



REGULAR MEETING
BOARD OF DIRECTORS
THURSDAY, JANUARY 26, 2017 – 6:30PM
3 DAIRY LANE, BELMONT CALIFORNIA

AGENDA

1. OPENING

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

2. PUBLIC COMMENT

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

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

4. ACKNOWLEDGEMENTS/PRESENTATIONS

- A. Overview of 2017 MPWD Calendar Contest Program and Distribute Calendar to the Board .
Jeanette Kalabolas and Tammy Rudock
- B. Present 2017 MPWD Calendar Contest Awards . Al Stuebing and Jeanette Kalabolas
- C. 15-MINUTE REFRESHMENT BREAK

5. CONSENT AGENDA

All matters on the Consent Agenda are to be approved by one motion. If Directors wish to discuss a consent item other than simple clarifying questions, a request for removal may be made. Such items are pulled for separate discussion and action after the Consent Agenda as a whole is acted upon.

- A. Approve Minutes for the Regular Board Meeting of December 15, 2016
- B. Approve Expenditures from December 10, 2016, through January 20, 2017

6. HEARINGS AND APPEALS

None.

7. REGULAR BUSINESS AGENDA

- A. Consider Resolution 2017-01 Authorizing a Water Service Agreement between the Mid-Peninsula Water District and Davey Glen . Belmont, LLP, for Mixed-Use Development located at 400-490 El Camino Real in Belmont, California
- B. Consider Resolution 2017-02 Authorizing a Professional Services Contract with Schaaf and Wheeler Consulting Civil Engineers, in the amount of \$87,610, plus a 10% Contingency of \$8,700, for a Total Budget of \$96,310, for Engineering Design Services Related to the Water Main Replacement Capital Projects along Francis Avenue, Davey Glen Road, and Academy Avenue in Coordination with the City Of Belmont and its Sewer Replacement Program
- C. BAWSCA Update

8. MANAGER'S AND BOARD REPORTS

- A. General Manager's Report, including Water Conservation Progress Summary
 - 1. Supplemented by Administrative Services Manager's Report
 - 2. Supplemented by Operations Manager's Report
 - 3. Supplemented by District Engineer's Report
- B. Financial Reports
- C. Director Reports

9. FUTURE AGENDA ITEMS

Requests from Board members to receive feedback, direct staff to prepare information, and/or request a formal agenda report be prepared and the item placed on a future agenda. No formal action can be taken.

10. COMMUNICATIONS

11. CLOSED SESSION

PUBLIC EMPLOYEE PERFORMANCE EVALUATION
AND ASSOCIATED NEGOTIATIONS
Government Code §§54957 and 54957.6
Title: General Manager

12. ADJOURNMENT

This agenda was posted at the Mid-Peninsula Water District's office, 3 Dairy Lane, in Belmont, California, and on its website at www.midpeninsulawater.org.

ACCESSIBLE PUBLIC MEETINGS

Upon request, the Mid-Peninsula Water District will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation (including auxiliary aids or services), to enable individuals with disabilities to participate in public meetings. Please contact the District Secretary at (650) 591-8941 to request specific materials and preferred alternative format or auxiliary aid or service at least 48 hours before the meeting.

Next Board Meeting: February 23, 2017, at 6:30PM

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

December 15, 2016
Belmont, California

1. OPENING

A. Call to Order:

The regular meeting of the Mid-Peninsula Water District Board of Directors was called to order by President Zucca at 6:32 PM.

B. Pledge of Allegiance – The Pledge of Allegiance was led by Director Warden.

C. Establishment of Quorum:

PRESENT: Directors Zucca, Warden, Stuebing, Vella, and Linvill

ABSENT: None

A quorum was present.

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

D. Election of Officers (Followed by Reception)

President Zucca called for nominations for President. President Zucca nominated Vice President Warden to be President, and Vice President Warden declined and stated that due to a number of factors he could not responsibly accept and fulfill the duties of President this year. Vice President Warden nominated Director Stuebing for the position. Director Vella moved to accept the nomination of Director Stuebing as President. Director Linvill seconded and it was unanimously approved.

President Stuebing nominated Vice President Warden to continue as Vice President. Director Zucca moved to accept the nomination of Vice President Warden to serve a second term as Vice President. Director Vella seconded and it was unanimously approved.

2. PUBLIC COMMENTS

None

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

None

4. ACKNOWLEDGEMENTS/PRESENTATIONS

Brent Chester – D4 Operator Certification from CA Department of Water Resources. Operations Manager Ramirez presented Field Operations Supervisor Brent Chester with his D-4 Operator Certificate from CA Department of Water Resources. He stated Brent has worked for the District for 22 years, since May 1994, and has grown with the District working his way up. Operations Manager Ramirez expressed that the D-4 exam is challenging and that Brent is a skilled test taker. Furthermore, he advised that staff relies on Brent for

52 operations information due to his specialized knowledge. Management expressed
53 congratulations with Brent's accomplishments.

54
55 Brent thanked the Board and management, and said he appreciated the opportunity given
56 by management to become educated on matters related to MPWD.

57
58 General Manager Rudock concluded that Brent is very serious about learning all that he can
59 to improve his skills and abilities. He is a great resource for operations and customer service
60 and plays a very important role in managing MPWD's GIS (Geographic Information System).
61 The Board congratulated Brent on the certification.

62
63 **5. CONSENT AGENDA**

64 **A. Approve Minutes for the Special Board Meeting on October 11, 2016, and Regular**
65 **Board Meetings on September 22, 2016 and November 16, 2016**

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67 **B. Approve Expenditures from November 10, 2016 through December 9, 2016**

68
69 **C. Approve Revised Annual Planning Schedule for Board of Directors**

70
71 Director Zucca moved to approve the Consent Agenda, Director Vella seconded, and it was
72 unanimously approved with the exception of Director Linvill and Vice President Warden, who
73 abstained from voting on the September 22, 2016 Regular Board meeting minutes as they
74 were not present at the September meeting.

75
76 **6. HEARINGS AND APPEALS**

77 None

78
79 **7. REGULAR BUSINESS AGENDA**

80 **A. MPWD Capital Improvement Program (CIP): Overview of Sale – Certificates of**
81 **Participation for CIP Financing – Presented by Wulff, Hansen & Company,**
82 **Municipal Finance Advisor**

83 General Manager Rudock introduced Bud Levine of Wulff, Hansen & Company, the
84 District's Municipal Finance Advisor, and turned the presentation over to him.

85
86 Mr. Levine started his presentation by sharing some background on the stock market's
87 direction. He noted the market had been extremely volatile leading up to December 7,
88 2016, but the date selected to receive bids on behalf of the MPWD yielded optimal
89 results. The fundamental write-up of the official "Notice of Sale", paired with the MPWD's
90 AA rating and zero debt factors, drew strong interest on the part of large lenders. Mr.
91 Levine advised that throughout the entire bid process he was in constant contact with
92 General Manager Rudock. The winning bid was secured by Citigroup. It has issued a
93 good faith check to the Trustee in the amount of \$200,000. The "Certificate of Award"
94 has been signed by General Manager Rudock. He confirmed that documents are now in
95 the hands of Bond Counsel and the money will fund on Wednesday, December 21,
96 2016. Additional related facts shared by Mr. Levine included that he only received one
97 inquiry throughout the entire process; Citigroup sold the holding within 2-3 days; and it
98 was anticipated that the estimated rating agency consultant and miscellaneous fees will
99 not be used, which means at the conclusion of a 90-day hold period approximately
100 \$40,000 in funds will transfer back to the project account. Mr. Levine reviewed briefly a
101 pricing chart comparing MPWD's bid to other municipalities, and he concluded by
102 congratulating staff for a job well done.

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Mr. Levine then opened the floor to questions. Director Warden inquired as to why the underwriting spread was so low. Mr. Levine advised it was his belief that there were a combination of factors, but essentially the tight spread was the result of an extremely well written document.

General Manager Rudock stated that Mr. Levine would be back for a final report at the January regular Board meeting.

B. Review MPWD PARS OPEB Trust Account Investment Structure and Performance, and Consider Resolution 2016-22 Approving Investment Portfolio for the PARS OPEB Trust Account

The PARS OPEB annual review report was distributed. General Manager Rudock introduced Jennifer Mesa of PARS (Public Agency Retirement Services) and Andrew Bates of HighMark Capital. Ms. Meza summarized the report, including the composition of the OPEB trust team, MPWD contributions from inception to date, the plan’s activity, and actuarial results.

Director Linvill asked a question with respect to the contributions summarized on page 4 of the presentation, as the account balance total was less than the figures provided. Ms. Meza explained that the \$4,000 (approximately) was due to administrative costs.

The second part of the presentation was made by Andrew Bates. Mr. Bates provided an overview of the trust account’s performance and shared investment highlights.

Director Warden asked if the District had interest in changing up the investment mix, and if that would mean changes to the allocations as well. Director Warden was concerned about recent market speculation with respect to bonds. Mr. Bates expressed it could be detrimental to change plan strategies mid-span and shared his professional opinion that the current portfolio demonstrates a conservative approach.

General Manager Rudock referenced the “Supplement to Agenda Item No. 7.B.” report that was distributed to each Director prior to the start of the meeting. An inquiry from Director Linvill prompted a review of the report and table that was inadvertently split between two pages that might have created confusion. Specifically, the “Account Balances” did not seem to add up, but that was because of the split table in the original report.

Director Zucca moved to accept Resolution 2016-22 Approving the Investment Portfolio for the PARS OPEB Trust Account, Director Warden seconded. Roll call was taken, and it was unanimously approved.

C. Schedule MPWD Strategic Planning Special Meeting in January 2017

Director Stuebing initiated the conversation with the Board about the proposed date of January 12, 2017 at 6:00PM to discuss the strategic plan.

Director Warden asked staff how much there was to discuss, and suggested perhaps the agenda could be limited to only hot topic items.

152 General Manager Rudock responded that the agenda would include a report on the
153 2016 MPWD accomplishments and the strategic planning should include discussion
154 about action items for 2017.

155
156 Director Warden moved to accept the date of January 12, 2017 for the MPWD Strategic
157 Planning Special Meeting at 6:00PM. Director Vella seconded, and it was unanimously
158 approved.

159
160 **D. Receive BAWSCA Update**

161 Director Vella reported the BAWSCA Board had a closed session, which was about the
162 CEO's performance evaluation. San Francisco Public Utilities Commission (SFPUC)
163 reported on the most recent snow pack report. Most Regional Water System reservoirs
164 are at or above 80% capacity; however, the snow pack to date is minimal. He also
165 provided updates on the Hetch Hetchy lawsuit.

166
167 General Manager Rudock highlighted an SFPUC flyer she received. SFPUC created the
168 notice for staff to use in briefing elected officials and the media on the State Water
169 Resources Control Board (SWRCB) Substitute Environmental Document (SED) and the
170 SFPUC's position. Agency response letters are encouraged and should be sent to the
171 SWRCB.

172
173 Director Vella concluded by sharing that Peter Drekmeier, Public Policy Director of the
174 Tuolumne River Trust had recently reported some misinformation about Bay Area Water
175 Supply & Conservation Agency's (BAWSCA) interests to other local officials, and Nicole
176 Sandkulla, BAWSCA's CEO, shared her written response correcting Mr. Drekmeier's
177 report at the last Board Policy Committee meeting.

178
179 **8. MANAGER AND BOARD REPORTS**

180 **A. General Manager's Report**

181 General Manager Rudock reported on the recent SFPUC blend change issue that
182 caused several water quality complaints. She advised that customers were notified
183 through posts to the MPWD website and on Nextdoor (a local social media network).
184 District Operations Manager Ramirez and Lead Operator Rick Bisio were working with
185 Operations staff to implement a residual system flush plan.

186
187 Director Linvill noted that this may be a good year for flushing the system.

188
189 Director Warden shared that he noticed the comments posted on Nextdoor seemed to
190 be isolated to the Sterling Downs and Homeview neighborhoods (Zone 1).

191
192 Director Vella advised that he was seeing complaints on Hallmark's Nextdoor forum as
193 well, so complaints may not be specific to a single zone.

194
195 District Operations Manager Ramirez shared that SFPUC is reporting that algae in the
196 San Antonio reservoir seems to be the cause. He also stated that SFPUC plans to pull
197 Hetch Hetchy offline for a 60-day period in early 2017, but will likely use another water
198 supply source in order to avoid the taste and odor concerns.

199
200 General Manager Rudock further reported customers in the MPWD system continued to
201 conserve water, and that California is promoting its "Water Conservation A Way of Life"
202 campaign, including recent permanent water conservation initiatives. Staff will provide

203 more information as the program is finalized. She added the AB 1234 ethics training
204 deadline is fast approaching for key officials at the MPWD. MPWD was presented with
205 the “ACWA/JPIA President’s Special Recognition Award” at the recent annual
206 conference in Anaheim, which recognized the MPWD’s low ratio of paid claims and
207 losses. She reminded the Board that Director and other designate agency officials’ Form
208 700s are due by April 1st. Harassment Prevention Training has now been extended to
209 include elected officials and must be completed in 2017. February 28, 2017 is MPWD’s
210 deadline in order to maintain everyone on the same schedule. General Manager Rudock
211 concluded by sharing the CUWCC issued a letter that they are in the process of
212 restructuring their organization and MPWD as a member is supportive of the change.
213

214 **1. Supplemented by Administrative Services Manager’s Report**

215 Secretary Pina pointed out the schedule of cash and investments balance had
216 increased by \$500,000 due to the transfer of money from the District’s checking
217 account to the LAIF account.
218

219 General Manager Rudock also advised that final payment was issued to the
220 contractor for the project on Alameda De Las Pulgas.
221

222 **2. Supplemented by Operations Manager’s Report**

223 Operations Manager Ramirez spoke about the State’s lead and copper school
224 testing program that water suppliers will need to comply with in 2017. Since the
225 incident in Flint, Michigan, the EPA has started to question the State’s role in
226 monitoring water quality. Staff is working on a compliance program and will test
227 schools within the District’s service territory as requested. The program requires that
228 five samples be taken from various locations and the MPWD will be responsible for
229 those costs. If results yield higher than 15ppb, schools will be required to take
230 corrective action at their expense. The State will execute the program and the
231 trigger to engage the aid of municipalities will be specified in letters sent to every
232 school in California. Once contacted by a school, the MPWD will have 90 days to
233 complete the sampling. Estimated cost to the District is approximately \$2,000. In the
234 event a school yields a negative test result, they will be responsible for plumbing
235 repairs. This task will require ample staff time.
236

237 Director Warden asked staff why schools could not simply absorb the task
238 themselves. Operations Manager Ramirez advised that the State’s preference is the
239 handling is done by water supply/quality experts.
240

241 Director Vella asked if it was going to be a problem as campuses are likely to contain
242 leaks and cannot be contained. Operations Manager Ramirez stated that the District
243 would do its best to isolate test zones. Director Vella also inquired as to what might
244 warrant a retest and who follows up. Operations Manager Ramirez clarified that
245 MPWD reports findings to the State and it is the party responsible for requesting
246 corrective action to be taken by the schools. Operations Manager Ramirez
247 concluded that the District cannot share results with schools or concerned parents.
248 Staff will also do its best to accommodate school schedules.
249

250 Treasurer Ira commented that testing is really becoming a hot button item across the
251 country. He mentioned that he had heard recently that schools in Corpus Christi,
252 Texas were being closed due to high levels of lead contamination.
253

254 President Stuebing asked Operations Manager Ramirez if the leak reported on Anita
255 Court in November had been resolved. Staff confirmed that it had.
256

257 **3. Supplemented by District Engineer’s Report**

258 Engineer Pakpour reported that his staff is currently working on five CIP projects for
259 the District. They are also in the final stages of wrapping up the engineering RFQ for
260 El Camino Real, Hwy 101 crossing at PAMF, and Old County Road capital projects.
261

262 Director Warden voiced his concerns that MPWD should not carry the entire cost
263 burden when it comes to paving city streets as some of these projects progress.
264 Engineer Pakpour acknowledged Director Warden’s concerns and advised that as
265 there are no immediate plans to pave, there is plenty of time to discuss shared
266 opportunities with City of Belmont staff.
267

268 Engineer Pakpour also reported that staff met with City of Belmont representatives
269 on Tuesday, December 6, 2016 to discuss its sewer plans at three proposed project
270 locations. The District has decided to hire the City’s engineering consultant to design
271 the MPWD’s water main replacements in those areas. Engineer Pakpour added that
272 this may be a good time to discuss cost sharing between the District and the City
273 with respect to overlapping projects.
274

275 Director Zucca suggested that staff, through the existing MPWD/City of Belmont
276 working group, draw up a 5-year formal written process to coordinate water, sewer
277 and pavement plans.
278

279 Director Linvill advised that she met with Mayor Stone recently and they talked about
280 a number of issues, including local housing and Measure I funding.
281

282 Director Warden expressed that coordination between municipalities can be
283 challenging when operations are run separate and independent of one another.
284

285 Director Zucca asked District Counsel Sherman if she could research whether there
286 are any City requirements obligating the District to pave entire roadways at the
287 conclusion of District pipeline projects.
288

289 Director Vella asked Engineer Pakpour several questions about the three active
290 water mains on Old County Road and pipe sizing.
291

292 **B. Financial Reports**

293 General Manager Rudock reported that operating revenues are a little higher than
294 projected and operating expenses are near target projections.
295

296 **C. Director Reports**

297 President Stuebing shared an interesting news clip he saw on a local news channel. The
298 piece was in reference to a recent sink hole that had opened up on Market Street in San
299 Francisco. The cause was a pipe that was estimated to be 95 years old.
300

301 Director Zucca shared that he received a letter from Howard Jones, a member of the
302 Harbor Association District on November 3, 2016, stating that he enjoyed the
303 presentation and budget comments shared by Director Zucca during his recent
304 presentation.

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9. FUTURE AGENDA BUSINESS ITEMS

None

10. COMMUNICATIONS

Director Linvill inquired if staff or other Board members had received a letter from Mark Church, San Mateo County Assessor-Clerk’s Office. General Manager Rudock advised the District had not. Director Vella explained that the letter received was sent to all residents of Belmont in reference to Board term extension.

11. CLOSED SESSION

The Board adjourned into Closed Session at 9:07PM to discuss one matter.

**A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
AND ASSOCIATED NEGOTIATIONS
Government Code §§54957 and 54957.6
Title: General Manager**

The Board came out of closed session at 9:38PM. District Counsel reported that no action had been taken.

12. ADJOURNMENT

The meeting was adjourned at 9:40PM.

DISTRICT SECRETARY

APPROVED:

BOARD PRESIDENT

Accounts Payable

Checks by Date - Summary by Check Date

User: candyp
 Printed: 1/19/2017 4:53 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
41	CALPERS	CALPERS	12/12/2016	7,137.17
42	ICMACONT	ICMA contributions	12/12/2016	666.24
43	HEALTHEQ	Health Equity	12/12/2016	534.58
98	CLIENTSV	Client Analysis Svs Charge	12/12/2016	4,339.68
Total for 12/12/2016:				12,677.67
31703	ACCELA	ACCELA, INC. #774375	12/13/2016	28,176.95
31704	AIRGAS	AIRGAS, LLC	12/13/2016	238.18
31705	ATT30348	AT&T	12/13/2016	4.62
31706	ATT60197	AT&T 60197	12/13/2016	8.77
31707	BPLANDSC	BAY POINTE LANDSCAPE	12/13/2016	1,050.00
31708	BENNETT	BENNETT MARINE UTILITY, LLC.	12/13/2016	1,465.00
31709	BFIOFCAL	BFI of CALIFORNIA INC. - OX MTN. LA	12/13/2016	2,531.12
31711	CINTS	CINTAS CORPORATION	12/13/2016	376.26
31712	FINISHMA	FINISHMASTER	12/13/2016	360.26
31713	GRANITE	GRANITE ROCK, INC.	12/13/2016	466.33
31714	HOMEDEPC	HOME DEPOT	12/13/2016	688.94
31715	INDORAIR	INDOOR AIR DESIGN, INC.	12/13/2016	175.00
31716	DAVIDSON	JOHN T. DAVIDSON	12/13/2016	4,629.19
31717	KELLYMOR	KELLY-MOORE PAINT CO	12/13/2016	28.71
31718	KIMBALLM	KIMBALL MIDWEST	12/13/2016	225.71
31719	MATCOTLS	MATCO TOOLS	12/13/2016	280.32
31720	NAPAAUTO	NAPA AUTO PARTS	12/13/2016	348.73
31721	OFFICEDE	OFFICE DEPOT, INC.	12/13/2016	232.09
31722	OFFICTEM	OFFICE TEAM	12/13/2016	1,143.60
31723	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	12/13/2016	16,057.14
31724	PETCAT	PETERSON CAT	12/13/2016	278.80
31725	PRECISE	PRECISE, INC.	12/13/2016	618.44
31726	RANDB	ROBERTS & BRUNE CO. INC.	12/13/2016	5,347.50
31728	SFPUCFIN	SFPUC FINANCIAL SERVICES	12/13/2016	3,975.00
31729	STEPFORD	STEPFORD BUSINESS, INC.	12/13/2016	19,413.69
31730	STEVCRKQ	STEVENS CREEK QUARRY, INC.	12/13/2016	762.62
31731	HANNAGRC	THE HANNA GROUP	12/13/2016	175.00
31732	VALLEYOL	VALLEY OIL COMPANY	12/13/2016	998.07
Total for 12/13/2016:				90,056.04
99	ACHRETN	ACH Returns	12/15/2016	43.46
Total for 12/15/2016:				43.46
100	ADPPRFEE	ADP Payroll Fees	12/16/2016	99.83
Total for 12/16/2016:				99.83

