



**BOARD OF DIRECTORS
THURSDAY, JANUARY 25, 2024 - 6:30 PM**

AGENDA

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

Please indicate in your email the agenda item to which your comment applies.

Comments submitted before the meeting will be provided to the Board before or during the meeting.

Comments submitted after the meeting is called to order will be included in correspondence that will be provided to
the full Board.

This meeting will be conducted in-person, at the District's 1075 Old County Road, Suite A offices. The public may
participate in-person or remotely via Zoom.

The zoom meeting link is available here: <https://www.midpeninsulawater.org/zoom>

Should Zoom not be operational, please check online at: www.midpeninsulawater.org for any updates or further instruction.

1. OPENING

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

2. PUBLIC COMMENT

Members of the public are invited to participate and 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, or submit comments by email per the instructions above. Each speaker is limited to three (3) minutes.

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

4. ACKNOWLEDGEMENTS/PRESENTATIONS

- A. Introduction by Virginia Chang-Kiraly, LAFCo Member
- B. Recognize Prior Year Board President Louis J. Vella for His Service

5. CONSENT AGENDA

All matters on the Consent Agenda are considered routine by the Board of Directors, or included in the approved fiscal year Operating or Capital Budget, and will be acted upon by a single vote by the Board. 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 is acted upon.

- A. Approve Minutes for the Special Board Meeting on October 26, 2023
- B. Approve Minutes for the Regular Board Meeting on December 14, 2023
- C. Approve Expenditures from December 1, 2023, through December 31, 2023

6. HEARING AND APPEALS - None

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

8. REGULAR BUSINESS AGENDA

- A. Consider Resolution 2024-01 Authorizing:
 - 1. Not To Exceed \$2.8 Million Cash Transfer, from MPWD LAIF Reserves to an Established MPWD Investment Account to Purchase an Equal Amount of U.S. Treasuries For An Initial Period not to Exceed One (1) Year; and
 - 2. \$7,000 for Related Investment Purchase Fees and Professional Fees; and
 - 3. The Continued Evaluation and Reinvestment of the MPWD U.S. Treasury Portfolio through 2026; and
 - 4. The General Manager to Execute an Amendment to the Wulff-Hansen and Co. Contract through December 31, 2026; and
 - 5. The General Manager to Execute all Necessary Documents Related to the MPWD's Investment in U.S. Treasuries.
- B. Direction Regarding Potential Digital Billboard Partnership with Clear Channel
- C. Consider Approval of the Revised Two-Year Strategic Plan - FY2023-24, Including Director Assignments
- D. Select a Date for a Special Meeting to Discuss Plans for Rehabilitation of Dairy Lane and Folger Drive Properties, and Review of Considered Operations Center Alternatives
- E. Receive BAWSCA Update
- F. Receive Report on the California and San Francisco Regional Water System Conditions
- G. Receive Fourth Quarter 2023 Water Conservation Staff Report

9. MANAGEMENT AND BOARD REPORTS

- A. Management Reports
 - 1. General Manager
 - 2. Operations Manager
 - 3. Administrative Services Manager
 - 4. District Engineer

B. Financial Reports

1. Month End December 31, 2023

C. Director Reports

10. COMMUNICATIONS

11. CLOSED SESSION

A. Real Property Negotiations (Government Code Section 54956.8)

Property: 1075 Old County Road, Suite A

Agency Negotiator: General Manager

Under Negotiation: Price / Terms of Payment

12. RECONVENE TO OPEN SESSION

13. ADJOURNMENT

This agenda was posted at the Mid-Peninsula Water District's offices at 1075 Old County Road, Suite A, in Belmont, California, and on its website at www.midpeninsulawater.org.

ACCESSIBLE PUBLIC MEETINGS

Upon request, the Mid-Peninsula Water District will provide written agenda materials in appropriate alternative formats, or disability related modification or accommodation (including auxiliary aids or services), to enable individuals with disabilities to participate in public meetings and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested. Requests should be sent to the Administrative Services Manager at (650) 591-8941 or moniquem@midpeninsulawater.org. Requests should be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

NEXT REGULAR BOARD MEETING: THURSDAY, FEBRUARY 22, 2024 AT 6:30PM

MEETING MINUTES

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

THURSDAY, OCTOBER 26, 2023 – 5:30 PM
BELMONT, CALIFORNIA

1. OPENING

A. Call to Order

The Special Meeting of the Mid-Peninsula Water District Board of Directors was called to order by President Vella at 5:30PM.

B. Establishment of Quorum

PRESENT: Directors Vella, Zucca, Jordan, Schmidt, and Wheeler.

ABSENT: None

Also Present: General Manager (GM) Kat Wuelfing, Operations Manager (OM) Rene Ramirez, Administrative Services Manager (ASM) Monique Madrid, Julie Sherman (District Counsel), District Engineer (DE) Joubin Pakpour

Guests: Consultants with Noll & Tam Architects Scott Salge and Tom Biel, Consultant with J. Rocket 77 Design & Marketing John Davidson

C. Pledge of Allegiance

President Vella led the Pledge of Allegiance.

3. PUBLIC COMMENT

President Vella asked for any public comment.

There were none.

4. AGENDA REVIEW: ADDITIONS/DELETIONS

President Vella asked if there were any additions, deletions or items to be pulled from consent.

There were none.

5. REGULAR BUSINESS AGENDA

A. Receive Report from Noll & Tam Architects on Plans for Rehabilitation of the Dairy Lane Operations Center

46 GM Wuelfing introduced the item and turned the meeting over to Scott Salge and Tom Biel with Noll
47 & Tam Architects. They provided a detailed review of the draft Plans for Rehabilitation of the Dairy
48 Lane Operations Center.
49

50 There was a lot of discussion related to flood mitigation, and the design of flood barriers as well as
51 consideration of 100-year flood. Concerns regarding being able to access the facility were
52 discussed. Additionally, discussion of the various cost and size alternatives for the remodel. Some
53 directors had questions about including an exercise room.
54

55 Board discussion followed.
56

57 Vice President Zucca asked for staff to look at additional alternatives for space allocation, including
58 locating operations and administrative services at separate properties long-term and noted that
59 many cities have their corporation yards separate from their administrative offices. He is asking for a
60 review of those alternatives and how they compare to remodeling the current equipment yard and
61 Administration Building.
62

63 Other directors agreed and asked for this information to be explored prior to scheduling a follow-up
64 meeting.
65

66 **B. Other Topics for the Good of the Order**

67 None
68

69 **6. ADJOURNMENT**
70

71 President Vella adjourned the Special Meeting at 6:25PM.
72
73
74

75 _____
76 DISTRICT SECRETARY

77 APPROVED:
78
79

80 _____
81 BOARD PRESIDENT

MEETING MINUTES

BOARD OF DIRECTORS OF THE MID-PENINSULA WATER DISTRICT

Regular Board Meeting Minutes

Thursday, December 14, 2023
Belmont, California

1. Meeting Information

2. OPENING

A. **Call to Order**

The regular meeting of the Mid-Peninsula Water District Board of Directors was called to order by President Vella at 6:34 PM.

B. **Establishment of a Quorum**

PRESENT: Directors Vella, Zucca, Jordan, Schmidt and Wheeler.

ABSENT: None

A quorum was present.

Also Present: General Manager (GM) Kat Wuelfing, Operations Manager (OM) Rene Ramirez, Catherine Groves (serving as District Counsel), District Engineer Brandon Laurie, and Chief Financial Officer James Ramsey

Guests: Consultants Jennifer Meza and Will Rogers with PARS and Andrew Brown with High Mark Capital Management.

C. **Pledge of Allegiance**

Director Jordan led the Pledge of Allegiance.

D. **President's Address**

President Vella reviewed the highlights of the accomplishments during the year. He included hiring the General Manager, thanking Rene Ramirez for his help in the process, implementing a 36-hour/4-day work week, and staff working through the emergency flooding conditions while continuing to provide excellent customer service.

Other

accomplishments include:

Pass-through rate adjustment, completion of Harbor Blvd project, appointed a District Treasurer, and created a balanced budget.

45 **E. Board Member Group Photo, Acknowledging Completion of a Successful Year**

46 The meeting paused for a few minutes to take a group photo.

47 **F. Election of Officers for 2024**

48 **1. President**

49 **2. Vice President**

50 President Vella asked for nominations for President.

51 Director Wheeler nominated Vice-President Zucca for President.

52 Director Schmidt seconded the motion.

53 **Motion Passed Unanimously, 5-Ayes, 0-Noes, 0-Absent**

54 Matt Zucca proceeded to lead the meeting as President.

55 President Zucca asked for nominations for Vice-President.

56 Director Vella nominated Director Jordan for Vice- President.

57 Director Wheeler seconded the motion.

58 **Motion Passed Unanimously, 5-Ayes, 0-Noes, 0-Absent**

59 **G. Break for Reception**

60 The meeting adjourned for refreshments.

61 **3. PUBLIC COMMENT**

62 President Zucca asked for any public comment.

63 There were none.

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

65 President Zucca asked if there were any additions, deletions or items to be pulled from
66 consent. There were none.

67 Director Schmidt asked some questions regarding two items.

68 1. Minutes: In the November minutes, with regard to tree removal: Do we have a tree
69 maintenance program? Not by a certified arborist, but we have a landscape company that does
70 general clean up and maintenance, including mitigating fire risk. GM Wuelfing stated that
71 a more comprehensive tree maintenance program is being considered. The District has 238
72 trees with approximately 24 trees noted as needing attention, 9 of which need removal.

73 2. Expenditure report: Are the membership dues for CSDA worth the investment? If staff
74 believes it is valuable then he is satisfied. GM Wuelfing stated she believes it is worthwhile.
75 We have a retainer with Counsel, how does it work? GM Wuelfing stated the retainer pays for

the Board meeting and time related to preparing for the meeting. If the level of effort needed for those activities exceeds the retainer, then it is noted on the invoice, but we are not charged beyond the agreed upon retainer amount.

5. ACKNOWLEDGEMENTS/PRESENTATIONS - None

There were none on the agenda.

6. CONSENT AGENDA

A. Approve Minutes for the Special Board Meeting on September 28, 2023

B. Approve Minutes for the Regular Board Meeting on November 15, 2023

C. Approve Expenditures from November 1, 2023, through November 30, 2023

Director Schmidt moved to approve the Consent Agenda for items 5B and 5C. Item 5A Special Meeting Minutes for September were incorrectly identified on the agenda and are for the October 26, 2023 meeting. They will be brought back to the next meeting for approval.

Director Vella seconded the motion.

Motion passed unanimously, 5-Ayes, 0-Noes, 0-Absent

7. HEARING AND APPEALS

NONE

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

NONE

9. REGULAR BUSINESS AGENDA

A. Receive Report and Review Investment Structure and Plan Performance for MPWD Public Agency Retirement Services (PARS) Other Post-Employment Benefits (OPEB) Pre-Funding Trust Program and Pension Rate Stabilization Program (PRSP), and Consider Resolution 2023-40 Approving Plan Investment Portfolio for 2024

OM Ramirez introduced the item.

Jennifer Meza with PARS reviewed the presentation and highlighted a few upcoming changes:

High Mark Capital Management was purchased by U.S. Bank and will be renamed and restructured. The name will be PSM, effective 1/1/2024. Andrew Brown will continue with the firm.

Will Rogers reviewed the investments and the historical changes made to the investment strategy. The District has done well with the historical contributions over the years. He also reviewed the OPEB actuarial results from Actuarial Retirement Consulting. The District is about 104% funded which is a great and uncommon position for a public agency.

The Pension investment account balance is \$459,000.00.

Andrew Brown provided an annual update on the OPEB and 115 Trust, and the 2024 forecast.

Director Vella moved to adopt Resolution 2023-40 for retention of the MPWD's Plan in the Moderate HighMark Plus (Active) investment portfolio in 2024. Growth is expected to slow in the year 2024.

Director Schmidt seconded the motion.

Roll Call Vote.

Motion passed unanimously. 5-Ayes, 0-Noes, 0-Absent

B. Receive Report on Plans to Open an Interest-Bearing Money Market Account with Wells Fargo Bank

GM Wuelfing reviewed the report. Staff met with the Finance Committee and presented the information. This item has been mentioned to the Board in prior meetings.

We have met with Wells Fargo banking representatives and they suggested a high interest sweep account to hold the funds and earn interest at a higher rate than the current rate of 1.65%.

The account was reviewed in September and projected at an interest rate of almost 5% and those earnings would have offset the costs and earned about \$2,200 in addition to the costs.

The funds in this account are not insured but they invested in high quality, short-term securities that are government backed such as U.S. Treasury bills which are collateralized and low risk. There is no minimum balance required.

The Wells Fargo checking account is FDIC insured up to the \$250,000 and is also collateralized.

Board discussion followed.

The Board received the report.

C. Receive BAWSCA Update

Director Vella reported on the BAWSCA November 2023 meeting.

They celebrated their 20th anniversary and it was a nice event. There were state representatives and the San Francisco Public Utilities Commission (SFPUC) General Manager were in attendance.

The BAWSCA meetings will be broadcast and the public can attend in person or virtually. Questions are required to be submitted in writing, and the meeting scheduled was adopted. A review of their meeting topics was also provided.

GM Wuelfing provided information related to her attendance at the Water Managers meetings. She reported the SFPUC originally stated they didn't think there would be rate increases this year after the last two years of increases. Now they have changed their plan to a "non-zero" rate increase. They have not yet provided a range, but she hopes it will be on the low end.

BAWSCA has been working with CalWEP to look at what it would take to develop a certification program for plumbers and landscapers and other professionals centered around properly identifying leaks, for example when customer-side leaks are identified through AMI system readings. This is an area where we see customer concerns and customers get different information from their water provider and hired plumbers. She noted that it would be a great benefit to someday be able to provide a list of certified professionals to customers.

We also participated in the 16th Tier 2 negotiations meeting. We are making progress.

D. Receive Report on the California and San Francisco Regional Water System Conditions

OM Ramirez provided a detailed review of the California and San Francisco Regional Water System conditions.

Board comments followed.

10. MANAGEMENT AND BOARD REPORTS

A. Management Reports

1. General Manager

GM Wuelfing provided a review of her report and advised we received a certificate from ACWA-JPIA for a low ratio of Paid Claims and Case Reserves to deposit premiums. Recent events include a 30-year employee anniversary luncheon and an employee Winter White Elephant Luncheon.

2. Operations Manager

OM Ramirez provided a review of his report, reviewing a recent water main assessment, and other recent projects, including the Automated Metering Infrastructure and providing a detailed presentation to the Board of Directors.

Board member comments followed.

Director Schmidt asked about the reported maintenance and is it enough?
OM Ramirez explained Supervisor Anderson is working on the program.

3. Administrative Services Manager

GM Wuelfing provided a brief review of the AMS report, and thanked the individuals for updating their required training certifications.

4. District Engineer

District Engineer Laurie provided a review of his report and reviewed the progress payments to C2R for the Harbor Blvd. project. He noted that C2R has received the punch list and that change order number two is still being negotiated. We are still working with the County of San Mateo regarding the intersection traffic signal matter.

He also advised they annually provide a review of water rates for the districts and cities in our area, which is included in the report.

OM Ramirez reported on the OCR project, including the public outreach prior to the start of the project. He advised there may be more change orders than typical for the District for this project due to the complexity of Old County Road.

Board comments followed.

B. Financial Reports

1. Month End November 30, 2023

District Treasurer Ramsey provided a review of the November report, advising we are trending above the projected revenue and below the projected expenditures. He reviewed budget highlights and the District's net position.

C. Director Reports

Director Schmidt announced he has a new job in Menlo Park as the Executive Director of Menlo Spark.

Director Vella advised he attended the BAWSCA policy committee meeting, the HIA meeting, two Finance Committee meetings, and the agenda preparation meeting.

Director Wheeler attended two Finance Committee meetings and the HIA meeting.

Vice-President Jordan attended the City Council Reorganization meeting and is registered for the Chamber of Commerce conference.

President Zucca is gearing up for the lead and copper rule implementation for schools for next year.

11. COMMUNICATIONS

274
275
276
277
278
279
280
281
282
283
284
285
286
287
288
289
290

NONE

12. ADJOURNMENT

President Vella adjourned the meeting at 8:55PM

DISTRICT SECRETARY

APPROVED:

BOARD PRESIDENT

NEXT REGULAR BOARD MEETING: THURSDAY, JANUARY 25, 2024 AT 6:30PM

Accounts Payable
Transactions by Account



Account Name	Vendor Name	Description	Check Date	Check Number	Amount
Prepaid Liability Insurance	ACWA JPIA	DEPOSIT PREMIUM 2023-2024 LIABILITY POLICY	12/12/2023	103115	187,119.00
Construction in Progress	NOLL & TAM ARCHITECTS	DAIRY LANE/FOLGER REHAB	12/12/2023	38954	28,081.25
Accounts Payable	GERARD E GRANUCCI	Refund Check 007604-000, 1127 LADERA WAY	12/19/2023	38969	1,078.88
Water Refunds	MARC CRANDALL	REISSUE STALE REFUND CK #054286 REF 08015414	12/12/2023	38948	13.46
Standard Ldl/Sdl Disability	STANDARD INSURANCE COMPANY	PREMIUM 12 2023	12/12/2023	38957	1,475.81
Employee Service Recognition	UMPQUA BANK	DRINKS FOR CHRIS' ANNIVERSARY	12/21/2023	103131	51.22
Employee Service Recognition	UMPQUA BANK	CHRIS'S ANNIVERSARY	12/21/2023	103131	100.00
Employee Service Recognition	UMPQUA BANK	DESERT FOR CHRIS' ANNIVERSARY	12/21/2023	103131	67.95
Employee Service Recognition	UMPQUA BANK	30TH ANNIVERSARY LUNCH - CHRIS	12/21/2023	103131	1,502.02
Employee Service Recognition	UMPQUA BANK	PIZZA FOR CONOR'S FAREWELL	12/21/2023	103131	124.17
EE Safety Incentive/Wellness	UMPQUA BANK	QUARTERLY SAFETY RAFFLE WINNER	12/21/2023	103131	255.95
Uniforms	UNIFIRST	UNIFORM FEE WK OF 11-21-2023	12/12/2023	38960	164.63
Uniforms	UNIFIRST	UNIFORM FEE WK OF 12-05-2023	12/12/2023	38960	162.30
Uniforms	UNIFIRST	UNIFORM FEE WK OF 11-28-2023	12/12/2023	38960	164.03
Water Conservation Program	GLOBAL SUN LANDSCAPE	MWEL LANDSCAPRE REVIEW - 2009 & 2011 BISHOP	12/21/2023	38968	174.00
Lawn-Be-Gone Rebates	TINA CARDARIS	LAWN BE GONE REBATE FOR 1417 PALMONA AVE	12/12/2023	38947	2,464.00
Rain Barrels Rebate	SCOTT BARTON	RAIN BARREL REBATE FOR 22 WILLOW LANE	12/12/2023	38945	80.00
Rain Barrels Rebate	DEEPA REDDY	RAIN BATTEL REBATE FOR 1405 ARDEN LANE	12/12/2023	38956	160.00
Rain Barrels Rebate	DAVID CHU	RAIN BARREL REBATE	12/21/2023	38966	81.74
Water Quality	HACH COMPANY INC	CHEMKEY FOR WATER SAMPLING	12/12/2023	38950	347.22
Storage Tanks	BENNETT MARINE UTILITY, LLC.	DISINFECT HALLMARK TANK	12/21/2023	38964	3,685.00
Storage Tanks	BENNETT MARINE UTILITY, LLC.	DISINFECT EXBOURNE TANK	12/21/2023	38964	2,685.00
Storage Tanks	BENNETT MARINE UTILITY, LLC.	DISINFECT WEST BELMONT TANK	12/21/2023	38964	2,685.00
Storage Tanks	BENNETT MARINE UTILITY, LLC.	DISINFECT BUCKLAND TANK	12/21/2023	38964	2,685.00
Storage Tanks	HASSETT HARDWARE	HALLMARK TANK - EXTERIOR CLEANING	12/12/2023	38952	48.99
Mains/Distribution	JIFCO INC	WELDING RINGS 18" X 18" SPOOLS - FLANGED	12/21/2023	38970	3,980.03
Meters & Service	AQUA-METRIC SALES CO.	2" REGISTERS	12/12/2023	38943	2,881.22
Meters & Service	AQUA-METRIC SALES CO.	6" REGISTER	12/12/2023	38943	502.67
Fire Hydrants	UNDERGROUND REPUBLIC WATER WORKS	2' HYDRANT EXT, BOLT KIT & GASKETS	12/21/2023	103132	484.83
Scada Maintenance	EDCCO GROUP, INC	SCADA MAINTENANCE	12/21/2023	38967	1,350.00
Buildings & Grounds	AIRGAS, LLC	CYLINDER RENTALS	12/21/2023	103124	233.39
Buildings & Grounds	AIRGAS, LLC	CYLINDER RENTALS	12/21/2023	103124	226.72
Buildings & Grounds	BELMONT POLICE DEPARTMENT	2024 ALARM PERMIT	12/12/2023	38946	60.00
Buildings & Grounds	EVERGREEN LANDSCAPES	BACKFLOW DEKOVEN TANKS	12/12/2023	38949	145.00
Buildings & Grounds	KELLI PLATH	STARTER KIT FOR SODA MACHINE	12/14/2023	38961	9.80
Buildings & Grounds	RECOLOGY SAN MATEO COUNTY	TRASH COLLECTION - DAIRY LANE	12/21/2023	38971	799.51
Equipment & Tools	KELLI PLATH	TEMP NO PARKING SIGNS - CITY OF SAN CARLOS	12/14/2023	38961	6.00
Vehicle & Large Equip	INTERSTATE ALL BATTERY CENTER	BATTERY (802), BATTERY CHARGER (HANNIBAL)	12/21/2023	103127	429.42
Vehicle & Large Equip	KELLI PLATH	GUIDE PIN FOR REAR BRAKES (801)	12/14/2023	38961	15.37
2022 FLOOD RECOVERY	ACC BUSINESS	NOVEMBER INTERNET - OCR	12/21/2023	38962	187.83
Office Supplies	OFFICE DEPOT, INC.	PENS & PAPER	12/12/2023	103118	76.28
Office Supplies	OFFICE DEPOT, INC.	STAMP INK	12/21/2023	103129	9.88
Office Supplies	OFFICE DEPOT, INC.	PRINTER INK, STAMP, TOILET SEAT COVERS	12/21/2023	103129	225.83
Office Supplies	KELLI PLATH	FOIL ROASTER	12/14/2023	38961	34.54
Office Supplies	KELLI PLATH	BIZ CARD	12/14/2023	38961	35.54
Office Supplies	KELLI PLATH	PAPER CUTTER & CARD STOCK	12/14/2023	38961	118.32

Accounts Payable
Transactions by Account



Account Name	Vendor Name	Description	Check Date	Check Number	Amount
Office Supplies	KELLI PLATH	HALF & HALF	12/14/2023	38961	6.69
Office Supplies	KELLI PLATH	ITEMS FOR KITCHEN	12/14/2023	38961	14.06
Office Supplies	KELLI PLATH	DISH SOAP	12/14/2023	38961	8.78
Office Supplies	UMPQUA BANK	OFFICE SUPPLIES FOR SHOP & KITCHEN	12/21/2023	103131	65.96
Office Supplies	UMPQUA BANK	SUPPLIES FOR SHOP & OCR OFFICES	12/21/2023	103131	127.32
Office Supplies	UMPQUA BANK	KITCHEN SUPPLIES FOR OCR OFFICE	12/21/2023	103131	92.17
Postage	KELLI PLATH	1ST CLASS/CERTIFIED MAIL	12/14/2023	38961	21.00
Postage	KELLI PLATH	1ST CLASS/CERTIFIED MAIL	12/14/2023	38961	4.78
Postage	KELLI PLATH	1ST CLASS/CERTIFIED MAIL	12/14/2023	38961	19.70
Postage	KELLI PLATH	1ST CLASS/CERTIFIED MAIL	12/14/2023	38961	5.25
Postage	KELLI PLATH	1ST CLASS/CERTIFIED MAIL	12/14/2023	38961	8.56
Equipment Services/Maintenance	KBA DOCUMENT SOLUTIONS, LLC	KYCERA MAINTENANCE AGREEMENT	12/12/2023	38953	21.66
Computer Supplies & Upgrades	LIFTOFF DIGITAL	WEBSITE HOSTING - NOV 2023	12/12/2023	103116	90.00
PROPERTY LEASE	SWEDCOM CORPORATION	1075 OCR - NOV RENT	12/29/2023	103147	11,908.00
PROPERTY LEASE	SWEDCOM CORPORATION	1075 OCR - DEC RENT	12/29/2023	103148	11,908.00
Dues & Publications	HARBOR INDUSTRIAL ASSOCIATION	HIA MEMEBERSHIP 2024 - 4 MEMBERS	12/12/2023	38951	1,520.00
Dues & Publications	UMPQUA BANK	ZOOM SUBSCRIPTION	12/21/2023	103131	110.00
Dues & Publications	UMPQUA BANK	ICLOUD STORAGE SUBSCRIPTION	12/21/2023	103131	0.99
Utilities - Internet/Cable	COMCAST	INTERNET - DAIRY LANE & FOLGER. AMI-WEST BELMONT, HERSOM & I	12/21/2023	103125	960.05
Utilities - Cell Telephone	VERIZON WIRELESS	CELLS & DEVICES 10/16 THRU 11/15/2023	12/21/2023	38972	1,114.77
Utilities - Electric - Pumping	PG&E	HANNIBAL PUMP STATION	12/21/2023	103130	6,785.18
Utilities - Electric - Pumping	PG&E	HALLMARK PUMP STATION	12/21/2023	103130	450.97
Utilities - Electric - Pumping	PG&E	DEKOVEN PUMP STATION	12/21/2023	103130	580.61
Utilities - Electric - Pumping	PG&E	WEST BELMONT PUMP STATION	12/21/2023	103130	514.66
Utilities - Electric - Pumping	PG&E	BUCKLAND PUMP STATION	12/21/2023	103130	450.84
Utilities - Electric-Bldgs&Grnd	PG&E	DAIRY LANE GAS	12/12/2023	103120	8.92
Utilities - Electric-Bldgs&Grnd	PG&E	DAIRY LANE	12/12/2023	103120	3,560.21
Utilities - Electric-Bldgs&Grnd	PG&E	FOLGER	12/21/2023	103130	72.96
Utilities - Electric-Bldgs&Grnd	PG&E	1075 OCR	12/21/2023	103130	875.82
Utilities - Telephones	AT&T	DAIRY LANE ANALOG	12/12/2023	38944	57.61
Utilities - Telephones	AT&T	DAIRY LANE ANALOG	12/12/2023	38944	30.51
Utilities - Telephones	AT&T	DAIRY LANE ANALOG	12/12/2023	38944	30.64
Utilities - Telephones	AT&T	DAIRY LANE ANALOG	12/21/2023	38963	31.02
Utilities - Telephones	AT&T	DAIRY LANE ANALOG	12/21/2023	38963	82.95
Utilities - Telephones	T-MOBILE	AMI REPEATER CELLULAR	12/12/2023	38959	62.80
Utilities - Sewer - Npdes	SANDIE ARNOTT	2023-2024 TAX - FOLGER DRIVE 1	12/21/2023	103123	140.83
Utilities - Sewer - Npdes	SANDIE ARNOTT	2023-2024 TAX - HERSOM TANK	12/21/2023	103123	147.70
Utilities - Sewer - Npdes	SANDIE ARNOTT	2023-2024 TAX - DAIRY LANE-1	12/21/2023	103123	370.90
Utilities - Sewer - Npdes	SANDIE ARNOTT	2023-2024 TAX - WEST BELMONT TANK	12/21/2023	103123	169.21
Utilities - Sewer - Npdes	SANDIE ARNOTT	2023-2024 TAX - DAVEY GLEN REGULATOR STATION	12/21/2023	103123	135.79
Utilities - Sewer - Npdes	SANDIE ARNOTT	2023-2024 TAX - DAIRY LANE-2	12/21/2023	103123	291.84
Utilities - Sewer - Npdes	SANDIE ARNOTT	2023-2024 TAX - WEST BELMONT PUMP STATION	12/21/2023	103123	136.44
Utilities - Sewer - Npdes	SANDIE ARNOTT	2023-2024 TAX - HANNIBAL PUMP STATION	12/21/2023	103123	136.42
Utilities - Sewer - Npdes	SANDIE ARNOTT	2023-2024 TAX - BUCKLAND TANK	12/21/2023	103123	37.99
Utilities - Sewer - Npdes	SANDIE ARNOTT	2023-2024 TAX - EXBOURNE TANK	12/21/2023	103123	152.25
Utilities - Sewer - Npdes	SANDIE ARNOTT	2023-2024 TAX - FOLGER DRIVE 2	12/21/2023	103123	139.11

Account Name	Vendor Name	Description	Check Date	Check Number	Amount
Utilities - Sewer - Npdes	SANDIE ARNOTT	2023-2024 TAX - MEZES TANK	12/21/2023	103123	136.67
Utilities - Sewer - Npdes	SANDIE ARNOTT	2023-2024 TAX - DEKOVEN TANK	12/21/2023	103123	142.26
Prof Serv - District Counsel	HANSON, BRIDGETT	NOVEMBER - LEGISLATION	12/21/2023	103126	74.00
Prof Serv - District Counsel	HANSON, BRIDGETT	NOVEMBER - CONTRACTS	12/21/2023	103126	632.00
Prof Serv - District Counsel	HANSON, BRIDGETT	NOVEMBER - MONTHLY RETAINER	12/21/2023	103126	1,300.00
Prof Serv - District Counsel	HANSON, BRIDGETT	NOVEMBER - LABOR - GENERAL	12/21/2023	103126	301.00
Prof Serv - District Counsel	HANSON, BRIDGETT	NOVEMBER - LITIGATION SUPPORT	12/21/2023	103126	2,464.50
Prof Serv - District Counsel	HANSON, BRIDGETT	NOVEMBER - ADMINISTRATION	12/21/2023	103126	5,143.00
Prof Serv - District Counsel	HANSON, BRIDGETT	NOVEMBER - EMPLOYEE BENEFITS	12/21/2023	103126	197.50
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.04	12/12/2023	103119	2,168.25
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.07	12/12/2023	103119	1,968.75
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.05	12/12/2023	103119	1,000.00
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.09	12/12/2023	103119	2,651.25
Prof Serv - It	STEPFORD BUSINESS, INC.	REMOTE HELP DESK NOVEMBER 2023	12/12/2023	38958	437.50
Prof Serv - Annual Financeaudit	C.J. BROWN & COMPANY	AUDIT OF FINANCIAL STMTS - YE JUNE 30, 2023	12/21/2023	38965	9,770.00
Prof Serv - Mngmt Consult	JULIE M BROWN & ASSOC	STRATEGIC PLANNING SUUPORT SERVICES - FEB 2023 THRU JUNE 202	12/21/2023	103128	4,385.48
Prof Serv - Customer Billing	RAY MORGAN COMPANY	NOVEMBER 2023 WATER BILLS	12/12/2023	103121	2,003.50
Director Expenses	UMPQUA BANK	DIRECTOR'S DINNER - REG BOARD MTG 11-15-23	12/21/2023	103131	268.44
Employee Travel/Training	KELLI PLATH	REIMBURSEMENT FOR SPRINGBROOK ACTIVATE 2023	12/12/2023	38955	1,090.53
Employee Travel/Training	MONIQUE MADRID	CALPERS CONFERENCE - OCT 2023	12/12/2023	103117	594.63
Meeting Expenses	KELLI PLATH	DINNER FOR KAT	12/14/2023	38961	17.58
Meeting Expenses	KELLI PLATH	ITEMS FOR EMPLOYEE BBQ	12/14/2023	38961	29.15
Meeting Expenses	KELLI PLATH	CHIPS FOR LUNCH - INTERVIEWS	12/14/2023	38961	9.96
BNY Mellon Sweep	BNY Mellon Sweep	WIRE 198	12/05/2023	103114	100,000.00
Payroll Clearing A/C	adp	ER TAXES	12/05/2023	103113	25,436.01
Payroll Clearing A/C	adp	ER DD	12/05/2023	103113	64,861.10
Payroll Clearing A/C	adp	CASH TAXES	12/20/2023	103136	22,882.72
Payroll Clearing A/C	adp	CASH DD	12/20/2023	103136	59,679.14
Payroll Clearing A/C	adp	ER TAXES	12/28/2023	103150	1,517.46
Payroll Clearing A/C	adp	ER DD	12/28/2023	103150	2,767.49
Payroll Clearing A/C	adp	ER TAXES	12/29/2023	103155	23,502.97
Payroll Clearing A/C	adp	ER DD	12/29/2023	103155	60,943.48
Payroll Clearing A/C	Health Equity	HSA	12/05/2023	1031100	912.15
Payroll Clearing A/C	Health Equity	HSA	12/20/2023	103133	912.15
Payroll Clearing A/C	Health Equity	EMPLOYER CONTRIBUTION	12/20/2023	103133	300.00
Payroll Clearing A/C	Health Equity	HSA MONTHLY FEES	12/20/2023	103133	77.65
Payroll Clearing A/C	Health Equity	HSA	12/29/2023	103152	912.15
Payroll Clearing A/C	ICMA contributions	457B	12/05/2023	103111	4,329.00
Payroll Clearing A/C	ICMA contributions	457B	12/20/2023	103134	4,429.00
Payroll Clearing A/C	ICMA contributions	457B	12/29/2023	103153	4,429.00
Returned Water Charges	ACH Returns	n/a	12/29/2023	n/a	94.94
Returned Water Charges	DEPOSITED ITEM RETN UNPAID	n/a	12/29/2023	n/a	591.40
Returned Water Charges	DEPOSITED ITEM RETN UNPAID	n/a	12/29/2023	n/a	71.34
Calpers Retirement - Er 2%@55	CALPERS	T1	12/05/2023	103112	2,598.82
Calpers Retirement - Er 2%@55	CALPERS	T2	12/05/2023	103112	2,661.99
Calpers Retirement - Er 2%@55	CALPERS	CALPERS T2	12/20/2023	103135	5,121.60

Accounts Payable
Transactions by Account



Account Name	Vendor Name	Description	Check Date	Check Number	Amount
Calpers Retirement - Er 2%@55	CALPERS	CALPERS T1	12/20/2023	103135	6,480.71
Calpers Retirement - Er 2%@55	CALPERS	CALPERS T2 - [REDACTED] CORRECTION 2022	12/20/2023	103135	463.10
Calpers Retirement - Er 2%@55	CALPERS	CALPERS T2	12/28/2023	103149	106.50
Calpers Retirement - Er 2%@55	CALPERS	CALPERS T1	12/29/2023	103154	6,004.17
Calpers Retirement - Er 2%@55	CALPERS	CALPERS T2	12/29/2023	103154	4,875.12
Office Supplies	SUPERIOR PRESS	REPLENISH A/P CHECK STOCK	12/31/2023	103168	208.86
Customer Credit Card Svs Fees	Bankcard Mtot Disc	BLUE FIN- CIVIC PAY	12/31/2023	103163	4,365.75
Customer Credit Card Svs Fees	Bankcard Mtot Disc	BLUE FIN- MUNICIPAL PAYMENTS	12/31/2023	103163	347.76
Customer Credit Card Svs Fees	Client Analysis Svs Charge	WELLS FARGO CLIENT SERVICE CHARGE	12/31/2023	103165	1,038.62
Customer Credit Card Svs Fees	TTECH ACH BILLING	BLUEFIN - TTECH	12/31/2023	103167	2,794.48



DATE: January 25, 2024

TO: Board of Directors

FROM: Kat Wuelfing, General Manager
Rene Ramirez, Operations Manager

SUBJECT: Consider Resolution 2024-01 Authorizing:

1. **Not To Exceed \$2.8 Million Cash Transfer, from MPWD LAIF Reserves to an Established MPWD Investment Account to Purchase an Equal Amount of U.S. Treasuries for an Initial Period not to Exceed One (1) Year; and**
 2. **\$7,000 for Related Investment Purchase Fees and Professional Fees; and**
 3. **The Continued Evaluation and Reinvestment of the MPWD U.S. Treasury Portfolio through 2026; and**
 4. **The General Manager to Execute an Amendment to the Wulff-Hansen and Co. Contract through December 31, 2026; and**
 5. **The General Manager to Execute all Necessary Documents Related to the MPWD's Investment in U.S. Treasuries.**
-

RECOMMENDATION

Approve Resolution 2024-01, which provides the General Manager the authority to spend up to \$7,000 on investment purchase fees and professional fees related to the transfer of MPWD Local Agency Investment Fund (LAIF) funds to short-term U.S. Treasuries (UST) for a not to exceed one-year term" and an amount not to exceed \$2.8 million, in order to achieve a higher investment yield per Wulff, Hansen & Co. (Wulff Hansen), MPWD's Municipal Advisor. This investment is in addition to the \$9 million reserves the District previously moved from LAIF to USTs in 2022.

Staff also recommends the Board authorize the General Manager to execute an amendment to the Wulff Hansen contract as approved by legal counsel to include the new fee schedule, extend the amendment through December 31, 2026. Staff further recommends that the Board authorize the General Manager to continue evaluating and reinvesting the MPWD District's UST portfolio to the extent it provides a financial benefit to the District based on market conditions and cash reserve needs through December 1, 2026.

FISCAL IMPACT

Based on recent experiences with UST investments, it is expected that moving more funds from LAIF to USTs would result in an increase in interest earned by the District. Given that we have a 12-month security reaching maturity at the end of this month, Wulff Hansen's analysis looked at combining the reinvestment with the new funds. Based on Wulff Hansen's analysis, on current interest rates, the proposed investment (new and reinvestment) is estimated to result in \$183,000 in earnings over the next 12 months.

Our existing contract with Wulff Hansen expires December 2024. Since the District's "early adoption"

of this UST investment program, Wulff Hansen has changed its fee structure to reflect the actual cost and level of effort they have found needed to manage and report on such a program. As described in their attached presentation, they are presenting two options for how to address the new investment, given their updated fee structure. Staff recommends option 1, which would increase their quarterly fee from \$1,250 (or \$5,000/year) to \$2,344 (or \$9,376/year). Wulff Hansen has waived the initial investment fee portion of their fee schedule for the new investment. In 2022, MPWD paid \$10,000 as an initial investment fee.

