



**BOARD OF DIRECTORS
THURSDAY, MAY 22, 2025 - 6:30 PM**

AGENDA

Public comments may be submitted via email to
Administrative Services Manager, Alison Bell, at 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 for any updates or further instruction.

Teleconference location: 400 Skyloft Dr, #203 Asheville, NC 28801

1. OPENING

- A. Call to Order
- B. Establishment of Quorum
- C. Pledge of Allegiance

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

- A. Administer Oath of Office to Louis Vella for his Position on the Bay Area Water Supply and Conservation Agency

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 April 24, 2025
- B. Approve Expenditures from April 1, 2025 through April 30, 2025

6. HEARING AND APPEALS

7. CAPITAL IMPROVEMENT PROGRAM

- A. Consider Resolution 2025-13 Authorizing a Professional Service Agreement with ZFA Structural Engineers in the amount of \$66,000, for the Dekoven Tanks Replacement Project (CIP 08-1621-CP)
- B. Receive Update on Folger Drive Project Entitlements Process

8. REGULAR BUSINESS AGENDA

- A. Receive Summary Report on Preliminary Draft FY2025/2026 Operating and Capital Budgets
- B. Annual Report on Vacancies, Recruitment and Retention Efforts for 2024 in Compliance with Assembly Bill 2561 (Gov. Code 3502.3)
- C. Discuss Happy Hydrant Program to Support City's 2026 Centennial Celebration
- D. Consider Approval of the Updated Strategic Plan, Including Director Assignments
- E. Receive BAWSCA Update
- F. Receive Report on the California and San Francisco Regional Water System Conditions

9. MANAGEMENT AND BOARD REPORTS

- A. District Treasurer and Financial Reports for the Month Ending April 30, 2025
- B. District Engineer
- C. Administrative Services Manager
- D. Operations Manager
- E. General Manager

10. COMMUNICATIONS

11. CLOSED SESSION

- A. Conference with Legal Counsel – Anticipated Litigation Pursuant to Government Code §54956.9 Subdivision (b)
- B. Public Employee Discipline/ Dismissal Release (Government Code Section 54957)

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.

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. 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, JUNE 26, 2025 AT 6:30PM

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MEETING MINUTES

BOARD OF DIRECTORS OF THE MID-PENINSULA WATER DISTRICT

Thursday, April 24, 2025
Belmont, California

Teleconference location: 31 Spring Street, Mosta, Malta

1. **OPENING**

A. **Call to Order**

The regular Board meeting of the Mid-Peninsula Water District was called to order by President Wheeler at 6:29 PM.

B. **Establishment of Quorum**

Present: President Wheeler, Vice President Vella, Director Zucca, Director Cotten, Director Covington. Vice President Vella attended via Zoom from the teleconference location.

Also Present: General Manager (GM) Kat Wuelfing, Operations Manager (OM) Rene Ramirez, Administrative Services Manager (ASM) Alison Bell, District Treasurer James Ramsey, District Engineer Joubin Pakpour, District Counsel Julie Sherman, Superintendent Michael Anderson, Lead Operator Deston Swift, C.J. Brown & Company CPAs Representative Jonathan Abadesco.

C. **Pledge of Allegiance**

Director Cotten led the Pledge of Allegiance.

2. **PUBLIC COMMENT**

President Wheeler asked for public comment.
There was none.

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

President Wheeler asked if there were any additions, deletions, or items to be pulled from consent.
There were none.

4. **ACKNOWLEDGEMENTS/PRESENTATIONS**

A. **Public Works Week Proclamation**

Administrative Services Manager Bell presented the Public Works Proclamation.

Director Zucca moved to approve the Proclamation.

Director Covington seconded the motion.

Roll call vote: 5-0-0

Director Zucca – Aye

Director Covington – Aye

Director Cotten – Aye

Vice President Vella – Aye

President Wheeler – Aye

B. Receive Presentation on Spatial Wave Geospatial Asset Management and Workflow Support System

Superintendent Michael Anderson started the Spatial Wave presentation by introducing Deston Swift and providing background on how Spatial Wave was originally implemented into the District. Superintendent Anderson explained to the Board that when Deston became Lead Operator, he was given the lead on Spatial Wave and has been the go-to person for the program.

Lead Operator Deston Swift presented to the Board a breakdown of the Spatial Wave software and how it is being used by staff, including mapping out the water lines and fire hydrants and other features, tracking needed maintenance, and managing workflows and assigning work to employees.

5. CONSENT AGENDA

A. Approve Minutes for the Regular Board Meeting on March 27, 2025

B. Approve Expenditures from March 1, 2025 through March 30, 2025

Vice President Vella moved to approve the Consent Agenda.

Director Zucca seconded the motion.

Roll call vote: 5-0-0

Vice President Vella – Aye

Director Zucca – Aye

Director Cotten – Aye

Director Covington – Aye

President Wheeler – Aye

6. HEARING AND APPEALS - None

7. CAPITAL IMPROVEMENT PROGRAM

A. Receive Report on Certificates of Participation Close and Current Activities

District Treasurer Ramsey presented to the Board an update on the close of the Certificates of Participation (COP) and the current activities of the market. In the several

95 weeks following the pricing of the District's COPs, the interest rates seen in the market
96 have gone up as much as a full percentage point.
97

98 **B. Consider Resolution 2025-11 Authorizing Award of Construction Contract to K.J.**
99 **Woods Construction, Inc. for Construction of the Dekoven, Lincoln, Newlands &**
100 **Oak Knoll Water Main Improvements (CIP 21-01) in the Amount of \$1,888,000,**
101 **Plus a 10% Contingency in the Amount of \$189,000 for a Total Project Budget of**
102 **\$2,077,000**
103

104 Operations Manager Ramirez presented to the Board Resolution 2025-11 to award
105 the construction contract to K.J. Woods Construction. Director Covington asked for
106 clarification on the bidding process and how it works for selecting a contractor. District
107 Treasurer Joubin Pakpour and District Counsel Julie Sherman provided information.
108

109
110 Vice President Vella moved to approve Resolution 2025-11 Authorizing Award of
111 Construction Contract to K.J. Woods Construction, Inc. for Construction of the
112 Dekoven, Lincoln, Newlands & Oak Knoll Water Main Improvements (CIP 21-01) in
113 the Amount of \$1,888,000, Plus a 10% Contingency in the Amount of \$189,000 for a
114 Total Project Budget of \$2,077,000.
115

116
117 Director Cotten seconded the motion.
118

119
120 Roll call vote: 5-0-0
121 Vice President Vella – Aye
122 Director Cotten – Aye
123 Director Zucca – Aye
124 Director Covington – Aye
125 President Wheeler – Aye
126

127 **C. Consider Resolution 2025-12 Authorizing Task Order 25-11 with Pakpour**
128 **Consulting Group, Inc., in the amount of \$259,839, for Design Services for the**
129 **West Belmont (N), Exbourne (W), Hallmark (N) Tanks Improvement Project**
130 **(CIP 24-08, 24-09 & 24-10)**

131
132 Operations Manager Ramirez provided information to the Board about Resolution
133 2025-12. District Engineer Joubin Pakpour also provided information and answered
134 Board questions.

135
136 Director Covington moved to approve Resolution 2025-12 Authorizing Task Order
137 2025-11 with Pakpour Consulting Group, Inc., in the amount of \$259,839, for Design
138 Services for the West Belmont (N), Exbourne (W), Hallmark (N) Tanks Improvement
139 Project (CIP 24-08, 24-09 & 24-10).

140
141 Director Zucca seconded the motion.

142
143 Roll call vote: 5-0-0

144 Director Covington – Aye

145 Director Zucca – Aye

146 Director Cotten – Aye

147 Vice President Vella – Aye

148 President Wheeler – Aye

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152 **9. REGULAR BUSINESS AGENDA**

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154 **A. Receive and Accept the Financial Audit Report for Fiscal Year Ended June 30,**
155 **2024, Presented by District Auditor, C.J. Brown & Company CPAs**

156
157 The Board received a presentation from C.J. Brown & Company CPAs
158 representative, Jonathan Abadesco. Following questions and discussion of the audit
159 process and results, the Board accepted the audit report.

160
161 **B. Consider adopting Ordinance 131 Amending Attachment "A" Regarding Rates**
162 **and Fees to the Water Service Ordinance No. 103 for the MPWD**

163
164 General Manager Wuelfing presented to the Board Ordinance 131 which will amend
165 the current rates and fees set forth in the water service Ordinance No. 103. This is
166 consistent with the rate change discussed at the March Board meeting, and with the
167 5-Year Rate Study completed in 2024.

168
169 Director Cotten moved to approve Ordinance 131 Amending Attachment "A"
170 Regarding Rates and Fees to the Water Service Ordinance No. 103 for the MPWD.

171
172 Director Zucca seconded the motion.

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

C. Review Strategic Plan Update Process

General Manager Wuelfing discussed with the Board the upcoming special Board meeting to go over the Strategic Plan and what the process will look like.

D. Receive Report and Provide Direction on Customer Service Office Hours

Administrative Services Manager Bell presented to the Board data collected over the course of a several month phone tree pilot-study aimed at understanding the potential impacts to customer service if the District closes the office to the public on Fridays, and on-call operator were to receive all urgent and emergency phone calls directly to their cell phones. When customers call on Fridays, the phone tree message instructs customers on how to either leave a message or connect for an emergency or urgent need, such as turning on their water.

Vice President Vella brought up a concern of what happens if there are situations or coordination needed with outside vendors such as PG&E and contractors that could happen on a Friday. Based on the data reviewed over the several months of the pilot-study, there were no such coordination needs from office staff, and staff explained that that type of situation is relatively rare and can be addressed even when the office is closed. District Engineer Pakpour explained that during construction projects, there is always an inspector supported by a construction manager on site when construction crews are working. Additionally, the schedule for the on-call operator is shifted during the week they take calls, such that Friday is a regular workday for that operator – and they are available for any coordination and requests needed. Additionally, the Management and District Engineer teams are always available, regardless of the day – the same as when construction and other activities occur on nights and weekends. Finally, as with other work and emergencies that occur outside of the normal workday, the District has the ability to call additional staff in as well as rely on our as-needed contracts with several contractor vendors, depending on the situation. It was further noted that there is an established process for the Belmont Police department dispatch office to coordinate and direct calls to MPWD on nights, weekends, and holidays.

The Board provided direction to close the office on Fridays, and to continue to monitor to ensure that we are not seeing impacts to customer service standards.

E. Receive BAWSCA Update (March)

General Manager Wuelfing provided an update from the last BAWSCA water managers meeting.

F. Receive Report on the California and San Francisco Regional Water System Conditions

The Board received information from Operations Manager Rene Ramirez.

10. MANAGEMENT AND BOARD REPORTS

A. Management Reports

1. District Treasurer and Financial Reports for the Month Ending March 30, 2025

District Treasurer James Ramsey provided a financial update.

2. District Engineer

District Engineer Joubin Pakpour provided an update on Capital Projects.

3. Administrative Services Manager

ASM Bell provided a review of her report.

4. Operations Manager

OM Ramirez provided a review of his report.

5. General Manager

GM Wuelfing provided a review of her report.

B. Director Reports

President Wheeler and Vice President Vella both provided updates on meetings that they attended, which included the Finance Committee meeting. Director Zucca updated the Board on his attendance at the AWWA conference. President Wheeler also attended the HIA meeting and the City Planning Commission meeting. Vice President Vella and Director Covington watched the City Planning Commission meeting remotely. Directors Covington and Cotten will be attending ACWA.

11. COMMUNICATIONS

There were none.

12. ADJOURNMENT

The regular Board Meeting adjourned at 9:58 PM.

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DISTRICT SECRETARY

APPROVED:

BOARD PRESIDENT

NEXT REGULAR BOARD MEETING: THURSDAY, MAY 22, 2025 AT 6:30PM

Account Name	Vendor Name	Description	Check Date	Check Number	Amount
BNY Mellon Sweep Acct	BNY Mellon Sweep Acct 361683	WIRE 211	04/16/2025	104142	100,000.00
Payroll Clearing A/C	adp	ER TAXES	04/03/2025	104102	28,974.82
Payroll Clearing A/C	adp	ER DD	04/03/2025	104102	63,787.21
Payroll Clearing A/C	adp	ER TAXES	04/18/2025	104147	30,003.52
Payroll Clearing A/C	adp	ER DD	04/18/2025	104147	64,310.67
Payroll Clearing A/C	Health Equity	HSA	04/03/2025	104099	1,537.44
Payroll Clearing A/C	Health Equity	MARCH 2025 MONTHLY FEES	04/03/2025	104099	79.65
Payroll Clearing A/C	Health Equity	HSA	04/18/2025	104143	1,370.77
Payroll Clearing A/C	ICMA contributions	457B	04/03/2025	104100	4,609.37
Payroll Clearing A/C	ICMA contributions	457B	04/18/2025	104144	4,849.37
Calpers Retirement - Er 2%@55	CALPERS	CALPERS ER T1	04/03/2025	104101	234.31
Calpers Retirement - Er 2%@55	CALPERS	CALPERS EE T2	04/03/2025	104101	4,242.86
Calpers Retirement - Er 2%@55	CALPERS	CALPERS ER T1	04/03/2025	104101	4,632.06
Calpers Retirement - Er 2%@55	CALPERS	CALPERS EE T1	04/03/2025	104101	3,035.48
Calpers Retirement - Er 2%@55	CALPERS	CALPERS EE T1	04/03/2025	104101	138.04
Calpers Retirement - Er 2%@55	CALPERS	CALPERS ER T2	04/03/2025	104101	283.69
Calpers Retirement - Er 2%@55	CALPERS	CALPERS EE T2	04/03/2025	104101	279.37
Calpers Retirement - Er 2%@55	CALPERS	CALPERS ER T2	04/03/2025	104101	4,308.57
Calpers Retirement - Er 2%@55	CALPERS	CALPERS EE T2	04/18/2025	104145	4,242.85
Calpers Retirement - Er 2%@55	CALPERS	CALPERS EE T1	04/18/2025	104145	3,125.78
Calpers Retirement - Er 2%@55	CALPERS	CALPERS ER T2	04/18/2025	104145	4,308.57
Calpers Retirement - Er 2%@55	CALPERS	CALPERS ER T1	04/18/2025	104145	4,785.32
Prof Serv - Accting & Payroll	ADP Payroll Fees	ADP TIME & ATTENDANCE	04/03/2025	104103	172.05
Prof Serv - Accting & Payroll	ADP Payroll Fees	ADP COMPREHENSIVE SVCS	04/03/2025	104103	1,931.50
Prof Serv - Accting & Payroll	ADP Payroll Fees	ADP TIME & ATTENDANCE	04/18/2025	104146	172.05
Prof Serv - Accting & Payroll	ADP Payroll Fees	ADP COMPREHENSIVE SVCS	04/18/2025	104146	1,931.50
Prepaid Expenses	CITY OF BELMONT	CITY PERMIT # B2025-0118	04/17/2025	39509	79,629.68
Construction in Progress	MOTT MACDONALD	PROJECT 21-01 EXPENSES - JAN & FEB 2025	04/10/2025	104115	7,693.45
Construction in Progress	NOLL & TAM ARCHITECTS	MARCH 2025 - PROJECT 20-09 EXPENSES	04/24/2025	39518	6,240.25
Construction in Progress	PAKPOUR CONSULTING GROUP, INC	20-07 HARBOR BLVD WMI	04/10/2025	104118	11,546.06
Construction in Progress	PAKPOUR CONSULTING GROUP, INC	21-01 DEKOVEN, LINCOLN, NEWLANDS, OAK KNOLL WMI	04/10/2025	104118	15,051.75
Construction in Progress	PAKPOUR CONSULTING GROUP, INC	04-1621-CP SR101 CROSSING AT PAMF	04/10/2025	104118	308.44
Construction in Progress	PAKPOUR CONSULTING GROUP, INC	24-08/24-10 W BELMONT & EXBOURNE TANK COAT	04/10/2025	104118	8,836.56
Accounts Payable	HEATHER ANDRUS	Refund Check 009607-000, 2712 NEWLANDS AVE	03/31/2025	39491	2,855.84
Acwa Health Care	ACWA JPIA	MEDICAL - MAY 2025	04/10/2025	104104	34,063.18
Acwa Health Care	ACWA JPIA	EAP - MAY 2025	04/10/2025	104104	52.08
Awca Dental	ACWA JPIA	DENTAL - MAY 2025	04/10/2025	104104	2,728.41
Acwa Vision	ACWA JPIA	VISION - MAY 2025	04/10/2025	104104	447.72
Acwa Life/Ad&D	ACWA JPIA	LIFE - MAY 2025	04/10/2025	104104	666.53
Standard Ldl/Sdl Disability	STANDARD INSURANCE COMPANY	MAY 2025 PREMIUM	04/24/2025	104159	1,840.29
Workers Comp Insurance	ACWA JPIA	WORKERS COMP PREMIUM - 01-01-2025 THRU 03-31-2025	04/10/2025	104105	17,077.80
Retirees' Acwa Health Care	ACWA JPIA	RETIREEES - MAY 2025	04/10/2025	104104	10,362.01
Directors' Acwa Health Care	ACWA JPIA	DIRECTORS - MAY 2025	04/10/2025	104104	5,872.14
Employee Service Recognition	UMPQUA BANK	EMPLOYEE APPRECIATION RAFFLE PRIZE	04/24/2025	104162	32.95
Employee Service Recognition	UMPQUA BANK	EMPLOYEE APPRECIATION RAFFLE PRIZE	04/24/2025	104162	120.83
Employee Service Recognition	UMPQUA BANK	EMPLOYEE APPRECIATION RAFFLE PRIZE	04/24/2025	104162	252.46
Employee Service Recognition	UMPQUA BANK	EMPLOYEE APPRECIATION DINNER DEPOSIT	04/24/2025	104162	750.00

Account Name	Vendor Name	Description	Check Date	Check Number	Amount
Employee Service Recognition	UMPQUA BANK	SCREEN PRINTING FOR EMPLOYEE APPRECIATION GIFTS	04/24/2025	104162	1,780.06
Employee Service Recognition	UMPQUA BANK	EMPLOYEE APPRECIATION GIFTS	04/24/2025	104162	2,661.36
EE Safety Incentive/Wellness	UMPQUA BANK	WELLNESS PROGRAM	04/24/2025	104162	655.97
Uniforms	RED WING SHOE STORE, INC.	BOOTS - J ANDERSON	04/10/2025	104122	316.42
Uniforms	UNIFIRST	WEEKLY UNIFORM RENTAL THRU 03-25-2025	04/03/2025	104097	184.36
Uniforms	UNIFIRST	WEEKLY UNIFORM RENTAL THRU 04-01-2025	04/10/2025	104125	184.36
Uniforms	UNIFIRST	WEEKLY UNIFORM RENTAL THRU 04-08-2025	04/17/2025	104141	184.36
Uniforms	UNIFIRST	WEEKLY UNIFORM RENTAL THRU 04-15-2025	04/24/2025	104164	184.36
Sfpuc Treated Water	SAN FRANCISCO WATER DEPT	03-18 THRU 04-15-2025 - CONSUMPTION CHARGE	04/24/2025	104158	430,524.97
Bawasca (Debt Service Surcharge)	SAN FRANCISCO WATER DEPT	03-18 THRU 04-15-2025 - BAWSCA BOND SURCHARGE	04/24/2025	104158	35,603.00
Sfpuc Water Service Charge	SAN FRANCISCO WATER DEPT	03-18 THRU 04-15-2025 - SERVICE CHARGE	04/24/2025	104158	7,730.00
Water Conservation Program	BAY AREA WATER SUPPLY & CONSERVATION AGEN	E-SOURCE BILLING ANALYSIS - FEB 2025	04/17/2025	39508	5,946.00
WELO	GLOBAL SUN LANDSCAPE	3/14/25: MPWD WELO Pre-Plan Review - 2585 Hallmark Dr.	04/10/2025	39499	174.00
Public Outreach & Education	CITY OF BELMONT	BANNER COB POLES	04/10/2025	39497	993.00
Smart Irrigation Rebates	BAY AREA WATER SUPPLY & CONSERVATION AGEN	SMART IRRIGATION CONTROLLER REBATE - 423 OXFORD WAY	04/17/2025	39508	82.20
Lawn-Be-Gone Rebates	BAY AREA WATER SUPPLY & CONSERVATION AGEN	Lawn Be Gone Post-inspection ID#4270 - 1110 Academy Ave	04/10/2025	39496	105.00
Water Quality	HACH COMPANY INC	PH PROBES FOR SL1000 HANDHELD	04/03/2025	104086	1,282.36
Water Quality	PRIME POWER, LLC	GENERATOR SERVICE - HANNIBAL	04/17/2025	104137	1,608.00
Water Quality	PRIME POWER, LLC	SERVICE GENERATOR - TUNNELS	04/17/2025	104137	2,679.00
Water Quality	PRIME POWER, LLC	SERVICE GENERATOR - HERSOM TANK	04/17/2025	104137	1,265.00
Water Quality	PRIME POWER, LLC	SERVICE GENERATOR - DAIRY LANE	04/17/2025	104137	1,265.00
Water Quality	PRIME POWER, LLC	SERVICE GENERATOR - DEKOVEN	04/17/2025	104137	1,163.00
Water Quality	PRIME POWER, LLC	SERVICE GENERATOR - EXBOURNE TANK	04/17/2025	104137	1,264.00
Water Quality	PRIME POWER, LLC	SERVICE GENERATOR - HALLMARK	04/17/2025	104137	1,163.00
Water Quality	SAN FRANCISCO WATER POWER SEWER	WATER QUALITY LAB TEST	04/03/2025	104095	2,815.00
Storage Tanks	UNDERGROUND REPUBLIC WATER WORKS	DECHLOR TABLETS	04/10/2025	104124	1,881.86
Storage Tanks	UNIQUE SCAFFOLD	TANK MAINTENANCE	04/10/2025	104126	6,358.24
Mains/Distribution	GRANITE ROCK COMPANY	ASPHALT	04/10/2025	104111	760.63
Mains/Distribution	GRANITE ROCK COMPANY	ASPHALT	04/17/2025	104134	1,371.25
Mains/Distribution	HASSETT HARDWARE	MOPS TO DISINFECT PIPE FOR MAIN BREAK	04/03/2025	104087	20.85
Mains/Distribution	HOME DEPOT	PALLET RETURN FOR INV 3020260	04/03/2025	104088	-27.35
Mains/Distribution	HOME DEPOT	CONCRETE & PALLET	04/03/2025	104088	242.33
Mains/Distribution	HOME DEPOT	SOCKET, LIGHT BULB, PALLET, CONCRETE	04/03/2025	104088	529.00
Mains/Distribution	HOME DEPOT	MAIN BREAK - 1023 MAYWOOD - REPLACE GRASS	04/10/2025	104113	161.12
Mains/Distribution	HOME DEPOT	SOD	04/10/2025	104113	64.44
Mains/Distribution	HOME DEPOT	CONCRETE PATCH	04/10/2025	104113	22.08
Mains/Distribution	HOME DEPOT	SOD	04/10/2025	104113	42.96
Mains/Distribution	LYNGSO GARDEN MATERIAL INC	VIRGIN LOAMY SAND TOP SOILNON-RETURNABLE	04/10/2025	39501	266.77
Mains/Distribution	LYNGSO GARDEN MATERIAL INC	LANDSCAPE MIX - SOIL	04/10/2025	39501	402.28
Mains/Distribution	UNDERGROUND REPUBLIC WATER WORKS	FREIGHT FOR S100030779.001	04/03/2025	104096	10.79
Mains/Distribution	UNDERGROUND REPUBLIC WATER WORKS	ARV & COUPLINGS	04/03/2025	104096	1,557.96
Mains/Distribution	UNDERGROUND REPUBLIC WATER WORKS	10" MJ CAPS	04/10/2025	104124	333.75
Mains/Distribution	UNDERGROUND REPUBLIC WATER WORKS	C900 PIPE, REPAIR CLAMPS	04/10/2025	104124	1,374.22
Mains/Distribution	UNDERGROUND REPUBLIC WATER WORKS	TRAFFIC BOXES	04/10/2025	104124	642.32
Mains/Distribution	UNDERGROUND REPUBLIC WATER WORKS	REPAIR CLAMPS	04/10/2025	104124	276.64
Mains/Distribution	UNDERGROUND REPUBLIC WATER WORKS	2 SADDLES, CORP STOPS, BOLTS	04/10/2025	104124	3,281.65
Mains/Distribution	UNDERGROUND REPUBLIC WATER WORKS	CHECK VALVE	04/17/2025	104140	2,061.17

Account Name	Vendor Name	Description	Check Date	Check Number	Amount
Mains/Distribution	UNDERGROUND REPUBLIC WATER WORKS	10" CAP, MEGA LUG, T BOLTS, GASKET	04/17/2025	104140	421.49
Mains/Distribution	UNDERGROUND REPUBLIC WATER WORKS	SEWER REPAIR COUPLINGS	04/17/2025	104140	555.66
Mains/Distribution	UNDERGROUND REPUBLIC WATER WORKS	REDUCER, MEGA LUGS, GASKETS & T-BOLTS	04/24/2025	104163	1,272.73
Mains/Distribution	UNDERGROUND REPUBLIC WATER WORKS	REPAIR COUPLINGS	04/24/2025	104163	1,907.55
Meters & Service	AQUA-METRIC SALES CO.	6" REGISTER FOR OMNI METER & COMMAND LINK TO PROGRAM METERS	04/03/2025	104083	2,755.88
Meters & Service	PACE SUPPLY CORP	PARTS TO REPAIR SERVICES	04/10/2025	104117	351.00
Meters & Service	PACE SUPPLY CORP	BADGER REGISTERS	04/24/2025	104154	1,076.08
Meters & Service	UNDERGROUND REPUBLIC WATER WORKS	BALL VALVES	04/03/2025	104096	313.14
Meters & Service	UNDERGROUND REPUBLIC WATER WORKS	TOOLS FOR METERS	04/10/2025	104124	427.63
Employee Safety	ALPINE AWARDS ACCOUNTING	CAPS FOR OPS	04/24/2025	39510	278.53
Employee Safety	ALPINE AWARDS ACCOUNTING	CAPS FOR OPS	04/24/2025	39510	318.09
Employee Safety	NORTHERN SAFETY CO. INC.	SAFETY GEAR FOR OPS	04/03/2025	104090	105.49
Employee Safety	NORTHERN SAFETY CO. INC.	SAFETY EQUIPMENT FOR OPS	04/17/2025	104135	82.00
Employee Safety	OFFICE DEPOT, INC.	EYEWASH	04/24/2025	104153	10.54
Employee Safety	OFFICE DEPOT, INC.	BURN CARE REFILL	04/24/2025	104153	26.80
Employee Safety	OFFICE DEPOT, INC.	BLEED CONTROL PACK	04/24/2025	104153	101.95
Scada Maintenance	TELSTAR INSTRUMENTS	SCADA MAINTENANCE	04/24/2025	104161	4,594.44
Scada Maintenance	TELSTAR INSTRUMENTS	SCADA MAINTENANCE	04/24/2025	104161	3,589.26
Buildings & Grounds	AIRGAS, LLC	N.O.S. GAS	04/24/2025	104148	314.33
Buildings & Grounds	BAY POINTE LANDSCAPE	March 2025 Landscape Maintenance - DAIRY LANE	04/10/2025	104107	1,425.00
Buildings & Grounds	R&S ERECTION OF SAN MATEO	GATE REPAIRS @ DAIRY LANE	04/24/2025	104156	355.50
Buildings & Grounds	HOME DEPOT	HOOKS & BATTERIES	04/03/2025	104088	17.99
Buildings & Grounds	HOME DEPOT	SUPPLIES FOR SHOP BATHROOM	04/03/2025	104088	90.06
Buildings & Grounds	HOME DEPOT	WEED KILLER	04/10/2025	104113	23.59
Buildings & Grounds	HOME DEPOT	CLEANING SUPPLIES	04/24/2025	104152	78.81
Buildings & Grounds	RECOLOGY SAN MATEO COUNTY	TRASH COLLECTION DAIRY LANE - MARCH 2025	04/10/2025	104121	905.72
Buildings & Grounds	UMPQUA BANK	PERMIT FEES - WEST BELMONT PUMP STATION	04/24/2025	104162	408.36
Equipment & Tools	AIRGAS, LLC	CUT OFF WHEELS	04/10/2025	104106	71.29
Equipment & Tools	HASSETT HARDWARE	FOR 787 SERVICE TRUCK	04/03/2025	104087	32.34
Equipment & Tools	HASSETT HARDWARE	SERVICE TRUCK	04/10/2025	104112	28.16
Equipment & Tools	HASSETT HARDWARE	ADAPTER FOR CHARGING LIGHT	04/10/2025	104112	12.50
Equipment & Tools	HOME DEPOT	SLEDGE HAMMER, TAPE MEASURES	04/03/2025	104088	139.46
Equipment & Tools	HOME DEPOT	FLASHLIGHTS, MAP GAS	04/03/2025	104088	198.42
Equipment & Tools	HOME DEPOT	LIGHT FOR INSPECTING HALLMARK TANKS	04/10/2025	104113	910.41
Equipment & Tools	FERGUSON ENTERPRISES LLC	3/4" + 1" ROUNDING TOOLS	04/10/2025	104110	264.40
Equipment & Tools	UNDERGROUND REPUBLIC WATER WORKS	SOCKETS	04/10/2025	104124	114.97
Vehicle & Large Equip	OREILLY AUTO PARTS, INC.	CONNECTOR	04/03/2025	104092	5.01
Vehicle & Large Equip	OREILLY AUTO PARTS, INC.	OIL & FILTER, SHIFT TUBE	04/03/2025	104092	89.01
Vehicle & Large Equip	OREILLY AUTO PARTS, INC.	STARTER	04/03/2025	104092	173.84
Office Supplies	OFFICE DEPOT, INC.	OFFICE SUPPLIES	04/03/2025	104091	65.19
Office Supplies	OFFICE DEPOT, INC.	OFFICE SUPPLIES	04/10/2025	104116	43.52
Office Supplies	OFFICE DEPOT, INC.	OFFICE SUPPLIES	04/24/2025	104153	53.58
Office Supplies	OFFICE DEPOT, INC.	OFFICE SUPPLIES	04/24/2025	104153	104.44
Office Supplies	OFFICE DEPOT, INC.	OFFICE SUPPLIES	04/24/2025	104153	220.44
Office Supplies	UMPQUA BANK	OFFICE SUPPLIES	04/24/2025	104162	79.18
Office Supplies	UMPQUA BANK	TV FOR OCR CONFERENCE ROOM	04/24/2025	104162	370.21
Office Supplies	UMPQUA BANK	OFFICE SUPPLIES	04/24/2025	104162	40.63

