

BOARD FINANCE COMMITTEE MEETING WEDNESDAY APRIL 12, 2023, at 10:30AM

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 Interim General Manager, Rene Ramirez, at <u>rramirez@midpeninsulawater.org</u>

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, consultants, and the public may participate remotely.

Meeting Link: https://us06web.zoom.us/j/89403563979

Dial by Telephone (U.S. Toll Free): 1-888-788-0999

Meeting ID: 894 0356 3979

Should Zoom not be operational, please check online at: <u>www.midpeninsulawater.org</u> for any updates or further information.

AGENDA

1. Call to Order

A. Roll Call

2. Public Comment

MPWD Board Finance Committee Meeting

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 Preliminary Summary Draft FY2023/2024 Operating and Capital Budgets

4. Discuss Options for District Treasurer and Monthly Professional Accounting Services Following Notice from Chavan and Associates to Terminate Services

5. Adjournment

This agenda was posted at the Mid-Peninsula Water District's office, 1075 Old County Road, 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 disabilityrelated 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 Interim General Manager at (650) 591-8941 or <u>rramirez@midpennsulawater.org</u>. Requests must be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

MID-PENINSULA WATER DISTRICT PROPOSED OPERATIONS BUDGET FOR FY 2023-2024 SUMMARY

	AMENDED FY 2022-2023	ACTUALS 7/1/2022	PRELIMINARY FY 2023-2024	INCREASE	%
	BUDGET \$	2/28/2023	BUDGET	(DECREASE)	CHANGE
		0.004.004	10.005.000		0.404
	9,800,000	6,634,621	10,625,000	825,000	8.4%
	3,175,000	2,117,482	3,175,000	-	0.0%
	17,000	11,402	17,000	-	0.0%
MISC CUSTOMER ACCOUNT FEES	105,000	64,446	97,000	(8,000)	-7.6%
SERVICE LINE & INSTALLATION CHARGES MISCELLANEOUS OPERATING	120,000 18,000	107,660 15,000	60,000 20,000	(60,000) 2,000	-50.0% 11.1%
TOTAL OPERATING REVENUE (SOURCES)*	13,235,000	8,950,611	13,994,000	759,000	5.7%
WATER SYSTEM CAPACITY CHARGES	1,500,000	1,494,657	60,000	(1,440,000)	-96.0%
WATER STSTEM CAPACITY CHARGES		, ,	15.000	(1,440,000)	-96.0%
