

Board of Directors
Thursday, May 28, 2026 - 6:30 PM
1075 Old County Road, Suite A, Belmont, CA

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.

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 - None

5. Consent Agenda

All matters on the Consent Agenda are considered routine by the Board of Directors, or included in the approved fiscal year Operating or Capital Budget, and will be acted upon by a single vote by the Board. If Directors wish to discuss a consent item other than simple clarifying questions, a request for removal may be made. Such items are pulled for separate discussion and action after the Consent Agenda is acted upon.

- A. Approve Minutes for the Regular Board Meeting on April 23, 2026
- B. Approve Expenditures from April 1, 2026 through April 30, 2026
- C. Adopt Updated Rules of the Board of Directors
- D. Approve Resolution 2026-13 Adopting a Cash Transaction Rounding Policy Pursuant to Senate Bill 1005
- E. Approve Ordinance 134, an Ordinance Prohibiting the Use of Potable Water for Nonfunctional Turf Irrigation
- F. Approve Ordinance No. 135, an Ordinance Amending and Restating Ordinance No. 115 Water Efficient Landscaping Ordinance, regarding the Definitions of "backflow prevention assembly" and "common interest developments"
- G. Approve Resolution 2026-14 A Resolution of the Mid-Peninsula Water District Calling for An Election to be Held on November 3, 2026 for the Election of Three Members of the Governing Board Representing Divisions 3,4, and 5
- H. Approve Resolution 2026-15 Establishing Surplus Items List 26-01 and Declaring Three (3) Items in District Inventory as Surplus, and Authorizing Staff to Sell the Items via Govdeals.com

6. Hearing and Appeals - None

7. Capital Improvement Program

- A. Consider Resolution 2026-16 Authorizing a Professional Services Agreement with Insight Water Technologies for a Non-Destructive Water Main Inspection of the Hillcrest Transmission Main as Part of the Transmission Water Main Assessments Project (CIP #20-05) in the Amount of \$350,000 Plus a Contingency of \$56,000 for a Total Budget of \$406,000

8. Regular Business Agenda

- A. Receive Summary Report on Preliminary Draft FY2025/2026 Operating and Capital Budgets
- B. Review Public Outreach and Communication Process Related to Field Maintenance and Improvement Projects
- C. Receive Quarterly Water Conservation and Activities Report
- D. Receive BAWSCA Report

9. Management and Board Reports

- A. Management Reports
 - 1. Financial Report for the Month Ending April 30, 2026

2. District Engineer
3. Administrative Services Manager
4. Operations Manager
5. General Manager

B. Director Reports

10. Communications

11. 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 25, 2026 AT 6:30PM**

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MEETING MINUTES

BOARD OF DIRECTORS OF THE MID-PENINSULA WATER DISTRICT

Thursday, April 23, 2026
Belmont, California

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1. OPENING

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A. **Call to Order**

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

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B. **Establishment of Quorum**

18 Present: President Vella, Director Patel, Director Cotten, and Director Covington.

19
20 Also Present: General Manager (GM) Kat Wuelfing, Administrative Services Manager
21 (ASM) Alison Bell, Operations Manager (OM) Sarah Scheidt, Water Resource
22 Coordinator Drew Bost, Interim District Treasurer Kamiko Tsuchida, District Engineer
23 Joubin Pakpour, District Counsel Julie Sherman, Alexandra Atencio with Hanson Bridgett
24 LLP, Tom Beil with Noll and Tam, and Brandon Laurie with Pakpour Engineering.

25
26 Absent: Vice President Matt Zucca

27
28

C. **Pledge of Allegiance**

29 General Manager Kat Wuelfing led the pledge of allegiance.

30
31

2. PUBLIC COMMENT

32 There were no public comments.

33
34

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

35 President Vella asked if there were any additions, deletions, or items to be pulled from
36 consent.

37 There were none.

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39

4. ACKNOWLEDGEMENTS/PRESENTATIONS

40
41

A. **Public Works Week Proclamation**

42 General Manager Wuelfing presented the Public Works Week Proclamation. Water
43 Resource Coordinator Drew Bost presented the Board with the new MPWD mascot!

44
45 Director Cotten moved to approve the proclamation to honor Public Works Week.

47 Director Patel seconded the motion.

48
49 Roll call vote: 4-0-1
50 Director Cotten – Aye
51 Director Patel – Aye
52 Director Covington – Aye
53 President Vella – Aye
54
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57 **5. CONSENT AGENDA**

- 58
59 **A. Approve Minutes for the Regular Board Meeting on March 26, 2026**
60
61 **B. Approve Minutes for the Regular Board Meeting on April 2, 2026**
62
63 **C. Approve Expenditures from March 1, 2026 through March 31, 2026**

64
65 Director Covington moved to approve the Consent Agenda.

66
67 Director Cotten seconded the motion.

68
69 Roll call vote: 4-0-1
70 Director Covington – Aye
71 Director Cotten – Aye
72 Director Patel – Aye
73 President Vella - Aye
74

75 **6. HEARING AND APPEALS - None**

76
77 **7. CAPITAL IMPROVEMENT PROGRAM**

- 78
79 **A. Consider Resolution 2026-10 Delegating Authority to the General Manager, or**
80 **Designee(s), to Approve Designs and Plans for All Mid-Peninsula Water District**
81 **Capital Improvement and Maintenance Projects**

82
83 General Manager Wuelfing presented to the Board Resolution 2026-10. District Counsel
84 Julie Sherman introduced Alexandra Atencio from Hanson Bridgett LLP to speak
85 regarding Design Immunity. Alex provided background on the benefits of Design
86 Immunity and how the District could implement it. Alex and Julie answered Board
87 questions.

88
89 Director Patel moved to approve Resolution 2026-10.
90

91 Director Covington seconded the motion.

92 Roll call vote: 4-0-1

93 Director Patel – Aye

94 Director Covington – Aye

95 Director Cotten – Aye

96 President Vella - Aye

97
98
99 **B. Receive Report on Capital Improvement Program and Project Prioritization**

100
101 General Manager Wuelfing provided the Board with the information requested from the
102 Special Board meeting on April 2, 2026 that detailed the CIP projects and budgets
103 associated with them. District Engineer Pakpour contributed to the conversation by
104 providing more insight into the projects and plans for future projects. Operations Manager
105 Scheidt provided information to the Board as well.

106
107 **C. Consider Resolution 2026-11 Authorizing Award of Construction Contract to W.E.**
108 **Lyons Construction Co. for the Folger Drive Emergency Operations Center Project**
109 **(CIP 24-07) in the Amount of \$4,990,000 Plus a 10% Contingency of \$499,000 for a**
110 **Total Amount of \$5,489,000**

111
112 This item was removed from the agenda by President Vella.

113
114 **D. Consider Resolution 2026-12 Approving a \$202,670 Increase to the Contingency**
115 **on the Previously Awarded Construction Contract to Euro Style Management for**
116 **Construction of the West Belmont (N), Exbourne (W) Water Tank Improvements**
117 **(CIP #24-08 & 24-10), from \$83,770 to \$286,440, and increasing the Total Contract**
118 **Cost from \$921,470 to \$1,124,140**

119
120 Operations Manager Scheidt introduced Resolution 2026-12. District Engineer Pakpour
121 provided the Board with information regarding the increase and updates on the project.

122
123 Director Cotten moved to approve Resolution 2026-12.

124
125 Director Covington seconded the motion.

126 Roll call vote: 4-0-1

127 Director Cotten – Aye

128 Director Covington – Aye

129 Director Patel – Aye

130 President Vella - Aye

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132
133 **8. REGULAR BUSINESS AGENDA**

135 **A. Review Preliminary Fiscal Year 2026/2027 Operation and Capital Budgets and**
136 **Cash Flow Analysis and Consider adopting Ordinance 133 Amending Attachment**
137 **“A” Regarding Rates and Fees to the Water Service Ordinance No. 103**
138

139 General Manager Wuelfing presented to the Board Ordinance 133 Amendment.
140

141 Director Patel moved to approve Ordinance 133.
142

143 Director Covington seconded the motion.
144

145 Roll call vote: 4-0-1

146 Director Patel – Aye

147 Director Covington – Aye

148 Director Cotten – Aye

149 President Vella - Aye
150

151 **B. Receive Report on Assembly Bill (AB) 1572 Potable Water: Nonfunctional Turf**
152 **Irrigation Ban and Nonfunctional Turf Ordinance Discussion**
153

154 Water Resource Coordinator Bost provided the Board with a presentation that outlined the
155 new legislation and what the ban on nonfunctional turf means.
156

157 **C. Receive Report and Recommendation on Updates to the Rules of the Board of**
158 **Directors – Sections 6 through 14**
159

160 Administrative Services Manager Bell presented to the Board the final suggested changes
161 to the Rules of the Board document. The completed document will be brought to the May
162 Board Meeting for approval.
163

164 **D. Select Day for District Photos**
165

166 Administrative Services Manager Bell asked Director’s for their availability for District
167 photos. June 3rd has the majority of Board Members that can attend.
168

169 **9. MANAGEMENT AND BOARD REPORTS**
170

171 **A. Management Reports**
172

173 **1. Financial Reports for the Month Ending November 30, 2025**
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175 Interim District Treasurer Kamiko Tsuchida gave a financial update report.
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177 **2. District Engineer**
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179 District Engineer Joubin Pakpour gave an update regarding capital projects.

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3. Administrative Services Manager

ASM Bell gave an overview of her report.

4. Operations Manager

OM Scheidt gave an overview of her report.

5. General Manager

GM Wuelfing gave an overview of her report.

B. Director Reports

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

10. COMMUNICATIONS

There were none.

11. CLOSED SESSION

The Board adjourned for Closed Session at 9:53 PM

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

12. RECONVENE TO OPEN SESSION

The Board reconvened the Open Session at 9:56 PM.

District Counsel Sherman reported that there was no reportable action.

13. ADJOURNMENT

The regular board meeting of the Mid-Peninsula Water District adjourned at 9:56 PM.

DISTRICT SECRETARY

APPROVED:

BOARD PRESIDENT

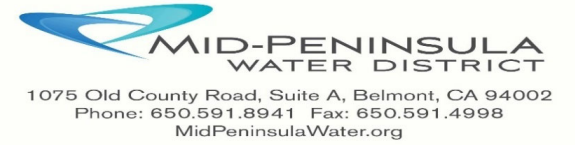
NEXT REGULAR BOARD MEETING: THURSDAY, MAY 28, 2026 AT 6:30PM

Disbursements Ledger
 Month of: APRIL 2026



Account Name	Vendor Name	Description	Check Date	Check Number	Amount
Accounts Receivable Water	EMELDA PASSION-GORDON	REFUND OVERPYMT 4-2-26	04/16/2026	39812	279.92
Payroll Clearing A/C	adp	TAX FILING AMENDMENT	04/01/2026	104930	294.58
Payroll Clearing A/C	adp	CHILD SUPPORT	04/01/2026	104930	300.00
Payroll Clearing A/C	adp	CASH TAXES	04/01/2026	104930	34,531.01
Payroll Clearing A/C	adp	CASH DD	04/01/2026	104930	71,838.11
Payroll Clearing A/C	adp	CASH TAXES	04/17/2026	104963	35,055.22
Payroll Clearing A/C	adp	CASH CHILD SUPPORT	04/17/2026	104963	300.00
Payroll Clearing A/C	adp	CASH DD	04/17/2026	104963	71,911.71
Payroll Clearing A/C	Health Equity	HSA	04/01/2026	104928	1,105.08
Payroll Clearing A/C	Health Equity	HSA	04/17/2026	104960	1,105.08
Payroll Clearing A/C	Health Equity	HSA MONTHLY FEES	04/17/2026	104960	85.55
Payroll Clearing A/C	ICMA contributions	457B	04/01/2026	104927	3,777.65
Payroll Clearing A/C	ICMA contributions	457B	04/17/2026	104961	3,777.65
Construction in Progress	COCCONI ELECTRIC	20-09 - ELECTRIC DESIGN SUPPORT DAIRY LN REHAB	04/23/2026	104973	4,945.00
Construction in Progress	COLUMBIA BANK	NOE FILING FEE - W BELMONT & EXBOURNE TANK COAT	04/16/2026	104966	50.00
Construction in Progress	NATIVE INSTINCT, LLC	24-07 - FOLGER EOC 50% PRE DELIVERY	04/30/2026	104997	67,467.16
Construction in Progress	PAKPOUR CONSULTING GROUP, INC	24-09 HALLMARK TANK IMPVMNTS	04/09/2026	104955	2,386.13
Construction in Progress	PAKPOUR CONSULTING GROUP, INC	15-63, 15-48 LWR NOTRE DAME, WILLOW	04/09/2026	104955	16,406.25
Construction in Progress	PAKPOUR CONSULTING GROUP, INC	21-01 DEKOVEN, NEWLNDS, OAK KNOLL WMI	04/09/2026	104955	1,911.00
Construction in Progress	PAKPOUR CONSULTING GROUP, INC	24-08/10 W BLEMONT/EXBOURNE TANK RECOAT	04/09/2026	104955	23,985.36
Acwa Health Care	ACWA JPIA	MAY 2026 - MEDICAL	04/09/2026	104942	30,747.70
Acwa Health Care	ACWA JPIA	MAY 2026 - EAP	04/09/2026	104942	52.08
Awca Dental	ACWA JPIA	MAY 2026 - DENTAL	04/09/2026	104942	2,656.77
Acwa Vision	ACWA JPIA	MAY 2026 - VISION	04/09/2026	104942	469.04
Acwa Life/Ad&D	ACWA JPIA	MAY 2026 - LIFE	04/09/2026	104942	715.84
Standard Ldl/Sdl Disability	STANDARD INSURANCE COMPANY	MAY 2026 PREMIUM	04/30/2026	105001	1,622.24
Workers Comp Insurance	ACWA JPIA	WORKERS COMP PREMIUM - 01-01 THRU 3-31-2026	04/09/2026	104943	10,903.89
Calpers Retirement - Er 2%@55	CALPERS	CALPERS EE T2	04/01/2026	104929	5,754.20
Calpers Retirement - Er 2%@55	CALPERS	CALPERS ER T2	04/01/2026	104929	5,910.14
Calpers Retirement - Er 2%@55	CALPERS	CALPERS ER T1 - ADJ	04/01/2026	104929	52.23
Calpers Retirement - Er 2%@55	CALPERS	CALPERS EE T1	04/01/2026	104929	2,432.63
Calpers Retirement - Er 2%@55	CALPERS	CALPERS EE T1 - ADJ	04/01/2026	104929	50.86
Calpers Retirement - Er 2%@55	CALPERS	CALPERS ER T2 - ADJ	04/01/2026	104929	172.48
Calpers Retirement - Er 2%@55	CALPERS	CALPERS ER T1	04/01/2026	104929	3,627.17
Calpers Retirement - Er 2%@55	CALPERS	CALPERS EE T2 - ADJ	04/01/2026	104929	101.11
Calpers Retirement - Er 2%@55	CALPERS	CALPERS ER T2	04/17/2026	104964	231.32

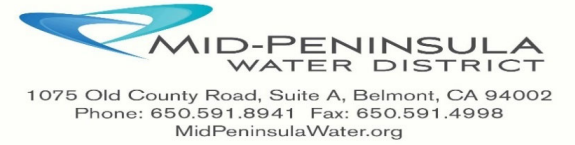
Disbursements Ledger
 Month of: APRIL 2026



Account Name	Vendor Name	Description	Check Date	Check Number	Amount
Calpers Retirement - Er 2%@55	CALPERS	CALPERS ER T2	04/17/2026	104964	5,938.76
Calpers Retirement - Er 2%@55	CALPERS	CALPERS ER T1	04/17/2026	104964	3,630.16
Calpers Retirement - Er 2%@55	CALPERS	CALPERS EE T2	04/17/2026	104964	227.40
Calpers Retirement - Er 2%@55	CALPERS	CALPERS EE T1	04/17/2026	104964	2,434.39
Calpers Retirement - Er 2%@55	CALPERS	CALPERS EE T2	04/17/2026	104964	5,782.06
Retirees' Acwa Health Care	ACWA JPIA	MAY 2026 - RETIREES	04/09/2026	104942	10,604.98
Directors' Acwa Health Care	ACWA JPIA	MAY 2026 - DIRECTORS	04/09/2026	104942	6,843.05
Employee Service Recognition	COLUMBIA BANK	SWEATSHIRTS & JACKETS FOR BRD MBRS & STAFF	04/16/2026	104966	1,783.00
Uniforms	UNIFIRST	STAFF UNIFORMS WK ENDING 3-24-2026	04/02/2026	104940	244.44
Uniforms	UNIFIRST	STAFF UNIFORMS WK ENDING 3-31-2026	04/09/2026	104959	244.42
Uniforms	UNIFIRST	STAFF UNIFORMS WK ENDING 4-7-2026	04/16/2026	104971	250.70
Uniforms	UNIFIRST	STAFF UNIFORMS WK ENDING 4-14-2026	04/23/2026	104991	246.66
Uniforms	UNIFIRST	STAFF UNIFORMS WK ENDING 4-21-2026	04/30/2026	105005	261.38
Sfpuc Treated Water	SAN FRANCISCO WATER DEPT	CHG CORRECTION 3-17 THRU 4-15-2026	04/30/2026	105000	(128.74)
Sfpuc Treated Water	SAN FRANCISCO WATER DEPT	CONSUMPTION 3-17 THRU 4-15-2026	04/30/2026	105000	536,853.39
Bawasca (Debt Service Surcharge)	SAN FRANCISCO WATER DEPT	BAWSCA BOND SURCHG 3-17 THRU 4-15-2026	04/30/2026	105000	33,212.00
Sfpuc Water Service Charge	SAN FRANCISCO WATER DEPT	SVC CHG 3-17 THRU 4-15-2026	04/30/2026	105000	8,036.74
Water Conservation Program	BAY AREA WATER SUPPLY & CONSERVATION AGENCY	E-SOURCE CUSTOM BILLING ANALYSIS JAN 2026	04/02/2026	39799	1,650.00
WELO	GLOBAL SUN LANDSCAPE	WELO RPT-1532 ALTURA /PLN RVW 900 LAUREL&678	04/23/2026	39827	1,124.00
School Conservation Program	COLUMBIA BANK	FOR ART CONTEST WINNER	04/16/2026	104966	12.98
School Conservation Program	COLUMBIA BANK	FOR ART CONTEST WINNER	04/16/2026	104966	70.16
Public Outreach & Education	COLUMBIA BANK	CONSERVATION PLAYING CARDS	04/16/2026	104966	867.74
Public Outreach & Education	COLUMBIA BANK	GOV'T FEES FOR MASCOT COSTUME	04/16/2026	104966	16.44
Public Outreach & Education	COLUMBIA BANK	MPWD MASCOT SUIT	04/16/2026	104966	871.38
Public Outreach & Education	COLUMBIA BANK	SWAG ITEMS - FROGS, STRAWS, DOG BOWLS	04/16/2026	104966	6,300.00
Public Outreach & Education	COLUMBIA BANK	SWAG - 2 GALLON BUCKETS	04/16/2026	104966	5,240.75
Public Outreach & Education	COLUMBIA BANK	INT'L TRANS FEE - SWAG ITEMS	04/16/2026	104966	126.00
Lawn-Be-Gone Rebates	BAY AREA WATER SUPPLY & CONSERVATION AGENCY	LAWN BE GONE REBATE - 586 MIDDLE RD	04/23/2026	39828	105.00
Rain Barrels Rebate	MICHAEL YIP	RAIN BARREL REBATE - 955 BUCKLAND	04/23/2026	39823	200.00
Water Quality	#3326 FERGUSON ENTERPRISES LLC	DECHLOR BAG	04/09/2026	104947	104.38
Water Quality	#3326 FERGUSON ENTERPRISES LLC	DECHLOR MESH SOCK	04/09/2026	104947	98.89
Mains/Distribution	COLUMBIA BANK	DISINFECTING PRODUCTS FOR C900	04/16/2026	104966	333.81
Mains/Distribution	COLUMBIA BANK	CONCRETE FOR ALDEN	04/16/2026	104966	381.27
Mains/Distribution	INTERSTATE TRAFFIC CONTROL INC	CAUTION TAPE & MARKING PAINT	04/09/2026	39803	462.66
Mains/Distribution	UNDERGROUND REPUBLIC WATER WORKS	SADDLES & GASKETS	04/02/2026	104939	5,783.58
Mains/Distribution	UNDERGROUND REPUBLIC WATER WORKS	PARTS	04/02/2026	104939	128.34
Mains/Distribution	UNDERGROUND REPUBLIC WATER WORKS	BOLTS	04/23/2026	104990	716.39

Account Name	Vendor Name	Description	Check Date	Check Number	Amount
Mains/Distribution	UNDERGROUND REPUBLIC WATER WORKS	UNIVERSAL CLAMP	04/23/2026	104990	933.10
Mains/Distribution	UNDERGROUND REPUBLIC WATER WORKS	TRAFFIC RATED BOX	04/23/2026	104990	1,723.88
Mains/Distribution	UNDERGROUND REPUBLIC WATER WORKS	SADDLE, BRASS CAP, BALL VALVE	04/23/2026	104990	2,167.20
Mains/Distribution	UNDERGROUND REPUBLIC WATER WORKS	CC CORP	04/30/2026	105004	1,778.26
Meters & Service	HASSETT HARDWARE	PARTS TO FIX CUSTOMER SIDE	04/23/2026	104981	62.61
Meters & Service	M&M BACKFLOW & METER MAINTENANCE	LARGE METER TESTING	04/23/2026	104984	12,000.00
Fire Hydrants	HOME DEPOT	HYDRANT PAINT	04/09/2026	104951	266.82
Generator Maintenance	INTERSTATE BATTERY SYSTEM, INC.	CORE REFUND - W. BELMONT GENERATOR	04/23/2026	104982	(40.00)
Generator Maintenance	INTERSTATE BATTERY SYSTEM, INC.	BATTERY FOR W. BELMONT GENERATOR	04/23/2026	104982	507.00
Buildings & Grounds	AIRGAS, LLC	CYLINDER RENTAL	04/09/2026	104944	317.07
Buildings & Grounds	BAY POINTE LANDSCAPE	DAIRY LANE MAINTENANCE & CLEAN-UP - MARCH 2026	04/16/2026	104965	3,425.00
Buildings & Grounds	DEPT OF HOUSING & COMMUNITY DEVELOPMENT	TRAILER REGISTRATION FEES	04/02/2026	39800	31.00
Buildings & Grounds	HASSETT HARDWARE	KEYS	04/09/2026	104950	6.90
Buildings & Grounds	HASSETT HARDWARE	FOR SHOP	04/23/2026	104981	61.01
Buildings & Grounds	HOME DEPOT	WATER SYSTEM MODEL REPAIR	04/30/2026	104996	80.82
Buildings & Grounds	RECOLOGY SAN MATEO COUNTY	DAIRY LANE TRASH COLLECTION - MARCH 2026	04/09/2026	104957	918.85
Buildings & Grounds	ZORO TOOLS, INC	FAUCET FOR SHOP	04/30/2026	105009	190.07
Equipment & Tools	#3326 FERGUSON ENTERPRISES LLC	REFLECTIVE ROLL UP SIGN	04/23/2026	104978	344.57
Equipment & Tools	AIRGAS, LLC	FOR SHOP	04/09/2026	104944	235.75
Equipment & Tools	COLUMBIA BANK	WELDING GUN & GLOVES	04/16/2026	104966	530.52
Equipment & Tools	COLUMBIA BANK	FUEL TRAILER HOSE	04/16/2026	104966	322.53
Equipment & Tools	COLUMBIA BANK	REPLACEMENT HOSE & NOZZLE - FUEL TRAILER	04/16/2026	104966	118.85
Equipment & Tools	COLUMBIA BANK	WATER TANK - TRUCK 812	04/16/2026	104966	656.62
Equipment & Tools	COLUMBIA BANK	WATER TRUCK SUPPLIES - TRUCK 812	04/16/2026	104966	257.34
Equipment & Tools	CORE & MAIN LP	FIRE HYDRANT HOSE	04/23/2026	104975	153.28
Equipment & Tools	GRAINGER	INSPECTION MIRROR	04/09/2026	104948	14.56
Equipment & Tools	GRAINGER	RIVET NUTS	04/23/2026	104980	56.81
Equipment & Tools	GRAINGER	RIVET NUT TOOL	04/23/2026	104980	107.67
Equipment & Tools	GRAINGER	CUT OFF WHEELS	04/30/2026	104995	172.33
Equipment & Tools	GRAINGER	NOSE PIECE	04/30/2026	104995	7.17
Equipment & Tools	GRAINGER	CUTTING WHEELS	04/30/2026	104995	99.43
Equipment & Tools	GRAINGER	WISE - TRUCK 812	04/30/2026	104995	473.90
Equipment & Tools	HOME DEPOT	PUSH BROOM, IMPACT BIT - TRUCK 807	04/02/2026	104933	68.62
Equipment & Tools	HOME DEPOT	FITTING FOR WATER TANK INSTALL - TRUCK 812	04/02/2026	104933	44.36
Equipment & Tools	HOME DEPOT	SHOVEL, DISINFECTING SPRAYER	04/09/2026	104951	182.65
Equipment & Tools	HOME DEPOT	DISINFECTING SPRAYER	04/16/2026	104967	365.05
Equipment & Tools	HOME DEPOT	FOR SHOP	04/16/2026	104967	630.29

Disbursements Ledger
 Month of: APRIL 2026



Account Name	Vendor Name	Description	Check Date	Check Number	Amount
Equipment & Tools	HOME DEPOT	PIPE WRENCH	04/16/2026	104967	116.28
Equipment & Tools	PETERSON CAT	REPAIR BUCKET ON BACKHOE	04/02/2026	104935	61.90
Equipment & Tools	PETERSON CAT	BACKHOE SPACERS	04/02/2026	104935	25.63
Equipment & Tools	TOOLAND, INC.	FOR SHOP	04/09/2026	39806	305.09
Equipment & Tools	TOWNE FORD SALES	OIL CHANGE TRUCK 811	04/23/2026	39824	172.62
Equipment & Tools	UNDERGROUND REPUBLIC WATER WORKS	3 LID LIFTER	04/09/2026	104958	320.97
Vehicle & Large Equip	ALLIED IRON CO., INC.	METAL FOR BASKET TRUCK 812	04/02/2026	39797	520.81
Vehicle & Large Equip	COLUMBIA BANK	SPARK PLUGS - TRUCK 800	04/16/2026	104966	581.03
Vehicle & Large Equip	COLUMBIA BANK	HOOD LIFT SUPPORT - TRUCK 805	04/16/2026	104966	136.53
Vehicle & Large Equip	COLUMBIA BANK	REPLACE TIRES ON TRAILER	04/16/2026	104966	180.00
Vehicle & Large Equip	NAPA AUTO PARTS	LIGHT BULBS & SILICONE LUBRICANT	04/23/2026	39825	25.25
Vehicle & Large Equip	OREILLY AUTO PARTS, INC.	CAR BULBS	04/16/2026	104969	28.79
Vehicle & Large Equip	TOWNE FORD SALES	OIL SEPARATOR - TRUCK 805	04/30/2026	39832	2,271.49
Fuel	VALLEY OIL COMPANY	GASOLINE & DIESEL	04/30/2026	105006	4,851.33
Office Supplies	COLUMBIA BANK	OFFICE SUPPLIES	04/16/2026	104966	153.00
Office Supplies	COLUMBIA BANK	OFFICE SUPPLIES	04/16/2026	104966	48.47
Office Supplies	OFFICE DEPOT, INC.	OFFICE SUPPLIES - TONER	04/02/2026	104934	351.13
Office Supplies	OFFICE DEPOT, INC.	OFFICE SUPPLIES - TONER	04/02/2026	104934	102.27
Office Supplies	OFFICE DEPOT, INC.	FILE,2DRAWER - SARAH	04/09/2026	104954	175.79
Office Supplies	OFFICE DEPOT, INC.	CALCULATOR - SCHEIDT	04/30/2026	104998	111.35
Office Supplies	OFFICE DEPOT, INC.	INK CARTRIDGES	04/30/2026	104998	100.77
Postage	COLUMBIA BANK	SHIP RENE'S PROCLAMATION & SHIRT	04/16/2026	104966	64.32
Postage	COLUMBIA BANK	MAIL WASTE WATER LETTER TO CUSTOMER	04/16/2026	104966	6.08
Printing/Printing Supplies	OFFICE DEPOT, INC.	PRINT 48" x 60" EASEMENT MAP	04/09/2026	104954	48.10
Equipment Services/Maintenance	KBA DOCUMENT SOLUTIONS, LLC	KYOCERA MAINT AGREEMENT - 3-21 THRU 4-20-26	04/23/2026	104983	35.00
Equipment Services/Maintenance	PITNEY BOWES INC	POSTAGE METER LEASE 12-14-25 THRU 3-13-26	04/23/2026	104986	126.08
Equipment Services/Maintenance	UBEO WEST, LLC	RICOH LEASE AGREEMENT 3-20 THRU 4-20-2026	04/23/2026	104989	1,078.12
Computer Supplies & Upgrades	COLUMBIA BANK	MOUSE PAD & HEADSET - MICHAELIS	04/16/2026	104966	36.45
Computer Supplies & Upgrades	COLUMBIA BANK	TABLET CHARGERS & METAPEN	04/16/2026	104966	75.92
Website Hosting Services	LIFTOFF DIGITAL	WEBSITE HOSTING & UPDATES - APRIL 2026	04/09/2026	104952	320.00
Security & Safety	SONITROL / PACIFIC WEST SECURITY, INC.	SECURITY MONITORING - APRIL - JUNE 2026	04/02/2026	104937	5,298.00
PROPERTY LEASE	SWEDCOM CORPORATION	MONTHLY RENT 1075 OCT, STE A - MAY 2026	04/23/2026	104987	12,605.00
Dues & Publications	COLUMBIA BANK	REPLENISH FASTRAK ACCT	04/16/2026	104966	45.00
Dues & Publications	COLUMBIA BANK	AWWA MEMBERSHIP - MORRIS	04/16/2026	104966	113.00
Dues & Publications	COLUMBIA BANK	ZOOM SUBSCRIPTION	04/16/2026	104966	110.00
Dues & Publications	COLUMBIA BANK	iCLOUD SUBSCRIPTION	04/16/2026	104966	0.99
Dues & Publications	COLUMBIA BANK	MONTHLY SUBSCRIPTION	04/16/2026	104966	14.00

Disbursements Ledger
 Month of: APRIL 2026



Account Name	Vendor Name	Description	Check Date	Check Number	Amount
Dues & Publications	COLUMBIA BANK	iCLOUD SUBSCRIPTION	04/16/2026	104966	0.99
Dues & Publications	U S POSTAL SERVICE	PO BOX 129 - 2026	04/09/2026	39807	488.00



AGENDA ITEM NO. 8.C.

DATE: May 28, 2026
TO: Board of Directors
FROM: Alison Bell, Administrative Services Manager

SUBJECT: Adopt Updated Rules of the Board of Directors

RECOMMENDATION

Adopt the updated Rules of the Board of Directors.

FISCAL IMPACT

None.

BACKGROUND

The District's Rules of the Board were last reviewed and updated in March 2018. As part of the District's Strategic Plan, the Board identified the periodic review and update of its rules as an important initiative to ensure alignment with current best practices, legal requirements, and the District's operational needs.

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

The Rules include the following sections:

- Introduction
- 1. Officers of the Board of Directors
- 2. Compliance with the Brown Act (added)
- 3. Meetings
- 4. Agendas
- 5. Preparation of Minutes and Maintenance of Recordings
- 6. Committees
- 7. Authority of Board Members
- 8. Board Member Communications
- 9. Director's Compensation and Expense Reimbursement (added)

10. Conflict of Interest and Ethical Guidelines (added)
11. Violation of Conflict of Interest and Ethical Guidelines
12. Correspondence Distribution Policy
13. Evaluations
14. Amendments

DISCUSSION

Staff and District Counsel completed a comprehensive review of the District's Rules of the Board and presented the proposed revisions to the Board in phases to allow adequate time for discussion, questions, and feedback. Sections 1 through 5 were reviewed at the March 26, 2026 Board Meeting, and Sections 6 through 14 were reviewed at the April 23, 2026 Board Meeting.

Throughout the review process, the Board provided feedback and direction on proposed revisions. Staff incorporated the Board's comments and recommendations into the final document presented for adoption.

The updated Rules improve organization and readability, clarify governance procedures, and incorporate current legal requirements and best practices for special districts. Key updates include the addition of sections related to Brown Act compliance, Director compensation and expense reimbursement, and conflict of interest and ethical guidelines, as well as revisions related to teleconferencing procedure and Board communications.

Staff and District Counsel believe the updated Rules provide a clear and comprehensive governance framework that supports effective Board operations, transparency, accountability, and consistency in Board practices.

Attachments: Final Rules of the Board document

RULES OF THE BOARD

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

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

1. OFFICERS OF THE BOARD OF DIRECTORS

- 1.1 Board members are obligated to uphold the Constitution of the United States and the Constitution of the State of California. Board members will comply with applicable laws regulating their conduct, including conflict of interest, financial disclosure and open government laws. Board members will strive to work in cooperation with other public officials unless prohibited from so doing by law or officially recognized confidentiality of their work. (Government Code Section 1360; Article 20, Section 3 of the California Constitution.)
- 1.2 The officers of the Board of Directors are the President and Vice President.
- 1.3 The President of the Board of Directors shall serve as presiding officer at all Board meetings. The President shall have the same rights as the other members of the Board with regard to voting, introducing motions, resolutions, and ordinances, and participating in any discussion.
- 1.4 In the absence of the President, the Vice President of the Board of Directors shall serve as presiding officer over the Board meeting. If the President and Vice President are both absent, the remaining members shall select one among themselves to act as presiding officer for the meeting.

- 1.5 The President and Vice President of the Board shall be elected annually at the first regular meeting in December and the term of office shall commence immediately upon election and continue for one year or until replaced.
- 1.6 The President or their designee shall sign all contracts for the procurement of equipment, supplies, materials or services when the amount to be paid by the District exceeds the spending limits delegated to the General Manager.
- 1.7 The President shall have power to appoint directors to standing and advisory committees of the Board and to designate the chairperson of such committees. With Board approval, the President shall also have power to appoint directors to serve as the representative of the District to all other groups and organizations, except in cases of appointments that the law requires be made by action of the full Board.
- 1.8 The President shall have such other powers and duties as shall be designated by the Board.

2. COMPLIANCE WITH THE BROWN ACT

- 2.1 All regular and special meeting shall be open and public as required by the Ralph M. Brown Act ("Brown Act").
- 2.2 The members of the Board of Directors, and persons elected but who have not yet assumed office as members of the Board, will fully comply with the provisions of the State's open meeting law for public agencies (the Brown Act). (Government Code Sections 54950 and following, and 54952.1 and 54959.)

3. MEETINGS

- 3.1 Regular meeting agendas must be posted a minimum of 72 hours in advance of the meeting. Special meeting agendas must be posted a minimum of 24 hours in advance of the meeting. Agendas will be posted: in the lobby of the MPWD offices, 3 Dairy Lane, in Belmont, California; outside of the MPWD office building; and on the District's website.
- 3.2 Regular meetings of the Board of Directors shall commence at 6:30PM on the fourth Thursday of each calendar month at the MPWD offices, 3 Dairy Lane, in Belmont, California unless otherwise directed by the Board of Directors.

