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REGULAR MEETING  
BOARD OF DIRECTORS  
**THURSDAY, FEBRUARY 27, 2020 – 6:30PM**  
3 DAIRY LANE, BELMONT CALIFORNIA

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**AGENDA**

**1. OPENING**

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

**2. PUBLIC COMMENT**

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

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

**4. ACKNOWLEDGEMENTS/PRESENTATIONS**

- A. Overview of 2019 MPWD Calendar Contest Program and Distribute Calendar to the Board – Tammy Rudock and Jeanette Kalabolas
- B. Present 2019 MPWD Calendar Contest Awards – President Matthew Zucca and Jeanette Kalabolas

**15-MINUTE REFRESHMENT BREAK**

**5. CONSENT AGENDA**

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

- A. Approve Minutes for the Special Board Meeting on January 15, 2020, and the Regular Board Meeting on January 23, 2020
- B. Approve Expenditures from January 17, 2020 through February 20, 2020

**6. HEARINGS AND APPEALS**

None

## **7. REGULAR BUSINESS AGENDA**

- A. Receive Presentations on Qualifications to Provide Real Estate Marketing and Brokerage Services to Sell MPWD Surplus Real Property Located at 1513-1515 Folger Drive in Belmont, CA, by:
  - 1. Tom Hovorka of Keller Williams Peninsula Estates and Cheryl Villanueva of Compass; and
  - 2. John M. Weatherby, Mark F. Lockenmeyer, and Juan de Leon of Cornish & Carey Commercial d/b/a Newmark Knight Frank
- B. Consider Approving the Revised MPWD Strategic Plan for 2019-2020 and Revised Director Assignments for 2020
- C. Receive Mid-Year Review of MPWD FY 2019/2020 Operating and Capital Budgets and Consider Resolution 2020-02 Approving the Amended Budgets

## **8. MANAGER'S AND BOARD REPORTS**

- A. General Manager's Report supplemented by:
  - 1. Administrative Services Manager's Report
  - 2. Operations Manager's Report
  - 3. District Engineer's Report
- B. Financial Reports
  - 1. Month End January 31, 2020
- C. Director Reports

## **9. COMMUNICATIONS**

## **10. ADJOURNMENT**

## **11. CLOSED SESSION**

- Conference with Legal Counsel – Anticipated Litigation
- Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2)
  - One potential case

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](http://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 Regular Board Meeting: Thursday, March 26, 2020 at 6:30PM***

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

January 15, 2020  
Belmont, California

1. **OPENING**

**A. Call to Order:**

The special meeting of the Mid-Peninsula Water District Board of Directors was called to order by President Zucca at 6:08PM.

**B. Establishment of Quorum:**

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

Director Warden was absent.

A quorum was present.

**ALSO PRESENT:** General Manager Tammy Rudock, Operations Manager Rene Ramirez, District Secretary/Administrative Services Manager Candy Pina, and District Counsel Julie Sherman.

District Engineer Joubin Pakpour and District Treasurer Jeff Ira were absent.

**C. Pledge of Allegiance** – The Pledge of Allegiance was led by President Zucca.

2. **PUBLIC COMMENTS**

None.

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

None.

4. **REGULAR BUSINESS**

**A. Receive Report on 2019 Accomplishments on MPWD 2019-2020 Strategic Plan**

General Manager Rudock summarized the report updated through December 31, 2019.

**B. Review 2020 Measures of Success within MPWD 2019-2020 Strategic Plan**

Board President Zucca opened with the objective for the strategic plan review is to ensure the MPWD's actions items were in good priority order and to reorganize as needed.

Strategic Element #1-External Relationships and Customer Service—Staff requested direction on future meeting coordination efforts between officials from the District and the City of Belmont. The Board discussed scheduling meetings and presentations when relevant.

Strategic Element #2-Resource Management—The Board discussed investigation of potential recycled and ground water opportunities, including shallow aquifers, and suggested it be added to the plan. Staff shared that conservation planning was going to

change in the coming years as a result of the mandates from the California – A Conservation Way of Life legislation. There was further discussion on installation of solar and all electric vehicle replacement where feasible.

Strategic Element #3–Infrastructure Management and Operations—General Manager Rudock reported that the Civic Lane Improvement bullet listed under Priority No. 3-4/19 on page 3 of the Strategic Plan was replaced with Tahoe Drive improvements. The Board discussed future AMI data analysis.

Strategic Element #4–Human Resources Management—General Manager Rudock reported that the Employee Evaluation Tool was in progress and would be completed this fiscal year, and that succession planning continues to be a priority when reorganizing. It was decided that Priority No. 4-3/20 would be deleted. Staff reported it would add the Review of the Annual Planning Schedule for the Board of Directors as an action item for 2020.

Strategic Element #5--Financial Management—Staff recommended changing the COP CIP reporting to semi-annual due to fewer but larger capital projects in the final few years of the program and the Board agreed. The Comprehensive System Analysis and CIP summary is near completion. Direction was also given that Priority No. 5-5/20 and Priority No. 5-6/20 should be moved up in order to the top of the 2020 list near the rate study.

President Zucca inquired about Board access to the monthly financial review and audit process performed by the District Treasurer. Staff replied that they would provide the date and time once scheduled to observe the procedural review.

**C. Review Director Assignments for 2020**

Director assignments for 2019-2020 were reviewed and it was agreed that Vice President Schmidt would replace Director Warden on the ACWA/Joint Powers Insurance Authority (JPIA) assignment, and Vice President Schmidt would replace Director Vella on the Harbor Industrial Association (HIA) assignment. Staff reported that any Director was free to attend the HIA meetings.

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

None.

**5. ADJOURNMENT**

President Zucca moved to adjourn the meeting at 8:05PM.

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DISTRICT SECRETARY

APPROVED:

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BOARD PRESIDENT

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

January 23, 2020  
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 6:34PM.

B. **Establishment of Quorum:**

**PRESENT:** Directors Zucca, Schmidt, Wheeler, Warden and Vella.

A quorum was present.

**ALSO PRESENT:** General Manager Tammy Rudock, Operations Manager Rene Ramirez, Administrative Services Manager and Board Secretary Candy Pina, District Engineer Joubin Pakpour, District Counsel Catherine Groves and District Treasurer Jeff Ira.

C. **Pledge of Allegiance** – The Pledge of Allegiance was led by Administrative Services Manager Pina.

2. **PUBLIC COMMENT**

None.

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

None.

4. **ACKNOWLEDGEMENTS/PRESENTATIONS**

General Manager Rudock reported that the 2020 Calendar Contest Ceremony and Reception has been moved to the February 27, 2020 Board meeting, and that it would be moved annually to the February regular Board meeting to work around the logistics—holidays, school/teacher/student schedules, publication and printing, and staff workload.

5. **CONSENT AGENDA**

A. **Approve Minutes for the Regular Board Meeting of December 19, 2019**

B. **Approve Expenditures from December 12, 2019 through January 16, 2020**

Director Vella moved to approve minutes for the Regular Board Meeting of December 19, 2019 and Expenditures from December 12, 2019 through January 16, 2020. Director Warden seconded and it was unanimously approved.

6. **HEARINGS AND APPEALS**

None.

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

A. **Receive Quarterly Reports on 2016 COP Financing through December 31, 2019**

52 1. **Financial Reconciliation Report; and**

53 Administrative Services Manager Pina reported on the COP Project Costs year-to-  
54 date title change and interest dividends earned.  
55

56 Director Wheeler asked that the title on page 2 of the staff report provided under  
57 Agenda Item No. 7A COP Project Costs YTD be changed as well to Project Costs to  
58 Date.  
59

60 President Zucca inquired about the status of the CIP update and General Manager  
61 Rudock reported that staff is in the final stages of completing its review of the plan  
62 and that it will be presented within the next month or two.  
63

64 2. **Capital Project Fund Report**

65 Dan Bergmann reviewed bullets from the COP financial report as of December 31,  
66 2019 and an open Board discussion followed.  
67

68 Staff reminded the Board that these reports would be transitioning to a semi-annual  
69 schedule and the next one would be presented to the Board in July 2020.  
70

71 8. **REGULAR BUSINESS AGENDA**

72 A. **Consider:**

73 1. **Resolution 2020-01 Adopting Proposed Residential Water Service Termination**  
74 **Policy; and**

75 General Manager Rudock reported on legislation and language translation  
76 requirements. District Counsel created the policy and since the MPWD is already in  
77 compliance, the work will be mostly administrative. It will take effect February 1,  
78 2020.  
79

80 2. **Ordinance No. 120 Amending MPWD Water Service Ordinance No. 103**  
81 **Regarding Termination of Water Service**

82 General Manager Rudock reported on amendments to the MPWD Water Service  
83 Ordinance No. 103 in order to comply with the new residential water service  
84 termination policy.  
85

86 Director Wheeler moved to approve Resolution 2020-01 Adopting Proposed Water  
87 Service Termination Policy and Ordinance No. 120 MPWD Water Service Ordinance No.  
88 103 Regarding Termination of Water Service Amendment. Director Vella seconded and  
89 they were unanimously approved.  
90

91 B. **Consider Resolution 2020-02 Authorizing a Professional Services Contract with**  
92 **Tom Hovorka of Keller Williams Peninsula Estates and Cheryl Villanueva of**  
93 **Compass for Real Estate Marketing and Brokerage Services to Sell MPWD Surplus**  
94 **Real Property located at 1513-1515 Folger Drive in Belmont, CA**

95 General Manager Rudock reported that the staff recommendation was determined due  
96 to previous experience working with the MPWD, proposed commission, and marketing  
97 strategy and approach. District Counsel reviewed proposals for legal compliance.  
98 President Zucca provided input during agenda review regarding the process that staff  
99 present a recommendation based upon their review of the proposals. An open Board  
100 discussion followed and direction was given that staff extends an invitation to the two  
101 highest ranked relator/broker teams to next month's Board meeting to present their  
102 qualifications and respond to questions.

103  
104 **C. Receive BAWSCA Update**

105 General Manager Rudock reported SFPUC's annual meeting with wholesale customers  
106 and BAWSCA is scheduled to take place next month and that projected wholesale water  
107 rates and the balancing account information would be shared. The Water Management  
108 Representatives would be discussing Emergency Response Plans during a workshop at  
109 the next meeting with BAWSCA.

110  
111 Director Vella commented on the Proposed Water Pilot Project and the statement  
112 BAWSCA released and expressed his disappointment in the inability to secure the  
113 necessary liability insurance, due to excessive cost, to protect the City of Hayward and  
114 BAWSCA.

115  
116 **9. MANAGER AND BOARD REPORTS**

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

118 General Manager Rudock reported that everyone had completed their Harassment  
119 Prevention Training, and she shared the Agenda for the Finance Committee meeting on  
120 Monday, February 3, 2020.

121  
122 **1. Supplemented by Administrative Services Manager's Report**

123 Administrative Services Manager Pina reported on recent contributions to both the  
124 PARS OPEB and PRSP accounts and followed up with President Zucca on his  
125 request to attend the monthly financial review and audit session with the District  
126 Treasurer's representative.

127  
128 **2. Supplemented by Operations Manager's Report**

129 Operations Manager Ramirez reported on USA tag totals, December leaks/repairs, a  
130 recent meeting he and President Zucca had with Pacific Clean Energy and the new  
131 Water Use Comparison Graph presented by staff under the 2019 Fourth Quarter  
132 Water Conservation Report.

133  
134 Director Wheeler inquired about water sample requirements, and staff responded  
135 that they are weekly.

136  
137 Vice-President Schmidt inquired about the 2020 Calendar mailer drop date and staff  
138 confirmed that the piece would mail to all customers in early February. He also  
139 commented on accuracy concerns with respect to the landscape measurement data  
140 the DWR will provide all California Agencies under the new long-term California  
141 Water Conservation SB606 and AB1668 Legislation. General Manager Rudock  
142 confirmed that if the state provides the MPWD with a review that staff will be diligent  
143 and pro-active in its review and might consider the use of an outside consultant or  
144 additional resources if needed.

145  
146 Director Vella asked staff to change the Water Use Comparison Graph unit indicator  
147 to read water purchased in CCF.

148  
149 **3. District Engineer's Report**

150 District Engineer Pakpour reported on a recent Districtwide Corrosion Soils Report  
151 and Dekoven Tanks CIP design status. General Manager Rudock reported that the  
152 MPWD is coordinating with the City of Belmont Police Department on their back-up  
153 antenna for radio communications.

154  
155 **B. Financial Reports**

156 **1. Month Ended December 31, 2019**

157 Administrative Services Manager Pina reported on the year-to-date and  
158 operating/non-operating revenue and expense total percentages and explained that  
159 revenues are up due to capacity charges and demand offset fees.

160  
161 General Manager Rudock commented on reserve balances.

162  
163 **C. Director Reports**

164 Director Wheeler reported on the Sam Trans presentation given at the Harbor Industrial  
165 Association (HIA) Meeting held earlier this month.

166  
167 Vice-President Schmidt reported on the value of Hetch Hetchy water and its naturally  
168 distilled quality.

169  
170 **10. COMMUNICATIONS**

171 General Manager Rudock reported on a request to meet by Carlos de Melo, Community  
172 Development Director for the City of Belmont on the subject of future development.

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174 **11. ADJOURNMENT**

175 The meeting was adjourned at 8:13PM.

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180 DISTRICT SECRETARY

181 APPROVED:

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185 BOARD PRESIDENT

# Accounts Payable

## Checks by Date - Summary by Check Date

User: candyp  
Printed: 2/20/2020 9:33 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
100659	CALPERS	CALPERS	01/17/2020	337.35
100660	CALPERS	CALPERS	01/17/2020	3,819.23
100661	ICMACONT	ICMA contributions	01/17/2020	2,584.62
100662	HEALTH EQ	Health Equity	01/17/2020	276.00
100663	ADPPAYRL	adp	01/17/2020	20,961.91
100664	ADPPAYRL	adp	01/17/2020	11,129.32
100717	TTECHACH	TTECH ACH BILLING	01/17/2020	1,883.59
Total for 1/17/2020:				40,992.02
35516	ACWADUES	ACWA DUES	01/23/2020	16,370.00
35517	ACWA5661	ACWA JPIA	01/23/2020	11,120.49
35518	AIRGAS	AIRGAS, LLC	01/23/2020	163.92
35519	ATT60197	AT&T 60197	01/23/2020	85.45
35520	BPLANDSC	BAY POINTE LANDSCAPE	01/23/2020	1,625.00
35521	CGUHLENB	C G UHLENBERG LLP	01/23/2020	1,600.00
35522	CENTRALR	CENTRAL REFRIGERATION CO.	01/23/2020	623.40
35523	CINTS	CINTAS CORPORATION	01/23/2020	563.52
35524	COMCAST	COMCAST	01/23/2020	330.36
35525	DFS	DOCUMENT FULFILLMENT SERVICES	01/23/2020	2,475.33
35526	FASTENAL	FASTENAL	01/23/2020	3.83
35527	GSSMOGCK	GOLDEN STATE SMOG CENTER	01/23/2020	99.50
35528	GRANITE	GRANITE ROCK, INC.	01/23/2020	142.25
35529	HMBPAVIN	HALF MOON BAY GRADING & PAVINC	01/23/2020	18,645.00
35530	HASSETTH	HASSETT HARDWARE	01/23/2020	76.77
35531	HOMEDPC	HOME DEPOT	01/23/2020	356.75
35532	KALABOLA	JEANETTE KALABOLAS	01/23/2020	35.96
35533	KOFFASSO	KOFF & ASSOCIATES INC	01/23/2020	536.00
35534	LUCIKWOK	LUCIA KWOK	01/23/2020	2,036.00
35535	MOSSRUBB	MOSS RUBBER & EQUIPMENT CORP	01/23/2020	282.49
35536	OFFICEDE	OFFICE DEPOT, INC.	01/23/2020	126.43
35537	PACOFFIC	PACIFIC OFFICE AUTOMATION	01/23/2020	456.79
35538	PERSONAL	PERSONAL AWARDS, INC.	01/23/2020	314.13
35539	PETTYCSH	PETTY CASH	01/23/2020	411.43
35540	PG&E	PG&E CFM/PPC DEPT	01/23/2020	555.35
35541	PICOLOTT	ROBERT PICCOLOTTI	01/23/2020	83.73
35542	PIT71896	PITNEY BOWES 371896	01/23/2020	171.21
35543	RECOLOGY	RECOLOGY SAN MATEO	01/23/2020	674.88
35544	RANDB	ROBERTS & BRUNE CO. INC.	01/23/2020	6,660.00
35545	SEACONST	SEA CONSTRUCTION, INC.	01/23/2020	6,564.01
35546	STANDINS	STANDARD INSURANCE COMPANY	01/23/2020	1,208.78
35547	STEPFORD	STEPFORD BUSINESS, INC.	01/23/2020	1,231.33
35548	TETRATEC	TETRA TECH, INC.	01/23/2020	6,167.00
35549	THOMPRED	THOMPSON REUTERS - WEST PMT CE	01/23/2020	151.46
35550	TOWNEFOR	TOWNE FORD SALES	01/23/2020	321.90
35551	UNLMTTOOL	UNLIMITED TOOL & REPAIR, INC.	01/23/2020	316.57
100672	ACCELA	ACCELA, INC. #774375	01/23/2020	3,430.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
100673	MELLONBN	BNY MELLON	01/23/2020	1,945.00
100674	DAVIDSON	JOHN T. DAVIDSON OR DBA JRocket77	01/23/2020	3,040.00
100675	JULBROWN	JULIE M BROWN & ASSOC	01/23/2020	606.38
100676	SCOTSMAN	WILLIAMS SCOTSMAN	01/23/2020	583.16
100677	SPRIBROK	SPRINGBROOK SOFTWARE LLC	01/23/2020	3,547.00
100678	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	01/23/2020	3,945.38
Total for 1/23/2020:				99,683.94
1125	HYDROENC	HYDROSCIENCE ENGINEERS INC.	01/28/2020	1,330.00
1126	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	01/28/2020	15,659.44
1127	WESTYOST	WEST YOST ASSOCIATES	01/28/2020	16,472.15
Total for 1/28/2020:				33,461.59
100691	CALPERS	CALPERS	01/31/2020	3,819.23
100692	CALPERS	CALPERS	01/31/2020	337.35
100693	HEALTHEQ	Health Equity	01/31/2020	317.00
100694	ICMACONT	ICMA contributions	01/31/2020	2,584.62
100695	ADPPAYRL	adp	01/31/2020	23,207.12
100698	CALPERS	CALPERS	01/31/2020	7,519.84
100699	CALPERS	CALPERS	01/31/2020	662.54
100700	HEALTHEQ	Health Equity	01/31/2020	700.84
100701	ICMACONT	ICMA contributions	01/31/2020	649.64
100702	ADPPAYRL	adp	01/31/2020	34,430.42
100703	ADPPAYRL	adp	01/31/2020	15,052.58
Total for 1/31/2020:				89,281.18
100679	BADGERMT	BADGER METER	02/06/2020	1,619.43
100680	DAVIDSON	JOHN T. DAVIDSON OR DBA JRocket77	02/06/2020	5,855.10
100681	HANSONBR	HANSON, BRIDGETT	02/06/2020	3,998.00
100682	LIFTOFFD	LIFTOFF DIGITAL	02/06/2020	75.00
100683	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	02/06/2020	500.00
100684	SFPUCWAT	SFPUC WATER QUALITY	02/06/2020	3,030.00
100685	SPRIBROK	SPRINGBROOK SOFTWARE LLC	02/06/2020	3,471.00
Total for 2/6/2020:				18,548.53
35552	ACWA5661	ACWA JPIA	02/07/2020	42,077.27
35553	AIRGAS	AIRGAS, LLC	02/07/2020	177.48
35554	ATT60197	AT&T 60197	02/07/2020	1,239.85
35555	BAWSCA	BAY AREA WATER SUPPLY & CONSER	02/07/2020	861.86
35556	CGUHLENB	C G UHLENBERG LLP	02/07/2020	1,750.00
35557	CARQUEST	CARQUEST AUTO PARTS	02/07/2020	205.03
35558	CINTS	CINTAS CORPORATION	02/07/2020	563.52
35559	COMCAST	COMCAST	02/07/2020	295.30
35560	COMCASTB	COMCAST BUSINESS	02/07/2020	627.15
35561	DESERTDI	DESERT DIAMOND INDUSTRIES LLC	02/07/2020	286.00
35562	DFS	DOCUMENT FULFILLMENT SERVICES	02/07/2020	243.90
35563	GOTSAFE	GOTSAFETY	02/07/2020	585.00
35564	GRANITE	GRANITE ROCK, INC.	02/07/2020	1,144.61
35565	HACHCOMI	HACH COMPANY INC	02/07/2020	351.29
35566	HMBPAVIN	HALF MOON BAY GRADING & PAVINC	02/07/2020	22,350.09
35567	HIA	HARBOR INDUSTRIAL ASSOCIATION	02/07/2020	1,200.00
35568	INTRBATT	INTERSTATE BATTERY SYSTEM, INC.	02/07/2020	712.35

