



REGULAR MEETING
BOARD OF DIRECTORS
THURSDAY, APRIL 28, 2016 – 6:30PM
3 DAIRY LANE, BELMONT CALIFORNIA

AGENDA

1. OPENING

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

2. PUBLIC COMMENT

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

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

4. ACKNOWLEDGEMENTS/PRESENTATIONS

None

5. CONSENT AGENDA

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

A. Approve Minutes for the Regular Board Meeting of March 24, 2016

B. Approve Expenditures from March 16, 2016, through April 19, 2016

6. HEARINGS AND APPEALS

None

7. DROUGHT AND WATER CONSERVATION

A. Water Conservation Progress Report

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

8. REGULAR BUSINESS AGENDA

- A. Consider Resolution 2016-03 Authorizing Award of Contract to R. J. Gordon Construction, Inc., for the Alameda de las Pulgas Water Main Replacement Project (between Cipriani Boulevard to Arbor Avenue) in the amount of \$620,807, and a 10% Project Contingency in the amount of \$62,081, for a Total Budget of \$682,888
- B. Receive Water Finance & Rate Update, Discuss Water Revenue Requirements for Fiscal Year 2016/2017, and Consider Ordinance No. 116 Amending Attachment "A" Regarding Rates and Charges to the Water Service Ordinance, effective July 1, 2016, including Pass-Through of SFPUC Wholesale Water Rate Increase
- C. Receive Seismic Retrofit Evaluation and Strategy Development Report for the Dekoven Tank Site
- D. MPWD Capital Improvement Program (CIP) Discussion:
 - 1. Review Prior Board Discussions and Informational Summary
 - 2. Consider Alternative CIP Financing Amounts and Alternatives
 - 3. Financial Management Plan for MPWD under Different Financing Plan Scenarios
 - 4. Board Consideration of Process for Selection and Award of Professional and Contracting Services
- E. Discuss DRAFT MPWD FY 2016/2017 Operating and Capital Budgets
- F. Discuss Board Priorities for MPWD Business Processes and Schedule of Typical Annual Board Agenda Activities
- G. Consider Approving the 2016-2018 General Manager Performance Plan

9. MANAGER'S AND BOARD REPORTS

- A. General Manager's Report
 - 1. Supplemented by Administrative Services Manager's Report
 - 2. Supplemented by Operations Manager's Report
 - 3. Supplemented by District Engineer's Report
- B. Financial Reports
 - 1. Process for Periodic Board Financial Controls Review
- C. Director Reports

10. FUTURE AGENDA ITEMS

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

11. COMMUNICATIONS

12. CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (Two Matters) (Subdivision (b) of Section 54956.9)

1. *Samir Shaikh, et ux. v. Mid-Peninsula Water District, et al.*
San Mateo County Case No. 538041
2. *Maskay, Inc. d/b/a Eurotech, et al. v. Mid-Peninsula Water District*
San Mateo County Case No. 536467

13. ADJOURNMENT

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

ACCESSIBLE PUBLIC MEETINGS

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

Next Board Meeting: May 26, 2016, at 6:30PM

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

March 24, 2016
Belmont, California

1. **OPENING**

A. **Call to Order:**

The regular meeting of the Mid-Peninsula Water District Board of Directors was called to order by President Zucca at 6:32 PM.

B. **Pledge of Allegiance** – The Pledge of Allegiance was led by District Treasurer Ira.

C. **Establishment of Quorum:**

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

ABSENT: Director Vella.

A quorum was present.

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

2. **PUBLIC COMMENTS**

Customer Phil Kaster questioned the Board regarding the Water Efficiency Land Ordinance and residential impacts. General Manager referenced the summary that was mailed to each customer and further suggested he contact the staff that will be able to help him with the process.

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

None.

4. **ACKNOWLEDGEMENTS/PRESENTATIONS**

A. **Jonathan Anderson – Water Treatment Operator Grade T1**

Operations Manager Rene Ramirez explained the desire for staff to have the T1 certificate, and the value it brings to the District. He commended Jonathan for his hard work.

5. **CONSENT AGENDA**

A. **Approve Minutes for the Regular Board Meeting of February 25, 2016.**

B. **Approve Expenditures from February 17, 2016, through March 15, 2016.**

At the February meeting, both Directors Linvill and Warden abstained from approving the minutes, since they were not present at the Board meeting, which resulted in there not being a quorum present to approve them. Therefore, approval of the Regular Board Meeting Minutes of February 25, 2016, was postponed until this meeting. Director Warden moved to approve Consent Agenda Item 5.B., Director Stuebing seconded, and it was unanimously approved.

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53 **6. HEARINGS AND APPEALS**

54 None.

55
56 **7. DROUGHT AND WATER CONSERVATION**

57 **A. Water Conservation Progress Report**

58 General Manager Rudock briefly summarized her written report.

59
60 **B. Progress Report on 2015 Urban Water Management Plan (UWMP)**

61 General Manager Rudock commended Jeanette Kalabolas and Brent Chester for their
62 efforts on pulling together data and schematics for the plan. MPWD has spent to date
63 \$40,000 of the budgeted \$49,000. Staff's intent is to have the public review draft of the
64 UWMP available in early May for the Board's consideration during the required public
65 hearing at the May 26th regular meeting, and any minor edits for adoption on the
66 Consent Agenda at the June 23rd regular Board Meeting. The City of Belmont will be
67 incorporating the District's UWMP into the City's updated General Plan.

68
69 **8. REGULAR BUSINESS AGENDA**

70 **A. Discuss Preliminary Water Revenue Requirements for Fiscal Year**
71 **2016/2017**

72 General Manager Rudock distributed information analyzed and prepared by Alex
73 Handler of Bartle Wells Associates, including the pass-thru of the projected SFPUC
74 water rates of additional \$0.27. The pass-through is permissible under Proposition 218
75 because the District included the statutorily required pass-through language in the
76 Proposition 218 process previously performed by the District and approved by District
77 customers. As a result of the SFPUC water rate increase, the average District customer
78 would experience a monthly increase of about \$7.00. Director Warden was pleased to
79 know there would be a 30-day notice requirement and there would be separate mailing
80 to inform rate payers of any proposed rate increase.

81
82 Staff distributed a revised Preliminary Working Draft Operating Budget for FY 2016-
83 2017, reflecting updated projected revenues and water purchase expenses based upon
84 the Bartle Wells Associates' analysis. President Zucca had concerns about decreasing
85 revenues to which General Manager Rudock discussed the emergency rates that could
86 be implemented in a water shortage emergency, which were included in the District's
87 previous Proposition 218 process. Discussion ensued around this topic, including when
88 it would be appropriate to put the emergency rates into place.

89
90 **B. Discuss Preliminary Working Draft MPWD Fiscal Year 2016/2017 Operating**
91 **Budget Summary and Assumptions**

92 General Manager Rudock presented a brief summary of the Preliminary Working Draft
93 budget. She noted the changes to the Water Commodity Charges, the Fixed System
94 Charges, Purchased Water costs, and the potential for a small reserve, as a result of the
95 revisions after the Bartle Wells Associates' analysis.

96
97 Director Warden was concerned with the 5% increase in salaries, noting that the actuals
98 are coming in lower than what was budgeted, so salaries are higher than the 5% noted
99 on the report appeared to be closer to 9%. General Manager Rudock noted that it was
100 likely due to last year's reorganization and the addition of the fulltime Operations

101 Manager position, in addition to the salary costs that are reflected in the operating
102 budget but are related to the capital program.
103

104 **C. Consider Financing Options for Potential MPWD 5-Year Capital**
105 **Improvement Program**

106 President Zucca led the discussion to determine the Directors' positions with regard to
107 proceeding with financing a portion of the capital improvement program. There was
108 much discussion about the pros and cons of debt financing. President Zucca supports
109 the much needed capital replacement and is in favor of bond financing and would like to
110 revisit the reserve policy. Director Linnell said it was a good time to do bonds as the
111 market is very favorable. She emphasized that should the District move forward with a
112 financing, any bond money must be carefully managed. Director Stuebing believes it is
113 a fortuitous time for financing and recognizes the need to move forward with the
114 proposed capital improvement program, but was not sure that \$25 million is the correct
115 level of funding. Vice President Warden was concerned that MPWD would not go back
116 to a pay-go capital program. He suggested the District explore all other avenues,
117 including using existing reserves and selling MPWD properties to fund capital
118 improvement projects, rather than proceeding with a debt financing. He further stressed
119 a need for a future Board conversation about the MPWD's reserve policy and what
120 should be the appropriate amount of reserves to have on hand. He asked staff to return
121 to the Board with a discussion of how the typical annual improvements, currently funded
122 with pay-go, will be accomplished if the pay-go funds are redirected to pay for the bond
123 financing costs. District Treasurer Ira said there is currently a total of \$50 million
124 identified for needed capital projects, and those projects need to be done. This is the
125 first time that MPWD has a clear understanding of its capital needs, due to experienced
126 and trusted staff and improved technology. He further stated that pay-go has kept the
127 MPWD behind on their capital improvement program--underfunding the existing needs.
128 The only way to get these projects completed and start catching up is to proceed with a
129 debt financing. District Engineer Pakpour agreed that MPWD's infrastructure has
130 historically been underfunded.
131

132 **D. Discuss Implementation and Management Process for Potential MPWD 5-Year**
133 **Capital Improvement Program**

134 General Manager Rudock distributed staff's addendum for the Board's discussion
135 describing the preliminary concepts for MPWD 5-year Capital Improvement Program
136 (CIP) Implementation and Management. She stated that the proposed CIP is a living
137 document, and as more urgent needs arise, there could be a shifting of priorities. She
138 reported suggestions on how to utilize the services of the District Engineer and what can
139 be managed in-house by MPWD Operations staff. She also discussed the possibility of
140 bundling projects together for overall construction cost savings. Lastly, there are pre-
141 design activities (surveying, potholing) that need to be scheduled and initiated soon in
142 order to prepare for engineering design for the proposed FY 2016/2017 capital projects.
143

144 President Zucca asked that careful attention be given to the procurement process and
145 selection of engineering services for Capital Improvement Projects, to prevent even the
146 appearance of conflicts of interest with regard to MPWD's District Engineer. Director
147 Warden mentioned an incident in San Carlos regarding Public Works contracting and
148 President Zucca also recalled it. District Counsel said they would review the matter and
149 report back to staff.
150

151 **9. MANAGER'S AND BOARD REPORTS**

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

153 General Manager Rudock shared a draft planning schedule for the Board Meetings.
154 President Zucca commented that it represented a clear picture of what needs to be
155 accomplished throughout the year at each Board meeting. General Manager Rudock
156 mentioned the new Comcast telephone system would be put in service next month and
157 there would be a few hours during the transition that customer calls would be transferred
158 to Dispatch. She requested schedule confirmation for a couple of requested special
159 Board meetings. It was decided that the Board Development special meeting will occur
160 on May 25th beginning at 6:30PM. The first annual State of the District Address co-
161 hosted by the Belmont Chamber of Commerce at the MPWD offices would be scheduled
162 for April 27th at 6:30PM. She distributed a "Website Report" of visits to the MPWD
163 website, developed by John Davidson of JRocket77 Design & Marketing.
164

165 **1. Supplemented by Administrative Services Manager's Report**

166 Administrative Services Manager Pina had nothing extra to report separate from her
167 written report.
168

169 **2. Supplemented by Operations Manager's Report**

170 Operations Manager Ramirez highlighted the community meeting on March 8th held
171 at the MPWD offices regarding the Alameda de las Pulgas project. There was seven
172 staff present. Only one member of the public showed up and it was an employee
173 from Sam Trans. Customers were mailed notices of the public meeting.
174

175 **3. Supplemented by District Engineer's Report**

176 District Engineer Pakpour noted the following items for various projects being worked
177 on:

- 178 a) Alameda de las Pulgas water main replacement project is going out to bid on
179 Monday. He had a meeting with the City of Belmont about closing the road,
180 which according to City staff requires City Council approval. The project's target
181 start date is June 15th. The project is to take approximately 50 working days.
182 Vice President Warden suggested staff attend the City Council meeting to make
183 sure the road closure issue does not run into any delays.
- 184 b) Karen Road will use the existing abandoned 12-inch pipe as a host pipe and plan
185 to insert a new 8-inch water main into it. This project is moving forward.
- 186 c) Folger Property demolition of the pump house is being analyzed for hazardous
187 materials, and once determined will impact the cost of demolition, which is
188 presently estimated at \$20,000 - \$45,000.
189

190
191
192 **B. Financial Reports**

193 General Manager Rudock noted that, in the interest of full transparency, going forward
194 on the financial reports, there would be footnote disclosures regarding the amount of
195 deferred revenue from development projects.
196

197 **C. Director Reports**

198 Director Stuebing noted that San Mateo County CSDA chapter meeting will be held on
199 May 3rd. Neither he nor General Manager Rudock will be in attendance because they
200 will be attending the ACWA Conference.
201

President Zucca shared that he will be attending the first Water Now Alliance Conference in Arizona. This is a new association and its purpose is to educate policy makers.

10. FUTURE AGENDA BUSINESS ITEMS

The 3-month look ahead in the General Manager's report provided a summary of future items.

11. COMMUNICATIONS

None.

Recessed into Closed Session at 9:48PM.

12. CLOSED SESSSION

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

(Subdivision (b) of Section 54956.9)

Maskay, Inc. d/b/a Eurotech, et al. v. Mid-Peninsula Water District

San Mateo County Case No. 536467

13. ADJOURNMENT

Legal Counsel reported no action was taken in the Closed Session. Director Stuebing motioned to adjourn at 10:07PM, President Zucca seconded, and it was unanimously approved.

DISTRICT SECRETARY

APPROVED:

BOARD PRESIDENT

Mid-Peninsula Water District

Check Detail

March 16 through April 19, 2016

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	30564	03/22/2016	AT&T 60197	1030 · Cash- Checking	
Bill	7789676	03/10/2016		7005 · Utilities - Telephones	-135.75
Bill	7789675	03/10/2016		7005 · Utilities - Telephones	-19.30
					-155.05
Bill Pmt -Check	30565	03/22/2016	BAWSCA	1030 · Cash- Checking	
Bill	2895	03/01/2016		6302 · School Conservation Program	-15,843.15
Bill	2896	03/01/2016		6307 · Lawn-Be-Gone Rebates	-282.00
					-16,125.15
Bill Pmt -Check	30566	03/22/2016	COMCAST	1030 · Cash- Checking	
Bill		03/09/2016		7001 · Utilities - Internet/Cable	-80.72
Bill		03/10/2016		7001 · Utilities - Internet/Cable	-96.20
Bill		03/10/2016		7001 · Utilities - Internet/Cable	-96.20
Bill		03/10/2016		7001 · Utilities - Internet/Cable	-96.20
Bill		03/14/2016		7001 · Utilities - Internet/Cable	-211.21
					-580.53
Bill Pmt -Check	30567	03/22/2016	CUSTOM TOPS, INC.	1030 · Cash- Checking	
Bill	2315	03/16/2016		6503 · M&R - Vehicle & Large Equip	-4,967.13
					-4,967.13
Bill Pmt -Check	30568	03/22/2016	GRANITE ROCK, INC.	1030 · Cash- Checking	
Bill	948661	03/12/2016		6406 · Fire Hydrants	-454.23
					-454.23
Bill Pmt -Check	30569	03/22/2016	HACH COMPANY INC	1030 · Cash- Checking	
Bill	9839727	03/14/2016		6401 · Water Quality	-1,533.31
Bill	9844504	03/17/2016		6401 · Water Quality	-30.03
					-1,563.34
Bill Pmt -Check	30570	03/22/2016	HOME DEPOT	1030 · Cash- Checking	
Bill	014739/5590716	03/14/2016		6502 · M&R - Equipment & Tools	-71.07
					-71.07
Bill Pmt -Check	30571	03/22/2016	LINCOLN LIFE	1030 · Cash- Checking	
Bill		03/15/2016		1430 · Payroll Clearing A/C	-175.00
					-175.00

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Mid-Peninsula Water District

Check Detail

March 16 through April 19, 2016

Bill Pmt -Check	30572	03/22/2016	LYNGSO GARDEN MATERIAL INC	1030 · Cash- Checking	-34.01
Bill	912040	03/21/2016		6405 · Meters & Service	-34.01
Bill Pmt -Check	30573	03/22/2016	OFFICE DEPOT, INC.	1030 · Cash- Checking	
Bill	827763803001	03/04/2016		6701 · Office Supplies	-11.99
Bill	827763761001	03/04/2016		6701 · Office Supplies	-62.27
					-74.26
Bill Pmt -Check	30574	03/22/2016	OFFICE TEAM	1030 · Cash- Checking	
Bill	45317854	03/15/2016		7110 · Prof Serv - Miscellaneous	-1,000.00
					-1,000.00
Bill Pmt -Check	30575	03/22/2016	PARS	1030 · Cash- Checking	
Bill	34023	03/10/2016		7110 · Prof Serv - Miscellaneous	-300.00
					-300.00
Bill Pmt -Check	30576	03/22/2016	PG&E CFM/PPC DEPT	1030 · Cash- Checking	
Bill	9032-7MAR2016	03/14/2016		7003 · Utilities - Electric - Pumping	-9,650.16
Bill	4665-4MAR2016	03/15/2016		7003 · Utilities - Electric - Pumping	-602.44
				7004 · Utilities - Electric-Bldgs&Grnd	-1,640.57
					-11,893.17
Bill Pmt -Check	30577	03/22/2016	PRECISE, INC.	1030 · Cash- Checking	
Bill	16504	03/15/2016		7107 · Prof Serv - Customer Billing	-705.42
					-705.42
Bill Pmt -Check	30578	03/22/2016	RICOH Philadelphia	1030 · Cash- Checking	
Bill	49314801	03/06/2016		6705 · Printing/Printing Supplies	-339.12
					-339.12
Bill Pmt -Check	30579	03/22/2016	ROBERTS & BRUNE CO. INC.	1030 · Cash- Checking	
Bill	S1545022.001	03/01/2016	ROBERTS & BRUNE CO. INC.	2100 · Accounts Payable	0.00
Bill	S1548018.001	03/16/2016		1783 · 2113 Coronet CLOSED	-119.10
Bill	S1548342.001	03/17/2016		6502 · M&R - Equipment & Tools	-214.28
					-333.38
Bill Pmt -Check	30580	03/22/2016	SAN FRANCISCO WATER DEPT	1030 · Cash- Checking	
Bill		03/16/2016		6101 · SFPUC Treated Water	-284,043.75
				6102 · BAWSCA (Debt Service Surcharge)	-38,438.00
				6104 · SFPUC Water Service Charge	-6,522.00
					-329,003.75

March 16 through April 19, 2016

Bill	Pmt -Check		30581	03/22/2016	SANDIE ARNOTT	1030 · Cash- Checking	-810.54
Bill		2015-2016PRTax		10/15/2015		2050 · Accrued Expenses 1410 · Prepaid Expenses	-2,449.93
Bill	Pmt -Check		30582	03/22/2016	SFPUC WATER QUALITY	1030 · Cash- Checking	-3,260.47
Bill			10000707	03/07/2016		2050 · Accrued Expenses	-3,350.00
Bill	Pmt -Check		30583	03/22/2016	STANDARD INSURANCE COMPANY	1030 · Cash- Checking	-780.01
Bill				03/21/2016		1410 · Prepaid Expenses	-780.01
Bill	Pmt -Check		30584	03/22/2016	U.S. Bank PARS Account# 6746019200	1030 · Cash- Checking	-41,250.00
Bill				03/16/2016		6053 · OPEB Expense	-41,250.00
Bill	Pmt -Check		30585	03/22/2016	Petra Trouerbach	1030 · Cash- Checking	-5,040.00
Bill				03/18/2016		6307 · Lawn-Be-Gone Rebates	-5,040.00
Bill	Pmt -Check		30587	03/29/2016	AT&T 60197	1030 · Cash- Checking	-19.60
Bill			7828176	03/17/2016		7005 · Utilities - Telephones	-19.29
Bill			7828175	03/17/2016		7005 · Utilities - Telephones	-1,164.50
Bill			7845706	03/20/2016		7005 · Utilities - Telephones	-1,203.39
Bill	Pmt -Check		30588	03/29/2016	C G UHLENBERG LLP	1030 · Cash- Checking	-300.00
Bill			11322	03/01/2016		7111 · Prof Serv - District Treasurer 7106 · Prof Serv - Accting & Payroll	-1,025.00
Bill	Pmt -Check		30589	03/29/2016	CORIX WATER PRODUCTS (US) INC.	1030 · Cash- Checking	-1,952.80
Bill			17613006001	03/14/2016		6407 · Regulator Stations	-1,952.80
Bill	Pmt -Check		30590	03/29/2016	EXECUTIVE GRAPHICS SYSTEMS LLC	1030 · Cash- Checking	-323.98
Bill			ONP-ORD31935	03/01/2016		6701 · Office Supplies	-323.98
Bill	Pmt -Check		30591	03/29/2016	GRANITE ROCK, INC.	1030 · Cash- Checking	-859.39
Bill			949693	03/19/2016		6405 · Meters & Service	-859.39

Mid-Peninsula Water District

Check Detail

March 16 through April 19, 2016

Bill Pmt -Check	30592	03/29/2016	HOME DEPOT	1030 - Cash- Checking	
Bill	023618/6281306	03/23/2016		6501 - M&R - Buildings & Grounds	-58.77
Bill	025264/4023592	03/25/2016		6406 - Fire Hydrants	-64.08
					-122.85
Bill Pmt -Check	30593	03/29/2016	MHN	1030 - Cash- Checking	
Bill	3200077894	03/17/2016		1410 - Prepaid Expenses	-45.54
					-45.54
Bill Pmt -Check	30594	03/29/2016	OFFICE DEPOT, INC.	1030 - Cash- Checking	
Bill	830099386001	03/17/2016		6701 - Office Supplies	-21.35
Bill	830099283001	03/17/2016		6701 - Office Supplies	-62.94
					-84.29
Bill Pmt -Check	30595	03/29/2016	OFFICE TEAM	1030 - Cash- Checking	
Bill	45382348	03/23/2016		7110 - Prof Serv - Miscellaneous	-433.44
Bill	45382349	03/23/2016		7110 - Prof Serv - Miscellaneous	-541.75
					-975.19
Bill Pmt -Check	30596	03/29/2016	RICOH Philadelphia	1030 - Cash- Checking	
Bill	49501656	03/20/2016		6705 - Printing/Printing Supplies	-145.53
					-145.53
Bill Pmt -Check	30597	03/29/2016	ROBERTS & BRUNE CO. INC.	1030 - Cash- Checking	
Bill	S1547503.001	03/14/2016		6504 - M&R - Fuel	-2,615.69
					-2,615.69
Bill Pmt -Check	30598	03/29/2016	STEPFORD BUSINESS, INC.	1030 - Cash- Checking	
Bill	1601272	03/20/2016		1410 - Prepaid Expenses	-1,400.00
					-1,400.00
Bill Pmt -Check	30599	03/29/2016	VERIZON WIRELESS	1030 - Cash- Checking	
Bill	9762173269	03/15/2016		7002 - Utilities - Cell Telephone	-50.08
Bill	9762173268	03/15/2016		7002 - Utilities - Cell Telephone	-817.72
					-867.80
Bill Pmt -Check		03/29/2016	CORIX WATER PRODUCTS (US) INC.	1030 - Cash- Checking	
Bill		02/29/2016	CORIX WATER PRODUCTS (US) INC.	2100 - Accounts Payable	0.00
					0.00
Bill Pmt -Check		03/29/2016	O'REILLY AUTO PARTS, INC.	1030 - Cash- Checking	
Bill		02/17/2016	O'REILLY AUTO PARTS, INC.	2100 - Accounts Payable	0.00
					0.00

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Mid-Peninsula Water District

Check Detail

March 16 through April 19, 2016

Bill Pmt -Check	30603	04/05/2016	BAWSCA	1030 · Cash- Checking	-16,783.00
Bill	2730	04/01/2016		1410 · Prepaid Expenses	-16,783.00
Bill Pmt -Check	30604	04/05/2016	CINTAS CORPORATION	1030 · Cash- Checking	
Bill	3762220ST	03/01/2016		6052 · Uniforms	-21.95
Bill	464577877	03/17/2016		6052 · Uniforms	-354.03
Bill	464580714	03/24/2016		6052 · Uniforms	-354.03
Bill	464583573	03/31/2016		6052 · Uniforms	-354.03
					-1,084.04
Bill Pmt -Check	30605	04/05/2016	CORNERSTONE	1030 · Cash- Checking	
Bill	13551	03/01/2016		1731 · Hallmark - Prof Svs CY	-11,793.75
Bill	13550	03/01/2016		1741 · Dekoven - Prof Svs CY	-1,925.00
					-13,718.75
Bill Pmt -Check	30606	04/05/2016	GOLDEN STATE FLOW MEASUREMENT INC	1030 · Cash- Checking	
Bill	1-051372	03/23/2016		6405 · Meters & Service	-147.37
					-147.37
Bill Pmt -Check	30607	04/05/2016	GRANITE ROCK, INC.	1030 · Cash- Checking	
Bill	951039	03/26/2016		6405 · Meters & Service	-383.72
					-383.72
Bill Pmt -Check	30608	04/05/2016	HANSON, BRIDGETT	1030 · Cash- Checking	
Bill	1163380	03/30/2016		7101 · Prof Serv - District Counsel	-1,277.50
Bill	1163381	03/30/2016		7101 · Prof Serv - District Counsel	-950.00
Bill	1163382	03/30/2016		7101 · Prof Serv - District Counsel	-520.00
Bill	1163383	03/30/2016		7101 · Prof Serv - District Counsel	-652.50
Bill	1163384	03/30/2016		7101 · Prof Serv - District Counsel	-1,067.50
Bill	1163385	03/30/2016		7101 · Prof Serv - District Counsel	-315.00
Bill	1163386	03/30/2016		7101 · Prof Serv - District Counsel	-1,000.00
Bill	1163387	03/30/2016		7101 · Prof Serv - District Counsel	-65.00
					-5,847.50
Bill Pmt -Check	30609	04/05/2016	LINCOLN LIFE	1030 · Cash- Checking	
Bill		03/31/2016		1430 · Payroll Clearing A/C	-175.00
					-175.00

Mid-Peninsula Water District

Check Detail

March 16 through April 19, 2016

Bill	1003	04/05/2016	MANAGEWATER CONSULTING, INC	1030 · Cash- Checking	-8,296.25
Bill		03/31/2016		7110 · Prof Serv - Miscellaneous	-8,296.25
Bill	30611	04/05/2016	OFFICE DEPOT, INC.	1030 · Cash- Checking	-69.75
Bill	831768720001	03/30/2016		6701 · Office Supplies	-69.75
Bill	30612	04/05/2016	OFFICE TEAM	1030 · Cash- Checking	-1,083.60
Bill	45423468	03/29/2016		7110 · Prof Serv - Miscellaneous	-1,083.60
Bill	30613	04/05/2016	PG&E CFM/PPC DEPT	1030 · Cash- Checking	-11.59
Bill	4441-0MAR2016	03/29/2016		7004 · Utilities - Electric-Bldgs&Grnd	-11.59
Bill	30614	04/05/2016	PITNEY BOWES 371896	1030 · Cash- Checking	-523.00
Bill	655358	04/01/2016		1410 · Prepaid Expenses	-723.00
Bill	655359	04/01/2016		1410 · Prepaid Expenses	-1,246.00
Bill	30615	04/05/2016	RECOLOGY SAN MATEO	1030 · Cash- Checking	-651.04
Bill		03/30/2016		6501 · M&R - Buildings & Grounds	-651.04
Bill	30616	04/05/2016	SAN MATEO DAILY JOURNAL	1030 · Cash- Checking	-1,320.00
Bill		03/31/2016		6303 · Public Outreach & Education	-1,320.00
Bill	30617	04/05/2016	SAN MATEO ELECTRONICS, INC.	1030 · Cash- Checking	-22.81
Bill	0000290640dup	03/01/2016		6402 · Pumping	-22.81
Bill	30618	04/05/2016	U S POSTAL SERVICE	1030 · Cash- Checking	-280.00
Bill		04/01/2016		1410 · Prepaid Expenses	-280.00
Bill	30619	04/05/2016	VANGUARD CLEANING SYSTEMS, INC.	1030 · Cash- Checking	-385.00
Bill	20580	04/01/2016		6501 · M&R - Buildings & Grounds	-385.00
Bill	30620	04/05/2016	ACWA/JPIA	1030 · Cash- Checking	-978.00
Bill		04/01/2016		1420 · Prepaid Liability Insurance	-978.00

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Mid-Peninsula Water District

Check Detail

March 16 through April 19, 2016

Bill Pmt -Check	30621	04/05/2016	THE PREFERRED IMAGE	1030 · Cash- Checking	-1,260.00
Bill	7859	04/05/2016		6503 · M&R - Vehicle & Large Equip	-1,260.00
Bill Pmt -Check	30622	04/11/2016	AIRGAS, LLC	1030 · Cash- Checking	-114.95
Bill	9935418093	04/01/2016		6501 · M&R - Buildings & Grounds	-114.95
Bill Pmt -Check	30623	04/11/2016	AT&T 60197	1030 · Cash- Checking	-37.79
Bill	7872940	03/31/2016		7005 · Utilities - Telephones	-37.79
Bill Pmt -Check	30624	04/11/2016	BFI of CALIFORNIA INC. - OX MTN. LANDFILL	1030 · Cash- Checking	-1,499.11
Bill	4227-000043544	03/27/2016		6404 · Mains/Distribution	-1,499.11
Bill Pmt -Check	30625	04/11/2016	CINTAS CORPORATION	1030 · Cash- Checking	-355.51
Bill	464586409	04/07/2016		5052 · Uniforms	-355.51
Bill Pmt -Check	30626	04/11/2016	Equarius Waterworks	1030 · Cash- Checking	-7,590.00
Bill		04/05/2016		6405 · Meters & Service	-7,590.00
Bill Pmt -Check	30627	04/11/2016	HALF MOON BAY GRADING & PAVING INC	1030 · Cash- Checking	-11,457.00
Bill	5248	04/05/2016		6404 · Mains/Distribution	-11,457.00
Bill	5249	04/05/2016		6404 · Mains/Distribution	-6,873.00
					-18,330.00
Bill Pmt -Check	30628	04/11/2016	HALLMARK ROOFING SERVICES,, INC.	1030 · Cash- Checking	-1,600.00
Bill		04/01/2016		6501 · M&R - Buildings & Grounds	-1,600.00
Bill Pmt -Check	30629	04/11/2016	HOME DEPOT	1030 · Cash- Checking	-168.49
Bill	09280000237362	04/11/2016		6404 · Mains/Distribution	-168.49
Bill Pmt -Check	30630	04/11/2016	John T. Davidson.	1030 · Cash- Checking	-2,635.00
Bill	2072	04/01/2016		7110 · Prof Serv - Miscellaneous	-2,635.00
Bill Pmt -Check	30631	04/11/2016	OFFICE TEAM	1030 · Cash- Checking	-1,083.60
Bill	45478092	04/05/2016		7110 · Prof Serv - Miscellaneous	-1,083.60

Mid-Peninsula Water District

Check Detail

March 16 through April 19, 2016

Bill	30632	04/11/2016	OW INVESTORS, LLC	1030 · Cash- Checking	-943.65
Bill	0152206	03/29/2016		6405 · Meters & Service	-943.65
Bill	30633	04/11/2016	PAKPOUR CONSULTING GROUP, INC	1030 · Cash- Checking	-500.00
Bill		03/15/2016		7102 · Prof Serv - District Engineer	-431.81
Bill	1907	03/31/2016		1536 · Buckland Tank Project CY	-2,592.19
				7102 · Prof Serv - District Engineer	-3,048.94
				2050 · Accrued Expenses	-262.50
				2050 · Accrued Expenses	-262.50
				207011 · 700 Island Parkway Flow Test	-262.50
				1741 · Dekoven - Prof Svs CY	-2,237.81
				1721 · Alameda - Prof Svs CY	-15,176.44
				1726 · Karen Road - Prof Svs CY	-303.19
				1746 · Folger Demo - Prof Svs CY	-1,366.31
					-26,444.19
Bill	30634	04/11/2016	PETTY CASH	1030 · Cash- Checking	-164.47
Bill		04/11/2016		6302 · School Conservation Program	-35.99
				6503 · M&R - Vehicle & Large Equip	-6.74
				6401 · Water Quality	-14.96
				6303 · Public Outreach & Education	-89.80
				6701 · Office Supplies	-21.00
				7204 · Employee Travel/Training	-6.74
				6704 · Postage	-339.70
Bill	30635	04/11/2016	PG&E CFM/PPC DEPT	1030 · Cash- Checking	-27.35
Bill	2454-4APR2016	04/05/2016		7003 · Utilities - Electric - Pumping	-178.89
Bill	7816-1APR2016	04/05/2016		7003 · Utilities - Electric - Pumping	-136.18
Bill	3667-2Apr2016	04/05/2016		7003 · Utilities - Electric - Pumping	-71.49
Bill	6556-8APR2016	04/06/2016		7003 · Utilities - Electric - Pumping	-136.81
Bill	7951-5APR2016	04/06/2016		7003 · Utilities - Electric - Pumping	-1,583.59
Bill	8936-0APR2016	04/06/2016		7003 · Utilities - Electric - Pumping	-2,134.31

Mid-Peninsula Water District

Check Detail

March 16 through April 19, 2016

Bill	16617	04/06/2016	PRECISE, INC.	1030 · Cash- Checking	-704.29
Bill	10183	04/01/2016	PRINTER ASSIST	1030 · Cash- Checking	-704.29
Bill	12384	04/05/2016	REEVE-KNIGHT CONSTRUCTION, INC.	1030 · Cash- Checking	-182.23
Bill	274675	04/01/2016	SAN MATEO CO. ENVIRO. HEALTH	1030 · Cash- Checking	-182.23
Bill	828100	04/01/2016	VALLEY OIL COMPANY	1030 · Cash- Checking	-2,042.00
Bill	160047.1	04/05/2016	WONDERWARE NORCAL	1030 · Cash- Checking	-2,042.00
Bill	264116	04/12/2016	TOWNE FORD SALES	1030 · Cash- Checking	-1,537.00
Bill	0407526	04/08/2016	ACWA/JPIA	1030 · Cash- Checking	-1,537.00
Bill	30656	04/01/2016	BAY POINTE LANDSCAPE	1030 · Cash- Checking	-1,141.16
Bill	30657	04/09/2016	COMCAST	1030 · Cash- Checking	-1,141.16
Bill	30658	04/06/2016	GOLDEN STATE FLOW MEASUREMENT INC	1030 · Cash- Checking	-4,808.36
Bill	30636	04/11/2016	PRECISE, INC.	1030 · Cash- Checking	-4,808.36
Bill	30637	04/11/2016	PRINTER ASSIST	1030 · Cash- Checking	-24,396.53
Bill	30638	04/11/2016	REEVE-KNIGHT CONSTRUCTION, INC.	1030 · Cash- Checking	-24,396.53
Bill	30639	04/11/2016	SAN MATEO CO. ENVIRO. HEALTH	1030 · Cash- Checking	-41,079.94
Bill	30640	04/11/2016	VALLEY OIL COMPANY	1030 · Cash- Checking	-41,079.94
Bill	30641	04/11/2016	WONDERWARE NORCAL	1030 · Cash- Checking	-41,079.94
Bill	30642	04/13/2016	TOWNE FORD SALES	1030 · Cash- Checking	-1,050.00
Bill	30655	04/19/2016	ACWA/JPIA	1030 · Cash- Checking	-1,050.00
Bill	30656	04/19/2016	BAY POINTE LANDSCAPE	1030 · Cash- Checking	-350.00
Bill	30657	04/19/2016	COMCAST	1030 · Cash- Checking	-350.00
Bill	30658	04/19/2016	GOLDEN STATE FLOW MEASUREMENT INC	1030 · Cash- Checking	-1,400.00
Bill	30636	04/11/2016	PRECISE, INC.	1030 · Cash- Checking	-80.72
Bill	30637	04/11/2016	PRINTER ASSIST	1030 · Cash- Checking	-80.72
Bill	30638	04/11/2016	REEVE-KNIGHT CONSTRUCTION, INC.	1030 · Cash- Checking	-82.76
Bill	30639	04/11/2016	SAN MATEO CO. ENVIRO. HEALTH	1030 · Cash- Checking	-82.76
Bill	30640	04/11/2016	VALLEY OIL COMPANY	1030 · Cash- Checking	-82.76
Bill	30641	04/11/2016	WONDERWARE NORCAL	1030 · Cash- Checking	-82.76
Bill	30642	04/13/2016	TOWNE FORD SALES	1030 · Cash- Checking	-82.76
Bill	30655	04/19/2016	ACWA/JPIA	1030 · Cash- Checking	-82.76
Bill	30656	04/19/2016	BAY POINTE LANDSCAPE	1030 · Cash- Checking	-82.76
Bill	30657	04/19/2016	COMCAST	1030 · Cash- Checking	-82.76
Bill	30658	04/19/2016	GOLDEN STATE FLOW MEASUREMENT INC	1030 · Cash- Checking	-82.76

15

Mid-Peninsula Water District

Check Detail

March 16 through April 19, 2016

Bill	30659	04/19/2016	GRANITE ROCK, INC.	1030 · Cash-Checking	-406.90
Bill	953500	04/09/2016		6404 · Mains/Distribution	-406.90
Bill	30660	04/19/2016	HACH COMPANY INC	1030 · Cash-Checking	-301.15
Bill	9873763	04/06/2016		6401 · Water Quality	-301.15
Bill	30661	04/19/2016	HALF MOON BAY GRADING & PAVING INC	1030 · Cash-Checking	-3,927.60
Bill	5247	04/05/2016		6404 · Mains/Distribution	-3,927.60
Bill	30662	04/19/2016	HOME DEPOT	1030 · Cash-Checking	-87.18
Bill	008523/0593981	04/08/2016		6408 · Employee Safety	-87.18
Bill	30663	04/19/2016	LINCOLN LIFE	1030 · Cash-Checking	-175.00
Bill		04/15/2016		1430 · Payroll Clearing A/C	-175.00
Bill	30664	04/19/2016	McNAMARA TRANSPORT, INC.	1030 · Cash-Checking	-1,450.00
Bill	9597	03/27/2016		6404 · Mains/Distribution	-1,450.00
Bill	30665	04/19/2016	OFFICE TEAM	1030 · Cash-Checking	-1,083.60
Bill	45530597	04/12/2016		7110 · Prof Serv - Miscellaneous	-1,083.60
Bill	30666	04/19/2016	PARS	1030 · Cash-Checking	-300.00
Bill	31498	04/06/2016		7110 · Prof Serv - Miscellaneous	-300.00
Bill	30667	04/19/2016	PATRIOT ENVIRONMENTAL LAB SERVICES, INC.	1030 · Cash-Checking	-1,805.00
Bill	140990-ASB	04/12/2016		1746 · Folger Demo - Prof Svs CY	-1,805.00
Bill	30668	04/19/2016	RICOH Philadelphia.	1030 · Cash-Checking	-339.12
Bill	49691438	04/09/2016		6705 · Printing/Printing Supplies	-339.12
Bill	30669	04/19/2016	SAN MATEO COUNTY FIRE TRAINING OFFICERS	1030 · Cash-Checking	-250.00
Bill	042016-1	04/19/2016		7204 · Employee Travel/Training	-250.00

16

Mid-Peninsula Water District

Check Detail

March 16 through April 19, 2016

Bill Pmt -Check	30670	04/19/2016	SAN MATEO DAILY JOURNAL	1030 · Cash-Checking	-1,056.00
Bill		04/08/2016		6303 · Public Outreach & Education	-1,056.00
Bill Pmt -Check	30671	04/19/2016	SWRCB ACCOUNTING OFFICE	1030 · Cash-Checking	
Bill	LW-1006228	04/04/2016		2050 · Accrued Expenses	-12,900.96
					-12,900.96
Bill Pmt -Check	30672	04/19/2016	TOWNE FORD SALES	1030 · Cash-Checking	
Bill	648129	03/21/2016		6503 · M&R - Vehicle & Large Equip	-87.97
					-87.97
Bill Pmt -Check	30673	04/19/2016	VALLEY OIL COMPANY	1030 · Cash-Checking	
Bill	8148461	03/09/2016		6504 · M&R - Fuel	-1,682.39
					-1,682.39
Bill Pmt -Check	30674	04/19/2016	VANAIR	1030 · Cash-Checking	
Bill	INV59937	03/07/2016		6502 · M&R - Equipment & Tools	-300.00
					-300.00
Check		03/18/2016	ADP Payroll Fees	1030 · Cash-Checking	
				7106 · Prof Serv - Accting & Payroll	-159.00
					-159.00
Check	EFT032416-1	03/24/2016	WELLS FARGO BUSINESS CARD	1030 · Cash-Checking	
				1410 · Prepaid Expenses	-3,000.00
					-3,000.00
Check	EFT031518	03/25/2016	Health Equity	1030 · Cash-Checking	
				1430 · Payroll Clearing A/C	-859.58
					-859.58
Check	EFT032516-1	03/25/2016	ICMA contributions	1030 · Cash-Checking	
				1430 · Payroll Clearing A/C	-666.24
					-666.24
Check	EFT032516-2	03/25/2016	CALPERS	1030 · Cash-Checking	
				1430 · Payroll Clearing A/C	-3,153.01
				1430 · Payroll Clearing A/C	-3,604.78
					-6,757.79

Mid-Peninsula Water District

Check Detail

March 16 through April 19, 2016

Check	EFT032516-3	03/28/2016 CALPERS	1030 · Cash- Checking 1430 · Payroll Clearing A/C 1430 · Payroll Clearing A/C	-1,048.73 -1,199.00 -2,247.73
Check	EFT032816-2	03/28/2016 ICMA contributions	1030 · Cash- Checking 1430 · Payroll Clearing A/C	-1,137.98 -1,137.98
Check	EFT032816-3	03/28/2016 Health Equity	1030 · Cash- Checking 1430 · Payroll Clearing A/C	-250.00 -250.00
Check	30586	03/29/2016 VOID	1030 · Cash- Checking	0.00
Check		03/24/2016 ACH Returns	1030 · Cash- Checking 4013 · Returned Water Charges	-89.25 -89.25
Check		03/25/2016 ADP Payroll Fees	1030 · Cash- Checking 7106 · Prof Serv - Accting & Payroll	-96.50 -96.50
Check		03/22/2016 Return Item Charge	1030 · Cash- Checking 4013 · Returned Water Charges	-121.84 -121.84
Check	EFT041116-1	04/11/2016 Health Equity	1030 · Cash- Checking 1430 · Payroll Clearing A/C 7106 · Prof Serv - Accting & Payroll	-559.58 -56.05 -615.63
Check	EFT041116-2	04/11/2016 ICMA contributions	1030 · Cash- Checking 1430 · Payroll Clearing A/C	-666.24 -666.24
Check	EFT041116-3	04/11/2016 CALPERS	1030 · Cash- Checking 1430 · Payroll Clearing A/C	-7,448.00 -7,448.00

Mid-Peninsula Water District

Check Detail

March 16 through April 19, 2016

Check	EFT041116-4	04/11/2016	CALPERS	1030 · Cash- Checking 1430 · Payroll Clearing A/C 1430 · Payroll Clearing A/C	-3,153.01 -3,604.78 -6,757.79
Check	30643	04/12/2016	Waltermire Partners	1030 · Cash- Checking 4012 · Water Refunds	-16.20 -16.20
Check	30644	04/12/2016	IAN MCNEMAR	1030 · Cash- Checking 4012 · Water Refunds	-48.47 -48.47
Check	30645	04/12/2016	PARDEEP & BARBARA SINGH	1030 · Cash- Checking 4012 · Water Refunds	-21.60 -21.60
Check	30646	04/12/2016	WHITLEY PROPERTY	1030 · Cash- Checking 4012 · Water Refunds	-7.53 -7.53
Check	30647	04/12/2016	RAJEEV BEHERA	1030 · Cash- Checking 4012 · Water Refunds	-177.20 -177.20
Check	30648	04/12/2016	SOPHIA RANDHAWA	1030 · Cash- Checking 4012 · Water Refunds	-5.33 -5.33
Check	30649	04/12/2016	CEDRIC LAM	1030 · Cash- Checking 4012 · Water Refunds	-14.60 -14.60
Check	30650	04/12/2016	DUSHYANTHI DISMOND	1030 · Cash- Checking 4012 · Water Refunds	-3.00 -3.00
Check	30651	04/12/2016	MICHELE SALERNO	1030 · Cash- Checking 4012 · Water Refunds	-3.00 -3.00
Check	30652	04/12/2016	BARRIOS CONSTRUCTION	1030 · Cash- Checking 4012 · Water Refunds	-227.00 -227.00

Mid-Peninsula Water District

Check Detail

March 16 through April 19, 2016

04/12/2016 PACIFIC WEST COMMUNICATIONS

1030 · Cash- Checking
4012 · Water Refunds

-1,464.00
-1,464.00

04/12/2016 CALPERS

1030 · Cash- Checking
1430 · Payroll Clearing A/C
1430 · Payroll Clearing A/C

-1,130.11
-1,292.04
-2,422.15

04/12/2016 Health Equity

1030 · Cash- Checking
1430 · Payroll Clearing A/C

-250.00
-250.00

04/12/2016 ICMA contributions

1030 · Cash- Checking
1430 · Payroll Clearing A/C

-250.00
-250.00

04/12/2016 LEOR STERN

1030 · Cash- Checking
4012 · Water Refunds

-351.02
-351.02

04/04/2016 Bankcard Mtot Disc

1030 · Cash- Checking
6201 · Customer Credit Card Svs Fees

-4,583.17
-4,583.17

04/11/2016 Client Analysis Svs Charge

1030 · Cash- Checking
6201 · Customer Credit Card Svs Fees

-4,465.24
-4,465.24

04/08/2016 ADP Payroll Fees

1030 · Cash- Checking
7106 · Prof Serv - Accting & Payroll

-262.78
-262.78

04/12/2016 Bankcard Mtot Disc

1030 · Cash- Checking
6201 · Customer Credit Card Svs Fees

-158.50
-158.50

04/04/2016 Authnet Gateway

1030 · Cash- Checking
6201 · Customer Credit Card Svs Fees

-27.98
-27.98

TOTAL:

\$ 711,514.19



AGENDA ITEM NO. 7.A.