- 3.3 Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for their absence.
- 3.4 A majority of the total membership of the Board shall constitute a quorum for the transaction of MPWD business. A majority of the total membership of the Board is sufficient to do business; however, motions must be passed unanimously if only three Board members are in attendance. When there is no quorum for a regular meeting, the President, Vice President, or any Board Member shall adjourn such meeting, or, if no Board Member is present, the District General Manager shall adjourn the meeting.
- 3.5 A roll call vote shall be taken upon votes on ordinances and resolutions (unless such resolutions are on the consent agenda) and any other matters that may be requested by a majority of the Board members, and shall be entered in the minutes of the Board showing those Board Members voting aye, voting no and those abstaining or absent. Unless a Board Member states that they are not voting because of a conflict of interest and steps down from the dais prior to the discussion of the item, his or her silence shall be recorded as an abstention and a vote of abstention shall be recorded as an abstention.
- 3.6 The Brown Act allows for Directors to participate remotely via teleconference if all of the following conditions are met:
- A. At least a quorum of the Board is participating from teleconferencing locations within the District's service area (i.e., 3 or more Directors).
 - B. Each teleconference is identified in the meeting agenda
 - C. Agendas are posted at each teleconference location.
 - D. Each location is accessible to the public.
 - E. All votes during a meeting with a Director participating by teleconference must be by roll call.
- 3.7 In accordance with the SB 707 update to the Brown Act, a Director may participate remotely via teleconference under the following conditions of "just cause" without the noticing requirements listed under 3.6 above, provided:
- A. Just cause is established for one of the following reasons:
 - (1) Childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner.

- (2) A contagious illness that prevents a member from attending in person.
- (3) A need related to a physical or mental condition.
- (4) Travel while on official business of the legislative body or another state or local agency.
- (5) An immunocompromised child, parent, grandparent, grandchild, sibling, spouse, or domestic partner of the member that requires the member to participate remotely.
- (6) A physical or family medical emergency that prevents a member from attending in person.
- (7) Military service obligations.
- B. Limit: Each Director may use “just cause” teleconferencing no more than two (2) times per calendar year.
- C. Quorum: A majority of the Board constitutes a quorum. If a Director participates remotely from outside the District’s service area, at least three (3) Directors must be physically present within the service area.
- D. Participation: the Director must participate via audio and video and be fully able to hear, see, and be heard.
- E. The Director must disclose at the meeting before any action is taken whether any other individuals 18 years of age or older are present in the room at the remote location, and the general nature of the Director’s relationship with those individuals.
- F. All votes during a meeting with a Director participating by teleconference must be by roll call.

4. AGENDAS

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

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

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

5. PREPARATION OF MINUTES AND MAINTENANCE OF RECORDINGS

- 5.1 The Secretary shall arrange for minutes of each Board meeting to be prepared. Such minutes need not include the text of ordinances and resolutions adopted, which shall be recorded in separate volumes by the Secretary. Such minutes are intended to be a summary of discussion and Board action, and shall not be a verbatim transcript of the meeting. Minutes shall reflect roll call votes on all motions approving ordinances and resolutions and the dissenting votes of any director(s) on other motions.

- 5.2 Written materials delivered to the Board at the meeting that were not contained in the Board agenda packet for review by the Board prior to the meeting shall not be included in the meeting minutes.
- 5.3 The Secretary shall attempt to record the names and general place of residence of persons (if voluntarily provided) addressing the Board, the title of the subject matter to which their remarks related, and whether they spoke in support or opposition to such matter.
- 5.4 Whenever the Board acts in a quasi-judicial proceeding, such as in assessment matters, the Secretary shall compile a summary of the testimony of the witnesses.
- 5.5 Any electronic media of an MPWD meeting made for whatever purpose at the direction of the MPWD shall be subject to inspection pursuant to the California Public Records Act. MPWD tape and film records may be erased ninety (90) days after the taping or recording, or as provided in MPWD's record retention policy, which policy shall control.

6. COMMITTEES

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

7. AUTHORITY OF BOARD MEMBERS

- 7.1 The Board of Directors is the body that directs and authorizes policies for the MPWD. Board Members have no individual authority, and individuals Board Members shall not commit the MPWD to any policy, act, or expenditure. Routine matters concerning the operational aspects of the MPWD are to be referred to the General Manager.
- 7.2 Board Members are responsible for monitoring the MPWD's progress in attaining the Board's goals and objectives, while pursuing the Board's mission.
- 7.3 The offices of District General Manager, District Counsel, District Engineer and District Treasurer shall be appointed by the Board of Directors and

those appointed individuals or companies shall serve until removed or replaced.

8. BOARD MEMBER COMMUNICATIONS

- 8.1 Board Members, by making a request to the General Manager or Secretary, shall have access to information relative to the operations of the MPWD, including but not limited to statistical information, information serving as the basis for certain actions of staff, justification for staff recommendations, etc.
- 8.2 In handling complaints from customers within the MPWD, or other members of the public, Board Members are encouraged to listen carefully to the concerns, but the complaint should be referred to the General Manager for processing and the MPWD's response, if any.
- 8.3 When approached by MPWD personnel concerning specific MPWD policy, Board Members should encourage such personnel to direct their inquiries to the General Manager. The chain of command should be followed for personnel matters.
- 8.4 Board Members and the General Manager should develop a working relationship that fosters open communication and discussion about current issues, concerns, and MPWD projects.
- 8.5 When responding to constituent requests or concerns, Board Members should respond in a positive manner and route their questions to the General Manager, or in his/her absence, to the Secretary.

9. DIRECTOR'S COMPENSATION AND EXPENSE REIMBURSEMENT

- 9.1 Each member of the Board is authorized to receive compensation in the amount One Hundred Dollars (\$100.00) per meeting for attendance at regular or special board meetings, attendance of committee meetings of the Board, and for other service rendered as a Director at the request of the Board. Each member of the Board shall be reimbursed for travel, lodging and meal expenses incurred in the performance of service rendered at the request of the Board.
- 9.2 Changes in the compensation of Board members will require the approval of the Board during an open meeting of the Board held at least 60 days prior to the effective date of the change (Water Code Sections 20200 and following.)

10. CONFLICT OF INTEREST AND ETHICAL GUIDELINES

- 10.1 The Board shall adopt a Conflict of Interest Code, which will designate the officials and employees required to file disclosure of economic interest statements on an annual basis.
- 10.2 State conflict of interest rules, the purpose of which is to ensure all public agency actions are taken in the public's interest, apply to the Board. These laws include, but are not limited to, the Political Reform Act and Government Code section 1090 et. seq. Board members are encouraged to consult with District General Counsel for advice regarding such laws.
- 10.3 It is the policy of the District that Board members and District employees will maintain the highest standard of personal honesty and fairness in carrying out their duties.
- 10.4 Board members, in the performance of their official duties and responsibilities, will not discriminate against any person on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual orientation, medical condition or disability. A Board member will not grant any special consideration, treatment or advantage to any person or group beyond that which is available to every other person or group in similar circumstances.
- 10.5 Except as specifically authorized, a Board member will not use or permit the use of District owned property for personal benefit or profit. A Board member shall not ask or require a District employee to perform services for the personal benefit or profit of a Board member or employee. Notwithstanding the foregoing, Board members are not prohibited from hiring District employees to perform services on said employees' own time outside of their District work hours. Each Board member must protect and properly use any District asset within his or her control, including information recorded on paper or in electronic form. Board members will safeguard District property, equipment, moneys and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust.
- 10.6 Board Members are prohibited from soliciting political funds or contributions from District employees. The foregoing does not prohibit voluntary employee contributions. A Board member will not accept, solicit or direct a political contribution from vendors or consultants that have a material financial interest in a contract or other matter while that contract or other matter is pending before the District. A Director will not use the District's seal, trademark, stationery or other indicia of the District's

identity, or facsimile thereof, in any solicitation for political contributions contrary to state or federal law. A Board member will not include false or misleading information in a candidate's statement for a general District election filed pursuant to Section 13307 of the Election Code.

10.7 If a member of the Board believes that they may be disqualified from participation in the discussion, deliberations or vote on a particular matter due to a conflict of interest, the following procedure will be followed:

- A. If the Director becomes aware of the potential conflict of interest before the Board meeting at which the matter will be discussed or acted on, the Director will notify the General Manager of the potential conflict of interest, so that a determination can be made whether it is a disqualifying conflict or interest;
- B. If it is not possible for the Director to discuss the potential conflict with the General Manager before the meeting, or if the Director does not become aware of the potential conflict until during the meeting, the Director will immediately disclose the potential conflict during the Board meeting, so that there can be a determination whether it is a disqualifying conflict of interest; and
- C. Upon a determination that there is a disqualifying conflict of interest, the Director (1) will not participate in the discussion, deliberation or vote on the matter for which a conflict of interest exists, which will be so noted in the Board minutes, and (2) leave the room until after the discussion, vote and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters. The Director may speak on an uncontested matter during the time the general public speaks on the issue.

11. VIOLATION OF CONFLICT OF INTEREST AND ETHICAL GUIDELINES

The perceived violation of the conflict of interest and ethical guidelines by a Board member should be referred to the President of the Board or the full Board of Directors for investigation, and consideration of any appropriate action warranted. A violation of this policy may be addressed by the use of such remedies as are available by law to the District, including but not limited to: (a) adoption of a resolution expressing disapproval of the conduct of the Board member who has violated this policy, (b) injunctive relief, or (c) referral of the violation to District Counsel.

12. CORRESPONDENCE DISTRIBUTION POLICY

The following correspondence shall be electronically delivered to the Board of Directors or with the monthly agenda packet:

- A. All letters approved by the Board of Directors.
- B. All letters and other documents received by the MPWD that are of an MPWD-wide concern as determined by MPWD staff.
The MPWD General Manager shall establish a policy for receiving, processing, and distribution of MPWD correspondence.

13. EVALUATIONS

The MPWD's General Manager shall be evaluated annually, in accordance with the terms of the General Manager's employment agreement.

14. AMENDMENTS

These Rules may be suspended, amended or repealed at any Board of Directors' meeting by a majority of the members of the Board.



AGENDA ITEM NO. 5.D.

DATE: May 28, 2026
TO: Board of Directors
FROM: Alison Bell, Administrative Services Manager

SUBJECT: Approve Resolution 2026-13 Adopting a Cash Transaction Rounding Policy Pursuant to Senate Bill 1005

RECOMMENDATION:

Accept the proposed Cash Rounding Policy in accordance with California Senate Bill 1005, authorizing the Mid-Peninsula Water District to round cash transactions to the nearest five cents (\$0.05).

FISCAL IMPACT:

The fiscal impact associated with the implementation of this policy is expected to be minimal. Any rounding adjustments are anticipated to offset over time and are not expected to materially impact District revenues.

BACKGROUND:

California Senate Bill 1005 (SB 1005), effective January 1, 2025, authorizes local agencies, including special districts, to implement cash transaction rounding policies. The legislation allows districts to round the total amount of a cash payment to the nearest five cents in situations where pennies are unavailable.

The intent of SB 1005 is to streamline cash handling procedures, reduce administrative inefficiencies associated with coin usage, and minimize the operational challenges related to maintaining penny inventories. The law applies only to transactions paid in cash and does not impact payments made by check, credit card, electronic payment, autopay, or other non-cash methods.

DISCUSSION:

The District processes a limited number of in-person cash payments; however, implementing a rounding procedure will provide consistency for staff and customers when handling cash transactions. Under the proposed policy, cash totals ending in one or two cents would round down to the nearest nickel, while totals ending in three or four cents would round up. Likewise, totals ending in six or seven cents would round down, and totals ending in eight or nine cents would round up to the nearest five-cent increment.

The proposed policy is designed to be revenue-neutral over time, as rounding adjustments may either increase or decrease the total transaction amount depending on the final cent value. Adoption of this policy will allow the District to align with current State law, simplify cash payment processing, and reduce the operational burden associated with handling pennies.

Attachments: Resolution 2026-13
 MPWD SB 1005 Policy

RESOLUTION 2026-13

**ADOPTING A CASH TRANSACTION ROUNDING POLICY PURSUANT TO SENATE
BILL 1005**

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, the Mid-Peninsula Water District (“District”) is authorized to establish administrative policies and procedures necessary for efficient District operations; and

WHEREAS, Senate Bill 1005 (“SB 1005”), established under California law, authorizes special districts to round cash payment transactions to the nearest five cents (\$0.05) when the transaction does not involved payment by check, credit card, debit card, electronic payment, or other non-cash methods; and

WHEREAS, the purpose of SB 1005 is to reduce the administrative burden and cost associated with the handling and circulation of pennies and other small coin denominations; and

WHEREAS, the District desires to implement a Cash Transaction Rounding Policy for in-person cash payments made to the District in accordance with applicable law; and

WHEREAS, the proposed policy provides that all non-cash transactions, including payments made by check, credit card, online payments, automatic payment, or other electronic methods, shall continue to be charged the exact amount due to without rounding; and

WHEREAS, the Board of Directors finds that adoption of the Cash Transaction Rounding Policy is in the best interest of the District and promotes administrative efficiency while maintaining fairness to customers.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Mid-Peninsula Water District that the Cash Transaction Rounding Policy provided as an attachment to this Resolution hereby is adopted, in the form presented to the Board of Directors.

REGULARLY PASSED AND ADOPTED this 28th day of May 2026 by the following vote.

AYES:

NOES:
ABSTENTIONS:
ABSENCES:

Board President

ATTEST:

District Secretary



Policy on Rounding of Cash Payments Pursuant to Senate Bill 1005

I. Purpose

The purpose of this policy is to establish guidelines for the rounding of cash transactions in accordance with California Senate Bill 1005 (SB 1005), which authorizes special districts to round cash payments to the nearest five cents (\$0.05).

This policy is intended to improve operational efficiency, reduce reliance on coin currency, and streamline cash handling practices, while maintaining fairness and transparency for customers.

II. Scope

This policy applies to all MPWD employees who accept in-person cash payments for District services, fees, or charges.

This policy applies only to cash transactions. It does not apply to payments made by check, credit card, debit card, ACH payments, or other non-cash methods.

Rounding shall be applied to the final transaction total, not to the individual like items.

III. Rounding Method

Cash transactions will be rounded as follows:

- Amounts ending in \$0.01 or \$0.02 = rounded down to \$0.00
- Amounts ending in \$0.03 or \$0.04 = rounded up to \$0.05
- Amounts ending in \$0.06 or \$0.07 = rounded down to \$0.05
- Amounts ending in \$0.08 or \$0.09 = rounded up to \$0.10

This rounding approach is designated to be neutral over time and not systematically favor either the District or the customer.

IV. Transparency and Notice

The District will clearly communicate the use of cash rounding by:

- Posting visible notices at payment location;
- Providing information on the District's website; and
- Ensuring receipts reflect the rounded total where applicable.



V. Internal Controls

To ensure accountability and consistency:

- Staff shall apply rounding uniformly to all cash transactions;
- Cash handling procedures will be updated to reflect rounding practices; and
- Supervisors will periodically review transactions for compliance.

VI. Implementation and Review

Management will implement this policy through updates to cash handling procedures, staff training, and public communication.

This policy will be reviewed periodically to ensure continued compliance with legal requirements and alignment with District operational needs.



AGENDA ITEM NO. 5.E.

DATE: May 28, 2026
TO: Board of Directors
FROM: Drew Bost, Water Resources Coordinator
Sarah Scheidt, Operations Manager

SUBJECT: Approve Ordinance No. 134 An Ordinance Prohibiting the Use of Potable Water for Nonfunctional Turf Irrigation

RECOMMENDATION

Approve Ordinance No. 134 An Ordinance Prohibiting the Use of Potable Water for Nonfunctional Turf Irrigation.

FISCAL IMPACT

None.

BACKGROUND and DISCUSSION

An initial draft of Ordinance No. 134, An Ordinance Prohibiting the Use of Potable Water for Nonfunctional Turf Irrigation, was brought to the Board of Directors during the April 23, 2026, board meeting. Since then, Ordinance No. 134 has undergone minor revisions per direction from Hansen Bridgett, Mid-Peninsula Water District's (MPWD's) legal counsel. Key changes to Ordinance No. 134 are described below. A redlined version of Ordinance 134 is also included as an attachment to this staff report.

- **Definition Changes:** Several definitions were added or updated, including adding a definition for "CII Properties" and revising the definition of "nonfunctional turf" to include examples of properties that fall within the definition.
- **Hardship or Compliance Extensions:** A separate section (Section V) was added to the Ordinance to describe in more detail the ability for MPWD to grant compliance

extensions to customers affected by the Ordinance. Previously this language was included in Section VII (4) with less detail.

- State Law Certification: Section VI was added and describes how owners of certain properties that fall under the compliance categories may need to certify compliance with the Ordinance to the State. This does not change requirements, but adds a helpful reference for property owners to the State requirement.
- Civil Liability: The maximum civil liability and penalties for noncompliance was increased from \$500 to \$1,000 per day, reflecting current State law (California Water Code Section 1846). The District still retains full discretion over when to implement a financial penalty and at what amount up to the maximum.

MPWD staff recommends that the Board of Directors adopt this updated draft of Ordinance No. 134.

Attachments: -Ordinance 134 An Ordinance Prohibiting the Use of Potable Water for Nonfunctional Turf Irrigation
-Redlined changes to Ordinance 134 An Ordinance Prohibiting the Use of Potable Water for Nonfunctional Turf Irrigation made since the April 2026 Board Meeting version

ORDINANCE NO. 134

AN ORDINANCE PROHIBITING THE USE OF POTABLE WATER FOR NONFUNCTIONAL TURF IRRIGATION

* * *

MID-PENINSULA WATER DISTRICT

THIS ORDINANCE, which prohibits the use of potable water for the irrigation of nonfunctional turf on commercial, industrial, and institutional (CII) properties, homeowners' associations (HOAs), common interest developments (CIDs), and community service organizations, in compliance with Assembly Bill (AB) 1572 and California Water Code § 10608.14, is adopted in light of the following facts and circumstances, which are hereby found and declared by the Board of Directors:

WHEREAS, the State of California has determined that the use of potable water for the irrigation of nonfunctional turf contributes to inefficient water use and conflicts with long-term water sustainability goals; and

WHEREAS, AB 1572, signed into law on October 13, 2023, establishes a timeline for banning potable water irrigation of nonfunctional turf across CII and residential common areas; and

WHEREAS, public water suppliers are required to revise their ordinances, regulations, or policies by January 1, 2027, and communicate these changes to their customers to comply with the AB 1572 regulations; and

WHEREAS, under California Water Code Section 3758, Mid-Peninsula Water District has the authority to establish water conservation programs and prohibit wasteful uses of water; and

WHEREAS, Mid-Peninsula Water District seeks to align its water use policies with state conservation mandates, reduce dependence on potable water, and promote sustainable landscaping practices.

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

I. Title

THIS ORDINANCE shall be known as the Mid-Peninsula Water District Potable Water Irrigation Ban on Nonfunctional Turf, Effective January 1, 2027.

II. Definitions

A. For the purposes of this ordinance, the following definitions apply:

- (a) "Commercial properties" are properties that are used to distribute a product or service.
- (b) "Common areas" means that portion of a common interest development or of a property owned or managed by an HOA or a community service organization or similar entity that is not assigned or allocated to the exclusive use of the occupants of an individual unit within the property.
- (c) "Common interest development" has the same meaning as set forth in California Civil Code section 4100 and includes:
 - 1. A community apartment project.
 - 2. A condominium project.
 - 3. A planned development.
 - 4. A stock cooperative.

This definition shall be construed in accordance with Civil Code section 4100, as amended.

- (d) "CII Properties" means commercial, industrial, and institutional properties. The term "CII" is used as a shorthand descriptor and does not create a separate or independent category of land use. For purposes of the Mid-Peninsula Water District's AB 1572 implementation, whether a property is subject to the ordinance depends on whether it falls within one or more of the commercial, industrial, or institutional property categories, as those terms are defined in the ordinance and in California Water Code section 10608.14.
- (e) "Community service organization or similar entity" means a nonprofit entity, other than an association, that is organized to provide services to residents of the common interest development or to the public in addition to the residents, to the extent

community common area or facilities are available to the public. "Community service organization or similar entity" does not include an entity that has been organized solely to raise moneys and contribute to other nonprofit organizations that are qualified as tax exempt under Section 501(c)(3) of the Internal Revenue Code and that provide housing or housing assistance.

- (f) "Community space" means an area designated by a property owner or a governmental agency to accommodate human foot traffic for civic, ceremonial, or other community events or social gatherings.
- (g) "Department of General Services" means the California Department of General Services.
- (h) "Disadvantaged community" means a community with an annual median household income that is less than 80 percent of the statewide annual median household income.
- (i) "District" means Mid-Peninsula Water District, a county water district organized under Water Code Section 30000 *et seq.*
- (j) "Functional turf" means a ground cover surface of turf located in a recreational use area or community space. Turf enclosed by fencing or other barriers to permanently preclude human access for recreation or assembly is not functional turf.
- (k) "Homeowners' association" means a nonprofit corporation or unincorporated association created for the purpose of managing a common interest development.
- (l) "Industrial properties" means properties that are used primarily as a manufacturer or processor of materials as defined by the North American Industry Classification System code sectors 21 to 33, inclusive, or a property that is used primarily for research and development.
- (m) "Institutional properties" means properties that are dedicated to public service. This type of property includes, among other things, higher education institutions, schools, courts, churches, hospitals, government facilities, and nonprofit research institutions.
- (n) "Local government" means any county, city, city and county, including a charter city or county, any special district, or any other local or regional governmental entity.

- (o) “Nonfunctional turf” has the same meaning as set forth in California Water Code section 10608.14, and means any turf that is not functional turf, including, but not limited to, turf that is not located in a recreational use area or community space. Nonfunctional turf includes turf located within street rights-of-way and parking lots. Turf enclosed by fencing or other barriers to permanently preclude human access for recreation or assembly shall be deemed nonfunctional turf. This definition shall be construed in accordance with Water Code section 10608.14 and any implementing regulations adopted by the State Water Resources Control Board, as amended.
- (p) “Potable water” means water that is suitable for human consumption.
- (q) “Recreational use area” means an area designated by a property owner or a governmental agency to accommodate human foot traffic for recreation, including, but not limited to: sports fields, golf courses, playgrounds, picnic grounds, or pet exercise areas. This recreation may be either formal or informal.
- (r) “Recycled turf material” means sheet mulched, composted, tilled in, or decomposed on site.
- (s) “State Water Board” means California State Water Resources Control Board.
- (t) “Turf” means a ground cover surface of mowed grass. Annual bluegrass, Kentucky bluegrass, Perennial ryegrass, Red fescue, and Tall fescue are cool-season grasses. Bermudagrass, Kikuyugrass, Seashore Paspalum, St. Augustinegrass, Zoysiagrass, and Buffalo grass are warm-season grasses.

- B. Where a term used in this Ordinance is expressly defined by reference to a provision of the California Water Code, Civil Code, or other state statute, such term shall be interpreted consistently with the referenced statute and any implementing regulations, as amended, unless the context clearly requires otherwise.

III. Irrigation Ban on Nonfunctional Turf Ordinance Requirements

- A. The below specified properties are prohibited from using potable water to irrigate nonfunctional turf as of the dates listed below:
 1. All properties owned by the Department of General Services, beginning January 1, 2027.

2. All properties owned by local governments, local or regional public agencies, and public water systems, except those specified in Section III(A)(5), beginning January 1, 2027.
 3. All other institutional properties and all commercial and industrial properties, beginning January 1, 2028.
 4. All common areas of properties of HOAs, common interest developments, and community service organizations or similar entities, beginning January 1, 2029.
 5. All properties owned by local governments, local public agencies, and public water systems in a disadvantaged community, beginning January 1, 2031, or the date upon which a state funding source is made available to fund conversion of nonfunctional turf on these properties to climate-appropriate landscapes, whichever is later.
- B. Nonfunctional turf shall not be installed at any new or existing CII properties, including HOA properties and common interest development properties.
- C. Nonfunctional turf that is recycled or removed from CII properties and common areas of HOAs shall be replaced within two years with living trees and climate-appropriate nonturf plants that:
1. Cover a minimum of 50% of the landscape area.
 2. Are designed, installed, and managed in accordance with criteria consistent with Mid-Peninsula Water District's Water Efficient Landscape Ordinance (Ordinance Number 115), where that ordinance applies, or otherwise in accordance with District-approved climate-appropriate landscaping guidance.

IV. Exemptions

- A. The following uses of potable water shall be exempt from this prohibition:
1. Irrigation necessary to sustain trees and perennial non-turf plants.
 2. Potable water use required for health and safety concerns, such as fire suppression or erosion control.
 3. Cemeteries and public spaces intended for community assembly to the extent turf qualifies as functional turf (e.g., parks, recreational areas, and sports fields).
 4. Agricultural irrigation.

V. Hardship or Compliance Extensions

- A. The District may recognize and give effect to compliance deadline extensions granted by the California State Water Resources Control Board pursuant to California Water Code section 10608.14(c).

- B. In addition, the District may adopt and implement a local process to allow for compliance deadline extensions that is consistent with the criteria and limitations set forth in Water Code section 10608.14(c), including, but not limited to, extensions based on economic hardship, critical business need, or potential impacts to human health or safety.

VI. State Law Certification

- A. Owners of certain commercial, industrial, and institutional properties, and owners of certain common areas of homeowners' associations and common interest developments, may be required to certify compliance with the potable water irrigation restrictions for nonfunctional turf to the California State Water Resources Control Board pursuant to California Water Code section 10608.14(e).
- B. District enforcement of this Ordinance is independent of, and in addition to, any certification, reporting, or compliance obligations imposed by state law. Compliance with State Water Resources Control Board certification requirements does not preclude District enforcement actions for violations of this Ordinance, nor does District enforcement relieve any person or entity of obligations imposed by state law.

VII. Enforcement and Penalties

- A. Any violation of this Ordinance occurring on separate calendar days shall constitute a separate and distinct violation, regardless of whether such violations arise from the same or related acts, omissions, or conditions, including the continued irrigation of nonfunctional turf.
- B. The following penalties are imposed for violation of any of the provisions of this code. Any violations occurring on separate calendar days are separate violations.
 - 1. Education/Written Notice. If the District believes that water has been or is being used in violation of the above restrictions, the District will first devote efforts to educating the customer(s) in question by contacting them and informing them about the violation.

If the violation occurs again, the District will send a written notice to the customer specifying the nature of the violation and the date and time of occurrence and request that the customer cease the violation and take prompt remedial action. The District will provide the customer with a copy of this Ordinance and inform the customer that failure to comply may result in temporary suspension of water service.

2. On-Site Notification. In the event that a further violation(s) is observed by the District after the written notice sent pursuant to section V.A.1. above, the District will make reasonable efforts to notify the customer of the violation and post a notice on the front door or other point of entry onto the property requiring the customer to cease the violation and take remedial action within 48 hours of the on-site notification. Failure to comply after the on-site notification may result in (1) the temporary suspension of water service; and (2) civil liability and penalties of up to \$1,000 per day, as authorized by California Water Code Section 1846.

3. Suspension of Water Service/Flow Restrictors. In the event that a further violation(s) is observed by District personnel 48 or more hours after the on-site notification, it will be deemed a willful violation of the mandatory restrictions on water use and the District may, but is not required to, temporarily suspend water service or install a flow restrictor.

The customer shall be responsible for paying the District's costs incurred in enforcing this Ordinance, including providing the on-site notification, installing a flow restrictor, and temporarily suspending and restoring water service, on a time and material basis.

The customer shall take and implement appropriate remedial actions to come into full compliance with this Ordinance, pay all fees and charges described in V.A.2. above, and bring the customer's water account to good standing before the District proceeds with the reconnection of water service after it has been temporarily suspended.

4. Appeal. Any customer who disputes a staff determination of a violation(s) of the above restrictions may appeal the suspension of water service or installation of a flow restrictor in writing to the General Manager. The written appeal must be addressed to the General Manager and include: (1) the customer's name; (2) address; (3) account number; (4) a description of the violation(s); (5) the enforcement action taken; and (6) a detailed explanation of the basis of the appeal. The General Manager will evaluate each written appeal and shall issue a written decision that may be appealed to the Board of Directors within 7 days from the date of issuance. The decision of the Board of Directors shall be final.

VIII. Severability

- A. If any section, subsection, or provision of this ordinance is held to be invalid, the remainder shall remain in full force and effect.

IX. Effective Date

- A. This ordinance shall take effect immediately upon adoption and shall be enforced in accordance with the compliance deadlines specified herein.

REGULARLY PASSED AND ADOPTED at a meeting of the Board of Directors of the Mid-Peninsula Water District duly held on 28th day of May 2026 by the following vote.

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

Board President

ATTEST:

District Secretary

AN ORDINANCE PROHIBITING THE USE OF POTABLE WATER FOR NONFUNCTIONAL TURF IRRIGATION

* * *

MID-PENINSULA WATER DISTRICT

THIS ORDINANCE, which prohibits the use of potable water for the irrigation of nonfunctional turf on commercial, industrial, and institutional (CII) properties, homeowners' associations (HOAs), common interest developments (CIDs), and community service organizations, in compliance with Assembly Bill (AB) 1572 and California Water Code § 10608.14, is adopted in light of the following facts and circumstances, which are hereby found and declared by the Board of Directors:

WHEREAS, the State of California has determined that the use of potable water for the irrigation of nonfunctional turf contributes to inefficient water use and conflicts with long-term water sustainability goals; and

WHEREAS, AB 1572, signed into law on October 13, 2023, establishes a timeline for banning potable water irrigation of nonfunctional turf across CII and residential common areas; and

WHEREAS, public water suppliers are required to revise their ordinances, regulations, or policies by January 1, 2027, and communicate these changes to their customers to comply with the AB 1572 regulations; and

WHEREAS, under California Water Code Section 3758, Mid-Peninsula Water District has the authority to establish water conservation programs and prohibit wasteful uses of water; and

WHEREAS, Mid-Peninsula Water District seeks to align its water use policies with state conservation mandates, reduce dependence on potable water, and promote sustainable landscaping practices.

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

I. Title

THIS ORDINANCE shall be known as the Mid-Peninsula Water District Potable Water Irrigation Ban on Nonfunctional Turf, Effective January 1, 2027.

II. Definitions

A. For the purposes of this ordinance, the following definitions apply:

(a) "Commercial properties" are properties that are used to distribute a product or service.

(b) "Common areas" means that portion of a common interest development or of a property owned or managed by an HOA or a community service organization or similar entity that is not assigned or allocated to the exclusive use of the occupants of an individual unit within the property.

(c) "Common interest development" ~~{has the same meaning as defined set forth in California Civil Code section 4100}, and~~ includes:

1. A community apartment project.
2. A condominium project.
3. A planned development.
4. A stock cooperative.

This definition shall be construed in accordance with Civil Code section 4100, as amended.

(d) "CII Properties" means commercial, industrial, and institutional properties. The term "CII" is used as a shorthand descriptor and does not create a separate or independent category of land use. For purposes of the Mid-Peninsula Water District's AB 1572 implementation, whether a property is subject to the ordinance depends on whether it falls within one or more of the commercial, industrial, or institutional property categories, as those terms are defined in the ordinance and in California Water Code section 10608.14.

~~(d)~~(e) "Community service organization or similar entity" means a nonprofit entity, other than an association, that is organized to provide services to residents of the common interest development or to the public in addition to the residents, to the extent

community common area or facilities are available to the public. “Community service organization or similar entity” does not include an entity that has been organized solely to raise moneys and contribute to other nonprofit organizations that are qualified as tax exempt under Section 501(c)(3) of the Internal Revenue Code and that provide housing or housing assistance.

~~(e)~~(f) “Community space” means an area designated by a property owner or a governmental agency to accommodate human foot traffic for civic, ceremonial, or other community events or social gatherings.

~~(f)~~(g) “Department of General Services” means the California Department of General Services.

~~(g)~~(h) “Disadvantaged community” means a community with an annual median household income that is less than 80 percent of the statewide annual median household income.

~~(h)~~(i) “District” means Mid-Peninsula Water District, a county water district organized under Water Code Section 30000 *et seq.*

~~(i)~~(j) “Functional turf” means a ground cover surface of turf located in a recreational use area or community space. Turf enclosed by fencing or other barriers to permanently preclude human access for recreation or assembly is not functional turf.

~~(j)~~(k) “Homeowners’ association” means a nonprofit corporation or unincorporated association created for the purpose of managing a common interest development.

~~(k)~~(l) “Industrial properties” means properties that are used primarily as a manufacturer or processor of materials as defined by the North American Industry Classification System code sectors 21 to 33, inclusive, or a property that is used primarily for research and development.

~~(l)~~(m) “Institutional properties” means properties that are dedicated to public service. This type of property includes, among other things, higher education institutions, schools, courts, churches, hospitals, government facilities, and nonprofit research institutions.

~~(m)~~(n) “Local government” means any county, city, city and county, including a charter city or county, any special district, or any other local or regional governmental entity.

~~(+)(o)~~ “Nonfunctional turf” has the same meaning as set forth in California Water Code section 10608.14, and means any turf that is not functional turf, ~~and including, but not limited to,~~ turf that is not located in a recreational use area or community space. Nonfunctional turf includes turf located within street rights-of-way and parking lots. Turf enclosed by fencing or other barriers to permanently preclude human access for recreation or assembly shall be deemed nonfunctional turf. This definition shall be construed in accordance with Water Code section 10608.14 and any implementing regulations adopted by the State Water Resources Control Board, as amended.

~~(+)(p)~~ “Potable water” means water that is suitable for human consumption.

~~(+)(q)~~ “Recreational use area” means an area designated by a property owner or a governmental agency to accommodate human foot traffic for recreation, including, but not limited to: sports fields, golf courses, playgrounds, picnic grounds, or pet exercise areas. This recreation may be either formal or informal.

~~(+)(r)~~ “Recycled turf material” means sheet mulched, composted, tilled in, or decomposed on site.

~~(+)(s)~~ “State Water Board” means California State Water Resources Control Board.

~~(+)(t)~~ “Turf” means a ground cover surface of mowed grass. Annual bluegrass, Kentucky bluegrass, Perennial ryegrass, Red fescue, and Tall fescue are cool-season grasses. Bermudagrass, Kikuyugrass, Seashore Paspalum, St. Augustinegrass, Zoysiagrass, and Buffalo grass are warm-season grasses.

B. Where a term used in this Ordinance is expressly defined by reference to a provision of the California Water Code, Civil Code, or other state statute, such term shall be interpreted consistently with the referenced statute and any implementing regulations, as amended, unless the context clearly requires otherwise.

III. Irrigation Ban on Nonfunctional Turf Ordinance Requirements

A. ~~The use of~~below specified properties are prohibited from using potable water ~~for the irrigation of to irrigate~~ nonfunctional turf ~~located on CII properties, and on properties of HOAs, common interest developments, and community service organizations or similar entities is prohibited~~ as of the ~~following~~ dates listed below:

1. All properties owned by the Department of General Services, beginning January 1, 2027.
 2. All properties owned by local governments, local or regional public agencies, and public water systems, except those specified in [paragraph \(v\) Section III\(A\)\(5\)](#), beginning January 1, 2027.
 3. All other institutional properties and all commercial and industrial properties, beginning January 1, 2028.
 4. All common areas of properties of HOAs, common interest developments, and community service organizations or similar entities, beginning January 1, 2029.
 5. All properties owned by local governments, local public agencies, and public water systems in a disadvantaged community, beginning January 1, 2031, or the date upon which a state funding source is made available to fund conversion of nonfunctional turf on these properties to climate-appropriate landscapes, whichever is later.
- B. Nonfunctional turf shall not be installed at any new or existing CII properties, including HOA properties and common interest development properties.
- C. Nonfunctional turf that is recycled or removed from CII properties and common areas of HOAs shall be replaced within two years with living trees and climate-appropriate nonturf plants that:
1. Cover a minimum of 50% of the landscape area.
 2. Are designed, installed, and managed in accordance with criteria consistent with Mid-Peninsula Water District's Water Efficient Landscape Ordinance (Ordinance Number 115), [if applicable where that ordinance applies, or otherwise in accordance with District-approved climate-appropriate landscaping guidance.](#)

IV. Exemptions

- A. The following uses of potable water shall be exempt from this prohibition:
1. Irrigation necessary to sustain trees and perennial non-turf plants.
 2. Potable water use required for health and safety concerns, such as fire suppression or erosion control.
 3. Cemeteries and public spaces intended for community assembly [\(to the extent turf qualifies as functional turf \(e.g., parks, recreational areas, and sports fields\).](#)
 4. Agricultural irrigation.

