



REGULAR MEETING
BOARD OF DIRECTORS
THURSDAY, JANUARY 24, 2019 – 6:30PM
3 DAIRY LANE, BELMONT CALIFORNIA

AGENDA

1. OPENING

- A. Call to Order
- B. Establishment of Quorum
- C. Pledge of Allegiance

2. PUBLIC COMMENT

Members of the public may address the Board on the Consent Agenda or any item of interest within the jurisdiction of the Board but not on its agenda today. In compliance with the Brown Act, the Board cannot discuss or act on items not on the agenda. Please complete a speaker's form and give it to the District Secretary. Each speaker is limited to three (3) minutes.

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

4. ACKNOWLEDGEMENTS/PRESENTATIONS

- A. Overview of 2018 MPWD Calendar Contest Program and Distribute Calendar to the Board – Tammy Rudock and Jeanette Kalabolas
- B. Present 2018 MPWD Calendar Contest Awards – Louis Vella and Jeanette Kalabolas

15-MINUTE REFRESHMENT BREAK

- C. Michael Anderson, Operations Supervisor – 20th Service Anniversary (January 4, 2019)
- D. Misty Malczon, Administrative Specialist/Billing Lead – 15th Service Anniversary (January 26, 2019)

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 Meeting on December 20, 2018, and Special Board Meeting on January 10, 2019
- B. Approve Expenditures from December 14, 2018 through January 15, 2019

6. HEARINGS AND APPEALS

None

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

- A. Receive Quarterly Reconciliation Report on 2016 COP Financing through December 31, 2018, and Quarterly Project Fund Report through December 31, 2018
- B. Consider Resolution 2019-01 Authorizing the Sixth Amendment to the Master Professional Services Contract with Pakpour Consulting Group, Inc., referenced as Contract No. 02-1621-CP, in the amount of \$45,000, for Additional Engineering Services related to the Hillcrest Pressure Regulating Station
- C. Consider Resolution 2019-02 Authorizing Award of a Contract to Stoloski & Gonzalez, Inc., for Construction of the Hillcrest Pressure Regulating Station in the amount of \$649,620, and Provide a 20% Project Contingency in the amount of \$129,924, for a Total Project Budget of \$779,544

8. REGULAR BUSINESS AGENDA

- A. Consider Resolution 2019-03 Approving 2018 Amendments to the Water Supply Agreement between the City and County of San Francisco and Wholesale Customers in Alameda County, San Mateo County, and Santa Clara County
- B. Receive Status Report on Surplus Items Sold and Not Sold during Calendar Year 2018, and Consider Approval of Destruction-Disposal of Items Not Sold and Valued at Approximately \$300 Total
- C. Consider Potential Nominations in Response to Three (3) Notices Seeking Local Candidates from:
 - 1. San Mateo Local Agency Formation Commission (Special District Member Vacancies);
 - 2. ACWA Region 5 (Board Member Vacancy); and
 - 3. ACWA JPIA Executive Committee (Member Vacancies)

9. MANAGER'S AND BOARD REPORTS

- A. General Manager's Report, including Quarterly Water Conservation Activities Report
 - 1. Supplemented by Administrative Services Manager's Report
 - 2. Supplemented by Operations Manager's Report
 - 3. Supplemented by District Engineer's Report
- B. Financial Reports
 - 1. Receive Financial Reports for Month Ended December 31, 2018
- C. Director Reports

10. COMMUNICATIONS

11. 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. Please contact the District Secretary at (650) 591-8941 to request specific materials and preferred alternative format or auxiliary aid or service at least 48 hours before the meeting.

Next Board Meeting: Thursday, February 28, 2019, at 6:30PM

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REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE MID-PENINSULA WATER DISTRICT

December 20, 2018
Belmont, California

1. **OPENING**

A. Call to Order:

The regular meeting of the Mid-Peninsula Water District Board of Directors was called to order by President Warden at 6:30PM.

The agenda item order was revised to accommodate the seating of new Directors.

B. Pledge of Allegiance – The Pledge of Allegiance was led by Director Betty Linvill.

C. Receive November 6, 2018 MPWD Certified Election Results from San Mateo County Chief Elections Officer

General Manager Rudock reported that the November 6th election results had been certified by the San Mateo County Elections Office and transmitted to all Directors.

D. Presentation of MPWD Resolution 2018-24 to Retiring Director Betty Linvill

President Warden presented Director Linvill with Resolution 2018-24, and he and Directors Vella and Zucca expressed appreciation for Director Linvill's service on the Board and contributions and achievements over the years, especially in the area of finances and financial reporting.

E. Presentation of MPWD Resolution 2018-25 to Retiring Director Al Stuebing

President Warden presented Director Stuebing with Resolution 2018-25, and he and Directors Vella and Zucca thanked Director Stuebing for the contributions and achievements while he served on the Board, including his utility service background and professional conduct and demeanor.

At 6:45PM, the Board recessed for a reception in honor of the retiring Directors. President Warden reconvened the Board meeting at 7:12PM, and he and Directors Vella and Zucca welcomed new Directors Brian Schmidt and Kirk Wheeler.

F. Establishment of Quorum:

PRESENT: Directors Warden, Vella, Zucca, Schmidt, and Wheeler. A quorum was present.

ALSO PRESENT: General Manager Tammy Rudock, Operations Manager Rene Ramirez, District Secretary/Administrative Services Manager Candy Pina, District Counsel Julie Sherman, District Treasurer Jeff Ira, and District Engineer Joubin Pakpour.

G. Election of Officers for 2019

Director Zucca moved to nominate Vice President Vella as Board President, and Director Wheeler seconded. Vice President Vella accepted the nomination. President Warden called for other nominations, and hearing none, closed the nominations. A

voice vote was taken and the motion was unanimously approved, and Louis Vella was elected Board President.

Director Warden moved to nominate Director Zucca as Vice President and Director Wheeler seconded. Director Zucca accepted the nomination. President Vella called for other nominations, and hearing none, closed the nominations. A voice vote was taken and the motion was unanimously approved. Matthew Zucca was elected Board Vice President.

President Vella thanked Director Warden for his service to the MPWD in leading the Board during 2018.

2. PUBLIC COMMENTS

None.

- 3. AGENDA REVIEW: ADDITIONS/DELETIONS AND PULLED CONSENT ITEMS** General Manager Rudock recommended the addition of Resolutions 2018-24 and 2018-25 to the Consent Agenda as Agenda Item 5.C. for ratification, and the Board agreed. New Directors Schmidt and Wheeler requested to address the Board and make introductory comments. It was determined by the Board to move up Agenda Item 9.C. in order to accommodate the Director statements.

9.C.DIRECTOR REPORTS

Director Schmidt thanked all for the warm welcome, expressed interest in learning more about the District and shared what he hopes to bring to the table over the course of the next four years. Director Wheeler expressed that he looks forward to contributing his expertise and representing the interests of the rate payers.

Director Warden shared that retiring Director Linvill has conveyed interest in continuing to serve on the happy hydrant committee. President Vella reported that he has completed his annual ethics training. There were no other Director reports.

4. ACKNOWLEDGEMENTS/PRESENTATIONS

None.

5. CONSENT AGENDA

- A. Approve Minutes for the Regular Board Meeting on November 14, 2018
- B. Approve Expenditures from November 7, 2018 through December 13, 2018
- C. Ratify Resolution 2018-24 to Retiring Director Betty Linvill and Resolution 2018-25 to Retiring Director Al Stuebing

Vice President Zucca moved to approve the Consent Agenda. Director Warden seconded. President Vella abstained from the approval of the Minutes for the Regular Board Meeting on November 14, 2018, and otherwise it was unanimously approved.

Director Schmidt inquired about the recording of minutes, the public's access to audio tapes and the ADP acronym listed on page 5 of the Agenda Board packet. Staff explained the public audio access policy and that ADP is the District's payroll vendor.

6. HEARINGS AND APPEALS

None.

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

- 105 A. Consider Resolution 2018-21 Authorizing a Professional Services Agreement
106 with Beyaz & Patel, Inc. referenced as Contract No. 08-1621-CIP in the amount
107 of \$89,464 for Structural Engineering Design Services in conjunction with the
108 Dekoven Tanks Replacement Project (CIP 15-89)

109
110 Operations Manager Ramirez provided background on Beyaz & Patel, Inc., the firm
111 chosen to provide professional design services and reminded the Board about the
112 decision to replace the Dekoven tanks. District Engineer Pakpour added that not only is
113 the structural integrity of the tanks deteriorating, but the coating of the tanks is failing as
114 well.

115
116 Vice President Zucca asked why there are dual engineer contracts being administered
117 instead of one prime agreement. General Manager Rudock and District Engineer
118 Pakpour clarified staff's approach and a brief discussion followed.

119
120 Director Wheeler inquired if foundation work is included in the geotechnical
121 scope. District Engineer Pakpour confirmed that foundation work is included." Please
122 replace "work" with design.

123
124 President Vella asked where the Dekoven tank replacement project falls as a CIP
125 priority. Operations Manager Ramirez shared that the project is listed as a 5th year item
126 and District Engineer Pakpour commented on lead time and the design staging process
127 well in advance of construction. President Vella also inquired about targeted community
128 outreach. District Engineer Pakpour explained preliminary phasing efforts and General
129 Manager Rudock talked about coordination and advance communication expectations
130 with customers.

131
132 Director Warden moved to approve Resolution 2018-21 Authorizing a Professional
133 Services Agreement with Beyaz & Patel, Inc. referenced as Contract No. 08-1621-CIP in
134 the amount of \$89,464 for Structural Engineering Design Services in conjunction with the
135 Dekoven Tanks Replacement Project (CIP 15-89). Vice President Zucca seconded and
136 it was unanimously approved.

- 137
138 B. **Consider Resolution 2018-22 Authorizing the Fourth Amendment to the**
139 **Professional Services Contract with Pakpour Consulting Group, Inc.**
140 **referenced as Contract No. 08-1621-CIP-A in the amount of \$196,292 for**
141 **Civil Engineering Design and Construction Management Services for the**
142 **Dekoven Tanks Replacement Project**

143 Operations Manager Ramirez reported on the item.

144
145 Vice President Zucca moved to approve Resolution 2018-22 Authorizing the Fourth
146 Amendment to the Professional Services Contract with Pakpour Consulting Group, Inc.
147 referenced as Contract No. 08-1621-CIP-A in the amount of \$196,292 for Civil
148 Engineering Design and Construction Management Services for the Dekoven Tanks
149 Replacement Project. Director Schmidt seconded and it was unanimously approved.

150
151 8. **REGULAR BUSINESS AGENDA**

152 **A. Review Investment Structure and Plan Performance for MPWD Public**
153 **Agency Retirement Services (PARS) Other Post-Employment Benefits**
154 **(OPEB) Pre-Funding Trust Program and Pension Rate Stabilization**
155 **Program (PRSP) and Consider Resolution 2018-23 Approving Plan**
156 **Investment Portfolio for 2019**
157

158 General Manager Rudock provided program background information for the newly
159 elected Board of Directors and introduced Jennifer Meza, PARS Supervisor/Consultant,
160 and Randy Yurchak, Vice President/Portfolio Manager, with HighMark Capital
161 Management.
162

163 Ms. Meza gave an overview of the PARS programs administration.
164

165 Director Warden inquired about the term "Service Cost" on page 54 of the presentation
166 and General Manager Rudock clarified that is the present value of projected benefits of
167 program participants and added to the Amortization of Net OPEB Liability for the annual
168 contribution.
169

170 Director Schmidt asked several questions about retiree obligations and General
171 Manager Rudock responded there are four retirees in the current pool; however, that
172 number is expected to double within the next few years. He also asked staff to clarify
173 the difference between "Actuarial Liability" and "Unfunded Liability" on page 57 of the
174 Board Agenda Packet. General Manager Rudock explained the Actuarial Liability was
175 the total amount calculated by CalPERS to be the pension liability owed by the MPWD -
176 \$6.7 million, less the MPWD's assets (contributions paid) - \$5.2 million, leaving the
177 balance of \$1.5 million as the MPWD's Unfunded Liability..
178

179 Mr. Yurchak reviewed investment highlights and performance metrics for the MPWD's
180 plan as presented in the OPEB and PRSP Client Review Report. General Manager
181 Rudock added that pages 64-73 of the agenda packet were the portfolio options and
182 performance statistics as of the third quarter in 2018, and she recommended retaining
183 the Moderate HighMark Plus portfolio for 2019.
184

185 Director Schmidt asked a question about fees, and Mr. Yurchak confirmed inceptions to
186 date returns are accounted for and managing fee charges are imbedded. General
187 Manager Rudock also shared that the chart on page 44 of the Board Agenda packet
188 summarizes associated plan fees and expenses to date.
189

190 Director Schmidt also inquired about High Mark Capital Management's position on
191 socially responsible investments and individual equity investments. Mr. Yurchak defined
192 the firm's intent, legal obligations and parameters for individual equity investments, and
193 that they could consider (if allowed under the law) socially responsible investments, but
194 both programs are typically options in large dollar investment plans.
195

196 Director Warden moved to approve Resolution 2018-23 Approving the 2019 Investment
197 Portfolio for the MPWD PARS Combined OPEB and PRSP Trust Account. Director
198 Schmidt seconded and it was unanimously approved.
199

200 **B. Consider and Confirm MPWD 2019 Regular Board Meeting Schedule**

The Board and staff openly discussed the proposed 2019 Regular Board Meeting schedule. After Board discussion, it was determined that the August 22, 2019 meeting would be canceled.

Director Warden moved to approve the MPWD 2019 Regular Board Meeting Schedule as amended to cancel the August 22, 2019 meeting. Director Schmidt seconded and it was unanimously approved.

C. Schedule MPWD Strategic Planning Special Meeting in January 2019

The Board agreed to a meeting date of January 10, 2019.

D. Receive BAWSCA Update from Director Louis Vella

President Vella reported that the last meeting focused primarily on the extension of the Los Vaqueros and Moccasin Reservoirs. In addition, the appeal process for Restore Hetch Hetchy was discussed at length. He also advised that in 2019, the BAWSCA update agenda item would include the General Manager since she actively attends the Water Management Representatives meetings and can share technical details. Going forward, he will submit a routine policy summary to the General Manager and she can add other information in order to create a more traditional reporting format for the Board.

9. MANAGER AND BOARD REPORTS

A. General Manager's Report

General Manager Rudock updated the Board on the surplus real property actions and reported that 26 letters were mailed out to local agencies and they had until the end of February 2019 to contact us with their interest.

Director Vella inquired about the staff HIA Presentation on January 3, 2019 and General Manager Rudock responded that staff will present an update on the MPWD Capital Improvement Program and water supply.

1. Supplemented by Administrative Services Manager's Report

Administrative Services Manager Pina reported that the PARS OPEB liability has been fully funded and the PARS PRSP Pension Liability is one installment away from being fully funded.

2. Supplemented by Operations Manager's Report

Operations Manager Ramirez reported on the County of San Mateo's Cross Connection (Backflow) Customer Controls Report. The District is in full compliance. He also shared that employee Brent Chester passed his exam and is now a certified AWWA Backflow Prevention Assembly Proctor. Director Schmidt asked why there is a need for prevention of backflow. Operations Manager Ramirez shared that protection is necessary at the commercial and sometimes residential level to avoid cross contamination and keep the drinking supply safe.

District Engineer Pakpour elaborated that state law defines at a minimum what supplemental sources of water must comply with the code of regulations.

3. Supplemented by District Engineer's Report

District Engineer Pakpour reported on current projects under design and out to bid.

251 **B. Financial Reports**

252 **1. Receive Financial Reports for Month Ended November 30, 2018**

253 General Manager Rudock reported FY 2018/2019 total YTD target is 41.9%, which
254 was on target.

255
256 Director Warden inquired about the Direct Financial Systems Report requested.
257 General Manager Rudock acknowledged staff has discussed the level of financial
258 reporting with District Treasurer Ira and will be recommending reporting changes to
259 get the Board's input.
260

261
262 **C. Director Reports**

263 This agenda item was moved up on the agenda to after the Agenda Review section.
264
265

266 **10. COMMUNICATIONS**

267 General Manager Rudock shared a single customer correspondence addressed to the
268 Board.
269

270 **The Board convened to Closed Session at 9:05PM.**

271
272 **11. CLOSED SESSION**

273 REVIEW PUBLIC EMPLOYEE DISCIPLINE DETERMINATION
274 Government Code §54957(b)
275

276 **12. RECONVENE TO OPEN SESSION**

277 The Board came out of closed session at 12:07AM on December 21, 2018. District Counsel
278 reported that no reportable action had been taken.
279

280 **13. ADJOURNMENT**

281 The meeting was adjourned at 12:08AM on December 21, 2018.
282
283

284
285 _____
286 DISTRICT SECRETARY

287 APPROVED:

288
289 _____
290 BOARD PRESIDENT

1 SPECIAL MEETING
2 OF THE BOARD OF DIRECTORS
3 OF THE MID-PENINSULA WATER DISTRICT
4

5 January 10, 2019
6 Belmont, California
7
8

9 **1. OPENING**

10 **A. Call to Order:**

11 The special meeting of the Mid-Peninsula Water District Board of Directors was called to
12 order by President Vella at 6:07PM.
13

14 **B. Establishment of Quorum:**

15 **PRESENT:** Directors Vella, Zucca, Warden, Schmidt and Wheeler.
16

17 A quorum was present.
18

19 **ALSO PRESENT:** General Manager Tammy Rudock, Operations Manager Rene Ramirez,
20 District Secretary/Administrative Services Manager Candy Pina, District Counsel Julie
21 Sherman, District Engineer Pakpour, District Treasurer Jeff Ira, Jeanette Kalabolas,
22 Administrative Specialist, and facilitator, Julie Brown.
23

24 **C. Pledge of Allegiance** – The Pledge of Allegiance was led by Julie Brown.
25

26 **2. PUBLIC COMMENTS**

27 None
28

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

30 None
31

32 **4. REGULAR BUSINESS AGENDA**

33 **A. Receive General Manager's Report on 2017-2018 Strategic Plan Accomplishments**

- 34 • Facilitating Consultant Julie Brown, of Julie M. Brown and Associates, who has worked
35 for several years with the Board on its strategic planning opened the discussion with the
36 idea of focusing on three main topics over the course of the evening: Accomplishments,
37 2017-2018 plan challenges, and strategic "rocks" for 2019-2010 plan.
- 38 • General Manager Rudock reviewed highlights from the 2017-2018 Strategic Plan
39 Progress Report.
- 40 • Ms. Brown then asked General Manager Rudock to reflect on her 2017-2018
41 accomplishments and General Manager Rudock responded in order:
 - 42 ○ Finance
 - 43 ○ Capital
 - 44 ○ Organization/Operations
 - 45 ○ Water Conservation/Efficiency
- 46 • The Board of Directors and staff were then given the opportunity to provide their input as
47 to key 2017 accomplishments and Ms. Brown charted the following highlights:
 - 48 ○ Cost of Service Fee Analysis
 - 49 ○ Financial Management System Transition
 - 50 ○ Pre-Funding Liabilities

- Delivering on Capital Program Commitments
- Working Safe
- Labor Negotiations
- Completing Employee Position Descriptions
- Total Compensation Study
- Staff Leadership Development
- City of Belmont Joint Capital Project
- Board Bylaws Completed
- Financial Management
- Taking Longer, Broader View of Work (Rates, Connections Fees, Water Off-Set, Drought Rates, etc.)
- Master Plan
- Health Care Contract
- Continuing to Run the Business with Small Group

B. Develop Preliminary 2019-2020 Strategic Plan

- General Manager Rudock shared 2019-2020 staff proposed Strategic "rocks" and Plan for Board comment:
 - Strategic Element #1 – External Relationships and Customer Service
 - 1-1. External Relationships/Customer Service and the corresponding support systems (e.g. billing)
 - 1-2. Sensus Customer Service Portal
 - 1-3. Website Maintenance
 - 1-4. State of District Address
 - 1-5. Coordination Agreements with Belmont for Long-Term Planning Agreement
 - Strategic Element #2 – Resource Management Priorities
 - 2-1. Review, Revision & Update Water Service Ordinance 103
 - 2-2. Consider the Sale of District Properties
 - 2-3. Conservation (From Board of Directors: Explore best practices opportunities such as the idea for shallow aquifer reuse like in Australia, and/or gray water programs as part of an action plan)
 - 2-4. Records Retention and Email Policy
 - Strategic Element #3 – Infrastructure Management and Operations
 - 3-1. Continue CIP
 - 3-2. Complete Update Emergency Response Plan
 - 3-3. Update Comprehensive System Analysis (Master Plan)
 - 3-4. 1510 Folger Pump Station Demolition
 - 3-5. Rehabilitate Dairy Lane Operations Center
 - 3-6. Complete O&M Manual
 - Strategic Element #4 – Human Resources Management
 - 4-1. Reorganization/Succession Planning for General Manager (From Board of Directors: Focus on timing, incentives, continuity and overall transition plan for staff as part of the action plan)
 - 4-2. Revise and Review Personnel Manual
 - 4-3. Update Employee Performance Evaluation Tool
 - Strategic Element #5 – Financial Management
 - 5-1. Discuss Gap in COP/CIP (\$8M)
 - 5-2. Create Financial Plan Policy for PARS OPEB and PRSP Trust Funds
 - 5-3. RFQ for Next 5-Years Rate Plan/10-Year Financial Plan
 - 5-4. Complete Financial Control Policy Manual
- The Board of Directors and staff also discussed 2019-2020 challenges:

- State Water Resources Control Board funded/unfunded mandates
- Managing rising costs (specifically construction)
- Recruitment/retention issue with area cost of living
- Succession planning/retirements
- Per capita cost of water
- New State government and unknown potential impacts
- Potential extended drought
- Major failure of SFPUC infrastructure
- Water conservation
- Substitute Environmental Document (SED) – Potential significant water supply impact if drought occurs
- Staff and the Board agreed that a next steps task list will be brought back at the February 2019 Board meeting for review and additional input.

C. Consider and Approve 2019-2020 Director Assignments

- Director assignments for 2019-2020 were discussed briefly and are as follows:
 - Association of California Water Agencies (ACWA) Region 5 – All
 - ACWA/Joint Poers Insurance Authority (JPIA) – Directors Warden and Wheeler
 - Bay Area Water Supply & Conservation Agency (BAWSCA) – Director Vella
 - San Mateo Chapter-California Special Districts Association (CSDA) – Staff
 - General Manager Performance Evaluation – Directors Vella and Zucca
 - Harbor Industrial Association (HIA) – Directors Vella and Wheeler
 - Financial Audit Committee – Directors Warden and Schmidt
 - Belmont Chamber of Commerce – All
 - 1976 Painted Hydrants Committee – Director Warden

D. Other Topics for the Good of the Order

None.

The Board convened into Closed Session at 8:20PM.

5. CLOSED SESSION

REVIEW PUBLIC EMPLOYEE DISCIPLINE DETERMINATION
Government Code §54957(b)

6. RECONVENE TO OPEN SESSION

The Board reconvened to open session at 8:45PM. District Counsel Sherman reported that the Board upheld the discipline determination.

7. ADJOURNMENT

The meeting was adjourned at 8:46PM.

