



REGULAR MEETING
BOARD OF DIRECTORS
THURSDAY, FEBRUARY 24, 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://meet.goto.com/775176781>
Dial By Telephone U.S. (Toll Free): 1-877-309-2073
Access Code: 775-176-781**

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. "Best of Water Awareness Art" Calendar Presentation for 2022

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 Special Board Meeting on January 13, 2022, and the Regular Board Meeting on January 27, 2022
- B. Approve Expenditures from December 1, 2021, through December 31, 2021, and January 1, 2022, through January 31, 2022
- 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

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 and Consideration of Division Map Preference

7. REGULAR BUSINESS AGENDA

- A. Consider Approval of the Revised MPWD 2021-2022 Strategic Plan, including Mission Statement, Vision Statement, Strategic Goals, and Director Assignments
- B. Consider Resolution 2022-02 Authorizing the:
 - 1. Waiver of the District Procurement Policy Requirement to Bid a Construction Project for 400 Feet of Civic Lane Water Main Replacement; and
 - 2. Use of \$100,000 in Pay-Go Capital Funds for the Construction of the 400 Feet of Civic Lane Water Main Replacement in Coordination and Timing with Belmont's Requirement for Alleyway Reconstruction for Local Development; and
 - 3. Construction Contract Award to Golden Bay Construction in the amount of \$73,850; and a 10% Contingency of \$7400; and
 - 4. Amendment of MPWD FY 2021/2022 Capital Budget
- C. Consider the 2022 MPWD Reorganization, and Resolution 2022-03, Approving:
 - 1. A Reorganization effective March 1, 2022, including the New Positions of One (1) Part-Time Temporary Chief Financial Officer, and Three (3) Full-Time Positions: Accountant, Operations Project Coordinator, and Water Resources Coordinator; and
 - 2. Employee Position Classifications for Chief Financial Officer, Operations Project Coordinator, and Water Resources Coordinator, and Revised Position Classifications for Administrative Services Manager and Accountant; and
 - 3. Revised Salary Schedules for Represented and Unrepresented Employees, effective March 1, 2022
- D. Consider Resolution 2022-05 Authorizing the Temporary Part-Time Employment of Retired Annuitant Alleyne LaBossiere, CPA, In Accordance with Government Code Sections 7522.56 and 21224 and Executive Order N-25-20
- E. Discuss Return to In-Person Board Meetings
- F. Receive Reports on California and San Francisco Regional Water System Drought

8. MANAGEMENT AND BOARD REPORTS

A. Management Reports

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

B. Financial Reports

1. Month End December 31, 2021
2. Month End January 31, 2022

C. Director Reports

9. COMMUNICATIONS

10. 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, MARCH 24, 2022 AT 6:30PM



AGENDA ITEM NO. 4. A.

TO: Board of Directors

FROM: Tammy Rudock, General Manager
Rene Ramirez, Operations Manager
Jeanette Kalabolas, Management Analyst

DATE: February 24, 2022

SUBJECT: “Best of Water Awareness Art” Calendar Presentation for 2022

RECOMMENDATION

Receive Report on 2022 Water Awareness “Best of Calendar”

FISCAL IMPACT

Approximately \$2850.00 for printing and mailing services for approximately 7800 customers, and \$2428.00 in postage for an estimated total of \$5278.00.

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

DISCUSSION: Given the continuity of the pandemic staff decided in lieu of a school contest this year it would create for customer distribution a 2022 “Best of Calendar” pooling entries from all schools who have participated in the district’s calendar contest 2013 to 2020 - Cipriani, Belmont Oaks Academy, Immaculate Heart of Mary and Nesbit Elementary Schools. The piece dropped via standard mail last week and the back side of the mailer contains the FY20-21 Water Conservation Annual Report (WCAR). A copy of both the calendar and WCAR are attached for review/reference purposes and a list of the best of submissions chosen is outlined below:

- 1) Immaculate Heart of Mary School, 5th Grade, Ms. Mix (Student–Lucy W.)
- 2) Immaculate Heart of Mary School, 5th Grade, Mrs. Douglas (Student–Luke M.)
- 3) Immaculate Heart of Mary School, 3rd Grade, Ms. Mix (Student–Alexa E.)
- 4) Belmont Oaks Academy, 5th Grade, Mrs. Corteway (Student–Claire F.)
- 5) Belmont Oaks Academy, 5th Grade, Mrs. Corteway (Student–Alexa P.)
- 6) Belmont Oaks Academy, 4th Grade, Ms. Torres (Student–Francesca)
- 7) Belmont Oaks Academy, 4th Grade, Ms. Ruxton (Student–Lauren M.)
- 8) Cipriani Elementary School, Mrs. Butts, 3rd Grade (Student–Owen L.)
- 9) Cipriani Elementary School, 3rd Grade, Ms. Sabo (Student–Andy K.)
- 10) Nesbit Elementary School, 4th Grade, Mr. Fox (Student–Jake A.)
- 11) Cipriani Elementary School, 3rd Grade, Ms. Sabo (Student–Amelia L.)
- 12) Immaculate Heart of Mary School, 5th Grade, Mrs. Douglas (Student–Gianna H.)

Attachment: MPWD 2022 Water Awareness, “Best of Calendar.”

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

UNANIMOUS _____ WHEELER _____ VELLA _____ ZUCCA _____ JORDAN _____ SCHMIDT _____

WATER CONSERVATION ANNUAL REPORT



FISCAL YEAR
2020-2021



Available Rebate Programs

THRU
FY 21-22

Lawn-Be-Gone Rebate

\$4.00 per square foot of converted lawn. Add a Rain Garden for an additional \$350 rebate!

Rain Barrell Rebate

\$200 per rain barrel for the purchase and installation of qualifying rain barrels.

Smart Irrigation Controller Rebate

Receive an instant rebate when you purchase a Rachio Smart Irrigation Controller with an MPWD purchase code.

Irrigation Hardware Rebates

Rebates are available for high efficiency sprinkler nozzles, spray bodies with pressure regulation, and large rotors!

MidPeninsulaWater.org/rebates

California Way of Life Settles In DROUGHT AND WATER CONSERVATION EFFORTS UPDATE

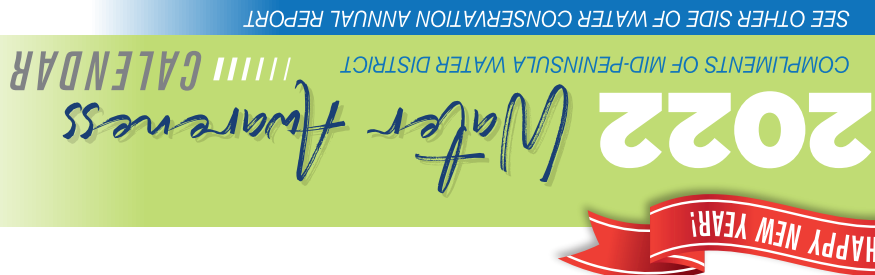
Following the second driest year on record and with near-record low storage in California's largest reservoirs, Governor Newsom issued a proclamation extending the July 2021 drought emergency statewide on January 5, 2022, further urging Californians to step up their water conservation efforts as the western United States faces a potential third dry year.

December storms brought more than 200% of normal precipitation to a large area of California and Nevada. In the Sierra Nevada, much of this fell as snow. Recent storms improved the drought, however much of the state is now in a dry holding pattern due to little or no precipitation or snowfall in January 2022 with that pattern expecting to continue through early March 2022.

MPWD is committed to bringing updated information to rate payers on drought conditions, water shortage levels, water conservation efforts and resources, and how it affects our District. Please visit MidPeninsulaWater.org/save15 for these latest updates throughout 2022.



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3 Dairy Lane • Belmont, CA 94002



FIRST STANDARD
U.S. POSTAGE
PAID
PERMIT #519
SANTA ANA, CA

BEGINS
FEBRUARY 1
2022

1st Place: \$2,000 Scholarship
2nd Place: \$1,000 Scholarship
3rd Place: \$500 Scholarship

win \$2,000
VIDEO
contest

Show Us How
Special Districts
Make a Difference!

Entries: Feb. 1 – Mar. 31, 2022

High school students grades 9-12 are strongly encouraged to participate in this contest for its educational engagement and scholarship opportunities. Enjoy creating a video and learning about special districts for a chance to win up to \$2,000! For more info, go to MidPeninsulaWater.org/scholarship.



FISCAL YEAR
2020-2021

LOOKING BACK

- 2021's 10% water savings campaign rolled to a 15% water savings campaign in Fall of 2021.
- A **Best of Entries** 2022 Water Awareness Calendar.
- Release of MPWD's new online **Water Efficiency Tracker Tool**.
- Home Water Use Report** rebranded to **Water Watch**.
- Continued updates on customer bills about valuable water saving resources, rebates, community events, use efficiency tips, etc.
- Banner messaging campaigns through the City of Belmont and an SFPUC banner partnership utilizing the District's building and its ability to capture a large bay area audience on Highway 101.
- BAWSCA's landscape education classes available online to MPWD customers 24/7. Link through at MidPeninsulaWater.org/save15
- RACHIO Irrigation Smart Controller and High-Efficiency Irrigation Hardware rebate programs launched.

▶ 2020 UWMP and WSCP Adopted

The Mid-Peninsula Water District (MPWD) has adopted its 2020 Urban Water Management Plan (UWMP). The UWMP will be effective for five years through 2025. The plan also includes an updated Water Shortage Contingency Plan (WSCP). The intent of the UWMP is to provide the Department of Water Resources (DWR) and the general public with information on present and future water supply and demand and to provide an assessment of water resources needed. It also serves the purpose of helping ratepayers better understand our water system, service area, water reliability and contingency planning. Please visit MidPeninsulaWater.org/UWMP for further details and documents.



FISCAL YEAR
2021-2022

LOOKING AHEAD

- In early 2022, MPWD will launch a customer incentive program for sign-ups to its online water usage monitoring tool, **Water Watch**.
- First Annual Water Supply and Demand Assessment due DWR by July 1, 2022.

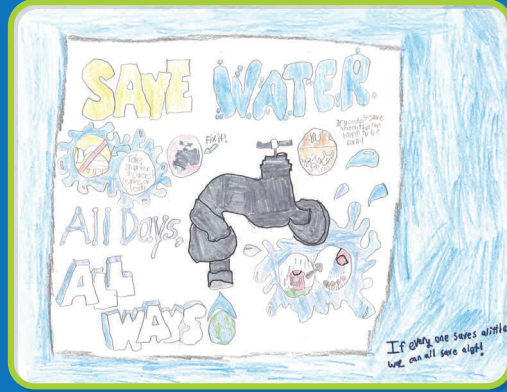
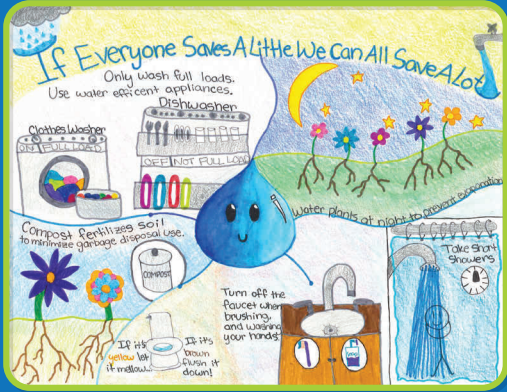
FEATURING ARTWORK FROM
PREVIOUS CALENDAR CONTEST WINNERS

COMPLIMENTS OF...
**MID-PENINSULA
WATER DISTRICT**



2022

Water Awareness



MPWD would like to thank our local, participating schools: Belmont Oaks Academy / Nesbit Elementary / Immaculate Heart of Mary School / Cipriani Elementary / San Carlos Charter Learning Center

JANUARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 NEW YEAR'S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 MARTIN LUTHER KING JR. DAY	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 PRESIDENTS DAY	22	23	24	25	26
27	28					

MARCH

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
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20	21	22	23	24	25	26
27	28	29	30	31		

APRIL

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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24	25	26	27	28	29	30

MAY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 MEMORIAL DAY	31				

JUNE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
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19	20	21	22	23	24	25
26	27	28	29	30		

JULY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4 INDEPENDENCE DAY	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
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AUGUST

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5 LABOR DAY	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10 COLUMBUS DAY	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18 VETERAN'S DAY	19
20	21	22	23	24	25	26
27	28	29	30	THANKSGIVING (DAY AFTER)		

DECEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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CHRISTMAS						NEW YEAR'S EVE DAY



WATER USE EFFICIENCY - MAKE IT A CALIFORNIA WAY OF LIFE!

Visit the MPWD website for valuable water conservation tips and resources at MidPeninsulaWater.org/save15

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

THURSDAY, JANUARY 13, 2022 - 6:00 PM
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)**

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**Meeting Link: <https://global.gotomeeting.com/join/633532917>
Dial by Telephone U.S. (Toll Free): 1-866-899-4679
Access Code: 633-532-917**

1. OPENING

A. Call to Order: The special teleconference meeting of the Mid-Peninsula Water District Board of Directors was called to order by President Wheeler at 6:05PM.

B. Establishment of Quorum

PRESENT: President Wheeler, Vice-President Vella, Directors Zucca, Schmidt and Mostasisa.

A quorum was present.

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

2. PUBLIC COMMENT

None

3. AGENDA REVIEW: ADDITIONS/DELETIONS

None

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4. REGULAR BUSINESS AGENDA

A. Receive Progress Report and 2021 Significant Accomplishments on MPWD 2021-2022 Strategic Plan

General Manager Rudock summarized the report updated through December 31, 2021. She added that the Long-Term Urban Water Conservation Policy - "A California Way of Life" brochure was added to the agenda to keep it in the forefront of everyone's attention.

She then reviewed the 2021 significant accomplishments of the MPWD 2020-2021 Strategic Plan.

B. Review MPWD 2021-2022 Strategic Plan.

Board President Wheeler opened this item explaining the objective for the strategic plan review is to ensure the MPWD's action items were in good priority order and to reorganize as needed. They reviewed each Element and made the following revisions:

Strategic Element #1:

- The General Manager recommended moving No. B-1.1 to Strategic Element #5 where it was better suited, and No. B-1.2 to Strategic Element #3.
- Add as a "B" Priority: Coordinate with the City of Belmont on emergency back-up generator services.

Strategic Element #2:

- Delete No. A-2.1: 2020 Urban Water Management Plan and Water Shortage Contingency Plan because they were completed and adopted.
- Add as an "A" Priority: Manage and understand the BAWSCA Tier 2 water supply implementation.
- Add as a "B" Priority: Housing and Development (Housing Element Plans) with water supply availability and coordinate efforts with the City of Belmont.
- Revise No. B-2.2 to remove "step down" action item since it was investigated and not feasible.
- Add as a "B" Priority: Explore renewable fuels/non-fossil sources and climate divestment options.

Strategic Element #3:

- Delete No. A-3.2: The RRA and EOP were completed and submitted to the EPA.
- Add as a "B" Priority: Develop and maintain comprehensive Standard Operating Procedures (SOPs), including measuring and tracking tools.
- The General Manager recommended adding a "B" Priority: Develop and maintain a schedule of major policies and required update periods.

Strategic Element #4:

- Delete No. A-4.2: A COVID-19 Prevention Plan was developed, implemented, and revised. Completed.

Strategic Element #5:

- No A-5.2: Reword the description for clarity.
- Move Nos. B-5.3, B-5.4 to the "A" Priority list.

105 **C. Review Director Assignments for 2022**

106 Director assignments for 2021-2022 were reviewed and the following was agreed upon:

- 107 • The Happy Hydrant Preservation Ad-Hoc Committee will be removed.
108 • Vice President Vella's term on the BAWSCA Board of Directors should be added.
109 • The GM Recruitment Advisory Committee should be added.

110
111 **D. Other Topics for the Good of the Order**

112 General Manager Rudock announced the Spring ACWA Conference will be held in May of this
113 year.
114

115 **5. ADJOURNMENT**

116
117 President Wheeler moved to adjourn the meeting at 7:52PM.
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121 _____
122 DISTRICT SECRETARY

123 APPROVED:

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126 _____
127 BOARD PRESIDENT

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

Thursday, January 27, 2022
Belmont, California

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**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

PRESENT: Directors Wheeler, Vella, Schmidt, and Jordan (arrived at 7:29PM)

ABSENT: Director Zucca

A quorum was present.

ALSO PRESENT: General Manager Tammy Rudock, Operations Manager Rene Ramirez, Interim Administrative Services Manager Monique Madrid, Interim Chief Finance Officer Rick Wood, Management Analyst Jeanette Kalabolos, District Counsel Catherine Groves, District Engineer Joubin Pakpour.

GUESTS: Candy Pina, Brent Chester, Michael Anderson, Misty Malczon, Ron Okada, Consultants: Dan Bergman of IGService (Special Consultant), Sophia Garcia of Redistricting Partners (Special Consultant).

50 **2. PUBLIC COMMENT**

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52 NONE

53
54 **3. AGENDA REVIEW: ADDITIONS/DELETIONS AND PULLED CONSENT ITEMS**

55
56 NONE

57
58 **4. ACKNOWLEDGEMENTS/PRESENTATIONS**

59
60 **A. Candy Pina, Administrative Services Manager - Service Retirement (9.5 Years of Service)**

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62
63 General Manager Rudock thanked retiree Candy Pina for her 9.5 years of dedicated service to the MPWD and all of her efforts with improving morale and wished her well in retirement.

64
65
66 Staff members and Directors recognized her service and acknowledged her as a positive influence at the MPWD.

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68
69 Candy thanked all and acknowledged she will miss everyone.

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71 A retirement gift will be presented to her.

72
73 **5. CONSENT AGENDA**

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75 **A. Approve Minutes for the Regular Board Meeting on December 16, 2021.**

76
77 **B. 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**

78
79 **C. Approve Expenditures from November 11, 2021, through November 30, 2021**

80
81 **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**

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88 District Counsel Catherine Groves advised that Item 5.D. on the Consent Agenda involves the Seventh Amendment to the General Managers Employment Agreement. The Brown Act requires an oral report of any changes to executive compensation: The Board completed its evaluation of the General Manager at the December 16, 2021, Board meeting and is now proposing to increase her base salary as set forth in the Resolution associated with this item.

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94 Director Schmidt acknowledged the hard work and his support of the General Manager. Other Board members echoed similar sentiment.

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97 Vice-President Vella moved to approve the Consent Agenda

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99
100 Director Schmidt seconded the motion.

101 **Roll Call Vote: Agenda Items 5.A.- 5.D. passed unanimously. 3-Ayes, 0-Noes, 2-Absent**
102 **(Zucca, Jordan)**

103
104 **6. HEARING AND APPEALS**
105

106 **A. Conversion from an At-Large Electoral System for Members of the MPWD Board**
107 **of Directors to a System Based on Five (5) Divisions Pursuant to the California**
108 **Voting Rights Act**
109

110 General Manager Rudock summarized the background and introduced Sophia Garcia of
111 Redistricting Partners. Ms. Garcia went through the presentation reviewing the
112 redistricting process, and principles, followed by an overview of the two draft maps, and
113 provided the next two public hearing dates, **February 24, and March 24, 2022**
114 **at 6:30PM.**

115
116 The Board President opened the Public Hearing at 7:05PM and asked for public comment.
117 There was no public comment.

118
119 The Board President closed the Public Hearing at 7:06PM.

120
121 Board discussion followed.

122
123 Vice-President Vella asked whether redistricting is a process that occurs every ten years? Is that
124 beginning now? Response from Ms. Garcia was yes to the questions.

125
126 Director Schmidt: Asked about some legal language in the presentation.

127
128 President Wheeler: Pointed out a map error and asked for a correction on the maps. Ms. Garcia will
129 update the maps and provide them to staff.

130
131
132 Director Jordan joined the meeting at 7:29PM. She had no questions on this item.

133
134 **The second Public Hearing is scheduled for February 24, 2022, at 6:30PM.**

135
136 **The third Public Hearing is scheduled for March 24, 2022, at 6:30PM.**

137
138 **7. MPWD FY 2016-2021 CAPITAL IMPROVEMENT PROGRAM AND 2016 COP**
139 **(CERTIFICATES OF PARTICIPATION) FINANCING**
140

141 **A. Receive Semi-Annual Reports on 2016 COP Financing through December 31, 2021:**
142

- 143 **1. Financial Reconciliation Report; and**
144 **2. Capital Project Fund Report, Presented by Dan Bergmann of IGService**
145

146 General Manager Rudock introduced the item and briefly reviewed the reports.
147 She then turned it over to Dan Bergman of IGServices.

148
149 Mr. Bergman reviewed the reports, including the funds spent and the projects' status.

150
151 Board discussion followed.

152 **B. Receive Project Update on El Camino Real Water Main Replacement**

153
154 Operations Manager Ramirez introduced the item and provided a review of the
155 information.

156
157 District Engineer Pakpour added comments on liquidated damages.

158
159
160 Board discussion followed.

161
162
163 **8. REGULAR BUSINESS AGENDA**

164
165 **A. Consider 2022 Reorganization, including:**

- 166
167 **1. Resolution 2022-03 Approving the Reorganization, New Position**
168 **Classifications for Chief Financial Officer, Operations Project Coordinator, and**
169 **Water Resources Coordinator, and Revised Position Classifications for**
170 **Administrative Services Manager and Accountant, and Revised Salary**
171 **Schedules for Represented and Unrepresented Employees; and**
172 **2. Resolution 2022-04 Approving the Temporary Appointment of Retired Annuitant**
173 **Monique Madrid as Administrative Services Manager and District Secretary in**
174 **Accordance with Government Code Sections 7522.56 and 21224**

175
176 General Manager Rudock updated the Board regarding the proposed reorganization and
177 her meeting with the Employee Association. She recommended postponement of item 1-
178 Resolution 2022-03 . The Employee Association requested additional time to
179 consider the proposed changes.

180
181 Item 2. Was reviewed regarding appointment of retired annuitant Monique Madrid as
182 the Temporary Administrative Services Manager. General Manager
183 Rudock reviewed the Resolution, and the 960-hour work rule.

184
185 Board discussion followed.

186
187 Vice President Vella moved to adopt Resolution 2022-04 Approving the temporary
188 appointment of Retired Annuitant Monique Madrid as Administrative Services Manager and
189 District Secretary in accordance with Government Code Sections 7522.56 AND 21224.

190
191 Director Schmidt seconded the motion.

192
193 **Roll Call Vote: Agenda Item 8A.2. Passed Unanimously. 4-Ayes, 0-Noes, 1-Absent**
194 **(Zucca)**

195
196 **B. Receive Reports on:**

- 197
198 **1. California and San Francisco Regional Water System Drought Conditions.**
199 **2. MPWD 's Water Conservation Update; and**
200 **3. MPWD Water Conservation Activities/Programs Report for Quarter Ended**
201 **December 31, 2021**

203 Operations Manager Ramirez reviewed the reports regarding the Statewide Drought.
204 Management Analyst Jeanette Kalabolas reviewed the Conservation Program with an
205 emphasis on transitioning to the California Conservation Way of Life and the quarterly
206 report of water conservation activities.
207

208 Board discussion followed.
209

210 **C. BAWSCA Update**
211

212 Vice-President Vella provided an update on his recent attendance at the first meeting of the
213 year for BAWSCA when they re-elected the Chair (G. Larson, Menlo Park) and
214 Vice-Chair (T. Chambers, Westborough Water District) for another two-year term.
215

216 General Manager Rudock advised there is likely to be a wholesale water rate increase from the
217 SFPUC. We will receive notice from the SFPUC in April. Water Supply Agreement Amendment
218 will be on the District's March Regular meeting and Nicole Sandkulla will be in attendance to assist
219 answering any questions or concerns.
220

221 Board discussion followed.
222

223 **9. MANAGEMENT AND BOARD REPORTS**
224

225 **A. Management Reports**
226

227 **1. General Manager**
228

229 General Manager Rudock reviewed the highlights of her report. Advising she
230 included the updated, revised schedule of the GM recruitment.
231

232 She explained some updates to the
233 Wellness Program. She asked for feedback and explained the vaccination
234 mandate has not yet been implemented. Director Schmidt provided input.
235

236 She added the staff has discovered the MPWD is eligible for the Employee Retention
237 Credit program, which could result in a significant amount of revenue for the District.
238 Staff is working on applying to the program. We also learned our arrearages grant
239 application has been approved for payment. We will be meeting to determine what
240 customer accounts and amounts will be paid.
241

242 Board discussion followed. Board members expressed they were in favor of reducing
243 the proposed amount of the Employee Wellness Program.
244

245 **2. Administrative Services**
246

247 Temporary Administrative Services Manager Madrid advised she had nothing additional
248 to add to her report and would be happy to answer any questions.
249

250 General Manager Rudock added Interim Finance Manager Rick Wood was unable
251 to attend tonight's meeting.
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3. Operations

Operations Manager Ramirez provided a summary overview of his report. He provided some details related to a recent leak and the process used to borrow some parts needed to make the repair, which the MPWD did not have on-hand. We were able to utilize the CalWARN system to locate the necessary parts. The staff did a good job and made a repair to the section of pipe.

4. District Engineer

No report.

B. Financial Reports

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

General Manager Rudock provided a summary overview of the November month end budget summary.

Board discussion followed.

C. Director Reports

Vice-President Vella: reported on January 1, 2022, he stopped at a work site where MPWD staff were working to repair a water main break. He attended the HIA meeting the first week of January, where Operations Manager Ramirez made a presentation that was well received. He also attended the presentation before the Economic Development Advisory Commission of San Carlos, which resulted in excellent reviews from Commissioners of San Carlos. On January 12th, he met with Director Zucca and General Manager Rudock for her performance evaluation.

Director Schmidt spent time during the holidays in the Anza-Borrego desert. He observed they used a lot of water to grow vegetables and date palm orchards.

Director Jordan: She reported that she met with Tammy prior to the board meeting and will be doing so in the future and that it was helpful to her.

President Wheeler: He attended the San Carlos Community Development meeting and saw the MPWD presentation. It was well received.

10. COMMUNICATIONS

General Manager Rudock announced retiree Brad Burwell who worked for the MPWD for 15 years recently passed away. Staff would like the Board to close the meeting in his honor.

Vice-President Vella had kind words for Brad and his work at the MPWD.

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11. ADJOURNMENT

The meeting was adjourned at 9:26PM in honor and memory of former employee and retiree Brad Burwell, Maintenance Technician, who passed away on January 21, 2022.

DISTRICT SECRETARY

APPROVED:

BOARD PRESIDENT

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

Accounts Payable

Checks by Date - Summary by Check Date

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Check No	Vendor No	Vendor Name	Check Date	Check Amount
37354	A-IRENTA	A-1 TRUCK & EQUIPMENT RENTAL	12/02/2021	60.00
37355	BAWSCA	BAY AREA WATER SUPPLY & CONSER	12/02/2021	164.42
37356	BELPOLIC	BELMONT POLICE DEPARTMENT	12/02/2021	60.00
37357	CARQUEST	CARQUEST AUTO PARTS	12/02/2021	105.85
37358	RANDB	CORE & MAIN	12/02/2021	698.45
37359	DACOCONS	DACO CONSTRUCTION	12/02/2021	1,014.00
37360	GRANITE	GRANITE ROCK, INC.	12/02/2021	1,011.55
37361	RGUINTO	RONNIE GUINTO	12/02/2021	1,950.00
37362	HACHCOMI	HACH COMPANY INC	12/02/2021	2,003.47
37363	INTRTRAF	INTERSTATE TRAFFIC CONTROL INC	12/02/2021	161.88
37364	UB*00646	JEROME & KAT KUTNER	12/02/2021	4.00
37365	OFFICEDE	OFFICE DEPOT, INC.	12/02/2021	146.72
37366	OREILLYA	OREILLY AUTO PARTS, INC.	12/02/2021	11.02
37367	PACOFFIC	PACIFIC OFFICE AUTOMATION	12/02/2021	247.49
37368	PG&E	PG&E CFM/PPC DEPT	12/02/2021	5,557.70
37369	PINA	CANDY PINA	12/02/2021	50.00
37370	RMORGAN	RAY MORGAN COMPANY	12/02/2021	280.19
37371	RESTORCO	RESTORATION MANAGEMENT COMP.	12/02/2021	3,746.57
37372	RUDOCK	TAMMY RUDOCK	12/02/2021	363.95
37373	VERIZON	VERIZON WIRELESS	12/02/2021	822.78
101928	ACWA5661	ACWA JPIA	12/02/2021	41,089.37
101929	DFS	DOCUMENT FULFILLMENT SERVICES	12/02/2021	161.81
101930	HANSONBR	HANSON, BRIDGETT	12/02/2021	7,715.00
101931	OPERTECH	OPERATIONAL TECHNICAL SERVICES	12/02/2021	6,538.00
101932	SCOTSMAN	WILLIAMS SCOTSMAN	12/02/2021	902.51
101933	WFBUSCAR	WELLS FARGO -GM	12/02/2021	1,526.25
101934	WFBUSRR	WELLS FARGO-OM	12/02/2021	2,991.00
Total for 12/2/2021:				79,383.98
101935	CALPERS	CALPERS	12/03/2021	4,228.30
101936	CALPERS	CALPERS	12/03/2021	391.56
101937	HEALTHEQ	Health Equity	12/03/2021	400.00
101938	ICMACONT	ICMA contributions	12/03/2021	2,613.24
101939	ADPPAYRL	adp	12/03/2021	18,817.36
101940	ADPPAYRL	adp	12/03/2021	8,085.04
Total for 12/3/2021:				34,535.50
37374	ATT60197	AT&T 60197	12/09/2021	995.54
37375	CHESTER	BRENT CHESTER	12/09/2021	492.64
37376	CINTS	CINTAS CORPORATION	12/09/2021	586.99
37377	COMCAST	COMCAST	12/09/2021	297.19
37378	COMCASTB	COMCAST BUSINESS	12/09/2021	1,734.06
37379	HASSETTH	HASSETT HARDWARE	12/09/2021	27.42
37380	INTERGAS	INTERSTATE GAS SERVICES, INC.	12/09/2021	1,600.00
37381	RAYMORG/	RAY MORGAN COMPANY	12/09/2021	2,130.16

Check No	Vendor No	Vendor Name	Check Date	Check Amount
37382	OFFICEDE	OFFICE DEPOT, INC.	12/09/2021	201.72
37383	SMELECTR	SAN MATEO ELECTRIC SUPPLY	12/09/2021	25.13
37384	STANDINS	STANDARD INSURANCE COMPANY	12/09/2021	1,174.63
37385	STEPFORD	STEPFORD BUSINESS, INC.	12/09/2021	1,880.00
37386	UB*00497	LISA TOY	12/09/2021	224.58
37387	VANGUARE	VANGUARD CLEANING SYSTEMS, INC	12/09/2021	435.00
37388	XIOINC	XIO, INC.	12/09/2021	666.00
101941	DFS	DOCUMENT FULFILLMENT SERVICES	12/09/2021	2,599.65
101942	JAMESMAR	JAMES MARTA & COMPANY	12/09/2021	4,600.00
101943	LIFTOFFD	LIFTOFF DIGITAL	12/09/2021	1,800.00
101944	MOMADRIE	MONIQUE MADRID	12/09/2021	585.90
101945	OPERTECH	OPERATIONAL TECHNICAL SERVICES	12/09/2021	2,160.00
101946	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	12/09/2021	13,520.88
101947	WFBUSRR	WELLS FARGO-OM	12/09/2021	56.98
Total for 12/9/2021:				37,794.47
101987	HEALTHEQ	Health Equity	12/15/2021	1,235.00
101988	ICMACONT	ICMA contributions	12/15/2021	15,766.48
102022	ADPPAYRL	adp	12/15/2021	16,477.55
102023	ADPPAYRL	adp	12/15/2021	39,539.66
Total for 12/15/2021:				73,018.69
37389	4LEAFINC	4 LEAF, INC.	12/16/2021	20,433.00
37390	ALLFENCO	ALL FENCE COMPANY, INC.	12/16/2021	14,885.00
37391	ANDERSNM	MICHAEL ANDERSON	12/16/2021	44.00
37392	ATT60197	AT&T 60197	12/16/2021	88.02
37393	BPLANDSC	BAY POINTE LANDSCAPE	12/16/2021	2,025.00
37394	DANBURK	DANIEL BURKE	12/16/2021	60.00
37395	CGUHLENB	C G UHLENBERG LLP	12/16/2021	1,500.00
37396	CARQUEST	CARQUEST AUTO PARTS	12/16/2021	80.39
37397	RANDB	CORE & MAIN	12/16/2021	9,282.54
37398	DACOCONS	DACO CONSTRUCTION	12/16/2021	10,774.70
37399	GLOBALSU	GLOBAL SUN LANDSCAPE	12/16/2021	174.00
37400	GRANITE	GRANITE ROCK, INC.	12/16/2021	1,424.92
37401	HMBPAVIN	HALF MOON BAY GRADING & PAVING	12/16/2021	11,412.64
37402	HASSETTH	HASSETT HARDWARE	12/16/2021	63.65
37403	SANHOAN	SANDY HOANG	12/16/2021	100.00
37404	HOMEDPC	HOME DEPOT	12/16/2021	43.65
37405	KBADOCU	KBA DOCUMENT SOLUTIONS	12/16/2021	17.27
37406	CATHMOS	CATHY MOSTASISA	12/16/2021	1,000.00
37407	OFFICEDE	OFFICE DEPOT, INC.	12/16/2021	213.48
37408	PACOFFIC	PACIFIC OFFICE AUTOMATION	12/16/2021	311.58
37409	GEMPELE	GEMMARIE PELEJO	12/16/2021	60.00
37410	PG&E	PG&E CFM/PPC DEPT	12/16/2021	14,244.78
37411	RAMIREZ	RENE RAMIREZ	12/16/2021	73.02
37412	JOANRESI	JOAN RESINA	12/16/2021	360.00
37413	RUDOCK	TAMMY RUDOCK	12/16/2021	948.39
37414	SHIELDSH	SHIELDS HARPER	12/16/2021	1,441.25
37415	PACWEST	SONITROL / PACIFIC WEST SECURITY	12/16/2021	1,956.00
37416	STATEPLU	STATE PLUMBING AND HEATING SUP	12/16/2021	285.96
37417	STEPFORD	STEPFORD BUSINESS, INC.	12/16/2021	2,768.87
37418	VALLEYOL	VALLEY OIL COMPANY	12/16/2021	3,261.24
101948	ACWA5661	ACWA JPIA	12/16/2021	44,830.76
101949	AIRGAS	AIRGAS, LLC	12/16/2021	181.60
101950	DAVIDSON	JOHN T. DAVIDSON OR DBA JRocket77	12/16/2021	5,227.29

