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**BOARD OF DIRECTORS  
THURSDAY, FEBRUARY 23, 2023 - 6:30 PM**

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**AGENDA**

**PURSUANT TO THE PROVISIONS OF ASSEMBLY BILL 361, WHICH SUSPENDS CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT, THIS MEETING WILL BE CONDUCTED AS A TELECONFERENCE. (GOVERNMENT CODE SECTION 54953)**

**MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON.**

Public comments may be submitted via email to  
Administrative Services Manager, Monique Madrid, at [moniquem@midpeninsulawater.org](mailto:moniquem@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.

Board members, staff, and the public may participate remotely.

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

Meeting Link: <https://us06web.zoom.us/j/87586066083>  
Dial by Telephone U.S. (Toll Free): 1-888-788-0099  
Meeting ID: 875 8606 6083

**1. OPENING**

- A. Call to Order
- B. Establishment of Quorum

**2. PUBLIC COMMENT**

*If you wish to address the Board, please follow the directions at the top of the agenda. If you have anything that you wish distributed to the Board and included for the official record, please include it in your email. Comments that require a response may be deferred for staff reply.*

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

**4. ACKNOWLEDGEMENTS/PRESENTATIONS - None**

**5. CONSENT AGENDA**

*All matters on the Consent Agenda are to be approved by one motion. 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 as a whole is acted upon.*

- A. Approve Minutes for the Regular Board Meetings on January 26, 2023
- B. Approve Expenditures from January 26, 2023, through January 31, 2023
- C. Reaffirm Resolution 2021-26 Making Findings Pursuant to Assembly Bill 361 that the Proclaimed COVID-19 State of Emergency Continues to Impact the Ability of the MPWD Board of Directors and its Committees to Meet Safely in Person
- D. Adopt Resolution 2023-04 Making Findings that the Proclaimed Winter Storm Emergency Impacts the Ability of the Mid-Peninsula Water District Board of Directors and its Committees to Meet Safely in Person

**6. HEARING AND APPEALS - None**

**7. MPWD FY 2016-2021 CAPITAL IMPROVEMENT PROGRAM AND 2016 COP (CERTIFICATES OF PARTICIPATION) FINANCING - None**

**8. REGULAR BUSINESS AGENDA**

- A. Receive and accept the Financial Audit Report for Fiscal Year Ended June 30, 2022
- B. Receive Update from Interim General Manager on Actions Taken During Flood Emergency
- C. Receive BAWSCA Update
- D. Receive Report on the California and San Francisco Regional Water System Drought Conditions and the Quarterly Water Conservation Report

**9. MANAGEMENT AND BOARD REPORTS**

- A. Management Reports
  - 1. Interim General Manager/Operations
  - 2. Assistant General Manager
  - 3. Administrative Services Manager
  - 4. District Engineer
- B. Financial Reports
  - 1. Month End January 31, 2023

C. Director Reports

**10. COMMUNICATIONS**

**11. CLOSED SESSION**

- A. Conference with Labor Negotiator (Government Code Section 54957.6)  
Agency Designated Representative: Interim General Manager Rene Ramirez and  
Employee Organization: MPWD Employee Association

- B. Public Employee Performance Evaluation (Government Code Section 54957(b))  
Title: Interim General Manager

## 12. ADJOURNMENT

This agenda was posted at the Mid-Peninsula Water District's office, 3 Dairy Lane, in Belmont, California, and on its website at [www.midpeninsulawater.org](http://www.midpeninsulawater.org).

### ACCESSIBLE PUBLIC MEETINGS

*Upon request, the Mid-Peninsula Water District will provide written agenda materials in appropriate alternative formats, or disability related modification or accommodation (including auxiliary aids or services), to enable individuals with disabilities to participate in public meetings and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested. Requests should be sent to the Administrative Services Manager at (650) 591-8941 or [moniquem@midpeninsulawater.org](mailto:moniquem@midpeninsulawater.org). Requests must 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, MARCH 23, 2023 AT 6:30PM**

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BOARD OF DIRECTORS  
OF THE MID-PENINSULA WATER DISTRICT

Thursday, January 26, 2023  
Belmont, California

**PURSUANT TO THE PROVISIONS OF ASSEMBLY BILL 361, WHICH SUSPENDS CERTAIN  
REQUIREMENTS OF THE RALPH M. BROWN ACT, THIS MEETING WILL BE  
CONDUCTED AS A TELECONFERENCE. (GOVERNMENT CODE SECTION 54953)**

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Board members, staff, and the public may participate remotely. Should Zoom not be operational, please check online at: [www.midpeninsulawater.org](http://www.midpeninsulawater.org) for any updates or further instruction.

**Meeting Link: <https://us06web.zoom.us/j/87586066083>  
Dial by Telephone U.S. (Toll Free): 1-888-788-0099  
Meeting ID: 875 8606 6083**

**1. OPENING**

**A. Call to Order**

The regular teleconference meeting of the Mid-Peninsula Water District Board of Directors was called to order by President Vella at 6:32PM.

**B. Establishment of Quorum**

**Present:** President Vella, Directors Jordan, and Wheeler.

**Absent:** Vice-President Zucca, Director Schmidt arrived at 6:35PM

A quorum was present.

**Also Present:** Interim General Manager Rene Ramirez, Assistant General Manager Kat Wuelfing, Administrative Services Manager Monique Madrid, Management Advisor Tammy Rudock, Water Systems Supervisor Michael Anderson, District Counsel Julie Sherman, District Engineer Joubin Pakpour, District Treasurer Sheldon Chavan, and Chief Financial Officer (temporary) Alleyne LaBossiere.

Guests: Consultant Dan Bergmann of IGServices.

47 **2. PUBLIC COMMENT - NONE**

48  
49 **3. AGENDA REVIEW: ADDITIONS/DELETIONS AND PULLED CONSENT ITEMS**

50  
51 President Vella asked if there were any additions, deletions, or items to be pulled?  
52 The Interim General Manager Ramirez advised that staff added Power Point presentation showing  
53 photos of the emergency storm events, which were published and distributed to the Board prior to  
54 the meeting.

55  
56 **4. ACKNOWLEDGEMENTS/PRESENTATIONS**

57  
58 **A. Ron Leithner, Water System Operator – Service Retirement (25.4 Years of Service)**

59  
60  
61 Interim General Manager Ramirez recognized Ron Leithner's retirement after providing  
62 25.04 years of service.

63  
64 Mr. Ramirez advised that Ron is not able to attend as he had a family emergency. His  
65 retirement luncheon has been postponed and will be rescheduled.

66  
67 Management Advisor Rudock added Ron has worked here a long time and gets along  
68 well with his co-workers and others here at the MPWD. She wished him well in his  
69 retirement and added that he will be missed.

70  
71 Water Systems Supervisor Michael Anderson recognized Ron for his long service and  
72 for being good to work with, adding he is a dedicated employee. He wished Ron was  
73 present and looks forward to seeing him at the recognition luncheon.

74  
75 President Vella also recognized Ron for his service and dedication to the District.

76  
77 **5. CONSENT AGENDA**

78  
79 **A. Approve Minutes for the Regular Board Meeting on December 15, 2022**

80  
81 **B. Approve Expenditures from December 1, 2022, through December 31, 2022**

82  
83 **C. Reaffirm Resolution 2021-26 Making Findings Pursuant to Assembly Bill 361 that the**  
84 **Proclaimed COVID-19 State of Emergency Continues to Impact the Ability of the**  
85 **MPWD Board of Directors and its Committees to Meet Safely in Person**

86  
87 **D. Approve Resolution 2023-01 Authorizing Task Order 23-04 with Pakpour**  
88 **Consulting Group, Inc., for Project Management Services in Support of Capital**  
89 **Project 05-1621-CP known as the Old County Road Water Main Improvements**  
90 **(15-75) and Ralston Avenue Water Main Improvements (15-82) totaling \$101,700,**  
91 **plus, a 10% Contingency of \$10,200 for a Total Budget of \$111,900**  
92

93 President Vella asked for a motion.  
94 Director Jordan moved to approve the consent agenda.  
95 Director Wheeler seconded the motion.

96  
97 Motion passed 4-0-1; 4-Ayes, 0-Noes, 1-Absent (Zucca)

98  
99 **6. HEARING AND APPEALS - NONE**

100  
101 **7. MPWD FY 2016-2021 CAPITAL IMPROVEMENT PROGRAM AND 2016 COP**  
102 **(CERTIFICATES OF PARTICIPATION) FINANCING**

103  
104 **A. Receive Semi-Annual Reports on 2016 COP Financing through December 31,**  
105 **2022:**

- 106 **1. Financial Reconciliation Report; and**  
107 **2. Capital Project Fund Report, Presented by Dan Bergmann of IGService**  
108

109 Interim General Manager Ramirez reviewed the item and turned it over to Chief Finance  
110 Officer LaBossiere (temporary).  
111

112 Mr. LaBossiere reviewed the semi-annual financial reconciliation report for the 2016 COP  
113 Financing including the ending balance as of December 31, 2022. He then turned the item over  
114 to IGServices Consultant Dan Bergman.  
115

116 Mr. Bergman reviewed the Capital Project fund report of monthly accounting straight from the  
117 bank account for the 2016 COP Financing through December 31, 2022.  
118

119 He also reviewed the requisitions for various projects through the end of December  
120 2022.  
121

122 The District had changed some of the projects to meet the requirements to spend the money  
123 during the designated time period. He included a review of the total money spent through the  
124 entire loan period, explaining the goal is to get the money spent through 2023.  
125

126 Board discussion followed. Staff was asked if the District would spend the remaining funds by  
127 the end of 2023. Two projects are already underway, and one is progressing more slowly.  
128 District Engineer Pakpour expects all of the funds will be spent on the projects by the end of the  
129 year 2023.  
130

131 No action was taken.  
132

133 **8. REGULAR BUSINESS AGENDA**

134  
135 **A. December 31, 2022, District Office Flooding:**

- 136  
137 a. Approve Resolution No. 2023-02 Authorizing the Interim General Manager to  
138 Take Necessary Actions Due to the Late December/Early January Winter Storm  
139 Event in Recognition of the State and Local Declared State of Emergency

140 b. Receive Presentation on Flood Event and Clean-Up

141 c. Receive update on District Activities

142  
143 Water Systems Supervisor Anderson provided a review of the photos showing results of the  
144 emergency storm events. Water levels reached over twelve inches.

145  
146 Assistant General Manager Kat Wuelfing presented a review of the recent emergency storm  
147 events and the damage to MPWD property. She also provided information related to the flood  
148 event and clean up.

149  
150 Board comments followed.

151  
152 President Vella commended staff and management for all of their hard work and cooperation  
153 during this challenging time. Adding he cannot say enough good things about how everyone  
154 has worked together including trying to keep spirits up.

155  
156 Director Jordan echoed his comments on the staff efforts, she sent a picture to Interim General  
157 Manager Ramriez around 10:00AM and within a few minutes staff was on-site. She extended her  
158 appreciation to all the staff involved.

159  
160 Director Schmidt also thanked staff and commented he isn't surprised that they all came and  
161 worked together. He has a question about the Resolution. He also asked about the March Board  
162 meeting, and will we have a location to hold the meeting.

163  
164 District Counsel Sherman provided advice regarding adoption of a resolution concerning the flood  
165 emergency and ability to meet virtually while the Flood State of Emergency is in effect.

166  
167 President Vella expressed he would like to relieve any additional pressure on staff and meet  
168 virtually if that is possible/acceptable.

169  
170 Director Wheeler was on-site on 1/3/2023 and everyone was doing what was needed. He is  
171 impressed by our position of being a property owner and it could be much worse if we were  
172 tenants. He also thanked everyone for being here and working hard.

173  
174 Interim General Manager Ramirez explained that the purpose of the Resolution is to allow the  
175 Interim General Manager to respond to the needs of the District due to emergency conditions.

176  
177 Director Schmidt expressed concerns over the language in the existing Resolution. He has  
178 concerns about the breadth and open-ended nature of the Resolution with no termination date.  
179 He's concerned about working outside of our normal procurement processes and requested a  
180 report to the Board. He requested a termination date be added to the Resolution.

181  
182 Interim General Manager Ramirez explained that a paragraph could be added to include an end date  
183 and expressed that working conditions need to be improved as soon as possible.

184  
185 District Counsel Sherman read into the record the proposed amendments to the Resolution.  
186

187 Director Schmidt moved to adopt Resolution 2023-02 authorizing the Interim General Manager to  
188 take necessary actions due to the late December/early January winter storm event in recognition of  
189 the State and local declared State of Emergency, with the following amendments: add language to  
190 the last paragraph, following the last sentence, "in accordance with the District's Procurement  
191 Policy"; and add an additional paragraph, "Be It Further Resolved that this authority given to the  
192 Interim General Manager will expire on April 27, 2023, or until the San Mateo County Department of  
193 Emergency Management order is lifted or substantively modified, whichever comes first, or unless  
194 this authority is extended by the Board of Directors."

195  
196 Director Jordan seconded the motion.

197  
198 Roll Call Vote: Motion Passed; 4-0-1. 4-Ayes, 0-Noes, 1-Absent (Zucca)  
199

200 **B. Consider Resolution 2023-03 Authorizing Authority for the Establishment of an**  
201 **Account and Business Relationship with Umpqua Bank, including Participation**  
202 **in its Purchasing Card Program**  
203

204 Interim General Manager Ramirez provided a review of the item, including some background  
205 regarding staffs the concerns over the lack of response from Wells Fargo Bank. He then turned it  
206 over to Administrative Services Manager Madrid.  
207

208 Administrative Services Manager Madrid provided a review of the Umpqua Bank options for a Line  
209 of Credit and credit cards for managers of the MPWD.  
210

211 The Management Advisor added some comments.  
212

213 Board discussion followed.  
214

215 President Vella asked about credit card fees and interest rates.  
216

217 Management Advisor Rudock explained no fees will apply due to the line of credit being paid in full  
218 each billing period. The checking account will be set-up to timely pay the balance in full.  
219

220 Director Wheeler moved to approve Resolution 2023-03 Authorizing Authority for the  
221 Establishment of an Account and Business Relationship with Umpqua Bank, including  
222 Participations in its Purchasing Card Program.  
223

224 Director Jordan seconded the motion.  
225

226 Roll Call Vote: Motion Passed; 4-0-1. 4-Ayes, 0-Noes, 1-Absent (Zucca)  
227  
228

229 **C. Consider Scheduling Special Board Meeting on Thursday, March 9, 2023, For**  
230 **Development of MPWD 2023-2024 Strategic Plan**  
231

232 Interim General Manager Ramirez reviewed the recommendation to schedule a MPWD Strategic  
233 Planning Special Board Meeting for Thursday, March 9, 2023, explaining Consultant Julie Brown  
234 would not be available during the month of February and is available on March 9.



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President Vella asked if this is a good date for staff or will it cause too much pressure on staff.

Interim General Manager Ramirez suggested the meeting be postponed to the end of the fiscal year. This would allow some relief for staff.

Board discussion followed.

Board members indicated they are supportive of postponing the date if it is helpful to staff. Some Board members also indicated if staff believes they can handle holding the meeting in March, to proceed with the meeting. The meeting will be held in person.

Interim General Manager Ramirez asked the Board members if they are available on March 9, or April? All Board members present are available for both dates. Interim General Manager Ramirez will confirm which dates work for Director Zucca and Consultant Julie Brown and advise everyone as appropriate.

**D. Receive BAWSCA Update**

President Vella reported on the January BAWSCA meeting. There are new members due to the election and they elected the same Chair and Vice-Chair as the prior year. He provided some additional details related to the speakers and budget discussions. The State Water Board also provided some information about the Bay Delta Plan.

**E. Receive Report on California and San Francisco Regional Water System Drought Conditions**

Interim General Manager Ramirez provided a detailed review of the regional water systems drought conditions, comparing the conditions prior to and following the recent storm events.

Board comments followed.

Director Schmidt asked about water conservation landscaping with the School District and requested an update.

**9. MANAGEMENT AND BOARD REPORTS**

**A. Management Reports**

**1. Interim General Manager/Operations**

Interim General Manager Ramirez provided a review of his report.

He added he will advise of the future date for the Strategic Plan meeting.

An employee appreciation dinner is scheduled for March 24.

He also provided a detailed review of the operations report including a reduction in USA alerts responses and discovery of a large water loss. This occurred at the

283 Terra Linda School and was unnoticed for some time.

284  
285 President Vella wanted to correct there will be no BAWSCA update in February.

286  
287 Director Wheeler asked to have a report of the Finance Committee meetings for the Board's  
288 information.

289

290 **2. Assistant General Manager**

291 Assistant General Manager Wuelfing provided a detailed review of her report and the regular  
292 business she was involved in. This included some new business about a Green Career  
293 Awareness program for middle-school students.

294

295 President Vella asked if Dr. Markus is working on the workforce of the future?

296 Assistant General Manager Wuelfing stated Dr. Markus is working on Career and Technical  
297 Education with a focus on educational approach.

298

299 **3. Administrative Services**

300 Administrative Services Manager Madrid advised she did not have anything to add to  
301 the report.

302

303 **4. District Engineer**

304 District Engineer Pakpour advised he did not have anything to add to the report.

305

306 **B. Financial Reports**

307 **1. Month End November 30, 2022**

308

309 **2. Month End December 31, 2022**

310 Chief Financial Officer (Temporary) LaBossiere provided a review of the  
311 December report. He corrected an error in the computation of the total water purchase costs,  
312 adding there is a surplus in personnel costs because they are running well below  
313 the expenses. Interest revenue is expected to be about \$400,000 by the end of the year.

314

315 Interim General Manager Ramirez added some comments.

316

317 **C. Director Reports**

318 Director Jordan attended the HIA meeting this month and her monthly meeting with the  
319 Interim General Manager.

320

321 Director Wheeler attended the HIA meeting this month and some of the emergency.  
322 operations zoom meetings.

323

324 President Vella attended some of the emergency operations zoom meetings, the County  
325 Board of Supervisors meeting and the HIA meeting. He also visited the  
326 Administrative Office location to view the emergency storm damage to the site.

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**10. COMMUNICATIONS**

Interim General Manager Ramirez advised he talked with retired Board Member Betty Linvil. She would like to donate a portrait of Martin Luther King to the District.

**11. CLOSED SESSION**

The Board adjourned to closed session at 9:11PM

**A. Threat to Public Services or Facilities  
Government Code Section 54957(a)**

**12. RECONVENE TO OPEN SESSION**

The Board reconvened to Open Session at 9:47PM. District Counsel Julie Sherman announced that there was no reportable action from the closed session matter.