DISTRICT SECRETARY

APPROVED:

BOARD PRESIDENT

Accounts Payable

Checks by Date - Summary by Check Date

User: candyp
Printed: 1/15/2019 1:57 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
100059	SUPERIOR	SUPERIOR PRESS	12/14/2018	187.42
100064	ADPPRFEE	ADP Payroll Fees	12/14/2018	108.90
100065	ADPPRFEE	ADP Payroll Fees	12/14/2018	116.40
100066	ADPPRFEE	ADP Payroll Fees	12/14/2018	162.30
Total for 12/14/2018:				575.02
100032	CALPERS	CALPERS	12/15/2018	7,463.51
100033	HEALTH EQ	Health Equity	12/15/2018	967.08
100034	ICMA CONT	ICMA contributions	12/15/2018	699.64
100035	ADPPAYRL	adp	12/15/2018	32,808.35
100036	ADPPAYRL	adp	12/15/2018	12,828.49
Total for 12/15/2018:				54,767.07
34297	ACCELA	ACCELA, INC. #774375	12/20/2018	3,324.00
34298	ATT60197	AT&T 60197	12/20/2018	81.48
34299	CALCHAME	CALIFORNIA CHAMBER OF COMMER	12/20/2018	137.83
34300	CINTS	CINTAS CORPORATION	12/20/2018	807.39
34301	COMCAST	COMCAST	12/20/2018	590.45
34302	GRANITE	GRANITE ROCK, INC.	12/20/2018	896.98
34303	HACHCOMI	HACH COMPANY INC	12/20/2018	618.54
34304	LYNGSOMA	LYNGSO GARDEN MATERIAL INC	12/20/2018	43.50
34305	MHN	MHN	12/20/2018	45.54
34306	OFFICE DE	OFFICE DEPOT, INC.	12/20/2018	438.98
34307	OFFICTEM	OFFICE TEAM	12/20/2018	3,318.00
34308	PACOFFIC	PACIFIC OFFICE AUTOMATION	12/20/2018	220.71
34309	PETTYCSH	PETTY CASH	12/20/2018	358.87
34310	PG&E	PG&E CFM/PPC DEPT	12/20/2018	4,693.57
34311	precise	PRECISE, INC.	12/20/2018	9,472.87
34312	SCOTSMAN	WILLIAMS SCOTSMAN	12/20/2018	537.91
34313	PARSPRSP	U.S. Bank PARS ACCOUNT #6746050100	12/20/2018	400,000.00
34314	USBANKPR	U.S. Bank PARS ACCOUNT #6746050100	12/20/2018	375,000.00
100060	DEPOSITE	DEPOSITED ITEM RETN UNPAID	12/20/2018	900.80
Total for 12/20/2018:				801,487.42
100037	CALPERS	CALPERS	12/21/2018	3,316.90
100038	ICMA CONT	ICMA contributions	12/21/2018	2,056.95
100039	HEALTH EQ	Health Equity	12/21/2018	200.00
100040	ADPPAYRL	adp	12/21/2018	13,411.82
100041	ADPPAYRL	adp	12/21/2018	4,674.45
Total for 12/21/2018:				23,660.12
100053	ACHRETN	ACH Returns	12/24/2018	37.38

Check No	Vendor No	Vendor Name	Check Date	Check Amount
100054	ACHRETN	ACH Returns	12/24/2018	458.73
Total for 12/24/2018:				496.11
100061	DEPOSITE	DEPOSITED ITEM RETN UNPAID	12/26/2018	88.34
Total for 12/26/2018:				88.34
34315	HANSONBR	HANSON, BRIDGETT	12/28/2018	7,920.00
34316	HASSETTH	HASSETT HARDWARE	12/28/2018	17.44
34317	JAMESMAR	JAMES MARTA & COMPANY	12/28/2018	2,000.00
34318	LINCOLNL	LINCOLN LIFE	12/28/2018	200.00
34319	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	12/28/2018	500.00
34321	POLLARDW	POLLARDWATER, INC.	12/28/2018	80.51
34322	SFCHRON	SAN FRANCISCO CHRONICLE	12/28/2018	551.20
34323	SFWATER	SAN FRANCISCO WATER DEPT	12/28/2018	375,064.60
Total for 12/28/2018:				386,333.75
100042	CALPERS	CALPERS	12/31/2018	7,884.72
100043	HEALTH EQ	Health Equity	12/31/2018	1,067.08
100044	ICMACONT	ICMA contributions	12/31/2018	699.64
100045	ADPPAYRL	adp	12/31/2018	35,415.97
100046	ADPPAYRL	adp	12/31/2018	14,200.36
Total for 12/31/2018:				59,267.77
34327	ATT60197	AT&T 60197	01/07/2019	1,280.53
34328	BAAQMD	BAY AREA AIR QUALITY MGMT DIST.	01/07/2019	1,165.00
34329	BAWSCA	BAY AREA WATER SUPPLY & CONSER	01/07/2019	18,332.00
34330	MELLONBN	BNY MELLON	01/07/2019	1,225.00
34331	CALSTEAM	CAL-STEAM	01/07/2019	248.13
34332	CINTS	CINTAS CORPORATION	01/07/2019	538.26
34333	COMCASTB	COMCAST BUSINESS	01/07/2019	629.03
34334	CUEMAMEI	CUEMA	01/07/2019	400.00
34335	GSFLOWM	GOLDEN STATE FLOW MEASUREMEN	01/07/2019	10,857.34
34336	GRANITE	GRANITE ROCK, INC.	01/07/2019	1,796.22
34337	HACHCOMI	HACH COMPANY INC	01/07/2019	739.72
34338	HOMEDPC	HOME DEPOT	01/07/2019	40.17
34339	M&MBACK	M&M BACKFLOW & METER MAINTEN	01/07/2019	3,523.31
34340	MHN	MHN	01/07/2019	45.54
34341	OFFICTEM	OFFICE TEAM	01/07/2019	2,352.00
34342	PG&E	PG&E CFM/PPC DEPT	01/07/2019	10,066.50
34343	PINA	CANDY PINA	01/07/2019	840.04
34344	PIT71896	PITNEY BOWES 371896	01/07/2019	147.49
34345	RUDOCK	TAMMY RUDOCK	01/07/2019	191.00
34346	SFPUCWAT	SFPUC WATER QUALITY	01/07/2019	6,762.00
34347	STEPFORD	STEPFORD BUSINESS, INC.	01/07/2019	4,012.45
34348	VANGUARE	VANGUARD CLEANING SYSTEMS, INC	01/07/2019	385.00
34349	VERIZON	VERIZON WIRELESS	01/07/2019	905.08
Total for 1/7/2019:				66,481.81
34350	ACCELA	ACCELA, INC. #774375	01/15/2019	3,225.00
34351	ACWAJPIA	ACWA/JPIA	01/15/2019	50,133.74
34352	AIRGAS	AIRGAS, LLC	01/15/2019	285.42

Check No	Vendor No	Vendor Name	Check Date	Check Amount
34353	ATT60197	AT&T 60197	01/15/2019	40.94
34354	BPLANDSC	BAY POINTE LANDSCAPE	01/15/2019	1,625.00
34355	BELPOLIC	BELMONT POLICE DEPARTMENT	01/15/2019	50.00
34369	HASSETTH	HASSETT HARDWARE	01/15/2019	17.44
34370	HOMEDPC	HOME DEPOT	01/15/2019	531.18
34371	KIMBALLM	KIMBALL MIDWEST, INC.	01/15/2019	78.28
34372	LINCOLNL	LINCOLN LIFE	01/15/2019	200.00
34373	MATCOTLS	MATCO TOOLS	01/15/2019	349.65
34374	OFFICEDE	OFFICE DEPOT, INC.	01/15/2019	193.16
34375	OFFICTEM	OFFICE TEAM	01/15/2019	2,683.59
34376	OREILLYA	OREILLY AUTO PARTS, INC.	01/15/2019	229.43
34377	PACOFFIC	PACIFIC OFFICE AUTOMATION	01/15/2019	115.66
34378	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	01/15/2019	4,948.13
34379	PG&E	PG&E CFM/PPC DEPT	01/15/2019	2,516.70
34380	PINA	CANDY PINA	01/15/2019	60.00
34381	PRECISE	PRECISE, INC.	01/15/2019	708.06
34382	RANDB	ROBERTS & BRUNE CO. INC.	01/15/2019	8,276.68
34383	ROYALWHC	ROYAL WHOLESALE ELECTRIC	01/15/2019	19.47
34384	SWRCBACC	SWRCB ACCOUNTING OFFICE	01/15/2019	25,930.00
34385	VALLEYOL	VALLEY OIL COMPANY	01/15/2019	2,507.35
34386	EQUIPMEN	BUS & EQUIPMENT REPAIR	01/15/2019	385.00
34387	CGUHLENB	C G UHLENBERG LLP	01/15/2019	1,600.00
34388	CARQUEST	CARQUEST AUTO PARTS	01/15/2019	7.53
34389	CHBULLTO	CHBULL TOOLS & EQUIPMENT	01/15/2019	74.57
34390	CUSTOMTP	CUSTOM TOPS, INC.	01/15/2019	494.25
34391	GSSMOGCK	GOLDEN STATE SMOG CENTER	01/15/2019	49.75
34392	GRANITE	GRANITE ROCK, INC.	01/15/2019	425.11
34393	HANSONBR	HANSON, BRIDGETT	01/15/2019	5,269.00
34394	UB*00270	AMELITA ARBOLEDA	01/15/2019	5.16
34395	UB*00282	MILDRED BUCHAN	01/15/2019	6.31
34396	UB*00281	SIMON CHAN	01/15/2019	14.60
34397	UB*00268	JANICE COSGRAVE	01/15/2019	20.67
34398	UB*00272	JOSEPH CRISTANDO	01/15/2019	19.80
34399	UB*00276	JASON GRIESBACH	01/15/2019	22.00
34400	UB*00273	Robert Kerr	01/15/2019	6.02
34401	UB*00275	KJ WOODS CONSTRUCTION	01/15/2019	1,796.61
34402	UB*00278	STEVE LEFCZIK	01/15/2019	53.57
34403	UB*00271	TOTAL MANAGEMENT	01/15/2019	62.73
34404	UB*00279	SAEID MOGHADAM	01/15/2019	15.85
34405	UB*00280	ROXANNE ORSINI	01/15/2019	7.67
34406	UB*00269	DAVID PAO	01/15/2019	8.53
34407	UB*00274	PENINSULA PRIME REALTY	01/15/2019	25.87
34408	UB*00277	LU WANG	01/15/2019	51.63
34409	CARLSONB	CARLSON, BARBEE & GIBSON, INC.	01/15/2019	596.30
34410	DAVIDSON	JOHN T. DAVIDSON OR DBA JRocket77	01/15/2019	4,387.00
34411	JFKFIREP	JFK FIRE PROTECTION	01/15/2019	596.30
34412	PECCEIAU	AURELIO PECCEI	01/15/2019	596.30
34413	PULLIANN	ANNE PULLI	01/15/2019	596.30
34414	ZIHNIUGL	ASIM UTKU ZIHNIUGLU	01/15/2019	4,360.99
100068	WFBUSCAR	WELLS FARGO BUSINESS CARD	01/15/2019	1,208.32
Total for 1/15/2019:				127,488.62
Report Total (125 checks):				1,520,646.03



AGENDA ITEM NO. 7.A.

DATE: January 24, 2019
TO: Board of Directors
FROM: Tammy Rudock, General Manager
Candy Pina, Administrative Services Manager
Rene Ramirez, Operations Manager

SUBJECT: RECEIVE QUARTERLY RECONCILIATION REPORT ON 2016 COP FINANCING THROUGH DECEMBER 31, 2018, AND QUARTERLY PROJECT FUND REPORT THROUGH DECEMBER 31, 2018

RECOMMENDATION

Receive Quarterly Reconciliation Report on 2016 COP Financing through December 31, 2018, and Quarterly Project Fund Report through December 31, 2018.

FISCAL IMPACT

MPWD 2016 COP CIP - RECONCILIATION @ 12/31/18		
Date	Activity	COP Funds
12/21/2016	Net Proceeds as of 12/21/16 to COP CIP	\$ 19,143,020.82
3/20/2017	Transfer to Project Funds	\$ 42,875.50
12/31/2018	Project Costs	\$ (4,182,764.66)
12/31/2018	Total Dividends Earned	\$ 384,148.45
12/31/2018	Balance	\$ 15,387,280.11

DISCUSSION

Staff's 2016 COP Quarterly Reconciliation Report is attached. Trustee bank statements were reconciled and the project fund balance at December 31, 2018, was \$15,387,280.11.

Dan Bergmann of IGService will present the attached quarterly report on capital project expenditures.

Attachments: 2016 COP Quarterly Reconciliation Report through December 31, 2018
2016 COP Quarterly Project Fund Report through December 31, 2018

BOARD ACTION: APPROVED:_____ DENIED:_____ POSTPONED:_____ STAFF DIRECTION:_____

UNANIMOUS_____ VELLA_____ ZUCCA_____ WARDEN_____ SCHMIDT_____ WHEELER_____

MPWD 2016 COP CIP - RECONCILIATION @ 12/31/18

Date	Activity	COP Funds
12/21/2016	Net Proceeds as of 12/21/16 to COP CIP	\$ 19,143,020.82
3/20/2017	Transfer to Project Funds	\$ 42,875.50
12/31/2018	Project Costs	\$ (4,182,764.66)
12/31/2018	Total Dividends Earned	\$ 384,148.45
12/31/2018	Balance	\$ 15,387,280.11

COST OF ISSUANCE

Date	Activity	Closing Costs
12/21/2016	Deposit from Net Proceeds	\$ 251,000.00
12/21/2016	Total Issuance Costs	\$ (208,124.50)
3/20/2017	Transfer to Project Funds	\$ (42,875.50)
	Total	\$ -

COP Project Costs YTD

Date	Activity	Project Costs
12/31/2018	Karen/Folger/Mezes/South/Arthur Water Main Replacement (WMR)	\$ 2,444,710.30
12/31/2018	Hillcrest Pressure Regulating Station	\$ 153,238.76
12/31/2018	Dekoven Tank Replacement	\$ 21,417.39
12/31/2018	Old County Road WMR	\$ 194,049.65
12/31/2018	El Camino Real/Malcolm Ave WMR	\$ 234,387.01
12/31/2018	Notre Dame/Tahoe/Cliffside	\$ 234,172.10
12/31/2018	SR 101 Crossing at PAMF Hospital	\$ 372,689.07
12/31/2018	Francis, Academy, Davey (w/Belmont)	\$ 528,100.38
	Total	\$ 4,182,764.66

Dividends Earned

Date	Activity	Interest Earned
12/31/2017	Dividends Earned (Jan - Dec 2017)	\$ 120,105.36
3/31/2018	Dividends Earned (Jan - Mar 2018)	\$ 51,173.04
6/30/2018	Dividends Earned (Apr - Jun 2018)	\$ 64,773.66
9/30/2018	Dividends Earned (Jul - Sep 2018)	\$ 71,276.53
10/31/2018	Dividends Earned (Oct 2018)	\$ 24,735.82
11/30/2018	Dividends Earned (Nov 2018)	\$ 26,088.52
12/31/2018	Dividends Earned (Dec 2018)	\$ 25,995.52
	Total	\$ 384,148.45

Updated 12/31/18

January 18, 2019

Tammy Rudock, General Manager
Mid-Peninsula Water District

Email: trudock@midpeninsulawater.org

Re: Certificate of Participation (COP) Spending Report as of December 31, 2018

Dear Ms. Rudock:

The following are highlights from tracking of quarterly and overall COP spending as of December 31, 2018.

Total COP funds spent are \$4,182,765. This is 21.4 percent of the beginning funds amount plus total dividends of \$19,570,045. (Table 1 and Chart)

Quarterly COP spending was \$717,683. Of this total, construction payments were \$482,215, and engineering costs were \$235,468. Quarterly spending reconciles exactly to the project detail and to the Bank of New York monthly statements. (Tables 1, 2, and 3)

Quarterly Pay-Go spending was a net credit during the quarter due to adjustments. The total amount of Pay-Go funds to date for the projects listed is \$256,898. (Table 3)

Bid received. A bid was received on January 16th for work on the Hillcrest Pressure Regulating Station for \$649,620, plus a contingency amount of 20% equal to \$129,924, equals \$779,544, a lower amount than the engineering estimate of \$915,000. The "Updated" column in Table 3 has been adjusted downward accordingly.

Sincerely,



Dan Bergmann
Principal



Table 1				
Bank of New York MPWD Account 361685				
Quarter Ending	Dividends	Expenditures		Ending Project Fund Balance
		Monthly	Quarterly	
Beginning Balance				\$19,143,020.82
Mar-17 ¹	\$42,875.50	0.00		\$19,185,896.32
Mar-17	12,640.32	0.00		19,198,536.64
Jun-17	26,269.49	(268,386.44)	(268,386.44)	18,956,419.69
Jul-17	11,186.97	(37,411.30)		18,930,195.36
Aug-17	13,178.04	(76,232.49)		18,867,140.91
Sep-17	13,889.47	(30,529.45)	(144,173.24)	18,850,500.93
Oct-17	13,740.78	(31,325.20)		18,832,916.51
Nov-17	14,584.55	(269,821.99)		18,577,679.07
Dec-17	14,615.74	(370,309.75)	(671,456.94)	18,221,985.06
Jan-18	16,315.52	(315,748.56)		17,922,552.02
Feb-18	17,717.32	(221,300.77)		17,718,968.57
Mar-18	17,140.20	(280,719.75)	(817,769.08)	17,455,389.02
Apr-18	20,666.32	(437,470.39)		17,038,584.95
May-18	21,315.01	(418,903.86)		16,640,996.10
Jun-18	22,792.33	(122,821.81)	(979,196.06)	16,540,966.62
Jul-18	22,571.92	(346,653.05)		16,216,885.49
Aug-18	24,003.89	(56,018.89)		16,184,870.49
Sep-18	24,700.72	(181,427.83)	(584,099.77)	16,028,143.38
Oct-18	24,735.82	(640,048.84)		15,412,830.36
Nov-18	26,088.52	(77,634.29)		15,361,284.59
Dec-18	25,995.52	0.00	(717,683.13)	15,387,280.11
Totals	\$427,023.95	(\$4,182,764.66)	(\$4,182,764.66)	\$15,387,280.11
Beginning Funds plus Total Dividends	\$19,570,044.77			
Percent Spent	21.4%			
Notes				
1) Transfer to Project Funds				

Table 2

Table 2										
MPWD Projects: Through December 31, 2018		Requisitions								
Project	#	31	32	33	34			Subtotals	Construction	Engineering
Karen Road Improvements	15-73	-	100.33	-	325.79	-	-	426.12	-	426.12
Folger Drive Improvements	15-65	-	112.27	-	364.57	-	-	476.84	-	476.84
Mezes Avenue Improvements	15-14	-	40.13	-	130.32	-	-	170.45	-	170.45
South Road Abandonment	15-44	-	111.32	-	361.47	-	-	472.79	-	472.79
Arthur Avenue Improvements	15-22	-	113.70	-	369.23	-	-	482.93	-	482.93
Dekoven Tanks Replacement	15-89	-	1,834.88	-	989.63	-	-	2,824.51	-	2,824.51
Hillcrest Pressure Regulating Station	15-87	-	12,105.19	-	17,913.00	-	-	30,018.19	-	30,018.19
Old County Road Improvements	15-75	-	100,299.47	17,203.22	-	-	-	117,502.69	-	117,502.69
El Camino Real Improvements	15-76	-	12,333.75	-	11,405.00	-	-	23,738.75	-	23,738.75
Notre Dame Avenue Loop Closure	15-10	-	2,291.36	-	280.53	-	-	2,571.89	-	2,571.89
Notre Dame Abandonment / Fire Hydrant		-	780.58	-	95.56	-	-	876.14	-	876.14
Tahoe Drive Area Improvements	15-28	-	1,284.17	-	157.22	-	-	1,441.39	-	1,441.39
Cliffside Court Improvements	15-38	-	553.95	-	67.82	-	-	621.77	-	621.77
N. Rd Cross Country / Davey Glen Rd Impr.	15-43	-	-	-	-	-	-	-	-	-
Zone 5 Fire Hydrant Upgrades	15-06	-	-	-	-	-	-	-	-	-
Civic Lane Improvements	15-78	-	-	-	-	-	-	-	-	-
Dekoven Tank Utilization Project	15-09	-	-	-	-	-	-	-	-	-
Belmont Canyon Road Improvements	15-29	-	-	-	-	-	-	-	-	-
North Road Improvements	15-42	-	-	-	-	-	-	-	-	-
SR 101 Crossing at PAMF Hospital	15-72	-	25,873.03	26,424.80	1,546.13	-	-	53,843.96	-	53,843.96
Williams Ave, Ridge Rd, Hillman Ave Impr.	15-16	-	-	-	-	-	-	-	-	-
Monte Cresta Dr / Alhambra Drive Impr.	15-17	-	-	-	-	-	-	-	-	-
Francis, Academy, Davey (w/Belmont)		466,328.40	15,886.31	-	-	-	-	482,214.71	482,214.71	-
TOTALS								717,683.13	482,214.71	235,468.42
TOTALS		466,328.40	173,720.44	43,628.02	34,006.27	0.00	0.00	717,683.13	717,683.13	
TOTALS GROUPED TO RECONCILE WITH BNY		640,048.84		77,634.29			0.00	717,683.13	717,683.13	



Table 3									
MPWD Projects: Through Dec 31, 2018		Cost Projections				Spent			Completion
Project	#	Original ¹	Inflation ²	Updated ³	Status ⁴	COP	Pay-Go	Total	
Karen Road Improvements	15-73	\$425,000	\$455,600	\$662,204	Final	(\$602,655)	(\$59,549)	(\$662,204)	Sep-18
Folger Drive Improvements	15-65	420,000	449,376	581,007	Final	(521,374)	(59,633)	(581,007)	Sep-18
Mezes Avenue Improvements	15-14	175,000	187,240	256,887	Final	(241,119)	(15,768)	(256,887)	Sep-18
South Road Abandonment	15-44	415,000	443,968	399,298	Final	(396,620)	(2,678)	(399,298)	Sep-18
Arthur Avenue Improvements	15-22	475,000	509,680	696,299	Final	(682,943)	(13,356)	(696,299)	Sep-18
Francis, Academy, Davey (w/Belmont)	15-43	680,000	727,328	1,839,264	Bid	(528,100)	(63,846)	(591,946)	Dec-18
Hillcrest Pressure Regulating Station	15-87	345,000	369,888	1,004,544	Bid	(153,239)	(851)	(154,090)	Jun-19
Notre Dame Abandonment / Hydrants	15-49	n/a	173,120	100,000	Eng	(37,227)	0	(37,227)	Jun-19
Notre Dame Avenue Loop Closure	15-10	910,000	1,009,891	1,600,000	Eng	(109,280)	0	(109,280)	Jun-19
Tahoe Drive Area Improvements	15-28	510,000	563,692	640,000	Eng	(61,245)	0	(61,245)	Jun-19
Cliffside Court Improvements	15-38	220,000	258,998	130,000	Eng	(26,419)	0	(26,419)	Jun-19
Zone 5 Fire Hydrant Upgrades	15-06	150,000	168,730	175,000	Eng				Jun-19
Civic Lane Improvements	15-78	800,000	887,405	887,405	N.U.				Jun-19
Dekoven Tank Utilization Project	15-09	1,035,000	1,185,325	1,185,325	N.U.	(9,926)			Jun-20
Dekoven Tanks Replacement	15-89	3,500,000	4,009,576	4,009,576	N.U.	(11,492)	(40,687)	(52,179)	Jun-20
Old County Road Improvements	15-75	3,400,000	3,892,590	4,300,000	Eng	(194,050)	0	(194,050)	Jun-20
Belmont Canyon Road Improvements	15-29	420,000	480,300	480,300	N.U.				Jun-20
North Road Improvements	15-42	220,000	258,998	258,998	N.U.				Jun-21
El Camino Real Improvements	15-76	2,100,000	2,489,975	2,735,000	Eng	(234,387)	(0)	(234,388)	Jun-21
SR 101 Crossing at PAMF Hospital	15-72	1,670,000	2,033,486	3,475,000	Eng	(372,689)	(529)	(373,218)	Jun-22
Williams Ave, Ridge Rd, Hillman Ave Impr.	15-16	1,100,000	1,352,053	1,352,053	N.U.				Jun-22
Monte Cresta Dr / Alhambra Drive Impr.	15-17	1,075,000	1,313,786	1,313,786	N.U.				Jun-22
TOTALS		\$20,045,000	\$23,221,005	\$28,081,946		(\$4,182,765)	(\$256,898)	(\$4,429,736)	