Check No	Vendor No	Vendor Name	Check Date	Check Amount
101951	HANSONBR	HANSON, BRIDGETT	12/16/2021	8,976.00
101952	OPERTECH	OPERATIONAL TECHNICAL SERVICES	12/16/2021	4,801.28
101953	SFPUCWAT	SFPUC WATER QUALITY	12/16/2021	2,175.00
101954	SPRIHOLD	SPRINGBROOK HOLDING COMPANY 1	12/16/2021	4,057.00
Total for 12/16/2021:				169,582.28
102024	ADPPAYRL	adp	12/17/2021	40,562.31
102025	ADPPAYRL	adp	12/17/2021	15,007.88
102027	ADPPAYRL	adp	12/17/2021	16,420.00
Total for 12/17/2021:				71,990.19
102026	ADPPAYRL	adp	12/29/2021	39,972.92
102028	ADPPAYRL	adp	12/29/2021	14,150.52
Total for 12/29/2021:				54,123.44
101986	CALPERS	CALPERS	12/30/2021	24,947.55
102029	ADPPAYRL	adp	12/30/2021	2,786.33
Total for 12/30/2021:				27,733.88
Report Total (103 checks):				548,162.43

Accounts Payable

Checks by Date - Summary by Check Date

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Check No	Vendor No	Vendor Name	Check Date	Check Amount
102007	HEALTHEQ	Health Equity	01/03/2022	48,750.00
Total for 1/3/2022:				48,750.00
37419	CINTS	CINTAS CORPORATION	01/04/2022	765.01
37420	GOTSAFE	GOTSAFETY	01/04/2022	75.00
37421	GRANITE	GRANITE ROCK, INC.	01/04/2022	933.01
37422	HASSETTH	HASSETT HARDWARE	01/04/2022	10.98
37423	HOMEDPC	HOME DEPOT	01/04/2022	79.01
37424	RAYMORG/	RAY MORGAN COMPANY	01/04/2022	280.58
37425	PIRTEKSL	PIRTEK SAN LEANDRO	01/04/2022	343.12
37426	STEPFORD	STEPFORD BUSINESS, INC.	01/04/2022	962.50
37427	SUNBELTR	SUNBELT RENTALS	01/04/2022	944.31
101955	ANDERSNM	MICHAEL ANDERSON	01/04/2022	234.20
101956	CHESTER	BRENT CHESTER	01/04/2022	316.09
101957	DFS	DOCUMENT FULFILLMENT SERVICES	01/04/2022	173.80
101958	EKIENVIR	EKI ENVIRONMENT & WATER	01/04/2022	1,385.80
101959	OPERTECH	OPERATIONAL TECHNICAL SERVICES	01/04/2022	6,864.00
101960	RAMIREZ	RENE RAMIREZ	01/04/2022	270.19
101961	SFWATER	SAN FRANCISCO WATER DEPT	01/04/2022	362,553.00
101962	SFPUCWAT	SFPUC WATER QUALITY	01/04/2022	2,175.00
Total for 1/4/2022:				378,365.60
102014	CALPERS	CALPERS	01/07/2022	207.25
102015	CALPERS	CALPERS	01/07/2022	184.31
102016	CALPERS	CALPERS	01/07/2022	1,273.06
102017	CALPERS	CALPERS	01/07/2022	1,880.48
102018	CALPERS	CALPERS	01/07/2022	2,503.16
102019	CALPERS	CALPERS	01/07/2022	3,697.53
102020	CALPERS	CALPERS	01/07/2022	949.21
102021	CALPERS	CALPERS	01/07/2022	1,067.33
Total for 1/7/2022:				11,762.33
101998	ADPPAYRL	adp	01/14/2022	41,990.15
102002	ADPPAYRL	adp	01/14/2022	18,185.88
102003	ADPPAYRL	adp	01/14/2022	21,540.95
102005	ADPPAYRL	adp	01/14/2022	7,513.95
102006	ADPPAYRL	adp	01/14/2022	15,260.93
102010	ICMACONT	ICMA contributions	01/14/2022	1,613.24
102011	ICMACONT	ICMA contributions	01/14/2022	1,020.00
102012	ICMACONT	ICMA contributions	01/14/2022	1,020.00
102013	ICMACONT	ICMA contributions	01/14/2022	2,613.24
Total for 1/14/2022:				110,758.34

Check No	Vendor No	Vendor Name	Check Date	Check Amount
37428	DBAACCU	ACCUTITE	01/20/2022	425.00
37429	ATT60197	AT&T 60197	01/20/2022	997.14
37430	BAWSCA	BAY AREA WATER SUPPLY & CONSER	01/20/2022	23,184.38
37431	BPLANDSC	BAY POINTE LANDSCAPE	01/20/2022	2,725.00
37432	CARQUEST	CARQUEST AUTO PARTS	01/20/2022	87.37
37433	CINTS	CINTAS CORPORATION	01/20/2022	448.22
37434	COMCAST	COMCAST	01/20/2022	677.61
37435	RANDB	CORE & MAIN	01/20/2022	18,978.11
37436	CSDA	CSDA	01/20/2022	1,608.56
37437	DACOCONS	DACO CONSTRUCTION	01/20/2022	3,280.00
37438	GRANITE	GRANITE ROCK, INC.	01/20/2022	2,159.67
37439	HACHCOMI	HACH COMPANY INC	01/20/2022	55.37
37440	HOMEDPC	HOME DEPOT	01/20/2022	1,060.08
37441	INTERALL	INTERSTATE ALL BATTERY CENTER	01/20/2022	96.91
37442	M&MBACK	M&M BACKFLOW & METER MAINTEN	01/20/2022	1,432.53
37443	RAYMORG/	RAY MORGAN COMPANY	01/20/2022	2,125.16
37444	OCCHECEN	OCCUPATIONAL HEALTH CENTERS O	01/20/2022	176.00
37445	OFFICEDE	OFFICE DEPOT, INC.	01/20/2022	187.24
37446	PACOFFIC	PACIFIC OFFICE AUTOMATION	01/20/2022	247.49
37447	PENBLDG	PENINSULA BUILDING MATERIALS	01/20/2022	1,033.92
37448	PG&E	PG&E CFM/PPC DEPT	01/20/2022	21,275.84
37449	PIT71896	PITNEY BOWES 371896	01/20/2022	171.41
37450	RAMIREZ	RENE RAMIREZ	01/20/2022	87.70
37451	RAVELLA	LAURA RAVELLA	01/20/2022	60.00
37452	RECOLOGY	RECOLOGY SAN MATEO	01/20/2022	718.88
37453	SMENVIRN	SAN MATEO CO. ENVIRO. HEALTH	01/20/2022	318.00
37454	STEPFORD	STEPFORD BUSINESS, INC.	01/20/2022	2,847.97
37455	SWRCBACC	SWRCB ACCOUNTING OFFICE	01/20/2022	763.00
37456	TMOBILE	T-MOBILE	01/20/2022	62.80
37457	UNGRREW	UNDERGROUND REPUBLIC WATER W	01/20/2022	10,029.52
37458	VANGUAR	VANGUARD CLEANING SYSTEMS, INC	01/20/2022	435.00
37459	VERIZON	VERIZON WIRELESS	01/20/2022	822.78
101963	AIRGAS	AIRGAS, LLC	01/20/2022	187.12
101964	DAVIDDES	JOHN DAVIDSON	01/20/2022	7,255.78
101965	DFS	DOCUMENT FULFILLMENT SERVICES	01/20/2022	2,593.19
101966	ESRIINC	ESRI INC	01/20/2022	900.00
101967	MOMADRIL	MONIQUE MADRID	01/20/2022	873.78
101968	OPERTECH	OPERATIONAL TECHNICAL SERVICES	01/20/2022	3,754.00
101969	SCOTSMAN	WILLIAMS SCOTSMAN	01/20/2022	858.76
101970	WFBUSCAR	WELLS FARGO -GM	01/20/2022	4,393.32
101971	WFBUSRR	WELLS FARGO-OM	01/20/2022	96.19
101972	XIOINC	XIO, INC.	01/20/2022	666.00
Total for 1/20/2022:				120,156.80
102008	HEALTHEQ	Health Equity	01/21/2022	1,630.00
102009	HEALTHEQ	Health Equity	01/21/2022	380.00
102021	CALPERS	CALPERS	01/21/2022	2,272.04
Total for 1/21/2022:				4,282.04
102021	CALPERS	CALPERS	01/24/2022	7,897.56
Total for 1/24/2022:				7,897.56

Check No	Vendor No	Vendor Name	Check Date	Check Amount
37460	ATT60197	AT&T 60197	01/27/2022	927.75
37461	EQUIPMEN	BUS & EQUIPMENT REPAIR	01/27/2022	2,882.19
37462	CGUHLENB	C G UHLENBERG LLP	01/27/2022	872.50
37463	CINTS	CINTAS CORPORATION	01/27/2022	765.01
37464	COMCAST	COMCAST	01/27/2022	317.42
37465	COMCASTB	COMCAST BUSINESS	01/27/2022	3,482.89
37466	RANDB	CORE & MAIN	01/27/2022	2,241.77
37467	EBAYTIRE	EAST BAY TIRE CO.	01/27/2022	975.13
37468	FASTSIGN	FASTSIGNS	01/27/2022	3,327.73
37469	HACHCOMI	HACH COMPANY INC	01/27/2022	1,910.91
37470	HASSETTH	HASSETT HARDWARE	01/27/2022	43.94
37471	LYNGSOMA	LYNGSO GARDEN MATERIAL INC	01/27/2022	339.06
37472	NORTHSAF	NORTHERN SAFETY CO. INC.	01/27/2022	349.05
37473	PACOFFIC	PACIFIC OFFICE AUTOMATION	01/27/2022	311.32
37474	PARCELQS	PARCELQUEST	01/27/2022	2,399.00
37475	PRECISE	PRECISE, INC.	01/27/2022	2,431.21
37476	SMENVIRN	SAN MATEO CO. ENVIRO. HEALTH	01/27/2022	58.50
37477	SANDIEAR	SANDIE ARNOTT	01/27/2022	2,756.17
37478	SWRCBACC	SWRCB ACCOUNTING OFFICE	01/27/2022	36,424.10
37479	UNGRREW\	UNDERGROUND REPUBLIC WATER W	01/27/2022	1,536.18
37480	VALLEYOL	VALLEY OIL COMPANY	01/27/2022	3,138.23
37481	4LEAFINC	4 LEAF, INC.	01/27/2022	18,448.50
101973	MELLONBN	BNY MELLON	01/27/2022	2,995.00
101974	RGUINTO	RONNIE GUINTO	01/27/2022	2,000.00
101975	HANSONBR	HANSON, BRIDGETT	01/27/2022	6,095.00
101976	OPERTECH	OPERATIONAL TECHNICAL SERVICES	01/27/2022	3,003.20
101977	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	01/27/2022	15,405.58
101978	SFWATER	SAN FRANCISCO WATER DEPT	01/27/2022	334,205.60
101979	SCOTSMAN	WILLIAMS SCOTSMAN	01/27/2022	906.64
101980	SFPUCWAT	SFPUC WATER QUALITY	01/27/2022	1,280.00
101981	SPRIHOLD	SPRINGBROOK HOLDING COMPANY 1	01/27/2022	4,089.00
Total for 1/27/2022:				455,918.58
102021	CALPERS	CALPERS	01/28/2022	1,273.06
Total for 1/28/2022:				1,273.06
102004	ADPPAYRL	adp	01/31/2022	50,845.53
Total for 1/31/2022:				50,845.53
Report Total (114 checks):				1,190,009.84



AGENDA ITEM NO. 5.C.

DATE: February 24, 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. 6.A.

DATE: February 24, 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 AND CONSIDERATION OF DIVISION MAP PREFERENCE

RECOMMENDATION:

1. Receive Presentation by MPWD Consultant Redistricting Partners and Consider a Division Map Preference—Draft Plan 1 or Draft Plan 2.
2. Open the Public Hearing.
3. Receive Public Input on the MPWD Draft Maps and Preferred Draft Plan Option.
4. Review the Schedule, 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.
- 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.
- January 27, 2022: First Public Hearing on the Conversation from an at-large electoral system for members of the MPWD Board of Directors to a system based on five (5) divisions. The MPWD's demographer consultant presented the updated census data for the MPWD's service area, identified significant neighborhoods and communities, and summarized the two (2) draft maps of the five (5) potential election divisions. No public comment was received.

DISCUSSION:

In continuance of its electoral conversion process, this evening the Board will hold the second of three (3) public hearings scheduled to solicit input regarding the MPWD's proposed Division maps and consider a preferred option between Draft Plan 1 or Draft Plan 2. 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.

As reported last month staff and John Davidson created an Elections webpage at the MPWD website and all information related to the MPWD’s redistricting process is posted for public information and advance review of the scheduled public hearings can be found here:
<https://www.midpeninsulawater.org/elections>

Added public outreach includes the attached promotional card, which was mailed to each MPWD customer during the week of February 14th.

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

Attachment: MPWD Outreach Redistricting Promo Card
PowerPoint Presentation by Redistricting Partners, including Draft Maps

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

UNANIMOUS_____ WHEELER_____ VELLA_____ ZUCCA_____ JORDAN_____ SCHMIDT_____

THE MPWD WELCOMES YOUR PARTICIPATION IN ITS REDISTRICTING PROCESS

In 2020, the Mid-Peninsula Water District (MPWD) 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 invites its customers and the public to participate in the remaining two (2) 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. Each public hearing will be held during a scheduled regular Board meeting that will be virtual. Meeting link information will be available at the MPWD website at MidPeninsulaWater.org/elections, or by contacting General Manager, Tammy Rudock, at TammyR@MidPeninsulaWater.org or 650-591-8941.

FIRST PUBLIC HEARING / JANUARY 27, 2022

At the first public hearing, the MPWD, with the assistance of its demographer consultant, presented 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.

Video recording available at MidPeninsulaWater.org/elections

SECOND PUBLIC HEARING / FEBRUARY 24, 2022

SCHEDULED

The next public hearing 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.

THIRD PUBLIC HEARING / MARCH 24, 2022

SCHEDULED

In the final public hearing, the MPWD Board of Directors will review the final draft map and consider approval.

CUSTOMER CONNECT



MID-PENINSULA
WATER DISTRICT

3 Dairy Lane, Belmont, CA 94002

PRSRT STD
US POSTAGE

PAID

SAN BRUNO, CA
PERMIT NO. 655

NEW MPWD ELECTIONS WEBPAGE!

Check out the MPWD's new Elections webpage where the draft maps and related information to the MPWD's redistricting process are available for public review. Find link below!

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

VIRTUAL PUBLIC HEARING SCHEDULE

SECOND
HEARING

THURSDAY, FEBRUARY 24, 2022 - 6:30 P.M.

THIRD
HEARING

THURSDAY, MARCH 24, 2022 - 6:30 P.M.

Join the public hearings live or watch past hearings recordings at:

[MidPeninsulaWater.org/elections](https://www.midpeninsulawater.org/elections)

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	5,298	5,804	6,136	5,820	5,750
Deviation	-250	-44	288	2	-48
Deviation %	-3.8%	-0.7%	4.7%	0.0%	-0.8%
Other	3,296	3,291	4,052	3,339	3,438
Other %	62.2%	56.7%	66.0%	57.4%	59.8%
Latino	48	880	960	722	1,089
Latino %	0.9%	15.2%	15.5%	12.4%	18.9%
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 Mid Peninsula Water District
Draft Plan 1

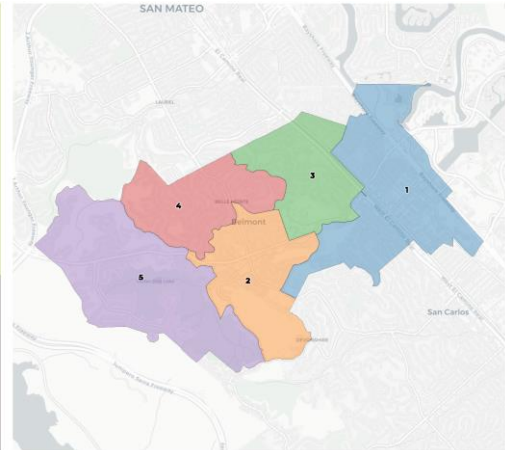
2020 Census

	1	2	3	4	5
Population	6,092	5,701	5,695	5,664	5,936
Deviation	276	-391	-422	-454	-18
Deviation %	4.5%	-6.9%	-7.4%	-8.0%	-0.3%
Other	3,083	3,348	3,055	3,688	3,362
Other %	50.6%	58.7%	53.6%	65.1%	56.6%
Latino	1,061	854	799	490	946
Latino %	17.4%	15.0%	14.0%	8.7%	16.0%
Asian	1,847				
Asian %	30.3%				
Black	101				
Black %	1.7%				

Citizen Voting Age Popul

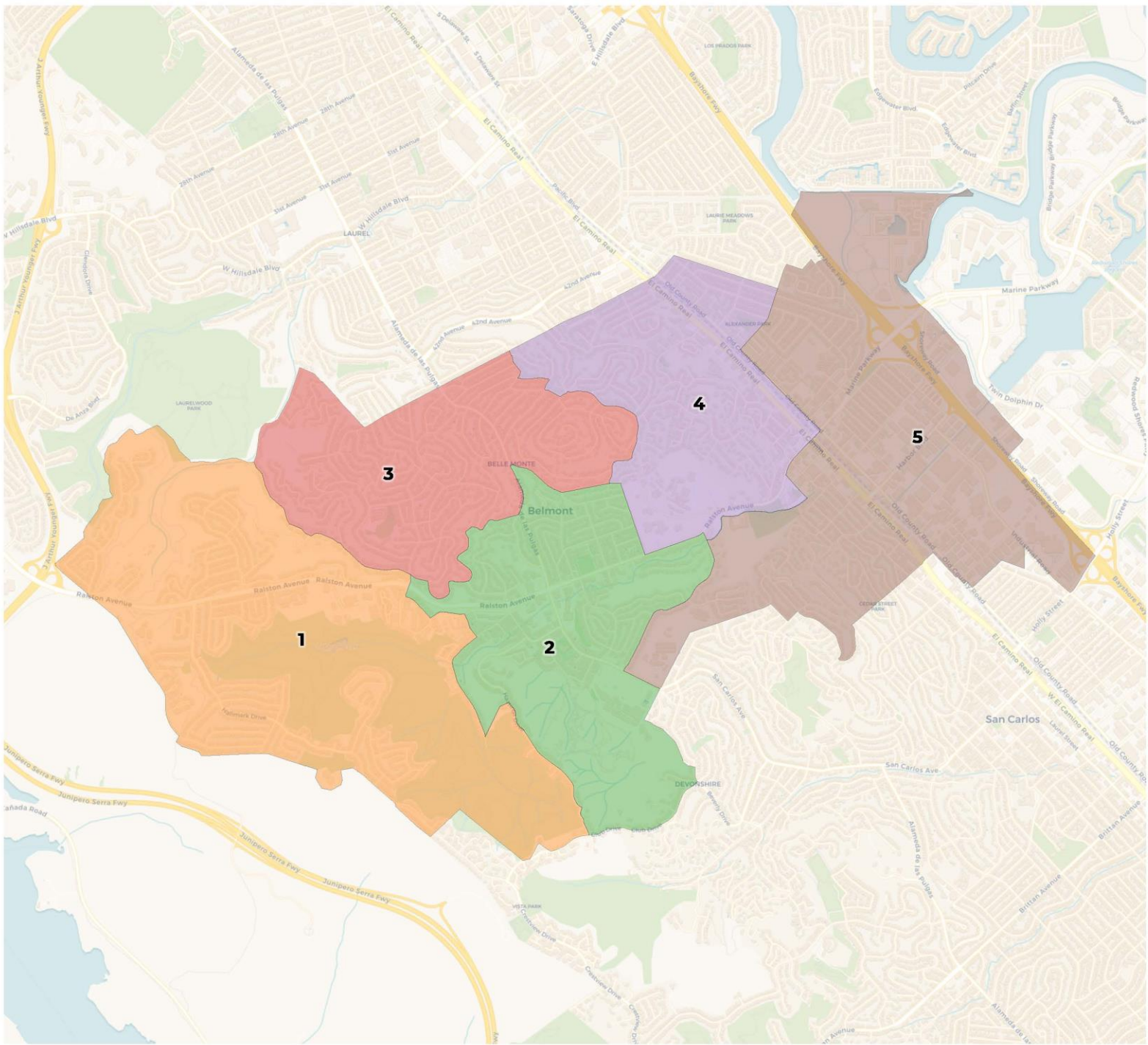
Total CVAP	3,336
Other CVAP %	63.2%
Latino CVAP %	37%
Latino CVAP %	13.2%
Asian CVAP	703
Asian CVAP %	21.3%
Black CVAP	72
Black CVAP %	2.2%

Mid Peninsula Water District
Draft Plan 1



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%

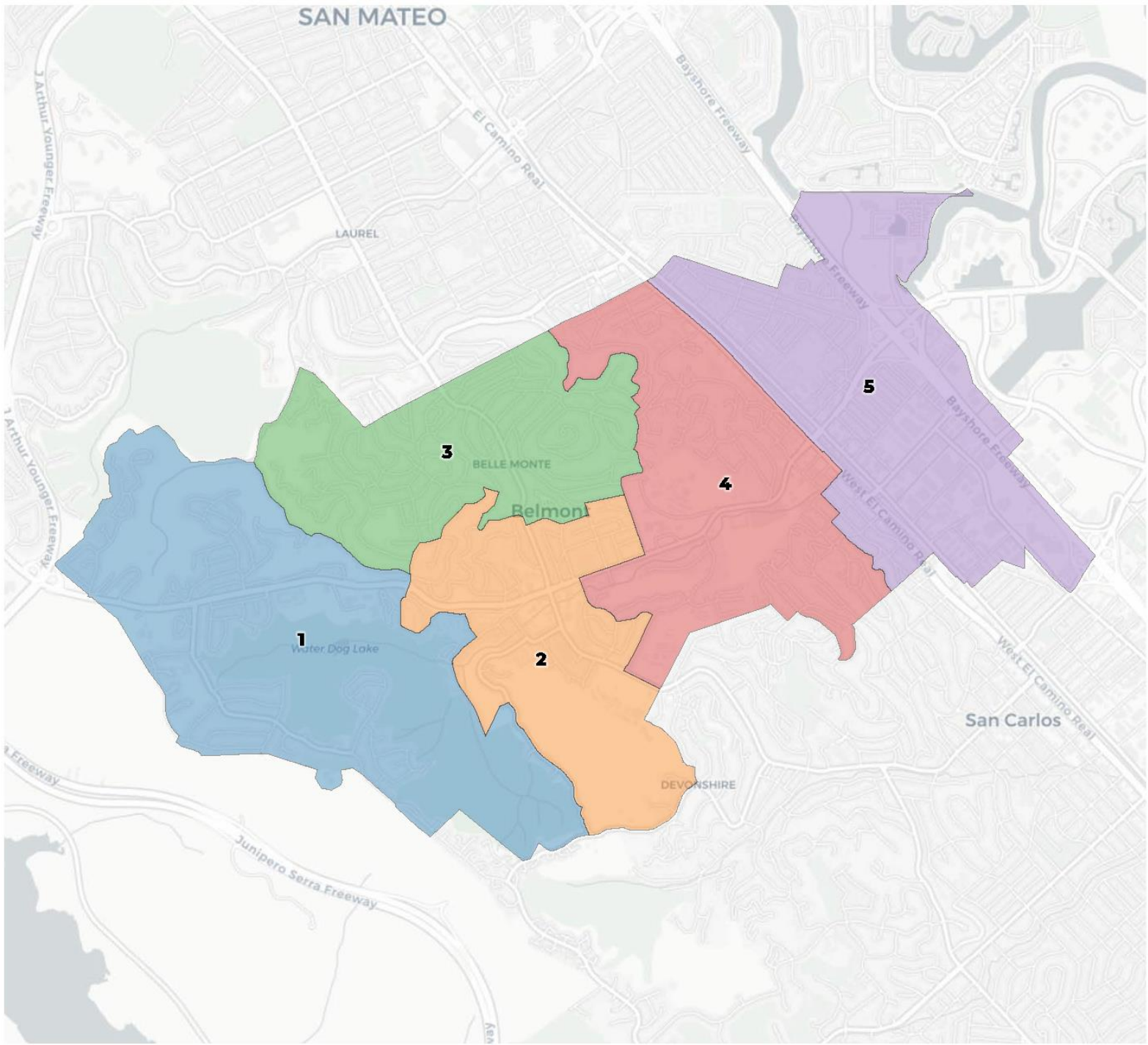
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Latino %					9.2%
Asian					1,961
Asian %	30.3%	25.3%	31.2%	25.7%	33.0%
Black	101	55	110	33	67
Black %	1.7%	1.0%	1.9%	0.6%	1.1%

Total Deviation of 7.3%

Citizen Voting Age Population (CVAP)

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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%

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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%

Redistricting Process

Timeline for Upcoming Meetings

January 27th, 2022

Board Meeting on Draft Maps

February 24th, 2022

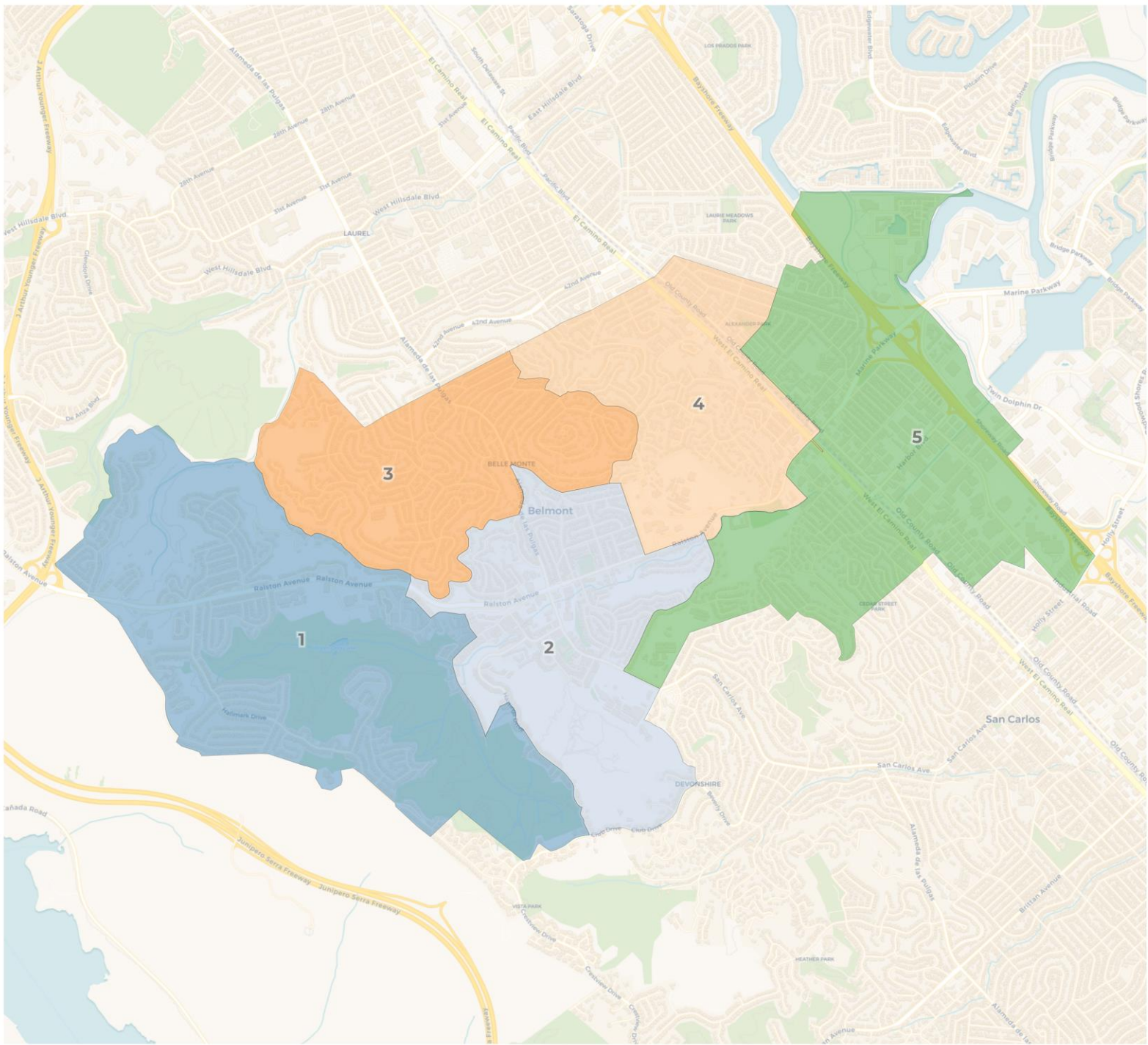
Board Meeting on Draft Maps

March 24th, 2022

Final Vote on Maps



REDISTRICTING PARTNERS



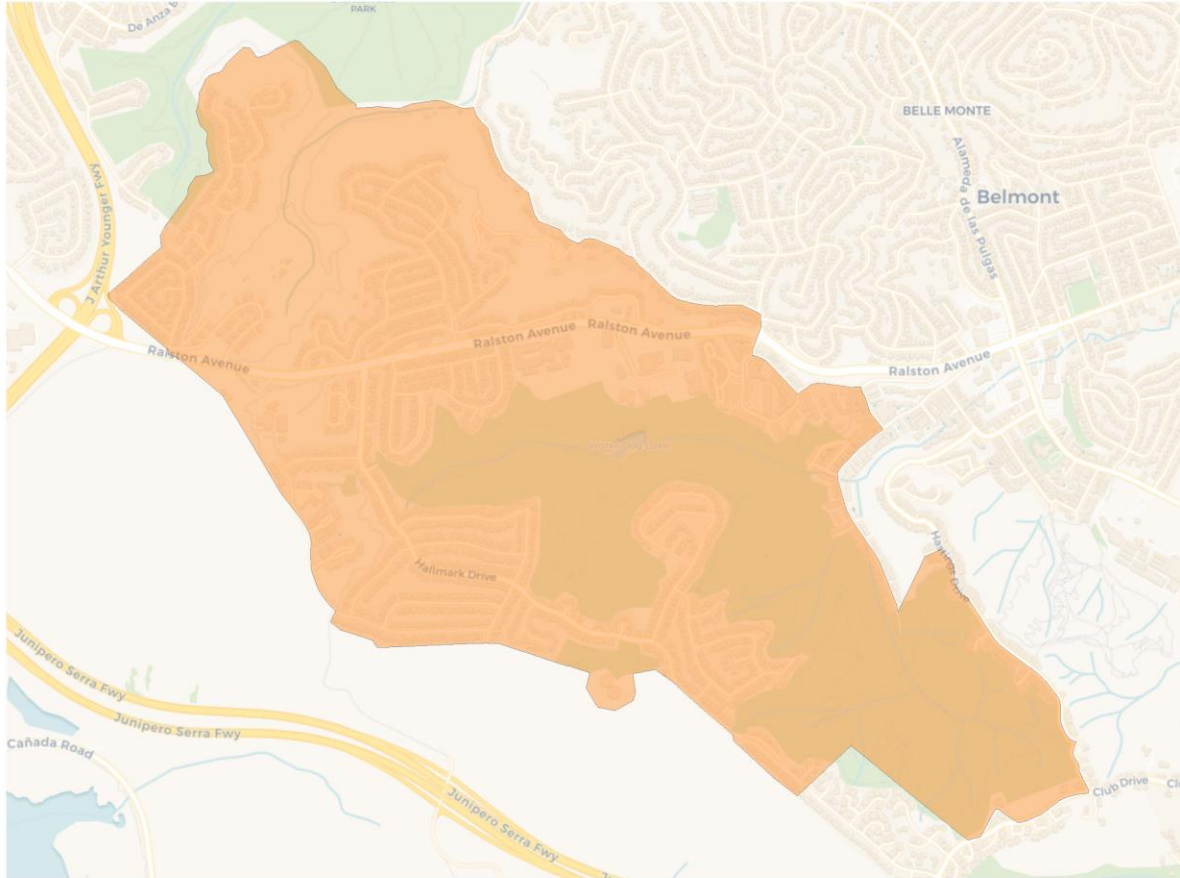
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Latino	1,061	854	791	490	546
Latino %	17.4%	15.0%	13.9%	8.7%	9.2%
Asian	1,847	1,444	1,779	1,453	1,961
Asian %	30.3%	25.3%	31.2%	25.7%	33.0%
Black	101	55	110	33	67
Black %	1.7%	1.0%	1.9%	0.6%	1.1%

