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**BOARD OF DIRECTORS  
THURSDAY, MARCH 28, 2024 - 6:30 PM**

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**AGENDA**

Public comments may be submitted via email to  
Administrative Services Manager, Monique Madrid, at [moniquem@midpeninsulawater.org](mailto:moniquem@midpeninsulawater.org).  
Please indicate in your email the agenda item to which your comment applies.

Comments submitted before the meeting will be provided to the Board before or during the meeting.  
Comments submitted after the meeting is called to order will be included in correspondence that will be provided to  
the full Board.

This meeting will be conducted in-person, at the District's 1075 Old County Road, Suite A offices. The public may  
participate in-person or remotely via Zoom.\*

The zoom meeting link is available here: <https://www.midpeninsulawater.org/zoom>

Should Zoom not be operational, please check online at: [www.midpeninsulawater.org](http://www.midpeninsulawater.org) for any updates or further instruction.

**1. OPENING**

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

**2. PUBLIC COMMENT**

*Members of the public are invited to participate and 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, or submit comments by email per the instructions above. Each speaker is limited to three (3) minutes.*

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

**4. ACKNOWLEDGEMENTS/PRESENTATIONS - None**

**5. CONSENT AGENDA**

*All matters on the Consent Agenda are considered routine by the Board of Directors, or included in the approved fiscal year Operating or Capital Budget, and will be acted upon by a single vote by the Board. 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 is acted upon.*

- A. Approve Minutes for the Regular Board Meeting on February 22, 2024
- B. Approve Minutes for the Special Board Meeting on February 28, 2024
- C. Approve Expenditures from February 1, 2024 through February 29, 2024

**6. HEARING AND APPEALS - None**

**7. MPWD FY 2016-2021 CAPITAL IMPROVEMENT PROGRAM AND 2016 COP (CERTIFICATES OF PARTICIPATION) FINANCING - None**

**8. REGULAR BUSINESS AGENDA**

- A. Receive Mid-Year Review of FY 2023/2024 Operating and Capital Budgets and Consider Resolution 2024-03 Approving the Amended Budgets
- B. Consider Resolution 2024-04 Authorizing the General Manager to Execute a Contract Amendment for Professional Services With Noll & Tam Architects, for Architectural and Engineering Services for the MPWD Folger Drive Facility Project for a Budget not to Exceed \$446,000
- C. Receive Presentation on Dairy Lane Operations Center Alternatives and Proposed Design Schemes
- D. Receive BAWSCA Update
- E. Receive Report on California and San Francisco Regional Water System Conditions

**9. MANAGEMENT AND BOARD REPORTS**

- A. Management Reports
  - 1. General Manager
  - 2. Operations Manager
  - 3. Administrative Services Manager
  - 4. District Engineer
- B. Financial Reports
  - 1. Month End February 29, 2024
- C. Director Reports

**10. COMMUNICATIONS**

**11. CLOSED SESSION**

- A. Real Property Negotiations (Government Code Section 54956.8)  
Property: 1075 Old County Road, Suite A  
Agency Negotiator: General Manager  
Under Negotiation: Price / Terms of Payment

## **12. RECONVENE TO OPEN SESSION**

## **13. ADJOURNMENT**

This agenda was posted at the Mid-Peninsula Water District's offices at 1075 Old County Road, Suite A, 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 and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested. Requests should be sent to the Administrative Services Manager at (650) 591-8941 or [moniquem@midpeninsulawater.org](mailto:moniquem@midpeninsulawater.org). Requests should be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.*

*\*Teleconference location: 1704 Emerson Ave. N, Minneapolis MN 55411.*

***NEXT REGULAR BOARD MEETING: THURSDAY, APRIL 25, 2024 AT 6:30PM***

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**MEETING MINUTES**  
**BOARD OF DIRECTORS**  
**OF THE MID-PENINSULA WATER DISTRICT**

7  
8

**Regular Meeting**

9  
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12

Thursday, February 22, 2024  
Belmont, California

13

**1. OPENING**

14  
15

**A. Call to Order**

16  
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18  
19

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

20

**B. Establishment of Quorum**

21  
22  
23

PRESENT: Directors Jordan, Schmidt, Wheeler and Vella.  
ABSENT: Zucca

24  
25

A quorum was present.

26  
27  
28  
29  
30  
31

Also Present: General Manager (GM) Kat Wuelfing, Operations Manager (OM) Rene Ramirez, Administrative Services Manager (ASM) Monique Madrid, District Counsel Julie Sherman, District Engineer Joubin Pakpour (joined meeting at 7:18), Brandon Laurie Pakpour Engineering, District Treasurer James Ramsey, Michael Anderson Operations Supervisor and Misty Malczon Administrative Supervisor.

32

**C. Pledge of Allegiance**

33  
34

Vice-President Jordan led the Pledge of Allegiance.

35

**2. PUBLIC COMMENT**

36  
37  
38

Vice-President Jordan asked for any public comment.  
There were none.

39

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

40  
41  
42

Vice-President Jordan asked for any additions, deletions or items to be pulled from consent.

43  
44  
45

There were none.

46 **4. ACKNOWLEDGEMENTS/PRESENTATIONS**

47 **A. Overview of 2023 MPWD Calendar Contest Program and Distribute Calendar to**  
48 **the Board**

49  
50 GM Wuelfing thanked the present participants of the calendar contest.  
51 All participating students received a certificate.

52  
53 **B. Present 2023 MPWD Calendar Contest Awards**

54  
55 *15-Minute Refreshment Break*

56  
57 The water conservation calendar contest was a success and once again it was a tough  
58 decision selecting the winners.

59  
60 The top 12 calendar submittals selected were published in the MPWD annual calendar.  
61 The top 12 participants were presented with their certificates and the top three received  
62 gift cards. In 3rd place, Ryan received a gift card for \$25, in 2nd place Athena received  
63 a \$25 gift card and in 1st place Sunny received a \$50 gift card.

64  
65 All of those present received a copy of the calendar. Teachers Mr. Fox, Ms. June, Miss  
66 Jenna, and Mr. Skidmore were recognized for their classroom participation. Mr. Fox  
67 received a \$100 gift card for classroom supplies for the most participation. Congratulations  
68 to all of the winners and all of the students who participated in the calendar contest.

69  
70 A 15-minute refreshment break was held and photos were taken with the Board of  
71 Directors.

72  
73 **C. Recognizing Michael Anderson for 25 Years of Service with the District**

74 GM Wuelfing recognized Michael Anderson Operations Supervisor for his 25 of service  
75 to the MPWD and the community. She acknowledged Michael for his dedication to the  
76 MPWD and for his ability to lead his department with skill and compassion.

77  
78 Other staff members and Board members had many additional compliments and thanks  
79 for Michael.

80  
81 **D. Recognizing Misty Malczon for 20 Years of Service with the District**

82 GM Wuelfing recognized Misty Malczon Administrative Supervisor for her 20 years of  
83 service to the MPWD and the community. She acknowledged Misty for her dedication to  
84 the MPWD and her ability to remain unflappable during times of high demand and to be  
85 able to manage customer service matters well.

86  
87 Other staff members and Board members had many additional compliments and thanks for  
88 Misty.

89  
90 **6. CONSENT AGENDA**

91 **A. Approve Minutes for the Special Board Meeting on January 9, 2024**

- 92 **B. Approve Minutes for the Regular Board Meeting on January 25, 2024**  
93  
94 **C. Approve Expenditures from January 1, 2024 through January 31, 2024**  
95  
96 **D. Approve Amending the Assigned Number of Resolution 2023-40 Approving Plan**  
97 **Investment Portfolio for 2024 to Resolution 2023-30 Due to an Error in the Initial**  
98 **Assigned Number**  
99

100 Director Schmidt asked about the minutes for the regular board meeting of January 25,  
101 2024. He noted on page 14 the date originally designated for the special meeting was  
102 rescheduled and held on 2/28 instead. He asked to add a clarifying note to that affect.  
103

104 Director Vella moved to approve the consent agenda with the one clarification to the  
105 minutes for the regular board meeting on January 25, 2024.  
106

107 Director Wheeler seconded the motion.  
108

109 Roll Call Vote. Motion passed. 4-0-1: 4-Ayes, 0-Noes, 1-Absent (Zucca)  
110

111 **7. HEARING AND APPEALS - None**

112 There were none on the agenda.  
113

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

116 **A. Receive Semi-Annual Reports on 2016 COP Financing through December 31,**  
117 **2023:**  
118

- 119 **1. Financial Reconciliation Report; and**  
120 **2. Capital Project Fund Report, Presented by Dan Bergmann of IGService**  
121

122 Mr. Bergman was unavailable for this meeting and asked OM Ramirez to provide a review  
123 of the report. OM Ramirez reported this is the semi-annual update for the period of July  
124 through December of 2023. He added nearly all of the COP funds have been spent and we  
125 expect to fully expend all of the funds by July 1, 2024.  
126

127 Board discussion followed.  
128

129 **B. Consider Resolution 2024-02 Accepting as Complete the Harbor Boulevard Water**  
130 **Main Improvements Project, and Authorizing the Recordation of a Notice of**  
131 **Completion for the Project**

132 Brandon Laurie of Pakpour Engineering provided a review of the report and asked the  
133 board to adopt Resolution 2024-02 accepting as complete the Harbor Boulevard Water  
134 Main Improvement Project and Authorize the recordation of a Notice of Completion for  
135 the project.  
136

137 He reviewed the project and provided details including the complication due to  
138 discovering rock and increase in the depth of the trenches. District Engineer Pakpour  
139 advised the Board that District Counsel had advised the MPWD accept the project as  
140 complete and the traffic light matter is not an issue that should impact the decision to  
141 accept the completion of the project.

142 Board discussion followed.

143  
144  
145 Director Vella moved to approve Resolution 2024-02 accepting as complete the Harbor  
146 Boulevard Water Main Improvement Project and authorizing the recordation of a Notice  
147 of Completion for the project.

148  
149 Director Schmidt seconded the motion.

150  
151 **Roll Call Vote. Motion Passed 4-0-1: 4-Ayes, 0-Noes, 1-Absent (Zucca)**

152  
153 **9. REGULAR BUSINESS AGENDA**

154 **A. Consider Preliminary Revenue Requirements for FY 2024/2025 Operations,**  
155 **including Projected SFPUC Wholesale Water Rate Adjustment effective July 1,**  
156 **2024, and Approve Scheduling of Proposition 218 Public Hearing on May 22,**  
157 **2024, for Proposed Pass-Through Provision for MPWD Water Rate Increases**

158  
159 GM Wuelfing provided a review of the report and the projected SFPUC wholesale water rate  
160 adjustment effective July 1, 2024, and the recommendation to schedule a Public Hearing on  
161 May 22, 2024, for a proposed pass-through provision for MPWD wholesale water rate  
162 increases. The projected SFPUC increase is expected to cost an additional approximately  
163 \$800,000 to the MPWD.

164  
165 A draft Prop 218 rate notice was presented to the Finance Committee at the February 20, 2024,  
166 meeting. The notice must be mailed prior to April 6, 2024, which is more than 45 days in advance  
167 of the public hearing scheduled for May 23, 2024.

168  
169 The report was received, and a public hearing was scheduled for May 23, 2024.

170  
171 **B. Receive Presentation on District AMI System**

172 OM Ramirez presented his report on the District AMI System.

173  
174 **C. Receive Report on California and San Francisco Regional Water System Drought**  
175 **Conditions**

176 OM Ramirez provided a detailed review of the California and San Francisco Regional Water  
177 System conditions.

178  
179 A technical issue was experienced at 8:17PM and the zoom meeting recording ended. It was  
180 not restarted.

181  
182 **10. MANAGEMENT AND BOARD REPORTS**

183 **A. Management Reports**

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**1. General Manager**

GM Wuelfing provided a review of her report highlighting the 95th anniversary logo, the upcoming Mid-year budget draft, the interest earned from the U.S. Treasury investments and the launching of the recruitment for the Administrative Services Manager position.

**2. Operations Manager**

OM Ramirez provided a review of his report with highlights of added security to the Dairy Lane facility, and consideration of redevelopment fees for ADU review.

**3. Administrative Services Manager**

ASM Madrid provided a review of her report with highlights of the recruitment of Water System Operators and receipt of the payment for the insurance claim for damages at the Dairy Lane property.

**4. District Engineer**

District Engineer Pakpour provided a review of his report providing highlights of OCR project and balance cost of contract for change orders.

Brandon Laurie also reviewed the ongoing projects and provided a CIP update. The OCR project finished installing 20-inch PVC pipe, and reviewed photos of the project and included the minor change orders.

**B. Financial Reports**

**1. Month End January 31, 2024**

District Treasurer provided a review of the January financial report highlighting revenue is up and salaries are down.

**C. Director Reports**

Director Vella attended the Finance Committee meeting.

Director Wheeler attended the HIA meeting and the Finance Committee meeting.

Director Jordan attended the HIA meeting and the employee anniversary luncheon.

**11. COMMUNICATIONS**

A Press Release was issued on February 22, 2024, announcing the new Board Officers.

**12. CLOSED SESSION**

- A. Real Property Negotiations (Government Code Section 54956.8)  
Property: 1075 Old County Road, Suite A  
Agency Negotiator: General Manager  
Under Negotiation: Price / Terms of Payment**

The Board adjourned to closed session at 8:43PM.

229  
230  
231 **13. RECONVENE TO OPEN SESSION**

232 Vice-President Jordan reconvened to open session meeting at 8:54 PM.

233 There was no reportable action.  
234  
235  
236

237 **14. ADJOURNMENT**

238 Vice-President Jordan adjourned the meeting at 8:54PM.  
239  
240  
241

242 \_\_\_\_\_  
243 DISTRICT SECRETARY

244 APPROVED:  
245  
246

247 \_\_\_\_\_  
248 BOARD PRESIDENT  
249  
250

251 NEXT REGULAR BOARD MEETING: THURSDAY, MARCH 28, 2024, AT 6:30PM

1 **MEETING MINUTES**

2  
3 **BOARD OF DIRECTORS**  
4 **OF THE MID-PENINSULA WATER DISTRICT**

5  
6 **SPECIAL MEETING**

7  
8 **WEDNESDAY, FEBRUARY 28, 2024 - 6:00 PM**  
9 **BELMONT, CALIFORNIA**

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10  
11 **1. OPENING**

12  
13 **A. Call to Order**

14 The special meeting of the Mid-Peninsula Water District Board of Directors was called to order by  
15 President Zucca at 6:00PM.

16  
17 **B. Establishment of Quorum**

18 PRESENT: Directors Zucca, Jordan, Schmidt, Wheeler and Vella.

19 ABSENT: None

20  
21 A quorum was present.

22  
23 Also Present: General Manager Kat Wuelfing, Operations Supervisor Rene Ramirez, Administrative  
24 Services Manager Monique Madrid, District Counsel Julie Sherman and District Engineer Joubin  
25 Pakpour.

26  
27 Guests: Consultants Tom Biel and Scott Salge of Noll and Tam Architects

28  
29 **C. Pledge of Allegiance**

30 Monique Madrid led the Pledge of Allegiance.

31  
32 **3. PUBLIC COMMENT**

33 President Zucca asked for any public comment.

34 There were none.

35  
36 **4. AGENDA REVIEW: ADDITIONS/DELETIONS**

37 President Zucca asked for any additions or deletions from the agenda. There were none.

38  
39 **5. REGULAR BUSINESS AGENDA**

40 **A. Receive Presentation on Alternatives to Dairy Lane Operations Center**  
41 **Rehabilitation Project Evaluated by Staff**

42 General Manager Kat Wuelfing reviewed the alternatives to Dairy Lane Operations Center  
43 rehabilitation project. Highlighting maps of, zoning, seismic risk, high fire risk, and flood prone areas  
44 within and near the District. She advised of a staff discussion of alternative solutions such as tank  
45 sites, private property and County-owned property, and splitting up Administrative Services and  
46 Operations to separate sites.

47  
48 A review was made of the slides presented for alternative properties to combine the Administrative  
49 Office with Operations.

50 **B. Receive Presentation from Noll & Tam on Proposed Dairy Lane Headquarters**  
51 **Upgrade and Folger Drive Emergency Operations Center Projects**

52  
53 Noll & Tom Architects presented the proposed Dairy Lane Headquarters upgrade and Folger  
54 Drive Emergency Operations Center projects.

55  
56 Board discussion followed.

57  
58 **C. Board Discussion and Direction on Next Steps for Proposed Dairy Lane and**  
59 **Folger Drive Rehabilitation Projects**

60  
61 GM Wuelfing reviewed the recommended next steps.

62  
63 Board discussion followed.

64  
65 There was extensive discussion of both plans. The focus for the Folger plans included the  
66 Board emphasizing concern for pro-active public outreach related to the remodel of the Folger  
67 property.

68  
69 The Board gave direction to move forward with the Folger property remodel, and bring back a  
70 new scope of work for design from Noll & Tam for the Folger Drive project. They asked for staff  
71 to locate and work with a communication firm for assistance with the public outreach of the  
72 project, schedule open houses to meet with the public and receive their input on the project.  
73 Consider using cash reserves for the design of both the Folger and Dairy Lane properties.

74  
75 The Board expressed a need for further clarification of what is being resolved at the Dairy Lane  
76 property and what each alternative offered as it relates to the cost. The focus being what  
77 problems are being solved?

78  
79 The Board asked for the GM to come back with a presentation of options for the Dairy Lane  
80 rehabilitation project with the costs clearly delineated. Vice-President Jordan was asked to assist in  
81 the development of the presentation for the cost analysis.

82  
83 **D. Other Topics for the Good of the Order**

84 There were none.

85  
86 **6. COMMUNICATIONS**

87 There were none.

88  
89 **7. ADJOURNMENT**

90  
91 The Meeting was adjourned at 8:10PM.

92  
93  
94 \_\_\_\_\_  
95 DISTRICT SECRETARY

96 APPROVED:

97  
98  
99 \_\_\_\_\_  
100 BOARD PRESIDENT

Account Name	Vendor Name	Description	Check Date	Check Number	Amount
Construction in Progress	NOLL & TAM ARCHITECTS	DEC 2023 SERVICES FOR DAIRY LANE CAPITAL PROJECT - PAY GO	02/09/2024	39016	3,825.00
Construction in Progress	PAKPOUR CONSULTING GROUP, INC	PAY GO CAPITAL WATER TRANSMISSION MAIN ASSESSMENT PROJECT 20-05	02/09/2024	103221	803.25
Construction in Progress	PAKPOUR CONSULTING GROUP, INC	PAY GO - CAPITAL PROJECT 20-05 JAN 2024	02/23/2024	103236	752.06
Accounts Payable	MOSHE MOSHE ZADKA	Refund Check 012066-000, 12 BRIDGE CT	02/09/2024	39060	360.00
Accounts Payable	DALEO INC	Refund Check 013784-000, HYDRANT METER #1858789	02/09/2024	39032	670.92
Accounts Payable	KIMBERLY DUNNE	Refund Check 013041-000, 935 OLD COUNTY RD #7	02/09/2024	39035	90.94
Accounts Payable	MICHAEL B. SMITH	Refund Check 009938-000, 2943 MONTE CRESTA DR	02/09/2024	39053	11.50
Accounts Payable	CAL ART & ENGRAVING	Refund Check 012499-000, 350 INDUSTRIAL RD	02/09/2024	39025	3.00
Accounts Payable	CAL ART & ENGRAVING	Refund Check 012499-000, 350 INDUSTRIAL RD	02/09/2024	39025	7.00
Accounts Payable	ELIZABETH DAGGERTS	Refund Check 006718-000, 2225 PULLMAN AVE	02/09/2024	39031	25.00
Accounts Payable	BRENDA MITCHELL	Refund Check 010219-000, 2519 LINCOLN AVE	02/09/2024	39045	108.41
Accounts Payable	BRENDA MITCHELL	Refund Check 010219-000, 2519 LINCOLN AVE	02/09/2024	39045	17.15
Accounts Payable	WL BUTLER	Refund Check 004707-000, HYDRANT METER #79383509	02/09/2024	39059	2,427.20
Accounts Payable	PAUL SHENG	Refund Check 010270-001, 2510 CARMELITA AVE	02/09/2024	39052	49.93
Accounts Payable	BRANNON CORPORATION	Refund Check 013757-000, HYDRANT METER #22025960	02/09/2024	39024	2,451.89
Accounts Payable	ANDREA CORRELL	Refund Check 007480-002, 1200 CHULA VISTA DR	02/09/2024	39030	27.73
Accounts Payable	SANDRA SANABRIA	Refund Check 007488-000, 1254 CHULA VISTA DR	02/09/2024	39049	18.03
Accounts Payable	SANDRA SANABRIA	Refund Check 007488-000, 1254 CHULA VISTA DR	02/09/2024	39049	1.87
Accounts Payable	LAURA CHOCK	Refund Check 008036-000, 1621 NOTRE DAME AVE	02/09/2024	39028	71.34
Accounts Payable	CAL ART & ENGRAVING	Refund Check 012500-000, 340 INDUSTRIAL RD	02/09/2024	39026	11.00
Accounts Payable	SANCO PIPELINES	Refund Check 004476-000, HYDRANT METER #1582310	02/09/2024	39050	89.60
Accounts Payable	SANCO PIPELINES	Refund Check 004476-000, HYDRANT METER #1582310	02/09/2024	39050	2,500.00
Accounts Payable	UNDERGROUND CONSTRUCTION	Refund Check 013674-000, HYDRANT METER #20265061	02/09/2024	39056	2,372.47
Accounts Payable	KAYOKO GRECH	Refund Check 011186-000, 3329 LOWER LOCK AVE	02/09/2024	39040	24.07
Accounts Payable	VIVIAN SHAO	Refund Check 013886-000, 600 EL CAMINO REAL #307	02/09/2024	39051	41.07
Accounts Payable	VIVIAN SHAO	Refund Check 013886-000, 600 EL CAMINO REAL #307	02/09/2024	39051	41.94
Accounts Payable	JENNIFER IBANEZ	Refund Check 010012-000, 3207 LONGFELLOW DR	02/09/2024	39042	260.81
Accounts Payable	KEVIN FLAHERTY	Refund Check 010104-000, 3019 SAN JUAN BLVD	02/09/2024	39036	25.00
Accounts Payable	DUKES PLUMBING	Refund Check 013767-000, HYDRANT METER #67195164	02/09/2024	39034	2,500.00
Accounts Payable	CLEAN HARBORS	Refund Check 013555-000, HYDRANT METER #82966031	02/09/2024	39029	2,394.70
Accounts Payable	DOMO CONSTRUCTION	Refund Check 013867-000, HYDRANT METER #22025960	02/09/2024	39033	2,044.60
Accounts Payable	EVAN GREGER	Refund Check 001126-000, 2409 HASTINGS DR	02/09/2024	39041	10.00
Accounts Payable	EVAN GREGER	Refund Check 001126-000, 2409 HASTINGS DR	02/09/2024	39041	113.28
Accounts Payable	GIBSON PORTFOLIO MANAGEMENT	Refund Check 001605-001, 9 ARROYO VIEW CIRCLE	02/09/2024	39037	19.45
Accounts Payable	ZHOU WANG	Refund Check 000331-000, 902 VILLA AVE	02/09/2024	39058	15.67
Accounts Payable	MARK CALLAGY	Refund Check 006878-001, 504 DAVEY GLEN RD	02/09/2024	39027	129.04
Accounts Payable	JOAN PECEIMER	Refund Check 009677-000, 2724 MONSERAT AVE	02/09/2024	39047	187.26
Acwa Health Care	ACWA JPIA	MEDICAL - MARCH 2024	02/23/2024	103230	27,693.19
Acwa Health Care	ACWA JPIA	EAP- MARCH 2024	02/23/2024	103230	42.16
Awca Dental	ACWA JPIA	DENTAL - MARCH 2024	02/23/2024	103230	2,003.46
Acwa Vision	ACWA JPIA	VISION - MARCH 2024	02/23/2024	103230	362.44
Acwa Life/Ad&D	ACWA JPIA	LIFE - MARCH 2024	02/23/2024	103230	576.12
Standard ldl/sdl Disability	STANDARD INSURANCE COMPANY	PREMIUM - JAN 2024	02/09/2024	39017	1,511.13
Retirees' Acwa Health Care	ACWA JPIA	RETIREES - MARCH 2024	02/23/2024	103230	11,851.34
Directors' Acwa Health Care	ACWA JPIA	DIRECTORS- MARCH 2024	02/23/2024	103230	7,609.27
Uniforms	UNIFIRST	WEEKLY UNIFORM RENTAL TRHOUGH 01-23-24	02/09/2024	39020	138.92
Uniforms	UNIFIRST	WEEKLY UNIFORM RENTAL TRHOUGH 01-30-24	02/09/2024	39020	151.72
Uniforms	UNIFIRST	UNIFORM RENTAL THRU 02-06-2024	02/23/2024	39057	161.22
Water Conservation Program	GLOBAL SUN LANDSCAPE	WELO PLAN REVIEW - 2641 HALLMARK DRIVE	02/23/2024	39038	174.00
Water Quality	SAN FRANCISCO WATER POWER SEWER	WATER SAMPLES	02/09/2024	103223	3,897.00
Water Quality	SAN FRANCISCO WATER POWER SEWER	WATER SAMPLE TESTING	02/09/2024	103223	3,415.00



Account Name	Vendor Name	Description	Check Date	Check	
				Number	Amount
Water Quality	SAN FRANCISCO WATER POWER SEWER	WATER QUALITY TESTING	02/09/2024	103223	1,810.00
Pumping	INTERSTATE BATTERY SYSTEM, INC.	BATTERIES (HANNIBAL) - BAL DUE	02/23/2024	39044	371.17
Mains/Distribution	INTERSTATE TRAFFIC CONTROL INC	MARKING PAINT	02/09/2024	39015	354.38
Meters & Service	AQUA-METRIC SALES CO.	5/8 SENSUS METERS	02/09/2024	39012	947.65
Meters & Service	BADGER METER	BADGER METERS	02/09/2024	103214	1,105.67
Meters & Service	BADGER METER	1" BADGER METERS	02/23/2024	103231	3,143.03
Scada Maintenance	STEPFORD BUSINESS, INC.	UPS BATTERY FOR TUNNELS	02/23/2024	39054	1,803.29
Buildings & Grounds	RECOLOGY SAN MATEO COUNTY	TRASH COLLECTION DAIRY LANE - JAN 2024	02/23/2024	39048	887.62
Equipment & Tools	INSTRUMENT TECHNOLOGY CORP	LOCATOR SERVICED	02/23/2024	39043	849.19
2022 FLOOD RECOVERY	ACC BUSINESS	INTERNET - OCR	02/23/2024	39022	375.66
Office Supplies	OFFICE DEPOT, INC.	FILING SUPPLIES	02/09/2024	103220	146.51
Office Supplies	OFFICE DEPOT, INC.	TONER	02/09/2024	103220	96.36
Office Supplies	OFFICE DEPOT, INC.	TAX FORMS & OFFICE SUPPLIES	02/23/2024	103235	34.60
Office Supplies	OFFICE DEPOT, INC.	CLIPBOARDS FOR OPS	02/23/2024	103235	43.91
Office Supplies	OFFICE DEPOT, INC.	BINDERS & DESKPAD	02/23/2024	103235	65.19
Office Supplies	OFFICE DEPOT, INC.	CUSTOM A/P STAMPS	02/23/2024	103235	272.31
Office Supplies	OFFICE DEPOT, INC.	BINDER CLIPS	02/23/2024	103235	6.04
Office Supplies	OFFICE DEPOT, INC.	PAPER	02/23/2024	103235	65.19
Office Supplies	OFFICE DEPOT, INC.	TONER	02/23/2024	103235	56.96
Office Supplies	UMPQUA BANK	OFFICE SUPPLIES FOR SHOP	02/23/2024	103240	54.65
Office Supplies	UMPQUA BANK	KITCHEN SUPPLIES FOR OCR & DAIRY LANE	02/23/2024	103240	96.50
Postage	UMPQUA BANK	SHIP PARTS RETURNED TO VENDOR BY OPS	02/23/2024	103240	341.54
Equipment Services/Maintenance	KBA DOCUMENT SOLUTIONS, LLC	KYOCERA MAINTENANCE AGREEMENT	02/09/2024	103219	25.92
Computer Supplies & Upgrades	STEPFORD BUSINESS, INC.	FIREWALL SECURITY RENEWAL	02/23/2024	39054	3,381.01
Website Hosting Services	LIFTOFF DIGITAL	WEBSITE HOSTING & MANAGEMENT	02/23/2024	103234	315.00
Security & Safety	SONITROL / PACIFIC WEST SECURITY, INC.	2 SECURITY BADGES	02/09/2024	103224	32.81
Customer Credit Card Svs Fees	SPRINGBROOK HOLDING COMPANY LLC	CIVIC PAY & MUNICIPAL PYMTS - DEC 2023	02/09/2024	103225	4,559.85
Customer Credit Card Svs Fees	SPRINGBROOK HOLDING COMPANY LLC	CIVIC PAY & MUNICIPAL PAYMENTS - JAN 2024	02/23/2024	103239	4,598.50
Dues & Publications	THOMPSON REUTERS - WEST PMT CENTER	CURRENT WATER CODE SUBSCRIPTION	02/23/2024	39055	161.52
Dues & Publications	UMPQUA BANK	CAL GOV HR MEMBERSHIP	02/23/2024	103240	60.00
Dues & Publications	UMPQUA BANK	CSMFO MEMBERSHIP	02/23/2024	103240	135.00
Dues & Publications	UMPQUA BANK	CAL GOV HR MEMBERSHIP	02/23/2024	103240	60.00
Dues & Publications	UMPQUA BANK	ICLOUD STORAGE - JAN 2024	02/23/2024	103240	0.99
Dues & Publications	UMPQUA BANK	ZOOM SUBSCRIPTION - JAN 2024	02/23/2024	103240	110.00
Dues & Publications	UMPQUA BANK	CSMFO MEMBERSHIP	02/23/2024	103240	55.00
Gov'T Fees & Licenses	UMPQUA BANK	ENCROACHMENT PERMIT SM COUNTY - OCR PROJECT	02/23/2024	103240	515.00
Software Licenses	PARCELQUEST	ANNUAL SUBSCRIPTION	02/23/2024	39046	2,999.00
Utilities - Internet/Cable	COMCAST	AMI INTERNET - TANK SITES + ACCESS DAIRY LANE & FOLGER	02/09/2024	103215	976.69
Utilities - Cell Telephone	VERIZON WIRELESS	CLEE PHONES & DEVICES DEC 16 - JAN 15	02/09/2024	39021	1,071.85
Utilities - Electric - Pumping	PG&E	TUNNELS PUMP STATION	02/09/2024	103222	17,662.74
Utilities - Electric - Pumping	PG&E	WEST BELMONT PUMP STATION	02/23/2024	103237	570.78
Utilities - Electric - Pumping	PG&E	DEKOVEN PUMP STATION	02/23/2024	103237	559.38
Utilities - Electric - Pumping	PG&E	HALLMARK PUMP STATION	02/23/2024	103237	547.04
Utilities - Electric - Pumping	PG&E	BUCKLAND PUMP STATION	02/23/2024	103237	564.10
Utilities - Electric - Pumping	PG&E	HANNIBAL PUMP STATION	02/23/2024	103237	5,540.14
Utilities - Electric-Bldgs&Grnd	PG&E	GAS - DAIRY LANE	02/09/2024	103222	8.11
Utilities - Electric-Bldgs&Grnd	PG&E	DISTRICT WIDE SITES	02/23/2024	103237	3,875.99
Utilities - Electric-Bldgs&Grnd	PG&E	FOLGER	02/23/2024	103237	62.99
Utilities - Electric-Bldgs&Grnd	PG&E	1075 OCR, STE A	02/23/2024	103237	1,011.74
Utilities - Telephones	AT&T	SCADA ANALOG	02/09/2024	39013	804.91
Utilities - Telephones	AT&T	DAIRY LANE ANALOG	02/09/2024	39013	29.36

Account Name	Vendor Name	Description	Check Date	Check Number	Amount
Utilities - Telephones	AT&T	DAIRY LANE ANALOG	02/23/2024	39023	29.38
Utilities - Telephones	AT&T	DAIRY LANE ANALOG	02/23/2024	39023	76.00
Utilities - Telephones	AT&T	DAIRY LANE ANALOG	02/23/2024	39023	57.99
Utilities - Telephones	COMCAST BUSINESS	DAIRY LANE - FIBER & ETHERNET	02/09/2024	103216	1,110.43
Utilities - Telephones	COMCAST BUSINESS	VOICE EDGE BUSINESS SVCS	02/09/2024	103216	865.45
Utilities - Telephones	T-MOBILE	AMI REPEATER CELLULAR	02/09/2024	39019	31.40
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.11 - DEVELOPMENT REVIEW	02/23/2024	103236	4,660.69
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.05 - RETAINER	02/23/2024	103236	1,000.00
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.10 - PUMP STATION & TANK SITES	02/23/2024	103236	459.38
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.04 - 08 - RATE COMPARISON	02/23/2024	103236	933.19
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.07 - CAPITAL IMPROVEMENT PROGRAM	02/23/2024	103236	2,491.13
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.09 - DSA 366 - 2720 HALLMARK DRIVE	02/23/2024	103236	517.13
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.09 - DSA 363 - 1200 JUDSON	02/23/2024	103236	517.12
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.09 - ZONE 5 MODELING	02/23/2024	103236	338.62
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.04 - WEEKLY CALLS & NOTES	02/23/2024	103236	1,378.12
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.09 - DSA 364 - 360 INDUSTRIAL ROAD	02/23/2024	103236	517.13
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.09 - DSA 365 - 1607 FAIRWAY DRIVE	02/23/2024	103236	517.13
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.09 - DSA 304 - OCR SHUTDOWN	02/23/2024	103236	338.62
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.09 - DSA 367 - 221 HILLER STREET	02/23/2024	103236	517.13
Prof Serv - It	STEPFORD BUSINESS, INC.	IT SERVICES - MARCH 2024	02/09/2024	39018	2,768.00
Prof Serv - It	STEPFORD BUSINESS, INC.	IT SERVICES - JAN 2024	02/23/2024	39054	2,931.25
Prof Serv - Annual Financeaudit	EIDE BAILLY LLP	AUDIT SERVICES - NOV 2023	02/09/2024	103218	5,250.00
Prof Serv - Mngmt Consult	JULIE M BROWN & ASSOC	STRATEGIC PLAN SUPPORT	02/23/2024	103233	2,755.36
Prof Serv - Mngmt Consult	PAKPOUR CONSULTING GROUP, INC	TO 24-09 MISC - WEBSITE/PR/PUBLIC OUTREACH	02/23/2024	103236	1,312.50
Prof Serv - Mngmt Consult	PAKPOUR CONSULTING GROUP, INC	TO 24-08 RECORDS RETENTION POLICY	02/23/2024	103236	131.25
Prof Serv - Mngmt Consult	PAKPOUR CONSULTING GROUP, INC	TO 24-09 MISC - PERSONNEL	02/23/2024	103236	656.25
Prof Serv - Mngmt Consult	PAKPOUR CONSULTING GROUP, INC	TO 24-07 FINANCIAL MGMT POLICY	02/23/2024	103236	3,412.50
Prof Serv - Mngmt Consult	PAKPOUR CONSULTING GROUP, INC	TO 24-09 MISC - OPS RECRUITMENT	02/23/2024	103236	5,643.75
Prof Serv - Mngmt Consult	PAKPOUR CONSULTING GROUP, INC	TO 24-09 MISC - EMBEZZLEMENT RESTITUTION	02/23/2024	103236	65.63
Prof Serv - Customer Billing	DOCUMENT FULFILLMENT SERVICES	POSTAGE - JAN 2024 WATER BILLS	02/23/2024	103232	2,874.50
Prof Serv - Customer Billing	DOCUMENT FULFILLMENT SERVICES	POSTAGE - JAN 2024 REMINDER NOTICES	02/23/2024	103232	204.03
Prof Serv - Customer Billing	RAY MORGAN COMPANY	FEB 2024 REMINDER NOTICES	02/23/2024	103238	280.52
Prof Serv - Customer Billing	RAY MORGAN COMPANY	JAN 2024 WATER BILLS	02/23/2024	103238	1,992.44
Prof Serv - Recruiting	BACKGROUNDS ONLINE	2 PHYSICALS	02/09/2024	39014	225.50
Prof Serv - Recruiting	UMPQUA BANK	RECRUITMENT LUNCH INTERVIEW - WSO CANDIDATE	02/23/2024	103240	46.67
Prof Serv - Recruiting	UMPQUA BANK	CANDIDATE BACKGROUND CHECK	02/23/2024	103240	104.50
Prof Serv - Miscellaneous	JOHN T. DAVIDSON OR DBA JRocket77 DESIGN & MKTG	DEC 2023 DESIGN/MARKETING SUPPORT	02/09/2024	103217	3,762.53
Prof Serv - District Treasurer	EIDE BAILLY LLP	DISTRICT TREASURER CHARGES - DEC 2023	02/09/2024	103218	12,950.00
Director Expenses	UMPQUA BANK	2023 SERVICE PLAQUE - LOUIS J. VELLA	02/23/2024	103240	250.74
Employee Travel/Training	RYAN GOMES	CERT RENEWALS - GOMES - OPERATOR #s 38204 & 33376	02/23/2024	39039	150.00
Employee Travel/Training	UMPQUA BANK	PARKING - HANSON BRIDGETT SEMINAR	02/23/2024	103240	41.50
Employee Travel/Training	UMPQUA BANK	CAL GOV HR CONFERENCE	02/23/2024	103240	699.00
Employee Travel/Training	UMPQUA BANK	CAL GOV HR CONF REGISTRATION	02/23/2024	103240	699.00
Employee Travel/Training	UMPQUA BANK	ACWA CONFERENCE REGISTRATION	02/23/2024	103240	840.00
Employee Travel/Training	UMPQUA BANK	CSMFO CONFERENCE EVENT	02/23/2024	103240	50.00
Meeting Expenses	UMPQUA BANK	FOOD FOR BOARD MEETING - 01-25-2024	02/23/2024	103240	30.75
Meeting Expenses	UMPQUA BANK	BOARD MTG FOOD	02/23/2024	103240	113.21
Meeting Expenses	UMPQUA BANK	BOARD MTG FOOD - 01-25-2024	02/23/2024	103240	226.21
Meeting Expenses	UMPQUA BANK	DRINKS FOR MEETING	02/23/2024	103240	51.06
BNY Mellon Sweep Acct	BNY Mellon Sweep Acct [REDACTED]		02/02/2024	103213	100,000.00
Payroll Clearing A/C	adp	ER TAXES	02/09/2024	103229	26,069.06



Account Name	Vendor Name	Description	Check Date	Check Number	Amount
Payroll Clearing A/C	adp	ER DD	02/09/2024	103229	58,096.85
Payroll Clearing A/C	Health Equity	HSA	02/09/2024	103226	1,831.99
Payroll Clearing A/C	Health Equity	HSA - [REDACTED]	02/09/2024	103226	2,200.00
Payroll Clearing A/C	ICMA contributions	457B	02/09/2024	103227	4,674.00
Calpers Retirement - Er 2%@55	CALPERS	CALPERS T1	02/09/2024	103228	6,588.39
Calpers Retirement - Er 2%@55	CALPERS	CALPERS T2	02/09/2024	103228	6,894.11



**AGENDA ITEM NO. 8.A.**

DATE: March 28, 2024  
 TO: Board of Directors  
 FROM: James W Ramsey, District Treasurer  
 Kat Wuelfing, General Manager

**SUBJECT: RECEIVE MID-YEAR REVIEW OF FY 2023/2024 OPERATING AND CAPITAL BUDGET AND CONSIDER RESOLUTION 2024-03 APPROVING THE AMENDED BUDGETS**

**RECOMMENDATION**

Approve Resolution 2024-03 approving amended budgets.

