



**REGULAR MEETING
BOARD OF DIRECTORS
THURSDAY, FEBRUARY 25, 2016 – 6:30PM
3 DAIRY LANE, BELMONT CALIFORNIA**

AGENDA

1. OPENING

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

2. PUBLIC COMMENT

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

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

4. ACKNOWLEDGEMENTS/PRESENTATIONS

None

5. CONSENT AGENDA

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

- A. Approve Minutes for the Special Board Meeting of January 21, 2016, and the Regular Board Meeting of January 28, 2016
- B. Approve Expenditures from January 20, 2016, through February 17, 2016
- C. Enact Resolution 2016-01 Approving a Salary Adjustment to \$172,250 Year for the General Manager, effective January 1, 2016, and Corresponding Second Amendment to the General Manager's Employment Agreement

6. HEARINGS AND APPEALS

None

7. DROUGHT AND WATER CONSERVATION

- A. Water Conservation Progress Report
- B. Progress Report on 2015 Urban Water Management Plan (UWMP)

8. REGULAR BUSINESS AGENDA

- A. Consider Approving the MPWD 2016 Strategic Plan, including Mission Statement, Vision Statement, Strategic Goals, and Director Assignments
- B. Receive Introduction of Municipal Finance Advisors from Wulff Hansen & Company and Presentation on Potential Financing Options for MPWD 5-Year Capital Improvement Program
- C. Receive Mid-Year Review of FY 2015/2016 Operating and Capital Budgets and Consider Resolution 2016-02 Approving the Amended Budgets
- D. Receive Presentation on MPWD Water Storage Analysis

9. MANAGER'S AND BOARD REPORTS

- A. General Manager's Report
 - 1. Supplemented by Administrative Services Manager's Report
 - 2. Supplemented by Operations Manager's Report
 - 3. Supplemented by District Engineer's Report
- B. Financial Reports
- C. Director Reports

10. FUTURE AGENDA ITEMS

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

11. COMMUNICATIONS

12. ADJOURNMENT

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

ACCESSIBLE PUBLIC MEETINGS

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

Next Board Meeting: March 24, 2016, at 6:30PM

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

JANUARY 21, 2016
Belmont, California

1. OPENING

A. Call to Order:

The special meeting of the Mid-Peninsula Water District Board of Directors was called to order by Vice President Warden at 5:05PM. He reported that because of a work commitment, President Zucca would be late and appointed him to chair the meeting in his absence.

B. Establishment of Quorum:

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

ABSENT: President Zucca.

A quorum was present.

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

C. Pledge of Allegiance – The Pledge of Allegiance was led by General Manager Rudock.

2. PUBLIC COMMENTS

None

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

None

4. REGULAR BUSINESS

- A. Receive General Manager's Report on 2015 Strategic Plan Accomplishments
- B. Develop 2016 Strategic Plan
- C. Consider and Approve 2016 Director Assignments
- D. Other Topics for the Good of the Order

General Manager Rudock introduced consultant, Julie Brown, of Julie M. Brown and Associates, who has worked several years now with the Board on its strategic planning and the General Manager's performance evaluation process. General Manager Rudock briefly reviewed the MPWD's 2015 significant accomplishments. Julie Brown then initiated strategic discussions and the following notes were charted.

2015 Accomplishments of Which We're Most Proud

- Completion of hydraulic water modeling and mapping project; engagement of staff; drove capital improvements
- Morale/atmosphere in district; employee involvement and level of awareness

- 50 • Drought response (not originally a priority); ability to respond successfully was
51 significant; proactive; involved community and Directors
- 52 • Rigor of the fee and rate study parameters for setting rates; updated development
53 impact fees and success of individual meter installation discussion; ability to draw upon
54 this money → created a foundation
- 55 • 6/29 reorganization

56 **Enabling Board Competencies**

- 57 • Ability to deliberate important issues in a non-confrontational manner; being heard;
58 drawing upon board diversity to make good decisions on complex issues
- 59 • Board was involved in a role appropriate manner; policy oriented, focus on timeliness
60 and deliverables
- 61 • Flexibility; level of improvement in how we've done our work; honesty and candor
- 62 • Board's ability to trust staff to do their jobs; effective communications, candor/honesty
63 from General Manager
- 64 • Thoroughness, thoughtfulness of hard decision making
- 65 • Courage (individual metering!)
- 66 • Effective communication/messaging

67 **Areas for Development**

- 68 • Communication – ability to understand one another's personality/leadership styles to
69 enhance trust and interactions
- 70 • (From a Board perspective) Better understanding of employee roles and responsibilities
71 (in support of determining how to best use resources and talents to meet our goals)
- 72 • Delivering messages better to our constituents; promoting ourselves better to the
73 community at large
- 74 • Strategic thinking; proactively planning for future (innovative, creative) scenarios and
75 different water models
- 76 • Political advocacy – we're leading from behind, reacting to issues with the City of
77 Belmont; leveraging the drought to re-position the District's relationship for effective
78 resource use

79 There were no changes to the MPWD's Vision and Mission Statements or Strategic Goals.
80 Director Assignments for 2016 were discussed and a few changes were made. These changes
81 will be considered for approval at the February 25, 2016 Board Meeting.

82
83 **5. ADJOURNMENT**

84 Director Stuebing moved to adjourn at 7:05PM, Director Linvill seconded, and it was
85 unanimously approved.

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89 DISTRICT SECRETARY

89 APPROVED:
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92 BOARD PRESIDENT

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

January 28, 2015
Belmont, California

1. **OPENING**

A. **Call to Order:**

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

B. **Pledge of Allegiance** – The Pledge of Allegiance was led by Vice President Warden.

C. **Establishment of Quorum:**

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

ABSENT: None

A quorum was present.

ALSO PRESENT: General Manager Tammy Rudock, Administrative Services Manager Candy Pina, and Operations Manager Rene Ramirez. District Counsel Joan Cassman, District Engineer Joubin Pakpour, and District Treasurer Jeff Ira arrived within ten minutes of the start of the meeting.

2. **PUBLIC COMMENTS**

None.

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

General Manager Rudock noted that page numbers 84-85 were inadvertently skipped over in the board packet, and a final draft of the December 16, 2015, Minutes after District Counsel review were distributed to the Board for their consideration. Ministerial edits were made by District Counsel.

5. **CONSENT AGENDA**

A. **Approve Minutes for the Regular Board Meeting of December 16, 2015.**

B. **Approve Expenditures from December 3, 2015, through January 19, 2016.**

Director Vella moved to approve the consent agenda, including the final draft of the December 16, 2015, Minutes, Director Linvill seconded, and it was unanimously approved.

4. **ACKNOWLEDGEMENTS/PRESENTATIONS**

A. **Overview of 2016 MPWD Calendar Contest Program and Distribute Calendar to the Board – Jeanette Kalabolas and Tammy Rudock**

B. **Present 2016 MPWD Calendar Contest Awards – Matt Zucca and Jeanette Kalabolas**

President Zucca and Jeanette Kalabolas presented the awards for the annual MPWD water awareness calendar contest. Along with award certificates, the top three winners

52 received gift certificates. The teacher with the most class participation also received a
53 gift certificate. All who participated received a 2016 MPWD calendar. Contest winners:

- 54
- 55 • **Grand Prize Winner:** Alexa Eros, 3rd Grade, Immaculate Heart of Mary School
- 56 • **Runner-Up Winner:** Francesca Arbelaez, 4th Grade, Belmont Oaks Academy
- 57 • **Runner-Up Winner:** Alexandra Medvedeva – Pacheco, 3rd Grade, Cipriani Elementary
- 58 School
- 59
- 60 • **Award for the class with the most participation** – Ms. Hammel, 4th Grade,
- 61 Immaculate Heart of Mary School. Her class submitted 26 of the 130 entries we
- 62 received.
- 63
- 64 • **Nine entries chosen for the 2016 calendar:**
- 65 1) Max Toth, 4th Grade, Belmont Oaks Academy
- 66 2) Charlotte Robertson, 2nd Grade, San Carlos Charter Learning Center
- 67 3) Abbey Lialin, 4th Grade, Immaculate Heart of Mary School
- 68 4) Juliet Klinke, 2nd Grade, San Carlos Charter Learning Center
- 69 5) Lucas Rico, 3rd Grade, Cipriani Elementary School
- 70 6) Lauren Matsuda, 4th Grade, Belmont Oaks Academy
- 71 7) Alyssa Belov, 3rd Grade, Belmont Oaks Academy
- 72 8) Olivia Bravo, 2nd Grade, San Carlos Charter Learning Center
- 73 9) Phillip Kornberg, 4th Grade, Belmont Oaks Academy
- 74

75 C. 15-MINUTE REFRESHMENT BREAK

76 A refreshment break immediately followed the awards presentation.

77

78 6. HEARINGS AND APPEALS

79 A. **Consider Ordinance No. 115 Adopting MPWD Water Efficient Landscaping** 80 **Ordinance, effective February 1, 2016.**

81 President Zucca opened the public hearing and staff made a summary presentation of
82 Ordinance No. 115.

83

84 General Manager Rudock reported that notice of this public hearing was posted at the
85 MPWD and on the website for the required two weeks prior to the meeting. She and
86 staff met with the City of Belmont to discuss the continuation of the MPWD landscape
87 review process and the checklist customers would be using. It was noted that
88 commercial plans above 1,000 square feet of landscape require a separate meter.
89 General Manager Rudock further stated that staff would be working on informational
90 flyers for use at the City of Belmont and City of San Carlos permit departments and for
91 all customers as bill stuffers to educate them on the new ordinance.

92

93 Director Vella clarified that the plan check review and calculations are being done by
94 MPWD staff. He noted that most customers will comply with the ordinance, but there will
95 be those that might not. General Manager Rudock reported that all customers to date
96 have complied. President Zucca interjected that the MPWD's Lawn-Be-Gone Rebate
97 Program is an incentive. Vice President Warden inquired about compliance and
98 enforcement. General Manager Rudock reported that staff would work with the requisite
99 law enforcement staff for assistance as needed. The MPWD and Belmont Police
100 Department have an excellent working relationship and they would work with us on
101 procedures.

102
103 President Zucca opened the public hearing. There was no testimony and the public
104 hearing was closed.

105
106 Director Stuebing moved to adopt Ordinance No. 115 Adopting MPWD Water Efficient
107 Landscaping Ordinance, effective February 1, 2016, Vice President Warden seconded,
108 roll call was taken and it was unanimously approved.

109
110 **7. DROUGHT AND WATER CONSERVATION**

111 **A. Water Conservation Progress Report**

112 General Manager Rudock briefly summarized her written report. President Zucca asked
113 that some of the information from this report be put out on the website. He wanted it to
114 be easily accessible. It was agreed to create a link from the home page that directs the
115 customer to the conservation report.

116
117 **B. Progress Report on 2015 Urban Water Management Plan (UWMP)**

118 General Manager Rudock apologized for noticing that the first page of her staff report
119 was omitted from the agenda packet. She stated staff would make a summary report
120 each month on this project until the draft UWMP was presented to the Board for
121 consideration in May. Regarding fiscal impact, staff approved the consultant's proposal
122 totaling \$10,102 for revision of the MPWD's Water Shortage Contingency Plan, which
123 was included as a contract option. That brings the total project budget up to just under
124 \$49,000. Approximately \$4,500 has been expended to date. She touched upon a few of
125 the project highlights from her written staff report.

126
127 **8. REGULAR BUSINESS AGENDA**

128 **A. Progress Report on Preliminary Design and Construction Schedule for**
129 **Proposed MPWD Capital Improvement Program for Fiscal Years 2016/2017**
130 **through 2020/2021**

131 General Manager Rudock reported that the contract for the Municipal Finance Advisor is
132 still under District Counsel review. District Engineer Pakpour then discussed the draft
133 CIP scheduling report included in the Board packet, noting that yellow highlights indicate
134 "construction", and blue highlights indicate "project in design". There was discussion
135 about coordinating MWPD's CIP work with Belmont and San Carlos sewer/storm
136 drain/utilities/street paving projects. Staff reported that they had met with Belmont Public
137 Works and discussed the proposed draft CIP schedule. There will be a community
138 meeting for the Alameda de las Pulgas water main replacement project, which is a pay-
139 go project, in March with final details being completed shortly and a public
140 notice/invitation including project map to go out to all customers.

141
142 Vice President Warden felt the schedule was a little aggressive given that funding has
143 not been identified or put in place. Director Linvill noted that the General Manager and
144 District Engineer have analyzed the top priorities, and the Board was assured that all
145 projects will require Board approval. President Zucca requested a report make clear
146 items that will be funded by pay- go monies versus other sources of funding monies.
147 President Zucca offered that there could be a competitive bid process for engineering
148 design consultants, project management, and/or project inspection. Staff reported this
149 was a work in progress and would be more definitive once the Municipal Finance
150 Advisor is on board and financing scenarios and options were explored and considered
151 by the Board.

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B. Progress Report on Preliminary Surveys of MPWD Folger Drive Properties

General Manager Rudock reported that surveys were ordered for the MPWD's Folger Drive properties to determine boundary lines and learn more about the legal composition of the properties all as a result of considering the demolition of the abandoned pump station on the 1510 Folger Drive property. District Engineer Pakpour presented a large draft survey map of the properties and explained the issues encountered such as the former "paper street" College Way on the 1510 Folger Drive property, and neighboring property fence line encroachments that need to be resolved. He will be getting rough quotes for the demolition of the abandoned pump station.

C. BAWSCA Update

Director Vella provided a BAWSCA update with the following highlights:

1. The January meeting included a BAWSCA Finance Authority meeting wherein the budget was discussed;
2. ?
3. The Chair and Vice Chair from last year continued their positions for this coming year.
4. They received a report by the SFPUC on the state of the drought. The snow pack is at the median for the last five years and precipitation is above the median, but lower than the last El Nino year.
5. Hetch Hetchy reservoir is at 74% and all others are at 30%.
6. There is concern with no El Nino anticipated for next year.
7. They discussed their 3-year, 5-year, and beyond project challenges.
8. They discussed whether to consider San Jose/Santa Clara permanent whole sale customers.
9. Sea Level changes predicted to be as follows: By 2030, a rise of 6 – 12 inches; by 2100, a rise of 30 – 66 inches.

9. MANAGER'S AND BOARD REPORTS

A. General Manager's Report

General Manager Rudock requested that the Board let staff know if they will be attending the ACWA conference in Monterey on May 2-6. MPWD is now part of the CSDA Bay Area Network as of January 1, 2016, rather than being part of the Coastal region.

1. Supplemented by Administrative Services Manager's Report

Administrative Services Manager Pina gave a progress report on the Financial Management System implementation project. Questionnaires will be reviewed by District Treasurer Ira's staff, and the final draft will be sent to Springbrook/Accela by Friday, February 5, 2016. The project is on target.

2. Supplemented by Operations Manager's Report

Operations Manager Ramirez highlighted the progress of staff regarding meter installation. He noted the larger meters require additional retrofit work to install, and that staff is over 50% complete with the installations for this year. He complimented staff for the excellent team-work they are displaying to get the meters installed .

3. Supplemented by District Engineer's Report

201 District Engineer Pakpour noted an interesting fact. As water usage is declining with
202 residential and business users, water use is rising in the health club industry. People
203 are taking their showers at the health clubs instead of at home.
204

205
206 **B. Financial Reports**

207 1. Review Process for Monthly Accounts Payable Checks
208 Administrative Services Manager Pina discussed the 6-step process for cash
209 disbursements and accounts payable. She highlighted the internal controls in place due
210 to this 6-step process. General Manager Rudock reported that not only is there
211 adequate segregation of duties in the process but also verification steps. Board
212 President Zucca suggested having a Board member sign off on the monthly check detail
213 report is redundant. There was Board discussion on the best way to proceed that
214 would add value to the process rather than the current monthly review of the check
215 register, random back-up testing, by the Board President. Staff will work with the
216 District Treasurer to create an additional financial balance sheet report requested by the
217 Board which will be produced on a quarterly basis.
218

219 **C. Director Reports**

220 Director Stuebing said he was looking forward to the next CSDA meeting. Vice
221 President Warden noted he has been inundated with Board protocol documents to
222 review in relation to the By-Laws being created. President Zucca discussed his meeting
223 with Vice Mayor Charles Stone, wherein he provided information about why the Board
224 has made it their practice to require individual MPWD water meters at residential units.
225

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227 **10. FUTURE AGENDA BUSINESS ITEMS**

228 None.
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230 **11. COMMUNICATIONS**

231 None
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233 President Zucca took a 2-minute recess at 9:00PM and adjourned into Closed Session.
234

235 **12. CLOSED SESSION**

236 PUBLIC EMPLOYEE PERFORMANCE EVALUATION

237 AND ASSOCIATED NEGOTIATIONS

238 Government Code §§54957 and 54957.6

239 Title: General Manager
240

241 Convened into closed session at 9:05PM.

242 District Counsel Joan Cassman reported that no action was taken.
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244 Adjourned at 10:15PM.
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APPROVED:

DISTRICT SECRETARY

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BOARD PRESIDENT

Type	Num	Date	Name	Account	Paid Amount
Check	EFT012616-1	01/26/2016	ICMA contributions	1030 - Cash- Checking 1430 - Payroll Clearing A/C	-666.24 <u>-666.24</u>
Check	EFT020116-1	02/01/2016	CALPERS	1030 - Cash- Checking 1430 - Payroll Clearing A/C 1430 - Payroll Clearing A/C	-1,103.86 <u>-1,262.03</u> -2,365.89
Check	EFT020216-1	02/02/2016	Bankcard Mtot Disc	1030 - Cash- Checking 6201 - Customer Credit Card Svs Fees	-4,827.11 <u>-4,827.11</u>
Check	EFT020516-1	02/05/2016	ADP Payroll Fees	1030 - Cash- Checking 7106 - Prof Serv - Accting & Payroll	-155.37 <u>-155.37</u>
Check	EFT020916-1	02/09/2016	ICMA contributions	1030 - Cash- Checking 1430 - Payroll Clearing A/C	-666.24 <u>-666.24</u>
Check	EFT021216-1	02/12/2016	ADP Payroll Fees	1030 - Cash- Checking 7106 - Prof Serv - Accting & Payroll	-96.50 <u>-96.50</u>
Check	EFT021616-1	02/16/2016	CALPERS	1030 - Cash- Checking 1430 - Payroll Clearing A/C 1430 - Payroll Clearing A/C	-1,103.86 <u>-1,262.03</u> -2,365.89
Check	EFT21116-1	02/16/2016	Client Analysis Svs Charge	1030 - Cash- Checking 6201 - Customer Credit Card Svs Fees	-3,954.90 <u>-3,954.90</u>
Check	EFT012616-2	01/26/2016	Health Equity	1030 - Cash- Checking 1430 - Payroll Clearing A/C	-659.58 <u>-659.58</u>

Type	Num	Date	Name	Account	Paid Amount
Check	EFT020116-2	02/01/2016	CALPERS	1030 - Cash- Checking 1430 - Payroll Clearing A/C	<u>-7,448.00</u> -7,448.00
Check	EFT020216-2	02/02/2016	Authnet Gateway	1030 - Cash- Checking 6201 - Customer Credit Card Svs Fees	<u>-26.46</u> -26.46
Check	EFT020916-2	02/09/2016	Health Equity	1030 - Cash- Checking 1430 - Payroll Clearing A/C 7106 - Prof Serv - Accting & Payroll	<u>-859.58</u> <u>-56.05</u> -915.63
Check	EFT021616-2	02/16/2016	ICMA contributions	1030 - Cash- Checking 1430 - Payroll Clearing A/C	<u>-887.98</u> -887.98
Check	EFT012616-3	01/26/2016	CALPERS	1030 - Cash- Checking 1430 - Payroll Clearing A/C 1430 - Payroll Clearing A/C	<u>-3,119.64</u> <u>-3,566.62</u> -6,686.26
Check	EFT020116-3	02/01/2016	Health Equity	1030 - Cash- Checking 1430 - Payroll Clearing A/C	<u>-250.00</u> -250.00
Check	EFT020916-3	02/10/2016	CALPERS	1030 - Cash- Checking 1430 - Payroll Clearing A/C 1430 - Payroll Clearing A/C	<u>-3,197.76</u> <u>-3,655.96</u> -6,853.72
Check	EFT021616-3	02/16/2016	Health Equity	1030 - Cash- Checking 1430 - Payroll Clearing A/C	<u>-250.00</u> -250.00
Check	EFT020116-4	02/01/2016	ICMA contributions	1030 - Cash- Checking 1430 - Payroll Clearing A/C	<u>-887.98</u> -887.98

Type	Num	Date	Name	Account	Paid Amount
Check	Wire012716	01/27/2016	WELLS FARGO BUSINESS CARD	1030 - Cash- Checking 1410 - Prepaid Expenses	<u>-5,000.00</u> -5,000.00
Bill Pmt -Check Bill	EFT020216	02/02/2016 01/21/2016	WELLS FARGO BUSINESS CARD	1030 - Cash- Checking 6401 - Water Quality	<u>-91.20</u> -91.20
Check	EFT020217	01/22/2016	ADP Payroll Fees	1030 - Cash- Checking 7106 - Prof Serv - Accting & Payroll	<u>-151.73</u> -151.73
Check	EFT020218	01/25/2016	ACH Returns	1030 - Cash- Checking 4013 - Returned Water Charges	<u>-22.00</u> -22.00
Check	EFT020219	01/25/2016	Return Item Charge	1030 - Cash- Checking 4013 - Returned Water Charges	<u>-172.00</u> -172.00
Check	EFT020220	01/29/2016	ADP Payroll Fees	1030 - Cash- Checking 7106 - Prof Serv - Accting & Payroll	<u>-96.50</u> -96.50
Bill Pmt -Check Bill Bill Bill Bill	30359 7533365 7533364 7571454 7571453	01/26/2016 01/10/2016 01/10/2016 01/17/2016 01/17/2016	AT&T 60197	1030 - Cash- Checking 7005 - Utilities - Telephones 7005 - Utilities - Telephones 7005 - Utilities - Telephones 7005 - Utilities - Telephones	<u>-127.72</u> -19.67 -117.39 <u>-19.76</u> -284.54
Bill Pmt -Check Bill	30360 8292-458374	01/26/2016 01/19/2016	CARQUEST AUTO PARTS	1030 - Cash- Checking 6503 - M&R - Vehicle & Large Equip	<u>-9.75</u> -9.75
Bill Pmt -Check Bill	30361 5003899841	01/26/2016 01/11/2016	CINTAS CORPORATION	1030 - Cash- Checking 6408 - Employee Safety	<u>-243.75</u> -243.75

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	30362	01/26/2016	COMCAST	1030 - Cash- Checking	
Bill		01/10/2016		7001 - Utilities - Internet/Cable	-100.95
Bill		01/10/2016		7001 - Utilities - Internet/Cable	-100.95
Bill		01/10/2016		7001 - Utilities - Internet/Cable	-100.95
					<u>-302.85</u>
Bill Pmt -Check	30363	01/26/2016	CORNERSTONE	1030 - Cash- Checking	
Bill	13343	01/01/2016		1741 - Dekoven - Prof Svs CY	-1,925.00
Bill	13344	01/01/2016		1741 - Dekoven - Prof Svs CY	-1,232.50
Bill	13346	01/01/2016		1731 - Hallmark - Prof Svs CY	-5,577.50
Bill	13347	01/01/2016		1731 - Hallmark - Prof Svs CY	-1,208.75
					<u>-9,943.75</u>
Bill Pmt -Check	30364	01/26/2016	GOLDEN STATE FLOW MEASUREMENT INC	1030 - Cash- Checking	
Bill	1-049925	01/11/2016		1738 - Meter Chg Out - Parts	-3,231.61
					<u>-3,231.61</u>
Bill Pmt -Check	30365	01/26/2016	GRANITE ROCK, INC.	1030 - Cash- Checking	
Bill	938469	01/16/2016		6404 - Mains/Distribution	-302.14
					<u>-302.14</u>
Bill Pmt -Check	30366	01/26/2016	HOME DEPOT	1030 - Cash- Checking	
Bill	416875	01/05/2016		6501 - M&R - Buildings & Grounds	-24.29
Bill	7142605	01/12/2016		6502 - M&R - Equipment & Tools	-75.49
					<u>-99.78</u>
Bill Pmt -Check	30367	01/26/2016	INDOOR AIR DESIGN, INC.	1030 - Cash- Checking	
Bill	100546	01/18/2016		1410 - Prepaid Expenses	-175.00
					<u>-175.00</u>
Bill Pmt -Check	30368	01/26/2016	KELLY-MOORE PAINT CO	1030 - Cash- Checking	
Bill	1114-00000564544	01/20/2016		6501 - M&R - Buildings & Grounds	-35.62
					<u>-35.62</u>
Bill Pmt -Check	30369	01/26/2016	LINCOLN LIFE	1030 - Cash- Checking	
Bill		01/15/2016		1430 - Payroll Clearing A/C	-175.00
					<u>-175.00</u>

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	30370	01/26/2016	MHN	1030 · Cash- Checking	
Bill	3200075992	01/17/2016		1410 · Prepaid Expenses	-45.54
					<u>-45.54</u>
Bill Pmt -Check	30371	01/26/2016	NORTHERN SAFETY CO. INC.	1030 · Cash- Checking	
Bill	901770084 /980549285	01/15/2016		6408 · Employee Safety	-367.39
					<u>-367.39</u>
Bill Pmt -Check	30372	01/26/2016	OFFICE DEPOT, INC.	1030 · Cash- Checking	
Bill	817307788001	01/12/2016		6701 · Office Supplies	-68.60
Bill	817307818001	01/12/2016		6701 · Office Supplies	-12.25
Bill	818109874001	01/16/2016		6701 · Office Supplies	-104.55
Bill	818927692001	01/20/2016		6701 · Office Supplies	-68.40
					<u>-253.80</u>
Bill Pmt -Check	30373	01/26/2016	OFFICE TEAM	1030 · Cash- Checking	
Bill	44898752	01/20/2016		7110 · Prof Serv - Miscellaneous	-600.00
					<u>-600.00</u>
Bill Pmt -Check	30374	01/26/2016	OREILLY AUTO PARTS, INC.	1030 · Cash- Checking	
Bill	3474-367969	01/07/2016		6503 · M&R - Vehicle & Large Equip	-7.82
Bill	3535-433743	01/12/2016		6503 · M&R - Vehicle & Large Equip	-4.57
					<u>-12.39</u>
Bill Pmt -Check	30375	01/26/2016	PARS	1030 · Cash- Checking	
Bill	33489	01/12/2016		7110 · Prof Serv - Miscellaneous	-300.00
					<u>-300.00</u>
Bill Pmt -Check	30376	01/26/2016	PG&E CFM/PPC DEPT	1030 · Cash- Checking	
Bill	4665-4JAN2016	01/13/2016		7003 · Utilities - Electric - Pumping	-563.33
					<u>-563.33</u>
Bill Pmt -Check	30377	01/26/2016	PRECISE, INC.	1030 · Cash- Checking	
Bill	16034	01/19/2016		7107 · Prof Serv - Customer Billing	-606.61
					<u>-606.61</u>

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	30378	01/26/2016	RENE RAMIREZ	1030 - Cash- Checking	
Bill	GC012616	01/26/2016		6302 - School Conservation Program	-246.17
					<u>-246.17</u>
Bill Pmt -Check	30379	01/26/2016	ROBERTS & BRUNE CO. INC.	1030 - Cash- Checking	
Bill	S1534001.001	01/05/2016		1738 - Meter Chg Out - Parts	-922.15
Bill	S1534022.001	01/05/2016		6404 - Mains/Distribution	-633.30
Bill	S1534022.002	01/07/2016		6404 - Mains/Distribution	-172.90
Bill	S1534268.001	01/07/2016		1738 - Meter Chg Out - Parts	-1,767.86
Bill	S1535063.001	01/11/2016		6404 - Mains/Distribution	-1,720.79
Bill	S1535251.001	01/12/2016		1738 - Meter Chg Out - Parts	-54.50
Bill	S1534695.001	01/12/2016		1738 - Meter Chg Out - Parts	-2,164.74
Bill	S1534102.001	01/12/2016		6404 - Mains/Distribution	-118.66
Bill	S1535413.001	01/12/2016		6404 - Mains/Distribution	-904.08
Bill	S1535446.001	01/13/2016		6404 - Mains/Distribution	-804.18
Bill	S1535594.001	01/13/2016		6404 - Mains/Distribution	-532.27
Bill	S1535692.001	01/14/2016		6406 - Fire Hydrants	-313.95
Bill	S1536075.001	01/15/2016		1738 - Meter Chg Out - Parts	-230.50
Bill	S1534012.001	01/18/2016		1738 - Meter Chg Out - Parts	-0.01
Bill	S1535581.001	01/19/2016		6406 - Fire Hydrants	-340.42
Bill	S1536553.001	01/20/2016		6502 - M&R - Equipment & Tools	-182.38
					<u>-10,862.69</u>
Bill Pmt -Check	30380	01/26/2016	SAN FRANCISCO WATER DEPT	1030 - Cash- Checking	
Bill		01/19/2016		6101 - SFPUC Treated Water	-267,588.75
				6102 - BAWSCA (Debt Service Surcharge)	-38,438.00
				6104 - SFPUC Water Service Charge	-6,522.00
					<u>-312,548.75</u>
Bill Pmt -Check	30381	01/26/2016	SFPUC WATER QUALITY	1030 - Cash- Checking	
Bill	10000675	01/19/2016		6401 - Water Quality	-1,800.00
					<u>-1,800.00</u>

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	30382	01/26/2016	STANDARD INSURANCE COMPANY	1030 - Cash- Checking	
Bill		01/19/2016		1410 - Prepaid Expenses	-780.01
					<u>-780.01</u>
Bill Pmt -Check	30383	01/26/2016	STATE WATER RESOURCES CONTROL BOA	1030 - Cash- Checking	
Bill		01/25/2016		7204 - Employee Travel/Training	-90.00
					<u>-90.00</u>
Bill Pmt -Check	30384	01/26/2016	STEPFORD BUSINESS, INC.	1030 - Cash- Checking	
Bill	1601024	01/20/2016		1513 - TELEPHONE SYSTEM UPGRADE	-2,702.93
Bill	1601018	01/20/2016		7103 - Prof Serv - IT	-240.00
Bill	1601058	01/20/2016		1410 - Prepaid Expenses	-1,400.00
					<u>-4,342.93</u>
Bill Pmt -Check	30385	01/26/2016	Thomson Reuters - West Payment Center	1030 - Cash- Checking	
Bill	833316062	01/04/2016		6801 - Dues & Publications	-106.84
					<u>-106.84</u>
Bill Pmt -Check	30386	01/26/2016	UNITED RENTAL	1030 - Cash- Checking	
Bill	134340871-001	01/19/2016		6406 - Fire Hydrants	-765.73
					<u>-765.73</u>
Bill Pmt -Check	30387	01/26/2016	VALLEY OIL COMPANY	1030 - Cash- Checking	
Bill	816828	01/11/2016		6504 - M&R - Fuel	-1,111.86
Bill	821191	01/19/2016		6504 - M&R - Fuel	-407.78
					<u>-1,519.64</u>
Bill Pmt -Check	30388	01/26/2016	VERIZON WIRELESS	1030 - Cash- Checking	
Bill	9758906817	01/15/2016		7002 - Utilities - Cell Telephone	-832.48
					<u>-832.48</u>
Bill Pmt -Check	30389	02/02/2016	AT&T 60197	1030 - Cash- Checking	
Bill	7582912	01/20/2016		7005 - Utilities - Telephones	-1,271.88
Bill	9391035667	01/24/2016		7005 - Utilities - Telephones	-19.23
					<u>-1,291.11</u>

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	30390	02/02/2016	AWWA	1030 · Cash- Checking	
Bill	7001064447	01/26/2016		6801 · Dues & Publications	-249.00
					<u>-249.00</u>
Bill Pmt -Check	30391	02/02/2016	BLUEWALL, LLC	1030 · Cash- Checking	
Bill	520804	01/15/2016		1410 · Prepaid Expenses	-149.95
					<u>-149.95</u>
Bill Pmt -Check	30392	02/02/2016	C G UHLENBERG LLP	1030 · Cash- Checking	
Bill	11127	01/04/2016		7111 · Prof Serv - District Treasurer	-300.00
				7106 · Prof Serv - Accting & Payroll	-1,000.00
					<u>-1,300.00</u>
Bill Pmt -Check	30393	02/02/2016	Chad Robinson	1030 · Cash- Checking	
Bill		01/27/2016		6307 · Lawn-Be-Gone Rebates	-2,024.00
					<u>-2,024.00</u>
Bill Pmt -Check	30394	02/02/2016	LINCOLN LIFE	1030 · Cash- Checking	
Bill		01/31/2016		1430 · Payroll Clearing A/C	-175.00
					<u>-175.00</u>
Bill Pmt -Check	30395	02/02/2016	NORTHERN SAFETY CO. INC.	1030 · Cash- Checking	
Bill	901777798 /980549285	01/25/2016		6408 · Employee Safety	-80.20
					<u>-80.20</u>
Bill Pmt -Check	30396	02/02/2016	OFFICE DEPOT, INC.	1030 · Cash- Checking	
Bill	820285895001	01/26/2016		6701 · Office Supplies	-119.32
Bill	820515664001	01/27/2016		6701 · Office Supplies	-63.23
					<u>-182.55</u>
Bill Pmt -Check	30397	02/02/2016	OFFICE TEAM	1030 · Cash- Checking	
Bill	44919442	01/25/2016		7110 · Prof Serv - Miscellaneous	-800.00
					<u>-800.00</u>

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	30398	02/02/2016	PAKPOUR CONSULTING GROUP, INC	1030 - Cash- Checking	
Bill		01/15/2016		7102 · Prof Serv - District Engineer	-500.00
Bill	1866	01/31/2016		7102 · Prof Serv - District Engineer	-366.19
				7102 · Prof Serv - District Engineer	-888.56
				207022 · 750 Dartmouth Ave Fire Flow	-375.00
				7102 · Prof Serv - District Engineer	-196.88
				207027 · 2128 Pullman Fire Flow	-262.50
				207026 · 2417 Coronet Fire Flow	-262.50
				207024 · 10 Davis Drive - FF CLOSED	-262.50
				1741 · Dekoven - Prof Svs CY	-203.44
				1721 · Alameda - Prof Svs CY	-6,675.38
				1726 · Karen Road - Prof Svs CY	-2,023.88
				1746 · Folger Demo - Prof Svs CY	-3,047.63
				1731 · Hallmark - Prof Svs CY	-162.75
				7102 · Prof Serv - District Engineer	-346.87
					<u>-15,574.08</u>
Bill Pmt -Check	30399	02/02/2016	PETTY CASH	1030 - Cash- Checking	
Bill		01/27/2016		6503 · M&R - Vehicle & Large Equip	-27.98
				6501 · M&R - Buildings & Grounds	-106.54
				7204 · Employee Travel/Training	-70.97
				7205 · Meeting Expenses	-83.98
				6404 · Mains/Distribution	-46.00
					<u>-335.47</u>
Bill Pmt -Check	30400	02/02/2016	RICOH Philadelphia	1030 - Cash- Checking	
Bill	48714277	01/23/2016		6705 · Printing/Printing Supplies	-133.81
					<u>-133.81</u>
Bill Pmt -Check	30401	02/02/2016	RICOH USA, INC. Pasadena	1030 - Cash- Checking	
Bill	5040161039	01/22/2016		6706 · Equipment Services/Maintenance	-428.69
					<u>-428.69</u>

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	30402	02/02/2016	VANGUARD CLEANING SYSTEMS, INC.	1030 - Cash- Checking	
Bill	17643	02/01/2016		6501 - M&R - Buildings & Grounds	-385.00
					<u>-385.00</u>
Bill Pmt -Check	30403	02/02/2016	CARLMONT INVESTMENT LP	1030 - Cash- Checking	
Bill	012716-4	01/27/2016		207013 - 2177 Carlmont Fire Flow CLOSE	-638.30
					<u>-638.30</u>
Bill Pmt -Check	30404	02/02/2016	DAMON CAMPBELL	1030 - Cash- Checking	
Bill	012816-1	01/28/2016		207005 - 539 Harbor Blvd Plan Check	-638.30
					<u>-638.30</u>
Bill Pmt -Check	30405	02/02/2016	MITESH PATEL	1030 - Cash- Checking	
Bill	012716-1	01/27/2016		207006 - CD - 905 South Road CLOSED	-638.30
					<u>-638.30</u>
Bill Pmt -Check	30406	02/02/2016	PENINSULA FIRE PROTECTION INC.	1030 - Cash- Checking	
Bill	012716-2	01/27/2016		207009 - 2037 Lyon Avenue - FF CLOSEI	-638.30
					<u>-638.30</u>
Bill Pmt -Check	30407	02/02/2016	WESTERN STATES FIRE PROTECTION CO.	1030 - Cash- Checking	
Bill	012716-3	01/27/2016		207011 - 740 El Camino Real FF CLOSEI	-638.30
					<u>-638.30</u>
Bill Pmt -Check	30408	02/02/2016	AIRGAS, LLC	1030 - Cash- Checking	
Bill	9047625232	01/24/2016		6501 - M&R - Buildings & Grounds	-104.00
					<u>-104.00</u>
Bill Pmt -Check	30409	02/09/2016	ACWA- GROUP INS.	1030 - Cash- Checking	
Bill	0394873	02/04/2016		1410 - Prepaid Expenses	-41,079.94
					<u>-41,079.94</u>
Bill Pmt -Check	30410	02/09/2016	AIRGAS, LLC	1030 - Cash- Checking	
Bill	9933470096	02/08/2016		6501 - M&R - Buildings & Grounds	-114.95
					<u>-114.95</u>

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	30411	02/09/2016	AT&T 60197	1030 - Cash- Checking	
Bill	5668Jan2016	01/28/2016		7005 - Utilities - Telephones	-19.81
Bill		02/01/2016		7005 - Utilities - Telephones	-38.50
					<u>-58.31</u>
Bill Pmt -Check	30412	02/09/2016	BELMONT CHAMBER OF COMMERCE	1030 - Cash- Checking	
Bill		02/05/2016		7205 - Meeting Expenses	-20.00
					<u>-20.00</u>
Bill Pmt -Check	30413	02/09/2016	CARLMONT HARDWARE	1030 - Cash- Checking	
Bill	B72511	02/08/2016		1738 - Meter Chg Out - Parts	-3.44
					<u>-3.44</u>
Bill Pmt -Check	30414	02/09/2016	FERGUSON WATERWORKS	1030 - Cash- Checking	
Bill	1148280	01/28/2016		1738 - Meter Chg Out - Parts	-5,452.29
					<u>-5,452.29</u>
Bill Pmt -Check	30415	02/09/2016	GRANITE ROCK, INC.	1030 - Cash- Checking	
Bill	939651	01/23/2016		6404 - Mains/Distribution	-403.87
					<u>-403.87</u>
Bill Pmt -Check	30416	02/09/2016	HANSON, BRIDGETT	1030 - Cash- Checking	
Bill	1159775	01/31/2016		7101 - Prof Serv - District Counsel	-292.50
Bill	1159776	01/31/2016		7101 - Prof Serv - District Counsel	-455.00
Bill	1159777	01/31/2016		7101 - Prof Serv - District Counsel	-687.50
Bill	1159778	01/31/2016		7101 - Prof Serv - District Counsel	-1,790.00
Bill	1159779	01/31/2016		7101 - Prof Serv - District Counsel	-1,000.00
Bill	1159780	01/31/2016		7101 - Prof Serv - District Counsel	-130.00
					<u>-4,355.00</u>
Bill Pmt -Check	30417	02/09/2016	JRocket DESIGN77 & MARKETING	1030 - Cash- Checking	
Bill	2047	02/01/2016		7110 - Prof Serv - Miscellaneous	-1,423.62
					<u>-1,423.62</u>
Bill Pmt -Check	30418	02/09/2016	MANAGEWATER CONSULTING,INC	1030 - Cash- Checking	
Bill		02/02/2016		7110 - Prof Serv - Miscellaneous	-19,641.25
					<u>-19,641.25</u>

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	30419	02/09/2016	NORTHERN SAFETY CO. INC.	1030 - Cash- Checking	
Bill	901787565-980555483	02/01/2016		6408 - Employee Safety	-64.07
					<u>-64.07</u>
Bill Pmt -Check	30420	02/09/2016	OFFICE DEPOT, INC.	1030 - Cash- Checking	
Bill	820890095001	01/28/2016		6701 - Office Supplies	-100.03
					<u>-100.03</u>
Bill Pmt -Check	30421	02/09/2016	OFFICE TEAM	1030 - Cash- Checking	
Bill	44999279	02/02/2016		7110 - Prof Serv - Miscellaneous	-943.75
					<u>-943.75</u>
Bill Pmt -Check	30422	02/09/2016	PG&E CFM/PPC DEPT	1030 - Cash- Checking	
Bill	4441Jan2016	01/28/2016		7004 - Utilities - Electric-Bldgs&Grnd	-8.11
Bill	3667-2FEB2016	02/04/2016		7003 - Utilities - Electric - Pumping	-58.08
Bill	7816-1FEB16	02/04/2016		7003 - Utilities - Electric - Pumping	-170.57
Bill	2454-4FEB16	02/04/2016		7003 - Utilities - Electric - Pumping	-28.88
					<u>-265.64</u>
Bill Pmt -Check	30423	02/09/2016	PRECISE, INC.	1030 - Cash- Checking	
Bill	16187	01/22/2016		7107 - Prof Serv - Customer Billing	-606.07
					<u>-606.07</u>
Bill Pmt -Check	30424	02/09/2016	RECOLOGY SAN MATEO	1030 - Cash- Checking	
Bill		01/28/2016		6501 - M&R - Buildings & Grounds	-651.04
					<u>-651.04</u>
Bill Pmt -Check	30425	02/16/2016	ALEXANDER LAZAREZ	1030 - Cash- Checking	
Bill	RefundFFT021116-1	02/11/2016		207002 - 1471-1477 El Camino Plan Revis	-572.67
					<u>-572.67</u>
Bill Pmt -Check	30426	02/16/2016	EFREN LUGTU	1030 - Cash- Checking	
Bill	RefundFF021116-3	02/11/2016		207024 - 10 Davis Drive - FF CLOSED	-638.30
					<u>-638.30</u>

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	30427	02/16/2016	GRANITE ROCK, INC.	1030 - Cash- Checking	
Bill	942086	02/06/2016		6404 - Mains/Distribution	-232.95
				1727 - Karen Road - Parks CY	-232.94
					<u>-465.89</u>
Bill Pmt -Check	30428	02/16/2016	HENRY YOUNG	1030 - Cash- Checking	
Bill	RetroCheck021516-2	02/10/2016		1430 - Payroll Clearing A/C	-96.57
					<u>-96.57</u>
Bill Pmt -Check	30429	02/16/2016	HOME DEPOT	1030 - Cash- Checking	
Bill	4582652	02/04/2016		6502 - M&R - Equipment & Tools	-30.52
					<u>-30.52</u>
Bill Pmt -Check	30430	02/16/2016	LINCOLN LIFE	1030 - Cash- Checking	
Bill		02/15/2016		1430 - Payroll Clearing A/C	-175.00
					<u>-175.00</u>
Bill Pmt -Check	30431	02/16/2016	Misty Malczon.	1030 - Cash- Checking	
Bill	RetroCheck021516-1	02/10/2016		1430 - Payroll Clearing A/C	-60.05
					<u>-60.05</u>
Bill Pmt -Check	30432	02/16/2016	OFFICE TEAM	1030 - Cash- Checking	
Bill	45052084	02/09/2016		7110 - Prof Serv - Miscellaneous	-954.25
					<u>-954.25</u>
Bill Pmt -Check	30433	02/16/2016	PG&E CFM/PPC DEPT	1030 - Cash- Checking	
Bill	7951-5FEB	02/05/2016		7003 - Utilities - Electric - Pumping	-129.41
Bill	8936-0FEB2016	02/05/2016		7003 - Utilities - Electric - Pumping	-1,551.62
Bill	6556-8FEB2016	02/05/2016		7003 - Utilities - Electric - Pumping	-71.24
					<u>-1,752.27</u>
Bill Pmt -Check	30434	02/16/2016	PWWA	1030 - Cash- Checking	
Bill		02/11/2016		6801 - Dues & Publications	-15.00
Bill		02/11/2016		6801 - Dues & Publications	-15.00
					<u>-30.00</u>

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	30435	02/16/2016	RICOH Philadelphia	1030 - Cash- Checking	
Bill	48877602	02/06/2016		6705 - Printing/Printing Supplies	-339.12
					<u>-339.12</u>
Bill Pmt -Check	30436	02/16/2016	SAN MATEO DAILY JOURNAL	1030 - Cash- Checking	
Bill		02/05/2016		6303 - Public Outreach & Education	-640.00
					<u>-640.00</u>
Bill Pmt -Check	30437	02/16/2016	UPS	1030 - Cash- Checking	
Bill	0000546F3E066	02/06/2016		6704 - Postage	-3.66
					<u>-3.66</u>
Bill Pmt -Check	30438	02/16/2016	WESTERN STATES FIRE PROTECTION CO.	1030 - Cash- Checking	
Bill	RefundFF021116-2	02/11/2016		207019 - 1221 Elmer Street FF CLOSED	-572.67
				207018 - 1901 Alden Street CLOSED	-638.30
				207014 - 2204 Thurm Avenue CLOSED	-638.30
					<u>-1,849.27</u>
Bill Pmt -Check	30439	02/16/2016	PRECISE, INC.	1030 - Cash- Checking	
					0.00
Bill Pmt -Check	30440	02/16/2016	PWWA	1030 - Cash- Checking	
Bill		02/11/2016		7204 - Employee Travel/Training	-45.00
					<u>-45.00</u>
Check	55117	02/04/2016	EQUITY TRACK LLC	1030 - Cash- Checking	
				4012 - Water Refunds	-78.73
					<u>-78.73</u>
Check	55118	02/04/2016	JADE LUU	1030 - Cash- Checking	
				4012 - Water Refunds	-26.53
					<u>-26.53</u>
Check	55119	02/04/2016	KAREN LEE	1030 - Cash- Checking	
				4012 - Water Refunds	-3.00
					<u>-3.00</u>

Type	Num	Date	Name	Account	Paid Amount
Check	55120	02/04/2016	CORINNE ROWE	1030 · Cash- Checking	
				4012 · Water Refunds	<u>-5.33</u>
					-5.33
Check	55121	02/04/2016	PAT MCCORMICK	1030 · Cash- Checking	
				4012 · Water Refunds	<u>-7.67</u>
					-7.67
Check	55122	02/04/2016	PAUL ABOLMOLUKI	1030 · Cash- Checking	
				4012 · Water Refunds	<u>-6.77</u>
					-6.77
Check	55123	02/04/2016	ELIAS COMMERCIAL ENTERPRISE	1030 · Cash- Checking	
				4012 · Water Refunds	<u>-41.26</u>
					-41.26
Check	55124	02/05/2016	NOTRE DAME HIGH SCHOOL	1030 · Cash- Checking	
				4012 · Water Refunds	<u>-2,526.75</u>
					-2,526.75
TOTAL:					\$ (508,881.51)



AGENDA ITEM NO. 5.C.