DATE: April 28, 2016

TO: Board of Directors

FROM: Tammy Rudock, General Manager

SUBJECT: DROUGHT AND WATER CONSERVATION PROGRESS REPORT

RECOMMENDATION

Receive progress report on drought and water conservation activities.

BACKGROUND

June 1, 2015 was the start of the SWRCB's measurement period for the 2015/2016 statewide water conservation goals. The MPWD system's conservation goal is 20% when compared to 2013 water consumption. The measurement period was extended by the State until October 31, 2016, which is currently under consideration. An informational public workshop on Urban Water Conservation will be held by the SWRCB on April 20th to consider which elements of the existing February 2016 Emergency Regulation should be modified and how so.

DISCUSSION

The report due April 15th to the SWRCB was timely submitted. March's water consumption was 71,219 units—**the lowest ever in MPWD's history for March since tracking started in 1961!** The reduction (compared with 2013) measured -33.2%, and the R-GPCD was 54.6. By comparison, the March 2015 PERCENT CHANGE was -3.5% and the R-GPCD was 81.1.

MPWD's cumulative water savings (since tracking started on June 1, 2015) = -26.2% → 6.2% greater than the MPWD system conservation goal of 20%.

2015/2016 MONTH	2015/2016 UNITS	2013 UNITS	PERCENT CHANGE*	CUMULATIVE WATER SAVINGS*	2015/2016 R-GPCD	2013 R-GPCD
June 2015	103,863	150,614	-31.0%	-31.0%	82.3	122.6
July	105,639	156,081	-32.3%	-31.7%	81.1	122.9
August	106,832	155,788	-31.4%	-31.6%	82.0	122.7
September	105,459	145,551	-27.5%	-30.6%	83.6	118.5
October	98,345	122,117	-19.5%	-28.3%	75.5	96.2
November	77,733	106,535	-27.0%	-28.1%	61.6	86.7
December	70,423	94,062	-25.1%	-27.7%	54.0	74.1
January 2016	69,741	84,202	-17.2%	-26.4%	53.5	66.3
February	71,345	86,478	-17.5%	-25.4%	58.5	75.4
March	71,219	106,663	-33.2%	-26.2%	54.6	84.0

*Compared to 2013.

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

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

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2016	2	1	4										7
2015	2	0	5	12	6	6	12	5	5	3	1	0	57
2014	-	-	-	-	-	-	3	6	3	4	7	0	23

The SWRCB Media Release dated April 4, 2016, and statewide Emergency Water Conservation Regulations Update dated April 5, 2016, are attached for information.

The quarterly report by Jeanette Kalabolas on water conservation activities is attached.

HISTORY

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

CALENDAR YEAR 2015 - JANUARY THROUGH MAY

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

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

CALENDAR YEAR 2014 - FEBRUARY THROUGH DECEMBER

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

*Compared to 2013.

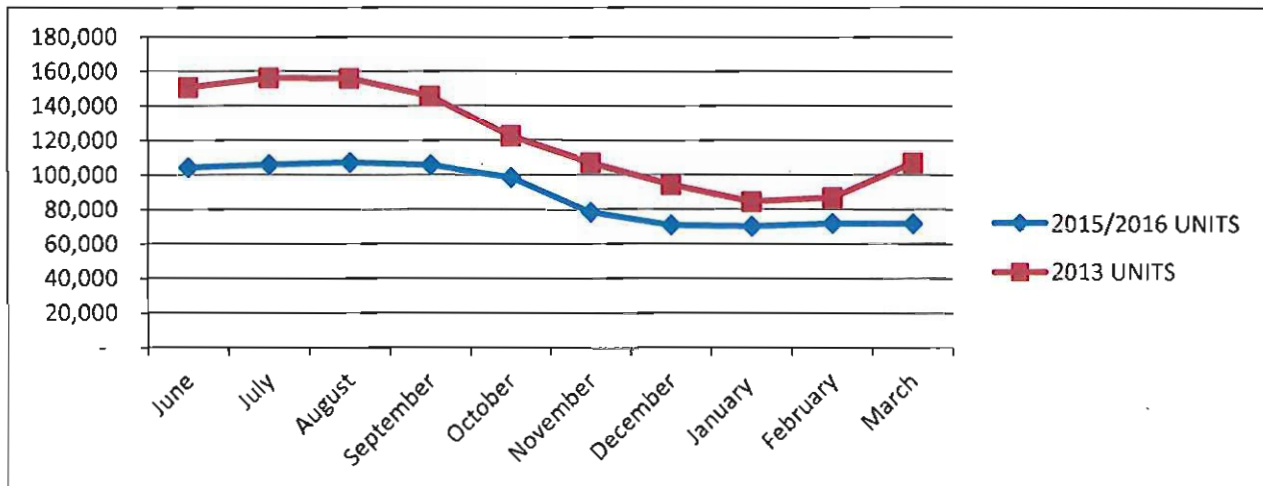
The R-GPCD (Residential-Gallons Per Capita Day) calculations are highlighted above in yellow. The SWRCB performance standard for indoor use is 55GPCD. (Note: For Calendar Years 2014 and 2015 tracking, the SWRCB formula for calculating the R-GPCD included MPWD factors: 85% residential use of total production,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

Attachments: SWRCB Media Release dated April 4, 2016
SWRCB statewide Emergency Conservation Regulation Update dated April 5, 2016
Staff Quarterly Report on Water Conservation Activities

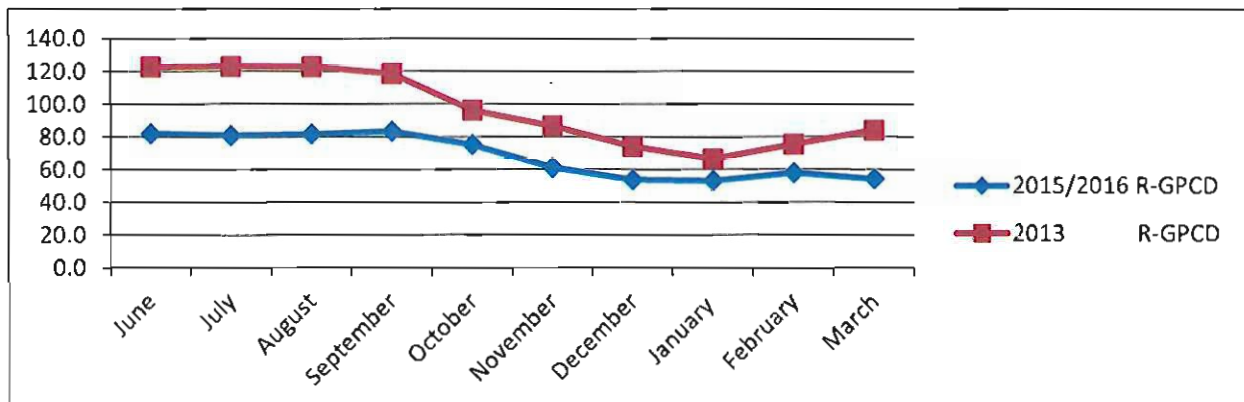
**MID-PENINSULA WATER DISTRICT
WATER CONSERVATION PROGRESS
2013 COMPARED TO 2015**

2015/2016 MONTH	2015/2016 UNITS	2013 UNITS	PERCENT CHANGE*	Cumulative Water Savings*	2015/2016 R-GPCD	2013 R-GPCD
June	103,863	150,614	-31.0%	-31.0%	82.3	122.6
July	105,639	156,081	-32.3%	-31.7%	81.1	122.9
August	106,832	155,788	-31.4%	-31.6%	82.0	122.7
September	105,459	145,551	-27.5%	-30.6%	83.6	118.5
October	98,345	122,117	-19.5%	-28.3%	75.5	96.2
November	77,733	106,535	-27.0%	-28.1%	61.6	86.7
December	70,423	94,062	-25.1%	-27.7%	54.0	74.1
January	69,741	84,202	-17.2%	-26.4%	53.5	66.3
February	71,345	86,478	-17.5%	-25.4%	58.5	75.4
March	71,219	106,663	-33.2%	-26.2%	54.7	84.0

2013 vs 2015 UNITS USED



2013 vs 2015/2016 R-GPCD





Media Release

CALIFORNIANS SAVE 1.19 MILLION ACRE-FEET OF WATER, ENOUGH TO SUPPLY NEARLY 6 MILLION PEOPLE FOR A YEAR

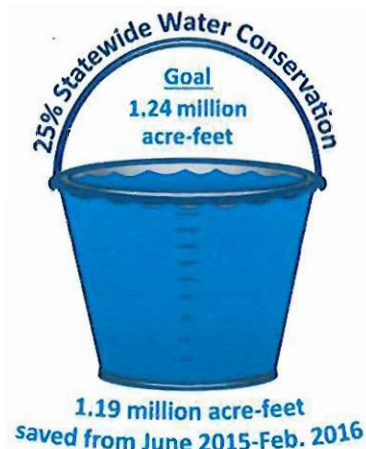
***CALIFORNIA ACHIEVES 96 PERCENT OF STATEWIDE CONSERVATION GOAL,
NARROWLY MISSING GOVERNOR'S NINE MONTH MANDATE***

FOR IMMEDIATE RELEASE
April 4, 2016

Contact: George Kostyrko
gstyrko@waterboards.ca.gov

SACRAMENTO – Californians came just shy of meeting Governor Edmund G. Brown Jr.'s 25 percent water conservation mandate for the nine months since mandatory urban conservation began. Statewide cumulative savings from June 2015 to February 2016 totaled 23.9 percent compared with the same months in 2013.

"Twenty-four percent savings shows enormous effort and a recognition that everyone's effort matters," said State Water Resources Control Board Chair Felicia Marcus. "Californians rose to the occasion, reducing irrigation, fixing leaks, taking shorter showers, and saving our precious water resources in all sorts of ways."



With nearly 1.19 million acre-feet of water conserved from June 2015 through February 2016, the state achieved 96 percent of the savings goal of 1.24 million acre-feet of water. Water saved during the nine month period is enough to supply more than 5.9 million Californians for one year; this is approximately the combined population of San Diego, Riverside, and Tulare counties, or 15 percent of the state's population.

Statewide, the conservation rate dropped from 17.1 percent in January to 12 percent in February, likely because February 2016 was one of the warmest and driest Februaries since the drought began. In addition, residents generally use much less water for outdoor irrigation in the winter months, so there is less opportunity for high volume, and percentage, savings.

As the wet season draws to a close in April – and with water suppliers, residents, and businesses posing important questions about the future of water conservation in California – the State Water Board will hold a public [workshop](#) on April 20 to receive input on conservation



CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY

STATE WATER RESOURCES CONTROL BOARD

1001 I Street, Sacramento, CA 95814 • Mailing Address: P.O. Box 100, Sacramento, CA 95812-0100 • www.waterboards.ca.gov



needs through the summer. The workshop will consider adjustments to the current emergency regulations given available water supply, storage, and snowpack.

In the meantime, Californians are urged to continue applying their water conservation skills and habits through the spring months. These efforts should include complying with urban water supplier directives on when outdoor irrigation is permitted, not irrigating outdoors during and within 48 hours following a rain event, and fixing leaks that are discovered during individual water user audits.

"March brought us much needed rain and snow after a frightening February," Chair Marcus said. "It was more of a moderate March than the miracle March we hoped for, but we're grateful for every raindrop and every snowflake, and we are still hoping for more April showers. We are in better shape than last year, but are still below average in most of California. We need to keep up our efforts to conserve the water we've gotten. We can better tune up and adjust our emergency rules once we see our final rain and snowpack tallies in the next few weeks."

An [updated and extended emergency regulation](#) was adopted by the Board on Feb. 2 and took effect Feb. 11. The regulation extends restrictions on urban water use through October while providing urban water suppliers some latitude in the conservation requirements they must meet. The action follows Governor Edmund G. Brown Jr.'s Nov. 13, 2015, [Executive Order](#) directing the State Water Board to extend the emergency water conservation regulation through Oct. 31, 2016 should drought conditions persist.

February Conservation Data

- For June through February, the cumulative statewide reduction was 23.9 percent, compared to the same months in 2013. That equates to nearly 1.19 million acre-feet of water saved, putting the state 96 percent of the way to meeting the 1.24 million acre-feet savings goal set for the end of February.
- Statewide water savings for February 2016 was 12 percent (41,591 acre feet or 13.6 billion gallons), a decrease from January 2016's 17.1 percent savings. See fact sheet [here](#).
- February 2016 compliance indicates that 55 percent of suppliers met their conservation standards.

Water Conservation Quick Links

[Factsheet: February by the Numbers](#)

[June 2014 - February 2016 Data Set](#)

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

- Statewide average water use for February was 67 residential gallons per capita per day (R-GPCD), closely matching the December 2015 average but higher than January's all-time low of 61 gallons per person per day.

Enforcement

The State Water Board's Office of Enforcement continues to work with water suppliers that are not meeting their conservation standards, and with small water suppliers that have not filed their December 2015 report.

Since June 2015 the State Water Board has issued:

- 98 warning letters;
- 118 notices of violation;
- 12 conservation orders (one was rescinded due to compliance);
- Four Administrative Civil Liability Complaints (one ACL paid; three in negotiations); and
- Seven alternative compliance orders.

Background

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

On Feb. 2, 2016, based on Gov. Brown's [November 2015 Executive Order](#), the State Water Board approved an updated and extended emergency regulation that will continue mandatory reductions through October, unless revised before then. The extended regulation responds to calls for continuing the conservation structure that has spurred such dramatic savings so far while providing greater consideration of some factors that influence water use: climate, population growth and significant investments in new local, drought-resilient water supplies such as wastewater reuse and desalination. Under the extended regulation, statewide water conservation is expected to continue at the high levels Californians have been achieving since June 2015.

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

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

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

###

Emergency Water Conservation Regulation Update

Office of Research, Planning, and Performance

April 5, 2016



Status of Implementation

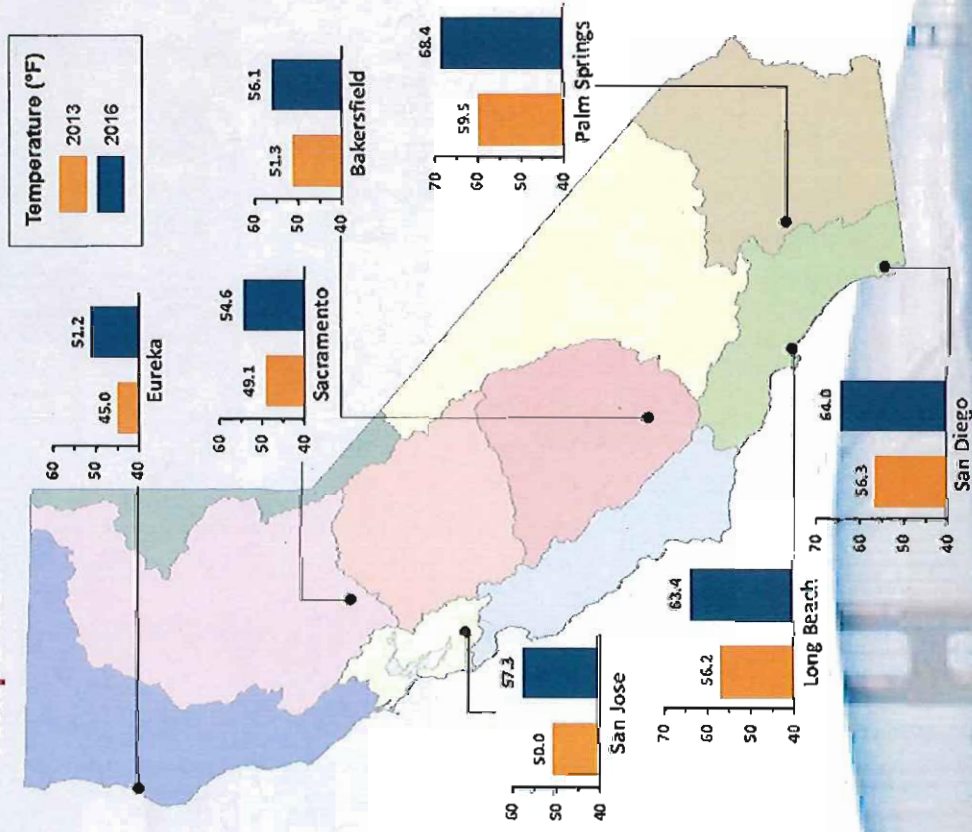
- Water production numbers collected from June 2014 through February 2016 (21 months)
- Ninth month with statewide goal to cumulatively reduce total potable urban water use by 25 percent
- 399 (of 410) suppliers submitted February reports
- Water Board enforcement actions taken based on June 2015 – February 2016 cumulative supplier compliance



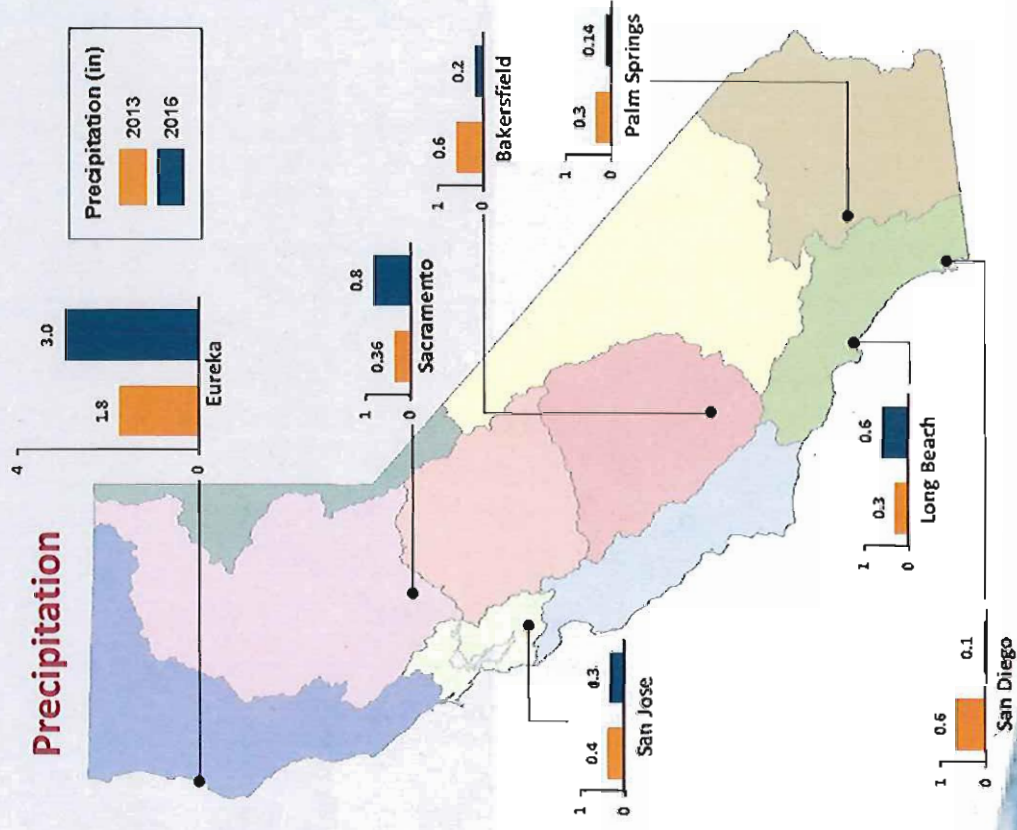
February Weather Conditions

(Select Cities)

Temperature



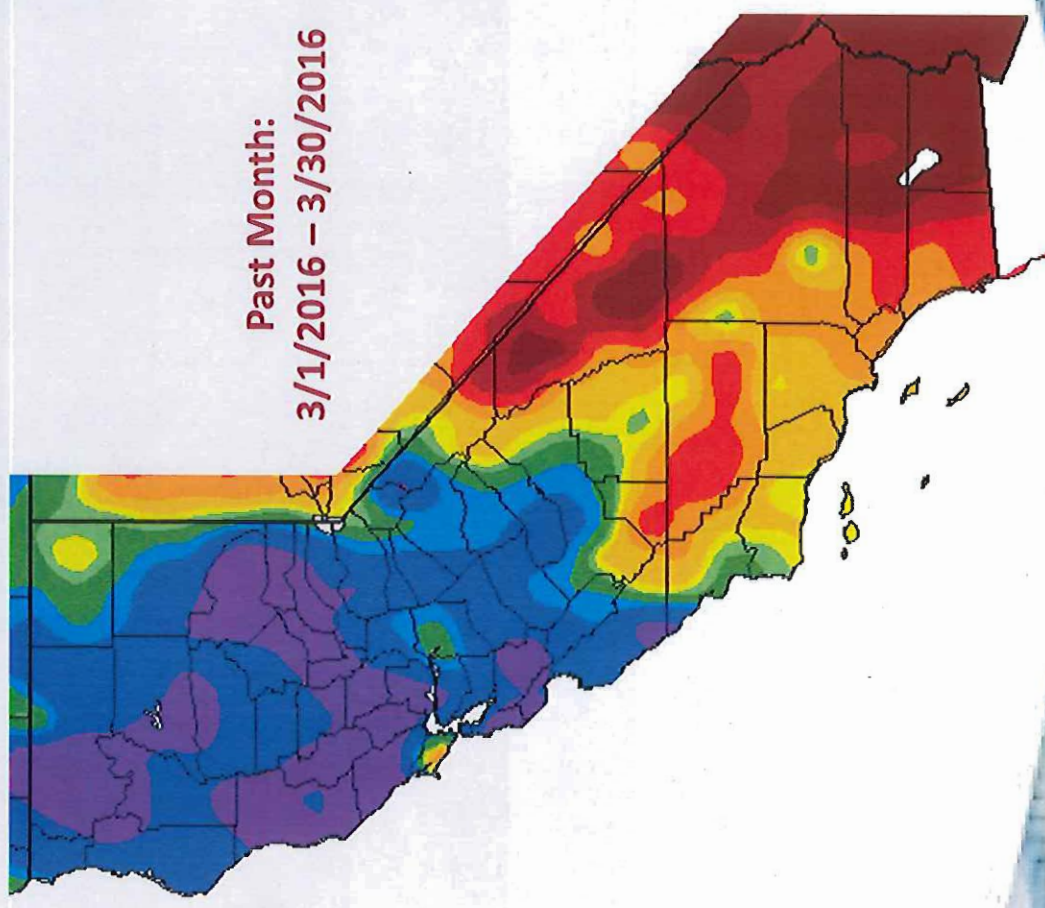
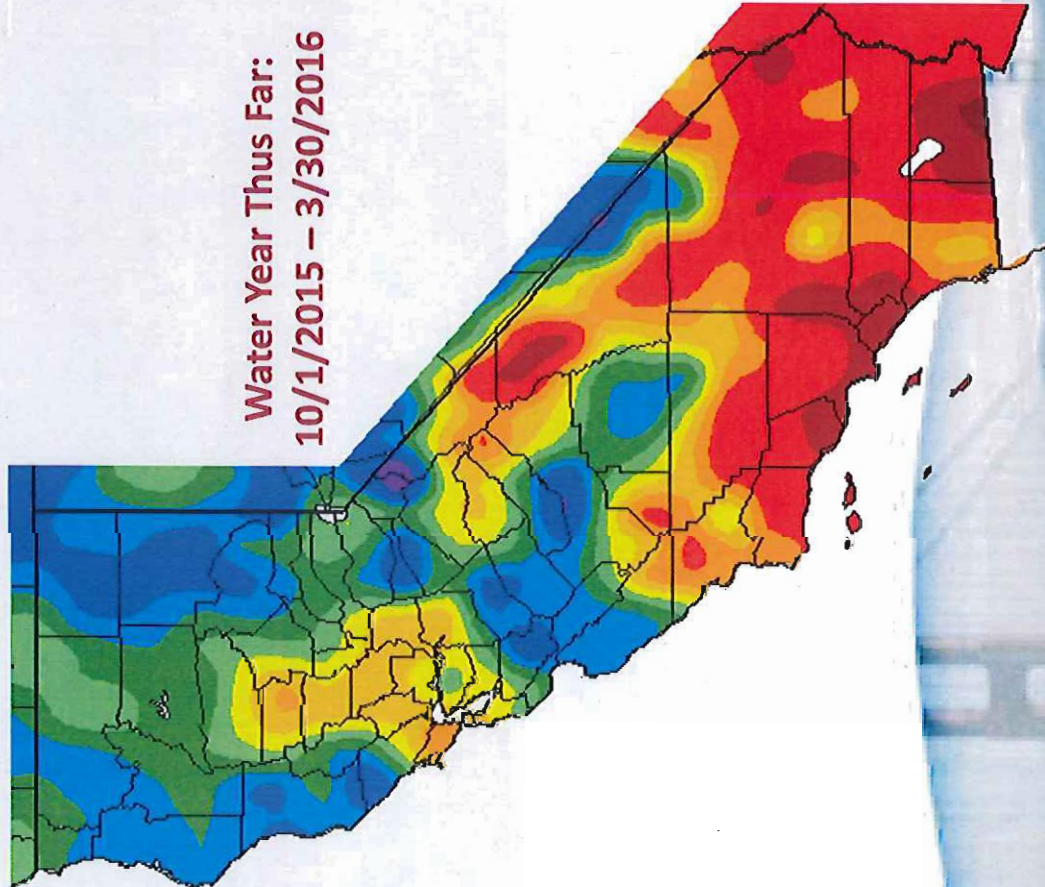
Precipitation



Statewide, February 2016 was hotter and wetter than February 2013

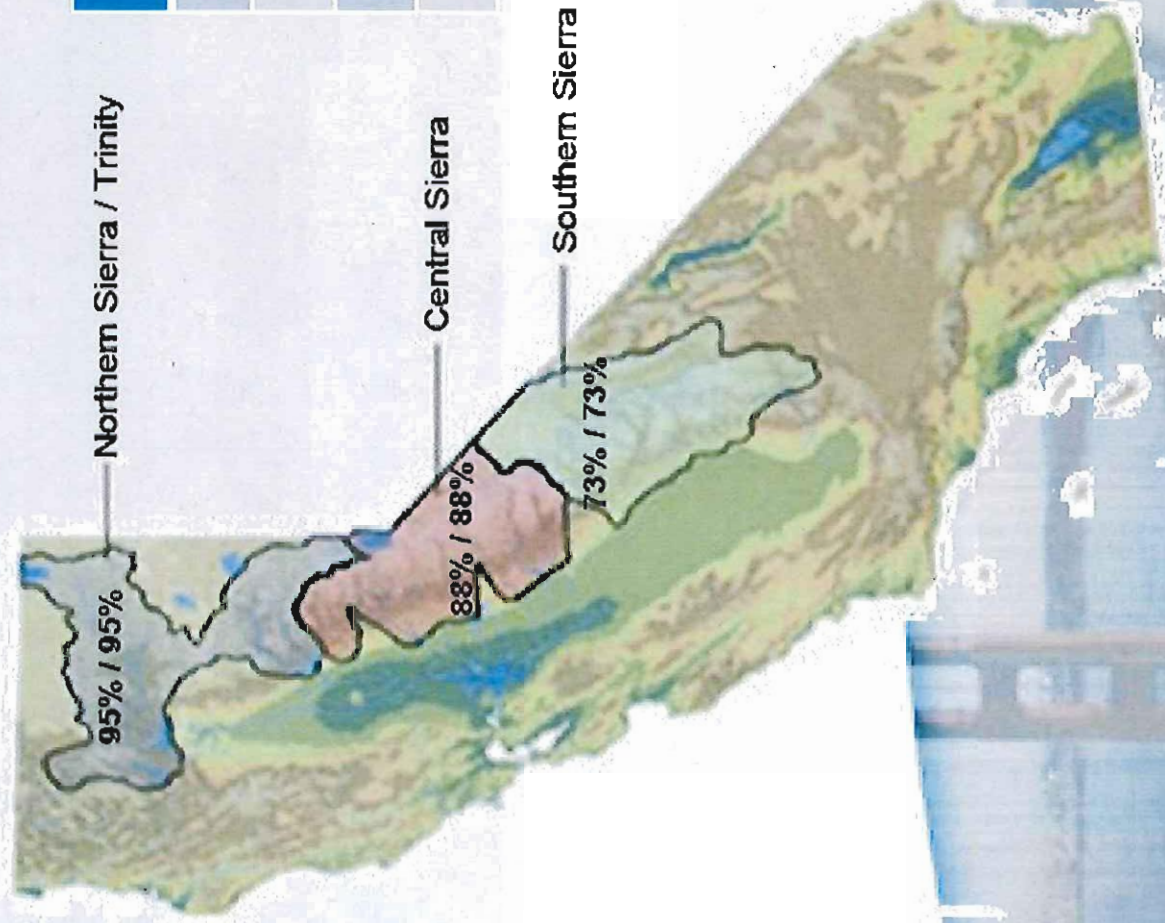
Data Source: U.S. Climate Data <http://www.usclimatedata.com/>

Percent of Average Precipitation



Snow Water Equivalents

(Inches, as of March 29, 2016)

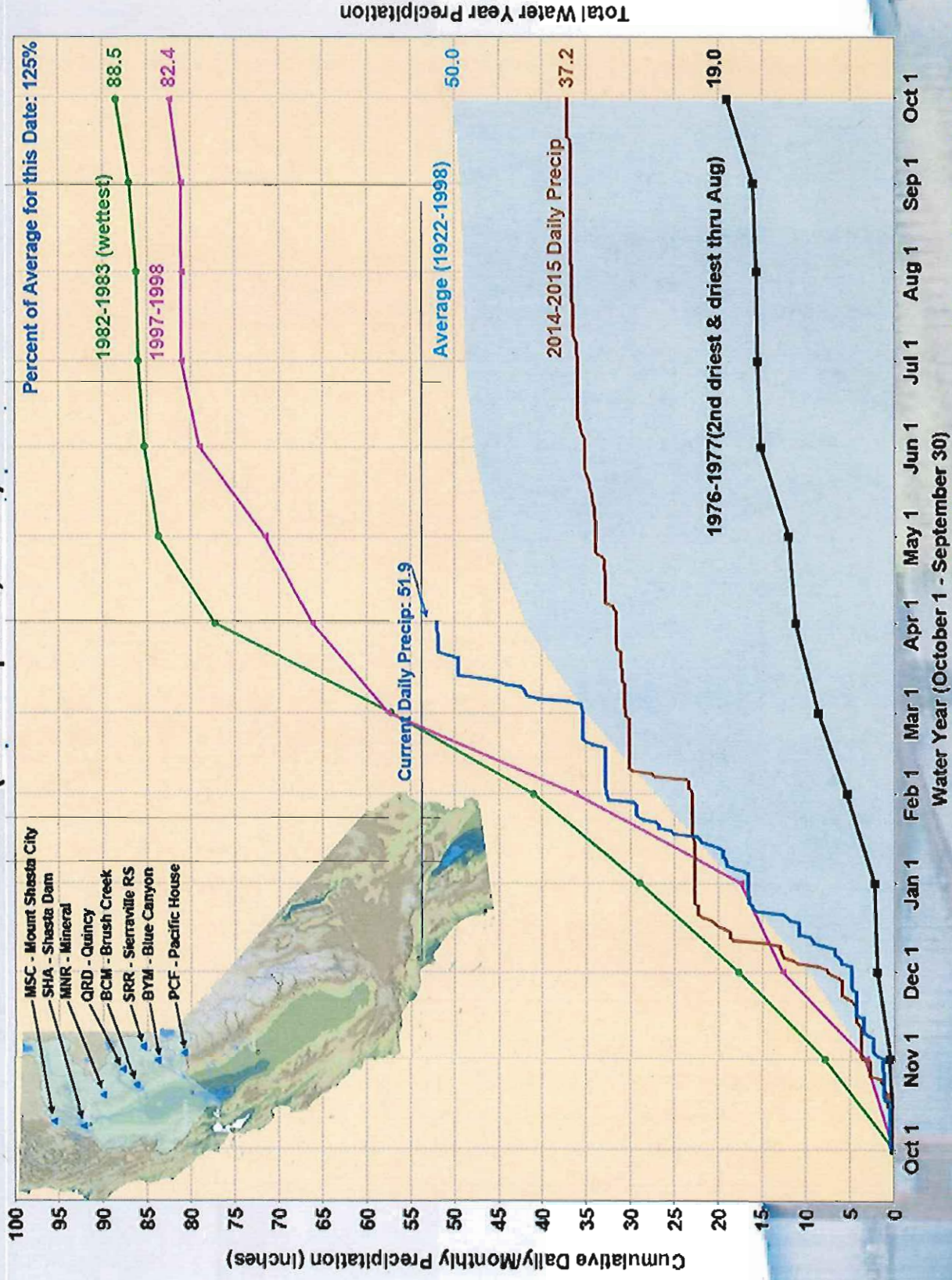


Statewide Summary	
Number of Stations Reporting	94
Average Snow Water Equivalent (in)	24.2
Percent of April 1 Average (%)	86
Percent of Normal for this Date	86

Data source: cdec.water.ca.gov/cdecapp/snowwapp/sweq.action

Northern Sierra Precipitation: 8 Station Index

(As of April 1, 2016)



Reservoir Storage

(As of March 31, 2016)

Reservoir	Capacity Thousand Acre-Feet (TAF)	% Capacity	% Historic Average
Shasta	4,552	88	109
Oroville	3,538	86	114
Trinity Lake	2,448	52	66
New Melones	2,420	26	41
San Luis	2,039	52	57
Don Pedro	2,030	60	82
McClure (Exchequer)	1,024	33	60
Pine Flat	1,000	39	69
Folsom	977	71	110
Bullards Bar	966	84	116
		100%	100%

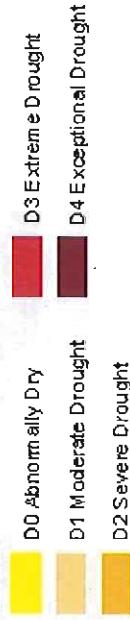
U.S. Drought Monitor California

March 29, 2016
(Released Thursday, Mar. 31, 2016)
Valid 8 a.m. EDT

Drought Conditions (Percent Area)

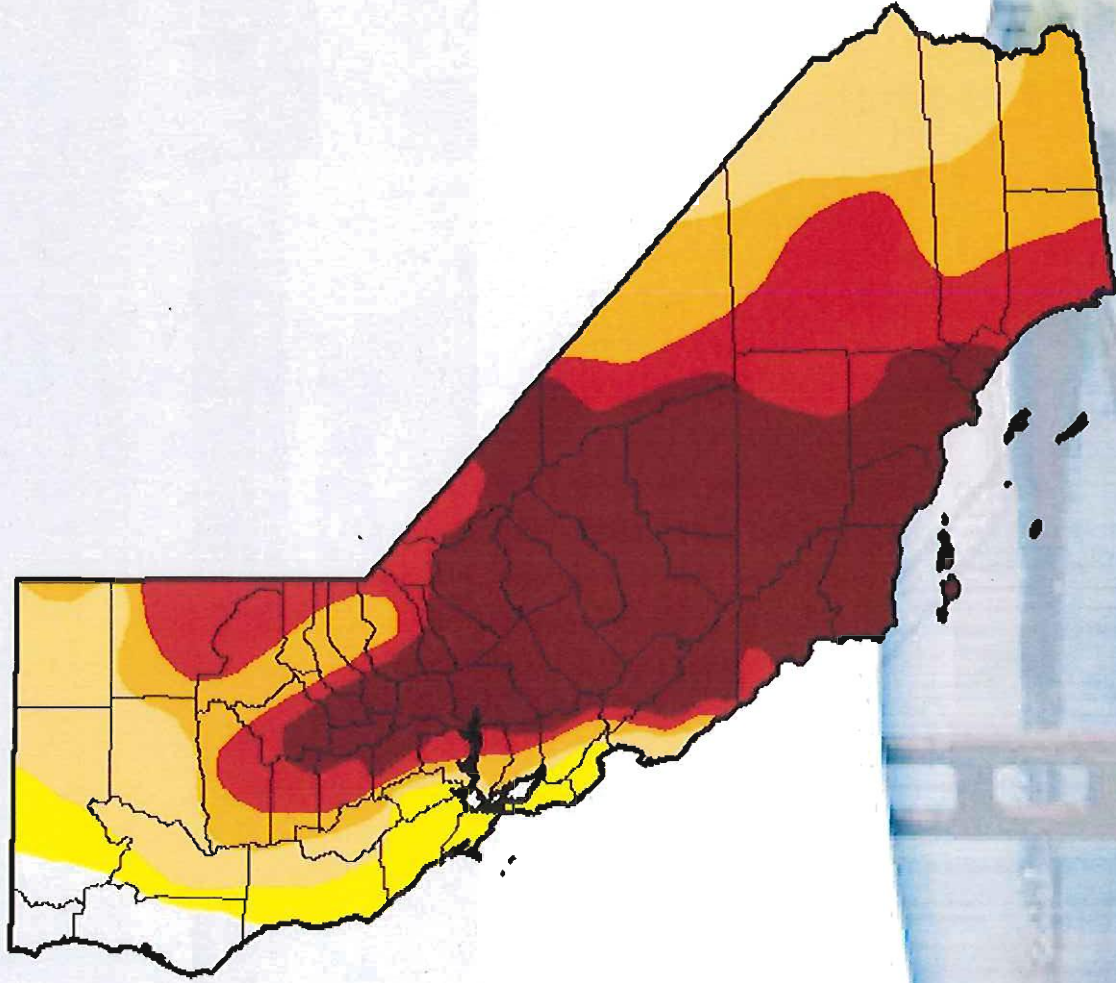
	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
Current	3.55	96.45	90.58	72.82	55.25	34.74
Last Week 3/22/2016	1.16	98.84	91.55	72.86	55.31	34.74
3 Months Ago 12/29/2015	0.00	100.00	97.33	87.55	69.07	44.84
Start of Calendar Year 12/29/2015	0.00	100.00	97.33	87.55	69.07	44.84
Start of Water Year 9/29/2015	0.14	99.86	97.33	92.36	71.08	46.00
One Year Ago 3/31/2015	0.15	99.85	98.11	93.44	66.60	41.41

Intensity



The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. See accompanying text summary for forecast statements.