**FISCAL IMPACT**

A Mid-Year Budget serves to adjust the fiscal year’s original based on actual results to date and serves as the spending plan for the remainder of the fiscal year. The proposed changes are summarized below, and presented in attached tables in more detail:

	ORIGINAL	PROPOSED MID-YEAR	AMENDMENT
<b>OPERATING</b>			
Revenues	\$ 14,013,000	\$ 14,506,550	\$ 41,700
Non-Operating Revenue	<u>1,177,000</u>	<u>2,313,134</u>	<u>1,174,000</u>
Total Revenues	15,190,000	16,819,684	1,215,700
Operating Expenditures	13,715,000	13,394,500	(320,500)
Debt service: principal	502,000	502,000	-
Depreciation Expense	<u>1,100,000</u>	<u>1,100,000</u>	<u>-</u>
Total Expenses	15,317,000	14,996,500	(320,500)
Net Surplus/(loss)	(127,000)	1,823,184	1,536,200
Transfers (to) / from working capital reserves	127,000	(1,823,184)	(1,536,200)
<b>CAPITAL</b>			
Total Funding Sources	8,476,946	7,852,775	(624,171)
Total Construction in Progress (CIP)	8,281,946	7,647,775	(634,171)
Total Capital Outlay	195,000	205,000	10,000

**DISCUSSION**

**OPERATIONS BUDGET**

For revenues, we have seen small increases in fixed system charges, and other miscellaneous customer account fees. Additionally, the District received a large payment for the insurance claim due to the flood at the Dairy Lane location of \$539,705. Other revenues that are significantly higher include investment income, resulting in an amendment to interest totaling \$321,000.

For expenditures, we have seen salary savings totaling \$435,500 due to vacant positions. These positions are nearly full as of March 2024. Due to attrition and successful hiring, limited changes have been made to the organizational chart (attached), including changing a Maintenance Technician position to a Water System Operator position, and changing an Administrative Specialist position to a Water Resources Coordinator position. Additionally, there has been less expended on outreach & education (\$83,000) due to limited customer participation, particularly in the Lawn-Be-Gone and Rain Barrel rebate programs. This was offset by an increase in operating system maintenance, primarily for the purchase of meters. An increase in Administration expenses is primarily due to the 1075 Old County Road property lease being higher than originally expected.

**CAPITAL BUDGET**

The funding sources for capital expenditures changed from the Original Capital Budget to the Mid-Year Capital Budget due to the Old County Road Improvements & Harbor Boulevard projects coming in under budget (\$842,098 reduction). This was offset by some work on the Hastings Service Connection Replacement project that was not budgeted; we spent \$197,799 on the project in total this fiscal year.

Attachments: Resolution 2024-03  
Proposed Amended FY 2023/2024 Mid-Year Operating and Capital Budgets  
Organizational Chart, dated March 1, 2024

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

UNANIMOUS\_\_ ZUCCA \_\_\_\_ JORDON \_\_\_\_ SCHMIDT \_\_\_\_ WHEELER \_\_\_\_ VELLA \_\_\_\_

**RESOLUTION NO. 2024-03**

**APPROVING THE MID-YEAR OPERATING AND CAPITAL BUDGETS  
FOR FISCAL YEAR 2023/2024**

\* \* \*

**MID-PENINSULA WATER DISTRICT**

**WHEREAS**, staff developed a mid-year review of the Operating and Capital Budgets for Fiscal Year 2023/2024 and presented a summary preliminary review to the Board of Directors at its regularly scheduled meeting on in a meeting open to the public on March 28, 2024; and

**WHEREAS**, staff proposed amendments to the Operating and Capital Budgets for Fiscal Year 2023/2024, 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 2023/2024 as follows:

<b>OPERATING</b>	<b>ORIGINAL</b>	<b>PROPOSED MID-YEAR</b>	<b>AMENDMENT</b>
Revenues	\$ 14,013,000	\$ 14,506,550	\$ 41,700
Non-Operating Revenue	<u>1,177,000</u>	<u>2,313,134</u>	<u>1,174,000</u>
Total Revenues	15,190,000	16,819,684	1,215,700
Operating Expenditures	13,715,000	13,394,500	(320,500)
Debt service: principal	502,000	502,000	-
Depreciation Expense	<u>1,100,000</u>	<u>1,100,000</u>	<u>-</u>
Total Expenses	15,317,000	14,996,500	(320,500)
Net Surplus/(loss)	(127,000)	1,823,184	1,536,200
Transfers (to) / from working capital reserves	127,000	(1,823,184)	(1,536,200)

**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 2023/2024 as follows:

CAPITAL

Total Funding Sources	8,476,946	7,852,775	(624,171)
Total Construction in Progress (CIP)	8,281,946	7,647,775	(634,171)
Total Capital Outlay	195,000	205,000	10,000

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

**REGULARLY PASSED AND ADOPTED** this 28<sup>th</sup> day of March 2023 by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

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President, Board of Directors

ATTEST:

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Board Secretary

**MID-PENINSULA WATER DISTRICT  
MONTHLY BUDGET REPORT- OPERATIONS  
FOR THE 8 MONTHS ENDED FEBRUARY 29, 2024  
SUMMARY**

DESCRIPTION	FY 2023-24		AMENDMENT	Y-T-D % OF BUDGET
	APPROVED BUDGET \$	PROPOSED AMENDED BUDET		
<b>OPERATING REVENUE</b>				
WATER COMMODITY CHARGES	10,640,000	10,640,000	-	100.0%
FIXED SYSTEM CHARGES	3,175,000	3,197,000	(22,000)	100.7%
FIRE SERVICE CHARGES	17,000	18,000	(1,000)	105.9%
MISC CUSTOMER ACCOUNT FEES	101,000	109,700	(8,700)	108.6%
SERVICE LINE & INSTALLATION CHARGES	60,000	60,000	-	100.0%
MISCELLANEOUS OPERATING	20,000	30,000	(10,000)	150.0%
<b>TOTAL OPERATING REVENUE (SOURCES)</b>	<b>14,013,000</b>	<b>14,054,700</b>	<b>(41,700)</b>	<b>100.3%</b>
WATER SYSTEM CAPACITY CHARGES	60,000	60,000	-	100.0%
WATER DEMAND OFFSET CHARGES	15,000	15,000	-	100.0%
PROPERTY TAX REVENUE	545,000	545,000	-	100.0%
LEASE OF PHYSICAL PROPERTY	180,000	198,000	(18,000)	110.0%
MISCELLANEOUS NON-OPERATING	12,000	844,000	(832,000)	7033.3%
INTEREST REVENUE - PARS	-	41,000	(41,000)	0.0%
INTEREST REVENUE-LAIF	200,000	200,000	-	100.0%
INTEREST REVENUE-COP	64,000	182,000	(118,000)	284.4%
INTEREST REVENUE-US TREASURIES	100,000	262,000	(162,000)	262.0%
LANDSCAPE PERMIT REVENUE	1,000	4,000	(3,000)	400.0%
<b>TOTAL NON-OPERATING REVENUE (SOURCES)</b>	<b>1,177,000</b>	<b>2,351,000</b>	<b>(1,174,000)</b>	<b>199.7%</b>
<b>TOTAL REVENUE (SOURCES)</b>	<b>15,190,000</b>	<b>16,405,700</b>	<b>(1,215,700)</b>	<b>108.0%</b>
<b>OPERATING EXPENDITURES (USES)</b>				
SALARIES & WAGES	2,677,000	2,311,000	(366,000)	-13.7%
PAYROLL TAXES & BENEFITS	1,019,000	949,500	(69,500)	-6.8%
PURCHASED WATER	6,048,000	6,048,000	-	0.0%
OUTREACH & EDUCATION	163,000	80,000	(83,000)	-50.9%
M&R - OPS SYSTEMS	490,000	620,000	130,000	26.5%
M&R - FACILITIES & EQUIPMENT	230,000	215,000	(15,000)	-6.5%
FLOOD RECOVERY	-	20,000	20,000	-
SYSTEM SURVEYS	15,000	15,000	-	0.0%
ADMINISTRATION & EQUIPMENT	571,000	604,000	33,000	5.8%
MEMBERSHIP & GOV FEES	330,000	345,000	15,000	4.5%
BAD DEBT & CLAIMS	10,000	10,000	-	0.0%
UTILITIES	471,000	474,000	3,000	0.6%
PROFESSIONAL SERVICES	1,035,000	1,034,000	(1,000)	-0.1%
TRAINING/TRAVEL & RECRUITMENT	36,000	49,000	13,000	36.1%
DEBT SERVICE	620,000	620,000	-	0.0%
<b>TOTAL OPERATING EXPENSES (USES)</b>	<b>13,715,000</b>	<b>13,394,500</b>	<b>(320,500)</b>	<b>2.3%</b>
<b>NET SOURCES OVER/(UNDER) USES</b>	<b>1,475,000</b>	<b>3,011,200</b>	<b>(895,200)</b>	<b>-104.1%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>13,715,000</b>	<b>13,394,500</b>	<b>(320,500)</b>	<b>2.3%</b>
DEPRECIATION	1,100,000	-	1,100,000	100.0%
<b>TOTAL EXPENSES</b>	<b>14,815,000</b>	<b>13,394,500</b>	<b>779,500</b>	<b>9.6%</b>
<b>NET SURPLUS/(LOSS)</b>	<b>375,000</b>	<b>3,011,200</b>	<b>(1,995,200)</b>	<b>-703.0%</b>
TRANSFER FROM (TO) WORKING CAPITAL RESERVES*	(375,000)	(3,011,200)	1,995,200	
NET TRANSFERS TO CAPITAL				
DEBT SERVICE COVERAGE	2.65	3.26		

Mid-Year Budget Adjustments - FY 2023/2024 Capital Budget



Project	Description	Budget	YTD	Expected To complete	Amendment	Funding Source		
						Pay-Go	COP Funding	Total Funding
15-75A	Old County Road Improvements	5,641,946	1,455,340	4,952,011	\$ (689,935)	2,811,000	2,141,011	\$ 4,952,011
20-07	Harbor Blvd WMR	2,280,000	1,983,871	2,127,837	(152,163)	143,966	1,983,871	2,127,837
20-01	Hastings Service Connection Replacement	-	197,799	197,799	197,799	-	197,799	197,799
15-29/ 15-40/ 15-88	Hastings, Vine, Belmont Canyon WMR	-	8,628	8,628	8,628	-	8,628	8,628
20-05/15-76/15-89	Dekoven Tank Util/Lincoln/Newlands/Oak Knoll WMR	210,000	168,691	210,000	-	41,309	168,691	210,000
20-09	Dairy Lane Ops Center Rehab Design	150,000	53,926	67,000	(73,500)	76,500	-	76,500
24-07	Folger Drive Property Improvements	-	-	75,000	75,000	75,000	-	75,000
	Payroll Module	75,000	-	75,000	-	75,000	-	75,000
	Trucks	50,000	-	60,000	10,000	60,000	-	60,000
	Surveillance Equipment for Tanks/Facilities	40,000	-	40,000	-	40,000	-	40,000
	Miscellaneous Equipment	30,000	-	30,000	-	30,000	-	30,000
<b>Total Capital Projects</b>		<b>\$ 8,476,946</b>	<b>\$ 3,868,255</b>	<b>\$ 7,843,275</b>	<b>\$ (624,171)</b>	<b>\$ 3,352,775</b>	<b>\$ 4,500,000</b>	<b>\$ 7,852,775</b>
<b>FUNDING</b>								
		\$ 4,500,000				\$ -	\$ 4,500,000	\$ 4,500,000
	COP FUNDS*							
	TRANSFER FROM OPERATING SURPLUS	973,000				973,000	-	973,000
	CAPITAL RESERVES	1,500,000				1,500,000	-	1,500,000
	GENERAL RESERVES	1,503,946				1,503,946	-	1,503,946
		<u>8,476,946</u>				<u>3,976,946</u>	<u>4,500,000</u>	<u>8,476,946</u>
	Remaining Amounts	-				624,171	-	624,171



# Organizational Chart

**CUSTOMERS**

**BOARD OF DIRECTORS**

**GENERAL MANAGER**

District Treasurer

District Counsel

District Engineer

**OPERATIONS MANAGER**

**ADMINISTRATIVE SERVICES MANAGER**

Management Advisor  
(Succession Plan -  
Under Consideration)

Operations Supervisor

Administrative Specialist

Administrative Assistant

Administrative Supervisor

Administrative Specialist

Lead Operator

Lead Operator

Lead Operator  
*VACANT*

Lead Operator

Operations Project Coordinator

Water Resources Coordinator

Water System Operator

Water System Operator

Water System Operator

Water System Operator

Maintenance Technician

Maintenance Technician

Maintenance Technician

23.0 FTEs

Draft: March 1, 2024



**AGENDA ITEM NO. 8.B.**

DATE: March 28, 2024  
TO: Board of Directors  
FROM: Kat Wuelfing, General Manager  
Rene A. Ramirez, Operations Manager

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**SUBJECT: CONSIDER RESOLUTION 2024-04 AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT FOR PROFESSIONAL SERVICES WITH NOLL & TAM ARCHITECTS, FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE MPWD FOLGER DRIVE FACILITY PROJECT FOR A BUDGET NOT TO EXCEED \$446,000**

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**RECOMMENDATION**

Approve Resolution 2024-04.

**FISCAL IMPACT**

The Noll & Tam Architects proposal is for \$405,580. Staff is recommending approval of a budget equal to the proposed fee plus an approximately 10% contingency of \$40,420, for a total not to exceed budget of \$446,000.

The proposed mid-year capital budget amendment for FY 2023/2024, under consideration by the Board at this same meeting, includes an assumed \$75,000 for the Folger Drive project to be completed this fiscal year. As discussed prior with the Board, it is anticipated that funding for the Folger Drive Emergency Operations Center (EOC) project will come from the capital reserve funds, until and unless an alternative funding source (e.g., debt financing) is identified.

The proposed budget is within the estimated project “soft” costs of \$1.3 million, presented to the Board by Noll & Tam at the February 28, 2024 Special Board meeting. These soft costs also include, project construction management, and project contingencies.

**BACKGROUND**

In January 2023, the District’s Dairy Lane Operations Center was damaged by flooding. In March 2023, the Board approved a contract with Noll & Tam Architects to develop conceptual design alternatives for rehabilitation of the Dairy Lane site, consistent with Phase 1 of the District’s Capital

Improvement Program FY 2019-2022 Update (Capital Project 20-09 Dairy Lane Operations Center Rehabilitation – Phase 1).

On October 28, 2023, Noll & Tam Architects previously gave a presentation on the conceptual level design and cost estimates to rehabilitate the Dairy Lane Operations Center. Based on this presentation, the Board gave direction to staff to explore further alternatives and options, and to come back with a more comprehensive analysis and consideration for continuity of service given the potential for Dairy Lane to flood again, for flooding to impact the accessibility to Dairy Lane, and other potential hazards in our area.

On February 28, 2024, a Special Board meeting was held to discuss (1) the results of an assessment of siting the District's operations center at a location other than Dairy Lane, with a particular focus on hazards that could interrupt continuity of customer service, and (2) conceptual level plans developed by Noll & Tam Architects for restoring the use of the Folger Drive property as an Emergency Operations Center. At this meeting, the Board directed staff to work with Noll & Tam to develop the scope of work and proposal for design for the Folger Drive Emergency Operations Center project, and to develop a plan for proactive and thorough public outreach regarding the project. The Board also requested staff provide additional information to support their evaluation of the 3 proposed remodeling schemes for the Dairy Lane site.

## **DISCUSSION**

Following the February 28, 2024, staff requested Noll & Tam prepare a scope of work for design of the Folger Drive EOC project. This project will return Folger Drive to use by the District, primarily as an EOC.

The proposed scope of work proposal, dated March 22, 2024, is provided as an attachment, and includes 4 main phases:

- I. SCHEMATIC DESIGN (25% Project Submittal)
- II. DESIGN DEVELOPMENT (55% Project Submittal)
- III. CONSTRUCTION DOCUMENT (75% and 95% Project Submittals)
- IV. BIDDING / NEGOTIATION (100% Project Submittal)

The scope of work includes the following services and subconsultants:

- Structural Engineering – IDA,
- Mechanical & Plumbing Engineering – EPCE Inc.,
- Electrical Engineering – Kenny Marina,
- Civil Engineering – BKF,
- Cost Estimating – TBD, Inc.,
- Title 24 Documentation – Steve Means, and
- Landscape architect allowance – Consultant to be determined by MPWD.

The proposed cost breakdown by Noll & Tam is presented below (larger table provided in the attached proposal document).

		SCHEMATIC DESIGN	DESIGN DEVELOPMENT	CONSTRUCTION DOCUMENTS	PROJECT APPROVALS	BIDDING & NEGOCIATION	TOTALS
<b>Basic Service</b>	<b>Consultant</b>						
Architectural Services	Noll & Tam Architects	\$42,500	\$57,000	\$72,000	\$14,500	\$4,500	\$190,500
Structural Engineering	IDA	\$12,000	\$10,000	\$21,400	\$2,000	\$1,000	\$46,400
Mechanical & Plumbing Engineering	EPCE Inc.	\$3,500	\$6,500	\$10,500	\$1,200	\$1,000	\$22,700
Electrical Engineering	Kenny Marina	\$4,800	\$7,950	\$13,700	\$1,200	\$1,000	\$28,650
Civil Engineering	BKF	\$7,000	\$10,000	\$25,000	\$1,500	\$1,500	\$45,000
Cost Estimating	TBD, Inc.	-	\$10,810	\$12,220	-	-	\$23,030
Title 24 Documentation	Steve Means	\$1,300	-	\$1,500	-	-	\$2,800
<b>Subtotal Basic Services</b>		<b>\$71,100</b>	<b>\$102,260</b>	<b>\$156,320</b>	<b>\$20,400</b>	<b>\$9,000</b>	<b>\$359,080</b>
Landscape Allowance	As Directed by Owner	\$25,000	\$0	\$0	\$0	\$0	\$25,000
Fee Contingency Allowance	As Directed by Owner	\$15,000	\$0	\$0	\$0	\$0	\$15,000
Reimbursable Expense Allowance		\$1,000	\$1,500	\$2,000	\$0	\$2,000	\$6,500
					<b>Total Proposed Fee</b>		<b>\$405,580</b>

The attached proposal also includes a detailed preliminary project schedule. As discussed at the February 28, 2024 Special Board meeting, this project will include a proactive and thorough public outreach process. The preliminary schedule does not account for that process, which is expected to add additional time necessary prior to receiving project permits.

Staff recommends that the Board execute Resolution 2024-04, authorizing the General Manager to execute a contract amendment with Noll & Tam for the attached scope of work, for architectural and engineering services for the MPWD Folger Drive Facility project, for a budget not to exceed \$446,000.

Attachments:

- Resolution 2024-04
- Noll & Tam Architects proposal, dated March 22, 2024

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BOARD ACTION: APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_ POSTPONED: \_\_\_\_\_ STAFF DIRECTION: \_\_\_\_\_  
 UNANIMOUS \_\_\_\_\_ ZUCCA \_\_\_\_\_ JORDON \_\_\_\_\_ SCHMIDT \_\_\_\_\_ WHEELER \_\_\_\_\_ VELLA \_\_\_\_\_

**RESOLUTION NO. 2024-04**

**AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT  
WITH NOLL AND TAM ARCHITECTS, FOR ARCHITECTURAL AND ENGINEERING  
SERVICES FOR THE MPWD FOLGER DRIVE FACILITY PROJECT FOR A BUDGET NOT  
TO EXCEED \$446,000**

\* \* \*

**MID-PENINSULA WATER DISTRICT**

**WHEREAS**, at the February 28, 2024 Special Meeting of the Board, the Noll & Tam Architects presented conceptual level plans for restoring the use of the Folger Drive property as an Emergency Operations Center; and

**WHEREAS**, at the February 28, 2024 Special Meeting of the Board, the Board directed staff to work with Noll & Tam Architects to develop a scope of work for the design of the project, through the bidding and negotiations phase; and

**WHEREAS**, Noll & Tam has previously been engaged with the District providing conceptual level design services for the Dairy Lane operations center rehabilitation project, as authorized by the Board by Resolution 2023-05, and has an existing professional services agreement for the Dairy Lane work.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Mid-Peninsula Water District that the General Manager is authorized to execute a contract amendment with Noll & Tam Architects of Berkeley, CA for the architectural and engineering services for the MPWD Folger Drive Facility Project per their proposal dated March 22, 2024, for a total project budget of \$446,000, which includes an approximately 10% contingency of \$40,420.

**REGULARLY PASSED AND ADOPTED** this 28th day of March 2024.

AYES:

NOES:

ABSENCES:

ABSTENTIONS:

\_\_\_\_\_  
PRESIDENT, BOARD OF DIRECTORS

ATTEST:

\_\_\_\_\_  
SECRETARY OF THE BOARD

## SCOPE OF WORK

For A/E Services for the following Project

# MID-PENINSULA WATER DISTRICT 1510 FOLGER DRIVE FACILITY

March 22, 2024

Mid-Peninsula Water District  
Attn: Kat Wuelfing, General Manager  
1075 Old County Road, Suite A  
Belmont, CA 94002

## **PROJECT DESCRIPTION & CRITERIA**

### **A. Design Concept:**

Noll & Tam Architects (N&T) shall develop Design, Entitlement and Construction Documents for the Mid-Peninsula Water District 1510 Folger Drive Facility based upon program and scope developed as provided by Mid-Peninsula Water District and Noll & Tam Architects during the previous master planning phase. See referenced document titled “Mid-Peninsula Water District Folger Drive Program & Plans”– Dated: March 1st, 2024.

### **B. Building Data / Information**

+/- 3,400 sqft renovation, +/-1,500 Pre-fabricated Shop/Storage Building

+/- 21,780 sqft for corporation yard and existing site

2 story (Existing), New support building at corporation yard

Civic/Commercial Buildings:

- Existing Building: Wood framed, Walls, floors and roof. (Type V-B Construction). Concrete retaining walls and foundations
- Pre-engineered portable temporary building (Type V Construction).

### **C. California Environmental Quality Act (CEQA)**

Project is proposed to be considered “Exempt” per Article 19 of CEQA, Mid-Peninsula Water District (MPWD) to be Lead Agency for CEQA review. Exemption classification to be established by Lead Agency.

### **D. California Building Codes:**

Project shall comply with the 2022 California Building Code Edition and all errata as published at time of permit submission. The 2022 California Energy Code shall set the criteria for building envelope

prescriptive performance and energy consumption. The prescriptive energy modeling method is proposed for project analysis. This method has been proposed based on minor changes to existing building envelope, glazing, and building systems.

**E. Sustainable Goals & Criteria**

2022 California Green Building Standards Code: Mandatory requirements shall be incorporated to comply with code. Voluntary tiers: No additional tiers are proposed for project.

**F. Bidding Process**

Design – Bid – Build Delivery: Proposed single bid package for project scope of work as listed below in section “I”.

**G. Budget**

Construction Budget: Estimate - \$4.2 million

**H. Schedule:**

Preliminary Schedule: See attached appendix item “MPWD Folger Project Schedule” for estimated schedule milestones.

**I. Phases of Project:**

1. **Phase 1:** Building Renovation & New Storage Building – Administration Building renovation and Infrastructure, Seismic improvement to existing building to provide “Immediately Occupiable” facility.
2. **Phase 2:** Optional Phasing to deliver the New Storage Building, post completion of the existing building renovation.

**J. Assumptions and MPWD provided Documentation:**

Monument, Boundary Line and Property Line locations.

**K. Additional documentation to be performed under a separate contract:**

- Site topographic survey and Contour Map at 2' maximum intervals.
- Site utility survey.
- Geotechnical Report (Including soils testing and analysis).

**I. SCHEMATIC DESIGN (25% Project Submittal)**

**A. Schematic Design Documents:**

Documentation shall include but is not limited to the following:

**1. Architectural**

- a. Site Plan indicating proposed location of new storage building and proposed changes to the site.
- b. Floor and Roof Plans showing all rooms and areas, entrances, exits, exterior stairways, ladders, circulation areas, toilet rooms and major mechanical, and electrical areas.
- c. Preliminary code and building identification signage locations.
- d. Preliminary Building Elevations and Building Sections.
- e. Verify the compliance of the schematic design with the referenced Master Plan including area tabulations for the facility.

- f. Preliminary analysis of California Building Code requirements and permitting pre-application process.
  - g. Preliminary meeting with Belmont Zoning and Planning department for application consultation.
  - h. N&T to develop an Owner Project Requirement (OPR) Document to comply with Chapter 8 of the California Green Building Standards.
  - i. N&T to provide documentation to support communication for planning approval requirements and neighborhood outreach. N&T to prepare content and presentations for 2 on-site “Neighborhood Meetings”.
- 2. Civil Engineering**
- a. Preliminary Site Plan, including major demolition and definition of site improvements, including street, sidewalks, curbs, and gutters.
  - b. Site plan to include existing facility and corporation yard access to maintain operations and emergency response.
  - c. Preliminary Utility Plan.
  - d. Preliminary Site Grading, drainage and site stormwater plan.
  - e. MPWD to provide District standard SWPPP, stormwater management language to be included in documentation.
- 3. Landscape Architecture**
- a. Conceptual Planting areas and preliminary types of planting. Planting selection to demonstrate California natives and drought / low water species.
  - b. Site Improvements are proposed to be prescriptive and issued as a design/build package to general contractor.
- 4. Structural Engineering**
- a. Develop structural scheme and basis of design narrative for existing building renovation. Structure approach to be of similar or compatible with construction of existing building.
  - b. Develop structural scheme based on the provided analysis report titled “Biggs Cardosa Associates Inc, Tier 1 Seismic Assessment, 7/24/2023” and narratives for the new storage building. Structural systems to be assessed based on suitability and cost.
  - c. Structural to develop option for enhanced structure safety to support District emergency operation requirements or provide a higher level of safety for new and renovated structures.
  - d. Preliminary plans to show extent of foundations, vertical structural elements and seismic systems.
- 5. Mechanical / Plumbing**
- a. Develop estimated heating and cooling loads.
  - b. Define HVAC system design concepts. N&T to recommend and confirm selection of preferred system approach with MPWD.
  - c. Ventilation system design and engineering to address management of air quality during fire events to maintain operations. System design to address enhanced ventilation needs for Covid-19 or similar air-borne pathogens.

- d. Determine equipment room sizes, shaft areas and equipment locations.
- e. Prepare design sketches of the main HVAC system and supplemental systems as needed.
- f. Mechanical to set requirements for utility routing for electrical generator location.
- g. Consult with Belmont Fire Protection District and determine building firewater and sprinkler system requirements.

**6. Electrical / Lighting**

- a. Assess existing site and infrastructure for scope of existing electrical distribution system to be maintained.
- b. Perform initial electrical load calculations.
- c. Prepare diagrammatic lighting, power, and signal drawings.
- d. Prepare preliminary electrical equipment room and telecommunications/data room requirements for integration into the project design.
- e. Prepare schematic electrical site plan.
- f. Provide sizing and basis of design for onsite facility electrical generator.
- g. Facilitate and coordinate a Utility Provider meeting (PG&E) for proposed project and future application to Utility.

**7. Telecommunications / Data / Security / AV / Paging / Acoustics**

- a. MPWD to provide access to District Vendor(s) for technology systems design criteria. N&T team to facilitate meetings and coordinate with Owner provided criteria.
- b. Establish proposed Minimum Point of Entry (MPOE) for all communication systems.

**8. Interior Design and Finishes**

- a. Develop a conceptual design for colors, materials, and millwork items.
- b. N&T team to coordinate a drawing package for Owner’s furniture and equipment vendor.

**B. Schematic Specifications:**

- a. Provide a preliminary general description of building systems and summary Table of Contents for specification document.

**C. Schematic Design Meetings: (Note Owner & Architect to assess in person or virtual meetings)**

N&T shall prepare and attend the following meetings at locations specified by Mid-Peninsula Water District:

- |   |                              |
|---|------------------------------|
| a. Owner  | 6 meetings                   |
| b. Project User / Staff / Vendor                  | 3 meeting                    |
| c. Site Visit and existing condition verification | 2 meetings                   |
| d. Presentations                                  | 1 Board Meeting Presentation |
| e. Neighborhood Meetings (On-site)                | 2 meetings                   |

Additional meetings, if required, will be considered Additional Services.

**D. Schematic Statement of Probable Construction Costs:**

Excluded from this phase: See Design Development Phase for initial Probable Construction Costs.

**E. Deliverables for Schematic Design - 25% Project Submittal:**

N&T shall provide one digital copies of the Schematic Design Documents and the Owner Project Requirements.

**F. Owner Direction:**

- a. N&T shall review and provide a written response to all comments generated by the Mid-Peninsula Water District, which are generated from the review of the deliverables provided by N&T at 100% schematic design. Mid-Peninsula Water District shall prepare and present all comments to N&T in a single response within the designated time period defined by the Project Schedule.
- b. Mid-Peninsula Water District to provide written acceptance of the Schematic Design Documents and approval to proceed to the next scope of work stage.

**G. Additional Services Not Included in Schematic design:**

- a. Not Applicable.

**II. DESIGN DEVELOPMENT (55% Project Submittal)**

**A. Design Development Documents:**

Based on the accepted Schematic Design Documents and any adjustments authorized by Mid-Peninsula Water District, N&T shall prepare Design Development Documents. The Design Development Documents include, but are not limited to, the following: drawings, specifications and other documents to fix and describe the size and character of the entire Project, architectural, civil, structural, mechanical, electrical, and telecommunication systems, materials and such other elements that may be necessary.

**1. Architectural**

- a. Site Plan showing location of existing building and proposed changes to streets, curb, gutters, sidewalks, and the location of exterior utilities and service lines.
- b. Floor Plans / Roof Plans / Reflected Ceiling Plans.
- c. Major Building Elevations / Sections / Selected Interior Elevations.
- d. Typical Wall Sections addressing the majority of the exterior conditions.
- e. Preliminary Exterior and Interior Details, including windows, skylights and door selections.
- f. Standard project schedules to show quantity and types: Doors, windows, signage, finishes, and wall partitions.
- g. Coordinated drawing index for all architecture and engineering consultants.
- h. Coordinate layout plans with MPWD and vendors for required criteria.

**2. Civil Engineering**

- a. Site Demolition Plan.
- b. Utility Relocation Plan.
- c. Site Improvements to building site.
- d. Site Grading and Drainage plans.
- e. Preliminary Details complying with City of Belmont design standards.

### **3. Landscape Architecture**

- a. Defined Planting areas and preliminary types of planting.
- b. Site Improvements are proposed to be prescriptive and issued as a design/build package to general contractor.

### **4. Structural Engineering**

- a. Foundation and Framing Plans.
- b. Column / Beam Schedule and Major Structural Sections.
- c. Draft Details and Notes conforming to applicable codes.
- d. Documentation to indicate foundation and structural design complies with the guidelines of the geotechnical report and other applicable requirements for existing conditions.

### **5. Mechanical / Plumbing**

- a. Plans showing “double line” dimensioned layouts of major duct and piping systems on architectural plan backgrounds, with “single line” small branch designations.
- b. Plans showing space assignment, sizes, etc., of HVAC equipment and mechanical rooms.
- c. Equipment lists and schedules for all mechanical and plumbing devices.
- d. Riser diagrams showing plumbing, HVAC and special process piping distribution systems.
- e. Sections through critical areas showing coordination of architectural, structural, mechanical, electrical, and piping elements.
- f. Preliminary Details and Notes on provisions to meet special requirements, such as vibration and acoustic constraints.
- g. Verify and update system design loads and sizing from initial performance criteria.
- h. Fire Sprinkler system design will be delegated engineered design/build. System Performance specification will be provided for review.

### **6. Electrical / Lighting**

- a. Plans showing space assignment, sizes, etc., of fixed electrical and telecommunications/data rooms and equipment.
- b. Power Plans, showing location of main runs and branch circuits, switches and electrical/data outlets.
- c. Riser diagrams showing arrangements of feeds, sub-feeders, buss ducts, load centers and branch circuit panels.
- d. Verify and update electrical system capacity and incorporate requirements for emergency backup power.
- e. Lighting plans and preliminary fixture selections.

### **7. Telecommunications / Data / Security**

- a. MPWD selected vendors to provide district standards and basis of design for communication and data management systems.
- b. MPWD to provide type and quantity for internet connection and copper phone connection.

- c. N&T to provide coordination plans and system infrastructure for system head-end, Minimum point of entry (MPOE) routing to switch locations and device locations.

**8. Audio / Video Systems**

- a. MPWD selected vendor to provide basis of design for video display and speaker systems.
- b. N&T to provide coordination plans and system infrastructure for system equipment and all device locations.
- c. MPWD selected vendor to provide displays and required audio/video equipment.

**9. Interior Design and Finishes**

- a. Refine and finalize the selection of colors, materials, including detailing any custom millwork and update the interiors design and finishes budget and schedule. Prepare presentation boards showing selections/designs for Mid-Peninsula Water District approval.

**10. Signage**

- a. Identify locations for all code required signs and wayfinding.

**B. Design Development Specifications:**

- a. Provide technical specifications that provide a description of building systems. Part 1 & 2 only of standard technical specifications to be provided at Design Development phase.

**C. Design Development Meetings: (Note Owner & Architect to assess in person or virtual meetings)**

N&T shall prepare and attend the following meetings at locations specified by Mid-Peninsula Water District:

- a. Owner 8 meetings
- b. Project User/Staff 2 meetings
- c. Public Presentations 1 Design Update to Board as required

Additional meetings, if required, will be considered Additional Services

**D. Design Development Statement of Probable Construction Costs:**

Provide an Estimate of Probable Construction Cost with the final Design Development documents and specifications, to establish the proposed project construction budget as defined by the Project Description. The Estimate of Probable Construction Cost shall include an appropriate design contingency and escalation costs based on the anticipated midpoint of construction duration shown in the Project Description.

**E. Utility Company Design Coordination:**

N&T shall contact and coordinate with PG&E, Sanitary District, Mid-Peninsula Water District (Owner); to show utility work required to the interface point with the work by utility companies. Provide plans, sections and elevations to clearly detail the work required by the contractor at the interface point and to clearly distinguish the Contractor work from the utility company-provided work. Confirm building minimum point of entry (MPOE) for utility and communications.

**F. Deliverables for Design Development – 55% Project Submittal:**

1. **Design Development Package:** N&T shall provide digital files of the Design Development Documents, drawings, specifications and the statement of probable construction cost.
2. **Site Development Permit Package:** N&T to provide documentation package suitable for submission to the City of Belmont for “Development Permit” approvals process. Document package shall contain design development drawings, specifications, and required supporting reports. N&T to coordinate with MPWD for required physical copies and distribution to designated parties as required.

**G. Owner Direction:**

- a. N&T shall review and provide a written response to all comments generated by the Mid-Peninsula Water District, which are generated from the review of the deliverables provided by N&T at 100% Design Development. Mid-Peninsula Water District shall prepare and present all comments to the N&T in a single response within the designated time period defined by the Project Schedule.
- b. Mid-Peninsula Water District to provide written acceptance of the Design Development Documents and approval to proceed to the Construction Documents.

**H. Additional Services Not Included in Phase:**

- a. Publication quality Renderings to be used for project funding.
- b. Dedicated building paging system is excluded. Paging system to be provided through phone system.

**III. CONSTRUCTION DOCUMENT (75% and 95% Project Submittals)**

**A. Construction Documents:**

Based on the approved Design Development Documents and adjustments authorized by Mid-Peninsula Water District. N&T shall prepare Construction Documents consisting of Drawings and Specifications setting forth in detail the requirements for the construction of the Project.

**1. Architectural:**

- a. Building code documentation, accessibility, egress and safety plans for building department permit review.
- b. Coordinated drawing index for all architecture and engineering consultant documents.
- c. Plans, elevations, sections, schedules and construction detailing for all building components required for a complete construction package.
- d. Provide final layout plans for temporary structures and utilities to temporary buildings as required to support the District for interim use.
- e. Final drawing and specification packages to be issued as “Contract Documents” and prepared for Bid Issue.

**2. Civil Engineering**

- a. Bid package ready: plans, schedules, equipment lists and construction detailing.