Account Name	Vendor Name	Description	Check Date	Check Number	Amount
Office Supplies	UMPQUA BANK	OFFICE SUPPLIES FOR SHOP	04/24/2025	104162	60.00
Office Supplies	UMPQUA BANK	OFFICE SUPPLIES	04/24/2025	104162	87.89
Office Supplies	UMPQUA BANK	OFFICE SUPPLIES	04/24/2025	104162	75.73
Equipment Services/Maintenance	KBA DOCUMENT SOLUTIONS, LLC	KYOCERA MAINTENANCE AGREEMENT 02-21 THRU 03-20-2025	04/03/2025	104089	33.08
Equipment Services/Maintenance	PITNEY BOWES INC	POSTAGE METER RENTAL 12-14-2024 THRU 03-13-2025	04/03/2025	104094	126.08
Equipment Services/Maintenance	PITNEY BOWES INC	POSTAGE MACHINE RENTAL 10-1-2024 THRU 03-31-2025	04/03/2025	104094	326.91
Equipment Services/Maintenance	RAY MORGAN COMPANY	CANON MAINTENANCE	04/17/2025	104138	423.00
Equipment Services/Maintenance	RAY MORGAN COMPANY	CANON MAINTENANCE	04/17/2025	104138	2,308.27
Equipment Services/Maintenance	RAY MORGAN COMPANY	CANON MAINTENANCE	04/17/2025	104138	826.10
Computer Supplies & Upgrades	UMPQUA BANK	CONFERENCE ROOM WEBCAM	04/24/2025	104162	824.05
Website Hosting Services	LIFTOFF DIGITAL	WEBSITE HOSTING & UPDATES	04/10/2025	104114	1,402.50
Customer Credit Card Svs Fees	SPRINGBROOK HOLDING COMPANY LLC	CIVIC PAY & MUNICIPAL PYMTS - MARCH 2025	04/10/2025	104123	4,815.50
PROPERTY LEASE	SWEDCOM CORPORATION	RENT - MAY 2025	04/17/2025	104139	12,238.00
Dues & Publications	APWA MEMBERSHIP	APWA DUES THROUGH 04-30-2026	04/10/2025	39494	819.00
Dues & Publications	CHAMBER SAN MATEO COUNTY	Membership Dues - April 1, 2025 - March 31, 2026	04/24/2025	39513	173.00
Dues & Publications	UMPQUA BANK	iCLOUD STORAGE	04/24/2025	104162	0.99
Dues & Publications	UMPQUA BANK	iCLOUD STORAGE	04/24/2025	104162	0.99
Dues & Publications	UMPQUA BANK	MEMBERSHIP - OPS TEAM SURVEYS	04/24/2025	104162	294.00
Dues & Publications	UMPQUA BANK	ZOOM SUBSCRIPTION	04/24/2025	104162	110.00
Dues & Publications	U S POSTAL SERVICE	PO BOX 129 - 2025	04/10/2025	39503	464.00
Gov'T Fees & Licenses	DEPT OF HOUSING & COMMUNITY DEVELOPMENT	ANNUAL REGISTRATION RENEWAL FOR OFFICE TRAILER - MICHAEL&VICTOR	04/10/2025	39498	32.00
Bawasca Membership Assessments	BAY AREA WATER SUPPLY & CONSERVATION AGEN	FY 24-25 4th Quarter Assessment	04/10/2025	39496	27,013.00
BAWSCA Water Management Charge	SAN FRANCISCO WATER DEPT	03-18 THRU 04-15-2025 - BAWSCA MGMT CHARGE	04/24/2025	104158	2,785.00
Software Licenses	AQUA-METRIC SALES CO.	ANNUAL RNI SAAS FEE - SUPPORTCOVERAGE 05/23/2025 - 05/22/2026.	04/24/2025	104149	15,266.39
Software Licenses	BAY AREA WATER SUPPLY & CONSERVATION AGEN	January - March 2025 Droplet Technologies licensing fee	04/10/2025	39496	225.00
Software Licenses	STEPFORD BUSINESS, INC.	FIREWALL SUPPORT RENEWAL - ANNUAL - 03-21-25 THRU 03-20-26	04/24/2025	104160	1,425.00
Utilities - Internet/Cable	ACC BUSINESS	INTERNET FOR OCR	04/17/2025	39506	175.00
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG	04/03/2025	39492	31.65



AGENDA ITEM NO. 7.A.

DATE: May 22, 2025

TO: Board of Directors

FROM: Kat Wuelfing, General Manager
Rene A. Ramirez, Operations Manager

SUBJECT: CONSIDER RESOLUTION 2025-13 AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH ZFA STRUCTURAL ENGINEERS IN THE AMOUNT OF \$66,000, FOR THE DEKOVEN TANK REPLACEMENT PROJECT (CIP 08-1621-CP)

RECOMMENDATION

Approve Resolution 2025-13.

FISCAL IMPACT

The attached proposal from ZFA Structural Engineers (ZFA) dated April 17, 2025, proposes to provide structural engineering services for the two (2) new welded steel tanks foundations and catwalk, chemical feed building foundation, pump station and hydro-pneumatic tank seismic evaluations at a not-to-exceed cost of \$66,000.

Funding for professional services from ZFA will come from the Certificates of Participation (COP) recently issued by the District and will be included in the proposed Fiscal Year 2025/2026 budget.

BACKGROUND

The Dekoven Tanks Replacement Project (Project), known as District capital project 08-1621-CP, is coupled with Pakpour Consulting Group (PCG) project description 15-89. The Project proposes replacing the two oldest remaining tanks in the system, which were constructed circa 1952. The front tank closest to Dekoven Avenue holds 1.0 million gallons and the rear tank holds 720,000 gallons. Both tanks are 48 feet tall. On the site in addition to the water tanks are a pump station with backup power, and a hydro-pneumatic tank which serves to sustain pressure for Zone 4 customers. In March 2016, a seismic evaluation for the 70-year-old tanks determined their maximum level of stored water should be reduced to no more than 22 feet in order to withstand seismic events. Maintenance inspections of both tanks also found that the coatings were

showing signs of failure. The District explored options for the tanks and selected their replacement.

The PCG team took care of the civil engineering work for the Project and following a consultant selection process in 2018, Beyaz and Patel (B&P) were selected as structural engineers for the Project. The B&P role was to design the footing to support each tank and a performance specification for each tank's construction. *{The tank performance specification provided contractors with tank design and seismic criteria and allowed the tank contractors to develop design plans and calculations, which B&P would have to review and approve.}* The District wanted two tanks constructed; one tank holding 970,000 gallons and the other to hold 870,000 gallons. The engineer's estimate for the Project in 2021 was \$4,049,000.

The Project was put out to bid, and received bids were opened on July 8, 2021. Only two steel water tank builders responded. The least expensive bid exceeded the engineer's estimate by 28%, and staff recommended the Board rejected both bids, which the Board did. Other construction alternatives were investigated, not found to be more cost effective, and it was determined that the District should continue to pursue steel tank construction. In the meantime, it became apparent to staff that B&P was closing their office and the Project was losing its structural engineer. The Project, while still a critical need, was placed on-hold for a couple of years while other capital projects were completed and new capital funding secured.

DISCUSSION

The funding from the 2025 COPs has been received by the District to continue with its capital program. Replacement of the two Dekoven tanks is a priority capital project, but the District needs to retain a new structural engineer for the project with the closing of the former structural engineering firm, B&P. PCG has engaged ZFA to replace B&P as the structural engineer for the Project.

ZFA proposes to provide structural engineering services for the two (2) new welded steel tanks foundations, anchorage to the foundation, an aluminum rooftop pedestrian bridge, and a performance specification for the tank design. In addition, ZFA will design the footing for a pre-engineered building to be used as the chemical feed building. Lastly, their work will entail a seismic evaluation of the existing on-site pump station, and the hydro-pneumatic tank, which serves to provide system pressure to the neighboring customers.

ZFA was not asked to propose on construction administration at this time.

Attachments: Resolution 2025-13
Professional Services Agreement Form
ZFA Proposal dated April 17, 2025

RESOLUTION NO. 2025-13

AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH ZFA STRUCTURAL ENGINEERS IN THE AMOUNT OF \$66,000, FOR THE DEKOVEN TANKS REPLACEMENT PROJECT (CIP 08-1621-CP)

*** * ***

MID-PENINSULA WATER DISTRICT

WHEREAS, the Dekoven Tank Replacement project has been a recognized capital improvement project with the initial Mid-Peninsula Water District (MPWD) Comprehensive System Analysis and Capital Improvement Program (CIP), FY 2016/2017 Update, the MPWD Comprehensive System Analysis and CIP FY 2019/20 Update, and the CIP FY24/25 Update; and

WHEREAS, the Dekoven Tanks Replacement Project (Project) is comprised of two (2) water tanks built in 1952 that were recommended for replacement following a structural and seismic analysis, and the structural engineering firm of Beyaz and Patel was selected to undertake the structural engineering aspects of the design, while Pakpour Consulting Group Inc., the District Engineer, focused on the civil engineering characteristics of the plans and specifications; and

WHEREAS, bids for the Project were received on July 8, 2021, with the lowest cost bid exceeding the engineer's estimate by 28%, and the Board of Directors concurred with a staff's recommendation to reject all bids; and

WHEREAS, while the Project was placed in abeyance during such time the District evaluated alternative methods for constructing water tanks, the principal structural engineer with Beyaz and Patel retired and Beyaz and Patel closed their professional office leaving the Project without a structural engineer for the Project; and

WHEREAS, the Board of Directors recently approved the issuance of certificates of participation (COP) to further the District’s capital program which includes the Dekoven Tanks Replacement Project (CIP: 08-1621-CP).

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mid-Peninsula Water District hereby authorizes:

A professional services agreement with ZFA Structural Engineers in the amount of \$66,000 for the purpose of engaging ZFA Structural Engineers to provide structural engineering services for the two (2) new welded steel Dekoven water storage tank’s foundations, a performance specification for each tank’s construction, a catwalk between both tanks, chemical feed building foundation, and pump station and hydro-pneumatic tank seismic evaluation.

REGULARLY PASSED AND ADOPTED this 22nd day of May 2025.

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

BOARD PRESIDENT

ATTEST:

DISTRICT SECRETARY

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made as of this **22nd day of May, 2025**, by and between MID-PENINSULA WATER DISTRICT, a public agency (“DISTRICT”) and **ZFA Structural Engineers**, a California corporation (“CONSULTANT”).

WHEREAS, the DISTRICT desires to obtain professional services in conjunction with DISTRICT’S **Dekoven Water Tanks Replacement Project (CIP 08-1621-CP)**; and

WHEREAS, the CONSULTANT is ready, willing and able to furnish such services and has submitted a Proposal dated **April 17, 2025**, which is attached hereto and incorporated herein as Exhibit A.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. PROVISION OF SERVICES

The CONSULTANT agrees to provide professional services to DISTRICT in accordance with the terms and conditions of this Agreement. In the performance of its Services, CONSULTANT represents that it has and will exercise that degree of professional care, skill, efficiency and judgment ordinarily employed by consultants providing similar services. CONSULTANT further represents and warrants that it holds currently in effect all licenses, registrations, and certifications in good standing that may be required under applicable law or regulations to perform these services and agrees to retain such licenses, registrations, and certifications in active status throughout the duration of this engagement.

2. SCOPE OF WORK

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

3. TERM

This Agreement will commence upon its Effective Date and shall continue until the services set forth in Section 2 are successfully completed, as determined by the DISTRICT. It is understood that the term of this Agreement is subject to the DISTRICT’S right to terminate the Agreement in accordance with Section 13 of this Agreement.

4. CONTRACT AMOUNT

The CONSULTANT shall perform all work set forth in Section 2 of this Agreement for a total sum not to exceed **\$66,000.00** including all labor, materials, taxes, insurance, subcontractor / subconsultant costs, overhead, profit, and all other costs and expenses incurred by CONSULTANT.

5. MANNER OF PAYMENT

The CONSULTANT shall submit monthly invoices as CONSULTANT completes work,

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

All invoices should be sent to: Mid-Peninsula Water District
1075 Old County Road, Suite A
P.O. Box 129
Belmont, CA 94002
ATTENTION: Kathryn L. Wuelfing, General Manager

6. CONSULTANT'S KEY PERSONNEL

It is understood and agreed by the parties that at all times during the term of this Agreement that **Chris Meade, SE**, shall serve as the primary staff person of CONSULTANT to undertake, render and oversee all of the services under this Agreement.

7. DISTRICT REPRESENTATIVE

Except when approval of other action is required to be given or taken by the Board of Directors of the DISTRICT, the General Manager of the DISTRICT, or such person or persons as the General Manager may designate in writing from time to time, shall represent and act for the DISTRICT.

8. CONSULTANT'S STATUS

Neither the CONSULTANT nor any party contracting with the CONSULTANT shall be deemed to be an agent or employee of the DISTRICT. The CONSULTANT is and shall be an independent contractor, and the legal relationship of any person performing services for the CONSULTANT shall be one solely between said parties.

9. OWNERSHIP OF WORK

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

B. CONSULTANT assigns to DISTRICT all right, title, and interest in and to the Work Product, including ownership of the entire copyright in the Work Product and any causes of action existing or arising in connection with the copyright to said Work Product. DISTRICT shall be entitled to access to and copies of these materials as they are being developed. Any such materials in the hands of CONSULTANT or in the hands of any subcontractor upon completion or termination of services hereunder shall be immediately delivered to DISTRICT. If any property of the DISTRICT is lost, damaged or destroyed before final delivery to the DISTRICT, the CONSULTANT shall replace it at its own expense and the CONSULTANT hereby assumes all risks of loss, damage or destruction of or to such materials. The CONSULTANT may retain a copy of all material produced under this agreement for its use in its general business activities.

10. CHANGES

The DISTRICT may, at any time, by written order, make changes within the scope of work and Services described in this Agreement. If such changes cause an increase in the budgeted cost of or the time required for performance of the agreed upon work, an equitable adjustment as mutually agreed shall be made in the limit on compensation as set forth in Section 4 or in the time of required performance as set forth in Section 3, or both. In the event that CONSULTANT encounters any unanticipated conditions or contingencies that may affect the scope of work or Services and result in an adjustment in the amount of compensation specified herein, CONSULTANT shall so advise the DISTRICT immediately upon notice of such condition or contingency. The written notice shall explain the circumstances giving rise to the unforeseen condition or contingency and shall set forth the proposed adjustment in compensation. Such notice shall be given the DISTRICT prior to the time that CONSULTANT performs work or services related to the proposed adjustment in compensation. Any and all pertinent changes shall be expressed in a written supplement to this Agreement prior to implementation of such changes.

11. RESPONSIBILITY; INDEMNIFICATION

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

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

12. INSURANCE

A. Workers' Compensation: CONSULTANT shall procure and maintain at all times during the performance of such work Worker's Compensation Insurance in conformance with the laws of the State of California and Federal laws where applicable. Employers' Liability

Insurance shall not be less than One Million Dollars (\$1,000,000) per accident or disease. Prior to commencement of work hereunder, CONSULTANT shall deliver to DISTRICT a Certificate of Insurance which shall stipulate that 30 days advance written notice of cancellation, shall be given to DISTRICT.

B. Bodily Injury, Death and Property Damage Liability Insurance: CONSULTANT shall also procure and maintain at all times during the performance of this Agreement General Liability Insurance (including automobile operation) covering CONSULTANT and DISTRICT for liability arising out of the operations of CONSULTANT and any subcontractors. The policy(ies) shall include coverage for all vehicles, licensed or unlicensed, on or off DISTRICT's premises, used by or on behalf of CONSULTANT in the performance of work under this Agreement. The policy(ies) shall be subject to a limit for each occurrence of One Million Dollars (\$1,000,000) naming as an additional insured, in connection with CONSULTANT's activities, the DISTRICT, and its directors, officers, employees and agents. The Insurer(s) shall agree that its policy(ies) is Primary Insurance and that it shall be liable for the full amount of any loss up to and including the total limit of liability without right of contribution from any other insurance covering the DISTRICT.

Inclusion of the DISTRICT as additional insured shall not in any way affect its rights as respects to any claim, demand, suit or judgment made, brought or recovered against CONSULTANT. Said policy shall protect CONSULTANT and DISTRICT in the same manner as though a separate policy had been issued to each; but nothing in said policy shall operate to increase the Insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the Insurer would have been liable if only one interest had been named as an insured.

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

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

13. TERMINATION

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

If the Agreement is terminated for any reason other than breach of a material term by CONSULTANT, the DISTRICT shall pay to CONSULTANT all sums actually due and owing

from DISTRICT for all services performed and all expenses incurred up to the day written notice of termination is given, plus any costs reasonably and necessarily incurred by CONSULTANT to effect such suspension or termination.

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

14. NOTICES

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

All other notices and communications deemed by either party to be necessary or desirable to be given to the other party, except for confidential reports described in Section 6 of this Agreement, may be given by personal delivery to the representative of the parties or by mailing the same postage prepaid, addressed as follows:

If to the DISTRICT: Mid-Peninsula Water District
1075 Old County Road, Suite A
P.O. Box 129
Belmont, CA 94002
ATTENTION: Kathryn L. Wuelfing, General Manager

If to the CONSULTANT: **ZFA Structural Engineers**
1303 Jefferson Street, Suite 400a
Napa, CA 94559
ATTENTION: Chris Meade

The address to which mailings may be made may be changed from time to time by notice mailed as described above. Any notice given by mail shall be deemed given on the day after that on which it is deposited in the United States Mail as provided above.

15. EQUAL EMPLOYMENT OPPORTUNITY

In connection with the performance of this Agreement the CONSULTANT shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, gender identity, disability or national origin. The CONSULTANT shall take affirmative actions to insure that applicants are employed, and that employees are treated during their employment, without regard to their race, religion, color, sex, disability or national origin. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms

of compensation; and selection for training, including apprenticeship. CONSULTANT further agrees to include a similar provision in all subcontracts, except subcontracts for standard commercial supplies or raw materials.

16. RECORDS

During the term of this Agreement, CONSULTANT shall permit representatives of the DISTRICT to have access to, examine and make copies, at the DISTRICT's expense, of its books, records and documents relating to this Agreement at all reasonable times.

17. DISTRICT WARRANTIES

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

18. RELEASE OF INFORMATION

CONSULTANT shall not release any reports, information or promotional materials prepared in connection with this Agreement without the approval of the DISTRICT's General Manager.

19. USE OF SUBCONTRACTORS

CONSULTANT shall not subcontract any services to be performed by it under this Agreement without the prior written approval of the DISTRICT, except for service firms engaged in drawing, reproduction, typing and printing. CONSULTANT shall be solely responsible for reimbursing any subcontractors and the DISTRICT shall have no obligation to them.

20. ASSIGNMENT

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

21. ATTORNEY'S COSTS

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

22. APPLICABLE LAW

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

23. BINDING ON SUCCESSORS

All of the terms, provisions and conditions of this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors, assigns and legal representatives. CONSULTANT shall not assign this Agreement without the prior express written

approval of the DISTRICT.

24. WAIVER

Any waiver of any breach or covenant of this Agreement must be in a writing executed by a duly authorized representative of the party waiving the breach. A waiver by any of the parties of a breach or covenant of this Agreement shall not be construed to be a waiver of any succeeding breach or any other covenant unless specifically and explicitly stated in such waiver.

25. ENTIRE AGREEMENT; MODIFICATION. This Agreement, including any attachments, constitutes the entire Agreement between the parties with respect to the subject matter hereof, and supersedes any prior understanding or agreement, oral or written, with respect to such subject matter. It may not be amended or modified, except by a written amendment executed by authorized representatives by both parties. In no event will the Agreement be amended or modified by oral understandings reached by the parties or by the conduct of the parties.

26. COMPLIANCE WITH LAWS AND REGULATIONS

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

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

DISTRICT:

MID-PENINSULA WATER DISTRICT

By: _____

Name: _____

Title: _____

CONSULTANT:

ZFA STRUCTURAL ENGINEERS

By: _____

Name: _____

Title: _____

By: _____

Name: _____

Title: _____

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

ZFA STRUCTURAL ENGINEERS

san francisco
silicon valley
sacramento
santa rosa
napa

May 14, 2025

Brandon Laurie
PAKPOUR CONSULTING GROUP
6601 Owens Dr, Ste. 230
Pleasanton, CA 94588

RE: Mid-Peninsula Water District Dekoven Improvements

Dear Mr. Laurie:

Thank you for requesting a structural engineering proposal regarding the planned improvements and evaluation of the Dekoven Avenue Tank facility.

PROJECT DESCRIPTION

Provide structural engineering services for the improvements to the Dekoven Ave water storage facility consisting of two new welded steel water storage tanks, a new chemical storage building, and the evaluation of the pump station and pneumatic tank. The proposed tanks are 60 and 55-feet in diameter respectively with an overflow height of 45-feet, providing a combined 1.75 million gallons of water storage. A new aluminum rooftop pedestrian catwalk bridge will span approximately 30-feet between the tanks. It is anticipated that custom details will be required to anchor the aluminum catwalk while isolating the different metals to mitigate concerns with galvanic corrosion. The tank structures will be a design-build element including all appurtenances and pipe supports/bracing, designed by the tank manufacturer. ZFA's scope for the water storage tanks will consist of the design of the tank foundations, anchorage, aluminum rooftop pedestrian bridge, and a performance specification for the tank design. The new tank ring wall foundations will be designed in accordance with the American Water Works Association (AWWA) D100-11 and ASCE 07-16 code documents.

The approximately 500 square foot chemical storage building is anticipated being a pre-engineered building supported by cast-in-place reinforced concrete shallow foundations. ZFA will design and detail the foundations to support the building reactions provided by the manufacturer. The chemical storage building foundations will be designed per the requirements of the California Building Code (CBC).

The project also includes the evaluation of the pump station and pneumatic tank structures. The pump station is shown on the existing drawings by Structural Engineers Incorporated, dated 12/18/1995, as an approximately 570 square-foot, single-story building constructed from a combination of construction masonry unit (CMU) walls and a wood-framed roof structure. The pump station will be evaluated per the Tier 1 Screening and Tier 2 Deficiency-Based Evaluation methods from the ASCE41-17: Seismic Evaluation and Retrofit of Existing Buildings. The pneumatic tank will be analyzed to meet the criteria in ASCE07-16 for a new horizontal, saddle supported welded vessel including seismic anchorage and bracing. Because a previous seismic evaluation by Beyaz & Patel, dated April 19, 2019, was provided, it is our understanding that ZFA's evaluation report is desired to be an abbreviated update report in letter format, focusing on potential deficiencies and strengthening measures with limited code commentary.

It is our understanding that the facility is categorized as an essential facility, which falls under the Seismic Use Group III of AWWA and Seismic Risk Category IV of ASCE 07-16, corresponding to a seismic importance factor (I_E) of 1.5. The desired seismic performance level of each structure will be confirmed prior to commencement of design and evaluation.

SCOPE OF WORK

Storage Tanks and Chemical Building Foundations

- Review of provided project documents (commenced)
- Remote coordination meetings with Pakpour and/or District representatives, as requested
- Coordination with tank manufacturer(s) for most economical roof framing system type, including internal rafters vs. press-break plate rafters.
- Review recommended foundation systems by the geotechnical engineer including alternate foundation types such as micropiles or helical anchors to potentially reduce construction cost of ring wall foundations
- Review of chemical storage building (by others) drawings and calculations.
- Correspondence with chemical storage building manufacturer, as required.
- Design of tank and chemical building foundations and anchorages
- Structural calculations and analysis for review and approval by the authority having jurisdiction (AHJ)
- Construction documents (CD) including plans, specifications, and calculations
- 85% Design Drawings deliverable
- Engineer's cost estimate at 85% Deliverable
- (1) in-person meeting at District office to review 85% Design Drawings
- Incorporation of PCG and District 85% Design Drawing comments
- Revisions and supplemental calculations as required by the AHJ
- Assistance with bid item schedule, to be used in project bids
- (1) in-person pre-bid meeting attendance
- Response to contractor bid requests for information (RFI), assuming fewer than (10) structural related RFI's

Pump Station and Pneumatic Tank Evaluations

- Review of provided project documents (commenced)
- Remote coordination meetings with Pakpour and/or District representatives, as requested
- (1) site visit to review the existing conditions of the structures
- Evaluation of the pump station and pneumatic tank
- Brief evaluation report that includes the assessed deficiencies and recommended strengthening to meet the performance criteria
- (1) in-person meeting at District office to review evaluation findings

SPECIAL CONDITIONS

- It is assumed that shallow foundations will be acceptable, to be confirmed by the project geotechnical engineer.
- Revisions to the scope of the project as defined above and revisions to our work are not included in fees below. All requests for additional or extra work or services must be in writing and will be negotiated as extra services.
- Review of tank manufacturer shop drawings and calculations are required, and will be provided during the construction administration phase under separate contract

- An allowance of ultrasonic testing investigation of the pneumatic tank vessel of \$2k is included in the Pneumatic Tank Evaluation
- Pneumatic tank evaluation is limited to tank shell, saddles, anchorages, and foundations. All nozzles, piping attachments, fittings, and pipe bracing are excluded from the review.
- Retrofit design of either pump station or pneumatic tank is excluded and if needed will be provided in a future proposal
- It is assumed that reactions for the chemical storage building will be provided prior to 60% design for the project.
- MasterFormat specification manual format assumed acceptable
- Construction Administration is not included at this time.