Check No	Vendor No	Vendor Name	Check Date	Check Amount
101	ACHRETN	ACH Returns	12/19/2016	94.38
31733	SCPAIN	SAN CARLOS PAINT & BODY	12/19/2016	7,326.19
Total for 12/19/2016:				7,420.57
45	CALPERS	CALPERS	12/20/2016	1,398.52
46	CALPERS	CALPERS	12/20/2016	1,168.63
47	HEALTHEQ	Health Equity	12/20/2016	400.00
48	ICMACONT	ICMA contributions	12/20/2016	2,416.63
31734	AKUTAGAW	JON AKUTAGAWA	12/20/2016	5.80
31735	ATT60197	AT&T 60197	12/20/2016	19.94
31736	BARDALES	CLAUDIA BARDALES	12/20/2016	5.30
31737	BENNETT	BENNETT MARINE UTILITY, LLC.	12/20/2016	2,930.00
317380	BLUELINE	BLUELINE RENTAL	12/20/2016	2,196.08
317390	BORKARM/	MANDAR BORKAR	12/20/2016	36.00
317400	BOZZINIF	FRANK BOZZINI	12/20/2016	9.80
317410	CGUHLENB	C G UHLENBERG LLP	12/20/2016	1,325.00
317420	COMCAST	COMCAST	12/20/2016	403.06
317430	DABABOGF	GHOSSAN DABABO	12/20/2016	27.60
317440	DMZBUILD	DMZ BUILDERS	12/20/2016	1,441.66
317450	DUGGARLE	LEENA DUGGAR	12/20/2016	51.68
317460	FERGWATE	FERGUSON WATER	12/20/2016	2,079.45
317470	LINCOLNL	LINCOLN LIFE	12/20/2016	175.00
317480	MARTINHO	MARK MARTINHO	12/20/2016	11.40
317490	OFFICTEM	OFFICE TEAM	12/20/2016	1,143.60
317500	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	12/20/2016	500.00
317510	PETRASAM	P PETRAS-AMES	12/20/2016	80.12
317520	PG&E	PG&E CFM/PPC DEPT	12/20/2016	4,268.20
317530	SANCHEZC	CESAR SANCHEZ	12/20/2016	1,204.64
317540	YEUNGANI	ANDY YEUNG	12/20/2016	7.40
317550	ZAFARULL	KHAJA ZAFARULLAH	12/20/2016	88.87
Total for 12/20/2016:				23,394.38
102	CALPERS	CALPERS	12/21/2016	2,567.15
Total for 12/21/2016:				2,567.15
103	ACHRETN	ACH Returns	12/23/2016	490.12
104	ADPPRFEE	ADP Payroll Fees	12/23/2016	153.64
Total for 12/23/2016:				643.76
105	ADPPRFEE	ADP Payroll Fees	12/30/2016	107.03
Total for 12/30/2016:				107.03
49	ICMACONT	ICMA contributions	12/31/2016	666.24
59	HEALTHEQ	Health Equity	12/31/2016	834.58
70	CALPERS	CALPERS	12/31/2016	3,249.02
82	CALPERS	CALPERS	12/31/2016	3,888.15
83	CALPERS	CALPERS	12/31/2016	8,210.42
Total for 12/31/2016:				16,848.41
84	ICMACONT	ICMA contributions	01/04/2017	1,823.08

Check No	Vendor No	Vendor Name	Check Date	Check Amount
85	HEALTHEQ	Health Equity	01/04/2017	350.00
86	CALPERS	CALPERS	01/04/2017	1,168.63
87	CALPERS	CALPERS	01/04/2017	1,398.52
88	HEALTHEQ	Health Equity	01/04/2017	6,000.00
89	HEALTHEQ	Health Equity	01/04/2017	47,400.00
Total for 1/4/2017:				58,140.23
31758	CALCHAME	CALIFORNIA CHAMBER OF COMMER	01/05/2017	117.91
31759	CINTS	CINTAS CORPORATION	01/05/2017	378.51
31760	COMCAST	COMCAST	01/05/2017	260.33
31761	COMCASTB	COMCAST BUSINESS	01/05/2017	628.83
31762	ELECTROM	ELECTRO-MOTION, INC.	01/05/2017	4,751.00
31763	FREIRECH	CHRIS FREIRE	01/05/2017	632.97
31764	GSFLOWM	GOLDEN STATE FLOW MEASUREMENT	01/05/2017	65,574.63
31765	GRANITE	GRANITE ROCK, INC.	01/05/2017	1,509.60
31766	HOMEDPC	HOME DEPOT	01/05/2017	130.37
31768	DAVIDSON	JOHN T. DAVIDSON	01/05/2017	3,072.97
31769	lincoln	LINCOLN LIFE	01/05/2017	175.00
31770	MHN	MHN	01/05/2017	45.54
31771	OFFICEDE	OFFICE DEPOT, INC.	01/05/2017	186.11
31772	OFFICTEM	OFFICE TEAM	01/05/2017	1,901.24
31773	PACOFFIC	PACIFIC OFFICE AUTOMATION	01/05/2017	185.30
31774	PACWEST	PACIFIC WEST SECURITY, INC.	01/05/2017	1,770.00
31775	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	01/05/2017	51,323.70
31776	PARS	PARS	01/05/2017	300.00
31777	PG&E	PG&E CFM/PPC DEPT	01/05/2017	5,398.14
31778	PIT71896	PITNEY BOWES 371896	01/05/2017	109.31
31779	PRECISE	PRECISE, INC.	01/05/2017	614.99
31780	RICOHPhi	RIICOH Philadelphia	01/05/2017	483.55
31781	RUDOCK	TAMMY RUDOCK	01/05/2017	112.92
31782	SFWATER	SAN FRANCISCO WATER DEPT	01/05/2017	338,796.90
31783	SFPUCFIN	SFPUC FINANCIAL SERVICES	01/05/2017	1,875.00
31784	STANDINS	STANDARD INSURANCE COMPANY	01/05/2017	780.01
31785	STEPFORD	STEPFORD BUSINESS, INC.	01/05/2017	5,236.43
31786	USBANKPR	U.S. BANK PARS ACCT# 6746019200	01/05/2017	36,234.00
31787	UPS	UPS	01/05/2017	17.37
31788	VANGUAR	VANGUARD CLEANING SYSTEMS, INC	01/05/2017	385.00
31789	VERIZON	VERIZON WIRELESS	01/05/2017	889.58
31790	PG&E	PG&E CFM/PPC DEPT	01/05/2017	2,210.69
317561	ACWAJPIA	ACWA/JPIA	01/05/2017	44,141.23
317571	ATT60197	AT&T 60197	01/05/2017	1,231.09
Total for 1/5/2017:				571,460.22
106	WFBUSCAR	WELLS FARGO BUSINESS CARD	01/09/2017	2,599.23
107	WFBUSCAR	WELLS FARGO BUSINESS CARD	01/09/2017	2,919.73
Total for 1/9/2017:				5,518.96
31791	ATT30348	AT&T	01/11/2017	1.54
31792	ATT60197	AT&T 60197	01/11/2017	38.69
31793	BAWSCA	BAY AREA WATER SUPPLY & CONSER	01/11/2017	17,685.41
31794	BLUELINE	BLUELINE RENTAL	01/11/2017	104.66
31795	AWWACER1	CA-NV SECTION	01/11/2017	200.00
31796	CARQUEST	CARQUEST AUTO PARTS	01/11/2017	46.50

Check No	Vendor No	Vendor Name	Check Date	Check Amount
31797	CINTS	CINTAS CORPORATION	01/11/2017	757.56
31798	GSSMOGCK	GOLDEN STATE SMOG CENTER	01/11/2017	149.25
31799	HANSONBR	HANSON, BRIDGETT	01/11/2017	8,752.30
31800	homedepo	HOME DEPOT	01/11/2017	170.24
31801	INTRBATT	INTERSTATE BATTERY SYSTEM, INC.	01/11/2017	126.83
31802	DAVIDSON	JOHN T. DAVIDSON	01/11/2017	2,890.00
31803	KIMBALLM	KIMBALL MIDWEST	01/11/2017	170.70
31804	lincolnI	LINCOLN LIFE	01/11/2017	175.00
31805	MATCOTLS	MATCO TOOLS	01/11/2017	506.15
31806	MCNAMAR	McNAMARA TRANSPORT, INC.	01/11/2017	1,900.00
31807	MOSSRUBB	MOSS RUBBER & EQUIPMENT CORP	01/11/2017	142.74
31808	NAPAAUTO	NAPA AUTO PARTS	01/11/2017	45.74
31809	OFFICTEM	OFFICE TEAM	01/11/2017	686.16
31810	PG&E	PG&E CFM/PPC DEPT	01/11/2017	42,382.76
31811	RECOLOGY	RECOLOGY SAN MATEO	01/11/2017	651.04
31812	RANDB	ROBERTS & BRUNE CO. INC.	01/11/2017	2,308.08
31813	SMCEAC	San Mateo County EAC	01/11/2017	50.00
31814	VALLEYOL	VALLEY OIL COMPANY	01/11/2017	1,164.81
Total for 1/11/2017:				81,106.16
31815	ACWA5661	ACWA JPIA	01/19/2017	8,264.64
31816	ACWAJPIA	ACWA/JPIA	01/19/2017	44,141.23
31817	ATT60197	AT&T 60197	01/19/2017	20.28
31818	BAWSCA	BAY AREA WATER SUPPLY & CONSER	01/19/2017	616.00
31819	BELCHAME	BELMONT CHAMBER OF COMMERCE	01/19/2017	128.00
31820	CARLHARD	CARLMONT HARDWARE	01/19/2017	18.47
31821	CINTS	CINTAS CORPORATION	01/19/2017	737.77
31822	COMCAST	COMCAST	01/19/2017	402.94
31823	GITMANRE	REGINA GITMAN	01/19/2017	574.00
31824	GRANITE	GRANITE ROCK, INC.	01/19/2017	158.43
31825	HACHCOMI	HACH COMPANY INC	01/19/2017	953.24
31826	HOMEDEPC	HOME DEPOT	01/19/2017	136.42
31827	interall	INTERSTATE ALL BATTERY CENTER	01/19/2017	72.59
31828	CHUAKELV	CHUA KELVIN	01/19/2017	638.30
31829	OFFICTEM	OFFICE TEAM	01/19/2017	914.88
31830	PACOFFIC	PACIFIC OFFICE AUTOMATION	01/19/2017	184.88
31831	PARS	PARS	01/19/2017	300.00
31832	PG&E	PG&E CFM/PPC DEPT	01/19/2017	12,642.42
31833	POLLARDW	POLLARDWATER, INC.	01/19/2017	1,116.75
31834	PRECISE	PRECISE, INC.	01/19/2017	8,725.92
31835	RICOHPhi	RIICOH Philadelphia	01/19/2017	349.17
31836	SFPUCFIN	SFPUC FINANCIAL SERVICES	01/19/2017	1,675.00
31837	THOMPRED	THOMPSON REUTERS - WEST PMT CE	01/19/2017	116.62
31838	UPS	UPS	01/19/2017	21.34
Total for 1/19/2017:				82,909.29
Report Total (161 checks):				952,993.16



AGENDA ITEM NO. 7.A.

DATE: January 26, 2017
TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager

SUBJECT: ADOPT RESOLUTION NO. 2017-01 AUTHORIZING A WATER SERVICE AGREEMENT BETWEEN THE MID-PENINSULA WATER DISTRICT AND DAVEY GLEN - BELMONT, LP, FOR A MIXED-USE DEVELOPMENT LOCATED AT 400-490 EL CAMINO REAL IN BELMONT, CA

RECOMMENDATION:

Adopt Resolution 2017-01, which authorizes the General Manager to execute a Water Service Agreement (WSA) with Davey Glen – Belmont, LP, (Developer), for a mixed-use development located at the intersection of El Camino Real and Davey Glen (400-490 El Camino Real) in Belmont.

FISCAL IMPACT:

The WSA details the fees and charges due from the Developer to the District for their share of capacity, water demand offset, water meter and fire service installation fees, inspection fees, and the plan check fees that total \$530,853 (includes a total of \$5,000 for plan check fees).

DISCUSSION:

A mixed-use development with 4,990 square feet of commercial space near the intersection of El Camino Real and Davey Glen and 73 residential units located against the back of the property in an “L” shape is to be built between 400 and 490 El Camino Real. Water services to the site consist of a 6-inch service off of Davey Glen for the 73 residential units and irrigation needs and a 4-inch combination service off of Davey Glen for commercial domestic and fire needs. Developer is also responsible for constructing two (2) new public fire hydrants off of Davey Glen and El Camino Real.

After reviewing an initial site plan for the development, and after some internal discussions and external communications with the Developer, the domestic water will be metered by 73 AMI water meters to be located on private property within the parking

garage, which is not the general case. Generally speaking, District infrastructure, such as a water meter, is located within the public right-of-way. In this case the District infrastructure cannot be located in the right of way without taking up a lot of room, so the District has required Developer to set aside a secure location within the parking garage where the 73 water meters can be located in a fashion that has limited access and yet is easy for District entry and maintenance of the 73 individual meters for customers. The District is also requiring a site along Davey Glen next to the parking garage for several large water meter boxes that will house the AMI meter transmitters. Wiring from the water meters to the transmitters will be carried within four (4) 3-inch conduits from the location of the water meters and to the meter boxes.

The remainder of the WSA has sections focused on such things as a time frame for getting started on building the water system; inspection of the water system facilities by District staff; payment of fees and charges to the District; warranty and indemnity; the conveyance of easements, grant deeds, recorded tract map or lands in a form acceptable to the District for public infrastructure on the private property; and acceptance of the water system constructed by the Developer.

The WSA was prepared by District Counsel and staff before being shared with the Developer for comment and concurrence with terms.

Attachments: Resolution No. 2017-01
 Water Service Agreement

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

UNANIMOUS_____ STUEBING_____ WARDEN_____ VELLA_____ LINVILL_____ ZUCCA_____

RESOLUTION NO. 2017-01

**AUTHORIZING A WATER SERVICE AGREEMENT
BETWEEN THE MID-PENINSULA WATER DISTRICT AND
DAVEY GLEN-BELMONT, LP, FOR MIXED-USE DEVELOPMENT
LOCATED AT 400-490 EL CAMINO REAL IN BELMONT, CA**

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, the Mid-Peninsula Water District (District) normally serves water to customers through water meters located within the public right of way and not private property; and

WHEREAS, Davey Glen – Belmont, LP, of San Mateo, California (Developer) proposes a mixed-use development project at 400-490 El Camino Real in Belmont, California, including 73 residential units with 5/8-inch water meters, one (1) 5/8-inch residential common meter, one (1) 5/8-inch irrigation meter, one (1) 2-inch commercial water service, one (1) 4-inch fire water service, one (1) 6-inch fire water service, and two (2) publicly-owned fire hydrants, and because of the size, location of the development, and area required for 73 AMI water meters and their transmitters, the 73 water meters will be located in a limited access room located within the project's parking garage and their transmitters will be located in meter boxes just outside the parking garage on private property; and

WHEREAS, the District is requiring a Water Service Agreement to formalize the creation of a Water Utility System, timely installation of said Water Utility System, provisions for District personnel to inspect construction of said Water Utility System, a calculation of fees and charges due from Developer to the District prior to the District's

acceptance of the Water Utility System, conveyance of title to the Water Utility System by the Developer to the District, conveyance of easements from the Developer to the District necessary for access to and maintenance of the Water Utility System, individual meters, transmitters, and irrigation meter, and description of the conditions to be met by Developer prior to the District accepting the Water Utility System.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mid-Peninsula Water District hereby authorizes the General Manager to execute the Water Service Agreement, in a form approved by legal counsel, between the District and Davey Glen – Belmont, LP, for the mixed-use development project located at 400-490 El Camino Real in Belmont, CA.

REGULARLY passed and adopted this 26th day of January, 2017.

AYES:

NOES:

ABSENT:

PRESIDENT

ATTEST:

SECRETARY

WATER SERVICE AGREEMENT

400 – 490 EL CAMINO REAL, BELMONT, CA.

THIS AGREEMENT is made as of this 26th day of January 2017, between MID-PENINSULA WATER DISTRICT ("District"), and Davey Glen – Belmont, LP ("Owner").

THE PARTIES AGREE AS FOLLOWS:

1. RECITALS

This Agreement is entered into with regard to the following facts and circumstances.

A. District is a public agency organized under the provisions of the California Water Code and is engaged in the storage, transmission and sale of water for domestic purposes within San Mateo County.

B. Owner is engaged in the development of real property within the geographical limits of the District. Owner is the owner of certain real property consisting of approximately 80,586 sq. ft. (1.85) acres MOL located along El Camino Real, in the City of Belmont, Assessor's Parcel Numbers 044-162-150 and 044-162-160 ("the Property").

C. Owner has obtained approval from the City of Belmont for, and proposes to construct on the Property, a mixed-use community including seventy-three (73) residential units and a 4,990 sq. ft. commercial building, along with an underground private parking garage, the location of which is as shown on Exhibit A (the "Project").

In total, the Property will require water service consisting of seventy-three (73) five-eighth inch (5/8") residential water meters, one (1) five-eighth inch (5/8") residential common water meter, one (1) five-eighth inch (5/8") irrigation water service, one (1) two inch (2") commercial water service, one (1) four inch (4") fire water service and one (1) six inch (6") fire water service, and two (2) publicly-owned fire hydrants.

2. APPROVAL OF WATER UTILITY SYSTEM

The Water Utility System, as defined below, shown on and described in the 400 – 490 *El Camino Real Plans* consisting of Plans submitted as follows:

NS-1, UT-1, DT-3

C1.01, C5.01, C7.03

A1.01, A2.0, A2.0C

E3.0N, E3.1N

P2.0S, P4.2

Reference to the MPWD approved plans for proposed development project

(Hereinafter, the "Approved Water Service Plans"), as approved by the District. A copy of the reviewed submittal documents is on file at the office of the District and is incorporated herein by this reference.

"Water Utility System" means the water mains, house service lines, fire service lines, fittings, valves and housing thereof, fire hydrants, and all appurtenances thereto, except water meters for individual units along with the vaults they are housed in, transmitters, along with the vaults they are housed in, and any irrigation meter(s) required to service the Project, as depicted and described in the reviewed submittal documents. "Water Utility System" shall also

include the electrical conduits shown on plan sheets E3.0N and E3.1N that will contain the electrical wiring between the District's water meters and the transmitters.

3. INSTALLATION

A. Owner shall commence installation of the Water Utility System no later than twelve (12) months, subject to extension for force majeure events not the fault of Owner, after the date of this Agreement and shall complete its installation within twenty-four (24) months after the date of this Agreement. If installation is not commenced and/or completed by such dates, the District may terminate this Agreement, unless the delay is solely attributable to events, such as fire, flood or earthquake, which are beyond the control of, and not the fault of, Owner.

B. Owner shall install the Water Utility System in accordance with the location and sizes shown on the reviewed submittal documents identified in Section 2, in accordance with such specifications and standards as the District may prescribe, and in accordance with the further reasonable directions of the District Engineer and District General Manager. Construction shall include off site facilities and connections to existing facilities as detailed on the Approved Water Service Plans and shall be performed in a manner satisfactory to the District.

4. INSPECTION; CONSTRUCTION

A. Prior to commencing construction of the Water Utility System, Owner shall furnish to the District Engineer, at Owner's expense, a report by a competent soils engineer or soils laboratory indicating that the compaction in the fills within which water facilities are to be installed is in accordance with the District's specifications and standards, or meets such other criteria as the District Engineer may prescribe.

B. Owner shall notify District in writing at least ten (10) days in advance of the proposed starting date for construction of the Water Utility System and shall not commence construction unless the District Engineer or other authorized District inspector is at the site of the work when said construction begins. District agrees to make the District Engineer or other authorized District inspector available to be on site, provided the ten (10)-day advance notice is given by Owner or Owner's representative. If construction is not continuous, District shall be notified at least forty-eight (48) hours in advance of the resumption of said construction. Any work performed without notice to District may be rejected by District on that ground alone. The District Engineer or other authorized District inspector will observe and inspect facilities solely to protect the interest of the District and in accordance with the Approved Water Service Plans and district specifications and details to determine whether the completed work is acceptable to District and can be incorporated into the District system. The District does not assume thereby any responsibility for the operations or safety practices of Owner, Owner's agents or contractors. Owner is responsible for correct location of all facilities which it installs. The District Engineer will not inspect facilities installed "downstream" of the individual meters.

C. Owner shall permit District's employees and authorized representatives to inspect the Water Utility System, and the plans and materials therefor, at any reasonable time before, during, or after installation.

D. Owner shall repair at its expense (or, at the option of District, shall reimburse District for the actual cost of repairs effected by it) any damage to District property caused by Owner, its agents, employees, or contractors in constructing the Water Utility System.

5. PAYMENT OF FEES AND CHARGES

The Owner will pay applicable fees and charges as follows:

A. Capacity and Water Demand Offset Fees. Concurrently with the execution of this Agreement, Owner shall pay Capacity and Water Demand Offset fees in the amount of Four Hundred Seventy Nine Thousand Two Hundred Forty One and 00/100 Dollars (\$479,241.00), calculated as follows:

Capacity and Water Demand Offset Fees

Size & Type Connection	Capacity Charges & Water Demand Offset Fees	Number of Connections	Total Fee
5/8" Multi-Family	\$6,005	73	\$438,365
5/8" Irrigation	\$9,375	1	\$9,375
5/8" Commercial	\$9,375	1	\$9,375
2" Commercial	\$53,376	1	\$53,376
1" Service (Credit)	(\$15,625)	2	(\$31,250)
Total			\$479,241

B. Water Meter and Fire Service Installation and Inspection Fees.

Concurrently with the execution of this Agreement, Owner shall deposit Fifty-Six Thousand Six Hundred Twelve and 17/100 Dollars (\$56,612.17) towards the cost of installation and inspection of two (2) six inch fire hydrants, one (1) four inch (4") fire service and one (1) six inch (6") fire service connection, and seventy five (75) five-eighth inch (5/8") and one (1) two inch (2") individual water meters and transmitters. Owner will pay the District's actual cost of purchase and installation of such meters at the time it wishes to arrange for meter installation. If the actual

cost is less than the deposit, the difference will be refunded. If the actual cost is more than the deposit, Owner shall pay the difference.

