



REGULAR MEETING
BOARD OF DIRECTORS
THURSDAY, JANUARY 27, 2022 - 6:30 PM

AGENDA

DUE TO COVID-19, THIS MEETING WILL BE CONDUCTED VIA TELECONFERENCE ONLY (NO PHYSICAL LOCATION) PURSUANT TO ASSEMBLY BILL 361 (GOVERNMENT CODE SECTION 54953)

MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON.

Public comments may be made during the meeting, or submitted before the meeting via email to
General Manager, Tammy Rudock, at tammyr@midpeninsulawater.org.

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

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

Should the teleconference platform not be operational, please check the MPWD website home page for updated
information and/or further instructions at: www.midpeninsulawater.org

Board members, staff, consultants, and the public may participate remotely.

Meeting Link: <https://global.gotomeeting.com/join/417037045>

Dial by Telephone U.S. (Toll Free): 1-877-309-2073

Access Code: 417-037-045

1. OPENING

- A. Call to Order
- B. Establishment of Quorum

2. PUBLIC COMMENT

If you wish to address the Board, please follow the directions at the top of the agenda. If you have anything that you wish distributed to the Board and included for the official record, please include it in your email. Comments that require a response may be deferred for staff reply.

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

4. ACKNOWLEDGEMENTS/PRESENTATIONS

- A. Candy Pina, Administrative Services Manager - Service Retirement (9.5 Years of Service)

5. CONSENT AGENDA

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

- A. Approve Minutes for the Regular Board Meeting on December 16, 2021
- B. Approve Expenditures from November 11, 2021, through November 30, 2021
- C. Reaffirm Resolution 2021-26 Making Findings Pursuant to Assembly Bill 361 that the Proclaimed COVID-19 State of Emergency Continues to Impact the Ability of the MPWD Board of Directors and its Committees to Meet Safely in Person
- D. Enact Resolution 2022-01 Approving a Compensation Adjustment for the General Manager, effective January 1, 2022, and Corresponding Seventh Amendment to the General Manager's Employment Agreement, and Approving the General Manager Salary Schedule, effective January 1, 2022

6. HEARING AND APPEALS

- A. Conversion from an At-Large Electoral System for Members of the MPWD Board of Directors to a System Based on Five (5) Divisions Pursuant to the California Voting Rights Act

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

- A. Receive Semi-Annual Reports on 2016 COP Financing through December 31, 2021:
 - 1. Financial Reconciliation Report; and
 - 2. Capital Project Fund Report, Presented by Dan Bergmann of IGService
- B. Receive Project Update on El Camino Real Water Main Replacement

8. REGULAR BUSINESS AGENDA

- A. Consider 2022 Reorganization, including:
 - 1. Resolution 2022-03 Approving the Reorganization, New Position Classifications for Chief Financial Officer, Operations Project Coordinator, and Water Resources Coordinator, and Revised Position Classifications for Administrative Services Manager and Accountant, and Revised Salary Schedules for Represented and Unrepresented Employees; and
 - 2. Resolution 2022-04 Approving the Temporary Appointment of Retired Annuitant Monique Madrid as Administrative Services Manager and District Secretary in Accordance with Government Code Sections 7522.56 and 21224
- B. Receive Reports on:
 - 1. California and San Francisco Regional Water System Drought Conditions;
 - 2. MPWD 's Water Conservation Update; and
 - 3. MPWD Water Conservation Activities/Programs Report for Quarter Ended December 31, 2021
- C. BAWSCA Update

9. MANAGEMENT AND BOARD REPORTS

A. Management Reports

1. General Manager
2. Administrative Services
3. Operations
4. District Engineer

B. Financial Reports

1. Month End November 30, 2021 - Operating Budget Summary

C. Director Reports

10. COMMUNICATIONS

11. ADJOURNMENT

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

ACCESSIBLE PUBLIC MEETINGS

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

NEXT REGULAR BOARD MEETING: THURSDAY, FEBRUARY 24, 2022, AT 6:30PM

CERTIFICATE OF RECOGNITION

for

CANDY PINA

For 9 ½ years of dedicated service to the Mid-Peninsula Water District.

Best wishes in retirement!

PRESIDENT KIRK R. WHEELER

VICE PRESIDENT LOUIS VELLA

DIRECTOR MATTHEW P. ZUCCA

DIRECTOR CATHERINE MOSTASISA-JORDAN

DIRECTOR BRIAN SCHMIDT

Thank You!



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

Thursday, December 16, 2021
Belmont, California

**DUE TO COVID-19, THIS MEETING WILL BE CONDUCTED
VIA TELECONFERENCE ONLY (NO PHYSICAL LOCATION)
PURSUANT TO ASSEMBLY BILL 361 (GOVERNMENT CODE SECTION 54953)**

MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON

Public comments may be made during the meeting, or submitted before the meeting
via email to General Manager, Tammy Rudock, at tammyr@midpeninsulawater.org.

Please indicate in your email the agenda item to which your comment applies.
Comments submitted before the meeting will be provided to the Board before or during the
meeting.

Should the teleconference platform not be operational, please check the MPWD website home
page
for updated information and/or further instructions at: www.midpeninsulawater.org

Board members, staff, consultants, and the public may participate remotely

Meeting Link: <https://global.gotomeeting.com/join/210247821>
Dial by Telephone U.S. (Toll Free): 1-877-309-2073
Access Code: 210-247-821

1. OPENING

A. Call to Order: The regular teleconference meeting of the Mid-Peninsula Water District Board
of Directors was called to order at 6:30PM.

B. Establishment of Quorum

PRESENT: Directors Schmidt, Wheeler, Vella, Zucca, and Mostasisa

A quorum was present.

ALSO PRESENT: General Manager Tammy Rudock, Operations Manager Rene
Ramirez, Interim Administrative Services Manager Monique Madrid, District Counsel
Julie Sherman, and District Engineer Joubin Pakpour.

GUESTS: Brent Chester Operations Supervisor; Consultants: Rick Wood of California Special
Districts Association (Interim Chief Financial Officer), Jennifer Meza and Will Rogers of PARS
(115 Trust Advisor), Randall Yurchak of High Mark Capital Mgt., (Portfolio Manager) and Andrew
Nelson of CPS HR Consulting, (GM Recruiter)

52 **C. Election of Officers 2022:**

- 53
- 54 **1. President:** President Schmidt opened the floor for nominations for Board President.

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56 Director Vella nominated Vice-President Wheeler for President of the Board of Directors.
57 There were no other nominations.

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59 Director Vella moved to approve Vice-President Wheeler as the 2022 Board President.

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61 Director Mostasisa seconded the motion.

62
63 **Roll Call Vote: Item 1.C.1. was approved unanimously, 5-Ayes, and 0-Noes**

64 President Wheeler was seated immediately following the vote of approval.

- 65
66 **2. Vice-President:**

67 President Wheeler opened the floor for nominations for Vice-President.

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69 Director Schmidt nominated Director Vella for Vice-President of the Board of Directors.
70 There were no other nominations.

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72 Director Schmidt moved to approve Director Vella for Board Vice-President.

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74 Director Zucca seconded the motion.

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76 **Roll Call Vote: Item 1.C.2. was approved unanimously, 5-Ayes, and 0-Noes.**

77 Vice-President Vella was seated immediately following the vote of approval.

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79 **2. PUBLIC COMMENT**

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81 NONE

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

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85 NONE

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87 **4. ACKNOWLEDGEMENTS/PRESENTATIONS**

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89 NONE

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91 **5. CONSENT AGENDA**

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93 **A. Approve Minutes for the Regular Board Meeting on November 17, 2021**

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95 **B. Expenditures Report – Postponed to Next Month**

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97 **C. Reaffirm Resolution 2021-26 Making Findings Pursuant to Assembly Bill 361 that the**
98 **Proclaimed COVID-19 State of Emergency Continues to Impact the Ability of the**
99 **MPWD Board of Directors and its Committees to Meet Safely in Person**

D. **Approve Resolution 2021-34 Authorizing a Task Order Amendment in the amount of \$17,370 to the Contract between the MPWD and Robert D Niehaus, Inc. (RDN), for the Water Capacity Charge Update**

E. **Approve Resolution 2021-35 Authorizing the Department of Water Resources Grant Application, Acceptance, and Execution for the Peninsula Drought Resiliency Program and the Dekoven Tanks Replacement Project**

Vice-President Vella requested a correction to the November 17, 2021, minutes. Line 217 change from "appointed" to "suggested". The minutes will be changed accordingly.

Items 5A-5D:

Vice-President Vella moved to approve the consent agenda with the one change to the minutes as described above.

Director Schmidt seconded the motion.

Roll Call Vote: Item 5.A.- 5.D. passed unanimously. 5-Ayes, and 0-Noes

Item 5.E. was heard separately. Director Zucca recused himself.

Director Mostasisa moved to approve item 5.E.

President Wheeler seconded the motion.

Roll Call Vote: Item 5.E. passed, 4-0. 4-Ayes, and 0-Noes, 1-Abstain (Zucca)

7. **HEARING AND APPEALS** - None

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

A. **Consider Resolution 2021-36 related to MPWD Capital Projects identified as the Dekoven Tank Utilization Project (#15-09) and the Oak Knolls Drive Improvements (#15-19) Authorizing:**

1. A Professional Services Contract in the amount of \$402,651, plus a 10% Contingency of \$40,000, for a total Budget of \$442,651, between the MPWD and Mott McDonald Group, Inc., for Engineering Design Services; and

2. Task Order No. 22-14 in the amount of \$25,000 with Pakpour Consulting Group, Inc., for District Engineer Support Services

Operations Manager Ramirez introduced the item and explained this item was not originally funded, however, in order to expend the COP funds, it was given a higher priority and brought to the Board of Directors for approval.

District Engineer Pakpour added comments.

Board discussion followed.

Director Zucca moved to approve Resolution 2021-36 related to MPWD Capital Projects identified as the Dekoven Tank Utilization Project #15-09 and the Oak Knolls Drive improvements (#15-19) authorizing:

1. A Professional Services Contract in the amount of \$402,651, plus a 10% contingency of \$40,000, for a total Budget of \$442,651, between the MPWD and Mott McDonald Group, Inc., for Engineering Design Services; and
2. Task Order No. 22-14 in the amount of \$25,000 with Pakpour Consulting Group, Inc., for District Engineer Support Services.

Vice-President Vella seconded the motion.

Roll Call Vote: Item 7.A., 1 and 2 passed unanimously. 5-Ayes, 0-Noes

B. Consider Resolution 2021-37 Authorizing a Task Order in the amount of \$20,000 with Pakpour Consulting Group, Inc., for Professional Services to Review Water Storage Needs, Alternatives for Tank Construction, and Potential Phased Construction of the Dekoven Tanks Replacement Capital Project (#08-1621-CP)

Operations Manager Ramirez introduced the item and provided a summary overview.

District Engineer Pakpour added comments.

Board discussion followed.

President Zucca moved to approve Resolution 2021-37 Authorizing a Task order in the amount of \$20,000 with Pakpour consulting Group, Inc., for Professional Services to Review Water Storage needs, Alternatives for Tank Construction, and Potential Phased Construction of the Dekoven Tanks Replacement Capital Project (#08-1621-CP). Vice-President Schmidt seconded the motion.

Roll Call Vote: Item 7.B. passed unanimously, 5-Ayes, and 0-Noes

9. REGULAR BUSINESS AGENDA

A. Receive Report on MPWD PARS 115 Trust - Other Post-Employment Benefits (OPEB) Pre-Funding Program and Pension Rate Stabilization Program (PRSP), including Review of Investment Structure and Plan Performance, and Consider Resolution 2021-38 Approving Plan Investment Portfolio for 2022

General Manager Rudock introduced the item and PARS 115 Trust Advisors (Consultants) Jennifer Meza and Will Rogers. Ms. Meza and Mr. Rogers provided a review of the item and the recommendation and then turned it over to Randy Yurchak of HighMark Capital Management (Consultant). Mr. Yurchak also provided information on the item and the recommendation.

Board discussion followed.

Director Wheeler moved to approve Resolution 2021-38 Approving Plan Investment Portfolio for 2022.

Director Vella seconded.

Roll Call Vote: Item 9.A. passed unanimously, 5-Ayes, and 0-Noes

B. Discuss President's Appointment of Advisory Committee Members for the General Manager Recruitment, and Consider Executive Search Team's Recruitment Work Plan and Project Schedule

The General Manager provided a summary of her report and introduced Andrew Nelson of CPS HR Consulting.

Mr. Nelson provided a review of the Executive Search Team's Recruitment Work Plan and Project Schedule.

Board discussion followed regarding the options for the Board of Directors review and involvement in the selection of potential General Manager candidates. Consensus was reached to meet in Closed Sessions as proposed. The Board preferred to review potential candidate information in advance of meetings.

Mr. Nelson summarized the Board's request to be involved in each step of the process. Beginning with reviewing the entire slate of candidates, (at the initial meeting as referenced above.) All application materials will be provided in 3 (three) groups, Group-1 (one) would be his recommendation of the top-most qualified, best fit candidates. Group-2 (two) would be otherwise qualified applicants who do not possess all of the qualifications identified. Group-3 (three) would be applicants of a lower priority. The Board will provide their recommendations.

The Ad-Hoc Committee will be involved in the semi-final review.

The entire Board of Directors will be involved in the final interview. The schedule may change from time to time as necessary.

District Counsel added some comments related to the Brown Act and its impact on Ad Hoc Committees.

Board President Wheeler appointed Director Zucca to serve with him on the Ad Hoc Committee for the GM Recruitment.

An updated Recruitment Work Plan and Project Schedule will be brought back to the Board of Directors at the January 13, 2022, Special Board Meeting.

C. Receive Status Report on Organizational Staffing and Succession Planning

The General Manager introduced the item, provided some updates on expected and unexpected retirements and new hires. She further explained she will be bringing a proposed Organization Chart and Succession Planning to the Board for consideration at the January or February regular board meeting.

Board discussion followed.

The Board received the report.

D. Consider and Confirm MPWD 2022 Regular Board Meeting Schedule

The General Manager introduced the schedule.

Board discussion followed.

The Board accepted and confirmed the MPWD 2022 Regular Board meeting schedule.

E. Receive Reports on:

- 1. California and San Francisco Regional Water System Drought Conditions; and**
- 2. MPWD's Water Conservation Update**

The Operations Manager introduced the item and reviewed items 1 and 2.

Board discussion followed.

F. BAWSCA Update

Director Vella reported he attended the BAWSCA meeting on November 18, where there were discussions regarding water storage. BAWSCA had its first presentation by a member of the Water Management Representatives group which was given by Tammy Rudock who did a good job. BAWSCA will meet again in January.

General Manager Rudock added some comments.

10. MANAGEMENT AND BOARD REPORTS

A. Management Reports

1. General Manager

General Manager Rudock had nothing to add to her written report. She reported that the MPWD had received notice from DWR that the Peninsula Groundwater grant application had met the program requirements and that it was being reviewed now for funding.

2. Administrative Services

Interim Administrative Services Manager had nothing to add and asked if there were any questions.

3. Operations

Operations Manager Ramirez reviewed his report.

Board discussion followed.

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298 **4. District Engineer**

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300 No report.

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302 **B. Financial Reports**

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304 **1. Month End October 31, 2021 - Delayed Until Next Month**

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306 General Manager explained that the financial reports for November will be
307 presented during the January 2022 regular board meeting.

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309 **C. Director Reports**

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311 President Wheeler reported he attended the HIA meeting this month.
312 A developer gave a presentation for a new technology development.

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314 **11. COMMUNICATIONS**

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316 None

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318 **12. CLOSED SESSION**

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320 The Board adjourned for a 5-minute break at 9:33PM before going into Closed Session.

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322 **A. Public Employee Performance Evaluation and Associated Negotiations**

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324 **Government Code Sections 54957 and 54957.6**
325 **Title: General Manager**

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327 **13. RECONVENE TO OPEN SESSION**

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329 The Board reconvened to Open Session at 9:45PM. District Counsel stated there was no
330 reportable action.

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333 **14. ADJOURNMENT**

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338 DISTRICT SECRETARY

339 APPROVED:

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343 BOARD PRESIDENT

Accounts Payable

Checks by Date - Summary by Check Date

User: mistym
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Check No	Vendor No	Vendor Name	Check Date	Check Amount
101920	CLIENTSV	Client Analysis Svs Charge	11/12/2021	3,384.34
101921	ADPPRFEE	ADP Payroll Fees	11/12/2021	1,782.75
101922	ADPPRFEE	ADP Payroll Fees	11/12/2021	80.00
Total for 11/12/2021:				5,247.09
101891	CALPERS	CALPERS	11/15/2021	6,531.93
101892	CALPERS	CALPERS	11/15/2021	1,988.99
101893	ICMACONT	ICMA contributions	11/15/2021	545.00
101894	HEALTHQ	Health Equity	11/15/2021	330.00
101895	ADPPAYRL	adp	11/15/2021	39,471.58
101896	ADPPAYRL	adp	11/15/2021	16,988.02
101900	ICMACONT	ICMA contributions	11/15/2021	2,613.24
Total for 11/15/2021:				68,468.76
101923	TTECHACH	TTECH ACH BILLING	11/16/2021	2,424.20
Total for 11/16/2021:				2,424.20
37342	4LEAFINC	4 LEAF, INC.	11/19/2021	8,232.00
37343	ATT60197	AT&T 60197	11/19/2021	86.79
37344	BAAQMD	BAY AREA AIR QUALITY MGMT DIST.	11/19/2021	3,391.00
37345	BPLANDSC	BAY POINTE LANDSCAPE	11/19/2021	1,425.00
37346	COMCAST	COMCAST	11/19/2021	300.42
37347	GRANITE	GRANITE ROCK, INC.	11/19/2021	864.28
37348	NIKKNAGA	NIKKI NAGAYA	11/19/2021	1,544.00
37349	OFFICEDE	OFFICE DEPOT, INC.	11/19/2021	71.58
37350	PG&E	PG&E CFM/PPC DEPT	11/19/2021	3,057.91
37351	PURETECH	PURE TECHNOLOGIES U.S. INC.	11/19/2021	123,308.00
37352	JOANRESI	JOAN RESINA	11/19/2021	1,440.00
37353	BEINZHAN	BEINUO ZHANG	11/19/2021	5,332.00
101897	CALPERS	CALPERS	11/19/2021	4,228.30
101898	CALPERS	CALPERS	11/19/2021	391.56
101899	HEALTHQ	Health Equity	11/19/2021	300.00
101901	ADPPAYRL	adp	11/19/2021	18,967.44
101902	ADPPAYRL	adp	11/19/2021	8,102.15
101903	MOMADRIE	MONIQUE MADRID	11/19/2021	1,006.82
101904	OPERTech	OPERATIONAL TECHNICAL SERVICES	11/19/2021	13,793.52
101905	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	11/19/2021	35,743.72
101906	MOMADRIE	MONIQUE MADRID	11/19/2021	254.65
Total for 11/19/2021:				231,841.14
101924	SUPERIOR	SUPERIOR PRESS	11/22/2021	190.84

Check No	Vendor No	Vendor Name	Check Date	Check Amount
			Total for 11/22/2021:	190.84
101907	SFWATER	SAN FRANCISCO WATER DEPT	11/24/2021	389,301.40
101925	DEPOSITE	DEPOSITED ITEM RETN UNPAID	11/24/2021	130.00
101926	ACHRETN	ACH Returns	11/24/2021	221.25
			Total for 11/24/2021:	389,652.65
101927	DEPOSITE	DEPOSITED ITEM RETN UNPAID	11/29/2021	114.40
			Total for 11/29/2021:	114.40
101908	CALPERS	CALPERS	11/30/2021	6,531.98
101909	CALPERS	CALPERS	11/30/2021	2,064.71
101910	HEALTHEQ	Health Equity	11/30/2021	380.00
101911	ICMACONT	ICMA contributions	11/30/2021	1,020.00
101912	ADPPAYRL	adp	11/30/2021	37,275.11
101913	ADPPAYRL	adp	11/30/2021	15,787.84
			Total for 11/30/2021:	63,059.64
			Report Total (43 checks):	760,998.72



AGENDA ITEM NO. 5.C.

DATE: January 27, 2022
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: REAFFIRM RESOLUTION 2021-26 MAKING FINDINGS PURSUANT TO ASSEMBLY BILL 361 THAT THE PROCLAIMED COVID-19 STATE OF EMERGENCY CONTINUES TO IMPACT THE ABILITY OF THE MPWD BOARD OF DIRECTORS AND ITS COMMITTEES TO MEET SAFELY IN PERSON

RECOMMENDATION: Reaffirm Resolution 2021-26.

FISCAL IMPACT: None.

BACKGROUND:

On March 4, 2020, Governor Newsom declared a State of Emergency to exist in California because of the threat of COVID-19, and on March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act relating to teleconferencing to allow legislative bodies to conduct meetings remotely to protect against the spread of COVID-19 and to protect the health and safety of the public.

On June 11, 2021, the Governor issued Executive Order N-08-21, which specified that Executive Order N-29-20 remained in effect through September 30, 2021, which was later extended to December 31, 2021, and extended again through March 31, 2022.

DISCUSSION:

On September 16, 2021, Governor Newsom signed Assembly Bill 361 (AB 361) into law to allow legislative bodies to continue to meet remotely after September 30, 2021, during a proclaimed State of Emergency.

On October 28, 2021, the Board adopted Resolution 2021-26. Per AB 361, the Board will need to consider and reaffirm, by motion, the findings of this resolution every thirty (30) days.

By reaffirming Resolution 2021-26, the Board has considered the circumstances of the proclaimed State of Emergency, including continued state and local recommended measures promoting social distancing, and finds that it continues to directly impact the ability of the Board members to meet safely in person.

Attachment: Resolution 2021-26

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

RESOLUTION NO. 2021-26

**MAKING FINDINGS PURSUANT TO ASSEMBLY BILL 361
THAT THE PROCLAIMED COVID-19 STATE OF EMERGENCY CONTINUES
TO IMPACT THE ABILITY OF THE MPWD BOARD OF DIRECTORS
AND ITS COMMITTEES TO MEET SAFELY IN PERSON**

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, on March 4, 2020, Governor Newsom declared a State of Emergency to exist in California because of the threat of COVID-19; and

WHEREAS, on March 17, 2020, the Governor issued Executive order N-29-20 suspending certain provisions of the Ralph M. Brown Act related to teleconferencing to allow legislative bodies to conduct meetings remotely to protect against the spread of COVID-19, and to protect the health and safety of the public; and

WHEREAS, on June 11, 2021, the Governor issued Executive Order N-08-21, which specified that Executive Order N-29-20 remained in effect through September 30, 2021, and then expires; and

WHEREAS, on September 16, 2021, the Governor signed Assembly Bill 361 (AB 361) into law as urgency legislation that went into effect immediately, that amended Government Code Section 54953 to allow legislative bodies to continue to meet remotely during a proclaimed State of Emergency, provided certain conditions were met and certain findings were made; and

WHEREAS, on September 20, 2021, the Governor issued Executive Order N-15-21 that generally suspended the AB 361 amendments to Government Code Section 54953 until October 1, 2021, and therefore clarifying that Executive Order N-29-20 controlled through September 30, 2021; and

WHEREAS, the Governor's proclaimed State of Emergency remains in effect, and state and local officials, including the San Mateo County Health Officer, the California Department of Public Health, and the Department of Industrial Relations, have imposed or recommended measures to promote social distancing; and

WHEREAS, to help protect against the spread of COVID-19 and its variants, and to protect the health and safety of the public, the Board of Directors desires to take the actions necessary to comply with AB 361 and to continue to hold its Board and committee meetings remotely.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mid-Peninsula Water District has considered the circumstances of the proclaimed COVID-19 State of Emergency and finds that it continues to directly impact the ability of the Board members to meet safely in person, and state or local officials continue to impose or recommend measure to promote social distancing.

BE IT FURTHER RESOLVED that the Mid-Peninsula Water District will comply with the requirements of Government Code Section 54953(e)(2) when holding Board and committee meetings pursuant to this resolution.

BE IT FURTHER RESOLVED that the Board of Directors of the Mid-Peninsula Water District will consider findings in this resolution every thirty (30) days and may, by motion, reaffirm these findings.

PASSED AND ADOPTED this 28th day of October 2021 by the following vote:

AYES: Directors Vella, Zucca, Mostasisa, Wheeler, Schmidt

NOES: 0

ABSTENTIONS: 0

ABSENCES: 0


Board President

ATTEST:


Board Secretary



AGENDA ITEM NO. 5.D.

DATE: January 27, 2022
TO: Board of Directors
FROM: Julie Sherman, District Counsel

SUBJECT: ENACT RESOLUTION 2022-01 APPROVING A COMPENSATION ADJUSTMENT FOR THE GENERAL MANAGER, EFFECTIVE JANUARY 1, 2022, AND CORRESPONDING SEVENTH AMENDMENT TO THE GENERAL MANAGER'S EMPLOYMENT AGREEMENT, AND APPROVING THE GENERAL MANAGER SALARY SCHEDULE, EFFECTIVE JANUARY 1, 2022

RECOMMENDATION

Enact Resolution 2022-01.

FISCAL IMPACT

The General Manager's current base salary is \$216,847. Additionally, the General Manager currently receives a \$1,500 monthly San Francisco Bay Area cost of living stipend, plus an annual 457 Plan contribution. Sufficient funds are available in the District's Operating Budget to cover a compensation increase.

DISCUSSION

The District Board of Directors hired Tammy Rudock as the District's General Manager and entered into an Employment Agreement with her dated December 21, 2012. That Agreement calls for an annual review of her performance and salary at or near the anniversary of her employment.

In accordance with the Agreement, the MPWD Board commenced the performance evaluation of the General Manager at the regular Board meeting of October 28, 2021. The Board completed this evaluation at its regular Board meeting of December 16, 2021. The Board has determined that the General Manager's excellent performance warrants a compensation adjustment.

The Board's recommendation is to approve (1) an increase in the General Manager's compensation bringing her total base salary to \$225,521 as of January 1, 2022, (2) a Seventh Amendment to her Employment Agreement, reflecting the recommended compensation adjustment, and (3) the attached General Manager Salary Schedule, effective January 1, 2022.

Attachments: Resolution 2022-01
Seventh Amendment to Employment Agreement
GM Salary Schedule, effective January 1, 2022

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

UNANIMOUS____ WHEELER____ VELLA____ ZUCCA____ JORDAN____ SCHMIDT____

RESOLUTION NO. 2022-01

**APPROVING A COMPENSATION ADJUSTMENT FOR THE GENERAL MANAGER,
EFFECTIVE JANUARY 1, 2022, AND CORRESPONDING SEVENTH AMENDMENT
TO THE GENERAL MANAGER'S EMPLOYMENT AGREEMENT, AND APPROVING
THE GENERAL MANAGER SALARY SCHEDULE, EFFECTIVE JANUARY 1, 2022**

*** * ***

MID-PENINSULA WATER DISTRICT

WHEREAS, by Resolution No. 2012-13, the Mid-Peninsula Water District Board of Directors appointed Tammy Rudock as the new General Manager and approved the execution of an Employment Agreement with her that was dated December 21, 2012; and

WHEREAS, the Employment Agreement calls for an annual performance evaluation and salary review around the anniversary date of the General Manager's employment; and

WHEREAS, the District Board commenced this annual review on October 28, 2021 and completed the review on December 16, 2021; and

WHEREAS, at the regular Board meeting on January 27, 2022, the Board proposed an increase to the base salary of the General Manager, commencing as of January 1, 2022.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mid-Peninsula Water District hereby approves an increase in the salary of the General Manager bringing her total base salary to \$225,521, effective January 1, 2022; and

BE IT FURTHER RESOLVED that the Board approves the Seventh Amendment to the General Manager's Employment Agreement that reflects the aforementioned increased salary level, and approves the updated General Manager Salary Schedule, effective January 1, 2022.

REGULARLY passed and adopted this 27th day of January 2022.

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

BOARD PRESIDENT

ATTEST:

DISTRICT SECRETARY

**SEVENTH AMENDMENT TO
EMPLOYMENT AGREEMENT**

THIS SEVENTH AMENDMENT TO EMPLOYMENT AGREEMENT is made as of the 1st day of January 2022, by and between the Mid-Peninsula Water District (hereinafter referred to as "DISTRICT") and Tammy A. Rudock (hereinafter referred to as "EMPLOYEE").

A. The Parties entered into an EMPLOYMENT AGREEMENT ("Agreement") under which EMPLOYEE is employed in the position of General Manager of the DISTRICT;

B. The Board of Directors conducted an annual performance evaluation of EMPLOYEE commencing in October of 2014 and took action to increase EMPLOYEE's salary to \$162,500 pursuant to Resolution No. 2015-01; and

C. The Board of Directors conducted an annual performance evaluation of EMPLOYEE commencing in December of 2015 and took action to increase EMPLOYEE's salary to \$172,250 pursuant to Resolution No. 2016-01; and

D. The Board of Directors conducted an annual performance evaluation of EMPLOYEE commencing in December of 2016 and took action to increase EMPLOYEE's salary to \$178,279 pursuant to Resolution No. 2017-06; and

E. The Board of Directors conducted an annual performance evaluation of EMPLOYEE commencing in January of 2018 and took action to increase EMPLOYEE's salary to \$185,410 pursuant to Resolution No. 2018-09; and

F. The Board of Directors conducted an annual performance evaluation, which commenced in February of 2019, the Board of Directors took action to increase EMPLOYEE's salary to \$190,972 and to include a \$1,000 monthly San Francisco Bay Area cost of living stipend pursuant to Resolution No. 2019-10; and

G. Following an annual performance evaluation, which commenced in October of 2019, the Board of Directors took action to increase EMPLOYEE's salary to \$211,972, to include a \$1,500 monthly San Francisco Bay Area cost of living stipend, and to make an annual contribution to the EMPLOYEE's ICMA 457(b) Plan account pursuant to Resolution No. 2019-20; and

H. The Board of Directors approved a 2.3% living wage adjustment on July 22, 2021, for all District employees in recognition of their dedicated services during the ongoing COVID-19 Pandemic, effective the first full payroll period after August 1, 2021, and that increased EMPLOYEE's annual salary to \$216,847, pursuant to Resolution No. 2021-22; and

I. Following an annual performance evaluation, which commenced in October of 2021, the Board of Directors took action to increase EMPLOYEE's salary to \$225,521, pursuant to Resolution No. 2022-01; and

J. The Board of Directors desires to amend the Employment Agreement with the General Manager to reflect the aforementioned adjustment in EMPLOYEE's compensation.

NOW THEREFORE, the Parties agree to amend the Agreement as follows:

1. Section 3.1, Salary, is hereby amended by deleting the first sentence in its entirety and replacing it with the following:

Effective as of January 1, 2022, the District agrees to pay Employee a salary at the annualized rate of \$225,521 for Employee's faithful and diligent performance of the duties and obligations of General Manager, payable in installments in accordance with the District's customary payroll practices.

2. Except for those changes expressly specified in this Seventh Amendment, all other provisions, requirements, conditions, and sections of the Agreement, as previously amended, remain in full force and effect.

IN WITNESS WHEREOF, this Seventh Amendment to the Agreement is entered into as of the date first written above by the duly authorized representatives of the parties.

MID-PENINSULA WATER DISTRICT

TAMMY A. RUDOCK

By: _____
Kirk R. Wheeler, President
Board of Directors



GENERAL MANAGER

SALARY SCHEDULE – Effective January 1, 2022

<i>Effective Date</i>	<i>Annual</i>
January 1, 2022	\$225,521
August 1, 2021	\$216,847
January 1, 2020	\$211,972
January 1, 2019	\$190,972
January 1, 2018	\$185,410
January 1, 2017	\$178,279
January 1, 2016	\$172,250
January 1, 2015	\$162,500
January 1, 2014	\$148,625
December 21, 2012	\$145,000



AGENDA ITEM NO. 6.A.

DATE: January 27, 2022
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: CONVERSION FROM AN AT-LARGE ELECTORAL SYSTEM FOR MEMBERS OF THE MPWD BOARD OF DIRECTORS TO A SYSTEM BASED ON FIVE (5) DIVISIONS PURSUANT TO THE CALIFORNIA VOTING RIGHTS ACT

RECOMMENDATION:

1. Receive Presentation by MPWD Consultant Redistricting Partners.
2. Open the Public Hearing.
3. Receive Public Input on MPWD Draft Maps and Order of Elections.
4. Review Remaining Dates, Steps, and Processes for Transitioning to Division-Based Elections.
5. Close the Public Hearing.

FISCAL IMPACT:

Contract w/Redistricting Partners (for on-site meetings-MAX)	\$42,000
Plus 10% Contingency	<u>\$ 4,200</u>
Total Project Budget	\$46,200

Estimated advertising costs for publishing public hearing notices in the Daily Journal—two times each month from January 2022 through March 2022 (\$6,000); and John Davidson's time for website management of this project (\$2,500).

BACKGROUND:

What is the California Voting Rights Act?

The California Voting Rights Act (CRVA) takes the principles of the Federal Voting Rights Act and expands it. The CRVA prohibits the use of at-large election systems in local government if there is racially polarized voting.

- "At-large" is defined as anything other than a system in which an elected official resides and is only elected by members of that district (zone or division).
- "Racially polarized voting" is determined through an analysis that quantifies the amount of voting, which can be shown to be correlated to race.

MPWD Electoral System

- The MPWD Board of Directors is currently comprised of five (5) Directors who serve four-year staggered terms and are elected in even-numbered years, pursuant to California Water Code Sections 30500 and 30501, and California Elections Code Section 10505.
- The MPWD's enabling legislation (California Water Code Sections 30292 et seq.) mandated that the Directors be elected at-large.

- In 2020, the Board had no information as to whether polarized voting existed in the MPWD service area; however, it decided to be proactive and forego the process of obtaining demographic data to make that determination, and instead voluntarily chose to change the electoral system to a zone-based system from its current at-large system to ensure the fairest and most-inclusive elections process.
- There was not sufficient time for the MPWD to meet the Department of Elections deadline of June 1, 2020, for an electoral system change for the November 2020 election. Therefore, the MPWD intended to have its Directors elected by new zones beginning in November 2022. Three (3) Director positions are set to be on the ballot in November 2022 and the remaining two (2) in November 2024.
- Due to the global COVID-19 emergency pandemic the U.S. 2020 Census results were not expected to be timely delivered by the July 31, 2021, deadline. In fact, the census data was not published until September 2021.

Here is a timeline of past Board action and activities related to the MPWD electoral conversion process:

June 25, 2020: The Board approved Resolution 2020-19 Approving the Intention to Change from At-Large to Zone-Based Elections for Election of Members of the Board of Directors Commencing in November of 2022. (Attached for information.)

May 27, 2021: The Board approved a contract for professional services between the MPWD and Redistricting Partners (RP) for the Zone-Based Election Process Demography, and a total project budget in the amount of \$46,200.

October 28, 2021: The Board received a presentation by Consultant Redistricting Partners of two (2) draft preliminary Division maps for MPWD November 2022 Board Member Elections.

DISCUSSION:

In continuance of its electoral conversion process, this evening the Board will hold the first of three (3) public hearings scheduled to solicit input regarding the MPWD's proposed Division maps. Consultant Redistricting Partners will make its presentation based on the data compiled from the 2020 U.S. Census.

The attached Public Hearing Notice was posted at the MPWD and its website on January 19, 2022. It was e-blasted on Nextdoor throughout Belmont and neighboring communities (including San Carlos). And it was published in the Daily Journal on January 21, 2022, and January 26, 2022.

The following was lifted from the notice and highlights the public hearing schedule and planned activities and actions:

Public Hearing Schedule

Thursday, January 27, 2022, at 6:30PM

Thursday, February 24, 2022, at 6:30PM

Thursday, March 24, 2022, at 6:30PM

At the first public hearing on January 27, 2022, the MPWD, with the assistance of its demographer consultant, will present the updated census data for the MPWD's service area, identification of significant neighborhoods and communities, and two (2) draft maps of the five (5) potential election

divisions. The MPWD is interested in gathering input on the proposed composition, population, geography, and communities of interest.

The second public hearing scheduled for February 24, 2022, will allow for a second presentation of MPWD draft map options and further opportunity to provide input. One of the map options will be considered for further discussion.

The third and final public hearing scheduled for March 24, 2022, the Board of Directors will review the final draft map and consider approval.

The draft maps and related information to the MPWD's redistricting process were made available for public review in advance of the scheduled public hearing and posted at the MPWD's website:

www.midpeninsulawater.org

For information, the City of Belmont initiated its redistricting process after receiving a July 30, 2021, letter from a southern California attorney alleging violations under the CRVA due to using an at-large election system. The City's first public hearing on January 11, 2022, presented the process and gathered public input. The next public hearing is scheduled on January 25, 2022. A draft map will be presented on February 8, 2022, and an outreach presentation on February 19, 2022. A second map will be presented on February 22, 2022, and a final vote and reading of an ordinance is scheduled on March 8, 2022. The City Counsel has expressed interest in an at-large directly elected Mayor.

Attachment: MPWD Resolution 2020-19
MPWD Public Hearing Notice posted on January 19, 2022
PowerPoint Presentation by Redistricting Partners, including Draft Maps

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

UNANIMOUS_____ WHEELER_____ VELLA_____ ZUCCA_____ JORDAN_____ SCHMIDT_____

RESOLUTION NO. 2020-19

**APPROVING THE INTENTION TO CHANGE FROM AT-LARGE TO
ZONE-BASED ELECTIONS FOR ELECTION OF MEMBERS OF THE
BOARD OF DIRECTORS COMMENCING IN NOVEMBER OF 2022**

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, the Mid-Peninsula Water District is a Water District duly organized and operating pursuant to the County Water District Law, California Water Code sections 30000 to 33901 et seq.; and

WHEREAS, the California Legislature in the County Water District Law provided for the formation, governance, and operation of County Water Districts, and the Mid-Peninsula Water District was established in 1929 with boundaries including the City of Belmont, portions of the City of San Carlos, and portions of unincorporated San Mateo County; and

WHEREAS, under the District's enabling legislation (Cal. Water Code sections 30000 to 33901), the Board of Directors (Board) of the Mid-Peninsula Water District (District) provides for the development and provision to its customers of a sufficient quantity of high quality water in the most cost-effective, reliable, and environmentally sensitive manner; and

WHEREAS, the Board seeks to manage the District in a manner to maximize efficiency and to ensure delivery of quality services to residents of the district it serves; and

WHEREAS, the Board currently is comprised of five (5) directors who serve four-(4) year staggered terms and are elected in even-numbered years pursuant to Cal. Water Code sections 30500 and 30501, and Cal. Elections Code section 10505; and

WHEREAS, the District's enabling legislation (Cal. Water sections 30292 et seq.) mandated that the directors be elected at large; and

WHEREAS, the Board desires to be as responsive a body as possible to the needs of the water district it serves; and

WHEREAS, voter participation in the election process for Board members is of the utmost importance, and the Board desires to encourage the fullest voter participation in elections of Board members; and

WHEREAS, the Board desires that its members represent the interests and wishes of all residents within the jurisdiction of the District, and that the community have confidence that the Board continues to represent the interests and wishes of the District; and

WHEREAS, while the Board has no information as to whether polarized voting exists in the District, the Board has elected to forego the process of obtaining demographic data to make that determination, and instead desires to change the electoral system for election to the District Board to a zone-based system from the current at-large system to ensure the fairest and most-inclusive electoral system; and

WHEREAS, it is the District's intention to establish five (5) zones which: are in compliance with one person, one vote requirements; are intended to ensure the opportunity of the District's minority groups with respect to their effective exercise of the electoral franchise; and, include consideration of topography, geography, cohesiveness, contiguity, integrity and compactness of territory, non-disturbance to existing precincts for purposes of implementation, as well as maintaining vital communities of interest; and

WHEREAS, in moving to zone elections, the District's Board desires to engage the community in the dialogue as to how the zones should be drawn and in what order they should elect new directors; and

WHEREAS, the Board intends to authorize legal counsel to retain a demographer to assist the District in drawing maps for zone-elections; and

WHEREAS, the District will hold several duly-noticed hearings throughout the District to hear from the community on questions of zone boundaries and the order of zone elections; and

WHEREAS, those in the District's service area, this County, the State of California, these United States, and the world now face a pandemic that has disrupted the public health, commerce, and lives of all people; and

WHEREAS, in March 12, 2020 and March 17, 2020 Emergency Orders, the Governor specifically recognized the impracticality of engaging in activities requiring public participation by allowing public entities to hold public meetings telephonically thereby relaxing some provisions of the Brown Act, and by suspending deadlines for those entities already engaged in the process of converting their systems for electing board or council members from at-large systems to district or zone-based systems; and

WHEREAS, the District must provide its information to the San Mateo County Department of Elections for the November 2020 election before June 1, 2020; and

WHEREAS, there is insufficient time for the District to meet the Department of Elections deadline given the need to schedule at least five (5) public hearings and the ongoing pandemic; and

WHEREAS, the United States is currently conducting a nationwide census, the results of which reportedly will be sent to states by July 31, 2021, although this deadline may be delayed by as a result of the ongoing pandemic; and

WHEREAS, in order to incorporate the census results into the decisions regarding establishment of zones and order of elections, the District intends to have its directors elected from the new zones beginning in November 2022; and

WHEREAS, three (3) Director positions are set to be on the ballot in November of 2022, and the remaining two (2) in November of 2024.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Board hereby resolves and announces its intent to change the system of election of its Board of Directors from at-large to a zone-based system;
2. The District will hold at least two (2) public hearings in accordance with Cal. Elections Code section 10010 to discuss and seek public input on the proposed boundaries of the zones or in the zone-based system;
3. The District will utilize the services of a demographer to assist it in the drawing of zones for the new proposed zone-based system;
4. It is the District's intention to establish five (5) zones which: are in compliance with one person, one vote requirements; are intended to ensure the opportunity of the District's minority groups to exercise effectively the electoral franchise; and, include consideration of topography, geography, cohesiveness, contiguity, integrity and compactness of territory, non-disturbance to existing precincts for purposes of implementation, as well as maintaining vital communities of interest;
5. The District will draw one or more draft maps and publish at least the first draft map in accordance with Cal. Elections Code section 10010 before consideration at its first public hearing at which maps are considered;
6. Any revised draft map to be considered at a subsequent public hearing will be published in accordance with Cal. Elections Code section 10010 before the subsequent public hearing;
7. In any event, maps will be considered at a minimum of three (3) public hearings;
8. It is the District's intent to have its directors elected from the new zones beginning in November 2022;
9. In determining the final sequence of zone or district elections – that is, which three (3) zones will be on the ballot in 2022 and which two (2) zones will be on the ballot in 2024, the District shall give special consideration to the purposes of the California Voting Rights Act – Cal. Elections Code section 14025 et seq.;

10. The District intends to determine and set the new zones for election of members of its Board and set the final sequence of elections from those zones, as soon as practicable, but in time such that the first three (3) zones can elect Directors in November of 2022;
11. The date of the commencement of the public hearing process necessarily depends on the timing of the availability of the results of the U.S. census, but the District's intention is to commence said process as soon as the census data becomes available;
12. The District will complete its process ninety (90) days after it commences its process; and
13. The Board directs the General Manager to take all necessary steps to facilitate the implementation of zone boundaries for election of Directors to the District.