PROPERTY TAX REVENUE*	15,000 480,000	11,216 357,059	500,000	- 20,000	4.2%
LEASE OF PHYSICAL PROPERTY *	176,000	120,543	180,000	4,000	2.3%
MISCELLANEOUS NON-OPERATING	178,000	10,235	20,000	4,000	33.3%
INTEREST REVENUE - LAIF	165,250	111,417	200,000	34,750	21.0%
INTEREST REVENUE - COP	151,400	114,284	64,000	(87,400)	-57.7%
INTEREST REVENUE - US TREASURIES	80,000	80,014	100,000	20,000	25.0%
LANDSCAPE PERMIT REVENUE	80,000	400	1.000	20,000	25.0%
TOTAL NON-OPERATING REVENUE (SOURCES)	2,583,450	2,299,825	1,140,000	(1,443,450)	-55.9%
TOTAL REVENUE (SOURCES)	15,818,450	11,250,436	15,134,000	(684,450)	-4.3%
OPERATING EXPENDITURES (USES)					
SALARIES & WAGES	2,574,000	1,568,636	2,670,000	96,000	3.7%
PAYROLL TAXES & BENEFITS	963,000	519,963	1,003,000	40,000	4.2%
PURCHASED WATER	5,643,000	3,822,884	6,121,000	478.000	8.5%
OUTREACH & EDUCATION	50,000	20,190	163,000	113,000	226.0%
M&R - OPS SYSTEM	475,000	212,236	490,000	15,000	3.2%
M&R - FACILITIES & EQUIPMENT	220,000	118,215	230,000	10,000	4.5%
FLOOD RECOVERY	100,000	50,586	-	(100,000)	-100.0%
SYSTEM SURVEYS	50,000	28,970	50,000	(100,000)	0.0%
ADMINISTRATION & EQUIPMENT	400,000	237,100	614,000	214,000	53.5%
MEMBERSHIP & GOV FEES	315,000	200,074	330,000	15,000	4.8%
BAD DEBT & CLAIMS	5,000	200,074	10,000	5,000	100.0%
UTILITIES	440,000	281,849	471,000	31,000	7.0%
PROFESSIONAL SERVICES	720,000	375,367	1,020,000	300,000	41.7%
TRAINING/TRAVEL & RECRUITMENT	70,000	46,664	41,000	(29,000)	-41.4%
DEBT SERVICE	1.040.000	831,952	1,040,000	(29,000)	0.0%
TOTAL OPERATING EXPENSES (USES)	,,	8,314,686	14,253,000	-	9.1%
NET SOURCES OVER/(UNDER) USES	13,065,000 2,753,450	2,935,750	881,000	1,188,000 (1,872,450)	-68.0%
TOTAL OPERATING EXPENSES	13,065,000	8,314,686	14,253,000	1,188,000	9.1%
DEPRECIATION	1,090,000	726,667	1,100,000	10,000	0.9%
TOTAL EXPENSES	14,155,000	9,041,353	15,353,000	1,198,000	8.5%
NET SURPLUS/(LOSS)	1,663,450			(1,882,450)	
	1,003,430	2,209,083	(219,000)	(1,002,430)	-113.2%
TRANSFER FROM (TO) WORKING CAPITAL RESERVES*	0.750.450	2,143,257		-	60.00/
NET TRANSFERS TO CAPITAL	2,753,450	65,826	881,000	(1,872,450)	-68.0%
DEBT SERVICE COVERAGE	1.79	2.34	1.40		