C. Plan Check. Owner, on March 31, 2015 submitted a \$1,500 deposit and on April 4, 2016 submitted a \$3,500 deposit for reviewing plans and preparation of plan check comments and associated water service documents.

D. Total Payment Due with Agreement. The total payment due concurrently with execution of this Agreement shall be Five Hundred Thirty Thousand Eight Hundred Fifty Three and 17/100 Dollars (\$530,853.17), which represents the sum of fees listed in paragraphs A, B, and C.

E. Payment Due Prior to Acceptance. Owner shall reimburse District for District's actual out-of-pocket costs paid and incurred for engineering, legal, and inspection services directly related to the Project, including continued engineering review of "final" plans and all construction inspection services in excess of the \$5,000 paid under Section 5.C. This will include costs incurred by the District due to the District's involvement in any disputes regarding the installation or use of the Water Utility System or the compliance with any of the terms and conditions of this Agreement. District will submit copies of invoices for all such work to Owner upon completion of the Water Utility System. Owner will pay the amount due promptly and in any event prior to acceptance of the Project by the District. The District will not provide water service to the Property until all fees and charges have been paid by Owner, including all costs the District incurs that must be reimbursed to the District.

6. WARRANTY/INDEMNITY

A. Owner guarantees all work done under this Agreement will be free from faulty materials and workmanship for a period of two (2) years from the date of acceptance of the Water Utility System by the District. Owner agrees to repair or replace any and all work through the warranty period that is not in accordance with the requirements of this Agreement, without any cost or expense to the District.

B. District shall not be responsible or held liable in any manner whatsoever for any injury or damage which may be done to any person or property (or other loss or liability) as a result of the installation of the Water Utility System.

C. Owner, on its behalf and on behalf of its successors in interest, hereby agrees to waive any claims against District arising from or related to the events and activities described in Subsections A. and B., above, and to indemnify the District and hold it free, safe and harmless of, from and against any and all liability for the death of or injury to any person and for the loss of, or damage to, any property (including the loss of its use and including against any and all claims by subsequent purchasers of the Property or units constructed on the Property) which may arise from such events and activities. Owner further agrees to defend, with counsel reasonably acceptable to the District, any and all such claims, actions, or suits, and to pay all charges of attorneys and all other costs and expenses incurred by the District. The agreements contained in this paragraph shall survive the performance of the remainder of this Agreement and shall remain in full force and effect notwithstanding such performance.

D. The provisions of Sections 6.B. and 6.C. shall not be applicable to injury or damage, loss or liability caused by the District's sole, active negligence or willful misconduct.

7. INSURANCE

A. Owner or its construction contractor shall, at its cost, maintain in full force and effect during the period beginning with commencement of construction of the Water Utility System and terminating no earlier than thirty (30) days after completion thereof and approval by District for its connection with the District's distribution system, a policy or policies of liability insurance, as follows:

1. Bodily and personal injury liability in an amount not less than One Million Dollars (\$1,000,000.00) per person and Two Million Dollars (\$2,000,000.00) per occurrence; and

2. Property damage insurance in an amount not less than One Million Dollars (\$1,000,000.00) per occurrence.

Such policies shall insure District as an additional insured against any and all liability for the death of or injury to any person and for the loss of or damage to any property which may arise by reason of acts done or omitted to be done as a result of the installation of the Water Utility System by or on behalf of Owner and shall further insure District against any and all costs and expenses, including attorneys' fees, which District may incur in resisting any claim which may be made against District for any such injury or damage.

B. Each such policy shall:

1. be issued by an insurance company or companies qualified to do business in California and reasonably approved in writing by District;

2. name District, its Directors, officers, agents and employees, as additional insureds;

3. specify that it acts as Primary Insurance; the insurer being liable thereunder for the full amount of any loss up to and including the total limit of liability without right of contribution from any insurance effected by District;

4. provide that the policy shall not be cancelled or altered without thirty (30) days' prior written notice to District; and

5. otherwise be in form reasonably satisfactory to District.

C. Owner or its contractor shall provide, and maintain at all times during the course of installation of the Water Utility System, Worker's Compensation Insurance in conformance with the laws of the State of California. Such policy shall provide that the underwriter thereof waives all right of subrogation against District by reason of any claim arising out of or connected with installation of the Water Utility System and that such policy shall not be cancelled or altered without thirty (30) days' prior written notice to District.

D. Copies of all policies required above (or Certificates of Insurance satisfactory to District) shall be delivered to District at least ten (10) days prior to commencement of construction of the Water Utility System.

8. SIZING OF INTERIOR PLUMBING; WATER PRESSURE

It is Owner's responsibility to see that water pressure at all fixture units is sufficient; District shall have no responsibility to inspect the installation of interior plumbing fixtures or piping.

9. CONVEYANCE OF TITLE TO WATER UTILITY SYSTEM

Owner shall grant full right, title and interest in and to the following elements of the Water Utility System to the District: the customer stop (shut-off/lock-out valve) and a second shut-off valve on the other side of the water meters; one (1) six inch (6") domestic water line, one (1) eight inch (8") combined fire service and public fire hydrant line water line, and one (1) four inch (4") combined commercial domestic and fire service line, which are all connected from the water main under Davey Glen Road; and one (1) six inch (6") public fire hydrant line connected to the water main under El Camino Real, to the property line upon connection of the

Water Utility System with the existing water system of the District and written notice of acceptance thereof by the District. Such grant shall occur automatically upon the issuance of the written notice of acceptance and without the necessity of any further action by Owner. There shall be no obligation upon District to pay or reimburse to Owner any part of the cost of the Water Utility System. Owner warrants that upon such passage of title to District, the title shall be free and clear from any and all liens, charges and encumbrances whatsoever. The 76 individual water meters, 37 dual port transmitters and two (2) single port transmitters, along with the four (4) transmitter vaults, and the electrical wiring housed in conduits between the meters and the transmitters, are and will remain the property of District and the District will have a perpetual, non-revocable right to install, access, maintain, replace, monitor, and inspect the elements of the Water Utility System referenced above, individual meters, transmitters, irrigation meter, and electrical wiring. Owner will provide District with a means to access the individual water meters contained inside the Property's parking garage. Owner shall not allow any other individuals to access the individual water meters contained inside the Property's parking garage; however, the homeowner's association manager will be allowed access.

The six inch (6") domestic water line as indicated on Sheet C5.01 of the approved plans from the property line to the bank of meters, which line shall be installed by Owner and is a component of the Water Utility System, will be owned by the Owner and will be the sole responsibility of the Owner and/or its successors, including maintenance, repair, and replacement. Within 48-hours' notice by the District of a potential water leak or loss on the six inch (6") water service line from property line to the bank of meters, or six inch (6") fire service line from the property line to the fire prevention backflow assembly located on the north side of the proposed building, Owner will make the necessary repairs. If Owner does not repair said

water leak or loss within 48 hours of notice by District, District will repair it and charge the Owner for all related fees and charges, including applicable penalties related to Owner's failure to make a timely repair when notified by District.

Owner is also responsible for maintaining the electrical conduit housing the electrical wiring between the 75 meters and 38 transmitters.

10. CONVEYANCE OF EASEMENTS

Owner further agrees that it will grant and deliver to District easements necessary for installation, access to and maintenance of the elements of the Water Utility System referenced in Section 9, individual meters, transmitters, and electrical wiring housed in the electrical conduits, by executing an Easement Grant Deed in form and substance satisfactory to District and substantially in the form attached hereto as Exhibit B.

11. ACCEPTANCE BY DISTRICT

District shall accept the Water Utility System when all of the following conditions have been met: (1) completion of the Water Utility System according to the Approved Water Service Plans; (2) certification by District Engineer upon completion that the Water Utility System has been constructed in accordance with this Agreement; (3) furnishing by Owner of evidence that it has paid all costs incurred in constructing the Water Utility System; (4) performance by Owner of all of its obligations under this Agreement, which are to be completed prior to acceptance of the Water Utility System, including payment of all sums due the District; (5) furnishing by Owner of two sets of non-ammonia type Mylar reproducible drawings of the completed improvements showing "as-built" conditions; and (6) delivery of easements referenced in Section 10.

Upon acceptance, and payment for the fees, costs, and charges owed to the District, District shall provide water utility service to the Project.

Upon acceptance, Owner shall be relieved of all future obligations to maintain the elements of the Water Utility System that is conveyed to the District pursuant to Section 9 of this Agreement, subject to Owner's obligation to repair defects as required by this Agreement, repair and maintain any water services lines from MPWD infrastructure from the property line:

A. To the bank of meters, and repair and maintain the electrical conduit housing the electrical wiring between the 75 meters and 38 transmitters; and

B. To the fire prevention backflow assembly located on the north side of the proposed building.

12. EXECUTION AND PERFORMANCE OF AGREEMENT

Execution of this Agreement is a condition precedent to issuance by District of any letters, approvals, consents, or communications to any state, municipal, local or other public bodies regarding the availability of water service to the area to be developed. Full performance of and compliance with each and every term of this Agreement by Owner is a condition precedent to water service by District.

13. DISTRICT REGULATIONS

Owner shall at all times abide by and faithfully observe any and all District ordinances, resolutions, rules and regulations presently in effect, including current fee schedules, or which may hereafter be enacted or amended from time to time.

14. ASSIGNMENT

Owner's rights under this Agreement may be assigned in connection with a sale or conveyance of the Property. No such assignment shall be valid or binding on the District unless

the assignee executes a written instrument, in form and substance satisfactory to District, which acceptance will not be unreasonably withheld, and assuming all of Owner's obligations under this Agreement, which have not been fully performed as of the date of assignment. Such assignment shall not release Owner from any of its obligations to District under this Agreement.

This Agreement shall be binding upon and shall inure to the benefit of the parties and their successors and permitted assigns. If the Owner or a permitted successor or assignee shall dis-incorporate, forfeit its articles or right of incorporation, or otherwise fully terminate without a successor or assign, District shall have no further obligations under this Agreement.

15. NOTICE

Any notice required by this Agreement shall be satisfied by a notice in writing, either delivered personally or sent by regular or certified mail, postage prepaid, and addressed as follows:

District: Mid-Peninsula Water District
3 Dairy Lane
P.O. Box 129
Belmont, CA 94002
Attention: General Manager

Owner: Davey Glen – Belmont, LP
901 Mariners Island Blvd. Suite 700
San Mateo, CA. 94404
Attention: Mark Kroll
650-377-5702

Copy to: Tamsen Plume
Holland & Knight
50 California Street, Suite 2800
San Francisco, CA. 94111

16. CONSTRUCTION OF AGREEMENT

Both parties have participated in preparing this Agreement. This Agreement shall be construed reasonably and not in favor of or against either party hereto on the grounds that one party prepared the Agreement.

17. ENTIRE AGREEMENT

This Agreement, including the Exhibits which are hereby incorporated by reference, contains the entire agreement between the parties hereto. No oral understandings, statements, promises or inducements contrary to the terms of this Agreement exist.

18. APPLICABLE LAW

This Agreement shall be governed by and construed and enforced in accordance with and subject to the laws of the State of California. Except as expressly provided for herein, this Agreement is not intended to, and does not, modify the District's rights to exercise the legislative discretion accorded to it by the laws of California.

19. AMENDMENT

Any amendment hereof, including any oral modification allegedly supported by new consideration, shall not be effective unless reduced to a writing signed by both parties.

20. TIME

Time is of the essence of the Agreement.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first above written.

MID-PENINSULA WATER DISTRICT

By: _____
Tammy A. Rudock, General Manager

OWNER

DAVEY GLEN - BELMONT, LP,
a Delaware limited partnership

By: Davey Glen Belmont GP, LLC
a Delaware limited liability company
Its: General Partner

By: RHBA Davey Glen - Belmont, LLC
a Delaware limited liability company
Its: Sole Member

By: Regis Homes Bay Area, LLC,
a Delaware limited liability company
Its: Manager

By: _____
Name: _____
Title: _____

Approved as to Form:

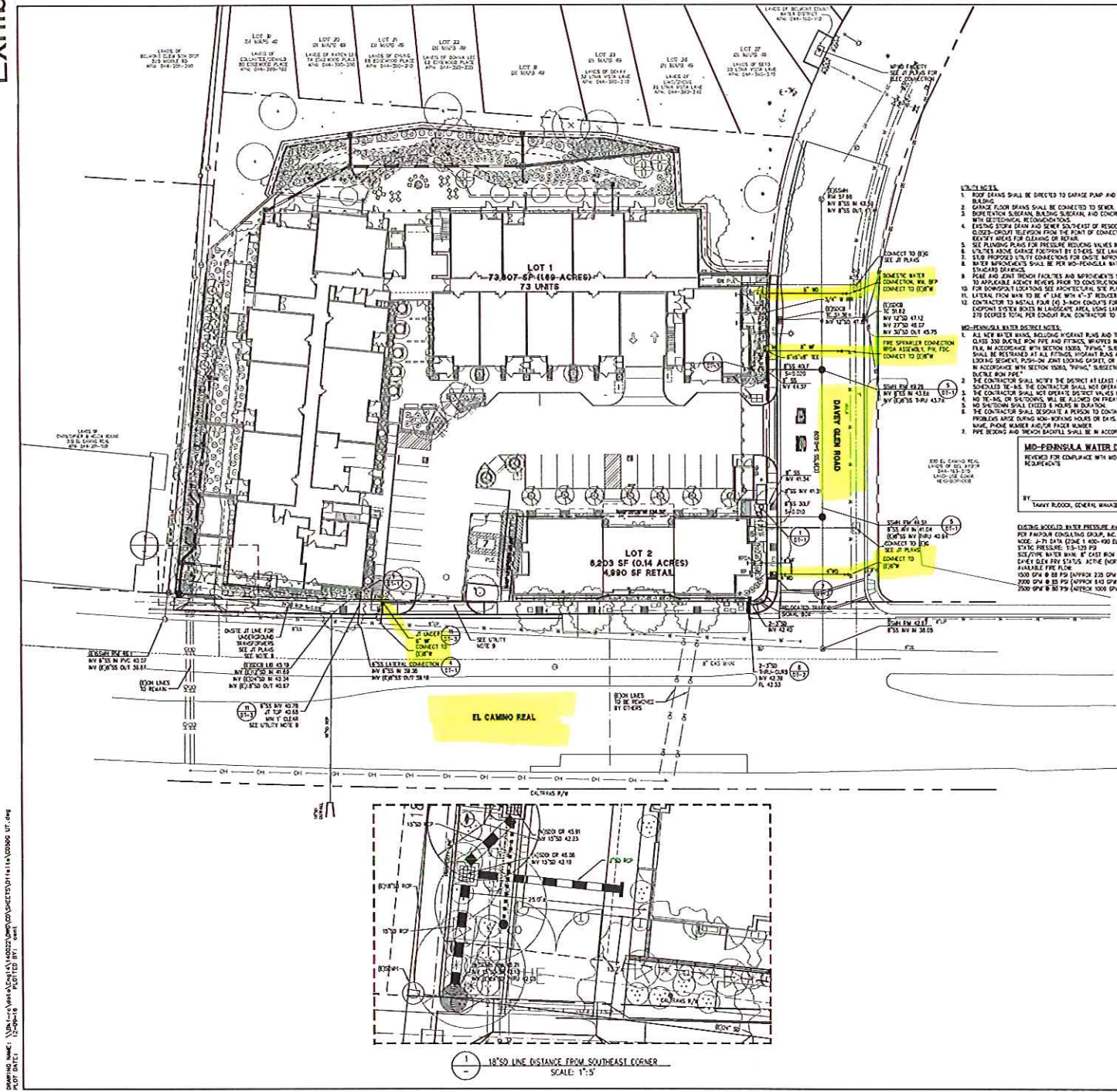
District Counsel

EXHIBIT A

Location of the
Development

EXHIBIT B

Form of Easement Grant Deed



- CONCRETE**
1. ROOF DRAINS SHALL BE DIRECTED TO GARAGE PUMP AND DIRECTED TO ROPEVENTION POND WEST OF BUILDING.
 2. GARAGE FLOOR DRAINS SHALL BE CONNECTED TO SEWER.
 3. ROPEVENTION STORM, BUILDING SEWER, AND CONCRETE-LINED V-DITCH TO BE IN CONFORMANCE WITH REGIONAL RECONSTRUCTION.
 4. EXISTING STORM DRAIN AND SEWER SOUTHWEST OF RESIDENTIAL BUILDING SHALL BE ADAPTED BY COVER-DRYING TELEVISION FROM THE FRONT OF CONNECTION, DOWNSTREAM TO THE MAIN CONNECTION TO EXISTING AREAS FOR CLEANING OF RETURN.
 5. SEE PLUMBING PLANS FOR PRESSURE TESTING VALVES IN GARAGE.
 6. UTILITIES ABOVE GARAGE FLOOR MUST BE COVERED SEE LANDSCAPE AND PLUMBING PLANS.
 7. EXISTING PRESSURE UTILITY CONNECTIONS FOR DRINK WATER SERVICES.
 8. WATER IMPROVEMENTS SHALL BE PER HO-PENINSULA WATER DISTRICT STANDARDS SPECIFICATIONS AND STANDARDS SPECIFICATIONS.
 9. PUMP AND JUMP TROUGH FACILITIES AND IMPROVEMENTS SHOWN FOR REFERENCE ONLY AND ARE SUBJECT TO APPLICABLE AGENCY PERMITS PRIOR TO CONSTRUCTION.
 10. FOR SMOKEPULL LOCATIONS SEE ARCHITECTURAL SITE PLAN.
 11. LATERAL FROM MAIN TO BE 4" LINE WITH 4" X 3" REDUCER AT 8" FOR RETAIL FIRE CONNECTION.
 12. CONTRACTOR TO INSTALL FOUR (4) 3-INCH CONDUITS FOR SEWERS AND WIPES (8" WIPES) CONDUIT TO 300 DEPTOWN EXTERIOR WALLS IN LANDSCAPE AREA. LONG-LENGTH 30-INCH RADIUS BENDS, NOT TO EXCEED 270 DEGREES TOTAL PER CONDUIT RUN. CONTRACTOR TO INSTALL PULL ROPE IN EACH CONDUIT.
- HO-PENINSULA WATER DISTRICT NOTES**
1. ALL NEW WATER MAINS, INCLUDING EXISTING MAINS AND TIE-INS, SHALL BE CONSTRUCTED EXTERIOR OF CURBS, 300 RADIUS FROM PIPES AND FITTINGS, WIPED IN AN 8" MIN. UNDER LOW SLOTTED POLYETHYLENE PIPE, IN ACCORDANCE WITH SECTION 13000, "PIPES" SUBSECTION 2.01 "DUCHELO FROM PIPE" JOINTS SHALL BE RESTRAINED AT ALL FITTINGS, JOINTS, AND TIE-INS USING PUSH-ON JOINT RESTRAINTS LOCKING SEGMENT, PUSH-ON JOINT LOCKING CASSETTE, OR MECHANICAL JOINT RESTRAINT TYPE RESTRAINTS, IN ACCORDANCE WITH SECTION 13000, "FITTINGS" SUBSECTION 2.01, "TIE-IN RESTRAINTS REMAINS FOR DUCHELO FROM PIPE".
 2. THE CONTRACTOR SHALL NOTIFY THE DISTRICT AT LEAST 48 HOURS IN ADVANCE PRIOR TO ANY SCHEDULED TIE-INS. THE CONTRACTOR SHALL NOT OPERATE ANY DISTRICT FACILITIES AT ANY TIME. THE CONTRACTOR SHALL NOT OPERATE DISTRICT VALVES UNLESS SO DIRECTED BY DISTRICT STAFF.
 3. NO TIE-INS OR SCHEDULES WILL BE ALLOWED ON FRAYS OF THE DAY PRECEDING A HOLIDAY.
 4. NO SCHEDULES SHALL EXCEED 8 HOURS IN DURATION.
 5. THE CONTRACTOR SHALL DESIGNATE A PERSON TO CONTACT SHOULD TROUBLE MAINTENANCE OR OTHER PROBLEMS ARISE DURING NON-WORKING HOURS OR DAYS. THE DISTRICT SHALL BE GIVEN THAT PERSON'S NAME, PHONE NUMBER AND/OR FAX NUMBER.
 6. PIPE BOUNDS AND TRENCH SHIELDS SHALL BE IN ACCORDANCE WITH DISTRICT STANDARD DETAILS.