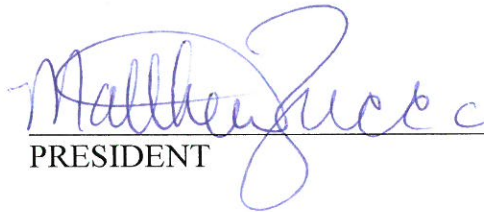
REGULARLY PASSED AND ADOPTED this 25th day of June 2020.

AYES: Directors Schmidt, Vella, Wheeler, Zucca

NOES: Director Warden

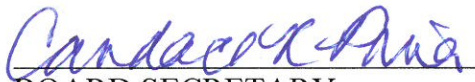
ABSTENTIONS: 0

ABSENCES: 0



PRESIDENT

ATTEST:



BOARD SECRETARY



NOTICE OF PUBLIC HEARING

The Mid-Peninsula Water District (MPWD) has resolved to change the way in which members of its Board of Directors are elected. Beginning in November 2022, members of the MPWD Board of Directors will be elected from divisions within the MPWD service area, as opposed to at-large elections.

The MPWD welcomes the public to participate in the three (3) public hearings listed below and provide input in the creation of the five (5) election divisions that comply with both the Federal and California Voting Rights Acts. The public hearings will be held during a scheduled regular Board meeting that will be **virtual**. Meeting link information will be available at the MPWD website at www.midpeninsulawater.org, or by contacting General Manager Tammy Rudock at tammyr@midpeninsulawater.org or 650-591-8941.

Public Hearing Schedule

Thursday, January 27, 2022, at 6:30PM

Thursday, February 24, 2022, at 6:30PM

Thursday, March 24, 2022, at 6:30PM

At the first public hearing on January 27, 2022, the MPWD, with the assistance of its demographer consultant, will present the updated census data for the MPWD's service area, identification of significant neighborhoods and communities, and two (2) draft maps of the five (5) potential election divisions. The MPWD is interested in gathering input on the proposed composition, population, geography, and communities of interest.

The second public hearing scheduled for February 24, 2022, will allow for a second presentation of MPWD draft map options and further opportunity to provide input. One of the map options will be considered for further discussion.

The third and final public hearing scheduled for March 24, 2022, the Board of Directors will review the final draft map and consider approval.

The draft maps and related information to the MPWD's redistricting process will be available for public review in advance of the scheduled public hearings and posted at the MPWD's website: www.midpeninsulawater.org

In November 2022, three (3) MPWD Board positions will be up for election.

Posted on January 19, 2022

Redistricting Data & Draft Maps



What is Redistricting

Definition

Redistricting is the process of adjusting district lines every 10 years after the release of the U.S. Census. The well-known examples are Congress and the legislature.

Within the U.S., redistricting has become an extremely politicized process and has been the subject of more high-profile Supreme Court decisions than any other part of our elections system.

Traditional Redistricting Principles

Preventing a Districting from Becoming a Gerrymander

There are a number of criteria that have been used nationally and upheld by courts.

- Relatively equal size – people, not citizens
- Contiguous – districts should not hop/jump
- Keep districts compact – appearance/function
- Maintain “*communities of interest*”
- Follow city/county/local government lines

Draft Map Options

- Draft Plan 1
- Draft Plan 2

**REDISTRICTING
PARTNERS** Mid Peninsula Water District
Draft Plan 2

2020 Census

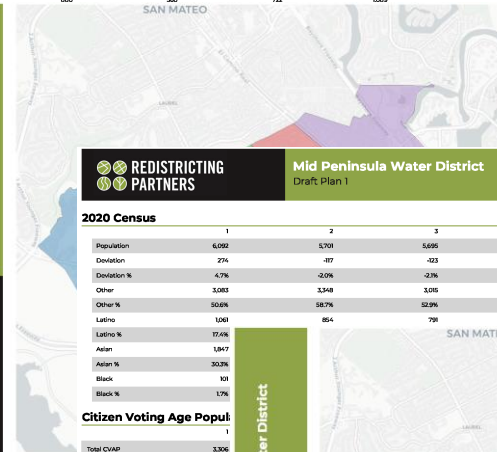
	1	2	3	4	5
Population	5,098	5,804	6,136	5,820	5,720
Devotion	420	44	298	2	48
Devotion %	8.2%	0.7%	4.8%	0.0%	0.8%
Other	3,796	3,391	4,052	3,399	3,638
Other %	74.7%	58.7%	66.0%	57.0%	63.2%
Latino	48	880	960	722	1,089
Latino %	0.9%	15.2%	15.6%	12.4%	19.0%
Asian					
Asian %					
Black					
Black %					

Citizen Voting Age

Total CVAP	
Other CVAP %	
Latino CVAP	
Asian CVAP	
Asian CVAP %	
Black CVAP	
Black CVAP %	

Mid Peninsula Water District
Draft Plan 2

REDISTRICTING
PARTNERS



**REDISTRICTING
PARTNERS** Mid Peninsula Water District
Draft Plan 1

2020 Census

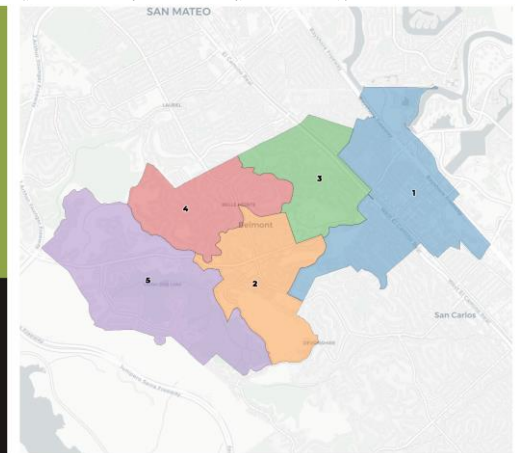
	1	2	3	4	5
Population	6,092	5,701	5,695	5,664	5,936
Devotion	274	87	422	454	76
Devotion %	4.5%	1.5%	7.4%	8.0%	1.3%
Other	3,088	3,348	3,015	3,608	3,362
Other %	50.5%	58.7%	52.6%	63.6%	56.6%
Latino	1,061	854	799	490	946
Latino %	17.4%	15.0%	14.0%	8.6%	15.9%
Asian	1,947				
Asian %	31.9%				
Black	101				
Black %	1.7%				

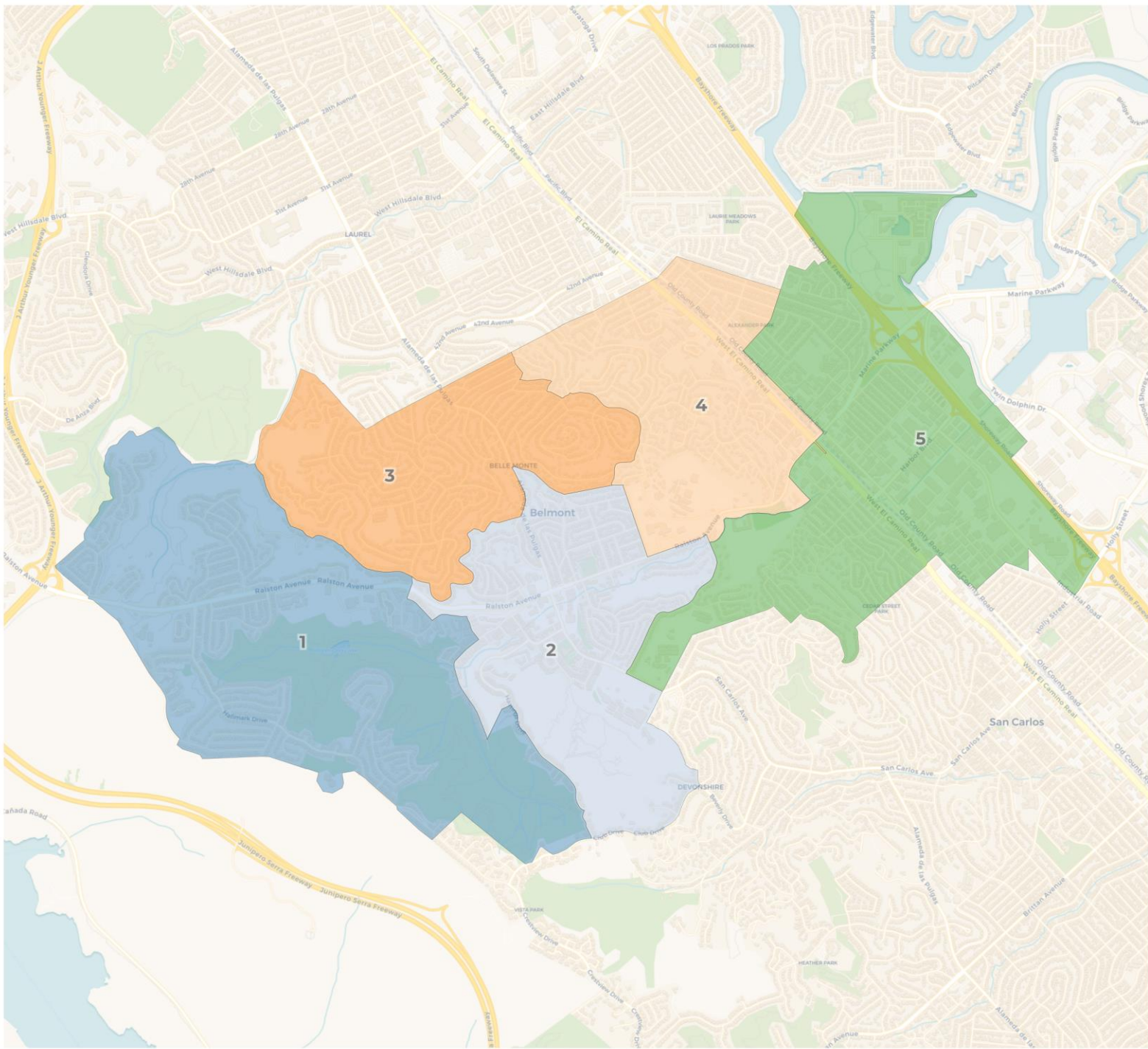
Citizen Voting Age Popul

Total CVAP	3,306
Other CVAP	2,186
Other CVAP %	66.2%
Latino CVAP	374
Latino CVAP %	11.3%
Asian CVAP	703
Asian CVAP %	21.3%
Black CVAP	72
Black CVAP %	2.2%

Mid Peninsula Water District
Draft Plan 1

REDISTRICTING
PARTNERS





2020 Census

	1	2	3	4	5
Population	6,092	5,701	5,695	5,664	5,936
Deviation	274	-117	-123	-154	118
Deviation %	4.7%	-2.0%	-2.1%	-2.6%	2.0%
Other	3,083	3,348	3,015	3,688	3,362
Other %	50.6%	58.7%	52.9%	65.1%	56.6%
Latino	1,061	854	791	490	546
Latino %	17.4%	15.0%	13.9%	8.7%	9.2%
Asian	1,847	1,444	1,779	1,453	1,961
Asian %	30.3%	25.3%	31.2%	25.7%	33.0%
Black	101	55	110	33	67
Black %	1.7%	1.0%	1.9%	0.6%	1.1%

Citizen Voting Age Population (CVAP)

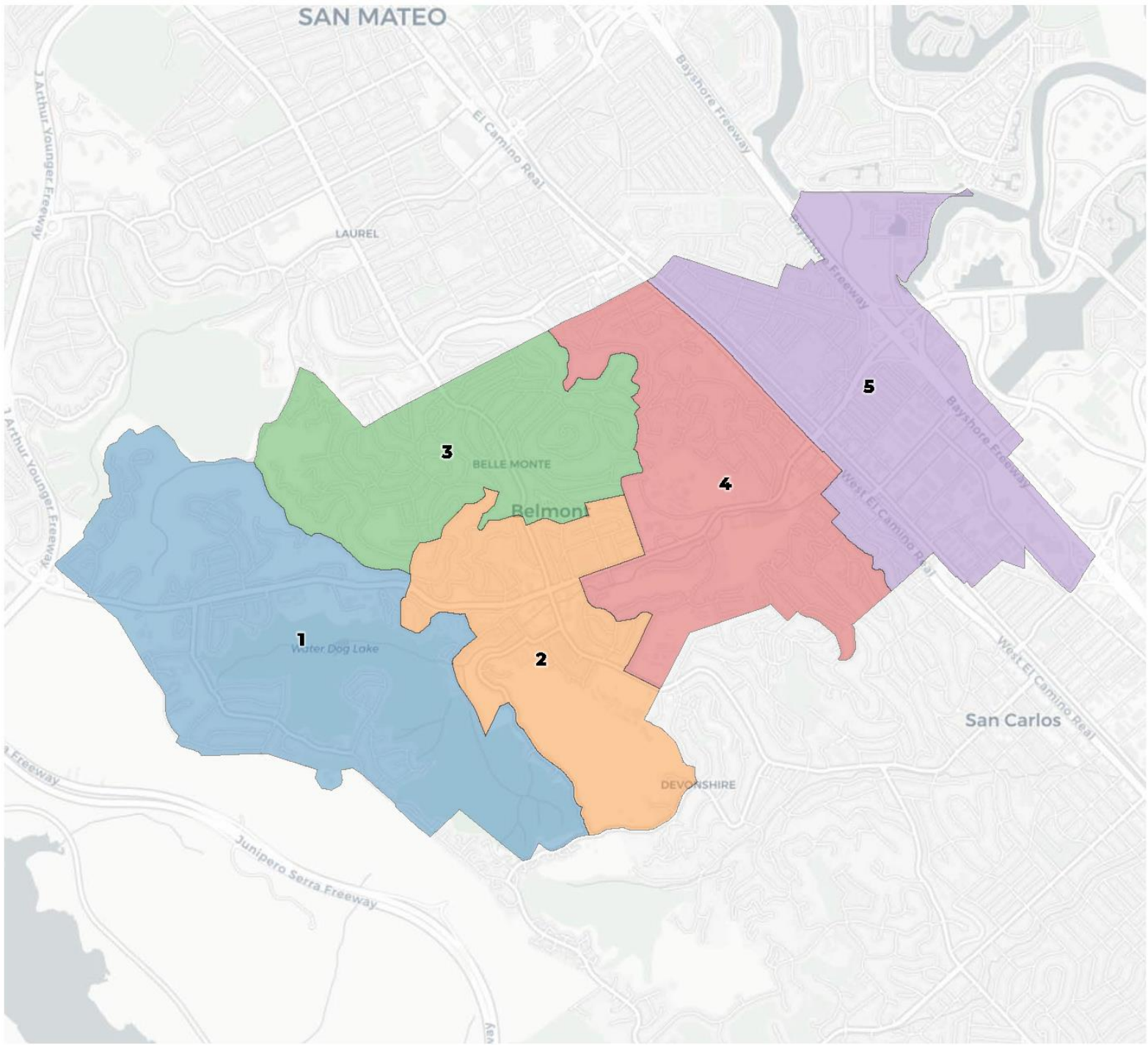
	1	2	3	4	5
Total CVAP	3,306	3,680	3,449	3,759	3,971
Other CVAP	2,156	2,564	2,277	2,475	2,680
Other CVAP %	65.2%	69.7%	66.0%	65.8%	67.5%
Latino CVAP	374	433	355	297	442
Latino CVAP %	11.3%	11.8%	10.3%	7.9%	11.1%
Asian CVAP	703	654	708	980	815
Asian CVAP %	21.3%	17.8%	20.5%	26.1%	20.5%
Black CVAP	73	28	110	8	34
Black CVAP %	2.2%	0.8%	3.2%	0.2%	0.9%

2020 Census

	1	2	3	4	5
Population	6,092	5,701	5,695	5,664	5,936
Deviation	274	-117	-123	-154	118
Deviation %	4.7%	-2.0%	-2.1%	-2.6%	2.0%
Other	3,083	3,348	3,015	3,688	3,362
Other %	50.6%	58.7%	52.9%	65.1%	56.6%
Latino	1,061	854	791	490	546
Latino %	Total Deviation of 7.3%				9.2%
Asian					1,961
Asian %	30.3%	25.3%	31.2%	25.7%	33.0%
Black	101	55	110	33	67
Black %	1.7%	1.0%	1.9%	0.6%	1.1%

Citizen Voting Age Population (CVAP)

	1	2	3	4	5
Total CVAP	3,306	3,680	3,449	3,759	3,971
Other CVAP	2,156	2,564	2,277	2,475	2,680
Other CVAP %	65.2%	69.7%	66.0%	65.8%	67.5%
Latino CVAP	374	433	355	297	442
Latino CVAP %	11.3%	11.8%	10.3%	7.9%	11.1%
Asian CVAP	703	654	708	980	815
Asian CVAP %	21.3%	17.8%	20.5%	26.1%	20.5%
Black CVAP	73	28	110	8	34
Black CVAP %	2.2%	0.8%	3.2%	0.2%	0.9%



2020 Census

	1	2	3	4	5
Population	5,598	5,804	6,136	5,820	5,730
Deviation	-220	-14	318	2	-88
Deviation %	-3.8%	-0.2%	5.5%	0.0%	-1.5%
Other	3,196	3,291	4,052	3,319	2,638
Other %	57.1%	56.7%	66.0%	57.0%	46.0%
Latino	491	880	560	722	1,089
Latino %	8.8%	15.2%	9.1%	12.4%	19.0%
Asian	1,850	1,576	1,482	1,680	1,896
Asian %	33.0%	27.2%	24.2%	28.9%	33.1%
Black	61	57	42	99	107
Black %	1.1%	1.0%	0.7%	1.7%	1.9%

Citizen Voting Age Population (CVAP)

	1	2	3	4	5
Total CVAP	3,725	3,796	3,971	3,717	2,956
Other CVAP	2,542	2,607	2,618	2,626	1,758
Other CVAP %	68.2%	68.7%	65.9%	70.7%	59.5%
Latino CVAP	395	461	311	344	390
Latino CVAP %	10.6%	12.1%	7.8%	9.3%	13.2%
Asian CVAP	757	705	1,031	634	732
Asian CVAP %	20.3%	18.6%	26.0%	17.1%	24.8%
Black CVAP	31	24	10	112	76
Black CVAP %	0.8%	0.6%	0.3%	3.0%	2.6%

2020 Census

	1	2	3	4	5
Population	5,598	5,804	6,136	5,820	5,730
Deviation	-220	-14	318	2	-88
Deviation %	-3.8%	-0.2%	5.5%	0.0%	-1.5%
Other	3,196	3,291	4,052	3,319	2,638
Other %	57.1%	56.7%	66.0%	57.0%	46.0%
Latino	491	880	560	772	1,089
Latino %	Total Deviation of 9.3%				19.0%
Asian					1,896
Asian %	33.0%	27.2%	24.2%	28.9%	33.1%
Black	61	57	42	99	107
Black %	1.1%	1.0%	0.7%	1.7%	1.9%

Citizen Voting Age Population (CVAP)

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Black CVAP	31	24	10	112	76
Black CVAP %	0.8%	0.6%	0.3%	3.0%	2.6%

Redistricting Process

Timeline for Upcoming Meetings

January 27th, 2022

Board Meeting on Draft Maps

February 24th, 2022

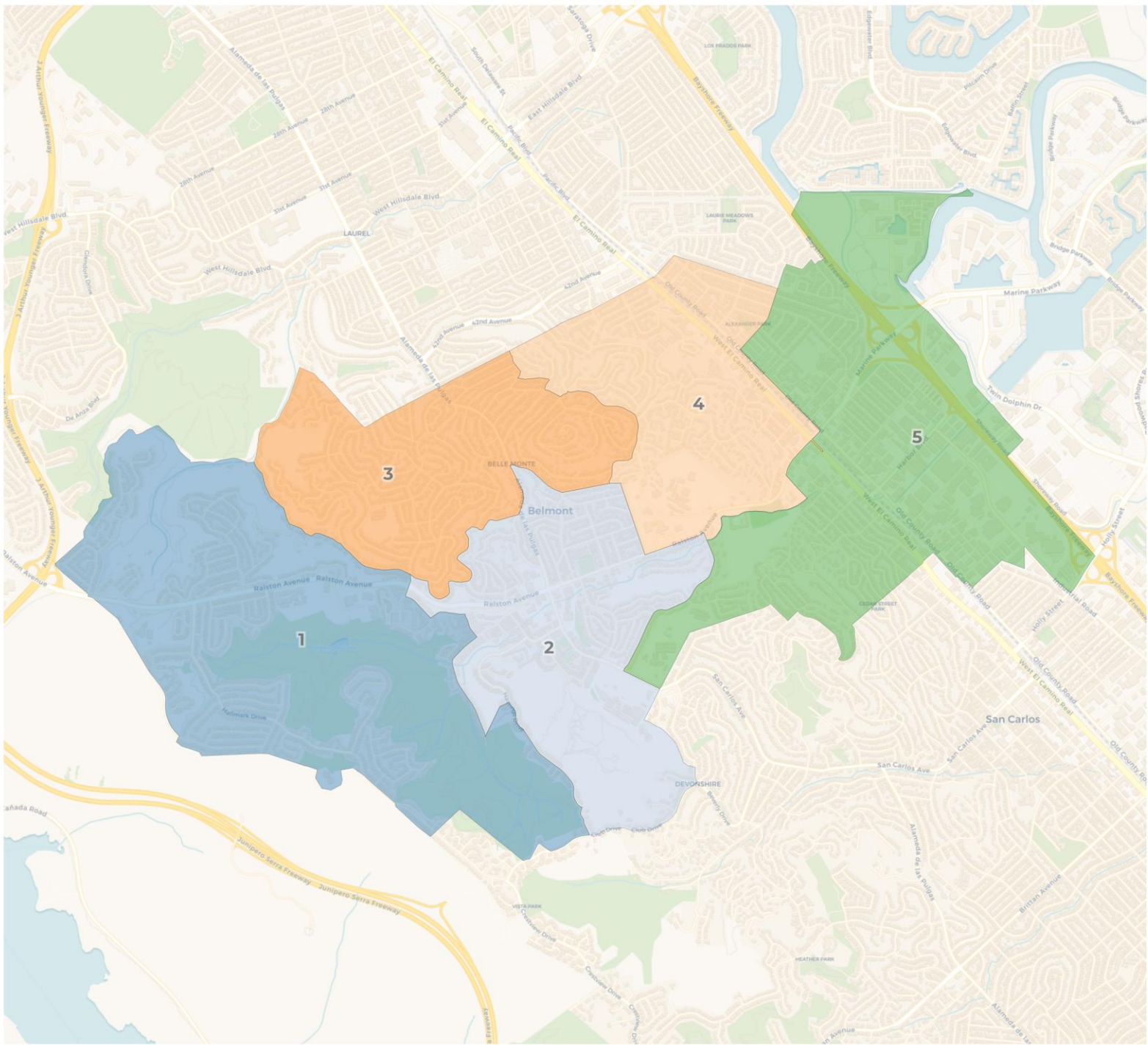
Board Meeting on Draft Maps

March 24th, 2022

Final Vote on Maps



REDISTRICTING PARTNERS



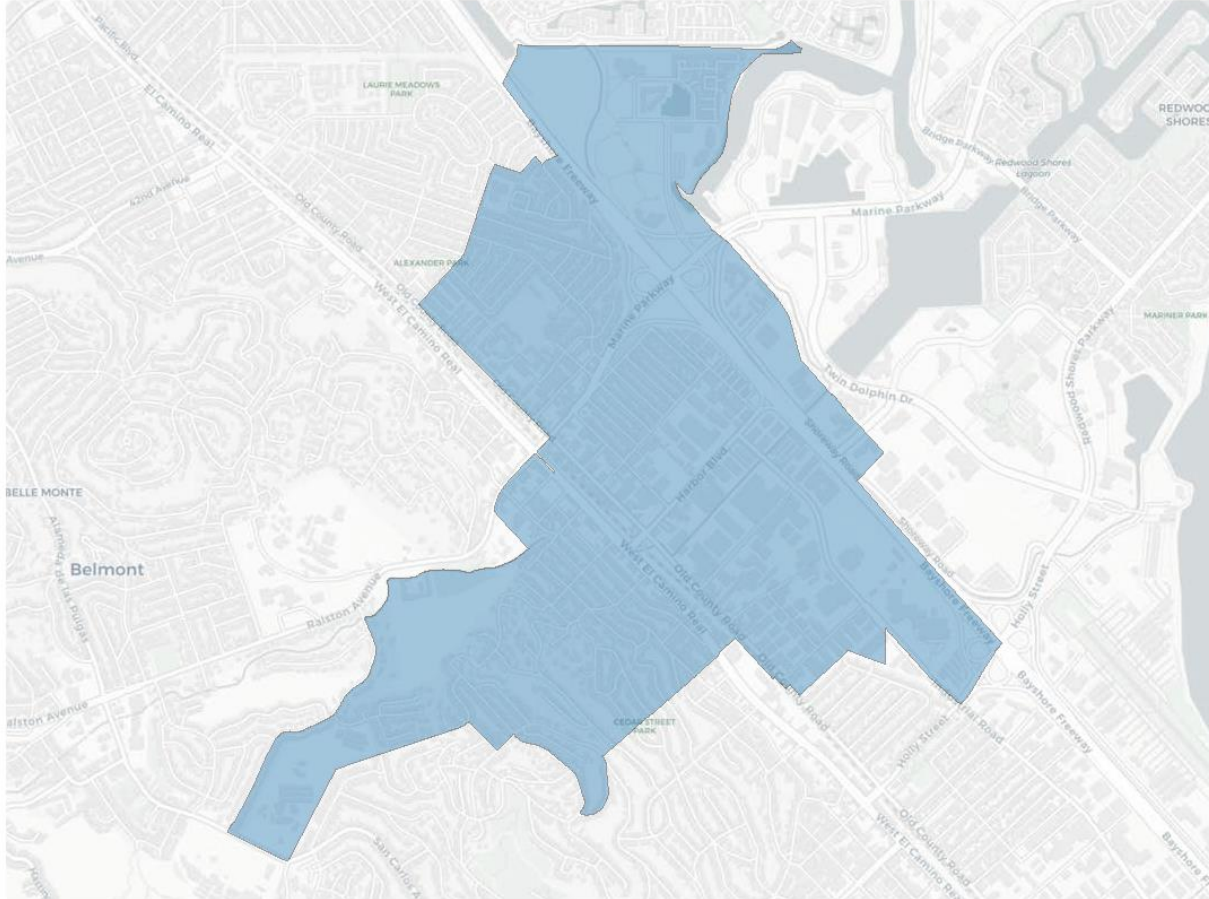
2020 Census

	1	2	3	4	5
Population	6,092	5,701	5,695	5,664	5,936
Deviation	274	-117	-123	-154	118
Deviation %	4.7%	-2.0%	-2.1%	-2.6%	2.0%
Other	3,083	3,348	3,015	3,688	3,362
Other %	50.6%	58.7%	52.9%	65.1%	56.6%
Latino	1,061	854	791	490	546
Latino %	17.4%	15.0%	13.9%	8.7%	9.2%
Asian	1,847	1,444	1,779	1,453	1,961
Asian %	30.3%	25.3%	31.2%	25.7%	33.0%
Black	101	55	110	33	67
Black %	1.7%	1.0%	1.9%	0.6%	1.1%

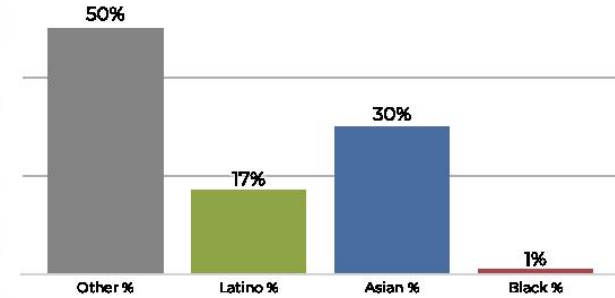
Citizen Voting Age Population (CVAP)

	1	2	3	4	5
Total CVAP	3,306	3,680	3,449	3,759	3,971
Other CVAP	2,156	2,564	2,277	2,475	2,680
Other CVAP %	65.2%	69.7%	66.0%	65.8%	67.5%
Latino CVAP	374	433	355	297	442
Latino CVAP %	11.3%	11.8%	10.3%	7.9%	11.1%
Asian CVAP	703	654	708	980	815
Asian CVAP %	21.3%	17.8%	20.5%	26.1%	20.5%
Black CVAP	73	28	110	8	34
Black CVAP %	2.2%	0.8%	3.2%	0.2%	0.9%

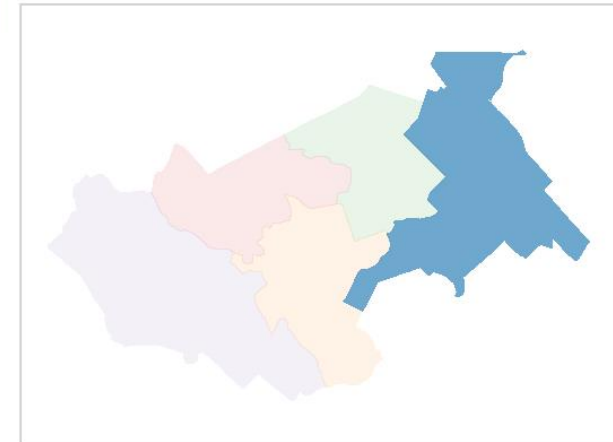
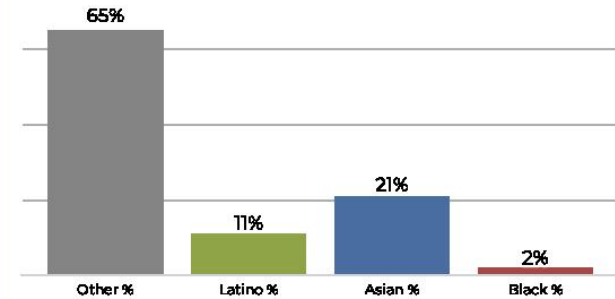
Division 1



2020 Census

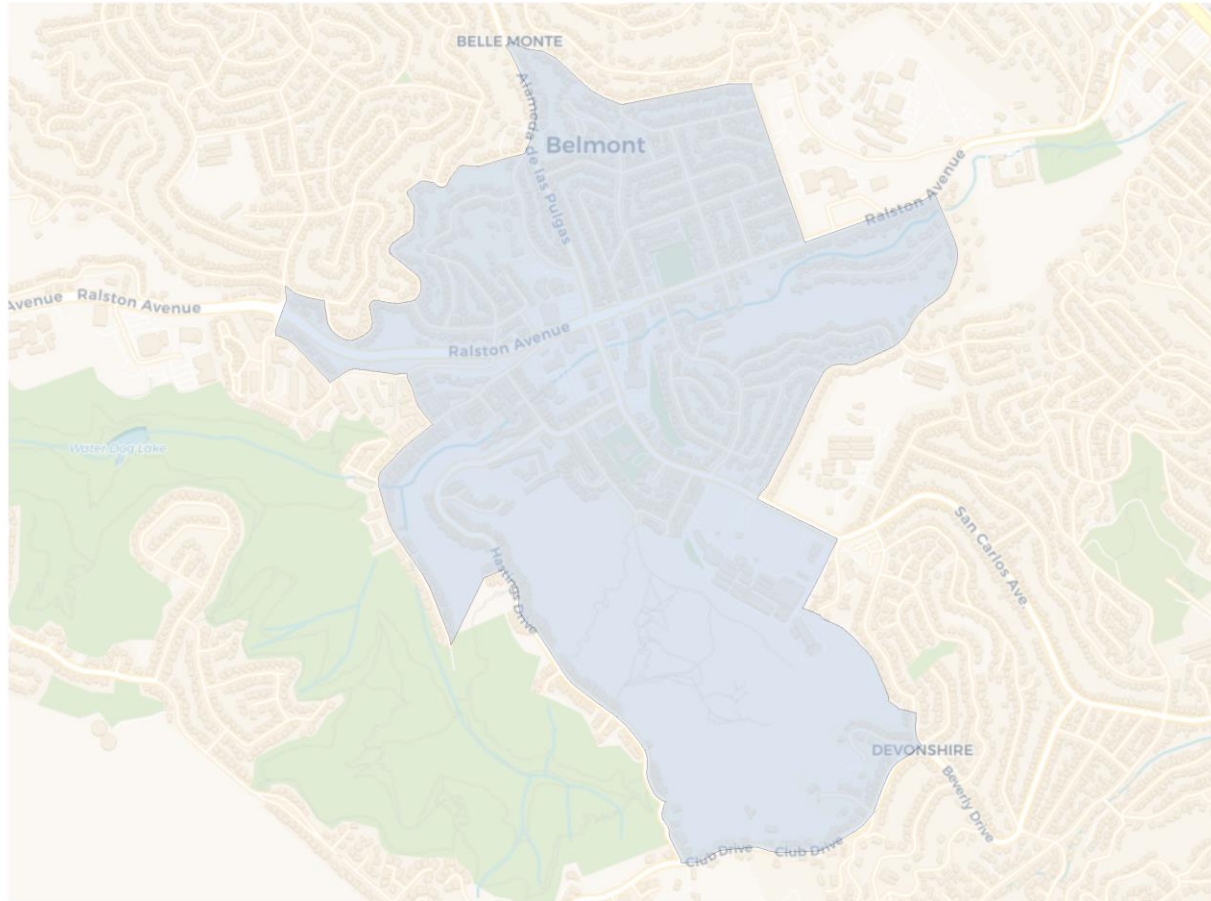


Citizen Voting Age Population

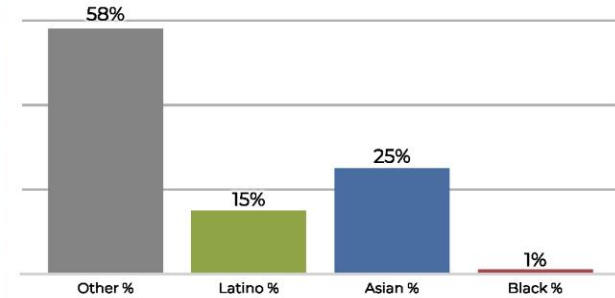


Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
6,092	274	4.7%	3,083	50.6%	1,061	17.4%	1,847	30.3%	101	1.7%
Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %		
44,3306	2,156	65.2%	374	11.3%	703	21.3%	73	2.2%		

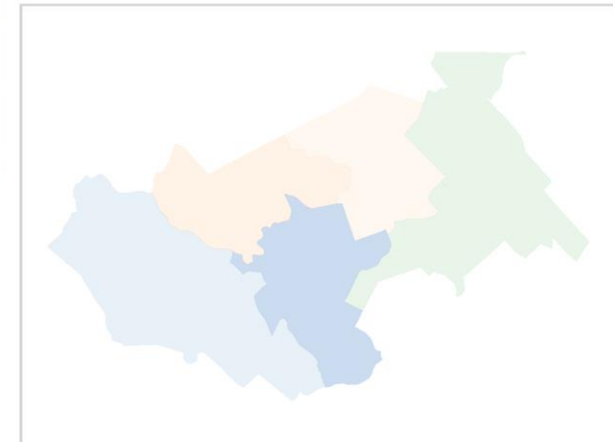
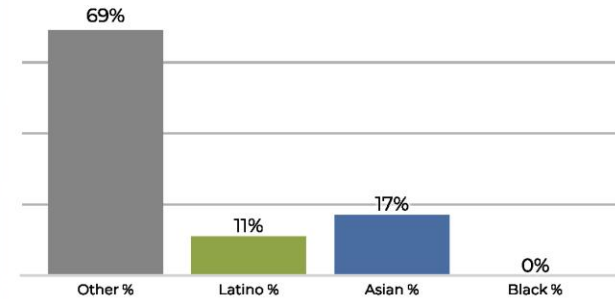
Division 2



