



REGULAR
BOARD OF DIRECTORS
THURSDAY, APRIL 28, 2022 - 6:30 PM

AGENDA

DUE TO COVID-19, THIS MEETING WILL BE CONDUCTED VIA TELECONFERENCE ONLY (NO PHYSICAL LOCATION) PURSUANT TO ASSEMBLY BILL 361 (GOVERNMENT CODE SECTION 54953)

MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON.

Public comments may be made during the meeting, or submitted before the meeting via email to General Manager, Tammy Rudock, at tammyr@midpeninsulawater.org. Please indicate in your email the agenda item to which your comment applies. Comments submitted before the meeting will be provided to the Board before or during the meeting.

Should the teleconference platform not be operational, please check the MPWD website home page for updated information and/or further instructions at: www.midpeninsulawater.org

Board members, staff, consultants, and the public may participate remotely.

**Meeting Link: <https://us06web.zoom.us/j/83893456144>
Dial by Telephone U.S. (Toll Free): 1-888-788-0099
Meeting ID: 838 9345 6144**

1. OPENING

- A. Call to Order
- B. Establishment of Quorum

2. PUBLIC COMMENT

If you wish to address the Board, please follow the directions at the top of the agenda. If you have anything that you wish distributed to the Board and included for the official record, please include it in your email. Comments that require a response may be deferred for staff reply.

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

4. 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 on March 24, 2022, and Special Board

Meeting on April 14, 2022

- B. Approve Expenditure from March 1, 2022, through March 31, 2022
- C. Reaffirm Resolution 2021-26 Making Findings Pursuant to Assembly Bill 361 that the Proclaimed COVID-19 State of Emergency Continues to Impact the Ability of the MPWD Board of Directors and its Committees to Meet Safely in Person

5. HEARING AND APPEALS-NONE

6. REGULAR BUSINESS AGENDA

- A. Consider Resolution 2022-09 Appointing Sheldon Chavan, CPA, as District Treasurer, and Authorizing a Contract with Chavan and Associates, LLP, for District Treasurer and Accounting Services
- B. Receive Report on the Proposed Regional Water System Alternative Water Supply Project known as the SF-Peninsula Regional PureWater (SPRP) Project, and Provide Direction to Staff regarding MPWD's Participation as a Peninsula Water Supplier and Future Beneficiary of Drought Year Water Supply from the Project, including a Financial Commitment not to exceed \$100,000 for its Share of Costs for the Next Project Phase 4: Basis of Design Report
- C. Review Summary Report on Preliminary Draft FY 2022/2023 Operating Budget
- D. Discuss Return to In-Person Board Meetings
- E. Receive Reports on:
 - 1. California and San Francisco Regional Water System Drought Conditions; and
 - 2. MPWD Water Conservation Update; and
 - 3. MPWD Quarterly Water Conservation Activities Report through March 31, 2022; and
 - 4. Implementation of Water Shortage Contingency Level 2 for the MPWD in Alignment with the Governor's Executive Order No. N-7-22 by a Date to be Established by the State Water Resources Control Board

7. MANAGEMENT AND BOARD REPORTS

- A. Management Reports
 - 1. General Manager
 - 2. Administrative Services
 - 3. Operations
 - 4. Chief Financial Officer
 - 5. District Engineer
- B. Financial Reports
 - 1. Month End March 31, 2022
- C. Director Reports

8. COMMUNICATIONS

9. CLOSED SESSION

- A. Significant Exposure to Litigation
Government Code § 54956.9(b)
One Potential Case

10. RECONVENE TO OPEN SESSION

11. ADJOURNMENT

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

ACCESSIBLE PUBLIC MEETINGS

Upon request, the Mid-Peninsula Water District will provide written agenda materials in appropriate alternative formats, or disability related modification or accommodation (including auxiliary aids or services), to enable individuals with disabilities to participate in public meetings and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested. Requests should be sent to the General Manager at (650) 591-8941 or tammyr@midpeninsulawater.org. Requests must be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

NEXT REGULAR BOARD MEETING: THURSDAY, MAY 26, 2022 AT 6:30PM

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

Thursday, March 24, 2022
Belmont, California

**DUE TO COVID-19, THIS MEETING WILL BE CONDUCTED
VIA TELECONFERENCE ONLY (NO PHYSICAL LOCATION)
PURSUANT TO ASSEMBLY BILL 361 (GOVERNMENT CODE SECTION 54953)**

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Dial by Telephone U.S. (Toll Free): 1-888-788-0099
Access Code: 882 7965 4905**

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1. **OPENING**

A. **Call to Order**

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

B. **Establishment of Quorum**

PRESENT: Directors Wheeler, Vella, Schmidt, Jordan

ABSENT: Director Zucca

A quorum was present.

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

GUESTS:

Consultants: Liz Stitt of Redistricting Partners, Nicole Sandkulla General Manager of BAWSCA and Kat Wuelfing, community member.

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2. **PUBLIC COMMENT**

None.

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

None.

4. ACKNOWLEDGEMENTS/PRESENTATIONS

A. Laura Ravella, Administrative Specialist - Service Retirement (9 ¼ Years Service)

General Manager Rudock acknowledged Laura Ravella and her contributions to the MPWD, community and staff during her 9 ¼ years of service. She wished her well in her future endeavors.

Operations Manager Ramirez acknowledged Laura's accomplishments and expressed his appreciation for her excellent customer service over the years.

Temporary Administrative Services Manager Madrid acknowledged Laura's organizational skills and promptness in responding the inquiries of managers.

Administrative Specialist Okada acknowledged Laura as his co-worker and thanked her for all her help over the years.

Administrative Supervisor Malczon acknowledged Laura's retirement and thanked her for all her hard work.

Board President Wheeler added his appreciation for her hard work and thanked her for persevering during the COVID-19 pandemic.

Vice-President Vella commented that he remembers when she was hired and stated it seemed like it was just last year. He further congratulated Laura on her retirement.

Laura thanked everyone for their kind comments and expressed that the time had flown by. She added she will miss everyone.

5. CONSENT AGENDA

A. Approve Minutes for the Regular Board Meeting on February 24, 2022

B. Approve Expenditures from February 1, 2022, through February 28, 2022

C. Reaffirm Resolution 2021-26 Making Findings Pursuant to Assembly Bill 361 that the Proclaimed COVID-19 State of Emergency Continues to Impact the Ability of the MPWD Board of Directors and its Committees to Meet Safely in Person

District Counsel made a statement regarding item 5.C. prior to the Board considering the Consent Agenda. She advised the Board is reconfirming the findings to continue to meet virtually. She further stated that District Counsel is closely monitoring any changes by the Governor regarding virtual meetings and/or other parts of the declared State of Emergency. She confirmed that as long as the State of Emergency is in place and the Board believes it is necessary to meet virtually, the Board may continue to do so.

103 Consent item 5.A. received a suggestion in advance from Director Schmidt for the following
104 two changes to the minutes: A typographical error on page 8, line 45 change lessor to
105 lesser, and change the comment regarding the recommendation for MPWD staff to work
106 with Belmont School District regarding conservation measures related to turf replacement
107 to Director Jordan.
108

109 Director Vella moved to approve the consent agenda with the two changes in the minutes.
110 Director Schmidt seconded the motion.
111

112 **Roll Call Vote: Item 5.A.- 5.C. passed 4-1: 4-Ayes, 0-Noes, 1-Absent (Zucca)**
113

114 **6. HEARING AND APPEALS**

115 **A. Consider MPWD Division Map Plan 2 for the Board of Directors Electoral** 116 **System, Pursuant to the California Voting Rights Act, and Adopt Ordinance No.** 117 **122 Approving the Change from At-Large to Division-Based Elections for** 118 **Members of the MPWD Board of Directors Commencing November 2022, and** 119 **Directing the General Manager to Proceed with the Necessary Steps to Ensure** 120 **Compliance for the MPWD** 121

122
123 General Manager Rudock introduced the item, explaining that the public had been
124 advised of the final hearing tonight through newspaper advertisements, the MPWD
125 website and a blast on social media with Next Door. She then turned it over to the
126 Consultant, Liz Stitt of Redistricting Partners. Ms. Stitt reviewed the MPWD Division
127 Map Plan 2 for the Board of Directors Electoral System. She explained the five Divisions
128 are similar in size, they are contiguous, and maintain areas of interest. Division Map
129 2 was the preferred plan of the Board of Directors.
130

131 Board President Wheeler opened the Public Hearing at 6:54PM.
132

133 He asked for public comment. No members of the public were present.
134

135 General Manager Rudock advised the Board of the three (3) written public comments,
136 which were received prior to tonight's final public hearing. Two of the comments were in
137 favor of Map 2, and one comment was not in favor of changing to a Division-Based
138 Electoral System. The following members of the public submitted written comments:
139

140 Received on 3/7/21 and 3/8/21, Dennis Bolbo submitted an email in favor of Map 2 for
141 Division-Based Electoral System.

142 Received 2/28/2021, Kristen Mercer submitted an email in favor of Map 2 for Division-
143 Based Electoral System.
144

145 Received 2/28/2021, Don Karo spoke against Division-Based Electoral System.
146

147 Board President Wheeler closed the Public Hearing at 6:57PM.
148

149 Director Schmidt suggested language be added to the Ordinance regarding the Board's
150 intention regarding the change in electoral systems not being based on any preference for
151 a division-based system. General Manager Rudock shared the revised Ordinance No.

152 122, including the suggested recital language: *WHEREAS, the Board's intention to switch*
153 *from an at-large to a division-based system is not based on any preference for a division-*
154 *based system.*

155 Board discussion followed.

158 Director Schmidt moved to adopt Ordinance 122 as amended Approving the Change from
159 At-Large to Division-Based Elections for Members of the MPWD Board of Directors
160 Commencing November 2022 and Directing the General Manager to Proceed with the
161 Necessary steps to ensure Compliance for the MPWD.

162 Director Jordan seconded the motion.

164 **Roll Call Vote: Item 6.A. passed 4-1. 4-Ayes, 0-Noes, 1-Absent (Zucca)**

166 **7. REGULAR BUSINESS AGENDA**

167
168 **A. Consider Resolution 2022-06 Approving the Minimum Purchase Amendment to**
169 **the Amended and Restated Water Supply Agreement between the City and**
170 **County of San Francisco and Wholesale Customers in Alameda County, San**
171 **Mateo County, and Santa Clara County**

173 General Manager Rudock introduced the item and provided a summary review of the
174 Amendment to the Water Service Agreement. She advised that BAWSCA CEO Nicole
175 Sandkulla was present and available to provide additional information and to answer any
176 questions from the Board.

178 Ms. Sandkulla stated that the proposed changes took almost four years to negotiate
179 among the BAWSCA member agencies and that many times there were up to forty-
180 five people in the room during the meetings to discuss the agreement changes.
181 General Manager Rudock provided a lot of guidance for the process. She brought the
182 District's interest to the discussions and assisted in moving toward the current
183 Agreement.

184
185 Board discussion followed.

187 Vice President Vella moved to adopt Resolution 2022-06 Approving the Minimum
188 Purchase Amendment to the Amended and Restated Water Supply Agreement
189 between the City and County of San Francisco and Wholesale Customers in Alameda
190 County, San Mateo County, and Santa Clara County.

192 Director Jordan seconded the motion.

194 **Roll Call Vote: Item 7.A. passed 4-1, 4-Ayes, 0-Noes, 1-Absent (Zucca)**

195
196 **B. Consider Resolution 2022-07 Approving a Minimum Purchase Transfer from the**
197 **City of Mountain View to the City of East Palo Alto, in Accordance with the**
198 **Amended and Restated Water Supply Agreement between the City and County of**
199 **San Francisco and Wholesale Customers in Alameda County, San Mateo County,**
200 **and Santa Clara County**
201

202 General Manager Rudock provided a brief overview of this item explaining some of the
203 details involved.
204

205 Ms. Sandkulla provided additional information related to how the transfer would take place
206 and who would be responsible for the cost of the minimum purchase of water.
207

208 Board discussion followed.
209

210 Vice President Vella moved to Approve Resolution 2022-07 Approving a Minimum
211 Purchase Transfer from the City of Mountain View to the City of East Palo Alto, in
212 Accordance with the Amended and Restated Water Supply Agreement between the City
213 and County of San Francisco and Wholesale Customers in Alameda County, San Mateo
214 County, and Santa Clara County.
215

216 Director Jordan seconded the motion.
217

218 **Roll Call Vote: Item 7.B. passed 4-1, 4-Ayes, 0-Noes, 1-Absent (Zucca)**
219

220 **C. Consider Preliminary Revenue Requirements for FY 2022/2023 Operations,**
221 **including Projected SFPUC Wholesale Water Rate Adjustment effective July 1,**
222 **2022, and Approve Scheduling of Proposition 218 Public Hearing on May 26,**
223 **2022, for Proposed Pass-Through Provision for MPWD Water Rate Increases**
224

225 General Manager Rudock presented a summary review of the preliminary revenue
226 requirements for FY 2022/2023 and projected wholesale water rate adjustment effective July
227 1, 2022. She also reviewed the schedule needed for a Proposition 218 process including a
228 Public Hearing on May 26, 2022, for a proposed pass-through of the wholesale water rate
229 increase. SFPUC has expressed this is necessary due to the expected reduction in
230 consumption.
231

232 Nicole Sandkulla added comments on the Wholesale Customer "balancing account" at the
233 SFPUC, which is provided for in the Water Supply Agreement. The balancing account will
234 be used to offset an even larger increase in rates due to lower-than-expected consumption
235 and the balancing account is expected to be depleted by the end of next fiscal year.
236 Board discussion followed.
237

238 Consensus was reached to schedule the Proposition 218 hearing for May 26, 2022.
239

240 **D. Consider Resolution 2022-08 Authorizing Task Order 22-22 with Pakpour**
241 **Consulting Group, Inc., for Construction Management Services in Support of**
242 **Capital Project 09-1621-CP known as the Hastings Drive Improvements (#15-40),**
243 **Vine Street Improvements (#15-88), and Belmont Canyon Road Improvements**
244 **(#15-29) totaling \$104,950, plus a 10% Contingency \$10,500, for a Total Budget of**
245 **\$115,450**
246

247 Operations Manager Ramirez provided a summary review of Resolution 2022-08 and
248 asked the Board to authorize the Task Order for Construction Management Services in
249 support of a Capital Project known as the Hastings Drive Improvements, and Vine St.
250 Improvements, and Belmont Canyon Road Improvements.
251

