAL CAPITAL PROJECTS</b>	<b>21,284,130</b>	<b>2,693,566</b>	<b>18,540,564</b>	<b>12.7%</b>
<b>TOTAL CAPITAL</b>	<b>21,380,130</b>	<b>2,693,566</b>	<b>18,636,564</b>	<b>12.6%</b>

**MID-PENINSULA WATER DISTRICT  
INVESTMENT & RESERVES REPORT (UNAUDITED)  
AS OF FEBRUARY 28, 2026**

Cash Analysis					Interest Earned (Fiscal - to date)	Yield	Maturity Date	Days to Maturity
Account	Investment	Cost	Market Value					
Petty Cash	Cash	\$ 600	\$ 600		\$ -	n/a	n/a	n/a
Umpqua Credit Card	Cash	150,000	150,000		-	n/a	n/a	n/a
Wells Fargo & XBP	Cash	2,433,043	2,433,043		22,873	3.66%	n/a	n/a
LAIF	LAIF	2,443,355	2,443,355		50,319	4.20% +	n/a	0
PARS - Pension	* Money Market Funds	A 623,725	623,725		44,766	10.80% ++	n/a	0
PARS - OPEB	** Money Market Funds	A 4,738,595	4,738,595		334,097	10.80% ++	n/a	0
Zions	Money Market Funds	5,069,860	5,069,860			3.37%	n/a	0
	US Treasury Notes	3,630,783	3,619,598			4.85%	4/30/2026	61
	US Treasury Notes	0 1,659,272	1,673,045			4.25%	10/31/2026	245
	US Treasury Notes	1,659,988	1,658,642			4.85%	10/31/2027	610
	Total Zions	<u>12,019,903</u>	<u>12,021,146</u>		<u>83,614</u>			
BNY - Reserve	* Money Market Funds - 761	7,365	7,365			3.57%	n/a	0
	* Money Market Funds - 572	7,258	7,258			3.45%	n/a	0
BNY - Project	Money Market Funds	7,801,549	7,801,549			3.45%	n/a	0
	US Treasury Notes	601,345	599,000			4.63%	2/28/2026	0
	US Treasury Notes	601,146	599,341			4.50%	3/31/2026	31
	US Treasury Notes	1,613,194	1,656,808			0.75%	4/30/2026	61
	US Treasury Notes	1,620,452	1,664,791			0.76%	5/31/2026	92
	US Treasury Notes	1,616,380	1,658,582			0.88%	6/30/2026	122
	US Treasury Notes	15,458,032	15,520,283			0.52% - 4.36%	FY 2027	Various
	US Treasury Notes	1,336,304	1,376,334			0.39% - 3.48%	FY 2028	Various
	US Treasury Notes	1,184,618	1,206,472			1.06% - 4.70%	FY 2029	Various
	US Treasury Notes	368,026	373,420			3.875% - 4.00%	FY 2030	Various
	Strips	214,501	224,920			3.957% - 4.018%	FY 2029	Various
	Strips	209,863	220,819			3.964% - 4.044%	FY 2030	Various
	Total BNY - Project	<u>32,625,412</u>	<u>32,902,319</u>		<u>347,046</u>			
	Total Cash and investments	<u>\$ 55,034,632</u>	<u>\$ 55,312,782</u>		<u>\$ 882,715</u>			

A - based on September values

\* - Restricted accounts

\*\* - amounts not reported in financial statements due to accounting treatment

+ - based on a rolling 12 - month average

++ - based on a 3-year annualized return

No assurance provided on financial statements. Financial statements do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States not included.

**Reserves Analysis**

<b>Priority</b>	<b>Reserve</b>	<b>Target</b>	<b>Funded Amount</b>	<b>% Funded</b>	<b>Description of amount</b>
1	Working Capital (Operating) Reserve	\$ 9,219,700	\$ 9,219,700	100.00%	50% of annual fiscal year budgeted expenditures
2	Capital Reserve	8,000,000	7,821,078	97.76%	Fixed amount
3	a IRC 115 Irrevocable Trust - Pension	555,222	623,725	112.34%	100% of the District's projected net pension/total OPEB liability, or \$500,000 if no liability is outstanding. Based on most recent audited financial statements.
	b IRC 115 Irrevocable Trust - OPEB	3,495,503	4,738,595	135.56%	
4	Rate Stabilization Reserves	1,200,000	-	0.00%	Fixed amount or \$500,000 if no bonds are outstanding
n/a	Project Funding	-	32,902,319	n/a	
n/a	Reserve for debt service	1,795,600	7,365	0.41%	Amount based on next scheduled debt service.
	<b>Total Reserves</b>	<u>\$ 24,266,025</u>	<u>\$ 55,312,782</u>	227.94%	