SCHEDULE

With a staff of over 90 engineers in five local offices, ZFA has the resources to meet this project schedule demands and deadlines and is highly driven to achieve project milestones while maintaining a high level of service and responsiveness. The structural work is dependent on receipt of timely and clear path information. Delay or acceleration adjustments to the schedule would be subject to review. Adherence to schedule requires the district and other consultants to be engaged and responsive.

CONSTRUCTION ADMINISTRATION

Not included at this time

FEES

All work will be invoiced hourly, not-to-exceed the following limits.

STORAGE TANK FOUNDATIONS AND CATWALK:	\$40,000
CHEMICAL STORAGE BUILDING FOUNDATION:	\$ 8,000
PUMP STATION SEISMIC EVALUATION:	\$ 6,000
PNEUMATIC TANK SEISMIC EVALUATION:	\$12,000

Offered by:

ZFA STRUCTURAL ENGINEERS



Chris Meade, SE 6320
Senior Associate



Kevin G. Zucco, SE 4861
Executive Principal



***This project is currently under design. Construction costs are updated to reflect 2023 costs based on recent bid tabulations.**

DEKOVEN TANKS REPLACEMENT

PROJECT BACKGROUND

The Dekoven Tanks, constructed in 1952, are a critical element of the Zone 3 water distribution system. The existing tanks are 52 and 60 feet in diameter, approximately 48 feet tall and have capacities of 720,000 gallons and 1,000,000 gallons respectively. The tanks are currently operating between 17 feet (pump on) to 30 feet (pump off) and the overflow is located at 47 feet. A recent structural analysis determined the maximum capacity level (MCL) in the tanks should be reduced to 22 feet (from the current 30 feet) to withstand seismic events. However, the District would lose more than half of the tanks capacity and operation staff indicated this may not be feasible during high summer demands. The coatings on each tank are also failing increasing the urgency to rehabilitate or replace the tanks.

Given the seismic vulnerability and the coating failures, the District explored 3 options for rehabilitation / replacement including a) only recoating the tanks and reducing the MCL to 22 feet, b) seismic retrofits to each tank, and c) demolish and rebuild two 800,000 gallon tanks. After a cost analysis of each option and viewing potential construction difficulties, the District determined replacement of the tanks was the best option.

PROPOSED IMPROVEMENTS

Replace the existing 1.0 MG and 0.7 MG tanks with two 0.8 MG tanks.

PROJECT BENEFITS

The Dekoven Tanks Replacement project replaces seismically unsound water tanks with new tanks capable of withstanding seismic events while maintaining existing operating levels.

PROJECT BUDGET (2024)

Tank Replacement	\$ 3,500,000
PAX Mixing System/Building	\$ 850,000
Site Improvements	\$ 1,650,000
Subtotal Construction	\$ 6,000,000
Planning, Design & Construction Support	\$ 300,000
Construction Inspection	\$ 600,000
Contingency (±10%)	\$ 690,000
Project Budget	\$ 7,590,000

PROJECT COMPLETED

Completion Date:

Actual Expenditures

Planning, Design, & Construction Support: \$

Construction: \$

Total Expenditures: \$



Pakpour Consulting Group, Inc.
6601 Owens Drive, Suite 230
Pleasanton, CA 94588
P: 925.224.7717
www.pcgengr.com

JOB No.	10012.07
DATE	04/30/24
SCALE	AS NOTED
DRAWN: BY	BL
CKD	JP



CAPITAL IMPROVEMENT PROGRAM
DEKOVEN TANKS REPLACEMENT
PROJECT 15-89

Rev 2 - 2024
Rev 1 - 2020
Original 2015



AGENDA ITEM NO. 7.B.

DATE: May 22, 2025

TO: Board of Directors

FROM: Kat Wuelfing, General Manager
Rene A. Ramirez, Operations Manager

**SUBJECT: RECEIVE UPDATE ON FOLGER DRIVE PROJECT
ENTITLEMENTS PROCESS**

RECOMMENDATION

Receive verbal report.

BACKGROUND/ DISCUSSION

Staff will provide a verbal update.



TO: Board of Directors

FROM: James W Ramsey, CPA, District Treasurer
Kat Wuelfing, General Manager

DATE: May 22, 2025

**SUBJECT: RECEIVE SUMMARY REPORT ON PRELIMINARY DRAFT FY 2025/2026
OPERATING AND CAPITAL BUDGETS**

RECOMMENDATION:

Provide input on preliminary draft.

FISCAL IMPACT:

ITEM		RESERVE ANALYSIS	Notes
OPERATING RESERVES ANALYSIS			
Total projected available resources - beginning balance	\$	15,601,327	Projected as of June 30, 2025
Budgeted revenues		20,450,600	Summary of operating budget
Budgeted expenditures		(18,560,478)	Summary of operating budget
Total available resources		17,491,449	
Less: Working Capital (Operating) Reserve		(9,280,239)	50% of annual fiscal year budgeted expenditures
Total remaining resources	\$	<u>8,211,210</u>	
CAPITAL RESERVES ANALYSIS			
Remaining reserves after operations	\$	8,211,210	
Total Pay-Go Capital Projects		(6,908,805)	Summary of capital budget
Total remaining for reserves		1,302,405	
Target Pay-Go Capital Reserve		8,000,000	Fixed amount
Amounts available for other reserves	\$	<u>(6,697,595)</u>	Short-fall
ITEM		COP FUNDS ANALYSIS	Notes
Total projected available resources - beginning balance	\$	32,610,000	Projected as of June 30, 2025
Budgeted revenues		724,000	Summary of operating budget
Budgeted expenditures		(13,795,000)	Summary of capital budget
Total remaining available resources	\$	<u>19,539,000</u>	

DISCUSSION:

Staff presented proposed Operating and Capital Budgets in detail to the Board Finance Committee during meetings on April 17, 2025, and the Committee supported staff in moving the item forward for consideration by the Board.

Some of the highlights of the budget include the following:

Significant Operating Revenue Highlights:

1. **Water Commodity Charges:** \$14,669,000
Fixed System Charges: \$4,310,700
Staff set the water commodity charges to match the water rate study, as adjusted by the decrease in the pass-through amount from San Francisco Public Utilities Commission (SFPUC). The amount coincides with the increases approved by the Board of Directors during the April 24, 2025 meeting.
2. **Interest Revenues:** \$1,132,0000
Management has increased this amount to account for increased investments entered into utilizing the unused proceeds from the 2026 Certificates of Participation (COP) issuance.

Significant Operating Expenditure Highlights:

1. **Salaries & Benefits:** \$4,110,759
The amount budgeted considers the District as fully staffed, as well as contemplating the overlap of three (3) months for the retiring Operations Manager and replacement, and one (1) month for the retiring Administrative Assistant and replacement. The budget has also considered over-time to ensure there is adequate amounts to cover the typical level of emergencies that may come up during the fiscal year.
2. **Purchased Water:** \$6,640,0000
Staff set the purchased water charges to match the water rate study, as adjusted by the decrease in the pass-through amount from the SFPUC. The amount coincides with the changes in the pass-through rates received by the Board of Directors during the April 24, 2025 meeting.
3. **Debt Service:** \$1,427,755
Staff programmed debt service to match the debt service schedules for the 2015 COPs and the 2025 COPS. Payments of interest are due biannually (June and December 1st) and principal payments are due annually (December 1st).

It is noted that the FY 2024/2025 budget had a surplus of \$2,614,122

Significant Capital Budget Highlights:

1. **PAY-GO Capital Projects:** \$7,054,754
Significant pay-go projects include completion of the Dekoven Tank Utility/Lincoln/Newlands/Oak Knoll for \$2,486,000 and tank recoating for the Exbourne

West, Hallmark North, and West Belmont North Tanks. Current budget reflects the amounts expected to be spent during the fiscal year. Remaining project amounts are expected for subsequent fiscal years.

2. **Debt-Financed Projects: \$13,795,000**

Significant projects identified to be funded with COP funds include the Dairy Lane Operations Rehabilitation Project (Architect & Construction), Folger Property Improvements, Dekoven Tanks Replacement, and Phase 2 of the SR 101 Crossing. Current budget reflects the amounts expected to be spent during the fiscal year. Remaining project amounts are expected for subsequent fiscal years.

Attachments: DRAFT MPWD Operating and Capital Budgets for FY 2025/2026

**MID-PENINSULA WATER DISTRICT
MONTHLY BUDGET REPORT- OPERATIONS
PRELIMINARY DRAFT - 5.22.2025
SUMMARY PAGE**

DESCRIPTION	APPROVED FY 2024-25 BUDGET \$	PRELIMINARY FY 2025-26 BUDGET	INCREASE / (DECREASE) FY 2024-25 TO FY 2025-26	% Change
OPERATING REVENUE				
WATER COMMODITY CHARGES	12,766,915	14,669,000	1,902,085	14.9%
FIXED SYSTEM CHARGES	3,530,021	4,310,700	780,679	22.1%
FIRE SERVICE CHARGES	18,000	18,000	-	0.0%
MISC CUSTOMER ACCOUNT FEES	107,100	107,000	(100)	-0.1%
SERVICE LINE & INSTALLATION CHARGES	111,000	110,000	(1,000)	-0.9%
MISCELLANEOUS OPERATING	19,500	25,000	5,500	28.2%
TOTAL OPERATING REVENUE (SOURCES)	16,552,536	19,239,700	2,687,164	0.0%
WATER SYSTEM CAPACITY CHARGES	807,300	-	(807,300)	-100.0%
WATER DEMAND OFFSET CHARGES	-	-	-	0.0%
PROPERTY TAX REVENUE	545,000	555,900	10,900	2.0%
LEASE OF PHYSICAL PROPERTY	168,000	168,000	-	0.0%
MISCELLANEOUS NON-OPERATING	6,600	75,000	68,400	1036.4%
INTEREST REVENUE - PARS	41,000	40,000	(1,000)	-2.4%
INTEREST REVENUE-LAIF	73,640	75,000	1,360	1.8%
INTEREST REVENUE-COP	38,000	724,000	686,000	1805.3%
INTEREST REVENUE-SWEEP	42,000	42,000	-	0.0%
INTEREST REVENUE-US TREASURIES	251,723	251,000	(723)	-0.3%
LANDSCAPE PERMIT REVENUE	4,000	4,000	-	0.0%
TOTAL NON-OPERATING REVENUE (SOURCES)	1,977,263	1,934,900	(42,363)	0.0%
TOTAL REVENUE (SOURCES)	18,529,799	21,174,600	2,644,801	0.0%
OPERATING EXPENDITURES (USES)				
SALARIES & WAGES	2,771,305	2,794,323	23,018	0.8%
PAYROLL TAXES & BENEFITS	1,335,100	1,327,100	(8,000)	-0.6%
PURCHASED WATER	6,619,719	7,192,500	572,781	8.7%
OUTREACH & EDUCATION	95,000	78,000	(17,000)	-17.9%
M&R - OPS SYSTEMS	630,000	608,500	(21,500)	-3.4%
M&R - FACILITIES & EQUIPMENT	297,000	213,000	(84,000)	-28.3%
SYSTEM SURVEYS	715,000	740,000	25,000	3.5%
ADMINISTRATION & EQUIPMENT	727,000	754,000	27,000	3.7%
MEMBERSHIP & GOV FEES	370,000	396,950	26,950	7.3%
BAD DEBT & CLAIMS	15,000	-	(15,000)	-100.0%
UTILITIES	576,500	580,000	3,500	0.6%
PROFESSIONAL SERVICES	1,032,500	1,034,350	1,850	0.2%
TRAINING/TRAVEL & RECRUITMENT	111,500	82,000	(29,500)	-26.5%
DEBT SERVICE	1,305,000	2,759,755	1,454,755	111.5%
TOTAL OPERATING EXPENSES (USES)	16,600,624	18,560,478	1,959,854	0.0%
NET SOURCES OVER/(UNDER) USES	1,929,175	2,614,122	684,947	0.0%
TOTAL OPERATING EXPENSES	16,600,624	18,560,478	1,959,854	0.0%
NET SURPLUS/(LOSS)	1,929,175	2,614,122	684,947	0.0%
TRANSFER FROM (TO) WORKING CAPITAL RESERVES*	(1,929,175)	(2,614,122)	(684,947)	
NET TRANSFERS TO CAPITAL				
DEBT SERVICE COVERAGE	1.51	1.51		

**MID-PENINSULA WATER DISTRICT
CAPITAL BUDGET
FY 2025-26**

DESCRIPTION	PROJECTED FY 2024-25 AMOUNTS	PROPOSED FY 2025-26 BUDGET	TOTAL PROJECT BUDGET
CAPITAL ASSETS			
Capital Equipment		100,000	
24" Main Air Valve Install		150,000	
TOTAL CAPITAL ASSET		250,000	
CAPITAL PROJECTS - PAYGO			
CIP 15-09/ 15-19 Dekoven Tank Util/Lincoln/Newlands/Oak Knoll WMR	140,000	2,439,155	2,579,155
CIP 24-08 Exbourne West Tank Recoating	35,000	679,271	714,271
CIP 24-09 Hallmark North Tank Recoating	-	2,896,109	3,309,839
CIP 24-10 West Belmont North Tank Recoating	25,000	144,271	169,271
Other Projects (Not Yet Identified)	-	500,000	500,000
TOTAL CAPITAL PROJECTS - PAYGO	200,000	6,658,805	7,272,535
CAPITAL PROJECTS - DEBT FINANCING			
CIP 20-09 Dairy Lane Operations Center Rehabilitation - Architect	130,000	845,000	975,000
CIP 20-10 Dairy Lane Operations Center Rehabilitation - Construction	-	3,006,250	12,025,000
CIP 24-07 Folger Property Improvements	260,000	5,340,000	5,600,000
CIP 15-89 Dekoven Tanks Replacement	-	2,530,000	7,590,000
CIP 15-72b SR 101 Crossing at PAMF Hospital - Phase 2	-	2,073,750	2,765,000
Other Projects (Not Yet Identified)	-	-	4,500,000
TOTAL CAPITAL PROJECTS - DEBT FINANCING	390,000	13,795,000	33,455,000
TOTAL CAPITAL PROJECTS	590,000	20,453,805	40,727,535
TOTAL CAPITAL		20,703,805	40,727,535



AGENDA ITEM NO. 8.B.

DATE: May 22, 2025

TO: Board of Directors

FROM: Alison Bell, Administrative Services Manager

SUBJECT: Annual Report on Vacancies, Recruitment and Retention Efforts for 2024 in Compliance with Assembly Bill 2561 (Gov. Code 3502.3)

RECOMMENDATION:

To hold a public hearing in accordance with AB 2561 (2024), accept and file the staffing/vacancy report.

FISCAL IMPACT:

None.

SUMMARY:

Assembly Bill (AB) 2561 was introduced to address staffing levels in public agencies. The bill requires public agencies to monitor vacancy rates and take corrective actions if the vacancy rate for certain employee classifications exceeds 20% of the total budgeted positions. The goal of AB 2561 is to ensure that agencies maintain sufficient staffing to provide reliable and efficient services to the public. The newly enacted AB 2561 requires the Mid-Peninsula Water District hold a public hearing at which staff have the opportunity to present information about job vacancies across the District. The purpose of the hearing is for the Board to hear the staff presentation and to receive public comment. The public hearing will take place during the June 26, 2025 Regular Board meeting.

BACKGROUND:

As of January 1, 2025, AB 2561 mandates that public agencies in California assess and report staffing vacancies to enhance transparency and address workforce challenges. The legislation requires agencies to present the status of vacancies and recruitment and retention efforts during a public hearing before the governing board at least once per fiscal year, specifically prior to the adoption of the final budget. If the vacancies within a bargaining group of employees exceeds 20%, the public agency is required to provide additional information, such as the total number of applications for vacant positions and the average number of days to complete the hiring process from when a position is posted.

In compliance with AB 2561, MPWD has analyzed staffing levels and below is a snap-shot of current vacancies as of 5/15/2025.

Represented Group	Budgeted Positions	Number of Vacancies	Vacancy Percentage
Exempt	4	0	0%
Non-Exempt	17	0	0%

The analysis indicates that neither of the represented groups currently meet or exceed the 20% vacancy threshold that would necessitate additional reporting requirements under the bill.

We remain committed to ongoing monitoring of staffing levels and will continue to implement effective recruitment and retention strategies to ensure compliance with AB 2561 and maintain operational efficiencies.



AGENDA ITEM NO. 8.C.

DATE: May 22, 2025

TO: Board of Directors

FROM: Rene A. Ramirez, Operations Manager
Kat Wuelfing, General Manager

**SUBJECT: DISCUSS HAPPY HYDRANT PROGRAM TO SUPPORT CITY'S
2026 CENTENNIAL CELEBRATION**

RECOMMENDATION

Discuss and provide direction to staff.

BACKGROUND/ DISCUSSION

The City Parks, Recreation & Culture department reached out to OM Ramirez regarding painting some "Happy Hydrants" as part of the City's Centennial celebration in 2026. Staff will provide some background regarding the history of Happy Hydrants at the District, and request that the Board discuss interest in participating in a Happy Hydrant project with the City. In the past, the Board had discussed creating a Happy Hydrant policy, but that was never completed. If the Board is interested in pursuing this project, it is recommended that staff draft a policy based on Board input and bring it back to the Board for consideration at a future meeting.



AGENDA ITEM NO. 8.D.

DATE: May 22, 2025
TO: Board of Directors
FROM: Kat Wuelfing, General Manager

SUBJECT: CONSIDER APPROVAL OF THE UPDATED STRATEGIC PLAN, INCLUDING DIRECTOR ASSIGNMENTS

RECOMMENDATION

Approve the Updated 2025 Strategic Plan and Director Assignments.

FISCAL IMPACT:

None.

DISCUSSION:

A Special Meeting of the Board of Directors to review and update the MPWD Strategic Plan was held on May 19, 2025, prior to the publishing of this report.

If based on the May 19th meeting, the updated Strategic Plan is ready for approval, it is requested that the Board approve the document. However, if more work is needed, then the Strategic Plan will be brought back to the Board at a later date for approval.

Attachments: Updated Strategic Plan, dated May 2025
Redline of changes made following May 19, 2025 Special Meeting



2025 Update

STRATEGIC PLAN



MID-PENINSULA WATER DISTRICT

STRATEGIC PLAN

Updated May 2025

BOARD OF DIRECTORS

Kirk R. Wheeler, President
Louis J. Vella, Vice President
Matthew P. Zucca, Director
JoAnn Covington, Director
Chuck Cotten, Director

APPOINTED OFFICIALS

Julie Sherman, District Counsel
Joubin Pakpour, District Engineer
James Ramsey, District Treasurer

EXECUTIVE STAFF

Kathryn Wuelfing, General Manager
Rene Ramirez, Operations Manager
Alison Bell, Board Secretary/Administrative Services Manager

INTRODUCTION

This Plan reflects the Mid-Peninsula Water District (MPWD) Board of Directors' (Board's) vision for the District, which is updated annually. It documents the District's Vision and Mission Statements, as well as the Board's strategic goals, and 6 Strategic Elements. These elements and the priorities associated with them were developed and refined through collaboration with the Board and District management, and serve to guide staff's efforts and allocation of both financial and staff resources. This serves to prioritize staff's efforts, facilitate communication with the Board on the breadth and intensity of staff activities, and to make sure staff and the Board are aligned in our goals.

Strategic Elements

- 
1) Employee Services
 - Maintain a workplace worthy of our employees and community.
- 
2) External Relationships & Customer Service
 - Partners with our community. Leaders in our industry.
- 
3) Resource Management & Resiliency
 - Dedicated stewards of our most essential natural resource.
- 
4) Infrastructure Management & Operations
 - Maintain and invest judiciously in a reliable distribution system.
- 
5) Financial Management
 - Honest and transparent stewardship of public funds.
- 
6) Emergency Preparedness
 - Service first, emergency preparedness always.

In recent years, the document has been updated to reflect a shift in the District's work culture that has evolved over time into a "People First, Mission Always" focus. This year, a new Strategic Element of "Emergency Preparedness" was added. Many of the concepts captured in this element were included in previous Strategic Plans, throughout the other elements. However, since the January 2025 wildland/urban interface (WUI) fires in Los Angeles County, there has been renewed energy and focus on emergency preparedness at the local and state levels, including more opportunities for engagement with our various emergency preparedness partners. Given this, staff recommended highlighting these efforts under their own Strategic Element, reflecting the importance of these functions and the necessary staff resource investment that will be required to take advantage of and participate in the opportunities currently available to the District.

Strategic priority items are classified as either "Project Priorities" or "Ongoing Priorities." In former Strategic Plans, these were referred to as "A" or "B," and intended to generally reflect the current priority for each item. However, in practice, District resources are allocated on a much more adaptive basis than this methodology reflects, and thus it was suggested to shift the focus to differentiating priorities as those that are more discrete

Director Assignments were also updated in May 2025 and that roster is included at the end of the Plan.



OUR MISSION

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

OUR VISION

Providing quality water and essential service, since 1929...now...and into the future.

STRATEGIC GOALS



1. Demonstrate outstanding stewardship in the management of District water resources, demands and infrastructure.



2. Provide exceptional levels of service and value to the community in a cost-effective manner.



3. Foster open and candid communication with community, staff and directors that results in collaborative, innovative operations.



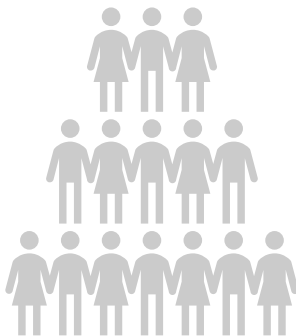
4. Be viewed as an industry leader for water management best practices.

Strategic
Element

1

Employee Services

Maintain a
workplace worthy of
our employees and
community.



OBJECTIVES

- Foster a culture of learning and innovation.
- Promote professional development and growth.
- Prioritize health and safety, and support employee safety and wellness programs.
- Continue pro-active succession planning.
- Support employee well-being and work-life balance.
- Foster a diverse and inclusive workforce.
- Promote employee engagement and recognition.

Project Priorities

No. A-1.1: Hire and support the transition of a new Operations Manager.

No. A-1.2: Complete update of the Personnel Manual.

No. A-1.3: Develop an artificial intelligence use policy or guidance document.

No. A-1.4: Develop a public hearing process for employee vacancies to comply with Assembly Bill (AB) 2561.

No. A-1.5: Update Rules of the Board of Directors.

No. A-1.6: Explore options for employee benefits to support employee retention, (e.g., family leave, workforce housing support, etc.).

No. A-1.7: Review and consider updating District's tuition reimbursement policy.

Ongoing Priorities

No. B-1.1: Organizational development, including:

- Continue succession planning and employee leadership development training,
- Continue in-house Operator certification training of Maintenance Technicians, and
- Continue educational and professional development for all employees.

No. B-1.2: Maintain staff cohesiveness throughout duration of separated workplaces, and work to reunite staff at Dairy Lane Operations Center following building rehabilitation.

No. B-1.3: Proactively plan for succession (e.g., share knowledge and skills among team members, create written Standard Operating Procedures, allow overlap of new hire and retiring personnel, etc.).

No. B-1.4: Review safety and wellness programs annually, and update as needed.

No. B-1.5: Continually assess if staffing levels are appropriate for the District's needs.

Strategic Element 2

External Relationships & Customer Service

Partners with our
community. Leaders
in our industry.



OBJECTIVES

- Provide community members with prompt, professional, and courteous service.
- Empower efficient and thorough customer service through tools and education.
- Emphasize customer service as a priority for all employees.
- Maintain active working relationships with external agencies.
- Maintain outreach and project coordination with City of Belmont, City of San Carlos, and the County of San Mateo.
- Engage in local, regional and state industry organizations and activities.

Project Priorities

No. A-2.1: Explore options for customer water data portals (e.g., WaterSmart, DropCounter, etc.).

No. A-2.2: Implement new customer payment portal (Xpress Bill Pay).

No. A-2.3: Develop outreach campaign that celebrates the work our employees are doing in terms of both the benefit to the community, and highlighting their work as an aspirational career, in a similar light to public safety employees.

No. A-2.4: Update Ordinance 128 Establishing a Procedure for Ratepayer Objections to Proposed Water Rates to be consistent with updated law.

No. A-2.5: Pursue obtaining the Special District Leadership Foundation (SDLF) District of Distinction accreditation.

Ongoing Priorities

No. B-2.1: Continue to coordinate with City of Belmont public works department on capital projects.

No. B-2.2: Evaluate options for soliciting customer feedback and input, for efforts other than just capital projects.

No. B-2.3: Continue to build relationships with local and state elected officials. Consider opportunities to engage federal representatives.

No. B-2.4: Maintain active engagement and participation in the Bay Area Water Supply and Conservation Agency (BAWSCA).

No. B-2.5: Continue to monitor and ensure that a high level of customer service is always maintained, especially under the 4-day workweek.

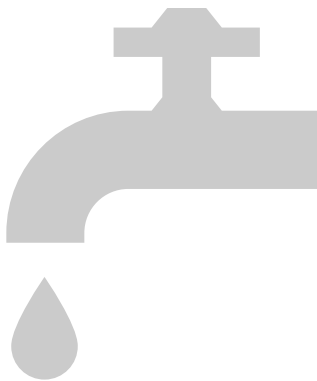
No. B-2.6: Encourage participation of all staff in professional organizations (e.g., Alliance for Water Efficiency [AWWA], BayWork, California Water Efficiency Partnership [CalWEP], California Society of Municipal Finance Officers [CMSFO], etc.).

No. B-2.7: Participate in annual two-by-two meetings between District Board and management and City of Belmont Council and management.

Strategic
Element 3

Resource Management & Resiliency

Dedicated stewards of
our most essential
natural resource.



OBJECTIVES

- Provide water efficiency programs, education, and outreach to customers.
- Optimize water efficiency in our water distribution system.
- Ensure a high level of water quality for our customers.
- Develop long-term resource sustainability and resiliency through water conservation measures and partnerships.
- Invest in resilient infrastructure.
- Pursue opportunities for more sustainable fuel and energy use.

Project Priorities

No. A-3.1: Update the District's Urban Water Management Plan (UWMP), due July 1, 2026, with a focus on the updated water demand projections relative to San Francisco Public Utilities Commission (SFPUC) supply.

No. A-3.2: Update the District's Water Shortage Contingency Plan (WSCP), due July 1, 2026, with a focus on refining customer messaging and demand management actions at each shortage level.

No. A-3.3: Comply with *Making Water Conservation a California Way of Life* legislation by:

- Classifying all commercial, institutional, and industrial (CII) accounts by June 2027;
- Identifying all CII accounts with mixed use meters (MUMs) by June 2027;
- Evaluating options and provide policy recommendation for conversion of CII MUMs to dedicated irrigation meters, or alternative State-approved method (full implementation required by June 2039);
- Reviewing the Department of Water Resources (DWR) Landscape Area Measurement (LAM) data, and monitor for LAM changes in our system to ensure State data is appropriately representative (ongoing); and
- Developing a plan and outreach to support the non-functional turf ban under AB 1572.