Check No	Vendor No	Vendor Name	Check Date	Check Amount
35569	INTERGAS	Interstate Gas Services, Inc.	02/07/2020	3,200.00
35570	INTRTRAF	INTERSTATE TRAFFIC CONTROL INC	02/07/2020	12.02
35571	JDHCORRO	JDH CORROSIAN CONSULTANTS	02/07/2020	23,550.00
35572	M&MBACK	M&M BACKFLOW & METER MAINTENANCE	02/07/2020	2,415.82
35573	OFFICEDE	OFFICE DEPOT, INC.	02/07/2020	250.02
35574	OREILLYA	OREILLY AUTO PARTS, INC.	02/07/2020	292.65
35575	PINA	CANDY PINA	02/07/2020	35.81
35576	RMORGAN	RAY MORGAN COMPANY	02/07/2020	283.76
35577	RANDB	ROBERTS & BRUNE CO. INC.	02/07/2020	9,394.79
35578	SCCHAMBE	SAN CARLOS CHAMBER OF COMMERCE	02/07/2020	173.00
35579	SCHMIDTB	BRIAN SCHMIDT	02/07/2020	235.06
35580	STATEPLU	STATE PLUMBING AND HEATING SUPPLY	02/07/2020	12.29
35581	TIMBERLI	TIMBERLINE TREE SERVICE, INC.	02/07/2020	1,525.00
35582	TMOBILE	T-MOBILE	02/07/2020	31.75
35583	VANGUARE	VANGUARD CLEANING SYSTEMS, INC.	02/07/2020	385.00
35584	VERIZON	VERIZON WIRELESS	02/07/2020	819.91
100688	WFBUSRR	WELLS FARGO-OM	02/07/2020	91.42
100689	WFBUSCAR	WELLS FARGO -GM	02/07/2020	1,778.27
100690	SFWATER	SAN FRANCISCO WATER DEPT	02/07/2020	377,894.60
Total for 2/7/2020:				497,051.87
35585	UB*00406	RUCHIRA BAJAJ	02/13/2020	5.40
35586	UB*00410	BEAU BERNAL	02/13/2020	45.73
35587	UB*00407	DEREK CHRISTIAN	02/13/2020	5.40
35588	UB*00386	CHRIS CHRISTOFORIDIS	02/13/2020	42.60
35589	UB*00405	DWIGHT CLIFFORD	02/13/2020	12.35
35590	UB*00152	DAVID DANG	02/13/2020	113.06
35591	UB*00421	VICTORIA DELUCA	02/13/2020	94.99
35592	UB*00417	BEVERLY DRAKE	02/13/2020	7.27
35593	UB*00413	MIKE GAMBUCCI	02/13/2020	25.67
35594	UB*00427	VIENNA GRIFFITHS	02/13/2020	10.67
35595	UB*00429	INTERSTATE GRADING AND PAVING	02/13/2020	1,507.00
35596	UB*00411	LESLEY LAVRICH	02/13/2020	23.07
35597	UB*00414	JEFF LEAVER	02/13/2020	217.37
35598	UB*00428	NELSON LEE	02/13/2020	28.00
35599	UB*00404	HENRIETTA LOUIS	02/13/2020	17.07
35600	UB*00426	DEFRANCE MCLEMORE	02/13/2020	23.13
35601	UB*00425	JENNIFER MILLER	02/13/2020	13.80
35602	UB*00418	MOQUIN PRESS	02/13/2020	15.20
35603	UB*00423	JOHN NEWLIN	02/13/2020	61.41
35604	UB*00424	PRECISION ENGINEERING, INC.	02/13/2020	7,333.76
35605	UB*00419	PRESTON PIPELINES, INC	02/13/2020	2,382.12
35606	UB*00422	WALTER T. RAINERI	02/13/2020	49.90
35607	UB*00415	GURPREET SACHDEVA	02/13/2020	15.34
35608	UB*00416	ANARAM SHAHRAVAN	02/13/2020	12.20
35609	UB*00408	SILICON VALLEY DEMOLITION	02/13/2020	1,655.92
35610	UB*00409	PETER SOERENSSSEN	02/13/2020	8.40
35611	UB*00412	NAZLI STOBAUGH	02/13/2020	25.00
35612	UB*00420	DON TRAEGER	02/13/2020	39.00
35613	UB*00390	EVAN YOUNGSTROM	02/13/2020	14.32
35614	AIRGAS	AIRGAS, LLC	02/13/2020	163.92
35615	ATT60197	AT&T 60197	02/13/2020	42.21
35616	BAWSCA	BAY AREA WATER SUPPLY & CONSERVATION	02/13/2020	124.00
35617	BPLANDSC	BAY POINTE LANDSCAPE	02/13/2020	1,625.00
35618	FARALLON	FARALLON HOA	02/13/2020	5,693.00
35619	HMBPAVIN	HALF MOON BAY GRADING & PAVING	02/13/2020	19,834.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
35620	HOMEDPC	HOME DEPOT	02/13/2020	36.27
35621	KOFFASSO	KOFF & ASSOCIATES INC	02/13/2020	1,474.00
35622	METROMOI	METRO MOBILE COMMUNICATIONS	02/13/2020	96.58
35623	PG&E	PG&E CFM/PPC DEPT	02/13/2020	13,466.21
35624	RECOLOGY	RECOLOGY SAN MATEO	02/13/2020	718.88
35625	RANDB	ROBERTS & BRUNE CO. INC.	02/13/2020	120.76
35626	RUDOCK	TAMMY RUDOCK	02/13/2020	49.00
35627	SMELECTR	SAN MATEO ELECTRIC SUPPLY	02/13/2020	14.78
35628	STEPFORD	STEPFORD BUSINESS, INC.	02/13/2020	3,875.00
35629	WOLFEQUP	WOLFE EQUIPMENT, INC.	02/13/2020	420.00
100697	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	02/13/2020	5,026.88
Total for 2/13/2020:				66,585.64
100704	CALPERS	CALPERS	02/14/2020	3,819.23
100705	CALPERS	CALPERS	02/14/2020	337.35
100706	HEALTHQ	Health Equity	02/14/2020	276.00
100707	ICMACONT	ICMA contributions	02/14/2020	2,584.62
100708	ADPPAYRL	adp	02/14/2020	15,776.56
100709	ADPPAYRL	adp	02/14/2020	7,538.21
Total for 2/14/2020:				30,331.97
Report Total (159 checks):				875,936.74

**AGENDA ITEM NO. 7.A.**

DATE: February 27, 2020  
TO: Board of Directors  
FROM: Tammy Rudock, General Manager

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**SUBJECT: RECEIVE PRESENTATIONS ON QUALIFICATIONS TO PROVIDE REAL ESTATE MARKETING AND BROKERAGE SERVICES TO SELL MPWD SURPLUS REAL PROPERTY LOCATED AT 1513-1515 FOLGER DRIVE IN BELMONT, CA, BY:**  
**1. TOM HOVORKA OF KELLER WILLIAMS AND CHERYL VILLANUEVA OF COMPASS; AND**  
**2. JOHN M. WEATHERBY, MARK F. LOCKENMEYER, AND JUAN DE LEON OF CORNISH & CAREY COMMERCIAL D/B/A NEWMARK KNIGHT FRANK**

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**RECOMMENDATION**

Receive presentations from top two (2) proposing realtors/brokers followed by Q&A.

**FISCAL IMPACT**

None.

**BACKGROUND**

On May 24, 2018, the Board approved the surplus of the real property located at 1513-1515 Folger Drive in Belmont, CA. Staff recommended selling the property "AS IS" with no planned renovation.

In mid-October 2019, an RFP (Request for Proposals) was distributed and advertised in the Daily Journal (twice) for real estate marketing and brokerage services. Four (4) submittals were timely received by the MPWD on November 14, 2019, and after review by staff and District Counsel, the top two (2) proposals were ranked as follows:

1. Tom Hovorka & Cheryl Villanueva  
KW Peninsula Estates Compass
2. John M. Weatherby, Mark F. Lockenmeyer, & Juan de Leon  
Cornish & Carey Commercial d/b/a Newmark Knight Frank

**DISCUSSION**

At last month's regular meeting on January 23, 2020 staff recommended awarding a professional services contract to Tom Hovorka & Cheryl Villanueva but the Board had questions and preferred to first receive presentations by the top two (2) proposing realtor/broker teams before considering a contract award. Both teams will be present to share their qualifications as submitted and respond to questions.

A copy of each team's proposal will be available at the Board meeting for public inspection.

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BOARD ACTION: APPROVED:\_\_\_\_\_ DENIED:\_\_\_\_\_ POSTPONED:\_\_\_\_\_ STAFF DIRECTION:\_\_\_\_\_

UNANIMOUS\_\_\_\_\_ ZUCCA\_\_\_\_\_ SCHMIDT\_\_\_\_\_ WHEELER\_\_\_\_\_ WARDEN\_\_\_\_\_ VELLA\_\_\_\_\_



***AGENDA ITEM NO. 7.B.***

DATE: February 27, 2020  
TO: Board of Directors  
FROM: Tammy Rudock, General Manager

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**SUBJECT: CONSIDER APPROVING THE REVISED MPWD STRATEGIC PLAN FOR 2019-2020 AND REVISED DIRECTOR ASSIGNMENTS FOR 2020**

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**RECOMMENDATION:**

Approve the revised Strategic Plan and Director Assignments.

**FISCAL IMPACT:**

None.

**DISCUSSION:**

A Special Meeting of the Board of Directors was held on January 15, 2020.

Based upon the discussion during the special meeting, revisions were made to the MPWD 2019-2020 Strategic Plan and they are included in strikethrough format as an attachment. The revised roster of Director Assignments for 2020 is also attached.

Attachment: Revised MPWD 2019-2020 Strategic Plan  
Revised Roster of Director Assignments

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BOARD ACTION: APPROVED:\_\_\_\_ DENIED:\_\_\_\_ POSTPONED:\_\_\_\_ S TAFF DIRECTION:\_\_\_\_

UNANIMOUS\_\_\_\_ ZUCCA\_\_\_\_ SCHMIDT\_\_\_\_ WHEELER\_\_\_\_ WARDEB\_\_\_\_ VELLA\_\_\_\_



# MID-PENINSULA WATER DISTRICT

## ***REVISED 2019-2020 STRATEGIC PLAN***

*February 27, 2020*

Board of Directors:

Matthew P. Zucca, President  
Brian Schmidt, Vice President  
Kirk R. Wheeler, Director  
Dave Warden, Director  
Louis J. Vella, Director

Appointed Officials:

Julie Sherman, 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) Board of Directors held a special meeting on January 15, 2020 to review and consider updates to the MPWD 2019-2020 Strategic Plan.

All of the priority items were reviewed and discussed by Directors and staff and some were deleted, others were modified, and new ones were added. The revised 2019-2020 Strategic Plan is attached. Basic measures for success are identified in Attachment 1.

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



February 27, 2020

### **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.

~~February 28, 2019~~ February 27, 2020

**REVISED**

**2019-2020 STRATEGIC PLAN**

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

Core Goals/Objectives	2019 Measures of Success*	2020 Measures of Success
<p><u>Goal:</u> Maintain effective working relationships with external agencies</p> <p><u>Objectives:</u> <i>Maintain appropriate agency presence in local, regional and state industry organizations and activities</i></p> <p><i>Maintain outreach and project coordination with City of Belmont, City of San Carlos, and the County of San Mateo</i></p>	<p><b>Priority No. 1-1/19:</b> Coordinate with Belmont Chamber of Commerce for presentation of 2019 “State of the District – <i>Celebrating 90 Years of Service</i>” address.</p> <p><b>Priority No. 1-2/19:</b> Coordinate meeting between Belmont city officials and MPWD officials for continued project coordination and efficiencies.</p>	<p><b>Priority No. 1-1/20:</b> <del>Coordinate with Belmont Chamber of Commerce for presentation of 2020 “State of the District” address.</del> <u>Coordinate MPWD presentation to Belmont City Council and San Carlos City Council as relevant.</u></p> <p><b>Priority No. 1-2/20:</b> <del>Develop coordination agreement between MPWD and City of Belmont for long-term strategy.</del> <u>Coordinate meeting between Belmont city officials and MPWD officials for continued collaboration as relevant.</u></p> <p><u>Priority No. 1-3/20: Continue participation in Belmont’s Earth Day event.</u></p> <p><u>Priority No. 1-4/20: Continue participation in Belmont’s National Night Out event.</u></p>
<p><u>Goal:</u> Maintain organizational standards that ensure a high level of service orientation for our ratepayers</p> <p><u>Objective:</u> <i>Provide ratepayers with prompt, professional and courteous service</i></p>	<p><b>Priority No. 1-3/19:</b> Implement new customer account/service fees.</p> <p><b>Priority No. 1-4/19:</b> Continue website maintenance and data updates and apply for SDLF District Transparency Certificate of Excellence.</p>	<p><b>Priority No. 1-35/20:</b> Upgrade website for increased transparency, <u>accessibility</u>, and user-friendly resources.</p>

~~February 28, 2019~~ February 27, 2020

## STRATEGIC ELEMENT #2 – Resource Management

Core Goals/Objectives	2019 Measures of Success*	2020 Measures of Success
<p><b>Goal:</b> Ensure water quality meets desired quality standards</p> <p><b>Objective:</b> <i>Water quality standards for SWRCB/Division of Drinking Water are met</i></p>	<p><b>Priority No. 2-1/19:</b> Annual CCR by July 1<sup>st</sup>.</p> <p><b>Priority No. 2-2/19:</b> Continue distribution system unidirectional flushing program.</p>	<p><b>Priority No. 2-1/20:</b> Annual CCR by July 1<sup>st</sup>.</p> <p><b>Priority No. 2-2/20:</b> Continue distribution system unidirectional flushing program.</p>
<p><b>Goal:</b> Develop long-term resource sustainability through energy and water conservation measures</p> <p><b>Objectives:</b> <i>Participate in BAWSCA water supply reliability and water conservation projects</i></p> <p><i>Develop plan for meeting SB7X per capita water demand goals (20% reduction by 2020)</i></p> <p><i>Monitor fuel and energy use to identify opportunities for improvement efficiencies</i></p>	<p><b>Priority No. 2-3/19:</b> Promote online Sensus Customer Portal with public outreach.</p> <p><b>Priority No. 2-4/19:</b> Annual MPWD Conservation Report to customers by September 30<sup>th</sup>.</p> <p><b>Priority No. 2-5/19:</b> Comply with DDW/SWRCB regulations: Long-Term Urban Water Conservation Policy – “A California Way of Life”:</p> <ol style="list-style-type: none"> <li>Prepare for regulatory leak detection monitoring/reporting.</li> <li>Prepare for new service shut-off regulations.</li> <li>Prepare for implementation of Low Income Water Rate Assistance Program.</li> </ol>	<p><b>Priority No. 2-3/20:</b> Continue compliance with DDW/SWRCB regulations: Long-Term Urban Water Conservation Policy – “A California Way of Life”.</p> <p><b>Priority No. 2-4/20:</b> Annual MPWD Water Conservation Report to customers by September 30<sup>th</sup>.</p> <p><b>Priority No. 2-5/20:</b> <u>Request proposals for 2020 Urban Water Management Plan (due June 30, 2021).</u></p> <p><b>Priority No. 2-6/20:</b> <u>Host BAWSCA landscaper certification workshop for compliance with new state standards.</u></p> <p><b>Priority No. 2-7/20:</b> <u>Host BAWSCA Large Meter Testing Workshop.</u></p> <p><b>Priority No. 2-8/20:</b> <u>Investigate potential ground water supply options (e.g., shallow water aquifers, recycled water).</u></p> <p><b>Priority No. 2-9/20:</b> <u>Consider solar at facilities and all electric vehicle fleet replacements where feasible.</u></p>