DATE: February 25, 2016
TO: Board of Directors
FROM: Joan Cassman, District Counsel

SUBJECT: ENACT RESOLUTION 2016-01 APPROVING A SALARY ADJUSTMENT FOR THE GENERAL MANAGER AND CORRESPONDING SECOND AMENDMENT TO THE GENERAL MANAGER'S EMPLOYMENT AGREEMENT

RECOMMENDATION

Enact Resolution 2016-01 approving an increase in the salary of the General Manager effective as of January 1, 2016, and the Second Amendment to the General Manager's Employment Agreement to reflect same.

FISCAL IMPACT

The proposed action will increase the General Manager's base salary from \$162,500 to \$172,250. There are sufficient funds to cover this salary adjustment in the District's Operating Budget.

DISCUSSION

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

In accordance with the Agreement, the MPWD Board commenced the performance evaluation of the General Manager at the regular Board meeting of December 16, 2015. The Board completed this evaluation at its meeting of January 28, 2016, determining that her excellent performance warranted a salary adjustment. The Board then directed the District Counsel to prepare this report and the attached resolution to approve a 6% increase in the General Manager's salary as of January 1, 2016, and a Second Amendment to her Agreement reflecting this salary adjustment.

Attachment: Resolution 2016-01
Second Amendment to Employment Agreement

BOARD ACTION: APPROVED:____ DENIED:____ POSTPONED:____ STAFF DIRECTION:____
UNANIMOUS____ ZUCCA____ WARDEN____ STUEBING____ VELLA____ LINVILL____

RESOLUTION NO. 2016-01

**APPROVING AN INCREASE IN THE SALARY OF THE GENERAL MANAGER OF THE
MID-PENINSULA WATER DISTRICT AND THE SECOND AMENDMENT TO THE
GENERAL MANAGER'S EMPLOYMENT AGREEMENT**

* * *

MID-PENINSULA WATER DISTRICT

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

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

WHEREAS, the District Board commenced this annual review at its regular Board meeting on December 16, 2015; and

WHEREAS, at the Board meeting of January 28, 2016, the Board completed the evaluation and proposed a 6% increase in the base salary of the General Manager commencing as of January 1, 2016, directing the District Counsel to place this matter on the Board meeting agenda of February 25, 2016, for final action.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mid-Peninsula Water District hereby approves an increase in the salary of the General Manager effective January 1, 2016, bringing her total base salary to \$172,250; and

BE IT FURTHER RESOLVED that the Board approves the Second Amendment to the General Manager's Employment Agreement that reflects the aforementioned increase and her current salary level.

REGULARLY passed and adopted this 25th day of February, 2016.

AYES:

NOES:

ABSENT:

PRESIDENT, BOARD OF DIRECTORS

ATTEST:

DISTRICT SECRETARY

**SECOND AMENDMENT TO
EMPLOYMENT AGREEMENT**

THIS SECOND AMENDMENT TO EMPLOYMENT AGREEMENT is made as of the 1st day of January, 2016, by and between the Mid-Peninsula Water District (hereinafter referred to as "DISTRICT") and Tammy A. Rudock (hereinafter referred to as "EMPLOYEE").

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

B. The Board of Directors conducted an annual performance evaluation of EMPLOYEE commencing in October of 2014 and took action to increase EMPLOYEE's salary to \$162,500 pursuant to Resolution No. 2015-1; and

C. Following an annual performance evaluation, which commenced in December of 2015, the Board of Directors has determined to increase the EMPLOYEE's salary pursuant to Resolution 2016-01; and

D. The Board of Directors desires to amend the Employment Agreement with the General Manager to reflect a 6% adjustment in EMPLOYEE's salary level.

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

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

Effective as of January 1, 2016, the District agrees to pay Employee a salary at the annualized rate of One Hundred Seventy-Two Thousand Two Hundred Fifty Dollars (\$172,250) for Employee's faithful and diligent performance of the duties and obligations of General Manager, payable in installments in accordance with the District's customary payroll practices.

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

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

MID-PENINSULA WATER DISTRICT

TAMMY A. RUDOCK

By: _____
Matthew P. Zucca
President, Board of Directors



AGENDA ITEM NO. 7.A.

DATE: February 25, 2016
 TO: Board of Directors
 FROM: Tammy Rudock, General Manager

SUBJECT: DROUGHT AND WATER CONSERVATION PROGRESS REPORT

RECOMMENDATION

Receive progress report on drought and water conservation activities.

BACKGROUND

June 1, 2015 was the start of the SWRCB’s measurement period for the 2015/2016 statewide water conservation goals. The MPWD system’s conservation goal is 20% when compared to 2013 water consumption. The measurement period initially ended February 29, 2016; however, on February 2, 2016, the State extended it by 270 days—until October 31, 2016 (see attached SWRCB Fact Sheet dated February 9, 2016).

DISCUSSION

The report due February 15th to the SWRCB was timely submitted. January’s water consumption was 69,741 units—**the lowest in MPWD’s history for January since 1995!** The reduction (compared with 2013) measured -17.2% and **the R-GPCD was 53.5, exceeding the SWRCB’s 55GPCD performance standard for indoor use!** *By comparison, the January 2015 PERCENT CHANGE was -2.2% and the R-GPCD was 64.9.*

MPWD’s cumulative water savings (since tracking started on June 1, 2015) = -26.4% → 6.4% greater than the MPWD system conservation goal of 20%.

2015/2016 MONTH	2015/2016 UNITS	2013 UNITS	PERCENT CHANGE*	CUMULATIVE WATER SAVINGS*	2015/2016 R-GPCD	2013 R-GPCD
June	103,863	150,614	-31.0%	-31.0%	82.3	122.6
July	105,639	156,081	-32.3%	-31.7%	81.1	122.9
August	106,832	155,788	-31.4%	-31.6%	82.0	122.7
September	105,459	145,551	-27.5%	-30.6%	83.6	118.5
October	98,345	122,117	-19.5%	-28.3%	75.5	96.2
November	77,733	106,535	-27.0%	-28.1%	61.6	86.7
December	70,423	94,062	-25.1%	-27.7%	54.0	74.1
January	69,741	84,202	-17.2%	-26.4%	53.5	66.3
February		86,478				75.4

*Compared to 2013.

The R-GPCD (Residential-Gallons Per Capita Day) calculations are highlighted above in yellow. The SWRCB performance standard for indoor use is 55GPCD. (Note: For 2015/2016, the SWRCB formula for calculating the R-GPCD included MPWD factors: 85% residential use of total production, and 2014 population projection—26,730—from 2010 Urban Water Management Plan.)

MPWD started tracking water waste complaints in July 2014. All have been investigated and resolved through communications and education.

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2016	2												60
2015	2	0	5	12	6	6	12	5	5	3	1	0	58
2014	-	-	-	-	-	-	3	6	3	4	7	0	23

The first annual MPWD Water Conservation Report was mailed out with the Winter 2015/2016 Waterline Newsletter at the end of January.

The SWRCB statewide Emergency Water Conservation Regulations Update and Media Release each dated February 2, 2016, are attached for information.

BACKGROUND

The following Calendar Year 2014 and 2015 tables reflect MPWD's water system purchases in units (1 unit = 748 gallons), percentage change comparison, and cumulative average savings.

CALENDAR YEAR 2015 - JANUARY THROUGH MAY

2015 MONTH	2015 UNITS	2014 UNITS	2013 UNITS	PERCENT CHANGE*	CUMULATIVE WATER SAVINGS*	2015 R-GPCD	2014 R-GPCD	2013 R-GPCD
January	82,360	102,910	84,202	-2.2%	-2.2% / -15.1%**	64.9	81.1	66.3
February	79,782	73,221	86,478	-7.7%	-5.0% / -14.5%	69.6	63.9	75.4
March	102,964	89,152	106,663	-3.5%	-4.5% / -13.7%	81.1	70.2	84.0
April	91,491	96,019	120,265	-23.9%	-9.3% / -14.4%	74.5	78.2	97.9
May	97,806	126,934	155,736	-37.2%	-14.9% / -15.8%	77.1	100.0	122.7

*Compared to 2013. **Cumulative total since February 2014.

CALENDAR YEAR 2014 - FEBRUARY THROUGH DECEMBER

2014 MONTH	2014 UNITS	2013 UNITS	PERCENT CHANGE*	CUMULATIVE WATER SAVINGS*	2014 R-GPCD	2013 R-GPCD
February	73,221	86,478	-15.3%	-15.3%	64	75
March	89,152	106,663	-16.4%	-15.9%	70	84
April	96,019	120,265	-20.2%	-17.3%	78	98
May	126,934	155,736	-18.5%	-17.6%	100	123
June	139,729	150,614	-7.2%	-15.5%	114	123
July	134,669	156,081	-13.7%	-15.2%	106	123
August	128,924	155,788	-17.2%	-15.5%	102	123
September	118,284	145,551	-18.7%	-15.9%	96	119
October	109,652	122,117	-10.2%	-15.3%	92	96
November	86,670	106,535	-18.6%	-15.6%	71	87
December	72,835	94,062	-22.6%	-16.2%	57	74

*Compared to 2013.

The R-GPCD (Residential-Gallons Per Capita Day) calculations are highlighted above in yellow. The SWRCB performance standard for indoor use is 55GPCD. (Note: For Calendar Years 2014 and 2015 tracking, the SWRCB formula for calculating the R-GPCD included MPWD factors: 85% residential use of total production, and population from 2010 Urban Water Management Plan—26,030.)

Attachments: SWRCB Fact Sheet about Extension of Emergency Water Conservation Regulations dated February 9, 2016
 SWRCB statewide Emergency Conservation Regulation Update dated February 2, 2016
 SWRCB Media Release dated February 2, 2016

Extending the Emergency Water Conservation Regulation

New Regulatory Changes to Achieve Statewide Reductions in Urban Potable Water Usage

On November 13, 2015, Governor Edmund G. Brown Jr. issued [Executive Order B-36-15](#) calling for an extension of urban water use restrictions until October 31, 2016, should drought conditions persist. Given the severity of the water deficits over the past four years many of California's reservoirs and groundwater basins remain depleted and the need for continued water conservation persists. The November executive order directs the State Water Resources Control Board (State Water Board) to consider modifying the restrictions on water use and incorporate insights gained from the existing restrictions.

The State Water Board's adoption of [Resolution No. 2015-0032](#) and its May 2015 Emergency Regulation addressed specific provisions of [Executive Order B-29-15](#), including mandating a 25 percent statewide reduction in potable urban water use between June 2015 and February 2016. To reach the statewide 25 percent reduction mandate and consistent with Executive Order B-29-15, the Emergency Regulation identified a conservation tier for each urban water supplier, between four percent and 36 percent, based on residential per capita water use for the months of July - September 2014. As directed under Resolution No. 2015-0032, State Water Board staff worked with stakeholders to develop and consider a range of factors that contribute to water use, including climate, growth and investment in drought-resilient supplies, to devise options for refining the new extended emergency regulation.

The new Emergency Regulation extends the requirements of the May 2015 Emergency Regulation and offers modest adjustments to help to respond to some of the reasonable concerns suppliers have raised to the State Water Board since it first considered the May 2015 Emergency Regulation.

What's Next

Executive Order B-36-15 directs the State Water Board to extend restrictions to achieve a statewide reduction in urban potable water usage through October 2016, based on drought conditions known through January 2016. A significant portion of the state's rainfall and snowpack occurs in February and March. The State Water Board directed staff to monitor

and evaluate available data on precipitation, snowpack, reservoir storage levels, and other factors and report back to the Board in March and April, 2016 and, if conditions warrant, promptly bring a proposal before the State Water Board to adjust or eliminate the Emergency Regulation, no later than the second regularly-scheduled May 2016 Board meeting.

Staff will also engage with the Department of Water Resources and other stakeholders to develop a proposed framework for enhanced urban water conservation, efficiency and resilience and report back to the Board on options for transitioning to a more resilience-based approach for the future by May 1, 2016.

If snowpack, reservoir and other water supply conditions don't warrant any modifications to the emergency regulation when staff reports back to the Board, the State Water Board expects suppliers and their customers will save more than one million acre-feet of water, or about as much water as is currently in Lake Oroville, in response to the regulation. This savings will be in addition to the 1.2 million acre-feet the State is on track to have saved from June 2015 through February 2016.

Information on the February 2, 2016 Emergency Regulation is on the State Water Board's [webpage](#).

New Emergency Regulation - Key Provisions

The February 2016 Emergency Regulation essentially extends the existing May 2015 Emergency Regulation and maintains many of the same requirements.

Changes to the May 2015 Emergency Regulation Include:

- Credits and adjustments to urban water suppliers' conservation standards that consider the differences in climate affecting different parts of the state; growth experienced by urban areas; and significant investments that have been made to create new, local, drought-resilient sources of potable water supply;
- Penalties for homeowners' associations or community service organizations impeding homeowners from reducing or eliminating the watering of vegetation or lawns during a declared drought emergency, as described in existing Civil Code provisions; and
- Updates to compliance and reporting timelines.

Conservation Standard for Urban Water Suppliers

As statewide drought conditions persist, all water suppliers need to continue to meet their individual conservation standards. Since June 2015, cumulative statewide conservation has eclipsed the 25 percent target. Everyone must continue to conserve, especially if the need for conservation continues through the warmer months when outdoor landscape irrigation typically increases. Often, but not always, water suppliers with higher per capita users are located in areas where the majority of water use is directed to outdoor irrigation due to lot size, climate and other factors; thus outdoor irrigation continues to present the greatest opportunity for the highest reductions. The new Emergency Regulation maintains the current

tiers of required water reductions, though with additional adjustments in response to stakeholders' equity concerns.

Overview of Conservation Tiers

The conservation standards for all large urban water suppliers continue to be based on increasing levels of residential gallons per capita per day (R-GPCD) water use. This approach considers the relative per capita water usage of each water suppliers' service area and requires that those areas with high per capita use achieve proportionally greater reductions than those with low use, while lessening the disparities in reduction requirements between agencies that have similar levels of water consumption but fall on different sides of dividing lines between tiers. Suppliers have been assigned a revised conservation standard that ranges between eight percent and 36 percent based on their R-GPCD for the months of July - September, 2014. These three months reflect the amount of water used for summer outdoor irrigation, which provides the greatest opportunity for conservation savings. The new Emergency Regulation also continues the reserved four percent conservation tier for those suppliers meeting specific criteria relating to not experiencing drought conditions.

Urban water suppliers (serving more than 3,000 customers or delivering more than 3,000 acre feet of water per year), which account for more than 90 percent of urban water use, have previously been assigned a conservation standard, as shown in the following table:

How to Submit a Conservation Standard Adjustment

Submittals for adjustments to an urban water supplier's conservation standard may be submitted through the new on-line reporting tool at the [DRINC Portal](#). The tool will be available the week of February 8, 2016 and will remain open through March 15, 2016. Submissions received after March 15, 2016 will not be reviewed. Please review the Fact Sheet on Adjustments and Credits [[Link](#)] on submission deadlines and effective dates for adjustments and credits.

Tier	July-Sept. 2014 R-GPCD		# of Suppliers in Range	Conservation Standard
	From	To		
1	reserved		4	4%
2	0	64.9	27	8%
3	65	79.9	22	12%
4	80	94.9	42	16%
5	95	109.9	61	20%
6	110	129.9	45	24%
7	130	169.9	81	28%
8	170	214.9	62	32%
9	215	612.0	67	36%

Adjustments to the Conservation Standards

The new Emergency Regulation allows urban water suppliers to update their conservation standards under certain situations, as explained below.

1. Climate Adjustment

The new Emergency Regulation allows a climate adjustment that, where applicable, reduces a water supplier’s conservation standard by up to four percentage points for those water suppliers located in the warmer regions of the State. The climate adjustment is based on each urban water supplier’s average service area evapotranspiration (ETo) for the months of July through September, as compared to the statewide average for the same months. Statewide average ETo is calculated by the State Water Board as the arithmetic mean of all statewide ETo data for those months. The adjustment ranges from a two to four percentage point decrease in an urban water supplier’s conservation standard as follows:

Deviation of Urban Water Supplier Service Area’s ETo from the Statewide Average ETo	Reduction in Conservation Standard
>20%	4%
10 to 20%	3%
5 to <10%	2%

The State Water Board has calculated default climate adjustments for all suppliers, which are available on this [draft list](#). The default climate adjustments use the average service area average July - September ETo, as determined by the California Irrigation Management Information System (CIMIS) [Mapped ETo Zone](#) for which the supplier’s service area has the greatest overlap. If a supplier chooses to use the default climate adjustment, no further action is needed.

In lieu of using the default service area ETo, each urban water supplier has the opportunity to refine its service area ETo by using data from CIMIS stations within its service area, or, if no CIMIS station exists within the supplier’s service area, a weather station of comparable accuracy, meeting the period of record requirements noted below.

To qualify for the in-lieu climate adjustment the supplier shall submit the following data to the Board by March 15, 2016, but may submit it by February 22, 2016 for potential application to the supplier’s March 2016 conservation standard: for each station: station ID; station location; and monthly average evapotranspiration, in inches per month, for July, August, and September for either the most recent five-year period of record or the most recent three-year continuous period of record. The table below provides an example of the climate adjustment calculation, using the default service area average ETo.

Example Calculation of In-Lieu Climate Adjustment	
Original Conservation Standard	36 %
Supplier Reports:	
Service Area Average ETo July	9.92 inches
Service Area Average ETo Aug.	8.68 inches
Service Area Average ETo Sept.	6.6 inches
State Water Board Provided Value:	
Statewide Average ETo July-Sept.	6.34 inches
Calculated by State Water Board:	
Service Area Average ETo July-Sept. = $(9.92 + 8.68 + 6.6) / 3$	8.4 inches
Service Area % Deviation from Average ETo = $(8.4 - 6.34) / 6.34$	0.32 or 32 %
Climate Adjustment	- 4 %
Adjusted Conservation Standard	32 %

2. Growth Adjustment

The new Emergency Regulation provides a mechanism to adjust urban water supplier conservation standards to account for water efficient growth since 2013. The adjustment is calculated as the product of the supplier's conservation standard and the supplier's reasonable percentage change in total potable water production since 2013, using a specific formula to calculate the percentage change, rounded to the nearest whole percentage point.

To qualify for the growth adjustment a supplier has to provide, at a minimum, the following data to the State Water Board by March 15, 2016, but may submit it by February 22, 2016 for potential application to a the supplier's March 2016 conservation standard: the number of new permanent residents added since January 1, 2013; and the number of new commercial, industrial and institutional (CII) connections added since January 1, 2013; and the average volume of water served to each CII account from February 1, 2015 to October 31, 2015.

The volume of water added due to growth is calculated as the sum of:

1. Number of new permanent residents added since 2013 multiplied by the average residential water use per person during February through October 2015. and
3. Number of new CII connections added since 2013 multiplied by the average CII water use per connection during February through October 2015.

The table that follows provides an example of the growth adjustment calculation.

Example Calculation of Growth Adjustment	
Original Conservation Standard	36 %
Supplier Reports:	
Number of New Permanent Residents Added since Jan. 1, 2013	6,000 people
Number of New CII Connections Added since Jan. 1, 2013	700 connections
Average CII Water Use per CII Connection Feb. - Oct. 2015	900,000 gallons/connection
Pulled from Feb. - Oct. 2015 Reports, as Submitted by Jan. 1, 2016 (by State Water Board):	
Residential Gallons per Capita per Day (R-GPCD) Feb. - Oct. 2015	100 gallons/people-day
Baseline Total Water Production Feb. - Oct. 2013	16,000,000,000 gallons
Calculated by State Water Board:	
Volume of Water Attributed to New Permanent Residents = [6,000 people] * [100 gallons/people-day] * [270 days]	162,000,000 gallons
Volume of Water Attributed to New CII Connections = [700 connections] * [900,000 gallons/connection]	630,000,000 gallons
Total Volume of Water Attributed to Growth since 2013 = [162,000,000 gallons] + [630,000,000 gallons]	792,000,000 gallons
Percent Change in Potable Water Production Due to Growth since 2013 = [792,000,000 gallons] / [16,000,000,000 gallons]	0.05 or 5 %
Adjusted Conservation Standard = 36% * [1 - 0.05]	34 %

3. New Local Drought-Resilient Supply Credit

Under the new Emergency Regulation, any urban water supplier that obtains at least one percent of its total potable water production from a qualifying new local, drought-resilient water supply, or contracts for, or otherwise financially invests in, water from a new local, drought-resilient source of supply, developed since 2013 is eligible for up to an eight percentage point reduction to its conservation standard. Urban water suppliers are eligible for a one percentage point reduction to their conservation standard, up to an eight percentage point maximum reduction, for each percent of the urban water supplier's total potable water production that comes from a qualifying new local, drought-resilient water supply. Where a supplier financially invests in a shared new, local, drought-resilient source of supply but does not actually receive water from that source--instead freeing that water up for another supplier to use--the agency that does not actually receive the water may also be eligible for this credit. In no case will the total amount of credits exceed what would have been available had all suppliers received credit only for water actually received.

To qualify for the drought-resilient source credit a supplier needs to submit its certification to the State Water Board by March 15, 2016. This credit will be applied to a supplier's March 2016 conservation standard. The table below provides an example of the local drought-resilient supply credit calculation.

Example Calculation of New, Local, Drought-Resilient Water Supply Credit	
Original Conservation Standard	36 %
Supplier Reports:	
Total Annual Potable Water Production from a Drought Resilient-Source of Supply (Developed after Jan. 1, 2013)	1,120,000,000 gallons
Pulled from Jan. - Dec. 2015 Reports, as Submitted by Jan. 15, 2016 (by State Water Board):	
Baseline Total Water Production Jan. - Dec. 2013	16,000,000,000 gallons
Calculated by State Water Board:	
% Total Potable Water Production from a Drought-Resilient Source of Supply = $[1,120,000,000 \text{ gallons}] / [16,000,000,000 \text{ gallons}]$	0.07 or 7 %
Adjusted Conservation Standard = 36% - 7%	29 %

The maximum reduction in a water supplier's conservation standard through combined climate, growth and new resilient drought supplies adjustments described above is capped at an eight percentage point reduction from any one supplier's otherwise applicable conservation standard, with no suppliers dropping below an eight percent conservation standard.

The default adjustment for climate will take effect for any qualifying supplier March 1, 2016. Other climate adjustments and growth adjustments may also take effect March 1, 2016 if a supplier has provided all supporting documentation and calculations by February 22, 2016 and State Water Board staff does not require additional information. Submissions for adjustments and credit received by March 15, 2016 will be applied to a supplier's March 2016 conservation standard in April.

Total monthly water production and specific reporting on residential use and enforcement as laid out in the May 2015 Emergency Regulation remains in effect. Performance will be compared to the new adjusted conservation standard, when applicable.

Commercial Agriculture Exclusion

The new Emergency Regulation continues to allow urban water suppliers to subtract water delivered for commercial agriculture from total potable water production if the supplier meets certain conditions and submits the agricultural water use certification to the State Water Board.

Self-Supplied Commercial, Industrial and Institutional (CII) Users

The new Emergency Regulation continues to require self-supplied CII users to either reduce their usage by 25 percent or restrict outdoor irrigation to no more than two days per week. CII facilities with an independent source of supply (i.e., not served by a water supplier) are still not required to submit a report. However, these facilities should be prepared to demonstrate their compliance with the two day per week watering restriction, or the 25 percent reduction in water use if requested to do so by the State Water Board.

Conservation Standard for All Other Water Suppliers

The new Emergency Regulation continues to require small water suppliers (serving 3,000 or fewer customers) to either achieve a 25 percent conservation standard, or restrict outdoor irrigation to no more than two days per week through October 2016. These suppliers are required to submit a small water supplier report that either (a) identifies total potable water production, by month, from December 2015 through August 2016, or (b) confirms compliance with the maximum two day per week outdoor irrigation restriction. The small water supplier report will be due to the State Water Board by September 15, 2016.

End-User Requirements

The new Emergency Regulation maintains the current prohibitions on water use. These include:

- Irrigation with potable water of ornamental turf on public street medians is prohibited; and
- Irrigation with potable water outside of newly-constructed homes and buildings not in accordance with emergency regulations or other requirements established in the California Building Standards Code is prohibited.
- Using potable water to wash sidewalks and driveways;
- Allowing runoff when irrigating with potable water;
- Using hoses with no shutoff nozzles to wash cars;
- Using potable water in decorative water features that do not recirculate the water;
- Irrigating outdoors during and within 48 hours following measureable rainfall; and
- Restaurants from serving water to their customers unless the customer requests it.

Additionally, hotels and motels must offer their guests the option to not have their linens and towels laundered daily, and prominently display this option in each guest room.

It continues to be very important that while these provisions are in effect existing trees remain healthy and do not present a public safety hazard. Trees and other non-turf vegetation within street medians may continue to be watered. Information on how to maintain trees while reducing outdoor water use is available at: www.saveourwater.com/trees.

Compliance Assessment

The State Water Board continues to assess compliance on a cumulative basis, using suppliers' monthly reported data. Each month, State Water Board staff reassess compliance based on the supplier's cumulative savings since June 2015. Cumulative tracking means that

conservation savings are be added together from one month to the next and compared to the amount of water used during the same months in 2013.

The State Water Board continues to use informational orders to request information from suppliers not meeting their conservation standards and, as appropriate, conservation orders that direct specific actions to correct non-compliance. Both tools are tailored to the emergency circumstances that the State finds itself in as a result of continuing drought conditions. Violation of an informational order or conservation order carries a penalty of up to \$500 per day. Existing orders issued pursuant to or in response to violations of the May 2015 emergency regulation remain in effect.

The State Water Board continues to work with water suppliers that are not meeting their targets to implement actions to get them back on track. These actions could include changes to rates and pricing, restrictions on outdoor irrigation, public outreach, rebates and audit programs, leak detection and repair and other measures. The State Water Board may use its enforcement tools to ensure that water suppliers are on track to meet their conservation standards at any point during the 270 days that the emergency regulation is in effect.

The alternative compliance process the State Water Board identified in Resolution No. 2015-0032 will continue.

Conclusion

No one knows how the future will unfold. While the State may return to “normal,” or even to above average hydrologic water conditions in 2016 or 2017, such an outcome is far from certain, nor is it certain that one year of average or above-average water conditions will relieve the State from these historic drought conditions. Continued water conservation is imperative. Moving forward, the State Water Board is committed to working with water suppliers on implementing the Emergency Regulation, assessing water conditions throughout the spring, and adapting requirements as appropriate based on water supply conditions.

The State is meeting the Governor’s 25 percent cumulative statewide conservation goal because Californians have risen to the occasion. As the State Water Board acts on the Governor’s Executive Order B-36-15, it will consider the lessons learned from the implementation of the current executive order and make adjustments to the Emergency Regulation as needed. The State Water Board will also begin to work with other agencies and stakeholders to develop longer term measures to ensure water continues to be conserved and used efficiently.

(This fact sheet was last updated on February 9, 2016)

Emergency Water Conservation Regulation Update

Office of Research, Planning, and Performance

February 2, 2016



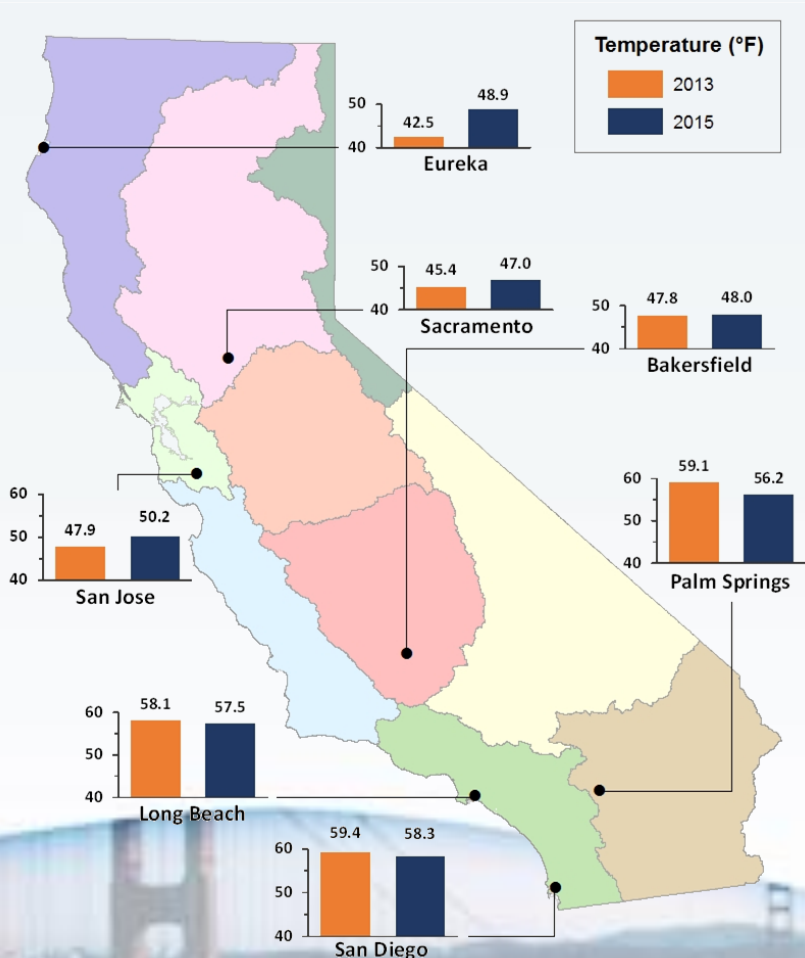
Status of Implementation

- Water production numbers collected from June 2014 through December 2015 (19 months)
- Seventh month with statewide goal to cumulatively reduce total potable urban water use by 25 percent
- 401 (of 412) suppliers submitted December reports
- Water Board enforcement actions taken based on June - December 2015 cumulative supplier compliance

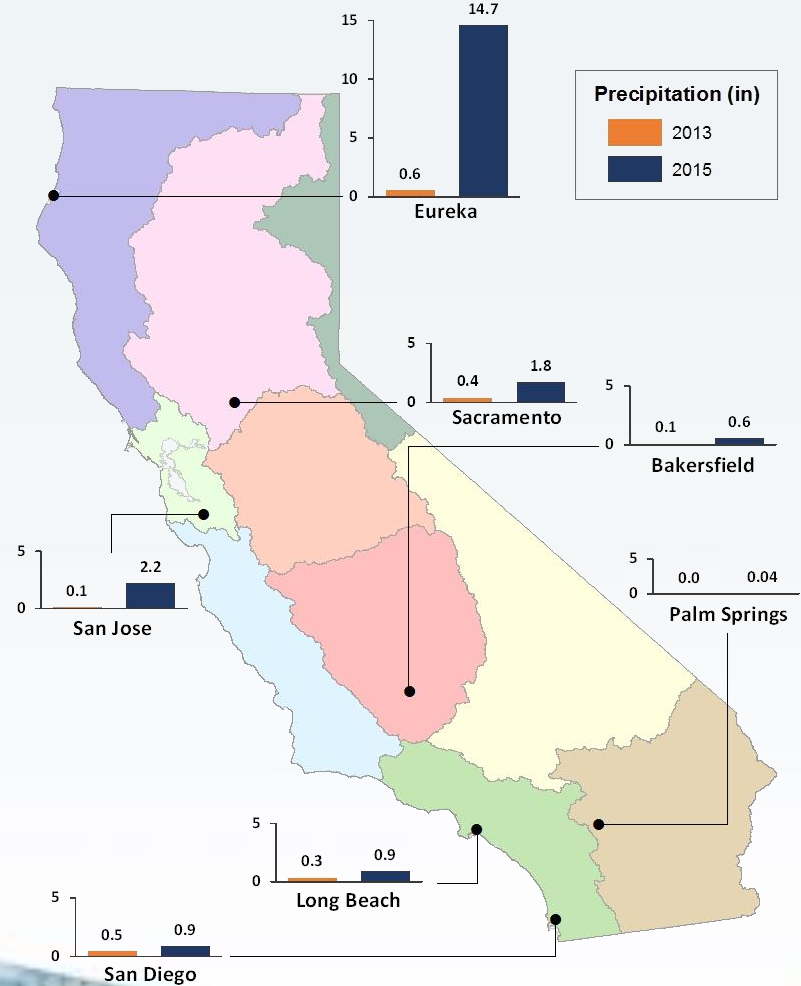
December Weather Conditions

(Select Cities)

Temperature



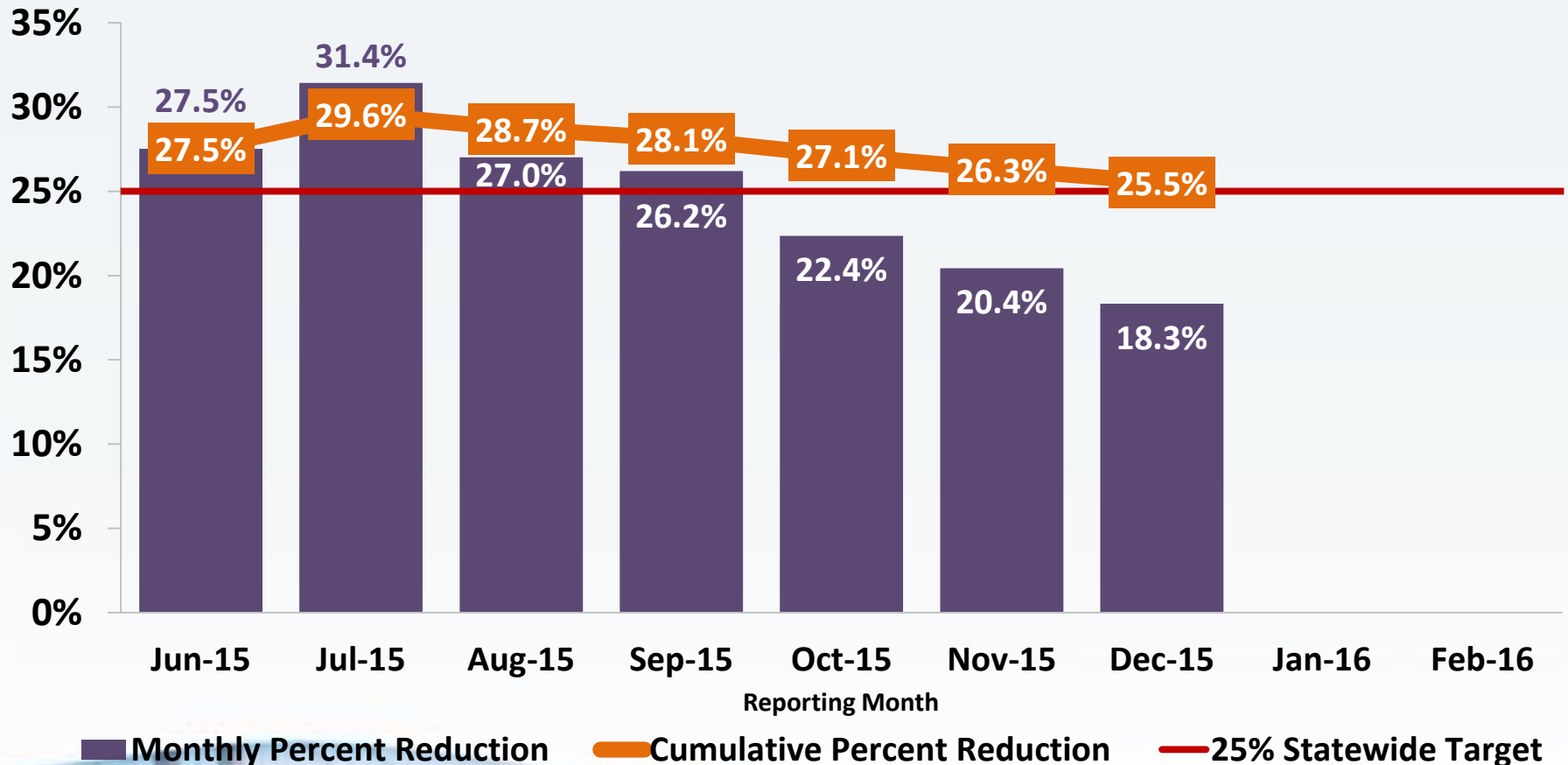
Precipitation



Statewide, December 2015 was cooler and wetter than December 2013

Statewide Water Production Percent Reduction

(Compared to 2013)