HO-PENINSULA WATER DISTRICT
REQUEST FOR COMPLIANCE WITH HO-PENINSULA WATER DISTRICT REQUIREMENTS

BY: **Shawn Rocco, GENERAL MANAGER** DATE: _____

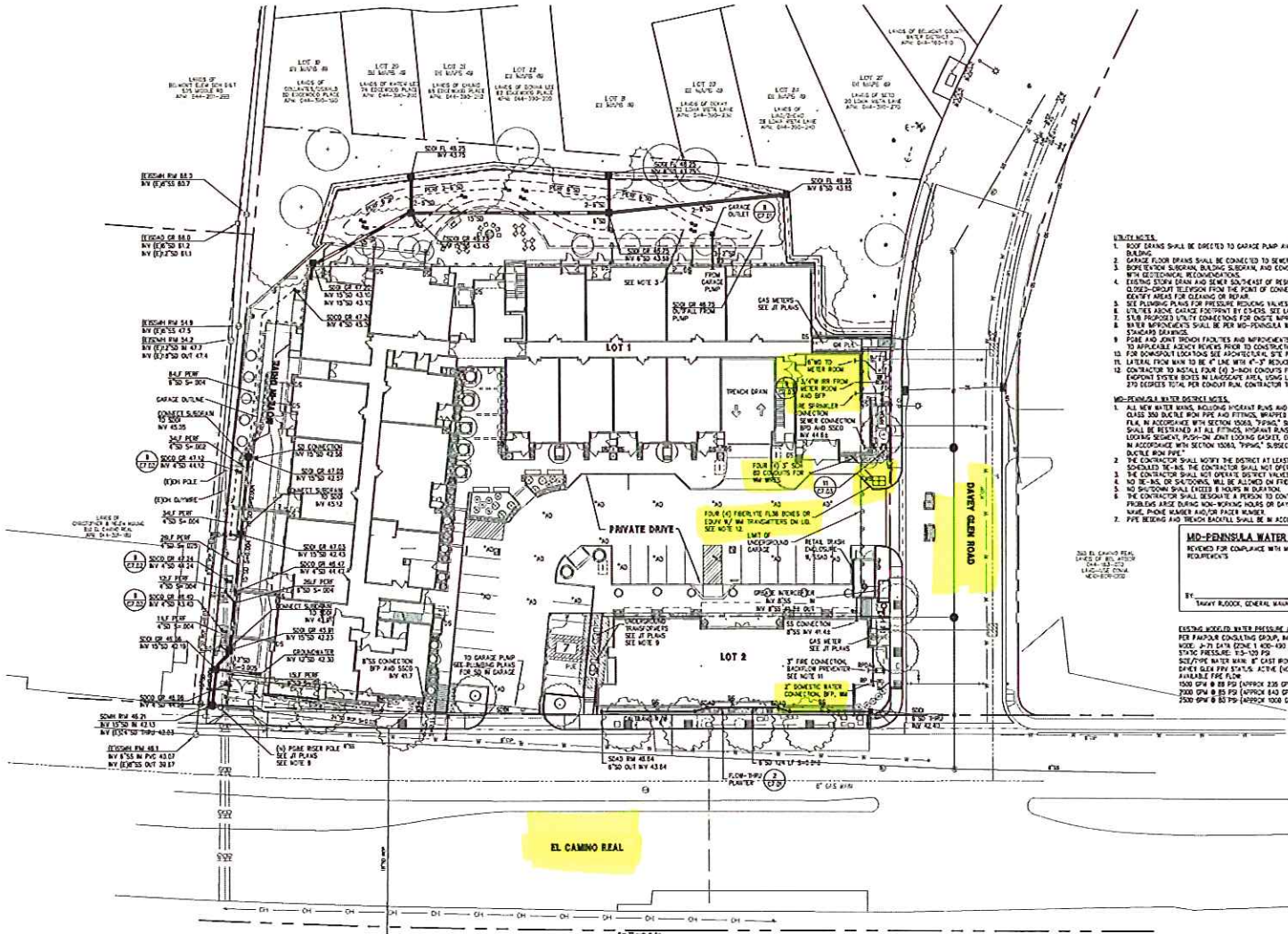
DISTRICT WOODS WATER PRESSURE AND FLOW
FOR PUMP/CON CONSULTING GROUP, INC. APRIL 22, 2014
NODE: 4711 DATA (ZONE 1: 400-100 EL CAMINO REAL)
STATIC PRESSURE: 115-120 PSF
SELF-PRESSURE WATER MAIN: 4" CASE FROM PIPE
DAVEY GLEN PUMP STATUS: ACTIVE (NORMAL OPERATION)
PARALLEL PIPE RUN
1000 GPM @ 88 PSF APPROX 235 GPM FROM DAVEY GLEN PUMP
2000 GPM @ 88 PSF APPROX 440 GPM FROM DAVEY GLEN PUMP
2000 GPM @ 88 PSF APPROX 440 GPM FROM DAVEY GLEN PUMP



DAVEY GLEN
BELMONT, CA

REGIS HOMES

REGIS HOMES BAY AREA, LLC



- NOTES:**
1. ROOF DRAINS SHALL BE DIRECTED TO GARAGE PUMP AND DIRECTED TO BOREPIT ON WEST OF BUILDING.
 2. GARAGE FLOOR DRAINS SHALL BE CONNECTED TO SEWER.
 3. BOREPIT ON WESTERN BUILDING SIDEWALK AND CONCRETE-LINED W-DITCH TO BE IN CONFORMANCE WITH SEISMOLOGICAL RECOMMENDATIONS.
 4. EXISTING STORM DRAIN AND SEWER UNDER REAR OF RESIDENTIAL BUILDING SHALL BE MONITORED BY CLOSURE-CLOSURE TELEVISION FROM THE POINT OF CONNECTION, DOWNSTREAM TO THE MAIN CONNECTION TO DETERMINE AREA FOR CLEANING OR REPAIR.
 5. SEE PLUMBING PLANS FOR PRE-SOAK TESTING VALVES IN GARAGE.
 6. UTILITIES UNDER GARAGE EXISTENCE BY EXISTING. SEE LANDSCAPE AND PLUMBING PLANS.
 7. ALL PROPOSED UTILITY CONNECTIONS FOR DRIVE IMPROVEMENTS.
 8. WATER IMPROVEMENTS SHALL BE PER WOODLAND WATER DISTRICT STANDARD SPECIFICATIONS AND STANDARD DRAWINGS.
 9. FIRE AND SMOKE TRENCH FACILITIES AND IMPROVEMENTS SHOWN FOR REFERENCE ONLY AND ARE SUBJECT TO APPLICABLE AGENCY REVIEWS PRIOR TO CONSTRUCTION.
 10. FOR COMPLETION LOOKINGS SEE ARCHITECTURAL SET BOOK.
 11. LATERAL FROM MAIN TO BE 4" LINE WITH 4'-3" REDUCER AT BPP FOR METAL FIRE CONNECTION.
 12. CONTRACTOR TO INSTALL FOUR (4) 3" HOOD CONDUITS FOR SIGNALS AND WIRING TO WIRELESS/CONDUIT TO SUD EXISTING SYSTEM BOXES AT LANDSCAPE AREA, LONG LAZAR, SEE HOOD ROOF BEAMS, NOT TO EXCEED 270 DEGREES TOTAL PER CONDUIT RUN. CONTRACTOR TO INSTALL PULL ROPE IN EACH CONDUIT.

- WOODLAND WATER DISTRICT NOTES:**
1. ALL NEW WATER MAINS, INCLUDING HOISTING PIPES AND TE-INS, SHALL BE CONSTRUCTED ENTIRELY OF CLASS 300 DUCTILE IRON PIPE AND FITTINGS, WRAPPED IN A 4-MIL LINEAR LOW DENSITY POLYETHYLENE PLAIN, IN ACCORDANCE WITH SECTION 1000B, TYPING, SUBSECTION 2.0 "DUCTILE IRON PIPE". JOINTS SHALL BE RESTRAINED AT ALL FITTINGS, HOISTING RINGS AND TE-INS USING PUSH ON JOINT RESTRAINTS, LOCKING, SIGHTING, POSITION, JOINT LOCKING, SIGHTING, OR MECHANICAL JOINT RESTRAINTS PER RESTRAINTS IN ACCORDANCE WITH SECTION 1000A, TYPING, SUBSECTION 2.0.1 "JOINT RESTRAINTS PERMANENTS FOR DUCTILE IRON PIPE".
 2. THE CONTRACTOR SHALL NOTIFY THE DISTRICT AT LEAST 48 HOURS IN ADVANCE PRIOR TO ANY SCHEDULED TRENCH. THE CONTRACTOR SHALL NOT OPERATE ANY DISTRICT FACILITIES AT ANY TIME.
 3. THE CONTRACTOR SHALL NOT OPERATE DISTRICT VALVES UNLESS SO DIRECTED BY DISTRICT STAFF.
 4. NO RE-INS OR SCHEDULES WILL BE ALLOWED ON TRENCHES OR THE DAY PRECEDING A HOLD-UP.
 5. NO SCHEDULE SHALL EXCEED 8 HOURS IN DURATION.
 6. THE CONTRACTOR SHALL RESIGNE A PERSON TO CONTACT SHOULD TRENCH MAINTENANCE OR OTHER PROBLEMS ARISE DURING NON-WORKING HOURS OR DAYS. THE DISTRICT SHALL BE OPEN THAT PERSONS NAME, PHONE NUMBER AND/OR FAXED NUMBER.
 7. PIPE BEDDING AND TRENCH BACKFILL SHALL BE IN ACCORDANCE WITH DISTRICT STANDARD DETAILS.

WOODLAND WATER DISTRICT
REVIEWED FOR COMPLIANCE WITH WOODLAND WATER DISTRICT REQUIREMENTS

BY: _____ DATE: _____

TERRY BLOCK, GENERAL MANAGER

EXISTING WOODLAND WATER PRESSURE AND FLOW
PER FACTORY CONSULTING GROUP, INC. APRIL 22, 2015
WATER: 4-71 GPM (ZONE 1 400-450 EL. CANINO REAL)
STATIC PRESSURE: 12.5-100 PSF
SIZE/TYPE WATER MAIN: 8" CAST IRON PIPE
SPEED/TYPE FIRE VALVES: ACTIVE (NORMAL OPERATION)
1000 GPM @ 88 PSF (CONFORM 200 GPM FROM SAKETI OLIER PFD)
2000 GPM @ 85 PSF (CONFORM 400 GPM FROM SAKETI OLIER PFD)
2500 GPM @ 80 PSF (CONFORM 1000 GPM FROM SAKETI OLIER PFD)

REVISIONS

NO.	DATE	DESCRIPTION

UTILITY PLAN

SCALE: AS SHOWN
JOB NO. 446-013 SHEET
DRAWN JY
CHECK JHM
DATE 12-05-16 **C5.01**





AGENDA ITEM NO. 7.B.

DATE: January 26, 2017
TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager

SUBJECT: CONSIDER RESOLUTION NO. 2017-02 AUTHORIZING A PROFESSIONAL SERVICES CONTRACT WITH SCHAAF AND WHEELER CONSULTING CIVIL ENGINEERS, IN THE AMOUNT OF \$87,610, PLUS A 10% CONTINGENCY OF \$8,700, FOR A TOTAL BUDGET OF \$96,310, FOR ENGINEERING DESIGN SERVICES RELATED TO THE WATER MAIN REPLACEMENT CAPITAL PROJECTS ALONG FRANCIS AVENUE, DAVEY GLEN ROAD, AND ACADEMY AVENUE IN COORDINATION WITH THE CITY OF BELMONT AND ITS SEWER REPLACEMENT PROGRAM

RECOMMENDATION:

Adopt Resolution No. 2017-02, which authorizes a professional services contract for the amount of \$87,610, plus a 10% contingency of \$8,700, totaling \$96,310 to Schaaf and Wheeler Consulting Civil Engineers (Schaaf and Wheeler) for professional engineering design services for three (3) water main projects from the CIP identified as District CIP projects: 15-43 North Road Cross Country/Davey Glen Improvements, 15-51 Francis Avenue/Court Improvements, and 15-53 Academy Avenue/Belburn Drive Improvements, and to be referred to as the 2017 Francis, Academy and Davey Glen Water Main Replacement Projects, in coordination with the City of Belmont and its Sewer Replacement Program.

FISCAL IMPACT:

The attached proposal from Schaaf and Wheeler dated January 19, 2017, proposes to prepare plans, specifications, provide construction support and provide funding for sub-consultants to gather field information for the three (3) capital projects. The total not to exceed cost, including contingency, is \$96,310. *(The construction cost estimate for the three projects, including contingency but not engineering, is \$1.375 million in 2015 dollars).* Funding for the Schaaf and Wheeler engineering design services would come from the Capital Improvement Plan (CIP) certificates of participation for the North Road Cross Country/Davey Glen Improvements and from District capital reserves for the Francis Avenue/Court and Academy Avenue/Belburn Drive Improvements.

DISCUSSION:

The Board adopted a five-year CIP at their June 2016 meeting and also directed staff to develop a “game plan” to execute the improvements. In this case, the City of Belmont is proposing to replace and rehabilitate portions of the sewer system, and during District staff review of one of the City’s proposed improvement project plans for conflicts with its water system, staff identified three locations where there are District water CIP projects in the same streets. Since December 2016, the City and District staffs have been discussing a joint water/sewer project.

The three (3) projects identified from the District’s CIP are:

*15-43 North Road Cross Country/Davey Glenn Improvements	\$680,000
15-51 Francis Avenue/Court Improvements	\$425,000
15-53 Academy Avenue/Belburn Drive Improvements	\$280,000
* <i>Project 15-43 is in the current 5-Year CIP</i>	

Project descriptions are attached for reference.

District staff and engineer approached Schaaf and Wheeler, the City’s consulting engineer for this portion of sewer improvements, to design the water system improvements for these three projects. It is staff’s opinion that Schaaf and Wheeler has already gathered and developed a lot of engineering information that could be used for the water system improvements providing a mechanism to best manage engineering costs, and they provide engineering continuity going forward as a joint water/sewer project between the City and District.

A proposal was received from Schaaf and Wheeler on January 19, 2017 and is attached. Their proposal describes series of tasks that starts with preliminary design, leads to construction documents for a joint water/sewer project, and ends with their as-built plans for the District. Staff feels their proposal is complete, fair and reasonable. The intent is to have plans and specifications ready for a summer construction. Staff wants the Board to note that the District is fronting the survey cost of \$5,680, which pays for item 2A and one-half of item 2B (the other half of survey cost belongs to the City). Lastly, item 2E – potholing estimate of \$12,890, is a placeholder in the event we do need to pothole to gather more information.

The contract with Shaaf and Wheeler is the MPWD’s template engineering agreement approved by District Counsel.

Attachments: Resolution No. 2017-02
Exhibit 1 – Scope of Work from Schaaf and Wheeler
Three Project Descriptions

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

UNANIMOUS_____ STUEBING_____ WARDEN_____ VELLA_____ LINVILL_____ ZUCCA_____

RESOLUTION NO. 2017-02

**AUTHORIZING A PROFESSIONAL SERVICES CONTRACT WITH
SCHAAF AND WHEELER CONSULTING CIVIL ENGINEERS,
IN THE AMOUNT OF \$87,610, PLUS A 10% CONTINGENCY OF \$8,700,
FOR A TOTAL BUDGET OF \$96,310, FOR ENGINEERING DESIGN SERVICES
RELATED TO THE WATER MAIN REPLACEMENT CAPITAL PROJECTS ALONG
FRANCIS AVENUE, DAVEY GLEN ROAD, AND ACADEMY AVENUE
IN COORDINATION WITH THE CITY OF BELMONT
AND ITS SEWER REPLACEMENT PROGRAM**

* * *

MID-PENINSULA WATER DISTRICT

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

WHEREAS, the City of Belmont (City) is undertaking a series of sewer system improvements to replace or rehabilitate the sewer system in public rights or ways and easements where the District operates its water system; and

WHEREAS, the City has a professional services contract with Schaaf and Wheeler Consulting Civil Engineers (Schaaf and Wheeler) for the engineering design of the sewer improvements among other professional services related to their sewer improvements; and

WHEREAS, District staff during their review of the City's sewer improvements for conflicts with the District's water system identified three (3) water mains from the CIP identified as District CIP projects: 15-43 North Road Cross Country/Davey Glen Improvements, 15-51 Francis Avenue/Court Improvements, and 15-53 Academy Avenue/Belburn Drive Improvements, have determined it is in both public agencies best interests to make the water and sewer system improvements at the same time; and

WHEREAS, the District proposes a Professional Services Contract with Schaaf and Wheeler to prepare plans, specifications, cost estimates and construction support for the three (3) District CIP

projects identified as: 15-43 North Road Cross Country/Davey Glen Improvements, 15-51 Francis Avenue/Court Improvements, and 15-53 Academy Avenue/Belburn Drive Improvements.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mid-Peninsula Water District hereby authorizes a Professional Services Contract in the amount of \$87,610 with Schaaf and Wheeler, for professional engineering services related to the three (3) District CIP projects identified as: 15-43 North Road Cross Country/Davey Glen Improvements, 15-51 Francis Avenue/Court Improvements, and 15-53 Academy Avenue/Belburn Drive Improvements; and

BE IT FURTHER RESOLVED that the Board authorizes a 10% contingency in the amount of \$8,700, for a total project budget for the engineering services of \$96,310.

REGULARLY passed and adopted this 26th day of January 2017.

AYES:

NOES:

ABSTAINS:

ABSENT:

PRESIDENT

ATTEST:

SECRETARY OF THE BOARD

Scope of Work
with Schaaf & Wheeler for the
Francis, Academy, and Davey Glen
Water Main Replacement Project

January 19, 2017

Schaaf & Wheeler is currently designing the rehabilitation and replacement of the sewer mains for the City of Belmont in Francis Avenue, Academy Avenue, and Davey Glen Road. The Mid-Peninsula Water District (MPWD) has Capital Improvement Projects that identify water main replacements along the same segments of street where the sewer mains are being replaced (CIP 15-53, 15-51, and 15-43). MPWD and the City have decided to combine capital projects to be bid and constructed together as one project.

Schaaf & Wheeler will provide the following scope of services to design the water main replacement capital improvement projects 15-53, 15-51, and 15-43. The design will be incorporated into the City of Belmont's sewer improvement plans.

Task 1: Preliminary Design

A - Site Visit and Field Meeting w/ MPWD: Schaaf & Wheeler will perform site visits at all three locations with MPWD staff to review and document field conditions, identify meter box locations, and to discuss the proposed improvements.

B - Collect and Review Existing Data: Schaaf & Wheeler will collect and review existing data including record drawings, base maps, standard drawings, technical specifications, and other items that pertain to the project.

C – 35% Conceptual Design: Schaaf & Wheeler will prepare 35% conceptual design of the new water mains. Conceptual design will include piping layout, connection locations, separation from adjacent utilities, location of new or rehabilitated sewer mains, manholes, etc.

D – Meeting – Conceptual Design Review: Schaaf & Wheeler will attend a conceptual design review with MPWD staff to discuss the proposed improvements.

Task 2: Surveying, Basemapping, Utility Research, and Potholing

Topographic surveying will be performed within the street right-of-way. Street cross sections will be surveyed at 100' intervals and all visible utilities will be surveyed. Water meters, manholes, and other items pertinent to the design will be surveyed and shown on the basemap. Utility research will consist of contacting all franchise utility providers to obtain their utility plans within the area of work.

A - Surveying, Basemapping, and Utility Research - El Camino to PRV (City Portion, Sewer Only): Schaaf & Wheeler's subconsultant Kier & Wright will perform utility research, topographic surveying, and basemapping along Davey Glen Road from El Camino to the water PRV which is

located approximately 300 feet from El Camino. This portion of the survey is only necessary for the sewer main replacement, no water main improvements are proposed for this reach.

B - Surveying, Basemapping, and Utility Research - PRV to 500 Davey Glen (water and sewer):

Schaaf & Wheeler's subconsultant Kier & Wright will perform utility research, topographic surveying, and basemapping along Davey Glen Road from the PRV to 500 Davey Glen Road. This portion of survey is necessary for both the sewer and the water main replacements.

C - Surveying, Basemapping, and Utility Research - 500 Davey Glen to Middle Road (MPWD, water only):

Schaaf & Wheeler's subconsultant Kier & Wright will perform utility research, topographic surveying, and basemapping along Davey Glen Road from 500 Davey Glen Road to Middle Road. This portion of survey is only necessary for the water main replacement, no sewer main work is proposed along this reach.

D - Surveying, Basemapping, and Utility Research - Extend Previous Surveys at Francis and Academy (MPWD, water only):

Schaaf & Wheeler's subconsultant Kier & Wright previously surveyed the sewer alignment at Francis and Academy; however, the proposed water improvements extend outside of the previously surveyed limits. Kier & Wright will extend the surveys to include the extents of the water main improvements.

E - Potholing (if necessary): This optional task item provides utility potholing for up to 10 utilities. Schaaf & Wheeler's subconsultant Bess Test Labs will perform USA notification and potholing of up to 10 existing utilities.

Task 3: 75% Design

Based on discussions and comments from the preliminary design Schaaf & Wheeler will prepare 75% design documents which will include detailed plans, modifications to MPWD technical specifications, bid tabs, and estimates of probable construction costs. Schaaf & Wheeler will prepare three separate bid tables which will itemize work associated with MPWD water main replacement, City sewer main replacement, and shared costs. Schaaf & Wheeler will work with the City and MPWD to define the desired bid items and bid tabs.

Schaaf & Wheeler will attend a design review meeting with MPWD to present and review the 75% design documents.

Task 4: 100% Draft Design

After receiving and reviewing comments from MPWD, Schaaf & Wheeler will prepare the 100% draft design documents. Design documents will include detailed plans, technical specifications, modifications to the City of Belmont's front end documents, and estimates of probable construction costs.

Schaaf & Wheeler will attend a design review meeting with MPWD to present and review the 100% draft design documents.

Task 5: 100% Final Design

After receiving and reviewing comments from MPWD Schaaf & Wheeler will prepare the final construction documents. Construction documents will include bid-ready plans, technical specifications, and estimates of probable construction costs.