**3. Landscape Architecture**

- a. Bid package ready: prescriptive plans for planting areas and types.

- b. Prescriptive irrigation water conservation requirements per California Building code.  
Demonstration planting areas to be designed to provided irrigation for species specific water needs.
- 4. Structural Engineering**
- a. Bid package ready: plans, schedules and construction detailing.
  - b. Structural Engineer to provide statement that structural design complies with requirements of the geotechnical report.
- 5. Mechanical / Plumbing**
- a. Bid package ready: plans, schedules, equipment lists and construction detailing.
  - b. Specifications to include deferred engineering requirements for NFPA-13 fire protection systems.
  - c. Documentation for completed California Title 24 energy compliance forms and building envelope forms.
- 6. Electrical / Lighting**
- a. Bid package ready: plans, panel schedules, equipment schedules and construction detailing.
  - b. Electrical tie-in requirements and controls for emergency generator.
  - c. Final lighting calculations and photometric analysis, prepared for review by City of Belmont Building Department.
- 7. Telecommunications / Data / Security**
- a. Bid package ready: plans, schedules, equipment and construction detailing for system infrastructure.
  - b. MPWD to contract separately with vendor to provide communication and data equipment.
- 8. Interior Design and Finishes**
- a. Final selection of colors, materials, including detailing any custom millwork and update the interiors design and finishes budget. Prepare presentation boards showing final selections/designs for Mid-Peninsula Water District written approval.
- 9. Signage**
- a. Bid package ready: plans, sign schedules, and construction detailing for signage.
  - b. California Building code required signage to be submitted as part of permitting package to City of Belmont for review.
- 10. Furniture, Fixtures & Equipment:**
- a. Office Standard Furniture: MPWD to contract with vendor to provide type and specifications for individual office furniture. N&T to assist with vendor for power and data infrastructure and coordinated plans for room sizing and furniture layouts. N&T excludes a parts and pieces order which will be provided by the vendor, as is standard in the industry.
  - b. Fixtures: This contract excludes procurement of incidental items, such as trash cans, file cabinets, pencil sharpeners, desk mounted lighting, etc.

- c. Equipment: This contract excludes procurement of computers, copiers, printers or other technology equipment. MPMD to provide specifications for any equipment requiring dedicated space, power and data. N&T to coordinate plans and infrastructure for this equipment.

**B. Construction Documents Specifications:**

N&T shall provide final coordinated technical specifications documenting all building systems and materials required for the construction of the Project.

**C. Construction Document Meetings: (Note Owner & Architect to assess in person or virtual meetings)**

N&T shall prepare and attend the following meetings at locations specified by Mid-Peninsula Water District:

- a. Owner 8 meetings
- b. Public Presentations 1 Board Meeting Presentation

Additional meetings, if required, will be considered Additional Services

**D. Construction Document Statement of Probable Construction Cost:**

Provide a Revised Statement of Probable Construction Cost when the Construction Documents are at seventy five (75%) completion. N&T shall meet with the Mid-Peninsula Water District as necessary to reconcile any cost differences between the project budget and the Statement of Probable Construction Cost. Based on the final review comments by the Mid-Peninsula Water District and its other consultants, N&T shall provide a Final Statement of Probable Construction Cost prior to the start of the Bidding Phase.

**E. Alternates:**

N&T shall propose and discuss with the Mid-Peninsula Water District a list of possible bid alternatives. The Consultant shall describe their impact on the project and how these add alternates would maximize program content and overall Project value.

**F. Front End Bid Documents for General Conditions & Bid Requirements:**

- a. N&T shall review and provide comments regarding the Mid-Peninsula Water District front end documents for Division 00 and General Conditions for proposed project. including, but not necessarily limited to:
  - (1) Invitation to Bid, Instructions to Bidders, Proposal Format, Contract Agreement, General Conditions, and Construction Administration Procedures. N&T is responsible to incorporate the Mid-Peninsula Water District front end documents with N&T's Project Manual that includes the Contract Specifications as part of the Bid Set.
- b. N&T shall provide standard Division 01 specifications for all primary Construction Administration process requirements.

**G. Owner Comments:**

- a. N&T shall review and provide a written response to all comments generated by the Mid-Peninsula Water District or other Mid-Peninsula Water District Consultants, which are generated from the review of the 75% and 95% complete Construction Documents provided by N&T.

- b. Mid-Peninsula Water District shall prepare and present all comments for this phase to N&T in a single response within the designated time period defined by the Project Schedule.

**H. Plan Check Process and Permitting:**

- a. Permitting Package (75% Project Deliverable) N&T shall coordinate with the City of Belmont as required to develop documents meeting regulatory requirements for the State / County / City. N&T shall submit the construction documents to the City of Belmont Building Department for a Building Permit, and shall make revisions to the plans as necessary in order for the City to issue required building permits.

**I. Deliverables Construction Documents – 95% Project Submittal:**

N&T shall provide digital files of the Construction Documents and a statement of probable construction cost at ninety (90%) completion of the Construction Documents for review and Building Department Plan Check. Following Building Department Check, N&T shall provide a digital set of the Bid Set of the Construction Documents to MPWD and an additional digital set to an outside printing agency for distribution by MPWD as needed for Permitting. N&T to provide separate bid package for temporary buildings as required for MPWD to obtain a bid from selected vendors.

**J. Deferred Design Build Portions of the Work:**

Portions of the Work will be described as design build, or deferred approval elements, of the design, including, but not limited to, the following:

Design build Systems:

- a. Fire Sprinklers.
- b. Landscape package and irrigation systems.

Deferred approval Packages:

- c. Photovoltaic systems and system attachments: New Roof structure to be engineered as “PV ready” per code.

**K. Owner Direction:**

N&T shall not proceed with the Bidding/Negotiation until it receives written direction from the Mid-Peninsula Water District.

**IV. BIDDING / NEGOTIATION (100% Project Submittal)**

**A. Assistance with Bidding:**

N&T shall assist Owner in preparing an appropriate bid schedule and identifying, evaluating potential bidders, including rendering interpretations and clarifications of the Drawings and Specifications in appropriate written form.

**B. Bidder Clarifications & Addenda:**

N&T shall prepare written answers to questions, interpretations, clarifications and issue bid addenda in a timely manner; and obtain Owner’s written approval.

**C. Pre-Bid Conference:**

N&T and its key sub-consultants (i.e., at least mechanical, plumbing, electrical, structural, landscape, and civil) shall attend a virtual Pre-bid Conference and provide a technical overview of the design intent and answer questions from prospective bidders. N&T shall attend up to two (2) additional meetings as necessary during this phase.

**D. Deliverables – 100% Project Submittal:**

N&T shall provide one digital set of Conformed Construction Documents containing any and all changes issued by addenda during the bidding period. These documents shall be prepared and delivered two weeks after the bid completion date.

**E. Furniture Bidding:**

N&T shall assist MPWD in the procurement of furniture by assisting them in purchasing directly from vendors with pre negotiated government contracts without competitive bidding, or assisting them to competitively bid specific furniture pieces from multiple vendors who will be competing for the lowest vendor mark-up and installation costs. N&T shall also assist MPWD by providing list of recommended furniture vendors with address and telephone numbers. N&T shall attend and participate in all pre-bid meetings with vendors and bidders and shall review and analyze bids and make recommendations. During the bidding period N&T shall answer furniture bidders' questions.

**V. CONSTRUCTION ADMINISTRATION**

The scope of services provided by Architect shall be negotiated at time of construction bid with Mid-Peninsula Water District. \*SEE BELOW FOR REFERENCE SERVICES\*

**VI. POSTCONSTRUCTION, RECORD DOCUMENTS AND CORRECTION OF DEFECTS**

The scope of services provided by Architect shall be negotiated at time of construction bid with Mid-Peninsula Water District. \*SEE BELOW FOR REFERENCE SERVICES\*

**VII. EXCLUSIONS**

The following items are excluded from the current Scope of Work:

**1. Architectural:**

- a. Preparation of any Environmental or CEQA Reports.
- b. Value Engineering Services may be provided as an additional service.
- c. Life cycle cost analysis (LCCA).

**2. Civil:**

- a. SWPPP and NOI Documentation shall be the General Contractor's responsibility. Documentation per MPWD standards.
- b. Relocation / undergrounding of any existing utilities. Locations and sizing of utility laterals to be included in base proposal.

**3. Structural:**

- a. Structural design for secondary (utility) exit stairs/ladders. Proposed to be design build.

**4. Electrical:**

- a. Photovoltaic (PV) system: Engineering and documentation required to size and specify photovoltaic arrays and system components. General Note: Electrical conduit infrastructure at roofs and structural improvements to support PV panels to be provided in contract per California energy code.

**5. Acoustic:**

- a. Environmental noise survey may be provided as an additional service.

**6. Telecommunications:**

- a. Excludes upgrades to telecommunications system (Fiber or other) and any infrastructure to Minimum Point of Entry (MPOE).

**7. Interior Design:**

- a. Move coordination services.
- b. Owner Purchasing Department to manage bid process and bid packages for furniture.

**8. Public Art:**

- a. Public Art/Artist selection and coordination with artists and artwork in the building may be provided as an additional service.

(End of Scope Document)

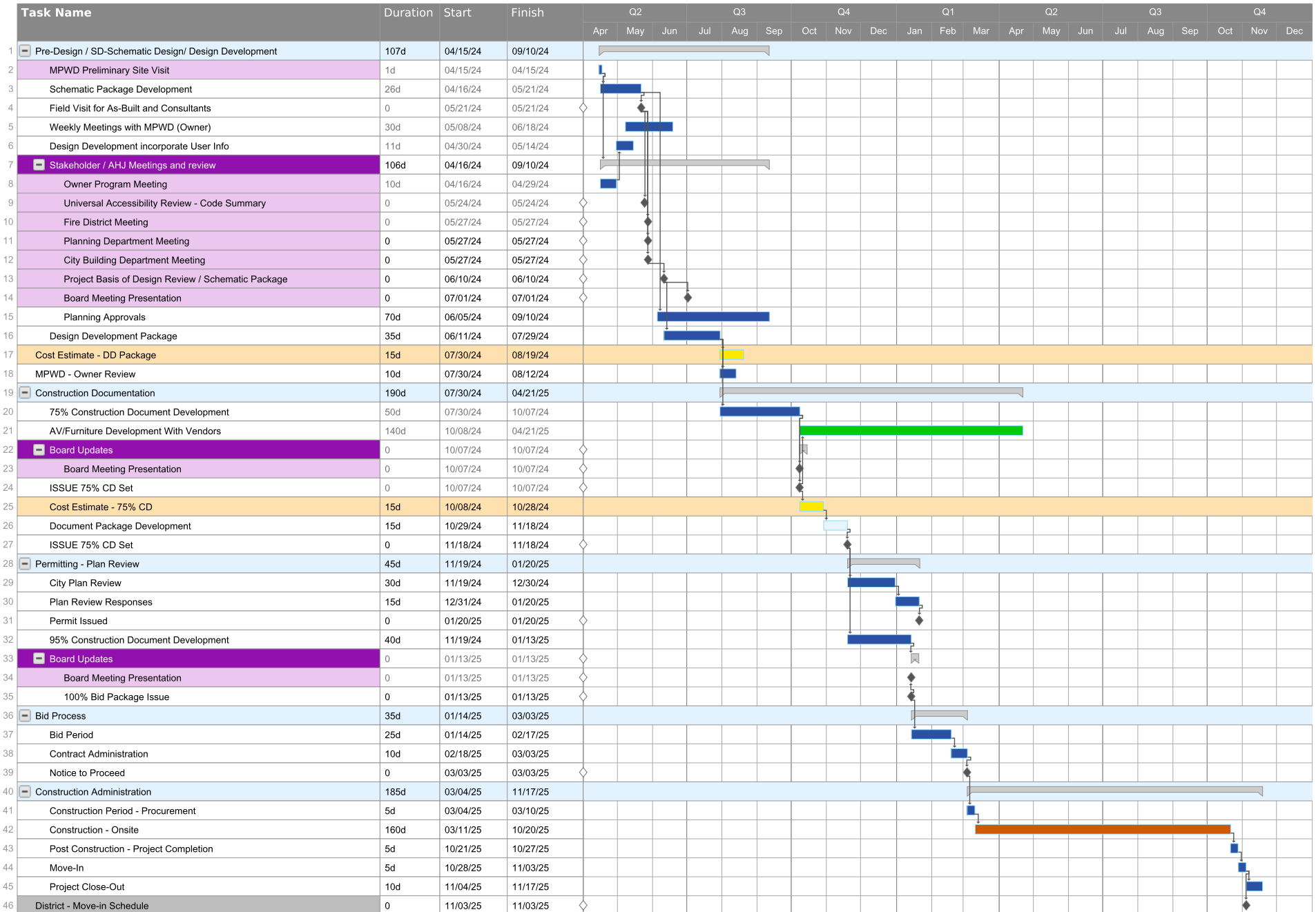
## MPWD Folger Drive

1513 Folger Drive, Belmont CA

3/22/2024

		SCHEMATIC DESIGN	DESIGN DEVELOPMENT	CONSTRUCTION DOCUMENTS	PROJECT APPROVALS	BIDDING & NEGOTIATION	TOTALS
<b>Basic Service</b>	<b>Consultant</b>						
Architectural Services	Noll & Tam Architects	\$42,500	\$57,000	\$72,000	\$14,500	\$4,500	\$190,500
Structural Engineering	IDA	\$12,000	\$10,000	\$21,400	\$2,000	\$1,000	\$46,400
Mechanical & Plumbing Engineering	EPCE Inc.	\$3,500	\$6,500	\$10,500	\$1,200	\$1,000	\$22,700
Electrical Engineering	Kenny Marina	\$4,800	\$7,950	\$13,700	\$1,200	\$1,000	\$28,650
Civil Engineering	BKF	\$7,000	\$10,000	\$25,000	\$1,500	\$1,500	\$45,000
Cost Estimating	TBD, Inc.	-	\$10,810	\$12,220	-	-	\$23,030
Title 24 Documentation	Steve Means	\$1,300	-	\$1,500	-	-	\$2,800
<b>Subtotal Basic Services</b>		<b>\$71,100</b>	<b>\$102,260</b>	<b>\$156,320</b>	<b>\$20,400</b>	<b>\$9,000</b>	<b>\$359,080</b>
Landscape Allowance	As Directed by Owner	\$25,000	\$0	\$0	\$0	\$0	\$25,000
Fee Contingency Allowance	As Directed by Owner	\$15,000	\$0	\$0	\$0	\$0	\$15,000
Reimbursable Expense Allowance		\$1,000	\$1,500	\$2,000	\$0	\$2,000	\$6,500
						<b>Total Proposed Fee</b>	<b>\$405,580</b>

# MPWD - Folger Drive Preliminary Schedule



Recommended Construction Administration Services:

## **I. A/E SERVICES DURING CONSTRUCTION**

The scope of services provided by Architects/Engineers are not included in the current estimate and shall be coordinated with construction management (CM) services as selected by MPWD and authorized as an additional service prior to the construction bid. Scope of services shown below are preliminary.

### **A. Site Observation:**

N&T shall perform periodic site visits to become generally familiar with the progress and quality of the Work and to determine and advise MPWD and CM in general if the project is proceeding in accordance with the Contract Documents prepared by N&T. This includes special site visits by N&T on a timely basis appropriate for approvals required of N&T as specified in the Construction Documents. However, N&T shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the work. See other meetings below for meeting allowance.

### **B. Construction Progress Meetings (Owner, N&T, Contactor, CM):**

In conjunction with the "Site Observation" visits, N&T shall attend periodic job construction progress meetings during the course of construction. N&T's structural, mechanical and electrical sub-consultants shall visit the site as appropriate when work related to their engineering discipline is in progress. The estimated length of the construction phase is \*10 (TBD)\* months, or approximately \*40 (TBD)\* weeks, see below for meeting allowance. If the construction schedule extends beyond this time frame, and additional construction progress meetings are needed, or if additional meetings are required/requested within the estimated time frame, they will be provided as an additional service.

1. Job Site / Observation Meeting Allowance: Total of 40 Meetings.
2. CM shall be responsible in preparing and maintaining meeting notes and to record discussion / decisions for construction progress meetings.

### **C. Construction Responsibility:**

N&T shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Project, and shall not be responsible for the Contractor's failure to carry out work in accordance with the Contract Documents. N&T shall be available to the Contractor as reasonably required to provide timely interpretations of the Drawings and Specifications to avoid critical project delay.

### **D. Requests for Information:**

N&T shall respond to Contractor generated Requests For Information (RFIs) in a timely manner to avoid critical project delay.

### **E. Access:**

N&T shall at all times have access to the work wherever it is in preparation or progress.

### **F. Quality of Work:**

N&T shall assist MPWD and CM, as required, in ascertaining that, to the best its knowledge, information and belief, the quality of the work is in accordance with the Contract Documents, to review for conformance with the Contract Documents upon substantial completion, to the results of any subsequent tests required by or performed under the Contract Documents, to minor deviations from the Contract Documents correctable prior to completion. CM to ascertain that the Contractor is entitled to payment in the amount certified upon delivery of the appropriate lien waivers.

### **G. Rejection of Work:**

N&T may recommend that MPWD reject work of the Contractor, which does not conform to the Contract Documents. Whenever, in N&T's reasonable opinion, it is necessary or advisable for the implementation of the intent of the Contract Documents, N&T may recommend special inspection or testing of the work in accordance with the provisions of the Contract Documents, whether or not such work is then fabricated, installed or completed.

**H. Inspection and Tests:**

N&T shall review special inspection and test reports and make written recommendations to MPWD. Special inspections shall include but are not limited to, concrete slump/strength testing, on-site/shop steel welding, epoxy anchor installation, expansion anchor installation, roof membrane weld testing, etc.

**I. Submittals and Shop Drawings:**

N&T shall receive submittals, including shop drawings, product data sheets and samples from the Contractor and shall review and take appropriate action, but only for conformance with the design concept of the Project and with the provisions and intent of the Contract Documents. N&T's review and approval shall not relieve the Contractor of its obligation to comply with the Contract Documents. N&T shall be entitled to additional services for the third and subsequent reviews of any submittal (typically back-charged to Contractor, at MPWD's option).

**J. Substitutions:**

N&T shall review substitution requests from the Contractor as an additional service (typically back-charged to Contractor, at MPWD's option).

**K. Change Order Entitlement and Cost Estimate Review:**

N&T shall review the scope of work and costs in Contractor proposed change orders and provide written recommendations to MPWD.

MPWD shall be responsible for negotiating the change with the Contractor and executing the change order. Extensive review over specific change requests will be considered an additional service. Extensive review may include but is not limited to, destructive testing, forensic analysis, critical path schedule reconstruction or analysis, etc.

**L. Certificates of Payment**

MPWD and CM shall review and approve Certificates of Payment submitted by the Contractor for payment by MPWD. N&T shall provide comment or review of percentage of work complete as requested by MPWD and CM.

**M. Furniture Contract Administration/Installation:**

N&T shall provide the following services: review delivery/installation schedules, answer bidders' and vendors' questions, review vendors' submittals and evaluate substitutions, prepare scope for change orders to be issued by MPWD, prepare final punch list on furniture items. N&T shall also be available to solve problems that might arise during the installation period and assist MPWD with close out of all furniture vendors purchase orders.

**N. Project Close-Out**

When the Contractor indicates in writing that work or a portion thereof, has reached Substantial Completion, N&T shall visit the site and review and edit the punch list prepared by the Contractor. Once the Contractor indicates all items on the punch list have been completed, the Architect shall return to the site as needed to review and confirm the work has been completed to N&T's satisfaction. Additional site visits to review incomplete work shall be an extra service (typically back-charged to Contractor, at MPWD's option).

**O. Final Completion:**

After instruction from MPWD, N&T shall visit the Site to determine the Dates of Substantial Completion and Final Completion and shall issue appropriate certificates as set forth in the General Conditions.

**P. Warranties and Manuals:**

N&T shall review the operation and maintenance manuals on all systems to be provided by the Contractor for completeness.

**Q. “As-Built” and “Record Drawing” Documentation:**

1. During Construction: The Contractor shall maintain an up-to-date set of drawings reflecting construction conditions of the work by the Contractor and the subcontractors, including all changes to the documents. N&T shall review at least monthly for accuracy and completeness the as-built drawings and annotated specifications prepared by the Contractor showing the field changes to the drawings and appropriate specifications. N&T's review of the as-built drawings and annotated specifications shall be based upon N&T's observations at the site and its knowledge of the contract documents.
2. Post Construction: Upon completion of the work, the Contractor shall forward the as-built drawings and annotated specifications to N&T with its certificate as to their accuracy. N&T shall receive and review for accuracy and completeness the Contractor's submission of as-built drawings, and annotated specifications and operation and maintenance manuals. N&T shall receive and review for accuracy and completeness the Contractor's submission of as-built drawings, and annotated specifications and operation and maintenance manuals. N&T will then update the electronic documents accordingly and provide CAD as-built drawings and specifications, which will serve as the “Record Documents” for the project.

**R. Fundamental Commissioning:**

In accordance with the California state regulation, N&T shall conduct the commissioning of the mechanical, electrical, lighting and plumbing systems of the building, as specified by California Green Building Standards.

**S. Mechanical, Electrical and Plumbing system Commissioning:**

- a. At the end of the commissioning, prepare a report and review the results with MPWD. The Commissioning Report shall include the following:
  - (1) Review and summary of design intent and Owner's project requirements
  - (2) Verification that design operation meets intent
  - (3) List of design modifications and compromises
  - (4) Verification that construction is completed pursuant to project specifications
  - (5) Record of proper installation of components
  - (6) Functional performance test results
  - (7) List of any outstanding commissioning issues or system deficiencies that remain to be corrected
  - (8) Appendix documenting all complete functional tests
- b. Deliverables:
  - (1) Commissioning Plan

- (2) Commissioning Specifications
- (3) Issues Log
- (4) Commissioning Report

**T. Basic Commissioning Assumptions:**

- a. Systems to be commissioned: HVAC and HVAC direct digital controls, lighting, and domestic hot water.
- b. All pre-functional tests will be performed by construction contractor
- c. After functional tests are performed a list of problems shall be provided to the General Contractor
- d. N&T will return only once to the site to verify fixes on outstanding items. Subsequent site visits, if required, will be billed as an additional service, typically back-charged to Contractor, at MPWD's option

**U. HVAC Trend Reviews:**

- a. Review up to three weeks of HVAC trend data immediately after functional testing to ensure control sequences are implemented and operating properly.
- b. Provide one formal punchlist to the control system sub-contractor including final signoff.

**V. Security and Audio Visual/Paging:**

- a. Review contractor prepared technology system testing forms.
- b. Conduct technology system acceptance testing for Security and Audio Visual/Paging, to confirm devices operate and respond properly and to verify correct programming of the system. Document items needing correction.
- c. Conduct one punchwalk per system (Security and Audio Visual/Paging) with contractor and prepare a summary of items needing correction to help catch and deficiencies prior to the completion of construction.
- d. Review one time per system the record drawings and O&M manuals.

**II. POST-CONSTRUCTION PHASE AND CORRECTION OF DEFECTS**

The scope of services provided by N&T in this phase shall be coordinated with MPWD's elected construction management services, and the scope of N&T's services for this phase shall be separately negotiated, including compensation.

**III. EXCLUSIONS**

The following items are excluded from the current Scope of Work:

**1. Architectural:**

- a. Value Engineering Services may be provided as an additional service.
- b. Redesign after drawings have already been approved.
- c. Documentation for other third party certification, including, but not limited to the Living Building Challenge and Bay Friendly Rating Certification.

(End of Scope Document for Construction Administration Services)



**AGENDA ITEM NO. 8.C.**

DATE: March 28, 2024  
TO: Board of Directors  
FROM: Kat Wuelfing, General Manager

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**SUBJECT: RECEIVE PRESENTATION ON DAIRY LANE OPERATIONS CENTER ALTERNATIVES AND PROPOSED DESIGN SCHEMES**

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**RECOMMENDATION**

Receive presentation and provide staff direction.

**FISCAL IMPACT**

Based on the early conceptual project cost estimates developed by Noll & Tam Architects, the three proposed design schemes range in cost from \$14.4 million to \$19.3 million (inclusive of project design and construction). The staff-recommended option is \$19.3 million, which includes an estimated \$14.5 million in construction costs and \$4.8 million in project “soft” costs including design, construction management, interior fixtures and furniture, and cost contingencies.

At this time, a specific funding mechanism has not been identified, but could be expected to include debt financing options. Staff is working with our rate consultant to evaluate impacts to customer rates if the District moves ahead with this project, with consideration for other system capital improvement projects and expected expenses.

**BACKGROUND**

In January 2023, the District’s Dairy Lane Operations Center was damaged by flooding. In March 2023, the Board approved a contract with Noll & Tam Architects to develop conceptual design alternatives for rehabilitation of the Dairy Lane site, consistent with Phase 1 of the District’s Capital Improvement Program FY 2019-2022 Update (Capital Project 20-09 Dairy Lane Operations Center Rehabilitation – Phase 1).

On October 28, 2023, Noll & Tam Architects previously gave a presentation on the conceptual level design and cost estimates to rehabilitate the Dairy Lane Operations Center. Based on this presentation, the Board gave direction to staff to explore further alternatives and options, and to come back with a more comprehensive analysis and consideration for continuity of service given the potential for Dairy Lane to flood again, for flooding to impact the accessibility to Dairy Lane, and other potential hazards in our area.

On February 28, 2024, a Special Board meeting was held to discuss (1) the results of an assessment of siting the District's operations center at a location other than Dairy Lane, with a particular focus on hazards that could interrupt continuity of customer service, and (2) conceptual level plans developed by Noll & Tam Architects for restoring the use of the Folger Drive property as an Emergency Operations Center. At this meeting, the Board directed staff to work with Noll & Tam to develop the scope of work and proposal for design for the Folger Drive Emergency Operations Center project, and to develop a plan for proactive and thorough public outreach regarding the project. The Board also requested staff provide additional information to support their evaluation of the 3 proposed remodeling schemes for the Dairy Lane site.

## **DISCUSSION**

The attached presentation addresses:

- A summary of the reasons to remodel Dairy Lane as the operations center over the other alternatives considered;
- The key drivers behind the District's need to complete both the Dairy Lane Operations Center and Folger Drive Emergency Operations Center projects;
- The additional benefits to the District associated with the Dairy Lane Operations Center and Folger Drive Emergency Operations Center projects, taken as a whole;
- Identification of the key differences between the three design schemes developed for the Dairy Lane OC Project;
- Background on the approach to the development of the three design schemes;
- Illustration of the key features and layouts of Scheme 1 (staff-recommended option) and Schemes 2 and 3 (which share the same layout);
- Discussion of the key trade-offs between Scheme 1 and Schemes 2 and 3;
- Discussion of the impacts of a disjointed office layout on workflow;
- A detailed table identifying the differences between the three proposed schemes, and the current site configuration; and
- Recommended next steps.

Staff will present these topics for Board discussion. It is recommended that the Board direct staff to:

- Move ahead with planning for Scheme 1;
- Look for appropriate ways to reduce cost as we move along with design process for Scheme 1 (e.g., reducing number of bathrooms); and
- Incorporate the Dairy Lane project into Capital Improvement Plan and budgets.

Attachments: Presentation on Dairy Lane Operations Center Rehabilitation Alternatives and Proposed Design Schemes  
Table: Comparison of Key Features for Dairy Lane Design Scheme Options  
Proposed design scheme site layouts

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

UNANIMOUS \_\_\_\_\_ ZUCCA \_\_\_\_\_ JORDAN \_\_\_\_\_ SCHMIDT \_\_\_\_\_ WHEELER \_\_\_\_\_ VELLA

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# Dairy Lane Operations Center Rehabilitation Alternatives and Proposed Design Schemes



# Folger & Dairy Lane Projects vs. Other Properties

Hazard	Dairy Lane Property	Folger Drive Property	Other Properties
Ease/Speed of Implementation	Easy – District owns property, project is minimal change to property from a planning perspective.	Medium – District owns property, project requires proactive and thorough public outreach	Hard – Uncertainties with property availability, time to purchase, scope of necessary remodels is likely, very limited potential property options
Property Size	Large enough for all operations, with upgrade	Too small for full operations.	Very difficult to find large enough property for all operations w/in or close to our service area.
Staff cohesiveness	Keeps staff in one location	Use as Emergency Operations Center, On-Call and Emergency Bunk space, and satellite yard	May need to split staff apart
Flood hazard	Flood and shallow groundwater risk – can be mitigated onsite; potential to temporarily lose access to site	Not in flood hazard area. Expected to be accessible even if Dairy Lane is not due to flood.	Most industrial/office properties have similar flood hazards.
Seismic	Liquefaction risk – can be mitigated	Not in seismic hazard area	Most industrial/office properties would have similar seismic issues and likely mitigation needs.
Fire	Not in fire hazard area	Not in fire hazard area	Fire hazards in the hills



# Why Change Dairy Lane Configuration at all?

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- Folger Drive & Dairy Lane projects give us best balance of risk mitigation to support continuity of operations, even with the potential public outreach challenges with Folger Drive.
- Dairy Lane in its current configuration:
  - Needs seismic retrofit
  - Doesn't have adequate office space for current uses, even with the office trailers
  - Doesn't have key employee-focused features like locker rooms or break room
  - Has security concerns (e.g., no means of egress from behind Board dais)
  - Management offices have limited privacy (thin walls)
  - Opportunity for modernization
    - SCADA room
    - Flood mitigation
    - Electric charging
    - Solar panels
    - Fitness center



# Key Drivers Behind the Dairy Lane Operations Center (OC) & Folger Drive Emergency Operations Center (EOC) Projects

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- Seismic risk mitigation
- Inadequate current space for current staff size and activities
- Flood impact mitigation on our property (100-year storm event and OneShoreline design guidelines)
- Inaccessibility of Dairy Lane during flood events (neighborhood/street flooding)
- Support continuity of operations through multiple potential emergency situations



# Additional Benefits of the Dairy Lane OC and Folger Drive EOC Projects

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- Update and modernize our facilities, including public spaces
- Staff continuity – all staff located at one main operations center
- Workforce resiliency – allow for on-call staff to live farther than a 30-minute radius
- Prepare for future fleet electrification needs (CARB)
- Have a designated Emergency Operations Center available to us
- Opportunity to partner with and benefit the City of Belmont (EOC)
- Save on rent for leased office space (~\$147,000/year currently)



# Three Design Schemes Developed for Dairy Lane OC Project

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- Scheme 1 –
  - Demo and construct new 2-story office space.
  - Repurpose 1,900 sq ft (17%) of shop into office use.
- Scheme 2 –
  - Demo and construct new 1-story office space.
  - Repurpose 4,300 sq ft (38%) of shop into office use.
  - Disjointed layout of key facilities.
- Scheme 3 –
  - Remodel existing office space, expand footprint by ~400 sq ft.
  - Repurpose 4,300 sq ft (38%) of shop into office use.
  - Disjointed layout of key facilities.



# Approach to Development of the 3 Design Schemes

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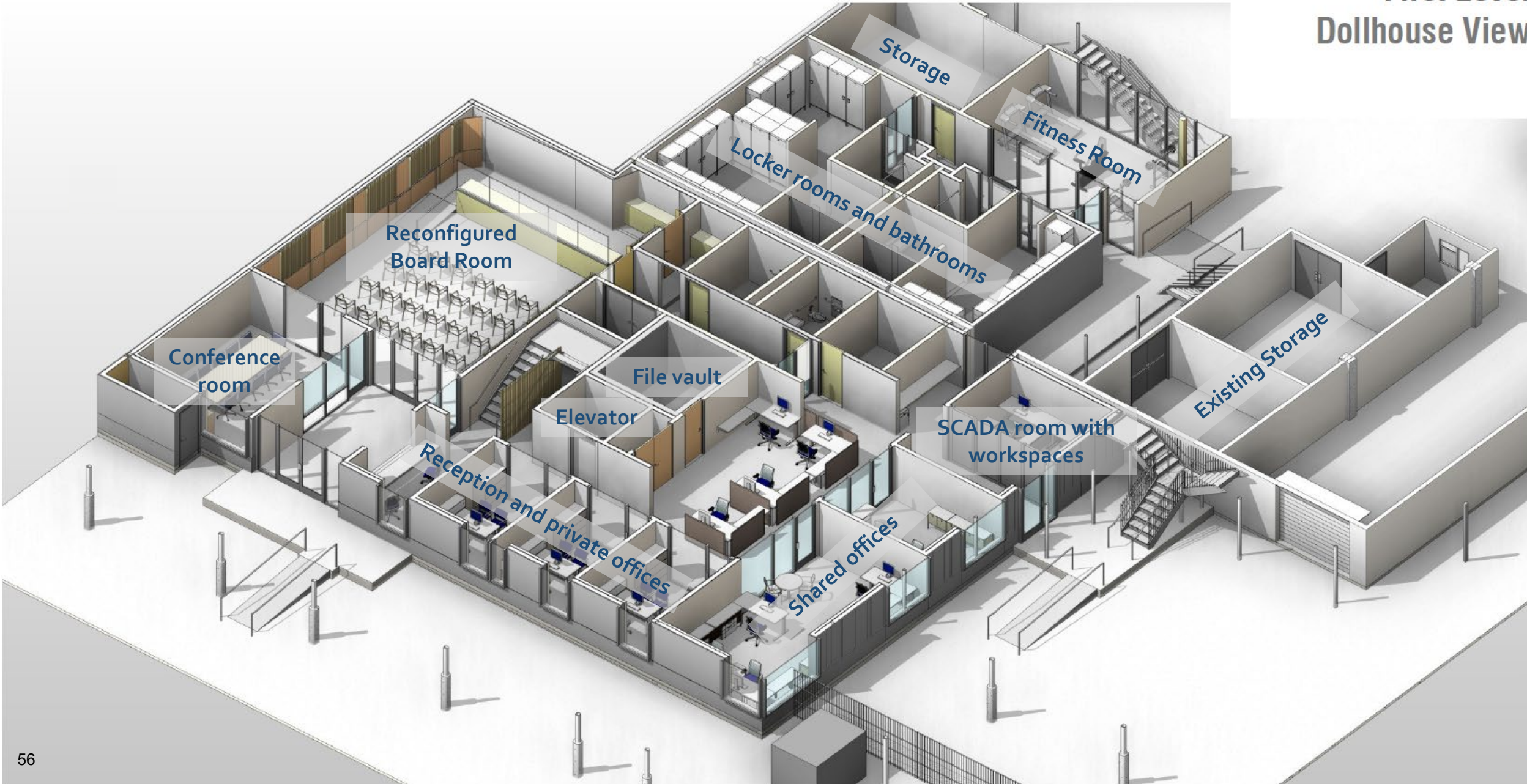
- Scheme 2 & 3 were generated as cost analysis and assessment of how we could fit the desired space on the site at a lower cost than constructing a new 2-story building.
- The identified layout result in disjointed satellite spaces within the shop area. This is necessary because the offices and occupied space need to be on outer walls for windows, light, and air flow.
- Actual layouts for Schemes 2 and 3 would need refinement, but we found that there are significant challenges with any layout to get the additional functional space that we're looking for without putting a second floor on the building.