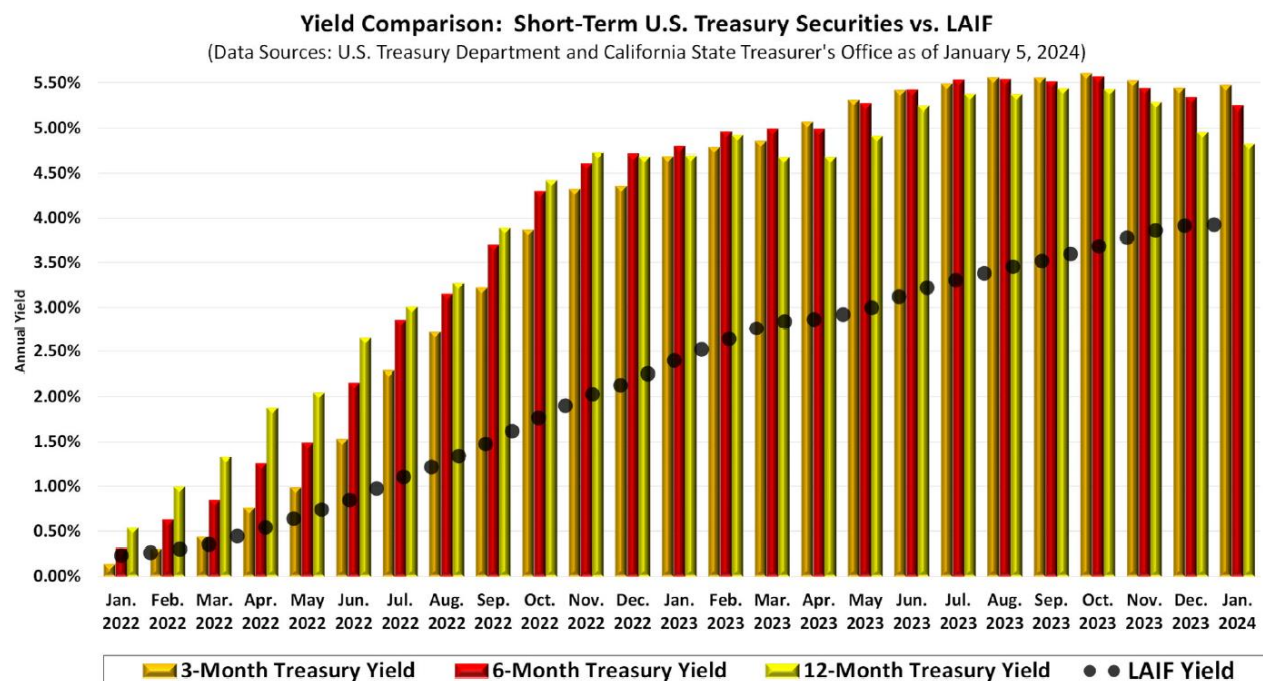
MPWD currently pays \$625/quarter plus \$15/trade to Zions Bank for the custody bank account. This fee is not expected to increase with the additional investment.

The one-time bidding agent fees for the two proposed securities are expected to be between \$1,500 and \$1,700 total.

Therefore, it is expected that the new professional fees associated with the additional investment are approximately \$6,076.

BACKGROUND

The District currently has reserve funds invested in both the LAIF and USTs. Our UST investments have been out-performing the LAIF investments (see below chart) and the Board requested that staff look at and make recommendations regarding potentially investing further funds in USTs. These reserve funds are used to reinvest in the District, primarily through our capital improvement projects.



Graph per Wulff, Hansen & Co. memo dated January 5, 2024.

An analysis of the District's projected CIP spending and reserves was presented to the Finance Committee on December 8, 2023. A summary of that analysis and recommendation to the Finance Committee follows:

We expect to spend at least \$1.4 million of our reserves for contracts that have already been approved by the Board through roughly the end of this Fiscal Year. Assuming that amount is paid from LAIF funds, that would leave roughly \$4.8 million of LAIF funds available in the near term for alternative investment. Based on our recent experiences, short-term UST

investment rates are currently very favorable. Therefore, staff recommends we reach out to Wulff Hansen to pursue the investment of \$2.8 million of LAIF funds into short-term USTs. That would leave \$3.4 million available in LAIF, enough to pay for the currently approved capital projects and roughly \$2 million available for other unforeseen needs that would arise, without concern for the timing of UST maturity.

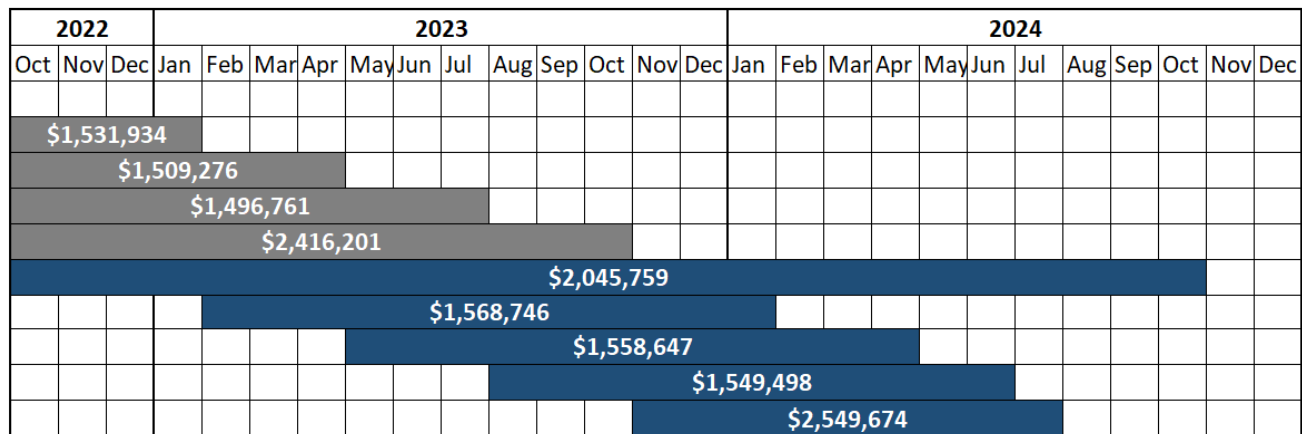
The Finance Committee reviewed the presented data and directed staff to work with Wulff Hansen to evaluate the investment of an additional \$2.8 million of District reserves in short term USTs, and to present the investment to the Board for consideration.

A summary of the UST investments to date is provided below in both table and a visual timeline format.

Summary of UST Investments to Date

CUSIP No.	Bid Date	Total Cost	Final Maturity	Yield to Maturity	Status
91282CBG5	Oct. 19, 2022	\$1,531,934	Jan. 31, 2023	3.84%	Matured
91282CBX8	Oct. 19, 2022	\$1,509,276	Apr. 30, 2023	4.06%	Matured
91282CCN9	Oct. 19, 2022	\$1,496,761	Jul. 31, 2023	4.26%	Matured
91282CDD0	Oct. 19, 2022	\$2,416,201	Oct. 31, 2023	4.29%	Matured
912828YM6	Oct. 19, 2022	\$2,045,759	Oct. 31, 2024	4.22%	Active
91282CDV0	Jan. 31, 2023	\$1,568,746	Jan. 31, 2024	4.77%	Active
912828X70	May 1, 2023	\$1,558,647	Apr. 30, 2024	4.69%	Active
91282CEX5	Jul. 31, 2023	\$1,549,498	Jun. 30, 2024	5.40%	Active
91282CFA4	Oct. 31, 2023	\$2,549,674	Jul. 31, 2024	5.49%	Active

Visual Timeline of UST Investments



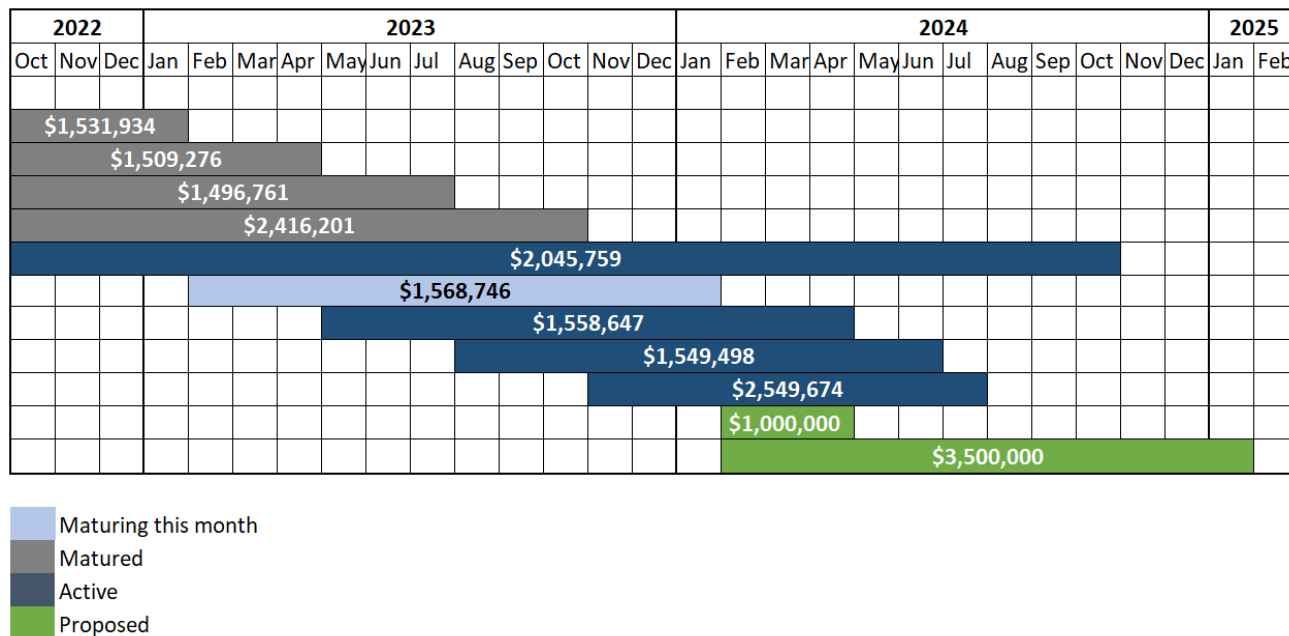
 Matured
 Active

DISCUSSION

Following the December Finance Committee meeting, staff reached out to Wulff Hansen regarding investing an additional \$2.8 million of District reserves in USTs. Given that we had one 12-month investment coming up to maturity January 31, 2024, Wulff Hansen looked our current investment ladder as a whole, considering both the reinvestment of the 12-month securities and the “new” \$2.8 million investment. Staff met with Wulff Hansen, and based on this discussion, Wulff Hansen’s

recommended approach is identified in their attached presentation. For purposes of visualizing the “ladder” effect of our investments, the proposed new and reinvestment are added to the visual timeline below.

Visual Timeline of Existing and Proposed UST Investments



The existing contract between MPWD and Wulff Hansen expires December 2024. Since the District’s “early adoption” of this UST investment program, Wulff Hansen has changed its fee structure to reflect the actual cost and level of effort they have found needed to manage and report on such a program. As described in their attached presentation, they are presenting two options for how to address the new investment, given their updated fee structure. Staff recommends option 1, which would increase their quarterly fee from \$1,250 (or \$5,000/year) to \$2,344 (or \$9,376/year).

Staff recommends the Board authorize the General Manager to execute an amendment to the Wulff Hansen contract to include the new fee schedule, extend the term of the contract to December 31, 2026, and as approved by legal counsel.

The Board previously reviewed the District’s Investment Policy (Resolution 2007-11) upon the initial investment in 2022 and confirmed that investment in USTs is consistent with Board policy.

Attachments: Resolution 2024-01
 Wulff Hansen Presentation
 Wulff Hansen Reinvestment Memo dated January 5, 2024

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

RESOLUTION NO. 2024-01

AUTHORIZING:

1. NOT TO EXCEED \$2.8 MILLION CASH TRANSFER, FROM MPWD LAIF RESERVES TO AN ESTABLISHED MPWD INVESTMENT ACCOUNT TO PURCHASE AN EQUAL AMOUNT OF U.S. TREASURIES FOR AN INITIAL PERIOD NOT TO EXCEED ONE (1) YEAR; AND
2. \$7,000 FOR RELATED INVESTMENT PURCHASE FEES AND PROFESSIONAL FEES; AND
3. THE CONTINUED EVALUATION AND REINVESTMENT OF THE MPWD U.S. TREASURY PORTFOLIO THROUGH 2026; AND
4. THE GENERAL MANAGER TO EXECUTE AN AMENDMENT TO THE WULFF-HANSEN AND CO. CONTRACT THROUGH DECEMBER 31, 2026; AND
5. THE GENERAL MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS RELATED TO THE MPWD'S INVESTMENT IN U.S. TREASURIES.

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, the Mid-Peninsula Water District's (MPWD) has historically held its cash reserves in the California Local Agency Investment Fund (LAIF) because it is considered to be safe, liquid and has a history of providing modest rates of return; and

WHEREAS, in 2022, the MPWD Municipal Advisor, Wulff-Hansen and Co., informed the MPWD of a unique and safe investment opportunity with U.S. Treasuries that had become available; and

WHEREAS, as in October 2022, MPWD transferred approximately \$9 million from LAIF to a ladderred U.S. Treasury investment;

WHEREAS, MPWD's U.S. Treasury investment has since outperformed its LAIF investments; and

WHEREAS, as on January 17, 2024, the LAIF rate of return is 4.03%; and

WHEREAS, as on January 18, 2024, 3-month and 12-month U.S. Treasury rates of return were 5.38% and 4.84%, respectively; and

WHEREAS, the MPWD Municipal Advisor, Wulff-Hansen and Co., informed MPWD that short-term U.S. Treasury investments are expected to continue to outperform LAIF investments in the near-term; and

WHEREAS, MPWD has an Investment Policy established by Board Resolution No. 2007-11, which allows for investments in U.S. Treasuries under Section 7a “Authorized Investment Instruments Subject to Board Approval”; and

WHEREAS, staff suggests the Board consider approving a transfer of \$2.8 million from LAIF to add to MPWD’s existing ladder portfolio investment account, in order to achieve higher yields; and

WHEREAS, the new U.S. Treasuries investment accounts will be purchased following a competitive bid process to obtain a fair and competitive price (yield), which requires the services of a registered investment advisor; and

WHEREAS, during the time the MPWD is invested in U.S. Treasuries, the MPWD will continue to meet quarterly with Wulff-Hansen and Co. to discuss these investments, the market, and the MPWD needs for use of cash reserves, which could alter or preclude reinvestment; and

WHEREAS, the MPWD proposed new and reinvestment of existing funds into a security with a 12-month maturity will extend the investment beyond the prior Board-authorized investment period of not-to-exceed 2 years under Resolution 2022-23.

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

1. Make a not to exceed cash transfer of \$2.8 million of MPWD cash reserves from LAIF to an established MPWD investment account to purchase an equal

amount of U.S. Treasuries for an initial period not to exceed one (1) year to secure a higher investment yield; and

2. Spend up to \$7,000 for related investment purchase fees and professional fees; and
3. Continue evaluating and reinvesting MPWD's laddered U.S. Treasury portfolio to the extent it provides a financial benefit to the MPWD given market conditions and MPWD cash reserve needs, with continued reporting, through December 31, 2026; and
4. Authorize the General Manager to execute an amendment to the Wulff Hansen contract, as approved by legal counsel, to include the new fee schedule and extend the contract through December 31, 2026.
5. Execute all necessary documents related to the MPWD's investments in U.S. Treasuries.

REGULARLY PASSED AND ADOPTED this 25th day of January 2024.

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

BOARD PRESIDENT

ATTEST:

BOARD SECRETARY

Mid-Peninsula Water District

New U.S. Treasury Investment & Reinvestment

January 25, 2024



Introduction

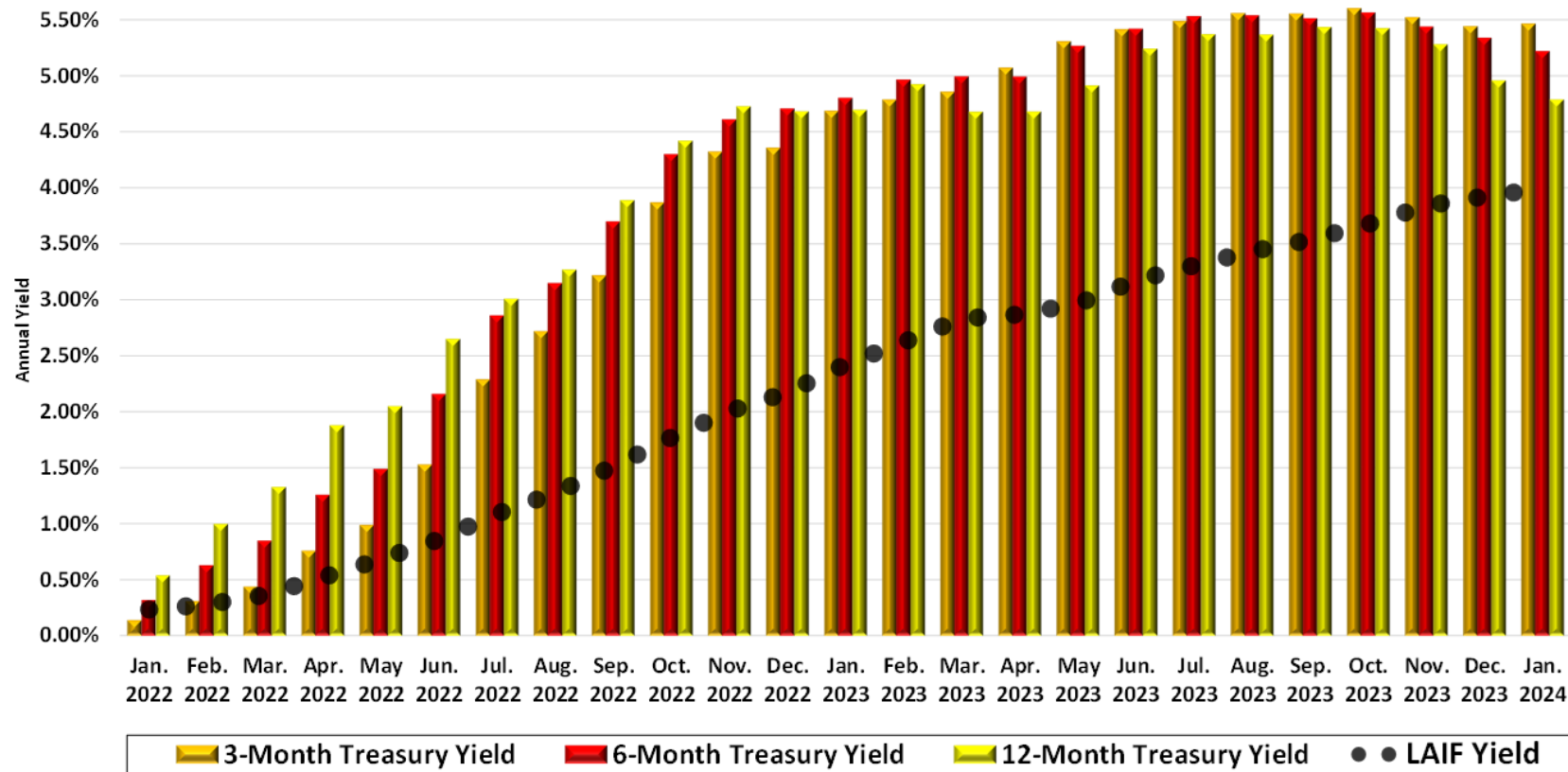
On or about January 31, 2024, the District will have approximately \$4.5 million available to invest, consisting of the following:

- \$1,632,073 of proceeds from a Treasury security currently in the District's portfolio that is scheduled to mature on January 31, 2024, plus \$36,586 of prior interest earnings; plus
- \$2,800,000 of funds currently on deposit in the District's LAIF account that the District is considering adding to its ladder portfolio of U.S. Treasury securities.

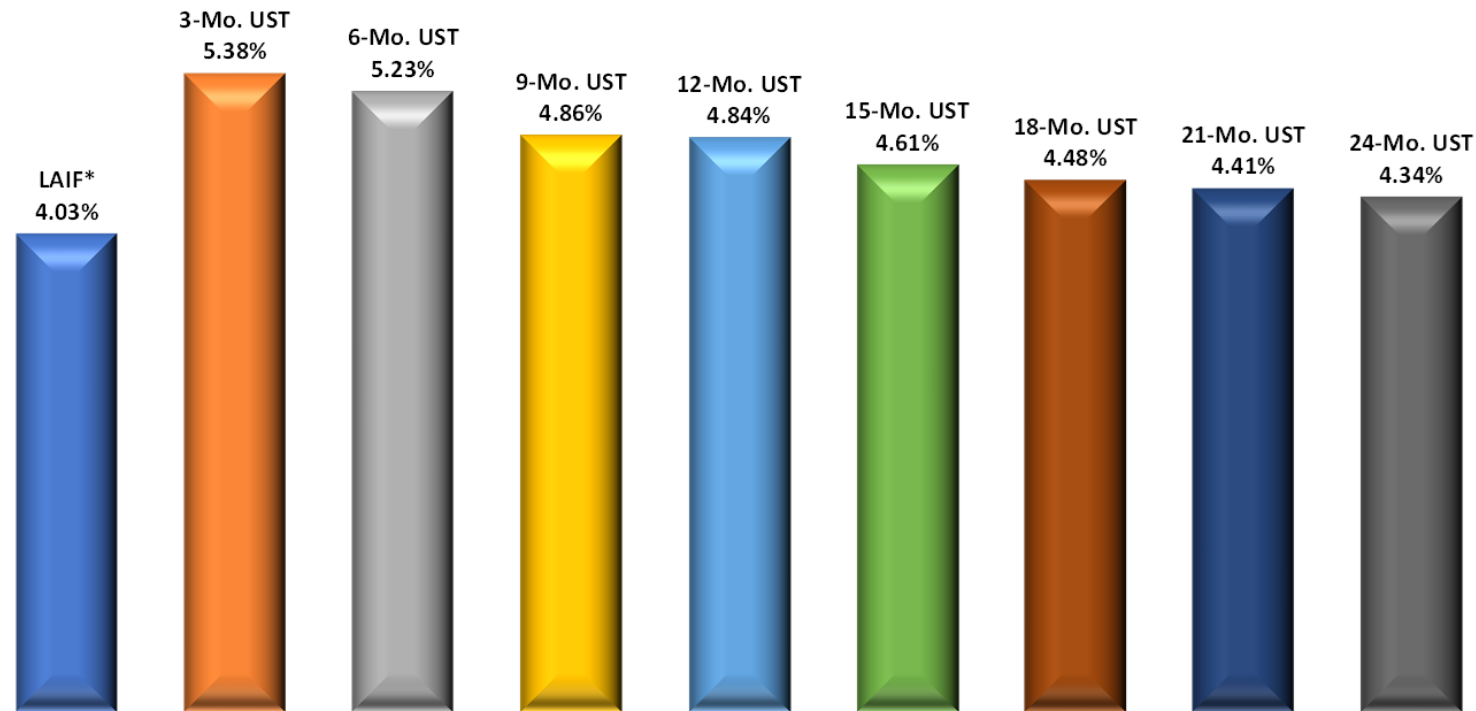
This presentation includes a proposal on how the \$4.5 million may be invested in connection with the MPWD's ladder portfolio of U.S. Treasury securities.

YIELD COMPARISON: SHORT-TERM U.S. TREASURY SECURITIES VS. LAIF

(Data Sources: U.S. Department of the Treasury and California State Treasurer's Office as of January 18, 2024)



Estimated Yield Curve as of January 18, 2024



*LAIF rate as of January 17, 2024

Proposed Investment of \$4.5 million

Investment Date	Investment Amount	Investment Term	Maturity Date	Annual Yield (1-18-2024) ¹	Cash Flow From Current Portfolio ²	Earnings From Reinvestment + New Investment ³	Gross Cash Flow ³
1/31/2024	1,000,000	3 months	4/30/2024	5.38%	1,632,073	13,000	2,645,000
1/31/2024	0	5 months	6/30/2024	-	1,602,685	0	1,603,000
1/31/2024	0	6 months	7/31/2024	-	2,615,655	0	2,616,000
1/31/2024	0	9 months	10/31/2024	-	2,159,073	0	2,159,000
1/31/2024	3,500,000	12 months	1/31/2025	4.84%	0	170,000	3,670,000
	4,500,000					183,000	12,693,000

¹ Annual yield is based on interest rates as of January 18, 2024. Actual yield will be higher or lower, depending on market conditions.

² Does not include any potential earnings the District may realize by reinvesting the proceeds from maturing securities in the future.

³ Rounded to the nearest thousand dollars.

Proposed Fee Arrangement

Option 1: Amend WH Addendum B to coincide with Standard WH Fee Schedule

- The standard WH contract would **increase MPWD's quarterly fee to \$2,344** from \$1,250
- For the remaining term of the contract, fees for new principal investments would not apply
- Existing contract expires in December of 2024

Option 2: Remain on current contract (Addendum B) until expiration & negotiate fair fee for new principal investment

- For the new investment of \$2.8 million, we propose a **one-time fee of \$4,375**
- Fees for future new principal investments would apply
- In December of 2024, we would convert MPWD to our standard Fee Schedule
- WH Addendum B is cancellable on the part of the District at any time

Wulff Hansen U.S. Treasury Security Investment Program Fee Schedule

Initial Fee

The initial fee becomes due and payable upon the Client's purchase of an initial portfolio of U.S. Treasury securities. The initial fee is a calculated figure based on the size of the initial investment. The initial fee is a one-time fee.

The initial fee is \$12,000 plus 0.05% (0.0005) of the amount of the initial investment.

Example: For a \$20 million initial investment, the fee shall be \$22,000

$$\$12,000 + (\$20,000,000 \times 0.0005) = \$22,000$$

Quarterly Review Fee

The quarterly review fee is an ongoing quarterly fee that becomes due and payable upon the Client's receipt of each Quarterly Review financial report. The quarterly review fee is a calculated figure based on the then-current principal amount of the portfolio, exclusive of funds generated internally by the portfolio itself such as earned interest. The quarterly review fee is recalculated and billed each quarter.

The quarterly review fee is calculated and billed quarterly at an annual rate of \$5,000 plus 0.035% (0.00035) of the principal amount of the then-current investment portfolio.

Example: For a portfolio with a current principal amount of \$20 million, the quarterly fee shall be \$3,000

$$(\$5,000 + (\$20,000,000 \times 0.00035)) / 4 = \$3,000$$

Fee For Additional Principal Investments After Initial

The fee for additional principal investment made after the program's start date is due and payable upon a Client's purchase of U.S. Treasury securities using funds added to the portfolio during any quarter following the initial purchase of a portfolio of U.S. Treasury securities. This fee does not apply to purchases funded by reinvesting proceeds of matured portfolio securities; it applies only to new money. The fee for additional principal investments after the initial investment is a calculated figure based on the size of each additional principal investment. This one-time fee is only payable on occasions when the Client elects to add new funds to its portfolio.

The fee for additional principal investments after initiation is \$1,500 plus 0.05% (0.0005) of the additional principal investment, per occurrence.

Example: For a new principal investment of \$5 million, the fee shall be \$4,000

$$\$1,500 + (\$5,000,000 \times 0.0005) = \$4,000$$

To Kat Wuelfing, Monique Madrid and Rene Ramirez
Mid-Peninsula Water District

From Steven Gortler, Bud Levine and Rob Pankratz, Wulff, Hansen & Co.

Date January 5, 2024

Subject Reinvestment Options for Upcoming Principal Maturity on January 31, 2024

The Mid-Peninsula Water District currently holds the following U.S. Treasury securities in its portfolio, listed in chronological order by maturity date:

CUSIP Number	Purchase Date	Face Value	Coupon Rate	Price	Discount	Principal Cost	Accrued Interest*	Total Cost	Final Maturity	Yield to Maturity
91282CDV0	Jan. 31, 2023	1,630,000	0.875%	96.242	61,254	1,568,746	0	1,568,746	Jan. 31, 2024	4.77%
912828X70	May 1, 2023	1,600,000	2.000%	97.410	41,440	1,558,560	87	1,558,647	Apr. 30, 2024	4.69%
91282CEX5	Jul. 31, 2023	1,579,000	3.000%	97.879	33,492	1,545,508	3,990	1,549,498	Jun. 30, 2024	5.40%
91282CFA4	Oct. 31, 2023	2,577,000	3.000%	98.190	46,653	2,530,347	19,328	2,549,674	Jul. 31, 2024	5.49%
912828YM6	Oct. 19, 2022	2,143,000	1.500%	94.761	112,265	2,030,735	15,024	2,045,759	Oct. 31, 2024	4.22%
		9,529,000			295,104	9,233,896	38,429	9,272,325		

All dollar amounts are rounded to the nearest dollar.

** Accrued interest paid by District to Winning Bidder.*

Scheduled Payments

The Treasury securities currently owned by the District will generate the following schedule of payments. The payment amounts shown below do not include any potential earnings the District may realize by reinvesting the proceeds from maturing securities in the future.

Payment Date	Remaining Term @ 1/31	Payment Amount
Jan. 31, 2024	-	1,675,786
Apr. 30, 2024	3 months	1,632,073
Jun. 30, 2024	5 months	1,602,685
Jul. 31, 2024	6 months	2,615,655
Oct. 31, 2024	9 months	2,159,073
		9,685,271

One of the Treasury securities in the District’s portfolio will mature on January 31, 2024 whereupon the District will receive combined principal plus interest payment equal to **\$1,675,786**. Additionally, the District’s custody account currently has a cash balance of **\$36,586**. Therefore, as of January 31, 2024 the District’s custody account will have a total cash balance of approximately **\$1,712,000**.

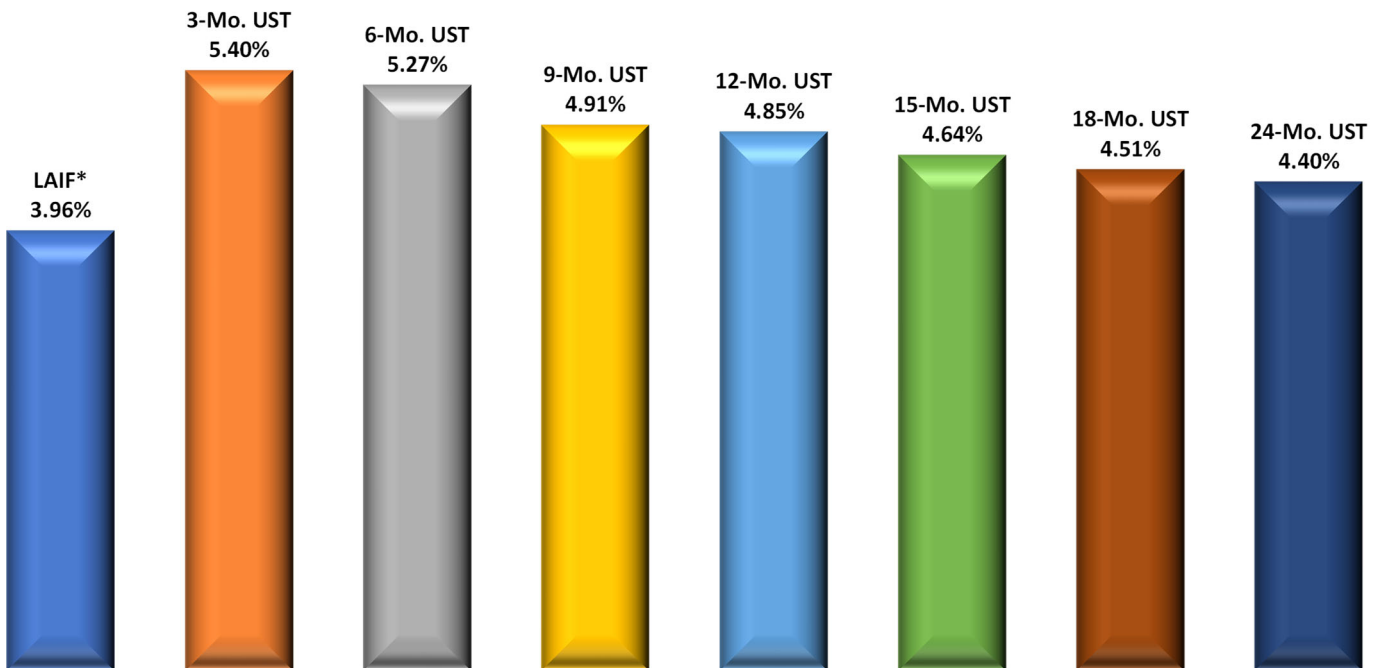
The purpose of this memo is to assist the District in evaluating potential reinvestment options for the **\$1,712,000** balance on January 31, 2024.

OPTION #1: REINVEST IN U.S. TREASURY SECURITIES

One reinvestment option available to the District is to reinvest all or any portion of the funds in its custody account in one or more U.S. Treasury securities. Depending on the District’s expected cash flow requirements and liquidity needs, the District may choose from among a variety of maturity dates. To help the District evaluate this reinvestment option, the graph below depicts the yield-to-maturity on Treasury securities of varying maturities.

Yield Curve as of January 5, 2024

(Data Sources: U.S. Treasury Department and California State Treasurer's Office)



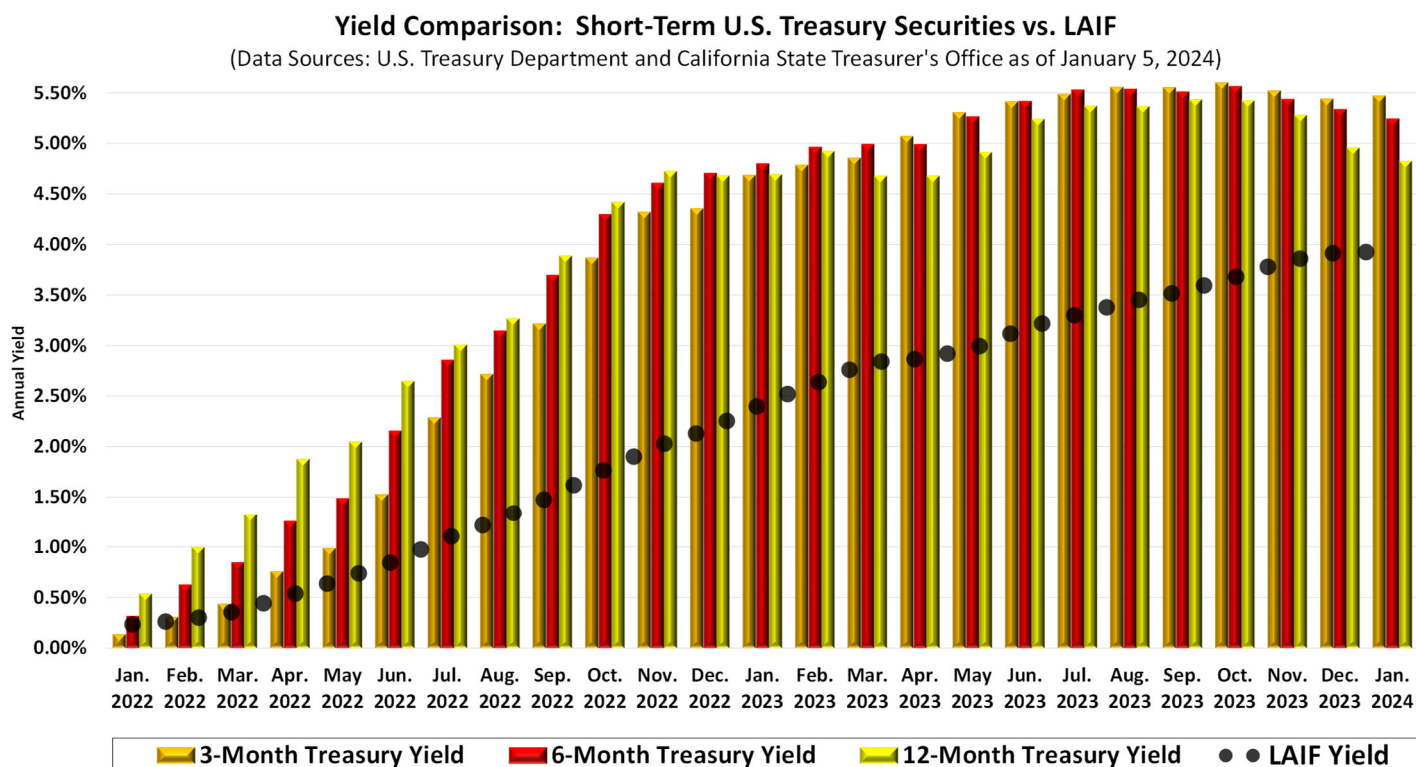
* LAIF rate as of December 29, 2023

OPTION #2: DEPOSIT FUNDS IN LOCAL AGENCY INVESTMENT FUND (LAIF)

Another option available to the District is to deposit all or any portion of the available funds into its LAIF account.

As you can see from the graph below, the yield paid by LAIF has steadily increased since early last year, from **0.22%** on January 3, 2022 to **3.96%** on December 29, 2023. Despite the increase, however, the rate paid on deposits in LAIF remains well below the current yield on short-term U.S. Treasury securities.

It is impossible to predict for how long or to what extent, if any, the yield on U.S. Treasury securities will continue to exceed the rate paid by LAIF, since U.S. Treasury securities pay a fixed-rate of return while LAIF pays a variable-rate that changes daily.



OPTION #3: DO NOT REINVEST

A third option available to the District is to not reinvest any of the funds in its custody account, and instead use the funds for capital outlays, operating expenses, debt service payments, cash reserves, or any other lawful purpose of the District.

Toward that end, at the District's request Zions Bank will transfer the funds in the District's custody account directly to the District's local bank.

OPTION #4: LIQUIDATE INVESTMENTS

Finally, all or any portion of the District's investment portfolio can be liquidated if a large unanticipated financial obligation should arise and the District needs immediate access to some or all of its invested funds. In such a situation, Wulff Hansen can help arrange for the prompt liquidation of one or more securities in the District's portfolio.

ADDITIONAL INVESTMENT

Additionally, at any point in time the District may **increase** the size of its investment portfolio by purchasing additional U.S. Treasury securities in order to earn additional interest income. Please note however that such additional investment would incur additional compensation to Municipal Advisor based on its current fee schedule, and therefore Municipal Advisor would have an incentive to recommend such an additional investment.

NEXT STEPS

If the District wishes to reinvest promptly on January 31, 2024, then the District will need to make a reinvestment decision at least several days beforehand, preferably by January 22.

Toward that end, the team from Wulff Hansen is available to meet with the District at your convenience to discuss potential reinvestment options. If you are available anytime on or before January 22, we believe that will leave ample time for any follow-up steps to implement the District's reinvestment decision promptly on January 31, 2024.

Alternatively, if no decision is made prior to January 31, 2024 then the cash balance in the District's custody account will be deposited by Zions Bank into the money-market instrument previously designated by the District, until a reinvestment decision, if any, is made and executed.



DATE: January 25, 2024
TO: Board of Directors
FROM: Kat Wuelfing, General Manager

SUBJECT: Direction Regarding Potential Digital Billboard Partnership with Clear Channel

RECOMMENDATION

Direct staff and counsel to begin discussions with Clear Channel on payment cap and key payment structure on a digital billboard partnership.

FISCAL IMPACT

This would create a new revenue source for the District, currently estimated at \$100,000 to \$250,000 per year.

Costs to the District associated with implementing a billboard include legal counsel fees and CEQA process.