\*Attachment #1 for Basic Measures of Success

~~February 28, 2019~~ February 27, 2020

### STRATEGIC ELEMENT #3 – Infrastructure Management and Operations

Core Goals/Objectives	2019 Measures of Success*	2020 Measures of Success
<p><b>Goal:</b> Maintain operations and maintenance procedures</p> <p><b>Objective:</b> <i>Develop standard operating procedures in accordance with best management practices as an organized manual</i></p>	<p><b>Priority No. 3-1/19:</b> Complete updated Emergency Response Plan.</p> <p><b>Priority No. 3-2/19:</b> Review/revise/update Water Service Ordinance No. 103.</p> <p><b>Priority No. 3-3/19:</b> Continue development of O&amp;M Manual.</p>	<p><b>Priority No. 3-1/20:</b> Finalize development of O&amp;M manual.</p> <p><b>Priority No. 3-2/20:</b> Review/revise/update <u>Water Service Ordinance No. 103.</u></p> <p><b>Priority No. 3-23/20:</b> Develop records/email retention policy.</p> <p><b>Priority No. 3-34/20:</b> Develop business interruption/resumption procedures.</p>
<p><b>Goal:</b> Maintain long-term capital improvement plan</p> <p><b>Objective:</b> <i>Review MPWD infrastructure modeling for assessment of capital improvement priorities, and assess other fixed assets in accordance with best management practices</i></p>	<p><b>Priority No. 3-4/19:</b> Continued CIP:</p> <ul style="list-style-type: none"> <li>A. Construct Hillcrest Pressure Regulating Station.</li> <li>B. Construct FY 2018/2019 water main replacements: <ul style="list-style-type: none"> <li>1. Notre Dame Avenue Loop Closure;</li> <li>2. Zone 5 Fire Hydrant Upgrades;</li> <li>3. <del>Civic Lane Improvements;</del> <u>and Cliffside Court improvements;</u> <u>and</u></li> <li>4. Tahoe Drive Area Improvements.</li> </ul> </li> <li>C. Complete engineering design and construct El Camino Real WMR.</li> <li>D. Complete engineering design: <ul style="list-style-type: none"> <li>1. Phase 1 – SR 101 Crossing at PAMF Medical Center;</li> <li>2. Old County Road WMR; <u>and</u></li> <li>3. Dekoven Tanks Replacement;</li> <li>4. <del>Dekoven Tank Utilization Project;</del> <u>and</u></li> <li>5-4. <del>Belmont Canyon Road Improvements.</del></li> </ul> </li> <li>E. Complete AMI meter change-out project.</li> <li>F. Continue coordination of capital improvement projects with surrounding local agencies (Belmont, San Carlos, and San Mateo City/County).</li> </ul> <p><b>Priority No. 3-5/19:</b> Review and update Comprehensive System Analysis and CIP (dated August 19, 2016), including cost estimates, and plan for execution.</p>	<p><b>Priority No. 3-4/20:</b> <i>Pending Board approval of UPDATED Comprehensive System Analysis and CIP, including funding plan</i> - Continued CIP:</p> <ul style="list-style-type: none"> <li>A. Construct: <ul style="list-style-type: none"> <li>1. <u>El Camino Real WMR;</u></li> <li>1-2. Phase 1 – SR 101 Crossing at PAMF Medical Center;</li> <li>2-3. <del>Old County Road WMR;</del> <u>and</u></li> <li>3-4. Dekoven Tanks Replacement; <u>and</u></li> <li>4. <del>Dekoven Tank Utilization Project;</del> <u>and</u></li> <li>5. <del>Belmont Canyon Road Improvements.</del></li> </ul> </li> <li>B. Complete engineering design: <ul style="list-style-type: none"> <li>1. <del>Williams Avenue, Ridge Road, Hillman Avenue Improvements;</del> <u>and Phase 1 – Old County Road WMR;</u></li> <li>2. <del>Monte Cresta Drive/Alhambra Drive Improvements;</del> <u>F Street Improvements; and</u></li> <li>2-3. <u>Ralston Avenue Improvements.</u></li> </ul> </li> </ul> <p><b>Priority No. 3-5/20:</b> Demolish abandoned pump station at 1510 Folger.</p> <p><b>Priority No. 3-6/20:</b> Develop capital project to rehabilitate MPWD Operations Center at 3 Dairy Lane.</p> <p><b>Priority No. 3-7/20:</b> <u>Request proposals for Transmission Water Main Assessments.</u></p>

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#### STRATEGIC ELEMENT #4 – Human Resources Management

Core Goals/Objectives	2019 Measures of Success*	2020 Measures of Success
<p><b>Goal:</b> Develop and maintain systems and processes for effective workforce management</p> <p><b>Objectives:</b> <i>Develop/maintain effective workforce to meet organizational needs</i></p> <p><b>Maintain:</b></p> <ul style="list-style-type: none"> <li>▪ <i>Appropriate communication channels with employees</i></li> <li>▪ <i>Positive work environment and employee satisfaction</i></li> <li>▪ <i>Organizational human resources policy manual</i></li> </ul>	<p><b>Priority No. 4-1/19:</b> Review and update MPWD Personnel Manual.</p> <p><b>Priority No. 4-2/19:</b> With employee involvement, create updated performance evaluation tool and update annual review process.</p>	<p><b>Priority No. 4-1/20:</b> Implement updated employee performance review tool and process.</p> <p><b>Priority No. 4-2/20:</b> Reorganization for <del>2021</del> employee succession planning, <del>including General Manager position.</del></p> <p><u>Priority No. 4-3/20: Create and maintain staff training schedule, and launch ACWA JPIA Learning Management System.</u></p>
<p><b>Goal:</b> Develop and maintain Board of Directors procedures for effective and transparent governance</p> <p><b>Objective:</b> <i>Develop and maintain Board of Directors policies and procedures</i></p>	<p><b>Priority No. 4-3/19:</b> Review/update Rules of the Board for SDLF District Transparency Certificate of Excellence.</p>	<p><del>Priority No. 4-3/20: Create a development program that will support Board functioning and expertise.</del></p> <p><u>Priority No. 4-4/20: Review Annual Planning Schedule for Board of Directors for updates.</u></p>

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## STRATEGIC ELEMENT #5 – Financial Management

Core Goals/Objectives	2019 Measures of Success*	2020 Measures of Success
<p><u>Goal:</u> Establish and achieve annual budget trends</p> <p><u>Objectives:</u> 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><b>Priority No. 5-1/19:</b> Complete transition to full AMI system billing, including one billing cycle for all customers.</p> <p><b>Priority No. 5-2/19:</b> Continue quarterly reporting on 2016 COP financial status.</p> <p><b>Priority No. 5-3/19:</b> Discuss potential \$8 million funding gap in 2016 COP CIP and plan alternatives.</p> <p><b>Priority No. 5-4/19:</b> Develop long-term financial forecast model and 10-year financial plan.</p> <p><b>Priority No. 5-5/19:</b> Create financial plan policy for PARS OPEB and PRSP liabilities.</p> <p><b>Priority No. 5-6/19:</b> Determine whether water rate study will be needed for next 5-year plan for Proposition 218 hearing process.</p> <p><b>Priority No. 5-7/19:</b> Continue development of MPWD Financial Control Policy Manual, including the review/update and/or development of the following policies:</p> <ol style="list-style-type: none"> <li>Procurement policy (2005);</li> <li>Accounts payable/receivable policy;</li> <li>Billing/Invoicing policy;</li> <li>Cash disbursement (check-writing) policy;</li> <li>Customer Billing policy; and</li> <li>Credit card management policy.</li> </ol>	<p><b>Priority No. 5-1/20:</b> <del>Complete 5-year water rate plan</del> <u>noticing to customers, conduct Proposition 218 hearing, and adopt rate plan effective July 1, 2020. Request proposals for Water Rate Study for FYs 2020-2025, including 10-year financial plan and financial forecast model, and 5-year rate plan in preparation for Proposition 218 hearing process in 2021.</u></p> <p><b>Priority No. 5-52/20:</b> Cost-of-service fees review and update, <u>including fire protection charges.</u></p> <p><b>Priority No. 5-63/20:</b> <u>Request proposals for review and analysis of connection fees, Review water capacity charges and water demand offset fees and consider CPI adjustments.</u></p> <p><b>Priority No. 5-24/20:</b> Continue <del>quarterly</del> reporting on 2016 COP <u>CIP</u> financial status <u>on a semi-annual basis (January and July).</u></p> <p><b>Priority No. 5-35/20:</b> <del>Continued review/update and development of MPWD financial control policies:</del>  <del>A. Investment policy (2007);</del>  <del>B. Compensation and Expense Reimbursement for Board Members (2007);</del>  <del>and</del>  <del>C. Capitalization policy (2013).</del> <u>Complete DRAFT MPWD Financial Control Policy Manual.</u></p> <p><b>Priority No. 5-46/20:</b> Update Conflict of Interest Code as needed.</p> <p><b>Priority No. 5-7/20:</b> <u>Create financial plan for management of the pre-funded OPEB and PRSP liabilities, held in trust with PARS.</u></p>

## 2019-2020 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"> <li>Attend HIA meetings</li> <li>Attend neighborhood meetings as appropriate</li> <li>Maintain presence at LAFCO meetings</li> <li>Attend local community City Council meetings</li> <li>Attend ACWA JPIA and Region 5 meetings</li> <li>Attend San Mateo CSDA meetings</li> <li>Attend SFPUC meetings</li> <li>Attend BAWSCA meetings</li> <li>Attend Belmont Operational coordination meetings</li> </ul> <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> <p>Proactive MPWD advocacy focusing on common constituent message development and community promotion</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"> <li>Routine water testing and monitoring should meet SWRCB/Department of Drinking Water standards</li> <li>Prepare and transmit timely CCR</li> <li>Implement feasible water quality inspection recommendations</li> <li>Maintain active involvement in BAWSCA water supply reliability and water conservation project activity</li> <li>Continue water use efficiency messaging to meet regional and statewide water conservation goals</li> <li>Support continued off-peak hour pumping</li> <li>Explore use of solar power as market costs drop</li> </ul>
#3 – Infrastructure Management	Maintain operations and	Monitor O&M procedures and revise as appropriate

STRATEGIC ELEMENTS	CORE GOALS	BASIC MEASURES OF SUCCESS
and Operations	<p>maintenance procedures</p> <p>Maintain long-term capital improvement plan</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"> <li>▪ Monitor recruitment/retention levers for funding/implementation action</li> <li>▪ Review recruitment /hiring process plans</li> <li>▪ Meet and confer with MPWD Employee Association as applicable</li> <li>▪ Maintain organization chart</li> <li>▪ Create organizational succession plan</li> <li>▪ Plan annual training plan/calendar around available budget funds</li> <li>▪ Regular GM/staff meetings and communications</li> <li>▪ Develop/update and maintain administrative procedures</li> <li>▪ Recognize employee service milestones</li> <li>▪ Celebrate employee accomplishments</li> <li>▪ Monitor staff job satisfaction</li> <li>▪ Review Employee Safety and Loss Prevention Program</li> <li>▪ Fiscal Year safety incident and loss prevention report to Board</li> </ul> <p>Create/maintain/update Board of Directors policies</p> <p>Review Annual Planning Schedule for Board of Directors for updates</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 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>



February 20, 2020

## DIRECTOR ASSIGNMENTS/COMMITTEES

ASSIGNMENT	2020
ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA)/REGION 5	All
ACWA/JOINT POWERS INSURANCE AUTHORITY (JPIA)	Brian Schmidt Kirk Wheeler
BAY AREA WATER SUPPLY & CONSERVATION AGENCY (BAWSCA)	Louis Vella
SAN MATEO CHAPTER -CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA)	Louis Vella Kirk Wheeler <i>Tammy Rudock, General Manager</i>
GENERAL MANAGER PERFORMANCE EVALUATION	Louis Vella Matt Zucca
HARBOR INDUSTRIAL ASSOCIATION (HIA)	Brian Schmidt Kirk Wheeler
BELMONT "HAPPY HYDRANT" PRESERVATION AD HOC COMMITTEE	Dave Warden
BELMONT CHAMBER OF COMMERCE	All

STANDING COMMITTEE	2020
FINANCE COMMITTEE	Brian Schmidt Dave Warden <i>District Treasurer</i>



**AGENDA ITEM NO. 7.C.**

DATE: February 27, 2020  
TO: Board of Directors  
FROM: Tammy Rudock, General Manager  
Candy Pina, Administrative Services Manager  
Rene Ramirez, Operations Manager

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**SUBJECT: RECEIVE MID-YEAR REVIEW OF FY 2019/2020 OPERATING AND CAPITAL BUDGETS AND CONSIDER RESOLUTION 2020-02 APPROVING THE AMENDED BUDGETS**

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**RECOMMENDATION**

Approve Resolution 2020-02 after receiving mid-year review of FY 2019/2020 Operating and Capital Budgets.

**FISCAL IMPACT**

	<b><i>APPROVED FY 2019/2020 BUDGET</i></b>	<b><i>PROPOSED AMENDED FY 2019/2020 BUDGET</i></b>
TOTAL OPERATING REVENUES	\$13,721,000	\$14,135,820
TOTAL OPERATING EXPENDITURES	\$13,437,528	\$13,650,217
NET RESULT OF OPERATIONS – SURPLUS AND TRANSFER TO CAPITAL	\$283,472	\$485,603
NET RESULT OF CAPITAL PROGRAM – SURPLUS AND TRANSFER TO CAPITAL RESERVES	\$1,203,472	\$1,608,842

**DISCUSSION**

Staff met with the Board's Finance Committee on February 3, 2020 wherein the proposed amended budget was reviewed and discussed, and that summary is attached. In a nutshell, total revenues are projected to increase by almost 3.0% or \$384,320 (largely due to increased development fees recognized), and expenses are projected to increase slightly by approximately 1.5% for a total of \$212,688 (largely as a result of materials and supplies purchased in Operations for the fire hydrant replacement program; increased depreciation because of new assets recognized; and increases in membership fees/dues).

***TOTAL OPERATING REVENUES projected to be \$384,320 higher  
for a total of \$14,135,820 (from \$13,721,000).***

***TOTAL OPERATING EXPENDITURES projected to be \$212,688 higher  
for a total of \$13,650,217 (from \$13,437,528).***

**NET RESULT – OPERATING SURPLUS AND TRANSFER TO CAPITAL  
projected in the amount of \$485,603 (from \$283,472).**

**CAPITAL BUDGET**

The total proposed amended Capital Budget for FY 2019/2020 is \$113,238—up \$63,238 from \$50,000—representing actual expenses incurred for the construction completed in-house by staff of the Malcolm Avenue Water Main Replacement Project (CIP #15-74).

Next month staff and the District Engineer will present the updated MPWD Comprehensive System Analysis and Capital Improvement Program (CIP) – FY 2019/2020, and the related CIP Summary. Additionally, the proposed MPWD CIP for FY 2019/2020 through FY 2023/2024 will be shared, together with a revised amended Capital Budget for FY 2019/2020. This was discussed in detail on February 3<sup>rd</sup> with the Board's Finance Committee and staff received good input.

**NET RESULT – CAPITAL PROGRAM SURPLUS  
AND TRANSFER TO CAPITAL RESERVES  
projected in the amount of \$1,608,842 (previously \$1,203,472).**

The proposed amended budgets did not impact the debt service coverage ratio, which remained unchanged at 1.93.

Attachments:      Resolution 2020-02  
Proposed Amended FY 2019/2020 Operating and Capital Budgets

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BOARD ACTION: APPROVED:\_\_\_\_\_ DENIED:\_\_\_\_\_ POSTPONED:\_\_\_\_\_ STAFF DIRECTION:\_\_\_\_\_

UNANIMOUS\_\_\_\_\_ ZUCCA\_\_\_\_\_ SCHMIDT\_\_\_\_\_ WHEELER\_\_\_\_\_ WARDEN\_\_\_\_\_ VELLA\_\_\_\_\_

**MID-PENINSULA WATER DISTRICT  
AMENDED BUDGET FOR FY 2019-2020  
SUMMARY**

2/20/2020 17:05

DESCRIPTION	FY 2018-2019 ACTUAL	APPROVED FY 2019-2020 BUDGET	ACTUALS 7/1/19-12/31/19	AMENDED FY 2019-2020 BUDGET	Increase (Decrease)	% Change
<b>OPERATING REVENUE</b>						
WATER COMMODITY CHARGES	9,593,873	9,800,000	6,296,603	9,800,000	-	0.0%
FIXED SYSTEM CHARGES	2,875,001	3,000,000	1,556,843	3,000,000	-	0.0%
FIRE SERVICE CHARGES	15,961	14,000	8,161	14,000	-	0.0%
MISC CUSTOMER ACCOUNT FEES	77,715	43,000	80,310	88,500	45,500	105.8%
MISCELLANEOUS OPERATING	24,363	25,000	-	10,000	(15,000)	-60.0%
PROPERTY TAX REVENUE	380,509	268,000	172,539	268,000	-	0.0%
<b>TOTAL OPERATING REVENUE *</b>	<b>12,967,422</b>	<b>13,150,000</b>	<b>8,114,457</b>	<b>13,180,500</b>	<b>30,500</b>	0.2%
WATER SYSTEM CAPACITY CHARGES	645,668	100,000	338,277	340,000	240,000	240.0%
WATER DEMAND OFFSET CHARGES	44,449	10,000	45,396	47,000	37,000	370.0%
SERVICE LINE & INSTALLATION CHARGES	11,937	10,000	53,241	75,000	65,000	650.0%
MISCELLANEOUS NON-OPERATING *	146,677	50,000	57,295	75,000	25,000	50.0%
INTEREST REVENUE - LAIF *	115,106	75,000	51,296	75,000	-	0.0%
INTEREST REVENUE - COP	323,582	150,000	136,437	150,000	-	0.0%
LEASE OF PHYSICAL PROPERTY *	152,926	175,000	131,161	175,000	-	0.0%
LANDSCAPE PERMIT REVENUE	6,486	1,000	18,320	18,320	17,320	1732.0%
<b>TOTAL NON-OPERATING REVENUE</b>	<b>1,446,831</b>	<b>571,000</b>	<b>831,422</b>	<b>955,320</b>	<b>384,320</b>	67.3%
<b>TOTAL REVENUE</b>	<b>14,414,253</b>	<b>13,721,000</b>	<b>8,945,879</b>	<b>14,135,820</b>	<b>414,820</b>	3.0%
<b>OPERATING EXPENDITURES</b>						
SALARIES & WAGES	1,645,300	2,069,385	742,827	2,069,385	-	0.0%
PAYROLL TAXES & BENEFITS	1,115,210	1,414,093	472,326	1,415,260	1,167	0.1%
PURCHASED WATER	5,581,289	5,654,624	3,236,850	5,654,624	-	0.0%
OUTREACH & EDUCATION	60,473	60,000	16,292	60,000	-	0.0%
M&R - OPS SYSTEM	263,452	387,751	96,956	453,513	65,762	17.0%
M&R - FACILITIES & EQUIPMENT	168,540	162,625	59,656	162,625	-	0.0%
SYSTEM SURVEYS	-	35,000	-	35,000	-	0.0%
ADMINISTRATION & EQUIPMENT	327,401	306,377	132,475	306,377	-	0.0%
MEMBERSHIP & GOV FEES	247,913	228,585	129,470	261,894	33,309	14.6%
BAD DEBT & CLAIMS	(9,214)	30,000	-	30,000	-	0.0%
UTILITIES	304,831	326,814	161,971	326,814	-	0.0%
PROFESSIONAL SERVICES	522,511	460,575	248,113	483,025	22,450	4.9%
TRAINING/TRAVEL & RECRUITMENT	76,553	37,500	15,695	37,500	-	0.0%
RESTRICTED EARNINGS	1,287,419	225,000	187,733	225,000	-	0.0%
DEPRECIATION	938,384	970,000	520,111	1,060,000	90,000	9.3%
DEBT SERVICE	691,481	1,069,200	717,572	1,069,200	-	0.0%
<b>TOTAL EXPENDITURES</b>	<b>13,221,542</b>	<b>13,437,528</b>	<b>6,738,045</b>	<b>13,650,217</b>	<b>212,688</b>	1.6%
<b>NET RESULTS OF OPERATIONS</b>	<b>1,192,711</b>	<b>283,472</b>	<b>2,207,834</b>	<b>485,603</b>	<b>202,132</b>	71.3%
<b>NET TRANSFERS TO CAPITAL</b>	<b>1,192,711</b>	<b>283,472</b>	<b>2,207,834</b>	<b>485,603</b>	<b>202,132</b>	71.3%
<b>DEBT SERVICE COVERAGE</b>	<b>2.61</b>	<b>1.93</b>	<b>4.05</b>	<b>1.93</b>		