2020 Census

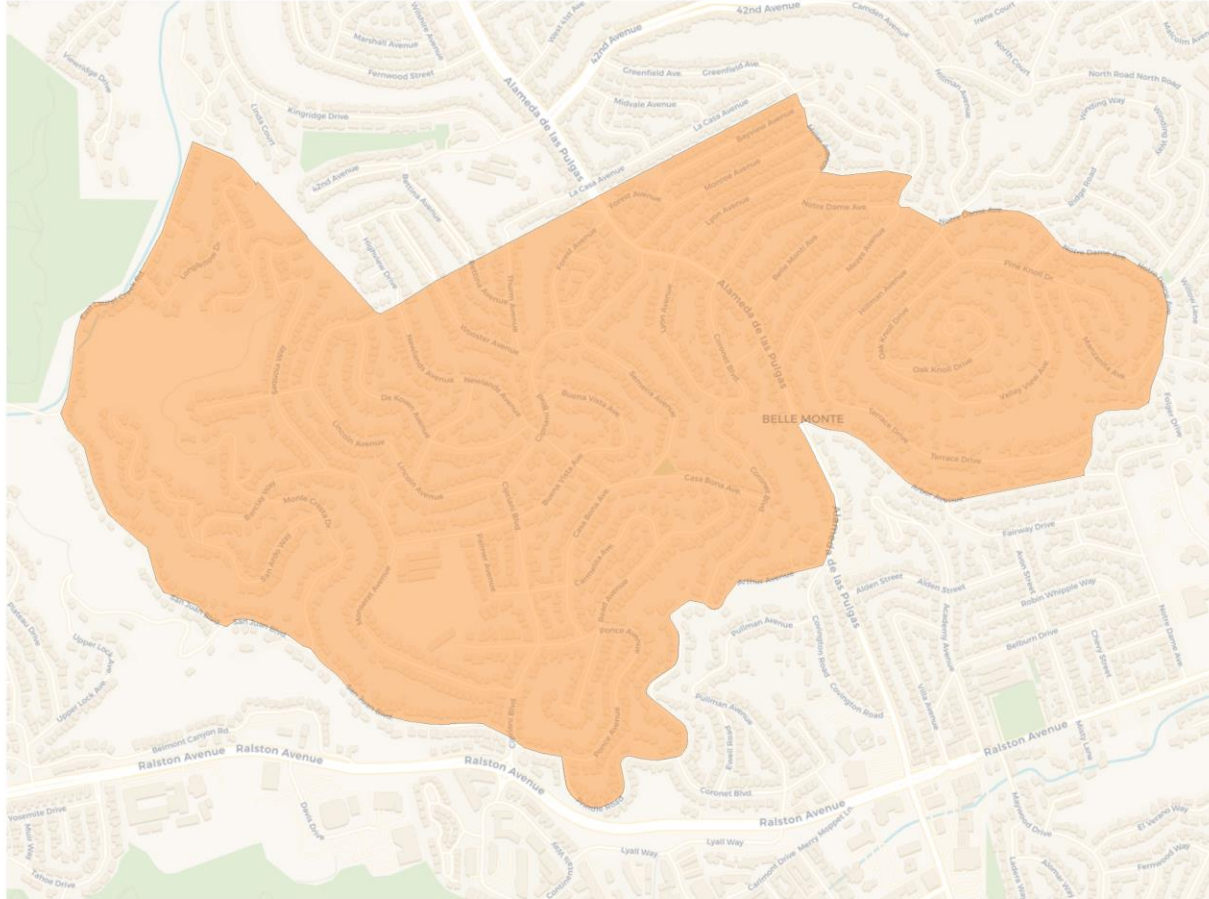


Citizen Voting Age Population



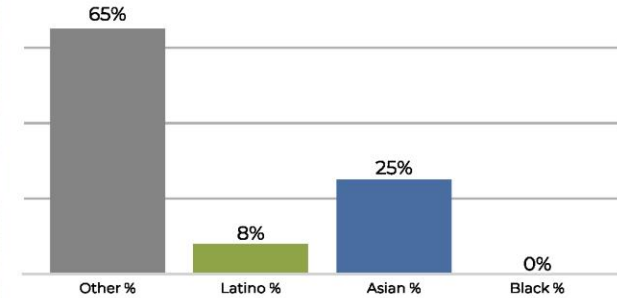
Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
5,701	-117	-2.0%	3,348	58.7%	854	15.0%	1,444	25.3%	55	1.0%
Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %		
45,368	2,564	69.7%	433	11.8%	654	17.8%	28	0.8%		

Division 3

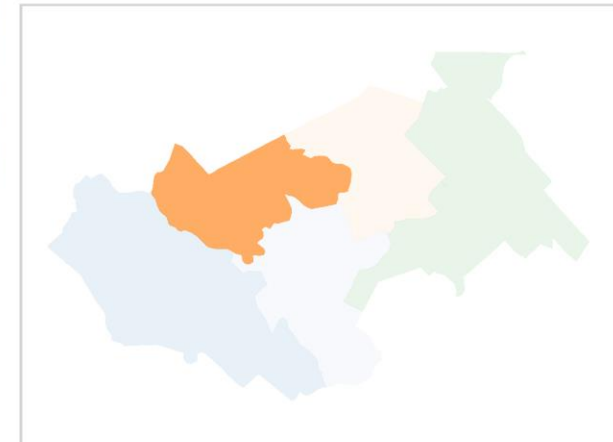
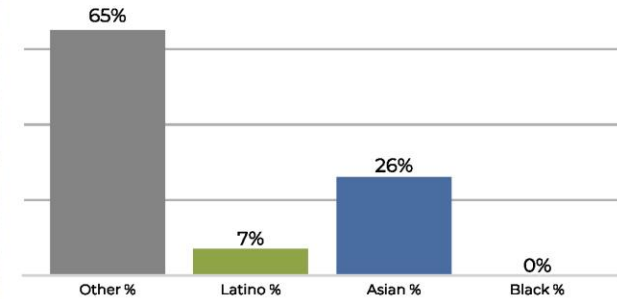


Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
5,664	-154	-2.6%	3,688	65.1%	490	8.7%	1,453	25.7%	33	0.6%
Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %		
46 3,759	2,475	65.8%	297	7.9%	980	26.1%	8	0.2%		

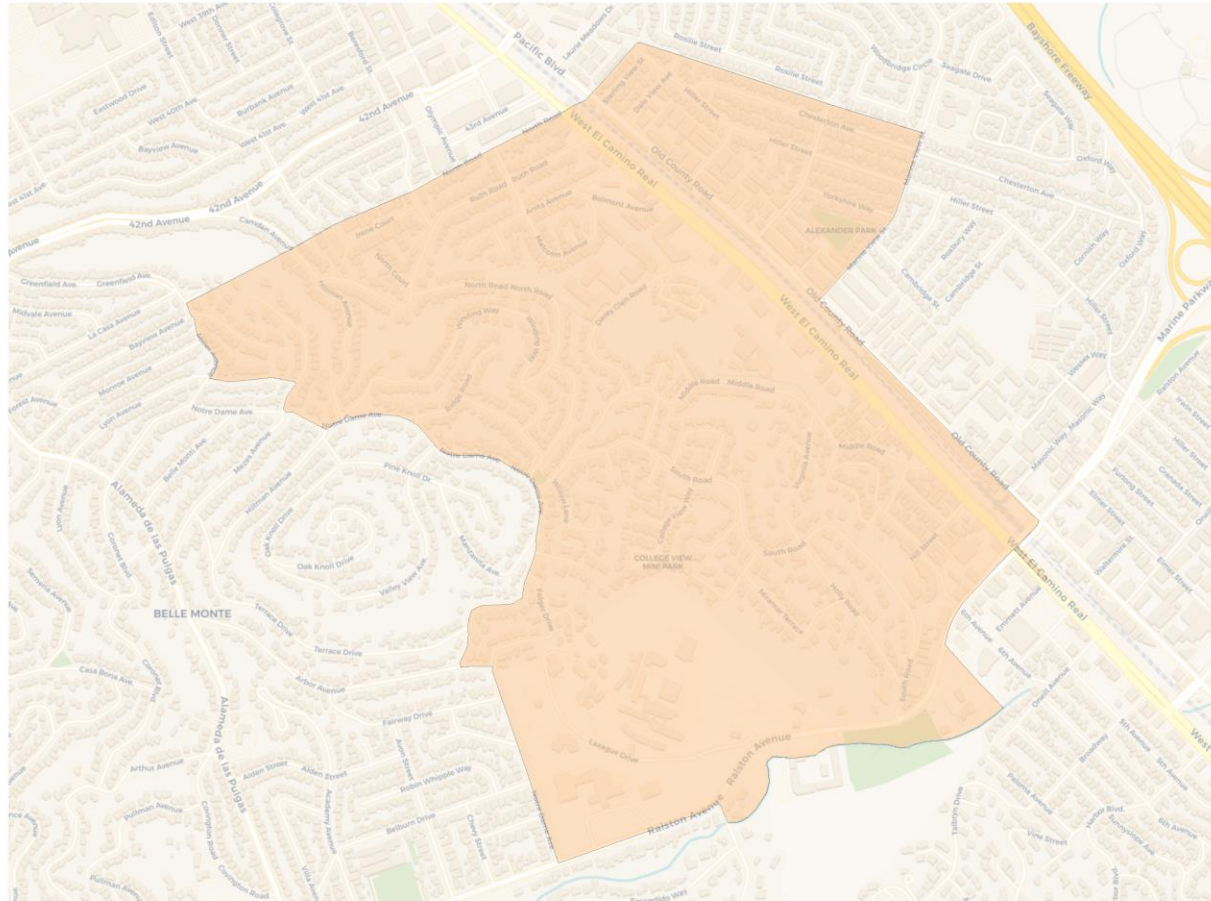
2020 Census



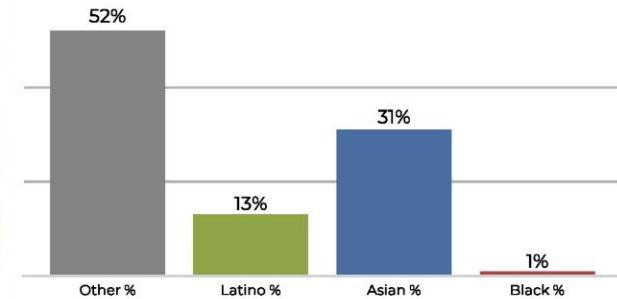
Citizen Voting Age Population



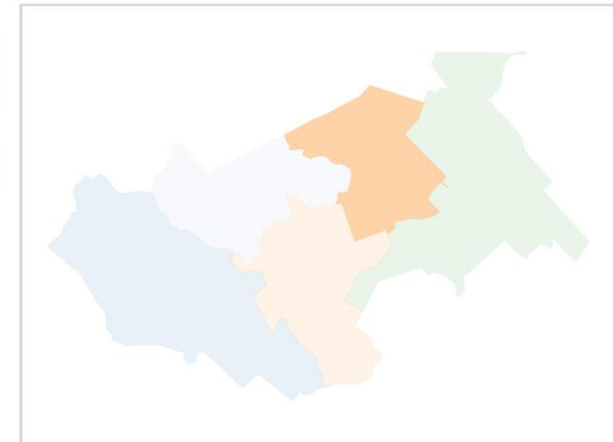
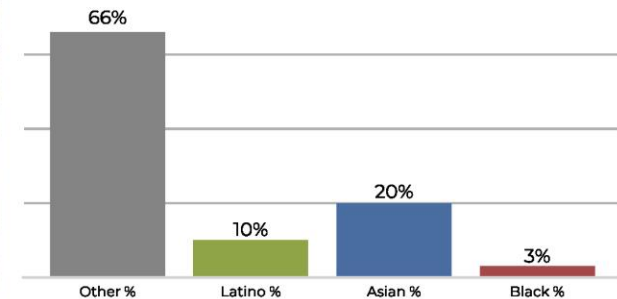
District 4



2020 Census

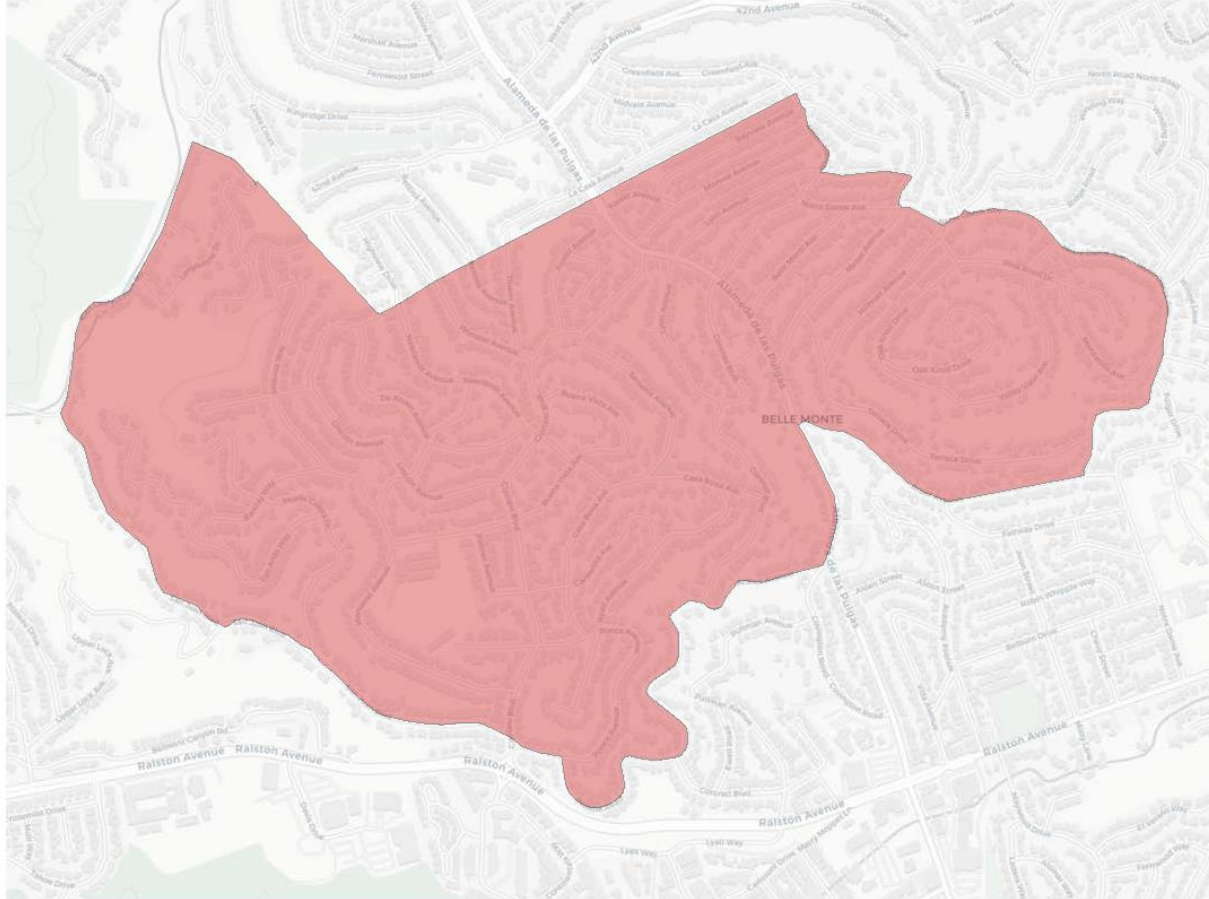


Citizen Voting Age Population



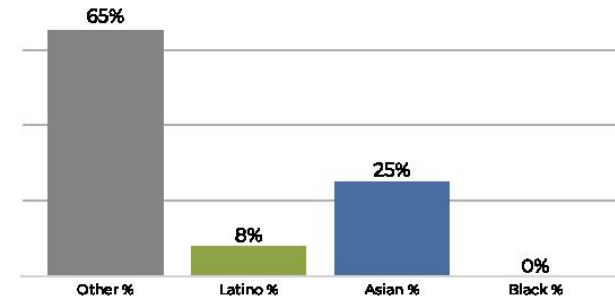
Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
5,695	-123	-2.1%	3,015	52.9%	791	13.9%	1,779	31.2%	110	1.9%
Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %		
47,344	2,277	66.0%	355	10.3%	708	20.5%	110	3.2%		

Division 4

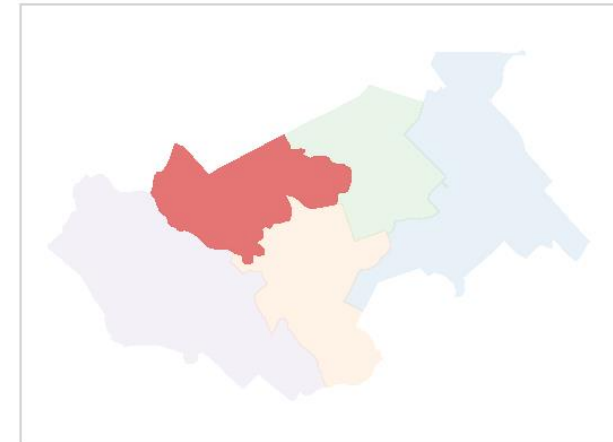
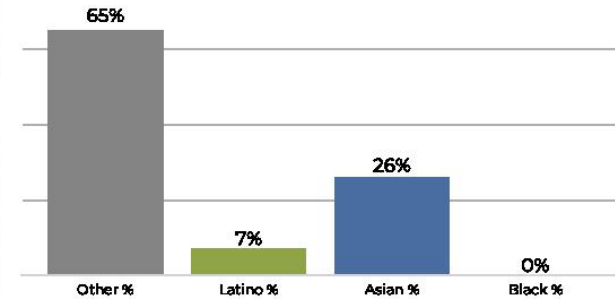


Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
5,664	-154	-2.6%	3,688	65.1%	490	8.7%	1,453	25.7%	33	0.6%
Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %		
48,375	2,475	65.8%	297	7.9%	980	26.1%	8	0.2%		

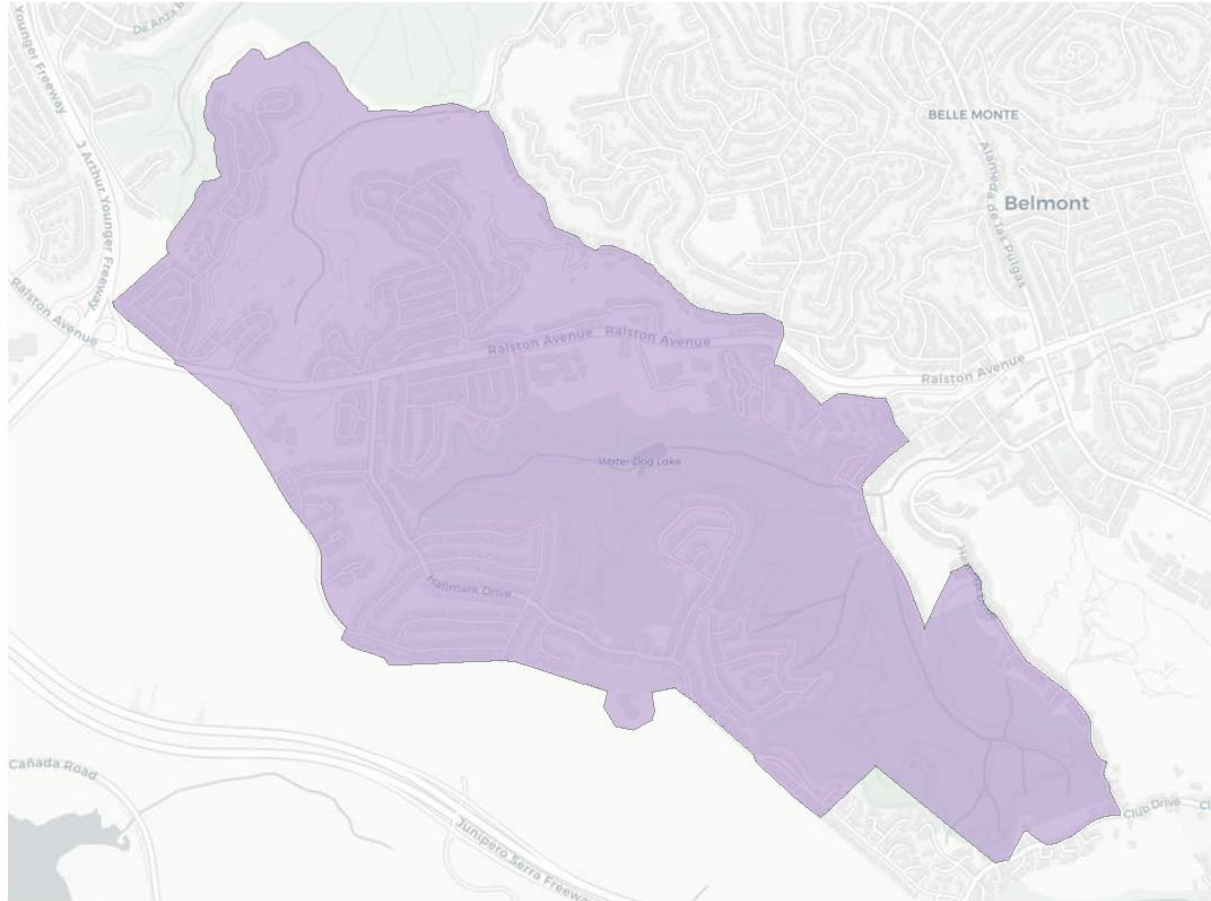
2020 Census



Citizen Voting Age Population

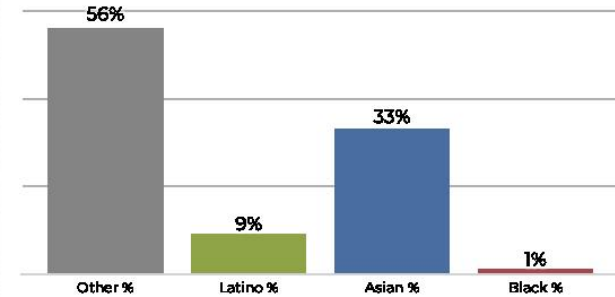


Division 5

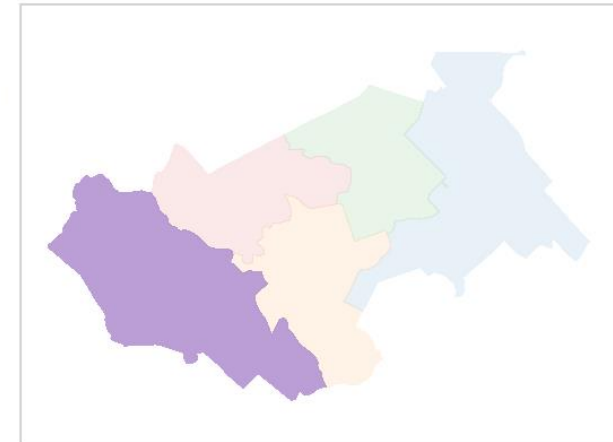
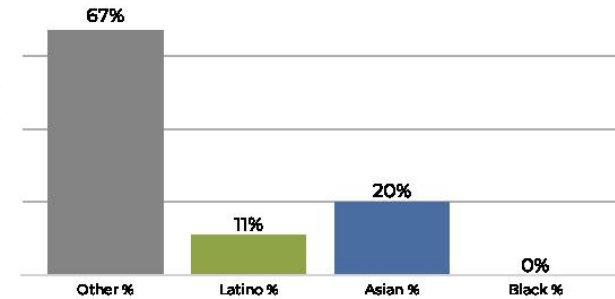


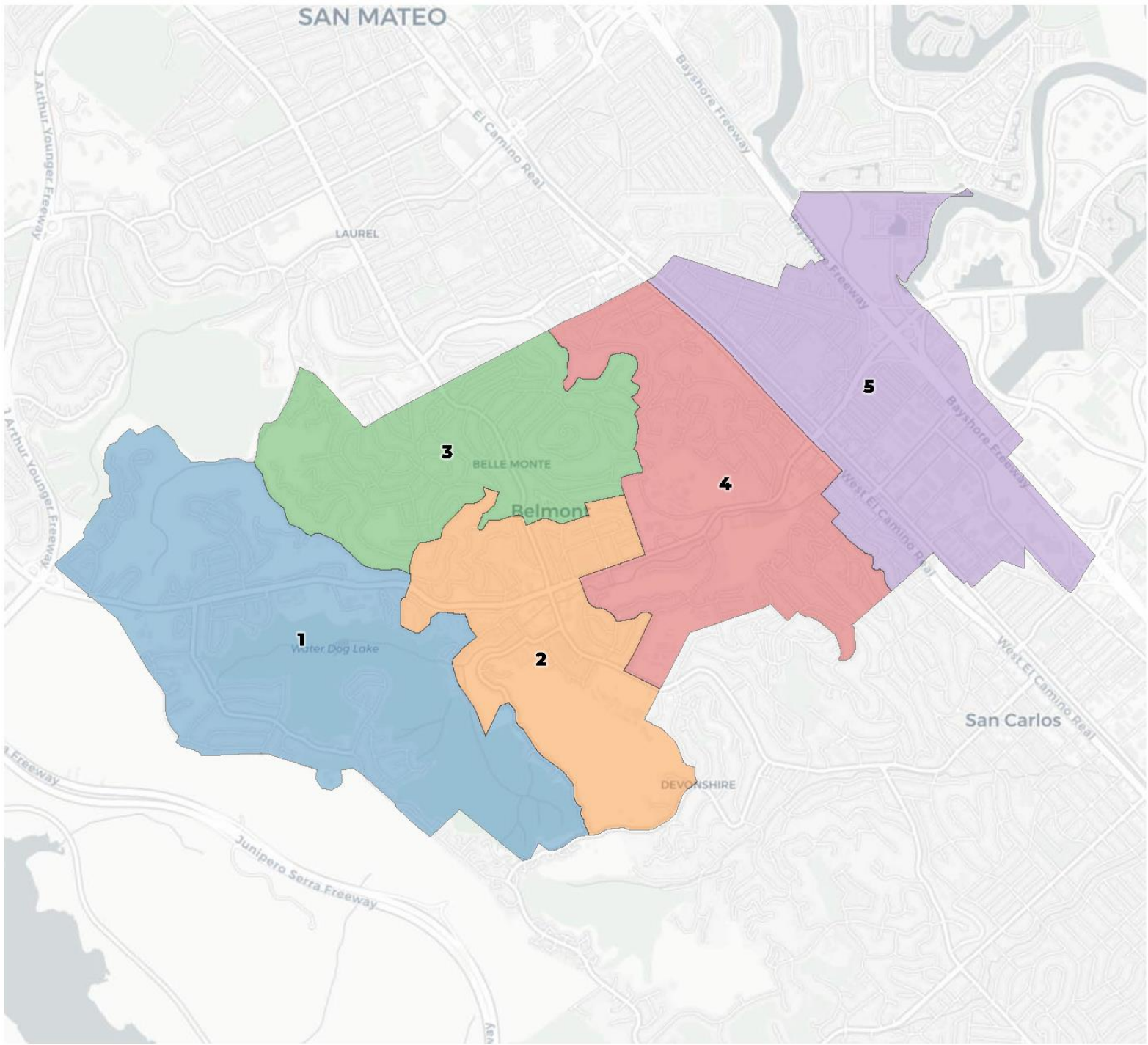
Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
5,936	118	2.0%	3,362	56.6%	546	9.2%	1,961	33.0%	67	1.1%
Total CVAP										
49,397	2,680	67.5%	442	11.1%	815	20.5%	34	0.9%		

2020 Census



Citizen Voting Age Population





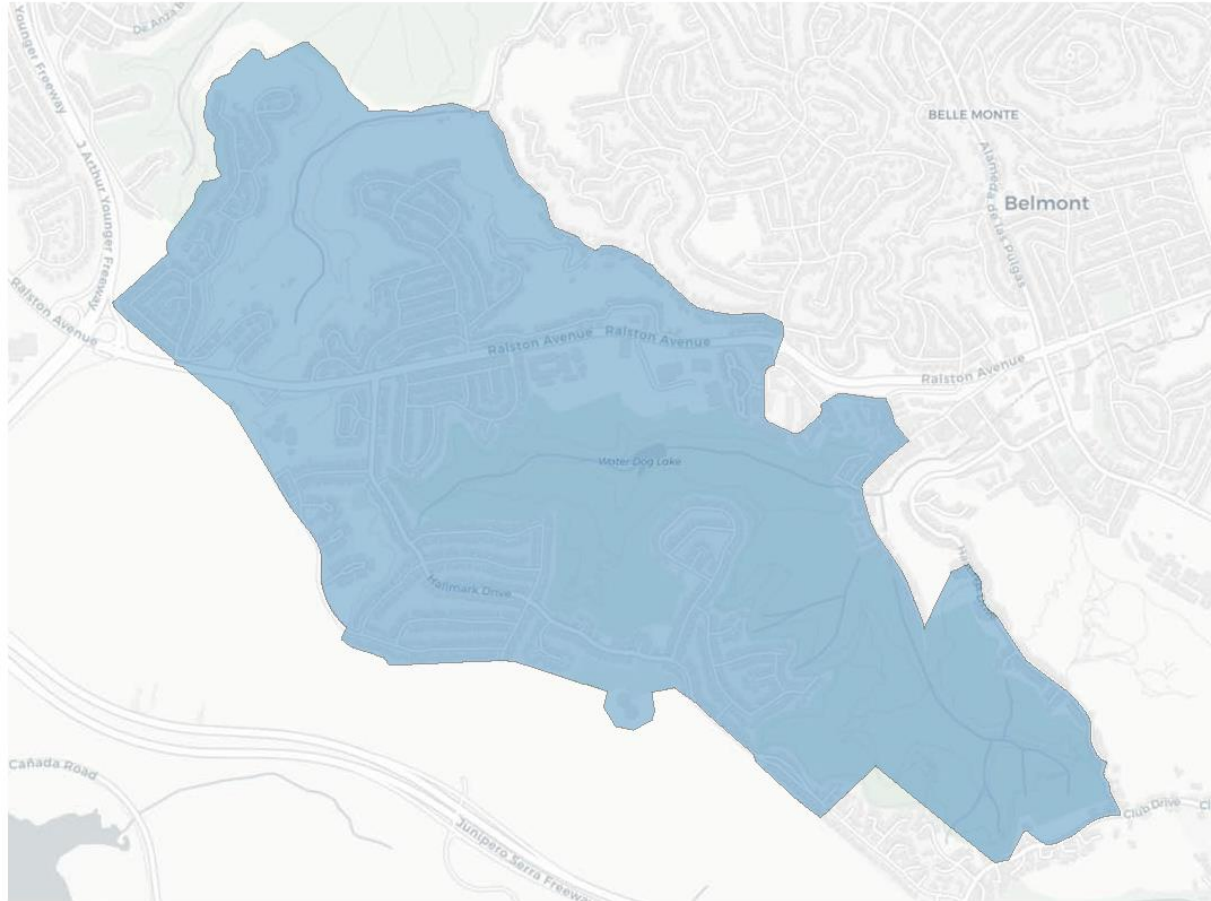
2020 Census

	1	2	3	4	5
Population	5,598	5,804	6,136	5,820	5,730
Deviation	-220	-14	318	2	-88
Deviation %	-3.8%	-0.2%	5.5%	0.0%	-1.5%
Other	3,196	3,291	4,052	3,319	2,638
Other %	57.1%	56.7%	66.0%	57.0%	46.0%
Latino	491	880	560	722	1,089
Latino %	8.8%	15.2%	9.1%	12.4%	19.0%
Asian	1,850	1,576	1,482	1,680	1,896
Asian %	33.0%	27.2%	24.2%	28.9%	33.1%
Black	61	57	42	99	107
Black %	1.1%	1.0%	0.7%	1.7%	1.9%

Citizen Voting Age Population (CVAP)

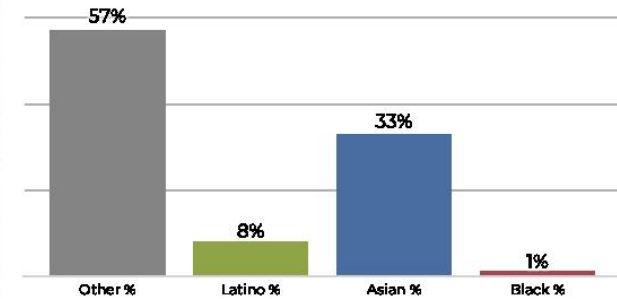
	1	2	3	4	5
Total CVAP	3,725	3,796	3,971	3,717	2,956
Other CVAP	2,542	2,607	2,618	2,626	1,758
Other CVAP %	68.2%	68.7%	65.9%	70.7%	59.5%
Latino CVAP	395	461	311	344	390
Latino CVAP %	10.6%	12.1%	7.8%	9.3%	13.2%
Asian CVAP	757	705	1,031	634	732
Asian CVAP %	20.3%	18.6%	26.0%	17.1%	24.8%
Black CVAP	31	24	10	112	76
Black CVAP %	0.8%	0.6%	0.3%	3.0%	2.6%

Division 1

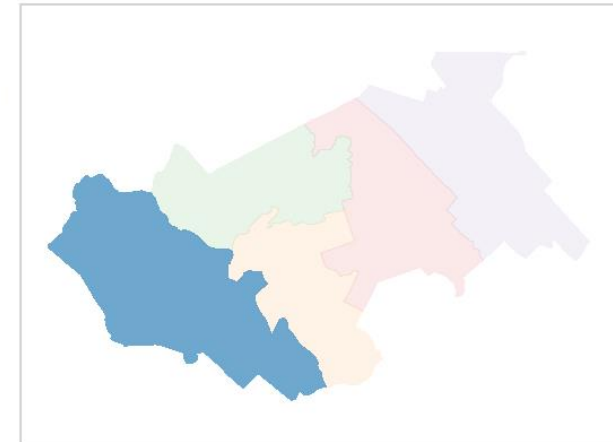
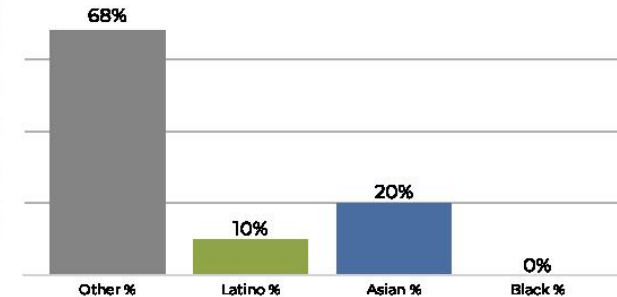


Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
5,598	-220	-3.8%	3,196	57.1%	491	8.8%	1,850	33.0%	61	1.1%
Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %		
52,3725	2,542	68.2%	395	10.6%	757	20.3%	31	0.8%		

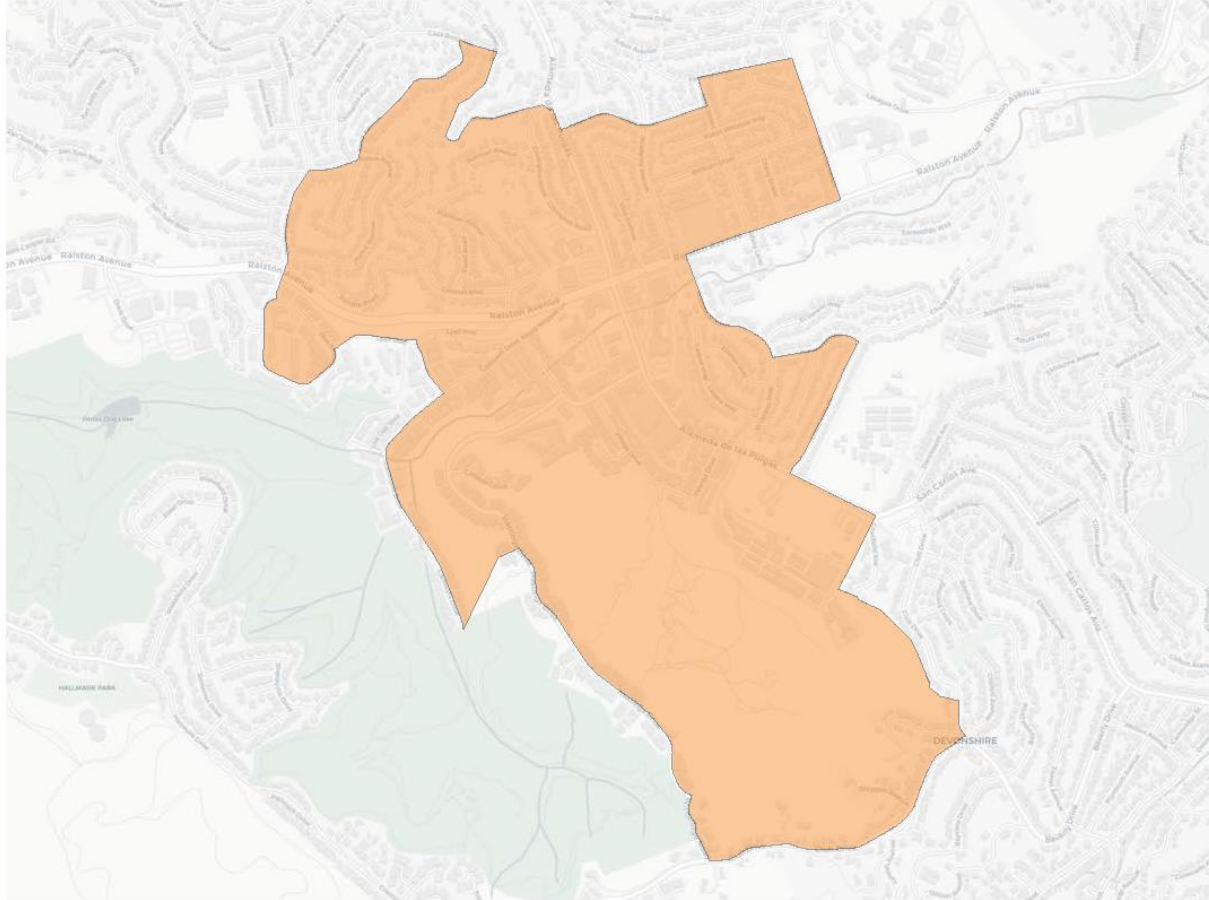
2020 Census



Citizen Voting Age Population

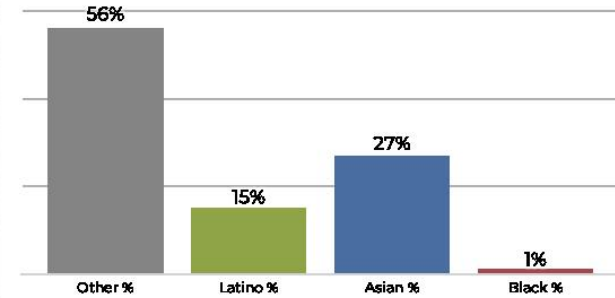


Division 2

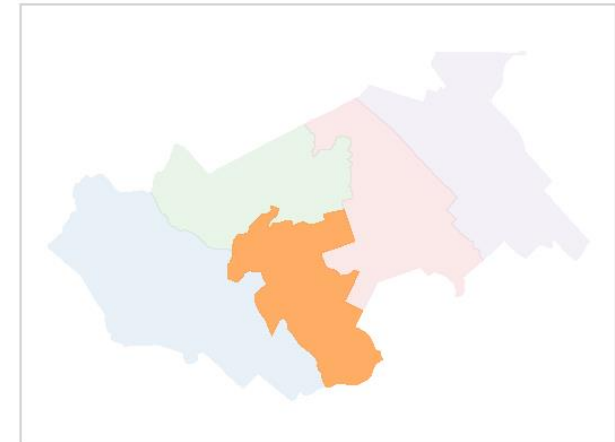
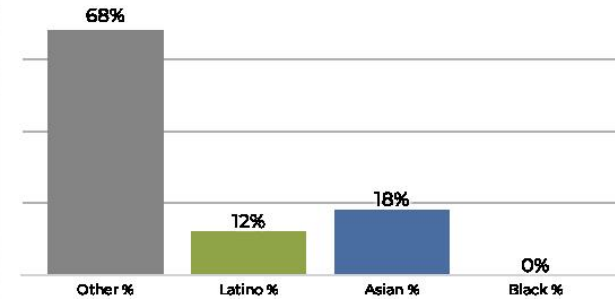


Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
5,804	-14	-0.2%	3,291	56.7%	880	15.2%	1,576	27.2%	57	1.0%
Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %		
53,379	2,607	68.7%	461	12.1%	705	18.6%	24	0.6%		