**13. ADJOURNMENT**

The meeting was adjourned at 9:48PM

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

APPROVED:

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

NEXT REGULAR BOARD MEETING: THURSDAY, FEBRUARY 23, 2023, AT 6:30PM

# Accounts Payable

## Checks by Date - Summary by Check Date

User: mistym  
 Printed: 2/15/2023 2:13 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
102618	WFBUSCAR	WELLS FARGO -GM	01/06/2023	2,461.89
102619	WFBUSRR	WELLS FARGO-OM	01/06/2023	540.34
Total for 1/6/2023:				3,002.23
38309	DBAACCUT	ACCUTITE	01/10/2023	500.00
38310	ATT60197	AT&T	01/10/2023	900.13
38311	CALGENSV	CALIFORNIA GENERATOR SERVICE	01/10/2023	10,414.00
38312	CARQUEST	CARQUEST AUTO PARTS	01/10/2023	540.86
38313	CHESTER	BRENT CHESTER	01/10/2023	280.92
38314	COMCAST	COMCAST	01/10/2023	341.36
38315	RANDB	CORE & MAIN LP	01/10/2023	1,564.41
38316	CASMFO	CSMFO	01/10/2023	125.00
38317	EDDCOGRP	EDCCO GROUP, INC	01/10/2023	175.00
38318	HOMEDEPC	HOME DEPOT	01/10/2023	197.56
38319	KBADOCU	KBA DOCUMENT SOLUTIONS, LLC	01/10/2023	39.84
38320	RAYMORG/	RAY MORGAN COMPANY	01/10/2023	2,343.05
38321	OFFICEDE	OFFICE DEPOT, INC.	01/10/2023	600.82
38322	PENBLDG	PENINSULA BUILDING MATERIALS	01/10/2023	366.98
38323	PG&E	PG&E	01/10/2023	811.76
38324	PIT71896	PITNEY BOWES INC	01/10/2023	171.41
38325	SMELECTR	SAN MATEO ELECTRONIC SUPPLY	01/10/2023	19.68
38326	PACWEST	SONITROL / PACIFIC WEST SECURITY	01/10/2023	16.41
38327	SPRIHOLD	SPRINGBROOK HOLDING COMPANY 1	01/10/2023	4,187.20
38328	STEPFORD	STEPFORD BUSINESS, INC.	01/10/2023	1,006.25
38329	SWRCBACC	SWRCB	01/10/2023	794.00
38330	TELSTAR	TELSTAR INSTRUMENTS	01/10/2023	960.00
38331	UNIFIRST	UNIFIRST	01/10/2023	326.96
38332	VERIZON	VERIZON WIRELESS	01/10/2023	1,186.37
38333	WHEELERK	KIRK WHEELER	01/10/2023	1,880.64
102601	AIRGAS	AIRGAS, LLC	01/10/2023	204.60
102602	BPMLLP	BPM LLP	01/10/2023	7,700.00
102603	DFS	DOCUMENT FULFILLMENT SERVICES	01/10/2023	2,666.13
102604	ESRIINC	ESRI INC	01/10/2023	5,000.00
102605	MALCZON	MISTY MALCZON	01/10/2023	481.28
102606	RAMIREZ	RENE RAMIREZ	01/10/2023	2,016.00
102607	SFWATER	SAN FRANCISCO WATER DEPT	01/10/2023	435,029.46
102608	SFPUCWAT	SAN FRANCISCO WATER POWER SEW	01/10/2023	4,755.00
102609	SCOTSMAN	WILLIAMS SCOTSMAN, INC.	01/10/2023	2,013.81
Total for 1/10/2023:				489,616.89
102614	BNYSANFR	BNY FISCAL AGENT	01/12/2023	200,000.00
102615	GFLAIF	General Fund (LAIF)	01/12/2023	300,000.00
Total for 1/12/2023:				500,000.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
102624	ADPPAYRL	adp	01/13/2023	105,010.85
102625	CALPERS	CALPERS	01/13/2023	6,227.75
102626	HEALTHEQ	Health Equity	01/13/2023	1,097.15
102627	ICMACONT	ICMA contributions	01/13/2023	5,972.24
Total for 1/13/2023:				118,307.99
38334	ATT60197	AT&T	01/19/2023	95.60
38335	MELLONBN	BNY MELLON	01/19/2023	2,625.00
38336	COMCAST	COMCAST	01/19/2023	386.36
38337	GRANITE	GRANITE ROCK COMPANY	01/19/2023	2,086.14
38338	HOMEDEPC	HOME DEPOT	01/19/2023	1,942.03
38339	INTRBATT	INTERSTATE BATTERY SYSTEM, INC.	01/19/2023	1,123.60
38340	MNGWATEF	MANAGEWATER CONSULTING,INC	01/19/2023	4,685.00
38341	NORTHSAF	NORTHERN SAFETY CO. INC.	01/19/2023	71.19
38342	OFFICEDE	OFFICE DEPOT, INC.	01/19/2023	1,827.51
38343	PACOFFIC	PACIFIC OFFICE AUTOMATION	01/19/2023	345.51
38344	PENBLDG	PENINSULA BUILDING MATERIALS	01/19/2023	11.00
38345	RECOLOGY	RECOLOGY SAN MATEO COUNTY	01/19/2023	771.28
38346	RESTORCO	RESTORATION MANAGEMENT COMP.	01/19/2023	3,204.28
38347	STEPFORD	STEPFORD BUSINESS, INC.	01/19/2023	6,649.50
38348	TMOBILE	T-MOBILE	01/19/2023	31.40
38349	UNIFIRST	UNIFIRST	01/19/2023	163.48
38350	VALLEYOL	VALLEY OIL COMPANY	01/19/2023	2,032.86
38351	ZENNER	ZENNER USA, INC	01/19/2023	1,603.54
102616	ACWA5661	ACWA JPIA	01/19/2023	116,576.00
102617	SCOTSMAN	WILLIAMS SCOTSMAN, INC.	01/19/2023	2,065.35
Total for 1/19/2023:				148,296.63
38352	ATT60197	AT&T	01/26/2023	49.26
38353	BAWSCA	BAY AREA WATER SUPPLY & CONSER	01/26/2023	24,782.50
38354	BRAVOPRO	BRAVO PROMOTIONAL MARKETING	01/26/2023	3,308.35
38355	COMCAST	COMCAST	01/26/2023	307.91
38356	RANDB	CORE & MAIN LP	01/26/2023	1,901.45
38357	CROWNPLA	CROWN PLAZA	01/26/2023	2,734.00
38358	GSSMOGCK	GOLDEN STATE SMOG CENTER	01/26/2023	99.50
38359	GRANITE	GRANITE ROCK COMPANY	01/26/2023	89.26
38360	HOMEDEPC	HOME DEPOT	01/26/2023	3,205.62
38361	LYNGSOMA	LYNGSO GARDEN MATERIAL INC	01/26/2023	163.99
38362	PERSONAL	PERSONAL AWARDS, INC.	01/26/2023	927.92
38363	SMDAILYJ	SAN MATEO DAILY JOURNAL	01/26/2023	1,839.06
38364	STANDINS	STANDARD INSURANCE COMPANY	01/26/2023	2,529.79
38365	REFUND	STAR AND ASSOCIATES	01/26/2023	480.17
38366	UNIFIRST	UNIFIRST	01/26/2023	340.41
102620	AIRGAS	AIRGAS, LLC	01/26/2023	210.72
102621	DAVIDSON	JOHN T. DAVIDSON OR DBA JRocket77	01/26/2023	2,125.00
102622	HANSONBR	HANSON, BRIDGETT	01/26/2023	4,481.00
102623	LIFTOFFD	LIFTOFF DIGITAL	01/26/2023	75.00
Total for 1/26/2023:				49,650.91
102628	ADPPAYRL	adp	01/27/2023	95,035.55
102629	CALPERS	CALPERS	01/27/2023	6,304.60
102630	HEALTHEQ	Health Equity	01/27/2023	1,197.15
102631	ICMACONT	ICMA contributions	01/27/2023	5,972.24

Check No	Vendor No	Vendor Name	Check Date	Check Amount
			Total for 1/27/2023:	108,509.54
			Report Total (85 checks):	1,417,384.19



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

DATE: February 23, 2023  
TO: Board of Directors  
FROM: Rene A. Ramirez, Interim General Manager

---

**SUBJECT: REAFFIRM RESOLUTION 2021-26 MAKING FINDINGS PURSUANT TO ASSEMBLY BILL 361 THAT THE PROCLAIMED COVID-19 STATE OF EMERGENCY CONTINUES TO IMPACT THE ABILITY OF THE MPWD BOARD OF DIRECTORS AND ITS COMMITTEES TO MEET SAFELY IN PERSON**

---

**RECOMMENDATION:** Reaffirm Resolution 2021-26.

**FISCAL IMPACT:** None.

**BACKGROUND:**

On March 4, 2020, Governor Newsom declared a State of Emergency to exist in California because of the threat of COVID-19, and on March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act relating to teleconferencing to allow legislative bodies to conduct meetings remotely to protect against the spread of COVID-19 and to protect the health and safety of the public.

On June 11, 2021, the Governor issued Executive Order N-08-21, which specified that Executive Order N-29-20 remained in effect through September 30, 2021, which was later extended to December 31, 2021, and extended again through March 31, 2022.

**DISCUSSION:**

On September 16, 2021, Governor Newsom signed Assembly Bill 361 (AB 361) into law to allow legislative bodies to continue to meet remotely after September 30, 2021, during a proclaimed State of Emergency.

On October 28, 2021, the Board adopted Resolution 2021-26. Per AB 361, the Board will need to consider and reaffirm, by motion, the findings of this resolution every thirty (30) days.

By reaffirming Resolution 2021-26, the Board has considered the circumstances of the proclaimed State of Emergency, including continued state and local recommended measures promoting social distancing, and finds that it continues to directly impact the ability of the Board members to meet safely in person.

Attachment: Resolution 2021-26

---

BOARD ACTION: APPROVED:\_\_\_\_\_ DENIED:\_\_\_\_\_ POSTPONED:\_\_\_\_\_ STAFF DIRECTION:\_\_\_\_\_

UNANIMOUS\_\_\_\_\_ VELLA\_\_\_\_\_ ZUCCA\_\_\_\_\_ JORDAN\_\_\_\_\_ SCHMIDT\_\_\_\_\_ WHEELER\_\_\_\_\_

**RESOLUTION NO. 2021-26**

**MAKING FINDINGS PURSUANT TO ASSEMBLY BILL 361  
THAT THE PROCLAIMED COVID-19 STATE OF EMERGENCY CONTINUES  
TO IMPACT THE ABILITY OF THE MPWD BOARD OF DIRECTORS  
AND ITS COMMITTEES TO MEET SAFELY IN PERSON**

\* \* \*

**MID-PENINSULA WATER DISTRICT**

**WHEREAS**, on March 4, 2020, Governor Newsom declared a State of Emergency to exist in California because of the threat of COVID-19; and

**WHEREAS**, on March 17, 2020, the Governor issued Executive order N-29-20 suspending certain provisions of the Ralph M. Brown Act related to teleconferencing to allow legislative bodies to conduct meetings remotely to protect against the spread of COVID-19, and to protect the health and safety of the public; and

**WHEREAS**, on June 11, 2021, the Governor issued Executive Order N-08-21, which specified that Executive Order N-29-20 remained in effect through September 30, 2021, and then expires; and

**WHEREAS**, on September 16, 2021, the Governor signed Assembly Bill 361 (AB 361) into law as urgency legislation that went into effect immediately, that amended Government Code Section 54953 to allow legislative bodies to continue to meet remotely during a proclaimed State of Emergency, provided certain conditions were met and certain findings were made; and

**WHEREAS**, on September 20, 2021, the Governor issued Executive Order N-15-21 that generally suspended the AB 361 amendments to Government Code Section 54953 until October 1, 2021, and therefore clarifying that Executive Order N-29-20 controlled through September 30, 2021; and



**WHEREAS**, the Governor's proclaimed State of Emergency remains in effect, and state and local officials, including the San Mateo County Health Officer, the California Department of Public Health, and the Department of Industrial Relations, have imposed or recommended measures to promote social distancing; and

**WHEREAS**, to help protect against the spread of COVID-19 and its variants, and to protect the health and safety of the public, the Board of Directors desires to take the actions necessary to comply with AB 361 and to continue to hold its Board and committee meetings remotely.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Mid-Peninsula Water District has considered the circumstances of the proclaimed COVID-19 State of Emergency and finds that it continues to directly impact the ability of the Board members to meet safely in person, and state or local officials continue to impose or recommend measure to promote social distancing.

**BE IT FURTHER RESOLVED** that the Mid-Peninsula Water District will comply with the requirements of Government Code Section 54953(e)(2) when holding Board and committee meetings pursuant to this resolution.

**BE IT FURTHER RESOLVED** that the Board of Directors of the Mid-Peninsula Water District will consider findings in this resolution every thirty (30) days and may, by motion, reaffirm these findings.

**PASSED AND ADOPTED** this 28<sup>th</sup> day of October 2021 by the following vote:

AYES: Directors Vella, Zucca, Mostasisa, Wheeler, Schmidt

NOES: 0

ABSTENTIONS: 0

ABSENCES: 0

  
Board President

ATTEST:

  
Board Secretary



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

DATE: February 23, 2023  
TO: Board of Directors  
FROM: Rene A. Ramirez, Interim General Manager

---

**SUBJECT: ADOPT RESOLUTION 2023-04 MAKING FINDINGS THAT THE PROCLAIMED WINTER STORM EMERGENCY IMPACTS THE ABILITY OF THE MID-PENINSULA WATER DISTRICT BOARD OF DIRECTORS AND ITS COMMITTEES TO MEET SAFELY IN PERSON**

---

**RECOMMENDATION:** Adopt Resolution 2023-04.

**FISCAL IMPACT:** None.

**BACKGROUND:**

On January 4, 2023, Governor Newsom declared a State of Emergency to exist in California due to the late December 2022 and early January 2023 winter storm event. In addition, the President, San Mateo County and many cities within the county also declared emergencies due to the series of atmospheric rivers that led to flooding in many parts of the state, county and Belmont.

The District's Administrative office and Corporate Yard sustained major damage due to flooding that inundated the interior of the buildings with several inches of flood waters including raw sewage. District staff working with its insurance provider and a clean-up/restoration company immediately, and began the process of picking up the pieces. The Administration office is currently uninhabitable with portions of the walls removed, carpet removed, the wall plugs turned off and much of the furniture destroyed by the floods. Clean up is still taking place mainly in the shop.

In the meantime, the District needed to provide customer service to its 8,200 plus customers. The District's IT services provider, Stepford, immediately provided room at their office space for three (3) customer service employees to work. The rest of the Administrative office staff has spread out anywhere there is a space to work in the two portables and in the shop to work on site. It is very crowded everywhere with boxes and boxes of saved files and materials – not conducive for efficient work space. There is no working Board room for the Board to hold their meetings and the COVID emergency is set to end in March meaning the Board is to resume holding open public meetings starting in March.

**DISCUSSION:**

At the Board's last meeting on January 26<sup>th</sup>, they asked District Counsel to look into whether the flood emergency would allow the District to continue with its virtual platform for public meetings during the declared flood emergency in order to give staff time to locate a temporary Administrative office and Board room. District Counsel Sherman told the Board they would research the matter, and if allowed,

would draft a resolution making the necessary findings.

The resolution before the Board drafted by District Counsel makes findings that will allow the Board to continue to meet virtually. The resolution states that the District will comply with the Government Code section relevant to the Board and committee meetings, and it requires the Board to reconsider the findings within the resolution every 30 days recognizing the flood emergency declaration will end. The resolution provides time the staff needs to locate temporary office space, set up the office and prepare for future open meetings of the Board.

At this time, staff has located and entered into a two-year lease agreement for office space located at 1075 Old County Road in Belmont, not to far from 3 Dairy Lane. Staff is working feverishly to complete the move, which includes some minor tenant improvements to create a Customer Window and some other minor improvements before completing the move.

This resolution will provide staff the time to make the transition and settle in to the replacement office space.

Attachment: Resolution 2023-04

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BOARD ACTION: APPROVED:\_\_\_\_ DENIED:\_\_\_\_ POSTPONED:\_\_\_\_ STAFF DIRECTION:\_\_\_\_  
UNANIMOUS\_\_\_\_ VELLA\_\_\_\_ ZUCCA\_\_\_\_ JORDAN\_\_\_\_ SCHMIDT\_\_\_\_ WHEELER\_\_\_\_

**RESOLUTION NO. 2023-04**

**MAKING FINDINGS THAT THE PROCLAIMED WINTER STORM EMERGENCY  
IMPACTS THE ABILITY OF THE MPWD BOARD OF DIRECTORS AND ITS  
COMMITTEES TO MEET SAFELY IN PERSON**

\* \* \*

**MID-PENINSULA WATER DISTRICT**

**WHEREAS**, extraordinary rainfall on December 31, 2022, resulted in flooding, mudflows, and sanitary sewer overflows in many areas throughout the County of San Mateo, including the flooding of Belmont Creek; and

**WHEREAS**, the extraordinary rainfall experienced on December 31, 2022 was the first of a series of severe storms, or “atmospheric rivers,” which collectively have been termed the “Late December / Early January Winter Storm Event” by the California Office of Emergency Services; and

**WHEREAS**, the Governor of California declared a statewide state of emergency due to the Late December / Early January Winter Storm Event on January 4, 2023; and

**WHEREAS**, the County of San Mateo, and the Cities of Belmont and San Carlos declared a local emergency due to the Late December / Early January Winter Storm Event on January 2, 2023, January 3, 2023, and December 31, 2022, respectively; and

**WHEREAS**, the Mid-Peninsula Water District’s Operations Center at 3 Dairy Lane, including administrative offices, shop, and corporation yard, sustained significant property damage due to flooding resulting from extraordinary rainfall on December 31, 2022; and

**WHEREAS**, the flooding sustained at 3 Dairy Lane rendered the administrative offices unsafe for use as a venue for District public meetings.

**NOW, THEREFORE BE IT RESOLVED** that the Board of Directors of the Mid-Peninsula Water District has considered the circumstances of the proclaimed Late December / Early January Winter Storm Event emergency and finds that, as a result of damage to the District's Operations Center, meeting in person would present imminent risks to the health or safety of meeting attendees; and

**BE IT FURTHER RESOLVED** that the Mid-Peninsula Water District will comply with the requirements of Government Code Section 54953(e)(2) when holding Board and committee meetings pursuant to this resolution; and

**BE IT FURTHER RESOLVED** that the Board of Directors of the Mid-Peninsula Water District will reconsider the findings in this resolution every thirty (30) days and may, by motion, reaffirm these findings.

**REGULARLY PASSED AND ADOPTED** this 23rd day of February, 2023.

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

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BOARD PRESIDENT

ATTEST:

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BOARD SECRETARY

## Agenda Item 8A

The Financial Audit Report for Fiscal Year Ended June 30, 2022 will be added as soon as it is available.



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

DATE: February 23, 2023  
TO: Board of Directors  
FROM: Rene A. Ramirez, Interim General Manager

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**SUBJECT: RECEIVE UPDATE FROM INTERIM GENERAL MANAGER REGARDING ACTIONS TAKEN DURING 2023 FLOOD EMERGENCY**

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**RECOMMENDATION**

Receive report.