COP Beginning Fund Total \$19,143,021

Dividend Totals \$427,024

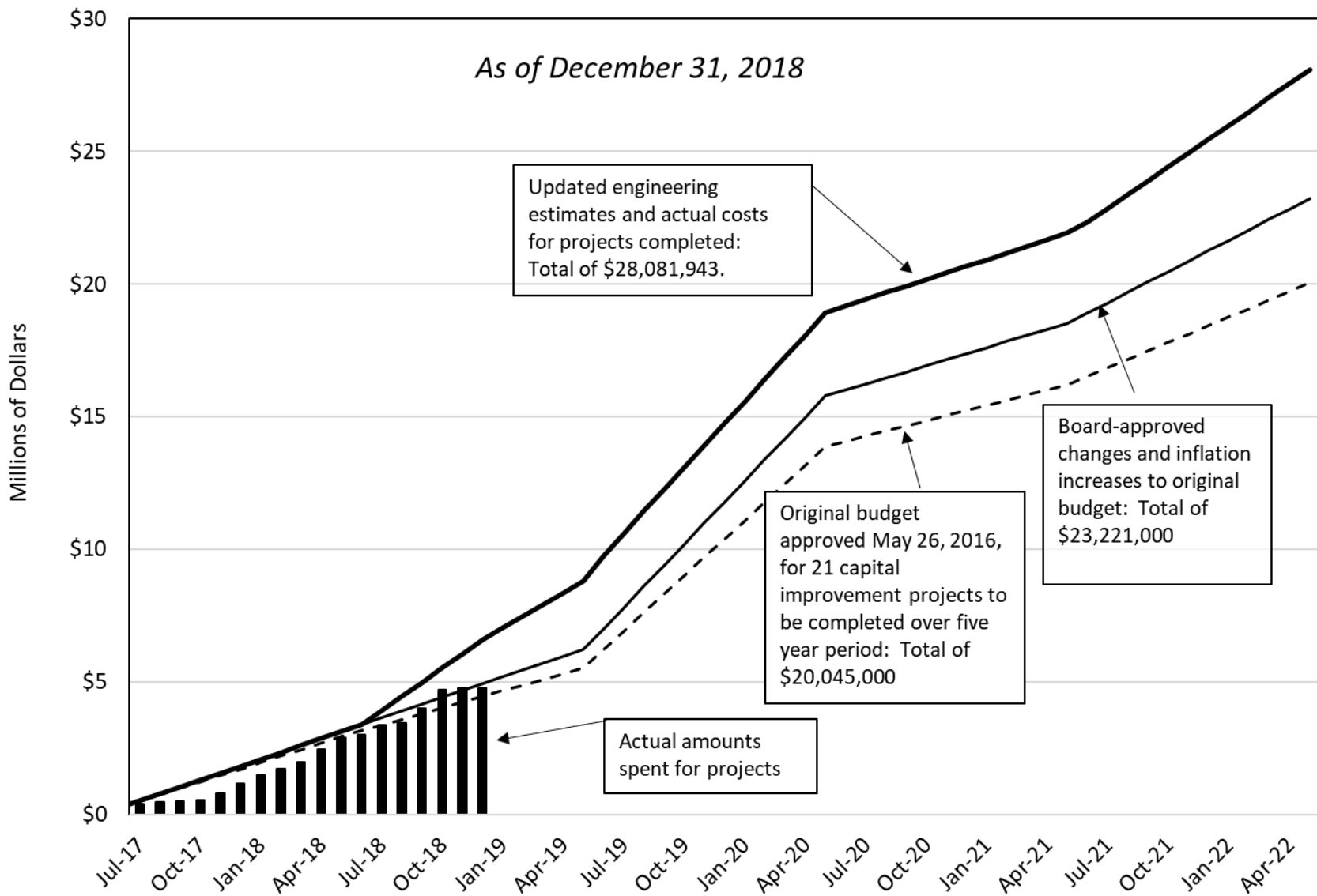
COP Remaining Balance \$15,387,280

Notes:

- 1) Resolution No. 2016-06, May 26, 2016
- 2) Adjusted by four percent annual construction cost inflation factor at June 22, 2017 Board Meeting
- 3) Adjustment detail is shown within each project tab
- 4) "Eng" - Updated Engineer's Estimate; "Bid" - Contractor's Bid Price; "Final" - Final Project Cost, "N.U." - Not Updated



MPWD Board-Approved CIP Budget vs Actual Spending





AGENDA ITEM NO. 7.B.

DATE: January 24, 2019
TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager

SUBJECT: CONSIDER RESOLUTION 2019-01 AUTHORIZING THE SIXTH AMENDMENT TO THE MASTER PROFESSIONAL SERVICES CONTRACT WITH PAKPOUR CONSULTING GROUP, INC., REFERENCED AS CONTRACT NO. 02-1621-CP IN THE AMOUNT OF \$45,000, FOR ADDITIONAL ENGINEERING DESIGN SERVICES RELATED TO THE HILLCREST PRESSURE REGULATING STATION

RECOMMENDATION:

Adopt Resolution 2019-01 which authorizes a sixth amendment totaling \$45,000 to the District Engineer's Master Contract for professional engineering design services. The amendment is related to engineering services to complete the Hillcrest Pressure Regulating Station project 02-1621-CP (Project No. 15-87).

FISCAL IMPACT:

The attached proposal from the District Engineer dated January 17, 2019, addresses additional work required to complete the design for the Hillcrest Pressure Reducing Station totaling \$45,000, and bringing the total design costs for this project to \$196,850. Funding for the engineering comes from the 2016 COP proceeds.

This capital project started with \$7,800 of preliminary design work. The Board approved an engineering design services contract for \$89,250 on February 23, 2017 for the Hillcrest Pressure Regulating Station. At the Board's January 25, 2018 regular meeting, the first additional budget request, which is explained below, was approved for \$54,800 bringing the project's design budget up to \$151,850 at that time. Staff is recommending this amendment in the amount of \$45,000 to address some staff concerns and modifications of construction to minimize the potential length of shutdown, for time spent locating and identifying existing Redwood City infrastructure near the proposed construction site, actual costs for designing the concrete cylinder pipe tie-in solution, and time spent coordinating with Redwood City staff in order to obtain an encroachment permit.

BACKGROUND:

The Hillcrest Pressure Regulating Station (HPRS) project proposes to construct a pressure regulating station near the Hillcrest meters operated by the SFPUC in a location where Redwood City operates a tank site. The purpose of the pressure regulating station is to regulate, or even out, pressure fluctuations in Zone 1 from the SFPUC, which have caused system leaks over the years. This is a project that has been desired by Operations staff for many years.

Design work on the HPRS had reached the 70% design stage by the end of 2017 when two complications arose, which necessitated additional budget request No. 1 (amendment no. 4 to the master professional services agreement with the District Engineer), provided a budget augmentation of \$54,800, and provided the following:

- creation of easement document of District site on Redwood City site (\$17,490); &
- a specialized construction detail and specifications for 50 year old 20-inch concrete cylinder pipe (\$33,060).
- detail for an emergency inter-connection request by Redwood City for our project on their tank site (\$4,250).

DISCUSSION:

The Board adopted a five-year Capital Improvement Plan (CIP) at its May 26, 2016 meeting and directed staff to develop a “game plan” to execute the improvements. Staff and the District Engineer have developed such a plan that entails developing plans and specifications in one fiscal year or two, depending on the size of the project, and construction in the following year or two, again depending on the size of the project. Part of the plan also included combining some projects to be efficient and provide an economy of scale for bidding and construction purposes as just discussed.

The District Engineer’s contract defines any engineering or construction management support greater than \$100,000 as Major Improvement Projects, and requires them to submit a proposal. In this case, even though the proposed work does not exceed \$100,000, transparency throughout the capital improvement program is desired.

Amendment #6 to Master Professional Services agreement with District Engineer

A proposal from the District Engineer dated January 17, 2019 goes into more detail regarding their request for additional budget to complete the design of the HPRS. Generally speaking, this request addresses the following:

- In order to potentially minimize the length of the shutdown, staff and the District Engineer spent time to investigate whether one of the existing tie-in points, a flange connection, could be used instead of welding on a new flange connection. It was determined that it was possible and plans and specifications had to be modified for this change.
- Coordinating with the City of Redwood City with regard to existing infrastructure on and near the proposed construction required more time than

budgeted and required more field meetings to ascertain conditions. Here too, in the end, the plans had to be modified to reflect actual infrastructure conditions.

- The design for the concrete cylinder pipe required more effort and time than estimated, and required the talents from a retired engineer who was familiar with connection solutions for this type of pipe.

This project's design has not been as normal/typical or as straight forward as the usual pipeline replacement project, and staff has made an effort to keep the Board apprised of the challenges.

Attachments: Resolution 2019-01
Attachment A - Proposal from Pakpour Consulting Group dated January 17, 2019
Contract No. 02-1621-CP Sixth Amendment to Contract for Professional Services

BOARD ACTION: APPROVED:____ DENIED:____ POSTPONED:____ STAFF DIRECTION:____
UNANIMOUS____ VELLA____ ZUCCA____ WARDEN____ SCHMIDT____ WHEELER____

RESOLUTION NO. 2019-01

**AUTHORIZING THE SIXTH AMENDMENT TO THE MASTER
PROFESSIONAL SERVICES CONTRACT WITH PAKPOUR CONSULTING GROUP, INC.,
REFERENCED AS CONTRACT NO. 02-1621-CP, IN THE AMOUNT OF \$45,000,
FOR ADDITIONAL ENGINEERING SERVICES RELATED TO
THE HILLCREST PRESSURE REGULATING STATION**

*** * ***

MID-PENINSULA WATER DISTRICT

WHEREAS, the Mid-Peninsula Water District (District) entered into a master professional services contract with Pakpour Consulting Group on June 25, 2015 to provide District Engineer services for the planning, design, construction, management and operation of the District water system (Contract); and

WHEREAS, a First Amendment to the Contract (referenced as Contract No. 01-1621-CP) with the District Engineer for the 2017 Water Main Improvements Project totaling \$292,155 was approved by the Board of Directors on September 22, 2016; and

WHEREAS, a Second Amendment to the Contract (referenced as Contract No. 02-1621-CP) with the District Engineer for the Hillcrest Pressure Regulating Station Project totaling \$89,250 was approved by the Board of Directors on February 23, 2017; and

WHEREAS, a Third Amendment to the Contract (referenced as Contract No. 07-1621-CP) with the District Engineer for design services for the 2018 Water Main Replacement Project totaling \$325,244 was approved by the Board of Directors on September 28, 2017; and

WHEREAS, a Fourth Amendment to the Contract (referenced as Contract No. 02-1621-CP) with the District Engineer provides an augmentation to design service costs in the amount of \$54,800 to address creation of an easement on City of Redwood City property, specialized construction details and specifications for the 20-inch concrete cylinder pipe, and detail for an emergency interconnection with Redwood City related to the Hillcrest Pressure Regulating Station approved by the Board of Directors on January 25, 2018; and

WHEREAS, a Fifth Amendment to the Contract (referenced as Contract No. 08-1621-CP) with the District Engineer for design services for the Dekoven Tanks Replacement Project totaling \$192,292 was approved by the Board of Directors on December 19, 2018; and

WHEREAS, Section 2.C. of the Contract includes optional services for Major Improvement Projects, defined as improvement projects or construction management services costing over \$100,000; and

WHEREAS, the Board of Directors (Board) adopted the MPWD Comprehensive System Analysis and Capital Improvement Program (CIP), FY 2016/2017 Update, and authorized the MPWD 5-Year CIP for Fiscal Years 2016/2017 through 2020/2021 at its May 26, 2016, regular meeting; and

WHEREAS, the District now proposes a Sixth Amendment to the Contract for the purpose of engaging the District Engineer for additional design work and time related to the Hillcrest Pressure Regulating Station to make District staff changes that will potentially shorten the shutdown period of time, address additional time spent with Redwood City staff to locate existing utilities on the construction site and amend plans, and to account for actual time spent engineering a solution for the concrete cylinder pipe.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mid-Peninsula Water District hereby authorizes a Sixth Amendment to the Contract with Pakpour Consulting Group, Inc., referenced as Contract No. 02-1621-CP, for additional professional engineering services related to the Hillcrest Pressure Regulating Station Project totaling \$45,000.

REGULARLY PASSED AND ADOPTED this 24th day of January 2019.

AYES:

NOES:

ABSTAINS:

ABSENCES:

PRESIDENT, BOARD OF DIRECTORS

ATTEST:

SECRETARY OF THE BOARD

CONTRACT NO. 02-1621-CP

SIXTH AMENDMENT TO

CONTRACT FOR PROFESSIONAL SERVICES

THIS SIXTH AMENDMENT TO CONTRACT FOR PROFESSIONAL SERVICES, (HEREINAFTER REFERRED TO AS "CONTRACT NO. 02-1621-CP"), is made as of the 24th day of January 2019, by and between the MID-PENINSULA WATER DISTRICT (hereinafter referred to as "DISTRICT") and PAKPOUR CONSULTING GROUP, INC. (hereinafter referred to as "ENGINEER").

- A. The Parties entered into a Contract for Professional Services ("Contract") on June 25, 2015, under which Engineer provides professional engineering services in connection with the planning, design, construction, management, and operation of the DISTRICT's water system, including optional services related to major improvement projects costing over \$100,000.
- B. The DISTRICT desires Engineer to provide additional design work related to the Hillcrest Pressure Reducing Station to address staff requested changes in order to potentially minimize shutdown, existing Redwood City utility location, coordination and re-drawing of plans, and the actual costs to design a solution for the concrete cylinder pipe, as more particularly described in the ENGINEER's proposal dated January 17, 2019, a copy of which is attached hereto and incorporated herein as Attachment "A" to this Sixth Amendment.

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

- 1. Under Section 2 of the Contract, the Scope of Services is amended to add the ENGINEER's services described in Attachment "A" to this Sixth Amendment.
- 2. Under Section 4.3 of the Contract, the Compensation to be paid the ENGINEER for the specified services to be provided pursuant to this Sixth Amendment is set forth in Attachment "A" to this Sixth Amendment.
- 3. Except for those changes expressly specified in this Sixth Amendment, all other provisions, requirements, conditions and sections of the Contract remain in full force and effect.

IN WITNESS WHEREOF, this Sixth Amendment to the Contract, referenced as Contract No. 02-1621-CP, is entered into as of the date first written above by the duly authorized representatives of the parties.

MID-PENINSULA WATER DISTRICT

PAKPOUR CONSULTING GROUP, INC.

BY: _____
Tammy A. Rudock, General Manager

BY: _____
Joubin Pakpour, P.E., Principal



Pakpour Consulting Group, Inc.

January 17, 2019

10012.19

Tammy Rudock
General Manager
Mid-Peninsula Water District
3 Dairy Lane
Belmont, CA 94002

**Subject: Additional Budget Request No. 2
Hillcrest Pressure Regulating Station Project
Mid-Peninsula Water District**

Dear Tammy,

The Hillcrest Pressure Regulating Station (HPRS) Project is out for bid and we anticipate awarding the project during the January Board of Directors meeting and begin construction in February 2019. The project turned out to be much more complex than originally thought along with the added right-of-way complications with City of Redwood City which all required additional effort during the design phase. Our budget is summarized below:

September 8, 2016	Preliminary Design	\$7,800.00
February 9, 2017	Preparation of Plans, Specifications and Construction Support	\$89,250.00
November 16, 2017	Additional Budget Request No. 1 <i>Right of way research, easement preparation and hiring a concrete pipe expert</i>	\$54,800.00
January 17, 2019	Additional Budget Request No. 2 (detailed below)	\$45,000.00
	Revised Contract Amount	\$196,850.00
	Spent to Date (as of December 31, 2018)	\$172,863.26
	Amount Remaining (Construction Support)	\$23,986.74



Additional Budget Request No. 2

- During the final review meeting with the District's staff on September 24, 2018, the District asked PCG to verify if the existing flange connection inside the vault can be used as a tie-in connection point for the new water main instead of having two new tie-in connections as originally design. This change was initiated by the District with the concern of the shutdown duration to the main feed to Zone 1. After reducing the size of the vault and re-aligning the water main, the plans were changed to use the existing flange as the new tie-in point. The change delayed the submission of the encroachment permit to the City and also revised and minimized the shutdown plan duration.
- During the coordinating with the City to identifying a source of water for construction, Javier Sierra provided a copy of their utility map showing a 6" fire hydrant outside the tank site on October 2, 2018. The 6" PVC line continues inside the tank side and around the existing MPWD vault to the building structure. Unfortunately, the water main was not located by the City when USA was called and the City did not make any comments during the review. On October 24 we met with the City's Utility Locator to locate the 6" PVC line in the field. The line was shown schematically on the plans and noted on the construction documents as a utility crossing. Identifying a utility crossing during the design stage allows the contractor to factor into their bids for existing marked utilities and help protect the District from a change order due to unforeseen utilities not shown on the plans.
- The estimates provided in Additional Budget Request No. 1 for design of the concrete pipe connections was under estimated.
- The estimates provided in Additional Budget Request No. 1 for design of the coordination with the City of Redwood City was under estimated.

Should you have any questions, please do not hesitate to contact me at (925) 224-7717.

Very truly yours,

Pakpour Consulting Group, Inc.



Joubin Pakpour, P.E.
District Engineer



AGENDA ITEM NO. 7.C.

DATE: January 24, 2019

TO: Board of Directors

FROM: Rene A. Ramirez, Operations Manager
Joubin Pakpour, P.E., District Engineer

SUBJECT: CONSIDER RESOLUTION 2019-02 AUTHORIZING AWARD OF CONTRACT TO STOLOSKI & GONZALEZ, INC., FOR CONSTRUCTION OF THE HILLCREST PRESSURE REGULATING STATION IN THE AMOUNT OF \$649,620, AND PROVIDING A 20% PROJECT CONTINGENCY IN THE AMOUNT OF \$129,924, FOR A TOTAL PROJECT BUDGET OF \$779,544.

RECOMMENDATION

Approve Resolution 2019-02 authorizing award of a contract to Stoloski & Gonzalez, Inc., from Half Moon Bay, CA for the construction of the Hillcrest Pressure Reducing Station in the amount of \$649,620 and a 20% project contingency in the amount of \$129,924 for a total project budget of \$779,544

FISCAL IMPACT

Original Estimate FY 15/16	\$250,000
2019 Construction Estimate with several years of Construction inflation 17%	\$292,500
2018 Engineer's Estimate	\$795,000
Lowest Responsible Bid	\$649,620
Plus 20% Contingency	<u>\$129,924</u>
Total Project Budget	\$779,544

Pakpour Consulting Group will provide construction management and District staff will provide inspection services for the construction project. Funding for the Hillcrest Pressure Reducing Station Project will come from the Certificates of Participation (COP) for the entire amount.

DISCUSSION

One of the District's turn-outs for water supply from the SFPUC is located near the City of Redwood City's Tank Site on Hillcrest Drive, which is known as the Hillcrest Meter Station (HMS). Water from the HMS sends water into the District's Zone 1 (lowest zone in the system). The HMS currently has no pressure regulation and when the SFPUC makes changes to their supply from Hetch-Hetchy to surface water sources in the East Bay, staff has to manage pressure increases in Zone 1. Without pressure regulation, the District has had several large water main breaks in Zone 1 over the years. This project will provide the District with the ability to manage pressure from the SFPUC near the HMS and mitigate pressure spikes in Zone 1 due to SFPUC operations.

District Engineer, Joubin Pakpour, P.E., will lead the discussion for this project. His detailed report of the bids is attached.

Attachments: Resolution 2019-02
 Contract for Construction of Hillcrest Pressure Regulating Station
 Pakpour Consulting Group, Inc., Recommendation of Award dated January 17, 2019

BOARD ACTION: APPROVED:_____ DENIED:_____ POSTPONED:_____ STAFF DIRECTION:_____

UNANIMOUS_____ VELLA_____ ZUCCA_____ WARDEN_____ SCHMIDT_____ WHEELER_____

RESOLUTION NO. 2019-02

**AUTHORIZING AWARD OF CONTRACT TO STOLOSKI & GONZALEZ, INC.,
FOR CONSTRUCTION OF THE
HILLCREST PRESSURE REGULATING STATION
IN THE AMOUNT OF \$649,620, AND
PROVIDE A 20% PROJECT CONTINGENCY IN THE AMOUNT OF \$129,924,
FOR A TOTAL PROJECT BUDGET OF \$779,544.**

*** * ***

MID-PENINSULA WATER DISTRICT

WHEREAS, the District solicited competitive bids for the Hillcrest Pressure Reducing Station Project, 02-1621-CP; and

WHEREAS, in response to the District's solicitation, three (3) firms submitted bids; and

WHEREAS, based on review of these bids by the District Engineer, District staff, and District Counsel, staff recommends that the contract be awarded to STOLOSKI & GONZALEZ, INC., whose bid meets all the requirements of the specification documents and has been determined to be the lowest responsive and responsible bidder.

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

1. Awards a contract for construction for the Hillcrest Pressure Regulating Station to STOLOSKI & GONZALEZ, INC., in the amount of \$649,620; and
2. Authorizes a 20% project contingency in the amount of \$129,924 for a total project budget of \$779,544; and

3. Authorizes the President of the Board to execute a contract on behalf of the District with STOLOSKI & GONZALEZ, INC., in full conformity with the terms and conditions of this Resolution, the bid and the specification documents.

REGULARLY passed and adopted this 24th day of January 2019, by the following vote.

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

President, Board of Directors

ATTEST:

Secretary

CONTRACT

THIS CONTRACT is made and entered into as of this ____ day of _____, 201__, by and between the **MID-PENINSULA WATER DISTRICT**, hereinafter called the "Owner" or "District" and _____, hereinafter collectively called the "Contractor."

THE PARTIES AGREE AS FOLLOWS:

1. **SCOPE OF WORK.** The Contractor shall perform all the work and furnish all the labor, materials, tools, equipment, machinery, services, transportation, incidentals and appurtenances required to complete the construction and installation of the work in accordance with the plans and specifications approved by the District entitled: **Hillcrest Pressure Regulating Station – Sequoia Tank Site – Redwood City, dated November 2018**, and which are appended hereto and made part of this agreement.

2. **BEGINNING OF WORK AND CONTRACT TIME OF COMPLETION.** After the Contract has been executed by the Owner, the Contractor shall begin work within five (5) working days from the effective date of the Notice to Proceed, issued by Owner, and shall complete all items required under this Contract within **forty-five (45) working days from the effective date of the Notice to Proceed.**

3. **CONTRACT PRICE.** In consideration of the performance of the work as set forth in the Contract Documents, the Owner agrees to pay to the Contractor the amounts set forth in the Contractor's Proposal dated _____ 201__, as it may be hereafter adjusted in accordance with the Contract Documents, and to make such payments in the manner and at the times provided in the Contract Documents. The Contractor agrees to complete the work within the time specified herein and to accept as full payment the amounts provided for herein.

4. **COMPONENTS OF CONTRACT.** This Contract shall consist of the following documents each of which is on file in the Owner's office and all of which are hereby referred to and by this reference made a part hereof as fully and completely as if they were fully set forth herein:

- a) This Contract
- b) Notice Inviting Sealed Bids
- c) The Contractor's signed Proposal
- d) General Provisions
- e) Special Provisions (including permits)
- f) Technical Specifications
- g) Contract Drawings
- h) Addenda (if any)
- i) Contract Bonds
- j) Standard Specifications

The Contract will also include Contract Change Orders, if any, issued by the Owner as provided in the Contract Documents. The Contract represents the entire integrated agreement between the

parties hereto and supersedes prior negotiations, agreements or representations, whether written or oral, except representations contained in the Contractor's Qualifications Statement submitted prior to the award of Contract, if one was required. In the event of a conflict or inconsistency between Contractor's Proposal and this Contract, this Contract shall prevail.

5. **WORKERS' COMPENSATION CERTIFICATION.** By its signature hereunder, the Contractor certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the work of this Contract.

6. **NOTICES.** Any notices required or permitted under this Contract may be given by personal delivery to an authorized representative of the recipient or by certified or registered United States mail. In the case of the Contractor, notices shall be addressed to the business address specified in its Proposal. In the case of the Owner, notices shall be addressed to:

**Mid-Peninsula Water District
3 Dairy Lane
Belmont, CA 94002
Attn: Tammy Rudock**

A copy of any notices to the Owner shall also be concurrently mailed or delivered personally to the District Engineer.

Notice shall be presumed to be received three (3) business days after deposit in the mail, postage prepaid, or upon the date of delivery, if personally given.