\* Revenues included in Debt Service Coverage Ratio

**MID-PENINSULA WATER DISTRICT  
AMENDED BUDGET FOR FY 2019-2020  
CAPITAL OUTLAY/CAPITAL PROJECTS**

2/20/2020 17:06

DESCRIPTION	APPROVED FY 2019-2020 BUDGET \$	ACTUAL 7/1/2019 12/31/2019	AMENDED FY 2019-2020 BUDGET \$
CAPITAL IMPROVEMENTS - WORK IN PROCESS (WIP)			
Miscellaneous Capital Improvements	-	113,238	(113,238)
<b>CAPITAL IMPROVEMENTS - WIP TOTAL</b>	<b>-</b>	<b>113,238</b>	<b>(113,238)</b>
<b>CAPITAL OUTLAY</b>			
Miscellaneous Capital Outlay/Projects	50,000	-	50,000
<b>CAPITAL OUTLAY TOTAL</b>	<b>50,000</b>	<b>-</b>	<b>50,000</b>
<b>CAPITAL IMPROVEMENTS &amp; CAPITAL OUTLAY TOTAL</b>	<b>50,000</b>	<b>113,238</b>	<b>(63,238)</b>
DEPRECIATION	970,000	520,111	1,060,000
TRANSFER FROM OPS	283,472	2,207,834	485,603
TRANSFER (TO)/FROM CAPITAL RESERVES	(1,203,472)	(2,614,705)	(1,608,842)
CAPITAL OUTLAY/CAPITAL PROJECTS	(50,000)	(113,239)	63,238
<b>NET RESULTS OF CAPITAL</b>	<b>-</b>	<b>0</b>	<b>0</b>

**RESOLUTION NO. 2020-02**

**APPROVING THE AMENDED OPERATING AND CAPITAL BUDGETS  
FOR FISCAL YEAR 2019/2020**

\* \* \*

**MID-PENINSULA WATER DISTRICT**

**WHEREAS**, staff developed a mid-year review of the Operating and Capital Budgets for Fiscal Year 2019/2020 and presented a detailed review and discussed with the Board's Finance Committee on February 3, 2020, in a meeting open to the public; and

**WHEREAS** staff presented a summary review to the Board of Directors at its regularly scheduled meeting on February 27, 2020; and

**WHEREAS**, staff proposed amendments to the Operating and Capital Budgets for Fiscal Year 2019/2020, which involved adjustments among account line items, and recommended them for approval.

**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 2019/2020 as follows:

	<i><b>APPROVED FY 2019/2020 BUDGET</b></i>	<i><b>PROPOSED AMENDED FY 2019/2020 BUDGET</b></i>
TOTAL OPERATING REVENUES	\$13,721,000	\$14,135,820
TOTAL OPERATING EXPENDITURES	\$13,437,528	\$13,650,217
NET RESULT OF OPERATIONS – SURPLUS AND TRANSFER TO CAPITAL	\$283,472	\$485,603
NET RESULT OF CAPITAL PROGRAM – SURPLUS AND TRANSFER TO CAPITAL RESERVES	\$1,203,472	\$1,608,842

**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 2019/2020 in the amount of \$113,238 (from \$50,000).

**BE IT FURTHER RESOLVED** that as a result of the Amended Capital Budget there will be a projected transfer to Capital Reserves in the amount of \$1,608,842 (from \$1,203,472).

**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, and post them to the MPWD website.

**REGULARLY PASSED AND ADOPTED** this 27<sup>th</sup> day of February 2020 by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

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President, Board of Directors

ATTEST:

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Board Secretary



TO: Board of Directors

FROM: Tammy A. Rudock  
General Manager

DATE: February 27, 2020

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## MANAGER'S REPORT

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### **FOLLOW-UP FROM 01/23/2020 REGULAR BOARD MEETING**

- Posted MPWD Residential Water Service Termination Policy, and related Resolution 2020-01 and Ordinance No. 120 to the website. As required by Senate Bill 998, translation into five (5) languages is in progress for posting to the website.

### **FINANCE COMMITTEE MEETING**

The Board's Finance Committee met on February 3, 2020 with staff and discussed the following items:

- DRAFT MPWD Capital Improvement Program (CIP) for FY 2019/2020 through FY 2023/2024 and Proposed Funding Plan  
*There was good discussion about the proposed CIP and funding plan options. The Committee requested that staff identify the potential funding sources during its presentation to the Board.*
- PRELIMINARY DRAFT Mid-Year Review of MPWD FY 2019/2020 Operating and Capital Budgets  
*The mid-year budget discussion centered around the few minor changes to account for additional revenues received or recognized through December 31, 2019, largely due to development impact fees, and the minimal increase to expenditures mostly to account for purchasing additional fire hydrants and related materials and supplies, and increased depreciation as a result of new assets. An additional question by the Committee was about the increased Membership Fees/Dues and staff promised a response, which is to cover unanticipated increases in those items that were not initially projected.*
- Preliminary Revenue Requirements for FY 2020/2021, and
  - Proposed Water Rate Study for FYs 2020-2025; and
  - Proposed Study to Review Water Capacity Charges and Water Demand Offset Fees  
*Staff reported that there were excess cash reserves and projected increased revenues, and additional revenues projected from the sale of the 1513-1515 Folger Avenue and the F Street parcels, and a Proposition 218 (Prop 218) process would be needed to impose a water rate adjustment effective July 1, 2020. Because a Prop 218 process is cumbersome and time consuming, staff recommended that the MPWD take the time to do a rate study that develops a 5-year rate plan effective July 1, 2021 so that the Prop 218 process would cover that 5-year period. That would mean a 0.0% water rate adjustment is recommended for FY 2020/2021. There was discussion about a small increase to cover CPI for next year but it would still require a Prop 218 hearing process and staff replied that it couldn't likely get it done with the few months remaining in the fiscal year for the minimal revenues it would generate. The Committee reminded staff to include an update of the Water Capacity Charges and Water Demand Offset Fees, as well as the miscellaneous fees.*
- Format for Committee Minutes  
*Finally, Committee minutes are not required as opined by District Counsel and the Committee determined that they would report out under Director's reports after their meeting and requested that staff include a message on the website. Staff could also refer them to the General Manager's report and meeting notes.*

## **AGENCY INPUT REQUESTED BY BAWSCA**

At this month's Water Management Representatives meeting on February 6<sup>th</sup>, BAWSCA asked for agency input on supplemental water supply needs. BAWSCA's Long-Term Reliable Water Supply Strategy Report was released in February 2015. The most recent extended drought in California covered the years 2014 through 2017. As a result, BAWSCA member agencies have good recent data about their customer base tolerance for cutbacks during an extended drought. Attached are pages taken from BAWSCA's presentation for background information. Water demand is projected to increase as a result of development within the San Francisco Regional Water System and the next drought is right around the corner. Securing additional water supply is costly and BAWSCA wants to know what agencies would be willing to pay for it to avoid potential increased cutbacks. The four (4) questions are on the last slide of the BAWSCA presentation. After the Board's input during the Board meeting, staff will prepare the MPWD's response to BAWSCA.

From staff's perspective and to stimulate the discussion for the Board meeting:

### **1. *Were cutbacks during recent drought acceptable?***

The MPWD cutback levels during the extended 2014-2017 drought were manageable but required a lot of public outreach and communication to achieve the state mandated 26% savings in the final year(s). Reduced revenues as a result of the achieved savings required annual rate adjustments that were not pleasant for staff to recommend or the Board to approve, and further to explain to ratepayers, but every agency in the State of California had to do it.

### **2. *Could the agency achieve 26% cutback:***

#### **➤ *In the next 2-3 years?***

Since the MPWD customers previously achieved a 26% cutback, we believe they could do it again in the next 2-3 years. For background information, here's a look at the MPWD data (MG) for total consumption for the past seven (7) fiscal years:

FYE 2013	1086.88
FYE 2014	1053.26
FYE 2015	904.56
FYE 2016	805.34
FYE 2017	848.52
FYE 2018	913.65
FYE 2019	912.99

#### **➤ *From 2040 demands?***

From the MPWD's 2015 Urban Water Management Plan, the projected 2040 water demands totaled 1,239/MG. From the recent annual BAWSCA Regional Water Demand and Conservation Projections Forecast (to be used for development of the 2020 Urban Water Management Plan) it is projected that the MPWD's 2040 water demands would be lower, or at 1,100/MG. That is because of the data provided above reflecting the decreased demands. The MPWD could likely achieve a 26% cutback on the 2040 projected demands with proper community outreach and communication.

### **3. *Do known risks to water supply reliability warrant investment in additional water supplies?***

Obviously it is worth the investigation and investment and that is why the SFPUC has it as a priority for not only its retail customers but also the wholesale customers. We should make sure that BAWSCA is not duplicating the SFPUC's efforts in securing additional water supply for the wholesale customers.

**4. How much would the agency be willing to pay to avoid:**

- **Reduce shortage levels from 20% to 10%:** \$-0-  
MPWD should not be willing to pay because it could achieve those savings based upon past experience.
- **Reduce shortage levels from 30% to 20%:** \$-0-  
MPWD should not be willing to pay because it could likely achieve 30% savings based upon past experience.
- **Reduce shortage levels from 50% to 40%:** \$-UNKNOWN-  
These cutback levels—40% or 50%--would be catastrophic for most water suppliers within the Regional Water System, including the MPWD. Serious financial decisions would have to be made, including such things as: a declaration of a moratorium on new development, elimination of all unnecessary expenditures, cessation of capital improvement programs, implementation of staffing level reductions/layoffs, including reductions in compensation/benefits, and reduced service levels.

Staff recently suggested at the Board's Finance Committee Meeting on February 3<sup>rd</sup> that during the MPWD's upcoming water rate study that consideration might be given to expanding the MPWD's Water Shortage Emergency Rates (including recommended reductions in operating and capital costs) and analysis of projected rates at all stages of the MPWD's Water Shortage Contingency Plan:

- Stage 1: Up to 11%
- Stage 2: 12% to 18%
- Stage 3: 19% to 32%
- Stage 4: 33% to 50%

That way the Board could better consider potential future impacts.

**SFPUC ANNUAL MEETING FOR WHOLESALE CUSTOMERS AND BAWSCA**

Staff will provide a summary report at the Board meeting.

**3-MONTH "LOOK AHEAD" FOR BOARD MEETINGS**

MARCH 26, 2020

- Consider preliminary revenue requirements and proposed water rate adjustments.
- Discuss proposed CIP for FY 2019/2020 through FY 2023/2024 and funding plan.
- Receive BAWSCA report.

APRIL 23, 2020

- Approve water rate adjustments effective July 1<sup>st</sup>. (Required 30-day notice to ratepayers.)
- Review working DRAFT Operating & Capital Budgets for FY 2020/2021.

MAY 28, 2020

- Consider and adopt final DRAFT Operating & Capital Budgets for FY 2020/2021.
- Receive BAWSCA report.

**BOARD FINANCE COMMITTEE MEETING – TENTATIVE SCHEDULE**

*March/April 2020*

- DRAFT FY 2020/2021 Operating and Capital Budget review; and
- PARS Section 115 combined trust management plan [OPEB—Other Post-Employment Benefits and PRSP—Pension Rate Stabilization Program].

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**UPCOMING MEETINGS/EVENTS**

BAWSCA Water Management Meeting (Foster City): March 5, 2020

HIA Meeting (Belmont): March 5, 2020

ACWA JPIA 2020 Spring Conference & Exhibition (Monterey): May 4-8, 2020

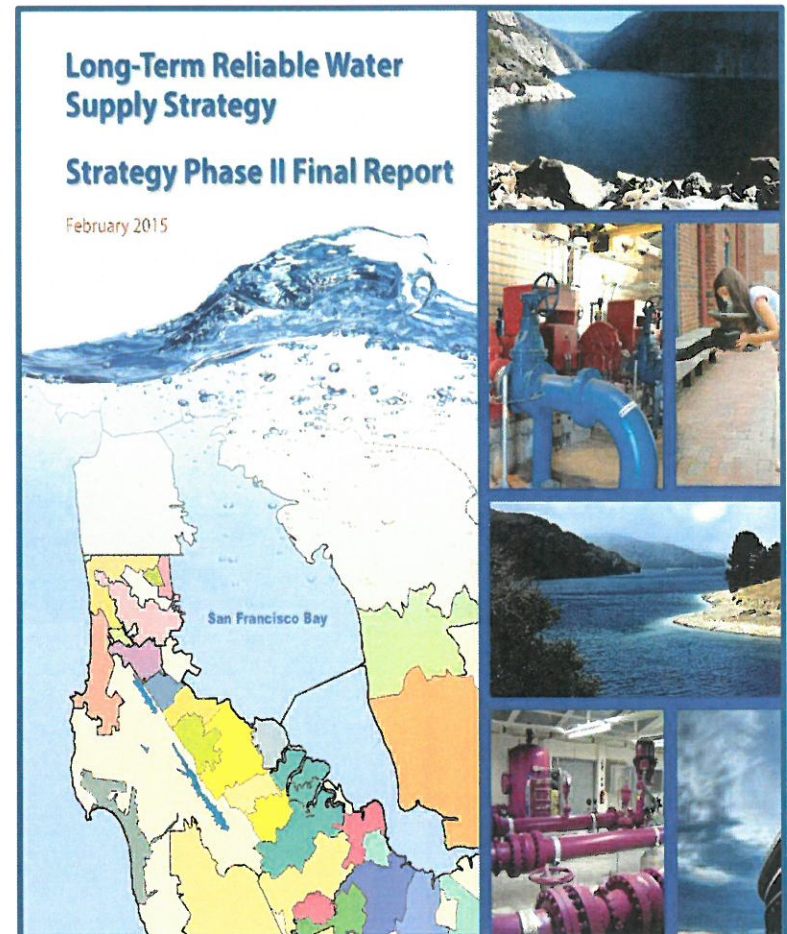
CSDA Special District Legislative Days (Sacramento): May 19-20, 2020

CSDA Annual Conference (Palm Desert): August 24-27, 2020

CSDA Special District Leadership Academy – Governance Conference (South Lake Tahoe): September 27-30, 2020

# BAWSCA's Long-Term Reliable Water Supply Strategy Report Released in February 2015

- Phase II Final Report released in February 2015
- Comprehensive assessment of reliability through 2040
- **Determine the water supply problem**
  - When, where, and how much additional water is needed in normal and dry years
- **Develop solutions**
  - Identify specific water supply management projects for implementation
- Focus on increasing regional reliability *beyond that provided by the SF Regional Water System*



# Strategy Identified Wide Range of Potential Projects

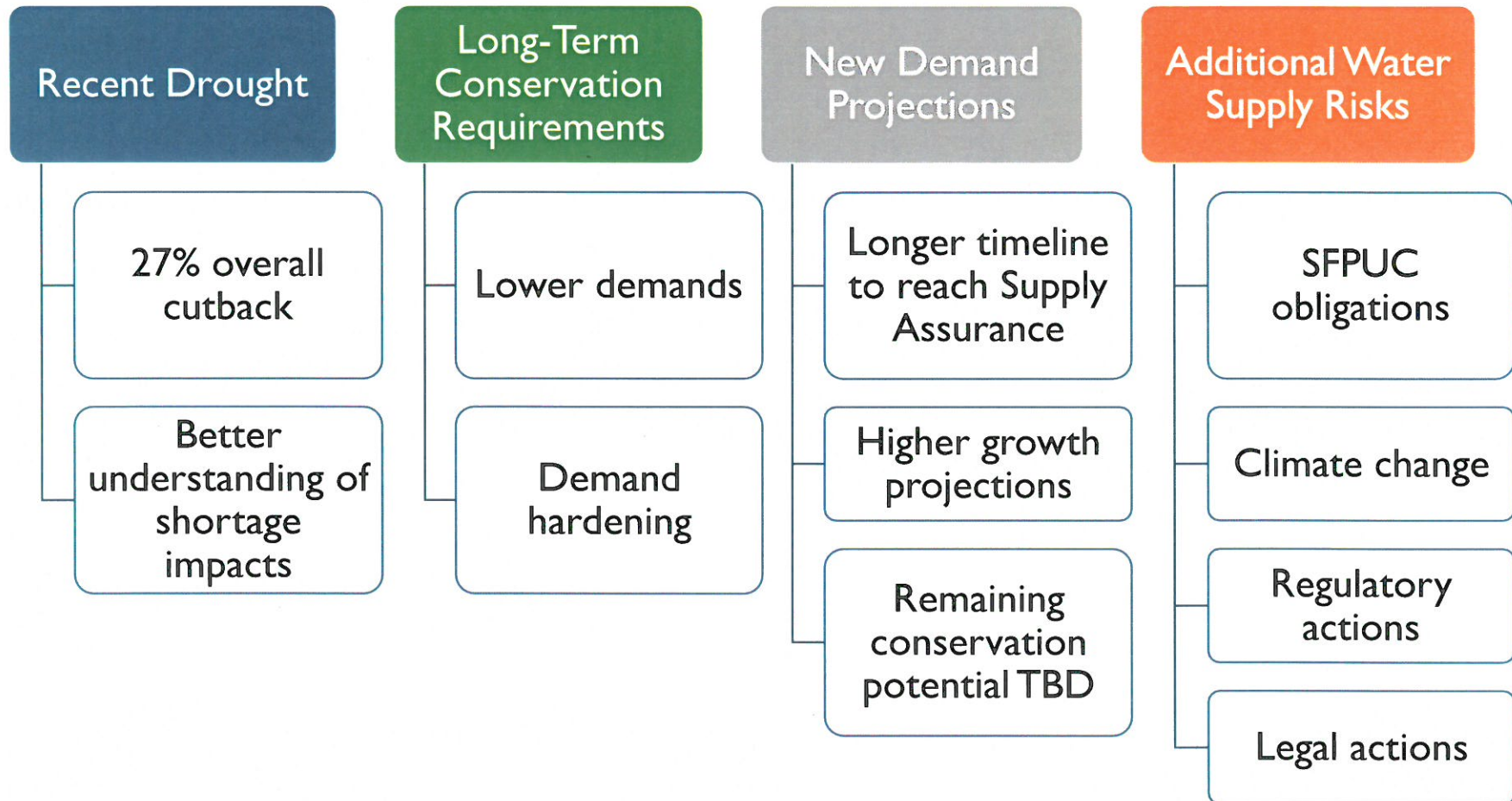
- Water transfers and storage
- Brackish groundwater desalination
- Recycled water
- Groundwater
- Local reuse
- Conservation
- Indirect potable reuse (IPR) & direct potable reuse (DPR)