252 Vice President Vella moved to adopt Resolution 2022-08 Authorizing Task Order 22-22
253 with Pakpour Consulting Group, Inc., for Construction Management Services in Support of
254 Capital Project 09-1621-CP known as the Hasting Drive Improvements (#15-40), Vine
255 Street Improvements (#15-88), and Belmont Canyon Road Improvements (#15-29)
256 totaling \$104,950, plus a 10% contingency of \$10,500, for a total budget of \$115,450.
257

258 Director Schmidt seconded the motion.
259

260 **Roll Call Vote: Item 7.D. passed 4-1, 4-Ayes, 0-Noes, 1-Absent (Zucca)**
261

262 **E. Discuss Return to In-Person Board Meetings**

263 General Manager presented a brief review of returning to in-person meetings.
264

265 District Counsel provided an update of the statutory requirements during the consent
266 agenda review.
267

268 Staff is working on the electronic equipment for the Board room to manage hybrid
269 meetings and monitoring any changes in the declared State of Emergency.
270

271 Board discussion followed.
272

273 Vice President Vella added BAWSCA is holding virtual meetings next two months.
274

275 **F. Receive Reports on California and San Francisco Regional Water System 276 Drought Conditions, and MPWD's Water Conservation Update**

277 Operations Manager Ramirez presented a summary review of the California and San
278 Francisco Regional Water System drought conditions, and MPWD's Water Conservation
279 update.
280

281 Board discussion followed.
282

283 **G. Receive BAWSCA Update**

284 Vice President Vella provided an update to the BAWSCA Board meeting, which he
285 attended on March 17, 2022. Their virtual Board meetings will continue. A budget update
286 was received. BAWSCA is working on an agreement with Out Front Media and will
287 advertise on virtual billboards to provide drought messaging to customers.
288

289 General Manager Rudock added there was also a discussion of the Tier 2 Allocation Plan
290 and the MPWD has designated Operations Manager Ramirez as its representative. This is
291 an important item for future water supply.
292

293 **8. MANAGEMENT AND BOARD REPORTS**

294 **A. Management Reports**

295 **1. General Manager**

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302 General Manager Rudock provided a summary review of her Manager's Report.
303 The consulting firm, CPS, received twenty-five (25) General Manager applications for
304 through March 23, 2022. The proposed April 28th Ad Hoc Committee meeting will not
305 be more than sixty 90 minutes. CPS is now reviewing the applications. She reminded the
306 Board of the dates of the Special Meetings for the General Manager recruitment.
307

308 She added the Board Finance Committee will be busy this year. The Committee
309 recently supported Staff's recommendation to authorize a professional services contract
310 with Chavan and Associates, LLP, Certified Public Accountants, for accounting services
311 and appointment as District Treasurer. Managing Partner Sheldon Chavan, CPA, was
312 formerly recommended by the previous District Treasurer Jeff Ira, CPA.
313

314 She also provided an update on her recent meeting with the Belmont City
315 Manager. They discussed many items, including whether they felt the governing bodies
316 should meet to discuss important and mutual matters. They proposed the following:
317

- 318 1. The City of Belmont invites and wants to recognize the MPWD when it issues a
319 water awareness proclamation on April 12.
- 320 2. The MPWD should provide another drought report to the Belmont City Council in
321 July or August.
- 322 3. They also discussed turf replacement. General Manager Rudock learned the City
323 of Belmont has a Joint Use Agreement at Ralston Middle School. The city pays
324 for one-half of water and maintenance of the fields. They are actively discussing
325 replacement with artificial turf. The MPWD may be interested in partnering on a
326 coordinated project at the site.
327

328 She also reminded the Board that earlier this week she sent information on the
329 recent DWR Grant Application for a groundwater test well project. She advised
330 the MPWD's application was not selected however, the North Coast County
331 Water District received full funding of \$6.4M for its groundwater supply well
332 project.
333

334 **2. Administrative Services**

335

336 Administrative Services Manager (Temporary) Madrid provided a summary review of
337 her report. She updated the Board on the application of the grant funds for the
338 twenty-one (21) delinquent utility customers, including staff has provided all delinquent
339 account holders with the information regarding the additional upcoming grant funds which
340 will be available under certain conditions. Payment plans were offered to all account
341 holders who were provided grant funds.
342

343 General Manager Rudock added comments.
344

345 Board discussion followed. The Board asked for an update on the number of
346 payment plans in force at the time of the next Board meeting.
347

348 **3. Operations**

349

350 Operations Manager Ramirez provided a summary review of his report. He

351 provided preliminary information on a SFPUC Alternative Water Supply feasibility study
352 for potable water reuse from two nearby wastewater treatment facilities, and the
353 possibility of the MPWD securing a portion of drought proof supply. Staff plans to
354 provide additional information to the Board at the April Board meeting.
355

356 He also provided information on Operations' daily and project work. There is a lot of
357 development at the present time.
358

359 Board discussion followed.
360

361 President Wheeler asked about the status on the El Camino Real contract
362 resolution? Mr. Ramirez advised the MPWD is working with the District Engineer, General
363 Manager, the construction management firm, and the contractor to get the project
364 completed and contract issues resolved.
365

366 **4. District Engineer**

367
368 District Engineer Pakpour reviewed
369 the status of the two projects in progress.
370

371 Board discussion followed.
372

373 **B. Financial Reports**

374 **1. Month End February 28, 2022**

375 General Manager Rudock introduced Temporary Chief Financial Officer Al
376 LaBossiere. Mr. LaBossiere provided a summary review of the February month
377 end financials.
378

379 Ms. Rudock added that Mr. LaBossiere has been working on the
380 Capital Project budgets reconciliation for next month's Board meeting.
381

382 Mr. LaBossiere asked for any questions. Vice President Vella asked for an
383 explanation of the debt service coverage ratio.
384

385 Board discussion followed.
386

387
388 Mr. LaBossiere responded that the debt ratio is determined by dividing net operating
389 income by debt service, including principal and interest. A debt service coverage of
390 1.0 or above indicates that the MPWD is generating enough operating income to
391 cover its annual debt and interest payments.
392

393
394 General Manager Rudock reported that the MPWD's commitment in its debt
395 financing was a 1.3 coverage ratio.
396

397 General Manager Rudock stated that staff would provide a more detailed response
398 next month regarding how the debt ratio is calculated.
399

400 **C. Director Reports**

401
402 Vice President Vella: attended a meeting with Director Zucca and General Manager
403 Rudock regarding General Manager
404 issues, the Finance Committee meeting, the agenda review meeting, as well as this
405 Board Meeting.
406

407 President Wheeler: Attended this month's HIA meeting where there was a presentation
408 that was trying to create a consensus on a per square foot development fee in San
409 Carlos/Belmont area, which would cover improvements and utilities. The biggest concern
410 was flood control due to the Belmont Creek. He also attended the agenda review and
411 Finance Committee meeting.
412

413 **9. COMMUNICATIONS**

414
415 None.
416

417 **10. ADJOURNMENT**

418 The regular board meeting was at 9:27PM.
419
420
421

422 _____
423 DISTRICT SECRETARY

424 APPROVED:
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428 BOARD PRESIDENT
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430 NEXT REGULAR BOARD MEETING: THURSDAY, APRIL 28, 2022, AT 6:30PM

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

THURSDAY, APRIL 14, 2022 - 6:00 PM
BELMONT, CALIFORNIA

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Dial by Telephone U.S. (Toll Free): 1-888-788-0099
Meeting ID: 892 1392 0125**

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1. OPENING

A. Call to Order

The special teleconference meeting of the Mid-Peninsula Water District Board of Directors was called to order at 6:00PM.

B. Establishment of Quorum

PRESENT: Directors Wheeler, Vella, Zucca, Schmidt, Jordan

A quorum was present.

ALSO PRESENT: General Manager Tammy Rudock, District Counsel Julie Sherman

GUESTS: Consultant Andrew Brown with CPS HR Consulting

- 50 **2. PUBLIC COMMENT**
51 **None.**
52
53 **3. REGULAR BUSINESS AGENDA – NONE**
54
55 **4. CLOSED SESSION**

56 The Board convened to closed session at 6:02PM to discuss two items.

- 57
58
59 **A. Public Employee Appointment**
60 **General Manager Position**
61 **(Government Code Section 54957)**
62
63 **B. Conference with Labor Negotiator**
64 **(Government Code Section 54957.6)**
65

66
67 **5. RECONVENE TO OPEN SESSION**
68

69 The Board reconvened to open session at 8:02PM

70
71 District Counsel, Julie Sherman, reported that the Board took no reportable action.
72

73 **6. ADJOURNMENT**
74

75 The special board meeting was adjourned at 8:03PM
76
77

78
79 _____
80 DISTRICT SECRETARY

81 APPROVED:
82

83
84 _____
85 BOARD PRESIDENT

Accounts Payable

Checks by Date - Summary by Check Date

User: mistym
 Printed: 4/12/2022 11:52 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
37554	STANDINS	STANDARD INSURANCE COMPANY	03/02/2022	3,523.89
37555	AQUAMETF	AQUA-METRIC SALES, CO.	03/02/2022	5,531.10
37556	ATT60197	AT&T 60197	03/02/2022	909.96
37557	COMCAST	COMCAST	03/02/2022	307.65
37558	GOTSAFE	GOTSAFETY	03/02/2022	75.00
37559	KBADOCU	KBA DOCUMENT SOLUTIONS, LLC	03/02/2022	17.10
37560	OFFICEDE	OFFICE DEPOT, INC.	03/02/2022	48.31
37561	ROBTHALF	ROBERT HALF INTERNATIONAL	03/02/2022	1,622.72
37562	RUDOCK	TAMMY RUDOCK	03/02/2022	745.50
37563	STEPFORD	STEPFORD BUSINESS, INC.	03/02/2022	7,317.34
37564	TMOBILE	T-MOBILE	03/02/2022	31.40
37565	VALLEYOL	VALLEY OIL COMPANY	03/02/2022	482.59
102038	ACWA5661	ACWA JPIA	03/02/2022	41,552.94
102039	CSDA	CSDA	03/02/2022	660.00
102040	SFPUCWAT	SFPUC WATER QUALITY	03/02/2022	2,175.00
102041	WFBUSCAR	WELLS FARGO -GM	03/02/2022	3,911.43
102042	WFBUSRR	WELLS FARGO-OM	03/02/2022	1,291.64
Total for 3/2/2022:				70,203.57
37566	SMCEAC	San Mateo County EAC	03/03/2022	50.00
Total for 3/3/2022:				50.00
37567	ATT30348	AT&T	03/11/2022	25.00
37568	ATT60197	AT&T 60197	03/11/2022	43.77
37569	BPLANDSC	BAY POINTE LANDSCAPE	03/11/2022	1,425.00
37570	FOSTERC	CITY OF FOSTER CITY	03/11/2022	520.00
37571	COMCASTB	COMCAST BUSINESS	03/11/2022	1,094.02
37572	RANDB	CORE & MAIN	03/11/2022	6,529.78
37573	GLOBALSU	GLOBAL SUN LANDSCAPE	03/11/2022	87.00
37574	HASSETTH	HASSETT HARDWARE	03/11/2022	326.39
37575	HOMEDEPC	HOME DEPOT	03/11/2022	65.42
37576	INTERALL	INTERSTATE ALL BATTERY CENTER	03/11/2022	526.10
37577	KALABOLA	JEANETTE KALABOLAS	03/11/2022	147.10
37578	KBADOCU	KBA DOCUMENT SOLUTIONS, LLC	03/11/2022	19.06
37579	RNIEHAUS	ROBERT D. NIEHAUS, INC.	03/11/2022	3,335.00
37580	OFFICEDE	OFFICE DEPOT, INC.	03/11/2022	1,702.04
37581	PACOFFIC	PACIFIC OFFICE AUTOMATION	03/11/2022	73.41
37582	PG&E	PG&E CFM/PPC DEPT	03/11/2022	13,157.16
37583	PIRTEKSL	PIRTEK SAN LEANDRO	03/11/2022	414.50
37584	PURETECH	PURE TECHNOLOGIES U.S. INC.	03/11/2022	89,460.00
37585	RMORGAN	RAY MORGAN COMPANY	03/11/2022	2,113.39
37586	ROBTHALF	ROBERT HALF INTERNATIONAL	03/11/2022	5,056.75
37587	SHIELDSH	SHIELDS HARPER	03/11/2022	1,151.00
37588	PACWEST	SONITROL / PACIFIC WEST SECURITY	03/11/2022	1,956.00
37589	SPRIHOLD	SPRINGBROOK HOLDING COMPANY I	03/11/2022	4,008.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
37590	THOMPRED	THOMPSON REUTERS - WEST PMT CE	03/11/2022	135.15
37591	TOWNEFOR	TOWNE FORD SALES	03/11/2022	209.90
37592	VANGUARE	VANGUARD CLEANING SYSTEMS, INC	03/11/2022	435.00
102051	DAVIDSON	JOHN T. DAVIDSON OR DBA JRocket77	03/11/2022	5,144.33
102052	DFS	DOCUMENT FULFILLMENT SERVICES	03/11/2022	2,578.33
102053	GRANICUS	GRANICUS	03/11/2022	4,950.00
102054	LIFTOFFD	LIFTOFF DIGITAL	03/11/2022	187.50
102055	OPERTECH	OPERATIONAL TECHNICAL SERVICES	03/11/2022	10,093.14
102056	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	03/11/2022	34,938.89
Total for 3/11/2022:				191,908.13
37593	AQUAMETF	AQUA-METRIC SALES, CO.	03/16/2022	350.00
37594	ATT60197	AT&T 60197	03/16/2022	87.46
37595	BAWSCA	BAY AREA WATER SUPPLY & CONSER	03/16/2022	4,130.36
37596	CINTS	CINTAS CORPORATION	03/16/2022	500.10
37597	HASSETTH	HASSETT HARDWARE	03/16/2022	10.98
37598	HOMEDPC	HOME DEPOT	03/16/2022	9.66
37599	METROMOI	METRO MOBILE COMMUNICATIONS	03/16/2022	606.51
37600	OFFICEDE	OFFICE DEPOT, INC.	03/16/2022	537.29
37601	ROBTHALF	ROBERT HALF INTERNATIONAL	03/16/2022	5,135.05
37602	XINWANG1	XIN WANG	03/16/2022	2,402.01
Total for 3/16/2022:				13,769.42
37603	4LEAFINC	4 LEAF, INC.	03/23/2022	19,477.50
37604	ATT60197	AT&T 60197	03/23/2022	45.86
37605	CARQUEST	CARQUEST AUTO PARTS	03/23/2022	61.41
37606	COMCAST	COMCAST	03/23/2022	649.01
37607	GRANITE	GRANITE ROCK, INC.	03/23/2022	314.04
37608	HASSETTH	HASSETT HARDWARE	03/23/2022	79.03
37609	HOMEDPC	HOME DEPOT	03/23/2022	537.68
37610	LABOSSIE	J. ALLEYNE LABOSSIERE, CPA	03/23/2022	1,094.98
37611	NORTHSAF	NORTHERN SAFETY CO. INC.	03/23/2022	148.24
37612	NOSAJDIS	NOSAJ DISPOSABLES, INC.	03/23/2022	337.72
37613	OFFICEDE	OFFICE DEPOT, INC.	03/23/2022	205.23
37614	PACOFFIC	PACIFIC OFFICE AUTOMATION	03/23/2022	247.49
37615	PG&E	PG&E CFM/PPC DEPT	03/23/2022	9,396.92
37616	PIT71896	PITNEY BOWES 371896	03/23/2022	327.20
37617	PRECISE	PRECISE, INC.	03/23/2022	729.50
37618	RMORGAN	RAY MORGAN COMPANY	03/23/2022	280.07
37619	RECOLOGY	RECOLOGY SAN MATEO	03/23/2022	771.28
37620	STATEPLU	STATE PLUMBING AND HEATING SUP	03/23/2022	43.48
37621	STEPFORD	STEPFORD BUSINESS, INC.	03/23/2022	2,666.25
37622	STEVCRKQ	STEVENS CREEK QUARRY, INC.	03/23/2022	146.83
37623	VALLEYOL	VALLEY OIL COMPANY	03/23/2022	6,130.79
102057	AIRGAS	AIRGAS, LLC	03/23/2022	183.94
102058	DFS	DOCUMENT FULFILLMENT SERVICES	03/23/2022	158.12
102059	SCOTSMAN	WILLIAMS SCOTSMAN, INC.	03/23/2022	5,372.54
102060	SFPUCWAT	SFPUC WATER QUALITY	03/23/2022	5,485.00
102061	XIOINC	XIO, INC.	03/23/2022	666.00
102139	healtheq	Health Equity	03/23/2022	285.00
102140	calpers	CALPERS	03/23/2022	411.14
102141	calpers	CALPERS	03/23/2022	3,268.21
102142	icmacont	ICMA contributions	03/23/2022	3,663.24
Total for 3/23/2022:				63,183.70