* Revenues included in Debt Service Coverage Ratio

MID-PENINSULA WATER DISTRICT PROPOSED CAPITAL BUDGET FOR FY 2022-2023

		PRELIMINARY FY 2023/2024 BUDGET
	SOURCES	. =
COPS FU	INDS [*] ER FROM NET SOURCES OVER USES FROM OPERATIONS	4,500,000
	RESERVES	881,000 1,500,000
	L RESERVES	1,595,946
OLINEIXA		1,000,040
	TOTAL FUNDING SOURCES	8,476,946
EXPEND	TURES	
CAPITAL	IMPROVEMENT PROGRAM (CIP)	
PROJEC	-	
	PROJECT DESCRIPTION	
15-75A	Old County Road Improvements	5,641,946
00.07	Harbor Blvd Water Main Replacement Awarded by Board on Dec 15, 2022. Construction	0.000.000
20-07	to start in May 2023. First invoice will hit July 2023. C2R award \$2.131M w/105 contingency + PCG PM/PI \$142K	2,280,000
	Dekoven, Newlands, Lincoln and Oak Knoll Water Main Replacement. Engineering Only	
21-01	awarded in 2021. Will complete engineering in FY23-24. No construction	210,000
20-09	Dairy Lane Operations Center Rehabilitation – Phase 1 (Planning,	150,000
	Architectural/Engineering Design, and Construction Support, including Contingencies)	
20-01	Hastings Drive Service Connection Replacements-(Expected to be completed by 6/30/23)	-
	TOTAL CIP EXPENDITURES	9 291 046
	TOTAL CIF EXPENDITORES	8,281,946
CAPITAL	OUTLAY	
	Payroll Module-Springbrook	75,000
	Trucks	50,000
	Survalence Equipment for Tanks	40,000
	Miscellaneous Equipment	30,000
	TOTAL CAPITAL OUTLAY EXPENDITURES	195,000
	TOTAL EXPENDITURES	8,476,946
	NET FUNDING SOURCES LESS EXPENDITURES	