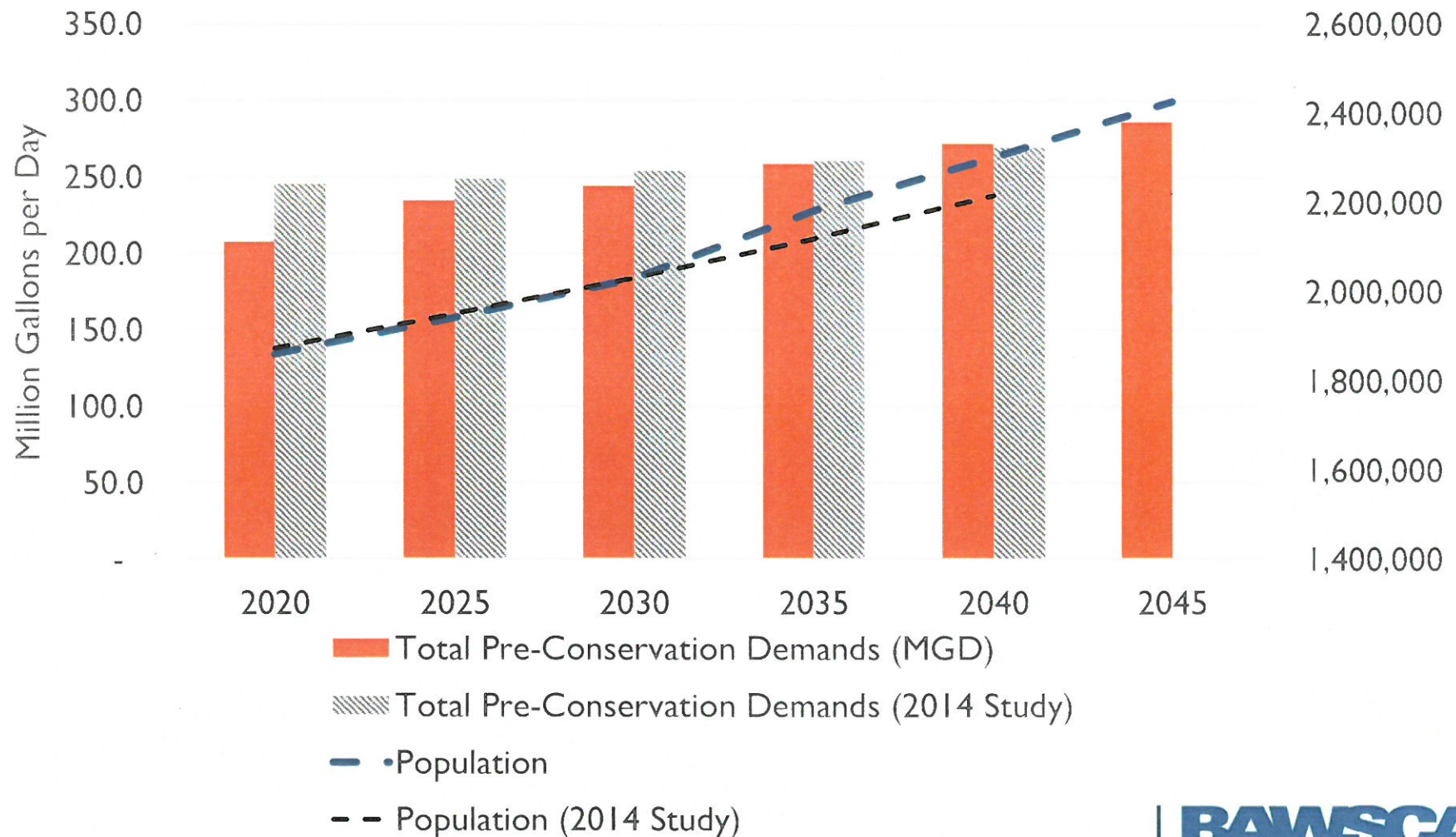
# BAWSCA Pursuing Strategy Actions Based on Agency Input During Strategy Development

1. Agencies desire better dry-year level of service than SFPUC committed to provide.
  - 26% shortage on SF RWS not acceptable
2. BAWSCA should explore supplemental dry year supply options to reduce potential shortages
3. Implementation decisions on future water supply options would be considered on individual project basis
  1. Regional Projects – for benefit of all BAWSCA agencies
  2. Subscription Projects – funded by agencies receiving benefits

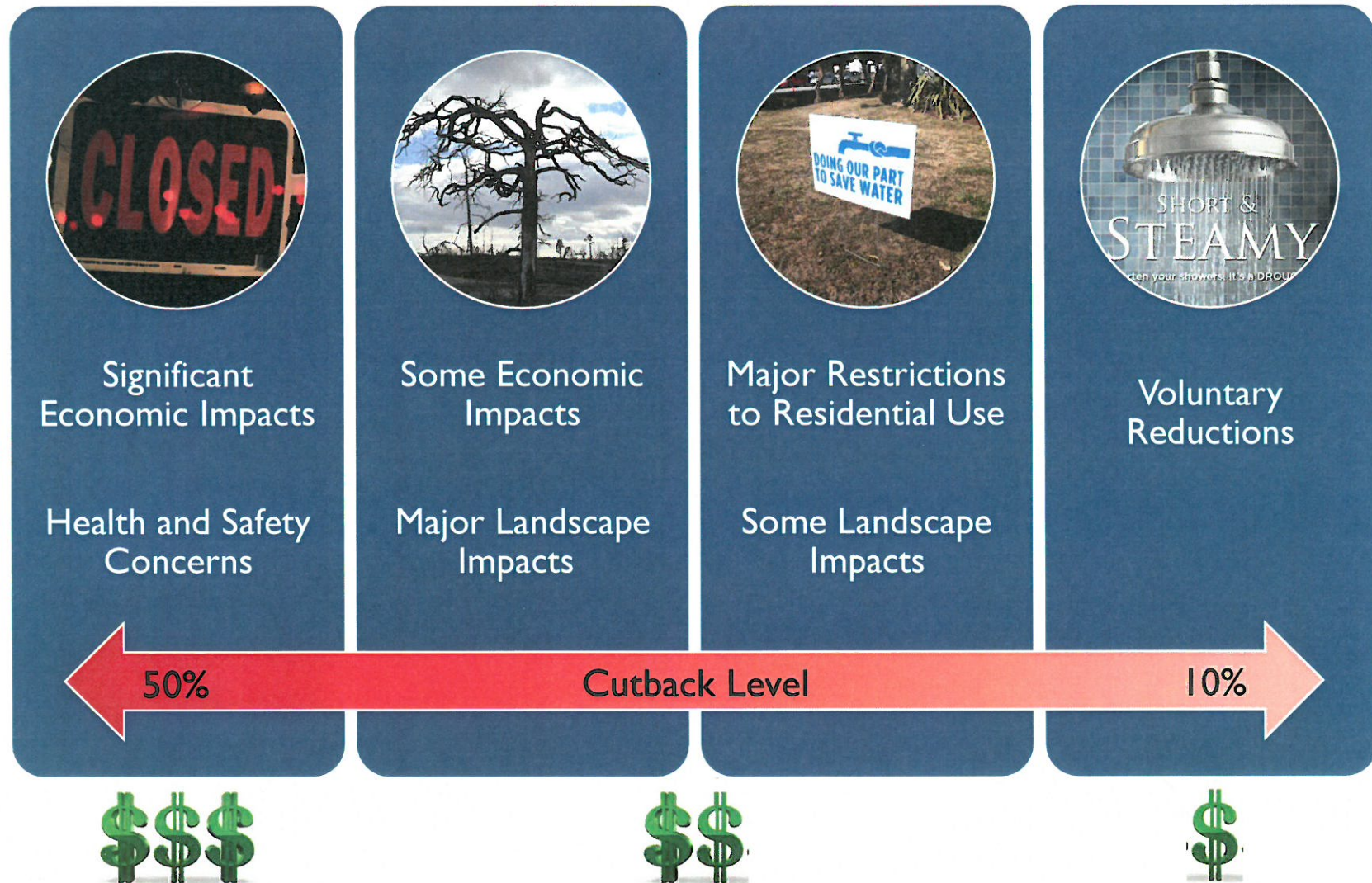
# Changed Conditions Since Strategy Development Require New Look at Fundamental Assumptions



# Growth and Demand Hardening Will Impact Ability to Respond to Future Droughts



# Price Sensitivity to Supplemental Supplies Varies Depending on Shortage Risk and Impacts



# Has New Information Changed Your Agency's Perspectives on Supplemental Supply Needs?

- Were cutback levels during recent drought acceptable to your Board and customers?
- Could your agency achieve 26% cutback:
  - In the next 2-3 years?
  - From 2040 demands?
- Do known risks to water supply reliability warrant investment in additional water supplies?
- How much would the agency be willing to pay to avoid?
  - Reduce shortage levels from 50% to 40%
  - Reduce shortage levels from 30% to 20%
  - Reduce shortage levels from 20% to 10%



TO: Board of Directors

FROM: Candy Pina

DATE: February 27, 2020

### ADMINISTRATIVE SERVICES MANAGER'S REPORT

#### FINANCIAL REPORTING:

##### Schedule of Cash and Investments:

SCHEDULE OF CASH AND INVESTMENTS		
CASH ACCOUNT	BALANCE 1/31/2020	BALANCE @02/20/2020
PETTY CASH	\$400	\$400
CASH DRAWER	\$200	\$200
WELLS FARGO CHECKING	\$341,388	\$257,795
LAIF	\$6,453,428	\$6,203,428
BNY INSTALLMENT ACCOUNT	\$377,068	\$377,068
<b>TOTAL</b>	<b>\$7,172,484</b>	<b>\$6,838,891</b>

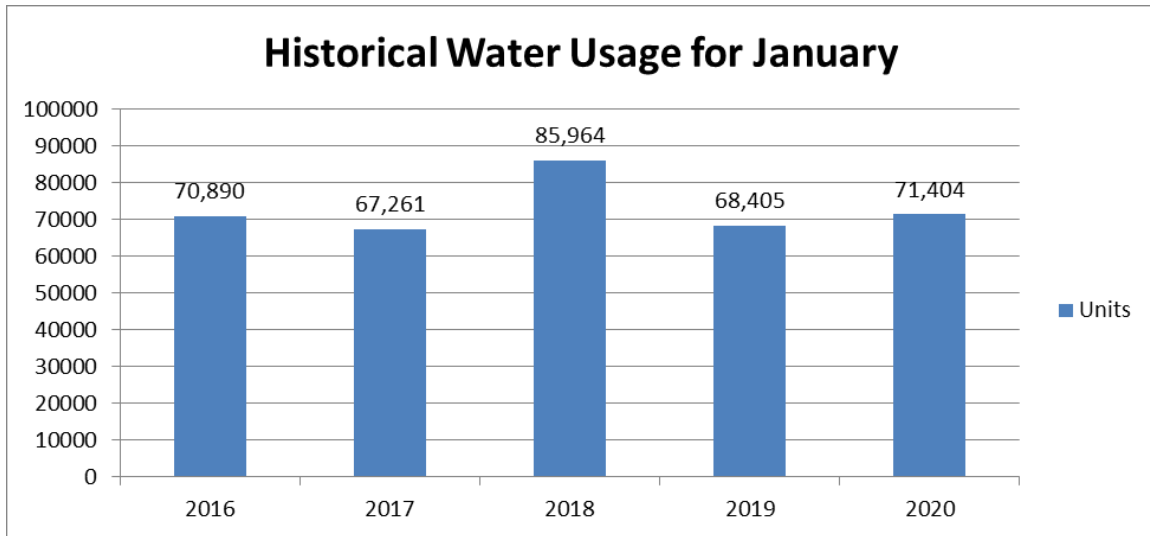
##### Water Revenue Report:

WATER REVENUES for FISCAL YEAR 2019/2020					
Month	Total Units	Water Commodity Charges	Fixed System Charges	Total Water Revenues	Misc Rev
JUL	121,093	1,069,535	243,845	1,313,380	1,357
AUG	131,410	1,184,349	262,218	1,446,567	1,364
SEP	132,893	1,209,744	264,656	1,474,400	1,367
OCT	118,671	1,075,887	261,819	1,337,706	1,372
NOV	116,636	1,014,767	261,231	1,275,998	1,330
DEC	86,924	742,321	263,074	1,005,395	1,461
JAN	71,404	610,345	261,351	871,696	1,275
<b>TOTAL</b>	<b>779,031</b>	<b>6,906,948</b>	<b>1,818,194</b>	<b>8,725,142</b>	<b>9,526</b>

Please note the following: Total Units for each month on this report are calculated when customer meters are read:

- Zone 2 meters are read on the 1<sup>st</sup> of every month;
- Zone 3 meters are read on the 5<sup>th</sup> and,
- Zones 1, 4, 5, 6, 7, 8 and 9 are read on the 15<sup>th</sup>

In the Operations Manager's report, units being reported are based on SFPUC reads, which occurs at 8:00 a.m. on the last day of each month.



#### **CONFERENCES, TRAINING, & MEETINGS:**

- 1) Candy Pina: 02/06/20 – HIA meeting
- 2) Candy Pina: 02/11/20 - Executive Team meeting
- 3) Jeanette Kalabolas/Misty Malczon/Ron Okada/Candy Pina/Laura Ravella: 02/12/20 – Active Shooter Training
- 4) Jeanette Kalabolas/Misty Malczon/Ron Okada/Candy Pina: 02/19/20 - CPR training
- 5) Misty Malczon: 02/20/20 – Webinar on SB 998
- 6) Candy Pina: 02/20/20 – Meeting with Vincent Xi from C.G. Uhlenberg
- 7) Candy Pina: 02/26/20 – Peak Agenda & govService from digitization solutions Meeting

### **PUBLIC SERVICE ETHICS EDUCATION (AB 1234)**

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

• Jeff Ira	November 23, 2020
• Joubin Pakpour	November 19, 2020
• Candy Pina	December 13, 2020
• Rene Ramirez	December 7, 2020
• Tammy Rudock	November 29, 2020
• Brian Schmidt	March 18, 2021
• Julie Sherman	February 8, 2021
• Louis Vella	December 4, 2020
• Dave Warden	January 26, 2021
• Kirk Wheeler	January 3, 2021
• Matt Zucca	March 29, 2021

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

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

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

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

Everyone is current with their Harassment Prevention training. The due dates (in alphabetical order) for certification renewal of Sexual Harassment Prevention Education, required every two (2) years:

• Jonathan Anderson	December 18, 2021
• Michael Anderson	December 18, 2021
• Rick Bisio	December 18, 2021
• Brent Chester	December 18, 2021
• Jeff Ira	December 18, 2021
• Jeanette Kalabolas	December 18, 2021
• Conor Killigrew	December 18, 2021
• Ron Leithner	December 18, 2021
• Misty Malczon	December 18, 2021
• Tava Mataele	December 18, 2021
• Chris Michaelis	December 18, 2021
• Victor Monge	December 18, 2021
• Ron Okada	December 18, 2021
• Stan Olsen	December 18, 2021
• Joubin Pakpour	June 14, 2021
• Rob Piccolotti	December 18, 2021
• Candy Pina	December 18, 2021
• Rene Ramirez	December 18, 2021
• Laura Ravella	December 18, 2021
• Tammy Rudock	December 18, 2021
• Brian Schmidt	December 18, 2021
• Julie Sherman	December 13, 2020
• Louis Vella	October 22, 2021
• Dave Warden	December 18, 2021
• Kirk Wheeler	December 17, 2021
• Matt Zucca	March 19, 2021



TO: Board of Directors

FROM: Rene A. Ramirez, Operations Manager

DATE: February 27, 2020

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## OPERATIONS REPORT – January

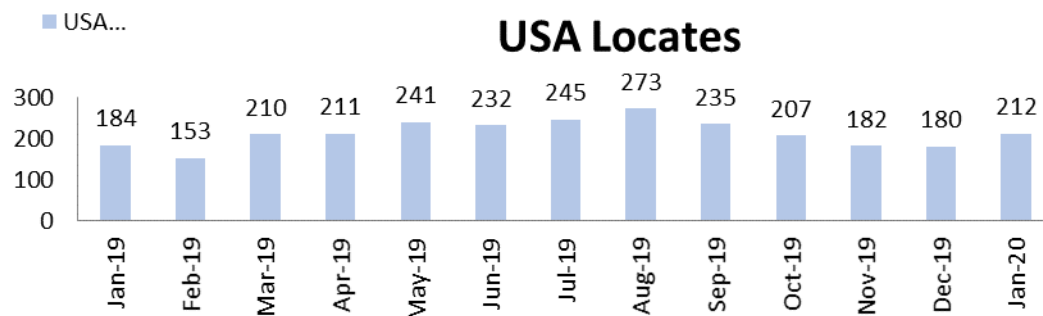
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### Projects:

- Met with District Engineer to have an update and status report on the Dekoven Tank Replacement capital project;
- Met with our El Camino Real construction manager team (TRC) on update and status on capital project (Caltrans approved encroachment permit);
- Held a conference call with our SR101 Crossing at PAMF capital project consultant, West Yost Associates to discuss utility separations on PAMF site;
- Held an internal staff meeting regarding an update to the capital improvement plan with a focus on changes in priority since last capital plan update;
- Met with our Old County Road water main replacement capital project consultant, Schaaf and Wheeler for an update and status report; and
- Completed service upgrade due to home remodel or new construction for the following addresses: 2836 Benson;

### Maintenance:

- Responded to and completed 212 USA (underground service alerts) requests in January. When compared to January 2019 it is an increase in 15%;



- Replaced 2 – 4” vacuum/air relief valves on 24” transmission main near Hallmark Tank Site;
- Conducting Air Relief Vacuum Valve maintenance throughout system. 80 of 92 ARVs inspected; 34 were operational, 18 could not be located, 15 were located

but inaccessible, 5 have been replaced, 6 need repair, 1 was missing and 1 abandoned. There are still 12 to check then staff will go back to make sure all are accessible and operational;

- Replaced hydrants near or in front of: 501 Sterling View, 500 Marine View, and 901 Granada;
- Made repairs to the water system following two (2) water main breaks near 1644 Molitor and 227 Lyndhurst;
- Installed a new cathodic protection anode for a valve at 550 Island Parkway;
- Half Moon Bay Paving paved a large area on Pullman Avenue for a water main repair a couple months ago;
- Cleaned and painted the copy/printer room in the office;
- Collected a requisite 55 water samples during month for bacteriological testing – all samples were absent of any coliform bacteria contamination;
- Continue to routinely monitor water system dead-ends continued for disinfectant residual; and
- Monitored for signs of nitrification within our tanks, sample stations and dead ends continues as a part of regular water quality monitoring.