7. **GOVERNING LAW.** This Contract is executed and shall be performed in San Mateo County, California. It shall be governed by and construed in accordance with the laws of the State of California.

8. **RECORDS.** Owner representatives shall have the right to review and inspect any records of the Contractor related to this Contract during normal business hours at the location where such records are maintained.

9. **LEGAL ACTIONS; AGENT FOR SERVICE OF PROCESS.** Any action relating to this Contract, including all disputes between the parties, shall be instituted and prosecuted in a court of competent jurisdiction in San Mateo County in the State of California.

Each party hereby appoints the individual listed opposite its name to act as its initial agent for service of process relating to any such action.

Mid-Peninsula Water District

3 Dairy Lane
Belmont CA, 94002
(650) 591-8941

Name of Individual Agent for
Service of Process

CONTRACTOR:

Name of Individual Agent for
Service of Process

Street Address

Telephone

IN WITNESS WHEREOF, the parties hereto have signed this Contract as of the day and year first above written.

MID-PENINSULA WATER DISTRICT:

CONTRACTOR:

BY: _____
President, Board of Directors

Name Under Which Business is Conducted

ATTEST: _____
District Secretary

BY: Name: _____

Title: _____
(President or Vice President)

APPROVED AS TO FORM:

California Contractor License No.:

District Attorney

Expiration Date: _____

Business Address:

Note: Format for Contract execution by Contractor will be adapted for a sole owner, partnership, corporation or joint venture, as appropriate.



Pakpour Consulting Group, Inc.

January 17, 2019

10012.19

Board of Directors
Mid-Peninsula Water District
3 Dairy Lane
Belmont, CA 94002

**Subject: Hillcrest Pressure Regulating Station – Sequoia Tank Site – Redwood City
Bid Results and Award Recommendation
Mid-Peninsula Water District (MPWD)**

Dear Board Members,

The Mid-Peninsula Water District (District) held a bid opening on January 15, 2019 at 2:00 P.M. for the Hillcrest Pressure Regulating Station Project. The District received three bids out of six prospective eligible bidders for this project. They are listed in ascending order based on the lowest total bid price:

<u>Bidders</u>	<u>Total Bid Price</u>
1 Stoloski & Gonzalez Inc	\$ 649,620.00
2 Cratus Inc	\$ 870,000.00
3 Lewis and Tibbitts Inc	\$ 921,220.00
Engineer's Estimate	\$ 795,500.00

The apparent low bidder for the project is Stoloski & Gonzalez, Inc. (SG) with a bid of \$649,620.00, which is \$145,880.00 (18%) lower than the Engineer's Estimate. We reviewed SG's submitted bid documents and found them in conformance and meets the project's minimum qualifications.

Comparison of 2015 CIP Budget vs Bids Received

Original 2015 CIP Construction Estimate (Project 15-87):	\$250,000.00
Revised 2019 CIP Construction Estimate (includes 17% inflation factor*):	\$292,500.00
2018 Engineers Estimate	\$795,500.00
SG's Bid Cost	\$649,620.00

*4% compounded cost inflation factor

SG's bid is approximately 131% higher than the 2015 budgeted CIP (adjusted for inflation). Over the past four years material cost and labor have far outpaced the 4% anticipated yearly increase when the District's 2015 Capital Improvement Program was developed. No additional scope of work was added to the programed project.



In addition, the complexity of this project was not fully known at the time it was programed. Concrete cylinder pipe (CCP) was last installed in the District in 1965. The plant in Hayward where the CCP was purchased for Belmont County Water District's Job 3323 (August 1958) has been closed for some time. This required additional research, hiring a specialized sub consultant and producing custom connection details for work on the pipe. The project is located in the City Redwood City tank site and the pipe is approximately nine feet deep making constructability of the project a challenge for contractors leading to higher prices.

Bid Analysis


Enclosed please find the Bid Analysis and Bid Checklist dated January 15, 2019 breaking down the cost of each individual contractor's bid items and bid documents conformity.

SG has been in business for over 30 years with experience in construction work similar to this project. SG has successfully completed water main related projects for the District along with Purissima Hills Water District, Coastside County Water District, County of San Mateo, City of San Jose, San Jose Water Company, and Los Altos Hills County Fire District. *Pakpour Consulting Group* has worked with SG on over ten projects through the last decade and found their work acceptable. SG completed the Karen, Mezes, Arthur el al Water Main Project in 2017-2018 for the District with no major issues or concerns.

Based on our analysis, we recommend the Board of Directors to authorize the contract and award the project to SG in the amount of **\$649,620.00** as the lowest responsive and responsible bidder.

Very truly yours,

Pakpour Consulting Group, Inc.


Joubin Pakpour, P.E.
District Engineer

Enclosures: Bid Analysis (1 page)
Bid Checklist (1 page)

Note to Contractors:

This staff recommendation will be presented to the Board of Directors at the MPWD Board Meeting to be held on Thursday, January 24, 2019.

Pursuant to General Provision G3.08 Bid Protests, any protest of the staff recommendation for award of contract must be submitted within 48 hours of your receipt of this letter (i.e. by Tuesday, January 22, 2019 at 10:00 AM).

cc: Tammy Rudock, Mid-Peninsula Water District, via email tammyr@midpeninsulawater.org
Rene Ramirez, Mid-Peninsula Water District, via email rramirez@midpeninsulawater.org
Michael Anderson, Mid-Peninsula Water District, via email MikeA@midpeninsulawater.org
Julie Sherman, Hanson-Bridgett, via email jsherman@hansonbridgett.com
Mark Stoloski, Stoloski and Gonzalez, Inc, via email mstoloski@stoloskiqgonzalez.com
Jose Reyes, Cratus Inc, via email estimating@cratusinc.com
Todd Giovannoni, Lewis & Tibbitts Inc, via email tjiovannoni@dlgt.com

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BID ANALYSIS
Mid-Peninsula Water District
Hillcrest Pressure Regulating Station - Sequoia Tank Site - Redwood City
January 14, 2019 2:00 PM Bid Opening



Bid Item No.	Item	UNIT	QTY.	Engineer's Estimate		Stoloski and Gonzalez Inc		Cratus Inc		Lewis and Tibbitts Inc		All Bidders Average		All Bidders Average Less Engineers Estimate	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Price Diff (+ or -)	Percent (+ or -)
1	Mobilization	LS	1	\$ 72,000.00	\$ 72,000.00	\$ 41,000.00	\$ 41,000.00	\$ 40,000.00	\$ 40,000.00	\$ 13,720.00	\$ 13,720.00	\$ 31,573.33	\$ 31,573.33	\$ (40,426.67)	-56%
2	Pressure Regulating Valve (PRV) Station	LS	1	\$275,000.00	\$ 275,000.00	\$ 304,500.00	\$ 304,500.00	\$ 400,000.00	\$ 400,000.00	\$ 444,290.00	\$ 444,290.00	\$ 382,930.00	\$ 382,930.00	\$ 107,930.00	39%
3	20-in CCP/DIP Special Flange Adapter and Tie-In Connections	LS	1	\$50,000.00	\$ 50,000.00	\$ 2,500.00	\$ 2,500.00	\$ 45,000.00	\$ 45,000.00	\$ 65,100.00	\$ 65,100.00	\$ 37,533.33	\$ 37,533.33	\$ (12,466.67)	-25%
4	Shoring, Sheet piling, and Bracing and Trench Safety	LS	1	\$85,000.00	\$ 85,000.00	\$ 19,000.00	\$ 19,000.00	\$ 40,000.00	\$ 40,000.00	\$ 25,210.00	\$ 25,210.00	\$ 28,070.00	\$ 28,070.00	\$ (56,930.00)	-67%
5	20-in DIP Water Main	LS	110	\$800.00	\$ 88,000.00	\$ 502.00	\$ 55,220.00	\$ 1,200.00	\$ 132,000.00	\$ 1,220.00	\$ 134,200.00	\$ 974.00	\$ 107,140.00	\$ 19,140.00	22%
6	20-in Gate Valve	EA	2	\$36,000.00	\$ 72,000.00	\$ 24,000.00	\$ 48,000.00	\$ 24,000.00	\$ 48,000.00	\$ 25,580.00	\$ 51,160.00	\$ 24,526.67	\$ 49,053.33	\$ (22,946.67)	-32%
7	4-in Blow-Off Connection	EA	3	\$9,000.00	\$ 27,000.00	\$ 16,000.00	\$ 48,000.00	\$ 15,000.00	\$ 45,000.00	\$ 9,730.00	\$ 29,190.00	\$ 13,576.67	\$ 40,730.00	\$ 13,730.00	51%
8	Sample Station	EA	1	\$8,500.00	\$ 8,500.00	\$ 4,500.00	\$ 4,500.00	\$ 15,000.00	\$ 15,000.00	\$ 11,210.00	\$ 11,210.00	\$ 10,236.67	\$ 10,236.67	\$ 1,736.67	20%
9	Electrical Work and Chlorine Analyzer	LS	1	\$45,000.00	\$ 45,000.00	\$ 75,000.00	\$ 75,000.00	\$ 70,000.00	\$ 70,000.00	\$ 63,460.00	\$ 63,460.00	\$ 69,486.67	\$ 69,486.67	\$ 24,486.67	54%
10	Abandon Manhole Structure, Sampling Stand, and Demo of Ex Vault	LS	1	\$25,000.00	\$ 25,000.00	\$ 36,000.00	\$ 36,000.00	\$ 20,000.00	\$ 20,000.00	\$ 43,620.00	\$ 43,620.00	\$ 33,206.67	\$ 33,206.67	\$ 8,206.67	33%
11	Water Tanker	LS	1	\$12,000.00	\$ 12,000.00	\$ 2,500.00	\$ 2,500.00	\$ 3,000.00	\$ 3,000.00	\$ 10,560.00	\$ 10,560.00	\$ 5,353.33	\$ 5,353.33	\$ (6,646.67)	-55%
12	Asphalt Concrete	SF	600	\$50.00	\$ 30,000.00	\$ 14.00	\$ 8,400.00	\$ 10.00	\$ 6,000.00	\$ 20.00	\$ 12,000.00	\$ 14.67	\$ 8,800.00	\$ (21,200.00)	-71%
13	Street Sweeping	EA	10	\$600.00	\$ 6,000.00	\$ 500.00	\$ 5,000.00	\$ 600.00	\$ 6,000.00	\$ 1,750.00	\$ 17,500.00	\$ 950.00	\$ 9,500.00	\$ 3,500.00	58%
TOTAL					\$ 795,500.00		\$ 649,620.00		\$ 870,000.00		\$ 921,220.00		\$ 813,613.33	\$ 18,113.33	2%



BID-CHECKLIST
Mid-Peninsula Water District
Hillcrest Pressure Regulating Station - Sequoia Tank Site - Redwood City
January 14, 2019 2:00 PM Bid Opening



Item No.	Item	Stoloski & Gonzalez Inc	Cratus Inc	Lewis and Tibbitts Inc
1	Proposal Execution (B-9 thru B-14)	√	√	√
2	Addendum No. 1 dated January 7, 2019 acknowledgement on page B-10 and attached a copy in bid documents	√	√	√
3	Addendum No. 2 dated January 9, 2019 acknowledgement on page B-10 and attached a copy in bid documents	√	√	Did not acknowledged or attached a copy in bid documents, but Contractor verified receiving the addendum
	Bid Schedule (B15)	√	√	√
	List of Subcontractors (B-16)	√	√	√
	Non-Collusion Declaration (B-17)	√	√	√
	Bidders Bond (B-19) or Bid Security Form (B-21)	Bidders Bond	Bidders Bond	Check #183602
	Statement of Qualifications (B-23 thru B -32)	√	√	√

Total Bid Price	\$649,620.00	\$870,000.00	\$921,220.00
Ascending Order #	1	2	3

Engineer's Opinion of Probable Cost	\$795,500.00
--------------------------------------------	---------------------



AGENDA ITEM NO. 8.A.

DATE: January 24, 2019
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: CONSIDER RESOLUTION 2019-03 APPROVING 2018 AMENDMENTS TO THE WATER SUPPLY AGREEMENT BETWEEN THE CITY AND COUNTY OF SAN FRANCISCO AND WHOLESALE CUSTOMERS IN ALAMEDA COUNTY, SAN MATEO COUNTY, AND SANTA CLARA COUNTY

RECOMMENDATION

Approve Resolution 2019-03 approving 2018 Amendments to the Water Supply Agreement between the City and County of San Francisco and Wholesale Customers in Alameda County, San Mateo County (including the MPWD), and Santa Clara County.

FISCAL IMPACT

None. Approval of the proposed WSA amendments is not expected to impact the MPWD's water rates.

BACKGROUND

The MPWD purchases 100% of its water supply from the San Francisco Public Utilities Commission (SFPUC) under the terms of an individual water sales agreement dated July 1, 2009, as well as the 2009 Water Supply Agreement (WSA) between San Francisco and wholesale water customers. The MPWD is one of the 26 Wholesale Customers that collectively formed the Bay Area Water Supply and Conservation Agency (BAWSCA), which represents the interests of the Wholesale Customers.

In 2006, the BAWSCA member agencies delegated authority to BAWSCA to negotiate the Water Supply Agreement (WSA) between San Francisco and the Wholesale Customers. The WSA and individual water sales agreement were subsequently approved by the MPWD in 2009. The WSA focuses on issues of common interest to all Wholesale Customers, such as the calculation of wholesale water rates and allocation of system costs.

Relatedly, the MPWD also approved:

1. Amendment No. 1 to the WSA in 2013 (Resolution 2013-02 dated February 28, 2013), which prohibited changes to the Hetch Hetchy Reservoir unless there is an amendment to the WSA.
2. In 2014 (Resolution 2014-11 dated June 26, 2014), the MPWD delegated authority to BAWSCA to initiate, defend, and settle arbitration related to the WSA.
3. In 2018 (Resolution 2018-18 dated August 23, 2018), the MPWD delegated authority to BAWSCA to represent the MPWD in negotiations with San Francisco on amendment to specific WSA provisions.

BAWSCA administers the WSA on behalf of its member agencies. Several sections of the WSA were identified as requiring amendment to address substantive issues that have arisen during implementation of the WSA. The amendments do not diverge from the existing policies and spirit of the WSA.

DISCUSSION

Staff and District Counsel received regular briefings during the negotiations with San Francisco.

The proposed amendments to the WSA were approved by the SFPUC on December 11, 2018.

BAWSCA requested that each member agency's governing board approve the amendments no later than March 31, 2019.

The following eight amendments to the WSA were considered during negotiations—the first four (#s1-4) of interest to BAWSCA and its member agencies and the last four (#s5-8) of interest to San Francisco:

1. BAWSCA's oversight role over the SFPUC's 10-year Capital Improvement Program;
2. The procedure to divide available water between the SFPUC and its Wholesale Customers during droughts (Tier 1 Drought Plan);
3. Extension of the deadline for a decision by the SFPUC to make San Jose and Santa Clara permanent customers of the Regional Water System (RWS) and extend increased water supply to the other permanent Wholesale Customers; and
4. Resolution of disputed SFPUC RWS asset classifications.
5. Process for reviewing the Wholesale Capital Fund;
6. Wholesale debt coverage ratio for the rate-setting process;
7. Extension of the WSIP (Water System Improvement Program) completion date; and
8. Description of the Regional Groundwater Storage and Recovery Project that is being constructed as part of the WSIP.

One of San Francisco's proposed items (#6 hereinabove) related to increasing the debt coverage ratio for consistency with SFPUC's current policy. During negotiations, BAWSCA and San Francisco determined that the WSA already included the necessary provisions to implement the revised debt coverage ratio, and, therefore, no amendment was needed in that regard.

The seven (7) remaining proposed amendments were largely administrative and would not change the structure of the WSA or the fundamental rights of any of the Wholesale Customers to receive water under the WSA. They would not have an adverse impact on the MPWD.

The following table briefly describes the issues and proposed amendments (in the same order as enumerated hereinabove).

<i>WSA PROVISION REQUIRING AMENDMENT</i>	<i>ISSUE</i>	<i>OUTCOME</i>
Oversight of SFPUC's Capital Improvement Program (CIP)	BAWSCA has no contractual right to review and provide input on SFPUC's CIP. SFPUC has no contractual obligation to seek input from BAWSCA on its CIP.	Establishes a process to allow BAWSCA and Wholesale Customers to provide input into CIP development and implementation (scope, schedule, and budget), and improvement to quarterly reports on CIP implementation.
Tier 1 Drought Plan	The WSA includes a procedure for calculating how available water supplies are divided between San Francisco and Wholesale Customers during droughts (Tier 1 Drought Plan). The Tier 1 formula, which	Returns regional drought allocations closer to original Plan principle: <i>Fair distribution of available drought water supplies.</i>

WSA PROVISION REQUIRING AMENDMENT	ISSUE	OUTCOME
	was adopted in 2000, requires higher cutbacks by the Wholesale Customers based on the assumption that Wholesale Customers have the ability to cut back more in a drought than San Francisco. Various factors have affected this formula, most notably lower water use by Wholesale Customers. The formula no longer meets original Plan principles, and results in a positive water allocation to San Francisco Retail while Wholesale Customers would experience significant cutbacks.	Water volume associated with eliminating positive allocation would be reallocated to Wholesale Customers, while water volume associated with minimum 5% cutback would be reallocated back to total system storage for allocation in future successive dry years. <i>Reference the attached BAWSCA chart demonstrating a 10% system-wide shortage scenario under the current Tier 1 Plan and proposed Tier 1 Plan.</i>
SFPUC 2018 Decisions regarding San Jose and Santa Clara and Increase in Water Supply for Permanent Customers	Unlike other BAWSCA member agencies, the cities of San Jose and Santa Clara currently have interruptible contracts for water from the SFPUC. Both agencies desire permanent customer status, potentially with greater supply than provided for in current contract. The WSA requires that the SFPUC decide by December 31, 2018 whether to make San Jose and Santa Clara permanent customers of the SFPUC and whether to offer additional supply to other permanent Wholesale Customers. Events since 2009 have made it difficult for the SFPUC to conduct the necessary supply analyses and environmental assessment to make these decisions.	Extends the SFPUC's decisions to December 31, 2028 in order to evaluate water supplies and impacts on other Wholesale Customers. Also extends the notification for potential termination of deliveries to San Jose and Santa Clara from 5 years to 10 years, to reflect a more reasonable timeline for developing alternative water supplies.
SFPUC RWS Asset Classifications	Resolution of disputed SFPUC RWS asset classifications was needed, which impacted how costs are divided between the San Francisco and the Wholesale Customers.	Adjustments would ensure that wholesale customers pay only for the water supply benefits provided by identified significant "up country" RWS assets.
Wholesale Capital Fund Review	The WSA has language to reconcile planned versus actual allocation of revenue funded capital expenditures in five-year intervals. This interval does not address unintended consequences that occur during implementation.	Process intervals would be shortened to provide greater stability in the annual determination of the Wholesale Revenue Requirement.
Extension of WSIP Completion Date	The WSA states that the WSIP would be completed by December 31, 2015.	Revises the WSIP completion date to December 30, 2021 (as adopted by the SFPUC in March 2018).
Regional Groundwater Storage and Recovery Project (RGSRP)	The WSA has outdated language regarding operational and cost allocation responsibilities for the RGSRP.	Updates WSA language to provide additional detail regarding operation and allocation of capital and operating costs for the RGSRP.

BAWSCA and San Francisco completed negotiations on the seven proposed amendments in November 2018. The parties prepared an Amended and Restated WSA that includes the proposed amendments and a number of non-substantive updates and “clean-up” revisions to the WSA. BAWSCA prepared information and a draft resolution for approving the proposed amendments and the Amended and Restated WSA to be used by agencies for consideration by their governing bodies.

The proposed amendments must be approved by the wholesale customers to take effect. According to the provisions of the WSA, since the proposed amendments would not change the structure or impact the fundamental rights of wholesale customers, they can be executed with the approval of two-thirds of the wholesale customers or the number of wholesale customers representing 75% of the quantity of water delivered by San Francisco.

Staff and District Counsel reviewed the amendments and all related documents, and recommend approval of the 2018 Amendments to the WSA.

A SEPARATE ISSUE: REDUCTION IN OR ELIMINATION OF MINIMUM PURCHASE CONTRACT REQUIREMENTS FOR ALAMEDA COUNTY WATER DISTRICT, CITY OF MILPITAS, CITY OF MOUNTAIN VIEW, AND CITY OF SUNNYVALE

As requested by BAWSCA, the resolution adopted by the MPWD last year (Resolution 2018-18 dated August 23, 2018) authorized BAWSCA to negotiate amendments related ONLY to the provisions described hereinabove. However, another issue surfaced during negotiations with San Francisco and raised concerns for several member agencies that were not directly related to the subject WSA amendments.

Four (4) [Alameda County Water District, City of Milpitas, City of Mountain View, and City of Sunnyvale] of the 26 Wholesale Customers have a contractual obligation in their individual water sales contract to purchase a minimum quantity of water from the SFPUC. When these agencies purchase less than their minimum requirement, they are billed by the SFPUC for the difference. These agencies expressed interest in reducing or eliminating the minimum purchase requirements as part of the WSA amendment negotiations with San Francisco. In response, BAWSCA was clear that addressing the minimum purchase requirements could not be included in the negotiations. However, BAWSCA and the SFPUC subsequently agreed to put language in the findings for the WSA amendments approved by the SFPUC on December 11, 2018 to reflect a mutual intent to address the minimum purchase requirements in a timely way as part of a future potential amendment. The intent was a commitment of sort to address the minimum purchase issue and alert governing bodies of a potential subsequent WSA amendment.

Amending the WSA to reduce or eliminate minimum purchase requirements has the potential of financially impacting other Wholesale Customers, including the MPWD. If as a result less water is purchased and paid for by the four (4) agencies, it would result in a reduction in revenue for the SFPUC that must be made up by shifting costs to other customers. These potential impacts were clearly demonstrated during the recent drought, when minimum purchase requirements were temporarily waived due to water supply shortages. Based on information provided by BAWSCA, the four (4) agencies saw an estimated \$20 million in total cost savings over the four-year period.

The WSA provides for temporary waivers of the minimum purchase requirement during water supply shortages. The MPWD also recognizes that need and supported the temporary waivers that were issued during the recent drought as part of the short-term drought response and water supply strategy to retain more water in RWS storage for the benefit of all SFPUC customers. However, the MPWD’s interest in a commitment to working on a future amendment to permanently change the minimum purchase requirements would depend on the structure of the amendment and impacts to the MPWD ratepayers.

Absent specific details/information on impacts of reductions in or elimination of minimum purchase requirements to other Wholesale Customers, staff believes that it was premature to include a related finding in the forthcoming resolution and was not in keeping with the Board's delegation of authority to BAWSCA, which was limited specifically to the amendments outlined hereinabove.

Staff did not include the findings related to the minimum purchase requirements in the attached Resolution 2019-03. [Reference the attachment reflecting the resolution provisions extracted by staff.] The MPWD would, therefore, not be on record as agreeing with the intent to negotiate a future solution to the minimum purchase requirements without details/information about the structure and impacts to the MPWD. Staff's recommendation would have no effect on the Board's ability to approve the proposed WSA amendments.