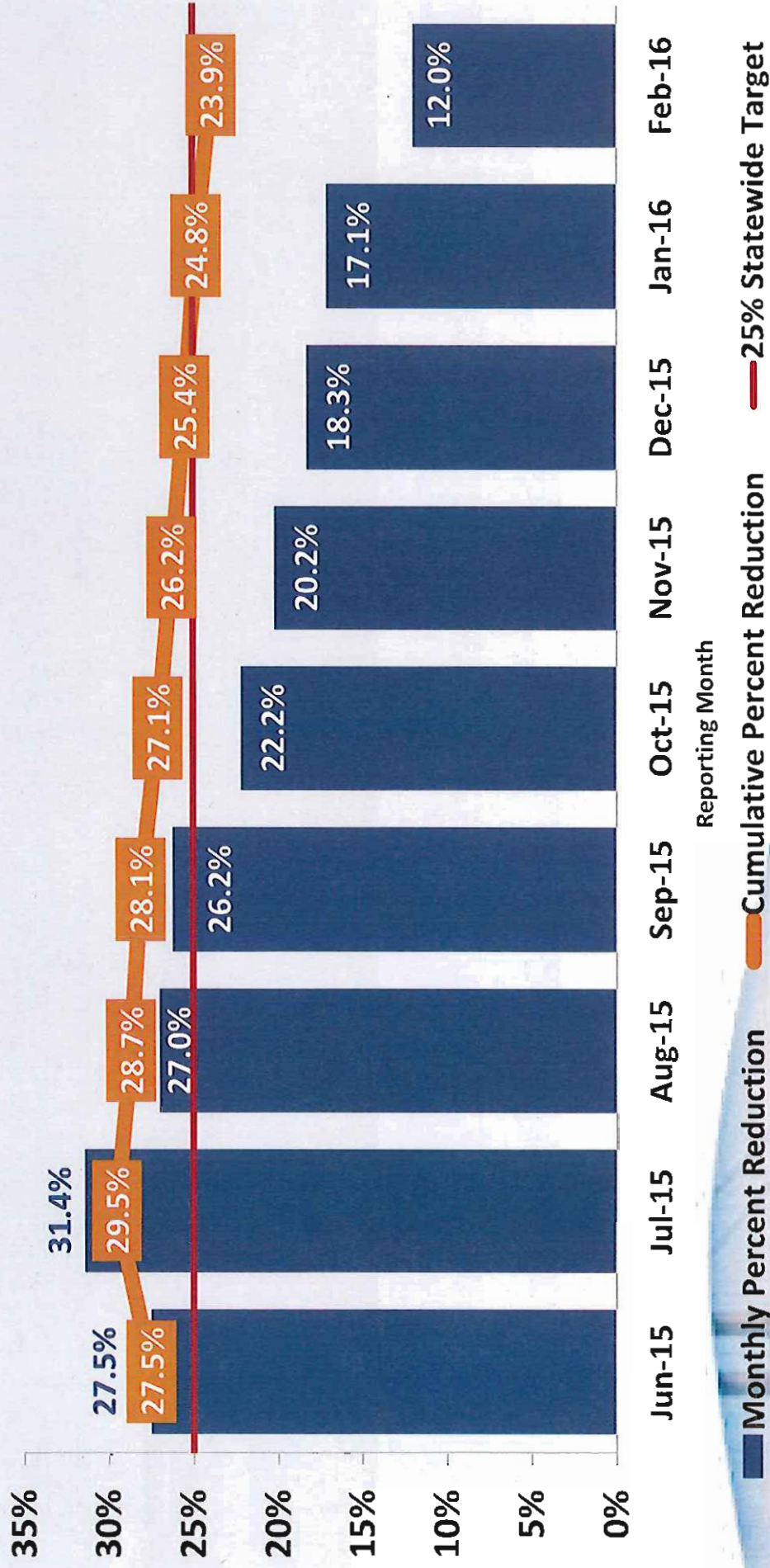
Author:
Brad Rippey
U.S. Department of Agriculture



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

Statewide Water Production Percent Reduction

(Compared to 2013)

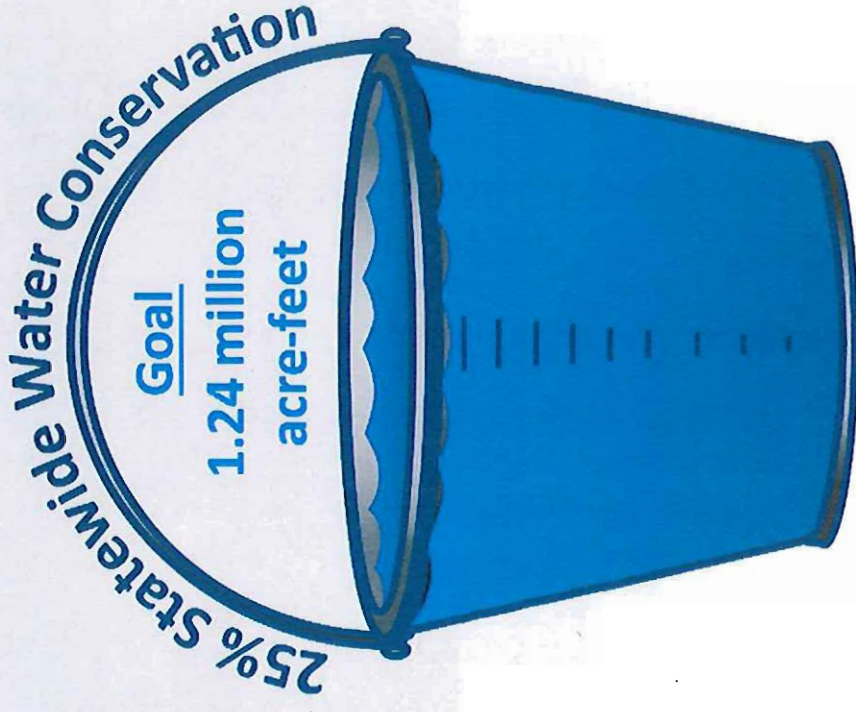


February 2016 savings (13.6 billion gallons or 41,591 acre-feet) brings statewide 9-month cumulative savings to 23.9 percent

Statewide Cumulative Savings

(June 2015 – February 2016)

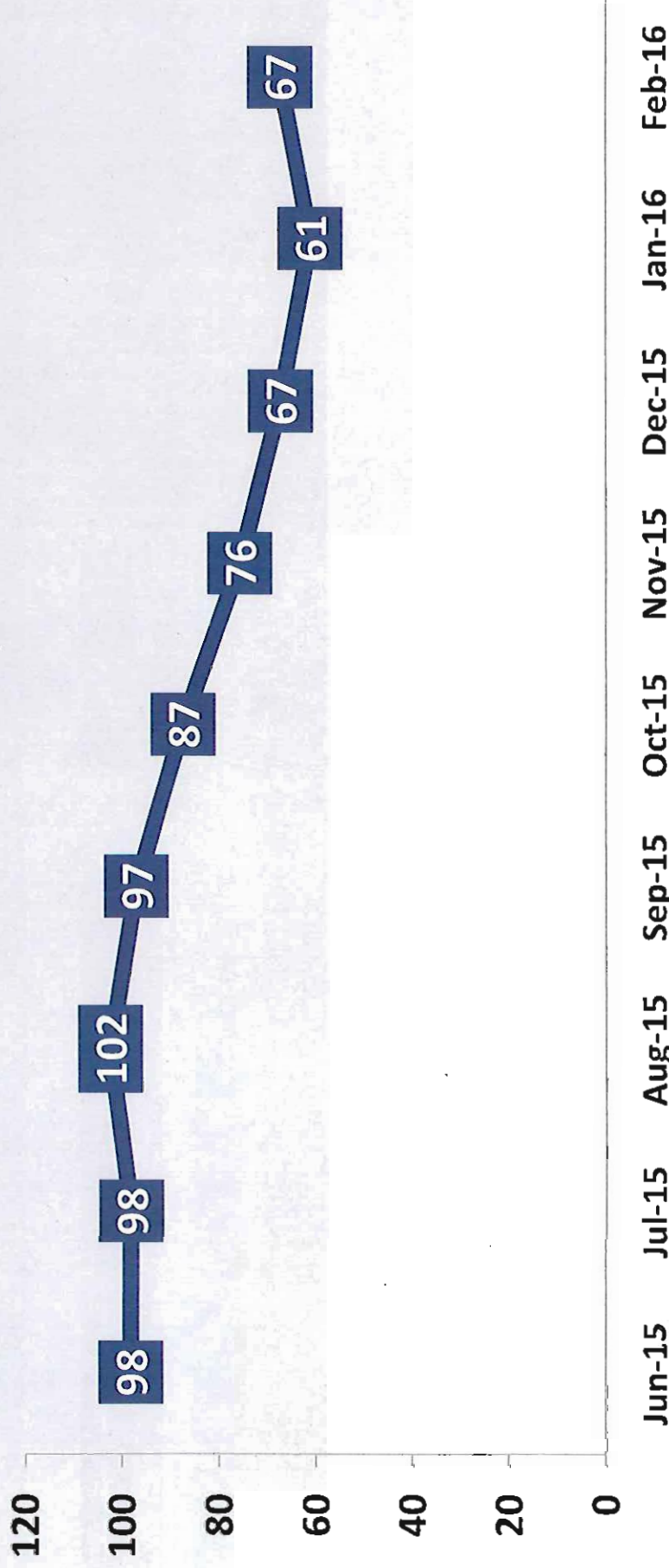
- 1,186,966 acre-feet (386.8 billion gallons) of water saved
- This is 96% of savings goal
- Savings is enough to provide 5.9 million Californians (15% of state population) with water for one year



1.19 million acre-feet
saved from June 2015-Feb. 2016

Statewide Monthly Average Residential Gallons per Capita per Day

(June 2015 – February 2016)



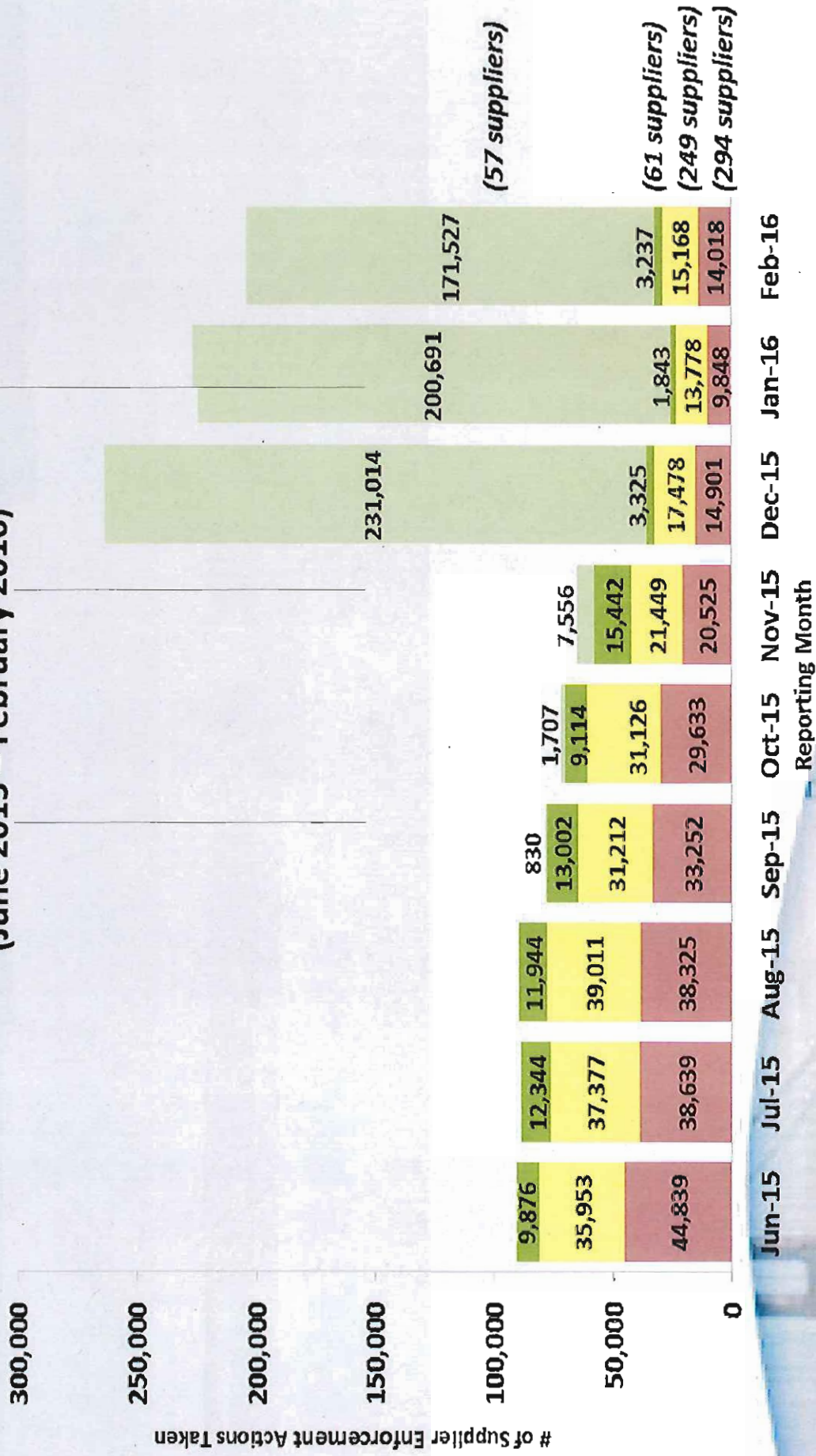
Reporting Month

Average Statewide February 2016 R-GPCD = 67

28

Supplier Enforcement Actions Taken

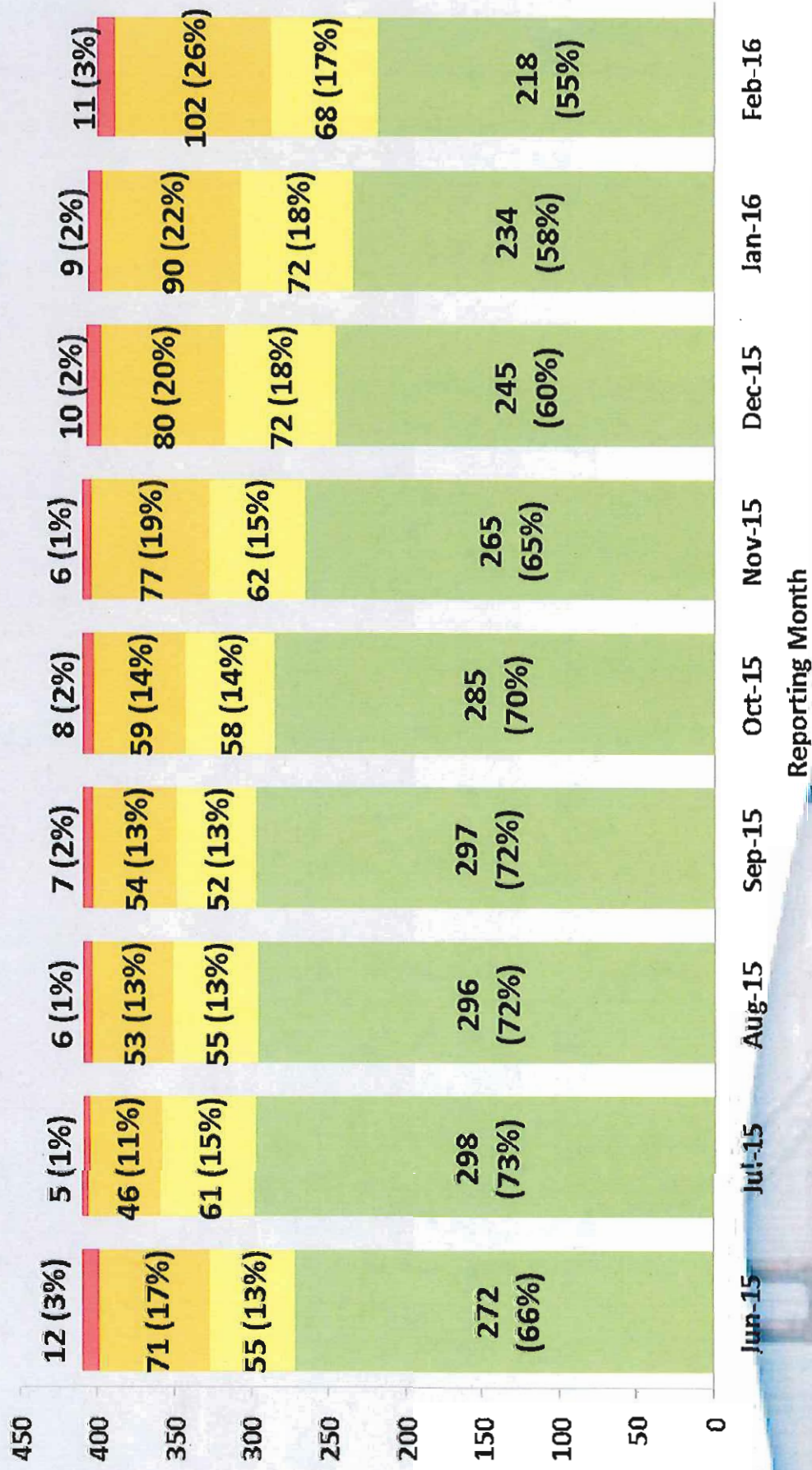
(June 2015 – February 2016)



Complaints Received
Other Penalties Assessed
Warnings Issued
Rate Penalties Assessed

Suppliers Reporting by Compliance Priorities

(June 2015 – February 2016)



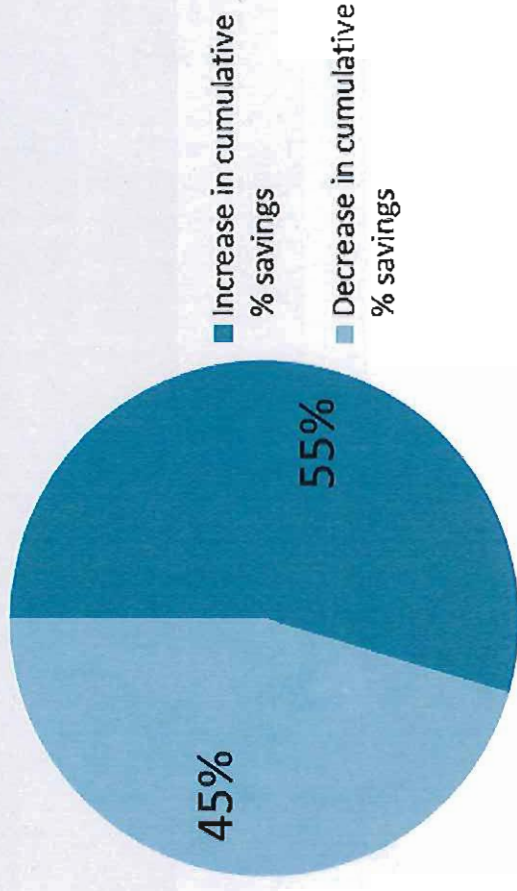
1 Greater than 15 percentage points from meeting standard

2 Between five and 15 percentage points from meeting standard

3 Between one and five percentage points from meeting standard

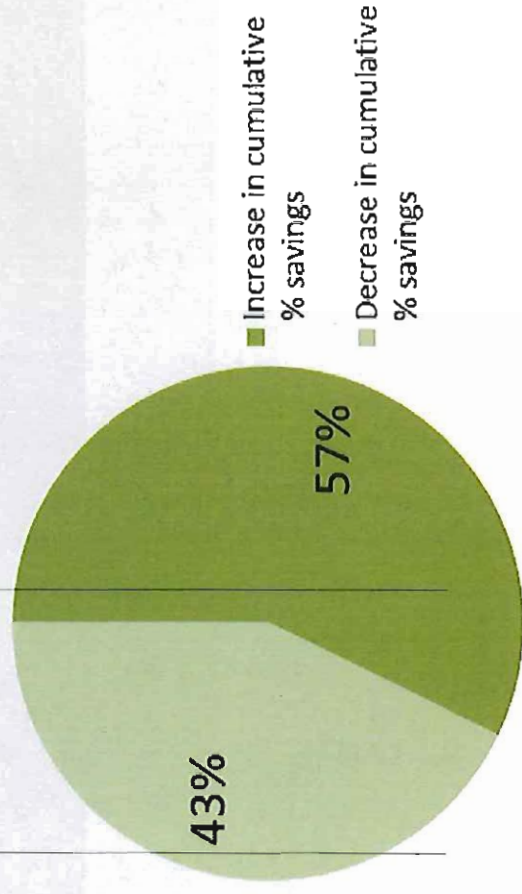
Performance for Suppliers with Conservation Orders (11)

- Order for Rainbow MWD has been rescinded
- 6 out of 11 suppliers show upward trends for cumulative % savings
- Missing cumulative % and volumes by
 - Between 4 and 29%
 - Between 47 and 472 million gallons



Performance for Suppliers with Alternative Compliance Orders (7)

- **All suppliers meeting items of their orders**
- 2 suppliers are meeting targets
- 4 out of 7 suppliers show upward trends for cumulative % savings



- Progress will continue to be tracked moving forward

February 2016 Emergency Regulation

- Adjusted conservation standards take effect March 1st
- Created conservation standard adjustments to consider:
 - Climate differences throughout the state
 - Urban growth
 - Investments in new, local, drought-resilient sources of water supply
- Conservation standard adjustment data were due to State Water Board by March 15th
- Revised conservation standards released later this week



Next Steps

- Staff continue to track drought conditions and will report to the Board in May
- Staff are working on concepts for next steps
 - 20th April public workshop
 - 17th May Board hearing
 - 3rd May public update on long-term framework for urban water resilience





DATE: April 21, 2016
TO: Tammy Rudock, General Manager
FROM: Jeanette Kalabolas, Administrative/Water Conservation Specialist

SUBJECT: 2016 FIRST QUARTER WATER CONSERVATION STAFF REPORT

SUBJECT #1: Water Conservation Web Page Re-Design

BACKGROUND: The website is a fundamental tool in relaying conservation messaging, drought measures and actions, as well as other key water saving information to MPWD customers.

DISCUSSION: In two months, fun, new and exciting changes will be coming to the MPWD's website water conservation page. The most notable change will be the segregation of the existing page into three more distinct sections to allow customers improved access to information. A handful of new ads created for our spring campaign will also make their debut on the home pages rotation banner. Changes to new and existing links are also on the horizon, the billing inserts title will be renamed public announcements and three new drop down water conservation menu items will be added – monthly reports, workshops and complimentary items. Standing content will be refreshed as well, some of our older tips will be swapped with new ones and existing graphics will get makeovers. New reference resource links are also under consideration, such as the addition of SaveOurWater.com's great video shorts to help expand on visual content and the UWMP page will also be reconfigured to house our newly adopted UWMP, as well as all correlating documents.

SUBJECT #2: MPWD 2015 Water Waste Data Summary Report

BACKGROUND: In early 2014 Governor Brown issued a drought emergency proclamation directing water industry officials to take necessary action to prepare for record low dry conditions. In response, DWR directed all state agencies to immediately reduce their water consumption. A new reporting portal was introduced and all California agencies were mandated to report monthly water use starting spring 2014 forward in comparison to 2013. Part of this process also defined that agencies must track and report water waste within their service territory. The state then took further action in late 2015 by implementing a web tool, www.savewater.ca.gov to assist the public in reporting observed water waste violations.

DISCUSSION: Each month Tammy includes in her conservation report the number of water waste complaints received by the MPWD. There were 58 complaints registered in calendar year 2015. Below is the statistical data collected by staff with respect to the types of grievances:

- 14 leaks reported were the result of runoff noticed on hardscape surfaces (sidewalks, driveways or street);
- 10 were the result of someone noticing irrigation in excess;
- 9 were due to residents watering between the prohibited hours of 10AM – 6PM;
- 9 others resulted from someone spotting a broken irrigation line or sprinkler head;
- 5 were reported as residents watering more than the allotted two times per week;
- 4 were the result of residents using a hose or power washers to clean sidewalks, carports or windows;

- 2 were the result of pools overflowing;
- 1 the result of water noticeably flowing from a meter box; and
- 1 classified as other. Upon further investigation staff concluded that particular leak to be the result of groundwater.

In addition, there were 3 ongoing violations that exceeded MPWD's allotted time frame to repair a leak. These violations required further communication outside staff's standard education efforts and only one violation reached the level of written notification.

Water waste customer classifications totals tallied:

- Single-Family 37;
- Multi-Family 9;
- Commercial 8; and
- Public Authority 4.

Reports came in through varied sources as well:

- 31 calls were made to the MPWD office by concerned citizens;
- 13 violations were reported through use of our online water waste form;
- 10 were discovered by staff in the field;
- 3 were forwarded by CalWater; and
- 1 came through the City of Belmont Public Works office.

SUBJECT #3: Belmont Growth and Development

BACKGROUND: The MPWD has experienced an increase in the number of project development applications being submitted. Because of this recent uptick staff has been working diligently with the City's Building and Planning Department to redefine the approval process and improve communications. The adoption of the 2016 Water Efficient Landscape Ordinance (WELO) has also prompted staff to update its existing application.

DISCUSSION: As of April 2016 there were a total of thirty (30) development proposals under review by staff, 12 fall under the combined customer classification categories of commercial, public authority and multi-family dwellings and 18 under single family proposals. Stages of approval vary from initial receipt of civil/landscape plans to applications pending final audit or approval. Staff is also in the process of refining the existing WELO customer plan check and review application. Changes include a new preliminary plan recognition phase where staff notifies the city that design and plants specs meet our ordinance requirements. Other changes include the addition of new report forms to the application packet, as well as revisions to both the checklist and submittal procedure instruction letters.

SUBJECT #4: Boy Scout Easement Renovation Project

BACKGROUND: In May of 2015, a local scout (Thomas K.) approached the MPWD with a proposed community project idea to meet the requirements of his "Eagle Leadership Service" award. The objective of the project was to plan, organize, lead and manage a team of volunteers in serving the needs of a local community non-profit organization.

DISCUSSION: Thomas chose to design and implement a drought tolerant landscape to demonstrate for MPWD customers the use of water efficient California native plants in a sustainable garden. The project area is the easement strip directly across the street from the MPWD's Dairy Lane location. Property owners were notified about the project.

Preliminary work began summer of 2015 and included many phases: plant research, execution of a site plan drawing, volunteer coordination, budget estimations, fundraising and creation of a work schedule, which outlined three (3) work stages:

- Stage 1 included site preparation - debris clean-up, trim and removal of existing trees/bushes/plants, surface leveling and rising of the required soil bed, as well as the installation of a weed block product. This stage was completed Monday, March 28, 2016.
- Stage 2, set in motion the installation of oleander trees, wax leaf privet shrubs and yellow wave flax, society garlic and lavender plants. This stage was completed the weekend of April 16-18, 2016.
- Stage 3, the final phase of the project calls for the installation of a drip irrigation system (with the option to hand water with recycled rain water collected on site), plus the addition of mulch and plant labels, so that visitors can obtain names of varieties if so desired for use in their own yards. This stage is expected to be completed no later than May 9, 2016.

Several items were not defined in the original proposal, however, Thomas has offered to provide a maintenance and water schedule (just until the plants establish themselves) and agreed to install doggie waste receptacles to ensure the integrity of the easement. Before, during and after photos were recorded from start to finish of the project and MPWD has agreed to submit a public service announcement to local media to publically recognize the scout's effort and community contribution.

SUBJECT #5: State Water Resources Control Board (SWRCB), Division of Drinking Water (DDW) Office Goes Paperless

BACKGROUND: The DDW offices of the SWRCB is implementing a paperless office system to reduce its paper use, increase efficiency, and provide a more effective way for employees, the public and interested parties to report and view documents in electronic form. This change in procedure will help ensure that DDW meets the same efficiency and transparency goals as other Water Board departments, which have already completed the transition.

DISCUSSION: Starting July 1, 2016, DDW requested that public water systems begin submitting documents in electronic format, including but not limited to: monthly monitoring reports, general correspondence, and other routine submittals. On June 1, 2016 state agencies can expect to receive a letter further detailing this process it will come directly from the DDW district office that oversees California water systems and will describe the submittal methods and requirements expected of individual agencies. If an agency anticipates difficulty complying with this request, or has additional questions or concerns regarding these proposed change they can contact the DDW office to discuss the situation further.

SUBJECT #6: Bay Area Water Supply and Conservation Agency (BAWSCA) Drought Response Analysis

BACKGROUND: BAWSCA will spend FY 2016/2017 working to compile an analysis report to help both itself and its member agencies better understand the impacts of the past few drought years.

DISCUSSION: Lots of questions were raised as agencies looked to find water savings solutions to persistent dry climate conditions, such as:

- What factors helped drive down the cutbacks and reductions experienced - media, agency communications, the state's call to action, and other components?
- How will the impacts affect future supply and demand needs?
- Are existing shortage provisions appropriate and sufficient?
- How prepared were member agencies to deal with shortages and how were other supplies affected (outside SFPUC)?

BAWSCA will also look to include local economic and financial impacts. Once the report is compiled, members will be invited to attend an informational workshop where data will be shared and findings discussed through an open questions and answer forum.



AGENDA ITEM NO. 7.B.

DATE: April 28, 2016
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: PROGRESS REPORT ON 2015 URBAN WATER MANAGEMENT PLAN (UWMP)

RECOMMENDATION

Receive progress report on 2015 UWMP.

FISCAL IMPACT

This project is budgeted at \$60,000 within the MPWD FY 2015/2016 Operating Budget. MPWD's contract with ManageWater Consulting, Inc. was approved by the Board on December 16, 2015, in the amount of \$38,860, plus an option not to exceed \$10,000 to negotiate services for a revised WSCP, for a potential project total of \$48,860.

RECAP:

Project budget:	\$38,860 for UWMP
	<u>\$10,102</u> approved proposal for revised WSCP
TOTAL	\$48,962
Expended to date:	<u>\$47,581</u>
BALANCE	\$ 1,381

Staff approved added time for services performed by the consultant, mostly during the data integration and projection stages and in development of the *NEW* Water Shortage Contingency Plan, which should well fit within a 15% contingency (up to \$7,344) for completion of this project.

BACKGROUND

The California Water Code (CWC) Section 10620(a) requires an urban water supplier to prepare and adopt an UWMP consistent with CWC Section 10640. All urban water suppliers, either publicly or privately owned, serving municipal water to 3,000 or more customers or supplying more than 3,000AF annually are required to prepare an UWMP.

The UWMP is required for an urban water supplier to be eligible for California Department of Water Resources (CA DWR) state grants, loans, and drought assistance. **The UWMP must be adopted and submitted to the CA DWR by July 1, 2016.**

DISCUSSION

The Administrative Draft of the UWMP is currently under review by staff and the consulting team, including all sections:

- Section 1: Introduction and Overview
- Section 2: Plan Preparation
- Section 3: System Description
- Section 4: System Water Use
- Section 5: Baselines and Targets
- Section 6: System Supplies
- Section 7: Water Supply Reliability
- Section 8: Water Shortage Contingency Planning
- Section 9: Demand Management Measures
- Section 10: Plan Adoption, Submittal, Implementation

The Administrative Draft of the MPWD's *NEW* Water Shortage Contingency Plan (WSCP) is also under review.

The Public Review DRAFTs of both documents are on target and projected for release on May 11th. The Board will initially consider them during a public hearing at its regular meeting on May 26th.

The final 2015 UWMP and Water Shortage Contingency Plan will be considered for adoption by the Board at its regular meeting on June 23rd, allowing for the timely submittal to the CA DWR by July 1st.



AGENDA ITEM NO. 8.A.

DATE: April 28, 2016
TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager
Joubin Pakpour, District Engineer

SUBJECT: CONSIDER RESOLUTION 2016-03 AUTHORIZING AWARD OF CONTRACT TO R. J. GORDON CONSTRUCTION, INC., FOR THE ALAMEDA DE LAS PULGAS WATER MAIN REPLACEMENT PROJECT (BETWEEN CIPRIANI BOULEVARD AND ARBOR AVENUE) IN THE AMOUNT OF \$620,807, AND A 10% PROJECT CONTINGENCY IN THE AMOUNT OF \$62,081, FOR A TOTAL BUDGET OF \$682,888

RECOMMENDATION

Approve Resolution 2016-03 authorizing award of a contract to R. J. Gordon Construction, Inc., from Pleasant Hill, CA for the replacement of water main segments under Alameda de las Pulgas Avenue (between the intersections of Cipriani Boulevard to Notre Dame Avenue and Belle Monte Avenue to Arbor Avenue, which is approximately 1,600 linear feet) in the amount of \$620,807 and a 10% project contingency in the amount of \$62,081 for a total budget of \$682,888.

FISCAL IMPACT

FY 2015/2016 Capital Budget	\$800,000
District Engineer's Estimate	\$680,000
Project Construction Cost	\$620,807
Plus 10% Contingency	\$ 62,081
Total	\$682,888

MPWD operations staff will manage the inspection services for the construction project, thereby eliminating the costs for contracting with an outside inspector for this project.

DISCUSSION

District Engineer, Joubin Pakpour, P.E., will lead the discussion for this project. His detailed report is attached.

Attachments: Resolution 2016-03
Contract
Pakpour Consulting Group, Inc., Recommendation of Award dated April 22, 2016

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

UNANIMOUS____ ZUCCA____ WARDEN____ STUEBING____ VELLA____ LINVILL____

RESOLUTION NO. 2016-03

**AUTHORIZING AWARD OF CONTRACT TO R. J. GORDON CONSTRUCTION, INC.,
FOR THE ALAMEDA DE LAS PULGAS WATER MAIN REPLACEMENT PROJECT
(BETWEEN CIPRIANI BOULEVARD AND ARBOR AVENUE
APPROXIMATELY 1600 LF) IN THE AMOUNT OF \$620,807,
AND A 10% PROJECT CONTINGENCY IN THE AMOUNT OF \$62,081,
FOR A TOTAL BUDGET OF \$682,888**

*** * ***

MID-PENINSULA WATER DISTRICT

WHEREAS, the District solicited competitive bids for the replacement of two segments of a water main on Alameda de las Pulgas (from the intersection of Cipriani Boulevard to Notre Dame Avenue and Belle Monte Avenue to Arbor Avenue for approximately 1600 LF); and

WHEREAS, in response to the District's solicitation, five (5) firms submitted bids; and

WHEREAS, based on review of these bids by the District Engineer, District staff, and District Counsel, staff recommends that the contract be awarded to R. J. GORDON CONSTRUCTION, INC., whose bid meets all the requirements of the specification documents and has been determined to be the lowest responsive and responsible bidder.

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

1. Awards the contract for the replacement of two segments of a water main on Alameda de las Pulgas (from the intersection of Cipriani Boulevard to Notre Dame Avenue and Belle Monte Avenue to Arbor Avenue for approximately 1600 LF) to R. J. GORDON CONSTRUCTION, INC., in the amount of \$620,807; and
2. Authorizes a 10% project contingency in the amount of \$62,081 for a total budget of \$682,888; and

3. Authorizes the President of the Board to execute a contract on behalf of the District with R. J. GORDON CONSTRUCTION, INC., in full conformity with the terms and conditions of this Resolution, the bid and the specification documents.

REGULARLY passed and adopted this 28th day of April 2016, by the following vote.

AYES:

NOES:

ABSENT:

President, Board of Directors

ATTEST:

Secretary

CONTRACT

THIS CONTRACT is made and entered into as of this ____ day of _____, 201__, by and between the **MID-PENINSULA WATER DISTRICT**, hereinafter called the "Owner" or "District" and _____, hereinafter collectively called the "Contractor."

THE PARTIES AGREE AS FOLLOWS:

1. **SCOPE OF WORK.** The Contractor shall perform all the work and furnish all the labor, materials, tools, equipment, machinery, services, transportation, incidentals and appurtenances required to complete the construction and installation of the work in accordance with the plans and specifications approved by the District entitled: **ALAMEDA DE LAS PULGAS WATER MAIN REPLACEMENT PROJECT**, dated March 2016, and which are appended hereto and made part of this agreement.

2. **BEGINNING OF WORK AND CONTRACT TIME OF COMPLETION.** After the Contract has been executed by the Owner, the Contractor shall begin work within five (5) working days from the effective date of the Notice to Proceed, issued by Owner, and shall complete all items required under this Contract within **Fifty (50) working days** from the effective date of the Notice to Proceed.

3. **CONTRACT PRICE.** In consideration of the performance of the work as set forth in the Contract Documents, the Owner agrees to pay to the Contractor the amounts set forth in the Contractor's Proposal dated _____ 201__, as it may be hereafter adjusted in accordance with the Contract Documents, and to make such payments in the manner and at the times provided in the Contract Documents. The Contractor agrees to complete the work within the time specified herein and to accept as full payment the amounts provided for herein.

4. **COMPONENTS OF CONTRACT.** This Contract shall consist of the following documents each of which is on file in the Owner's office and all of which are hereby referred to and by this reference made a part hereof as fully and completely as if they were fully set forth herein:

- a) This Contract
- b) Notice Inviting Sealed Bids
- c) The Contractor's signed Proposal
- d) General Provisions
- e) Special Provisions (including permits)
- f) Technical Specifications
- g) Contract Drawings
- h) Addenda (if any)
- i) Contract Bonds

The Contract will also include Contract Change Orders, if any, issued by the Owner as provided in the Contract Documents. The Contract represents the entire integrated agreement between

the parties hereto and supersedes prior negotiations, agreements or representations, whether written or oral, except representations contained in the Contractor's Qualifications Statement submitted prior to the award of Contract, if one was required. In the event of a conflict or inconsistency between Contractor's Proposal and this Contract, this Contract shall prevail.

5. **WORKERS' COMPENSATION CERTIFICATION.** By its signature hereunder, the Contractor certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the work of this Contract.

6. **NOTICES.** Any notices required or permitted under this Contract may be given by personal delivery to an authorized representative of the recipient or by certified or registered United States mail. In the case of the Contractor, notices shall be addressed to the business address specified in its Proposal. In the case of the Owner, notices shall be addressed to:

Mid-Peninsula Water District
3 Dairy Lane
Belmont, CA 94002
Attn: Tammy Rudock

A copy of any notices to the Owner shall also be concurrently mailed or delivered personally to the District Engineer.

Notice shall be presumed to be received three (3) business days after deposit in the mail, postage prepaid, or upon the date of delivery, if personally given.

7. **GOVERNING LAW.** This Contract is executed and shall be performed in San Mateo County, California. It shall be governed by and construed in accordance with the laws of the State of California.

8. **RECORDS.** Owner representatives shall have the right to review and inspect any records of the Contractor related to this Contract during normal business hours at the location where such records are maintained.

9. **LEGAL ACTIONS; AGENT FOR SERVICE OF PROCESS.** Any action relating to this Contract, including all disputes between the parties, shall be instituted and prosecuted in a court of competent jurisdiction in San Mateo County in the State of California.

Each party hereby appoints the individual listed opposite its name to act as its initial agent for service of process relating to any such action.

Mid-Peninsula Water District

3 Dairy Lane
Belmont, CA 94002
(650) 591-8941

Name of Individual Agent for
Service of Process

CONTRACTOR:

Name of Individual Agent for
Service of Process

Street Address

Owner, State, Zip Code

Telephone

IN WITNESS WHEREOF, the parties hereto have signed this Contract as of the day and year first above written.

MID-PENINSULA WATER DISTRICT:

CONTRACTOR:

BY: _____
President, Board of Directors

Name Under Which Business is Conducted

ATTEST: _____
District Secretary

BY: Name: _____

Title: _____
(President or Vice President)

APPROVED AS TO FORM:

California Contractor License No.:

District Attorney

Expiration Date: _____

Business Address:

Note: Format for Contract execution by Contractor will be adapted for a sole owner, partnership, corporation or joint venture, as appropriate.

56

PERFORMANCE BOND

BOND NO. _____
AMOUNT: \$ _____

KNOW ALL PERSONS BY THESE PRESENTS, that _____,
hereinafter called the PRINCIPAL, and _____,
a corporation duly organized under the laws of the State of _____
having its principal place of business at _____
in the State of _____, and authorized to do business in the
State of California, hereinafter called the SURETY, are held and firmly bound unto the MID-PENINSULA
WATER DISTRICT, hereinafter called the OBLIGEE, in the sum of _____
Dollars (\$ _____)
lawful money of the United States, for the payment of which, well and truly to be made, we bind
ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these
presents.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT:

WHEREAS, the PRINCIPAL has entered into a Contract with the OBLIGEE for the Alameda de las Pulgas
Water Main Replacement Project ("the Contract") and said PRINCIPAL is required under the terms of
said Contract to furnish a bond of faithful performance of said Contract.

NOW, THEREFORE, if the PRINCIPAL shall well and truly perform and fulfill all of the undertakings,
covenants, terms and agreements of said Contract, and any modification thereto made as therein
provided, at the time and in the manner therein specified, then this obligation shall become null and
void, otherwise it shall be and remain in full force and virtue.

The SURETY, for value received, hereby agrees that no change, extension of time, alteration or addition
to the terms of the Contract or to the work to be performed thereunder, or the Specifications
incorporated therein shall impair or affect its obligations under this bond, and it hereby waives notice of
any such change, extension of time, alteration or addition.

As a condition precedent to satisfactory completion of the Contract, the above obligations to the
amount of _____ Dollars
(\$ _____) being not less than ten percent (10%) of the total amount
payable by OBLIGEE under the Contract, shall hold good for a period of two (2) years after completion
and acceptance of the work, during which time, if the PRINCIPAL makes full, complete and satisfactory
repair and replacement of defective materials, faulty workmanship, and work not conforming to the
requirements of the Contract, and protects the OBLIGEE from cost and damage caused by the same,
then the above obligation in the sum _____ Dollars
(\$ _____) shall become null and void, otherwise it shall remain in full force
and virtue.

In the event suit is brought upon this Bond by the OBLIGEE and said OBLIGEE is the prevailing party, the
SURETY shall pay, in addition to the sums set forth above, all costs incurred by the OBLIGEE in such suit,
including reasonable attorneys' fees to be fixed by the court.

IN WITNESS WHEREOF, the above bounded parties have executed this instrument this ____ day of _____, 201__, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

PRINCIPAL:

By:

SURETY:

By:

Attorney-In-Fact

* * *

Note: To be considered complete, both the principal and surety must sign this performance bond. In addition, the surety's signature must be notarized and a copy of the surety's power of attorney must be attached.

PAYMENT BOND

BOND NO. _____

AMOUNT: \$ _____

KNOW ALL PERSONS BY THESE PRESENTS, that _____ hereinafter called the PRINCIPAL, and _____ a corporation duly organized under the laws of the State of _____ having its principal place of business at _____ in the State of _____, and authorized to do business in the State of California, hereinafter called the SURETY, are held and firmly bound unto the **MID-PENINSULA WATER DISTRICT** hereinafter called the OBLIGEE, or order in the sum of _____ Dollars (\$ _____) lawful money of the United States, being a sum equal to the total Contract price, for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT:

WHEREAS, the PRINCIPAL has entered into a Contract with the OBLIGEE for the construction of _____ and said PRINCIPAL is required under the terms of said Contract to furnish a bond securing payment of claims to which reference is made in Section 3248 of the Civil Code.

NOW, THEREFORE, if said PRINCIPAL or any of its subcontractors fails to pay any of the persons named in Section 3181 of the Civil Code, or amounts due under the Unemployment Insurance Code with respect to work or labor performed under the Contract, or any amounts required to be deducted, withheld and paid over to the Employment Development Department from the wages of employees of the Contractor and his subcontractors pursuant to Section 13020 of the Unemployment Insurance Code with respect to such work and labor, the SURETY will pay for the same, in an amount not exceeding the sum specified in this bond, and also will pay, in case suit is brought upon this bond, a reasonable attorney's fee, to be fixed by the court.

This bond will inure to the benefit of any of the persons named in Section 3181 of the Civil Code so as to give a right of action to such persons or their assigns in any suit brought upon this bond.

This bond is given to comply with Sections 3247 and 3248 of the Civil Code. The liability of the PRINCIPAL and SURETY hereunder is governed by the provisions of said Code, all acts amendatory thereof, and all other statutes referred to therein, including Section 3225 of the Civil Code.

PAYMENT BOND No. _____

The SURETY, for value received, hereby agrees that no change, extension of time, alteration or addition to the terms of the Contract or to the work to be performed thereunder or to the specifications incorporated therein shall impair or affect its obligations and its bond and it hereby waives notice of any such change, extension of time, alteration or addition.

IN WITNESS WHEREOF the above-bounded parties have executed this instrument this ____ day of _____, 201__, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representatives, pursuant to authority of its governing body.

PRINCIPAL:

By: _____

SURETY:

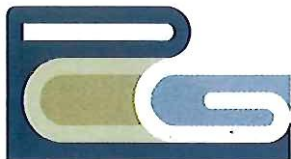
By: _____

Attorney-In-Fact

* * *

Note: To be considered complete, both the principal and surety must sign this payment bond. In addition, the surety's signature must be notarized and a copy of the surety's power of attorney must be attached.

600



Pakpour Consulting Group, Inc.

April 22, 2016

10012.15

Board of Directors
Mid-Peninsula Water District
3 Dairy Lane
Belmont, CA 94002

**Subject: Alameda de las Pulgas Water Main Replacement Project
Bid Results and Recommendation of Award
Mid-Peninsula Water District (MPWD)**

Dear Board Members,

The Mid-Peninsula Water District (District) held a bid opening on April 19, 2016 at 2:00 P.M. for the Alameda de las Pulgas Water Main Replacement Project. The District received five (5) bids out of ten (10) prospective eligible bidders for this project. They are listed in ascending order based on the lowest total bid price:

<u>Bidders</u>	<u>Total Bid Price</u>
1 R.J. Gordon Construction , Inc.	\$620,807.00
2 Con-Quest Contractors, Inc.	\$723,497.00
3 D&D Pipelines, Inc.	\$786,630.00
4 Pacific Underground Construction, Inc.	\$798,838.00
5 West Valley Construction	\$ 939,805.00
Engineering Estimate	\$ 678,610.00

The low bidder for the project is R.J. Gordon Construction, Inc. (RJG) with a bid of **\$620,807.00**, which is \$57,803.00 (8.5%) less than the Engineer's Estimate. We reviewed the documents submitted by RJG and found they conform to and meet the minimum qualifications for this project.