Task 6: Record Drawings

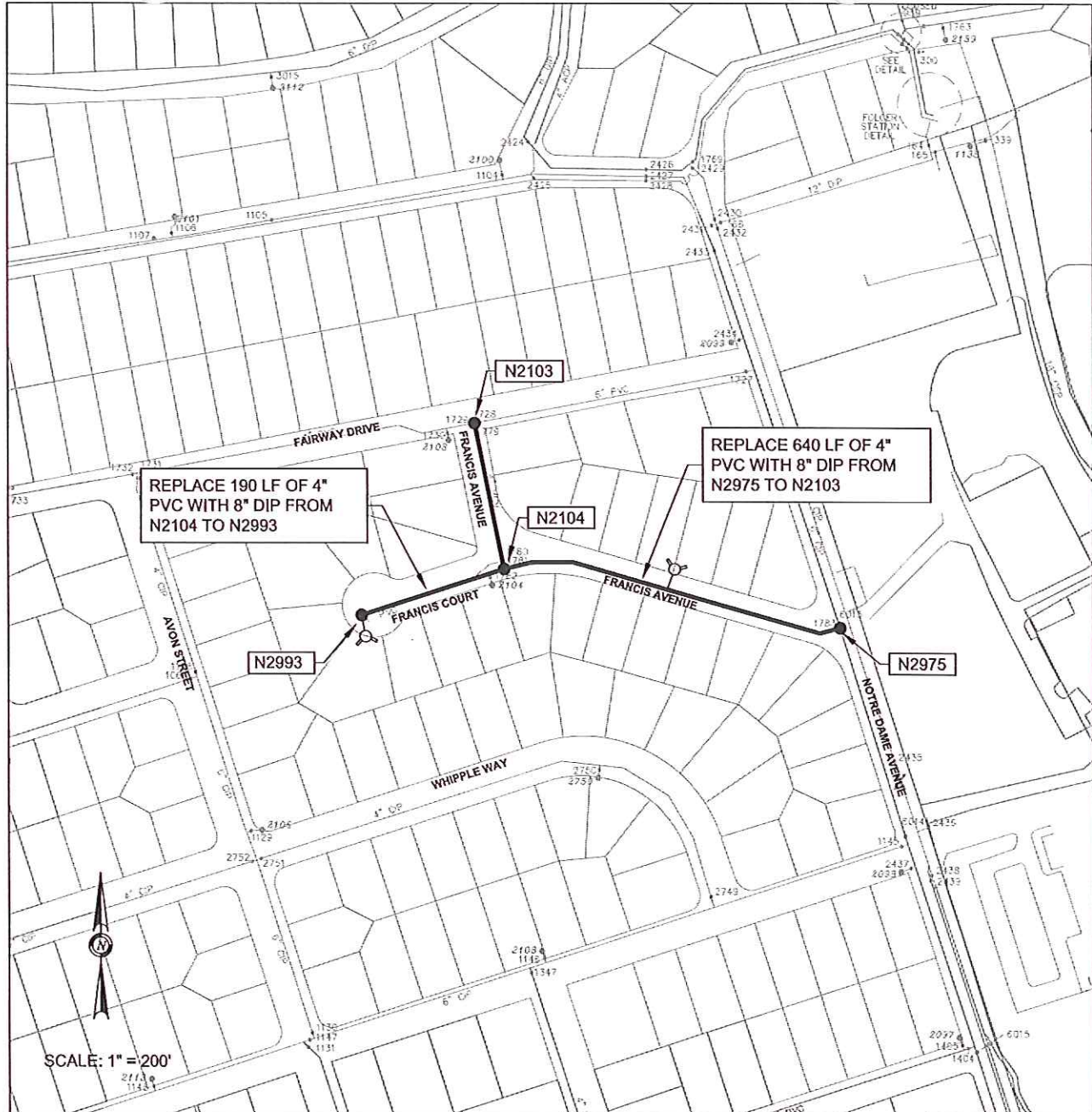
Schaaf & Wheeler will prepare one set of reproducible record drawings that reflect the changes to the work during construction based upon Contractor markups, drawings and other data furnished by the Contractor, MPWD, and City. The record drawings will also be provided in PDF and AutoCAD format.

Assumptions

The tasks, approach, schedule and proposed fees included within this proposal assumes the following:

- Bid support and construction support services are excluded from this scope of services.
- This scope excludes geotechnical investigations and assistance.
- MPWD standard details and technical specifications will be used and amended as deemed necessary
- The design will be integrated into the City of Belmont's 2017 Sewer Rehabilitation design documents which will be bid and constructed under the same project. Additional budget may be necessary if the documents need to be prepared separately from the City of Belmont's sewer project.

Mid-Peninsula Water District Francis, Academy, and Davey Glen Water Main Replacement Schaaf & Wheeler Fee Proposal - January 19, 2017		Project Manager	Associate Engineer	Junior Engineer	Schaaf & Wheeler Subtotal	Kier & Wright, Surveying Subconsultant	Subconsultant Markup (10%)	Total
		Hourly Rate	\$225	\$180				
Task 1	Preliminary Design	16	26	24	\$ 11,880	\$ -	\$ -	\$ 11,880
A	Site Visit and Field Meeting w/ MPWD	6	6		\$ 2,430		\$ -	\$ 2,430
B	Collect and Review Existing Data	2	8		\$ 1,890		\$ -	\$ 1,890
C	35% Conceptual Design	4	8	24	\$ 5,940		\$ -	\$ 5,940
D	Meeting - Conceptual Design Review	4	4		\$ 1,620		\$ -	\$ 1,620
Task 2	Surveying, Basemapping, Utility Research, and Potholing	8	8	0	\$ 3,240	\$ 26,300	\$ 2,630	\$ 32,170
A	Surveying, Basemapping, and Utility Research - El Camino to PRV (City Portion, Sewer Only)	1			\$ 225	\$ 2,080	\$ 208	\$ 2,513
B	Surveying, Basemapping, and Utility Research - PRV to 500 Davey Glen (water and sewer)	2			\$ 450	\$ 5,350	\$ 535	\$ 6,335
C	Surveying, Basemapping, and Utility Research - 500 Davey Glen to Middle Road (MPWD, water only)	1			\$ 225	\$ 4,070	\$ 407	\$ 4,702
D	Surveying, Basemapping, and Utility Research - Extend Previous Surveys at Francis and Academy	2			\$ 450	\$ 4,800	\$ 480	\$ 5,730
E	Potholing (if necessary)	2	8		\$ 1,890	\$ 10,000	\$ 1,000	\$ 12,890
Task 3	75% Design	16	28	32	\$ 13,440	\$ -	\$ -	\$ 13,440
A	75% Plans	8	16	32	\$ 9,480		\$ -	\$ 9,480
B	75% Specifications and Estimates	4	8		\$ 2,340		\$ -	\$ 2,340
C	Meeting - 75% Design Review	4	4		\$ 1,620		\$ -	\$ 1,620
Task 4	100% Draft Design	20	48	48	\$ 20,340	\$ -	\$ -	\$ 20,340
A	100% Draft Plans	12	32	48	\$ 15,660		\$ -	\$ 15,660
B	100% Draft Specifications and Estimates	4	12		\$ 3,060		\$ -	\$ 3,060
C	Meeting - 100% Draft Design Review	4	4		\$ 1,620		\$ -	\$ 1,620
Task 5	100% Final Design	10	16	16	\$ 7,530	\$ -	\$ -	\$ 7,530
A	Final Plans	6	8	16	\$ 5,190		\$ -	\$ 5,190
B	Final Specifications and Estimates	4	8		\$ 2,340		\$ -	\$ 2,340
Task 6	Record Drawings	2	0	12	\$ 2,250	\$ -	\$ -	\$ 2,250
A	Record Drawings	2		12	\$ 2,250		\$ -	\$ 2,250
	TOTAL	72	126	132	\$ 58,680	\$ 26,300	\$ 2,630	\$ 87,610



FRANCIS AVENUE / COURT IMPROVEMENTS

PROJECT BACKGROUND
 Francis Avenue is located between Fairway Drive and Notre Dame Avenue and has a 640 LF 4" polyvinylchloride (PVC) water main installed in 1975. Francis Court is located directly off Francis Avenue and also has 190 LF of 4" PVC installed in 1976. Fire flows along these streets are well below the recommended 1,500 gpm at 20 psi with flows as low as 925 gpm and 590 gpm on Francis Avenue and Francis Court respectively. In addition, no hydrant currently exists at the end of Francis Court. This project replaces a total 830 LF of 4" PVC with 8" ductile iron pipe (DIP) and adds an additional hydrant in the area. Hydraulic analysis indicates fire flow increases as much as 300% to over 2,350 gpm upon completion of this project. Distribution System Analysis No. 055

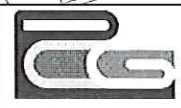
PROPOSED IMPROVEMENTS
 Replace 830 LF of 4" PVC with 8" DIP
 Install 1 new fire hydrant assembly
 Replace 1 fire hydrant assembly
 Replace 23 service connections

PROJECT BENEFITS
 The Francis Avenue/Court Improvements replaces undersized 4" PVC water main with 8" DIP, improves fire protection with the addition of a hydrant, and improves fire flows in the area as much as 300%.

PROJECT BUDGET

830 LF - 8" DIP @ \$250/LF	\$ 207,500
2 Fire Hydrants @ \$15,000/EA	\$ 30,000
23 Service Connections @ \$3,000/EA	\$ 69,000
Subtotal Construction	\$ 306,500
Planning, Design & Construction Support	\$ 78,000
Contingency (±10%)	\$ 40,500
Project Budget	\$ 425,000

SCALE: 1" = 200'



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JOB No.	10012.07
DATE	5/20/16
SCALE	AS NOTED
DRAWN BY	BL
CKD	JP



MID-PENINSULA WATER DISTRICT
 SAN MATEO COUNTY, CALIFORNIA
 3 DAIRY LANE
 BELMONT, CA 94002

CAPITAL IMPROVEMENT PROGRAM
 FRANCIS AVENUE / COURT IMPROVEMENTS
 PROJECT 15-51

DRAWING NAME: 15-CAP-150115-02-02-2015-16-09-25-Capital.dwg
 PLOT DATE: 06-25-16 PLOT120 BY: tkape

NORTH ROAD CROSS COUNTRY / DAVEY GLEN ROAD IMPROVEMENTS

PROJECT BACKGROUND

The water mains along Davey Glen Road were installed in 1961 and comprise of 600 LF of 6" cast iron pipe (CIP) and 800 LF of 8" CIP. Water is supplied to Davey Glen from Middle Road and a 6" CIP cross country (CC) water main, installed in 1962, extending down from North Road to where the 6" CIP on Davey Glen transitions to the 8" CIP. The CC water main runs beneath a 4 FT wide sidewalk along a dedicated easement. Beyond the edge of walk the terrain drops fairly steeply where at its base is an apartment complex pool and common area. Any breaks along this alignment could result in significant damage to both the hillside and the apartment complex below. This project abandons the CC water main and replaces 1,400 LF of CIP water main along Davey Glen Road with 8" DIP to correct fire flow deficiencies upon the CC abandonment. Hydraulic analysis indicates a fire flow decrease of up to 38% from approximately 2,400 gpm to 1,500 gpm with these improvements. However, combining this project with the South Road Improvements (DSA 045) brings the majority of the fire flows to above 2,000 gpm with a select few around 1,800 gpm. Distribution System Analysis No. 044.

PROPOSED IMPROVEMENTS

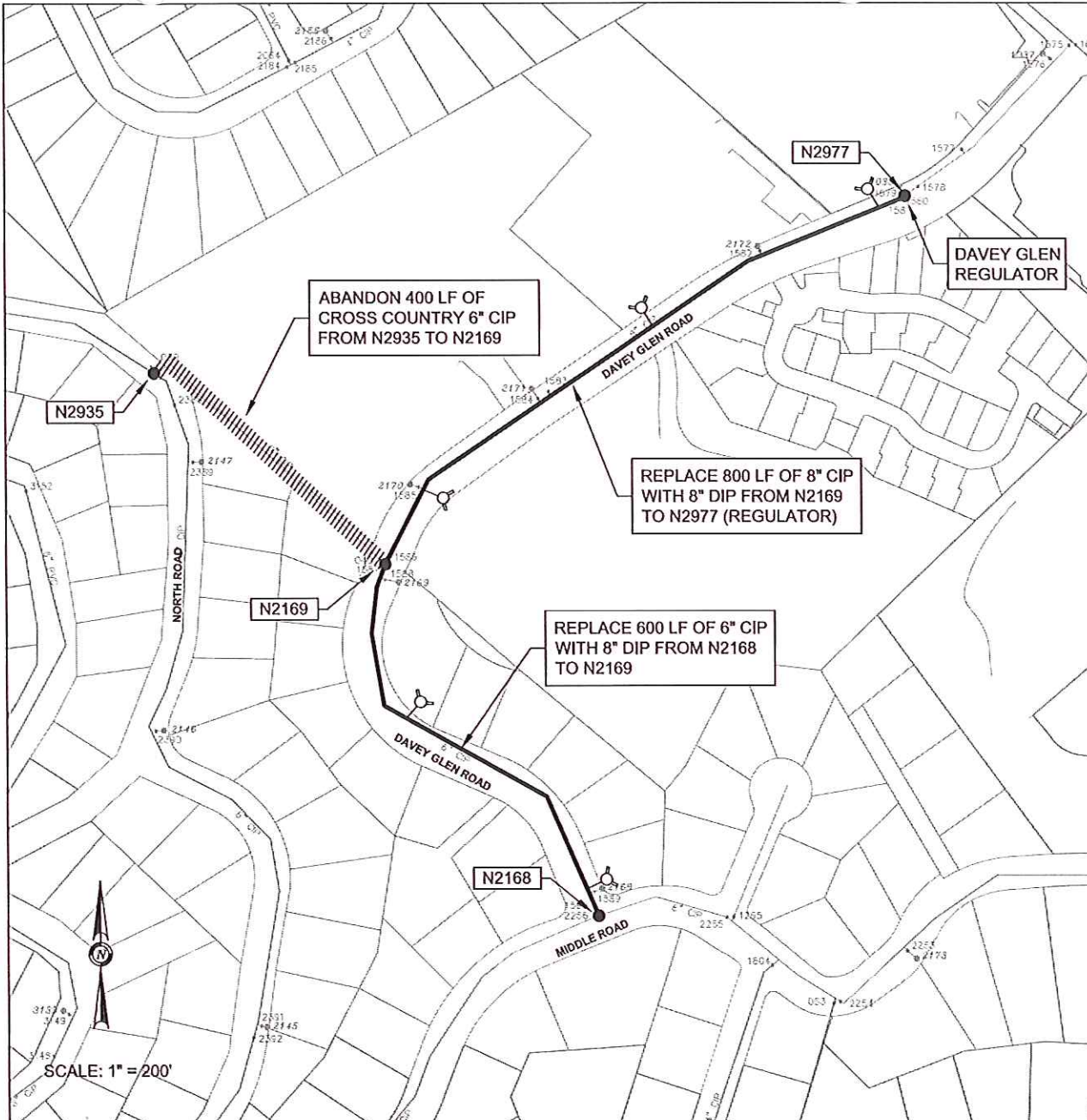
Abandon 400 LF of 6" CC CIP
 Replace 1,400 LF of 6" & 8" CIP w/ 8" DIP
 Replace 5 fire hydrant assemblies
 Replace 17 service connections

PROJECT BENEFITS

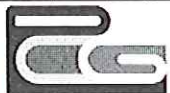
The North Road Cross Country / Davey Glen Road Improvements abandons a CC water main, reduces District maintenance, and replaces an aging water main along Davey Glen Road.

PROJECT BUDGET

Pipe Abandonment @ \$10,000/End	\$ 20,000
1,400 LF - 8" DIP @ \$250/LF	\$ 350,000
5 Fire Hydrants @ \$15,000/EA	\$ 75,000
17 Service Connections @ \$3,000/EA	\$ 51,000
Subtotal Construction	\$ 496,000
Planning, Design & Construction Support	\$ 124,000
Contingency (±10%)	\$ 60,000
Project Budget	\$ 680,000



SCALE: 1" = 200'



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MID-PENINSULA WATER DISTRICT
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 3 DAIRY LANE
 BELMONT, CA 94002

**CAPITAL IMPROVEMENT PROGRAM
 NORTH ROAD CROSS COUNTRY / DAVEY GLEN ROAD
 IMPROVEMENTS PROJECT 15-43**

ACADEMY AVENUE / BELBURN DRIVE IMPROVEMENTS

PROJECT BACKGROUND

Academy Avenue between Ralston Avenue and Belburn Drive has two parallel water mains: a 600 LF 4" polyvinylchloride (PVC) water main installed in the 1970 and a 6" cast iron (CIP) water main installed in 1977. Hydraulic analysis indicates the existing 4" PVC provides little hydraulic benefit to the system. It is assumed the existing services are located on the 4" PVC. In addition, Belburn Drive between Academy Avenue and Villa Avenue also has a 300 LF 4" PVC water main incapable of achieving the minimum recommended fire flow of 1,500 gpm at 20 psi with fire flows at 1,080 gpm. The two 4" PVC water mains aforementioned connect to each other at Academy Avenue. This project abandons the existing 4" PVC on Academy Avenue, relocates 22 service connections to the existing 6" CIP, and replaces 150 LF of PVC on Belburn Drive with 8" ductile iron pipe (DIP) connecting it to the existing 6" CIP on Academy Avenue. Hydraulic analysis indicates a 132% increase in fire flows on Belburn Drive to 2,500 gpm. Distribution System Analysis Nos. 057 and 058

PROPOSED IMPROVEMENTS

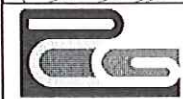
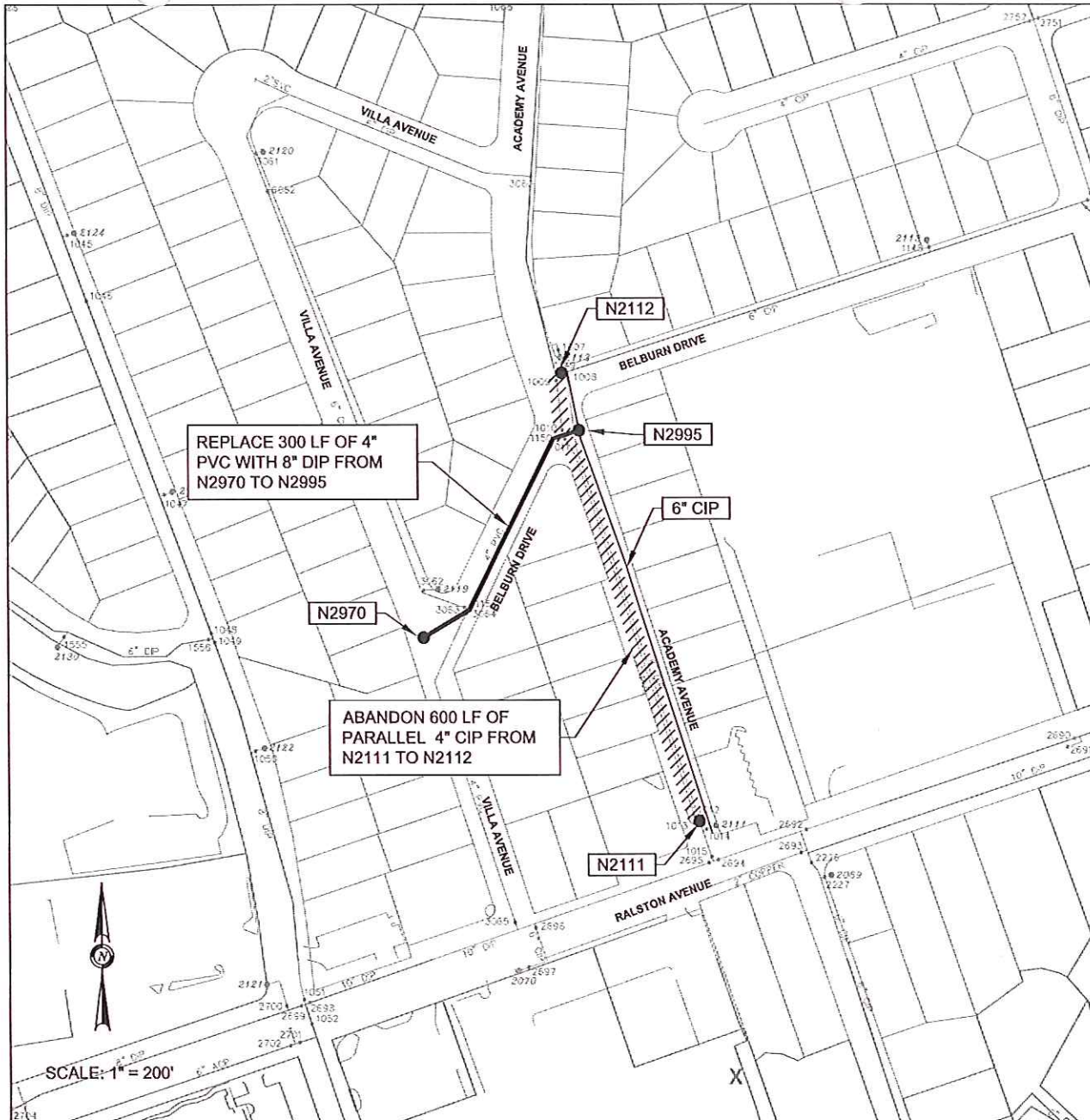
Abandon 600 LF of 4" PVC
 Replace 300 LF of 4" PVC with 8" DIP
 Replace 25 service connections (22 on Academy, 3 on Belburn)

PROJECT BENEFITS

The Academy Avenue / Belburn Drive Improvements abandons a 4" PVC water main providing little benefit to the system, replaces old and aging 4" PVC with new 8" DIP, reduces District maintenance, and improves fire flows in the area as much as 132%.

PROJECT BUDGET

1 Reconnection @ \$20,000/EA	\$ 20,000
2 Pipe End Abandonments @ \$10,000/EA	\$ 20,000
300 LF - 8" DIP @ \$250/LF	\$ 75,000
25 Service Connections @ \$3,000/EA	\$ 75,000
Subtotal Construction	\$ 190,000
Planning, Design & Construction Support	\$ 57,000
Contingency (±10%)	\$ 23,000
Project Budget	\$ 270,000



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 BELMONT, CA 94002

CAPITAL IMPROVEMENT PROGRAM
ACADEMY AVENUE / BELBURN DRIVE IMPROVEMENTS
PROJECT 15-53



TO: Board of Directors
FROM: Tammy A. Rudock
General Manager
DATE: January 26, 2017

MANAGER'S REPORT

FOLLOW UP FROM 12/15/16 REGULAR BOARD MEETING:

- ✓ Filed required Statement of Facts, Roster of Public Agencies Filing for 2017 with the Secretary of State regarding verification of the governing body and its officers per CA Government Code § 53051. Posted to the MWPD website.
- ✓ FPPC online ethics training reminder distributed. Deadline was December 31, 2016.
- ✓ Staff will follow-up with information for Directors to comply with the required Harassment Prevention training for elected officials to be completed every two years (AB 1661).
- ✓ The contract amendment for James Marta & Company to extend their annual financial auditing services through FYE 2021/2022 will be considered next month.