Check No	Vendor No	Vendor Name	Check Date	Check Amount
102143	calpers	CALPERS	03/28/2022	6,649.31
102144	calpers	CALPERS	03/28/2022	1,251.49
102145	healtheq	Health Equity	03/28/2022	330.00
102146	icmacont	ICMA contributions	03/28/2022	1,020.00
Total for 3/28/2022:				9,250.80
37624	UB*00670	WILLIAM AMALU	03/30/2022	232.42
37625	UB*00648	AMERICAN CONSTRUCTION SUPPLY	03/30/2022	2,358.18
37626	AMERPWA	APWA MEMBERSHIP	03/30/2022	740.00
37627	ATT60197	AT&T 60197	03/30/2022	909.63
37628	BAIRDTRK	BAIRD TRUCKING INC.	03/30/2022	3,640.00
37629	BAYARPAV	BAY AREA PAVING CO. INC.	03/30/2022	18,611.00
37630	BFIOFCAL	BFI of CALIFORNIA INC. - OX MTN. LA	03/30/2022	1,561.31
37631	UB*00678	JOHN BRANDT	03/30/2022	155.46
37632	UB*00654	MARY BRASHER	03/30/2022	17.07
37633	UB*00682	CALABASAS CREEK RESERACH	03/30/2022	7.27
37634	UB*00666	MATTHEW CANTELE	03/30/2022	19.20
37635	SMCHMBEF	CHAMBER SAN MATEO COUNTY	03/30/2022	173.00
37636	UB*00683	EMMA CIARDELLI	03/30/2022	12.87
37637	CINTS	CINTAS CORPORATION	03/30/2022	505.69
37638	UB*00675	CLYDE ORANGE	03/30/2022	21.60
37639	COMCASTB	COMCAST BUSINESS	03/30/2022	1,842.48
37640	UB*00653	CONMAR PROPERTIES	03/30/2022	82.12
37641	RANDB	CORE & MAIN	03/30/2022	8,343.83
37642	UB*00661	YUNTING DAI	03/30/2022	20.26
37643	UB*00655	DUMAS & COMPANY	03/30/2022	54.39
37644	UB*00679	EQUITYTRACK	03/30/2022	95.27
37645	UB*00656	ANDREA GALLAGHER	03/30/2022	113.06
37646	GLOBALSU	GLOBAL SUN LANDSCAPE	03/30/2022	130.50
37647	GRANITE	GRANITE ROCK, INC.	03/30/2022	838.70
37648	HOMEDEPC	HOME DEPOT	03/30/2022	892.31
37649	INTRBATT	INTERSTATE BATTERY SYSTEM, INC.	03/30/2022	510.77
37650	UB*00650	CHRISTOPHER LUNDE	03/30/2022	5.14
37651	UB*00674	BARBARA MASSEY	03/30/2022	178.66
37652	UB*00671	SIRISH MASUR-MOHAN	03/30/2022	113.06
37653	UB*00662	O'GRADY PAVING	03/30/2022	1,424.92
37654	UB*00657	WILLIAM ORTLIEB	03/30/2022	406.56
37655	UB*00672	JANE PAO	03/30/2022	13.34
37656	UB*00676	MARY C. PAPPAS	03/30/2022	12.36
37657	UB*00667	CHARLENE PHAN	03/30/2022	19.47
37658	UB*00660	LEONOR PIOMBI	03/30/2022	28.00
37659	PROFORMA	PROFORMA GRAPHICS, INC.	03/30/2022	3,845.63
37660	UB*00669	ZHENGHAO QIAN	03/30/2022	7.01
37661	ROBTHALF	ROBERT HALF INTERNATIONAL	03/30/2022	10,194.03
37662	UB*00668	LAURA RODEN	03/30/2022	2,120.57
37663	SMDAILYJ	SAN MATEO DAILY JOURNAL	03/30/2022	1,916.00
37664	UB*00665	JOHN SANCHEZ	03/30/2022	103.01
37665	STEVCRKQ	STEVENS CREEK QUARRY, INC.	03/30/2022	277.70
37666	UB*00663	WILLIAM STEWART	03/30/2022	11.20
37667	UB*00658	PATRICIA SUH	03/30/2022	23.13
37668	UB*00664	ANDRE TAUBE	03/30/2022	17.07
37669	UB*00673	NATALIA TEHAI	03/30/2022	18.21
37670	TELSINST	TELESTAR INSTRUMENTS	03/30/2022	1,270.00
37671	UB*00659	DEBORAH TOKUMOTO	03/30/2022	57.10
37672	UNDSVSAL	UNDERGROUND SERVICE ALERT	03/30/2022	522.32

Check No	Vendor No	Vendor Name	Check Date	Check Amount
37673	UB*00649	JENNY WANG	03/30/2022	10.74
37674	UB*00681	BINGCHUAN WEI	03/30/2022	19.40
37675	UB*00652	JENNIFER WEST	03/30/2022	10.00
37676	UB*00651	LEI KWAN YIU	03/30/2022	14.66
37677	UB*00677	WATARU YOSHIMURA	03/30/2022	12.87
37678	UB*00680	JIAN ZHENG	03/30/2022	16.60
102160	ACWA5661	ACWA JPIA	03/30/2022	8,258.02
102161	MOMADRIE	MONIQUE MADRID	03/30/2022	1,560.23
102162	OPERTECH	OPERATIONAL TECHNICAL SERVICES	03/30/2022	13,907.43
102163	SFWATER	SAN FRANCISCO WATER DEPT	03/30/2022	396,562.50
102164	WFBUSCAR	WELLS FARGO -GM	03/30/2022	6,136.66
102165	WFBUSRR	WELLS FARGO-OM	03/30/2022	1,040.16
Total for 3/30/2022:				492,022.15
102147	adppayrl	adp	03/31/2022	14,231.06
102148	adppayrl	adp	03/31/2022	32,073.80
102166	DAVIDSON	JOHN T. DAVIDSON OR DBA JRocket77	03/31/2022	7,684.78
Total for 3/31/2022:				53,989.64
Report Total (158 checks):				894,377.41



AGENDA ITEM NO. 5.C.

DATE: April 28, 2022
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: REAFFIRM RESOLUTION 2021-26 MAKING FINDINGS PURSUANT TO ASSEMBLY BILL 361 THAT THE PROCLAIMED COVID-19 STATE OF EMERGENCY CONTINUES TO IMPACT THE ABILITY OF THE MPWD BOARD OF DIRECTORS AND ITS COMMITTEES TO MEET SAFELY IN PERSON

RECOMMENDATION: Reaffirm Resolution 2021-26.

FISCAL IMPACT: None.

BACKGROUND:

On March 4, 2020, Governor Newsom declared a State of Emergency to exist in California because of the threat of COVID-19, and on March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act relating to teleconferencing to allow legislative bodies to conduct meetings remotely to protect against the spread of COVID-19 and to protect the health and safety of the public.

On June 11, 2021, the Governor issued Executive Order N-08-21, which specified that Executive Order N-29-20 remained in effect through September 30, 2021, which was later extended to December 31, 2021, and extended again through March 31, 2022.

DISCUSSION:

On September 16, 2021, Governor Newsom signed Assembly Bill 361 (AB 361) into law to allow legislative bodies to continue to meet remotely after September 30, 2021, during a proclaimed State of Emergency.

On October 28, 2021, the Board adopted Resolution 2021-26. Per AB 361, the Board will need to consider and reaffirm, by motion, the findings of this resolution every thirty (30) days.

By reaffirming Resolution 2021-26, the Board has considered the circumstances of the proclaimed State of Emergency, including continued state and local recommended measures promoting social distancing, and finds that it continues to directly impact the ability of the Board members to meet safely in person.

Attachment: Resolution 2021-26

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

RESOLUTION NO. 2021-26

**MAKING FINDINGS PURSUANT TO ASSEMBLY BILL 361
THAT THE PROCLAIMED COVID-19 STATE OF EMERGENCY CONTINUES
TO IMPACT THE ABILITY OF THE MPWD BOARD OF DIRECTORS
AND ITS COMMITTEES TO MEET SAFELY IN PERSON**

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, on March 4, 2020, Governor Newsom declared a State of Emergency to exist in California because of the threat of COVID-19; and

WHEREAS, on March 17, 2020, the Governor issued Executive order N-29-20 suspending certain provisions of the Ralph M. Brown Act related to teleconferencing to allow legislative bodies to conduct meetings remotely to protect against the spread of COVID-19, and to protect the health and safety of the public; and

WHEREAS, on June 11, 2021, the Governor issued Executive Order N-08-21, which specified that Executive Order N-29-20 remained in effect through September 30, 2021, and then expires; and

WHEREAS, on September 16, 2021, the Governor signed Assembly Bill 361 (AB 361) into law as urgency legislation that went into effect immediately, that amended Government Code Section 54953 to allow legislative bodies to continue to meet remotely during a proclaimed State of Emergency, provided certain conditions were met and certain findings were made; and

WHEREAS, on September 20, 2021, the Governor issued Executive Order N-15-21 that generally suspended the AB 361 amendments to Government Code Section 54953 until October 1, 2021, and therefore clarifying that Executive Order N-29-20 controlled through September 30, 2021; and

WHEREAS, the Governor's proclaimed State of Emergency remains in effect, and state and local officials, including the San Mateo County Health Officer, the California Department of Public Health, and the Department of Industrial Relations, have imposed or recommended measures to promote social distancing; and

WHEREAS, to help protect against the spread of COVID-19 and its variants, and to protect the health and safety of the public, the Board of Directors desires to take the actions necessary to comply with AB 361 and to continue to hold its Board and committee meetings remotely.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mid-Peninsula Water District has considered the circumstances of the proclaimed COVID-19 State of Emergency and finds that it continues to directly impact the ability of the Board members to meet safely in person, and state or local officials continue to impose or recommend measure to promote social distancing.

BE IT FURTHER RESOLVED that the Mid-Peninsula Water District will comply with the requirements of Government Code Section 54953(e)(2) when holding Board and committee meetings pursuant to this resolution.

BE IT FURTHER RESOLVED that the Board of Directors of the Mid-Peninsula Water District will consider findings in this resolution every thirty (30) days and may, by motion, reaffirm these findings.


PASSED AND ADOPTED this 28th day of October 2021 by the following vote:

AYES: Directors Vella, Zucca, Mostasisa, Wheeler, Schmidt


NOES: 0

ABSTENTIONS: 0

ABSENCES: 0


Board President

ATTEST:


Board Secretary



AGENDA ITEM NO. 7.A.

DATE: April 28, 2022
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: CONSIDER RESOLUTION 2022-09 APPOINTING SHELDON CHAVAN, CPA, AS DISTRICT TREASURER, AND AUTHORIZING A CONTRACT WITH CHAVAN AND ASSOCIATES, LLP, FOR DISTRICT TREASURER AND ACCOUNTING SERVICES

RECOMMENDATION

Approve Resolution 2022-09.

FISCAL IMPACT

Total services estimate for contract: \$64,500

Services Breakdown:

District Treasurer Services:	\$15,900
Accounting Services:	\$30,600
High Priority Accounting Services:	<u>\$18,000</u>
TOTAL	\$64,500

During the scope development meeting between staff and Sheldon Chavan, several tasks were identified that would be immediate high priority accounting services to be addressed. The current CFO Al LaBossiere, CPA, and staff have been working on these items but there will be carry over for the new accounting firm to address. The identified tasks are listed on the first page of Chavan's proposal.

The goal is ultimately (target date by October 1, 2022) there should no longer be a need for the temporary part-time CFO management position within the MPWD organization. Chavan and Associates, LLP, would collaborate with staff and take-over those tasks, including annual and mid-year Operating and Capital budgets, monthly financial updates, and monthly reporting to management and the Board.

It is anticipated that the estimated \$18,000 for the High Priority Accounting Services would be "one-time" for the contract start-up. Going forward, approximately \$46,000 would be the combined annual costs for the accounting, reporting, and District Treasurer services.