In reviewing RJG's references and past project history we learned they are based in the City of Pleasant Hill, Contra Costa County and have been in business for 25 years, primarily involved in general construction including pipeline and underground construction. Projects identified on their Statement of Qualifications range in contract cost from \$2 thousand to over \$6 million. RJG has completed water main related projects with California Water Company, East Bay Municipal Utility District (EBMUD), and Contra Costa County Water District.

61



We contacted several listed references for RJG representing water district municipalities and the public sector including the California Water Company, EBMUD, Contra Costa Water District and County of Sacramento. We spoke directly with EBMUD and County of Sacramento and they did not have any negative feedback. RJG work was satisfactory and they completed the job. Both EBMUD and County of Sacramento will work with them if they become the lower bidder again on future project. We are awaiting return phone calls from the other references.

Enclosed please find the Bid Analysis dated April 21, 2016 breaking down the cost of each individual bid item along with a Bid Checklist detailing the items reviewed in the bid package.

Based on our analysis set forth above, *Pakpour Consulting Group* recommends the Board of Directors authorize contract award to R.J. Gordon Construction, Inc. in the amount of **\$620,807.00** as the lowest, responsive, and responsible bidder.

Very truly yours,

Pakpour Consulting Group, Inc.



Joubin Pakpour, P.E.
District Engineer

Enclosures: Bid Analysis (2 pages)
 Bid Check List (1 page)

Note to Contractors:

This staff recommendation will be presented to the Board of Directors at the MPWD Board Meeting to be held on Thursday, April 28, 2016.

Pursuant to General Provision G3.08, any protest of the staff recommendation for award of contract must be submitted within 48 hours of your receipt of this letter (i.e. by Tuesday, April 26, 2016 at 3:00 PM)."

cc: Tommy Rudock, Mid-Peninsula Water District, via email tammyr@midpeninsulawater.org
 Rene Ramirez, Mid-Peninsula Water District, via email rromirez@midpeninsulawater.org
 Michael Anderson, Mid-Peninsula Water District, via email mikea@midpeninsulawater.org
 Joan Cassman, Hanson-Bridgett, via email jcassman@hansonbridgett.com
 Noah Johnson, R.J. Gordon Construction Inc. noah@rjgordonconstruction.com
 Paul Loukianoff, Con-Quest Contractors, Inc. bllday@cqcontractors.com
 Dennis McElligott, D&D Pipelines, Inc., via email dennism@ddpipelines.com
 Thad M. Corbett, Pacific Underground Construction, via email tcorbett@pacificunderground.com
 Phil Balardo, West Valley Construction, via email philb@wv-inc.com

BID ANALYSIS
Mid-Peninsula Water District - Alameda de las Pulgas Water Main Replacement Project
Bid Opening - 4/19/16

Bid Item No.	Item	QTY.	UNIT	Engineer's Estimate		R.J. Gordon Construction, Inc. First Lowest Bidder		Con-Quest Contractors, Inc. Second Lowest Bidder		D&D Pipelines, Inc. Third Lowest Bidder	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	8-Inch Class 350 DIP (Upper Alameda De Las Pulgas)	1618	LF	\$ 220.00	\$ 355,960.00	\$ 199.00	\$ 321,982.00	\$ 229.00	\$ 370,522.00	\$ 260.00	\$ 420,680.00
2	8-inch Gate Valve	16	EA	\$ 2,000.00	\$ 32,000.00	\$ 1,750.00	\$ 28,000.00	\$ 2,700.00	\$ 43,200.00	\$ 1,500.00	\$ 24,000.00
3	8-inch 45° and/or 90° bend (Vertical/Horizontal)	11	EA	\$ 650.00	\$ 7,150.00	\$ 550.00	\$ 6,050.00	\$ 725.00	\$ 7,975.00	\$ 1,500.00	\$ 16,500.00
4	8-inch 22.5° and/or 11.25° Bend (Vertical/Horizontal)	12	EA	\$ 600.00	\$ 7,200.00	\$ 450.00	\$ 5,400.00	\$ 650.00	\$ 7,800.00	\$ 1,500.00	\$ 18,000.00
5	6-inch 45° and/or 90° bend (Vertical/Horizontal)	1	EA	\$ 550.00	\$ 550.00	\$ 400.00	\$ 400.00	\$ 600.00	\$ 600.00	\$ 1,000.00	\$ 1,000.00
6	6-inch 22.5° and/or 11.25° Bend (Vertical/Horizontal)	1	EA	\$ 500.00	\$ 500.00	\$ 350.00	\$ 350.00	\$ 600.00	\$ 600.00	\$ 1,000.00	\$ 1,000.00
7	4-inch 45° and/or 90° bend (Vertical/Horizontal)	4	EA	\$ 500.00	\$ 2,000.00	\$ 290.00	\$ 1,160.00	\$ 600.00	\$ 2,400.00	\$ 1,000.00	\$ 4,000.00
8	4-inch 22.5° and/or 11.25° Bend (Vertical/Horizontal)	1	EA	\$ 450.00	\$ 450.00	\$ 275.00	\$ 275.00	\$ 500.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00
9	6-Inch Fire Hydrant Assembly	5	EA	\$ 11,000.00	\$ 55,000.00	\$ 9,950.00	\$ 49,750.00	\$ 16,500.00	\$ 82,500.00	\$ 15,000.00	\$ 75,000.00
10	Fire Hydrant Bollard	4	EA	\$ 700.00	\$ 2,800.00	\$ 950.00	\$ 3,800.00	\$ 1,100.00	\$ 4,400.00	\$ 500.00	\$ 2,000.00
11	4-Inch Temporary MJ Cap at Lyon Avenue	1	LS	\$ 4,000.00	\$ 4,000.00	\$ 575.00	\$ 575.00	\$ 450.00	\$ 450.00	\$ 1,000.00	\$ 1,000.00
12	8-Inch MJ Cap at Mezes Avenue	1	LS	\$ 4,000.00	\$ 4,000.00	\$ 950.00	\$ 950.00	\$ 800.00	\$ 800.00	\$ 1,500.00	\$ 1,500.00
13	1-Inch Service Connection (Same General Location)	2	EA	\$ 3,000.00	\$ 6,000.00	\$ 4,015.00	\$ 8,030.00	\$ 2,100.00	\$ 4,200.00	\$ 1,000.00	\$ 2,000.00
14	5/8-Inch Service Connection (Same General Location)	21	EA	\$ 3,000.00	\$ 63,000.00	\$ 2,950.00	\$ 61,950.00	\$ 2,250.00	\$ 47,250.00	\$ 3,000.00	\$ 63,000.00
15	5/8-Inch Service Connection (Relocate)	13	EA	\$ 3,500.00	\$ 45,500.00	\$ 3,350.00	\$ 43,550.00	\$ 2,300.00	\$ 29,900.00	\$ 4,000.00	\$ 52,000.00
16	Service Meter Retaining Wall	1	EA	\$ 2,500.00	\$ 2,500.00	\$ 5,500.00	\$ 5,500.00	\$ 11,500.00	\$ 11,500.00	\$ 3,000.00	\$ 3,000.00
17	Abandon Existing Fire Hydrant Assembly	2	EA	\$ 1,000.00	\$ 2,000.00	\$ 1,365.00	\$ 2,730.00	\$ 550.00	\$ 1,100.00	\$ 500.00	\$ 1,000.00
18	Removing Existing Fire Hydrant Assembly	3	EA	\$ 1,500.00	\$ 4,500.00	\$ 850.00	\$ 2,550.00	\$ 2,500.00	\$ 7,500.00	\$ 1,000.00	\$ 3,000.00
19	Abandon Existing Gate Valve	11	EA	\$ 500.00	\$ 5,500.00	\$ 495.00	\$ 5,445.00	\$ 600.00	\$ 6,600.00	\$ 500.00	\$ 5,500.00
20	Traffic Striping (Detail 21)	1350	LF	\$ 10.00	\$ 13,500.00	\$ 2.10	\$ 2,835.00	\$ 2.00	\$ 2,700.00	\$ 3.00	\$ 4,050.00
21	Pavement Marking (Stop Marking + Stop Bar)	10	EA	\$ 50.00	\$ 500.00	\$ 158.00	\$ 1,580.00	\$ 350.00	\$ 3,500.00	\$ 300.00	\$ 3,000.00
22	Type II Slurry Seal	43,000	SF	\$ 0.50	\$ 21,500.00	\$ 0.99	\$ 42,570.00	\$ 1.00	\$ 43,000.00	\$ 0.80	\$ 34,400.00
23	Traffic Control Plan	1	LS	\$ 25,000.00	\$ 25,000.00	\$ 9,375.00	\$ 9,375.00	\$ 16,000.00	\$ 16,000.00	\$ 35,000.00	\$ 35,000.00
24	Water Pollution Control Plan	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 7,500.00	\$ 7,500.00	\$ 16,000.00	\$ 16,000.00	\$ 5,000.00	\$ 5,000.00
25	Street Sweeping	25	EA	\$ 500.00	\$ 12,500.00	\$ 340.00	\$ 8,500.00	\$ 500.00	\$ 12,500.00	\$ 400.00	\$ 10,000.00
TOTAL					\$ 678,610.00		\$ 620,807.00		\$ 723,497.00		\$ 786,630.00

63

BID ANALYSIS
Mid-Peninsula Water District - Alameda de las Pulgas Water Main Replacement Project
Bid Opening - 4/19/16

Bid Item No.	Item	QTY.	UNIT	Pacific Underground Construction, Inc. Fourth Lowest Bidder		West Valley Construction Fifth Lowest Bidder		All Bidders Average (less low and high bid)		All Bidders Average Less Engineers Estimate	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Price Diff (+ or -)	Percent (+ or -)
1	8-Inch Class 350 DIP [Upper Alameda De Las Pulgas]	1618	LF	\$ 263.00	\$ 425,534.00	\$ 327.00	\$ 529,086.00	\$ 250.67	\$ 405,578.67	\$ 49,618.67	14%
2	8-Inch Gate Valve	16	EA	\$ 1,750.00	\$ 28,000.00	\$ 1,650.00	\$ 26,400.00	\$ 1,983.33	\$ 31,733.33	\$ (266.67)	-1%
3	8-Inch 45° and/or 90° bend (Vertical/Horizontal)	11	EA	\$ 370.00	\$ 4,070.00	\$ 507.00	\$ 5,577.00	\$ 865.00	\$ 9,515.00	\$ 2,365.00	33%
4	8-Inch 22.5° and/or 11.25° Bend (Vertical/Horizontal)	12	EA	\$ 275.00	\$ 3,300.00	\$ 457.00	\$ 5,484.00	\$ 808.33	\$ 9,700.00	\$ 2,500.00	35%
5	6-Inch 45° and/or 90° bend (Vertical/Horizontal)	1	EA	\$ 220.00	\$ 220.00	\$ 386.00	\$ 386.00	\$ 606.67	\$ 606.67	\$ 56.67	10%
6	6-Inch 22.5° and/or 11.25° Bend (Vertical/Horizontal)	1	EA	\$ 203.00	\$ 203.00	\$ 355.00	\$ 355.00	\$ 601.00	\$ 601.00	\$ 101.00	20%
7	4-Inch 45° and/or 90° bend (Vertical/Horizontal)	4	EA	\$ 174.00	\$ 696.00	\$ 288.00	\$ 1,152.00	\$ 591.33	\$ 2,365.33	\$ 365.33	18%
8	4-Inch 22.5° and/or 11.25° Bend (Vertical/Horizontal)	1	EA	\$ 155.00	\$ 155.00	\$ 274.00	\$ 274.00	\$ 551.67	\$ 551.67	\$ 101.67	23%
9	6-Inch Fire Hydrant Assembly	5	EA	\$ 11,500.00	\$ 57,500.00	\$ 11,600.00	\$ 58,000.00	\$ 14,333.33	\$ 71,666.67	\$ 16,666.67	30%
10	Fire Hydrant Bollard	4	EA	\$ 950.00	\$ 3,800.00	\$ 827.00	\$ 3,308.00	\$ 850.00	\$ 3,400.00	\$ 600.00	21%
11	4-Inch Temporary MJ Cap at Lyon Avenue	1	LS	\$ 3,450.00	\$ 3,450.00	\$ 6,260.00	\$ 6,260.00	\$ 1,633.33	\$ 1,633.33	\$ (2,366.67)	-59%
12	8-inch MJ Cap at Mezes Avenue	1	LS	\$ 3,550.00	\$ 3,550.00	\$ 6,580.00	\$ 6,580.00	\$ 1,950.00	\$ 1,950.00	\$ (2,050.00)	-51%
13	1-Inch Service Connection (Same General Location)	2	EA	\$ 3,970.00	\$ 7,940.00	\$ 2,860.00	\$ 5,720.00	\$ 2,356.67	\$ 4,713.33	\$ (1,286.67)	-21%
14	5/8-Inch Service Connection (Same General Location)	21	EA	\$ 4,120.00	\$ 86,520.00	\$ 3,020.00	\$ 63,420.00	\$ 3,123.33	\$ 65,590.00	\$ 2,590.00	4%
15	5/8-Inch Service Connection (Relocate)	13	EA	\$ 4,095.00	\$ 53,235.00	\$ 4,180.00	\$ 54,340.00	\$ 3,465.00	\$ 45,045.00	\$ (455.00)	-1%
16	Service Meter Retaining Wall	1	EA	\$ 2,150.00	\$ 2,150.00	\$ 3,260.00	\$ 3,260.00	\$ 5,550.00	\$ 5,550.00	\$ 3,050.00	122%
17	Abandon Existing Fire Hydrant Assembly	2	EA	\$ 480.00	\$ 960.00	\$ 1,050.00	\$ 2,100.00	\$ 510.00	\$ 1,020.00	\$ (980.00)	-49%
18	Removing Existing Fire Hydrant Assembly	3	EA	\$ 1,650.00	\$ 4,950.00	\$ 2,940.00	\$ 8,820.00	\$ 1,716.67	\$ 5,150.00	\$ 650.00	14%
19	Abandon Existing Gate Valve	11	EA	\$ 500.00	\$ 5,500.00	\$ 388.00	\$ 4,268.00	\$ 533.33	\$ 5,866.67	\$ 366.67	7%
20	Traffic Striping [Detail 21]	1350	LF	\$ 8.00	\$ 10,800.00	\$ 3.70	\$ 4,995.00	\$ 4.33	\$ 5,850.00	\$ (7,650.00)	-57%
21	Pavement Marking (Stop Marking + Stop Bar)	10	EA	\$ 950.00	\$ 9,500.00	\$ 299.00	\$ 2,990.00	\$ 533.33	\$ 5,333.33	\$ 4,833.33	967%
22	Type II Slurry Seal	43,000	SF	\$ 1.36	\$ 58,480.00	\$ 1.10	\$ 47,300.00	\$ 1.05	\$ 45,293.33	\$ 23,793.33	111%
23	Traffic Control Plan	1	LS	\$ 7,900.00	\$ 7,900.00	\$ 87,200.00	\$ 87,200.00	\$ 19,633.33	\$ 19,633.33	\$ (5,366.67)	-21%
24	Water Pollution Control Plan	1	LS	\$ 2,300.00	\$ 2,300.00	\$ 3,380.00	\$ 3,380.00	\$ 7,766.67	\$ 7,766.67	\$ 2,766.67	55%
25	Street Sweeping	25	EA	\$ 725.00	\$ 18,125.00	\$ 366.00	\$ 9,150.00	\$ 541.67	\$ 13,541.67	\$ 1,041.67	8%
TOTAL					\$ 798,838.00		\$ 939,805.00		\$ 769,655.00	\$ 91,045.00	13%

64

BID-CHECKLIST
Mid-Peninsula Water District
Alameda de las Pulgas Water Main Replacement Project

Item No.	Item	R.J. Gordon Construction, Inc.	Con-Quest Contractors, Inc.	D&D Pipelines, Inc.	Pacific Underground Construction, Inc.	West Valley Construction
1	Addendum No. 1 Acknowledgement (B-8) with attachment	✓	Missing	✓	✓	✓
4	Proposal Execution (B-10 thru B-12)	✓	✓	Total is Miscalculated by \$1000.00	✓	✓
5	Bid Schedule (B-13 thru B-14)	✓	✓	✓	✓	✓
6	List of Subcontractors (B-15)	✓	✓	✓	✓	✓
7	Non-Collusion Declaration (B-17)	✓	✓	✓	✓	✓
8	Bidders Bond (B-19 thru B-20) or Bid Security Form (B-21)	✓	✓	✓	✓	✓
9	Statement of Qualifications (B-23 thru B-30)	✓	✓	✓	✓	✓
Total Bid Price		\$ 620,807.00	\$ 723,497.00	\$ 786,630.00	\$ 798,838.00	\$ 939,805.00
Ascending Order #		1	2	3	4	5

Engineer's Estimate	\$678,610.00
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65



AGENDA ITEM NO. 8.B.

DATE: April 28, 2016
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: RECEIVE WATER FINANCE & RATE UPDATE, DISCUSS WATER REVENUE REQUIREMENTS FOR FISCAL YEAR 2016/2017, AND CONSIDER ORDINANCE NO. 116 AMENDING ATTACHMENT "A" REGARDING RATES AND CHARGES TO THE WATER SERVICE ORDINANCE, EFFECTIVE JULY 1, 2016, INCLUDING PASS-THROUGH OF SFPUC WHOLESALE WATER RATE INCREASE

RECOMMENDATION:

Receive an updated report on cash flow projections from Bartle Wells Associates, discuss water revenue requirements for Fiscal Year 2016/2017, and approve Ordinance 116 Amending Attachment "A" regarding Rates and Charges to the Water Service Ordinance, effective July 1, 2016, including pass-through of SFPUC wholesale water rate increase.

FISCAL IMPACT:

Last month staff reported that the projected SFPUC wholesale water rate increase was 8% effective July 1, 2016—from \$3.75CCF to \$4.05CCF. That was revised by the SFPUC to \$4.10CCF (9%), which will be confirmed after the SFPUC's water rate hearing scheduled on May 10, 2016.

BACKGROUND:

Last year, all MPWD customers received a comprehensive Proposition 218 notice outlining these water rate adjustments, in preparation of a rates hearing. The public hearing to consider the 5-year water rate plan was conducted on June 25, 2015, and the Board adopted the 5-year rate plan.

Water rate adjustments effective July 1, 2016, consist of a minimal increase to the monthly fixed system charge and implementation of the final tier breakpoint reduction. The MPWD is further authorized to include a pass thru provision for any additional increase in SFPUC wholesale water rates above its projected \$3.78CCF for FY 2016/2017. A 30-day notice is required to inform customers of any pass-through of the additional increase by SFPUC in the wholesale water rates.

DISCUSSION:

Alex Handlers with Bartle Wells Associates will present their Water Finance & Rate Update (attached) and revisions to their cash flow projections included within the MPWD Water Rates Study & Financial Plan dated May 26, 2015.

Pending the SFPUC's adoption of \$4.10CCF wholesale water rate increase on May 10th, staff recommends that the Board authorize the adopted water rate adjustments for FY 2016/2017 plus the \$0.32 pass-through of SFPUC's additional increase in wholesale water rates from \$3.78CCF to \$4.10CCF, effective July 1, 2016. This would allow for staff to have time to prepare the 30-day notice (for mailing by May 31st) to customers of the approved water rate adjustments.

Attachments Bartle Wells Associates Water Finance & Rate Update dated 04/24/16
Ordinance 116

BOARD ACTION: A P P R O V E D: _____ D E N I E D: _____ P O S T P O N E D: _____ S T A F F D I R E C T I O N: _____
U N A N I M O U S _____ Z U C C A _____ W A R D E N _____ S T U E B I N G _____ V E L L A _____ L I N V I L L _____



Water Finance & Rate Update

Draft 04/24/16



BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS



Mid-Peninsula Water District Water Finance & Rate Update 2016 Summary of Key Issues

WATER CONSUMPTION

- Based on water consumption data through end of March 2016:
 - Usage down 15% compared to same period of prior fiscal year 2014/15
 - Usage down 26% compared to same period of fiscal year 2013/14
- Water use in current fiscal year projected to end up roughly 29% below calendar year 2013 benchmark, in excess of the mandatory 20% cutback required by the SWRCB
- Customers who have conserved have been able to offset a significant portion of rate increases in recent years via reduced water purchases
- SFPUC also experiencing a substantial decline in water sales, putting upward pressure on wholesale rates



MPWD FINANCES

- Reduced water sales = reduced revenues
 - More cutback at higher tiers results in more revenue loss
 - 18% overall rate increase this fiscal year largely offset by est. 13% - 15% cutback in sales
- Reduced water sales also = reduced wholesale water purchases from SFPUC, which offsets some of the impact of reduced water sales revenues
- SFPUC wholesale water rates projected to increase more than previously estimated
- BWA updated financial projections based on data available through end of March 2016
- MPWD needs to implement the authorized *SFPUC Wholesale Water Rate Pass-through*
 - Pass-through only accounts for SFPUC wholesale rate increase and does not mitigate net revenue loss from substantial cutback in water sales
- MPWD does not necessarily need to implement *Water Shortage Emergency Rates*
 - Without these additional rate increases, capital improvement funding will need to be cut back from previously-projected levels *until water use increases from current drought levels*
- Reduced revenues also impacting MPWD's financial capacity for debt
 - Assuming no change in water sales from current year levels and no implementation of Water Shortage Emergency Rates, the financial projections indicate MPWD revenues can support a maximum of roughly \$15 million of debt financing
- Continuation of low levels of water use will reduce the level of funding generated for capital improvements each year
- Looking forward, MPWD will need to implement SFPUC rate pass-throughs for next 4 years, and can adjust capital funding each year based on revenues generated from future water sales



Table 1
Mid-Peninsula Water District
Water Sales by Fiscal Year

	Water Consumption (hcf)				% Change from	
	2012/13	2013/14	2014/15	2015/16	Prior Year	2013
July	155,974	156,081	134,669	105,639	-21.6%	-32.3%
August	153,190	155,788	128,924	106,832	-17.1%	-31.4%
September	145,980	145,551	118,284	105,459	-10.8%	-27.5%
October	122,618	122,117	109,652	98,345	-10.3%	-19.5%
November	90,723	106,535	86,670	77,733	-10.3%	-27.0%
December	80,604	94,062	72,835	70,423	-3.3%	-25.1%
January	84,202	102,910	82,360	69,741	-15.3%	-17.2%
February	86,478	73,221	79,782	71,345	-10.6%	-17.5%
March	106,663	89,152	102,964	71,219	-30.8%	-33.2%
April	120,265	96,019	91,491	80,000	-12.6%	-33.5%
May	155,736	126,934	97,806	95,000	-2.9%	-39.0%
June	150,614	139,729	103,863	100,000	-3.7%	-33.6%
Total		1,408,099	1,209,300	1,051,736	-13.0%	-29.1%
% Change			-14.1%	-13.0%		

Table 2
Mid-Peninsula Water District
Updated SFPUC Wholesale Rate Projections

	July 1 2014	July 1 2015	July 1 2016	July 1 2017	July 1 2018	July 1 2019
SFPUC Wholesale Water Rate (\$/hcf)						
Prior Projections Used in Rate Study	\$2.93	\$3.75	\$3.78	\$3.79	\$4.31	\$4.72
SFPUC Projections Dated Feb-2016	2.93	3.75	<u>4.10</u>	<u>4.28</u>	<u>4.68</u>	<u>5.33</u>
Increase from Prior Projections	-	-	0.32	0.49	0.37	0.61

Table 3
Mid-Peninsula Water District
Adopted Water Rates

Phase In Increases to Fixed Monthly Charges
Small Reduction in Tier Breakpoints Over 2 Years

		July 1 2015	July 1 2016	July 1 2017	July 1 2018	July 1 2019
Fixed Monthly Charges						
<i>Billed based on meter size</i>						
<u>Meter</u>	<u>Meter Ratio</u>					
5/8"	1.00	\$22.00	\$24.00	\$26.00	\$28.00	\$30.00
1"	1.50	33.00	36.00	39.00	42.00	45.00
1 1/2"	2.50	55.00	60.00	65.00	70.00	75.00
2"	4.00	88.00	96.00	104.00	112.00	120.00
3"	6.00	132.00	144.00	156.00	168.00	180.00
4"	10.00	220.00	240.00	260.00	280.00	300.00
6"	25.00	550.00	600.00	650.00	700.00	750.00
Water Consumption Charges						
<i>Billed based on monthly metered water use (\$/hcf)*</i>						
<u>Residential Use per Tier</u>						
Tier 1		0 - 2 hcf	0 - 2 hcf	0 - 2 hcf	0 - 2 hcf	0 - 2 hcf
Tier 2		3 - 9 hcf	3 - 8 hcf	3 - 8 hcf	3 - 8 hcf	3 - 8 hcf
Tier 3		10 - 22 hcf	9 - 20 hcf	9 - 20 hcf	9 - 20 hcf	9 - 20 hcf
Tier 4		>22 hcf	>20 hcf	>20 hcf	>20 hcf	>20 hcf
<u>Residential Rate Tiers</u>						
Tier 1		\$5.00	\$5.30	\$5.60	\$5.90	\$6.25
Tier 2		7.50	7.90	8.30	8.65	9.00
Tier 3		9.00	9.50	10.00	10.50	11.00
Tier 4		10.50	11.10	11.70	12.35	13.00
<u>Commercial Rate Tiers</u>						
Tier 1	0 - 5 hcf	\$7.00	\$7.25	\$7.50	\$7.75	\$8.00
Tier 2	Over 5 hcf	8.00	8.35	8.70	9.10	9.50
* 1 hcf = one hundred cubic feet or approximately 748 gallons.						

Table 4
Mid-Peninsula Water District
Water Rates with SFPUC Wholesale Rate Pass-Through for 2016/17

2016/17 Rates With SFPUC Wholesale Pass-Through				
	Current Water Rates	Proposed Rates Effective July 1, 2016		
		Adopted Rates	+ SFPUC Add'l Pass-Through	Rate With Pass-Through
Water Consumption Charges				
<i>Billed based on monthly metered water use (\$/hcf)*</i>				
<u>Residential Rate Tiers</u>				
Tier 1	\$5.00	\$5.30	\$0.32	\$5.62
Tier 2	7.50	7.90	0.32	8.22
Tier 3	9.00	9.50	0.32	9.82
Tier 4	10.50	11.10	0.32	11.42
<u>Commercial Rate Tiers</u>				
Tier 1 0 - 5 hcf	\$7.00	\$7.25	\$0.32	\$7.57
Tier 2 Over 5 hcf	8.00	8.35	0.32	8.67
* 1 hcf = one hundred cubic feet or approximately 748 gallons.				

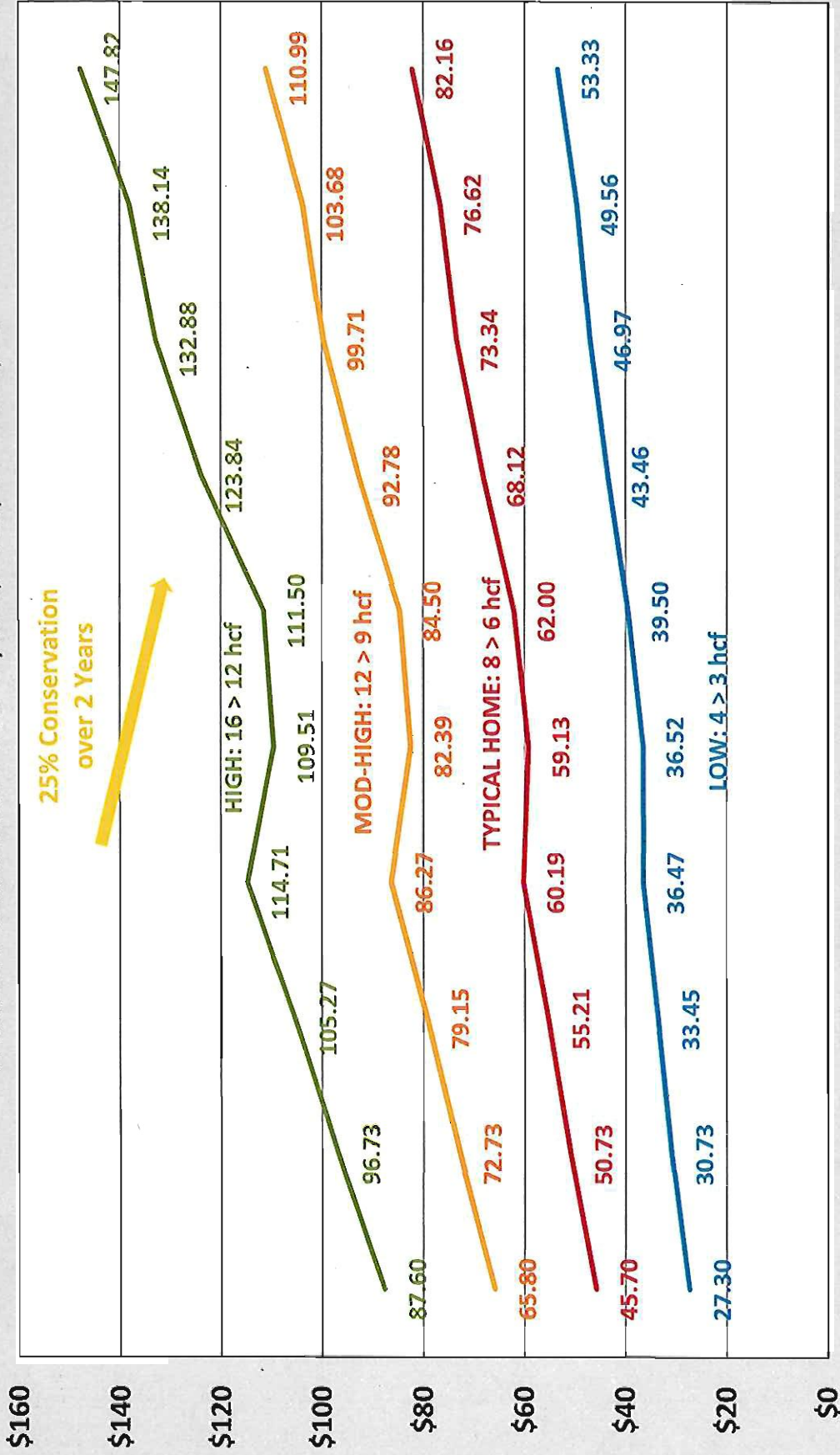
	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Overall Rate Adjustments	Adopted 18%	Adopted 6%	Adopted 6%	Adopted 6%	Adopted 6%	Projected 8%	Projected 6%	Projected 6%	Projected 5%
Growth in Service Connections	5	30	20	2	2	2	2	2	2
Water System Capacity Charge	\$9,375	\$9,560	\$9,750	\$9,950	\$10,150	\$10,350	\$10,560	\$10,770	\$10,990
Change in Water Sales	-13.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Change in Sales Revenues	-14.63%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total Water Sales (hcf)	1,052,000	1,052,000	1,052,000	1,052,000	1,052,000	1,052,000	1,052,000	1,052,000	1,052,000
SFPUC Water Supply (hcf) +7%	1,125,600	1,125,600	1,125,600	1,125,600	1,125,600	1,125,600	1,125,600	1,125,600	1,125,600
Prior SFPUC Rate per hcf	\$3.75	\$3.78	\$3.79	\$4.31	\$4.72	\$4.74	\$4.90	\$5.03	\$5.17
Revised SFPUC Rate per hcf	\$3.75	\$4.10	\$4.28	\$4.68	\$5.33	\$5.34	\$5.49	\$5.89	\$6.11
SFPUC Add'l Rate Pass-Through	-	0.32	0.49	0.37	0.61				
Interest Earnings Rate	0.30%	0.50%	0.75%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%
Cost Escalation	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%
Beginning Fund Reserves	\$3,387,000	\$3,046,000	\$3,108,000	\$3,135,000	\$3,152,000	\$3,232,000	\$3,273,000	\$3,348,000	\$3,425,000
REVENUES									
Monthly Service Charges	2,460,000	2,684,000	2,908,000	3,132,000	3,356,000	3,625,000	3,844,000	4,076,000	4,281,000
Water Sales	7,250,000	7,737,000	8,093,000	8,461,000	8,842,000	9,549,000	10,122,000	10,729,000	11,265,000
Add'l Revs from Pass-Through	0	337,000	515,000	389,000	642,000	0	0	0	0
Subtotal Rate Revenues	9,710,000	10,758,000	11,516,000	11,982,000	12,840,000	13,174,000	13,966,000	14,805,000	15,546,000
Interest Revenue	10,000	15,000	23,000	31,000	32,000	32,000	33,000	33,000	34,000
Lease of Physical Property	150,000	155,000	160,000	165,000	170,000	175,000	180,000	185,000	191,000
Property Taxes	245,000	252,000	260,000	268,000	276,000	284,000	293,000	302,000	311,000
Capacity Charges	235,000	287,000	195,000	20,000	20,000	21,000	21,000	22,000	22,000
Other/Miscellaneous Revenues	50,000	50,000	52,000	54,000	56,000	58,000	60,000	62,000	64,000
Total Revenues	10,400,000	11,517,000	12,206,000	12,520,000	13,394,000	13,744,000	14,553,000	15,409,000	16,168,000
Debt Proceeds		15,000,000							
EXPENSES									
Operating & Maintenance	Revised	Revised							
Personnel Costs	2,500,000	2,800,000	2,912,000	3,028,000	3,149,000	3,275,000	3,406,000	3,542,000	3,684,000
SFPUC Water Purchases	4,130,000	4,680,000	4,900,000	5,328,000	6,034,000	6,110,000	6,265,000	6,690,000	6,955,000
BAWSCA Bond Surcharge	461,000	475,000	490,000	490,000	490,000	490,000	490,000	490,000	490,000
Maintenance & Repair	500,000	500,000	520,000	541,000	563,000	586,000	609,000	633,000	658,000
Utilities	300,000	300,000	312,000	324,000	337,000	350,000	364,000	379,000	394,000
Professional Services	550,000	500,000	520,000	541,000	563,000	586,000	609,000	633,000	658,000
Wtr Conservation Prog & Rebates	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000
Other Operating Costs	600,000	625,000	650,000	676,000	703,000	731,000	760,000	790,000	822,000
Subtotal	9,171,000	10,010,000	10,434,000	11,058,000	11,969,000	12,258,000	12,633,000	13,287,000	13,791,000
Debt Service (20-Years, 3.25%)		1,045,000	1,045,000	1,045,000	1,045,000	1,045,000	1,045,000	1,045,000	1,045,000
Capital Improvements	1,570,000	400,000	700,000	400,000	300,000	400,000	800,000	1,000,000	1,300,000
Total Expenses	10,741,000	11,455,000	12,179,000	12,503,000	13,314,000	13,703,000	14,478,000	15,332,000	16,136,000
Revenues Less Expenses	(341,000)	62,000	27,000	17,000	80,000	41,000	75,000	77,000	32,000
Ending Fund Reserves	3,046,000	3,108,000	3,135,000	3,152,000	3,232,000	3,273,000	3,348,000	3,425,000	3,457,000
Debt Service Coverage		1.44	1.70	1.40	1.36	1.42	1.84	2.03	2.27

Impact of 2016/17 Adopted Rates + \$0.32 SFPUC Pass-Through
(Does not account for any reduction in water use)

Monthly Use (hcf)	% of Bills in Block	% of Bills at or Below	Monthly Water Bills			Impact of Rate Increase + Pass-Through		
			Current	Adopted	w/Pass-Thru	Base Impact	Pass-Through	Total Impact
0	1.1%	1.1%	\$22.00	\$24.00	\$24.00	\$2.00	\$0.00	\$2.00
1	2.8%	3.9%	27.00	29.30	29.62	2.30	0.32	2.62
2	5.1%	9.1%	32.00	34.60	35.24	2.60	0.64	3.24
3	7.5%	16.5%	39.50	42.50	43.46	3.00	0.96	3.96
4	9.4%	26.0%	47.00	50.40	51.68	3.40	1.28	4.68
5	9.9%	35.8%	54.50	58.30	59.90	3.80	1.60	5.40
6	9.0%	44.9%	62.00	66.20	68.12	4.20	1.92	6.12
7	7.7%	52.6%	69.50	74.10	76.34	4.60	2.24	6.84
8	6.9%	59.5%	77.00	82.00	84.56	5.00	2.56	7.56
9	5.8%	65.3%	84.50	91.50	94.38	7.00	2.88	9.88
10	5.0%	70.2%	93.50	101.00	104.20	7.50	3.20	10.70
11	4.3%	74.5%	102.50	110.50	114.02	8.00	3.52	11.52
12	3.7%	78.2%	111.50	120.00	123.84	8.50	3.84	12.34
13	3.1%	81.3%	120.50	129.50	133.66	9.00	4.16	13.16
14	2.7%	84.0%	129.50	139.00	143.48	9.50	4.48	13.98
15	2.2%	86.2%	138.50	148.50	153.30	10.00	4.80	14.80
16	1.9%	88.1%	147.50	158.00	163.12	10.50	5.12	15.62
17	1.6%	89.6%	156.50	167.50	172.94	11.00	5.44	16.44
18	1.3%	91.0%	165.50	177.00	182.76	11.50	5.76	17.26
19	1.2%	92.2%	174.50	186.50	192.58	12.00	6.08	18.08
20	1.1%	93.3%	183.50	196.00	202.40	12.50	6.40	18.90
21	0.9%	94.2%	192.50	207.10	213.82	14.60	6.72	21.32
22	0.7%	94.9%	201.50	218.20	225.24	16.70	7.04	23.74
23	0.7%	95.6%	212.00	229.30	236.66	17.30	7.36	24.66
24	0.6%	96.2%	222.50	240.40	248.08	17.90	7.68	25.58
25	0.4%	96.6%	233.00	251.50	259.50	18.50	8.00	26.50
26	0.4%	97.1%	243.50	262.60	270.92	19.10	8.32	27.42
27	0.4%	97.4%	254.00	273.70	282.34	19.70	8.64	28.34
28	0.3%	97.8%	264.50	284.80	293.76	20.30	8.96	29.26
29	0.2%	98.0%	275.00	295.90	305.18	20.90	9.28	30.18
30	0.2%	98.2%	285.50	307.00	316.60	21.50	9.60	31.10
50	31-50: 1.5%	99.7%	495.50	529.00	545.00	33.50	16.00	49.50
75	>50: 0.3%	100.0%	758.00	806.50	830.50	48.50	24.00	72.50

Historical & Projected Monthly Water Charges (With Pass-Through)

With 25% conservation over 2 years, 2013/14 - 2015/16



ORDINANCE NO. 116

**AN ORDINANCE AMENDING ATTACHMENT "A" REGARDING RATES AND CHARGES
TO THE WATER SERVICE ORDINANCE
FOR THE MID-PENINSULA WATER DISTRICT**

*** * ***

MID-PENINSULA WATER DISTRICT

WHEREAS, the Board of Directors of the Mid-Peninsula Water District is authorized to establish and modify, as necessary, the rates and charges imposed for the provision of water service to its customers; and

WHEREAS, these rates and charges are set forth in Attachment "A" to the Water Service Ordinance, which was most recently updated and adopted as Ordinance No. 114 on June 25, 2015; and

WHEREAS, since the last adjustment in the rates and charges for water service to District customers as set forth in Attachment "A," the District continues to experience and anticipates further increases in operating and capital improvement costs, including the need to replace aging and substandard water distribution pipelines, and projections of additional increases to the wholesale water rates charged by the San Francisco Public Utilities Commission (SFPUC); and

WHEREAS, in order for the District to maintain its operations, address existing system deficiencies, improve fire flow and service reliability, adequately fund a long-term capital improvement program in light of these substantial increases in the costs of doing business, and respond to the California drought and the State-mandated water use reductions, the recommended increases, effective July 1, 2016, within the District's adopted 5-year water rates plan included a minimal increase in the monthly fixed system charges and implementation of small modifications to the single family residential tier breakpoints for Tiers 2, 3, and 4, which increases are compliant with the District's methodology that reasonably and equitably apportions costs in each of the District's water rate components and aligns the tier breakpoints with current single family residential consumption patterns; and

WHEREAS, as permitted by Government Code Section 53756, a pass-through of the SFPUC additional increase in projected wholesale water rates from \$3.78CCF to \$4.10 CCF, was recommended to cover the increased cost of treated water purchases from the SFPUC, effective July 1, 2016; and

WHEREAS, the District will provide no less than a 30-day notice of the approved rate increases by mailing a notice to each of its ratepayers by May 31, 2016; and

WHEREAS, having considered the entire record, including all the financial analyses and budget projections, the Board of Directors has determined that the proposed changes in the District's monthly fixed system charges and commodity charges, including the pass-through of the SFPUC's additional increase in wholesale water rates (from \$3.78CCF to \$4.10CCF), for its residential and non-residential customers are necessary and appropriate so as to allow the District to continue its operations and service at the same level and quality, to continue its critical capital improvement program, and to respond to the California drought.

NOW, THEREFORE, BE IT ORDAINED by the Board of Directors of the Mid-Peninsula Water District as follows:

Section 1: Attachment "A" to the Water Service Ordinance of the Mid-Peninsula Water District is amended and restated in its entirety as set forth on Attachment "A" attached hereto.

Section 2 – Effective Date: This Ordinance shall take effect and be in full force as of the date of its enactment, with the new rates reflected in bills to be sent to District customers commencing July 1, 2016. All prior ordinances or parts of ordinances that may be inconsistent with this Ordinance No. 116 hereby are repealed.

REGULARLY PASSED AND ADOPTED at a meeting of the Board of Directors of the Mid-Peninsula Water District duly held on the April 28, 2016, by the following vote:

AYES:

NOES:

ABSENT:

President of the Board of Directors
Mid-Peninsula Water District

ATTEST:

Secretary of the Board



WATER SERVICE ORDINANCE 103

ATTACHMENT A

SCHEDULE OF RATES AND FEES

I. ACCOUNT OPENING CHARGES

- A. Application for Regular or Temporary Water Service \$10

II. SERVICE CONNECTION CHARGES

Service connections to the Mid-Peninsula Water District (MPWD) system require payment of a Meter Charge, Service Line and Installation Charge, Water Capacity Charge, and Water Demand Offset Charge. Charges are based upon the size of the service connection.

- A. Meter Charge – CURRENT ACTUAL COST

- B. Service Line and Installation Charge – CURRENT ACTUAL COST

An advance deposit will be required for service connections in the amount of the MPWD's estimate of the total cost to install. Any excess of actual installed costs shall be refunded to applicant. Any shortfall between the MPWD's estimate and actual installed costs shall be paid by the applicant prior to water service being activated.