**FISCAL IMPACT** – None.

**BACKGROUND**

Emergencies were declared statewide, locally, and federally because of the flooding that started on New Year's Eve, December 31, 2023:

- On January 2, 2023 by San Mateo County;
- On January 4, 2023 by the Governor for California; and
- On January 9, 2023 by the US President.

**DISCUSSION**

At the Board's January 26, 2023 meeting the Board discussed and then adopted Board Resolution 2023-02, which authorized the Interim General Manager to take actions necessary due to the flooding that occurred beginning on December 31, 2022 in recognition of the Federal, State and Local Declared State of Emergency. The Board also requested that they receive a monthly report out of actions taken by the Interim General Manager, similar to the previous practice of the former General Manager during the first year or so of the COVID emergency, and consistent with the District's Procurement Policy.

- In January 2023:
  - Entered into contract for services with Restoration Management Company for the clean-up of the Dairy Lane administrative offices following visit from the ACWA JPIA adjuster. The contract was \$49,946. Because the flood waters were polluted with raw sewage all of the carpet and any furniture made with wood products were deemed contaminated, removed and disposed. Two-foot of drywall from the floor up was removed throughout the entire building and also disposed. To our knowledge, JPIA is covering the entire cleanup and repair to the Dairy Lane Operations Center.
  - In order to provide continuity for customers service, leased temporary space from Stepford, our IT support firm, at their San Carlos office. The cost is \$1,900 per month – we will submit for reimbursement from JPIA. Stepford was very instrumental once they



became aware of our plight, stepped up and helped us get our customer service up and running. By Tuesday morning, January 3, when staff officially returned from the New Year's Day holiday, though we were all busy over the holiday weekend, our customers were able to call the District's telephone number for service. We have also used this space for our Accounts Payable and Receivable.

- Entered into a two-year lease agreement for Administrative office space at 1075 Old County Road. The monthly lease is \$11,908 per month and the security deposit was \$12,238 – we will submit for reimbursement from JPIA. This space will house Management, Customer Service, ancillary support staff and become the location of the Board Room and Board Conference Room.
- Purchased replacement office furniture. The cost was \$24,431 – we will submit for reimbursement from JPIA. This purchase is the first round of replacement furniture needed in order to get the 1075 Old County Road leased space up and running. There will be other furniture needing replacement.
- Purchased 4 desktop computers and 2 monitors that were ruined by the flood at a replacement cost of \$8,146.56. We will be seeking reimbursement from JPIA for this expense.
- Staff is working with XiO to obtain and replace SCADA equipment that was ruined by the flood in a pressure regulating vault on San Juan Boulevard.

---

BOARD ACTION: APPROVED:\_\_\_\_ DENIED:\_\_\_\_ POSTPONED:\_\_\_\_ STAFF DIRECTION:\_\_\_\_

UNANIMOUS\_\_\_\_ VELLA\_\_\_\_ ZUCCA\_\_\_\_ JORDAN\_\_\_\_ SCHMIDT\_\_\_\_ WHEELER\_\_\_\_



**AGENDA ITEM NO. 8.D.**

DATE: February 23, 2023  
TO: Board of Directors  
FROM: Rene A. Ramirez, Interim General Manager

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**SUBJECT: RECEIVE REPORT ON:**  
- CALIFORNIA AND SAN FRANCISCO REGIONAL WATER SYSTEM DROUGHT CONDITIONS AND THE QUARTERLY WATER CONSERVATION REPORT

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**RECOMMENDATION**

Receive verbal report.

**FISCAL IMPACT**

None.

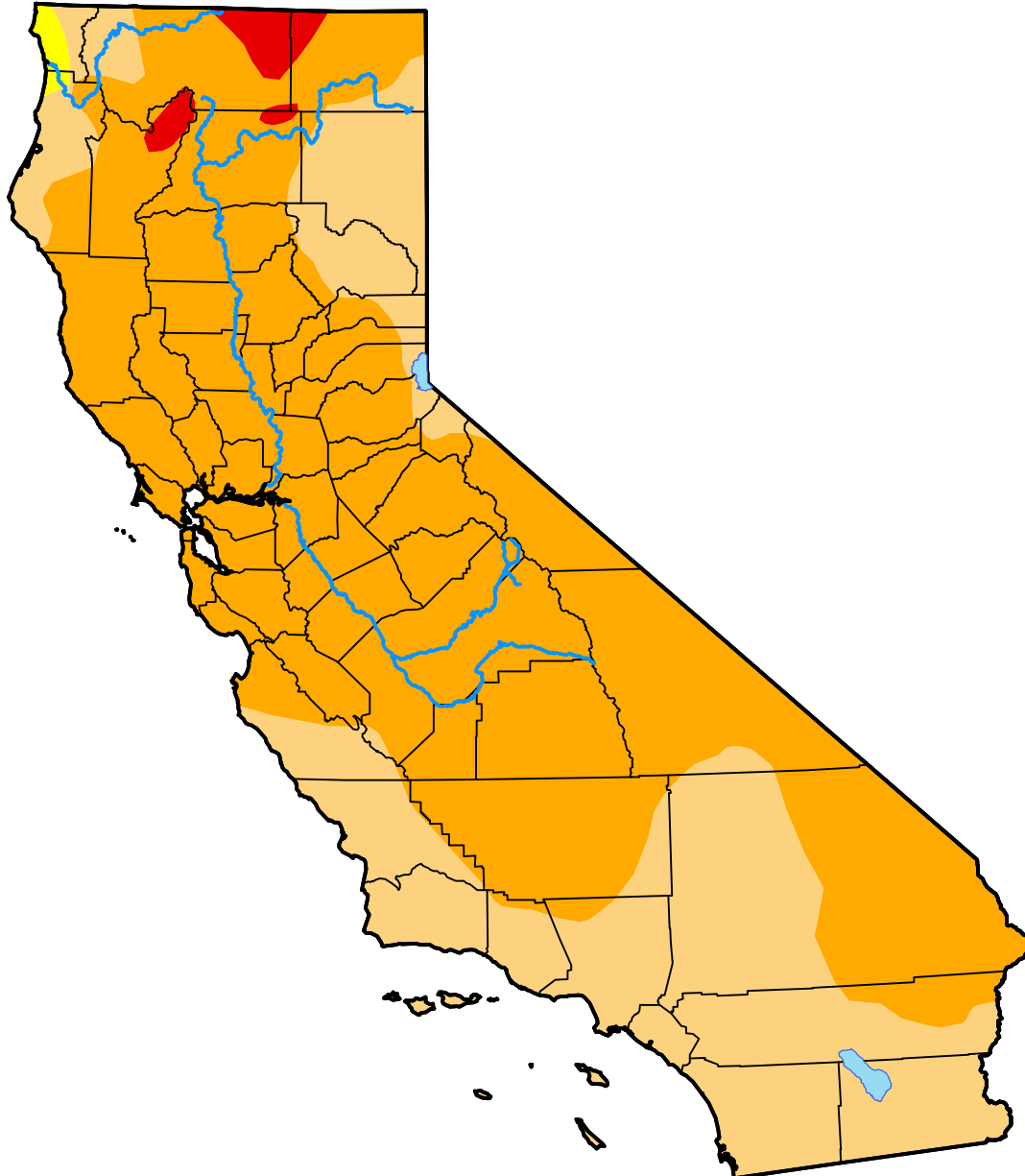
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BOARD ACTION: APPROVED:\_\_\_\_ DENIED:\_\_\_\_ POSTPONED:\_\_\_\_ STAFF DIRECTION:\_\_\_\_

UNANIMOUS\_\_ WHEELER\_\_ VELLA\_\_ ZUCCA\_\_ JORDAN\_\_ SCHMIDT\_\_

# U.S. Drought Monitor California

**February 15, 2022**  
(Released Thursday, Feb. 17, 2022)  
Valid 7 a.m. EST



*Drought Conditions (Percent Area)*

	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
<b>Current</b>	0.00	100.00	99.57	66.39	1.39	0.00
<b>Last Week</b> <i>02-08-2022</i>	0.00	100.00	99.25	66.39	1.39	0.00
<b>3 Months Ago</b> <i>11-16-2021</i>	0.00	100.00	100.00	92.43	80.28	37.62
<b>Start of Calendar Year</b> <i>01-04-2022</i>	0.00	100.00	99.30	67.62	16.60	0.84
<b>Start of Water Year</b> <i>09-28-2021</i>	0.00	100.00	100.00	93.93	87.88	45.66
<b>One Year Ago</b> <i>02-16-2021</i>	0.70	99.30	84.88	57.58	30.99	3.75

***Intensity:***

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

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

***Author:***

Brad Pugh  
CPC/NOAA



**droughtmonitor.unl.edu**

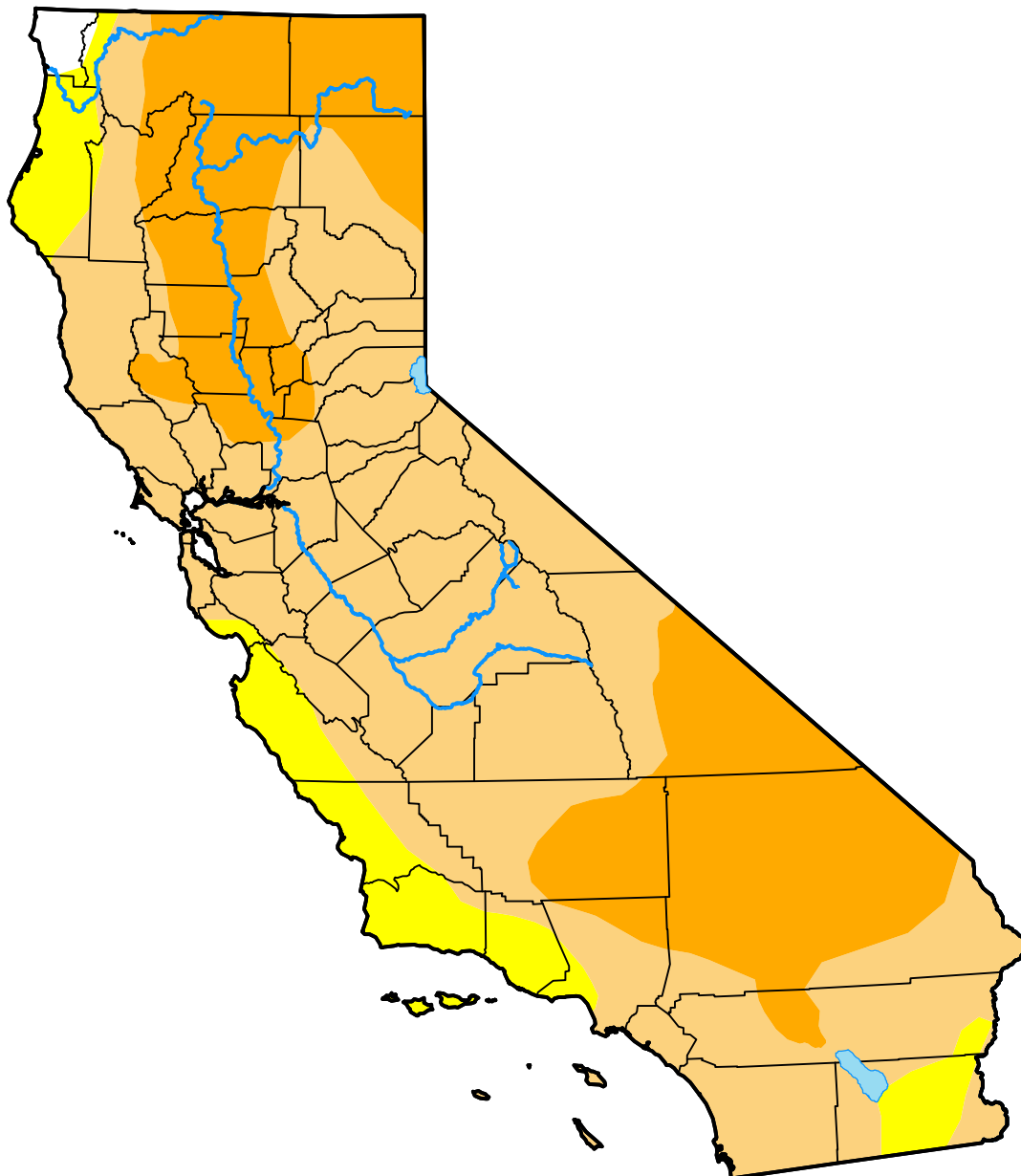
# U.S. Drought Monitor California

**January 31, 2023**  
(Released Thursday, Feb. 2, 2023)

Valid 7 a.m. EST

*Drought Conditions (Percent Area)*

	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
<b>Current</b>	0.64	99.36	89.56	32.57	0.00	0.00
<b>Last Week</b> <i>01-24-2023</i>	0.64	99.36	89.56	32.57	0.00	0.00
<b>3 Months Ago</b> <i>11-01-2022</i>	0.00	100.00	99.77	91.83	43.06	16.57
<b>Start of Calendar Year</b> <i>01-03-2023</i>	0.00	100.00	97.93	71.14	27.10	0.00
<b>Start of Water Year</b> <i>09-27-2022</i>	0.00	100.00	99.76	94.01	40.91	16.57
<b>One Year Ago</b> <i>02-01-2022</i>	0.00	100.00	99.25	66.39	1.39	0.00



***Intensity:***

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

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

***Author:***

Rocky Bilotta  
NCEI/NOAA



**droughtmonitor.unl.edu**

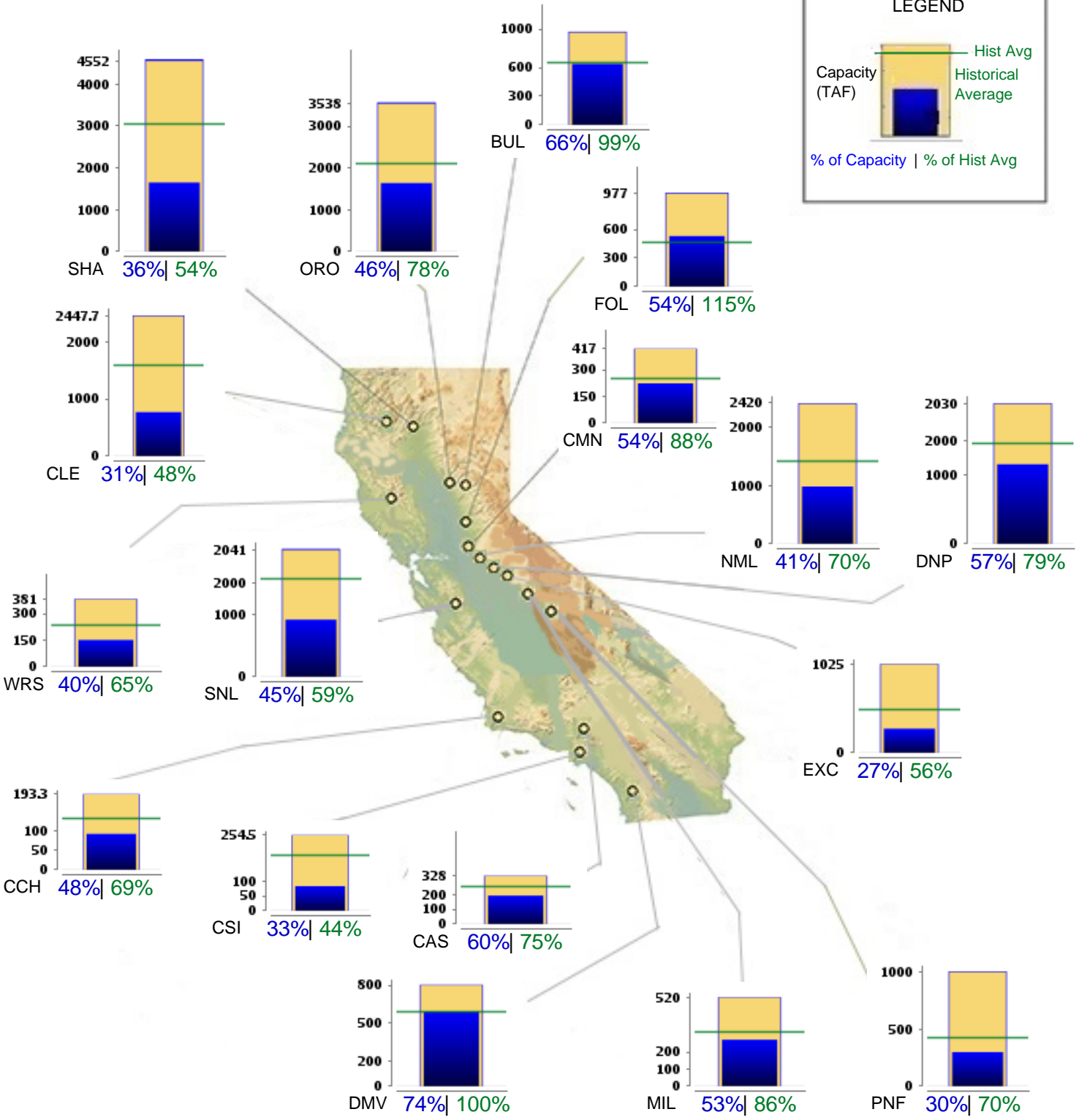
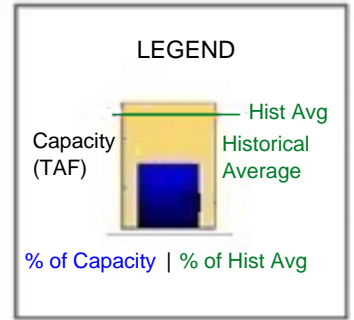