Ongoing Priorities

No. B-3.1: Continue participating in San Francisco Peninsula Regional Potable Reuse Project (SPRP) as it evolves. Evaluate potential water supply alternative options and partnerships as they occur.

No. B-3.2: Explore solar, renewable fuels/non-fossil sources, sustainable building materials, and other related climate-positive opportunities.

No. B-3.3: Explore solar panels and batteries as part of Dairy Lane Operations Center building rehabilitation project, including as a potential subsequent project.

No. B-3.4: Continue to evaluate demand reduction strategies, including policies, as demand increases in District.

No. B-3.5: Track potential sale and redevelopment of Notre Dame de Namur campus and associated water demand, and engage as appropriate.

Strategic Element 4

Infrastructure Management & Operations

**Maintain and invest
judiciously in a
reliable distribution
system.**



OBJECTIVES

- Maintain proactive operations and maintenance programs.
- Embrace technology for streamlined operations.
- Prioritize documentation to support consistent practices and succession planning.
- Maintain a long-term capital improvement program that protects the community's investment.
- Follow industry best management practices.

Project Priorities

No. A-4.1: Complete Capital Improvement Plan (CIP) projects:

- Oak Knoll/Newlands/Dekoven/Lincoln/Pine Knoll Improvements
- Folger Drive Emergency Operations Center
- Dairy Lane Operations Center Rehabilitation
- Transmission main assessment (Hillcrest line)
- Tank recoating and retrofit projects (3 tanks)
- Install air valves on Tunnels main
- Dekoven Tank replacement
- SR 101 Crossing at the Palo Alto Medical Facility (PAMF) Hospital

No. A-4.2: Develop and implement Water Service Regulations from Water Service Ordinance No. 103 and industry best management practices.

No. A-4.3: Identify and start design of next water main upgrade project.

No. A-4.4: Create an educational web-page for the cross-connection control program within the District's website.

No. A-4.5: Initiate the cross-connection control plan Hazard Assessments for non-residential water service connections.

No. A-4.6: Refine GIS database update process and evaluate adopting additional functions within Spatial Wave (i.e., leak tracking).

Ongoing Priorities

No. B-4.1: Evaluate options for Information Technology (IT) support services.

No. B-4.2: Continue to evaluate vehicle fleet, and consider new California Air Resources Board (CARB) Advanced Clean Fleets rule, including Peninsula Clean Energy electric vehicle opportunities.

No. B-4.3: Maintain a calibrated hydraulic model of the District's system.

No. B-4.4: Develop and implement a proactive meter replacement program informed by residential meter testing.

No. B-4.5: Maintain a proactive tree maintenance program.

No. B-4.6: Maintain customer/public communications through website for active CIP projects.

Strategic
Element

5

Financial Management

Honest and transparent
stewardship of public
funds.



OBJECTIVES

- Monitor and ensure that water rates and fees represent a good value to our customers.
- Complete annual budget process on a timely basis.
- Utilize data-driven financial planning and budgeting, and conduct routine monitoring of projections.
- Maintain financial management policy and internal control procedures in accordance with best management practices.
- Utilize Board Finance Committee for detailed review of financial matters.
- Foster a culture of financial responsibility among all employees.
- Leverage technology for financial efficiency.
- Maintain clear financial reporting and transparency.

Project Priorities

No. A-5.1: Complete and implement fee update studies and policies:

- Miscellaneous Fees.
- Water Capacity Charges.
- Water Demand Offset charges and policy.

No. A-5.2: Complete third party review of our billing system and practices.

No. A-5.3: Conduct a review of our credit card fees and policies.

No. A-5.4: Pursue development of an Annual Comprehensive Financial Report (ACFR) that meets Government Finance Officers Association (GFOA) standards for the Certificate of Achievement for Excellence in Financial Reporting (COA) Program.

No. A-5.5: Issue the audit report within six months of year-end.

Ongoing Priorities

No. B-5.6: Consider divestment from companies that lack greenhouse compliance and focus on environmental, social, and governance (ESG) investment opportunities, to the extent that they support the highest level of financial stewardship.

No. B-5.7: Continually evaluate and pursue grant and other tax-based funding and partnership opportunities.

No. B-5.8: Continue to monitor investments in U.S. Treasuries and compare them to other investment strategies, including utilizing other appropriate investments such as government-sponsored agencies, public agency investment pools (e.g., CalCLASS, CalTRUST, CAMP, LAIF, etc.), and/or money market funds.

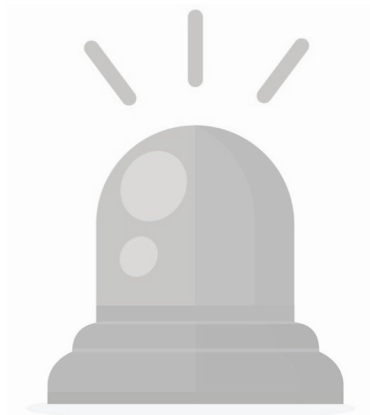
No. B-5.9: Annually evaluate rate increase based on revenue needs.

Strategic
Element

6

Emergency Preparedness

**Service first,
emergency preparedness
always.**



OBJECTIVES

- Ensure meaningful and thoughtful compliance with risk and resilience regulations.
- Support emergency communication and public outreach by maintaining key stakeholder relationships.
- Protect critical systems from cyber and operational threats.
- Implement strategic water system resiliency, infrastructure hardening, and redundancy projects.
- Ensure that emergency preparedness underlies everything we do.

Project Priorities

No. A-6.1: Update America's Water Infrastructure Act (AWIA) Risk and Resilience Assessment, due June 30, 2026.

No. A-6.2: Update AWIA Emergency Response Plan, due December 31, 2026.

No. A-6.3: Model response of our system to largescale fire event scenarios based on collaboration with emergency response partners and share results with partners for training and to inform potential future projects.

No. A-6.4: Support San Mateo Consolidated Fire Department's update of the emergency plan for Belmont.

No. A-6.5: Exercise and document response at each of our emergency interties, in coordination with neighbor agencies.

No. A-6.6: Expand emergency preparation and resiliency messaging to customers (e.g., turn off irrigation system after earthquake, have 3 days of water stored on hand, etc.).

No. A-6.7: Develop a policy of National Incident Management System (NIMS) Incident Command System (ICS) training for staff based on roles.

No. A-6.8: Conduct a fire vulnerability assessment of District infrastructure.

Ongoing Priorities

No. B-6.1: Engage in tabletop and other planning exercises with city and county public safety partners.

No. B-6.2: Engage in broader regional discussions about emergency planning practices for water agencies.

No. B-6.3: Follow and engage in state-level policy development of emergency-related mandates for water agencies.

DIRECTOR ASSIGNMENTS/COMMITTEES

Updated May 22, 2025

ASSIGNMENT	2025
ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA)/REGION 5	All
ACWA/JOINT POWERS INSURANCE AUTHORITY (JPIA)	Kirk Wheeler Chuck Cotten (Directors are voting members GM is the alternate)
BAY AREA WATER SUPPLY & CONSERVATION AGENCY (BAWSCA)	Louis Vella Four-Year Term Ends: June 30, 2029
SAN MATEO CHAPTER - CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA)	Louis Vella Kirk Wheeler <i>Kat Wuelfing, General Manager</i>
GENERAL MANAGER SUPPORT & PERFORMANCE EVALUATION	Matt Zucca JoAnn Covington
HARBOR INDUSTRIAL ASSOCIATION (HIA)	Kirk Wheeler Louis Vella Chuck Cotten
CHAMBER SAN MATEO COUNTY	All

STANDING COMMITTEE	2025
FINANCE COMMITTEE	Kirk Wheeler Louis Vella <i>James Ramsey, District Treasurer</i>

AD HOC COMMITTEE	2025
TWO-BY-TWO WITH CITY OF BELMONT COMMITTEE	Louis Vella Chuck Cotten

MID-PENINSULA WATER DISTRICT

STRATEGIC PLAN

DRAFT Updated May 2025

BOARD OF DIRECTORS

Kirk R. Wheeler, President
Louis J. Vella, Vice President
Matthew P. Zucca, Director
JoAnn Covington, Director
Chuck Cotten, Director

APPOINTED OFFICIALS

Julie Sherman, District Counsel
Joubin Pakpour, District Engineer
James Ramsey, District Treasurer

EXECUTIVE STAFF

Kathryn Wuelfing, General Manager
Rene Ramirez, Operations Manager
Alison Bell, Board Secretary/Administrative Services Manager

INTRODUCTION

This Plan reflects the Mid-Peninsula Water District (MPWD) Board of Directors' (Board's) ~~current~~ vision for the District, which is updated annually. It documents the District's Vision and Mission Statements, as well as the Board's strategic goals, and 6 Strategic Elements. These elements and the priorities associated with them were developed and refined through collaboration with the Board and District management, and serve to guide staff's efforts and allocation of both financial and staff resources. This serves to ~~both~~ prioritize staff's efforts,

~~and to~~ facilitate communication with the Board on the breadth and intensity of staff activities, and to make sure staff and the Board are aligned in our goals.

In recent years, the document has been updated to reflect a shift in the District's work culture that has evolved over time into a "People First, Mission Always" focus. This year, a new Strategic Element of "Emergency Preparedness" was added. Many of the concepts captured in this element were included in previous Strategic Plans, throughout the other elements. However, since the January 2025 wildland/urban interface (WUI) fires in Los Angeles County, there has been renewed energy and focus on emergency preparedness at the local and state levels, including more opportunities for engagement with our various emergency preparedness partners. Given this, staff recommended highlighting these efforts under their own Strategic Element, reflecting the importance of these functions and the necessary staff resource investment that will be required to take advantage of and participate in the opportunities currently available to the District.

Strategic priority items are classified as either "Project Priorities" or "Ongoing Priorities." In former Strategic Plans, these were referred to as "A" or "B," and intended to generally reflect the current priority for each item. However, in practice, District resources are allocated on a much more adaptive basis than this methodology reflects, and thus it was suggested to shift the focus to differentiating priorities as those that are more discrete

Strategic Elements



1) Employee Services

- Maintain a workplace worthy of our employees and community.



2) External Relationships & Customer Service

- Partners with our community. Leaders in our industry.



3) Resource Management & Resiliency

- Dedicated stewards of our most essential natural resource.



4) Infrastructure Management & Operations

- Maintain and invest judiciously in a reliable distribution system.



5) Financial Management

- Honest and transparent stewardship of public funds.



6) Emergency Preparedness

- Service first, emergency preparedness always.

Director Assignments were also updated in May 2025 and that roster is included at the end of the Plan.



OUR MISSION

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OUR VISION

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STRATEGIC GOALS



1. Demonstrate outstanding stewardship in the management of District water resources, demands and infrastructure.



2. Provide exceptional levels of service and value to the community in a cost-effective manner.



3. Foster open and candid communication with community, staff and directors that results in collaborative, innovative operations.



4. Be viewed as an industry leader for water management best practices.

Strategic
Element

1

Employee Services

Maintain a
workplace worthy of
our employees and
community.



OBJECTIVES

- Foster a culture of learning and innovation.
- Promote professional development and growth.
- Prioritize health and safety, and support employee safety and wellness programs.
- Continue pro-active succession planning.
- Support employee well-being and work-life balance.
- Foster a diverse and inclusive workforce.
- Promote employee engagement and recognition.

Project Priorities

No. A-1.1: Hire and support the transition of a new Operations Manager.

No. A-1.2: Complete update of the Personnel Manual.

No. A-1.3: Develop an artificial intelligence use policy or guidance document.

No. A-1.4: Develop a public hearing process for employee vacancies to comply with Assembly Bill (AB) 2561.

No. A-1.5: Update Rules of the Board of Directors.

No. A-1.6: Explore options for employee benefits to support employee retention, (e.g., family leave, workforce housing support, etc.).

No. A-1.7: [Review and consider updating District's tuition reimbursement policy.](#)

Ongoing Priorities

No. B-1.1: Organizational development, including:

- Continue succession planning and employee leadership development training,
- Continue in-house Operator certification training of Maintenance Technicians, and
- Continue educational and professional development for all employees.

No. B-1.2: Maintain staff cohesiveness throughout duration of separated workplaces, and work to reunite staff at Dairy Lane Operations Center following building rehabilitation.

No. B-1.3: Proactively plan for succession (e.g., share knowledge and skills among team members, create written Standard Operating Procedures, allow overlap of new hire and retiring personnel, etc.).

No. B-1.4: Review safety and wellness programs annually, and update as needed.

No. B-1.5: [Continually assess if staffing levels are appropriate for the District's needs.](#)

Strategic Element 2

External Relationships & Customer Service

Partners with our
community. Leaders
in our industry.



OBJECTIVES

- Provide community members with prompt, professional, and courteous service.
- Empower efficient and thorough customer service through tools and education.
- Emphasize customer service as a priority for all employees.
- Maintain active working relationships with external agencies.
- Maintain outreach and project coordination with City of Belmont, City of San Carlos, and the County of San Mateo.
- Engage in local, regional and state industry organizations and activities.

Project Priorities

No. A-2.1: Explore options for customer water data portals (e.g., WaterSmart, DropCounter, etc.).

No. A-2.2: Implement new customer payment portal (Xpress Bill Pay).

No. A-2.3: Develop outreach campaign that celebrates the work our employees are doing in terms of both the benefit to the community, and highlighting their work as an aspirational career, in a similar light to public safety employees.

No. A-2.4: Update Ordinance 128 Establishing a Procedure for Ratepayer Objections to Proposed Water Rates to be consistent with updated law.

No. A-2.5: Pursue obtaining the Special District Leadership Foundation (SDLF) District of Distinction accreditation.

Ongoing Priorities

No. B-2.1: Continue to coordinate with City of Belmont public works department on capital projects.

No. B-2.2: Evaluate options for soliciting customer feedback and input, for efforts other than just capital projects.

No. B-2.3: Continue to build relationships with [local and state](#) elected officials. [Consider opportunities to engage federal representatives—local, state, and federal.](#)

No. B-2.4: Maintain active engagement and participation in the Bay Area Water Supply and Conservation Agency (BAWSCA).

No. B-2.5: Continue to monitor and ensure that a high level of customer service is always maintained, especially under the 4-day workweek.

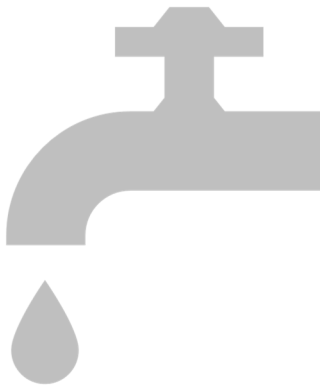
No. B-2.6: Encourage participation of all staff in professional organizations (e.g., Alliance for Water Efficiency [AWWA], BayWork, California Water Efficiency Partnership [CalWEP], California Society of Municipal Finance Officers [CMSFO], etc.).

No. B-2.7: Participate in annual two-by-two meetings between District Board and management and City of Belmont Council and management.

Strategic
Element 3

Resource Management & Resiliency

Dedicated stewards of
our most essential
natural resource.



OBJECTIVES

- Provide water efficiency programs, education, and outreach to customers.
- Optimize water efficiency in our water distribution system.
- Ensure a high level of water quality for our customers.
- Develop long-term resource sustainability and resiliency through water conservation measures and partnerships.
- Invest in resilient infrastructure.
- Pursue opportunities for more sustainable fuel and energy use.

Project Priorities

No. A-3.1: Update the District's Urban Water Management Plan (UWMP), due July 1, 2026, with a focus on the updated water demand projections relative to San Francisco Public Utilities Commission (SFPUC) supply.

No. A-3.2: Update the District's Water Shortage Contingency Plan (WSCP), due July 1, 2026, with a focus on refining customer messaging and demand management actions at each shortage level.

No. A-3.3: Comply with *Making Water Conservation a California Way of Life* legislation by:

- Classifying all commercial, institutional, and industrial (CII) accounts by June 2027;
- Identifying all CII accounts with mixed use meters (MUMs) by June 2027;
- Evaluating options and provide policy recommendation for conversion of CII MUMs to dedicated irrigation meters, or alternative State-approved method (full implementation required by June 2039);
- Reviewing the Department of Water Resources (DWR) Landscape Area Measurement (LAM) data, and monitor for LAM changes in our system to ensure State data is appropriately representative (ongoing); and
- Developing a plan and outreach to support the non-functional turf ban under AB 1572.

Ongoing Priorities

No. B-3.1: Continue participating in San Francisco Peninsula Regional Potable Reuse Project (SPRP) as it evolves. Evaluate potential water supply alternative options and partnerships as they occur.

No. B-3.2: Explore solar, renewable fuels/non-fossil sources, sustainable building materials, and other related climate-positive opportunities.

No. B-3.3: Explore solar panels and batteries as part of Dairy Lane Operations Center building rehabilitation project, including as a potential subsequent project.

No. B-3.4: Continue to evaluate demand reduction strategies, including policies, as demand increases in District.

No. B-3.5: Track potential sale and redevelopment of Notre Dame de Namur campus and associated water demand, and engage as appropriate.

Strategic
Element

4

Infrastructure Management & Operations

Maintain and invest judiciously in a reliable distribution system.



OBJECTIVES

- Maintain proactive operations and maintenance programs.
- Embrace technology for streamlined operations.
- Prioritize documentation to support consistent practices and succession planning.
- Maintain a long-term capital improvement program that protects the community's investment.
- Follow industry best management practices.

Project Priorities

No. A-4.1: Complete Capital Improvement Plan (CIP) projects:

- Oak Knoll/Newlands/Dekoven/Lincoln/Pine Knoll Improvements
- Folger Drive Emergency Operations Center
- Dairy Lane Operations Center Rehabilitation
- Transmission main assessment (Hillcrest line)
- Tank recoating and retrofit projects (3 tanks)
- Install air valves on Tunnels main
- Dekoven Tank replacement
- SR 101 Crossing at the Palo Alto Medical Facility (PAMF) Hospital

No. A-4.2: Develop and implement Water Service Regulations from Water Service Ordinance No. 103 and industry best management practices.

No. A-4.3: Identify and start design of next water main upgrade project.

No. A-4.4: Create an educational web-page for the cross-connection control program within the District's website.

No. A-4.5: Initiate the cross-connection control plan Hazard Assessments for non-residential water service connections.

No. A-4.6: Refine GIS database update process and evaluate adopting additional functions within Spatial Wave (i.e., leak tracking).

Ongoing Priorities

No. B-4.1: Evaluate options for Information Technology (IT) support services.

No. B-4.2: Continue to evaluate vehicle fleet, and consider new California Air Resources Board (CARB) Advanced Clean Fleets rule, including Peninsula Clean Energy electric vehicle opportunities.

No. B-4.3: Maintain a calibrated hydraulic model of the District's system.

No. B-4.4: Develop and implement a proactive meter replacement program informed by residential meter testing.

No. B-4.5: Maintain a proactive tree maintenance program.

No. B-4.6: Maintain customer/public communications through website for active CIP projects.

Strategic
Element

5

Financial Management

Honest and transparent
stewardship of public
funds.



OBJECTIVES

- Monitor and ensure that water rates and fees represent a good value to our customers.
- Complete annual budget process on a timely basis.
- Utilize data-driven financial planning and budgeting, and conduct routine monitoring of projections.
- Maintain financial management policy and internal control procedures in accordance with best management practices.
- Utilize Board Finance Committee for detailed review of financial matters.
- Foster a culture of financial responsibility among all employees.
- Leverage technology for financial efficiency.
- Maintain clear financial reporting and transparency.

Project Priorities

No. A-5-1: Complete and implement fee update studies and policies:

- Miscellaneous Fees.
- Water Capacity Charges.
- Water Demand Offset charges and policy.

No. A-5.2: Complete third party review of our billing system and practices.

No. A-5.3: Conduct a review of our credit card fees and policies.

No. A-5.4: Pursue development of an Annual Comprehensive Financial Report (ACFR) that meets Government Finance Officers Association (GFOA) standards for the Certificate of Achievement for Excellence in Financial Reporting (COA) Program.

No. A-5.5: Issue the audit report within six months of year-end.

Ongoing Priorities

No. B-5.6: Consider divestment from companies that lack greenhouse compliance and focus on environmental, social, and governance (ESG) investment opportunities, to the extent that they support the highest level of financial stewardship.

No. B-5.7: Continually evaluate and pursue grant and other tax-based funding and partnership opportunities.

No. B-5.8: Continue to monitor investments in U.S. Treasuries and compare them to other investment strategies, including utilizing other appropriate investments such as government-sponsored agencies, public agency investment pools (e.g., CalCLASS, CalTRUST, CAMP, LAIF, etc.), and/or money market funds.

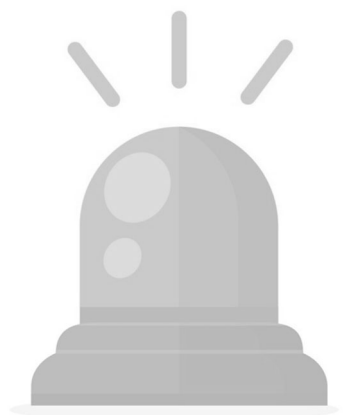
No. B-5.9: Annually evaluate rate increase based on revenue needs.

Strategic
Element

6

Emergency Preparedness

**Service first,
emergency preparedness
always.**



OBJECTIVES

- Ensure meaningful and thoughtful compliance with risk and resilience regulations.
- Support emergency communication and public outreach by maintaining key stakeholder relationships.
- Protect critical systems from cyber and operational threats.
- Implement strategic water system resiliency, infrastructure hardening, and redundancy projects.
- Ensure that emergency preparedness underlies everything we do.

Project Priorities

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No. A-6.2: Update AWIA Emergency Response Plan, due December [31](#), 2026.

No. A-6.3: Model response of our system to largescale fire event scenarios based on collaboration with emergency response partners and share results with partners for training and to inform potential future projects.

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No. A-6.6: Expand emergency preparation and resiliency messaging to customers (e.g., turn off irrigation system after earthquake, have 3 days of water stored on hand, etc.).

No. A-6.7: Develop a policy of National Incident Management System (NIMS) Incident Command System (ICS) training for staff based on roles.

No. A-6.8: [Conduct a fire vulnerability assessment of District infrastructure.](#)

Ongoing Priorities

No. B-6.1: Engage in tabletop and other planning exercises with city and county public safety partners.

No. B-6.2: Engage in broader regional discussions about emergency planning practices for water agencies.

No. B-6.3: Follow and engage in state-level policy development of emergency-related mandates for water agencies.

DIRECTOR ASSIGNMENTS/COMMITTEES

Updated May 22, 2025

ASSIGNMENT	2025
ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA)/REGION 5	All
ACWA/JOINT POWERS INSURANCE AUTHORITY (JPIA)	Kirk Wheeler Chuck Cotten _____ (Directors are voting members GM is the alternate)
BAY AREA WATER SUPPLY & CONSERVATION AGENCY (BAWSCA)	Louis Vella Four-Year Term Ends: June 30, 2029
SAN MATEO CHAPTER - CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA)	Louis Vella Kirk Wheeler <i>Kat Wuelfing, General Manager</i>
GENERAL MANAGER SUPPORT & PERFORMANCE EVALUATION	Matt Zucca JoAnn Covington _____ _____
HARBOR INDUSTRIAL ASSOCIATION (HIA)	Kirk Wheeler Louis Vella Chuck Cotten
CHAMBER SAN MATEO COUNTY	All

STANDING COMMITTEE	2025
FINANCE COMMITTEE	Kirk Wheeler Louis Vella <i>James Ramsey, District Treasurer</i>

AD HOC COMMITTEE	2025
TWO-BY-TWO WITH CITY OF BELMONT COMMITTEE	Louis Vella Chuck Cotten _____ _____



AGENDA ITEM NO. 8.F.

DATE: May 22, 2025
TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager

SUBJECT: RECEIVE REPORT ON:
- CALIFORNIA AND SAN FRANCISCO REGIONAL WATER
SYSTEM CONDITIONS

RECOMMENDATION

Receive verbal report.

FISCAL IMPACT

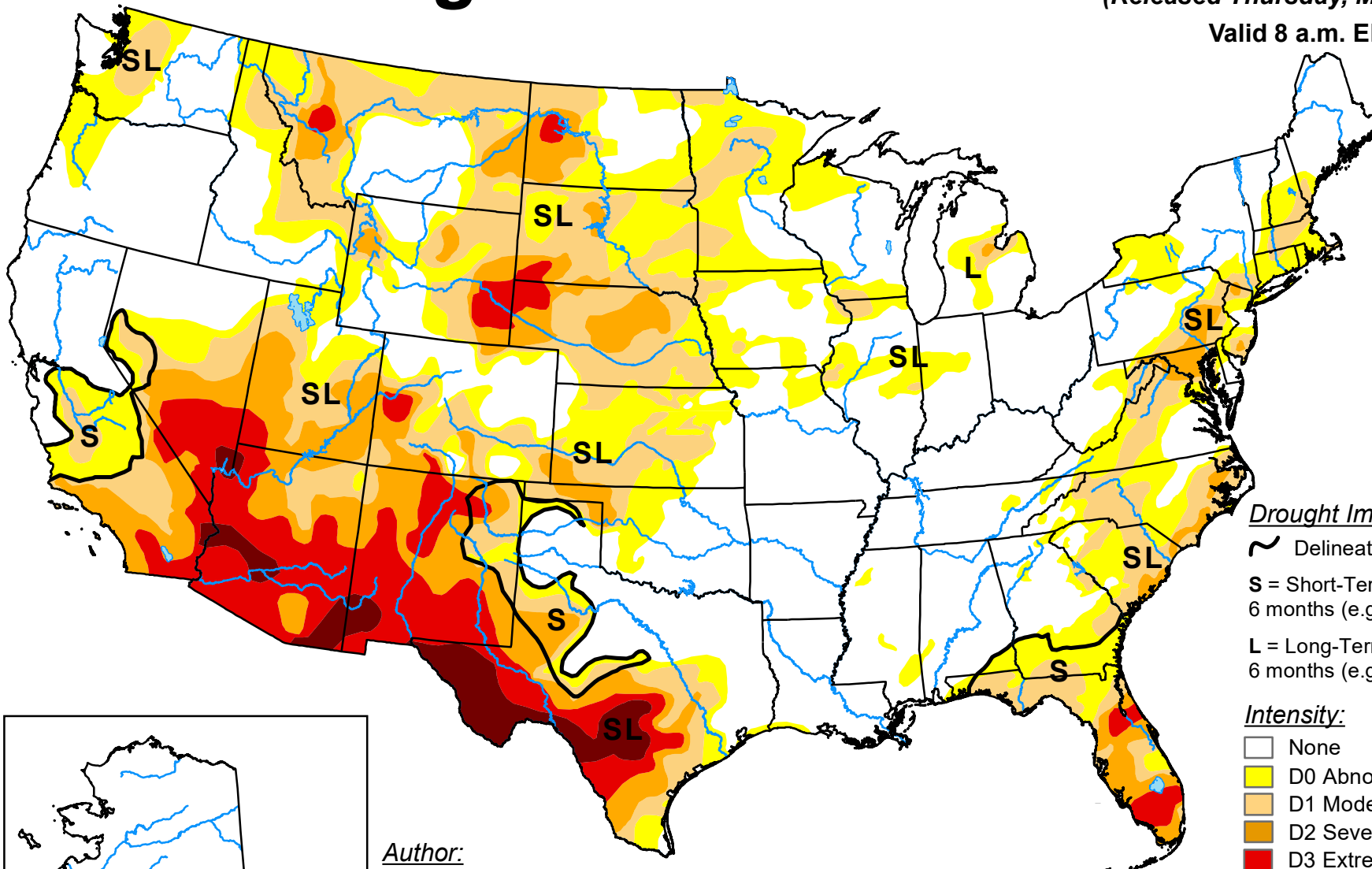
None.