C. Water System Capacity Charge

WATER SYSTEM CAPACITY CHARGES				
RESIDENTIAL		<u>Water Demand^{1,2}</u>		<u>Capacity Charge</u>
<i>Charge applies per residential dwelling unit</i>				
Single Family Detached Dwelling Unit		200	gpd	\$9,375
<i>Charge applies to residential dwelling units served by meters up to 1-inch</i>				
Multi-Family Dwelling Unit		120	gpd	\$5,625
<i>Includes: apartments, townhouses, condominiums, and other developments with multiple residential units and separate irrigation meters as designated by the District</i>				
OTHER CONNECTIONS				
<i>Charge applies based on meter size</i>				
<u>Meter Size</u>	<u>Meter Capacity Ratio³</u>	<u>Water Demand⁴</u>		<u>Capacity Charge</u>
Up to 3/4"	1.00	200	gpd	\$9,375
1"	1.67	333	gpd	15,625
1-1/2"	3.33	667	gpd	31,250
2"	5.33	1,067	gpd	50,000
3"	10.00	2,000	gpd	93,750
4"	16.67	3,333	gpd	156,250
6"	33.33	6,667	gpd	312,500
8"	53.33	10,667	gpd	500,000
<hr/>				
1 Single family residential demand based on average water use in 2013/14 reduced to account for 10% additional conservation.				
2 Multi-family demand estimated at 60% of single family detached water demand accounting for minimal to no outdoor irrigation and reduced average occupancy per dwelling unit.				
3 Based on standard American Water Works Association meter capacities.				
4 Demand conservatively estimated based on 200 gpd multiplied by meter capacity ratio.				

Note: Standard charges shown. The District reserves the right to calculate alternative charges on a case-by-case basis to ensure charges reflect estimated water demand and/or recover the full costs of facilities benefiting new or expanded water service connections.

D. Water Demand Offset Charge

WATER DEMAND OFFSET CHARGES				
	UWMP Water Shortage Response Stages			
	Stage 1	Stage 2	Stage 3	Stage 4
Water Supply Reduction	Up to 11%	12% - 18%	19% - 32%	33% - 50%
Required Water Demand Offset	25%	50%	75%	100%
RESIDENTIAL				
<i>Charge applies per residential dwelling unit</i>				
Single Family Detached Dwelling Unit				
	\$633	\$1,217	\$1,800	\$2,383
<i>Applies to residential dwelling units served by meters up to 1-inch.</i>				
Multi-Family Dwelling Unit	\$380	\$730	\$1,080	\$1,430
<i>Includes: apartments, townhouses, condominiums, and other developments with multiple residential units and separate irrigation meters as designated by the District</i>				
OTHER CONNECTIONS				
<i>Charge based on meter size</i>				
<u>Meter Size</u>				
Up to 3/4"	\$633	\$1,217	\$1,800	\$2,383
1"	1,055	2,028	3,000	3,972
1-1/2"	2,110	4,057	6,000	7,943
2"	3,376	6,491	9,600	12,709
3"	6,330	12,170	18,000	23,830
4"	10,550	20,283	30,000	39,717
6"	21,100	40,567	60,000	79,433
8"	33,760	64,907	96,000	127,093

E. Temporary Water Service Connection for Construction

\$1,610

III. MONTHLY SERVICE AND COMMODITY CHARGES

Water Consumption Charges Effective July 1, 2016			
		Previously Adopted Rates	SFPUC Wholesale Rate Pass Through*
			Total With SFPUC Rate Pass Through
Water Consumption Charges			
With SFPUC Wholesale Rate Pass Through			
<i>Billed based on monthly metered water use (\$/hcf)</i>			
<u>Residential Rate Tiers</u>			
Tier 1	0 – 2 hcf	\$5.30	\$0.32
Tier 2	3 – 8 hcf	7.90	0.32
Tier 3	9 – 20 hcf	9.50	0.32
Tier 4	Over 20 hcf	11.10	0.32
<u>Commercial Rate Tiers</u>			
Tier 1	0 – 5 hcf	\$7.25	\$0.32
Tier 2	Over 5 hcf	8.35	0.32
* Based on the difference between the adopted SFPUC wholesale water rate of \$4.10 per hcf effective July 1, 2016, and the previously-projected SFPUC wholesale water rate of \$3.78 per hcf.			
Note: 1 hcf = one hundred cubic feet or approximately 748 gallons.			

Pursuant to the Government Code, the MPWD reserves the right to increase its water consumption charges to recover any additional unanticipated SFPUC water rate increases.

IV. WATER SHORTAGE EMERGENCY RATES

Water Shortage Emergency Rates may be implemented by authorization of MPWD's Board of Directors up to the maximum levels shown on the table below, which correspond with a 50% cutback in water demand from usage in 2013.

Maximum Water Shortage Emergency Rates					
Maximum rates effective on or after:					
	July 1 2015	July 1 2016	July 1 2017	July 1 2018	July 1 2019
WATER SHORTAGE EMERGENCY RATES (CONSUMPTION CHARGES)					
<i>Billed based on monthly metered water use (\$/hcf)*</i>					
<u>Single Family Residential Rate Tiers</u>					
Tier 1	\$5.00	\$5.30	\$5.60	\$5.90	\$6.25
Tier 2	9.90	10.57	11.15	11.72	12.14
Tier 3	11.88	12.71	13.43	14.23	14.83
Tier 4	13.86	14.85	15.72	16.74	17.53
<u>All Other Rate Tiers</u>					
Tier 1	\$9.24	\$9.70	\$10.07	\$10.50	\$10.79
Tier 2	10.56	11.17	11.69	12.33	12.81

* 1 hcf = one hundred cubic feet or approximately 748 gallons.

Based on same levels of water use per tier as shown in MPWD Water Rates table.

V. PRIVATE FIRE PROTECTION SERVICE CHARGES

A. Residential	\$1.25/Month
B. Non-Residential	\$6.25/Month

VI. MISCELLANEOUS CHARGES

A. Returned Check	\$25 per returned check
B. Reconnection/Reinstatement of Service	\$40 per reconnection
C. Unauthorized Connection to Fire Hydrant	\$1,000 per connection
D. Unauthorized Hydrant Valve Operation	\$500 per operation
E. Meter Test Deposit	\$200 per test
F. Copy Fee	\$0.10 per page
G. After-Hours Service Call	\$40 per service call



AGENDA ITEM NO. 8.C.

DATE: April 28, 2016

TO: Board of Directors

FROM: Rene A. Ramirez, Operations Manager
Joubin Pakpour, District Engineer

**SUBJECT: RECEIVE SEISMIC RETROFIT EVALUATION AND STRATEGY
DEVELOPMENT REPORT FOR THE DEKOVEN TANK SITE**

RECOMMENDATION

Receive the Seismic Retrofit Evaluation and Strategy Report from the Cornerstone Structural Engineering Group (CSEG) and a Preliminary Cost Estimate Memorandum from the District Engineer for the Dekoven Tank Site.

FISCAL IMPACT

There is no fiscal impact at this time. Depending on the Board's direction to the General Manager, there could be a fiscal impact ranging from "do nothing" to a capital expense of approximately \$3.5 million.

DISCUSSION

The Dekoven tank site consists of two tanks originally built in 1952. These tanks and the tanks at the Hallmark site are the last four tanks to be evaluated for resistance to seismic activity. Dekoven's East Tank is 48 feet tall and 52 foot in diameter (720,000 gallons) and the West Tank is 48 feet tall and has a 60 foot diameter (1,000,000 gallons). The CSEG used criteria from AWWA D100-11, which is a specification for the analysis and design of welded steel water storage tanks.

The CSEG report describes the process by which the evaluation took place, including such things as: faults in the region, seismic criteria for ground motion, evaluation criteria for lateral loads, the steel plate thickness for each tank from top to bottom, and each tank's physical condition. Ancillary facilities, such as the pump house were also evaluated.

Their findings noted that the tanks were built in compliance with codes and standard construction practices for 1952, the year in which their construction was completed. Their findings also noted two deficiencies:

- A lack of sufficient freeboard to prevent water "sloshing" from an earthquake that would more than likely lead to roof damage, damage to connections between the

tank walls and roof, damage to the floor plate and tank walls, and tank columns supporting the roof.

- The lack of a foundation and foundation anchors to resist "uplift" of the tank walls, which would lead to damage to the tank walls, floor and pipe connections.

The CSEG Seismic Retrofit Evaluation and Strategy Report was peer reviewed by another structural engineer with experience in steel tank design. In addition a series of internal discussions has taken place. The District Engineer in a memorandum to the General Manager dated April 18, 2016 outlines several viable options and their estimated cost:

Option A – Reduce Tank Operating Level and Recoat the Tanks: reduce operating water levels to a maximum of 22 feet (both tanks are 48 foot tall) to mitigate damaged from sloshing water during a seismic event and recoat the tanks interior and exterior. The cost estimate for Option A is \$1.0 million.

Option B – Seismically Retrofit Both Tanks: construct a new 11-foot wide by 4-foot deep concrete foundation with anchors, remove and replace roofs, and recoat outside and inside of tanks. The cost estimate for Option B is \$3.0 million (this is also Option 4 in the CSEG Report).

Option C – Demolish and Rebuild Two 800,000 Gallon Tanks: demolition and rebuild each tank separately to meet current design criteria for steel tank construction. The cost estimate for Option C is \$3.5 million.

At the time the Capital Improvement Plan (CIP) was developed the evaluation of the Dekoven Tank site had not been completed and therefore neither it nor the evaluation of the Hallmark Tank site was a part of the CIP.

Given the age and poor coating condition of the Dekoven tanks, the need for seismic retrofitting for safety and the operational priority to not lose water storage capacity for emergencies, staff believes either Option B or Option C to be the most viable. If Option B were selected, the MPWD would be rehabilitating a 65-year-old tank. Construction oversight and quality control procedures were not as robust in the early 1950s as they are today, so there would be concerns about the integrity of the welded steel plates that make up the shell and floor of each tank. The MPWD could have the integrity of the welds inspected using x-ray technology, though it must be pointed out that such an inspection may not inspect the entire lengths of all welds on a tank, especially at the intersection of vertical and horizontal welds. On the plus side, the wall thickness of each tank was examined using ultrasound technology and found to be in good shape. The cost to build two new tanks (Option C) is approximately 17% (\$500,000) greater than rehabilitating the existing tanks (Option B). Staff is currently evaluating both options and recommends that this project be substituted into the proposed 5-year CIP, in place of the Dairy Lane Rehabilitation and SCADA replacement projects (totaling \$3 million).

Attachments: Dekoven Tank Seismic Evaluation from CSEG
Preliminary Cost Estimate from PCG

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

86

Dekoven Water Tanks

Mid-Peninsula Water District
Belmont, CA

Structural Review and Retrofit Strategy Report

March 21, 2016



Structural Engineering ♦ Construction Services ♦ Engineering Solutions ♦ Project Management

40 Federal Street | tel (415) 369-9100
San Francisco, CA 94107 | fax (415) 369-9101

CORNERSTONE



www.cseg.com

March 21, 2016
2015049

Pakpour Consulting Group, Inc.
5776 Stoneridge Mall Road, Suite 320
Pleasanton, CA 94588

Attention: Joubin Pakpour

Subject: Dekoven Water Tanks
Structural Review and Retrofit Strategy Report

Dear Joubin:

Cornerstone Structural Engineering Group is pleased to present this summary of our structural review and retrofit strategy report. In accordance with our proposal, we have performed a general structural conditional and seismic assessment of the Dekoven water tanks. This report contains an evaluation for the existing 720,000 & 1,000,000 gallon steel water tanks located on the Dekoven Tank site in Belmont. Originally built in 1952, Dekoven East Tank is 48 feet tall by 52 feet in diameter and Dekoven West Tank is 48 feet tall by 60 feet in diameter.

The structural provisions of the current California Building Code refer to the ASCE 7-10 for determination of design loads for structures designed within California. The ASCE 7-10 in turn refers to AWWA D100-11 for analysis and design of welded steel water storage tanks. This report uses those criteria to evaluate the seismic performance of the existing steel water tanks. In addition, a general conditional assessment of the water tanks is also included.

We conducted an initial site visit on June 05, 2014 with subsequent site visits on November 04, 2015 and December 03, 2015. Although no construction drawings of the Dekoven Tanks were available, a previous evaluation and inspection report was also reviewed as part of our investigation. Part of our report compares our evaluation and conclusions with that previous report.

The following report describes the findings of our conditional review and seismic risk assessment to evaluate the performance of the steel water tanks when subjected to a code-level earthquake. Recommendations to address conditional issues and remediate seismic deficiencies are described in the conclusions.

Please feel free to give me a call if you have any additional questions.

Sincerely,

CORNERSTONE STRUCTURAL
ENGINEERING GROUP, INC.

Thomas L. Swayze, S.E.
Principal

TABLE OF CONTENTS

PART 1: INTRODUCTION	2
PART 2: SEISMIC PERFORMANCE EVALUATION	3
2.1 Methodology	3
2.2 Seismic Use Group.....	4
2.3 Seismic Source	4
PART 3: WATER TANK EVALUATION	5
3.1 Documentation	5
3.2 Evaluation.....	5
3.3 Construction.....	6
3.4 Condition.....	7
3.5 Lateral Load System.....	8
3.6 Expected Performance.....	9
PART 4: SUMMARY	10
4.1 Findings	10
4.2 General Recommendation for Conditional Issues	10
4.3 Seismic Recommendations	11
4.4 Cost Estimate	13
PART 5: APPENDIX.....	17



PART 1: INTRODUCTION

The following represents a general structural conditional and seismic assessment of the existing Dekoven East and West tanks located on Dekoven Avenue in Belmont, California. Both tanks are owned and maintained by the Mid-Peninsula Water District.



Figure 1: Dekoven Tanks Site Area Photo
(Source: Google Maps)

Built in 1952, the Dekoven East and West tanks are unanchored, welded carbon-steel water storage tanks with nominal capacities of 0.72 and 1.0 million-gallons respectively. Both tanks are approximately 48 feet in height with an approximately 52 foot diameter for Dekoven East and a 60 foot diameter for Dekoven West. The tanks each have a base elevation of approximately 588 feet and provide service to Mid-Peninsula Water District in Belmont.

An initial site visit was performed on June 5, 2014 to observe the existing exterior structural conditions of both tanks. Since both tanks were in operation at the time of the initial visit, we were unable to observe the tank interior. Cornerstone made subsequent site visits on November 4, 2015 and December 3, 2015. During the November 4th site visit, the roof hatch was opened on Dekoven East in order to visually observe the tank interior roof framing system. Dekoven West was subsequently taken out of service for the winter at which point the tank interior and roof structure was observed during the December 3rd site visit.

The report conclusions are limited by the availability of as-built construction documents and by the level of access possible for the observation of the tank. This report describes the findings of our structural review, and provides recommendations for seismic upgrade and conditional structural repairs as applicable. See part 3 for further discussion regarding observation access and as-built documentation.



Figure 2: Dekoven Tanks Site Photo
(Source: Google Maps)

PART 2: SEISMIC PERFORMANCE EVALUATION

2.1 Methodology

The potential damage to a structure in an earthquake can be evaluated provided that, (1) seismic hazards which affect the structure and site can be estimated and, (2) the vulnerability of the structure to those hazards are known or can be estimated.

Seismic evaluation of the existing welded carbon-steel water tank was conducted using:

- American Water Works Association (AWWA) D100-11 – Welded Carbon Steel Tanks for Water Storage
- American Society of Civil Engineers (ASCE) 7-10 – Minimum Design Loads for Buildings and Other Structures
- Site specific S_s , S_1 , S_{M1} and S_{M2} seismic ground motion parameter values approximated by the USGS Seismic Hazard Curves program based off the 2008 NEHRP Maps.

Seismic evaluation of the Dekoven East and West steel water tanks were performed using seismic design forces calculated in accordance with the AWWA D100-11 standard for new welded steel water tank construction.

AWWA D100-11 adopts the ACSE 7 methodology for the determination of lateral loads used for seismic design of water tanks and is based on a Maximum Considered Earthquake (MCE) ground motions, defined as the motions caused by a seismic event with a 2 percent probability of exceedance within a 50 year period which is commonly referred to as a 2,475-year earthquake. Design ground motions are then derived by scaling MCE ground motion values by a factor of 2/3 which is the design basis for standard structures. Design ground motions correlate to a seismic event with a 10

percent probability of exceedance within a 50 year period and are referred to as a 475-year earthquake. Water tanks considered to be essential are designed with an importance factor increase of 1.5 applied to the design ground motions. See below for further discussions.

The methodology used in our assessment uses an importance factor of 1.5 as described in the following section, for Seismic Use Group III as documented in the AWWA D100-11 based approach. This Seismic Use Group is for essential facilities and is equivalent to an occupancy/risk category IV under the 2013 CBC and ASCE 7-10.

2.2 Seismic Use Group

AWWA D100-11 seismic design identifies three Seismic Use Groups I, II & III and assigns an importance factor, I_E to each group. I_E is a multiplier that is applied to lateral load forces relative to their importance to the community to ensure that a structure will sustain less damage in an earthquake. Public water tanks which provide service considered to be essential for post-earthquake recovery, including fire suppression, are designated as seismic use group III and are assigned an importance factor, I_E of 1.5 which is the most stringent criteria. As a result, an essential service water tank will be designed to withstand 50% more lateral load than a non-essential tank.

Dekoven East and West tanks were evaluated for an importance factor, I_E of 1.5.

2.3 Seismic Source

The seismicity in the Bay Area is influenced by several known faults, their potential faulting length, and relative orientation. The San Andreas Fault system, which separates the North American plate from the Pacific plate, is located approximately 2 miles to the west of the Dekoven East and West tank site. The known, nearest-site faults with recorded activity are listed in Table 1, as follows:

Controlling Fault	Estimated MCE (M_w)	Distance to Site (miles)
San Andreas Fault	7.8	2.0
Hayward Fault	7.0	13.7
Calaveras Fault	6.8	22.4

Table 1: Active Near Source Faults

Based on the California Geologic Survey (CGS) and the United States Geologic System (USGS) mapping, the 475-year peak ground acceleration (PGA) for the Dekoven Tanks site is 0.585g.

Recent earthquakes in Southern and Central California – namely Coalinga, Whittier Narrows, and Northridge – have occurred along blind-thrust faults. These faults do not have readily identifiable surface features and are not extensively mapped. The potential for strong-ground motion to occur due to blind-thrust faulting in Northern California is somewhat in doubt. However, a moderate to large earthquake centered even closer to the site cannot be completely ruled out.

It should be noted that a more thorough explanation of site seismicity and specific faulting hazards could be provided by a geotechnical engineer. The conclusions above rely on general published data for the San Francisco Bay Area.

PART 3: WATER TANK EVALUATION

3.1 Documentation

Design or fabrication drawings for the Dekoven tanks were not available for evaluation. A Seismic Vulnerability Assessment was performed by G&E Engineering Systems and published on January 23, 2003. This report documents general information for each of the ten tanks in the distribution system including overflow elevation, bottom elevation, capacity, year built, and style. This report identifies the Dekoven Tanks as being unanchored welded steel tanks with a flat roof and resting on a sand/asphalt type foundation. Lastly, this report also documents potential hazards to seismic uplift of the tanks including damage to inlet pipes and a cell phone tower antenna attached to the tanks.

A report titled "Earthquake Analysis of Water Storage Tanks" was published in July, 1980 by John Rinne in which potential hazards due to seismic activity were investigated. The diameter, height, shell thickness, and capacity are tabulated in that document for each tank in the distribution system. According to Rinne, the shell thicknesses have been "calculated in accordance with the AWWA Standard but have not been confirmed at this time". Field testing was performed on both tanks to verify the tank plate and shell thicknesses. Results for the testing are summarized below in Section 3.3.

Finally, a Daily Inspection Report was issued by DB Gaya Consulting on April 24, 2013 to assess the condition of the interior and exterior coatings of the Dekoven East tank. Within this report, all corrosion, blisters, and fractures on the interior and exterior of the tank are documented.

3.2 Evaluation

Seismic evaluation of the steel water tank was performed using the AWWA D100-11 standard.

- Dekoven East and West tanks are considered essential to maintain water service in the event of an earthquake therefore it was evaluated using an importance factor, I_e of 1.5 (essential service).
- In lieu of no site specific soil classification or seismic parameters, a site classification C was assumed for the Dekoven Tank site for very dense soil and soft rock per the USGS Soil Type and Shaking Hazard in the San Francisco Bay Area Map. Seismic ground motion parameter values approximated by the USGS Seismic Hazard Curves program for site class C are listed in Table 2 as follows:

S_s	2.162g
S_1	1.029g
S_{DS}	1.441g
S_{D1}	0.892g

Table 2: Seismic Ground Motion Parameters

- Dekoven East and West tanks are not anchored to a foundation and were initially evaluated as 'self-anchored' tanks to determine seismic vulnerabilities and deficiencies. The AWWA D100-11 response modification factors R_i and R_c used to determine the impulsive and convective design accelerations are 2.5 and 1.5 respectively.
- Dekoven East and West tanks were then evaluated as mechanically anchored tanks to determine potential retrofit options. The response modification factors R_i

and R_c used to determine the impulsive and convective design accelerations are 3.0 and 1.5 respectively.

3.3 Construction

The Dekoven East and West water tanks are flat bottom welded carbon-steel tanks, 48 feet in height by 52 and 60 feet in diameter respectively. The tanks are founded on sand/asphalt base without a concrete ring wall foundation.

- The tank shell of Dekoven East is constructed of eight courses of plates for a total height of 48 feet. Construction of the tank shell appears to be continuous butt welds at both the longitudinal and circumferential plate joints. The tank shell of Dekoven West is constructed of six courses of plates for a total height of 48 feet. In our analysis, it was assumed that the shell material is ASTM A283, Gr. A. This assumption was based on recommendations by Paso Robles Tank for steel water tanks built during this time frame. Ultrasonic testing of the existing tank plate thicknesses has been performed by CSI Services, Inc. to verify various plate thicknesses of each tank. The results of this testing were documented in a report dated December 29, 2015 and are summarized below. These tabulated values are averages based on readings at each location.

Location	Inches
Roof Plate	0.186
Shell Course No. 8	0.235
Shell Course No. 7	0.243
Shell Course No. 6	0.235
Shell Course No. 5	0.282
Shell Course No. 4	0.358
Shell Course No. 3	0.405
Shell Course No. 2	0.468
Shell Course No. 1	0.66
Floor Plate	0.221

Table 3: Measured Tank Plate Thicknesses for Dekoven East

Location	Inches
Roof Plate	0.206
Shell Course No. 6	0.234
Shell Course No. 5	0.242
Shell Course No. 4	0.286
Shell Course No. 3	0.398
Shell Course No. 2	0.487
Shell Course No. 1	0.616
Floor Plate	0.215

Table 4: Measured Tank Plate Thicknesses for Dekoven West

- Measurements of exterior rafters on Dekoven East were taken at the exterior shell of the tank from the roof hatch, however not all framing could be verified. The roof framing of Dekoven East tank consists of radial C12x rafters which span approximately 26 feet from a central double C10x column outward to the outer shell of the tank. Intermediate C8x rafters span from the outer shell of the tank to an intermediate ring of assumed C6x girders, located approximately two-thirds away from the exterior shell.
- Measurements of exterior rafters on Dekoven West were taken at the exterior shell of the tank from the roof hatch, however not all framing could be verified. The roof framing of Dekoven West tank consists of radial C6x rafters which span approximately 30 feet from a central double C10x column outward to the outer shell of the tank. Intermediate C6x rafters span from the outer shell to an intermediate pentagon of assumed C10x girders, located approximately 15 feet from the exterior shell. The main rafters are also supported by these girders. Intermediate transverse braces are located approximately 5 feet from the tank shell.
- The tank bottom plate was observed to extend approximately 3 inches beyond the exterior of the tank shell. The base of the shell is connected to the bottom plate with continuous interior and exterior fillet welds.
- It appears the tank is serviced by a 12-inch diameter inlet/outlet pipe connected by a flexible pipe segment.
- It appears there is a 12-inch diameter exterior overflow pipe that exits the tank through the tank shell approximately 1 foot below the tank roof and has a clear drop into a drainage pipe.
- There is one approximately 30-inch diameter man-way door.
- There is an exterior roof access ladder, as well as an interior ladder that is serviced by a square roof access hatch.
- There is a large central roof vent on each tank and four mitered vents equally spaced around the perimeter of the Dekoven East tank roof.
- There is a concrete curb that wraps around the perimeter of each tank and is approximately 6 inches from the exterior of the tank shell.
- There is an approximately 6-inch thick reinforced concrete retaining wall around the perimeter of each tank approximately 4 feet from the exterior of the tank shell. This retaining wall varies in height and a portion of the wall appears to have been added onto the top of original wall. (See Photo 6)
- There are cell phone towers supported on assumed drilled piers directly adjacent to each of the tanks and located between the exterior tank shell and the concrete retaining perimeter wall.

The Dekoven tank site also has a pump house that appears to be a reinforced masonry building with a flexible wood roof diaphragm and an approximately 3 foot tall parapet. A conditional and cursory ASCE 41-13 Tier 1 seismic evaluation for Life Safety was conducted on the building to determine any potential seismic deficiencies. As-builts were not available for the evaluation of the pump house.

3.4 Condition

Both tanks were in operation during our initial site visits so that only the exterior and roof of the tank could be observed. During our December 3rd site visit, the interior of Dekoven

West tank was observed once the tank was taken out of service for winter maintenance. Roof framing members were visually observed, however precise measurements could not be taken. The interior of the tank was inspected and documented in the Daily Inspection Report issued by DB Gaya Consulting on April 24, 2013. Based on this report as well as our field visits, the existing tank appears to be in general compliance with the codes and standard construction practices in effect at the time of its construction. The existing conditions observed by DB Gaya Consulting that were confirmed during our site visits are as follows:

- The ceiling is showing signs of corrosion around all of the roof plate edges and some corrosion starting in the middle of various plates.
- Roof vents are showing advanced signs of corrosion. They will require a closer inspection to assess their condition.

Additional existing conditions observed during our site visits are as follows:

- The top flange of the ceiling rafters below the roof plate are showing signs of corrosion as well as along the edges of the roof plates, Photo 3.
- There are some localized gaps along the perimeter of the tank between the floor plate and the soil up to 2 inches, Photo 4.
- There are several cell phone towers with assumed drilled piers adjacent to the tanks that will interfere with a new ring wall foundation, Photo 5.
- There is an extension to the original retaining wall curb that surrounds the tank that was subsequently added on at a later date to raise the height of the curb. The construction of this additional wall is unknown and the connection between the two wall segments is of concern, Photo 6.
- According to the District, there is an approximately 1 foot deep vertical steel plate on the inside face of the tank perimeter concrete curb.

Based on our review, the pump house appears to be in general compliance with the codes and standard construction practices in effect at the time of its construction. Although the exterior and interior of the building was observed, roof access was not available during the site visit. Based on our observations, the building appears to be in good general condition.

3.5 Lateral Load System

Lateral loads for the steel tank structure result primarily from either wind pressure acting upon the exterior tank surface or earthquake induced inertia forces acting on the tank structure and its contents. The lateral-force resisting system consists solely of the cylindrical steel tank shell which transfers lateral loads to the base of the tank by a combination of circumferential tension and vertical tension/compression shell stresses. Tank overturning and sliding forces are partially resisted by the tank self-weight and a portion of its contents.

Evaluation of the existing tanks with no modifications was performed based on a maximum operating water level of 46 feet per the direction from the Mid-Peninsula Water District.

- Evaluation shows that the existing tanks have sufficient self-weight to resist seismic sliding forces for Dekoven East and Dekoven West respectively, however they do not have sufficient self-weight to resist seismic overturning forces with Demand to Capacity (D/C) ratios of 4.9 and 4.5 respectively for Dekoven Tank East and Dekoven Tank West.

PART 4: SUMMARY

Findings within this report provide a general structural conditional and seismic assessment of the Dekoven East and West water tanks located in Belmont, California. Dekoven East and West tanks are flat bottomed, welded steel water tanks constructed in 1952. The tanks are each 48 feet in height with Dekoven East being 52 feet in diameter with a nominal capacity of 0.72 million-gallons and Dekoven West being 60 feet in diameter with a nominal capacity of 1.0 million-gallons. The tanks each have a base elevation of approximately 588 feet and provide service to Mid-Peninsula Water District in Belmont. The tanks are founded upon a sand/asphalt base without a ring wall foundation or foundation anchors.

4.1 Findings

Based on our review, the Dekoven East and West water tanks appear to be in general compliance with the codes and standard construction practices in effect at the time of its construction in 1952.

Further, the Dekoven East and West water tanks are not expected to resist a design level earthquake as determined by the AWWA D100-11 criteria for tanks considered necessary for essential services. The following specific deficiencies are noted:

- Inadequate freeboard height to accommodate earthquake wave sloshing is likely to result in damage to roof plate and or roof framing, tank shell at roof framing attachments, and the floor plate at shell to bottom weld and column connections.
- Lack of foundation and foundation anchors to resist earthquake uplift is likely to result in significant uplift of the tank shell. This will likely result in significant damage to the tank shell, floor plate, and piping connections.

As part of our evaluation we reviewed the previous evaluation of Dekoven East and West by John E. Rinne dated July, 1980. To a great extent, our conclusions (based on AWWA D100 criteria) agree with those presented by Rinne, except for the following issues, which do not have a significant effect on our conclusions:

- John Rinne calculated shell thicknesses in accordance with AWWA standards and assumed constant shell thickness throughout the height of the tank. These thicknesses were not confirmed in the field during the time of his evaluation. We have obtained actual shell thicknesses of each of the Dekoven tanks through the use of ultrasonic testing by CSI Services Inc. For both Dekoven tanks, the tested thicknesses were found to be thicker than those reported by Rinne towards the bottom of the tank and thinner than those reported by Rinne towards the top.

4.2 General Recommendation for Conditional Issues

The following recommendations are provided to address issues concerning the general conditions outlined in this report:

- Areas of localized rust and corrosion upon framing members should be cleaned and inspected during scheduled painting and maintenance. If more than 10% of the flange section is lost, then a repair detail should be developed.
- Questionable detailing issues in regard to the existing curb construction will likely be addressed as part of the proposed new ring wall foundation construction as shown in Detail C shown in Figure 5 in the Appendix.

- Geotechnical recommendations are necessary to evaluate curb repairs, as well as new foundations for seismic strengthening. A reinforced concrete ring wall foundation around the perimeter of each tank is recommended as part of this seismic evaluation.

4.3 Seismic Recommendations

The following recommendations are provided to address the seismic deficiency issues outlined in this report:

Freeboard

- Option 1: Increase the freeboard by lowering the overflow elevation so that the seismic wave will not interact with the roof framing.
 - If the Maximum Operating Level (MOL) is lowered from the current MOL of 46 feet by 7 feet down to 39 feet for Dekoven East and Dekoven West, the calculated freeboard will be greater than the sloshing wave height and thus an adequate freeboard height will be provided. This option requires no strengthening of roof framing for seismic wave sloshing, but diminishes the holding capacity of each tank significantly.
 - This option would require anchorage of each tank to a ring wall foundation to resist seismic overturning forces (see Detail C shown in figure 5 of the Appendix)
- Option 2: Increase the freeboard so that the roof rafters do not require strengthening.
 - If the Maximum Operating Level (MOL) at Dekoven East is lowered from the current MOL of 46 feet by 5 feet down to 41 feet, there will be 7 feet of freeboard height provided. At this water level, the calculated wave sloshing height is 8.5 feet. This would result in a hydrostatic upwards loading on the outer roof framing of approximately 1.5 feet. The existing roof rafters can adequately resist these forces, therefore no strengthening of the rafters is required. The roof plate can adequately resist these forces if the roof plate is welded to the roof rafters. This depth was selected for consideration because it is the highest the operating level can be without replacement or strengthening of the roof rafters. This option may require strengthening of the rafter to shell connections to be able to resist the roof rafter reaction caused from the sloshing wave.
 - If the Maximum Operating Level (MOL) at Dekoven West is lowered from the current MOL of 46 feet by 5 feet down to 41 feet, there will be 7 feet of freeboard height provided. At this water level, the calculated wave sloshing height is 9.0 feet. This would result in a hydrostatic upwards loading on the outer roof framing of approximately 2.0 feet. The existing intermediate roof rafters will require strengthening of their bottom flanges in order to resist these forces. However, the main roof rafters can adequately resist these forces, therefore no strengthening of the main rafters is required. The roof plate can adequately resist these forces if the roof plate is welded to the roof rafters. This depth was selected for consideration because it is the highest the operating level can be without replacement or strengthening of the main roof rafters and roof plate. This option may require strengthening of the rafter to shell connections to be able to resist the roof rafter reaction caused from the sloshing wave.

- o This option would require anchorage of each tank to a ring wall foundation to resist seismic overturning forces (see Detail C shown in figure 5 of the Appendix)
- Option 3: Increase the freeboard so that the existing roof can remain in place and retrofitted.
 - o If the Maximum Operating Level (MOL) is lowered from the current MOL of 46 feet by 2 feet down to 44 feet for Dekoven East and from the current MOL of 46 feet by 4 feet down to 42 feet for Dekoven West, the calculated freeboards will be 4 feet and 6 feet respectively. This will require strengthening of the roof rafters to resist a hydrostatic upwards loading on the outer roof framing of 4.5 feet for Dekoven East and 3.0 feet for Dekoven West.
 - o For Dekoven East, main roof rafters and intermediate roof rafters will require strengthening of bottom flanges by welding on steel plates and bracing the bottom flange with transverse bracing at 4 feet on center with C6x members (See Detail B shown in figure 4 of the Appendix). This option would also require strengthening of the rafter to shell connection to be able to resist the roof rafter reaction caused from the sloshing wave. The outer 12 feet of the roof plate would also require strengthening, which could be accomplished with supplemental framing at 4 feet on center and welding the roof plate to the rafters.
 - o For Dekoven West, outer roof rafters and intermediate girders will require strengthening of bottom flanges by welding on steel plates and bracing of bottom flange with transverse bracing at 5 feet on center with C6x members (See Detail B shown in figure 4 of the Appendix). This option does not require strengthening of the existing roof plate itself; however the roof plate will be required to be welded to the roof rafters. The interior girder support ring would also require strengthening of the bottom flange as well as bracing of the bottom flange by providing diagonals to main rafters at every other rafter (See Detail A shown in figure 3 of the Appendix). This option would also require strengthening of the rafter to shell connection to be able to resist the roof rafter reaction caused from the sloshing wave.
 - o This option would require anchorage of each tank to a ring wall foundation to resist seismic overturning forces (see Detail C shown in figure 5 of the Appendix)
- Option 4: Maintain current 46 ft water level elevation.
 - o If Maximum Operating Level (MOL) is desired to remain at the current level without damage to roof, then all components of the roof structure will require replacement. This new roof structure may be an external rafter system to reduce maintenance costs as there would be less surface area and far easier to coat that surface area within the tanks where the conditions are more prone to corrosion for inaccessible and difficult to coat areas.

- Option 5: Increase the freeboard by lowering the overflow elevation so that the tank will not require anchorage to a ring wall foundation.
 - If the Maximum Operating Level (MOL) at Dekoven East is lowered from the current MOL of 46 feet by 24 feet down to 22 feet, the tank will have adequate self-weight to resist seismic sliding and overturning without being anchored to a ring wall footing. This would mean a drop in holding capacity of approximately 380,000 gallons.
 - If the Maximum Operating Level (MOL) at Dekoven West is lowered from the current MOL of 46 feet by 22 feet down to 24 feet, the tank will have adequate self-weight to resist seismic sliding and overturning without being anchored to a ring wall footing. This would mean a drop in holding capacity of approximately 465,000 gallons.

Foundation and Anchors

- Construct a new reinforced concrete ring wall foundation with anchorage to provide proper uplift resistance (See Details C & D shown in figures 5 and 6 of the Appendix). This option would require shoring of the existing tanks while the new foundation is constructed. In order to construct this foundation, the existing concrete curbs and retaining walls will need to be demolished and re-constructed as part of the new foundation. The assumed drilled piers supporting the cell phone towers will also need to be incorporated into the new ring wall foundation design.

The first four freeboard options discussed above will require a 4'-0" deep ring wall foundation ranging in size from 9'-0" wide to 11'-6" wide with anchor rod spacing varying from approximately 4.0' to 6.5'.

Pump House

- Provide new roof-to-wall ties. Access to the roof substrate will be required and it is recommended that the building be reroofed during this process.
- Perform a destructive testing program to determine if CMU walls are fully grouted.

4.4 Cost Estimate

Although Dekoven East and West have performed adequately for the past 63 years, we recommend that it be repaired to remedy existing conditional issues, as well as strengthened to increase its survivability in the event of a code level earthquake or replaced with a new tank. The following cost estimates were provided by Cornerstone and developed jointly with Paso Robles Tank, Inc and Pakpour Consulting Group. **Estimates for the retrofit options do not include finish coating of the interior and exterior of the tank.** These costs are for structural costs only and do not include planning or engineering.

Option 1

Pump House Strengthening

Roof-to-Wall Ties & Reroofing	\$75,000
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20% contingency	\$15,000
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Pump House Strengthening Subtotal	\$90,000
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Seismic Strengthening (Two Tanks)

East Tank Overflow Retrofit	\$20,000
West Tank Overflow Retrofit	\$20,000
New foundation and anchors	\$625,000
20% contingency	\$130,000

Seismic Strengthening Subtotal \$795,000

Total: \$885,000

Option 2

Pump House Strengthening

Roof-to-Wall Ties & Reroofing	\$75,000
20% contingency	\$15,000

Pump House Strengthening Subtotal \$ 90,000

Seismic Strengthening (Two Tanks)

Strengthen rafter connections at shell East	\$30,000
Strengthen rafter connections at shell West	\$35,000
New foundation and anchors	\$670,000
20% contingency	\$150,000

Seismic Strengthening Subtotal \$885,000

Total: \$975,000

Option 3

Pump House Strengthening

Roof-to-Wall Ties & Reroofing	\$75,000
20% contingency	\$15,000

Pump House Strengthening Subtotal \$90,000

Seismic Strengthening (Two Tanks)

Strengthen rafters and connections East	\$250,000
Strengthen rafter and connections West	\$210,000
New foundation and anchors	\$710,000
20% contingency	\$230,000

Seismic Strengthening Subtotal \$1,400,000

Total: \$ 1,490,000

Option 4

Pump House Strengthening

Roof-to-Wall Ties & Reroofing	\$75,000
20% contingency	\$15,000

Pump House Strengthening Subtotal \$90,000



Seismic Strengthening (Two Tanks)

Replace roof East	\$290,000
Replace roof West	\$350,000
New foundation and anchors	\$800,000
20% contingency	\$290,000
Seismic Strengthening Subtotal	\$1,730,000

Total: \$1,820,000

Option 5

Pump House Strengthening

Roof-to-Wall Ties & Reroofing	\$75,000
20% contingency	\$15,000
Pump House Strengthening Subtotal	\$90,000

Seismic Strengthening (Two Tanks)

East Tank Overflow Retrofit	\$20,000
West Tank Overflow Retrofit	\$20,000
20% contingency	\$10,000
Seismic Strengthening Subtotal	\$50,000

Total: \$140,000

As a comparison to the retrofit options noted in this seismic evaluations, costs have also been provided for replacement of the existing tanks with new tanks, designed to the current AWWA standard. Costs for two options of replacement are noted below; one for replacing the existing (2) Dekoven tanks with (2) new tanks of similar size and one for replacing the existing (2) Dekoven tanks with (1) new tank with a similar holding capacity as the existing tanks. The following cost estimates were provided jointly by Paso Robles Tank, Inc and Pakpour Consulting Group. **Estimates for the replacement options include finish coating of the interior and exterior of the tank.** These costs are for structural costs only and do not include planning or engineering.