# SCHEME ONE

## First Level

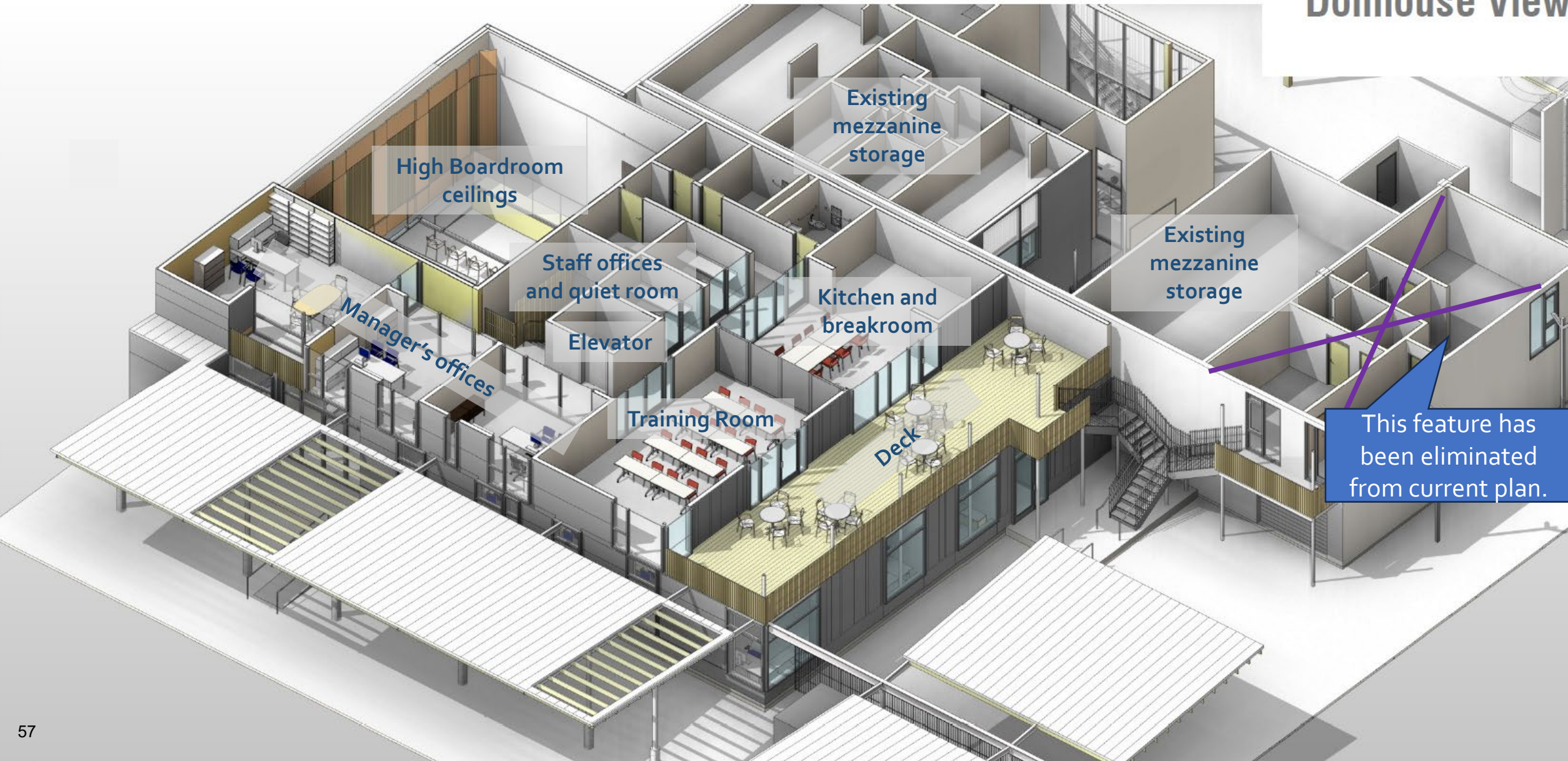
### Dollhouse View



# SCHEME ONE

## Second Level

### Dollhouse View



High Boardroom ceilings

Existing mezzanine storage

Existing mezzanine storage

Staff offices and quiet room

Kitchen and breakroom

Elevator

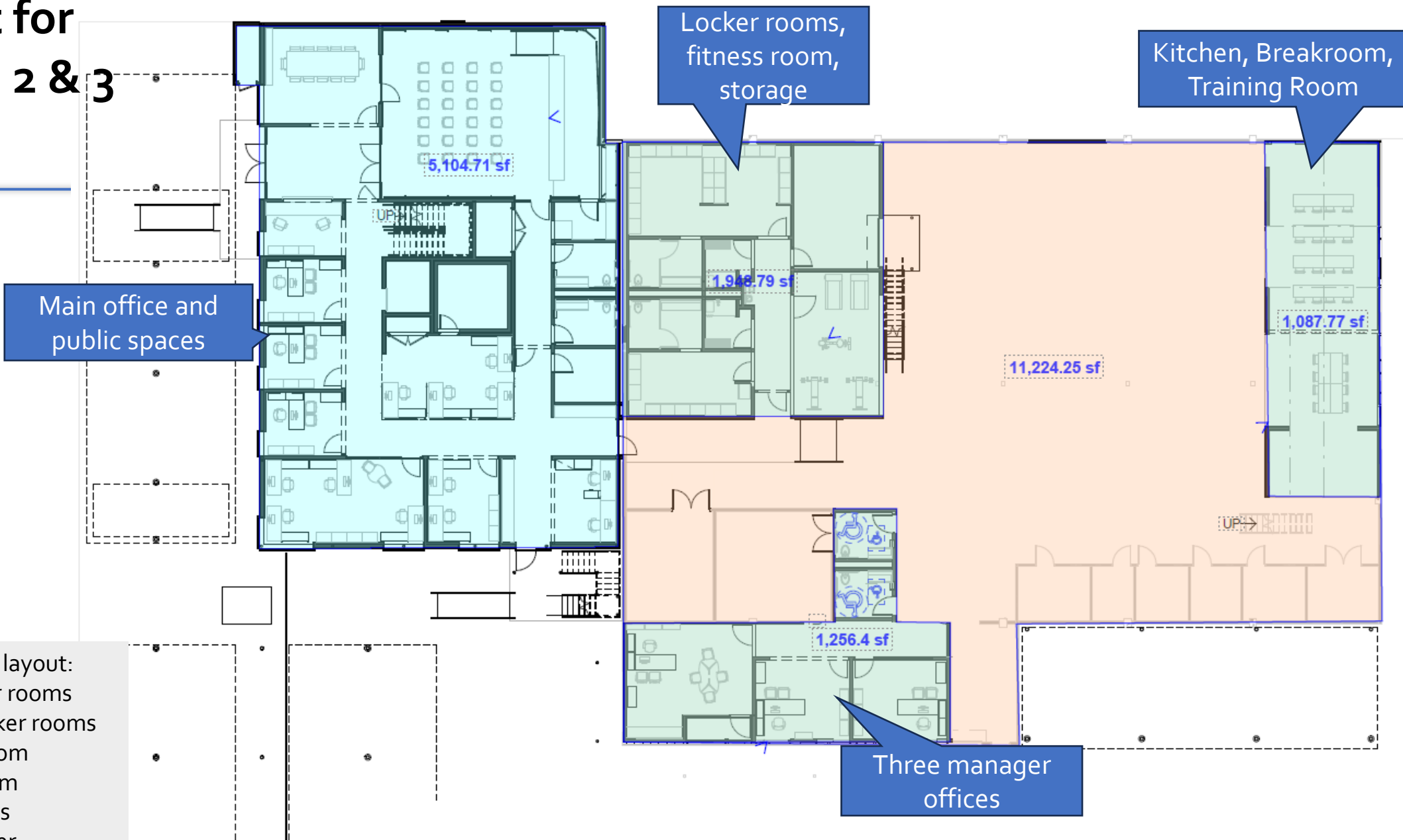
Manager's offices

Training Room

Deck

This feature has been eliminated from current plan.

# Layout for Schemes 2 & 3



- Potential refinements to layout:
- Reduce size of locker rooms
  - Swap location of locker rooms and kitchen/breakroom
  - Remove training room
  - Reduce all office sizes
  - Remove fitness center

# Benefits of Scheme 1 over Schemes 2 & 3

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- Scheme 1 is designed for optimal workflow and location of resources; Schemes 2 & 3 are designed to minimize cost.
- More flood mitigation options with Schemes 1 and 2; Scheme 3 won't allow office space to be as protected.
- Scheme 1 allows for adequate office space (private, shared, cubicles) to flex as staffing needs change over time; Schemes 2 & 3 have 2,900 sq ft less space.
- Scheme 1 minimizes the amount of shop space lost (17% vs 38%); maximizes options for future potential shop space needs
- Scheme 1 keeps all 3 roll-up door access points to the shop; Schemes 2 & 3 leave only 1 roll-up door.
- Scheme 1 reduces the potentially hazards of having the shop be a common circulation space for staff.
- Scheme 1 maintains the presence of managers' offices in the main office space, so they remain connected with what's going on with both staff and customers.



# Impacts of Disjointed Office Spaces

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- Noll & Tam discussion of Scheme 2 and 3 impacts:
  - “The plan becomes a lot less coherent and functional, the offices and breakroom become satellites, separated from the main admin area – “siloes” into individual compartments requiring a trip across the warehouse or yard to access. Depending on what is happening in the shop, there’s inefficiency and potential hazards in turning the shop floor into a “circulation” space. The segregation of these various functions is not conducive to team building or staff culture. Because of the uses (break room, executive offices) they need to be on outside walls for windows, light + air, and can’t be pushed into the center of the shop space.”



# Detailed Scheme Comparison in Attached Table

- Full size table provided in Board packet

Comparison of Key Features for Dairy Lane Scheme Alternatives

	Current	Scheme 1	Scheme 2	Scheme 3
Construct New Office Building	--	X (2-story)	X (1-story)	--
Remodel Existing Office Building	--	--	--	X (1-story)
Repurpose Shop Space to Office	--	X	X	X
Expand Footprint of Building	--	880 sq ft	880 sq ft	880 sq ft
<b>Building Features</b>				
<i>Total Space</i>				
Total Office Space	4,400 sq ft + 300 sq ft office trailers	8,000 sq ft	5,100 sq ft	5,175 sq ft
Net Increase in Office Space over Cur	--	+3,300 sq ft	+430 sq ft	+430 sq ft
Total Shop Space	11,200 sq ft	9,300 sq ft	6,900 sq ft	6,900 sq ft
Net Decrease in Shop Space over Cur	--	-1,900 sq ft	-4,300 sq ft	-4,300 sq ft
Office trailers	300 sq ft	move to Folger Dr.	move to Folger Dr.	move to Folger Dr.
<i>Number of Workspaces</i>				
Private offices	5	8	6	6
Shared offices	3 (incl. trailers)	3	3	3
Cubicle space	2	4	4	4
Total Dedicated Workspaces	13	22	20	20
<i>Room Types &amp; Total Sizes</i>				
Manager offices	440 sq ft	480 sq ft	480 sq ft	480 sq ft
SCADA Room/ Ops Workroom	--	240 sq ft	240 sq ft	240 sq ft
Kitchen	88 sq ft	200 sq ft	200 sq ft	200 sq ft
Break Room	--	280 sq ft	280 sq ft	280 sq ft
Board Room	951 sq ft	1,000 sq ft & reoriented	1,000 sq ft & reoriented	1,000 sq ft & reoriented
Conference Room	234 sq ft	300 sq ft	300 sq ft	300 sq ft
Quiet Room	--	70 sq ft	--	--
Training Room	--	550 sq ft	550 sq ft	550 sq ft
Locker rooms	--	1,100 sq ft	1,100 sq ft	1,100 sq ft
Fitness Room	--	500 sq ft	500 sq ft	500 sq ft
Storage space (conditioned)	142 sq ft	270 sq ft	220 sq ft	220 sq ft
File vault	118 sq ft	120 sq ft	120 sq ft	120 sq ft
Deck space	--	700 sq ft	--	--
Rollup Door Access to Shop	3	3	1	1
Parking spaces	32	no change	no change	no change
<b>Facility Improvements</b>				
Improved pipe storage	--	X	X	X
Sewer Upgrade	--	X	X	X
HVAC Upgrade	--	X	X	X
New Shop Roof	--	X	X	X
New Covered Material Storage Bays	--	X	X	X
Seismic Retrofit	--	X	X	X
Storm doors	--	X	X	X
Stem walls in office portion	--	X	X	--
Raise slab	--	X	X	--
Covered Parking	--	X	X	X
Solar Panels	--	X	X	X
EV Charging Stations	--	X	X	X
Improved stormwater management	--	X	X	X
<b>Estimated Cost</b>				
Construction Costs		\$14.5M	\$12.5M	\$10.8M
Project Soft Costs		\$4.8M	\$4.1M	\$3.6M
<b>Total Project Budget</b>		<b>\$19.3M</b>	<b>\$16.6M</b>	<b>\$14.4M</b>

**Notes**

Feature located in main office space

Feature located within shop space

# Recommended Next Steps

---

- Direct staff to move ahead with planning for Scheme 1
- Direct staff to continue to look for ways to reduce cost as we move along with design process for Scheme 1 (e.g., reducing number of bathrooms)
- Direct staff to incorporate Dairy Lane project into Capital Improvement Plan and budgets



## Comparison of Key Features for Dairy Lane Design Scheme Options

	Current	Scheme 1	Scheme 2	Scheme 3
Construct New Office Building	--	X (2-story)	X (1-story)	--
Remodel Existing Office Building	--	--	--	X (1-story)
Repurpose Shop Space to Office	--	X	X	X
Expand Footprint of Building	--	880 sq ft	880 sq ft	880 sq ft
<b>Building Features</b>				
<i>Total Space</i>				
Total Office Space	4,400 sq ft + 300 sq ft office trailers	8,000 sq ft	5,100 sq ft	5,175 sq ft
Net <i>Increase</i> in Office Space over Current	--	+3,300 sq ft	+430 sq ft	+430 sq ft
Total Shop Space	11,200 sq ft	9,300 sq ft	6,900 sq ft	6,900 sq ft
Net <i>Decrease</i> in Shop Space over Current	--	-1,900 sq ft	-4,300 sq ft	-4,300 sq ft
Office trailers	300 sq ft	move to Folger Dr.	move to Folger Dr.	move to Folger Dr.
<i>Number of Workspaces</i>				
Private offices	5	8	6	6
Shared offices	3 (incl. trailers)	3	3	3
Cubicle space	2	4	4	4
Total Dedicated Workspaces	13	22	20	20
<i>Room Types &amp; Total Sizes</i>				
Manager offices	440 sq ft	480 sq ft	480 sq ft	480 sq ft
SCADA Room/ Ops Workroom	--	240 sq ft	240 sq ft	240 sq ft
Kitchen	88 sq ft	200 sq ft	200 sq ft	200 sq ft
Break Room	--	280 sq ft	280 sq ft	280 sq ft
Board Room	951 sq ft	1,000 sq ft & reoriented	1,000 sq ft & reoriented	1,000 sq ft & reoriented
Conference Room	234 sq ft	300 sq ft	300 sq ft	300 sq ft
Quiet Room	--	70 sq ft	--	--
Training Room	--	550 sq ft	550 sq ft	550 sq ft
Locker rooms	--	1,100 sq ft	1,100 sq ft	1,100 sq ft
Fitness Room	--	500 sq ft	500 sq ft	500 sq ft
Storage space (conditioned)	142 sq ft	270 sq ft	220 sq ft	220 sq ft
File vault	118 sq ft	120 sq ft	120 sq ft	120 sq ft
Deck space	--	700 sq ft	--	--
Rollup Door Access to Shop	3	3	1	1
Parking spaces	32	no change	no change	no change
<b>Facility Improvements</b>				
Improved pipe storage	--	X	X	X
Sewer Upgrade	--	X	X	X
HVAC Upgrade	--	X	X	X
New Shop Roof	--	X	X	X
New Covered Material Storage Bays	--	X	X	X
Seismic Retrofit	--	X	X	X
Storm doors	--	X	X	X
Stem walls in office portion	--	X	X	--
Raise slab	--	X	X	--
Covered Parking	--	X	X	X
Solar Panels	--	X	X	X
EV Charging Stations	--	X	X	X
Improved stormwater management	--	X	X	X
<b>Estimated Cost</b>				
Construction Costs	--	\$14.5M	\$12.5M	\$10.8M
Project Soft Costs	--	\$4.8M	\$4.1M	\$3.6M
<b>Total Project Budget</b>	--	<b>\$19.3M</b>	<b>\$16.6M</b>	<b>\$14.4M</b>







### Notes

Feature located in main office space

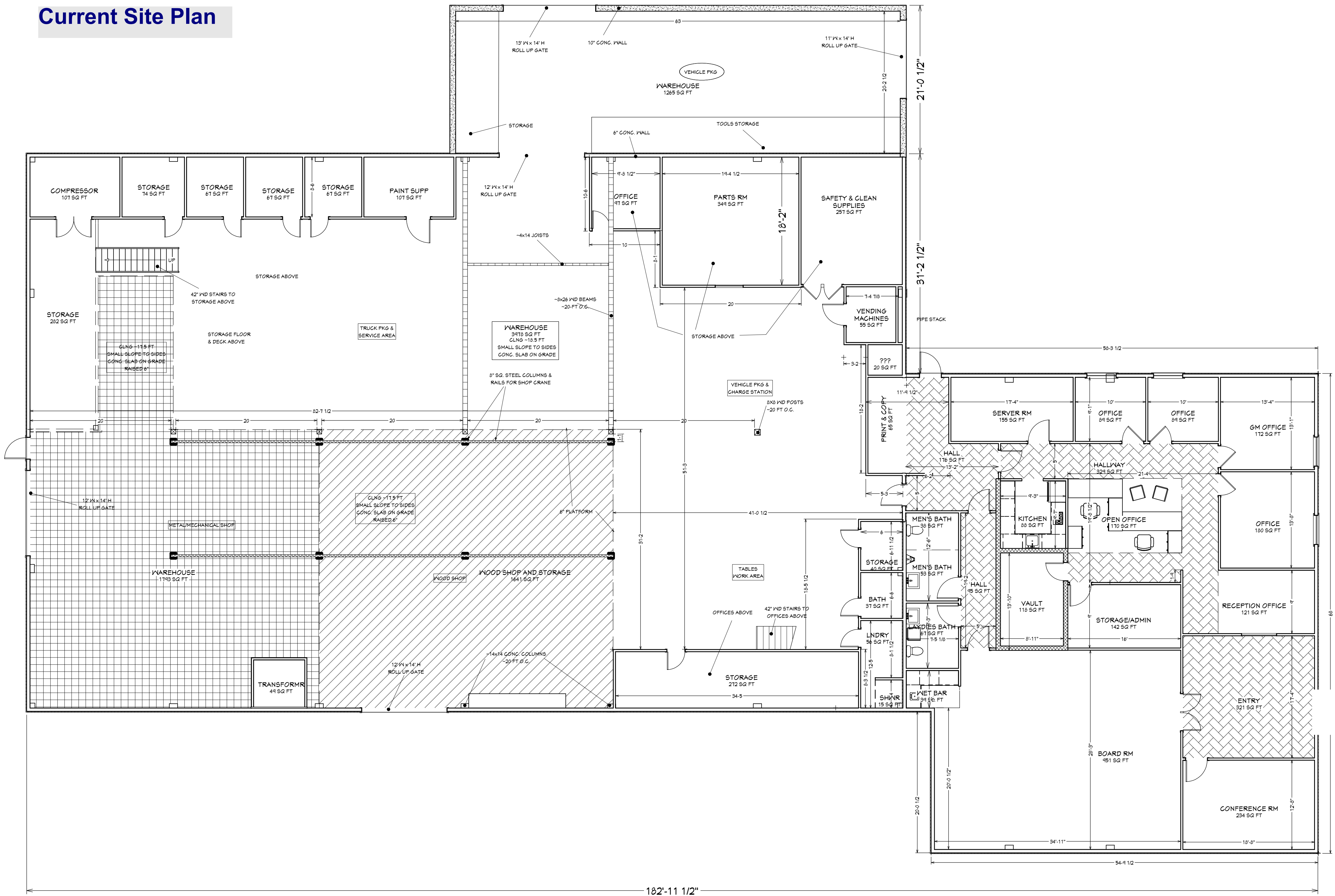
Feature located within shop space

# EXISTING CONDITIONS







-  Administration = 4,364 sf
-  Warehouse = 11,200 sf
-  Modular Office = 300 sf ea.
-  Material Storage
-  Site Area Total = 44,918 sf
-  Transformer Location to Remain

# Current Site Plan



# SCHEME ONE 2-STORY ADMIN BUILDING



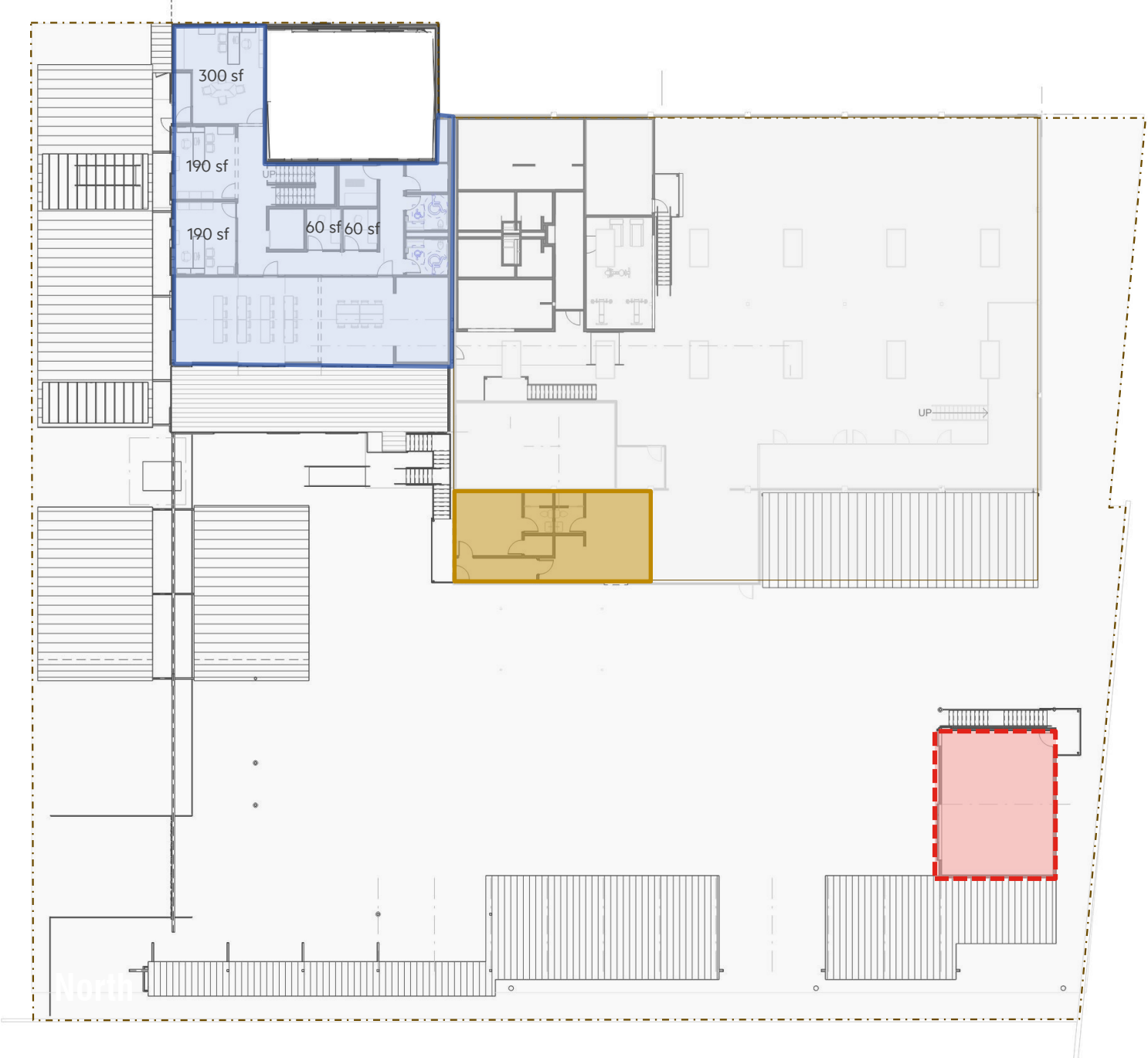
-  Administration: 7,980 sf Enclosed, 2-Levels, reconfigured with additional office space, breakroom, kitchen, training room, SCADA room, deck
-  Warehouse: Locker-Rooms, Exercise, Storage, Bunkroom and Seismic Improvements
-  Parking Areas and Material Storage
-  Future Expansion: 854 sf Enclosed, requires Planning Commission Approval

# SCHEME ONE PLAN ELEMENTS First Level



- Board Room: 1,000 sf, reconfigured
- Administration: 3,800 sf, Slab raised 6-inches
- Warehouse Additions: 1,900 sf, Locker-Rooms/Exercise/Storage. Slab raised 6-inches
- Parking Areas
- Material Storage
- EV Charging
- Flood Water Barriers

# SCHEME ONE PLAN ELEMENTS Second Level



Administration: 3,180 sf  
with kitchen, breakroom,  
training room, and deck



Warehouse: 800 sf,  
Bunkroom

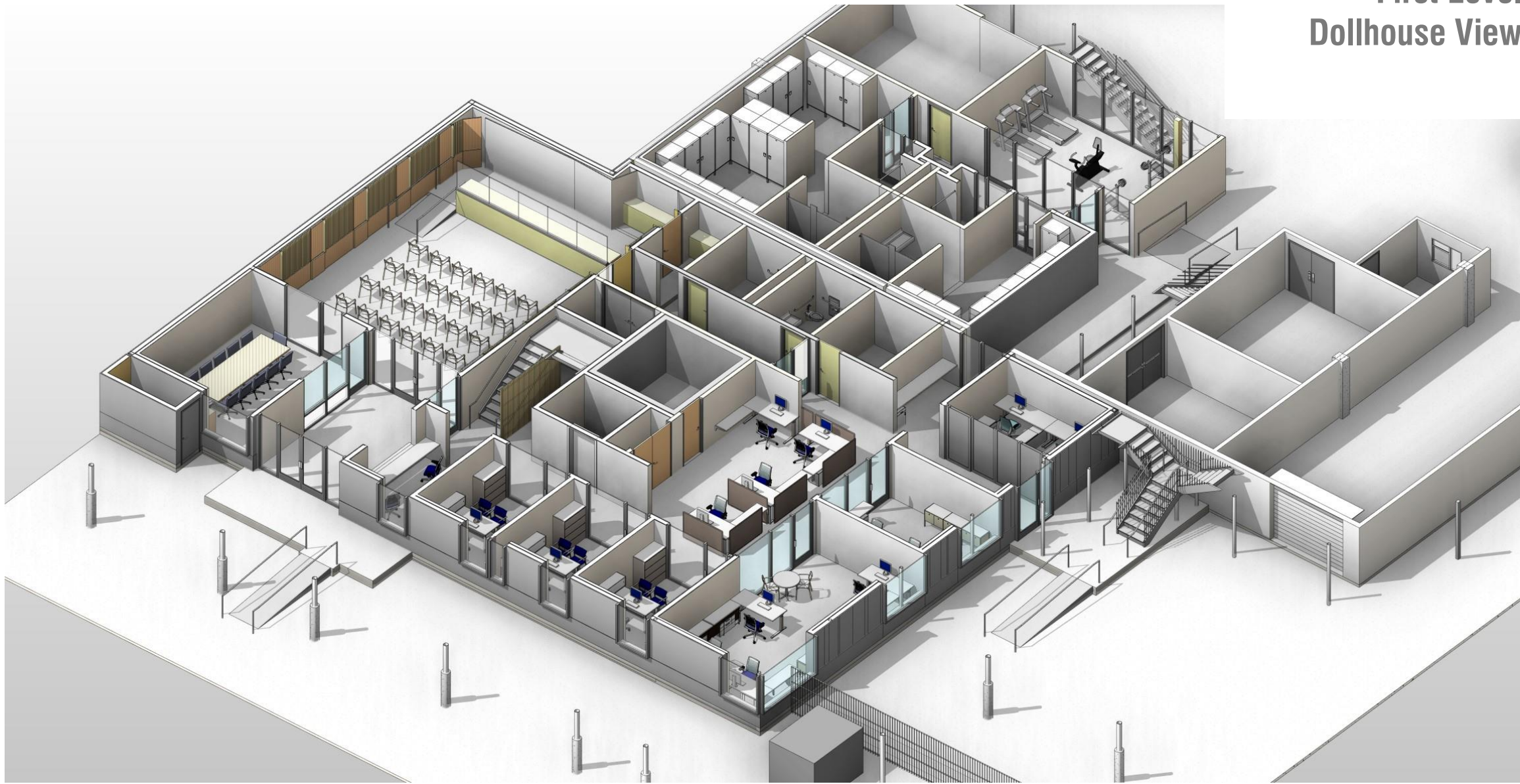


Future Office Expansion  
Option: 854 sf

# SCHEME ONE

## First Level

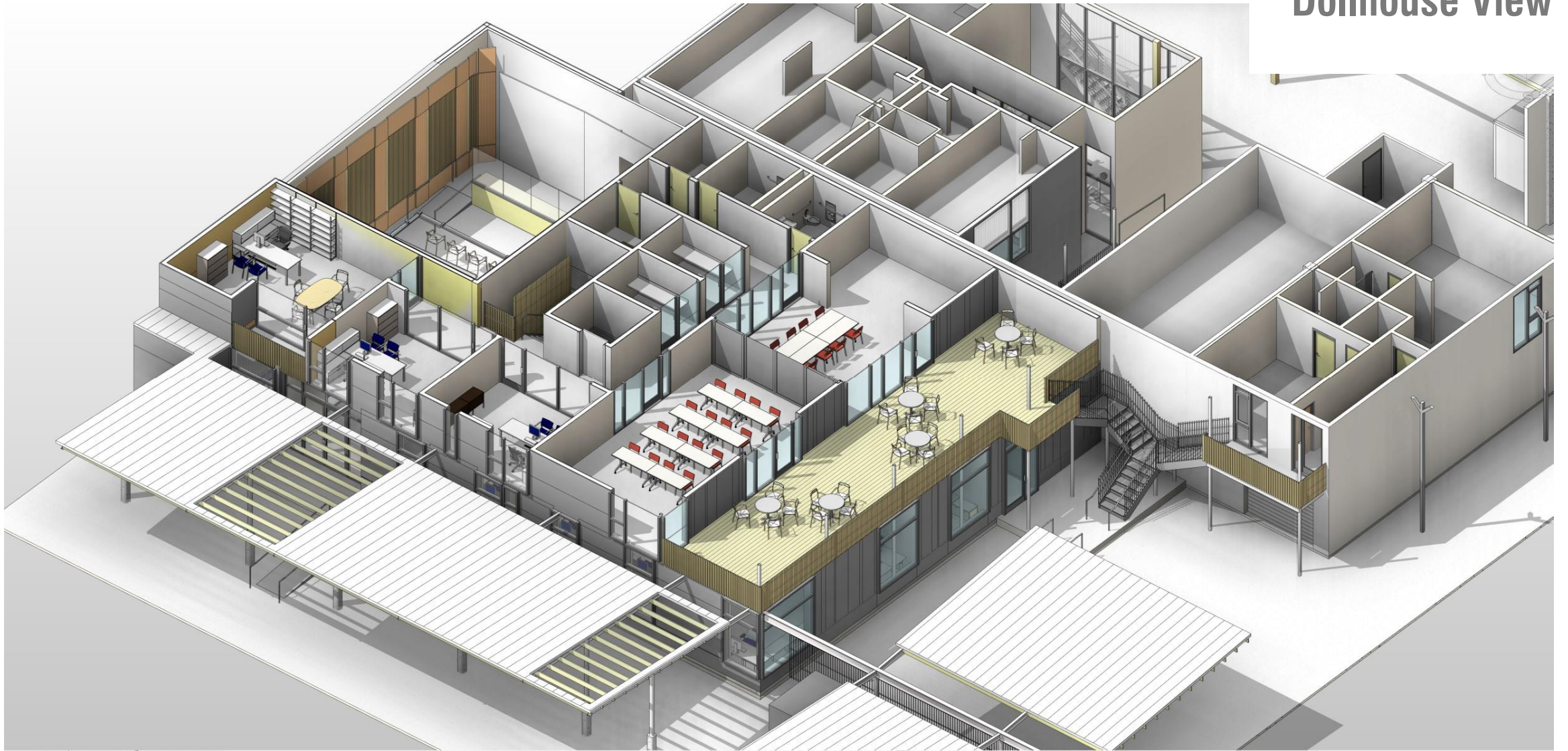
### Dollhouse View



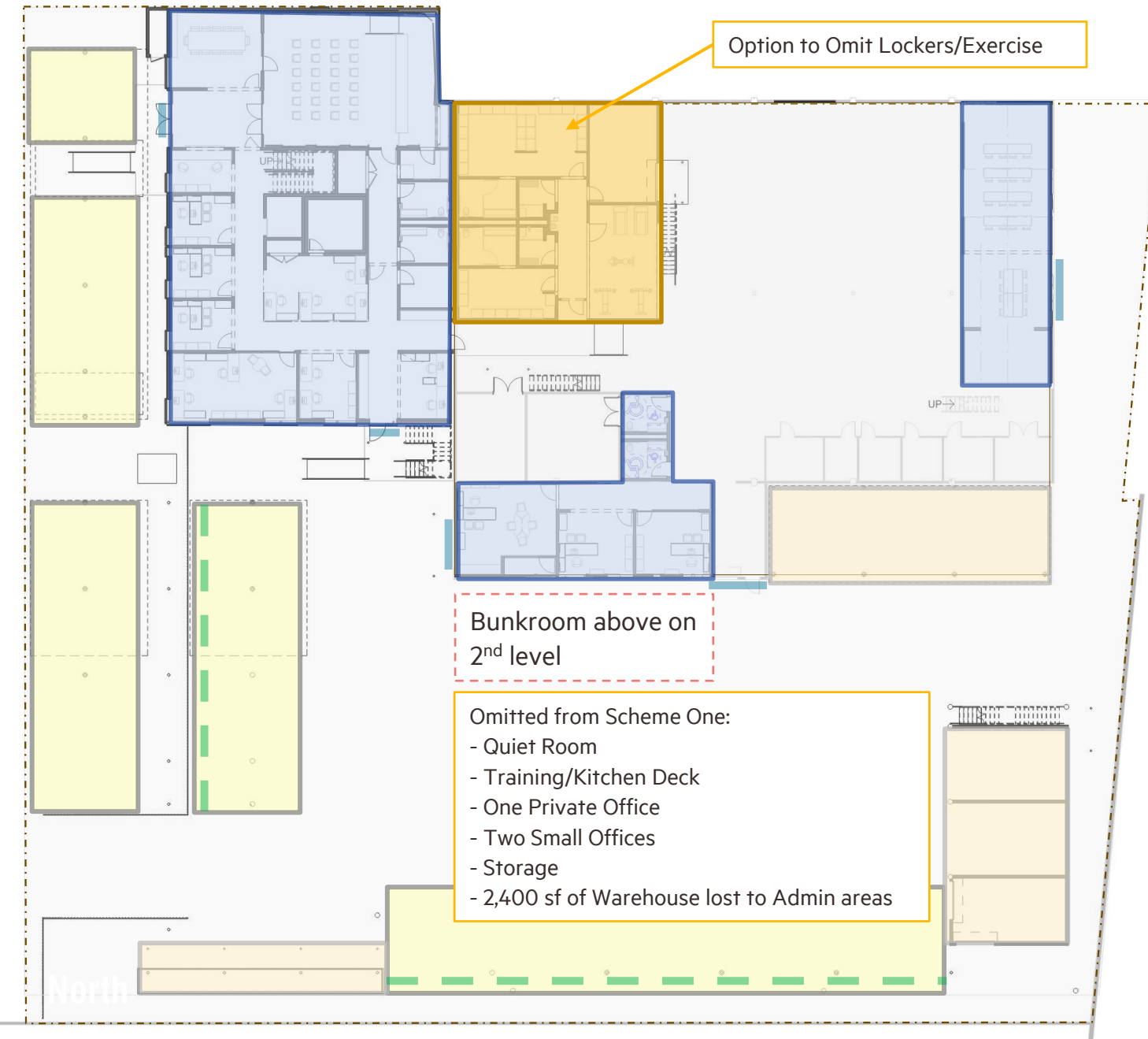
# SCHEME ONE

## Second Level

### Dollhouse View



# SCHEME TWO PLAN ELEMENTS New One-story Admin Building



Option to Omit Lockers/Exercise

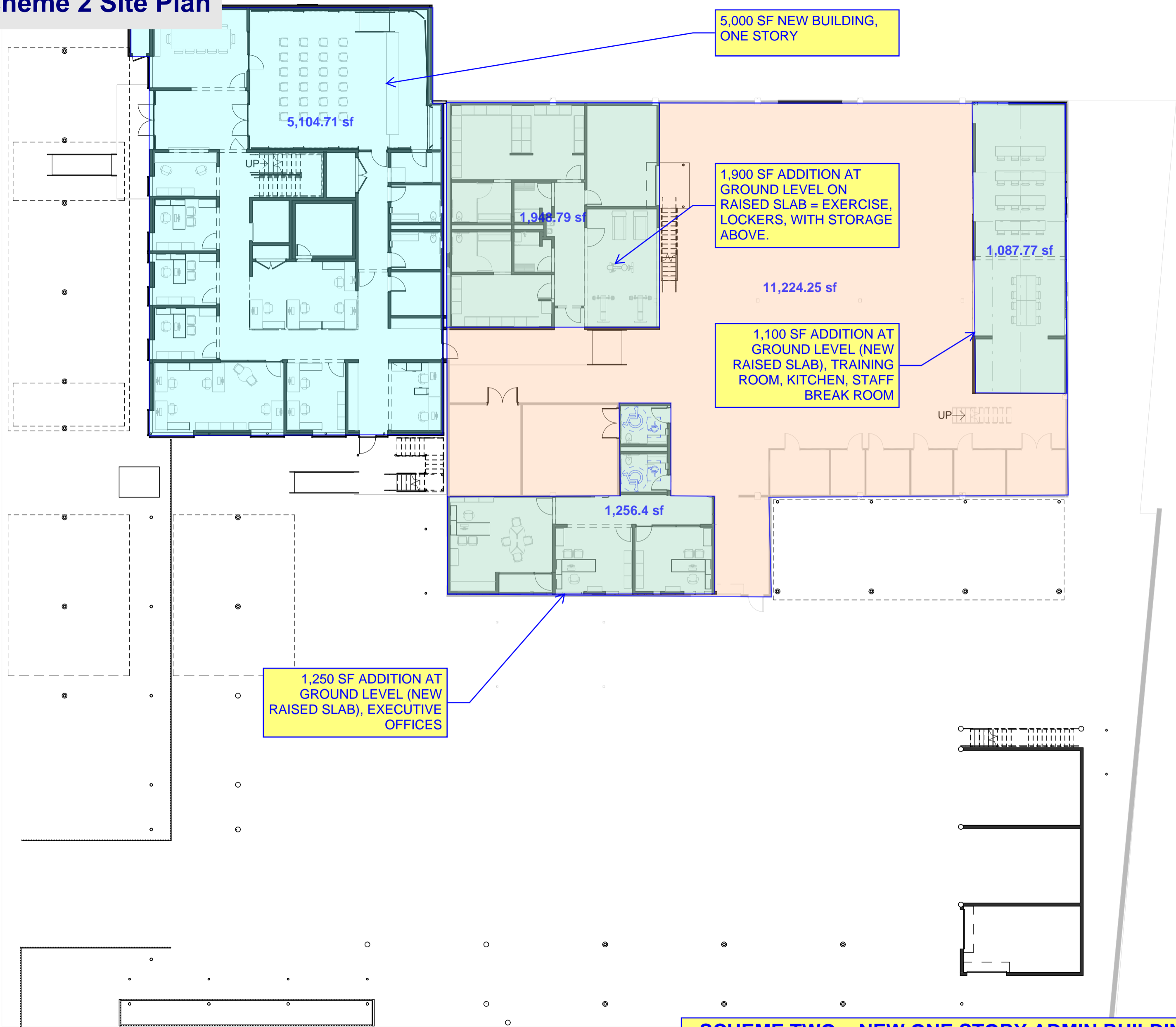
Bunkroom above on 2<sup>nd</sup> level

Omitted from Scheme One:

- Quiet Room
- Training/Kitchen Deck
- One Private Office
- Two Small Offices
- Storage
- 2,400 sf of Warehouse lost to Admin areas

- Administration: New Building = 5,100 sf  
Remodeled in Warehouse = 2,400 sf
- Warehouse Additions: 1,900 sf, Locker-Rooms/Exercise/Storage. Slab raised 6-inches
- Parking Areas
- Material Storage
- EV Charging
- Flood Water Barriers

# Scheme 2 Site Plan



5,000 SF NEW BUILDING,  
ONE STORY

5,104.71 sf

1,948.79 sf

1,900 SF ADDITION AT  
GROUND LEVEL ON  
RAISED SLAB = EXERCISE,  
LOCKERS, WITH STORAGE  
ABOVE.