V. Hardship or Compliance Extensions

- A. The District may recognize and give effect to compliance deadline extensions granted by the California State Water Resources Control Board pursuant to California Water Code section 10608.14(c).
- B. In addition, the District may adopt and implement a local process to allow for compliance deadline extensions that is consistent with the criteria and limitations set forth in Water Code section 10608.14(c), including, but not limited to, extensions based on economic hardship, critical business need, or potential impacts to human health or safety.

VI. State Law Certification

- A. Owners of certain commercial, industrial, and institutional properties, and owners of certain common areas of homeowners' associations and common interest developments, may be required to certify compliance with the potable water irrigation restrictions for nonfunctional turf to the California State Water Resources Control Board pursuant to California Water Code section 10608.14(e).
- B. District enforcement of this Ordinance is independent of, and in addition to, any certification, reporting, or compliance obligations imposed by state law. Compliance with State Water Resources Control Board certification requirements does not preclude District enforcement actions for violations of this Ordinance, nor does District enforcement relieve any person or entity of obligations imposed by state law.

V-VII. Enforcement and Penalties

- A. Any violation of this Ordinance occurring on separate calendar days shall constitute a separate and distinct violation, regardless of whether such violations arise from the same or related acts, omissions, or conditions, including the continued irrigation of nonfunctional turf.

A-B. The following penalties are imposed for violation of any of the provisions of this code. Any violations occurring on separate calendar days are separate violations.

1. Education/Written Notice. If the District believes that water has been or is being used in violation of the above restrictions, the District will first devote efforts to educating the customer(s) in question by contacting them and informing them about the violation.

If the violation occurs again, the District will send a written notice to the customer specifying the nature of the violation and the date and time of occurrence and request that the customer cease the violation and take prompt remedial action. The District will provide the customer with a copy of this Ordinance and inform

the customer that failure to comply may result in temporary suspension of water service.

2. On-Site Notification. In the event that a further violation(s) is observed by the District after the written notice sent pursuant to section V.A.1. above, the District will make reasonable efforts to notify the customer of the violation and post a notice on the front door or other point of entry onto the property requiring the customer to cease the violation and take remedial action within 48 hours of the on-site notification. Failure to comply after the on-site notification may result in (1) the temporary suspension of water service; and (2) civil liability and penalties of up to ~~\$500~~1,000 per day, as authorized by California Water Code Section 1846.
3. Suspension of Water Service/Flow Restrictors. In the event that a further violation(s) is observed by District personnel 48 or more hours after the on-site notification, it will be deemed a willful violation of the mandatory restrictions on water use and the District may, but is not required to, temporarily suspend water service or install a flow restrictor.

The customer shall be responsible for paying the District's costs incurred in enforcing this Ordinance, including providing the on-site notification, installing a flow restrictor, and temporarily suspending and restoring water service, on a time and material basis.

The customer shall take and implement appropriate remedial actions to come into full compliance with this Ordinance, pay all fees and charges described in V.A.2. above, and bring the customer's water account to good standing before the District proceeds with the reconnection of water service after it has been temporarily suspended.

4. Appeal. Any customer who disputes a staff determination of a violation(s) of the above restrictions may appeal the suspension of water service or installation of a flow restrictor in writing to the General Manager. The written appeal must be addressed to the General Manager and include: (1) the customer's name; (2) address; (3) account number; (4) a description of the violation(s); (5) the enforcement action taken; and (6) a detailed explanation of the basis of the appeal. The General Manager will evaluate each written appeal ~~based on the following criteria: (1) public health; (2) public safety; and (3) regulatory requirements of a state, federal, or local agency.~~ The General Manager and shall issue a written decision that may be appealed to the Board of Directors within 7

days from the date of issuance. The decision of the Board of Directors shall be final.

VI.VIII. Severability

- A. If any section, subsection, or provision of this ordinance is held to be invalid, the remainder shall remain in full force and effect.

VII.IX. Effective Date

- A. This ordinance shall take effect immediately upon adoption and shall be enforced in accordance with the compliance deadlines specified herein.

REGULARLY PASSED AND ADOPTED at a meeting of the Board of Directors of the Mid-Peninsula Water District duly held on XX28th day of MONTH YEAR May 2026 by the following vote.

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

Board President

ATTEST:

District Secretary



AGENDA ITEM NO. 5.F.

DATE: May 28, 2026
TO: Board of Directors
FROM: Drew Bost, Water Resources Coordinator
Sarah Scheidt, Operations Manager

SUBJECT: Approve Ordinance No. 135, Amending and Restating Ordinance No. 115 Water Efficient Landscaping Ordinance, Regarding the Definitions of "backflow prevention assembly" and "common interest developments"

RECOMMENDATION

Approve Ordinance No. 135 Amending and Restating Ordinance No. 115 Water Efficient Landscaping Ordinance.

FISCAL IMPACT

None.

BACKGROUND AND DISCUSSION

The Water Efficient Landscape Ordinance (WELo) No. 115 was adopted on December 16, 2015, in response to Assembly Bill (AB) 1881 requiring water suppliers to adopt a landscaping ordinance that would increase water efficiency and improve environmental conditions in the built environment for outdoor landscapes. Several definitions of terms in the WELo have since become outdated due to new legislation passed by the State Water Resources Control Board (SWRCB). The term "backflow prevention assembly" was updated in the SWRCB's Cross-Connection Control Policy Handbook (CCCPH) on December 19, 2023, while the term "common interest development" was updated in Assembly Bill (AB) 1572 on October 13, 2023. MPWD adopted Ordinance No. 132, which updated their definition of "backflow prevention assembly" and reviewed a draft of an ordinance addressing AB 1572 during the April 2026 board meeting.

This proposed Ordinance No. 135 amends those two terms to be consistent with current State legislation. The definition changes are shown in redline below. A copy of the fully amended Ordinance No. 135 is attached to this staff report.

“backflow prevention assembly”:

c) “backflow prevention ~~device~~assembly” means a mechanical assembly designed and constructed to prevent Backflow, such that while in-line it can be maintained and its ability to prevent backflow, as designed, can be field tested, inspected and evaluated. ~~means a safety device used to prevent pollution or contamination of the water supply due to the reverse flow of water from the irrigation system.~~

“common interest developments”:

h) “common interest developments” has the same meaning as set forth in California Civil Code section 4100 and includes:

1. A community apartment project.
2. A condominium project.
3. A planned development.
4. A stock cooperative.

This definition shall be construed in accordance with Civil Code section 4100, as amended.

MPWD staff recommend adopting Ordinance 135 with these revisions.

Attachments: Ordinance 135 Amending and Restating The Water Efficient Landscaping Ordinance No. 115

ORDINANCE NO. 135

**AMENDING AND RESTATING THE WATER EFFICIENT LANDSCAPING
ORDINANCE NO. 115**

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, a reliable minimum supply of potable water is essential to the public health, safety and welfare of the people and economy of the municipalities served by the Mid-Peninsula Water District (MPWD) in California; and

WHEREAS, the MPWD developed a regional Water Efficient Landscaping Ordinance (WELO) in conjunction with the Bay Area Water Supply and Conservation Agency (BAWSCA) and other local agencies to meet the requirements and guidelines of the California Water Conservation in Landscaping Act, also known as the State Landscape Model Ordinance (“Model Ordinance”) and to address the unique physical characteristics, including average landscaped areas, within the MPWD’s jurisdiction in order to ensure that this WELO will be “at least as effective as” the Model Ordinance in conserving water; and

WHEREAS, the Board of Directors of the Mid-Peninsula Water District (MPWD) is authorized to modify its previously established WELO; and

WHEREAS, the State Water Resources Control Board adopted the Cross-Connection Control Policy Handbook (CCCPH) on December 19, 2023, establishing, among other things, a revised definition of “backflow prevention assembly”; and

WHEREAS, the State Water Resources Control Board adopted Assembly Bill (AB) 1572 establishing, among other things, a revised definition of “common interest developments”.

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

Section 1: Section III of Ordinance No. 115 is hereby amended and restated to read as follows:

(c) “backflow prevention assembly” means a mechanical assembly designed and constructed to prevent Backflow, such that while in-line it can be maintained and its ability to prevent backflow, as designed, can be field tested, inspected and evaluated.

(h) "common interest developments" has the same meaning as set forth in California Civil Code section 4100 and includes:

1. A community apartment project.
2. A condominium project.
3. A planned development.
4. A stock cooperative.

This definition shall be construed in accordance with Civil Code section 4100, as amended.

Section 2: Except as expressly amended, modified, or restated herein, all other sections, subsections, provisions, and terms of Ordinance No. 115 shall remain in full force and effect, unchanged and unamended.

REGULARLY PASSED AND ADOPTED at a meeting of the Board of Directors of the Mid-Peninsula Water District duly held on the 28th day of May 2026, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

Board President

ATTEST:

District Secretary



AGENDA ITEM NO. 5.G.

DATE: May 28, 2026
TO: Board of Directors
FROM: Alison Bell, Administrative Services Manager

SUBJECT: Consider Resolution No. 2026-14 Calling for the November 3, 2026 Statewide General Election for the Election of Three (3) Members of the Mid-Peninsula Water District Board of Directors Representing Divisions 3, 4, and 5

RECOMMENDATION

Adopt Resolution No. 2026-14 calling for the November 3, 2026 Statewide General Election for the Election of three (3) members of the Mid-Peninsula Water District Board of Directors representing Divisions 3, 4, and 5.

FISCAL IMPACT

Funds for the District's participation in the November 3, 2026 Statewide General Election are included in the proposed 26-27 Fiscal Year Budget, estimated at \$45,000. Election costs will be billed by the San Mateo County Registration & Elections Division following the election, and the exact amount is not yet known. Past costs have been invoiced at \$35,000 in 2022.

BACKGROUND

The San Mateo County Registration & Elections Division has notified the District of the requirements for participation in the November 3, 2026 Statewide General Election. Pursuant to California Elections Code requirements, the District must submit election materials to the Chief Elections Officer no later than July 1, 2026.

Three (3) seats on the Mid-Peninsula Water District Board of Directors will be up for election in November 2026. The District is required to submit documentation identifying the seats to be filled, the District's candidate statement policy, and other election administration information.

DISCUSSION

The completed documents, along with a map showing the District's division boundaries, must be submitted to the County Elections Office no later than July 1, 2026.

For prior District elections, the Board determined that candidate statements would be limited to 400 words and that candidates would be responsible for paying the costs associated with their candidate statements. Staff recommends continuing this practice for the November 3, 2026 election.

The candidate filing period for the November 3, 2026 Statewide General Election will open on July 13, 2026 and close on August 7, 2026.

Attachments: Resolution 2026-14
 Candidate Policy Form
 Administrative Contact and Incumbent List

RESOLUTION NO. 2026-14

RESOLUTION OF THE MID-PENINSULA WATER DISTRICT CALLING FOR AN ELECTION TO BE HELD ON NOVEMBER 3, 2026, FOR THE ELECTION OF THREE (3) MEMBERS OF THE BOARD OF DIRECTORS REPRESENTING DIVISIONS 3, 4, AND 5

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, an election has been ordered to be held on November 3, 2026, in the Mid-Peninsula Water District for the purpose of electing members of its Board of Directors (“Board”) (the “Election”); and

WHEREAS, pursuant to Section 1001 of the Elections Code of the State of California, there is an established General Statewide election to be held on the same date as the Election; and

WHEREAS, pursuant to Part 3, Consolidation of Elections, commencing with section 10400 of the Elections Code of the State of California, as election for members of the Board may be either completely or partially consolidated with another election held on the same day, if in the same territory, or in territory that is part of the same; and

WHEREAS, pursuant to Section 10002 of the Elections Code of the State of California, the Board desires to adopt this Resolution to request that the Board of Supervisors of the Count of San Mateo permit the County’s Chief Elections Officer & Assessor-County Clerk-Recorder (the “Chief Elections Officer”) to render specified services to the Mid-Peninsula Water District relating to the conduct of the November 3, 2026 election; and

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

Section 1.

An election is hereby called to be held in and for the Mid-Peninsula Water District on November 3, 2026, to elect three members of the Board for a full term of four (4) years each.

Section 2.

Pursuant to Elections Code Section 10002, the Board hereby requests the Board of Supervisors of the County of San Mateo to make available the services of the San Mateo County Chief Elections Officer & Assessor-County Clerk-Recorder (the “Chief Elections Officer”) as the County Elections Official for the purpose of rendering services in the conduct of the Election.

Section 3.

Each governing board member shall reside in the sub district area (division) where she or he seeks to represent and shall be elected by the registered voters of that particular sub district area (by division).

Section 4.

Pursuant to Elections Code Section 10509, not less than 125 days prior to the date of the Election, the District Secretary shall deliver a notice to the Chief Elections Officer. The notice shall bear the District Secretary’s signature and the District seal and shall also contain both of the following:

- (a) The elective officers of the District to be filled at the next general district election, specifying which offices, if any, are for the balance of an unexpired term.
- (b) Whether the District or the candidate is to pay for the publication of a candidate statement.

Section 5.

Pursuant to Elections Code Section 10522, not less than 125 days prior to the date of the Election, the Mid-Peninsula Water District shall deliver to the Chief Elections Officer a map showing the boundaries of the District and a statement indicating whether any elective office is to be elected at large at the next general district election.

Section 6.

The General Manager of the Mid-Peninsula Water District, or designee, is hereby authorized and directed to enter into an Elections Service Agreement with the Chief Elections Officer regarding the Election to outline detailed services to be provided by both the Mid-Peninsula Water District and the Chief Elections Officer.

Section 7.

The Chief Elections Officer will send an itemized invoice to the Mid-Peninsula Water District for all services provided pursuant to the Elections Service Agreement after the Election is conducted and all related costs are determined, and the General Manager of the Mid-Peninsula Water District, or designee, is hereby authorized and directed to submit payment in the full amount of the invoice to the County of San Mateo within forty-five (45) days of the date of the invoice.

Section 8.

Pursuant to Elections Code Section 13307, each candidate for the Board of Directors to be voted on in the Election may prepare a candidate statement on the appropriate form provided by the Chief Elections Officer. Such statement shall be limited to 400 words. The prorated costs of printing, mailing, and translating the statements shall be paid by the candidates.

REGULARLY PASSED AND ADOPTED this 28th day of May 2026 by the following vote:

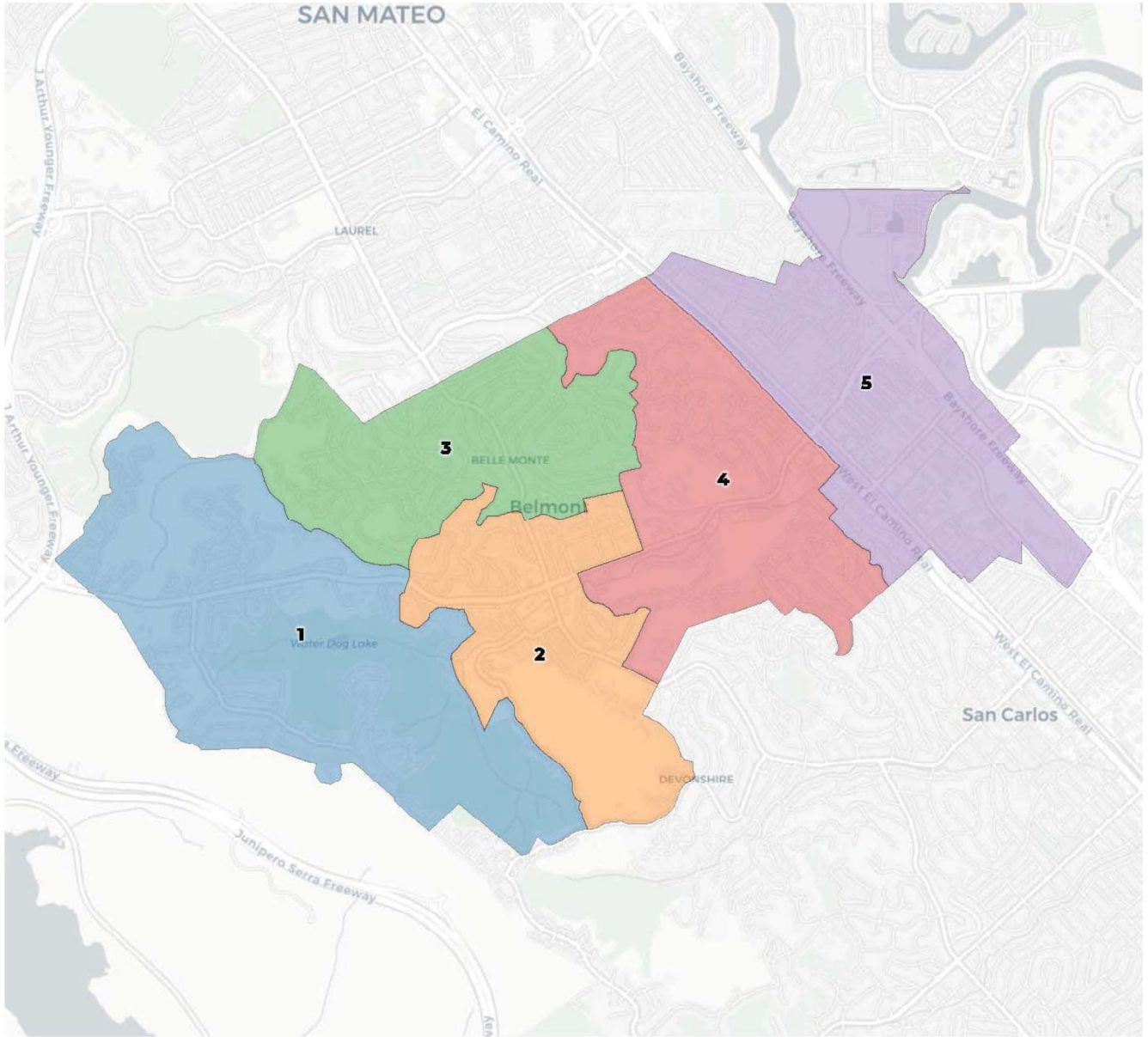
AYES:
NOES:
ABSTENTIONS:
ABSENCES:

Board President

ATTEST:

District Secretary

Mid Peninsula Water District
Draft Plan 2





OFFICE OF
ASSESSOR-COUNTY CLERK-RECORDER & ELECTIONS
REGISTRATION & ELECTIONS DIVISION
 COUNTY OF SAN MATEO

Administrative Contact & Incumbent List Form
November 3, 2026
Statewide General Election

Official District (Jurisdiction) Name: Mid-Peninsula Water District

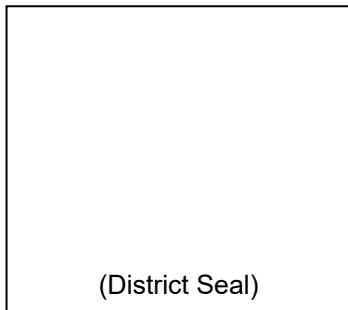
Primary Administrative Contact		
Name Kathryn Wuelfing		Phone 650-730-3924
E-mail kwuelfing@midpeninsulawater.org		Fax 650-591-4998
Secondary Administrative Contact		
Name Alison Bell		Phone 650-222-3337
E-mail abell@midpeninsulawater.org		Fax 650-591-4998
Complete List of Incumbent Board Members – Also Name Incumbent’s Trustee Area/Subdistrict Area if Elected by District – Circle Appointed or Elected		
Name Matthew P Zucca	Trustee Area/Subdistrict Area Two (2)	Most Recent Date (Appointed / Elected) November 2024
Name Louis J Vella	Trustee Area/ Subdistrict Area One (1)	Most Recent Date (Appointed / Elected) November 2024
Name Neela Patel	Trustee Area/ Subdistrict Area Three (3)	Most Recent Date (Appointed / Elected) March 2026
Name Charles “Chuck” Cotten	Trustee Area/ Subdistrict Area Five (5)	Most Recent Date (Appointed / Elected) February 2025
Name JoAnn Covington	Trustee Area/ Subdistrict Area Four (4)	Most Recent Date (Appointed / Elected) January 2025
Name	Trustee Area/ Subdistrict Area	Most Recent Date (Appointed / Elected)
Name	Trustee Area/ Subdistrict Area	Most Recent Date (Appointed / Elected)
Name	Trustee Area/ Subdistrict Area	Most Recent Date (Appointed / Elected)
Name	Trustee Area/ Subdistrict Area	Most Recent Date (Appointed / Elected)



**Candidate Policy Form for Special Districts
 November 3, 2026
 Statewide General Election**

Please complete and return this form by July 1, 2026 (EC §§10509, 10522)

Our District Board adopts the following policies effective for the November 3, 2026 Statewide General Election:			
1	The <i>number of members</i> to be elected to the Governing Board for a 4-year term : 3 __		
	Names of incumbents currently holding these seats (Indicate sub-district if election is by district)		
	Name Neela Patel	Sub-district Three (3)	Name Chuck Cotten
	Name JoAnn Covington	Sub-district Four (4)	Name Sub-district
2	The <i>number of members</i> to be elected to the Governing Board for a 2-year term (if applicable to fill balance of an unexpired term): _____		
	Name(s) of incumbent(s) currently holding or who previously held and has vacated this seat(s)		
	Name Sub-district	Name Sub-district	Name Sub-district
	Name Sub-district	Name Sub-district	Name Sub-district
3	Election type		
	<input type="checkbox"/> At-large: Each governing board member shall reside in the jurisdiction and shall be elected by the registered voters of the entire jurisdiction <input checked="" type="checkbox"/> <input type="checkbox"/> By district: Each governing board member shall reside in the sub-district area where she or he seeks to represent and shall be elected (choose one): <input checked="" type="checkbox"/> By the registered voters of that particular sub-district area <input type="checkbox"/> By the registered voters of the entire jurisdiction		
4	The word limit for a candidate statement will be (EC §13307)		
	<input type="checkbox"/> 200-word statement <input checked="" type="checkbox"/> 400-word statement		
5	The cost of the candidate's statement sent to each voter will be paid by (EC §13307)		
	<input type="checkbox"/> District (Jurisdiction) <input checked="" type="checkbox"/> Candidate		



 Signature of the General Manager or Administrator and Date

Kat Wuelfing, General Manager
 Print Name and Title

Mid-Peninsula Water District
 Official District Name (**to be used as ballot heading**)



AGENDA ITEM NO. 5.H.

DATE: May 28, 2026
TO: Board of Directors
FROM: Sarah Scheidt, Operations Manager

SUBJECT: Approve Resolution 2026-15 Establishing Surplus Items List 26-01 and Declaring Three (3) Items in District Inventory as Surplus, and Authorizing Staff to Sell the Items Via Govdeals.com

RECOMMENDATION

Approve Resolution No. 2026-15.

FISCAL IMPACT

It is estimated that the auction of the three vehicles on Surplus Items List 26-01 could generate approximately \$6,700 - \$15,500 in revenue. GovDeals.com fee/commission is 10% of the items' sales price and would be paid by the successful bidder. The proceeds from the sale of the vehicles would be miscellaneous revenue. Based on a review of similar transactions on GovDeals, below are estimated sale prices for the three surplus vehicles:

1999 Ford F350 utility truck: \$1,200 - \$2,500
1999 Caterpillar diesel front loader: \$4,000 - \$8,500
2016 Ford Transit van: \$1,500 and \$4,500

BACKGROUND

The District's Financial Management Policy Manual specifies the methods of disposition of any surplus or scrap items; depending on the nature of the item and possibility of most favorable return to the MPWD. For an item with an original acquisition cost exceeding \$25,000, the Board of Directors shall determine the appropriate method of disposition considering any staff recommendation. The Board has previously approved similar resolutions regarding surplus assets on September 28, 2017, March 22, 2018, May 24, 2018, January 28, 2021, and May 27, 2021.

DISCUSSION

Exhibit A lists the three vehicles that staff recommends disposing of, including their current mileage, conditions, and original purchase price. The vehicles identified on Exhibit A are no longer being used by the District and have exceeded their useful life. The District purchased the Ford Transit for \$24,397, which is just under the \$25,000 limit requiring Board approval; and we are including it to be conservative to account for any related expenditure such as tools or taxes paid for the vehicle, which are not included in the purchase price listed. Staff plans to use a public auction site known as GovDeals.com to sell the surplus vehicles. GovDeals.com works only with public agencies for the sale of surplus assets. They are an auction site and anyone with internet capability can bid on items from their site. For a staff our size, GovDeals.com appears to be a very efficient way to deal with

surplus items and has been used by the District previously. The first step is to have materials declared surplus and authorize the sale.

Attachments: Resolution 2026-15
Exhibit A – Surplus Items List 26-01

RESOLUTION NO. 2026-15

**DECLARING DISTRICT PROPERTY SURPLUS
IDENTIFIED IN SURPLUS ITEMS LIST 26-01**

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, the Mid-Peninsula Water District no longer has a need or use for the vehicles listed on Exhibit A; and

WHEREAS, it is highly desirable to sell or dispose of the surplus equipment for the highest return possible.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mid-Peninsula Water District hereby declares the vehicles listed on Exhibit A, which is incorporated herein by reference, are surplus and are to be sold by public auction, bid or sale at the least cost or greatest benefit to the District; and that staff is authorized to undertake all actions to transfer title to the successful bidder/purchaser or done.

REGULARLY PASSED AND ADOPTED this 28th day of May 2026 by the following vote:

AYES:
NOES:
ABSTENTIONS:
ABSENCES:

Board President

ATTEST:

District Secretary



Exhibit A Surplus Items List 26-01

No.	Description	Model Number	Vin/Serial Number	Purchase Price
1	1999 Ford gas utility truck with 205,484 miles; non-operational possible head gasket leak; District ID No 2785 with license plate number 1021251	F350	1FTSF30S0XEC03820	Unknown > \$25,000
2	1999 Caterpillar IT14G diesel front loader with 2,921 hours; no- operational with blown engine; District ID No 2095	IT14G	1WN01218	\$30,000.00
3	2016 Ford Transit gas van with 42,109 miles; non-operational with damaged transmission; District ID No 2802 and license plate number 1495748	Transit Connect Van	NMOLE7FX8G1266234	\$24,397.00



AGENDA ITEM NO. 7.A

DATE: May 28, 2026
 TO: Board of Directors
 FROM: Sarah Scheidt, Operations Manager

SUBJECT: Consider Resolution 2026-16 Authorizing a Professional Services Agreement with Insight Water Technologies for a Non-Destructive Water Main Inspection of the Hillcrest Transmission Main as Part of the Transmission Water Main Assessments Project (CIP #20-05) in the Amount of \$350,000 Plus a Contingency of \$56,000 for a Total Budget of \$406,000

RECOMMENDATION:
 Approve Resolution 2026-16.

FISCAL IMPACT:

FY 26/27 Preliminary Operating Budget Estimate for CIP 20-05:

Inspection and Base Services	\$350,000
Potential Additional Services	\$88,000
Subtotal	\$438,000
Additional Contingency	\$42,000
Potential Civil Work/Construction:	\$40,000
Planning, Design, & Construction Support:	\$55,000
Total:	\$575,000

Professional Services Contract Cost: \$350,000

Base Services	
Project Planning	\$70,000
Custom Extraction Rack	\$2,000
Non-Destructive Pipeline Inspection	\$252,000
Data Analysis	\$12,000
Inspection Report	\$14,000
Subtotal	\$350,000

Additional Services Contingency	
Emergency Extraction	\$30,000
General Engineering Report	\$26,000
Subtotal	\$56,000

Staff is requesting Board approval for only the base services at this time, plus a contingency of \$56,000 for an emergency tool extraction and preparation of a general engineering report. An emergency tool extraction will only be needed in the unlikely event that the inspection tool encounters an unforeseen obstacle and becomes lodged in the water main. This risk will be mitigated by extensive planning and field reconnaissance that Insight Water Technologies (Insight) will conduct. The general engineering report will be needed if the water main shows medium to severe defects. If severe defects are found during the inspection, staff may bring a proposal for additional services as needed to the Board (e.g., detailed structural analysis), and that amount is not included in the proposed contingency.

In addition to the Insight scope of services, additional work will be needed to complete this project, including civil engineering/construction work and planning/design by PCG. These costs are currently estimated in the overall project budget of \$575,000 presented in the preliminary operating budget for 2026/2027.

BACKGROUND:

At the April 23, 2020 meeting, the Board approved an update of the five-year Capital Improvement Plan (CIP), which included the addition of the Transmission Water Main Assessments Project (CIP 20-05). This project seeks to determine the existing condition and remaining life expectancy of the District's two transmission mains.

Tunnels Transmission Main (24" Ductile Iron Pipe): Inspected in 2022 by Pure Technologies (Pure) using a free-swimming ultrasonic device. The condition assessment showed the main is in good condition with no imminent risk of failure. It did, however, identify multiple air pockets. Staff is currently coordinating with the landowner, SFPUC, to obtain permits to install four air release valves.

Hillcrest Transmission Main (20" Concrete Cylinder Pipe / CCP): This main connects the SFPUC meter at the Redwood City Sequoia Tank Site to the former Folger Tank Site, running primarily under Whipple Avenue and Old County Road. Inspection of this main was deferred until the completion of the Old County Road (OCR) Project, which replaced the northern section of the main. Consequently, the scope of this upcoming inspection will cover the remaining un-replaced segment from the Sequoia Tank site to the beginning of the newly replaced water main.

The CIP was most recently updated in July 2024. The FY 2024/2025 CIP update also included this project.

DISCUSSION:

The primary cause of failure of CCP are broken wire wraps reinforcing the outside of the pipe cylinder. Near-field electromagnetic data is the leading technology utilized to detect these broken wire wraps. Staff solicited proposals and conducted interviews with the two vendors that offer free-swimming near-field electromagnetic inspection devices: Pure and Insight. Following internal deliberation and reference checks, staff is recommending contracting with Insight based on the following key factors:

- Insight is partnering with HDR, a reputable engineering company, to perform the data analysis and prepare the inspection report.
- Insight/HDR team has extensive experience working together on similar electromagnetic pipeline inspection projects.

- Insight/HDR team was highly responsive and demonstrated thorough understanding of the inspection tool, inspection process, and District's needs.
- Insight's proposal was the most cost effective.

Staff worked with Insight to develop a scope of work, detailed in the attached proposal dated April 14, 2026. The proposal includes a comprehensive planning stage to ensure a successful inspection and extraction of the tool from the water main. Required water main modifications will be identified during this planning stage. The District will complete the modification work internally or via a separate procurement. This construction work is not included in Insight's proposal.

During the field inspection, Staff will coordinate with Insight to minimize disruption to the water system. Only brief periods of water main depressurization during insertion and extraction are expected and no service disruptions to District customers are anticipated.

Following the field inspection, HDR will analyze the data and produce project deliverables including a pipe geodatabase, video files, and a detailed inspection report. Staff will review the data to determine if further structural analysis is warranted. Insight/HDR can prepare a general engineering report and perform an analysis of the remaining useful life as an additional service.

The attached professional services agreement is the MPWD template form prepared and reviewed by District Counsel. The Board's approval will authorize the General Manager to execute the agreement.

Attachments: Resolution No. 2026-16
 Professional Services Agreement
 Insight Water Technologies Proposal dated April 14, 2026
 Capital Improvement Program Project Description (CIP 20-05)

RESOLUTION 2026-16

AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH INSIGHT WATER TECHNOLOGIES FOR A NON-DESTRUCTIVE WATER MAIN INSPECTION OF THE HILLCREST TRANSMISSION MAIN AS PART OF THE TRANSMISSION WATER MAIN ASSESSMENTS PROJECT (CIP #20-05) IN THE AMOUNT OF \$350,000 PLUS A CONTINGENCY OF \$56,000 FOR A TOTAL BUDGET OF \$406,000

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, at their regular meeting on April 23, 2020, the Board of Directors adopted the Capital Improvement Program FY2019-2020 Update; and

WHEREAS, described within the Capital Improvement Program FY2019-2020 Update is a capital improvement project known as the Transmission Water Main Assessments Project (CIP 20-05) to determine the existing condition of the District's two transmission water mains; and

WHEREAS, the Capital Improvement Program was most recently updated in FY2024-2025, and adopted by the Board of Directors at their regular meeting on July 25, 2024, and also included the Transmission Water Main Assessments Project (CIP 20-05); and

WHEREAS, in accordance with District Procurement Policy, staff met with two vendors of pipeline condition assessment services and following presentations of the technologies and internal deliberation, determined one vendor's approach was more advantageous to the District's needs; and

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

1. Authorizes a professional services agreement with Insight Water Technologies in the amount of \$350,000, for the purpose of conducting a non-destructive water main inspection of the Hillcrest Transmission Main; and

2. Authorizes a project contingency in the amount of \$56,000 for a total project budget of \$406,000; and

3. Authorizes the General Manager to execute the professional services agreement on behalf of the District with Insight Water Technologies, in full conformity with the terms and conditions of this Resolution, the bid and the specification documents.

REGULARLY PASSED AND ADOPTED this 28th day of May 2026 by the following vote.

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

Board President

ATTEST:

District Secretary

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made as of this _____, 2026, by and between MID-PENINSULA WATER DISTRICT, a public agency (“DISTRICT”) and **Insight Water Technologies** a California corporation (“CONSULTANT”).

WHEREAS, the DISTRICT desires to obtain professional services in conjunction with DISTRICT’S **Condition Assessment for the Hillcrest Supply Line** and

WHEREAS, the CONSULTANT is ready, willing and able to furnish such services and has submitted a Proposal dated **April 14, 2026**, 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 **\$350,000** 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
Belmont, CA 94002
ATTENTION: Sarah Scheidt, Operations 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 **Myron Shenkiryk**, 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
Belmont, CA 94002
ATTENTION: Kathryn Wuelfing, General Manager

If to the CONSULTANT: Insight Water Technologies
2942 N. 24th Street
Phoenix, AZ 85016

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: Kathryn Wuelfing

Title: General Manager

CONSULTANT:

By: _____

Name: Myron Shenkiryk_____

Title: CEO

By: _____

Name: Xiangjie Kong_____

Title: CTO

*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.

April 14, 2026

Sarah Scheidt
Operations Manager
Mid-Peninsula Water District
1075 Old County Road, Suite A
Belmont, CA 94002

Dear Ms. Schedit,

Insight Water Technologies (INSIGHT) and HDR are pleased to submit the following proposal to provide a state-of-the-art condition assessment for the Hillcrest Supply Line owned and operated by Mid-Peninsular Water District in Belmont, CA. INSIGHT has advanced condition assessment technologies that are directly applicable to this transmission main and we have teamed with HDR to provide project management, advanced field services, and reporting. We would welcome an opportunity to meet with you to discuss the details of our proposal.

1.0 Proposed Team

1.1 Insight Water Technologies

INSIGHT provides water utilities with the best science, engineering, and technology to proactively manage large diameter pressurized water mains. Ed Padewski and Xiangjie Kong are experienced with condition assessment technologies and have extensive backgrounds in buried water infrastructure assessment. INSIGHT works with utilities to develop thoughtful, innovative solutions to maximize the reliability of their most critical assets.