The MPWD expended approximately \$28,000/year with C.G. Uhlenberg LLP CPAs on monthly accounting review and District Treasurer services. Please note extra services are expected from Chavan and Associates LLP (e.g., budgets, extended reporting, and deliverables).

BACKGROUND

Long-time MPWD District Treasurer, Jeff Ira, CPA retired in April 2020. He served the MPWD since 2000. Jeff Ira recommended CPA candidate, Sheldon Chavan.

Month-end professional accounting services for the MPWD continued between staff and C.G. Uhlenberg LLP per the contract, but ended effective January 15, 2022, because they no longer provided support to governmental agencies.

The District Treasurer and professional accounting services have historically been provided by contract at the MPWD, and all other public official positions at the MPWD are by contract—General Manager, District Engineer, and District Counsel.

DISCUSSION

During its regular meetings on May 28, 2020, June 25, 2020, and July 23, 2020, and October 28, 2021, the Board discussed the District Treasurer vacancy and professional accounting services.

On October 28, 2021, direction was provided by the Board to include the optional District Treasurer services within the RFP (at the Board’s option) and post it by November 5, 2021. Staff further forwarded the RFP to several certified public accounting firms listed below:

- Recommended by Jeff Ira: Chavan and Associates, LLP
- Recommended by David Becker: Platinum Consulting Group
- Kranz & Associates
- Robert Half, Inc.

The MPWD received three (3) submittals in response to its RFP deadline of December 19, 2021, for professional accounting services and optional District Treasure services:

1. Eide Bailly LLP - \$36,000/year
2. Chavan & Associates LLP - \$43,200/year
3. Protiviti Government Services, Inc., through its staffing division Robert Half Government - \$215 hour onsite or \$200/remote work.

On January 18, 2022, printed copies were transmitted to Board members, management staff, and District Counsel for review.

Staff met with the Board Finance Committee three (3) times on February 25, 2022, March 16, 2022, and April 13, 2022, regarding the service levels and a recommendation for the Board. On April 13th, the committee requested that staff meet with Chavan and Associates, LLP, and develop a scope of work and present a contract for the Board’s consideration.

Attached is the MPWD’s template professional services agreement with scope of services attachment and Resolution 2022-09.

Attachments: Resolution 2022-09
Contract for Professional Services between the MPWD and Chavan and Associates, LLP, including Exhibit A – Scope of Accounting Services and District Treasurer Services

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

UNANIMOUS_____ WHEELER_____ VELLA_____ ZUCCA_____ JORDAN_____ SCHMIDT_____

RESOLUTION 2022-09

**APPOINTING SHELDON CHAVAN, CPA, AS DISTRICT TREASURER, AND
APPROVING A CONTRACT WITH CHAVAN AND ASSOCIATES, LLP
FOR DISTRICT TREASURER AND ACCOUNTING SERVICES**

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, the Mid-Peninsula Water District (“District”) desires to obtain professional certified public accounting services and District Treasurer services, and issued a Request for Proposals (RFP) dated October 28, 2021; and

WHEREAS, the District received three (3) submittals from Certified Public Accounting firms; and

WHEREAS, Sheldon Chavan, CPA and Managing Partner of Chavan and Associates, LLP submitted a response dated December 17, 2021, to the District’s RFP and desires to furnish such services per its Proposal dated April 12, 2022, which is attached as Exhibit A; and

WHEREAS, the Board of Directors desires to enter into a contract with Chavan and Associates, LLP, to provide professional accounting services, and for the appointment of Managing Partner Sheldon Chavan, CPA as District Treasurer, to provide professional accounting oversight of the District’s financial reporting, effective May 1, 2022; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mid-Peninsula Water District hereby appoints Sheldon Chavan, CPA, as District Treasurer, serving at the will of the Board Directors, effective May 1, 2022.

BE IT FURTHER RESOLVED that the Board of Directors of the Mid-Peninsula Water District approves a Contract for Professional Services with Chavan and Associates, LLP for District Treasurer and accounting services, effective May 1, 2022.

REGULARLY PASSED AND ADOPTED this 28th day of April 2022 by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

Board President

ATTEST:

Board Secretary

CONTRACT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made as of the 28th day of April 2022 by and between the MID-PENINSULA WATER DISTRICT ("DISTRICT") and CHAVAN AND ASSOCIATES, LLP ("CONSULTANT").

WHEREAS, the DISTRICT desires to obtain professional certified public accounting services and District Treasurer services at the option of the Board of Directors, and issued a Request for Proposals (RFP) dated October 28, 2021; and

WHEREAS, the CONSULTANT desires to furnish such services per its submittal dated December 17, 2021, in response to the District's RFP, and

WHEREAS, the CONSULTANT submitted its Proposal dated April 12, 2022, for the professional accounting services and District Treasurer services, a copy of which is attached and incorporated as Exhibit A.

NOW, THEREFORE, the parties agree as follows:

1. RENDITION OF SERVICES. The CONSULTANT agrees to provide professional services to the DISTRICT in accordance with the terms and conditions of this Agreement ("Services"). In the performance of its Services, CONSULTANT represents that it has and will exercise that degree of professional care, skill, efficiency and judgment ordinarily employed by consultants providing similar services. CONSULTANT further represents and warrants that it holds currently in effect all licenses, registrations, and certifications in good standing that may be required under applicable law or regulations to perform these services and agrees to retain such licenses, registrations, and certifications in active status throughout the duration of this engagement.
2. SCOPE OF SERVICES. The scope of the CONSULTANT's Services shall consist of the services set forth in Exhibit A.
3. TERM. This Agreement will commence effective May 1, 2022, and shall continue until otherwise determined by the DISTRICT. It is understood that the term of the Agreement is subject to the DISTRICT's right to terminate the Agreement in accordance with Section 13 of this Agreement.

Sheldon Chavan's service as District Treasurer shall be at the will of the Board of Directors.

4. COMPENSATION.

The CONSULTANT agrees to perform all the services included in Section 2 in accordance with Exhibit A. The total all-inclusive fees shall include all labor, materials, taxes, profit, overhead, insurance, subcontractor/subconsultant costs and all other costs and expenses incurred by the CONSULTANT.

5. MANNER OF PAYMENT. CONSULTANT shall submit monthly invoices to the DISTRICT. DISTRICT shall render payment within thirty (30) days of receipt of approved invoices.

All invoices should be sent to: Mid-Peninsula Water District
3 Dairy Lane
Post Office Box 129
Belmont, CA 94002
Attention: General Manager

6. CONSULTANT'S KEY PERSONNEL. It is understood and agreed by the parties that at all times during the term of this Agreement that Managing Partner Sheldon Chavan, CPA, shall serve as the primary staff person of CONSULTANT to undertake, render and oversee all of the services under this Agreement.
7. DISTRICT REPRESENTATIVE. Except when approval or other action is required to be given or taken by the Board of Directors of the DISTRICT, the General Manager of the DISTRICT, or such person or persons as he shall designate in writing from time to time, shall represent and act for the DISTRICT.
8. CONSULTANT'S STATUS. Neither the CONSULTANT nor any party contracting with the CONSULTANT shall be deemed to be an agent or employee of the DISTRICT. The CONSULTANT is and shall be an independent contractor, and the legal relationship of any person performing services for the CONSULTANT's shall be one solely between said parties.
9. OWNERSHIP OF WORK. All reports, designs, drawings, plans, specifications, schedules, and other materials prepared, or in the process of being prepared, for the Services to be performed by CONSULTANT shall be and are the property of the DISTRICT. The DISTRICT shall be entitled to access to and copies of these materials during the progress of the work. Any property of the DISTRICT in the hands of the CONSULTANT or in the hands of any subcontractor upon completion or termination of the work shall be immediately delivered to the DISTRICT. If any property of the DISTRICT is lost, damaged or destroyed before final delivery to the DISTRICT, the CONSULTANT shall replace it at its own expense and the CONSULTANT hereby assumes all risks of loss, damage or destruction of or to such materials. The CONSULTANT may retain a copy of all material produced under this agreement for its use in its general business activities.
10. CHANGES. The DISTRICT may, at any time, by written order, make changes within the scope of work and Services described in this Agreement. If such changes cause an increase in the budgeted cost of or the time required for performance of the agreed upon work, an equitable adjustment as mutually agreed shall be made in the limit on compensation as set forth in Section 4 or in the time of required performance as set forth in Section 3, or both. In the event that CONSULTANT encounters any unanticipated conditions or contingencies that may affect the scope of work or Services and result in an adjustment in the amount of compensation specified herein, CONSULTANT shall so advise the DISTRICT immediately upon notice of such condition or contingency. The written notice shall explain the circumstances giving rise to the unforeseen condition or contingency and shall set forth the proposed adjustment in compensation. Such notice shall be given the DISTRICT prior to the time that CONSULTANT performs work or services related to the proposed adjustment in compensation. Any and all pertinent changes shall be expressed in a written supplement to this Agreement prior to implementation of such changes.

11. RESPONSIBILITY; INDEMNIFICATION. CONSULTANT shall indemnify, keep and save harmless the DISTRICT, and the DISTRICT members, officers, agents and employees against any and all suits, claims or actions arising out of any injury to persons or property that may occur, or that may be alleged to have occurred, arising from the performance of this Agreement by the CONSULTANT caused by an act or omission of the CONSULTANT or its employees, subcontractors or agents. CONSULTANT further agrees to defend any and all such actions, suits or claims and pay all charges of attorneys and all other incurred costs and expenses. If any judgment be rendered against the DISTRICT or any of the other individuals enumerated above in any such action, CONSULTANT shall, at its expense, satisfy and discharge the same. This indemnification shall survive termination of this Agreement.

12. INSURANCE.

A. Workers' Compensation. If CONSULTANT employs any person to perform work in connection with this Agreement, CONSULTANT shall procure and maintain at all times during the performance of such work, Workers' Compensation Insurance in conformance with the laws of the State of California and Federal laws when applicable. Employers' Liability Insurance shall not be less than One Million Dollars (\$1,000,000) per accident or disease. Prior to commencement of work under this Agreement by any such employee, CONSULTANT shall deliver to the DISTRICT a Certificate of Insurance which shall stipulate that thirty (30) days advance written notice of cancellation, non-renewal or reduction in limits shall be given to the DISTRICT. Such insurance shall also contain a waiver of subrogation in favor of the Mid Peninsula Water District and its Directors, officers, agents and employees while acting in such capacity, and their successors and assignees, as they now, or as they may hereafter be constituted, singly, jointly or severally.

B. Commercial General and Automobile Liability Insurance. CONSULTANT shall also procure and maintain at all times during the performance of this Agreement Commercial General Liability Insurance covering CONSULTANT and the DISTRICT for liability arising out of the operations and activities of CONSULTANT and any subcontractors. CONSULTANT shall also procure and maintain during the entire term of this Agreement Automobile Liability Insurance which shall include coverage for all vehicles, licensed or unlicensed, on or off the DISTRICT's premises, used by or on behalf of CONSULTANT in the performance of work under this Agreement. The policies shall be subject to a limit for each occurrence of One Million Dollars (\$1,000,000) naming as an additional insured, in connection with CONSULTANT's activities, the DISTRICT, and its Directors, officers, employees and agents. The Insurer(s) shall agree that its policy(ies) is Primary Insurance and that it shall be liable for the full amount of any loss up to and including the total limit of liability without right of contribution from any other insurance covering the DISTRICT.

Inclusion of the DISTRICT as an additional insured shall not in any way affect its rights as respects to any claim, demand, suit or judgment made, brought or recovered against CONSULTANT. The policy shall protect CONSULTANT and the DISTRICT in the same manner as though a separate policy had been issued to each, but nothing in said policy shall operate to increase the Insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the Insurer would have been liable if only one interest had been named as an insured. Such insurance shall also contain a waiver of subrogation in favor of the Mid Peninsula Water District and its Directors, officers, agents and employees while acting in such capacity, and their successors and assignees, as they now, or as they may hereafter be constituted, singly, jointly or severally

Prior to commencement of work hereunder, CONSULTANT shall deliver to the DISTRICT a Certificate of Insurance which shall indicate compliance with the insurance requirements of this paragraph and shall stipulate that thirty (30) days' advance written notice of cancellation, non-renewal or reduction in limits shall be given to the DISTRICT.

C. Professional Liability Insurance. CONSULTANT shall also maintain Professional Liability Insurance covering CONSULTANT's performance under this Agreement with a limit of liability of One Million Dollars (\$1,000,000) for any one claim. This insurance shall be applicable to claims arising out of or related to the performance of this Agreement. Prior to commencing work under this Agreement, CONSULTANT shall furnish to the DISTRICT a Certificate of Insurance, or certified copy of the Insurance policy if requested, indicating compliance with requirements of this paragraph. Such certificate or policy shall further stipulate that 30 days' advance written notice of cancellation, non-renewal or reduction in limits shall be given to the DISTRICT.

D. Deductibles and Retentions. CONSULTANT shall be responsible for payment of any deductible or retention on CONSULTANT's policies without right of contribution from the DISTRICT. Deductible and retention provisions shall not contain any restrictions as to how or by whom the deductible or retention is paid. Any deductible or retention provision limiting payment to the Named Insured is unacceptable.

In the event that the policy of the CONSULTANT or any subcontractor contains a deductible or self-insured retention, and in the event that the DISTRICT seeks coverage under such policy as an additional insured, CONSULTANT shall satisfy such deductible or self-insured retention to the extent of loss covered by such policy for a lawsuit arising from or connected with any alleged act or omission of CONSULTANT, subcontractor, or any of their officers, directors, employees, agents, or suppliers, even if CONSULTANT or subcontractor is not a named defendant in the lawsuit.

13. TERMINATION. The DISTRICT shall have the right to terminate this Agreement at any time by giving written notice to the CONSULTANT. In the event of termination for any reason other than the fault of the CONSULTANT, the CONSULTANT shall be compensated in accordance with the provisions of Sections 4 and 5 for the services performed and expenses incurred to the date of such termination, plus any reasonable costs and expenses which are reasonably and necessarily incurred by CONSULTANT to effect such termination. For termination for default, the DISTRICT shall remit final payment to CONSULTANT in an amount to cover only those services performed and expenses incurred in accordance with the terms and conditions of this Agreement up to the effective date of termination.

14. NOTICES. All communications relating to the day-to-day activities of the project shall be exchanged between the DISTRICT's General Manager and the CONSULTANT's Managing Partner.