Attachment: Resolution No. 2019-03
BAWSCA Chart – 10% System-Wide Shortage under Current Tier 1 Plan and Proposed Tier 1 Plan
Resolution Provisions Extracted by Staff (Related to Minimum Purchase Requirements)

BOARD ACTION: APPROVED:_____ DENIED:_____ POSTPONED:_____ STAFF DIRECTION:_____

UNANIMOUS_____ VELLA_____ ZUCCA_____ WARDEN_____ SCHMIDT_____ WHEELER_____

RESOLUTION NO. 2019-03

**APPROVING 2018 AMENDMENTS TO THE WATER SUPPLY AGREEMENT
BETWEEN THE CITY AND COUNTY OF SAN FRANCISCO
AND WHOLESALE CUSTOMERS IN
ALAMEDA COUNTY, SAN MATEO COUNTY, AND SANTA CLARA COUNTY**

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, water supply agencies in Alameda, San Mateo and Santa Clara Counties have purchased water from the City and County of San Francisco (San Francisco) for many years; and

WHEREAS, the San Francisco Public Utilities Commission (SFPUC) operates the Regional Water System, which delivers water to communities in Alameda, San Mateo and Santa Clara Counties, as well as to customers within San Francisco (collectively, “the Parties”); and

WHEREAS, the Parties entered into the “Settlement Agreement and Master Water Sales Contract between the City and County of San Francisco and Certain Suburban Purchasers in San Mateo County, Santa Clara County and Alameda County” in 1984; and

WHEREAS, in April 2003, water supply agencies in Alameda, San Mateo and Santa Clara Counties established the Bay Area Water Supply and Conservation Agency (BAWSCA), as authorized by Water Code Section 81300 *et seq.*; and

WHEREAS, upon expiration of the 1984 “Settlement Agreement and Master Water Sales Contract,” the Parties entered into the “Water Supply Agreement between San Francisco and Wholesale Customers in Alameda County, San Mateo County, and Santa Clara County” (“Water Supply Agreement”) on July 1, 2009, authorized by SFPUC Resolution No. 09-0069; and

WHEREAS, on August 23, 2018, the Mid-Peninsula Water District (“District”), by Resolution No. 2018-18, delegated authority to BAWSCA to act as its authorized representative in discussions and negotiations with San Francisco to amend the Water Supply Agreement; and

WHEREAS, each of the other 25 entities, which are members of BAWSCA, similarly delegated negotiating authority to BAWSCA; and

WHEREAS, BAWSCA has submitted periodic reports to the District on progress during the negotiations and has provided detailed briefings on all significant elements of the amendments; and

WHEREAS, the Parties now desire to adopt an amended and restated Water Supply Agreement in order to:

- (1) require the SFPUC to adhere to a formal program to engage with BAWSCA on its 10-year CIP development;
- (2) adjust the provisions of the Water Shortage Allocation Plan regarding the initial allocation of water during shortages between San Francisco Retail and Wholesale water customers;
- (3) extend the December 31, 2018 deadline for the SFPUC to complete a water supply planning process and decide whether or not to (a) grant permanent customer status to the cities of San Jose and Santa Clara, dedicating a permanent share of the SFPUC water supply to these two wholesale customers, who currently have temporary, interruptible status, and (b) increase the 184 mgd Supply Assurance created as a permanent dedication of water supply in the 1984 "Settlement Agreement and Master Water Sales Contract" and carried forward into the 2009 Water Supply Agreement (collectively "the 2018 Decisions");
- (4) change the classification of certain Hetch Hetchy Water and Power capital projects, adjusting the amount of capital funding to be provided towards these projects by the Parties and the SFPUC Power Enterprise through the term (June 30, 2034) of the Water Supply Agreement;
- (5) modify provisions related to the SFPUC's administration of the Wholesale Capital Fund to more closely align with the historic rate of capital project spending by the SFPUC and prevent volatility in the annual determination of the Wholesale Revenue Requirement;

(6) extend the estimated timing of the completion of the WSIP to reflect the currently adopted program completion date; and

(7) clarify the cost allocation and water accounting provisions used for the Regional Water System's Groundwater Storage and Recovery Project; and

WHEREAS, in addition to the substantive modifications set forth above, the amended and restated Water Supply Agreement also includes a number of non-substantive updates and revisions to incorporate previously approved modifications, such as the First Amendment to the Water Supply Agreement, adopted in 2013 as new Section 3.18, prohibiting San Francisco from draining Hetch Hetchy Reservoir or decommissioning O'Shaughnessy Dam without securing Wholesale Customer approval in the form of an amendment; and

WHEREAS, in 2008, through SFPUC Resolution No. 08-0200, San Francisco approved the Water System Improvement Program (WSIP) to upgrade San Francisco's regional and local water system and achieve Level of Service Goals and Objectives, which include meeting average annual water demand of 265 million gallons per day (mgd) through 2018; reevaluation of forecasted 2030 Regional Water System demand projections and water supply options by 2018, and SFPUC decision in 2018 regarding Regional Water System deliveries after 2018; and meeting dry year delivery needs while limiting rationing to a maximum of twenty percent system wide during droughts; and

WHEREAS, prior to approval of the WSIP, San Francisco prepared a program environmental impact report (PEIR) for the WSIP in compliance with the California Environmental Quality Act (CEQA) and the San Francisco Planning Commission certified the WSIP Final PEIR in Planning Commission Motion No. 17734; and

WHEREAS, the Wholesale Customers reviewed the Final PEIR and CEQA findings and, in conjunction with approval of the Water Supply Agreement in 2009, the Wholesale Customers also adopted CEQA findings that were relevant to each Wholesale Customer's decision to approve the WSA; and

WHEREAS, San Francisco's currently adopted WSIP program completion date is December 30, 2021; and

WHEREAS, one of the remaining final projects in the WSIP, the Alameda Creek Recapture Project, is the subject of a revised environmental impact report that has not yet been published for public review and comment; and

WHEREAS, on April 3, 2018, the Wholesale Customers provided formal comment to the SFPUC, as part of its action to adopt the most recent WSIP completion date, that the proposed WSIP completion date and accompanying construction schedule extension date for the Alameda Creek Recapture Project to December 30, 2021, may not be sufficient to accommodate any project modifications that might be necessary as a result of the ongoing revised environmental analysis, increasing uncertainty associated with the adequacy of the Project schedule as proposed by the SFPUC; and

WHEREAS, the SFPUC has indicated that its Hetch Hetchy Local Simulation Model (HHLSM) hydrologic modeling identifies the supply yield anticipated by the Alameda Creek Recapture Project as critical to achieving and maintaining drought year reliability and achieving the WSIP Water Supply Level of Service Goal; and

WHEREAS, the Wholesale Customers acknowledge that the Alameda Creek Recapture Project cannot proceed to construction until environmental review under CEQA is successfully completed, and the past practice of BAWSCA has been to support extensions of individual WSIP project schedules and overall WSIP scheduled completion, including past extensions for the Alameda Creek Recapture Project, if supported by technical and other analysis as necessary to successfully complete the project and achieve project objectives; and

WHEREAS, BAWSCA intends to act in a manner that represents the best interests of all of its member agencies' water supply while avoiding any harm alleged by any one member agency's water supply as a result of any future action by SFPUC; and

WHEREAS, the Wholesale Regional Water System Security and Reliability Act (AB 1823, Water Code Section 73500 *et seq.*) continues the Legislature's oversight of SFPUC's implementation of the regional projects included in WSIP through January 1, 2022; and

WHEREAS, BAWSCA intends to ask the Legislature again to extend its oversight of the WSIP program in anticipation of the SFPUC's need to extend the WSIP completion date to

accommodate individual project schedules with reasonable delays, such as the Alameda Creek Recapture Project; and

WHEREAS, an amended and restated Water Supply Agreement, in the form negotiated by BAWSCA, was presented to and approved by the SFPUC on December 11, 2018.

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

1. The Board of Directors approves the modifications included in the amended and restated "Water Supply Agreement Between the City and County of San Francisco Wholesale Customers in Alameda County, San Mateo County, and Santa Clara County" dated November 2018 (Amended and Restated Water Supply Agreement).

2. The General Manager is authorized and directed to sign the Amended and Restated Water Supply Agreement, in the form negotiated by BAWSCA and approved by the San Francisco Public Utilities Commission on December 11, 2018.

PASSED AND ADOPTED this 24th day of January 2019 by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

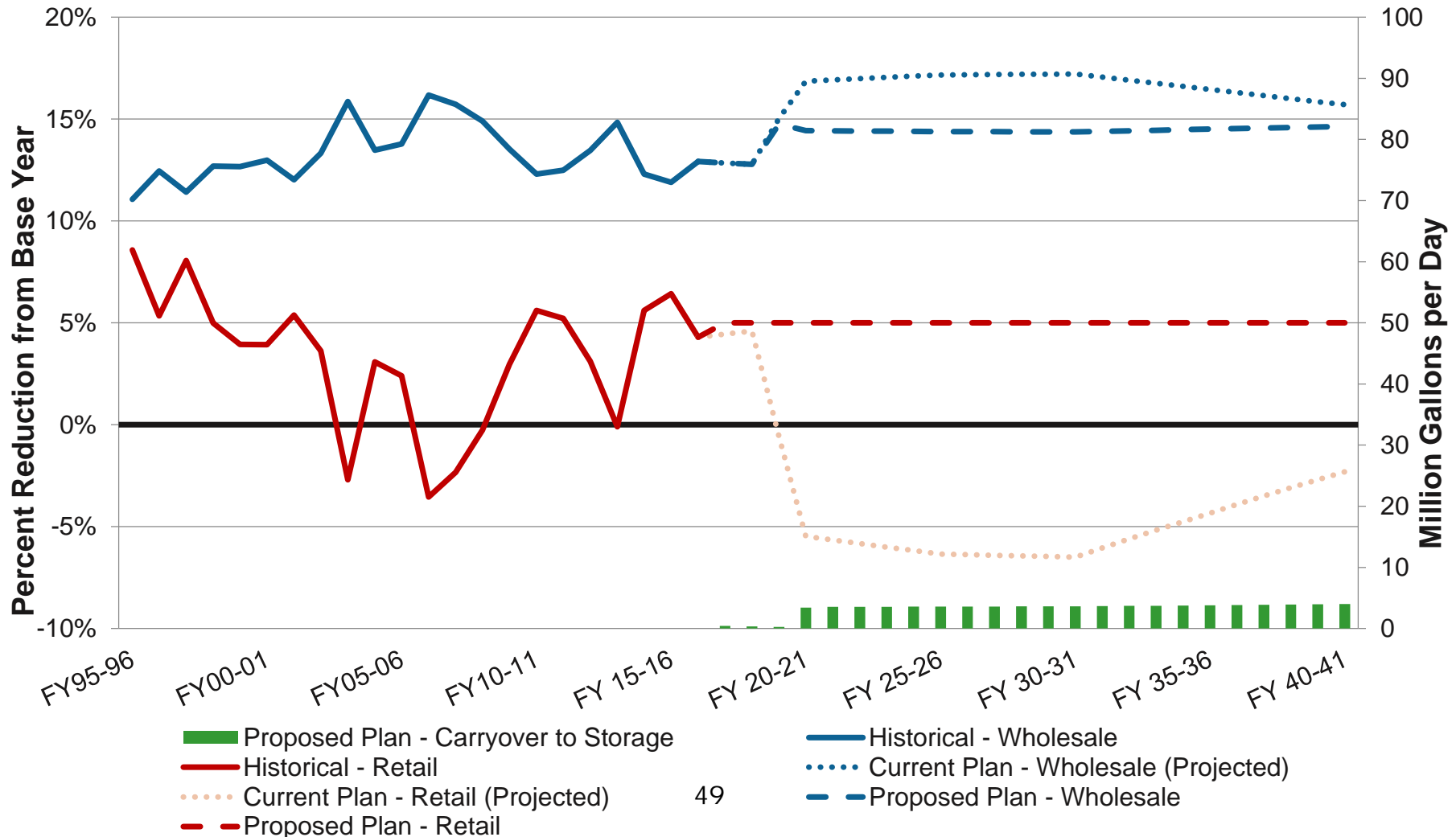
PRESIDENT

ATTEST:

SECRETARY OF THE BOARD

Retail and Wholesale % Reduction under Current Tier I Plan and Proposed Tier I Plan

10% System-Wide Shortage





RE: 2018 AMENDMENTS TO WSA

**RESOLUTION PROVISIONS EXTRACTED BY STAFF
RELATED TO THE MINIMUM PURCHASE REQUIREMENT ISSUE:**

WHEREAS, the Parties recognize that both before and after the most recent statewide drought, after meeting drought-related conservation mandates, several BAWSCA member agencies were unable to meet their respective minimum purchase requirements described in Article 3.07 of the Water Supply Agreement, which requires payment for water below the required minimum purchase level even if such water is not delivered and used; and

WHEREAS, BAWSCA and San Francisco have identified intra system water transfers in general as one potential solution to long-term water reliability needs among the Wholesale Customers, and Section 3.04 of the Water Supply Agreement provides a simplified process for permanent Individual Supply Guarantee (ISG) transfers among certain Wholesale Customers; and

WHEREAS, several of the Wholesale Customers with minimum purchase requirements might be interested in transferring water within their respective ISGs, if doing so would also reduce their minimum purchase requirements and corresponding financial impact of paying for water that is not used; and

WHEREAS, the Parties to the Water Supply Agreement have a collective interest in working to promptly identify a resolution to this as part of a future contract amendment; and

WHEREAS, BAWSCA and San Francisco will begin discussions to address this issue commencing in January 2019; and



AGENDA ITEM NO. 8.B.

DATE: January 24, 2019
TO: Board of Directors
FROM: Rene Ramirez, Operations Manager

SUBJECT: RECEIVE STATUS REPORT ON SURPLUS ITEMS SOLD AND NOT SOLD DURING CALENDAR YEAR 2018, AND CONSIDER APPROVAL OF DESTRUCTION-DISPOSAL OF ITEMS NOT SOLD AND VALUED AT APPROXIMATELY \$300 TOTAL

RECOMMENDATION

Receive status report on 41 District assets declared surplus during calendar year 2018. Staff developed three (3) tables (attached) showing what assets did not sell (10); assets sold through GovDeals.com (24); and assets sold to interested parties (7).

FISCAL IMPACT

Thirty-one (31) assets declared surplus were sold during 2018 that generated \$104,633 in miscellaneous revenue. There was no cost to the District to use the GovDeals.com auction process. GovDeals.com charges the awarded bidder a 10% premium, as their fee, for hosting the auction.

DISCUSSION

During calendar year 2018 staff worked with GovDeals.com on three separate occasions (January, April and June) to make 41 surplus assets available for purchase via their public auction process. Prior to each auction date, staff brought a list of surplus assets for the Board to approve. By the end of 2018, 31 of the 41 assets had been sold to interested parties:

1. Twenty-four pieces of surplus property were sold through the GovDeals.com auction process generating \$11,113 in revenue, see Table 1.
2. Table 2 is a list of seven assets that did not sell through the auction process, but people from the auction process contacted staff showing interest in the items. We met and a negotiated what we felt was a fair price for the items. These seven items generated \$93,520 in revenue.
3. Lastly, Table 3 is a list of 10 assets that did not sell. The estimated market value of these 10 items is approximately \$300. Staff recommends properly disposing of these items, since there was no interest in them.

This year staff plans to work with GovDeals.com at least once to sell surplus assets. Before surplus items are placed with GovDeals.com for auction, the Board will have an opportunity to review and approve a surplus asset list.

Attachments: Tables: 1, 2 and 3

BOARD ACTION: A PPROVED:____ DENIED:____ POSTPONED:____ STAFF DIRECTION:____

UNANIMOUS____ VELLA____ ZUCCA____ WARDEN____ SCHMIDT____ WHEELER____

	MPWD Asset Description	Date Auction Closed	Winning Bid
1	2001 Ford Ranger XLT SuperCab	1/22/18	\$1,925
2	2001 Ford F-150 XL Short Bed 2WD	1/22/18	\$1,625
3	Trench Shoring Equipment	2/14/18	\$4,125
4	MultiQuip ACX-140GII 140 Amp DC Welder/3000 Watt Generator	1/22/18	\$170
5	Mikasa Plate Compactor MVC-90L with Robin Engine	1/22/18	\$530
6	Wacker Model BS105Y Vibrating Tamper	1/22/18	\$295
7	Tappan 30" Electric Range	1/22/18	\$25
8	General Electric 30" Gas Range	1/22/18	\$25
9	Fiberglas Shower Stall with Glass Enclosure	1/22/18	\$55
10	Powermatic Model 510 Panel Saw	1/22/18	\$1,025
11	Acme Large General Purpose Transformer	1/22/18	\$20
12	Lot of 2 Residential Gas Furnaces	1/22/18	\$25
13	General Electric Double Built-In Refrigerator	4/11/18	\$50
14	General Electric Microwave Model JVM1750SM1SS	4/11/18	\$20
15	Stainless Steel Sink w/Faucet and Air Gap	4/11/18	\$10
16	Plastic Parts Cabinet	4/11/18	\$5
17	Lot of 2 Worklights with Extra Stand	4/11/18	\$40
18	Pop-Up Canopy with Extra Cover and Two Pipe-Frame Covers	4/11/18	\$23
19	Lot of 2 Igloo 5-Gallon Water Coolers	4/11/18	\$10
20	Lot of Concrete Products - Waterproofing, Sealant, More	4/11/18	\$15
21	Metal Desk w/Woodgrain Top	4/11/18	\$15
22	Tilt-Deck Utility Trailer	4/11/18	\$555
23	Utility Trailer w/5 x 8 Bed	4/11/18	\$215
24	Lot of 23 Miscellaneous Car, Truck, Trailer, and Bobcat Tires	7/4/18	\$310
	Total: GovDeals.com Auction Sales		\$11,113



MID-PENINSULA
WATER DISTRICT

CY 2018

MPWD Assets: Did Not Sell at Auction

Sold to Private Party

Table 2

	MPWD Asset Description	Date Asset Sold	Selling Price
1	Wacker RT560 Vibratory Roller - Diesel Powered	5/29/18	\$2,500
2	2001 CAT 420D 4WD Loader/Backhoe w/Extension Stick	5/29/18	\$25,750
3	2001 Ford F-350 SD XLT 2WD	2/5/18	\$2,200
4	2005 Peterbilt PB335 Service Truck w/Crane, Compressor & Liftgate	4/27/18	\$63,000
5	General Electric 30inch Electric Range Model JB850SP2SS	3/29/18	\$45
6	100 Cup Electric Coffeemaker w/Supply of Cups	4/11/18	\$10
7	Oak Veneer Desk	7/4/18	\$15
	Total		\$93,520

CY 2018
MPWD Assets
Did Not Sell

	MPWD Asset Description	Date Auction Closed
1	Broan Range Hood Model 75.000-C	1/22/18
2	General Electric Dishwasher Model GLD4560N00SS	4/11/18
3	Lot of 2 Microwaves - Magic Chef & Whirlpool	4/11/18
4	Lot of 14 Safety Flags	4/11/18
5	Large Lot of Light Fixtures, Fixture Parts, Speaker, and Bulbs	4/11/18
6	19 x 13 Vitreous China Bathroom Sink	4/11/18
7	Lot of Adhesive Products	4/11/18
8	Lot of 2 Peterbuilt Truck Seats	4/11/18
9	Lot of Miscellaneous Light Fixtures	7/4/18
10	Lot of Office Accessories - Cork Boards, White Boards, Literature Rack	7/4/18

AGENDA ITEM NO. 8.C.

DATE: January 24, 2019
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: CONSIDER POTENTIAL NOMINATIONS IN RESPONSE TO THREE (3) NOTICES SEEKING LOCAL CANDIDATES FROM:
1. SAN MATEO LAFCO (SPECIAL DISTRICT MEMBER VACANCY);
2. ACWA REGION 5 (BOARD MEMBER VACANCY); AND
3. ACWA JPIA EXECUTIVE COMMITTEE (MEMBER VACANCY)

RECOMMENDATION

Consider potential nominations in response to three (3) notices seeking local candidates from:

1. San Mateo Local Agency Formation Commission (LAFCo) for Special District representative vacancies;
2. ACWA (Association of California Water Agencies) Region 5 for a Board Member vacancy; and
3. ACWA JPIA (Joint Powers Insurance Authority) Executive Committee for a member vacancy.

FISCAL IMPACT

None.

DISCUSSION

The attached notices were previously forwarded to all Directors for their information. A brief discussion was initiated during the January 10th Strategic Planning session about the various vacancies. Staff wanted to ensure that timely nominations were made for anyone interested. Resolutions are required for the ACWA Region 5 and ACWA JPIA vacancies.

Deadlines:

1. San Mateo LAFCo: A meeting of the Independent District Selection Committee is scheduled for the purpose of selecting San Mateo LAFCo Special District representatives on Tuesday, **February 12, 2019**, at 7:00PM, at the San Mateo County Mosquito and Vector Control District. No resolution is required but California law requires the Board President or their Board member designee to attend the meeting and vote. If the Board President appoints a Board member designee, a minute order or letter submitted to LAFCo is required.

2. ACWA Region 5: February 15, 2019. Nomination form and Board resolution required.
Should the Board desire to nominate a candidate for the ACWA Region 5 during the Board meeting, staff has reserved Resolution No. 2019-04 for the accompanying resolution in the attached format recommended by ACWA.
3. ACWA JPIA Executive Committee: March 22, 2019. Candidate statement (if desired) and Board resolution required.

Also attached as a reminder is the meeting agenda for the San Mateo County Chapter of the CSDA (California Special Districts Association) on February 12th immediately following the LAFCo Independent District Selection Committee meeting.

Attachments: San Mateo LAFCo notice dated January 3, 2019, including the agenda for February 12, 2019 Independent Special District Selection Committee meeting, AND San Mateo County Chapter CSDA meeting agenda
ACWA Region 5 notice dated December 12, 2018 and related attachments
ACWA JPIA notice dated January 8, 2019 and related attachments

BOARD ACTION: APPROVED:_____ DENIED:_____ POSTPONED:_____ STAFF DIRECTION:_____

UNANIMOUS_____ VELLA_____ ZUCCA_____ WARDEN_____ SCHMIDT_____ WHEELER_____



LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

January 3, 2019

To: Presiding Officers/Board Presidents
Independent Special Districts, San Mateo County

Subject: Call for Nominations: Special District Selection Committee to Elect Special District
Member on San Mateo LAFCo Pursuant to Section 56332

As you know, the San Mateo Local Agency Formation Commission is comprised of two county supervisor members appointed by the Board of Supervisors, two city council members appointed by the City Selection Committee (also known as the Council of Mayors), two special district members selected by the Special Districts Selection Committee (comprised of the presiding officers of the independent special districts) and one public member appointed by the six members of the Commission. An alternate for each type of membership is also selected in the same manner as regular members.

The purpose of this letter is to call a meeting of the Special District Selection Committee for the purpose of filling the current vacancy created by Joe Sheridan's retirement from LAFCo. This term expires May, 2020. Attached is the agenda, which also includes election of the alternate special district commissioner with the term ending May, 2020, in the event a vacancy occurs. The meeting is scheduled to be held on **Tuesday, February 5, 2019 at 7:00 p.m. at the San Mateo County Mosquito and Vector Control District office, 1351 Rollins Road, Burlingame.**

Government Code Section 56332 directs that the LAFCo Executive Officer shall call a meeting to fill a vacancy of the special district term whenever a vacancy occurs. Voting members of the Special District Selection Committee are chair or president of an independent special district. If the board chair or president is not able to attend the meeting, the board of that district must appoint an alternate board member to vote. In summary, voting members shall only be the Chair or President of the board, or a Board appointed alternate board member. Alternates should bring a minute order or letter from the District documenting they have been authorized to act on behalf of the district.

Please also note that while your district may participate in the local chapter of the California Special Districts Association ("Association"), the LAFCo Special Districts Selection Committee and the Association are not affiliated. While you may receive correspondence from the Association, questions or correspondence about the Special District Selection Committee should be directed to the LAFCo Office. If you have questions concerning this process, please contact me directly at mpoyatos@smcgov.org.

Sincerely,

Martha Poyatos
Executive Officer

COMMISSIONERS: ANN DRAPER, CHAIR, PUBLIC • JOSHUA COSGROVE, VICE CHAIR, Special district • RICH GARBARINO, City • DON HORSLEY, COUNTY • MIKE O'NEILL, CITY • VACANT, Special District • WARREN SLOCUM, COUNTY

ALTERNATES: KATI MARTIN, SPECIAL DISTRICT • HARVEY RARBACK, CITY • JAMES O'NEILL, PUBLIC • DAVE PINE, COUNTY

STAFF: MARTHA POYATOS, EXECUTIVE OFFICER • REBECCA ARCHER, LEGAL COUNSEL • ROB BARTOLI, MANAGEMENT ANALYST

Please forward to your District's Board
President or Chairperson

Agenda

INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE (For the purpose of selecting San Mateo LAFCo special district representatives)

Tuesday, February 12, 2019

7:00 p.m.