INSIGHT's research and development program is focused on developing advanced technologies that collect valuable information on the condition of buried infrastructure using a technology suite and roadmap which includes the following:

- Manual pushcarts for near field electromagnetic testing of Cylinder Concrete Pipe (CCP) and BWP
- **XK1 Free swimming near field electromagnetic testing of CCP and BWP (proposed herein for this project)**
- Long-distance free-swimming inline leak and gas pocket detection
- Miniaturized free swimming inline leak and gas pocket detection

1.2 HDR

HDR will provide experienced project management to make sure the project is executed smoothly and with high quality, combined with nationally recognized technical leadership in condition assessment of large diameter pressurized water/wastewater mains.

HDR's team has unmatched expertise in assessment and management of pressure pipe! Our Project Team have led numerous projects nearly identical to this one, assessing hundreds of miles of CCP pipelines. This experience will allow the Mid-Peninsula Water District to leverage the lessons our team has learned through decades of experience, thereby reducing overall project risk.

INSIGHT and HDR have a productive relationship and have worked together on numerous projects. The specific staff and proposed organizational structure are summarized in Attachment A of this proposal.

2.0 Project References

The INSIGHT/HDR team has decades of experience performing in-line assessment of CCP mains using various methods and technologies. The projects listed below highlight the team's experience on similar projects. Additional details of these projects are provided in Appendix B of this proposal.

- Great Lakes Water Authority (GLWA) (MI): 24-Mile Road Condition Assessment
- Washington Suburban Sanitation Commission (MD): PCCP Engineering Services
- The City of Corpus Christi Water (TX): Mary Rhodes Transmission Main Assessment

3.0 Proposed Scope of Work

To perform condition assessment of the subject pipelines, INSIGHT and HDR propose to inspect the pipelines with the XK1 free swimming, near field electromagnetic inspection device. Once inserted into the pipeline(s), this device is propelled by the water flow and collects condition data continuously along the length of the pipeline. At the end of the pipeline, the device is removed, and the data is extracted and analyzed. A final report documents the condition of the pipeline.

Project Understanding

The intent of this project is to provide a comprehensive assessment of the Hillcrest Supply Line coming from the Hetch Hetchy Aqueduct. The pipeline consists of 20-inch diameter CCP and was constructed in 1960. Figure 1 shows the approximate location of the pipeline.

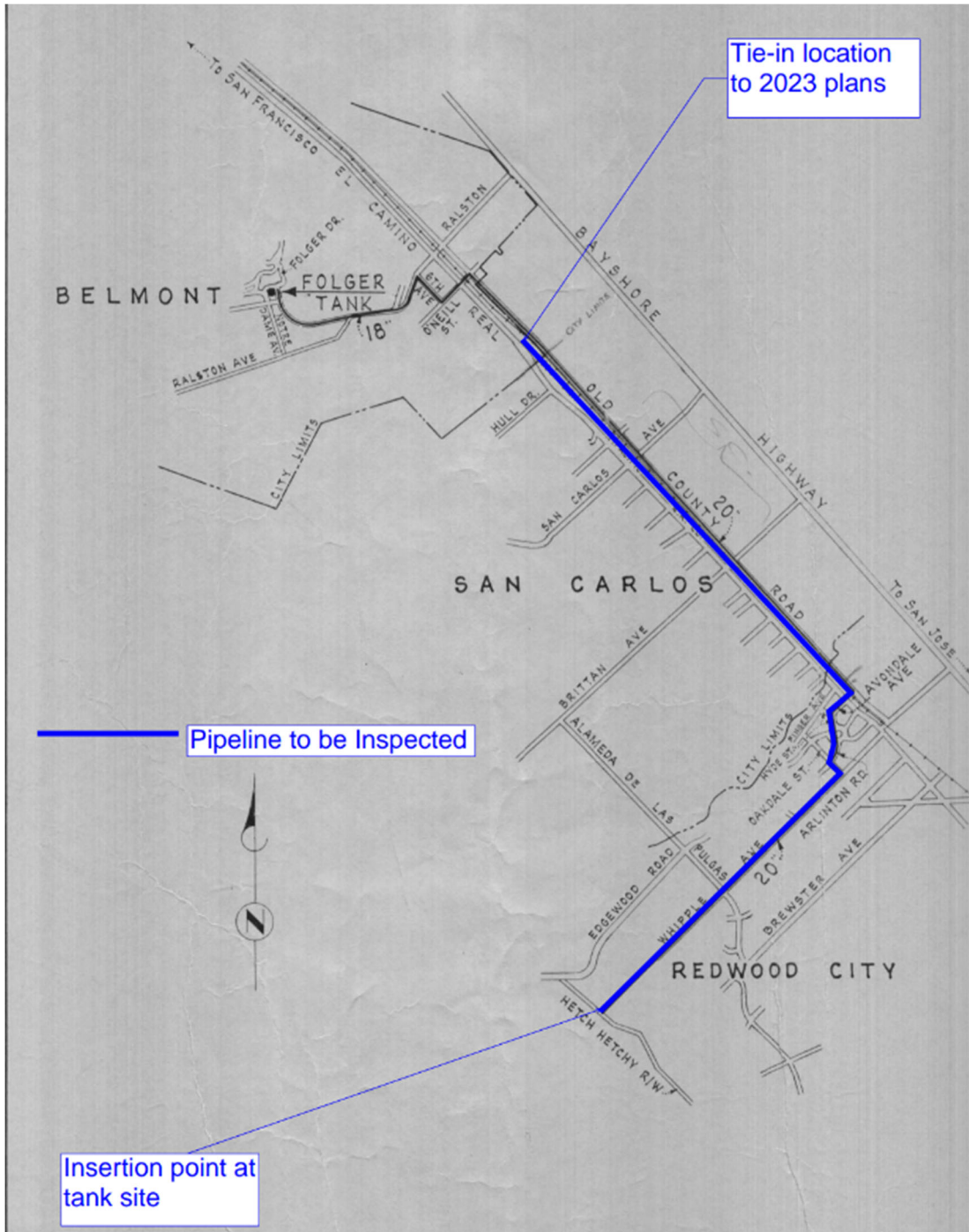


Figure 1: Approximate Pipeline Location (reference: 1957 Plans Hillcrest Line: Sheet 1- Marked up by Pakpour Consulting Group)

INSIGHT and HDR have performed a preliminary review of the available as-built records to develop an approach that meets the project needs and minimizes project risk.

The general progression of the scope of work includes the following:

1. Inspection Planning – Site visit followed by development of a detailed Work Plan
2. Inspection Execution
 - Installing tracking units
 - Insertion of an extraction rack
 - Insertion of the inspection device
 - Traversing the pipeline, capture and retrieval of the inspection device
3. Data Analysis
4. Reporting

A summary of each task in the proposed scope of work is provided below and details are provided in Attachment C of this proposal.

Task 1 – Inspection Planning- Develop a Detailed Work Plan

The INSIGHT/HDR team will review as-built records, pipeline operating details, and site conditions and develop a detailed Work Plan that will outline all the steps necessary to complete the inspections. The Work Plan will clearly identify the roles and responsibilities for each stakeholder including the Mid-Peninsula Water District, INSIGHT, and HDR to provide a smooth inspection process in the field.

The planning efforts include a preliminary site visit to inspect potential insertion, tracking, and capture locations along the pipeline. A draft Work Plan will then be developed, reviewed with the Mid-Peninsula Water District staff and modified to develop a mutually agreeable final Work Plan.

After completion of the Inspection Planning Phase, the INSIGHT/HDR team will conduct a go/no go meeting with Mid-Peninsula Water District to determine if the inspection with the XK1 tool will be feasible. If it is determined not to be feasible to perform this inspection, the contract will be terminated after Task 1 and only fees associated with Task 1 and Task 5 will be owed to INSIGHT/HDR. Alternative inspections options may be provided to determine next steps assessment. If Mid-Peninsula Water District wants to proceed with alternative options, a new scope and fee estimate will be submitted.

Assumptions

- As-built records, pipeline operating details will be provided to INSIGHT and HDR within one week of NTP
- Site visit can be completed in one day, with three INSIGHT/HDR staff
- Workshop can be completed in one day and will be in-person.

Task 2 – Inspection

The INSIGHT/HDR team proposes utilizing the XK1 inspection device, a state-of-the-art, free swimming device that detects and reports the location of broken wire wraps, leaks, and pockets of trapped gas.

2.1 XK1 Proposed Technology

The XK1 inspection device is inserted into a pipeline and traverses the inspection distance propelled by the water flow. While it traverses the pipeline, it utilizes an array of sensors to collect a variety of data as described below. We understand that sections of the pipe to be inspected may be protected with a casing. Depending on the casing specification, the impact on EM data quality should be minimal, and EM data should be able to identify the location of casing(s).

Near Field Electromagnetic Data: The primary data set for this project is near field electromagnetic data that, once evaluated, identifies and quantifies broken wire wraps in CCP (AWWA C301 and C303). This data addresses the primary cause of failure of CCP mains—broken wire wraps. As a result, this is the main dataset of interest for the project. XK1 will have 24 EM detectors which not only detect broken wires / bars but also provide information on cylinder wall loss. Acoustic Data: One of the unique advantages of the XK1 technology is that its pedals have been specifically designed to reduce acoustic activity as it traverses the pipeline. As a result, INSIGHT/HDR *propose to use onboard acoustic sensors to report the location of leaks* and pockets of trapped gas. Gas pockets in transmission mains are a concern because they can impact pump performance. Leak detection is a valuable dataset as it addresses two limitations associated with near field electromagnetic inspection. First, it provides earlier identification of a common type of failure associated with a joint leak that eventually develops broken wire wraps extending from the joint. Secondly, it can identify other failure modes that may not have broken wire wraps. Differential settlement, inadequate thrust restraint, and faulty joints can result in failures without the presence of broken wire wraps but may be detected with leak detection. With XK1, the need for a separate inspection to identify leaks and pockets of trapped gas has been eliminated. With the ability of the electromagnetic sensors to pick up the pipe joints the location of leaks and gas pockets are more accurate.

CCTV: XK1 will be equipped with 3-4 cameras and lighting to provide visual inspection of the pipe. However, CCTV results will be dependent on water quality as excessive sediment, debris, and unclear water may affect video results.

Tracking Instrumentation: While the inspection device is traversing the pipeline, it emits an ultrasonic pulse that travels up and down the pipeline. Acoustic sensors are placed on the pipeline at convenient locations (e.g., air valves, boiler plates) in advance of the inspection, which are used to detect the pulse and track the device as it travels the pipeline.

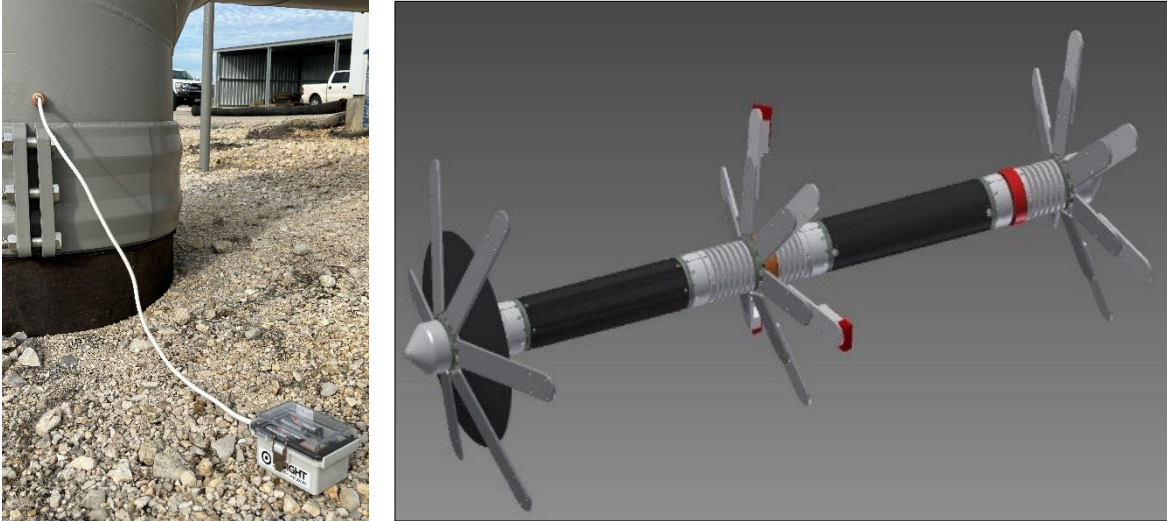


Figure 2: (left) Acoustic Sensor and Tracking Device; (right) Three-Dimensional Rendering of INSIGHT's XK1 Platform

2.2 Performing the Inspection

Installing Tracking Unit Acoustic Sensors: Prior to performing the XK1 electromagnetic inspection, small acoustic sensors will be adhered to the pipeline or pipeline appurtenances at locations determined in the Work Plan.

Insertion of Capturing Device: The XK1 tool will be captured by placing an extraction rack or net at the desired location as determined during the planning phase. We have reviewed the photos and details of the proposed capture location and envision utilizing an expanding ring equipped with a capture net. The final capturing process will be developed collaboratively and detailed in the Work Plan.

Insertion of Inspection Device: The insertion location will be determined during the development of the work plan, but for proposed insertion point was identified at the Sequoia Tank Site at a temporary bypass. The inspection device is inserted into the bypass and a temporary pump is connected to the bypass and the inspection device is “pumped” into the pipeline. To insert the inspection device, the pipeline is temporarily shut down and access into the pipe is created by a pipeline feature at the insertion location.

Traversing the Pipeline and Device Retrieval: Once the inspection device is released, it traverses the pipeline and collects condition data. The tool emits ultrasonic pulses that are detected by the previously installed tracking sensors as it moves through the pipe. The location of the device is reported through an online portal so all stakeholders can track the tool location.

HDR will provide the field inspection team that will monitor tool progress and report any challenges. Once the tool has arrived at the capture location, it will be captured and removed.

Pipeline assessment projects require a complete drawing review of the pipeline to be performed by the Contractor (Insight/HDR) prior to the inspection to identify any areas of concern. If the drawings are consistent to the pipeline's in-situ condition, and assuming risks are mitigated in advance of the inspection by the Contractor and the District, the flow velocity requirements for inspection are met by the District, and all valves are verified to be in the open position by the District prior to the inspection, the direct costs associated with tool retrieval (excavation, tapping, restoration) shall be borne by the Contractor. If the drawings do not accurately reflect the pipeline's in-situ condition, and obstacles are encountered that the tool cannot navigate, the District and the Contractor shall work cooperatively to remove unmanned inspection equipment from the pipeline. Any costs incurred in such efforts shall be limited to the respective domain of the District and the Contractor.

Assumptions

- Mid-Peninsula Water District will coordinate traffic control if required.
- Mid-Peninsula Water District staff will be on site for installation of tracking sensors and during the inspection to open and close manholes and grant access to the pipe where necessary.
- Debris removal is not included.

Safety documents for all site inspections will be completed by HDR. Task 3 – Data Analysis

3.1 Signal Analysis:

The XK1 technology records data onboard the device that is subjected to a rigorous data analysis process. INSIGHT recently advanced the analytical techniques available to interpret data for CCP mains. Example data is shown in Figure . The data will be subjected to detailed analysis to develop a detailed pipe list showing each segment pipe, its associated length, station, features, and inspection results.

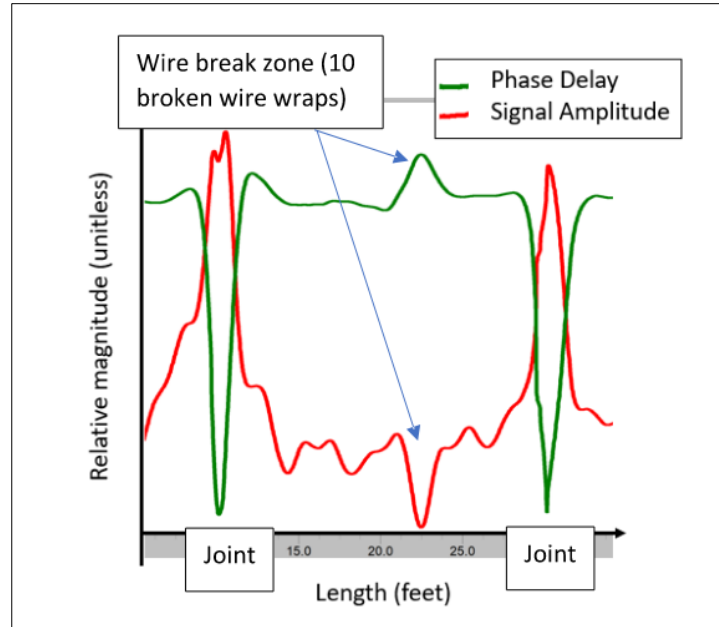


Figure 3: Example Electromagnetic Data Displaying a Magnetic Anomaly Associated with Ten Broken Wire Wraps

GIS Deliverable:

HDR will transform the collected inspection data into a GIS deliverable. The GIS deliverable will provide electromagnetic inspection data on an approximate pipe-stick basis. The inspected asset’s alignment within GIS can be parsed out into pipe-stick lengths to allow for enhanced visualization of inspection data which can be effectively stored and referenced easily following the inspection.

Assumptions

- Mid-Peninsula Water District will provide a GIS map of their pipeline
- Inspection tool will not provide a mapping deliverable and inspection results will utilize the existing pipeline alignment provided by Mid-Peninsula Water District.

Task 4 – Electromagnetic Inspection Report

An electromagnetic inspection report will be prepared summarizing the planning, execution, and results of the condition assessment. The report will include the following items:

- Overview of the condition assessment technology
- Compilation and summary of the assessment data collected in the field including quantified broken wire wrap damage, leaks, and pockets of gas on the pipeline
- Operational and safety lessons learned from the field condition assessment.

A draft report will be submitted within 6 weeks of completion of the field work. After submission of the draft report, INSIGHT/HDR will conduct a virtual meeting to review the data with Mid-

Peninsula Water District. Upon review and comment the INSIGHT/HDR team will amend the draft report and provide a final report. This process will not take more than 12 weeks. It should be noted that in some CCP evaluations, a finite element analysis is required to establish repair thresholds. This is not included in the base scope of work and if needed will be discussed with Mid-Peninsula Water District prior to proceeding with this service (see Value Added Services).

Assumptions

- Meeting to discuss the draft report is intended to be a one hour virtual meeting.
- Insight/HDR assumes Mid-Peninsula Water District will return comments within two weeks.

Task 5 – Project Management

HDR will provide overall project management and will work side by side with Mid-Peninsula Water District, their consultant, and INSIGHT to efficiently deliver the project, complete the condition assessment and provide meaningful and actionable data.

The project will follow HDR's Quality Management System and costs/expenses will be tracked by HDR to manage the budget. The schedule will be established and managed by HDR in collaboration with the Mid-Peninsula Water District . The Project Management Scope consists of the following:

- i. Project contracting/set-up
- ii. Safety plan
- iii. Quality plan
- iv. Kick Off Meeting
- v. Progress Meetings, as needed
- vi. Schedule Development and Monitoring
- vii. QA/QC Activities
- viii. Project Closeout

Value Add Services

Detailed Structural Analysis and Mitigation Recommendations

Depending on what damage is detected during the inspection, detailed structural analysis may be required to provide pipeline management recommendations to improve pipeline reliability. If the inspection detects low levels of damage or high levels of damage on a few isolated pipe sections, a detailed engineering analysis will not be required, and this value-added service is not needed. In this scenario, HDR, if desired, will provide engineering recommendations within the general engineering report (value added service defined below). However, if the damage is more varied or significant, the INSIGHT/HDR team can perform an engineering analysis that established tolerable damage thresholds so repair decisions can be made.

To establish damage thresholds multiple techniques can be used, from intuitive thresholds to finite element analysis. Once the inspection data is collected, HDR will meet with the Mid-

Peninsula Water District to outline the engineering analysis and associated costs to determine the preferred approach.

Hydraulic Assessment

Operating and pressure transients dictate the extent of loading which a CCP pipe must resist to remain safe. High frequency pressure monitoring is a simple, low-cost way to understand these loading conditions. Pressure transients are temporary, short duration events that result from pumps, utility operations or customer operations that can accelerate pipeline deterioration. To provide an improved understanding of operating and pressure transients, this value-added service includes installing high-speed pressure loggers on the pipeline (during the preliminary site visit) to quantify three variables: 1. Operating pressure; 2. Transient pressures; and 3. C-factor. The sensors will be removed during the inspection.

General Engineering Report

A comprehensive Engineering Report will be prepared in addition to the Electromagnetic Inspection Report. The report will include the following items:

- Operational optimization and management recommendations,
- Repairs and rehabilitation based on the condition assessment results, and
- Estimation of operating and capital costs and description of the risk reduction associated with each recommendation.

This report will give general engineering recommendations based on the inspection data provided by Insight.

Schedule

A detailed and tailored schedule can be developed collaboratively to meet the needs of the Mid-Peninsula Water District. For purposes of a general timeline, the Planning aspect will take approximately 2 months, Inspection – 1 month, and Reporting – 2 months.

Fee

The following fee applies to the proposed scope of work:

Base Scope of Work

1. Planning (review as-built records, perform site visit, develop detailed work plan and coordinate with Mid-Peninsula Water District)	\$70,000
2. Design and manufacture custom extraction rack	\$2,000
3. Perform Inspection (\$13.26/foot x 3.6 miles)	\$252,000
4. Data Analysis	\$12,000
5. <u>Electromagnetic Inspection Report</u>	<u>\$14,000</u>
TOTAL for Base Scope or Work	\$350,000

Contingency Plan

1. Tap 18/20-inch pipeline.....\$30,000
ea

Value Added

1. Detailed Structural Analysis and Mitigation Recommendations TBD
2. Hydraulic Assessment.....\$12,000
3. General Engineering Report\$26,000

Invoicing will occur following the completion of the proposed scope of work breakdown identified above.

We are excited by the opportunity to help the Mid-Peninsula Water District perform a condition assessment of this supply line. Should you have any questions or comments please do not hesitate to contact us.

Yours Truly,

INSIGHT WATER TECHNOLOGIES



Myron Shenkiryk
Director of Client Services

EXISTING PIPE INFORMATION

Size: 18"-24"
Type: DIP, PVC, CCP
Year Installed: 1960s - 1970s
Static Pressure Range (psi): 40-185



TRANSMISSION WATER MAIN ASSESSMENTS

PROJECT BACKGROUND

The District is supplied water from two source locations being 1) the Tunnels Pump Station located below Hallmark Tanks and 2) the SFPUC Hillcrest Connection located approximately 3 miles south west of the District service area.

The transmission water main between the Tunnels Pump Station and Hallmark Tanks is an approximate 1 mile 24" Ductile Iron Pipe (DIP) and is located in steep, cross country terrain. This water main brings water into Zone 8 allowing the District to feed water from the top down. The transmission main from the Hillcrest Connection to the Hannibal Pump Station is comprised of 18"-20" Polyvinyl Chloride (PVC) and Concrete Cylinder Pipe (CCP). This particular water main brings water into Zone 1 allowing the District to feed water from bottom up.

This project is an assessment of each transmission main to determine the existing conditions, identify any leaks, and remaining life expectancy.

PROPOSED IMPROVEMENTS

Assess the transmission mains supplying the District from the top and bottom.

PROJECT BENEFITS

The Transmission Water Main Assessment determines the existing condition of the water mains, identifies any potential leaks, and remaining life expectancy.

PROJECT BUDGET (2020 - COMPLETED 2023)

Tunnels Assessment	\$ 200,000
Subtotal Construction	\$ 200,000
Planning, Design & Construction Support	\$ 0
Contingency (±10%)	\$ 20,000
Project Budget	\$ 220,000

PROJECT BUDGET (2024)

Hillcrest Assessment	\$ 500,000
Subtotal Construction	\$ 500,000
Planning, Design & Construction Support	\$ 50,000
Contingency (±10%)	\$ 75,000
Project Budget	\$ 625,000

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	08/21/24
SCALE	AS NOTED
DRAWN: BY	BL
CKD	JP



**CAPITAL IMPROVEMENT PROGRAM
 TRANSMISSION WATER MAIN ASSESSMENTS
 PROJECT 20-05**



AGENDA ITEM 8.A.

TO: Board of Directors
 FROM: James W Ramsey, CPA, District Treasurer
 Kat Wuelfing, General Manager
 DATE: May 28, 2026

SUBJECT: RECEIVE SUMMARY REPORT ON PRELIMINARY DRAFT FY 2026/2027 OPERATING AND CAPITAL BUDGETS

RECOMMENDATION:

Provide input on preliminary draft operating and capital budgets for fiscal year 2026/2027.

FISCAL IMPACT:

ITEM	RESERVE ANALYSIS	Notes
OPERATING RESERVES ANALYSIS		
Total projected available resources - beginning balance	\$ 14,707,432	Projected as of June 30, 2026
Budgeted revenues	22,348,200	Summary of operating budget
Budgeted expenditures	(19,952,188)	Summary of operating budget
Total available resources	17,103,444	
Less: Working Capital (Operating) Reserve	(9,976,094)	50% of annual fiscal year budgeted expenditures
Total remaining resources	\$ 7,127,350	

CAPITAL RESERVES ANALYSIS		
Remaining reserves after operations	\$ 7,127,350	
Total Pay-Go Capital Projects	(4,106,305)	Summary of capital budget
Total remaining for reserves	3,021,045	
Target Pay-Go Capital Reserve	8,000,000	Fixed amount
Amounts available for other reserves	\$ (4,978,955)	Short-fall

ITEM	COP FUNDS ANALYSIS	Notes
Total projected available resources - beginning balance	\$ 32,371,492	Projected as of June 30, 2026
Budgeted revenues	469,600	Summary of operating budget
Budgeted expenditures	(10,817,234)	Summary of capital budget
Total remaining available resources	\$ 22,023,858	

DISCUSSION:

Staff presented proposed Operating and Capital Budgets in detail to the Board Finance Committee during meetings on April 21, 2026, 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:** \$15,500,000

Fixed System Charges: \$5,270,000

Staff set the water commodity charges to match the water rate study, as adjusted by 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 23, 2026 meeting.

2. **Interest Revenues:** \$1,009,600

Management has adjusted this amount to account for investments utilizing the unused proceeds from the 2026 Certificates of Participation (COP) issuance held by the fiscal agent.

Significant Operating Expenditure Highlights:

1. **Salaries & Benefits:** \$4,519,500

The amount budgeted considers the District as fully staffed, including a vacant water system operator. The budget has also considered overtime to ensure there is adequate amounts to cover the typical level of emergencies (e.g., main breaks, hit fire hydrants, etc.) that may come up during the fiscal year.

2. **Purchased Water:** \$7,559,100

Staff set the purchased water charges to match the water rate study, as adjusted by the pass-through amount from the San Francisco Public Utilities Commission (SFPUC). The amount coincides with the changes in the pass-through rates received by the Board of Directors during the April 23, 2026 meeting.

3. **Debt Service:** \$2,985,410

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 2026/2027 budget had a surplus of \$2,865,608.

Significant Capital Budget Highlights:

1. **Equipment Purchases:** \$400,000

Significant purchases programmed for the fiscal year include cathodic protection for \$100,000; a rebuild of pump #3 at Tunnels and Hannibal Pump for \$125,000, a medium EV pickup for \$65,000 and an air valve for \$50,000.

2. PAY-GO Capital Projects: \$3,706,305

Significant pay-go projects include the Lower Notre Dame Ave/Willow Lane/Oak Knoll Cross Country WMI for \$2,394,876. This also includes Exbourne West Tank Recoating for \$400,000 and the Hallmark Tanks Rebuild for \$875,000. Current budget reflects the amounts expected to be spent during the fiscal year. Remaining project amounts are expected for subsequent fiscal years.

3. Debt-Financed Projects: \$10,817,234

Significant projects identified to be funded with COP funds include the Dekoven Tanks Replacement for \$4,775,670, Phase 2 of the SR 101 Crossing for \$4,775,670 and some residual amounts for the Folger Property Improvements for \$500,000. Current budget reflects the amounts expected to be spent during the fiscal year. Remaining project amounts are expected for subsequent fiscal years.

The final budget will be brought to the Board for approval in June. It is anticipated that minor refinements may be made based on updated information between the preliminary and final budgets.

Attachments: Preliminary Draft MPWD Operating and Capital Budgets for FY 2026/2027

**MID-PENINSULA WATER DISTRICT
PRELIMINARY DRAFT OPERATING BUDGET
05/28/2026**

DESCRIPTION	APPROVED FY 2025-26 BUDGET \$	PRELIMINARY FY 2026-27 BUDGET	INCREASE / (DECREASE) FY 2025-26 TO FY 2026-27	% Change
OPERATING REVENUE				
WATER COMMODITY CHARGES	14,144,000	15,500,000	1,356,000	9.6%
FIXED SYSTEM CHARGES	4,848,000	5,270,000	422,000	8.7%
FIRE SERVICE CHARGES	18,000	18,000	-	0.0%
MISC CUSTOMER ACCOUNT FEES	146,420	126,400	(20,020)	-13.7%
SERVICE LINE & INSTALLATION CHARGES	100,000	80,000	(20,000)	-20.0%
MISCELLANEOUS OPERATING	20,000	10,000	(10,000)	-50.0%
TOTAL OPERATING REVENUE (SOURCES)	19,276,420	21,004,400	1,727,980	9.0%
WATER SYSTEM CAPACITY CHARGES	196,275	-	(196,275)	-100.0%
WATER DEMAND OFFSET CHARGES	-	-	-	0.0%
PROPERTY TAX REVENUE	609,000	621,000	12,000	2.0%
LEASE OF PHYSICAL PROPERTY	168,000	168,000	-	0.0%
MISCELLANEOUS NON-OPERATING	10,000	10,000	-	0.0%
INTEREST REVENUE - PARS	75,000	60,000	(15,000)	-20.0%
INTEREST REVENUE-LAIF	75,000	75,000	-	0.0%
INTEREST REVENUE-COP	724,000	469,600	(254,400)	-35.1%
INTEREST REVENUE-SWEEP	53,000	53,000	-	0.0%
INTEREST REVENUE-US TREASURIES	352,000	352,000	-	0.0%
LANDSCAPE PERMIT REVENUE	4,800	4,800	-	0.0%
TOTAL NON-OPERATING REVENUE (SOURCES)	2,267,075	1,813,400	(453,675)	-20.0%
TOTAL REVENUE (SOURCES)	21,543,495	22,817,800	1,274,305	5.9%
OPERATING EXPENDITURES (USES)				
SALARIES & WAGES	2,779,000	3,062,000	283,000	10.2%
PAYROLL TAXES & BENEFITS	1,176,550	1,457,500	280,950	23.9%
PURCHASED WATER	7,161,500	7,559,100	397,600	5.6%
OUTREACH & EDUCATION	85,000	92,000	7,000	8.2%
M&R - OPS SYSTEMS	727,000	639,000	(88,000)	-12.1%
M&R - FACILITIES & EQUIPMENT	226,500	292,000	65,500	28.9%
SYSTEM SURVEYS	500,000	630,000	130,000	26.0%
ADMINISTRATION & EQUIPMENT	775,021	862,500	87,479	11.3%
MEMBERSHIP & GOV FEES	482,682	468,557	(14,125)	-2.9%
BAD DEBT & CLAIMS	125	125	-	0.0%
UTILITIES	615,000	643,500	28,500	4.6%
PROFESSIONAL SERVICES	976,250	1,137,500	161,250	16.5%
TRAINING/TRAVEL & RECRUITMENT	76,000	123,000	47,000	61.8%
DEBT SERVICE	2,984,606	2,985,406	800	0.0%
TOTAL OPERATING EXPENSES (USES)	18,565,234	19,952,188	1,386,954	7.5%
NET SOURCES OVER/(UNDER) USES	2,978,261	2,865,612	(112,649)	-3.8%
TOTAL OPERATING EXPENSES	18,565,234	19,952,188	1,386,954	7.5%
TOTAL EXPENSES	18,565,234	19,952,188	1,386,954	7.5%
TRANSFER OUT TO CIP (OPS FUNDED)		(4,106,305)		
NET SURPLUS/(LOSS)	2,978,261	(1,240,693)	(112,649)	-141.7%
DEBT SERVICE COVERAGE	2.00	1.96		

*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.

**Preliminary Draft FY 26-27 Capital Budget and
Schedule of Cash Flow through FY 30-31
5/28/2026**

Project No	Capital Projects Project Description	Project Budget	Projected Project Total FYE 2026	Project Balance	Note	Cash Flow/Annual Budget					Funding FY 26-27		
						FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	PAYGO	DEBT FINANCING	
						Capital Asset - Maintenance-Related Improvements							
--	Capital Equipment	200,000	-	200,000	(a)	-	-	100,000	-	100,000	-	-	
--	Medium EV Pickup	65,000	-	65,000	(b)	65,000	-	-	-	-	65,000	-	
--	Small EV Dump	150,000	-	150,000	(c)	-	150,000	-	-	-	-	-	
--	Small EV Vactor	700,000	-	700,000	(d)	-	-	-	700,000	-	-	-	
--	24" Main Air Valve Install	150,000	-	150,000	(e)	50,000	100,000	-	-	-	50,000	-	
--	Hersom Pump House Roof Repair	30,000	-	30,000	(f)	30,000	-	-	-	-	30,000	-	
--	Rebuild Pump #3 at Tunnels and Hannibal Pump	125,000	-	125,000	(g)	125,000	-	-	-	-	125,000	-	
--	Meter Replacement Program	1,418,666	-	1,418,666	(h)	30,000	217,667	405,333	390,333	375,333	30,000	-	
--	Cathodic Protection	550,000	50,000	500,000	(i)	100,000	100,000	100,000	100,000	100,000	100,000	-	
Subtotal Capital Assets		\$ 3,388,666	\$ 50,000	\$ 3,338,666		\$ 400,000	\$ 567,667	\$ 605,333	\$ 1,190,333	\$ 575,333	\$ 400,000	\$ -	
PAYGO-Funded Capital Projects													
15-09/ 15-19	Dekoven Tank Util/Lincoln/Newlands/Oak Knoll WMR	2,941,600	2,941,600	-	(j)	-	-	-	-	-	-	-	
24-08	Exbourne West Tank Recoating	1,377,070	977,070	400,000	(k)	400,000	-	-	-	-	400,000	-	
24-09	Hallmark Tanks Rebuild	9,060,000	40,000	9,020,000	(l)	875,000	-	1,629,000	6,516,000	-	875,000	-	
24-10	West Belmont North Tank Recoating	236,429	200,000	36,429	(m)	36,429	-	-	-	-	36,429	-	
15-68/ 15-48	Lower Notre Dame Ave/Willow Lane/Oak Knoll Cross Country WMI	2,594,876	200,000	2,394,876	(n)	2,394,876	-	-	-	-	2,394,876	-	
15-24	San Juan Blvd. Improvements	3,155,000	-	3,155,000	(o)	-	1,893,000	1,262,000	-	-	-	-	
TBD	Twin Pines Park Main Relocation	2,500,000	-	2,500,000	(p)	-	<i>not yet programmed, cost expected to be borne by City</i>					-	-
15-05/15-83	Intertie Rebuilds	1,295,000	-	1,295,000	(q)	-	<i>not yet programmed</i>					-	-
TBD	Annual Pipe Replacement Program	6,133,333	-	6,133,333	(r)	-	-	1,533,333	2,300,000	2,300,000	-	-	
TBD	Exbourne East and W. Belmont Second Tanks	1,300,000	-	1,300,000	(s)	-	-	325,000	975,000	-	-	-	
24-07	Folger Property Improvements	1,676,660	-	1,676,660	(t)	-	<i>project on hold</i>					-	-
Subtotal PAYGO Projects		\$ 32,269,968	\$ 4,358,670	\$ 27,911,298		\$ 3,706,305	\$ 1,893,000	\$ 4,749,333	\$ 9,791,000	\$ 2,300,000	\$ 3,706,305	\$ -	
Debt-Funded Capital Projects													
20-09/ 20-10	Dairy Lane Operations Center Rehabilitation - Architect and Construction	15,662,234	640,000	15,022,234	(u)	660,000	11,489,787	2,872,447	-	-	-	660,000	
24-07	Folger Property Improvements	5,200,340	650,000	4,550,340	(t)	500,000	<i>project on hold</i>					-	500,000
15-89	Dekoven Tanks Replacement	7,590,000	354,137	7,235,863	(v)	4,775,670	2,460,193	-	-	-	-	4,775,670	
15-72b	SR 101 Crossing at PAMF Hospital - Phase 2 and 3	6,473,500	371,545	6,101,955	(w)	4,881,564	1,220,391	-	-	-	-	4,881,564	
--	Unallocated - Other Projects	-	-	0	(x)	-	-	-	0	-	-	-	
Subtotal Debt Financed Projects		\$ 34,926,074	\$ 2,015,682	\$ 32,910,392		\$ 10,817,234	\$ 15,170,372	\$ 2,872,447	\$ 0	\$ -	\$ -	\$ 10,817,234	
Total Capital Budget		\$ 70,584,708	\$ 6,424,352	\$ 64,160,356	(y)	\$ 14,923,539	\$ 17,631,039	\$ 8,227,113	\$ 10,981,333	\$ 2,875,333	\$ 4,106,305	\$ 10,817,234	

*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.

