



# MID-PENINSULA WATER DISTRICT

## **OPERATING AND CAPITAL BUDGETS FISCAL YEAR 2024-25**





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### **Board of Directors**

Matthew P. Zucca – President  
Catherine M. Jordan – Vice President  
Brian Schmidt – Director  
Kirk R. Wheeler – Director  
Louis J. Vella – Director

### **Officers**

Kat Wuelfing – General Manager  
Alison Bell – Administrative Services Manager/District Secretary  
Rene Ramirez – Operations Manager  
Julie Sherman, Hanson Bridgett LLP – District Counsel  
Joubin Pakpour, Pakpour Consulting Group – District Engineer  
James Ramsey, CPA Eide Bailly LLP – District Treasurer



## **ABOUT MID-PENINSULA WATER DISTRICT**

**The Mid-Peninsula Water District (MPWD)**, formerly Belmont County Water District, was formed as a California special district in 1929 from seven (7) independent water distribution systems (including the Spring Valley Water Company), which were united and began functioning as a public utility in 1930. Since its inception, the MPWD has been served by the San Francisco Regional Water System and purchased its entire water supply from San Francisco Water, a service of the San Francisco Public Utilities Commission (SFPUC). Reference [www.sfwater.org](http://www.sfwater.org).

The MPWD now supplies water to consumers in an area slightly larger than the city limits of Belmont. Small portions of the service area are within the city limits of San Carlos, Redwood City, and parts of the unincorporated County of San Mateo. The MPWD's service territory covers approximately five (5) square miles and serves approximately 30,000 people. In the event of an emergency the MPWD can serve or be served with inter-ties between neighboring utilities. Presently, the MPWD has one (1) inter-tie with Foster City, two (2) with San Carlos, one (1) with Redwood City and three (3) with San Mateo.

The MPWD is a member of the Bay Area Water Supply and Conservation Agency (BAWSCA), which represents the interests of 26 cities and water districts, and two private utilities that purchase water wholesale from the SFPUC. For complete information about BAWSCA: [www.bawsca.org](http://www.bawsca.org).

## **GOVERNANCE**

Policy development and rates for service are established by five (5) Directors, elected by MPWD ratepayers to serve staggered four-year terms on its governing board.

Officers of the MPWD include the General Manager, District Secretary, District Counsel, District Engineer and District Treasurer.

## **ORGANIZATIONAL STRUCTURE**

The General Manager is appointed by and reports directly to the Board of Directors. Along with the General Manger, the Administrative Services Manager and the Operations Manager oversee the day-to-day operations of the MPWD.

The Administrative Services Manager serves as the District Secretary and leads the following operations: Administration, Finance and Accounting, Human Resources, and Customer Services. The Operations Manager leads Water Conservation, Water System Operations, Maintenance, and Capital Project Management.

There is a total of 22 budgeted FTE (full-time equivalent) positions within the MPWD.

The Operations staff totals 15 full-time employees, including the Manager, Field Operations Supervisor, Lead Operators, Water System Operators, Maintenance Technicians, Water Resource Coordinator, and Operations Project Coordinator.

The Administrative staff totals five (5) full-time employees, including the General Manager, Administrative Services Manager, Administrative Supervisor, Administrative Assistant, and Administrative Specialist.

Additionally, to support the smooth transitions and continuity of District services as employees retire, two short-term Management Advisor positions are included this fiscal year as succession planning positions – one each for the Administrative Services Manager and Operations Manager positions.

The MPWD Mission Statement, Vision Statement, and Strategic Goals are reviewed annually in January by the Board of Directors, together with the development of annual Strategic Plan and Board assignments.

### **MPWD MISSION STATEMENT**

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

### **MPWD VISION STATEMENT**

The MPWD strives to be recognized by our ratepayers, the community we serve, and other agencies for our outstanding service and enlightened water conservation programs. We will employ innovative approaches to water and energy sustainability to achieve cutting edge environmental efficiency and a competitive rate structure. We will commit ourselves to provide community information and water education.

### **MPWD STRATEGIC GOALS**

1. To effectively manage the water resources, demands, and infrastructure for the MPWD.
2. To operate the MPWD at the highest level of service to customers at the lowest expense.
3. To develop an environment that fosters open and candid communications with the community, customers, staff, and directors.
4. To keep current with water issues and industry best management standards.

For further information about the MPWD: [www.midpeninsulawater.org](http://www.midpeninsulawater.org).



# Organizational Chart

**CUSTOMERS**

**BOARD OF DIRECTORS**

**GENERAL MANAGER**

District Treasurer

District Counsel

District Engineer

Management Advisor  
(Succession Plan – Under Consideration,  
assumed January 2025)

**OPERATIONS MANAGER**

**ADMINISTRATIVE SERVICES MANAGER**

Management Advisor  
(Succession Plan -  
through October 2024)

Operations Supervisor

Lead Operator

Lead Operator

Operations Project Coordinator

Water Resources Coordinator

Administrative Specialist

Administrative Assistant

Administrative Supervisor

Administrative Specialist

Water System Operator   Water System Operator   Water System Operator   Water System Operator   Water System Operator   Water System Operator