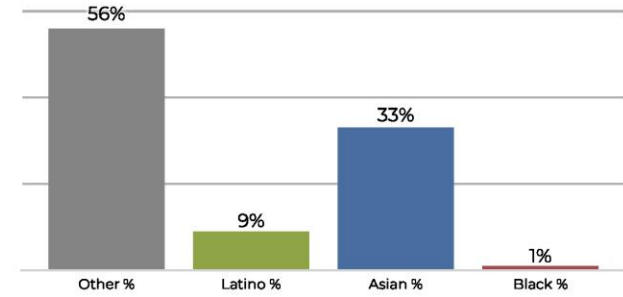
Citizen Voting Age Population (CVAP)

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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%

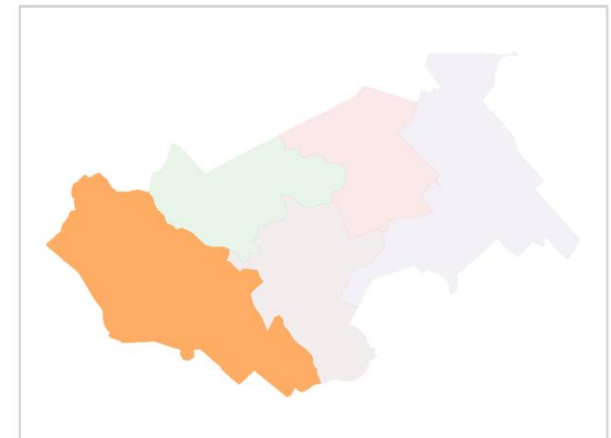
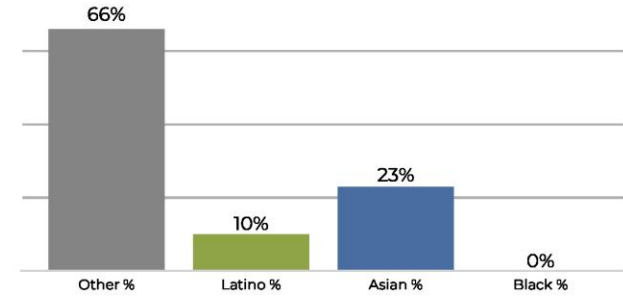
Division 1



2020 Census

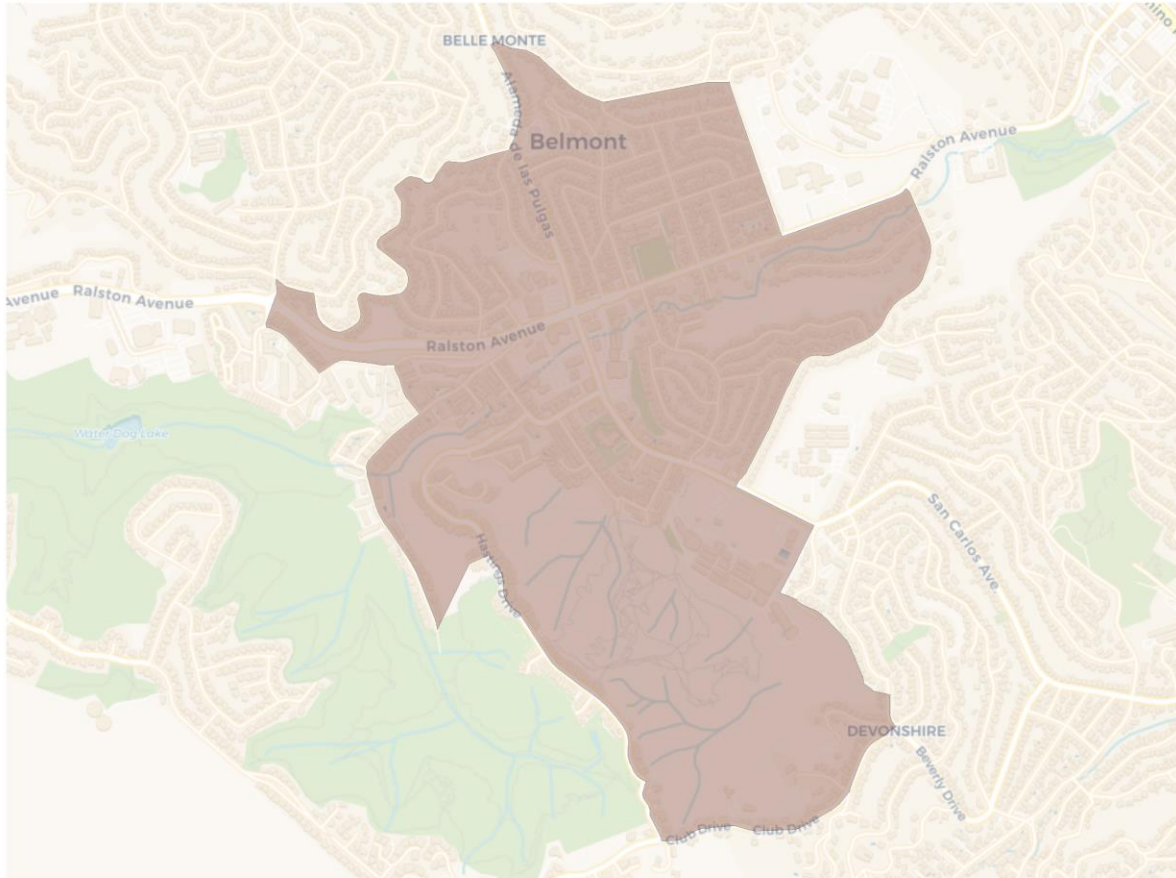


Citizen Voting Age Population

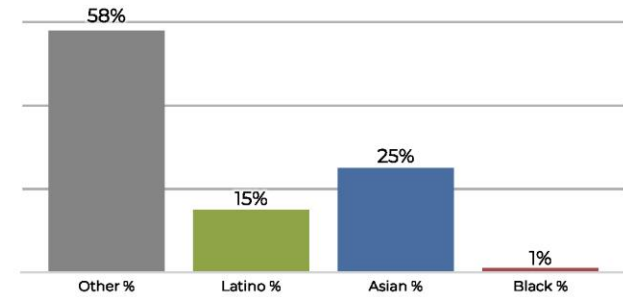


Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
5,936	118	2.0%	3,362	56.6%	546	9.2%	1,961	33.0%	67	1.1%
Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %		
45,396	2,617	66.1%	399	10.1%	911	23.0%	34	0.9%		

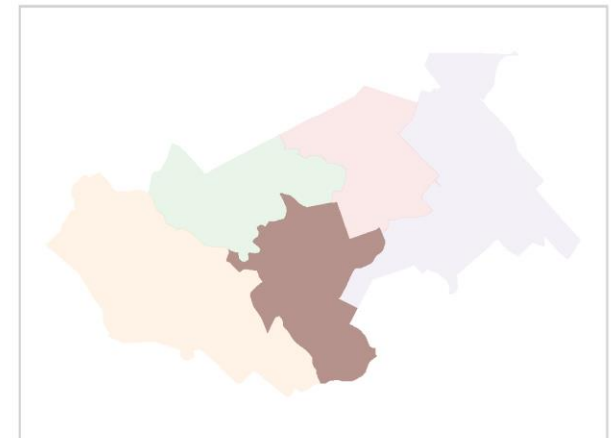
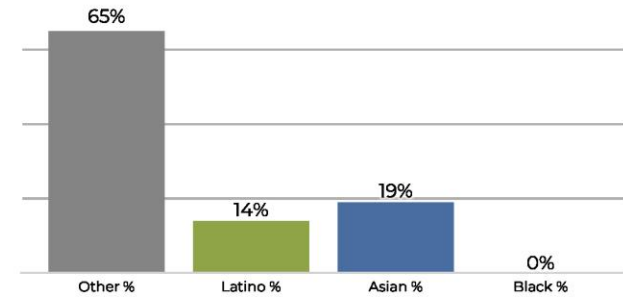
Divison 2



2020 Census

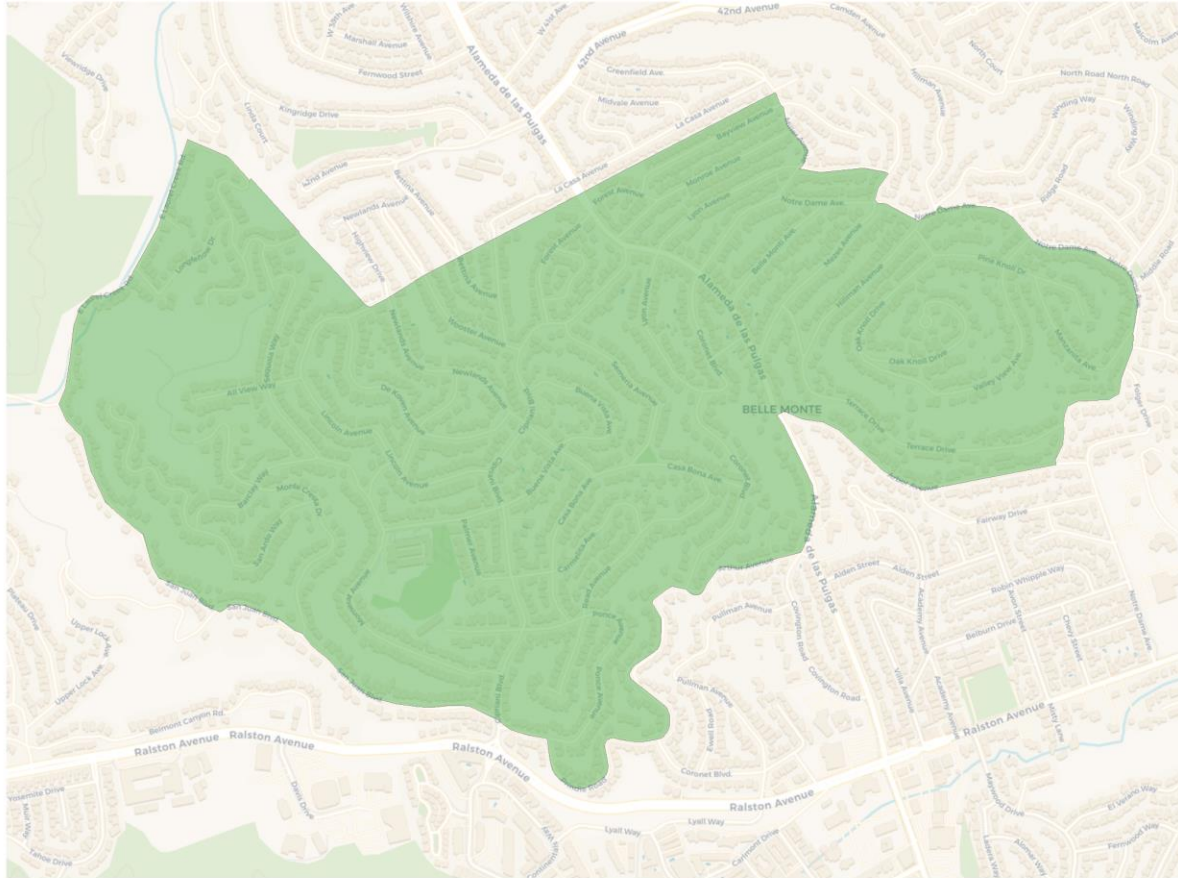


Citizen Voting Age Population

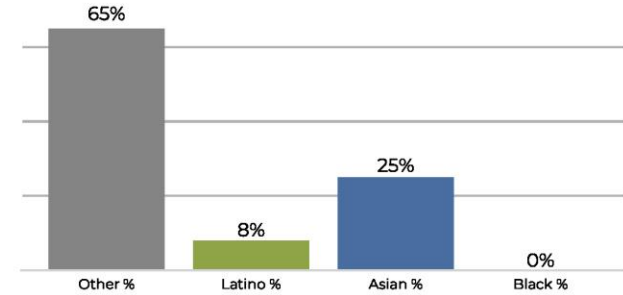


Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
5,701	-117	-2.0%	3,348	58.7%	854	15.0%	1,444	25.3%	55	1.0%
Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %		
463,792	2,483	65.5%	556	14.7%	735	19.4%	18	0.5%		

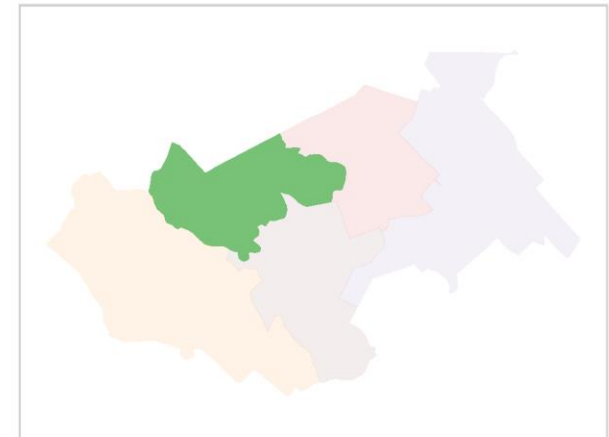
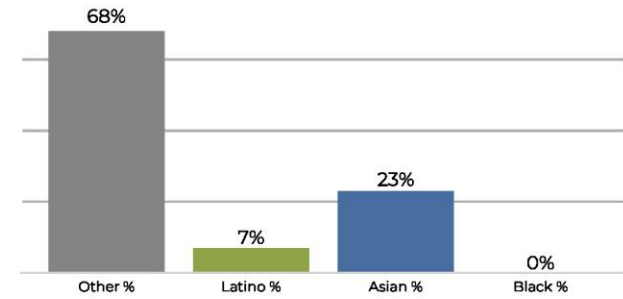
Division 3



2020 Census

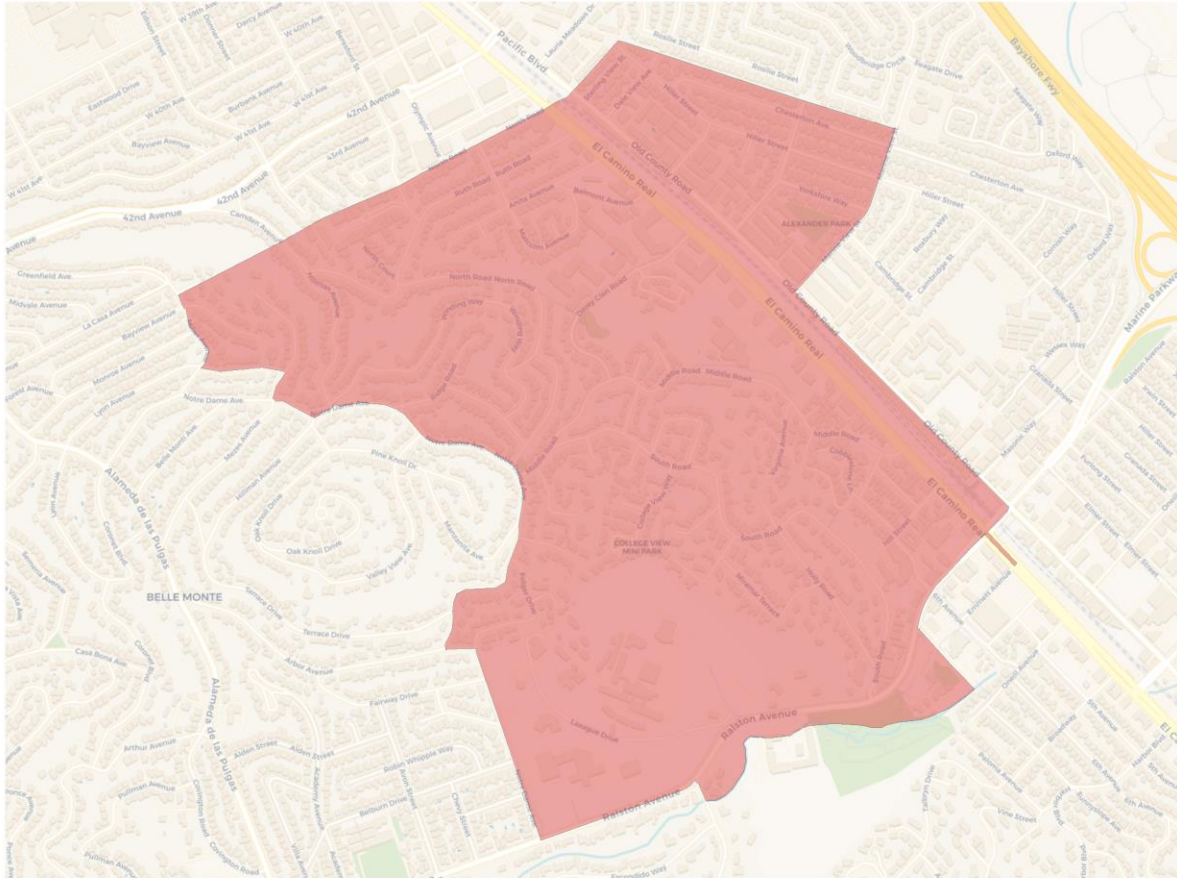


Citizen Voting Age Population

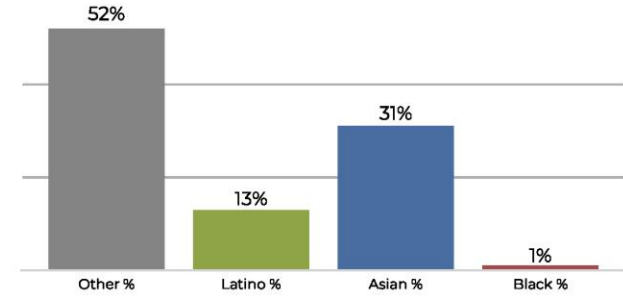


Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
5,664	-154	-2.6%	3,688	65.1%	490	8.7%	1,453	25.7%	33	0.6%
Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %		
47,327	2,404	68.2%	272	7.7%	844	23.9%	7	0.2%		

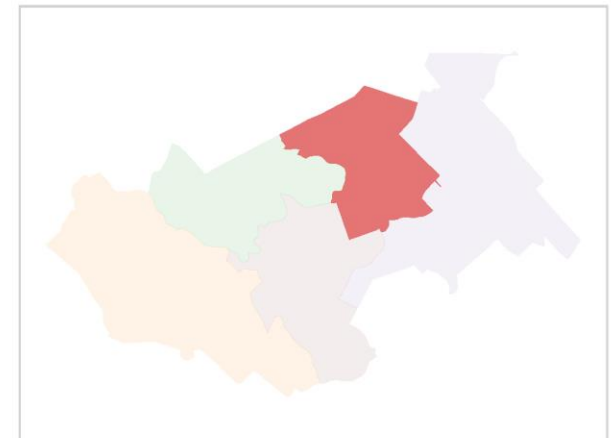
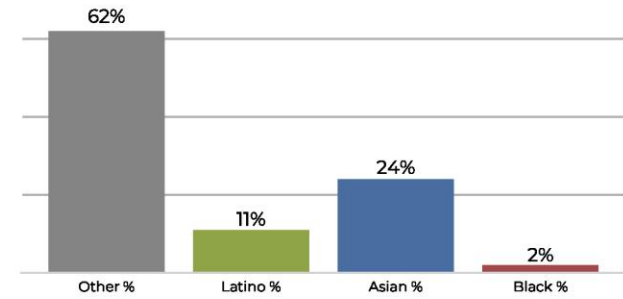
Division 4



2020 Census

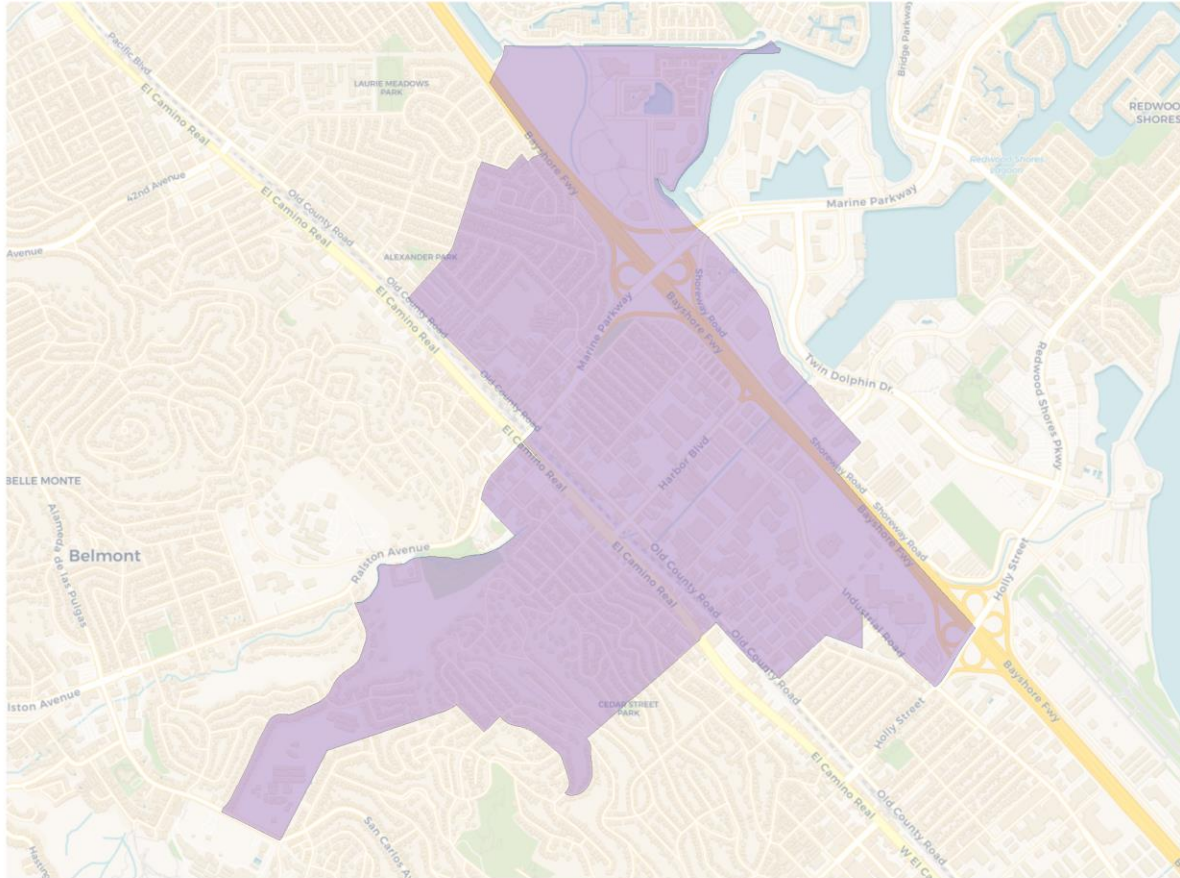


Citizen Voting Age Population

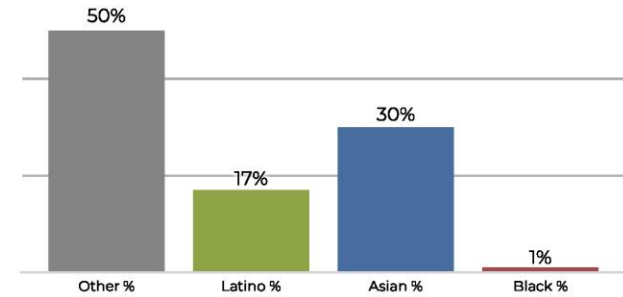


Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
5,695	-123	-2.1%	3,015	52.9%	791	13.9%	1,779	31.2%	110	1.9%
Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %		
48,3449	2,140	62.0%	403	11.7%	835	24.2%	71	2.1%		

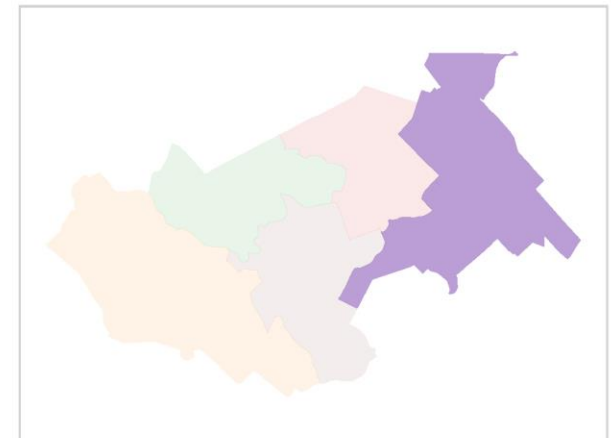
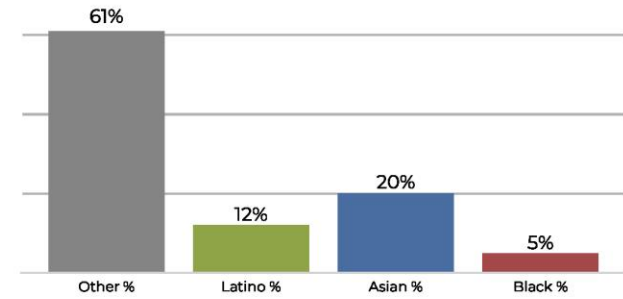
Division 5



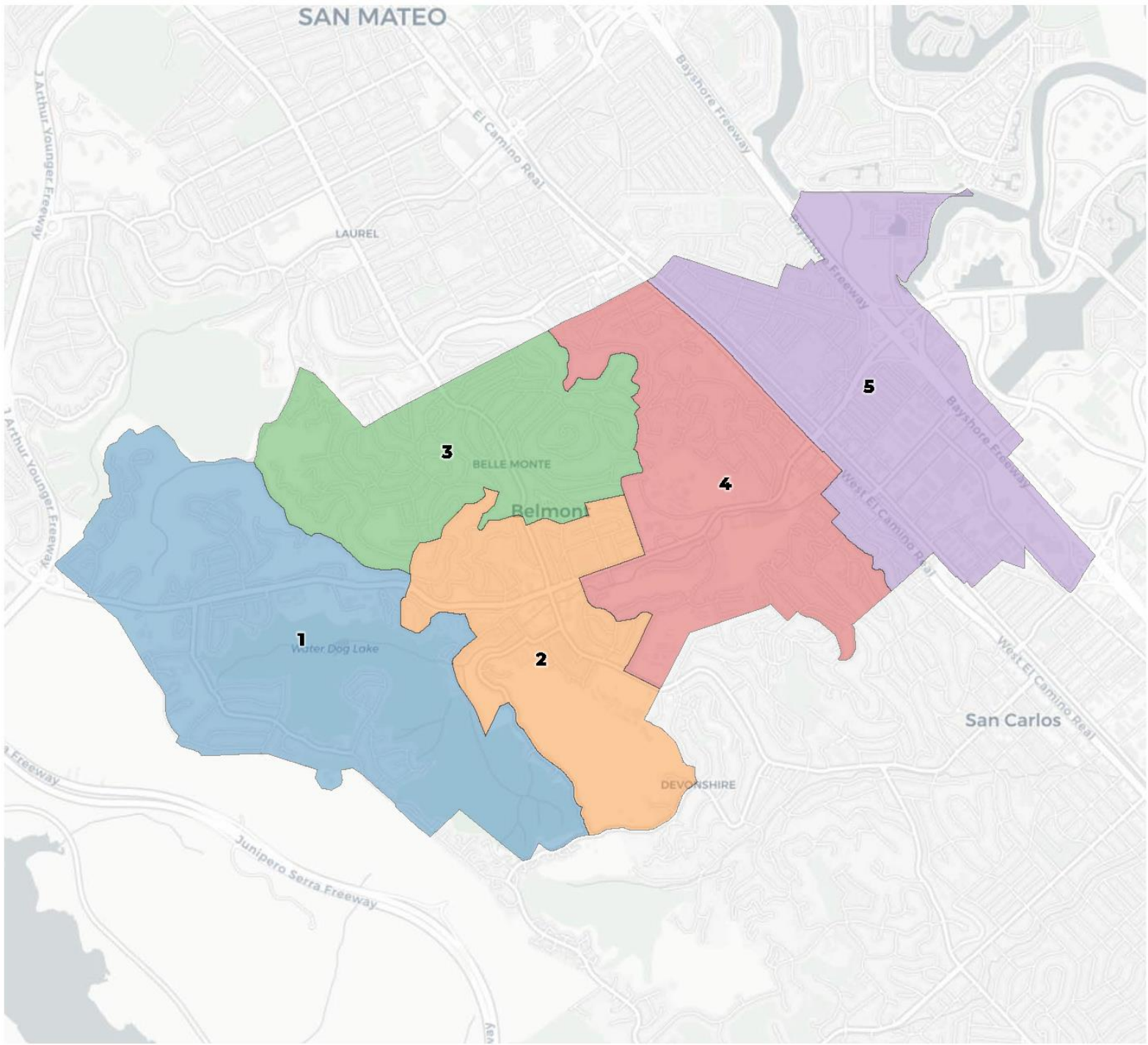
2020 Census



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 %		
49,434	2,114	61.6%	431	12.6%	718	20.9%	171	5.0%		