**Preliminary Draft FY 26-27 Capital Budget and
Schedule of Cash Flow through FY 30-31
5/28/2026**

Cost estimate notes

- (a) Reserved for other capital equipment to be determined.
- (b) Replace 1999 F350 #2785 with a Medium Duty EV Pickup Silverado or equivalent. Current costs range from \$55,000 - \$81,000 with State Clean Truck Vouchers and Federal Tax Credits costs would range from \$44,000 - \$77,000.
- (c) Future purchase of all electric dump truck, Isuzu NRR EV Class 5, Ford F-550 Conversion, or comparable in FY28. Current costs range from \$130,000 - \$275,000 and \$70,000 - \$135 with State Clean Truck Vouchers, and/or Tax Credits.
- (d) Future all electric Vactor truck, Vactor/Vac-Con Class 8 or equivalent in FY30. Current costs range from \$620k - \$850k and \$380k - \$560k with State Clean Truck Vouchers, EPA Grant Program, and/or Tax Credits.
- (e) Project start has been challenging due to SFPUC biological permitting concerns - costs will continue to roll over until complete.
- (f) Initial estimate, currently working on getting costs from contractors.
- (g) Estimates based on pump contractor FY26 estimate for rebuild/repair. [Tunnels #3 = 23K to remove inspect, repair 36K, install 25K =84K. Estimate 40K for Hannibal pump station.]
- (h) Estimates anticipate 10 year register failure period. Large Register replacement = \$30K/year through 2029. Large Meter Replacement = \$83K/year *12 years starting 2028. Small meter replacement = ~\$292K / year over 12 years starting in 2028.
- (i) Ongoing in-house work.
- (j) Project budget based on hard costs beginning in FY2025 for construction, design, and CM/CI.
- (k) Project budget based on project bid plus 10% contingency and PCG Design/CM/CI and an estimated \$300,000 increase for additional rafter repair work for Exbourne. Assumes \$400K for completion in FY27, including retention.
- (l) Project budget represents current engineers estimate to complete project including contingency and does not include approximately \$32K expenditures in FY25 for welding and testing. District is seeking an alternative funding source.
- (m) Project budget based on project bid plus 10% contingency and PCG Design/CM/CI. Assumes project retention paid in FY26/27.
- (n) Project budget based on current engineers estimate to complete project plus hard cost of \$294,687 for PCG Design/bid services authorized.
- (o) Estimate based on current District Engineer estimate and increase in project scope to replace pipe consistent with Belmont repaving project.
- (p) Current District Engineer estimate for project through construction is \$2,500,000. This cost is expected to be paid for by City of Belmont as project is necessitated by the City's stormwater detention basin project.
- (q) Estimate based on 24/25 CIP engineering estimates. Project not yet programmed. District is seeking an alternative funding source.
- (r) 3,300 LF of annual replacement. Engineering estimate of \$500 per LF + 10% Contingency + \$500,000 for Design, CM and Inspection ~\$2.3M/year.
- (s) Based on costs for current project; costs may be refined depending on inspection report.
- (t) The majority project cost is assumed to be funded by debt, with the remainder assumed to be funded through pay-go reserves. Project budget include expended to date, plus bid cost including 10% contingency, design and PM/OCMI. Project is ON HOLD. FY26/27 estimate is based on OCMI \$307K estimate for \$40K for moving trailers, \$80K for stormwater, \$111K for generator and trailer infrastructure, plus 33% GC markups. Additional ~200K allocated for IT work and other associated costs for the temporary relocation of staff for Dairy Lane construction.
- (u) Combined 20-09 and 20-10. Project budget based TBD and OCMI Cost Estimates and Peer Review April 2026. Projected total FYE is FY25 expended plus FYE 26 estimate.
- (v) Project budget based on current engineers estimate to complete project including 10% contingency and does not include design costs incurred related to the 2021 bidding of the project.
- (w) Project budget based on 90% Design estimate for Phase 2 and includes 10% contingency. Costs are estimated at \$5.3M for Phase 2 and \$1.2M for Phase 3. Projected Project Total FYE costs only include FY25 and FY26 including PCG and West Yost Design PM/Design. Ph.1 total costs = \$846,850 not included.
- (x) Other project balance = total debt finance project fund balance less current project budget estimates. BNY project fund balance of 4/30/2026 is \$32,910,392.
- (y) All costs are shown in 2026 dollars.



AGENDA ITEM NO. 8.B.

DATE: May 28, 2026
TO: Board of Directors
FROM: Sarah Scheidt, Operations Manager

SUBJECT: Review Public Outreach and Communication Process Related to Field Maintenance and Improvement Projects

RECOMMENDATION

Receive a report on the District’s Public Outreach and Communication process related to field maintenance and improvement projects.

FISCAL IMPACT

None.

BACKGROUND

The Mid-Peninsula Water District (MPWD) is committed to transparent, proactive communication before, during, and after executing field maintenance and infrastructure improvements. Outreach strategies are routinely tailored for a variety of public works, including but not limited to tank recoating, pipeline replacements, major repairs or maintenance events, and tree/vegetation management. At the February 2026 Board meeting, a comment was received from a member of the public regarding communication and outreach related to tree removal work at the Exbourne Tank site. Following this meeting, the Board President and Vice President requested that staff prepare a presentation on the District’s public outreach strategy related to field maintenance and improvement projects.

DISCUSSION

Given that field maintenance and capital improvement projects impact neighborhoods and stakeholders uniquely, staff utilize custom outreach strategies based on project location and complexity. Staff consider the following when determining outreach goals and objectives for any given project:

- appropriate audience (residents, businesses);
- geographic notification boundaries considering immediate impacts such as project location, work schedule and hours, parking, access, traffic, service impacts if any, and secondary impacts such as sightlines or noise; and
- city requirements, ordinances, and permits, as applicable.

Staff evaluate the need and approach to outreach on a case-by-case based on the needs of the specific project or activity. In general, the process includes:

- Identifying the property owners, residents, or businesses proximate to the project, and within expected impacts.
- Outreach channels are selected based on project scope, and typically include a combination of direct mailers, website updates, hand-delivered door hangers or letters, and in-person or virtual meetings.
- Outreach communications are provided prior to work beginning to allow feedback, and to provide a point of contact for neighbors throughout the project work.

Given that outreach is so project-specific, in order to share with the Board the type of outreach that is done, staff will give a presentation that describes the outreach done during three recent projects:

- El Camino Real Water Main Replacement Project as an example of pipeline replacement capital improvement projects
- Exbourne & West Belmont Tank Recoating as an example of a tank maintenance project
- 2024-2025 Tree Maintenance as an example of a property maintenance project

Staff is seeking feedback on the approach to public outreach during maintenance and improvement projects, to inform future outreach efforts. In particular, the Board are asked to consider and provide feedback on the following:

- *Outreach Radius:* Is there a specific outreach radius or geographic area the Board would like to see utilized?
- *Communication Channel Preferences:* Should staff prioritize digital-first avenues (such as online portals, electronic surveys, and text alerts) over traditional town hall style meetings and door-hangers? What are the Board's preferred communication channels and distribution frequencies going forward?
- *District Needs Conflict with Neighbor Preferences:* When site constraints or construction needs conflict with the preferences of selected neighbors, how would the Board like these issues communicated?
- *Measuring Outreach Effectiveness:* What metrics does the Board value most when evaluating the success of the District's communication strategy? For example, should staff develop formal performance targets around target survey participation rates, documentation of resolved fringe issues to refine future project boundaries, and/or establishing target staff response times for inbound inquiries from affected residents?

Attachments: Presentation will be given during the meeting



AGENDA ITEM NO. 8.C.

DATE: May 28, 2026
TO: Board of Directors
FROM: Drew Bost – Water Resources Coordinator

SUBJECT: QUARTERLY WATER CONSERVATION ACTIVITIES AND PROGRAMS REPORT

2025 UWMP Update

The 2025 Urban Water Management Plan (2025 UWMP) and Water Shortage Contingency Plan (2025 WSCP) updates are currently underway. Mid-Peninsula Water District (MPWD) obtained information related to water supply reliability projections from the San Francisco Public Utilities Commission (SFPUC) on March 25, 2026. This information included, among other things, common language provided by SFPUC and the Bay Area Water Supply and Conservation Agency (BAWSCA) intended to be used by all BAWSCA member agencies in their 2025 UWMPs.

This common language applies to many chapters of the 2025 UWMP, but most notably chapter 7, which focuses on water service reliability and drought risk assessment and includes discussion of the issues surrounding the Water Quality Control Plan for the San Francisco Bay/Sacramento-San Joaquin Delta Estuary (Bay-Delta Plan) and data tables detailing projected supply under various water shortage conditions. The included common language also applies to chapter 4, which describes the development of the updated 2025 demand projections, chapter 8, which includes MPWD’s Water Shortage Contingency Plan (WSCP; to be included as a separate Appendix of the 2025 UWMP), and chapter 9, which discusses the various demand management measures employed by BAWSCA and MPWD to reduce water demand and support long-term conservation.

MPWD staff expects to have the complete UWMP and WSCP available for adoption and public hearing at the July Board Meeting.

BAWSCA’s Strategy 2050 Plan and Workshop

BAWSCA hosted their second in-person workshop for the Strategy 2050 project on May 14th, 2026. Strategy 2050 is a long-term planning document aimed at assessing various

future water supply and demand scenarios that the BAWSCA region could face, and compiling portfolios of projects and actions aimed at improving water supply reliability to address these potential scenarios. The focus of the workshop was on reviewing and receiving feedback on the portfolios and to discuss modelling results developed by Hazen and Sawyer to assess potential future water shortages and demand projections.

Hazen's preliminary modelling results showed that the biggest drivers of future demand differences were from non-climatic factors, namely demographic changes (e.g, future development and population growth) and regulatory pressures (e.g., impacts of Bay-Delta Plan). The results of Hazen's modelling will be used to assess the benefits of each portfolio and to determine how much of the supply-demand gap each portfolio can fill. This analysis is expected to be completed in August 2026.

BAWSCA Water Use Efficiency Roundtable Workshops

BAWSCA will be hosting an in-person advanced metering infrastructure (AMI) workshop on June 2nd titled The Great Data Dig: From Missing Metrics to Meaningful Action. Drew Bost has been asked to present at the workshop about our efforts to obtain our AMI data, lessons we learned through the process of obtaining the data, including struggles with timely responses from vendors, limitations of the data access not previously known to MPWD, and our own efforts to archive the data for future analysis.

Other speakers will be presenting their own journeys of obtaining and analyzing their AMI data. the goal of the workshop is to help agencies better understand the potential difficulties and limitations of AMI and how to better take advantage of this data.

Recent and Upcoming Public Events

MPWD recently celebrated Earth Day on April 18th, 2026, at Twin Pines Park as part of the City of Belmont's annual Earth Day Event. We debuted our water drop mascot, which many attendees enjoyed taking pictures with, and had our District model available as well.

Upcoming events that MPWD will be attending are as follows:

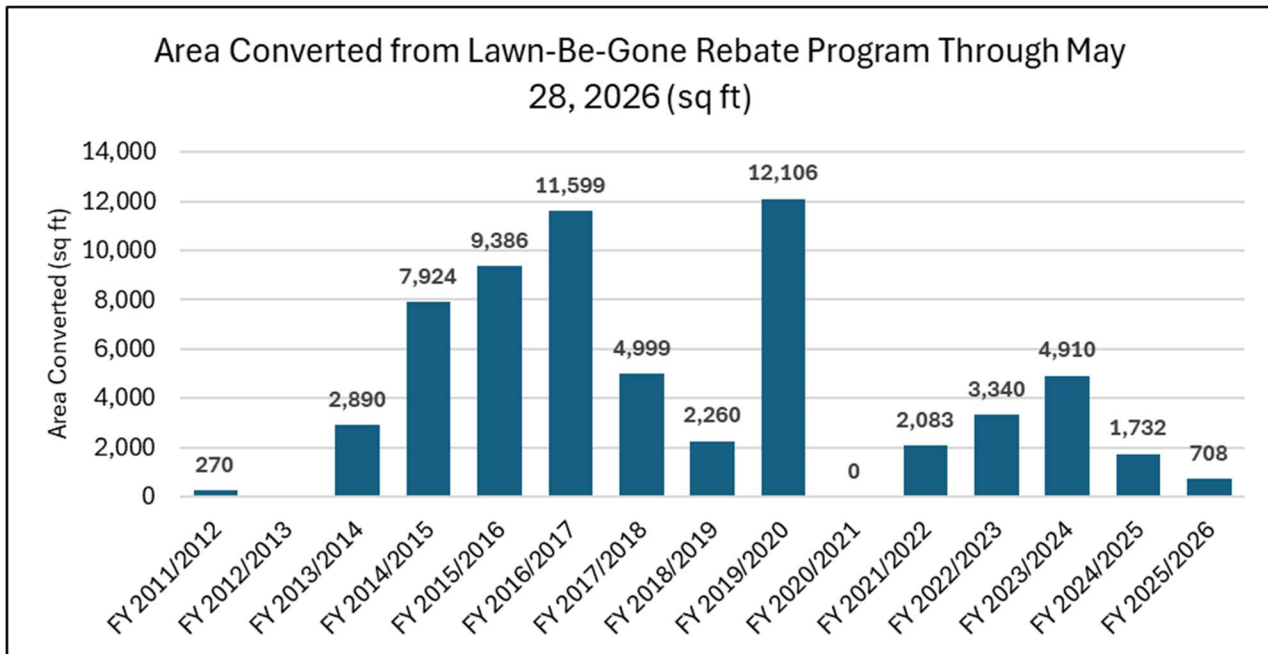
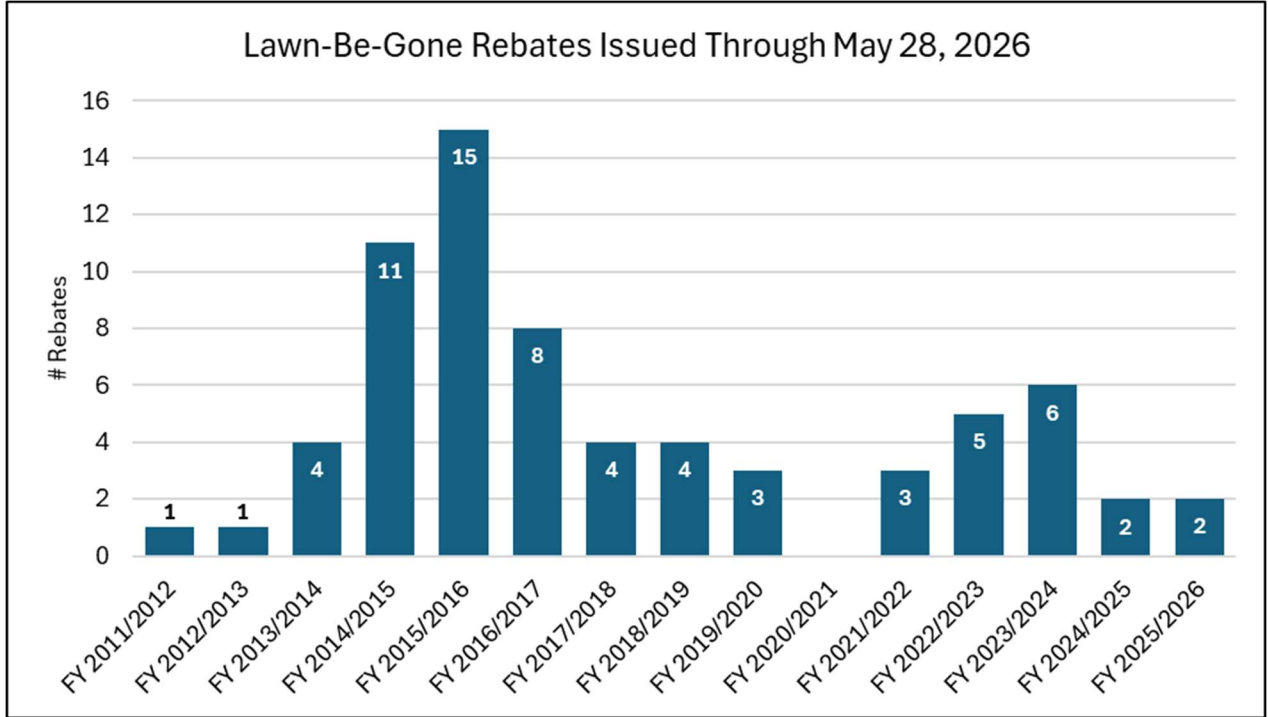
- Public Works Open House – Thursday, May 21st from 11:00am – 1:00pm
- National Night Out – Tuesday, August 4th from 5:30pm – 7:30pm
- Belmont Water Dog Run – Saturday, September 26th from 7:00am – 10:00am

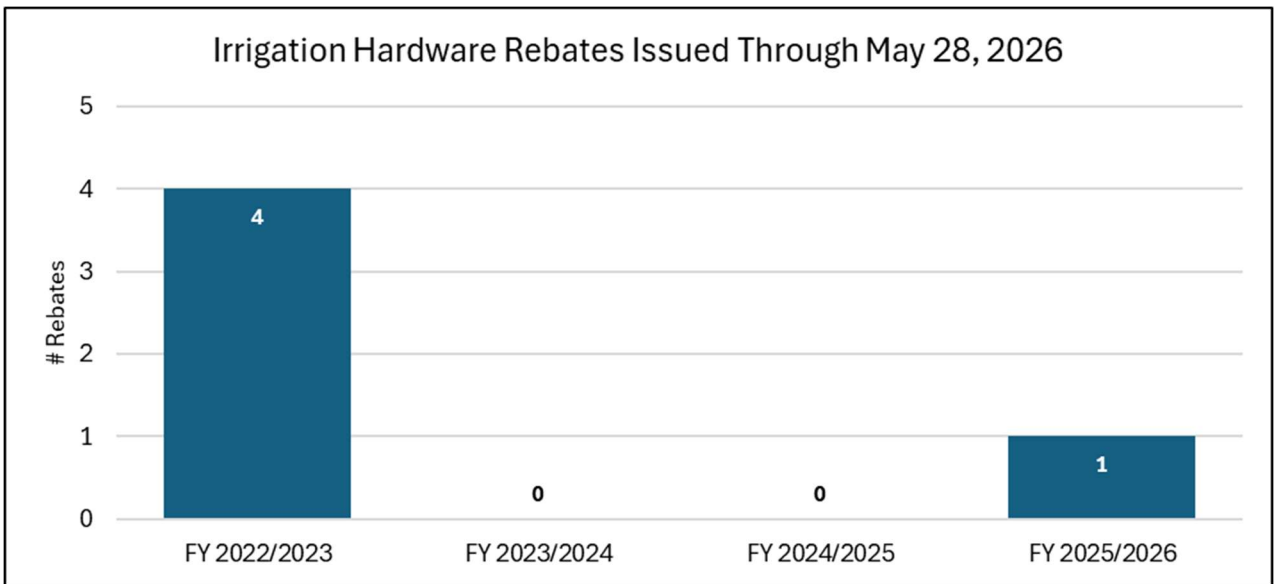
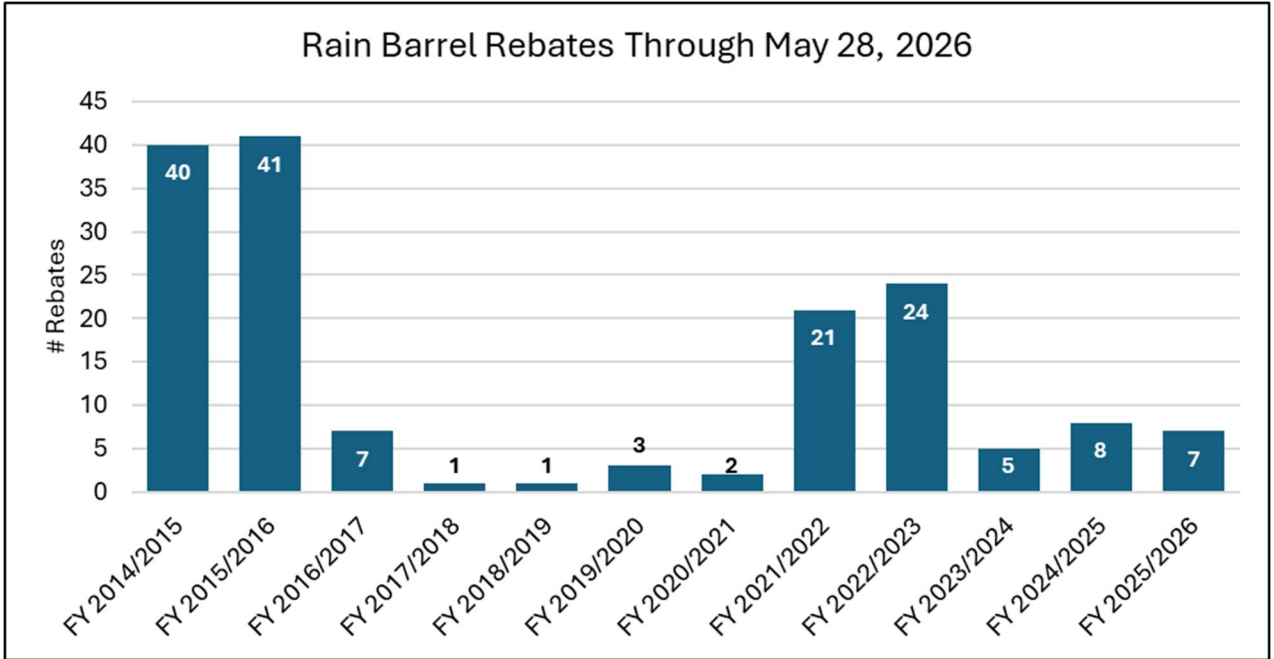
Water Efficient Landscape Ordinance (WELo) Summary

MPWD has received fifteen (15) WELo review requests in Fiscal Year (FY) 2025-26. Of these, six (6) are currently pre-approved, three (3) are currently in-progress, three (3) have been completed, and three (3) were exempt from MPWD review.

Rebate Programs Summary

- Lawn-Be-Gone: Two (2) rebates have been issued in FY 2025-2026.
- Rain Barrel: Seven (7) rebates have been issued in FY 2025-2026.
- Irrigation Hardware Program Rebates: One (1) rebate has been issued in FY 2025-2026.







AGENDA ITEM NO. 8D.

DATE: May 28, 2026
TO: Board of Directors
FROM: Kat Wuelfing, General Manager

SUBJECT: Receive BAWSCA Update

RECOMMENDATION

Receive update from President Vella and staff.

FISCAL IMPACT

None.

BACKGROUND AND DISCUSSION

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

Attachments None



AGENDA ITEM NO. 9.A.1

TO: Board of Directors
FROM: James W Ramsey, CPA, District Treasurer
DATE: May 28, 2026

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

RECOMMENDATION

Receive and file.

FISCAL IMPACT

None noted.

BACKGROUND

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

DISCUSSION

Please find the enclosed fiscal year 2025/26 (FY 25/26) unaudited Statements of Financial Position as of April 30, 2026 and 2025, as well as the monthly budget report for the period of July 1 – April 30, 2026.

The following highlights significant activity through and as of April 30, 2026:

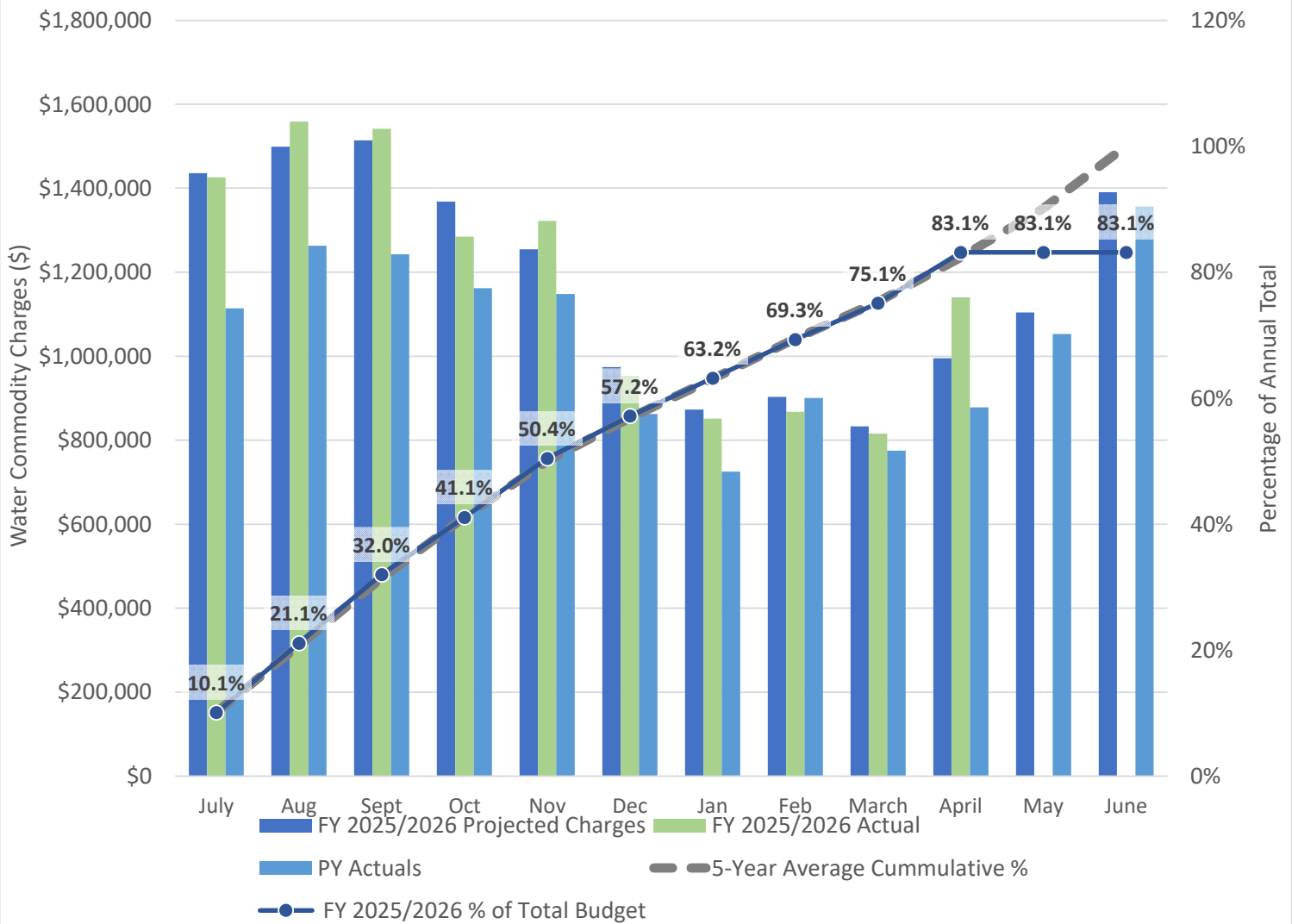
- The net surplus from operations is \$5,496,914, an increase of \$3,785,937 as compared to the same period last year. The primary changes stem from water commodity charges that is \$1,643,089 higher than this time last year and fixed system charges which is \$990,729 higher as compared to this time last year. This is offset by a decrease of \$611,064 in capacity charges as compared to the same time last year. Interest revenue is trending higher than last year by \$724,502 due to the addition of the 2026 COPs.
- Purchased water is trending slightly higher compared to last year with an increase of \$57,509 as compared to the same period. Professional services is running \$12,778 less than this time

last year and maintenance and rehabilitation for the operating system is running \$34,072 higher this year as compared to last year.

- The first full debt service payment for the 2025 COPs were made and total debt service was paid on December 1st of \$2,115,304, which is nearly \$1,000,000 more than last year. The payment also includes principal and interest for the 2016 COPs of \$765,500.
- Water Commodity Charges totaled \$11,715,078. This is 82.8% of budget.
- Fixed System Charges were \$4,049,621, which is 83.5% of budget.
- There was a receipt for Water System Capacity Charges that was received during the month of October for \$196,275 for connection fees related to development.
- The total interest revenue from all sources is \$1,225,837 as of April 30, 2026.
- Total Operating Revenue is \$15,990,661 which is 83% of budget. Total Non-Operating Revenue is \$2,232,574 which is 98.5% of the budget.
- Total Revenue is \$18,223,235 which is 84.6% of budget.
- Combined Salaries & Wages and Payroll Taxes & Benefits is \$3,390,933, which is 85.7% of budget. This includes 11 months of payments for health benefits as medical payments are paid one month in advance.
- Purchased Water is \$5,443,800. Purchased Water cost for the year ended June 30, 2025, was \$4,912,432.
- Total Operating Expenditures were \$12,726,321, which is 69.0% of budget.
- Capital expenditures include payments primarily towards CIP 21-01, Dekoven Tank Utility/Lincoln/Newlands/Oak Knoll Water Main Replacement. Total drawdowns from the COP funds totaled \$1,545,010 including reimbursing the District for expenses incurred prior to the issuance of the debt in the amount of \$689,764.
- Unrestricted Cash & Cash Equivalents is \$4,536,765, which is an increase of \$1,577,233 as compared to this time last year.
- Investments is \$12,166,035, a decrease of \$930,728 from last year. Amounts were transferred to BNY for debt service purposes.
- Restricted cash includes the proceeds from the 2025 COP issuance of \$33,000,000 as well as amounts recorded at PARS for OPEB. The account has a fair market value of \$33,645,238 available to spend. Total cost of investments is \$22,008,178 invested in T-Bills and Bonds and \$10,706,851 in money market funds.
- Unrestricted Net Position was \$21,457,497 with Total Net Position of \$47,872,224.