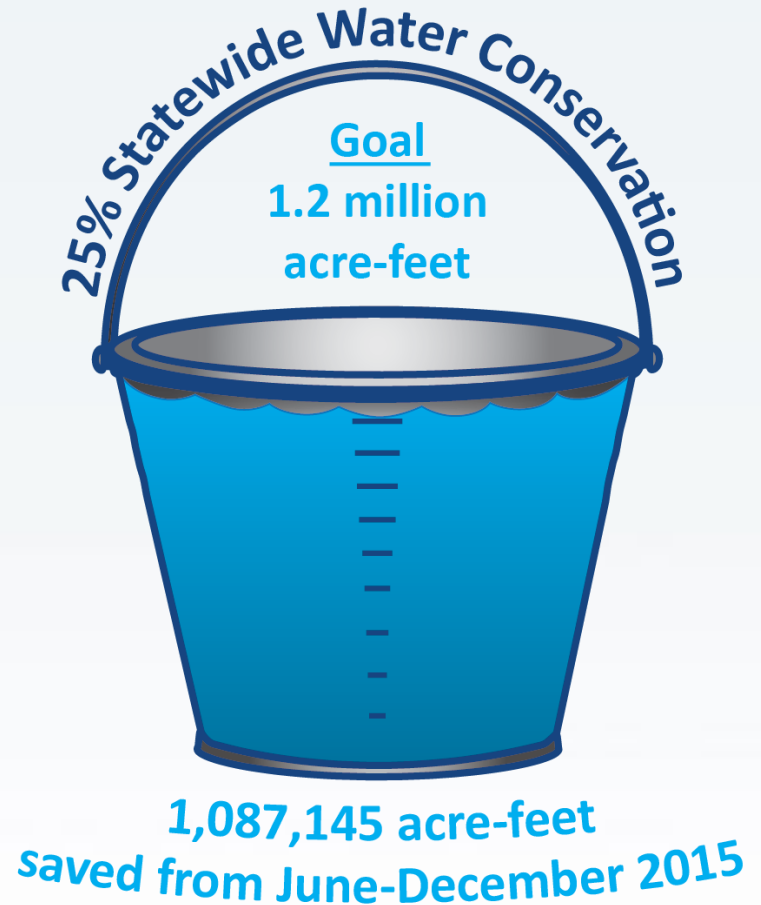


December 2015 savings (24.7 billion gallons or 75,719 acre-feet) brings statewide 7-month cumulative savings to 25.5 percent

Statewide Cumulative Savings

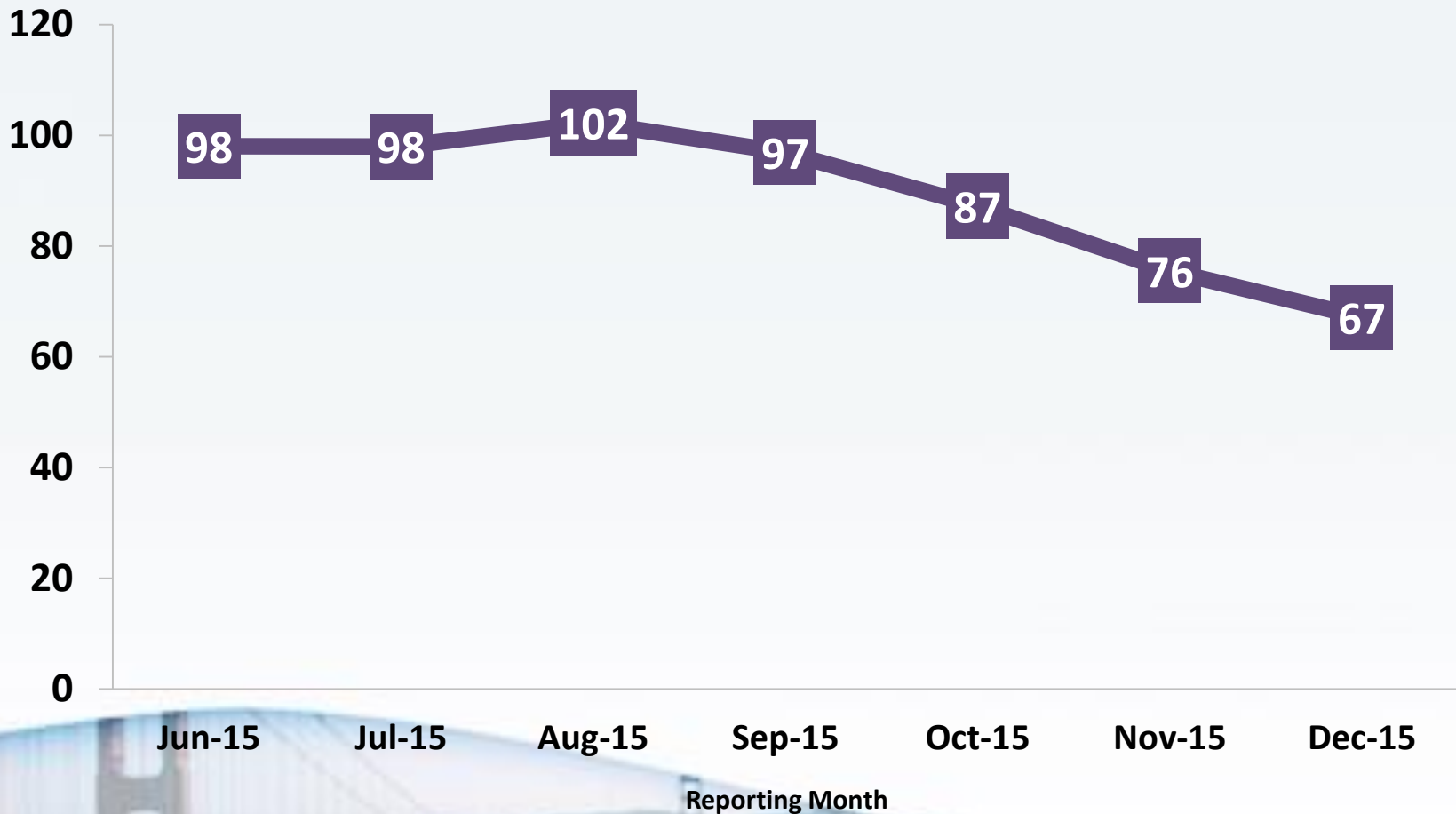
(June - December 2015)

- 1,087,145 acre-feet (354.2 billion gallons) of water saved
- This is 91% of savings goal
- Savings is enough to provide 5.4 million Californians with water for one year



Statewide Monthly Average Residential Gallons per Capita per Day

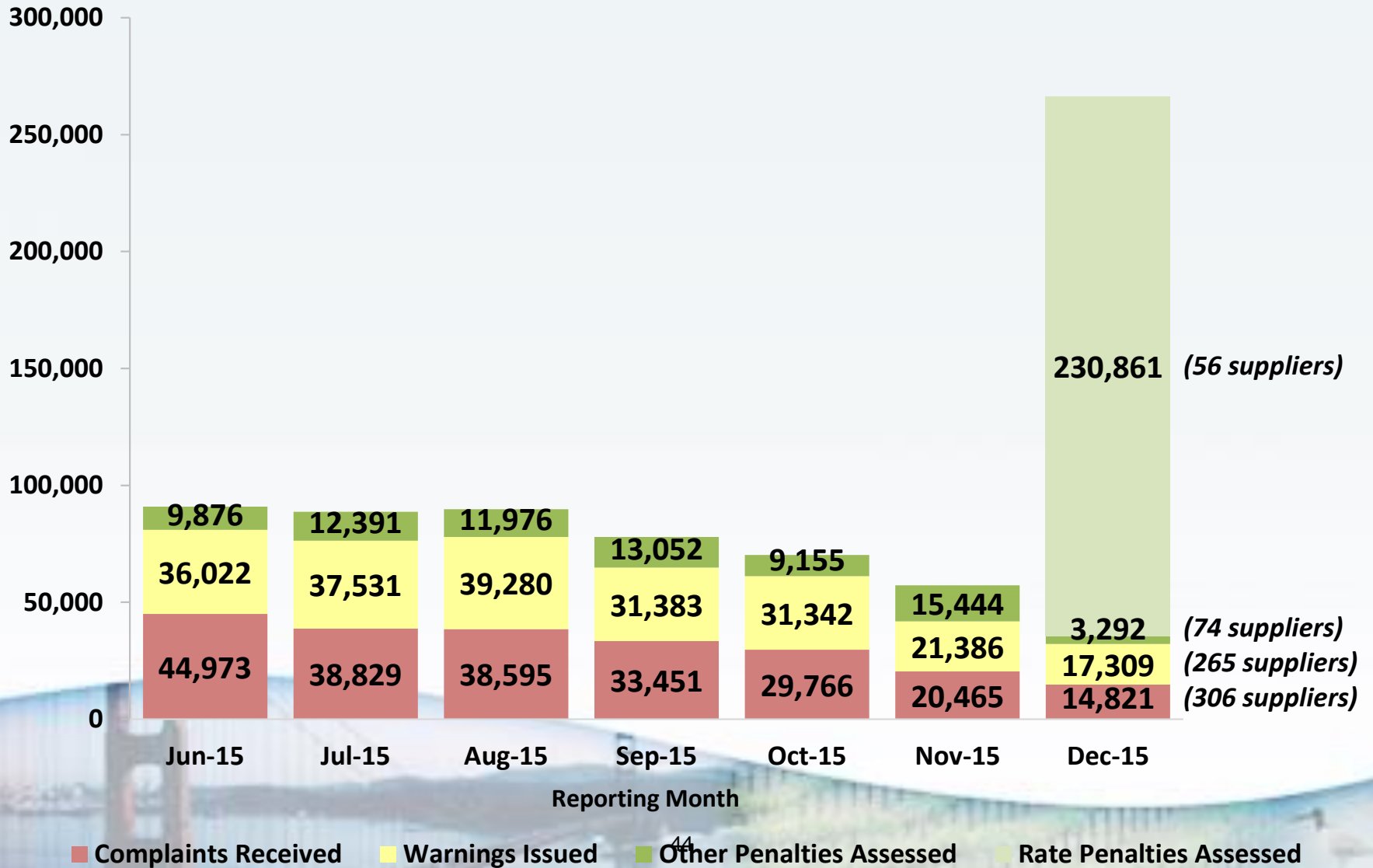
(June – December 2015)



Average Statewide December 2015 R-GPCD = 67

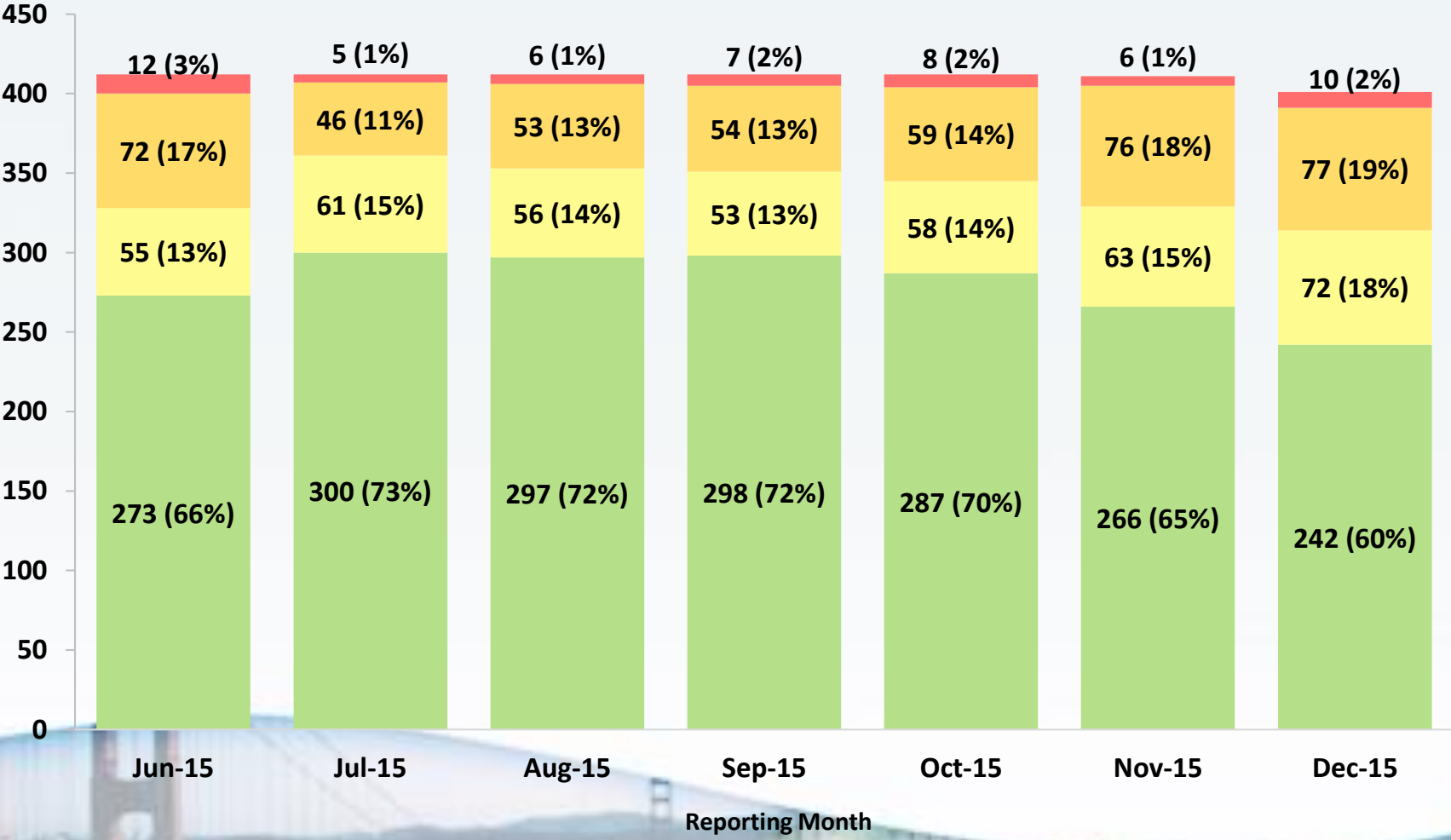
Supplier Enforcement Actions Taken

(June – December 2015)



Number of Suppliers Reporting by Compliance Priorities

(June – December 2015)



- 1 Greater than 15 percentage points from meeting standard
- 2 Between five and 15 percentage points from meeting standard
- 3 Between one and five percentage points from meeting standard
- 0 Met or within one percentage point from meeting standard

Water Board Enforcement Actions since June 2015

Urban Water Suppliers

- Office of Enforcement has issued:
 - 90 Warning Letters
 - 114 Information Orders
 - 7 Alternative Compliance Orders
 - 12 Conservation Orders
 - 4 Administrative Civil Liability Complaints

Water Board Enforcement Actions since June 2015

Small Water Suppliers

- In response to the recent annual reports due December 15, 2015, Office of Enforcement has issued:
 - 65 Warning Letters (compliance could not be assessed)
 - 200 Out of Compliance Notices of Violation
 - 877 Non-Reporter Notices of Violation
- Working with small suppliers to achieve compliance
- Working to update database of small suppliers

Performance for Suppliers with Conservation Orders (12)

- For June through December, 7 out of 12 suppliers show upward trends for cumulative % savings
 - However, *only 1 supplier* is meeting target
 - Order for Rainbow MWD, which has been meeting target for the past few months to be rescinded
- 11 out of 12 are missing cumulative % and volumes by
 - Between 5 and 25%
 - Between 63 and 406 million gallons
- Progress will continue to be tracked moving forward



Media Release

CALIFORNIA MEETS GOVERNOR'S CONSERVATION MANDATE FOR SEVENTH STRAIGHT MONTH

STATE KEEPS MEETING CUMULATIVE GOAL; AS MONTHLY CONSERVATION RATE DROPS, RESIDENTIAL WATER USERS URGED TO CONTINUE SAVING WATER

FOR IMMEDIATE RELEASE
Feb. 2, 2016

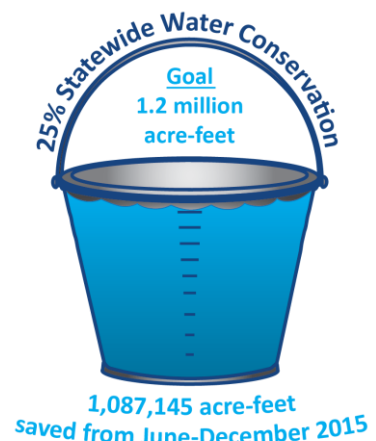
Contact: George Kostyrko
gkostyrko@waterboards.ca.gov

SACRAMENTO – Californians have reduced water use by 25.5 percent since June, continuing to meet Governor Edmund G. Brown Jr.'s 25 percent mandate despite a decline in the statewide water-savings rate during the last three months of 2015.

In December, the statewide conservation rate was 18.3 percent, down from 20.4 percent in November, compared to the same months in 2013. A drop in the water conservation rate was expected during the cooler fall and winter months, when Californians use less water and there is less opportunity to save on outdoor water use compared with the hot summer months. Indeed, average statewide water use declined from 76 gallons per person per day in November to 67 gallons in December, the second lowest per-person rate since water-use reporting began in June 2014.

Nonetheless, Californians are urged to keep up their efforts to conserve through the winter months. This includes complying with urban water supplier directives to switch to once-a-week watering schedules, and not using outdoor irrigation during and within 48 hours following a rain event.

“While the recent rains and growing snowpack are wonderful to behold, we won’t know until spring what effect it will have on the bottom line for California’s unprecedented drought,” said Felicia Marcus, chair of the State Water Resources Control



Water Conservation Quick Links

[Factsheet: December by the Numbers](#)

[June 2014-December 2015 Data Set](#)

[Cumulative Savings and Conservation Compliance for December](#)

[December Savings by Region](#)

[Supplier Enforcement Statistics](#)



Board. “Until we can tally that ledger, we have to keep conserving water every way we can. Every drop saved today is one that we may be very glad we have tomorrow.”

In November 2015, the Governor issued an [Executive Order](#) directing the State Water Board to extend and revise the drought emergency water conservation regulation based on conditions through January. Staff released a [draft updated emergency regulation](#) for public comment on January 15th. The State Water Board will [consider](#) this extended emergency regulation after 1 p.m. today.

December Conservation Data

- For June through December, the cumulative statewide reduction was 25.5 percent, compared to the same months in 2013. That equates to almost 1.1 million acre-feet of water saved, putting the state 91 percent of the way to meeting the 1.2 million acre-feet savings goal to be achieved through February 2016.
- Statewide water savings for December 2015 was 18.3 percent (75,719 acre-feet or 24.7 billion gallons), a decrease from November 2015’s 20.4 percent savings. See [fact sheet here](#).
- Contributing to the lower monthly savings, December 2015 saw the lowest level of water provider compliance to date with 60 percent of suppliers meeting their conservation standards.
- Statewide average water use for December 2015 was 67 residential gallons per capita per day (R-GPCD), down from 76 gallons per person per day in November. This is the second-lowest per-person rate observed since the State Water Board began requiring reporting due to the drought.

Background

In his April 1, 2015 [Executive Order](#), Gov. Brown mandated a 25 percent water use reduction for cities and towns across California. In May 2015, the State Water Board adopted an emergency regulation requiring an immediate 25 percent reduction in overall potable urban water use. The regulation uses a sliding scale for setting conservation standards, so that communities that have already reduced their R-GPCD through past conservation will have lower mandates than those that have not made such gains since the last major drought.

The State Water Board tracks water conservation for each of the state’s larger urban water suppliers (those with more than 3,000 connections) on a monthly basis, but compliance with individual water supplier conservation requirements and the statewide 25 percent mandate is based on cumulative savings. Cumulative tracking means that conservation savings will be

added together from one month to the next and compared to the amount of water used during the same months in 2013.

California has been dealing with the effects of an unprecedented drought. To learn about all the actions the state has taken to manage our water system and cope with the impacts of the drought, visit Drought.CA.Gov. Every Californian should take steps to conserve water. Find out how at SaveOurWater.com. In addition to many effective local programs, state-funded turf removal and toilet replacement rebates are also available. Information and rebate applications can be found at: www.saveourwaterrebates.com/.

###



AGENDA ITEM NO. 8.A.

DATE: February 25, 2016
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: CONSIDER APPROVING THE MPWD 2016 STRATEGIC PLAN, INCLUDING MISSION STATEMENT, VISION STATEMENT, STRATEGIC GOALS, AND DIRECTOR ASSIGNMENTS

RECOMMENDATION:

Approve the MPWD 2016 Strategic Plan, including the Mission Statement, Vision Statement, Strategic Goals, and Directors Assignments.

FISCAL IMPACT:

None.

DISCUSSION:

A Special Meeting of the Board of Directors was held on January 21st as a strategic planning session for 2016. Julie Brown facilitated the planning session.

Staff met with the Board President on February 12th and discussed the plan documents. As directed by the Board last year, a more user-friendly format was created for the 2016 Strategic Plan, which was reviewed with President Zucca, and is attached for consideration.

Attachment: MPWD 2016 Strategic Plan, including Mission Statement, Vision Statement, and Strategic Goals, 2016 Director Assignments, and 2015 MPWD Accomplishments

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

UNANIMOUS_____ ZUCCA_____ WARDEN_____ STUEBING_____ VELLA_____ LINVILL_____



MID-PENINSULA WATER DISTRICT

2016 STRATEGIC PLAN

February 26, 2016

Board of Directors:

Matthew P. Zucca, President
Dave Warden, Vice President
Al Stuebing, Director
Louis Vella, Director
Betty L. Linvill, Director

Appointed Officials:

Joan Cassman, District Counsel
Joubin Pakpour, District Engineer
Jeff Ira, District Treasurer

Executive Staff:

Tammy Rudock, General Manager
Candy Pina, Board Secretary/Administrative Services Manager
Rene Ramirez, Operations Manager

INTRODUCTION

The Mid-Peninsula Water District (MPWD) holds its special strategic planning session in January of each year.

A special meeting of the Board of Directors was held on January 21, 2016. The planning session was facilitated by consultant, Julie Brown, and she started with identification by Directors and staff of the most notable MPWD 2015 accomplishments. Subsequent discussions centered on enabling Board competencies and areas for development. The following notes reflect those discussions:

2015 Accomplishments of Which We're Most Proud

- Completion of hydraulic water modeling and mapping project; engagement of staff; drove capital improvements
- Morale/atmosphere in district; employee involvement and level of awareness
- Drought response (not originally a priority); ability to respond successfully was significant; proactive; involved community and Directors
- Rigor of the fee and rate study parameters for setting rates; updated development impact fees and success of individual meter installation discussion; ability to draw upon this money → created a foundation
- 6/29 reorganization

Enabling Board Competencies

- Ability to deliberate important issues in a non-confrontational manner; being heard; drawing upon board diversity to make good decisions on complex issues
- Board was involved in a role appropriate manner; policy oriented, focus on timeliness and deliverables
- Flexibility; level of improvement in how we've done our work; honesty and candor
- Board's ability to trust staff to do their jobs; effective communications, candor/honesty from General Manager
- Thoroughness, thoughtfulness of hard decision making
- Courage (individual metering!)
- Effective communication/messaging

Areas for Development

- Communication – ability to understand one another's personality/leadership styles to enhance trust and interactions
- (From a Board perspective) Better understanding of employee roles and responsibilities (in support of determining how to best use resources and talents to meet our goals)
- Delivering messages better to our constituents; promoting ourselves better to the community at large
- Strategic thinking; proactively planning for future (innovative, creative) scenarios and different water models
- Political advocacy – we're leading from behind, reacting to issues with the City of Belmont; leveraging the drought to re-position the District's relationship for effective resource use

Action items were identified by staff and Directors for the 2016 Strategic Plan (attached). Basic measures for success are identified in Attachment 1. As a "look ahead" as compared to 2016, success measures for calendar years 2017 and 2018 are listed in Attachment 2.

For 2016, there were no changes for the MPWD Vision and Mission Statements, and Strategic Goals, and only a few changes to the Director Assignments for 2016 (also attached).

Staff's report dated January 21, 2016, on MPWD 2015 Accomplishments is attached for information at the end of the plan documents.



2016 STRATEGIC PLAN

January 21, 2016

STRATEGIC ELEMENT #1 – *External Relationships and Customer Service*

Core Goals	Objectives	2016 Measures of Success*^
Maintain effective working relationships with external agencies	<p>Maintain appropriate agency presence in local, regional and state industry organizations and activities</p> <p>Maintain outreach and project coordination with City of Belmont, City of San Carlos, and the County of San Mateo</p>	<p><u>Action Item 1.A.</u>: Coordinate with Belmont Chamber of Commerce for presentation of annual “State of MPWD” address</p> <p><u>Action Item 1.B.</u>: Continue to coordinate capital projects with cities of Belmont and San Carlos and County of San Mateo</p> <p><u>Action Item 1.C.</u>: Continue to coordinate with City of Belmont’s General Plan update and related development policies</p>
Maintain organizational standards that ensure a high level of service orientation for our ratepayers	Provide ratepayers with prompt, professional and courteous service	<u>Action Item 1.D.</u> : Update MPWD website for online bill-pay in conjunction with new Financial Management System

STRATEGIC ELEMENT #2 – *Resource Management*

Core Goals	Objectives	2016 Measures of Success*^
Ensure water quality meets desired quality standards	Water quality standards for SWRCB/Division of Drinking Water are met	<u>Action Item 2.A.</u> : Annual CCR by July 1st
Develop long-term resource sustainability through energy and water conservation measures	<p>Participate in BAWSCA water supply reliability and water conservation projects</p> <p>Develop plan for meeting SB7X per capita water demand goals (20% reduction by 2020)</p> <p>Monitor fuel and energy use to identify opportunities for improvement efficiencies</p>	<p><u>Action Item 2.B.</u>: Approve and transmit 2015 UWMP by July 1st deadline</p> <p><u>Action Item 2.C.</u>: Recommend customer portal for water savings access and history</p> <p><u>Action Item 2.D.</u>: Develop annual water conservation report</p> <p><u>Action Item 2.E.</u>: Achieve SWRCB water conservation regulation program goals and timely compliance with reporting requirements</p>

STRATEGIC ELEMENT #3 – Infrastructure Management and Operations

Core Goals	Objectives	2016 Measures of Success*^
Maintain operations and maintenance procedures	Develop standard operating procedures in accordance with best management practices as an organized manual	<p><u>Action Item 3.A.</u>: Complete O&M manual</p> <p><u>Action Item 3.B.</u>: Develop business interruption/resumption procedures to include with Emergency Response Plan</p>
Maintain long-term capital improvement plan	Review MPWD infrastructure modeling for assessment of capital improvement priorities, and assess other fixed assets in accordance with best management practices	<p><u>Action Item 3.C.</u>: Finalize implementation of 5-Year CIP</p> <p><u>Action Item 3.D.</u>: Construct Alameda de las Pulgas water main replacement project</p> <p><u>Action Item 3.E.</u>: Construct Karen Road water main replacement project</p> <p><u>Action Item 3.F.</u>: Complete MPWD water system storage analysis</p> <p><u>Action Item 3.G.</u>: Complete seismic evaluation of Dekoven and Hallmark storage tank sites</p> <p><u>Action Item 3.H.</u>: Continue AMI meter change-out program</p> <p><u>Action Item 3.I.</u>: Develop a long-range planning process for GM oversight and management</p>

STRATEGIC ELEMENT #4 – Human Resources Management

Core Goals	Objectives	2016 Measures of Success*^
Develop and maintain systems and processes for effective workforce management	<p>Develop/maintain effective workforce to meet organizational needs</p> <p>Maintain:</p> <ul style="list-style-type: none"> ▪ Appropriate communication channels with employees ▪ Positive work environment and employee satisfaction ▪ Organizational human resources policy manual 	<p><u>Action Item 4.A.:</u> Approve new MPWD Personnel Manual</p> <p><u>Action Item 4.B.:</u> Update employee position descriptions</p>
Develop and maintain Board of Directors procedures for effective and transparent governance	Develop and maintain Board of Directors policies and procedures	<p><u>Action Item 4.C.:</u> Create and approve Board Bylaws</p> <p><u>Action Item 4.D.:</u> Review plan of action for even-year ballot Proposition G</p> <p><u>Action Item 4.E.:</u> Create a development program that will support Board functioning and expertise</p> <p><u>Action Item 4.F.:</u> Administer an MBTI workshop</p> <p><u>Action Item 4.G.:</u> Conduct training session on staff roles and responsibilities</p> <p><u>Action Item 4.H.:</u> Develop a proactive MPWD advocacy plan focusing on common constituent message development and community promotion</p>

STRATEGIC ELEMENT #5 – Financial Management

Core Goals	Objectives	2016 Measures of Success*^
Establish and achieve annual budget trends	<p>Complete annual budget process on a timely basis</p> <p>Monitor financial projections for accurate forecasting</p> <p>Maintain/monitor schedules of water rates, water capacity charges, and miscellaneous fees</p> <p>Update, monitor and implement capital plan</p>	<p><u>Action Item 5.A.:</u> After Board approval of fiscal year water rate schedule, develop and transmit water rate adjustment notice to customers</p> <p><u>Action Item 5.B.:</u> Complete development of and implement new financial management system</p> <p><u>Action Item 5.C.:</u> Develop and approve financing options for 5-Year CIP</p> <p><u>Action Item 5.D.:</u> Create plan for development of financial policy manual</p> <p><u>Action Item 5.E.:</u> Identify/evaluate MPWD real properties</p>



2016 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>	<p>External relationships:</p> <ul style="list-style-type: none"> ▪ Attend HIA meetings ▪ Attend neighborhood meetings as appropriate ▪ Maintain presence at LAFCO meetings ▪ Attend local community City Council meetings ▪ Attend ACWA JPIA and Region 5 meetings ▪ Attend San Mateo CSDA meetings ▪ Attend SFPUC meetings ▪ Attend BAWSCA meetings ▪ Attend Belmont Operational coordination meetings <p>Conduct at least one community education event with BAWSCA</p> <p>Provide timely and useful customer communications</p> <p>Monitor customer satisfaction via a measurable survey</p>
#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 <p>Maintain active involvement in BAWSCA water supply reliability and water conservation project activity</p> <p>Continue water use efficiency messaging to meet regional and statewide water conservation goals</p> <p>Support continued off-peak hour pumping</p> <p>Explore use of solar power as market costs drop</p>

STRATEGIC ELEMENTS	CORE GOALS	BASIC MEASURES OF SUCCESS
#3 – Infrastructure Management and Operations	<p>Maintain operations and maintenance procedures</p> <p>Maintain long-term capital improvement plan</p>	<p>Monitor O&M procedures and revise as appropriate</p> <p>Continue coordination of CIP with City of Belmont and City of San Carlos</p>
#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 <p>Create/maintain/update Board of Directors policies</p>
#5 – Financial Management	<p>Establish and achieve annual budget trends</p>	<p>Review proposed fiscal year SFPUC water rate charges and consider MPWD water rate adjustment</p> <p>Budget process addressing District priorities completed by June 30</p> <p>Review performance on a monthly basis so that targeted allocation is achieved</p> <p>Comprehensive budget document, including charts/graphs</p> <p>Apply for budget and/or financial transparency certification</p> <p>Incorporate and fund capital plan priorities in annual budget</p> <p>Incorporate modeling into annual budgeting process; use tools to develop scenario that can be used as operating circumstances change</p>



2016 STRATEGIC PLAN

ATTACHMENT #2 2016/2017/2018 SUCCESS MEASURES

STRATEGIC ELEMENTS AND CORE GOALS	2016 MEASURES OF SUCCESS	2017 MEASURES OF SUCCESS	2018 MEASURES OF SUCCESS
<p>#1 – External Relationships and Customer Service</p> <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>	<p><u>Action Item 1.A.:</u> Coordinate with Belmont Chamber of Commerce for presentation of annual “State of MPWD” address</p> <p><u>Action Item 1.B.:</u> Continue to coordinate capital projects with cities of Belmont and San Carlos and County of San Mateo</p> <p><u>Action Item 1.C.:</u> Continue to coordinate with City of Belmont’s General Plan update and related development policies</p> <p><u>Action Item 1.D.:</u> Update MPWD website for online bill-pay in conjunction with new Financial Management System</p>	<p>Annual “State of MPWD” Address</p> <p>Continue coordination with cities of Belmont and San Carlos and County of San Mateo</p> <p>Review/Update MPWD website</p>	<p>Annual “State of MPWD” Address</p> <p>Continue coordination with cities of Belmont and San Carlos and County of San Mateo</p> <p>Review/Update MPWD website</p>
<p>#2 – Resource Management</p> <p>Ensure water quality meets desired quality standards</p> <p>Develop long-term resource sustainability through energy and water conservation measures</p>	<p><u>Action Item 2.A.:</u> Annual CCR by July 1st</p> <p><u>Action Item 2.B.:</u> Approve and transmit 2015 UWMP by July 1st deadline</p> <p><u>Action Item 2.C.:</u> Recommend customer portal for water savings access and history</p> <p><u>Action Item 2.D.:</u> Develop and distribute annual Water Conservation Report by August 31st</p>	<p>Annual CCR by July 1st</p> <p>Annual Water Conservation Report by August 31st</p> <p>Comply with SWRCB water conservation regulation program requirements</p>	<p>Annual CCR by July 1st</p> <p>Annual Water Conservation Report by August 31st</p> <p>Comply with SWRCB water conservation regulation program requirements</p>

STRATEGIC ELEMENTS AND CORE GOALS	2016 MEASURES OF SUCCESS	2017 MEASURES OF SUCCESS	2018 MEASURES OF SUCCESS
	<p><u>Action Item 2.E.</u>: Achieve SWRCB water conservation regulation program goals and timely compliance with reporting requirements</p>		
<p>#3 – Infrastructure Management and Operations</p> <p>Maintain operations and maintenance procedures</p> <p>Maintain long-term capital improvement plan</p>	<p><u>Action Item 3.A.</u>: Complete O&M manual</p> <p><u>Action Item 3.B.</u>: Develop business interruption/resumption procedures to include with Emergency Response Plan (ERP)</p> <p><u>Action Item 3.C.</u>: Finalize implementation of 5-Year CIP</p> <p><u>Action Item 3.D.</u>: Construct Alameda de las Pulgas water main replacement project</p> <p><u>Action Item 3.E.</u>: Construct Karen Road water main replacement project</p> <p><u>Action Item 3.F.</u>: Complete MPWD water system storage analysis</p> <p><u>Action Item 3.G.</u>: Complete seismic evaluation of Dekoven and Hallmark storage tank sites</p> <p><u>Action Item 3.H.</u>: Continue AMI meter change-out program</p> <p><u>Action Item 3.I.</u>: Develop a long-range planning process for GM oversight and management</p>	<p>Review/Update ERP</p> <p>Review/Update CIP</p> <p>Construct identified capital projects</p> <p>Complete AMI meter installation</p> <p>Create long-range plan for MPWD</p> <p>Corrosion control survey/repair</p>	<p>Review/Update ERP</p> <p>Review/Update CIP</p> <p>Review/Update long-range plan for MPWD</p> <p>Leak detection survey/repair</p>
<p>#4 – Human Resources Management</p> <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>	<p><u>Action Item 4.A.</u>: Approve new MPWD Personnel Manual</p> <p><u>Action Item 4.B.</u>: Update employee position descriptions</p> <p><u>Action Item 4.C.</u>: Create and approve Board Bylaws</p> <p><u>Action Item 4.D.</u>: Review plan of action for even-year ballot Proposition G</p>	<p>Review/Update Board Bylaws</p> <p>Continue Board development program</p> <p>Review MPWD Advocacy Plan</p>	<p>Review/Update Board Bylaws</p> <p>Continued Board development program</p> <p>Review MPWD Advocacy Plan</p> <p>Review/Update Personnel Manual</p> <p>Conduct total compensation study</p>

STRATEGIC ELEMENTS AND CORE GOALS	2016 MEASURES OF SUCCESS	2017 MEASURES OF SUCCESS	2018 MEASURES OF SUCCESS
	<p><u>Action Item 4.E.</u>: Create a development program that will support Board functioning and expertise</p> <p><u>Action Item 4.F.</u>: Administer an MBTI workshop</p> <p><u>Action Item 4.G.</u>: Conduct training session on staff roles and responsibilities</p> <p><u>Action Item 4.H.</u>: Develop a proactive MPWD advocacy plan focusing on common constituent message development and community promotion</p>		<p>Labor negotiations with MPWD Employees Association</p>
<p>#5 – Financial Management</p> <p>Establish and achieve annual budget trends</p>	<p><u>Action Item 5.A.</u>: After Board approval of fiscal year water rate schedule, develop and transmit water rate adjustment notice to customers</p> <p><u>Action Item 5.B.</u>: Complete development of and implement new financial management system</p> <p><u>Action Item 5.C.</u>: Develop and approve financing options for 5-Year CIP</p> <p><u>Action Item 5.D.</u>: Create plan for development of financial policy manual</p> <p><u>Action Item 5.E.</u>: Identify/evaluate MPWD real properties</p>	<p>Analyze water rate adjustment and transmit notice to customers</p> <p>Complete transition to new financial management system; run concurrent accounting systems for 90 days</p> <p>Create quarterly report for CIP financing</p> <p>Begin creation of financial policy manual</p> <p>Develop recommendations for MPWD real properties</p>	<p>Analyze water rate adjustment and transmit notice to customers</p> <p>Continue quarterly reporting for CIP financing</p> <p>Approve financial policy manual</p>



January 21, 2016

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.



January 21, 2016

DIRECTOR ASSIGNMENTS

ASSIGNMENT	2016
ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA)/REGION 5	All
ACWA/JOINT POWERS INSURANCE AUTHORITY (JPIA)	Al Stuebing Dave Warden
BAY AREA WATER SUPPLY & CONSERVATION AGENCY (BAWSCA)	Louis Vella
SAN MATEO CHAPTER -CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA)	Al Stuebing Dave Warden
GENERAL MANAGER PERFORMANCE EVALUATION	Al Stuebing Louis Vella
HARBOR INDUSTRIAL ASSOCIATION (HIA)	Matt Zucca Dave Warden
FINANCIAL AUDIT COMMITTEE	Betty Linvill Dave Warden
BOARD BYLAWS COMMITTEE	Betty Linvill Dave Warden
BELMONT CHAMBER OF COMMERCE	All



DATE: January 21, 2016

TO: MPWD Board of Directors

FROM: Tammy Rudock
General Manager

RE: Summary of Significant 2015 MPWD Accomplishments

MEMORANDUM

SIGNIFICANT MPWD ACCOMPLISHMENTS IN 2015:

1. Completed Water Hydraulic Model and developed 5-Year CIP, and capital project summary.
2. Adopted Water Capacity Charges, including Water Demand Offset fees.
3. Completed Financial Plan & Rates Study and adopted 5-year rate increase plan, including Emergency Water Conservation rates.
4. Launched new MPWD website.
5. Completed \$2 million in capital improvement projects and outlays.
6. Positive Financial Audit for FYE 2014/2015 and solid financial management of the MPWD's resources.
7. Positive reorganization effective June 29, 2015.

1. WATER HYDRAULIC MODEL AND 5-YEAR CIP DEVELOPMENT

As reported, a team of long-time MPWD Operators, Management, and the District Engineer, worked over 18 months creating the water hydraulic model, which is an essential tool for the MPWD. It allowed for significant team building throughout the process and operational changes as new things were learned. Also notable was the institutional knowledge that now has its place in the model rather than walking around in the minds or notebooks of senior staff.

More importantly, development of the water hydraulic model allowed for a thorough and systematic review and testing of the MPWD water system, and hands-on identification of much needed capital replacement and rehabilitation projects. Continuing as a team, Operations staff ranked each project based on agreed upon industry rating criteria. That resulted in the 5-Year Capital Improvement Program (CIP) now being considered by the Board.

ADOPTED WATER CAPACITY CHARGES, INCLUDING WATER DEMAND OFFSET FEES

When staff noticed development increasing in Belmont and San Carlos last year, I felt it responsible to consider revision of the MPWD's 20+-year-old rates and fees charges. I felt it was important to conduct this study early so that the MPWD could be ready for permitting new development in a timely manner and protect the existing ratepayers that have paid to operate and maintain the MPWD system all these years.

Additionally, since the MPWD was dealing with the serious CA drought and statewide water conservation regulations, it was appropriate to consider fees that would be a resource to offset the new water demand as a result of the development. Staff wanted to keep it simple so we created new Water Demand Offset fees that provide additional funding of the MPWD's water conservation rebate programs.

The Board was thoughtful during its deliberation on these issues—taking the time over several months for discussion and input. Staff invited developers into the Board's discussion so that there was stakeholder involvement. It was a very transparent process.

These updated Water Capacity charges and new Water Demand Offset fees appropriately level the playing field between existing customers and new development. They will enhance the MPWD's revenues and fund greater water conservation rebate programs, which will lessen the burden on the ratepayers.

2. COMPLETED FINANCIAL PLAN & RATES STUDY AND ADOPTED 5-YEAR RATE INCREASE PLAN, INCLUDING EMERGENCY WATER CONSERVATION RATES

The continued water conservation efforts by MPWD customers as a result of the continued drought resulted in a significant reduction in FY 2014/2015 Operating Revenues (\$1.4 million). Obviously, the related water purchases from the SFPUC were also less, resulting in decreased Operating Expenditures totaling \$860K. That meant that the SFPUC had to increase their water rates to wholesale customers and by 28% (effective July 1, 2015), which meant probably for the first time in MPWD's history it had to consider a double-digit rate increase. Staff was fully cognizant of the concerns of the Board and importance of ensuring thorough financial review and projections that were reliable and sensible.