WATER CONSERVATION PROGRESS – SUMMARY REPORT

Per the Board's direction last month, the MPWD monthly progress report on water conservation progress will be condensed to summary bullet points:



The report due January 15th to the SWRCB was timely submitted. December's total water consumption was 71,811 units. The reduction (compared with November 2013) measured -23.7%.



Last month's R-GPCD was 59.7 (as compared to November 2013 R-GPCD of 74.1).



Cumulative water reduction equals 23.7% for 2016 (compared to 2013).



There were no water waste complaints last month. The total number of water waste complaints through December 31, 2016 was 23.

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

Also attached is the Executive Summary from the State's November 30, 2016 Public Review Draft of *Making Water Conservation a California Way of Life, Implementing Executive Order B-37-16*.

Highlights of the actions proposed to meet the objectives of the Executive Order are included in the summary. The full report is available at:

http://www.waterboards.ca.gov/water_issues/programs/conservation_portal/docs/2016nov/113016_executive%20order_report.pdf

A public workshop was held in Sacramento on January 18th but no action was taken. It is unclear what portions of the State's emergency water conservation regulations, including water supplier targets, would be extended. Staff will continue to monitor and provide status reports.

HOLIDAY CLOSURE

The MPWD Administration, Customer Services, and Field Operations will be closed on Monday, February 20, 2017, in observance of President's Day.

On-call staff will be available for service interruptions and emergencies. Customers may contact the MPWD's 24-hour answering service at 650-591-8941.

COMMERCIAL WATER RATES REVIEW

Last year it was brought up by Vice President Warden that we should discuss the potential for a consultant review of MPWD commercial water rates and tiers. In order to prepare for review of revenue requirements and discussion about rate adjustments in March, staff would like to get direction from the Board on this proposal.

3 MONTH LOOK AHEAD FOR BOARD MEETINGS

FEBRUARY 2017

- Approve 2017 Strategic Plan.
- Receive mid-year review of current fiscal year Operating and Capital Budgets and consider/approve Amended Budgets (as needed).

MARCH 2017

- Consider preliminary revenue requirements and proposed water rate adjustments for FY 2017/2018.
- Discuss preliminary DRAFT Operating Budget for FY 2017/2018.
- Discuss preliminary DRAFT Capital Budget for FY 2017/2018.
- Discuss preliminary DRAFT COPs CIP Budget for FY 2016/2017 through FY 2021/2022.
- Consider proposed Reimbursement Agreement between the MPWD and the California High-Speed Rail Authority.
- Receive BAWSCA report.

APRIL 2017

- SPECIAL MEETING:
 - Water rates workshop.
- REGULAR MEETING:
 - Approve water rate adjustments effective July 1st. (Required 30-day notice to ratepayers.)
 - Review working DRAFT Operating Budget for FY 2017/2018.
 - Review working DRAFT Capital budget for FY 2017/2018.
 - Review working DRAFT COPs CIP Budget for FY 2016/2017 through FY 2021/2022.

MEETINGS

DATE	EVENT
January 5 th	<p>Attended BAWSCA Water Management meeting in Foster City.</p> <p>Attended HIA Meeting in Belmont.</p> <p>Toured MPWD facilities with CHS Biotech Institute student mentee.</p>
January 10 th	<p>Lunch meeting with District Engineer, Operations Manager, and construction management consultant to discuss existing claims and potential future professional services.</p> <p>Attended Quarterly Meeting with Belmont Public Works staff regarding coordination of capital infrastructure projects.</p>
January 11 th	Attended safety session with staff and facilitated GM rap session.
January 12 th	Attended Raftelis Workshop: <i>Ensuring Financial Health</i> in Oakland.
January 13 th	Participated in JPIA Leadership Essentials Webinar – Session Three.
January 17 th	<p>Attended Operations “Math Class” before work hours with other staff preparing to take distribution and treatment certification exams.</p> <p>Attended the Mandatory Pre-Proposal Meeting for the MPWD’s RFQ for Water Main Engineering Design Services.</p>
January 19 th	Participated in conference call with defense counsel in <i>Maskay, Inc. d/b/a Eurotech, et al. v. MPWD</i> .
January 20 th	Attended Quarterly GM Lunch Meeting at Purissima Hills Water District for collaboration of ideas and networking.

UPCOMING MEETINGS/EVENTS

BAWSCA Water Management Meeting (Foster City): February 2, 2017

HIA Meeting (Belmont): February 2, 2017

ACWA JPIA 2017 Spring Conference & Exhibition (Monterey): May 9-12, 2017



DATE: January 19, 2017
TO: Tammy Rudock, General Manager
FROM: Jeanette Kalabolas, Water Conservation Administrative Specialist

SUBJECT: 2016 FOURTH QUARTER WATER CONSERVATION STAFF REPORT

SUBJECT 1: 2016 Water Awareness Calendar Award Ceremony

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

DISCUSSION: The deadline to submit entries was October 28, 2016. Three schools participated in this year's contest - Cipriani, Immaculate Heart of Mary, and Nesbit Elementary School for a total of 84 student drawings. As done in years past twelve winning entries were chosen. Gift awards will be issued as follows: Grand-Prize \$50 plus two Runner-ups at \$25 each. An appreciation award in the amount of \$100.00 will also be presented to the teacher with the most student participation. Certificates of Recognition and copies of the finished calendar will be provided to nine (9) honorable mention entries as well. A ceremony acknowledging all students whose artwork was chosen for feature in the 2017 MPWD Water Awareness Calendar will take place at this month's board meeting on Thursday, January 26, 2017 at 6:30PM. A brief reception will follow.

SUBJECT 2: Winter 2016-2017 Waterline Newsletter Update

BACKGROUND: The District's annual newsletter is used as an education tool to communicate relevant public information to its customers

DISCUSSION: We are in the final editing stages of the winter 2016-2017 edition of the *Waterline*. Topics to date include: The MPWD State of the District Address, Earth Day participation, green vehicles in fleet, capital improvement projects, District awards, Boy Scouts demonstration garden, employee spotlight (Tava's 10-Year Anniversary), conservation corner, as well as a section highlighting "What to Expect in 2017". The newsletter will be mailed to all 8,000+ customers in early February 2017.

SUBJECT 3: Early Winter Water Year 2016-2017 Supply Outlook

BACKGROUND: Both SFPUC and the state (Department of Water Resources - DWR) have released preliminary high country survey reports on in-stream flows, precipitation and snow impact measured to date

DISCUSSION: SFPUC advised in its December 2016 Hydrologic Conditions Report that the accumulated six-station precipitation index for water year (WY) 2016-2017 is 16.83 inches, which is 47.3% of the average annual WY total or 143.8% of average

October/December 2016. Hetch Hetchy received 7.66 inches of rain in December and cumulative inflow at Hetch Hetchy has met the criteria to maintain a type “A” rating for WY 2016-2017. The 10-station snow index was at 75% of normal to date as of January 1, 2017. Snow is accumulating and recent storms have been robust enough to soak soil and bedrock refilling the natural lakes situated upstream of the regional water system. DWR also reported on January 3, 2017 that electronic readings from 105 stations scattered throughout the Sierra Nevada indicate water content Statewide is at 7.2 inches of water equivalent, or 70 percent of the January average. Staff added precipitation and storage look good compared to the past five (5) years, which means they are cautiously optimistic about the water year and although snowpack readings measured below early-January averages, significant storm events are forecasted for the weeks ahead. The final state survey is scheduled for April 1, 2017.

SUBJECT 4: BAWSCA Members End Participation in PG&E Washing Machine Rebate Program (WMRP)

BACKGROUND: PG&E announced effective December 31, 2016 due to a decline in claimable savings it would terminate its WMRP

DISCUSSION: BAWSCA has spent the better part of fall 2016 coordinating with PG&E on close-out activities. Applications will continue to be accepted through March 2017. BAWSCA discussed with member agencies options for continuing a WMRP in 2017. Alternatives were proposed: 1) regional program run by outside consultant and 2) BAWSCA could administer in-house, however ultimately it was decided as a group that the proposed alternatives were not cost-effective given the recent levels of rebate activity. BAWSCA will reach out to local retail locations and notify them of the change in program. Customer notification will be handled via both the BAWSCA and MPWD websites. BAWSCA and member agencies will revisit the subject in FY 2017-2018 if there is determined to be significant demand to re-establish the program.

SUBJECT 5: SB (Senate Bill) 814

BACKGROUND: SB 814 was introduced in October 2016 to assure all Californians share in the efforts to conserve water during excessive drought, after experiencing one of the worst dry periods in recorded history. The purpose of the bill is to prevent unreasonable use of water and provide resource protection in the interest of public welfare

DISCUSSION: The SWRCB interprets SB 814 as applying to all urban water suppliers regardless of their state-assigned conservation standard with an objective to reduce excessive use during phases when an urban water supplier has implemented mandatory water use reductions or when a local supplier is affected by a Governor declared “drought emergency”. The bill expects water suppliers to establish a rate structure that includes a water budget, rate surcharges or an excessive use ordinance and it would set specific fine requirements up to \$500 above the threshold where excess use is measured by gallons or CCF within a bill cycle. No compliance date has yet to be issued, as the SWRCB announced in December 2016 that due to re-directed focus on the EO (Executive Order) B-37-16 Draft Framework Report due January 2017 that the bill would temporarily be placed on hold. The bill would only take effect when the Governor has declared a state of emergency based on drought conditions.

SUBJECT 6: California Urban Water Conservation Council (CUWCC) Transition

BACKGROUND: On November 16, 2016 the Council Board recommended to refocus and restructure in summary through a combination of Bylaw amendments, financial arrangements and other transition matters

DISCUSSION: MPWD voted as an acting member on December 16, 2016 in favor of the Council's restructure and refocus. Votes closed and were tallied Friday, December 30, 2016 with the majority ruling in favor of it as well. The website was taken offline effective January 2017 and Council doors have been closed temporarily as reorganization efforts begin. Staff will provide an update once progress materials are made available.

SUBJECT 7: State Water Resources Control Board (SWRCB) Low Income Assistance Initiative

BACKGROUND: The SWRCB is seeking input from the water industry on how to make drinking water affordable for low-income Californians

DISCUSSION: The Low-Income Water Rate Assistance Act established through Assembly Bill 401 (AB 401) directs the SWRCB to prepare a plan, in collaboration with the State Board of Equalization that covers funding and implementation of a Low-Income Water Rate Assistance Program. The Plan is due by January 1, 2018. Additionally, AB 401 directs the SWRCB to report to the Legislature by February 1, 2018 its findings regarding the feasibility, financial stability, and desired structure of the program, including any recommendations for legislative action. The report to the legislature will build off the process to develop a Low-Income Water Rate Assistance Program. State policy through AB 685 (2012) aims to ensure universal access to water by declaring that "every human being has the right to safe, clean, affordable, and accessible water adequate for human consumption, cooking, and sanitary purposes." However, water is becoming more expensive. California's growing economy and population create continued demand for water. Meanwhile, drought and water leaks tighten available supplies. In addition, pipes and aging infrastructure result in expensive repairs or replacements. These conditions contribute to higher costs. The result is that more low-income households have unaffordable drinking water. A conference call took place November 16, 2017 to discuss recommendations. The Plan for a Low-Income Water Rate Assistance Program includes: 1) description of the method for collecting funds to support and implement the program, with a discussion of any constitutional restrictions on public water agency rate setting; 2) a description of the mechanism for providing funding assistance under the program, which might include direct credits to program participants, reimbursements to water service providers, a method for verifying income eligibility of low-income ratepayers, clarification of the role of the Public Utilities Commission and water utilities in determining and verifying customer eligibility as well as suggestions regarding the structure of the program; 3) description of the method to be used to determine the amount of moneys that may need to be collected from water ratepayers to fund the program; and 4) a set of recommendations and best practices that cover cost-savings measures and aim to ensure that water utilities are keeping rates low. It could also include: a set of recommendations for other cost-effective methods of offering assistance to low-income water customers besides rate assistance, including billing alternatives, installation of water conservation devices, and leak repair.



Making Water Conservation a California Way of Life

Implementing Executive Order B-37-16

PUBLIC REVIEW DRAFT
November 2016



This report was prepared by the California Department of Water Resources, State Water Resources Control Board, California Public Utilities Commission, California Department of Food and Agriculture, and California Energy Commission in response to Governor Edmund G. Brown Jr's Executive Order B-37-16 and to provide information to the California Legislature and the public.

This report is available in electronic form:
<http://www.water.ca.gov/wateruseefficiency/conservation/>

Edmund G. Brown Jr.
Governor
State of California

Mark W. Cowin
Director
California Department of Water Resources

Felicia Marcus
Chair
State Water Resources Control Board

Michael Picker
President
California Public Utilities Commission

Karen Ross
Secretary
California Department of Food and Agriculture

Robert B. Weisenmiller
Chair
California Energy Commission

Executive Summary



Water resource management in California faces unprecedented challenges from climate change and a growing population. In the years ahead, the task of managing water to maintain vibrant ecosystems while supporting a robust economy will require the collective and concerted efforts of state and local governments, non-governmental organizations, businesses, and the public. Increased conservation and water use efficiency are needed to ensure the resilience of our water supplies to increasingly severe droughts and other impacts of climate change.

California is currently in the grips of an extreme drought with record low precipitation. This five-year drought has caused severe impacts across the State, including community water sources running dry, the loss of agricultural production and jobs, depletion of groundwater basins, widespread tree death, and impacts to fish and wildlife. While most urban areas have been spared from water rationing, emergency conservation has provided a critical safeguard against more dire consequences under extended drought conditions. After Governor Edmund G. Brown, Jr. called for a 25 percent reduction in urban water use in 2015, Californians rose to the challenge and saved over 24 percent during the nine months the mandate was in place.

Executive Order B-37-16, signed by Governor Brown on May 9, 2016, builds on that success to establish long-term water conservation measures and improved planning for more frequent and severe droughts. The centerpiece of the Executive Order is a requirement for the State's 410 urban water suppliers to meet new water use targets. Rather than measuring water savings as a percentage reduction from a chosen baseline, the new standards will take into account the unique climatic, demographic and land-use characteristics of each urban water agency's service area. This approach represents a fundamental shift to a conservation framework that is more durable and that can be applied equitably and uniformly across the enormous variation in local conditions in California. The new targets will ensure all urban water is used efficiently and will facilitate conservation measures such as conversion to California-friendly landscapes, replacement of inefficient fixtures and appliances, and reductions in system leakage.

Other aspects of the proposed conservation framework will:

- Provide greater consistency among water suppliers statewide in the elements of Urban Water Management Plans, Water Shortage Contingency Plans, and Agricultural Water Management Plans; and continue work with counties to improve drought planning in small communities and rural areas;
- Enable water suppliers to customize their water management strategies and plan implementation to regional and local conditions;
- Empower water suppliers to take a place-based response to water shortages caused by drought or other water emergencies, while planning for longer drought cycles; and
- Incentivize and set standards for the use of new technologies and practices to reduce leaks.

This next generation of water efficiency and conservation will fulfill the first directive of the California Water Action Plan, to “Make Conservation a California Way of Life.” Improved water efficiency will also support the State’s ambitious climate change goals by reducing energy use and greenhouse gas emissions associated with water use and by building resilience to future droughts.

Five state agencies – the Department of Water Resources, the State Water Resources Control Board, the California Public Utilities Commission, the California Department of Food and Agriculture, and the California Energy Commission (collectively referred to as the “EO Agencies”) – are charged with implementing the Executive Order’s four inter-related objectives: using water more wisely, eliminating water waste, strengthening local drought resilience, and improving agricultural water use efficiency and drought planning. Collectively, the EO Agencies will be undertaking a suite of actions that can be implemented using existing authorities, ranging from rulemaking proceedings to expanded technical assistance, to evaluation and certification of new technologies to implement the four objectives. Where necessary, the EO Agencies also recommend additional actions, authorities, and resources necessary to meet EO requirements that cannot be implemented within existing authorities.

The EO Agencies employed a robust stakeholder engagement process, which commenced with a series of public listening sessions in June 2016. The EO Agencies also convened two stakeholder advisory groups – an Urban Advisory Group and an Agricultural Advisory Group – comprised of specific stakeholder types identified in the Executive Order, as well as additional interests such as disadvantaged communities / environmental justice advocates, academia, industry, professional associations, environmental advocacy groups, and others. These meetings were open to the public and used to solicit input for EO Agency consideration. The EO Agencies will continue to solicit stakeholder and public input, make use of technical experts, and provide assistance to successfully implement this long-term framework for water conservation.

Under the proposed framework, the EO Agencies and water suppliers would meet the Executive Order’s objectives through the following actions.



Using Water More Wisely

Emergency Conservation Regulations (Executive Order Item 1): The State Water Resources Control Board (Water Board) will extend its current emergency water conservation regulation, which is in effect through February 2017, for an additional 270 days based on supply conditions and water conservation levels. The Water Board will hold a public workshop and propose extended emergency regulations in January 2017, if necessary.

New Water Use Targets (Executive Order Items 2 and 6): Upon statutory authorization, the EO Agencies will adopt new water use standards for all urban water use and a new urban water use target methodology. Urban water suppliers would, in turn, be required to calculate their unique water use targets based on those standards and local conditions. The EO agencies will establish

Executive Order B-37-16 contains four inter-related objectives:



Using Water More Wisely



Eliminating Water Waste



Strengthening Local Drought Resilience



Improving Agricultural Water Use Efficiency and Drought Planning

interim targets that are applicable starting in 2018, and require full compliance with final targets by 2025. This report proposes a timeline for the EO Agencies to establish final water use standards. The report also documents the process to develop standards; reporting and compliance requirements; and assistance to be provided by the EO Agencies. Additional legal authority would be required for successful implementation.

Permanent Monthly Reporting (Executive Order Item 3): The Water Board will open a rulemaking process to establish permanent monthly urban water reporting on water usage, amount of conservation achieved, and any enforcement efforts. The rulemaking will start at the end of 2016 and run through 2017, concurrently with EO Item 4, below.



Eliminating Water Waste

Water Use Prohibitions (Executive Order Item 4): The Water Board will open a rulemaking process to establish permanent prohibitions on wasteful water practices, building on the current prohibited uses in the emergency regulation. The rulemaking will start at the end of 2016 and run through 2017, concurrently with EO Item 3.

Minimizing Water Loss (Executive Order Items 5 and 6): The EO Agencies will meet the requirements of EO Items 5 and 6 through implementation of Senate Bill 555, along with additional actions to satisfy the Executive Order's directives related to reducing water supplier leaks. Implementation actions include the following:

- **Rules for validated water loss audit reports:** By October 1, 2017 and annually thereafter, urban retail water suppliers must submit validated water loss audit reports to the Department of Water Resources (DWR). DWR will adopt rules for standardizing water loss audits in early 2017. DWR will also revise funding guidelines so that water suppliers that do not submit reports will be ineligible for DWR grants and loans.
- **Water loss performance standards:** By July 1, 2020, the Water Board will adopt rules requiring urban retail water suppliers to meet performance standards for the volume of water losses.
- **Technical assistance for water loss audits:** The Water Board is also funding the California Water Loss Control Collaborative's Technical Assistance Program to ensure high quality and properly validated water loss audits. For smaller water suppliers addressing water losses, the Water Board will offer financial assistance through the Drinking Water State Revolving Fund beginning in 2017.
- **Minimizing leaks:** The California Public Utilities Commission (CPUC) will order large, investor-owned water utilities to accelerate work to minimize leaks. The CPUC may grant financial incentives for minimizing leaks during the review of each utility's upcoming General Rate Case applications.

Innovative Water Loss & Control Technologies (Executive Order Item 7): The California Energy Commission (CEC) is evaluating various options for certification of water loss detection and control technologies at utility, household, and appliance levels. The CEC is also making investments in research and funding programs for water saving devices and technologies.

Strengthening Local Drought Resilience

Water Shortage Contingency Plans (Executive Order Items 8, 9, and 6): Upon statutory authorization, urban water suppliers will be required to submit a Water Shortage Contingency Plan and conduct a 5-year Drought Risk Assessment every five years, and conduct and submit a water budget forecast annually. The EO Agencies will establish appropriate compliance and reporting criteria, and provide assistance to urban suppliers for meeting the requirements. Additional authorities would be required for successful implementation.

Drought Contingency Planning for Small Water Suppliers and Rural Communities (Executive Order Item 10): The EO Agencies' recommendations focus on improving drought vulnerability assessment and proactive actions, and supplier readiness and responsiveness during drought conditions. Currently, the recommendations focus on pathways for the EO Agencies to continue to work with counties to develop more specific, functional recommendations, which would be expected to continue into 2017. Additional authorities and funding may be required for successful implementation.



Improving Agricultural Water Use Efficiency and Drought Planning

Strengthened Agricultural Water Management Plan Requirements (Executive Order Items 11, 12, 13, and 6): Upon statutory authorization, agricultural water suppliers will be required to: (1) develop an annual water budget for the agricultural water service area, (2) identify agricultural water management objectives and implementation plans, (3) quantify measures to increase water use efficiency, and (4) develop an adequate drought plan for periods of limited supply. The proposal would expand existing requirements to require agricultural water suppliers providing water to over 10,000 irrigated acres of land to prepare, adopt, and submit plans by April 1, 2021, and every five years thereafter. Agricultural water suppliers would also be required to submit an annual report to DWR by April 1 of each year that documents water budget inflow and outflow components in the water budget for the preceding water year. Expanded authorities would be required for successful implementation.