San Mateo County Mosquito and Vector Control Dist.
1351 Rollins Road, Burlingame, CA

Contact: Martha Poyatos
Executive Officer
San Mateo LAFCo
(650) 363-4224

1. Introduction & brief update on LAFCo activities
2. Roll Call and Determination of quorum*
3. Nominations
4. Oral Presentations of nominees (optional): two minutes each
5. Election of Special District Members to LAFCo
 - a. Regular Member - term ending May 2020 (vacant)
 - b. Alternate Member if vacancy occurs - term ending May 2020
6. Public Comment
7. Adjournment

*Pursuant to Gov. Code Section 56332, the Independent Special District Selection Committee (SDSC) shall consist of the presiding officer/president of the legislative body of each independent special district. The legislative body of the district may appoint one of its board members to attend and vote in the presiding officer's place if the presiding officer will not be present at the meeting. (Government Code Section 56332(b)). In instances where boards have appointed an alternate board member to serve in place of the presiding officer, documentation such as a resolution, minute order or letter must be submitted to LAFCo at the meeting. Only the chair or a Board appointed board member may vote. Staff may not vote. Each district is entitled to one vote.

Questions? Call Martha Poyatos at 650/363-4224 or e-mail at mpoyatos@smcgo.org

Meeting of the San Mateo County Chapter

California Special Districts Association

San Mateo Mosquito and Vector Control District

1351 Rollins Road

Burlingame, CA 94010

Tuesday – February 12, 2019

7:30 – 9:00 P.M.

=====

**BEFORE OUR MEETING THE LOCAL AGENCY FORMATION COMMISSION EXECUTIVE
OFFICER WILL CONDUCT A SPECIAL DISTRICT MEMBER SELECTION COMMITTEE
MEETING**

1. Opening Remarks/Agenda Review
2. Introductions
3. Presentation by Stephen Sanger of California Consulting on grant funding opportunities
4. Opportunities for Increasing Participation by Chapter Members
5. Approval of the Minutes of prior meetings
 - A. No meeting in October or November
6. Current Treasurer's Report
 - A. Action: Motion to approve Treasurer's Report
7. Special District Commissioners on LAFCO Report
 - A. December 19, 2018 LAFCo Meeting
8. District Updates – Roundtable
9. Comments from the Floor
10. Tentative Next Meeting Dates: May 7, 2019
11. Adjournment

Districts are strongly encouraged to send a representative to participate in the decision making process of the Chapter. Please be aware that a quorum is necessary to conduct some items of business.

For information or questions call Joshua Cosgrove – (650) 922-4074 or joshua.cosgrove@gmail.com

MEMORANDUM

Date: December 12, 2018

To: ACWA Region 5 Member Agency Presidents and General Managers
(sent via e-mail)

From: ACWA Region 5 Board

The Region 5 Board is looking for ACWA members who are interested in leading the direction of ACWA Region 5 for the remainder of the 2018-2019 term. The Board is seeking candidates to fill one Board Member vacancy.

The leadership of ACWA's ten geographical regions is integral to the leadership of the Association as a whole. The Chair and Vice Chair of Region 5 serve on ACWA's Statewide Board of Directors and recommend all committee appointments for Region 5. The members of the Region 5 Board determine the direction and focus of region issues and activities. Additionally, they support the fulfillment of ACWA's goals on behalf of members.

If you, or someone within your agency, are interested in serving in a leadership role within ACWA by becoming a Region 5 Board Member, please familiarize yourself with the Role of the Regions and Responsibilities; and the Region 5 Rules and Regulations (attached) and complete the following steps:

- **Complete the attached Nomination Form**
- **Obtain a Resolution of support from your agency's Board of Directors**
- **Submit the requested information to ACWA by February 15, 2019**

The Region 5 Board will make their appointment shortly thereafter and will inform the region of the results.

If you have any questions, please contact ACWA Regional Affairs Representative Brian Sanders at brians@acwa.com, or Regional and Member Services Specialist II Ana Javaid at anaj@acwa.com, or call (916) 441-4545.

THE ROLE OF THE REGIONS

Mission:

ACWA Regions will provide the grassroots support to advance ACWA's legislative and regulatory agenda.

Background:

As a result of ACWA's 1993 strategic planning process, known as Vision 2000, ACWA modified its governance structure from one that was based on sections to a regional-based configuration. Ten regions were established to provide geographic balance and to group agencies with similar interests.

The primary charge of regions:

- To provide a structure where agencies can come together and discuss / resolve issues of mutual concern and interest and based on that interaction, provide representative input to the ACWA board.
- To assist the Outreach Task Force in building local grassroots support for the ACWA Outreach Program in order to advance ACWA's legislative and regulatory priorities as determined by the ACWA Board and the State Legislative, Federal Affairs or other policy committees.
- To provide a forum to educate region members on ACWA's priorities and issues of local and statewide concern.
- To assist staff with association membership recruitment at the regional level.
- To recommend specific actions to the ACWA Board on local, regional, state and federal issues as well as to recommend endorsement for various government offices and positions.
 - *Individual region boards CANNOT take positions, action or disseminate communication on issues and endorsements without going through the ACWA Board structure.*

Region chairs and vice chairs, with support from their region boards, provide the regional leadership to fulfill this charge.

GENERAL DUTIES / RESPONSIBILITIES FOR REGION OFFICERS

Region Chair:

- Serves as a member of the ACWA Board of Directors at bimonthly meetings at such times and places as the Board may determine. The Chair will also call at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- Is a member of ACWA's Outreach Program, and encourages region involvement.

- Appoints Outreach Captain to help lead outreach effort within the region.
- Presides over all region activities and ensures that such activities promote and support accomplishment of ACWA's Goals.
- Makes joint recommendations to the ACWA President regarding regional appointments to all ACWA committees.
- Appoints representatives in concurrence of the region board, to serve on the region's nominating committee with the approval of the region board.
- Facilitates communication from the region board and the region membership to the ACWA board and staff.

Region Vice Chair:

- Serves as a member of the ACWA Board of Directors at bimonthly meetings at such times and places as the Board may determine. The Vice Chair will also participate in at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- In the absence of the chair and in partnership with the chair, exercises the powers and performs duties of the region chair.
- Is a member of ACWA's Outreach Program, and encourages region involvement.
- Makes joint recommendations to the ACWA president regarding regional appointments to all ACWA committees.

Region Board Member:

- May serve as alternate for the chair and/or vice chair in their absence (if appointed) to represent the region to the ACWA Board.
- Will participate in at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- Supports program planning and activities for the region.
- Actively participates and encourages region involvement in ACWA's Outreach Program.

ACWA Region 5 Rules & Regulations

Each region shall organize and adopt rules and regulations for the conduct of its meetings and affairs not inconsistent with the Articles of Incorporation or bylaws of the Association (ACWA Bylaw V, 6.).

Officers

Region officers must be a local agency board member.

The chair shall appoint a secretary to the Board if one is deemed necessary.

Attendance

If a region chair or vice chair is no longer allowed to serve on the Board of Directors due to his / her attendance, the region board shall appoint from the existing region board a new region officer. (ACWA Policy & Guideline Q, 1.)

If a region chair or vice chair misses three consecutive region board / membership meetings, the same process shall be used to backfill the region officer position. (ACWA Policy & Guideline Q, 1.)

If a region board member has three consecutive unexcused absences from a region board meeting or general membership business meeting, the region board will convene to discuss options for removal of the inactive board member. If the vacancy causes the board to fail to meet the minimum requirement of five board members, the region must fill the vacancy according to its rules and regulations. (ACWA Policy & Guideline Q, 3.)

Vacancy

The vice chair position shall automatically ascend to the chair position in the event that a vacancy occurs in the chair position during the regular term cycle.

Elections

All nominations received for the region chair, vice chair and board positions must be accompanied by a resolution of support from each sponsoring member agency, signed by an authorized representative of the Board of Directors. Only one individual may be nominated from a given agency to run for election to a region board. Agencies with representatives serving on the nominating committees should strive not to submit nominations for the region board from their agency. (ACWA Policy & Guideline P, 2.)
Election ballots will be e-mailed to ACWA member agency general managers and presidents.

The nominating committee shall consist of three to five members.

In an effort to preserve objectivity during the nominating committee process, candidates other than nominating committee members shall be nominated for election.

The nominating committee should pursue qualified members within the region to run for the region board, and should consider geographic diversity, agency size and focus in selecting a slate.

See the current region election timeline for specific dates.

Endorsements

ACWA, as a statewide organization, may endorse potential nominees and nominees for appointment to local, regional, and statewide commissions and boards. ACWA's regions may submit a recommendation for consideration and action to the ACWA Board of Directors to endorse a potential nominee or nominee for appointment to a local, regional or statewide commission or board. (ACWA Policy & Guideline P, 3.)

Committee Recommendations & Representation

All regions are given equal opportunity to recommend representatives of the region for appointment to a standing or regular committee of the Association. If a region fails to provide full representation on all ACWA committees, those committee slots will be left open for the remainder of the term or until such time as the region designates a representative to complete the remainder of the term. (ACWA Policy & Guideline P, 4. A.)

At the first region board / membership meeting of the term, regions shall designate a representative serving on each of the standing and regular committees to serve as the official reporter to and from the committee on behalf of the region to facilitate input and communication. (ACWA Policy & Guideline P, 4. B.)

Tours

ACWA may develop and conduct various tours for the regions. All tour attendees must sign a "release and waiver" to attend any and all region tours. Attendees agree to follow environmental guidelines and regulations in accordance with direction from ACWA staff; and will respect the rights and privacy of other attendees. (ACWA Policy & Guideline P, 6.)

Finances

See "Financial Guidelines for ACWA Region Events" document.

Amending the Region Rules & Regulations

ACWA policies and guidelines can be amended by approval of the ACWA Board of Directors. The Region 5 Rules & Regulations can be amended by a majority vote of those present at any Region 5 meeting as long as a quorum is present.



Name of Candidate: _____

Agency: _____ Title: _____

Agency Phone: _____ Direct Phone: _____

E-mail: _____ ACWA Region: _____ County: _____

Address: _____

Agency Function(s): (check all that apply)

- | | | |
|---------------------------------------------|-------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Wholesale | <input type="checkbox"/> Sewage Treatment | <input type="checkbox"/> Flood Control |
| <input type="checkbox"/> Urban Water Supply | <input type="checkbox"/> Retailer | <input type="checkbox"/> Groundwater Management / Replenishment |
| <input type="checkbox"/> Ag Water Supply | <input type="checkbox"/> Wastewater Reclamation | <input type="checkbox"/> Other: _____ |

Describe your ACWA-related activities that help qualify you for this office:

In the space provided, please write or attach a brief, half-page bio summarizing the experience and qualifications that make you a viable candidate for ACWA Region leadership. Please include the number of years you have served in your current agency position, the number of years you have been involved in water issues and in what capacity you have been involved in the water community.

I acknowledge that the role of a region board member is to actively participate on the Region Board during my term, including attending region board and membership meetings, participating on region conference calls, participating in ACWA's Outreach Program, as well as other ACWA functions to set an example of commitment to the region and the association.

I hereby submit my name for consideration by the Nominating Committee.

(Please attach a copy of your agency's resolution of support/sponsorship for your candidacy.)

_____ Signature	_____ Title	_____ Date
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Submit completed form to Ana Javaid at anaj@acwa.com.

RESOLUTION NO. _____

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
(DISTRICT NAME)
PLACING IN NOMINATION (NOMINEE NAME)
AS A MEMBER OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES
REGION ____ (POSITION)**

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF (DISTRICT NAME) AS FOLLOWS:

A. Recitals

(i) The Board of Directors (Board) of the (District Name) does encourage and support the participation of its members in the affairs of the Association of California Water Agencies (ACWA).

(ii) (Nominee Title), (Nominee Name) is currently serving as (Position) for ACWA Region ____

and/or

(iii) (Nominee Name) has indicated a desire to serve as a (Position) of ACWA Region ____.

B. Resolves

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF (DISTRICT NAME),

(i) Does place its full and unreserved support in the nomination of (Nominee Name) for the (Position) of ACWA Region ____.

(ii) Does hereby determine that the expenses attendant with the service of (Nominee Name) in ACWA Region ____ shall be borne by the (District Name).

Adopted and approved this ____ day of ____ (month) 2018.

(SEAL)

(Nominee Name), (Title)
(District Name)

ATTEST:

(Secretary Name), Secretary

I, (SECRETARY NAME), Secretary to the Board of Directors of (District Name), hereby certify that the foregoing Resolution was introduced at a regular meeting of the Board of Directors of said District, held on the ____ day of ____ (month) 2018, and was adopted at that meeting by the following roll call vote:

AYES:

NOES:

ABSENT:

ATTEST:

(Secretary Name), Secretary to the
Board of Directors of
(District Name)



To: JPIA Members
From: Sylvia Robinson, Publications & Web Editor
Date: January 8, 2019
Subject: 2019 JPIA Executive Committee Election Notice

There will be an Executive Committee election during the JPIA's Board of Directors' meeting to be held on May 6, 2019, at the spring conference in Monterey.

This election will fill four Executive Committee member positions, each for a four-year term each. The incumbents are E.G. "Jerry" Gladbach, Santa Clarita Valley WA; W.D. "Bill" Knutson, Yuima MWD; and Bruce Rupp, Humboldt Bay MWD. There is one vacant position.

JPIA Directors who are interested in being candidates for the election must represent a District that participates in all four of the JPIA's Programs: Liability, Property, Workers' Compensation, and Employee Benefits.

The candidates' district must submit a nominating resolution and the candidates must also each receive concurring in nomination resolutions from **three** other JPIA members. However, JPIA members may **concur** in the nomination of as many candidates as they wish.

These nominations must reach the JPIA by the close of business (4:30 pm) on **Friday, March 22, 2019**. Nominations may be mailed to the attention of Sylvia Robinson at the JPIA: P. O. Box 619082, Roseville, CA 95661-9082 or emailed to srobinson@acwajpia.com.

The nominating procedures and copies of the nominating and concurring in nomination resolutions can be found on the JPIA's website.

ACWA JPIA Nomination Procedures

Approximately 120 Days before Election (January 8, 2019)

All ACWA JPIA Directors and Member Districts are to be notified of:

- A) Date and place of Election;
- B) Executive Committee positions and terms of office to be filled by Election;
- C) Incumbent office holders; and
- D) Nomination Procedures.

120 to 45 Days before Election (January 8 – March 22, 2019)

- A) A district may place into nomination its member of the Board of Directors of ACWA JPIA with the concurrence of three districts, then members of the ACWA JPIA, in addition to the nominating district.
- B) Sample resolutions are available on the ACWA JPIA website.
- C) The **district is solely responsible** for timely submission of the nominating resolution and the three additional concurring in nomination resolutions of its candidate for office.

45 Days before Election (March 22, 2019)

- A) Deadline and location for receiving the nominating and concurring in nomination resolutions in the ACWA JPIA office:

Friday – March 22 2019 – 4:30 p.m.

Sylvia Robinson
Publications & Web Editor
ACWA JPIA
P. O. Box 619082
Roseville, CA 95661-9082
(srobinson@acwajpia.com)

- B) Candidates' statement of qualifications must be submitted, if desired, with the nominating resolutions. The statement of qualifications must be submitted on one side of an 8½ x 11" sheet of paper suitable for reproduction and distribution to all districts. (MSWord or PDF documents preferred).

14 Days before Election (April 22, 2019)

Final notice of the upcoming Election of Executive Committee members will be included as part of the Board of Directors' meeting packet. Final notice shall include:

- A) Date, Time, and Place of Election;
- B) Name and District of all qualified candidates;
- C) Candidate's statement of qualifications (if received); and
- D) Election Procedures and Rules.

RESOLUTION NO.: _____

RESOLUTION OF THE BOARD OF DIRECTORS OF THE

(NAME OF MEMBER DISTRICT)

NOMINATING ITS ACWA JPIA BOARD MEMBER TO THE EXECUTIVE COMMITTEE

OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES
JOINT POWERS INSURANCE AUTHORITY ("ACWA JPIA")

WHEREAS, this district is a member district of the ACWA JPIA that participates in all four of its Programs: Liability, Property, Workers' Compensation, and Employee Benefits; and

WHEREAS, the Bylaws of the ACWA JPIA provide that in order for a nomination to be made to ACWA JPIA's **Executive Committee**, the member district must place into nomination its member of the ACWA JPIA Board of Directors for such open position;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the (NAME OF MEMBER DISTRICT) that its member of the ACWA JPIA Board of Directors, (NAME OF BOARD MEMBER) be nominated as a candidate for the **Executive Committee** for the election to be held on May 8, 2017.

BE IT FURTHER RESOLVED that the ACWA JPIA staff is hereby requested, upon receipt of the formal concurrence of three other member districts to effect such nomination.

BE IT FURTHER RESOLVED that the District Secretary is hereby directed to transmit a certified copy of this resolution to the ACWA JPIA at P.O. Box 619082, Roseville, CA 95661-9082, forthwith.

ADOPTED this (DATE) day of (MONTH), 2019.

(SIGNATURE)
Board President

ATTEST:

(SIGNATURE)
Secretary



TO: Board of Directors

FROM: Tammy A. Rudock
General Manager

DATE: January 24, 2019

MANAGER'S REPORT

FOLLOW-UP FROM 12/20/18 REGULAR BOARD MEETING

- Executed the Professional Services Agreement with Beyaz & Patel, Inc., for Structural Engineering Design Services in conjunction with the Dekoven Tanks Replacement Project.
- Executed the Fifth Amendment to the Professional Services Contract with Pakpour Consulting Group, Inc., for the Civil Engineering Design and Construction Management Services for the Dekoven Tanks Replacement Project.
- Posted to MPWD website:
 - MPWD 2019 Regular Board Meeting Schedule; and
 - MPWD 2019 Holiday Schedule.

UPDATE ON SURPLUS REAL PROPERTY

1513-1515 Folger Drive in Belmont and F Street Parcel in San Carlos

Letters to local public agencies (26 total) were transmitted declaring available MPWD surplus real property located at 1513-1515 Folger in Belmont and the "F" Street vacant parcel in San Carlos. The 90-day response period will end on February 28, 2019.

On January 11, 2019, the San Mateo County Department of Housing made contact with the MPWD and expressed interest in both properties for affordable housing projects.

PROGRESS REPORT ON 1510 FOLGER DRIVE ENCROACHMENT

The Board's direction was to move the MPWD's fence to the property line after an attempt to negotiate with the neighboring property owner for the encroached section of MPWD property.

As previously reported, the neighboring property owner to MPWD's 1510 Folger Drive retained the services of an attorney. Their latest offer of \$1,020 dated December 8, 2018 to purchase the encroached upon property was formally rejected by staff on January 15, 2019. The initial offer by the property owner was \$1. (The MAI appraised value of that 340 square foot section was \$35,000.) Moreover, there has now been a threat of litigation against the MPWD.

Staff will now coordinate further activity on this matter with District Counsel and the Board in Closed Session since it has been elevated to potential litigation.

HIA MEETING ON JANUARY 3, 2019 FEATURED MPWD PRESENTATION

The MPWD presented a Capital Improvement Program and regional water supply update to the Harbor Industrial Association at its January 3, 2019 business meeting at The Van's Restaurant in Belmont.

STATEMENT OF FACTS, ROSTER OF PUBLIC AGENCIES FILING

The MPWD filed its statement with the Secretary of State and County of San Mateo on January 2, 2019, which verifies the governing body and its members and officers per California Government Code § 53051.

WATER CONSERVATION SUMMARY

Water consumption for December was down 20.0% when compared to 2013. (For trend comparison, last year for December was down 14.4% when compared to 2013.)

The R-GPCD (Residential-Gallons per Capita per Day) for December was 60.1 (compared to 74.1 in 2013).

Cumulative water savings from July 1, 2018 through December 31, 2018 (compared to 2013) was -13.4%.

Staff's quarterly update on water conservation activities is attached.

PUBLIC SERVICE ETHICS EDUCATION (AB 1234)

The due dates (in alphabetical order) for certification renewal of Public Service Ethics education, required every two (2) years by AB 1234:

- | | |
|------------------|-------------------|
| • Joan Cassman | March 9, 2019 |
| • Jeff Ira | November 23, 2020 |
| • Joubin Pakpour | November 19, 2020 |
| • Candy Pina | December 13, 2020 |
| • Rene Ramirez | December 7, 2020 |
| • Tammy Rudock | November 29, 2020 |
| • Brian Schmidt | |
| • Julie Sherman | March 10, 2019 |
| • Louis Vella | December 4, 2020 |
| • Dave Warden | January 12, 2019 |
| • Kirk Wheeler | January 3, 2021 |
| • Matt Zucca | April 16, 2019 |

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>

3-MONTH “LOOK AHEAD” FOR BOARD MEETINGS

FEBRUARY 28, 2019

- Review and approve MPWD 2019-2020 Strategic Plan.
- Receive mid-year review of FY 2018/2019 Operating and Capital Budgets and consider/approve Amended Budgets (as needed).
- Receive BAWSCA update.
- Closed Session: General Manager annual performance evaluation.

MARCH 28, 2019

- Consider preliminary revenue requirements and proposed water rate adjustments for FY 2019/2020.
- Discuss preliminary DRAFT Operating Budget for FY 2019/2020.
- Discuss preliminary DRAFT Capital Budget for FY 2019/2020.
- Discuss 2016 COP CIP funding gap options.
- Closed Session: General Manager annual performance evaluation.

APRIL 25, 2019

- Approve water rate adjustments effective July 1st. (Required 30-day notice to ratepayers.)
- Review working DRAFT Operating Budget for FY 2019/2020.
- Review working DRAFT Capital Budget for FY 2019/2020.

***In 2019:** Schedule required bi-annual Harassment Prevention training by January 1, 2020 expanded for all employees (SB 1343) and for elected officials (AB 1661).

UPCOMING MEETINGS/EVENTS

BAWSCA Water Management Meeting (Foster City): February 7, 2019

HIA Meeting (Belmont): February 7, 2019

LAFCo Independent Special District Selection Committee Meeting (Burlingame): February 12, 2019

San Mateo County Chapter CSDA Meeting (Burlingame): February 12, 2019

ACWA JPIA 2019 Spring Conference & Exhibition (Monterey): May 6-10, 2019

CSDA Special Districts Legislative Days (Sacramento): May 21-22, 2019

CSDA Annual Conference & Exhibitor Showcase (Anaheim): September 25-28, 2019

ACWA JPIA Fall Conference & Exhibition (San Diego): December 2-6, 2019

ACWA JPIA 2020 Spring Conference & Exhibition (Monterey): May 4-8, 2020



DATE: January 17, 2019

TO: Tammy Rudock, General Manager

FROM: Jeanette Kalabolas, Water Conservation Administrative Specialist

SUBJECT: 2018 FOURTH QUARTER WATER CONSERVATION STAFF REPORT

SUBJECT #1: 2018 Water Awareness Calendar Award Ceremony

BACKGROUND: Each year MPWD sponsors a community school contest grades 3-5 to increase student's water savings awareness. Rain or shine, key conservation practices are necessary to assure enough water for the health and well-being of our youth and planet

DISCUSSION: The deadline to submit entries was November 15, 2018. Five schools participated in this year's contest again - Cipriani, Belmont Oaks Academy, Immaculate Heart of Mary, Nesbit Elementary School and San Carlos Charter Learning Center (SCCLC). A total of 189 drawings were received and as done in years past 12-winning entries were chosen. Gift awards will be issued as follows: Grand-Prize \$50 plus two Runner-ups at \$25. A token of appreciation in the amount of \$75.00 will also be presented to the two teachers who tied this year with the most student participation of 25 entries per class. All will be provided Certificates of Recognition, as well as copies of the finished calendars. A ceremony acknowledging all students whose artwork was chosen for feature will take place at this month's board meeting on Thursday, January 24, 2019 at 6:30PM with a brief celebration reception to follow.