Staff worked with Bartle Wells for several months and found it extremely challenging that even with prudent financial management and cost savings measures implemented that the MPWD would require an 18% rate increase effective July 1, 2015. That meant the Prop 218 hearing notice would be a very important tool in communicating with our customers. Staff believes the notice delivered to customers was superior. It has actually been requested for use a few times as a template.

Also important was staff's recommendation to step out of the industry box and implement increases to the MPWD's monthly fixed system charges. It is time to change water rate structures!! Volumetric charges have possibly lived their useful life and water system managers should work with their governing bodies and be proactive in evolving with the changing times by working toward fixed system charges that are ultimately covered 100% within the rate structure. I hope that continues at the MPWD.

The communications staff had with customers were constant and daunting throughout the year—both residential and commercial—about the sharp increase in water rates when they are meeting the MPWD’s water conservation target?! I felt it a leadership priority to ensure that communications were open and honest with customers and I believe that has gone a long way. Amazingly, we have received very few complaints about the rate increase when compared to last year’s 9% rate increase.

Finally, because the Proposition 218 process is time-consuming and cumbersome, staff introduced the concept of and created Emergency Water Conservation Rates for implementation as needed. We wanted to be proactive in case the CA drought continued and became more severe and SWRCB increased the MPWD water conservation target. For ease in administration and consistency in policy, staff and Bartle Wells aligned the rates with the MPWD’s WSCP (Water Shortage Contingency Plan).

3. LAUNCHED NEW MPWD WEBSITE

The new MPWD website was launched earlier this year and it has received a lot of compliments! This project came in well under budget, and while delayed almost a year because of the unexpected death of the consultant, Connie Davidson, we regrouped with one of her associates and got it completed.

Staff and I will meet after the New Year and create procedures now that it’s been functional almost a year. I would also like to consider more data placement for transparency but want to make sure we proactively organize and manage the data. It is also important to coordinate with the implementation of the new Financial Management System (FMS) next year to avoid too much reconstruction on the website.

Staff has purchased an optical scanner so that we can begin scanning documents that can be searched more easily, and that will be an added benefit to the website once organized.

Staff’s goal is to proactively manage and maintain the website so that information does not go stale or is updated frequently to keep visitors interested in coming back.

4. COMPLETED \$2 MILLION IN CAPITAL IMPROVEMENT PROJECTS AND OUTLAYS

The following Capital Projects/Outlays were completed in 2015 (totaling \$2.2 million):

- A. Buckland Tanks Replacement - \$1 million
- B. Phased Meter Change-Out Program - \$532,000
- C. Belburn Water Main Replacement - \$506,000
- D. Notre Dame/Folger Tie-In - \$92,000
- E. SCADA Replacement - \$15,000
- F. Fleet Replacement (Two Plug-In Vehicles) - \$46,000

Because of the reduced Operating Revenues, we used approximately \$1 million of our Capital Reserves to complete these projects. We maintained our commitment and funded them through completion. They were all important infrastructure and outlay investments.

**5. POSITIVE FINANCIAL AUDIT FOR FYE 2014/2015 AND
SOLID FINANCIAL MANAGEMENT OF THE MPWD’S RESOURCES**

The Financial Audit for FYE 2014/2015 was positive. The good news reported last year by David Becker, CPA was that the MPWD remained financially strong and there were very few recommendations for Management. The one outstanding item that I consider significant is the Financial Internal Control policy manual development. It is actually in process and will be prioritized after the implementation of the new FMS.

During 2015, staff was guided to enhanced financial management controls resulting in the creation of new monthly financial graphs monitoring water revenues vs. water purchases (water conservation response), and the following table for a quick trend review of the reserves balances by the Board and ratepayers:

	June 30, 2013	June 30, 2014	June 30, 2015
Capital Reserves	\$2,117,717	\$1,876,967	\$ 887,031
Emergency Reserves	\$1,000,000	\$2,000,000	\$2,000,000
Working Capital Reserves	\$ 500,000	\$ 500,000	\$ 500,000
TOTAL	\$3,617,717	\$4,376,967	\$3,387,031

I delivered my first annual GM report to the Board on September 24, 2015, to summarize the end of fiscal year financial status. It was useful to narrow down the “big picture” that is reviewed by the auditor each year and provide a financial snapshot of the MPWD.

Staff did a really good job this year managing claims and litigation. All claims were minor (resulting from water main breaks) and settled. Two lawsuits were dismissed without any payment by the MPWD to the plaintiffs.

Loss prevention was ZERO:

- NO measurable property losses;
- NO employee on-the-job injuries or accidents; and
- NO Worker’s Compensation claims.

The Board has seen the PARS OPEB trust account managed well, and FY 2015/2016 is the first year that the full ARC (Annual Required Contribution) is being funded. That means that liability is being responsibly managed as the Board directed.

I'd like to recognize cost savings achieved:

- 2015 is the first benefits year that the MPWD will experience the reduction in active employee and Director healthcare costs as a result of transitioning to the Consumer Driven Health Plan (CDHP) and HSA (Health Savings Account). Almost \$30K per year will be realized.
- FY 2015/2016 transition to ACWA/JPIA property/liability/worker's compensation insurance programs. Approximately \$40K per fiscal year will be realized. Candy Pina deserves the credit because she did the majority of the hard work in getting this accomplished.
- FY 2015/2016 estimated power cost savings around \$30K-\$40K as a result of a thorough analysis by Michael Anderson, Field Operations Supervisor of the MPWD's annual power costs, and an increased shift in pumping operations from peak to off-peak hours.

6. POSITIVE REORGANIZATION EFFECTIVE JUNE 29, 2015

The June 29, 2015 reorganization approved by the Board was a significant accomplishment for the MPWD. It better organized the Operations team and created an Operations management position for enhanced leadership and opportunities for succession planning.

Rene Ramirez was hired as Operations Manager and has integrated well within our organization. The Operations team is very responsive to him and his management style. I'm proud to have him as a member of my executive team.



AGENDA ITEM NO. 8.B.

DATE: February 25, 2016
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: RECEIVE INTRODUCTION OF MUNICIPAL FINANCIAL ADVISORS FROM WULFF HANSEN & COMPANY AND PRESENTATION ON POTENTIAL FINANCING OPTIONS FOR MPWD 5-YEAR CAPITAL IMPROVEMENT PROGRAM

RECOMMENDATION:

Receive introduction of Municipal Finance Advisors from Wulff Hansen & Company and presentation on potential financing options for MPWD 5-Year Capital Improvement Program.

FISCAL IMPACT:

None.

DISCUSSION:

Staff will introduce Ben "Bud" Levine and Edmund Viray, the Municipal Financial Advisors from Wulff Hansen & Company working with the MPWD. They will present for the Board's consideration and input potential financing options for the MPWD 5-Year Capital Improvement Program.

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

UNANIMOUS_____ ZUCCA_____ WARDEN_____ STUEBING_____ VELLA_____ LINVILL_____



AGENDA ITEM NO. 8.C.

DATE: February 25, 2016
TO: Board of Directors
FROM: Tammy Rudock, General Manager
Candy Pina, Administrative Services Manager
Rene Ramirez, Operations Manager

SUBJECT: RECEIVE MID-YEAR REVIEW OF FY 2015/2016 OPERATING AND CAPITAL BUDGETS AND CONSIDER RESOLUTION 2016-02 APPROVING THE AMENDED BUDGETS

RECOMMENDATION

Receive Mid-Year Review of FY 2015/2016 Operating and Capital Budgets and consider Resolution 2016-02 approving the amended budgets.

FISCAL IMPACT

OPERATING BUDGET

- ✓ Zero net change in projected TOTAL OPERATING REVENUES of \$11,623,320.
- ✓ Zero net change in projected TOTAL OPERATING EXPENDITURES of \$10,923,320.
- ✓ Zero change in projected OPERATING SURPLUS/TRANSFER TO CAPITAL of \$700,000.

CAPITAL BUDGET

- ✓ Overall reduction in projected CAPITAL PROJECT EXPENDITURES by \$60,000.
- ✓ Increase in TRANSFER TO CAPITAL RESERVES from \$218,000 to \$278,000.

DISCUSSION

Attached are the proposed Amended Operating and Capital budgets. Projected budget revisions for the remainder of FY 2015/2016 are highlighted in gray in the second column.

Simply put, there are no changes projected in the bottom line of the Operating Budget. For the Capital Budget, there are two changes: 1) the SCADA Replacement Project was reduced by \$130,000 because it is included for funding within the proposed MPWD 5-Year CIP, and 2) a project was added totaling \$70,000 for the Sensus Consumer Portal.

OPERATING BUDGET PROJECTION HIGHLIGHTS (>\$10,000)

ACCOUNT #	HIGHLIGHT
6300	Funds were merely shifted around within the Outreach/Education account line items where they will be best utilized.
6406	More fire hydrants will be purchased for the replacement program than projected.
6501	New kitchen appliances were purchased to replace ones that had exceeded their useful lives.
6705	Most printing services are included with professional services (account line item 7110).
6802	SWRCB services billing statement received and paid for FY 2014/2015 (\$20,000); also added \$20,000 for FY 2015/2016 accrual.
7003	Reduced electricity costs as a result of off-peak pumping.
7102	Increased professional services for District Engineer, including Water Storage Analysis, Folger Street Survey work, and expensed work accomplished on the Notre Dame capital project that was postponed in early 2015.
7110	Reduced Miscellaneous Professional Services anticipated.
7203	Reduced Elections costs because there was not one for the MPWD in November 2015.

CAPITAL BUDGET PROJECTION HIGHLIGHTS

- Reduced SCADA Replacement Project by \$130,000, because it is identified for funding as part of the MPWD 5-Year CIP.
- Added \$70,000 for implementation of the Sensus Consumer Portal, which will be a hosted system that allows customers online access to their water consumption data.

Attachments: Resolution 2016-02
Proposed Amended FY 2015/2016 Operating and Capital Budgets

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

UNANIMOUS_____ ZUCCA_____ WARDEN_____ STUEBING_____ VELLA_____ LINVILL_____

RESOLUTION NO. 2016-02

**APPROVING THE
AMENDED OPERATING AND CAPITAL BUDGETS
FOR FISCAL YEAR 2015/2016**

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, staff developed a mid-year review of the Operating and Capital Budgets for Fiscal Year 2015/2016 and presented to the Board of Directors on February 25, 2016; and

WHEREAS, staff proposed amendments to the Operating Budget for Fiscal Year 2015/2016, which involved adjustments among account line items only and did not involve any net impact to the overall budget, and recommended it for approval; and

WHEREAS, staff proposed two amendments to the Capital Budget for Fiscal Year 2015/2016, and recommended it for approval:

1. Reduced SCADA Replacement Project by \$130,000 since it was included for funding within the MPWD 5-Year CIP; and
2. Added \$70,000 for the Implementation of the Sensus Consumer Portal Project, a hosted system for customers to access online for their water consumption data.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mid-Peninsula Water District hereby approves an Amended Operating Budget for the Fiscal Year 2015/2016 that did not impact the budget totals:

<i>TOTAL OPERATING REVENUES</i>	<i>\$11,623,320</i>
<i>TOTAL OPERATING EXPENDITURES</i>	<i>\$10,923,320</i>
<i>NET TRANSFER TO CAPITAL</i>	<i>\$ 700,000</i>

BE IT FURTHER RESOLVED that the Board of Directors of the Mid-Peninsula Water District hereby approves an Amended Capital Budget for the Fiscal Year 2015/2016 in the amount of \$1,292,000 (from \$1,352,000).

BE IT FURTHER RESOLVED that as a result of the Amended Capital Budget the total amount of \$278,000 will be transferred to Capital Reserves (rather than \$218,000).

BE IT FURTHER RESOLVED that the Secretary of the District is hereby directed to forward certified copies of this Resolution and the amended budget documents to the County Clerk, the County Controller, and the County Treasurer of the County of San Mateo.

REGULARLY PASSED AND ADOPTED this 25th day of February 2016, by the following vote:

AYES:

NOES:

ABSENT:

President, Board of Directors

ATTEST:

District Secretary

**MID-PENINSULA WATER DISTRICT
PROPOSED AMENDED BUDGET FOR YEAR 2015-2106
SUMMARY**

Target YTD % 58.3%

DESCRIPTION	FISCAL YEAR FY 2015-2016 BUDGETED	PROJECTED BUDGET REVISIONS FY2015/2016	PROJECTED FISCAL YEAR FY 2015-2016 BUDGETED	ACTUAL 7/1/2015- 1/31/2016	ACTUAL/ (OVER) PROJECTED BUDGET)	Y-T-D % OF PROJECTED BUDGET
OPERATING REVENUE						
WATER COMMODITY CHARGES	8,400,000		8,400,000	4,529,943	3,870,057	53.9%
FIXED SYSTEM CHARGES	2,443,780		2,443,780	1,418,861	1,024,919	58.1%
FIRE SERVICE CHARGES	14,400		14,400	8,515	5,885	59.1%
METER CHARGES	10,000		10,000	-	10,000	0.0%
SERVICE LINE & INSTALLATION CHARGES	25,000		25,000	38,396	(13,396)	153.6%
WATER SYSTEM CAPACITY CHARGES	200,000		200,000	37,500	162,500	18.8%
WATER DEMAND OFFSET CHARGES	10,000		10,000	4,868	5,132	48.7%
TEMPORARY CONSTRUCTION CONNECTION CHARGES	10,000		10,000	-	10,000	0.0%
MISCELLANEOUS CHARGES	10,000		10,000	5,428	4,572	54.3%
INTEREST REVENUE - LAIF	10,000		10,000	7,242	2,758	72.4%
LEASE OF PHYSICAL PROPERTY	245,140		245,140	102,321	142,819	41.7%
PROPERTY TAX REVENUE	245,000		245,000	186,184	58,816	76.0%
NEW CONSTRUCTION REVENUE	-		-	3,632	(3,632)	N/A
MISCELLANEOUS REVENUE	-		-	1,400	(1,400)	N/A
TOTAL OPERATING REVENUE	11,623,320	-	11,623,320	6,344,290	5,279,030	54.6%
OPERATING EXPENDITURES						
SALARIES & WAGES	1,653,300	(17,000)	1,636,300	888,735	747,565	54.3%
PAYROLL TAXES & BENEFITS	1,141,018	(1,000)	1,140,018	614,745	525,273	53.9%
PURCHASED WATER	5,062,000		5,062,000	2,722,200	2,339,800	53.8%
CUSTOMER CREDIT CARD SERVICE FEES	114,639	7,000	121,639	71,001	50,638	58.4%
OUTREACH & EDUCATION	130,000		130,000	80,692	49,308	62.1%
M&R - OPS SYSTEM	364,215	14,035	378,250	179,839	198,411	47.5%
M&R - FACILITIES & EQUIPMENT	123,600	6,100	129,700	64,311	65,389	49.6%
MAJOR MAINTENANCE	32,000		32,000	700	31,300	2.2%
OFFICE SUPPLIES & EQUIPMENT	207,486	(12,000)	195,486	92,101	103,385	47.1%
MEMBERSHIP & GOV FEES	173,900	37,000	210,900	116,815	94,085	55.4%
BAD DEBT & CLAIMS	37,000		37,000	7,585	29,415	20.5%
UTILITIES	340,333	(18,053)	322,280	159,979	162,301	49.6%
PROFESSIONAL SERVICES	568,567	(6,082)	562,485	250,364	312,121	44.5%
TRAINING/TRAVEL & RECRUITMENT	54,140	(10,000)	44,140	8,265	35,875	18.7%
RESTRICTED EARNINGS	(10,000)		(10,000)	(7,242)	(2,758)	72.4%
RESERVES	61,123		61,123	-	61,123	0.0%
DEPRECIATION	870,000		870,000	552,997	317,003	63.6%
TOTAL OPERATING EXPENDITURES	10,923,320	-	10,923,320	5,803,086	5,120,235	53.1%
OPERATING REVENUE LESS EXPENDITURES	700,000	-	700,000	541,204	158,796	77.3%
NET TRANSFERS TO CAPITAL	(700,000)	-	(700,000)	(541,204)	(158,796)	77.3%
NET RESULTS OF OPERATIONS	-	-	-	-	-	

**MID PENINSULA WATER DISTRICT
PROPOSED AMENDED BUDGET FOR YEAR 2015/2016**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FISCAL YEAR FY 2015-2016 BUDGETED	PROPOSED BUDGET REVISIONS FY2015/2016	PROJECTED FISCAL YEAR FY 2015-2016 BUDGETED	ACTUAL 7/1/2015- 1/31/2016	ACTUAL/ (OVER) PROJECTED BUDGET)	Target YTD % 58.3%
							Y-T-D % OF PROJECTED BUDGET
4010	WATER COMMODITY CHARGES	8,400,000		8,400,000	4,529,943	3,870,057	53.9%
4020	FIXED SYSTEM CHARGES	2,443,780		2,443,780	1,418,861	1,024,919	58.1%
4030	FIRE SERVICE CHARGES	14,400		14,400	8,515	5,885	59.1%
4040	METER CHARGES	10,000		10,000	-	10,000	0.0%
4050	SERVICE LINE & INSTALLATION CHARGES	25,000		25,000	38,396	(13,396)	153.6%
4060	WATER SYSTEM CAPACITY CHARGES	200,000		200,000	37,500	162,500	18.8%
4070	WATER DEMAND OFFSET CHARGES	10,000		10,000	4,868	5,132	48.7%
4080	TEMPORARY CONSTRUCTION CONNECTION CHA	10,000		10,000	-	10,000	0.0%
4090	MISCELLANEOUS CHARGES	10,000		10,000	5,428	4,572	54.3%
4102	Interest Revenue- LAIF	10,000		10,000	7,242	2,758	72.4%
4100	INTEREST REVENUE	10,000	-	10,000	7,242	2,758	72.4%
4201	Lease of Physical Property	245,140		245,140	102,321	142,819	41.7%
4202	Property Tax Revenue	245,000		245,000	186,184	58,816	76.0%
4203	New Construction Revenue (ELIMINATE IN 15/16)	-		-	3,632	(3,632)	N/A
4206	Miscellaneous Revenue	-		-	1,000	(1,000)	N/A
4208	Landscape Plan Permit Review	-		-	400	(400)	N/A
4200	OTHER REVENUE	490,140	-	490,140	293,537	196,603	59.9%
4000	TOTAL OPERATING REVENUE	11,623,320	-	11,623,320	6,344,290	5,279,030	54.6%
6011	Salaries & Wages	1,546,900		1,546,900	843,381	703,519	54.5%
6012	Director Compensation	11,000		11,000	4,200	6,800	38.2%
6010	GROSS REGULAR WAGES	1,557,900	-	1,557,900	847,581	710,319	54.4%

**MID PENINSULA WATER DISTRICT
PROPOSED AMENDED BUDGET FOR YEAR 2015/2016**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FISCAL YEAR FY 2015-2016 BUDGETED	PROPOSED BUDGET REVISIONS FY2015/2016	PROJECTED FISCAL YEAR FY 2015-2016 BUDGETED	ACTUAL 7/1/2015- 1/31/2016	ACTUAL/ (OVER) PROJECTED BUDGET)	Target YTD % 58.3%
							Y-T-D % OF PROJECTED BUDGET
6021	Overtime Labor	58,300	(15,000)	43,300	22,401	20,899	51.7%
6022	Standby Labor	37,100	(2,000)	35,100	18,753	16,347	53.4%
6020	SUB-TOTAL SALARY & WAGES	1,653,300	(17,000)	1,636,300	888,735	747,565	54.3%
6031	FICA/Medicare PR Tax	126,477		126,477	60,931	65,546	48.2%
6038	ACWA Health Care	310,272		310,272	176,915	133,358	57.0%
6039	ACWA Dental	29,991		29,991	15,745	14,247	52.5%
6040	ACWA Vision	4,223		4,223	2,581	1,642	61.1%
6041	ACWA Life/AD&D	4,035		4,035	2,510	1,525	62.2%
6042	Standard LDL/SDL Disability	9,953		9,953	5,267	4,685	52.9%
6043	Workers' Comp Insurance	48,000		48,000	22,679	25,321	47.2%
6044	Unemployment	1,000		1,000	-	1,000	0.0%
6045	CALPERS Retirement - ER 2%@55	250,706	(5,000)	245,706	116,771	128,936	47.5%
6046	Retirees' ACWA Health Care	54,400		54,400	33,585	20,815	61.7%
6047	Directors' ACWA Health Care	105,060		105,060	60,072	44,988	57.2%
6049	Medical Reimbursement	2,500		2,500	314	2,186	12.5%
6050	Employee Service Recognition	3,000	4,000	7,000	4,046	2,954	57.8%
6051	Safety Incentive Program	7,200		7,200	4,200	3,000	58.3%
6052	Uniforms	24,000		24,000	15,681	8,319	65.3%
6053	PARS OPEB Expense	160,200		160,200	93,450	66,750	58.3%
6030	SUB-TOTAL PAYROLL TAXES & BENEFITS	1,141,018	(1,000)	1,140,018	614,745	525,273	53.9%
6000	PERSONNEL COSTS	2,794,318	(18,000)	2,776,318	1,503,480	1,272,839	54.2%
6101	SFPUC Treated Water	4,600,000		4,600,000	2,407,266	2,192,734	52.3%
6102	BAWSCA (Debt Service Surcharges)	462,000		462,000	269,066	192,934	58.2%
6104	SFPUC Water Service Charge	-		-	45,868	(45,868)	N/A
6100	PURCHASED WATER	5,062,000	-	5,062,000	2,722,200	2,339,800	53.8%
6201	Customer Credit Card Service Fees	114,639	7,000	121,639	71,001	50,638	58.4%
6200	CUSTOMER CREDIT CARD SVS FEES	114,639	7,000	121,639	71,001	50,638	58.4%

MID PENINSULA WATER DISTRICT
PROPOSED AMENDED BUDGET FOR YEAR 2015/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FISCAL YEAR FY 2015-2016 BUDGETED	PROPOSED BUDGET REVISIONS FY2015/2016	PROJECTED FISCAL YEAR FY 2015-2016 BUDGETED	ACTUAL 7/1/2015- 1/31/2016	ACTUAL/ (OVER) PROJECTED BUDGET)	Target YTD % 58.3%
							Y-T-D % OF PROJECTED BUDGET #REF!
6301	Water Conservation Program	25,000	(18,000)	7,000	3,852	3,148	55.0%
6302	School Conservation Program	15,000	(8,000)	7,000	4,116	2,884	58.8%
6303	Public Outreach & Education	40,000	(15,000)	25,000	14,515	10,485	58.1%
6305	HET (High Efficiency Toilet) Rebates	10,000	14,000	24,000	14,515	9,485	60.5%
6306	Washing Machine Rebates	15,000	10,000	25,000	17,327	7,673	69.3%
6307	Lawn-Be-Gone Rebates	20,000	17,000	37,000	25,680	11,320	69.4%
6308	Rain Barrels Rebates	5,000		5,000	686	4,314	13.7%
6300	OUTREACH/EDUCATION	130,000	-	130,000	80,692	49,308	62.1%
6401	Water Quality	65,000		65,000	34,585	30,415	53.2%
6402	Pumping	25,750		25,750	13,446	12,304	52.2%
6403	Storage Tanks	5,150		5,150	2,544	2,606	49.4%
6404	Mains/Distribution	154,500		154,500	49,815	104,685	32.2%
6405	Meters & Service	77,250		77,250	48,274	28,976	62.5%
6406	Fire Hydrants	15,965	14,035	30,000	20,720	9,280	69.1%
6407	Regulator Stations	10,300		10,300	7,223	3,077	70.1%
6408	Safety	10,300		10,300	3,232	7,068	31.4%
6400	M&R - OPS SYSTEMS	364,215	14,035	378,250	179,839	198,411	47.5%
6501	M&R-Buildings&Grounds	61,800	9,200	71,000	41,618	29,382	58.6%
6502	M&R- Equipment&Tools	20,600	-	20,600	7,656	12,944	37.2%
6503	M&R- Vehicles & Large Equipment	10,300	-	10,300	2,482	7,818	24.1%
6504	M&R - Fuel	30,900	(3,100)	27,800	12,555	15,245	45.2%
6500	M&R - FACILITIES & EQUIPMENT	123,600	6,100	129,700	64,311	65,389	49.6%
6601	Cathodic Protection Survey	-		-	700	(700)	N/A
6602	Leak Detection Survey	32,000		32,000	-	32,000	0.0%
6600	MAIOR MAINTENANCE	32,000	-	32,000	700	31,300	2.2%
6701	Office Supplies	10,300	7,000	17,300	10,060	7,240	58.2%
6702	Insurance- Liability/Vehicles/Excess	85,000		85,000	39,895	45,105	46.9%
6703	Bank Service Fees	546		546	1	545	0.2%

MID PENINSULA WATER DISTRICT
PROPOSED AMENDED BUDGET FOR YEAR 2015/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FISCAL YEAR FY 2015-2016 BUDGETED	PROPOSED BUDGET REVISIONS FY2015/2016	PROJECTED FISCAL YEAR FY 2015-2016 BUDGETED	ACTUAL 7/1/2015- 1/31/2016	ACTUAL/ (OVER) PROJECTED BUDGET)	Target YTD % 58.3%
							Y-T-D % OF PROJECTED BUDGET
6704	Postage	5,150	(2,000)	3,150	378	2,772	12.0%
6705	Printing/Print Supplies	24,710	(12,000)	12,710	7,315	5,395	57.6%
6706	Equipment Services/Maintenance	55,000		55,000	27,909	27,091	50.7%
6707	Computer Supplies & Upgrades	11,330		11,330	5,557	5,773	49.0%
6708	Security & Safety	15,450	(5,000)	10,450	985	9,465	9.4%
6709	Other Fees	-		-	-	-	N/A
6700	OFFICE SUPPLIES & EQUIP	207,486	(12,000)	195,486	92,101	103,385	47.1%
6801	Dues & Publications	41,200	(3,000)	38,200	20,120	18,080	52.7%
6802	Gov't Fees & Licenses	30,000	41,000	71,000	41,347	29,653	58.2%
6803	BAWSCA Membership Assessments	61,800	5,000	66,800	39,248	27,552	58.8%
6804	Env Health - Cross Connection Inspection	30,900	(1,000)	29,900	16,100	13,800	53.8%
6805	Software Licenses	10,000	(5,000)	5,000	-	5,000	0.0%
6800	MEMBERSHIP & GOV FEES	173,900	37,000	210,900	116,815	94,085	55.4%
6901	Bad Debt	7,000		7,000	3,598	3,402	51.4%
6902	Claims	30,000		30,000	3,987	26,013	13.3%
6900	BAD DEBT & CLAIMS	37,000	-	37,000	7,585	29,415	20.5%
7001	Utilities-Internet/Cable	4,244	3,000	7,244	4,256	2,987	58.8%
7002	Utilities-Cellular Telephones	14,853	(3,353)	11,500	5,950	5,550	51.7%
7003	Utilities-Electric-Pumping	275,834	(20,000)	255,834	122,456	133,378	47.9%
7004	Utilities-Electric-Bldgs&Grounds	24,401	(1,000)	23,401	13,538	9,863	57.9%
7005	Utilities-Telephones	13,792	3,300	17,092	9,976	7,116	58.4%
7006	Utilities-Sewer - NPDES	7,210		7,210	3,804	3,406	52.8%
7000	UTILITIES	340,333	(18,053)	322,280	159,979	162,301	49.6%
7101	Prof Serv - District Counsel	106,000	(8,000)	98,000	53,228	44,772	54.3%
7102	Prof Serv - District Engineer	100,000	51,000	151,000	67,088	83,912	44.4%
7103	Prof Serv - IT	25,194	(6,000)	19,194	11,189	8,004	58.3%
7104	Prof Serv- Annual Finance Audit	20,000		20,000	18,000	2,000	90.0%
7105	Prof Serv - Mngmt Consult	-		-	-	-	N/A
7106	Prof Serv- Accounting & Payroll	17,510	3,500	21,010	12,272	8,738	58.4%
7107	Prof Serv- Customer Billing	70,040		70,040	39,135	30,905	55.9%

MID PENINSULA WATER DISTRICT
PROPOSED AMENDED BUDGET FOR YEAR 2015/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FISCAL YEAR FY 2015-2016 BUDGETED	PROPOSED BUDGET REVISIONS FY2015/2016	PROJECTED FISCAL YEAR FY 2015-2016 BUDGETED	ACTUAL 7/1/2015- 1/31/2016	ACTUAL/ (OVER) PROJECTED BUDGET)	Target YTD % 58.3%
							Y-T-D % OF PROJECTED BUDGET
7108	Prof Serv- Recruiting	-		-	-	-	N/A
7109	Prof Serv - Answering Svs	4,223		4,223	4	4,219	0.1%
7110	Prof Serv - Miscellaneous	222,000	(46,582)	175,418	47,648	127,770	27.2%
7111	Prof Serv - District Treasurer	3,600		3,600	1,800	1,800	50.0%
7100	PROFESSIONAL SERVICES	568,567	(6,082)	562,485	250,364	312,121	44.5%
7201	Director Travel	6,180		6,180	-	6,180	0.0%
7202	Director Expense	2,060		2,060	87	1,973	4.2%
7203	Elections	15,000	(10,000)	5,000	-	5,000	0.0%
7204	Employee Travel/Training	25,750		25,750	6,114	19,636	23.7%
7205	Meetings Expense	5,150		5,150	2,065	3,085	40.1%
7200	TRAINING & TRAVEL	54,140	(10,000)	44,140	8,265	35,875	18.7%
7302	Restricted Earnings Expense - Interest LAIF	(10,000)		(10,000)	(7,242)	(2,758)	72.4%
7300	RESTRICTED EARNINGS EXPENSE	(10,000)	-	(10,000)	(7,242)	(2,758)	72.4%
8001	Working Reserves: Capital	-		-	-	-	N/A
8002	Working Reserves: Operating	61,123		61,123	-	61,123	0.0%
8000	RESERVES	61,123		61,123	-	61,123	0.0%
9010	DEPRECIATION	870,000		870,000	552,997	317,003	63.6%
SUB-TOTAL - OPERATING EXPENSES		8,129,002	18,000	8,147,002	4,299,606	3,847,396	52.8%
TOTAL OPERATING EXPENSES		10,923,320	-	10,923,320	5,803,086	5,120,235	53.1%
NET OPERATING SURPLUS/(LOSS) TRANSFER TO CAPITAL		700,000	-	700,000	541,204	158,796	77.3%

**MID-PENINSULA WATER DISTRICT
PROPOSED AMENDED BUDGET FOR FY 2015-2016
CAPITAL OUTLAY/CAPITAL PROJECTS**

Target YTD % 58.3%

DESCRIPTION	FISCAL YEAR FY 2015-2016 BUDGETED	PROJECTED BUDGET REVISIONS FY2015/2016	PROJECTED FISCAL YEAR FY 2015-2016 BUDGETED	ACTUAL 7/1/2015 1/31/2016	REMAINING BALANCE/ (OVER PROJECTED BUDGET)	Y-T-D % OF PROJECTED BUDGET
CAPITAL IMPROVEMENTS - WORK IN PROCESS (WIP)						
AMI Meter Change Out Program	400,000		400,000	376,464	23,536	94.1%
Karen Road Water Main Replacement - CIP	100,000		100,000	11,496	88,504	11.5%
Hallmark Tank Structural and Seismic Retrofit - CIP	55,000		55,000	27,652	27,348	50.3%
Dekoven Tanks Structural and Seismic Retrofit - CIP	55,000		55,000	32,508	22,492	59.1%
Folger Pump Station Demolition - CIP	50,000		50,000	18,976	31,025	38.0%
Buckland Tank Replacement Project - CIP	46,000		46,000	23,310	22,690	50.7%
Alameda de las Pulgas Water Main Replacement Project - CIP	30,000		30,000	30,505	(505)	101.7%
CAPITAL IMPROVEMENTS - WIP TOTAL	736,000	0	736,000	520,910	215,090	70.8%
CAPITAL OUTLAY						
SCADA Replacement Project	171,000	(130,000)	41,000	22,552	18,448	13.2%
Financial Management System (FMS) - Comprehensive Replacement	145,000		145,000	58,684	86,316	40.5%
Fleet Replacement: Vehicles in Operations	125,000		125,000	-	125,000	0.0%
Implementation of Sensus Consumer Portal	-	70,000	70,000	-	70,000	N/A
Tunnels Motor Emergency Replacement	60,000		60,000	-	60,000	0.0%
Dairy Lane Wiring/Cabling	40,000		40,000	31,601	8,399	79.0%
Replacement Printer/Copier/Scanner	25,000		25,000	21,289	3,711	85.2%
Miscellaneous Capital Outlay/Projects	50,000		50,000	12,736	37,264	25.5%
CAPITAL OUTLAY TOTAL	616,000	(60,000)	556,000	146,861	469,139	23.8%
CAPITAL IMPROVEMENTS & CAPITAL OUTLAY TOTAL	1,352,000	(60,000)	1,292,000	667,771	684,229	49.4%
DEPRECIATION						
DEPRECIATION	870,000	-	870,000	552,997	317,003	63.6%
TRANSFER FROM OPS	700,000	-	700,000	541,204	158,796	77.3%
TRANSFER (TO)/FROM CAPITAL RESERVES	(218,000)	(60,000)	(278,000)	(426,430)	148,430	195.6%
CAPITAL OUTLAY/CAPITAL PROJECTS	(1,352,000)	60,000	(1,292,000)	(667,771)	(624,229)	49.4%
NET RESULTS OF CAPITAL	-	-	-	0	(0)	N/A



AGENDA ITEM NO. 8.D.

DATE: February 25, 2016
TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager
Joubin Pakpour, PE, District Engineer

SUBJECT: RECEIVE PRESENTATION ON MPWD WATER STORAGE ANALYSIS

RECOMMENDATION

Receive the water storage analysis prepared by the District Engineer at the request of the General Manager.

FISCAL IMPACT

None.

BACKGROUND

Twenty years ago the State Department of Public Health (CDPH) reviewed the supply and storage capacities of each of the members of the Bay Area Water Supply and Conservation Agency (BAWSCA) with an eye on each agency having sufficient storage capacity, seven day average demand plus residential fire flow, in the event of a natural disaster such as an earthquake. The San Francisco Public Utilities Commission (SFPUC) who provides most all of the potable water to BAWSCA members responded by embarking on multi-billion capital improvement program known as the Water System Improvement Program (WSIP). The WSIP still has about three years of work before it is completed. One goal of the WSIP is to improve the reliability of service levels following an earthquake such that 70% of the Hetch-Hetchy customer water turnouts would be back in service within 24 hours with the remaining 30% of the turnouts providing winter demand within 30 days.

The District relies solely on SFPUC water, which is conveyed to District storage tanks. The District operates and maintains 11 storage tanks with a total storage capacity of 13.6 million gallons. For the analysis, water records from calendar year 2013 were used.

DISCUSSION

The District Engineer was asked to calculate the number of days of District storage capacity when taking into consideration typical customer demand and fire suppression needs in the event of a natural disaster and a disruption to the District’s sole water supply from the San Francisco Public Utility Commission (SFPUC) system. Over his seven page analysis, he provides context and then methodically, using potable water system engineering principles, determines that the District given its current system configuration has about three days of water storage capacity during the winter and slightly more than two days water storage capacity during the summer.

He makes three recommendations to the District:

1. Communicate with and educate District customers so that they will turn-off their outdoor irrigation systems following a natural disaster to conserve water for health and safety.
2. Modify operations in such a manner to increase the water storage capacity of the Hersom Tank (The Hersom and Exbourne Tanks operate in Zone 2, have the same tank height, but a six-foot elevation difference impede the full use of the Hersom Tank).
3. The District continues to pursue water storage facilities as a capital improvement goal.

Attachment: Mid-Peninsula Water District Storage Analysis

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

UNANIMOUS_____ ZUCCA_____ WARDEN_____ STUEBING_____ VELLA_____ LINVILL_____

Mid-Peninsula Water District Storage Analysis

PREPARED AT THE REQUEST OF THE
MID-PENINSULA WATER DISTRICT
SAN MATEO COUNTY, CALIFORNIA

February 12, 2016

Prepared By:



Pakpour Consulting Group

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1.0 Background

In 1995 the California Department of Health Services, now the California Department of Public Health (CDPH) reviewed the supply and storage capacities of each member of the 28 member Bay Area Water Supply and Conservation Agency (BAWSCA), of which Mid-Peninsula Water District (District) is a member. These member agencies receive all or part of their water supply from the San Francisco Public Utility Commission's (SFPUC) Hetch Hetchy System (HH). The District receives 100% of its supply from HH.

CDPH strongly recommended BAWSCA members add storage facilities of sufficient capacity to accommodate seven days of average day demand (plus residential fire flow storage) without the benefit of source recharge. The basis for this CDPH recommendation is the ever-present potential for supply disruption from HH to the District from events such as earthquakes.

In 2004 the SFPUC embarked on a multi-billion dollar upgrade of the HH. The Water System Improvement Program (WSIP) is slated for completion in 2019. The level of service goals for the project is to have 70% of all HH turnouts restored within 24 hours of a major seismic event and the remaining turnouts able to deliver winter day demands within 30 days.

2.0 Purpose

At the request of the General Manager *Pakpour Consulting Group* analyzed the District's current storage facilities and water demands to calculate the number of days of available storage without any additional supply from SFPUC. This memo is intended to evaluate storage given relative customer water demand to determine strengths and weaknesses during different seasons as well as in an emergency. This document will also suggest optimal water storage given no physical or fiscal restraints to illustrate where we stand versus the "clean sheet of paper" design. Given these obvious restraints, opportunities will be presented to consider for future Capital Improvements Projects.

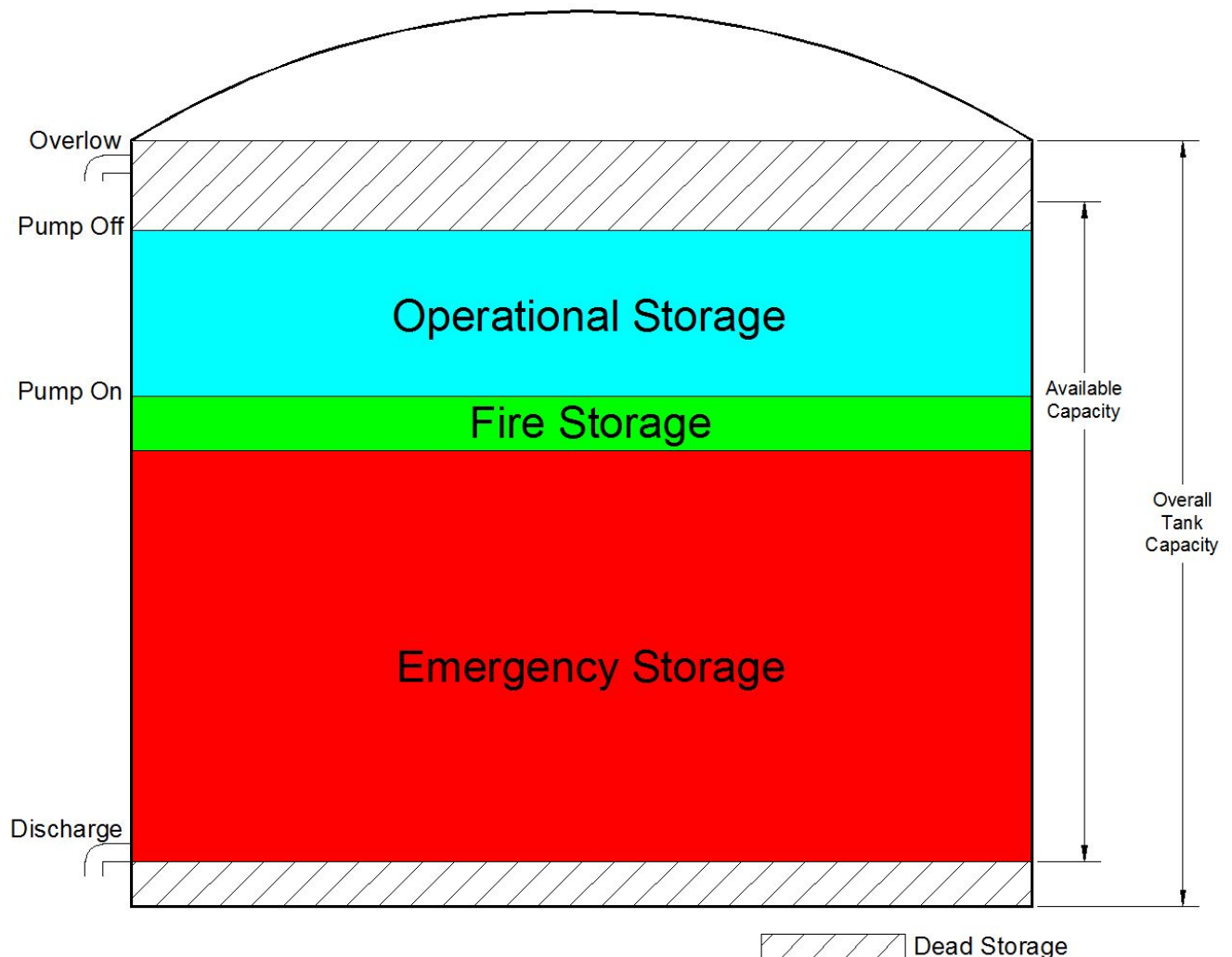
3.0 Abbreviations and Conversions

ccf = 100 cubic feet, 1 unit of water, 748 gallons
gpd = gallons per day
gpm = gallons per minute
MG = million gallons
SFPUC = San Francisco Public Utility Commission
HH – Hetch Hetchy System
BAWSCA = Bay Area Water Supply and Conservation Agency
CDPH = California Department of Public Health

4.0 Storage Definitions & Schematic

- **Total Capacity** – the maximum volume of water the tank can hold.
- **Available Capacity** – the volume of water between the discharge to 6-inches below the overflow.
- **Fire Reserve Storage** – the volume of water necessary to provide 1,500 gpm for 2 hours as required by the Belmont Fire Department.
- **Operational (Equalization) Storage** – the volume of water required to meet system demands during normal District operations.
- **Emergency Storage** – the volume of water used during events such as pipeline failures, equipment failures, power outages, or natural disasters such as earthquakes.
- **Dead Storage** – the volume of water or area within the tank that cannot be used due to its location below the outlet. The sum of water volume from the discharge elevation to base of tank plus the volume from the top of the tank to one foot below the overflow elevation.