*No assurance provided on financial statements. Financial statements do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States not included.*



**AGENDA ITEM NO. 9.A.2**

DATE: March 26, 2026  
TO: Board of Directors  
FROM: Joubin Pakpour, PE – District Engineer

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**SUBJECT: District Engineer Update**

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**Lower Notre Dame, Willow Water Main Improvements (15-48 & 15-63)**

Design is underway, with 65% submittal scheduled next month. The project is on budget and is a few weeks behind schedule due to a late submittal by the survey subconsultant.

**SR101 Crossing @ PAMF Hospital, Phase II (15-72b)**

Phase II was split into 2 separate phases so it can be constructed ahead of the City of San Carlos's sewer project. A notice to proceed to our consultant, West Yost, will be issued early next week pending approval of their additional budget request. Phase II is scheduled for construction in late fall 2026.

**Dekoven Tanks Replacement (15-89)**

The project is under design, with an anticipated start date of late fall 2026. We had a productive meeting with legal counsel regarding moving existing antennas on the tanks scheduled for demolition.

**Transmission Water Main Assessment (20-05)**

We met with a second vendor and will decide on which vendor to use for this assessment in the next several months.

**West Belmont (N) & Exbourne (W) Tanks Improvements (24-08 & 24-09)**

A full report and progress payment will be provided next month. The contractor started mobilization several weeks ago and construction started on March 16<sup>th</sup> with sandblasting activities at Exbourne tanks. Severe corrosion was found on rafters after removing the coating. This corrosion is not visible until the coating is removed. The structural engineer of record was on site last week and will provide recommendations for repair. District records of the dimensions for West Belmont Tank were inaccurate, understating the diameter by 10'. We are working with the contractor to understand the ramifications of this discrepancy. We are also developing a plan to verify tank dimensions throughout the District.

## **City Project Updates**

### 2025 & 2026 Sewer Projects

Twin Pines Park Detention Basin Water Main Improvement – Project is placed on hold due to lack of funding by the City.



## **AGENDA ITEM NO. 9.A.3**

TO: Board of Directors  
FROM: Alison Bell, Administrative Services Manager  
DATE: March 26, 2026

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### **ADMINISTRATIVE SERVICES MANAGER'S REPORT**

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#### **February/March**

##### **Employee Appreciation Lunch**

This year's employee appreciation celebration will be held during the workday, which is a preference of staff. We are thinking about making an alternate yearly dinner versus lunch so that we can still provide staff with something a little more formal. We will be hosting a staff bowling event, followed by lunch immediately after. The event will be held at Pinstripes in San Mateo. You all should have received an email from me a few weeks ago with details.

##### **CSDA San Mateo County Quarterly Meeting**

I attended the CSDA quarterly meeting on March 9<sup>th</sup>. The meeting started with an update from LAFCo. Rob Bartoli gave an update of agencies in the review cycle and what to expect. Colleen Haley from CSDA gave a presentation on CSDA event as well as some potential legislation that is coming to the Governor's office soon. She also spoke on engagement with legislators and how CSDA can help initiate that.

##### **BayWork Conference**

Kat and I attended a BayWork event on March 18<sup>th</sup> at Laney College in Oakland. The event was centered around AI specifically in the water industry. Staff from Valley Water spoke regarding how they have implemented AI into their District, specifically highlighting a system called Reservoir that is helpful for their public records requests. Valley Water was able to speak to the bigger picture of AI but translating that to a smaller District like MPWD would not be helpful to us. There was a panel event afterwards that spoke and a breakout session from Sonoma Water. During the breakout session, Sonoma Water was able to show how they utilize AI (specifically Claude) to help maintain and organize their fleet.

##### **Servers**

In 2011, 2 HP servers, 2 HP storage servers and 1 HP 48-port switch were purchased for MPWD by Stepford. This equipment is no longer viable and will be disposed of. Since the equipment at time of purchase was under the \$25,000 threshold for needing board approval, we will be holding the equipment until Infinity Technologies is on board and can dispose of the equipment properly for us. Reference MPWD, Financial Management Policy Section 7.H.

**Folger Records!**

The day has finally come where I can say that we are done with the records at Folger. A huge thank you to Liz Ganske, our Payroll Specialist, who was instrumental in helping me get through 62 bins of records. The shredding of obsolete records will be scheduled soon, and all permanent records will be living at the shed at the West Belmont tank site for the time being.