*Estimated Balance

ACCOUNT NUMBER 1-400-4010-40-00 1-400-4010-41-00 1-400-4010-42-00 1-400-4010-43-00	ACCOUNT DESCRIPTION Water Charges Water Refunds Returned Water Charges Water Sales Sent To Collections	AMENDED FY 2022-2023 BUDGET 9,800,000 - - -	ACTUAL 7/1/22- 2/28/23 6,634,282 - - 339	PROPOSED FY 2023-2024 BUDGET 10,625,000 - - -	INCREASE (DECREASE) 825,000 - - -	% CHANGE 8.4% N/A N/A N/A
	WATER COMMODITY CHARGES	9,800,000	6,634,621	10,625,000	825,000	8.4%
1-400-4020-00-00	FIXED SYSTEM CHARGES	3,175,000	2,117,482	3,175,000	-	0.0%
1-400-4030-00-00	FIRE SERVICE CHARGES	17,000	11,402	17,000	-	0.0%
1-400-4040-00-00 1-400-4041-00-00 1-400-4042-00-00 1-400-4043-00-00 1-400-4044-00-00	Credit Card Fees Late Fees 48 Hour Notice Fees Shut Off Fees After Hours Fees MISC CUSTOMER ACCOUNT FEES	42,000 35,000 22,000 5,500 500 105,000	27,729 20,540 13,277 3,000 (100) 64,446	40,000 30,000 22,000 4,000 1,000 97,000	(2,000) (5,000) - (1,500) 500 (8,000)	-4.8% -14.3% 0.0% -27.3% 100.0% -7.6%
1-400-4050-00-00	SERVICE LINE & INSTALLATION CHARGES	120,000	107,660	60,000	(60,000)	-50.0%
1-400-4080-00-00	MISCELLANEOUS OPERATING TOTAL OPERATING REVENUE	13,235,000 13,235,000	<u>15,000</u> 8,950,611	20,000	2,000 759,000	-50.0 <i>%</i> 11.1% 5.7%
1-400-4060-00-00 1-400-4070-00-00 1-420-4202-45-00 1-420-4201-44-00 1-400-4090-00-00 1-410-4102-00-00 1-410-4103-00-00 1-410-4104-00-00 1-420-4208-46-00	WATER SYSTEM CAPACITY CHARGES WATER DEMAND OFFSET CHARGES PROPERTY TAX REVENUE LEASE IF PHYSICAL PROPERTY MISCELLANEOUS NON-OPERATING INTEREST REVENUE-LAIF INTEREST REVENUE-COP INTEREST REVENUE-US TREASURIES LANDSCAPE PREMIT REVENUE TOTAL NON-OPERATING REVENUE	1,500,000 15,000 480,000 176,000 15,000 165,250 151,400 80,000 800 2,583,450	1,494,657 11,216 357,059 120,543 10,235 111,417 114,284 80,014 400 2,299,825	60,000 15,000 500,000 180,000 20,000 200,000 64,000 100,000 1,000 1,140,000	(1,440,000) - 20,000 4,000 5,000 34,750 (87,400) 20,000 200 (1,442,450)	-96.0% 0.0% 4.2% 2.3% 33.3% 21.0% -57.7% 25.0% 25.0% -55.9%
	TOTAL NON-OPERATING REVENCE TOTAL REVENUE (SOURCES)	15,818,450	11,250,436	15,134,000	(1,443,450) (684,450)	-55.9%
1-601-6010-50-00 1-601-6010-51-00 1-601-6010-52-00 1-601-6010-53-00 1-601-6010-54-00 1-601-6010-55-00 1-602-6020-56-00 1-602-6020-57-00		2,465,000 10,000 - - - 60,000 39,000 2,574,000	1,286,952 6,400 42,359 84,984 57,686 22,783 41,801 25,671 1,568,636	2,512,000 10,000 - - 100,000 48,000 2,670,000	47,000 - - - - - 40,000 9,000 96,000	1.9% 0.0% N/A N/A N/A N/A 66.7% 23.1% 3.7%
$\begin{array}{c} 1-603-6030-58-00\\ 1-603-6030-59-00\\ 1-603-6030-60-00\\ 1-603-6030-61-00\\ 1-603-6030-62-00\\ 1-603-6030-63-00\\ 1-603-6030-64-00\\ 1-603-6030-65-00\\ 1-603-6030-66-01\\ 1-603-6030-66-01\\ 1-603-6030-67-00\\ 1-603-6030-68-00\\ 1-603-6030-69-00\\ \end{array}$	Fica/Medicare Pr Tax Acwa Health Care Awca Dental Acwa Vision Acwa Life/Ad&D Standard Ldl/Sdl Disability Workers Comp Insurance Unemployment Calpers Retirement - Er 2%@55 CALPERS UAL Fresh Start 7/1/18 Retirees' Acwa Health Care Directors' Acwa Health Care Gm Relocation Reimbursement	188,000 360,000 - - - 38,000 - 217,000 - - 55,000 -	107,979 223,226 28,067 5,074 4,065 9,077 31,263 - 15,972 - 28,346 29,489 -	195,000 384,000 - - - 50,000 - 203,000 - - - 61,000 -	7,000 24,000 - - - 12,000 - (14,000) - - 6,000 -	3.7% 6.7% N/A N/A N/A 31.6% N/A -6.5% N/A 10.9% N/A