Two New 0.9 MG, 60'D x 53'H (42.5' MOL) Tanks

Pump House Strengthening

Roof-to-Wall Ties & Reroofing	\$75,000
20% contingency	\$15,000
Pump House Strengthening Subtotal	\$90,000

Two New Tanks

Remove existing tanks	\$125,000
Grading and excavation	\$210,000
New Tank (Erection and Paint)	\$1,500,000



Foundation and anchors	\$420,000
20% contingency	\$450,000
<hr/>	
New Tanks Subtotal	\$2,700,000

Total: \$2,800,000

One New 1.8 MG, 85'D x 55'H (42' MOL) Tank

Pump House Strengthening	
Roof-to-Wall Ties & Reroofing	\$75,000
20% contingency	\$15,000
<hr/>	
Pump House Strengthening Subtotal	\$90,000

One New Tank

Remove existing tanks	\$125,000
Grading and excavation	\$210,000
New Tank (Erection and Paint)	\$1,250,000
Foundation and anchors	\$210,000
20% contingency	\$360,000
<hr/>	
New Tanks Subtotal	\$2,160,000

Total: \$2,250,000

PART 5: APPENDIX



Photo 1: Exterior of Dekoven West Tank



Photo 2: Minor Corrosion of Tank Roof



Photo 3: Minor Corrosion at Roof Rafter



Photo 4: Localized Gaps Below Tank Bottom

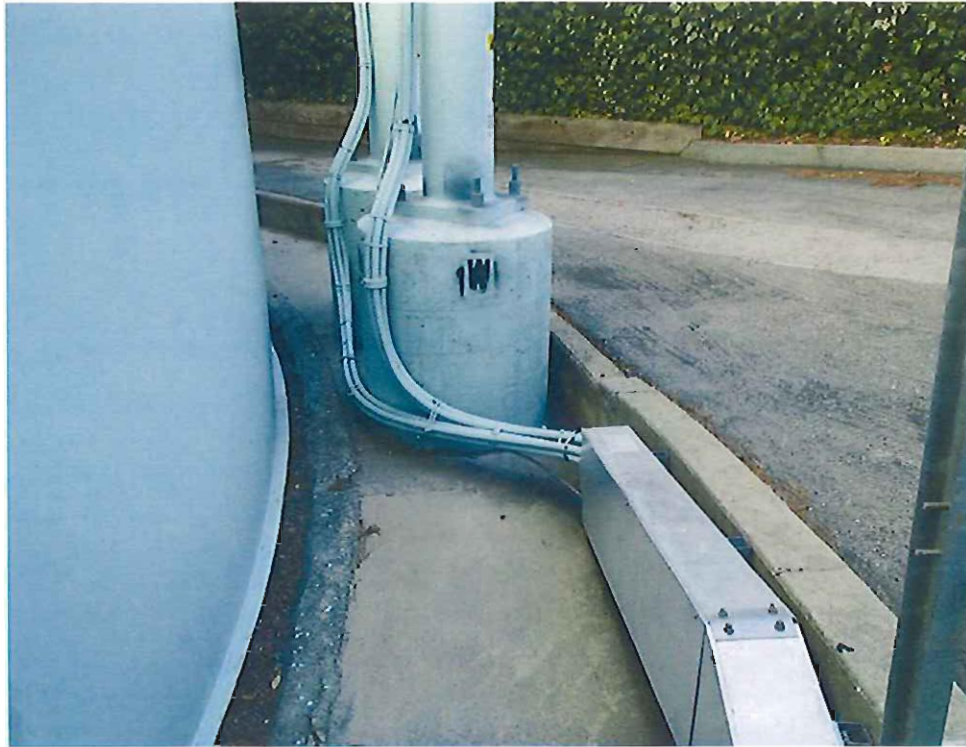


Photo 5: Cell Phone Towers on Drilled Pier Adjacent to the Tank



Photo 6: Retaining Wall Addition Adjacent to the Tank



Photo 7: Dekoven East Roof Framing



Photo 8: Dekoven West Roof Framing

OPTION 3

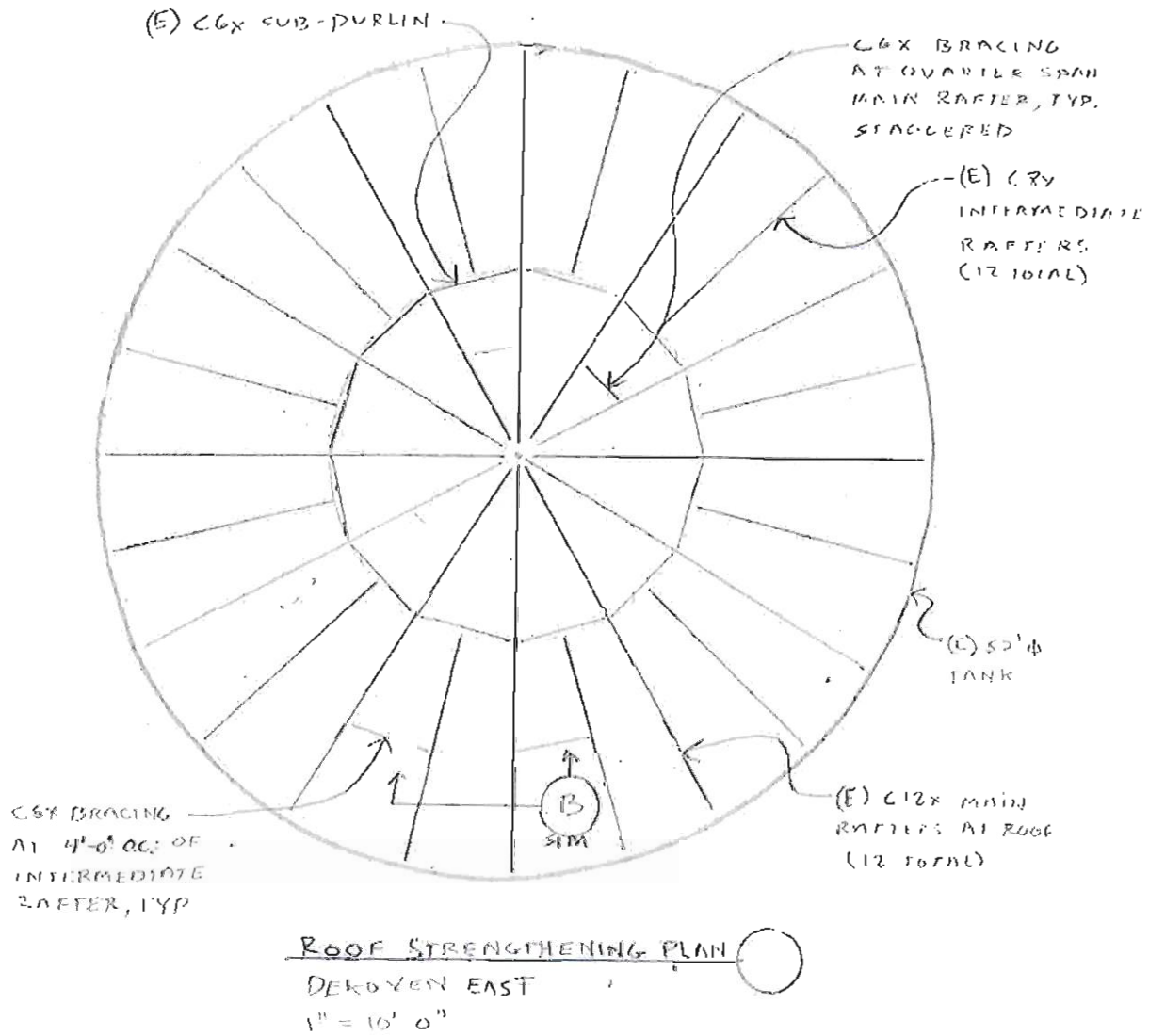


Figure 1: Dekoven East Roof Strengthening Plan

OPTION 3

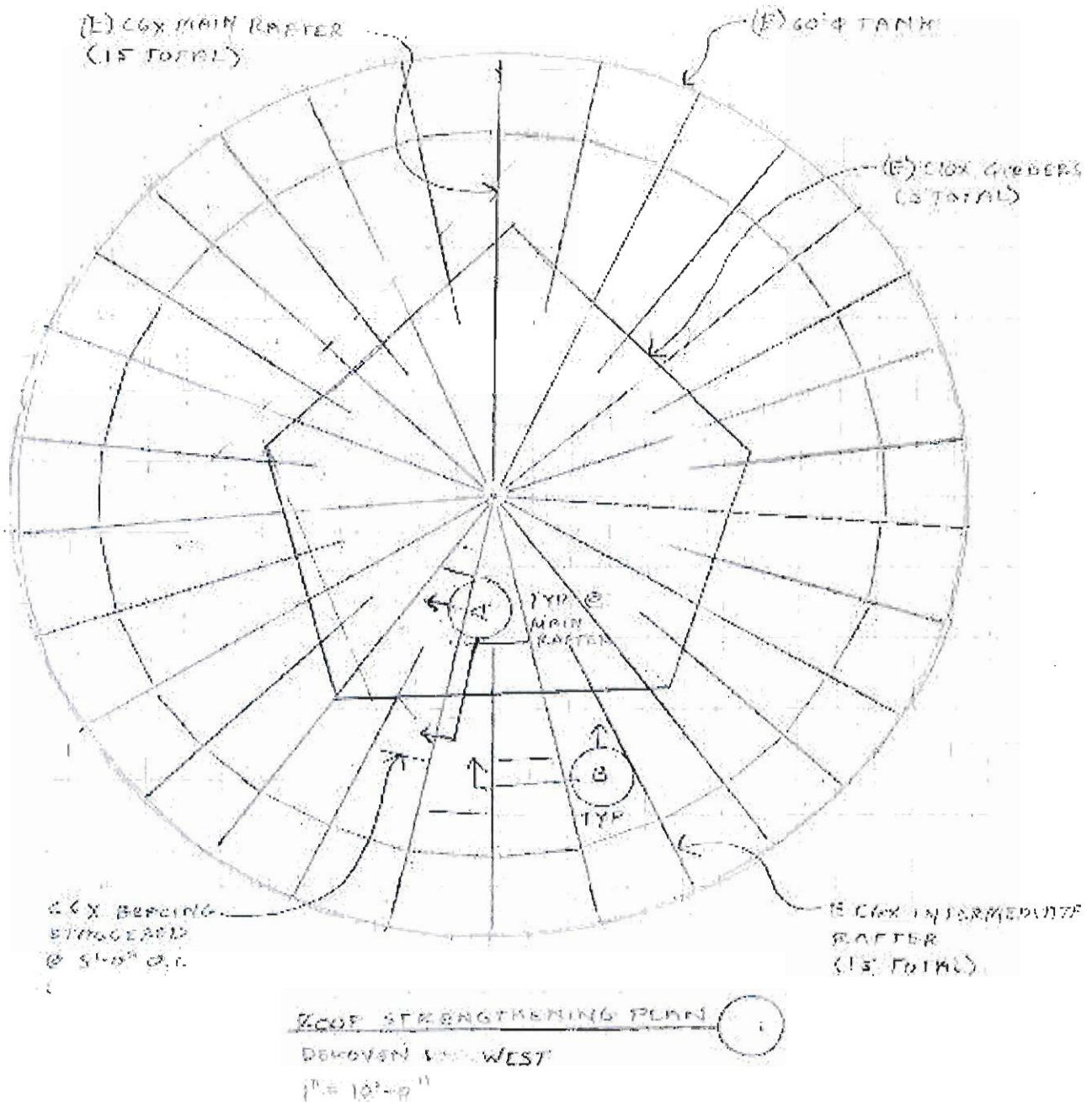
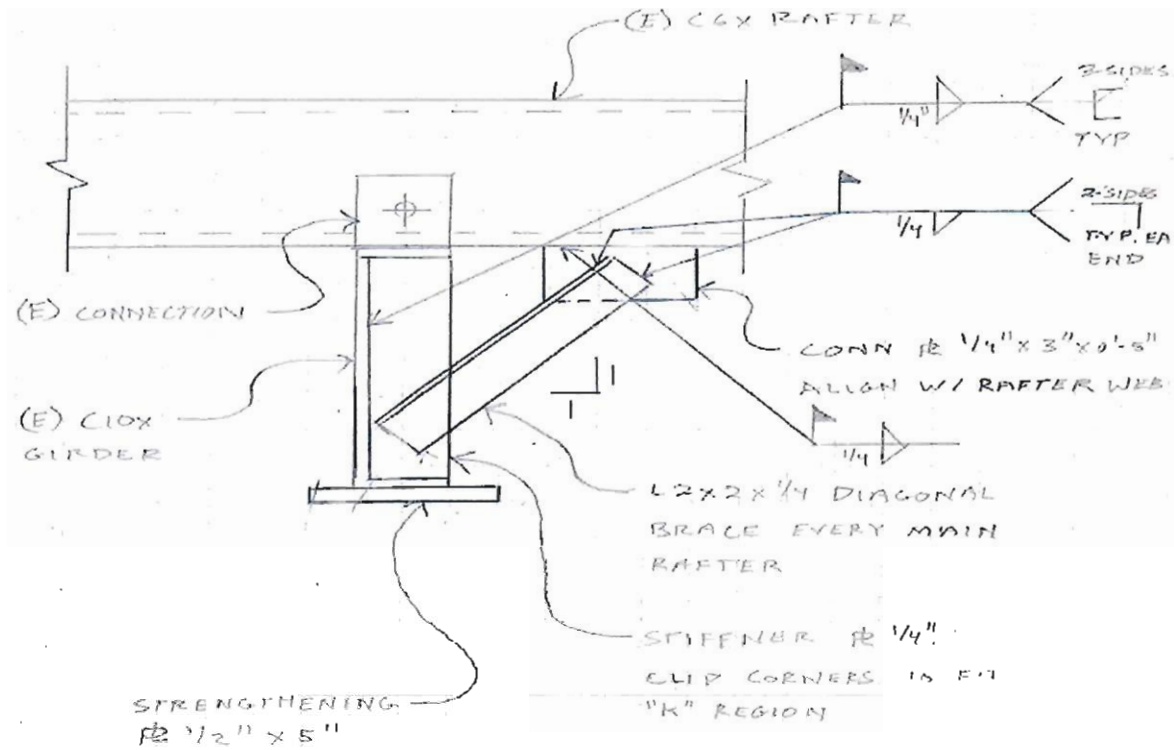


Figure 2: Dekoven West Roof Framing Plan

OPTION 3



GIRDER BRACING (A)

Figure 3: Girder Bracing

OPTION 3

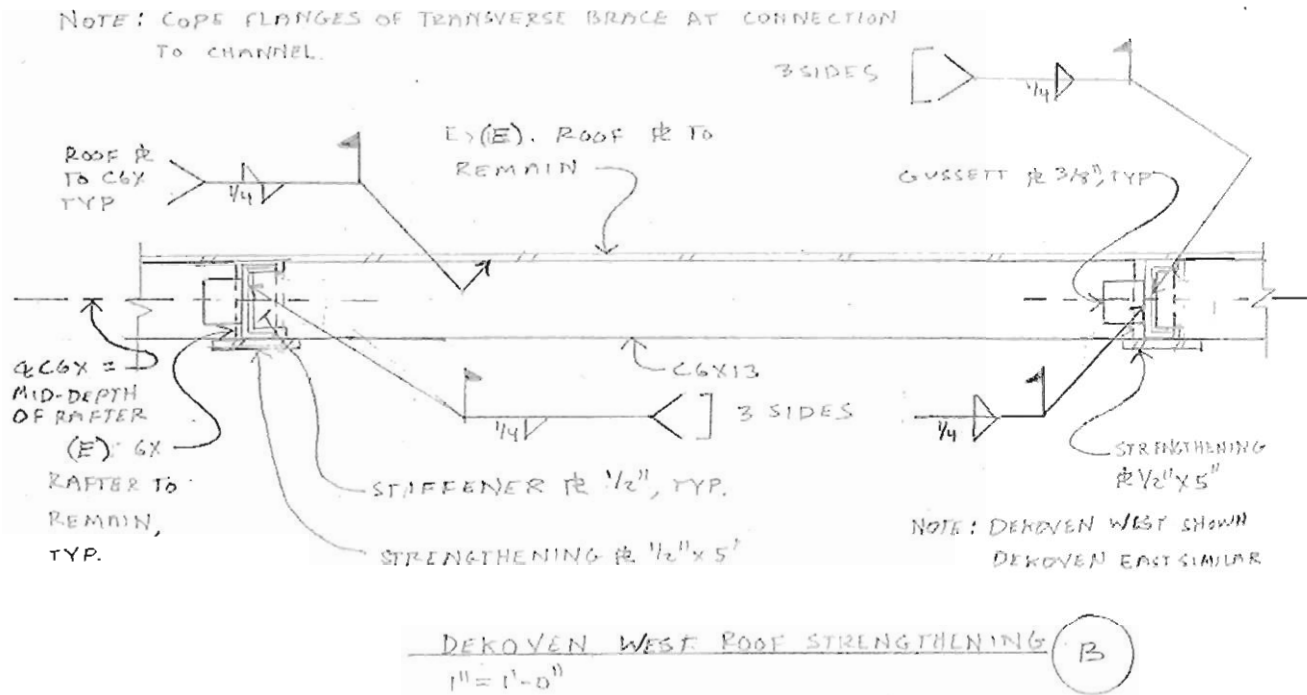


Figure 4: Rafter Strengthening

Footing Schedule											
Dekoven East						Dekoven West					
Option	W (ft)	L (ft)	T (ft)	D (ft)	# Anchors	Option	W (ft)	L (ft)	T (ft)	D (ft)	# Anchors
MOL = 46'	11.5	6.5	5.5	4.0	44	MOL = 46'	11.0	6.0	5.0	4.0	47
MOL = 44'	11.0	6.0	5.0	4.0	40	MOL = 42'	9.5	4.5	5.0	4.0	36
MOL = 41'	10.0	5.0	5.0	4.0	33	MOL = 41'	9.5	4.5	5.0	4.0	34
MOL = 39'	9.0	4.0	5.0	4.0	27	MOL = 39'	9.0	4.0	5.0	4.0	29

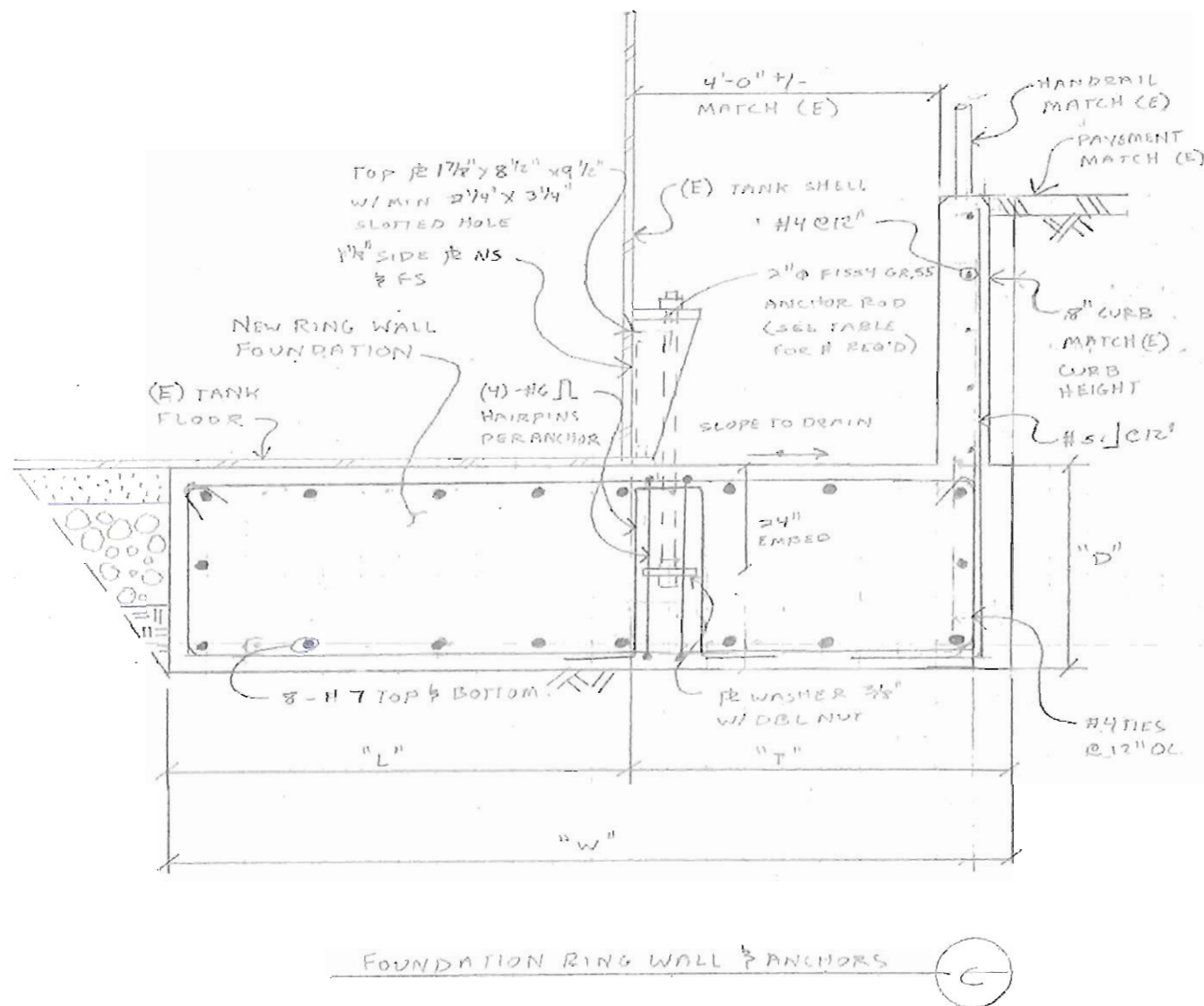


Figure 5: Foundation Ring Wall & Anchors

Footing Schedule											
Dekoven East						Dekoven West					
Option	W (ft)	L (ft)	T (ft)	D (ft)	# Anchors	Option	W (ft)	L (ft)	T (ft)	D (ft)	# Anchors
MOL = 46'	11.5	6.5	5.5	4.0	44	MOL = 46'	11.0	6.0	5.0	4.0	47
MOL = 44'	11.0	6.0	5.0	4.0	40	MOL = 42'	9.5	4.5	5.0	4.0	36
MOL = 41'	10.0	5.0	5.0	4.0	33	MOL = 41'	9.5	4.5	5.0	4.0	34
MOL = 39'	9.0	4.0	5.0	4.0	27	MOL = 39'	9.0	4.0	5.0	4.0	29

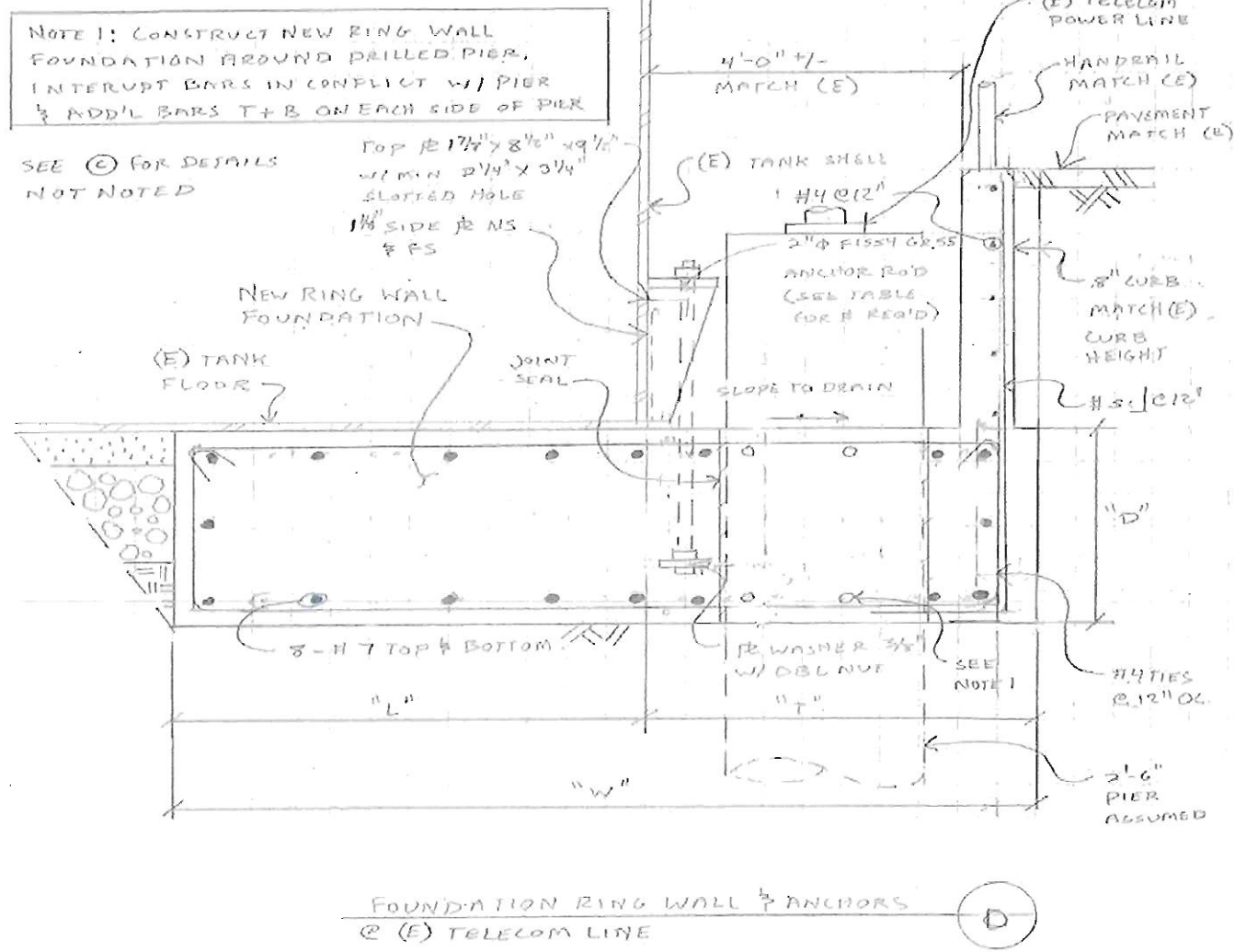
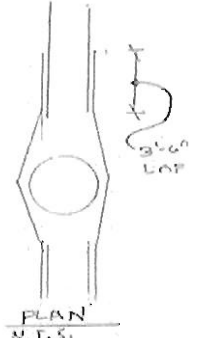
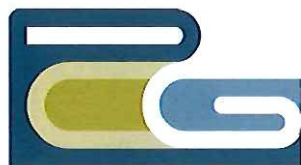


Figure 6: Foundation Ring Wall & Anchors at Cell Phone Tower



Pakpour Consulting Group, Inc.

MEMO

Firm or Agency:	Mid-Peninsula Water District	Date	04/18/16
Attn:	Tammy Rudock / Rene Ramirez		
Project Name:	Dekoven Water Tanks	Project No.	10012.13
Reference:	Preliminary Cost Estimate		
From:	Joubin Pakpour, P.E.		

Attached please find the final report for Dekoven prepared by Cornerstone Structural Group. The report was peer reviewed by a third party structural engineer familiar with steel tank design. We currently operate the tank from 17 feet (pump start) to 30 feet (pump off). The overflow of the tank is located at 47 feet.

Current Dekoven Tanks

Tank One	48 feet high x 52 feet diameter	720,000 gallon capacity	Built in 1952
Tank Two	48 feet high x 60 feet diameter	1,000,000 gallon capacity	Built in 1952

The report (option 5) finds that if we reduce the maximum water level in the tank to 22 feet (from current 30 feet) we will not need to retrofit the tank. However we lose more than half of the capacity of the tanks and in speaking with operation staff this may not be feasible during the summer months due to high demands. The coating in the tank is failing which increases the urgency to select a solution.

We consulted with a tank manufacturer to fine tune the cost estimate for the three viable options, which are listed below:

Option A – Recoat the Tanks – Reduce the water levels to 22 feet max (less than ½ capacity of the tank) and recoat the tanks plus minor structural upgrades. Cost includes scaffolding and shrink wrap and completing the project one tank at a time for operational purposes. Cost is based on bids received to recoat two 700,000 gallon tanks 2 months ago at Hillsborough.

Remove and Recoat Two Tanks	\$700,000
Minor Structural Upgrades	\$50,000
Design & Construction Management	\$150,000
Contingency ~10%	<u>\$100,000</u>
Total	\$1,000,000

Option B – Seismically Retrofit Both Tanks – Work will include installation of a new 11 feet wide x 4 feet deep concrete foundation and anchors, removing and replacing the roof with reverse rafters (similar to the roof at the Buckland Tanks), remove the existing coating and recoating. This is option 4 in the structural report.

Remove and Recoat Two Tanks	\$700,000
Replace Roof East Tank	\$300,000
Replace Roof West Tank	\$400,000
New Foundation and Anchors Two Tanks	\$800,000
Design & Construction Management	\$300,000
Contingency ~20%	<u>\$500,000</u>
Total:	\$3,000,000

Option C – Demolish and Rebuild Two 800,000 Gallon Tanks – Work will include demolition and off haul of the existing tanks, constructing and painting two 800,000 gallon tanks to current essential facility design parameters.

Remove Two Tanks	\$150,000
Grading and Excavation	\$300,000
Foundation and Anchors Two Tanks	\$450,000
Construct and Paint Two New Tanks	\$1,600,000
Design & Construction Management	\$400,000
Contingency ~20%	<u>\$600,000</u>
Total:	\$3,500,000



AGENDA ITEM NO. 8.D.

DATE: April 28, 2016
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: MPWD CAPITAL IMPROVEMENT PROGRAM (CIP) DISCUSSION:
1. REVIEW PRIOR BOARD DISCUSSIONS AND INFORMATIONAL SUMMARY
2. CONSIDER ALTERNATIVE CIP FINANCING AMOUNTS AND ALTERNATIVES
3. FINANCIAL MANAGEMENT PLAN FOR MPWD UNDER DIFFERENT FINANCING PLAN SCENARIOS
4. BOARD CONSIDERATION OF PROCESS FOR SELECTION AND AWARD OF PROFESSIONAL AND CONTRACTING SERVICES

RECOMMENDATION:

The Board will engage in discussions about the proposed CIP as outlined above.

FISCAL IMPACT:

None (for the Board discussion).

DISCUSSION:

In response to prior Board discussions and preliminary informational CIP presentations, staff was asked to prepare a summary of those discussions and create an FAQ (Frequently Asked Questions) section for easy reference. The initial DRAFT summary document is attached. This is a work in progress and resource document, so Board input would be appreciated.

The DRAFT summary document was a team effort and involved the District Engineer, the MPWD's Municipal Finance Advisor (Wulff Hansen & Company), the Operations Manager, and me.

Significant MPWD strategic planning has been built upon in order to get to the place where we are today. That is described within the introduction of the FAQs.

Because the final version of the Bartle Wells Associates updated Cash Flow Projections

were received on Monday, April 25th, there was little to no time for staff and the MPWD's Municipal Finance Advisor to develop alternatives for proposed CIP financing based upon the revised revenue projections for FY 2016/2017. It is anticipated that DRAFT alternatives may be available prior to the Board meeting and transmitted under separate cover.

Moreover, because it is budget preparation time for the next fiscal year, any proposed CIP financing options are not only contingent upon cash flow projections but fiscal year budget projections. Next month is better timing for presentation of potential CIP financing alternatives.

The District Counsel will be prepared to respond to questions during the Board's discussion regarding the selection and award of contractual services.

Attachment: DRAFT Summary of Board Discussions – Proposed CIP and Potential Options for Financing

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

SUMMARY OF BOARD DISCUSSIONS

PROPOSED CAPITAL IMPROVEMENT PROGRAM (CIP) AND POTENTIAL OPTIONS FOR FINANCING

The Mid-Peninsula Water District (MPWD) has completed several strategic projects during the past 24 months, each of them building upon the other, in order to best consider the entire MPWD system and its capital infrastructure rehabilitation and improvement needs, namely:

- Construction standards and specifications;
- Water hydraulic modeling and capital program development;
- Water capacity charges update; and
- Water financial plan and rate study.

First, senior Operations staff, management, and the District Engineer teamed up and revised its construction standards and specifications. These were important not only for consistent construction application throughout the MPWD system for future operations and maintenance, but also in preparation for any major capital improvement program.

Next, in preparation of a meaningful capital program, the same team systematically reviewed the MPWD's infrastructure and developed a water hydraulic model to identify deficiencies. This was an 18-month process and one in which institutional knowledge of the MPWD system blended with engineering know-how and management experience resulting in the development of a comprehensive list of needed capital projects within the MPWD system. A distribution system analysis was developed by the District Engineer for each project, including an engineering cost estimate. Nearly 90 capital projects were identified, totaling over \$50 million. Operations staff selected several pertinent criteria for evaluating the projects for prioritization. That priority list resulted in the MPWD's proposed Capital Improvement Program (CIP). A 5-year CIP is currently being discussed, and while the exact amount has not yet been approved, the concept of \$20-\$25 million is the range under consideration. The water hydraulic model is a valuable tool for operations and maintenance analyses, development assessments and fire flow reviews, and is maintained to keep it current.

Third, the MPWD hired an independent public finance consultant, Bartle Wells Associates, to work with staff for review and update of the MPWD's development impact fees and structure. That nearly 9-month process was thoroughly vetted by the Board of Directors to ensure transparent stakeholder and customer participation and input. The result was a Water Capacity Charges Update dated March 20, 2015, and adopted by the Board of Directors per Ordinance No. 112 dated April 23, 2015. Not only were water capacity charges updated for new development requiring a "buy-in" to the MPWD system for its added service impact, but the MPWD also created water demand offset fees to manage the new demand within its available regional water system supply from San Francisco Public Utilities Commission (SFPUC). This is in addition to the new development requirements to comply with current building codes requiring high efficient water fixtures. These supplemental revenues depend upon the level of proposed development within the MPWD service area, but are additional

resources for capital projects and water conservation and educational programs and public outreach.

Finally, the MPWD updated its water financial plan and reviewed its rates and structure, again with the assistance of Bartle Wells Associates. A rate workshop was held on March 26, 2015. A water financial plan and rate study was presented and adopted by the Board of Directors on May 26, 2015, including phased increases to the monthly fixed system charge and within the tiered structure. Further provisions adopted were pass-through of additional increases by SFPUC to projected wholesale water rates, and emergency water shortage rates should the MPWD experience a significant decrease in its water commodity revenues as a result of greater water use reductions due to a drought.

Since the completion of the above critical projects and since late 2015, the MPWD has been engaged in discussions around options for implementing a CIP and funding alternatives. Prioritized projects were presented to and accepted by the Board as a capital program. Staff has been working with its municipal finance advisor, Wulff Hansen & Company, since January 2016, to identify potential options for financing a 5-year CIP. So far, the 5-year CIP and introductory debt service financing options presented. A final CIP, how it would be financed, the specific level of financing, and the implementation of a CIP have not been finalized and remains under development.

The end of the MPWD's fiscal year is coming up and updated financial reports (based upon actual revenues received and expenditures made) and new operating and capital budget projections for FY 2016/2017 are going to be extremely useful going forward.

In summary of the Board's discussions, these Frequently Asked Questions (FAQs) were developed and will be updated to ensure resourcefulness throughout the process.

FAQs

1. Why is a Capital Improvement Program important?

- *It allows for a systematic evaluation of all potential projects at the same time in a prioritized order.*
- *It allows for grouping of projects for construction, which will reduce overall program cost.*
- *It aids in the preservation of the MPWD's infrastructure while ensuring the efficient use of public funds.*
- *It provides sound information to the Board of Directors and its customers on the infrastructure needs of the MPWD.*
- *Through its development it allows an opportunity to foster cooperation among staff, management and District Engineer.*
- *It is a reinvestment of ratepayer dollars back into the water system, which is good financial stewardship.*

2. What has been the MPWD's current process for CIP implementation?

The MPWD's practice has been to appropriate a certain dollar amount per year, typically between \$1 million to \$1.5 million dollars, to fund capital projects on a cash "pay go" basis. There is no systematic way of evaluating if this level of funding was adequate to ensure the timely replacement of MPWD infrastructure.

3. What happens if the MPWD maintains the status quo and continues with a cash "pay-go" program?

The pay-go system has allowed the MPWD to slowly replace some deficient distribution pipeline segments and rehabilitate or replace some tanks that were not seismically safe. But much of the MPWD water system is more than 50 years old and is spread out over nine (9) distinct pressure zones. The system's age in combination with system pressures exceeding 120 pounds per square inch (psi), have led to and continue to create many water leaks, which has wasted millions of gallons of water and resulted in personnel and maintenance costs to repair main breaks.

The comprehensive analysis resulting from the water hydraulic modeling indicates the MPWD has historically been underfunding its capital infrastructure needs and now must undertake an accelerated program to catch up. If it does not, the MPWD system risks falling further behind and being vulnerable to severe damage during a large seismic event and increased maintenance costs.

The external financial auditor, James Marta & Company, reported last year that the MPWD's existing capital replacement is not keeping pace with the annualized depreciation of the system, thereby an increased level of capital spending was recommended. Reference the attached slide.

4. Briefly describe the identified \$50 million CIP.

As a result of the water hydraulic modeling, the currently identified CIP includes 90 unique projects consisting of replacement of:

- 14 miles of water main (15% of the MPWD's system);
- Seismically vulnerable water tanks;
- Pressure regulators;
- Hydrants for fire safety; and
- Other MPWD infrastructure.

5. How were the proposed CIP projects prioritized?

Senior MPWD Operations personnel that work within the system daily were involved in developing criteria used to prioritize the 90 capital projects. After deliberation, six (6) criteria were selected and included: pipe failure over the past five (5) years, distribution system benefits, pipe age, pipe material, City pavement condition, and static water pressure. Each of the criteria was given a certain range of scores with a maximum score of 81 points. Each project was scrutinized based on the criteria and a score was given, which lead to the prioritization of the projects.

6. Why do a 5-year CIP, and how did the MPWD arrive at the proposed \$25 million funding level?

One of the MPWD's goals in its Strategic Plan was to develop and implement a rolling 5-year capital program. Because there has historically been a minimal level of capital reinvestment, the MPWD has fallen behind on funding its capital infrastructure needs, and in order to cost effectively bundle pipeline replacement projects, the MPWD aimed to create a capital program that would accomplish at least \$4 million to \$5 million per year (three to four times that of the MPWD's existing funding level). Another significant factor was ensuring a sustainable level of capital funding within the MPWD's existing annual water rate revenues, which is currently under review since the MPWD is having FY 2016/2017 budget discussions. Therefore, a list of 30 prioritized capital projects was finalized for a 5-year program, including the completion of the Automated Metering Infrastructure (AMI) program, totaling approximately \$25 million.

7. What are some financing options?

- *Continue on a "pay-go" basis.
Utilize available revenues to pay for planned projects. It will take 16 years to pay for \$25 million planned 5-year CIP. Cost of unexpected maintenance will reduce available funds and extend over 16 years' completion of planned projects. Current ratepayers pay for capital projects while future ratepayers do not pay an equitable share. The MPWD may experience an impairment of its operations due to delayed needed infrastructure improvements.*
- *Debt.
Ability to finance much needed capital improvements now. Rates are the lowest in 25 years. Term of debt can be flexible from 10 to 30 years. The debt can be structured to allow pre-payment after 10 years.*
- *A hybrid approach, including a combination of debt and "pay go."
Debt will be issued to complete capital projects and use all excess revenues that can be used for "pay go" or pay down the debt, which shortens the term of the debt.*
- *Returning to only "pay go" depends upon how much of the excess revenues after debt service is applied to early payment of the debt. First additional reduction of the debt beyond the scheduled payment of principal will occur after 10 years.*

Sample exhibits will be provided under separate cover.

8. What is the difference between a private placement loan and revenue bond debt financing?

Private place debt is issued by the MPWD that is sold to private investors, usually a bank or an insurance company. The debt can only be sold to qualified institutional buyers. Structure may be the same as a revenue bond. A placement agent is used instead of an underwriter. MPWD will only have to deal with one representative of the investors when negotiating for changes on the terms of the debt. The rate is usually fixed. The cost of issuance is substantially lower than issuing public debt. No continuing disclosure requirement and in the initial sale a Disclosure Counsel is not used and no official statement or formal disclosure document is required. The term of the debt is shorter and generally cannot exceed 20 years limiting the amount of capital projects that can be financed through the issuance.

Revenue bond financing is long-term debt issued by the MPWD that is sold to the public. Fixed terms and covenants. Impossible to negotiate changes of terms with bondholders. The cost of issuance is generally higher than a private placement. Sold to an underwriter that resells to the public. Compared to a private placement, the debt can be issued for up to 30 years increasing the size of the financing and the amount of capital projects that can be financed with the same annual debt payment. The net interest cost can be slightly lower than a private placement.

9. How much does it cost to do a debt financing?

Sample exhibits will be provided under separate cover.

10. Why not mortgage the MPWD's Dairy Lane property to raise cash for the CIP?

The MPWD owns all of its properties, including its Operations Center at 3 Dairy Lane in Belmont. There are many challenges with borrowing against public property, and the same water rate revenues would be the payment source. It makes more sense to borrow a lump sum, especially at current market rates of interest, and pledge a revenue source rather than encumber the MPWD's property that might be needed later in an emergency.

The amount available to borrow would be limited to 50% to 75% of the appraised value of the property. The revenue pledge may impair the ability to borrow additional funds when needed as that source of repayment would already be pledged.

11. Are there other properties owned by the MPWD, and, if so, why not sell them for cash toward the CIP?

Another one of the MPWD's goals is to evaluate the properties it owns and carefully consider those that might be considered surplus by the Board and potentially for sale.

Selling properties would result in a loss of appreciating assets. It may impact the MPWD's credit rating making debt issuance less attractive to underwriters, placement agents, bond insurers, and investors. It also reduces the ability to raise additional funds in the future if needed. It could create a negative perception of the MPWD—selling assets to raise cash.

This could be a one-time infusion of cash to the MPWD, determined by the Board to be used toward paying off any capital debt financing or toward additional capital projects on a "pay go" basis.

12. How much does the MPWD have in reserves, and why not use them to pay for the CIP?

The table below reflects the current reserves totaling \$4.2 million through March 31, 2016.

	Balance @ Mar. 2014	Balance @ Mar 2015	Balance @ Mar. 2016	Budget for Reserve Policy
RESERVES				
Capital Reserves	2,024,494	1,034,676	1,545,326	2,500,000
Emergency Reserves	2,000,000	2,000,000	2,000,000	2,500,000
Working Capital Reserves	500,000	500,000	500,000	2,500,000
TOTAL RESERVE FUNDS	4,524,494	3,534,676	4,045,326	2,500,000

It would be a policy decision by the Board of Directors as to what level, if any, of the MPWD's reserves to use for its capital program. Reserves are important in the event of an emergency or as the result of some unplanned operating revenue decrease(s) or expenditure(s). The MPWD's current reserve policy is set at \$5 million. The Board of Directors has recently expressed its intention of revisiting its reserve policy in the near future.

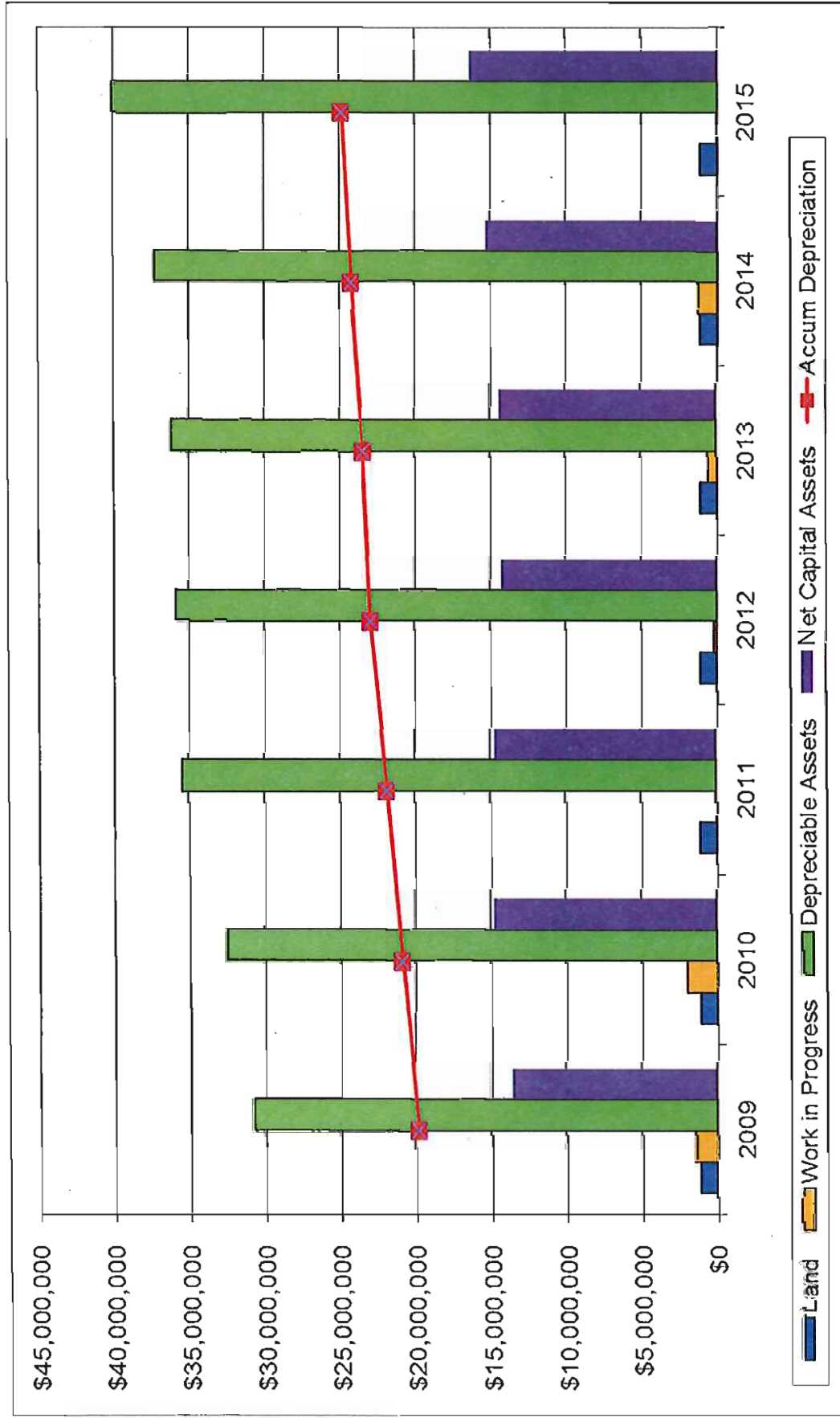
13. Explain all potential cash funding sources for the CIP.

Four (4) cash sources have been identified so far for CIP funding on a continued "pay-go" basis, or for annual loan/debt service payments, or a combination of both: Water revenues, development impact revenues, reserves, or real property sales. The Board of Directors would authorize the funding source(s) for any approved CIP.

- *Water revenues can be used for any type of improvement related to the MPWD's business.*
- *Development impact revenues are normally used and may have statutory requirements such that they can only be used to support the construction of new infrastructure and facilities to support the impacts of growth to the system.*
- *Reserves, unless restricted, are an available cash source that could be used as a funding source;*
- *Real property sales proceeds, generally speaking, and unless restricted, could be used as a source of funding.*

*Thank you for being interested in the MPWD.
Please contact General Manager Tammy Rudock
at tammyr@midpeninsulawater.org or 650-591-8941
with questions or comments on any of the FAQs contained herein.*

Capital Assets



James Marta & Company LLP
Certified Public Accountants



AGENDA ITEM NO. 8.E.