SUBJECT #2: MPWD's Fall 2018 Drought Tolerant Landscape Project

BACKGROUND: Re-design designated formed planting areas in front of the District's property located at 3 Dairy Lane to reduce maintenance and demonstrate water savings

DISCUSSION: On December 19, 2018 MPWD completed its latest effort in water conservation and beautification. In early November, the District contracted with Bay Pointe Landscape to refresh the parking medians and landscape in front of the District offices on Dairy Lane. Staff in a collective effort used water smart modeling to design an efficient public demonstration garden. A trio color plant scheme (purple, orange and green) and mulch were used for presentation and balance. Drought tolerant plant varieties chosen, including succulents, silver tongue ground cover, clump grasses and climbing jasmine and hardscape focal points incorporated – flagstone, boulders and dry river rock beds. Existing materials were also salvaged and re-purposed into the design and a new under-ground drip irrigation system with controller installed. The project took five weeks to complete and the estimated cost to complete came in at \$7,525. We are pleased with the finished product and look forward to offering our customers a living example for years to come!

SUBJECT #3: Manage Water Consulting, Inc., Leak Detection Field Testing Opportunity

BACKGROUND: Evaluate through the use of field applications the speed, cost effectiveness and accuracy of drone and thermal sensor technologies

DISCUSSION: Last month BAWSCA sent out a regional email inviting interested member agencies to participate in a new innovative grant funded leak discovery project opening offered by local consultant, Marty Laporte. There is no cost to participate and the study will document conservation, reliability of pioneering water saving devices and strategies. Fieldwork for the project includes a 10-step workflow process to be conducted between February and December 2019. For the fieldwork, three site visits are expected. Each site visit will include flight missions lasting up to two hours. Upon conclusion agencies will receive information about the location of their suspected leak(s), a copy of the aerial imagery, and a composite map developed from the in-flight imagery. Sites will be assigned project numbers and will not be named in the final report. Drone equipment with dual camera will be used to capture the aerial RGB and thermal imagery and Pix4D software will be used to process the imagery. Staff has expressed interest and expects to hear back from the project facilitator within the next couple of weeks.

SUBJECT #4: 2019 Signals New Year of SFPUC Water Delivery Reports

BACKGROUND: SFPUC must obtain, record and report to BAWSCA complete and accurate measurements on water deliveries made through identified county meters within its Regional Water System (RWS)

DISCUSSION: Each week BAWSCA receives and makes available to its Technical Advisory Committee Member Representatives a RWS supply report. Delivery data is generated through the use of excel and presented in both worksheet and graph format. Service regions - San Francisco, Peninsula and South Bay/East Bay are categorized under total, weekly January 1-Present and rolling 12-month subsets and data is sorted by 5-year average, 2013, previous/current year and percentage change columns. Graph pages complete the report and are used to visually interpret the variables charted. The report is distributed via email and weekly bullets and long range comparison notes are also included in the body of the correspondence. MPWD falls under the South Bay territory and CY supply report #2 for the week of January 8-14, 2019 showed delivery of 59.4 MGD.

SUBJECT #5: County of San Mateo Sustainability Academy

BACKGROUND: The Office of Sustainability, was formed in 2014 as a division of San Mateo County Manager's office to help improve in-house operations and address greater community's environment needs such as renewable power, energy efficiency, resource conservation, alternative transportation and greenhouse gas emission reductions

DISCUSSION: Each year the county offers a diverse range of education and outreach workshops incorporating a number of master classes at zero-cost to raise environmental awareness. The fall 2018 offering was a 6-week in-class lecture and hands-on Compost event that focused on in-depth knowledge of vermi (worm) and yard composting, including skills needed to build and maintain your own piles, an understanding of soil biodiversity, the benefits of adding compost to your soil, an overview of commercial composting, as well as communication, leadership, and instruction skills you can use to educate others interested in the art of compost. The next master offering is scheduled to take place late winter 2019 and will focus on Conservations Resources. It is a 9-week classroom and pro-active sustainability experience with a focus on cutting edge conservation techniques and theory.

Topics include: climate change, sea level rise, water and energy efficiency, transportation and local-state-federal policy. All master courses also require participants to volunteer 40 hours of time using the skills learned to promote sustainability in the community. Volunteering can be completed with the Office of Sustainability, a third-party organization or with a DIY creative project and work must be completed in San Mateo County within one year of course completion. Once the course and volunteer hours are finalized a certificate of completion is administered as recognition of commitment to the enhancement of the community.

SUBJECT #6: California Green Business Program Promotional Toolkit

BACKGROUND: The California Green Business Network (CAGBN) is a nonprofit organization that oversees a network of programs operated by Chambers of Commerce, cities and counties throughout California whose mission is to assist businesses in operating sustainably as well as profitably

DISCUSSION: Green business is a smart business practice and program participants like us now have access to dozens of creative formats offering free tips and best practices to help recognize CA Green Business Certification efforts. CAGBN recently created a custom message library where customers can download free ads for marketing or tag placement on their social media accounts, such as Facebook, Instagram, Twitter, YELP and LinkedIn. CAGBN offers a great list on outside-the-box presentation touch points, as well: website markers, email signature add-ons, counter-top placards, restaurant check and menu inserts, coupons, business card, vehicle wrap and window cling film docket all make for great alternate promotional means. Becoming a Green Business Member is great for local business, the environment and the community and the object of the tool kit is to save CAGBN partners time and energy.



TO: Board of Directors

FROM: Candy Pina

DATE: January 24, 2019

ADMINISTRATIVE SERVICES MANAGER'S REPORT

FINANCIAL REPORTING:

1) **Schedule of Cash and Investments:**

SCHEDULE OF CASH AND INVESTMENTS		
CASH ACCOUNT	BALANCE @ 12/31/18	BALANCE @ 01/15/19
PETTY CASH	\$400	\$400
CASH DRAWER	\$200	\$200
WELLS FARGO CHECKING*	\$134,345	\$188,037
LAIF	\$4,811,766	\$4,911,766
BNY INSTALLMENT ACCOUNT	\$144,829	\$244,829
TOTAL	\$5,091,540	\$5,345,232

Reserve Account	Balance @ 12/31/2016	Balance @ 12/31/2017	Balance @ 12/31/2018	Budget for Reserve Policy
Capital Reserves			\$ 2,816,088	\$ 1,500,000
Working Capital Reserves			\$ 1,500,000	\$ 1,500,000
TOTAL RESERVE FUNDS	\$ 4,561,323	\$ 6,454,854	\$ 4,316,088	\$ 3,000,000
Committed Capital Pay-Go			\$ 95,678	\$ 500,000
PARS OPEB Liability*			\$ -	\$ 1,500,000
PARS PRSP Pension Liability**			\$ 400,000	\$ 1,600,000
APPROVED RESERVE EXP			\$ 495,678	\$ 3,600,000
TOTAL RESERVE FUNDS	\$ 4,561,323	\$ 6,454,854	\$ 4,811,766	\$ 6,600,000

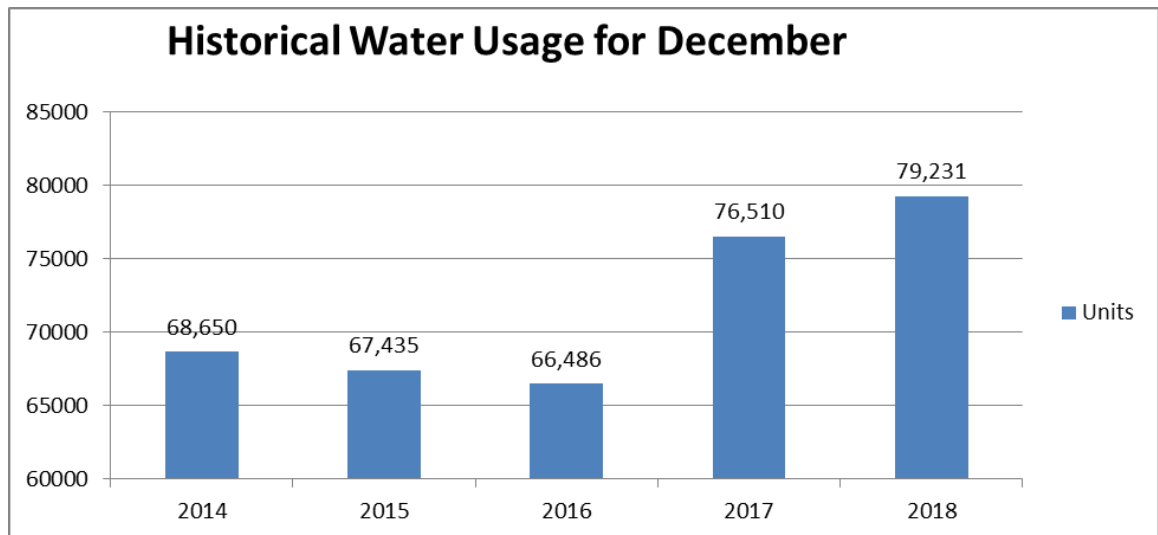
* Committed Capital Pay-Go spent to date totals \$404,322 so reduced liability by that amount.

** Paid \$375,000 in May, Jun, Sept and Dec 2018 so reduced liability by that amount.

*** Paid \$400,000 in Aug, Oct 2018, and Dec 2018 so reduced liability by that amount.

2) Water Revenue Report:

WATER REVENUES for FISCAL YEAR 2018/2019					
Month	Total Units	Water Commodity Charges	Fixed System Charges	Total Water Revenues	Misc Rev
JUL	122,334	1,020,243	221,322	1,241,565	1,309
AUG	122,489	1,064,995	240,529	1,305,524	1,302
SEP	123,229	1,094,168	240,313	1,334,481	1,315
OCT	108,426	922,019	240,702	1,162,721	1,303
NOV	107,945	926,926	239,712	1,166,638	1,319
DEC	79,231	655,976	240,162	896,138	1,328
TOTAL	663,654	5,684,327	1,422,740	7,107,067	7,876



CONFERENCES, TRAINING, & MEETINGS:

- 1) Candy Pina: 01/03/19 – HIA Meeting
- 2) Candy Pina: 01/16/19 – Financial Review with Vincent Li from C.G. Uhlenburg

TEAM BUILDING ACTIVITIES:

We will be celebrating Michael Anderson's 20-year anniversary (start date of 01/04/99) with a luncheon at the District on Tuesday, January 29th.

We continue to celebrate birthdays and participate in Trivia and Wellness Program activities.



TO: Board of Directors

FROM: Rene A. Ramirez, Operations Manager

DATE: January 24, 2019

OPERATIONS REPORT – December

Projects:

- Staff installed 83 Zone 2 meter installations in December. Zone 2 AMI completion is at 52%. Overall, the District-wide AMI installation remains at 63%;
- Met with staff and had a call with District Engineer to discuss proposed residential development that will require adjusting or moving the Talbryn pressure reducing station;
- Held pre-bid meeting for the Hillcrest Pressure Reducing Station capital project;
- Staff was at a City sewer job site while contractor crossed our water infrastructure on Shoreway;
- Conference call with XiO regarding SCADA;
- Held conference call with consultant regarding Emergency Operations Plan update; and
- Start construction of new service upgrades at: 1919 Oak Knoll, 3918 Christian, 3405 Hillcrest, 1424 Sunnyslope and 526 Cambridge.

Maintenance:

- Responded to and completed 201 USA (underground service alerts) requests in November. This was a 33% drop when compared to November where we responded to 267 requests. Slowdown in work at the end of year and weather contributed to drop in requests;
- Read meters in zones without AMI;
- Staff installed three hammer arrestors on the priming lines on the Tunnels pumps
- Staff installed new Y-strainers on one-half of all regulators to make maintenance simpler and easier;
- Complete street repairs near 3234 Upper Lock and 50 Notre Dame Place following water main repair;
- Repair water main breaks at 2327 Coronet and 524 Middle Road;
- Replaced hydrant at the end of Hallmark Drive;
- Repair leak on 2-inch service on Shoreay Drive;
- Repair leak at meter located on 500 Bragato;
- Collected a requisite 44 water samples for bacteriological testing – all samples were absent of coliform bacteria contamination;

- Continue to routinely monitor water system dead-ends continued for disinfectant residual; and
- Monitored for signs of nitrification within our tanks, sample stations and dead ends continues as a part of regular water quality monitoring. One of two tanks at the following tank sites was removed from service for maintenance work and to maintain water quality: Buckland, West Belmont, Exbourne and Dekoven.

System Repairs:

Date	Location	Event	Material	Installation Date	Estimated Water Loss (Gals.)
12/26	2327 Coronet	Main Break	CIP	1955	<10,000
12/27	524 Middle Rd	Main Break	CIP	1955	<10,000

Development:

Staff is currently working with developers on 59 development projects:

Mixed Use Commercial/Multi-Family Residential:

- o 576-600 El Camino Real – 32 meters installed at manifold. Awaiting conduit installations/punch list items prior to wiring remotes;
- o 400-490 El Camino Real – 74 meters installed at manifold. Awaiting completion of punch list items prior to wiring remotes;
- o 1325 Old County Rd. – Project re-submitted larger project of 250 units; letter of intent provided;
- o 800 Belmont Ave. – Contacted by developer, tentative plans;
- o 815 Old County Rd. – Contacted by developer regarding fire flow;
- o 1300 El Camino Real - Currently reviewing plans, letter of intent provided; and
- o 803-815 Belmont Ave – Contacted by developer regarding existing facilities and available fire flows. Additional information requested on adjacent parking lot parcels.

Commercial:

- o 539 Harbor Blvd. – Updated installation quote;
- o 1201 Shoreway Road – Installation complete;
- o 554 El Camino – Installation complete;
- o 1477 El Camino Real – Currently reviewing their plans;
- o Belmont Ave Parcel APNs – (2) awaiting plans;
- o 1500 Ralston Ave. – Currently reviewing plans;
- o 2200 Carlmont Dr. – Installation in progress;
- o 1400 Alameda de las Pulgas – Submittals approved;
- o 1306-1308 Old County Rd. – Submittals approved;
- o 1888 Ralston – Awaiting scheduling;
- o 612 Mountain View - Awaiting plans

- 800 Old County Rd. - Awaiting plans;
- 1110 Old County Rd. – Currently reviewing plans;
- 360 A Industrial – Installation complete; and
- 2710 Ralston Ave. – Awaiting plans.

Residential:

- 1829 Oak Knoll – Installation complete;
- 2828 Monroe - Currently reviewing their plans;
- 1919 Oak Knoll Dr. – Installation scheduled;
- 1630 Robin Whipple – Currently reviewing their plans;
- 2009 Mezes – Provided installation quote;
- 2723 Monserat – Currently reviewing their plans;
- 796 Miramar Terrace - Currently reviewing their plans;
- 2114 Cipriani – Provided updated quote;
- Bishop Road development – Installed 1 of 3, Awaiting plans on 2 remaining lots;
- 4 Tioga Way – Plans approved;
- Talbryn Dr. parcel – Awaiting PCG engineering information;
- Ralston parcel - Developer requesting system information;
- 2620 Ponce – Currently reviewing their plans;
- 1320 Talbryn Lane development- Awaiting payment of connection fees;
- 3918 Christian Dr. – Installation complete;
- 517 Middlesex Road - Currently reviewing their plans;
- 665 South - Currently reviewing plans;
- 713 Alameda – Installation scheduled;
- 853 Alameda – Plans approved;
- 857 Alameda – Plans approved;
- 10 Notre Dame Place – Awaiting contractor installation schedule;
- 861 Alameda – Currently reviewing their plans;
- 2723 Wemberly - Currently reviewing their plans;
- 3900 Marsten – Currently reviewing their plans;
- 3405 Hillcrest – Installation scheduled;
- 1424 Sunny Slope – Installation scheduled;
- 1503 Folger - Currently reviewing their plans;
- 1651 Francis - Currently reviewing their plans;
- 1961 Bishop Rd. - Currently reviewing their plans;
- 2021 Lyon Ave. - Currently reviewing their plans;
- 526 Cambridge – Installation scheduled;
- 1651 Francis - Currently reviewing their plans;
- 2019 Belle Monti - Currently reviewing their plans;
- 300-400 Davey Glen – Installation complete;
- Monte Cresta Drive Extension – Reviewing plans, WSA required;
- 1234 North Rd. – Installation completed, awaiting backflow installation; and
- 3105 Marburger – Awaiting plans.

Administration:

- Met with a representative of a security firm to listen to their services for building and property security;
- Had to re-submit request for Clean Air Vehicle sticker for Kia Niro with DMV;
- Participated in meeting with PARS representatives before annual report was prepared for Board meeting later on in month;
- Participated and attended the General Manager's annual Rib-Eye Luncheon;
- Met with a couple of employees to discuss their annual evaluation and establish objectives for next review period;
- Hosted a lunch and learn meeting with vendor to demonstrate another method for pipe rehabilitation gaining traction in the industry;
- Participated in orientation for the two newly elected Board members;
- Speak to District Counsel regarding a personnel matter;
- Provided Administrative Services Manager quarterly information for employee uniform costs;
- Several Ops staff members took one or two weeks off during Holidays;
- Continued to actively managing five (5) engineering design contracts related to the CIP; and
- Continued to actively manage power use for pumping operations.

**MID-PENINSULA WATER DISTRICT
BUDGET FOR YEAR 2018-2019
SUMMARY**

DESCRIPTION	APPROVED FY 2018-2019 BUDGET \$	ACTUALS 7/1/2018 12/31/18	REMAINING BALANCE/ (OVER BUDGET)	Target YTD % 50.4%
				Y-T-D % OF BUDGET
OPERATING REVENUE				
WATER COMMODITY CHARGES	9,200,000	5,684,327	3,515,673	61.8%
FIXED SYSTEM CHARGES	2,880,000	1,422,740	1,457,260	49.4%
FIRE SERVICE CHARGES	14,000	7,876	6,124	56.3%
SERVICE LINE & INSTALLATION CHARGES	10,000	-	10,000	NA
MISCELLANEOUS OPERATING	10,000	24,363	(14,363)	243.6%
PROPERTY TAX REVENUE	268,000	112,463	155,537	42.0%
TOTAL OPERATING REVENUE	12,382,000	7,251,769	5,130,231	58.6%
WATER SYSTEM CAPACITY CHARGES	250,000	128,125	121,875	51.3%
WATER DEMAND OFFSET CHARGES	65,000	8,651	56,349	13.3%
MISCELLANEOUS NON-OPERATING	10,000	52,825	(42,825)	528.3%
INTEREST REVENUE - LAIF	25,000	65,534	(40,534)	262.1%
INTEREST REVENUE - COP	150,000	151,308	(1,308)	100.9%
LEASE OF PHYSICAL PROPERTY	155,000	92,276	62,724	59.5%
LANDSCAPE PERMIT REVENUE	11,200	400	10,800	3.6%
TOTAL NON-OPERATING REVENUE	666,200	499,119	167,081	74.9%
TOTAL REVENUE	13,048,200	7,750,888	5,297,312	59.4%
OPERATING EXPENDITURES (OP EXP)				
SALARIES & WAGES	2,096,385	841,865	1,254,520	40.2%
PAYROLL TAXES & BENEFITS	1,034,131	410,265	623,866	39.7%
PURCHASED WATER	5,654,624	3,149,403	2,505,221	55.7%
OUTREACH & EDUCATION	95,634	22,156	73,478	23.2%
M&R - OPS SYSTEM	474,777	77,527	397,250	16.3%
M&R - FACILITIES & EQUIPMENT	172,700	78,882	93,818	45.7%
MAJOR MAINTENANCE	31,050	-	31,050	NA
OFFICE SUPPLIES & EQUIPMENT	292,022	160,483	131,539	55.0%
MEMBERSHIP & GOV FEES	215,915	118,407	97,508	54.8%
BAD DEBT & CLAIMS	17,595	25,523	(7,928)	145.1%
UTILITIES	316,917	158,100	158,817	49.9%
PROFESSIONAL SERVICES	420,676	246,531	174,145	58.6%
TRAINING/TRAVEL & RECRUITMENT	61,575	14,698	46,877	23.9%
RESTRICTED EARNINGS	125,000	216,842	(91,842)	173.5%
DEBT SERVICE TRUSTEE FEES & EXPENSES	-	-	-	N/A
DEBT SERVICE 2016 COPs	1,051,500	693,309	358,191	65.9%
TOTAL OP EXP LESS DEPRECIATION (DEPREC)	12,060,501	6,213,991	5,846,510	51.5%
TOTAL OP REVENUE LESS OP EXP & DEPREC	987,699	1,536,897	(549,198)	155.6%
DEPRECIATION	931,500	452,343	479,157	48.6%
TOTAL OP REVENUE LESS OP EXP	56,199	1,084,554	(1,028,355)	1929.8%
NET TRANSFERS TO CAPITAL	(56,199)	(1,084,554)	1,028,355	1929.8%
NET RESULTS OF OPERATIONS	83	-	-	

MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2018-2019
DETAILED

Target YTD % 50.4%

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED FY 2018-2019 BUDGET \$	ACTUAL 7/1/2018 12/31/2018	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
4010	Water Commodity Charges (A)	9,200,000	5,684,327	3,515,673	61.8%
4020	Fixed System Charges	2,880,000	1,422,740	1,457,260	49.4%
4030	Fire Service Charges	14,000	7,876	6,124	56.3%
4050	Service Line & Installation Charges	10,000	-	10,000	NA
4080	Miscellaneous Operating (B)	10,000	24,363	(14,363)	243.6%
4000	TOTAL WATER CHARGES	12,114,000	7,139,306	4,974,694	58.9%
4202	Property Tax Revenue	268,000	112,463	155,537	42.0%
4200	OTHER OPERATING REVENUE	268,000	112,463	155,537	42.0%
	TOTAL OPERATING REVENUE	12,382,000	7,251,769	5,130,231	58.6%
4060	Water System Capacity Charges	250,000	128,125	121,875	51.3%
4070	Water Demand Offset Charges	65,000	8,651	56,349	13.3%
4090	Miscellaneous - Non Operating (C)	10,000	52,825	(42,825)	528.3%
4102	Interest Revenue- LAIF (D)	25,000	65,534	(40,534)	262.1%
4103	Interest Revenue-COP Funds (D)	100,000	151,308	(51,308)	151.3%
4100	INTEREST REVENUE	125,000	216,842	(91,842)	173.5%
4201	Lease of Physical Property	155,000	92,276	62,724	59.5%
4208	Landscape Plan Permit Review	5,000	400	4,600	8.0%
4200	OTHER NON-OPERATING REVENUE	160,000	92,676	67,324	57.9%
4000	TOTAL NON-OPERATING REVENUE	610,000	499,119	110,881	81.8%
	TOTAL OPERATING & NON-OP REVENUE	12,992,000	7,750,888	5,241,112	59.7%
6011	Salaries & Wages	2,000,000	807,992	1,192,008	40.4%
6012	Director Compensation	11,385	2,800	8,585	24.6%
6010	GROSS REGULAR WAGES	2,011,385	810,792	1,200,593	40.3%
6017	CAPITAL SALARY & WAGES reversed	-	-	-	
6021	Overtime Labor	45,000	11,640	33,361	25.9%
6022	Standby Labor	40,000	19,433	20,567	48.6%
6020	SUB-TOTAL SALARY & WAGES	2,096,385	841,865	1,254,520	40.2%
6031	FICA/Medicare PR Tax	159,849	59,494	100,355	37.2%
6038	ACWA Health Care	430,723	198,746	231,977	46.1%
6039	ACWA Dental	32,179	14,369	17,810	44.7%
6040	ACWA Vision	4,638	2,517	2,121	54.3%
6041	ACWA Life/AD&D	4,577	2,565	2,012	56.0%
6042	Standard LDL/SDL Disability	18,000	8,301	9,699	46.1%
6043	Workers' Comp Insurance	41,400	14,824	26,576	35.8%
6044	Unemployment	84 1,066	-	1,066	NA
6045	CALPERS Retirement - ER 2%@55 (E)	164,625	132,661	31,964	80.6%