Attachments: Financial Reports

Analysis of Water Commodity Charges



	Expected		FY 2025/2026 Projected Charges	FY 2025/2026 Actual	FY 2025/2026 % of Total Budget
	5-Year Average Cumulative %	Monthly Percentage			
July	10.2%	10.2%	1,114,313	1,425,869	10.1%
August	20.7%	10.6%	1,263,340	1,558,487	21.1%
September	31.5%	10.7%	1,242,910	1,541,323	32.0%
October	41.1%	9.7%	1,162,175	1,284,559	41.1%
November	50.0%	8.9%	1,148,035	1,322,249	50.4%
December	56.9%	6.9%	862,208	952,793	57.2%
January	63.1%	6.2%	725,006	851,479	63.2%
February	69.4%	6.4%	900,824	867,719	69.3%
March	75.3%	5.9%	775,011	815,622	75.1%
April	82.4%	7.0%	878,167	1,140,535	83.1%
May	90.2%	7.8%	1,052,701	-	83.1%
June	100.0%	9.8%	1,356,461	-	83.1%
TOTAL		100.0%	\$ 12,481,150	\$ 14,144,000	\$ 11,760,636

**MID-PENINSULA WATER DISTRICT
MONTHLY BUDGET REPORT-OPERATING
FOR THE 10 MONTHS ENDED APRIL 30, 2026
SUMMARY (UNAUDITED)**

Target **83.33%**

DESCRIPTION	APPROVED FY 2025-26 MID-YEAR BUDGET	ACTUALS 7/1/2025- 4/30/2026	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
OPERATING REVENUE				
WATER COMMODITY CHARGES	14,144,000	11,715,078	2,428,922	82.8%
FIXED SYSTEM CHARGES	4,848,000	4,049,621	798,379	83.5%
FIRE SERVICE CHARGES	18,000	15,219	2,781	84.5%
MISC CUSTOMER ACCOUNT FEES	146,420	120,896	25,524	82.6%
SERVICE LINE & INSTALLATION CHARGES	100,000	84,848	15,152	84.8%
MISCELLANEOUS OPERATING	20,000	5,000	15,000	25.0%
TOTAL OPERATING REVENUE (SOURCES)	19,276,420	15,990,661	3,285,759	83.0%
WATER SYSTEM CAPACITY CHARGES	196,275	196,275	-	100.0%
PROPERTY TAX REVENUE	609,000	578,547	30,453	95.0%
LEASE OF PHYSICAL PROPERTY	168,000	214,189	(46,189)	127.5%
MISCELLANEOUS NON-OPERATING	10,000	15,327	(5,327)	153.3%
INTEREST REVENUE - PARS	75,000	58,348	16,652	77.8%
INTEREST REVENUE - LAIF	75,000	72,551	2,449	96.7%
INTEREST REVENUE - COP	724,000	607,325	116,675	83.9%
INTEREST REVENUE - US TREASURIES	53,000	451,031	(398,031)	851.0%
INTEREST REVENUE - SWEEP ACCOUNT	352,000	36,582	315,418	10.4%
LANDSCAPE PERMIT REVENUE	4,800	2,400	2,400	50.0%
TOTAL NON-OPERATING REVENUE (SOURCES)	2,267,075	2,232,574	34,501	98.5%
TOTAL REVENUE (SOURCES)	21,543,495	18,223,235	3,320,260	84.6%
OPERATING EXPENDITURES (USES)				
SALARIES & WAGES	2,779,000	2,318,081	460,919	83.4%
PAYROLL TAXES & BENEFITS	1,176,550	1,072,852	103,698	91.2%
PURCHASED WATER	7,128,000	5,443,800	1,684,201	76.4%
OUTREACH & EDUCATION	85,000	45,548	39,452	53.6%
M&R - OPS SYSTEM	717,000	466,597	250,403	65.1%
M&R - FACILITIES & EQUIPMENT	226,500	182,302	44,198	80.5%
SYSTEM SURVEYS	507,500	9,430	498,070	1.9%
ADMINISTRATION & EQUIPMENT	767,521	662,008	105,513	86.3%
MEMBERSHIP & GOV FEES	400,347	468,625	(68,278)	117.1%
BAD DEBT & CLAIMS	125	22,620	(22,495)	18095.9%
UTILITIES	615,000	440,729	174,271	71.7%
PROFESSIONAL SERVICES	976,250	712,253	263,997	73.0%
TRAINING/TRAVEL & RECRUITMENT	76,000	56,287	19,713	74.1%
DEBT SERVICE	2,984,606	825,190	2,159,416	27.6%
TOTAL OPERATING EXPENDITURES (USES)	18,439,399	12,726,321	5,713,078	69.0%
NET SURPLUS/LOSS	3,104,096	5,496,914	(2,392,818)	
DEBT SERVICE COVERAGE	1.58	6.55		

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, 2026
SUMMARY (UNAUDITED)**

Target **83.33%**

DESCRIPTION	APPROVED FY 2025-26 MID-YEAR BUDGET	ACTUALS 7/1/2025- 4/30/2026	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
CAPITAL ASSETS				
Capital Equipment	\$ 46,000	\$ -	\$ 46,000	-
24" Main Air Valve Install	50,000	-	50,000	-
TOTAL CAPITAL ASSET	96,000	-	96,000	-
CAPITAL PROJECTS - PAYGO				
		-		
CIP 105-1621 Old Country WMR	-	71,828	(71,828)	0.0%
CIP 20-07 Harbor Blvd	-	113	(113)	0.0%
CIP 21-01 Dekoven Tank Util/Lincoln/Newlands/Oak Kn	2,439,155	2,248,715	190,440	92.2%
CIP 24-08 Exbourne West Tank Recoating	991,800	58,514	933,286	5.9%
CIP 24-09 Hallmark North Tank Recoating	45,355	6,488	38,867	14.3%
CIP 24-10 West Belmont North Tank Recoating	217,700	58,489	159,211	26.9%
CIP 15-68/15-48 Lower Notre Dame Ave/ Willow Lane/Oak Knoll Cross Country WMI*	294,876	97,068	197,808	32.9%
Cathodic Protection	50,000			-
Other Projects (Not Yet Identified)	205,124		205,124	-
TOTAL CAPITAL PROJECTS - PAYGO	4,244,010	2,541,214	1,652,796	59.9%
CAPITAL PROJECTS - DEBT FINANCING				
CIP 20-09 Dairy Lane Operations Center Rehabilitation - Architect	1,085,120	14,835	1,070,285	1.4%
CIP 20-10 Dairy Lane Operations Center Rehabilitation - Construction	-		-	-
CIP 24-07 Folger Property Improvements	5,600,000	238,642	5,361,358	4.3%
CIP 15-89 Dekoven Tanks Replacement	7,590,000	45,334	7,544,666	0.6%
CIP 15-72b SR 101 Crossing at PAMF Hospital - Phase 2	2,765,000	47,113	2,717,887	1.7%
TOTAL CAPITAL PROJECTS - DEBT FINANCING	17,040,120	345,923	16,694,197	2.0%
TOTAL CAPITAL PROJECTS	21,284,130	2,887,137	18,346,993	13.6%
TOTAL CAPITAL	21,380,130	2,887,137	18,442,993	13.5%

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**MID-PENINSULA WATER DISTRICT
STATEMENT OF NET POSITION (UNAUDITED)
AS OF APIL 30, 2026 AND APRIL 30, 2025**

<u>ASSETS</u>	<u>AS OF 4/30/2026</u>	<u>AS OF 4/30/2025</u>
Current Assets		
Cash and cash equivalents	\$ 4,536,765	\$ 2,959,532
Investments	12,166,035	13,096,763
Accounts receivable	3,513,512	2,740,513
Total Current Assets	20,291,040	18,880,796
Restricted cash with fiscal agent	34,282,545	34,217,283
Lease receivable	813,519	958,464
Construction in progress	4,949,893	9,769,109
Capital assets, net	37,368,626	29,603,055
Net OPEB asset	905,134	660,560
TOTAL ASSETS	\$ 98,610,757	\$ 94,089,267
Deferred Outflows of Resources		
Pension related deferred outflows	\$ 807,407	\$ 1,313,533
OPEB related deferred outflows	168,726	346,521
Total Deferred Outflows	\$ 976,133	\$ 1,660,054
LIABILITIES		
Current Liabilities		
Accounts payable	\$ 137,794	\$ 754
Accrued expenses	51,528	55,122
Customer Deposits	16,500	-
Current portion of long-term debt	1,239,182	1,124,670
Total Current Liabilities	1,445,004	1,180,546
Noncurrent Liabilities		
Compensated absences	379,462	241,507
Lease liability	539,077	-
SBITA Liability	150,951	-
Long-term portion of Certificates of Participation	47,575,002	48,684,519
Net pension liability	518,968	555,222
Total Noncurrent Liabilities	49,163,460	49,481,248
TOTAL LIABILITIES	50,608,464	50,661,794
Deferred Inflows of Resources		
Pension related deferred inflows	389,316	594,735
Lease receivable related deferred inflows	716,886	833,477
Total Deferred Inflows	1,106,202	1,428,212
NET POSITION		
Net investment in capital assets	\$ 26,414,727	\$ 22,562,975
Unrestricted	21,457,497	21,096,340
TOTAL NET POSITION	\$ 47,872,224	\$ 43,659,315

*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 APRIL 30, 2026**

Cash Analysis					Interest Earned (Fiscal - to date)	Yield	Maturity Date	Days to Maturity
Account	Investment	Cost	Market Value					
Petty Cash	Cash	\$ 600	\$ 600	\$ -		n/a	n/a	n/a
Umpqua Credit Card	Cash	150,000	150,000	-		n/a	n/a	n/a
Wells Fargo & XBP	Cash	1,916,667	1,916,667	36,582		3.54%	n/a	n/a
LAIF	LAIF	2,467,297	2,467,297	74,261		4.08% +	n/a	0
PARS - Pension	* Money Market Funds	A 637,307	637,307	58,348		10.80% ++	n/a	0
PARS - OPEB	** Money Market Funds	A 4,548,294	4,548,294	143,795		10.80% ++	n/a	0
Zions	Money Market Funds	8,841,196	8,841,196			3.29%	n/a	0
	US Treasury Notes	1,659,272	1,679,073			1.14%	10/31/2026	214
	US Treasury Notes	1,659,988	1,645,766			4.11%	10/31/2027	579
	Total Zions	<u>12,160,456</u>	<u>12,166,035</u>	<u>347,436</u>				
BNY - Reserve	* Money Market Funds - 761	507,547	507,547			3.52%	n/a	0
	* Money Market Funds - 572	227,299	227,299			3.42%	n/a	0
BNY - Project	Money Market Funds	10,706,851	10,706,851			3.42%	n/a	0
	US Treasury Notes	1,620,452	1,672,606			0.75%	5/31/2026	61
	US Treasury Notes	1,616,380	1,666,132			0.88%	6/30/2026	91
	US Treasury Notes	15,458,032	15,495,465			0.52% - 4.37%	FY 2027	Various
	US Treasury Notes	1,336,304	1,369,943			0.39% - 3.52%	FY 2028	Various
	US Treasury Notes	1,184,618	1,190,794			1.07% - 4.75%	FY 2029	Various
	US Treasury Notes	368,026	367,155			3.87% - 3.98%	FY 2030	Various
	Strips	214,501	223,016			3.957% - 4.018%	FY 2029	Various
	Strips	209,863	218,430			3.964% - 4.044%	FY 2030	Various
	Total BNY - Project	<u>32,715,029</u>	<u>32,910,392</u>	<u>598,520</u>				
	Total Cash and investments	<u>\$ 54,595,649</u>	<u>\$ 54,796,592</u>	<u>\$ 1,258,943</u>				

A - based on March values

* - Restricted accounts

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

+ - based on a rolling 12 - month average

++ - based on a 3-year annualized return

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

Reserves Analysis

Priority	Reserve	Target	Funded Amount	% Funded	Description of amount
1	Working Capital (Operating) Reserve	\$ 9,219,700	\$ 9,219,700	100.00%	50% of annual fiscal year budgeted expenditures
2	Capital Reserve	8,000,000	6,973,352	87.17%	Fixed amount
3	a IRC 115 Irrevocable Trust - Pension	555,222	637,307	114.78%	100% of the District's projected net pension/total OPEB liability, or \$500,000 if no liability is outstanding. Based on most recent audited financial statements.
	b IRC 115 Irrevocable Trust - OPEB	3,495,503	4,548,294	130.12%	
4	Rate Stabilization Reserves	1,200,000	(1)	0.00%	Fixed amount or \$500,000 if no bonds are outstanding
n/a	Project Funding	-	32,910,392	n/a	
n/a	Reserve for debt service	1,795,600	507,547	28.27%	Amount based on next scheduled debt service.
	Total Reserves	<u>\$ 24,266,025</u>	<u>\$ 54,796,591</u>	225.82%	

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AGENDA ITEM NO. 9.A.2.

DATE: May 28, 2026
TO: Board of Directors
FROM: Joubin Pakpour, PE – District Engineer
SUBJECT: District Engineer Update

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

See attached progress payment for update.

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

See attached progress payment for update.

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

Project is on budget and a few weeks behind schedule. District operation and engineering staff jointly walked the site to review the alignment. Other than a few minor changes, the alignment was locked and the design will be finalized in the coming months.

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

The State Division of Drinking Water (DDW) issued a permit for the project, this is a major step forward to insure start of construction this fall. We met with the City of San Carlos engineering department at City Hall and reviewed the project with the Public Works Director, City Engineer and Principal Engineer. The outcome of the meeting was positive, and no major issues were identified. The City asked for traffic control plans during the design phase, so we authorized our designer to hire a subconsultant for this work. The 90% plans were submitted last week and are currently under review.

Dekoven Tanks Replacement (15-89)

The project is under design, with an anticipated start date of winter 2027. We are working closely with our attorney regarding the relocation of the existing antennas which are attached to the tanks.

Transmission Water Main Assessment (20-05)

The contract for this work was approved under a separate agenda item.


City Project Updates

2026 Sewer Projects

Twin Pines Park Detention Basin Water Main Improvement



Memo

To:	Mid-Peninsula Water District	Date: 5/28/26
Attn:	Board of Directors	Project No.: 10012.29
Project Name:	DLNO Water Main Improvements	
Reference:	Progress Payment No. 8	
From:	Joubin Pakpour, PE – District Engineer	

Construction Status

In April 2026, as weather conditions improved and allowed slurry work to proceed, the District resumed the project. K.J. Woods Construction (KJW), along with its subcontractor, Graham Contractors, completed the remaining work, including slurry and re-striping within the project limits.

On May 14, 2026, the District and the City of Belmont walked the site for the final punchlist. Additional punchlist items related to the slurry work were added to the list and forwarded to KJW.

Project Schedule and Request for Progress Payment No. 8

As of April 30, 2026, the contractor completed 100% of the contractual work (**\$1,960,690.50**). Enclosed, please find Progress Payment No. 8, the project's final progress payment, due to KJW for **\$45,386.25** (value of work minus 5 percent retention). The work performed to date has been satisfactory, and payment is recommended.

	Current Month	Total	
Original Contract Amount		\$ 1,888,000.00	
Approved Change Orders	\$ 0.00	\$ 72,690.50	3.85%
Final Contract Amount		\$ 1,960,690.50	
Previously Paid		\$ 1,817,269.72	
Current Request (Less Retention)	\$ 45,386.25	\$ 45,386.25	
Retention	\$ 2,388.75	\$ 98,034.53	
Total Value of Work Completed	\$ 47,775.00	\$ 1,960,690.50	100%
Total Remaining on Contract		\$ 0.00	0%

J:\Projects\MPWD - 10012.00\29 - Dekoven, Lincoln, Newlands & Oak Knoll Water Main Improvements\Construction\Correspondence\Board Updates\29-MPWD-Board-26.05.28-PP8.docx



Dekoven, Lincoln, Newlands, and Oak Knoll Water Main Improvements
Progress Payment No. 08
April 1, 2026 to April 30, 2026



Bid Item	Description	Original Contract Amount				Change Order			Revised Contract Amount			Earned This Period			Prior Billing			Total to Date		
		Unit	Unit Price	Qty.	Total Price	Qty.	Unit Price	Total Price	Qty.	Unit Price	Total Price	Qty.	Amount Earned	%	Qty.	Amount Earned	%	Qty.	Amount Earned	%
1	12" DIP	LF	\$ 400.00	2185	\$ 874,000.00	30	\$ 400.00	\$ 12,000.00	2,215	\$ 400.00	\$ 886,000.00	0	\$ -	0%	2215	\$ 886,000.00	100%	2215	\$ 886,000.00	100%
2	8" DIP	LF	\$ 500.00	360	\$ 180,000.00	-51	\$ 500.00	\$ (25,500.00)	309	\$ 500.00	\$ 154,500.00	0	\$ -	0%	309	\$ 154,500.00	100%	309	\$ 154,500.00	100%
3	6" DIP	LF	\$ 480.00	260	\$ 124,800.00	25	\$ 480.00	\$ 12,000.00	285	\$ 480.00	\$ 136,800.00	0	\$ -	0%	285	\$ 136,800.00	100%	285	\$ 136,800.00	100%
4	Rehabilitate Existing 6" CIP Cross-Country	LF	\$ 500.00	310	\$ 155,000.00	0	\$ 500.00	\$ -	310	\$ 500.00	\$ 155,000.00	0	\$ -	0%	310	\$ 155,000.00	100%	310	\$ 155,000.00	100%
5	1" Service (Same Location)	EA	\$ 1,500.00	10	\$ 15,000.00	-4	\$ 1,500.00	\$ (6,000.00)	6	\$ 1,500.00	\$ 9,000.00	0	\$ -	0%	6	\$ 9,000.00	100%	6	\$ 9,000.00	100%
6	1" Service (Relocate)	EA	\$ 1,500.00	7	\$ 10,500.00	-7	\$ 1,500.00	\$ (10,500.00)	0	\$ 1,500.00	\$ -	0	\$ -	0%	0	\$ -	0%	0	\$ -	100%
7	12" Gate Valve	EA	\$ 4,500.00	21	\$ 94,500.00	1	\$ 4,500.00	\$ 4,500.00	22	\$ 4,500.00	\$ 99,000.00	0	\$ -	0%	22	\$ 99,000.00	100%	22	\$ 99,000.00	100%
8	8" Gate Valve	EA	\$ 2,500.00	7	\$ 17,500.00	0	\$ 2,500.00	\$ -	7	\$ 2,500.00	\$ 17,500.00	0	\$ -	0%	7	\$ 17,500.00	100%	7	\$ 17,500.00	100%
9	6" Gate Valve	EA	\$ 2,000.00	6	\$ 12,000.00	0	\$ 2,000.00	\$ -	6	\$ 2,000.00	\$ 12,000.00	0	\$ -	0%	6	\$ 12,000.00	100%	6	\$ 12,000.00	100%
10	2" Combination Air Valve	EA	\$ 10,000.00	1	\$ 10,000.00	3	\$ 10,000.00	\$ 30,000.00	4	\$ 10,000.00	\$ 40,000.00	0	\$ -	0%	4	\$ 40,000.00	100%	4	\$ 40,000.00	100%
11	Anode Test Station	EA	\$ 4,000.00	7	\$ 28,000.00	0	\$ 4,000.00	\$ -	7	\$ 4,000.00	\$ 28,000.00	0	\$ -	0%	7	\$ 28,000.00	100%	7	\$ 28,000.00	100%
12	Potential Test Station	EA	\$ 1,000.00	6	\$ 6,000.00	4	\$ 1,000.00	\$ 4,000.00	10	\$ 1,000.00	\$ 10,000.00	0	\$ -	0%	10	\$ 10,000.00	100%	10	\$ 10,000.00	100%
13	Insulating Test Station	EA	\$ 1,200.00	15	\$ 18,000.00	-5	\$ 1,200.00	\$ (6,000.00)	10	\$ 1,200.00	\$ 12,000.00	0	\$ -	0%	10	\$ 12,000.00	100%	10	\$ 12,000.00	100%
14	Potholing (District Requested)	EA	\$ 500.00	10	\$ 5,000.00	-5	\$ 500.00	\$ (2,500.00)	5	\$ 500.00	\$ 2,500.00	0	\$ -	0%	5	\$ 2,500.00	100%	5	\$ 2,500.00	100%
15	Water Main Abandonment (before)	LS	\$ 5,000.00	1	\$ 5,000.00	0	\$ 5,000.00	\$ -	1	\$ 5,000.00	\$ 5,000.00	0	\$ -	0%	1	\$ 5,000.00	100%	1	\$ 5,000.00	100%
16	Abandon Water Main/Remove GV at Dekoven/Lincoln Ave (after)	LS	\$ 10,000.00	1	\$ 10,000.00	0	\$ 10,000.00	\$ -	1	\$ 10,000.00	\$ 10,000.00	0	\$ -	0%	1	\$ 10,000.00	100%	1	\$ 10,000.00	100%
17	Abandon Water Main at Dekoven Tank	LS	\$ 5,000.00	1	\$ 5,000.00	0	\$ 5,000.00	\$ -	1	\$ 5,000.00	\$ 5,000.00	0	\$ -	0%	1	\$ 5,000.00	100%	1	\$ 5,000.00	100%
18	Abandon Water Main at Wooster Ave	LS	\$ 5,000.00	1	\$ 5,000.00	-1	\$ 5,000.00	\$ (5,000.00)	0	\$ 5,000.00	\$ -	0	\$ -	0%	0	\$ -	0%	0	\$ -	100%
19	Abandon Fire Hydrant	EA	\$ 500.00	3	\$ 1,500.00	0	\$ 500.00	\$ -	3	\$ 500.00	\$ 1,500.00	0	\$ -	0%	3	\$ 1,500.00	100%	3	\$ 1,500.00	100%
20	Remove Gate Valve and Gate Valve Box	EA	\$ 500.00	8	\$ 4,000.00	-1	\$ 500.00	\$ (500.00)	7	\$ 500.00	\$ 3,500.00	0	\$ -	0%	7	\$ 3,500.00	100%	7	\$ 3,500.00	100%
21	Abandon Gate Valve	EA	\$ 200.00	22	\$ 4,400.00	-3	\$ 200.00	\$ (600.00)	19	\$ 200.00	\$ 3,800.00	0	\$ -	0%	19	\$ 3,800.00	100%	19	\$ 3,800.00	100%
22	Fire Hydrant	EA	\$ 15,000.00	4	\$ 60,000.00	1	\$ 15,000.00	\$ 15,000.00	5	\$ 15,000.00	\$ 75,000.00	0	\$ -	0%	5	\$ 75,000.00	100%	5	\$ 75,000.00	100%



Dekoven, Lincoln, Newlands, and Oak Knoll Water Main Improvements
Progress Payment No. 08
April 1, 2026 to April 30, 2026



Bid Item	Description	Original Contract Amount				Change Order			Revised Contract Amount			Earned This Period			Prior Billing			Total to Date		
		Unit	Unit Price	Qty.	Total Price	Qty.	Unit Price	Total Price	Qty.	Unit Price	Total Price	Qty.	Amount Earned	%	Qty.	Amount Earned	%	Qty.	Amount Earned	%
23	Sampling Station	EA	\$ 3,700.00	1	\$ 3,700.00	0	\$ 3,700.00	\$ -	1	\$ 3,700.00	\$ 3,700.00	0	\$ -	0%	1	\$ 3,700.00	100%	1	\$ 3,700.00	100%
24	Retaining Wall	EA	\$ 3,000.00	3	\$ 9,000.00	-1	\$ 3,000.00	\$ (3,000.00)	2	\$ 3,000.00	\$ 6,000.00	0	\$ -	0%	2	\$ 6,000.00	100%	2	\$ 6,000.00	100%
25	Service Pad	EA	\$ 800.00	2	\$ 1,600.00	-2	\$ 800.00	\$ (1,600.00)	0	\$ 800.00	\$ -	0	\$ -	0%	0	\$ -	0%	0	\$ -	100%
26	Curb and Gutter	LF	\$ 80.00	80	\$ 6,400.00	10	\$ 80.00	\$ 800.00	90	\$ 80.00	\$ 7,200.00	0	\$ -	0%	90	\$ 7,200.00	100%	90	\$ 7,200.00	100%
27	Concrete Sidewalk/ Driveway Approach	SF	\$ 35.00	180	\$ 6,300.00	-150	\$ 35.00	\$ (5,250.00)	30	\$ 35.00	\$ 1,050.00	0	\$ -	0%	30	\$ 1,050.00	100%	30	\$ 1,050.00	100%
28	City Standard Concrete Valley Gutter	LF	\$ 60.00	45	\$ 2,700.00	49	\$ 60.00	\$ 2,940.00	94	\$ 60.00	\$ 5,640.00	0	\$ -	0%	94	\$ 5,640.00	100%	94	\$ 5,640.00	100%
29	Striping, Marking type 2, 22, 27B	LF	\$ 6.50	1170	\$ 7,605.00	0	\$ 6.50	\$ -	1170	\$ 6.50	\$ 7,605.00	1170	\$ 7,605.00	100%	0	\$ -	0%	1170	\$ 7,605.00	100%
30	12" White	LF	\$ 55.00	30	\$ 1,650.00	0	\$ 55.00	\$ -	30	\$ 55.00	\$ 1,650.00	30	\$ 1,650.00	100%	0	\$ -	0%	30	\$ 1,650.00	100%
31	Pavement Marking	SF	\$ 105.00	84	\$ 8,820.00	0	\$ 105.00	\$ -	84	\$ 105.00	\$ 8,820.00	84	\$ 8,820.00	100%	0	\$ -	0%	84	\$ 8,820.00	100%
32	Storm Water Pollution Control Plan/BMPs	LS	\$ 12,075.00	1	\$ 12,075.00	0	\$ 12,075.00	\$ -	1	\$ 12,075.00	\$ 12,075.00	0	\$ -	0%	1	\$ 12,075.00	100%	1	\$ 12,075.00	100%
33	Type II Slurry Seal	SF	\$ 0.55	54000	\$ 29,700.00	0	\$ 0.55	\$ -	54000	\$ 0.55	\$ 29,700.00	54000	\$ 29,700.00	100%	0	\$ -	0%	54000	\$ 29,700.00	100%
34	Street Sweeping	DAY	\$ 300.00	50	\$ 15,000.00	-31	\$ 300.00	\$ (9,300.00)	19	\$ 300.00	\$ 5,700.00	0	\$ -	0%	19	\$ 5,700.00	100%	19	\$ 5,700.00	100%
35	Traffic Control Plan	LS	\$ 30,000.00	1	\$ 30,000.00	0	\$ 30,000.00	\$ -	1	\$ 30,000.00	\$ 30,000.00	0	\$ -	0%	1	\$ 30,000.00	100%	1	\$ 30,000.00	100%
36	Remove & Replace Monument	EA	\$ 2,500.00	2	\$ 5,000.00	-1	\$ 2,500.00	\$ (2,500.00)	1	\$ 2,500.00	\$ 2,500.00	0	\$ -	0%	1	\$ 2,500.00	100%	1	\$ 2,500.00	100%
37	Trench Shoring	LS	\$ 67,000.00	1	\$ 67,000.00	0	\$ 67,000.00	\$ -	1	\$ 67,000.00	\$ 67,000.00	0	\$ -	0%	1	\$ 67,000.00	100%	1	\$ 67,000.00	100%
38	Vertical Depth Adjustment (1 ft to 3 ft)	LF	\$ 200.00	100	\$ 20,000.00	-45	\$ 200.00	\$ (9,000.00)	55	\$ 200.00	\$ 11,000.00	0	\$ -	0%	55	\$ 11,000.00	100%	55	\$ 11,000.00	100%
39	2" Asphalt Concrete Overlay	TON	\$ 650.00	25	\$ 16,250.00	5.74	\$ 650.00	\$ 3,731.00	30.74	\$ 650.00	\$ 19,981.00	0	\$ -	0%	30.7	\$ 19,981.00	100%	30.74	\$ 19,981.00	100%
Change Order No. 1	Item 1- Locating Existing Service Connections					1	\$ 3,400.32	\$ 3,400.32	1	\$ 3,400.32	\$ 3,400.32	0	\$ -	0%	1	\$ 3,400.32	100%	1	\$ 3,400.32	100%
	Item 2- ABN Water Main Encounter					1	\$ 4,132.68	\$ 4,132.68	1	\$ 4,132.68	\$ 4,132.68	0	\$ -	0%	1	\$ 4,132.68	100%	1	\$ 4,132.68	100%
	Item 3 - Conforming Material					1	\$ 871.27	\$ 871.27	1	\$ 871.27	\$ 871.27	0	\$ -	0%	1	\$ 871.27	100%	1	\$ 871.27	100%
	Item 4 - Mismarked Water Main					1	\$ 3,237.73	\$ 3,237.73	1	\$ 3,237.73	\$ 3,237.73	0	\$ -	0%	1	\$ 3,237.73	100%	1	\$ 3,237.73	100%
	Item 5 - Abandon 6" Water Main					1	\$ 4,253.28	\$ 4,253.28	1	\$ 4,253.28	\$ 4,253.28	0	\$ -	0%	1	\$ 4,253.28	100%	1	\$ 4,253.28	100%

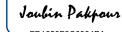


Dekoven, Lincoln, Newlands, and Oak Knoll Water Main Improvements
Progress Payment No. 08
April 1, 2026 to April 30, 2026



Bid Item	Description	Original Contract Amount				Change Order			Revised Contract Amount			Earned This Period			Prior Billing			Total to Date		
		Unit	Unit Price	Qty.	Total Price	Qty.	Unit Price	Total Price	Qty.	Unit Price	Total Price	Qty.	Amount Earned	%	Qty.	Amount Earned	%	Qty.	Amount Earned	%
Change Order No. 1 (Continue)	Item 6 - Remove Abandoned Service Line				1	\$ 624.47	\$ 624.47	1	\$ 624.47	\$ 624.47	0	\$ -	0%	1	\$ 624.47	100%	1	\$ 624.47	100%	
	Item 7 - Oak Knoll Drive Cross Country				1	\$ 3,783.60	\$ 3,783.60	1	\$ 3,783.60	\$ 3,783.60	0	\$ -	0%	1	\$ 3,783.60	100%	1	\$ 3,783.60	100%	
	Item 8 - Oak Knoll Drive Rock Encounter				1	\$ 1,099.96	\$ 1,099.96	1	\$ 1,099.96	\$ 1,099.96	0	\$ -	0%	1	\$ 1,099.96	100%	1	\$ 1,099.96	100%	
	Item 9 - Delay Due to Faulty Gate Valve at New Lands				1	\$ 1,839.93	\$ 1,839.93	1	\$ 1,839.93	\$ 1,839.93	0	\$ -	0%	1	\$ 1,839.93	100%	1	\$ 1,839.93	100%	
	Item 10 - Delay Due to Faulty Gate Valve At Oak Knoll and Caping Existing Main				1	\$ 4,259.75	\$ 4,259.75	1	\$ 4,259.75	\$ 4,259.75	0	\$ -	0%	1	\$ 4,259.75	100%	1	\$ 4,259.75	100%	
Change Order No. 2	Item 1 - Blow-Off at the End of Wosster Ave Cross Country				1	\$ 4,366.51	\$ 4,366.51	1	\$ 4,366.51	\$ 4,366.51	0	\$ -	0%	1	\$ 4,366.51	100%	1	\$ 4,366.51	100%	
	Item 2 - New ARV Outside the Project Limits				1	\$ 8,800.00	\$ 8,800.00	1	\$ 8,800.00	\$ 8,800.00	0	\$ -	0%	1	\$ 8,800.00	100%	1	\$ 8,800.00	100%	
	Item 3 - Price Adjustment for Service Connection				1	\$ 3,000.00	\$ 3,000.00	1	\$ 3,000.00	\$ 3,000.00	0	\$ -	0%	1	\$ 3,000.00	100%	1	\$ 3,000.00	100%	
Change Order No. 3	Item 1 - Contract Working Days - Weather Conditions				0	\$ -	\$ -	0	\$ -	\$ -	0	\$ -	0%	0	\$ -	-	0	\$ -	-	
	Item 2 - Discrepancy in Valley Gutter Bid Unit, Additional Valley Gutter Installation & Increased Thickness				1	\$ 32,000.00	\$ 32,000.00	1	\$ 32,000.00	\$ 32,000.00	0	\$ -	0%	1	\$ 32,000.00	100%	1	\$ 32,000.00	100%	
	Item 3 - Contract Working Days Extension				0	\$ -	\$ -	0	\$ -	\$ -	0	\$ -	0%	0	\$ -	-	0	\$ -	-	
	Item 4 - Air Release Valve Enclosure				1	\$ (700.00)	\$ (700.00)	1	\$ (700.00)	\$ (700.00)	0	\$ -	0%	1	\$ (700.00)	100%	1	\$ (700.00)	100%	
Contract Amount						\$1,888,000.00			\$ 72,690.50			\$1,960,690.50								
Amount Earned												\$47,775.00	2%		\$1,912,915.50	98%		\$1,960,690.50	100%	
Retention (5%)												(\$2,388.75)						(\$98,034.53)		
PP01																		(\$429,167.01)		
PP02																		(\$613,770.78)		
PP03																		(\$310,796.06)		
PP04																		(\$391,084.36)		
PP05																		(\$24,751.06)		
PP06																		(\$16,083.50)		
PP06																		(\$31,616.95)		
Amount Due													\$45,386.25					\$45,386.25		
Amount Remaining on Contract																		\$0.00	0%	

Prepared By

DocuSigned by:

 Joubin Pakpour, PE
 District Engineer

Contract Amount Remaining	\$0.00	0%
Total Retention Held	(\$98,034.53)	
Total Pending Change Orders	\$ -	

**DLNO Water Main Improvements
Mid-Peninsula Water District
April 01, 2026, to April 30, 2026**



Final Slurry and Striping- Newlands Ave

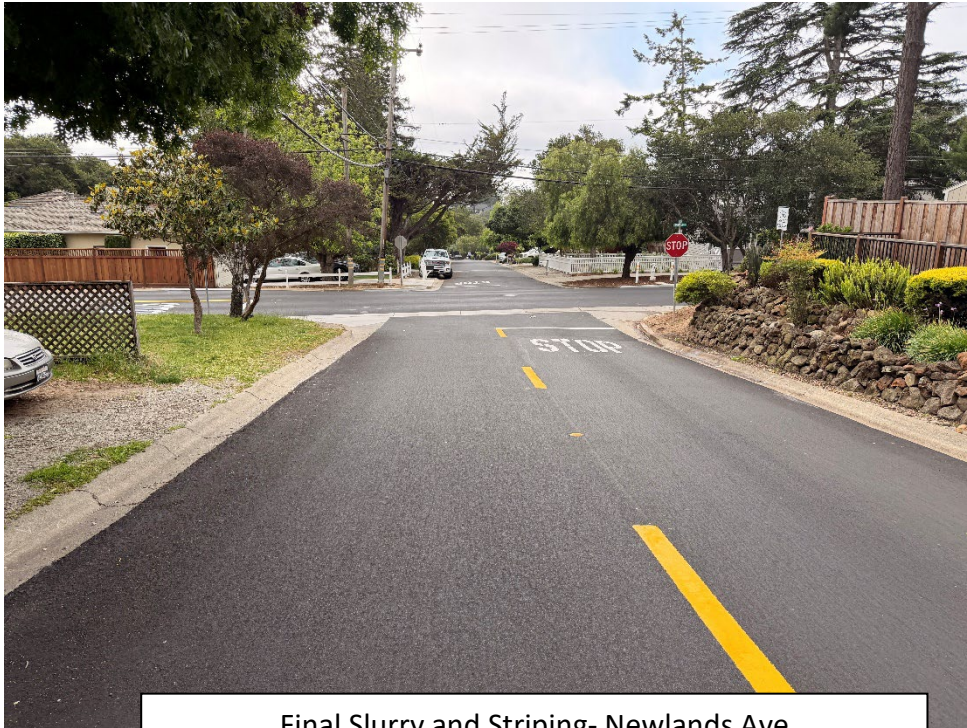


Final Slurry and Striping- Cipriani Blvd

**DLNO Water Main Improvements
Mid-Peninsula Water District
April 01, 2026, to April 30, 2026**



Final Slurry and Striping- Newlands Ave/Dekoven Ave



Final Slurry and Striping- Newlands Ave

MID PENINSULA WATER DISTRICT

DEKOVEN, LINCOLN, NEWLANDS, AND OAK KNOLL WATER MAIN IMPROVEMENTS

PROGRESS PAYMENT REQUEST #8

KJW Project #:

25-431

In accordance with the contract, claim for progress payment #8 is hereby made for the work itemized below for work performed up to 4/29/2026

DATE:

4/29/2026

B.I. No.	Description	Qty	Unit	Unit Price	Total Item Price	Qty for This Estimate	Qty for Previous Estimates	Total Quantity To Date		Value of Work Completed this Estimate	Total Value of Work Completed To Date
								# Qty	%		
BASE BID											
1	12" DIP Water Main and Connections	2185	LF	\$ 400.00	\$ 874,000.00		2215	2215	101.37%	\$ -	\$ 886,000.00
2	8" DIP Water Main and Connections	360	LF	\$ 500.00	\$ 180,000.00		309.00	309	85.83%	\$ -	\$ 154,500.00
3	6" DIP Water Main and Connections	260	LF	\$ 480.00	\$ 124,800.00		285	285	109.62%	\$ -	\$ 136,800.00
4	Rehabilitate Existing 6" CIP Water Main	310	LF	\$ 500.00	\$ 155,000.00		310.00	310	100.00%	\$ -	\$ 155,000.00
5	1" Service Connection (In Situ)	10	EA	\$ 1,500.00	\$ 15,000.00		6.00	6	60.00%	\$ -	\$ 9,000.00
6	1" Service Connection (Relocation)	7	EA	\$ 1,500.00	\$ 10,500.00			0	0.00%	\$ -	\$ -
7	12" Gate Valve	21	EA	\$ 4,500.00	\$ 94,500.00		22.00	22	104.76%	\$ -	\$ 99,000.00
8	8" Gate Valve	7	EA	\$ 2,500.00	\$ 17,500.00		7.00	7	100.00%	\$ -	\$ 17,500.00
9	6" Gate Valve	6	EA	\$ 2,000.00	\$ 12,000.00		6.00	6	100.00%	\$ -	\$ 12,000.00
10	2" Combination Air Valve Assembly	1	EA	\$ 10,000.00	\$ 10,000.00		4.00	4	400.00%	\$ -	\$ 40,000.00
11	Anode Test Station (ATS)	7	EA	\$ 4,000.00	\$ 28,000.00		7.00	7	100.00%	\$ -	\$ 28,000.00
12	Potential Test Station (PTS)	6	EA	\$ 1,000.00	\$ 6,000.00		10.00	10	166.67%	\$ -	\$ 10,000.00
13	Insulating Joint Test Station (IJTS)	15	EA	\$ 1,200.00	\$ 18,000.00		10.00	10	66.67%	\$ -	\$ 12,000.00
14	Potholing (District Requested)	10	EA	\$ 500.00	\$ 5,000.00		5.00	5	50.00%	\$ -	\$ 2,500.00
15	Abandon Water Main (Before)	1	LS	\$ 5,000.00	\$ 5,000.00		1.00	1	100.00%	\$ -	\$ 5,000.00
16	Abandon Water Main (After)	1	LS	\$ 10,000.00	\$ 10,000.00		1.00	1	100.00%	\$ -	\$ 10,000.00
17	Water Main Abandonment at the Dekoven Tank Site	1	LS	\$ 5,000.00	\$ 5,000.00		1.00	1	100.00%	\$ -	\$ 5,000.00
18	Water Main Abandonment at Wooster Avenue	1	LS	\$ 5,000.00	\$ 5,000.00			0	0.00%	\$ -	\$ -
19	Abandon Fire Hydrants	3	EA	\$ 500.00	\$ 1,500.00		3.00	3	100.00%	\$ -	\$ 1,500.00
20	Remove Gate Valve and Gate Valve Box	8	EA	\$ 500.00	\$ 4,000.00		7.00	7	87.50%	\$ -	\$ 3,500.00
21	Abandon Gate Valves and Remove Gate Box	22	EA	\$ 200.00	\$ 4,400.00		19.00	19	86.36%	\$ -	\$ 3,800.00
22	6" Fire Hydrant Assembly	4	EA	\$ 15,000.00	\$ 60,000.00		5.00	5	125.00%	\$ -	\$ 75,000.00
23	Remove and Replace Sampling Station	1	EA	\$ 3,700.00	\$ 3,700.00		1.00	1	100.00%	\$ -	\$ 3,700.00
24	Retaining Wall - Fire Hydrant, Water Service, ARV	3	EA	\$ 3,000.00	\$ 9,000.00		2.00	2	66.67%	\$ -	\$ 6,000.00
25	Service Pad - Water Service	2	EA	\$ 800.00	\$ 1,600.00			0	0.00%	\$ -	\$ -
26	City Standard Curb and Gutter	80	LF	\$ 80.00	\$ 6,400.00		90.00	90	112.50%	\$ -	\$ 7,200.00
27	Concrete Driveway Approach/Sidewalk	180	SF	\$ 35.00	\$ 6,300.00		30.00	30	16.67%	\$ -	\$ 1,050.00
28	City Standard Concrete Valley Gutter	45	SF	\$ 60.00	\$ 2,700.00		94.00	94	208.89%	\$ -	\$ 5,640.00
29	CA MUTCD - Detail 2, 21, 27B	1170	LF	\$ 6.50	\$ 7,605.00	1170.00		1170	100.00%	\$ 7,605.00	\$ 7,605.00
30	12" White Traffic Stripe	30	LF	\$ 55.00	\$ 1,650.00	30.00		30	100.00%	\$ 1,650.00	\$ 1,650.00
31	Pavement Markings	84	SF	\$ 105.00	\$ 8,820.00	84.00		84	100.00%	\$ 8,820.00	\$ 8,820.00
32	Storm Water Pollution Prevention Plan	1	LS	\$ 12,075.00	\$ 12,075.00		1.00	1	100.00%	\$ -	\$ 12,075.00
33	Type II Slurry Seal	54000	SF	\$ 0.55	\$ 29,700.00	54000		54000	100.00%	\$ 29,700.00	\$ 29,700.00
34	Regenerative Street Sweeping	50	DAY	\$ 300.00	\$ 15,000.00		19.00	19	38.00%	\$ -	\$ 5,700.00
35	Traffic Control Plan and Construction Funding Signs	1	LS	\$ 30,000.00	\$ 30,000.00		1.00	1	100.00%	\$ -	\$ 30,000.00
36	Replace City Monuments	2	EA	\$ 2,500.00	\$ 5,000.00		1.00	1	50.00%	\$ -	\$ 2,500.00
37	Trench Shoring	1	LS	\$ 67,000.00	\$ 67,000.00		1.00	1	100.00%	\$ -	\$ 67,000.00
38	Vertical Depth Adjustment (1 ft to 3 ft)	100	LF	\$ 200.00	\$ 20,000.00		55.00	55	55.00%	\$ -	\$ 11,000.00
39	2" Asphalt Concrete Overlay	25	TON	\$ 650.00	\$ 16,250.00		30.74	30.74	122.96%	\$ -	\$ 19,981.00
BASE BID ITEMS TOTAL					\$ 1,888,000.00					\$ 47,775.00	\$ 1,885,721.00

CHANGE ORDERS											
40	Change Order No. 1	1	LS	\$27,502.99	\$ 27,502.99		1	1	100.00%	\$ -	\$ 27,502.99
41	Change Order No. 2	1	LS	\$16,166.51	\$ 16,166.51		1	1	100.00%	\$ -	\$ 16,166.51
42	Change Order No. 3	1	LS	\$31,300.00	\$ 31,300.00		1	1	100.00%	\$ -	\$ 31,300.00
ALTERNATE BID ITEMS TOTAL					\$ 43,669.50					\$ -	\$ 74,969.50
BASE BID + ALTERNATE BID ITEMS TOTAL					\$ 1,931,669.50					\$ 47,775.00	\$ 1,960,690.50

TOTAL WORK TO DATE	\$ 1,960,690.50
DEDUCT 5% RETENTION	\$ 98,034.53
DEDUCT PREVIOUS PAYMENTS	\$ 1,817,269.72
AMOUNT DUE THIS PAYMENT	\$ 45,386.25

K.J. WOODS CONSTRUCTION INC PO BOX 947, SOUTH SAN FRANCISCO CA 94083

Submitted 4/29/2026 _____

TOTAL LF OF PIPE TO BE INSTALLED =	2,805
TOTAL LF INSTALLED	2809
TOTAL LF INSTALLED AS % =	100%



Memo

To: Mid-Peninsula Water District **Date:** 04/22/26
Attn: Kat Wuelfing **Project No.:** 10012.30
Project Name: West Belmont (N), Exbourne (W) Water Tank Replacement
Reference: Exbourne (W) Rafter Assessment
From: Hamed Khatibi, EIT Initial
HK

Introduction / Background

Following is a summary of the observed conditions, key field events, and engineering evaluation related to Exbourne’s (W) roof rafters. Following Euro Style Management’s (ESM) inspection blast (sandblasting operation) of the interior roof, we observed rafter deterioration showing significant metal loss and corrosion underneath the existing coating. This led to initiating a structural assessment and development of two remediation options: repair or replacement. The do nothing alternative would lead to roof tank failure in the near future. This document also presents a cost comparison, including both construction and associated professional service fees, to support decision-making.