All other notices and communications deemed by either party to be necessary or desirable to be given to the other party shall be in writing and may be given by personal delivery to a representative of the parties or by mailing the same postage prepaid, addressed as follows:

If to the DISTRICT:	Mid-Peninsula Water District 3 Dairy Lane Belmont, California 94002 ATTENTION: General Manager
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If to the CONSULTANT: Chavan and Associates, LLP
15105 Concord Circle, Suite 130
Morgan Hill, CA 95037
ATTENTION: Managing Partner

The address to which mailings may be made may be changed from time to time by notice mailed as described above. Any notice given by mail shall be deemed given on the day after that on which it is deposited in the United States Mail as provided above.

15. EQUAL EMPLOYMENT OPPORTUNITY. In connection with the performance of this Agreement the CONSULTANT shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, gender identity, disability or national origin. The CONSULTANT shall take affirmative actions to ensure that applicants are employed, and that employees are treated during their employment, without regard to their race, religion, color, sex, disability or national origin. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. CONSULTANT further agrees to include a similar provision in all subcontracts, except subcontracts for standard commercial supplies or raw materials.

16. MISCELLANEOUS

A. Records. During the term of this Agreement, CONSULTANT shall permit representatives of the DISTRICT to have access to, examine and make copies, at the DISTRICT's expense, of its books, records and documents relating to this Agreement at all reasonable times.

B. District Warranties. The DISTRICT makes no warranties, representations or agreements, either express or implied, beyond such as are explicitly stated in this Agreement.

C. Release of Information. CONSULTANT shall not release any reports, information or promotional materials prepared in connection with this Agreement without the approval of the DISTRICT's General Manager.

D. Use of Subcontractors. CONSULTANT shall not subcontract any Services to be performed by it under this Agreement without the prior written approval of the DISTRICT, except for service firms engaged in drawing, reproduction, typing and printing. CONSULTANT shall be solely responsible for reimbursing any subcontractors and the DISTRICT shall have no obligation to them.

E. No Assignment. CONSULTANT shall not assign any of the rights nor transfer any of its obligations under the Agreement without the prior written consent of the District.

F. Attorney's Fees. If any legal proceeding should be instituted by either of the parties to enforce the terms of this Agreement or to determine the rights of the parties under this Agreement, the prevailing party in said proceeding shall recover, in addition to all court costs, reasonable legal fees.

G. Applicable Law. This Agreement, its interpretation and all work performed thereunder, shall be governed by the laws of the State of California.

H. Binding on Successors. All of the terms, provisions and conditions of this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors, assigns and legal representatives.

I. Waiver. Any waiver of any breach or covenant of this Agreement must be in a writing executed by a duly authorized representative of the party waiving the breach. A waiver by any of the parties of a breach or covenant of this Agreement shall not be construed to be a waiver of any succeeding breach or any other covenant unless specifically and explicitly stated in such waiver.

J. Entire Agreement; Modification. This Agreement, including any attachments, constitutes the entire Agreement between the parties with respect to the subject matter hereof, and supersedes any prior understanding or agreement, oral or written, with respect to such subject matter. It may not be amended or modified, except by a written amendment executed by authorized representatives by both parties. In no event will the Agreement be amended or modified by oral understandings reached by the parties or by the conduct of the parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by their duly authorized officers as of the day and year first above written.

MID-PENINSULA WATER DISTRICT

CHAVAN AND ASSOCIATES, LLP*

By: _____
Tammy A. Rudock

By: _____
Sheldon Chavan, CPA

Title: General Manager

Title: Managing Partner

By: _____

Title: _____

* If the CONSULTANT is a Corporation, two officers of the corporations consisting of one from each of the following categories must sign the agreement: 1) the President, Vice President or Board Chair and 2) the Secretary, Assistant Secretary, Chief Financial Officer or Assistant Treasurer. If only one officer signs or an individual not specified above, the CONSULTANT will submit satisfactory evidence that the individual is authorized to sign for and bind the corporation.



Chavan and Associates, llp
 Certified Public Accountants

April 12, 2022

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

We are pleased to confirm our understanding of terms and objectives of our engagement with Mid-Peninsula Water District (the “District”) as well as the nature and limitations of the services we will provide. We will apply our accounting and financial reporting expertise to provide the District professional accounting services and Treasurer services, at the District’s sole discretion. At the District’s request, we will perform the following nonattest services either at the District’s office or remotely (as needed):

1. High Priority Services
 - a. Catch-up bank reconciliations.
 - b. Update internal control processes over bank reconciliations.
 - c. Operating and capital budget development.
 - d. Identify and create standardized management reports.
 - e. Identify and create standardized board reports.
 - f. Review and update internal controls.
 - g. Review and update chart of accounts.
 - h. Establish reporting procedures and prepare quarterly investment reports.

2. General Routine Services
 - a. Review the general ledger and subledger reports, including Excel workbooks and water billing reports.
 - b. Review closing entries and analyze data to determine if any closing entries are missing.
 - c. Review routine automated and recurring journal entries, including sales journal, general journals for depreciation, insurance, retirement expense, notes payable, miscellaneous bank activities, and investment income/expense, payroll journal, and fund balance adjustments.
 - d. Review and analyze the monthly billing, payroll, accounts payable and cash management activity each month.
 - e. Review bank reconciliations and supporting bank statements.
 - f. Review and BNY 2016 COP bank statements and reports.
 - g. Review and analyze capital expenditures, property, plant and equipment reports, including capitalized assets and related depreciation.
 - h. Review and analyze the District’s budget(s) and compare it(them) to the general ledger.
 - i. Identify and investigate any unusual account activities and resolve with staff.
 - j. Our services will include meetings with management and staff, as needed, to go over the services provided by our firm and provide general consultation.
 - k. We will review and provide recommended changes to the annual closing entries each year prior to the audit.
 - l. Work with MPWD’s financial auditor regarding accounting inquiries, as needed.



- m. Review and evaluate accounting personnel duties and recommend changes to ensure proper cross training of accounting staff to allow for future succession planning.
- n. Evaluate the MPWD’s use of the financial management system—currently Springbrook accounting software—to ensure full utilization of the system capabilities to eliminate duplication of effort in the MPWD’s use of independent spreadsheets.

3. District Treasurer

- a. Attend all regular and/or special meetings of the Board of Directors and participate as District Treasurer.
- b. Attend Finance Committee meetings and participate as member (as scheduled).
- c. Present reports as necessary during Board and Finance Committee meetings.

Note: This list is not intended to be all inclusive and may change as directed by the District.

We will not provide any assurance that there are no material modifications that should be made to the monthly and annual financial statements in order for them to be presented in accordance with accounting principles generally accepted in the United States of America.

This engagement does not contemplate the preparation of financial statements. Any additional accounting services requested will be outlined in a separate engagement letter and billed separately, but at the same hourly rates as noted below. This may include, but is not limited to, accounting write-up work and financial statement preparation or compilation.

Administration and Fees

Our fees will be based upon the amount of time required at our standard billing rates plus out-of-pocket expenses. We expect that Sheldon Chavan will provide most of these services directly. His hourly rate will be \$225 as presented in our proposal and below. We will bill a flat rate of \$675 for the monthly board meetings and \$350 for monthly Finance Committee meetings in the role of District Treasurer. Any services necessary to prepare for these meetings will be billed at our standard hourly rates.

The following is a summary of the estimated contract fees based on the current scope:

Service	Rate	Hours	Acctg.	Hours	Treas.	Totals		Estimated Annual
						Hours	Fees	
Monthly Services	\$ 225	8	\$ 1,800	4.5	\$ 1,025	12.5	\$ 2,825	\$ 33,900
High Priority Services	\$ 225	80	\$ 18,000	0	\$ -	80	\$ 18,000	\$ 18,000
Quarterly Services	\$ 225	0	\$ -	2	\$ 450	2	\$ 450	\$ 1,800
Annual Services	\$ 225	40	\$ 9,000	8	\$ 1,800	48	\$ 10,800	\$ 10,800
Totals		128	\$ 28,800	14.5	\$ 3,275	142.5	\$ 32,075	\$ 64,500

Note: The scope may change based on the District’s needs and requests.



Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit as follows:

Engagement Partner	\$225 per hour
Associate Partner	\$150 per hour
Manager	\$125 per hour
Senior	\$100 per hour
Staff	\$75 per hour
Clerical	\$50 per hour

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes thirty days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report.

You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If cooperation is not provided as anticipated and at a level that hinders the progress of the services to be provided, we retain the right to terminate the contract for cause with thirty (30) days' notice. During that time, the District will have the opportunity to provide the cooperation required to complete the audit and C&A may rescind the cancellation.

If the services to be performed by C&A are not performed in an acceptable manner to the District, the District may cancel this contract for cause by providing notice to C&A, giving at least thirty (30) days' notice of the proposed cancellation and the reasons for same. During that time period, C&A may seek to bring the performance of services to a level that is acceptable to the District, and the District may rescind the cancellation if such action is in the District's best interest. Notwithstanding the above provisions, the District may, upon the expiration of thirty (30) days written notice to C&A, terminate the agreement at will. Payment for services or goods received prior to termination shall be made by the District provided those goods or services were provided in a manner acceptable to the District. Payment for those goods and services shall not be unreasonably withheld.

Sheldon Chavan, CPA, is the engagement partner for the services specified in this letter. His responsibilities include supervising Chavan & Associates LLP's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign documents on-behalf of C&A.

If a dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation administered by the County of Santa Clara, California under its applicable rules for resolving professional accounting and related services disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.



Both parties agree that any dispute over fees charged by C&A to the District will be submitted for resolution by arbitration in accordance with the applicable rules for resolving professional accounting and related services disputes of the County of Santa Clara, except that under all circumstances the arbitrator must follow the laws of California. Such arbitration shall be binding and final. In agreeing to arbitration, both parties acknowledge that, in the event of a dispute over fees charged by C&A, each party is giving up the right to have the dispute decided in a court of law before a judge or jury and instead both parties are accepting the use of arbitration for resolution. The prevailing party shall be entitled to an award of reasonable attorneys' fees and costs incurred in connection with the arbitration of the dispute in an amount to be determined by the arbitrator.

The term of this engagement will be one year from the date of this letter unless cancelled or terminated as not previously.

If the foregoing is in accordance with your understanding, please indicate your agreement by signing this letter and emailing it to us at sheldon@cnallp.com or following the DocuSign link. If you have any questions, please let us know. We appreciate the opportunity to be of service and look forward to working with you and your staff.

Very truly yours,

Sheldon Chavan, CPA, Managing Partner
Chavan & Associates, LLP

RESPONSE:

This letter correctly sets forth the understanding of the Mid-Peninsula Water District.

Signature:

Title:

Date:



AGENDA ITEM NO. 7.B.

DATE: April 28, 2022
TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager

SUBJECT: RECEIVE REPORT ON THE PROPOSED REGIONAL WATER SYSTEM ALTERNATIVE WATER SUPPLY PROJECT KNOWN AS THE SF-PENINSULA REGIONAL PUREWATER (SPRP) PROJECT, AND PROVIDE DIRECTION TO STAFF REGARDING MPWD'S PARTICIPATION AS A PENINSULA WATER SUPPLIER AND FUTURE BENEFICIARY OF DROUGHT YEAR WATER SUPPLY FROM THE PROJECT, INCLUDING A FINANCIAL COMMITMENT NOT TO EXCEED \$100,000 FOR ITS SHARE OF COSTS FOR THE NEXT PROJECT PHASE 4: BASIS OF DESIGN REPORT

RECOMMENDATION:
Receive report and direct staff.

FISCAL IMPACT:
The consultant Kennedy-Jenks estimates the Basis of Design Report (BODR) for the proposed SPRP Project at \$1,030,000.

The District's share of cost is proposed at 9%, or \$92,700 Staff recommends rounding up to a not to exceed amount of \$100,000.

The other parties participating in this SPRP Project are:

Silicon Valley Clean Water	9% and \$92,700
City of San Mateo WW	9% and \$92,700
BAWSCA	5% and \$51,500
Cal Water	9% and \$92,700
City of Redwood City	9% and \$92,700
SFPUC	50% and \$515,000

Funding for these construction management services will come from the 2016 COP proceeds. At a future Board meeting staff will bring back a Memorandum of Agreement for Board consideration and approval committing the MPWD to the Phase 4 work and its share not to exceed \$100,000.

BACKGROUND:
The genesis of the SPRP Project comes from water supply and wastewater issues affected by climate change, drought, regulation, and environmental laws impacting the Regional Water

System and Bay Area. The SPRP's regional approach potentially offers some economy of scale in construction of large and shared facilities and because of its regional approach it presents a more competitive package when seeking state or federal funding.

Regionally, the SFPUC is the water purveyor serving well over 2.5 million residents and businesses. The SFPUC has had in its long-term portfolio of plans an Alternative Water Supply project (AWS) to augment water developed from the Regional Water System networks.

Locally, one potential alternative water resource resides in the form of reuse water, or reclaimed water, emanating from two wastewater facilities: the City of San Mateo WWTF and Silicon Valley Clean Water (SVCW), a joint powers authority, which receives and treats wastewater from Belmont, Redwood City, San Carlos and the West Bay Sanitary District.

In 2016 the SFPUC, BAWSCA, Cal Water, Redwood City, San Mateo WWTF and SVCW began a collaborative process under two separate agreements investigating opportunities for reuse water as an alternative water supply from the wastewater facilities known as the Potable Reuse Exploratory Project (PREP). SVCW's engineering consultant, Kennedy-Jenks, was retained to prepare three previous feasibility studies:

- Phase 1: Initial Study – potable reuse alternatives and ideas including the replenishment of groundwater and reservoir water augmentation at Crystal Springs Reservoir and Bear Gulch Reservoir
- Phase 2: Concept Study – further definition of reservoir water augmentation at Crystal Springs Reservoir, and a parallel study on institutional considerations related to the introduction of potable reuse (purified) water to the Crystal Springs Reservoir
- Phase 3: Feasibility Study – the simulated impacts from reservoir augmentation on the Regional Water Supply and investigating direct potable reuse via raw water augmentation and treated drinking water augmentation.

Late in phase 3, the District was invited to participate in the PREP. When approached, District staff saw PREP as an opportunity during periods of extended drought to supplement its only water supply from the SFPUC.