Figure 4.1 – Storage Tank Schematic



5.0 Current District Storage

The District currently has 11 tanks ranging in size from 100,000 to 3,000,000 gallons for an overall storage capacity of 13,600,000 gallons. However, the actual available storage capacity of the tanks may be slightly less due to the locations of the overflow and discharge pipes within each tank as detailed below.

Table 1 – Storage Capacity by Tank

Tank	Pressure Zone	Volume per foot (GAL)	Total Capacity (GAL)	Available Summer Capacity (GAL)	Available Winter Capacity (GAL)
Hersom *	2	37,500	1,620,000	1,200,000	1,200,000
Exbourne #1	2	25,500	1,020,000	960,000	960,000
Exbourne #2 **	2	37,500	1,500,000	1,410,000	0
Dekoven #1	3	16,000	760,000	710,000	710,000
Dekoven #2 **	3	21,000	1,020,000	950,000	0
Buckland #1	5	5,500	110,000	90,000	90,000
Buckland #2	5	5,500	110,000	90,000	90,000
West Belmont #1	7	18,500	850,000	770,000	770,000
West Belmont #2	7	18,500	850,000	770,000	770,000
Hallmark #1	8	115,000	2,880,000	2,300,000	2,300,000
Hallmark #2	8	115,000	2,880,000	2,300,000	2,300,000
Total:		415,500	13,600,000	11,550,000	9,190,000

* Hersom Tank is controlled by the tank levels in Exbourne Tanks. The base elevation at Hersom Tank is 6 feet higher than Exbourne Tanks. Both Hersom and Exbourne Tanks are 43 feet tall. The combination of the higher base elevation and floating off Exbourne Tanks results in more dead storage in Hersom Tanks.

** Exbourne Tank #2 and Dekoven Tank #2 were taken out of operation during the low demand winter months.

Table 2 – Storage Capacity by Zone

Pressure Zone	Total Capacity (GAL)	Available Capacity (GAL)	Volume per foot (GAL)
2	4,140,000	3,600,000	100,500
3	1,780,000	1,660,000	37,000
5	220,000	180,000	11,000
7	1,700,000	1,540,000	37,000
8	5,760,000	4,600,000	230,000
Total:	13,600,000	11,580,000	415,500

6.0 Overall Distribution System – Usage Analysis

We used District water records for Calendar Year 2013 (CY13) as a basis for developing current water requirements. Data provided by the District shows total water usage for CY13 – Overall System Storage was 1,382,973 ccf (1,034.5 MG) or 2,834,147 gpd (1,986 gpm) as detailed below:

Table 3 – Overall System Monthly Usage

Month (2013)	Usage (ccf)								
	Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8	Total
January	26,044	25,144	15,749	815	946	229	5,252	5,693	79,872
February	24,940	24,238	14,898	899	1,012	279	5,427	5,677	77,370
March	27,842	26,871	16,536	976	1,102	303	6,108	6,607	86,345
April	31,060	30,917	18,809	1,109	1,433	386	7,598	8,548	99,860
May	40,254	39,865	23,447	1,589	2,036	509	11,428	13,379	132,507
June	42,249	43,875	26,974	1,680	2,260	555	11,333	14,463	143,389
July	40,569	46,102	27,739	1,773	2,249	558	11,255	15,130	145,375
August	42,717	46,250	27,124	1,719	2,315	570	11,911	14,206	146,812
September	39,106	42,289	26,538	1,674	2,375	549	11,263	13,703	137,497
October	37,339	40,752	23,044	1,421	1,984	454	10,032	12,349	127,375
November	33,358	36,930	23,733	1,368	1,790	427	8,155	9,879	115,640
December	26,954	29,692	18,737	1,064	1,287	302	6,297	6,598	90,931
Total:	412,432	432,925	263,328	16,087	20,789	5,121	106,059	126,232	1,382,973

Note: Monthly usage is based on meter readings. Zone 9 is included in Zone 3 in the District's billing system.

Overall System maximum monthly usage occurred in August 2013, amounting to 146,812 ccf (109.8 MG) or 3,542,431 gpd (2,460 gpm). In a typical water system the maximum daily demand is approximately 125 percent of the average daily demand in the maximum month. Applying this factor to the August 2013 data, results in an estimated Overall System maximum daily usage of 4,428,039 gpd (3,075 gpm).

Overall System minimum monthly usage occurred in February 2013, amounting to 77,370 ccf (57.9 MG) or 2,066,884 gpd (1,435 gpm). No adjustments were made to minimum month usage.

For this report we used the following rounded usage estimates for:

Average Daily Usage - Annual	2,834,000 gpd
Average Daily Usage – Min Month (February 2013)	2,067,000 gpd
Average Daily Usage – Max Month (August 2013)	3,542,000 gpd
Maximum Daily Usage – Max Month (August 2013)	4,428,000 gpd

7.0 Fire Storage

One of the three components of the available capacity is fire storage. The Belmont Fire Department has previously stated the minimum requirement for fire flows is 1,500 gpm for 120 minutes. AWWA and the fire department do not define the fire flow rate per zone or district wide. Some water districts assume 1,500 gpm for 120 minutes for each zone while some water districts assume 1,500 gpm for 120 minutes for the entire district.

Since there are 8 zones district wide, we assumed concurrent fires to occur in half of the zones for a total of four zones. This equates to a fire reserve of 1,500 gpm x 120 minutes x 4 zones = 720,000 gallons.

8.0 Overall Distribution System – Storage Analysis

Maximum Usage Month (Actual Operations as of Summer 2015)

Total Available Capacity = 11,590,000 gallons

Fire Reserve = 4 zones x (1,500 gpm) x (120 minutes) = <720,000 gallons>

Operational Storage:

<u>Tank</u>	<u>Start/Stop</u>	<u>Operational Storage</u>
Hersom	(15/23) *	<300,000 gallons>
Exbourne #1	(22/32) *	<255,000 gallons>
Exbourne #2	(22/32) *	<375,000 gallons>
Dekoven #1	(21/31)	<160,000 gallons>
Dekoven #2	(21/31)	<210,000 gallons>
Buckland #1	(10/16)	< 33,000 gallons>
Buckland #2	(10/16)	< 33,000 gallons>
West Belmont #1	(21/31)	<185,000 gallons>
West Belmont #2	(21/31)	<185,000 gallons>
Hallmark #1	(10/16)	<690,000 gallons>
Hallmark #2	(10/16)	<690,000 gallons>
<u>Operational Storage (Total) =</u>		<u><3,116,000 gallons></u>
Total Available Emergency Storage =		7,714,000 gallons
Days of Storage (7,714,000 gallons / 3,542,000 gpd) =		2.2 days

* Exbourne Tank controls pumping start and stop

Minimum Usage Month (Actual Operations)

Total Available Capacity = 9,190,000 gallons
 Fire Reserve = 4 zones x (1,500 gpm) x (120 minutes) = <720,000 gallons>

Operational Storage:

Tank	Start/Stop	Operational Storage
Hersom	(15/23) *	<300,000 gallons>
Exbourne #1	(22/32) *	<255,000 gallons>
Exbourne #2 **	(22/32) *	<0 gallons>
Dekoven #1	(21/31)	<160,000 gallons>
Dekoven #2 **	(21/31)	<0 gallons>
Buckland #1	(10/16)	< 33,000 gallons>
Buckland #2	(10/16)	< 33,000 gallons>
West Belmont #1	(21/31)	<185,000 gallons>
West Belmont #2	(21/31)	<185,000 gallons>
Hallmark #1	(10/16)	<690,000 gallons>
Hallmark #2	(10/16)	<690,000 gallons>
Operational Storage (Total) =		<2,531,000 gallons>
Total Available Emergency Storage =		5,939,000 gallons
Days of Storage (5,939,000 gallons / 2,067,000 gpd) =		2.9 days

* Exbourne Tank controls pumping start and stop

** Exbourne Tank #2 and Dekoven Tank #2 were taken out of operation during the low demand winter months.

9.0 Conclusion and Recommendation

The number of days of storage available to the District, should a catastrophic event disrupt its Hetch Hetchy supply, is approximately 2.2 days in the summer based on summer demands and 2.9 days in the winter based on winter demands. It is safe to assume after a catastrophic event, District customers would decrease water usage by turning off irrigation to landscaping. However this may take a few days as many customers in the District may not know how to turn off their irrigation thereby depleting the District's available water.

The District is undertaking several capital improvement projects to increase the utilization of its current storage facilities. Our recommendations listed below incorporate several projects already under consideration by the District.

- 1. Public notification and education before and after a catastrophic event.** Should an event occur during the summer months the District has only 2.2 days of available storage. It is imperative to educate District customers to conserve water after an event. We recommend ongoing newsletter articles and workshops to prepare customers for what they may expect after an event. Workshops can be in conjunction with PG&E and the City of Belmont and increase the District's exposure to its customers. In addition the District should have a plan in place to notify customers to conserve water after an event.
- 2. Increase utilization of Hersom Tank.** Due to tank elevations and pump controls at Exbourne Tanks, Hersom Tank is 75% utilized when it is in service. Additional valve analysis will be required on filling Hersom Tank to its capacity by stopping flows to Exbourne Tanks when full. Utilizing 100% of Hersom Tank's 1.6 MG will increase the Districts' total available storage by **3%** from 11.55 to 11.89 MG. An additional **0.1 days** of storage will also be available under a maximum day demand.
- 3. Additional storage facilities.** The District should continue to pursue any potential storage facilities as a long term capital improvement goal after current storage facilities are fully utilized.



TO: Board of Directors
 FROM: Tammy A. Rudock
 General Manager
 DATE: February 25, 2016

MANAGER’S REPORT

FOLLOW-UP FROM 01/21/16 SPECIAL AND 01/28/15 REGULAR BOARD MEETINGS

- ✓ Created new format for 2016 Strategic Plan documents and reviewed them with President Zucca, staff, and Julie Brown.
- ✓ Published legal notice regarding Ordinance 115 Adopting MPWD Water Efficient Landscaping Ordinance, effective February 1, 2016.

PERSONNEL MANUAL UPDATE

The working DRAFT is under its final internal review. The schedule was pushed back one month and revised as follows:

TASK	TARGET DATE
DRAFT to ACWA/JPIA and District Counsel	02/24/16
DRAFT to MPWD Employees Association for review	03/24/16
Meet and confer with MPWD Employees Association	04/21/16
Complete FINAL DRAFT	05/13/16
Final Legal Review	05/20/16
Initial presentation for Board consideration and input	05/26/16
Final presentation for Board approval	06/23/16

MISCELLANEOUS FEES PROJECT UPDATE

Staff will regroup with Bartle Wells soon. We have had internal discussions about timing the implementation of new fees once the new financial management system is implemented.

MPWD ANNUAL “STATE OF THE DISTRICT” ADDRESS

Staff met with the Belmont Chamber of Commerce regarding coordination and planning for the MPWD’s first annual “State of the District” address. A tentative date of Wednesday, April 27, 2016, is proposed. More discussion will follow at the Board meeting.

MEETINGS

DATE	EVENT
January 28 th	<p>Participated in 2015 UWMP progress meeting.</p> <p>Attended development progress and coordination meeting with City of Belmont Community Development and Public Works staff.</p> <p>Attended safety session with staff and facilitated GM rap session.</p>
February 4 th	<p>Attended BAWSCA Water Management meeting in Foster City.</p> <p>Attended HIA meeting in Belmont.</p>
February 10 th	<p>Attended Sensus customer portal demonstration.</p> <p>Attended Belmont's "State of the City" address.</p>
February 11 th	<p>Kickoff meeting with Wulff Hansen & Company representatives regarding CIP financing.</p> <p>Attended safety session with staff and facilitated GM rap session.</p>
February 12 th	<p>Met with District Engineer and Operations team regarding final review of Alameda de las Pulgas water main replacement plans, pre-design of Karen Road, water storage analysis, and other projects.</p> <p>Met with Board President for agenda review.</p>
February 17 th	<p>Met with Belmont Chamber of Commerce regarding MPWD plans for first annual "State of the District" address.</p> <p>Met with engineer regarding conceptual ideas and construction estimate for Dairy Lane rehabilitation.</p>
February 18 th	<p>Attended annual SFPUC GM meeting with wholesale customers in Millbrae.</p> <p>Attended Commute.org workshop in Foster City.</p>

DATE	EVENT
February 19 th	Hosted ACWA Board President Kathy Tiegs at MPWD for “meet and greet” with local water districts. Participated in 2015 UWMP progress meeting.

UPCOMING MEETINGS/EVENTS

BAWSCA Water Management Meeting (Foster City) – March 3, 2016

HIA Meeting (Belmont) – March 3, 2016

Water Education Foundation’s 33rd Annual Executive Briefing “*Defining the New Normal*” (Sacramento) – March 17, 2016

ACWA/JPIA Spring Conference & Exhibition (Monterey) – May 2-6, 2016

CSDA Special Districts Legislative Days (Sacramento) – May 17-18, 2016

ACWA/JPIA Fall Conference & Exhibition (Anaheim) – November 28, 2016 – December 2, 2016



TO: Board of Directors

FROM: Candy Pina

DATE: February 25, 2016

ADMINISTRATIVE SERVICES MANAGER'S REPORT

CONFERENCES, TRAINING, & MEETINGS:

- 1) Jeanette Kalabolas: 01/28/2016 – BAWSCA Urban Water Management Plan (UWMP) Information Review and Tier 2 Drip with SFPUC
- 2) Jeanette Kalabolas/Laura Ravella/Candy Pina: 02/10/16 – Sensus Meeting
- 3) Tammy Rudock/Rene Ramirez/Candy Pina: 02/11/16 – CIP Debt Financing Kick-Off Meeting with Wulff Hansen
- 4) Tammy Rudock/Rene Ramirez/Candy Pina: 02/17/16 – Meeting with Bahram Mozayeny regarding “Dairy Lane Rehab”
- 5) Laura Ravella: 02/18/16 – “Increasing Your Personal Productivity” webinar
- 6) Tammy Rudock/Candy Pina: 02/18/16 – “Reimagine the Commute” with Commute.org
- 7) Tammy Rudock/Rene Ramirez/Candy Pina: 02/19/16 – MPWD Hosted “ACWA Meet & Greet” meeting
- 8) Jeanette Kalabolas: 02/19/16 – “URMP Status” Meeting
- 9) Tammy Rudock/Rene Ramirez/Candy Pina: 2/22/16 - “CIP Debt Financing” Meeting with Wulff Hansen
- 10) Candy Pina: 02/24/16 – “Paying for Capital Projects Utilizing Debt” Webinar through CSDA
- 11) Tammy Rudock/Candy Pina: 02/25/16 – “Belmont Chamber of Commerce” Board meeting

FINANCIAL REPORTING:

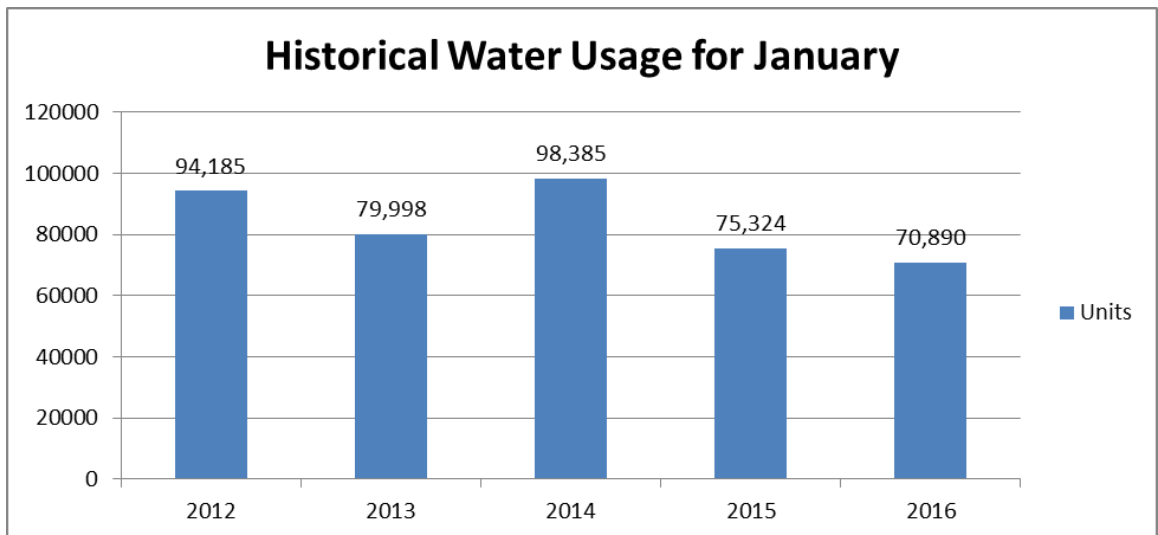
1) Schedule of Cash and Investments:

SCHEDULE OF CASH AND INVESTMENTS		
CASH ACCOUNT	BALANCE @ 01/31/16	BALANCE 02/17/16
PETTY CASH	400	400
CASH DRAWER	200	200
WELLS FARGO CHECKING	\$ 61,860	\$ 165,382
LAIF	\$ 3,795,326	\$ 3,795,326
TOTAL	\$ 3,857,786	\$ 3,961,308

Month End Balance of PARS/OPEB for December 2015 (January 2015 reports not yet received): \$526,008.30. A contribution of \$40,050.00 and an overall decrease in Net Earnings of \$5,596.07 was reported.

2) Water Revenue Report:

WATER REVENUES for FISCAL YEAR 2015/2016					
Month	Total Units	Water Commodity Charges	Fixed System Charges	Total Water Revenues	Misc Rev
JUL	102,202	655,215.69	174,717.33	829,933.02	1,223.75
AUG	104,096	788,694.37	206,692.18	995,386.55	1,217.50
SEP	101,546	767,490.00	206,247.53	973,737.53	1,213.75
OCT	95,095	715,010.00	206,496.89	921,506.89	1,218.88
NOV	81,298	601,597.16	205,707.83	807,304.99	1,220.00
DEC	67,438	489,420.00	205,756.47	695,176.47	1,198.75
JAN	70,890	517,269.00	206,075.93	723,344.93	1,223.75
TOTAL	622,565	4,534,696.22	1,411,694.16	5,946,390.38	8,516.38



TEAM BUILDING ACTIVITIES:

1. Taco Tuesday Potluck was on February 23rd, and we continue to celebrate birthdays.



TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager
DATE: February 25, 2016

OPERATIONS REPORT – January 2016

Projects:

- AMI: Emphasis has been placed on installing meters with routine maintenance having been completed in past months. The latest staff work efforts indicate a total of 440 AMI meters have been installed in Zone 1 with another 72 left to install, but these remaining meters will be the toughest because they are larger meters with most requiring a by-pass (for future calibration/testing) that is not there now. Staff continues to accommodate the customer's needs before and after the new meter is installed;
- Replaced service at 1717 Notre Dame;
- Repaved and carried out concrete work related to past water leaks on Notre Dame, Lassen and All View;
- Continuation of field coordination with the City of Belmont's sewer project contractor; and
- The biannual leak survey continues. Subtronic has completed their work in Zones 3, 4, 5, 6, 7 and 8, and is nearing completion in Zone 2. To date, they have confirmed leaks at 8 residences and 1 irrigation service. These 9 leaks were all on the customer side of the service. So far, only 1 leak has been found on the District side of a residential meter. Their efforts have slowed somewhat due to the rain, which interferes with the sensitive audio equipment used to listen for leaks. As an aside, two representatives from the Purissima Hills Water District requested of staff and we obliged them with a field demonstration by Subtronic. It happened to be at an address with a leak on the customer side, which allowed them to see and listen how the sensitive audio equipment worked.

Maintenance:

- With many routine maintenance tasks having been caught up, most efforts have been in support of AMI meter installations;
- Responded to and completed 131 USA (underground service alerts) requests and identified infrastructure;

- Continued to perform normal maintenance and exercised water system pressure regulating valves;
- East Dekoven Tank in Zone 2 remains out of service until spring;
- Repaired leaking fire hydrant on Old County Road;
- Forty-four water samples for bacteriological testing – all samples were normal and showed no signs of coliform bacteria;
- Water system dead-ends continue to be monitored for disinfectant residual, and where needed, we flowed water into landscapes, street sweepers or sewer flushing trucks versus monitoring for discharge into the storm water systems to improve water quality;
- Staff planned, worked with customers and Belmont public safety to effect the flushing of a segment of the distribution system in the Civic Lane area, a commercial area, with complaints of rusty-colored water. To meet our customer’s needs, staff carried out the flushing from 3:00 to 6:00 a.m.; and
- Monitoring for signs of nitrification within our tanks continues as a part of regular water quality monitoring.

System Repairs:

Location	Event	Material	Installation Date	Estimated Water Loss (Gals.)
1145 Lassen	Main Break - Ring	CIP	1957	4,500

Development:

- Staff is currently working with developers on seven (7) development projects located at:
 - o 576-600 El Camino Real – currently reviewing their plans;
 - o 400-490 El Camino Real – there is nothing to report out at this time;
 - o 1401 Shoreway Road – their plans are in good shape. We are awaiting payment of their fees;
 - o 1201 Shoreway Road – there is nothing to report out at this time;
 - o 360-380 Industrial Road – service installations are complete; awaiting a quote from the on-site contractor for sidewalk restoration;
 - o 2177 Carlmont Avenue – staff drafting letter to the developer outlining the installation fees and charges for the project;
 - o 2113 Coronet – we awaiting payment of installation fees; and
 - o 2828 Monte Cresta – awaiting payment of installation fees.

Administration:

- Ops Staff meetings held during month;
- Completed several annual staff evaluations;

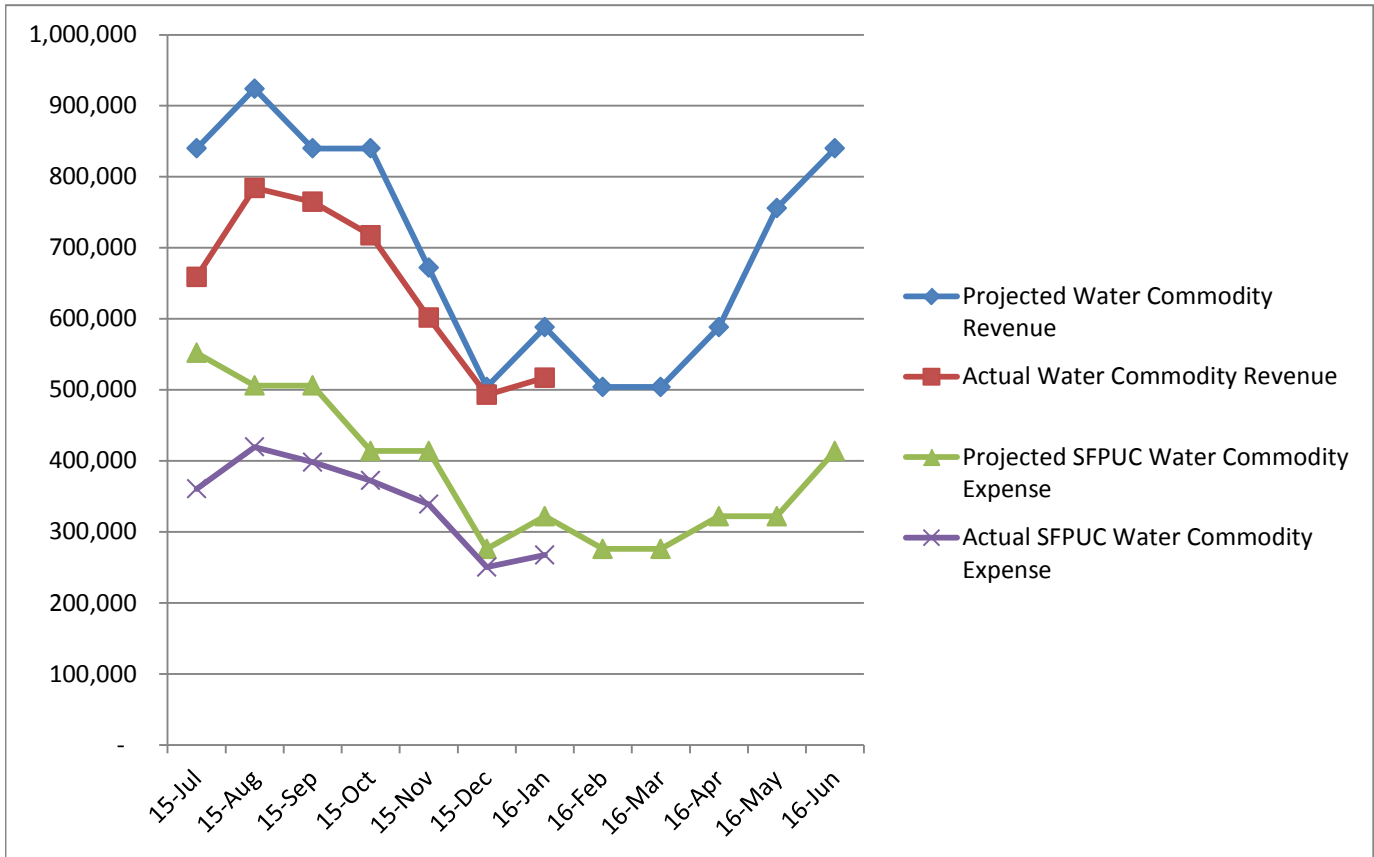
- Attended the monthly Harbor Industrial Association lunch meeting and talked about state's current snow pack and major reservoir levels;
- Power use monitoring continues for pumping with positive results and no net effect on the water system;
- Ops Manager and Supervisors, and General Manager met with District Engineer and his staff to discuss the plans for the Alameda de las Pulgas and Karen Road pipeline projects;
- Ops staff attended and participated in an ACWA JPIA training course, here in the Board Room, on Traffic Control and Flagging;
- Attended an all-hands ACWA JPIA training course on Defensive Driving in the Board Room;
- Joined a luncheon and discussion with several other District General Managers put on by District Engineer;
- Ops Staff held meeting to plan flushing event for Civic Lane area;
- Participated in the monthly status report for the Urban Water Management Plan update;
- Attended meeting with the City of Belmont Planning/Development and Public Works staff to continue dialog and need to coordinate our activities; and
- Continue conversing with Crown Castle Corporation, as the representative for T-Mobile, on two potential projects on cellular phone service towers on District property under agreement, and with Verizon. Verizon has interest in erecting a new cell tower at the Hallmark Tank site.

**MID-PENINSULA WATER DISTRICT
BUDGET FOR YEAR 2015-2016
SUMMARY**

DESCRIPTION	APPROVED FY 2015-2016 BUDGET \$	ACTUAL 7/1/15 1/31/16	REMAINING BALANCE/ (OVER BUDGET)	Target YTD % 58.3%
				Y-T-D % OF BUDGET
OPERATING REVENUE				
WATER COMMODITY CHARGES	8,400,000	4,529,943	3,870,057	53.9%
FIXED SYSTEM CHARGES	2,443,780	1,418,861	1,024,919	58.1%
FIRE SERVICE CHARGES	14,400	8,515	5,885	59.1%
METER CHARGES	10,000	5,428	4,572	54.3%
SERVICE LINE & INSTALLATION CHARGES	25,000	38,396	(13,396)	153.6%
WATER SYSTEM CAPACITY CHARGES	200,000	37,500	162,500	18.8%
WATER DEMAND OFFSET CHARGES	10,000	4,868	5,132	48.7%
TEMP CONSTRUCTION CONNECTION CHARGES	10,000	-	10,000	NA
MISCELLANEOUS CHARGES	10,000	5,032	4,968	50.3%
INTEREST REVENUE - LAIF	10,000	7,242	2,758	72.4%
LEASE OF PHYSICAL PROPERTY	245,140	102,321	142,819	41.7%
PROPERTY TAX REVENUE	245,000	186,184	58,816	NA
TOTAL OPERATING REVENUE	11,623,320	6,344,290	5,279,030	54.6%
OPERATING EXPENDITURES				
SALARIES & WAGES	1,653,300	888,735	764,565	53.8%
PAYROLL TAXES & BENEFITS	1,141,017	614,745	526,272	53.9%
PURCHASED WATER	5,062,000	2,722,200	2,339,800	53.8%
CUSTOMER CREDIT CARD SERVICE FEES	114,638	71,001	43,637	61.9%
OUTREACH & EDUCATION	130,000	80,692	49,308	62.1%
M&R - OPS SYSTEM	364,215	179,839	184,376	49.4%
M&R - FACILITIES & EQUIPMENT	123,600	64,311	59,289	52.0%
MAJOR MAINTENANCE	32,000	700	31,300	2.2%
OFFICE SUPPLIES & EQUIPMENT	207,486	92,101	115,385	44.4%
MEMBERSHIP & GOV FEES	173,900	116,815	57,085	67.2%
BAD DEBT & CLAIMS	37,000	7,585	29,415	20.5%
UTILITIES	340,334	159,979	180,355	47.0%
PROFESSIONAL SERVICES	568,567	250,364	318,203	44.0%
TRAINING/TRAVEL & RECRUITMENT	54,140	8,265	45,875	15.3%
RESTRICTED EARNINGS	(10,000)	(7,242)	(2,758)	72.4%
RESERVES	61,123	-	61,123	NA
DEPRECIATION	870,000	552,997	317,003	63.6%
TOTAL OPERATING EXPENDITURES	10,923,320	5,803,086	5,120,234	53.1%
OPERATING REVENUE LESS EXPENDITURES	700,000	541,204	158,796	77.3%
NET TRANSFERS TO CAPITAL	(700,000)	(541,204)	(158,796)	77.3%
NET RESULTS OF OPERATIONS	-	-	-	

**WATER COMMODITY SALES & PURCHASED WATER ANALYSIS
MID-PENINSULA WATER DISTRICT
FY 2015/2016**

Month	Projected Water Commodity Revenue	Actual Water Commodity Revenue	Projected SFPUC Water Commodity Expense	Actual SFPUC Water Commodity Expense
15-Jul	840,000	659,123	552,000	360,472
15-Aug	924,000	784,369	506,000	419,573
15-Sep	840,000	764,745	506,000	398,063
15-Oct	840,000	717,527	414,000	372,194
15-Nov	672,000	601,541	414,000	339,011
15-Dec	504,000	492,909	276,000	250,365
16-Jan	588,000	517,173	322,000	267,589
16-Feb	504,000		276,000	
16-Mar	504,000		276,000	
16-Apr	588,000		322,000	
16-May	756,000		322,000	
16-Jun	840,000		414,000	



**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2015-2016
DETAILED**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED FY 2015-2016 BUDGET \$	ACTUAL 7/1/2015 1/31/2016	REMAINING BALANCE/ (OVER BUDGET)	Target YTD % 58.3%
					Y-T-D % OF BUDGET
4010	WATER COMMODITY CHARGES	8,400,000	4,529,943	3,870,057	53.9%
4020	FIXED SYSTEM CHARGES	2,443,780	1,418,861	1,024,919	58.1%
4030	FIRE SERVICE CHARGES	14,400	8,515	5,885	59.1%
4040	METER CHARGES	10,000	-	10,000	NA
4050	SERVICE LINE & INSTALLATION CHARGES (A)	25,000	38,396	(13,396)	153.6%
4060	WATER SYSTEM CAPACITY CHARGES	200,000	37,500	162,500	18.8%
4070	WATER DEMAND OFFSET CHARGES	10,000	4,868	5,132	48.7%
4080	TEMPORARY CONSTRUCTION CONNECTION CHARGES	10,000		10,000	NA
4090	MISCELLANEOUS CHARGES	10,000	5,428	4,572	54.3%
4000	TOTAL WATER AND FEE CHARGES	<u>11,123,180</u>	<u>6,043,511</u>	<u>5,079,669</u>	54.3%
4102	Interest Revenue- LAIF	10,000	7,242	2,758	72.4%
4100	INTEREST REVENUE	<u>10,000</u>	<u>7,242</u>	<u>2,758</u>	72.4%
4201	Lease of Physical Property	245,140	102,321	142,819	41.7%
4202	Property Tax Revenue (B)	245,000	186,184	58,816	76.0%
4203	New Construction Revenue	-	3,632	(3,632)	NA
4208	Landscape Plan Permit Review	-	400	(400)	NA
4206	Other Miscellaneous Charges	-	1,000	(1,000)	NA
4200	OTHER REVENUE	<u>490,140</u>	<u>293,537</u>	<u>196,603</u>	59.9%
4000	TOTAL OPERATING REVENUE	<u>11,623,320</u>	<u>6,344,290</u>	<u>5,279,030</u>	54.6%
6011	Salaries & Wages	1,546,900	843,381	703,519	54.5%
6012	Director Compensation	11,000	4,200	6,800	38.2%
6017	Capital Salaries & Wages	-	30,454	(30,454)	NA
6010	GROSS REGULAR WAGES	<u>1,557,900</u>	<u>878,035</u>	<u>679,865</u>	56.4%
6017	CAPITAL SALARY & WAGES reversed	-	(30,454)	30,454	N/A
6021	Overtime Labor	58,300	22,401	35,899	38.4%
6022	Standby Labor	37,100	18,753	18,347	50.5%

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2015-2016
DETAILED**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED FY 2015-2016 BUDGET \$	ACTUAL 7/1/2015 1/31/2016	REMAINING BALANCE/ (OVER BUDGET)	Target YTD % 58.3%
					Y-T-D % OF BUDGET
6020	SUB-TOTAL SALARY & WAGES	<u>1,653,300</u>	<u>888,735</u>	<u>764,565</u>	53.8%
6031	FICA/Medicare PR Tax	126,477	60,931	65,546	48.2%
6038	ACWA Health Care	310,272	176,915	133,357	57.0%
6039	ACWA Dental	29,991	15,745	14,246	52.5%
6040	ACWA Vision	4,223	2,581	1,642	61.1%
6041	ACWA Life/AD&D	4,035	2,510	1,525	62.2%
6042	Standard LDL/SDL Disability	9,953	5,267	4,686	52.9%
6043	Workers' Comp Insurance	48,000	22,679	25,321	47.2%
6044	Unemployment	1,000	-	1,000	NA
6045	CALPERS Retirement - ER 2%@55	250,706	116,771	133,936	46.6%
6054	CAPITAL PAYROLL TAXES & BENEFITS	-	15,648	(15,648)	N/A
6046	Retirees' ACWA Health Care	54,400	33,585	20,815	61.7%
6047	Directors' ACWA Health Care	105,060	60,072	44,988	57.2%
6049	Medical Reimbursement	2,500	314	2,186	12.5%
6050	Employee Service Recognition (C)	3,000	4,046	(1,046)	134.9%
6051	Safety Incentive Program	7,200	4,200	3,000	58.3%
6052	Uniforms (D)	24,000	15,681	8,319	65.3%
6053	PARS OPEB Expense	<u>160,200</u>	<u>93,450</u>	<u>66,750</u>	58.3%
6030	SUB-TOTAL PAYROLL TAXES & BENEFITS	<u>1,141,017</u>	<u>630,393</u>	<u>510,624</u>	55.2%
6054	CAPITAL PAYROLL TAXES & BENEFITS	-	(15,648)	15,648	N/A
6000	PERSONNEL COSTS	<u>2,794,317</u>	<u>1,503,480</u>	<u>1,290,837</u>	53.8%
6101	SFPUC Treated Water	4,600,000	2,407,266	2,192,734	52.3%
6102	BAWSCA (Debt Service Surcharges)	462,000	269,066	192,934	58.2%
6103	Rates Stabilization	-	-	-	NA
6104	SFPUC Water Service Charge	-	45,868	(45,868)	N/A
6100	PURCHASED WATER	<u>5,062,000</u>	<u>2,722,200</u>	<u>2,339,800</u>	53.8%
6201	Customer Credit Card Service Fees	<u>114,638</u>	<u>71,001</u>	<u>43,637</u>	61.9%
6200	CUSTOMER CREDIT CARD SVS FEES	<u>114,638</u>	<u>71,001</u>	<u>43,637</u>	61.9%
6301	Water Conservation Program	25,000	3,852	21,148	15.4%
6302	School Conservation Program	15,000	4,116	10,884	27.4%
6303	Public Outreach & Education	40,000	14,515	25,485	36.3%
6305	HET Rebates (E)	10,000	14,515	(4,515)	145.2%
6306	Washing Machine Rebates (F)	15,000	17,327	(2,327)	115.5%
6307	Lawn-Be-Gone Rebates (G)	20,000	25,680	(5,680)	128.4%
6308	Rain Barrel Rebates	<u>5,000</u>	<u>686</u>	<u>4,314</u>	13.7%

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2015-2016
DETAILED**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED FY 2015-2016 BUDGET \$	ACTUAL 7/1/2015 1/31/2016	REMAINING BALANCE/ (OVER BUDGET)	Target YTD % 58.3%
					Y-T-D % OF BUDGET
6304	TOTAL WATER CONSERVATION REBATES	50,000	58,208	(8,208)	116.4%
6300	OUTREACH/EDUCATION	130,000	80,692	49,308	62.1%
6401	Water Quality	65,000	34,585	30,415	53.2%
6402	Pumping	25,750	13,446	12,304	52.2%
6403	Storage Tanks	5,150	2,544	2,606	49.4%
6404	Mains/Distribution	154,500	49,815	104,685	32.2%
6405	Meters & Service	77,250	48,274	28,976	62.5%
6406	Fire Hydrants (H)	15,965	20,720	(4,755)	129.8%
6407	Regulator Stations (I)	10,300	7,223	3,077	70.1%
6408	Safety	10,300	3,232	7,068	31.4%
6400	M&R - OPS SYSTEMS	364,215	179,839	184,376	49.4%
6501	M&R-Buildings&Grounds	61,800	41,618	20,182	67.3%
6502	M&R- Equipment&Tools	20,600	7,656	12,944	37.2%
6503	M&R- Vehicles & Large Equipment	10,300	2,482	7,818	24.1%
6504	M&R - Fuel	30,900	12,555	18,345	40.6%
6500	M&R - FACILITIES & EQUIPMENT	123,600	64,311	59,289	52.0%
6601	Cathodic Protection Survey	-	700	(700)	NA
6602	Leak Detection Survey	32,000	-	32,000	NA
6600	MAJOR MAINTENANCE	32,000	700	31,300	2.2%
6701	Office Supplies (J)	10,300	10,060	240	97.7%
6702	Insurance- Liability/Vehicles	85,000	39,895	45,105	46.9%
6703	Bank Service Fees	546	1	545	0.2%
6704	Postage	5,150	378	4,772	7.3%
6705	Printing/Printing Supplies	24,710	7,315	17,395	29.6%
6706	Equipment Services/Maintenance	55,000	27,909	27,091	50.7%
6707	Computer Supplies & Upgrades	11,330	5,557	5,773	49.0%
6708	Security & Safety	15,450	985	14,465	6.4%
6709	Other Fees	-	-	-	NA
6700	OFFICE SUPPLIES & EQUIP	207,486	92,101	115,385	44.4%
6801	Dues & Publications	41,200	20,120	21,080	48.8%
6802	Gov't Fees & Licenses (K)	30,000	41,347	(11,347)	137.8%
6803	BAWSCA Membership Assessments	61,800	39,248	22,552	63.5%
6804	Env Health - Cross Connection Inspection	30,900	16,100	14,800	52.1%
6805	Software License	10,000	-	10,000	NA
6800	MEMBERSHIP & GOV FEES	173,900	116,815	57,085	67.2%

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2015-2016
DETAILED**

					Target YTD % 58.3%
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED FY 2015-2016 BUDGET \$	ACTUAL 7/1/2015 1/31/2016	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
6901	Bad Debt	7,000	3,598	3,402	51.4%
6902	Claims	30,000	3,987	26,013	13.3%
6900	BAD DEBT & CLAIMS	37,000	7,585	29,415	20.5%
7001	Utilities-Internet/Cable (L)	4,244	4,256	(12)	100.3%
7002	Utilities-Cellular Telephones	14,853	5,950	8,903	40.1%
7003	Utilities-Electric-Pumping	275,834	122,456	153,378	44.4%
7004	Utilities-Electric-Bldgs&Grounds	24,401	13,538	10,863	55.5%
7005	Utilities-Telephones (M)	13,792	9,976	3,816	72.3%
7006	Utilities-Sewer - NPDES	7,210	3,804	3,406	52.8%
7000	UTILITIES	340,334	159,979	180,355	47.0%
7101	Prof Serv - District Counsel	106,000	53,228	52,772	50.2%
7102	Prof Serv - District Engineer (N)	100,000	67,088	32,912	67.1%
7103	Prof Serv - IT	25,194	11,189	14,005	44.4%
7104	Prof Serv- Annual Finance Audit (O)	20,000	18,000	2,000	90.0%
7105	Prof Serv - Mngmt Consult	-	-	-	NA
7106	Prof Serv- Accounting & Payroll (P)	17,510	12,272	5,238	70.1%
7107	Prof Serv- Customer Billing	70,040	39,135	30,905	55.9%
7108	Prof Serv - Answering Svs	4,223	4	4,219	0.1%
7110	Prof Serv - Miscellaneous	222,000	47,648	174,352	21.5%
7111	Prof Serv - District Treasurer	3,600	1,800	1,800	50.0%
7100	PROFESSIONAL SERVICES	568,567	250,364	318,203	44.0%
7201	Director Travel	6,180	-	6,180	NA
7202	Director Expense	2,060	87	1,973	4.2%
7203	Elections	15,000	-	15,000	NA
7204	Employee Travel/Training	25,750	6,114	19,636	23.7%
7205	Meetings Expense	5,150	2,065	3,085	40.1%
7200	TRAINING & TRAVEL	54,140	8,265	45,875	15.3%
7302	Restricted Earnings Expense - Interest LAIF	(10,000)	(7,242)	(2,758)	72.4%
7300	RESTRICTED EARNINGS EXPENSE	(10,000)	(7,242)	(2,758)	72.4%
8001	Working Reserves: Capital	-	-	-	NA
8002	Working Reserves: Operating	61,123	-	61,123	NA
8000	RESERVES	61,123	-	61,123	NA
9010	DEPRECIATION	870,000	552,997	317,003	63.6%

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2015-2016
DETAILED**

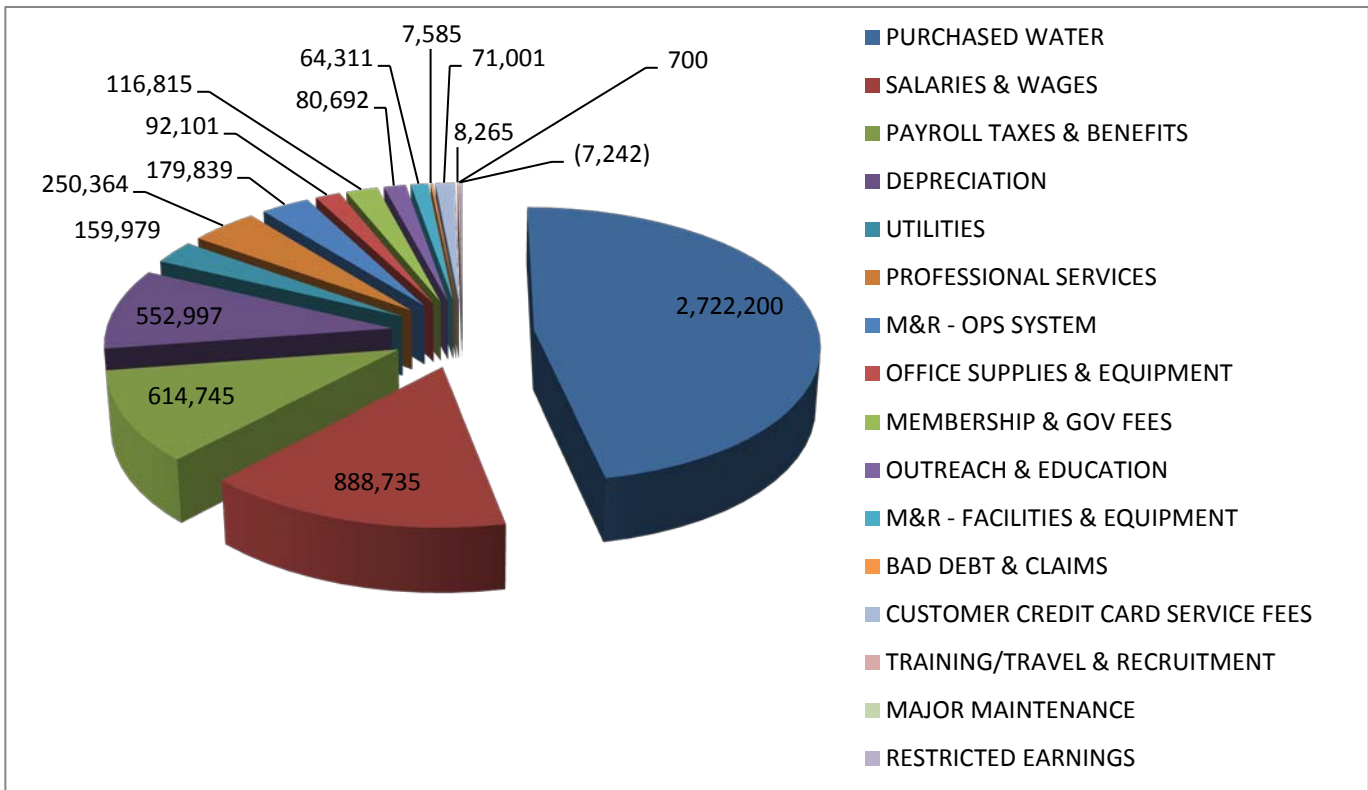
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED FY 2015-2016 BUDGET \$	ACTUAL 7/1/2015 1/31/2016	REMAINING BALANCE/ (OVER BUDGET)	Target YTD % 58.3% Y-T-D % OF BUDGET
SUB-TOTAL - OPERATING EXPENSES		<u>8,129,003</u>	<u>4,299,606</u>	<u>3,829,397</u>	52.9%
TOTAL OPERATING EXPENSES		<u>10,923,320</u>	<u>5,803,086</u>	<u>5,120,234</u>	53.1%
NET OPERATING SURPLUS/(LOSS) TRANSFER TO CAPITAL		<u>700,000</u>	<u>541,204</u>	<u>158,796</u>	77.3%

- (A) Three new service line installations.
- (B) Receipt of Property Tax revenue: December 2015 and April 2016.
- (C) Partnered with ACWA/JPIA with Wellness Program \$1961.
- (D) Annual work boots purchased for Operations staff \$2,215.
- (E) High Efficiency Toilet Rebate Program excess participation.
- (F) Washing Machine Rebate Program excess participation.
- (G) Lawn-Be-Gone Rebate Program excess participation.
- (H) Accounting for Inventory and operation expenses (expensing per policy items over \$5,000).
- (I) Accounting for Inventory and operation expenses (expensing per policy items over \$5,000).
- (J) Restocking low office supplies.
- (K) Prior Year Charge: 2014/2015 SWRCB bill for permitting, inspections & investigations, compliance, and monitoring totaling \$20,395.92
- (L) FY 2014/2015 Comcast expenses included.
- (M) AT&T switching over from Calnet 2 to Calnet 3, which includes debits and credits to each AT&T account.
- (N) Distribution System Analysis totaled \$13,363.
- (O) Audit complete.
- (P) Health Equity fees related to staff.

