



BOARD FINANCE COMMITTEE MEETING
WEDNESDAY, JULY 6, 2022, AT 9:30AM

**DUE TO COVID-19, THIS MEETING WILL BE CONDUCTED
VIA TELECONFERENCE ONLY (NO PHYSICAL LOCATION)
PURSUANT TO ASSEMBLY BILL 361 (GOVERNMENT CODE SECTION 54953)**

MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON

Public comments may be made during the meeting, or submitted before the meeting via email to General Manager, Tammy Rudock, at tammyr@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.

Should the teleconference platform not be operational, please check the MPWD website home page for updated information and/or further instructions at: www.midpeninsulawater.org

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

Meeting Link: <https://us06web.zoom.us/j/86265825530>

Dial by Telephone (U.S. Toll Free): [1-877-788-0099](tel:1-877-788-0099)

Meeting ID: 862 6582 5530

AGENDA

1. Call to Order

A. Roll Call

2. Public Comment

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

3. **Discuss Final FY 2022/2023 Operating & Capital Budgets and Short-Term Personnel Costs related to General Manager Transition**
4. **Review Projected Living Wage Adjustment to Employee Salary Ranges effective August 1, 2022, and Potential Costs, including Transition to Bi-Weekly Payroll**
5. **Receive Brief Updates on:**
 - A. **2022 Water Capacity Charge & Demand Offset Fee Study**
 - B. **2022 Water Rate Study**
 - C. **Miscellaneous Fee Schedule Review**
 - D. **Final DRAFT MPWD Financial Management Policy**
6. **Finance Committee Meeting Schedule:**
 - **September 7, 2022 @ 9:30AM**
 - **October 12, 2022 @ 9:30AM**
7. **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.

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 General Manager y at (650) 591-8941 or tammyr@midpensulawater.org. Requests must be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.



DATE: July 6, 2022
TO: Board Finance Committee
FROM: Tammy Rudock, General Manager
RE: Short-Term Personnel Costs Related to General Manager Transition

MEMORANDUM

FY 2021/2022 PERSONNEL COSTS TOTAL (ESTIMATED) - \$2.9M

FY 2022/2023 PERSONNEL COSTS TOTAL (PROJECTED) - \$3.8M

\$470,000 TOTAL - Succession Plan Overlap (Salaries + Roll-Ups) for General Manager, Management Analyst, and Water System Operator

\$130,000 TOTAL - Projected Leave Cash-Outs for Retiring Employees

\$ 90,000 TOTAL - Temporary Part-Time Retired Annuitants

\$690,000 TOTAL PROJECTED TRANSITIONAL COSTS



DATE: July 6, 2022

TO: Board Finance Committee

FROM: Tammy Rudock, General Manager

RE: Projected Living Wage Adjustment to Employee Salary Ranges and Potential Costs effective August 1, 2022

MEMORANDUM

Attached is the Bureau of Labor Statistics (BLS) Data Sheet through April 30, 2022.

The MPWD Employee Association letter agreement requires a fiscal year review (June 1-July 30) for the living wage adjustment to employee salary ranges. Based upon the attached BLS data available to date, the total so far is 6.0%. Management anticipates a similar 6.5% for May/June 2022 to be reported. Therefore, anywhere between 6.0% to 6.2% is projected.

The living wage adjustment is not automatically applied to employee salaries.

Besides the cost of fuel/gas, costs of living have increased significantly in the past year, especially in the Bay Area (e.g., housing, utilities, food, and services). Therefore, Management presents the following five (5) options effective August 1, 2022, for the Committee and Board to consider:

1. 3.0% salary increase for a total cost of \$61,000.
2. 3.5% salary increase for a total cost of \$71,000.
3. 4.0% salary increase for a total cost of \$81,000.
4. 6.0% salary increase for a total cost of \$122,000.
5. Do nothing.

Management recommends two (2) things:

1. At least a 4.0% increase to employee salaries be made effective August 1, 2022, except for recently negotiated management positions (Interim General Manager, Assistant General Manager, and Administrative Services Manager); and
2. All MPWD employees shall transition to bi-weekly payroll effective August 1, 2022. This will result in payroll processing time and third-party system cost-savings to the MPWD (approximately \$10,000/annual).



Databases, Tables & Calculators by Subject

Change Output Options:

From: 2012 To: 2022 GO

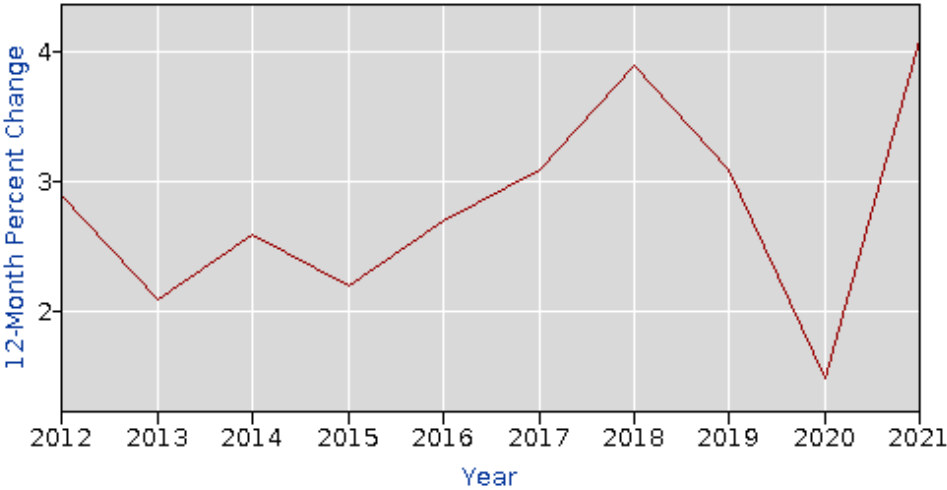
☒ include graphs ☐ include annual averages

[More Formatting Options](#) ➔

Data extracted on: July 5, 2022 (7:44:51 PM)

CPI for Urban Wage Earners and Clerical Workers (CPI-W)

12-Month Percent Change
Series Id: CWURS49BSA0
Not Seasonally Adjusted
Series Title: All items in San Francisco-Oakland-Hayward, CA, urban wage earners and clerical workers, not seasonally adjusted
Area: San Francisco-Oakland-Hayward, CA
Item: All items
Base Period: 1982-84=100



Download: [xlsx](#)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2012		3.5		2.2		2.7		3.0		3.7		2.3	2.9	2.8	3.0
2013		2.4		2.2		2.6		1.9		1.2		2.6	2.1	2.4	1.9
2014		2.0		2.6		2.9		2.9		2.8		2.1	2.6	2.5	2.7
2015		1.9		2.0		1.9		2.5		2.2		3.2	2.2	2.0	2.5
2016		2.9		2.6		2.5		2.4		3.1		3.0	2.7	2.6	2.8
2017		3.3		3.7		3.3		2.9		2.7		3.1	3.1	3.4	2.9
2018		3.8		3.4		4.0		4.3		4.4		4.4	3.9	3.6	4.3
2019		3.3		3.7		3.0		2.5		3.0		2.2	3.1	3.5	2.7
2020		2.5		0.7		1.3		1.6		0.9		2.2	1.5	1.6	1.4
2021		1.8		4.1		4.3		4.9		5.2		5.5	4.1	3.1	5.1
2022		6.5		6.5											

U.S. BUREAU OF LABOR STATISTICS Postal Square Building 2 Massachusetts Avenue NE Washington, DC 20212-0001

Telephone:1-202-691-5200_ Telecommunications Relay Service:7-1-1_ www.bls.gov [Contact Us](#)