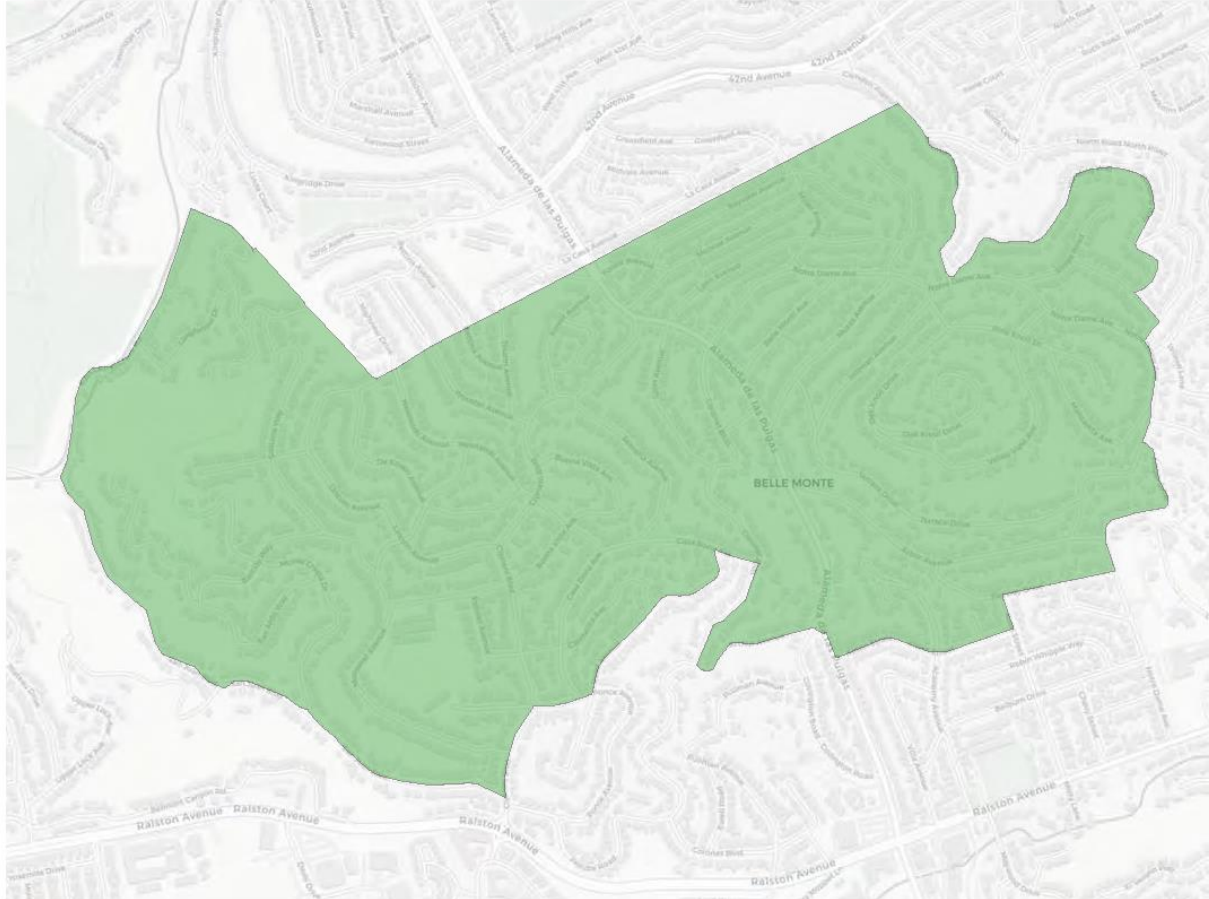
2020 Census



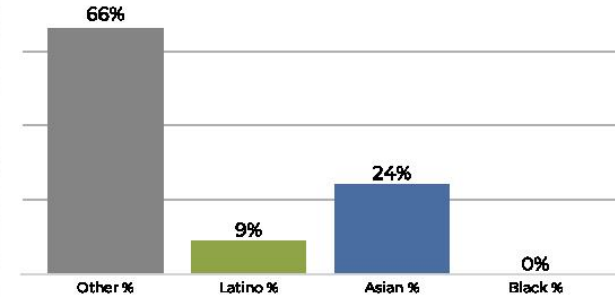
Citizen Voting Age Population



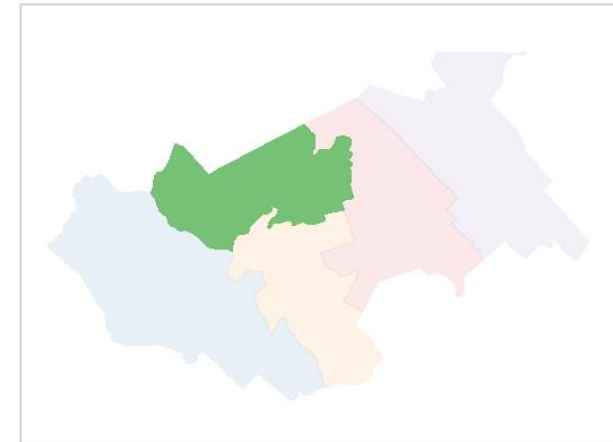
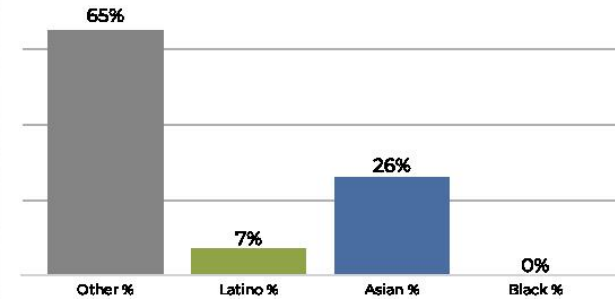
Division 3



2020 Census

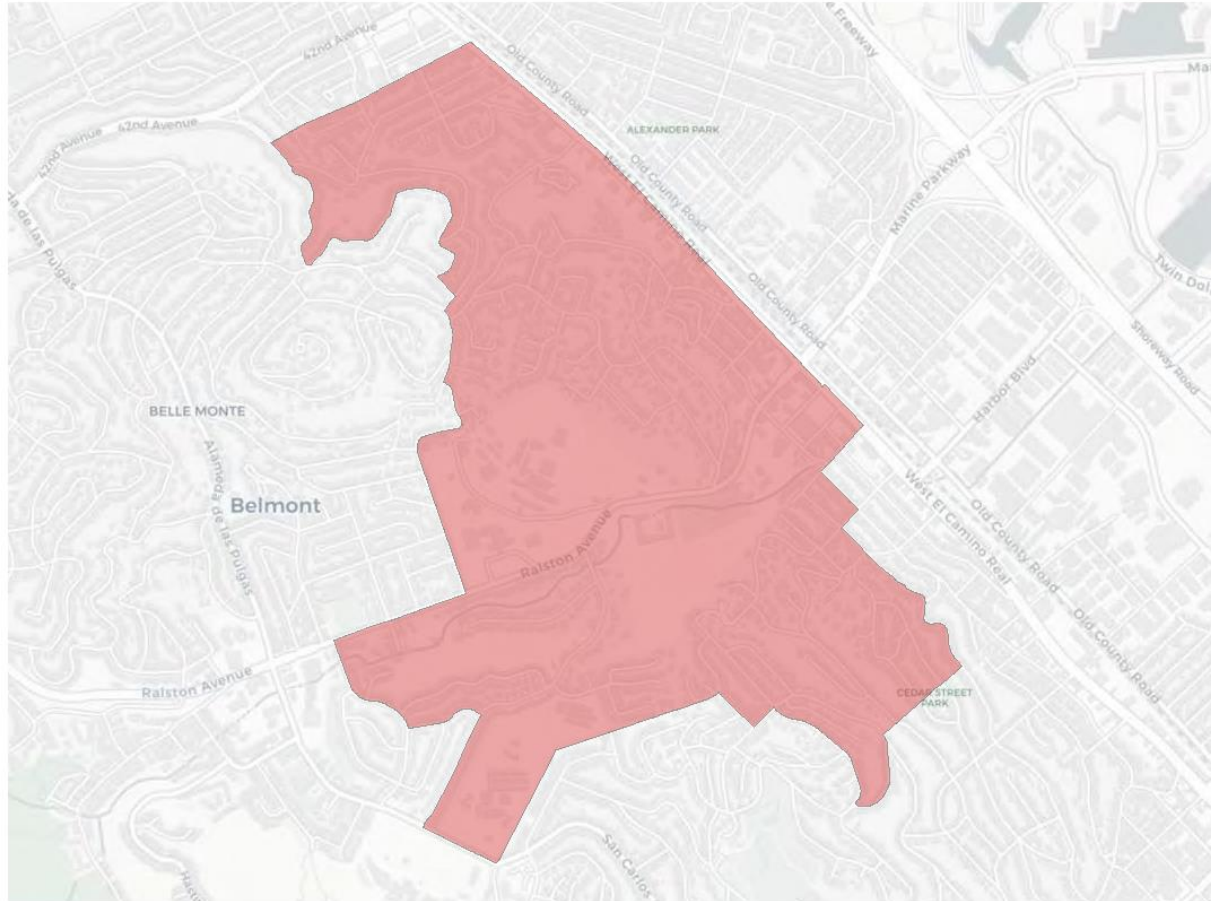


Citizen Voting Age Population



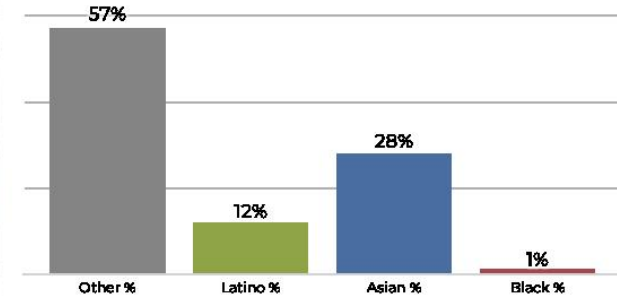
Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
6,136	318	5.5%	4,052	66.0%	560	9.1%	1,482	24.2%	42	0.7%
Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %		
54 3,971	2,618	65.9%	311	7.8%	1,031	26.0%	10	0.3%		

Division 4

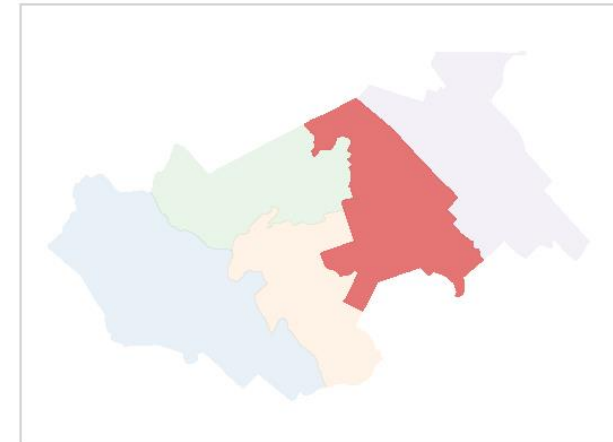
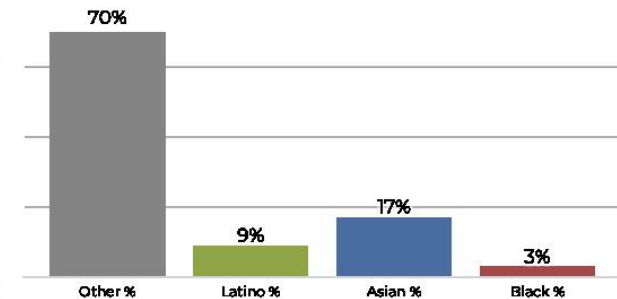


Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
5,820	2	0.0%	3,319	57.0%	722	12.4%	1,680	28.9%	99	1.7%
Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %		
553,717	2,626	70.7%	344	9.3%	634	17.1%	112	3.0%		

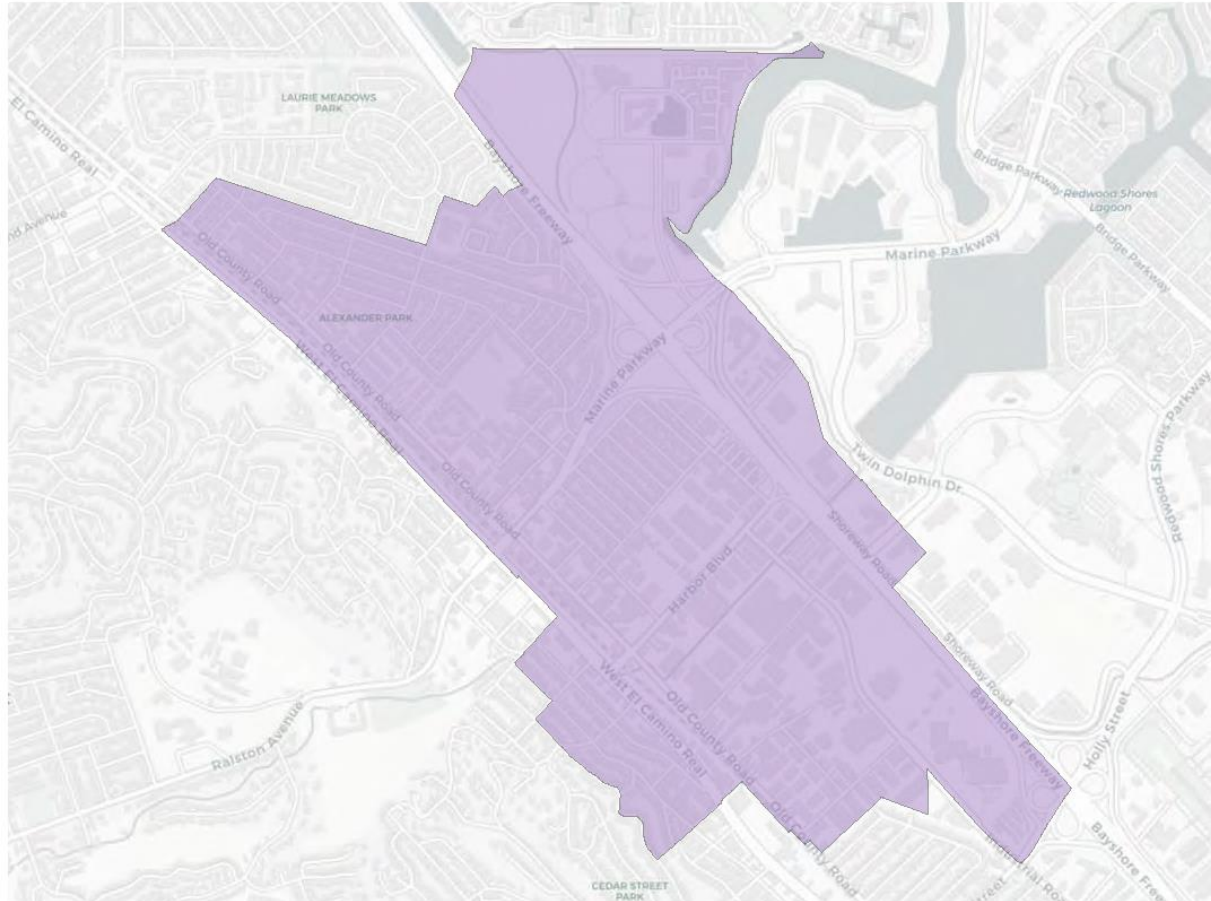
2020 Census



Citizen Voting Age Population

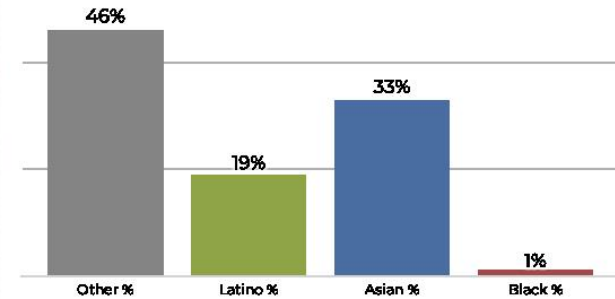


Division 5

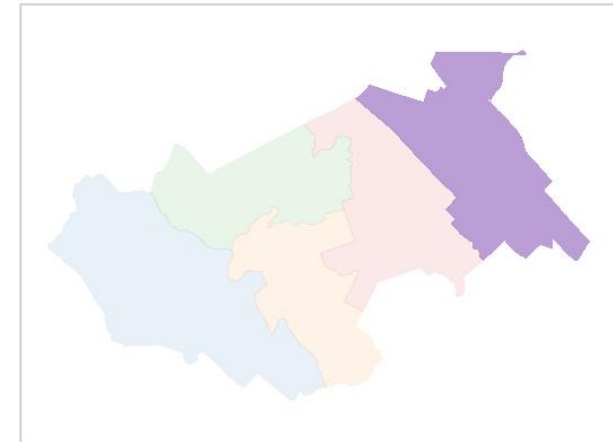
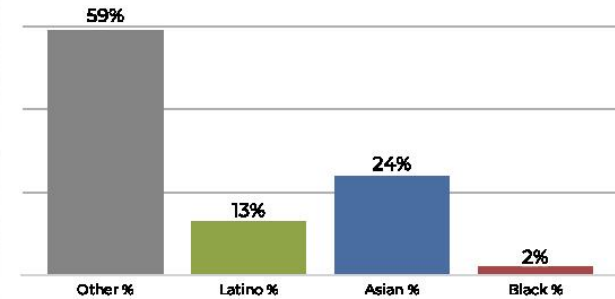


Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
5,730	-88	-1.5%	2,638	46.0%	1,089	19.0%	1,896	33.1%	107	1.9%
Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %		
56,295	1,758	59.5%	390	13.2%	732	24.8%	76	2.6%		

2020 Census



Citizen Voting Age Population





AGENDA ITEM NO. 7.A.

DATE: January 27, 2022

TO: Board of Directors

FROM: Monique Madrid, Interim Administrative Services Manager
Rene Ramirez, Operations Manager
Tammy Rudock, General Manager

SUBJECT: RECEIVE SEMI-ANNUAL REPORTS ON 2016 COP FINANCING THROUGH DECEMBER 31, 2021:
1. FINANCIAL RECONCILIATION REPORT; AND
2. CAPITAL PROJECT FUND REPORT, PRESENTED BY DAN BERGMANN OF IGSERVICE

RECOMMENDATION

Receive semi-annual reports.

FISCAL IMPACT

MPWD 2016 COP CIP - RECONCILIATION @ 12/31/21		
Date	Activity	COP Funds
12/21/2016	Net Proceeds as of 12/21/16 to COP CIP	\$ 19,143,020.82
3/20/2017	Transfer to Project Funds	\$ 42,875.50
12/31/2021	Project Costs	\$ (11,397,251.18)
12/31/2021	Total Dividends Earned	\$ 745,017.73
12/31/2021	Balance	\$ 8,533,662.87

DISCUSSION

Staff's 2016 COP Reconciliation Report is attached. Trustee bank statements were reconciled and the project fund balance at December 31, 2021, was \$8,533,662.87.

Attachments: 2016 COP Semi-Annual Reconciliation Report through December 31, 2021
2016 COP Semi-Annual Project Fund Report through December 31, 2021

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

UNANIMOUS:_____ WHEELER_____ VELLA_____ ZUCCA_____ JORDAN_____ SCHMIDT_____

MPWD 2016 COP CIP - RECONCILIATION @ 12/31/21

Date	Activity	COP Funds
12/21/2016	Net Proceeds as of 12/21/16 to COP CIP	\$ 19,143,020.82
3/20/2017	Transfer to Project Funds	\$ 42,875.50
12/31/2021	Project Costs	\$ (11,397,251.18)
12/31/2021	Total Dividends Earned	\$ 745,017.73
12/31/2021	Balance	\$ 8,533,662.87

COST OF ISSUANCE

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

COP Project Costs

Project Completed Date	Activity	Project Costs
2018-2021	Completed projects total	\$ 7,948,476.34
Jun-21	Dekoven Tank Replacement	\$ 466,378.60
Jun-21	Old County Road WMR	\$ 309,877.85
Jun-21	El Camino Real/Malcolm Ave WMR	\$ 2,662,891.64
	Vine Street (Zone5) Improvements	\$ 5,776.10
	Hastings Drive Improvements	\$ 481.25
	Belmont Canyone Road Improvements	\$ 3,369.40
	Total	\$ 11,397,251.18

Dividends Earned

Date	Activity	Interest Earned
2017-2019	Total Dividends Earned	\$ 684,517.44
12/31/2020	Dividends Earned (Jan - Dec 2020)	\$ 59,535.11
12/31/2021	Dividends Earned (Jan - Dec 2021)	\$ 965.18
	Total	\$ 745,017.73

Updated: 12/31/2021

MPWD SCHEDULE OF INSTALLMENT PAYMENTS				
Date Due	Activity	Principal	Interest	Total
5/15/2017	Payment made		\$ 330,133.34	\$ 330,133.34
11/15/2017	Payment made	\$ 315,000.00	\$ 371,400.00	\$ 686,400.00
5/15/2018	Payment made		\$ 365,100.00	\$ 365,100.00
11/15/2018	Payment made	\$ 345,000.00	\$ 365,100.00	\$ 710,100.00
5/15/2019	Payment made		\$ 358,200.00	\$ 358,200.00
11/15/2019	Payment made	\$ 360,000.00	\$ 358,200.00	\$ 718,200.00
5/15/2020	Payment made		\$ 351,000.00	\$ 351,000.00
11/15/2020	Payment to be made	\$ 375,000.00	\$ 351,000.00	\$ 726,000.00
5/15/2021	Payment to be made		\$ 343,500.00	\$ 343,500.00
11/15/2021	Payment to be made	\$ 385,000.00	\$ 343,500.00	\$ 728,500.00
5/15/2022	Payment to be made		\$ 335,800.00	\$ 335,800.00
11/15/2022	Payment to be made	\$ 405,000.00	\$ 335,800.00	\$ 740,800.00
5/15/2023	Payment to be made		\$ 327,700.00	\$ 327,700.00
2024-2028	Payment to be made	\$ 2,270,000.00	\$ 3,057,000.00	\$ 5,327,000.00
2029-2033	Payment to be made	\$ 2,760,000.00	\$ 2,555,600.00	\$ 5,315,600.00
2034-2038	Payment to be made	\$ 3,360,000.00	\$ 1,945,600.00	\$ 5,305,600.00
2039-2043	Payment to be made	\$ 4,090,000.00	\$ 1,203,000.00	\$ 5,293,000.00
2044-2047	Payment to be made	\$ 3,905,000.00	\$ 320,100.00	\$ 4,225,100.00
	Balance	\$ 18,570,000.00	\$ 13,617,733.34	\$ 32,187,733.34

12/31/2021

January 20, 2022

Tammy Rudock
General Manager
Mid-Peninsula Water District

Email: tammyr@midpeninsulawater.org

Re: 2016 Certificate of Participation (COP) Plan to Completion

Dear Ms. Rudock:

The following are highlights from tracking of COP spending for October through December 31, 2021, and overall spending up to December 31, 2021.

Total COP funds spent are \$11,397,251. This is 57.2 percent of the beginning funds amount plus accumulated dividends, which total \$19,930,914. The balance remaining is \$8,533,663. (Table 1)

October through December COP spending was \$727,564. This is for Requisitions #76 through #78, following my October 20, 2021, report. Of the total, engineering payments were \$171,779, and construction payments were \$555,785. Construction payments were for El Camino Real Improvements. Combined with the October report, this reconciles exactly to the project detail and to the Bank of New York monthly statements. (Tables 1, 2, and 3)

Reach to Completion of COP Funds. Six primary projects are planned to expend the remaining COP project funds by the end of 2022. Table 4 shows the planned amount to completion starting October 2021, reaching for completion by December 31, 2022. As of December 31st, eight percent of the October 2021 remaining balance of \$9,260,995 was spent, leaving \$8,533,663 to spend.

Bar Chart Showing Completion Plan. This bar chart on page seven illustrates the significant increase in spending this year to complete the identified projects and exhaust the COP project fund balance.

Sincerely,



Dan Bergmann, P.E.
Principal

Table 1: Bank of New York MPWD Account 361685				
Quarter Ending	Dividends	Expenditures		Ending Project Fund Balance
		Monthly	Subtotals	
Beginning Balance				\$19,143,020.82
To project fund	\$42,875.50	-		\$19,185,896.32
Mar-17	12,640.32	-		19,198,536.64
Jun-17	26,269.49	(268,386.44)	(268,386.44)	18,956,419.69
Jul-17	11,186.97	(37,411.30)		18,930,195.36
Aug-17	13,178.04	(76,232.49)		18,867,140.91
Sep-17	13,889.47	(30,529.45)	(144,173.24)	18,850,500.93
Oct-17	13,740.78	(31,325.20)		18,832,916.51
Nov-17	14,584.55	(269,821.99)		18,577,679.07
Dec-17	14,615.74	(370,309.75)	(671,456.94)	18,221,985.06
Jan-18	16,315.52	(315,748.56)		17,922,552.02
Feb-18	17,717.32	(221,300.77)		17,718,968.57
Mar-18	17,140.20	(280,719.75)	(817,769.08)	17,455,389.02
Apr-18	20,666.32	(437,470.39)		17,038,584.95
May-18	21,315.01	(418,903.86)		16,640,996.10
Jun-18	22,792.33	(122,821.81)	(979,196.06)	16,540,966.62
Jul-18	22,571.92	(346,653.05)		16,216,885.49
Aug-18	24,003.89	(56,018.89)		16,184,870.49
Sep-18	24,700.72	(181,427.83)	(584,099.77)	16,028,143.38
Oct-18	24,735.82	(640,048.84)		15,412,830.36
Nov-18	26,088.52	(77,634.29)		15,361,284.59
Dec-18	25,995.52	0.00	(717,683.13)	15,387,280.11
Jan-19	28,006.89	(90,278.13)		15,325,008.87
Feb-19	29,282.07	(283,598.44)		15,070,692.50
Mar-19	26,381.68	(290,062.32)	(663,938.89)	14,807,011.86
Apr-19	29,011.69	(76,189.41)		14,759,834.14
May-19	27,609.00	(267,710.56)		14,519,732.58
Jun-19	28,222.64	(88,275.53)	(432,175.50)	14,459,679.69
Jul-19	25,948.47	(260,660.87)		14,224,967.29
Aug-19	25,075.09	(137,358.30)		14,112,684.08
Sep-19	23,675.11	(856,154.20)	(1,254,173.37)	13,280,204.99
Oct-19	21,534.12	(331,796.45)		12,969,942.66
Nov-19	19,095.37	(421,420.49)		12,567,617.54
Dec-19	16,526.88	(329,071.81)	(1,082,288.75)	12,255,072.61
Jan-20	15,499.99	(33,461.59)		12,237,111.01
Feb-20	14,944.36	(160,435.23)		12,091,620.14
Mar-20	13,831.38	(52,010.70)		12,053,440.82
Apr-20	9,373.59	(32,062.18)		12,030,752.23
May-20	2,760.68	(42,606.13)		11,990,906.78
Jun-20	1,137.00	(289,170.76)	(609,746.59)	11,702,873.02

Table 1: Bank of New York MPWD Account 361685 (con't)				
Quarter Ending	Dividends	Expenditures		Ending Project Fund Balance
		Monthly	Subtotals	
Jul-20	779.79	(182,693.35)		11,520,959.46
Aug-20	642.22	(49,556.95)		11,472,044.73
Sep-20	282.34	(69,287.83)		11,403,039.24
Oct-20	93.90	(68,563.31)		11,334,569.83
Nov-20	96.56	20,221.70		11,354,888.09
Dec-20	93.30	(72,212.49)	(422,092.23)	11,282,768.90
Jan-21	95.98	(318,910.23)		10,963,954.65
Feb-21	94.84	(76,679.32)		10,887,370.17
Mar-21	83.93	(27,618.33)		10,859,835.77
Apr-21	98.48	(109,368.19)		10,750,566.06
May-21	88.98	(43,831.53)		10,706,823.51
Jun-21	58.88	(97,234.53)	(673,642.13)	10,609,647.86
Jul-21	37.99	(402,906.93)		10,206,778.92
Aug-21	88.98	(422,291.06)		9,784,576.84
Sep-21	85.22	0.00		9,784,662.06
Oct-21	80.40	(745,241.96)		9,039,500.50
Nov-21	79.02	(320,029.13)		8,719,550.39
Dec-21	72.48	(185,959.94)	(2,076,429.02)	8,533,662.93
Totals	\$787,893.25	(11,397,251.14)	(\$11,397,251.14)	\$8,533,662.93
Beginning Funds plus Total Dividends		\$19,930,914.07		
Percent Spent		57.2%		

Table 2												
MPWD Projects: Through December 31, 2021										Requisitions		
Project	#	72	73	74	75	76	77	78	Subtotals	Construction	Engineering	
El Camino Real Improvements	15-76	-	-	-	-	167,929.59	318,039.38	175,866	-	661,834.91	555,784.64	106,050.27
Dekoven Tank	15-89	-	-	-	-	53,262.00	-	-	-	53,262.00	-	53,262.00
Old County Road Improvements	15-75	-	-	-	-	173.25	1,727.25	467.25	-	2,367.75	-	2,367.75
SR 101 Crossing at PAMF Hospital	15-72	-	-	-	-	210.00	262.50	-	-	472.50	-	472.50
Vine Street (Zone 5) Improvements	15-88	-	-	-	-	-	-	5,776.10	-	5,776.10	-	5,776.10
Hastings Drive Improvements	15-40	-	-	-	-	-	-	481.25	-	481.25	-	481.25
Belmont Canyon Road Improvements	15-29	-	-	-	-	-	-	3,369.40	-	3,369.40	-	3,369.40
MONTH		Jul*	Jul*	Aug*		Oct	Nov	Dec		727,563.91	555,784.64	171,779.27
TOTALS					*	221,574.84	320,029.13	185,959.94		727,563.91	727,563.91	
TOTALS GROUPED TO RECONCILE WITH BNY						221,574.84	320,029.13	185,959.94		727,563.91	727,563.91	

(2,076,429.02) cross check from BNY tab

* Added in the October 20, 2021 "Plan to Completion" Interim Report

402,906.93 Done Oct 20 72 and 73

422,291.06 Done Oct 20 74

523,667.12 Done Oct 20 75

0.00 s/b zero

Table 3								
MPWD Projects: Through December 31, 2021		Cost Projections			Actual Spending			Completion
Project	#	Original ¹	Updated	Status	COP Spent	Pay-Go	Total	
Karen Road Improvements	15-73	\$425,000	\$555,232	Final	(\$522,165)	(\$33,067)	(\$555,232)	Sep-18
Folger Drive Improvements	15-65	420,000	\$605,765	Final	(\$75,395)	(30,370)	(605,765)	Sep-18
Mezes Avenue Improvements	15-14	175,000	\$291,421	Final	(272,671)	(18,750)	(291,421)	Sep-18
South Road Abandonment	15-44	415,000	\$465,856	Final	(426,864)	(38,992)	(465,856)	Sep-18
Arthur Avenue Improvements	15-22	475,000	\$696,905	Final	(667,098)	(29,807)	(696,905)	Sep-18
Francis, Academy, Davey (15-51 15-53 w/Belmont)	15-43	680,000	\$1,878,236	Final	(1,006,228)	(872,008)	(1,878,236)	Mar-19
Hillcrest Pressure Regulating Station	15-87	345,000	\$853,322	Final	(852,056)	(1,266)	(853,322)	Dec-19
Notre Dame Abandonment	15-49	*	\$1,231,347	Final	(1,229,751)	(1,596)	(1,231,347)	May-20
Zone 5 Hydrants	15-06	150,000	\$39,975	Final	(39,205)	(770)	(39,975)	May-20
Notre Dame Avenue Loop Closure	15-10	910,000	\$341,931	Final	(313,306)	(28,625)	(341,931)	May-20
Tahoe Drive Area Improvements	15-28	510,000	\$867,732	Final	(851,021)	(16,711)	(867,732)	May-20
Cliffside Court Improvements	15-38	220,000	\$153,392	Final	(150,438)	(2,954)	(153,392)	May-20
Malcolm Ave (Assoc. w/El Camino 15-76)	15-74	*	\$195,027	Final	(195,027)	0	(195,027)	Jun-20
SR101 Crossing at PAMF Hosp. Dsgn. & Ph1 Const.	15-72	1,670,000	\$844,929	Final	(843,837)	(1,092)	(844,929)	Jun-21
Dekoven Tanks Replacement	15-89	4,535,000	\$507,169	Final*	(466,379)	(40,790)	(507,169)	* Design Jun-21
Old County Road Impr. Dsgn. & Ph1 Const.	15-75	3,400,000	\$5,987,972	Engr	(309,879)	(12,028)	(321,907)	Eng 100%
El Camino Real Improvements	15-76	2,100,000	\$2,999,945	Const	(2,663,189)	(54)	(2,663,244)	Dec-22
Belmont Canyon Road Improvements	15-29	420,000	\$678,051	Const	(3,369)	(56,949)	(60,318)	Dec-22
Hastings Drive Improvements	15-40	*	\$441,610	Const	(481)	(43,390)	(43,871)	Dec-22
Vine Street (Zone 5) Improvements	15-88	*	\$983,644	Const	(5,776)	(81,356)	(87,132)	Dec-22
<i>Original COP Projects Postponed</i>								
North Road Improvements	15-42	220,000						
Civic Lane Improvements	15-78	800,000						
Williams Ave, Ridge Rd, Hillman Ave Impr.	15-16	1,100,000						
Monte Cresta Dr / Alhambra Drive Impr.	15-17	1,075,000						
<i>Adjustments to Reconcile</i>					(3,116)			
TOTALS		\$20,045,000	\$20,619,461		(\$11,397,251)	(\$1,310,575)	(\$12,704,711)	

Notes:

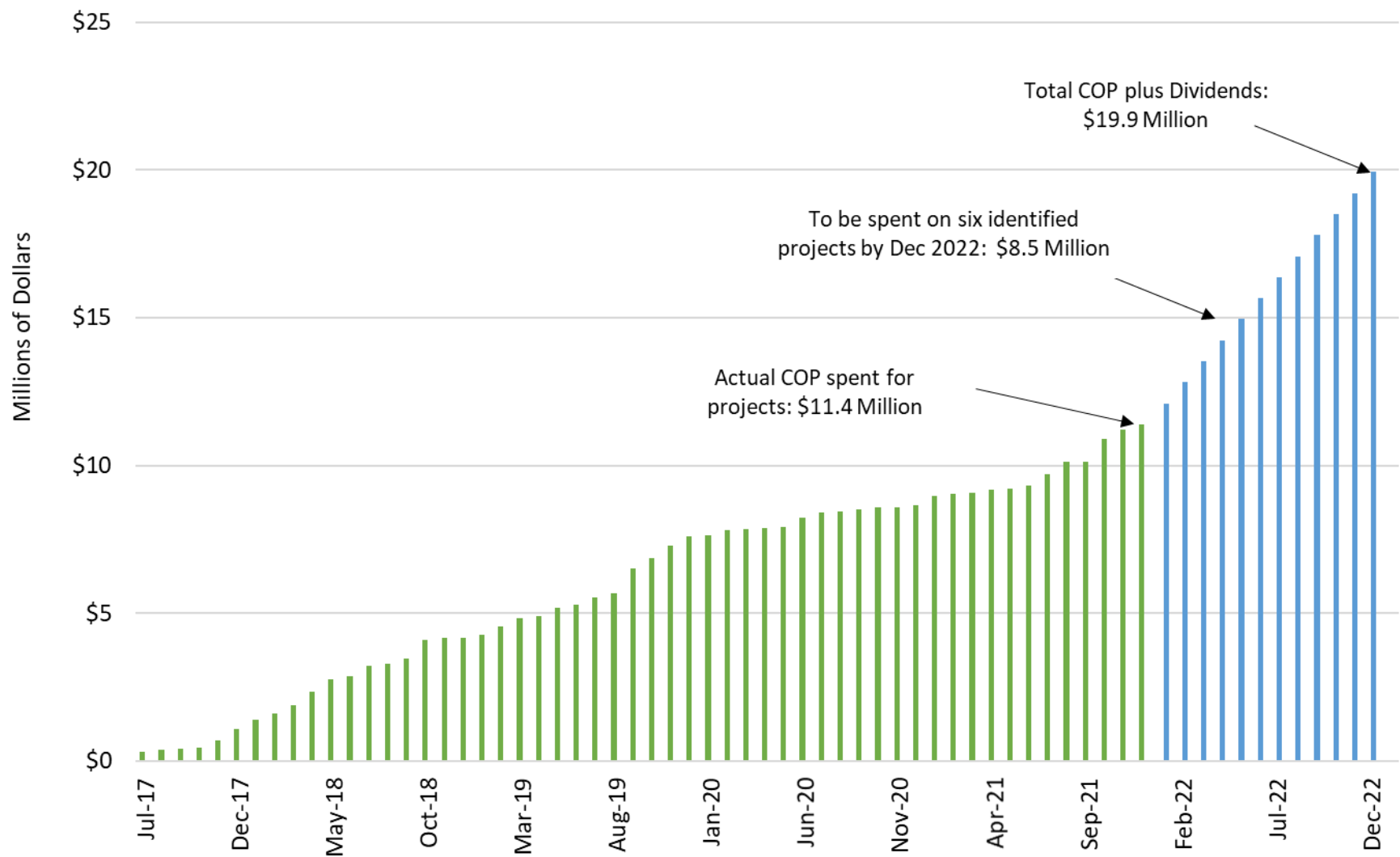
1) Resolution No. 2016-06, May 26, 2016. * Not included.

Table 4: 2016 COP Spending "Reach to the Finish Line" by December 31, 2022								
Project	#	COP Reach for Finish as of 10/4/21 *	Oct - Dec 2021	Jan - Mar 2022	Apr - Jun 2022	Jul - Sep 2022	Oct - Dec 2022	Balance by Project
El Camino Real Improvements	15-76	\$998,591	(\$661,835)					\$336,756
Dekoven Tanks Replacement	15-89	\$50,000	(\$53,262)					(\$3,262)
Old County Road Impr. Dsgn. & Ph1 Const.	15-75	\$5,680,461	(\$2,368)					\$5,678,093
SR 101 Crossing at PAMF Hospital	15-72	\$0	(\$473)					(\$473)
Vine Street (Zone 5) Improvements	15-88	\$983,644	(\$5,776)					\$977,868
Belmont Canyon Road Improvements	15-29	\$678,051	(\$3,369)					\$674,682
Hastings Drive Improvements	15-40	\$441,610	(\$481)					\$441,129
Subtotal		\$8,832,357	(\$727,564)	\$0	\$0	\$0	\$0	\$8,104,793
Remaining COP Funds Unallocated		\$428,638	\$428,870					\$428,870
Total COP Balance		\$9,260,995	\$8,533,663					\$8,533,663
Crosscheck: COP Fund Balance		(\$9,260,995)	(\$8,533,663)					(\$8,533,663)
Crosscheck	s/b \$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Portion spent			8%					

* Resolution 2021-28, dated October 28, 2021

Series 2016 COP Actual Spending and Completion Plan

As of December 31, 2021





AGENDA ITEM NO. 7.B.

DATE: January 27, 2022
TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager
Joubin Pakpour, PE, District Engineer

SUBJECT: RECEIVE PROJECT UPDATE ON EL CAMINO REAL WATER MAIN REPLACEMENT

RECOMMENDATION

Receive project update.

FISCAL IMPACT - None.

DISCUSSION

The construction of the El Camino Real Water Main Improvements is substantially complete as of December 31, 2021. The contractor, Mitchell Engineering, ran out of construction days on November 1, 2021, and has accumulated 47 days of liquidated damages through substantial completion.

Construction Management and Inspection consultant, TRC Companies, and District staff have been in discussions regarding the District's position in negotiating the liquidated damages with the contractor to complete the project.

Overall, the District's financial position on this capital project is positive. There have been several warranted change orders during construction, and there remains a healthy project contingency.

The District will continue to utilize TRC Companies during the negotiations with Mitchell Engineering, but there is no definite time frame for completion.

Once the project's notice of completion is ready to file, staff will return to the Board with a "true-up" change order for the project and recommendation to compensate TRC for their work above and beyond their contracted amount.

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

UNANIMOUS____ WHEELER____ VELLA____ ZUCCA____ JORDAN____ SCHMIDT____



AGENDA ITEM NO. 8.A.

DATE: January 27, 2022
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: CONSIDER 2022 REORGANIZATION, INCLUDING:

- 1. RESOLUTION 2022-03 APPROVING THE REORGANIZATION, NEW POSITION CLASSIFICATIONS FOR CHIEF FINANCIAL OFFICER, OPERATIONS PROJECT COORDINATOR, AND WATER RESOURCES COORDINATOR, AND REVISED POSITION CLASSIFICATIONS FOR ADMINISTRATIVE SERVICES MANAGER AND ACCOUNTANT, AND REVISED SALARY SCHEDULES FOR REPRESENTED AND UNREPRESENTED EMPLOYEES; AND**
- 2. RESOLUTION 2022-04 APPROVING THE TEMPORARY APPOINTMENT OF RETIRED ANNUITANT MONIQUE MADRID AS ADMINISTRATIVE SERVICES MANAGER AND DISTRICT SECRETARY IN ACCORDANCE WITH GOVERNMENT CODE SECTIONS 7522.56 AND 21224**

RECOMMENDATION:

Approve Resolutions 2022-03 and 2022-04.

FISCAL IMPACT:

FY 2021/2022: \$-0- (due to projected recruitments and hire dates of new employees)

FY 2022/2023: Projected additional personnel costs totaling \$325,000

Due to staff vacancies, funds are available in the current fiscal year budget to cover any added costs. Three (3) of the four proposed positions are for succession planning to replace three (3) employees retiring in early 2023.