11,224.25 sf

1,100 SF ADDITION AT  
GROUND LEVEL (NEW  
RAISED SLAB), TRAINING  
ROOM, KITCHEN, STAFF  
BREAK ROOM

1,087.77 sf

1,256.4 sf

1,250 SF ADDITION AT  
GROUND LEVEL (NEW  
RAISED SLAB), EXECUTIVE  
OFFICES

**SCHEME TWO = NEW ONE STORY ADMIN BUILDING  
WITH ADDITIONS/REMODEL IN WAREHOUSE**

# SCHEME THREE PLAN ELEMENTS Remodel + Additions



- Administration: Remodeled = 4,364 sf Addition + 875 sf Remodeled in Warehouse = 2,400 sf
- Warehouse Additions: 1,900 sf, Locker-Rooms/Exercise/Storage. Slab raised 6-inches
- Parking Areas
- Material Storage
- EV Charging
- Flood Water Barriers





**AGENDA ITEM NO. 8.E.**

DATE: March 28, 2024  
TO: Board of Directors  
FROM: Rene A. Ramirez, Operations Manager

---

**SUBJECT: RECEIVE REPORT ON:**  
- CALIFORNIA AND SAN FRANCISCO REGIONAL WATER SYSTEM CONDITIONS

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**RECOMMENDATION**

Receive verbal report.

**FISCAL IMPACT**

None.

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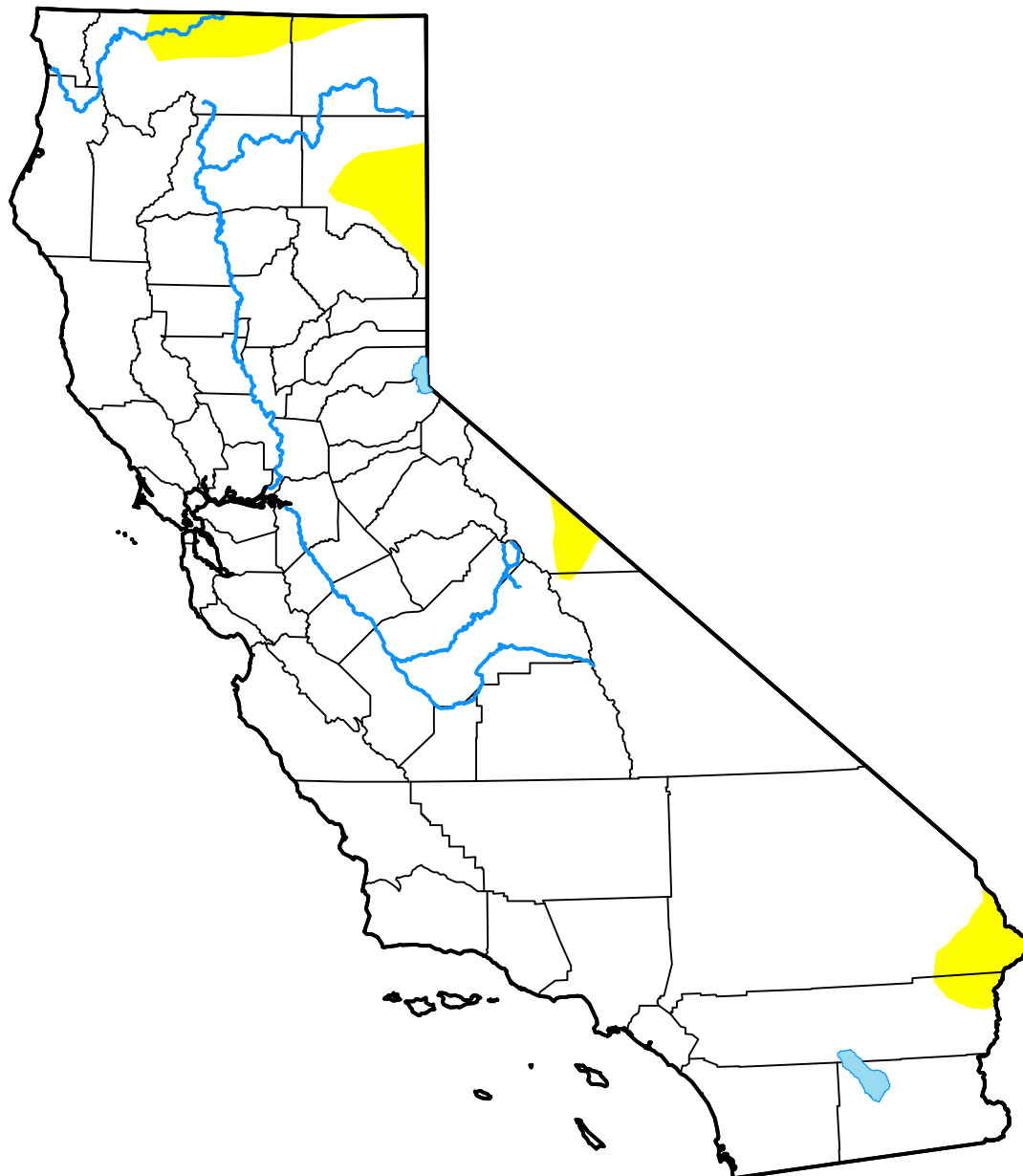
BOARD ACTION: APPROVED:\_\_\_\_ DENIED:\_\_\_\_ POSTPONED:\_\_\_\_ STAFF DIRECTION:\_\_\_\_

UNANIMOUS\_\_\_ WHEELER\_\_\_ VELLA\_\_\_ ZUCCA\_\_\_ JORDAN\_\_\_ SCHMIDT \_\_\_\_\_

# U.S. Drought Monitor California

**March 5, 2024**  
(Released Thursday, Mar. 7, 2024)

Valid 7 a.m. EST



*Drought Conditions (Percent Area)*

	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
<b>Current</b>	95.46	4.54	0.00	0.00	0.00	0.00
<b>Last Week</b> <i>02-27-2024</i>	92.97	7.03	0.00	0.00	0.00	0.00
<b>3 Months Ago</b> <i>12-05-2023</i>	96.33	3.67	0.00	0.00	0.00	0.00
<b>Start of Calendar Year</b> <i>01-02-2024</i>	96.65	3.35	0.00	0.00	0.00	0.00
<b>Start of Water Year</b> <i>09-26-2023</i>	94.01	5.99	0.07	0.00	0.00	0.00
<b>One Year Ago</b> <i>03-07-2023</i>	26.84	73.16	43.06	19.00	0.00	0.00

*Intensity:*

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

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

*Author:*

Curtis Riganti  
National Drought Mitigation Center



**droughtmonitor.unl.edu**

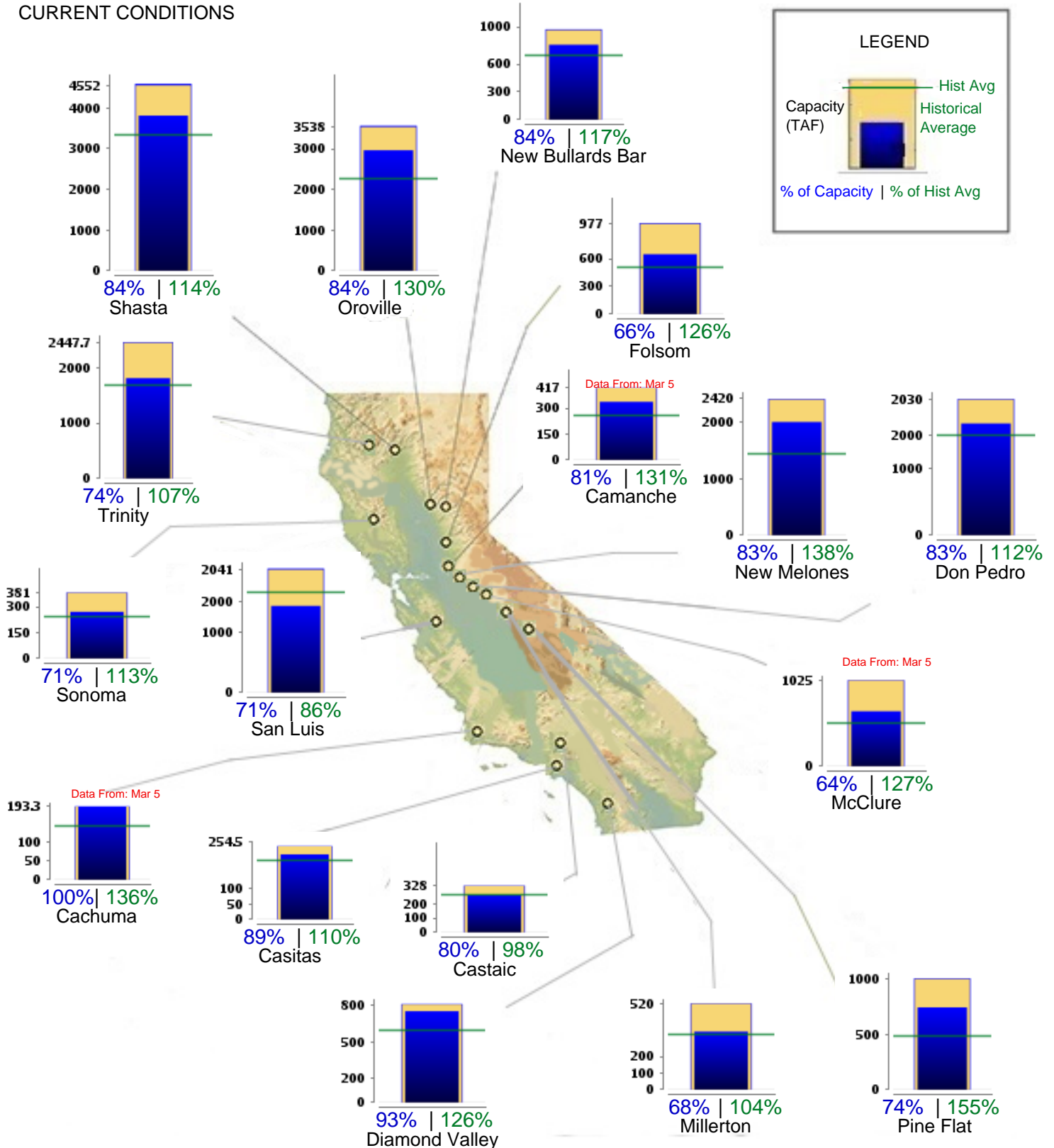


# CURRENT RESERVOIR CONDITIONS

## CALIFORNIA MAJOR WATER SUPPLY RESERVOIRS

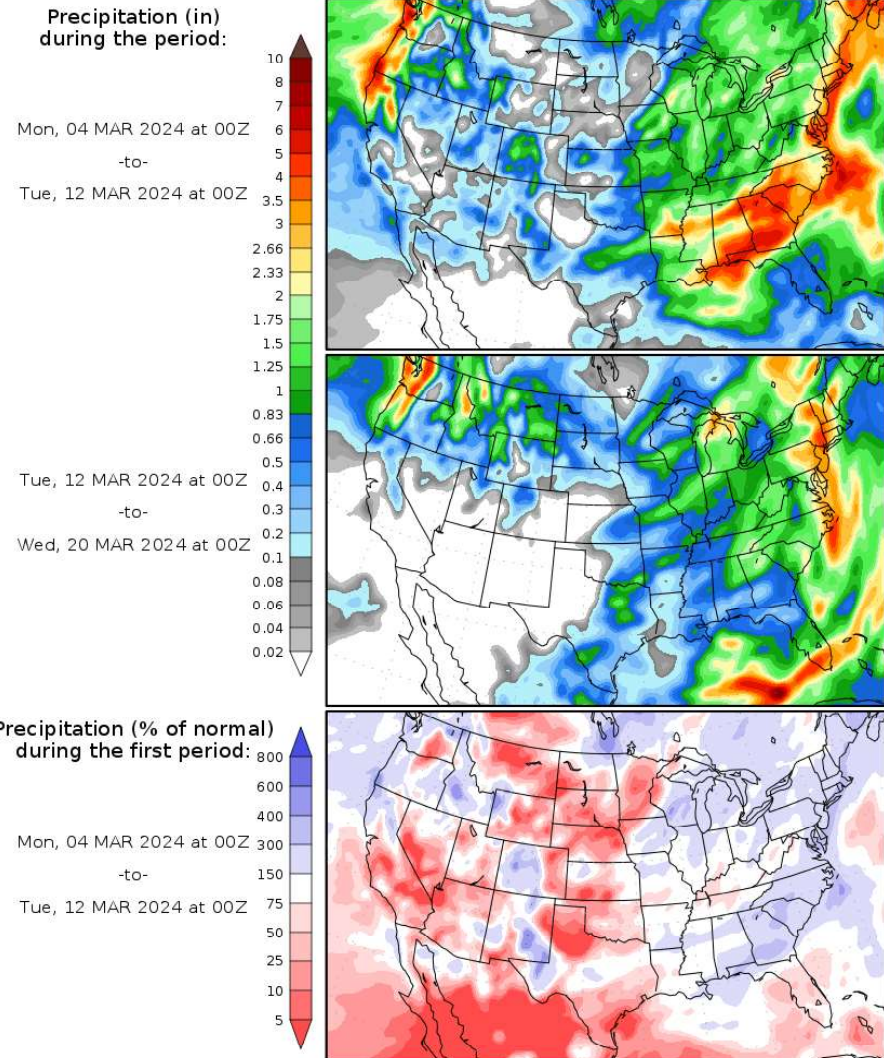
Midnight - March 6, 2024

### CURRENT CONDITIONS



# National Precipitation Forecast

## Precipitation Forecasts



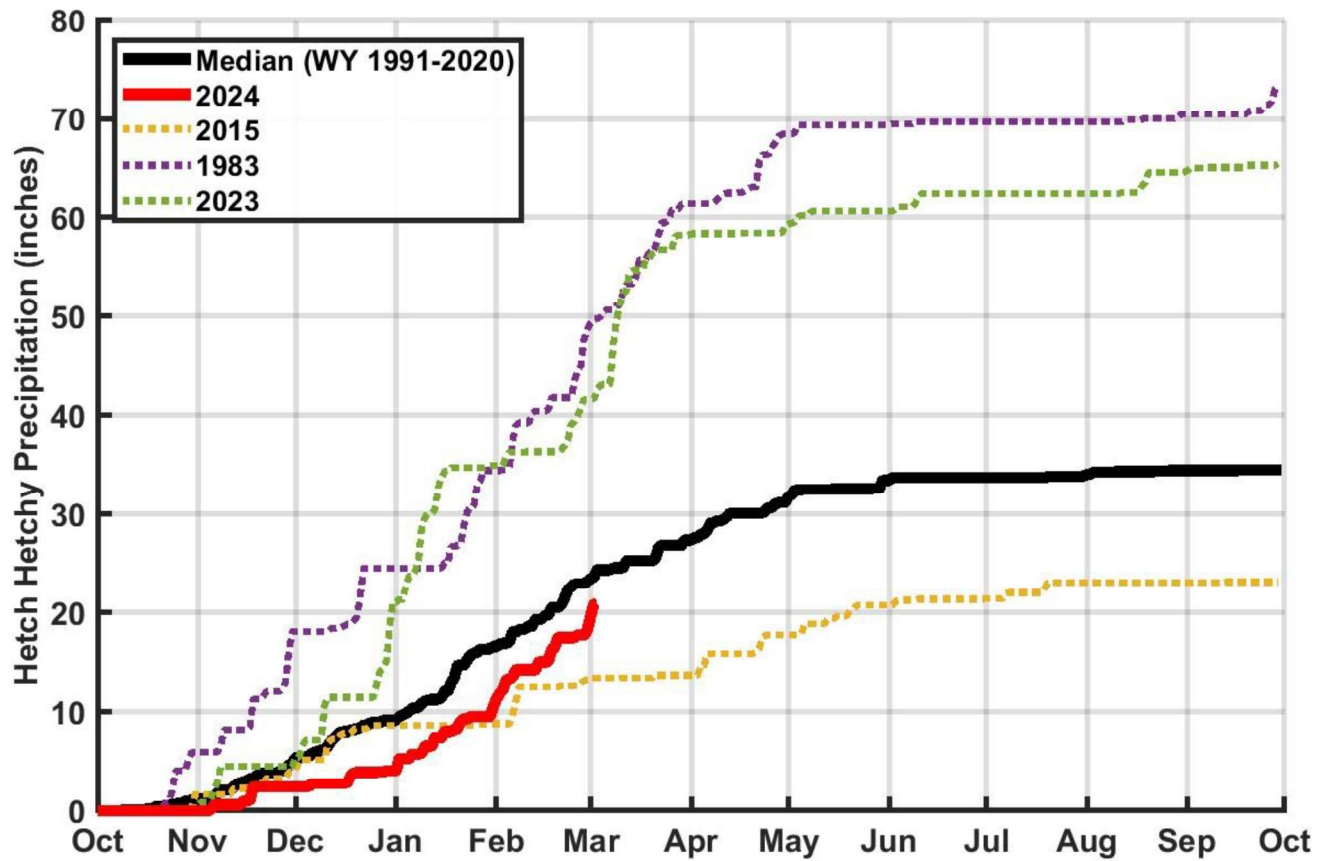
Precipitation forecasts from the National Centers for Environmental Prediction.  
Normal rainfall derived from Xie-Arkin (CMAP) Monthly Climatology for 1979-2003.  
Forecast Initialization Time: 00Z04MAR2024

GrADS/COLA

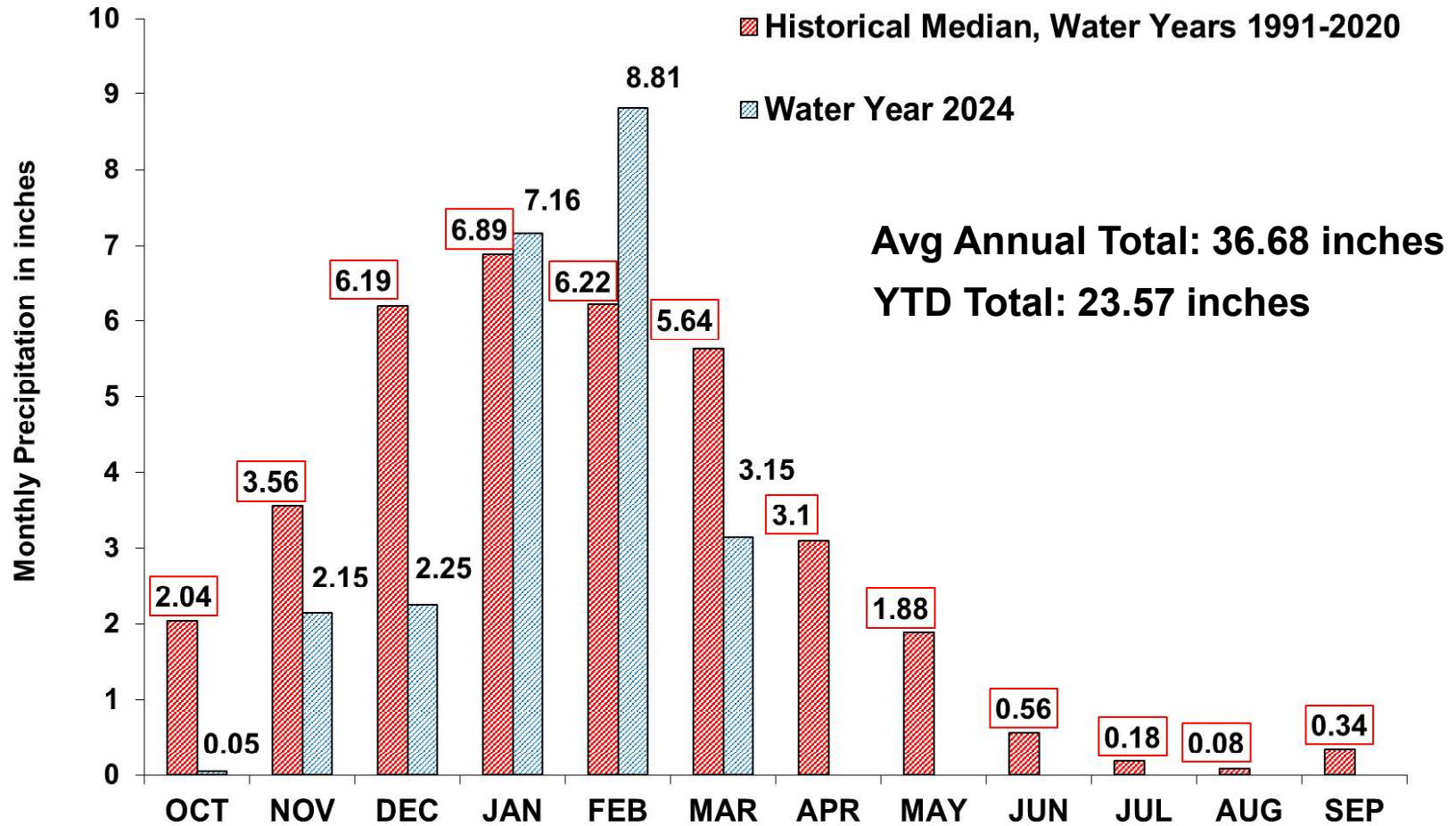
Precip Data Ending 4pm on	July 1, 2023 to Mar 5, 2024					Last Year on Mar 7, 2023		
	City	To Date			Full Season		Rainfall to (inches)	Rainfall Normal (inches)
Rainfall July 1 to Mar 5 (inches)		Rainfall Normal (inches)	% Normal	Rainfall Normal (inches)	% Normal			
San Francisco Downtown	21.48	17.87	120%	22.89	94%	26.52	18.09	147%
SFO Airport	16.52	15.49	107%	19.64	84%	24.89	15.68	159%
Oakland	12.97	14.32	91%	18.68	69%	24.88	14.51	171%
San Jose	13.01	10.18	128%	13.48	97%	11.56	10.34	112%
Sacramento - CSUS	14.6	14.42	101%	19.20	76%	21.75	14.62	149%
Modesto	14.08	9.02	156%	12.27	115%	15.87	9.15	173%
Fresno	7.19	7.71	93%	10.99	65%	14.19	7.84	181%
Bakersfield	6.04	4.51	134%	6.36	95%	6.91	4.59	151%
Santa Barbara	20.83	13.27	157%	17.25	121%	18.92	13.50	140%
LAX Airport	18.6	9.93	187%	12.23	152%	16.33	10.07	162%
Los Angeles Downtown	21.31	11.42	187%	14.25	150%	20.27	11.61	175%
San Diego Montgomery Field	11.91	8.70	137%	11.02	108%	11.44	8.85	129%
Palm Springs	6.05	4.15	146%	4.61	131%	3.43	4.21	81%

Data from NOAA

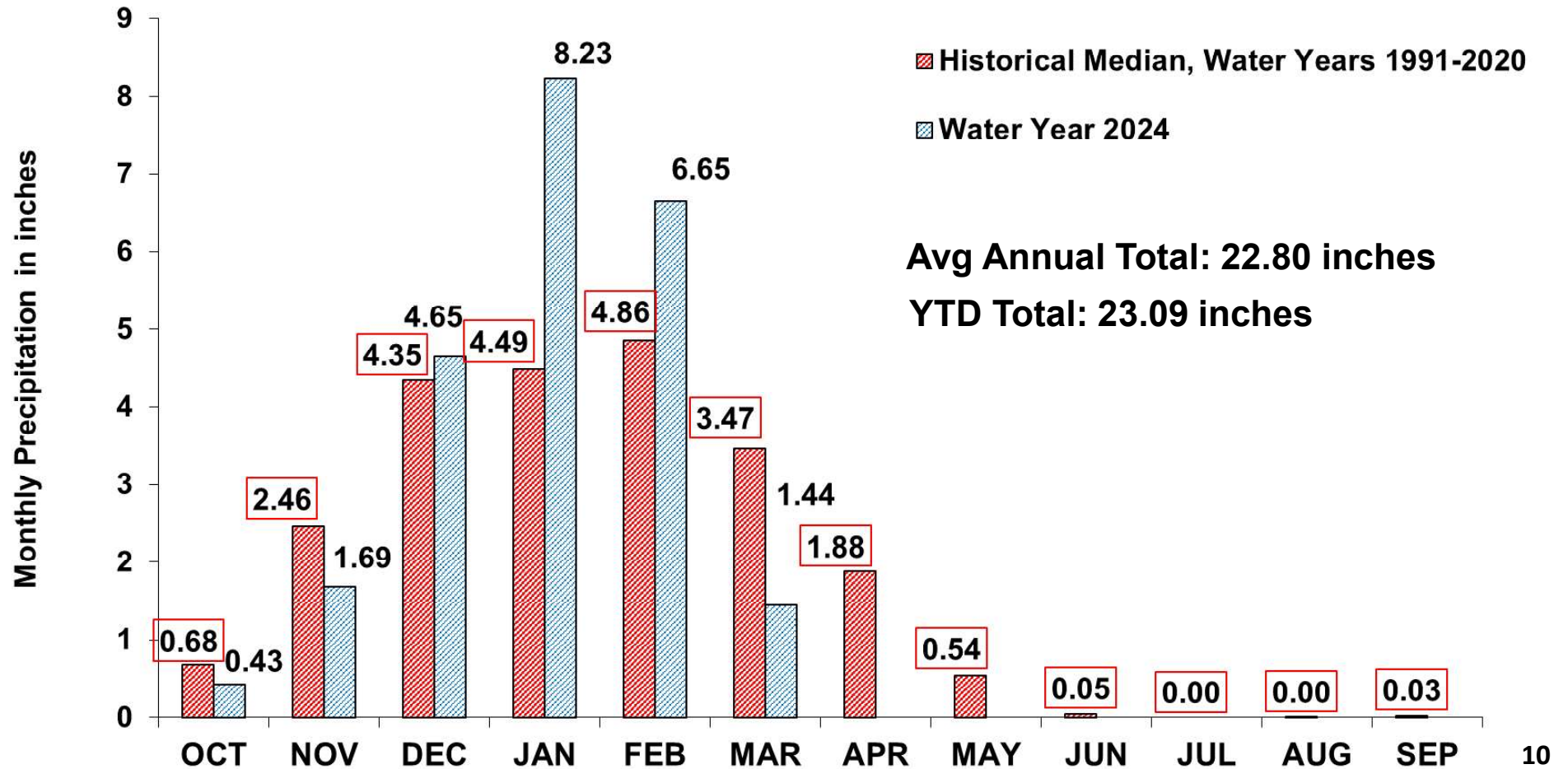
# Hetch Hetchy Precipitation



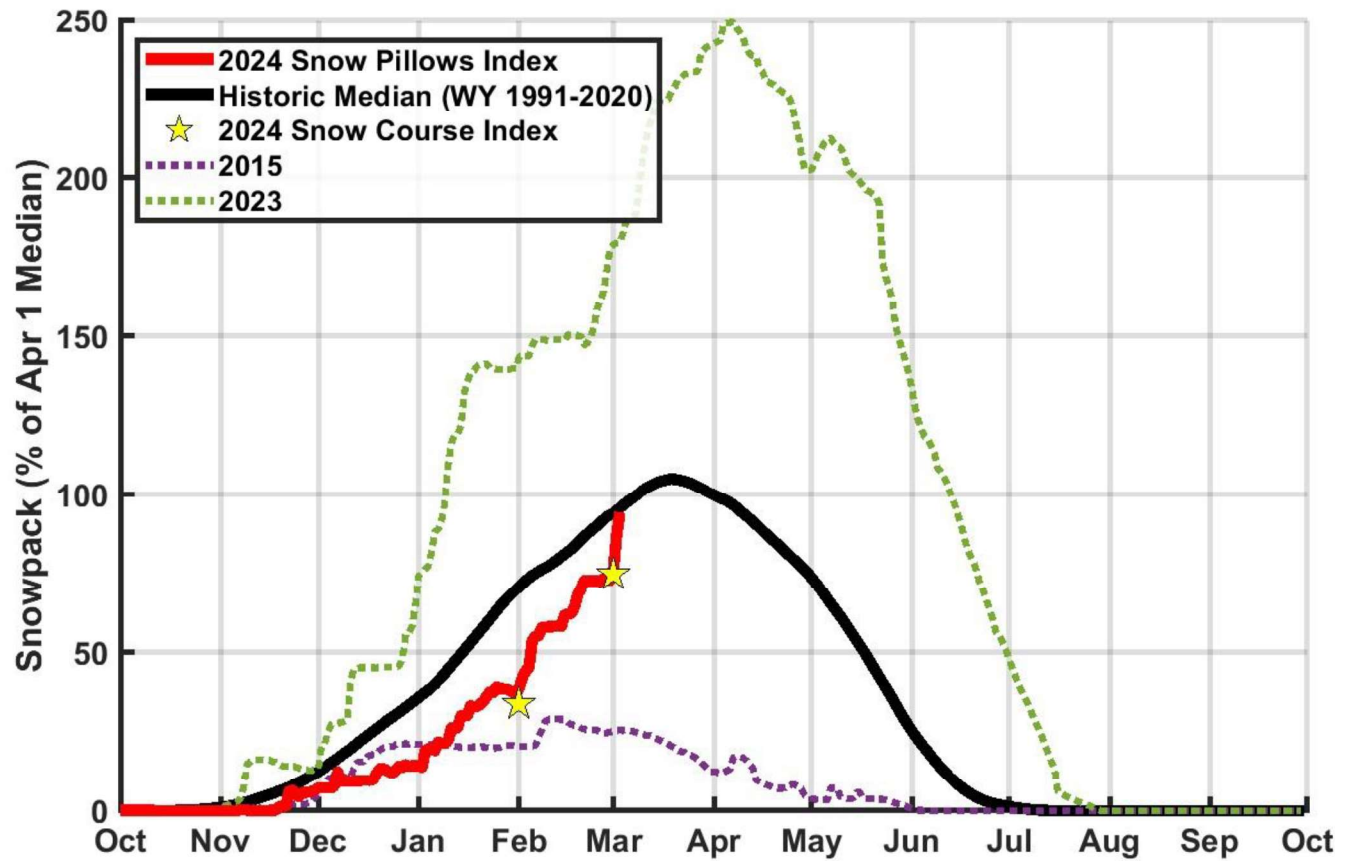
# Upcountry 6-station Precipitation Index as of March 3, 2024



# Bay Area 7-station Precipitation Index as of March 3, 2024



# Upcountry Snowpack

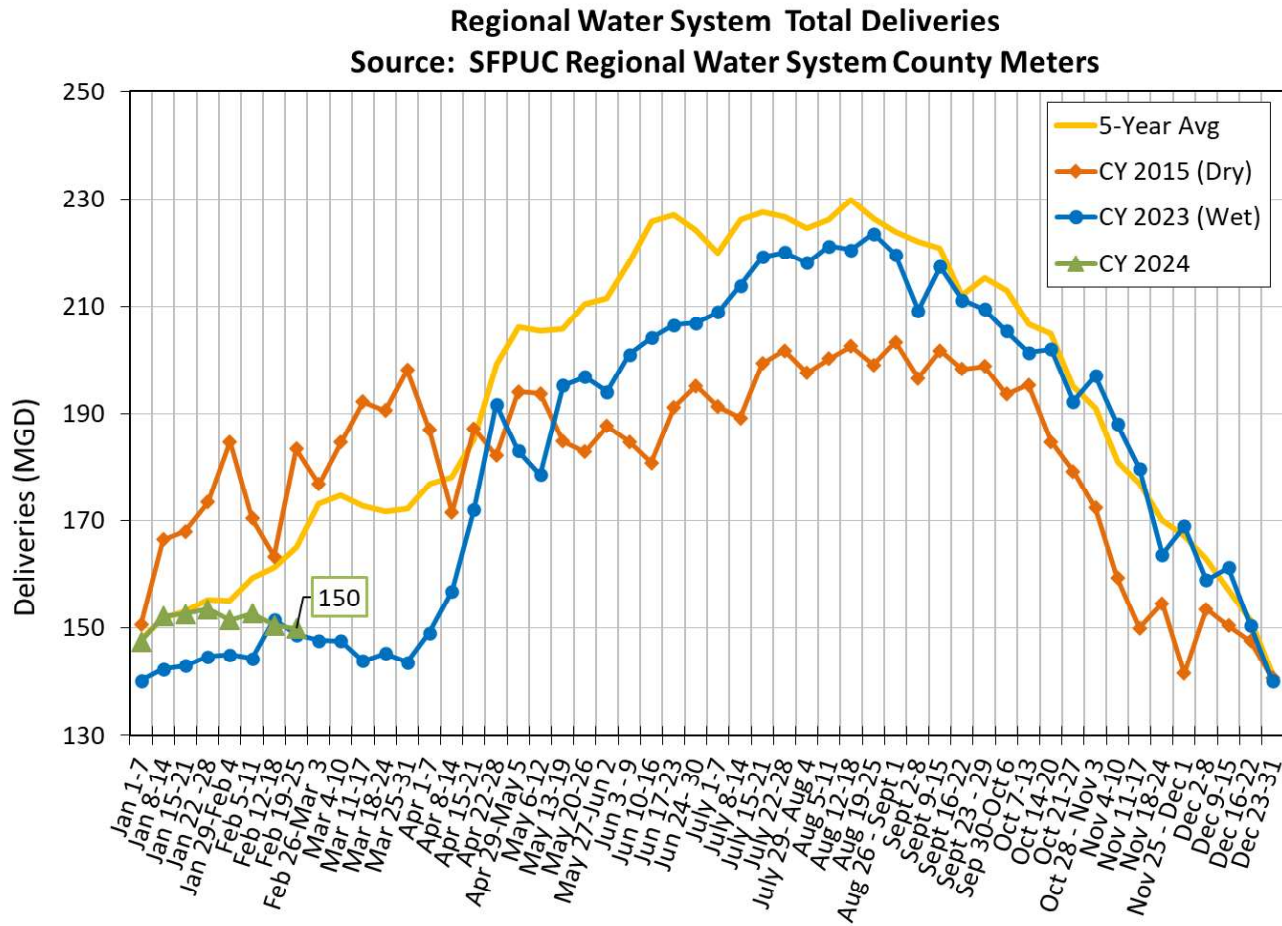




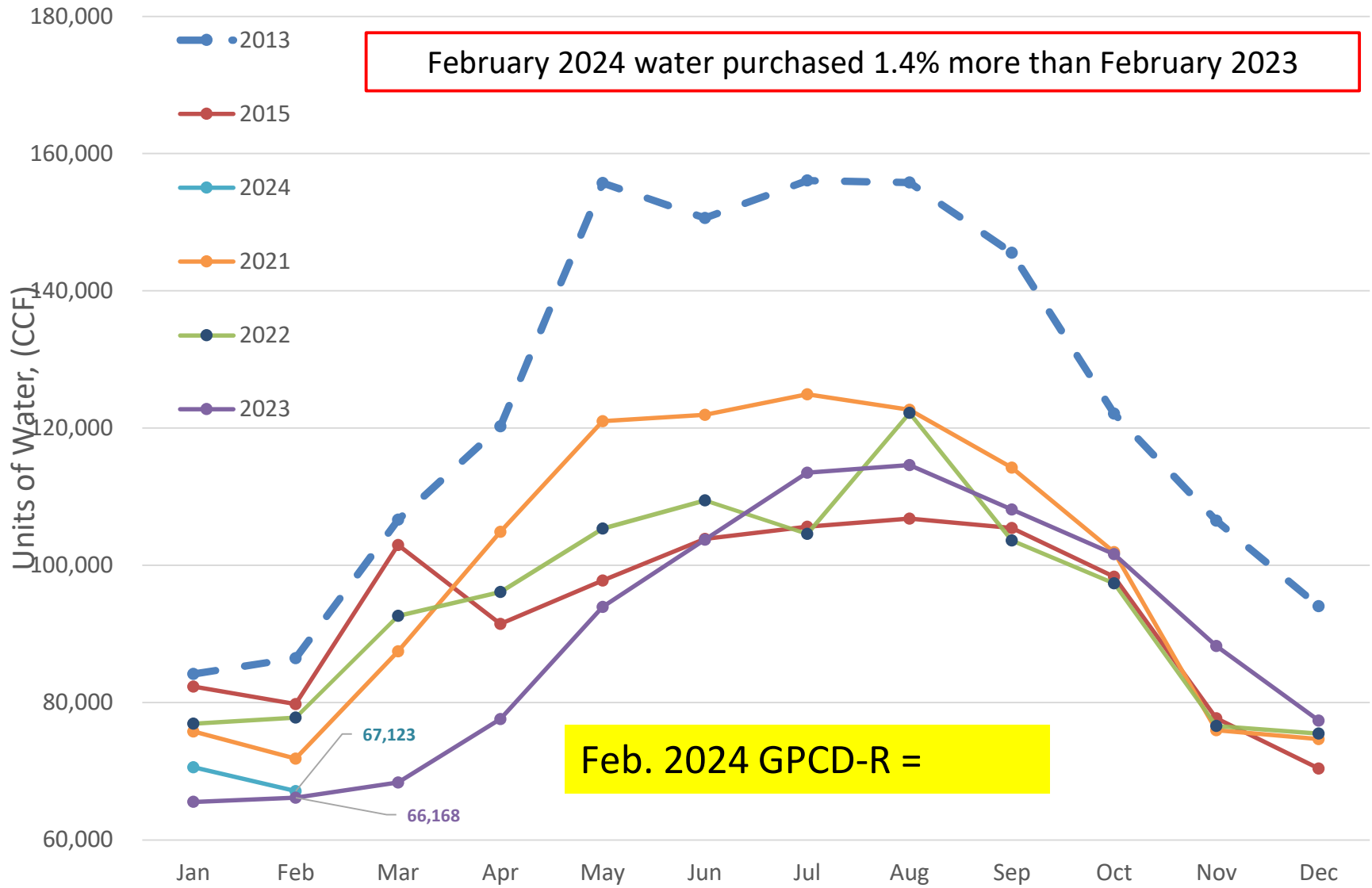
## RWS - Storage Conditions Comparison

	Maximum Storage Acre-Feet	3/4/2024		Maximum Storage Acre-Feet	2/28/2023		Comparing This Year to Last Year	2/28/2022	
		Current Storage Acre-Feet	Pct. Of Maximum Storage		Current Storage Acre-Feet	Pct. Of Maximum Storage		Current Storage Acre-Feet	Pct. Of Maximum Storage
<b>Tuolumne System</b>									
Hetch Hetchy Rsvr	360,360	322,000	89.4%	360,360	287,100	79.7%	12.2%	310,300	81.7%
Cherry Rsvr	273,345	246,200	90.1%	273,345	203,900	74.6%	20.7%	225,600	89.3%
Lake Eleanor	27,100	24,070	88.8%	27,100	19,890	73.4%	21.0%	20,290	100.1%
Water Bank	570,000	570,000	100.0%	570,000	570,000	100.0%	0.0%	348,878	59.2%
<b>Total Tuolumne Storage</b>	<b>1,230,805</b>	<b>1,162,270</b>	<b>94.4%</b>	<b>1,230,805</b>	<b>1,080,890</b>	<b>87.8%</b>	<b>7.5%</b>	<b>905,068</b>	<b>73.2%</b>
<b>Local Bay Area Storage</b>									
Calaveras Rsvr	96,670	95,123	98.4%	96,670	90,362	93.5%	5.3%	65,528	69.6%
San Antonio Rsvr	53,266	49,566	93.1%	53,266	52,319	98.2%	-5.3%	39,161	87.4%
Crystal Springs Rsvr	68,953	44,654	64.8%	68,953	52,771	76.5%	-15.4%	44,914	87.9%
San Andreas Rsvr	18,572	14,969	80.6%	19,027	16,062	84.4%	-6.8%	16,626	84.6%
Pilarcitos Rsvr	3,125	2,537	81.2%	3,030	2,599	85.8%	-2.4%	2,645	101.3%
<b>Total Local Storage</b>	<b>240,586</b>	<b>206,849</b>	<b>86.0%</b>	<b>240,946</b>	<b>214,113</b>	<b>88.9%</b>	<b>-3.4%</b>	<b>168,874</b>	<b>80.0%</b>
<b>Total RWS Storage</b>	<b>1,471,391</b>	<b>1,369,119</b>	<b>93.0%</b>	<b>1,471,751</b>	<b>1,295,003</b>	<b>88.0%</b>	<b>5.7%</b>	<b>1,073,942</b>	<b>74.3%</b>
	<b>Total RWS Storage on 1/29/2024</b>	<b>1,335,972</b>		<b>Total RWS Storage on 1/30/2023</b>	<b>1,337,079</b>		<b>Total RWS Storage on 2/1/2022</b>	<b>1,089,594</b>	
	<b>Inc/Dec over the month</b>	<b>33,147</b>			<b>(42,076)</b>			<b>(15,652)</b>	