BACKGROUND

MPWD's Dairy Lane property has frontage on U.S. 101, which has the potential to earn significant revenue with a digital billboard. Staff reached out to Clear Channel, a company that operates many billboards in the area, including those on City of Belmont and San Carlos and the East Bay Municipal Utilities District (EBMUD) property, to assess the feasibility and potential benefits of constructing one on District property. Photos of these example billboards are provided as an attachment.

Based on conversations with Sarah Fishleder, Director of Real Estate Development Northern California for Clear Channel, it is possible to construct such a billboard and a conservative estimate is that it could generate between \$100,000 and \$250,000 per year of revenue for the District. Other considerations:

- The billboard would be constructed, owned, operated, and maintained by Clear Channel.
- Clear Channel would have a ground lease for the footprint of the billboard (approximately 8-feet in diameter).
- Clear Channel would handle the permitting, design, and construction of the billboard.
- The billboard would be double-sided, and run 8 advertisements per side at a time, in a slide-show fashion.
- The agreement with Clear Channel would/could include a number of free advertising spots for MPWD's use.
- Clear Channel ideally would want to construct a 20-foot by 60-foot sign, or a 14-foot by 48-foot sign. For comparison, City of Belmont and San Carlos' signs are both 14-foot by 48-foot.
- Construction of the billboard would be subject to CEQA review.

For construction of a new digital billboard on our property (whether by Clear Channel or a competitor company), the City of Belmont's sign regulation would need to be revised or waived. Clear Channel noted that this is a common occurrence, and that they typically work with cities to amend ordinances to allow for in-lieu fees to be paid. Clear Channel would be willing to work with its consultants and the City to update the ordinance, provided that the District agree work with Clear Channel as a sole-source deal. It is also possible that, given that the District is a public entity, that the City could choose to waive the requirements of the ordinance in our case.

Ms. Fishleder provided the following bullet points as an outline of the process as she sees it currently:

- Ideally, we would agree to a certain cap in payments or a broader structure for the deal before engaging the City.
- Since the City may be willing to accept different terms due to Mid Penn's public mission, we could adjust the amounts paid to the City and Mid Penn within that cap.
- We have a solid relationship with the City and work with consultants who can help us feel out a reasonable guideline before we engage the City in earnest. This should provide Mid Penn with a good sense of the potential financial upside of the deal.
- The key decisions are the terms of our lease with Mid Penn and our development agreement with the City. This type of lease is structured in a fairly standard way and we could work through questions and issues in parallel with working with the City. The City has familiarity with these types of deals, but we will need to negotiate a development deal and amend the code to allow for a path to development without taking down existing signs.

DISCUSSION

A digital billboard on District property is an untapped potential source of revenue. Clear Channel conservatively estimated that District would see revenues of \$100,000 to \$250,000 per year. That amount of annual revenue would equate to the debt service on \$1.5 million to \$4 million of financing (assuming 5% over 30-years). In addition to a financial benefit, the District would be able to utilize the sign for its own messaging, such as drought, conservation, and public event messaging.

Examples of Similar Billboard Agreements

As an example, the following is a summary of how the City of Belmont's agreement with Clear Channel is structured (per the September 8, 2015 staff report): "Upon completion of the billboard, the City will receive \$75,000, plus 30% of gross advertising revenue annually from the proposed billboard with a minimum payment amount of \$150,000 per year, and an annual adjustment of 3% for the 30 years of the Lease term. Thus, the minimum income to be received under the Lease is \$7,211,312 in 2015 dollars." (Full Belmont City Council staff report is attached for reference).

The City of San Carlos has four digital billboard agreements with three different billboard companies (i.e., 2 with Clear Channel Outdoor, 1 with Outfront Media, and 1 with Orion Outdoor Media). San Carlos approved its fifth digital billboard at its August 8, 2022 City Council meeting. According to the staff report, its agreement with Orion Outdoor Media is such that:

"Upon the commencement date of the sublease agreement, the City will receive a one-time \$150,000 nonrefundable payment and an ongoing 32% share of gross advertising revenue annually from the proposed billboard, with a minimum payment guarantee of \$210,000 annually. The minimum payment guarantee includes an escalation of 12.5% every fifth year. Thus, the minimum income to be received by the City under the lease agreement is about \$5,700,000 for the initial 20-year term, or about \$9,400,000 if the 10-year option term is exercised.

The City will pay \$60,000 annually with a 2% increase every year to the property owner ("Lessor"). Orion Outdoor Media (OOM) will make a commensurate payment to the City annually to cover this amount. These payments from OOM are in addition to the 32% revenue share and minimum payment guarantee of \$210,000 described above." (Full San Carlos City Council staff report is attached for reference).

Power Use

Per Clear Channel, the power requirements for a two-sided digital billboard are: 200 amp, single phase, 120/240v. Energy use for the billboard would be separately metered and paid for by its owner/operator (i.e., Clear Channel). Per Clear Channel, typical energy use for a billboard is 2,000-3,000 kWh per month.

Light Impacts

Staff asked how light impacts to the neighboring mobile home park could be mitigated. Clear Channel noted that the billboard technology used is directional, and that analyses similar to the one indicated on the figure below could be done to evaluate and ensure that light from a billboard would not affect the homes. Such an analysis can also include analyzing ambient light at night, which they have found is typically brighter than the sign itself.

Example of light directionality analysis:



Staff is looking for direction as to whether staff and counsel should enter into discussions with Clear Channel regarding payment caps and deal structure, and then bring that and additional information to the Board for consideration.

Attachments:

Example signs on City of Belmont, City of San Carlos, and EBMUD property
City of Belmont City Council Staff Report, September 8, 2015
City of San Carlos City Council Staff Report, August 8, 2022

City of Belmont – digital billboard



006018 - San Francisco Bay Area

Description: Bayshore Frwy (US 101) ES 0.4mi S/O Ralston (%) F/N - 1

Geopath ID: 30816096

City: Belmont

Latitude: 37.522

Media Type: Digital

State: CA

Longitude: -122.265

Display Dimensions: 14' x 48'

Zip: 94002

Facing: N

Physical Dimensions: 14' x 48'



Weekly Impressions San Francisco-Oakland-San Jose CA (DMA)		
Demo	In Market	Total
18+ yrs	361,174	379,335

Engage audiences with digital flexibility, offering real-time, contextually-relevant messages in heavily-trafficked areas. Digital displays serve as an integral component to amplify and extend social and mobile campaigns. These targeted messages also provide a quick turnaround and do not incur media production costs.

Source: 2023 Geopath Impressions. Geopath impression information is based on available Geopath data as of the date of this proposal/photosheet. GEOPATH AUDIENCE LOCATION MEASUREMENT™ Data is proprietary intellectual property owned by Geopath, Inc. and is to be used only by the recipient solely and exclusively for its planning and /or buying of out-of-home media advertisements. The Total 18+ Imps (Weekly) reported for digital now represent only those impressions for a single spot in rotation. © Copyright, 2023 Geopath, All Rights Reserved. Powered by Streetlytics™ Clear Channel will deliver at least 92.5% of total contracted time for Times Square digital inventory.

006019 - San Francisco Bay Area



Description: Bayshore Frwy (US 101) ES 0.4mi S/O Ralston (%) F/S - 2

Geopath ID: 30816097

City: Belmont

Latitude: 37.522

Media Type: Digital

State: CA

Longitude: -122.265

Display Dimensions: 14' x 48'

Zip: 94002

Facing: S

Physical Dimensions: 14' x 48'



Weekly Impressions		
San Francisco-Oakland-San Jose CA (DMA)		
Demo	In Market	Total
18+ yrs	435,493	472,068

Engage audiences with digital flexibility, offering real-time, contextually-relevant messages in heavily-trafficked areas. Digital displays serve as an integral component to amplify and extend social and mobile campaigns. These targeted messages also provide a quick turnaround and do not incur media production costs.

Source: 2023 Geopath Impressions. Geopath impression information is based on available Geopath data as of the date of this proposal/photosheet. GEOPATH AUDIENCE LOCATION MEASUREMENT™ Data is proprietary intellectual property owned by Geopath, Inc. and is to be used only by the recipient solely and exclusively for its planning and /or buying of out-of-home media advertisements. The Total 18+ Imps (Weekly) reported for digital now represent only those impressions for a single spot in rotation. © Copyright, 2023 Geopath, All Rights Reserved. Powered by Streetlytics™ Clear Channel will deliver at least 92.5% of total contracted time for Times Square digital inventory.

City of San Carlos – digital billboard



006008 - San Francisco Bay Area

Description: Bayshore Frwy (US 101) WS 0.5 mi S/O Holly St (%) - F/N

Geopath ID: 30717223

City: San Carlos

Latitude: 37.508

Media Type: Digital

State: CA

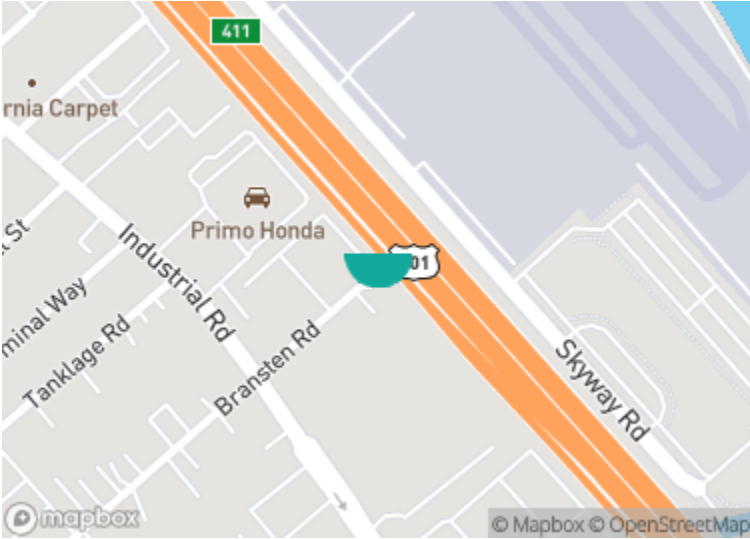
Longitude: -122.251

Display Dimensions: 14' x 48'

Zip: 94070

Facing: N

Physical Dimensions: 14' x 48'



Weekly Impressions San Francisco-Oakland-San Jose CA (DMA)		
Demo	In Market	Total
18+ yrs	428,852	449,366

As travelers make their way up Highway 101, from Silicon Valley, this digital bulletin sits proudly along the freeway in the city of San Carlos, "The City of Good Living." Silicon Valley, also known as The Peninsula, boasts the headquarters of the world's most prestigious technology companies including Google, Oracle, Facebook and Apple. Hundreds of tech employees and executives traverse this freeway everyday. Our San Carlos digital bulletin is just north of the exit leading to Stanford University and popular shopping destination, Stanford Shopping Center.

Source: 2023 Geopath Impressions. Geopath impression information is based on available Geopath data as of the date of this proposal/photosheet. GEOPATH AUDIENCE LOCATION MEASUREMENT™ Data is proprietary intellectual property owned by Geopath, Inc. and is to be used only by the recipient solely and exclusively for its planning and /or buying of out-of-home media advertisements. The Total 18+ Imps (Weekly) reported for digital now represent only those impressions for a single spot in rotation. © Copyright, 2023 Geopath, All Rights Reserved. Powered by Streetlytics™ Clear Channel will deliver at least 92.5% of total contracted time for Times Square digital inventory.

006009 - San Francisco Bay Area

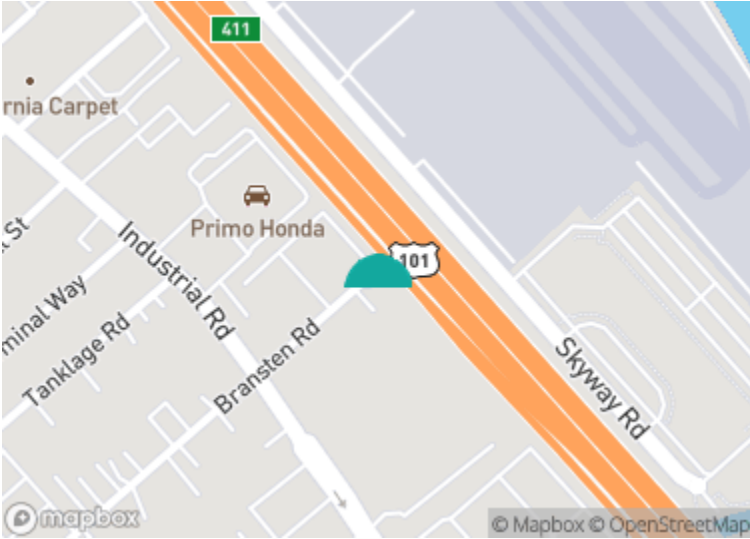
Description: Bayshore Frwy (US 101) WS 0.5 mi S/O Holly St (%) - F/S

Geopath ID: 30717224 **City:** San Carlos **Latitude:** 37.508

Media Type: Digital **State:** CA **Longitude:** -122.251

Display Dimensions: 14' x 48' **Zip:** 94070 **Facing:** S

Physical Dimensions: 14' x 48'



Weekly Impressions San Francisco-Oakland-San Jose CA (DMA)		
Demo	In Market	Total
18+ yrs	455,943	493,966

As travelers make their way up Highway 101, from Silicon Valley, this digital bulletin sits proudly along the freeway in the city of San Carlos, "The City of Good Living." Silicon Valley, also known as The Peninsula, boasts the headquarters of the world's most prestigious technology companies including Google, Oracle, Facebook and Apple. Hundreds of tech employees and executives traverse this freeway everyday. Our San Carlos digital bulletin is just north of the exit leading to Stanford University and popular shopping destination, Stanford Shopping Center.

Source: 2023 Geopath Impressions. Geopath impression information is based on available Geopath data as of the date of this proposal/photosheet. GEOPATH AUDIENCE LOCATION MEASUREMENT™ Data is proprietary intellectual property owned by Geopath, Inc. and is to be used only by the recipient solely and exclusively for its planning and /or buying of out-of-home media advertisements. The Total 18+ Imps (Weekly) reported for digital now represent only those impressions for a single spot in rotation. © Copyright, 2023 Geopath, All Rights Reserved. Powered by Streetlytics™ Clear Channel will deliver at least 92.5% of total contracted time for Times Square digital inventory.

East Bay Municipal Utilities District – print billboard



001382 - San Francisco Bay Area

Clear Channel Outdoor

Description: Bay Bridge (I.80) SS .7 mi E/O Toll Plaza (%) - F/W

Geopath ID: 30549226

City: Oakland

Latitude: 37.826

Media Type: Bulletin

State: CA

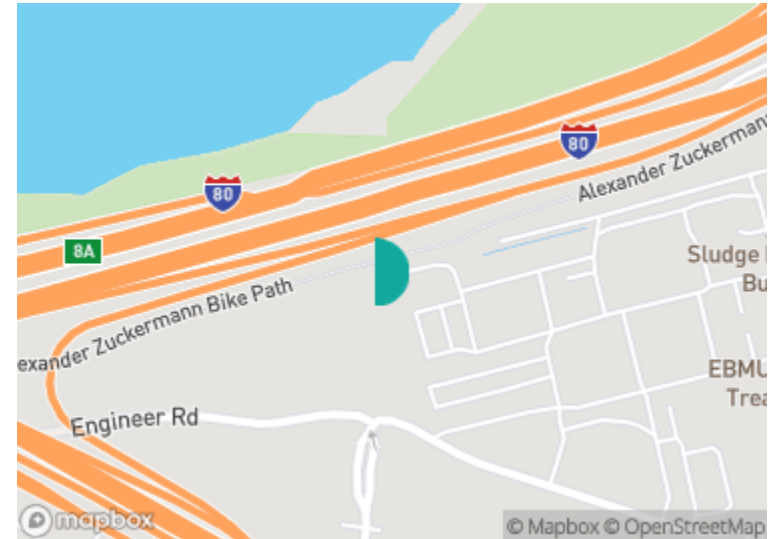
Longitude: -122.3

Display Dimensions: 14' x 48'

Zip: 94607

Facing: W

Physical Dimensions: 14' x 48'



Weekly Impressions San Francisco-Oakland-San Jose CA (DMA)

Demo	In Market	Total
18+ yrs	519,992	566,904

This bulletin is located at the East end of the Bay Bridge, just beyond the toll booths. The San Francisco-Oakland Bay Bridge is the most travelled bridge in the Bay Area. This unit shows to the Interstate 580 traffic coming from the Bay Bridge and San Francisco. The traffic passing this unit continues on to downtown Oakland, East Contra Costa County (Hwy 24 to Walnut Creek/Concord) and South Alameda County (Hayward, Pleasanton, San Ramon) and on to the Stockton area.

Source: 2023 Geopath Impressions. Geopath impression information is based on available Geopath data as of the date of this proposal/photosheet. GEOPATH AUDIENCE LOCATION MEASUREMENT™ Data is proprietary intellectual property owned by Geopath, Inc. and is to be used only by the recipient solely and exclusively for its planning and /or buying of out-of-home media advertisements. The Total 18+ Imps (Weekly) reported for digital now represent only those impressions for a single spot in rotation. © Copyright, 2023 Geopath, All Rights Reserved. Powered by Streetlytics™ Clear Channel will deliver at least 92.5% of total contracted time for Times Square digital inventory.

001381 - San Francisco Bay Area

Clear Channel Outdoor

Description: Bay Bridge (I.80) SS .7 mi E/O Toll Plaza (%) - F/E

Geopath ID: 30549227

City: Oakland

Latitude: 37.826

Media Type: Bulletin

State: CA

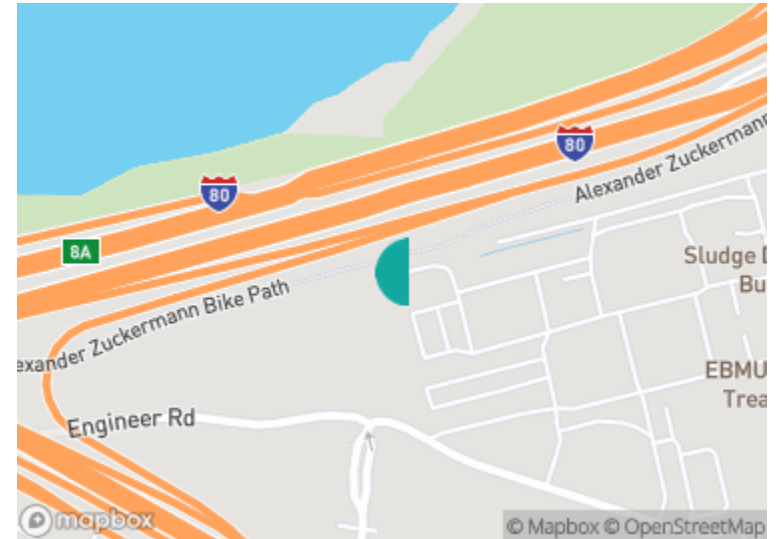
Longitude: -122.3

Display Dimensions: 14' x 48'

Zip: 94607

Facing: E

Physical Dimensions: 14' x 48'



Weekly Impressions San Francisco-Oakland-San Jose CA (DMA)

Demo	In Market	Total
18+ yrs	194,954	228,331

This bulletin is located at the East end of the Bay Bridge, just beyond the toll booths. The San Francisco-Oakland Bay Bridge is the most travelled bridge in the Bay Area. The Bridge is a primary commuter thoroughfare, taking thousands of East Bay residents into San Francisco and San Mateo County every day. The often lengthy commuter back-up at the Bay Bridge makes this board an effective read and powerful tool to convey your advertising message.

Source: 2023 Geopath Impressions. Geopath impression information is based on available Geopath data as of the date of this proposal/photosheet. GEOPATH AUDIENCE LOCATION MEASUREMENT™ Data is proprietary intellectual property owned by Geopath, Inc. and is to be used only by the recipient solely and exclusively for its planning and /or buying of out-of-home media advertisements. The Total 18+ Imps (Weekly) reported for digital now represent only those impressions for a single spot in rotation. © Copyright, 2023 Geopath, All Rights Reserved. Powered by Streetlytics™ Clear Channel will deliver at least 92.5% of total contracted time for Times Square digital inventory.



STAFF REPORT

Agency: City of Belmont

Staff Contact: Carlos de Melo, Community Development Director, (650) 595-7440;
cdemelo@belmont.gov

Agenda Title: Zoning Ordinance Amendments – Section 23A (Signs on Public Property) and Section 6 (M-1 - Limited Manufacturing Districts) and Relocation and Lease Agreement – Clear Channel Outdoor (CCO) Digital Billboard on City property located at 1385 Shoreway Road (APN 040-371-130 & 140) (Mitigated Negative Declaration)

Agenda Action: Ordinance (Second Reading) and Resolution

Recommendation

- 1) Adopt the attached Ordinance (Second Reading) as recommended by the Planning Commission.
- 2) Adopt a Resolution authorizing the City Manager to negotiate and execute a Relocation Agreement and Lease to install a digital billboard on the City's sewer pump station property at 1385 Shoreway Road (APN 040-371-130 & 140).

Background

March 2014 - The City Council (via Resolution) authorized Clear Channel Outdoor Corporation (CCO) to submit all entitlement applications that are required for review, approval and construction of a two-sided digital electronic billboard sign on the City's Shoreway Road sewer pump station property. Also at that time, the Council authorized lease negotiations between the City of Belmont and CCO to permit the installation of the digital electronic billboard on the subject property. CCO will also remove several of their existing traditional billboard signs throughout the City (minimum of eight sign structures/faces), such that there would be a significant decrease in the number of billboard sign structures located within the City limits. The traditional billboard removals would be captured via a relocation agreement with the City and CCO. CCO filed their Development Review application for the Shoreway Road property in July 2014.

August 2014 - the City Council authorized a Service Agreement between the City and Lamphier-Gregory Environmental Associates to evaluate the CCO Digital Electronic Billboard proposal and prepare the associated project environmental study. The environmental assessment - Initial Study/Mitigated Negative Declaration (IS/MND) - was completed in December 2014 and circulated for public review; no public comments were received during the review period.

July 21, 2015 – The Planning Commission conducted a public hearing, and reviewed the proposed Zoning Ordinance Amendments. At the conclusion of their discussion, the Commission recommended Council adoption of the Mitigated Negative Declaration for the project, and approval of the Zoning Ordinance Amendments as presented.

August 25, 2015 – the City Council reviewed the draft business terms of the CCO lease and continued the matter to tonight’s meeting. Also at this meeting, the City Council certified the project Environmental Study (Initial Study/Mitigated Negative Declaration), introduced the associated Zoning Ordinance Amendments for the project (First Reading), and scheduled the public hearing (second reading of the Ordinance) for tonight’s Council meeting.

September 1, 2015 – At this meeting, the Planning Commission: 1) Adopted a Resolution finding that the lease of a portion of the City’s Shoreway Road sewer pump station property for installation of a digital billboard is consistent with the Belmont General Plan, and 2) Conducted a public hearing, and reviewed and approved the Design Review and Tree Removal Permit entitlements for the CCO Digital Billboard project on the City’s pump station property.

Project Location/Surrounding Uses/Project Description

The Project site (1385 Shoreway Road – APNs 040-371-130 and -140), is located within the landscaped area on City property of a pump station operated by Silicon Valley Clean Water. Shoreway Road is a frontage road running parallel to U.S. 101. Developed commercial properties extend to the north and south along Shoreway Road from the Project site including Jameco Electronics warehouse and sales adjacent to the north and the Nikon Precision commercial office/research and development facility to the south. Phelps Slough, a branch of Belmont Creek, is located approximately 85 feet to the east-southeast of the proposed billboard, and 35 feet from the south end of the City property. Office development is located to the northeast in Redwood Shores.

Directly across U.S. 101 to the west is unincorporated San Mateo County land developed with commercial uses, County facilities, and a trailer park separated by a solid sound wall from the highway. More commercial uses have been developed within the City of San Carlos boundaries to the south and southeast. Within City of Belmont boundaries to the northwest, a water district building and self-storage facility front the highway with residential homes behind.

The closest residential areas are the trailer park, located approximately 530 feet to the northwest, and residential homes in Belmont located approximately 1,225 feet to the northwest. Other residential uses in Belmont, San Carlos, and Redwood Shores are located over 2,500 feet away.

Zoning Ordinance Amendment

The proposed digital billboard is not currently allowed under the existing wording of the Belmont Zoning Code. In brief, the requisite Zoning Ordinance Amendments will be necessary as part of the Project to allow the digital billboard on the City-owned property. The Ordinance (Second Reading) with the specific text language is provided in Attachment A to this report.

Section 16 of the Belmont Zoning Ordinance (BZO) requires the following:

Section 16.1 (Justification) - When in the opinion of the Council a change in this Ordinance is required to achieve the objectives of the Zoning Plan and the General Plan for the City, this Ordinance may be amended by changing the boundaries of any district or by changing any provision hereof in accordance with the procedures prescribed in this Section.

Section 16.5 (Action By The Commission) - Within 30 days following the public hearing, or such longer time period as the Council may prescribe, the Commission shall make a specific finding as to whether the change in the district boundaries or of the district regulations is required to achieve the objectives of the Zoning Plan and the General Plan for the City.

Staff notes that there are no “Objectives” identified in the Belmont Zoning Ordinance (Zoning Plan); however, the BZO contains a purpose statement (Section 1.1) that represents the objectives of the City’s zoning regulations:

1.1 PURPOSE – The following regulations for the zoning of land within the City are hereby adopted to promote and protect the public health, safety, peace, comfort, convenience and general welfare, and to provide a precise guide for the physical development of the City.

Essentially the above two findings speak of the same issues – in determining appropriateness of the proposed amendments (and whether it is *required*), there must be General Plan consistency. Thus, in determining General Plan consistency, applicable goals and policies of the Belmont General Plan must be considered in light of the proposal. The City Council must ultimately determine that such goals and objectives are achieved by the proposed amendments.

The objectives of the Belmont General Plan are contained in its Goals and Policies, some of which (listed below) are germane to this proposal. As noted above, the City Council must determine that General Plan Goals and Policies are achieved by the proposed amendment language.

General Community

Goal 1015.5

To maintain and enhance the appearance of the City through controlling the location, timing, design and landscaping of new development and encouraging renovation of older areas.

Goal 1015.7

To guide the timing and location of growth and development to ensure the availability of services and protection of sensitive natural environments.

Commercial Areas

2025 Goals

2. To promote commercial development, which meets the needs of local residents for convenience goods and services and which is fiscally beneficial to the city.

2026 Policies

1. Commercial and office uses should be located on or near major thoroughfares to discourage traffic in residential neighborhoods and should include sufficient off-street parking to prevent disruption of traffic flow on major streets.

6. *Highway commercial uses shall be permitted outside of the Central Business District only at already established locations along El Camino Real, Ralston Avenue east of El Camino Real, Old County Road and the U.S. 101/Ralston interchange. To avoid additional strip commercial development, businesses should be grouped, to the extent possible, and separated by landscaped open space/parking areas, offices or multiple family housing.*

Zoning Ordinance Amendments/General Plan Analysis

The City regulates the type, location, density, and scale of development primarily through the Zoning Ordinance. Zoning regulations are designed to protect and promote the health, safety, and general welfare of residents as well as implement the policies of the City's General Plan. The proposed digital billboard project would be generally compatible with the character of the surrounding commercial uses and US101 Freeway setting.

The proposed project – via a lease agreement for installation of the digital billboard on City-owned property – will result in a substantial long-term economic/revenue source for the City. Additionally, occasional digital billboard ad time would be made available to the City to promote City and community activities. Furthermore, the project – via acceptance of the billboard relocation agreement – will result in a significant number of traditional billboard take-downs, thus enhancing the visual profile and aesthetics of both the El Camino Real and US 101 corridors within the City limits.

In summary, staff and the Planning Commission believes that the proposed amendments would implement the Goals and Policies of the General Plan related to City-owned property in a more comprehensive way. Staff and the Planning Commission further believes that the proposed amendments would:

- Establish more current and comprehensive property/development standards applicable to City-owned property that are more responsive to the physical environment, existing development, and needs of the community.
- Support protecting and promoting the comfort, convenience, and general welfare of those who live in Belmont, and advance the goal of providing a precise guide for physical development of the city.
- Advance the general plan goal of maintaining and enhancing the appearance of the City through controlling the location, timing, design and landscaping of new development and encouraging renovation of older areas.

Relocation Agreement

As discussed above, and consistent with City and Caltrans goals to reduce the overall number of billboards, particularly along U.S. 101 and El Camino Real, approval of the proposed digital billboard lease will include removal of other static billboards within the City of Belmont. In coordination with the City, CCO would remove eight billboard faces, as follows: four 12 foot by 25 foot billboard faces along U.S. 101 (and Shoreway Road), and four billboard faces along El Camino Real: a double-sided 12 foot by 25 foot billboard, and two single-facing signs sized 12 feet by 25 feet and 14 feet by 48 feet, respectively.

Lease

As discussed earlier, the Lease would allow CCO to construct a new double-sided digital outdoor advertising billboard on the City's pump property. Each display face would be 48 feet wide by 14 feet tall mounted on a column so that the overall height is approximately 60 feet above grade. The two display faces will be oriented in a "V" shape such that the displays face the two directions of US101 highway traffic. The proposed project will result in a substantial long-term economic/revenue source for the City. Additionally, occasional digital billboard ad time would be made available to the City to promote City and community activities. The major terms of the Lease are as follows:

1. **Term.** 30 years.
2. **Rent.** The City shall receive \$75,000 as a one-time non-refundable payment on the date the digital billboard is fully operational. CCO must pay the City rent for each year of the Lease equal to the greater of one-hundred and fifty thousand dollars (\$150,000) or thirty percent (30%) of the gross advertising revenue actually received in a calendar year by CCO for advertising placed on the billboard. It is estimated that the actual annual payment may be as high as \$300,000. The minimum rent will increase by 3% per year.
3. **City Advertising Spots.** CCO will provide to the City at no cost one guaranteed spot in a standard rotation on the billboard four times per calendar year during the Term; provided that only one spot may be used each quarter. Each spot will run no greater than eight seconds in the standard rotation of eight spots per digital display and continue for two weeks in duration (or a minimum of 14,000 spots during each two week period). In addition, CCO will provide spots to the City on an as available basis during the year.
4. **Amber Alert Messages.** CCO shall make the billboard available at no cost to Caltrans for the purpose of displaying "Amber Alert" messages in accordance with the Amber Alert Guidelines set forth in the Lease.
5. **Compliance with Laws.** CCO shall conform to all applicable laws and regulations, including but not limited to laws and regulations pertaining to outdoor advertising.
6. **Prohibited Advertising.** CCO, within a reasonable time following written request therefor, shall remove from the billboard any advertising message that in the reasonable judgment of the City:
 - (i) Directly promotes the sale or use of tobacco products, illegal drugs or products, or marijuana;
 - (ii) Contains "obscene matter," as that term is defined in California Penal Code section 311 on the Effective Date; or
 - (iii) Advertises an adult entertainment establishment;
 - (iv) Contains matter that is obscene, vulgar, profane, scatological, or presents a clear and present danger of causing imminent threat to health and safety.

Environmental Review/Compliance (CEQA)

The project is subject to environmental review under the provisions of the California Environmental Quality Act (CEQA). An Initial Study/Mitigated Negative Declaration was prepared for the project; adherence to mitigation measures by the project proponent will reduce the impacts to less than significant levels. The City noticed the availability of the IS/MND along with the *Notice of Intent to Adopt a Negative Declaration* in the Redwood City Tribune in December 2014. The same noticing was also mailed to property owners within a 300 foot radius of the site. A 30-day public review period commenced on December 23, 2014 and closed on January 22, 2015. No comments on the environmental study were received during the review period. On July 21, 2015, the Planning Commission reviewed the IS/MND and recommended City Council certify the IS/MND. On August 25, 2015, the City Council certified the IS/MND.

Conclusion

Based on this analysis, staff and the Planning Commission have concluded that the amendments to the Belmont Zoning Ordinance (Ordinance No. 360 as amended) *Section 23A (Signs on Public Property)* to allow consolidation of billboards within the City to public property east of Highway 101 and to repeal sign related provisions in Belmont Zoning Ordinance *Section 6 (M-1 – Limited Manufacturing Districts)* made obsolete by a previous comprehensive sign code update achieves the objectives of the Zoning Plan and General Plan for the City. An Ordinance (Second Reading) is attached for City Council review.

Staff also recommends the City Council adopt the attached Resolution authorizing the City Manager to negotiate and execute a final Relocation Agreement and Lease to install the Clear Channel Outdoor digital billboard on the subject City-owned property. The total minimum value of this agreement would be just over \$7.2 million over the 30-year term.

Alternatives

1. Refer back to staff for additional information.
2. Take No Action.

Attachments

- A. Ordinance (Second Reading)
- B. Resolution Regarding Relocation Agreement and Lease
- C. Draft Relocation Agreement & Lease

Fiscal Impact

- ☒ No Impact/Not Applicable:
- 1) No fiscal impact as related to the proposed Zoning Ordinance Amendments.
 - 2) Fiscal Impacts (Revenue Generation) associated with the CCO Lease & Relocation Agreements for the project: Upon

completion of the billboard, the City will receive \$75,000, plus 30% of gross advertising revenue annually from the proposed billboard with a minimum payment amount of \$150,000 per year, and an annual adjustment of 3% for the 30 years of the Lease term. Thus, the minimum income to be received under the Lease is \$7,211,312 in 2015 dollars.

☒ Funding Source Confirmed: Not applicable.

Source:

- ☒ Council
- ☒ Staff
- ☐ Citizen Initiated
- ☐ Other*

Purpose:

- ☐ Statutory/Contractual Requirement
- ☐ Council Vision/Priority
- ☒ Discretionary Action
- ☐ Plan Implementation

Public Outreach:

- ☒ Posting of Agenda
- ☐ Other



CITY COUNCIL STAFF REPORT

MEETING DATE: August 8, 2022

ITEM TITLE: Consideration of Adopting a Resolution Approving a Relocation Agreement, an Assignment and Assumption of Ground Lease Agreement, and a Sublease Agreement for a Digital Billboard at 611 Industrial Road (APN 046-090-370).

RECOMMENDATION:

Staff recommends that the City Council adopt a Resolution approving: 1) a relocation agreement; 2) an assignment and assumption of ground lease agreement; and 3) a sublease agreement for a digital billboard at 611 Industrial Road.

FISCAL IMPLICATIONS:

Upon the commencement date of the sublease agreement, the City will receive a one-time \$150,000 nonrefundable payment and an ongoing 32% share of gross advertising revenue annually from the proposed billboard, with a minimum payment guarantee of \$210,000 annually. The minimum payment guarantee includes an escalation of 12.5% every fifth year. Thus, the minimum income to be received by the City under the lease agreement is about \$5,700,000 for the initial 20-year term, or about \$9,400,000 if the 10-year option term is exercised.

The City will pay \$60,000 annually with a 2% increase every year to the property owner ("Lessor"). Orion Outdoor Media (OOM) will make a commensurate payment to the City annually to cover this amount. These payments from OOM are in addition to the 32% revenue share and minimum payment guarantee of \$210,000 described above.

BACKGROUND:

In December 2013, the City entered into its first lease agreement to operate a digital billboard on City-controlled land at Bransten Road near U.S. Route 101 with Clear Channel Outdoor. At its August 27, 2018 meeting, the City Council authorized the City Manager to execute agreements for the placement of a second digital billboard operated by Clear Channel on property along U.S. Route 101 at 815 American Street. On October 16, 2018, the City entered into a similar agreement with Outfront Media for a third digital billboard on property leased from the City. A fourth digital billboard is located in the City at 2 Circle Star Way but resides on private property and was built prior to the requirement that new billboards must be located on City-controlled property. A fifth digital billboard has now been proposed in San Carlos at 611 Industrial Road by Orion Outdoor Media (OOM).

In accordance with San Carlos Municipal Code §8.22 and §12.28, any new billboard must be located on City-controlled property. The property at 611 Industrial Road is owned by a private party, with whom the City will take assignment of a separate lease agreement previously executed between the property owner and OOM. Subsequently, the City will execute a Sublease Agreement with OOM. The lease agreements will allow OOM to construct an outdoor advertising structure with two 14' x 48' light emitting diode (LED) displays, connections, electrical supply equipment, and accessories at the leased property site. The 611 Industrial Road billboard would be physically identical to the other three billboards located on City-controlled property.

After several months of negotiations and drafts of the assignment and assumption of ground lease agreement, sublease agreement, and relocation agreement, the finalized documents were agreed upon by all parties. These agreements are included in this report as attachments and further described in the analysis section of this report.



Map of billboards in and near San Carlos

ANALYSIS:

The documents under consideration would authorize the installation of a new digital billboard at 611 Industrial Road as approved by the Planning Commission at its February 22, 2022 meeting. At this meeting, the Planning Commission approved a Design Review Certificate and Mitigated Negative Declaration for the proposed digital billboard at 611 Industrial Road.

The assignment and assumption of ground lease agreement would take assignment from OOM of the existing lease agreement with R & M Dean Associates, LLC, the private property owner of 611 Industrial Road ("Lessor"). In this arrangement, the lessor leases the premises exclusively to the City for the purpose of entering into a sublease with OOM. The City pays annual rent of \$60,000 to lessor under the lease with a 2% annual increase. The remaining terms of the lease agreement are concurrent with those of the sublease agreement, with the exception of the rent amount explained in further detail below.

The sublease agreement would be made and entered into by and between the City and OOM. The major terms of the sublease agreement include the following:

1. Term. 20-year initial term with an option to extend for an additional 10 years.
2. Rent. The net result of the lease and sublease would be that the City will receive an amount equal to the greater of two hundred and ten thousand dollars (\$210,000), or thirty-two percent (32%), of the gross advertising revenue actually received in a calendar year by OOM for advertising places on the billboard, prorated for partial years. Additionally, OOM will pay \$60,000 annually to the City with annual increases of 2%, which the City will then pass on to the Lessor as means of paying the annual sublease rent amount.
3. Community Benefits. The City shall receive \$150,000 from OOM as a one-time, non-refundable payment on the commencement date of the sublease agreement.
4. City Advertising Spots. OOM will provide to the City, at no cost to the City, one guaranteed spot in a standard rotation on the billboard four times per calendar year during the term; provided that only one spot may be used each quarter. Each spot will run no greater than eight seconds in the standard rotation of eight spots per digital display and continue for two weeks in duration (or a minimum of 14,000 spots during each two week period).
5. Amber Alert Messages. OOM shall make the billboard available at no cost to Caltrans for the purpose of displaying "Amber Alert" messages in accordance with the Amber Alert Guidelines set forth in Exhibit E to the Sublease Agreement.
6. City Sign and Logo. On each side of the sign structure, OOM shall upon request install, operate, maintain and repair a City sign that faces the same direction as a display area on the billboard.
7. Compliance with Laws. OOM shall conform to all applicable laws and regulations, including but not limited to, laws and regulations pertaining to outdoor advertising.
8. Prohibited Advertising. OOM, within a reasonable time following written request therefor, shall remove from the billboard any advertising message that in the reasonable judgment of the City: (i) is false, misleading, or deceptive; (ii) directly promotes the sale or use of tobacco products, illegal drugs or products, or cannabis; (iii) contains "obscene matter," as that term is defined in California Penal Code section 311 on the Effective Date; (iv) advertises an adult entertainment establishment; (v) promotes or opposes a candidate or individual for public office or who is running for office, or promotes or opposes a ballot measure; or (vi) contains

language that is obscene, vulgar, profane, or scatological, or that presents a clear-and-present danger of causing riot, disorder, or other imminent threat to public safety, peace, or order.