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

Jan-16

OPERATING EXPENDITURES	ACTUAL \$	% OF TOTAL
PURCHASED WATER	2,722,200	46.9%
SALARIES & WAGES	888,735	15.3%
PAYROLL TAXES & BENEFITS	614,745	10.6%
DEPRECIATION	552,997	9.5%
UTILITIES	159,979	2.8%
PROFESSIONAL SERVICES	250,364	4.3%
M&R - OPS SYSTEM	179,839	3.1%
OFFICE SUPPLIES & EQUIPMENT	92,101	1.6%
MEMBERSHIP & GOV FEES	116,815	2.0%
OUTREACH & EDUCATION	80,692	1.4%
M&R - FACILITIES & EQUIPMENT	64,311	1.1%
BAD DEBT & CLAIMS	7,585	0.1%
CUSTOMER CREDIT CARD SERVICE FEES	71,001	1.2%
TRAINING/TRAVEL & RECRUITMENT	8,265	0.1%
MAJOR MAINTENANCE	700	0.0%
RESTRICTED EARNINGS	(7,242)	-0.1%
TOTAL OPERATING EXPENDITURES	5,803,086	100%



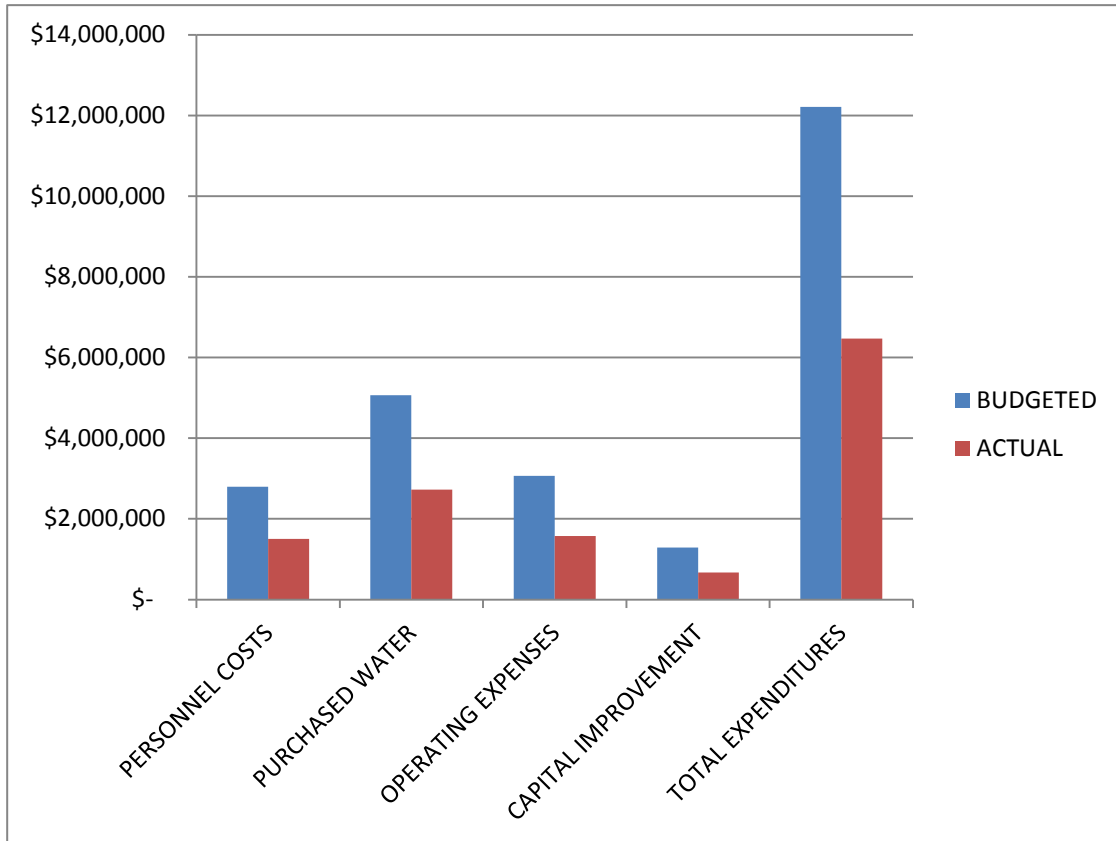
**MID-PENINSULA WATER DISTRICT
OPERATIONS SUMMARY
PREVIOUS YEAR COMPARISON**

	Jul '15 - Jan 16	Jul '14 - Jan 15	\$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · OPERATING REVENUE	6,043,510.85	5,759,743.07	283,767.78	4.93%
4100 · INTEREST INCOME	7,242.05	6,155.05	1,087.00	17.66%
4200 · OTHER INCOME	293,536.75	387,864.39	-94,327.64	-24.32%
Total Income	6,344,289.65	6,153,762.51	190,527.14	3.1%
Cost of Goods Sold				
5000 · Cost of Goods Sold	0.00	-60.49	60.49	100.0%
Total COGS	0.00	-60.49	60.49	100.0%
Gross Profit	6,344,289.65	6,153,823.00	190,466.65	3.1%
Expense				
6000 · PERSONNEL COSTS	1,503,479.89	1,330,612.52	172,867.37	12.99%
6100 · PURCHASED WATER	2,722,200.27	2,578,840.38	143,359.89	5.56%
6200 · CUSTOMER CREDIT CARD SVS FEES	71,001.03	59,134.31	11,866.72	20.07%
6300 · OUTREACH/EDUCATION	80,691.75	38,650.15	42,041.60	108.78%
6400 · M&R - OPS SYSTEMS	179,838.83	242,371.36	-62,532.53	-25.8%
6500 · M&R - FACILITIES & EQUIPMENT	64,310.92	71,388.70	-7,077.78	-9.91%
6600 · MAJOR MAINTENANCE	700.00	0.00	700.00	100.0%
6700 · OFFICE SUPPLIES & EQUIPMENT	92,100.82	139,266.24	-47,165.42	-33.87%
6800 · MEMBERSHIP & GOV FEES	116,814.71	76,188.36	40,626.35	53.32%
6900 · BAD DEBT & CLAIMS	7,584.64	22,936.85	-15,352.21	-66.93%
7000 · UTILITIES	159,978.56	194,027.89	-34,049.33	-17.55%
7100 · PROFESSIONAL SERVICES	250,363.73	234,643.16	15,720.57	6.7%
7200 · TRAINING & TRAVEL	8,265.49	12,234.54	-3,969.05	-32.44%
Total Expense	5,257,330.64	5,000,294.46	257,036.18	5.14%
Net Ordinary Income	1,086,959.01	1,153,528.54	-66,569.53	-5.77%
Other Income/Expense				
Other Expense				
9000 · OTHER EXPENSE	552,997.05	493,299.18	59,697.87	12.1%
Total Other Expense	552,997.05	493,299.18	59,697.87	12.1%
7302 - RESTRICTED EARNINGS EXPENSE - INTEREST LAIF	-7,242.05	-6,155.05	-1,087.00	-17.7%
Total Restricted Earnings Expense	-7,242.05	-6,155.05	-1,087.00	-17.7%
Net Operating Surplus/(Loss)	541,204.01	666,384.41	-125,180.40	-18.8%

**MID-PENINSULA WATER DISTRICT
BUDGET FOR FY 2015-2016
CAPITAL OUTLAY/CAPITAL PROJECTS**

DESCRIPTION	APPROVED AMENDED FY 2015-2016 BUDGET \$	ACTUAL 7/1/2015 1/31/2016	REMAINING BALANCE/ (OVER BUDGET)	Target YTD % 58.3%
				Y-T-D % OF BUDGET
CAPITAL IMPROVEMENTS - WORK IN PROCESS (WIP)				
AMI Meter Change Out Program	400,000	376,464	23,536	94.1%
Karen Road Water Main Replacement - CIP	100,000	11,496	88,504	11.5%
Hallmark Tank Structural and Seismic Retrofit - CIP	55,000	27,652	27,348	50.3%
Dekoven Tanks Structural and Seismic Retrofit - CIP	55,000	32,508	22,492	59.1%
Folger Pump Station Demolition - CIP	50,000	18,976	31,025	38.0%
Buckland Tank Replacement Project - CIP	46,000	23,310	22,690	50.7%
Alameda de las Pulgas Water Main Replacement Project - CIP	30,000	30,505	(505)	101.7%
CAPITAL IMPROVEMENTS - WIP TOTAL	736,000	520,910	215,090	70.8%
CAPITAL OUTLAY				
SCADA Replacement Project	171,000	22,552	148,448	13.2%
Financial Management System (FMS) - Comprehensive Replacement	145,000	58,684	86,316	40.5%
Fleet Replacement: Vehicles in Operations	125,000	-	125,000	0.0%
Dairy Lane Wiring/Cabling	40,000	31,601	8,399	79.0%
Replacement Printer/Copier/Scanner	25,000	21,294	3,706	85.2%
Miscellaneous Capital Outlay/Projects	50,000	12,730	37,270	25.5%
CAPITAL OUTLAY TOTAL	556,000	146,861	409,139	26.4%
CAPITAL IMPROVEMENTS & CAPITAL OUTLAY TOTAL	1,292,000	667,771	624,229	51.7%
DEPRECIATION	870,000	552,997	317,003	63.6%
TRANSFER FROM OPS	700,000	541,204	158,796	77.3%
TRANSFER (TO)/FROM CAPITAL RESERVES	(278,000)	(426,430)	148,430	153.4%
CAPITAL OUTLAY/CAPITAL PROJECTS	(1,292,000)	(667,771)	(624,229)	51.7%
NET RESULTS OF CAPITAL	-	0	(0)	N/A

2014/2015 BUDGET vs ACTUAL TOTAL EXPENDITURES Jan-16



	BUDGETED	ACTUAL	BUDGETED % OF TOTAL	ACTUAL % OF TOTAL
TOTAL EXPENDITURES				
PERSONNEL COSTS	\$ 2,794,317	\$ 1,503,480	23%	23%
PURCHASED WATER	\$ 5,062,000	\$ 2,722,200	41%	42%
OPERATING EXPENSES	\$ 3,067,003	\$ 1,577,405	25%	24%
CAPITAL IMPROVEMENT	\$ 1,292,000	\$ 667,771	11%	10%
TOTAL EXPENDITURES	\$ 12,215,320	\$ 6,470,856	100%	100%

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

	Jan 31, 16	Jan 31, 15	\$ Change	% Change
ASSETS				
CURRENT ASSETS				
Total Checking/Savings	3,858,832.98	3,682,420.06	176,412.92	4.79%
Total Accounts Receivable	748,358.81	601,319.41	147,039.40	24.45%
Other Current Assets				
Inventory (A)	158,736.70	270,578.23	-111,841.53	-41.33%
Other Current Assets	198,186.43	223,749.25	-25,562.82	-11.43%
Total Other Current Assets	356,923.13	494,327.48	-137,404.35	-27.8%
TOTAL CURRENT ASSETS	4,964,114.92	4,778,066.95	186,047.97	3.89%
FIXED ASSETS				
Fixed Assets	41,525,528.71	40,876,212.08	649,316.63	1.59%
Accumulated Depreciation	-25,406,726.85	-24,722,186.65	-684,540.20	-2.77%
Construction in Progress	348,700.37	425,948.94	-77,248.57	-18.14%
TOTAL FIXED ASSETS	16,467,502.23	16,579,974.37	-112,472.14	-0.68%
TOTAL OTHER ASSETS (B)	198,895.55	19,342.55	179,553.00	928.28%
TOTAL ASSETS	21,630,512.70	21,377,383.87	253,128.83	1.18%
LIABILITIES & EQUITY				
LIABILITIES				
CURRENT LIABILITIES				
Total Accounts Payable	41,143.48	249,941.53	-208,798.05	-83.54%
Total Other Current Liabilities (B)	692,877.58	309,519.40	383,358.18	123.86%
TOTAL CURRENT LIABILITIES	734,021.06	559,460.93	174,560.13	31.2%
TOTAL LONG TERM LIABILITIES (B)	1,118,234.00	0.00	1,118,234.00	100.0%
TOTAL LIABILITIES	1,852,255.06	559,460.93	1,292,794.13	231.08%
EQUITY				
3000 - Opening Bal Equity	144.00	144.00	0.00	0.0%
3800 - BOARD APPROVED RESERVES *	3,795,326.04	3,734,676.07	60,649.97	1.62%
3940 - Fund Balance Invest in Ut Plant	16,467,502.23	16,579,974.37	-112,472.14	-0.68%
Net Assets (B)	-484,714.63	503,128.50	-987,843.13	-196.34%
TOTAL EQUITY	19,778,257.64	20,817,922.94	-1,039,665.30	-4.99%
TOTAL LIABILITIES & EQUITY	21,630,512.70	21,377,383.87	253,128.83	1.18%

	Balance @ Jan 2014	Balance @ Jan 2015	Balance @ Jan 2016	Budget for Reserve Policy
* BOARD APPROVES RESERVES				
Capital Reserves	1,824,494	1,234,676	1,295,326	2,500,000
Emergency Reserves	2,000,000	2,000,000	2,000,000	2,500,000
Working Capital Reserves	500,000	500,000	500,000	2,500,000
TOTAL RESERVE FUNDS	3,795,326	3,734,676	60,650	2,500,000

(A) Change in Capitalization/Inventory Policy. Inventory less than \$5,000 are expensed.

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



DATE: January 21, 2016
TO: MPWD Board of Directors
FROM: Tammy Rudock
General Manager
RE: Summary of Significant 2015 MPWD Accomplishments

MEMORANDUM

SIGNIFICANT MPWD ACCOMPLISHMENTS IN 2015:

1. Completed Water Hydraulic Model and developed 5-Year CIP, and capital project summary.
2. Adopted Water Capacity Charges, including Water Demand Offset fees.
3. Completed Financial Plan & Rates Study and adopted 5-year rate increase plan, including Emergency Water Conservation rates.
4. Launched new MPWD website.
5. Completed \$2 million in capital improvement projects and outlays.
6. Positive Financial Audit for FYE 2014/2015 and solid financial management of the MPWD's resources.
7. Positive reorganization effective June 29, 2015.

1. WATER HYDRAULIC MODEL AND 5-YEAR CIP DEVELOPMENT

As reported, a team of long-time MPWD Operators, Management, and the District Engineer, worked over 18 months creating the water hydraulic model, which is an essential tool for the MPWD. It allowed for significant team building throughout the process and operational changes as new things were learned. Also notable was the institutional knowledge that now has its place in the model rather than walking around in the minds or notebooks of senior staff.

More importantly, development of the water hydraulic model allowed for a thorough and systematic review and testing of the MPWD water system, and hands-on identification of much needed capital replacement and rehabilitation projects. Continuing as a team, Operations staff ranked each project based on agreed upon industry rating criteria. That resulted in the 5-Year Capital Improvement Program (CIP) now being considered by the Board.

ADOPTED WATER CAPACITY CHARGES, INCLUDING WATER DEMAND OFFSET FEES

When staff noticed development increasing in Belmont and San Carlos last year, I felt it responsible to consider revision of the MPWD's 20+-year-old rates and fees charges. I felt it was important to conduct this study early so that the MPWD could be ready for permitting new development in a timely manner and protect the existing ratepayers that have paid to operate and maintain the MPWD system all these years.

Additionally, since the MPWD was dealing with the serious CA drought and statewide water conservation regulations, it was appropriate to consider fees that would be a resource to offset the new water demand as a result of the development. Staff wanted to keep it simple so we created new Water Demand Offset fees that provide additional funding of the MPWD's water conservation rebate programs.

The Board was thoughtful during its deliberation on these issues—taking the time over several months for discussion and input. Staff invited developers into the Board's discussion so that there was stakeholder involvement. It was a very transparent process.

These updated Water Capacity charges and new Water Demand Offset fees appropriately level the playing field between existing customers and new development. They will enhance the MPWD's revenues and fund greater water conservation rebate programs, which will lessen the burden on the ratepayers.

2. COMPLETED FINANCIAL PLAN & RATES STUDY AND ADOPTED 5-YEAR RATE INCREASE PLAN, INCLUDING EMERGENCY WATER CONSERVATION RATES

The continued water conservation efforts by MPWD customers as a result of the continued drought resulted in a significant reduction in FY 2014/2015 Operating Revenues (\$1.4 million). Obviously, the related water purchases from the SFPUC were also less, resulting in decreased Operating Expenditures totaling \$860K. That meant that the SFPUC had to increase their water rates to wholesale customers and by 28% (effective July 1, 2015), which meant probably for the first time in MPWD's history it had to consider a double-digit rate increase. Staff was fully cognizant of the concerns of the Board and importance of ensuring thorough financial review and projections that were reliable and sensible.

Staff worked with Bartle Wells for several months and found it extremely challenging that even with prudent financial management and cost savings measures implemented that the MPWD would require an 18% rate increase effective July 1, 2015. That meant the Prop 218 hearing notice would be a very important tool in communicating with our customers. Staff believes the notice delivered to customers was superior. It has actually been requested for use a few times as a template.

Also important was staff's recommendation to step out of the industry box and implement increases to the MPWD's monthly fixed system charges. It is time to change water rate structures!! Volumetric charges have possibly lived their useful life and water system managers should work with their governing bodies and be proactive in evolving with the changing times by working toward fixed system charges that are ultimately covered 100% within the rate structure. I hope that continues at the MPWD.

The communications staff had with customers were constant and daunting throughout the year—both residential and commercial—about the sharp increase in water rates when they are meeting the MPWD’s water conservation target?! I felt it a leadership priority to ensure that communications were open and honest with customers and I believe that has gone a long way. Amazingly, we have received very few complaints about the rate increase when compared to last year’s 9% rate increase.

Finally, because the Proposition 218 process is time-consuming and cumbersome, staff introduced the concept of and created Emergency Water Conservation Rates for implementation as needed. We wanted to be proactive in case the CA drought continued and became more severe and SWRCB increased the MPWD water conservation target. For ease in administration and consistency in policy, staff and Bartle Wells aligned the rates with the MPWD’s WSCP (Water Shortage Contingency Plan).

3. LAUNCHED NEW MPWD WEBSITE

The new MPWD website was launched earlier this year and it has received a lot of compliments! This project came in well under budget, and while delayed almost a year because of the unexpected death of the consultant, Connie Davidson, we regrouped with one of her associates and got it completed.

Staff and I will meet after the New Year and create procedures now that it’s been functional almost a year. I would also like to consider more data placement for transparency but want to make sure we proactively organize and manage the data. It is also important to coordinate with the implementation of the new Financial Management System (FMS) next year to avoid too much reconstruction on the website.

Staff has purchased an optical scanner so that we can begin scanning documents that can be searched more easily, and that will be an added benefit to the website once organized.

Staff’s goal is to proactively manage and maintain the website so that information does not go stale or is updated frequently to keep visitors interested in coming back.

4. COMPLETED \$2 MILLION IN CAPITAL IMPROVEMENT PROJECTS AND OUTLAYS

The following Capital Projects/Outlays were completed in 2015 (totaling \$2.2 million):

- A. Buckland Tanks Replacement - \$1 million
- B. Phased Meter Change-Out Program - \$532,000
- C. Belburn Water Main Replacement - \$506,000
- D. Notre Dame/Folger Tie-In - \$92,000
- E. SCADA Replacement - \$15,000
- F. Fleet Replacement (Two Plug-In Vehicles) - \$46,000

Because of the reduced Operating Revenues, we used approximately \$1 million of our Capital Reserves to complete these projects. We maintained our commitment and funded them through completion. They were all important infrastructure and outlay investments.

**5. POSITIVE FINANCIAL AUDIT FOR FYE 2014/2015 AND
SOLID FINANCIAL MANAGEMENT OF THE MPWD'S RESOURCES**

The Financial Audit for FYE 2014/2015 was positive. The good news reported last year by David Becker, CPA was that the MPWD remained financially strong and there were very few recommendations for Management. The one outstanding item that I consider significant is the Financial Internal Control policy manual development. It is actually in process and will be prioritized after the implementation of the new FMS.

During 2015, staff was guided to enhanced financial management controls resulting in the creation of new monthly financial graphs monitoring water revenues vs. water purchases (water conservation response), and the following table for a quick trend review of the reserves balances by the Board and ratepayers:

	June 30, 2013	June 30, 2014	June 30, 2015
Capital Reserves	\$2,117,717	\$1,876,967	\$ 887,031
Emergency Reserves	\$1,000,000	\$2,000,000	\$2,000,000
Working Capital Reserves	\$ 500,000	\$ 500,000	\$ 500,000
TOTAL	\$3,617,717	\$4,376,967	\$3,387,031

I delivered my first annual GM report to the Board on September 24, 2015, to summarize the end of fiscal year financial status. It was useful to narrow down the "big picture" that is reviewed by the auditor each year and provide a financial snapshot of the MPWD.

Staff did a really good job this year managing claims and litigation. All claims were minor (resulting from water main breaks) and settled. Two lawsuits were dismissed without any payment by the MPWD to the plaintiffs.

Loss prevention was ZERO:

- NO measurable property losses;
- NO employee on-the-job injuries or accidents; and
- NO Worker's Compensation claims.

The Board has seen the PARS OPEB trust account managed well, and FY 2015/2016 is the first year that the full ARC (Annual Required Contribution) is being funded. That means that liability is being responsibly managed as the Board directed.

68

I'd like to recognize cost savings achieved:

- 2015 is the first benefits year that the MPWD will experience the reduction in active employee and Director healthcare costs as a result of transitioning to the Consumer Driven Health Plan (CDHP) and HSA (Health Savings Account). Almost \$30K per year will be realized.
- FY 2015/2016 transition to ACWA/JPIA property/liability/worker's compensation insurance programs. Approximately \$40K per fiscal year will be realized. Candy Pina deserves the credit because she did the majority of the hard work in getting this accomplished.
- FY 2015/2016 estimated power cost savings around \$30K-\$40K as a result of a thorough analysis by Michael Anderson, Field Operations Supervisor of the MPWD's annual power costs, and an increased shift in pumping operations from peak to off-peak hours.

6. POSITIVE REORGANIZATION EFFECTIVE JUNE 29, 2015

The June 29, 2015 reorganization approved by the Board was a significant accomplishment for the MPWD. It better organized the Operations team and created an Operations management position for enhanced leadership and opportunities for succession planning.

Rene Ramirez was hired as Operations Manager and has integrated well within our organization. The Operations team is very responsive to him and his management style. I'm proud to have him as a member of my executive team.



AGENDA ITEM NO. 8.B.

DATE: February 25, 2016
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: RECEIVE INTRODUCTION OF MUNICIPAL FINANCIAL ADVISORS FROM WULFF HANSEN & COMPANY AND PRESENTATION ON POTENTIAL FINANCING OPTIONS FOR MPWD 5-YEAR CAPITAL IMPROVEMENT PROGRAM

RECOMMENDATION:

Receive introduction of Municipal Finance Advisors from Wulff Hansen & Company and presentation on potential financing options for MPWD 5-Year Capital Improvement Program.

FISCAL IMPACT:

None.

DISCUSSION:

Staff will introduce Ben "Bud" Levine and Edmund Viray, the Municipal Financial Advisors from Wulff Hansen & Company working with the MPWD. They will present for the Board's consideration and input potential financing options for the MPWD 5-Year Capital Improvement Program.

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

UNANIMOUS _____ ZUCCA _____ WARDEN _____ STUEBING _____ VELLA _____ LINVILL _____



AGENDA ITEM NO. 8.C.

DATE: February 25, 2016
TO: Board of Directors
FROM: Tammy Rudock, General Manager
Candy Pina, Administrative Services Manager
Rene Ramirez, Operations Manager

SUBJECT: RECEIVE MID-YEAR REVIEW OF FY 2015/2016 OPERATING AND CAPITAL BUDGETS AND CONSIDER RESOLUTION 2016-02 APPROVING THE AMENDED BUDGETS

RECOMMENDATION

Receive Mid-Year Review of FY 2015/2016 Operating and Capital Budgets and consider Resolution 2016-02 approving the amended budgets.

FISCAL IMPACT

OPERATING BUDGET

- ✓ Zero net change in projected TOTAL OPERATING REVENUES of \$11,623,320.
- ✓ Zero net change in projected TOTAL OPERATING EXPENDITURES of \$10,923,320.
- ✓ Zero change in projected OPERATING SURPLUS/TRANSFER TO CAPITAL of \$700,000.

CAPITAL BUDGET

- ✓ Overall reduction in projected CAPITAL PROJECT EXPENDITURES by \$60,000.
- ✓ Increase in TRANSFER TO CAPITAL RESERVES from \$218,000 to \$278,000.

DISCUSSION

Attached are the proposed Amended Operating and Capital budgets. Projected budget revisions for the remainder of FY 2015/2016 are highlighted in gray in the second column.

Simply put, there are no changes projected in the bottom line of the Operating Budget. For the Capital Budget, there are two changes: 1) the SCADA Replacement Project was reduced by \$130,000 because it is included for funding within the proposed MPWD 5-Year CIP, and 2) a project was added totaling \$70,000 for the Sensus Consumer Portal.

OPERATING BUDGET PROJECTION HIGHLIGHTS (>\$10,000)

ACCOUNT #	HIGHLIGHT
6300	Funds were merely shifted around within the Outreach/Education account line items where they will be best utilized.
6406	More fire hydrants will be purchased for the replacement program than projected.
6501	New kitchen appliances were purchased to replace ones that had exceeded their useful lives.
6705	Most printing services are included with professional services (account line item 7110).
6802	SWRCB services billing statement received and paid for FY 2014/2015 (\$20,000); also added \$20,000 for FY 2015/2016 accrual.
7003	Reduced electricity costs as a result of off-peak pumping.
7102	Increased professional services for District Engineer, including Water Storage Analysis, Folger Street Survey work, and expensed work accomplished on the Notre Dame capital project that was postponed in early 2015.
7110	Reduced Miscellaneous Professional Services anticipated.
7203	Reduced Elections costs because there was not one for the MPWD in November 2015.

CAPITAL BUDGET PROJECTION HIGHLIGHTS

- Reduced SCADA Replacement Project by \$130,000, because it is identified for funding as part of the MPWD 5-Year CIP.
- Added \$70,000 for implementation of the Sensus Consumer Portal, which will be a hosted system that allows customers online access to their water consumption data.

Attachments: Resolution 2016-02
Proposed Amended FY 2015/2016 Operating and Capital Budgets

BOARD ACTION: APPROVED: _____ DENIED: _____ POSTPONED: _____ STAFF DIRECTION: _____
UNANIMOUS _____ ZUCCA _____ WARDEN _____ STUEBING _____ VELLA _____ LINVILL _____

RESOLUTION NO. 2016-02

**APPROVING THE
AMENDED OPERATING AND CAPITAL BUDGETS
FOR FISCAL YEAR 2015/2016**

MID-PENINSULA WATER DISTRICT

WHEREAS, staff developed a mid-year review of the Operating and Capital Budgets for Fiscal Year 2015/2016 and presented to the Board of Directors on February 25, 2016; and

WHEREAS, staff proposed amendments to the Operating Budget for Fiscal Year 2015/2016, which involved adjustments among account line items only and did not involve any net impact to the overall budget, and recommended it for approval; and

WHEREAS, staff proposed two amendments to the Capital Budget for Fiscal Year 2015/2016, and recommended it for approval:

1. Reduced SCADA Replacement Project by \$130,000 since it was included for funding within the MPWD 5-Year CIP; and
2. Added \$70,000 for the Implementation of the Sensus Consumer Portal Project, a hosted system for customers to access online for their water consumption data.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mid-Peninsula Water District hereby approves an Amended Operating Budget for the Fiscal Year 2015/2016 that did not impact the budget totals:

<i>TOTAL OPERATING REVENUES</i>	<i>\$11,623,320</i>
<i>TOTAL OPERATING EXPENDITURES</i>	<i>\$10,923,320</i>
<i>NET TRANSFER TO CAPITAL</i>	<i>\$ 700,000</i>

BE IT FURTHER RESOLVED that the Board of Directors of the Mid-Peninsula Water District hereby approves an Amended Capital Budget for the Fiscal Year 2015/2016 in the amount of \$1,292,000 (from \$1,352,000).

BE IT FURTHER RESOLVED that as a result of the Amended Capital Budget the total amount of \$278,000 will be transferred to Capital Reserves (rather than \$218,000).

BE IT FURTHER RESOLVED that the Secretary of the District is hereby directed to forward certified copies of this Resolution and the amended budget documents to the County Clerk, the County Controller, and the County Treasurer of the County of San Mateo.

REGULARLY PASSED AND ADOPTED this 25th day of February 2016, by the following vote:

AYES:

NOES:

ABSENT:

President, Board of Directors

ATTEST:

District Secretary

MID-PENINSULA WATER DISTRICT
 PROPOSED AMENDED BUDGET FOR YEAR 2015-2106
 SUMMARY

Target YTD %
 58.3%

DESCRIPTION	FISCAL YEAR BUDGETED FY 2015-2016	PROJECTED BUDGET REVISIONS FY 2015/2016	PROJECTED FISCAL YEAR FY 2015-2016 BUDGETED	ACTUAL 7/1/2015-1/31/2016	ACTUAL/ (OVER) PROJECTED BUDGET	% OF PROJECTED BUDGET
OPERATING REVENUE						
WATER COMMODITY CHARGES	8,400,000		8,400,000	4,529,943	3,870,057	53.9%
FIXED SYSTEM CHARGES	2,443,780		2,443,780	1,418,861	1,024,919	58.1%
FIRE SERVICE CHARGES	14,400		14,400	8,515	5,885	59.1%
METER CHARGES	10,000		10,000	-	10,000	0.0%
SERVICE LINE & INSTALLATION CHARGES	25,000		25,000	38,396	(13,396)	153.6%
WATER SYSTEM CAPACITY CHARGES	200,000		200,000	37,500	162,500	18.8%
WATER DEMAND OFFSET CHARGES	10,000		10,000	4,868	5,132	48.7%
TEMPORARY CONSTRUCTION CONNECTION CHARGES	10,000		10,000	-	10,000	0.0%
MISCELLANEOUS CHARGES	10,000		10,000	5,428	4,572	54.3%
INTEREST REVENUE - LAIF	10,000		10,000	7,242	2,758	72.4%
LEASE OF PHYSICAL PROPERTY	245,140		245,140	102,321	142,819	41.7%
PROPERTY TAX REVENUE	245,000		245,000	186,184	58,816	76.0%
NEW CONSTRUCTION REVENUE	-		-	3,632	(3,632)	N/A
MISCELLANEOUS REVENUE	-		-	1,400	(1,400)	N/A
TOTAL OPERATING REVENUE	11,623,320	-	11,623,320	6,344,290	5,279,030	54.6%
OPERATING EXPENDITURES						
SALARIES & WAGES	1,653,300	(17,000)	1,636,300	888,735	747,565	54.3%
PAYROLL TAXES & BENEFITS	1,141,018	(1,000)	1,140,018	614,745	525,273	53.9%
PURCHASED WATER	5,062,000		5,062,000	2,722,200	2,339,800	53.8%
CUSTOMER CREDIT CARD SERVICE FEES	114,639	7,000	121,639	71,001	50,638	58.4%
OUTREACH & EDUCATION	130,000		130,000	80,692	49,308	62.1%
M&R - OPS SYSTEM	364,215	14,035	378,250	179,839	198,411	47.5%
M&R - FACILITIES & EQUIPMENT	123,600	6,100	129,700	64,311	65,389	49.6%
MAJOR MAINTENANCE	32,000		32,000	700	31,300	2.2%
OFFICE SUPPLIES & EQUIPMENT	207,486	(12,000)	195,486	92,101	103,385	47.1%
MEMBERSHIP & GOV FEES	173,900	37,000	210,900	116,815	94,085	55.4%
BAD DEBT & CLAIMS	37,000		37,000	7,585	29,415	20.5%
UTILITIES	340,333	(18,053)	322,280	159,979	162,301	49.6%
PROFESSIONAL SERVICES	568,567	(6,082)	562,485	250,364	312,121	44.5%
TRAINING/TRAVEL & RECRUITMENT	54,140	(10,000)	44,140	8,265	35,875	18.7%
RESTRICTED EARNINGS	(10,000)		(10,000)	(7,242)	(2,758)	72.4%
RESERVES	61,123		61,123	-	61,123	0.0%
DEPRECIATION	870,000		870,000	552,997	317,003	63.6%
TOTAL OPERATING EXPENDITURES	10,923,320	-	10,923,320	5,803,086	5,120,235	53.1%
OPERATING REVENUE LESS EXPENDITURES	700,000	-	700,000	541,204	158,796	77.3%
NET TRANSFERS TO CAPITAL	(700,000)	-	(700,000)	(541,204)	(158,796)	77.3%
NET RESULTS OF OPERATIONS	-	-	-	-	-	-

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MID PENINSULA WATER DISTRICT
 PROPOSED AMENDED BUDGET FOR YEAR 2015/2016

Target YTD %
 58.3%

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FISCAL YEAR BUDGETED	PROPOSED BUDGET REVISIONS FY2015/2016	PROJECTED FISCAL YEAR FY 2015-2016 BUDGETED	ACTUAL 7/1/2015-1/31/2016	ACTUAL/ (OVER) PROJECTED BUDGET)	Y-T-D % OF PROJECTED BUDGET
4010	WATER COMMODITY CHARGES	8,400,000		8,400,000	4,529,943	3,870,057	53.9%
4020	FIXED SYSTEM CHARGES	2,443,780		2,443,780	1,418,861	1,024,919	58.1%
4030	FIRE SERVICE CHARGES	14,400		14,400	8,515	5,885	59.1%
4040	METER CHARGES	10,000		10,000	-	10,000	0.0%
4050	SERVICE LINE & INSTALLATION CHARGES	25,000		25,000	38,396	(13,396)	153.6%
4060	WATER SYSTEM CAPACITY CHARGES	200,000		200,000	37,500	162,500	18.8%
4070	WATER DEMAND OFFSET CHARGES	10,000		10,000	4,868	5,132	48.7%
4080	TEMPORARY CONSTRUCTION CONNECTION CHA	10,000		10,000	-	10,000	0.0%
4090	MISCELLANEOUS CHARGES	10,000		10,000	5,428	4,572	54.3%
4102	Interest Revenue- LAIF	10,000		10,000	7,242	2,758	72.4%
4100	INTEREST REVENUE	10,000	-	10,000	7,242	2,758	72.4%
4201	Lease of Physical Property	245,140		245,140	102,321	142,819	41.7%
4202	Property Tax Revenue	245,000		245,000	186,184	58,816	76.0%
4203	New Construction Revenue (ELIMINATE IN 15/16)	-		-	3,632	(3,632)	N/A
4206	Miscellaneous Revenue	-		-	1,000	(1,000)	N/A
4208	Landscape Plan Permit Review	-		-	400	(400)	N/A
4200	OTHER REVENUE	490,140	-	490,140	293,537	196,603	59.9%
4000	TOTAL OPERATING REVENUE	11,623,320	-	11,623,320	6,344,290	5,279,030	54.6%
6011	Salaries & Wages	1,546,900		1,546,900	843,381	703,519	54.5%
6012	Director Compensation	11,000		11,000	4,200	6,800	38.2%
6010	GROSS REGULAR WAGES	1,557,900	-	1,557,900	847,581	710,319	54.4%

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MID PENINSULA WATER DISTRICT
 PROPOSED AMENDED BUDGET FOR YEAR 2015/2016