Chronology

- 02/23/26 – ESM installed scaffolding within Exbourne (W). ESM completed installation on 02/27/26.
- 03/02/26 – ESM mobilized the sandblasting equipment.
- 03/16/26 – ESM began the interior inspection blast of the roof and rafters under the inspection of our special coating inspector (CSI).
- 03/18/26 – ESM/CSI notified District Inspector, Hamed Khatibi regarding the rafters poor condition after sandblasting.
- 03/19/26 – PCG requested our structural engineer, ZFA Structural Engineers (ZFA) to visit the site and assess the rafter conditions. They observed:
 1. All rafter ends at the center column support show signs of corrosion at the top and bottom flanges at their bearing support.
 2. Approximately 90% of the rafter bottom flanges within the first 8 ft of the center column exhibit significant corrosion. They will either require repair or analysis to justify their reduced cross section on a case-by-case basis.
 3. Approximately 90% of the rafter webs near the center column have holes and/or

significant signs of corrosion at their support. The damage lengths are highly variable. These locations require either repair or analysis to justify their reduced cross section on a case-by-case basis.

4. Approximately 90% of the rafter bottom flanges at the tank shell exhibit corrosion and steel loss within the outer 1/3 of their span.
 5. Approximately 50% of the rafter webs at the tank shell have reduced cross sections from corrosion. These locations require either repair or analysis to justify their reduced cross section on a case-by-case basis.
 6. Two rafters have significantly reduced web cross sections with holes larger than 1-inch at the outer 1/3 of their span. These require repair.
 7. Approximately 90% of the rafter top/bottom flanges have severe signs of corrosion at or near the X-bracing connections in the middle 1/3 of their span. These require repair.
 8. The X-bracing members in each rafter bay, approximately 15'-0" from the tank shell, have reduced cross sections of varying severity as well. These require repairs or replacement.
 9. All rafter webs have reduced cross sections in the middle 1/3 of their span. Because this is a low-stress location, this likely does not require repair however would require analysis or it can be repaired.
 10. The top flange of one rafter exhibited buckling at two locations. This condition should be repaired.
 11. The center column has a reduced cross section in the top 30 inches. This location should be repaired or analyzed to justify the reduced cross section.
 12. At all locations requiring repair, welding steel plates to the deteriorated member would be the anticipated method of repair.
- 03/23/26 – ESM continued sandblasting and we coordinated a second visit from ZFA to conduct a more rigorous rafter assessment.
 - 03/31/26 – ESM submitted a rafter replacement cost estimate for \$202,670.
 - 04/01/26 – ZFA developed a rafter repair plan and requested ESM to provide a cost estimate.
 - 04/07/26 – ESM submitted a rafter repair cost estimate for \$171,500.

- 04/14/26 – The District held a meeting with ESM to discuss replacement vs repairs. The following individuals were present:

Kat Wuelfing – MPWD General Manager	Hamed Khatibi – District Inspector
Sarah Scheidt – MPWD Operations Manager	Chris Meade – ZFA Structural
Michael Anderson – MPWD Superintendent	Nicole Go – ZFA Structural
Joubin Pakpour, PE – District Engineer	Alex Bugriyev – ESM Manager
Brandon Laurie – PCG Project Manager	Alan Bugriyev – ESM Project Manager

Following the meeting with the contractor and Alex and Alan dropped off the call, the District team continued to meet to decide on a path forward, which are summarized in the conclusion section below.

Repair vs Replacement – Comparative Evaluation Matrix

Category	Rafter Repair	Rafter Replacement
Construction Scope	Localized rafter repairs (flanges, webs, columns, X-bracing, bearing plates)	Replace all 33 rafters and X-bracing, repair center column and bearing supports
Construction Cost	\$171,500	\$202,670
Schedule Impact	40 additional days	25 additional days
Inspection Needs	Extensive testing, weld inspections, continuous verification	Standard QC inspection for new installation
Estimated Inspection Cost	High	Moderate
Construction Complexity	High (multiple localized repairs)	Moderate (more systematic and repetitive)
Unknown Conditions Risk	High (hidden corrosion likely)	Low
Additional Change Order Potential	High	Low
Quality Control Difficulty	Difficult (many repair spots)	Easy (controlled installation)
Structural Reliability	Moderate (depends on repair quality)	High (new structural system)
Service Life Extension	Medium	High (near full structure reset)
Future Maintenance Costs	High (likely additional repairs)	Low (minimal near-term maintenance)
Coating & Corrosion Protection	Localized (cannot coat rafter top/roof above)	Full access (entire rafter/roof coated)

Cost Comparison – Additional Professional Services

Rafter Repair Budget (40 days)

TASK DESCRIPTION	Pakpour Consulting Group Roles, Rates, & Hours				TOTAL
	District Engineer	Senior Engineer	Assistant Engineer	Public Works Inspector	
	\$ 280	\$ 240	\$ 170	\$ 185	
1.0 Inspection / Office Engineer	4	20	0	280	304
2.0 Record Drawings	0	4	8	0	12
TOTAL HOURS	4	24	8	280	316
DIRECT LABOR COST	\$ 1,120	\$ 5,760	\$ 1,360	\$ 51,800	\$ 60,040
5% Direct Expense Fee (Mileage, Copies, Plots, etc.)					\$ 3,002
SUBTOTAL - DIRECT LABOR AND EXPENSE FEE					\$ 63,042
SUBCONSULTANTS AND FEES (Markup Included)					
ZFA - Structural Engineer					\$ 22,000
Certerra (CSI) - Special Inspection - Coating					\$ 26,000
BSK Associates - Special Inspection - Welding					\$ 11,000
SUBTOTAL - SUBCONSULTANT FEES					\$ 59,000
TOTAL BUDGET					\$ 122,042
TOTAL BUDGET (ROUNDED)					\$ 122,100

Rafter Replacement Budget (25 days)

TASK DESCRIPTION	Pakpour Consulting Group Roles, Rates, & Hours				TOTAL
	District Engineer	Senior Engineer	Assistant Engineer	Public Works Inspector	
	\$ 280	\$ 240	\$ 170	\$ 185	
1.0 Inspection / Office Engineer	4	15	0	160	179
2.0 Record Drawings	0	4	8	0	12
TOTAL HOURS	4	19	8	160	191
DIRECT LABOR COST	\$ 1,120	\$ 4,560	\$ 1,360	\$ 29,600	\$ 36,640
5% Direct Expense Fee (Mileage, Copies, Plots, etc.)					\$ 1,832
SUBTOTAL - DIRECT LABOR AND EXPENSE FEE					\$ 38,472
SUBCONSULTANTS AND FEES (Markup Included)					
ZFA - Structural Engineer					\$ 19,800
Certerra (CSI) - Special Inspection - Coating					\$ 26,000
BSK Associates - Special Inspection - Welding					\$ 5,500
SUBTOTAL - SUBCONSULTANT FEES					\$ 51,300
TOTAL BUDGET					\$ 89,772
TOTAL BUDGET (ROUNDED)					\$ 89,800

The higher professional service cost associated with the repair option is primarily due to the increased level of effort required for inspection, verification, and coordination of multiple localized repairs, as well as the higher likelihood of field adjustments. The costs above are estimated and shown to facilitate a level of magnitude comparison and may require adjustment to capture actual fees received.

Total Cost Summary

Description	Rafter Repair	Rafter Replacement
Construction Cost (ESM)	\$171,500	\$202,670
Professional Services	\$122,100	\$89,800
Total Cost	\$293,600	\$292,470

Why are we seeing so much corrosion and coating deficiencies?

The tank is only 20 years old and we should not be seeing this level of corrosion. At the same time of trying to find a solution, we explored why this was happening. We worked with the coating inspector who offered the following possible coating failure reasons which led to expedited rafter corrosion:

- Failures observed are consistent with inadequate surface preparation.
- Poor coating thickness and coverage on rafter edges and angles caused by the coating pulling away from edges during cure.
- The stripe coat may not have been performed. This is a secondary coating operation to capture critical coating areas.
- The coating may have separated from the steel and the substrate was subject to moisture leading to non-visible under-film corrosion.

Bottom line, it appears corrosion on this tank started on day one after the original construction was completed, due to failures during the application of the coating and inadequate inspection.

Conclusion

During the April 14th meeting District staff weighed the two options. Both rafter repair and replacement options are technically feasible. While the repair option offers a lower initial construction cost, it requires a longer duration, significantly higher professional service effort due to the complexity of localized repairs, increased inspection requirements, and higher risk due to uncertainty of existing conditions. The replacement option, although higher in upfront construction costs, results in a shorter schedule, reduced inspection and coordination effort, and lower overall project risk.

When considering total project cost, the replacement option is slightly more economical and provides improved structural reliability and long-term performance. Accordingly, the rafter replacement option is considered the more favorable approach from a cost, schedule, and lifecycle perspective. Based on the above information we concluded on April 14th that the rafter replacement option is the best path forward.

J:\Projects\MPWD - 10012.00\30 - West Belmont (N), Exbourne (W) Tank Improvements\Construction\Correspondence\Memo\30-Wuelfing-26.04.22-Exbourne (W) Rafter Assessment.docx




Memo

To: MPWD Board of Directors **Date:** 05/14/26

Project Name: West Belmont (N), Exbourne (W) Water Tank Improv. **Project No.:** 10012.30

Reference: Progress Payment No. 1

From: Joubin Pakpour, PE 

Construction Status

On January 22, 2026, the Mid-Peninsula Water District (District) awarded Euro Style Management (ESM) the West Belmont (N), Exbourne (W) Water Tank Improvements. Upon reviewing the insurance requirements by District Counsel, the District and ESM executed the contract on February 17, 2026. The District held the pre-construction meeting on February 17, 2026 and issued the Notice to Proceed for February 23, 2026.

Work completed February 23, 2026 through April 30, 2026 included mobilization, scaffold erection in Exbourne (W), sandblasting of Exbourne’s interior ceiling and shell, pressure washing of both West Belmont (N) and Exbourne (W), appurtenance removal to accommodate new coatings, and material acquisition.

In addition, due to significant corrosion in Exbourne’s (W) rafters, ESM under the District’s direction began replacement due to their condition, following a detailed structural assessment and engineering analysis weighing both repair and replacement options. Unfortunately, once the coating was sandblasted away nearly every rafter exhibited holes, significant pitting, and metal loss. These deficiencies were not visible during the original coating assessment in 2023 as the corrosion occurred underneath the coating. This is highly unusual for a 20-year-old tank to experience this magnitude of corrosion and possibly due to application failures including inadequate surface preparation, poor coating thickness/coverage at the time of the original coating, coating separation from the steel allowing moisture into the substrate, and inadequate inspection. The District is taking steps to ensure this type of failure is mitigated by having full-time coating inspection.

Work anticipated in May includes rafter replacement, interior/exterior coating work, and appurtenance installs at both tank sites.

Public Notifications

The District and ESM conducted a public outreach consisting of the following:

- The District mailed project notification letters to affected residents adjacent the tank.
- ESM sent project notification letters to the same affected residents.

- The District highlighted the project on the website and provides continual updates to project progress.
- The District also provides a full-time onsite inspector to coordinate with residents as needed.

Change Order No. 1

Change Order No. 1 includes two items summarized below for a total of \$231,380.00. Forty-Five (45) working days were added to the Contract revising the total to 110 working days. Please refer to Change Order No. 1 for additional information.

Exbourne (W) Rafter Replacement

Following the sandblasting operation, ESM, the coating inspector and District inspector observed rafter deterioration, showing significant metal loss and corrosion underneath the existing coating. This led to a structural assessment and after several discussions with ESM and District staff, the District elected to replace all the rafters.

West Belmont (N) Exterior Coating Quantity Adjustment

This item adjusts the exterior coating quantity to match the actual square footage due to incorrect tank size information in the final coating assessment of the tank.

Project Schedule and Request for Progress Payment No. 1

As of April 30, 2026, ESM completed 38% percent of the contractual work (**\$405,837.50**) and has 39 working days remaining out of 110 working days.

Enclosed please find Progress Payment No. 1 due ESM for **\$385,545.62** (value of work minus 5 percent retention). The work performed to date has been satisfactory and payment is recommended.

	Current Month	Total	
Original Contract Amount		\$ 837,700.00	
Approved Change Orders	\$ 231,380.00	\$ 231,380.00	27.6%
Final Contract Amount		\$ 1,069,080.00	
Previously Paid		\$ 0.00	
Current Request (Less Retention)	\$ 385,545.62	\$ 385,545.62	
Retention	\$20,291.88	\$ 20,291.88	
Total Value of Work Completed	\$ 405,837.50	\$ 405,837.50	38%
Total Remaining on Contract		\$ 663,242.50	62%

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**Mid-Peninsula Water District
West Belmont (N), Exbourne (W) Water Tank Improvements
Project No. 10012.30**

**Change Order No. 1
Euro Style Management
May 14, 2026**

Item No. 1 – Exbourne (W) Rafter Replacement

On 3/18/26, during the sandblasting of the Exbourne (W) ceiling, Euro Style Management (ESM), coating inspector and District inspector observed rafter deterioration showing significant metal loss and corrosion underneath the existing coating. This led to a structural assessment and development of two remediation options: repair or replacement. After several discussions with ESM and District staff comparing both options while also accounting for necessary additional professional services, the District elected to fully replace all 33 rafters which was more economical, provided improved structural reliability, and longer-term performance.

The District approved the additional cost per ESM’s Cost Proposal dated 3/31/26 and adds 25 working days for the replacement in addition to 15 additional days for the downtime associated with the assessment and remediation direction. The District issued Field Order No. 1 for this work on April 15, 2026. Replacement work will be monitored and coordinated by the District Inspector.

Total Cost of Item No. 1 -	\$ 202,670.00
Total Increase of Working Days for Item No. 1 -	40 Days

Item No. 2 – West Belmont (N) Exterior Coating Quantity Adjustment

The West Belmont (N) tank dimensions shown on the plans were determined off dimensions in the Final Report Condition Assessment, prepared by CSI Services, of a 46 ft diameter by 48 ft tall tank with a nominal capacity of 750,000 gallons. This equated to an exterior coating quantity of 8,594 SF. During the interior ladder submittal review process, a discrepancy in the ladder’s measured field height of 46 ft triggered an immediate verification of the tank dimensions. Limited record information is available for the West Belmont Tank site however District maps indicated the tank size was 56 ft in diameter and 46 ft tall for a nominal capacity of 850,000 gallons. Field verification during construction verified the larger size tank resulted in a quantity increase to 10,549 SF. This extra work is per ESM’s cost proposal dated 3/16/26 and is based on 22.75% of the \$130,500 bid price.

Total Cost of Item No. 2 -	\$ 28,710.00
Total Increase of Working Days for Item No. 2 -	5 Days

Total Cost of Change Order No. 1 -	\$ 231,380.00
Overall Increase of Working Days for Change Order No. 1 -	45 Days


May 14, 2026 – Page 2
ESM – Change Order No. 1

Other Terms Remain in Effect

This **Change Order No. 1** fully resolves all cost and time issues related to the work described above, including any indirect affects or the effect of this Change Order on any other work performed by **Euro Style Management**. This Change Order does not modify or supersede any provision of the Contract, unless, and only to the extent, explicitly stated in this Change Order.

Prepared by: 
456012639450465...

Brandon Laurie, PE
Senior Engineer
Pakpour Consulting Group

Reviewed and approved by: 
FD1650F8C0904EA

Joubin Pakpour, PE
District Engineer
Pakpour Consulting Group

Reviewed and approved by: 
FF72F7F650154FA...

Hamed Khatibi
District Inspector
Pakpour Consulting Group

Reviewed and approved by: _____
Kat Wuelfing
General Manager
Mid-Peninsula Water District

Reviewed and approved by: _____
Alan Bugriyev
Contractor Project Manager
Euro Style Management



West Belmont (N), Exbourne (W) Water Tank Improvements
Progress Payment No. 01
February 23, 2026 to April 30, 2026



Bid Item	Description	Original Contract Amount				Change Order			Revised Contract Amount			Earned This Period			Prior Billing			Total to Date		
		Unit	Unit Price	Qty.	Total Price	Qty.	Unit Price	Total Price	Qty.	Unit Price	Total Price	Qty.	Amount Earned	%	Qty.	Amount Earned	%	Qty.	Amount Earned	%
1	Mobilization	LS	\$ 38,000.00	1	\$ 38,000.00	0	\$ 38,000.00	\$ -	1	\$ 38,000.00	\$ 38,000.00	0.5	\$ 19,000.00	50%	0	\$ -	0%	0.5	\$ 19,000.00	50%
2	Water Pollution Control Plan (BMPs)	LS	\$ 3,000.00	1	\$ 3,000.00	0	\$ 3,000.00	\$ -	1	\$ 3,000.00	\$ 3,000.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
3	Exterior Recoating (WB)	LS	\$ 130,500.00	1	\$ 130,500.00	0	\$ 130,500.00	\$ -	1	\$ 130,500.00	\$ 130,500.00	0.08	\$ 9,900.00	8%	0	\$ -	0%	0.08	\$ 9,900.00	8%
4	Install Ventilation Blower (WB)	LS	\$ 44,000.00	1	\$ 44,000.00	0	\$ 44,000.00	\$ -	1	\$ 44,000.00	\$ 44,000.00	0.25	\$ 11,000.00	25%	0	\$ -	0%	0.25	\$ 11,000.00	25%
5	Install 6" Mushroom Vents (WB)	LS	\$ 3,000.00	1	\$ 3,000.00	0	\$ 3,000.00	\$ -	1	\$ 3,000.00	\$ 3,000.00	0.25	\$ 750.00	25%	0	\$ -	0%	0.25	\$ 750.00	25%
6	Install Saf-T-Climb (Exterior Ladder) (WB)	LS	\$ 5,000.00	1	\$ 5,000.00	0	\$ 5,000.00	\$ -	1	\$ 5,000.00	\$ 5,000.00	0.25	\$ 1,250.00	25%	0	\$ -	0%	0.25	\$ 1,250.00	25%
7	Replace Center Vent Frame/Screen (WB)	LS	\$ 7,000.00	1	\$ 7,000.00	0	\$ 7,000.00	\$ -	1	\$ 7,000.00	\$ 7,000.00	0.25	\$ 1,750.00	25%	0	\$ -	0%	0.25	\$ 1,750.00	25%
8	Replace Roof Hatch Seals (WB)	LS	\$ 1,500.00	1	\$ 1,500.00	0	\$ 1,500.00	\$ -	1	\$ 1,500.00	\$ 1,500.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
9	Replace Roof Safety Gate (WB)	LS	\$ 1,500.00	1	\$ 1,500.00	0	\$ 1,500.00	\$ -	1	\$ 1,500.00	\$ 1,500.00	0.25	\$ 375.00	25%	0	\$ -	0%	0.25	\$ 375.00	25%
10	Replace Level Indicator Assembly (WB)	LS	\$ 12,000.00	1	\$ 12,000.00	0	\$ 12,000.00	\$ -	1	\$ 12,000.00	\$ 12,000.00	0.25	\$ 3,000.00	25%	0	\$ -	0%	0.25	\$ 3,000.00	25%
11	Replace Interior Ladder (WB)	LS	\$ 14,000.00	1	\$ 14,000.00	0	\$ 14,000.00	\$ -	1	\$ 14,000.00	\$ 14,000.00	0.25	\$ 3,500.00	25%	0	\$ -	0%	0.25	\$ 3,500.00	25%
12	Replace Anchor Chair Nuts (WB)	LS	\$ 6,700.00	1	\$ 6,700.00	0	\$ 6,700.00	\$ -	1	\$ 6,700.00	\$ 6,700.00	0.25	\$ 1,675.00	25%	0	\$ -	0%	0.25	\$ 1,675.00	25%
13	Replace CP Handhole Covers (WB)	LS	\$ 4,000.00	1	\$ 4,000.00	0	\$ 4,000.00	\$ -	1	\$ 4,000.00	\$ 4,000.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
14	Exterior Recoating (EX)	LS	\$ 187,500.00	1	\$ 187,500.00	0	\$ 187,500.00	\$ -	1	\$ 187,500.00	\$ 187,500.00	0.62	\$ 117,000.00	62%	0	\$ -	0%	0.62	\$ 117,000.00	62%
15	Interior Lining (EX)	LS	\$ 342,000.00	1	\$ 342,000.00	0	\$ 342,000.00	\$ -	1	\$ 342,000.00	\$ 342,000.00	0.35	\$ 120,000.00	35%	0	\$ -	0%	0.35	\$ 120,000.00	35%
16	Install Saf-T-Climb (Exterior Ladder) (EX)	LS	\$ 5,000.00	1	\$ 5,000.00	0	\$ 5,000.00	\$ -	1	\$ 5,000.00	\$ 5,000.00	0.25	\$ 1,250.00	25%	0	\$ -	0%	0.25	\$ 1,250.00	25%
17	Replace Roof Hatch Seals (EX)	LS	\$ 1,500.00	1	\$ 1,500.00	0	\$ 1,500.00	\$ -	1	\$ 1,500.00	\$ 1,500.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
18	Replace Roof Safety Gate (EX)	LS	\$ 1,500.00	1	\$ 1,500.00	0	\$ 1,500.00	\$ -	1	\$ 1,500.00	\$ 1,500.00	0.25	\$ 375.00	25%	0	\$ -	0%	0.25	\$ 375.00	25%
19	Replace Level Indicator Assembly (EX)	LS	\$ 12,000.00	1	\$ 12,000.00	0	\$ 12,000.00	\$ -	1	\$ 12,000.00	\$ 12,000.00	0.25	\$ 3,000.00	25%	0	\$ -	0%	0.25	\$ 3,000.00	25%
20	Replace Interior Ladder (EX)	LS	\$ 14,000.00	1	\$ 14,000.00	0	\$ 14,000.00	\$ -	1	\$ 14,000.00	\$ 14,000.00	0.25	\$ 3,500.00	25%	0	\$ -	0%	0.25	\$ 3,500.00	25%
21	Replace CP Handhole Covers (EX)	LS	\$ 4,000.00	1	\$ 4,000.00	0	\$ 4,000.00	\$ -	1	\$ 4,000.00	\$ 4,000.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%




West Belmont (N), Exbourne (W) Water Tank Improvements
Progress Payment No. 01
February 23, 2026 to April 30, 2026



Bid Item	Description	Original Contract Amount				Change Order			Revised Contract Amount			Earned This Period			Prior Billing			Total to Date		
		Unit	Unit Price	Qty.	Total Price	Qty.	Unit Price	Total Price	Qty.	Unit Price	Total Price	Qty.	Amount Earned	%	Qty.	Amount Earned	%	Qty.	Amount Earned	%
CO 1	Item 1 - Exbourne (W) Rafter Replacement	Change Order No. 1				1	\$ 202,670.00	\$ 202,670.00	1	\$ 202,670.00	\$ 202,670.00	0.5	\$ 101,335.00	50%	0	\$ -	0%	0.5	\$ 101,335.00	50%
	Item 2 - West Belmont (N) Exterior Coating Quantity Adjustment	Change Order No. 2				1	\$ 28,710.00	\$ 28,710.00	1	\$ 28,710.00	\$ 28,710.00	0.25	\$ 7,177.50	25%	0	\$ -	0%	0.25	\$ 7,177.50	25%
Contract Amount							\$ 837,700.00													
Amount Earned												\$ 405,837.50	38%		\$ 0.00	0%		\$ 405,837.50	38%	
Retention (5%)												\$ (20,291.88)						\$ (20,291.88)		
Amount Due												\$ 385,545.62						\$ 385,545.62		
Amount Remaining on Contract																		\$ 663,242.50	62%	

Prepared By

DocuSigned by:

 Joubin Pakpour, P.E.
 District Engineer

Contract Amount Remaining	\$ 663,242.50	62%
Total Retention Held	\$ (20,291.88)	
Total Pending Change Orders	\$ -	

APPLICATION AND CERTIFICATE FOR PAYMENT

Page 1 of 1 Pages

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

PROJECT: WEST BELMONT (N), EXBOURNE (W) WATER TANK IMPROVEMENTS

Application No. 1
Application Date: 12-May-26
Period to: 30-Apr-26

- Distribution to:
- CONTRACTOR
 - INSPECTOR
 - CONST. MANAGER
 - ARCHITECT
 - OWNER

From Contractor:

Name: Euro Style Management
Address: 1401 Main Ave
Sacramento CA 95838
Project No: _____

ARCHITECT: _____

PO No: _____

CONTRACT DATE: _____

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY:		
Change Orders approved in Previous months by Owner	ADDITIONS:	DEDUCTIONS:
TOTAL:		
Approved this Month		
Number	Date Approved	
CCO # 1		202,670.00
CCO # 2		28,710.00
Totals		231,380.00
Net change by Change Orders		

Application is made for Payments as shown below, in connection with the Contract. Schedule of Values is attached.

1. ORIGINAL CONTRACT SUM ... \$ 837,700.00
2. Net change by Change Orders \$ 231,380.00
3. CONTRACT SUM TO DATE \$ 1,069,080.00
4. TOTAL COMPLETED & STORED TO DATE .. \$ 405,837.50
(Column G on Schedule of Values Sheet)
5. RETAINAGE:
 - a. 5% of Completed Work \$ 20,291.88
(Column E + F on Schedule of Values Sheet)
 - b. _____ % of Stored Material \$ _____
(Column G on Schedule of Values Sheet)
 Total Retainage (Line 5a + 5b or Total in Column K of Schedule of Values Sheet) \$ 20,291.88
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total) \$ 385,545.62
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from PRIOR Certificate) \$ \$0.00
8. CURRENT PAYMENT DUE \$ 385,545.62
9. BALANCE TO FINISH, PLUS RETAINAGE (Line 3 less Line 6) \$ \$683,534.38

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates of Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

BY: [Signature] DATE: 12-May-26

NOTE: BELOW THIS LINE TO BE FILLED OUT BY AUTHORIZED PERSONS ONLY

CERTIFICATE FOR PAYMENT

AMOUNT CERTIFIED \$ 385,545.62
(Attach explanation if amount certified differs from the amount applied for)
Can be overridden by Architect

INSPECTOR:
BY: _____ DATE: _____

ARCHITECT:
BY: _____ DATE: _____

CONSTRUCTION MANAGER:
BY: _____ DATE: _____

OWNER: Mid-Peninsula Water District
BY: _____ DATE: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Application and Certificate for Payment
 containing Contractor's signed Certification, is attached
 in tabulation below, amount are stated to the nearest dollar

NOTE: Input green areas only

Application No.	1
Application Date:	12-May-26
Period to:	30-Apr-26
Architects Project Number	

Use Column K on contracts where variable retainage for line items may apply.

Item #	C WEST BELMONT (N), EXBOURNE (W) WATER TANK IMPROVEMENTS	D QTY EST.	E Unit	F UNIT COST	G Scheduled Value	H Work Completed		J Stored Materials	K Completed and Stored	L % Complete	M Balance to Finish	N Retainage
						Previously	This Period					
	West Belmont (N) Tank						-	-	-		-	-
1	Mobilization	1	LS	\$ 38,000.00	38,000.00		19,000.00	-	19,000.00	50%	19,000.00	950.00
2	Water Pollution Control Plan (BMPs)	1	LS	\$ 3,000.00	3,000.00		-	-	-	0%	3,000.00	-
3	Exterior Recoating (130,500)				-		-	-	-	0%	-	-
3a	Surface Preparation	1	LS	\$ 90,000.00	90,000.00		9,900.00	-	9,900.00	11%	80,100.00	495.00
3b	Coating	1	LS	\$ 40,500.00	40,500.00		-	-	-	0%	40,500.00	-
4	Install Ventilation Blower	1	LS	\$ 44,000.00	44,000.00		11,000.00	-	11,000.00	25%	33,000.00	550.00
5	Install 6" Mushroom Vents	1	LS	\$ 3,000.00	3,000.00		750.00	-	750.00	25%	2,250.00	37.50
6	Install Saf-T-Climb (Exterior Ladder)	1	LS	\$ 5,000.00	5,000.00		1,250.00	-	1,250.00	25%	3,750.00	62.50
7	Replace Cent Vent Frame/Screens	1	LS	\$ 7,000.00	7,000.00		1,750.00	-	1,750.00	25%	5,250.00	87.50
8	Replace Roof Hatch seals	1	LS	\$ 1,500.00	1,500.00		-	-	-	0%	1,500.00	-
9	Replace Roof Safety Gate	1	LS	\$ 1,500.00	1,500.00		375.00	-	375.00	25%	1,125.00	18.75
10	Replace Level Indicator Assembly	1	LS	\$ 12,000.00	12,000.00		3,000.00	-	3,000.00	25%	9,000.00	150.00
11	Replace Interior Ladder	1	LS	\$ 14,000.00	14,000.00		3,500.00	-	3,500.00	25%	10,500.00	175.00
12	Replace Anchor Chair Nuts	1	LS	\$ 6,700.00	6,700.00		1,675.00	-	1,675.00	25%	5,025.00	83.75
13	Replace CP Handhole Covers	1	LS	\$ 4,000.00	4,000.00		-	-	-	0%	4,000.00	-

Schedule of Values Sheet(cont) on Next Page

Schedule of Values Sheet (Cont)

Application and Certificate for Payment
 containing Contractor's signed Certification, is attached
 in tabulation below, amount are stated to the nearest dollar
 Use Column K on contracts where variable retainage for line items may apply.