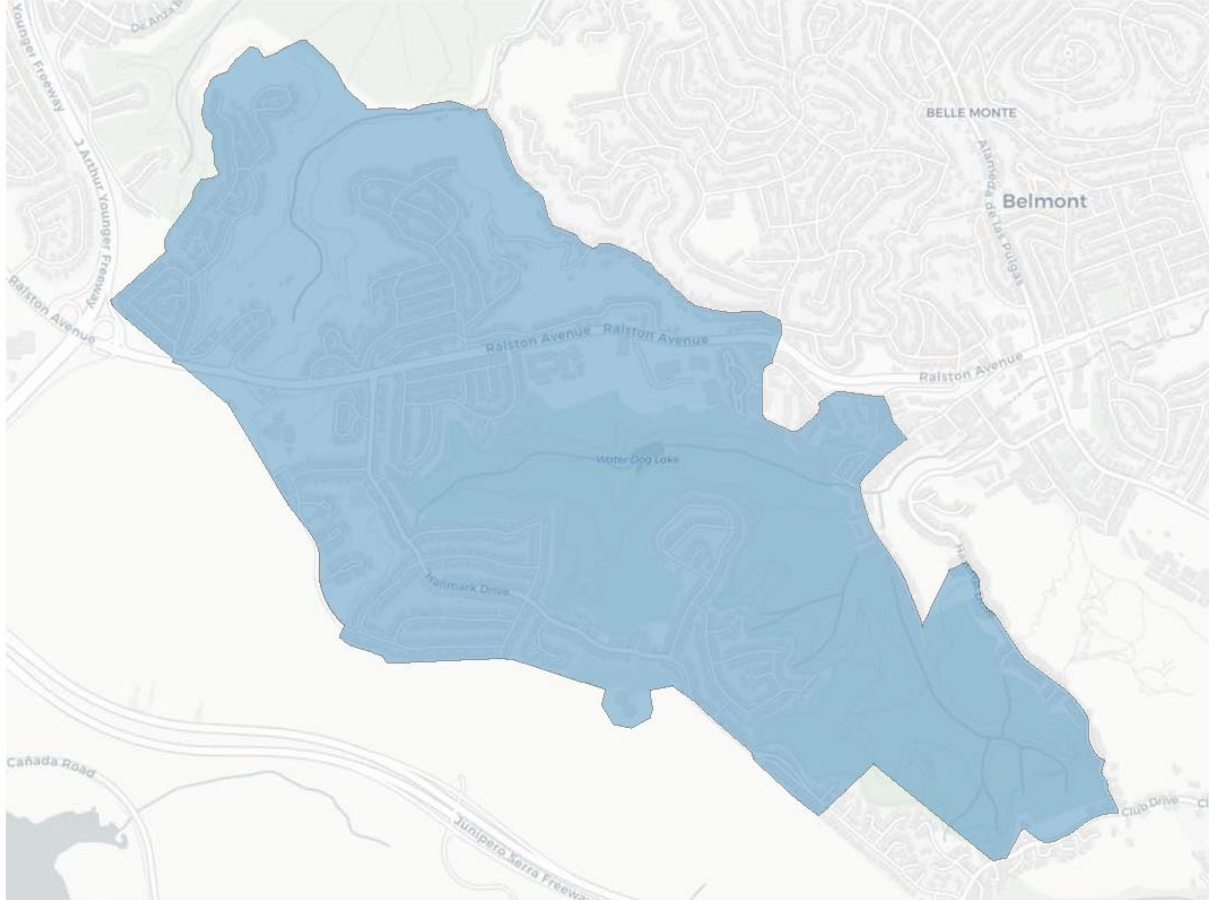
2020 Census

	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%

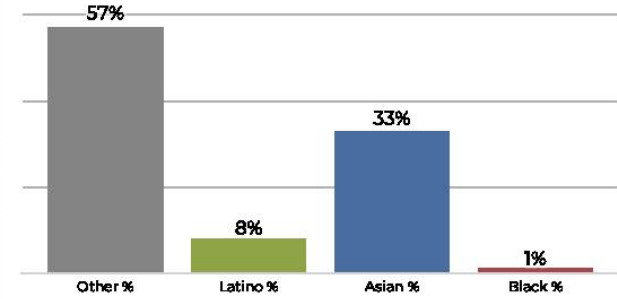
Citizen Voting Age Population (CVAP)

	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%

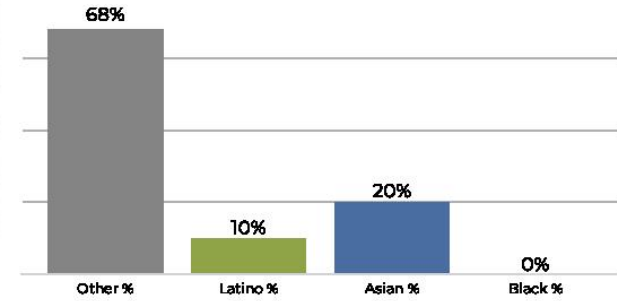
Division 1



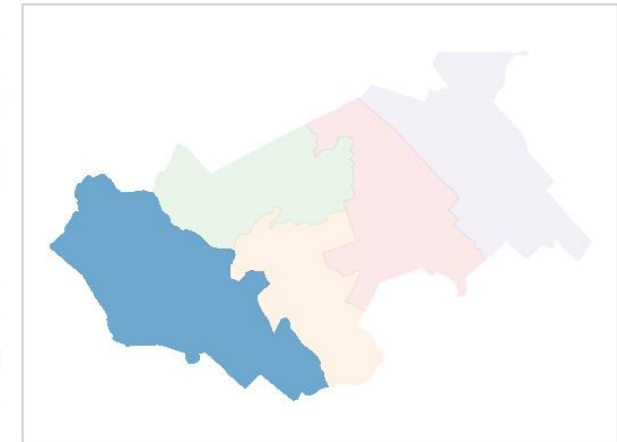
2020 Census



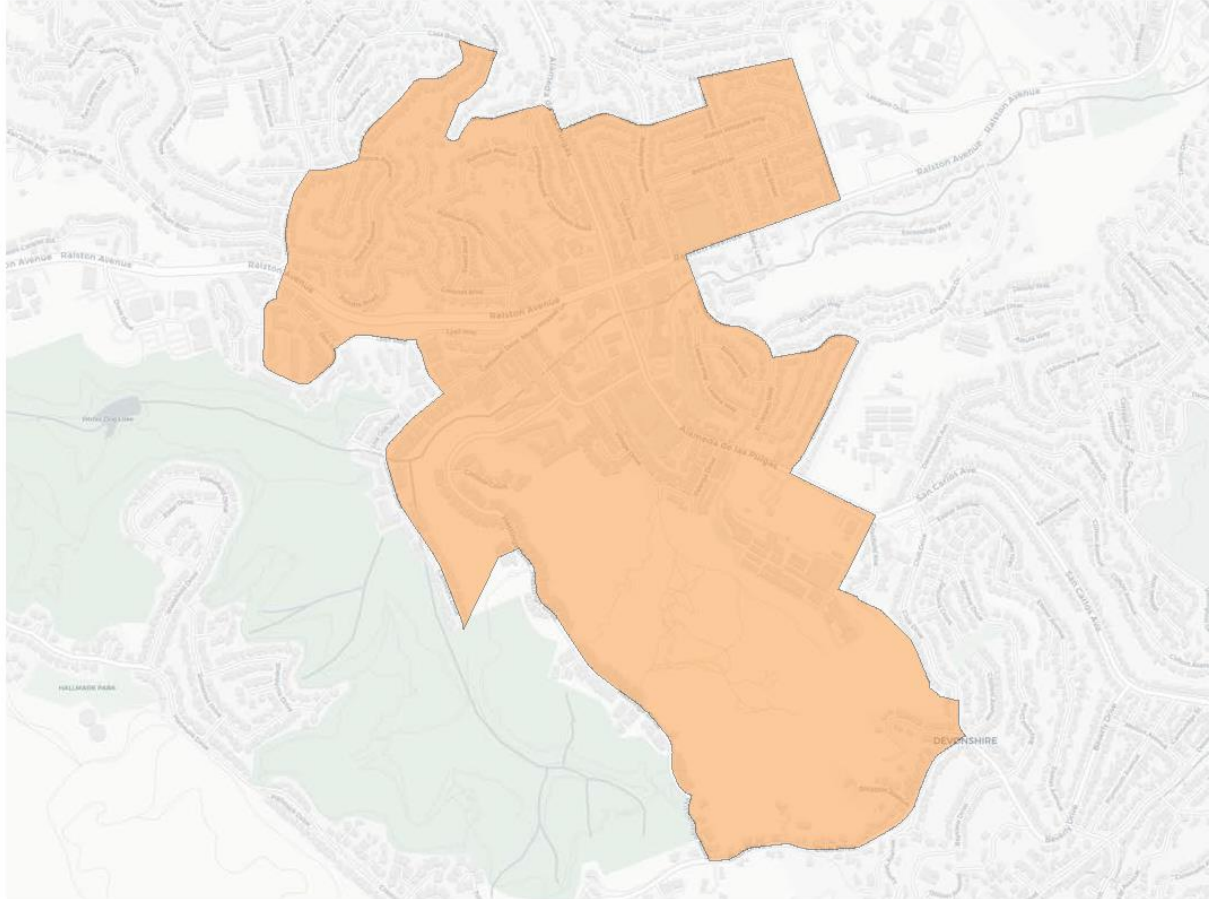
Citizen Voting Age Population



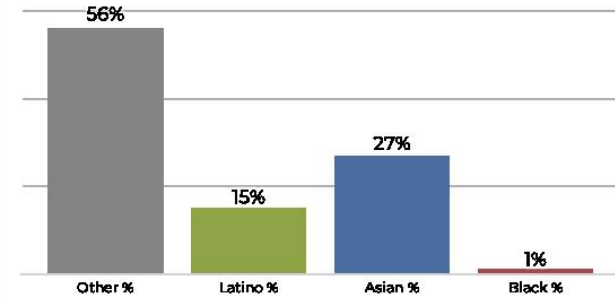
Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
5,598	-220	-3.8%	3,196	57.1%	491	8.8%	1,850	33.0%	61	1.1%
Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %		
52,3725	2,542	68.2%	395	10.6%	757	20.3%	31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



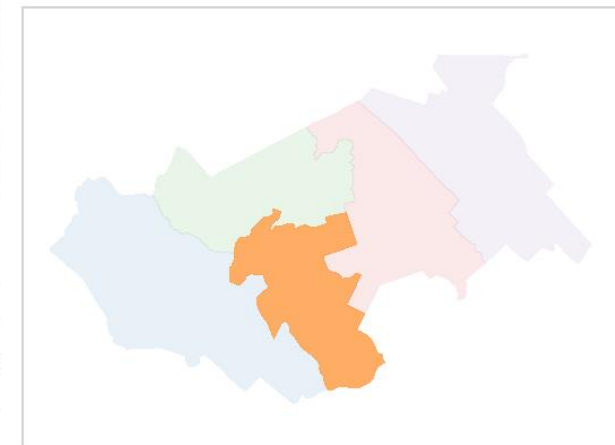
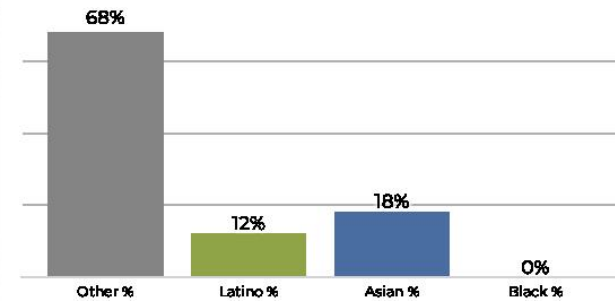
Division 2



2020 Census

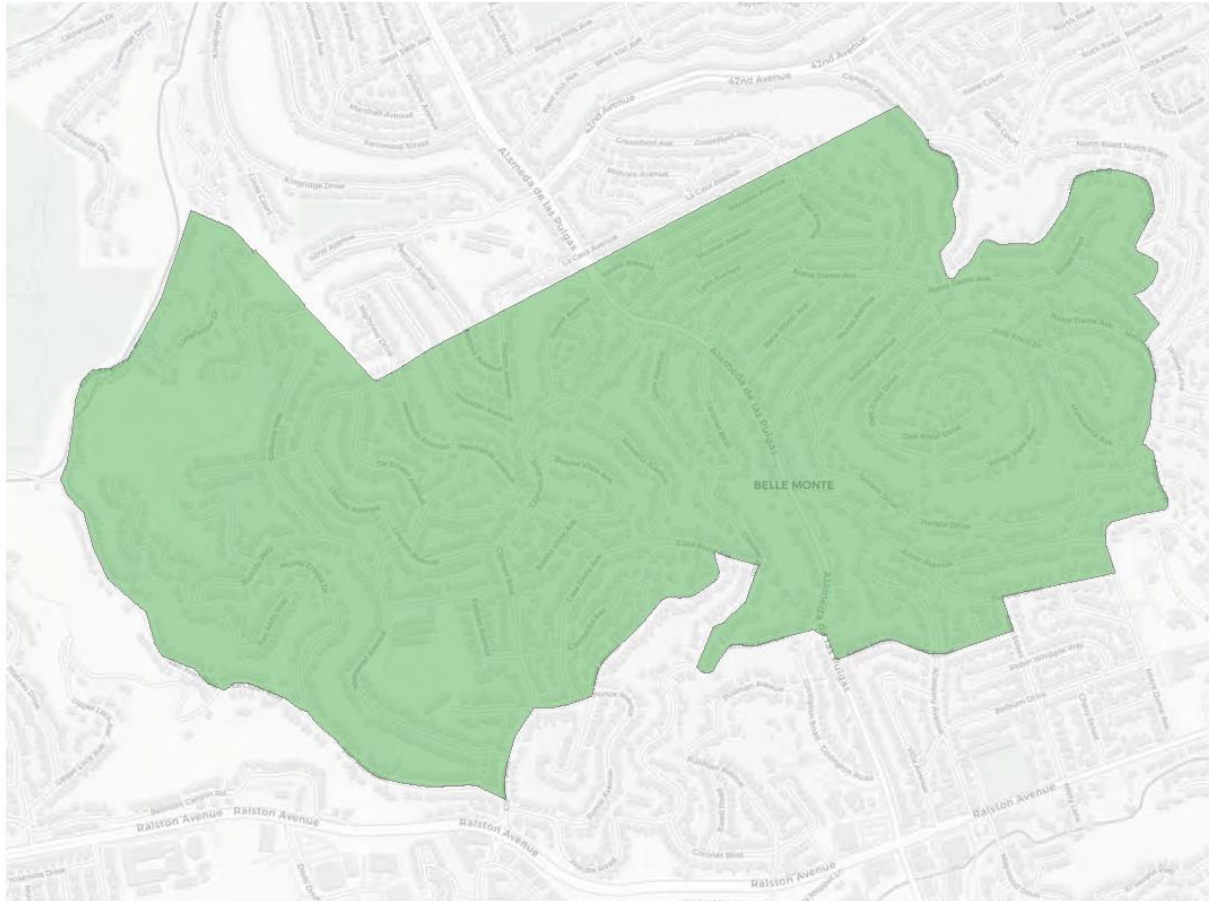


Citizen Voting Age Population

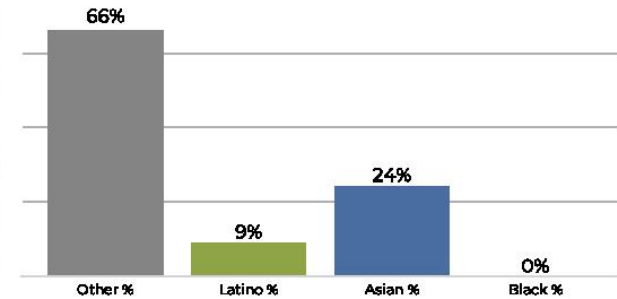


Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
5,804	-14	-0.2%	3,291	56.7%	880	15.2%	1,576	27.2%	57	1.0%
Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %		
53,3796	2,607	68.7%	461	12.1%	705	18.6%	24	0.6%		

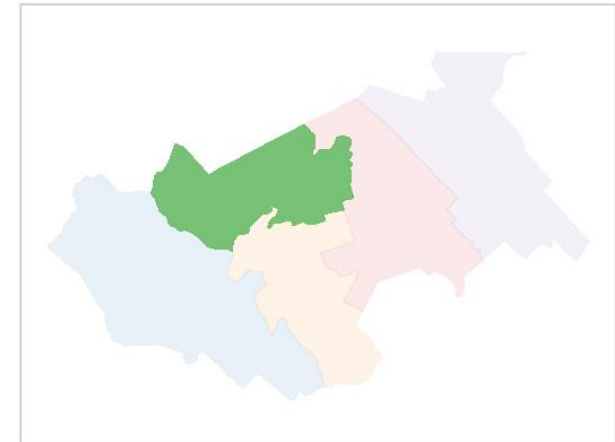
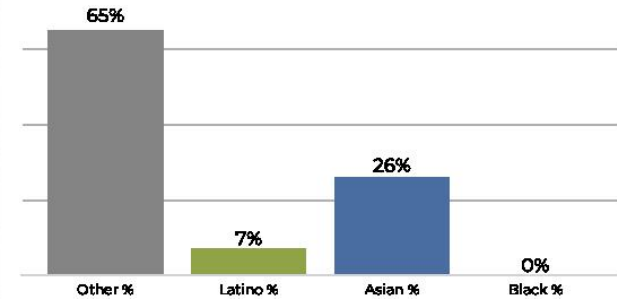
Division 3



2020 Census

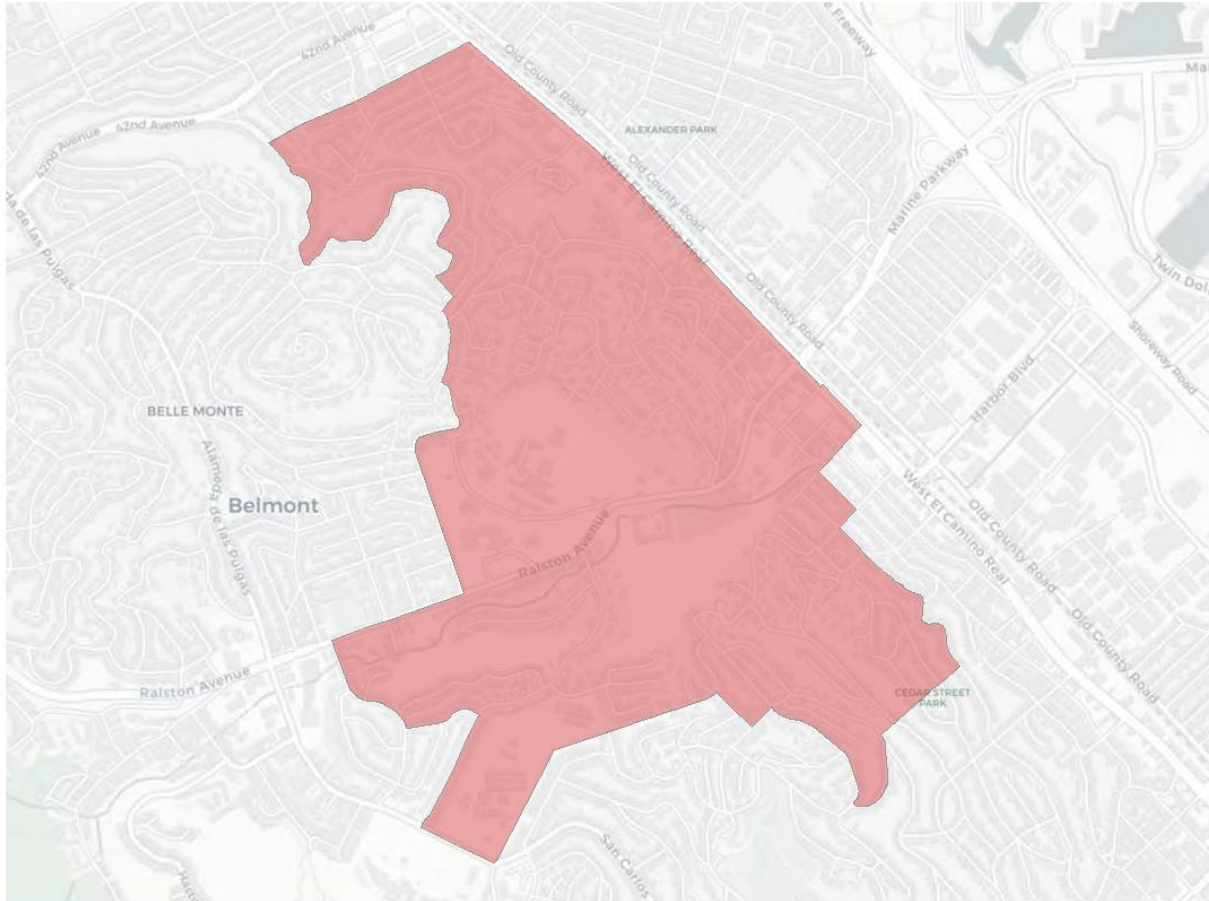


Citizen Voting Age Population

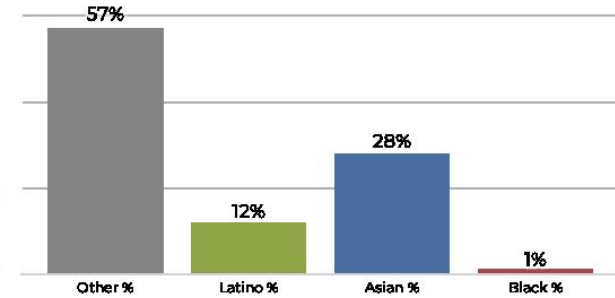


Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
6,136	318	5.5%	4,052	66.0%	560	9.1%	1,482	24.2%	42	0.7%
<hr/>										
Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %		
54 3,971	2,618	65.9%	311	7.8%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

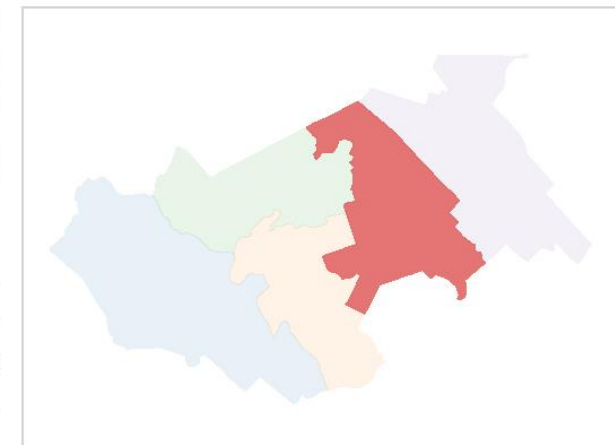
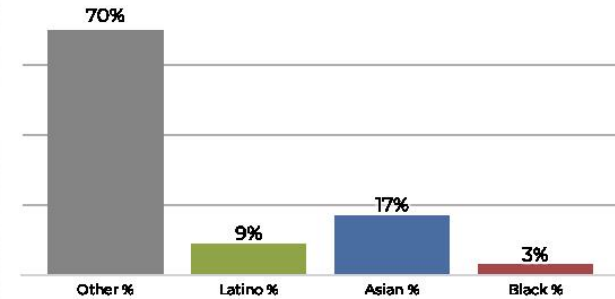
Division 4



2020 Census

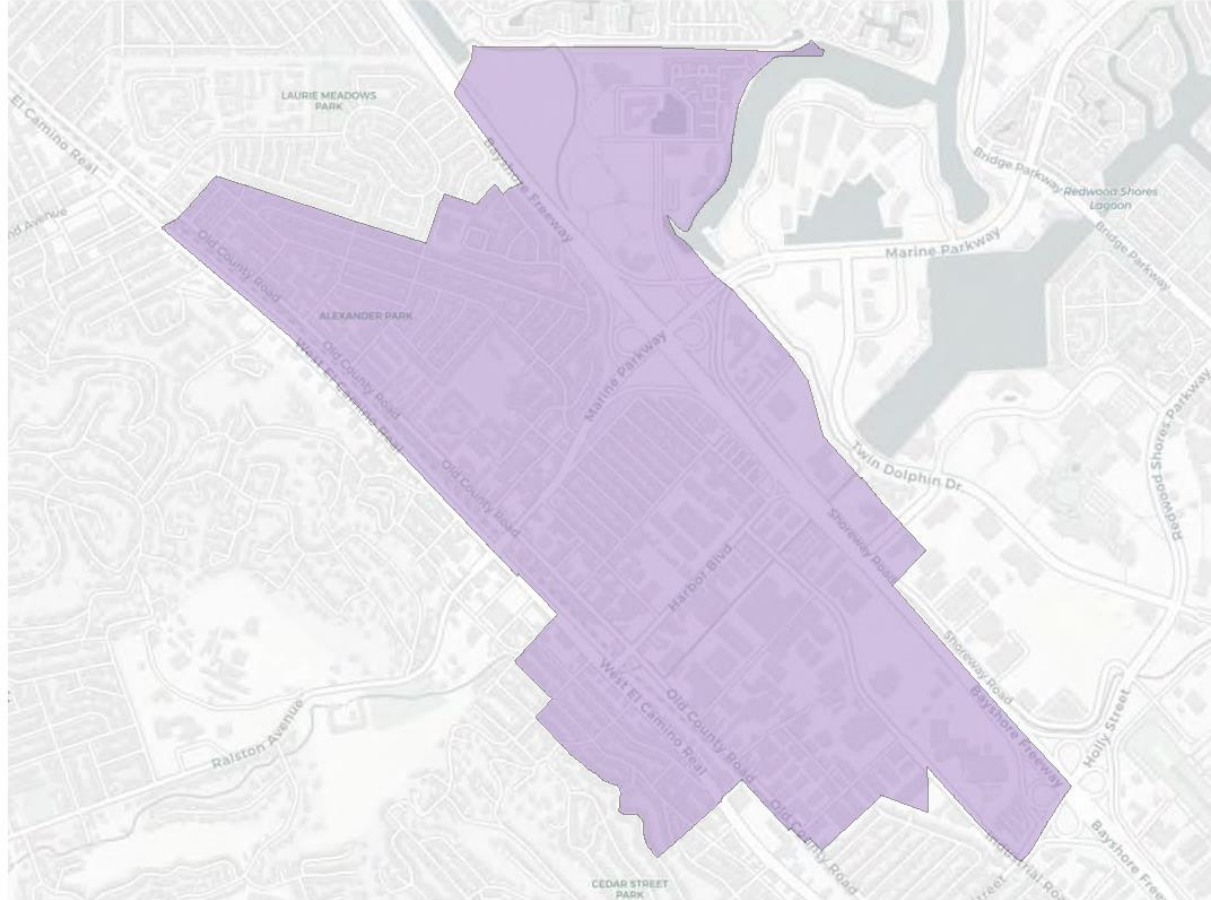


Citizen Voting Age Population

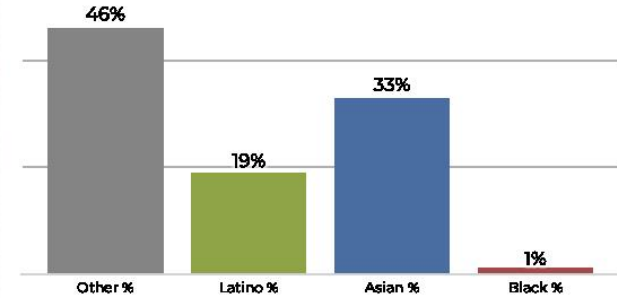


Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
5,820	2	0.0%	3,319	57.0%	722	12.4%	1,680	28.9%	99	1.7%
Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %		
55 3,717	2,626	70.7%	344	9.3%	634	17.1%	112	3.0%		

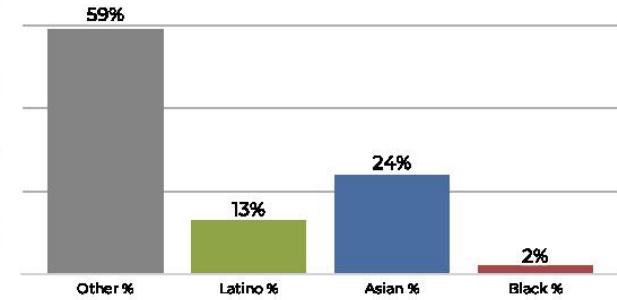
Division 5



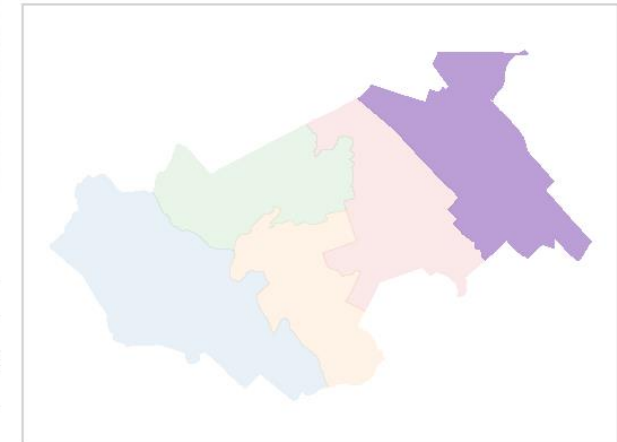
2020 Census



Citizen Voting Age Population



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 %		
56,2956	1,758	59.5%	390	13.2%	732	24.8%	76	2.6%		





AGENDA ITEM NO. 7.A.

DATE: February 24, 2022
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: CONSIDER APPROVAL OF THE REVISED MPWD 2021-2022 STRATEGIC PLAN, INCLUDING MISSION STATEMENT, VISION STATEMENT, STRATEGIC GOALS, AND DIRECTOR ASSIGNMENTS

RECOMMENDATION:

Approve the Revised MPWD 2021-2022 Strategic Plan and Director Assignments.

FISCAL IMPACT:

None.

DISCUSSION:

A Special Meeting of the Board of Directors to review the MPWD 2021-2022 Strategic Plan was held on January 13, 2022.

Based upon the discussion during the special meeting, the MPWD Strategic Plan for 2021-2022 was revised and it is attached. The revised roster of Director Assignments for 2021-2022 is also attached.

Attachment: Revised MPWD 2021-2022 Strategic Plan
Revised Roster of Director Assignments

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

UNANIMOUS____ WHEELER____ VELLA____ ZUCCA____ JORDAN____ SCHMIDT____



MID-PENINSULA WATER DISTRICT

REVISED ***2021-2022 STRATEGIC PLAN***

February 24, 2022

Board of Directors:

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

Executive Staff:

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

Appointed Officials:

Julie Sherman, District Counsel
Joubin Pakpour, District Engineer

INTRODUCTION

The Mid-Peninsula Water District (MPWD) Board of Directors held a special meeting on January 13, 2022, to review the MPWD 2021-2022 Strategic Plan.

The plan's strategic goals and framework were reviewed, and revisions were made, and the revised plan is attached.

There were no changes for the MPWD Vision and Mission Statements, and Strategic Goals. Director Assignments were updated and that roster is also attached.



February 24, 2022

MISSION STATEMENT

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

VISION STATEMENT

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

STRATEGIC GOALS

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

STRATEGIC ELEMENT #1 – External Relationships and Customer Service

GOAL:

Maintain effective working relationships with external agencies.

Objectives:

- Maintain appropriate agency presence in local, regional and state industry organizations and activities.
- Maintain outreach and project coordination with City of Belmont, City of San Carlos, and the County of San Mateo.

GOAL:

Maintain organizational standards that ensure a high level of service orientation for our ratepayers.

Objective:

- Provide ratepayers with prompt, professional and courteous service.

"A" PRIORITIES *	"B" PRIORITIES
<p>No. A-1.1: Coordinate with City of Belmont on all capital projects.</p> <p>No. A-1.2: Implement zone-based election process.</p>	<p>No. B-1.1: Implement updated Miscellaneous Fees. <u>MOVED TO STRATEGIC ELEMENT #5</u></p> <p>No. B-1.2: Develop Water Service Regulations from Water Service Ordinance No. 103 and industry best management practices. <u>MOVED TO STRATEGIC ELEMENT #3</u></p> <p><u>No. B-1.1:</u> Coordinate with City of Belmont on mutually beneficial back-up generator service during emergencies.</p>

STRATEGIC ELEMENT #2 – Resource Management

GOAL:

Ensure water quality meets desired quality standards.

Objective:

- Water quality standards for SWRCB/Division of Drinking Water are met.

GOAL:

Develop long-term resource sustainability through energy and water conservation measures.

Objectives:

- Participate in BAWSCA water supply reliability and water conservation projects.
- Develop plan for meeting California Conservation Way of Life per capita water demand goals.
- Monitor fuel and energy use to identify opportunities for improvement efficiencies.

"A" PRIORITIES *	"B" PRIORITIES
<p>No. A-2.1: Complete 2020 Urban Water Management Plan and Water Shortage Contingency Plan.COMPLETED</p> <p>No. A-2.21: Comply with DDW/SWRCB regulations: Long-Term Urban Water Conservation Policy – "A California Way of Life".</p> <p><u>No. A-2.2: Participate in development of Tier 2 water supply management implementation with BAWSCA wholesale customers and SFPUC.</u></p>	<p>No. B-2.1: Investigate potential ground water supply options and partnerships (e.g., shallow water aquifers, recycled water, direct/indirect potable reuse).</p> <p>No. B-2.2: Explore Peninsula Energy (potential pipe "step down" pressure energy) and electric vehicle opportunities.</p> <p>No. B-2.3: Explore solar, <u>renewable fuels/non-fossil sources, and climate divestment</u> opportunities.</p> <p><u>No. B-2.4: Coordinate with the cities of Belmont and San Carlos and their Housing Element Plans (based on Regional Housing Needs Assessment-RHNA) with projected available MPWD water supply.</u></p>

STRATEGIC ELEMENT #3 – *Infrastructure Management and Operations*

GOAL:

Maintain proactive operations and maintenance programs.