9. Payment in Excess of Minimum Guaranteed Rent. If the percentage rent in any sublease year exceeds the guaranteed minimum rent paid by OOM to City, the difference shall be paid to City within forty-five (45) days following the end of the sublease year. On January 1 of the year after the fifth anniversary of the commencement date, and every fifth year thereafter, the minimum guaranteed rent shall be increased by 12.5%.

As outlined in the relocation agreement, OOM has reached an agreement with Caltrans to remove two static billboards located outside of San Carlos, in Shasta County. Presently there are two static billboards located in San Carlos. The owners of both billboards have indicated that they are unwilling to consider their removal or transfer their ownership at this time.

ALTERNATIVES:

The alternatives available to the City Council include:

1. Adopt a resolution approving a relocation agreement, an assignment and assumption of ground lease agreement, and a sublease agreement for a digital billboard at 611 Industrial Road; or
2. Do not approve the Resolution; or
3. Provide staff with alternative direction.

Respectfully submitted by:



Lisa Porras,
Planning Manager



Adam Aronson, Economic Development
and Housing Manager

Approved for submission by:



Jeff Maltbie, City Manager

ATTACHMENT(S):

1. Resolution - 611 Industrial Digital Billboard
2. Sublease - 611 Industrial Digital Billboard
3. Relocation Agreement - 611 Industrial Digital Billboard
4. Assignment and Assumption of Ground Lease - 611 Industrial Digital Billboard



AGENDA ITEM NO. 8.C.

DATE: January 25, 2024
TO: Board of Directors
FROM: Kat Wuelfing, General Manager

SUBJECT: CONSIDER APPROVAL OF THE REVISED TWO-YEAR STRATEGIC PLAN - FY2023-24, INCLUDING DIRECTOR ASSIGNMENTS

RECOMMENDATION:

Approve the Revised MPWD 2023-2024 Strategic Plan and Director Assignments.

FISCAL IMPACT:

None.

DISCUSSION:

A Special Meeting of the Board of Directors to review and update the MPWD 2023-2024 Strategic Plan was held on January 9, 2024.

Based upon the discussion during the special meeting, the MPWD Strategic Plan for 2023-2024 was revised and is provided as an attachment to this staff report. A redline version identifying changes is also attached. The revised roster of Director Assignments for 2023-2024 can be found as the last page of the Strategic Plan.

Attachment: Revised MPWD 2023-2024 Strategic Plan
Redline Version of the Revised MPWD 2023-2024 Strategic Plan

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



FY2023-24

STRATEGIC PLAN

10-YEAR



MID-PENINSULA WATER DISTRICT

TWO-YEAR STRATEGIC PLAN – FY2023-24

Updated January 2024

BOARD OF DIRECTORS

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

APPOINTED OFFICIALS

Julie Sherman, District Counsel
Joubin Pakpour, District Engineer
James Ramsey, District Treasurer

EXECUTIVE STAFF

Kathryn Wuelfing, General Manager
Rene Ramirez, Operations Manager
Monique Madrid, Board Secretary/Administrative Services Manager

INTRODUCTION

The Mid-Peninsula Water District (MPWD) Board of Directors held special meetings on March 9, 2023 and June 29, 2023 to develop a new Two-Year Strategic Plan for the Fiscal Year (FY) 2023/24 through FY 2024/25 period (Plan). This Plan was updated during a January 9, 2024 Special Meeting and approved during the January 25, 2024 regular meeting of the Board.

This Plan reflects MPWD’s current vision for the District. Many of these changes reflect a shift in the District’s work culture that has evolved over time into a “People First, Mission Always” focus. Strategic priority items are classified as either “A” or “B” generally reflecting the current priority for each item, as identified in the attached Plan. It is noted that priorities may shift and evolve as circumstances change, and that this represents a general policy direction.

Notably, the Vision Statement was updated to reflect MPWD staff’s shared vision for the District. To develop this statement, suggestions for new vision statements were solicited from all staff, and all staff were polled as to their preferences in statements. The suggested vision statements were compiled into the “word cloud” below. The updated Vision Statement on the next page reflects the collective input of all MPWD staff. Director Assignments were updated and that roster is included at the end of the Plan.



OUR MISSION

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

OUR VISION

Providing quality water and essential service, since 1929...now...and into the future.

STRATEGIC GOALS



1. Demonstrate outstanding stewardship in the management of District water resources, demands and infrastructure.



2. Provide exceptional levels of service and value to the community in a cost-effective manner.



3. Foster open and candid communication with community, staff and directors that results in collaborative, innovative operations.



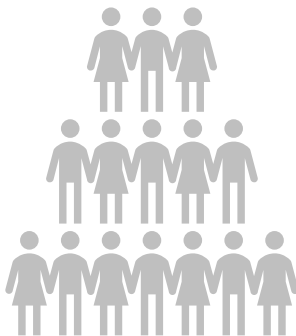
4. Be viewed as an industry leader for water management best practices.

Strategic
Element

1

Employee Services

Maintain a
workplace worthy of
our employees and
community.



OBJECTIVES

- Foster a culture of learning and innovation.
- Promote professional development and growth.
- Prioritize health and safety, including through support of safety and wellness programs.
- Continue pro-active succession planning.
- Support employee well-being and work-life balance.
- Foster a diverse and inclusive workforce.
- Promote employee engagement and recognition.

A Priorities

No. A-1.1: Leadership and organizational development, including:

- Transition to permanent General Manager (*compl. October 2023*),
- Continue succession planning and employee leadership development training,
- Continue in-house Operator certification training of Maintenance Technicians,
- Continue education and professional development for all employees, and
- Evolve recruiting process e.g., through further website updates and development of a recruiting video.

No. A-1.2: Create organizational succession plan, including stages of impact.

No. A-1.3: Complete bargaining with MPWD Employee Association (*compl. March 2023*).

No. A-1.4: Complete update of Personnel Manual.

No. A-1.5: Maintain staff cohesiveness throughout duration of separated workplaces, and work to reunite staff at Dairy Lane Operations Center following building rehabilitation.

B Priorities

No. B-1.1: Review and update performance review tool and process.

No. B-1.2: Review/update Rules of the Board of Directors.

No. B-1.3: Improve the workflow with our current payroll system, and if appropriate, explore transition to new payroll system.

No. B-1.4: Review and revise safety and wellness programs (*compl. July 2023, to be reviewed annually*).

Strategic
Element

2

External Relationships & Customer Service

Partners with our
community. Leaders
in our industry.



OBJECTIVES

- Provide community members with prompt, professional, and courteous service.
- Empower efficient and thorough customer service through tools and education.
- Emphasize customer service as a priority for all employees.
- Maintain active working relationships with external agencies.
- Maintain outreach and project coordination with City of Belmont, City of San Carlos, and the County of San Mateo.
- Engage in local, regional and state industry organizations and activities.

A Priorities

No. A-2.1: Open Old County Road temporary administrative offices to customers following completion of tenant improvements (*compl. June 2023*).

No. A-2.2: Continue coordination with City of Belmont on all capital projects.

No. A-2.3: Explore additional benefits of customer messaging about customer service portal (e.g., Water Watch, etc.).

No. A-2.4: Encourage involvement of all staff in professional organizations (e.g., AWWA, BayWork, CalWEP, CMSFO, etc.)

No. A-2.5: Participate in annual two-by-two meetings between District Board and management and City of Belmont Council and management (*first meeting compl. July 2023*).

No. A-2.6: Maintain a high level of customer service under 4-day employee workweek.

B Priorities

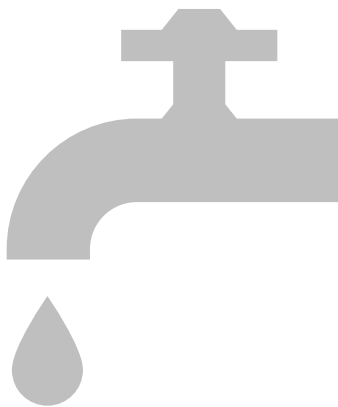
No. B-2.1: Broaden the use of telephone system automation.

No. B-2.2: Create a customer-service follow-up survey.

Strategic
Element 3

Resource Management & Resiliency

Dedicated stewards of
our most essential
natural resource.



OBJECTIVES

- Provide water efficiency programs, education, and outreach to customers.
- Optimize water efficiency in our water distribution system.
- Ensure water quality meets all required regulatory standards.
- Develop long-term resource sustainability and resiliency through energy and water conservation measures and partnerships.
- Invest in resilient infrastructure.
- Pursue opportunities for more sustainable fuel and energy use.

A Priorities

No. A-3.1: Follow development of and comply with State regulations: Long-Term Urban Water Conservation Policy: “Making Water Conservation A California Way of Life” (first report submitted Dec. 2023).

No. A-3.2: Maintain active engagement and participation in Bay Area Water Supply and Conservation Agency (BAWSCA).

No. A-3.3: Continue to participate in development of Tier 2 drought water supply management plan with the other BAWSCA agencies.

No. A-3.4: Expand emergency preparation and resiliency messaging to customers (e.g., turn off irrigation system after earthquake, have 3 days of water stored on hand, etc.).

No. A-3.5: Explore expansion of dedicated irrigation metering to support water efficiency, with consideration for *Making Water Conservation A California Way of Life* regulations when finalized.

No. A-3.6: Inventory commercial, industrial, institutional (CII) non-functional turf within service area and evaluate application of Lawn Be Gone program to CII accounts, with consideration for changing State law on non-functional turf.

B Priorities

No. B-3.1: Investigate potential water supply alternative options and partnerships, including but not limited to the San Francisco Peninsula Regional Potable Reuse Project (SPRP), and groundwater development.

No. B-3.2: Explore solar, renewable fuels/non-fossil sources, and other related climate-positive opportunities.

No. B-3.3: Explore solar panels and batteries as part of Dairy Lane Operations Center and Folger Drive Facility building rehabilitation projects.

No. B-3.4: Coordinate with the cities of Belmont and San Carlos and their Housing Element Plans, Specific Plans, and other large projects expected to be served with MPWD water supply.

No. B-3.5: Track new development and customer demand changes relative to the District’s San Francisco Public Utilities Commission (SFPUC) supply allocation on a routine basis.

Strategic
Element

4

Infrastructure Management & Operations

Maintain and invest
judiciously in a
reliable distribution
system.



OBJECTIVES

- Maintain proactive operations and maintenance programs.
- Embrace technology for streamlined operations.
- Prioritize documentation to support consistent practices and succession planning.
- Maintain long-term capital improvement program that protects the community's investment.
- Follow industry best management practices.

A Priorities

No. A-4.1: Complete Dairy Lane Operations Center Rehabilitation project.

No. A-4.2: Complete Folger Drive Remodel and Repurpose project.

No. A-4.3: Incorporate CARB Advanced Clean Fleets rule electrification needs into facility rehabilitation projects.

No. A-4.4: Complete 2016 Certificates of Participation (COP).

No. A-4.5: Complete CIP projects:

- Harbor Boulevard Improvements (*substantially compl.*)
- Hastings Dr. Service Connections (*compl. Sept. 2023*)
- Old County Road and Ralston Avenue Improvements
- Oak Knoll / Newlands / Dekoven/ Lincoln/ Pine Knoll Improvements

No. A-4.6: Identify next CIP projects and prioritization, to be informed by lifecycle analysis and hydraulic modeling.

No. A-4.7: Implement GIS-based asset management system (Spatial Wave).

No. A-4.8: Develop and implement Water Service Regulations from Water Service Ordinance No. 103 and industry best management practices.

No. A-4.9: Develop a tree assessment and maintenance program.

B Priorities

No. B-4.1: Continue implementation of the Emergency Response Plan (ERP), including coordination with other local agencies.

No. B-4.2: Continue to develop a comprehensive set of Operational Standard Operating Procedures (SOPs), including measurement and tracking tools.

No. B-4.3: Develop and implement records retention policy.

No. B-4.4: Create schedule of timing for policy updates.

No. B-4.5: Evaluate vehicle fleet, and consider new CARB Advanced Clean Fleets rule, including Peninsula Clean Energy electric vehicle opportunities.

No. B-4.6: Maintain a calibrated hydraulic model of the District's system.

No. B-4.7: Develop a proactive meter replacement program.

Strategic
Element

5

Financial Management

Honest and transparent stewardship of public funds.



OBJECTIVES

- Monitor and ensure that water rates and fees represent a good value to our customers.
- Complete annual budget process on a timely basis.
- Utilize data-driven financial planning and budgeting, and conduct routine monitoring of projections.
- Maintain financial management policy and internal control procedures in accordance with best management practices.
- Utilize Board Finance Committee for detailed review of financial matters.
- Foster a culture of financial responsibility among all employees.
- Leverage technology for financial efficiency.
- Maintain clear financial reporting and transparency.

A Priorities

- No. A-5.1:** Complete and implement Financial Management Policy.
- No. A-5.2:** Complete and implement updated Miscellaneous Fees.
- No. A-5.3:** Complete and implement water rate study and Proposition 218 process.
- No. A-5.4:** Complete and implement updated Water Capacity Charges.
- No. A-5.5:** Review and consider Water Demand Offset charges and policy.
- No. A-5.6:** Complete Governmental Accounting Standards Board (GASB) 75 Other Postemployment Benefits (OPEB) Actuarial Report (*compl. October 2023*).
- No. A-5.7:** Evaluate bond financing for Capital Improvement Program.
- No. A-5.8:** Select and engage a new financial auditor firm (*compl. July 2023*).

B Priorities

- No. B-5.1:** Investigate divestment from companies that lack greenhouse compliance.
- No. B-5.1:** Evaluate and pursue grant funding and partnership opportunities.
- No. B-5.2:** Evaluate further U.S. Treasury investments or other appropriate conservative investment strategies.

DIRECTOR ASSIGNMENTS/COMMITTEES

Updated January 25, 2024

ASSIGNMENT	2024
ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA)/REGION 5	All
ACWA/JOINT POWERS INSURANCE AUTHORITY (JPIA)	Brian Schmidt Kirk Wheeler (Directors are voting members GM is the alternate)
BAY AREA WATER SUPPLY & CONSERVATION AGENCY (BAWSCA)	Louis Vella Four-Year Term Ends: June 30, 2025
SAN MATEO CHAPTER - CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA)	Louis Vella Kirk Wheeler <i>Kat Wuelfing, General Manager</i>
GENERAL MANAGER SUPPORT & PERFORMANCE EVALUATION	Cathy Jordan Matt Zucca
HARBOR INDUSTRIAL ASSOCIATION (HIA)	Brian Schmidt Kirk Wheeler Louis Vella
CHAMBER SAN MATEO COUNTY	All

STANDING COMMITTEE	2024
FINANCE COMMITTEE	Kirk Wheeler Louis Vella <i>James Ramsey, District Treasurer</i>

AD HOC COMMITTEE	2024
TWO-BY-TWO WITH CITY OF BELMONT COMMITTEE	Louis Vella Cathy Jordan

MID-PENINSULA WATER DISTRICT

TWO-YEAR STRATEGIC PLAN – FY2023-24

Updated January 2024~~July 2023~~

BOARD OF DIRECTORS

~~Louis J. Vella, President~~

Matthew P. Zucca, ~~Vice~~ President

Catherine M. Jordan, ~~Director~~Vice President

Brian Schmidt, Director

Kirk R. Wheeler, Director

Louis J. Vella, ~~Director~~ President

APPOINTED OFFICIALS

Julie Sherman, District Counsel

Joubin Pakpour, District Engineer

~~Vacant~~James Ramsey, District Treasurer

EXECUTIVE STAFF

Kathryn Wuelfing, ~~Assistant General Manager~~

Rene Ramirez, ~~Interim General Manager~~/Operations Manager

~~Kathryn Wuelfing, Assistant General Manager~~

Monique Madrid, Board Secretary/Administrative Services Manager

INTRODUCTION

The Mid-Peninsula Water District (MPWD) Board of Directors held special meetings on March 9, 2023 and June 29, 2023 to develop a new Two-Year Strategic Plan for the Fiscal Year (FY) 2023/24 through FY 2024/25 period (Plan). This Plan was updated during a January 9, 2024 Special Meeting and approved during the January 25, 2024 regular meeting of the Board.

This Plan reflects MPWD's current vision for the District. Many of these changes reflect a shift in the District's work culture that has evolved over time into a "People First, Mission Always" focus. Strategic priority items are classified as either "A" or "B" generally reflecting the current priority for each item, as identified in the attached Plan. It is noted that priorities may shift and evolve as circumstances change, and that this represents a general policy direction.

Notably, the Vision Statement was updated to reflect MPWD staff's shared vision for the District. To develop this statement, suggestions for new vision statements were solicited from all staff, and all staff were polled as to their preferences in statements. The suggested vision statements were compiled into the "word cloud" below. The updated Vision Statement on the next page reflects the collective input of all MPWD staff. Director Assignments were updated and that roster is included at the end of the Plan.



OUR MISSION

%

Ymj& nxsrt& k& m& R nI2Ujsrsxxzf% fyjw& nxywh& x& t& i& j& q& j& w& f& x& f& k& j& B& n& l& m& %
vzf& q& y& ~& B& j& q& f& g& j& x& zuu& q& t& k& | fyjw& t& w& h& zw& j& s& y& f& s& i& % z& y& z& w& j& l& j& s& j& w& f& y& t& s& x& i& s& f& %
htxy& j& k& j& h& y& n& j& B& j& s& { n& t& s& r& j& s& y& f& q& x& j& s& x& y& n& j& % s& i& j& k& h& n& j& s& y& a& f& s& s& j& w& %

OUR VISION

Uwt { n& i& n& s& l& w& z& f& q& y& ~& | fyjw& f& s& i& j& x& x& j& s& y& f& q& x& j& w& { n& h& j& B& a& s& h& j& %
6>7>33& t& | 33& f& s& i& a& s& y& t& % m& j& % z& y& z& w& j& %

STRATEGIC GOALS



1. Demonstrate outstanding stewardship in the management of District water resources, demands and infrastructure.



2. Provide exceptional levels of service and value to the community in a cost-effective manner.



3. Foster open and candid communication with community, staff and directors that results in collaborative, innovative operations.



4. Be viewed as an industry leader for water management best practices.

Strategic
Element

1

Employee Services

Maintain a
workplace worthy of
our employees and
community.



OBJECTIVES

- Foster a culture of learning and innovation.
- Promote professional development and growth.
- Prioritize health and safety, including through support of safety and wellness programs.
- Continue pro-active succession planning.
- Support employee well-being and work-life balance.
- Foster a diverse and inclusive workforce.
- Promote employee engagement and recognition.

A Priorities

No. A-1.1: Leadership and organizational development, including:

- Transition to permanent General Manager (compl. October 2023),
- Continue succession planning and employee leadership development training,
- Continue in-house ~~Water System~~ Operator certification training of Maintenance Technicians, and
- Continue education and professional development for all employees, and
- Evolve recruiting process e.g., through further website updates and development of a recruiting video.

No. A-1.2: Create organizational succession plan, including stages of impact.

No. A-1.3: Complete bargaining with MPWD Employee Association (compl. March 2023).

No. A-1.4: Complete update of Personnel Manual.

No. A-1.5: Maintain staff cohesiveness throughout duration of separated workplaces, and work to reunite staff at Dairy Lane Operations Center following building rehabilitation.

B Priorities

No. B-1.1: Review and update performance review tool and process.

No. B-1.2: Review/update Rules of the Board of Directors.

No. B-1.3: Improve the workflow with our current payroll system, and if appropriate, explore transition to new payroll system.

No. B-1.4: Review and revise safety and wellness programs (compl. July 2023, to be reviewed annually).

Strategic
Element

2

External Relationships & Customer Service

Partners with our
community. Leaders
in our industry.



OBJECTIVES

- Provide community members with prompt, professional, and courteous service.
- Empower efficient and thorough customer service through tools and education.
- Emphasize customer service as a priority for all employees.
- Maintain active working relationships with external agencies.
- Maintain outreach and project coordination with City of Belmont, City of San Carlos, and the County of San Mateo.
- Engage in local, regional and state industry organizations and activities.

No. A-2.6: Maintain a high level of customer service under 4-day employee workweek.

A Priorities

No. A-2.1: Open Old County Road temporary administrative offices to customers following completion of tenant improvements (compl. June 2023).

No. A-2.2: Continue coordination with City of Belmont on all capital projects.

No. A-2.3: Explore additional benefits of customer messaging about customer service portal (e.g., Water Watch, etc.).

No. A-2.4: Encourage involvement of all staff in professional organizations (e.g., AWWA, BayWork, CalWEP, CMSFO, etc.)

No. A-2.5: Participate in annual two-by-two meetings between District Board and management and City of Belmont Council and management (first meeting compl. July 2023).

B Priorities

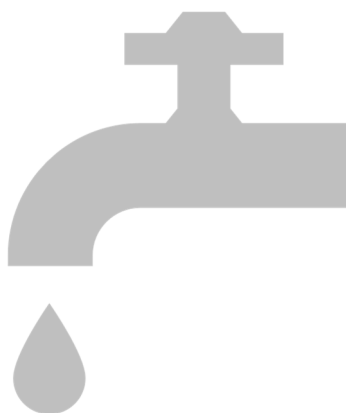
No. B-2.1: Broaden the use of telephone system automation.

No. B-2.2: Create a customer-service follow-up survey.

Strategic Element 3

Resource Management & Resiliency

Dedicated stewards of
our most essential
natural resource.



OBJECTIVES

- Provide water efficiency programs, education, and outreach to customers.
- Optimize water efficiency in our water distribution system.
- Ensure water quality meets all required regulatory standards.
- Develop long-term resource sustainability and resiliency through energy and water conservation measures and partnerships.
- Invest in resilient infrastructure.
- Pursue opportunities for more sustainable fuel and energy use.

A Priorities

No. A-3.1: Follow development of and comply with State regulations: Long-Term Urban Water Conservation Policy: “Making Water Conservation A California Way of Life:” ([first report submitted Dec. 2023](#)).

No. A-3.2: [Maintain active engagement and participation in Bay Area Water Supply and Conservation Agency \(BAWSCA\).](#)

No. A-3.32: Continue to participate in development of Tier 2 drought water supply management plan with the other [Bay Area Water Supply and Conservation Agency \(BAWSCA\)](#) agencies.

No. A-3.43: Expand emergency preparation and resiliency messaging to customers (e.g., turn off irrigation system after earthquake, have 3 days of water stored on hand, etc.).

No. A-3.45: Explore expansion of dedicated irrigation metering to support water efficiency, [with consideration for Making Water Conservation A California Way of Life regulations when finalized.](#)

No. A-3.65: Inventory commercial, industrial, institutional (CII) non-functional turf within service area and evaluate [application expansion](#) of Lawn Be Gone program to CII

B Priorities

No. B-3.1: Investigate potential water supply alternative options and partnerships, including but not limited to the San Francisco Peninsula Regional Potable Reuse Project (SPRP), and groundwater development.

No. B-3.2: Explore solar, renewable fuels/non-fossil sources, and [climate divestment opportunities other related climate-positive opportunities.](#)

No. B-3.3: Explore solar panels [and batteries](#) as part of Dairy Lane Operations Center and Folger Drive Facility building rehabilitation projects.

No. B-3.4: Coordinate with the cities of Belmont and San Carlos and their Housing Element Plans, Specific Plans, and other large projects expected to be served with MPWD water supply.

No. B-3.5: Track new development and customer demand changes relative to the District’s San Francisco Public Utilities Commission (SFPUC) supply allocation on a routine basis.

Strategic
Element

4

Infrastructure Management & Operations

accounts, with consideration for changing State law on non-functional turf.

No. A-3.6: Explore Peninsula Energy electric vehicle opportunities, and compliance with the new CARB Advanced Clean Fleets rule.

**Maintain and invest
judiciously in a
reliable distribution
system.**



OBJECTIVES

- Maintain proactive operations and maintenance programs.
- Embrace technology for streamlined operations.
- Prioritize documentation to support consistent practices and succession planning.
- Maintain long-term capital improvement program that protects the community's investment.
- Follow industry best management practices.

A Priorities

B Priorities

No. A-4.1: Complete Dairy Lane Operations Center Rehabilitation project.

No. A-4.2: Complete Folger Drive Remodel and Repurpose project.

No. A-4.3: Incorporate CARB Advanced Clean Fleets rule electrification needs into facility rehabilitation projects.

No. A-4.43: -Complete 2016 Certificates of Participation (COP) ~~Capital Improvement Program (CIP).~~

No. A-4.54: Complete CIP projects:

- Harbor Boulevard Improvements (substantially compl.)
- Hastings Dr. ~~ive~~ Service Connection ~~Replacements~~ (compl. Sept. 2023)
- Old County Road and Ralston Avenue Improvements
- Oak Knoll / Newlands / Dekoven/ Lincoln/ Pine Knoll Improvements

No. A-4.56: Identify next CIP projects and prioritization, to be informed by lifecycle analysis and hydraulic modeling.

No. A-4.67: Implement GIS-based asset management system (Spatial Wave).

No. A-4.87: Develop and implement Water Service Regulations from Water Service Ordinance No. 103 and industry best management practices.

No. A-4.9: Develop a tree assessment and maintenance program.

No. B-4.1: Continue implementation of the Emergency Response Plan (ERP), including coordination with other local agencies.

No. B-4.2: Continue to develop a comprehensive set of Operational Standard Operating Procedures (SOPs), including measurement and tracking tools.

No. B-4.3: Develop and implement records retention policy.

No. B-4.4: Create schedule of timing for policy updates.

No. B-4.5: Evaluate vehicle fleet, and consider new CARB Advanced Clean Fleets rule, including Peninsula Clean Energy electric vehicle opportunities.

No. B-4.6: Maintain a calibrated Update Comprehensive System analysis, utilizing MPWD hydrologic-hydraulic modeling of the District's system.

No. B-4.7: Develop a proactive meter replacement program.

Strategic
Element

5

Financial Management

Honest and transparent stewardship of public funds.



OBJECTIVES

- Monitor and ensure that water rates and fees represent a good value to our customers.
- Complete annual budget process on a timely basis.
- Utilize data-driven financial planning and budgeting, and conduct routine monitoring of projections.
- Maintain financial management policy and internal control procedures in accordance with best management practices.
- Utilize Board Finance Committee for detailed review of financial matters.
- Foster a culture of financial responsibility among all employees.
- Leverage technology for financial efficiency.
- Maintain clear financial reporting and transparency.

A Priorities

No. A-5.1: Complete and implement Financial Management Policy.

No. A-5.2: Complete and implement updated Miscellaneous Fees.

No. A-5.3: Complete and implement water rate study and Proposition 218 process.

No. A-5.4: Complete and implement updated Water Capacity Charges.

No. A-5.5: Review and consider Water Demand Offset charges and policy.

No. A-5.6: Complete Governmental Accounting Standards Board (GASB) 75 Other Postemployment Benefits (OPEB) Actuarial Report *(compl. October 2023)*.

No. A-5.7: Evaluate bond financing for Capital Improvement Program.

No. A-5.8: Select and engage a new financial auditor firm *(compl. July 2023)*.

B Priorities

No. B-5.1: Investigate divestment from companies that lack greenhouse compliance.

No. B-5.12: Evaluate and pursue grant funding and partnership opportunities.

No. B-5.23: Evaluate further U.S. Treasury investments or other appropriate conservative investment strategies.

DIRECTOR ASSIGNMENTS/COMMITTEES

Updated January 25, 2024

ASSIGNMENT	2024
ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA)/REGION 5	All
ACWA/JOINT POWERS INSURANCE AUTHORITY (JPIA)	Brian Schmidt Kirk Wheeler (Directors are voting members GM is the alternate)
BAY AREA WATER SUPPLY & CONSERVATION AGENCY (BAWSCA)	Louis Vella Four-Year Term Ends: June 30, 2025
SAN MATEO CHAPTER - CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA)	Louis Vella Kirk Wheeler <u>Rene Ramirez</u> <u>Kat Wuelfing</u> , ~~Interim~~ General Manager
GENERAL MANAGER SUPPORT & PERFORMANCE EVALUATION	<u>Louis Vella</u> <u>Cathy Jordan</u> Matt Zucca
HARBOR INDUSTRIAL ASSOCIATION (HIA)	Brian Schmidt Kirk Wheeler Louis Vella
CHAMBER SAN MATEO COUNTY	All

STANDING COMMITTEE	20232024
FINANCE COMMITTEE	Kirk Wheeler Louis Vella <u>James Ramsey</u> , District Treasurer

AD HOC COMMITTEE	20232024
TWO-BY-TWO WITH CITY OF BELMONT COMMITTEE	Louis Vella Cathy Jordan



AGENDA ITEM NO. 8.F.

DATE: January 25, 2024
TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager

SUBJECT: RECEIVE REPORT ON:
- CALIFORNIA AND SAN FRANCISCO REGIONAL WATER
SYSTEM CONDITIONS

RECOMMENDATION

Receive verbal report.

FISCAL IMPACT

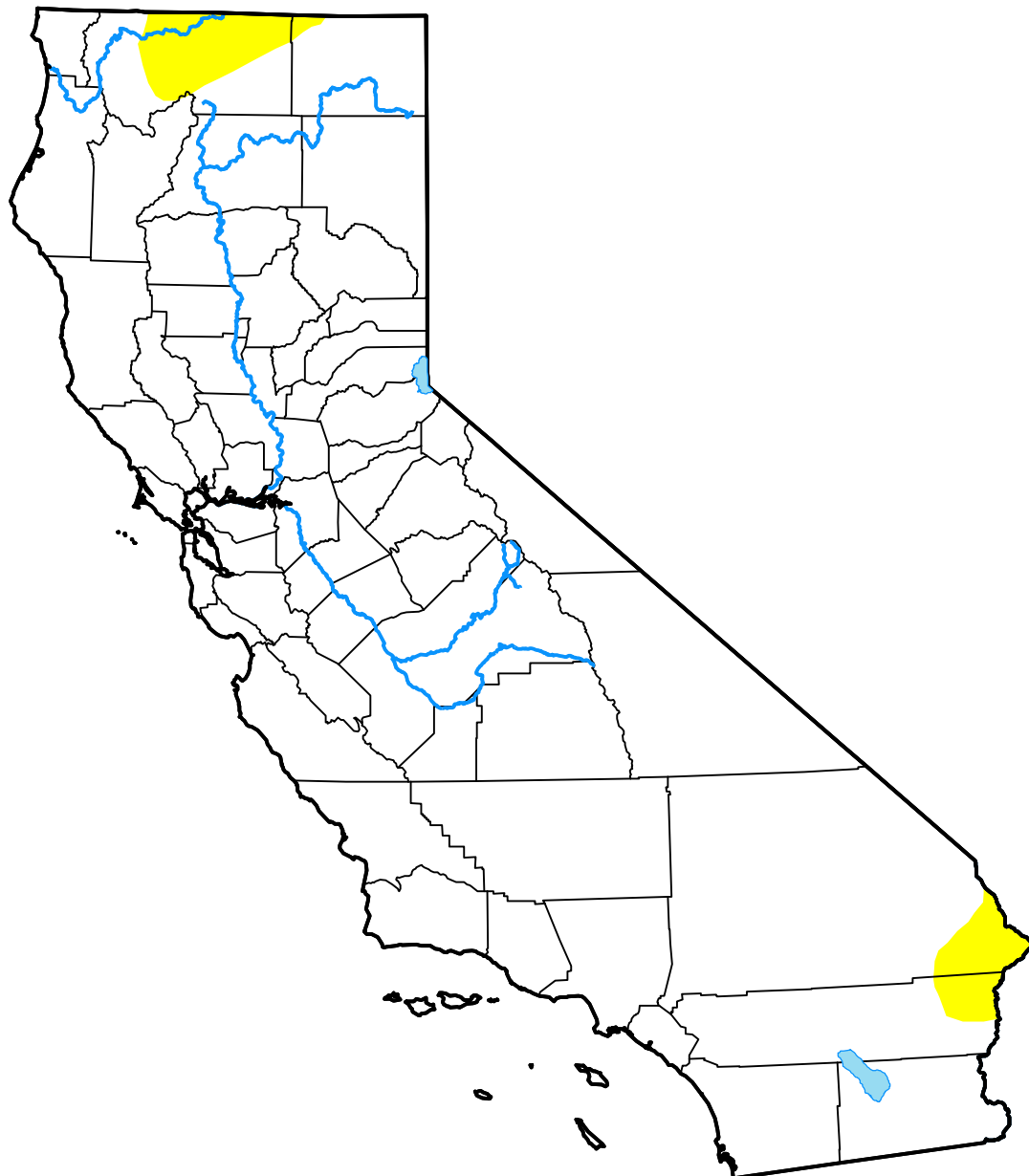
None.

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

UNANIMOUS__ WHEELER__ VELLA__ ZUCCA__ JORDAN__ SCHMIDT__

U.S. Drought Monitor California

January 2, 2024
(Released Thursday, Jan. 4, 2024)
Valid 7 a.m. EST



Drought Conditions (Percent Area)

	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
Current	96.65	3.35	0.00	0.00	0.00	0.00
Last Week <i>12-26-2023</i>	96.65	3.35	0.00	0.00	0.00	0.00
3 Months Ago <i>10-03-2023</i>	94.01	5.99	0.07	0.00	0.00	0.00
Start of Calendar Year <i>01-02-2024</i>	96.65	3.35	0.00	0.00	0.00	0.00
Start of Water Year <i>09-26-2023</i>	94.01	5.99	0.07	0.00	0.00	0.00
One Year Ago <i>01-03-2023</i>	0.00	100.00	97.93	71.14	27.10	0.00

Intensity:

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

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

Author:

Lindsay Johnson
National Drought Mitigation Center



droughtmonitor.unl.edu

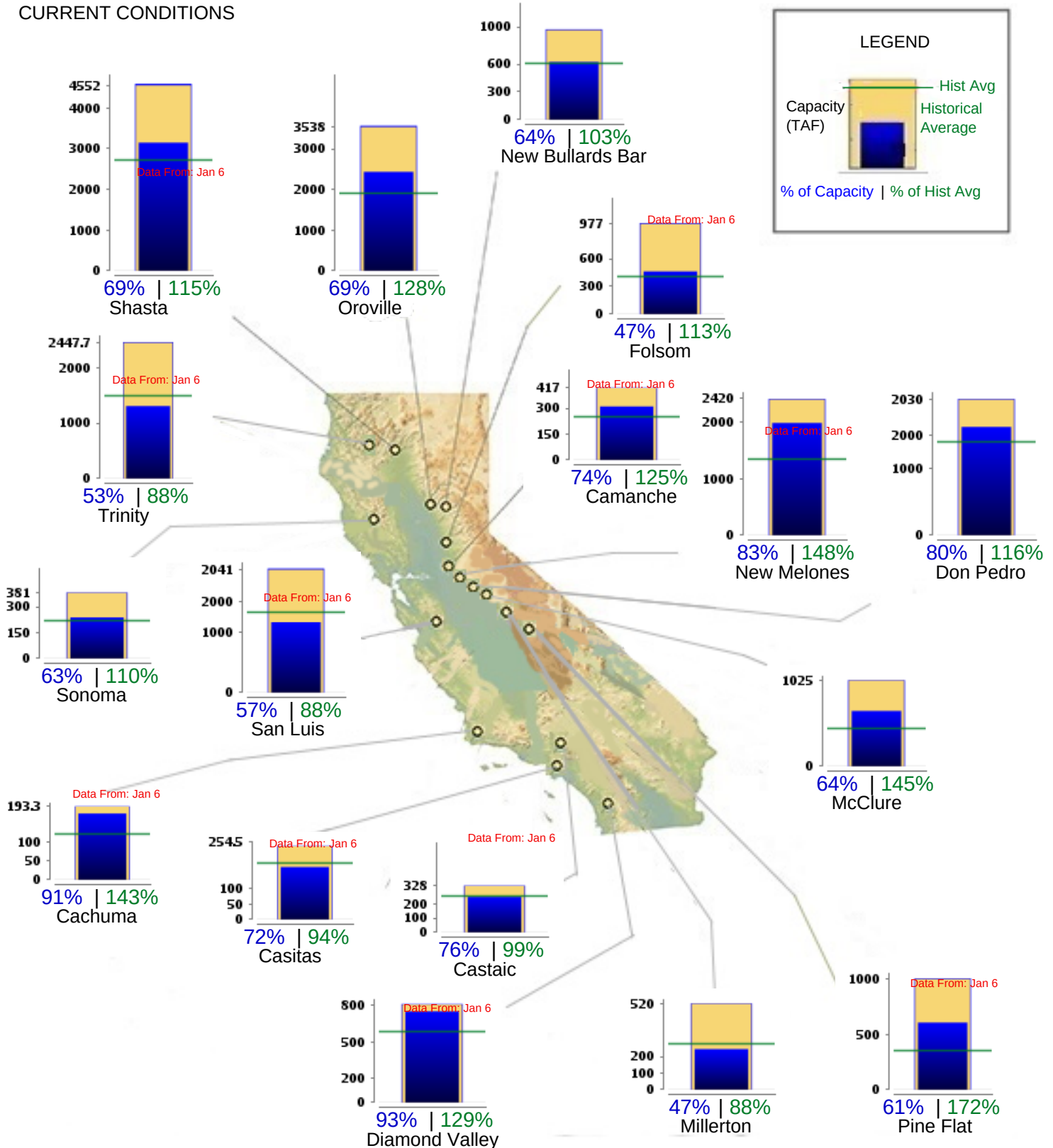


CURRENT RESERVOIR CONDITIONS

CALIFORNIA MAJOR WATER SUPPLY RESERVOIRS

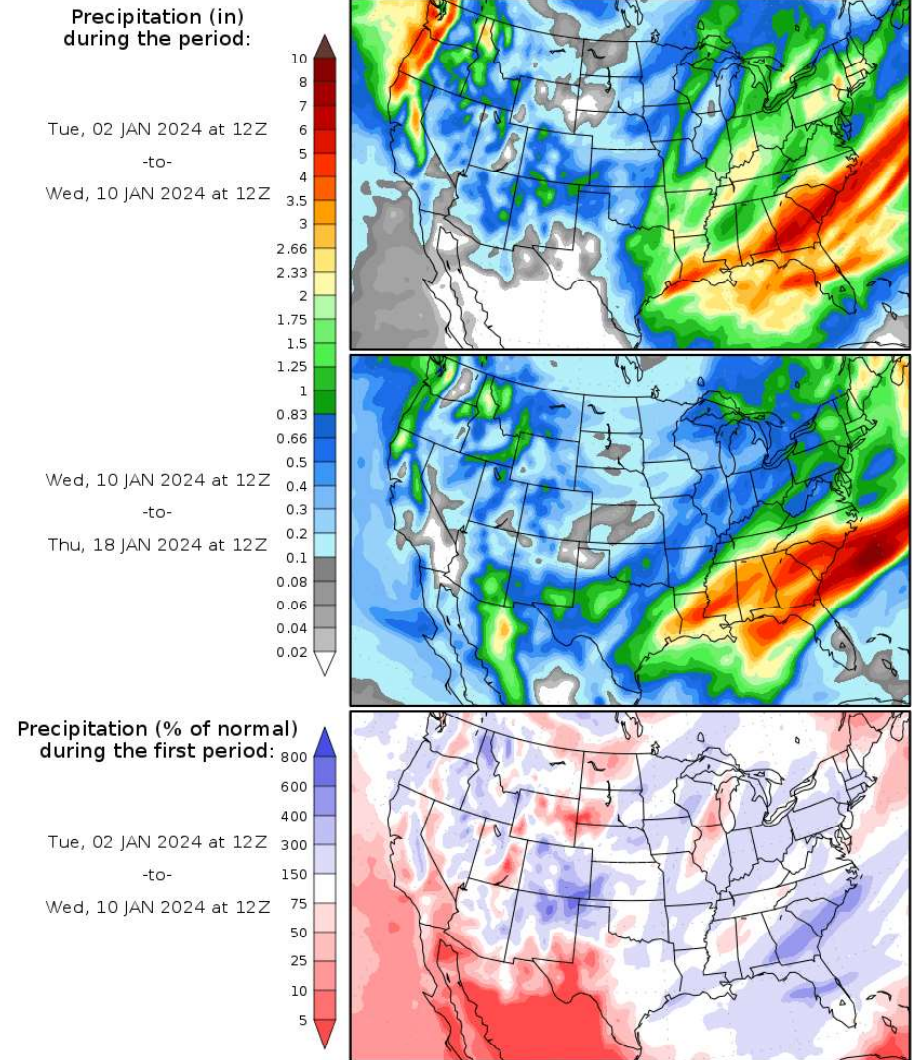
Midnight - January 7, 2024

CURRENT CONDITIONS



National Precipitation Forecast

Precipitation Forecasts

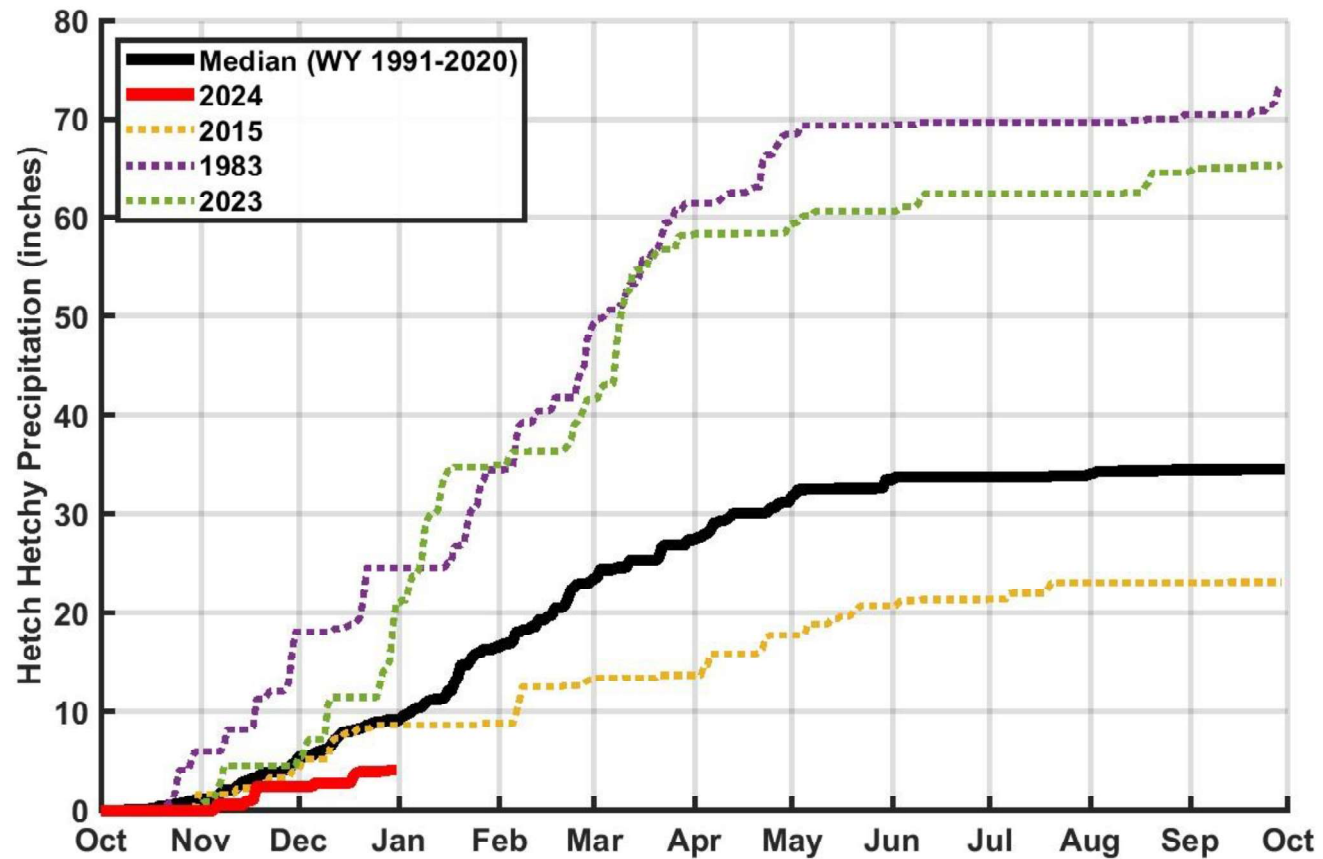


GrADS/COLA

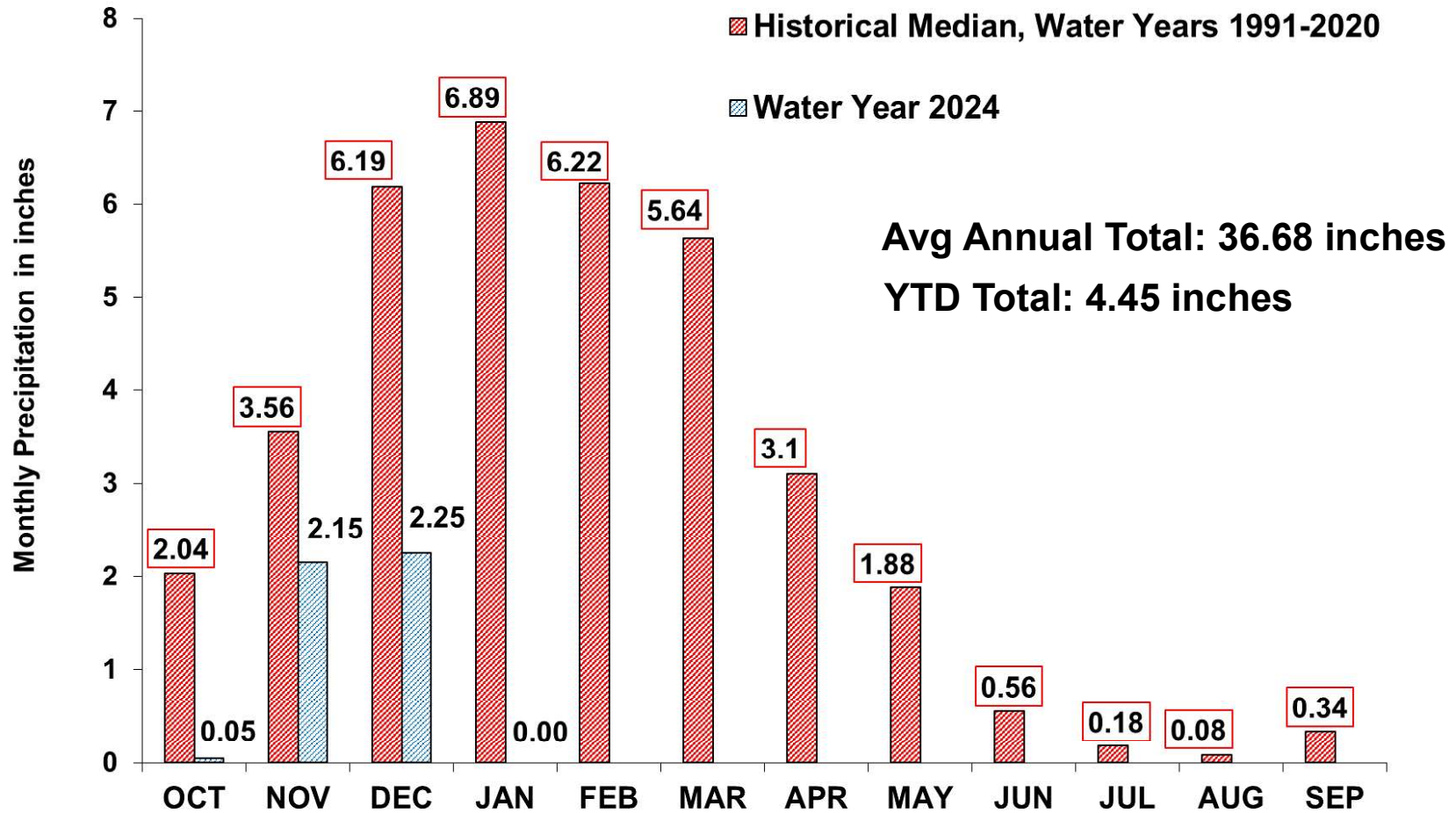
Precip Data Ending 4pm on	July 1, 2023 to Jan 7, 2024					Last Year on Jan 7, 2023		
	To Date			Full Season				
City	Rainfall July 1 to Jan 7 (inches)	Rainfall Normal (inches)	% Normal	Rainfall Normal (inches)	% Normal	Rainfall to (inches)	Rainfall Normal (inches)	% Normal
San Francisco Downtown	7.25	9.46	77%	22.89	32%	15.34	9.46	163%
SFO Airport	5.97	7.97	75%	19.64	30%	14.33	7.97	180%
Oakland	3.63	7.74	47%	18.68	19%	15.51	7.74	200%
San Jose	4.09	4.86	84%	13.48	30%	7.80	4.86	161%
Sacramento - CSUS				19.04				
Modesto				12.27				
Fresno	1.61	3.81	42%	10.99	15%	6.45	3.81	169%
Bakersfield	2.22	2.22	100%	6.36	35%	2.60	2.22	117%
Santa Barbara	5.98	5.93	101%	17.25	35%	8.37	5.93	141%
LAX Airport	6.52	4.39	134%	12.23	53%	6.72	4.39	153%
Los Angeles Downtown	6.44	4.79	134%	14.25	45%	7.11	4.79	148%
San Diego Montgomery Field	3.7	3.92	94%	11.02	34%	3.96	3.92	101%
Palm Springs	3.9	2.04	191%	4.61	85%	1.53	2.04	75%

Data from NOAA

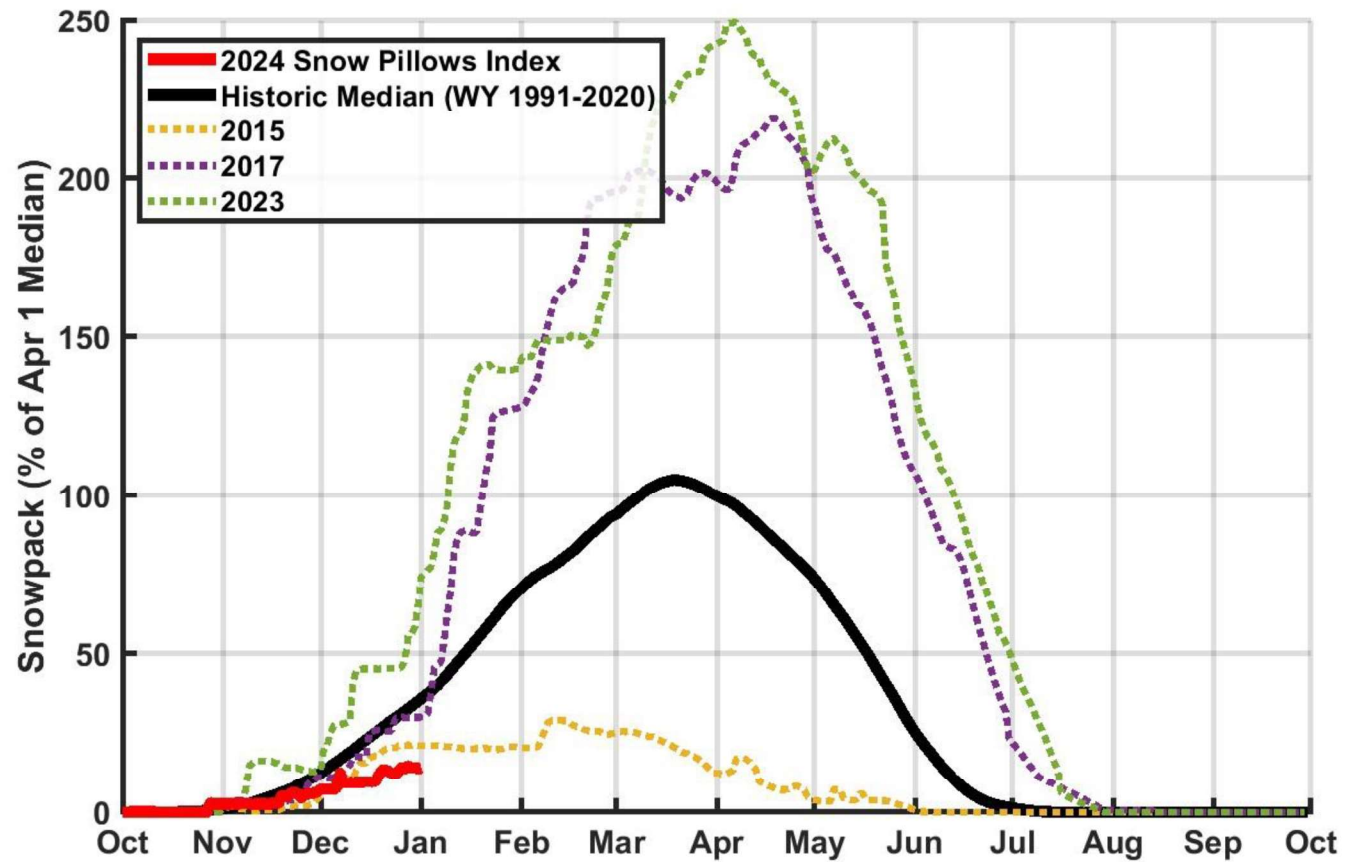
Hetch Hetchy Precipitation



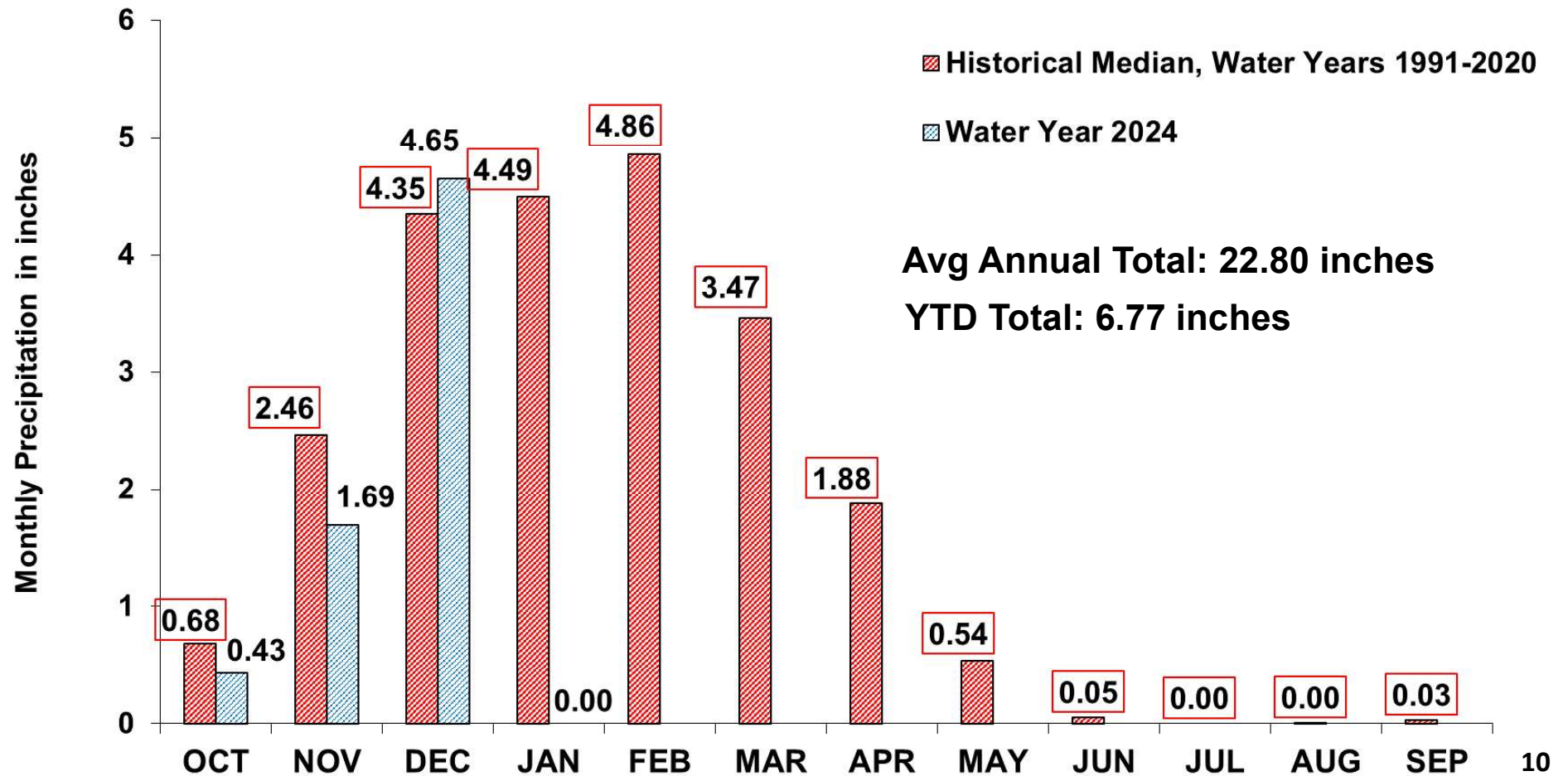
Upcountry 6-station Precipitation Index as of January 1, 2024



Upcountry Snowpack



Bay Area 7-station Precipitation Index as of January 1, 2024





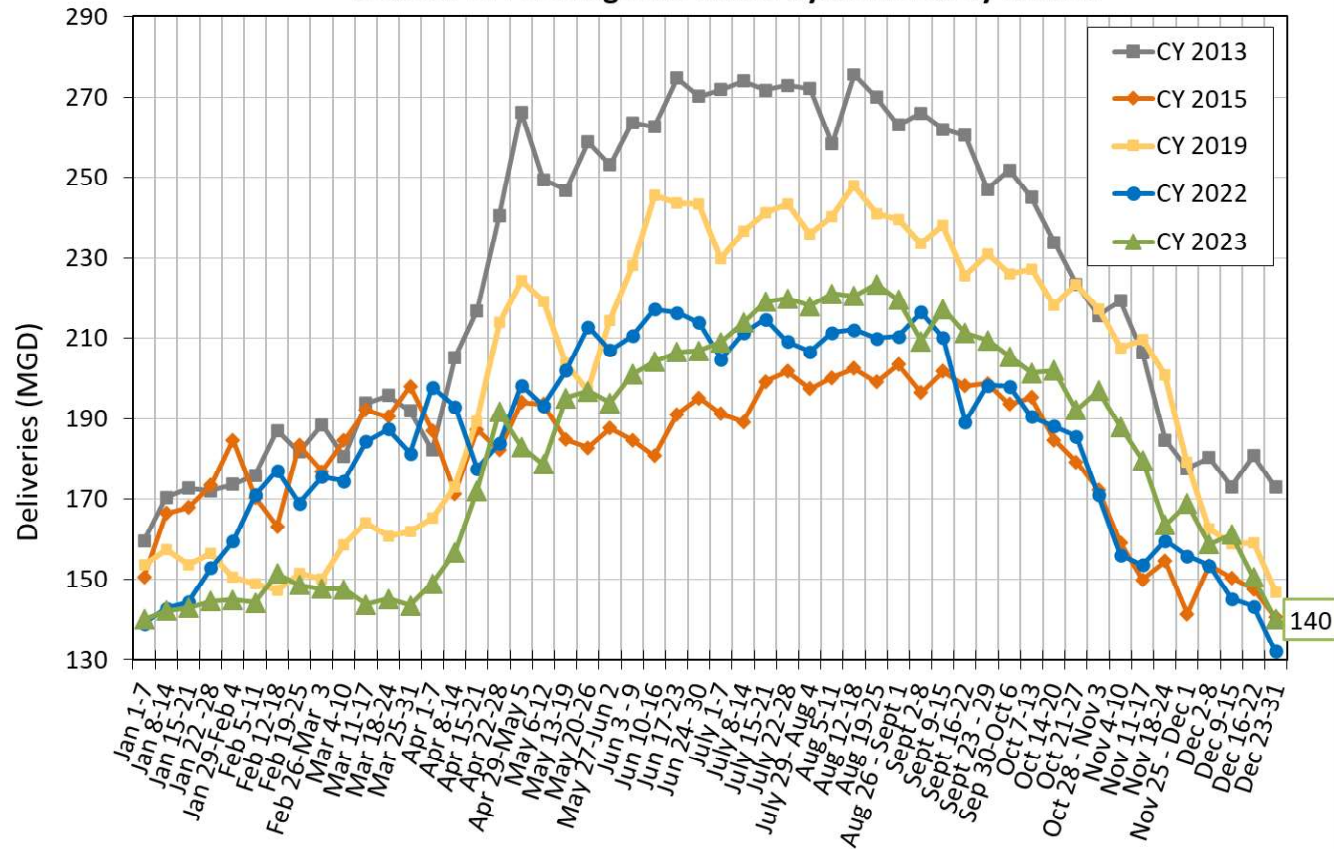
RWS - Storage Conditions Comparison

	Maximum Storage Acre-Feet	1/2/2024		Maximum Storage Acre-Feet	1/3/2023		Comparing This Year to Last Year
		Current Storage Acre-Feet	Pct. Of Maximum Storage		Current Storage Acre-Feet	Pct. Of Maximum Storage	
Tuolumne System							
Hetch Hetchy Rsvr	360,360	303,000	84.1%	360,360	271,300	75.3%	11.7%
Cherry Rsvr	273,345	253,100	92.6%	273,345	236,900	86.7%	6.8%
Lake Eleanor	27,100	22,350	82.5%	27,100	23,850	88.0%	-6.3%
Water Bank	570,000	558,488	98.0%	570,000	413,500	72.5%	35.1%
Total Tuolumne Storage	1,230,805	1,136,938	92.4%	1,230,805	945,550	76.8%	20.2%
Local Bay Area Storage							
Calaveras Rsvr	96,670	81,635	84.4%	96,670	80,972	83.8%	0.8%
San Antonio Rsvr	53,266	45,576	85.6%	53,266	53,678	100.8%	-15.1%
Crystal Springs Rsvr	68,953	45,415	65.9%	58,309	58,806	100.9%	-22.8%
San Andreas Rsvr	18,572	15,560	83.8%	19,027	17,216	90.5%	-9.6%
Pilarcitos Rsvr	3,125	2,575	82.4%	3,030	3,003	99.1%	-14.3%
Total Local Storage	240,586	190,761	79.3%	230,302	213,675	92.8%	-10.7%
Total RWS Storage	1,471,391	1,327,699	90.2%	1,461,107	1,159,225	79.3%	14.5%

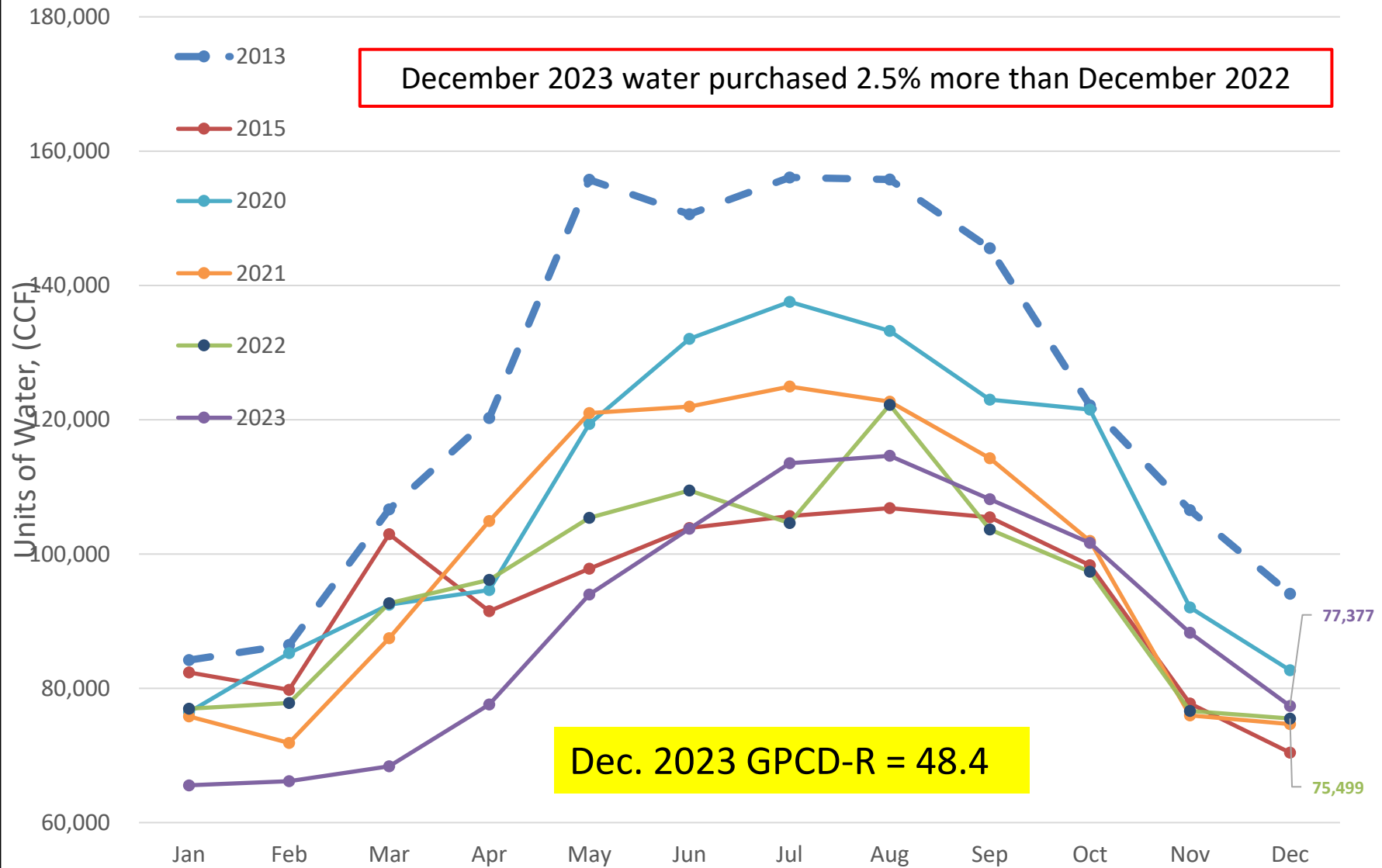
1/3/2022	
Current Storage Acre-Feet	Pct. Of Maximum Storage
275,300	80.8%
246,000	91.5%
23,290	108.4%
348,682	61.2%
893,272	74.4%
68,732	71.1%
51,336	96.4%
55,948	96.0%
17,180	90.3%
3,126	103.2%
196,322	85.2%
1,089,594	76.1%

Total Deliveries

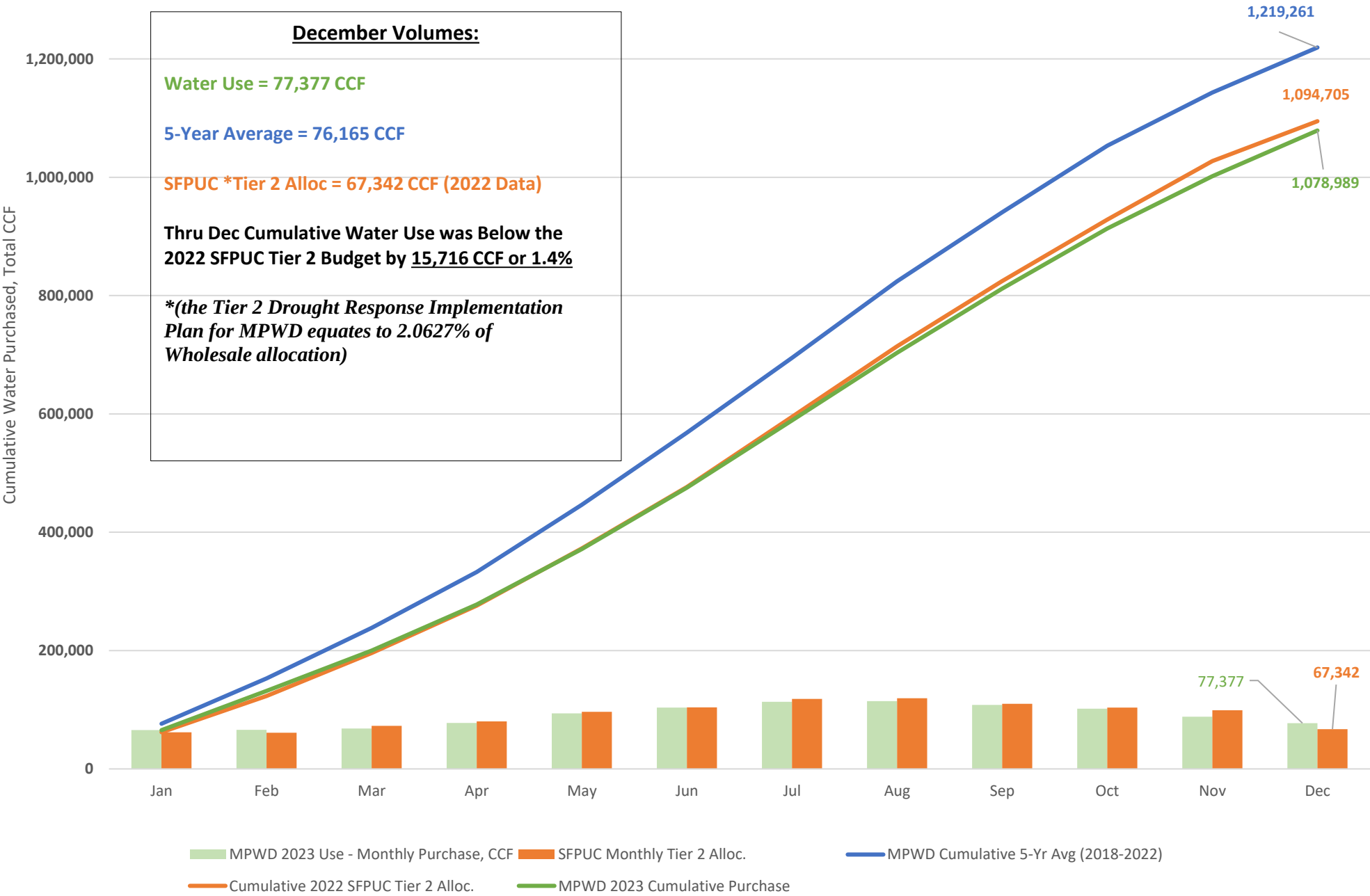
Regional Water System Total Deliveries
 Source: SFPUC Regional Water System County Meters



MPWD Annual Water Use



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





DATE: 01/19/2024

TO: Kat Wuelfing, General Manager
Rene Ramirez, Operations Manager

FROM: Brandon Spears, Admin Specialist – Water Use Efficiency

SUBJECT: 2024 FIRST QUARTER WATER CONSERVATION STAFF REPORT

SUBJECT #1: Completion and Submittal of the 2022 Annual Water Loss Report and Audit.

BACKGROUND: Urban water suppliers are required to provide a validated Water Loss Audit to the Department of Water Resources by December 31 of each year.

DISCUSSION: Over the past few months, MPWD staff have collaborated on the completion and submittal of the Water Loss Audit, which was validated and given to the State prior to the December 31 deadline. The audit asks an array of questions related to our billing practices, our system infrastructure, and our water production and consumption. The results of our validated Water Loss Audit, show our 2022 water loss was consistent with past years, and below the District's water loss standard set by the State Water Resources Control Board (SWRCB). The water loss that we see in our system appears to be amongst the lowest in the State. The Water Loss Audit includes a data validity scoring process. MPWD scored a data validity score of 66, which placed us within Tier III. Below is the Water Loss Control Planning Guide, that identifies what each tier means for an agency's water loss program. While MPWD makes a great effort to increase efficiency by promoting conservation to its customers by funding capital improvement projects, increasing our meter testing, and by tracking water lost to reported leaks and main breaks. I believe the Water Loss Audit has shown us areas we can improve upon so we can continue to act as a reliable and trustworthy supplier of water for our customers.

Water Loss Control Planning Guide					
Functional Focus Area	Water Audit Data Validity Tier (Score Range)				
	Tier I (1-25)	Tier II (26-50)	Tier III (51-70)	Tier IV (71-90)	Tier V (91-100)
Audit Data Collection	Launch auditing and loss control team; address supply metering deficiencies	Analyze business process for customer metering and billing functions and water supply operations; Identify data gaps; Improve supply metering	Establish/revise policies and procedures for data collection	Refine data collection practices and establish as routine business process	Annual water audit is a reliable gauge of year-to-year water efficiency standing
Short-term loss control	Research information on leak detection programs; Begin flowcharting analysis of customer billing system	Conduct loss assessment investigations on a sample portion of the system: customer meter testing, leak survey, unauthorized consumption, etc	Establish ongoing mechanisms for customer meter accuracy testing, active leakage control and infrastructure monitoring	Refine, enhance or expand ongoing programs based upon economic justification	Stay abreast of improvements in metering, meter reading, billing, leakage management and infrastructure rehabilitation
Long-term loss control		Begin to assess long-term needs requiring large expenditure: customer meter replacement, water main replacement program, new customer billing system or AMR/AMI system	Begin to assemble economic business case for long-term needs based upon improved data becoming available through the water audit process	Conduct detailed planning, budgeting and launch of comprehensive improvements for metering, billing or infrastructure management	Continue incremental improvements in short-term and long-term loss control interventions
Target-setting			Establish long-term apparent and real loss reduction goals (+10 year horizon)	Establish mid-range (5 year horizon) apparent and real loss reduction goals	Evaluate and refine loss control goals on a yearly basis
Benchmarking			Preliminary Comparisons - can begin to rely upon with Pls for performance comparisons for real losses	Performance Benchmarking with Pls is meaningful in comparing real loss standing	Identify Best Practices/ Best in class; Pls are very reliable as real loss performance indicators for best in class service
For validity scores of 50 or below, the shaded blocks should not be focus areas until better data validity is achieved.					

Water Loss Audit Control Planning Guide. The chart defines & identifies the various validity grades and tiers.

SUBJECT #2: Submittal of Urban Water Use Objectives Reporting (UWUO) to the State

BACKGROUND: In 2018, conservation legislation went into effect (SB 606 & AB 1668) that requires the reporting of UWUO and a framework for long term water use efficiency and drought planning in California.

DISCUSSION: Starting January 1, 2024, every California urban water supplier is required to calculate and report on water use objectives on an annual basis. These objectives are calculated based on efficient standards for (1) indoor residential water use, (2) outdoor residential water use, (3) Commercial, Industrial and Institutional (CII) irrigation with dedicated meters, and (4) system water loss. Currently, MPWD is on pace to fall below the UWUO that is required of us by the proposed draft regulations. At the same time these draft regulations are not final and are subject to change. MPWD staff completed and submitted our UWUO report to the state prior to the deadline. Staff will continue to update Board members on the regulation development process and any substantial changes.¹

¹ The Legislative Analyst's Office (LAO) has provided a point of view that may lead one to believe that there are unreasonable hurdles being presented to water suppliers by the draft regulations. The LAO claims that the regulations being presented are far too difficult to achieve and that there is little to no "wiggle room" in complying. They also point out that the regulations being presented could impose a significant burden on suppliers with the cost that complying with the regulations will demand.

SUBJECT #3: Proposed Changes to the Model Water Efficiency Landscape Ordinance (MWEL)

BACKGROUND: The Department of Water Resources is proposing changes to the current ordinance. At the time that MWEL was originally developed, BAWSCA assisted member agencies in the process of developing a version that could be adopted for the purpose of regional consistency.

DISCUSSION: The Department of Water Resources held a comment period regarding this topic that commenced on January 16th, 2023. According to the DWR, the changes that are being proposed are intended on simplifying and clarifying the requirements of MWEL to better facilitate implementation and coordination between agencies and applicants. One of the largest changes within the new proposal would require applicants to provide a photographic example of every plant that they intend on including within their landscape plans. DWR believes this requirement will assist applicants in purchasing the correct plants, as well as assisting landscape architects in identifying if the correct plants were installed. The new changes to the ordinance also provide more clarity on what documents need to be supplied to local agencies to ease the application process and to more clearly explain the responsibilities of the applicant. Definitions to technical terms that were not previously included have been added and ambiguous language has been clarified to better assist applicants. The newly included text also provides more clarity to those who wish to utilize recycled water irrigation systems, gray water systems and rain catchment. Additional clarification regarding fire safe landscaping has also been added within the General Provisions section of the ordinance. Staff will update the Board on this topic when and if the proposed changes are accepted and approved. Staff will review the necessity to incorporate changes from the proposed ordinance once it is finalized and we are required to do so.

SUBJECT #4: Upcoming Public Outreach & Education Opportunities for the first half of 2024

BACKGROUND: Each year MPWD attempts to educate and inform the public on an array of topics related to water conservation. This is often done by participating in and sponsoring community events throughout Belmont.

DISCUSSION: I believe that community events and outreach give us an opportunity to be a part of the community while also educating those we encounter on ways to conserve water while also lowering their monthly utility bills. Below is a list of upcoming events that MPWD intends to participate in for the purposes of education and outreach.

- MPWD Calendar Contest Ceremony (February 22)
- Belmont Farmers Market (March)
- Annual Earth Day event @ Twin Pines Park (April 22)
- Celebrate The Music Festival (April 28)
- EarthCapades School Assemblies (Multiple Dates)
- BAWSCA Sponsored Educational Webinars (TBD)

SUBJECT #5: 2024 MPWD Calendar Award Ceremony

BACKGROUND: Each year MPWD sponsors a community school contest grades 3-5 to increase the awareness surrounding the importance of water conservation

DISCUSSION: The deadline to submit entries was December 15th, 2023. Three schools participated in this year's contest - Cipriani, Nesbit Elementary School, and Notre Dame Elementary. A total of 41 drawings were received and 12-winning entries were chosen by MPWD staff members. Gift awards will be issued as follows: Grand-Prize \$50, plus two runners-up at \$25. A token of appreciation in the amount of \$100 will also be presented to the teacher with the most student participation for the purpose of purchasing school supplies. A ceremony acknowledging all students whose artwork was chosen for feature will take place at next month's board meeting on Thursday, February 22, 2024, with a brief celebration following the reception.