NOTE: Input green areas only

Application No.	1
Application Date:	12-May-26
Period to:	30-Apr-26
Architects Project Number	0

Item #	C WEST BELMONT (N), EXBOURNE (W) WATER TANK IMPROVEMENTS	D QTY EST.	E Unit	F UNIT COST	G Scheduled Value	H Work Completed		I Stored Materials	K Completed and Stored	L % Complete	M Balance to Finish	N Retainage
						Previously	This Period					
						Exbourne (W) Tank						
14	Exterior Recoating (\$187,500)											
14a	Surface Preparation	1	LS	\$ 130,000.00	130,000.00	-	117,000.00	-	117,000.00	90%	13,000.00	5,850.00
14b	Coating	1	LS	\$ 57,500.00	57,500.00	-	-	-	-	0%	57,500.00	-
15	Interior Lining (\$342,000)											
15a	Surface Preparation	1	LS	\$ 240,000.00	240,000.00	-	120,000.00	-	120,000.00	50%	120,000.00	6,000.00
15b	Coating	1	LS	\$ 102,000.00	102,000.00	-	-	-	-	0%	102,000.00	-
16	Install Saf-T-Climb (Exterior Ladder)	1	LS	\$ 5,000.00	5,000.00	-	1,250.00	-	1,250.00	25%	3,750.00	62.50
17	Replace Roof Hatch Seals	1	LS	\$ 1,500.00	1,500.00	-	-	-	-	0%	1,500.00	-
18	Replace Roof Safety Gate	1	LS	\$ 1,500.00	1,500.00	-	375.00	-	375.00	25%	1,125.00	18.75
19	Replace Level Indicator Assembly	1	LS	\$ 12,000.00	12,000.00	-	3,000.00	-	3,000.00	25%	9,000.00	150.00
20	Replace Interior Ladder	1	LS	\$ 14,000.00	14,000.00	-	3,500.00	-	3,500.00	25%	10,500.00	175.00
21	Replace CP Handhole Covers	1	LS	\$ 4,000.00	4,000.00	-	-	-	-	0%	4,000.00	-

Original Contract					837,700.00	-	297,325.00	-	297,325.00	19%	540,375.00	14,866.25
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West Belmont (N), Exbourne (W) Water Tank Improvements
Mid-Peninsula Water District
February 23, 2026, to April 30, 2026

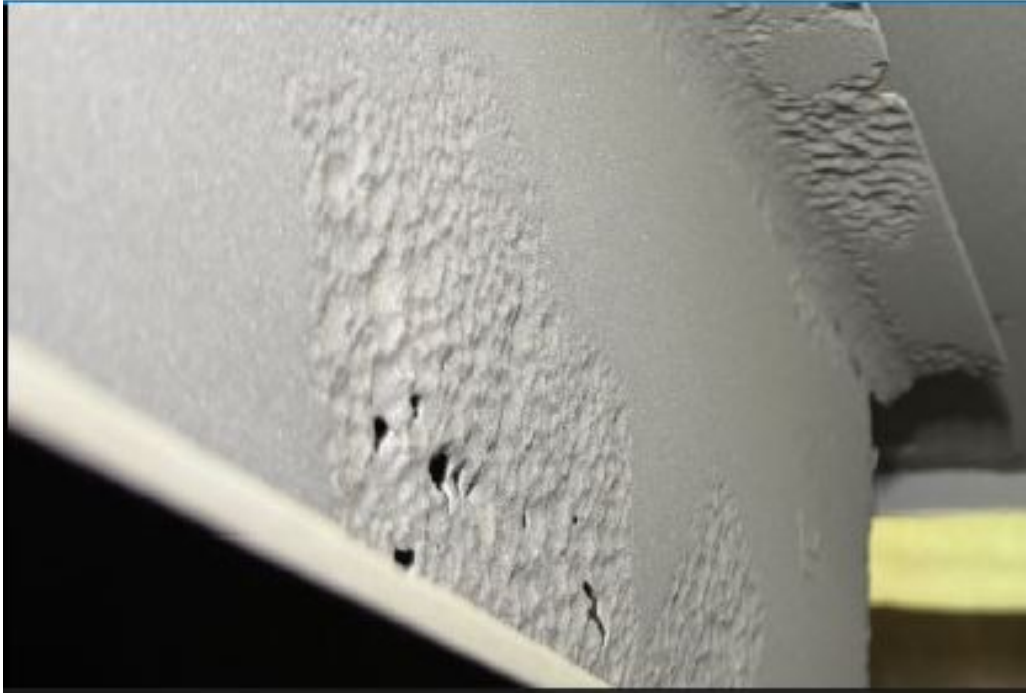


Exbourne (W) – View of interior ceiling and coating failures.



Exbourne (W) – Close up of coating failure on ceiling.

West Belmont (N), Exbourne (W) Water Tank Improvements
Mid-Peninsula Water District
February 23, 2026, to April 30, 2026

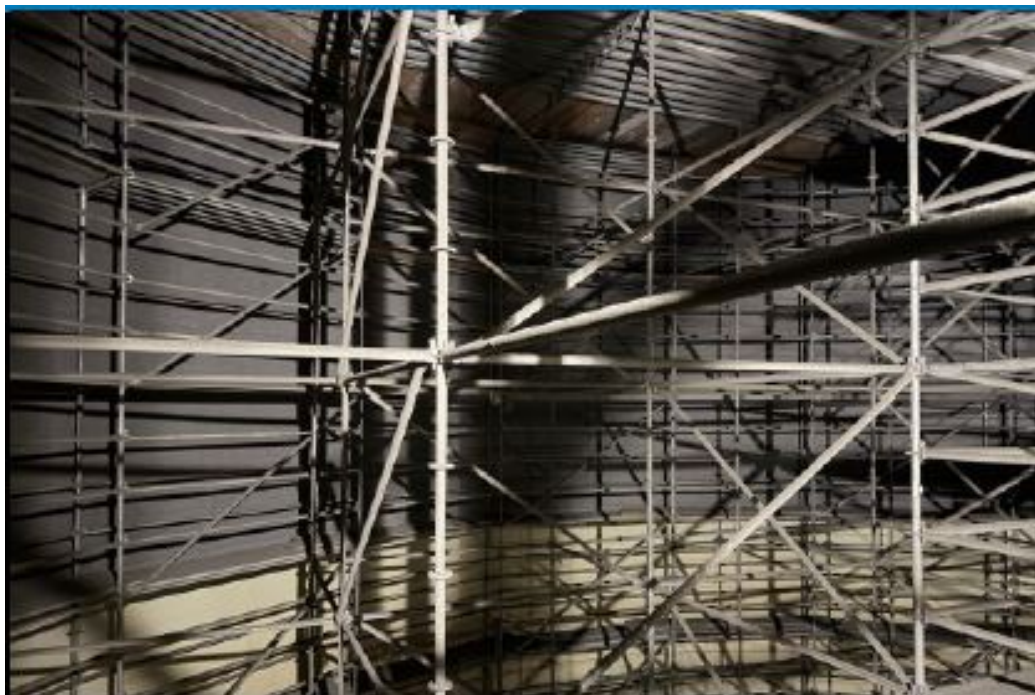


Exbourne (W) – Post-sandblasting of rafter showing pitting, metal loss.



Exbourne (W) – Post-sandblasting of rafters showing pitting.

West Belmont (N), Exbourne (W) Water Tank Improvements
Mid-Peninsula Water District
February 23, 2026, to April 30, 2026



Exbourne (W) – Scaffolding and sandblasting of tank shell.



Exbourne (W) – Pressure washing & cleaning the exterior tank shell.

West Belmont (N), Exbourne (W) Water Tank Improvements
Mid-Peninsula Water District
February 23, 2026, to April 30, 2026



Exbourne (W) – New rafters to be installed.



Exbourne (W) – New rafters sand blasted prior to coating.



AGENDA ITEM NO. 9.A.3

TO: Board of Directors
FROM: Alison Bell, Administrative Services Manager
DATE: May 28, 2026

ADMINISTRATIVE SERVICES MANAGER'S REPORT

May

General Election

With the election of three of our Director's approaching, I wanted to share the information again from the County regarding important dates and seminars.

The Candidate Filing period for the November 3, 2026 Statewide General Election will open on July 13, 2026 and close on August 7, 2026. To support prospective candidates, we have developed a Candidate Guide and Candidate Seminars to help candidates understand their responsibilities and the resources available to them. Candidates may attend one of the two candidate seminars, which will be held on Wednesday, June 24 at 10:00 a.m. and Wednesday, July 22 at 10:00 a.m.; additional details will be provided on our website.

Candidate Services team at 650-312-5399 or candidateservices@smcacre.gov

Statewide Water Workforce

The District received an update from the Water Energy Education Alliance (WEEA) regarding the release of a new statewide workforce development report prepared by Water UCI (University of California Irvine) in collaboration with water industry partners throughout California. The study focused on workforce pathways, recruitment challenges, and career development opportunities within the water sector. The findings were developed through statewide workshops, interviews, live polling, and stakeholder discussions involving water agencies, industry professionals, students, and educational partners. The report is intended to help agencies better understand current workforce trends and support long-term workforce planning and development efforts across California's water industry. If interested in seeing the report, please let me know and I can email it to you.

ACWA JPIA Conference

Staff attended the ACWA JPIA Spring Membership Summit and Association of California Water Agencies Spring Conference held May 4–5, 2026, in Sacramento. The conference provided valuable training and educational sessions focused on current issues impacting public agencies, including strategic planning, hazard mitigation and federal funding opportunities, emerging technologies such as artificial intelligence, risk management, and workplace compliance topics. The event also provided an opportunity to network and collaborate with water industry professionals and member agencies from across the state regarding operational challenges, industry trends, and best practices.

Company Nurse

ACWA JPIA will be implementing a new Workers' Compensation triage process in partnership with Company Nurse effective June 1, 2026. This new program is intended to streamline the workplace injury reporting process and provide employees with prompt access to appropriate medical guidance and care following a workplace incident. The program also aims to improve overall efficiency in the handling and reporting of Workers' Compensation claims. I attended an informational kickoff webinar to learn more about the enrollment process, reporting procedures, available training materials, and implementation expectations associated with the new program.

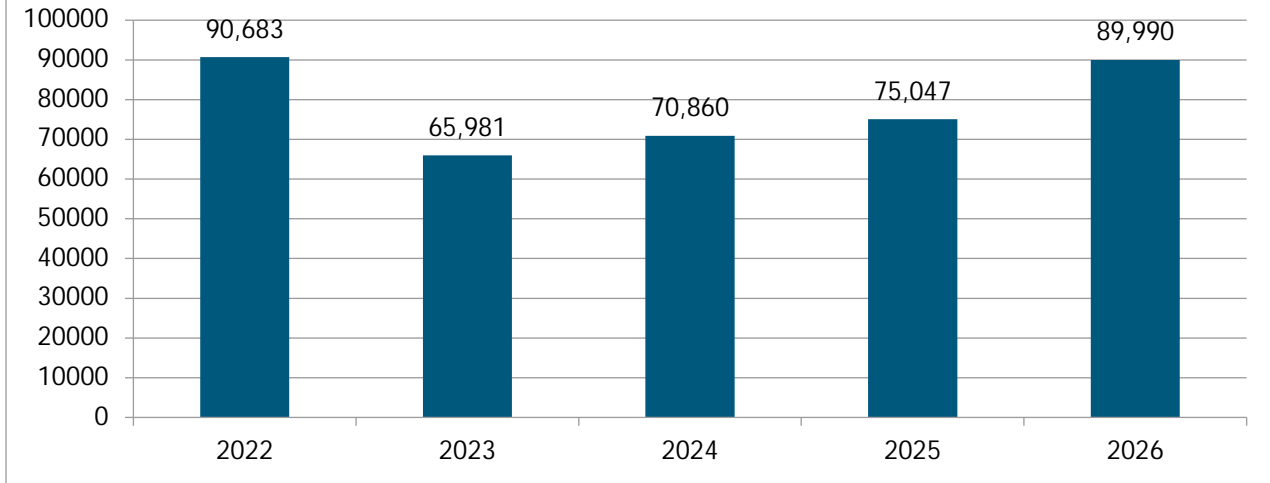
Defensive Drive Training

On May 13, 2026, the District hosted a Defensive Driving Training for staff through ACWA JPIA. The training focused on promoting safe driving habits, reducing distractions, and reinforcing best practices when operating District vehicles. Topics covered included some of the most common claims areas experienced by member agencies, including backing incidents, rear-end collisions, and right-of-way accidents. The training was initiated following concerns raised regarding the operation of District vehicles and reflects the District's continued commitment to employee safety, risk reduction, and accountability while operating vehicles in the community.

Communications

During the last safety meeting, Deston called out Liz Ganske for receiving customer praise. A customer called the office and reported a possible leak. After speaking and reassuring the customer, Liz called Deston to have him go out and meet the customer. When Deston arrived and after he assisted, the customer praised Liz for being extremely helpful and reassuring over the phone. The customer stated also that Liz explained everything to her to help her feel at ease. This interaction between office staff and field crew is common and shows the "well oiled machine" that has been established at MPWD. Great job Liz!

Historical Water Usage for April



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	420	7290	205	90	62	46	12	33	8125
February	420	7294	205	90	62	46	11	33	8128
March	420	7297	204	90	62	46	10	27	8129
April	420	7298	205	90	62	46	9	30	8130
May									
June									
August									
September									
October									
November									
December									

Billing

2025	Reminder letters	Final notices	Sent to collections	Collections Amount	Shut Offs	New Payment Plans	Active Payment plans (in good standing)	Payments in default
January	295	67	0	0	5	1	6	0
February	265	30	0	0	4	1	4	2
March	236	38	0	0	3	2	6	0
April	249	41	0	0	2	1	6	1
May								
June								
August								
September								
October								
November								
December								

PUBLIC SERVICE ETHICS EDUCATION (AB 1234)

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

- Joubin Pakpour December 9, 2026
- James Ramsey April 29, 2026
- Julie Sherman March 14, 2027
- Louis Vella December 17, 2026
- Kat Wuelfing February 3, 2028
- Charles Cotten March 19, 2027
- Matt Zucca April 10, 2027
- Alison Bell February 3, 2028
- JoAnn Covington May 24, 2027
- Sarah Scheidt March 21, 2027

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

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

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

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

- Joubin Pakpour March 18, 2027
- James Ramsey April 27, 2028
- Julie Sherman July 21, 2027
- Louis Vella December 11, 2027
- Kat Wuelfing February 1, 2027
- Charles Cotten March 18, 2027
- Matt Zucca December 3, 2027
- Alison Bell May 20, 2028
- JoAnn Covington May 23, 2027
- Sarah Scheidt January 3, 2027

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

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

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

Once you have completed the training and obtained your certificate, please transmit it to Alison Bell at abell@midpeninsulawater.org.



AGENDA ITEM NO. 9.A.4.

TO: Board of Directors
FROM: Sarah Scheidt, Operations Manager
DATE: May 28, 2026

OPERATIONS MANAGER REPORT

Key Activities Since March Meeting

Projects:

- The Folger Dr. EOC – The project is on hold consistent with Board direction from the April 2026 meeting. Staff is working to understand what kinds of minimal upgrades are desired to utilize the site for temporary operations while the Dairy Lane project is under construction. Site stormwater improvements are needed to help address downstream runoff concerns. As well, the site will need some electrical work to power the office trailers that will be relocated, as well as setting up for IT functionality for staff and SCADA.
- Dairy Lane Rehabilitation - Noll and Tam continue to work through the design process for the Dairy Ln reconstruction project. Land surveying services to create a boundary survey and easement analysis to define the parcel via creation of a Record Survey Map was required by the city of Belmont. BKF conducted the survey in April and the deliverables will be included in the pending Planning Application. The Planning Application Package is nearly ready to be submitted.

Romig Engineers conducted additional subsurface investigation on April 10, 2026, at 2 Locations: 1) Outside the building and 2) Area close to the fuel tanks (see attached photos), to develop a new set of geotechnical recommendations for the current project. Preliminary results indicate that the foundation will not need significant re-design. However, the final report is pending.

- Dekoven, Lincoln, Newlands, and Oak Knoll Water Main Improvement Project - KJ Woods completed the slurry sealing and striping during April. The District Engineer's

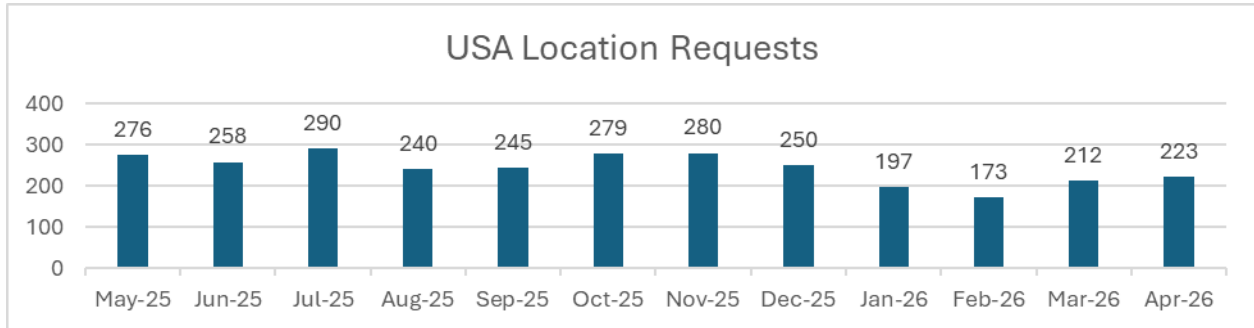
Report contains additional details regarding project completion and close-out, which will be brought to the Board for consideration in June.

- Hwy 101 crossing at PAMF - West Yost provided their 90% submittal package for the team's review. There are several coordination items pending with the City, yet no major issues were identified. The District Engineer is working with our Construction Manager, and our design consultant to finalize design and phasing.
- West Belmont (North) and Exbourne (West) Tank Recoating Project – The Notice to Proceed to Eurostyle Management on February 20, 2026. Work began in March with the sand-blasting of the Exbourne (W) tank interior and revealed significant corrosion on all 33 steel rafters. The contractors are making good progress at the Exbourne site including rafter replacement work, exterior surface preparation, roof vent installation, exterior coating, center column repair. Interior coating is scheduled for early June. The Belmont site has received vent and blower installations, surface preparation, exterior coating and ladder installations, and level indicator replacements. The tank is scheduled for filling and disinfection in early June and should be back in service shortly thereafter.
- Dekoven Tanks Replacement – Staff is working with external council on efforts to coordinate the removal of the existing cell tower from our tank and facilitate temporary relocation to allow for demolition and construction. A site walk was conducted with T-Mobile and Crown Castle on April 15, 2026. Staff and council are drafting a letter to Crown Castle/T-Mobile to reiterate the District's need to clear the tanks and are considering not renewing the lease if they can't expedite the project. Staff are also working with T-Mobile/Crown to evaluate a request by the San Mateo Consolidated Fire Department and Belmont PD to co-locate their radio equipment on the permanent cell tower structure, which will be considered for placement once our project is complete.

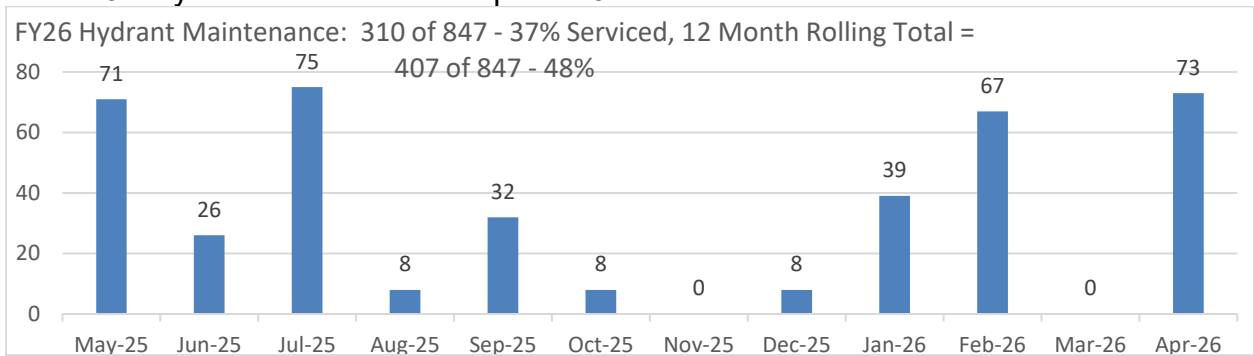
Operations and Maintenance:

- OM continues with bi-monthly team meetings with Operations staff at the Dairy Ln. site, occurring every other Tuesday morning at 0700. The meetings have been well received.
 - Service Leak Repair – 1200 block of Hiller St. – 4/18/26
 - 1" Service Upgrade – 3717 Encline – 4/2/26
 - 1" Service Upgrade – 3416 Lodge – 4/7/26
 - 1" Service Upgrade – 2731 Hallmark – 4/8/26
 - 1" Service Upgrade – 1518 Ridge – 4/8/26
 - 1" Service Upgrade – 32 Elder Dr – 4/14/26
 - 1" Service Upgrade – 3411 Plateau – 4/15/26
 - 1" Service Upgrade – 1561 Harbor – 4/22/26
 - Hydrant repair at 2601 Barclay
 - Flushed 24 dead end water lines

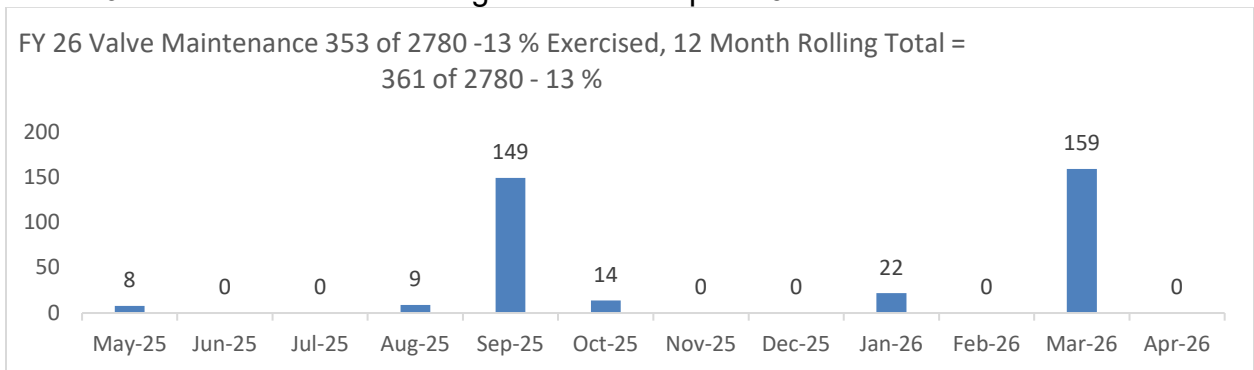
- Meters replaced: 8 Meters, Meter registers replaced: 1, Meter transmitters replaced: 13
- Collected the requisite 44 water samples during December from 11 sample station sites. None of the samples tested positive for total coliform.
- Responded to and completed 223 underground service alerts (USA) location requests. Running 12-month location requests total is 2,923 an average of 244 per month.



- Hydrant maintenance: April = 73



- Valves exercised during the month: April = 0



System Repairs:

Date	Location	Event	Material	Installation Date	Estimated Water Loss (Gals.)
4/18/26	1200 block - Hiller	Broken Angle Stop at Meter	Brass Angle Stop	1977	200 Gals

Development:

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

803 Belmont Avenue: Water Service Agreement amendment has been executed, and District Engineer reviewed and approved submittals for construction of the “Belmont Family Apartments”, a 125-unit multi-family 100% affordable housing complex.

678 Ralston: District Engineer is currently reviewing a second submittal from this project, which is a multi-family, affordable residential building. This development is near the intersection of Ralston and Old County Rd near Wendy’s.

City of Belmont San Juan Pump Station: The City submitted a memo detailing the areas where the proposed project is not in compliance with the required separation and the steps taken to remedy or mitigate. MPWD has been provided final bid plans for the project. The City of Belmont will coordinate with MPWD after the project is awarded and prior to on-site construction.

Administration:

- In anticipation of the reconstruction project at 3 Dairy Ln., staff are disposing of equipment that is old and no longer useful. The MPWD Financial Management Policy states that for items with original costs of less than \$25,000, the General Manager shall determine the appropriate method of disposition and report the matter to the Board of Directors. Staff intend to place three pieces of equipment that were originally purchased for under \$25,000 on GovDeals.com; as indicated by Nos. 1-3 in the table below, which meets policy requirement by reporting this matter to the Board of Directors.

In addition to the vehicles on Surplus Item List 26-01, which is discussed earlier in this Board Meeting via Consent item 5.H; vehicle(s) and equipment previously declared surplus through Resolutions 2019-04 and 2021-01 will also be placed on the GovDeals.com public auction site, because the previous auction did not result in qualified bids. This equipment are indicated below as Nos. 4-6.

No.	Item Type	Model Year	Make	Model/ Description	Purchase Price	Board Action Date	Resolution No
1	Machine	UNK	Coats Ammco	Facing Tool	Unknown - <\$25,000	NA	NA
2	Machine	1998	ALC	Sand Blaster	Unknown - <\$25,000	NA	NA
3	Equip	2006	Segway	Scooter	Unknown - <\$25,000	NA	NA
4	Vehicle	2019	Ford	Fusion Energi	\$37,423	1/21/2021	2021-01
5	Equip	1991	Zieman	Trailer	Unknown - >\$25,000	2/28/2019	2019-04
6	Equip	2000	Zieman	Trailer	Unknown - >\$25,000	2/28/2019	2019-04

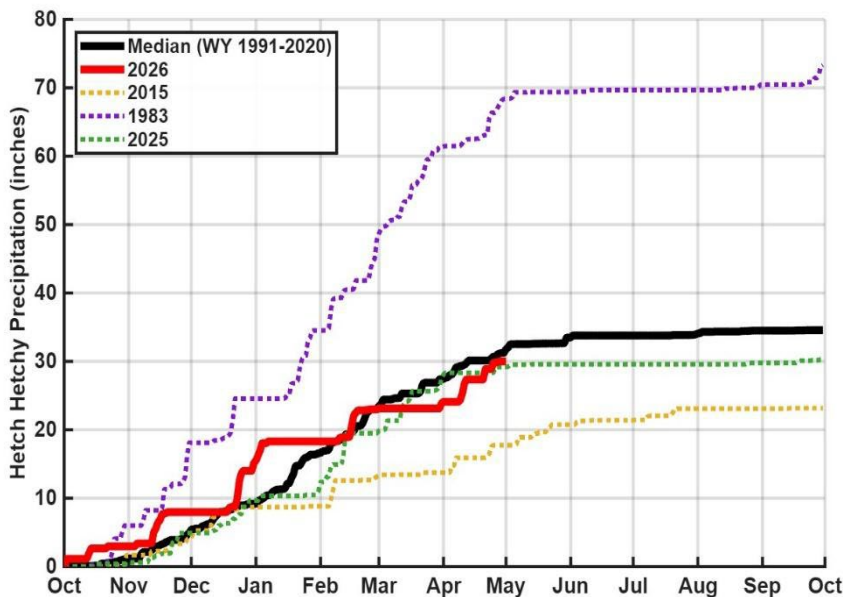
- Staff continue to work with Fryer and Laureta in support of MPWD’s updated Risk and Resilience Assessment (RRA) Report. The updated RRA must be completed and self-certification submitted to the Environmental Protection Agency (EPA) by no later than June 30, 2026. The draft RRA was submitted for review in February. Fryer and Laureta held an RRA workshop for staff on March 25, 2026. Staff are currently reviewing the report to provide comments for the final report.
- In April, staff attended one Safety/Rap Session and received a Cross Connection Control Program (CCCP) presentation by Trevor Morris, updates on Earth Day, a summary of the Water Conference of the West 2026, and the April 2026 board meeting.
- Staff participated in weekly calls with District Engineer, GM, and Operations Supervisor on District matters and projects.
- District staff including the OM, ASM, and CCCP Specialist attended the May 7th HIA meeting and presented on the District’s CCCP and Local Hazard Mitigation Plan. President Vella was also in attendance. The presentations were well received except for one property owner who opposed additional regulations and associated costs. Trevor did very well under pressure and presented professionally.
- The County has published the Local Hazard Management Plan, including the District’s Local Annex for public comment. The LHMP public comment period will be held from May 15 - June 15, 2026. Community members are invited to review the draft plan and share their comments. The District has conducted outreach on the proposed plan in a number of ways:
 - Presentation at the May HIA meeting
 - Posted Flyer on the District’s public bulletin board and in our customer lobby
 - GM shared an update during the March 2026 Board Meeting
 - Article in the Summer 2026 Waterline
<https://storage.googleapis.com/midpeninsulawater-org/uploads/Waterline2026Spring2.pdf>
 - Flyers provided during the Belmont Public Works Week event on May 21, 2026
 - Webpage Information <https://www.midpeninsulawater.org/articles/lhmp.php>

Regional Water System and Weather:



left - View of East Fork Cherry Creek looking northeast towards Huckleberry Lake showing waning snow-covered area below approximately 8,000 feet and preferential melt on south-facing slopes. Photo taken May 1, 2026. Persistent cloudy conditions, slightly below normal temperatures, and episodic light to moderate precipitation throughout April have decreased the rate of snowmelt and maintained Tuolumne basin snowpack, particularly at higher elevations.

Cumulative Precipitation to Date: The cumulative six-station precipitation index for Water Year (WY) 2026 is 29.57 inches, which is 102% of the median to-date. The Hetch Hetchy Weather Station received 6.13 inches of precipitation in April resulting in a total of 30.01 inches for WY 2026, or 92% of the WY median to-date. The cumulative WY 2026 Hetch Hetchy Weather Station precipitation is shown in Figure 3 in red.

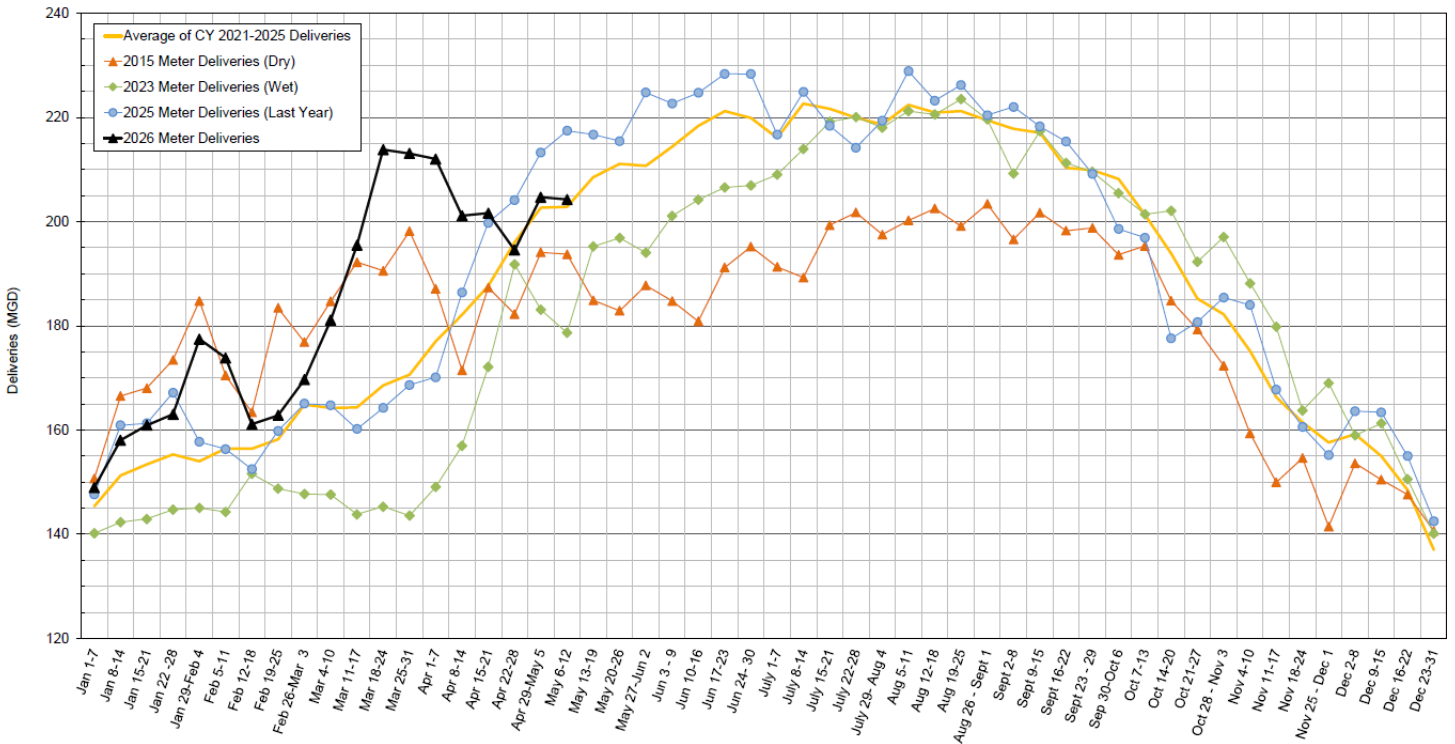


Left - Water Year 2026 cumulative precipitation measured at Hetch Hetchy Weather Station as of May 1. Median cumulative precipitation measured at Hetch Hetchy Weather Station and example wet and dry years are included with Water Year 2025 for comparison purposes.

Below - Regional System Water Delivery. The average April delivery rate was 203 MGD which is a 2.5% increase compared to the March delivery rate of 198 MGD.

----- Provisional Data Subject to Revision -----

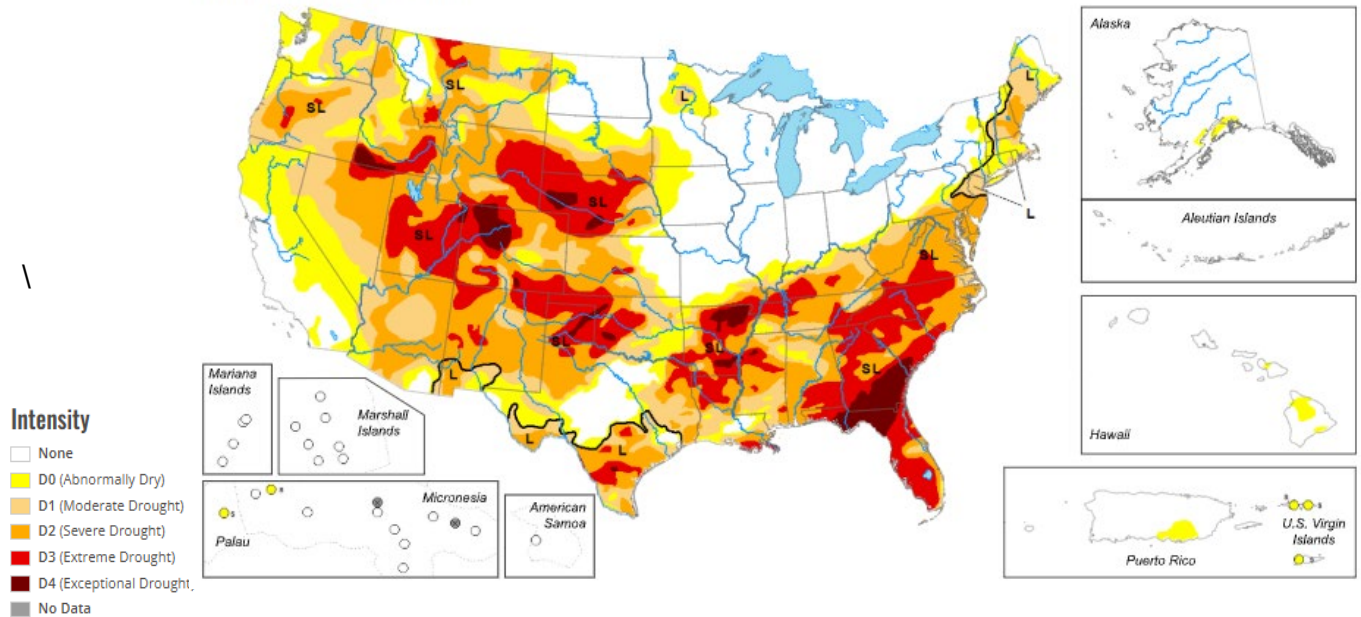
SFPUC Regional Water System - Meter Deliveries
 Total SFPUC Service Area
 Source: SFPUC Regional Water System County Meters



Map released: May 14, 2026

Data valid: May 12, 2026

View grayscale version of the map



Intensity

- None
- D0 (Abnormally Dry)
- D1 (Moderate Drought)
- D2 (Severe Drought)
- D3 (Extreme Drought)
- D4 (Exceptional Drought)
- No Data

Authors

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[Rocky Bilotta](#), NOAA/NCEI

Pacific Islands and Virgin Islands Author(s):

[Tsegaye Tadesse](#), National Drought Mitigation Center