Objective:

- *Develop/maintain standard operating procedures in accordance with best management practices.*

GOAL:

Maintain long-term capital improvement program.

Objective:

- *Review MPWD infrastructure modeling for assessment of capital improvement priorities and assess other fixed assets in accordance with best management practices.*

"A" PRIORITIES *	"B" PRIORITIES
<p>No. A-3.1: Continued implementation of Capital Improvement Program.</p> <p>No. A-3.2: Complete Risk and Resiliency Assessment and Emergency Operations Plan. COMPLETED</p>	<p>No. B-3.1: Complete Dairy Lane Rehabilitation project.</p> <p>No. B-3.2: Develop records retention policy.</p> <p>No. B-3.3: <u>Develop Water Service Regulations from Water Service Ordinance No. 103 and industry best management practices.</u></p> <p>No. B-3.4: <u>Develop comprehensive set of Operational SOPs, including measurement and tracking tools.</u></p> <p>No. B-3.5: <u>Create schedule of timing for policy updates.</u></p>

STRATEGIC ELEMENT #4 – Human Resources Management

GOAL:

Develop and maintain systems and processes for effective workforce management.

Objectives:

- *Develop/maintain effective workforce to meet organizational needs.*
- *Maintain:*
 - *Appropriate communication channels with employees*
 - *Positive work environment and employee satisfaction*
 - *Organizational human resources policy.*

GOAL:

Develop and maintain Board of Directors procedures for effective and transparent governance.

Objective:

- *Develop/maintain governing policies and procedures.*

"A" PRIORITIES *	"B" PRIORITIES
<p>No. A-4.1: Create organizational succession plan, including stages of impact.</p> <p>No. A-4.2: Develop and implement COVID-19 Prevention Plan-COMPLETED</p>	<p>No. B-4.1: Implement updated employee performance review tool and process.</p> <p>No. B-4.2: Review/update policies:</p> <ul style="list-style-type: none"> ▪ Personnel Manual ▪ Conflict of Interest Code ▪ Rules of the Board of Directors ▪ Annual Planning Schedule for Board of Directors

STRATEGIC ELEMENT #5 – Financial Management

GOAL:

Establish and achieve annual budget trends.

Objectives:

- Complete annual budget process on a timely basis.
- Monitor financial projections for accurate forecasting.
- Maintain/monitor schedules of water rates, water capacity charges, and miscellaneous fees.
- Update, monitor and implement capital improvement program.

GOAL:

Develop/maintain financial management policy.

Objectives:

- Develop/maintain internal control procedures in accordance with best management practices.
- Maintain Board Finance Committee for detailed review of financial matters.

"A" PRIORITIES *	"B" PRIORITIES
<p>No. A-5.1: Complete and implement Financial Management Policy.</p> <p>No. A-5.2: Do a better job at bringing down the per capita water cost. <u>Strive for more competitive water rates.</u></p> <p>No. A-5.3: Finalize water rate study and determine schedule for Proposition 218 process.</p> <p>No. A-5.4: Decide whether to pursue bond refinancing or bond reissuance for capital program.</p> <p><u>No. A-5.5: Professional Accounting Services contract.</u></p> <p><u>No. A-5.6: Appoint District Treasurer.</u></p>	<p>No. B-5.1: Investigate divestments with companies that lack greenhouse compliance.</p> <p>No. B-5.2: Implement updated Water Capacity Charges.</p> <p>No. B-5.3: Appoint District Treasurer. <u>MOVED TO "A" PRIORITY</u></p> <p>No. B-5.4: Professional Accounting Services contract. <u>MOVED TO "A" PRIORITY</u></p> <p>No. B-5.5: GASB 75 OPEB Actuarial Report.</p> <p><u>No. B-5.4: Implement updated Miscellaneous Fees.</u></p>

REVISED 2021-2022 STRATEGIC PLAN

ATTACHMENT #1 BASIC MEASURES OF SUCCESS

STRATEGIC ELEMENTS	CORE GOALS	BASIC MEASURES OF SUCCESS
#1 – External Relationships and Customer Service	<p>Maintain effective working relationships with external agencies.</p> <p>Maintain organizational standards that ensure a high level of service orientation for our ratepayers.</p>	<ul style="list-style-type: none"> ▪ External relationships: Attend HIA meetings, neighborhood meetings as appropriate, maintain presence at LAFCO meetings, attend local community City Council meetings, ACWA JPIA and Region 5 meetings, CSDA meetings, including San Mateo chapter, attend SFPUC meetings, BAWSCA meetings, participate in San Mateo County Emergency Managers Association meetings, coordinate meetings with Belmont public officials, Public Works, and Community Development as needed. ▪ Conduct at least one community education event with BAWSCA. ▪ Provide timely and useful customer communications. ▪ Monitor customer satisfaction via a measurable survey. ▪ Proactive MPWD advocacy focusing on common constituent message development and community promotion.
#2 – Resource Management	<p>Ensure water quality meets desired quality standards.</p> <p>Develop long-term resource sustainability through energy and water conservation measures.</p>	<ul style="list-style-type: none"> ▪ Routine water testing and monitoring should meet SWRCB/Department of Drinking Water standards. ▪ Prepare and transmit timely CCR. ▪ Implement feasible water quality inspection recommendations. ▪ Continue distribution system unidirectional flushing program. ▪ Maintain active involvement in BAWSCA water supply reliability and water conservation programs and activities. ▪ Continue water use efficiency messaging to meet regional and statewide water conservation goals. ▪ Annual MPWD Water Conservation Report to customers by January 31st. ▪ Support continued off-peak hour pumping. ▪ Explore solar power opportunities.

STRATEGIC ELEMENTS	CORE GOALS	BASIC MEASURES OF SUCCESS
		<ul style="list-style-type: none"> ▪ Maintain SDFL District Transparency Certificate of Excellence for MPWD website and update often to keep information resourceful.
#3 – Infrastructure Management and Operations	<p>Maintain proactive operations and maintenance programs.</p> <p>Maintain long-term capital improvement program.</p>	<ul style="list-style-type: none"> ▪ Monitor O&M procedures and revise as appropriate. ▪ Continue coordination of CIP with City of Belmont and City of San Carlos. ▪ Cybersecurity vulnerability assessment. ▪ Develop business interruption/resumption procedures. ▪ Regularly review and update the long-term CIP.
#4 – Human Resources Management	<p>Develop and maintain systems and processes for effective workforce management.</p> <p>Develop and maintain Board of Directors procedures for effective and transparent governance.</p>	<ul style="list-style-type: none"> ▪ Monitor recruitment/retention levers for funding/implementation action. ▪ Review recruitment /hiring process plans. ▪ Meet and confer with MPWD Employee Association as applicable. ▪ Maintain organization chart. ▪ Create organizational succession plan. ▪ Plan annual training plan/calendar around available budget funds. ▪ Regular GM/staff meetings and communications. ▪ Develop/update and maintain administrative procedures. ▪ Recognize employee service milestones. ▪ Celebrate employee accomplishments. ▪ Monitor staff job satisfaction. ▪ Review Employee Safety and Loss Prevention Program. ▪ Fiscal Year safety incident and loss prevention report to Board. ▪ Create/maintain/update Board of Directors policies. ▪ Review Annual Planning Schedule for Board of Directors for updates.
#5 – Financial Management	<p>Establish and achieve annual budget trends.</p> <p>Develop/maintain financial management policy.</p>	<ul style="list-style-type: none"> ▪ Review proposed fiscal year SFPUC water rate charges and consider MPWD water rate adjustment. ▪ Budget process addressing District priorities completed by June 30th. ▪ Review performance monthly so that targeted allocation is achieved. ▪ Comprehensive budget document, including charts/graphs. ▪ Apply for budget and/or financial transparency certification. ▪ Incorporate capital plan priorities in annual budget.

STRATEGIC ELEMENTS	CORE GOALS	BASIC MEASURES OF SUCCESS
		<ul style="list-style-type: none"> ▪ Incorporate modeling into annual budgeting process; use tools to develop scenario that can be used as operating circumstances change. ▪ Coordinate detailed financial review matters with the Board’s Finance Committee. ▪ Regularly review fees and charges for update. ▪ Continue reporting on 2016 COP capital project expenditures. ▪ Manage investment strategy for PARS Section 115 Trust Plan for OPEB and PRSP.



January 13, 2022

DIRECTOR ASSIGNMENTS/COMMITTEES

ASSIGNMENT	2022
ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA)/REGION 5	All
ACWA/JOINT POWERS INSURANCE AUTHORITY (JPIA)	Brian Schmidt Kirk Wheeler (Directors are voting members GM is the alternate)
BAY AREA WATER SUPPLY & CONSERVATION AGENCY (BAWSCA)	Louis Vella Four-Year Term Ends: June 30, 2025
SAN MATEO CHAPTER -CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA)	Louis Vella Kirk Wheeler <i>Tammy Rudock, General Manager</i>
GENERAL MANAGER PERFORMANCE EVALUATION	Louis Vella Matt Zucca
HARBOR INDUSTRIAL ASSOCIATION (HIA)	Brian Schmidt Kirk Wheeler
BELMONT CHAMBER OF COMMERCE	All

STANDING COMMITTEE	2022
FINANCE COMMITTEE	Kirk Wheeler Louis Vella <i>District Treasurer</i>
AD HOC COMMITTEE	2022
GENERAL MANAGER RECRUITMENT ADVISORY COMMITTEE	Kirk Wheeler Matt Zucca



AGENDA ITEM NO. 7.B.

DATE: February 24, 2022
TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager

SUBJECT: CONSIDER RESOLUTION 2022-02 AUTHORIZING:

- 1. WAIVER OF THE DISTRICT PROCUREMENT POLICY REQUIREMENT TO BID A CONSTRUCTION PROJECT FOR 400 FEET OF CIVIC LANE WATER MAIN REPLACEMENT; AND**
- 2. USE OF \$100,000 IN PAY-GO CAPITAL FUNDS FOR THE CONSTRUCTION OF THE 400 FEET OF CIVIC LANE WATER MAIN REPLACEMENT IN COORDINATION AND TIMING WITH BELMONT'S REQUIREMENT FOR ALLEYWAY RECONSTRUCTION FOR LOCAL DEVELOPMENT; AND**
- 3. CONSTRUCTION CONTRACT AWARD TO GOLDEN BAY CONSTRUCTION IN THE AMOUNT OF \$73,850 AND PROVIDE A 10% CONTINGENCY OF \$7,400; AND**
- 4. AMENDMENT OF MPWD FY 2021/2022 CAPITAL BUDGET**

RECOMMENDATION

Approve Resolution 2022-02.

FISCAL IMPACT

Resolution 2022-02 authorizes the expenditure of an amount not to exceed \$100,000 of Pay-Go capital funds to replace approximately 400 feet of shallow and aged water main under Civic Lane (alleyway) between O'Neill and Broadway Avenues serving several District customers along El Camino Real (Project). This Project is not related to the water services for the Fire House Square development but is due to fact that the main is very shallow and reconstruction of Civic Lane (alleyway) will harm the integrity of the existing water main. It therefore prudent to replace the water main before the new alley is constructed by funding a segment of a capital project for Civic Lane.

The Civic Lane Improvements, capital project 15-78, were identified in the earliest adopted capital budget in FY 2016/2017 because the project ranked high in priority, but due to the advancement of other priority projects and projects coordinated with the City of Belmont, it was reduced in ranking. Today, with pending new City of Belmont Street/alley reconstruction, the replacement and lowering of a portion of the Civic Lane capital project falls in line with the

Board's desire to replace, when necessary and possible, District infrastructure before a new road improvement is made by the City.

DISCUSSION

The Fire House Square development is bounded by El Camino Real, O'Neill Avenue, 5th Avenue and Broadway Avenue. Mid-Peninsula Firehouse Square Associates (Developer) entered into a Water Service Agreement with the District on September 9, 2020 for water service improvements needed to serve the development, but this matter is unrelated to providing water services to the development.

Within the past month, the Developer's engineer made District staff aware of a development requirement to reconstruct Civic Lane (alleyway) and the engineer wanted to know if there were any impacts to the District. Staff told the Developer's engineer that the existing water line under Civic Lane was shallow, and staff expressed concerns that reconstruction would lead to water system problems for the approximately 400 feet of Civic Lane (see attached Project Description).

District staff convened and discussed the Civic Lane Improvements capital project, which has a much larger footprint, and determined it could be scaled down with the intent to lower the existing water main. The proposed scaled down improvements would abandon the existing shallow main and construct a new 2-inch service main for six (6) District customers with business fronts along El Camino Real at a more normal depth of 3 foot. Replacing the shallow existing and old water main before a new street (alley) is constructed is consistent with Board direction to make improvements before the City, or in this case the Developer, makes road/alley improvements.

Under existing Board policy, the District bids out construction projects in excess of \$50,000. This is not a legal requirement and can be waived by the Board if doing so is in the District's best interest. District Counsel advised staff that this current situation would meet the test to waive the bidding requirement, given the coordination with Developer and major alleyway reconstruction project and related time constraints (which will not allow for a formal competitively bid procurement).

Although there is no time for a formal competitively bid procurement, District staff was able to obtain two contractor estimates to complete the Project as follows:

Golden Bay Construction, Inc. for \$73,850.00

DACO Construction for \$139,229.00.

Staff recommends awarding the construction of the Project to Golden Bay Construction, Inc. for a not to exceed amount of \$73,850.00 plus a 10% contingency of \$7,400 for a total budget of \$81,250, with the understanding that up to \$100,000 will be funded from the District's pay-go funds and the FY 2021/2022 Capital Budget will be amended accordingly.

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

UNANIMOUS_____ WHEELER_____ VELLA_____ ZUCCA_____ JORDAN_____ SCHMIDT_____

RESOLUTION NO. 2022-02

RELATED TO MPWD CAPITAL PROJECT IDENTIFIED AS THE CIVIC LANE IMPROVEMENTS (15-78) AUTHORIZING:

- 1. WAIVER OF DISTRICT PROCUREMENT POLICY REQUIREMENT TO BID A CONSTRUCTION PROJECT FOR 400 FEET OF CIVIC LANE WATER MAIN REPLACEMENT; AND**
- 2. USE OF \$100,000 IN PAY-GO CAPITAL FUNDS FOR SAID PROJECT IN COORDINATION AND TIMING OF BELMONT'S REQUIREMENT FOR ALLEYWAY RECONSTRUCTION OF LOCAL DEVELOPMENT;**
- 3. AWARD CONSTRUCTION OF THE PROJECT TO GOLDEN BAY CONSTRUCTION IN THE AMOUNT OF \$73,850 PLUS A 10% CONTINGENCY OF \$7,400; AND**
- 4. AMENDMENT OF MPWD FY 2021/2022 CAPITAL BUDGET.**

*** * ***

MID-PENINSULA WATER DISTRICT

WHEREAS, on September 9, 2020 the Board of Directors entered into a Water Service Agreement with the Mid-Peninsula Firehouse Square Associates ("Developer") for water services to their development located at the corner of El Camino Real and O'Neill Avenue within Belmont; and

WHEREAS, the Developer's engineer informed District staff that the City is requiring reconstruction of Civic Lane (alleyway) and if the District had any concerns with its water infrastructure under Civic Lane that is not a part the development's water system improvements required by the District; and

WHEREAS, District staff convened and determined that reconstruction of Civic Lane (alley) would have a detrimental effect on the shallow and old water main existing under Civic Lane; and

WHEREAS, District staff determined constructing a portion of an unfunded and low-ranking capital improvement project, Civic Lane Improvements 15-78, would alleviate the issue by abandoning approximately 400 feet of the existing shallow and aged water main and replacing it with an appropriately sized water service line of similar length at the proper depth to serve the six (6) existing District customers served by the District that are not a part of the development, and would achieve a Board

directive to make improvements to those portions of the water system where it is necessary before the City reconstructs a road or in this case alley; and

WHEREAS, District staff obtained two contractor estimates to complete the Civic Lane water improvements:

Golden Bay Construction, Inc. for \$73,850.00

DACO Construction for \$139,229.00; and

WHEREAS, District staff recommends awarding construction of the Civic Lane water improvements to Golden Bay Construction, Inc.; and

WHEREAS, under Board policy, and not a legal requirement, the District bids out construction projects in excess of \$50,000; and

WHEREAS, the Board can waive the policy if doing so is in the District's interest; and

WHEREAS, given the current situation and coordination with the Developer and major alleyway reconstruction project and related time constraints that do not allow for a formal competitively bid procurement; and

WHEREAS, authorizing construction of the water improvements on Civic Lane, the Board amends the capital budget for FY 2021/2022 Capital Improvement Plan (CIP) (Exhibit B) to include the approximately 400 feet of water improvements between O'Neill and Broadway Avenues described in the Capital Improvement Program, Civic Lane Improvements Project 15-78 (Exhibit A).

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

1. An expense of an amount not to exceed \$100,000 of Pay-Go capital funds to replace approximately 400 feet of shallow and aged water main under Civic Lane (alleyway) between O'Neill and Broadway Avenues serving several District customers along El Camino; and
2. Award construction of the Civic Lane water improvements to Golden Bay Construction, Inc. for their bid proposal of \$73,850 plus a 10% contingency of \$7,400; and

3. Waive the Board's construction procurement policy for projects costing in excess of \$50,000 for this particular construction project because it is in the District's best interest; and
4. Amend the District's FY 2021/2022 capital budget to reflect the Civic Lane improvements.

REGULARLY PASSED AND ADOPTED this 24th day of February 2022.

AYES:

NOES:

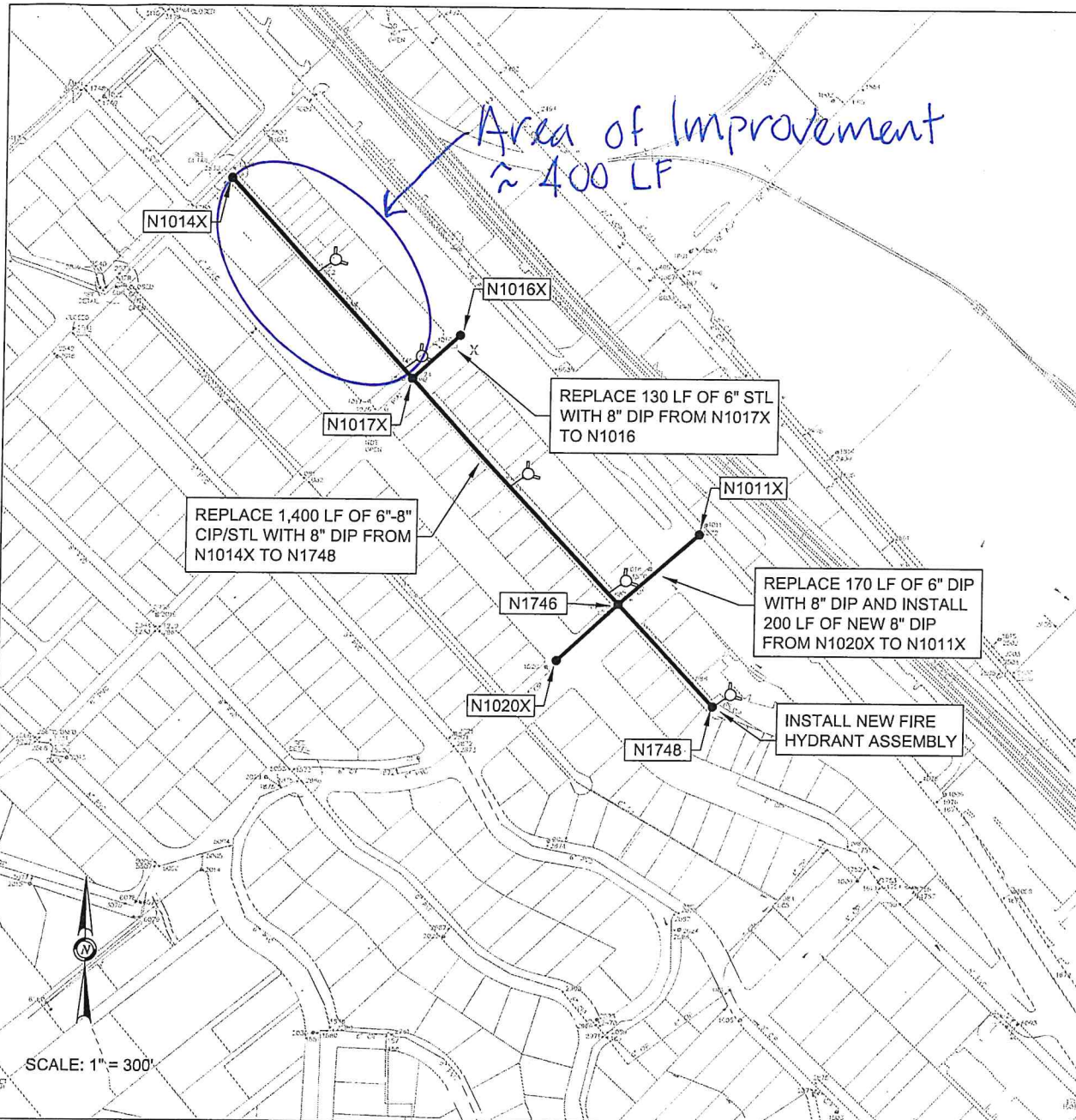
ABSTENTIONS:

ABSENCES:

BOARD PRESIDENT

ATTEST:

BOARD SECRETARY



**CIVIC LANE
IMPROVEMENTS**

PROJECT BACKGROUND

Civic Lane is a 1,400 LF alleyway located in the southwest portion of Zone 1 beginning at O'Neill Avenue and ending approximately 250 LF beyond Harbor Boulevard. The existing cast iron (CIP) and steel (STL) water mains were constructed in the 1940's and were at one time connected at two locations: O'Neill Avenue and the intersection of 5th / Broadway. The O'Neill connection was disconnected due to a planned development leaving only the connection at 5th/Broadway thereby creating a long 1,400 LF dead end serving 20 customers and 5 hydrants. The existing fire flows along the water main are below the recommended 1,500 gpm as a result of the dead end. This project replaces the old and aging water mains along Civic Lane in addition to installing 4 new connections to nearby water mains with 1,900 LF of new 8" ductile iron pipe (DIP) to loop the area and to reduce the overall dead end length to 250 LF. In addition, a fire hydrant will be added at the dead end to allow flushing of the water main. Hydraulic analysis indicates fire flows increase as much as 90% to 2,500 gpm upon completion of this project. Distribution System Analysis No. 83

PROPOSED IMPROVEMENTS

Replace 1,900 LF of various water main with new 8" DIP
 Install 5 fire hydrants
 Replace 20 service connections

PROJECT BENEFITS

The Civic Lane Improvements replaces old and aging water mains, reduces an existing 1,400 LF dead end to 250 LF, loops the system providing improved water movement/quality, and increases fire flows 90% in select areas.

PROJECT BUDGET (2020)

8" DIP - 1,900 LF @ \$450/LF	\$ 855,000
Fire Hydrants - 5 @ \$15,000/EA	\$ 75,000
Service Connections - 20 @ \$4,500/EA	\$ 90,000
Subtotal Construction	\$ 1,020,000
Planning, Design, & Construction Support	\$ 155,000
Construction Inspection	\$ 100,000
Contingency (±10%)	\$ 130,000
Project Budget	\$ 1,405,000

PROJECT COMPLETED

Completion Date:	
<u>Actual Expenditures</u>	
Planning, Design, & Construction Support:	\$
Construction:	\$
Total Expenditures:	\$

Pakpour Consulting Group, Inc.
 5776 Stoneridge Mall Road, Suite 320
 Pleasanton, CA 94588
 925.224.7717 Fax 925.224.7726
 www.pcgengr.com

JOB No.	10012.07
DATE	10/8/19
SCALE	AS NOTED
DRAWN: BY	RL
CKD	JP



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

**CAPITAL IMPROVEMENT PROGRAM
 CIVIC LANE IMPROVEMENTS
 PROJECT 15-78**

**MID-PENINSULA WATER DISTRICT
AMENDED CAPITAL BUDGET FOR FY 2021-2022
CAPITAL IMPROVEMENT PROGRAM (CIP)
Pay-Go Funds**

PROJ #	PROJECT NAME	CAPITAL FY 2021-2022 BUDGET \$	ACTUAL 07/01/21 12/31/21	BALANCE/ (OVER BUDGET)
15-86	Folger Pump Station Demolition - Project #15-86	330,000	160,265	169,735
20-05	Transmission Water Main Assessments	268,500	142,995	125,505
20-09	Dairy Lane Operations Center Rehabilitation – Phase 1 (Planning, Architectural/Engineering Design, and Construction Support, including Contingencies)	150,000	-	150,000
20-01	Hastings Drive Service Connection Replacements; and	910,000	-	910,000
15-40	Hastings Drive Water Main Replacement (Planning, Engineering Design, and Construction Support, including Contingencies)	485,000	46,096	438,904
15-29	Belmont Canyon Road Water Main Replacement	735,000	86,441	648,559
15-88	Vine Street (Zone 5) Improvements (Planning, Engineering Design, and Construction Support, including Contingencies)	1,065,000	60,497	1,004,503
15-78	Civic Lane Improvements, ~ 400 LF between O'Neill & Broadway		100,000	
20-07	Harbor Boulevard Water Main Replacement	346,500	53,209	293,291
N/A	Miscellaneous Capital Outlay/Projects	90,000	18,502	71,498
TOTAL		4,380,000	668,005	3,711,995
DEPRECIATION		1,440,000	351,969	1,088,031
NET OPERATING SURPLUS/LOSS		(380,881)	2,302,806	(2,683,687)
TRANSFER FROM WORKING CAPITAL RESERVES*		380,881	(2,302,806)	2,683,687
NET TRANSFERS TO CAPITAL		2,940,000	(26,247)	2,966,247
CAPITAL OUTLAY/CAPITAL PROJECTS		(4,380,000)	(668,005)	(3,711,995)
NET RESULTS OF CAPITAL		-	(342,282)	342,282



AGENDA ITEM NO. 7.C.

DATE: February 24, 2022
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: CONSIDER THE 2022 REORGANIZATION, AND RESOLUTION 2022-03 APPROVING:

- 1. A REORGANIZATION EFFECTIVE MARCH 1, 2022, INCLUDING THE NEW POSITIONS OF ONE (1) PART-TIME TEMPORARY CHIEF FINANCIAL OFFICER, AND THREE (3) FULL-TIME POSITIONS: ACCOUNTANT, OPERATIONS PROJECT COORDINATOR, AND WATER RESOURCES COORDINATOR; AND**
- 2. EMPLOYEE POSITION CLASSIFICATIONS FOR CHIEF FINANCIAL OFFICER, OPERATIONS PROJECT COORDINATOR, AND WATER RESOURCES COORDINATOR, AND REVISED POSITION CLASSIFICATIONS FOR ADMINISTRATIVE SERVICES MANAGER AND ACCOUNTANT; AND**
- 3. REVISED SALARY SCHEDULES FOR REPRESENTED AND UNREPRESENTED EMPLOYEES EFFECTIVE MARCH 1, 2022**

RECOMMENDATION:

Approve Resolution 2022-03.

FISCAL IMPACT:

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

FY 2022/2023: Estimated additional personnel costs are \$275,000 (including burdened costs)

Due to staff vacancies, funds are available in the current fiscal year's operating budget to cover costs for the remaining 3-4 months.

Note: For FY 2022/2023, approximately \$100,000 of the estimated additional budget annual costs are partial year salary and benefits for the succession plan position of Water Resources Coordinator, and the overlap for training before the incumbent retires effective May 1, 2023. It is projected that a candidate will be hired no later than October 1, 2022. After the incumbent's retirement, there will be a near zero-balance effect of the personnel costs between the new hire and the incumbent.

The revised Salary Schedules for Represented and Unrepresented Employees effective March 1, 2022, related to the proposed reorganization are attached.

BACKGROUND:

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:

This item was postponed last month to allow more time for review by the MPWD Employee Association (MPWDEA). Reorganization is not a bargaining issue, but a Management right and a “meet and confer” issue wherein Management presents the proposed organizational changes, and the bargaining unit has an opportunity to consider, ask questions, and respond regarding specific bargaining unit impacts.

Management met with the officers for the MPWDEA on January 25, 2022, and felt it was fair to provide added and more adequate time for their review. After that meeting and the Board member comments made during its meeting on January 27, 2022, I reconsidered the proposed reorganization and made some revisions, resulting in the reduction of 1.5 FTEs. The revised Organizational Chart is attached (totaling 23.0 FTEs) and was transmitted to the MPWDEA on January 11, 2022.

The MPWDEA did not identify any impacts to its members because of the proposed reorganization but rather expressed concerns about what it perceived to be potential financial impacts to future bargaining because of the added personnel costs. The concerns were noted by Management and the MPWDEA was reminded that reorganization was not a bargaining issue. Management has done its required due diligence under the labor laws plus responded to all questions submitted by the MPWDEA.

Based on the attached revised organization, the following new positions are proposed:

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. They will be responsible for the formal management and oversight along with the General Manager of the MPWD’s finances, investments, banking, debt financing and services, budgets, accounting systems, financial audits, internal controls, and procedures for the MPWD. A DRAFT position classification is attached for reference regarding further duties, responsibilities, and qualifications. In the next agenda item, I am recommending the temporary part-time appointment of Mr. Alleyne LaBossiere, CPA, and retired annuitant.

Note: Staff will explore and work with the new General Manager, the Board Finance Committee, and the Board regarding the potential concept for a future permanent part-time CFO to be filled by a professional consultant.

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, planning, and reporting requirements. There is a known candidate for this job with experience within the MPWD system that will be considered. A DRAFT position classification is attached for reference regarding further duties, responsibilities, and qualifications.

3. Water Resources Coordinator – NEW Full-Time Position (*Succession Plan—Operations Management Analyst position would not be filled after incumbent retirement effective May 1, 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 – NEW Full-Time Position
 - The Accountant will be a full-time position and responsible for the day-to-day accounting and payroll, including employee benefits, accounts payable, bank reconciliations, reporting and many other accounting duties and will report to the CFO. The updated MPWD position classification is attached for reference regarding further duties, responsibilities, and qualifications.

The following positions were deleted:

- The vacant 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.

Note: In the future if the position is considered, it is recommended that the position be upgraded to an 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. I believe there should be consideration by the next General Manager as to whether there is a need for the Administrative Services Manager position if a strong Executive Administrative Officer possessed administrative skills and experiences with human resources, Board Secretary duties, policy development, reporting, and agenda preparation.

- The previously proposed *Succession Plan* Water System Operator was deleted because a Water System Operator position opened after a recent internal employee promotion.

The following position was retained:

- The Administrative Assistant/Specialist was previously recommended to be replaced by the newly hired Accountant; however, there was MPWDEA and staff feedback that the position was needed within our operations when employees are off duty or there are heavier-than-expected call loads, especially now that customer fees and shut-offs have been reinstated. Furthermore, the Accountant will be extremely occupied with detailed accounting work that is best performed without constant interruptions and/or interactions with customers.

Additional highlights regarding the proposed reorganization:

- A. Recently several internal employees were promoted and/or reclassified and those changes are indicated on the revised Organizational Chart dated February 24, 2022.
- B. 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 the organization needed to fulfill their collaborative vision with the Board of Directors.
- C. Expanded use of the MPWD's existing telephone system's automated features for handling future calls will be further explored for implementation and discussion with the Board. 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.
- D. Finally, attached is a FY 2023/2024 "Look Ahead" Organizational Chart to show what the organization will look like after the known staff retirements in 2023.

Attachment: Resolution 2022-03
MPWD Organizational Chart dated 12/16/2021
Proposed MPWD Organizational Chart dated 02/24/2022
New Position Classifications for Chief Financial Officer, Operations Project Coordinator, and Water Resources Coordinator
Revised Position Classifications for Administrative Services Manager and Accountant
Salary Schedules for Represented and Unrepresented Employees effective March 1, 2022
FY 2023/2024 "Look Ahead" Organizational Chart dated 02/24/2022

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

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 effective March 1, 2022; 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, Management met and conferred with the Administrative Services staff on January 24, 2022, and the MPWD Employee Association on January 25, 2022, regarding the organizational changes; and

WHEREAS, on February 11, 2022, the organization was reviewed for operational efficiencies and development, and succession planning per the strategic objectives of the MPWD, 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—Part-Time Temporary Chief Financial Officer, Operations Project Coordinator, and Water Resources Coordinator,

together with the corresponding salary schedules and organizational chart, for a total of 23.0 FTEs; and

WHEREAS, the Board of Directors reviewed and considered the reorganization on February 24, 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, and corresponding salary schedules effective March 1, 2022, presented on February 24, 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 24th day of February 2022.