BACKGROUND:

When I started as General Manager in FY 2012/2013, there were 18 full-time equivalent (FTE) positions in the MPWD organization. The Operating Budget totaled \$8,955,000 and payroll expenses totaled \$2,274,638. Personnel costs made up 25.4% of the MPWD operations (included Director compensation and retiree healthcare costs).

Almost ten years later, in FY 2021/2022 there are 20.5 FTEs in the MPWD organization. The Operating Budget for FY 2021/2022 totals \$13,832,088 and payroll expenses total \$3,081,008. Personnel costs currently represent 22.2% of the MPWD Operations (includes Director compensation and retiree healthcare costs).

The Organizational Chart presented to the Board on December 16, 2021, is attached for reference.

One (1) Water System Operator *Succession Plan* position was filled.

DISCUSSION:

Attached is a DRAFT Organizational Chart dated January 27, 2022, totaling 24.0 FTEs. The full-time Administrative Services Manager position has been divided into two (2) temporary part-time positions to take advantage of promoting an internal employee with management experience and to further allow for the future new General Manager's consideration when creating their organizational plan for the Board's consideration. A revised employee position classification for the Administrative Services Manager is attached for reference.

The following new positions are proposed—equaling 4.5 FTEs:

1. Chief Financial Officer (Temporary Part-Time)
 - The Chief Financial Officer (CFO) will assume the executive level responsibilities for the finance and accounting duties for the MPWD and will be a temporary part-time position reporting to the General Manager. Staff is exploring the potential for the temporary part-time CFO to be filled by a professional consultant services contract, which contract would be brought to the Board for consideration. A DRAFT position classification is attached for reference regarding further duties, responsibilities, and qualifications.
2. Operations Project Coordinator – NEW Full-Time Position
 - The Operations Project Coordinator will be a full-time position and report to the Operations Manager and be responsible for the MPWD's capital project management and inspection coordination and reporting, assisting in development plan reviews, maintaining Operations Plans, including the Construction Standards & Specifications, RRA, ERP, LHMP, and the SOPs for Operations, reviewing associated complex hydraulic modeling efforts, and ensuring that engineering standards, environmental requirements, and safety issues are fulfilled. The position is needed in response to the MPWD's continued capital planning and implementation, continued increasing local development, and continued ever-increasing regulatory requirements. A DRAFT position classification is attached for reference regarding further duties, responsibilities, and qualifications.
3. Water Resources Coordinator (*Succession Plan—Operations Management Analyst position would not be filled after employee retirement projected in first half of 2023*)
 - The Water Resources Coordinator will be a full-time position and report to the Operations Manager and be responsible for the MPWD UWMP & WSCP and leading the water efficiency and conservation programs and activities, including coordination with local schools, BAWSCA rebate programs and community educational programs, reviewing WELO plans, ensuring and developing the MPWD's compliance with all upcoming California Way of Life regulations for meeting statewide water conservation targets. Additional duties include water supply planning and coordination, including a potential groundwater well for emergency or drought use within the MPWD service area and collaboration with peninsula water suppliers in an indirect potable reuse water supply project for a potential source of drought supply for the MPWD. GIS experience will be required for this position in response to the increasing and upcoming regulatory reporting requirements. It will further allow for this position to help in updating and maintaining the currency of the operational system-wide map book. A DRAFT position classification is attached for reference regarding further duties, responsibilities, and qualifications.
4. Accountant (*Succession Plan—Administrative Assistant position would not be filled after employee retirement projected in first half of 2022*)

- The Accountant will be a full-time position and responsible for the day-to-day accounting and payroll, including employee benefits, duties and will report to the CFO. The revised MPWD position classification is attached for reference regarding further duties, responsibilities, and qualifications.

5. Water System Operator (*Succession Plan for Water System Operator or Lead Operator retirement projected in first half of 2023*)

Additional highlights regarding the proposed reorganization:

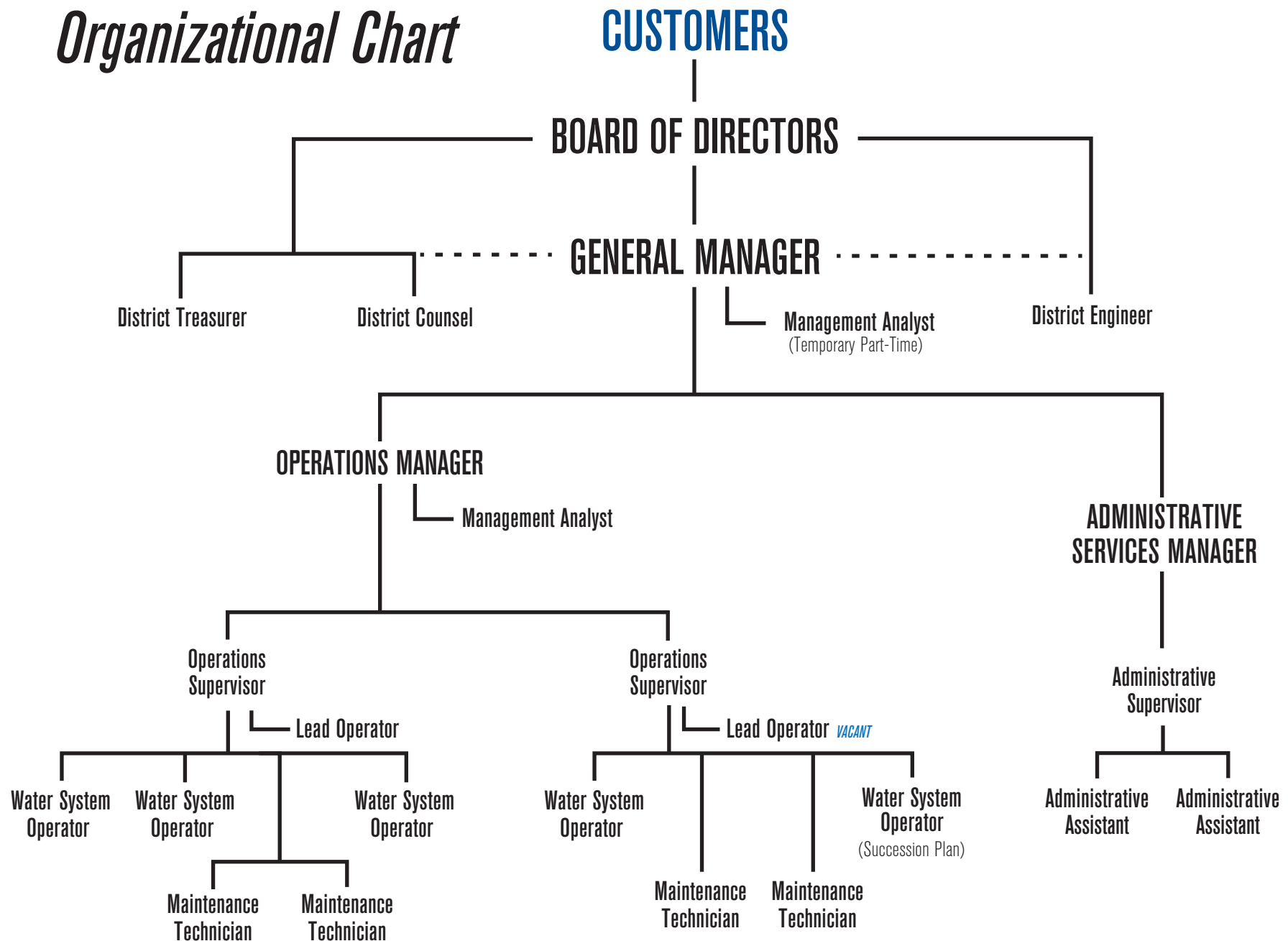
- The Administrative Services Manager and CFO were proposed as temporary part-time positions because the MPWD is in the process of recruiting for its next General Manager and they should be afforded the opportunity to create with the Board of Directors the organization needed to fulfill their collaborative vision. An existing internal candidate, Monique Madrid, was promoted to perform the duties of the Administrative Services Manager position. The attached Resolution 2022-04 will appoint Ms. Madrid as an “extra help” retired annuitant to perform the duties of the Administrative Services Manager and District Secretary positions on a temporary, part-time basis.
- The Management Analyst (temporary part-time) position reporting to the General Manager was deleted because the existing employee performing those duties was promoted to perform the duties of the Administrative Services Manager position. In the future if the position is considered, it is recommended that the position be upgraded to an Executive Management Analyst or Executive Administrative Officer confidential exempt position, including increased duties, qualifications, and salary range, due to the significant nature of the work assignments and expectations for independent judgment and decision-making and confidential nature of the activities within the General Manager’s office.
- Existing Administrative Services employees were given opportunities to which they responded affirmatively (including additional duties and pay) during the transition and for further expansion of cross-training, refinement of internal control SOPs, and future succession planning.
- Expanded use of the MPWD’s existing telephone system’s automated features for handling future calls is being considered for implementation. It would allow a caller to choose a menu option for an MPWD employee to call them back if staff is busy with other callers. Because the MPWD needs the Accountant position more than administrative position, which is proposed as a succession plan exchange, staff will need help when employees are off duty or there is a heavier-than-expected call load.

Attachment: MPWD Organizational Chart dated 12/16/2021
 DRAFT MPWD Organizational Chart dated 01/27/2022
 Revised Position Classifications for Administrative Services Manager and Accountant
 New Position Classifications for Chief Financial Officer, Operations Project Coordinator, and Water Resources Coordinator
 Resolution 2022-03
 Resolution 2022-04

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

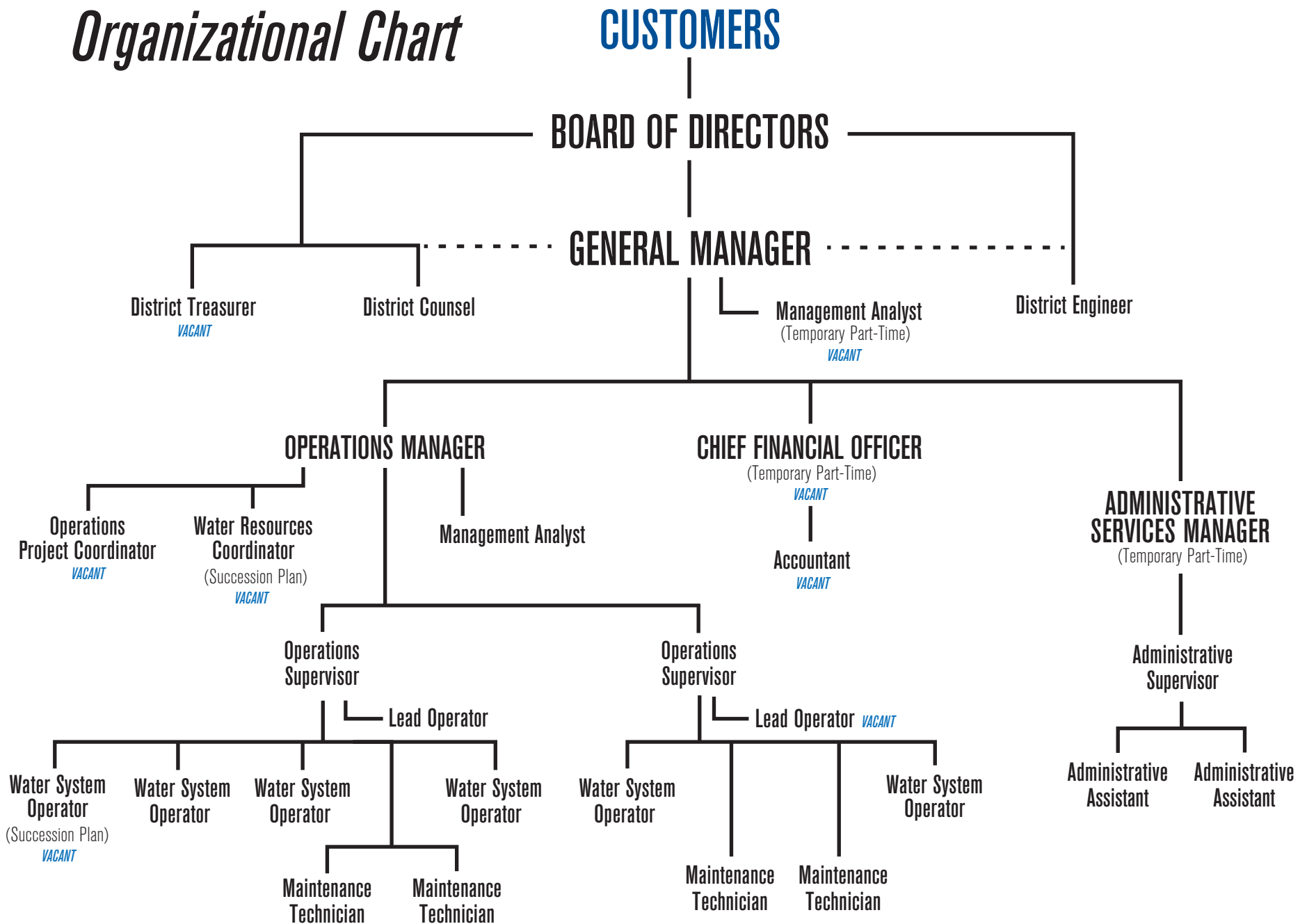


MPWD Organizational Chart





MPWD Organizational Chart



ADMINISTRATIVE SERVICES MANAGER

DEFINITION

Under general direction, plans, supervises, coordinates, and reviews the work of staff performing customer service, utility billing, ~~finance, accounting, water conservation,~~ public outreach and information, including the website, and administrative support functions; administers ~~finance and~~ human resources; acts as the ~~Board~~District Secretary; serves as custodian of records; serves as a liaison and coordinates assigned activities with other District departments and external agencies to ensure compliance with reporting/procedures; provides responsible and complex administrative and operational assistance to the General Manager; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the General Manager. Exercises direction and supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating the Administrative Services Department. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, regulatory compliance, and program evaluation. Incumbents serve as a professional resource for organizational, managerial, and administrative analyses and studies. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies, and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes managerial responsibility for all projects, programs, and activities of the Administrative Services Department, including customer service, utility billing, ~~accounts receivable, water conservation,~~ public outreach and information, and office management.
- Directs and participates in the development and implementation of goals, objectives, policies, and priorities for the department; recommends, within District policy, appropriate service and staffing levels; recommends and administers policies and procedures while ensuring financial, regulatory, and legal requirements are met.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with District standards, including program and project priorities and performance evaluations; provides or coordinates staff training; works with employees to correct

deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.

- ~~Manages and administers the District and department budgets; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs the preparation and implementation of budgetary adjustments.~~
- Manages and administers the Administrative Services budget; participates in the annual and mid-year budgeting processes, including forecasting funds needed for staffing, equipment, and supplies.
- Contributes to the overall quality of the District's service by continuously monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Oversees the development of consultant requests for proposal for professional and/or construction services and the advertising and bid processes; evaluates proposals and recommends project award; administers contracts after award.
- Administers the daily human resources functions and activities, including employee benefits administration, recruitment and selection, classification and compensation, employee relations, property and liability insurances, and risk management.
- ~~Supervises and participates in all activities related to the District's finance and accounting function, including accounts payable, accounts receivable, payroll, year-end closing, bank reconciliation, and financial reporting.~~
- ~~Directs and oversees the completion of the District's annual audit; works with external auditors to ensure responses are complete, well documented, and provided in a timely manner.~~
- Plans, directs, and coordinates customer service and utility billing activities; oversees payment processing and electronic bill systems.
- In coordination with the General Manager, oversees the implementation of water conservation and public outreach and information programs, including website content coordination.
- Acts as the ~~Board~~District Secretary; attends a variety of meetings; prepares meeting agendas and gathers background information for agenda items; assembles and distributes agenda packets, meeting records, and all enclosures for mailings; sets up meeting rooms; reviews and approves minutes; distributes documents resulting from Board action; prepares legal and informational notices on behalf of the District.
- Provides highly complex staff assistance to the General Manager; develops and reviews staff, financial, and regulatory reports related to assigned activities and services; presents information to the Board of Directors and other external councils, commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to administrative services programs, policies, and procedures.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of administrative services; researches emerging products and enhancements and their applicability to meet District needs.
- Monitors changes in regulations and technology that may affect District operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, evaluation, and project management.
- Principles and practices of ~~finance~~, budget administration, ~~general and governmental accounting, auditing, and reporting functions~~; sound financial management policies and procedures.
- Principles and practices of customer service and utility billing functions.
- Principles and practices of human resources administration.
- Principles and practices of ~~water conservation and~~ public outreach and information program administration, including website content coordination.
- Principles, practices, and procedures related to public agency recordkeeping and the Board Secretary function.
- Principles and practices of employee supervision, either directly or through subordinate levels of supervision, including work planning, assignment review and evaluation, and the training of staff in work procedures.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned functional area.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Practices of researching administrative services issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- General principles of risk management related to the functions of the assigned area.
- Technical, legal, financial, and public relations problems associated with the management of administrative services projects and programs.
- Modern office practices, methods, and computer equipment and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with government agencies; community groups; and various business, professional, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Administer complex and technical administrative services programs in an independent and cooperative manner.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- ~~Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.~~
- Evaluate and develop improvements in procedures, policies, or methods.
- Analyze, interpret, summarize, and present administrative and financial information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.

- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the District in meetings with governmental agencies; community groups; various businesses, professional, and regulatory organizations; and in meetings with individuals.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Oversee the development and maintenance of a variety of manual and computerized files, recordkeeping, and project management systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Understand, and adhere to established District standards, policies, and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in ~~finance, accounting,~~ business or public administration, or a related field, and five (5) years of increasingly responsible experience managing and/or supervising ~~finance and accounting functions~~ administrative or operational functions. Experience in a governmental or public utility setting is preferred and experience in human resources and ~~or~~ customer service is desirable.

OR

Equivalent to the completion of the twelfth (12) grade, plus ten (10) years of directly related experience in a preferred governmental or utility setting, including human resources and customer service experience, may be substituted for the college requirement and five (5) years of management experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to potentially hazardous physical substances. Employees may interact with upset staff, public and private representatives, and/or contractors in interpreting and enforcing District policies and procedures.

ACCOUNTANT

DEFINITION

Under general supervision, performs professional accounting work, including auditing, analyzing, and verifying fiscal records and reports; prepares financial and statistical reports, provides information to District staff regarding accounting practices and procedures, and reconciles general ledger accounts; assists in preparing the District's annual and mid-year budgets; prepares year-end audit reports and schedules; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the General Manager or their designee. Exercises no supervision over staff.

CLASS CHARACTERISTICS

This is a journey-level professional accounting classification. While most work is subject to review from the General Manager or their designee, incumbents exercise discretion and independent judgment in performing accounting and financial activities for the District. Successful performance of the work requires considerable knowledge of governmental accounting practices and procedures, fund accounting, and fiscal management. [Assignments are given with general guidelines and positions are responsible for establishing objectives, timelines, and methods to deliver work products or services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.](#)

This class is distinguished from the Administrative Services Manager in that the latter has management responsibility for all administrative services functions and programs.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides responsible professional ~~and technical assistance~~ in the administration and implementation of the District's financial, auditing, and accounting programs and activities including accounts payable, utility billing, accounts receivable, payroll, employee benefits [administration](#), and reporting.
- Prepares journal entries and reconciles general ledger, subsidiary accounts, and other accounting transactions and reports; compiles and prepares periodic financial schedules and reports; maintains spreadsheets on interest income and expenses.
- Assists in preparation of monthly, quarterly, and annual financial statements and footnotes; prepares a variety of periodic, and special financial reports for operational use, and for presentation to the Board of Directors.
- Analyzes and reconciles expenditure and revenue accounts, verifying availability of funds and classification of expenditures; researches and analyzes transactions to resolve problems.
- Monitors cash receipts and reconciles monthly bank statements.

- Reviews accounting documents to ensure accurate information and calculations, and makes original and correcting journal entries; examines supporting documentation for accuracy and completeness, and to ensure proper authorizations; prepares and maintains control and subsidiary accounting records involving fixed assets and other special accounts.
- Coordinates and performs grants administration and reporting; ensures compliance with federal, state and local regulations.
- Verifies the accuracy of timekeeping reports and calculations; researches discrepancies and makes corrections; prepares state and federal tax reports, W-2's, and 1099's.
- Interprets, explains, and applies general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of municipal government.
- Reviews documentation submitted for accuracy and conformance to legal and procedural requirements.
- Participates in the compilation and preparation of the annual budget, including assisting management with budget preparation, providing estimated grant revenues and expenditures, monitoring expenditures to ensure compliance with adopted budget, and assisting in publication of the budget.
- Administers the District's multi-tiered benefits and retirement programs in accordance with plan provisions and in compliance with local, state, and federal laws, and District policies, procedures, and personnel rules, including contract review and renewal, negotiating premium rates, and ensuring vendor effectiveness and competitiveness; monitors eligibility, limitations, and restrictions of plan participation; processes enrollments and withdrawals; calculates and determines benefits; researches and analyzes benefit plan changes and impact to employees; evaluates, revises, and implements new benefits programs; facilitates and participates in external audits.
- Assists in preparing audit schedules for external auditors and assists the Administrative Services Manager during the annual auditing process; confers with managers and staff regarding new or modified fiscal procedures and ensures that internal controls are observed.
- Attends meetings, conferences, workshops, and training sessions, and reviews publications to maintain current knowledge of principles, practices, and new developments in accounting and reporting requirements, policies and procedures; recommends and implements changes to accounting policy and procedures to ensure compliance with governmental requirements and regulations.
- Assists the General Manager and their designee with special projects as required.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern principles, practices, and methods of public and governmental accounting and financing, including program budgeting, auditing and their application to special district operations, financial statement preparation, and methods of financial control and reporting.
- General principles and practices of data processing and its applicability to accounting operations.
- Applicable federal, state, and local ordinances, resolutions and laws affecting financial operations.
- Principles and practices of business organization and public administration.
- Record keeping principles and procedures.
- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed~~Modern office practices, methods, and computer equipment and applications.~~
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar~~English usage, grammar, spelling, vocabulary, and punctuation.~~

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Analyze financial data and draw sound conclusions.
- Analyze, post, balance, and reconcile complex financial data and accounts.
- Ensure proper authorization and documentation for disbursements.
- Evaluate and recommend improvements in operations, procedures, policies or methods.
- Analyze situations accurately and recommend effective course of action.
- Understand and carry out a variety of complex instructions in a responsible and independent manner.
- Prepare clear, complete, and concise financial statements and reports.
- Understand, interpret, apply, and explain applicable federal, state, and local ~~policies, procedures, laws, and regulations,~~ and District standards, policies, and procedures.
- Collect, obtain, evaluate, and interpret technical and specialized financial information correctly and explain information clearly, accurately, and concisely to customers.
- Establish and maintain a variety of files and records.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
 - Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax~~Operate modern office equipment, including computer equipment and software programs.~~
 - Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- ~~Understand, and adhere to established District standards, policies, and procedures.~~
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be

Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, business or public administration, or a related field, and four (4) years of professional accounting experience. Experience in a governmental or public utility setting is desirable.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. This is primarily a sedentary office classification, although standing and walking

between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to potentially hazardous physical substances. Employees may interact with upset staff, public and private representatives, and/or contractors in interpreting and enforcing District policies and procedures.

CHIEF FINANCIAL OFFICER**DEFINITION**

Under policy direction and general direction, plans, organizes, directs, and implements financial strategies; plans, organizes, and manages the District's financial affairs, including but not limited to the areas of financial planning for operations, capital projects, budgeting, accounting, cash management, project accounting, payroll processing, employee benefits, rate setting, and bond financing; supervises, coordinates, and reviews the work of staff performing finance, accounting, and general administrative support functions; and coordinates assigned activities with other District departments and external agencies to ensure compliance with reporting/procedures; provides responsible and complex financial assistance to the General Manager; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the General Manager. Exercises direction and supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for directing, planning, organizing, reviewing, and evaluating the Finance function for the District. Responsibilities include short- and long-term planning as well as development and administration of departmental policies, procedures, and services, budget administration and reporting, regulatory compliance, and program evaluation. Incumbents serve as a professional resource for organizational, managerial, and administrative analyses and studies. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies, and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines.

This class provides assistance to the General Manager in a variety of analytical, administrative, coordinative, and liaison capacities. Successful performance of the work requires knowledge of public policy, District operations and activities, including the roles of the Board of Directors, and the ability to develop, oversee, and implement projects and programs in a variety of areas.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Manages and directs the development, implementation, and evaluation of plans, policies, systems, and procedures to achieve annual goals, objectives, and work standards.
- Assumes full management responsibility for all finance and budget services and activities, including cash management, budget management, debt management, and internal control management;

plans, directs, and coordinates the operations and capital budgets; meets with staff to identify and resolve problems; prepares instructional material and coordinates meetings with executive management and staff to facilitate budget development.

- Analyzes, develops, and reviews reports of findings, alternatives, and recommendations involving a broad range of revenue, financing, and financial management issues; makes presentations to District management, the Board of Directors and its committees, and others on District financial status and operations; monitors developments related to finance and funding matters and evaluates their impact on District operations and financial programs; recommends policy and procedural improvements.
- Provides short- and long-term financial planning and debt management for the District, including coordination of debt issuance activities and establishing general obligation tax rates each year to ensure adequate revenue to meet debt obligations.
- Participates in the annual review and revision of the District's water rates and charges; directs the implementation of new rates following Board approval.
- Directs and oversees the District's investments and cash management programs; proposes investment guidelines and alternatives based on market strategies and Board direction; ensure compliance of investment activities with policy requirements; monitors and evaluates investment performance and strategies for strengthening and improving yield and reducing risk; provides regular reporting to the General Manager and Board of Directors.
- Monitors capital markets and works with rating agency, financial advisor, and outside bond counsel in the issuance of bonds; reviews all bond documents and prepares information required for bond covenants; monitors the interest rate market to remain alert for refunding opportunities; stays abreast of law and regulations governing municipal financing and capital financing strategies.
- Oversee the production of external financing reporting requirements.
- Continuously monitors the District's financial position and seeks opportunities to enhance and strengthen this position by proposing strategies and restructuring programs to improve revenue, reduce operating expenses, and optimize use of restricted funds.
- Continuously monitors and reviews annual tax increments and works with county and local agencies to ensure the District receives eligible tax increment revenues.
- Plans, organizes, controls, integrates, and evaluates the work of finance and accounting staff, including planning and evaluating staff performance; establishes performance objectives and professional development targets; regularly monitors performance and provides coaching for performance development and improvement; and addresses performance deficiencies in accordance with District personnel policies and standards.
- Provides day-to-day direction and works with staff to ensure a high-performance customer service-oriented work environment that support achieving the District's mission, strategic plan, objectives and core values.
- Assists with the capital improvement planning and determines sources of funding for the programs.
- Initiates and coordinates internal audits from time-to-time as deemed necessary to support the District's annual financial audit and at the request of the General Manager.
- Manages and administers the District and department budgets; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs the preparation and implementation of budgetary adjustments.
- Contributes to the overall quality of the District's service by continuously monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.

- Oversees the development of consultant requests for proposal for professional and/or construction services and the advertising and bid processes; evaluates proposals and recommends project award; administers contracts after award.
- Supervises and participates in all activities related to the District's finance and accounting function, including accounts payable, accounts receivable, payroll, employee benefit programs, year-end closing, bank reconciliation, and financial reporting.
- Directs and oversees the completion of the District's annual audit; works with external auditors to ensure responses are complete, well documented, and provided in a timely manner.
- Provides highly complex staff assistance to the General Manager; develops and reviews staff, financial, and regulatory reports related to assigned activities and services; presents information to the Board of Directors and other external councils, commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of administrative services; researches emerging products and enhancements and their applicability to meet District needs.
- Monitors changes in regulations and technology that may affect District operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, evaluation, and project management.
- Principles and practices of finance, budget administration, general and governmental accounting, auditing, and reporting functions; sound financial management policies and procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of general, fund, and governmental accounting, including financial statement preparation and methods of financial control and reporting.
- Principles and practices of public agency capital financing, cost and fixed asset accounting.
- Principles and practices of internal control and audit principles and practices; GAAP, GASB, and GFOA accounting standards and requirements.
- Advanced principles and practices of budget preparation and administration.
- Research methods, statistical and financial analysis, and modeling techniques.
- District personnel policies and bargaining unit agreements.
- District and mandated safety rules, regulations and protocols.
- Principles and practices of customer service and utility billing functions.
- Principles and practices of employee supervision, either directly or through subordinate levels of supervision, including work planning, assignment review and evaluation, and the training of staff in work procedures.
- General principles of risk management related to the functions of the assigned area.
- Modern office practices, methods, and computer equipment and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.

- Techniques for effectively representing the District in contacts with government agencies; community groups; and various business, professional, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Recommend and implement goals, objectives, practices, procedures, and work standards for providing effective and efficient services.
- Administer complex and technical administrative services programs in an independent and cooperative manner.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Evaluate and develop improvements in procedures, policies, methods, and work standards.
- Analyze, interpret, summarize, and present administrative and financial information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the District in meetings with governmental agencies; community groups; various businesses, professional, and regulatory organizations; and in meetings with individuals.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Oversee the development and maintenance of a variety of manual and computerized files, recordkeeping, and project management systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Independently organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Understand, and adhere to established District standards, policies, and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in finance, accounting, business or public administration, or a related field, and ten (10) years of increasingly responsible experience managing and/or supervising finance and accounting functions, five (5) of which should be in a management capacity. Experience in a governmental or public utility setting is preferred. Master's degree desirable.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Certified Public Account or Certified Management Account is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to potentially hazardous physical substances. Employees may interact with upset staff, public and private representatives, and/or contractors in interpreting and enforcing District policies and procedures.

OPERATIONS PROJECT COORDINATOR

DEFINITION

Under general direction, performs professional engineering and technical work in support of the District long-range capital improvement planning, design and/or design coordination services, collaboration and coordination with other local and regional agency development and capital projects; review of private development projects and associated complex hydraulic modeling and water assessment efforts; ensures that federal, state, and local laws, ordinances, guidelines, and engineering standards are fulfilled; researches, collects, and analyzes data, and prepares reports; provides highly responsible and complex administrative and operational assistance in support of the Operations Manager and the District's Strategic Plan initiatives; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Operations Manager. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This single-position class provides specialized engineering and project management support and direction for a variety of private and public projects that affect the District's water system. The incumbent is actively engaged with field operations requiring the use of considerable independence, initiative, and discretion within established guidelines. Responsibilities include the performance of complex professional and technical engineering work in the inspection and project management activities for construction, maintenance, and/or development projects. This class is distinguished from the Operations Manager in that the latter has management responsibility for all operations and maintenance functions and activities of the District.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Evaluates plans and specifications for a variety of public and private development projects that impact the District's water supply and distribution system.
- Examines engineering plans, specifications, designs, and cost estimates for a variety of construction and maintenance projects. Serves as project manager on capital improvement projects and environmental studies.
- Prepares, reviews, and evaluates requests for proposal, specifications, and contract for projects; inspects and evaluates ongoing projects to ensure compliance with District standards and specifications, and conducts surveys to obtain field data for compliance purposes.
- Researches new materials and construction techniques and monitors new developments in engineering related to water systems.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.

- Monitors activities of assigned work unit; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Inspects and verifies work in progress and completed work of assigned contractors and developers for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- Participates in the design, engineering, construction, and field inspection processes for Capital Improvement Program and maintenance projects to ensure contractors' compliance with District standards and regulatory requirements; attends pre-construction meetings; performs detailed plan checks of construction and design to ensure adherence to established policy and sound engineering practices.
- Assists with plan review for new construction and remodels by reviewing applicant's plans for compliance with state codes and District standards.
- Provides staff assistance to the Operations Manager by preparing and maintaining a variety of construction, maintenance, and repair reports, records, and files; ensures the proper documentation of activities.
- Meets and confers with contractors, engineers, developers, architects, a variety of outside agencies, and the general public on water distribution and storage systems and infrastructure construction, operation, maintenance, and repair issues and projects.
- Stays current on the status of new and pending regulatory legislation; recommends changes to current policies and procedures in order to comply with changes in legislation; maintains current on new technology by meeting with vendors as needed.
- Assists operations and maintenance staff in emergency or relief situations.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of civil engineering design and construction, particularly as related to the review and approval of public capital improvement and private development projects that affect the District water system.
- Principles and practices of water distribution and storage systems operations and maintenance.
- Principles, practices, equipment, tools, and materials of water distribution and storage systems operations and maintenance.
- Principles and practices of cost estimating, contract administration in a public setting, project management and inspection, and project evaluation.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Occupational hazards and safety principles, practices, and procedures of water distribution systems and infrastructure, including related equipment and hazardous materials.
- Modern office practices, methods, and computer equipment and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Examine and evaluate development plans, designs, cost estimates and specifications for District capital projects, and maintenance and repair projects, and residential and commercial development.
- Collaborate with professional, technical, and operational staff and contractors on projects.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of manual and computerized files, recordkeeping, and project management systems.
- Read, interpret, retrieve, and produce drawings, blueprints, maps, and specifications.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Understand, and adhere to established District standards, policies, and procedures.
- Work in a standard office setting, in a field environment, and construction zone.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from a four-year college or university with major coursework in civil engineering or a field related to the work, and five (5) years of professional experience in the design, construction and/or management of engineering projects related to water resources facilities and systems.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of a valid Grade II or higher Water Distribution Operator Certificate issued by the California State Water Resources Control Board/Division of Drinking Water (SWRCB DDW) is desired.
- Possession of a valid Grade I Water Treatment Operator Certificate issued by the SWRCB DDW is desired.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in the field; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines, to climb and descend ladders, to operate varied hand and power tools and equipment, and to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. Must possess mobility to work in the field, outside and in the sun. The job involves frequent walking in operational areas to identify problems or hazards and to conduct field inspections of projects and work sites. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work in and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 80 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to potentially hazardous physical substances. Employees also work in the field and are exposed to cold and hot temperatures, inclement weather conditions, road hazards, loud noise levels, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff, public and private representatives, and/or contractors in interpreting and enforcing District policies and procedures.

WORKING CONDITIONS

May be required to work during emergencies after hours and on weekends and/or holidays.

WATER RESOURCES COORDINATOR

DEFINITION

Under direction, performs administrative, financial, budgetary, and statistical analyses and research in support of District activities, functions, and programs related to water demand and conservation, groundwater management, water supply planning, and other water resources planning tasks; plans, develops, and implements assigned programs; compiles, integrates, and analyzes planning-related data; conducts research and prepares technical reports and research papers; develops reports in compliance with federal, state, and local requirements; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction and supervision from the Operations Manager. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a fully qualified journey-level professional classification responsible for performing analytical work in support of a District operations, functions, programs, and projects. Positions perform the full range of duties as assigned, maintaining confidentiality, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Operations Manager in that the latter has management responsibility for all operational services, functions, and programs.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Using GIS, AMI, databases, and other tools, researches, collects, receives, compiles, integrates, and analyzes information in support of planning, water resources, capital improvement projects, growth projections, environmental studies, and demographic analyses; writes scripts to access and format information from databases.
- Oversees the District's Urban Water Management Plan and Water Shortage Contingency Plan; ensures compliance with regulatory reporting requirements.
- Oversees the District's Water Efficiency Landscape Ordinance; reviews development plans in accordance with ordinance requirements; ensures compliance with regulatory reporting requirements.
- Prepares comprehensive reports and technical research papers for presentation and/or publication; prepares maps, stratigraphic cross-sections, diagrams, schematics, and fact sheets.
- Analyzes and tracks programs; develops and maintains working relationships with the Bay Area Water Supply and Conservation Agency and other local water suppliers on water resource matters; keeps

abreast of technologies and programs in water resource planning; and recommends, develops, and coordinates implementation of such programs.

- Manages and administers appropriate databases including spatial data; collects and compiles critical data in a variety of formats to generate and document alternatives for comparison.
- Analyzes availability and feasibility of grant funding for water resource planning programs and initiatives; completes grant applications to secure funding; ensures all reports and program budgets required by grant programs are completed as required.
- Develops and evaluates computer-generated statistical models of a variety of interdependent variables, using extrapolative and econometric methods to forecast water resource requirements in the District's service area; develops future water resource utilization scenarios and forecasting and explanatory models of water demand; ensures that research and forecasting methodologies utilize optimum research techniques.
- Performs a wide range of professional-level analyses in support of ongoing and ad hoc reporting requirements as assigned.
- Conducts studies or project analyses of groundwater, surface water, recycled water, wastewater, conservation, and other water-related data; coordinates and monitors the work of assigned project consultants and contractors; reviews, evaluates, and critiques work products of project consultants and contractors.
- Designs and develops report formats to meet management information needs.
- Conducts research or project analyses of water conservation, water use, supply, demand, and other water-related data; coordinates and monitors the work of assigned project consultants and contractors; receives, completes, and submits surveys from Bay Area Water Supply and Conservation Agency (BAWSCA), San Francisco Public Utilities Commission, State Water Resources Control Board, and the Department of Water Resources; compiles, prepares, and submits reports to various regulatory agencies, including Urban Water Management Plan.
- Plans, promotes, and implements water conservation, water education, and public outreach and information initiatives, events, and campaigns; maintains awareness of new developments in the field of water conservation and demand management; evaluates program effectiveness and makes recommendations and presentations for the development and implementation of new and/or modified programs or services; develops and writes water conservation and water education materials; represents the District on water conservation issues at the local and regional level; coordinates content for Annual Water Conservation Report and District newsletter; updates water conservation webpage at District website.
- Administers water conservation rebate programs for commercial and residential facilities; tracks the budget; reviews and analyzes data; communicates with participants and contractors; prepares regular written reports to management.
- Participates in research, development, conversion, installation, and maintenance information technology projects for assigned applications and systems.
- Develops and oversees requests for proposals for professional and/or contracted services; prepares scope of work; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with District specifications and service quality.
- Maintains a diverse range of files and records; develops records management systems, ensures accuracy of records and files, and complies with retention schedules.
- Participates on a variety of interdisciplinary committees and commissions and represents the District to a variety of community and stakeholder groups.
- Monitors changes in laws, regulations, and technology that may affect assigned operations; and implements policy and procedural changes as required.

- Attends and participates in meetings with officials of other governmental agencies, businesses, and community groups, professional groups, and the public regarding assigned projects and programs; coordinates project or program developments and implementations; responds to requests for information from the public on District programs or projects.
- May provide work direction to staff on a project or on a day-to-day basis; provides support to system users regarding custom data and mapping products and provides training to users on GIS software.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, procedures, standards, practices, trends, and information sources in the field of water resources planning.
- Application of ordinances, legislation, policies, standards, procedures, and historical trends and practices associated with water resources planning.
- Terminology, symbols, and techniques used in water resources planning.
- The District's water delivery system.
- The District's pricing policies.
- Content and use of District water resources databases.
- GIS concepts and analytical techniques.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, budget development and administration, and contract administration.
- Principles, methods, and techniques used in the distribution of information to specific audiences.
- Principles and techniques of conducting analytical and research studies, evaluating alternatives, making sound recommendations, and preparing and presenting effective and technical reports and correspondence.
- Applicable federal, state, and local laws, regulatory codes, and ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Recent and on-going developments, current literature, and sources of information related to assigned programs, projects, and services.
- Recordkeeping principles and procedures.
- Business letter writing and the standard format for reports and correspondence.
- Modern office practices, methods, and computer equipment and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Work with and integrate ESRI ArcGIS and ESRI extensions with related software.
- Understand legal and statistical data in technical reports.
- Perform water resource management and water quality analyses using computer models, GIS, and multiple databases.
- Analyze administrative, operational and organizational problems, evaluate alternatives, and reach sound conclusions.

- Accurately collect, evaluate, and interpret varied data, either in statistical or narrative form.
- Plan and implement assigned programs, projects, and activities in an independent and cooperative manner.
- Deal tactfully with the public and others in providing information, answering questions, and providing customer service, even under difficult or stressful conditions.
- Effectively represent the District in meetings with governmental agencies; community groups; various businesses, professional, and regulatory organizations; and in meetings with individuals.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Maintain confidentiality of materials, records, files, and other privileged information.
- Perform detailed administrative support work accurately and in a timely manner.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Understand, and adhere to established District standards, policies, and procedures.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in physical sciences, environmental or civil engineering, economics, natural resources management, public administration, or a related field, and at least two (2) years of experience in a governmental or public utility setting is preferred.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 35 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to potentially hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing District policies and procedures.