#### **System Repairs:**

<b>Date</b>	<b>Location</b>	<b>Event</b>	<b>Material</b>	<b>Installation Date</b>	<b>Estimated Water Loss (Gals.)</b>
<b>1/9/20</b>	<b>1649 Molitor</b>	<b>Main Break</b>	<b>CIP</b>	<b>1953</b>	<b>19,500</b>
<b>1/20/20</b>	<b>279 Lyndhurst</b>	<b>Main Break</b>	<b>CIP</b>	<b>1957</b>	<b>3,500</b>

#### **Development:**

Staff is currently working with developers on 56 development projects:

##### **Mixed Use Commercial/Multi-Family Residential:**

- o 1300 El Camino Real - Currently reviewing plans, letter of intent and schedule for apartment building provided;
- o 1325 Old County Rd. – Site has been cleared of the existing structures;
- o 425/501 Old County Rd - Contacted by engineer regarding system information;
- o 800 Belmont Ave – information provided to developer;
- o 800 Laurel Ave - Awaiting plans;
- o 803 Belmont Ave -815 Old County Rd. – currently reviewing plans;
- o 815 Old County Rd. – Currently reviewing plans; and
- o 900 El Camino Real – Letter of intent provided.

##### **Commercial:**

- o City of Belmont Island Park - Plans through staff approval process and District work is completed;
- o 612-614 Mountain View – Met with Fire Authority, awaiting revised plans;

- 1110 Old County Rd. – Plans are through staff approval process;
- 1306-1308 Old County Rd. – Submittals approved;
- 1400 Alameda de las Pulgas – Plans are through staff approval process;
- 1500 Ralston – Plans are through staff approval process;
- 2710 Ralston – Fee schedule provided;
- 300 Industrial – Fee schedule provided;
- 405 Industrial – Information provided to developer; and
- Belmont Ave Parcels – awaiting plans.

Residential:

- 0 Longfellow - Currently reviewing plans;
- 10 Notre Dame Place – Awaiting contractor installation schedule;
- 1241 Hiller - Plans are through staff approval process;
- 1320 Talbryn Lane development- Contractor completed water main installation to District Standards;
- 1465 Sixth – Plans are through staff approval process;
- 1525 Winding Way – Currently reviewing plans;
- 1707 Pine Knoll – Currently reviewing plans;
- 1789 Terrace – Currently reviewing plans;
- 1926 Oak Knoll – Plans are through staff approval process;
- 1961 Bishop - Plans are through staff approval process;
- 2033 Mezes – Currently reviewing plans;
- 2110 Pullman – Installation complete, awaiting compliance;
- 2503 Cipriani - Plans are through staff approval process;
- 2709 Comstock - Plans are through staff approval process;
- 2723 Monserat – Plans are through staff approval process;
- 2723 Wemberly - Plans are through staff approval process;
- 2728 Belmont Canyon - Installation complete;
- 2828 Monroe - Plans are through staff approval process;
- 2836 Benson Way - Plans are through staff approval process;
- 3105 Marburger – Plans are through staff approval process;
- 3143 Beresford – Currently reviewing plans;
- 3244 Longfellow – Currently reviewing plans;
- 3311 Haskins – Currently reviewing plans;
- 3900 Marsten – Plans are through staff approval process;
- 406 Alameda de las Pulgas – Currently reviewing plans;
- 45 Hartford – Currently reviewing plans;
- 50 Notre Dame Place – Plans are through staff approval process;
- 539 South - Plans are through staff approval process;
- 55 Ralston Ranch - Plans are through staff approval process;
- 665 South - Plans are through staff approval process;
- 76 Miramar Terrace - Awaiting revised plans;
- 796 Miramar Terrace – Currently reviewing plans;
- 853 Alameda de las Pulgas – Plans are through staff approval process;

- 857 Alameda de las Pulgas – Plans are through staff approval process;
- 861 Alameda de las Pulgas – Currently reviewing plans;
- Bishop Road development – 2 Installations complete;
- Monte Cresta Drive Extension – Currently reviewing plans;
- Ralston parcel - Developer requesting system information/ District requirements; and
- Talbryn Dr. parcel – Information provided to developer.

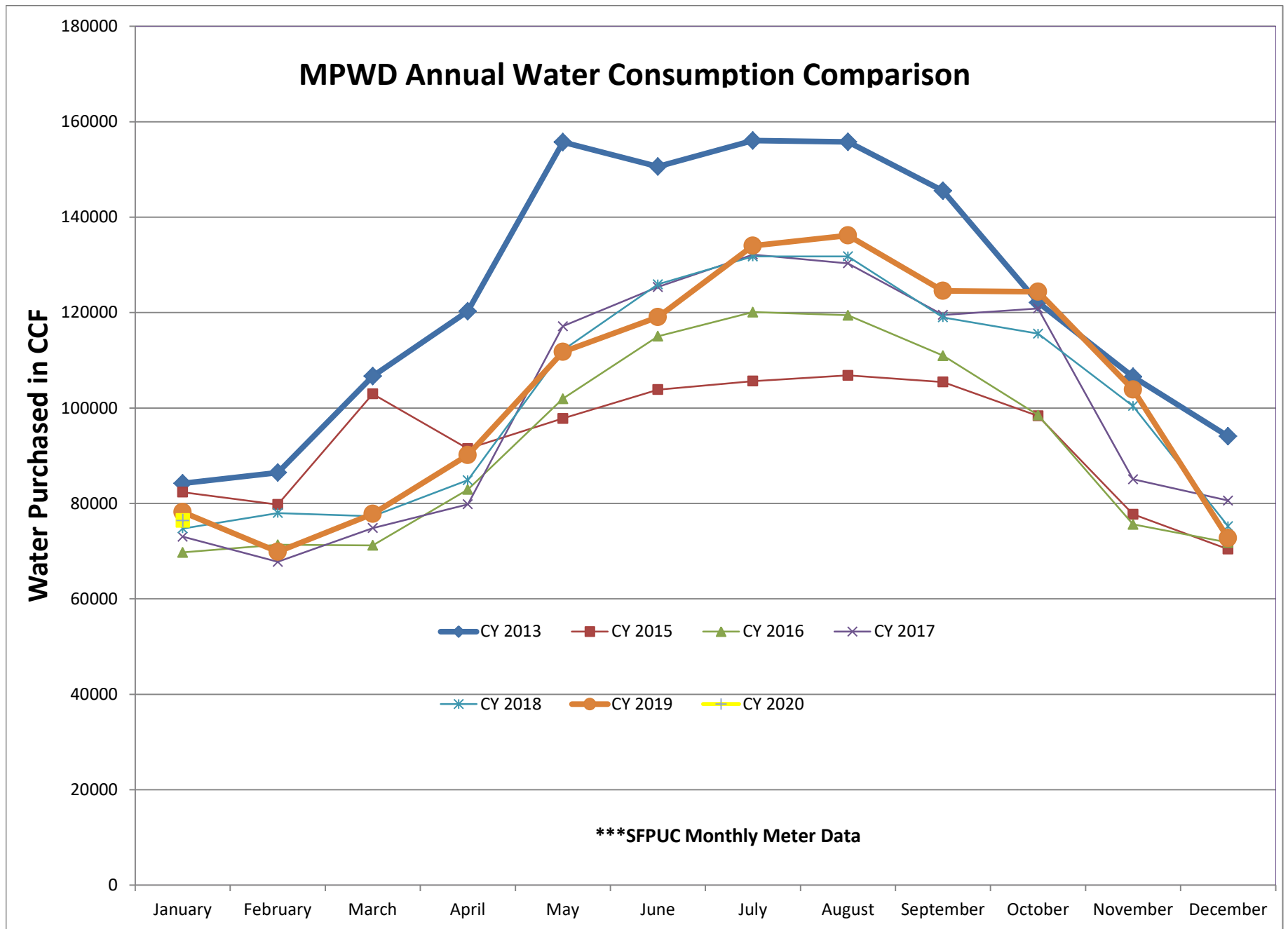
### **Administration:**

- Continued to attend and participate at weekly progress meetings at City Hall with Belmont Public Works staff during construction of their latest sewer system rehabilitation project targeting sewers in backyard easements and cross country runs;
- Participated in weekly call with District Engineer and General Manager;
- Attended organizational safety meetings during the month;
- Participated in the monthly conference call related to the JPIA Leadership Program;
- Gathered key staff for a presentation on chemical feed systems for tanks from a manufacturer representative;
- Attended the Board's Strategic Plan meeting;
- Met as an executive team to discuss the organization;
- Key staff met with representatives from InPIPE, the firm that is generating power from within water pipe systems;
- Participated in an executive team meeting with General Manager and Administrative Services Manager;
- Couple of staff members met with regional representatives of a meter company;
- Held an Operations Team training meeting – the topic was SCADA;
- Participated in the first monthly conference call for the JPIA Leadership class; and
- Continue to actively manage power use for pumping operations.

### **Water Conservation:**

Recent 2-Month Comparison Summary

<b>2019/2020 MONTH</b>	<b>2019/2020 UNITS</b>	<b>2013 UNITS</b>	<b>PERCENT CHANGE*</b>	<b>CUMULATIVE WATER SAVINGS*</b>	<b>2019/2020 R-GPCD**</b>	<b>2013 R-GPCD</b>
December 2019	72,739	94,062	-22.7%	-10.8%	58.7	74.1
January 2020	76,445	84,202	-9.2%	-10.7%	61.7	66.3
<b>2018/2019 MONTH</b>	<b>2018/2019 UNITS</b>	<b>2013 UNITS</b>	<b>PERCENT CHANGE*</b>	<b>CUMULATIVE WATER SAVINGS*</b>	<b>2018/2019 R-GPCD**</b>	<b>2013 R-GPCD</b>
December 2018	75,215	94,062	-20.0%	-13.4%	60.1	74.1
January 2019	78,185	84,202	7.1%	-12.5%	63.1	66.3



## MEMO

**Agency:** Mid-Peninsula Water District **Date** February 11, 2020  
**Attn:** Board of Directors  
**Project Name:** Notre Dame Ave, Cliffside Ct, Tahoe Dr Area Water Main Project **Project No.** 10012.24  
**Reference:** Project Update and Progress Payment No. 5  
**From:** Joubin Pakpour, P.E. – District Engineer *JP*

During the holiday season, Stoloski & Gonzalez (S&G) temporarily demobilized from mid-December thru the first half of January 2020. December's progress payment and project update were combined with January's package. S&G resumed work on January 13<sup>th</sup> at Cliffside Court.

### Construction Status

On December 10<sup>th</sup>, S&G met at the District's office to go over the service line connection to the existing 4" thin-wall PVC water main of Cliffside Court.

The focus of the meeting was to address the Contractor's concern with connecting the service lines to the thin-wall water main. During the emergency shutdown on December 6<sup>th</sup>, S&G observed the thin-wall PVC pipe flex and compress when the service saddle was being installed.

To alleviate S&G's concerns, a decision was made for the District to hot-tap the service line and install the saddle and corporation stop. Followed by S&G installing the service line. Field Order No. 6 was then issued summarizing the scope of work and credits involved.

On December 18<sup>th</sup>, Craig West and Jana Cadiz of the City of Belmont (City) met Anthony Stoloski (S&G), Rick Bisio (District), and Victor Fung (PCG) at Notre Dame Avenue to walk the project limits and developed a corrective list. The limits of slurry seal and the roadway markings were discussed and will be coordinated with Jana in March or April when the weather is warmer. The City requested temporary white "Stop" bar to be replaced on Notre Dame Ave. A complete corrective list will be developed by the next board meeting.

The remaining work in February consist of the fire hydrant installations on Altura Way (Zone 5) and the final paving on Tahoe Drive Area. The pavement restoration (slurry seal and roadway markings) will be completed at a later date after the winter.

As of January 31<sup>st</sup>, the project reached the 125<sup>th</sup> day of the 180 contractual working days. There are 55 work days remaining for the project. The project is ahead of schedule. A substantial completion is expected by the next project update.

**Change Order Currently Under Negotiation and Review****Cliffside Court Service Improvements**

The District is currently working with S&G for a credit for the saddle on Cliffside Court and the extra cost to hot-tap the service lines as described in Field Order No. 6.

**Malcolm Avenue Slurry Seal and Road Markings**

On January 21<sup>st</sup> the District asked S&G to slurry Malcolm Avenue and restore the paving markings for a water main project the District completed internally. S&G agreed to assist the District by using the bid item quantity for the Notre Dame Project. A change order will be issued after the work is completed. The cost for this change order will be assigned to Malcolm Avenue.

**Project Schedule and Request for Progress Payment No. 5**

As of January 31<sup>st</sup>, S&G has completed 95%, or \$2,043,198.88 of the contractual work. Enclosed please find **Progress Payment No. 5** due to S&G for this period for **\$126,288.25** (value of work less 5% retention). The work performed to date has been satisfactory and payment is recommended.

	Current Month	Total	
Original Contract Amount		<b>\$ 1,949,385.00</b>	
Approved Change Orders	\$ 0.00	\$ 202,028.88	10.0%
<b>Final Contract Amount</b>		<b>\$ 2,151,413.88</b>	
Previously Paid		\$ 1,814,750.68	
<b>Current Request (Less Retention)</b>	<b>\$ 126,288.25</b>	<b>\$ 126,288.25</b>	
Retention	\$ 6,646.75	\$ 102,159.95	
Total Value of Work Completed	\$ 132,935.00	\$ 2,043,198.88	95%
Total Remaining on Contract		\$ 108,215.00	5%

Enclosures: Pakpour Consulting Group - Progress Payment No. 5 from December 1, 2019 thru January 31, 2020 (2 pages)  
 Pakpour Consulting Group – Breakdown Summary Progress Payment No. 5 (1 page)  
 Stoloski & Gonzalez Invoice Progress Payment 793-05 (1 page)  
 Photo Updates Period from December 1, 2019 thru January 31, 2020 (4 pages)