# CURRENT RESERVOIR CONDITIONS

## CALIFORNIA MAJOR WATER SUPPLY RESERVOIRS

Midnight - February 9, 2022

### CURRENT CONDITIONS



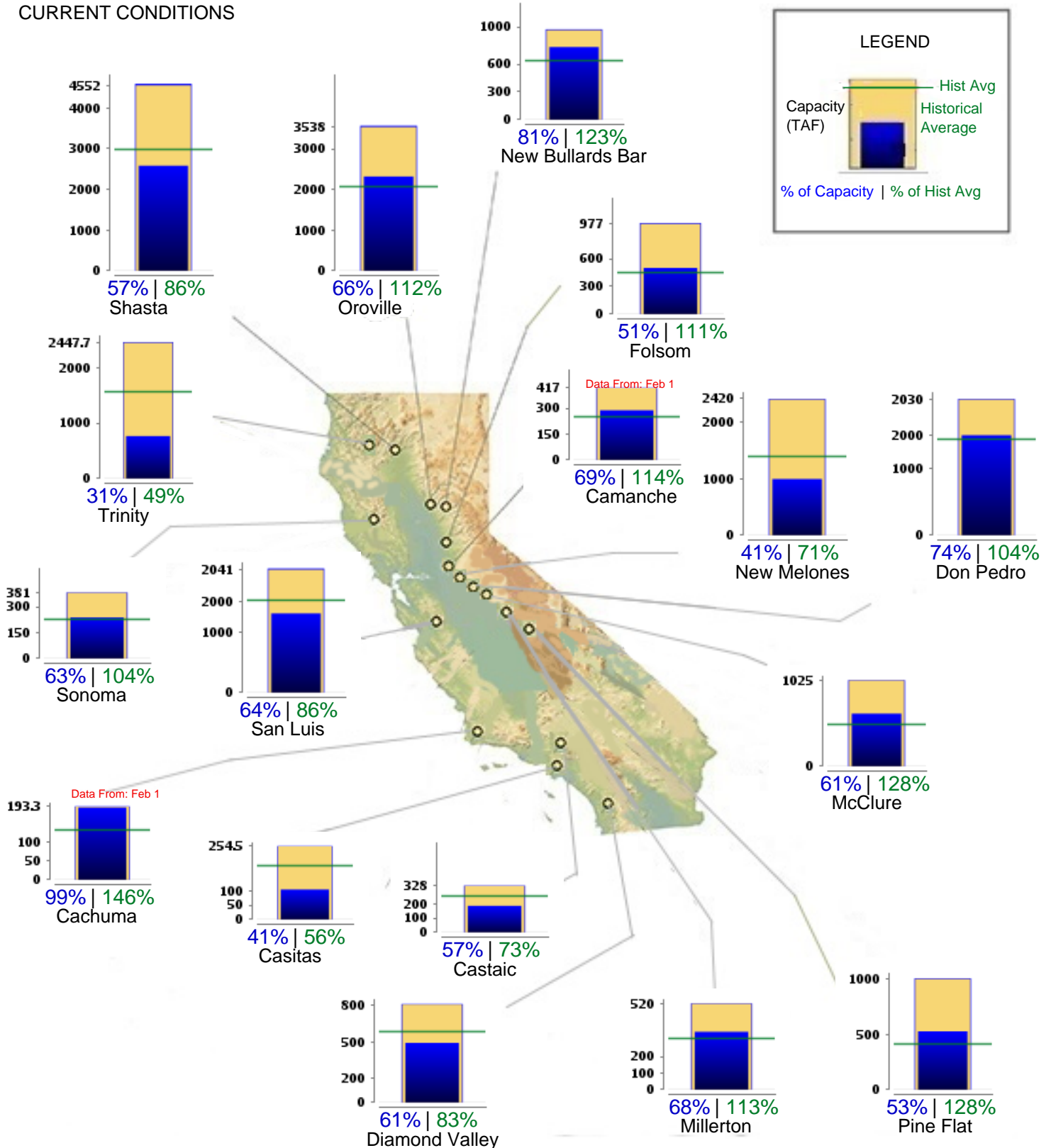


# CURRENT RESERVOIR CONDITIONS

## CALIFORNIA MAJOR WATER SUPPLY RESERVOIRS

Midnight - February 2, 2023

### CURRENT CONDITIONS

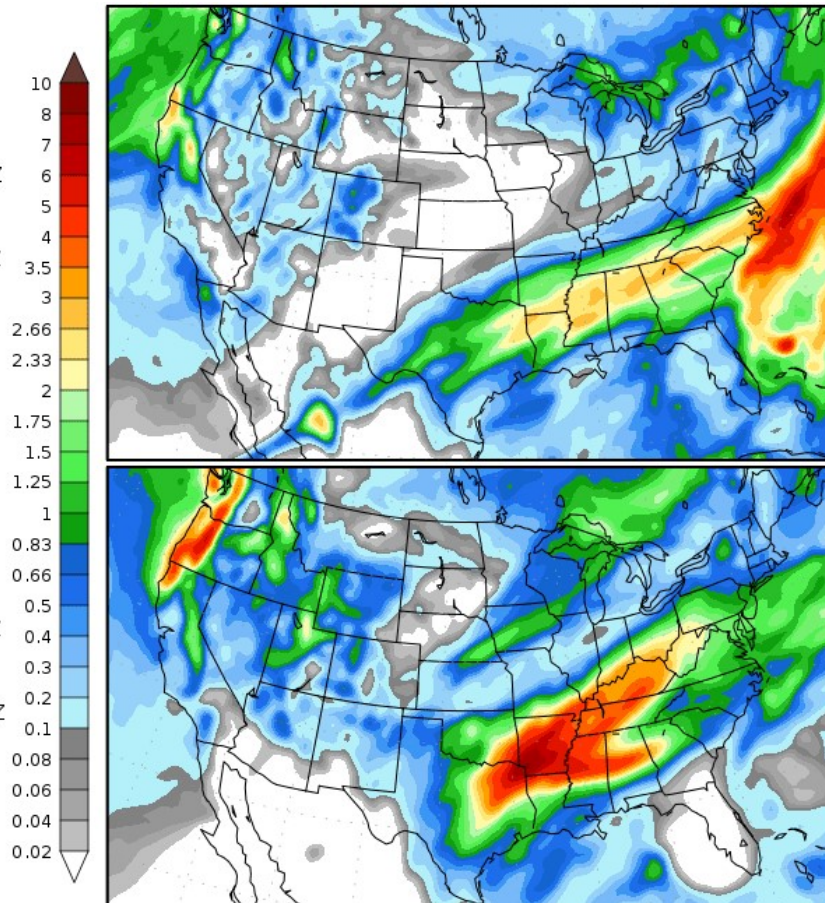


# National Precipitation Forecast

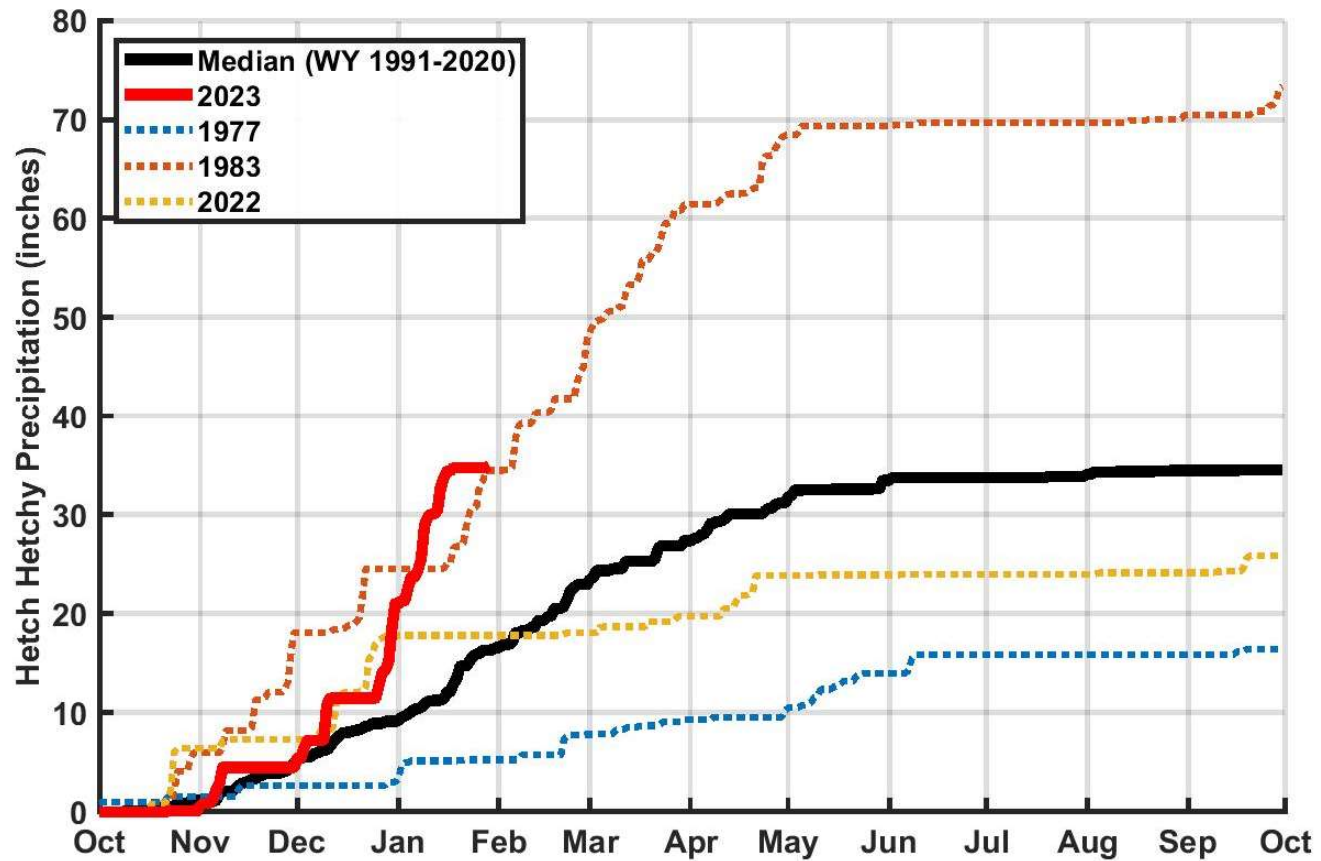
Precipitation (in)  
during the period:

Mon, 30 JAN 2023 at 00Z  
-to-  
Tue, 07 FEB 2023 at 00Z

Tue, 07 FEB 2023 at 00Z  
-to-  
Wed, 15 FEB 2023 at 00Z

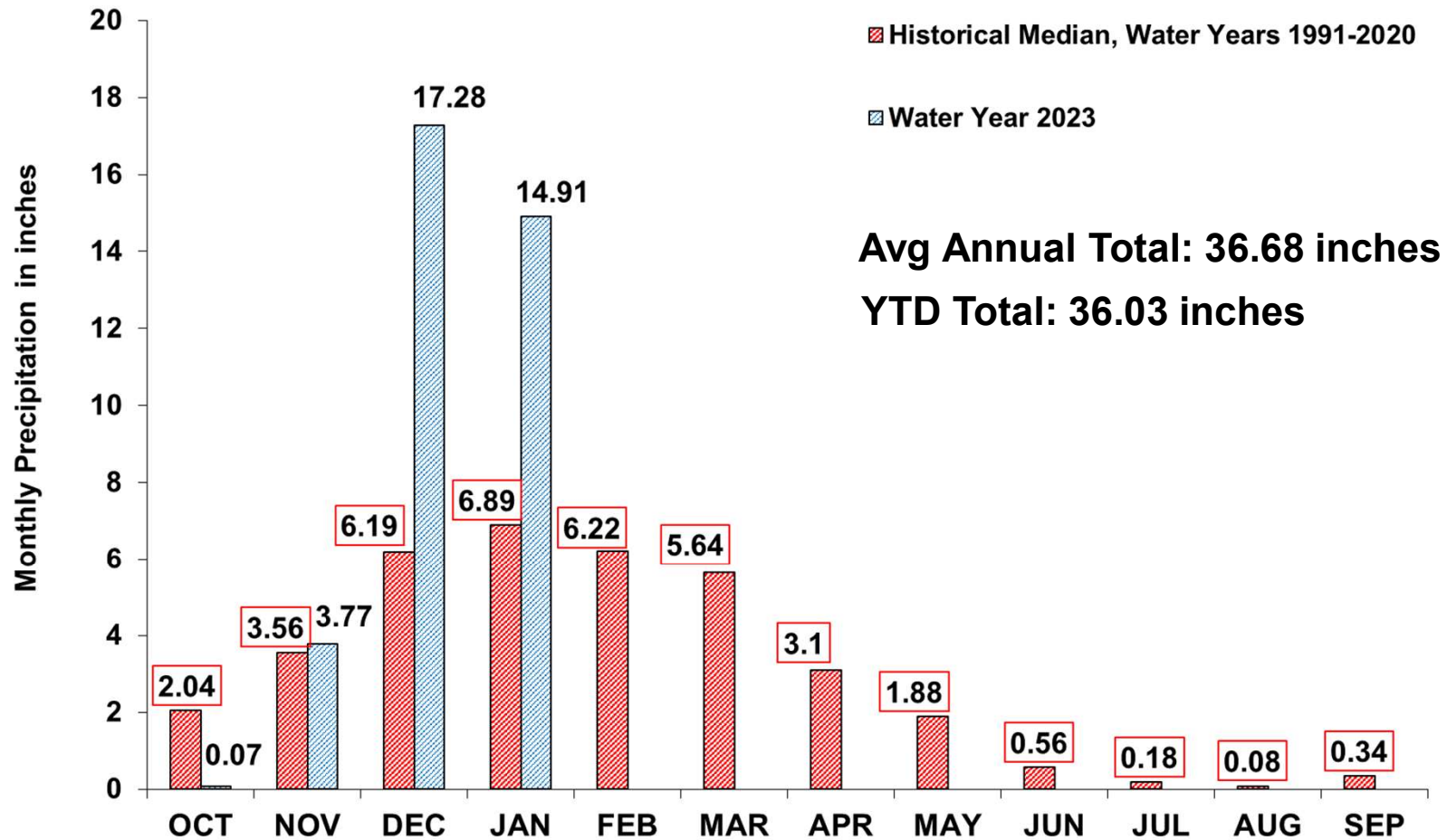


# Hetch Hetchy Precipitation

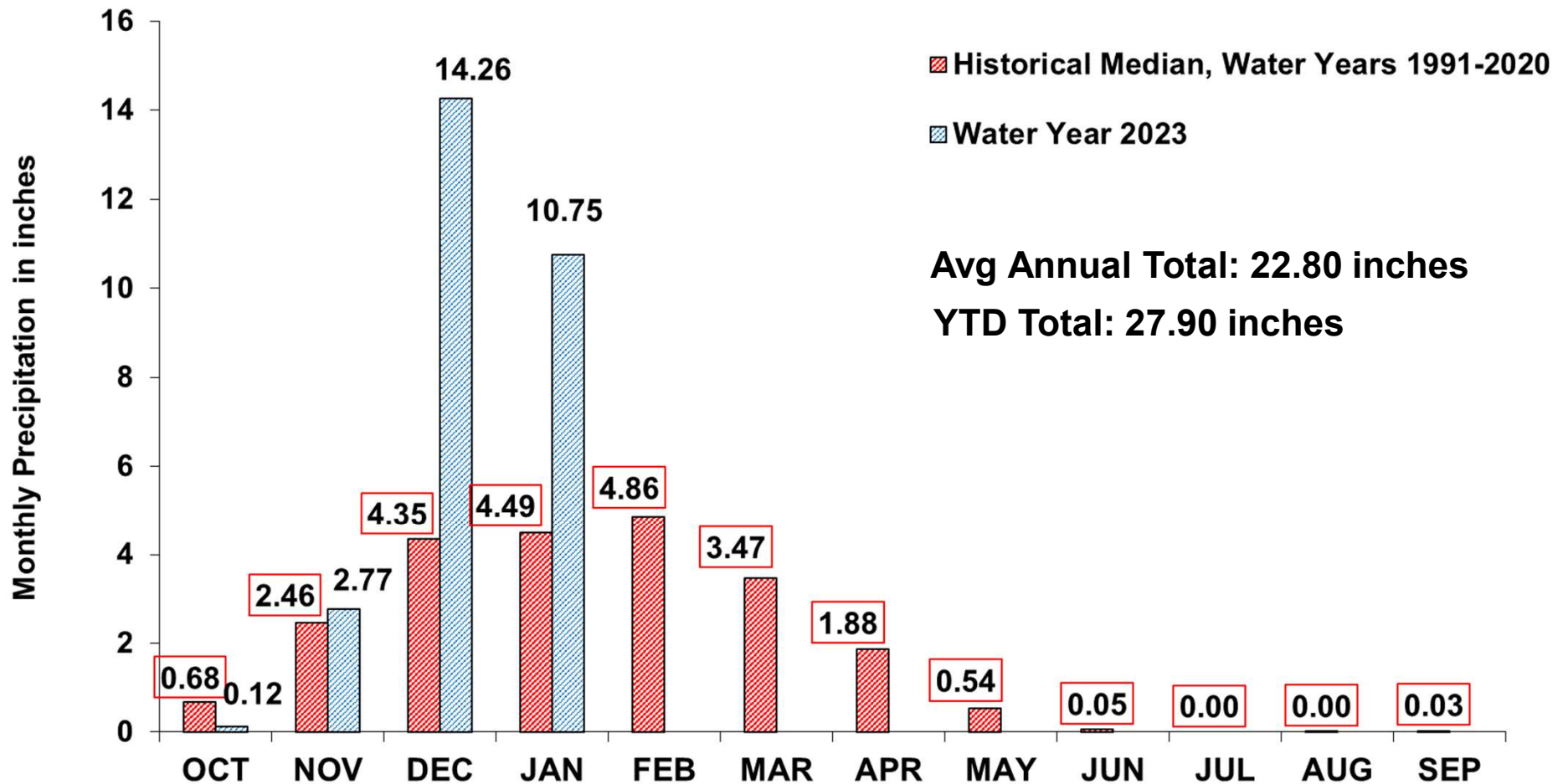




# Upcountry 6-station Precipitation Index as of January 29, 2023



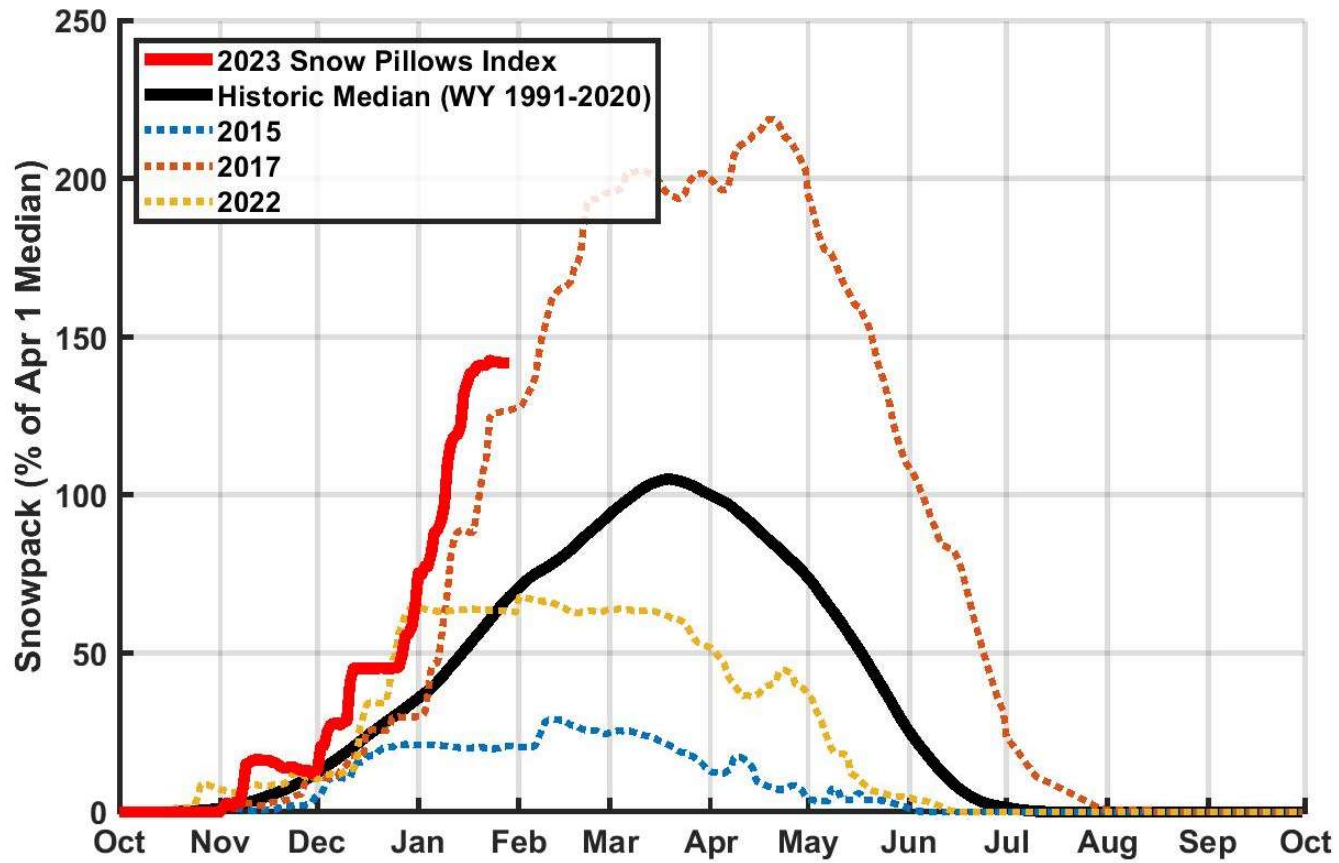
# Bay Area 7-station Precipitation Index as of January 29, 2023