SUBJECT #6: California State Water Resources Control Board Implements a New Reporting Platform for Public Water Suppliers

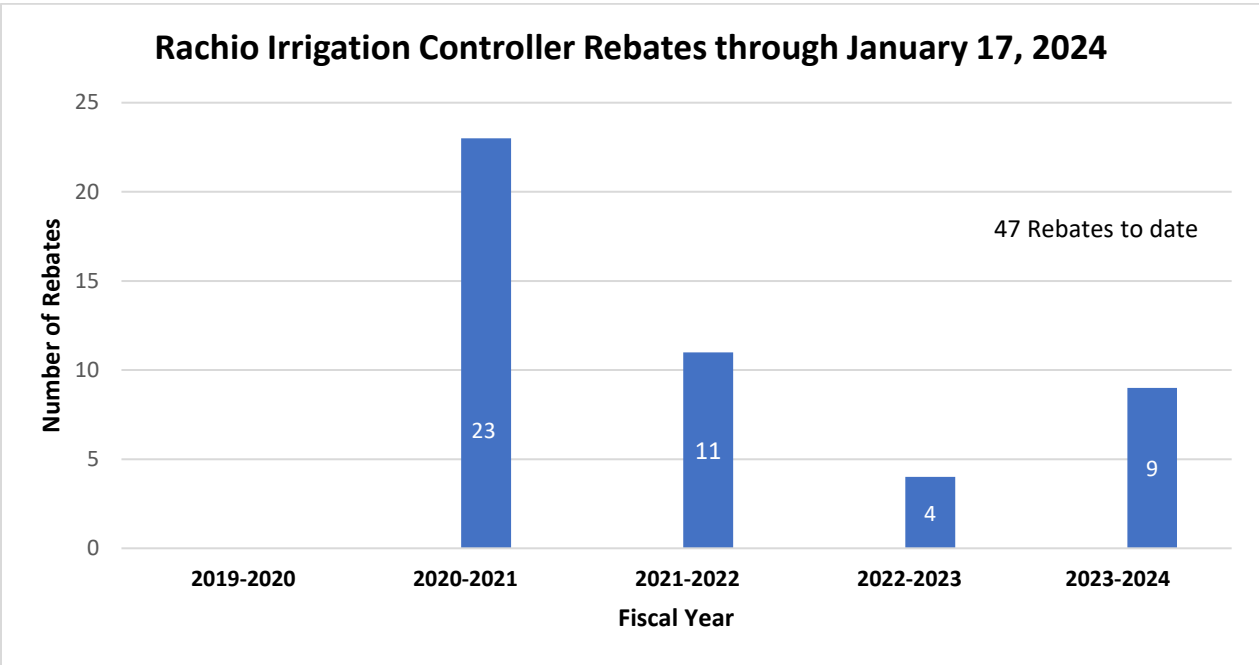
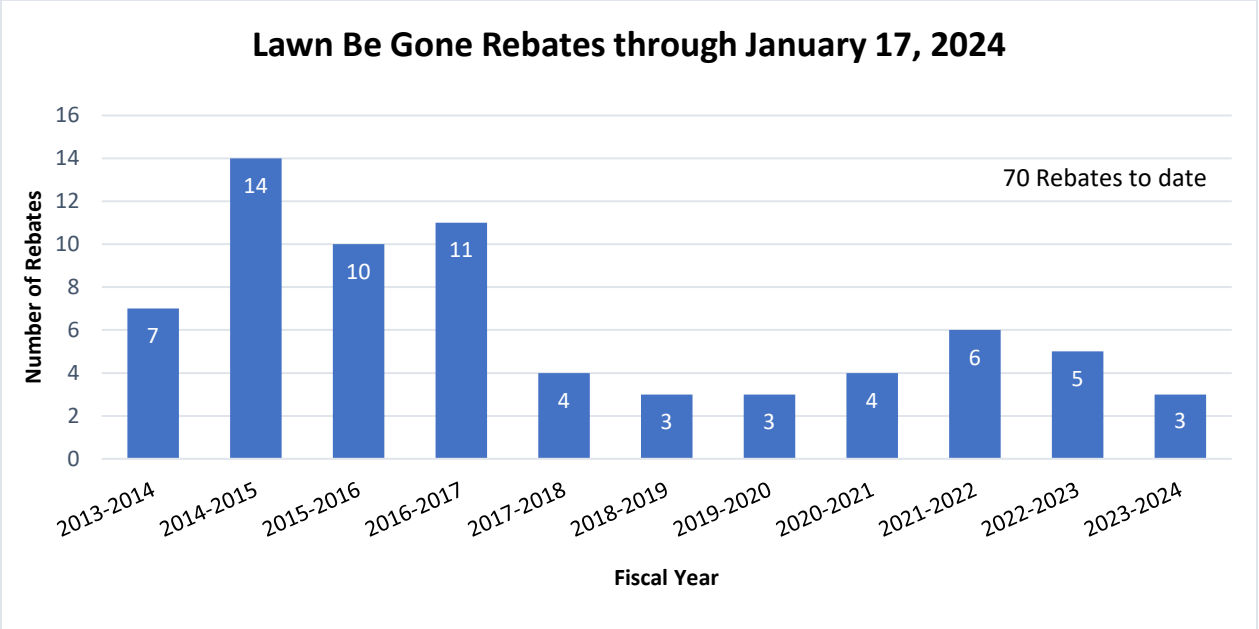
BACKGROUND: Water Conservation reporting in 2023 had been done through the SAFER Clearinghouse portal. Prior to that, Water Conservation reporting had been done through the Electronic Annual Report (eAR) since 2009.

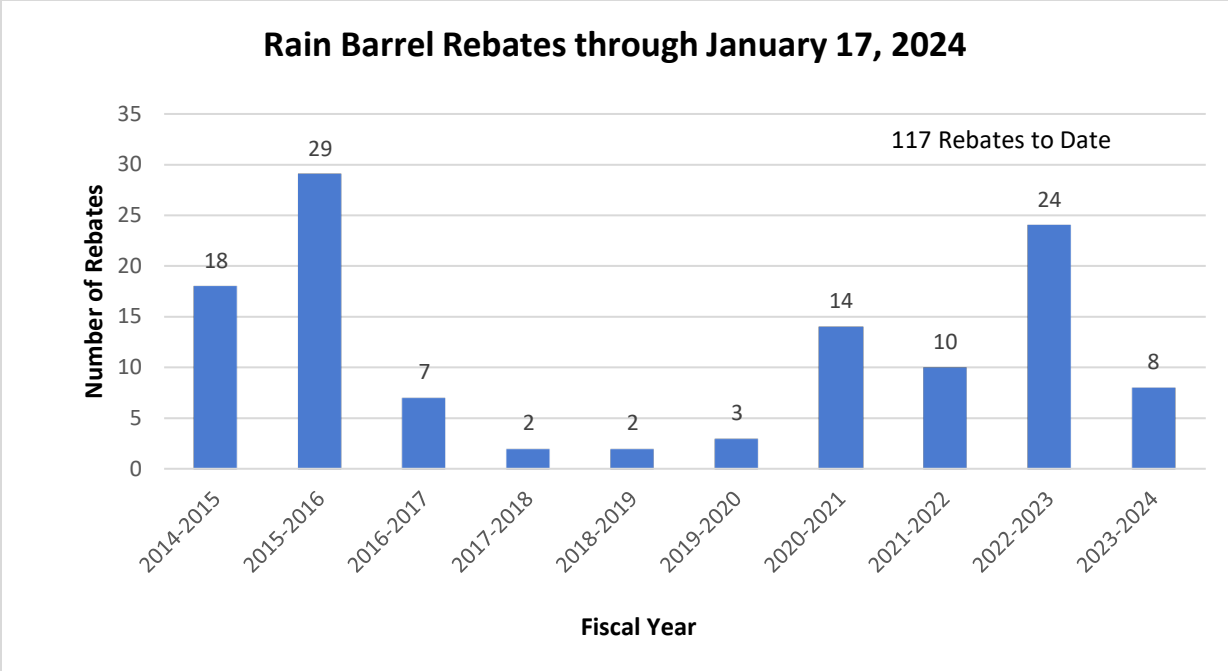
DISCUSSION: As of January 1st, 2024, the latest reporting platform that has been unveiled by the SWCRB is up and active. Conservation reporting for the first three months of 2024 will be due to the State by March 31st, 2024. The new reporting portal titled as the Clearinghouse Annual Inventory Report (CAIR) will serve as a replacement to the previous Electronic Annual Report (eAR) and SAFER Clearinghouse portals. According to the State Water Resources Control Board (SWRCB), this new reporting tool aims to increase and ease the efficiency of reporting for public water systems and aim to provide a more convenient archive of reporting data by combining the archived information from the eAR and SAFER Clearinghouse into one location. Per the updated Order Requiring Online Technical Reporting that was issued by the SWRCB on 1/1/2024, the information provided to the State through this new platform will assist the State in their continued effort in ensuring that public water suppliers are fulfilling their obligation in complying with the California Safe Water Drinking Act and requirements related to making certain that an adequate supply of safe and reliable drinking water is available to customers. Failure to report water conservation information to the State can result in water systems receiving a monetary penalty or citation.

SUBJECT #7: MPWD Rebate Programs Summary

BACKGROUND: Provide a summary of Lawn Be Gone (LBG), Rain Barrel, Rachio Smart Irrigation Controller and Drip Irrigation Hardware Rebates issued to date.

DISCUSSION: 3 LBG rebate (2 applications currently pending), 8 Rain Barrels (5 customers), 9 Rachio Smart Irrigation Controller and 2 Hardware Rebates were paid out from the start of the 2023-2024 FY. 3-LBG rebates remain pending since last FY 2022-2023. These rebate programs are provided and facilitated by BAWSCA and require a contract renewal every fiscal year.





APPROVED: _____ DENIED: _____ NO ACTION: _____ DIRECTION GIVEN: _____



AGENDA ITEM NO. 9.A.1.

TO: Board of Directors
FROM: Kathryn Wuelfing, General Manager
DATE: January 25, 2024

GENERAL MANAGER'S REPORT

Key Activities Since December Meeting

- **San Mateo County Chapter of California Special Districts Association (CSDA)** – I attended meetings on 12/14/2023 and 1/16/2024. Some folks are working to get the local chapter up and running again. The by-laws haven't been updated since the 1990s, and so a subset of folks were selected to work with a CSDA representative to update and modernize these. The Treasurer is also working to regain access to the Chapter's bank account. Jim Pruett, GM of the SMC Harbor District, has been elected President and is taking the lead on restarting the group. They will meet quarterly (hybrid), the second month of each quarter, with the next meeting anticipated in May.
- **Staff Anniversaries** – We will be celebrating Michael Anderson's 25 years of service with the District at a lunch on February 6th. Board members are invited! We are also scheduling an anniversary lunch for Misty Malczon soon, to celebrate her 20 years of service.
- **Dairy Lane Rehab** – Worked with staff and Noll & Tam to identify a conceptual plan and costs to remodel Folger Drive into an Emergency Operations Center to supplement operations at Dairy Lane. The plan includes remodeling the interior of the existing building to create additional office space, relocating the trailer office space to Folger Drive, and constructing a pre-fabricated metal shop building on the site. It also includes seismic and stormwater management upgrades and electric vehicle charging capabilities. Rough cost numbers have been estimated.
- **Meeting with Assembly Member Diane Papan's office** – Director Vella, OM Ramirez and I met with a senior representative from Diane Papan's office at Dairy Lane on

January 16th, to tell our story and share our plans for our facilities. The meeting went very well, and the next step is to craft a formal request letter.

- **Grand Jury Request** – On December 19th, 2023 we received a request from the 2023-2024 San Mateo County Civil Grand Jury to complete a survey on the topic of Internal Controls by January 19, 2024. Per the request “The San Mateo Civil Grand Jury would like to understand how your organization assesses its "Internal Controls" as described in The Green Book | U.S. GAO (<https://www.gao.gov/greenbook>). With input from all managers and District Treasurer Ramsey, we provided a response on January 16, 2024.
- **San Francisco Peninsula Regional Purewater (SPRP) Project** – the draft Basis of Design report has been completed and is being reviewed by all parties. The group has begun engaging on branding. We have general agreement to rebrand the project as “PureWater Peninsula” and are working selecting a tagline and logo as a group, with the help of Data Instincts.
- **Wells Fargo Sweep Account** – We are in the process to implement the sweep account. With the holidays there have been some delays in getting started, but we should be on track to have the new account implemented end of January/early February.
- **ASM Position Recruitment** – Koff & Associates (now Gallagher) has been selected to lead the recruitment. We are currently working with our project manager to develop a compelling recruitment brochure.
- **End of the Year DWR & SWRCB Reporting** – The District submitted our validated annual water loss report and Urban Water Use Objective reports, and water loss questionnaires by their end of the year deadlines. As described in the quarterly conservation report, our water loss numbers were generally consistent with previous years, and below the water loss standards that have been set for us by the State. The Urban Water Use Objective reporting is interesting, because as an urban water supplier we are statutorily required to submit a report by January 1, 2024; however, the State is 2 years behind on developing the regulations that tell us how to calculate our Objectives. Given this, we used the voluntary template form created by DWR, and calculated our Objective based on the draft regulations. Our 2022 objective was 993 MG, and our actual compliance water use for 2022 was well below our Objective at 700 MG.
- **Conferences & Training** – Scheduled to attend:
 - Hanson Bridgett's 2024 Labor & Employment Seminar – January 24 in San Francisco
 - California Society of Municipal Finance Officer Conference January 31 – February 2 in Anaheim.
 - CalGovHR Conference – March 13 – 15 in Sonoma

- Chamber San Mateo Progress Seminar – April 19 - 21 in Sonoma

Key Meetings w/External Partners and Conferences Attended

- Meeting with Wulff Hansen to discuss U.S. Treasuries – 1/17/2024
- Meeting with Emily Salgado from Assemblymember Diane Papan’s office – 1/16/2024
- SPRP / PureWater Peninsula Branding Meeting – 1/9/2024
- BAWSCA Tier 2 Negotiations Meeting – 1/8/2024
- BAWSCA Water Management Representatives meeting – 1/4/2024
- Harbor Industrial Area luncheon meeting – 1/4/2024
- Call with Michael Alcala PR Re Recruitment Video – 12/21/2023
- Call with Koff & Associates Re ASM Recruitment – 12/20/2023, 1/5/2024
- SPRP Partners Meeting – 12/18/2023
- CIP Update meetings with PCG – 12/14/2023, 1/10/2024
- Annual Water Loss Audit Validator Meeting with ESource – 12/12/2023
- Meeting with Liftoff, website provider – 12/12/2023
- BAWSCA Tier 2 Negotiations Meeting – 12/11/2023
- Weekly meetings with Noll & Tam Architects
- Weekly meetings with James Ramsey of Eide Bailly
- Weekly meetings with Joubin Pakpour of PCG

3-MONTH “LOOK AHEAD” FOR BOARD MEETINGS

FEBRUARY 22, 2024 (FOURTH THURSDAY)

- Recognizing Michael Anderson for 25 Years of Service with the District
- Recognizing Misty Malczon for 20 Years of Service with the District
- Annual water awareness calendar contest award presentations
- Harbor Water Main Replacement, Change Order #2
- Harbor Water Main Replacement, Notice of Completion
- Receive Semi-Annual Reports on 2016 COP Financing through December 31st, including Financial Reconciliation Report, and Capital Project Fund Report
- Follow-Up on Questions Regarding Meter Replacement
- Receive and accept the Financial Audit Report (February or March)
- Receive mid-year review of current fiscal year Operating and Capital Budgets and consider/approve the Amended Budgets.
- Receive report on statewide and regional water system conditions
- *Form 700s due by April 1st to San Mateo County*
- *Required Harassment Prevention training for all employees, supervisors and elected officials to be completed every two years (AB 1825, AB 1661, and SB 1343).*

MARCH 28, 2024 (FOURTH THURSDAY)

- Consider Revenue Requirement for FY 2024/2025 Operating Budget and Likelihood of SFPUC Pass-Thru Water Rate Increase, effective July 1, 2024
- Receive Report from Wulff-Hansen on the U.S. Treasuries Investment to Date
- Preliminary Operating & Capital Budgets Review
- Receive BAWSCA Update
- Receive report on statewide and regional water system conditions
- *Form 700s due by April 1st to San Mateo County*

APRIL 25, 2024 (FOURTH THURSDAY)

- Receive 2023 First Quarter Water Conservation Staff Report
- Receive Summary Report on Preliminary Draft Operating and Capital Budgets
- Receive report on statewide and regional water system conditions



TO: Board of Directors

FROM: Rene A. Ramirez, Operations Manager

DATE: January 25, 2024

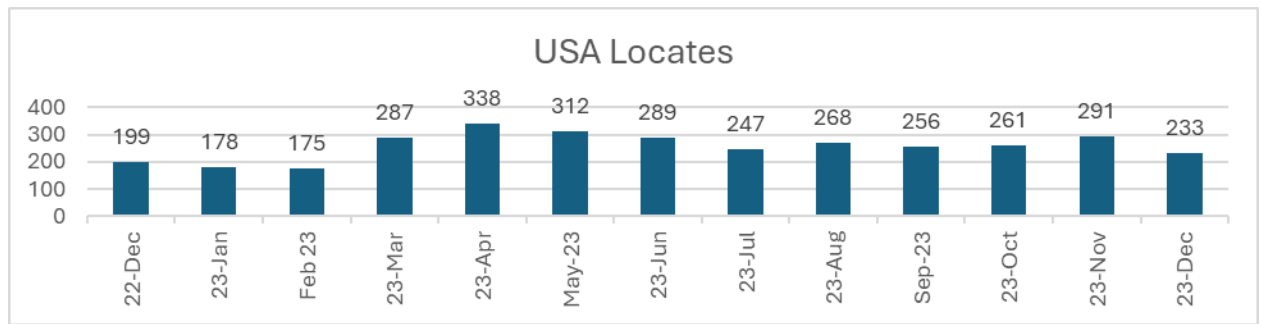
OPERATIONS REPORT – December

Projects:

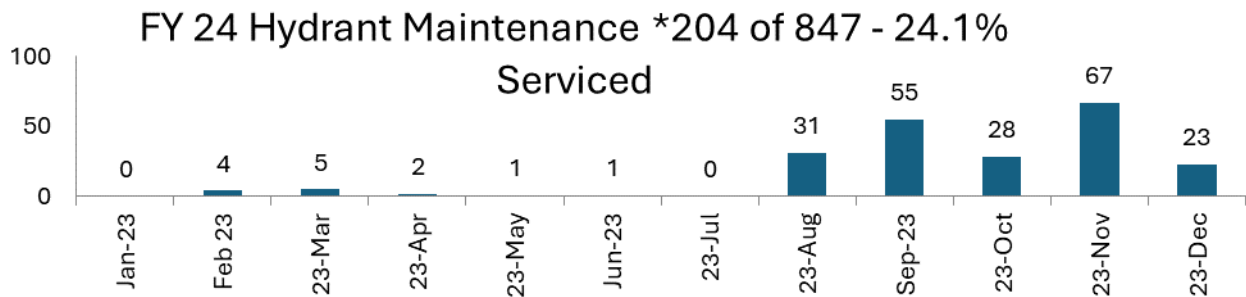
- Weekly progress meetings for the Old County Road capital project continue. Contractor nearly finished with work in the Belmont phase;
- Participated in meeting with District Engineer's office to discuss work and updates to the District's update to the capital improvement plan;
- Completed three (3) 1-inch service upgrades at: 1928 Oak Knoll, 1827 Chula Vista, and 2121 Arthur;
- Efforts to plan for rebuilding the Dairy Lane Operations Center and the Folger Drive facility with Noll and Tam continue;
- One last change order negotiated. Project close out underway, and staff anticipates bringing a Notice of Completion for Board approval at February meeting. Staff still working through an issue with the County and some damaged traffic signal conduits/conductors; and
- Continue to participate in virtual meetings with the alternative water supply group though with holidays in December there were no scheduled meetings.

Maintenance:

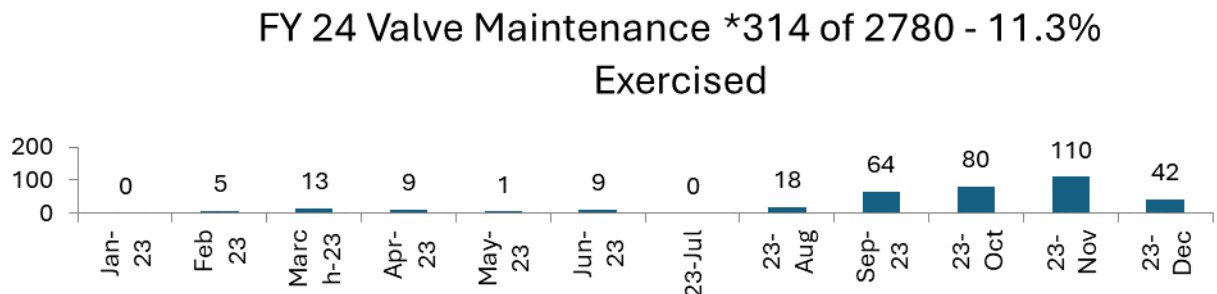
- Replaced two (2) fire hydrants with current standard hydrant at 10 Debbie Land and the intersection of Newlands and Buena Vista;
- Repaired a fire hydrant struck at the intersection of Hastings and Witheridge;
- Repainted the North Road regulator building two times due to graffiti;
- Replaced 17 - meters that stopped working;
- Replaced 2 - meter registers with weak batteries;
- Replaced 3 - meter transmitters due to weak batteries;
- Responded to and completed 233 USA (underground service alerts) location requests in December. Running 12-month location requests totals 3,135, an average of 261 per month;



- Hydrant maintenance visits: 23 in December;



- 42 valves exercised in December by hand. The valve turning machine remains out of service;



- Collected the requisite 44 water samples during the month from 11 sample station sites. None of the samples tested positive for total coliform; and
- Staff continues to closely monitor the water system's condition as part of normal operations. The time of year for system water quality issues is slowly coming to a close. During December staff flushed 11 dead ends in the system with the intent to maintain or improve system water quality – there are some 90 dead ends in the system.

System Repairs:

Date	Location	Event	Material	Installation Date	Estimated Water Loss (Gals.)
12/16	Hastings/Witheridge	Hydrant Struck		1976	~40,000

Development:

Staff continues to work with developers and monitor 74 development projects:

Mixed Use Commercial/Multi-Family Residential: 14

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

Commercial: 16

- Reviewing Plans – 12
- Approvals Received – 2
- In Construction - 2

Residential: 44

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

- Plans Through Staff Approval Process – 10
- Project In Construction - 3

Administration:

- Participated in a Zoom meeting with Operations Technical Services (OTS) to discuss need for temporary staff in operations;
- Met in person at District OCR office with BAWSCA staff to discuss Tier 2;
- Met internally to discuss District status and need of District investments in U.S. Treasury bonds prior to Finance Committee;
- Participated in a meeting with District consultant, Julie Brown, in preparation of the Board's upcoming strategic plan meeting in January;
- Gladly attended District annual employee luncheon prior to holidays;
- Completed the required sexual harassment course and provided certificate to the ASM;
- Participated in the interview of a potential new employee;
- Attended staff meeting for management and supervisors;
- Attended BAWSCA Water Manager's monthly meeting in person;
- Participated in weekly call with District Engineer, Assistant GM and Operations Supervisor on District matters; and
- Continue to actively manage power use for pumping operations via SCADA.

AGENDA ITEM NO. 9.A.3

TO: Board of Directors

FROM: Monique Madrid, Administrative Services Manager

DATE: January 25, 2024

ADMINISTRATIVE SERVICES MANAGER'S REPORT

January:

- Working with Ms. Rudock of Pakpour Consulting Group on multiple projects
- Participating in preparation for Administrative Services Manager recruitment
- Planning 25-year and 20-year Employee Anniversary Celebrations
- Attending Administration Staff meetings
- Reviewing final Payroll year end work-W2s and 1099's
- Weekly check-in meetings with District CFO James Ramsey
- Various ongoing meetings with General Manager and Operations Manager
- Semi-monthly safety meetings
- Attend Strategic Plan Special Meeting
- Participated in WSO interviews
- Attended Hanson Bridgett HR training
- Onboard new employee

Utility Billing:

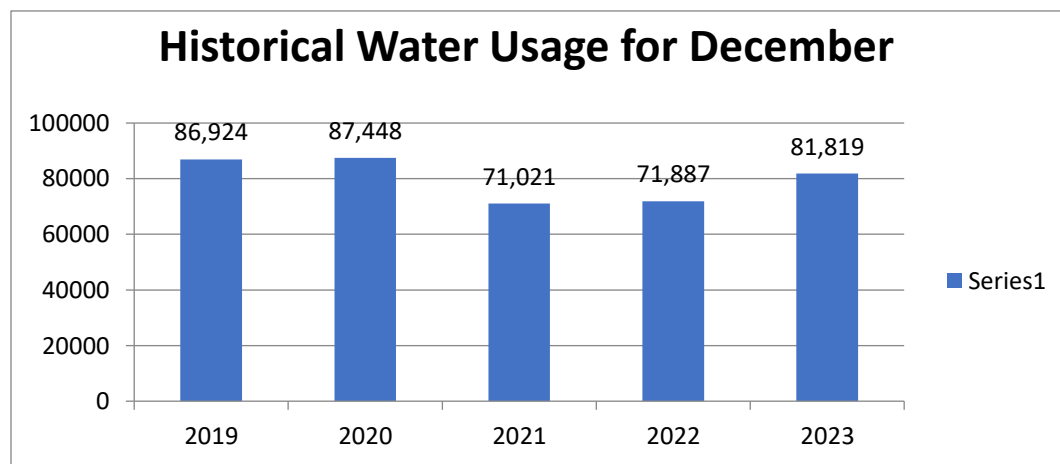
The number of accounts billed varies due to closed account and new account activity.

	Commercial Accounts	Residential Accounts	Multi-Family Accounts	Irrigation Accounts	Institutional Accounts	Industrial Accounts	Temporary Hydrant Accounts	Inactive Accounts	Total Accounts
May	413	7287	204	85	65	47	15		8116
June	412	7278	204	85	65	48	17		8109
July	413	7278	205	86	65	48	18		8113
August	412	7278	204	85	65	48	17		8109
Sept.	413	7279	205	86	65	48	15		8111
October	416	7291	205	86	65	48	14	12	8137
November	416	7291	205	86	65	48	14	13	8138
December	417	7289	205	87	65	48	13	12	8136

Number and type of utility accounts:

Utility Billing Statistics:

2023	Reminder letters	Final notices	Sent to collections	Collections Amount	Shut Offs	New Payment Plans	Active Payment plans (in good standing)
July	274	40	0	0	2	0	0
August	345	49	0	0	1	0	2
September	378	45	0	6		0	1
October	323	38	0	0	4	2	2
November	315	34	0	0	2	1	2
December	389	46	0	0	0	0	2



PUBLIC SERVICE ETHICS EDUCATION (AB 1234)

Everyone is current with their Ethics training. The due dates (in alphabetical order) for certification renewal of Public Service Ethics education, required every two (2) years by AB 1234:

• Cathy M. Jordan	December 12, 2024
• Monique Madrid	March 2, 2025
• Joubin Pakpour	December 9, 2024
• Rene Ramirez	December 7, 2024
• James Ramsey	October 19, 2025
• Tammy Rudock	August 24, 2024
• Brian Schmidt	March 30, 2025
• Julie Sherman	March 9, 2025
• Louis Vella	December 05, 2024
• Kirk Wheeler	January 30, 2025
• Kat Wuelfing	March 22, 2025
• Matt Zucca	April 10, 2025

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

Here is the link to the FPPC free online ethics training:
<http://localethics.fppc.ca.gov/login.aspx>

SEXUAL HARASSMENT PREVENTION EDUCATION (AB 1825 FOR MANAGERS, SB 1343 FOR EMPLOYEES, AB 1661 FOR ELECTED OFFICIALS)

Everyone is current with Harassment Prevention training (required every two years). Due dates (in alphabetical order) for certification renewal of Sexual Harassment Prevention Education:

• Cathy M. Jordan	October 28, 2024
• Alleyne LaBossiere	April 30, 2025
• Monique Madrid	December 28, 2024
• Joubin Pakpour	April 6, 2025
• Rene Ramirez	December 14, 2025
• James Ramsey	October 19, 2025
• Tammy Rudock	August 24, 2024
• Brian Schmidt	December 19, 2025
• Julie Sherman	January 28, 2024
• Louis Vella	October 25, 2025
• Kirk Wheeler	December 10, 2025
• Kat Wuelfing	November 29, 2024
• Matt Zucca	March 23, 2025

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

Here is the link to the DFEH free online Sexual Harassment Prevention training:
<https://www.dfeh.ca.gov/shpt/>

On the DFEH website, review the information on the webpage, click CONTINUE at the bottom of the page, select ENGLISH as the language, and select SUPERVISORY (2-hour course). You will be able to print, save, or screenshot your training certificate at the end of the training.

Once you have completed the training and obtained your certificate, please transmit it to Monique Madrid at moniquem@midpeninsulawater.org.



AGENDA ITEM NO. 9A-4

DATE: January 24, 2024
TO: Board of Directors
FROM: Joubin Pakpour, PE – District Engineer

SUBJECT: Capital Project Update

Harbor Blvd Water Main Improvements (20-07)

All punch list items are complete. We are coordinating with the County for installation of the traffic signal loops, which is the last remaining item of work. Change Order No. 2 is pending. Please see attached report for further details.

Dekoven, Lincoln, Newlands & Oak Knoll Water Main Improvements (15-09 &15-19)

After nearly 3 months we heard back from the State division of drinking water, they had additional questions which have now been answered, we are waiting for the final permit. Plans are holding at 95% until we hear back.

Old County Road Water Main Improvements (15-75)

Please see attached report

Capital Improvement Program (CIP)

Work is underway to update the capital improvement program. In person meetings are being held each every two weeks with the hope of completing the update by the end of February.

BOARD ACTION: APPROVED:____ DENIED:____ POSTPONED:____ STAFF DIRECTION:____
UNANIMOUS____ VELLA ____ ZUCCA ____ JORDAN____ SCHMIDT ____ WHEELER ____



Memo

To:	Mid-Peninsula Water District	Date: 01/25/24
Attn:	Board of Directors	Project No.: 10012.28
Project Name:	Harbor Blvd Water Main Improvements	
Reference:	Progress Payment No. 7	
From:	Joubin Pakpour, PE – District Engineer	DS JP

Construction Status

As of December 31, 2023, C2R Engineering (C2R) successfully finished all work involved with installing the 12" water main along Harbor Blvd. All the services were installed, and the old water main was successfully abandoned. Street and concrete sidewalk restoration was also completed, including street slurry sealing and replacing the traffic striping and markings. In December, C2R only worked on the punch list items.

As of the date of this report, C2R has successfully completed all the remaining punch list items. The District will recommend the project acceptance at the next board meeting on February 22, 2024.

Change Order No.5

Change order No.5 in the amount of \$6,004.61 and 4 additional working days includes the two items as described below:

1. **Contract Working Days** - Due to adverse weather conditions, C2R was unable to perform contract work on 12/07/23, 12/18/23, 12/19/23 and 12/20/23. A time extension of 4 working days is added to the contract for a revised total of 149 working days. There is no cost associated with this item.
2. **Mobilization Work for Installation of Traffic Detector Loops (TDLs)** - On November 27, 2023, while C2R and its sub, Loop Installation and Repair (LIR), attempted to install the TDLs at the intersection of Harbor Blvd and Industrial Road, the District discovered the existing conduit beneath the concrete sidewalk needed to be replaced with a larger size to accommodate the additional wiring from the new TDLs. Per San Mateo County's (County) new TDL detail and at the County's request, the existing 12 TDLs were replaced with 24 TDLs. Per the District's request, both C2R and the County's on-call Contractor, Bear Electrical Solution (Bear), submitted a work proposal. After reviewing the proposals, the District decided to hire Bear to replace the TDLs and upgrade the existing conduits.

Per the District’s and C2R’s agreement, Bid Items No. 21 - Type A Traffic Detector Loop and No. 22 – Type D Traffic detector Loop were removed from the contract, and the District approved C2R DEWR#9 dated 11/27/23 for the mobilization work of C2R and their sub on 11/27/23. A total of \$6,004.61 was added to the original contract.

Potential Change Orders

- 1. **Potential Change Order 02** – As it was reported in the previous board meeting, during the trench excavation, C2R discovered the existing sanitary sewer laterals conflicted with the elevation of the new water main alignment. This conflict caused the water main to be installed deeper than anticipated during construction, reducing the production rate. Additional material was needed for backfilling and compacting the water main trench. The District collected the data needed and is in the process of negotiating with C2R on their Change Order request.
- 2. **County of San Mateo Traffic Signal Lines** – As it was reported in the previous board meeting, the District received an estimate of \$75,000 for repairing the County’s traffic signal lines for an unmarked traffic signal line that was damaged during pipe installation at the intersection of Harbor Blvd and Industrial Road. This was elevated to the District’s legal counsel to determine who the responsible party is for the cost of these repairs.

Project Schedule and Request for Progress Payment No. 7

As of December 31, 2024, the contractor completed 97% of the contractual work **(\$1,976,015.18)** and has 5 of 149 working days remaining.

Enclosed, please find Progress Payment No. 7 for **\$5,704.38** (value of work minus 5 percent retention). The work performed to date has been satisfactory, and payment is recommended.

	Current Month	Total	
Original Contract Amount		\$ 1,937,287.00	
Approved Change Orders	\$ 6,004.61	\$ 98,351.98	5.1%
Final Contract Amount		\$ 2,035,638.98	
Previously Paid		\$ 1,871,510.04	
Current Request (Less Retention)	\$ 5,704.38	\$ 5,704.38	
Retention	\$ 300.23	\$ 98,800.76	
Total Value of Work Completed	\$ 6,004.61	\$ 1,976,015.18	97%
Total Remaining on Contract		\$ 59,623.80	3%

**Mid-Peninsula Water District
Harbor Blvd Water Main Improvements
Project No. 10012.28**

**Change Order No. 5
C2R Engineering
January 25, 2024**

Item No. 1 – Contract Working Days

Due to adverse weather conditions, C2R was unable to perform contract work on 12/07/23, 12/18/23, 12/19/23 and 12/20/23. A time extension of 4 working days is added to the contract for a revised total of 149 working days. There is no cost associated with this item.

Total Cost of Item No. 1 -	\$ 0.00
Total Increase of Working Days for Item No. 1 -	4 Days

Item No. 2 – Mobilization Work for Installation of Traffic Detector Loops (TDLs)

On November 27, 2023, while C2R and its sub, Loop Installation and Repair (LIR), attempted to install the TDLs at the intersection of Harbor Blvd and Industrial Road, the District discovered the existing conduit beneath the concrete sidewalk needed to be replaced with a larger size to accommodate the additional wiring from the new TDLs. Per San Mateo County’s (County) new TDL detail and at the County’s request, the existing 12 TDLs were replaced with 24 TDLs. Per the District’s request, both C2R and the County’s on-call Contractor, Bear Electrical Solution (Bear), submitted a work proposal. After reviewing the proposals, the District decided to hire Bear to replace the TDLs and upgrade the existing conduits. Per the District’s and C2R’s agreement, Bid Items No. 21 - Type A Traffic Detector Loop and No. 22 – Type D Traffic detector Loop were removed from the contract, and the District approved C2R DEWR#9 dated 11/27/23 for the mobilization work of C2R and their sub on 11/27/23.

Total Cost of Item No. 2 -	\$ 6,004.61
Total Increase of Working Days for Item No. 2 -	0 Days

Total Cost of Change Order No. 5 -	\$ 6,004.61
Overall Increase of Working Days for Change Order No. 5 -	4 Days

Other Terms Remain in Effect

This **Change Order No. 5** fully resolves all cost and time issues related to the work described above, including any indirect effects or the effect of this Change Order on any other work performed by **C2R Engineering**. This Change Order does not modify or supersede any provision of the contract unless and only to the extent explicitly stated in this Change Order.