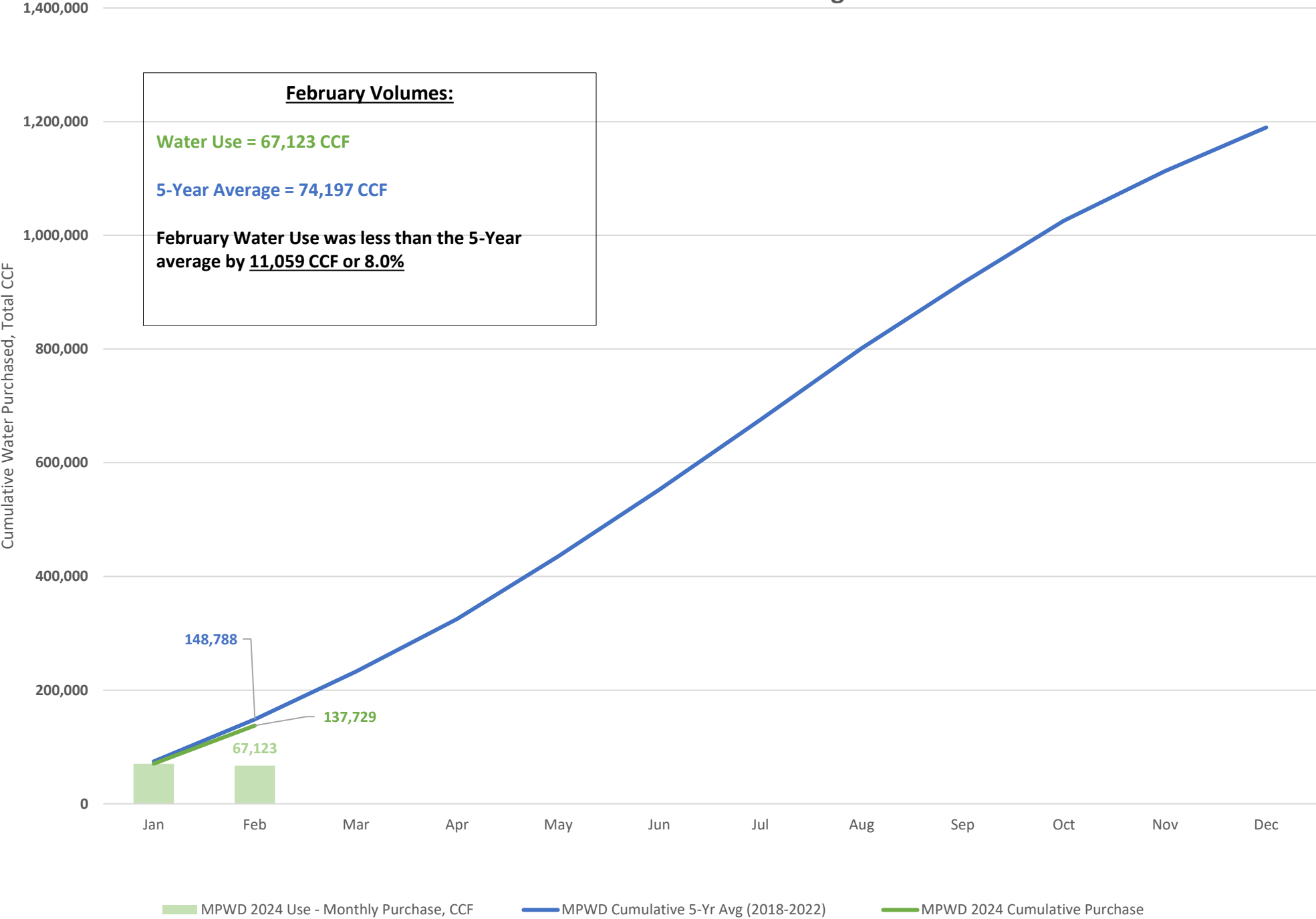
# Total Deliveries



# MPWD Annual Water Use



# Comparing 2024 Monthly Cumulative Water Use with MPWD 5-Year Average



## **AGENDA ITEM NO. 9.A.1.**

TO: Board of Directors  
FROM: Kathryn Wuelfing, General Manager  
DATE: March 28, 2024

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### **GENERAL MANAGER'S REPORT**

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#### **Key Activities Since February Meeting**

- **Misty Malczon's 20<sup>th</sup> Anniversary celebration** – We held a celebration lunch for Administrative Supervisor Misty Malczon to celebrate her 20 years with the District!! Staff got together and prepared an amazing seafood boil meal, including crab, shrimp, clams, corn, potatoes, and Misty's signature crabby-garlic bread. We enjoyed great food and an enthusiastic game of Misty-centric MPWD Family Feud. Director Wheeler joined us.



- **Employee Appreciation Dinner** – The 2024 Employee Appreciation dinner will be held May 10<sup>th</sup>, at Porterhouse in San Mateo. We're very excited about this event, and Misty is working hard to make sure it'll be a great evening for everyone.
- **MPWD Website Privacy Policy** – The service that allows MPWD to send Customer Connect notifications via text messages requires that the District have a privacy policy published on its website. While, because of the nature of our work and our customers, we are not legally required to have such a policy, we opted to develop and publish one for the transparency and benefit of our customers as well as the ease of working with the text message service company. The policy was developed in close conjunction with legal counsel. The privacy policy is now available on the website, and is included as an

attachment to this report. The policy documents and makes transparent our existing procedures regarding our website and data collection, and is considered an administrative procedure. It can be found by clicking the “Privacy Policy” link at the bottom of our webpages.

- AB-2257** – ACWA reached out to members asking us to join a coalition to support AB 2257, which would help member agencies defend against Proposition 218 lawsuits by requiring litigants to participate and raise specific objections before a public hearing. Authored by Assemblymember Lori Wilson (D-Suisun City) and sponsored by ACWA, the bill would bring to light all possible complaints and provide an opportunity to resolve a dispute and avoid litigation altogether. It would build on the success of ACWA-sponsored SB 323 (Caballero, 2021), which created a 120-day statute of limitations for filing lawsuits against water and sewer rates through the Proposition 218 process. MPWD signed on to the coalition by completing a form provided by ACWA. A fact sheet on AB 2257 is provided as an attachment to this report.

- SFPUC Pass-Through Prop 218 Hearing Notice** – The notice for the Prop 218 hearing notice for the SFPUC Pass-Through rate increase has been mailed out. The hearing will be held May 23, 2024 and the rate increase will be effective July 1, 2024. You should see it in your mailbox shortly, if you have not already received it.

**PROPOSITION 218 NOTICE**

**NOTICE OF PUBLIC HEARING ON PROPOSED PASS-THROUGH PROVISION FOR WATER RATE INCREASES**

The Mid-Peninsula Water District (MPWD) is a community-owned and governed public agency that provides water service to Ballwin, a portion of San Carlos, and surrounding areas in San Mateo County. MPWD rates are set on water purchased from the San Francisco Public Utilities Commission (SFPUC) for the community water supply. This notice is being sent to inform you pursuant to California Government Code 21756 that the MPWD is proposing to pass through water rates that the SFPUC in its wholesale water rate over the last two (2) years to fund its costs of providing water service, pay for wholesale water supplied by the SFPUC, and recover costs of providing service during periods of drought and reduced water sales. It is anticipated, but not yet confirmed, that effective July 1, 2024, the pass-through increase for wholesale water applied to the MPWD will be \$0.68 per unit.

The MPWD will hold a public hearing on the proposed pass-through rate adjustments as follows:

<b>Date</b>	Thursday, May 23, 2024
<b>Time</b>	6:00 pm
<b>Place</b>	Mid-Peninsula Water District 1275 Old County Road, Suite A Redwood, CA 94060
<b>Chair</b>	MidPeninsulaWater.org/Chair

Pursuant to California Government Code 21756, MPWD is proposing to adjust the water rates to pass through future increases or decreases in SFPUC wholesale water rates by the same amount as any variation between the before SFPUC wholesale rates and the baseline SFPUC wholesale rates on which current MPWD rates are based. For example, if the SFPUC increased the MPWD's wholesale water rate by \$0.68 per unit, the MPWD would be authorized to pass that increase along to its customers by an amount of \$0.68 to ensure MPWD's rates continue to recover the cost of wholesale water supply. Under this scenario, the MPWD's current per unit rate for 0-1 units of water is \$45.00, which would increase to \$45.68 per unit.

**For the average MPWD customer (9 units/month), the average pass-through increase would result in charges as seen here:**

<b>Example Residential Monthly Water Bill for 9 Units</b>		
<b>Before</b>	<b>After</b>	
Meter Fixed System Charge (60" meter)	\$28.00	\$28.00
Water Consumption Charges (3-9 units @ \$9.00)	\$54.00	\$54.00
3-9 units @ \$11.71	\$111.71	\$117.83
<b>Total</b>	<b>\$112.46</b>	<b>\$118.58</b>
<b>Pass Through Charges for 9 Units</b>		
Meter Fixed System Charge (60" meter)	\$28.00	\$28.00
Water Consumption Charges (3-9 units @ \$7.65)	\$54.00	\$54.00
3-9 units @ \$10.48	\$62.88	\$62.88
3-9 units @ \$12.39	\$72.99	\$72.99
<b>Total</b>	<b>\$112.87</b>	<b>\$119.00</b>
		<b>INCREASE \$6.12</b>

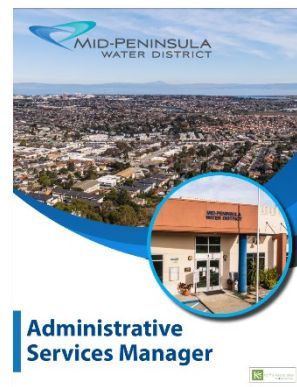
**WHAT CAN CUSTOMERS DO TO MINIMIZE THE IMPACT OF PASS-THROUGH RATE INCREASES?**  
To reduce the impact of the pass-through rate increases, customers are encouraged to continue conserving water to further reduce water used and address water use where possible. As a member of the Bay Area Water Supply and Conservation Task Group, the MPWD often utilizes 30 smart irrigation controllers, 30 city irrigation controllers, 41 rain barrels, and 45 rebuying left barrels to drought tolerant landscaping. For more information on any of these water programs or other water conservation opportunities, please visit the MPWD website at [MidPeninsulaWater.org/water](http://MidPeninsulaWater.org/water).

**HOW TO SUBMIT A WRITTEN PROTEST**  
Property owners and customers may file written protests against the proposed pass-through provision. Pursuant to California law, protests must be submitted in writing and must:  
 • Identify the affected property or properties, such as by address, Assessor's Parcel Number, or customer account number, and include the name and telephone of the customer or property owner submitting the protest, and  
 • Indicate opposition to the proposed water rate increases.  
 Protests submitted by email, facsimile, or other electronic means will not be accepted. One written protest will be accepted per parcel. The written protest/through provision cannot be objected to written protests are received from a majority of affected parcels. Written protests can be mailed to:  
 Mid-Peninsula Water District  
 Attention: General Manager  
 Post Office Box 129  
 Redwood, CA 94060  
 Or written protests can be submitted to the MPWD at its headquarters located at 1275 Old County Road, Suite A in Redwood. All written protests must be submitted prior to the close of the Public Hearing on Thursday, May 23, 2024.  
 Pursuant to California Government Code Section 21756, there is a 120-day statute of limitations for challenging the water rates set forth in this notice from the date the MPWD Board of Directors accepts the resolution approving the proposed water rates.

MPWD's mission 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.

- MPWD Rate Study** – We have been working with FHf to update the rate study model and develop rates with the target of a January 1, 2025 implementation. We have had several internal meetings and will be meeting with the Finance Committee to discuss the results on April 10, 2024.
- FY 2024/2025 Budget** – With the mid-year budget adjustments complete, we are working on preparing the next FY budget.
- Draft Financial Management Plan** – PCG has begun work on preparing the draft Financial Management Plan document. The prior draft has been taken, and is being updated. PCG has sought and received input on the document from quite a few individuals, including Bud Levine of Wulff, Hansen & Co, Rick Wood of the California Special Districts Association, among others. The draft will be presented to the Finance Committee on April 2, 2024, and is expected to be presented to the full Board as final draft in April or May 2024.

- **Financial Audit** – The audit is being wrapped up. We haven't yet received a draft report from the auditor. Right now, we are hoping to be able to bring the audit to both the Finance Committee and Board in April. This process has been rather start-and-stop and hit several delays due to the new auditor firm, new district treasurer, and timing of availability to work on our audit.
- **Dairy Lane Rehab** – At the Board's request, staff prepared additional information to help support the Board's decision on how to move forward with the Dairy Lane project, including consideration of the three identified design schemes. This information will be presented to the Board for consideration at this meeting.
- **Folger Drive EOC** – Staff worked with Noll & Tam to review and provide input on their proposed scope of work for the design of the Folger Drive Emergency Operations Center project. This scope will be presented to the Board for approval at this meeting. The first step will be to initiate conversations with the City of Belmont planning department, and to discuss public outreach for the project. With input from the City of Belmont, staff will develop a pro-active public outreach plan, which will very likely include hiring a public relations consultant to support the process.
- **Form 700s** – Form 700s are due April 1<sup>st</sup>. Email Monique once you've completed it on Netfile! Let us know if you need help w/filing.
- **ASM Position Recruitment** – The first review date for the recruitment was March 15<sup>th</sup>. Via the recruiter, we received over 60 applications. The recruiter screened the candidates and conducted initial phone interview screenings. We are excited about the pool of candidates and are working on scheduling interviews.
- **PCG Management Support** – PCG is currently supporting us with the following management-related projects: (1) developing draft Financial Management Plan, including coordinating input from Wulff-Hansen and other advisors, (2) revising our draft Records Retention Policy, (3) preparing a draft update to the Personnel Manual, including incorporating previously discussed changes and soliciting review by ACWA JPIA and District Counsel, and (4) available for conversations and support for other topics as-needed.





- **San Francisco Peninsula Regional Purewater (SPRP) Project** – the draft Basis of Design report has been completed. Over a series of several meetings, the group selected a project name, tagline, and logo – shown to the right. The final Basis of Design report and all future work will carry this branding.
- **Workplace Violence Prevention Plan** – Per a new law, SB 553, the District is required to develop and train employees on a Workplace Violence Prevention Plan by July 1<sup>st</sup>. Staff is working together with Counsel to identify and adapt available templates and resources and to develop a plan that meets the needs of the District.
- **San Mateo County Chapter of California Special Districts Association** – The next meeting of the San Mateo County chapter of CSDA is scheduled for April 16, 2024 at 7pm. Attendance may be by zoom or in person at the San Mateo County Harbor District in El Granada. Directors Wheeler and Vella are the Board’s representative for this group and have been sent a calendar invitation.
- **CalGovHR Conference** – ASM Monique Madrid and I attended the CalGovHR conference in Sonoma. It was a smaller conference, with a focus on HR topics. Interesting talks I attended included: How Ted Lasso’s Leadership Style can Help You Build Psychological Safety; Responding to Complaints: A Blueprint for Efficient, Effective, and Defensible Investigations; Diversity, Equity & Inclusion is Not Just Black & White; Recruiting Strategies to Create an Employer of Choice Brand; All Brains Welcome: Neurodivergence in the Workplace; and more.
- **Conferences & Training** – Scheduled to attend:
  - Chamber San Mateo Progress Seminar – April 19-21 in Sonoma
  - ACWA & ACWA JPIA Spring Conferences – May 6-9 in Sacramento
  - CSDA General Manager Summit – June 23-25 in Anaheim

### **Key Meetings w/External Partners and Conferences Attended**

- Meeting w/Koff & Associates to Review ASM Candidates – 3/22/2024
- Recruitment Video Meeting w/ Michael Alcalay – 3/21/2024
- Records Retention Policy Meeting w/PCG – 3/20/2024
- CIP Working Meeting w/ PCG – 3/20/2024
- Spatial Wave Staff Training – 3/20/2024
- Finance Committee Meeting – 3/19/2024
- Meeting with HFH Re Rate Study – 3/13/2024
- Meeting with Robert Half Associates – 3/12/2024
- BAWSCA Tier 2 Negotiations Meeting – 3/11/2024

- Meeting with ClientFirst re IT advisory consulting – 3/11/2024
- BAWSCA Water Manager’s Meeting – 3/7/2024
- Harbor Industrial Area Luncheon – 3/7/2024
- CIP Working Meeting w/ PCG – 3/6/2024
- Meeting with HFH Re Rate Study – 3/6/2024
- Women’s Leadership Breakfast Hosted by Assemblymember Diane Papan – 3/1/2024
- Meeting with ClientFirst re IT advisory consulting – 2/27/2024
- Monthly meeting with John Davidson – 2/27/2024
- Meeting with Paylocity for Intro to their payroll system software – 2/23/2024
- CIP Working Meeting w/ PCG – 2/21/2024
- Finance Committee Meeting – 2/20/2024
- Meeting with 120 Water for Demo of their Software – 2/20/2024
- Weekly meetings with Noll & Tam Architects
- Weekly meetings with James Ramsey of Eide Bailly
- Weekly meetings with Joubin Pakpour of PCG

**3-MONTH “LOOK AHEAD” FOR BOARD MEETINGS**

APRIL 25, 2024 (FOURTH THURSDAY)

- Consider Purchase of 2 Trucks
- Receive Report from Wulff-Hansen on the U.S. Treasuries Investment to Date
- Preliminary Operating & Capital Budgets Review
- Receive and accept the Financial Audit Report
- Review and Approve MPWD Financial Management Plan
- Receive 2024 First Quarter Water Conservation Staff Report
- Receive Summary Report on Preliminary Draft Operating and Capital Budgets
- Receive report on statewide and regional water system conditions

MAY 23, 2024 (FOURTH THURSDAY)

- Prop 218 Hearing for SFPUC Pass-Thru Water Rate Increase, effective July 1, 2024
- Review and Approve Operating and Capital Budgets for FY 2024/2025
- Receive BAWSCA Update
- Receive report on statewide and regional water system conditions

JUNE 27, 2024 (FOURTH THURSDAY)

- Prop 218 Rate Hearing
- Fiscal year contracts on Consent Agenda for Board approval
- Receive report on statewide and regional water system conditions



## Privacy Policy

Mid-Peninsula Water District (MPWD) is committed to the privacy of our customers, and we make every reasonable effort to protect the information they provide to us. This Privacy Policy (Policy) may be amended from time to time and notices of amendments will appear at the bottom of this Policy.

The information we receive depends on what you do when visiting our site or other online services. You provide personal information to us, if at all, on a voluntary basis. In addition, we may receive aggregated information about users as a whole. By continuing to access or use our websites, products, or services, you acknowledge that you have reviewed and agree to the provisions of this Privacy Policy, including periodic changes.

## Personal Information Collected

Personal information that may be collected may include first and last name, e-mail address, phone number, service address, mailing address, customer account number and any comments, feedback or inquiries that you send to us.

## Aggregated Information Collected

We may receive certain types of information about general activity at the MPWD's website. This does not include personal identifying information, but may include how many times the website is visited, what pages or search terms are frequently requested, what domain names (e.g., "google.com") visitors are coming from, and the date and time of each visit. This information is gathered and compiled into an aggregate form for statistical analysis and reporting. These reports track activity overall rather than on an individual level.

## Use of Information

The personal information you voluntarily provide is used to fulfill your requests. The comments, feedback or inquiries that you provide to us will be used to provide customer service and facilitate business between MPWD and its customers. MPWD does not sell, trade, or rent your personal information to anyone, or disclose personal information except in the following instances:

1. When you pay your bill online, MPWD provides your personal information to third parties for the purpose of processing your payment only. For example, MPWD currently partners with Springbrook Holding Company, LLC. (Springbrook), which provides online bill payment services. Springbrook collects your personal information when you use the online bill payment services, and MPWD has access to some of this information to service your account, among other things.

ourselves or others. For example, we may share information to reduce the risk of fraud or if someone uses or attempts to use our site for illegal reasons.

3. When law requires disclosure. Please note that comments, feedback or inquiries that you provide may be considered a public record once you provide it and may be subject to public inspection and copying if not otherwise protected by federal or state law.

Because aggregated information does not include personal identifying information, we cannot use aggregated information to identify you. Rather, we use aggregated information to help determine things like which areas of MPWD's website are most visited, based on traffic to those areas, peak traffic hours, etc. This helps us continue to build a better website for you. We may disclose aggregated data to third parties or include it in public records.

## Disclaimer

This site contains links to other sites. MPWD is not responsible for the content or privacy practices of these sites.

## Services Provided through Third Party Vendors

From time to time, MPWD may work with third party vendors or consultants that provide services to consumers or the general public that may relate to or work with the services provided by MPWD. These third parties may collect your personal information when you choose to use their services, such as your first and last name, e-mail address, phone number, and credit card number. These third parties' collection and use of your personal information is governed by their respective privacy policies.

For example, MPWD currently partners with Twilio Inc. (Twilio), which facilitates MPWD's News Flash text messages that communicate urgent service alerts and emergency information. Twilio collects your personal information when you use the News Flash system, and MPWD has access to some of this information to service your account, among other things. Twilio's collection and use of your personal information is governed by its privacy policy, accessible here:

<https://www.twilio.com/en-us/legal/privacy>.

## International

This Policy is intended to cover the collection of information through the site from residents of the United States. If you are not a resident of the United States or are visiting our website from outside the United States, and submit any of your personal information through the site, please be aware that your information may be transferred to, stored in, or processed in the United States. The data protection and similar laws of the United States may be different than those in other parts of the world.

## Kids: An Important Notice

In keeping with the Children's Online Privacy Protection Act, children under 13 years of age must have permission from a parent or legal guardian before providing personal information as described above. If you are under 13 years of age, you must obtain parental consent to register or to submit comments, feedback or inquiries. MPWD will not knowingly receive personal information from children less than 13 years of age who have not received prior parental consent. Any personal information from a child stored by MPWD will be deleted upon written request from the child's parent or legal guardian.

Deletion requests should be addressed to:

Mid-Peninsula Water District

Attn: Webmaster



If you have any additional questions or concerns about our privacy policy, please [Contact Us](#).

Customer Service

- [Pay Your Bill](#)
- [Start or Stop Service](#)
- [Rates & Fees](#)
- [Past Due Bills](#)
- [Water Quality Tool](#)
- [Customer Connect](#)
- [Calendar](#)
- [FAQs](#)
- [Site Search](#)
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Board of Directors

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Organization

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- [Meet the Staff](#)
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- [News & Notices](#)

Projects

- [Capital Improvement Program](#)
- [AMI Meters](#)
- [Bids/RFP/RFO](#)
- [Standard Specifications](#)

Water Conservation

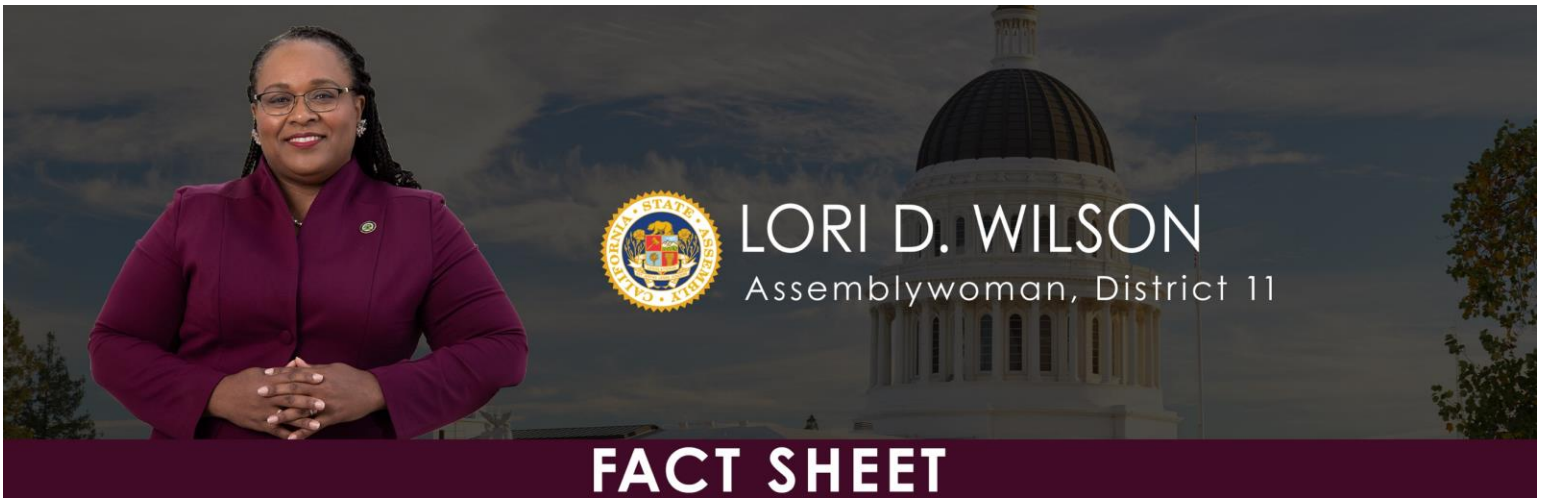
- [Overview](#)
- [Tips & Resources](#)
- [Rebate Programs](#)
- [The Water Watch](#)
- [Report Water Waste](#)
- [School Education](#)
- [Water Conservation Reports](#)
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- [Leak Detection](#)

Resources

- [Links](#)
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# FACT SHEET

## AB 2257

### SUMMARY

AB 2257 would authorize public agencies to adopt procedures for the submittal and consideration of public comments regarding proposed water or sewer rates or assessments (fees). If an agency elects to adopt procedures, a person would be required to timely submit written comments that specify the grounds for alleging that the fees do not comply with Proposition 218 in order to challenge the fees in court. Public agencies would be required to provide written responses to all comments received before acting on the proposed fees. AB 2257 would also detail documents that would comprise the administrative record in the event of litigation.

### BACKGROUND

California's water and sewer agencies provide essential government services for the benefit of communities, agriculture, industries, and the environment. Public agencies are responsible for ensuring a consistent and reliable water supply, safeguarding the quality of drinking water, planning, constructing, and maintaining infrastructure, collecting and treating wastewater, and much more.

With climate change presenting unprecedented challenges, these agencies also must adapt and enhance aging infrastructure to mitigate the impacts of increasingly frequent and severe climate-related events.

The revenue necessary for public agencies to fulfill their essential functions predominantly comes from service rates and assessments. While these agencies require financial stability to meet ever increasing demands, a rise in Proposition 218 litigation is making it increasingly difficult to ensure agencies can pass fair and reasonable rates to cover the costs of operations and investments. Oftentimes, these suits are filed without first having raised these alleged violations with the public agency

during the public notice-and-comment process leading up to the decision to adopt rates or assessment. When litigants avoid raising concerns with proposed rates or assessments during the ratemaking process, the public agencies cannot endeavor to resolve the dispute and avoid litigation. Surprise lawsuits have the potential to undermine an agency's ability to maintain stable budgets necessary to operate effectively.

### EXISTING LAW

Proposition 218, or the "Right to Vote on Taxes Act," was approved by California voters in 1996. This initiative added to the California Constitution and imposed procedural and substantive requirements that govern how local agencies levy fees and charges to pay their costs to provide property-related services, like water and sewer service.

Proposition 218's procedural requirements mandate that an agency must mail written notice to property owners at least 45 days in advance of a public hearing for the ratemaking agency to consider any protests to the new or increased rates it has proposed for adoption. The hearing includes an opportunity for property owners to object to the proposed fee or charge (called a "protest"), and the agency must consider all protests received. If written protests against the proposed fee or charge are presented by a majority of property owners (called a "majority protest"), Proposition 218 prohibits the agency from imposing the fee or charge. If less than a majority protest, the agency must decide whether to adopt the rates as proposed, to reduce the rates, or to start over with a new ratemaking proposal.

Proposition 218's key substantive limit requires a local agency to demonstrate that any new or increased property-related fee or charge reasonably represents the cost of providing service.

One of the most fundamental rules governing the relationship between agencies and courts is the "exhaustion of remedies" principle, which requires individuals to raise concerns about proposed agency action by pursuing available agency procedures for addressing concerns before they may sue the agency in court. The exhaustion requirement serves several important purposes: (1) permitting the agency to resolve factual issues, apply its expertise, and exercise statutorily delegated remedies; (2) bolstering administrative autonomy; (3) promoting judicial economy; and (4) mitigating damages.

Finally, when a party challenges the validity of an administrative agency's legislative or quasi-legislative action, the general rule is that relevant evidence is confined to the record of proceedings before the legislative body. This rule, known as the "record review rule," comes from the California Supreme Court's holding in *Western States Petroleum Association v. Superior Court* (1995) 9 Cal.4th 559 (Western States), and is grounded in the separation of powers doctrine.

## **SOLUTION**

This bill would create an exhaustion of administrative remedies procedure for water and sewer rates and assessments that, if public agencies elect to follow, would require the public to submit a timely written objection to the ratemaking proposal or new assessment and raise the particular Proposition 218 compliance issues the plaintiff may later litigate.

Public agencies that adopt exhaustion procedures would be required to provide their board and the public with written responses to each comment received before an agency acts on proposed rates or assessments. With a greater understanding of potential concerns and the agency's responses, the agency's board would have the opportunity to abandon its ratemaking/assessment proposal, change it (reduce it), or to better explain why it complies with Proposition 218's substantive limitations, before having to defend it in litigation.

If a public agency complies with the exhaustion procedures, the bill would specify documents that could be included in the administrative record, subject to certain exceptions, in the event of litigation.

AB 2257 builds on the strict procedural ratemaking requirements of Proposition 218 by creating a robust public process that facilitates dialogue, transparency, and the opportunity to resolve issues and avoid costly litigation. Codifying a procedure that requires issue exhaustion in Proposition 218 litigation would protect both legislative and adjudicative functions by allowing a

legislative body to hear the evidence, apply its reasoned discretion and expertise, and create an administrative record to facilitate judicial review. This would also foster better-informed administrative decisions, which benefit the objector, the public agency, and members of the public within the public agency's jurisdiction. This is especially valuable in ratemaking cases in which evidence and policies are highly technical.

### **Contact:**

Laura Edwards, Legislative Fellow (916) 319-2011  
Laura.Edwards@asm.ca.gov

### **Support:**

Association of California Water Agencies (ACWA),  
(Sponsor)

*Updated February 8, 2024*



TO: Board of Directors  
FROM: Rene A. Ramirez, Operations Manager  
DATE: March 28, 2024

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## **OPERATIONS REPORT – February**

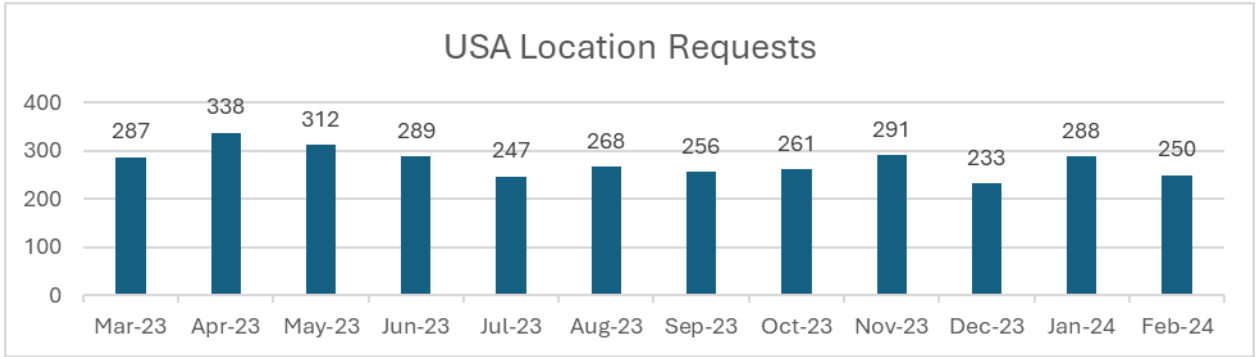
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### **Projects:**

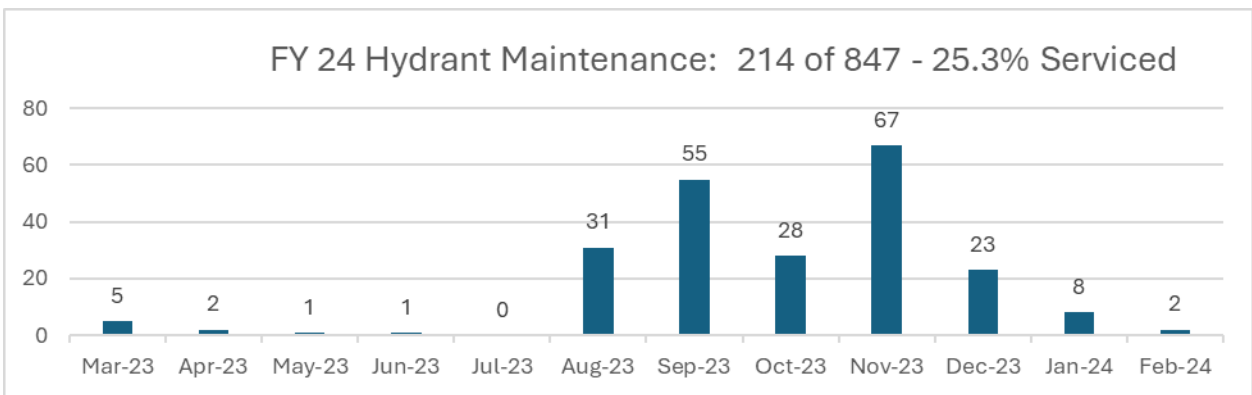
- Weekly progress meetings for the Old County Road capital project continue. Contractor has finished with work in the Belmont phase and has started on the south end of the project near the F street undercrossing of Caltrain and nearing Quarry Road.;
- Participated in meeting with District Engineer's office to discuss work and updates to the District's update to the capital improvement plan;
- Special Board meeting for an update on the Dairy Lane and Folger Drive sites. Board directed staff to move forward with preparation of improvements to the Folger Drive site first;
- Completed two (2) service upgrades at: 3434 Lodge and 718 Alameda de las Pulgas;
- With exact coordinates of Tunnels to Hallmark pipeline known from the Water Main Assessment a surveyor staked the pipeline and District staff received a permit from the SFPUC to install more permanent and visible pipeline markers;
- Ten trees identified by Arborist were removed at Exbourne and Hersom Tank sites under contract with Davey Tree;
- Efforts to plan for rebuilding the Dairy Lane Operations Center and the Folger Drive facility with Noll and Tam continue; and
- Harbor project Notice of Completion filed with County. Staff still working through an issue with the County and some damaged traffic signal conduits/conductors.