U.S. Drought Monitor

April 29, 2025

(Released Thursday, May 1, 2025)

Valid 8 a.m. EDT



Drought Impact Types:

- ~ Delineates dominant impacts
- S** = Short-Term, typically less than 6 months (e.g. agriculture, grasslands)
- L** = Long-Term, typically greater than 6 months (e.g. hydrology, ecology)

Intensity:

- None
- D0 Abnormally Dry
- D1 Moderate Drought
- D2 Severe Drought
- D3 Extreme Drought
- D4 Exceptional Drought

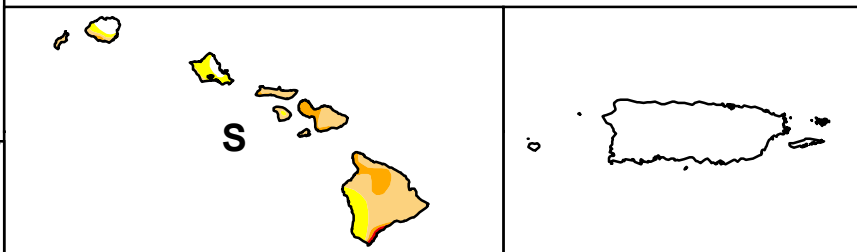
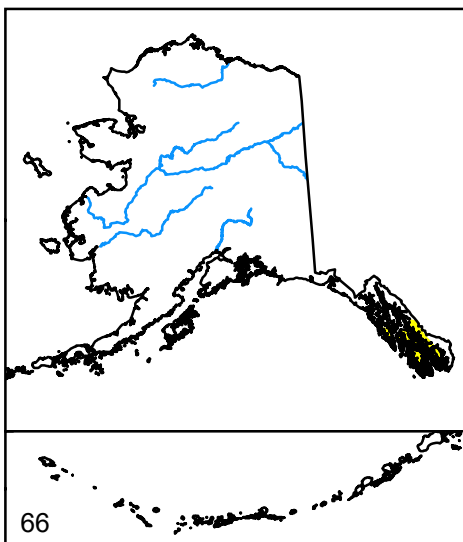
Author:

Richard Tinker
CPC/NOAA/NWS/NCEP

The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. For more information on the Drought Monitor, go to <https://droughtmonitor.unl.edu/About.aspx>



droughtmonitor.unl.edu



U.S. Drought Monitor California

April 29, 2025

(Released Thursday, May. 1, 2025)

Valid 8 a.m. EDT

Drought Conditions (Percent Area)

	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
Current	43.73	56.27	39.81	24.73	8.30	0.73
Last Week <i>04-22-2025</i>	43.66	56.34	39.81	24.73	8.30	0.73
3 Months Ago <i>01-28-2025</i>	33.22	66.78	54.31	32.86	11.88	0.00
Start of Calendar Year <i>01-07-2025</i>	39.11	60.89	35.93	10.43	1.06	0.00
Start of Water Year <i>10-01-2024</i>	28.40	71.60	10.67	0.08	0.00	0.00
One Year Ago <i>04-30-2024</i>	97.32	2.68	0.00	0.00	0.00	0.00

Intensity:

 None	 D2 Severe Drought
 D0 Abnormally Dry	 D3 Extreme Drought
 D1 Moderate Drought	 D4 Exceptional Drought

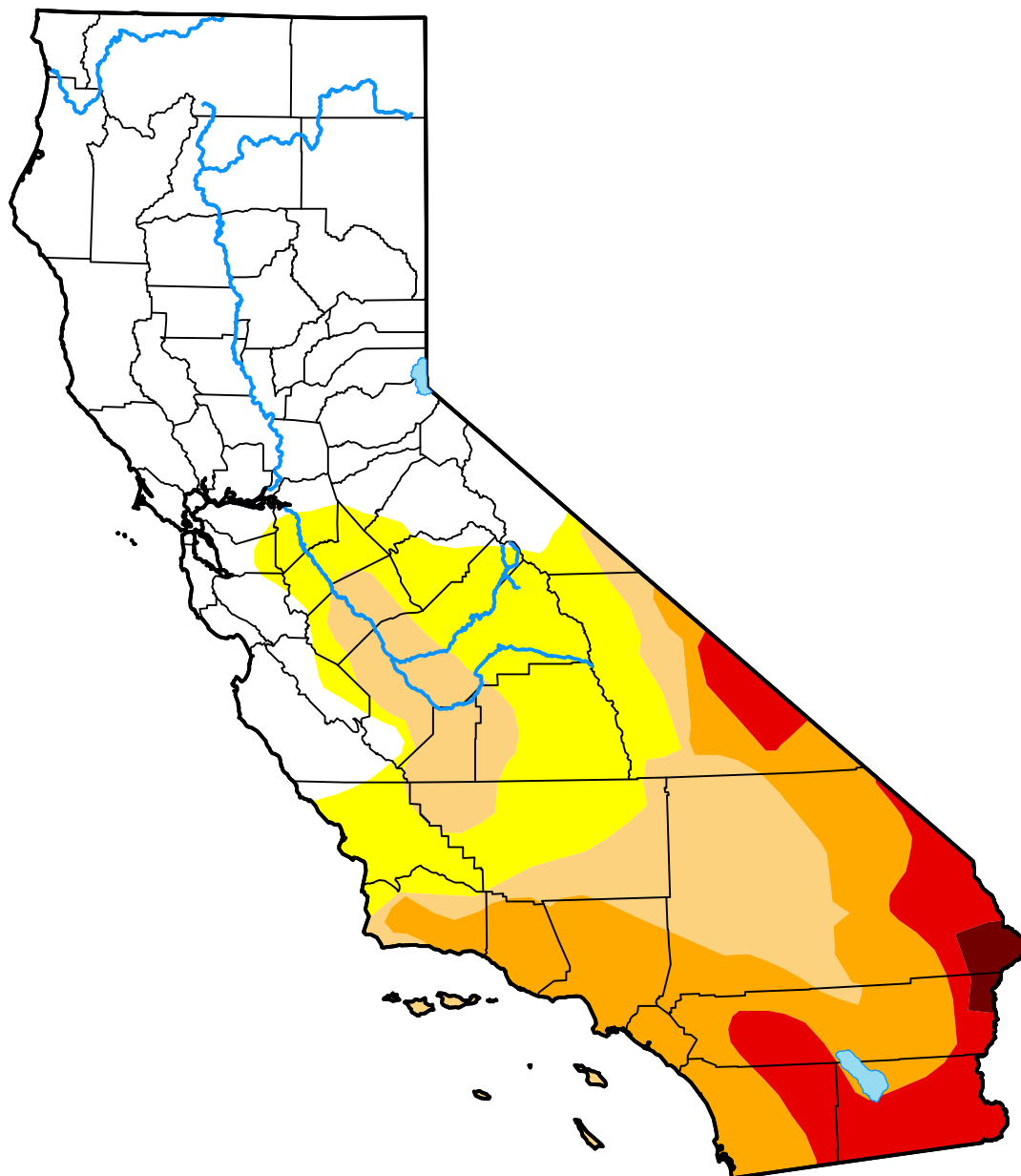
The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. For more information on the Drought Monitor, go to <https://droughtmonitor.unl.edu/About.aspx>

Author:

Richard Tinker
CPC/NOAA/NWS/NCEP

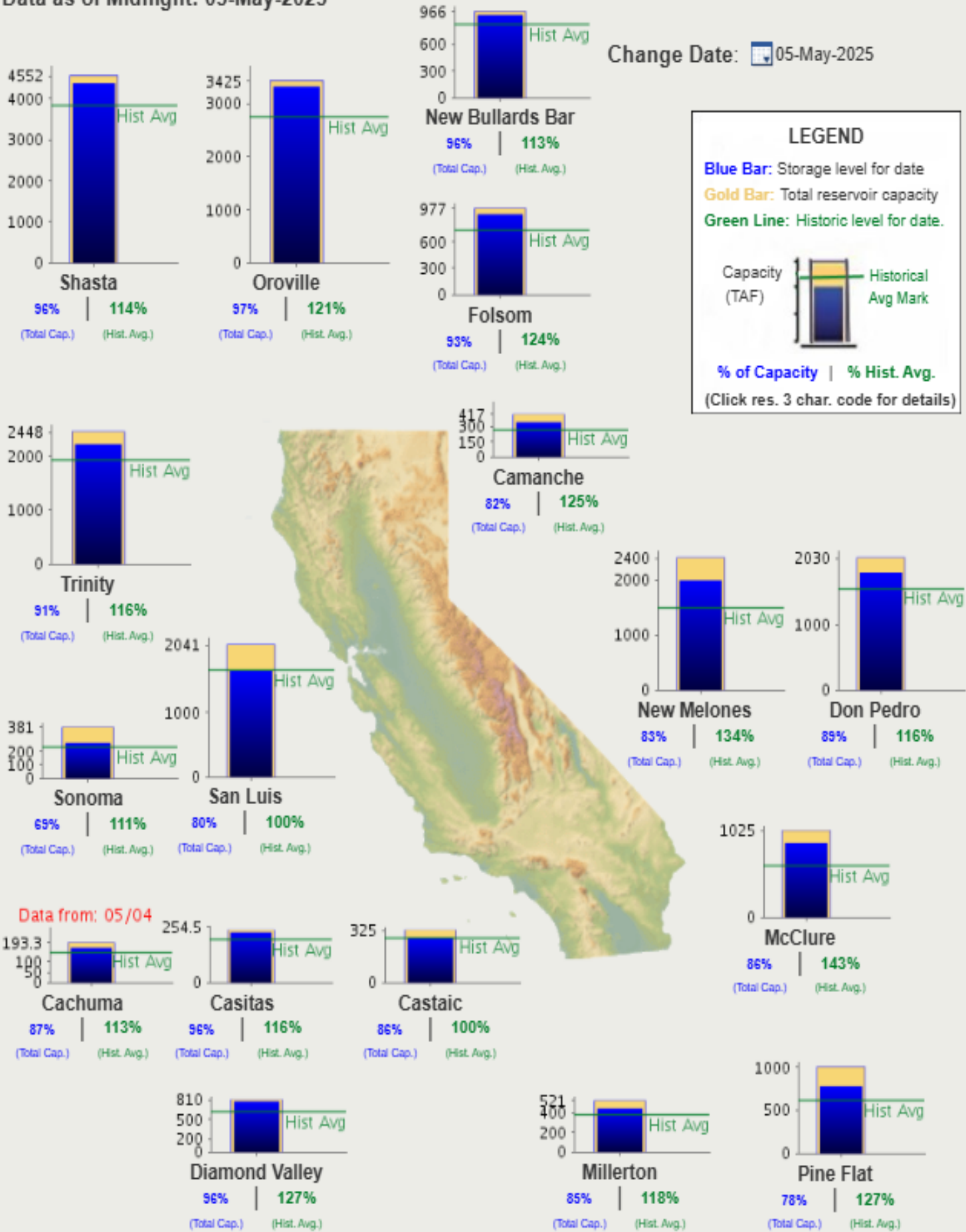


droughtmonitor.unl.edu



CURRENT CONDITIONS: MAJOR WATER SUPPLY RESERVOIRS:05-MAY-2025

Data as of Midnight: 05-May-2025



[Click to download printable version of current data.](#)

Report Generated: 06-May-2025 2:17 PM

The CSI link has been disabled to zoom in, for the lack of historical data.

Precip Data Ending 4pm on	July 1, 2024 to Apr 30, 2025					Last Year on May 5, 2024		
	To Date			Full Season				
City	Rainfall July 1 to Apr 30 (inches)	Rainfall Normal (inches)	% Normal	Rainfall Normal (inches)	% Normal	Rainfall to (inches)	Rainfall Normal (inches)	% Normal
San Francisco Downtown	19.65	22.01	89%	22.89	86%	25.73	22.13	116%
SFO Airport	16.06	19.08	84%	19.64	82%	20.19	19.12	106%
Oakland	9.18	17.84	51%	18.68	49%	16.34	18.00	91%
San Jose	9.15	12.96	71%	13.48	68%	17.15	13.00	132%
Sacramento - Exec AP	13.6	17.16	79%	18.14	75%	18.16	18.29	99%
Modesto	8.84	11.49	77%	12.27	72%	18.01	11.59	155%
Fresno	8.41	10.29	82%	10.99	77%	10.18	10.42	93%
Bakersfield	4.23	6.07	70%	6.36	67%	7.91	6.11	129%
Santa Barbara	3.12	6.63	47%	6.81	46%	25.46	16.81	151%
LAX Airport	6.38	13.48	47%	12.23	42%	22.21	11.93	186%
Los Angeles Downtown	5.09	11.83	43%	13.91	46%	25.19	13.91	181%
San Diego Montgomery Field	8.01	14.08	57%	14.65	55%	14.80	10.74	138%
Palm Springs	M	M	M	M	M	6.47	4.60	141%

Data from NOAA
ggweather.com

M = missing

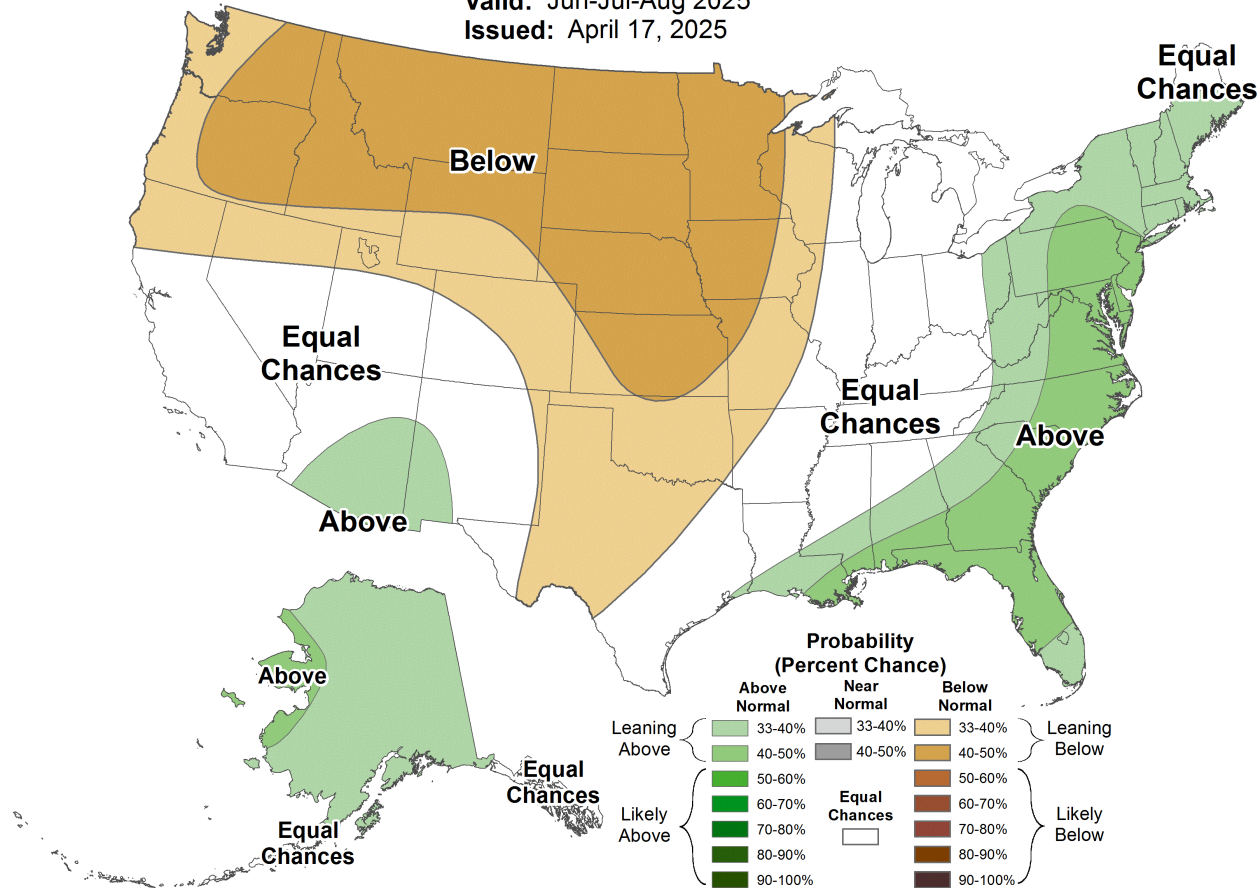


Seasonal Precipitation Outlook



Valid: Jun-Jul-Aug 2025

Issued: April 17, 2025



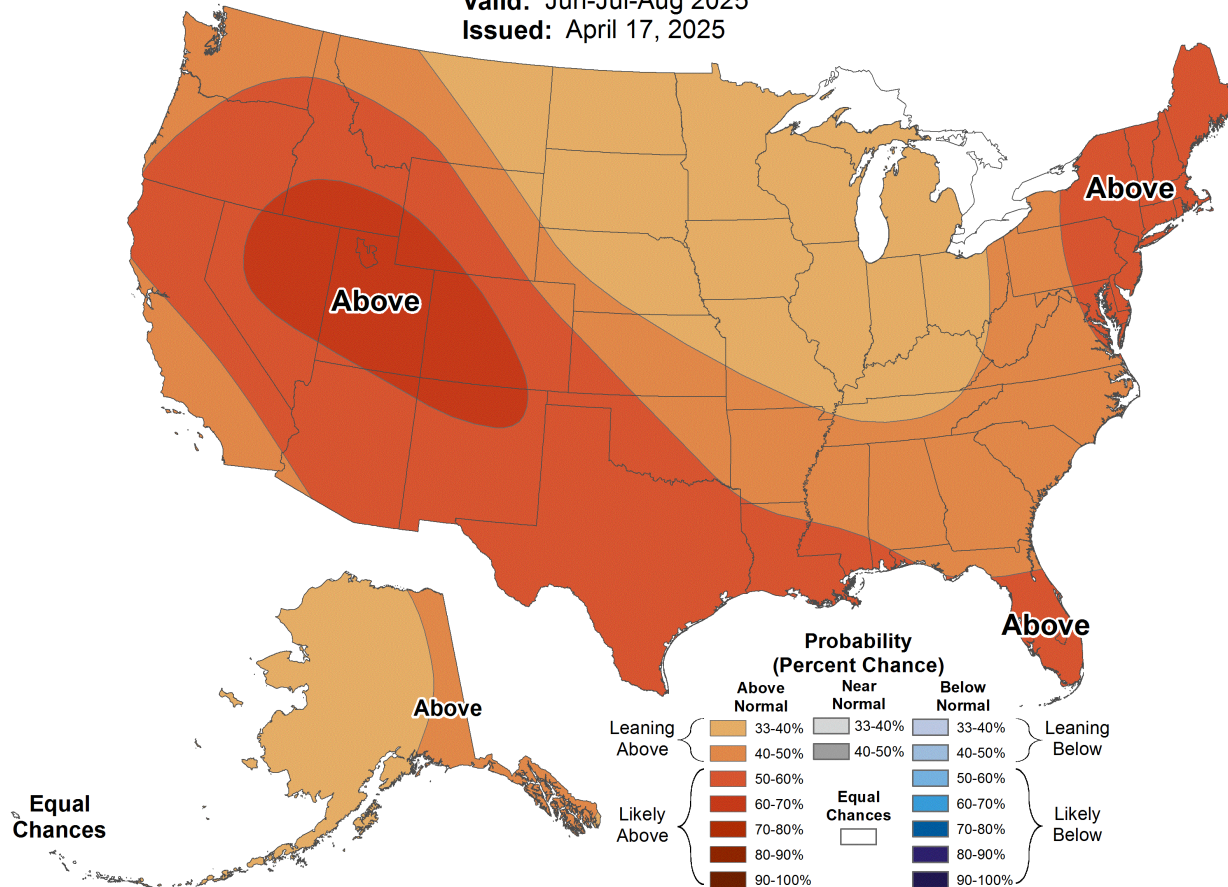


Seasonal Temperature Outlook

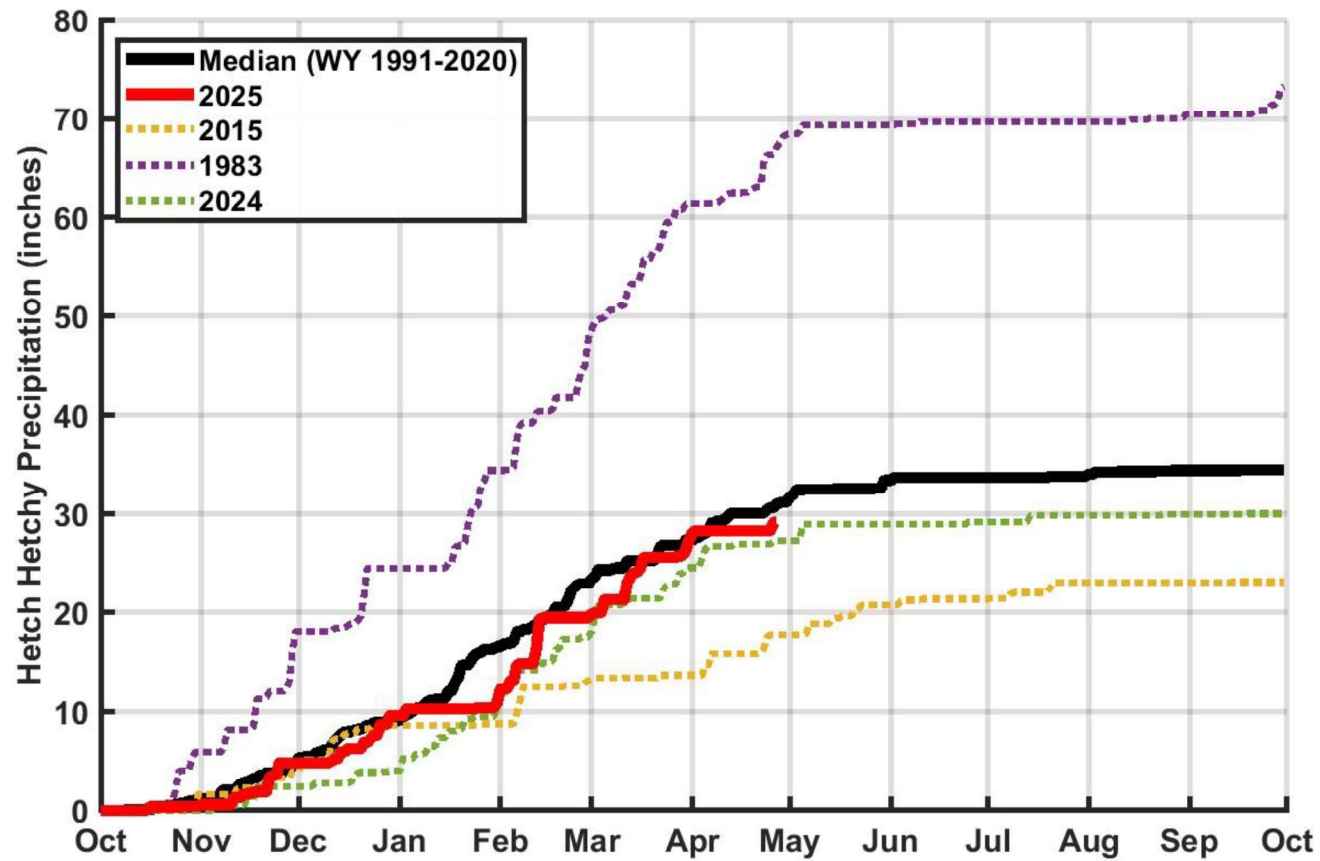


Valid: Jun-Jul-Aug 2025

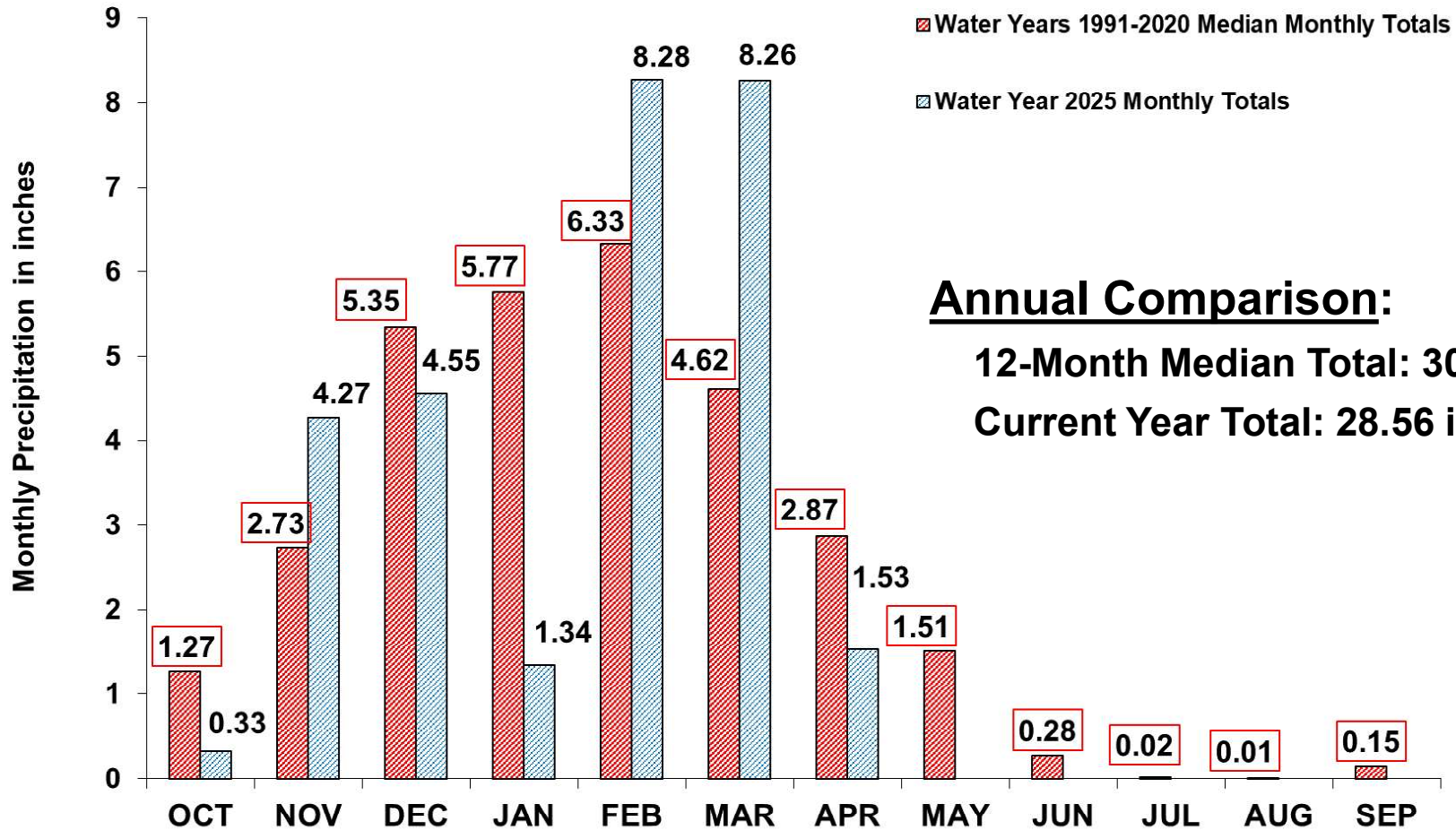
Issued: April 17, 2025



Hetch Hetchy Precipitation



Upcountry 6-station Precipitation Index as of April 27, 2025

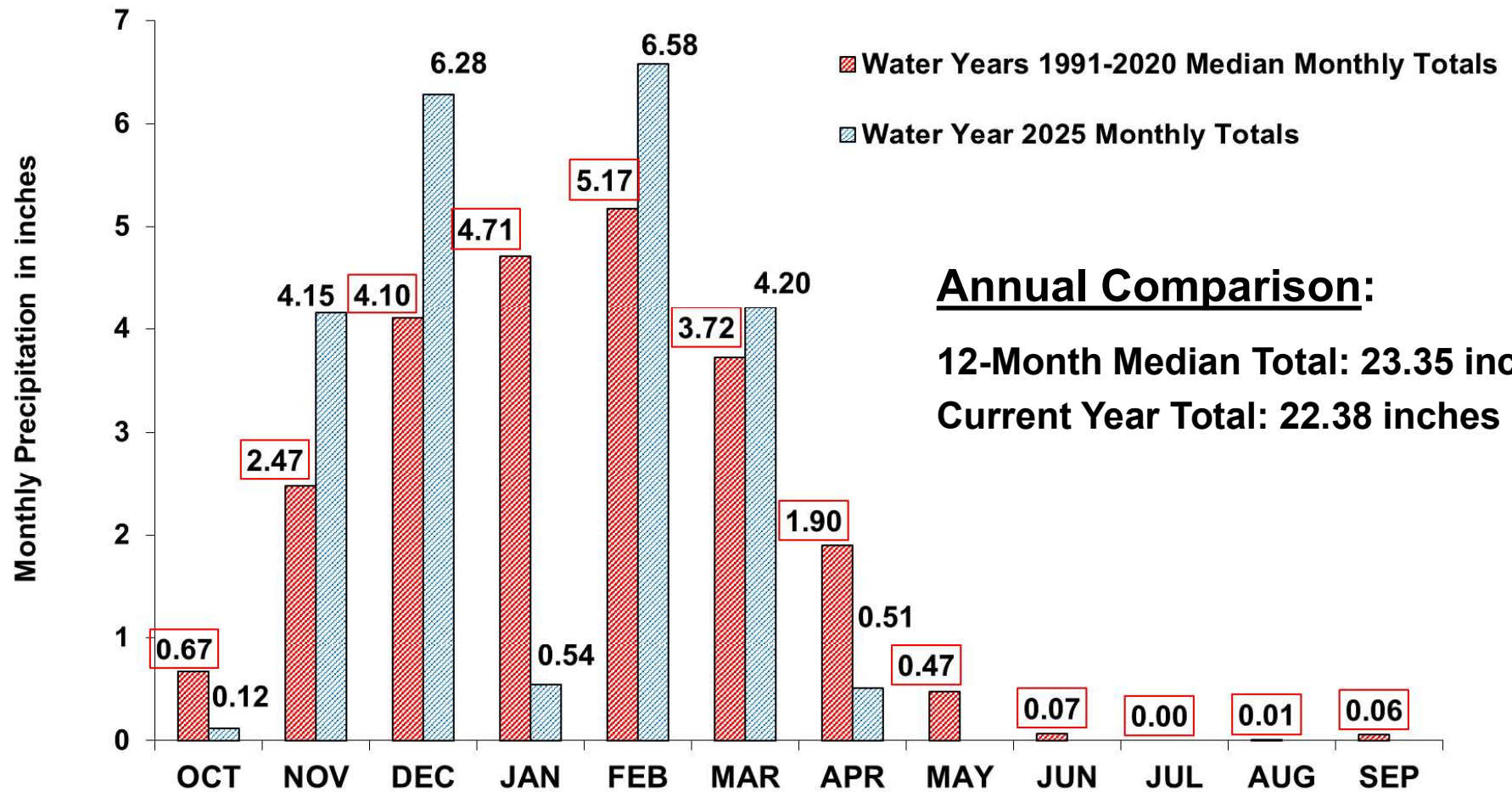


Annual Comparison:

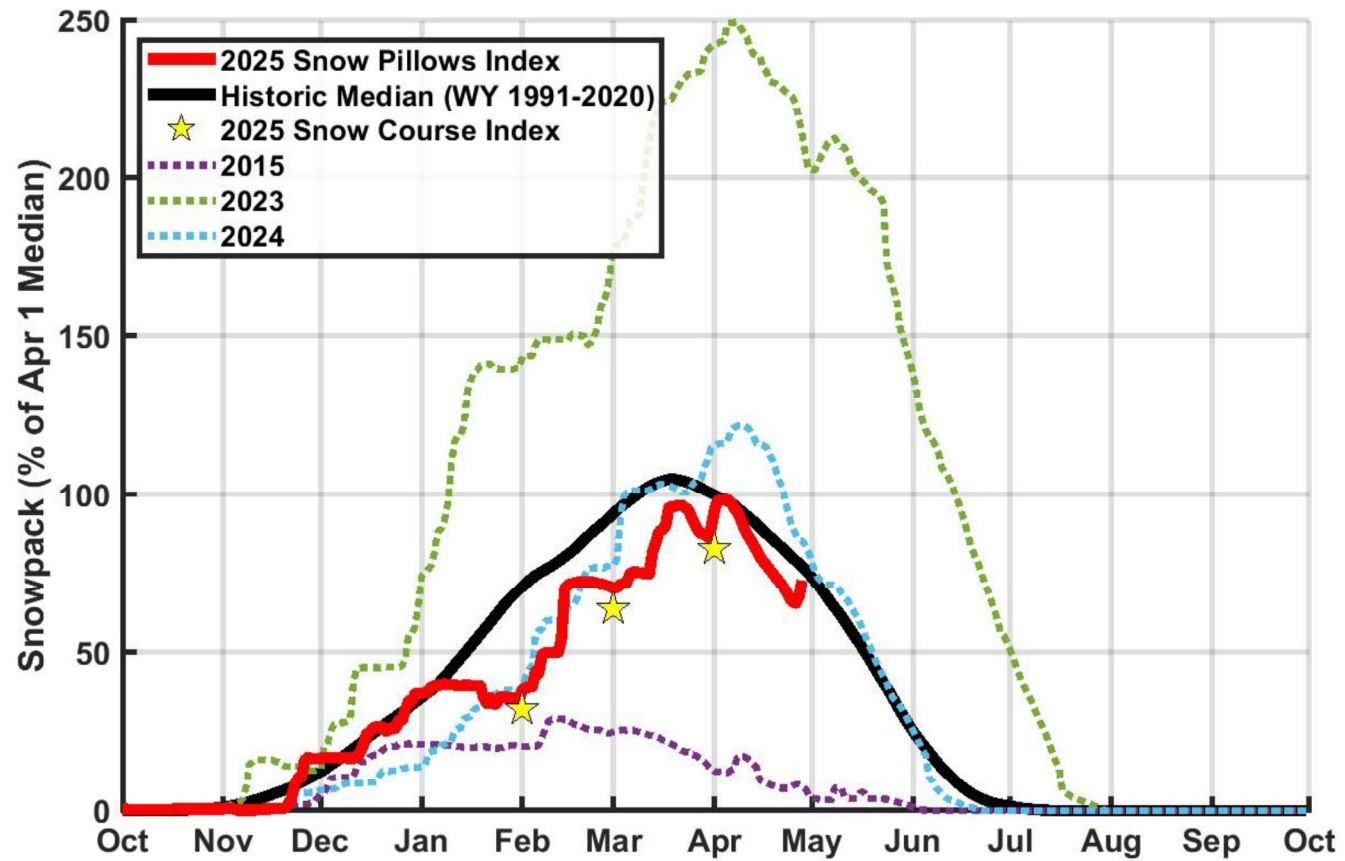
12-Month Median Total: 30.92 inches

Current Year Total: 28.56 inches

Bay Area 7-station Precipitation Index as of April 27, 2025



Upcountry Snowpack



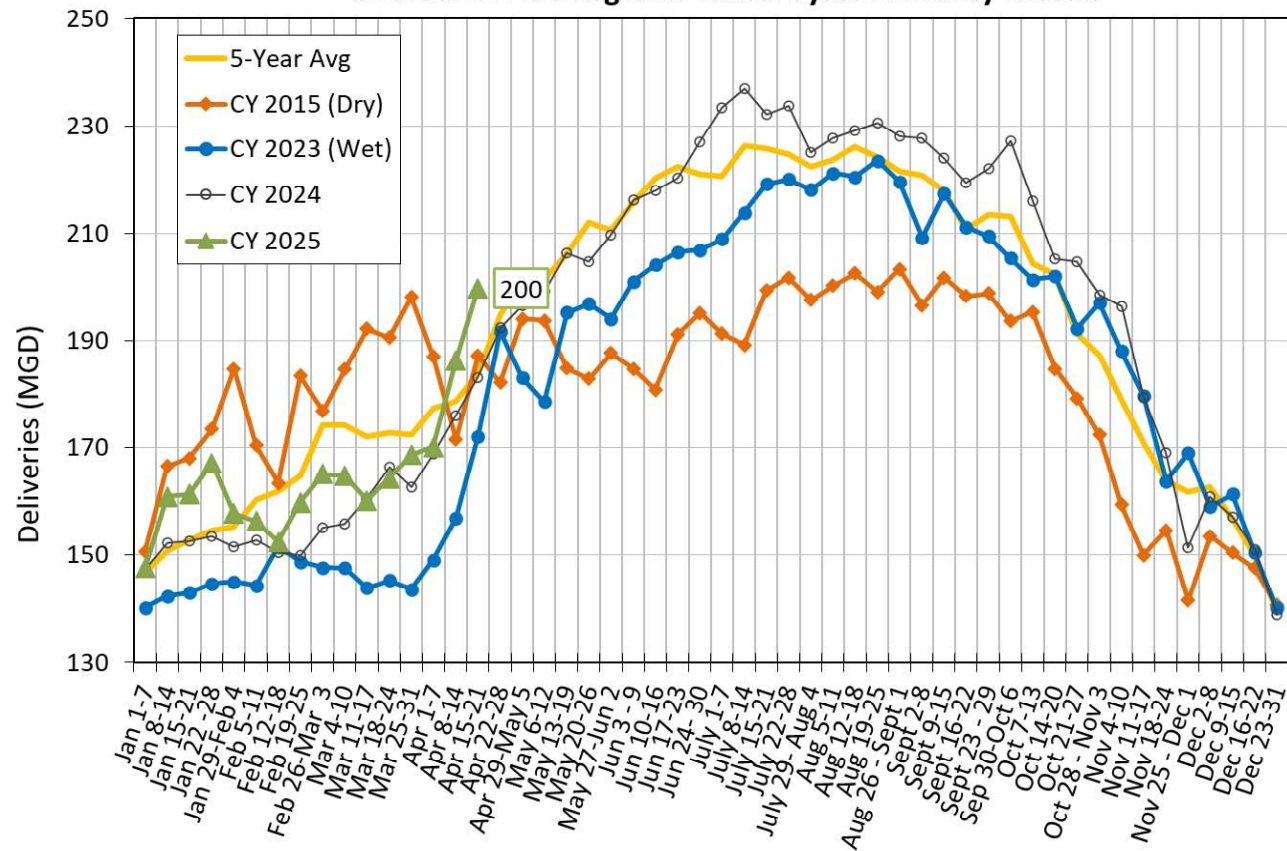


RWS - Storage Conditions Comparison

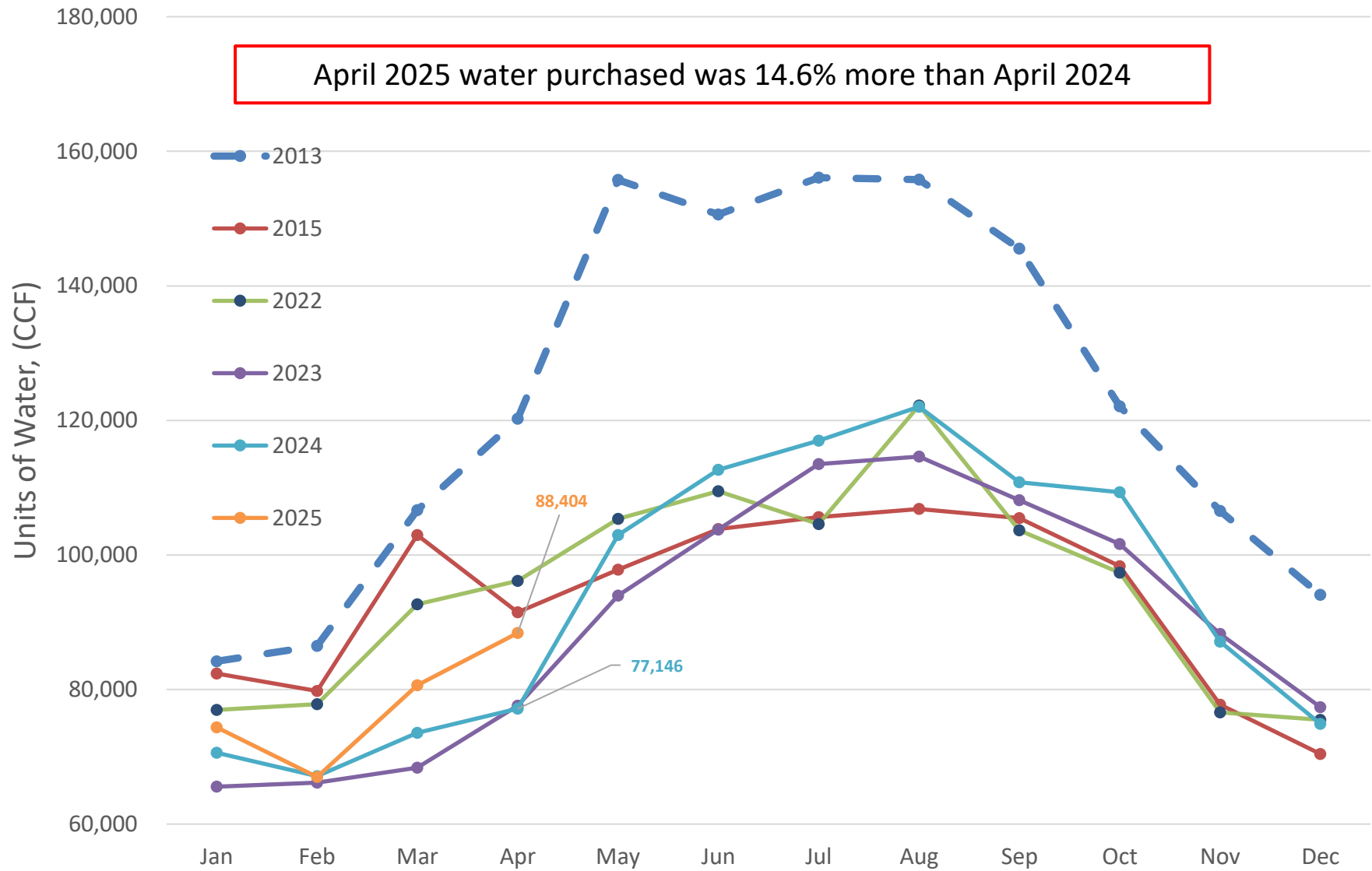
	Maximum Storage Acre-Feet	4/28/2025		Maximum Storage Acre-Feet	5/2/2024		Comparing This Year to Last Year	5/1/2023		
		Current Storage Acre-Feet	Pct. Of Maximum Storage		Current Storage Acre-Feet	Pct. Of Maximum Storage		Current Storage Acre-Feet	Pct. Of Maximum Storage	
Tuolumne System										
Hetch Hetchy Rsvr	360,360	295,300	81.9%	360,360	313,400	87.0%	-5.8%	241,200	66.9%	
Cherry Rsvr	273,345	256,000	93.7%	273,345	255,500	93.5%	0.2%	176,100	64.4%	
Lake Eleanor	27,100	23,190	85.6%	27,100	23,930	88.3%	-3.1%	24,910	91.9%	
Water Bank	570,000	570,000	100.0%	570,000	570,000	100.0%	0.0%	570,000	100.0%	
Total Tuoloumne Storage	1,230,805	1,144,490	93.0%	1,230,805	1,162,830	94.5%	-1.6%	1,012,210	82.2%	
Local Bay Area Storage										
Calaveras Rsvr	96,670	77,739	80.4%	96,670	94,453	97.7%	-17.7%	94,481	97.7%	
San Antonio Rsvr	53,266	45,266	85.0%	53,266	51,114	96.0%	-11.4%	53,249	100.0%	
Crystal Springs Rsvr	68,953	44,986	65.2%	68,953	48,249	70.0%	-6.8%	53,829	78.1%	
San Andreas Rsvr	18,675	15,707	84.1%	18,572	13,914	74.9%	12.9%	16,682	87.7%	
Pilarcitos Rsvr	3,125	1,952	62.5%	3,125	2,603	83.3%	-25.0%	2,589	85.4%	
Total Local Storage	240,689	185,650	77.1%	240,586	210,333	87.4%	-11.7%	220,830	91.7%	
Total RWS Storage	1,471,494	1,330,140	90.4%	1,471,391	1,373,163	93.3%	-3.1%	1,233,040	74.3%	
Total RWS Storage on 4/1/2025		1,295,203		Total RWS Storage on 4/1/2024		1,331,567		Total RWS Storage on 2/28/2023		1,231,518
Inc/Dec over the month		34,937				41,596				1,522

Total Deliveries

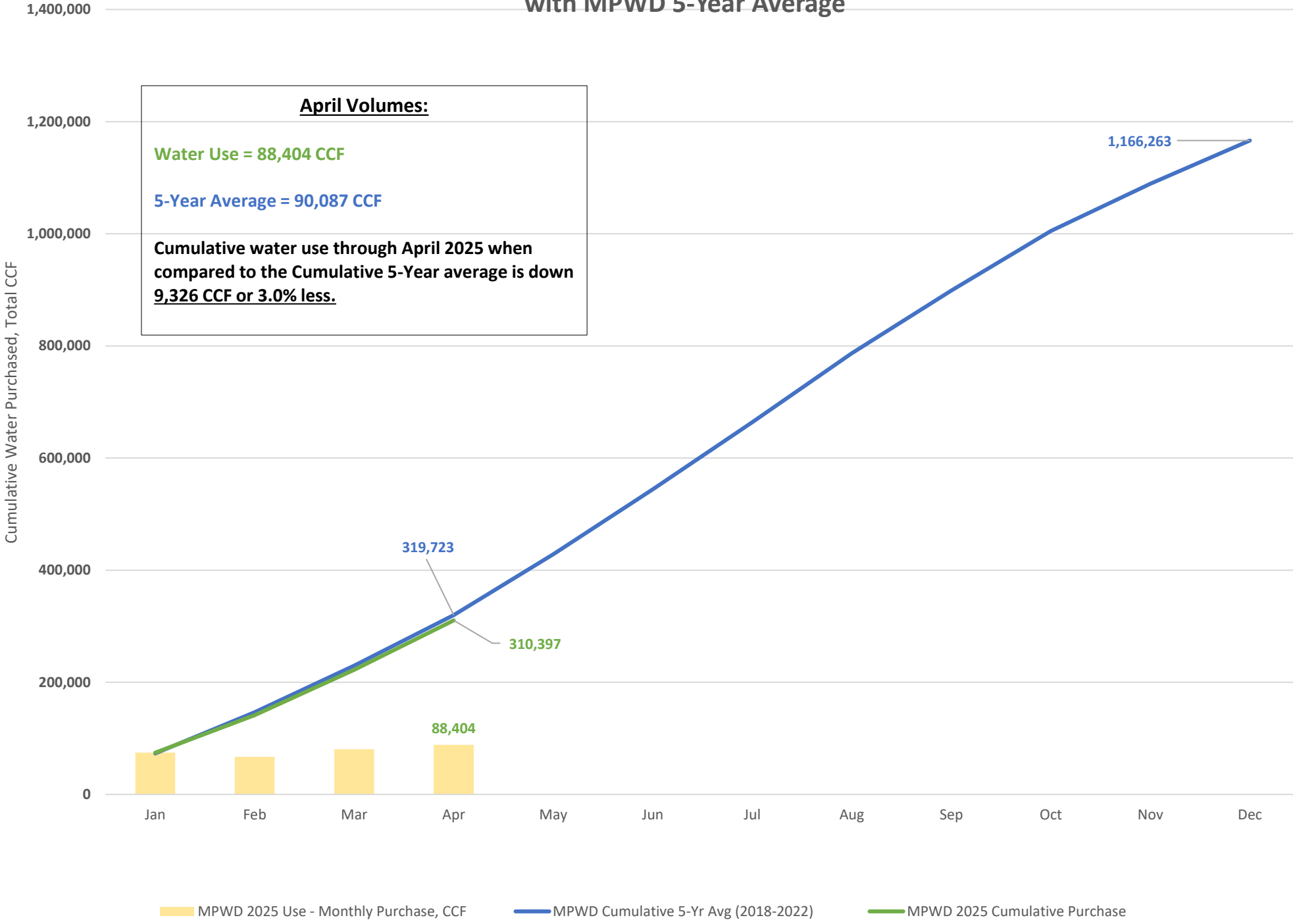
Regional Water System Total Deliveries
 Source: SFPUC Regional Water System County Meters

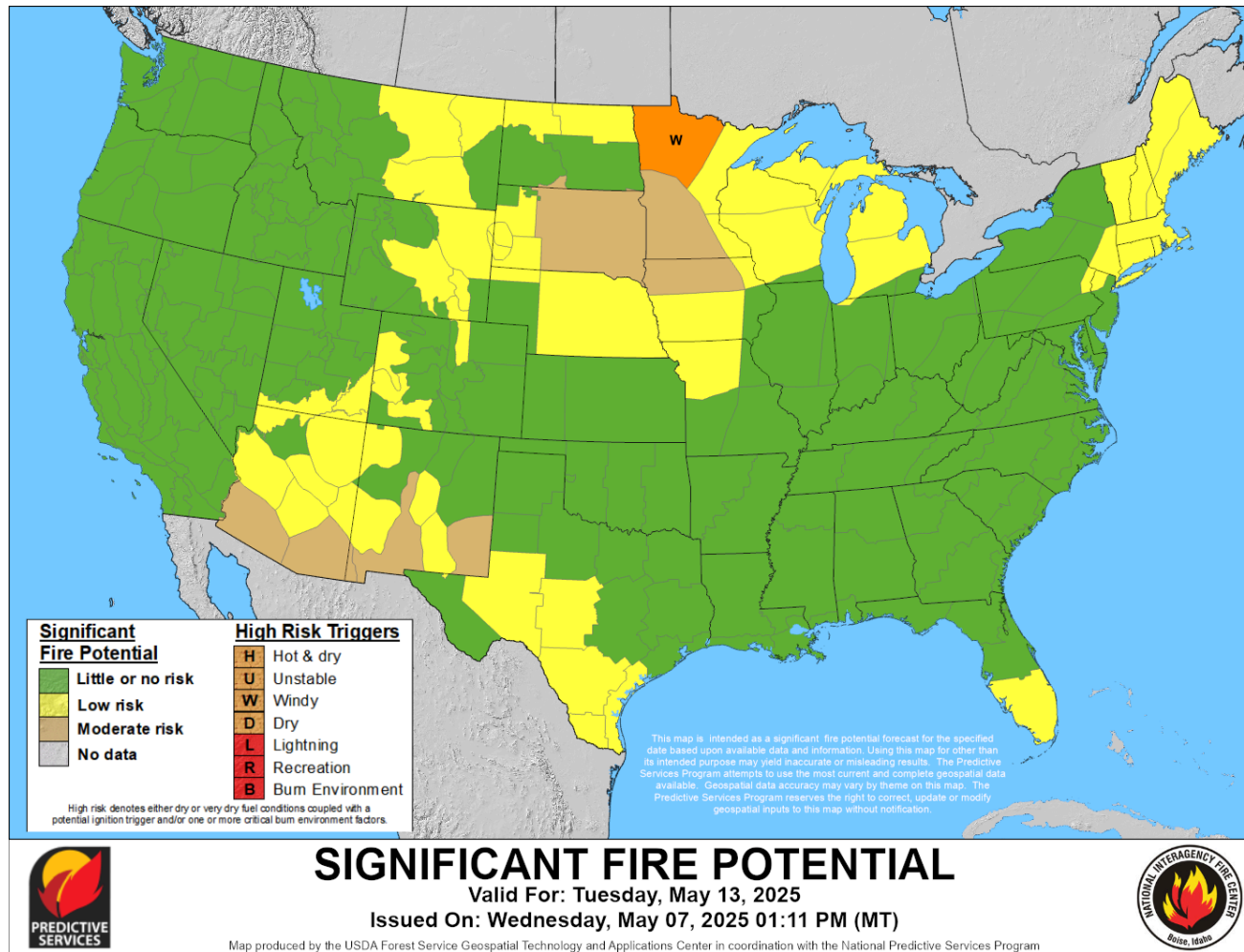


MPWD Annual Water Use



Comparing 2025 Monthly Cumulative Water Use with MPWD 5-Year Average







TO: Board of Directors
FROM: James W Ramsey, CPA, District Treasurer
DATE: May 22, 2025

**Budget Performance and Financial Position Report
April 2025**

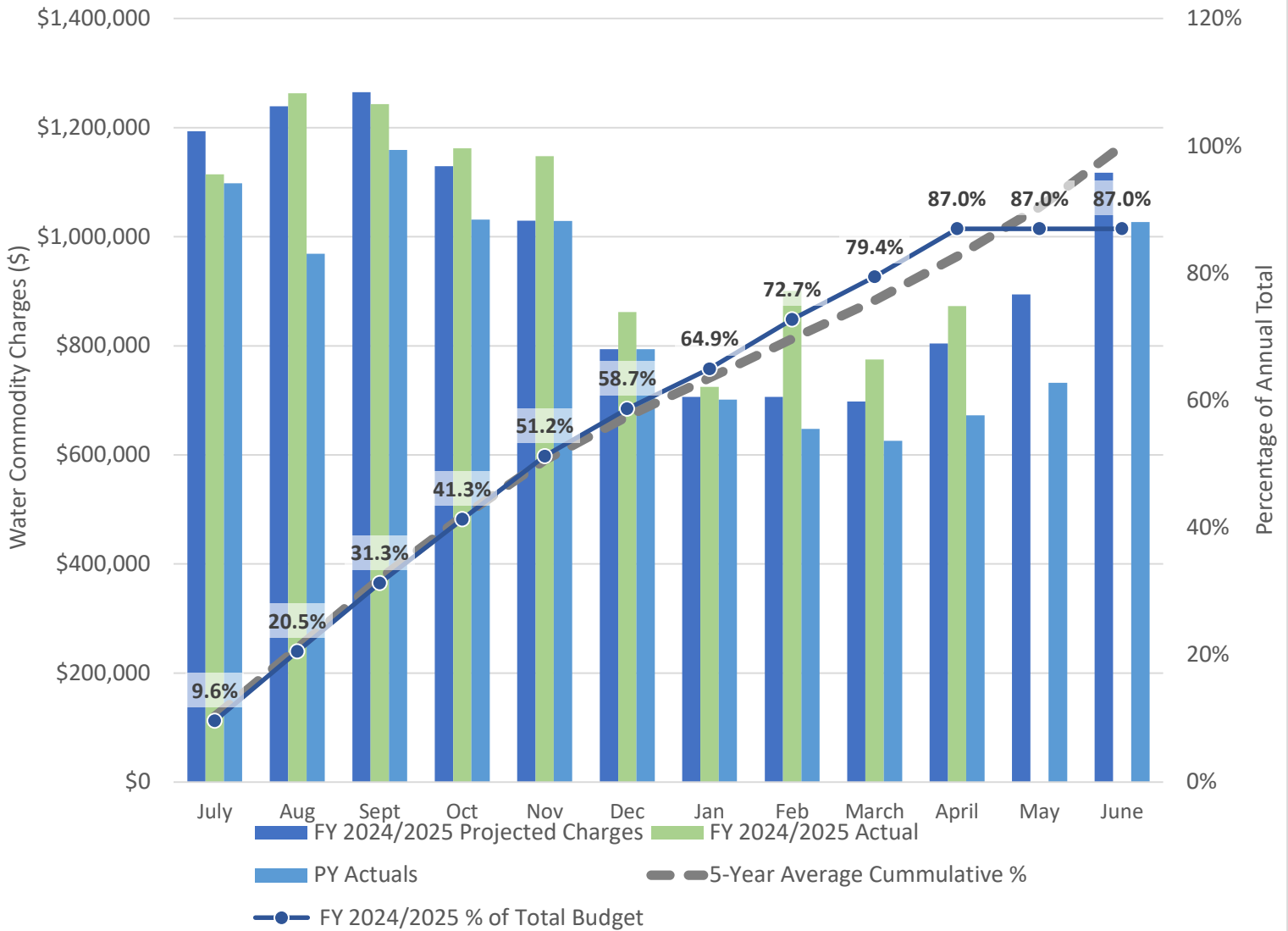
Please find the enclosed fiscal year 2024/25 (FY 24/25) unaudited Statements of Financial Position as of April 30, 2025, and April 30, 2024, as well as the monthly budget report for the period of July 1-June 30, 2025.