REPRESENTED EMPLOYEES – MPWD EMPLOYEE ASSOCIATION
SALARY SCHEDULE

PERSONNEL CLASSIFICATION	FY 2022/2023 SALARY RANGE	2.3% LIVING WAGE ADJ EFFECTIVE 08/01/21 Resolution 2021-21 * 07/22/21 FY 2021/2022 SALARY RANGE	2.2% LIVING WAGE ADJ EFFECTIVE 08/01/20 Resolution 2020-23 * 07/23/20 FY 2020/2021 SALARY RANGE	3.9% LIVING WAGE ADJ EFFECTIVE 08/01/19 Resolution 2019-17 * 07/25/19 FY 2019/2020 SALARY RANGE	MARKET MEDIAN EFFECTIVE 10/01/18 Resolution 2018-20 * 09/27/18 FY 2018/2019 SALARY RANGE
Administrative Assistant		\$61,422 - \$79,850/Year \$5,118 - \$6,655/Month	\$60,041 - \$78,055/Year \$5,003 - \$6,505/Month	\$58,749 - \$76,375/Year \$4,896 - \$6,365/Month	\$56,544 - \$73,508/Year \$4,712 - \$6,126/Month
Administrative Specialist		\$71,231 - \$92,602/Year \$5,936 - \$7,716/Month	\$69,630 - \$90,520/Year \$5,803 - \$7,543/Month	\$68,131 - \$88,571/Year \$5,678 - \$7,381/Month	\$65,574 - \$85,246/Year \$5,465 - \$7,104/Month
Administrative Supervisor		\$91,183 - \$118,538/Year \$7,599 - \$9,878/Month	\$89,133 - \$115,873/Year \$7,428 - \$9,656/Month	N/A	N/A
Lead Operator		\$76,709 - \$99,721/Year \$6,393 - \$8,310/Month	\$74,984 - \$97,479/Year \$6,249 - \$8,123/Month	\$73,370 - \$95,381/Year \$6,114 - \$7,948/Month	\$70,616 - \$91,801/Year \$5,885 - \$7,650/Month
Maintenance Technician		\$59,924 - \$77,902/Year \$4,993 - \$6,492/Month	\$58,577 - \$76,151/Year \$4,881 - \$6,346/Month	\$57,316 - \$74,512/Year \$4,776 - \$6,209/Month	\$55,165 - \$71,715/Year \$4,597 - \$5,976/Month
Management Analyst		\$86,789 - \$112,826/Year \$7,233 - \$9,402/Month	\$84,838 - \$110,289/Year \$7,070 - \$9,191/Month	N/A	N/A
Operations Project Coordinator - NEW		\$91,183 - \$118,538/Year \$7,599 - \$9,878/Month	N/A	N/A	N/A

Operations Supervisor		\$100,649 - \$130,844/Year	\$98,386 - \$127,902/Year	\$96,268 - \$125,149/Year	\$92,654 - \$120,451/Year
		\$8,388 - \$10,904/Month	\$8,199 - \$10,659/Month	\$8,022 - \$10,429/Month	\$7,721 - \$10,038/Month
Water Resources Coordinator - NEW		\$91,183 - \$118,538/Year	N/A	N/A	N/A
		\$7,599 - \$9,878/Month			
Water System Operator		\$67,799 - \$88,140/Year	\$66,275 - \$86,158/Year	\$64,848 - \$84,303/Year	\$62,414 - \$81,139/Year
		\$5,650 - \$7,345/Month	\$5,523 - \$7,180/Month	\$5,404 - \$7,025/Month	\$5,201 - \$6,762/Month

UNREPRESENTED EMPLOYEES - MANAGEMENT & EXEMPT

SALARY SCHEDULE

PERSONNEL CLASSIFICATION	FY 2022/2023 SALARY RANGE	2.3% LIVING WAGE ADJ EFFECTIVE 08/01/21 Resolution 2021-21 07/22/21	2.2% LIVING WAGE ADJ EFFECTIVE 08/01/20 Resolution 2020-23 * 07/23/20	3.9% LIVING WAGE ADJ EFFECTIVE 08/01/19 Resolution 2019-17 * 07/25/19	MARKET MEDIAN EFFECTIVE 10/01/18 Resolution 2018-20 * 09/27/18
		FY 2021/2022 SALARY RANGE	FY 2020/2021 SALARY RANGE	FY 2019/2020 SALARY RANGE	FY 2018/2019 SALARY RANGE
Accountant		\$84,673 - \$110,075/Year \$7,056 - \$9,173/Month	\$82,769 - \$107,600/Year \$6,897 - \$8,967/Month	\$80,987 - \$105,283/Year \$6,749 - \$8,774/Month	\$77,947 - \$101,331/Year \$6,496 - \$8,444/Month
Administrative Services Manager		\$125,697 - \$163,405/Year \$10,475 - \$13,617/Month	\$122,871 - \$159,731/Year \$10,239 - \$13,311/Month	\$120,226 - \$156,293/Year \$10,019 - \$13,024/Month	\$115,713 - \$150,426/Year \$9,643 - \$12,536/Month
Chief Financial Officer - NEW		\$125,697 - \$163,405/Year \$10,475 - \$13,617/Month	N/A	N/A	N/A
Operations Manager		\$125,697 - \$163,405/Year \$10,475 - \$13,617/Month	\$122,871 - \$159,731/Year \$10,239 - \$13,311/Month	\$120,226 - \$156,293/Year \$10,019 - \$13,024/Month	\$115,713 - \$150,426/Year \$9,643 - \$12,536/Month

RESOLUTION NO. 2022-03

APPROVING THE REVISED MPWD COMPENSATION PLAN

*** * ***

MID-PENINSULA WATER DISTRICT

WHEREAS, the Mid-Peninsula Water District's (MPWD) Compensation Plan was approved on September 27, 2018, and included the following attachments: Employee Classification Descriptions, Organizational Chart, and Salary Schedules for represented and unrepresented employees; and

WHEREAS, on September 24, 2020, a reorganization and revised MPWD Compensation Plan was approved per Resolution 2020-33, together with the corresponding salary schedules and organizational chart, for a total of 20.5 FTEs; and

WHEREAS, on January 27, 2022, the organization was reviewed for operational efficiencies and development, and succession planning, and the employee position classifications for Administrative Services Manager and Accountant were revised, and the organization was amended to add three (3) new employee position classifications—Chief Financial Officer, Operations Project Coordinator, and Water Resources Coordinator, together with the corresponding salary schedules and organizational chart, for a total of 24.5 FTEs; and

WHEREAS, Management met and conferred with the Administrative Services staff on January 24, 2022, and the MPWD Employee Association on January 25, 2022 and January 27, 2022, regarding the organizational changes; and

WHEREAS, the Board of Directors reviewed and considered the reorganization on January 27, 2022, and found it to be consistent with the District's overall policies, goals and economic standards.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Mid-Peninsula Water District that the reorganization and related employee position classifications and revisions presented on January 27, 2022, are approved;

BE IT FURTHER RESOLVED that the General Manager is directed to update the relevant sections of the MPWD Compensation Plan.

REGULARLY PASSED AND ADOPTED this 27th day of January 2022.

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

BOARD PRESIDENT

ATTEST:

BOARD SECRETARY

RESOLUTION NO. 2022-04

**APPROVING THE TEMPORARY APPOINTMENT OF
RETIRED ANNUITANT MONIQUE MADRID AS
ADMINISTRATIVE SERVICES MANAGER AND DISTRICT SECRETARY
IN ACCORDANCE WITH
GOVERNMENT CODE SECTIONS 7522.56 AND 21224**

*** * ***

MID-PENINSULA WATER DISTRICT

WHEREAS, the Mid-Peninsula Water District is a Water District duly organized and operating pursuant to the County Water District Law, California Water Code sections 30000 to 33901 et seq.; and

WHEREAS, the Board of Directors of the Mid-Peninsula Water District ("District") may take all actions necessary for the proper administration of the District; and

WHEREAS, the General Manager and Board of Directors may contract for or employ any professional service required by the District or for the performance of work or services that cannot satisfactorily or economically be performed by the regular employees of the District; and

WHEREAS, Monique Madrid [CalPERS ID # redacted] retired from the Cambria Community Services District, effective October 1, 2020; and

WHEREAS, Monique Madrid ("the Appointee") was appointed by the Board by Resolution No. 2020-34 as an extra help retired annuitant to perform higher level administrative management work following her retirement; and

WHEREAS, due to the retirement of the previous Administrative Services Manager effective December 6, 2021, the General Manager of the District proposed a reorganization for the District and determined that the Appointee has the skills needed to perform the responsibilities of the Administrative Services Manager and District Secretary positions, and wishes to appoint the Appointee as an extra help retired annuitant on a temporary part-time basis to perform such duties; and

WHEREAS, the employment shall be limited to 960 hours per fiscal year; and

WHEREAS, the Board of Directors intends that the appointment of Monique Madrid as an extra help retired annuitant meet all applicable requirements of sections 7522.56 and 21224 of the Government Code; and

WHEREAS, the General Manager and Board of Directors, and Monique Madrid certify that Monique Madrid has not and will not receive a Golden Handshake or any other retirement-related incentive; and

WHEREAS, the District's Personnel Action Form appointment document between Monique Madrid and the District has been reviewed by the Board of Directors and is attached hereto; and

WHEREAS, no matters, issues, terms or conditions related to this employment and appointment have been or will be placed on a consent calendar; and

WHEREAS, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

WHEREAS, the maximum hourly rate for employees performing comparable duties to those the Appointee will perform is \$78.56 and the minimum hourly rate is \$60.43, and

WHEREAS, the hourly rate paid to the Appointee will be between \$60.43 the minimum hourly rate and \$78.56 the maximum hourly rate, to be determined by the General Manager as authorized by the Board of Directors; and

WHEREAS, the Appointee has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to the hourly pay rate.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby certifies the nature of the appointment of Monique Madrid as described herein and the attached appointment document, and that this appointment is necessary to perform the critically needed duties described herein for the Mid-Peninsula Water District, because Monique Madrid possesses extensive, highly specialized skills and experience needed to attend to administrative management work, in order to ensure adequate staffing to perform such work, and approves the temporary appointment of Monique Madrid as described herein.

REGULARLY PASSED AND ADOPTED this 27th day of January 2022.

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

BOARD PRESIDENT

ATTEST:

BOARD SECRETARY

PERSONNEL ACTION FORM

NAME: _____

TODAY'S DATE: _____

CLASSIFICATION: _____

EFFECTIVE DATE: _____

TYPE OF ACTION

☐ Appointment ☐ Promotion ☐ Merit Increase ☐ Lump Sum Increase

☐ Other _____

Introductory Period Start Date _____ Introductory Period Passed Date _____

Next Evaluation Date _____

FROM

Classification Title

Salary (Monthly)

TO

Classification Title

Salary (Monthly)

☐ Resignation ☐ Retirement ☐ Termination ☐ Lay Off Effective Date _____

COMMENTS:

Employee Signature

Date

APPROVAL

Supervisor Signature

Date

General Manager Signature

Date



AGENDA ITEM NO. 8.B.

DATE: January 27, 2022
TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager

SUBJECT: RECEIVE REPORT ON:

1. California and San Francisco Regional Water System Drought Conditions; and
 2. MPWD's Water Conservation Update; and
 3. MPWD Water Conservation Activities and Programs Report for Quarter Ended December 31, 2021
-

RECOMMENDATION

Receive verbal report.

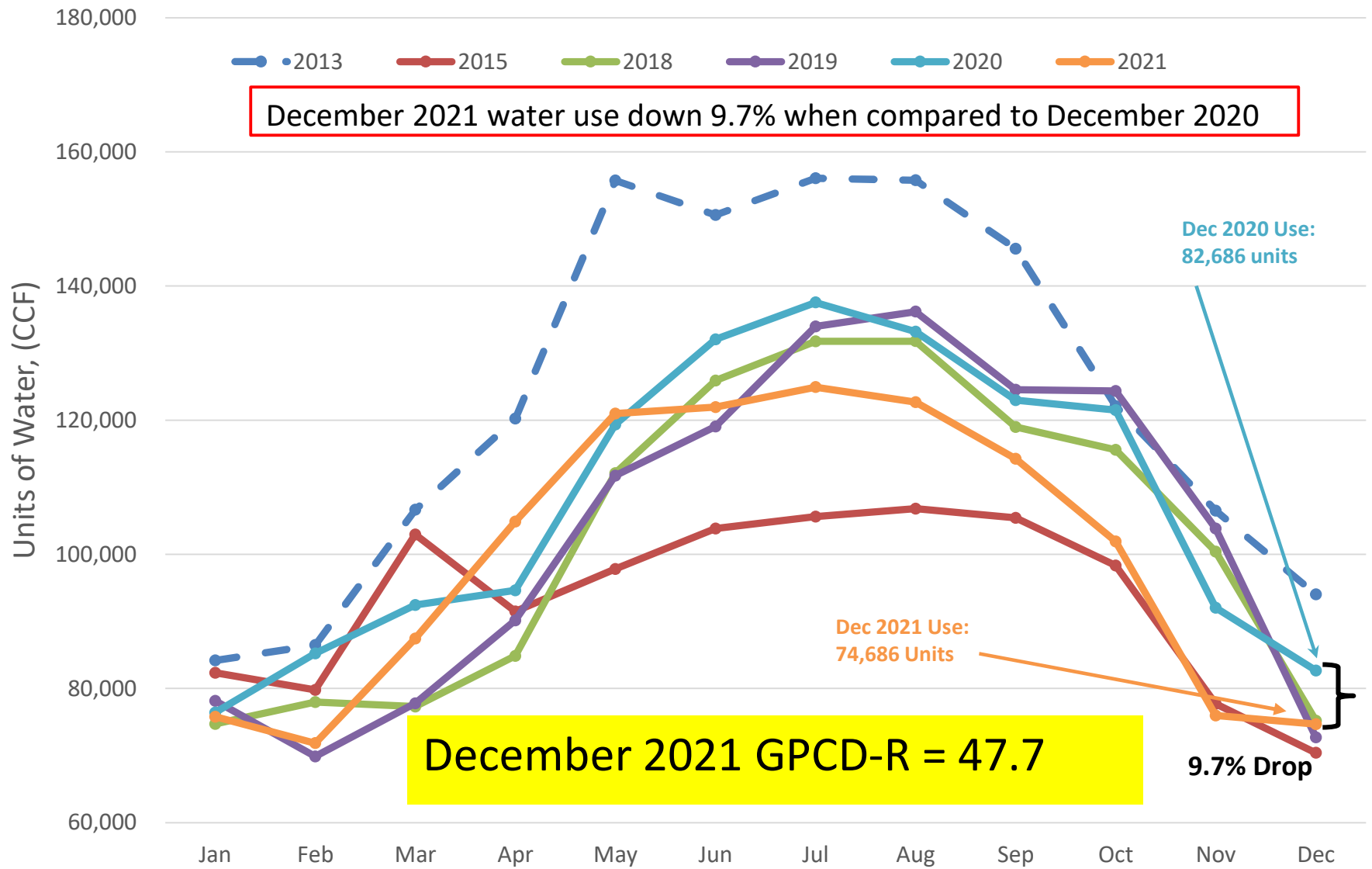
FISCAL IMPACT

None.

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

UNANIMOUS____ WHEELER____ VELLA____ ZUCCA____ JORDAN____ SCHMIDT ____

MPWD Annual Water Use



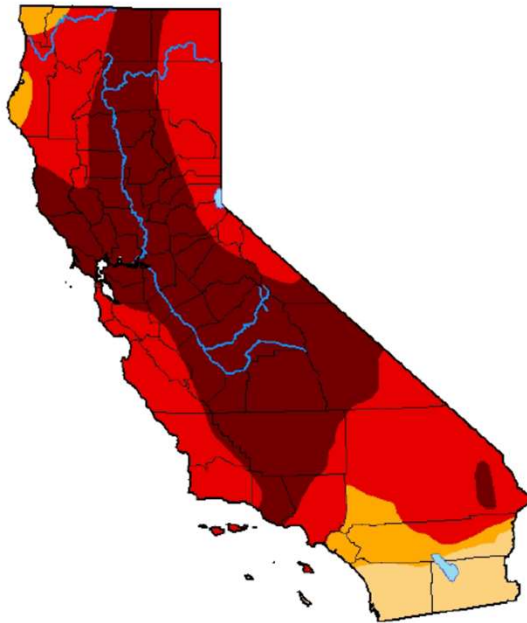
Water Conservation:

Recent 2-Month Comparison Summary

2020/2021 MONTH	2020/2021 UNITS	2013 UNITS	PERCENT CHANGE*	CUMULATIVE WATER SAVINGS*	2020/2021 GPCD	2013 GPCD
November 2021	75,982	106,535	-28.7%	-21.3%	63.3	86.7
December 2021	74,686	94,062	-20.6%	-21.2%	60.2	74.1
2019/2020 MONTH	2019/2020 UNITS	2013 UNITS	PERCENT CHANGE*	CUMULATIVE WATER SAVINGS*	2019/2020 GPCD	2013 GPCD
November 2020	92,047	106,535	-13.6%	-11.5%	76.7	86.7
December 2020	82,686	94,062	-12.1%	-11.6%	66.7	74.1

Height of Drought - California and U.S. (September 7, 2021)

U.S. Drought Monitor California



September 7, 2021
(Released Thursday, Sep. 9, 2021)
Valid 8 a.m. EDT

	Drought Conditions (Percent Area)					
	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
Current	0.00	100.00	100.00	93.93	87.94	45.96
Last Week 06-30-2021	0.00	100.00	100.00	95.56	88.37	47.40
3 Months Ago 06-09-2021	0.00	100.00	100.00	94.75	85.20	33.32
Start of Calendar Year 01-01-2021	0.00	100.00	95.17	74.34	33.75	1.19
Start of Water Year 05-29-2020	15.35	84.65	67.65	35.62	12.74	0.00
One Year Ago 09-08-2020	20.45	70.55	54.18	32.98	3.04	0.00

Intensity



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

Author:
David Simera
Western Regional Climate Center

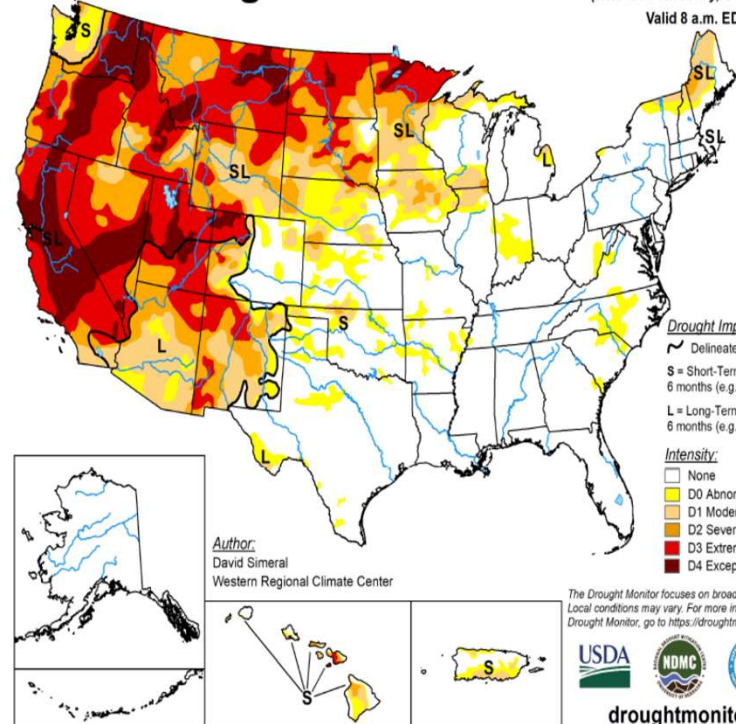


droughtmonitor.unl.edu

<https://droughtmonitor.unl.edu/CurrentMap/StateDroughtMonitor.aspx?CA>

U.S. Drought Monitor

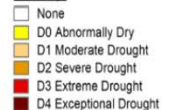
September 7, 2021
(Released Thursday, Sep. 9, 2021)
Valid 8 a.m. EDT



Drought Impact Types:

- ~ Delineates dominant impacts
- S = Short-Term, typically less than 6 months (e.g. agriculture, grasslands)
- L = Long-Term, typically greater than 6 months (e.g. hydrology, ecology)

Intensity



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



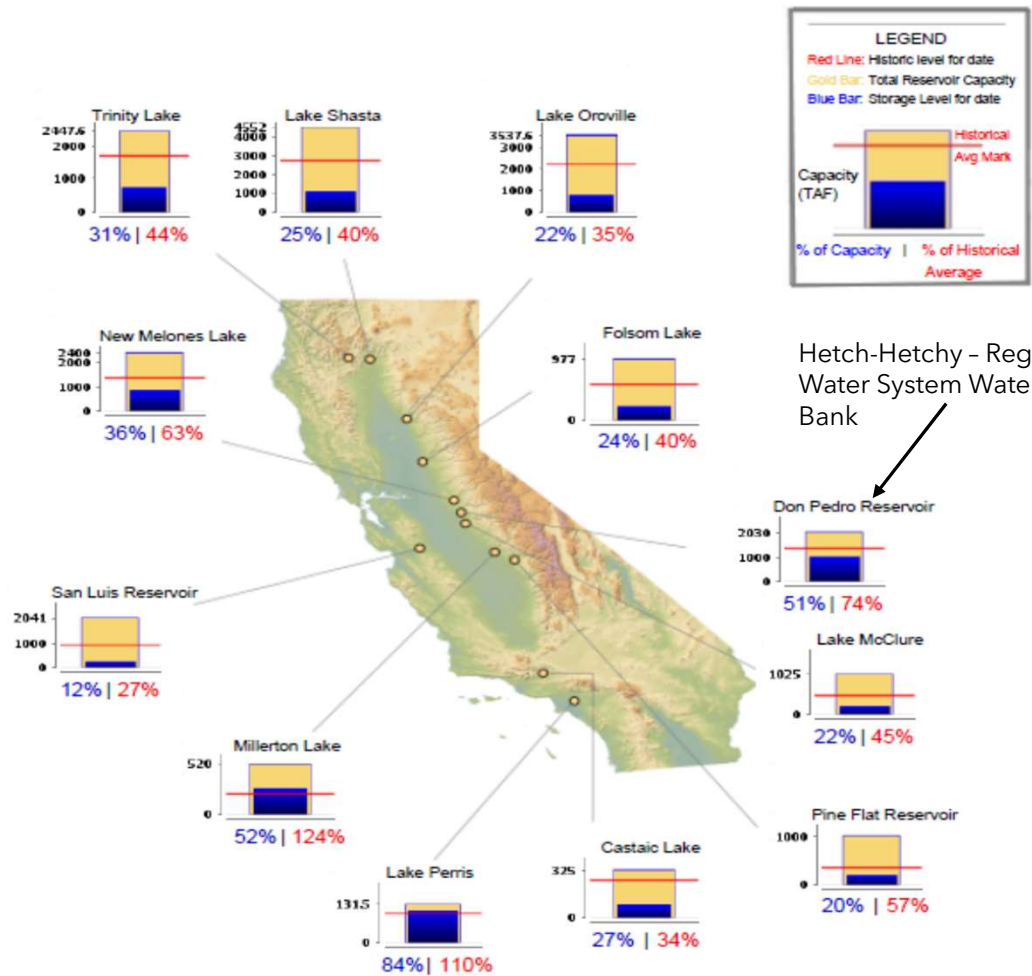
droughtmonitor.unl.edu

<https://droughtmonitor.unl.edu/>

Major State Reservoir Levels at Height of Drought

SELECTED WATER SUPPLY RESERVOIRS

Midnight: September 20, 2021



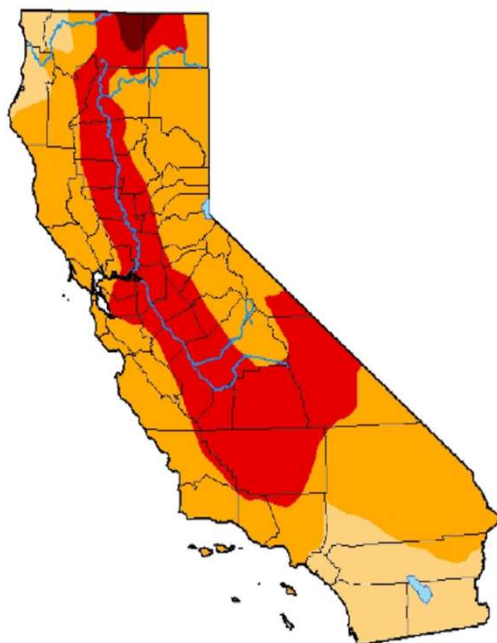
<https://cdec.water.ca.gov/cgi-progs/products/rescond.pdf>

Precip Data Ending 4pm on	Saturday, January 1, 2022				Saturday, January 1, 2022		
			To Date			Full Season	
City	Daily Total Since 12am	Rainfall July 1 to Jan. 1 (inches)	Rainfall Normal (inches)	% Normal	Rainfall July 1 to Jan. 1 (inches)	Rainfall Normal (inches)	% Normal
San Francisco Downtown	0	16.28	8.61	189%	16.28	22.89	71%
SFO Airport	0	16.28	7.21	226%	16.28	19.64	83%
Oakland	0	15.02	7.01	214%	15.02	18.68	80%
San Jose	0	6.64	4.35	153%	6.64	13.48	49%
Sacramento - CSUS	0	14.44	6.49	222%	14.44	19.2	75%
Modesto	0	8.18	3.98	206%	8.18	12.27	67%
Fresno	0	5.21	3.37	155%	5.21	10.99	47%
Bakersfield	0	3.55	1.998	179%	3.55	6.36	56%
Santa Barbara	0	8.83	5.15	171%	8.83	17.25	51%
LAX Airport	0	8.84	3.79	233%	8.84	12.23	72%
Los Angeles Downtown	0	10.4	4.11	253%	10.4	14.25	73%
San Diego Montgomery Field	0	4.12	3.41	121%	4.12	11.02	37%
Palm Springs	0	1.96	1.79	109%	1.96	4.61	43%

Data from NOAA

How Drought Changed by Year's End (December 28, 2021)

U.S. Drought Monitor California



December 28, 2021
(Released Thursday, Dec. 30, 2021)
Valid 7 a.m. EST

	Drought Conditions (Percent Area)					
	None	D0-D1	D1-D4	D2-D4	D3-D4	D4
Current	0.00	100.00	100.00	86.28	32.93	0.84
Last Week 12-21-2021	0.00	100.00	100.00	82.44	70.44	23.11
3 Months Ago 09-28-2021	0.00	100.00	100.00	83.93	87.88	45.66
Start of Calendar Year 12-28-2020	0.00	100.00	65.17	74.34	33.75	1.19
Start of Water Year 09-20-2021	0.00	100.00	100.00	83.93	87.88	45.66
One Year Ago 12-28-2020	0.00	100.00	85.17	74.34	33.75	1.19

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

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

Author:
Brad Pugh
CPC/NOAA

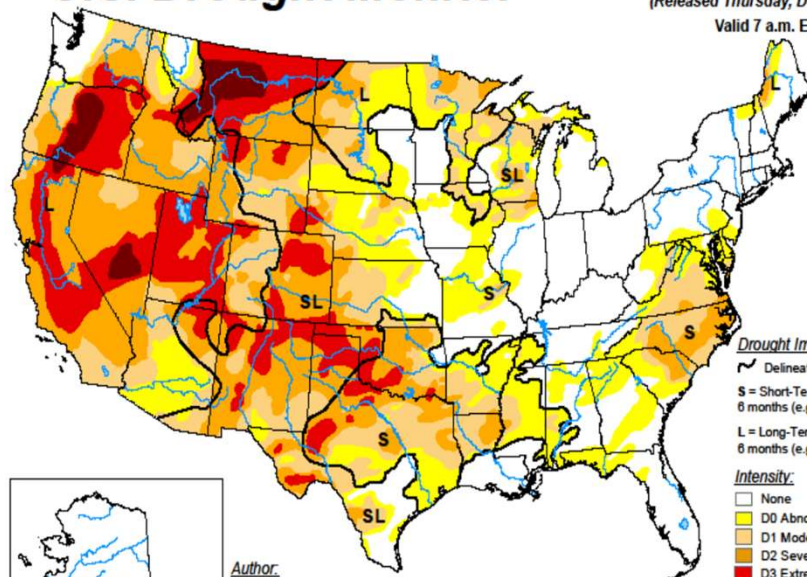


droughtmonitor.unl.edu

<https://droughtmonitor.unl.edu/CurrentMap/StateDroughtMonitor.aspx?CA>

U.S. Drought Monitor

December 28, 2021
(Released Thursday, Dec. 30, 2021)
Valid 7 a.m. EST



Drought Impact Types:

~ Delineates dominant impacts
 S = Short-Term, typically less than 6 months (e.g. agriculture, grasslands)
 L = Long-Term, typically greater than 6 months (e.g. hydrology, ecology)

Intensity:

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

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



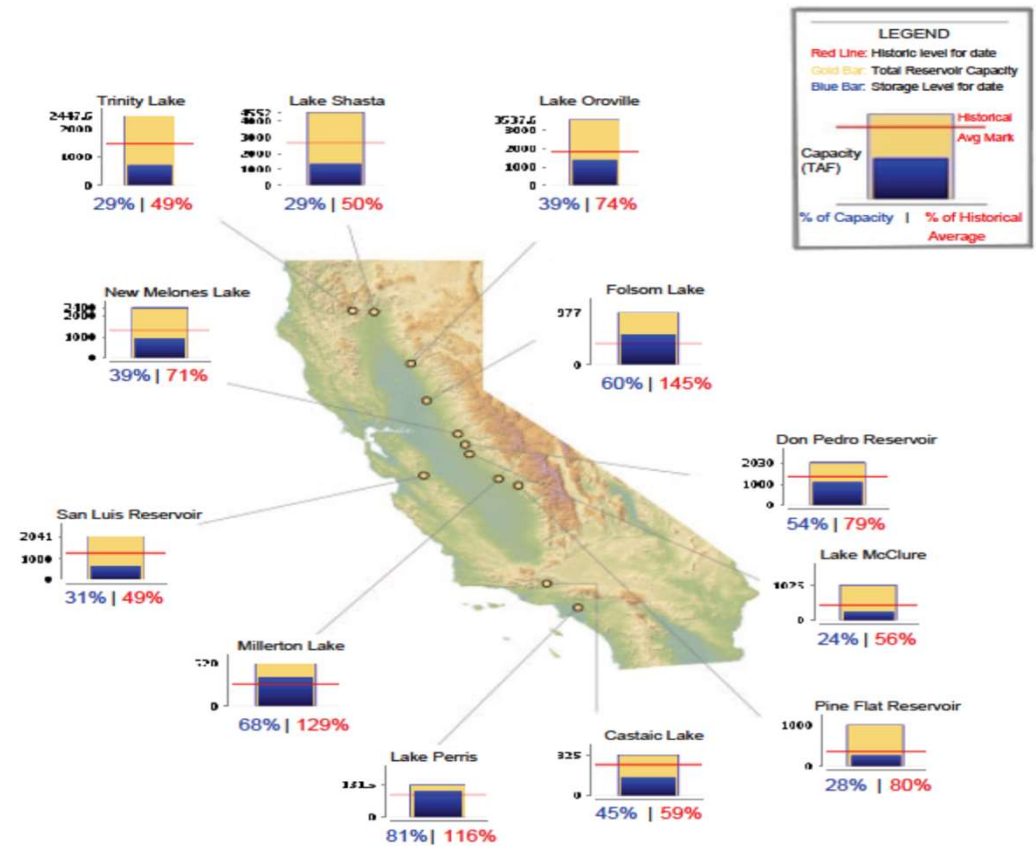
droughtmonitor.unl.edu

<https://droughtmonitor.unl.edu>

Major State Reservoir Levels at End of 2021

SELECTED WATER SUPPLY RESERVOIRS

Midnight: January 2, 2022



<https://cdec.water.ca.gov/cgi-progs/products/rescond.pdf>

U. S. Drought Monitor Classification Scheme

Category	Description	Possible Impacts
D0	Abnormally Dry	Soil is dry; irrigation delivery begins early
		Dryland crop germination is stunted
		Active fire season begins
		Winter resort visitation is low; snowpack is minimal
D1	Moderate Drought	Dryland pasture growth stunted; supplemental feed given to cattle
		Landscaping & gardens need irrigation sooner; wildlife patterns change
		Stock ponds & creeks are lower than usual
D2	Severe Drought	Fire season is longer w/high burn intensity, dry fuels; more crews on staff
		Trees stressed; wildlife diseases increase
		River flows decrease; reservoir levels are low and banks exposed
		Water temperatures increase; programs to divert water to protect fish start
D3	Extreme Drought	Cattle & horses are sold; livestock need expensive supplemental feed
		Not enough federal water for contractors; mining groundwater expensive
		Fire season lasts year-around; burn bans are implemented
		Orchard removal & well drilling business increases; panning for gold increases
		Low river levels impede fish migration & cause lower survival rates
		Reservoir levels drop significantly, surface water is nearly dry
		Wells and aquifer levels decrease; homeowners drill new wells
		Water conservation rebate programs increase; water restrictions start up
		Water transfers increase, reservoirs extremely low, hydropower restricted
		Water is inadequate for agriculture, wildlife and urban needs
D4	Exceptional Drought	Fields left fallow, orchards removed, & vegetable yields are low
		Fire season very costly; number of fires and area burned extensive
		Many recreational activities are affected
		Pine beetle infestation occurs; forest mortality high; algae blooms appear
		Agriculture unemployment is high, food aid is needed
		Poor air quality affects health, West Nile virus outbreaks rise
		Greenhouse gases increase due to reduced hydropower
		Water shortages widespread; surface water depleted; federal irrigation water deliveries low; water prices are extremely high; wells are dry
		More, deeper wells drilled; water quality is poor

RWS - Storage Conditions

Most Recent Two Month Comparison

	Maximum Storage Acre-Feet	12/1/2021		1/3/2022	
		Current Storage Acre-Feet	Pct. Of Maximum Storage	Current Storage Acre-Feet	Pct. Of Maximum Storage
Tuolumne System					
Hetch Hetchy Rsvr	340,830	265,900	78.0%	275,300	80.8%
Cherry Rsvr	268,800	242,100	90.0%	246,000	91.5%
Lake Eleanor	21,495	18,140	84.4%	23,290	100.0%
Water Bank	570,000	335,784	58.9%	348,682	61.2%
Total Tuolumne Storage	1,201,125	861,924	71.8%	893,272	74.4%
Local Bay Area Storage					
Calaveras Rsvr	96,670	54,896	56.8%	68,732	71.1%
San Antonio Rsvr	53,266	47,409	89.0%	51,336	96.4%
Crystal Springs Rsvr	58,309	53,758	92.2%	55,948	96.0%
San Andreas Rsvr	19,027	16,270	85.5%	17,180	90.3%
Pilarcitos Rsvr	3,030	2,058	67.9%	3,126	100.0%
Total Local Storage	230,302	174,391	75.7%	196,322	85.2%
Total RWS Storage	1,431,427	1,036,315	72.4%	1,089,594	76.1%

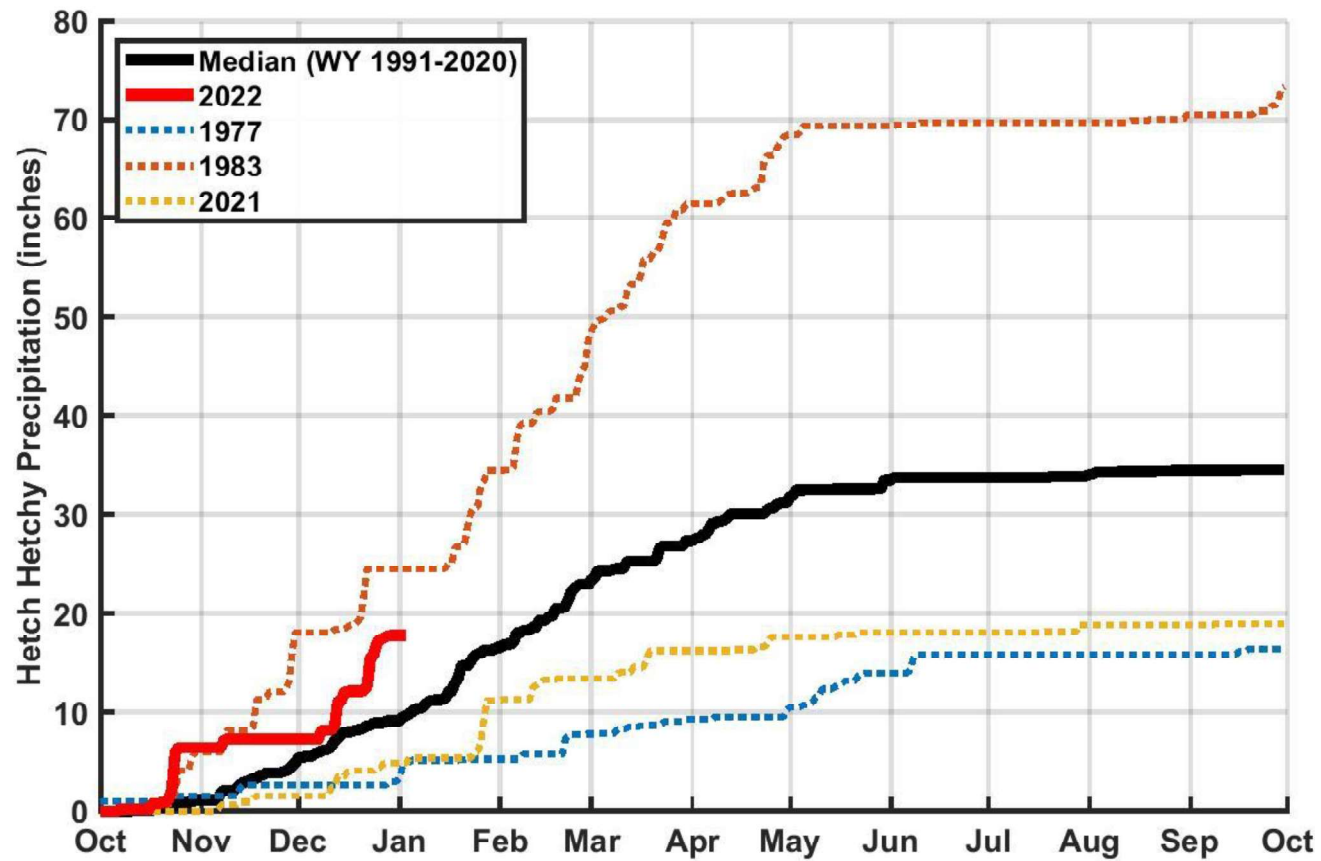
SFPUC Reported on Jan 6, 2022 that:

Hetch Hetchy is 28% above last year

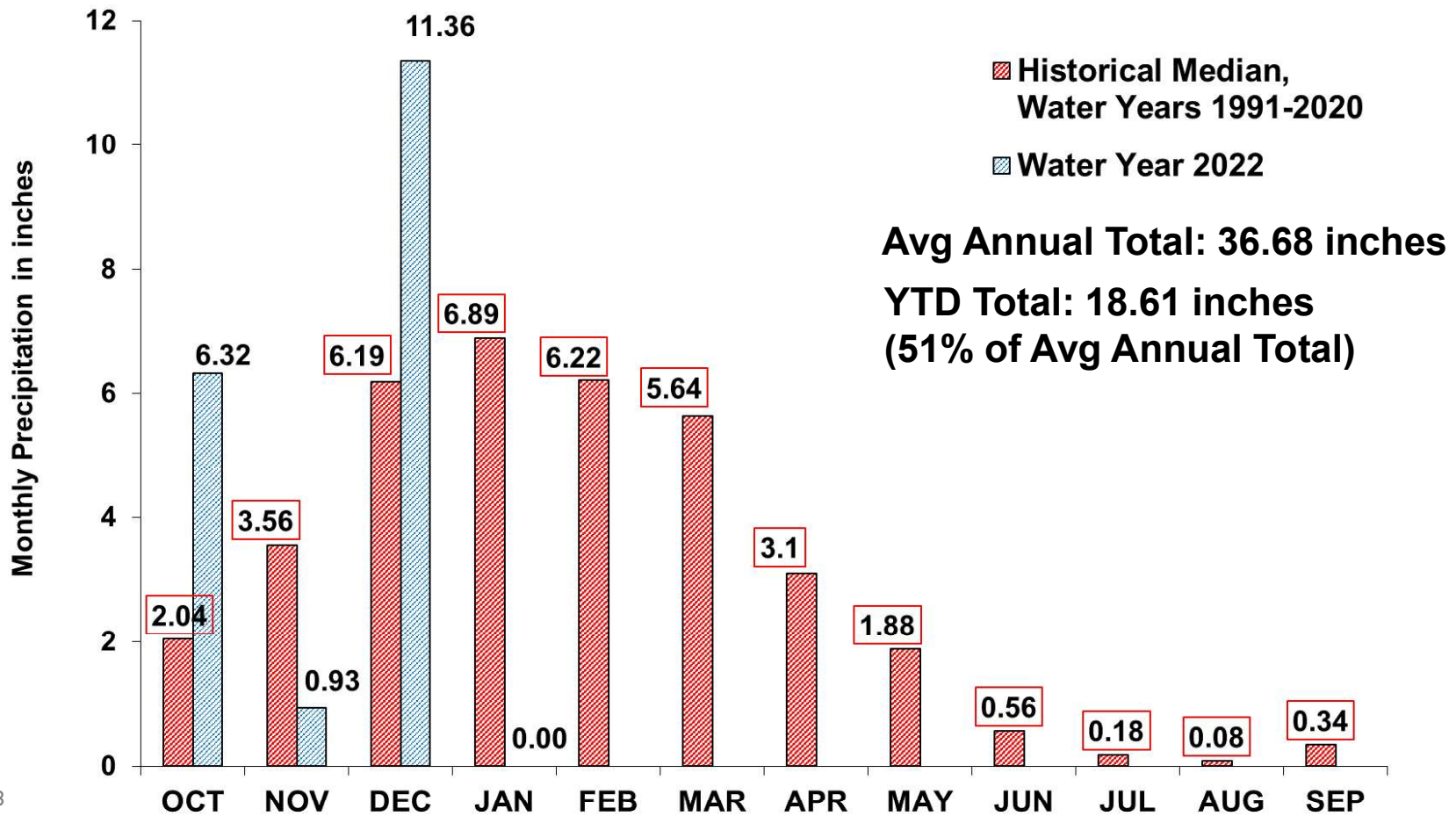
Cherry Reservoir is 27% above last year

113 Lake Eleanor is 209% above last year

Hetch Hetchy Precipitation

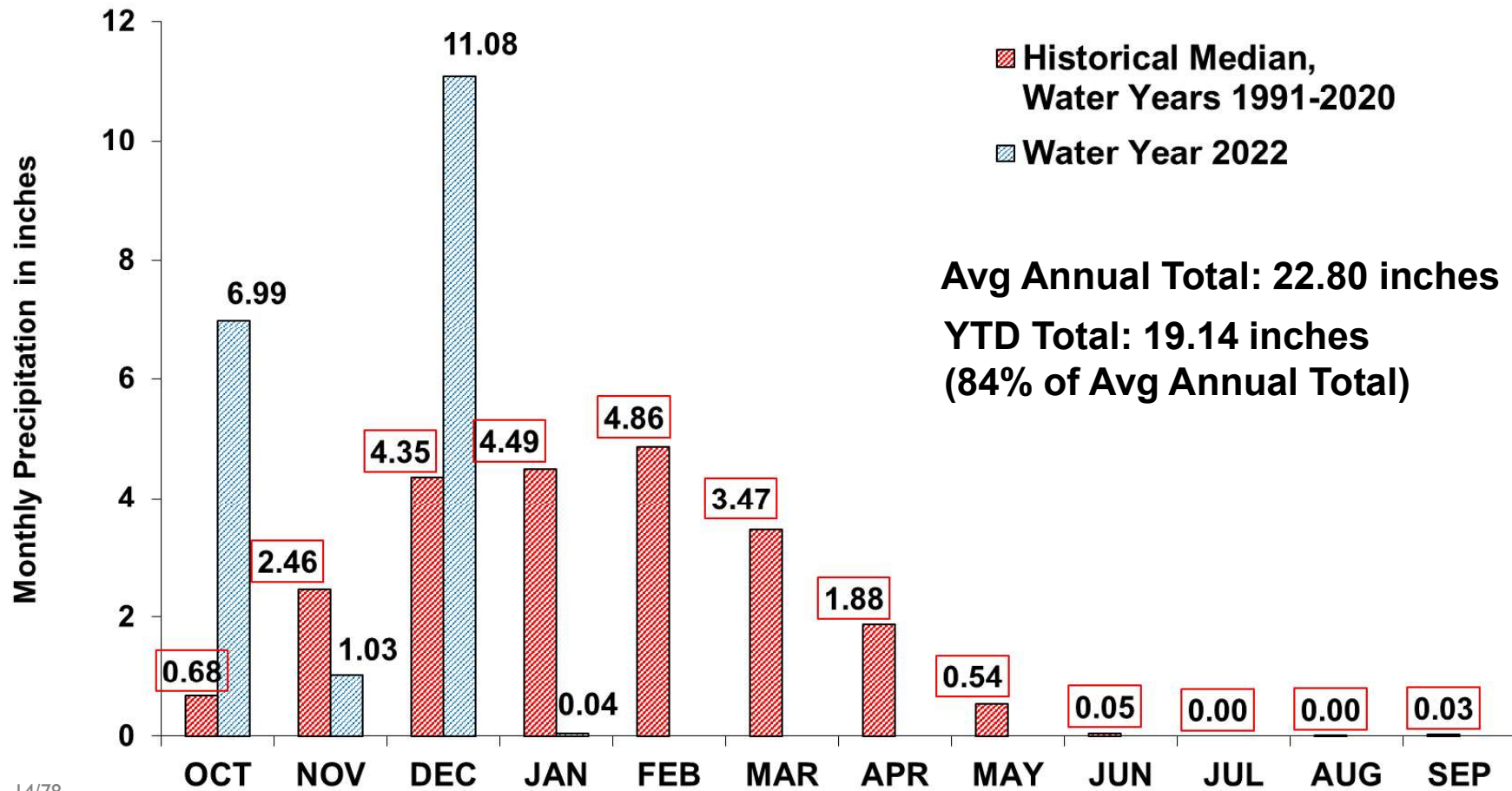


Upcountry 6-station Precipitation Index as of January 02, 2022



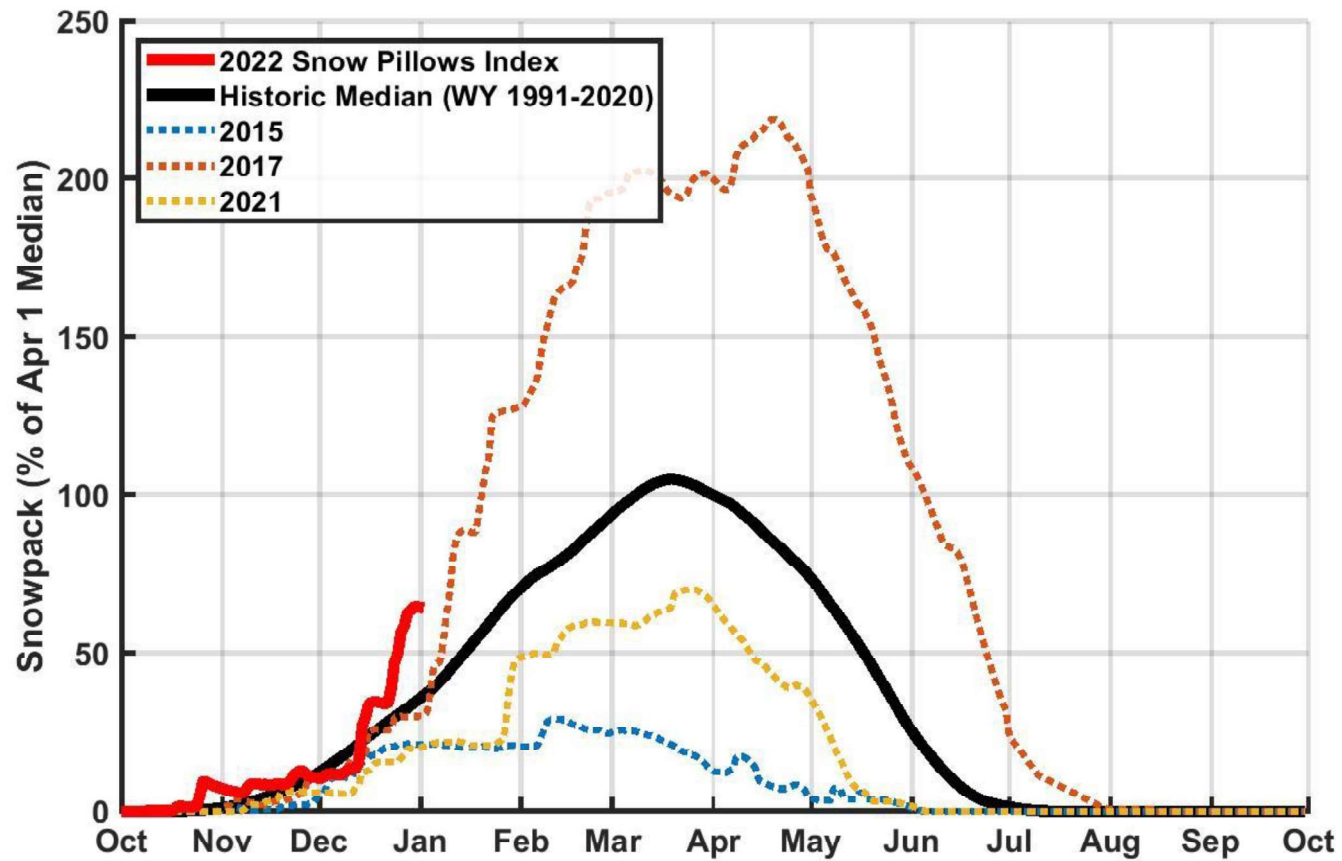
13/78

Bay Area 7-station Precipitation Index as of January 02, 2022



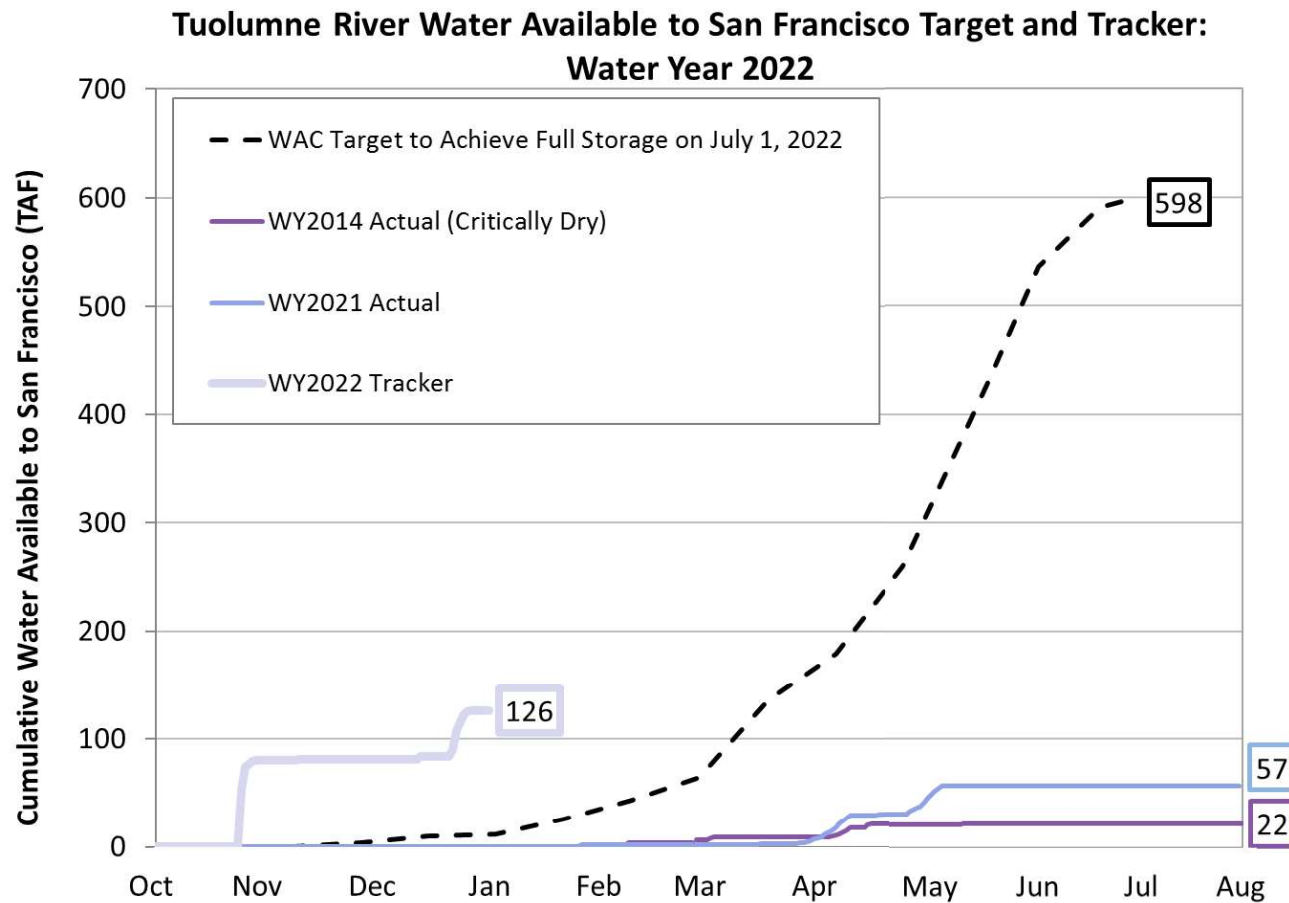
14/78

Upcountry Snowpack



10/78

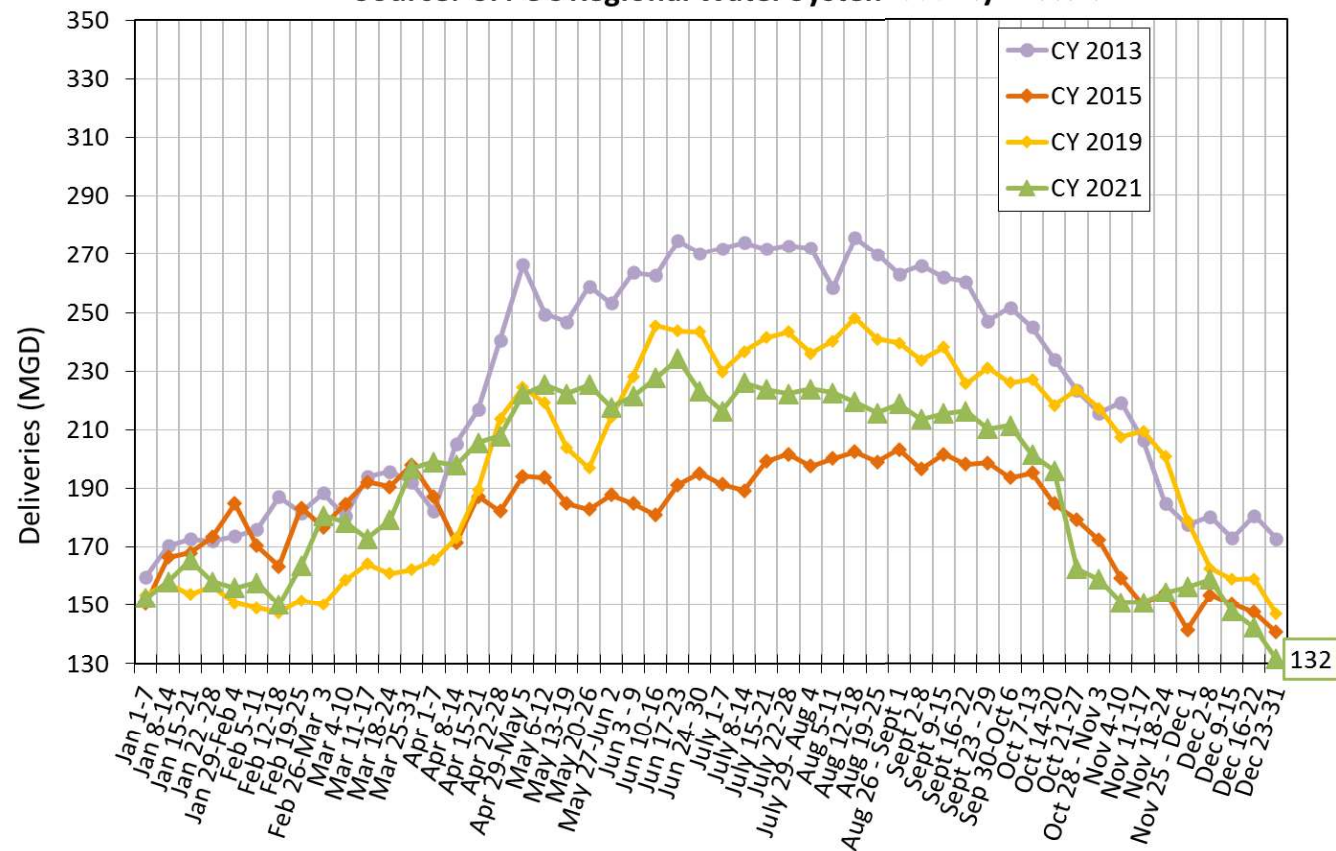
Tuolumne River Water Available to the City



12/78

Total Deliveries

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





Regional Water System Water Use Reductions From FY19/20

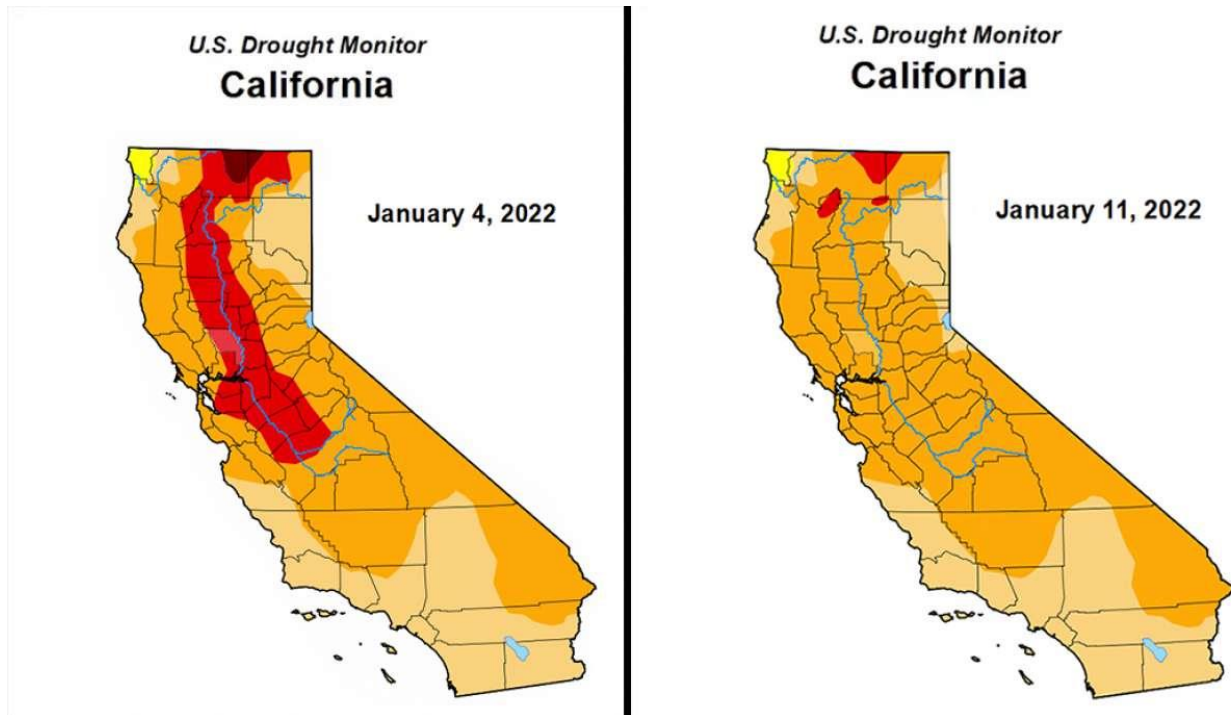
For the Period July 1 - December 31 (From Weekly Delivery Reports)			
CUSTOMER GROUPS	FY19/20 AVG. MGD	FY21/22 AVG. MGD	% REDUCTION
San Francisco Customers	64.9	55.2	14.9%
Wholesale Customers*	145.2	135.3	6.8%
TOTAL	210.1	190.5	9.3%

*Data are for Regional Water System Deliveries only and do not include reductions in other sources of supply.
17/78

Why this viral map isn't the best indicator of California drought

Amy Graff, SFGATE

Jan. 14, 2022 Updated: Jan. 14, 2022 9:11 a.m.



A two-week comparison of the California Drought Map, from Jan. 4 (left) to Jan. 11.
U.S. Drought Monitor

With a parade of storms sweeping California in December, the federal government's US Drought map has shown severe drought conditions fade across the state in recent weeks, and on the most recent map released Thursday, "exceptional drought" — the most extreme level of drought — completely disappeared from the map.

The map quickly went viral on Reddit, but Jeanine Jones, the drought manager for the California Department of Water Resources, cautioned that the map isn't an accurate depiction of the overall picture in the state and said that the drought is far from over.

"All the drought monitor did was subtract one category," Jones said. "All they did was pull back their D4 [exceptional drought]. That's definitely not saying the drought is over. The US Drought monitor attempts to summarize many different things on one map for everyone and when you try to be the one answer for everyone that is difficult. It really doesn't reflect the water supply circumstances in California and it doesn't distinguish between different types of water users."

Jones explained that the city and county of San Francisco, which pulls water from Hetch Hetchy reservoir in the Sierra Nevada, has different water needs than cattle ranchers dependent on non-irrigated grazing.

Cattle ranchers benefit immediately from December rains that turn the hills green, creating an immediate food source for their livestock. While California's largest reservoirs have seen rises in capacity due to the December precipitation, water storage generally remains below average after the past two consecutive dry winters.

The Drought Monitor is a joint effort of the National Oceanic Atmospheric Administration, the U.S. Department of Agriculture and the National Drought Mitigation Center at the University of Nebraska-Lincoln. The weekly map isn't a forecast, but rather a reflection of the precipitation from the past week. While the map takes precipitation totals into account, it indexes a wide array of indicators, including groundwater storage, river levels, soil moisture, satellite-based assessments of vegetation health and more.

The map is a mechanism to measure a drought that's mainly applied to agriculture, and the U.S. Department of Agriculture uses it for the basis of decisions about agricultural financial assistance, Jones said.

"It was developed by folks in an area where hydrological conditions are very different from those in California," Jones said. "Nebraska doesn't have major water projects that move water from one place to another."

The map classifies four levels of drought with color codes, from "D1 moderate drought" (pale orange) to "D4 exceptional drought" (maroon). White indicates no drought conditions and yellow "abnormally dry" but still no drought conditions.

"Exceptional drought" disappeared from the California map this week and also, "extreme drought" nearly disappeared. Despite these changes, 99% of the state remains within a level of drought. Statewide precipitation is above normal this season, but the state has a significant water deficit to make up.

Jones said that the state of the water supply in California won't be clear until the end of the wet season. "An important point to make from a water management perspective is that we're only midway through January," Jones said. "We've gone through about six weeks of our wettest period and we won't know until end of March what our complete water year is like. Northern California did well with the December storms but Southern California, not so much. We are one state so we have to think about Southern California as well. With La Niña conditions in place it's likely Southern California will be dry this year and this is in fact the NOAA outlook."

Long-range forecast models from NOAA for January through March suggest that Southern California is more likely to be dry than wet, while Central and Northern California have equal chances of being wet, dry or normal. As of Friday, there was no significant chance of rain in Northern California over the next week.

"At this point, we're still ahead of average for statewide precipitation because of those December storms," said Jones. "Actually Northern California and the Bay Area did very well. But the longer we go without precipitation, the closer our 'above average' will get to 'average.' Maybe by the end of this month, we might be close to average if we don't get more precipitation."



DATE: January 13, 2022

TO: Rene Ramirez, Operations Manager

FROM: Jeanette Kalabolas, Management Analyst

SUBJECT: 2021 THIRD AND FOURTH QUARTER WATER CONSERVATION STAFF REPORT

SUBJECT #1: UWMP Wrap-Up

BACKGROUND: Every 5-years the DWR requires California Agencies to submit a report in present and future water sources and demands, as well as an assessment of water resource needs. Specifically, a 20-year planning period in 5-year increments must be provided. Agencies must also ID and quantify adequate supplies for existing and future demands during normal, dry and drought periods and assure efficient used of urban supplies.

DISCUSSION: Staff met with ManageWater Consulting, Inc. mid-October to confirm all documents were submitted to the DWR through its WUE portal and a compact disc sent to the State Library per the UWMP guidelines. Confirmation receipts were acquired, and back-up documents and tables reviewed. Copies of all files were brought in house and stored electronically, and plan hard copies distributed to all relevant parties accordingly. Consultants were thanked for their partnership and hard work. Staff also saw to it that the final UWMP, WSCP and Appendices were posted to the MPWD website and the UWMP page was updated as well. Staff has also started working on the Annual Water Supply and Demand Assessment Report, as part of the 2020 UWMP/WSCP update requirement and is due July 1, 2022.

SUBJECT #2: MPWD to Promote “Water Efficiency” in 2022

BACKGROUND: An in-house team consisting of MPWD’s General Manager, Operations Manager, Water Conservation Management Analyst and Consultant John Davidson was assembled in October 2021 to tackle anticipated drought challenges through the next UWMP planning period of 2020-2026

DISCUSSION: An Agency located in the Sacramento region recently shared that they are shifting gears and moving their branding away from Water Conservation with more of a focus on Water Efficiency to better align with “CA Way of Life” campaign and move away from the nihilism that people often associate with the terms, conservation and drought. Staff likes this idea and anticipates that 2022 will be an exceptionally busy year with a full-time focus on California’s water shortage and use efficiency. Other planned water savings efforts include, A “Best of Entries” 2022 Water Awareness Calendar, release of our new GPCD (monthly) Web Tracker Tool, re-branding of the Home Water Use Reports to “Water Watch” with customer sign-up incentives (puzzles, t-shirts, car wash coupons or shopping bag), various promo cards, billing insert and statement messaging on available customer resources

(rebates, landscape classes, tips, etc.), an SFPUC banner partnership utilizing the Districts building and its ability to capture a large bay area audience (highway 101), exploration of remote learning school education opportunities and utilization of BAWSCA's "NEW" Outreach Drought Materials Catalog (includes state & SFPUC campaigns) that was created specifically for member Agency use.

SUBJECT #3: MPWD Green Business Certification Renewal

BACKGROUND: The Green Business Program was initiated in 1997 to help businesses meet higher standards of environmental performance. The program is a partnership of governmental agencies, businesses, and the public joining forces to better comply with green regulations, act to conserve resources, prevent pollution and minimize waste through a more uniform network

DISCUSSION: In 2010 MPWD originally applied and was issued certification as a sustainable establishment. The certification renews every 5-years, and the district was re-accredited in 2015 and approached again for renewal in early 2021. There have been numerous and substantial improvements to the program since the program's inception and a web-based software is now used to track waste, energy, water, pollution, wastewater and general business green metrics. MPWD is currently in the final stages of completing its second re-certification. Operations conducted a virtual walk through of 3 Dairy Lane early last month to assure all "new" green measures have been met and staff is currently awaiting the updated awards package, which includes renewal credentials (certificate), marketing emblems and the return of our company profile to www.greenbiztracker.org.

SUBJECT #4: BAWSCA asks Member Agencies to Share Monthly SWRCB Drinc Reports

BACKGROUND: Each month staff reports its WSCP level of activation, total monthly production and CII, population served and GPCD to the state of California. The SWRCB has been gathering this information since summer of 2014. Reporting was originally voluntary and transitioned to mandatory in 2017

DISCUSSION: In order to be more responsive to SFPUC and to alleviate any future comments and pressures related to the imminent drought and the current water savings (10%) call to action bestowed upon member Agencies BAWSCA is now asking that member Agencies share these monthly SWRCB Drinc Reports. With this information, BAWSCA will be able to track the region it represents conservation efforts more successfully, provide more accurate information on water use to its Board of Directors and monitor SFPUC's tracking more closely. Per BAWSCA's request staff began forwarding its SWRCB Drinc dataset confirmation receipts in November and will continue to do so accordingly through 2022.

SUBJECT #5: SFPUC Declares Water Shortage Emergency

BACKGROUND: SFPUC has declared a 10 percent voluntary reduction in water usage across its regional system. The 10 percent reduction will be compared to water use from July 2019 to June 2020 and will apply to all the SFPUC's 2.7 million customers, which include customers in San Francisco, Alameda, Santa Clara, and San Mateo counties with the call going into effect in November of 2021

DISCUSSION: The declaration is a result of the state's Bay-Delta System Diversion curtailment order issued in August that was later suspended in October 2021 but could be reinstated at any given time (this uncertainty is what led SFPUC to act). SFPUC and the Agencies they serve will share in the overall target reduction of 177.70 MGD per the Water Shortage Allocation Plan. Agencies can also expect a higher than anticipated rate increase next FY than previously projected to achieve revenue stability. In December BAWSCA provided SFPUC with member Agency Tier 2 annual allocation projections with SFPUC

issuing monthly water budgets in return for each customer. Staff is currently in the process of reviewing and discussing these allocations. If the drought persists SFPUC has advised that they may move to a mandatory call to action in the spring of 2022.

SUBJECT #6: PG&E Retrofit Program Offer

BACKGROUND: PG&E has partnered with EcoGreen Solutions, an energy services company, trade professional leader & authorized agent who specializes in helping companies, School Districts and Federal/State/County/City Agencies leverage PG&E incentives, rebate programs & available financing

DISCUSSION: EcoGreen Solutions recently reached out to MPWD to see if we were interested in learning more about energy efficient solutions and ways, we can reduce our carbon footprint through the utilization of PG&E's \$0 out-of-pocket infrastructure upgrade offers. Program benefits include comprehensive energy audits and review of CPUC/PG&E Tier 1 products available – lights (LED, ECM, VFD), EV charger and battery back-up storage, solar panels, windows and HVAC. All products are sourced in the US, meet federal standards, and come with a 5 to 10-year warranty. Staff has scheduled a conference call for later this month with a representative to discuss program details and community partnership opportunities.

SUBJECT #7: Maddaus Water Management Develops A “Conservation, California Way of Life” Roadmap Tool

BACKGROUND: SWRCB initiatives and rulemaking began fall of 2018 with final direction on the vast components of this complex legislation - Residential Indoor and Outdoor GPCD Limits, Dedicated Irrigation Meters, CII Performance Measures, Water Loss and Enforcement expected to conclude in 2026

DISCUSSION: Because the SB 606 and AB 1668 legislation encompasses so many objectives surrounding water use efficiency and the stretching of existing water supplies across our state in an effort to achieve long-term water saving goals and because numerous state Agencies have expressed they are having a hard time explaining all that is outlined under the regulations Maddaus in partnership with CalWEP created a simple roadmap tool to help Agency staff and their leaders better understand all that is expected of them as they navigate the many standards listed above. Attached to help further clarify in layman's terms the senate and assembly bills framework is a copy of the “California Water Use Efficiency Road Trip” tool shared by Maddaus.

SUBJECT #8: DWR Releases its “Water Year 2020-2021” Annual Report

BACKGROUND: A water-year (WY) is defined as the 12-month period October 1, for any given year through September 30 of the following year and is designated by the calendar year in which it ends, and which includes 9 of the 12 months

DISCUSSION: Dry conditions that were once rare in California (CA) are now occurring more frequently and 2021 was no exception with WY 2021 falling into the extreme classification. The annual report focuses on six categories: Precipitation and Temperature, Reservoir and Ground Water, Colorado River Basin, Water Supply Conditions, Prospects for WY 2022 and Improving Water Supply Forecast and the content covered this year included, the Sierra-Cascades snowpack assessment on April 1 (which was only 60% of average due to warmer temps and wildfire damage resulting in minimal run-off) and run-off, historical patterns, emergency drought proclamations, past and present climate conditions, SWRCB curtailments, storage reservoir capacities and harmful algae blooms that occurred. The full report can be accessed at https://water.ca.gov/-/media/DWR-Website/Web-Pages/Water-Basics/Drought/Files/Publications-And-Reports/091521-Water-Year-2021-broch_v2.pdf

SUBJECT #9: AWWA G480-20 Standard Accreditation

BACKGROUND: The G480-20 Water Conservation and Efficiency Program Operation and Management Standard (G480 Standard) is a voluntary standard that can be adopted by water providers at their own discretion that helps identify the critical elements of an effective water conservation and efficiency program

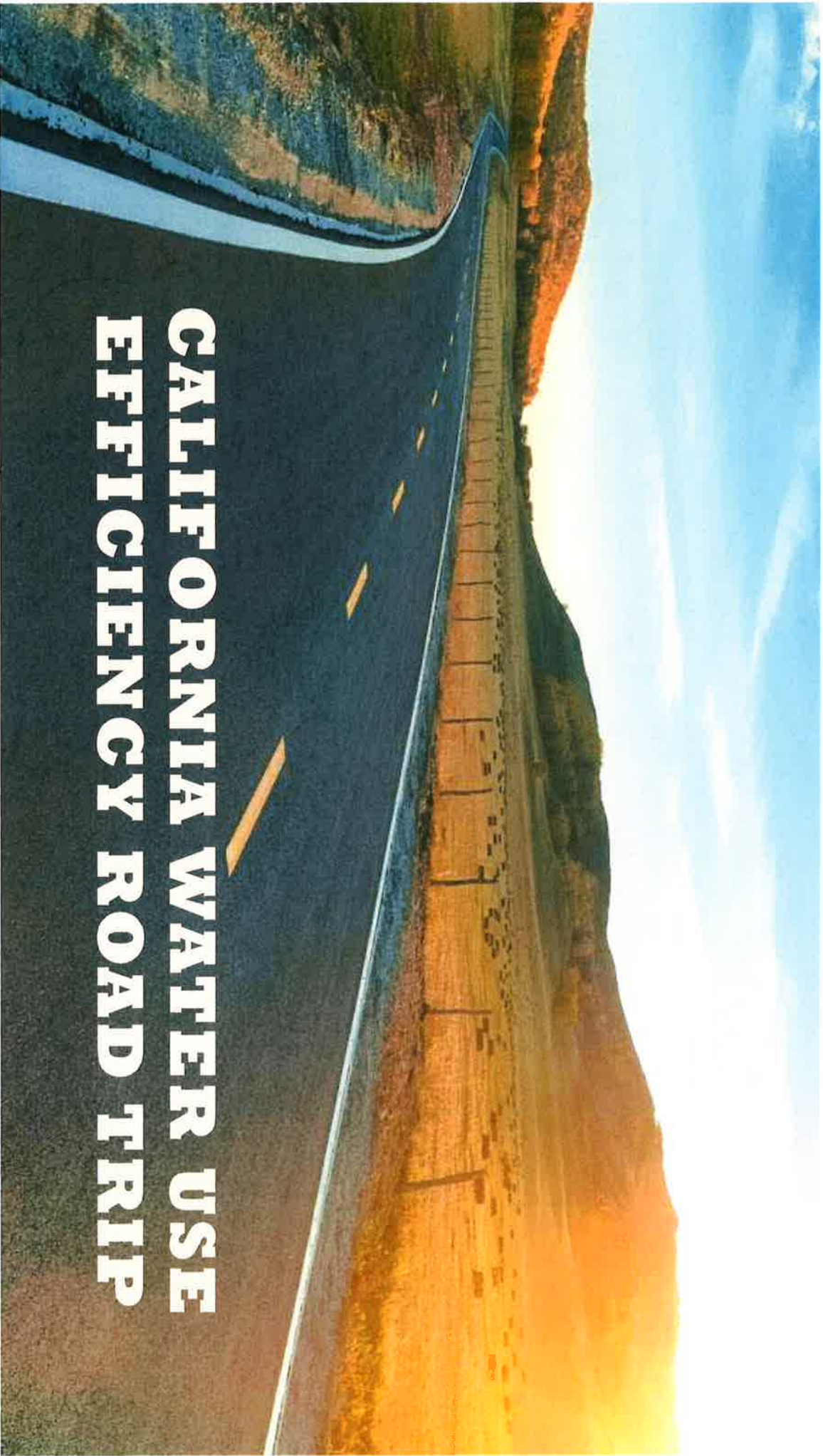
DISCUSSION: The standard originated in 2013 with a general update being released in 2021. The standard describes critical elements of an effective water conservation program. It encompasses activities undertaken by a utility within its own operations to improve water use on the supply side through distribution system management and on the demand side through customer billing and education practices. Further, its purpose is to establish criteria for the establishment of a formal utility water conservation and efficiency program for utilities that wish to be formally recognized within the industry and are looking for additional water efficiency reference resources. Revisions made to the standard include new requirement for water shortage or drought plan; updated requirements related to metering, rate structures, and billing; a new section related to landscape transformations; updated current utility requirements related to water audit, validation, and public availability; new section to reflect integration of water efficiency into land-use planning, clarified that wholesale agency requirements should be appropriate and consistent with governing authorities; and updated documentation to ensure correspondence with new requirement sections that were added. There are different levels of accreditation, platinum, Gold, Silver and Exemplary. Staff is adding this to its retirement legacy list as a potential District accreditation achievement for Ms. Kalabolas' predecessor.

SUBJECT #10: Bay Area Water Conservation Coordinators (BAWCC) Meetings Resume after a 3-Year Hiatus

BACKGROUND: A group consisting of northern California city and water Agency professionals was formed in 2010 to better facilitate industry connections and meet and discuss on a quarterly basis relevant local, regional, and state water issues

DISCUSSION: The group last met in fall of 2017 in Napa, CA. There was not a single reason why the group has failed to meet since that time (just a series of unfortunate events – transfer of leadership, pandemic, dissolution of the yahoo groups platform), however year-end 2021 saw a renewed interest with Agencies wanting to re-connect, so BAWSCA and EBMUD took the helm in relaunching the group and initiating a winter round table. A virtual meeting will take place on Thursday, January 20, 2022 from 9AM – 12PM and Agenda topics will focus on CA's anticipated dry 2022 conditions including, CA legislation updates, new outreach approaches (TV/Radio/Social Media), how Agencies are pivoting campaigns and education remotely during the Covid-19 and conclude with a freestyle topics break out session.