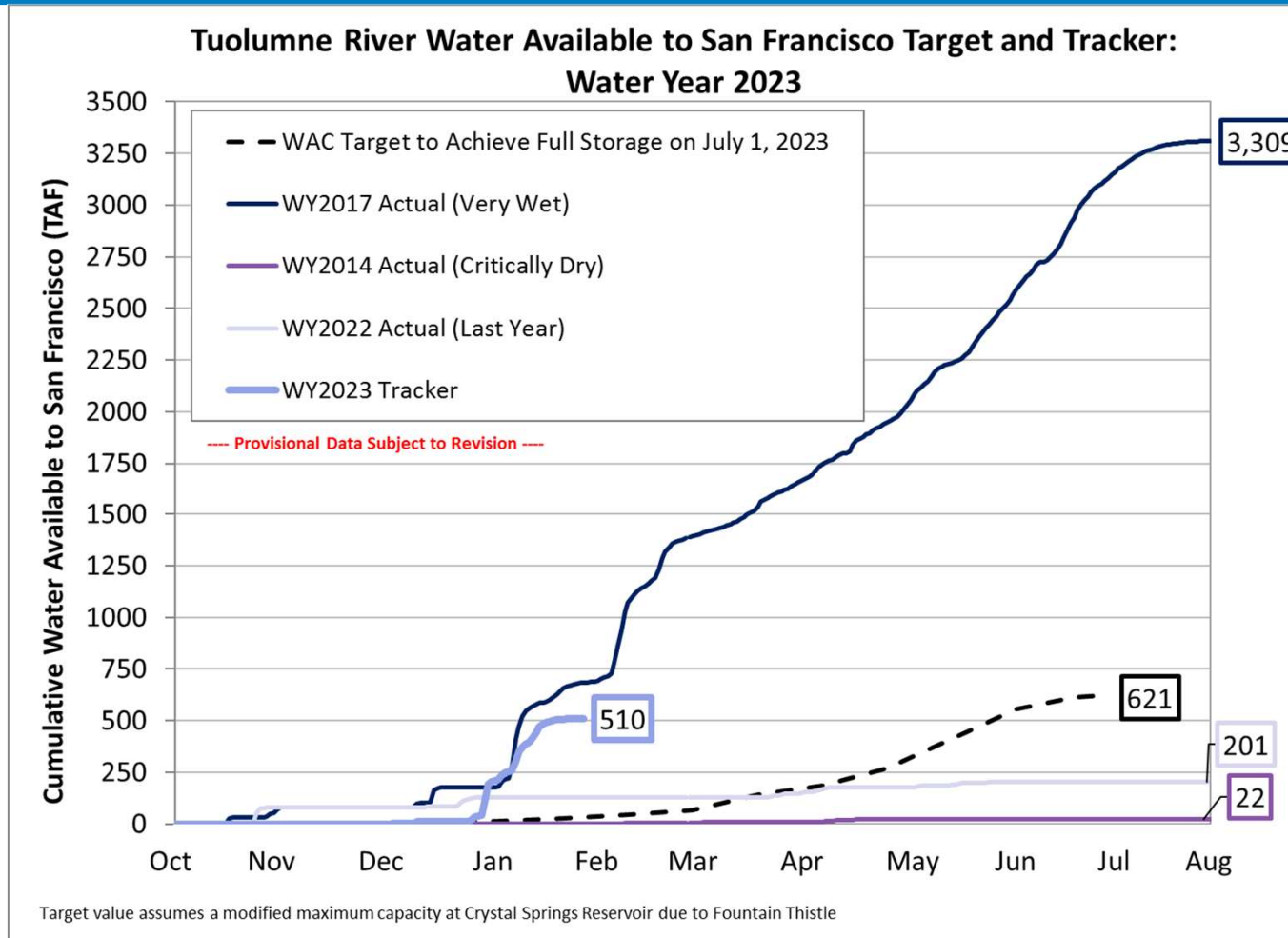
Precip Data Endng 4pm on	July 1, 2022 to Febuary 1, 2023				
	City	To Date			Full Season
Rainfall July 1 to Feb. 1 (inches)		Rainfall Normal (inches)	% Normal	Rainfall Normal (inches)	% Normal
San Francisco Downtown	22.82	12.72	175%	22.89	97%
SFO Airport	20.84	10.85	192%	19.64	106%
Oakland	21.55	10.19	211%	18.68	115%
San Jose	9.14	6.97	131%	13.48	68%
Sacramento - CSUS	18.71	10.12	185%	19.20	97%
Modesto	13.46	6.39	211%	12.27	110%
Fresno	9.2	5.39	171%	10.99	84%
Bakersfield	4.32	3.09	140%	6.36	68%
Santa Barbara	15.02	8.74	172%	17.25	87%
LAX Airport	11.6	6.46	180%	12.23	95%
Los Angeles Downtown	13.99	7.18	195%	14.25	98%
San Diego Montgomery Field	8.86	5.55	160%	11.02	80%
Palm Springs	2.41	2.84	85%	4.61	52%

Data from NOAA

# Upcountry Snowpack



# Tuolumne River Water Available to the City



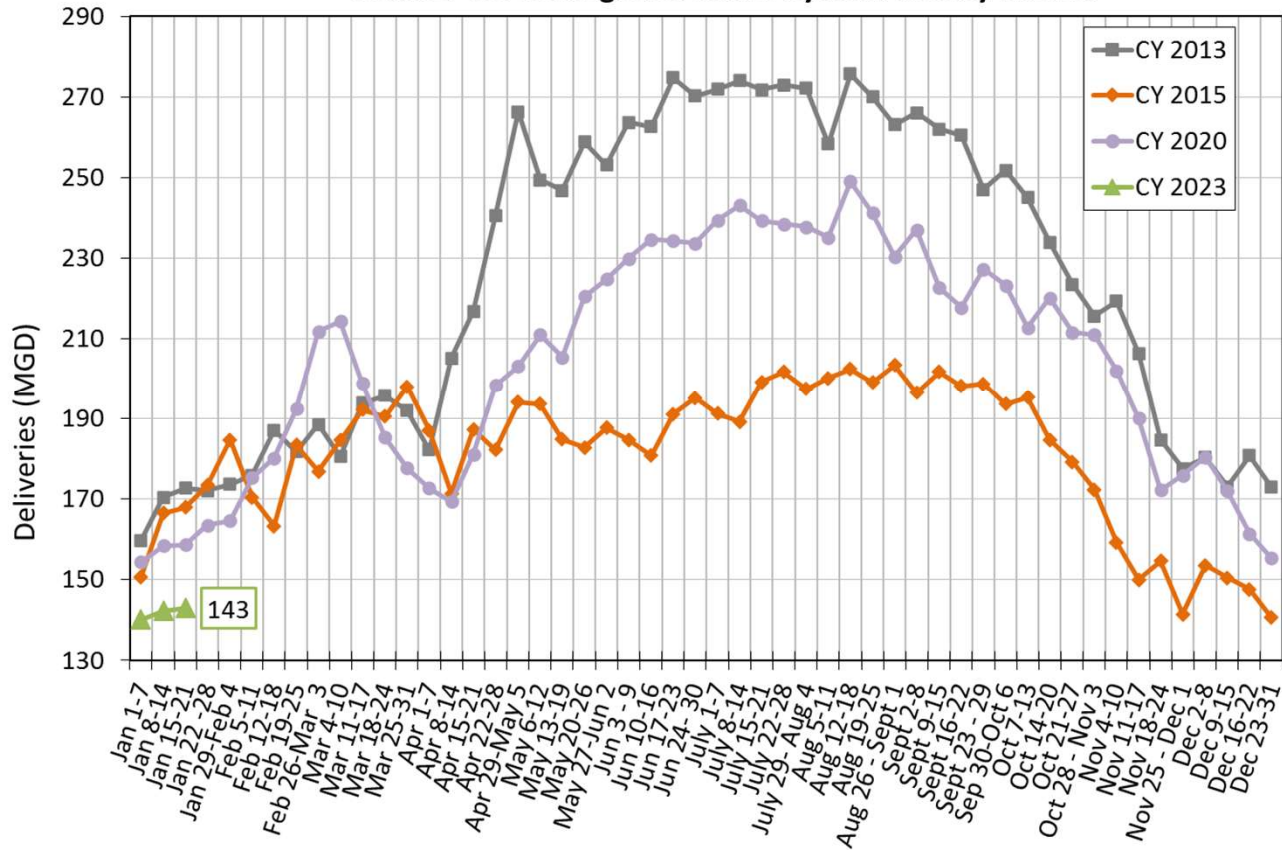
## RWS - Storage Conditions

### Most Recent Two Month Comparison

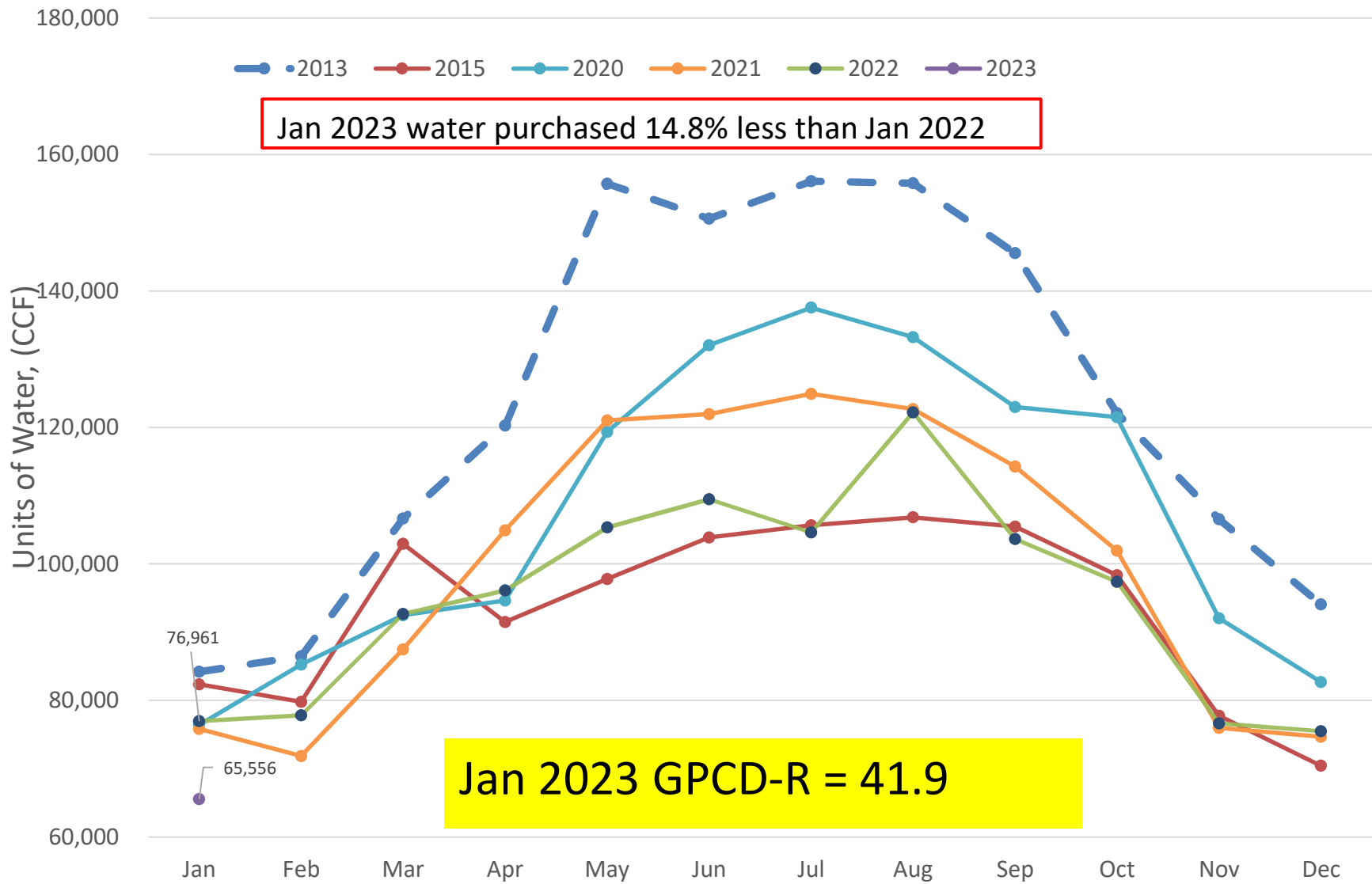
	1/30/2023			2/1/2022		
	Maximum Storage Acre-Feet	Current Storage Acre-Feet	Pct. Of Maximum Storage	Maximum Storage Acre-Feet	Current Storage Acre-Feet	Pct. Of Maximum Storage
<b>Tuolumne System</b>						
Hetch Hetchy Rsvr	360,360	298,800	82.9%	360,360	294,400	81.7%
Cherry Rsvr	273,345	224,100	82.0%	268,800	240,100	89.3%
Lake Eleanor	27,100	19,260	71.1%	21,495	21,520	100.1%
Water Bank	570,000	565,470	99.2%	570,000	337,700	59.2%
<b>Total Tuolumne Storage</b>	<b>1,230,805</b>	<b>1,107,630</b>	<b>90.0%</b>	<b>1,220,655</b>	<b>893,720</b>	<b>73.2%</b>
<b>Local Bay Area Storage</b>						
Calaveras Rsvr	96,670	95,185	98.5%	96,670	67,236	69.6%
San Antonio Rsvr	53,266	53,088	99.7%	53,266	46,554	87.4%
Crystal Springs Rsvr	68,953	61,930	89.8%	58,309	51,247	87.9%
San Andreas Rsvr	19,027	16,699	87.8%	19,027	16,094	84.6%
Pilarcitos Rsvr	3,030	2,547	84.1%	3,030	3,070	101.3%
<b>Total Local Storage</b>	<b>240,946</b>	<b>229,449</b>	<b>95.2%</b>	<b>230,302</b>	<b>184,201</b>	<b>80.0%</b>
<b>Total RWS Storage</b>	<b>1,471,751</b>	<b>1,337,079</b>	<b>90.8%</b>	<b>1,450,957</b>	<b>1,077,921</b>	<b>74.3%</b>

# Total Deliveries

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

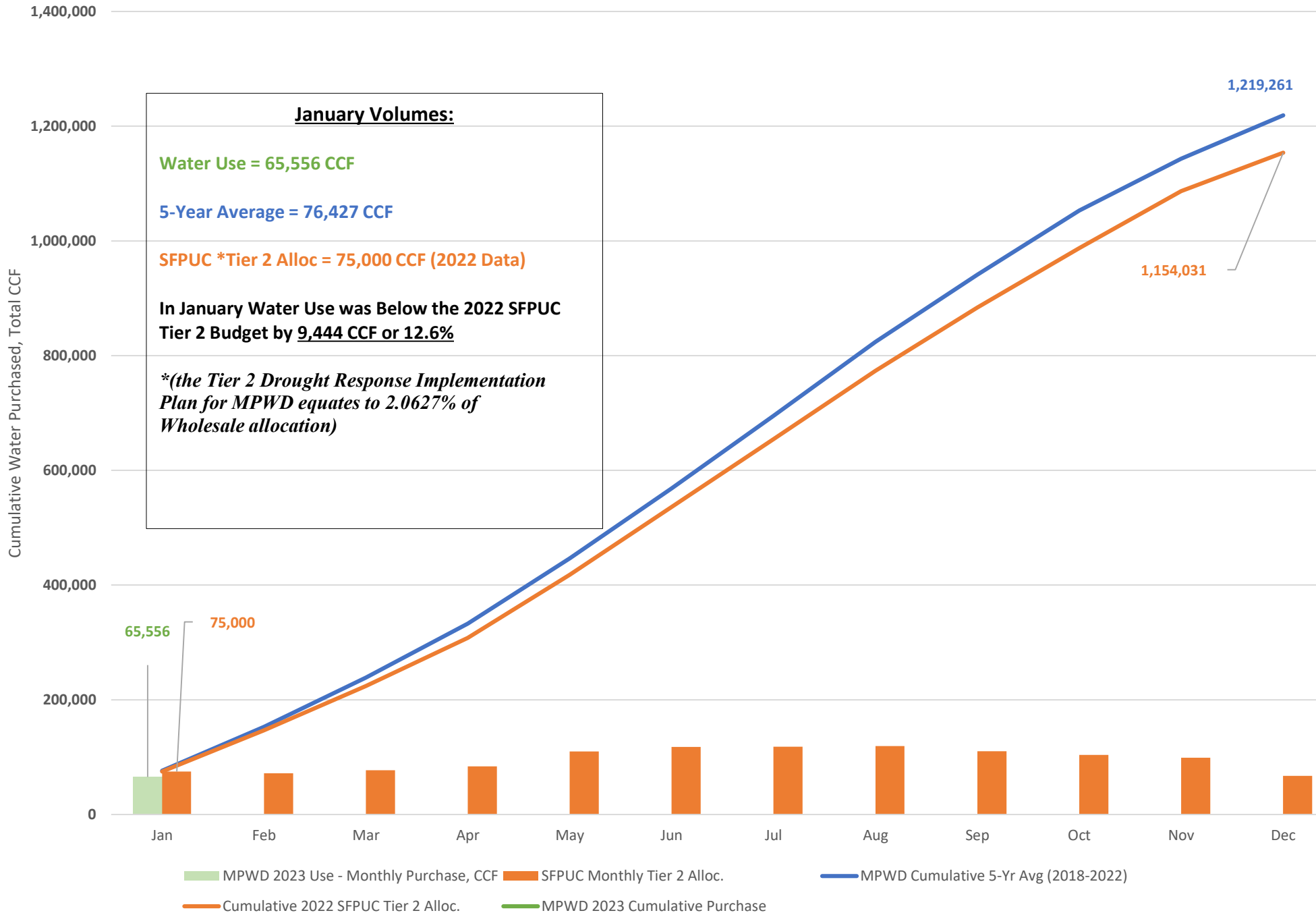


# MPWD Annual Water Use





# Comparing 2023 Monthly Cumulative Water Use with: 5-Year Average & SFPUC 2022 Tier 2 Water Allocation





DATE: February 15, 2023

TO: Kat Wuelfing, Assistant General Manager  
Rene Ramirez, Interim General Manager

FROM: Brandon Spears, Water Resource Coordinator  
Jeanette Kalabolas, Management Analyst

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**SUBJECT: 2022 FOURTH QUARTER WATER CONSERVATION STAFF REPORT**

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**SUBJECT #1:** 2023 Water Awareness Calendar Contest

**BACKGROUND:** Each year MPWD sponsors a community school contest for local children that are enrolled between grades 3-5. The purpose of this is to increase student's water use efficiency awareness. Rain or shine, key conservation practices are necessary to assure that there is enough water for the health and well-being of our youth and the planet.