**AFTER:**





Billing

2025	Reminder letters	Final notices	Sent to collections	Collections Amount	Shut Offs	New Payment Plans	Active Payment plans (in good standing)	Payments in default
January	295	67	0	0	5	1	6	0
February	265	30	0	0	4	1	4	2
March								
April								
May								
June								
August								
September								
October								
November								
December								

**PUBLIC SERVICE ETHICS EDUCATION (AB 1234)**

Everyone is current with their Ethics training. The due dates (in alphabetical order) for certification renewal of Public Service Ethics education, required every two (2) years by AB 1234:

- Joubin Pakpour December 9, 2026
- James Ramsey October 19, 2025
- Julie Sherman March 14, 2027
- Louis Vella December 17, 2026
- Neela Patel In Process
- Kat Wuelfing February 3, 2028
- Charles Cotten March 19, 2027
- Matt Zucca April 10, 2027
- Alison Bell February 3, 2028
- JoAnn Covington May 24, 2027
- Sarah Scheidt March 21, 2027

For compliance, training should be completed on or before the due date, and the certificate turned into the MPWD.

Here is the link to the FPPC free online ethics training:  
<http://localethics.fppc.ca.gov/login.aspx>

**SEXUAL HARASSMENT PREVENTION EDUCATION (AB 1825 FOR MANAGERS, SB 1343 FOR EMPLOYEES, AB 1661 FOR ELECTED OFFICIALS)**

Everyone is current with Harassment Prevention training (required every two years). Due dates (in alphabetical order) for certification renewal of Sexual Harassment Prevention Education:

- Joubin Pakpour March 18, 2027
- James Ramsey October 19, 2025
- Julie Sherman July 21, 2027
- Louis Vella December 11, 2027
- Neela Patel In Process
- Kat Wuelfing February 1, 2027
- Charles Cotten March 18, 2027
- Matt Zucca December 3, 2027
- Alison Bell June 10, 2026
- JoAnn Covington May 23, 2027
- Sarah Scheidt January 3, 2027

For compliance, training should be completed on or before the due date, and the certificate turned into the MPWD.

Here is the link to the DFEH free online Sexual Harassment Prevention training:  
<https://www.dfeh.ca.gov/shpt/>

On the DFEH website, review the information on the webpage, click CONTINUE at the bottom of the page, select ENGLISH as the language, and select SUPERVISORY (2-hour course). You will be able to print, save, or screenshot your training certificate at the end of the training.

Once you have completed the training and obtained your certificate, please transmit it to Alison Bell at [abell@midpeninsulawater.org](mailto:abell@midpeninsulawater.org).



## ***AGENDA ITEM NO. 9.A.4.***

TO: Board of Directors  
FROM: Sarah Scheidt, Operations Manager  
DATE: March 26, 2026

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### **OPERATIONS MANAGER REPORT**

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#### **Key Activities Since January Meeting**

##### **Projects:**

- The Folger Dr. EOC - Final bids were due February 24, 2026. District staff, District Engineer, and our CM/CI consultants, OCMI, are reviewing bids for minimum qualifications and best value, and anticipate bringing bids to the Board for receipt and consideration of final contract award in March 2026. The selection committee has a recommendation for award and will be presented to the Board in March.
- Dairy Ln. - Noll and Tam continue to work through the design process for the Dairy Ln reconstruction project. Ongoing discussions with the City of Belmont regarding the pending planning permit package dictate the need for land surveying services to create a boundary survey and easement analysis to define the parcel via creation of a Record Survey Map as required by the Professional Land Surveyor's Act. BKF will perform this work under Noll and Tam's current Dairy Ln. design contract as an add-service pass through. The cost for this work is estimated at \$51,500 plus recording fees and markup. The Noll and Tam contract currently has \$630,754 remaining of \$975,000 authorized.

The District hired Romig Engineers to perform a geotechnical site investigation in 2018 for a scope of work for a seismic upgrade to the existing structure with no new floor area; and the retrofit was not expected to increase long-term loading on the existing foundation. Romig provided a scope of work for additional subsurface investigation to develop a new set of geotechnical recommendations for the current project (in a new report). That contract for \$12,750 was executed by the General Manager on March 9<sup>th</sup>, 2026. Depending on the outcome of additional exploration, building loading, and expected performance tolerances, it may be recommended to support the new

building on a deeper foundation. We are waiting to hear from Romig regarding their initial Dairy Lane site visit date in order to confirm drill locations and discuss foundation excavation needs with Noll and Tam.