DISCUSSION:

The SPRP is now ready for Phase 4. Phase 4 is the BODR for a phased potable reuse project that can be best described as:

- Phase 1 – Indirect Potable Reuse (IPR) through reservoir water augmentation at the Crystal Springs Reservoir
- Phase 2 – Direct Potable Reuse (DRP) through treated drinking water augmentation for use by the City of Redwood City, Cal Water (San Carlos and San Mateo) and the Mid-Peninsula Water District
- Construction of an Advanced Water Purification Facility (AWPF) that meets regulatory requirements for both IPR in Phase 1 and DPR in Phase 2
- Construction of conveyance facilities to bring tertiary treated effluent from the San Mateo WWTF and SVCW facility to the AWPF, purified water to Redwood City, Cal Water and Mid-Peninsula Water District, and convey wastewater process brine for discharge through the SVCW outfall into the Bay

- Improvements to the SFPUC Pulgas Facility to treat and then discharge purified water into the Crystal Springs Reservoir
- Source water for reuse would come from up to 8 million gallons per day (MGD) from each of the San Mateo WWTF and SVCW facility as tertiary effluent
- The AWPf would have the capacity of up to 12 MGD of purified water for potable reuse, with 6 MGD or more delivered to Crystal Springs Reservoir

The District could have access to as much as 1.0 MGD of the purified DPR.

The BODR's completion will be evaluated with other SFPUC Alternative Water Supply Programs, which are looking at projects to help meet the Regional Water System meet the demand. The SFPUC Commission passed a previous resolution contemplating the initiation of CEQA by July 2023 for Alternative Water Supply Program projects. Kennedy-Jenks' BODR will get the SPRP to a 10-percent, or concept-level design, and to a point where an abbreviated CEQA checklist document that would allow the SPRP to move forward with CEQA and compared to other projects.

The SPRP is also being prepared with the US Bureau of Reclamations (USBR) Title XVI Feasibility Study and State Water Resources Control Board (SWRCB) Recycled Water Facilities Planning Study to be in position for funding through the USBR and SRF funds. The BODR will attempt to meet funding requirements from both agencies within one document drawing from work in Phase 3 – Feasibility Study and remaining Phase 3 budget.

There is no estimate currently on the cost of the SPRP.

With respect to project schedule the SPRP could be in operation around 2039.

Attached is a short slide presentation from SFPUC staff to Wholesale customers in February 2022 discussing the time frame for the SPRP to be delivered. Planning is underway until 2023. Following planning is the environmental review (CEQA) which is anticipated to be completed around 2028. Design follows CEQA and takes place through the middle of 2034. Construction would be anticipated to occur from mid-2034 and through 2039.

Attachments: KJ Phase 4 Project Schedule and Budget
 AWS Presentation by SFPUC Feb 2022

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

UNANIMOUS_____ WHEELER_____ VELLA_____ ZUCCA_____ JORDAN_____ SCHMIDT_____

Anticipated Project Schedule

The anticipated project schedule is shown in **Figure 2**. Due to the limited time frame for the project, the intent is to stagger deliverables and task specific meetings and to discuss preliminary findings with the broader group at the monthly status webinars. Standing meetings will be established early in the process along with identification of points of contact for task specific meetings. Timey reviews of interim and draft deliverables by the SPRP Parties prior and prompt responses to requests for information will be paramount to keeping to the schedule.

Figure 2: Anticipated Schedule

Task and Key Deliverables	2022												2023					
	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Phase 3 Title XVI Feasibility Study																		
Admin Draft for PREP Parties Review			✦	✦	✦													
Draft for USBR Submittal and PREP Parties Review							◆	USBR review duration unknown										
Final to Respond to USBR/PREP Parties Comments											✓							
Notice to Proceed				+														
Task 1: AWWPF Basis of Design & Drawings																		
AWPF Design Criteria TM				□	◆	✓												
Conceptual AWWPF Site Maps					□	◆	✓											
AWPF Drawings												◆	□	✓				
Task 2: Conveyance Basis of Design & Drawings																		
Conveyance Design Criteria TM				□	◆	✓												
Conceptual Alignment Maps, pit/staging identification					□	□	◆	✓										
AWTF Drawings													◆	□	✓			
Task 3: Pugas Facility Upgrades Basis of Design & Drawings																		
Pugas Facility Upgrades Design Criteria TM					□	◆	✓											
Conceptual Pugas Facility Upgrades Site Maps						□	◆	□	✓									
Pugas Facility Upgrade Drawings												◆	□	✓				
Task 4: Technical Support																		
Brine Disposal TM						□	◆	□	✓									
Preliminary Treatment Train and Operational Strategies TM					□	□	□	◆	□	✓								
Drinking Water Distribution System TM					□	□	□	□	◆	□	✓							
Task 5: CEQA Checklist and NEPA Considerations																		
General CEQA/NEPA Considerations				□	□													
Admin Draft and Draft CEQA Checklist											✦	□		◆				
Final CEQA Checklist																□	✓	
Task 6: Cost Analysis and Financial Planning																		
Eng Estimate of Probable Costs (Class IV - 10% Design)												◆		✓				
Schedule and Financial Plan				□	□							□	□					
Task 7: Basis of Design Report																		
Admin Draft Sections										✦	✦	✦	✦					
Draft																◆		
Final																	✓	
Task 8: Public Outreach Strategy																		
Outreached Focused Mtgs					□	□	□	□										
Strategy Outreach Plan									□			◆	□		✓			
Task 9: Meetings and Presentations																		
Monthly Status Meetings (via Webinar)				KO	W#1	W#2	W#3	W#4	W#5	W#6	W#7	W#8	W#9	W#10	W#11	W#12	W#13	
In-Person Meetings or Presentations										⊙					⊙			⊙
Task 10: Project Management and QA/QC																		
Task 10: Project Management and QA/QC				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 11: As-Requested Support																		

LEGEND			
Meetings		Deliverables	
Monthly Status Webinar	W#	Interim/Admin Draft	✦
Task Focused Mtgs	□	Draft	◆
In Person Presentation	⊙	Final	✓

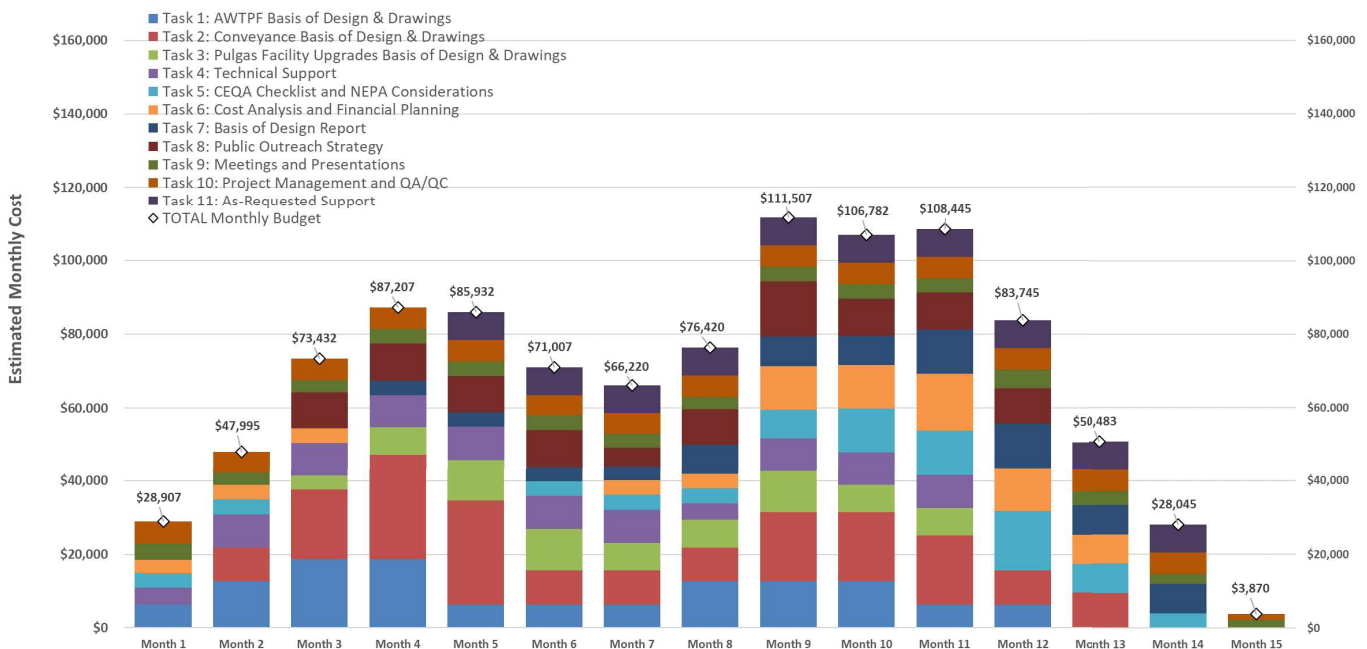
Budget

A summary of the budget for each task is provided in **Table 6**. A detailed fee sheet is included in Attachment B. **Figure 3** shows the anticipated monthly effort to meet SFPUC’s requirements for a “CEQA Ready” Project by July 2023.

Table 6: SPRP BODR Study Budget by Task

Tasks	Total Est Hours	Total KJ Labor	SUB Data Instincts	Total Expenses	Total Labor + Subs + Expenses
Task 1: AWTPF Basis of Design & Drawings	559	\$125,000	\$0	\$0	\$125,000
Task 2: Conveyance Basis of Design & Drawings	910	\$189,250	\$0	\$0	\$189,250
Task 3: Pulgas Upgrades Basis of Design & Dwgs	357	\$74,500	\$0	\$0	\$74,500
Task 4: Technical Support	400	\$89,500	\$0	\$0	\$89,500
Task 5: CEQA Checklist and NEPA Considerations	331	\$80,000	\$0	\$0	\$80,000
Task 6: Cost Analysis and Financial Planning	352	\$78,750	\$0	\$0	\$78,750
Task 7: Basis of Design Report	342	\$79,500	\$0	\$0	\$79,500
Task 8: Public Outreach Strategy	74	\$17,500	\$75,000	\$0	\$100,000
Task 9: Meetings and Presentations	193	\$49,500	\$0	\$5,500	\$55,000
Task 10: Project Management and QA/QC	328	\$83,500	\$0	\$0	\$83,500
Task 11: As-Requested Support	0	\$75,000	\$0	\$0	\$75,000
TASK 1 - 11 Total	3846	\$942,000	\$75,000	\$5,500	\$1,030,000

Figure 3: Anticipated Monthly Effort





Alternative Water Supply Planning

Manisha Kothari

Water Supply Need

Meeting Obligations in 2045 (mgd)

Supply 257 without Bay-Delta Plan	Supply 152 with Bay-Delta Plan
265 + 9 Total Obligations	
- 17 without Bay-Delta Plan	- 122 with Bay-Delta Plan

or

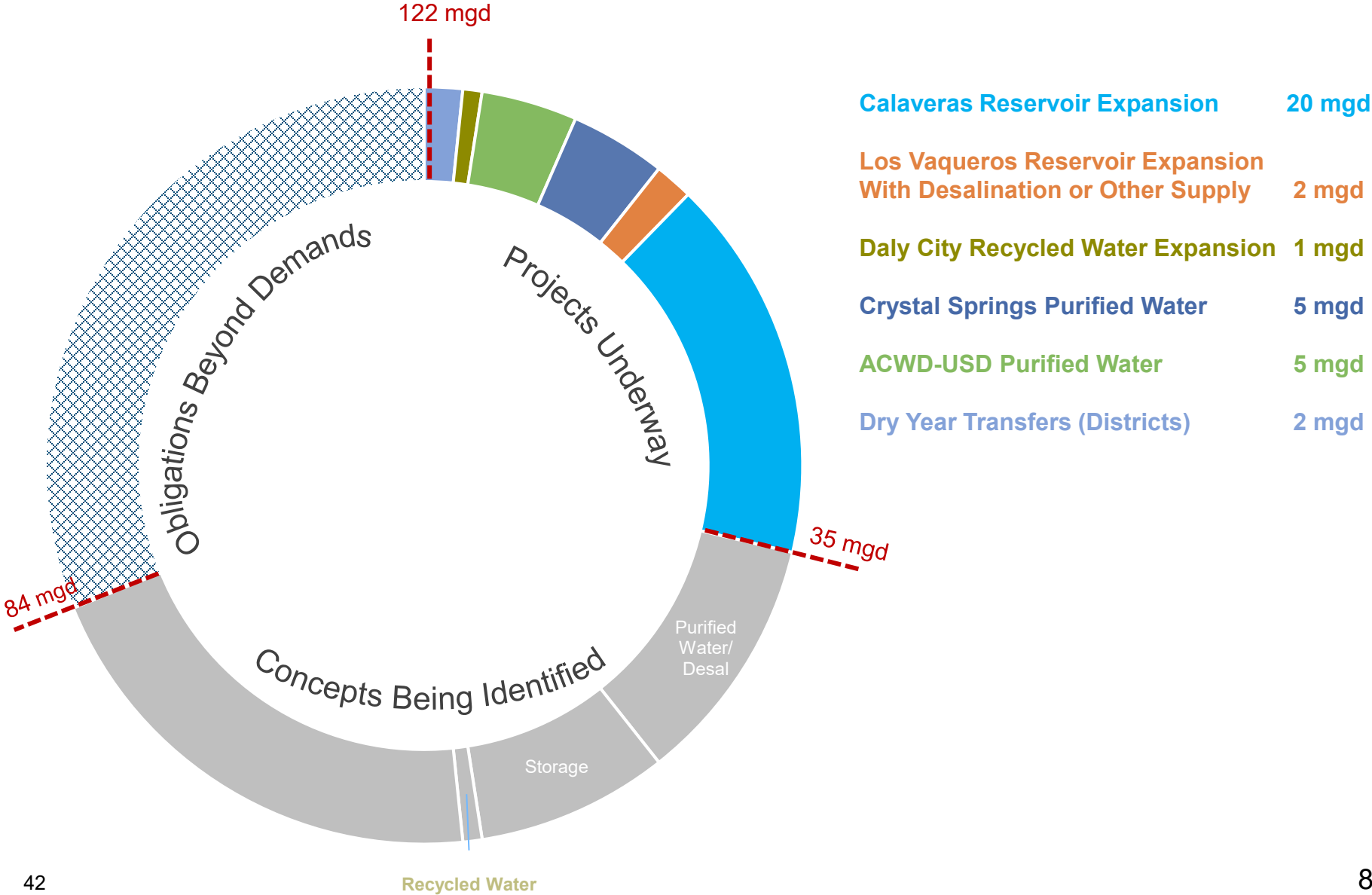
Meeting Demands in 2045 (mgd)

Supply 257 without Bay-Delta Plan	Supply 152 with Bay-Delta Plan
236 Total Demands on System	
- without Bay-Delta Plan	- 84 with Bay-Delta Plan