**DISCUSSION:** Given the continuation of the pandemic and the unexpected flooding of at MPWD headquarters, staff decided that in lieu of a school contest this year, the District would create for customer distribution a 2023 "Best of Calendar" pooling entries from all schools who have participated in the District's calendar contest from 2013 to 2022 (Cipriani, Belmont Oaks Academy, Immaculate Heart of Mary and Nesbit Elementary School).

**Prize Winners**

- 1) Central Elementary School, 5<sup>th</sup> Grade, Ms. Better (Student–Joshua P.)
- 2) Fox Elementary School, 3<sup>rd</sup> Grade, Mrs. Hock (Student–Charlotte P.)
- 3) Central Elementary School, 5<sup>th</sup> Grade, Ms. Better (Student–Hawkins D.)

**Honorable Mentions**

- 4) Nesbit Elementary School, 4<sup>th</sup> Grade, Mr. Fox (Student–Scarlet T.)
- 5) Central Elementary School, 4<sup>th</sup> Grade, Mrs. Better (Student–Brooklyn F.)
- 6) Notre Dame Elementary School, 5<sup>th</sup> Grade, Mr. Skidmore (Student– Sean O.)
- 7) Notre Dame Elementary, 5<sup>th</sup> Grade, Mr. Skidmore (Student–Ryan H.)
- 8) Fox Elementary School, Mrs. Dowling, 4<sup>th</sup> Grade (Student–Jordin P.)
- 9) Notre Dame Elementary School, 5<sup>th</sup> Grade, Mr. Skidmore (Student–Ashley A.)
- 10) Nesbit Elementary School, 4<sup>th</sup> Grade, Mr. Fox (Student–Lily E.)
- 11) San Carlos Charter School, 2<sup>nd</sup> Grade, Ms. Mendoza (Student–Raima R.)
- 12) Notre Dame Elementary School, 5<sup>th</sup> Grade, Mr. Skidmore (Student–Pat G.)

**SUBJECT #2:** Meet MPWD's New Water Resources Coordinator

**BACKGROUND:** Brandon Spears is the newest team member and Water Resources Coordinator here at Mid-Peninsula Water District. In this position, Brandon will be focusing on promoting water conservation, engaging the public through community outreach, as well as overseeing the District's Urban Water Management Plan and Water Shortage Contingency Plan updates. Prior to joining Mid-Peninsula Water District, Brandon worked as an Engineering Technician with the County of Humboldt's Land Use Department. In 2020, Brandon worked as an intern for the non-profit Great Basin Resource Watch, which has focused on protecting the environment and natural resources that are located within Nevada's Great Basin region. Brandon also participated in a 6-month AmeriCorps program where he helped educate high school students throughout Northern California on the potential effects of climate change, and what can be done to remediate the environmental concerns we face as a State. Brandon earned his B.A. in Geographic, Environmental, and Spatial Analysis in 2021 from Humboldt State University.

**SUBJECT #3:** MPWD Collaboration with San Mateo County Office of Education (SMCOE)

**BACKGROUND:** On 12/8/22, Mid-Peninsula Water District was contacted by the San Mateo County Office of Education regarding a new and exciting educational outreach opportunity for the District. While the District has helped educate local children on water conservation in the past, we have seldomly had the opportunity to speak with middle school aged children. MPWD will be participating with other environmentally conscious, and water-centered organizations based throughout the County (Save The Bay, Marine Science Institute, Impossible Foods) to help create educational modules. These educational modules will be utilized by local middle school instructors to assist in educating their classrooms on the importance of water conservation, the environment, and the vast number of careers that will be made available to future generations.

**SUBJECT #4:** Bay Area Water Supply and & Conservation Agency Member Agencies Drought Response Survey Results

**BACKGROUND:** BAWSCA and the SFPUC work together to compile a comprehensive list of the drought response actions that member agencies are implementing in order to develop a comprehensive understanding of activities and to be able to better respond to questions from the Commission, BAWSCA Board, and the Public.

**DISCUSSION:** Staff received an informal request from BAWSCA in fall of 2022 asking the District to outline our current drought response activities. In late October, it was decided in an effort to create a clearer picture on regional drought response efforts a second more systematic survey was distributed to all BAWSCA member agencies. The data were then analyzed by BAWSCA staff and shared with member agencies. Our drought actions are generally consistent with most BAWSCA member agencies and MPWD's resultant demand reduction achieved is approximately 14% compared to 2020, which is within the Water Shortage Contingency Plan Level 2 range of 10%20%, and consistent with SFPUC's voluntary reduction goals. The survey also mentioned some new

and unique measures such as the activation of the Rapid Action Notification System (RANS), along with a release of messaging pertaining to the drought, the prohibition on installation of overhead spray irrigation on all new development and construction projects.

**SUBJECT #5:** CA Way of Life New Required CII Account Classifications

**BACKGROUND:** The Making Water Conservation a California Way of Life (“Way of Life”) legislation was passed in 2018. This legislation is intended to motivate continued water conservation for urban water suppliers beyond the “20 by 2020” conservation requirements. The Way of legislation includes requirements for calculating and complying Urban Water Use Objectives (UWUOs), which are comprised of four water efficiency standards: (1) indoor residential, (2) outdoor residential, (3) water loss, and (4) large commercial, industrial, and institutional (CII) landscapes irrigated with dedicated meters. The UWUOs do not include indoor CII water use or outdoor CII water use tracked by mixed meters. In addition to the UWUOs, urban water agencies will be required to comply with CII performance measures, which are still under development by DWR.

**DISCUSSION:** Starting in 2024, urban retail water suppliers will be required to submit an annual report on their UWUO and implementation of CII performance measures by January 1<sup>st</sup> of each year. As a part of complying with these CII performance measures, urban water suppliers, including MPWD, will be required to categorize all CII accounts into 19 specific categories. Urban water suppliers will be required to classify at least 20% of CII accounts per year, with all CII accounts required to be classified by 2027.

Below are the 19-state-defined categories:

- 1) **Water Recreation** (e.g., public pools / water parks)
- 2) **Recreation, non-water** (athletic facilities, entertainment facilities, parks/ cemeteries, golf course)
- 3) **Food/Beverage** (e.g., full service, fast food)
- 4) **Laundry** (e.g., laundromats, commercial / industrial laundries)
- 5) **Lodging** (e.g., hospitality, retirement homes)
- 6) **Healthcare** (e.g., hospitals, medical offices, medical and laboratory equipment and processes)
- 7) **Offices**
- 8) **Public Services** (e.g., government, prisons and correctional facilities)
- 9) **Sales** (e.g., retail, shopping centers / malls, grocery stores and food markets)
- 10) **Services** (e.g., auto, personal)
- 11) **Religious Buildings**
- 12) **Education**
- 13) **Vehicle Wash**
- 14) **Industrial, non-manufacturing** (e.g., temperature-controlled warehouses, non-temperature-controlled warehouses) Recommendation and Performance Measure for CII Water Use Classification System Draft for Workgroup Discussion Only 4 November 17, 2021

- 15) **Manufacturing** (e.g., aerospace and metal finishing industries; plating, printed circuit boards, and metal finishing; food processing and beverage manufacturing; high-tech industry (server facility / data center); petroleum refining and chemical industries; pharmaceutical and biotech industries; power plants)
- 16) **Utilities**
- 17) **Mixed Use Commercial** (e.g., strip malls, shopping centers, and other commercial spaces that are subject to frequent changes of tenants with different water use profiles to meet their corresponding business needs)
- 18) **Dedicated Irrigation Meter**
- 19) **Others** (for those cannot be adequately categorized into the above categories)

The required CII performance measures and reporting requirements are still under development by DWR. Requirements related to the CII performance measures and UWUOs are expected to evolve over the coming years. Water Resources staff are following the development of these requirements and are working on a methodology for classifying our approximately 504 CII accounts.

#### **SUBJECT #6:** MPWD Calendar Year 2022 Annual Rebate Programs Summary

**BACKGROUND:** MPWD offers five conservation rebate programs to our customers: (1) Lawn Be Gone (LBG), (2) Rain Barrel, (3) Rain Garden, (4) Rachio Smart Irrigation Controller, and (5) Drip Irrigation Hardware Rebates were issued. Below is a summary of the rebates that have been provided between January 1 – and February 14<sup>th</sup>, 2023.

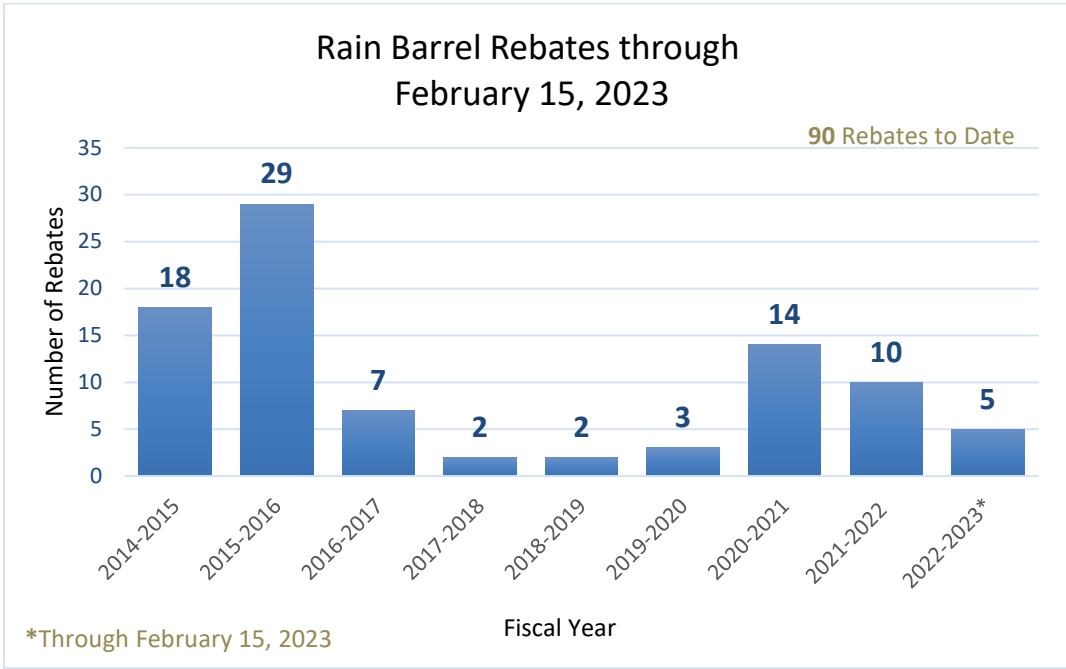
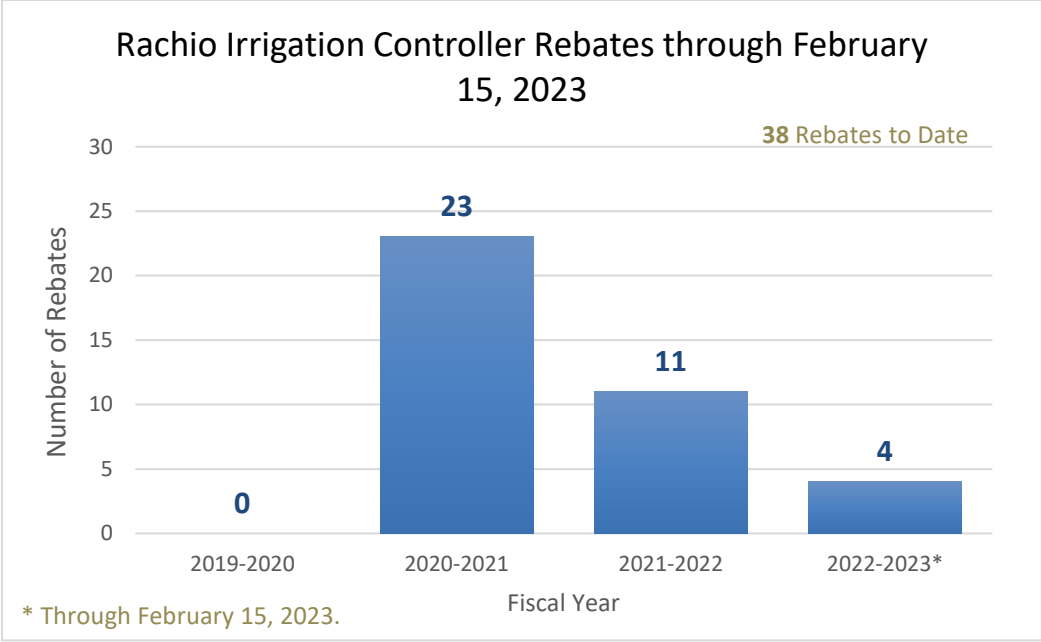
#### **DISCUSSION:**

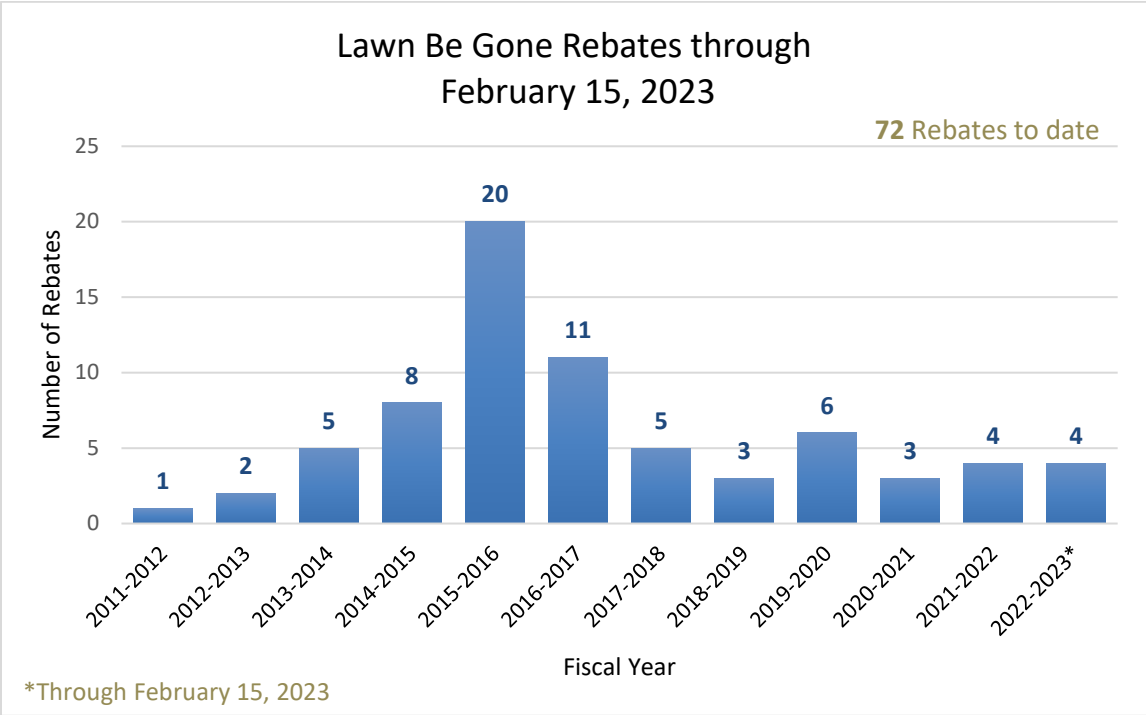
To date, within FY 2022-2023, MPWD has administered the following rebates:

- 3 LBG rebates (3 LBG rebates currently pending),
- 26 Rain Barrel rebates to 14 customers,
- 0 Rain Garden rebates,
- 4 Rachio Smart Irrigation Controller rebates, and
- 1 Drip Irrigation Hardware rebates.

In addition to these rebates, MPWD will continue to pursue exciting and innovative rebate ideas that we feel can help our customers and the District. Staff will also continue to work with the City of Belmont on the conversion of Non-Functional Turf Areas within our service territory.

The charts show the number of rebates issued per year for each program. Note that FY2022-23 represents the year to date.






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APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_ NO ACTION: \_\_\_\_\_ DIRECTION GIVEN: \_\_\_\_\_







TO: Board of Directors  
FROM: Rene A. Ramirez, Interim General Manager  
DATE: February 23, 2023

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## **INTERIM GENERAL MANAGER'S REPORT**

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### **FOLLOW-UP FROM 12/15/2022:**

- Sending around Retirement Certificate for Ron Leithner for original signatures.
- Signed Task Order 23-04 with Pakpour Consulting Group for services related to the Old County Road capital project.
- Obtaining signatures for Resolution 2023-02 that provides the IGM authority to take action and report out action taken during flood emergency.
- Obtaining signatures for Resolution 2023-03 which allows the District to establish a \$150,000 line of credit with Umpqua Bank and obtain credit cards for management staff to use for District business.

### **FISCAL YEAR 2021-2022 AUDIT**

- With the management transition last year, the audit for fiscal year 2021-2022 started later than usual. The District Treasurer Sheldon Chavan and Temporary Part-Time CFO Allenye Labossiere as well as District staff have been working closely with the District's audit firm, James Marta and Company to complete the audit in order to present to the Board at their February 23rd meeting.

### **PROPOSED 2023 SCHEDULE FOR FINANCE COMMITTEE MEETINGS**

Similar to the schedule in 2022, the proposed schedule seeks to hold the second or third Wednesday of the month between March and October for Finance Committee meetings. The meetings are open to the public and propose to start at 10:00 a.m.