A new contract with Cocconi Electric for \$10,320 was executed by the Operations Manager on February 23, 2026, for Electrical Power Source Tracing and includes a comprehensive field investigation of the existing electrical distribution system. This work is needed as there is no current “as-built” for the existing electrical system at Dairy Ln., which is needed to finalize the Electrical Plans for the retrofit.

A new contract with Vista Environmental Engineering for \$7,274.50 was executed by the Operations Manager on March 3, 2026, to provide a Pre-Renovation Hazardous Materials Survey and Hazardous Materials Remediation Specifications. That work is currently being scheduled.

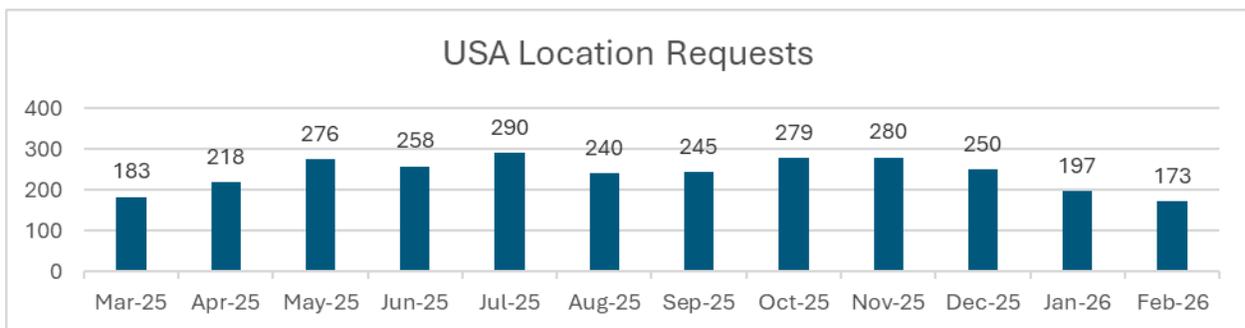
- The District Engineer will provide detail in their monthly report for the Board on the Dekoven, Lincoln, Newlands, and Oak Knoll Water Main Improvement project.
- Hwy 101 crossing at PAMF - The City of San Carlos finished the preliminary design of their sewer project; we met with them to confirm their layout and a few outstanding issues. We are now proceeding with our final design with the anticipation of starting construction in late summer. There are several coordination items pending with the City. The District Engineer is working with our Construction Manager, and our design consultant to finalize design and phasing options, and a scope and budget request are presented in the March Board meeting to account for the changes since the original alignment was designed.
- West Belmont (North) and Exbourne (West) Tank recoating project – District Engineer staff issued the Notice to Proceed to Eurostyle Management on February 20, 2026. Submittals were received and mobilization to the Exbourne site has occurred. Sandblasting is scheduled to occur through mid-April. No work yet to the West Belmont Site.

### **Operations and Maintenance:**

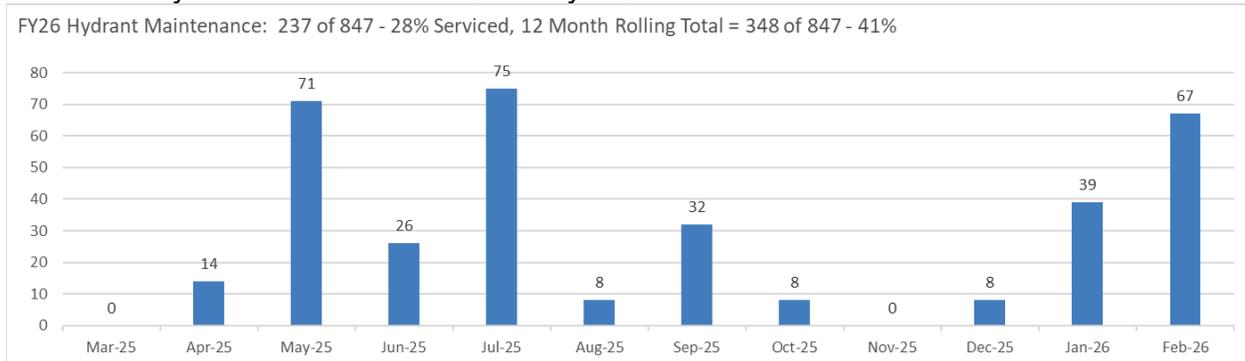
- Staff is working with Cal Water on various intertie projects that are currently in the pre-design stage. New interties are being considered at Alameda De Las Pulgas near Tierra Linda School in San Carlos, and Buckland Tank site in San Carlos. Staff are also preparing to potentially assist Cal Water during a valve replacement project that requires a shutdown of Cal Water’s transmission main. Operations Manager and Superintendent met with CalWater at their headquarters on March 18<sup>th</sup> to discuss updating all of the existing intertie agreements, which are very old and inconsistent.
- D&H Water, the vendor for the new blower for the W. Belmont tank, came to Dairy Ln. and presented an overview to staff of their equipment functionality and benefits. They also discussed other equipment they could provide such as mixers and chemical