The following highlights significant activity through and as of April 30, 2025:

- The net surplus from operations is \$3,087,550, a decrease of \$159,367 as compared to the same period last year. The primary changes stem from water commodity charges that is \$1,351,093 higher than this time last year and water system capacity charges which is \$807,339 higher as compared to this time last year. This is offset by a decrease in miscellaneous non-operating revenues of \$341,145 as well as an increase in purchased water running \$587,210 higher as compared to this time last year. Salaries and Wages is \$259,764 more this year as compared to last year, and payroll taxes and benefits is running \$213,976 higher for the same comparison. Additionally, management and repairs for the operating system is running \$140,202 higher than last year and professional services is \$140,884 more than last year at this time.
- Debt service payments of \$754,300 was made on the COPs as of December 2, 2024. Next scheduled payment is \$319,300 of only interest on June 1, 2025. There is also a payment due for the 2025 COP interest cost that is currently estimated to be \$225,000.
- Water Commodity Charges totaled \$10,066,789. This is 78.9% of budget.
- Fixed System Charges were \$3,055,462, which is 86.6% of budget.
- The total interest revenue from all sources is \$593,509.
- Total Operating Revenue is \$13,328,180 which is 80.5% of budget. Total Non-Operating Revenue is \$2,299,397 which is 116.3% of the budget.
- Total Revenue is \$15,627,577 which is 84.3% of budget.
- Combined Salaries & Wages and Payroll Taxes & Benefits is \$3,186,241, which is 77.6% of budget.
- Purchased Water is \$5,386,290. Purchased Water cost for the year ended June 30, 2024, was \$5,797,950.

- We also incurred \$208,462 in costs of issuance during the month and are expected to finish disbursing another \$279,829 in delivery costs.
- Total Operating Expenditures were \$12,540,027, which is 79.1% of budget.
- The capital budget includes payments of \$160,319 for the purchase of an F-450 and (2) Ford F-150's (including tool boxes), \$62,067 for the purchase of two (2) new vehicles using prior year budgeted amounts, and \$31,496 for purchase and installation of a backflow regulator.
- Additionally, there are \$1,254,068 in expenditures related to capital projects that have been incurred during the fiscal year.
- Unrestricted Cash & Cash Equivalents is \$16,017,702, which is a decrease of \$691,113 from April 2024.
- Restricted cash now includes the proceeds from the 2025 COP issuance of \$33,000,000 as well as amounts recorded at PARS for OPEB. The COP issuance project account proceeds were invested in money market funds until May 12, 2025. Proceeds in the amount of \$31,668,646 were invested in US Treasuries with maturities matching the Districts cash flow analysis for capital projects funded through the debt issuance.
- Unrestricted Net Position was \$15,167,546 with Total Net Position of \$43,653,444.

Analysis of Water Commodity Charges



	5-Year Average Cumulative %	Expected Monthly Percentage	PY Actuals	FY 2024/2025 Projected Charges	FY 2024/2025 Actual	FY 2024/2025 % of Total Budget
July	10.3%	10.3%	1,098,097	1,193,599	1,114,313	9.6%
August	21.0%	10.7%	968,623	1,239,525	1,263,265	20.5%
September	31.9%	10.9%	1,159,108	1,264,714	1,242,910	31.3%
October	41.7%	9.8%	1,030,999	1,129,414	1,162,175	41.3%
November	50.6%	8.9%	1,028,758	1,029,169	1,148,035	51.2%
December	57.4%	6.9%	793,729	793,919	862,208	58.7%
January	63.5%	6.1%	701,568	705,962	725,006	64.9%
February	69.7%	6.1%	647,539	706,654	900,824	72.7%
March	75.7%	6.0%	625,568	697,650	775,011	79.4%
April	82.6%	6.9%	672,435	804,474	872,967	87.0%
May	90.3%	7.7%	731,935	893,920	-	87.0%
June	100.0%	9.7%	1,027,158	1,117,200	-	87.0%
TOTAL		100.0%	10,485,518	11,576,200	10,066,714	

**MID-PENINSULA WATER DISTRICT
MONTHLY BUDGET REPORT-OPERATING
FOR THE 10 MONTHS ENDED APRIL 30, 2025
SUMMARY (UNAUDITED)**

Target 83.33%

DESCRIPTION	APPROVED AMENDED FY 2024-25 BUDGET	ACTUALS 7/1/2024- 4/30/2025	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
OPERATING REVENUE				
WATER COMMODITY CHARGES	12,766,915	10,066,789	2,700,126	78.9%
FIXED SYSTEM CHARGES	3,530,021	3,055,462	474,559	86.6%
FIRE SERVICE CHARGES	18,000	14,863	3,137	82.6%
MISC CUSTOMER ACCOUNT FEES	107,100	84,654	22,446	79.0%
SERVICE LINE & INSTALLATION CHARGES	111,000	84,911	26,089	76.5%
MISCELLANEOUS OPERATING	19,500	21,500	(2,000)	110.3%
TOTAL OPERATING REVENUE (SOURCES)	16,552,536	13,328,180	3,224,356	80.5%
WATER SYSTEM CAPACITY CHARGES	807,300	807,339	(39)	100.0%
WATER DEMAND OFFSET CHARGES	-	-	-	-
PROPERTY TAX REVENUE	545,000	541,453	3,547	99.3%
LEASE OF PHYSICAL PROPERTY	168,000	121,463	46,537	72.3%
MISCELLANEOUS NON-OPERATING	6,600	232,033	(225,433)	3515.7%
INTEREST REVENUE - PARS	41,000	20,053	20,947	48.9%
INTEREST REVENUE - LAIF	73,640	69,193	4,447	94.0%
INTEREST REVENUE - COP	38,000	23,299	14,701	61.3%
INTEREST REVENUE - US TREASURIES	251,723	446,248	(194,525)	177.3%
INTEREST REVENUE - SWEEP ACCOUNT	42,000	34,716	7,284	82.7%
LANDSCAPE PERMIT REVENUE	4,000	3,600	400	90.0%
TOTAL NON-OPERATING REVENUE (SOURCES)	1,977,263	2,299,397	(322,134)	116.3%
TOTAL REVENUE (SOURCES)	18,529,799	15,627,577	2,902,222	84.3%
OPERATING EXPENDITURES (USES)				
SALARIES & WAGES	2,771,305	1,763,772	1,007,533	63.6%
PAYROLL TAXES & BENEFITS	1,335,100	1,422,469	(87,369)	106.5%
PURCHASED WATER	6,619,719	5,386,290	1,233,429	81.4%
OUTREACH & EDUCATION	95,000	32,328	62,672	34.0%
M&R - OPS SYSTEM	63,000	460,012	(397,012)	730.2%
M&R - FACILITIES & EQUIPMENT	653,500	245,415	408,085	37.6%
SYSTEM SURVEYS	715,000	2,100	712,900	0.3%
ADMINISTRATION & EQUIPMENT	727,000	651,317	75,683	89.6%
MEMBERSHIP & GOV FEES	196,000	419,708	(223,708)	214.1%
BAD DEBT & CLAIMS	15,000	-	15,000	-
UTILITIES	576,500	453,569	122,931	78.7%
PROFESSIONAL SERVICES	675,000	725,031	(50,031)	107.4%
TRAINING/TRAVEL & RECRUITMENT	111,500	68,471	43,029	61.4%
DEBT SERVICE	1,305,000	701,083	603,917	53.7%
COST OF ISSUANCE	-	208,462	(208,462)	0.0%
TOTAL OPERATING EXPENDITURES (USES)	15,858,624	12,540,027	3,318,597	79.1%
NET SURPLUS/LOSS	2,671,175	3,087,550	(416,375)	
DEBT SERVICE COVERAGE	2.33	3.80		

*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 10 MONTHS ENDED APRIL 30, 2025
SUMMARY (UNAUDITED)**

Target 83.33%

DESCRIPTION	APPROVED AMENDED FY 2024-25 BUDGET	ACTUALS 7/1/2024- 4/30/2025	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
CAPITAL ASSETS				
Trucks (2)	\$ 200,000	\$ 178,644	\$ 21,356	89.3%
Trucks (2) - rollover from prior year budget*	63,000	62,057	943	98.5%
Surveillance Equipment for Tanks / Facilities	40,000	3,975	36,025	9.9%
Misc. Equipment	30,000	31,496	(1,496)	105.0%
Valve Turner	30,000	26,598	3,402	88.7%
Air Relief and Vacuum Valves	20,000	-	20,000	-
TOTAL CAPITAL ASSET	383,000	302,771	80,229	79.1%
CAPITAL PROJECTS - PAYGO				
20-07 Harbor Blvd WMI Project	50,000	34,868	15,132	69.7%
15-75A Old County Road Improvements	613,000	691,130	(78,130)	112.7%
21-01 Dekoven Tank Util / Lincoln / Newlands / Oak Knoll WMR	3,000,000	124,613	2,875,387	4.2%
24-08 Exborne West Tank Recoating	675,000	28,771	646,229	4.3%
24-09 Hallmark North Tank Recoating	610,000	-	610,000	-
24-10 West Belmont North Tank Recoating	130,000	19,935	110,065	15.3%
TOTAL CAPITAL PROJECTS - PAYGO	5,078,000	899,317	4,178,683	17.7%
CAPITAL PROJECTS - DEBT FINANCING				
20-09 Dairy Lane Ops Center Rehab Design	2,400,000	110,093	2,289,907	4.6%
24-07 Folger Drive Property Improvements	2,700,000	243,977	2,456,023	9.0%
15-89 Dekoven Tank Replacement	1,897,500	373	1,897,127	0.0%
15-72b SR 101 Crossing at PAMF Hospital - Phase 2	691,250	308	690,942	0.0%
TOTAL CAPITAL PROJECTS - DEBT FINANCING	7,688,750	354,751	7,333,999	4.6%
TOTAL CAPITAL PROJECTS	12,766,750	1,254,068	11,512,682	
TOTAL CAPITAL	13,149,750	1,556,839	11,592,911	

*Rollover amounts were approved in the amount of \$60,000 in March 28, 2024 meeting as part of the mid-year budget amendment. Additional \$3,000 was approved at the May 23, 2024 Board meeting due to increased costs. Order of vehicles was made in May, 2024 and vehicles were not received until October 2024.

MID-PENINSULA WATER DISTRICT
STATEMENT OF NET POSITION (UNAUDITED)
AS OF APRIL 30, 2025 AND APRIL 30, 2024

	AS OF 4/30/2025	AS OF 4/30/2024
<u>ASSETS</u>		
Current Assets		
Cash and cash equivalents	\$ 2,971,961	\$ 4,298,942
Investments	13,045,741	12,409,873
Accounts receivable	2,759,377	2,161,173
Prepaid expenses and other assets	80,913	72,194
Total Current Assets	18,857,992	18,942,182
Restricted cash with fiscal agent	34,463,424	1,285,056
Lease receivable	958,464	1,099,275
Construction in progress	9,773,084	14,289,149
Capital assets, net	29,599,080	23,599,575
Net OPEB asset	660,560	135,246
TOTAL ASSETS	<u>\$ 94,312,604</u>	<u>\$ 59,350,483</u>
Deferred Outflows of Resources		
Pension related deferred outflows	\$ 1,313,533	\$ 1,898,626
OPEB related deferred outflows	346,521	291,399
Total Deferred Outflows	<u>\$ 1,660,054</u>	<u>\$ 2,190,025</u>
<u>LIABILITIES</u>		
Current Liabilities		
Accounts payable	\$ 10,082	\$ 4,434
Accrued expenses	55,122	89,452
Current portion of long-term debt	1,124,670	579,419
Total Current Liabilities	1,189,874	673,305
Noncurrent Liabilities		
Compensated absences	241,507	198,259
Lease liability	-	84,816
SBITA Liability	-	4,854
Long-term portion of Certificates of Participation	48,684,519	16,262,510
Net pension liability	555,222	271,173
Total Noncurrent Liabilities	49,481,248	16,821,612
TOTAL LIABILITIES	<u>50,671,122</u>	<u>17,494,917</u>
Deferred Inflows of Resources		
Pension related deferred inflows	594,735	844,115
Lease receivable related deferred inflows	833,477	950,069
Total Deferred Inflows	<u>1,428,212</u>	<u>1,794,184</u>
<u>NET POSITION</u>		
Net investment in capital assets	\$ 27,919,188	\$ 23,255,833
Unrestricted	15,954,136	18,995,574
TOTAL NET POSITION	<u>\$ 43,873,324</u>	<u>\$ 42,251,407</u>

**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
INVESTMENT & RESERVES REPORT (UNAUDITED)
AS OF MARCH 31, 2025**

Cash Analysis				Interest Earned (Fiscal - to date)			
Account	Investment	Cost	Market Value		Yield	Maturity Date	Days to Maturity
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	Cash	1,393,965	1,393,965	34,716	n/a	n/a	n/a
LAIF	LAIF	1,427,397	1,427,397	69,193	4.43% +	n/a	0
BNY - Reserve *	Money Market Funds	636,562	636,562	23,299	4.17%	n/a	0
BNY - Delivery Cos *	Money Market Funds	31,512	31,512	-	4.05%		
BNY - Project *	Money Market Funds	33,000,000	33,000,000	-	4.05%		
PARS - Pension *	Money Market Funds	548,933	548,933	20,053	4.05% ++	n/a	0
PARS - OPEB **	Money Market Funds	4,103,987	4,103,987	205,800	4.05% ++	n/a	0
Zions	Money Market Funds	1,531,911	1,531,911		4.02%	n/a	0
	US Treasury Bills	2,184,754	2,225,608		4.18%	5/1/2025	31
	US Treasury Notes	2,654,843	2,774,233		0.38%	4/30/2025	30
	US Treasury Notes	4,543,870	4,702,610		0.25%	7/31/2025	122
	US Treasury Notes	1,799,147	1,811,380		0.26%	10/31/2025	214
	Total Zions	12,714,525	13,045,741	92,492			
	Total Cash and investments	\$ 54,007,480	\$ 54,338,696	\$ 445,553			

Reserves Analysis						
Priority	Reserve	Target	Funded Amount	% Funded	Description of amount	
1	Working Capital (Operating) Reserve	\$ 7,929,312	\$ 7,929,312	100.00%	50% of annual fiscal year budgeted expenditures	
2	Capital Reserve	8,000,000	8,000,000	100.00%	Fixed amount	
3	IRC 115 Irrevocable Trust - Pension	271,173	548,933	202.43%	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.	
	IRC 115 Irrevocable Trust - OPEB **	3,495,503	4,103,987	117.41%		
4	Rate Stabilization Reserves	1,200,000	119,902	9.99%	Fixed amount or \$500,000 if no bonds are outstanding	
n/a	Project Funding	-	33,000,000		Required by bond agreements for the COP. Amount based on next scheduled debt service. <i>NOTE: This has not been updated for the 2025 Bonds.</i>	
n/a	Reserve for debt service	765,600	636,562	83.15%		
	Total Reserves	<u>\$ 21,661,588</u>	<u>\$ 54,338,696</u>	250.85%		

* - 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.*



AGENDA ITEM NO. 9.B.

DATE: May 22, 2025
TO: Board of Directors
FROM: Joubin Pakpour, PE – District Engineer

SUBJECT: Capital Project Update

Dekoven, Lincoln, Newlands & Oak Knoll Water Main Improvements (15-09 &15-19)

Contract, bonds and insurance documents with the contractor were reviewed by district counsel and executed. A preconstruction meeting is scheduled for next week. The contractor is submitting material submittals for review. The goal is to start construction in mid-June.

West Belmont (N), Exbourne (W), Hallmark (N) Tanks Improvements (24-08, 24-09 & 24-10)

The structural engineer has started design work on the Hallmark (N) tank. The geotechnical engineer will complete their borings and analysis of the soil conditions by the end of the month. The survey subconsultant is working on a topographic survey of the Hallmark site. Project is on budget and on schedule for start of construction this winter.

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

The designer of record, West Yost (WY), submitted an updated project scope and schedule, it was reviewed by the project team and comments were sent back. A meeting was held with WY, the construction manager, Tanner Pacific (TP). Project design is progressing.

Dekoven Tanks Replacement (15-89)

A consultant agreement with the new structural engineer of record, ZFA, is on the agenda under a separate board action. A an updated schedule will be prepared once all subconsultants are under contract.

Transmission Water Main Assessment (20-05)

We continue to correspond with two separate consultants who provide pipeline inspection services and hope to receive a proposal from each by the end of the month.

City Project Updates

2025 Sewer Projects – No update.

Twin Pines Park Detention Basin Water Main Improvement – An update will be provided at the board meeting.

AGENDA ITEM NO. 9.A.3

TO: Board of Directors
FROM: Alison Bell, Administrative Services Manager
DATE: May 22, 2025

ADMINISTRATIVE SERVICES MANAGER'S REPORT

May

Operations Manager Recruitment

As of May 15, we have received 64 applications. We are pushing out our second wave of announcements for the position across online job platforms. As of this board meeting, we will have already done our first round of phone screening of applicants. There is still time to get the word out so if you know anyone, please encourage them to apply!

HRA (Human Resources Association) Meeting

I attended my HRA meeting this month, held at Belmont City Hall. During these meetings, we have the opportunity to share HR topics and troubleshoot ideas with each other which is beneficial since the HR world can be an isolating one of confidentiality. A highlight was being able to hear some interesting ideas of what neighboring cities are doing with paid family leave as a benefit for their employees.

PARS Investment Webinar

I attended the PARS webinar that provided a deep dive on investment performance, current market conditions/trends, and an economic and market outlook. The presentation included:

- Year end investment review with first quarter investment update
- Current market conditions and trends
- Economic and market outlook

Main points of the webinar were:

- Policy uncertainty has shifted focus from inflation to tariffs, impacting investment strategies.
- Gradual economic slowdown anticipated with an emphasis on monitoring taxes, tariffs, immigration, and regulation.
- Current consumer confidence is declining; however, labor markets remain strong in the public sector.
- Long-term forecasts predict a decrease in equity returns while bond returns might stabilize at a higher level.
- Infrastructure funds are expected to provide steady cash flows and reduce volatility.
- The Federal Reserve's cautious approach to interest rate cuts is affecting market outlook.
- Initial jobless claims have slightly decreased; unemployment is stable around 4-4.2%
- Expected returns for large-cap stocks over the next five years are around 7%, which is significantly lower than past performances.

Conclusion

The investment landscape is marked by uncertainty driven by tariffs and changing economic indicators. Despite the challenges, opportunities lie in strategically placed infrastructure investments and maintain a balanced portfolio. Continuous monitoring of market conditions, consumer behavior, and policy changes will be crucial for making informed investment decisions moving forward.

Next Door Post

It's not that often that we receive happy customer emails, but when we do, it's always a pleasure to share. We received an email from a customer, who wrote a Nextdoor post that drew a good deal of attention:

From: Catherine Burger <cpburger8@gmail.com>
Sent: Monday, April 7, 2025 4:28 PM
To: Front Office <FrontOffice@midpeninsulawater.org>
Subject: Fwd: Well done, Catherine! Your post is getting attention from neighbors!

MPWD, sharing my ND post re: SensusAnalytics app and reco(mmending) folks ask their San Mateo County water utility co. if they have a similar app. 2K views of my post. My post is below:

"High water bill? Check to see if your water utility co. has an option to set up usage alerts. We live in Belmont-MPWD's our water co. MPWD uses Sensus Analytics. This app tracks and reports water usage. It measures usage 24/7. We signed up for this app. It alerted us-we had a leak. The culprit-an old toilet-it was running 24/7, while we were asleep and when we weren't using it. New toilet: low-flow, has 2-buttons. Water usage metrics: with the new toilet (and no leak), I expect our water bill will be about 50% lower. Sharing, not promoting."

----- Forwarded message -----

Your post is getting attention from neighbors!

Trusted neighbors like you are making a difference in the neighborhood. What will you share next?

Your post: High water bill?

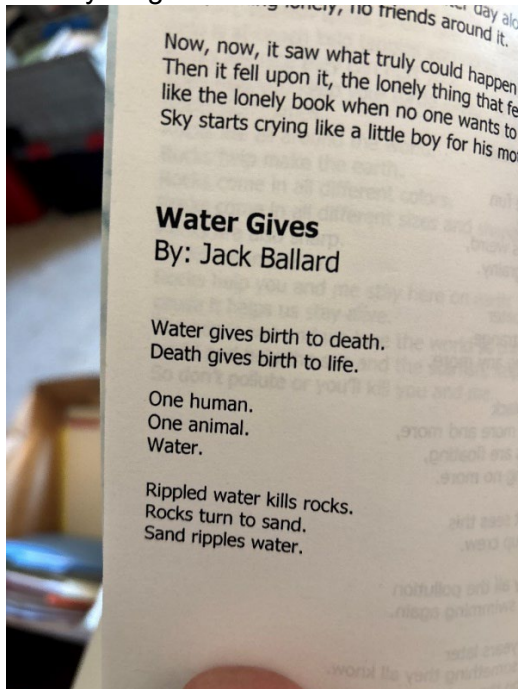
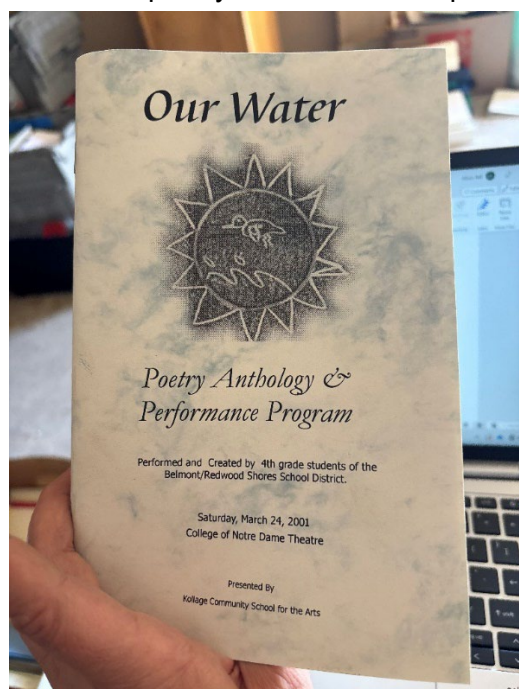


2K
views

[Create new post](#)

Folger Records Management Update

We are now at 38 boxes! My find of the month is a program from a poetry event that MPWD sponsored in 2001. The poetry was written and performed by 4th grade students within the Belmont school district.



Utility Billing:

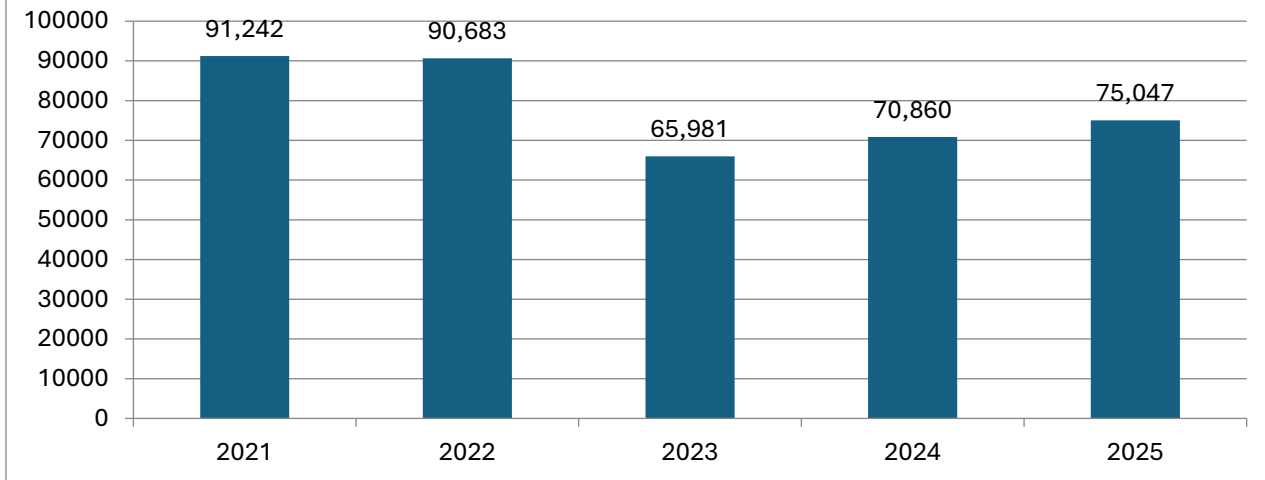
Account information

	Commercial Accounts	Residential Accounts	Multi- Family Accounts	Irrigation Accounts	Institutional Accounts	Industrial Accounts	Temporary Hydrant Accounts	Inactive Accounts	Total Accounts
January	414	7280	204	89	62	46	9	32	8104
February	415	7272	204	90	62	46	10	35	8099
March	416	7262	205	90	62	45	10	31	8090
April	416	7269	205	90	62	45	9	32	8096
May									
June									
August									
September									
October									
November									
December									

Billing information:

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	348	36	0	0	9	1	6	3
February	315	41	0	0	4	2	6	2
March	294	26	0	0	1	1	5	1
April	282	36	0	0	1	0	5	0
May								
June								
August								
September								
October								
November								
December								

Historical Water Usage for April



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
• Rene Ramirez	December 7, 2026
• James Ramsey	October 19, 2025
• Julie Sherman	March 9, 2025
• Louis Vella	December 17, 2026
• Kirk Wheeler	January 30, 2027
• Kat Wuelfing	March 22, 2025
• Matt Zucca	April 10, 2027
• Alison Bell	June 12, 2026

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
• Rene Ramirez	December 14, 2026
• James Ramsey	October 19, 2025
• Julie Sherman	January 31, 2026
• Louis Vella	October 25, 2025
• Kirk Wheeler	December 10, 2025
• Kat Wuelfing	February 1, 2027
• Matt Zucca	March 23, 2025
• Alison Bell	June 10, 2026

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.