#### March 15, 2023

- SFPUC Pass-thru Water Rate Adjustment for FY2023/2024

#### April 12, 2023

- Draft FY 2023/2024 Operating and Capital Budgets

#### May 10, 2023

- Proposed FY 2023/2024 Operating and Capital Budgets
- Revised Review -Miscellaneous Fee Schedule

#### June 14, 2023

- Proposed Water Rates Effective January 1, 2024
- Review of Proposed Water Capacity Charges and Water Demand Offset Fees

July 12, 2023

- Hold Open

September 13, 2023

- Hold Open

October 11, 2023

- Hold Open

### **3-MONTH “LOOK AHEAD” FOR BOARD MEETINGS**

#### **MARCH 9, 2023 (SECOND THURSDAY)**

- Board Strategic Plan Meeting

#### **MARCH 23, 2023 (FOURTH THURSDAY)**

- Back to In-Person Board Meetings
- Update from Wulff-Hansen on the investment in US Treasuries
- A Look and Discussion on COVID-19 rules for District following the end of the emergency
- Receive Mid-Year Review of FY 2022/2023 Operating and Capital Budgets
- Consider Revenue Requirement for FY 2023/2024 Operating Budget and Likelihood of SFPUC Pass-Thru Water Rate Increase, effective July 1, 2023
- Receive BAWSCA Update
- Receive Reports on California and San Francisco Regional Water System Drought Conditions and MPWD Water Conservation Update.

#### **FRIDAY MARCH 24, 2023 (DAY AFTER BOARD MEETING)**

- Employee Appreciation Dinner at 6:30PM at the Iron Gate Restaurant in Belmont.

#### **APRIL 27, 2023 (FOURTH THURSDAY)**

- Consider Preliminary FY2023/2024 Operating and Capital Budgets, and Consider Approval of Revenue Requirement for FY 2023/2024
- Award Old County Road Capital Project
- California and San Francisco Regional Water System Drought Conditions
- MPWD Quarterly Water Conservation Activities Report through March 31, 2023

#### **MAY 25, 2023 (FOURTH THURSDAY)**

- Conduct Proposition 218 Water Rate Protests Hearing and Consider Adoption of SFPUC Pass-Thru Rate Adjustments Effective July 1, 2023
- Receive BAWSCA Update
- Receive Reports on California and Regional Water System Drought Conditions



TO: Board of Directors  
FROM: Rene A. Ramirez, Interim General Manager  
DATE: February 23, 2023

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## **OPERATIONS REPORT – January**

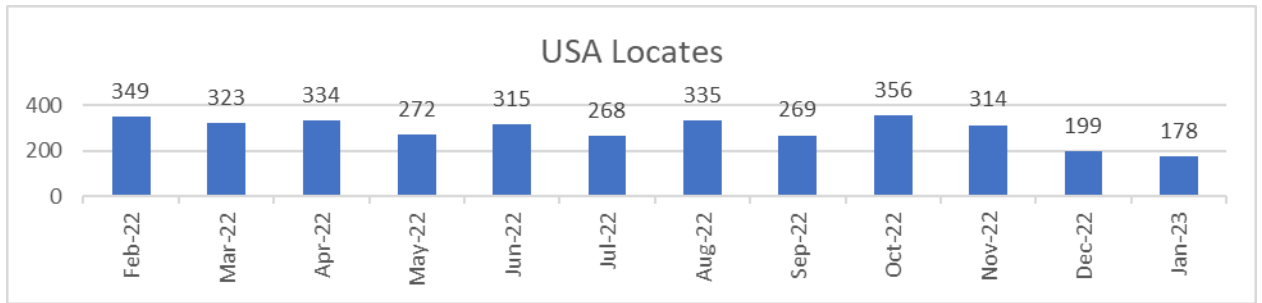
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### **Projects:**

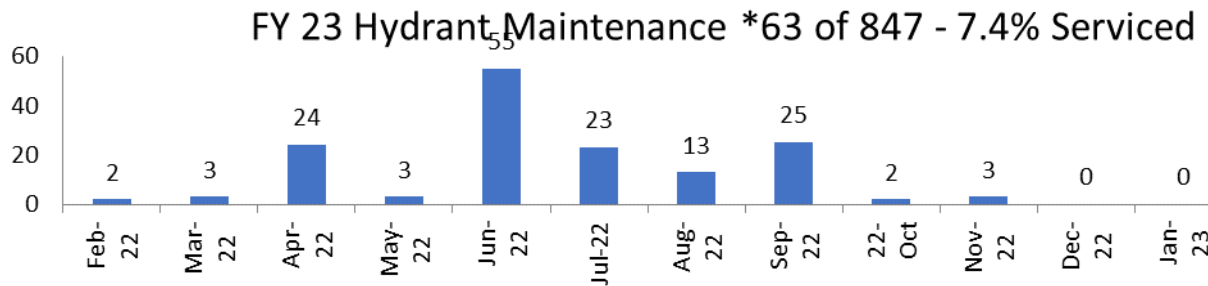
- Met virtually with HF&H to discuss rate study;
- Met with Spatial Wave to go over as-built drawings;
- Met with District Engineer to talk about construction schedules for 2 capital programs;
- Met with members of the SMC Office of Education to talk about a Water System Operator pathway;
- Met with design engineer for the El Camino Real capital project for the as-built drawings; and
- Participated in a virtual meeting with the alternative water supply (SPrP Team).

### **Maintenance:**

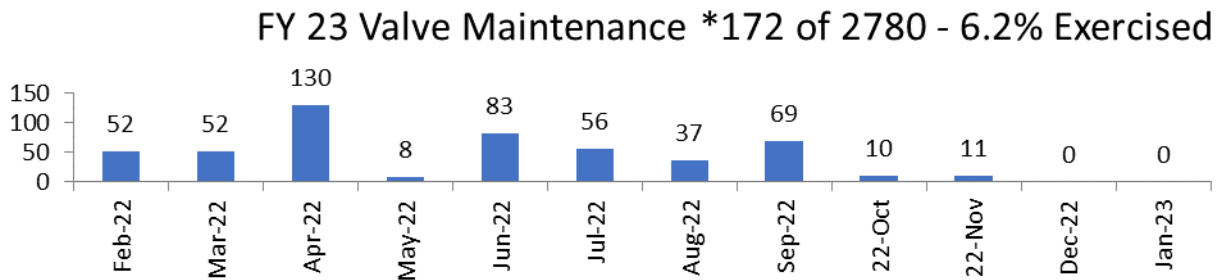
- Main break repaired on the 2100 block of Monte Cresta;
- Main break repaired of 900 block of Notre Dame;
- Main break repaired on 2400 block of Notre Dame;
- Main break repaired in front of 801 Miramar Terrace;
- Main break repaired in the intersection of Holly and South Road;
- Main break repaired on the 3600 block of Hillcrest;
- Completed a service upgrade for 2123 Lyon Avenue;
- Cleaned up a small landslide due to weather at the West Belmont Tank site;
- A lot of staff time was expended on flood recovery activities at 3 Dairy Lane – moving files for better storage, moving salvaged furniture, moving parts and supplies in the shop for drywall removal by restoration company;
- Paved several sites as weather allowed on previous sites of water leaks;
- There were no dead-end water mains flushed during the month;
- Responded to and completed 178 USA (underground service alerts) location requests;



- No hydrants serviced in January;



- No valves were exercised in January;



Collected the requisite 44 water samples for the month from 11 sample station sites. None of the samples tested positive for total coliform; and

- System nitrification – we continue to monitor the system for potential nitrification issues within our tanks and sample stations and flush dead-end lines.

**System Repairs:**

Date	Location	Event	Material	Installation Date	Estimated Water Loss (Gals.)
1/3/23	2100 Block Monte Cresta	Ring Break	6” Cast Iron	1958	~4,000
1/7/23	900 Block Notre Dame	Ring Break	6” Cast Iron	1954	~3,000
1/10/23	2400 Block Notre Dame	Ring Break	6” Cast Iron	1961	~3,000

1/16/23	801 Miramar Terrace	Hole in Pipe	4" Cast Iron	1954	~6,000
1/20/23	Holly & South Intersection	Leaking Gate Vlv	6" Gate Valve	1962	~2,800
1/27/23	3600 Block Hillcrest	Ring Break	8" Cast Iron	1956	~3,000

**Development:**

Staff is currently working with developers on 73 development projects:

Mixed Use Commercial/Multi-Family Residential: 14

- 1300 El Camino Real; a 66-unit multi-family residential project starting on 2<sup>nd</sup> floor with commercial lease space on 1<sup>st</sup> floor covering 0.72 acres; in construction;
- 1300 El Camion Real; construction of 15 townhomes; reviewing plans;
- 1324 Old County Road; a 2- or 3-unit multi-family with ground floor retail space; currently reviewing plans;
- 1325 Old County Road; a 250-unit multi-family residential project covering 2.09 acres; in construction;
- 425-501 Old County Road; a 94-unit multi-family residential project (area not provided on our water system improvement plans); developer's engineer has contacted staff for water system information;
- 500-530 Harbor – information provided to developer;
- 580 Masonic – information provided to developer;
- 608 Harbor: a 103-unit multi-family development; letter of intent provided;
- 800 Laurel Avenue; a 16-unit town home residential project (area not provided); currently reviewing plans;
- 800 Belmont Avenue; information provided to developer;
- 803 Belmont Avenue; a 125-unit multi-family residential project (area not provided); reviewing plans;
- 815 Old County Road; a 177-unit multi-family residential project (area not provided); currently reviewing plans;
- 900 El Camino Real; a 37-unit multi-family residential project starting on 2<sup>nd</sup> floor with commercial lease space on 1<sup>st</sup> floor (area not provided); currently reviewing plans;
- 642 Quarry Road – preliminary, information provided to developer; and
- 1421 Old County Road – preliminary, information provided to developer.

Commercial: 16

- Reviewing Plans – 13
- Approvals Received – 2
- In Construction - 1

Residential: 43

- Plans In Review – 31 including 1 ADU (auxiliary dwelling unit)

- Plans Through Staff Approval Process – 10
- Project In Construction - 2

**Administration:**

- Focus, focus, focus on recovery after the New Year's Eve Flood event at the Dairy Lane Operations Center. We met daily for a couple of weeks to recap day's events and status. Reported daily to Board to keep apprised. Met regularly with staff to keep them informed and involved;
- Toured several potential temporary office replacement sites along with other management team members;
- Met virtually with District Treasurer;
- Participated in an AMI data reporting group meeting;
- Participated in the quarterly meeting with Belmont Public Works staff;
- Attended a lunch meeting put on by PCG to hear about prestressed concrete tanks;
- Met with representatives and engineer for proposed development at 405 Industrial;
- Met with Wulff Hansen to go over US Treasury investments as first maturity occurs on Jan. 31;
- Worked with Stepford to get Comcast internet service for the Folger Drive site;
- Participated in an all-hands training session with Clint Camac, off site, to introduce and discuss DiSC and how to work better together;
- Met with Board President to go over January agenda;
- Attended BAWSCA Water Manager's monthly meeting in person in Foster City;
- Attended HIA lunch meeting and provided an update on District activities;
- Participated in weekly call with District Engineer, Assistant GM and Operations Supervisor on District matters; and
- Continue to actively manage power use for pumping operations via SCADA.



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

TO: Board of Directors  
FROM: Kathryn Wuelfing, Assistant General Manager  
DATE: February 23, 2023

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### **ASSISTANT GENERAL MANAGER'S REPORT**

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#### **Organizational Leadership & Business Operations**

- *Flood Recovery* – Much of my time has been spent focusing on flood recovery. We were able to sign a lease on the new office space on February 1<sup>st</sup>, just one month after the flood occurred. Internet service was started February 15<sup>th</sup> and furniture was delivered and assembled on February 16<sup>th</sup>. If all continues to go well, office staff's workstations and key items will be moved into the office February 17<sup>th</sup> and we will be working out of the new office on February 21<sup>st</sup>, following the holiday.
- *Attended Hanson Bridgett's 2023 Annual Labor & Employment Seminar* – I attended this seminar with Administrative Services Manager Madrid. This all-day seminar provided an update of key new labor and employment regulations and considerations, and by extension was a great overview of key labor law issues.
- *California Society of Municipal Finance Officers Conference* – I had planned on attending the California Society of Municipal Finance Officers (CSMFO) conference in Sacramento at the beginning of February. However, given the all of the flood recovery demands on my time, I opted not to attend the in-person conference. Instead, I plan to attend the "virtual" option provided in March, which will consist of recordings of the key sessions from the conference presented over multiple days.
- *Team Building* – The District-wide DiSC Style Training was a great success! Clint Camac, the trainer, provided a survey at the end of the class, and all employees rated the class "outstanding" or "excellent." A key focus of the DiSC framework is helping us all to acknowledge and understand our differences in communication styles and motivations. It was a really great team-building event, and I think will provide us with

invaluable tools to help us work together. In particular, by providing the team with the language and framework to acknowledge our differences and focus on bridging the 'gaps' that those differences could create.

- *Board Secretary Duties* – I will be taking on the Board Secretary duties for approximately 3 months, with Administrative Services Manager Madrid's guidance. This will both allow me to gain further experience with board secretary responsibilities, and give Administrative Services Manager Madrid additional time to focus on the training of the new Administrative Assistants.
- *SFPUC-BAWSCA Water Quality Committee Meeting – Q1 2023* – Lead Operator Jonathan Anderson gave an excellent presentation on the District to the SFPUC- BAWSCA Water Quality Committee. He provided an overview of the system and service area, and the challenges and approaches we take to monitoring and ensuring water quality in our system. He received several very positive comments from attendees, including one member who was very impressed that our staff does our own leak and main break fixes, particularly given that we have such a lean staff. His presentation was held as a great template for others to use for their own presentations on their systems. He represented the District very well to our BAWSCA and SFPUC community.
- *Maintaining Staff Cohesiveness* – With having office and field staff spending the majority of their time in separate locations, it will be a challenge to maintain the same level of cohesiveness we have enjoyed at 3 Dairy Lane. We will be looking for opportunities to maintain and encourage cohesiveness as much as possible, and will maintain this as a priority as we are working in separate locations.
- *3 Dairy Lane Building Rehabilitation* – We received responses to the request for qualifications for architect-engineering services and will be scheduling interviews in the next week or so.

### **Building Key External Relationships**

- Had a lunch meeting with District Counsel Julie Sherman, Tammy, and Rene to connect and discuss district business/flood.
- Worked with our new landlord on negotiating and signing a lease at our new offices. Am continuing to coordinate with our landlord contact person as we move in.

### **Key Meetings/Conferences Attended**

- SFPUC Annual Meeting with Wholesale Customers and BAWSCA – 2/16/2023
- SFPUC – BAWSCA Water Quality Meeting – Q1 2023 – 2/15/2023
- San Francisco Peninsula Regional PureWater Project Meeting – 2/14/2023



- C2R Construction Schedule Update Meeting (Harbor and Hastings Projects) – 2/7/2023
- BAWSCA Tier 2 Workshop – 2/6/2023
- Office Furniture Coordinator Meeting – 2/3/2023
- San Mateo County Office of Education – K12 Strong Workforce Program “Green Career Awareness” Module Authors Meeting – 2/3/2023
- Meeting with Stanford Re: Notre Dame de Namur Campus Project – 2/2/2023
- BAWSCA Water Manager Representatives Meeting – 2/2/2023
- Harbor Industrial Association Lunch Meeting – 2/2/2023
- Lease Signing at 1075 Old County Road – 2/1/2023
- Office Furniture Coordinator Meeting – 2/1/2023
- Lunch Meeting with District Counsel Julie Sherman – 2/1/2023
- DiSC Style Training Session – 1/31/2023
- HF&H Rate Consultants meeting – 1/24/2023
- Water System Operator Career Pathway Discussion with San Mateo County Office of Education – 1/24/2023
- Hanson Bridgett's 2023 Annual Labor & Employment Seminar – 1/23/2023

TO: Board of Directors  
 FROM: Monique Madrid, Administrative Services Manager  
 DATE: February 23, 2023

**ADMINISTRATIVE SERVICES**

**ADMINISTRATION:**

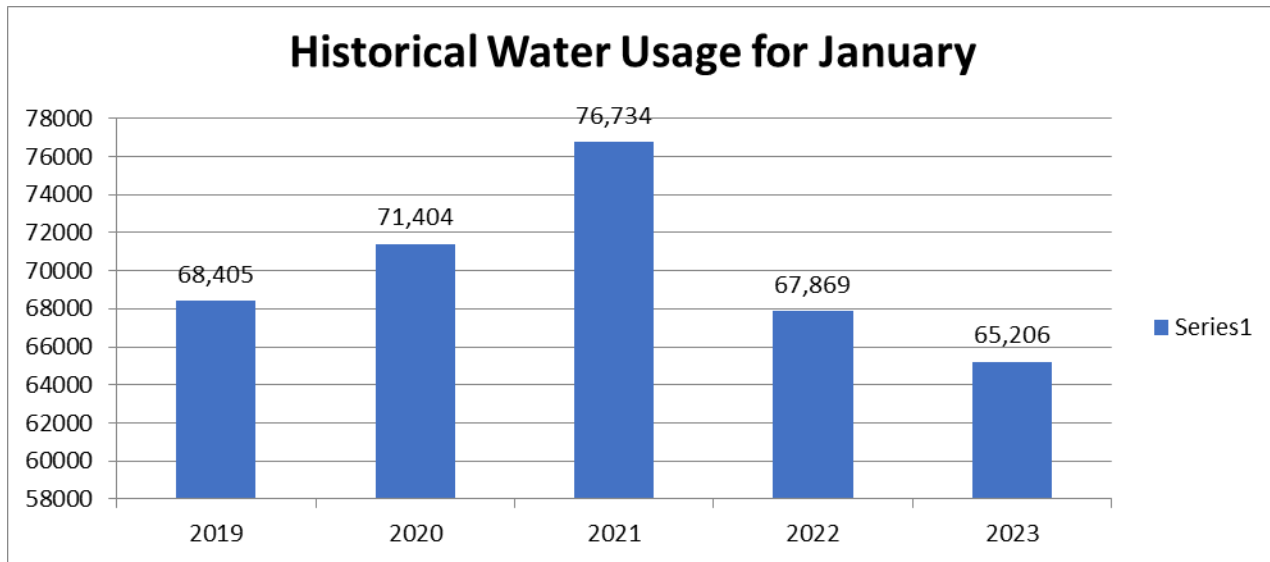
*Office Status:* Staff spent the second half of Friday, February 17, moving into the new office space at 1075 Old County Road. We are settling into the new office space.

*Insurance Claim:* Staff is continuing to work with ACWA-JPIA adjuster and Restoration Management Services on the Dairy Lane property and the claims process for the damages to the building, equipment, and supplies.

*Recruitment:* We have hired two new Administrative Assistants. Kelli Platt and Elizabeth Ganske will start on February 27. Please help me welcome them to the MPWD.

*Utility Billing Statistics:* Normal billing processes were not followed during the month of January due to the emergency storm events.