AYES:

NOES:

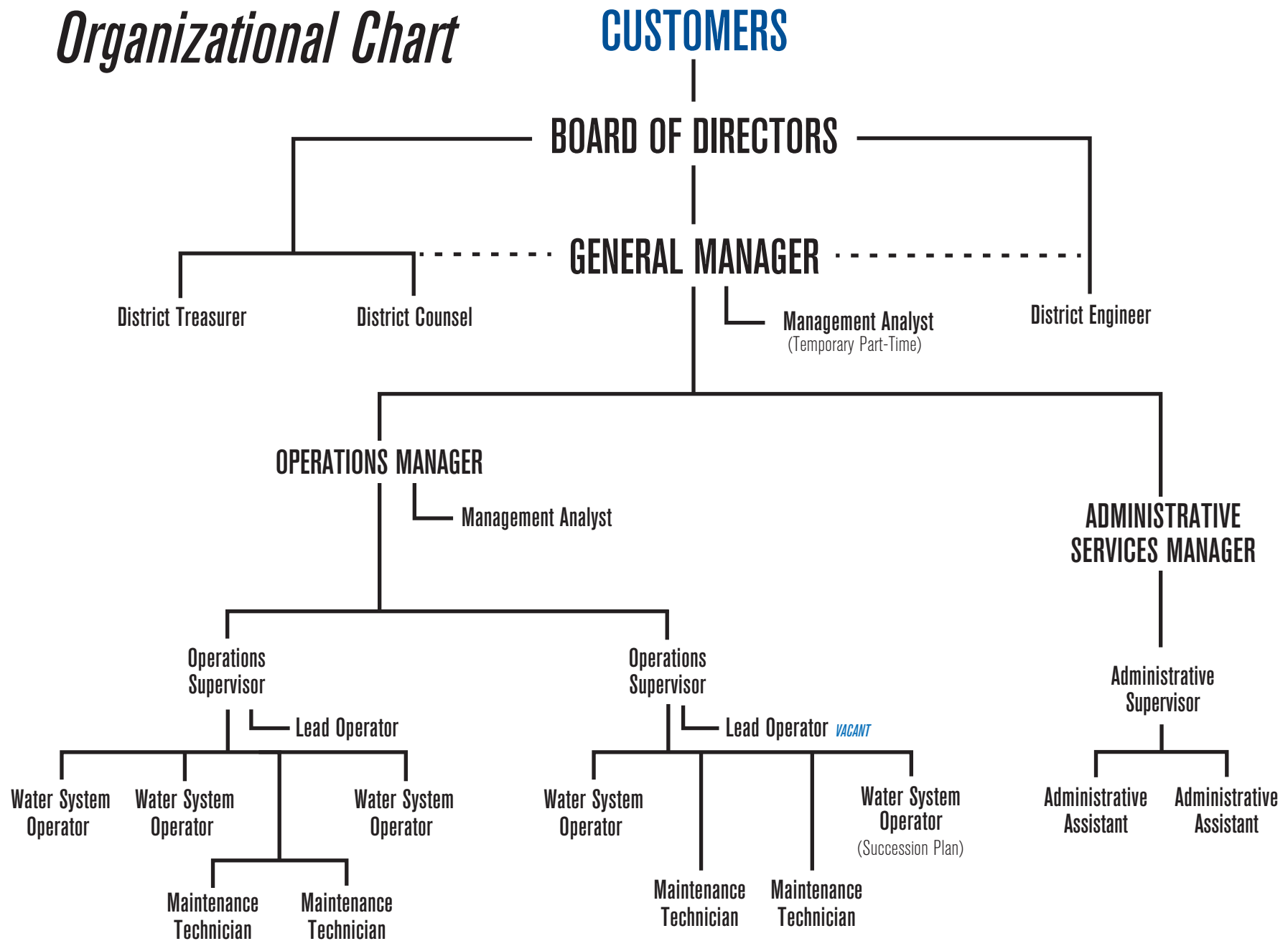
ABSTENTIONS:

ABSENCES:

BOARD PRESIDENT

ATTEST:

BOARD SECRETARY





Organizational Chart

CUSTOMERS

BOARD OF DIRECTORS

GENERAL MANAGER

District Treasurer
VACANT

District Counsel

District Engineer

OPERATIONS MANAGER

CHIEF FINANCIAL OFFICER

(Temporary Part-Time)

ADMINISTRATIVE SERVICES MANAGER

(Temporary Part-Time)

Operations Project Coordinator
VACANT

Water Resources Coordinator
(Succession Plan)
VACANT

Management Analyst

Accountant
VACANT

Administrative Supervisor

Operations Supervisor

Operations Supervisor

Lead Operator

Lead Operator

Water System Operator

Water System Operator

Water System Operator

Water System Operator

Water System Operator
VACANT

Maintenance Technician

Maintenance Technician

Maintenance Technician

Maintenance Technician

Administrative Specialist

Administrative Specialist

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.

ADMINISTRATIVE SERVICES MANAGER

DEFINITION

Under general direction, plans, supervises, coordinates, and reviews the work of staff performing customer service, utility billing, public outreach and information, including the website, and administrative support functions; administers human resources; acts as the 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, , 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 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.
- 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 public outreach and information programs, including website content coordination.
- Acts as the 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 budget administration; 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 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.
- 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 business or public administration, or a related field, and five (5) years of increasingly responsible experience managing and/or supervising administrative or operational functions. Experience in a governmental or public utility setting is preferred and experience in human resources and customer service is desirable.

OR

Equivalent to the completion of the twelfth (12) grade, and 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, plus 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 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.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- 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 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.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- 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.

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 <i>Effective 03/01/2022</i> \$7,599 - \$9,878/Month	N/A	N/A	N/A

Operations Supervisor		\$100,649 - \$130,844/Year \$8,388 - \$10,904/Month	\$98,386 - \$127,902/Year \$8,199 - \$10,659/Month	\$96,268 - \$125,149/Year \$8,022 - \$10,429/Month	\$92,654 - \$120,451/Year \$7,721 - \$10,038/Month
Water Resources Coordinator - NEW		\$91,183 - \$118,538/Year <i>Effective 03/01/2022</i> \$7,599 - \$9,878/Month	N/A	N/A	N/A
Water System Operator		\$67,799 - \$88,140/Year \$5,650 - \$7,345/Month	\$66,275 - \$86,158/Year \$5,523 - \$7,180/Month	\$64,848 - \$84,303/Year \$5,404 - \$7,025/Month	\$62,414 - \$81,139/Year \$5,201 - \$6,762/Month

UNREPRESENTED EMPLOYEES - MANAGEMENT & EXEMPT

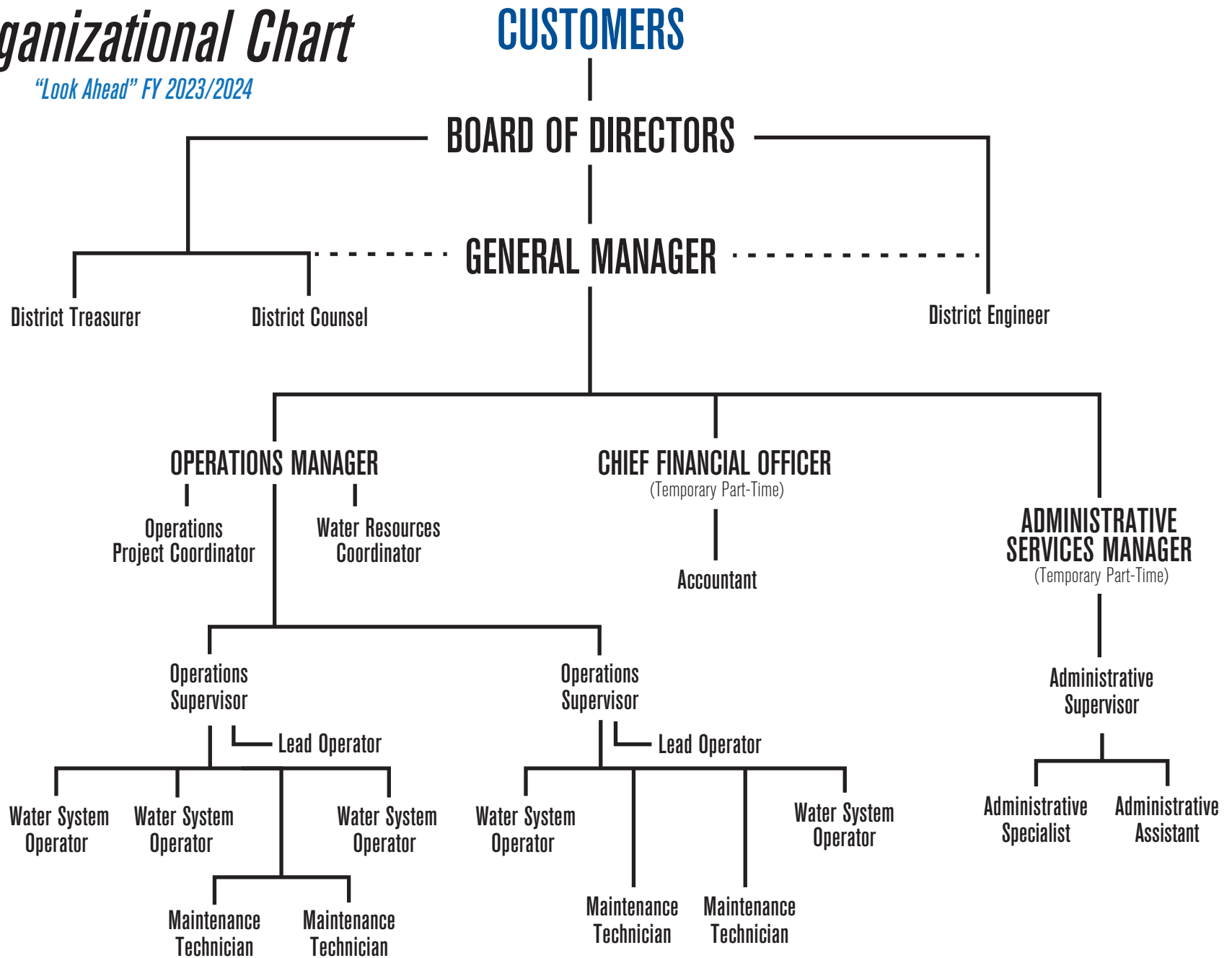
SALARY SCHEDULE

PERSONNEL CLASSIFICATION	FY 2022/2023 SALARY RANGE	2.3% LIVING WAGE ADJ EFFECTIVE 08/01/21 Resolution 2021-21 07/22/21 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
Accountant		\$84,673 - \$110,075/Year <i>Effective 03/01/2022</i> \$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 <i>Effective 03/01/2022</i> \$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



Organizational Chart

"Look Ahead" FY 2023/2024





AGENDA ITEM NO. 7.D.

DATE: February 24, 2022
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: CONSIDER RESOLUTION 2022-05 AUTHORIZING THE TEMPORARY PART-TIME EMPLOYMENT OF RETIRED ANNUITANT ALLEYNE LaBOSSIERE, CPA, IN ACCORDANCE WITH GOVERNMENT CODE SECTIONS 7522.56 AND 21224 AND EXECUTIVE ORDER N-25-20

RECOMMENDATION

Adopt Resolution 2022-05.

FISCAL IMPACT

Approximately \$56,000 in annualized salary only (no benefits), which can be accommodated within the FY 2021/2022 Operating Budget, because of personnel vacancies and available Salaries/Wages.

DISCUSSION

The preceding staff report and attachments provide detailed information about the position within the reorganization. A temporary part-time Chief Financial Officer is recommended that will report to the General Manager to provide management level financial and accounting support and reporting. An experienced candidate has been secured that is a retired CalPERS annuitant and will come to the MPWD with not only superior financial, accounting, and administrative skills but also management abilities including policy development and is expected to complete the MPWD Financial Management Policy. His name is Alleyne LaBossiere, and I have personal previous experience working with him at Cambria CSD.

He served as Finance Manager for a few public agencies, including the State of California and King City. He is experienced with governmental financial and accounting services, including audits, investments, debt financing and servicing, financial management systems, customer services, water and sewer operations, rate setting, and utility billing. He has 30+ years' experience of public service. Alleyne ("Al") will be an asset on the team here at the MPWD, and a valuable resource for professional services should they be required by the MPWD.

In California, there are specific laws around a CalPERS employer hiring a retired CalPERS annuitant. Staff worked closely with District Counsel and the attached resolution is necessary to secure the employment of Al LaBossiere. It is the same format used to appoint Temporary Administrative Services Manager Monique Madrid. Also attached is the offer of employment, which will be attached to the resolution.

Attachments: Resolution 2022-05
MPWD Offer of Employment to Alleyne LaBossiere, CPA, dated February 17, 2022

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

UNANIMOUS_____ WHEELER_____ VELLA_____ ZUCCA_____ JORDAN_____ SCHMIDT_____

RESOLUTION NO. 2022-05

**APPROVING THE TEMPORARY APPOINTMENT OF
RETIRED ANNUITANT ALLEYNE LaBOSSIERE, CPA, AS
CHIEF FINANCIAL OFFICER
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, Alleyne LaBossiere [CalPERS ID # redacted] retired from the Cambria Community Services District, effective 03/14/2014; 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 temporary Chief Financial Officer position, 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 Alleyne LaBossiere 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 Alleyne LaBossiere, certify that Alleyne LaBossiere has not and will not receive a Golden Handshake or any other retirement-related incentive; and

WHEREAS, the District’s Conditional Employment Offer dated February 17, 2022, between Alleyne LaBossiere 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 Alleyne LaBossiere, CPA, as described herein and the attached offer of employment document, and that this appointment is necessary to perform the critically needed duties described herein for the Mid-Peninsula Water District, because Alleyne LaBossiere possesses extensive, highly specialized skills and experience needed to attend to financial and accounting management work, in order to ensure adequate staffing to perform such work, and approves the temporary appointment of Alleyne LaBossiere as described herein.

REGULARLY PASSED AND ADOPTED this 24th day of February 2022.

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

BOARD PRESIDENT

ATTEST:

BOARD SECRETARY



February 17, 2022

Via Email

Alleyne LaBossiere, CPA

Re: Offer of Flexible Temporary Employment at the MPWD
as Chief Financial Officer, subject to CalPERS Retired Annuitant Laws

Dear Al:

We are looking forward to you joining our team after your retirement from the Cambria Community Services District, effective

As we discussed your employment is subject to the CalPERS retired annuitant laws (Government Code Sections 7522.56 and 21224) and a formal resolution is required, which is attached for your review (Resolution 2022-05). The Board of Directors will consider it on February 24, 2022.

As you know as a retired annuitant, there is a 180-day break-in-service requirement (which you have satisfied) and 960 work hour limitation (per fiscal year) for retired annuitants as set forth in Government Code Sections 7522.56 and 21224.

Finally, as discussed, we offer you this position on the following terms and conditions:

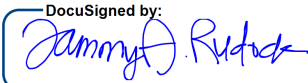
1. Your position title will be Chief Financial Officer, an "at will" Management exempt position, including the duties and responsibilities outlined in the attached proposed position description (which will also be considered for approval by the Board on February 24th). You will report to me as General Manager.
2. An MPWD employee application is required for employment, and conditions of employment include a criminal background check, financial credit check, DMV report, and verification of identity and right to work in the United States (I-9 form). We will provide the necessary background check forms after your acceptance.
3. Your personal vehicle insurance (e.g., copy of the declarations page) will be required, along with a valid California driver's license.
4. Your start date is planned for Monday, March 7, 2022, after all pre-employment requirements are satisfied.
5. Your work schedule will be flexible and temporary based upon the workload assigned by the General Manager. Your travel expenses will be reimbursed by the MPWD.
6. Your compensation will be \$62 per hour, payable every other Friday.

7. No other benefit, incentive, compensation in lieu of benefit, or other form of compensation will be paid in accordance with law related to retired annuitants.
8. All new employees of the MPWD are required to be fully vaccinated against COVID-19. Boosters are strongly encouraged. As a result of the COVID-19 pandemic, the MPWD is committed to working safely as an essential service and critical infrastructure water supplier. Each employee must adhere to added safety procedures as outlined in the attachment. Please review carefully to ensure your commitment and sign/date the acknowledgement form.

Since this is a formal confirmation of our job offer, please signify your formal acceptance by countersigning and returning a signed copy to me.

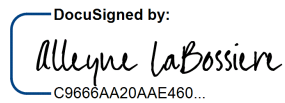
We are looking forward to having you join our team!

Sincerely,

DocuSigned by:

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Tammy A. Rudock
General Manager

Attachments: Resolution 2022-05
Proposed MPWD Chief Financial Officer Position Description
MPWD Employee Workplace Safety Procedures During COVID-19 Pandemic

I hereby affirm my understanding and acceptance of the foregoing job offer and agree that it contains the terms of employment with the MPWD, and that there are no other terms expressed or implied.

DocuSigned by:

C9666AA20AAE460...

2/18/2022

Alleyne LaBossiere, CPA

Date



AGENDA ITEM NO. 7.E.

DATE: February 24, 2022
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: DISCUSS RETURN TO IN-PERSON BOARD MEETINGS

RECOMMENDATION

Discuss return to in-person Board meetings.

FISCAL IMPACT

Unknown.

BACKGROUND

The Board discussed this topic a few times last year—in May 2021, June 2021, and September 2021. Governor Newsom’s Executive Order N-29-20 regarding the Brown Act and teleconference meetings was scheduled to expire on September 30th but got extended to December 31st, and ultimately “replaced” by AB 361. The Board had planned to return to in-person meetings in October 2021, but the Omicron variant of COVID-19 flared up and national, state, and local infections and hospitalizations increased so that plan was postponed.

Effective August 2, 2021, the San Mateo County Health Officer’s issued Order No. C19-12 requiring universal masking in workplaces and public indoor settings. That order remained in place until it was lifted effective February 16, 2022, for vaccinated individuals. Face coverings continue to be required for unvaccinated individuals and certain indoor locations and environments as recommended by the California Department of Public Health (and supported by Cal/OSHA).

DISCUSSION

President Wheeler requested this item be placed on the Board’s agenda and will lead the discussion.

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

UNANIMOUS_____ WHEELER_____ VELLA_____ ZUCCA_____ JORDAN_____ SCHMIDT_____



AGENDA ITEM NO. 7.F.

DATE: February 24, 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
-

RECOMMENDATION

Receive verbal report.

FISCAL IMPACT

None.

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

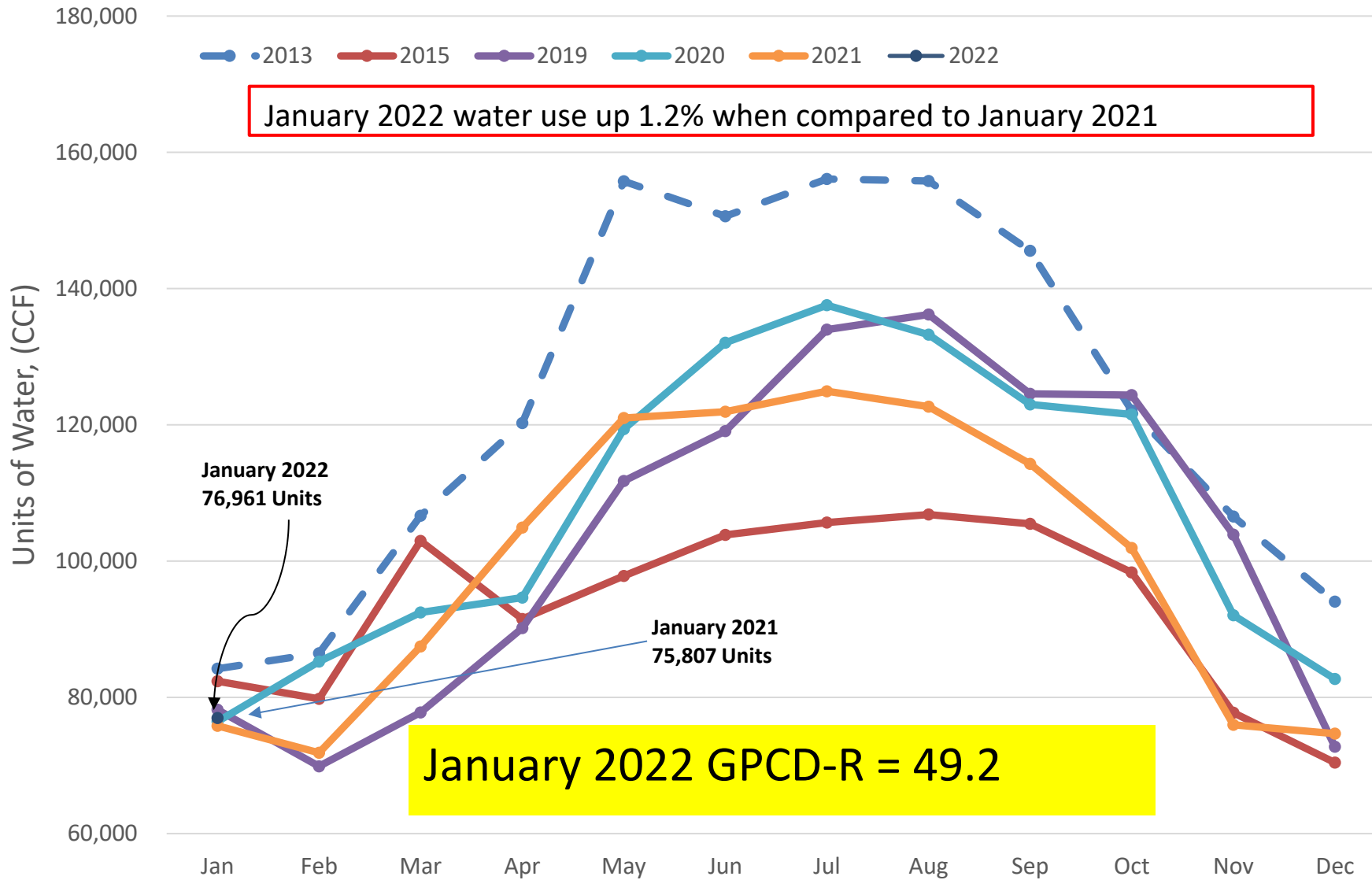
UNANIMOUS__ WHEELER__ VELLA__ ZUCCA__ JORDAN__ SCHMIDT ____

Water Conservation:

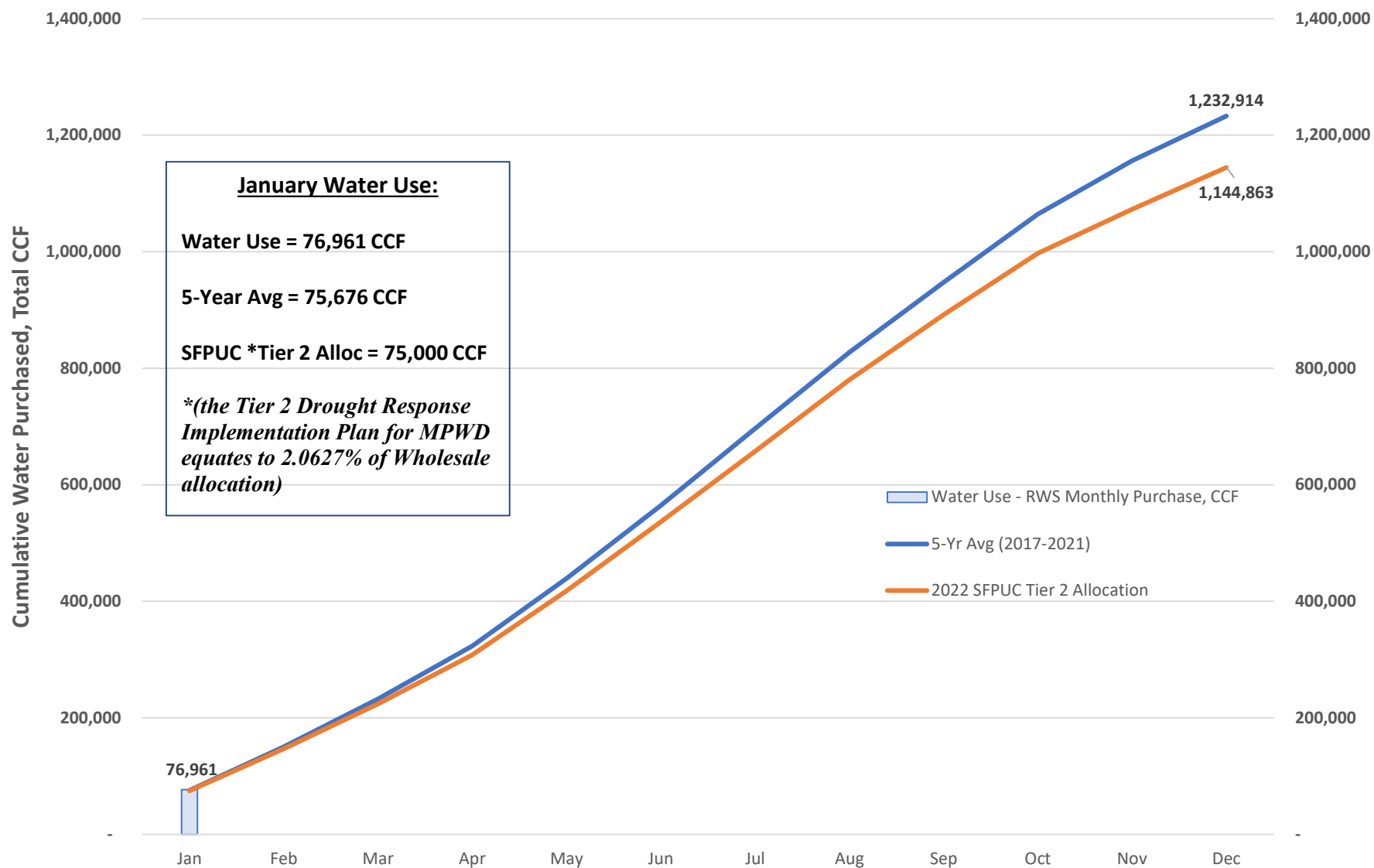
Recent 2-Month Comparison Summary

2020/2021 MONTH	2020/2021 UNITS	2013 UNITS	PERCENT CHANGE*	CUMULATIVE WATER SAVINGS*	2020/2021 GPCD	2013 GPCD
December 2021	74,686	94,062	-20.6%	-21.2%	60.2	74.1
January 2022	76,961	84,202	-8.6%	-20.0%	62.1	66.3
2020/2021 MONTH	2019/2020 UNITS	2013 UNITS	PERCENT CHANGE*	CUMULATIVE WATER SAVINGS*	2019/2020 GPCD	2013 GPCD
December 2020	82,686	94,062	-12.1%	-11.6%	66.7	74.1
January 2021	75,807	84,202	-10.0%	-11.4%	61.1	66.3

MPWD Annual Water Use

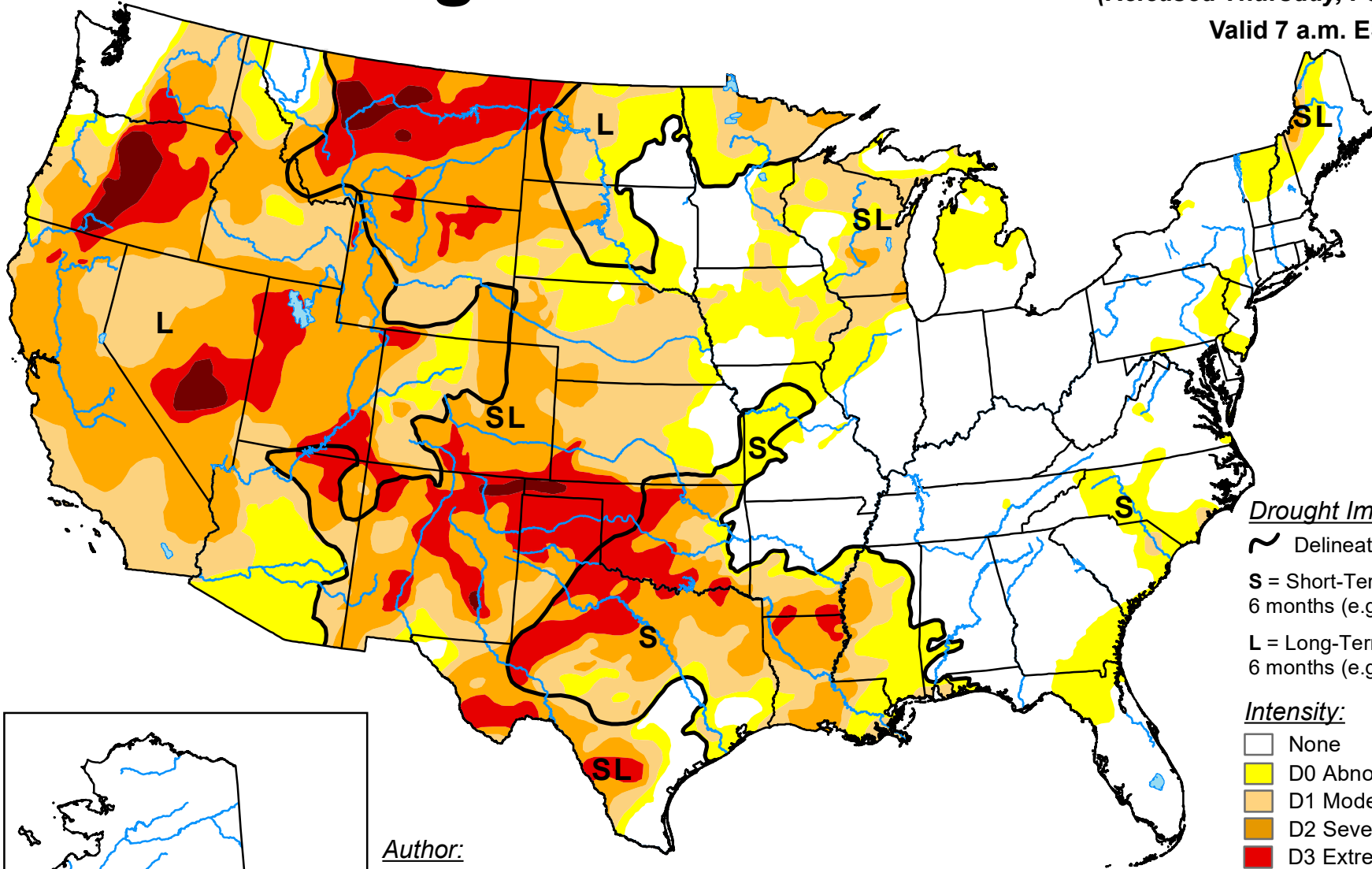


Comparing Monthly Cumulative Water Use with:
5-Year Average and SFPUC 2022 Tier 2 Water Allocation



U.S. Drought Monitor

February 8, 2022
 (Released Thursday, Feb. 10, 2022)
 Valid 7 a.m. EST

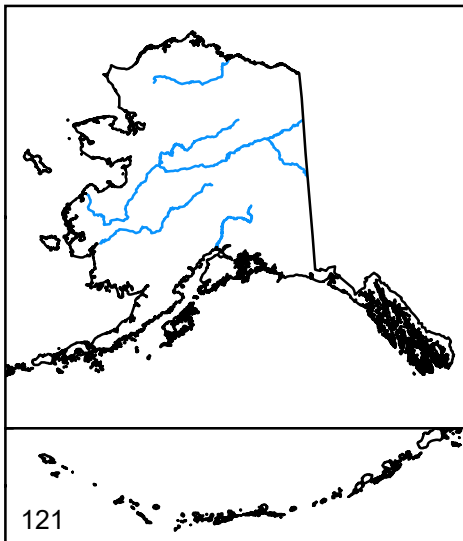


Drought Impact Types:

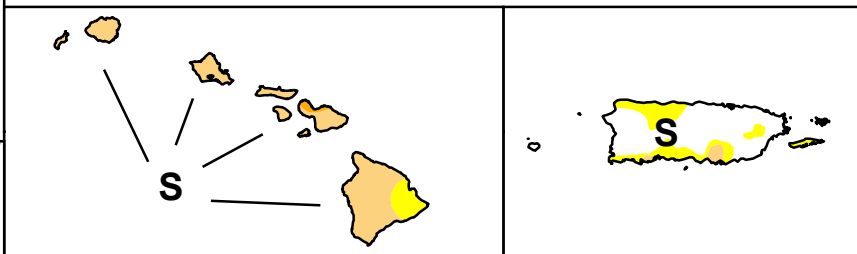
- ~ Delineates dominant impacts
- S = Short-Term, typically less than 6 months (e.g. agriculture, grasslands)
- L = Long-Term, typically greater than 6 months (e.g. hydrology, ecology)