TO: Board of Directors

FROM: Rene A. Ramirez, Operations Manager

DATE: May 22, 2025

OPERATIONS REPORT – April

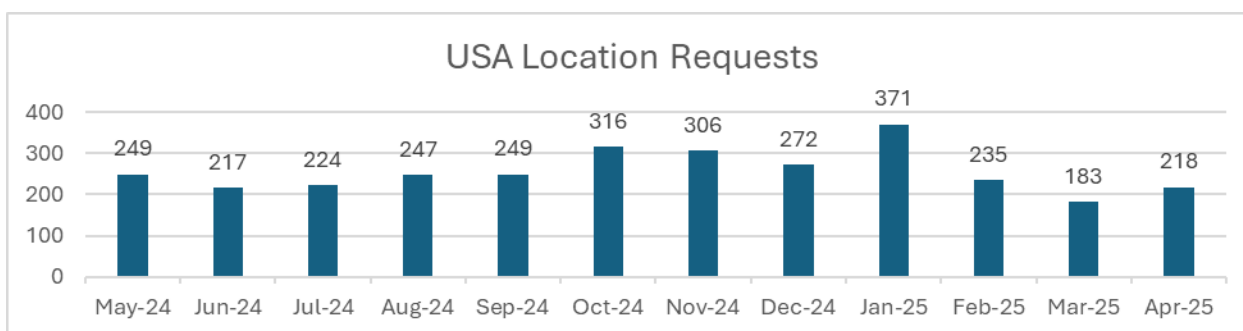
Projects:

- Continue working with Noll and Tam to prepare for the re-making of the Folger property into a District Emergency Operations Center. The building plans are being reviewed by the city's building department. City staff has walked back the rezone effort for the time being due to a 2019 California law that has gotten in the way. Kat or I can explain;
- Bids were publicly opened for the Dekoven, Lincoln, Newlands and Oak Knoll (DLNO) water main replacement capital project. Bid was awarded to KJ Woods Construction at Board's April meeting;
- Finished capital project 15-64, a small capital project completed in-house that entailed the abandonment of a 10-inch water main no longer needed running across the Terra Linda School;
- Re-connected with consultant West-Yost Associates on the State Route 101 undercrossing and pipeline construction on Shoreway Road capital project to rekindle the project with the infusion of capital funding and completion of sewer pipe work by the Silicon Valley Clean Water special district along Shoreway Road. West Yost has some work to complete in order to prepare this capital project for bidding;
- Participated in 2 TEAMS meetings set up by District Engineer to listen to consultants describe their ability to assess the District's Hillcrest water main transmission line;
- Completed the removal of four (4) strips or pieces of the north Hallmark steel tank (1.5"W x 16"L) called "coupons" from the bottom two courses of steel per the request of ZFA Structural Engineers. The purpose was to ascertain the metal's ASTM specification in preparation of the tank's seismic review and rehabilitation. A local welder has completed the coupon removal and welding of the replacement coupons comprised of new similar steel. A specialized inspector was called in to inspect the welder's work, it passed. The four welded steel patches were prepared for their coating on the inside and outside by staff. After the coating was allowed to be cured, the tank was disinfected, then filled with water so that bacteriological samples could be taken and sent to the SFPUC lab. Only upon passing the bacteriological test, can the tank be returned to service;

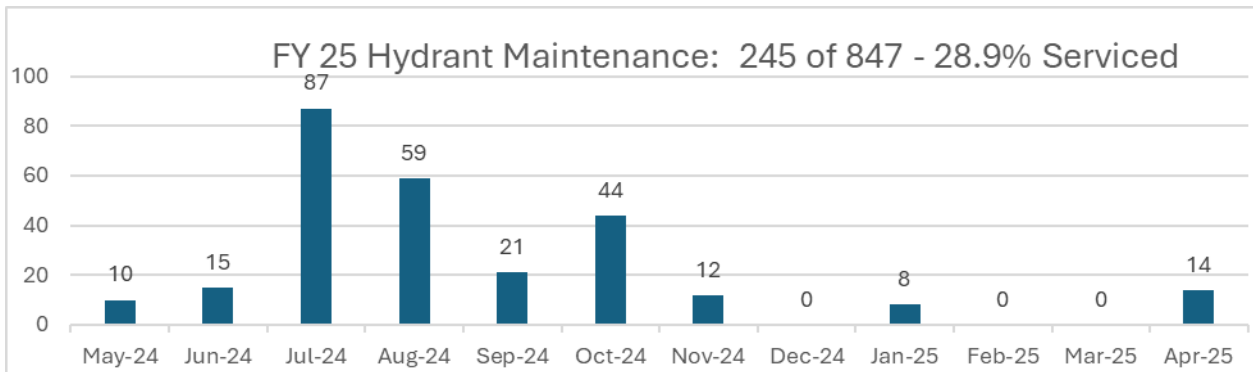
- Concluded a pump vibration test on all District pumps as part of routine maintenance. Staff awaiting results to see if there are any follow-up needs;
- District Operators accompanied consultant JDH during their cathodic protection survey of the underground components of the system. In May, JDH will survey all District tank sites;
- Completed two (2) 1-inch service upgrades for 2702 Carmelita and 1831 El Verano; and
- On track to complete preparation of the District's cross-connection plan update for submittal to the State by July 1, 2025. Staff is also working with District counsel on whether there will need to be any updates to the District's ordinance addressing cross-connection.

Maintenance:

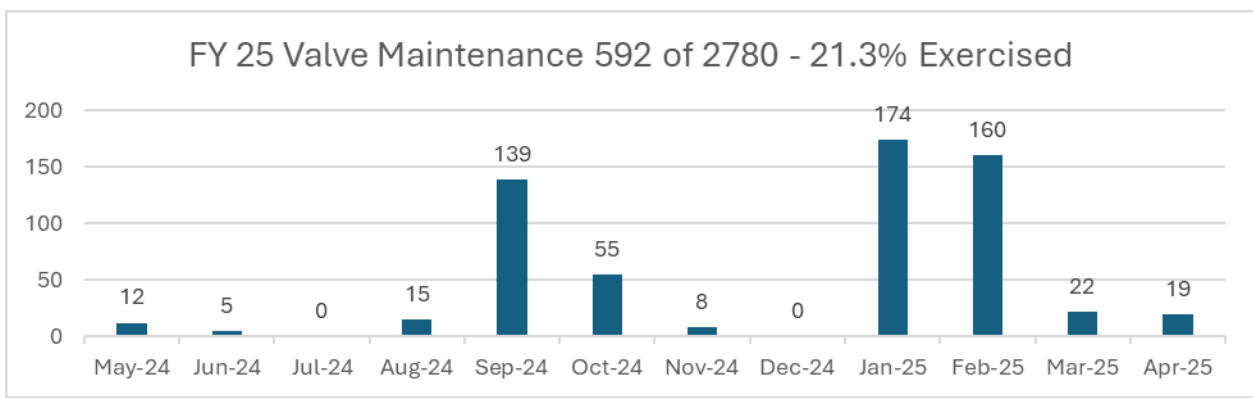
- Repaired water main line break located behind the sidewalk near Maywood and Ladera;
- Repaired another smaller water leak in the intersection of Maywood and Ladera that staff indicated was unrelated to the leak in the main behind the sidewalk;
- Replaced a broken curb stop on the service line for 1519 Ralston;
- Paved several sections of local roads where previous water main repairs had been completed;
- Replaced 2 water meters during a service upgrade;
- Replaced 3 water meters with water use measuring issues;
- Replaced 2 meters registers with weak batteries;
- Replaced 12 meters transceivers due to weak batteries;
- Responded to and completed 218 USA (underground service alerts) location requests during month. Running 12-month location requests totals 3,087, an average of 257 per month;



- Hydrant maintenance visits: 14



- Valves exercised during the month: 19



- Collected the requisite 55 water samples in April from 11 sample station sites. None of the samples tested positive for total coliform;
- Staff continue to closely monitor the water quality and system conditions as part of normal operations; and
- During April staff flushed 6 water lines with dead ends and following a cross country (across school campus) abandonment.

System Repairs:

Date	Location	Event	Material	Installation Date	Estimated Water Loss (Gals.)
4/1/25	Maywood & Ladera behind sidewalk	CIP split	6" CIP	1954	~ 40,000
4/30/25	Intersection of Maywood & Ladera	Pin Hole Leak	6" CIP	1954	~1,000

Development:

Staff continue to work with developers and monitor 74 development projects:

Mixed Use Commercial/Multi-Family Residential: 14

- 1324 Old County Road; a 2- or 3-unit multi-family with ground floor retail space; moving forward slowly, fire flow test requested and performed several months ago;
- 1301 Shoreway Road; proposed life science building. A water supply assessment was prepared and approved and nothing since, but Carlos DeMelo mentioned movement at HIA;
- 2 Davis Drive; offices and research space, & fire station; no forward progress to staff's knowledge since late 2019;
- 500-530 Harbor – information provided to developer and nothing new to report;
- 580 Masonic – information provided to developer and Carlos DeMelo mentioned some progress on this development, just not with us yet;
- 608 Harbor: a 103-unit multi-family development; letter of intent to serve provided and no progress staff is aware of;
- 800 Laurel Avenue; a 16-unit town home residential project (area not provided); currently reviewing plans and have asked for a resubmittal of civil plans;
- 678 Ralston; 65-unit, 100% affordable apartment complex; no contact from developer yet;
- 800 Belmont Avenue; information provided to developer and no forward progress;
- 803 Belmont Avenue; a 125-unit multi-family residential project (area not provided); under construction, but has not started utility work yet;
- 601 Harbor Blvd/1421 Old County Road: proposed life science building working through entitlement process and a Water Supply Assessment in late 2022;
- Island Parkway Life Science Campus; office, research & development project; no contact from developer yet;
- 900 El Camino Real; a 37-unit multi-family residential project starting on 2nd floor with commercial lease space on 1st floor (area not provided); plans approved and working towards a Water Service Agreement with the developer;
- 642 Quarry Road – preliminary, information provided to developer.

Commercial: 16

- Reviewing Plans – 12
- Approvals Received – 2
- In Construction - 2

Residential: 44

- Plans In Review – 31 including 1 ADU (auxiliary dwelling unit)
- Plans Through Staff Approval Process – 10

- Project In Construction - 3

Administration:

- Ops Team accomplishments:
 - Maintenance Technician Trevor Morris, who has been a District employee for slightly more than one year, recently passed the T-2 Water Treatment Operator Exam and has signed up to take the D-2 Water Distribution System Operator exam.
- Five (5) members of the Ops Team attended the AWWA Conference in Anaheim and reported out to their colleagues following their return at an all-hands Safety Meeting;
- Filed the District's response with the Division of Drinking Water following their Sanitary Survey in February;
- Participated in a call with Wulff-Hansen related to reinvestment options for one maturing US Treasury investment;
- Participated in a Finance Committee meeting to go over the FY23/24 Audit and discuss preliminary summary draft operating and capital budgets for FY25/26;
- With a purchased license to use Computer Aided Drafting (CAD), staff can access and update distribution system information with completed capital improvement projects. Then these changes get updated into the District's GIS to be followed by sharing the information with Spatial Wave for their use to update information in our asset management program;
- Ops staff continue to make progress on creating a list of District asset inventory using a cloud-based database tool;
- Attended staff meeting for management and supervisors;
- Participated in weekly call with District Engineer, General Manager, and Operations Supervisor on District matters and projects; and
- Continue to actively manage power use for pumping operations via SCADA.

AGENDA ITEM NO. 9.A.5.

TO: Board of Directors
FROM: Kathryn Wuelfing, General Manager
DATE: May 22, 2025

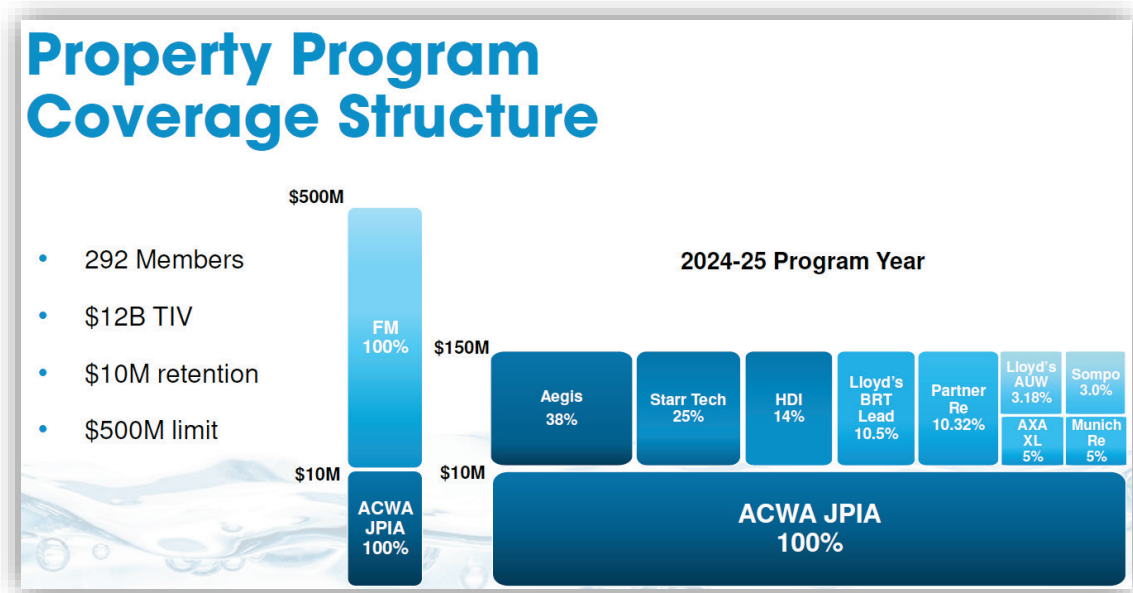
GENERAL MANAGER'S REPORT

Key Activities Since April Meeting

- **Employee Appreciation Dinner** – We had a spectacular Employee Appreciation dinner on May 8th. The dinner was very well attended – with all but two employees attending, and many significant others there to help us celebrate the great work that this team all does. The dinner included a bit of a surprise unveiling of the MPWD Water Super Heros. Staff have been talking about and enjoying their superhero images since the dinner, and we'll be looking for more fun ways to use them to celebrate our team as well as engage with our public. We're very fortunate to have such a great team.
- **ACWA JPIA Member Summit** – I attended the ACWA JPIA Member Summit held right before the ACWA conference and will share a few highlights. JPIA has purchased a new building and is working on remodeling it, to support the growth of their team as they have added services over the years. It is likely that they will lease their old building long-term, which will minimize the impacts of the purchase cost. JPIA is considering the potential to offer parametric coverage for disaster-related property liability. "The term parametric insurance describes a type of insurance contract that insures a policyholder against the occurrence of a specific event by paying a set amount based on the magnitude of the event, as opposed to the magnitude of the losses in a traditional indemnity policy. An example is a policy that pays \$100,000 if an earthquake with magnitude 5.0 or greater occurs." This hasn't been adopted, but is being considered. JPIA has made progress on its property program structure – finding

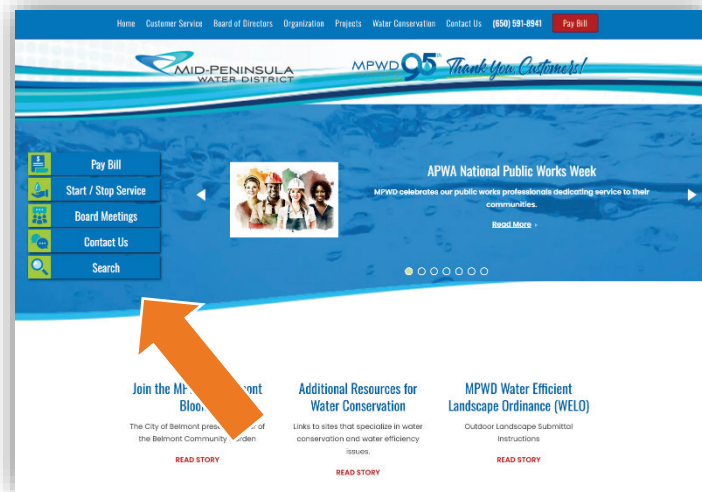


itself in a better position than other insurers and even risk pools given the nature of water agencies risks and mitigation efforts.



- **ACWA Conference** – I attended the ACWA conference. I attended several great talks, notably Burning Questions: Legal Duties and Risks in Fire-Prone California; Securing a Resilient Future: Innovation and Supply Diversification; and the Region 5 update. Also, the Local Government Committee has a workgroup on paving standards, and they released the attached “ACWA Paving Standards Best Practices for Elected Officials and Agency Staff.” I was also able to connect with a great many colleagues and counterparts from other agencies and organizations, as well as spend time with Directors Covington and Cotten.
 
- **Chamber San Mateo Progress Seminar** – This was a great event, bringing leadership from across the county to meet, network, and go through some very thought-provoking talks and roundtables. Session topics included:
 - Under New Management: The New Normal of National Politics, Policies and Personalities;
 - Hospitality and Tourism – An Important Driver of Economic Development in San Mateo County;
 - Open for Business: Preparing the County and Cities to Meet the Moment of Better Economic Conditions;
 - Values in Action: How the Public and Private Sectors are Implementing Strategies and Addressing Challenges to Meet their Communities Where They Are;

- Rolling-up Our Sleeves: Evolving the State of California Through Engagement and Action; and
 - The Driving Forces: Fantastic Motivators and Growing Concerns in Public Life.
- **Federal View of State Infrastructure Funding** - In a May 2, 2025, letter to Appropriations Committee Chair the president's FY2026 budget proposal amounts to \$4.2 billion in total funding reduction in 2026 compared to 2025 for the U.S. Environmental Protection Agency (EPA). Clean and Drinking Water State Revolving Loan programs would see the greatest reduction with an overall budget of \$305 million. That amounts to \$2.46 billion less than the 2025 budget. The president's letter claims this change will place the onus on states to fund their own infrastructure.
 - **Tax-Exempt Bond Status** – The initial draft tax bill presented to the House Ways and Means Committee did not include any changes to the tax exemption status. It's still early and things could change, but for now that tax exempt status is no longer on the chopping block.
 - **Update to website format** – John Davidson worked with out website hosting service Liftoff to add a new feature to our website. Now, on the home page, there are easy navigation buttons on the lefthand side for frequently used customer resources.
 - **SFPUC Bond Rating** – SFPUC was recently rerated by Moody's and S&P, and both affirmed SFPUC's bond ratings. Per the press release "This is a terrific outcome – in the near term, it helped minimize the Water Enterprise's cost to issue more than \$523 million of refunding bonds, which in turned allowed us to lower the enterprise's annual payments on outstanding debt by more than \$56.2 million. The favorable rating outcome will also help lower the Water Enterprise's cost of borrowing when it returns to the bond market in June with additional bonds to fund new projects."
 - **Folger Drive EOC** – An update was given as an agenda item in this meeting. The project will be heard at the June 3rd Planning Commission hearing.
 - **Emergency Planning** – We will participate in a tabletop exercise with the City of Belmont next week on May 29th. We also have a meeting with San Mateo Consolidated Fire



Department, City of Foster City/EMID water, and CalWater scheduled for June 4th to talk about coordinated planning efforts.

- **Meeting with Supervisor David Canepa** – The tour of the Dairy Lane facility by David Canepa has been rescheduled for Friday May 30th at 10:30am.
- **Tier 2 and Minimum Purchase Quantities** – BAWSCA has provided member agencies with information to support the adoption (e.g., draft resolutions and staff reports) to the member agencies. We plan to bring these items to the Board at their June meeting for consideration. We have also set up a meeting with BAWSCA CEO/GM Tom Smegal and our new Board members, to learn more about BAWSCA prior to the June meeting.
- **Building Project Program/Construction Manager** – We are working on putting together an RFQ to distribute to firms.
- **Dairy Lane Rehab** – Design work is underway. An initial cost estimate was received, and Noll & Tam are currently working on reviewing it in detail. Based on the cost estimate, we will review the design and potentially adjust scope to best optimize project costs with needs.
- **Conferences & Training** – Scheduled to attend:
 - SFPUC/BAWSCA Hetch Hetchy Tour - June 17-18, 2025
 - CSDA GM Leadership Summit, Olympic Valley – June 29-July 1, 2025
 - ACWA JPIA Leadership, Roseville – July 10-11, 2025

Key Meetings and Conferences Attended

- BAWSCA Strategy 2050 Stakeholder Engagement Event
- Special Board Meeting – Strategic Plan – 5/19/2025
- Meeting with OCMI to discuss building project program management – 5/19/2025
- San Mateo County 169th Anniversary and Ribbon Cutting Event – 5/15/2025
- Meeting with Julie Brown to discuss Strategic Plan Update – 5/14/2025
- ACWA JPIA Summit & ACWA Conference 5/12/2025-5/15/2205
- Employee Appreciation Dinner – 5/8/2025
- SR 101 call with PCG and West Yost – 5/8/2025
- D&H Systems Presentation on Distribution System Optimization – 5/6/2025
- Standard Detail and Specifications update meeting – 5/6/2025
- Meeting with Julie Brown to discuss Strategic Plan Update – 5/6/2025
- Granicus Peak Software Training Session 1 – 5/5/2025
- Chamber San Mateo Progress Seminar – 5/2/2025 – 5/4/2025
- ACWA JPIA Leadership Essentials Program webinar session – 5/2/2025
- Harbor Industrial Association Lunch Meeting – 5/1/2025
- BAWSCA Water Management Representatives meeting – 5/1/2025
- Granicus Peak Software Training Session 4 – 4/29/2025
- Granicus Peak Software Training Session 3 – 4/28/2025

- Meeting with Supervisor Gauthier – 4/25/2025
- California Municipal Treasurers Association Conference – 4/22/2025-4/24/2025
- Coordination meeting with John Davidson – 4/22/2025
- Weekly meetings with Noll & Tam Architects
- Weekly meetings with James Ramsey of Eide Bailly
- Weekly meetings with Joubin Pakpour of PCG
- Bi-Weekly Safety/Rap Session Meetings with All Staff

3-MONTH LOOK AHEAD FOR BOARD MEETINGS

June 26, 2025 (Fourth Thursday)

- Consider proposed SFPUC Minimum Purchase Quantity and BAWSCA Tier 2 Allocation Methodology Changes
- Consider Budgeted Annual Professional Services Agreements
 - Eide Bailly
 - Pakpour Consulting Group
 - John Davidson
 - DACO On-Call Services
 - C2R On-Call Services
- Consider updating the MPWD Compensation Plan to Add New Job Descriptions
- Consider Water Service Agreement for New Development
- Consider vacating an easement
- Consider purchase of a mobile generator set
- Consider Adoption of the MPWD Cross-Connection Control Plan
- Approve Escheat of Unclaimed Assets
- Consider Establishing the Appropriations Limit Applicable to the Mid-Peninsula Water District during Fiscal Year 2025/2026
- Quarterly Water Conservation Report
- Receive Report on the California and San Francisco Regional Water System Conditions

July 24, 2025 (Fourth Thursday)

- Receive report on 2x2 meeting with the City of Belmont
- Consider/approve updated salary schedule with living wage adjustment
- Receive Semi-Annual Reports on any COP financing through June 30th
- Receive progress report on MPWD website, marketing, and public relations/outreach efforts by consultant
- Receive Dairy Lane Project Update
- Consider Resolution Approving Updated MPWD Personnel Manual
- Consider Updating Ordinance 128 to Comply with New State Law
- Quarterly Water Conservation Report
- Receive BAWSCA Update
- Receive Report on the California and San Francisco Regional Water System Conditions

- Set process for GM annual performance review (closed session)

August 2025 – No Board Meeting

Special Meeting for Board Member Field Day – Date TBD

- Opportunity for Board Members to Tour some District Facilities

Committee Activities

Finance Committee Meeting – Date TBD

- None currently identified

PAVING STANDARDS

Best Practices for Elected Officials and Agency Staff

The Association of California Water Agencies (ACWA) recognizes that all local governments would benefit from greater coordination on planned paving maintenance and excavation projects, including the associated paving standards, to more efficiently implement local services. Some local governments have begun to develop these mutually beneficial relationships, as strategic planning and coordination can reduce the costs of excavation and restoration work while equitably spreading them across multiple service providers.

Municipal streets include features both seen and unseen, but the health or condition of a street is typically judged on what can be seen – the surface pavement condition. As a result, a desire for enhanced street surface appearance can lead to disproportionate restoration requirements being sought after underground water utility infrastructure is initially constructed or maintained.

What are Street Paving Standards?

City and county governments develop, adopt, and administer standards for repaving streets and curbs following excavation work within their jurisdictions. These paving standards are incorporated in permit requirements for installing or maintaining underground infrastructure.

Special districts providing water and sewer services must maintain associated infrastructure and facilities to ensure reliability. Special districts have statutory rights-of-way or rights to use public

streets or highways for infrastructure projects so long as they coordinate with the city or county and other utilities with infrastructure in the street. Special districts are required to restore a street's condition to what it was prior to initiating work.¹ However, cities and counties cannot unreasonably burden the use of public streets with permit conditions that are inconsistent with state law.²

Overlapping Responsibilities and Priorities Between Local Governments

Cities, counties, and special districts have different responsibilities, oversight, and revenue streams, but serve the same communities. Street maintenance and paving require significant funding from local government budgets. Therefore, inefficiencies in road and underground utility maintenance lead to greater overall costs for the communities that special districts, cities, and counties mutually serve.

¹ E.g., California Public Utility Code section 10102 states that a "municipal corporation exercising its rights under this article shall restore the road, street, alley, avenue, highway, canal, ditch, or flume so used to its former state of usefulness as nearly as may be . . ."

² W. Bay Sanitary Dist. v. City of E. Palo Alto, 191 Cal.App.3d 1507, 1511 (1987) (finding a city's proposed conditions on use of the public roads unreasonable).



Recommended Best Practices

Paving Standards

- **Consistency of Paving Standards.** There should be greater consistency of paving standards across jurisdictions, so special districts can more accurately budget and plan for repaving costs.
- **Pre-Permitting of Projects Prior to Bid.** Develop a pre-permitting process between the city or county and special district to determine repaving requirements before the special district seeks a bid from a contractor so that the full scope of work is better defined for the prospective contractor.

Improved Coordination

- **Coordination Meetings.** Implement local communication procedures, including regular utility coordination meetings, when capital maintenance projects are being developed.
- **Designated Point of Contact.** Cities, counties, and special districts should designate a specific individual to be responsible for coordinating paving and utility relocations / upgrades.
- **Advance Notice.** Cities and counties should provide advance notice of their capital maintenance and renewal plans to special districts with underground infrastructure serving their jurisdictions so the special districts can plan, design, fund, and construct their improvements in coordination with the city or county awarding paving contracts.
- **Implementing and Sharing Mapping Planning Documents.** Cities and counties and special districts should share their detailed planning documents to facilitate coordinated excavation activities.
- **Agreements Between Local Agencies.** Multi-agency agreements should be considered to establish clear procedures and obligations to help streamline the process of obtaining encroachment permits, such as issuing an annual permit. Cost-share agreements should also be considered to determine an equitable cost split for repaving work aligned with a city's or county's planned paving program, as resulting efficiencies benefit all agencies involved.

Paving Standards

Paving standards often vary significantly between different cities and counties, and special district boundaries often overlap with several cities and counties, resulting in multiple sets of paving standards. In addition, paving standards are sometimes determined on a case-by-case basis during the permit review process and changing standards have been imposed during a project's construction. This leads to cost increases and delays and creates significant challenges for special districts to accurately budget for paving.

Additionally, while the legal requirement is to return the street to pre-project condition, permit terms often include significant enhancements, including aesthetic improvements that may exceed the statutory authority of the permitting city or county. These enhancements shift the financial burden of making additional paving improvements sought by cities and counties on to special districts, with resulting impacts on water and sewer ratepayers.

Public Works Schedules

Local governments develop schedules for addressing road and underground utility maintenance, but these efforts are often uncoordinated with overlapping jurisdictions. Without adequate communication and coordination, special districts are not able to plan and perform underground maintenance in concert with city or county repaving activities, rather than independently of them. This lack of coordination can lead to multiple local agencies repetitively excavating the same key sites at different times, which increases costs and reduces the quality of paving.