**PARS:** I will restart updates regarding PARS monthly activity reporting in March.



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:

- Cathy M. Jordan December 12, 2024
- Joubin Pakpour December 9, 2024
- Rene Ramirez December 7, 2024
- Tammy Rudock August 23, 2024
- Brian Schmidt March 19, 2023
- Julie Sherman February 9, 2023
- Louis Vella December 05, 2024
- Kirk Wheeler January 30, 2025
- Kat Wuelfing February 1, 2023
- Matt Zucca April 6, 2023

For compliance, training should be completed on or before the due date, and the certificate turned in to 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:

- Cathy M. Jordan October 28, 2024
- Monique Madrid December 28, 2024
- Joubin Pakpour June 1, 2023
- Rene Ramirez December 1, 2023
- Tammy Rudock August 17, 2023
- Brian Schmidt December 18, 2023
- Julie Sherman January 28, 2024
- Louis Vella November 2, 2023
- Kirk Wheeler December 15, 2023
- Kat Wuelfing December 15, 2024
- Matt Zucca March 19, 2023

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

Here is the link to the DFEH free online Sexual Harassment Prevention training:

<https://www.dfeh.ca.gov/shpt/>

When you get to the DFEH's website, after reviewing 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 Monique Madrid at [moniquem@midpeninsulawater.org](mailto:moniquem@midpeninsulawater.org).



TO: Board of Directors

FROM: Joubin Pakpour, PE  
Pakpour Consulting Group, Inc.  
District Engineer

DATE: February 23, 20223

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**DISTRICT ENGINEER'S REPORT**

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*NO WRITTEN REPORT THIS MONTH*



TO: Board of Directors  
FROM: Alleyne LaBossiere, Acting Finance Manager  
DATE: February 23, 2023

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**Budget Performance and Financial Position Report**  
January 31, 2023

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Please find the enclosed fiscal year 2022/2023 (FY 22/23) unaudited monthly budget report for the period of July 1-January 31, 2023 and Statement of Financial Position as of January 31, 2023.

The following highlights significant activity through and as of January 31, 2023:

- Debt Service is \$779,942, which is 75.2% of budget. This appears to be over budget due to the annual principal payment of \$405,000 being made in December. As this is a significant expenditure, it skews the percentage high until the entire fiscal year is finalized. This also skews Total Operating Expenses higher and the Net Surplus lower. It also greatly impacts the Debt Service Coverage ratio as Debt Service is the denominator for the computation, thus reducing the ratio.
- The net surplus from operations is \$2,312,034, a decrease of \$611 from December 31, 2022.
- Water Commodity Charges totaled \$6,052,342. This is 55.0% of budget, which is an increase of 2.8% from December, 2022 in the deficit of the Target percentage. The total is approximately \$16,000 more than last year at this point as opposed to \$14,000 less in December. It was previously reported that a deficit of \$1,200,000 was projected for the current fiscal year. The deficit is now projected to be \$1,000,000 based on the fact that Water Commodity Charges for July-Oct., 2022 were approximately \$230,000 less than for July-Oct., 2021 whereas the balance for November, 2022-January, 2023 is approximately \$250,000 higher than November, 2021-January, 2022, so the trend is that the deficit is decreasing.
- Fixed System Charges were \$1,852,354, which is 57.9% of budget. A deficit of \$25,000 is projected for year end.
- Water System Capacity Charges were \$1,494,657, which is 3,736% of budget. \$1,210,365 of the total was received for one water service agreement.

- The total Interest Revenue from all sources is \$271,526, which is 532% of budget. This amount includes the market gain for the investment in Zions Bank.
- Total Operating Revenue is \$8,080,067, which is 56.2% of budget. Total Non-Operating Revenue is \$2,250,751, which is 299.7% of budget. Total Revenue is \$10,330,818 which is 68.3% of budget. Even after allowing for projected deficits in Water Commodity Charges and Fixed System Charges, the projected remaining revenue for just these 2 revenue streams is projected to result in a FY 22/23 surplus of approximately \$500,000. Obviously, revenue will continue to be received for other revenue streams.
- Combined Salaries & Wages and Payroll Taxes & Benefits is \$1,815,002, which is 47.6% of budget. Based on current pay rates and staffing (including recent hires not yet working), a surplus of \$440,000 is currently projected in Personnel Services.
- Purchased Water is \$3,485,908, which is 53.0% of budget. The MPWD was recently informed that the BAWSCA Debt Service Surcharge will be reduced by \$12,156 a month for February-June, 2023, resulting in a savings of \$48,636. Based on the current year's activity to date, the projected cost for the current year is approximately \$5,880,000, which is \$700,000 under budget.
- Utilities expense is \$242,560, which is 67.4% of budget. A deficit of approximately \$50,000 is projected for Utilities at year-end.
- Memberships & Governmental Fees expense is \$183,020, which is 62.7% of budget. While it appears that this cost center is in a deficit position, because the BAWSCA fee for January-March, 2023 is included in the expenses to date, this cost center would be at 57% of budget if the February-March amounts were not included.
- A line item has been added for Flood Recovery has been added. While most, if not all costs related to the flood are expected to be reimbursed, the expenses are being tracked.
- Total Operating Expenditures were \$7,382,951, which is 51.5% of budget. As noted above, the December COP bond payment and BAWSCA fee skews this percentage high for a temporary period. All Operating Expenditures other than those noted above are currently running within budget.
- Total Expenses were \$8,018,784, which is 51.9% of budget.
- January's Total Revenue increased by approximately \$1,022,000 over December's balance while January's Total Expenses increased by approximately \$1,023,000 over December's balance. As January typically is one of the lowest months for water sales, having the month's revenue being virtually identical to the month's expenses is a positive result.
- Unrestricted Cash & Cash Equivalents is \$8,011,459, which is an increase of \$54,081 from December, 2022. Unrestricted Cash & Cash Equivalents and Investments is \$17,082,942, which is an increase of \$107,497 from December, 2022.
- Capital Assets totaled \$30,906,023 and the related COP totaled \$17,239,777.
- Unrestricted Net Position was \$17,769,494 with Total Net Position of \$38,999,711.
- There are changes in the Statement of Net Position as a result of the fiscal year 2022/2023 audit. These changes affect the Lease receivable-L/T, Net pension asset

and Net OPEB asset line-items in the Total Assets section, the Pension related and OPEB related line-items in the Deferred Outflows section and OPEB related, Pension related, Lease Related and Original issue premium line items in the Deferred Inflow section. More detailed information for these can be found in the audit report.

**MID-PENINSULA WATER DISTRICT  
MONTHLY BUDGET REPORT-OPERATIONS  
FOR THE 7 MONTHS ENDED JANUARY 31, 2023  
SUMMARY**

Target **58.3%**

DESCRIPTION	APPROVED FY 2022-2023 BUDGET	ACTUALS 7/1/2022- 1/31/2023	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
<b>OPERATING REVENUE</b>				
WATER COMMODITY CHARGES	11,000,000	6,052,342	4,947,658	55.0%
FIXED SYSTEM CHARGES	3,200,000	1,852,354	1,347,646	57.9%
FIRE SERVICE CHARGES	17,000	9,973	7,027	58.7%
MISC CUSTOMER ACCOUNT FEES	105,000	52,107	52,893	49.6%
SERVICE LINE & INSTALLATION CHARGES	60,000	98,960	(38,960)	164.9%
MISCELLANEOUS OPERATING	3,000	14,331	(11,331)	477.7%
<b>TOTAL OPERATING REVENUE (SOURCES)</b>	<b>14,385,000</b>	<b>8,080,067</b>	<b>6,304,933</b>	<b>56.2%</b>
WATER SYSTEM CAPACITY CHARGES	40,000	1,494,657	(1,454,657)	3736.6%
WATER DEMAND OFFSET CHARGES	5,000	11,216	(6,216)	224.3%
PROPERTY TAX REVENUE	420,000	356,228	63,772	84.8%
LEASE OF PHYSICAL PROPERTY	180,000	106,489	73,511	59.2%
MISCELLANEOUS NON-OPERATING	50,000	10,235	39,765	20.5%
INTEREST REVENUE - LAIF	50,000	97,877	(47,877)	195.8%
INTEREST REVENUE - COP	1,000	93,635	(92,635)	9363.5%
INTEREST REVENUE - ZIONS	-	80,014	(80,014)	N/A
LANDSCAPE PERMIT REVENUE	5,000	400	4,600	8.0%
<b>TOTAL NON-OPERATING REVENUE (SOURCES)</b>	<b>751,000</b>	<b>2,250,751</b>	<b>(1,499,751)</b>	<b>299.7%</b>
<b>TOTAL REVENUE (SOURCES)</b>	<b>15,136,000</b>	<b>10,330,818</b>	<b>4,805,182</b>	<b>68.3%</b>
<b>OPERATING EXPENDITURES (USES)</b>				
SALARIES & WAGES	2,747,000	1,354,976	1,392,024	49.3%
PAYROLL TAXES & BENEFITS	1,067,000	460,026	606,974	43.1%
PURCHASED WATER	6,580,000	3,485,908	3,094,092	53.0%
OUTREACH & EDUCATION	199,000	13,525	185,475	6.8%
M&R - OPS SYSTEM	500,000	174,184	325,816	34.8%
M&R - FACILITIES & EQUIPMENT	180,000	99,692	80,308	55.4%
FLOOD RECOVERY	-	12,593	(12,593)	N/A
SYSTEM SURVEYS	50,000	-	50,000	N/A
ADMINISTRATION & EQUIPMENT	403,500	196,755	206,745	48.8%
MEMBERSHIP & GOV FEES	292,000	183,020	108,980	62.7%
BAD DEBT & CLAIMS	7,500	-	7,500	N/A
UTILITIES	360,000	242,560	117,440	67.4%
PROFESSIONAL SERVICES	826,000	334,979	491,021	40.6%
TRAINING/TRAVEL & RECRUITMENT	98,000	44,791	53,209	45.7%
DEBT SERVICE	1,037,218	779,942	257,276	75.2%
<b>TOTAL OPERATING EXPENDITURES (USES)</b>	<b>14,347,218</b>	<b>7,382,951</b>	<b>6,964,267</b>	<b>51.5%</b>
<b>NET SOURCES OVER/(UNDER) USES</b>	<b>788,782</b>	<b>2,947,867</b>	<b>(2,159,085)</b>	
<b>TOTAL OPERATING EXPENDITURES</b>	<b>14,347,218</b>	<b>7,382,951</b>	<b>6,964,267</b>	<b>51.5%</b>
DEPRECIATION EXPENSE	1,090,000	635,833	454,167	58.3%
<b>TOTAL EXPENSES</b>	<b>15,437,218</b>	<b>8,018,784</b>	<b>7,418,434</b>	<b>51.9%</b>
NET SURPLUS/LOSS	(301,218)	2,312,034	(2,613,252)	
TRANSFER (TO)/FROM WORKING CAPITAL RESERVES	301,218	(2,306,088)	2,607,306	
NET TRANSFERS TO CAPITAL	-	5,946	(5,946)	
DEBT SERVICE COVERAGE	1.61	2.49		



**MID-PENINSULA WATER DISTRICT  
MONTHLY BUDGET REPORT-CAPITAL  
FOR THE 7 MONTHS ENDED JANUARY 31, 2023**

	<b>APPROVED FY 2022/2023 BUDGET</b>	<b>ACTUALS 7/1/22- 1/31/2023</b>	<b>REMAINING BALANCE (OVER BUDGET)</b>	<b>Y-T-D % OF BUDGET</b>	
<b>FUNDING SOURCES</b>					
COP FUNDS*	\$ 8,000,000 *	\$ 1,513,837	\$ 6,212,680	18.9%	
TRANSFER FROM OPERATING SURPLUS	788,782	5,946	782,836	0.8%	
CAPITAL RESERVES	1,500,000	-	1,500,000	0.0%	
GENERAL RESERVES	1,504,679	-	1,504,679	0.0%	
	<u>11,793,461</u>	<u>1,519,783</u>	<u>10,000,195</u>	<u>12.9%</u>	
<b>TOTAL FUNDING SOURCES</b>					
<b>EXPENDITURES</b>					
<b>PROJECT</b>					
<b>NUMBER</b>	<b>PROJECT DESCRIPTION</b>				
15-75A	Old County Road Improvements	5,680,461	38,515	5,642,686	0.7%
20-07	Harbor Boulevard Water Main Replacement	2,500,000	80,859	2,424,803	3.2%
21-01	Dekoven Tank Utilization Project (Lincoln, Newlands and Oak Knoll WMRs)	1,700,000	526,777	891,616	31.0%
20-01	Hastings Drive Service Connection Replacements	910,000	5,872	904,128	0.6%
15-88	Vine Street (Zone 5) Improvements	350,000	248,820	102,194	71.1%
15-29	Belmont Canyon Road Water Main	243,000	607,158	(363,464)	249.9%
15-40	Hastings Drive Water Main Replacement	160,000	11,782	148,232	7.4%
20-09	Dairy Lane Operations Center Rehabilitation – Phase 1	150,000	-	150,000	0.0%
	SF-Peninsula Regional Pure Water (SPRP) Project	100,000	-	100,000	0.0%
	<b>TOTAL EXPENDITURES</b>	<u>11,793,461</u>	<u>1,519,783</u>	<u>10,000,195</u>	<u>12.9%</u>
<b>NET FUNDING SOURCES LESS EXPENDITURES</b>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

\* Estimated Balance when June 30, 2022 when Capital Budget was prepared. Actual balance was \$7,189,641.

**MID-PENINSULA WATER DISTRICT  
INVESTMENT & RESERVES REPORT  
AS OF JANUARY 31, 2023**

	BALANCE @ 1/31/23	FY 22/23 INTEREST EARNED	FY 22/23 UNREALIZED GAIN/(LOSS)	FY 22/23 AVERAGE RATE OF RETURN	JAN., 2023 RATE OF RETURN
<b>Local Agency Investment Fund (LAIF)</b>					
Capital Reserves	\$ 1,500,000				
Working Capital Reserves (Operating)	1,500,000				
Unrestricted Cash Reserves	3,844,039	\$ 97,877			
<b>TOTAL LAIF</b>	<u>6,844,039</u>	<u>97,877</u>		1.738%	2.425%
<b>Bank Of New York (BNY) Mellon</b>					
Sweep Account	512,277	8,844			
Fiscal Agent Project Funding Account	5,470,844	84,791			
<b>TOTAL BNY</b>	<u>5,983,121</u>	<u>93,635</u>		2.997%	4.280%
<b>Zions Bank</b>					
Cash Equivalents	8,531			3.490%	3.880%
Fixed Income	9,071,483		\$ 71,569	0.563%	0.660%
<b>TOTAL ZIONS BANK</b>	<u>9,080,014</u>	<u>8,445</u>	<u># 71,569</u>		
<b>Wells Fargo Bank</b>					
Checking	1,421,272	-			
<b>TOTAL WELLS FARGO</b>	<u>1,421,272</u>	<u>-</u>		N/A	N/A
<b>Petty Cash Funds</b>	<u>600</u>	<u>-</u>		N/A	N/A
<b>TOTAL ALL ACCOUNTS</b>	<u>\$ 23,329,046</u>	<u>\$ 199,957</u>	<u>\$ 71,569</u>		

	Minimum Target	6/30/22 Balance	FY 2022/2023 Additions (Reductions)	FY 2022/2023 Interest	1/31/2023 Ending Balance
Reserve Funds					
Capital Reserves	\$ 1,500,000	\$ 1,500,000	\$ -	\$ -	\$ 1,500,000
Working Capital Reserves (Operating)	1,500,000	1,500,000	-	-	1,500,000
Restricted Cash Reserves	-	7,733,873	(1,844,387)	93,635	5,983,121
Unrestricted Cash Reserves	-	10,659,703	3,508,331	177,891	14,345,925
<b>TOTAL</b>	<u>\$ 3,000,000</u>	<u>\$ 21,393,576</u>	<u>\$ 1,663,944</u>	<u>\$ 271,526</u>	<u>\$ 23,329,046</u>

	Jan. 31, 2023	Jan. 31, 2022	June 30, 2022	
Quick Ratio*	8.48	4.97	10.02	Does not include investment in Zions Bank
Current Ratio*	17.34	5.07	10.08	

\*Cash with Fiscal Agent was not included in the Quick and Current Ratio calculations. The quick ratio includes only the most liquid liquid assets, whereas the current ratio includes all current assets other than Investment in Zions Bank.

#Zions Bank statements only report total interest.

&Reported as Zion Interest Revenue on Budget reports-Includes Market gains.

Per California Government Code Section 53600et. Seq., specifically Se. 53646 and Sec. 53607, this investment report summarizes all investment related activity in the current period. Mid-Peninsula Water District's (MPWD) funds are currently invested with Zions Bank and LAIF and their individual investment transactions are not reportable under the Government code. The MPWD's investment policy has taken a prudent investment course, in compliance with the "Prudent Investor's Policy" to protect public funds.

**MID-PENINSULA WATER DISTRICT  
STATEMENT OF NET POSITION  
AS OF JANUARY 31, 2023 AND JANUARY 31, 2022**

<u>ASSETS</u>	AS OF 1/31/2023	AS OF 1/31/2022
<b>Current Assets</b>		
Cash and cash equivalents	\$ 8,011,459	\$ 14,545,873
Investments	9,071,483	-
Accounts receivable	843,783	821,762
Prepaid expenses and other assets	188,817	321,654
Total Current Assets	18,115,542	15,689,289
Restricted cash with fiscal agent	6,297,725	8,533,736
Capital assets, net	30,906,023	29,112,311
Lease Receivable-L/T	1,202,182	-
Net pension asset	1,356,634	12,057
Net OPEB asset	169,365	322,969
TOTAL ASSETS	\$ 58,047,471	\$ 53,670,362
<b>Deferred Outflows of Resources</b>		
Pension related	\$ 1,225,418	\$ 567,595
OPEB related	691,889	121,309
Total Deferred Outflows	\$ 1,917,307	\$ 688,904
<b>LIABILITIES</b>		
<b>Current Liabilities</b>		
Accounts payable	\$ 480,038	\$ 233,782
Accrued expenses	11,240	43,350
COP Interest Payable	109,233	111,934
Customer Deposits	24,000	2,297,904
Current portion of long-term debt	420,000	405,000
Total Current Liabilities	1,044,511	3,091,970
<b>Noncurrent Liabilities</b>		
Compensated absences	321,254	336,271
Long-term portion of Certificates of Participation	15,965,000	17,161,825
Total Noncurrent Liabilities	16,286,254	17,498,096
TOTAL LIABILITIES	\$ 17,330,765	\$ 20,590,066
<b>Deferred Inflows of Resources</b>		
OPEB related	\$ 857,469	\$ 501,680
Pension related	945,356	12,723
Lease related	1,085,933	-
Original issue premium	745,544	-
Total Deferred Inflows	\$ 3,634,302	\$ 514,403
<b><u>NET POSITION</u></b>		

Net investment in capital assets	\$ 21,230,217	\$ 20,781,450
Unrestricted	17,769,494	<u>12,473,347</u>
TOTAL NET POSITION	<u>\$ 38,999,711</u>	<u>\$ 33,254,797</u>