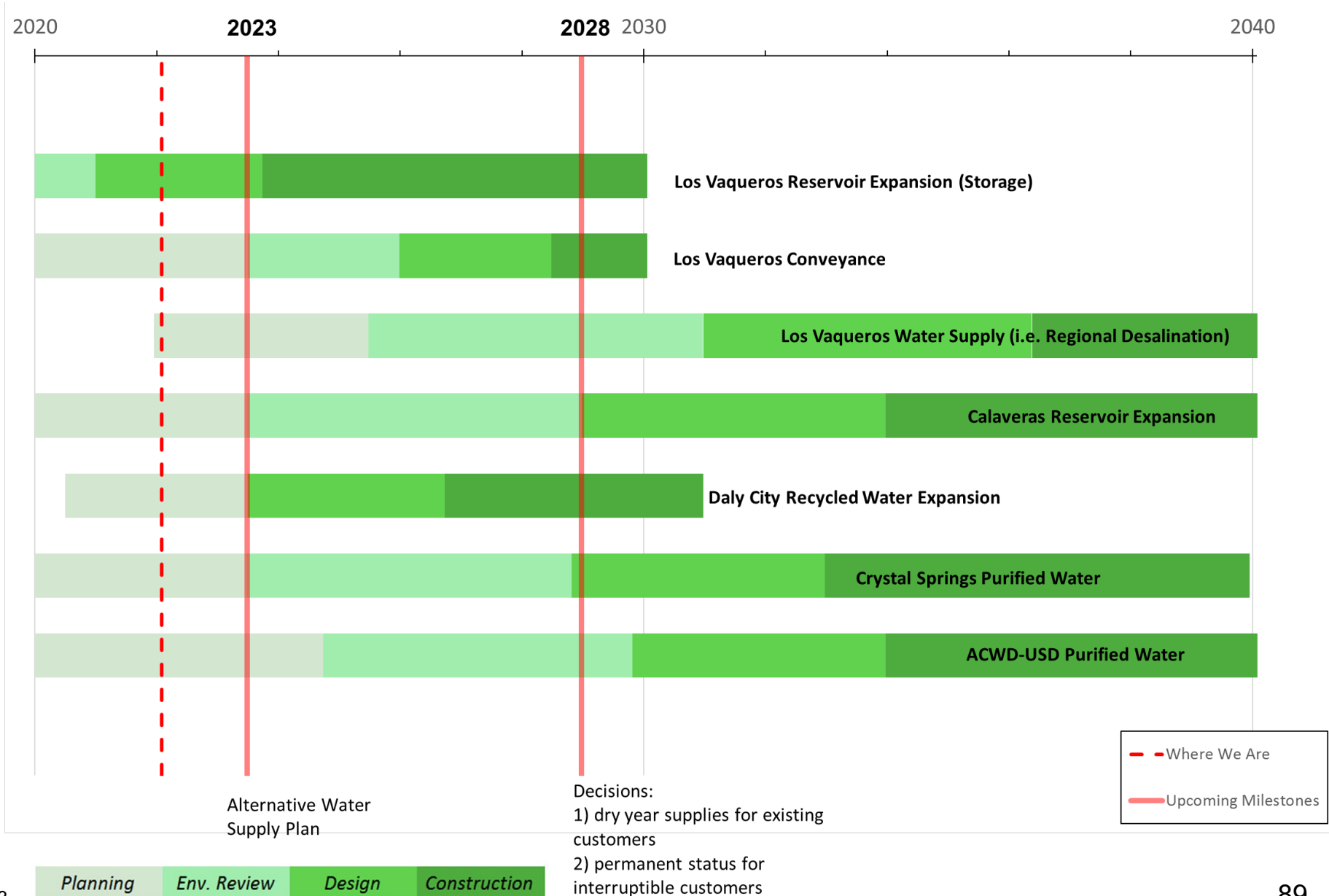
Plan for Obligations

- Build for Demands

Current Planning



Project Schedules



Project Progress

Complete	✓
Underway	○
Est. Completion Date	20XX

	Planning										Env. Study	Design	Delivery
	Technical Feasibility					Institutional Feasibility			Financial Feasibility	System Integration			
	Infrastructure Needs	Conceptual Alternatives	Cost Estimate	Alternatives Analysis	Special Studies	Partnerships	Legal Agreements	Cost Sharing	Financial Analysis	Modeling	Studies / CEQA	10% Design	End of Construction
Los Vaqueros Reservoir Expansion (Storage)	✓	✓	✓	✓	✓	✓	2023	2023	2023	2023	✓	✓	2030
Los Vaqueros Conveyance	✓	✓	2022	✓	2023	2023	2023		2023	2023	2025	2023	2030
Los Vaqueros Water Supply (i.e. Regional Desal)	2022	2022	2023	2023	2023	2025	2026	2026	2023	2023	2028	2025	2040
Calaveras Reservoir Expansion	2023	2023	2023	2025	2025				2023	2022	2032	2026	2040
Daly City Recycled Water Expansion	✓	✓	✓	✓	2023	2023	2023	2023	2023	2023	✓	✓	2030
Crystal Springs Purified Water (PREP)	✓	✓	✓	✓	2023	2023	2023	2023	2023	2023	2028	2023	2039
ACWD-USD Purified Water	2022	2022	2022	2022	2024	2023	2023	2023	2023	2023	2028	2024	2040



AGENDA ITEM NO. 7.C.

DATE: April 28, 2022
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: RECEIVE SUMMARY REPORT ON PRELIMINARY DRAFT FY 2022/2023 OPERATING BUDGET

RECOMMENDATION

Receive report.

FISCAL IMPACT

Presently a \$235,600 net loss is projected for FY 2022/2023 per the attached preliminary DRAFT Operating Budget summary.

Significant Operating Revenue highlights:

1. Water Commodity Charges: \$11M
Staff projected \$905,000 increase for the SFPUC pass-through water rate adjustment, plus added \$400,000 to better align with fiscal year consumption trends over the past three (3) fiscal years—Average of actuals \$10,546,494.
2. Property Taxes: \$420,000
Staff projected higher revenues for property taxes in line with actual receipts.

Significant Operating Expenditures highlights:

1. Salaries & Wages: \$2.6M
Staff previously reported that this line item would increase next fiscal year due to service overlap between incumbents and new hires for four (4) positions due to employee retirements. Those positions are General Manager, Management Analyst (Water Resources Coordinator), Lead Operator, and Water System Operator. Furthermore, accrued leave cash-outs were estimated and budgeted for the employees projected to retire. Finally, 5% was included for employee merit increases. The part-time CFO (Temporary) position was budgeted for 90 days into FY 2022/2023 for transition purposes with Chavan and Associates, LLP, including preparation for the FYE June 30, 2022, financial audit.
2. Purchased Water: \$6.5M
Projected \$905,000 increase for SFPUC pass-through water rate adjustment.
3. Outreach & Education: \$199,000
Projected \$100,000 for Lawn-Be-Gone program for carry over of proposed project and any new ones for continued focus on water conservation.
4. Maintenance & Repair – Operations System: \$500,000

Projected additional funds based on this fiscal year’s expenditures and anticipated continued increased costs of materials and supplies for operations.

- 5. Training/Travel & Recruitment: \$113,000
Projected additional funds for the November 2022 election estimated at \$35,000 plus increased Employee Travel/Training by \$25,000 to accommodate expenses for temporary part-time retired annuitants (Administrative Services Manager and CFO) working on site plus \$15,000 for potential new General Manager relocation expense.
- 6. Restricted Earnings: \$65,000
Removed from budget because it is an accounting function. Included in budget as an “offset” for LAIF interest earnings.
- 7. Depreciation Expense: \$1.1M
Reduced to be in line with depreciation schedule.

DISCUSSION

Staff met with the Board Finance Committee on April 13, 2022, and presented the preliminary DRAFT FY 2022/2023 Operating and Capital Budgets. At the time a \$580,400 deficit was projected. Staff continued to analyze and refine the detailed budget accounts, which resulted in a reduction of the deficit (now projected at \$235,600).

The FY 2022/2023 Capital Budgets are a work in progress and require more detailed analysis in keeping with staff’s plan to meet the “finish line” objective for the COP project funds to be spent by December 31, 2022. The CIP budgets will be reviewed again with the Board Finance Committee next month before presentation to the Board for consideration.

Attachment: Preliminary DRAFT FY 2022/2023 Operating Budget

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

UNANIMOUS_____ WHEELER_____ VELLA_____ ZUCCA_____ JORDAN_____ SCHMIDT_____

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR FY 2022-2023
PRELIMINARY
DRAFT**

DESCRIPTION	APPROVED FY 2021/2022 BUDGET \$	ACTUALS 7/1/2021 3/31/2022	PRELIMINARY FY 2022/2023 BUDGET	INCREASE/ (DECREASE) FY 2021/2022 TO FY 2022/2023	% CHANGE
OPERATING REVENUE					
WATER COMMODITY CHARGES	9,600,000	7,263,165	11,000,000	1,400,000	14.6%
FIXED SYSTEM CHARGES	3,000,000	2,382,966	3,200,000	200,000	6.7%
PROPERTY TAX REVENUE	300,000	321,778	420,000	120,000	40.0%
LEASE OF PHYSICAL PROPERTY	150,000	156,413	180,000	30,000	20.0%
FIRE SERVICE CHARGES	14,000	12,868	17,000	3,000	21.4%
MISC CUSTOMER ACCOUNT FEES	52,206	15,878	105,000	52,794	101.1%
INTEREST REVENUE - LAIF	60,000	12,710	30,000	(30,000)	-50.0%
SERVICE LINE & INSTALLATION CHARGES	60,000	52,081	60,000	-	0.0%
LANDSCAPE PERMIT REVENUE	15,000	-	5,000	(10,000)	-66.7%
MISCELLANEOUS OPERATING	60,000	2,204	3,000	(57,000)	-95.0%
TOTAL OPERATING REVENUE (SOURCES)	13,311,206	10,220,063	15,020,000	1,708,794	12.8%
WATER SYSTEM CAPACITY CHARGES	40,000	33,418	40,000	-	0.0%
WATER DEMAND OFFSET CHARGES	20,000	1,346	5,000	(15,000)	-75.0%
MISCELLANEOUS NON-OPERATING	75,000	798,928	50,000	(25,000)	-33.3%
INTEREST REVENUE - COP	5,000	392	1,000	(4,000)	-80.0%
TOTAL NON-OPERATING REVENUE (SOURCES)	140,000	834,084	96,000	(44,000)	-31.4%
TOTAL REVENUE (SOURCES)	13,451,206	11,054,147	15,116,000	1,664,794	12.4%
OPERATING EXPENDITURES (USES)					
SALARIES & WAGES	2,080,000	1,371,238	2,682,000	602,000	28.9%
PAYROLL TAXES & BENEFITS	1,001,008	546,857	994,100	(6,908)	-0.7%
PURCHASED WATER	5,674,979	4,057,278	6,580,000	905,021	15.9%
OUTREACH & EDUCATION	66,000	38,552	199,000	133,000	201.5%
MAINTENANCE & REPAIR - OPS SYSTEM	394,000	354,988	500,000	106,000	26.9%
MAINTENANCE & REPAIR - FACILITIES & EQUIPMENT	138,000	114,169	180,000	42,000	30.4%
SYSTEM SURVEYS	50,000	-	50,000	-	0.0%
ADMINISTRATION & EQUIPMENT	431,600	287,148	378,500	(53,100)	-12.3%
MEMBERSHIP & GOV FEES	270,000	200,113	292,000	22,000	8.1%
BAD DEBT & CLAIMS	10,000	4,747	7,500	(2,500)	-25.0%
UTILITIES	318,500	247,098	360,000	41,500	13.0%
PROFESSIONAL SERVICES	791,200	566,996	807,000	15,800	2.0%
TRAINING/TRAVEL & RECRUITMENT	37,500	41,019	113,000	75,500	201.3%
RESTRICTED EARNINGS	65,000	-	-	(65,000)	-100.0%
DEBT SERVICE	1,064,300	274,347	1,068,500	4,200	0.4%
TOTAL OPERATING EXPENDITURES (USES)	12,392,087	8,104,550	14,211,600	1,819,513	14.7%
NET SOURCES OVER/(UNDER) USES	1,059,119	2,949,597	904,400	(154,719)	-14.6%
TOTAL OPERATING EXPENDITURES	12,392,087	8,104,550	14,211,600	1,819,513	14.7%
DEPRECIATION EXPENSE	1,440,000	1,080,000	1,140,000	(300,000)	-20.8%
TOTAL EXPENSES	13,832,087	9,184,550	15,351,600	1,519,513	11.0%
NET SURPLUS/(LOSS)	(380,881)	1,869,597	(235,600)	145,281	-38.1%
TRANSFER FROM WORKING CAPITAL RESERVES	380,881	(1,869,597)	235,600	(145,281)	-38.1%
NET TRANSFERS TO CAPITAL	-	-	-	-	N/A
DEBT SERVICE COVERAGE	1.86		1.76		



AGENDA ITEM NO. 7.D.

DATE: April 28, 2022
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: DISCUSS RETURN TO IN-PERSON BOARD MEETINGS

RECOMMENDATION

Discuss return to in-person Board meetings.

FISCAL IMPACT

Unknown.

BACKGROUND

The Board discussed this topic during the last three (3) months and a few times last year—in May 2021, June 2021, and September 2021. Governor Newsom’s Executive Order N-29-20 regarding the Brown Act and teleconference meetings was scheduled to expire on September 30th but got extended to December 31st, and ultimately “replaced” by AB 361. The Board had planned to return to in-person meetings in October 2021, but the Omicron variant of COVID-19 flared up and national, state, and local infections and hospitalizations increased so that plan was postponed.

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

DISCUSSION

District Counsel will provide an update on any state legal updates regarding the emergency order as they pertain to public agency virtual meetings.

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



AGENDA ITEM NO. 7.E.

DATE: April 28, 2022
TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager

SUBJECT: RECEIVE REPORT ON:

1. California and San Francisco Regional Water System Drought Conditions; and
 2. MPWD Water Conservation Update; and
 3. MPWD Quarterly Water Conservation Activities Report through March 31, 2022; and
 4. Implementation of Water Shortage Contingency Level 2 for the MPWD in Alignment with the Governor’s Executive Order No. N-7-22 by a Date to be Established by State Water Resources Control Board.
-

RECOMMENDATION

Receive verbal report.

FISCAL IMPACT

None.