ACCOUNT NUMBER 1-603-6030-70-00 1-603-6030-71-00 1-603-6030-72-00	ACCOUNT DESCRIPTION Medical Reimbursement Employee Service Recognition EE Safety Incentive/Wellness	AMENDED FY 2022-2023 BUDGET 40,000 20,000 24,000	ACTUAL 7/1/22- 2/28/23 25,005 3,774 (680)	PROPOSED FY 2023-2024 BUDGET 40,000 10,000 40,000	INCREASE (DECREASE) - (10,000) 16,000	% CHANGE 0.0% -50.0% 66.7%
1-603-6030-73-00 1-603-6030-76-00	Uniforms EE Wellness Program PAYROLL TAXES & BENEFITS	20,000 1,000 963,000	9,306 - 519,963	20,000	(1,000) 40,000	0.0% -100.0% 4.2%
	TOTAL PERSONNEL COSTS	3,537,000	2,088,599	3,673,000	136,000	3.8%
1-610-6100-76-00 1-610-6100-77-00 1-610-6100-79-00	SFPUC Treated Water BAWSCA (Debt Service Surcharges) SFPUC Water Service Charge	5,136,000 413,000 94,000	3,462,855 307,744 52,285	5,643,000 383,000 95,000	507,000 (30,000) 1,000	9.9% -7.3% 1.1%
	PURCHASED WATER	5,643,000	3,822,884	6,121,000	478,000	8.5%
$\begin{array}{l} 1-630-6301-00-00\\ 1-630-6302-00-00\\ 1-630-6303-00-00\\ 1-634-6304-80-00\\ 1-634-6304-81-00\\ 1-634-6304-82-00\\ 1-634-6304-82-00\\ 1-634-6304-83-00\\ \end{array}$	Water Conservation Program School Conservation Program Public Outreach & Education Smart Irrigation Rebates Irrigation Hardware Rebates Lawn-Be-Gone Rebates Rain Barrel Rebates	15,000 10,000 20,000 1,000 - 1,000 3,000	3,803 5,412 8,741 164 85 1,196 789	20,000 15,000 25,000 2,000 1,000 60,000 40,000	5,000 5,000 1,000 1,000 59,000 37,000	33.3% 50.0% 25.0% 100.0% N/A 5900.0% 1233.3%
	OUTREACH/EDUCATION	50,000	20,190	163,000	113,000	226.0%
1-640-6401-00-00 1-640-6402-00-00 1-640-6403-00-00 1-640-6405-00-00 1-640-6405-00-00 1-640-6406-00-00 1-640-6408-00-00 1-640-6409-00-00 1-640-6410-00-00	Water Quality Pumping Storage Tanks Mains/Distribution Meters & Service Fire Hydrants Regulator Stations Safety SCADA Maintenance Generator Maintenance	60,000 20,000 5,000 180,000 90,000 20,000 5,000 15,000 60,000 20,000	24,791 219 1,062 78,728 49,286 3,085 620 9,137 33,632 11,676	60,000 20,000 10,000 70,000 80,000 5,000 15,000 35,000 15,000	- 5,000 - (20,000) 60,000 - - (25,000) (5,000)	0.0% 0.0% 100.0% -22.2% 300.0% 0.0% 0.0% -41.7% -25.0%
	M&R - OPS SYSTEMS	475,000	212,236	490,000	15,000	3.2%
1-650-6501-00-00 1-650-6502-00-00 1-650-6503-00-00 1-650-6504-00-00	M&R-Buildings&Grounds M&R- Equipment&Tools M&R- Vehicles & Large Equipment M&R - Fuel M&R - FACILITIES & EQUIPMENT	130,000 20,000 25,000 45,000 220,000	71,271 10,245 11,392 25,307 118,215	130,000 20,000 30,000 50,000 230,000	5,000 5,000 10,000	0.0% 0.0% 20.0% 11.1% 4.5%
1-650-6505-00-00	Flood Recovery	100,000	50,586	-	(100,000)	-100.0%
1-660-6601-00-00 1-660-6602-00-00	Cathodic Protection Survey Leak Detection Survey SYSTEM SURVEYS	50,000 50,000	28,970 - 28,970	- 50,000 50,000	(50,000) 50,000 -	-100.0% N/A 0.0%
1-670-6701-00-00 1-670-6702-00-00 1-670-6703-00-00 1-670-6704-00-00 1-670-6705-00-00 1-670-6706-00-00 1-670-6707-00-00 1-670-6709-00-00 1-670-6709-02-00	Office Supplies Insurance- Liability/Vehicles Postage Printing/Printing Supplies Equipment Services/Maintenance Computer Supplies & Upgrades Security & Safety Other Fees Credit/Debit Card Processing Fees Check Processing Fees	15,000 195,000 7,000 2,000 17,000 30,000 12,000 - 70,000 1,000	9,825 141,881 4,735 631 10,798 14,996 8,554 61 33,696 -	15,000 200,000 7,000 5,000 17,000 30,000 15,000 - 175,000 -	- 5,000 - 3,000 - 3,000 - 105,000 (1,000)	0.0% 2.6% 0.0% 150.0% 0.0% 25.0% N/A 150.0% -100.0%