DATE: April 28, 2016

TO: Board of Directors

FROM: Tammy Rudock, General Manager
Candy Pina, Administrative Services Manager
Rene Ramirez, Operations Manager

SUBJECT: DISCUSS DRAFT MPWD FISCAL YEAR 2016/2017 OPERATING AND CAPITAL BUDGETS

RECOMMENDATION

Discuss DRAFT MPWD Fiscal Year (FY) 2016/2017 Operating and Capital Budgets.

FISCAL IMPACT

BUDGET CATEGORY	PROPOSED FY 2016/2017 BUDGET	PROJECTED FY 2015/2016 BUDGET	ACTUAL FY 2014/2015	ACTUAL FY 2013/2014
Total Operating Revenues	\$11,488,120	\$11,623,320	\$9,866,874	\$10,360,026
Total Operating Expenditures	\$10,854,550	\$10,923,320	\$9,293,119	\$ 8,981,349
Net Transfer to Capital	\$ 633,570	\$ 700,000	\$ 573,755	\$ 1,378,677

Significant FY 2016/2017 fiscal impacts:

REVENUES

- FY 2016/2017 Water Commodity Charges reflect the proposed water rate adjustments (small increases to monthly fixed system charges and modifications to residential Tiers 2, 3, and 4) and what is anticipated to be another year of reduced consumption revenues as a result of higher than expected water conservation by customers.
- Development revenues (Service Line & Installation Charges, Water System Capacity Charges, and Water Demand Offset Charges) were left at the current fiscal year's projections. There remain a few large projects in Belmont that have been permitted and might be constructed next year.

- Lease of Physical Property Revenues were reduced as a result of two long-term lessees that terminated their occupancy at 1513 Folger and one of the cellular customers at Dekoven.
- Total Operating Revenues are projected to decrease by \$135,200 (or -1.2%) when compared with the projected Total Operating Revenues for FY 2015/2016.

EXPENDITURES

- Salaries & Wages were analyzed and found to be projected too high, so staff corrected that based on actuals, and then increased by a projected 2% living wage adjustment and 3% merit increase.
- The SFPUC Treated Water projected expenditure was reduced in line with customer water conservation savings, and then the SFPUC 9% pass-through wholesale water rate increase was applied.
- Utilities were reduced to capture the anticipated decreased electricity costs as a result of pumping during off-peak hours. The systematic analysis was initiated by Operations staff, and the cost savings are as a result of that implementation plan.
- Professional Services are projected to decrease as a result of the completion of the UWMP and more of the District Engineer's time being capitalized.
- Training/Travel/Recruitment expenditures are projected to decrease because of reduced Director and Employee training and travel costs (based on actuals) and no MPWD election during FY 2016/2017.
- Depreciation is projected to increase by \$80,000 to \$950,000.
- Total Operating Expenditures are projected to decrease by -0.6%, even with the projected increase to purchase SFPUC treated water.
- The Net Transfer to Capital is projected to be close to 10% less than what it was projected for FY 2015/2016, at \$633,570.

DISCUSSION

The following are explanations for significant variances when the PROPOSED FY 2016/2017 MPWD Operating Budget is compared with the PROJECTED FY 2015/2016 MPWD Operating Budget:

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PROPOSED BUDGET	EXPLANATION
4010	Water Commodity Charges	\$8.1 million	Explained above in the Fiscal Impact REVENUES Section (first bullet point).
4020	Fixed System Charges	\$2.7 million	Increased by \$219,940. Included rates adjustment to monthly fixed system charges and modification to tier breakpoints for Tiers 2, 3, and 4, residential, effective 07/01/16.
4050/4060 /4070	Development Charges	\$235,000 total	Projected development expected. *4203 - New Construction Revenue eliminated in FY 15/16.

6011	Salaries & Wages	\$1.5 million	Increased by \$28,100. Staff analyzed the projections against actuals and determined they were too high, so they were reduced from FY 2015/2016 projected level. Included 2% living wage adjustments and 3% merit increases.
6053	PARS OPEB Expense	\$170,000	Full funding of the ARC.
6101	SFPUC Treated Water & Service Charges	\$5 million	Explained above in the Fiscal Impact EXPENDITURES Section (second bullet point).
6102	BAWSCA Debt Service Surcharges	\$476,000	Debt service payment for MPWD's share of refinancing SFPUC infrastructure improvements.
6300	Outreach & Education	\$134,000	Increased by 3% CPI. Drought outreach and messaging, and increased community conservation outreach.
6700	Administration & Equipment	\$326,750	Renamed from Office Supplies & Equipment to be more descriptive of account line items. Increased by 3% CPI.
7003	Utilities – Electric – Pumping	\$220,000	Decreased by 14% and explained above in the Fiscal Impact EXPENDITURES Section (third bullet point).
7102	Prof Serv – District Engineer	\$100,000	Decreased by 34% and explained above in the Fiscal Impact EXPENDITURES Section (fourth bullet point).
7110	Prof Serv – Miscellaneous	\$160,000	Decreased by \$44,000. Projected professional services expenditure: Continued public relations/outreach services, and continued website services (\$45,000); temporary administrative staffing during FMS transition (\$60,000); 2017 strategic planning facilitation and Board development w/Julie Brown (\$5,000); and Miscellaneous (\$50,000).

7201	Director Travel	\$5,000	Reduced projection based upon actuals.
7202	Director Expense	\$5,000	Reduced projection based upon actuals.
7203	Elections	\$0	No MPWD election in FY 2016/2017.
7204	Employee Travel/Training	\$20,000	Reduced projection based upon actuals.
9010	Depreciation	\$950,000	Increased per accounting principles.

FY 2016/2017 CAPITAL BUDGET

Staff is proposing a cash-funded "pay as you go" \$1,565,000 Capital Budget in FY 2016/2017, including:

- Capital Improvement Projects
 - Alameda del las Pulgas Water Main Replacement (construction);
 - Karen Road Water Main Replacement (design completion only);
 - Continued AMI meter change-out program; and
 - Folger Pump Station demolition.
- Capital Outlay
 - Comprehensive Financial Management System Replacement (carryover from FY 2015/2016);
 - Implementation of Sensus Consumer Portal (carryover from FY 2015/2016);
 - Miscellaneous Capital Outlay (placeholder for unknown outlay items or capitalized adjustments).

The capital projects include those identified within the MPWD 2016 Strategic Plan.

Attachments: WORKING DRAFT FY 2016/2017 MPWD Operating Budget
WORKING DRAFT FY 2016/2017 MPWD Capital Budget

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

UNANIMOUS_____ ZUCCA_____ WARDEN_____ STUEBING_____ VELLA_____ LINVILL_____

WORKING DRAFT
MID-PENINSULA WATER DISTRICT
BUDGET FOR YEAR 2016-2107
SUMMARY

4/25/2016

DESCRIPTION	FY 2014-2015 ACTUAL \$	APPROVED AMENDED FY 2015-2016 BUDGET \$	ACTUALS 7/1/15-3/31/16	PROPOSED FY 2016-2017 BUDGET \$	Increase (Decrease)	% Change
OPERATING REVENUE						
WATER COMMODITY CHARGES	7,203,329	8,400,000	5,407,655	8,100,000	(300,000)	Pass Thru
FIXED SYSTEM CHARGES	2,065,843	2,443,780	1,835,140	2,663,720	219,940	9.0%
FIRE SERVICE CHARGES	15,471	14,400	10,948	14,400	-	0.0%
SERVICE LINE & INSTALLATION CHARGES	-	25,000	63,624	25,000	-	0.0%
WATER SYSTEM CAPACITY CHARGES	-	200,000	56,250	200,000	-	0.0%
WATER DEMAND OFFSET CHARGES	-	10,000	7,302	10,000	-	0.0%
MISCELLANEOUS	118,202	30,000	10,960	10,000	(20,000)	-66.7%
INTEREST REVENUE - LAIF	9,751	10,000	9,335	10,000	-	0.0%
LEASE OF PHYSICAL PROPERTY	194,681	245,140	121,627	200,000	(45,140)	-18.4%
PROPERTY TAX REVENUE	259,597	245,000	200,174	255,000	10,000	4.1%
TOTAL OPERATING REVENUE	9,866,874	11,623,320	7,723,014	11,488,120	(135,200)	-1.2%
OPERATING EXPENDITURES						
SALARIES & WAGES	1,390,732	1,636,300	1,147,894	1,668,500	32,200	2.0%
PAYROLL TAXES & BENEFITS	905,906	1,140,016	792,419	1,161,400	21,384	1.9%
PURCHASED WATER	4,160,810	5,062,000	3,333,337	4,976,000	(86,000)	-1.7%
OUTREACH & EDUCATION	78,553	130,000	102,215	133,900	3,900	3.0%
M&R - OPS SYSTEM	419,847	378,250	212,917	398,250	20,000	5.3%
M&R - FACILITIES & EQUIPMENT	116,905	129,700	92,267	162,000	32,300	24.9%
SYSTEM SURVEYS	6,500	32,000	700	12,000	(20,000)	-62.5%
ADMINISTRATION & EQUIPMENT	346,268	317,125	194,639	326,750	9,625	3.0%
MEMBERSHIP & GOV FEES	140,795	210,900	141,888	217,500	6,600	3.1%
BAD DEBT & CLAIMS	24,787	37,000	8,646	37,000	-	0.0%
UTILITIES	312,784	322,281	194,578	288,300	(33,981)	-10.5%
PROFESSIONAL SERVICES	461,682	562,485	389,233	501,950	(60,535)	-10.8%
TRAINING/TRAVEL & RECRUITMENT	24,322	44,140	14,046	31,000	(13,140)	-29.8%
RESTRICTED EARNINGS	(9,751)	(10,000)	(9,335)	(10,000)	-	0.0%
RESERVES	-	61,123	-	-	(61,123)	-100.0%
DEPRECIATION	912,979	870,000	712,971	950,000	80,000	9.2%
TOTAL OPERATING EXPENDITURES	9,293,119	10,923,320	7,328,416	10,854,550	(68,770)	-0.6%
OPERATING REVENUE LESS EXPENDITURES	573,755	700,000	394,598	633,570	(66,430)	-9.5%
NET TRANSFERS TO CAPITAL	(573,755)	(700,000)	(394,598)	(633,570)	66,430	-9.5%
NET RESULTS OF OPERATIONS	-	-	-	-	-	-

31

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2016-2017
DETAILED**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014-2015 ACTUAL \$	ACTUALS 7/1/15-3/31/16	APPROVED AMENDED FY 2015-2016 BUDGET \$	PROPOSED FY 2016-2017 BUDGET \$	Increase (Decrease)	% Change	Assumptions
4010	WATER COMMODITY CHARGES	7,203,329	5,407,555	8,400,000	8,100,000	(300,000)	-3.6%	Increased Water Conservation & SFPUUC Pass-through
4020	FIXED SYSTEM CHARGES	2,065,843	1,835,140	2,443,780	2,663,720	219,940	9.0%	
4030	FIRE SERVICE CHARGES	15,471	10,948	14,400	14,400	-	0.0%	
4050	SERVICE LINE & INSTALLATION CHARGES		63,624	25,000	25,000	-	0.0%	Anticipated Development
4060	WATER SYSTEM CAPACITY CHARGES		56,250	200,000	200,000	-	0.0%	Anticipated development; Previously New Construction Revenue
4070	WATER DEMAND OFFSET CHARGES		7,302	10,000	10,000	-	0.0%	Anticipated development; Previously New Construction Revenue
4090	MISCELLANEOUS	173,662	10,960	30,000	10,000	(20,000)	-66.7%	
4102	Interest Revenue- LAIF	9,751	9,335	10,000	10,000	-	0.0%	
4100	INTEREST REVENUE	9,751	9,335	10,000	10,000	-	0.0%	
4201	Lease of Physical Property	194,681	121,627	245,140	200,000	(45,140)	-18.4%	3% CPI & reduction of two lessees
4202	Property Tax Revenue	259,597	200,174	245,000	255,000	10,000	4.1%	3% CPI
4200	OTHER REVENUE	454,278	321,801	490,140	455,000	(35,140)	-7.2%	
4000	TOTAL OPERATING REVENUE	9,922,334	7,723,014	11,623,320	11,488,120	(135,200)	-1.2%	
6011	Salaries & Wages	1,308,186	1,093,935	1,546,900	1,575,000	28,100	1.8%	Decreased projected payroll in line with 2015-16 Actuals: 2% CPI, 3% Merit
6012	Director Compensation	8,800	5,100	11,000	11,000	-	0.0%	
6010	GROSS REGULAR WAGES	1,316,986	1,099,035	1,557,900	1,586,000	28,100	1.8%	

132

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2016-2017
DETAILED**

ACCOUNT	ACCOUNT	FY 2014-2015	ACTUALS	APPROVED AMENDED FY 2015-2016	PROPOSED FY 2016-2017	Increase	%	
6021	Overtime Labor	41,463	24,135	43,300	45,500	2,200	5.1%	2% CPI plus 3% merit
6022	Standby Labor	32,283	24,725	35,100	37,000	1,900	5.4%	2% CPI plus 3% merit
6020	SUB-TOTAL SALARY & WAGES	1,390,732	1,147,894	1,636,300	1,668,500	32,200	2.0%	
6031	FICA/Medicare PR Tax	100,122	79,254	126,476	131,500	5,024	4.0%	FICA rates .0765 of salary
6038	ACWA Health Care	286,290	227,634	310,272	320,000	9,728	3.1%	Increase for 1/2 a year
6039	ACWA Dental	26,094	19,764	29,991	31,000	1,009	3.4%	Increase for 1/2 a year
6040	ACWA Vision	4,091	3,273	4,223	4,350	127	3.0%	Increase for 1/2 a year
6041	ACWA Life/AD&D	3,804	3,183	4,035	4,200	165	4.1%	Increase for 1/2 a year
6042	Standard LDL/SDL Disability	7,887	6,682	9,953	10,000	47	0.5%	3% CPI
6043	Workers' Comp Insurance	54,564	27,810	48,000	50,400	2,400	5.0%	2% CPI + 3% Merit salary increase
6044	Unemployment	0	-	1,000	1,000	-	0.0%	
6045	CALPERS Retirement - ER 2% @ 55	55,720	149,320	245,706	235,000	(10,706)	-4.4%	CalPers Valuation of 8.4% of payroll + \$98,525 UAL
6046	Retirees' ACWA Health Care	101,404	43,855	54,400	56,000	1,600	2.9%	6% increase for 1/2 a year, retiree changes
6047	Directors' ACWA Health Care	1,028	78,534	105,060	108,000	2,940	2.8%	6% increase for 1/2 a year
6049	Medical Reimbursement	1,076	405	2,500	1,000	(1,500)	-60.0%	
6050	Employee Service Recognition	3,418	4,046	7,000	7,000	-	0.0%	
6051	Safety Incentive Program	16,729	5,400	7,200	7,200	-	0.0%	
6052	Uniforms	99,808	21,908	24,000	24,750	750	3.1%	3% CPI
6053	PARS OPEB Expense	143,873	121,350	160,200	170,000	9,800	6.1%	Annual Required Contribution
6030	SUB-TOTAL PAYROLL TAXES & BENEF	905,906	792,419	1,140,016	1,161,400	21,384	1.9%	
6000	PERSONNEL COSTS	2,296,638	1,940,313	2,776,316	2,829,900	53,584	1.9%	
6101	SFPUC Treated Water	3,660,218	2,928,482	4,600,000	4,500,000	(100,000)	-2.2%	Per actual trend analysis
6102	BAWSCA (Debt Service Surcharges)	500,592	345,942	462,000	476,000	14,000	3.0%	
6103	Rates Stabilization	-	-	-	-	-	NA	
6104	SFPUC Water Service Charge	-	58,912	-	-	-	NA	
6100	PURCHASED WATER	4,160,810	3,333,337	5,062,000	4,976,000	(86,000)	-1.7%	

MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2016-2017
DETAILED

ACCOUNT	ACCOUNT	FY 2014-2015	ACTUALS	APPROVED AMENDED FY 2015-2016	PROPOSED FY 2016-2017	Increase	%	
6301	Water Conservation Program	8,316	3,852	7,000	7,200	200	2.9%	3% CPI
6302	School Conservation Program	8,323	21,084	7,000	7,200	200	2.9%	3% CPI
6303	Public Outreach & Education	26,744	18,262	25,000	25,750	750	3.0%	3% CPI
6305	HET (High Efficiency Toilet) Rebates	5,486	10,806	24,000	24,750	750	3.1%	3% CPI
6306	Washing Machine Rebates	8,326	16,067	25,000	25,750	750	3.0%	3% CPI
6307	Lawn-Be-Gone Rebates	17,684	30,829	37,000	38,100	1,100	3.0%	3% CPI
6308	Rain Barrels Rebates	3,674	1,315	5,000	5,150	150	3.0%	3% CPI
6304	WATER CONSERVATION REBATES	35,170	59,018	91,000	93,750	2,750	3.0%	
6300	OUTREACH/EDUCATION	78,553	102,215	130,000	133,900	3,900	3.0%	
6401	Water Quality	73,965	40,878	65,000	67,000	2,000	3.1%	2 analyzers \$7300
6402	Pumping	23,060	13,977	25,750	78,250	52,500	203.9%	Repair PCVs and Pump Maintenance
6403	Storage Tanks	(2,292)	2,544	5,150	15,000	9,850	191.3%	Power cleaning
6404	Mains/Distribution	208,823	64,968	154,500	100,000	(54,500)	-35.3%	
6405	Meters & Service	85,907	62,120	77,250	30,000	(47,250)	-61.2%	Meter Testing
6406	Fire Hydrants	21,924	15,521	30,000	31,000	1,000	3.3%	3% CPI
6407	Regulator Stations	1,531	9,176	10,300	6,000	(4,300)	-41.7%	
6408	Safety	6,930	3,733	10,300	32,000	21,700	210.7%	Confined Space Entry Equipment
6409	SCADA maintenance				15,000	15,000	NA	Routine Maintenance
6410	Generator Maintenance				24,000	24,000	NA	Generator Testing
6400	FIELD OPERATIONS & MAINTENANCE	419,847	212,917	378,250	398,250	20,000	5.3%	
6501	Buildings&Grounds	52,975	49,820	71,000	93,000	22,000	31.0%	\$20k fuel station controller; 3% CPI
6502	Equipment&Tools	19,336	11,530	20,600	21,000	400	1.9%	
6503	Vehicles & Large Equipment	14,663	13,580	10,300	19,000	8,700	84.5%	Re-upholster 4 vehicles \$8k
6504	Fuel	29,931	17,337	27,800	29,000	1,200	4.3%	
6500	FACILITIES & EQUIPMENT	116,905	92,267	129,700	162,000	32,300	24.9%	
6601	Cathodic Protection Survey	6,500	700		12,000	12,000	NA	Every two years
6602	Leak Detection Survey	-	-	32,000		(32,000)	-100.0%	Every two years
6600	SYSTEM SURVEYS	6,500	700	32,000	12,000	(20,000)	-62.5%	

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2016-2017
DETAILED**

ACCOUNT	ACCOUNT	FY 2014-2015	ACTUALS	APPROVED AMENDED FY 2015-2016	PROPOSED FY 2016-2017	Increase	%
6701	Office Supplies	7,148	11,381	17,300	18,000	700	4.0% 3% CPI
6702	Insurance- Liability/Vehicles/Excess	98,492	47,357	85,000	87,750	2,750	3.2% 3% CPI
6704	Postage	4,499	1,340	3,150	3,250	100	3.2% 3% CPI
6705	Printing/Print Supplies	19,712	9,408	12,710	13,000	290	2.3% 3% CPI
6706	Equipment Services/Maintenance	90,562	29,806	55,000	56,750	1,750	3.2% 3% CPI
6707	Computer Supplies & Upgrades	15,414	6,537	11,330	11,750	420	3.7% 3% CPI
6708	Security & Safety	6,447	985	10,450	10,750	300	2.9% 3% CPI
6709	Miscellaneous Fees	184	1	546	500	(46)	-8.4%
6710	Customer Credit Card Service Fees	103,812	87,822	121,639	125,000	3,361	2.8% 3% CPI
6700	ADMINISTRATION & EQUIP	346,268	194,639	317,125	326,750	9,625	3.0%
6801	Dues & Publications	40,111	25,450	38,200	39,500	1,300	3.4% 3% CPI
6802	Gov't Fees & Licenses	19,429	45,301	71,000	73,250	2,250	3.2% 3% CPI
6803	BAWSCA Membership Assessments	54,955	50,437	66,800	68,750	1,950	2.9% 3% CPI
6804	Env Health - Cross Connection Inspection	26,300	20,700	29,900	31,000	1,100	3.7% 3% CPI
6805	Software Licenses	-	-	5,000	5,000	-	0.0% New Financial Management System
6800	MEMBERSHIP & GOV FEES	140,795	141,888	210,900	217,500	6,600	3.1%
6901	Bad Debt	6,266	4,659	7,000	7,000	-	0.0%
6902	Claims	18,521	3,987	30,000	30,000	-	0.0%
6900	BAD DEBT & CLAIMS	24,787	8,646	37,000	37,000	-	0.0%
7001	Utilities-Internet/Cable	4,752	5,415	7,244	7,500	256	3.5%
7002	Utilities-Cellular Telephones	13,325	8,248	11,500	11,850	350	3.0%
7003	Utilities-Electric-Pumping Costs	256,122	146,301	255,834	220,000	(35,834)	-14.0%
7004	Utilities-Electric-Bldgs&Grounds	19,728	16,876	23,401	24,000	599	2.6%
7005	Utilities-Telephones	12,373	12,848	17,092	17,500	408	2.4%
7006	Utilities-Sewer - NPDES	6,484	4,891	7,210	7,450	240	3.3%
7000	UTILITIES	312,784	194,578	322,281	288,300	(33,981)	-10.5% 3% CPI
7101	Prof Serv - District Counsel	110,721	70,152	98,000	100,000	2,000	2.0%
7102	Prof Serv - District Engineer	136,030	108,528	151,000	100,000	(51,000)	-33.8%
7103	Prof Serv - IT	11,592	12,629	19,194	19,750	556	2.9% 3% CPI
7104	Prof Serv- Annual Finance Audit	16,500	18,000	20,000	20,000	-	0.0%

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2016-2017
DETAILED**

ACCOUNT	ACCOUNT	FY 2014-2015	ACTUALS	APPROVED AMENDED FY 2015-2016	PROPOSED FY 2016-2017	Increase	%
7106	Prof Serv- Accounting & Payroll	17,597	15,776	21,010	21,750	740	3.5% CPI
7107	Prof Serv- Customer Billing	60,199	52,767	70,040	72,250	2,210	3.2% CPI
7109	Prof Serv - Answering Svs	3,372	13	4,223	4,500	277	6.6%
7110	Prof Serv - Miscellaneous	102,071	108,969	175,418	160,000	(15,418)	Temp Admin Employee for FMS Implementation \$60k; J. Davidson \$45k, J. Brown \$5k; Misc \$50k
7111	Prof Serv - District Treasurer	3,600	2,400	3,600	3,700	100	2.8% CPI
7100	PROFESSIONAL SERVICES	461,682	389,233	562,485	501,950	(60,535)	-10.8%
7201	Director Travel	1,641	904	6,180	5,000	(1,180)	-19.1%
7202	Director Expense	753	87	2,060	1,000	(1,060)	-51.5%
7203	Elections	-	-	5,000	-	(5,000)	-100.0%
7204	Employee Travel/Training	18,409	9,934	25,750	20,000	(5,750)	-22.3%
7205	Meetings Expense	3,518	3,121	5,150	5,000	(150)	-2.9%
7200	TRAINING & TRAVEL	24,322	14,046	44,140	31,000	(13,140)	-29.8%
7302	Restricted Earnings Expense - Interest LAI	(9,751)	(9,335)	(10,000)	(10,000)	-	0.0%
7300	RESTRICTED EARNINGS EXPENSE	(9,751)	(9,335)	(10,000)	(10,000)	-	0.0%
8001	Working Reserves: Capital	-	-	-	-	-	NA
8002	Working Reserves: Operating	-	-	61,123	-	(61,123)	-100.0%
8000	RESERVES	-	-	61,123	-	(61,123)	-100.0%
9010	DEPRECIATION	912,979	712,971	870,000	950,000	80,000	9.2%
SUB-TOTAL - OPERATING EXPENSES		6,996,481	5,388,103	8,147,004	8,024,650	(122,354)	-1.5%
TOTAL OPERATING EXPENSES		9,293,119	7,328,416	10,923,320	10,854,550	(68,770)	-0.6%
NET OPERATING SURPLUS/(LOSS)							
TRANSFER TO CAPITAL		629,215	394,598	700,000	633,570	(66,430)	-9.5%
		(1)	0				
Operations expense less depreciation & reserves				9,992,197	9,904,550	(87,647)	-0.9%

WORKING DRAFT**MID-PENINSULA WATER DISTRICT
BUDGET FOR FY 2016-2017
CAPITAL OUTLAY/CAPITAL PROJECTS**

DESCRIPTION	APPROVED AMENDED FY 2015-2016 BUDGET \$	ACTUAL 7/1/2015 3/31/2016	PROPOSED FY 2016-2017 BUDGET \$
CAPITAL IMPROVEMENTS - WORK IN PROCESS (WIP)			
AMI Meter Change Out Program - CIP	400,000	418,900	500,000
Karen Road Water Main Replacement - CIP	100,000	24,712	100,000
Folger Pump Station Demolition - CIP	50,000	22,536	50,000
Alameda de las Pulgas Water Main Replacement Project - CIP	30,000	70,658	700,000
Prior Year Capital Projects - CIP	156,000	97,847	-
CAPITAL IMPROVEMENTS - WIP TOTAL	736,000	634,653	1,350,000
CAPITAL OUTLAY			
Financial Management System (FMS) - Comp Repl	145,000	58,684	95,000
Implementation of Sensus Consumer Portal	70,000	-	70,000
Miscellaneous Capital Outlay/Projects	50,000	12,736	50,000
Prior Year Capital Outlay	291,000	159,029	-
CAPITAL OUTLAY TOTAL	556,000	230,449	215,000
CAPITAL IMPROVEMENTS & CAPITAL OUTLAY TOTAL	1,292,000	865,103	1,565,000
DEPRECIATION			
TRANSFER FROM OPS	870,000	712,971	950,000
TRANSFER (TO)/FROM CAPITAL RESERVES	700,000	394,598	633,570
CAPITAL OUTLAY/CAPITAL PROJECTS	(278,000)	(242,466)	(18,570)
NET RESULTS OF CAPITAL	(1,292,000)	(865,103)	(1,565,000)
	-	0	-



AGENDA ITEM NO. 8.F.

DATE: April 28, 2016
TO: Board of Directors
FROM: Tammy Rudock, General Manager

**SUBJECT: DISCUSS BOARD PRIORITIES FOR MPWD BUSINESS PROCESSES
AND SCHEDULE OF TYPICAL ANNUAL BOARD AGENDA
ACTIVITIES**

RECOMMENDATION:

Discuss Board priorities for MPWD business processes and schedule of typical annual Board agenda activities.

FISCAL IMPACT:

None.

DISCUSSION:

The Board requested the development of an annual schedule of routine Board activities. Last month, staff shared a DRAFT Annual Planning Schedule for Board of Directors.

President Zucca suggested a Board discussion on several business processes that have been identified for development. Staff seeks Board direction on its priorities:

- GM performance evaluation;
- Budget preparation;
- Strategic plan development;
- Water revenue and rate requirements;
- Financial audit;
- Financial controls; and
- Employee negotiations.

Attachment: DRAFT Annual Planning Schedule for Board of Directors

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

UNANIMOUS____ ZUCCA____ WARDEN____ STUEBING____ VELLA____ LINVILL____

**ANNUAL PLANNING SCHEDULE
FOR BOARD OF DIRECTORS**

MONTH	ACTIVITIES
JANUARY	<ol style="list-style-type: none"> 1. Special meeting to consider and develop annual Strategic Plan, including Mission/Vision/Strategic Goal Statements and Director Assignments. 2. Annual water awareness calendar contest award presentations. 3. Receive BAWSCA report. 4. Closed Session: Complete General Manager annual performance evaluation.
FEBRUARY	<ol style="list-style-type: none"> 1. Approve annual Strategic Plan. 2. Receive mid-year review of current fiscal year Operating and Capital Budgets and consider/approve the Amended Budgets.
MARCH	<ol style="list-style-type: none"> 1. Consider preliminary revenue requirements and proposed water rate adjustments. 2. Discuss preliminary DRAFT Operating Budget for next fiscal year. 3. Discuss preliminary DRAFT Capital Budget for next fiscal year. 4. Receive BAWSCA report.
APRIL	<ol style="list-style-type: none"> 1. Special meeting for water rates workshop. 2. Approve water rate adjustments effective July 1st. (Required 30-day notice to ratepayers.) 3. Review working DRAFT Operating Budget for next fiscal year. 4. Review working DRAFT Capital Budget for next fiscal year. 5. Approve General Manager annual performance assessment process and tool.
MAY	<ol style="list-style-type: none"> 1. Consider final DRAFT Operating Budget for next fiscal year. 2. Consider final DRAFT Capital Budget for next fiscal year. 3. Receive BAWSCA report.
JUNE	<ol style="list-style-type: none"> 1. Adopt fiscal year Operating Budget. 2. Adopt fiscal year Capital Budget.
JULY	<ol style="list-style-type: none"> 1. Establish Appropriations Limit applicable to the MPWD during fiscal year. 2. Consider/Approve budgeted annual professional services agreements. 3. Consider/Approve living wage adjustment for MPWD Employees Association (through September 2018). 4. Receive BAWSCA report.
AUGUST	<ol style="list-style-type: none"> 1. Receive progress report on annual Strategic Plan. 2. California law requires that the MPWD review and update its Conflict of Interest Code every even-numbered year.
SEPTEMBER	<ol style="list-style-type: none"> 1. Receive General Manager's MPWD annual progress report for fiscal year end. 2. Receive BAWSCA report.
OCTOBER	<ol style="list-style-type: none"> 1. Receive annual financial audit report for fiscal year end.
NOVEMBER	<ol style="list-style-type: none"> 1. Consider/Approve annual Board meeting schedule. 2. Receive annual PARS OPEB trust account performance review and confirm investment strategy. 3. Receive BAWSCA report.
DECEMBER	<ol style="list-style-type: none"> 1. Election of officers (followed by reception). 2. Schedule annual January strategic planning special meeting. 3. Closed Session: Conference with General Manager regarding annual performance evaluation.



AGENDA ITEM NO. 8.G.

DATE: April 28, 2016
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: CONSIDER APPROVING THE 2016-2018 GENERAL MANAGER PERFORMANCE PLAN

RECOMMENDATION:

Approve the 2016-2018 General Manager Performance Plan.

FISCAL IMPACT:

None.

DISCUSSION:

The MPWD 2016 Strategic Plan was reformatted and approved by the Board of Directors on February 25, 2016. For the Board's consideration, staff created the attached DRAFT General Manager Performance Plan to coordinate with the MPWD 2016 Strategic Plan.

Staff forwarded the DRAFT document for advance review to the Board's General Manager Performance Review Committee on April 22nd.

Attachment: DRAFT General Manager Performance Plan for 2016-2018

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

2016-2018 GENERAL MANAGER PERFORMANCE PLAN

DRAFT - April 28, 2016

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

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

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

2016-2018 GENERAL MANAGER PERFORMANCE PLAN

DRAFT – April 28, 2016

ATTACHMENT #1 BASIC MEASURES OF SUCCESS

STRATEGIC ELEMENTS	CORE GOALS	BASIC MEASURES OF SUCCESS
#1 – External Relationships and Customer Service	<p>Maintain effective working relationships with external agencies</p> <p>Maintain organizational standards that ensure a high level of service orientation for our ratepayers</p>	<p>External relationships:</p> <ul style="list-style-type: none"> ▪ Attend HIA meetings ▪ Attend neighborhood meetings as appropriate ▪ Maintain presence at LAFCO meetings ▪ Attend local community City Council meetings ▪ Attend ACWA JPIA and Region 5 meetings ▪ Attend San Mateo CSDA meetings ▪ Attend SFPUC meetings ▪ Attend BAWSCA meetings ▪ Attend Belmont Operational coordination meetings <p>Conduct at least one community education event with BAWSCA</p> <p>Provide timely and useful customer communications</p> <p>Monitor customer satisfaction via a measurable survey</p>
#2 – Resource Management	<p>Ensure water quality meets desired quality standards</p> <p>Develop long-term resource sustainability through energy and water conservation measures</p>	<ul style="list-style-type: none"> ▪ Routine water testing and monitoring should meet SWRCB/Department of Drinking Water standards ▪ Prepare and transmit timely CCR ▪ Implement feasible water quality inspection recommendations <p>Maintain active involvement in BAWSCA water supply reliability and water conservation project activity</p> <p>Continue water use efficiency messaging to meet regional and statewide water conservation goals</p> <p>Support continued off-peak hour pumping</p> <p>Explore use of solar power as market costs drop</p>

STRATEGIC ELEMENTS	CORE GOALS	BASIC MEASURES OF SUCCESS
#3 – Infrastructure Management and Operations	<p>Maintain operations and maintenance procedures</p> <p>Maintain long-term capital improvement plan</p>	<p>Monitor O&M procedures and revise as appropriate</p> <p>Continue coordination of CIP with City of Belmont and City of San Carlos</p>
#4 – Human Resources Management	<p>Develop and maintain systems and processes for effective workforce management</p> <p>Develop and maintain Board of Directors procedures for effective and transparent governance</p>	<ul style="list-style-type: none"> ▪ Monitor recruitment/retention levers for funding/implementation action ▪ Review recruitment /hiring process plans ▪ Meet and confer with MPWD Employee Association as applicable ▪ Maintain organization chart ▪ Create organizational succession plan ▪ Plan annual training plan/calendar around available budget funds ▪ Regular GM/staff meetings and communications ▪ Develop/update and maintain administrative procedures ▪ Recognize employee service milestones ▪ Celebrate employee accomplishments ▪ Monitor staff job satisfaction ▪ Review Employee Safety and Loss Prevention Program ▪ Fiscal Year safety incident and loss prevention report to Board <p>Create/maintain/update Board of Directors policies</p>
#5 – Financial Management	Establish and achieve annual budget trends	<p>Review proposed fiscal year SFPUC water rate charges and consider MPWD water rate adjustment</p> <p>Budget process addressing District priorities completed by June 30</p> <p>Review performance on a monthly basis so that targeted allocation is achieved</p> <p>Comprehensive budget document, including charts/graphs</p> <p>Apply for budget and/or financial transparency certification</p> <p>Incorporate and fund capital plan priorities in annual budget</p> <p>Incorporate modeling into annual budgeting process; use tools to develop scenario that can be used as operating circumstances change</p>



TO: Board of Directors

FROM: Tammy A. Rudock
General Manager

DATE: April 23, 2016

MANAGER'S REPORT

FOLLOW-UP FROM 03/24/16 REGULAR BOARD MEETINGS

- Plans were finalized and notices sent out and published for the first annual "State of the District" Address on April 27th. The Belmont Chamber of Commerce deserves credit for its transmittal of the notice as well.

PERSONNEL MANUAL UPDATE

The completed INTERNAL DRAFT was transmitted to all employees on April 15th. A "meet and confer" session with employees is scheduled for April 26th. My plan is to comprehensively review the new manual with employees followed by finalizing the DRAFT manual and submitting to District Counsel for its legal review of any edits. For now, we appear to be on target to achieve the tasks outlined below but will have a better idea after the employee meeting next week.

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

MISCELLANEOUS FEES PROJECT UPDATE

No progress on this item to date due to other priorities. Implementation of updated and new fees is recommended in coordination with the MPWD's new financial management system, so we have time.

BOARD DEVELOPMENT SPECIAL MEETING

Reminder: A Special Meeting for Board development is scheduled for May 25th at 6:30PM.

3-MONTH "LOOK AHEAD"

President Zucca requested a summary list of upcoming business items:

MAY

- Consider final DRAFT FY 2016/2017 Operating and Capital Budgets.
- Continue discussions about MPWD 5-Year CIP and program funding level.
- Receive report on seismic evaluation of Hallmark tank site.
- Review and conduct public hearing for 2015 Urban Water Management Plan and MPWD Water Shortage Contingency Plan.
- Review new MPWD Personnel Manual.
- Special meeting for Board development.
- Notice for FY 2016/2017 rates adjustment(s) to customers will be mailed out no later than May 30th.

JUNE

- Consider FY 2016/2017 Operating and Capital Budgets.
- Consider new MPWD Personnel Manual.
- Consider new MPWD Water Shortage Contingency Plan.
- Consider 2015 UWMP (for transmittal to CA DWR by June 30th).

JULY

- Consider budgeted FY 2016/2017 professional services agreements.
- Establish Appropriations Limit applicable to the MPWD during the fiscal year.
- Consider living wage adjustment for MPWD Employees Association (per agreement).
- Receive BAWSCA report.

MEETINGS

<u>DATE</u>	<u>EVENT</u>
March 21 st	Attended meeting with Vice President Warden for "make-up" debt financing presentation by MPWD's Municipal Finance Advisor.
March 24 th	Participated in 2015 UWMP progress meeting. Attended safety session with staff and facilitated GM rap session.
March 25 th	"Lunch and learn" meeting with senior Operations staff regarding proposed 5-Year CIP and potential financing options.
March 29 th	Participated with staff in Cipriani Elementary School field trip at the MPWD.
April 1 st	Reviewed data tables and pre-ADMIN DRAFT of 2015 UWMP.

DATE	EVENT
April 4 th	Participated with staff in a meeting with Belmont PD Sgt. Pete Lotti regarding transition of new MPWD telephone system and dispatch services.
April 7 th	Attended BAWSCA Water Management meeting in Foster City. Attended HIA meeting in Belmont.
April 9 th	Attended MPWD/BAWSCA Community Education Workshop: <i>Xeriscaping & Hydrozoning</i> at MPWD (9:00AM – 12:00PM).
April 11 th	Met with Board President for agenda review.
April 14 th	Participated in review of new DRAFT WSCP. Participated in 2015 UWMP progress meeting. Attended safety session with staff and facilitated GM rap session.
April 15 th	Attended Marriott-Springhill Suites Groundbreaking on Shoreway in Belmont. Attended employee appreciation dinner at Iron Gate Restaurant in Belmont.
April 19 th	Attended BAWSCA coordinated San Mateo County Groundwater Partnership meeting in Redwood City. Attended bid opening for Alameda de las Pulgas water main replacement project.
April 23 rd	Represented the MWPDP with staff at Belmont's Earth Day event at Twin Pines Park (9:00AM – 12:00PM).

UPCOMING MEETINGS/EVENTS

HIA Meeting (Belmont) – May 5, 2016

BAWSCA Water Management Meeting (Foster City) – May 12, 2016

San Carlos *First Annual Earth Day* – April 30, 2016 at Burton Park (10:00AM – 2:00PM)

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

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

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



TO: Board of Directors

FROM: Candy Pina

DATE: April 28, 2016

ADMINISTRATIVE SERVICES MANAGER'S REPORT

CONFERENCES, TRAINING, & MEETINGS:

- 1) Laura Ravella: 02/18/16 – "Increasing Your Personal Productivity" Webinar
- 2) Jeanette Kalabolas: 03/24/16 – UWMP Monthly Status Meeting
- 3) Jeanette Kalabolas/Laura Ravella/Candy Pina: 03/29/16 – Fox & Cipriani Field Trip
- 4) Tammy Rudock/Candy Pina: 04/07/16 – HIA meeting
- 5) Jeanette Kalabolas/Laura Ravella/Candy Pina: 04/09/16 – Hosted BAWSCA Landscape Class
- 6) Jeanette Kalabolas: 04/11/16 – BAWSCA Water Resources Committee Meeting
- 7) Jeanette Kalabolas/Misty Malzcon/Laura Ravella/Candy Pina: 04/11/16 – 04/13/16 - MPWD Springbrook project kick-off meeting/training
- 8) Jeanette Kalabolas: 04/14/16 – UWMP Monthly Status Update Meeting
- 9) Laura Ravella: 04/18/16 – "Become a Customer Service Superstar" Webinar
- 10) Misty Malczon/Tammy Rudock: 04/23/16 – Belmont Earth Day
- 11) All Staff: 04/26/16 - DRAFT New Personnel Manual review
- 12) Jeanette Kalabolas/Tammy Rudock/Candy Pina: 04/27/16 – "State of the District" Address
- 13) Jeanette Kalabolas/Tammy Rudock/Candy Pina: 04/30/16 – San Carlos Earth Day

FINANCIAL REPORTING:

1) Schedule of Cash and Investments:

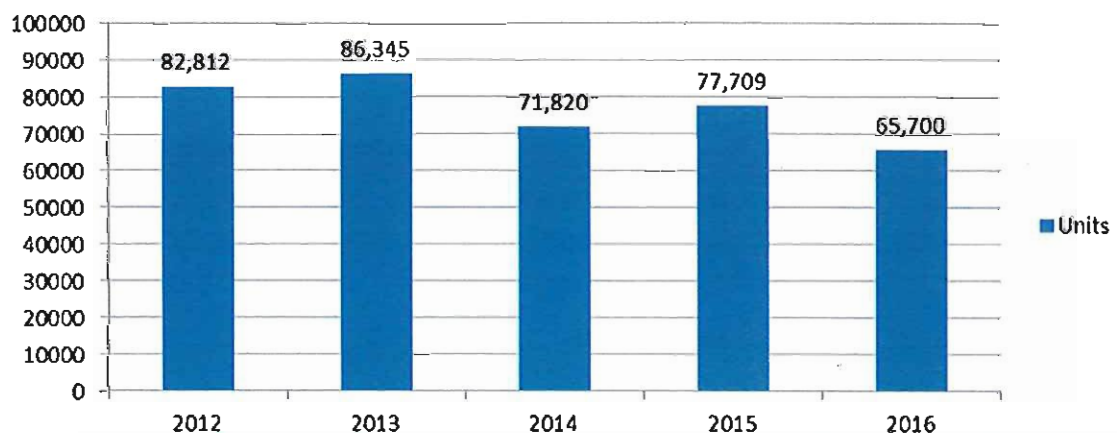
SCHEDULE OF CASH AND INVESTMENTS		
CASH ACCOUNT	BALANCE @ 03/31/16	BALANCE 04/19/16
PETTY CASH	400	400
CASH DRAWER	200	200
WELLS FARGO CHECKING	\$ 177,660	\$ 169,870
LAIF	\$ 4,045,326	\$ 4,045,326
TOTAL	\$ 4,223,586	\$ 4,215,796

Month End Balance of PARS/OPEB for January 2016 (March 2016 reports not yet received): \$515,539.17. An overall decrease in Net Earnings of \$2,115.29 was reported.