Target YTD %
 58.3%

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FISCAL YEAR BUDGETED	FY 2015-2016 BUDGETED	PROPOSED BUDGET REVISIONS FY 2015/2016	PROJECTED FISCAL YEAR FY 2015-2016 BUDGETED	ACTUAL 7/1/2015-1/31/2016	ACTUAL/ (OVER) PROJECTED BUDGET)	Y-T-D % OF PROJECTED BUDGET
6021	Overtime Labor	58,300	43,300	(15,000)	43,300	22,401	20,899	51.7%
6022	Standby Labor	37,100	35,100	(2,000)	35,100	18,753	16,347	53.4%
6020	SUB-TOTAL SALARY & WAGES	1,653,300	1,636,300	(17,000)	1,636,300	888,735	747,565	54.3%
6031	FICA/Medicare PR Tax	126,477	126,477		126,477	60,931	65,546	48.2%
6038	ACWA Health Care	310,272	310,272		310,272	176,915	133,358	57.0%
6039	ACWA Dental	29,991	29,991		29,991	15,745	14,247	52.5%
6040	ACWA Vision	4,223	4,223		4,223	2,581	1,642	61.1%
6041	ACWA Life/AD&D	4,035	4,035		4,035	2,510	1,525	62.2%
6042	Standard LDL/SDL Disability	9,953	9,953		9,953	5,267	4,685	52.9%
6043	Workers' Comp Insurance	48,000	48,000		48,000	22,679	25,321	47.2%
6044	Unemployment	1,000	1,000		1,000	-	1,000	0.0%
6045	CALPERS Retirement - ER 2%@55	250,706	245,706	(5,000)	245,706	116,771	128,936	47.5%
6046	Retirees' ACWA Health Care	54,400	54,400		54,400	33,585	20,815	61.7%
6047	Directors' ACWA Health Care	105,060	105,060		105,060	60,072	44,988	57.2%
6049	Medical Reimbursement	2,500	2,500		2,500	314	2,186	12.5%
6050	Employee Service Recognition	3,000	7,000	4,000	7,000	4,046	2,954	57.8%
6051	Safety Incentive Program	7,200	7,200		7,200	4,200	3,000	58.3%
6052	Uniforms	24,000	24,000		24,000	15,681	8,319	65.3%
6053	PARS OPEB Expense	160,200	160,200		160,200	93,450	66,750	58.3%
6030	SUB-TOTAL PAYROLL TAXES & BENEFITS	1,141,018	1,140,018	(1,000)	1,140,018	614,745	525,273	53.9%
6000	PERSONNEL COSTS	2,794,318	2,776,318	(18,000)	2,776,318	1,503,480	1,272,839	54.2%
6101	SFPUC Treated Water	4,600,000	4,600,000		4,600,000	2,407,266	2,192,734	52.3%
6102	BAWSCA (Debt Service Surcharges)	462,000	462,000		462,000	269,066	192,934	58.2%
6104	SFPUC Water Service Charge	-	-		-	45,868	(45,868)	N/A
6100	PURCHASED WATER	5,062,000	5,062,000	-	5,062,000	2,722,200	2,339,800	53.8%
6201	Customer Credit Card Service Fees	114,639	121,639	7,000	121,639	71,001	50,638	58.4%
6200	CUSTOMER CREDIT CARD SVS FEES	114,639	121,639	7,000	121,639	71,001	50,638	58.4%

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MID PENINSULA WATER DISTRICT
 PROPOSED AMENDED BUDGET FOR YEAR 2015/2016

Target YTD %
 58.3%

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FISCAL YEAR BUDGETED FY 2015-2016	PROPOSED BUDGET REVISIONS FY 2015/2016	PROJECTED FISCAL YEAR BUDGETED FY 2015-2016	ACTUAL 7/1/2015-1/31/2016	ACTUAL/ (OVER) PROJECTED BUDGET)	Y-T-D % OF PROJECTED BUDGET #REF!
6301	Water Conservation Program	25,000	(18,000)	7,000	3,852	3,148	55.0%
6302	School Conservation Program	15,000	(8,000)	7,000	4,116	2,884	58.8%
6303	Public Outreach & Education	40,000	(15,000)	25,000	14,515	10,485	58.1%
6305	HET (High Efficiency Toilet) Rebates	10,000	14,000	24,000	14,515	9,485	N/A
6306	Washing Machine Rebates	15,000	10,000	25,000	17,327	7,673	60.5%
6307	Lawn-Be-Gone Rebates	20,000	17,000	37,000	25,680	11,320	69.3%
6308	Rain Barrels Rebates	5,000		5,000	686	4,314	69.4%
6300	OUTREACH/EDUCATION	130,000	-	130,000	80,692	49,308	13.7%
6401	Water Quality	65,000		65,000	34,585	30,415	62.1%
6402	Pumping	25,750		25,750	13,446	12,304	53.2%
6403	Storage Tanks	5,150		5,150	2,544	2,606	52.2%
6404	Mains/Distribution	154,500		154,500	49,815	104,685	49.4%
6405	Meters & Service	77,250		77,250	48,274	28,976	32.2%
6406	Fire Hydrants	15,965	14,035	30,000	20,720	9,280	62.5%
6407	Regulator Stations	10,300		10,300	7,223	3,077	69.1%
6408	Safety	10,300		10,300	3,232	7,068	70.1%
6400	M&R - OPS SYSTEMS	364,215	14,035	378,250	179,839	198,411	31.4%
6501	M&R-Buildings&Grounds	61,800	9,200	71,000	41,618	29,382	47.5%
6502	M&R- Equipment&Tools	20,600	-	20,600	7,656	12,944	58.6%
6503	M&R- Vehicles & Large Equipment	10,300	-	10,300	2,482	7,818	37.2%
6504	M&R - Fuel	30,900	(3,100)	27,800	12,555	15,245	24.1%
6500	M&R - FACILITIES & EQUIPMENT	123,600	6,100	129,700	64,311	65,389	45.2%
6601	Cathodic Protection Survey	-		-	700	(700)	49.6%
6602	Leak Detection Survey	32,000		32,000	-	32,000	N/A
6600	MAIOR MAINTENANCE	32,000	-	32,000	700	31,300	0.0%
6701	Office Supplies	10,300	7,000	17,300	10,060	7,240	2.2%
6702	Insurance- Liability/Vehicles/Excess	85,000		85,000	39,895	45,105	58.2%
6703	Bank Service Fees	546		546	1	545	46.9%

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MID PENINSULA WATER DISTRICT

PROPOSED AMENDED BUDGET FOR YEAR 2015/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FISCAL YEAR BUDGETED FY 2015-2016	PROPOSED BUDGET REVISIONS FY 2015/2016	PROJECTED FISCAL YEAR BUDGETED FY 2015-2016	ACTUAL 7/1/2015-1/31/2016	ACTUAL/ (OVER) PROJECTED BUDGET	Y-T-D % OF PROJECTED BUDGET	Target YTD %
6704	Postage	5,150	(2,000)	3,150	378	2,772	12.0%	58.3%
6705	Printing/Print Supplies	24,710	(12,000)	12,710	7,315	5,395	57.6%	
6706	Equipment Services/Maintenance	55,000		55,000	27,909	27,091	50.7%	
6707	Computer Supplies & Upgrades	11,330		11,330	5,557	5,773	49.0%	
6708	Security & Safety	15,450	(5,000)	10,450	985	9,465	9.4%	
6709	Other Fees	-		-	-	-	N/A	
6700	OFFICE SUPPLIES & EQUIP	207,486	(12,000)	195,486	92,101	103,385	47.1%	
6801	Dues & Publications	41,200	(3,000)	38,200	20,120	18,080	52.7%	
6802	Gov't Fees & Licenses	30,000	41,000	71,000	41,347	29,653	58.2%	
6803	BAWSCA Membership Assessments	61,800	5,000	66,800	39,248	27,552	58.8%	
6804	Env Health - Cross Connection Inspection	30,900	(1,000)	29,900	16,100	13,800	53.8%	
6805	Software Licenses	10,000	(5,000)	5,000	-	5,000	0.0%	
6800	MEMBERSHIP & GOV FEES	173,900	37,000	210,900	116,815	94,085	55.4%	
6901	Bad Debt	7,000		7,000	3,598	3,402	51.4%	
6902	Claims	30,000		30,000	3,987	26,013	13.3%	
6900	BAD DEBT & CLAIMS	37,000	-	37,000	7,585	29,415	20.5%	
7001	Utilities-Internet/Cable	4,244	3,000	7,244	4,256	2,987	58.8%	
7002	Utilities-Cellular Telephones	14,853	(3,353)	11,500	5,950	5,550	51.7%	
7003	Utilities-Electric-Pumping	275,834	(20,000)	255,834	122,456	133,378	47.9%	
7004	Utilities-Electric-Bldgs&Grounds	24,401	(1,000)	23,401	13,538	9,863	57.9%	
7005	Utilities-Telephones	13,792	3,300	17,092	9,976	7,116	58.4%	
7006	Utilities-Sewer - NPDES	7,210		7,210	3,804	3,406	52.8%	
7000	UTILITIES	340,333	(18,053)	322,280	159,979	162,301	49.6%	
7101	Prof Serv - District Counsel	106,000	(8,000)	98,000	53,228	44,772	54.3%	
7102	Prof Serv - District Engineer	100,000	51,000	151,000	67,088	83,912	44.4%	
7103	Prof Serv - IT	25,194	(6,000)	19,194	11,189	8,004	58.3%	
7104	Prof Serv- Annual Finance Audit	20,000		20,000	18,000	2,000	90.0%	
7105	Prof Serv - Mngmt Consult	-		-	-	-	N/A	
7106	Prof Serv- Accounting & Payroll	17,510	3,500	21,010	12,272	8,738	58.4%	
7107	Prof Serv- Customer Billing	70,040		70,040	39,135	30,905	55.9%	

MID PENINSULA WATER DISTRICT
 PROPOSED AMENDED BUDGET FOR YEAR 2015/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FISCAL YEAR BUDGETED	FY 2015-2016 BUDGETED	PROPOSED BUDGET REVISIONS FY 2015/2016	PROJECTED FISCAL YEAR BUDGETED	ACTUAL 7/1/2015-1/31/2016	ACTUAL/PROJECTED (OVER) BUDGET	Y-T-D % OF PROJECTED BUDGET	Target YTD %
7108	Prof Serv- Recruiting	-	-	-	-	-	-	N/A	58.3%
7109	Prof Serv - Answering Svs	4,223	4,223		4,223	4	4,219	0.1%	
7110	Prof Serv - Miscellaneous	222,000	(46,582)	175,418	175,418	47,648	127,770	27.2%	
7111	Prof Serv - District Treasurer	3,600		3,600	3,600	1,800	1,800	50.0%	
7100	PROFESSIONAL SERVICES	568,567	(6,082)	562,485	562,485	250,364	312,121	44.5%	
7201	Director Travel	6,180		6,180	6,180	-	6,180	0.0%	
7202	Director Expense	2,060		2,060	2,060	87	1,973	4.2%	
7203	Elections	15,000	(10,000)	5,000	5,000	-	5,000	0.0%	
7204	Employee Travel/Training	25,750		25,750	25,750	6,114	19,636	23.7%	
7205	Meetings Expense	5,150		5,150	5,150	2,065	3,085	40.1%	
7200	TRAINING & TRAVEL	54,140	(10,000)	44,140	44,140	8,265	35,875	18.7%	
7302	Restricted Earnings Expense - Interest LAIF	(10,000)		(10,000)	(10,000)	(7,242)	(2,758)	72.4%	
7300	RESTRICTED EARNINGS EXPENSE	(10,000)	-	(10,000)	(10,000)	(7,242)	(2,758)	72.4%	
8001	Working Reserves: Capital	-		-	-	-	-	N/A	
8002	Working Reserves: Operating	61,123		61,123	61,123	-	61,123	0.0%	
8000	RESERVES	61,123		61,123	61,123	-	61,123	0.0%	
9010	DEPRECIATION	870,000		870,000	870,000	552,997	317,003	63.6%	
SUB-TOTAL - OPERATING EXPENSES		8,129,002	18,000	8,147,002	8,147,002	4,299,606	3,847,396	52.8%	
TOTAL OPERATING EXPENSES		10,923,320	-	10,923,320	10,923,320	5,803,086	5,120,235	53.1%	
NET OPERATING SURPLUS/(LOSS) TRANSFER TO CAPITAL		700,000	-	700,000	700,000	541,204	158,796	77.3%	

MID-PENINSULA WATER DISTRICT
 PROPOSED AMENDED BUDGET FOR FY 2015-2016
 CAPITAL OUTLAY/CAPITAL PROJECTS

Target YTD %
58.3%

DESCRIPTION	FISCAL YEAR BUDGETED FY 2015-2016	PROJECTED BUDGET REVISIONS FY2015/2016	PROJECTED FISCAL YEAR FY 2015-2016 BUDGETED	ACTUAL 7/1/2015 1/31/2016	REMAINING BALANCE/ (OVER PROJECTED BUDGET)	Y-T-D % OF PROJECTED BUDGET
CAPITAL IMPROVEMENTS - WORK IN PROCESS (WIP)						
AMI Meter Change Out Program	400,000		400,000	376,464	23,536	94.1%
Karen Road Water Main Replacement - CIP	100,000		100,000	11,496	88,504	11.5%
Hallmark Tank Structural and Seismic Retrofit - CIP	55,000		55,000	27,652	27,348	50.3%
Dekoven Tanks Structural and Seismic Retrofit - CIP	55,000		55,000	32,508	22,492	59.1%
Folger Pump Station Demolition - CIP	50,000		50,000	18,976	31,025	38.0%
Buckland Tank Replacement Project - CIP	46,000		46,000	23,310	22,690	50.7%
Alameda de las Pulgas Water Main Replacement Project - CIP	30,000		30,000	30,505	(505)	101.7%
CAPITAL IMPROVEMENTS - WIP TOTAL	736,000	0	736,000	520,910	215,090	70.8%
CAPITAL OUTLAY						
SCADA Replacement Project	171,000	(130,000)	41,000	22,552	18,448	13.2%
Financial Management System (FMS) - Comprehensive Replacement	145,000		145,000	58,684	86,316	40.5%
Fleet Replacement: Vehicles in Operations	125,000		125,000	-	125,000	0.0%
Implementation of Sensus Consumer Portal	-	70,000	70,000	-	70,000	N/A
Tunnels Motor Emergency Replacement	60,000		60,000	-	60,000	0.0%
Dairy Lane Wiring/Cabling	40,000		40,000	31,601	8,399	79.0%
Replacement Printer/Copier/Scanner	25,000		25,000	21,289	3,711	85.2%
Miscellaneous Capital Outlay/Projects	50,000		50,000	12,736	37,264	25.5%
CAPITAL OUTLAY TOTAL	616,000	(60,000)	556,000	146,861	469,139	23.8%
CAPITAL IMPROVEMENTS & CAPITAL OUTLAY TOTAL	1,352,000	(60,000)	1,292,000	667,771	684,229	49.4%
DEPRECIATION	870,000	-	870,000	552,997	317,003	63.6%
TRANSFER FROM OPS	700,000	-	700,000	541,204	158,796	77.3%
TRANSFER (TO)/FROM CAPITAL RESERVES	(218,000)	(60,000)	(278,000)	(426,430)	148,430	195.6%
CAPITAL OUTLAY/CAPITAL PROJECTS	(1,352,000)	60,000	(1,292,000)	(667,771)	(624,229)	49.4%
NET RESULTS OF CAPITAL	-	-	0	0	(0)	N/A



AGENDA ITEM NO. 8.D.

DATE: February 25, 2016
TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager
Joubin Pakpour, PE, District Engineer *mm*

SUBJECT: RECEIVE PRESENTATION ON MPWD WATER STORAGE ANALYSIS

RECOMMENDATION

Receive the water storage analysis prepared by the District Engineer at the request of the General Manager.

FISCAL IMPACT

None.

BACKGROUND

Twenty years ago the State Department of Public Health (CDPH) reviewed the supply and storage capacities of each of the members of the Bay Area Water Supply and Conservation Agency (BAWSCA) with an eye on each agency having sufficient storage capacity, seven day average demand plus residential fire flow, in the event of a natural disaster such as an earthquake. The San Francisco Public Utilities Commission (SFPUC) who provides most all of the potable water to BAWSCA members responded by embarking on multi-billion capital improvement program known as the Water System Improvement Program (WSIP). The WSIP still has about three years of work before it is completed. One goal of the WSIP is to improve the reliability of service levels following an earthquake such that 70% of the Hetch-Hetchy customer water turnouts would be back in service within 24 hours with the remaining 30% of the turnouts providing winter demand within 30 days.

The District relies solely on SFPUC water, which is conveyed to District storage tanks. The District operates and maintains 11 storage tanks with a total storage capacity of 13.6 million gallons. For the analysis, water records from calendar year 2013 were used.

DISCUSSION

The District Engineer was asked to calculate the number of days of District storage capacity when taking into consideration typical customer demand and fire suppression needs in the event of a natural disaster and a disruption to the District's sole water supply from the San Francisco Public Utility Commission (SFPUC) system. Over his seven page analysis, he provides context and then methodically, using potable water system engineering principles, determines that the District given its current system configuration has about three days of water storage capacity during the winter and slightly more than two days water storage capacity during the summer.

He makes three recommendations to the District:

1. Communicate with and educate District customers so that they will turn-off their outdoor irrigation systems following a natural disaster to conserve water for health and safety.
2. Modify operations in such a manner to increase the water storage capacity of the Hersom Tank (The Hersom and Exbourne Tanks operate in Zone 2, have the same tank height, but a six-foot elevation difference impede the full use of the Hersom Tank).
3. The District continues to pursue water storage facilities as a capital improvement goal.

Attachment: Mid-Peninsula Water District Storage Analysis

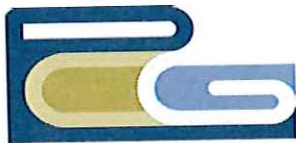
BOARD ACTION: APPROVED:____ DENIED:____ POSTPONED:____ STAFF DIRECTION:____
UNANIMOUS____ ZUCCA____ WARDEN____ STUEBING____ VELLA____ LINVILL____

Mid-Peninsula Water District Storage Analysis

PREPARED AT THE REQUEST OF THE
MID-PENINSULA WATER DISTRICT
SAN MATEO COUNTY, CALIFORNIA

February 12, 2016

Prepared By:



Pakpour Consulting Group

5776 Stoneridge Mall Road, Suite 320
Pleasanton, CA 94588
(925) 224-7717
www.pcgengr.com

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1.0 Background

In 1995 the California Department of Health Services, now the California Department of Public Health (CDPH) reviewed the supply and storage capacities of each member of the 28 member Bay Area Water Supply and Conservation Agency (BAWSCA), of which Mid-Peninsula Water District (District) is a member. These member agencies receive all or part of their water supply from the San Francisco Public Utility Commission's (SFPUC) Hetch Hetchy System (HH). The District receives 100% of its supply from HH.

CDPH strongly recommended BAWSCA members add storage facilities of sufficient capacity to accommodate seven days of average day demand (plus residential fire flow storage) without the benefit of source recharge. The basis for this CDPH recommendation is the ever-present potential for supply disruption from HH to the District from events such as earthquakes.

In 2004 the SFPUC embarked on a multi-billion dollar upgrade of the HH. The Water System Improvement Program (WSIP) is slated for completion in 2019. The level of service goals for the project is to have 70% of all HH turnouts restored within 24 hours of a major seismic event and the remaining turnouts able to deliver winter day demands within 30 days.

2.0 Purpose

At the request of the General Manager *Pakpour Consulting Group* analyzed the District's current storage facilities and water demands to calculate the number of days of available storage without any additional supply from SFPUC. This memo is intended to evaluate storage given relative customer water demand to determine strengths and weaknesses during different seasons as well as in an emergency. This document will also suggest optimal water storage given no physical or fiscal restraints to illustrate where we stand versus the "clean sheet of paper" design. Given these obvious restraints, opportunities will be presented to consider for future Capital Improvements Projects.

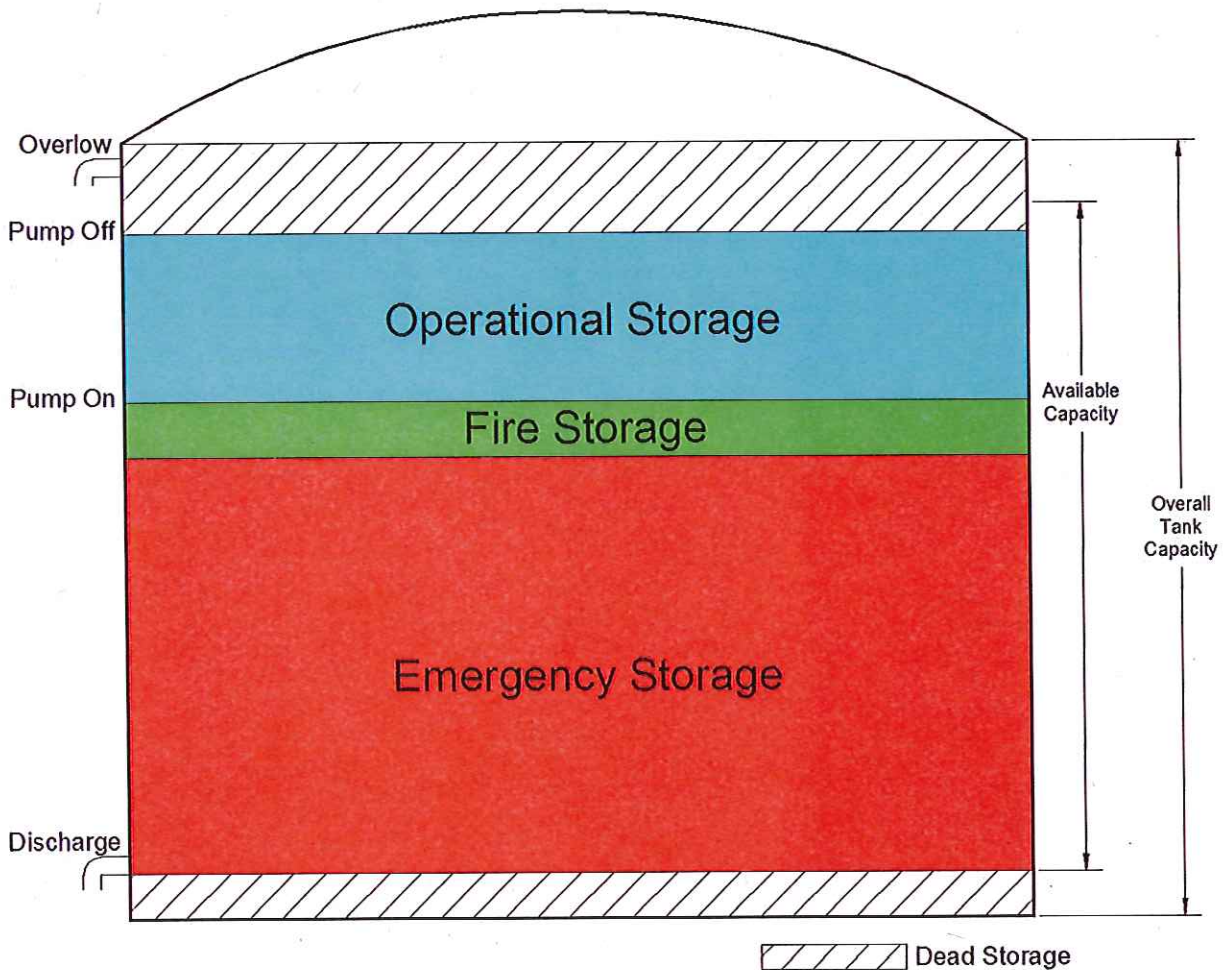
3.0 Abbreviations and Conversions

ccf = 100 cubic feet, 1 unit of water, 748 gallons
gpd = gallons per day
gpm = gallons per minute
MG = million gallons
SFPUC = San Francisco Public Utility Commission
HH – Hetch Hetchy System
BAWSCA = Bay Area Water Supply and Conservation Agency
CDPH = California Department of Public Health

4.0 Storage Definitions & Schematic

- **Total Capacity** – the maximum volume of water the tank can hold.
- **Available Capacity** – the volume of water between the discharge to 6-inches below the overflow.
- **Fire Reserve Storage** – the volume of water necessary to provide 1,500 gpm for 2 hours as required by the Belmont Fire Department.
- **Operational (Equalization) Storage** – the volume of water required to meet system demands during normal District operations.
- **Emergency Storage** – the volume of water used during events such as pipeline failures, equipment failures, power outages, or natural disasters such as earthquakes.
- **Dead Storage** – the volume of water or area within the tank that cannot be used due to its location below the outlet. The sum of water volume from the discharge elevation to base of tank plus the volume from the top of the tank to one foot below the overflow elevation.

Figure 4.1 – Storage Tank Schematic



5.0 Current District Storage

The District currently has 11 tanks ranging in size from 100,000 to 3,000,000 gallons for an overall storage capacity of 13,600,000 gallons. However, the actual available storage capacity of the tanks may be slightly less due to the locations of the overflow and discharge pipes within each tank as detailed below.

Table 1 – Storage Capacity by Tank

Tank	Pressure Zone	Volume per foot (GAL)	Total Capacity (GAL)	Available Summer Capacity (GAL)	Available Winter Capacity (GAL)
Hersom *	2	37,500	1,620,000	1,200,000	1,200,000
Exbourne #1	2	25,500	1,020,000	960,000	960,000
Exbourne #2 **	2	37,500	1,500,000	1,410,000	0
Dekoven #1	3	16,000	760,000	710,000	710,000
Dekoven #2 **	3	21,000	1,020,000	950,000	0
Buckland #1	5	5,500	110,000	90,000	90,000
Buckland #2	5	5,500	110,000	90,000	90,000
West Belmont #1	7	18,500	850,000	770,000	770,000
West Belmont #2	7	18,500	850,000	770,000	770,000
Hallmark #1	8	115,000	2,880,000	2,300,000	2,300,000
Hallmark #2	8	115,000	2,880,000	2,300,000	2,300,000
Total:		415,500	13,600,000	11,550,000	9,190,000

* Hersom Tank is controlled by the tank levels in Exbourne Tanks. The base elevation at Hersom Tank is 6 feet higher than Exbourne Tanks. Both Hersom and Exbourne Tanks are 43 feet tall. The combination of the higher base elevation and floating off Exbourne Tanks results in more dead storage in Hersom Tanks.

** Exbourne Tank #2 and Dekoven Tank #2 were taken out of operation during the low demand winter months.

Table 2 – Storage Capacity by Zone

Pressure Zone	Total Capacity (GAL)	Available Capacity (GAL)	Volume per foot (GAL)
2	4,140,000	3,600,000	100,500
3	1,780,000	1,660,000	37,000
5	220,000	180,000	11,000
7	1,700,000	1,540,000	37,000
8	5,760,000	4,600,000	230,000
Total:	13,600,000	11,580,000	415,500

6.0 Overall Distribution System – Usage Analysis

We used District water records for Calendar Year 2013 (CY13) as a basis for developing current water requirements. Data provided by the District shows total water usage for CY13 – Overall System Storage was 1,382,973 ccf (1,034.5 MG) or 2,834,147 gpd (1,986 gpm) as detailed below:

Table 3 – Overall System Monthly Usage

Month (2013)	Usage (ccf)								
	Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8	Total
January	26,044	25,144	15,749	815	946	229	5,252	5,693	79,872
February	24,940	24,238	14,898	899	1,012	279	5,427	5,677	77,370
March	27,842	26,871	16,536	976	1,102	303	6,108	6,607	86,345
April	31,060	30,917	18,809	1,109	1,433	386	7,598	8,548	99,860
May	40,254	39,865	23,447	1,589	2,036	509	11,428	13,379	132,507
June	42,249	43,875	26,974	1,680	2,260	555	11,333	14,463	143,389
July	40,569	46,102	27,739	1,773	2,249	558	11,255	15,130	145,375
August	42,717	46,250	27,124	1,719	2,315	570	11,911	14,206	146,812
September	39,106	42,289	26,538	1,674	2,375	549	11,263	13,703	137,497
October	37,339	40,752	23,044	1,421	1,984	454	10,032	12,349	127,375
November	33,358	36,930	23,733	1,368	1,790	427	8,155	9,879	115,640
December	26,954	29,692	18,737	1,064	1,287	302	6,297	6,598	90,931
Total:	412,432	432,925	263,328	16,087	20,789	5,121	106,059	126,232	1,382,973

Note: Monthly usage is based on meter readings. Zone 9 is included in Zone 3 in the District's billing system.

Overall System maximum monthly usage occurred in August 2013, amounting to 146,812 ccf (109.8 MG) or 3,542,431 gpd (2,460 gpm). In a typical water system the maximum daily demand is approximately 125 percent of the average daily demand in the maximum month. Applying this factor to the August 2013 data, results in an estimated Overall System maximum daily usage of 4,428,039 gpd (3,075 gpm).

Overall System minimum monthly usage occurred in February 2013, amounting to 77,370 ccf (57.9 MG) or 2,066,884 gpd (1,435 gpm). No adjustments were made to minimum month usage.

For this report we used the following rounded usage estimates for:

Average Daily Usage - Annual	2,834,000 gpd
Average Daily Usage – Min Month (February 2013)	2,067,000 gpd
Average Daily Usage – Max Month (August 2013)	3,542,000 gpd
Maximum Daily Usage – Max Month (August 2013)	4,428,000 gpd

7.0 Fire Storage

One of the three components of the available capacity is fire storage. The Belmont Fire Department has previously stated the minimum requirement for fire flows is 1,500 gpm for 120 minutes. AWWA and the fire department do not define the fire flow rate per zone or district wide. Some water districts assume 1,500 gpm for 120 minutes for each zone while some water districts assume 1,500 gpm for 120 minutes for the entire district.

Since there are 8 zones district wide, we assumed concurrent fires to occur in half of the zones for a total of four zones. This equates to a fire reserve of 1,500 gpm x 120 minutes x 4 zones = 720,000 gallons.

8.0 Overall Distribution System – Storage Analysis

Maximum Usage Month (Actual Operations as of Summer 2015)

Total Available Capacity =	11,590,000 gallons
Fire Reserve = 4 zones x (1,500 gpm) x (120 minutes) =	<720,000 gallons>
Operational Storage:	

<u>Tank</u>	<u>Start/Stop</u>	<u>Operational Storage</u>
Hersom	(15/23) *	<300,000 gallons>
Exbourne #1	(22/32) *	<255,000 gallons>
Exbourne #2	(22/32) *	<375,000 gallons>
Dekoven #1	(21/31)	<160,000 gallons>
Dekoven #2	(21/31)	<210,000 gallons>
Buckland #1	(10/16)	< 33,000 gallons>
Buckland #2	(10/16)	< 33,000 gallons>
West Belmont #1	(21/31)	<185,000 gallons>
West Belmont #2	(21/31)	<185,000 gallons>
Hallmark #1	(10/16)	<690,000 gallons>
Hallmark #2	(10/16)	<690,000 gallons>
Operational Storage (Total) =		<3,116,000 gallons>
Total Available Emergency Storage =		7,714,000 gallons
Days of Storage (7,714,000 gallons / 3,542,000 gpd) =		2.2 days

* Exbourne Tank controls pumping start and stop

Minimum Usage Month (Actual Operations)

Total Available Capacity = 9,190,000 gallons
 Fire Reserve = 4 zones x (1,500 gpm) x (120 minutes) = <720,000 gallons>
 Operational Storage:

Tank	Start/Stop	Operational Storage
Hersom	(15/23) *	<300,000 gallons>
Exbourne #1	(22/32) *	<255,000 gallons>
Exbourne #2 **	(22/32) *	<0 gallons>
Dekoven #1	(21/31)	<160,000 gallons>
Dekoven #2 **	(21/31)	<0 gallons>
Buckland #1	(10/16)	< 33,000 gallons>
Buckland #2	(10/16)	< 33,000 gallons>
West Belmont #1	(21/31)	<185,000 gallons>
West Belmont #2	(21/31)	<185,000 gallons>
Hallmark #1	(10/16)	<690,000 gallons>
Hallmark #2	(10/16)	<690,000 gallons>
Operational Storage (Total) =		<2,531,000 gallons>
Total Available Emergency Storage =		5,939,000 gallons
Days of Storage (5,939,000 gallons / 2,067,000 gpd) =		2.9 days

* Exbourne Tank controls pumping start and stop

** Exbourne Tank #2 and Dekoven Tank #2 were taken out of operation during the low demand winter months.

9.0 Conclusion and Recommendation

The number of days of storage available to the District, should a catastrophic event disrupt its Hetch Hetchy supply, is approximately 2.2 days in the summer based on summer demands and 2.9 days in the winter based on winter demands. It is safe to assume after a catastrophic event, District customers would decrease water usage by turning off irrigation to landscaping. However this may take a few days as many customers in the District may not know how to turn off their irrigation thereby depleting the District's available water.

The District is undertaking several capital improvement projects to increase the utilization of its current storage facilities. Our recommendations listed below incorporate several projects already under consideration by the District.

1. **Public notification and education before and after a catastrophic event.** Should an event occur during the summer months the District has only 2.2 days of available storage. It is imperative to educate District customers to conserve water after an event. We recommend ongoing newsletter articles and workshops to prepare customers for what they may expect after an event. Workshops can be in conjunction with PG&E and the City of Belmont and increase the District's exposure to its customers. In addition the District should have a plan in place to notify customers to conserve water after an event.
2. **Increase utilization of Hersom Tank.** Due to tank elevations and pump controls at Exbourne Tanks, Hersom Tank is 75% utilized when it is in service. Additional valve analysis will be required on filling Hersom Tank to its capacity by stopping flows to Exbourne Tanks when full. Utilizing 100% of Hersom Tank's 1.6 MG will increase the Districts' total available storage by 3% from 11.55 to 11.89 MG. An additional 0.1 days of storage will also be available under a maximum day demand.
3. **Additional storage facilities.** The District should continue to pursue any potential storage facilities as a long term capital improvement goal after current storage facilities are fully utilized.



TO: Board of Directors
 FROM: Tammy A. Rudock
 General Manager
 DATE: February 25, 2016

MANAGER'S REPORT

FOLLOW-UP FROM 01/21/16 SPECIAL AND 01/28/15 REGULAR BOARD MEETINGS

- ✓ Created new format for 2016 Strategic Plan documents and reviewed them with President Zucca, staff, and Julie Brown.
- ✓ Published legal notice regarding Ordinance 115 Adopting MPWD Water Efficient Landscaping Ordinance, effective February 1, 2016.

PERSONNEL MANUAL UPDATE

The working DRAFT is under its final internal review. The schedule was pushed back one month and revised as follows:

TASK	TARGET DATE
DRAFT to ACWA/JPIA and District Counsel	02/24/16
DRAFT to MPWD Employees Association for review	03/24/16
Meet and confer with MPWD Employees Association	04/21/16
Complete FINAL DRAFT	05/13/16
Final Legal Review	05/20/16
Initial presentation for Board consideration and input	05/26/16
Final presentation for Board approval	06/23/16

MISCELLANEOUS FEES PROJECT UPDATE

Staff will regroup with Bartle Wells soon. We have had internal discussions about timing the implementation of new fees once the new financial management system is implemented.

MPWD ANNUAL "STATE OF THE DISTRICT" ADDRESS

Staff met with the Belmont Chamber of Commerce regarding coordination and planning for the MPWD's first annual "State of the District" address. A tentative date of Wednesday, April 27, 2016, is proposed. More discussion will follow at the Board meeting.

MEETINGS

DATE	EVENT
January 28 th	<p>Participated in 2015 UWMP progress meeting.</p> <p>Attended development progress and coordination meeting with City of Belmont Community Development and Public Works staff.</p> <p>Attended safety session with staff and facilitated GM rap session.</p>
February 4 th	<p>Attended BAWSCA Water Management meeting in Foster City.</p> <p>Attended HIA meeting in Belmont.</p>
February 10 th	<p>Attended Sensus customer portal demonstration.</p> <p>Attended Belmont's "State of the City" address.</p>
February 11 th	<p>Kickoff meeting with Wulff Hansen & Company representatives regarding CIP financing.</p> <p>Attended safety session with staff and facilitated GM rap session.</p>
February 12 th	<p>Met with District Engineer and Operations team regarding final review of Alameda de las Pulgas water main replacement plans, pre-design of Karen Road, water storage analysis, and other projects.</p> <p>Met with Board President for agenda review.</p>
February 17 th	<p>Met with Belmont Chamber of Commerce regarding MPWD plans for first annual "State of the District" address.</p> <p>Met with engineer regarding conceptual ideas and construction estimate for Dairy Lane rehabilitation.</p>
February 18 th	<p>Attended annual SFPUC GM meeting with wholesale customers in Millbrae.</p> <p>Attended Commute.org workshop in Foster City.</p>

DATE	EVENT
February 19 th	Hosted ACWA Board President Kathy Tiegs at MPWD for "meet and greet" with local water districts. Participated in 2015 UWMP progress meeting.

UPCOMING MEETINGS/EVENTS

BAWSCA Water Management Meeting (Foster City) – March 3, 2016

HIA Meeting (Belmont) – March 3, 2016

Water Education Foundation's 33rd Annual Executive Briefing "*Defining the New Normal*" (Sacramento) – March 17, 2016

ACWA/JPIA Spring Conference & Exhibition (Monterey) – May 2-6, 2016

CSDA Special Districts Legislative Days (Sacramento) – May 17-18, 2016

ACWA/JPIA Fall Conference & Exhibition (Anaheim) – November 28, 2016 – December 2, 2016



TO: Board of Directors

FROM: Candy Pina

DATE: February 25, 2016

ADMINISTRATIVE SERVICES MANAGER'S REPORT

CONFERENCES, TRAINING, & MEETINGS:

- 1) Jeanette Kalabolas: 01/28/2016 – BAWSCA Urban Water Management Plan (UWMP) Information Review and Tier 2 Drip with SFPUC
- 2) Jeanette Kalabolas/Laura Ravella/Candy Pina: 02/10/16 – Sensus Meeting
- 3) Tammy Rudock/Rene Ramirez/Candy Pina: 02/11/16 – CIP Debt Financing Kick-Off Meeting with Wulff Hansen
- 4) Tammy Rudock/Rene Ramirez/Candy Pina: 02/17/16 – Meeting with Bahram Mozayeny regarding "Dairy Lane Rehab"
- 5) Laura Ravella: 02/18/16 – "Increasing Your Personal Productivity" webinar
- 6) Tammy Rudock/Candy Pina: 02/18/16 – "Reimagine the Commute" with Commute.org
- 7) Tammy Rudock/Rene Ramirez/Candy Pina: 02/19/16 – MPWD Hosted "ACWA Meet & Greet" meeting
- 8) Jeanette Kalabolas: 02/19/16 – "URMP Status" Meeting
- 9) Tammy Rudock/Rene Ramirez/Candy Pina: 2/22/16 - "CIP Debt Financing" Meeting with Wulff Hansen
- 10) Candy Pina: 02/24/16 – "Paying for Capital Projects Utilizing Debt" Webinar through CSDA
- 11) Tammy Rudock/Candy Pina: 02/25/16 – "Belmont Chamber of Commerce" Board meeting

FINANCIAL REPORTING:

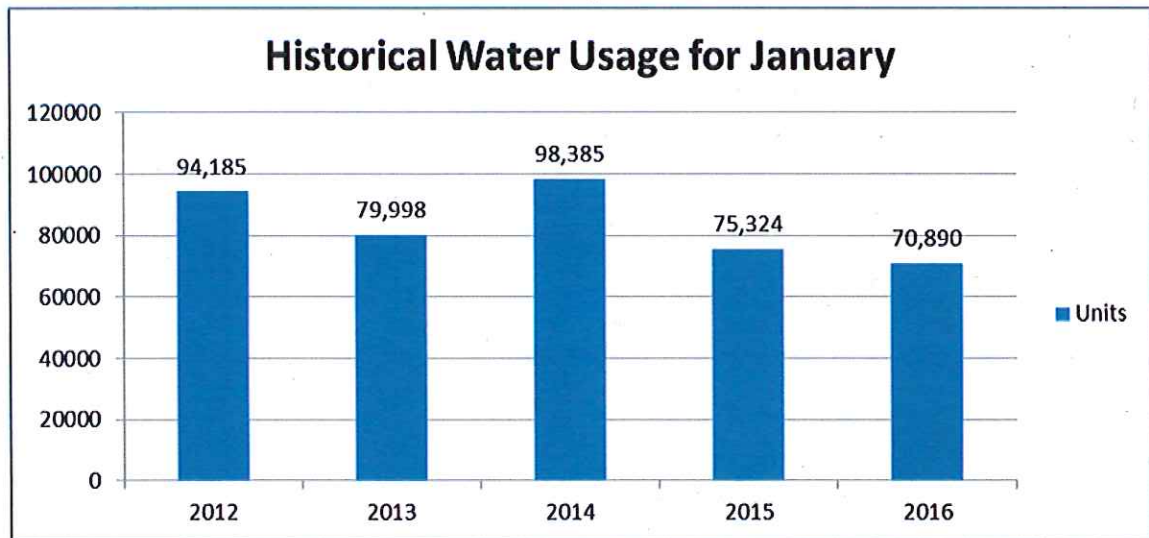
1) Schedule of Cash and Investments:

SCHEDULE OF CASH AND INVESTMENTS		
CASH ACCOUNT	BALANCE @ 01/31/16	BALANCE 02/17/16
PETTY CASH	400	400
CASH DRAWER	200	200
WELLS FARGO CHECKING	\$ 61,860	\$ 165,382
LAIF	\$ 3,795,326	\$ 3,795,326
TOTAL	\$ 3,857,786	\$ 3,961,308

Month End Balance of PARS/OPEB for December 2015 (January 2015 reports not yet received): \$526,008.30. A contribution of \$40,050.00 and an overall decrease in Net Earnings of \$5,596.07 was reported.