Maintenance Technician   Maintenance Technician   Maintenance Technician

22.0 FTEs

Draft: June, 2024

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

DESCRIPTION	FY 2023-2024 APPROVED FY 2023-24 BUDGET	PRELIMINARY FY 2024-25 BUDGET	INCREASE / (DECREASE) FY 2022-23 TO FY 2023-24	% Change
<b>OPERATING REVENUE</b>				
WATER COMMODITY CHARGES	10,640,000	11,576,200	936,200	8.8%
FIXED SYSTEM CHARGES	3,197,000	3,197,000	-	0.0%
FIRE SERVICE CHARGES	18,000	18,000	-	0.0%
MISC CUSTOMER ACCOUNT FEES	99,700	98,700	(1,000)	-1.0%
SERVICE LINE & INSTALLATION CHARGES	60,000	60,000	-	0.0%
MISCELLANEOUS OPERATING	3,000	3,000	-	0.0%
<b>TOTAL OPERATING REVENUE (SOURCES)</b>	<b>14,017,700</b>	<b>14,952,900</b>	<b>935,200</b>	<b>6.7%</b>
WATER SYSTEM CAPACITY CHARGES	60,000	60,000	-	0.0%
WATER DEMAND OFFSET CHARGES	15,000	15,000	-	0.0%
PROPERTY TAX REVENUE	545,000	545,000	-	0.0%
LEASE OF PHYSICAL PROPERTY	198,000	168,000	(30,000)	-15.2%
MISCELLANEOUS NON-OPERATING	844,000	75,000	(769,000)	-91.1%
INTEREST REVENUE - PARS	41,000	41,000	-	0.0%
INTEREST REVENUE-LAIF	200,000	100,000	(100,000)	-50.0%
INTEREST REVENUE-COP	182,000	273,000	91,000	50.0%
INTEREST REVENUE-US TREASURIES	262,000	393,000	131,000	50.0%
LANDSCAPE PERMIT REVENUE	4,000	4,000	-	0.0%
<b>TOTAL NON-OPERATING REVENUE (SOURCES)</b>	<b>2,351,000</b>	<b>1,674,000</b>	<b>(677,000)</b>	<b>-28.8%</b>
<b>TOTAL REVENUE (SOURCES)</b>	<b>16,368,700</b>	<b>16,626,900</b>	<b>258,200</b>	<b>1.6%</b>
<b>OPERATING EXPENDITURES (USES)</b>				
SALARIES & WAGES	2,311,000	2,772,868	461,868	20.0%
PAYROLL TAXES & BENEFITS	1,125,000	1,176,865	51,865	4.6%
PURCHASED WATER	6,048,000	6,640,719	592,719	9.8%
OUTREACH & EDUCATION	80,000	80,000	-	0.0%
M&R - OPS SYSTEMS	620,000	630,000	10,000	1.6%
M&R - FACILITIES & EQUIPMENT	215,000	352,000	137,000	63.7%
FLOOD RECOVERY	20,000	-	(20,000)	-100.0%
SYSTEM SURVEYS	15,000	715,000	700,000	4666.7%
ADMINISTRATION & EQUIPMENT	604,000	606,000	2,000	0.3%
MEMBERSHIP & GOV FEES	345,000	400,000	55,000	15.9%
BAD DEBT & CLAIMS	90,000	15,000	(75,000)	-83.3%
UTILITIES	474,000	506,400	32,400	6.8%
PROFESSIONAL SERVICES	1,034,000	1,076,500	42,500	4.1%
TRAINING/TRAVEL & RECRUITMENT	49,000	87,500	38,500	78.6%
DEBT SERVICE	1,040,000	1,055,000	15,000	1.4%
<b>TOTAL OPERATING EXPENSES (USES)</b>	<b>14,070,000</b>	<b>16,113,852</b>	<b>2,043,852</b>	<b>14.5%</b>
<b>NET SOURCES OVER/(UNDER) USES</b>	<b>2,298,700</b>	<b>513,048</b>	<b>(1,785,652)</b>	<b>-77.7%</b>
<b>CAPITAL ITEMS</b>				
Trucks (2 trucks)		200,000		
Surveillance Equipment for Tanks / Facilities		40,000		
Misc. Equipment		30,000		
Valve Turner		30,000		
Air Relief and Vacuum Valves		100,000		
Construction Projects - PayGo		4,030,000		
Construction Projects - Debt Financing		4,154,858		
<b>TOTAL CAPITAL ITEMS</b>	<b>-</b>	<b>8,584,858</b>	<b>-</b>	<b>0.0%</b>
<b>TOTAL EXPENSES</b>	<b>-</b>	<b>8,584,858</b>	<b>-</b>	<b>0.0%</b>
<b>NET SURPLUS/(LOSS)</b>	<b>2,298,700</b>	<b>(8,071,810)</b>	<b>(1,785,652)</b>	<b>177.7%</b>
<b>TRANSFER FROM (TO) WORKING CAPITAL RESERVES*</b>	<b>(2,298,700)</b>	<b>8,071,810</b>	<b>1,785,652</b>	
<b>DEBT SERVICE COVERAGE</b>	<b>1.66</b>	<b>1.34</b>		

			Preliminary Budget FY 2025
Account Number	Project #	Description	
<b>PROPOSED PAY-GO CAPITAL</b>			
1-900-9500-00-00		Capitalized Equipment	
		Trucks	200,000
		Surveillance Equipment for Tanks/Facilities	40,000
		Misc Equipment	30,000
		Valve Turner	30,000
		Install ARV's (air relief and vacuum valves)	100,000
1-950-9510-01-01	15-75a	Old County Road Improvements	225,000
1-950-9510-01-02	15-09/15-19	Dekoven Tank Util/Lincoln/Newlands/Oak Knoll WMR	3,000,000
1-950-9510-01-03	24-08	Exborne West Tank Recoating	675,000
1-950-9510-01-05	24-10	West Belmont North Tank Recoating	130,000
			<b>\$ 4,430,000</b>
<b>PROPOSED DEBT FINANCING CAPITAL</b>			
1-950-9520-01-01	20-09	Dairy Lane Ops Center Rehab Design	1,859,858
1-950-9520-01-02	24-07	Folger Drive Property Improvements	2,295,000
			<b>\$ 4,154,858</b>
Total Capital			<b>\$ 8,584,858</b>