### **Maintenance:**

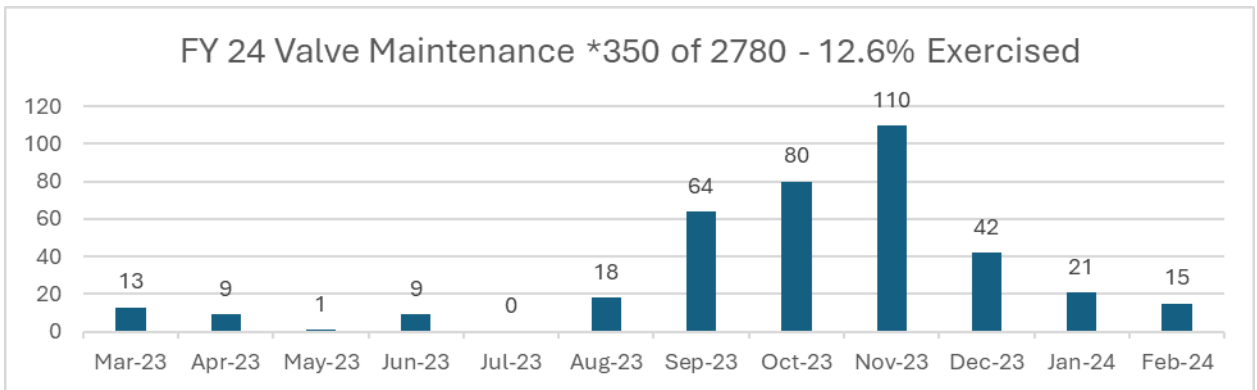
- Repaired a service leak at 1662 Ralston;
- Replaced 6 - meters that stopped working;
- Replaced 3 - meter registers with either a mechanical issue or weak batteries;
- Replaced 5 - meter transceiver due to weak battery;
- Responded to and completed 250 USA (underground service alerts) location requests in February. Running 12-month location requests totals 3,320, an average of 277 per month;



- Hydrant maintenance visits: 2 in February;



- 15 valves exercised in February by hand. The valve turning machine remains out of service;



- Collected the requisite 44 water samples during the month from 11 sample station sites. None of the samples tested positive for total coliform; and
- Staff continue to closely monitor the water system's condition as part of normal operations. During February staff flushed 3 dead ends in the system.

**System Repairs:**

Date	Location	Event	Material	Installation Date	Estimated Water Loss (Gals.)
2/24	1662 Ralston	1" Service Repair	Copper	1967	~500

**Development:**

Staff continues to work with developers and monitor 74 development projects:

Mixed Use Commercial/Multi-Family Residential: 14

- 1324 Old County Road; a 2- or 3-unit multi-family with ground floor retail space; currently reviewing plans;
- 1301 Shoreway Road; proposed life science building. A water supply assessment was prepared and approved;
- 2 Davis Drive; offices and research space, & fire station;
- 500-530 Harbor – information provided to developer;
- 580 Masonic – information provided to developer;
- 608 Harbor: a 103-unit multi-family development; letter of intent to serve provided;
- 1500 Ralston; conceptual development plan for Belmont-Stanford campus;
- 800 Laurel Avenue; a 16-unit town home residential project (area not provided); currently reviewing plans;
- 678 Ralston; 65-unit, 100% affordable apartment complex; no contact from developer yet;
- 800 Belmont Avenue; information provided to developer;
- 803 Belmont Avenue; a 125-unit multi-family residential project (area not provided); reviewing plans;
- 601 Harbor Blvd/1421 Old County Road: proposed life science building working through entitlement process;
- Island Parkway Life Science Campus; office, research & development project; no contact from developer yet;
- 900 El Camino Real; a 37-unit multi-family residential project starting on 2<sup>nd</sup> floor with commercial lease space on 1<sup>st</sup> floor (area not provided); currently reviewing plans; and
- 642 Quarry Road – preliminary, information provided to developer.

Commercial: 16

- Reviewing Plans – 12
- Approvals Received – 2

- In Construction - 2

**Residential:** 44

- Plans In Review – 31 including 1 ADU (auxiliary dwelling unit)
- Plans Through Staff Approval Process – 10
- Project In Construction - 3

**Administration:**

- We welcomed 3 new employees in Operations: Alberto Maldonado, Eric Perez, and Shane Headley. Eric and Shane hold D2 certificates and Alberto holds a D1 and is working towards his D2;
- Held luncheon to celebrate Michael Anderson's 25 years of service to District;
- Attend annual SFPUC Wholesale customer meeting in Millbrae;
- Attend 1<sup>st</sup> quarter luncheon with other District management teams put on by Pakpour CG;
- Listen to a proposal from consulting firm seeking to provide support to District's efforts to comply with EPA rule on lead/copper service lines;
- Had a meeting with Crown Castle to discuss their cell tower operations at the Hallmark Tank site;
- Continued participation in the Alternative Water Supply project now called Pure Water- Peninsula. Focus on branding and outreach;
- Communicating with Teachers at the 3 different schools to coordinate the awards for the Calendar Contest at the Board Meeting;
- Attended staff meeting for management and supervisors;
- Attended BAWSCA Water Manager's monthly meeting in person;
- Participated in weekly call with District Engineer, and Operations Supervisor on District matters; and
- Continue to actively manage power use for pumping operations via SCADA.



**AGENDA ITEM NO. 9.A.3**

TO: Board of Directors  
 FROM: Monique Madrid, Administrative Services Manager  
 DATE: March 28, 2024

**ADMINISTRATIVE SERVICES MANAGER’S REPORT**

**March:**

- Attend board meetings
- Attend Management and Management/Supervisor meetings
- Attend anniversary luncheons for Michael Anderson and Misty Malczon
- Attend CalGOVHR conference
- Attend meeting of new software, Peek to replace Novus Agenda (no longer supported)
- Attended meeting evaluating new payroll vendor and software
- Attend weekly meetings with District Treasurer
- Notify 700 filers via email for them to submit their 2023 forms by April 1 through Netfile or hardcopy.
- Onboarded 2 new employees
- Preparing information for the July 1, 2023, Actuarial
- Submitted update questionnaire for Property Program renewal
- Participating in the recruitment process for the ASM succession position
- Planning Employee Appreciation dinner
- Preparing and reviewing the State Controller Office Compensation report

**Workplace Violence Prevention Plan**

Staff is reviewing the requirements and preparing to develop a plan for the MPWD, including staff training prior to the due date of July 1, 2024.

**Operations Recruitment:**

Maintenance Technician interviews are scheduled for March 28<sup>th</sup> to fill the remaining vacancy.

**Financial Management Policy (FMP):**

Working Draft policy transmitted to District Counsel and District Treasurer for final reviews. Staff is preparing for presentation to the Board Finance Committee on April 10<sup>th</sup>. It is projected to be presented to the Board at either its April or May regular meeting.

**Records Retention Policy (RRP):**

Staff participated in the project kick-off meeting on March 20<sup>th</sup>. Policy Retention and schedule formats were discussed. Draft policy and retention schedule will be ready for review with staff by mid-April.

**Website Content Review and Update:**

This project is past the halfway point to being completed. Many webpages have been updated. Outstanding webpages include Water Conservation, Customer Service, and Projects. Staff is scheduled to meet on March 27<sup>th</sup> to review and update the Customer Service webpages. A final presentation to the Board is projected for this summer (June or July).

**Personnel Manual Update:**

A project kickoff meeting with staff is going to be scheduled by mid-April.

**Utility Billing:**

	Commercial Accounts	Residential Accounts	Multi-Family Accounts	Irrigation Accounts	Institutional Accounts	Industrial Accounts	Temporary Hydrant Accounts	Inactive Accounts	Total Accounts
January	416	7290	205	88	65	48	11	14	8137
February	414	7296	205	88	65	48	11	18	8145



On the DFEH website, review the information on the webpage, click CONTINUE at the bottom of the page, select ENGLISH as the language, and select SUPERVISORY (2-hour course). You will be able to print, save, or screenshot your training certificate at the end of the training.

Once you have completed the training and obtained your certificate, please transmit it to Monique Madrid at [moniquem@midpeninsulawater.org](mailto:moniquem@midpeninsulawater.org).



**AGENDA ITEM NO. 9.A.4.**

DATE: March 28, 2024  
TO: Board of Directors  
FROM: Joubin Pakpour, PE – District Engineer

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**SUBJECT: Capital Project Update**

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**Dekoven, Lincoln, Newlands & Oak Knoll Water Main Improvements (15-09 &15-19)**

We received the final letter from the State division of drinking water. The consultant is now working on the 95% plan submittal.

**Capital Improvement Program (CIP)**

Work continues in updating the capital improvement program. In person meetings are being held every two weeks with the hope of completing in the next few months.

**Old County Road Water Main Improvements (15-75)**

Please see attached report.

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BOARD ACTION: APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_ POSTPONED: \_\_\_\_\_ STAFF DIRECTION: \_\_\_\_\_  
UNANIMOUS \_\_\_\_\_ VELLA \_\_\_\_\_ ZUCCA \_\_\_\_\_ JORDAN \_\_\_\_\_ SCHMIDT \_\_\_\_\_ WHEELER \_\_\_\_\_



## MEMO

**Date :** March 23, 2024

**To:** Mid-Peninsula Water District

**Attn:** Kathryn Wuelfing, Rene Ramirez, Joubin Pakpour

**Project Name:** Old County Road Improvements Phase 1 CIP 15-75 and Ralston Avenue CIP 15-82

**Reference:** Progress Payment No. 04

**From:** Gopi Chandran, Construction Manager, 4LEAF Inc.

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### Construction Status

Contractor completed about 519 feet (STA 33+00 to STA 27+81) of new 20-inch diameter pipe installation within City of San Carlos along Old County Road (OCR) from south of Bragato towards Quarry Road intersection. A revised alignment was completed due to the proximity of PG&E's large gas transmission main.

Outreach-contractor and MPWD staff have continuously identified resident, and businesses affected by temporary shutdown's and provided notices. Field inspector and contractor have engaged business and try to alleviate any driveway access issues. Additional informational flyers were handed out.

### Change Orders

Contractor submitted five (5) extra work requests, and these were evaluated, scope was negotiated, and costs reduced. Cost changes were due to additional potholing due to the pipe alignment shift to avoid PG&E's large gas transmission main and also the telecommunication conduits on Old County Road. Additional fittings (20 inch 45's, mega lug and cathodic anode's) and shoring were required to effect the changes. The extra work requests were processed with Change Order #04 for an amount of \$55,430.02 Copy is attached.



**Project Schedule and Request for Payment No. 04**

As of February 29, 2024, Contractor has progressed work ahead of the baseline schedule with approximately 519 feet of new 20-inch pipe installed. Contractor has 142 of 220 Working Days remaining.

Enclosed, please find Progress Payment No. 04 for **\$575,510.02** (value of work minus 5% retention). The work performed to date has been satisfactory and payment is recommended.

	<b>Current Month</b>	<b>Total</b>	
Original Contract Amount		\$ 4,417,300.00	
Approved Change Orders	\$ 55,430.02	\$ 165,523.55	3.75%
Final Contract Amount		\$ 4,582,823.55	
Previously Paid (less retention)	\$ 679,221.43	\$ 1,794,436.99	
Current Request (less retention)	\$ 575,510.02	\$ 575,510.02	
Retention	\$ 30,290.00	\$ 124,734.05	
Total Value of Work Completed	\$ 605,800.02	\$ 2,494,681.06	54.4%
Total Remaining on Contract		\$ 2,088,142.49	45.6%

Sincerely,

*Gopi Chandran*

Gopi Chandran  
Construction Manager  
4LEAF Inc.







2024/02/26 13:45:06





**C2R**  
ENGINEERING

C2R ENGINEERING, INC  
P.O. Box 1017  
Mountain View, CA 94042

# Invoice

Date	Invoice #
3/19/2024	C6041S

Bill To

3 Dairy Lane  
Post Office Box 129  
Belmont, CA 94002

Ship To

3 Dairy Lane  
Post Office Box 129  
Belmont, CA 94002

P.O. Number	Terms	Via	Project	
			Job 365 - Old County Rd	
Quantity	Item Code	Description	Price Each	Amount
1	Sales Retention	PP # 004	605,800.01 -30,290.00	605,800.01 -30,290.00
			<b>Total</b>	\$575,510.01

Please remit payment to:  
P.O. Box 1017  
Mountain View, CA 94042

WWW.C2REENGINEERING.COM

PROJECT NAME: Old County Rd. Improvements - Phase I CIP 15-75 & Ralston Ave. Improvements CIP 15-82, dated March 2023  
 PROJECT NUMBER: 365  
 PROGRESS PAYMENT: 004  
 ORG CODE: N/A  
 OBJECT CODE: N/A  
 PROJECT CODE: N/A



CONTRACTOR: C2R Engineering, Inc.  
 ADDRESS: P.O. Box 1017  
 Mountain View, CA 94042  
 (415) 559-2841  
 WORK COMPLETED AS OF: February 29, 2024  
 DATE: February 29, 2024

No.	DESCRIPTION	CONTRACT				THIS PAYMENT - PP4			PROJECT TO DATE		
		Unit	Quantity	Unit Price	Total	% COMPLETED	QTY THIS ESTIMATE	\$	% COMPLETED	QTY TO DATE	\$
1.	Mobilization and Demobilization	LS	1	\$210,000.00	\$ 210,000.00	5%		\$10,500	85%	0	\$178,500.00
2.	Allowance for Encountering Groundwater in	LS	1	\$100,000.00	\$ 100,000.00	25%		\$25,000	0%	0	\$25,000.00
3.	Utility Location and Documentation	LS	1	\$27,000.00	\$ 27,000.00	10%		\$2,700	90%	0	\$24,300.00
4.	Vehicular and Pedestrian Traffic Control	LS	1	\$175,000.00	\$ 175,000.00	20%		\$35,000	70%	0	\$122,500.00
5.	Traffic Loops and Traffic Light Coordination	EA	8	\$ 2,000.00	\$ 16,000.00				150%	12	\$24,000.00
6.	Storm Water Pollution Prevention	LS	1	\$26,000.00	\$ 26,000.00	20%		\$5,200	70%	0	\$18,200.00
7.	Shoring of Open Excavations	LS	1	\$80,000.00	\$ 80,000.00	20%		\$16,000	70%	0	\$56,000.00
8.	Abandonment of Existing Water Facilities	LS	1	\$20,000.00	\$ 20,000.00				30%	0	\$6,000.00
9.	Temporary Water Main and Services	LS	1	\$60,000.00	\$ 60,000.00				100%	1	\$60,000.00
10.	Cathodic Protection System	LS	1	\$95,000.00	\$ 95,000.00	20%		\$19,000	70%	0	\$66,500.00
11.	8-inch PVC Water Pipe	LF	835	\$ 410.00	\$ 342,350.00				100%	835	\$342,350.00
12.	8-inch PVC Water Pipe + Removal of Existing	LF	430	\$ 420.00	\$ 180,600.00				85%	366	\$153,720.00
13.	12-inch PVC Water Pipe	LF	135	\$ 450.00	\$ 60,750.00				18%	24	\$10,800.00
14.	20-inch PVC Water Pipe + Removal of Existing	LF	1775	\$ 730.00	\$1,295,750.00	29%	519	\$378,870	44%	787	\$574,510.00
15.	16-inch PVC Water Pipe Creek Crossing	LS	1	\$100,000.00	\$ 100,000.00				0%	0	\$0.00
16.	8-inch Gate Valves	EA	10	\$ 5,000.00	\$ 50,000.00	10%	1	\$5,000	100%	10	\$50,000.00
17.	N.I.C.	EA	1	\$ -	\$ -				0%	0	\$0.00
18.	20-inch Butterfly Valves	EA	9	\$15,000.00	\$ 135,000.00	33%	3	\$45,000	56%	5	\$75,000.00
19.	1-inch Water Service (8-inch Main)	EA	22	\$ 8,000.00	\$ 176,000.00				91%	20	\$160,000.00
20.	Fire Hydrant Assembly (8-inch Main)	EA	1	\$18,000.00	\$ 18,000.00				100%	1	\$18,000.00
21.	Fire Hydrant Assembly (12-inch Main)	EA	1	\$20,000.00	\$ 20,000.00				100%	1	\$20,000.00
22.	Fire Service Connection (8-inch Main)	EA	2	\$15,000.00	\$ 30,000.00				100%	2	\$30,000.00
23.	1-inch and 2-inch Combination Air- Release Valve	EA	4	\$12,500.00	\$ 50,000.00				25%	1	\$12,500.00
24.	1-inch Water Service (20-inch Main)	EA	17	\$ 9,500.00	\$ 161,500.00				0%	0	\$0.00
25.	1.5-inch & 2-inch Water Service (20-inch Main)	EA	3	\$10,500.00	\$ 31,500.00				0%	0	\$0.00
26.	Fire Hydrant Assembly (20-inch Main)	EA	4	\$22,500.00	\$ 90,000.00				0%	0	\$0.00
27.	Fire Service Connection (20-inch Main)	EA	6	\$15,000.00	\$ 90,000.00				0%	0	\$0.00
28.	6-inch Blowoff Assembly	EA	1	\$15,500.00	\$ 15,500.00				0%	0	\$0.00
29.	20-inch CCP Water Main Connection	LS	1	\$35,000.00	\$ 35,000.00				100%	1	\$35,000.00
30.	Emergency Bypass Lateral Assembly	EA	1	\$30,000.00	\$ 30,000.00				80%	1	\$24,000.00
31.	Pipe Access Vault (20-inch Main)	EA	1	\$55,000.00	\$ 55,000.00				100%	1	\$55,000.00
32.	Concrete Driveway and Sidewalk	SF	1375	\$ 30.00	\$ 41,250.00				48%	664	\$19,920.00
33.	Concrete Curb and Gutter Replacement	LF	350	\$ 110.00	\$ 38,500.00				33%	116	\$12,760.00
34.	AC Pavement Replacement	SF	16660	\$ 15.00	\$ 249,900.00				46%	7607	\$114,097.50
35.	Slurry Seal	SF	110000	\$ 0.87	\$ 95,700.00				100%	0	\$0.00
36.	Traffic Striping and Markers	LS	1	\$135,000.00	\$ 135,000.00				0%	0	\$0.00
37.	Site Restoration	LS	1	\$81,000.00	\$ 81,000.00	10%		\$8,100	50%	0	\$40,500.00
<b>Change Orders</b>											
001	Change Order # 001	LS	1	\$41,665.68	\$ 41,665.68				100%	0	\$41,665.68
002	Change Order # 002	LS	1	\$29,527.93	\$ 29,527.93				100%	0	\$29,527.93
003	Change Order # 003	LS	1	\$38,899.93	\$ 38,899.93				100%	0	\$38,899.93
004	Change Order # 004	LS	1	\$55,430.01	\$ 55,430.01	100%		\$55,430	100%	0	\$55,430.01
<b>TOTAL</b>					<b>\$ 4,582,823.55</b>	<b>TOTAL PP4</b>	<b>\$ 605,800.01</b>	<b>PROJECT TO DATE</b>	<b>\$ 2,494,681.05</b>		

Notes PP 4:  
 - Bid Item 14: STA 33+00 thru STA 27+81 = 519'

Retention (5%) \$ (30,290.00)      Retention (5%) \$ (124,734.05)

**TOTAL PP4** \$ **575,510.01**      **PROJECT TO DATE** \$ **2,369,947.00**

PROJECT: Old County Road Improvements and Ralston

DEWR # or PCO #	Date	Description	Total
025	2/5/2024	Excavating and exposing unidentified conduit at approx STA 32+60, installing new 20" water line	\$ 2,473.79
030	2/14/2024	Potholing and lay out for new trench alignment at approx STA 30+25. Backfilling and compaction of comprised area by PG&E line at approx STA 30+15	\$ 7,687.01
031	2/15/2024	Excavation and installation of 45 degree bends to move new trench alignment into existing trench alignment at approx STA 29+20. Installation of 2 blowoffs at each end of the abandoned in place existing 20" water line.	\$ 32,394.48
032	2/22/2024	Hand digging and excavating around unknown utilities at STA 29+90	\$ 1,289.83
033	2/26/2024	Excavation and installation of 45 degree bends to move new trench alignment into existing trench	\$ 11,584.91
TOTAL			\$ 55,430.01



**Mid-Peninsula Water District  
Old County Road Water Main Improvements Phase 1**

**Change Order No. 04  
C2R Engineering Inc.  
MARCH19, 2024**

**Item No. 1 – Excavating and exposing unidentified conduit at approx. STA 32+60, installing new 20-inch water line.**

On 2/5/24, Contractor while excavating at approximately STA 32+70 exposed by hand an unmarked 2-inch steel pipe. 4 LEAF inspector documented and notified CM.

Contractor backup document: DEWR #025, 2/5/24

Total Cost of Item:	\$2,473.79
Total increase of Working Days:	0 days

**Item No. 2 – Potholing and layout for new trench alignment at approx. STA 30+25. Backfill and compaction of compromised area by PG&E line at approx. STA 30+15. (ALIGNMENT SHIFT)**

On 2/14/24, MPWD approved C2R to offset main 20-inch water line due to safety concerns on how close existing 24-inch gas main is. C2R performed potholing to verify depth width and length of all existing utilities from STA 30+70 to STA 27+80 running parallel to main water line on OCR. C2R marked out new trench line from STA 30+70 to STA 29+00 on OCR. 4 LEAF inspector documented and provided photos for all.

Contractor backup document: DEWR #030, 2/14/24

Total Cost of Item No:	\$7,687.01
Total increase of Working Days:	0 days

**Item No. 3 – Alignment of new trench at STA 29+20. Installation of (1) 2-inch blow off at end of abandoned existing 20-inch water main. (ALIGNMENT SHIFT)**

On 2/15/24, Contractor saw cutting new water main trench from STA 30+70 to STA 28+70. Contractor purchased (4) additional 20-inch 45-degree elbows and 8 megalug fittings at approx. STA 30+90 and STA 30+70 to off set water main away from existing 24-inch gas main. Contractor provided cathodic protection and G50 vaults at each STA with anode test station STA 30+85. Contractor provided 2- inch blow off at south end of 20-inch abandoned water line. Contractor worked a 12-hour shift.

Contractor backup document: DEWR #031, 2/15/24

Total Cost of Item No:	\$32,394.48
Total increase of Working Days:	0 days



**Item No. 4 – Hand digging and excavating around unknown utilities at STA 29+90.**

On 2/22/24, Contractor while excavating exposed by hand (1) unmarked existing 2-inch steel. Pipe at approx. STA 29+90. 4 LEAF Inspector documented and took photos.

Contractor backup document: DEWR #032, 2/22/24

Total Cost of Item No:	\$1,289.83
Total increase of Working Days:	0 days

**Item No. 5 – Excavating and installing of 45-degree elbows to move new trench alignment into existing trench alignment at approx. STA 29+20. Installaton of (2) 2-inch blow offs at each endof the abandoned in place existing 20-inchwater line. (ALIGNMENT SHIFT)**

Contractor installed (2) additional 20-inch 45-degree elbows at approx. STA 28+90 and STA 28+80 to offset water main away from existing 24-inch gas main. Contractor provided cathodic protection at each STA with anode test station at STA 28+85. Contractor provided 2-inch blow off at south end of 20-inch abandoned water line. 4 LEAF inspector documented and took photos. Materials invoices were included in Item 3. Contractor worked an 8 hour shift.

Contractor backup document: DEWR #033, 2/26/24

Total Cost of Item No:	\$11,584.91
Total increase of Working Days:	0 days

**Total Cost of Change Order #4: \$ 55,430.02**

**Overall Increase of Working Days for Change Order: 0**

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<b>Original Contract Amount</b>	<b>\$4,417,300.00</b>
<b>Previous Change Orders (#01)</b>	<b>\$41,665.68</b>
<b>Previous Change Orders (#02)</b>	<b>\$29,527.92</b>
<b>Previous Change Order (#03)</b>	<b>\$38,899.93</b>
<b>Current Change Order (#04)</b>	<b><u>\$ 55,430.02</u></b>
<b>Subtotal Change Order (s)</b>	<b>\$165,523.55</b>
<b>Percentage (over base contract)</b>	<b>3.75%</b>
<b>Revised Contract Amount (including this Change Order)</b>	<b>\$ 4,582,823.55</b>



**Other Terms in Effect**

This Change Order fully resolves all costs and time issues related to the work described above, including any indirect effects or the effect of this Change Order on any other work performed by Contractor. This Change Order does not modify, waive, or supersede any provision of the contract and only to the extent explicitly stated in this Change Order.

Prepared by: DocuSigned by:  
*Gopi Chandran*  
D363169B6B76481... 3/19/2024

Gopi Chandran  
Construction Manager  
4LEAF Inc.

Reviewed/Approved by: DocuSigned by:  
*Rene Ramirez*  
16E20204128F4AE... 3/20/2024

Rene Ramirez  
Operations Manager  
Mid-Peninsula Water District

Reviewed/Approved by: 6A52E332D449452  
*Joubin Pakpour*  
DocuSigned By: Joubin Pakpour 3/20/2024

Joubin Pakpour, P.E.  
District Engineer  
Mid-Peninsula Water District

Reviewed/Approved by: DocuSigned by:  
*Kathryn Wuelfing*  
DD02E82C381A406... 3/20/2024

Kathryn Wuelfing  
General Manager  
Mid-Peninsula Water District

Reviewed/Approved by: DocuSigned by:  
*Trevor Connolly*  
D0973B2A5FE44B0... 3/20/2024

Trevor Connolly  
Owner  
C2R Engineering Inc.



PROJECT: Old County Road Improvements and Ralston Avenue Improvements  
 OWNER: Mid-Peninsula Water District  
 COMPLETION DATE: 2/5/2024  
 CONTRACTOR: C2R Engineering, Inc.

DEWR

DEWR # 025  
 Page No.: 1 OF 1

DESCRIPTION: Excavating and exposing unidentified conduit at approx STA 32+60, installing new 20" water line underneath conduit, backfilling and compacting.

A. CONTRACT WORK PERFORMED	
Day work	

E. DIARY AND REMARKS	
New and Unforseen Work <input type="checkbox"/> None <input checked="" type="checkbox"/> Yes, Describe:	

B. EQUIPMENT					
No.	DESCRIPTION	ACTUAL	PAY	RATE	AMOUNT
2	Crew Truck - GMC 3500 (3175 (7000) to 5443 (12000) Code 00-06) - Page 34 Caltrans	2	2	\$ 28.65	\$ 114.60
1	JD 60 Excavator (Based on Caltrans, closer description is PC 150-3 page 10)	2	2	\$ 79.07	\$ 158.14
1	Jumping jack whacker (113 Code 250 Page 4)	2	2	\$ 9.89	\$ 19.78
1	Bobtail dump truck - Over 65.3T (Code 18-22 Page 34)	2	2	\$ 88.38	\$ 176.76
1	Skid steer Bobcat 853 (Page 32)- W Loader Code A CAT 450E Backhoe (page 18) with breaker (addition Attachment Air Tools Code 60)	2	2	\$ 36.47	\$ 72.94
1	Bomag roller			\$ 27.00	\$ -
1	PC138 Komatsu Excavator Code 05-23 Page 10)	2	2	\$ 83.05	\$ 166.10
1	Multi Blade Saw (Code 20-33)			\$ 15.24	\$ -
1	JD 35 Excavator (Based on Caltrans, closer description is JD 350C page 27)			\$ 46.72	\$ -
COST OF EQUIPMENT - B					\$ 708.32

F. LABOR				
P.R.	Employee Type	HOURS	RATE	EXT. AMOUNT
1	Foreman <i>Declan Sheedy</i>	O.T	\$ 120.25	\$ -
		Reg	\$ 91.14	\$ 182.28
		Reg Night	\$ 94.14	\$ -
5	Laborer	O.T	\$ 86.40	\$ -
		Reg	\$ 67.12	\$ 864.04
		Reg Night	\$ 70.12	\$ -
1	Operator <i>Juan Gonzalez</i>	O.T	\$ 119.50	\$ -
		Reg	\$ 90.64	\$ 181.28
		Reg Night	\$ 93.64	\$ -
SUBTOTAL				\$ 1,227.60
9% Labor Surcharge				\$ 110.48
TOTAL COST OF LABOR - F				\$ 1,338.08
24% MarkUp Labor				\$ 321.14
TOTAL COST OF LABOR (After Mark-Up)- F				\$ 1,659.22
SUBTOTAL (TOTAL COST OF: B+C+ D+ E + F)				\$ 2,473.79

C. MATERIALS					
No.	DESCRIPTION PER PLANS	Unit No.	Unit	UNIT COST	AMOUNT
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
COST OF MATERIAL & WORK - C					\$ -

D. SUBCONTRACTORS (WORK done by Specialists)					
No.	DESCRIPTION	Unit No.	Unit	UNIT COST	AMOUNT
					\$ -
COST OF SUBCONTRACTORS & WORK - D					\$ -

TOTAL COST & 15% MARK-UP B (Equipment)	\$ 814.57
TOTAL COST & 15% MARK-UP C (Material)	\$ -
TOTAL COST & 15% MARK-UP D (Subcontractor)	\$ -
TOTAL COST A & B & C (Incl. Markup)	\$ 814.57

..

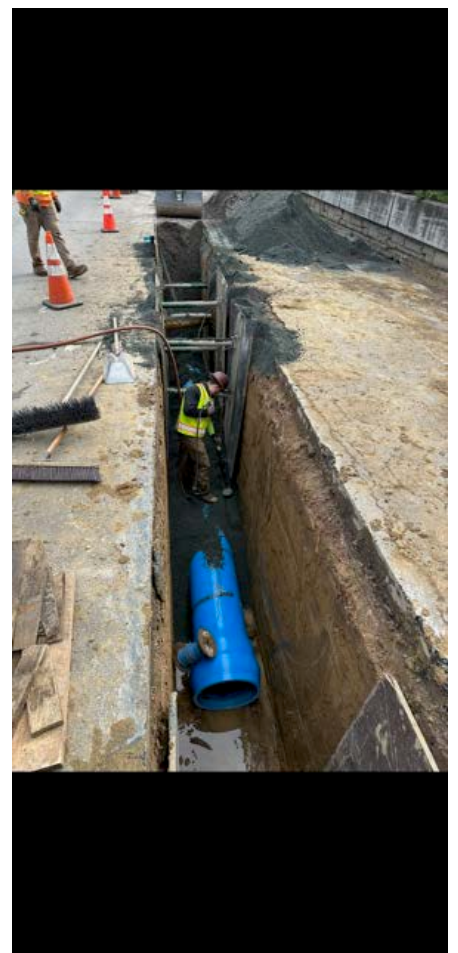
TOTAL THIS REPORT \$ 2,473.79

CERTIFIED CORRECT  
*Trevor Connolly*

	Reg	Reg Night	OT
FERNANDO ROMO	\$ 69.81	\$ 72.81	\$ 90.44
EDGAR GONZALEZ	\$ 66.81	\$ 69.81	\$ 85.94
ARTEMIO ROMO	\$ 66.81	\$ 69.81	\$ 85.94
SAL GONZALEZ	\$ 65.06	\$ 68.06	\$ 83.31

See attached Sheet) DATE: 2/5/24

See attached Sheet) DATE







PROJECT: Old County Road Improvements and Ralston Avenue Improvements  
 OWNER: Mid-Peninsula Water District  
 COMPLETION DATE: 2/15/2024  
 CONTRACTOR: C2R Engineering, Inc.

DEWR

DEWR # 031  
 Page No.: 1 OF 1

DESCRIPTION: Potholing and lay out for new trench alignment at approx STA 30+25. Backfilling and compaction of comprised area by Pg&e line at approx STA 30+15

A. CONTRACT WORK PERFORMED						E. DIARY AND REMARKS																																																																																																																																																																											
B. EQUIPMENT <table border="1"> <thead> <tr> <th>No.</th> <th>DESCRIPTION</th> <th>ACTUAL</th> <th>PAY</th> <th>RATE</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>Crew Truck - GMC 3500 (3175 (7000) to 5443 (12000) Code 00-06) - Page 34 Caltrans</td> <td>12</td> <td>12</td> <td>\$ 28.65</td> <td>\$ 687.60</td> </tr> <tr> <td>1</td> <td>JD 60 Excavator (Based on Caltrans, closer description is PC 150-3 page 10)</td> <td>12</td> <td>12</td> <td>\$ 79.07</td> <td>\$ 948.84</td> </tr> <tr> <td>1</td> <td>Jumping jack whacker (113 Code 250 Page 4)</td> <td>12</td> <td>12</td> <td>\$ 9.89</td> <td>\$ 118.68</td> </tr> <tr> <td>1</td> <td>Bobtail dump truck - Over 65.3T (Code 18-22 Page 34)</td> <td>12</td> <td>12</td> <td>\$ 88.38</td> <td>\$ 1,060.56</td> </tr> <tr> <td>1</td> <td>Skid steer Bobcat 853 (Page 32)- W Loader Code A</td> <td>12</td> <td>12</td> <td>\$ 36.47</td> <td>\$ 437.64</td> </tr> <tr> <td>1</td> <td>CAT 450E Backhoe (page 18) with breaker (addition Attachment Air Tools Code 60)</td> <td></td> <td></td> <td>\$ 83.88</td> <td>\$ -</td> </tr> <tr> <td>1</td> <td>Bomag roller</td> <td></td> <td></td> <td>\$ 27.00</td> <td>\$ -</td> </tr> <tr> <td>1</td> <td>PC138 Komatsu Excavator Code 05-23 Page 10)</td> <td>12</td> <td>12</td> <td>\$ 83.05</td> <td>\$ 996.60</td> </tr> <tr> <td>1</td> <td>JD 35 Excavator (Based on Caltrans, closer description is JD 350C page 27)</td> <td></td> <td></td> <td>\$ 46.72</td> <td>\$ -</td> </tr> <tr> <td colspan="5" style="text-align: right;">COST OF EQUIPMENT - B</td> <td>\$ 4,249.92</td> </tr> </tbody> </table>						No.	DESCRIPTION	ACTUAL	PAY	RATE	AMOUNT	2	Crew Truck - GMC 3500 (3175 (7000) to 5443 (12000) Code 00-06) - Page 34 Caltrans	12	12	\$ 28.65	\$ 687.60	1	JD 60 Excavator (Based on Caltrans, closer description is PC 150-3 page 10)	12	12	\$ 79.07	\$ 948.84	1	Jumping jack whacker (113 Code 250 Page 4)	12	12	\$ 9.89	\$ 118.68	1	Bobtail dump truck - Over 65.3T (Code 18-22 Page 34)	12	12	\$ 88.38	\$ 1,060.56	1	Skid steer Bobcat 853 (Page 32)- W Loader Code A	12	12	\$ 36.47	\$ 437.64	1	CAT 450E Backhoe (page 18) with breaker (addition Attachment Air Tools Code 60)			\$ 83.88	\$ -	1	Bomag roller			\$ 27.00	\$ -	1	PC138 Komatsu Excavator Code 05-23 Page 10)	12	12	\$ 83.05	\$ 996.60	1	JD 35 Excavator (Based on Caltrans, closer description is JD 350C page 27)			\$ 46.72	\$ -	COST OF EQUIPMENT - B					\$ 4,249.92	New and Unforseen Work <input type="checkbox"/> None <input checked="" type="checkbox"/> Yes, Describe:       																																																																																																									
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1	JD 35 Excavator (Based on Caltrans, closer description is JD 350C page 27)			\$ 46.72	\$ -																																																																																																																																																																												
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	Reg	Reg Night	OT
FERNANDO ROMO	\$ 69.81	\$ 72.81	\$ 90.44
EDGAR GONZALEZ	\$ 66.81	\$ 69.81	\$ 85.94
ARTEMIO ROMO	\$ 66.81	\$ 69.81	\$ 85.94
SAL GONZALEZ	\$ 65.06	\$ 68.06	\$ 83.31



1387 San Mateo Avenue  
 So. San Francisco, CA 94080  
 T. 650-588-2241 F. 650-873-6952

# Invoice

Invoice No.: 170849

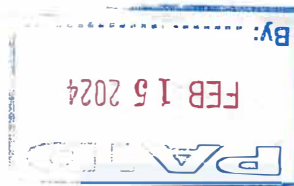
Customer ID.: C2R ENG

Bill To: **C2R ENGINEERING, INC.**  
 100 MOUNTAIN VIEW AVE.  
 LOS ALTOS, CA 94024

Ship To: **WILL CALL**

Date		Ship Via		F.O.B.		Terms	
02/12/2024		WILL CALL		Origin		Net 30	
Purchase Order Number				Sales Person		Ordered By	
<b>BELMONT</b>				House		TREVOR	
Quantity		B.O.	Item Number	Description	Unit Price	Amount	
Required	Shipped						
5	5		MAGAN60	60# Mag. Anode PKGD W/ 15FT #10 HMWPE WIRE	645.00	3225.00	
						Invoice subtotal	3225.00
						Sales tax @ 9.87500%	318.47
						Invoice total	3543.47

Invoice for 5 bags; Only 2 were used at this location.  
 Welding Materials and Cathodic Wire (\$500) not included in this invoice.



Thank You

All Accounts past due may be subject to a 1 1/2% monthly FINANCE CHARGE (18% per annum) on the unpaid balance.