2) Water Revenue Report:

WATER REVENUES for FISCAL YEAR 2015/2016					
Month	Total Units	Water Commodity Charges	Fixed System Charges	Total Water Revenues	Misc Rev
JUL	102,202	655,215.69	174,717.33	829,933.02	1,223.75
AUG	104,096	788,694.37	206,692.18	995,386.55	1,217.50
SEP	101,546	767,490.00	206,247.53	973,737.53	1,213.75
OCT	95,095	715,010.00	206,496.89	921,506.89	1,218.88
NOV	81,298	601,597.16	205,707.83	807,304.99	1,220.00
DEC	67,438	489,420.00	205,756.47	695,176.47	1,198.75
JAN	70,890	517,269.00	206,075.93	723,344.93	1,223.75
TOTAL	622,565	4,534,696.22	1,411,694.16	5,946,390.38	8,516.38



TEAM BUILDING ACTIVITIES:

1. Taco Tuesday Potluck was on February 23rd, and we continue to celebrate birthdays.



TO: Board of Directors

FROM: Rene A. Ramirez, Operations Manager *RAM*

DATE: February 25, 2016

OPERATIONS REPORT – January 2016

Projects:

- AMI: Emphasis has been placed on installing meters with routine maintenance having been completed in past months. The latest staff work efforts indicate a total of 440 AMI meters have been installed in Zone 1 with another 72 left to install, but these remaining meters will be the toughest because they are larger meters with most requiring a by-pass (for future calibration/testing) that is not there now. Staff continues to accommodate the customer's needs before and after the new meter is installed;
- Replaced service at 1717 Notre Dame;
- Repaved and carried out concrete work related to past water leaks on Notre Dame, Lassen and All View;
- Continuation of field coordination with the City of Belmont's sewer project contractor; and
- The biannual leak survey continues. Subtronic has completed their work in Zones 3, 4, 5, 6, 7 and 8, and is nearing completion in Zone 2. To date, they have confirmed leaks at 8 residences and 1 irrigation service. These 9 leaks were all on the customer side of the service. So far, only 1 leak has been found on the District side of a residential meter. Their efforts have slowed somewhat due to the rain, which interferes with the sensitive audio equipment used to listen for leaks. As an aside, two representatives from the Purissima Hills Water District requested of staff and we obliged them with a field demonstration by Subtronic. It happened to be at an address with a leak on the customer side, which allowed them to see and listen how the sensitive audio equipment worked.

Maintenance:

- With many routine maintenance tasks having been caught up, most efforts have been in support of AMI meter installations;
- Responded to and completed 131 USA (underground service alerts) requests and identified infrastructure;

- Continued to perform normal maintenance and exercised water system pressure regulating valves;
- East Dekoven Tank in Zone 2 remains out of service until spring;
- Repaired leaking fire hydrant on Old County Road;
- Forty-four water samples for bacteriological testing – all samples were normal and showed no signs of coliform bacteria;
- Water system dead-ends continue to be monitored for disinfectant residual, and where needed, we flowed water into landscapes, street sweepers or sewer flushing trucks versus monitoring for discharge into the storm water systems to improve water quality;
- Staff planned, worked with customers and Belmont public safety to effect the flushing of a segment of the distribution system in the Civic Lane area, a commercial area, with complaints of rusty-colored water. To meet our customer's needs, staff carried out the flushing from 3:00 to 6:00 a.m.; and
- Monitoring for signs of nitrification within our tanks continues as a part of regular water quality monitoring.

System Repairs:

Location	Event	Material	Installation Date	Estimated Water Loss (Gals.)
1145 Lassen	Main Break - Ring	CIP	1957	4,500

Development:

- Staff is currently working with developers on seven (7) development projects located at:
 - o 576-600 El Camino Real – currently reviewing their plans;
 - o 400-490 El Camino Real – there is nothing to report out at this time;
 - o 1401 Shoreway Road – their plans are in good shape. We are awaiting payment of their fees;
 - o 1201 Shoreway Road – there is nothing to report out at this time;
 - o 360-380 Industrial Road – service installations are complete; awaiting a quote from the on-site contractor for sidewalk restoration;
 - o 2177 Carlmont Avenue – staff drafting letter to the developer outlining the installation fees and charges for the project;
 - o 2113 Coronet – we awaiting payment of installation fees; and
 - o 2828 Monte Cresta – awaiting payment of installation fees.

Administration:

- Ops Staff meetings held during month;
- Completed several annual staff evaluations;

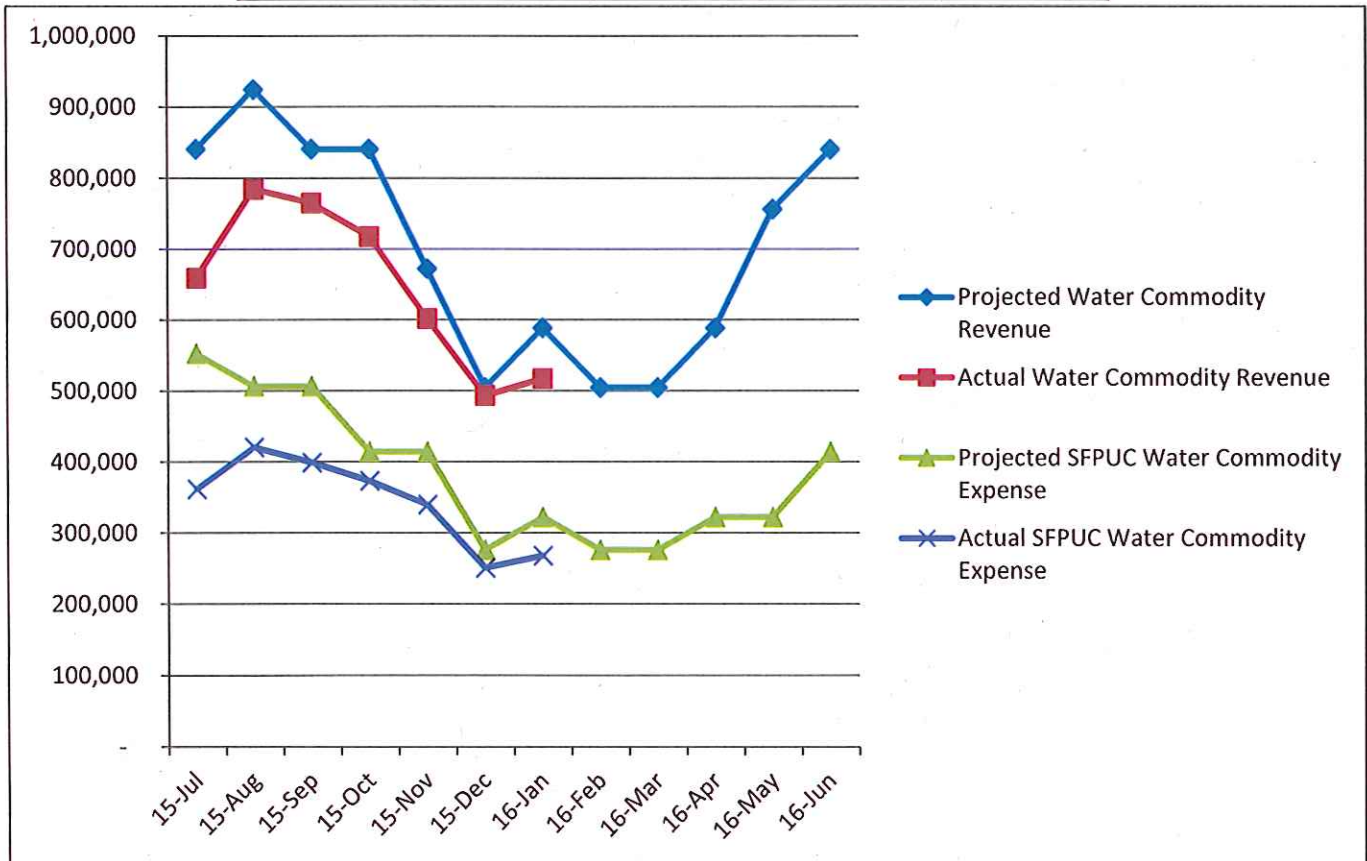
- Attended the monthly Harbor Industrial Association lunch meeting and talked about state's current snow pack and major reservoir levels;
- Power use monitoring continues for pumping with positive results and no net effect on the water system;
- Ops Manager and Supervisors, and General Manager met with District Engineer and his staff to discuss the plans for the Alameda de las Pulgas and Karen Road pipeline projects;
- Ops staff attended and participated in an ACWA JPIA training course, here in the Board Room, on Traffic Control and Flagging;
- Attended an all-hands ACWA JPIA training course on Defensive Driving in the Board Room;
- Joined a luncheon and discussion with several other District General Managers put on by District Engineer;
- Ops Staff held meeting to plan flushing event for Civic Lane area;
- Participated in the monthly status report for the Urban Water Management Plan update;
- Attended meeting with the City of Belmont Planning/Development and Public Works staff to continue dialog and need to coordinate our activities; and
- Continue conversing with Crown Castle Corporation, as the representative for T-Mobile, on two potential projects on cellular phone service towers on District property under agreement, and with Verizon. Verizon has interest in erecting a new cell tower at the Hallmark Tank site.

**MID-PENINSULA WATER DISTRICT
BUDGET FOR YEAR 2015-2016
SUMMARY**

DESCRIPTION	APPROVED FY 2015-2016 BUDGET \$	ACTUAL 7/1/15 1/31/16	REMAINING BALANCE/ (OVER BUDGET)	Target YTD % 58.3%
				Y-T-D % OF BUDGET
OPERATING REVENUE				
WATER COMMODITY CHARGES	8,400,000	4,529,943	3,870,057	53.9%
FIXED SYSTEM CHARGES	2,443,780	1,418,861	1,024,919	58.1%
FIRE SERVICE CHARGES	14,400	8,515	5,885	59.1%
METER CHARGES	10,000	5,428	4,572	54.3%
SERVICE LINE & INSTALLATION CHARGES	25,000	38,396	(13,396)	153.6%
WATER SYSTEM CAPACITY CHARGES	200,000	37,500	162,500	18.8%
WATER DEMAND OFFSET CHARGES	10,000	4,868	5,132	48.7%
TEMP CONSTRUCTION CONNECTION CHARGES	10,000	-	10,000	NA
MISCELLANEOUS CHARGES	10,000	5,032	4,968	50.3%
INTEREST REVENUE - LAIF	10,000	7,242	2,758	72.4%
LEASE OF PHYSICAL PROPERTY	245,140	102,321	142,819	41.7%
PROPERTY TAX REVENUE	245,000	186,184	58,816	NA
TOTAL OPERATING REVENUE	11,623,320	6,344,290	5,279,030	54.6%
OPERATING EXPENDITURES				
SALARIES & WAGES	1,653,300	888,735	764,565	53.8%
PAYROLL TAXES & BENEFITS	1,141,017	614,745	526,272	53.9%
PURCHASED WATER	5,062,000	2,722,200	2,339,800	53.8%
CUSTOMER CREDIT CARD SERVICE FEES	114,638	71,001	43,637	61.9%
OUTREACH & EDUCATION	130,000	80,692	49,308	62.1%
M&R - OPS SYSTEM	364,215	179,839	184,376	49.4%
M&R - FACILITIES & EQUIPMENT	123,600	64,311	59,289	52.0%
MAJOR MAINTENANCE	32,000	700	31,300	2.2%
OFFICE SUPPLIES & EQUIPMENT	207,486	92,101	115,385	44.4%
MEMBERSHIP & GOV FEES	173,900	116,815	57,085	67.2%
BAD DEBT & CLAIMS	37,000	7,585	29,415	20.5%
UTILITIES	340,334	159,979	180,355	47.0%
PROFESSIONAL SERVICES	568,567	250,364	318,203	44.0%
TRAINING/TRAVEL & RECRUITMENT	54,140	8,265	45,875	15.3%
RESTRICTED EARNINGS	(10,000)	(7,242)	(2,758)	72.4%
RESERVES	61,123	-	61,123	NA
DEPRECIATION	870,000	552,997	317,003	63.6%
TOTAL OPERATING EXPENDITURES	10,923,320	5,803,086	5,120,234	53.1%
OPERATING REVENUE LESS EXPENDITURES	700,000	541,204	158,796	77.3%
NET TRANSFERS TO CAPITAL	(700,000)	(541,204)	(158,796)	77.3%
NET RESULTS OF OPERATIONS	-	-	-	

WATER COMMODITY SALES & PURCHASED WATER ANALYSIS
MID-PENINSULA WATER DISTRICT
FY 2015/2016

Month	Projected Water Commodity Revenue	Actual Water Commodity Revenue	Projected SFPUC Water Commodity Expense	Actual SFPUC Water Commodity Expense
15-Jul	840,000	659,123	552,000	360,472
15-Aug	924,000	784,369	506,000	419,573
15-Sep	840,000	764,745	506,000	398,063
15-Oct	840,000	717,527	414,000	372,194
15-Nov	672,000	601,541	414,000	339,011
15-Dec	504,000	492,909	276,000	250,365
16-Jan	588,000	517,173	322,000	267,589
16-Feb	504,000		276,000	
16-Mar	504,000		276,000	
16-Apr	588,000		322,000	
16-May	756,000		322,000	
16-Jun	840,000		414,000	



**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2015-2016
DETAILED**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED FY 2015-2016 BUDGET \$	ACTUAL 7/1/2015 1/31/2016	REMAINING BALANCE/ (OVER BUDGET)	Target YTD % 58.3%
					Y-T-D % OF BUDGET
4010	WATER COMMODITY CHARGES	8,400,000	4,529,943	3,870,057	53.9%
4020	FIXED SYSTEM CHARGES	2,443,780	1,418,861	1,024,919	58.1%
4030	FIRE SERVICE CHARGES	14,400	8,515	5,885	59.1%
4040	METER CHARGES	10,000	-	10,000	NA
4050	SERVICE LINE & INSTALLATION CHARGES (A)	25,000	38,396	(13,396)	153.6%
4060	WATER SYSTEM CAPACITY CHARGES	200,000	37,500	162,500	18.8%
4070	WATER DEMAND OFFSET CHARGES	10,000	4,868	5,132	48.7%
4080	TEMPORARY CONSTRUCTION CONNECTION CHARGES	10,000		10,000	NA
4090	MISCELLANEOUS CHARGES	10,000	5,428	4,572	54.3%
4000	TOTAL WATER AND FEE CHARGES	11,123,180	6,043,511	5,079,669	54.3%
4102	Interest Revenue- LAIF	10,000	7,242	2,758	72.4%
4100	INTEREST REVENUE	10,000	7,242	2,758	72.4%
4201	Lease of Physical Property	245,140	102,321	142,819	41.7%
4202	Property Tax Revenue (B)	245,000	186,184	58,816	76.0%
4203	New Construction Revenue	-	3,632	(3,632)	NA
4208	Landscape Plan Permit Review	-	400	(400)	NA
4206	Other Miscellaneous Charges	-	1,000	(1,000)	NA
4200	OTHER REVENUE	490,140	293,537	196,603	59.9%
4000	TOTAL OPERATING REVENUE	11,623,320	6,344,290	5,279,030	54.6%
6011	Salaries & Wages	1,546,900	843,381	703,519	54.5%
6012	Director Compensation	11,000	4,200	6,800	38.2%
6017	Capital Salaries & Wages	-	30,454	(30,454)	NA
6010	GROSS REGULAR WAGES	1,557,900	878,035	679,865	56.4%
6017	CAPITAL SALARY & WAGES reversed	-	(30,454)	30,454	N/A
6021	Overtime Labor	58,300	22,401	35,899	38.4%
6022	Standby Labor	37,100	18,753	18,347	50.5%
6020	SUB-TOTAL SALARY & WAGES	1,653,300	888,735	764,565	53.8%
6031	FICA/Medicare PR Tax	126,477	60,931	65,546	48.2%
6038	ACWA Health Care	310,272	176,915	133,357	57.0%
6039	ACWA Dental	29,991	15,745	14,246	52.5%
6040	ACWA Vision	4,223	2,581	1,642	61.1%

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2015-2016
DETAILED**

Target YTD % 58.3%

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED FY 2015-2016 BUDGET \$	ACTUAL 7/1/2015 1/31/2016	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
6041	ACWA Life/AD&D	4,035	2,510	1,525	62.2%
6042	Standard LDL/SDL Disability	9,953	5,267	4,686	52.9%
6043	Workers' Comp Insurance	48,000	22,679	25,321	47.2%
6044	Unemployment	1,000	-	1,000	NA
6045	CALPERS Retirement - ER 2%@55	250,706	116,771	133,936	46.6%
6054	CAPITAL PAYROLL TAXES & BENEFITS	-	15,648	(15,648)	N/A
6046	Retirees' ACWA Health Care	54,400	33,585	20,815	61.7%
6047	Directors' ACWA Health Care	105,060	60,072	44,988	57.2%
6049	Medical Reimbursement	2,500	314	2,186	12.5%
6050	Employee Service Recognition (C)	3,000	4,046	(1,046)	134.9%
6051	Safety Incentive Program	7,200	4,200	3,000	58.3%
6052	Uniforms (D)	24,000	15,681	8,319	65.3%
6053	PARS OPEB Expense	160,200	93,450	66,750	58.3%
6030	SUB-TOTAL PAYROLL TAXES & BENEFITS	1,141,017	630,393	510,624	55.2%
6054	CAPITAL PAYROLL TAXES & BENEFITS	-	(15,648)	15,648	N/A
6000	PERSONNEL COSTS	2,794,317	1,503,480	1,290,837	53.8%
6101	SFPUC Treated Water	4,600,000	2,407,266	2,192,734	52.3%
6102	BAWSCA (Debt Service Surcharges)	462,000	269,066	192,934	58.2%
6103	Rates Stabilization	-	-	-	NA
6104	SFPUC Water Service Charge	-	45,868	(45,868)	N/A
6100	PURCHASED WATER	5,062,000	2,722,200	2,339,800	53.8%
6201	Customer Credit Card Service Fees	114,638	71,001	43,637	61.9%
6200	CUSTOMER CREDIT CARD SVS FEES	114,638	71,001	43,637	61.9%
6301	Water Conservation Program	25,000	3,852	21,148	15.4%
6302	School Conservation Program	15,000	4,116	10,884	27.4%
6303	Public Outreach & Education	40,000	14,515	25,485	36.3%
6305	HET Rebates (E)	10,000	14,515	(4,515)	145.2%
6306	Washing Machine Rebates (F)	15,000	17,327	(2,327)	115.5%
6307	Lawn-Be-Gone Rebates (G)	20,000	25,680	(5,680)	128.4%
6308	Rain Barrel Rebates	5,000	686	4,314	13.7%
6304	TOTAL WATER CONSERVATION REBATES	50,000	58,208	(8,208)	116.4%
6300	OUTREACH/EDUCATION	130,000	80,692	49,308	62.1%
6401	Water Quality	65,000	34,585	30,415	53.2%
6402	Pumping	25,750	13,446	12,304	52.2%
6403	Storage Tanks	5,150	2,544	2,606	49.4%
6404	Mains/Distribution	154,500	49,815	104,685	32.2%
6405	Meters & Service	77,250	48,274	28,976	62.5%
6406	Fire Hydrants (H)	15,965	20,720	(4,755)	129.8%
6407	Regulator Stations (I)	10,300	7,223	3,077	70.1%
6408	Safety	10,300	3,232	7,068	31.4%

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2015-2016
DETAILED**

Target YTD % 58.3%

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED FY 2015-2016 BUDGET \$	ACTUAL 7/1/2015 1/31/2016	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
6400	M&R - OPS SYSTEMS	364,215	179,839	184,376	49.4%
6501	M&R-Buildings&Grounds	61,800	41,618	20,182	67.3%
6502	M&R- Equipment&Tools	20,600	7,656	12,944	37.2%
6503	M&R- Vehicles & Large Equipment	10,300	2,482	7,818	24.1%
6504	M&R - Fuel	30,900	12,555	18,345	40.6%
6500	M&R - FACILITIES & EQUIPMENT	123,600	64,311	59,289	52.0%
6601	Cathodic Protection Survey	-	700	(700)	NA
6602	Leak Detection Survey	32,000	-	32,000	NA
6600	MAJOR MAINTENANCE	32,000	700	31,300	2.2%
6701	Office Supplies (J)	10,300	10,060	240	97.7%
6702	Insurance- Liability/Vehicles	85,000	39,895	45,105	46.9%
6703	Bank Service Fees	546	1	545	0.2%
6704	Postage	5,150	378	4,772	7.3%
6705	Printing/Printing Supplies	24,710	7,315	17,395	29.6%
6706	Equipment Services/Maintenance	55,000	27,909	27,091	50.7%
6707	Computer Supplies & Upgrades	11,330	5,557	5,773	49.0%
6708	Security & Safety	15,450	985	14,465	6.4%
6709	Other Fees	-	-	-	NA
6700	OFFICE SUPPLIES & EQUIP	207,486	92,101	115,385	44.4%
6801	Dues & Publications	41,200	20,120	21,080	48.8%
6802	Gov't Fees & Licenses (K)	30,000	41,347	(11,347)	137.8%
6803	BAWSCA Membership Assessments	61,800	39,248	22,552	63.5%
6804	Env Health - Cross Connection Inspection	30,900	16,100	14,800	52.1%
6805	Software License	10,000	-	10,000	NA
6800	MEMBERSHIP & GOV FEES	173,900	116,815	57,085	67.2%
6901	Bad Debt	7,000	3,598	3,402	51.4%
6902	Claims	30,000	3,987	26,013	13.3%
6900	BAD DEBT & CLAIMS	37,000	7,585	29,415	20.5%
7001	Utilities-Internet/Cable (L)	4,244	4,256	(12)	100.3%
7002	Utilities-Cellular Telephones	14,853	5,950	8,903	40.1%
7003	Utilities-Electric-Pumping	275,834	122,456	153,378	44.4%
7004	Utilities-Electric-Bldgs&Grounds	24,401	13,538	10,863	55.5%
7005	Utilities-Telephones (M)	13,792	9,976	3,816	72.3%
7006	Utilities-Sewer - NPDES	7,210	3,804	3,406	52.8%
7000	UTILITIES	340,334	159,979	180,355	47.0%
7101	Prof Serv - District Counsel	106,000	53,228	52,772	50.2%
7102	Prof Serv - District Engineer (N)	100,000	67,088	32,912	67.1%
7103	Prof Serv - IT	25,194	11,189	14,005	44.4%
7104	Prof Serv- Annual Finance Audit (O)	20,000	18,000	2,000	90.0%

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**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2015-2016
DETAILED**

Target YTD % 58.3%

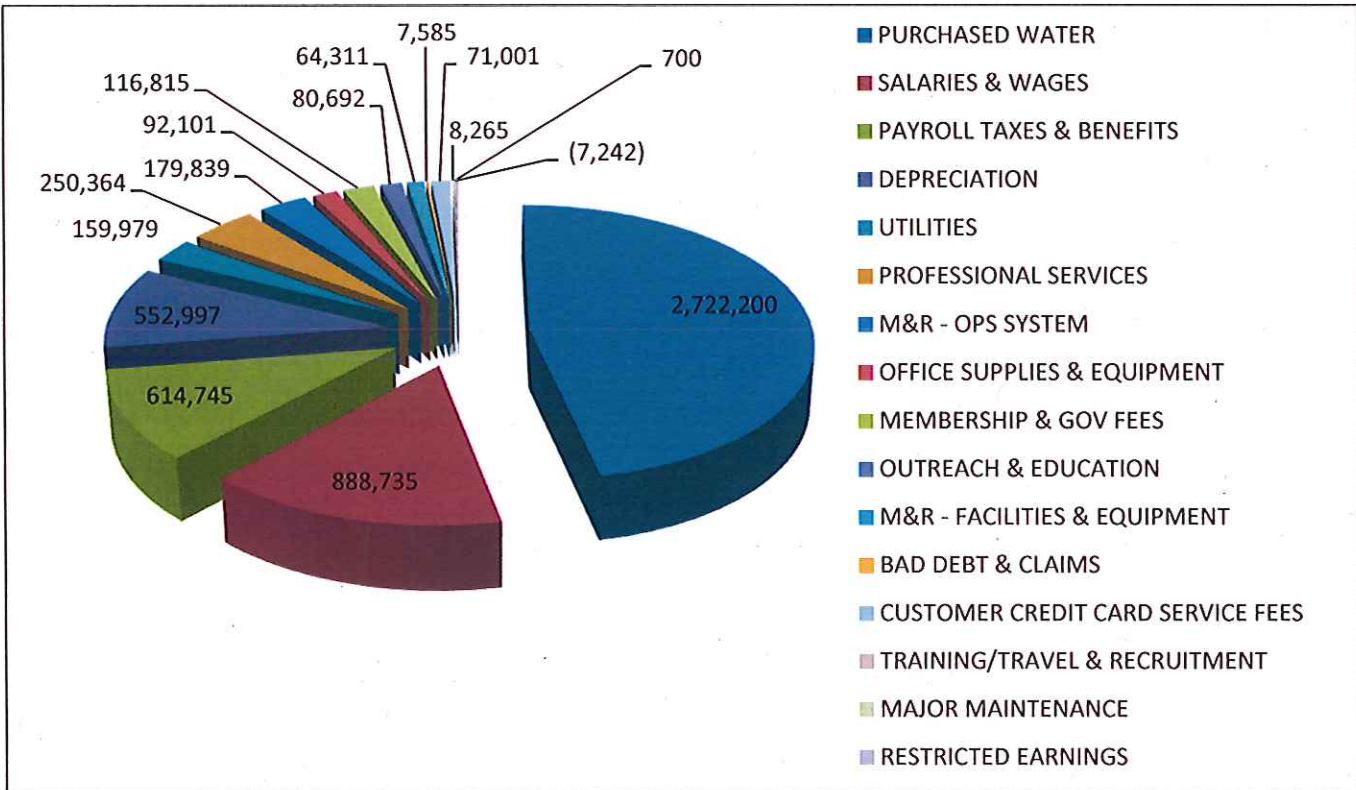
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED FY 2015-2016 BUDGET \$	ACTUAL 7/1/2015 1/31/2016	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
7105	Prof Serv - Mngmt Consult	-	-	-	NA
7106	Prof Serv- Accounting & Payroll (P)	17,510	12,272	5,238	70.1%
7107	Prof Serv- Customer Billing	70,040	39,135	30,905	55.9%
7108	Prof Serv - Answering Svs	4,223	4	4,219	0.1%
7110	Prof Serv - Miscellaneous	222,000	47,648	174,352	21.5%
7111	Prof Serv - District Treasurer	3,600	1,800	1,800	50.0%
7100	PROFESSIONAL SERVICES	568,567	250,364	318,203	44.0%
7201	Director Travel	6,180	-	6,180	NA
7202	Director Expense	2,060	87	1,973	4.2%
7203	Elections	15,000	-	15,000	NA
7204	Employee Travel/Training	25,750	6,114	19,636	23.7%
7205	Meetings Expense	5,150	2,065	3,085	40.1%
7200	TRAINING & TRAVEL	54,140	8,265	45,875	15.3%
7302	Restricted Earnings Expense - Interest LAIF	(10,000)	(7,242)	(2,758)	72.4%
7300	RESTRICTED EARNINGS EXPENSE	(10,000)	(7,242)	(2,758)	72.4%
8001	Working Reserves: Capital	-	-	-	NA
8002	Working Reserves: Operating	61,123	-	61,123	NA
8000	RESERVES	61,123	-	61,123	NA
9010	DEPRECIATION	870,000	552,997	317,003	63.6%
SUB-TOTAL - OPERATING EXPENSES		8,129,003	4,299,606	3,829,397	52.9%
TOTAL OPERATING EXPENSES		10,923,320	5,803,086	5,120,234	53.1%
NET OPERATING SURPLUS/(LOSS)					
TRANSFER TO CAPITAL		700,000	541,204	158,796	77.3%

- (A) Three new service line installations.
- (B) Receipt of Property Tax revenue: December 2015 and April 2016.
- (C) Partnered with ACWA/JPIA with Wellness Program \$1961.
- (D) Annual work boots purchased for Operations staff \$2,215.
- (E) High Efficiency Toilet Rebate Program excess participation.
- (F) Washing Machine Rebate Program excess participation.
- (G) Lawn-Be-Gone Rebate Program excess participation.
- (H) Accounting for Inventory and operation expenses (expensing per policy items over \$5,000).
- (I) Accounting for Inventory and operation expenses (expensing per policy items over \$5,000).
- (J) Restocking low office supplies.
- (K) Prior Year Charge: 2014/2015 SWRCB bill for permitting, inspections & investigations, compliance, and monitoring totaling \$20,395.92
- (L) FY 2014/2015 Comcast expenses included.
- (M) AT&T switching over from Calnet 2 to Calnet 3, which includes debits and credits to each AT&T account.
- (N) Distribution System Analysis totaled \$13,363.
- (O) Audit complete.
- (P) Health Equity fees related to staff.

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

Jan-16

OPERATING EXPENDITURES	ACTUAL \$	% OF TOTAL
PURCHASED WATER	2,722,200	46.9%
SALARIES & WAGES	888,735	15.3%
PAYROLL TAXES & BENEFITS	614,745	10.6%
DEPRECIATION	552,997	9.5%
UTILITIES	159,979	2.8%
PROFESSIONAL SERVICES	250,364	4.3%
M&R - OPS SYSTEM	179,839	3.1%
OFFICE SUPPLIES & EQUIPMENT	92,101	1.6%
MEMBERSHIP & GOV FEES	116,815	2.0%
OUTREACH & EDUCATION	80,692	1.4%
M&R - FACILITIES & EQUIPMENT	64,311	1.1%
BAD DEBT & CLAIMS	7,585	0.1%
CUSTOMER CREDIT CARD SERVICE FEES	71,001	1.2%
TRAINING/TRAVEL & RECRUITMENT	8,265	0.1%
MAJOR MAINTENANCE	700	0.0%
RESTRICTED EARNINGS	(7,242)	-0.1%
TOTAL OPERATING EXPENDITURES	5,803,086	100%



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

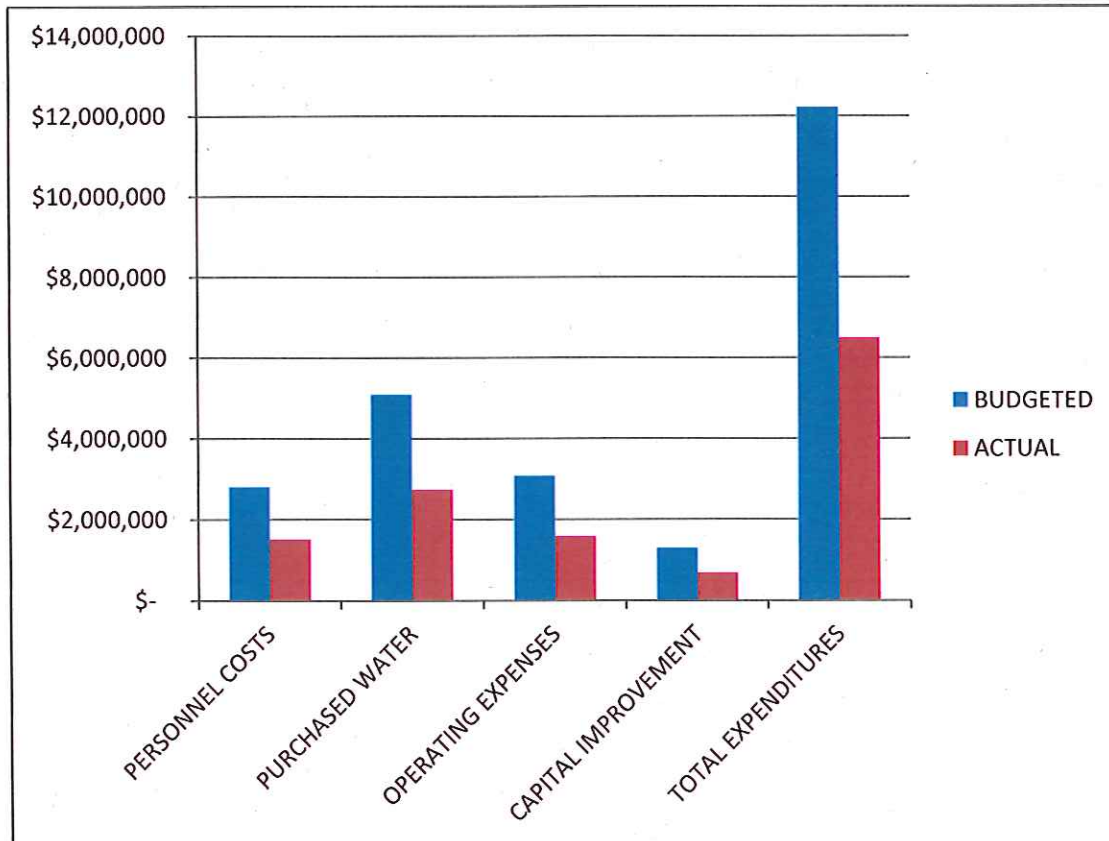
	Jul '15 - Jan 16	Jul '14 - Jan 15	\$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · OPERATING REVENUE	6,043,510.85	5,759,743.07	283,767.78	4.93%
4100 · INTEREST INCOME	7,242.05	6,155.05	1,087.00	17.66%
4200 · OTHER INCOME	293,536.75	387,864.39	-94,327.64	-24.32%
Total Income	6,344,289.65	6,153,762.51	190,527.14	3.1%
Cost of Goods Sold				
5000 · Cost of Goods Sold	0.00	-60.49	60.49	100.0%
Total COGS	0.00	-60.49	60.49	100.0%
Gross Profit	6,344,289.65	6,153,823.00	190,466.65	3.1%
Expense				
6000 · PERSONNEL COSTS	1,503,479.89	1,330,612.52	172,867.37	12.99%
6100 · PURCHASED WATER	2,722,200.27	2,578,840.38	143,359.89	5.56%
6200 · CUSTOMER CREDIT CARD SVS FEES	71,001.03	59,134.31	11,866.72	20.07%
6300 · OUTREACH/EDUCATION	80,691.75	38,650.15	42,041.60	108.78%
6400 · M&R - OPS SYSTEMS	179,838.83	242,371.36	-62,532.53	-25.8%
6500 · M&R - FACILITIES & EQUIPMENT	64,310.92	71,388.70	-7,077.78	-9.91%
6600 · MAJOR MAINTENANCE	700.00	0.00	700.00	100.0%
6700 · OFFICE SUPPLIES & EQUIPMENT	92,100.82	139,266.24	-47,165.42	-33.87%
6800 · MEMBERSHIP & GOV FEES	116,814.71	76,188.36	40,626.35	53.32%
6900 · BAD DEBT & CLAIMS	7,584.64	22,936.85	-15,352.21	-66.93%
7000 · UTILITIES	159,978.56	194,027.89	-34,049.33	-17.55%
7100 · PROFESSIONAL SERVICES	250,363.73	234,643.16	15,720.57	6.7%
7200 · TRAINING & TRAVEL	8,265.49	12,234.54	-3,969.05	-32.44%
Total Expense	5,257,330.64	5,000,294.46	257,036.18	5.14%
Net Ordinary Income	1,086,959.01	1,153,528.54	-66,569.53	-5.77%
Other Income/Expense				
Other Expense				
9000 · OTHER EXPENSE	552,997.05	493,299.18	59,697.87	12.1%
Total Other Expense	552,997.05	493,299.18	59,697.87	12.1%
7302 - RESTRICTED EARNINGS EXPENSE - INTEREST LAIF	-7,242.05	-6,155.05	-1,087.00	-17.7%
Total Restricted Earnings Expense	-7,242.05	-6,155.05	-1,087.00	-17.7%
Net Operating Surplus/(Loss)	541,204.01	666,384.41	-125,180.40	-18.8%

**MID-PENINSULA WATER DISTRICT
BUDGET FOR FY 2015-2016
CAPITAL OUTLAY/CAPITAL PROJECTS**

Target YTD %
58.3%

DESCRIPTION	APPROVED AMENDED FY 2015-2016 BUDGET \$	ACTUAL 7/1/2015 1/31/2016	REMAINING BALANCE/ (OVER BUDGET)	Target YTD %
				Y-T-D % OF BUDGET
CAPITAL IMPROVEMENTS - WORK IN PROCESS (WIP)				
AMI Meter Change Out Program	400,000	376,464	23,536	94.1%
Karen Road Water Main Replacement - CIP	100,000	11,496	88,504	11.5%
Hallmark Tank Structural and Seismic Retrofit - CIP	55,000	27,652	27,348	50.3%
Dekoven Tanks Structural and Seismic Retrofit - CIP	55,000	32,508	22,492	59.1%
Folger Pump Station Demolition - CIP	50,000	18,976	31,025	38.0%
Buckland Tank Replacement Project - CIP	46,000	23,310	22,690	50.7%
Alameda de las Pulgas Water Main Replacement Project - CIP	30,000	30,505	(505)	101.7%
CAPITAL IMPROVEMENTS - WIP TOTAL	736,000	520,910	215,090	70.8%
CAPITAL OUTLAY				
SCADA Replacement Project	171,000	22,552	148,448	13.2%
Financial Management System (FMS) - Comprehensive Replacement	145,000	58,684	86,316	40.5%
Fleet Replacement: Vehicles in Operations	125,000	-	125,000	0.0%
Dairy Lane Wiring/Cabling	40,000	31,601	8,399	79.0%
Replacement Printer/Copier/Scanner	25,000	21,294	3,706	85.2%
Miscellaneous Capital Outlay/Projects	50,000	12,730	37,270	25.5%
CAPITAL OUTLAY TOTAL	556,000	146,861	409,139	26.4%
CAPITAL IMPROVEMENTS & CAPITAL OUTLAY TOTAL	1,292,000	667,771	624,229	51.7%
DEPRECIATION	870,000	552,997	317,003	63.6%
TRANSFER FROM OPS	700,000	541,204	158,796	77.3%
TRANSFER (TO)/FROM CAPITAL RESERVES	(278,000)	(426,430)	148,430	153.4%
CAPITAL OUTLAY/CAPITAL PROJECTS	(1,292,000)	(667,771)	(624,229)	51.7%
NET RESULTS OF CAPITAL	-	0	(0)	N/A

2014/2015 BUDGET vs ACTUAL TOTAL EXPENDITURES Jan-16



	BUDGETED	ACTUAL	BUDGETED % OF TOTAL	ACTUAL % OF TOTAL
TOTAL EXPENDITURES				
PERSONNEL COSTS	\$ 2,794,317	\$ 1,503,480	23%	23%
PURCHASED WATER	\$ 5,062,000	\$ 2,722,200	41%	42%
OPERATING EXPENSES	\$ 3,067,003	\$ 1,577,405	25%	24%
CAPITAL IMPROVEMENT	\$ 1,292,000	\$ 667,771	11%	10%
TOTAL EXPENDITURES	\$12,215,320	\$ 6,470,856	100%	100%

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

	Jan 31, 16	Jan 31, 15	\$ Change	% Change
ASSETS				
CURRENT ASSETS				
Total Checking/Savings	3,858,832.98	3,682,420.06	176,412.92	4.79%
Total Accounts Receivable	748,358.81	601,319.41	147,039.40	24.45%
Other Current Assets				
Inventory (A)	158,736.70	270,578.23	-111,841.53	-41.33%
Other Current Assets	198,186.43	223,749.25	-25,562.82	-11.43%
Total Other Current Assets	356,923.13	494,327.48	-137,404.35	-27.8%
TOTAL CURRENT ASSETS	4,964,114.92	4,778,066.95	186,047.97	3.89%
FIXED ASSETS				
Fixed Assets	41,525,528.71	40,876,212.08	649,316.63	1.59%
Accumulated Depreciation	-25,406,726.85	-24,722,186.65	-684,540.20	-2.77%
Construction in Progress	348,700.37	425,948.94	-77,248.57	-18.14%
TOTAL FIXED ASSETS	16,467,502.23	16,579,974.37	-112,472.14	-0.68%
TOTAL OTHER ASSETS (B)	198,895.55	19,342.55	179,553.00	928.28%
TOTAL ASSETS	21,630,512.70	21,377,383.87	253,128.83	1.18%
LIABILITIES & EQUITY				
LIABILITIES				
CURRENT LIABILITIES				
Total Accounts Payable	41,143.48	249,941.53	-208,798.05	-83.54%
Total Other Current Liabilities (B)	692,877.58	309,519.40	383,358.18	123.86%
TOTAL CURRENT LIABILITIES	734,021.06	559,460.93	174,560.13	31.2%
TOTAL LONG TERM LIABILITIES (B)	1,118,234.00	0.00	1,118,234.00	100.0%
TOTAL LIABILITIES	1,852,255.06	559,460.93	1,292,794.13	231.08%
EQUITY				
3000 · Opening Bal Equity	144.00	144.00	0.00	0.0%
3800 · BOARD APPROVED RESERVES *	3,795,326.04	3,734,676.07	60,649.97	1.62%
3940 · Fund Balance Invest in Ut Plant	16,467,502.23	16,579,974.37	-112,472.14	-0.68%
Net Assets (B)	-484,714.63	503,128.50	-987,843.13	-196.34%
TOTAL EQUITY	19,778,257.64	20,817,922.94	-1,039,665.30	-4.99%
TOTAL LIABILITIES & EQUITY	21,630,512.70	21,377,383.87	253,128.83	1.18%

	Balance @ Jan 2014	Balance @ Jan 2015	Balance @ Jan 2016	Budget for Reserve Policy
* BOARD APPROVES RESERVES				
Capital Reserves	1,824,494	1,234,676	1,295,326	2,500,000
Emergency Reserves	2,000,000	2,000,000	2,000,000	2,500,000
Working Capital Reserves	500,000	500,000	500,000	2,500,000
TOTAL RESERVE FUNDS	3,795,326	3,734,676	60,650	2,500,000

(A) Change in Capitalization/Inventory Policy. Inventory less than \$5,000 are expensed.

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