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2018-2019
DETAILED**

Target YTD % 50.4%

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED FY 2018-2019 BUDGET \$	ACTUAL 7/1/2018 12/31/2018	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
6046	Retirees' ACWA Health Care (F)	-	21,983	(21,983)	NA
6047	Directors' ACWA Health Care	115,133	60,276	54,857	52.4%
6049	Medical Reimbursement	1,066	273	793	25.6%
6050	Employee Service Recognition	10,350	2,467	7,883	23.8%
6051	Safety Incentive Program	15,525	3,480	12,045	22.4%
6052	Uniforms	35,000	11,005	23,995	31.4%
6053	PARS OPEB Expense	-	-	-	NA
6030	TOTAL PAYROLL TAXES & BENEFITS	1,034,131	532,961	501,170	51.5%
6054	CAPITAL PAYROLL, TAXES & BENEFITS		(122,697)	122,697	N/A
6000	PERSONNEL COSTS	3,130,516	1,252,129	1,878,387	40.0%
6101	SFPUC Treated Water (A)	5,100,000	2,856,831	2,243,169	56.0%
6102	BAWSCA (Debt Service Surcharges)	476,000	253,440	222,560	53.2%
6103	Rates Stabilization	-	-	-	NA
6104	SFPUC Water Service Charge	78,624	39,132	39,492	49.8%
6100	PURCHASED WATER	5,654,624	3,149,403	2,505,221	55.7%
6301	Water Conservation Program	7,452	3,222	4,230	43.2%
6302	School Conservation Program	7,452	386	7,066	5.2%
6303	Public Outreach & Education (G)	15,525	17,274	(1,749)	111.3%
6305	HET Rebates	20,441	1,130	19,311	5.5%
6306	Washing Machine Rebates	-	-	-	NA
6307	Lawn-Be-Gone Rebates	39,434	112	39,322	0.3%
6308	Rain Barrel Rebates	5,330	30	5,300	0.6%
6304	TOTAL WATER CONSERVATION REBATES	65,205	1,273	63,932	2.0%
6300	OUTREACH/EDUCATION	95,634	22,156	73,478	23.2%
6401	Water Quality	60,000	28,960	31,040	48.3%
6402	Pumping	50,000	3,644	46,356	7.3%
6403	Storage Tanks	10,661	2,463	8,198	23.1%
6404	Mains/Distribution	207,000	37,526	169,474	18.1%
6405	Meters & Service	31,982	(17,792)	49,774	-55.6%
6406	Fire Hydrants	33,048	13,284	19,764	40.2%
6407	Regulator Stations	6,396	55	6,341	0.9%
6408	Safety	34,114	8,612	25,502	25.2%
6409	SCADA Maintenance	15,991	82	15,909	0.5%
6410	Generator Maintenance	25,585	695	24,890	2.7%
6400	M&R - OPS SYSTEMS	474,777	77,527	397,250	16.3%
6501	M&R-Buildings&Grounds	99,143	41,115	58,028	41.5%
6502	M&R- Equipment&Tools	22,387	9,042	13,345	40.4%
6503	M&R- Vehicles & Large Equipment	20,255	12,588	7,667	62.1%
6504	M&R - Fuel	30,915	16,137	14,778	52.2%
6500	M&R - FACILITIES & EQUIPMENT	172,700	78,882	93,818	45.7%
6601	Cathodic Protection Survey		-	-	NA

MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2018-2019
DETAILED

Target YTD % 50.4%

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED FY 2018-2019 BUDGET \$	ACTUAL 7/1/2018 12/31/2018	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
6602	Leak Detection Survey	31,050	-	31,050	NA
6600	MAJOR MAINTENANCE	31,050	-	31,050	NA
6701	Office Supplies	15,991	4,645	11,346	29.0%
6702	Insurance- Liability/Vehicles	82,800	37,756	45,044	45.6%
6703	Postage	8,528	1,370	7,158	16.1%
6704	Printing/Printing Supplies	10,350	8,362	1,988	80.8%
6705	Equipment Services/Maintenance	20,700	7,833	12,867	37.8%
6706	Computer Supplies & Upgrades	33,120	11,261	21,859	34.0%
6707	Security & Safety	11,461	4,389	7,072	38.3%
6708	Other Fees	533	-	533	NA
6709	Customer Credit Card Svs Fees (H)	108,539	84,867	23,672	78.2%
6700	OFFICE SUPPLIES & EQUIP	292,022	160,483	131,539	55.0%
6801	Dues & Publications (I)	31,759	20,868	10,891	65.7%
6802	Gov't Fees & Licenses	30,893	16,028	14,865	51.9%
6803	BAWSCA Membership Assessments	78,660	36,664	41,996	46.6%
6804	Env Health - Cross Connection Inspection	33,048	16,750	16,298	50.7%
6805	Software License (J)	41,555	28,097	13,458	67.6%
6800	MEMBERSHIP & GOV FEES	215,915	118,407	97,508	54.8%
6901	Bad Debt (K)	7,245	20,235	(12,990)	279.3%
6902	Claims	10,350	5,288	5,062	51.1%
6900	BAD DEBT & CLAIMS	17,595	25,523	(7,928)	145.1%
7001	Utilities-Internet/Cable	10,350	3,336	7,014	32.2%
7002	Utilities-Cellular Telephones	12,633	7,020	5,613	55.6%
7003	Utilities-Electric-Pumping	234,531	117,140	117,391	49.9%
7004	Utilities-Electric-Bldgs&Grounds	25,585	13,836	11,749	54.1%
7005	Utilities-Telephones	25,875	13,323	12,552	51.5%
7006	Utilities-Sewer - NPDES	7,943	3,445	4,498	43.4%
7000	UTILITIES	316,917	158,100	158,817	49.9%
7101	Prof Serv - District Counsel	77,625	30,060	47,565	38.7%
7102	Prof Serv - District Engineer (L)	67,275	54,212	13,063	80.6%
7103	Prof Serv - IT	20,441	10,542	9,899	51.6%
7104	Prof Serv- Annual Finance Audit (M)	19,665	18,850	815	95.9%
7105	Prof Serv - Mngmt Consult	-	42	(42)	NA
7106	Prof Serv- Accounting & Payroll	22,511	12,007	10,504	53.3%
7107	Prof Serv- Customer Billing	74,779	27,779	47,000	37.1%
7109	Prof Serv - Answering Svs	5,175	1,686	3,489	32.6%
7110	Prof Serv - Miscellaneous (N)	129,375	89,553	39,822	69.2%
7111	Prof Serv - District Treasurer	3,830	1,800	2,030	47.0%
7100	PROFESSIONAL SERVICES	420,676	246,531	174,145	58.6%
7201	Director Travel	86 5,175	-	5,175	NA
7202	Director Expense	1,035	791	244	76.4%

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2018-2019
DETAILED**

					Target YTD % 50.4%
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED FY 2018-2019 BUDGET \$	ACTUAL 7/1/2018 12/31/2018	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
7203	Elections	15,000	-	15,000	NA
7204	Employee Travel/Training	33,120	11,417	21,703	34.5%
7205	Meetings Expense	7,245	2,490	4,755	34.4%
7200	TRAINING & TRAVEL	61,575	14,698	46,877	23.9%
7302	Restricted Earnings Expense - Interest LAIF & COP (D)	125,000	216,842	(91,842)	173.5%
7300	RESTRICTED EARNINGS EXPENSE	125,000	216,842	(91,842)	173.5%
8001	Working Reserves: Capital	-	-	-	NA
8002	Working Reserves: Operating	-	-	-	NA
8000	RESERVES	-	-	-	NA
9010	DEPRECIATION	931,500	452,343	479,157	48.6%
9011	DEBT SERVICE TRUSTEE FEES & EXPENSES	-	-	-	NA
9012	DEBT SERVICE 2017-2018 COPs	1,051,500	693,309	358,191	65.9%
SUB-TOTAL - OPERATING EXPENSES		9,861,485	5,414,205	4,447,280	54.9%
TOTAL OPERATING EXPENSES		12,992,000	6,666,334	6,325,667	51.3%
NET OPERATING SURPLUS/(LOSS)					
TRANSFER TO CAPITAL		-	1,084,554	(1,084,554)	

- (A) Water revenues are at 61.8% and water purchases are at 49.8%. Water revenues is a preliminary number. Revenue does not include the second half of the month.
- (B) Reimbursement for damage to Fire Hydrant totaling \$8,245. Reimbursement for Property Damage on 7/10/17 at 4110 Block of Skymont Drive totaling \$15,948.
- (C) Fire Flow Revenue totaling \$4,910; PG&E Reimbursement for work not completed totaling \$6,029; Project vehicle revenue totaling \$22,903.
- (D) LAIF and COP funds generating more interest revenue than expected.
- (E) Will be adjusting this at mid-year.
- (F) Currently not paying retiree benefits out of the PARS OPEB account but will be this fiscal year.
- (G) Purchase of promotional inventory totaling \$7,871.
- (H) More customers are using credit cards to pay their monthly water bills. This will be reduced when a \$3 fee is added to the credit card fees.
- (I) CSDA membership which was not paid for 2017 totaled \$561.
- (J) Software Licenses were higher than expected to date. Will be adjusting budget at mid-year.
- (K) First month since the implementation of the new financial management system to send customers to collections.
- (L) Costs related to fire flow tests are allocated back when test completed totaling \$4,910. However, there is offsetting income for the same.
- (M) Field work for the audit completed.
- (N) Personnel Koff Study and GM Housing \$8,598; Fee & Service Study \$6,600.

**MID-PENINSULA WATER DISTRICT
STATEMENT OF REVENUES & EXPENSES
PREVIOUS YEAR COMPARISON**

	Jul 18 - Nov 18	Jul 17 - Nov 17	\$ Change	% Change
Ordinary Income/Expense				
Income				
OPERATING REVENUE	7,251,768.89	7,255,725.84	-3,956.95	-0.06%
INTEREST INCOME	216,842.35	112,938.22	103,904.13	92.0%
CAPITAL CONTRIBUTION	108,728.89	0.00	108,728.89	100.0%
OTHER INCOME	282,276.98	189,445.76	92,831.22	49.0%
Total Income	<u>7,859,617.11</u>	<u>7,558,109.82</u>	<u>301,507.29</u>	<u>3.99%</u>
Expense				
PERSONNEL COSTS	1,252,129.14	1,235,261.80	16,867.34	1.37%
PURCHASED WATER	3,149,402.80	3,107,370.20	42,032.60	1.35%
OUTREACH/EDUCATION	22,155.61	18,473.95	3,681.66	19.93%
M&4 - OPS SYSTEMS	77,527.25	240,850.33	-163,323.08	-67.81%
FACILITIES & EQUIPMENT (A)	78,881.92	68,991.85	9,890.07	14.34%
OFFICE SUPPLIES & EQUIPMENT	160,483.39	134,529.69	25,953.70	19.29%
MEMBERSHIP & GOV FEES	118,407.40	117,149.63	1,257.77	1.07%
BAD DEBT & CLAIMS (B)	25,522.76	-1,752.98	27,275.74	1,555.96%
UTILITIES	158,100.43	127,443.43	30,657.00	24.06%
PROFESSIONAL SERVICES (C)	246,530.83	182,348.67	64,182.16	35.2%
TRAINING & TRAVEL	14,697.83	18,281.07	-3,583.24	-19.6%
Total Expense	<u>5,303,839.36</u>	<u>5,248,947.64</u>	<u>54,891.72</u>	<u>1.05%</u>
Net Ordinary Income	<u>2,555,777.75</u>	<u>2,309,162.18</u>	<u>246,615.57</u>	<u>10.68%</u>
Other Income/Expense				
Other Expense				
DEPRECIATION	452,343.24	422,869.00	29,474.24	6.97%
COP Financing Costs	348,309.20	355,093.67	-6,784.47	-1.91%
Total Other Expense	<u>800,652.44</u>	<u>777,962.67</u>	<u>22,689.77</u>	<u>2.9%</u>
Net Revenue/(Expenses)	<u>1,755,125.31</u>	<u>1,531,199.51</u>	<u>223,925.80</u>	<u>14.6%</u>

RECONCILIATION TO OPERATING BUDGET

Adjustments to Increase Net Operating Surplus

Interest Income - LAIF & COP Interest	-216,842.35
Capital Contribution	-108,728.89
Debt Service Principal Payment	<u>-345,000.00</u>
Total Adjustments to Increase Net Operating Surplus	<u>-670,571.24</u>

Net Revenue/(Expenses)

1,755,125.31

Net Operating Surplus/(Loss) Transfer to Capital

1,084,554.07

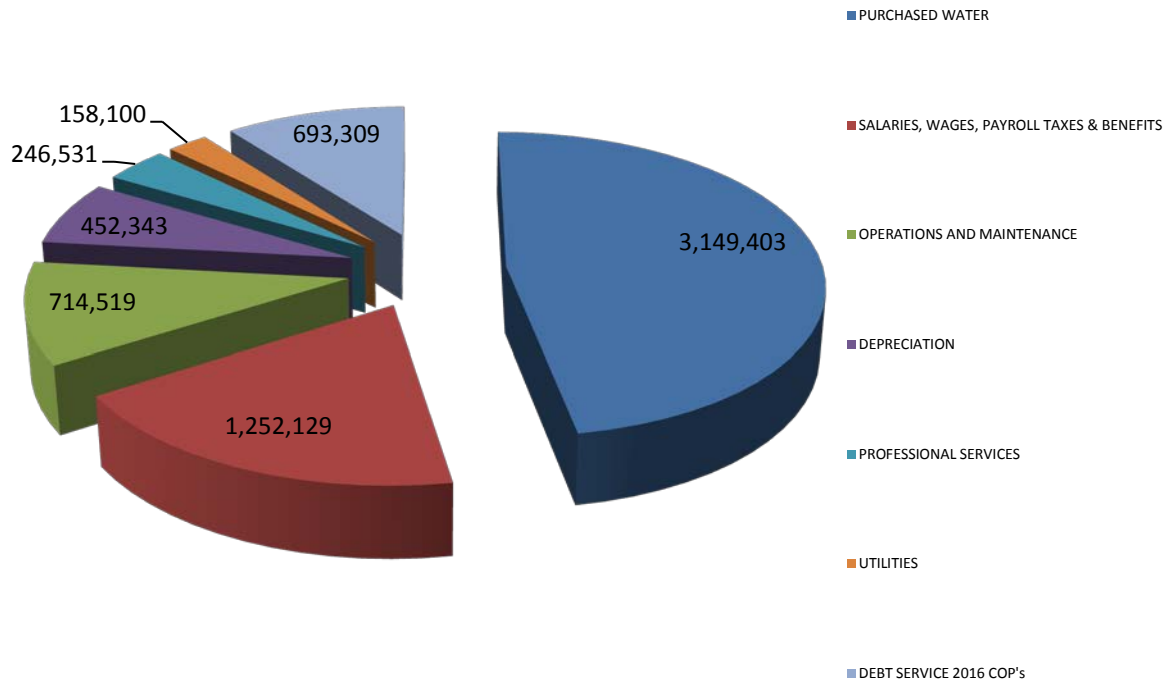
(A) Tree Trimming at Buckland Tank totaling \$5,100 in FY2018/2019; Various meter upgrade costs totaling \$3,229 pulled from Operations and put into Projects Costs for Fixed Assets in FY2017/2018.

(B) Bad Debt Claims were not assessed in 2017/2018 due to new Financial Management System. So all were recognized in 2018/2019.

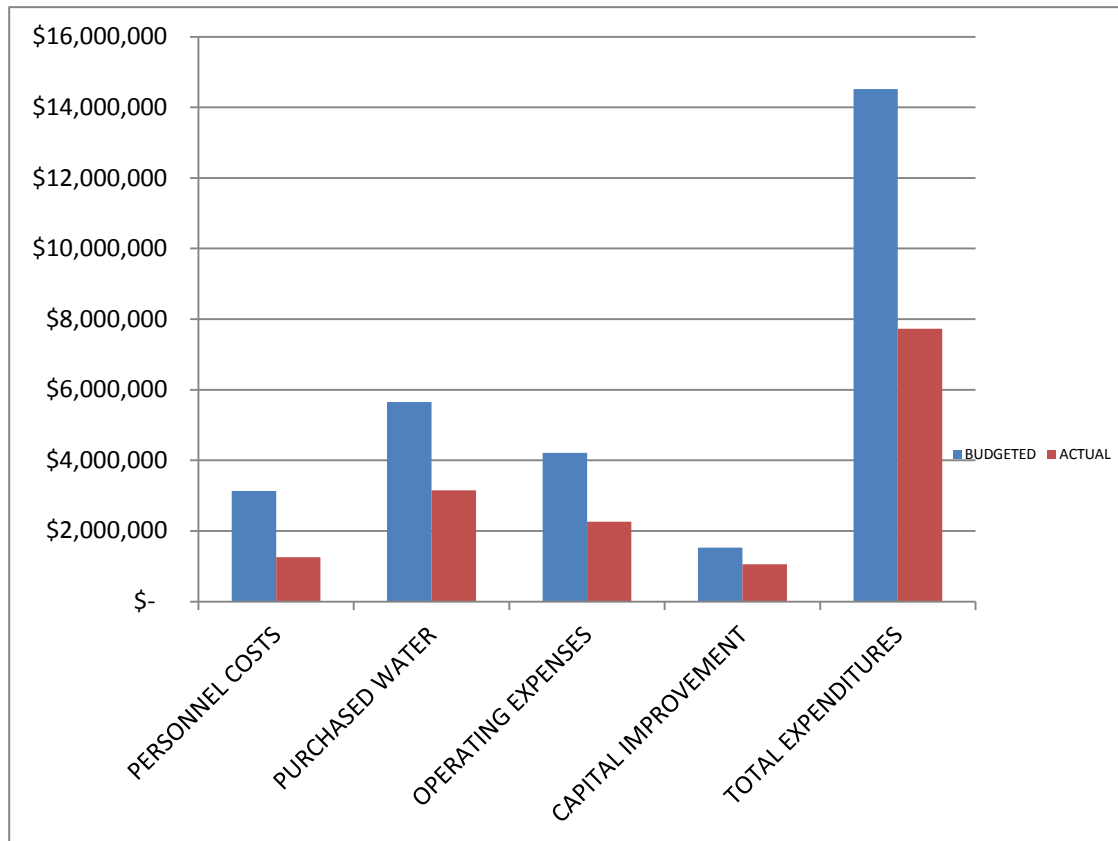
(C) Engineering Costs increased by \$10,000; IT costs increased by \$2,000; Comp Study included totaling \$4,550; Miscellaneous Fee

**MID-PENINSULA WATER DISTRICT
ACTUAL OPERATING EXPENDITURES SUMMARY
Dec-18**

OPERATING EXPENDITURES	ACTUAL \$	% OF TOTAL
PURCHASED WATER	3,149,403	47.2%
SALARIES, WAGES, PAYROLL TAXES & BENEFITS	1,252,129	18.8%
OPERATIONS AND MAINTENANCE	714,519	10.7%
DEPRECIATION	452,343	6.8%
PROFESSIONAL SERVICES	246,531	3.7%
UTILITIES	158,100	2.4%
DEBT SERVICE 2016 COP's	693,309	10.4%
TOTAL OPERATING EXPENDITURES	6,666,334	100%



2018/2019 BUDGET vs ACTUAL TOTAL EXPENDITURES Dec-18



	BUDGETED	ACTUAL	BUDGETED % OF TOTAL	ACTUAL % OF TOTAL
TOTAL EXPENDITURES				
PERSONNEL COSTS	\$ 3,130,516	\$ 1,252,129	22%	16%
PURCHASED WATER	\$ 5,654,624	\$ 3,149,403	39%	41%
OPERATING EXPENSES	\$ 4,206,860	\$ 2,264,802	29%	29%
CAPITAL IMPROVEMENT	\$ 1,526,500	\$ 1,057,934	11%	14%
TOTAL EXPENDITURES	\$ 14,518,500	\$ 7,724,268	100%	100%

**MID-PENINSULA WATER DISTRICT
BUDGET FOR FY 2018-2019
Capital Projects**

DESCRIPTION	APPROVED FY 2018-2019 BUDGET \$	ACTUAL 7/1/2018 12/31/2018	REMAINING BALANCE/ (OVER BUDGET)	Target YTD % 50.4%
				Y-T-D % OF BUDGET
CAPITAL IMPROVEMENTS - WORK IN PROCESS (WIP)				
2017 Joint WMR and Belmont Sewer Rehab Project (Pay-Go Portion)	500,000	404,322	95,678	80.9%
2017 Water Main Replacement CIP (Pay-Go Portion)	-	58,195	(58,195)	N/A
AMI Meter Change Out Program	778,500	476,993	301,507	61.3%
CAPITAL IMPROVEMENTS - WIP TOTAL	1,278,500	939,510	338,990	73.5%
CAPITAL OUTLAY				
Replacement Mini-Excavator for Operations	50,000	45,998	4,002	92.0%
Replacement Service Truck for Operations	148,000	-		
Miscellaneous Capital Outlay/Projects*	50,000	72,425	(22,425)	144.9%
CAPITAL OUTLAY TOTAL	248,000	118,423	(18,423)	47.8%
CAPITAL IMPROVEMENTS & CAPITAL OUTLAY TOTAL	1,526,500	1,057,934	320,566	69.3%
DEPRECIATION	931,500	452,343	479,157	48.6%
TRANSFER FROM OPS	-	1,084,554	(1,084,554)	N/A
TRANSFER (TO)/FROM CAPITAL RESERVES	595,000	(478,964)	1,073,964	-80.5%
CAPITAL OUTLAY/CAPITAL PROJECTS	(1,526,500)	(1,057,934)	(468,566)	69.3%
NET RESULTS OF CAPITAL	-	(0)	0	N/A

* Purchased two replacement clean-air vehicles; will be adjusted at Mid-Year.

**MID-PENINSULA WATER DISTRICT
STATEMENT OF NET POSITION
PREVIOUS YEAR COMPARISON**

	31-Dec-18	31-Dec-17	\$ Change	% Change
ASSETS				
CURRENT ASSETS				
Total Checking/Savings	5,124,307.58	25,195,142.54	-20,070,834.96	-79.66%
Total COP Funds	15,387,280.11	0.00	0.00	100.0%
Total Accounts Receivable	935,872.47	978,098.81	-42,226.34	-4.32%
Total Other Current Assets	237,986.63	260,414.46	-22,427.83	-8.61%
TOTAL CURRENT ASSETS	21,685,446.79	26,433,655.81	-4,748,209.02	-17.96%
FIXED ASSETS				
Fixed Assets	47,184,900.69	43,831,405.12	3,353,495.57	7.65%
Accumulated Depreciation	-27,719,111.62	-27,090,909.74	-628,201.88	-2.32%
Construction in Progress	3,077,921.40	1,876,754.50	1,201,166.90	64.0%
TOTAL FIXED ASSETS	22,543,710.47	18,617,249.88	3,926,460.59	21.09%
TOTAL OTHER ASSETS	1,210,079.34	803,133.00	406,946.34	50.67%
TOTAL ASSETS	45,439,236.60	45,854,038.69	-414,802.09	-0.91%
LIABILITIES & EQUITY				
LIABILITIES				
CURRENT LIABILITIES				
Total Accounts Payable	93,792.33	454,771.18	-360,978.85	-79.38%
Total Other Current Liabilities	1,989,063.14	1,983,818.14	5,245.00	0.26%
TOTAL CURRENT LIABILITIES	2,082,855.47	2,438,589.32	-355,733.85	-14.59%
LONG TERM LIABILITIES				
Total COP Financing Debt (B)	17,550,000.00	17,910,000.00	-360,000.00	-2.01%
Total COP Premium (B)	873,277.30	904,558.90	-31,281.60	-3.46%
Total Other Long Term Liabilities (B)	1,535,175.00	1,765,634.45	-230,459.45	-13.05%
TOTAL LONG TERM LIABILITIES	19,958,452.30	20,580,193.35	-621,741.05	-3.02%
TOTAL LIABILITIES	22,041,307.77	23,018,782.67	-977,474.90	-4.25%
EQUITY				
3800 - RESERVES *	4,811,765.83	6,454,853.91	-1,643,088.08	-25.46%
3940 - Fund Bal Invest in Util Plant	22,622,301.16	18,617,249.88	4,005,051.28	21.51%
Net Assets (A)	-4,036,138.16	-2,236,847.77	-1,799,290.39	-80.44%
TOTAL EQUITY	23,397,928.83	22,835,256.02	562,672.81	2.46%
TOTAL LIABILITIES & EQUITY	45,439,236.60	45,854,038.69	-414,802.09	-0.91%

(A) CalPERS Net Pension Liability - GASB 68 requirement.

(B) COP Financing Debt and Debt Premium total \$19,185,626.90.