2) Water Revenue Report:

WATER REVENUES for FISCAL YEAR 2015/2016					
Month	Total Units	Water Commodity Charges	Fixed System Charges	Total Water Revenues	Misc Rev
JUL	102,202	655,215.69	174,717.33	829,933.02	1,223.75
AUG	104,096	788,694.37	206,692.18	995,386.55	1,217.50
SEP	101,546	767,490.00	206,247.53	973,737.53	1,213.75
OCT	95,095	715,010.00	206,496.89	921,506.89	1,218.88
NOV	81,298	601,597.16	205,707.83	807,304.99	1,220.00
DEC	67,438	489,420.00	205,756.47	695,176.47	1,198.75
JAN	70,890	517,269.00	206,075.93	723,344.93	1,223.75
FEB	60,940	437,565.50	205,334.78	642,900.28	1,220.00
MAR	65,700	475,283.50	204,960.79	680,244.29	1,212.50
TOTAL	749,205	5,447,545.22	1,821,989.73	7,269,534.95	10,948.88

Historical Water Usage for March



SPRINGBROOK PROGRESS:

On April 11th – 13th, staff met with Maria Pierce from Accela, Inc., regarding the Springbrook software implementation for the new financial management system. This onsite training was an overview for Finance, the Billing System, and Chart of Accounts, which included training on how to fill out the various templates needed for the development of the new coding system for the Chart of Accounts, and vendor information.

SPRINGBROOK IMPLEMENTATION SCHEDULE - PRELIMINARY			
DATE		Task	Work Complete
Start	End		
4/11/2016	4/13/2016	Overview training for Finance - Billing System and Chart of Accounts	X
5/9/2016	5/13/2016	Finance Conversion - General Ledger and Accounts Payable data review	
8/8/2016	8/12/2016	Finance Go Live	
8/22/2016	8/24/2016	Project Management Set-up and go-live	
9/21/2016	9/21/2016	Fixed Assets - Go Live	
9/26/2016	9/30/2016	Inventory Control - setups and go-live	
9/26/2016	9/27/2016	Bank Reconciliation Configuration and go-live	
1/11/2017	11/19/2017	Utility Billing Data Conversion	
2/13/2017	2/16/2017	License & Permits - Go Live Session	
2/27/2017	3/3/2017	Utility Billing - Go-Live Session	
3/6/2017	3/7/2017	Ancillaries - AR - setups	
3/6/2017	3/6/2017	Coding Accuracy Support System (CASS) Certification - Setup and Process Training	
3/20/2017	3/24/2017	Utility Billing - Post Go Live Refresher Training	

TEAM BUILDING ACTIVITIES:

1. Safety presentation by Henry Young: Safety Jeopardy
2. Employee appreciation dinner
3. Birthday celebrations



TO: Board of Directors

FROM: Rene A. Ramirez, Operations Manager

DATE: April 28, 2016

OPERATIONS REPORT – March 2016

Projects:

- Held Community Meeting for the Alameda de las Pulgas project on Tuesday, March 8, beginning at 6:30 p.m. in the Board Room. An advertisement was developed and mailed to all customers before the meeting. One (1) person showed up. He represented Sam-Trans and was interested in planned detours;
- On April 12, I attended the Belmont City Council meeting in support of District request to close Alameda de las Pulgas during the construction process. With City staff assistance a staff report and Resolution was prepared. The Council adopted the item as a part of their Consent Agenda;
- AML: Emphasis on installing meters continues. The latest staff work efforts indicate a total of 481 AML meters have been installed in Zone 1 with another 31 left to install. As mentioned in past reports - these remaining meters will be the toughest because they are larger meters with most requiring a by-pass (for future calibration/testing) that is not there now. Staff continues to accommodate the customer's needs before and after the new meter is installed;
- Replaced the fire hydrant damaged at Cipriani and Newlands;
- Repaired a leaking fire hydrant on Old County Road;
- Installed a new irrigation water service with meter at 3 Dairy Lane in support of a Boy Scout project in the planter area across from the District office;
- Built a manifold to support individual metering at the 2177 Carlmont development;
- Repaired leak at 606 Hiller Street and on Shoreway Road;
- Installed services for 2113 Coronet and 1901 Alden;
- Constructed a 2-inch water line down Civic Lane to improve water quality for two customers. The existing 8-inch water line will remain in service for fire protection on this dead-end line;
- Continuation of field coordination with the City of Belmont's sewer project contractor; and

- The biannual leak survey is complete. A report of the findings is due to District staff in May. Subtronic has completed their work in all nine (9) zones. They confirmed leaks at 18 residences, one customer irrigation service on the customer side of the meter, and three leaks on the District's side of residential water meters.

Maintenance:

- Routine maintenance tasks continue, but Operations Staff's priority has been in support of AMI meter installations;
- Responded to and completed 129 USA (underground service alerts) requests and identified infrastructure before digging in the streets or easements;
- Continued to perform normal maintenance and exercised water system pressure regulating valves;
- Watching customer consumption trend, storage turn-over and water quality in Zone 3 where the East Dekoven Tank has been out of service, and we are not ready to put back into service;
- Forty-four water samples for bacteriological testing – all samples were normal and showed no signs of coliform bacteria;
- Conducted quarterly sampling for disinfection by-products and all results were below action levels;
- Water system dead-ends continue to be monitored for disinfectant residual, and where needed, we flowed water into landscapes, street sweepers or sewer flushing trucks versus monitoring for discharge into the storm water systems to improve water quality; and
- Monitoring for signs of nitrification within our tanks, sample stations and dead ends continues as a part of regular water quality monitoring.

System Repairs:

Location	Event	Material	Installation Date	Estimated Water Loss (Gals.)
606 Hiller St	Service Leak - hole	Copper	1977	< 100
1355 Shoreway	Service Leak - hole	Copper	1977	~ 500

Development:

- Staff is currently working with developers on nine (9) development projects located at:
 - o 576-600 El Camino Real – currently reviewing their plans;
 - o 6, 8, and 10 Davis Dr. – currently reviewing their plans;
 - o 400-490 El Camino Real – currently reviewing their plans;

- 1401 Shoreway Road – awaiting their schedule for work;
- 1201 Shoreway Road – there is nothing to report out at this time;
- 360-380 Industrial Road – our work is complete;
- 2177 Carlmont Avenue – awaiting schedule for installation;
- 2113 Coronet – our work is complete;
- 699 Ralston Ave – currently reviewing their plans;
- 1710 Valley View – our work is complete; and
- 2828 Monte Cresta – awaiting payment of installation fees.

Administration:

- Ops Staff meetings held during month;
- Attended the monthly BAWSCA meeting;
- Had a quarterly safety inspection by EEAP (Employee Employer Assistance Program) of the shop area;
- Met with local consultant to discuss potential improvements to the District's main office building;
- Power use monitoring continues for pumping with positive results and no net effect on the water system;
- Gathered, completed and submitted the Annual Survey of water use information to the SWRCB;
- Phase 2 of the LHMP (Local Hazards Mitigation Plan) was completed and sent to the EMA (Emergency Managers Association) consultant and will start on Phase 3 soon;
- Attended a water meter testing/calibration class held on District premises;
- Gathered Supervisors for presentation from a SCADA system developer;
- Talked to property owner adjacent to 1510 Folger regarding property boundary discovery during survey of this District property;
- Attended meeting with Board Finance Committee on the subject CIP Financial Options;
- Attended meeting with General Manager and District Engineer to discuss roles in CIP;
- Participated in a preliminary FY17 budget discussion with General Manager and Administrative Services Manager;
- Participated in a "kick-off" meeting called by the City of Belmont for a development project along the 400 block of El Camino Real;
- Opened 1510 Folger to allow for a survey of potential hazardous materials before any demolition takes place in future;
- Met with District Engineer to go over Dekoven Tank Seismic Report;
- Participated in an employee meeting to discuss the CIP and potential financing options for educational purposes;
- Provided an overview of District operations using the System Model to students, teachers and parents on site for a field trip at the end of the month;
- Staff continues to work with SFPUC staff to address the occasional high pressures in Zone 1 attributed to their operations; and
- Participated in the monthly status report for the Urban Water Management Plan update.

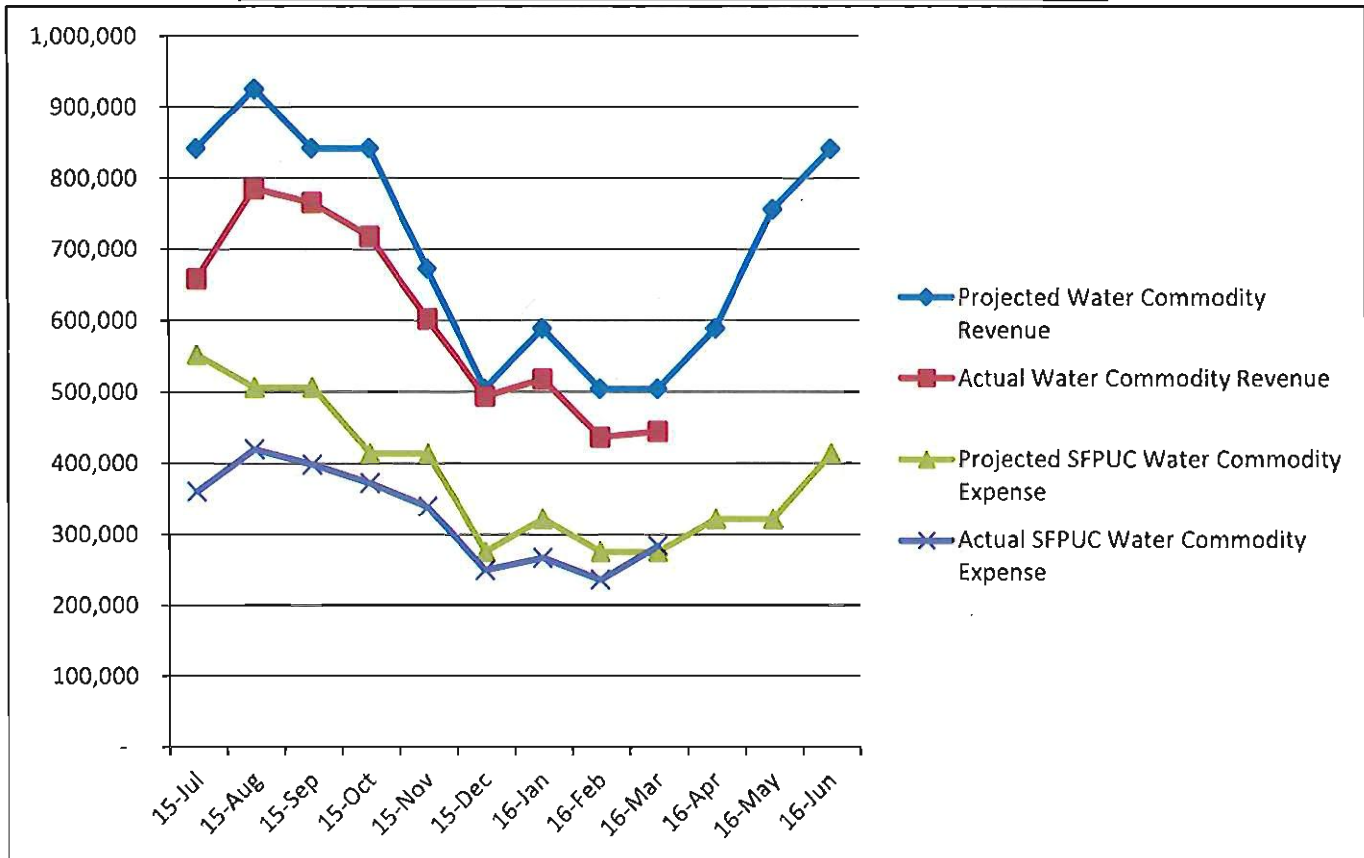
**MID-PENINSULA WATER DISTRICT
BUDGET FOR YEAR 2015-2016
SUMMARY**

DESCRIPTION	APPROVED FY 2015-2016 BUDGET \$	ACTUAL 7/1/15 3/31/16	REMAINING BALANCE/ (OVER BUDGET)	Target YTD % 75.0%
				Y-T-D % OF BUDGET
OPERATING REVENUE				
WATER COMMODITY CHARGES	8,400,000	5,407,655	2,992,345	64.4%
FIXED SYSTEM CHARGES	2,443,780	1,835,140	608,640	75.1%
FIRE SERVICE CHARGES	14,400	10,948	3,453	76.0%
METER CHARGES	10,000	5,428	4,572	54.3%
SERVICE LINE & INSTALLATION CHARGES	25,000	63,624	(38,624)	254.5%
WATER SYSTEM CAPACITY CHARGES	200,000	56,250	143,750	28.1%
WATER DEMAND OFFSET CHARGES	10,000	7,302	2,698	73.0%
TEMP CONSTRUCTION CONNECTION CHARGES	10,000	500	9,500	5.0%
MISCELLANEOUS CHARGES	10,000	5,032	4,968	50.3%
INTEREST REVENUE - LAIF	10,000	9,335	665	93.4%
LEASE OF PHYSICAL PROPERTY	245,140	121,627	123,513	49.6%
PROPERTY TAX REVENUE	245,000	200,174	44,826	NA
TOTAL OPERATING REVENUE	11,623,320	7,723,014	3,900,306	66.4%
OPERATING EXPENDITURES				
SALARIES & WAGES	1,636,300	1,147,894	488,406	70.2%
PAYROLL TAXES & BENEFITS	1,140,017	792,419	347,598	69.5%
PURCHASED WATER	5,062,000	3,333,337	1,728,663	65.9%
CUSTOMER CREDIT CARD SERVICE FEES	121,639	87,822	33,817	72.2%
OUTREACH & EDUCATION	130,000	102,215	27,785	78.6%
M&R - OPS SYSTEM	378,250	212,917	165,333	56.3%
M&R - FACILITIES & EQUIPMENT	129,700	92,267	37,433	71.1%
MAJOR MAINTENANCE	32,000	700	31,300	2.2%
OFFICE SUPPLIES & EQUIPMENT	195,486	106,817	88,669	54.6%
MEMBERSHIP & GOV FEES	210,900	141,888	69,012	67.3%
BAD DEBT & CLAIMS	37,000	8,646	28,354	23.4%
UTILITIES	322,281	194,578	127,703	60.4%
PROFESSIONAL SERVICES	562,484	389,233	173,251	69.2%
TRAINING/TRAVEL & RECRUITMENT	44,140	14,046	30,094	31.8%
RESTRICTED EARNINGS	(10,000)	(9,335)	(665)	93.4%
RESERVES	61,123	-	61,123	NA
DEPRECIATION	870,000	712,971	157,029	82.0%
TOTAL OPERATING EXPENDITURES	10,923,320	7,328,416	3,594,904	67.1%
OPERATING REVENUE LESS EXPENDITURES	700,000	394,598	305,402	56.4%
NET TRANSFERS TO CAPITAL	(700,000)	(394,598)	(305,402)	56.4%
NET RESULTS OF OPERATIONS	-	-	-	

ISS

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

Month	Projected Water Commodity Revenue	Actual Water Commodity Revenue	Projected SFPUC Water Commodity Expense	Actual SFPUC Water Commodity Expense
15-Jul	840,000	659,123	552,000	360,472
15-Aug	924,000	784,369	506,000	419,573
15-Sep	840,000	764,745	506,000	398,063
15-Oct	840,000	717,527	414,000	372,194
15-Nov	672,000	601,541	414,000	339,011
15-Dec	504,000	492,909	276,000	250,365
16-Jan	588,000	517,173	322,000	267,589
16-Feb	504,000	436,095	276,000	237,173
16-Mar	504,000	444,195	276,000	284,044
16-Apr	588,000		322,000	
16-May	756,000		322,000	
16-Jun	840,000		414,000	



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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED FY 2015-2016 BUDGET \$	ACTUAL 7/1/2015 3/31/2016	REMAINING BALANCE/ (OVER BUDGET)	Target YTD % 75.0%
					Y-T-D % OF BUDGET
4010	WATER COMMODITY CHARGES	8,400,000	5,407,655	2,992,345	64.4%
4020	FIXED SYSTEM CHARGES	2,443,780	1,835,140	608,640	75.1%
4030	FIRE SERVICE CHARGES	14,400	10,948	3,453	76.0%
4040	METER CHARGES	10,000	-	10,000	NA
4050	SERVICE LINE & INSTALLATION CHARGES (A) (B)	25,000	63,624	(38,624)	254.5%
4060	WATER SYSTEM CAPACITY CHARGES (C)	200,000	56,250	143,750	28.1%
4070	WATER DEMAND OFFSET CHARGES (D)	10,000	7,302	2,698	73.0%
4080	TEMPORARY CONSTRUCTION CONNECTION CHGS	10,000	-	10,000	NA
4090	MISCELLANEOUS CHARGES	10,000	5,928	4,072	59.3%
4000	TOTAL WATER AND FEE CHARGES	11,123,180	7,386,846	3,736,334	66.4%
4102	Interest Revenue- LAIF	10,000	9,335	665	93.4%
4100	INTEREST REVENUE	10,000	9,335	665	93.4%
4201	Lease of Physical Property	245,140	121,627	123,513	49.6%
4202	Property Tax Revenue (E)	245,000	200,174	44,826	81.7%
4203	New Construction Revenue	-	-	-	NA
4208	Landscape Plan Permit Review	-	400	(400)	NA
4206	Other Miscellaneous Charges	-	4,632	(4,632)	NA
4200	OTHER REVENUE	490,140	326,833	163,307	66.7%
4000	TOTAL OPERATING REVENUE	11,623,320	7,723,014	3,900,306	66.4%
6011	Salaries & Wages	1,546,900	1,093,935	452,965	70.7%
6012	Director Compensation	11,000	5,100	5,900	46.4%
6017	Capital Salaries & Wages	-	53,529	(53,529)	NA
6010	GROSS REGULAR WAGES	1,557,900	1,152,564	405,336	74.0%
6017	CAPITAL SALARY & WAGES reversed	-	(53,529)	53,529	N/A
6021	Overtime Labor	43,300	24,135	19,165	55.7%
6022	Standby Labor	35,100	24,725	10,375	70.4%
6020	SUB-TOTAL SALARY & WAGES	1,636,300	1,147,894	488,406	70.2%
6031	FICA/Medicare PR Tax	126,477	79,254	47,223	62.7%
6038	ACWA Health Care	310,272	227,634	82,638	73.4%
6039	ACWA Dental	29,991	19,764	10,227	65.9%
6040	ACWA Vision	4,223	3,273	950	77.5%

157

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

**Target YTD %
75.0%**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED FY 2015-2016 BUDGET \$	ACTUAL 7/1/2015 3/31/2016	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
6041	ACWA Life/AD&D	4,035	3,183	852	78.9%
6042	Standard LDL/SDL Disability	9,953	6,682	3,271	67.1%
6043	Workers' Comp Insurance	48,000	27,810	20,190	57.9%
6044	Unemployment	1,000	-	1,000	NA
6045	CALPERS Retirement - ER 2%@55	245,706	149,320	96,386	60.8%
6054	CAPITAL PAYROLL TAXES & BENEFITS	-	27,553	(27,553)	N/A
6046	Retirees' ACWA Health Care	54,400	43,855	10,545	80.6%
6047	Directors' ACWA Health Care	105,060	78,534	26,526	74.8%
6049	Medical Reimbursement	2,500	405	2,095	16.2%
6050	Employee Service Recognition	7,000	4,046	2,954	57.8%
6051	Safety Incentive Program	7,200	5,400	1,800	75.0%
6052	Uniforms (F)	24,000	21,908	2,092	91.3%
6053	PARS OPEB Expense	160,200	121,350	38,850	75.7%
6030	SUB-TOTAL PAYROLL TAXES & BENEFITS	1,140,017	819,972	320,045	71.9%
6054	CAPITAL PAYROLL TAXES & BENEFITS	-	(27,553)	27,553	N/A
6000	PERSONNEL COSTS	2,776,317	1,940,313	836,004	69.9%
6101	SFPUC Treated Water	4,600,000	2,928,482	1,671,518	63.7%
6102	BAWSCA (Debt Service Surcharges)	462,000	345,942	116,058	74.9%
6103	Rates Stabilization	-	-	-	NA
6104	SFPUC Water Service Charge	-	58,912	(58,912)	N/A
6100	PURCHASED WATER	5,062,000	3,333,337	1,728,663	65.9%
6201	Customer Credit Card Service Fees	121,639	87,822	33,817	72.2%
6200	CUSTOMER CREDIT CARD SVS FEES	121,639	87,822	33,817	72.2%
6301	Water Conservation Program	7,000	3,852	3,148	55.0%
6302	School Conservation Program (G)	7,000	21,084	(14,084)	301.2%
6303	Public Outreach & Education	25,000	18,262	6,738	73.0%
6305	HET Rebates	24,000	10,806	13,194	45.0%
6306	Washing Machine Rebates	25,000	16,067	8,933	64.3%
6307	Lawn-Be-Gone Rebates	37,000	30,829	6,171	83.3%
6308	Rain Barrel Rebates	5,000	1,315	3,685	26.3%
6304	TOTAL WATER CONSERVATION REBATES	91,000	59,018	31,982	64.9%
6300	OUTREACH/EDUCATION	130,000	102,215	27,785	78.6%
6401	Water Quality	65,000	40,878	24,122	62.9%
6402	Pumping	25,750	13,977	11,773	54.3%
6403	Storage Tanks	5,150	2,544	2,606	49.4%
6404	Mains/Distribution	154,500	64,968	89,532	42.1%
6405	Meters & Service	77,250	62,120	15,130	80.4%
6406	Fire Hydrants	30,000	15,521	14,479	51.7%
6407	Regulator Stations (H)	10,300	9,176	1,124	89.1%
6408	Safety	10,300	3,733	6,567	36.2%

158

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

					Target YTD % 75.0%
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED FY 2015-2016 BUDGET \$	ACTUAL 7/1/2015 3/31/2016	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
6400	M&R - OPS SYSTEMS	378,250	212,917	165,333	56.3%
6501	M&R-Buildings&Grounds	71,000	49,820	21,180	70.2%
6502	M&R- Equipment&Tools	20,600	11,530	9,070	56.0%
6503	M&R- Vehicles & Large Equipment (I)	10,300	13,580	(3,280)	131.8%
6504	M&R - Fuel	27,800	17,337	10,463	62.4%
6500	M&R - FACILITIES & EQUIPMENT	129,700	92,267	37,433	71.1%
6601	Cathodic Protection Survey	-	700	(700)	NA
6602	Leak Detection Survey	32,000	-	32,000	NA
6600	MAJOR MAINTENANCE	32,000	700	31,300	2.2%
6701	Office Supplies	17,300	11,381	5,919	65.8%
6702	Insurance- Liability/Vehicles	85,000	47,357	37,643	55.7%
6703	Bank Service Fees	546	1	545	0.2%
6704	Postage	3,150	1,340	1,810	42.5%
6705	Printing/Printing Supplies	12,710	9,408	3,302	74.0%
6706	Equipment Services/Maintenance	55,000	29,806	25,194	54.2%
6707	Computer Supplies & Upgrades	11,330	6,537	4,793	57.7%
6708	Security & Safety	10,450	985	9,465	9.4%
6709	Other Fees	-	-	-	NA
6700	OFFICE SUPPLIES & EQUIP	195,486	106,817	88,669	54.6%
6801	Dues & Publications	38,200	25,450	12,750	66.6%
6802	Gov't Fees & Licenses	71,000	45,301	25,699	63.8%
6803	BAWSCA Membership Assessments	66,800	50,437	16,363	75.5%
6804	Env Health - Cross Connection Inspection	29,900	20,700	9,200	69.2%
6805	Software License	5,000	-	5,000	NA
6800	MEMBERSHIP & GOV FEES	210,900	141,888	69,012	67.3%
6901	Bad Debt	7,000	4,659	2,341	66.6%
6902	Claims	30,000	3,987	26,013	13.3%
6900	BAD DEBT & CLAIMS	37,000	8,646	28,354	23.4%
7001	Utilities-Internet/Cable	7,244	5,415	1,829	74.7%
7002	Utilities-Cellular Telephones	11,500	8,248	3,252	71.7%
7003	Utilities-Electric-Pumping	255,834	146,301	109,533	57.2%
7004	Utilities-Electric-Bldgs&Grounds	23,401	16,876	6,525	72.1%
7005	Utilities-Telephones	17,092	12,848	4,244	75.2%
7006	Utilities-Sewer - NPDES	7,210	4,891	2,319	67.8%
7000	UTILITIES	322,281	194,578	127,703	60.4%
7101	Prof Serv - District Counsel	98,000	70,152	27,848	71.6%
7102	Prof Serv - District Engineer	151,000	108,528	42,472	71.9%
7103	Prof Serv - IT	19,193	12,629	6,564	65.8%
7104	Prof Serv- Annual Finance Audit (J)	20,000	18,000	2,000	90.0%

159

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

**Target YTD %
75.0%**

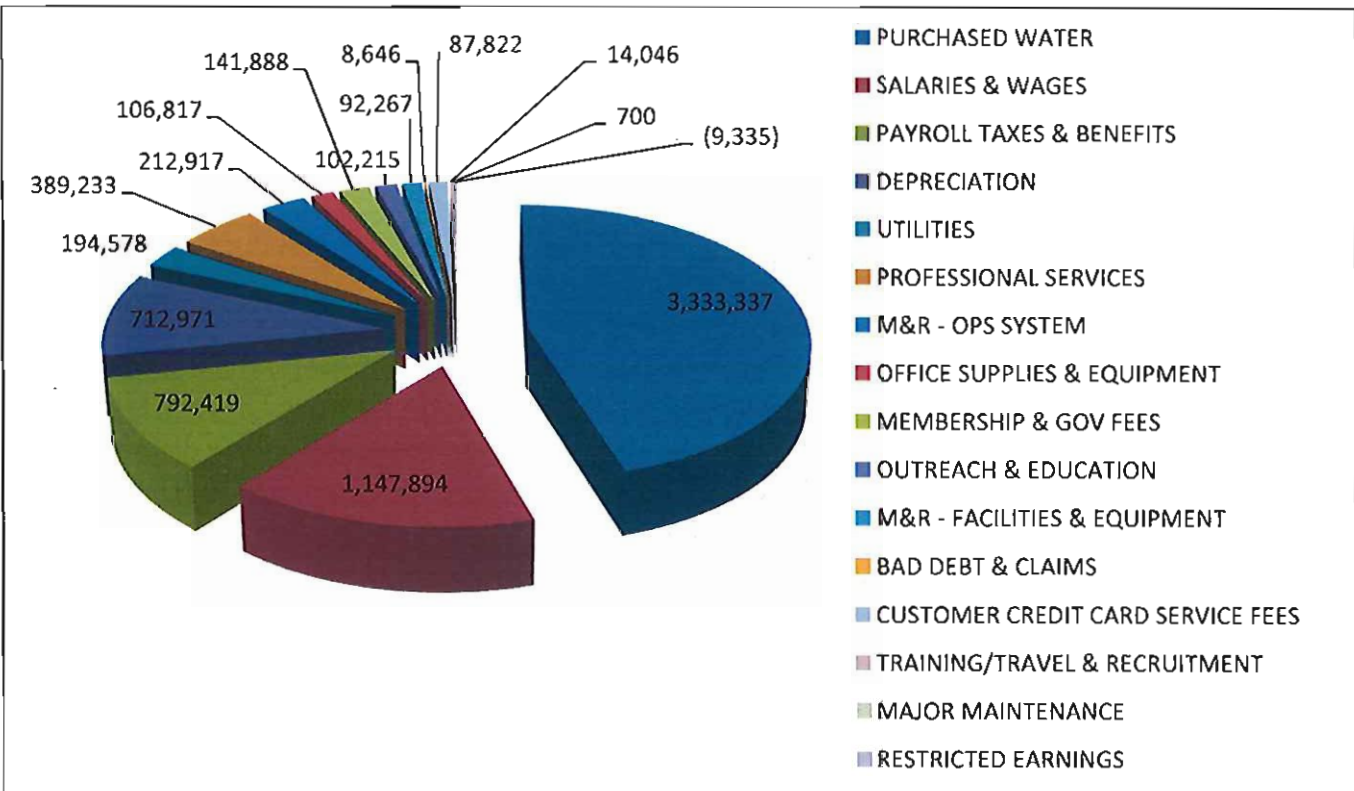
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED FY 2015-2016 BUDGET \$	ACTUAL 7/1/2015 3/31/2016	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
7105	Prof Serv - Mngmt Consult	-	-	-	NA
7106	Prof Serv- Accounting & Payroll	21,010	15,776	5,234	75.1%
7107	Prof Serv- Customer Billing	70,040	52,767	17,273	75.3%
7108	Prof Serv - Answering Svs	4,223	13	4,210	0.3%
7110	Prof Serv - Miscellaneous	175,418	108,969	66,449	62.1%
7111	Prof Serv - District Treasurer	3,600	2,400	1,200	66.7%
7100	PROFESSIONAL SERVICES	562,484	389,233	173,251	69.2%
7201	Director Travel	6,180	904	5,276	14.6%
7202	Director Expense	2,060	87	1,973	4.2%
7203	Elections	5,000	-	5,000	NA
7204	Employee Travel/Training	25,750	9,934	15,816	38.6%
7205	Meetings Expense	5,150	3,121	2,029	60.6%
7200	TRAINING & TRAVEL	44,140	14,046	30,094	31.8%
7302	Restricted Earnings Expense - Interest LAIF	(10,000)	(9,335)	(665)	93.4%
7300	RESTRICTED EARNINGS EXPENSE	(10,000)	(9,335)	(665)	93.4%
8001	Working Reserves: Capital	-	-	-	NA
8002	Working Reserves: Operating	61,123	-	61,123	NA
8000	RESERVES	61,123	-	61,123	NA
9010	DEPRECIATION	870,000	712,971	157,029	82.0%
SUB-TOTAL - OPERATING EXPENSES		8,147,003	5,388,103	2,758,900	66.1%
TOTAL OPERATING EXPENSES		10,923,320	7,328,416	3,594,904	67.1%
NET OPERATING SURPLUS/(LOSS)					
TRANSFER TO CAPITAL		700,000	394,598	305,402	56.4%

- (A) Three new service line installations.
- (B) Deferred Revenue totaling \$124,643 to be recognized at job completion.
- (C) Deferred Revenue totaling \$217,500 to be recognized at job completion..
- (D) Deferred Revenue totaling \$30,171 to be recognized at job completion.
- (E) Receipt of Property Tax revenue: December 2015 and April 2016.
- (F) Annual work boots purchased for Operations staff \$2,215.
- (G) BAWSCA WaterWise Educational Kits totaling \$15,843.
- (H) Accounting for Inventory and operation expenses (expensing per policy items over \$5,000).
- (I) Maintenance on fleet vehicle totaling \$4,999
- (J) Audit complete.

1160

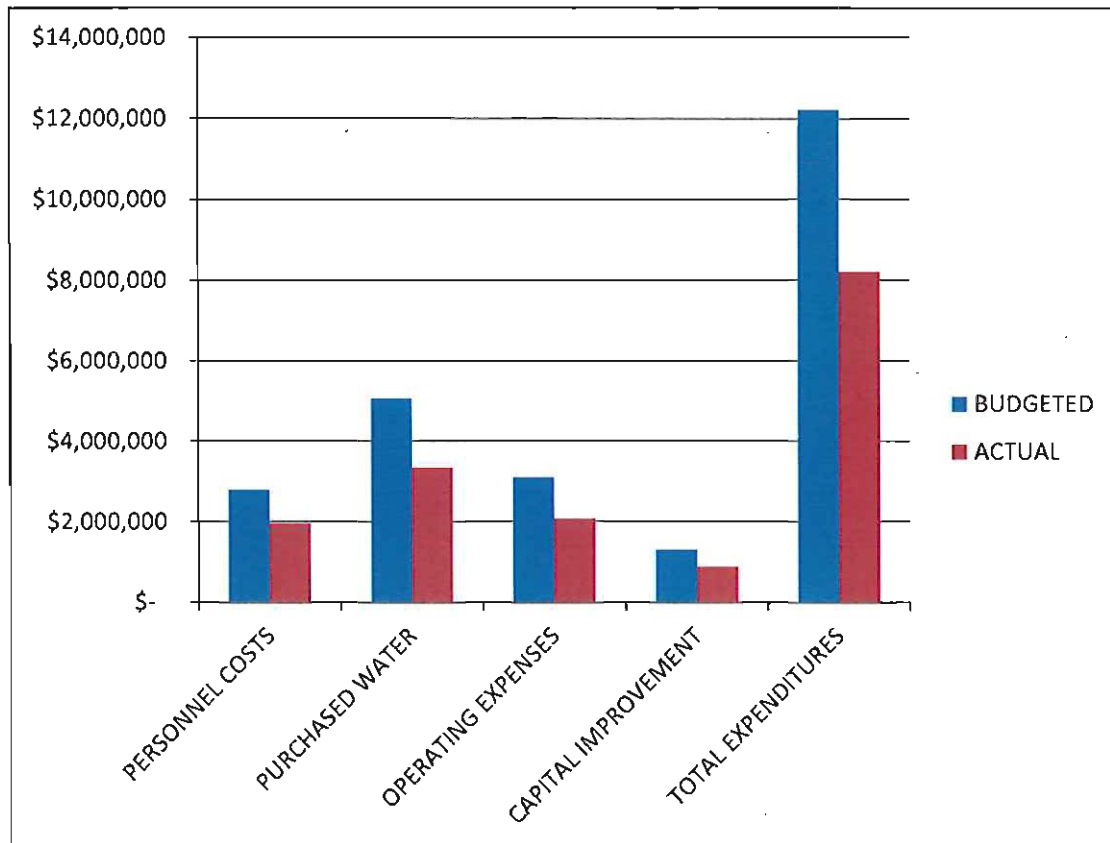
MID-PENINSULA WATER DISTRICT
ACTUAL OPERATING EXPENDITURES SUMMARY
Mar-16

OPERATING EXPENDITURES	ACTUAL \$	% OF TOTAL
PURCHASED WATER	3,333,337	45.5%
SALARIES & WAGES	1,147,894	15.7%
PAYROLL TAXES & BENEFITS	792,419	10.8%
DEPRECIATION	712,971	9.7%
UTILITIES	194,578	2.7%
PROFESSIONAL SERVICES	389,233	5.3%
M&R - OPS SYSTEM	212,917	2.9%
OFFICE SUPPLIES & EQUIPMENT	106,817	1.5%
MEMBERSHIP & GOV FEES	141,888	1.9%
OUTREACH & EDUCATION	102,215	1.4%
M&R - FACILITIES & EQUIPMENT	92,267	1.3%
BAD DEBT & CLAIMS	8,646	0.1%
CUSTOMER CREDIT CARD SERVICE FEES	87,822	1.2%
TRAINING/TRAVEL & RECRUITMENT	14,046	0.2%
MAJOR MAINTENANCE	700	0.0%
RESTRICTED EARNINGS	(9,335)	-0.1%
TOTAL OPERATING EXPENDITURES	7,328,416	100%



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2014/2015 BUDGET vs ACTUAL TOTAL EXPENDITURES Mar-16



	BUDGETED	ACTUAL	BUDGETED % OF TOTAL	ACTUAL % OF TOTAL
TOTAL EXPENDITURES				
PERSONNEL COSTS	\$ 2,776,317	\$ 1,940,313	23%	24%
PURCHASED WATER	\$ 5,062,000	\$ 3,333,337	41%	41%
OPERATING EXPENSES	\$ 3,085,003	\$ 2,054,766	25%	25%
CAPITAL IMPROVEMENT	\$ 1,292,000	\$ 865,103	11%	11%
TOTAL EXPENDITURES	<u>\$ 12,215,320</u>	<u>\$ 8,193,519</u>	<u>100%</u>	<u>100%</u>

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

DESCRIPTION	APPROVED AMENDED FY 2015-2016 BUDGET \$	ACTUAL 7/1/2015 3/31/2016	REMAINING BALANCE/ (OVER BUDGET)	Target YTD %	
				75.0%	Y-T-D % OF BUDGET
CAPITAL IMPROVEMENTS - WORK IN PROCESS (WIP)					
AMI Meter Change Out Program (A)	400,000	418,900	(18,900)		104.7%
Karen Road Water Main Replacement - CIP	100,000	24,712	75,288		24.7%
Hallmark Tank Structural and Seismic Retrofit - CIP	55,000	30,836	24,164		56.1%
Dekoven Tanks Structural and Seismic Retrofit - CIP	55,000	41,109	13,891		74.7%
Folger Pump Station Demolition - CIP	50,000	22,536	27,464		45.1%
Buckland Tank Replacement Project - CIP	46,000	25,902	20,098		56.3%
Alameda de las Pulgas Water Main Replacement Project - CIP (B)	30,000	70,658	(40,658)		235.5%
CAPITAL IMPROVEMENTS - WIP TOTAL	736,000	634,653	101,347		86.2%
CAPITAL OUTLAY					
SCADA Replacement Project	41,000	22,552	18,448		55.0%
Financial Management System (FMS) - Comprehensive Replacement	145,000	58,684	86,316		40.5%
Fleet Replacement: Vehicles in Operations	125,000	83,589	41,411		66.9%
Implementation of Sensus Consumer Portal	70,000	-	70,000		0.0%
Tunnels Motor Emergency Replacement	60,000	-	60,000		0.0%
Dairy Lane Wiring/Cabling	40,000	31,601	8,399		79.0%
Replacement Printer/Copier/Scanner	25,000	21,289	3,711		85.2%
Miscellaneous Capital Outlay/Projects	50,000	12,736	37,264		25.5%
CAPITAL OUTLAY TOTAL	556,000	230,449	325,551		41.4%
CAPITAL IMPROVEMENTS & CAPITAL OUTLAY TOTAL	1,292,000	865,103	426,898		67.0%
DEPRECIATION					
TRANSFER FROM OPS	870,000	712,971	157,029		82.0%
TRANSFER (TO)/FROM CAPITAL RESERVES	700,000	394,598	305,402		56.4%
CAPITAL OUTLAY/CAPITAL PROJECTS	(278,000)	(242,466)	(35,534)		87.2%
	(1,292,000)	(865,103)	(426,898)		67.0%
NET RESULTS OF CAPITAL	-	0	(0)		N/A

(A) Included within the Operations Account number 6017.
(B) Potholing and engineering services.

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

	Feb 29, 16	Feb 28, 15	\$ Change	% Change
ASSETS				
CURRENT ASSETS				
Total Checking/Savings	4,237,252.95	3,602,042.11	635,210.84	17.64%
Total Accounts Receivable	580,508.22	572,172.52	8,335.70	1.46%
Other Current Assets				
Inventory (A)	158,736.70	273,228.23	-114,491.53	-41.9%
Other Current Assets	192,403.46	188,178.66	4,224.80	2.25%
Total Other Current Assets	351,140.16	461,406.89	-110,266.73	-23.9%
TOTAL CURRENT ASSETS	5,168,901.33	4,635,621.52	533,279.81	11.5%
FIXED ASSETS				
Fixed Assets	41,684,066.23	40,447,278.22	1,236,788.01	3.06%
Accumulated Depreciation	-25,566,700.68	-24,595,003.79	-971,696.89	-3.95%
Construction in Progress	348,999.54	460,914.85	-111,915.31	-24.28%
TOTAL FIXED ASSETS	16,466,365.09	16,313,189.28	153,175.81	0.94%
TOTAL OTHER ASSETS (B)	198,895.55	19,342.55	179,553.00	928.28%
TOTAL ASSETS	21,834,161.97	20,968,153.35	866,008.62	4.13%
LIABILITIES & EQUITY				
LIABILITIES				
CURRENT LIABILITIES				
Total Accounts Payable	75,169.58	139,683.22	-64,513.64	-46.19%
Total Other Current Liabilities (B)	1,011,199.76	388,040.63	623,159.13	160.59%
TOTAL CURRENT LIABILITIES	1,086,369.34	527,723.85	558,645.49	105.86%
TOTAL LONG TERM LIABILITIES (B)	1,118,234.00	0.00	1,118,234.00	100.0%
TOTAL LIABILITIES	2,204,603.34	527,723.85	1,676,879.49	317.76%
EQUITY				
3000 - Opening Bal Equity	144.00	144.00	0.00	0.0%
3800 - RESERVES *	4,045,326.04	3,534,676.07	510,649.97	14.45%
3940 - Fund Balance Invest in Ut Plant	16,466,365.09	16,313,189.28	153,175.81	0.94%
Net Assets (B)	-882,276.50	592,420.15	-1,474,696.65	-248.93%
TOTAL EQUITY	19,629,558.63	20,440,429.50	-810,870.87	-3.97%
TOTAL LIABILITIES & EQUITY	21,834,161.97	20,968,153.35	866,008.62	4.13%

	Balance @ Mar 2014	Balance @ Mar 2015	Balance @ Mar 2016	Budget for Reserve Policy
* RESERVES				
Capital Reserves	2,024,494	1,034,676	1,545,326	2,500,000
Emergency Reserves	2,000,000	2,000,000	2,000,000	2,500,000
Working Capital Reserves	500,000	500,000	500,000	2,500,000
TOTAL RESERVE FUNDS	4,524,494	3,534,676	4,045,326	2,500,000

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

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

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

	Jul '15 - Mar 16	Jul '14 - Mar 15	\$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · OPERATING REVENUE	7,386,845.68	7,038,730.28	348,115.40	4.95%
4100 · INTEREST INCOME	9,335.11	7,871.63	1,463.48	18.59%
4200 · OTHER INCOME	326,833.29	520,534.79	-193,701.50	-37.21%
Total Income	7,723,014.08	7,567,136.70	155,877.38	2.06%
Cost of Goods Sold	0.00	-60.49	60.49	100.0%
5000 · Cost of Goods Sold	0.00	-60.49	60.49	100.0%
Total COGS	7,723,014.08	7,567,197.19	155,816.89	2.06%
Gross Profit				
Expense				
6000 · PERSONNEL COSTS	1,940,313.21	1,738,971.53	201,341.68	11.58%
6100 · PURCHASED WATER	3,333,336.52	3,163,659.48	169,677.04	5.36%
6200 · CUSTOMER CREDIT CARD SVS FEES	87,822.09	75,169.56	12,652.53	16.83%
6300 · OUTREACH/EDUCATION	102,215.46	58,134.68	44,080.78	75.83%
6400 · M&R - OPS SYSTEMS	212,916.76	277,048.57	-64,131.81	-23.15%
6500 · M&R - FACILITIES & EQUIPMENT	92,267.43	89,448.74	2,818.69	3.15%
6600 · MAJOR MAINTENANCE	700.00	0.00	700.00	100.0%
6700 · OFFICE SUPPLIES & EQUIPMENT	106,816.82	176,221.71	-69,404.89	-39.39%
6800 · MEMBERSHIP & GOV FEES	141,888.11	102,177.15	39,710.96	38.87%
6900 · BAD DEBT & CLAIMS	8,646.28	24,390.37	-15,744.09	-64.55%
7000 · UTILITIES	194,578.01	232,973.62	-38,395.61	-16.48%
7100 · PROFESSIONAL SERVICES	389,233.27	336,355.50	52,877.77	15.72%
7200 · TRAINING & TRAVEL	14,046.29	16,135.26	-2,088.97	-12.95%
Total Expense	6,624,780.25	6,290,686.17	334,094.08	5.31%
Net Ordinary Income	1,098,233.83	1,276,511.02	-178,277.19	-13.97%
Other Income/Expense				
Other Expense				
9000 · OTHER EXPENSE	712,970.88	623,458.45	89,512.43	14.36%
Total Other Expense	712,970.88	623,458.45	89,512.43	14.4%
7302 - RESTRICTED EARNINGS EXPENSE - INTEREST LAIF	-9,335.11	-7,871.63	-1,463.48	-18.6%
Total Restricted Earnings Expense	-9,335.11	-7,871.63	-1,463.48	-18.6%
Net Operating Surplus/(Loss)	394,598.06	660,924.20	-266,326.14	-40.3%

165