Prepared by: _____
Feraydoon Jahanian-Farsi
Project Manager
Pakpour Consulting Group

Reviewed and Approved by: _____
Victor Fung
District Inspector
Mid-Peninsula Water District

Reviewed and Approved by: _____
Joubin Pakpour, P.E.
District Engineer
Pakpour Consulting Group

Reviewed and Approved by: _____
Kat Wuelfing
General Manager
Mid-Peninsula Water District

Reviewed and Approved by: _____
Trevor Connolly
Owner
C2R Engineering



Harbor Blvd
Water Main Improvements
Progress Payment No. 07
December 1, 2023 to December 31, 2023



	Description	Original Contract Amount				Change Order			Revised Contract Amount			Earned This Period			Prior Billing			Total to Date		
Item	Original Contract	Unit	Unit Price	Qty	Total Price	Qty.	Unit Price	Total Price	Qty.	Unit Price	Total Price	Qty.	Amount Earned	%	Qty.	Amount Earned	%	Qty.	Amount Earned	%
1	4" C900 Water Main	LF	\$ 210.00	140	\$ 29,400.00	0	\$ 210.00	\$ -	140	\$ 210.00	\$ 29,400.00	0	\$ -	0%	92	\$ 19,320.00	66%	92	\$ 19,320.00	66%
2	6" C900 Water Main	LF	\$ 230.00	180	\$ 41,400.00	0	\$ 230.00	\$ -	180	\$ 230.00	\$ 41,400.00	0	\$ -	0%	161	\$ 37,030.00	89%	161	\$ 37,030.00	89%
3	8" C900 Water Main	LF	\$ 250.00	480	\$ 120,000.00	0	\$ 250.00	\$ -	480	\$ 250.00	\$ 120,000.00	0	\$ -	0%	424	\$ 106,000.00	88%	424	\$ 106,000.00	88%
4	12" C900 Water Main	LF	\$ 277.00	2,150	\$ 595,550.00	0	\$ 277.00	\$ -	2150	\$ 277.00	\$ 595,550.00	0	\$ -	0%	2179	\$ 603,583.00	101%	2179	\$ 603,583.00	101%
5	4" Gate Valve	EA	\$ 2,000.00	1	\$ 2,000.00	0	\$ 2,000.00	\$ -	1	\$ 2,000.00	\$ 2,000.00	0	\$ -	0%	1	\$ 2,000.00	100%	1	\$ 2,000.00	100%
6	6" Gate Valve	EA	\$ 2,800.00	4	\$ 11,200.00	0	\$ 2,800.00	\$ -	4	\$ 2,800.00	\$ 11,200.00	0	\$ -	0%	4	\$ 11,200.00	100%	4	\$ 11,200.00	100%
7	8" Gate Valve	EA	\$ 3,200.00	13	\$ 41,600.00	0	\$ 3,200.00	\$ -	13	\$ 3,200.00	\$ 41,600.00	0	\$ -	0%	13	\$ 41,600.00	100%	13	\$ 41,600.00	100%
8	12" Gate Valve	EA	\$ 3,800.00	12	\$ 45,600.00	0	\$ 3,800.00	\$ -	12	\$ 3,800.00	\$ 45,600.00	0	\$ -	0%	12	\$ 45,600.00	100%	12	\$ 45,600.00	100%
9	Gate Valve Extension	EA	\$ 600.00	9	\$ 5,400.00	0	\$ 600.00	\$ -	9	\$ 600.00	\$ 5,400.00	0	\$ -	0%	21	\$ 12,600.00	233%	21	\$ 12,600.00	233%
10	2" Combination Air Valve	EA	\$ 10,000.00	2	\$ 20,000.00	0	\$ 10,000.00	\$ -	2	\$ 10,000.00	\$ 20,000.00	0	\$ -	0%	2	\$ 20,000.00	100%	2	\$ 20,000.00	100%
11	6" Fire Hydrant	EA	\$ 15,000.00	8	\$ 120,000.00	0	\$ 15,000.00	\$ -	8	\$ 15,000.00	\$ 120,000.00	0	\$ -	0%	8	\$ 120,000.00	100%	8	\$ 120,000.00	100%
12	Bollard	EA	\$ 500.00	13	\$ 6,500.00	0	\$ 500.00	\$ -	13	\$ 500.00	\$ 6,500.00	0	\$ -	0%	9	\$ 4,500.00	69%	9	\$ 4,500.00	69%
13	5/8" or 1" Service Connection	EA	\$ 4,000.00	24	\$ 96,000.00	0	\$ 4,000.00	\$ -	24	\$ 4,000.00	\$ 96,000.00	0	\$ -	0%	23	\$ 92,000.00	96%	23	\$ 92,000.00	96%
14	1.5" or 2" Service Connection w/Bypass	EA	\$ 5,000.00	7	\$ 35,000.00	0	\$ 5,000.00	\$ -	7	\$ 5,000.00	\$ 35,000.00	0	\$ -	0%	8	\$ 40,000.00	114%	8	\$ 40,000.00	114%
15	2" Service Reconnection	EA	\$ 5,000.00	2	\$ 10,000.00	0	\$ 5,000.00	\$ -	2	\$ 5,000.00	\$ 10,000.00	0	\$ -	0%	2	\$ 10,000.00	100%	2	\$ 10,000.00	100%
16	Fire Service Retaining Wall	LS	\$ 4,000.00	1	\$ 4,000.00	0	\$ 4,000.00	\$ -	1	\$ 4,000.00	\$ 4,000.00	0	\$ -	0%	1	\$ 4,000.00	100%	1	\$ 4,000.00	100%
17	Abandonment of Existing Water Main Facilities	LS	\$ 12,000.00	1	\$ 12,000.00	0	\$ 12,000.00	\$ -	1	\$ 12,000.00	\$ 12,000.00	0	\$ -	0%	1	\$ 12,000.00	100%	1	\$ 12,000.00	100%
18	CP Test Station/ 32lb Anode	EA	\$ 2,800.00	3	\$ 8,400.00	0	\$ 2,800.00	\$ -	3	\$ 2,800.00	\$ 8,400.00	0	\$ -	0%	2	\$ 5,600.00	67%	2	\$ 5,600.00	67%
19	CP Test Station/ 48lb Anode	EA	\$ 2,900.00	14	\$ 40,600.00	0	\$ 2,900.00	\$ -	14	\$ 2,900.00	\$ 40,600.00	0	\$ -	0%	18	\$ 52,200.00	129%	18	\$ 52,200.00	129%
20	CP Test Station/ 60lb Anode	EA	\$ 3,000.00	18	\$ 54,000.00	0	\$ 3,000.00	\$ -	18	\$ 3,000.00	\$ 54,000.00	0	\$ -	0%	17	\$ 51,000.00	94%	17	\$ 51,000.00	94%
21	Type A Traffic Detector Loop	EA	\$ 800.00	33	\$ 26,400.00	0	\$ 800.00	\$ -	33	\$ 800.00	\$ 26,400.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
22	Type D Traffic Detector Loop	EA	\$ 800.00	11	\$ 8,800.00	0	\$ 800.00	\$ -	11	\$ 800.00	\$ 8,800.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
23	CA MUTCD Detail 8 Traffic Stripe	LF	\$ 8.00	50	\$ 400.00	0	\$ 8.00	\$ -	50	\$ 8.00	\$ 400.00	0	\$ -	0%	58	\$ 464.00	116%	58	\$ 464.00	116%
24	CA MUTCD Detail 12 Traffic Stripe	LF	\$ 3.00	3,600	\$ 10,800.00	0	\$ 3.00	\$ -	3600	\$ 3.00	\$ 10,800.00	0	\$ -	0%	3623	\$ 10,869.00	101%	3623	\$ 10,869.00	101%
25	CA MUTCD Detail 22 Traffic Stripe	LF	\$ 4.00	1,175	\$ 4,700.00	0	\$ 4.00	\$ -	1175	\$ 4.00	\$ 4,700.00	0	\$ -	0%	1180	\$ 4,720.00	100%	1180	\$ 4,720.00	100%
26	CA MUTCD Detail 24 Traffic Stripe	LF	\$ 5.00	340	\$ 1,700.00	0	\$ 5.00	\$ -	340	\$ 5.00	\$ 1,700.00	0	\$ -	0%	380	\$ 1,900.00	112%	380	\$ 1,900.00	112%
27	CA MUTCD Detail 29 Traffic Stripe	LF	\$ 8.00	1,330	\$ 10,640.00	0	\$ 8.00	\$ -	1330	\$ 8.00	\$ 10,640.00	0	\$ -	0%	1325	\$ 10,600.00	100%	1325	\$ 10,600.00	100%
28	CA MUTCD Detail 39 Traffic Stripe	LF	\$ 3.00	1,475	\$ 4,425.00	0	\$ 3.00	\$ -	1475	\$ 3.00	\$ 4,425.00	0	\$ -	0%	1485	\$ 4,455.00	101%	1485	\$ 4,455.00	101%
29	CA MUTCD Detail 40 Traffic Stripe	LF	\$ 5.00	100	\$ 500.00	0	\$ 5.00	\$ -	100	\$ 5.00	\$ 500.00	0	\$ -	0%	91	\$ 455.00	91%	91	\$ 455.00	91%
30	12" Limit Line (Stop Bar)	LF	\$ 12.00	50	\$ 600.00	0	\$ 12.00	\$ -	50	\$ 12.00	\$ 600.00	0	\$ -	0%	50	\$ 600.00	100%	50	\$ 600.00	100%
31	Yield Line Traffic Stripe	LF	\$ 15.00	60	\$ 900.00	0	\$ 15.00	\$ -	60	\$ 15.00	\$ 900.00	0	\$ -	0%	60	\$ 900.00	100%	60	\$ 900.00	100%
32	Crosswalk (Ladder)	LF	\$ 15.00	270	\$ 4,050.00	0	\$ 15.00	\$ -	270	\$ 15.00	\$ 4,050.00	0	\$ -	0%	270	\$ 4,050.00	100%	270	\$ 4,050.00	100%
33	Parking T Bar	EA	\$ 80.00	12	\$ 960.00	0	\$ 80.00	\$ -	12	\$ 80.00	\$ 960.00	0	\$ -	0%	12	\$ 960.00	100%	12	\$ 960.00	100%
34	Traffic Markings	SF	\$ 12.00	989	\$ 11,868.00	0	\$ 12.00	\$ -	989	\$ 12.00	\$ 11,868.00	0	\$ -	0%	995	\$ 11,940.00	101%	995	\$ 11,940.00	101%
35	Concrete Driveway Approach and Sidewalk	SF	\$ 32.00	1,902	\$ 60,864.00	0	\$ 32.00	\$ -	1902	\$ 32.00	\$ 60,864.00	0	\$ -	0%	2272	\$ 72,704.00	119%	2272	\$ 72,704.00	119%
36	Concrete Curb and Gutter	LF	\$ 110.00	190	\$ 20,900.00	0	\$ 110.00	\$ -	190	\$ 110.00	\$ 20,900.00	0	\$ -	0%	204	\$ 22,440.00	107%	204	\$ 22,440.00	107%
37	Asphalt Concrete	TON	\$ 260.00	836	\$ 217,360.00	0	\$ 260.00	\$ -	836	\$ 260.00	\$ 217,360.00	0	\$ -	0%	803	\$ 208,780.00	96%	803	\$ 208,780.00	96%
38	Type II Slurry Seal	SF	\$ 0.52	151,000	\$ 78,520.00	0	\$ 0.52	\$ -	151000	\$ 0.52	\$ 78,520.00	0	\$ -	0%	149910	\$ 77,953.20	99%	149910	\$ 77,953.20	99%
39	Pothole (District Requested)	EA	\$ 180.00	25	\$ 4,500.00	0	\$ 180.00	\$ -	25	\$ 180.00	\$ 4,500.00	0	\$ -	0%	3	\$ 540.00	12%	3	\$ 540.00	12%
40	Traffic Control	LS	\$ 110,000.00	1	\$ 110,000.00	0	\$ 110,000.00	\$ -	1	\$ 110,000.00	\$ 110,000.00	0	\$ -	0%	1	\$ 110,000.00	100%	1	\$ 110,000.00	100%
41	Storm Water Pollution Control Plan/BMPs</																			



C2R

ENGINEERING

C2R ENGINEERING, INC

P.O. Box 1017

Mountain View, CA 94042

Invoice

Date	Invoice #
1/17/2024	C5617

Bill To

3 Dairy Lane
Post Office Box 129
Belmont, CA 94002

Ship To

3 Dairy Lane
Post Office Box 129
Belmont, CA 94002

P.O. Number	Terms	Via	Project		
			Job 359 - Harbor Blvd Watermain Improveme		
Quantity	Item Code	Description		Price Each	Amount
1	Sales	PP # 007		6,004.61	6,004.61
1	Sales	Retention		-300.23	-300.23

Please remit payment to:
P.O. Box 1017
Mountain View, CA 94042

WWW.C2RENGINEERING.COM

PROJECT NAME: Harbor Blvd Water Main Improvements

PROJECT NUMBER: 359

PROGRESS PAYMENT: 007

ORG CODE: N/A

OBJECT CODE: N/A

PROJECT CODE: N/A



CONTRACTOR: C2R Engineering, Inc.

ADDRESS: P.O. Box 1017

Mountain View, CA 94042

(415) 559-2841

WORK COMPLETED AS OF: December 31, 2023

DATE: January 17, 2024

No.	DESCRIPTION	CONTRACT				THIS PAYMENT - PP7			PROJECT TO DATE		
		Unit	Quantity	Unit Price	Total	% COMPLETED	QTY THIS ESTIMATE	\$	% COMPLETED	QTY TO DATE	\$
1.	4" C900 PVC Water Main	LF	140	\$ 210.00	\$ 29,400.00				66%	92	\$19,320.00
2.	6" C900 PVC Water Main	LF	180	\$ 230.00	\$ 41,400.00				89%	161	\$37,030.00
3.	8" C900 PVC Water Main	LF	480	\$ 250.00	\$ 120,000.00				88%	424	\$106,000.00
4.	12" C900 PVC Water Main	LF	2,150	\$ 277.00	\$ 595,550.00				101%	2179	\$603,583.00
5.	4" Gate Valve	EA	1	\$ 2,000.00	\$ 2,000.00				100%	1	\$2,000.00
6.	6" Gate Valve	EA	4	\$ 2,800.00	\$ 11,200.00				100%	4	\$11,200.00
7.	8" Gate Valve	EA	13	\$ 3,200.00	\$ 41,600.00				100%	13	\$41,600.00
8.	12" Gate Valve	EA	12	\$ 3,800.00	\$ 45,600.00				100%	12	\$45,600.00
9.	Gate Valve Extension	EA	9	\$ 600.00	\$ 5,400.00				233%	21	\$12,600.00
10.	2" Combination Air Valve	EA	2	\$ 10,000.00	\$ 20,000.00				100%	2	\$20,000.00
11.	6" Fire Hydrant	EA	8	\$ 15,000.00	\$ 120,000.00				100%	8	\$120,000.00
12.	Bollard	EA	13	\$ 500.00	\$ 6,500.00				69%	9	\$4,500.00
13.	5/8" or 1" Service Connection	EA	24	\$ 4,000.00	\$ 96,000.00				96%	23	\$92,000.00
14.	1" or 2" Service Connection	EA	7	\$ 5,000.00	\$ 35,000.00				114%	8	\$40,000.00
15.	2" Service Connection (Reconnection)	EA	2	\$ 5,000.00	\$ 10,000.00				100%	2	\$10,000.00
16.	Fire Service Retaining Wall	LS	1	\$ 4,000.00	\$ 4,000.00				100%	1	\$4,000.00
17.	Abandonment of Existing Water Main and	LS	1	\$ 12,000.00	\$ 12,000.00				100%	0	\$12,000.00
18.	CP Test Station w/ 32lb Anode	EA	3	\$ 2,800.00	\$ 8,400.00				67%	2	\$5,600.00
19.	CP Test Station w/48lb Anode	EA	14	\$ 2,900.00	\$ 40,600.00				129%	18	\$52,200.00
20.	CP Test Station w/60lb Anode	EA	18	\$ 3,000.00	\$ 54,000.00				94%	17	\$51,000.00
21.	Type A Traffic Detector Loop	EA	33	\$ 800.00	\$ 26,400.00				0%	0	\$0.00
22.	Type D Traffic Detector Loop	EA	11	\$ 800.00	\$ 8,800.00				0%	0	\$0.00
23.	CA MUTCD Detail 8 Traffic Stripe	LF	50	\$ 8.00	\$ 400.00				116%	58	\$464.00
24.	CA MUTCD Detail 12 Traffic Stripe	LF	3,600	\$ 3.00	\$ 10,800.00				101%	3623	\$10,869.00
25.	CA MUTCD Detail 22 Traffic Stripe	LF	1,175	\$ 4.00	\$ 4,700.00				100%	1180	\$4,720.00
26.	CA MUTCD Detail 24 Traffic Stripe	LF	340	\$ 5.00	\$ 1,700.00				112%	380	\$1,900.00
27.	CA MUTCD Detail 29 Traffic Stripe	LF	1,330	\$ 8.00	\$ 10,640.00				100%	1325	\$10,600.00
28.	CA MUTCD Detail 39 Traffic Stripe	LF	1,475	\$ 3.00	\$ 4,425.00				101%	1485	\$4,455.00
29.	CA MUTCD Detail 40 Traffic Stripe	LF	100	\$ 5.00	\$ 500.00				91%	91	\$455.00
30.	12" Limit Line (Stop Bar)	LF	50	\$ 12.00	\$ 600.00				100%	50	\$600.00
31.	Yield Line Traffic Stripe	LF	60	\$ 15.00	\$ 900.00				100%	60	\$900.00
32.	Crosswalk (Ladder)	LF	270	\$ 15.00	\$ 4,050.00				100%	270	\$4,050.00
33.	Parking T Bar	EA	12	\$ 80.00	\$ 960.00				100%	12	\$960.00
34.	Traffic Markings	SF	989	\$ 12.00	\$ 11,868.00				101%	995	\$11,940.00
35.	Concrete Driveway Approach and Sidewalk	SF	1,902	\$ 32.00	\$ 60,864.00				119%	2272	\$72,704.00
36.	Concrete Curb and Gutter	LF	190	\$ 110.00	\$ 20,900.00				107%	204	\$22,440.00
37.	Asphalt Concrete	TON	836	\$ 260.00	\$ 217,360.00				96%	803	\$208,780.00
38.	Type II Slurry Seal	SF	151000	\$ 0.52	\$ 78,520.00				99%	149910	\$77,953.20
39.	Pothole (District Requested)	EA	25	\$ 180.00	\$ 4,500.00				12%	3	\$540.00
40.	Traffic Control	LS	1	\$ 110,000.00	\$ 110,000.00				100%	0	\$110,000.00
41.	Storm Water Pollution Control (BMPs)	LS	1	\$ 11,000.00	\$ 11,000.00				100%	0	\$11,000.00
42.	Trench Shoring	LS	1	\$ 15,000.00	\$ 15,000.00				100%	0	\$15,000.00
43.	Street Sweeping	EA	75	\$ 450.00	\$ 33,750.00				51%	38	\$17,100.00
Change Orders											
001	Change Order # 001	LS	1	\$65,729.40	\$ 65,729.40				100%	0	\$65,729.40
002	Change Order # 003	LS	1	\$19,269.14	\$ 19,269.14				100%	0	\$19,269.14
003	Change Order # 004	LS	1	\$ 7,348.83	\$ 7,348.83				100%	0	\$7,348.83
005	Change Order # 005	LS	1	\$ 6,004.61	\$ 6,004.61			\$6,005	100%	0	\$6,004.61
TOTAL					\$ 2,035,638.98	TOTAL PP7		\$ 6,004.61	PROJECT TO DATE		\$ 1,976,015.18

Retention (5%) \$ (300.23)

Retention (5%) \$ (98,800.76)

TOTAL PP7	\$ 5,704.38	PROJECT TO DATE	\$ 1,877,214.42
------------------	--------------------	------------------------	------------------------



Loop Installation & Repair
6830 Country Court
Granite Bay, CA 95746
916.791.4020 800.359.0359
FAX 916.791.5586

Invoice

Date	Invoice No.
12/11/2023	2504

Bill To
C2R ENGINEERING, INC. ATTN: ACCOUNTS PAYABLE PO BOX 1017 MOUNTAIN VIEW, CA 94042

Job No.	P.O. No.	Terms	Project Location		
TREVOR CONNOLLY	TREVOR CONNOLLY	DUE ON RECEIPT	BELMONT		
Description		Quantity	Rate	Amount	
PROJECT SHUT DOWN 11/27 MOB TO PROJECT TO INSTALL TRAFFIC DETECTOR LOOPS PER TREVOR CONNOLLY AND LIR ESTIMATE #2373. PER OWNER: DISCOUNTED SHOW UP RATE. PER TREVOR, BILL OUT SHOW UP BECAUSE PROJECT HAS BEEN SHUT DOWN INDEFINITELY			5,000.00	5,000.00	



MEMO

Date : January 16, 2023

To: Mid-Peninsula Water District

Attn: Kathryn Wuelfing, Rene Ramirez

Project Name: Old County Road Improvements Phase 1 CIP 15-75 and Ralston Avenue CIP 15-82

Reference: Progress Payment No. 02

From: Gopi Chandran, Construction Manager, 4LEAF Inc.

Construction Status

The Notice to Proceed was issued on November 6, 2023, and contractor has since progressed field work. Contractor elected to work at night between the hours of 9 pm to 5 am. The 8-inch pipe and appurtenances have been installed on Old County Road, including service laterals that were switched over. Remaining work on Ralston and Old County Road includes pavement restoration and minor concrete work scheduled for January 2024.

Outreach-contractor and MPWD staff have continuously identified resident and businesses affected by temporary shutdown's and provided notices. To date we have not received any complaints.

Change Orders

Contractor submitted five (5) extra work requests, and these were evaluated, scope was negotiated, and costs reduced. Cost changes were due to Differing Site Conditions - abandoned utilities not identified in plans, and restoring a valley gutter that was in close proximity to new piping and valves on Ralston and Elmer. The 5 extra work requests were processed with Change Order #02 for an amount of \$29,527.92. Copy is attached.

Project Schedule and Request for Payment No. 02

As of December 31, 2023, Contractor has progressed work ahead of the baseline schedule with approximately 483 feet of new pipe installed. Contractor has 185 of 220 Working Days remaining.



Enclosed, please find Progress Payment No. 02 for **\$541,562.16** (value of work minus 5% retention). The work performed to date has been satisfactory and payment is recommended.

	Current Month	Total	
Original Contract Amount		\$ 4,417,300.00	
Approved Change Orders	\$ 29,527.92	\$ 71,193.60	1.6%
Final Contract Amount		\$ 4,488,493.60	
Previously Paid (less retention)	\$ 573,653.40	\$ 573,653.40	
Current Request (less retention)	\$ 541,562.16	\$ 541,562.16	
Retention	\$ 28,503.27	\$ 58,695.56	
Total Value of Work Completed	\$ 570,065.43	\$ 1,173,911.11	26.2%
Total Remaining on Contract		\$ 3,314,582.49	73.8%

Sincerely,

Gopi Chandran

Gopi Chandran
Construction Manager
4LEAF Inc.



Valve Installation, December 7, 2023 , Old County Road



Concrete sidewalk restoration, December 8, 2024, Old County Road



New hydrant install, December 7, 2023, Old County Road



Night work trenching, December 12 , 2023, Old County Road



1/17/2024

Gopi Chandran
Construction Manager
4LEAF, Inc.
2126 Rheem Drive
Pleasanton, CA 94588

Attention: Gopi Chandran

Contract: Old County Rd. Improvements - Phase I CIP 15-75 & Ralston Ave. Improvements CIP 15-82, dated March 2023

Subject: Progress Payment 002 – Progress Narrative

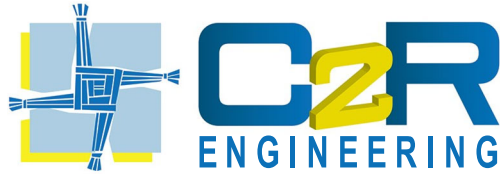
Summary of Progress Payment #002

C2R submits herein Payment Request #002 for work performed through December 31, 2023 on the above referenced contract.

Summary of Progress Payment # 002	
Previous Total Estimate:	\$ 603,845.68
Estimate This Period (See Attached Breakdown):	\$ 570,065.43
Total Estimate to Date:	
Less: 5% Retention	\$ 58,695.56
Less: Amount of Previous Payments	\$573,653.40
Balance Due This Payment:	\$541,562.16

High Level Summary of Work Performed for this Progress Payment:

- Mobilization;
- Overall Project Management;
- Development of submittals and RFIs;
- Field investigation and development of project plans for overall project success;
- Installation of 132 LF of 8" PVC water pipe along OCR and surroundings;
- Installation of 306 LF of 8" PVC water pipe as well as removal of existing pipe along OCR;
- Installation 4 of 8" gate valves;
- Installation of fire hydrants;



- Concrete driveway and sidewalk replacement as well as valley gutter replacement
- Additional valley gutter replacement on Elmer St. (CO).

Notes on Overall Project Schedule:

As of December 31, 2023, C2R Engineering (C2R) has utilized a total of 35 working days out of 220 contract days. The work is on schedule and no delays are expected currently.

All material to date as well as immediate materials to be utilized does not have any delays in fulfillment at this time.

C2R has had issues with unmarked utilities and additional valley gutter which were captured in Time and Material Basis and CO and included in this Progress Payment.

If you have any questions regarding the above, please feel free to contact me at (415) 559 28 41.

Sincerely,

Trevor Connolly
Trevor Connolly
C2R Engineering, Inc.



C2R ENGINEERING, INC
P.O. Box 1017
Mountain View, CA 94042

Invoice

Date	Invoice #
1/17/2024	C5609

Bill To

3 Dairy Lane
Post Office Box 129
Belmont, CA 94002

Ship To

3 Dairy Lane
Post Office Box 129
Belmont, CA 94002

P.O. Number	Terms	Via	Project	
			Job 365 - Old County Rd	
Quantity	Item Code	Description	Price Each	Amount
1	Sales	PP #002	570,065.43	570,065.43
	Retention	Retention 5%	-28,503.27	-28,503.27
			Total	\$541,562.16

Please remit payment to:
P.O. Box 1017
Mountain View, CA 94042

WWW.C2RENGINEERING.COM

PROJECT NAME: Old County Rd. Improvements - Phase I CIP 15-75 & Ralston Ave. Improvements CIP 15-82, dated March 2023
PROJECT NUMBER: 365
PROGRESS PAYMENT: 002
ORG CODE: N/A
OBJECT CODE: N/A
PROJECT CODE: N/A



CONTRACTOR: C2R Engineering, Inc.
ADDRESS: P.O. Box 1017
Mountain View, CA 94042
(415) 559-2841
WORK COMPLETED AS OF: December 31, 20
DATE: January 2, 2024

No.	DESCRIPTION	CONTRACT				THIS PAYMENT - PP2			PROJECT TO DATE		
		Unit	Quantity	Unit Price	Total	% COMPLETED	QTY THIS ESTIMATE	\$	% COMPLETED	QTY TO DATE	\$
1.	Mobilization and Demobilization	LS	1	\$ 210,000.00	\$ 210,000.00	25%	0	\$52,500	75%	0	\$157,500.00
2.	Allowance for Encountering Groundwater in	LS	1	\$ 100,000.00	\$ 100,000.00	0%			0%	0	\$0.00
3.	Utility Location and Documentation	LS	1	\$27,000.00	\$ 27,000.00	25%	0	\$6,750	50%	0	\$13,500.00
4.	Vehicular and Pedestrian Traffic Control	LS	1	\$ 175,000.00	\$ 175,000.00	15%	0	\$26,250	30%	0	\$52,500.00
5.	Traffic Loops and Traffic Light Coordination	EA	8	\$ 2,000.00	\$ 16,000.00				0%	0	\$0.00
6.	Storm Water Pollution Prevention	LS	1	\$26,000.00	\$ 26,000.00	15%	0	\$3,900	30%	0	\$7,800.00
7.	Shoring of Open Excavations	LS	1	\$80,000.00	\$ 80,000.00	15%	0	\$12,000	30%	0	\$24,000.00
8.	Abandonment of Existing Water Facilities	LS	1	\$20,000.00	\$ 20,000.00	15%	0	\$3,000	15%	0	\$3,000.00
9.	Temporary Water Main and Services	LS	1	\$60,000.00	\$ 60,000.00	50%	0.50	\$30,000	50%	1	\$30,000.00
10.	Cathodic Protection System	LS	1	\$95,000.00	\$ 95,000.00	15%	0	\$14,250	30%	0	\$28,500.00
11.	8-inch PVC Water Pipe	LF	835	\$ 410.00	\$ 342,350.00	16%	132	\$54,120	100%	835	\$342,350.00
12.	8-inch PVC Water Pipe + Removal of Existing	LF	430	\$ 420.00	\$ 180,600.00	71%	306	\$128,520	78%	336	\$141,120.00
13.	12-inch PVC Water Pipe	LF	135	\$ 450.00	\$ 60,750.00	6%	8	\$3,600	18%	24	\$10,800.00
14.	20-inch PVC Water Pipe + Removal of Existing	LF	1775	\$ 730.00	\$1,295,750.00				0%	0	\$0.00
15.	16-inch PVC Water Pipe Creek Crossing	LS	1	\$100,000.00	\$ 100,000.00				0%	0	\$0.00
16.	8-inch Gate Valves	EA	10	\$ 5,000.00	\$ 50,000.00	50%	5	\$25,000	90%	9	\$45,000.00
17.	N.I.C.	EA	1	\$ -	\$ -				0%	0	\$0.00
18.	20-inch Butterfly Valves	EA	9	\$15,000.00	\$ 135,000.00				0%	0	\$0.00
19.	1-inch Water Service (8-inch Main)	EA	22	\$ 8,000.00	\$ 176,000.00	41%	9	\$72,000	68%	15	\$120,000.00
20.	Fire Hydrant Assembly (8-inch Main)	EA	1	\$18,000.00	\$ 18,000.00				100%	1	\$18,000.00
21.	Fire Hydrant Assembly (12-inch Main)	EA	1	\$20,000.00	\$ 20,000.00	100%	1	\$20,000	100%	1	\$20,000.00
22.	Fire Service Connection (8-inch Main)	EA	2	\$15,000.00	\$ 30,000.00	100%	2	\$30,000	100%	2	\$30,000.00
23.	1-inch and 2-inch Combination Air- Release Valve	EA	4	\$12,500.00	\$ 50,000.00	25%	1	\$12,500	25%	1	\$12,500.00
24.	1-inch Water Service (20-inch Main)	EA	17	\$ 9,500.00	\$ 161,500.00				0%	0	\$0.00
25.	1.5-inch & 2-inch Water Service (20-inch Main)	EA	3	\$10,500.00	\$ 31,500.00				0%	0	\$0.00
26.	Fire Hydrant Assembly (20-inch Main)	EA	4	\$22,500.00	\$ 90,000.00				0%	0	\$0.00
27.	Fire Service Connection (20-inch Main)	EA	6	\$15,000.00	\$ 90,000.00				0%	0	\$0.00
28.	6-inch Blowoff Assembly	EA	1	\$15,500.00	\$ 15,500.00				0%	0	\$0.00
29.	20-inch CCP Water Main Connection	LS	1	\$35,000.00	\$ 35,000.00				0%	0	\$0.00
30.	Emergency Bypass Lateral Assembly	EA	1	\$30,000.00	\$ 30,000.00				0%	0	\$0.00
31.	Pipe Access Vault (20-inch Main)	EA	1	\$55,000.00	\$ 55,000.00				0%	0	\$0.00
32.	Concrete Driveway and Sidewalk	SF	1375	\$ 30.00	\$ 41,250.00	36%	490	\$14,700	36%	490	\$14,700.00
33.	Concrete Curb and Gutter Replacement	LF	350	\$ 110.00	\$ 38,500.00	26%	90	\$9,900	26%	90	\$9,900.00
34.	AC Pavement Replacement	SF	16660	\$ 15.00	\$ 249,900.00	1%	87	\$1,298	1%	87	\$1,297.50
35.	Slurry Seal	SF	110000	\$ 0.87	\$ 95,700.00				0%	0	\$0.00
36.	Traffic Striping and Markers	LS	1	\$135,000.00	\$ 135,000.00				0%	0	\$0.00
37.	Site Restoration	LS	1	\$81,000.00	\$ 81,000.00	25%		\$20,250	25%	0	\$20,250.00
Change Orders											
001	Change Order # 001	LS	1	\$41,665.68	\$ 41,665.68				100%	0	\$41,665.68
002	Change Order # 002	LS	1	\$29,527.93	\$ 29,527.93	100%		\$29,528	100%	0	\$29,527.93
TOTAL					\$ 4,488,493.61	TOTAL PP2		\$ 570,065.43	PROJECT TO DATE		\$ 1,173,911.11

Notes PP 2:
- Bid Item 11: STA 5+50 thru STA 5+66 = 16, STA 7+00 to STA 8+50 = 150, STA 8+50 to STA 9+65 = 115
- Bid Item 12: STA 2+57 thru STA 3+00 = 43, STA 0+00 to STA 0+35 = 35, STA 5+66 to STA 7+00 = 134

Retention (5%) \$ (28,503.27) Retention (5%) \$ (58,695.56)

TOTAL PP2	\$ 541,562.16	PROJECT TO DATE	\$ 1,115,215.55
-----------	---------------	-----------------	-----------------



**Mid-Peninsula Water District
Old County Road Water Main Improvements Phase 1**

**Change Order No. 02
C2R Engineering Inc.
January 05, 2024**

Item No. 1 –Install concrete valley gutter, Elmer and Ralston Avenue (Differing Site Condition)

On 12/7/23, contractor mobilized and installed a 270-sf concrete valley gutter per City of Belmont requirements. Valley gutter abutted new pipe and 3 valves installed.

Contractor backup document:, 12/07/23

Total Cost of Item	\$17,550.00
Total increase of Working Days	0 days

Item No. 2 –Working around unmarked utilities, install blowoff and deal with existing leaking pipe., STA 2+78, Old County Road (Differing Site Condition)

On 12/4/23 to 12/5/23, Contractor was hand digging, exposing and removing existing 12 " C900 pipe and working around unexpected utilities in trench. Install 12" cap and blowoff at approximately STA 2+78 due to leaking existing 12" valve. Additional effort was observed and documented in the field by 4LEAF field inspector.

Contractor backup document: DEWR #13, 12/04/23

Total Cost of Item	\$5,559.06
Total increase of Working Days	0 days

Item No. 3 –Hand digging around unmarked utilities, cut and remove steel lines, STA 5+67-STA 6+30, Old County Road (Differing Site Condition)

On 12/7/23, contractor encountering unmarked /unidentified utilities. Additional effort was ,made to hand dig and expose utilities and also cut 2-inch steel lines. Observed and documented in the field by 4LEAF field inspector.

Contractor backup document: DEWR #14, 12/07/23

Total Cost of Item	\$2,021.27
Total increase of Working Days	0 days

Item No. 4 –Due to leaking existing valve, contractor had to install additional cutback, Ralston Avenue (Differing Site Condition)

On 12/11/23, contractor had to mobilize, setup traffic control, and place additional cutback on section of previously completed trenchwork due to leaking , existing valve. City of Belmont requested immediate remedy until valve was taken off service later in the month. Additional effort was observed and documented in the field by 4LEAF field inspector.

Contractor backup document: DEWR #15, 12/11/23

Total Cost of Item No	\$1,712.85
-----------------------	------------



Total increase of Working Days 0 days

Item No. 5 –Excavate/support unknown utilities, STA 7+00 – STA 7+80, tunnel under unmarked gas line, STA 7+50-STA 7+55 (Differing Site Condition)

On 12/20/23, contractor excavated and supported unmarked utilities to install pipe, and tunnel under unmarked gas line .

Contractor backup document: DEWR #16, 12/20/23

Total Cost of Item No \$2,684.74
Total increase of Working Days 0 days

Total Cost of Change Order #2: \$29,527.92

Overall Increase of Working Days for Change Order: 0

Original Contract Amount	\$4,417,300.00
Previous Change Orders (#01)	\$41,665.68
Current Change Order (#02)	\$29,527.92
Revised Contract Amount (including this Change Order)	\$4,488,493.60

Other Terms in Effect

This Change Order fully resolves all costs and time issues related to the work described above, including any indirect effects or the effect of this Change Order on any other work performed by Contractor. This Change Order does not modify, waive or supersede any provision of the contract and only to the extent explicitly stated in this Change Order.

Prepared by:

DocuSigned by:
Gopi Chandran 1/11/2024
EB4026D283B04F7...

Gopi Chandran
Construction Manager
4LEAF Inc.

Reviewed/Approved by:

DocuSigned by:
Rene Ramirez 1/11/2024
16E20204128F4AE...

Rene Ramirez
Operations Manager
Mid-Peninsula Water District

Reviewed/Approved by:

DocuSigned by:
Joubin Pakpour 1/11/2024
FD1650F8C0904EA...

Joubin Pakpour, P.E.



District Engineer
Mid-Peninsula Water District

Reviewed/Approved by:

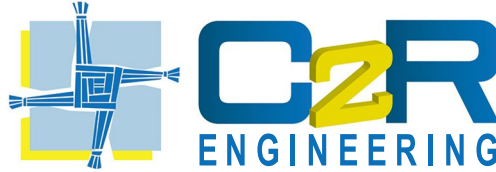
DocuSigned by:
Kathryn Wuelfing /2024
DD02E82C381A406...

Kathryn Wuelfing
General Manager
Mid-Peninsula Water District

Reviewed/Approved by:

DocuSigned by:
Trevor Connolly 1/11/2024
D0973B2A5EE44B0...

Trevor Connolly
Owner
C2R Engineering Inc.



PROPOSED CHANGE ORDER # 002 – R1

Date: December 7, 2023

PROJECT: Old County Rd. Improvements - Phase I CIP 15-75 & Ralston Ave. Improvements CIP 15-82, dated March 2023

CONTRACT PCO NO. 002:

DESCRIPTION OF WORK

Scope of work for Old County Rd. Improvements - Phase I CIP 15-75 & Ralston Ave. Improvements CIP 15-82, dated March 2023 is changed as described herein and in the attached Supplemental Construction Change Order Request and supplemental documents.

As requested by the District, the scope is as follows:

- Remove 320 sqft and replace approximately 270 sqft of valley gutter on Elmer St.
- Cost per sqft: \$65/sqft
- Per City standards

Total Approximate Cost of this PCO: \$17,550.00

We, the undersigned contractor, have given careful consideration to the change proposed and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefore the prices shown above.