# DPNicolli

266 Harbor Wy South San Francisco CA 94080  
 Phone: 800-695-5007  
 www.dpnicolli.com

INVOICE NO. : 400257  
 DATE: 2/20/2024  
 BILLING TYPE: RETURN

Page: 1

Customer No. C2RE0008



BILL TO:

C2R Engineering Inc  
 100 Mountain View Ave  
 Los Altos CA 94024

SHIP TO:

C2R Engineering Inc  
 1947 San Carlos Av  
 SAN CARLOS CA 94070

CUST. JOB NO.:

JOBSITE CONTACT: Trevor Connolly

OFFICE CONTACT:

PROJECT:

SALESPERSON: Mikey Casas

JOBSITE PHONE NO.: 415-559-2841

OFFICE PHONE NO.:

ORDER DATE: 1/17/2024

DPN ORDER #: 92987

TERMS: NET 30

### Items Rented

Qty	Part Description	Date Out P.O. #	Contract # Del# / Ret#	Bill From Bill To	Min	Day	Week	4 Week	Total
1 EACH	3/8in x 16ft 4-Leg Chain Sling Rated to 22,900 lbs @ 60 degrees (refer to tag for WLL)	2/5/2024	156255 400133/ 401989	2/5/2024 2/15/2024	\$48.09	\$16.03	\$48.09	\$144.27	\$96.18
1 EACH	6H x 16L x 4in Thick Steel Double Wall Trench Shield With Flat Bottom	2/5/2024	156255 400129/ 401989	2/5/2024 2/15/2024	\$367.16	\$122.39	\$367.16	\$1,101.47	\$734.32
2 EACH	5FT Vertical Shore with 22in-36in Hydraulic Cylinders	2/9/2024	156499 400904/ 402169	2/9/2024 2/16/2024	\$31.40	\$10.47	\$31.40	\$94.20	\$83.73
2 EACH	Steel Plate 8 x 10 x 1 (Non-skid)	2/12/2024	156571 401130/ 401989	2/12/2024 2/15/2024	\$62.24	\$20.75	\$62.24	\$186.71	\$124.48
1 EACH	6H x 12L x 4in Thick Steel Double Wall Trench Shield With Flat Bottom	2/12/2024	156571 401130/ 401989	2/12/2024 2/15/2024	\$305.48	\$101.83	\$305.48	\$916.44	\$305.48

### Items Sold

Qty	Part Description	Date P.O. #	Contract # Del # / Ret #	Price	Ext Price
1 EACH	Delivery - DPN	2/5/2024	156255 400129 / N/A	\$240.00 EACH	\$240.00
1 EACH	Pickup Charge - DPN		156255 N/A / 401989	\$240.00 EACH	\$240.00
1 EACH	Delivery - DPN	2/12/2024	156571 401130 / N/A	\$240.00 EACH	\$240.00

Subtotal:	\$2,064.19
Environmental Fee CA:	\$20.17
Tax:	\$0.00
<b>Total Invoice:</b>	<b>\$2,084.36</b>

We show following additional equipment remaining on rent for this rental order.

PACE Supply Corp  
P.O. Box 744915  
Los Angeles, CA 90074-4915



# INVOICE

INVOICE DATE	INVOICE #	PAGE 1 of 1
02/14/24	168871995.7	

DATE SHIPPED	CUSTOMER #
02/14/24	42732-01

Branch Contact: 408-861-4100 FAX: 408-861-4346  
Accounting & Credit: 855-306-5689

SHIP TO

C2R ENG / OLD COUNTY RD & RALSTON  
\*\* PH 1, PROJECT #15-75 & 15-82 \*\*  
PO BOX 1017  
MOUNTAIN VIEW, CA 94042

C2R ENG / OLD COUNTY RD & RALSTON  
OLD COUNTY RD & RALSTON AVE  
BELMONT, CA 94002

CUSTOMER PURCHASE ORDER 15-75/15-82	JOB NAME 15-75/15-82	SHIPPED VIA OUR TRUCK	TERMS 2%10TH NET 25TH	TAXABLE ITEMS
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PART/DESCRIPTION	ORDER	SHIP	UNIT PRICE	EXTENSION	
<b>** MASTER RELEASE OF ORDER# (168871995) **</b>					
NS00008402 20 C153 MJXMJ 45 DEG BEND EPOXY LINED & COATED Vend Part#:	4	4	1217.6600	4870.64	Y
NS00010103 20 EBAA 2020PSC MEGALUG KIT Vend Part#: 2020PSC ⚠ WARNING: The products you have purchased can expose you to chemicals and/or substances, which are known to the State of California to cause cancer and birth defects or other reproductive harm. For more information, go to <a href="http://www.P65Warnings.ca.gov">www.P65Warnings.ca.gov</a>	8	8	372.0300	2976.24	Y

Remit to: PACE Supply Corp P.O. Box 744915 Los Angeles, CA 90074-4915  
DUE TO THE SUSTAINED SURGE IN FUEL PRICES, EFFECTIVE IMMEDIATELY, WE ARE INCREASING OUR STANDARD DELIVERY FEE FROM \$10 TO \$15. LIMIT ONE FEE PER DAY, PER JOB.,

THIS INVOICE IS SUBJECT TO ALL TERMS AND CONDITIONS ON THE FACE AND REVERSE	GROSS 7846.88	TAX% 9.375	SALES TAX 735.65	SHIPPING & HANDLING 0.00	OTHER CHARGES 0.00	INVOICE TOTAL 8582.53
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TO VIEW ONLINE GO TO: <a href="https://pacesupply.billtrust.com">https://pacesupply.billtrust.com</a>	USE THIS ENROLLMENT TOKEN: <b>HBW KRZ FGD</b>	BILLTRUST ACCOUNT #	42732
---	---	---------------------	-------

A discount amount of 171.65 is offered if your payment via check, ACH or cash is received by 03/10/2024.

Material Signed for by: Declan 02/14/24

PACE Supply Corp  
P.O. Box 744915  
Los Angeles, CA 90074-4915



**INVOICE**

INVOICE DATE	INVOICE #	PAGE
02/14/24	169032862.1	1 of 1

DATE SHIPPED	CUSTOMER #
02/14/24	42732-01

Branch Contact: 408-861-4100 FAX: 408-861-4346  
Accounting & Credit: 855-306-5689

SHIP TO

C2R ENG / OLD COUNTY RD & RALSTON  
\*\* PH 1, PROJECT #15-75 & 15-82 \*\*  
PO BOX 1017  
MOUNTAIN VIEW, CA 94042

C2R ENG / OLD COUNTY RD & RALSTON  
OLD COUNTY RD & RALSTON AVE  
BELMONT, CA 94002

CUSTOMER PURCHASE ORDER 15-75/15-82	JOB NAME OLD COUNTY	SHIPPED VIA OUR TRUCK	TERMS 2%10TH NET 25TH	TAXABLE ITEMS
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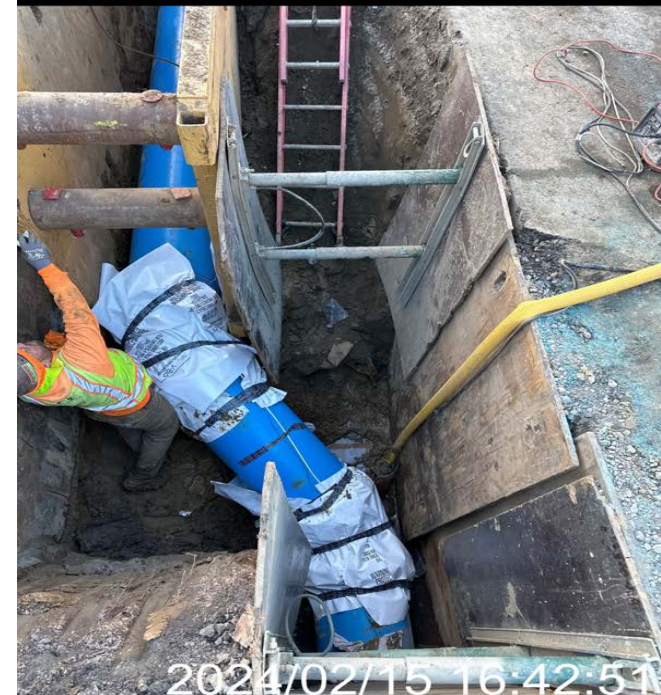
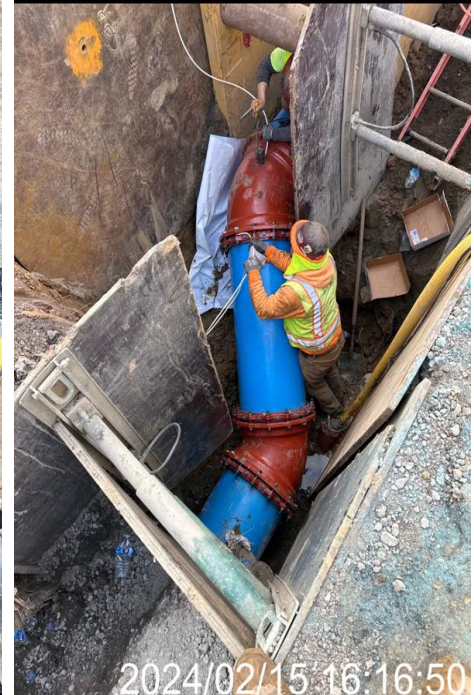
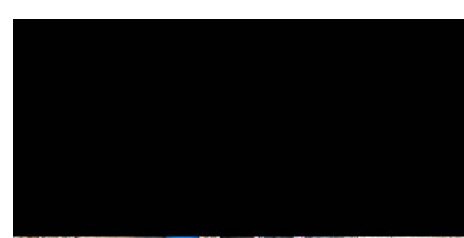
PART/DESCRIPTION	ORDER	SHIP	UNIT PRICE	EXTENSION	
<b>** MASTER RELEASE OF ORDER# (169032862) **</b>					
CHCG5TBOX G5 BOX CONCRETE TRAFFIC 10-3/8ID*12 ⚠ WARNING: The products you have purchased can expose you to chemicals and/or substances, which are known to the State of California to cause cancer and birth defects or other reproductive harm. For more information, go to <a href="http://www.P65Warnings.ca.gov">www.P65Warnings.ca.gov</a>	2	2	152.0000	304.00	Y
Remit to: PACE Supply Corp P.O. Box 744915 Los Angeles, CA 90074-4915 DUE TO THE SUSTAINED SURGE IN FUEL PRICES, EFFECTIVE IMMEDIATELY, WE ARE INCREASING OUR STANDARD DELIVERY FEE FROM \$10 TO \$15. LIMIT ONE FEE PER DAY, PER JOB.,					
<b>\$100 added to this invoice for riser pipe</b>					

THIS INVOICE IS SUBJECT TO ALL TERMS AND CONDITIONS ON THE FACE AND REVERSE	GROSS 304.00	TAX% 9.375	SALES TAX 28.5	SHIPPING & HANDLING 0.00	OTHER CHARGES 0.00	INVOICE TOTAL 796.25
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TO VIEW ONLINE GO TO: <a href="https://pacesupply.billtrust.com">https://pacesupply.billtrust.com</a>	USE THIS ENROLLMENT TOKEN: HBW KRZ FGD	BILLTRUST ACCOUNT #	42732
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A discount amount of 15.93 is offered if your payment via check, ACH or cash is received by 03/10/2024.

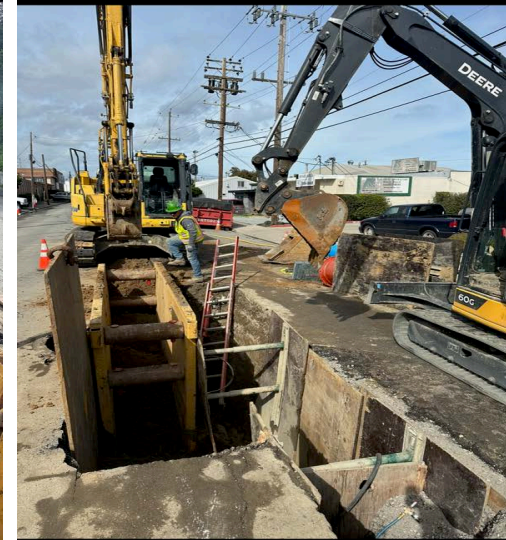
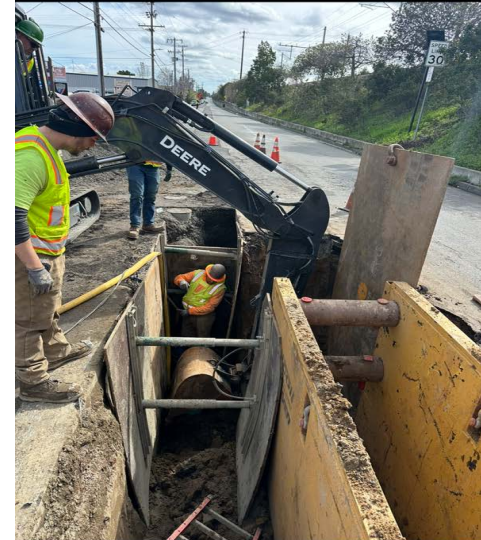
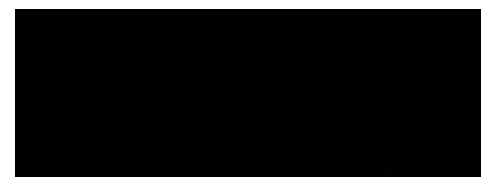
Material Signed for by: Declan 02/14/24



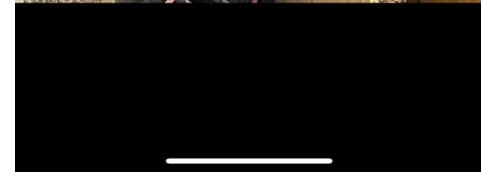
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2024/02/15 16:42:51



DEWR 031 Pictures





DEWR # 031 Pictures







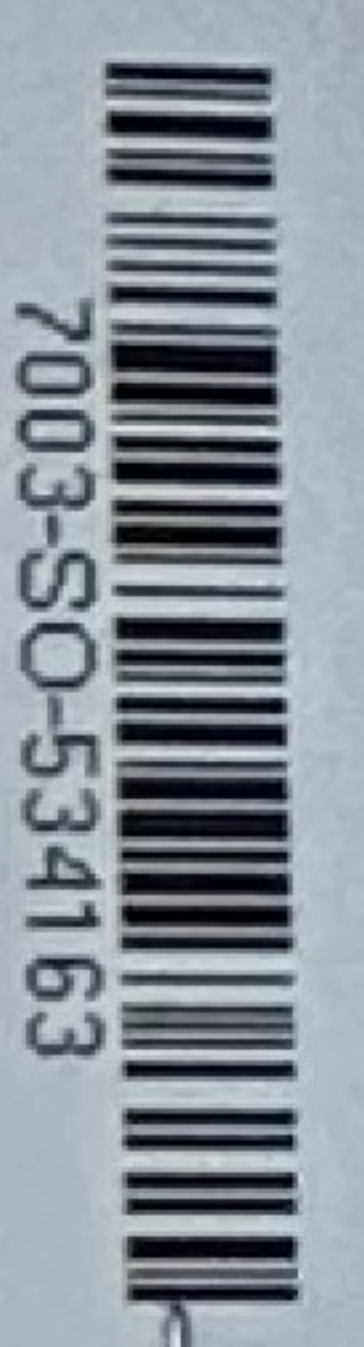








CED BAY AREA  
 1001 BING STREET  
 SAN CARLOS, CA 94070  
 Tel: 650 591-5571  
 Fax: 650 591-8840



7003-SO-534163  
 C2R ENGINEERING  
 1001 BING STREET  
 SAN CARLOS, CA 94070  
 LOUIS AVILA

SOLD TO: COD ACCOUNT

1001 BING STREET  
 SAN CARLOS, CA 94070

SHIP TO:  
 C2R ENGINEERING  
 1001 BING STREET  
 SAN CARLOS, CA 94070  
 LOUIS AVILA

ORDER HANDLING: CUSTOMER PRESENT

ACCOUNT NO. MR-00002	JOB NAME AND ADDRESS COD ACCOUNT	CUSTOMER ORDER 02/15/24	WHEN SHIP	CARTONS	COILS	BUNDLES
SALESPERSON 4017 AMT	SHIPPING INFORMATION PREPAID	SHIP VIA WILL CALL / CUSTOMER PRESENT	SHIP DATE			

QUANTITY ORDERED	PRODUCT CODE	DESCRIPTION	QUANTITY SHIPPED	PRICE	DISC.	EXTENSION	T Y A P X
4	EVC S40ELL2X90X36R	2 X 90D X 36R SWEEP BIN: YARD	4	3369.00	C	134.76	T

TITLE TO MERCHANDISE AND RISK OF LOSS OR DAMAGE PASSES AT POINT OF SHIPMENT. CLAIMS FOR SHORT OR DAMAGED MERCHANDISE SHOULD BE MADE TO CARRIER. MERCHANDISE RETURNED WITHOUT OUR CONSENT WILL NOT BE ACCEPTED. A RESTOCKING CHARGE WILL BE MADE ON RETURNED GOODS UNLESS DEFECTIVE OR THROUGH ERROR ON OUR PART. A SERVICE CHARGE OF 1 1/2% PER MONTH, BUT NOT TO EXCEED THE HIGHEST AMOUNT LAWFULLY ALLOWED BY APPLICABLE STATE LAW, WILL BE MADE ON ALL PAID DUE ACCOUNTS. THIS SALE IS SUBJECT TO OUR TERMS LOCATED AT SALES OUR-TERMS.COM, WHICH WE MAY CHANGE FROM TIME TO TIME WITHOUT PRIOR NOTICE.	CODE: TO ADVISE YOU PROMPTLY CONCERNING YOUR ORDER, THIS CODE IS USED ON YOUR INVOICES. B - BACK ORDERED. WILL SHIP AS SOON AS RECEIVED UNLESS INSTRUCTED TO CANCEL. C - CANCELED. NOT IN STOCK. UNABLE TO PURCHASE LOCALLY.	MERCHANDISE 134.76 Tax @ 9.37500% 12.63 SHIPPING CHARGE 0.00 <b>TOTAL DUE 147.39</b>
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THIS MATERIAL WAS SPECIFICALLY ORDERED FOR AND WILL BE USED ON THE JOB NAME HEREIN ABOVE MATERIAL  
 SIGNED: \_\_\_\_\_ DATE: 2/15/2024 8:16:22 AM

DUPLICATE COPY

DEPOSIT:  
 BAL DUE:

END/REV24	PAGE 001 OF 001
REGISTER NO. 7003-1089831	REGISTER DATE 02/15/24
THIS IS NOT AN INVOICE	



TO: Board of Directors  
FROM: James W Ramsey, CPA, District Treasurer  
DATE: March 28, 2024

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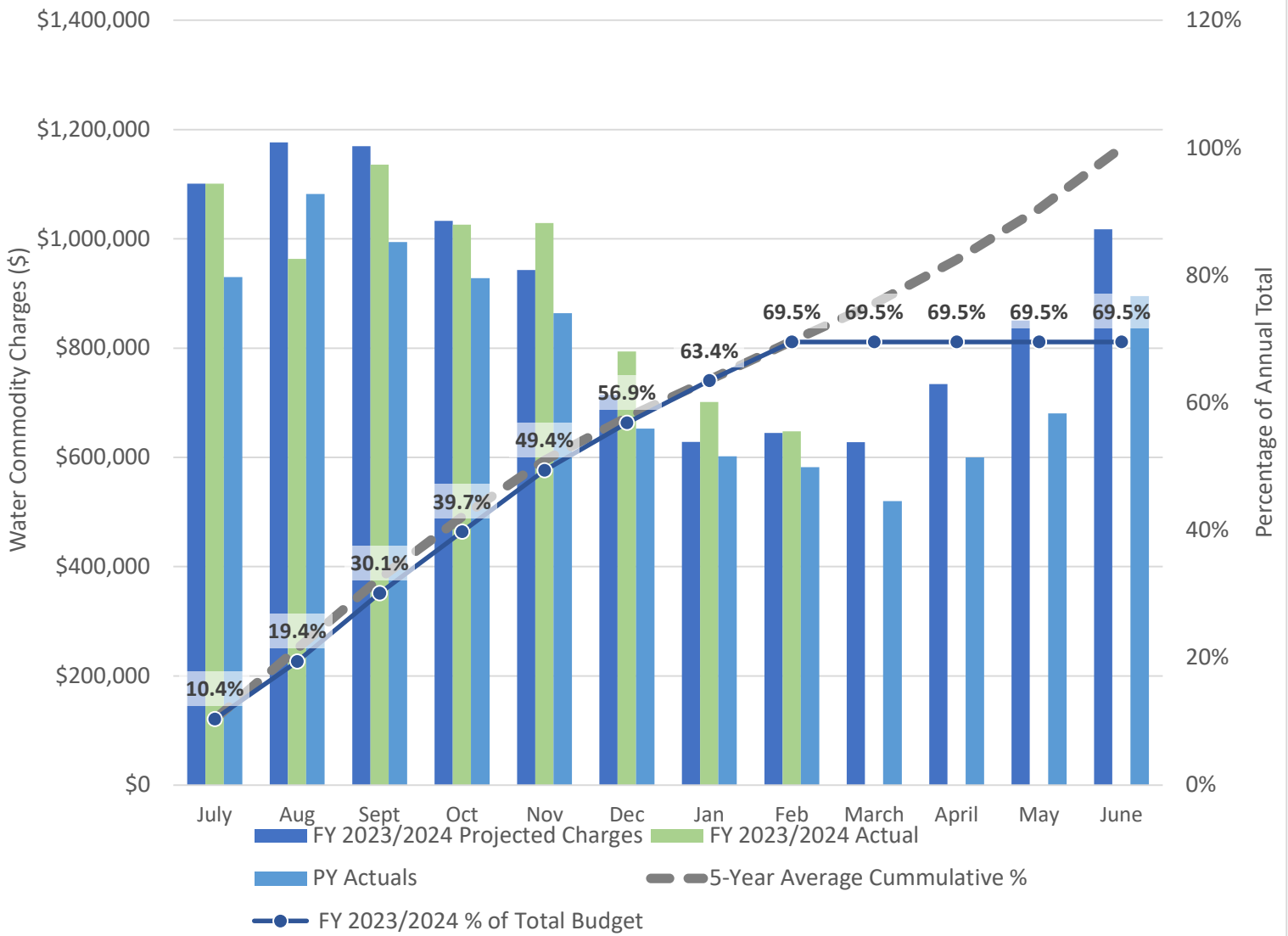
### **Budget Performance and Financial Position Report February, 2024**

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Please find the enclosed fiscal year 2023/2024 (FY 23/24) unaudited monthly budget report for the period of July 1-February 29, 2024 and Statement of Financial Position as of February 29, 2024. The following highlights significant activity through and as of February 29, 2024:

- The net surplus from operations is \$3,057,717, a decrease of \$26,409 as compared to the same period last year. The primary changes stem from a decrease of water system capacity charges collected as of February 28, 2023 of \$1,494,657, offset by an increase of \$763,805 in water commodity charges as compared to last year. The most significant changes in expenditures for the same period are primarily from salaries and wages, which are down \$156,759 as compared to last year. Remaining changes are spread among other categories.
- Water Commodity Charges totaled \$7,398,087. While this is 69.5% of budget and exceeds the Target percentage of 66.7%, it is approximately \$763,805 more than last year at this point in time.
- Fixed System Charges were \$2,131,181, which is 67.1% of budget.
- The Total Interest Revenue from all sources is \$577,717, which is 158.7% of budget. This is primarily due to unrealized gains on investments of \$218,344 as of February 28, 2024. When adjusted for that, total interest revenue is 98.7% of budget.
- Total Operating Revenue is \$8,741,140, which is 62.4% of budget. Total Non-Operating Revenue is \$1,705,316, which is 144.9% of budget. The primary driver is the receipt of insurance proceeds of \$539,706 received on February 21, 2024.
- Total Revenue is \$11,376,400, which is 74.9% of budget.
- Combined Salaries & Wages and Payroll Taxes & Benefits is \$1,136,593, which is 42.5% of budget.
- Purchased Water is \$3,860,275 which is 63.8% of budget. Purchased Water cost for the year ended June 30, 2023 was \$5,470,727.
- Total Operating Expenditures were \$7,585,313, which is 53.4% of budget.
- Unrestricted Cash & Cash Equivalents is \$18,742,148, which is an increase of \$2,173,746 from February 2023.
- Unrestricted Net Position was \$18,640,836 with Total Net Position of \$43,439,224.

## Analysis of Water Commodity Charges



	5-Year Average Cummulative %	Expected Monthly Percentage	PY Actuals	FY 2023/2024 Projected Charges	FY 2023/2024 Actual	FY 2023/2024 % of Total Budget
July	10.3%	10.3%	930,097	1,100,593	1,101,244	10.4%
August	21.4%	11.1%	1,081,784	1,176,612	963,283	19.4%
September	32.4%	11.0%	994,336	1,169,744	1,136,105	30.1%
October	42.1%	9.7%	927,981	1,033,065	1,025,860	39.7%
November	51.0%	8.9%	863,636	943,154	1,028,758	49.4%
December	57.7%	6.7%	652,337	714,378	793,729	56.9%
January	63.6%	5.9%	601,942	628,095	701,568	63.4%
February	69.6%	6.1%	582,169	644,568	647,539	69.5%
March	75.5%	5.9%	520,072	627,683	-	69.5%
April	82.4%	6.9%	599,820	734,076	-	69.5%
May	90.4%	8.0%	680,227	850,508	-	69.5%
June	100.0%	9.6%	894,965	1,017,524	-	69.5%
<b>TOTAL</b>		<b>100.0%</b>	<b>9,329,366</b>	<b>10,640,000</b>	<b>7,398,087</b>	

**MID-PENINSULA WATER DISTRICT  
MONTHLY BUDGET REPORT-OPERATIONS  
FOR THE 8 MONTHS ENDED FEBRUARY 28, 2024  
SUMMARY**

Target **66.67%**

DESCRIPTION	APPROVED FY 2023-24 BUDGET	ACTUALS 7/1/2023- 2/29/2024	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
<b>OPERATING REVENUE</b>				
WATER COMMODITY CHARGES	10,640,000	7,398,087	3,241,913	69.5%
FIXED SYSTEM CHARGES	3,175,000	2,131,181	1,043,819	67.1%
FIRE SERVICE CHARGES	17,000	11,685	5,315	68.7%
MISC CUSTOMER ACCOUNT FEES	101,000	63,656	37,344	63.0%
SERVICE LINE & INSTALLATION CHARGES	60,000	39,721	20,279	66.2%
MISCELLANEOUS OPERATING	20,000	26,754	(6,754)	133.8%
<b>TOTAL OPERATING REVENUE (SOURCES)</b>	<b>14,013,000</b>	<b>9,671,083</b>	<b>4,341,917</b>	<b>69.0%</b>
WATER SYSTEM CAPACITY CHARGES	60,000	-	60,000	-
WATER DEMAND OFFSET CHARGES	15,000	-	15,000	-
PROPERTY TAX REVENUE	545,000	402,908	142,092	73.9%
LEASE OF PHYSICAL PROPERTY	180,000	131,948	48,052	73.3%
MISCELLANEOUS NON-OPERATING	12,000	589,944	(577,944)	4916.2%
INTEREST REVENUE - LAIF	200,000	119,270	80,730	59.6%
INTEREST REVENUE - COP	64,000	142,041	(78,041)	221.9%
INTEREST REVENUE - ZIONS	100,000	316,406	(216,406)	316.4%
LANDSCAPE PERMIT REVENUE	1,000	2,800	(1,800)	280.0%
<b>TOTAL NON-OPERATING REVENUE (SOURCES)</b>	<b>1,177,000</b>	<b>1,705,316</b>	<b>(528,316)</b>	<b>144.9%</b>
<b>TOTAL REVENUE (SOURCES)</b>	<b>15,190,000</b>	<b>11,376,400</b>	<b>3,813,600</b>	<b>74.9%</b>
<b>OPERATING EXPENDITURES (USES)</b>				
SALARIES & WAGES	2,677,000	1,136,593	1,540,407	42.5%
PAYROLL TAXES & BENEFITS	1,019,000	819,869	199,131	80.5%
PURCHASED WATER	6,048,000	3,860,275	2,187,725	63.8%
OUTREACH & EDUCATION	163,000	11,765	151,235	7.2%
M&R - OPS SYSTEM	490,000	242,956	247,044	49.6%
M&R - FACILITIES & EQUIPMENT	230,000	80,290	149,710	34.9%
SYSTEM SURVEYS	50,000	-	50,000	-
ADMINISTRATION & EQUIPMENT	613,000	276,751	336,249	45.1%
MEMBERSHIP & GOV FEES	330,000	196,506	133,494	59.5%
BAD DEBT & CLAIMS	10,000	-	10,000	-
UTILITIES	471,000	281,231	189,769	59.7%
PROFESSIONAL SERVICES	1,035,000	388,516	646,484	37.5%
TRAINING/TRAVEL & RECRUITMENT	41,000	18,164	22,836	44.3%
DEBT SERVICE	1,040,000	272,397	767,603	26.2%
<b>TOTAL OPERATING EXPENDITURES (USES)</b>	<b>14,217,000</b>	<b>7,585,313</b>	<b>6,631,687</b>	<b>53.4%</b>
<b>NET SOURCES OVER/(UNDER) USES</b>	<b>973,000</b>	<b>3,791,087</b>		
<b>TOTAL OPERATING EXPENDITURES</b>	<b>14,217,000</b>	<b>7,585,313</b>	<b>6,631,687</b>	<b>53.4%</b>
DEPRECIATION EXPENSE	1,100,000	733,370	366,630	66.7%
<b>TOTAL EXPENSES</b>	<b>15,317,000</b>	<b>8,318,683</b>	<b>6,998,317</b>	<b>54.3%</b>
<b>NET SURPLUS/LOSS</b>	<b>(127,000)</b>	<b>3,057,717</b>	<b>(366,630)</b>	<b>-2407.7%</b>
<b>TRANSFER (TO)/FROM WORKING CAPITAL RESERVES</b>	<b>127,000</b>	<b>(3,057,717)</b>	<b>366,630</b>	<b>-2407.7%</b>
<b>NET TRANSFERS TO CAPITAL</b>	<b>-</b>		<b>-</b>	
<b>DEBT SERVICE COVERAGE</b>	<b>1.50</b>	<b>10.62</b>		

**MID-PENINSULA WATER DISTRICT  
STATEMENT OF NET POSITION  
AS OF FEBRUARY 29, 2024 AND 28, 2023**

<u>ASSETS</u>	AS OF 2/29/2024	AS OF 2/28/2023
<b>Current Assets</b>		
Cash and cash equivalents	\$ 6,422,518	\$ 7,491,176
Investments	12,319,630	9,077,226
Accounts receivable	2,358,515	979,891
Prepaid expenses and other assets	329,738	208,153
Total Current Assets	21,430,401	17,756,446
Restricted cash with fiscal agent	1,899,266	6,361,458
Lease receivable	1,099,275	1,214,420
Construction in progress	12,149,319	8,465,087
Capital assets, net	24,810,793	23,152,416
Net pension asset	-	-
Net OPEB asset	135,246	169,365
TOTAL ASSETS	\$ 61,524,300	\$ 57,119,192
<b>Deferred Outflows of Resources</b>		
Pension related deferred outflows	\$ 1,898,626	\$ 1,917,307
OPEB related deferred outflows	291,399	-
Total Deferred Outflows	\$ 2,190,025	\$ 1,917,307
<u>LIABILITIES</u>		
<b>Current Liabilities</b>		
Accounts payable	\$ 659,886	\$ 426,067
Accrued expenses	-	11,240
COP Interest Payable	-	163,849
Customer Deposits	-	24,000
Current portion of long-term debt	564,419	420,000
Total Current Liabilities	1,224,305	1,045,156
<b>Noncurrent Liabilities</b>		
Compensated absences	198,259	321,254
Lease liability	84,816	-
SBITA Liability	4,854	-
Long-term portion of Certificates of Participation	16,697,510	16,707,937
Net pension liability	271,173	(1,356,634)
Total Noncurrent Liabilities	17,256,612	15,672,557
TOTAL LIABILITIES	18,480,917	16,717,713
<b>Deferred Inflows of Resources</b>		
Pension related deferred inflows	844,115	2,888,758
Lease receivable related deferred inflows	950,069	-
OPEB related deferred inflows	-	-
Total Deferred Inflows	1,794,184	2,888,758
<u>NET POSITION</u>		
Net investment in capital assets	\$ 24,798,388	\$ 29,471,209
Unrestricted	18,640,836	9,958,819
TOTAL NET POSITION	\$ 43,439,224	\$ 39,430,028

**MID-PENINSULA WATER DISTRICT  
INVESTMENT & RESERVES REPORT  
AS OF FEBRUARY 2024**

	<b>BALANCE @ 2/29/2024</b>	<b>FY 23/24 INTEREST EARNED</b>	<b>FY 23/24 UNREALIZED GAIN/(LOSS)</b>	<b>FY 23/24 AVERAGE RATE OF RETURN</b>	<b>Feb., 2024 RATE OF RETURN</b>
<b>Local Agency Investment Fund (LAIF)</b>					
Capital Reserves	\$ 1,500,000				
Working Capital Reserves (Operating)	1,500,000				
Unrestricted Cash Reserves	511,734	\$ 119,270			
<b>TOTAL LAIF</b>	<b>3,511,734</b>	<b>119,270</b>		3.731%	4.012%
<b>Bank Of New York (BNY) Mellon</b>					
Sweep Account	572,934	23,633			
Fiscal Agent Project Funding Account	823,187	118,408			
<b>TOTAL BNY</b>	<b>1,396,122</b>	<b>142,041</b>		5.235%	5.250%
<b>Zions Bank</b>					
Cash Equivalents	12,849			4.998%	5.000%
Fixed Income	9,365,069		218,344	2.079%	2.170%
<b>TOTAL ZIONS BANK</b>	<b>9,377,918</b>	<b>98,062</b>	<b># 218,344</b>		
<b>Wells Fargo Bank</b>					
Checking	2,911,977	-			
<b>TOTAL WELLS FARGO</b>	<b>2,911,977</b>	<b>-</b>		N/A	N/A
<b>Petty Cash Funds</b>	<b>600</b>	<b>-</b>		N/A	N/A
<b>TOTAL ALL ACCOUNTS</b>	<b>\$ 17,198,351</b>	<b>\$ 359,373</b>	<b>\$ 218,344</b>		

	Minimum Target	6/30/2023 Balance	FY 2023/2024 Additions (Reductions)	FY 2023/2024 Interest	2/29/2024 Ending Balance
Reserve Funds					
Capital Reserves	\$ 1,500,000	\$ 1,500,000	\$ -	\$ -	\$ 1,500,000
Working Capital Reserves (Operating)	1,500,000	1,500,000	-	-	1,500,000
Restricted Cash Reserves	-	5,681,089	(4,427,008)	142,041	1,396,122
Unrestricted Cash Reserves	-	13,312,863	(13,236,805)	435,676	511,734
<b>TOTAL</b>	<b>\$ 3,000,000</b>	<b>\$ 21,993,952</b>	<b>\$ (17,663,813)</b>	<b>\$ 577,717</b>	<b>\$ 15,523,930</b>

	February 29, 2024	February 29, 2023	June 30, 2023	
Quick Ratio*	17.23	16.79	7.22	Does not include investment in Zions Bank
Current Ratio*	17.50	16.99	15.30	

\*Cash with Fiscal Agent was not included in the Quick and Current Ratio calculations. The quick ratio includes only the most liquid liquid assets, whereas the current ratio includes all current assets other than Investment in Zions Bank.

#Zions Bank statements only report total interest.

&Reported as Zion Interest Revenue on Budget reports.

Per California Government Code Section 53600et. Seq., specifically Se. 53646 and Sec. 53607, this investment report summarizes all investment related activity in the current period. Mid-Peninsula Water District's (MPWD) funds are currently invested with Zions Bank and LAIF and their individual investment transactions are not reportable under the Government code. The MPWD's investment policy has taken a prudent investment course, in compliance with the "Prudent Investor's Policy" to protect public funds.

**MID-PENINSULA WATER DISTRICT  
MONTHLY BUDGET REPORT-CAPITAL  
FOR THE 8 MONTHS ENDED FEBRUARY 29, 2024**

		<b>APPROVED FY 2023/24 BUDGET</b>	<b>ACTUALS 7/1/23- 2/29/2024</b>	<b>REMAINING BALANCE (OVER BUDGET)</b>	<b>Y-T-D % OF BUDGET</b>
<b>FUNDING SOURCES</b>					
COP FUNDS*		\$ 4,500,000	\$ 3,814,329	\$ 685,671	84.8%
TRANSFER FROM OPERATING SURPLUS		973,000	-	973,000	0.0%
CAPITAL RESERVES		1,500,000	-	1,500,000	0.0%
GENERAL RESERVES		1,503,946	-	1,503,946	0.0%
<b>TOTAL FUNDING SOURCES</b>		<b>8,476,946</b>	<b>3,814,329</b>	<b>4,662,617</b>	<b>45.0%</b>
<b>EXPENDITURES</b>					
<b>CAPITAL IMPROVEMENT PROGRAM (CIP) PROJECTS</b>					
<b>PROJECT NUMBER</b>	<b>PROJECT DESCRIPTION</b>				
15-75A	Old County Road Improvements	\$ 5,641,946	\$ 1,455,340	\$ 4,186,606	25.8%
20-07	Harbor Bouevard Water Main Replacement	2,280,000	1,983,871	296,129	87.0%
21-01	Dekoven Tank Utilization Project (Lincoln, Newlands and Oak Knoll WMRs	210,000	168,691	41,309	80.3%
20-01	Hastings Drive Service Connection Replacements	-	197,799	(197,799)	0.0%
15-88	Vine Street (Zone 5) Improvements	-	5,082	(5,082)	0.0%
15-29	Belmont Canyon Road Water Main	-	3,477	(3,477)	0.0%
15-40	Hastings Drive Water Main Replacement	-	69	(69)	0.0%
20-09	Dairy Lane Operations Center Rehabilitation – Phase 1	150,000	-	150,000	0.0%
<b>TOTAL CIP EXPENDITURES</b>		<b>8,281,946</b>	<b>3,814,329</b>	<b>4,467,617</b>	<b>46.1%</b>
<b>CAPITAL OUTLAY</b>					
	Payroll Module - Springbrook	75,000		75,000	0.0%
	Trucks	50,000		50,000	0.0%
	Surveillance Equipment for Tanks	40,000		40,000	0.0%
	Miscellaneous Equipment	30,000	-	30,000	0.0%
<b>TOTAL CAPITAL OUTLAY EXPENDITURES</b>		<b>195,000</b>	<b>-</b>	<b>195,000</b>	
<b>TOTAL EXPENDITURES</b>		<b>8,476,946</b>	<b>3,814,329</b>	<b>4,662,617</b>	<b>45.0%</b>
<b>NET FUNDING SOURCES LESS EXPENDITURES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	