**Notre Dame Ave, Cliffside Ct, Tahoe Dr Area Water Main Project**  
**Progress Payment No. 05**

Pay Period:  
 December 1, 2019  
 January 31, 2019

Bid Item	Description	Original Contract Amount				Change Order			Revised Contract Amount			Earned This Period			Prior Billing			Total to Date		
	Original Contract	Unit	Unit Price	Qty.	Total Price	Qty.	Unit Price	Total Price	Qty.	Unit Price	Total Price	Qty.	Amount Earned	%	Qty.	Amount Earned	%	Qty.	Amount Earned	%
1	8-in Class 350 DIP	LF	\$ 354.00	3,300	\$ 1,168,200.00	0	\$ 354.00	\$ -	3,300	\$ 354.00	\$ 1,168,200.00	0	\$ -	0%	3347	\$1,184,838.00	101%	3347	\$ 1,184,838.00	101%
2	6-in Class 350 DIP	LF	\$ 351.00	165	\$ 57,915.00	0	\$ 351.00	\$ -	165	\$ 351.00	\$ 57,915.00	0	\$ -	0%	87	\$30,537.00	53%	87	\$ 30,537.00	53%
3	10-in Class 350 DIP (Folger Ave)	LS	\$ 7,900.00	1	\$ 7,900.00	0	\$ 7,900.00	\$ -	1	\$ 7,900.00	\$ 7,900.00	0	\$ -	0%	1	\$7,900.00	100%	1	\$ 7,900.00	100%
4	1-inch Water Service Connections - Cliffside Ct and Notre Dame Ave Z2	EA	\$ 3,500.00	25	\$ 87,500.00	0	\$ 3,500.00	\$ -	25	\$ 3,500.00	\$ 87,500.00	16	\$ 56,000.00	64%	8	\$28,000.00	32%	24	\$ 84,000.00	96%
5	Water Service Connections Removal - Cliffside Ct	EA	\$ 4,400.00	7	\$ 30,800.00	0	\$ 4,400.00	\$ -	7	\$ 4,400.00	\$ 30,800.00	9	\$ 39,600.00	129%	0	\$0.00	0%	9	\$ 39,600.00	129%
6	1-inch Water Service Connections - Tahoe Dr Area and Notre Dame Ave Z3	EA	\$ 3,500.00	58	\$ 203,000.00	0	\$ 3,500.00	\$ -	58	\$ 3,500.00	\$ 203,000.00	0	\$ -	0%	58	\$203,000.00	100%	58	\$ 203,000.00	100%
7	1½-inch Water Service Connections - Notre Dame Ave	EA	\$ 4,200.00	1	\$ 4,200.00	0	\$ 4,200.00	\$ -	1	\$ 4,200.00	\$ 4,200.00	0	\$ -	0%	1	\$4,200.00	100%	1	\$ 4,200.00	100%
8	6-inch Gate Valves	EA	\$ 2,000.00	4	\$ 8,000.00	0	\$ 2,000.00	\$ -	4	\$ 2,000.00	\$ 8,000.00	0	\$ -	0%	2	\$4,000.00	50%	2	\$ 4,000.00	50%
9	8-inch Gate Valves	EA	\$ 2,600.00	26	\$ 67,600.00	0	\$ 2,600.00	\$ -	26	\$ 2,600.00	\$ 67,600.00	0	\$ -	0%	26	\$67,600.00	100%	26	\$ 67,600.00	100%
10	10-inch Gate Valves	EA	\$ 3,600.00	1	\$ 3,600.00	0	\$ 3,600.00	\$ -	1	\$ 3,600.00	\$ 3,600.00	0	\$ -	0%	1	\$3,600.00	100%	1	\$ 3,600.00	100%
11	1-inch Air Combination Valve Assembly	EA	\$ 3,300.00	1	\$ 3,300.00	0	\$ 3,300.00	\$ -	1	\$ 3,300.00	\$ 3,300.00	0	\$ -	0%	1	\$3,300.00	100%	1	\$ 3,300.00	100%
12	2-inch Blow-Off Assembly	EA	\$ 4,300.00	2	\$ 8,600.00	0	\$ 4,300.00	\$ -	2	\$ 4,300.00	\$ 8,600.00	2	\$ 8,600.00	100%	0	\$0.00	0%	2	\$ 8,600.00	100%
13	4-inch Blow-Off Assembly	EA	\$ 5,800.00	1	\$ 5,800.00	0	\$ 5,800.00	\$ -	1	\$ 5,800.00	\$ 5,800.00	0	\$ -	0%	1	\$5,800.00	100%	1	\$ 5,800.00	100%
14	6-inch Fire Hydrant Assembly on New Water Main	EA	\$ 12,900.00	3	\$ 38,700.00	0	\$ 12,900.00	\$ -	3	\$ 12,900.00	\$ 38,700.00	0	\$ -	0%	5	\$64,500.00	167%	5	\$ 64,500.00	167%
15	Remove and Replace Existing Fire Hydrant Assembly	EA	\$ 13,500.00	2	\$ 27,000.00	0	\$ 13,500.00	\$ -	2	\$ 13,500.00	\$ 27,000.00	0	\$ -	0%	0	\$0.00	0%	0	\$ -	0%
16	6-inch Fire Hydrant Assembly on Existing Water Main	EA	\$ 13,800.00	3	\$ 41,400.00	0	\$ 13,800.00	\$ -	3	\$ 13,800.00	\$ 41,400.00	1	\$ 13,800.00	33%	0	\$0.00	0%	1	\$ 13,800.00	33%
17	Water Main Abandonment on Tioga Way and Bryce Court	LS	\$ 7,000.00	1	\$ 7,000.00	0	\$ 7,000.00	\$ -	1	\$ 7,000.00	\$ 7,000.00	0	\$ -	0%	1	\$7,000.00	100%	1	\$ 7,000.00	100%
18	Water Main Abandonment on Muir Way	LS	\$ 26,000.00	1	\$ 26,000.00	0	\$ 26,000.00	\$ -	1	\$ 26,000.00	\$ 26,000.00	0	\$ -	0%	1	\$26,000.00	100%	1	\$ 26,000.00	100%
19	Water Main Abandonment on Terrace Drive	LS	\$ 7,000.00	1	\$ 7,000.00	0	\$ 7,000.00	\$ -	1	\$ 7,000.00	\$ 7,000.00	0	\$ -	0%	1	\$7,000.00	100%	1	\$ 7,000.00	100%
20	Cross Country Water Main Abandonment on Valley View Avenue	LS	\$ 7,000.00	1	\$ 7,000.00	0	\$ 7,000.00	\$ -	1	\$ 7,000.00	\$ 7,000.00	0	\$ -	0%	1	\$7,000.00	100%	1	\$ 7,000.00	100%
21	Water Main Abandonment on Notre Dame Avenue - Zone 2	LS	\$ 9,000.00	1	\$ 9,000.00	0	\$ 9,000.00	\$ -	1	\$ 9,000.00	\$ 9,000.00	0	\$ -	0%	1	\$9,000.00	100%	1	\$ 9,000.00	100%
22	Water Main Abandonment on Notre Dame Avenue - Zone 3	LS	\$ 9,000.00	1	\$ 9,000.00	0	\$ 9,000.00	\$ -	1	\$ 9,000.00	\$ 9,000.00	0	\$ -	0%	1	\$9,000.00	100%	1	\$ 9,000.00	100%
23	Asphalt Concrete (AC) Pavement Repairs	SF	\$ 15.00	545	\$ 8,175.00	0	\$ 15.00	\$ -	545	\$ 15.00	\$ 8,175.00	195	\$ 2,925.00	36%	688	\$10,320.00	126%	883	\$ 13,245.00	162%
24	Abandon Fire Hydrant/ Wharf Head Assembly - Complete Removal	EA	\$ 1,100.00	4	\$ 4,400.00	0	\$ 1,100.00	\$ -	4	\$ 1,100.00	\$ 4,400.00	2	\$ 2,200.00	50%	2	\$2,200.00	50%	4	\$ 4,400.00	100%
25	Abandon Utility Service Boxes /Gate Valve Boxes/ Blow-Off Assemblies	EA	\$ 350.00	15	\$ 5,250.00	0	\$ 350.00	\$ -	15	\$ 350.00	\$ 5,250.00	0	\$ -	0%	9	\$3,150.00	60%	9	\$ 3,150.00	60%



**Notre Dame Ave, Cliffside Ct, Tahoe Dr Area Water Main Project**  
**Progress Payment No. 05**

Pay Period:  
 December 1, 2019  
 January 31, 2019

Bid Item	Description	Original Contract Amount				Change Order			Revised Contract Amount			Earned This Period			Prior Billing			Total to Date		
	Original Contract	Unit	Unit Price	Qty.	Total Price	Qty.	Unit Price	Total Price	Qty.	Unit Price	Total Price	Qty.	Amount Earned	%	Qty.	Amount Earned	%	Qty.	Amount Earned	%
26	Concrete Driveway Approach Replacement	SF	\$ 19.00	600	\$ 11,400.00	0	\$ 19.00	\$ -	600	\$ 19.00	\$ 11,400.00	0	\$ -	0%	45	\$855.00	8%	45	\$ 855.00	8%
27	Concrete Sidewalk Replacement	SF	\$ 15.00	360	\$ 5,400.00	0	\$ 15.00	\$ -	360	\$ 15.00	\$ 5,400.00	343	\$ 5,145.00	95%	250	\$3,750.00	69%	593	\$ 8,895.00	165%
28	Concrete Curb and Gutter Replacement	LF	\$ 95.00	105	\$ 9,975.00	0	\$ 95.00	\$ -	105	\$ 95.00	\$ 9,975.00	39	\$ 3,705.00	37%	35	\$3,325.00	33%	74	\$ 7,030.00	70%
29	Concrete Driveway	SF	\$ 20.00	180	\$ 3,600.00	0	\$ 20.00	\$ -	180	\$ 20.00	\$ 3,600.00	48	\$ 960.00	27%	8	\$160.00	4%	56	\$ 1,120.00	31%
30	Thermoplastic Center Striping (CSD-A20A-Detail-21) Remove and Replace	LF	\$ 12.00	1,910	\$ 22,920.00	0	\$ 12.00	\$ -	1910	\$ 12.00	\$ 22,920.00	0	\$ -	0%	0	\$0.00	0%	0	\$ -	0%
31	Thermoplastic Markings - STOP and Limit Bar	EA	\$ 650.00	7	\$ 4,550.00	0	\$ 650.00	\$ -	7	\$ 650.00	\$ 4,550.00	0	\$ -	0%	0	\$0.00	0%	0	\$ -	0%
32	Type II Slurry Seal	SF	\$ 0.40	78,750	\$ 31,500.00	0	\$ 0.40	\$ -	78750	\$ 0.40	\$ 31,500.00	0	\$ -	0%	0	\$0.00	0%	0	\$ -	0%
33	Bollards	EA	\$ 450.00	2	\$ 900.00	0	\$ 450.00	\$ -	2	\$ 450.00	\$ 900.00	0	\$ -	0%	0	\$0.00	0%	0	\$ -	0%
34	Street Sweeping	DAY	\$ 600.00	15	\$ 9,000.00	0	\$ 600.00	\$ -	15	\$ 600.00	\$ 9,000.00	0	\$ -	0%	14	\$8,400.00	93%	14	\$ 8,400.00	93%
35	Traffic Control Plan and Construction Funding Signs	LS	\$ 3,800.00	1	\$ 3,800.00	0	\$ 3,800.00	\$ -	1	\$ 3,800.00	\$ 3,800.00	0	\$ -	0%	1	\$3,800.00	100%	1	\$ 3,800.00	100%
	<b>CONo 01</b> - 1) Pothole 2) CDF Backfill 3) Conduits Removal 4) Lateral Repair 5) Removal of Abnd main on Valley View Ave					1	\$ 77,676.74	\$ 77,676.74	1	\$ 77,676.74	\$ 77,676.74	0	\$ -	0%	1	\$77,676.74	100%	1	\$ 77,676.74	100%
	<b>CONo02</b> - 1) Remove and Replace 6" gate valve on Terrace Dr					1	\$ 7,052.84	\$ 7,052.84	1	\$ 7,052.84	\$ 7,052.84	0	\$ -	0%	1	\$7,052.84	100%	1	\$ 7,052.84	100%
	<b>CONo03</b> - 1) 8" Water Main Extension includes services, Water Service Connections, Removal and Installing Fire Hydrant					1	\$ 112,960.00	\$ 112,960.00	1	\$ 112,960.00	\$ 112,960.00	0	\$ -	0%	1	\$112,960.00	100%	1	\$ 112,960.00	100%
	<b>CONo04</b> - 1) Hard soil conditions on Tioga Wy and Muir Way					1	\$ 4,339.30	\$ 4,339.30	1	\$ 4,339.30	\$ 4,339.30	0	\$ -	0%	1	\$4,339.30	100%	1	\$ 4,339.30	100%
	Contract Amount				\$1,949,385.00			\$202,028.88			\$2,151,413.88									
	Amount Earned												\$132,935.00	6%		\$1,910,263.88	89%		\$2,043,198.88	95%
	Retention (5%)												(\$6,646.75)						(\$102,159.95)	
	Progress Payment No01																		(\$775,101.20)	
	Progress Payment No02																		(\$330,716.45)	
	Progress Payment No03																		(\$392,025.10)	
	Progress Payment No04																		(\$316,907.93)	
	Amount Due												\$126,288.25						\$126,288.25	
	Amount Remaining on Contract																		\$108,215.00	5%

Prepared By   
 Joubin Pakpour, P.E. District Engineer

Amount Remaining on Contract	\$108,215.00	5%
Total Retention Being Held	(\$102,159.95)	
Total Pending Change Orders	\$ -	

**Notre Dame Ave, Cliffside Ct, Tahoe Drive Area Water Main Project  
Breakdown Summary  
Progress Payment No. 05**

**Notre Dame Avenue Loop Closure - CIP Project #15-10**

	Current	Total	
Original Contract Amount		\$1,088,860.00	
Approved Change Orders	\$0.00	\$84,729.58	8%
<b>Final Contract Amount</b>		<b>\$1,173,589.58</b>	
Previously Paid		\$1,101,821.95	
<b>Current Request (Less Retention)</b>	<b>\$0.00</b>	<b>\$0.00</b>	
Retention	\$0.00	\$57,990.63	
Total Value of Work Completed	\$0.00	\$1,159,812.58	99%
Total Remaining on Contract		\$13,777.00	1%

**Cliffside Ct Improvements - CIP Project #15-38**

	Current	Total	
Original Contract Amount		\$228,753.00	
Approved Change Orders (BCONo1)	\$0.00	-\$98,000.00	-43%
<b>Final Contract Amount</b>		<b>\$130,753.00</b>	
Previously Paid		\$0.00	
<b>Current Request (Less Retention)</b>	<b>\$117,781.00</b>	<b>\$117,781.00</b>	
Retention	\$6,199.00	\$6,199.00	
Total Value of Work Completed	\$123,980.00	\$123,980.00	95%
Total Remaining on Contract		\$6,773.00	3%

**Zone 5 - Fire Hydrant Upgrades - CIP Project #15-06**

	Current	Total	
Original Contract Amount		\$57,300.00	
Approved Change Orders	\$0.00	\$0.00	0%
<b>Final Contract Amount</b>		<b>\$57,300.00</b>	
Previously Paid		\$0.00	
<b>Current Request (Less Retention)</b>	<b>\$0.00</b>	<b>\$0.00</b>	
Retention	\$0.00		
Total Value of Work Completed	\$0.00	\$0.00	0%
Total Remaining on Contract		\$57,300.00	100%

**Mid- Notre Dame Ave Abandonment CIP Project #15-49**

	Current	Total	
Original Contract Amount		\$87,418.00	
Approved Change Orders	\$0.00	\$0.00	0%
<b>Final Contract Amount</b>		<b>\$87,418.00</b>	
Previously Paid		\$64,189.60	
<b>Current Request (Less Retention)</b>	<b>\$0.00</b>	<b>\$0.00</b>	
Retention	\$0.00	\$3,378.40	
Total Value of Work Completed	\$0.00	\$67,568.00	77%
Total Remaining on Contract		\$19,850.00	23%

**Tahoe Dr Area Improvements - CIP Project #15-28**

	Current	Total	
Original Contract Amount		\$487,054.00	
Approved Change Orders (BCONo1)	\$0.00	\$215,299.30	44%
<b>Final Contract Amount</b>		<b>\$702,353.30</b>	
Previously Paid		\$648,739.13	
<b>Current Request (Less Retention)</b>	<b>\$8,507.25</b>	<b>\$8,507.25</b>	
Retention	\$447.75	\$34,591.92	
Total Value of Work Completed	\$8,955.00	\$691,838.30	99%
Total Remaining on Contract		\$10,515.00	1%

**TOTAL (All) Project Breakdown Summary**

	Current	Total	
Original Contract Amount		\$1,949,385.00	
Approved Change Orders	\$0.00	\$202,028.88	10%
<b>Final Contract Amount</b>		<b>\$2,151,413.88</b>	
Previous Paid		\$1,814,750.68	
<b>Current Request (Less Retention)</b>	<b>\$126,288.25</b>	<b>\$126,288.25</b>	
Retention	\$6,646.75	\$102,159.95	
Total Value of Work Completed	\$132,935.00	\$2,043,198.88	95%
Total Remaining on Contract		\$108,215.00	5%

Project: MPWD - Notre Dame Ave, Cliffside Ct, Tahoe Dr Area Water Main Project

Progress Payment: 793-05

Subcontractor: Stoloski & Gonzalez, Inc.

12/01/19

Address: 727 Main Street

Through Date: 01/31/20

Half Moon Bay, CA 94019-1924

Billing Date: 02/03/20

Bid Item	Description of Bid Item	Original Contract Amount				Prior Billing		Earned This Period		Total to Date		
		Qty	Unit	Unit Cost	Total Cost	Qty	Previous Amount	Qty	Current Amount	Qty	Total Amount To Date	%
1	8-in Class 350 DIP	3,300	LF	\$ 354.00	\$ 1,168,200.00	3347.00	\$ 1,184,838.00		\$ -	3,347.00	\$ 1,184,838.00	101%
2	6-in Class 350 DEP	165	LF	\$ 351.00	\$ 57,915.00	87.00	\$ 30,537.00		\$ -	87.00	\$ 30,537.00	53%
3	10-in Class 350 DIP - Folger Dr	1	LS	\$ 7,900.00	\$ 7,900.00	1.00	\$ 7,900.00		\$ -	1.00	\$ 7,900.00	100%
4	1-in Water Service Connections - Cliffside Ct and Notre Dame Ave (Zone 2)	25	EA	\$ 3,500.00	\$ 87,500.00	8.00	\$ 28,000.00	16.00	\$ 56,000.00	24.00	\$ 84,000.00	96%
5	Water Service Connections Removal - Cliffside Ct	7	EA	\$ 4,400.00	\$ 30,800.00		\$ -	9.00	\$ 39,600.00	9.00	\$ 39,600.00	129%
6	1-in Water Service Connections - Tahoe Dr and Notre Dame Ave (Zone3)	58	EA	\$ 3,500.00	\$ 203,000.00	58.00	\$ 203,000.00		\$ -	58.00	\$ 203,000.00	100%
7	1½-in Water Service Connections - Notre Dame Ave (Zone 3)	1	EA	\$ 4,200.00	\$ 4,200.00	1.00	\$ 4,200.00		\$ -	1.00	\$ 4,200.00	100%
8	6-in Gate Valves	4	EA	\$ 2,000.00	\$ 8,000.00	2.00	\$ 4,000.00		\$ -	2.00	\$ 4,000.00	50%
9	8-in Gate Valves	26	EA	\$ 2,600.00	\$ 67,600.00	26.00	\$ 67,600.00		\$ -	26.00	\$ 67,600.00	100%
10	10-in Gate Valves	1	EA	\$ 3,600.00	\$ 3,600.00	1.00	\$ 3,600.00		\$ -	1.00	\$ 3,600.00	100%
11	1-in Air Combination Valve Assembly	1	EA	\$ 3,300.00	\$ 3,300.00	1.00	\$ 3,300.00		\$ -	1.00	\$ 3,300.00	100%
12	2-in Blow-Off Assembly	2	EA	\$ 4,300.00	\$ 8,600.00		\$ -	2.00	\$ 8,600.00	2.00	\$ 8,600.00	100%
13	4-in Blow-Off Assembly	1	EA	\$ 5,800.00	\$ 5,800.00	1.00	\$ 5,800.00		\$ -	1.00	\$ 5,800.00	100%
14	6-in Fire Hydrant Assembly on New Water Main	3	EA	\$ 12,900.00	\$ 38,700.00	5.00	\$ 64,500.00		\$ -	5.00	\$ 64,500.00	167%
15	Remove and Replace Existing Fire Hydrant Assembly	2	EA	\$ 13,500.00	\$ 27,000.00		\$ -		\$ -	0.00	\$ -	0%
16	6-in Fire Hydrant Assembly on Existing Water Main	3	EA	\$ 13,800.00	\$ 41,400.00		\$ -	1.00	\$ 13,800.00	1.00	\$ 13,800.00	33%
17	Water Main Abandonment on Tioga Wy and Bryce Ct	1	LS	\$ 7,000.00	\$ 7,000.00	1.00	\$ 7,000.00		\$ -	1.00	\$ 7,000.00	100%
18	Water Main Abandonment on Muir Way	1	LS	\$ 26,000.00	\$ 26,000.00	1.00	\$ 26,000.00		\$ -	1.00	\$ 26,000.00	100%
19	Water Main Abandonment on Terrace Dr	1	LS	\$ 7,000.00	\$ 7,000.00	1.00	\$ 7,000.00		\$ -	1.00	\$ 7,000.00	100%
20	Cross-Country Water Main Abandonment on Valley View Ave	1	LS	\$ 7,000.00	\$ 7,000.00	1.00	\$ 7,000.00		\$ -	1.00	\$ 7,000.00	100%
21	Water Main Abandonment on Notre Dame Ave (Zone 2)	1	LS	\$ 9,000.00	\$ 9,000.00	1.00	\$ 9,000.00		\$ -	1.00	\$ 9,000.00	100%
22	Water Main Abandonment on Notre Dame Ave (Zone 3)	1	LS	\$ 9,000.00	\$ 9,000.00	1.00	\$ 9,000.00		\$ -	1.00	\$ 9,000.00	100%
23	Asphalt Concrete Pavement Repairs	545	SF	\$ 15.00	\$ 8,175.00	688.00	\$ 10,320.00	195.00	\$ 2,925.00	883.00	\$ 13,245.00	162%
24	Abandon Ex Fire Hydrant/Wharf Head Assembly - Complete Removal	4	EA	\$ 1,100.00	\$ 4,400.00	2.00	\$ 2,200.00	2.00	\$ 2,200.00	4.00	\$ 4,400.00	100%
25	Abandon Utility Service Boxes/Gate Valves/and Blow-Off Assemblies	15	EA	\$ 350.00	\$ 5,250.00	9.00	\$ 3,150.00		\$ -	9.00	\$ 3,150.00	60%
26	Concrete Driveway Approach Replacement	600	SF	\$ 19.00	\$ 11,400.00	45.00	\$ 855.00		\$ -	45.00	\$ 855.00	8%
27	Concrete Sidewalk Replacement	360	SF	\$ 15.00	\$ 5,400.00	250.00	\$ 3,750.00	343.00	\$ 5,145.00	593.00	\$ 8,895.00	165%
28	Concrete Curb and Gutter Replacement	105	LF	\$ 95.00	\$ 9,975.00	35.00	\$ 3,325.00	39.00	\$ 3,705.00	74.00	\$ 7,030.00	70%
29	Concrete Driveway	180	SF	\$ 20.00	\$ 3,600.00	8.00	\$ 160.00	48.00	\$ 960.00	56.00	\$ 1,120.00	31%
30	Traffic Striping (CSD-A20A-Detail 21) Remove and Replace	1,910	LF	\$ 12.00	\$ 22,920.00		\$ -		\$ -	0.00	\$ -	0%
31	Thermoplastic Markings - STOP and Limit Bar Remove and Replace	7	EA	\$ 650.00	\$ 4,550.00		\$ -		\$ -	0.00	\$ -	0%
32	Type II Slurry Seal	78,750	SF	\$ 0.40	\$ 31,500.00		\$ -		\$ -	0.00	\$ -	0%
33	Bollards	2	EA	\$ 450.00	\$ 900.00		\$ -		\$ -	0.00	\$ -	0%
34	Street Sweeping	15	DA	\$ 600.00	\$ 9,000.00	14.00	\$ 8,400.00		\$ -	14.00	\$ 8,400.00	93%
35	Traffic Control Plan (TCP) and Construction Funding Signs	1	LS	\$ 3,800.00	\$ 3,800.00	1.00	\$ 3,800.00		\$ -	1.00	\$ 3,800.00	100%
Contract Amount					\$ 1,949,385.00		\$ 1,708,235.00		\$ 132,935.00		\$ 1,841,170.00	