ACCOUNT NUMBER 1-670-6709-03-00 1-670-6710-00-00	ACCOUNT DESCRIPTION Bank Service Charges Property Lease	AMENDED FY 2022-2023 BUDGET 1,000 50,000	ACTUAL 7/1/22- 2/28/23 15 11,908	PROPOSED FY 2023-2024 BUDGET 150,000	INCREASE (DECREASE) (1,000) 100,000	% CHANGE -100.0% 200.0%
1-680-6801-00-00 1-680-6802-00-00 1-680-6803-00-00 1-680-6804-00-00 1-680-6805-00-00	OFFICE SUPPLIES & EQUIP Dues & Publications Gov't Fees & Licenses BAWSCA Membership Assessments Env Health - Cross Connection Inspection Software License	400,000 45,000 35,000 100,000 32,000 103,000	237,100 24,183 18,532 74,348 21,209 61,802	614,000 45,000 50,000 100,000 35,000 100,000		53.5% 0.0% 42.9% 0.0% 9.4% -2.9%
1-690-6901-00-00	MEMBERSHIP & GOV FEES Bad Debt	315,000	200,074	330,000	15,000	4.8% N/A
1-690-6902-00-00	Claims BAD DEBT & CLAIMS	5,000 5,000	-	10,000 10,000	5,000 5,000	100.0% 100.0%
1-700-7001-00-00 1-700-7002-00-00 1-700-7003-00-00 1-700-7004-00-00 1-700-7005-00-00 1-700-7006-00-00	Utilities-Internet/Cable Utilities-Cellular Telephones Utilities-Electric-Pumping Utilities-Electric-Bldgs&Grounds Utilities-Telephones Utilities-Sewer - NPDES UTILITIES	18,000 15,000 320,000 48,000 32,000 7,000 440,000	10,093 10,192 201,938 32,916 21,885 4,825 281,849	18,000 14,000 350,000 50,000 32,000 7,000 471,000	- (1,000) 30,000 2,000 - - - 31,000	0.0% -6.7% 9.4% 4.2% 0.0% 0.0% 7.0%
1-710-7101-00-00 1-710-7102-00-00 1-710-7103-00-00 1-710-7105-00-00 1-710-7106-00-00 1-710-7106-00-00 1-710-7108-00-00 1-710-7109-00-00 1-710-7110-00-00 1-710-7111-00-00	Prof Serv - District Counsel Prof Serv - District Engineer Prof Serv - IT Prof Serv - Annual Finance Audit Prof Serv - Mngmt Consult Prof Serv - Accounting & Payroll Prof Serv - Accounting & Payroll Prof Serv - Customer Billing Recruiting Prof Serv - Answering Svs Prof Serv - Answering Svs Prof Serv - Miscellaneous Prof Serv - District Treasurer PROFESSIONAL SERVICES	80,000 85,000 23,000 25,000 8,000 60,000 9,000 5,000 280,000 60,000 720,000	44,017 54,937 52,470 2,000 - 3,915 36,473 6,708 3,372 132,681 38,794 375,367	100,000 100,000 50,000 30,000 150,000 30,000 70,000 15,000 410,000 60,000 1,020,000	20,000 15,000 (35,000) 7,000 125,000 22,000 10,000 6,000 - 130,000 - 300,000	25.0% 17.6% -41.2% 30.4% N/A 275.0% 16.7% N/A 0.0% 46.4% 0.0% 41.7%
1-720-7201-00-00 1-720-7202-00-00 1-720-7203-00-00 1-720-7204-00-00 1-720-7205-00-00	Director Travel Director Expense Elections Employee Travel/Training Meetings Expense TRAINING & TRAVEL	4,000 1,000 4,000 55,000 6,000 70,000	2,731 3,580 37,257 3,096 46,664	4,000 1,000 - 30,000 6,000 41,000	(4,000) (25,000) - (29,000)	0.0% 0.0% -100.0% -45.5% 0.0% -41.4%
1-740-7401-00-00 1-740-7405-00-00 1-740-7406-00-00	Debt Svs Trustee Fees & Exp Financing Cost Interest Financing Principal Finance Cost Prem Amort	4,436 661,846 405,000 (31,282)	4,123 443,683 405,000 (20,854)	4,282 647,000 420,000 (31,282)	(154) (14,846) 15,000 -	-3.5% -2.2% 3.7% 0.0%
TOTAL OPERATIN	DEBT SERVICE IG EXPENSES	1,040,000 13,065,000	831,952 8,314,686	1,040,000 14,253,000	- 1,188,000	0.0% 9.1%
	NET SOURCES OVER/(UNDER) USES	2,753,450	2,935,750	881,000	(1,872,450)	-68.0%
1-900-9010-00-00	DEPRECIATION	1,090,000	726,667	1,100,000	10,000	0.9%
	TOTAL EXPENSES	14,155,000	9,041,353	15,353,000	1,198,000	8.5%
	NET SURPLUS/(LOSS)	1,663,450	2,209,083	(219,000)	(1,882,450)	-113.2%

			ACTUAL	PROPOSED		0/
ACCOUNT	ACCOUNT	FY 2022-2023	7/1/22-	FY 2023-2024	INCREASE	%
NUMBER	DESCRIPTION	BUDGET	2/28/23	BUDGET	(DECREASE)	CHANGE
	TRANSFER TO CAPITAL	2,753,450	2,935,750	881,000	(1,872,450)	-68.0%