Table ES-1 summarizes the organization of the conservation framework presented in this report and the corresponding Executive Order items. For each component, the report describes the need for change, the vision for accomplishing the change, and specific actions required to realize the vision. Given the need for additional authorities, the Legislature has a critical role in successful implementation of the Executive Order.

Setting and meeting the conservation and efficiency goals described in this report represents a major step forward towards long-term water security. The framework supports the development of increased resiliency, more efficient water use, stronger water management portfolios and more robust financial systems. With the support of our businesses and residents, water agencies, environmental organizations, schools and universities, elected officials and others, we can keep California healthy, beautiful, and vibrant for decades to come.

Table ES-1. Actions and Recommendations Summarized in this Report

Chapter Section and Title where Item is Addressed	Executive Order Items													Within Existing Authorities (Chapter 2)	Requires New Authority (Chapter 3)
	Use Water More Wisely			Eliminate Water Waste				Strengthen Local Drought Resilience			Improve Agricultural Water Use Efficiency & Drought Planning				
	1	2	3	4	5	6	7	8	9	10	11	12	13		
2.1 Emergency Water Conservation Regulations for 2017	●													✓	
2.2 Permanent Prohibition of Wasteful Practices			●	●										✓	
2.3 Reduced Water Supplier Leaks and Water Losses					●	●								✓	
2.4 Certification of Innovative Technologies for Water Conservation and Energy Efficiency							●							✓	
3.1 New Water Use Targets Based on Strengthened Standards		●				●									✓
3.2 Water Shortage Contingency Plans						●		●	●						✓
3.3 Drought Planning for Small Systems & Rural Communities										●					✓
3.4 Agricultural Water Management Plans						●					●	●	●		✓

Note: The Executive Order directs DWR, Water Board, and CPUC to develop methods to ensure compliance with the provisions of the order, including technical and financial assistance, agency oversight, and, if necessary, enforcement action by the Water Board to address non-compliant water suppliers. These are described in Chapters 2 and 3.



TO: Board of Directors
 FROM: Candy Pina
 DATE: January 26, 2017

ADMINISTRATIVE SERVICES MANAGER'S REPORT

CONFERENCES, TRAINING, MEETINGS:

- 1) Misty Malczon: 01/10-12/17 – On-Site Accela Billing System Data Base Configuration. Candy Pina available for strategy/decisions
- 2) Candy Pina: 01/12/17 – Raftelis Financials Consultant Seminar regarding Rate Studies/Price setting
- 3) Misty Malczon: 01/18/17 – Meeting with Pacific Office Automation assessing current copiers in the office
- 4) Candy Pina: 01/18/17 – ACWA/JPIA HIPAA Training
- 5) Misty Malczon/Candy Pina: 01/18/17 – Accela progress meeting
- 6) Candy Pina: 01/19-20/17 – ADP Payroll Upgrade training
- 7) Misty Malczon: 01/19/17 – Meeting with Wells Fargo about credit card payments related to the new billings system
- 8) Candy Pina: 01/19/17 – Monthly financial review meeting with Jen Dermon from C.G. Eulenburg's office
- 9) Candy Pina: 01/26/17 – Labor & Employment Class @ Hanson Bridgett

FINANCIAL REPORTING:

- 1) Schedule of Cash and Investments:

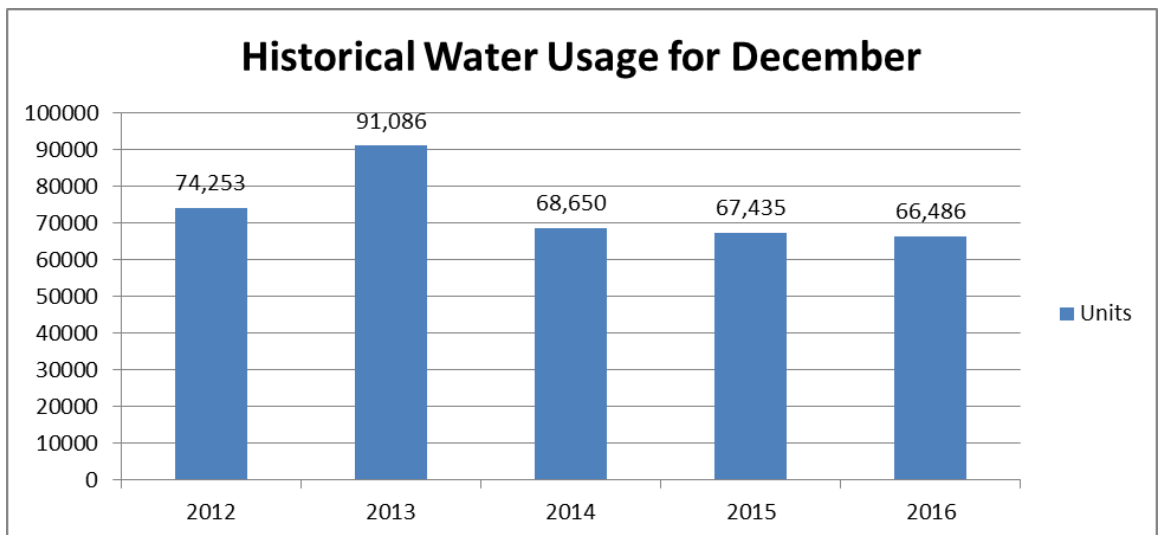
SCHEDULE OF CASH AND INVESTMENTS		
CASH ACCOUNT	BALANCE 12/31/16	BALANCE 01/19/17
PETTY CASH	400	400
CASH DRAWER	200	200
WELLS FARGO CHECKING	\$ 1,020,798	\$ 276,728
LAIF	\$ 4,561,323	\$ 5,061,323
TOTAL	5,582,721	5,338,651

Month End Balance of PARS/OPEB for October and November 2016 (December 2016 report not available): \$666,726.77. An overall decrease in Net Earnings of \$10,735.17 was reported.

MPWD RESERVE FUNDS					
R	A	Balance @ 12/31/2014	Balance @ 12/31/2015	Balance @ 12/31/2016	Budget for Reserve Policy
Capital Reserves		\$ 1,232,101	\$ 892,186	\$ 2,061,323	\$ 2,500,000
Emergency Reserves		\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
Working Capital Reserves		\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
TOTAL RESERVE FUNDS		3,732,101	3,392,186	4,561,323	5,000,000

2) Water Revenue Report:

WATER REVENUES FISCAL YEAR 2016/2017					
Month	Total Units	Water Commodity Charges	Fixed System Charges	Total Water Revenues	Misc Rev
JUL	111,110	851,106.50	205,631.47	1,056,737.97	1,242.50
AUG	113,341	952,329.97	224,247.06	1,176,577.03	1,240.00
SEP	112,591	947,559.51	224,661.20	1,172,220.71	1,248.75
OCT	101,247	843,144.88	224,835.59	1,067,980.47	1,248.75
NOV	76,838	620,687.41	224,770.69	845,458.10	1,650.67
DEC	66,486	528,797.12	224,159.45	752,956.57	1,256.25
TOTAL	581,613	4,743,625.39	1,328,305.46	6,071,930.85	7,886.92



3) **SPRINGBROOK PROGRESS:**

This month, Springbrook was on site working with staff on the configuration and set up of the Billing System. Training for staff will occur prior to go-live and then a post go-live refresher training will occur in March.

SPRINGBROOK IMPLEMENTATION SCHEDULE - PRELIMINARY

DATE		Task	Work Complete
Start	End		
4/11/2016	4/13/2016	Overview training for Finance - Billing System and Chart of Accounts	X
5/9/2016	5/13/2016	Finance Conversion - General Ledger and Accounts Payable data review	x
8/8/2016	8/12/2016	Finance Go Live	x
8/22/2016	8/24/2016	Project Management Set-up and go-live	x
9/5/2016	9/15/2016	Bank Reconciliation Configuration and go-live	x
9/5/2016	9/15/2016	Ancillaries - AR - setups	x
9/19/2016	9/19/2016	Fixed Assets - Go Live	x
1/11/2017	11/19/2017	Utility Billing Data Conversion	x
3/6/2017	3/10/2017	Utility Billing - On-Site Parallel Processing	
3/27/2017	3/31/2017	Utility Billing - On-Site Go Live	
4/3/2017	4/7/2017	Utility Billing - Post Go Live Refresher Training	

4) **TEAM BUILDING ACTIVITIES:**

Staff is participating in a trivia competition each day. We are learning interesting facts.

Birthdays continued to be celebrated this month.



TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager
DATE: January 26, 2017

OPERATIONS REPORT – December 2016

Projects:

- No change here - through December staff has installed a total of 513 AMI meters throughout Zone 1 with 1 left to fit. The last meter is at a site where there is ongoing litigation and we are holding off until the issue is settled. Their water is still metered;
- Removed an old water line tee that had leaded joints and replaced with section of PVC pipe of similar size and installed a service line corp stop before running the new service line for customer on Chula Vista;
- Upgrade service for 1807 Bayview completed as well as repairs to street;
- No change here - AMI: Staff continues to work with Sensus Metering and Continentals Utility Billing to set up files for the new Sensus AMI customer portal conversion.

Maintenance:

- Responded to and completed 227 USA (underground service alerts) requests and identified infrastructure before digging in the streets or easements. Last month we marked 207 locations. An average month is approximately 140 requests;
- Changed out 19 failed AMI transmitters, and two (2) failed registers, all units returned for repair under full warranty;
- Replaced four (4) old style meters with an AMI meter due to old meter failure and customer inquiry;
- Continue with meter maintenance (cleaning and clearing around meter boxes) and intertie maintenance (cleaning up vaults and installing/replacing pressure gauges);
- Read meters in zones without AMI;
- Made efforts to move water in areas with dead-ends to improve water quality during wet weather events;
- Made repairs to CIP water main breaks on Mezes, Sequoia, Arthur and Monserat (leaks on Arthur and Monserat occurred on Christmas Day and day after Christmas);
- Replaced fire hydrant and valve can in street near 1302 North Road;

- Continue to perform normal maintenance and exercised water system pressure regulating valves;
- Continue efforts to drain and clean several reservoir sites. The four tanks are at Dekoven, Exbourne, Buckland and West Belmont. They will be placed back in service when demand picks up in spring;
- As mentioned last month, the efforts in the biennial cathodic protection system of pipelines, mainly east of El Camino Real, and the tank sites with Trident Environmental has been put on hold due to other system demands. Their work will resume in January and their report is now anticipated to be completed by March 2017;
- Collected a requisite 44 water samples for bacteriological testing – all samples were normal and showed no signs of coliform bacteria;
- Water system dead-ends continued to be monitored for disinfectant residual, and where needed, we flowed water into landscapes, street sweepers or sewer flushing trucks versus monitoring for discharge into the storm water systems to improve water quality; and
- Monitoring for signs of nitrification within our tanks, sample stations and dead ends continues as a part of regular water quality monitoring.

System Repairs:

Location	Event	Material	Installation Date	Estimated Water Loss (Gals.)
1827 Mezes	Main Break	CIP	1960	Not known
2625 Sequoia	Main Break	CIP	1958	Not known
2109 Arthur	Main Break	CIP	1956	Not known
2736 Monserat	Main Break	CIP	1950	Not known

Development:

- Staff is currently working with developers on 18 development projects:

Mixed Use Commercial/Residential:

- o 576-600 El Camino Real – currently reviewing their plans; and
- o 400-490 El Camino Real – currently reviewing their plans.

Commercial:

- o 539 Harbor Blvd. – updated installation quote;
- o 700 Island Parkway – payment received, awaiting scheduling;
- o 1201 Shoreway Road – currently reviewing their plans;
- o 1477 El Camino Real – currently reviewing their plans; and
- o 699 Ralston Ave. – currently reviewing their plans.

Residential/Multi-Family:

- o 1807 Bayview – Installation complete, awaiting backflow certification;
- o 1001 Notre Dame – currently reviewing their plans;
- o 2828 Monte Cresta – installation scheduled;

- 905 South Rd - currently reviewing their plans;
- 1221 Elmer St – installation complete, awaiting backflow certification;
- 10 Notre Dame Place - currently reviewing their plans;
- 1906 Bishop – installation scheduled;
- 1919 Oak Knoll Dr. – currently reviewing their plans;
- 1942 Bayview – currently reviewing their plans;
- 1557 Vine St. – installation scheduled; and
- 796 Miramar Terrace - currently reviewing their plans.

Administration:

- Discuss the On-Call calendar with staff before finalizing list (do this every year at this time);
- Several of us took time off at the end of December;
- Attended both the monthly BAWSCA meeting and the HIA lunch on behalf of General Manager;
- Met with City PW Department staff to discuss a joint City/District project; their sewer rehabilitation and our water pipeline improvements in three (3) specific areas: Davey Glen (CIP 15-43), Francis (CIP 15-51) and Academy (15-53). We shared a draft agreement with City for their review and had preliminary discussion on projects, common costs, and how to move forward;
- Invited to, reviewed and provided comments to a City sewer improvement project along Ralston, 6th and Waltermire;
- Participated in a webinar on the subject of the upcoming lead sampling and testing for schools proposed by the State;
- Completed the required Ethics Training web-course; and
- Continued to actively manage power use during pumping operations.

**MID PENINSULA WATER DISTRICT
BUDGET FOR YEAR 2016 2017
SUMMARY**

Target YTD % 50.4%

DESCRIPTION	APPROVED FY 2016 2017 BUDGET	ACTUAL 7/1/16 12/31/16	REMAINING BALANCE/ OVER BUDGET	Y T D OF BUDGET
OPERATING REVENUE				
WATER COMMODITY CHARGES	8,100,000	4,751,340	3,348,660	58.7%
FIXED SYSTEM CHARGES	2,663,720	1,334,260	1,329,460	50.1%
FIRE SERVICE CHARGES	14,400	7,474	6,926	51.9%
SERVICE LINE & INSTALLATION CHARGES	25,000	1,491	23,509	6.0%
WATER SYSTEM CAPACITY CHARGES	200,000	-	200,000	NA
WATER DEMAND OFFSET CHARGES	10,000	-	10,000	NA
MISCELLANEOUS CHARGES	10,000	9,382	618	93.8%
INTEREST REVENUE - LAIF	10,000	13,072	(3,072)	130.7%
LEASE OF PHYSICAL PROPERTY	200,000	75,288	124,712	37.6%
PROPERTY TAX REVENUE	255,000	123,158	131,842	48.3%
TOTAL OPERATING REVENUE	11,488,120	6,315,465	5,172,655	55.0%
OPERATING E PENDITURES				
SALARIES & WAGES	1,668,500	790,986	877,514	47.4%
PAYROLL TAXES & BENEFITS	1,163,800	540,998	622,802	46.5%
PURCHASED WATER	4,976,000	2,821,227	2,154,773	56.7%
OUTREACH & EDUCATION	133,900	27,140	106,760	20.3%
M&R - OPS SYSTEM	398,250	144,827	253,423	36.4%
M&R - FACILITIES & EQUIPMENT	162,000	60,914	101,086	37.6%
MAJOR MAINTENANCE	12,000	591	11,409	4.9%
OFFICE SUPPLIES & EQUIPMENT	326,750	137,963	188,787	42.2%
MEMBERSHIP & GOV FEES	217,500	80,149	137,351	36.9%
BAD DEBT & CLAIMS	37,000	3,814	33,186	10.3%
UTILITIES	288,300	131,343	156,957	45.6%
PROFESSIONAL SERVICES	501,950	208,983	292,967	41.6%
TRAINING/TRAVEL & RECRUITMENT	31,000	16,774	14,226	54.1%
RESTRICTED EARNINGS	(10,000)	(13,072)	3,072	130.7%
RESERVES	-	-	-	NA
DEPRECIATION	950,000	475,513	474,487	50.1%
TOTAL OPERATING E PENDITURES	10,856,950	5,428,149	5,428,801	50.0%
OPERATING REVENUE LESS E PENDITURES	631,170	887,316	256,146	140.6%
NET TRANSFERS TO CAPITAL	631,170	887,316	256,146	140.6%
NET RESULTS OF OPERATIONS	-	-	-	
OPERATING E PENDITURES LESS DEPRECIATION	9,906,950	4,952,636	4,954,314	50.0%

**MID PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2016 2017
DETAILED**

Target YTD % 50.4%

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED FY 2016-2017 BUDGET \$	ACTUAL 7/1/2016 12/31/2016	REMAINING BALANCE/ (OVER BUDGET)	Y T D OF BUDGET
4010	WATER COMMODITY CHARGES (A)	8,100,000	4,751,340	3,348,660	58.7%
4020	FIXED SYSTEM CHARGES	2,663,720	1,334,260	1,329,460	50.1%
4030	FIRE SERVICE CHARGES	14,400	7,474	6,926	51.9%
4050	SERVICE LINE & INSTALLATION CHARGES	25,000	1,491	23,509	6.0%
4060	WATER SYSTEM CAPACITY CHARGES	200,000	-	200,000	NA
4070	WATER DEMAND OFFSET CHARGES	10,000	-	10,000	NA
4090	MISCELLANEOUS REVENUES	<u>10,000</u>	<u>9,382</u>	<u>618</u>	93.8%
4000	TOTAL WATER AND FEE CHARGES	11,023,120	6,103,947	4,919,173	55.4%
4102	Interest Revenue- LAIF	<u>10,000</u>	<u>13,072</u>	<u>(3,072)</u>	130.7%
4100	INTEREST REVENUE	10,000	13,072	(3,072)	130.7%
4201	Lease of Physical Property	200,000	75,288	124,712	37.6%
4202	Property Tax Revenue	<u>255,000</u>	<u>123,158</u>	<u>131,842</u>	48.3%
4200	OTHER REVENUE	455,000	198,445	256,555	43.6%
4000	TOTAL OPERATING REVENUE	11,488,120	6,315,465	5,172,655	55.0%
6011	Salaries & Wages	1,575,000	752,850	822,150	47.8%
6012	Director Compensation	11,000	3,200	7,800	29.1%
6017	Capital Salaries & Wages	<u>-</u>	<u>50,310</u>	<u>(50,310)</u>	NA
6010	GROSS REGULAR WAGES	<u>1,586,000</u>	<u>806,359</u>	<u>779,641</u>	50.8%
6017	CAPITAL SALARY & WAGES reversed	<u>-</u>	<u>(50,310)</u>	<u>50,310</u>	N/A
6021	Overtime Labor	45,500	19,014	26,486	41.8%
6022	Standby Labor	<u>37,000</u>	<u>15,922</u>	<u>21,078</u>	43.0%
6020	SUB-TOTAL SALARY & WAGES	1,668,500	790,986	877,514	47.4%
6031	FICA/Medicare PR Tax	131,500	51,347	80,153	39.0%
6038	ACWA Health Care	320,000	155,487	164,513	48.6%
6039	ACWA Dental	31,000	12,298	18,702	39.7%
6040	ACWA Vision	4,350	2,142	2,208	49.2%
6041	ACWA Life/AD&D	4,200	2,090	2,110	49.8%
6042	Standard LDL/SDL Disability	12,400	5,148	7,252	41.5%
6043	Workers' Comp Insurance	50,400	21,011	29,389	41.7%
6044	Unemployment	1,000	-	1,000	NA

**MID PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2016 2017
DETAILED**

Target YTD % 50.4%

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED FY 2016-2017 BUDGET \$	ACTUAL 7/1/2016 12/31/2016	REMAINING BALANCE/ (OVER BUDGET)	Y T D OF BUDGET
6045	CALPERS Retirement - ER 2%@55	235,000	100,123	134,877	42.6%
6054	CAPITAL PAYROLL TAXES & BENEFITS	-	25,918	(25,918)	N/A
6046	Retirees' ACWA Health Care	56,000	30,812	25,188	55.0%
6047	Directors' ACWA Health Care	108,000	55,393	52,607	51.3%
6049	Medical Reimbursement	1,000	319	681	31.9%
6050	Employee Service Recognition	7,000	1,906	5,094	27.2%
6051	Safety Incentive Program	7,200	3,600	3,600	50.0%
6052	Uniforms (B)	24,750	14,376	10,374	58.1%
6053	PARS OPEB Expense	170,000	84,946	85,054	50.0%
6030	SUB-TOTAL PAYROLL TAXES & BENEFITS	1,163,800	566,916	596,884	48.7%
6054	CAPITAL PAYROLL TAXES & BENEFITS	-	(25,918)	25,918	N/A
6000	PERSONNEL COSTS	2,832,300	1,331,984	1,500,316	47.0%
6101	SFPUC Treated Water (A)	4,500,000	2,550,891	1,949,109	56.7%
6102	BAWSCA (Debt Service Surcharges)	476,000	237,726	238,274	49.9%
6103	Rates Stabilization	-	-	-	NA
6104	SFPUC Water Service Charge	-	32,610	(32,610)	N/A
6100	PURCHASED WATER	4,976,000	2,821,227	2,154,773	56.7%
6301	Water Conservation Program	7,200	482	6,718	6.7%
6302	School Conservation Program	7,200	178	7,022	2.5%
6303	Public Outreach & Education	25,750	5,051	20,699	19.6%
6305	HET Rebates	24,750	4,498	20,252	18.2%
6306	Washing Machine Rebates	25,750	29	25,721	0.1%
6307	Lawn-Be-Gone Rebates	38,100	16,228	21,872	42.6%
6308	Rain Barrel Rebates	5,150	673	4,477	13.1%
6304	TOTAL WATER CONSERVATION REBATES	93,750	21,429	72,321	22.9%
6300	OUTREACH/EDUCATION	133,900	27,140	106,760	20.3%
6401	Water Quality	67,000	31,582	35,418	47.1%
6402	Pumping	78,250	10,465	67,785	13.4%
6403	Storage Tanks	15,000	-	15,000	NA
6404	Mains/Distribution	100,000	46,503	53,497	46.5%
6405	Meters & Service	30,000	12,084	17,916	40.3%
6406	Fire Hydrants (C)	31,000	23,995	7,005	77.4%
6407	Regulator Stations	6,000	59	5,941	1.0%
6408	Safety	32,000	7,044	24,956	22.0%
6409	SCADA Maintenance	15,000	5,624	9,376	NA
6410	Generator Maintenance	24,000	7,471	-	-
6400	M&R - OPS SYSTEMS	398,250	144,827	253,423	36.4%
6501	M&R-Buildings&Grounds	93,000	30,225	62,775	32.5%
6502	M&R- Equipment&Tools	21,000	8,176	12,824	38.9%