Date Accepted: 12/7/2023

Date Approved: _____

Representative: _____

Trevor Connolly
Trevor Connolly, President

133

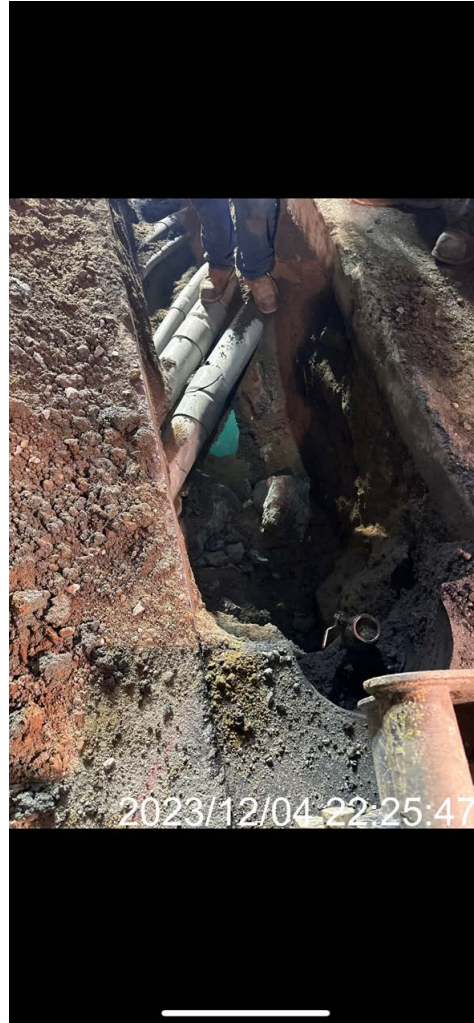
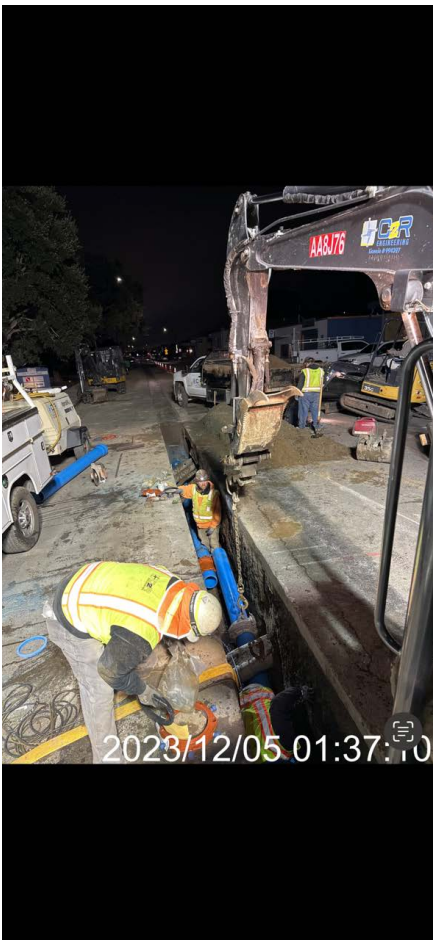
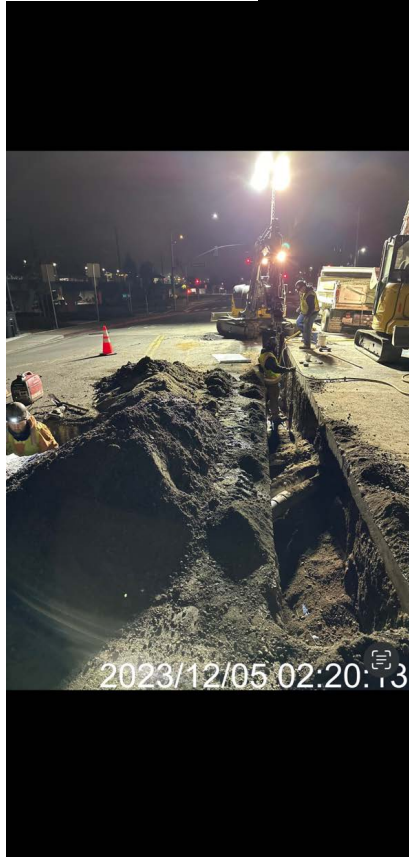
630 QUINN AVE
SAN JOSE CA 95112
408-861-4100

Quote#	1879869
Quote Date	12/06/23
Page#	1

INVOICE

C2R ENG / OLD COUNTY RD & RALSTON ** PH 1, PROJECT #15-75 & 15-82 ** PO BOX 1017 MOUNTAIN VIEW CA 94042 Ship To:	42732-01	Expiration Date	01/05/24	Requested By	
		FOB	JOBSITE	Prepared By	Jim Burgess
		Online Quote	1879869	Salesperson	Max Yates myates@pacesupply.com
		Job Name	OLD COUNTY RD BLOW OFF		
	WE ARE PLEASED TO QUOTE YOU ON THE FOLLOWING MATERIAL				

Ln#	Part Number	Description	Price	Qty	Unit	Extended Price
		>>> SEGMENT: BLOWOFF -				
1	EBAMEGAGLANDC90012	12 MEGALUG GLAND ONLY C900 2012PV EBAA	128.80	1	EA	128.80
2	DCFGMJ12	12 MJ STD GASKET	12.00	1	EA	12.00
3	WBLBNTHEAD344SS6	3/4 X 4 T-HEAD BOLT & NUT 316 S/S	8.00	8	EA	64.00
4	DCFCAPMJIPS122	12*2 MJ*IPS TAPPED CAP AC	177.10	1	EA	177.10
5	MGIS92	2 STREET 90 ELL GALV MALL 150#	12.00	1	EA	12.00
6	NIPG236	NIPPLE GALV 2*36	38.00	1	EA	38.00
7	GPABV2	2 IPS LF FULL PORT BALL VALVE	46.00	1	EA	46.00
						477.90
				Subtotal		477.90
				Estimated Sales Tax		44.80
				Estimated Freight		
				Total		522.70



DESCRIPTION: Hand digging and exposing existing unmarked and unidentified utilities from approx STA 5+67 to STA 6+30. Saw-cut and remove existing 2" steel line.

New and Unforeseen Work ☐ None ☒ Yes, Describe:

[illegible]

P.R.	Employee Type	HOURS	RATE	EXT. AMOUNT
------	---------------	-------	------	-------------

	Reg	Reg Night	OT Night
SHANE CONNOLLY	\$ 73.56	\$ 76.56	\$ 76.56
FERNANDO ROMO	\$ 69.81	\$ 72.81	\$ 93.44
EDGAR GONZALEZ	\$ 66.81	\$ 69.81	\$ 88.94

				SUBTOTAL	\$ 1,017.40
--	--	--	--	----------	-------------

	9% Labor Surcharge	\$	91.5
..	TOTAL COST OF LABOR - F	\$	1,108.9
	24% MarkUp Labor	\$	266.1
	TOTAL COST OF LABOR (After Mark-Up)- F	\$	1,375.1

SUBTOTAL (TOTAL COST OF: B+C+ D+ E + F)	\$ 2,021.27
---	-------------

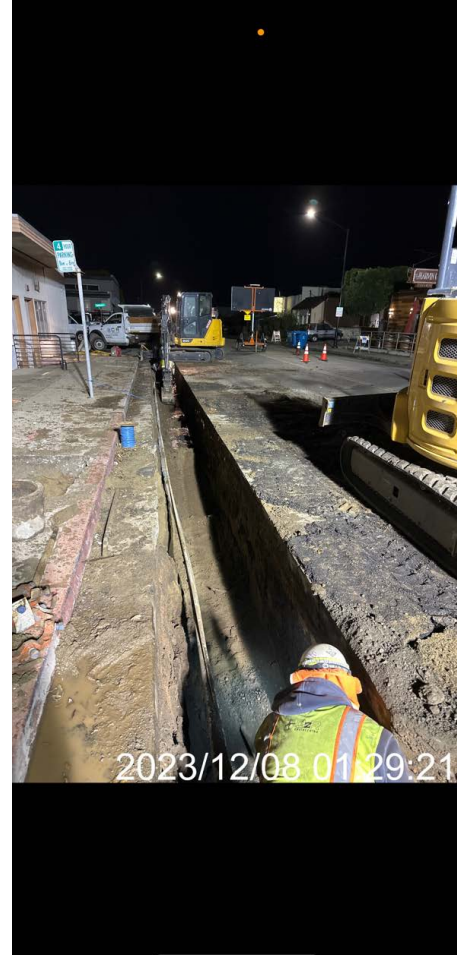
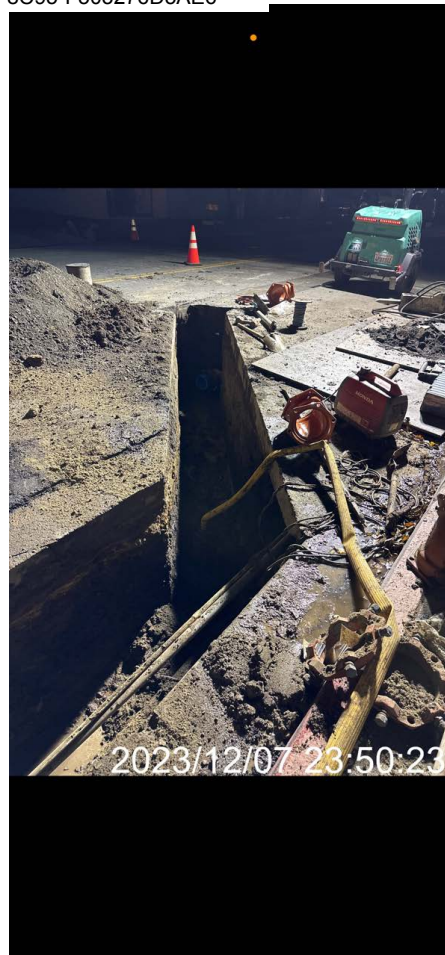
TOTAL THIS REPORT	\$ 2,021.27
-------------------	-------------

CERTIFIED CORRECT
Trevor Connolly
(See attached Sheet) DATE: 12/12/23

DATE: 12/12/23

DATE _____

6	See attached Sheet)	DATE: 12/12/23
6	See attached Sheet)	DATE



DESCRIPTION: Install and compact cutback on Ralston Ave due to trench settlement from leaking existing gate valve

138



140



ID	Task Name	Duration	Start	Finish	% Complete	Predecessors	Successors
1	Mid-Peninsula Water District - Old County Road Improvements CIP 15-75 and Ralston Avenue Improvements CIP 15-82	228 days?	Mon 10/30/23	Thu 9/19/24	35%		
2	Install Message Board & Install Project Funding Signs (provided by District)	1 day	Mon 9/25/23	Mon 9/25/23	100%		
3	7- Day Neighborhood Notice (Public Outreach)	1 day	Mon 10/23/23	Mon 10/23/23	100%		
4	USA area and Layout	6 days	Mon 10/23/23	Mon 10/30/23	100%		
5	Notify Caltrans (Double Permit in Progress)	1 day	Mon 10/23/23	Mon 10/23/23	100%		
6	NTP	1 day	Mon 11/6/23	Mon 11/6/23	100%		
7	Mobilize	1 day	Mon 11/6/23	Mon 11/6/23	100%		
8	Pothole Areas/ Sawcutting	8 days	Mon 11/6/23	Thu 11/16/23	100%		9
9	Notify Mid-Peninsula for potholes	1 day	Mon 11/6/23	Mon 11/6/23	100%	8	
10	Phase I	62 days?	Mon 10/30/23	Thu 1/25/24	77%		
11	Phase IA - Ralston (All Proposed Night Work)	14 days	Tue 11/7/23	Wed 11/29/23	96%		
12	Installation of 8" water from STA 0+20 to STA 4+27	6 days	Tue 11/7/23	Wed 11/15/23	80%		
13	Install laterals at STA 0+77	1 day	Tue 11/14/23	Tue 11/14/23	100%		15
14	Install lateral at STA 3+37	1 day	Tue 11/14/23	Tue 11/14/23	100%		16,17
15	Drill Lateral at STA 3+94	1 day	Wed 11/15/23	Wed 11/15/23	100%	13	
16	Drill Lateral at STA 3+44	1 day	Wed 11/15/23	Wed 11/15/23	100%	14	
17	Drill Lateral at STA 2+92	1 day	Wed 11/15/23	Wed 11/15/23	100%	14	19
18	Install lateral at STA 2+38	0 days	Fri 11/10/23	Fri 11/10/23	100%		
19	Pressure test Line	1 day	Thu 11/16/23	Thu 11/16/23	100%	17	
20	Flush and Chlorinate Line	1 day	Mon 11/20/23	Mon 11/20/23	100%		21
21	Perform BAC-T Testing	3 days	Tue 11/21/23	Sun 11/26/23	100%	20	23
22	Install Fire Hydrant at STA 1+59	2 days	Mon 11/13/23	Tue 11/14/23	100%		
23	Cut-in 12X8" tee at STA 1+13	1 day	Mon 11/27/23	Mon 11/27/23	100%	21	24,26,27,31,32
24	Connect service at STA 4+34	1 day	Tue 11/28/23	Tue 11/28/23	100%	23	25
25	Connect service at STA 0+00	1 day	Wed 11/29/23	Wed 11/29/23	100%	24	
26	Connect service at STA 3+94	1 day	Tue 11/28/23	Tue 11/28/23	100%	23	
27	Connect service at STA 3+44	1 day	Tue 11/28/23	Tue 11/28/23	100%	23	
28	Connect service at STA 2+92	1 day	Tue 11/28/23	Tue 11/28/23	100%	23	
29	Connect service at STA 3+37	1 day	Tue 11/28/23	Tue 11/28/23	100%	23	
30	Connect service at STA 2+38	1 day	Tue 11/28/23	Tue 11/28/23	100%	23	
31	Connect service at STA 0+77	1 day	Tue 11/28/23	Tue 11/28/23	100%	23	
32	Phase IB - Old County Rd.	62 days?	Mon 10/30/23	Thu 1/25/24	68%		
33	Sawcutting and Potholing on OCR	1 day	Wed 11/15/23	Wed 11/15/23	100%		
34	Start excavation at STA 2+75 to STA 3+25	1 day	Sun 11/19/23	Sun 11/19/23	100%		35
35	Start excavation at STA 3+25 to STA 3+75	1 day?	Mon 11/20/23	Mon 11/20/23	100%	34	
36	Start excavation at STA 3+75 to STA 5+55	1 day?	Mon 10/30/23	Mon 10/30/23	100%		
37	Pressure test line from STA 2+90 to STA 5+55	1 day?	Tue 11/28/23	Tue 11/28/23	100%	23	38,39
38	Flush and Chlorinate Line from STA 2+90 to STA 5+55	1 day?	Wed 11/29/23	Wed 11/29/23	100%	37	41
39	Excavate and expose tie-in connection on Elmer St at STA 4+30	1 day?	Wed 11/29/23	Wed 11/29/23	100%	37	40
40	Perform tie in connections at STA 4+30	1 day?	Thu 11/30/23	Thu 11/30/23	100%	39	
41	Flush and Sample water main from STA 2+90 to STA 5+55	1 day?	Thu 11/30/23	Thu 11/30/23	100%	38	
42	Excavate and install 8" line from STA 2+57 to STA 2+90 and cap existing 6" line	1 day?	Sun 12/3/23	Sun 12/3/23	100%		
43	Reconnect laterals at STA 3+07, STA 3+64, STA 3+67	1 day?	Tue 12/5/23	Tue 12/5/23	100%		45,46
44	Reconnect laterals at STA 4+27	1 day?	Tue 12/5/23	Tue 12/5/23	100%		
45	Install fire hydrant at STA 4+32	1 day?	Wed 12/6/23	Wed 12/6/23	100%	43	
46	Reconnect fire service at STA 4+26	1 day?	Wed 12/6/23	Wed 12/6/23	100%	43	47
47	Install 8" water line at STA 5+55 to STA 6+30	1 day?	Thu 12/7/23	Thu 12/7/23	100%	46	
48	Reconnect laterals at STA 6+10 and STA 6+25	1 day?	Sun 12/10/23	Sun 12/10/23	100%		
49	Install temporary water main at STA 6+30 to STA 8+90	3 days	Sun 12/10/23	Tue 12/12/23	100%		
50	Temporary connect services at STA 7+14, 7+39, 7+41, 7+57, 8+24,8+89	3 days	Sun 12/10/23	Tue 12/12/23	100%		54,55
51	Cap existing 6" water at STA 6+35	1 day	Sun 12/10/23	Sun 12/10/23	100%		
52	Cap existing 8" water line on Wal Termire St. and return temporary water service to existing 8" water line	1 day	Sun 12/10/23	Sun 12/10/23	100%		
53	Install water service STA 6+10 and STA 6+25	1 day	Tue 12/12/23	Tue 12/12/23	100%		
54	Cap existing 8" water line at STA 9+45	1 day	Wed 12/13/23	Wed 12/13/23	100%	50	
55	Connect 6 water services to temporary water main	1 day?	Wed 12/13/23	Wed 12/13/23	100%	50	56
56	Install new 8" water line from STA 6+30 to STA 7+00	2 days	Thu 12/14/23	Fri 12/15/23	100%	55	
57	Cap existing 6" water line, install connection to existing 12" water line and activate new 8" water line	1 day	Fri 12/15/23	Fri 12/15/23	100%	58	
58	Install new 8" water line from STA 7+00 to STA 9+45	4 days	Wed 12/20/23	Tue 12/26/23	100%		57,59
59	Install water services at STA 7+14, STA 7+39, STA 7+41 and STA 7+47	1 day	Wed 12/27/23	Wed 12/27/23	100%	58	60
60	Install water services at STA 8+24 and STA 8+89	1 day	Thu 12/28/23	Thu 12/28/23	100%	59	61
61	Pressure test	1 day	Tue 1/2/24	Tue 1/2/24	100%	60	62
62	Flush and Bac-T test	2 days	Wed 1/3/24	Thu 1/4/24	100%	61	
63	2nd Sample	1 day	Mon 1/8/24	Mon 1/8/24	0%		
64	Potholing from Bragato to Harbor	1 day	Mon 1/8/24	Mon 1/8/24	0%		65
65	Tie-in at STA 9+45	1 day	Tue 1/9/24	Tue 1/9/24	0%	64	66
66	Reconnect laterals at STA 7+14, STA 7+39, STA 7+41, STA 7+47, STA 8+24 and STA 8+89 and remove temporary water line	2 days	Wed 1/11/24	Thu 1/11/24	0%	65	71
67	Tie-in at Waltermire St.	1 day	Thu 1/11/24	Thu 1/11/24	0%		
68	Grind and Pave on Ralston Ave.	2 days	Tue 1/16/24	Wed 1/17/24	0%		69
69	Install Traffic Loops	1 day	Thu 1/18/24	Thu 1/18/24	0%	68	
70	Isolate existing 12" water line at valve; FH to remain active	3 days	Mon 1/15/24	Wed 1/17/24	0%		
71	Disconnect inter-tie between existing 20" and existing 8" water line, cap 8" water line, keeping 4" and 8" water line after inter-tie disconnect	1 day	Mon 1/15/24	Mon 1/15/24	0%	66	72
72	Install temporary connection between existing 4" water line and 8" water line	1 day	Tue 1/16/24	Tue 1/16/24	0%	71	73

Back-T test

1/8 2nd Sample

1/8 Potholing from Bragato to Harbor

1/9 Tie-in at STA 9+45

1/10 Reconnect laterals at STA 7+14, STA 7+39, STA 7+41, STA 7+47, STA 8+24 and STA 8+89 and remove temporary water line

1/11 Tie-in at Waltermire St.

1/16 Grind and Pave on Ralston Ave.

1/18 Install Traffic Loops

1/15 Disconnect inter-tie between existing 20" and existing 8" water line, cap 8" water line, keeping 4" and 8" water line after inter-tie disconnect

1/16 Install temporary connection between existing 4" water line and 8" water line



Task Name	Duration	Start	Finish	% Complete	Predecessors	Successors	7	8	9	Jan 7, '24				10	11	12	13	14	15	16	Jan 14, '24				17	18	19	20	21	22	23	Jan 21, '24				24	25	26	27	28	29	Jan 28, '24				30	31	1	2	3	4	5	6	Feb 4, '24				7	8	9	10																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
130	Install 5/8" service at STA 25+19	1 day	Wed 4/10/24	Wed 4/10/24	0%	129	131																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													</



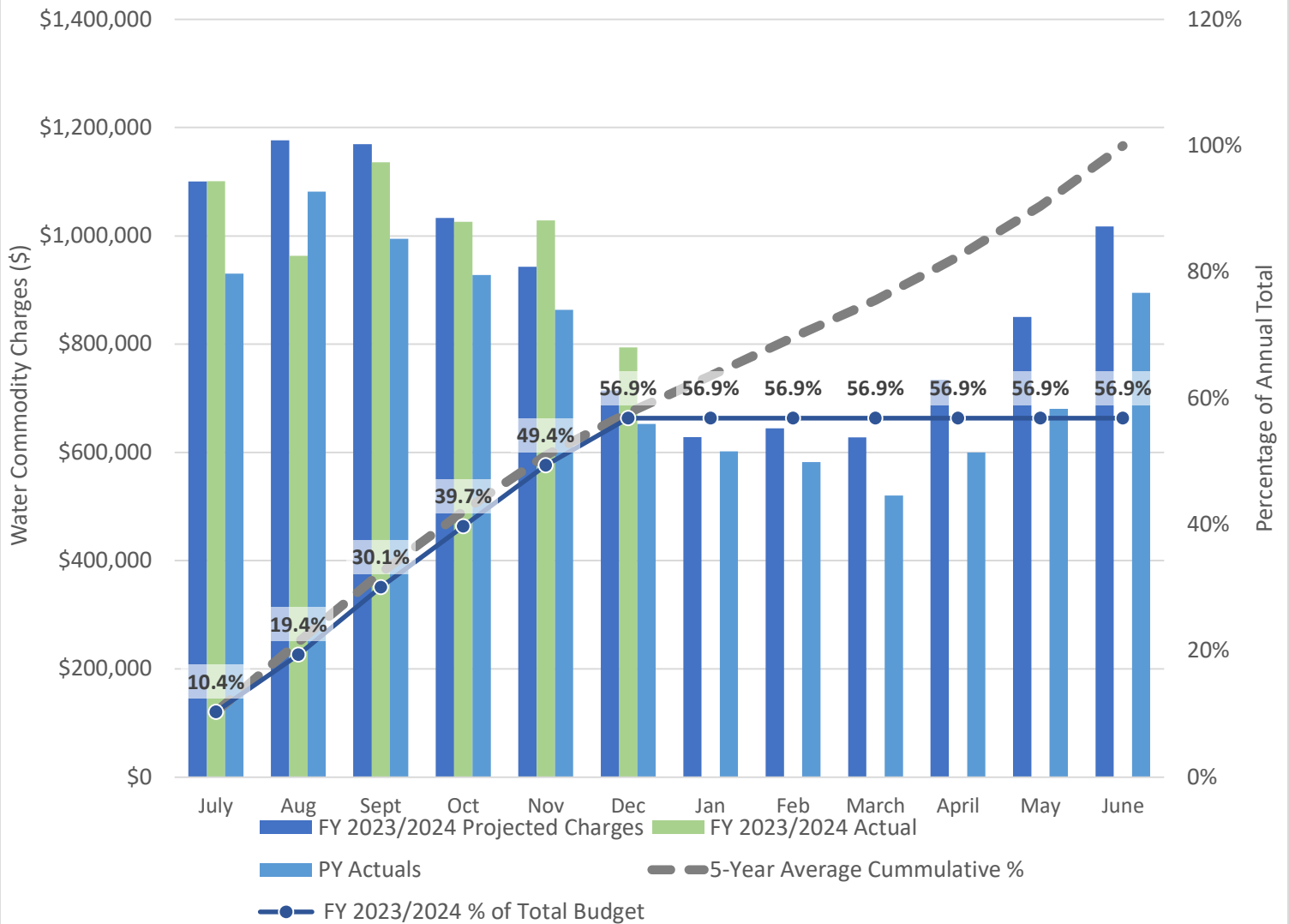
TO: Board of Directors
FROM: James W Ramsey, CPA, District Treasurer
DATE: January 25, 2024

Budget Performance and Financial Position Report
December 31, 2023

Please find the enclosed fiscal year 2023/2024 (FY 23/24) unaudited monthly budget report for the period of July 1-December 31, 2023 and Statement of Financial Position as of December 31, 2023. The following highlights significant activity through and as of December 31, 2023:

- The net surplus from operations is \$2,340,113, a decrease of \$651,814 as compared to the same period last year. The primary changes stem from a decrease of water system capacity charges collected as of December 31, 2023 of \$1,494,657, offset by an increase of \$598,808 in water commodity charges as compared to last year. The most significant changes in expenditures for the same period are from primary from purchased water increased by \$324,871 as compared to the prior year. Remaining changes are spread among other categories.
- Water Commodity Charges totaled \$6,048,980. While this is 56.9% of budget and appears to exceed the target percentage of 50%, it is approximately \$598,808 more than last year at this point in time.
- Fixed System Charges were \$1,597,674, which is 50.3% of budget.
- The total interest revenue from all sources is \$335,827, which is 92% of budget. This is primarily due to unrealized gains on investments of \$145,592 as of December 31, 2023. When adjusted for that, total interest revenue is 52% of budget.
- Total Operating Revenue is \$7,751,762, which is 55.9% of budget. Total Non-Operating Revenue is \$736,93, which is 62.6% of budget. Total Revenue is \$8,488,555, which is 55.9% of budget.
- Combined Salaries & Wages and Payroll Taxes & Benefits is \$1,482,325, which is 40% of budget.
- Purchased Water is \$3,443,287, which is 56.9% of budget. Purchased Water cost for the year ended June 30, 2023 was \$3,118,416 as of December 31, 2022.
- Total Operating Expenditures were \$6,148,442, which is 43.2% of budget.
- Unrestricted Cash & Cash Equivalents is \$17,417,229, which is an increase of \$530,999 from December, 2022.
- Unrestricted Net Position was \$14,555,716 with Total Net Position of \$40,732,935.

Analysis of Water Commodity Charges



	5-Year Average Cumulative %	Expected Monthly Percentage	PY Actuals	FY 2023/2024 Projected Charges	FY 2023/2024 Actual	FY 2023/2024 % of Total Budget
July	10.3%	10.3%	930,097	1,100,593	1,101,244	10.4%
August	21.4%	11.1%	1,081,784	1,176,612	963,283	19.4%
September	32.4%	11.0%	994,336	1,169,744	1,136,105	30.1%
October	42.1%	9.7%	927,981	1,033,065	1,025,860	39.7%
November	51.0%	8.9%	863,636	943,154	1,028,758	49.4%
December	57.7%	6.7%	652,337	714,378	793,729	56.9%
January	63.6%	5.9%	601,942	628,095	-	56.9%
February	69.6%	6.1%	582,169	644,568	-	56.9%
March	75.5%	5.9%	520,072	627,683	-	56.9%
April	82.4%	6.9%	599,820	734,076	-	56.9%
May	90.4%	8.0%	680,227	850,508	-	56.9%
June	100.0%	9.6%	894,965	1,017,524	-	56.9%
TOTAL		100.0%	9,329,366	10,640,000	6,048,979	

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

	AS OF 12/31/2023	AS OF 12/31/2023
<u>ASSETS</u>		
Current Assets		
Cash and cash equivalents	\$ 8,039,312	\$ 7,886,230
Investments	9,377,917	9,000,000
Accounts receivable	1,162,322	931,649
Prepaid expenses and other assets	335,488	177,627
Total Current Assets	18,915,039	17,995,506
Restricted cash with fiscal agent	3,795,490	6,223,928
Lease receivable	1,077,624	1,202,182
Construction in progress	10,328,560	8,323,089
Capital assets, net	24,810,793	23,152,416
Net pension asset	-	-
Net OPEB asset	135,246	169,365
TOTAL ASSETS	<u>\$ 59,062,752</u>	<u>\$ 57,066,486</u>
Deferred Outflows of Resources		
Pension related deferred outflows	\$ 1,171,501	\$ 1,917,307
OPEB related deferred outflows	291,399	-
Total Deferred Outflows	<u>\$ 1,462,900</u>	<u>\$ 1,917,307</u>
<u>LIABILITIES</u>		
Current Liabilities		
Accounts payable	\$ 30,354	\$ 599,143
Accrued expenses	-	11,240
COP Interest Payable	55,303	-
Customer Deposits	-	24,000
Current portion of long-term debt	564,419	420,000
Total Current Liabilities	650,076	1,054,383
Noncurrent Liabilities		
Compensated absences	273,803	321,254
Lease liability	84,816	-
SBITA Liability	4,854	-
Long-term portion of Certificates of Participation	16,697,510	16,728,792
Net pension liability	271,173	(1,356,634)
Total Noncurrent Liabilities	17,332,156	15,693,412
TOTAL LIABILITIES	<u>17,982,232</u>	<u>16,747,795</u>
Deferred Inflows of Resources		
Pension related deferred inflows	860,416	2,888,758
Lease receivable related deferred inflows	950,069	-
OPEB related deferred inflows	-	-
Total Deferred Inflows	<u>1,810,485</u>	<u>2,888,758</u>
<u>NET POSITION</u>		
Net investment in capital assets	\$ 26,177,219	\$ 29,556,602
Unrestricted	14,555,716	9,790,638
TOTAL NET POSITION	<u>\$ 40,732,935</u>	<u>\$ 39,347,240</u>

**MID-PENINSULA WATER DISTRICT
MONTHLY BUDGET REPORT-OPERATIONS
FOR THE 6 MONTHS ENDED DECEMBER 31, 2023
SUMMARY**

Target 50.0%

DESCRIPTION	APPROVED FY 2023-24 BUDGET	ACTUALS 7/1/2023- 12/31/2023	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
OPERATING REVENUE				
WATER COMMODITY CHARGES	10,640,000	6,048,980	4,591,020	56.9%
FIXED SYSTEM CHARGES	3,175,000	1,597,674	1,577,326	50.3%
FIRE SERVICE CHARGES	17,000	8,756	8,244	51.5%
MISC CUSTOMER ACCOUNT FEES	101,000	46,302	54,698	45.8%
SERVICE LINE & INSTALLATION CHARGES	60,000	27,051	32,949	45.1%
MISCELLANEOUS OPERATING	20,000	23,000	(3,000)	115.0%
TOTAL OPERATING REVENUE (SOURCES)	14,013,000	7,751,762	6,261,238	55.3%
WATER SYSTEM CAPACITY CHARGES	60,000	-	60,000	N/A
WATER DEMAND OFFSET CHARGES	15,000	-	15,000	N/A
PROPERTY TAX REVENUE	545,000	273,068	271,932	50.1%
LEASE OF PHYSICAL PROPERTY	180,000	98,020	81,980	54.5%
MISCELLANEOUS NON-OPERATING	12,000	27,477	(15,477)	229.0%
INTEREST REVENUE - LAIF	200,000	56,493	143,507	28.2%
INTEREST REVENUE - COP	64,000	104,641	(40,641)	163.5%
INTEREST REVENUE - ZIONS	100,000	174,693	(74,693)	174.7%
LANDSCAPE PERMIT REVENUE	1,000	2,400	(1,400)	240.0%
TOTAL NON-OPERATING REVENUE (SOURCES)	1,177,000	736,793	440,207	62.6%
TOTAL REVENUE (SOURCES)	15,190,000	8,488,555	6,701,445	55.9%
OPERATING EXPENDITURES (USES)				
SALARIES & WAGES	2,677,000	923,383	1,753,617	34.5%
PAYROLL TAXES & BENEFITS	1,019,000	558,942	460,058	54.9%
PURCHASED WATER	6,048,000	3,443,287	2,604,713	56.9%
OUTREACH & EDUCATION	163,000	11,011	151,989	6.8%
M&R - OPS SYSTEM	490,000	207,115	282,885	42.3%
M&R - FACILITIES & EQUIPMENT	230,000	131,056	98,944	57.0%
SYSTEM SURVEYS	50,000	-	50,000	N/A
ADMINISTRATION & EQUIPMENT	613,000	236,313	376,687	38.6%
MEMBERSHIP & GOV FEES	330,000	124,615	205,385	37.8%
BAD DEBT & CLAIMS	10,000	-	10,000	N/A
UTILITIES	471,000	226,530	244,470	48.1%
PROFESSIONAL SERVICES	1,035,000	274,354	760,646	26.5%
TRAINING/TRAVEL & RECRUITMENT	41,000	11,836	29,164	28.9%
DEBT SERVICE	1,040,000	-	1,040,000	N/A
TOTAL OPERATING EXPENDITURES (USES)	14,217,000	6,148,442	8,068,558	43.2%
NET SOURCES OVER/(UNDER) USES	973,000	2,340,113		
TOTAL OPERATING EXPENDITURES	14,217,000	6,148,442	8,068,558	43.2%
DEPRECIATION EXPENSE	1,100,000	550,000	550,000	50.0%
TOTAL EXPENSES	15,317,000	6,698,442	8,618,558	43.7%
NET SURPLUS/LOSS	(127,000)	1,790,113	(550,000)	-1409.5%
TRANSFER (TO)/FROM WORKING CAPITAL RESERVES	127,000	(1,790,113)	550,000	-1409.5%
NET TRANSFERS TO CAPITAL	-	-	-	
DEBT SERVICE COVERAGE	1.50	N/A		

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

	BALANCE @ 12/31/2023	FY 23/24 INTEREST EARNED	FY 23/24 UNREALIZED GAIN/(LOSS)	FY 23/24 AVERAGE RATE OF RETURN	Dec. 2023 RATE OF RETURN
Local Agency Investment Fund (LAIF)					
Capital Reserves	\$ 1,500,000				
Working Capital Reserves (Operating)	1,500,000				
Unrestricted Cash Reserves	3,248,957	\$ 56,493			
TOTAL LAIF	6,248,957	56,493		3.619% a	3.929% a
Bank Of New York (BNY) Mellon					
Sweep Account	1,113,029	8,933 a			
Fiscal Agent Project Funding Account	2,202,018	58,011 a			
TOTAL BNY	3,315,047	66,943		5.240% a	5.250% a
Zions Bank					
Cash Equivalents	12,849			5.003%	5.000%
Fixed Income	9,365,069		145,592	1.818%	2.170%
TOTAL ZIONS BANK	9,377,918	29,101 #	145,592 &		
Wells Fargo Bank					
Checking	1,792,301	-			
TOTAL WELLS FARGO	1,792,301	-		N/A	N/A
Petty Cash Funds	600	-		N/A	N/A
TOTAL ALL ACCOUNTS	\$ 20,734,824	\$ 152,537	\$ 145,592		
	Minimum	6/30/2023	FY 2023/2024	FY 2023/2024	12/31/2023
	Target	Balance	Additions	Interest	Ending
			(Reductions)		Balance
Reserve Funds					
Capital Reserves	\$ 1,500,000	\$ 1,500,000	\$ -	\$ -	\$ 1,500,000
Working Capital Reserves (Operating)	1,500,000	1,500,000	-	-	1,500,000
Restricted Cash Reserves	-	5,681,089	(2,432,985)	66,943	3,315,047
Unrestricted Cash Reserves	-	13,312,863	(10,295,092)	231,186	3,248,957
TOTAL	\$ 3,000,000	\$ 21,993,952	\$ (12,728,077)	\$ 298,129	\$ 15,523,930
	December 31, 2023	December 31, 2023	June 30, 2023		
Quick Ratio*	28.58	16.90	7.22	Does not include investment in Zions Bank	
Current Ratio*	29.10	17.07	15.30		

a - November investment information was not available at the time of board packet preparation

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

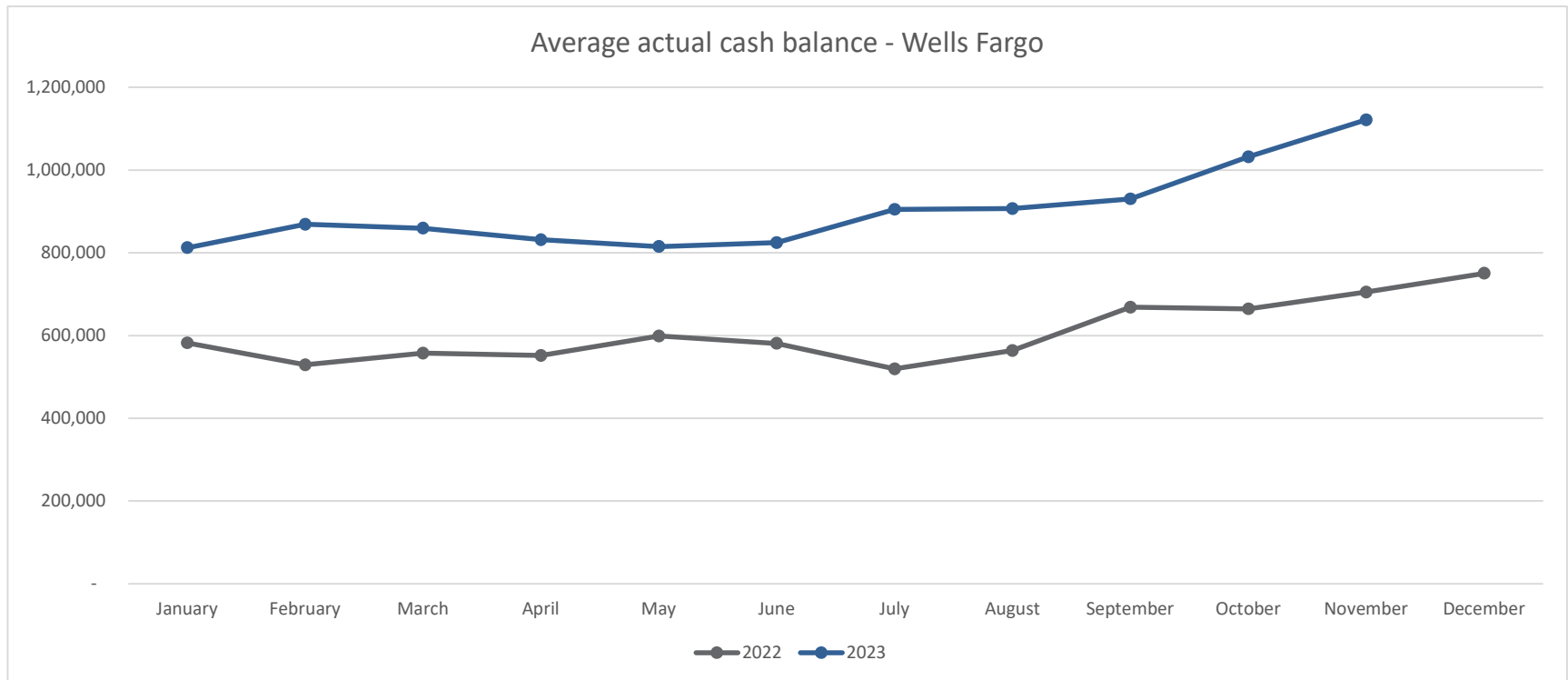
#Zions Bank statements only report total interest.

&Reported as Zion Interest Revenue on Budget reports.

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

**MID-PENINSULA WATER DISTRICT
MONTHLY BUDGET REPORT-CAPITAL
FOR THE 6 MONTHS ENDED DECEMBER 31, 2023**

		APPROVED FY 2023/24 BUDGET	ACTUALS 7/1/23- 12/31/2023	REMAINING BALANCE (OVER BUDGET)	Y-T-D % OF BUDGET
FUNDING SOURCES					
COP FUNDS*		\$ 4,500,000	\$ 2,523,906	\$ 1,976,094	56.1%
TRANSFER FROM OPERATING SURPLUS		973,000	-	973,000	0.0%
CAPITAL RESERVES		1,500,000	-	1,500,000	0.0%
GENERAL RESERVES		1,503,946	-	1,503,946	0.0%
TOTAL FUNDING SOURCES		8,476,946	2,523,906	5,953,040	29.8%
EXPENDITURES					
CAPITAL IMPROVEMENT PROGRAM (CIP) PROJECTS					
PROJECT NUMBER	PROJECT DESCRIPTION				
15-75A	Old County Road Improvements	\$ 5,641,946	\$ 238,200	\$ 5,403,746	4.2%
20-07	Harbor Boulevard Water Main Replacement	2,280,000	1,828,051	451,949	80.2%
21-01	Dekoven Tank Utilization Project (Lincoln, Newlands and Oak Knoll WMRs	210,000	162,876	47,124	77.6%
20-01	Hastings Drive Service Connection Replacements	-	123,648	(123,648)	0.0%
15-88	Vine Street (Zone 5) Improvements	-	5,082	(5,082)	0.0%
15-29	Belmont Canyon Road Water Main	-	3,476	(3,476)	0.0%
15-40	Hastings Drive Water Main Replacement	-	162,573	(162,573)	0.0%
20-09	Dairy Lane Operations Center Rehabilitation – Phase 1	150,000	-	150,000	0.0%
TOTAL CIP EXPENDITURES		8,281,946	2,523,906	5,758,040	30.5%
CAPITAL OUTLAY					
	Payroll Module - Springbrook	75,000		75,000	0.0%
	Trucks	50,000		50,000	0.0%
	Surveillance Equipment for Tanks	40,000		40,000	0.0%
	Miscellaneous Equipment	30,000	-	30,000	0.0%
TOTAL CAPITAL OUTLAY EXPENDITURES		195,000	-	195,000	
TOTAL EXPENDITURES		8,476,946	2,523,906	5,953,040	29.8%
NET FUNDING SOURCES LESS EXPENDITURES		\$ -	\$ -	\$ -	



Month	2022	2023
January	581,993	812,284
February	528,937	868,884
March	557,537	859,140
April	551,966	831,490
May	598,848	814,864
June	581,148	824,620
July	519,540	904,741
August	563,943	906,606
September	668,235	930,318
October	664,620	1,031,901
November	704,995	1,121,103
December	750,463	