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

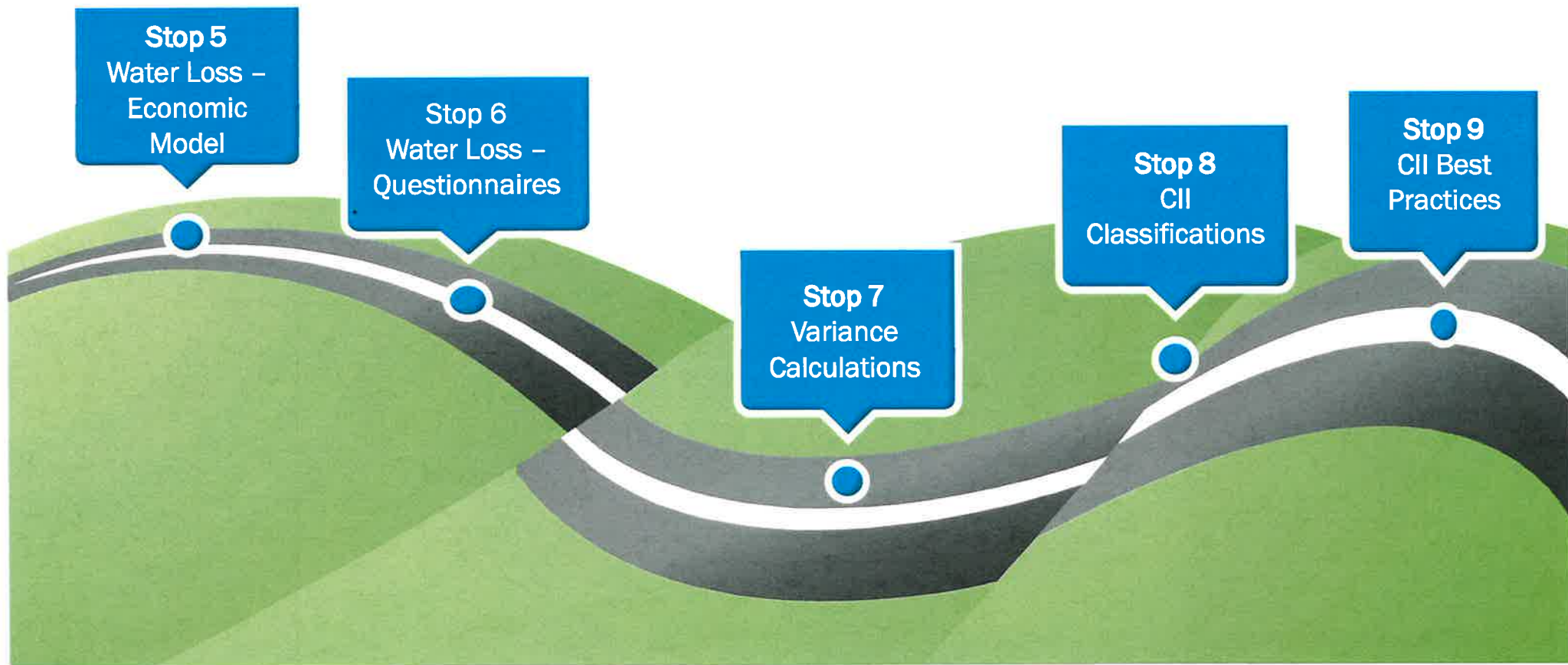


CALIFORNIA WATER USE EFFICIENCY ROAD TRIP

Road to California Water Use Efficiency Standards



Road to California Water Use Efficiency Standards



Stop 1: Water Supply and Demand Assessment

Due Date: June 1, 2022, and June 1 annually thereafter

What is it? Evaluation of urban water suppliers water supply reliability for the current year and one dry year with information about any anticipated shortage and triggered shortage response actions

Information Needed: Current year unconstrained demand, current year available supply, infrastructure capabilities constraints

Notes: Procedure is included in Water Shortage Contingency Plan. No guidance from DWR on annual report yet.



Stop 2: Residential Outdoor Targets

Due Date: January 1, 2024, and January 1 annually thereafter

What is it? Calculate aggregate efficient outdoor residential water use

Information Needed: Landscape area measurements (provided by DWR), evapotranspiration data (spatial CIMIS), efficiency factors

Note: May need information on recycled water areas, special landscape areas, effective precipitation, and agricultural areas



Stop 3: Dedicated Irrigation Meter Targets

Due Date: January 1, 2024 , and January 1 annually thereafter

What is it? Calculate aggregate efficient outdoor irrigation of landscape areas with dedicated landscape meters or equivalent technology in connection with CII water use

Information Needed: Landscape area measurements (supplied by urban water supplier), evapotranspiration data (spatial CIMIS), efficiency factors

Note: May need information on recycled water areas, special landscape areas, effective precipitation, and agricultural areas



Stop 4: Convert Mixed Use Meters

Due Date: Unknown

What is it? Convert mixed-use meters over a specified threshold (TBD) to dedicated landscape meters or other technology

Information Needed: Threshold information about each mixed-use meter (area, water use, and efficiency have been proposed as thresholds), onsite system information for meters requiring conversion

Notes: DWR has not determined a recommended threshold as required in the legislation. ACWA has evaluated feasibility and recommends that this only apply to new meters.



Stop 5: Water Loss – Economic Model

Due Date: TBD – July 1, 2023 (proposed)

What is it? Model to calculate urban water supplier specific water loss target

Information Needed: Baseline year's water loss audits, number of unreported leaks, cost of leak repair, leak detection efficiency

Notes: Economic model is still under development. Next update proposed in December 2021.



Stop 6: Water Loss – Questionnaires

Due Date:

- Data Quality – January 1, 2023 (proposed)
- Pressure and Asset Management – July 1, 2024, and 2027 (proposed)

What is it? Collect information on systems pressures and asset management



Information Needed: Meter testing information, meter testing and calibration, devices used to control pressure, program used to maintain valves, evaluation of pressure reduction potential, records of infrastructure failure, replacement prioritization information, distribution pipe replaced, feasible water loss reduction

Note: From November 2020 SWRCB proposal, water loss still under development



Stop 7: Variance Calculations

Due Date: January 1, 2024 , and January 1 annually thereafter

What is it? Aggregate estimated water use in accordance with variances as appropriate and bonus incentive. Variances include seasonal population, evaporative coolers, horse and livestock, dust control – horse corrals, emergency, wildlife irrigation, high TDS recycled water, agriculture, misc. irrigation. Bonus incentive is for potable reuse only.

Information Needed: Threshold information, variance specific details

Note: Threshold and information needs are still under development



Stop 8: CII Classifications

Due Date: TBD

What is it? Classifying CII accounts by a standard system as specified in legislation

Information Needed: CII account use

Note: Several proposals and timelines are under discussion



Stop 9: CII Best Practices

Due Date: January 1, 2024 , and January 1 annually thereafter

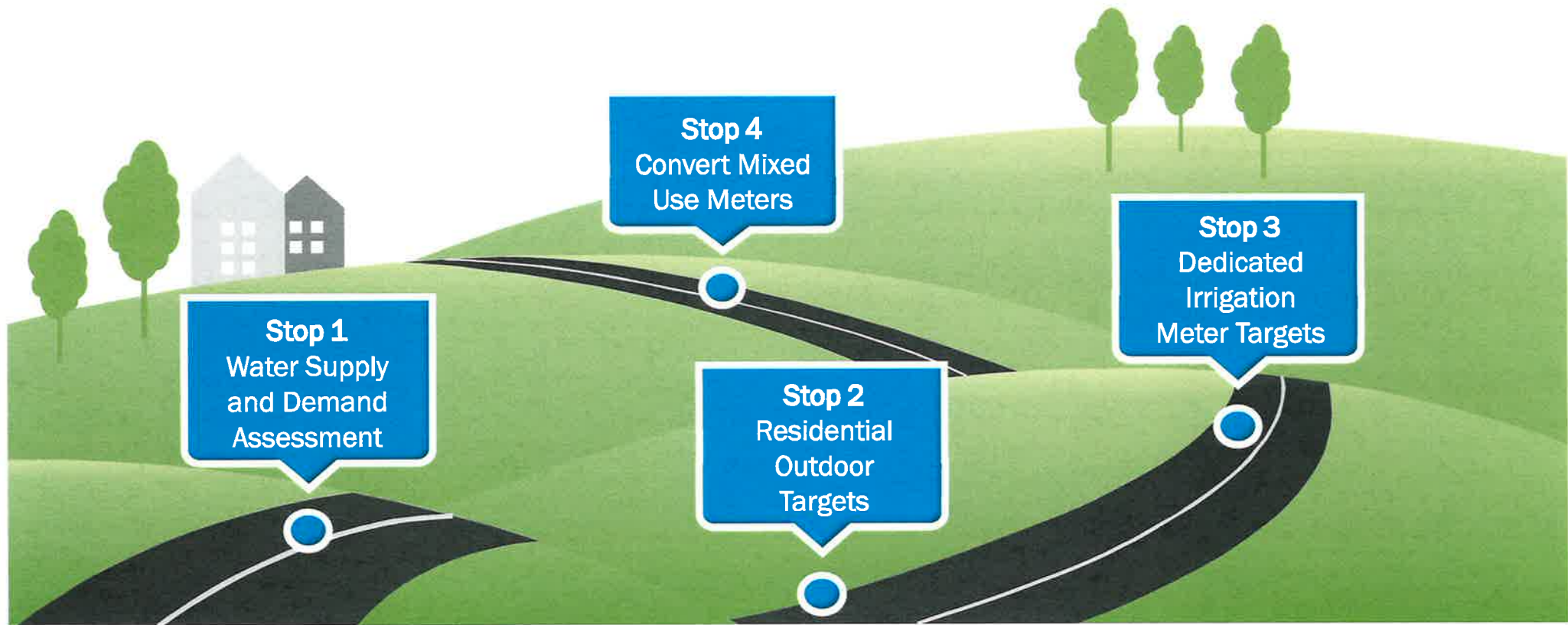
What is it? Documentation of the implementation of the performance measures for CII water use

Information Needed: Information about CII performance measures

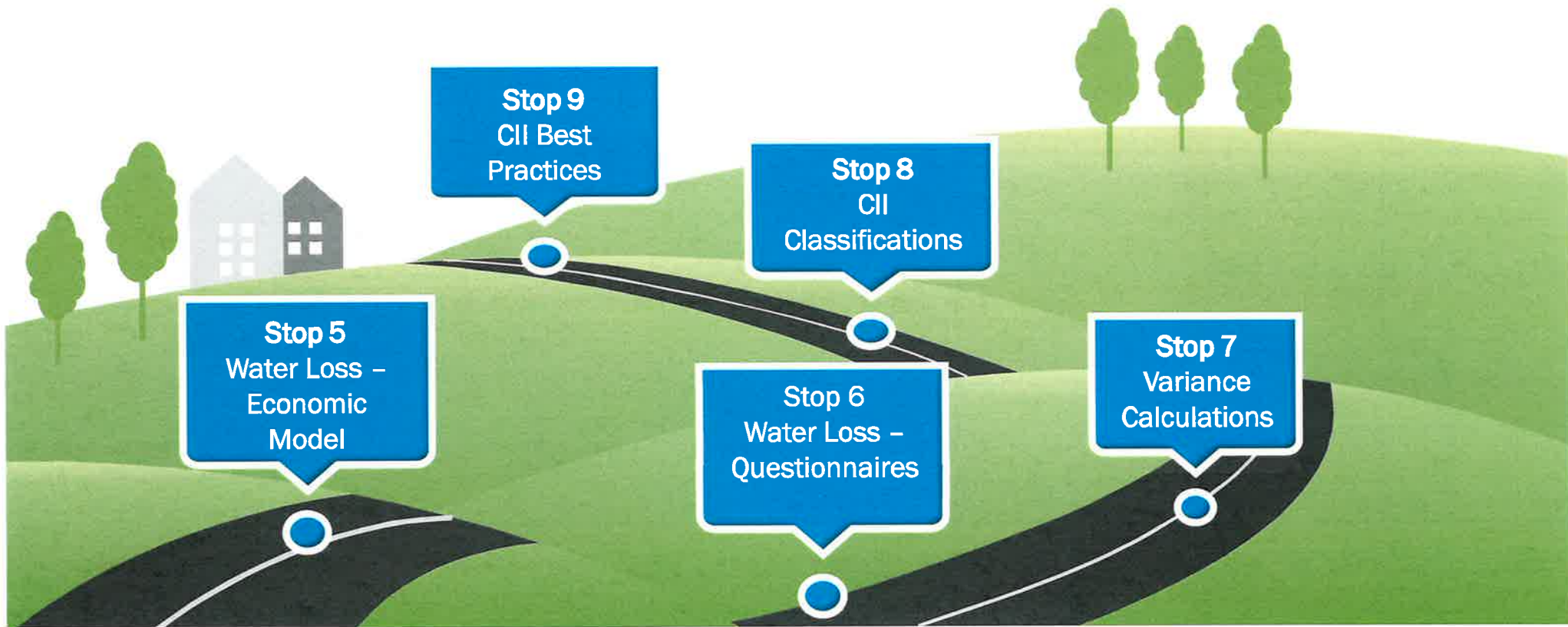
Note: DWR final performance measure recommendations are still under development



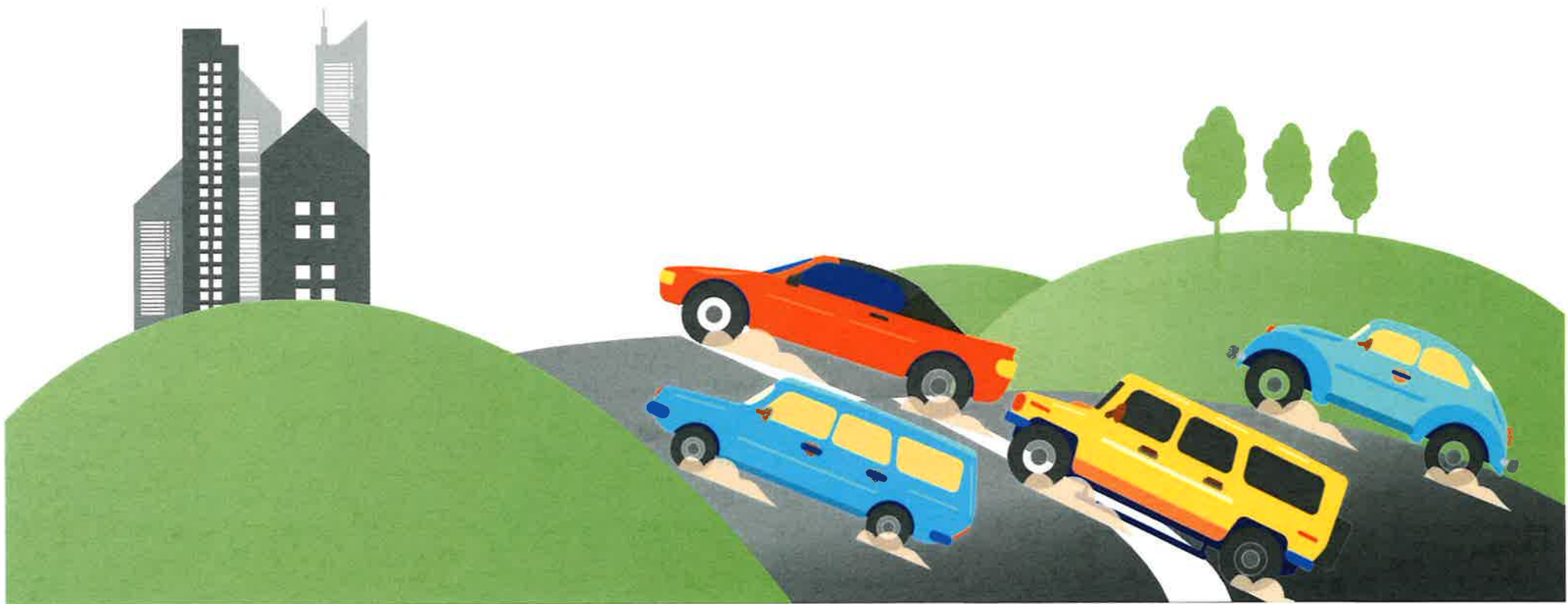
1st Leg of the Road Trip Recap



2nd Leg of the Road Trip Recap



Chose Your Ride, Grab Your Passengers and Let's Go!





TO: Board of Directors

FROM: Tammy A. Rudock
General Manager

DATE: January 27, 2022

MANAGER'S REPORT

FOLLOW-UP FROM 12/16/2021:

- Worked with CPS HR Consulting on updated Recruitment Work Plan and Project Schedule after Board's input.
- Posted the 2022 Board Meeting Schedule at the MPWD and on the website.

GENERAL MANAGER RECRUITMENT

Attached is the updated Recruitment Work Plan and Project Schedule. The kickoff meeting with the Board ad hoc committee is scheduled for February 1, 2022, and a virtual meeting invitation will be sent to Directors Wheeler and Zucca. There are also Special Board Meeting dates scheduled for Closed Sessions. Virtual meeting invitations will be transmitted to Board members to get on everyone's calendars.

To date staff has provided organizational information and other data, and MPWD logos and branding information, to CPS HR Consulting for preparation of the recruitment brochure. Staff enlisted the services of its consulting professional photographer for a wide range of MPWD facility, property, and local community photos, also for consideration for use in the brochure. (Staff will also use the photographs for the website, future newsletters, and other reports and documents.)

PROFESSIONAL ACCOUNTING SERVICES AND DISTRICT TREASURER

Three (3) submittals were received by the MPWD in response to its RFP for professional accounting services and optional District Treasurer:

1. Eide Bailly LLP - \$36,000/year
2. Chavan & Associates LLP - \$43,200/year
3. Protiviti Government Services, Inc., through its staffing division Robert Half Government - \$215 hour onsite or \$200/remote work.

On January 18, 2022, copies were transmitted to Board members, management staff, and District Counsel for review. They will be considered by the Board at next month's regular meeting.

COVID-19 PREVENTION PLAN UPDATE

As reported before, I am going to propose a vaccine mandate for all employees at the MPWD. District Counsel has drafted the policy and I will share it next month with employees.

Most employees are vaccinated but very few of us have gotten the booster. If or when the next COVID-19 vaccine becomes available, we need to be able to ensure that all staff members get it to protect our small team. Recently, at least one-third of the staff has been out with the virus—not all at the same time but a few at a time, which greatly impacts our workloads. Two more employees are out this week.

To soften the blow of any potential impact of the mandate, I recently introduced a revision to the voluntary Employee Wellness Program that includes a significantly increased financial incentive for employees.

The existing program currently provides for a total of \$600 incentive as follows:

- \$100 Annual Physical
- \$100 Dental or Vision Exam
- \$400 Health Membership Reimbursement (e.g., gym membership, weight reduction program, mental health, online fitness program, meditation/wellness/sleep applications, chiropractic care)

The revised program provides an incentive totaling \$2,000 plus \$500 extra for all-in participation in the program, and looks like this:

- \$200 Annual Physical
- \$100 Dental Exam
- \$100 Vision Exam
- \$600 Health Membership Reimbursement (e.g., gym membership, weight reduction program, mental health, online fitness program, meditation/wellness/sleep applications, chiropractic care)
- \$500 COVID-19 Booster or any New Vaccination after January 1, 2022 (per CDC standards)
- \$500 Flu Shot
- \$500 Extra for ALL-IN Program Participation

It appeared to be well received by employees and I intend to meet with them about the mandate policy and the revised wellness program within the next couple of weeks. The process for managing the program is simple in that paid receipts and healthcare Explanation of Benefits are provided for review by management to prove the services and check-off that employee's fulfillment. We are updating the spreadsheet to incorporate the new elements of the program.

3-MONTH “LOOK AHEAD” FOR BOARD MEETINGS

FEBRUARY 24, 2022

- “Best Of” Water Awareness Art Calendar Presentation for 2022.
- Receive Mid-Year Review of MPWD FY 2021/2022 Operating and Capital Budgets and Consider Approving the Amended Budgets.
- Approve Amended 2021-2022 Strategic Plan.
- Receive Reports on California and San Francisco Regional Water System Drought Conditions and MPWD Water Conservation Update.

MARCH 24, 2022

- Consider Revenue Requirement for FY 2022/2023 Operating Budget and Potential SFPUC Pass-Thru Water Rate Increase, effective July 1, 2022. (Proposition 218 Protest Hearing tentative for April 28, 2022.)
- Approve Task Order Amendment for HF&H Consulting for the Water Rate Study and Financial Plan.
- Consider Amendment to Water Supply Agreement with the City and County of San Francisco regarding Minimum Purchases.
- Receive Reports on California and San Francisco Regional Water System Drought Conditions and MPWD Water Conservation Update.
- Receive BAWSCA Update.

APRIL 28, 2022

- Consider Preliminary FY 2022/2023 Operating and Capital Budgets.
- Receive Reports on:
 - California and San Francisco Regional Water System Drought Conditions; and
 - MPWD Water Conservation Update; and
 - MPWD Quarterly Water Conservation Activities Report through March 31, 2021.

UPCOMING MEETINGS/EVENTS

HIA Meeting (Belmont): February 3, 2022 @ Divino's

ACWA JPIA 2022 Spring Conference & Exhibition (Sacramento): May 2-6, 2022

CSDA Special Districts Legislative Days (Virtual): May 17-18, 2022

CSDA 2022 Annual Conference & Exhibitor Showcase (Palm Springs): August 22-25, 2022

Mid-Peninsula Water District

General Manager

Recruitment Work Plan and Project Schedule

Performance Target	Activity
Stakeholder Engagement	
December 6, 2021	- Coordination meeting with District General Manager.
February 1, 2022	Ad hoc committee only - Kickoff meeting with Board subcommittee and GM. Review position profile, ideal candidate profile, recruitment schedule, and general expectations.
Prepare Recruitment Materials	
February 8, 2022	Recruitment Brochure - Stakeholder outreach conducted - Stakeholder feedback summarized and submitted to client - Consultants submit recruitment brochure text for review
February 10, 2022	Marketing - Client submits final revisions to recruitment brochure text - Consultants prepare recruitment and advertising materials - Client provides final approval of brochure
Active Recruitment	
February 11, 2022	Advertising - Consultants post the job to various websites and publications, the agency website, CPS HR website, and various professional associations. - Consultants will also send an initial e-mail blast to its relevant database of professionals.
February 14, 2022	Aggressive Recruiting/Application Process - Consultants follow up with targeted/qualified candidates (those who are a match to the candidate profile) to ascertain interest and encourage applications. Conversations with the client and stakeholder feedback will assist in determining the best avenues for follow up. - Candidates apply through the CPS HR website, with receipt of applicant materials acknowledged. The consultants vet candidate applications against minimum qualifications. Consultants provide weekly updates to the client regarding recruitment activities.
March 20, 2022	Active recruitment period ends
Selection Process	
March 31, 2022	Screening interviews completed - Consultants conduct comprehensive screening interviews with all candidates who meet the minimum qualifications as described in the job announcement; dependent on geography these discussions will

	be conducted either phone or via Teams. Consultants will also conduct media checks on all screened candidates.
April 14, 2022	Special Board Meeting/CLOSED SESSION/Full Board Candidate Review Meeting w/ Client (Quarterfinal Review) - the client will review consultants' recommendations regarding top candidates; determine the short-list candidates to be interviewed by the client and possibly other subject matter experts, staff, etc. - Client Reports will be delivered for Client review prior to the meeting. Consultants will be present to facilitate discussion.
April 28, 2022	Ad hoc committee only (Semifinal Interview) Semifinal Interviews: - Interview shortlisted candidates and determine finalists for further consideration. - Consultants prepare all materials, coordinate candidate logistics, and assist with facilitation of the short-listed candidate interviews.
May 12, 2022	Special Board Meeting/CLOSED SESSION/Full Board (Final Interview) Final Interviews - Interview finalist candidates and make a selection.
May 13, 2022	- Consultants negotiate a salary offer and terms & conditions of employment with the selected candidate and conduct a final criminal background check.
May 20, 2022	Background/Assessment Activities - Consultants conduct reference/background checks on the finalist candidates. Consultants prepare all materials and coordinate any assessment activities.
May 26, 2022	Regular Board Meeting/OPEN SESSION/Full Board - Contract approval
Start Date	
July 1, 2022	Approximate Start Date



TO: Board of Directors

FROM: Monique Madrid, Administrative Services Manager
Rick Wood, Chief Financial Officer

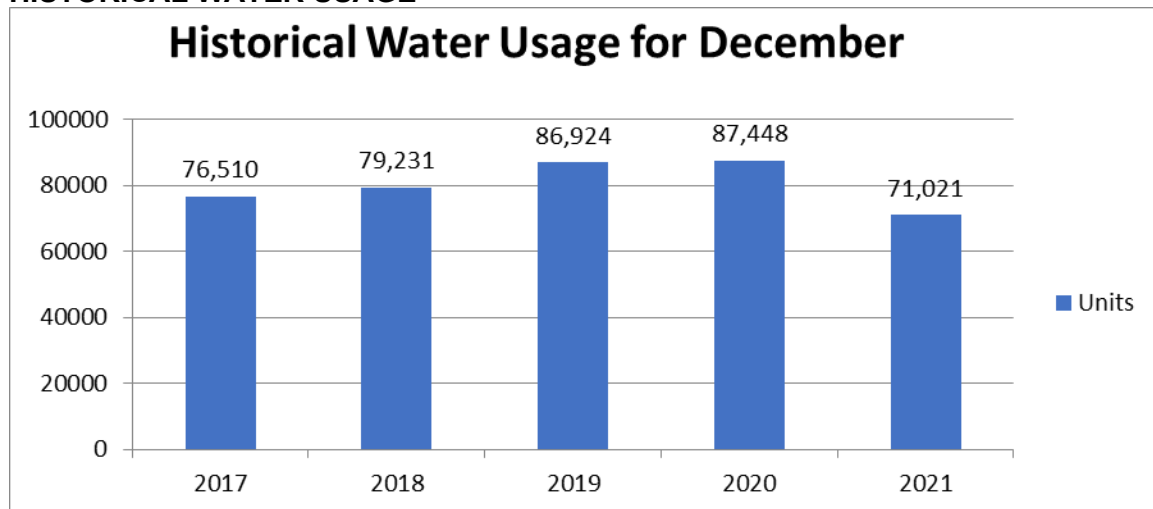
DATE: January 27, 2022

ADMINISTRATIVE SERVICES

FINANCIAL REPORTING:

Chief Financial Officer Rick Wood is continuing to work on identifying and preparing processes which will provide a more expeditious reporting system. November is presented in this report, and the December financials will be provided to the Board of Directors during the February 2022 Board meeting.

HISTORICAL WATER USAGE



Staff is working on identifying the top Ten (10) water users in both Commercial and Residential accounts. We will prepare a graph to illustrate the historical use between 2021 and 2022. We will use the beginning of the Fiscal year as our starting point.

ADMINISTRATION:

Account Arrearages Program

On December 6, 2021, staff applied for the California Water and Wastewater Arrearages Payment Program with the California State Water Resources Control Board (SWRCB).

Staff checked the SWRCB website on January 24, 2022 and learned that our application has been approved for payment in the amount of \$35,749.66 and sent to their accounting department on January 18, 2022.

Records Management

Staff still has a few boxes of records remaining for review. Once they are finished, we will schedule the remaining actions which will require Board adoption of a Records Management Schedule and the list of documents for destruction.

ZONE BASED ELECTIONS UPDATE

This item is coming before the Board of Directors today for the first Public Hearing. A Notice was published for today's meeting.

PUBLIC SERVICE ETHICS EDUCATION (AB 1234)

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

- | | |
|-------------------|-------------------|
| • Cathy Mostasisa | November 17, 2022 |
| • Joubin Pakpour | November 6, 2022 |
| • Rene Ramirez | December 7, 2022 |
| • Tammy Rudock | September 1, 2023 |
| • Brian Schmidt | March 19, 2023 |
| • Julie Sherman | February 9, 2023 |
| • Louis Vella | December 4, 2022 |
| • Kirk Wheeler | January 2, 2023 |
| • Matt Zucca | April 6, 2023 |

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

Here is the link to the FPPC free online ethics training:

<http://localethics.fppc.ca.gov/login.aspx>

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

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

- | | |
|-------------------|-------------------|
| • Cathy Mostasisa | November 17, 2022 |
| • Joubin Pakpour | June 1, 2023 |
| • Rene Ramirez | December 16, 2023 |
| • Tammy Rudock | August 17, 2023 |
| • Brian Schmidt | December 18, 2023 |
| • Julie Sherman | January 25, 2022 |
| • Louis Vella | November 2, 2023 |
| • Kirk Wheeler | December 15, 2023 |
| • Matt Zucca | March 19, 2023 |

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

Here is the link to the DFEH free online ethics training:

<https://www.dfeh.ca.gov/shpt/>

When you get to the DFEH's website, after reviewing the information on the webpage, click CONTINUE at the bottom of the page, select ENGLISH as the language, and select SUPERVISORY (2-hour course). You will be able to print, save, or screen shot your training certificate at the end of the training.

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



TO: Board of Directors

FROM: Rene A. Ramirez, Operations Manager

DATE: January 27, 2022

OPERATIONS REPORT – December

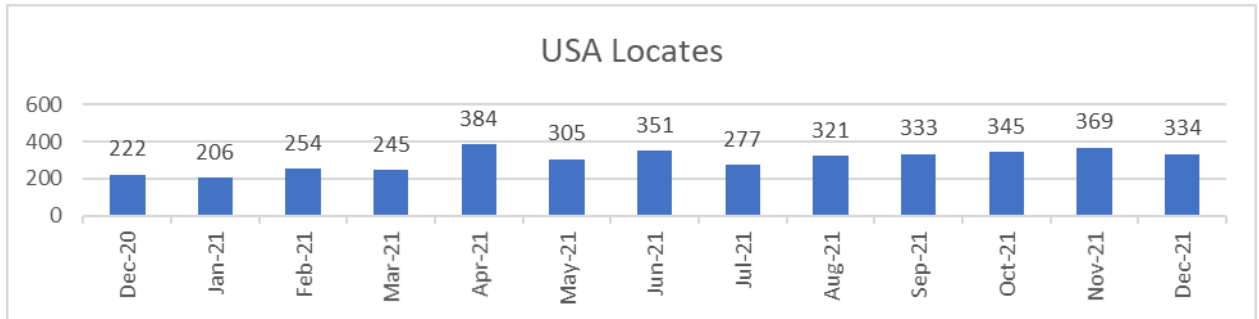
Projects:

- Continue to have presence in weekly construction meeting for the El Camino Real capital project which is nearing completion;
- Held a virtual staff meeting to discuss status of the District's Emergency Response Plan, which was nearing completion for certification to the EPA;
- Participated in a virtual meeting with design engineer and others to discuss the status of the construction plans for the Old County Road capital project;
- Participated in a virtual meeting with engineer for developer of the Fire House Square project;
- Held virtual meeting with consultant to discuss public outreach parameters for the Old County Road capital project;
- Met in field to walk Old County Road project and go over site and obstacles;
- Abandoned the Ralston to Escondido Easement water line (CIP 15-60 Escondido Way Cross Country Abandonment);
- New service installed at 275 Industrial Drive;
- Met several times with developer's general contractor and sub-contractor on the water utility improvements related to 1325 Old County Road; and
- Continue to work with XiO staff to create an Overview Screen for the SCADA system.

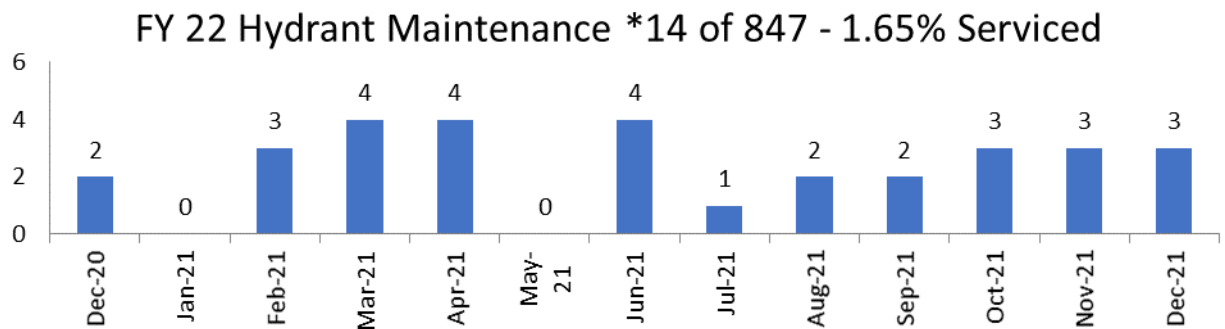
Maintenance:

- Responded to and completed 334 USA (underground service alerts) location requests;
- Cleaned water tanks at Buckland (2) and West Belmont (2);
- Repaired a damaged copper service line, not leaking, on Villa Drive;
- Repaired a leaking fire hydrant run on Village Drive;
- Installed new/replacement Air Relief/Vacuum Valves (new standard) at: 2590 Coronet, 45 Oxford Place, 8 Arroyo View Circle and 11 Antique Forest Lane;
- Made repairs to 2 main breaks at: 2702 Sequoia Way and 2711 Barclay Way;

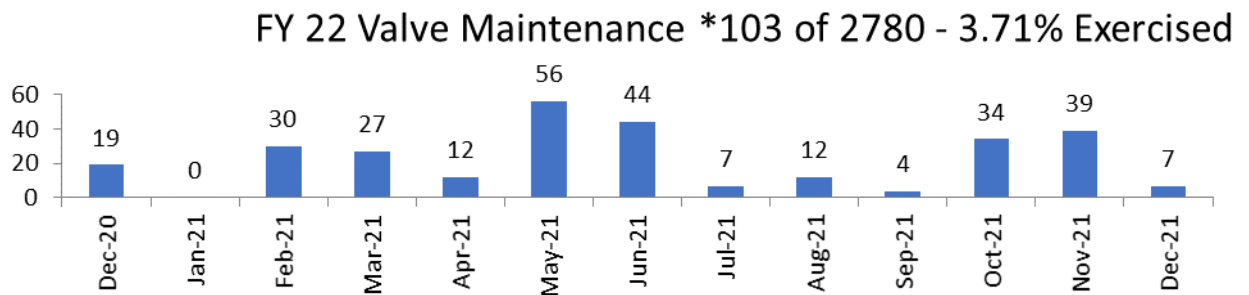
- Constructed 3 service upgrades at: 0 Upper Ave., 2123 Arthur and 1543 Winding Way;
- Repaired leaking services at: 1951 Bishop and 2546 Somerset;
- Repaired fire hydrant run on Ralston and into Twin Pines parking lot and waiting for City staff to provide information on Ralston Avenue repair;
- Replaced a broken curb stop at 1728 Valley View;
- Relocated the water meter at 1626 Fairway Drive;
- Made asphalt repairs and/or concrete repairs from previous main breaks at: Newlands Ave., Marsten Ave. and Ponce Ave.;



- During the six months of FY22, 14 hydrants received a service visit;



- During December 7 valves were exercised bringing the total for FY22 to 103 valves;



- Collected the requisite 55 water samples during the month for bacteriological testing from 11 sample station sites. None of the samples tested positive for total coliform;
- System nitrification, especially due to our customers efforts to conserve water, has not been an operational issue. Staff continues to monitor water quality for signs of nitrification within our tanks, sample stations; and
- Focused system flushing on 27 locations where system dead ends exist during December.

System Repairs:

Date	Location	Event	Material	Installation Date	Estimated Water Loss (Gals.)
12/8/21	146 Village Drive Hydrant	Ring Break	6" CIP	1959	<500
12/21/21	2702 Sequoia Way	Main Break	6" CIP	1958	<1,000
12/26/21	2711 Barclay Way	Main Break	6" CIP	1958	<1,000
1/1/22¹	1080 Alameda de las Pulgas	Ring Break	10" CIP	1952	~96,000

1. a ring break occurred just off of an 8" tapping sleeve on 10" water line without isolation. We did not have a 10"x8"x10" and placed call to CalWARN on New Year's Day (Saturday) and had an immediate response. The tee and 2 – 10" gate valves were located at City of Santa Clara. Also had to notify 200 customers including Carlmont Shopping Center, a couple of apartment buildings and a senior citizens complex of impending repairs before the repairs were made. (See photos of pipe interior at end of report)

Development:

Staff is currently working with developers on 69 development projects:

Mixed Use Commercial/Multi-Family Residential: 14

- o 1300 El Camino Real; a 66-unit multi-family residential project starting on 2nd floor with commercial lease space on 1st floor covering 0.72 acres; in construction;
- o 1324 Old County Road; a 2- or 3-unit multi-family with ground floor retail space; currently reviewing plans;
- o 1325 Old County Road; a 250-unit multi-family residential project covering 2.09 acres; plans through staff approval process;

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

Commercial: 13

- Reviewing Plans – 10
- Approvals Received – 2
- In Construction - 1

Residential: 42

- Plans In Review – 28 (including 1 ADU (auxiliary dwelling unit))
- Plans Through Staff Approval Process – 7
- Project In Construction - 7

Administration:

- Attended the virtual BAWSCA Water Manager's Monthly meeting;
- Attended the monthly HIA lunch meeting at Divino's and reported on District activities;
- Attended a brown-bag lunch meeting on fire hydrant technology from Clow;
- Participated in the 4th quarter GM meeting held at District office following brown-bag demonstration from Clow;
- Met internally to discuss District's water conservation program;
- Made presentation of the District Emergency Response Plan to GM;
- Participated in a virtual meeting with DocuSign on its use and capabilities for District;
- Completed Sexual Harassment Course and received certification;
- Participated in a BAWSCA Water Conservation Check-In meeting;
- Both Operations Supervisors participated in their second class, via webinar, for JPIA Leadership Essentials course, a year-long course;
- Attended the Agenda Review meeting;

- Participated in weekly call with General Manager and District Engineer on District matters;
- and
- Continue to actively manage power use for pumping operations via SCADA.



(externally - the ring break is visible where the Tee and Pipe meet)



(internally – the ring break of the 10” pipe is visible covering about 2/3 of circumference)



TO: Board of Directors

FROM: Joubin Pakpour, PE
Pakpour Consulting Group, Inc.
District Engineer

DATE: January 27, 2022

DISTRICT ENGINEER'S REPORT

NO WRITTEN REPORT THIS MONTH

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR FY 2021-2022
SUMMARY**

				Target YTD % 41.9%
DESCRIPTION	APPROVED FY 2021-2022 BUDGET \$	ACTUALS 7/1/2021 11/30/2021	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
OPERATING REVENUE				
WATER COMMODITY CHARGES (A)	9,600,000	4,863,399	4,736,601	50.7%
FIXED SYSTEM CHARGES	3,000,000	1,323,349	1,676,651	44.1%
FIRE SERVICE CHARGES	14,000	7,169	6,831	51.2%
MISC CUSTOMER ACCOUNT FEES	52,206	190	52,016	0.4%
MISCELLANEOUS OPERATING	60,000	2,204	57,796	3.7%
PROPERTY TAX REVENUE	300,000	107,426	192,574	35.8%
TOTAL OPERATING REVENUE *	13,026,206	6,303,738	6,722,468	48.4%
WATER SYSTEM CAPACITY CHARGES	40,000	20,086	19,914	50.2%
WATER DEMAND OFFSET CHARGES	20,000	1,346	18,654	6.7%
SERVICE LINE & INSTALLATION CHARGES	60,000	935	59,065	1.6%
MISCELLANEOUS NON-OPERATING *	75,000	736,238	(661,238)	981.7%
INTEREST REVENUE - LAIF *	60,000	12,710	47,290	21.2%
INTEREST REVENUE - COP	5,000	392	4,608	7.8%
LEASE OF PHYSICAL PROPERTY *	150,000	74,243	75,757	49.5%
LANDSCAPE PERMIT REVENUE	15,000	-	15,000	N/A
TOTAL NON-OPERATING REVENUE	425,000	845,950	(420,950)	199.0%
TOTAL REVENUE	13,451,206	7,149,687	6,301,519	53.2%
OPERATING EXPENDITURES (OP EXP)				
SALARIES & WAGES	2,080,000	727,543	1,352,457	35.0%
PAYROLL TAXES & BENEFITS	1,001,008	383,039	617,969	38.3%
PURCHASED WATER	5,674,979	2,579,961	3,095,018	45.5%
OUTREACH & EDUCATION	66,000	13,703	52,297	20.8%
M&R - OPS SYSTEM	394,000	146,704	247,296	37.2%
M&R - FACILITIES & EQUIPMENT	138,000	57,372	80,628	41.6%
SYSTEM SURVEYS	50,000	-	50,000	N/A
ADMINISTRATION & EQUIPMENT	431,600	175,631	255,969	40.7%
MEMBERSHIP & GOV FEES	270,000	116,705	153,295	43.2%
BAD DEBT & CLAIMS	10,000	3,747	6,253	37.5%
UTILITIES	318,500	157,283	161,217	49.4%
PROFESSIONAL SERVICES	791,200	284,272	506,928	35.9%
TRAINING/TRAVEL & RECRUITMENT	37,500	19,105	18,395	50.9%
RESTRICTED EARNINGS	65,000	13,102	51,898	20.2%
DEPRECIATION	1,440,000	351,969	1,088,031	24.4%
DEBT SERVICE	1,064,300	274,347	789,953	25.8%
TOTAL OPERATING EXPENSES	13,832,088	5,304,482	8,527,605	38.3%
NET OPERATING SURPLUS/LOSS	(380,881)	1,845,205	(2,226,086)	-484.5%
TRANSFER FROM WORKING CAPITAL RESERVES*	380,881	(1,845,205)	2,226,086	-484.5%
NET TRANSFERS TO CAPITAL	-	-	-	N/A
DEBT SERVICE COVERAGE	2.28	2.20		

* Revenues included in Debt Service Coverage Ratio