Intensity:

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



Author:
 Deborah Bathke
 National Drought Mitigation Center



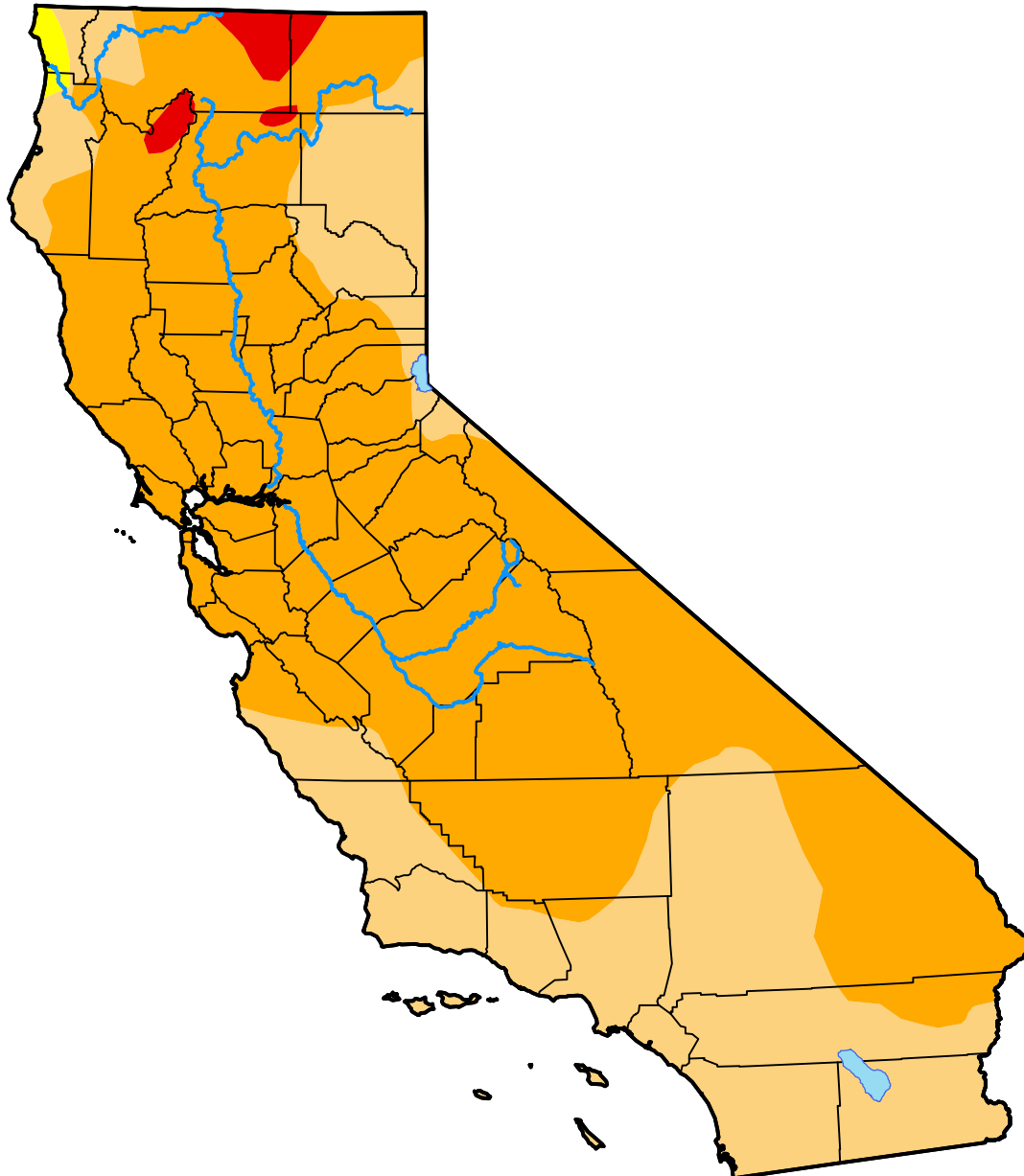
The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. For more information on the Drought Monitor, go to <https://droughtmonitor.unl.edu/About.aspx>



droughtmonitor.unl.edu

U.S. Drought Monitor California

February 15, 2022
(Released Thursday, Feb. 17, 2022)
Valid 7 a.m. EST



Drought Conditions (Percent Area)

	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
Current	0.00	100.00	99.57	66.39	1.39	0.00
Last Week <i>02-08-2022</i>	0.00	100.00	99.25	66.39	1.39	0.00
3 Months Ago <i>11-16-2021</i>	0.00	100.00	100.00	92.43	80.28	37.62
Start of Calendar Year <i>01-04-2022</i>	0.00	100.00	99.30	67.62	16.60	0.84
Start of Water Year <i>09-28-2021</i>	0.00	100.00	100.00	93.93	87.88	45.66
One Year Ago <i>02-16-2021</i>	0.70	99.30	84.88	57.58	30.99	3.75

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

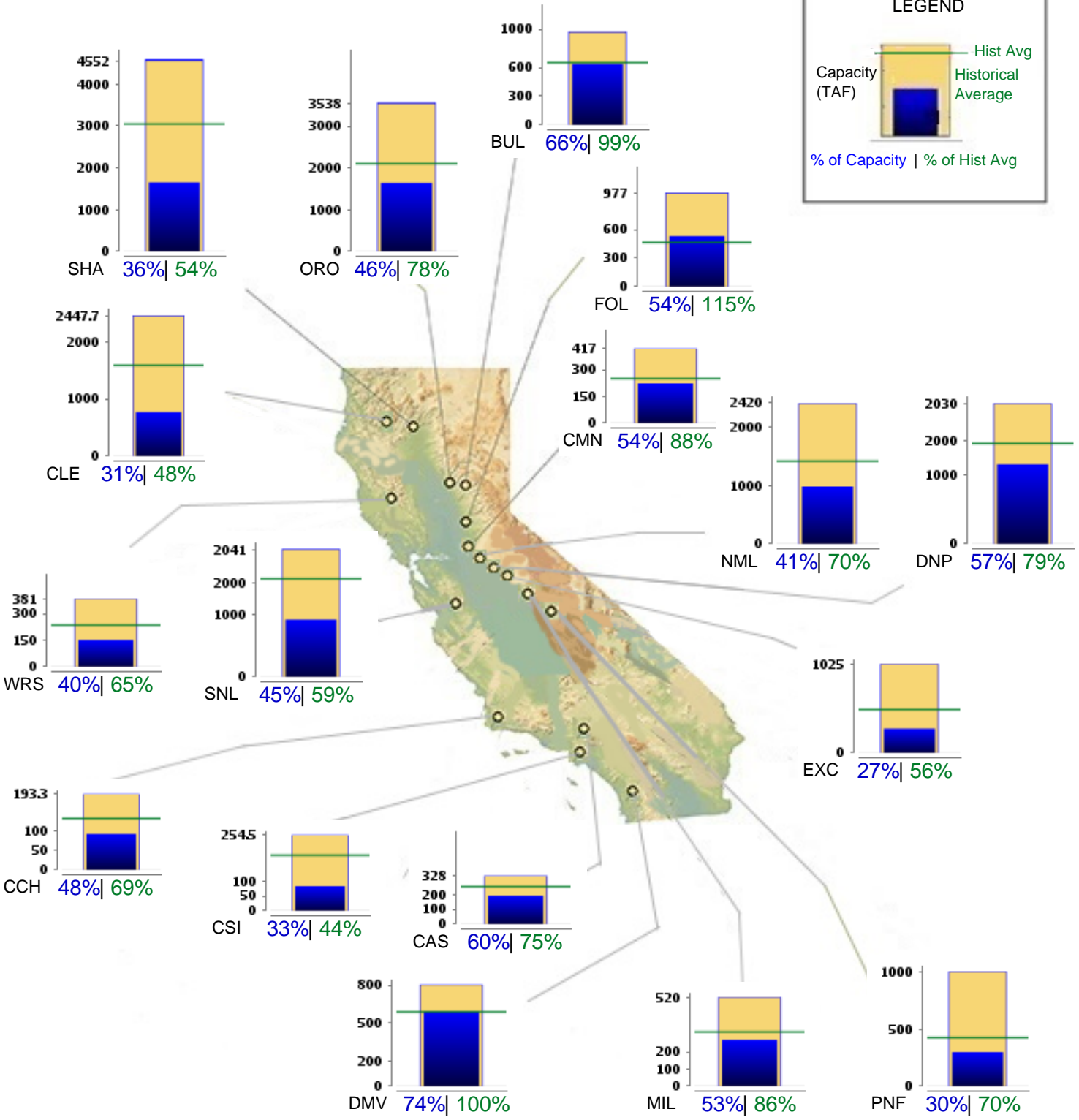
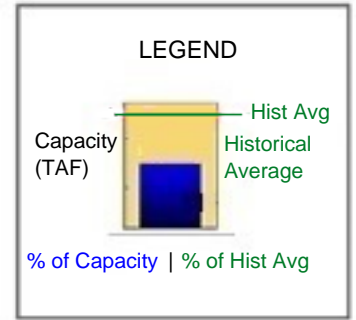


CURRENT RESERVOIR CONDITIONS

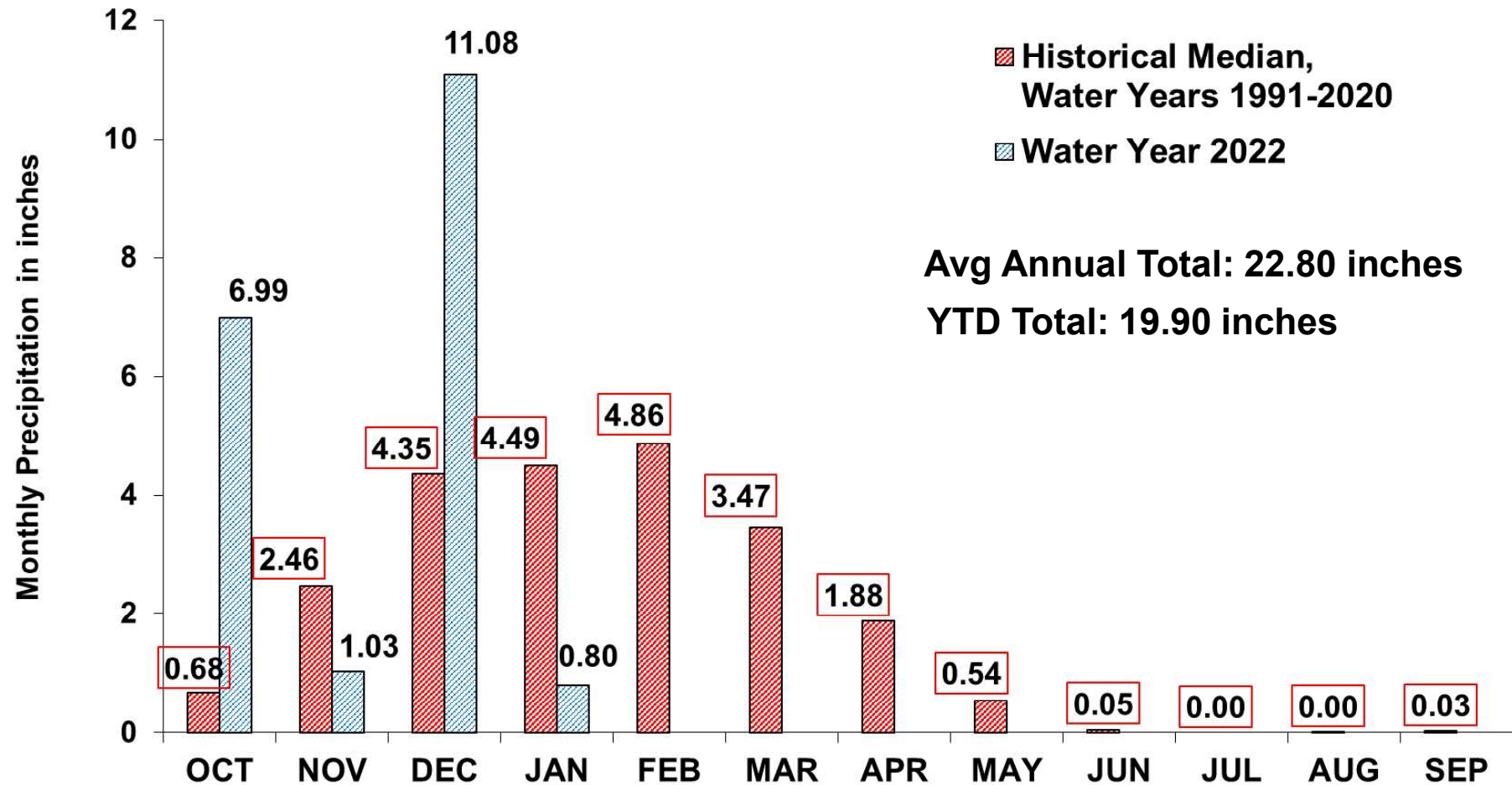
CALIFORNIA MAJOR WATER SUPPLY RESERVOIRS

Midnight - February 9, 2022

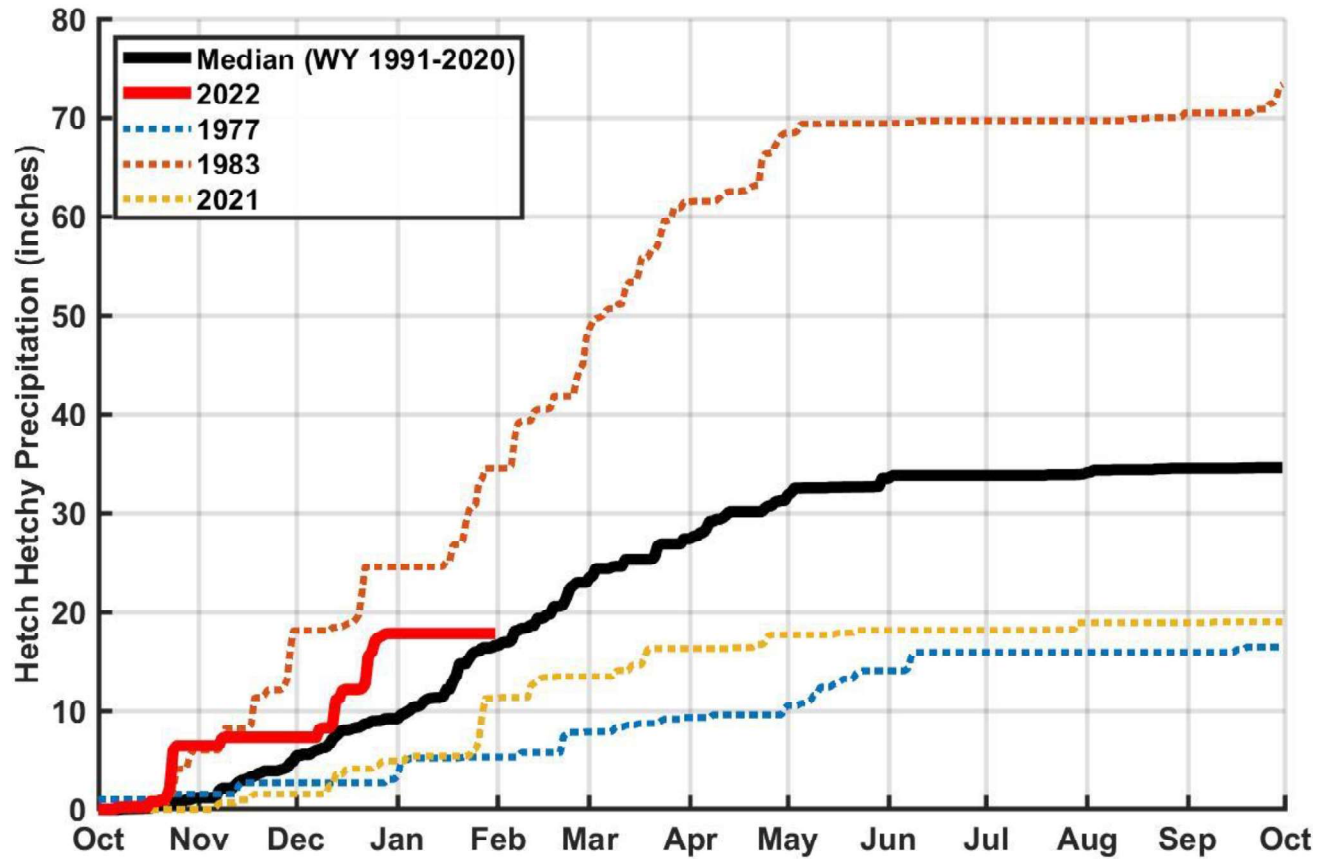
CURRENT CONDITIONS



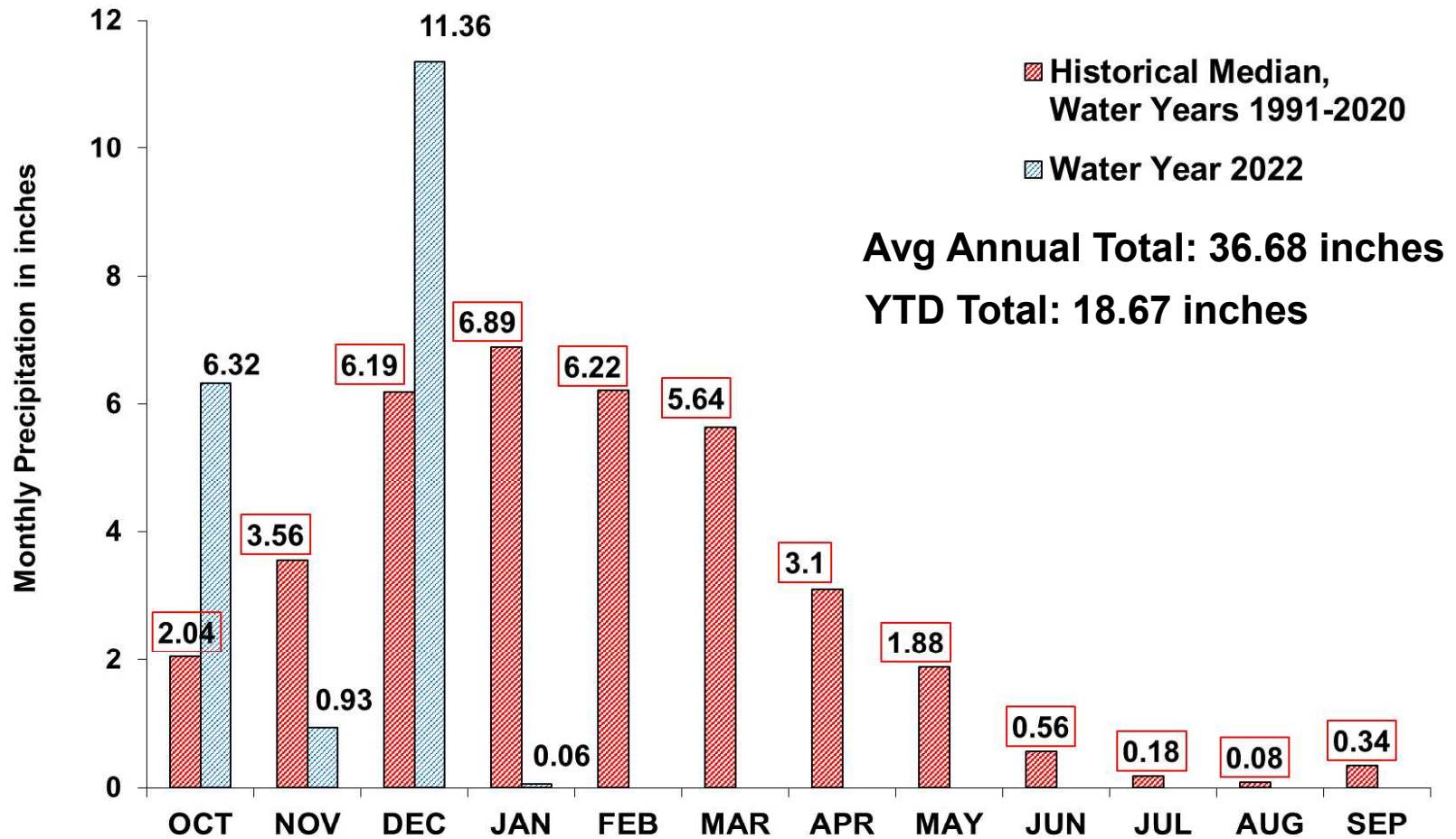
Bay Area 7-station Precipitation Index as of January 30, 2022



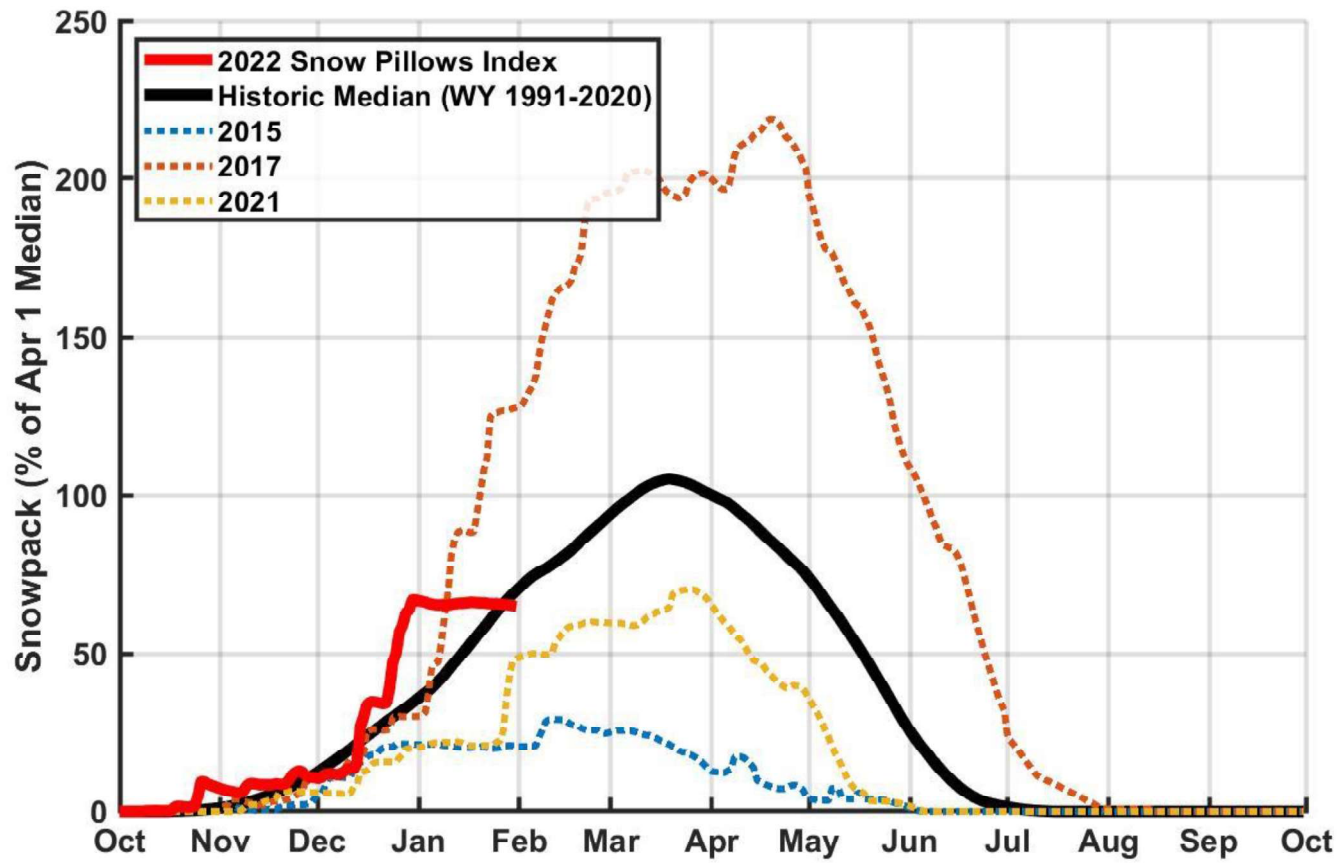
Hetch Hetchy Precipitation



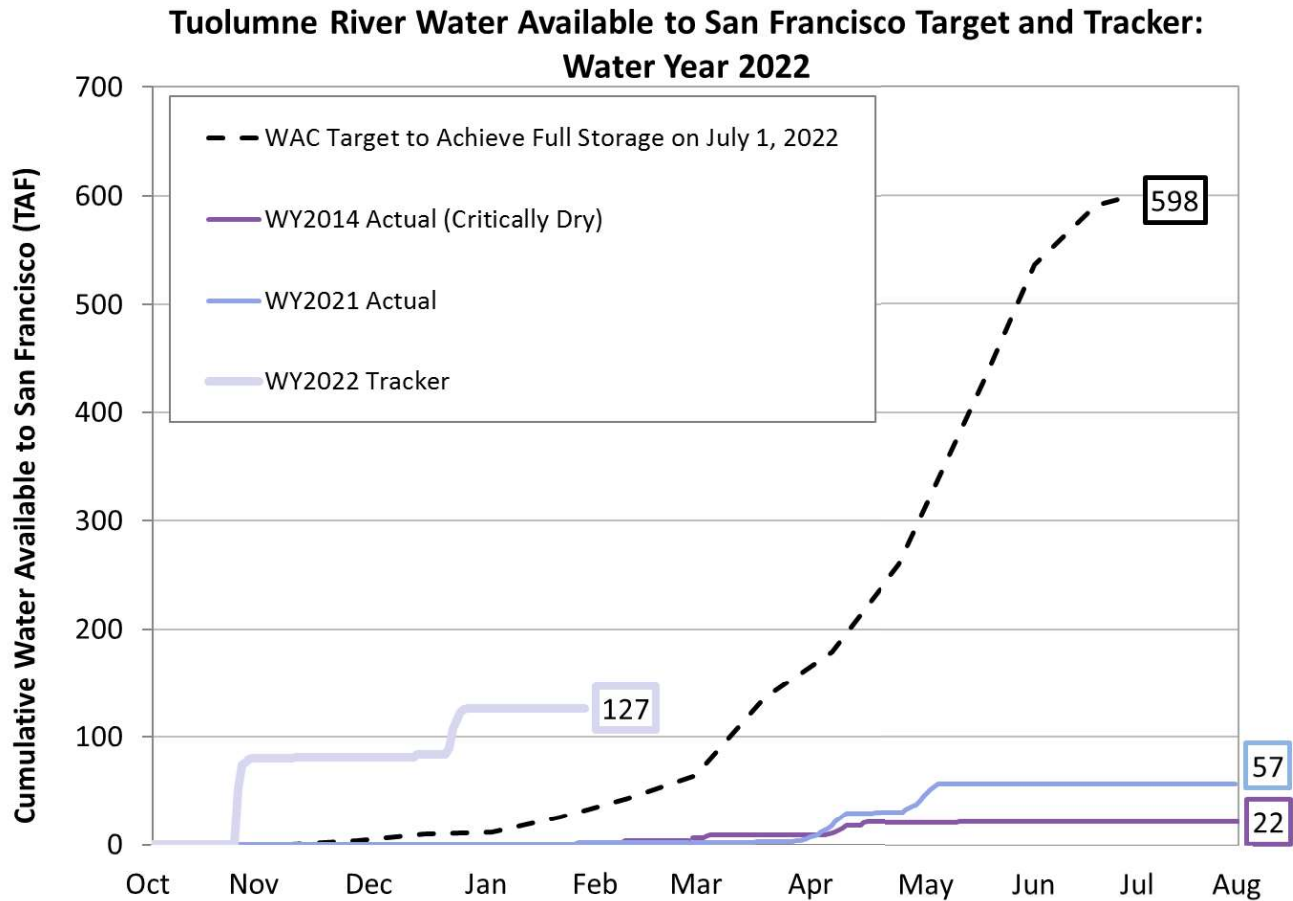
Upcountry 6-station Precipitation Index as of January 30, 2022



Upcountry Snowpack



Tuolumne River Water Available to the City



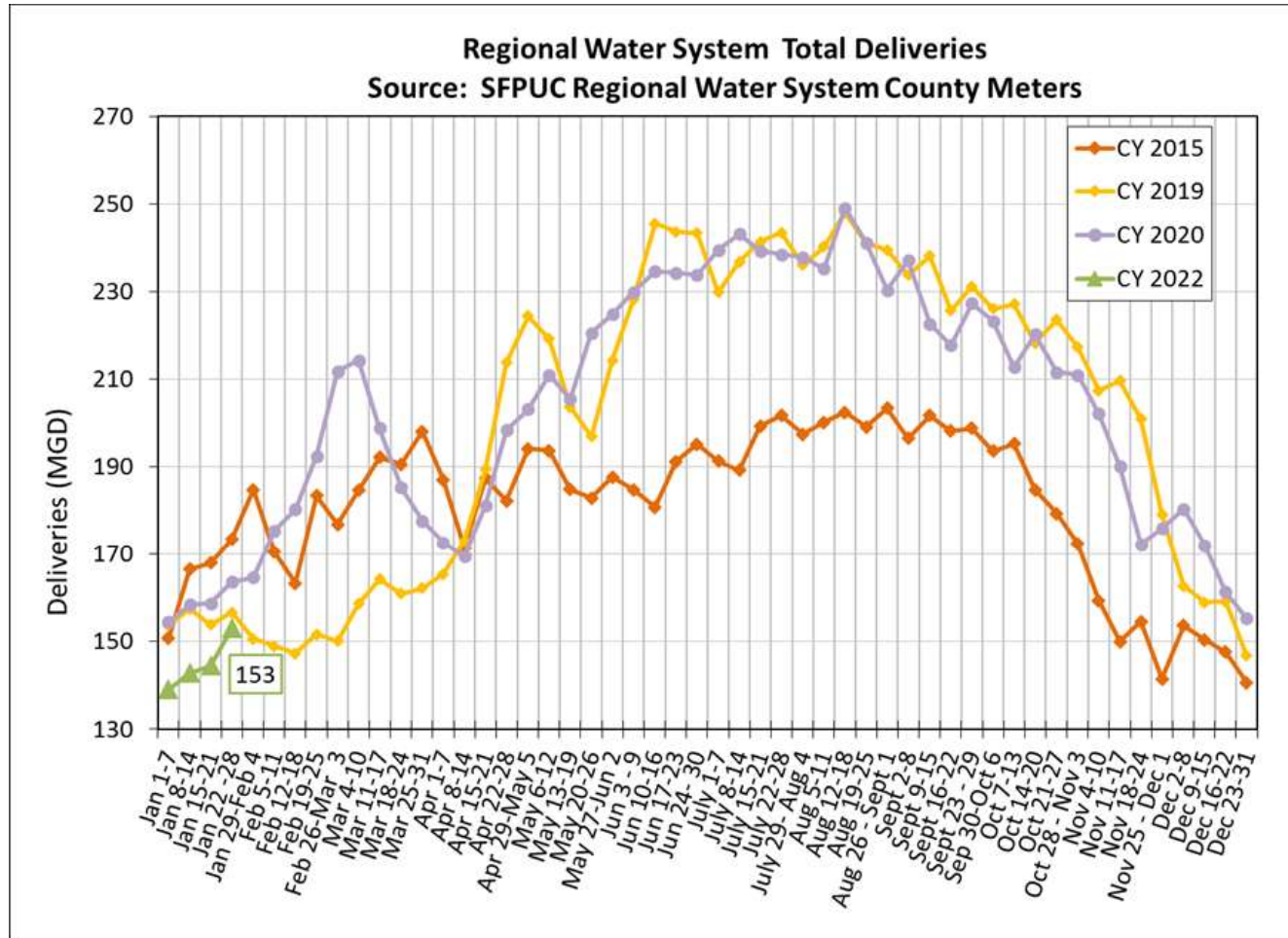
RWS - Storage Conditions

Most Recent Two Month Comparison

	Maximum Storage Acre-Feet	1/3/2022		2/1/2022	
		Current Storage Acre-Feet	Pct. Of Maximum Storage	Current Storage Acre-Feet	Pct. Of Maximum Storage
Tuolumne System					
Hetch Hetchy Rsvr	360,360	275,300	80.8%	294,400	81.7%
Cherry Rsvr	268,800	246,000	91.5%	240,100	89.3%
Lake Eleanor	21,495	23,290	100.0%	21,520	100.0%
Water Bank	570,000	348,682	61.2%	337,700	59.2%
Total Tuolumne Storage	1,220,655	893,272	74.4%	893,720	73.2%
Local Bay Area Storage					
Calaveras Rsvr	96,670	68,732	71.1%	67,236	69.6%
San Antonio Rsvr	53,266	51,336	96.4%	46,554	87.4%
Crystal Springs Rsvr	58,309	55,948	96.0%	51,247	87.9%
San Andreas Rsvr	19,027	17,180	90.3%	16,094	84.6%
Pilarcitos Rsvr	3,030	3,126	100.0%	3,070	100.0%
Total Local Storage	230,302	196,322	85.2%	184,201	80.0%
Total RWS Storage	1,450,957	1,089,594	76.1%	1,077,921	74.3%

SFPUC Reported on Jan 6, 2022 that:
Hetch Hetchy is 28% above last year
Cherry Reservoir is 27% above last year
Lake Eleanor is 209% above last year

Total Deliveries





Water Use Reduction Tracker

For the Period July 1, 2021 - January 28, 2022			
CUSTOMER GROUPS	FY2019/2020 AVG. MGD	FY2021/2022 AVG. MGD	% REDUCTION
San Francisco Customers	64.2	54.7	14.9%
Wholesale Customers	138.4	129.8	6.2%
TOTAL	202.6	184.5	9.0%



Drought Campaign

- Drought Campaign is Active
 - Google Ads launched 1/27:
All Wholesale Region zip codes are in rotation for our 14 Google ads.
 - We will share metrics as we receive them.
- Social Media Toolkit & Campaign Collateral:
 - We have sample posts for your use.
 - Please tag SFPUC on social at these handles:
Twitter: [@MySFPUC](#) Facebook: [@MySFPUC](#) Nextdoor: [SF Water, Power, Sewer](#)

Southwest drought is the most extreme in 1,200 years, study finds

The past 22 years rank as the driest period since at least 800 A.D.