**MID PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2016 2017
DETAILED**

Target YTD %
50.4%

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED FY 2016-2017 BUDGET \$	ACTUAL 7/1/2016 12/31/2016	REMAINING BALANCE/ (OVER BUDGET)	Y T D OF BUDGET
6503	M&R- Vehicles & Large Equipment (D)	19,000	12,453	6,547	65.5%
6504	M&R - Fuel	29,000	10,058	18,942	34.7%
6500	M&R - FACILITIES & EQUIPMENT	162,000	60,914	101,086	37.6%
6601	Cathodic Protection Survey	12,000	241	11,759	NA
6602	Leak Detection Survey	-	350	(350)	NA
6600	MAJOR MAINTENANCE	12,000	591	11,409	4.9%
6701	Office Supplies	18,000	5,533	12,467	30.7%
6702	Insurance- Liability/Vehicles	87,750	31,310	56,440	35.7%
6703	Postage (.E)	3,250	5,662	(2,412)	174.2%
6704	Printing/Printing Supplies	13,000	6,958	6,042	53.5%
6705	Equipment Services/Maintenance	56,750	11,564	45,186	20.4%
6706	Computer Supplies & Upgrades	11,750	4,905	6,845	41.7%
6707	Security & Safety	10,750	1,912	8,838	17.8%
6708	Other Fees	500	16	484	3.3%
6709	Customer Credit Card Svs Fees	125,000	70,102	54,898	56.1%
6700	OFFICE SUPPLIES & EQUIP	326,750	137,963	188,787	42.2%
6801	Dues & Publications	39,500	18,742	20,758	47.4%
6802	Gov't Fees & Licenses	73,250	9,976	63,274	13.6%
6803	BAWSCA Membership Assessments	68,750	35,711	33,039	51.9%
6804	Env Health - Cross Connection Inspection	31,000	15,000	16,000	48.4%
6805	Software License	5,000	720	4,280	14.4%
6800	MEMBERSHIP & GOV FEES	217,500	80,149	137,351	36.9%
6901	Bad Debt	7,000	92	6,909	1.3%
6902	Claims	30,000	3,722	26,278	12.4%
6900	BAD DEBT & CLAIMS	37,000	3,814	33,186	10.3%
7001	Utilities-Internet/Cable (F)	7,500	6,378	1,122	85.0%
7002	Utilities-Cellular Telephones	11,850	5,134	6,716	43.3%
7003	Utilities-Electric-Pumping	220,000	95,332	124,668	43.3%
7004	Utilities-Electric-Bldgs&Grounds	24,000	12,816	11,184	53.4%
7005	Utilities-Telephones	17,500	8,550	8,950	48.9%
7006	Utilities-Sewer - NPDES	7,450	3,133	4,318	42.0%
7000	UTILITIES	288,300	131,343	156,957	45.6%
7101	Prof Serv - District Counsel	100,000	41,595	58,405	41.6%
7102	Prof Serv - District Engineer	100,000	31,332	68,668	31.3%
7103	Prof Serv - IT	19,750	8,593	11,157	43.5%
7104	Prof Serv- Annual Finance Audit (G)	20,000	17,700	2,300	88.5%
7105	Prof Serv - Mngmt Consult	-	-	-	NA

**MID PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2016 2017
DETAILED**

Target YTD %
50.4%

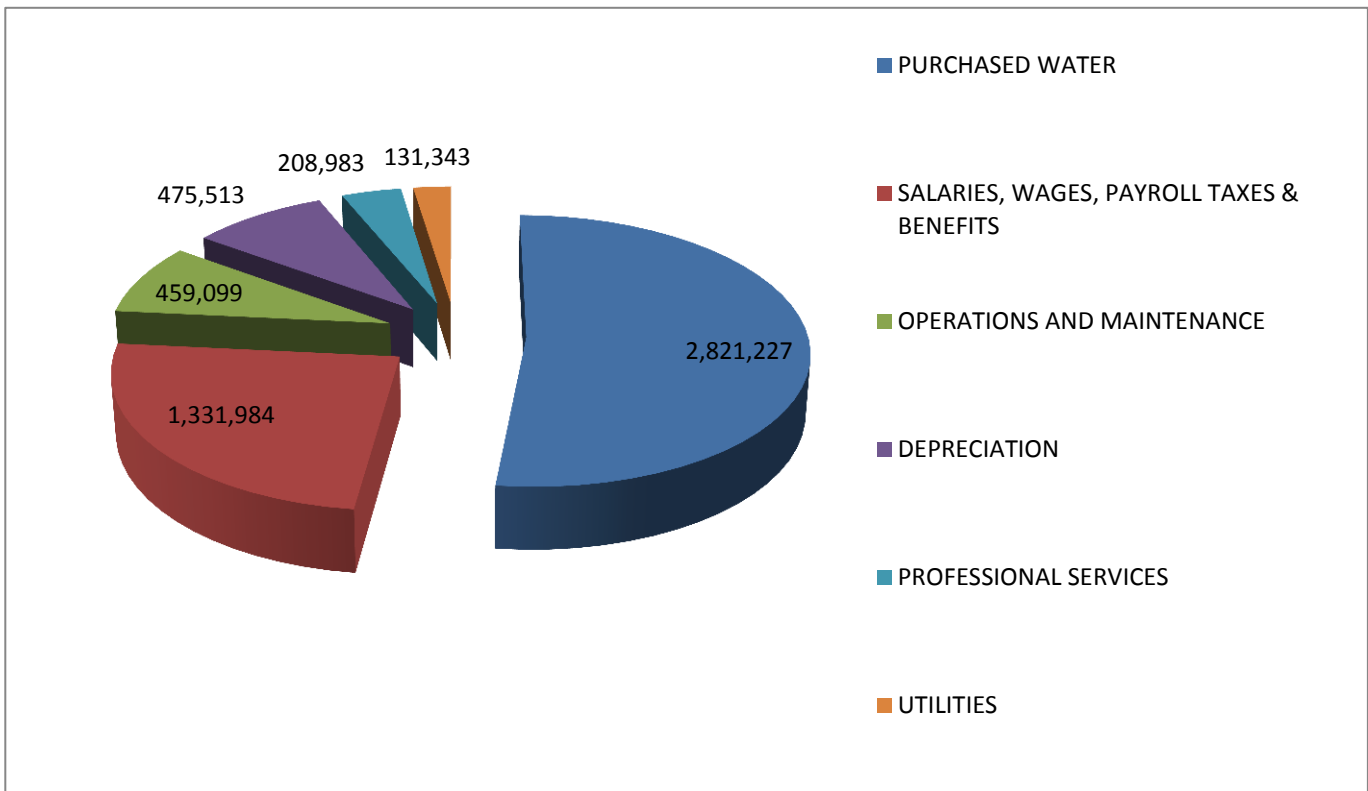
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED FY 2016-2017 BUDGET \$	ACTUAL 7/1/2016 12/31/2016	REMAINING BALANCE/ (OVER BUDGET)	Y T D OF BUDGET
7106	Prof Serv- Accounting & Payroll	21,750	12,466	9,284	57.3%
7107	Prof Serv- Customer Billing	72,250	32,836	39,414	45.4%
7108	Prof Serv - Answering Svs (H)	4,500	3,397	1,103	75.5%
7110	Prof Serv - Miscellaneous	160,000	60,165	99,835	37.6%
7111	Prof Serv - District Treasurer	3,700	900	2,800	24.3%
7100 PROFESSIONAL SERVICES		501,950	208,983	292,967	41.6%
7201	Director Travel	5,000	-	5,000	NA
7202	Director Expense	1,000	-	1,000	NA
7203	Elections	-	-	-	NA
7204	Employee Travel/Training (I)	20,000	14,104	5,896	70.5%
7205	Meetings Expense	5,000	2,669	2,331	53.4%
7200 TRAINING & TRAVEL		31,000	16,774	14,226	54.1%
7302	Restricted Earnings Expense - Interest LAIF	(10,000)	(13,072)	3,072	130.7%
7300 RESTRICTED EARNINGS EXPENSE		(10,000)	(13,072)	3,072	130.7%
8001	Working Reserves: Capital	-	-	-	NA
8002	Working Reserves: Operating	61,123	-	61,123	NA
8000 RESERVES		-	-	-	NA
9010	DEPRECIATION	950,000	475,513	474,487	50.1%
SUB-TOTAL - OPERATING EXPENSES		8,024,650	4,096,165	3,928,485	51.0%
TOTAL OPERATING EXPENSES		10,856,950	5,428,149	5,428,801	50.0%
NET OPERATING SURPLUS/(LOSS) TRANSFER TO CAPITAL		631,170	887,316	(256,146)	140.6%

- (A) Water revenues are at 58.7% and water purchases are both at 56.7%.
- (B) Field Staff Workboots totaling \$3561.
- (C) 4 Fire hydrants purchased totaling \$8526.
- (D) Vehicle Decals updated totaling \$2,695.
- (E) Postage of \$1000 put in meter.
- (F) Internet bills are consistently higher than anticipated. Will be making a budget adjustment at mid-year.
- (G) Audit complete.
- (H) Last year's bill received in August 2016.
- (I) Scada Conference for two employees totaling \$2,435.

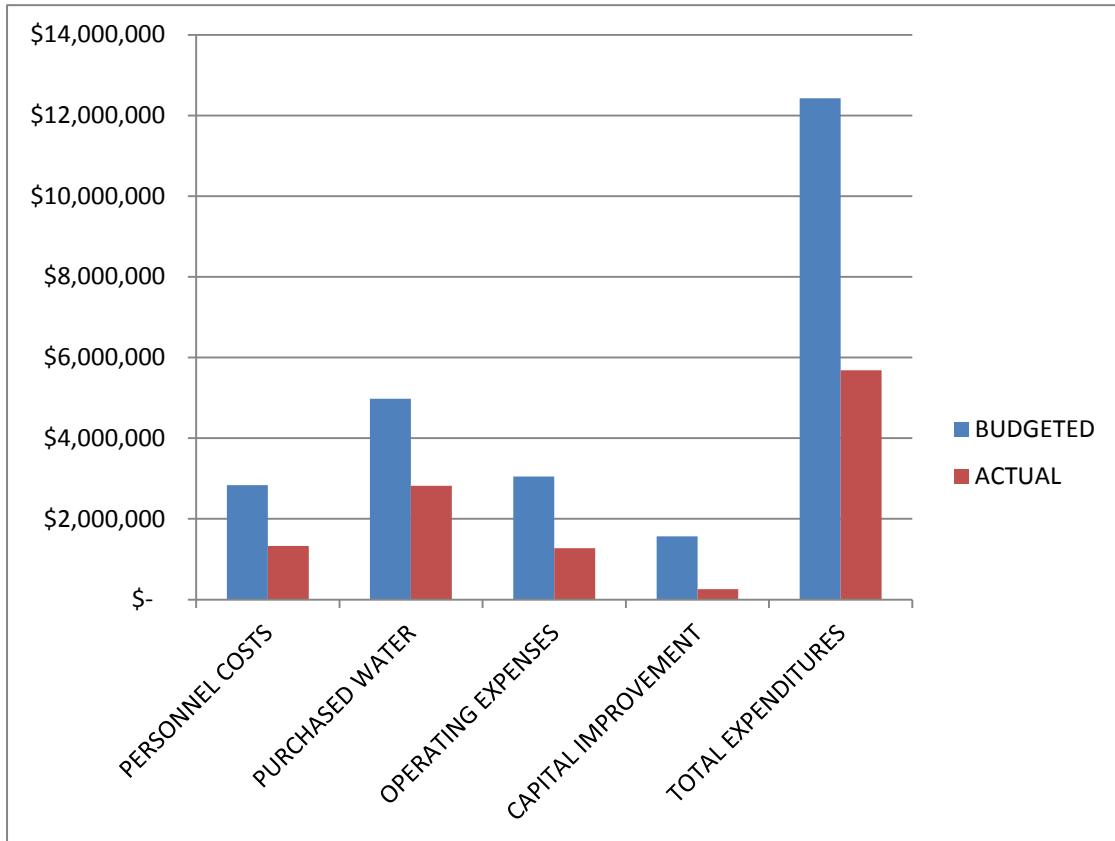
**MID-PENINSULA WATER DISTRICT
ACTUAL OPERATING EXPENDITURES SUMMARY**

Dec-16

OPERATING EXPENDITURES	ACTUAL \$	% OF TOTAL
PURCHASED WATER	2,821,227	52.0%
SALARIES, WAGES, PAYROLL TAXES & BENEFITS	1,331,984	24.5%
OPERATIONS AND MAINTENANCE	459,099	8.5%
DEPRECIATION	475,513	8.8%
PROFESSIONAL SERVICES	208,983	3.8%
UTILITIES	131,343	2.4%
TOTAL OPERATING EXPENDITURES	5,428,149	100%



2014/2015 BUDGET vs ACTUAL TOTAL EXPENDITURES Dec-16



	BUDGETED	ACTUAL	BUDGETED % OF TOTAL	ACTUAL % OF TOTAL
TOTAL EXPENDITURES				
PERSONNEL COSTS	\$ 2,832,300	\$ 1,331,984	23%	23%
PURCHASED WATER	\$ 4,976,000	\$ 2,821,227	40%	50%
OPERATING EXPENSES	\$ 3,048,650	\$ 1,274,938	25%	22%
CAPITAL IMPROVEMENT	\$ 1,565,000	\$ 256,798	13%	5%
TOTAL EXPENDITURES	\$ 12,421,950	\$ 5,684,947	100%	100%

**MID PENINSULA WATER DISTRICT
BUDGET FOR FY 2016 2017
CAPITAL IMPROVEMENT PROJECTS**

DESCRIPTION	APPROVED AMENDED FY 2016-2017 BUDGET \$	ACTUAL 7/1/2016 12/31/2016	REMAINING BALANCE/ (OVER BUDGET)	Target YTD % 50.4%
				Y T D OF BUDGET
CAPITAL IMPROVEMENTS - WORK IN PROCESS (WIP)				
AMI Meter Change Out Program	500,000	2,188	497,812	0.4%
Karen Road Water Main Replacement - CIP	100,000	26,877	73,123	26.9%
Folger Pump Station Demolition - CIP	50,000	3,720	46,280	7.4%
Alameda de las Pulgas Water Main Replacement Project - CIP	700,000	180,994	519,006	25.9%
CAPITAL IMPROVEMENTS WIP TOTAL	1,350,000	213,779	1,136,221	15.8%
CAPITAL OUTLAY				
Financial Management System (FMS) - Comprehensive Replacement	95,000	26,779	68,221	28.2%
Implementation of Sensus Consumer Portal	70,000	3,398	66,602	4.9%
Miscellaneous Capital Outlay/Projects (A)	50,000	12,842	37,158	25.7%
CAPITAL OUTLAY TOTAL	215,000	43,019	171,981	20.0%
CAPITAL IMPROVEMENTS CAPITAL OUTLAY TOTAL	1,565,000	256,798	1,308,202	16.4%
DEPRECIATION	950,000	475,513	474,487	50.1%
TRANSFER FROM OPS	631,170	887,316	(256,146)	140.6%
TRANSFER (TO)/FROM CAPITAL RESERVES	(16,170)	(1,106,031)	1,089,861	6840.0%
CAPITAL OUTLAY/CAPITAL PROJECTS	(1,565,000)	(256,798)	(1,308,202)	16.4%
NET RESULTS OF CAPITAL		0	0	N/A

(A) Hallmark Tank Retrofit Project \$12,842

(A) Hillcrest Project \$2,918

**MID PENINSULA WATER DISTRICT
OPERATIONS SUMMARY
PREVIOUS YEAR COMPARISON**

	Jul - Dec 16	Jul - Dec 15	\$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · OPERATING REVENUE	6,103,947.08	5,304,240.25	799,706.83	15.08%
4100 · INTEREST INCOME	13,072.12	5,785.00	7,287.12	125.97%
4200 · OTHER INCOME	198,445.47	183,607.60	14,837.87	8.08%
Total Income	<u>6,315,464.67</u>	<u>5,493,632.85</u>	<u>821,831.82</u>	<u>14.96%</u>
Expense				
6000 · PERSONNEL COSTS	1,331,983.80	1,299,784.13	32,199.67	2.48%
6100 · PURCHASED WATER	2,821,227.13	2,409,651.52	411,575.61	17.08%
6300 · OUTREACH/EDUCATION	27,140.43	72,705.20	-45,564.77	-62.67%
6400 · M&R - OPS SYSTEMS	144,826.84	165,961.24	-21,134.40	-12.74%
6500 · M&R - FACILITIES & EQUIPMENT	60,913.57	51,000.46	9,913.11	19.44%
6600 · MAJOR MAINTENANCE	590.74	700.00	-109.26	-15.61%
6700 · OFFICE SUPPLIES & EQUIPMENT	137,962.80	141,998.24	-4,035.44	-2.84%
6800 · MEMBERSHIP & GOV FEES	80,149.16	104,168.93	-24,019.77	-23.06%
6900 · BAD DEBT & CLAIMS	3,813.70	7,020.93	-3,207.23	-45.68%
7000 · UTILITIES	131,342.58	143,552.71	-12,210.13	-8.51%
7100 · PROFESSIONAL SERVICES	208,983.39	232,013.31	-23,029.92	-9.93%
7200 · TRAINING & TRAVEL	16,773.72	8,049.40	8,724.32	108.39%
Total Expense	<u>4,965,707.86</u>	<u>4,636,606.07</u>	<u>329,101.79</u>	<u>7.1%</u>
Net Ordinary Income	<u>1,349,756.81</u>	<u>857,026.78</u>	<u>492,730.03</u>	<u>57.49%</u>
Other Income/Expense				
Other Expense				
9000 · DEPRECIATION	475,513.32	473,919.90	1,593.42	0.34%
Total Other Expense	<u>475,513.32</u>	<u>473,919.90</u>	<u>1,593.42</u>	<u>0.3%</u>
7302 - RESTRICTED EARNINGS EXPENSE - INTEREST LAIF	-13,072.12	-5,785.00	-7,287.12	-126.0%
Total Restricted Earnings Expense	<u>-13,072.12</u>	<u>-5,785.00</u>	<u>-7,287.12</u>	<u>-126.0%</u>
Net Operating Surplus/(Loss)	<u><u>887,315.61</u></u>	<u><u>388,891.88</u></u>	<u><u>498,423.73</u></u>	<u><u>128.2%</u></u>

**MID PENINSULA WATER DISTRICT
CONDENSED BALANCE SHEET
PREVIOUS YEAR COMPARISON**

	31-Dec-16	31-Dec-15	\$ Change	% Change
ASSETS				
CURRENT ASSETS				
Total Checking/Savings	5,588,448.22	3,797,007.04	1,791,441.18	47.18%
Total Accounts Receivable	776,565.95	658,814.02	117,751.93	17.87%
Other Current Assets				
Inventory A	0.00	158,736.70	-158,736.70	-100.0%
Other Current Assets	123,651.00	250,331.03	-126,680.03	-50.61%
Total Other Current Assets	123,651.00	409,067.73	-285,416.73	-69.77%
TOTAL CURRENT ASSETS	6,488,665.17	4,864,888.79	1,623,776.38	33.38%
FIXED ASSETS				
Fixed Assets	42,011,270.08	41,415,775.66	595,494.42	1.44%
Accumulated Depreciation	-26,239,605.29	-25,327,649.70	-911,955.59	-3.6%
Construction in Progress	1,041,387.40	402,591.50	638,795.90	158.67%
TOTAL FIXED ASSETS	16,813,052.19	16,490,717.46	322,334.73	1.96%
TOTAL OTHER ASSETS	219,777.55	203,461.00	16,316.55	8.02%
TOTAL ASSETS	23,521,494.91	21,559,067.25	1,962,427.66	9.1%
LIABILITIES & EQUITY				
LIABILITIES				
CURRENT LIABILITIES				
Total Accounts Payable	497,174.25	93,456.09	403,718.16	431.99%
Total Other Current Liabilities B	864,066.05	715,409.15	148,656.90	20.78%
TOTAL CURRENT LIABILITIES	1,361,240.30	808,865.24	552,375.06	68.29%
TOTAL LONG TERM LIABILITIES B	1,346,892.00	1,122,799.45	224,092.55	19.96%
TOTAL LIABILITIES	2,708,132.30	1,931,664.69	776,467.61	40.2%
EQUITY				
3000 - Opening Bal Equity	0.00	144.00	-144.00	-100.0%
3800 RESERVES	4,561,323.04	3,392,186.45	1,169,136.59	34.47%
3940 - Fund Bal Invest in Util Plant	16,806,779.79	16,492,089.94	314,689.85	1.91%
Net Assets B	-554,740.22	-257,017.83	-297,722.39	-115.84%
TOTAL EQUITY	20,813,362.61	19,627,402.56	1,185,960.05	6.04%
TOTAL LIABILITIES & EQUITY	23,521,494.91	21,559,067.25	1,962,427.66	9.1%

	B D 2014	B D 2015	B D 2016	B R P
RESERVES				
Capital Reserves	1,232,101	892,186	2,061,323	2,500,000
Emergency Reserves	2,000,000	2,000,000	2,000,000	2,000,000
Working Capital Reserves	500,000	500,000	500,000	500,000
TOTAL RESERVE FUNDS	3,732,101	3,392,186	4,561,323	5,000,000

A Change in Capitalization/Inventory Policy. Inventory less than \$5,000 were expensed last fiscal year.

B CalPERS Net Pension Liability - GASB 68 requirement.