CCO#1	Pothole, CDF, Conduits, Lateral Repair, and Removal of main on Valley View Ave	1	LS	\$ 77,676.74	\$ 77,676.74	1	\$ 77,676.74		\$ -	1.00	\$ 77,676.74	100%
CCO #2	Remove and Replace 6" gate valve on Terrace Dr	1	LS	\$ 7,052.84	\$ 7,052.84	1	\$ 7,052.84		\$ -	1.00	\$ 7,052.84	100%
CCO #3	Tahoe Drive Water Main Extension	1	LS	\$ 112,960.00	\$ 112,960.00	1	\$ 112,960.00		\$ -	1.00	\$ 112,960.00	100%
CCO #4	Extra Work Bills	1	LS	\$ 4,339.30	\$ 4,339.30	1	\$ 4,339.30		\$ -	1.00	\$ 4,339.30	100%
					\$ 202,028.88		\$ 202,028.88		\$ -		\$ 202,028.88	

Revised Contract Amount

\$ 2,151,413.88

TOTAL TO DATE	\$ 132,935.00	\$ 2,043,198.88
LESS 5% RETENTION	\$ (6,646.75)	\$ (102,159.95)
SUBTOTAL	\$ 126,288.25	\$ 1,941,038.93
LESS PREVIOUS PAYMENTS	\$ -	\$ (1,814,750.68)
TOTAL DUE THIS PERIOD	\$ 126,288.25	\$ 126,288.25

**Notre Dame Ave, Cliffside Ct, Tahoe Dr Area  
Water Main Project  
Mid-Peninsula Water District, Belmont, CA  
December 1, 2019 thru January 31, 2020**



December 6, 2019 – Cliffside Ct  
Damaged Plastic Service Line

December 6, 2019 – Cliffside Ct  
Service Lines to 4" PVC Main



**Notre Dame Ave, Cliffside Ct, Tahoe Dr Area  
Water Main Project  
Mid-Peninsula Water District, Belmont, CA  
December 1, 2019 thru January 31, 2020**



December 12, 2019 – Tahoe Drive  
Sidewalk Restoration  
Old Fire Hydrant Location



December 12, 2019 – Tioga Way  
Sidewalk Restoration  
Old Fire Hydrant Location



**Notre Dame Ave, Cliffside Ct, Tahoe Dr Area  
Water Main Project  
Mid-Peninsula Water District, Belmont, CA  
December 1, 2019 thru January 31, 2020**

January 13, 2020 – Cliffside Court  
Hot-Tap Water Service Line



January 14, 2020 – Cliffside Court  
Blow-Off Assembly



Pakpour Consulting Group, Inc.

**Notre Dame Ave, Cliffside Ct, Tahoe Dr Area  
Water Main Project  
Mid-Peninsula Water District, Belmont, CA  
December 1, 2019 thru January 31, 2020**

January 17, 2020 – Cliffside Court  
Fire Hydrant 10"x6" Tee Assembly  
6" Gate Valve Hydrant Run



January 17, 2020 – Cliffside Court  
10" AC Water Main  
Fire Hydrant Connection Tie-In Trench



Pakpour Consulting Group, Inc.

**MID-PENINSULA WATER DISTRICT  
BUDGET FOR YEAR 2019-2020  
SUMMARY**

DESCRIPTION	APPROVED FY 2019-2020 BUDGET \$	ACTUALS 7/1/2019 1/31/20	REMAINING BALANCE/ (OVER BUDGET)	Target YTD % 58.9%
				Y-T-D % OF BUDGET
<b>OPERATING REVENUE</b>				
WATER COMMODITY CHARGES (A)	9,800,000	6,906,948	2,893,052	70.5%
FIXED SYSTEM CHARGES	3,000,000	1,818,194	1,181,806	60.6%
FIRE SERVICE CHARGES	14,000	9,526	4,474	68.0%
MISC CUSTOMER ACCOUNT FEES (B)	43,000	90,637	(47,637)	210.8%
MISCELLANEOUS OPERATING	25,000	-	25,000	NA
PROPERTY TAX REVENUE '(C)	268,000	288,213	(20,213)	107.5%
<b>TOTAL OPERATING REVENUE</b>	<b>13,150,000</b>	<b>9,113,518</b>	<b>4,036,482</b>	69.3%
WATER SYSTEM CAPACITY CHARGES (D)	100,000	338,277	(238,277)	338.3%
WATER DEMAND OFFSET CHARGES (D)	10,000	45,396	(35,396)	454.0%
SERVICE LINE & INSTALLATION CHARGES (D)	10,000	53,241	(43,241)	532.4%
MISCELLANEOUS NON-OPERATING (E)	50,000	58,039	(8,039)	116.1%
INTEREST REVENUE - LAIF (F)	75,000	65,893	9,107	87.9%
INTEREST REVENUE - COP (F)	150,000	152,234	(2,234)	101.5%
LEASE OF PHYSICAL PROPERTY (G)	175,000	161,910	13,090	92.5%
LANDSCAPE PERMIT REVENUE (H)	1,000	18,320	(17,320)	1832.0%
<b>TOTAL NON-OPERATING REVENUE</b>	<b>571,000</b>	<b>893,309</b>	<b>(322,309)</b>	156.4%
<b>TOTAL REVENUE</b>	<b>13,721,000</b>	<b>10,006,827</b>	<b>3,714,173</b>	72.9%
<b>OPERATING EXPENDITURES (OP EXP)</b>				
SALARIES & WAGES	2,069,385	1,032,418	1,036,967	49.9%
PAYROLL TAXES & BENEFITS	1,414,093	458,267	955,826	32.4%
PURCHASED WATER	5,654,624	3,614,744	2,039,880	63.9%
OUTREACH & EDUCATION	60,000	25,101	34,899	41.8%
M&R - OPS SYSTEM	387,751	179,627	208,124	46.3%
M&R - FACILITIES & EQUIPMENT	162,625	69,693	92,932	42.9%
MAJOR MAINTENANCE	35,000	-	35,000	NA
OFFICE SUPPLIES & EQUIPMENT	306,377	162,443	143,934	53.0%
MEMBERSHIP & GOV FEES	228,585	150,928	77,657	66.0%
BAD DEBT & CLAIMS	30,000	-	30,000	NA
UTILITIES	326,814	177,711	149,103	54.4%
PROFESSIONAL SERVICES	460,575	302,945	157,630	65.8%
TRAINING/TRAVEL & RECRUITMENT	37,500	17,930	19,570	47.8%
RESTRICTED EARNINGS (F)	225,000	218,126	6,874	96.9%
DEPRECIATION	970,000	608,619	361,381	62.7%
DEBT SERVICE TRUSTEE FEES & EXP	-	775	(775)	N/A
DEBT SERVICE 2016 COPs (I)	1,069,200	773,452	295,748	72.3%
<b>TOTAL OPERATING EXPENSES</b>	<b>13,437,528</b>	<b>7,792,778</b>	<b>5,644,750</b>	58.0%
<b>NET OPERATING SURPLUS/(LOSS)</b>	<b>283,472</b>	<b>2,214,048</b>	<b>(1,930,576)</b>	781.0%
<b>TRANSFER TO CAPITAL</b>	<b>(283,472)</b>	<b>(2,214,048)</b>	<b>1,930,576</b>	781.0%
<b>DEBT SERVICE COVERAGE</b>	<b>1.93</b>	<b>3.93</b>		

- A Water revenues are at 64.3% and water purchases are at 58%.
- B See discussion on Administrative Services Manager's report.
- C Second half of property tax revenue starting to come in.
- D Recognized revenue for 3 New services installed.
- E Closed 26 meter upgrade installations and 15 Fire Flow tests.
- F LAIF & COP interest higher than expected.
- G Received payment for City of Belmont's Buckland Tank Lease for prior year.
- H Recognized 4 Landscape Review Revenue and 2 Plan Check Review Revenue.
- I Includes Debt Service Principal Payment of \$375,000.

**MID-PENINSULA WATER DISTRICT  
STATEMENT OF NET POSITION  
PREVIOUS YEAR COMPARISON**

	31-Jan-20	31-Jan-19	\$ Change	% Change
<b>ASSETS</b>				
<b>CURRENT ASSETS</b>				
Total Checking/Savings	7,182,483.70	20,676,129.23	-13,493,645.53	-65.26%
Total COP Funds	12,237,111.01	0.00	0.00	100.0%
Total Accounts Receivable	904,453.18	830,404.54	74,048.64	8.92%
Total Other Current Assets	354,968.40	308,095.19	46,873.21	15.21%
<b>TOTAL CURRENT ASSETS</b>	20,679,016.29	21,814,628.96	-1,135,612.67	-5.21%
<b>FIXED ASSETS</b>				
Fixed Assets	51,446,008.92	47,265,695.29	4,180,313.63	8.84%
Accumulated Depreciation	-28,890,350.62	-27,797,869.91	-1,092,480.71	-3.93%
Construction in Progress	3,707,442.95	3,320,473.73	386,969.22	11.65%
<b>TOTAL FIXED ASSETS</b>	26,263,101.25	22,788,299.11	3,474,802.14	15.25%
<b>TOTAL OTHER ASSETS</b>	2,226,591.34	1,210,079.34	1,016,512.00	84.0%
<b>TOTAL ASSETS</b>	49,168,708.88	45,813,007.41	3,355,701.47	7.33%
<b>LIABILITIES &amp; EQUITY</b>				
<b>LIABILITIES</b>				
<b>CURRENT LIABILITIES</b>				
Total Accounts Payable	551,785.71	254,482.32	297,303.39	116.83%
Total Other Current Liabilities	1,023,800.56	2,031,688.28	-1,007,887.72	-49.61%
<b>TOTAL CURRENT LIABILITIES</b>	1,575,586.27	2,286,170.60	-710,584.33	-31.08%
<b>LONG TERM LIABILITIES</b>				
Total COP Financing Debt (B)	17,175,000.00	17,550,000.00	-375,000.00	-2.14%
Total COP Premium (B)	839,388.90	870,670.50	-31,281.60	-3.59%
Total Other Long Term Liabilities (B)	2,281,061.00	1,535,175.00	745,886.00	48.59%
<b>TOTAL LONG TERM LIABILITIES</b>	20,295,449.90	19,955,845.50	339,604.40	1.7%
<b>TOTAL LIABILITIES</b>	21,871,036.17	22,242,016.10	-370,979.93	-1.67%
<b>EQUITY</b>				
3000 - Opening Bal Equity	0.00	0.00	0.00	0.0%
<b>3800 - RESERVES</b>	6,453,427.80	4,942,275.76	1,511,152.04	30.58%
3940 - Fund Bal Invest in Util Plant	26,263,101.25	22,788,299.11	3,474,802.14	15.25%
Net Assets (A)	-5,418,856.34	-4,159,583.56	-1,259,272.78	-30.27%
<b>TOTAL EQUITY</b>	27,297,672.71	23,570,991.31	3,726,681.40	15.81%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	49,168,708.88	45,813,007.41	3,355,701.47	7.33%

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

(B) COP Financing Debt and Debt Premium total \$19,185,626.90.

**MID-PENINSULA WATER DISTRICT  
STATEMENT OF REVENUES & EXPENSES  
PREVIOUS YEAR COMPARISON - GAAP BASIS**

	Jul 19-Jan 20	Jul 18-Dec 19	\$ Change	% Change
Ordinary Income/Expense				
Income				
OPERATING REVENUE	9,113,518	8,071,504	1,042,015	12.91%
INTEREST INCOME	218,126	263,095	-44,969	-17.09%
CAPITAL CONTRIBUTION	147,692	116,069	31,623	27.25%
OTHER INCOME	675,182	433,165	242,017	55.87%
Total Income	10,154,519	8,883,833	1,270,686	14.3%
Expense				
PERSONNEL COSTS	1,490,685	1,463,655	27,030	1.85%
PURCHASED WATER	3,614,744	3,529,161	85,583	2.43%
OUTREACH/EDUCATION	25,101	23,280	1,822	7.83%
M&4 - OPS SYSTEMS	179,627	81,343	98,285	120.83%
FACILITIES & EQUIPMENT	69,693	88,108	-18,415	-20.9%
OFFICE SUPPLIES & EQUIPMENT	162,443	171,769	-9,326	-5.43%
MEMBERSHIP & GOV FEES	150,928	137,917	13,010	9.43%
BAD DEBT & CLAIMS	0	25,390	-25,390	-100.0%
UTILITIES	177,711	180,994	-3,283	-1.81%
PROFESSIONAL SERVICES	302,945	292,983	9,961	3.4%
TRAINING & TRAVEL	17,930	14,838	3,092	20.84%
Total Expense	6,191,807	6,009,438	182,369	3.04%
Net Ordinary Income	3,962,712	2,874,395	1,088,317	37.86%
Other Income/Expense				
Other Expense				
DEPRECIATION	608,619	531,102	77,518	14.6%
COP Financing Costs	398,452	405,504	-7,052	-1.74%
Total Other Expense	1,007,846	936,606	71,240	7.6%
Net Revenue/(Expenses)	2,954,866	1,937,789	1,017,077	52.5%

**RECONCILIATION TO OPERATING BUDGET**

**Adjustments to Increase Net Operating Surplus**

Interest Income - LAIF & COP Interest	-218,125
Capital Contribution	-147,692
Debt Service Principal Payment	-375,000
<b>Total Adjustments to Increase Net Operating Surplus</b>	<b>-740,818</b>

<b>Net Operating Surplus/(Loss) Transfer to Capital</b>	<b>2,214,048</b>
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**MID-PENINSULA WATER DISTRICT  
BUDGET FOR FY 2019-2020  
Capital Projects**

DESCRIPTION	APPROVED FY 2019-2020 BUDGET \$	ACTUAL 7/1/2019 1/31/2020	REMAINING BALANCE/ (OVER BUDGET)	Target YTD % 58.9%
				Y-T-D % OF BUDGET
CAPITAL IMPROVEMENTS - WORK IN PROCESS (WIP)				
Miscellaneous Capital Improvements*	-	115,958	(115,958)	N/A
<b>CAPITAL IMPROVEMENTS - WIP TOTAL</b>	<b>-</b>	<b>115,958</b>	<b>(115,958)</b>	N/A
<b>CAPITAL OUTLAY</b>				
Miscellaneous Capital Outlay/Projects	50,000	-	50,000	0.0%
<b>CAPITAL OUTLAY TOTAL</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>	0.0%
<b>CAPITAL IMPROVEMENTS &amp; CAPITAL OUTLAY TOTAL</b>	<b>50,000</b>	<b>115,958</b>	<b>(65,958)</b>	231.9%
DEPRECIATION	970,000	608,619	361,381	62.7%
TRANSFER FROM OPS	283,477	2,214,047	(1,930,570)	781.0%
TRANSFER (TO)/FROM CAPITAL RESERVES**	(1,203,477)	(2,706,709)	1,503,232	224.9%
CAPITAL OUTLAY/CAPITAL PROJECTS	(50,000)	(115,958)	65,958	231.9%
<b>NET RESULTS OF CAPITAL</b>	<b>-</b>	<b>(0)</b>	<b>0</b>	N/A