By Diana Leonard – Washington Post

2/14/22 at 7:36 p.m. EST

The extreme heat and dry conditions of the past few years pushed what was already an epic, decades-long drought in the American West into a historic disaster that bears the unmistakable fingerprints of climate change. The long-running drought, which has persisted since 2000, can now be considered the driest 22-year period of the past 1,200 years, according [to a study published Monday in the journal Nature Climate Change](#).

[Previous work](#) by some of the same authors of the new study had identified the period of 2000 through 2018 as the second-worst megadrought since the year 800 — exceeded only by an especially severe and prolonged drought in the 1500s. But with the past three scorching years added to the picture, the Southwest’s megadrought stands out in the record as the “worst” or driest in more than a millennium.

“Without climate change, this would not be even close to as bad as one of those historical megadroughts,” said Park Williams, a climate scientist at the University of California at Los Angeles. “The thing that is really remarkable about this drought period is that temperatures have been warmer than average in all of the years but one.”

The double whammy of searing heat and persistent drought in recent years reflects the steady increase in global temperatures brought on by the burning of fossil fuels. The authors attribute 19 percent of the severe 2021 drought, and 42 percent of the extended drought since the 21st century began, to human-caused climate change.

Scientists refer to this combined hot and dry effect as “aridity” — a warm and thirsty atmosphere that can pull moisture from soil and plants, melt snow, and intensify heat waves.

“All of the climate models agree that when greenhouse gases go into the atmosphere and temperatures rise, that’s going to enhance the ability of the atmosphere to pull water out of ecosystems,” Williams said.

This “background drying” brought on by a warmer atmosphere can dwarf occasional wet or cool periods. For example, the Southwest’s 2021 drought maintained its grip despite robust monsoon rains and record summer precipitation in some areas, in part because of extraordinary heat waves early last summer, and generally above-average temperatures.

The study’s tree-ring record also provides a sobering view of what is possible in the West. “The tree rings tell us that there can actually be very, very extreme dryness in the West without the help of climate change at all,” Williams said. “Even without climate change, we can have monumentally severe and long-lasting droughts.”

The study finds that the 21st century has been substantially drier than the previous five decades, with 8.3 percent less precipitation, and nearly 1 degree Celsius (1.8 Fahrenheit) warmer than the period from 1950 to 1999.

And scientists have made clear that future warming could bring even more crippling and frequent droughts. Last summer, a report by the U.N. Intergovernmental Panel on Climate Change found that even as global warming can bring more extreme rainfall and flooding in some areas, it can also fuel more intense drought in many regions.

That analysis found that at the current warming trajectory, droughts in drying regions that previously occurred only once every 10 years are now happening about 1.7 times per decade, on average. If the Earth warms 2 degrees Celsius, scientists expect those once-rare events to take place roughly 2½ times per decade, on average.

But the West's most recent megadrought isn't just written in scientific data. It has manifested in the shrinking water levels of Lake Mead and Lake Powell, which last summer reached their lowest on record. These reservoirs have declined during the 21st century with rising temperatures, despite intermittent wet years.

The intensifying drought looks to continue in 2022 — unless a miraculous spring season brings a return of the storm track and moisture-rich atmospheric rivers.

While the study covers only the period through 2021, drought conditions have taken a turn for the worse in 2022. After a promising start to the wet season in December, unusually dry conditions have persisted over much of California since January.

California's snowpack declined to just 73 percent of normal [as of Monday](#), after being at 160 percent of normal in December.

The Central Sierra Snow Lab run by the University of California at Berkeley tweeted that its snowpack [lost 5 percent of its water content](#) amid unusually warm weather over the past week. At its monitoring site, the snowiest December on record has been followed by a record streak of [37 days without precipitation](#).

The parched conditions laid the groundwork for a recent record-setting winter heat wave in California.

From Wednesday through Sunday, the National Weather Service in Los Angeles issued the first heat advisory on record during the winter months in Southern California. Scores of record high temperatures were set, from San Diego to San Francisco.

Death Valley soared to 94 degrees on Feb. 11, its [highest temperature recorded so early](#) in the season.

The hot, dry weather, combined with gusty winds, fueled several brush fires in Southern California late last week. California has seen more than [12 million acres burn](#) in the past decade, and 18 of the top 20 largest wildfires in state history [have occurred in the past two decades](#).

Forecasters at the National Weather Service [predict drought conditions to persist](#) through the spring.

The authors of the paper also see no end in sight to the West's arid reality. "This drought will very likely persist through 2022," they wrote, "matching the duration of the late-1500s megadrought."

Williams said that tree-ring records do provide some reason for hope — megadroughts do eventually end when the rains return. Those rains are arriving in increasingly intense bursts as the atmosphere warms.

"The way you get out of droughts in the West is probably changing," he said. Droughts may end abruptly during extremely wet years, like 2017, but then quickly reverse course again into another multiyear dry spell.



TO: Board of Directors
FROM: Tammy A. Rudock
General Manager
DATE: February 24, 2022

MANAGER'S REPORT

FOLLOW-UP FROM 01/27/2022:

- Seventh Amendment to General Manager's Employment Agreement was signed and posted, along with the updated General Manager Salary Schedule, to the website.
- Corrected redistricting Draft Plan 1 atlas information was posted to the website.
- Signed Recognition Certificate and Gifts were delivered to Candy Pina in acknowledgement of her retirement from the MPWD.

GENERAL MANAGER RECRUITMENT

Attached is the MPWD General Manager recruitment brochure. It was posted by the executive search consultant CPS HR Consulting at its website and various professional associations and was electronically mailed to its relevant database of professionals. Staff posted it at the MPWD website: <https://www.midpeninsulawater.org/humanresources>

CPS HR Consulting will follow-up with targeted qualified candidates (those matching the candidate profile) to ascertain interest and encourage applications.

The active recruitment period ends March 31, 2022.

PROFESSIONAL ACCOUNTING SERVICES AND DISTRICT TREASURER

As reported last month, 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.

A Board Finance Committee Meeting is scheduled on Friday, March 25, 2022, for staff to discuss, among other financial related items, a plan for the monthly accounting services before the Board's consideration of a contract award and possible District Treasurer appointment. Representatives of each of the three (3) firms have been updated regarding the MPWD's process.

EMPLOYEE WELLNESS PROGRAM UPDATE

I appreciated the Board's input last month regarding the revised program. Please be advised that I scaled it back to a total fiscal year maximum per employee of \$1,600:

- \$250 Two (2) Proactive Physical Healthcare Exams (e.g., annual physical, dental, vision, wellness exams)
- \$600 Healthcare Memberships (e.g., gym, weight reduction program, mental health, online fitness program, meditation/wellness/sleep applications, chiropractic care)
- \$500 COVID-19 Booster or any New COVID-19 Vaccination after January 1, 2022 (per CDC standards)
- \$250 Extra for ALL-IN Program Participation

MID-YEAR REVIEW OF MPWD FY 2021/2022 OPERATING AND CAPITAL BUDGETS

Staff met and there were no recommended changes to the fiscal year budgets. Projected operating expenses are sufficient, and revenues are coming in a little higher than projected. More thorough financial reporting will begin next month after the CFO is on board.

There was a question last month about why the actual commodity charge revenues reported on November 30, 2021, were at 50.7% (\$4.7M) of the \$9.6M projection for FY 2021/2022, considering customers were actively conserving water. I reviewed last year's financial report for the same month-end period and the commodity charge revenues were tracking at 57.1% (\$5.6M) of the \$9.8M projected for FY 2020/2021. We not only reduced the budget's revenue projection for commodity charges, but the actual receipts were also lower in 2021 than they were in 2020. Hopefully, that is responsive.

3-MONTH “LOOK AHEAD” FOR BOARD MEETINGS

MARCH 24, 2022

- Consider Revenue Requirement for FY 2022/2023 Operating Budget and Likelihood of SFPUC Pass-Thru Water Rate Increase, effective July 1, 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 and Consider Approval of Revenue Requirement for FY 2022/2023.
- 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.

MAY 26, 2022

- Conduct Proposition 218 Water Rate Protest Hearing and Consider Adoption of SFPUC Pass-Thru Rate Adjustments effective July 1, 2022.
- Receive Reports on California and San Francisco Regional Water System Drought Conditions and MPWD Water Conservation Update.
- Receive BAWSCA Update.

UPCOMING MEETINGS/EVENTS

HIA Meeting (Belmont): March 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



TO: Board of Directors

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

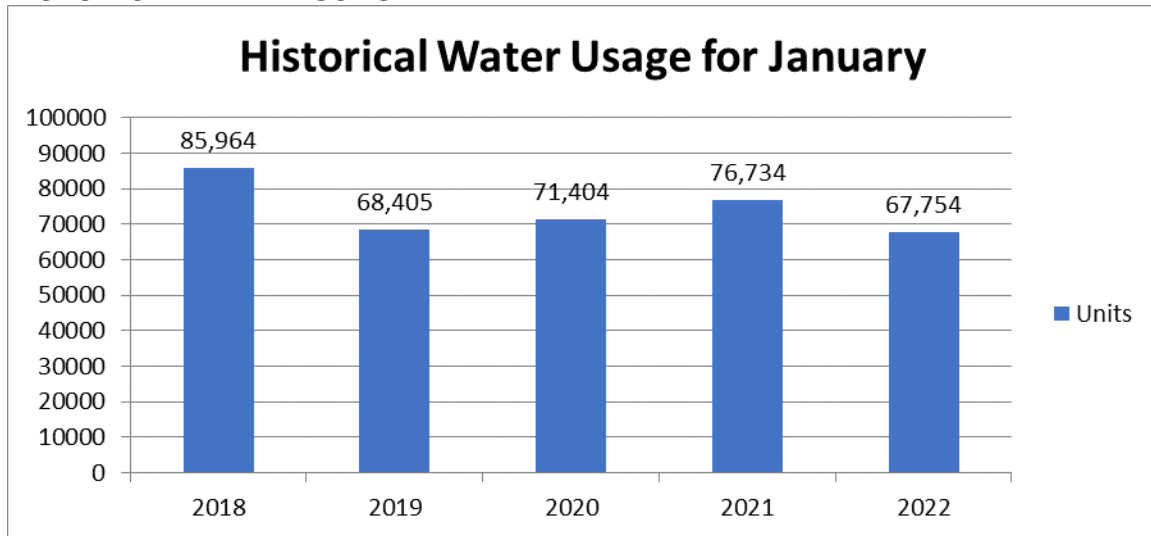
DATE: February 24, 2022

ADMINISTRATIVE SERVICES

FINANCIAL REPORTING:

Chief Financial Officer Rick Wood is continuing the preparation of financial reports. Both December and January are presented in this report. Next month we hope to have our newly appointed Temporary Chief Financial Officer on-board and providing the financial reports beginning with February 2022.

HISTORICAL WATER USAGE



Staff will be collaborating to determine what types of water user groups and their usage to provide to the Board. Staff will be strategizing on how to best use the information to work with customers to determine if there are ways to reduce the use and what types of Conservation programs may be available.

ADMINISTRATION:

Office Hours

Due to the recent changes in the Covid-10 mandate, the MPWD Administrative Office has reopened. Our hours are Monday through Thursday from 8:00 a.m. – 2:00 p.m. We are closed all day on Friday. We will continue to take precautions to protect staff, and only one customer is allowed in the office at a time and wearing a mask is required.

Utility Account Arrearages Program

On February 15, the MPWD received \$35,749.66 for the California Water and Wastewater Arrearages Payment Program from the California State Water Resources Control Board (SWRCB). Staff are creating the plan for working with impacted customers.

Low Income Household Water Assistance Program

Staff has also begun to explore a new state program. The Low-Income Household Water Assistance Program (LIHWAP) will provide financial assistance to low-income Californians to help manage their residential water and wastewater utility costs. Part of the implementation of the LIHWAP will be a Public Hearing scheduled for February 23, 2022, from 1:30 to 3:00 PM. The hearing can be viewed here:

<https://csd.ca.gov/Pages/Public-Notice-Draft-LIHWAP-Program-Guidelines-Public-Meeting.aspx>. Staff will be identifying ways to provide this information to our customers as a whole and for those who may be in special need of the financial assistance.

SB 1343 Sexual Harassment Prevention Education for All Staff:

All staff are currently re-certifying for this training. MPWD requires all staff to take the two-hour training and provide their certification to the Administrative Services Manager. She tracks the training and ensures compliance.

PUBLIC SERVICE ETHICS EDUCATION (AB 1234)

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

- Cathy M. Jordan 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 M. Jordan 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 28, 2024
- 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 Sexual Harassment Prevention 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: February 24, 2022

OPERATIONS REPORT – January

Projects:

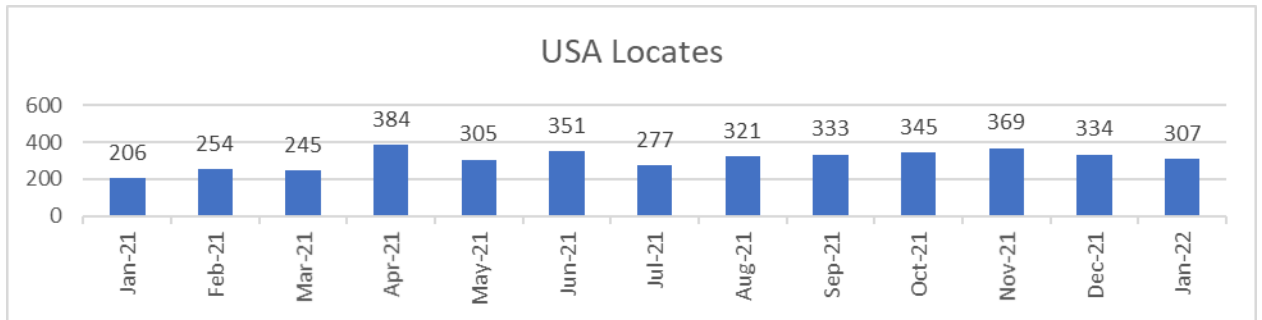
- Continue to have presence in weekly construction meeting for the El Camino Real capital project which is nearing completion;
- Attended kickoff meeting with Mott-McDonald for design of water system improvements on Dekoven, Lincoln, Newlands and Oak Knoll;
- Wrapping creation of an overview screen for SCADA system with XiO team;
- Met with Old County Road design team to discuss 100% plans;
- Met with one of developers at Fire House regarding their requirement to completely rebuild the alley, Civic Lane, and our shallow water main under alleyway;
- Following Board's approval to augment the budget for the District's Capacity Charge Fee Study, staff met with consultant team from RDN, Inc.; and
- Wrapping up work with XiO staff to create an Overview Screen for the SCADA system.

Maintenance:

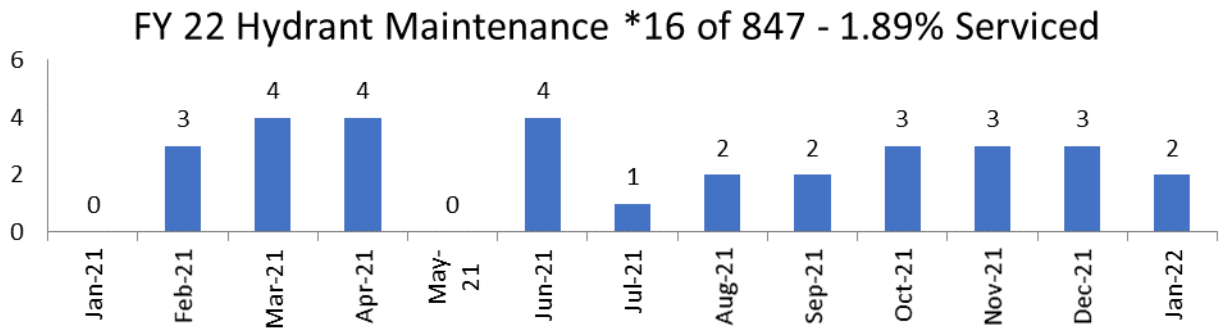
- Main break repair on New Year's day (reported last month too) on Alameda de las Pulgas near Carlmont Drive. Used the Cal WARN system to locate parts with the City of Santa Clara. Before repairs could be made, notified approximately 200 customers including those at Carlmont Shopping Center and the Carlmont Gardens Nursing Home. Repairs to pipe and street completed by Jan. 4th;
- A very deep and leaking Fire Service Tee at 300 Harbor Blvd had to be replaced. We used DACO to excavate and make repair with our parts and District staff backfilled and cleaned up site;
- Paved previous water main repairs on Barclay and Sequoia;
- Repaired a broken, non-leaking curb stop at 100 Farallon Drive;
- Replaced 6 Air Relief Vacuum Valves and brought up to revised standards (above ground) at 124 Clipper Drive; near intersection of Clipper Drive and Treasure

Island Drive; 2006 Bishop Road, 600 Clipper Drive, 1101 Shoreway Road, and on Concourse Drive in front of Island Parkway;

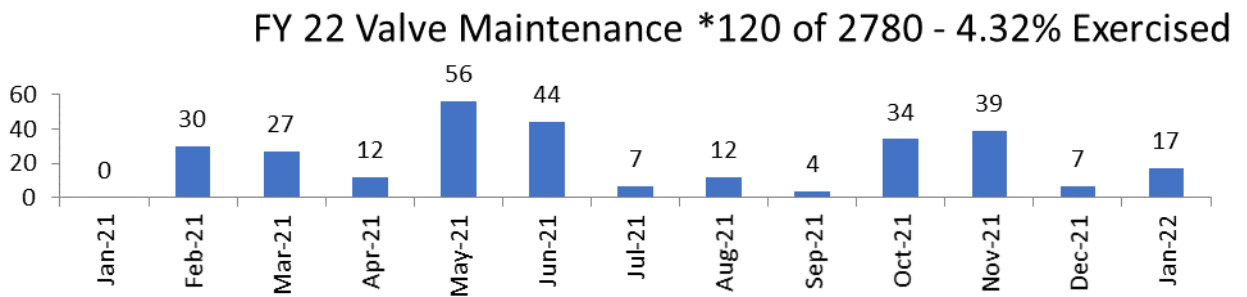
- Removed a fallen tree and made minor chain link fence repairs near the Hallmark Tank site;
- Continued process to obtain cost estimates to repair asphalt and sidewalk on Ralston Avenue near Twin Pines (should be able to undertake work in February);
- Responded to and completed 307 USA (underground service alerts) location requests;



- Through January 2022, 16 hydrants have received a service visit;



- During January 17 valves were exercised bringing the total for FY22 to 120 valves;



Collected the requisite 44 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 15 locations where system dead ends exist during January.

System Repairs:

Date	Location	Event	Material	Installation Date	Estimated Water Loss (Gals.)
1/1/22 ¹	1080 Alameda de las Pulgas	Ring Break	10" CIP	1952	~96,000
1/10/22	300 Harbor	Ring Break	12" ACP	1967	<12,500

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 70 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; in construction;
- o 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;
- o 500-530 Harbor – information provided to developer;
- o 580 Masonic – information provided to developer;
- o 608 Harbor: a 103-unit multi-family development; letter of intent provided;
- o 800 Laurel Avenue; a 16-unit town home residential project (area not provided); currently reviewing plans;
- o 800 Belmont Avenue; information provided to developer;
- o 803 Belmont Avenue; a 125-unit multi-family residential project (area not provided); reviewing plans;
- o 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: 14

- Reviewing Plans – 11
- Approvals Received – 2
- In Construction - 1

Residential: 42

- Plans In Review – 30 (including 1 ADU (auxiliary dwelling unit))
- Plans Through Staff Approval Process – 8
- Project In Construction - 4

Administration:

- Attended the virtual BAWSCA Water Manager’s Monthly meeting;
- Attended the monthly HIA lunch meeting at Divino’s and made a presentation on the drought and MPWD water supply;
- Participated in an AWWA Water Loss Economics Model Workshop;
- Met virtually with John Davidson to discuss and go over the website’s Tracker Tool;
- Participated in a BAWSCA Supply and Demand Assessment Workshop;
- Staff took photographer around District for pictures to be used in GM recruitment brochure;
- The 2 Operations Supervisors continue to actively participate in the year-long JPIA Leadership class;
- Participated in quarterly meeting with City of Belmont Public Works Staff;
- Attended the Board’s Special Meeting to discuss Strategic Plan;
- Attended virtual training with DocuSign;
- Met with BAWSCA Executive staff to discuss SFPUC proposed rate increase;
- Participated in monthly water conservation campaign progress meeting;
- Made virtual presentation on the drought and water supply to the San Carlos Economic Development Advisory Commission;
- Met virtually to discuss a proposed Water Service Agreement for 815 Old County Road development;
- Met virtually with 5-Star Bank officials regarding services they provide to local government;
- 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.



Pakpour Consulting Group, Inc.

MEMO

Agency: Mid Peninsula Water District
Attn: Board of Directors
Reference: Capital Project Update
From: Joubin Pakpour, P.E. – District Engineer

Date 02/24/22

Below are updates on various projects currently in design.

Harbor Blvd Water Main Improvements (Project No. 20-07)

60% design plans are complete awaiting potholing results. Potholing activities have been delayed due to the issuance of the encroachment permit by San Mateo County. It has taken five weeks to work through the system. The permit was issued on February 15th and potholing is scheduled to start the week of February 22nd

Hastings, Vine, Belmont Canyon Water Main Improvements (Project Nos. 15-29, 15-40, 15-88)

A preconstruction meeting was held with the contractor. A tentative start date of early April was established, the official notice to proceed will be issued in early March (for early April) once material deliveries are confirmed. As reported last month, material shortages are plaguing the construction industry. The contractor has started the submittal process and they are being reviewed when received.

J:\Projects\MPWD - 10012.00\05 - Retainer\Board Updates\22.02.24-MPWD Board Update.docx

**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 12/31/2021	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
OPERATING REVENUE				
WATER COMMODITY CHARGES (A)	9,600,000	5,461,654	4,138,346	56.9%
FIXED SYSTEM CHARGES	3,000,000	1,588,298	1,411,702	52.9%
FIRE SERVICE CHARGES	14,000	8,593	5,407	61.4%
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	219,461	80,539	73.2%
TOTAL OPERATING REVENUE *	13,026,206	7,280,400	5,745,806	55.9%
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 * (B)	75,000	762,772	(687,772)	1017.0%
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	89,921	60,079	59.9%
LANDSCAPE PERMIT REVENUE	15,000	-	15,000	N/A
TOTAL NON-OPERATING REVENUE	425,000	888,161	(463,161)	209.0%
TOTAL REVENUE	13,451,206	8,168,561	5,282,645	60.7%
OPERATING EXPENDITURES (OP EXP)				
SALARIES & WAGES	2,080,000	758,904	1,321,096	36.5%
PAYROLL TAXES & BENEFITS	1,001,008	385,356	615,652	38.5%
PURCHASED WATER (A)	5,674,979	2,942,514	2,732,465	51.9%
OUTREACH & EDUCATION	66,000	17,641	48,359	26.7%
M&R - OPS SYSTEM	394,000	197,697	196,303	50.2%
M&R - FACILITIES & EQUIPMENT	138,000	74,567	63,433	54.0%
SYSTEM SURVEYS	50,000	-	50,000	N/A
ADMINISTRATION & EQUIPMENT	431,600	181,050	250,550	41.9%
MEMBERSHIP & GOV FEES	270,000	117,625	152,375	43.6%
BAD DEBT & CLAIMS	10,000	4,747	5,253	47.5%
UTILITIES	318,500	180,709	137,791	56.7%
PROFESSIONAL SERVICES	791,200	342,887	448,313	43.3%
TRAINING/TRAVEL & RECRUITMENT	37,500	22,639	14,861	60.4%
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	5,865,755	7,966,332	42.4%
NET OPERATING SURPLUS/LOSS	(380,881)	2,302,806	(2,683,687)	-604.6%
TRANSFER FROM WORKING CAPITAL RESERVES*	380,881	(2,302,806)	2,683,687	-604.6%
NET TRANSFERS TO CAPITAL	-	-	-	N/A
DEBT SERVICE COVERAGE	2.28	2.20		

* Revenues included in Debt Service Coverage Ratio

**MID-PENINSULA WATER DISTRICT
CAPITAL BUDGET FOR FY 2021-2022
CAPITAL IMPROVEMENT PROGRAM (CIP)
Pay-Go Funds**

PROJ #	PROJECT NAME	CAPITAL FY 2021-2022 BUDGET \$	ACTUAL 07/01/21 12/31/21	BALANCE/ (OVER BUDGET)
15-86	Folger Pump Station Demolition - Project #15-86	330,000	45,365	284,636
20-05	Transmission Water Main Assessments	268,500	149,605	118,895
20-09	Dairy Lane Operations Center Rehabilitation – Phase 1 (Planning, Architectural/Engineering Design, and Construction Support, including Contingencies)	150,000	-	150,000
20-01	Hastings Drive Service Connection Replacements; and	910,000	-	910,000
15-40	Hastings Drive Water Main Replacement (Planning, Engineering Design, and Construction Support, including Contingencies)	485,000	84,148	400,852
15-29	Belmont Canyon Road Water Main Replacement	735,000	-	735,000
15-88	Vine Street (Zone 5) Improvements (Planning, Engineering Design, and Construction Support, including Contingencies) *	1,065,000	-	1,065,000
20-07	Harbor Boulevard Water Main Replacement	346,500	28,103	318,397
N/A	Miscellaneous Capital Outlay/Projects*	90,000	18,502	71,498
TOTAL		4,380,000	325,722	4,054,278
DEPRECIATION		1,440,000	351,969	1,088,031
NET OPERATING SURPLUS/LOSS		(380,881)	2,302,806	(2,683,687)
TRANSFER FROM WORKING CAPITAL RESERVES*		380,881	(2,302,806)	2,683,687
NET TRANSFERS TO CAPITAL		2,940,000	(26,247)	2,966,247
CAPITAL OUTLAY/CAPITAL PROJECTS		(4,380,000)	(325,722)	(4,054,278)
NET RESULTS OF CAPITAL		-	(0)	0

* Purchases by staff for El Camino Real Water Main Replacement COP project.

**MID-PENINSULA WATER DISTRICT
CAPITAL BUDGET FOR FY 2021-2022
CAPITAL IMPROVEMENT PROGRAM (CIP)
COP FUNDS**

<i>PROJ #</i>	<i>PROJECT NAME</i>	<i>2016 COP FUNDED BUDGET \$</i>	<i>ACTUAL THROUGH 06/30/21</i>	<i>ACTUAL 07/01/20 12/31/21</i>	<i>BALANCE/ (OVER BUDGET)</i>
15-76	El Camino Real Water Main Replacement	3,520,000	1,069,234	1,099,753	1,351,014
15-89	Dekoven Tanks Replacement	3,850,000	358,174	54,943	3,436,883
15-75A	Old County Road Improvements	4,030,000	304,659	2,168	3,723,172
TOTAL		11,400,000	1,732,067	1,156,864	8,511,070

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OPERATING REVENUE				
WATER COMMODITY CHARGES (A)	9,600,000	6,033,853	3,566,147	62.9%
FIXED SYSTEM CHARGES	3,000,000	1,854,144	1,145,856	61.8%
FIRE SERVICE CHARGES	14,000	10,023	3,977	71.6%
MISC CUSTOMER ACCOUNT FEES	52,206	3,460	48,746	6.6%
MISCELLANEOUS OPERATING	60,000	2,204	57,796	3.7%
PROPERTY TAX REVENUE	300,000	320,930	(20,930)	107.0%
TOTAL OPERATING REVENUE *	13,026,206	8,224,615	4,801,591	63.1%
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 * (B)	75,000	762,772	(687,772)	1017.0%
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	122,434	27,566	81.6%
LANDSCAPE PERMIT REVENUE	15,000	-	15,000	N/A
TOTAL NON-OPERATING REVENUE	425,000	920,674	(495,674)	216.6%
TOTAL REVENUE	13,451,206	9,145,289	4,305,917	68.0%
OPERATING EXPENDITURES (OP EXP)				
SALARIES & WAGES	2,080,000	758,904	1,321,096	36.5%
PAYROLL TAXES & BENEFITS	1,001,008	386,014	614,994	38.6%
PURCHASED WATER (A)	5,674,979	3,276,720	2,398,259	57.7%
OUTREACH & EDUCATION	66,000	23,706	42,294	35.9%
M&R - OPS SYSTEM	394,000	221,572	172,428	56.2%
M&R - FACILITIES & EQUIPMENT	138,000	87,046	50,954	63.1%
SYSTEM SURVEYS	50,000	-	50,000	N/A
ADMINISTRATION & EQUIPMENT	431,600	192,383	239,217	44.6%
MEMBERSHIP & GOV FEES	270,000	140,815	129,185	52.2%
BAD DEBT & CLAIMS	10,000	4,747	5,253	47.5%
UTILITIES	318,500	208,416	110,084	65.4%
PROFESSIONAL SERVICES	791,200	382,412	408,788	48.3%
TRAINING/TRAVEL & RECRUITMENT	37,500	25,981	11,519	69.3%
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	6,348,135	7,483,952	45.9%
NET OPERATING SURPLUS/LOSS	(380,881)	2,797,154	(3,178,035)	-734.4%
TRANSFER FROM WORKING CAPITAL RESERVES*	380,881	(2,797,154)	3,178,035	-734.4%
NET TRANSFERS TO CAPITAL	-	-	-	N/A
DEBT SERVICE COVERAGE	2.28	2.20		

* Revenues included in Debt Service Coverage Ratio

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CAPITAL BUDGET FOR FY 2021-2022
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CAPITAL OUTLAY/CAPITAL PROJECTS		(4,380,000)	(325,722)	(4,054,278)
NET RESULTS OF CAPITAL		-	(0)	0

* Purchases by staff for El Camino Real Water Main Replacement COP project.

**MID-PENINSULA WATER DISTRICT
CAPITAL BUDGET FOR FY 2021-2022
CAPITAL IMPROVEMENT PROGRAM (CIP)
COP FUNDS**

<i>PROJ #</i>	<i>PROJECT NAME</i>	<i>2016 COP FUNDED BUDGET \$</i>	<i>ACTUAL THROUGH 06/30/21</i>	<i>ACTUAL 07/01/20 01/31/22</i>	<i>BALANCE/ (OVER BUDGET)</i>
15-76	El Camino Real Water Main Replacement	3,520,000	1,069,234	1,099,753	1,351,014
15-89	Dekoven Tanks Replacement	3,850,000	358,174	54,943	3,436,883
15-75A	Old County Road Improvements	4,030,000	304,659	2,168	3,723,172
TOTAL		11,400,000	1,732,067	1,156,864	8,511,070