dosing stations. Staff appreciated the opportunity to ask questions and understand the equipment they will be operating.

- District staff hosted a meeting with the City of Belmont Public Works staff and our radio communications consultant, MCC, to discuss the potential of sharing a radio channel that could be used during regional emergencies to coordinate response efforts. Both agencies agreed it a worthy effort and are taking steps to implement and standardize procedures.
- OM implemented a new bi-monthly team meeting with Operations staff at the Dairy Ln. site, occurring every other Tuesday morning at 0700. The meetings have been well received; and encourage participation by everyone.
- Staff completed the following operations / maintenance tasks:
  - Service Leak Repair – 120 Clipper Drive – 2/24/26
  - Replaced hydrant valve at Hydrant #2118 – 1951 Alden St – 2/25/26
  - Main Break Repair – 3324 Adelaide – 2/27/26
  - Flushed 32 dead end water lines
  - Meters replaced: 6, Meter registers replaced: 6, Meter transmitters replaced: 29
  - Collected the requisite 44 water samples during December from 11 sample station sites. None of the samples tested positive for total coliform.
  - Responded to and completed 173 underground service alerts (USA) location requests. Running 12-month location requests total is 2,889 an average of 241 per month.



○ Hydrant maintenance: January = 67



- Valves exercised during the month: February = 0



**System Repairs:**

Date	Location	Event	Material	Installation Date	Estimated Water Loss (Gals.)
2/24/26	120 Clipper Drive	Small hole in 1" service	1" copper	1989	1,000 Gals
2/27/26	3324 Adelaide	Hole / Split	6" Cast Iron	1962	50,000 Gals

**Development:**

Staff continue to work with developers and the City of Belmont to monitor Development Projects including mixed use and commercial developments, and City plans and projects such as pavement and sewer rehabilitation, roadway improvement, utility undergrounding, creek restoration, and master planning. Staff also review plans for residential permits.

803 Belmont Avenue: Water Service Agreement amendment has been executed, and District Engineer is currently reviewing submittals for construction. Our District Engineer has reviewed and approved all submittals for this development. The contractor will begin underground construction towards the end of March.

City of Belmont San Juan Pump Station: The District is requesting a memo detailing the areas where the proposed project is not in compliance with the required separation and the steps taken to remedy or mitigate. On March 5, 2026, the District Engineer and Operations Superintendent met with Schaaf and Wheeler and the City of Belmont staff to discuss the 95% plans for the San Juan Sanitary Sewer Pump Station and Force Main Project. The majority of discussions were regarding minimum separation requirements and processes for shutdowns or depressurizing the water main during construction.

## **Administration:**

- MPWD Lead Operator, Jonathan Anderson, sat on a City of Belmont interview panel for an internal recruitment for a Large Equipment Operator. The recruitment was a success and City staff were very thankful to Jonathan for his contributions.
- Staff continue to work with Fryer and Laureta in support of MPWD's updated Risk and Resilience Assessment (RRA) Report. The updated RRA must be completed and self-certification submitted to the Environmental Protection Agency (EPA) by no later than June 30, 2026. Fryer and Laureta will be submitting a draft report during the week of 3/23/26. The draft RRA was submitted for review on 2/26/26. Fryer and Laureta have scheduled a draft RRA workshop on March 25, 2026.
- Staff attended three Safety/Rap Session and received training "Distractions in the Workplace" and "Arc Flashing Electrical Panels".
- Staff participated in weekly calls with District Engineer, GM, and Operations Supervisor on District matters and projects.
- The OM, Admin. Services Manager, GM, and Director Cotten attended the March HIA meeting and received a report from a local real estate broker/lender on the current commercial real estate environment.
- The OM and GM attended a Local Hazard Management Planning Workshop on February 11<sup>th</sup>; where the online platform was utilized to begin working on the District's Annex for the Countywide Plan. Staff are making progress on drafting our Annex for 2026 and anticipates submitting the draft for County review by the end of March.