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

UNANIMOUS___ WHEELER___ VELLA___ ZUCCA___ JORDAN___ SCHMIDT _____



Survey Finds Little Snow as Statewide Snowpack Drops to 38 Percent Following Record Dry Months

Published: Apr 01, 2022

SACRAMENTO, Calif. – The Department of Water Resources (DWR) today conducted the fourth snow survey of the season at Phillips Station. Following three straight months of record dry conditions, the manual survey recorded just 2.5 inches of snow depth and a snow water equivalent of one inch, which is four percent of average for this location for April 1. Statewide, the snowpack is just 38 percent of average for this date.

The snowpack at Phillips Station has plummeted since the beginning of the year. On December 30, the snowpack stood at 202 percent of normal for that date. In a normal season, the snowpack depth would be about five feet deep at this time of year.

The snow water equivalent measured at the snow survey shows the amount of water contained in the snowpack and is a key component of DWR's water supply forecast, including anticipated runoff into the state's reservoirs.

April 1 is typically when the snowpack is at its highest, however the statewide snowpack likely peaked in early-March this year and the Northern Sierra snowpack peaked in mid-January.

“The conditions we are seeing today speak to how severe our drought remains. DWR has been planning for the reality of a third dry year since the start of the water year on October 1,” said DWR Director Karla Nemeth. “While DWR has made significant investments in forecasting technology and other tools to ensure we make the most out of the snowmelt we do receive, water conservation will remain our best tool in the face of this ongoing drought and the statewide impacts of a warming climate. All Californians must focus on conserving water now.”

Dry conditions are impacting every region of the state, as the Northern, Central, and Southern Sierra snowpacks are all standing just above 28 percent to 43 percent of average for this date.

“With the exceptionally dry conditions during the past three months, our latest statewide snowmelt forecasts are only 44 percent of average,” said Sean de Guzman, Manager of DWR's Snow Surveys and Water Supply Forecasting Unit. “While today usually marks the typical peak of the state's snowpack, this year's snowpack likely peaked in mid-January in the Northern Sierra. Most of the snow accumulation this year came from just two storms in December that were followed by the driest January and February on record in the Sierra, and unfortunately March only brought a few weak systems.”

“Today's snow survey reinforces what we've all observed – California just experienced the driest three months on record, and drought is worsening throughout the West,” California Secretary for Natural Resources Wade Crowfoot said. “Climate-driven water extremes are part of our reality now, and we must all adapt and do our part to save water every day.”

While the state continues to take necessary actions to help extend the state's existing water supply, all Californians are also encouraged to do their part now to conserve as much water as possible to make it last. Governor Newsom has called on all Californians to voluntarily reduce their water use by 15 percent with simple measures to protect water reserves. [Earlier this week](#), the Governor called on local water suppliers to move to Level 2 of their Water Shortage Contingency Plans, which require locally-appropriate actions that will conserve water across all sectors, and directed the State Water Resources Control Board to consider a ban on the watering of decorative grass at businesses and institutions. Individuals looking for information about reducing water consumption at home can visit SaveOurWater.com for water-wise tips.

Additional Resources

- 50 [Video of today's Phillips survey](#) (Available Early Afternoon)
- [Digital photos](#) of today's Phillips survey (Available Early Afternoon)

- [California Water Watch](#) for the latest water conditions including snowpack, precipitation, and reservoir data. Californians can also use the new website to check out watershed conditions in their own neighborhood.

###

Contact:

Jason Ince, Information Officer, Public Affairs, Department of Water Resources

(916) 820-8138 | media@water.ca.gov

In Tahoe's 'Year of Extremes,' Final Sierra Nevada Snowpack Measurements Come in Far Below Average

SFGate
Julie Brown
April 1, 2022

For those who study the snowpack, April 1 is no joke. It's the day of record, when measurements reveal how much water is in the snowpack and how much water California has to survive the summer.

Historically, scientists chose April 1 as the big day for snow measurements because, at the end of the winter, it should be when the snowpack is at its deepest. It's a day that divides the water year, between the season when the reservoir of snow across the Sierra Nevada is building and the season when that snow is melting and rushing downstream to lower elevations. That's not the case this year.

This year, after a record-setting December, the snowpack peaked months ago and has been flat-lining ever since.

Today, the Sierra Nevada snowpack will clock in well below average after one of the driest periods from January through March on record. The prolonged months of dry weather and sparse snow was a bizarre flip of weather patterns after an atmospheric storm dropped 214 inches of snow in December, nearly 18 feet, on top of Donner Summit, smashing a 50-year record for snowfall.

"It's a year of extremes, that's for sure," said Andrew Schwartz, manager and lead researcher at the U.C. Berkeley Central Sierra Snow Lab, which holds some of the oldest records of snowfall in the world.

"We've had the deepest December on record, driest period in January and February on record, and now our snow is effectively melting off about a month before it was [melting] even last year," Schwartz continued. "And you know, last year was definitely not a great year either."

The snow-water equivalent is the most critical measurement taken April 1. It's a number that indicates how much water is in the snow and helps scientists and water resource managers predict how much water will flow downstream to California's vast system of reservoirs.

At the Central Sierra Snow Lab, situated at 6,894 feet above sea level, the snow-water equivalent was 47% of average, as of March 30.

The percent of average snowfall to date is 96% of average — a much higher number that reflects the storms earlier in the winter. The snow-water equivalent is much lower because the snowpack has been melting steadily for weeks, much earlier than normal.

“It’s not only an issue for our water supply,” Schwartz said. “But we are looking at, potentially, another catastrophic fire season. That’s the big thing.”

The snowpack not only provides water for Californians, it replenishes the forests with much-needed moisture to keep wildfire danger lower. Last year, when the Caldor Fire burned into the Lake Tahoe basin, fire experts continuously expressed concern about how hot the fire was burning because there was hardly any moisture in the ground or in the trees. Everything that caught flame burned quickly and the fire advanced rapidly in high winds.

With the snow melting off a month earlier than last year, Schwartz is concerned about the fire season that could be in store for California this summer.

Earlier this week, the Tahoe region experienced a blip of a storm on the weather radar. According to Tahoe’s snow forecaster at Open Snow, Bryan Allegretto, most of the Tahoe Basin received about 1 to 4 inches of snow at the highest elevations. And that might be the cap to winter.

“It’s pretty unbelievable after such a huge start to the season,” Allegretto wrote in his daily weather briefing this week. “We could add more snowfall to the numbers through May, but we’re running out of time at the ski resorts as they start to close this upcoming weekend through the next two weekends.”

Tahoe and the Sierra have certainly been in dire conditions like this before in the not-so-distant past. The 2014-15 winter remains particularly infamous for how little snow came. One scientific paper, published in the journal *Nature Climate Change*, analyzed tree ring records for a 500-year history of snow in the Sierra Nevada. The paper said the low snowpack measurements in April 2015 were unprecedented, the lowest in 500 years. Experts say climate change will continue to reduce California’s spring snowpack in future years, endangering a crucial part of the state’s water supply.

Because of the big storms in December, the measurements that come in today shouldn’t set any 500-year records. Schwartz said there are still snowbanks outside of his lab. Some are about 2 or 3 feet high. However, they’re melting fast.

“We still have snow up here,” Schwartz said. “But we’re losing it at a pretty fast pace.”

At lower elevations in the Sierra, scientists may even have trouble finding snow to measure today. The April 1 snow-water equivalent measurement will factor in readings from locations across the Sierra Nevada.

Storms could still arrive late into the spring. However, the near-term forecast calls for high pressure and warm temperatures into next week.

"A few ski areas are going to try to make it until the end of April, but we'll see how that goes if we see a dry and mild pattern for the next two weeks. I would guess most if not all will be closed by the end of the month, or Sunday the 1st of May," Allegretto said in his post.

Tahoe's ski resorts are known for deep snowpacks and a long ski season. But this year, Allegretto wonders whether ski resorts on the East Coast, in Vermont, will stay open later than the Sierra resorts.

"Sadly, we have ski resorts like Jay Peak in the northeast that have more snow than some resorts in the Sierra," Allegretto wrote.



Statement from Nicole Sandkulla, Chief Executive Officer, Calling for a Voluntary 15 Percent Water Use Reduction Given Ongoing Drought Conditions

March 29, 2022

On March 28, 2022, Governor Newsom issued an Executive Order reaffirming the State's call for 15 percent voluntary water use reduction from all Californians and directing State and local water agencies to consider enacting shortage response actions consistent with local drought contingency plans.

On November 23, 2021, the San Francisco Public Utilities Commission (SFPUC) declared a water shortage emergency and a request for 10 percent system-wide reductions by its water customers compared to 2019-2020 water use levels.

Effective immediately, this system-wide reduction target translates to a 14 percent reduction request for the 26 water suppliers that purchase water on a wholesale basis from the San Francisco (Hetch Hetchy) Regional Water System (System) and deliver that water to 1.8 million residents and over 40,000 commercial, industrial, and institutional accounts in San Mateo, Santa Clara, and Alameda Counties. These 26 water suppliers are represented by BAWSCA.

Governor Newsom issued the first of a four Executive Orders in April 2021 declaring a drought emergency in critically dry counties. Each successive Executive Order expanded the drought emergency to additional counties, with the final Executive Order establishing a drought emergency in all 58 counties across California.

Water customers are asked to use water wisely and take actions to reduce their water usage, such as fixing leaky toilets, installing low-flow fixtures, and reducing outdoor irrigation. The efficient management of outdoor water use is a particularly effective means to conserve water.

BAWSCA offers a wide range of programs, rebates, and water conservation tips to help water customers reduce outdoor and indoor water use including turf replacement incentives, water efficient landscaping classes, low-flow fixture replacement rebates, and much more.

Please visit www.BAWSCA.org/drought for more information regarding conservation programs, drought information, and water supply conditions.

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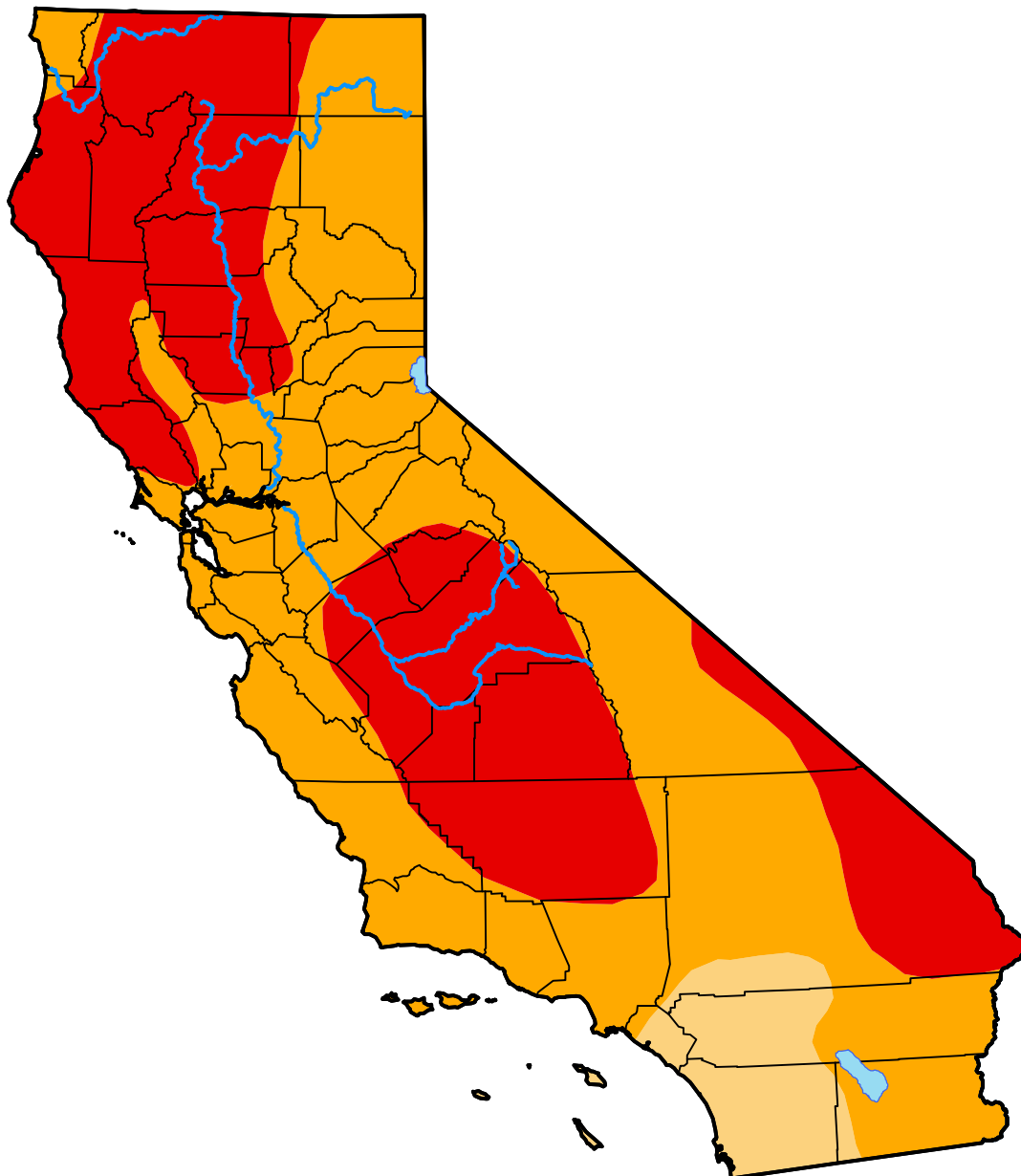
U.S. Drought Monitor California

March 29, 2022
(Released Thursday, Mar. 31, 2022)

Valid 8 a.m. EDT

Drought Conditions (Percent Area)

	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
Current	0.00	100.00	100.00	93.65	40.25	0.00
Last Week <i>03-22-2022</i>	0.00	100.00	100.00	93.65	37.69	0.00
3 Months Ago <i>12-28-2021</i>	0.00	100.00	100.00	86.28	32.93	0.84
Start of Calendar Year <i>01-04-2022</i>	0.00	100.00	99.30	67.62	16.60	0.84
Start of Water Year <i>09-28-2021</i>	0.00	100.00	100.00	93.93	87.88	45.66
One Year Ago <i>03-30-2021</i>	0.77	99.23	90.66	64.02	31.76	5.36



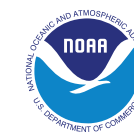
Intensity:

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

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

Author:

Deborah Bathke
National Drought Mitigation Center



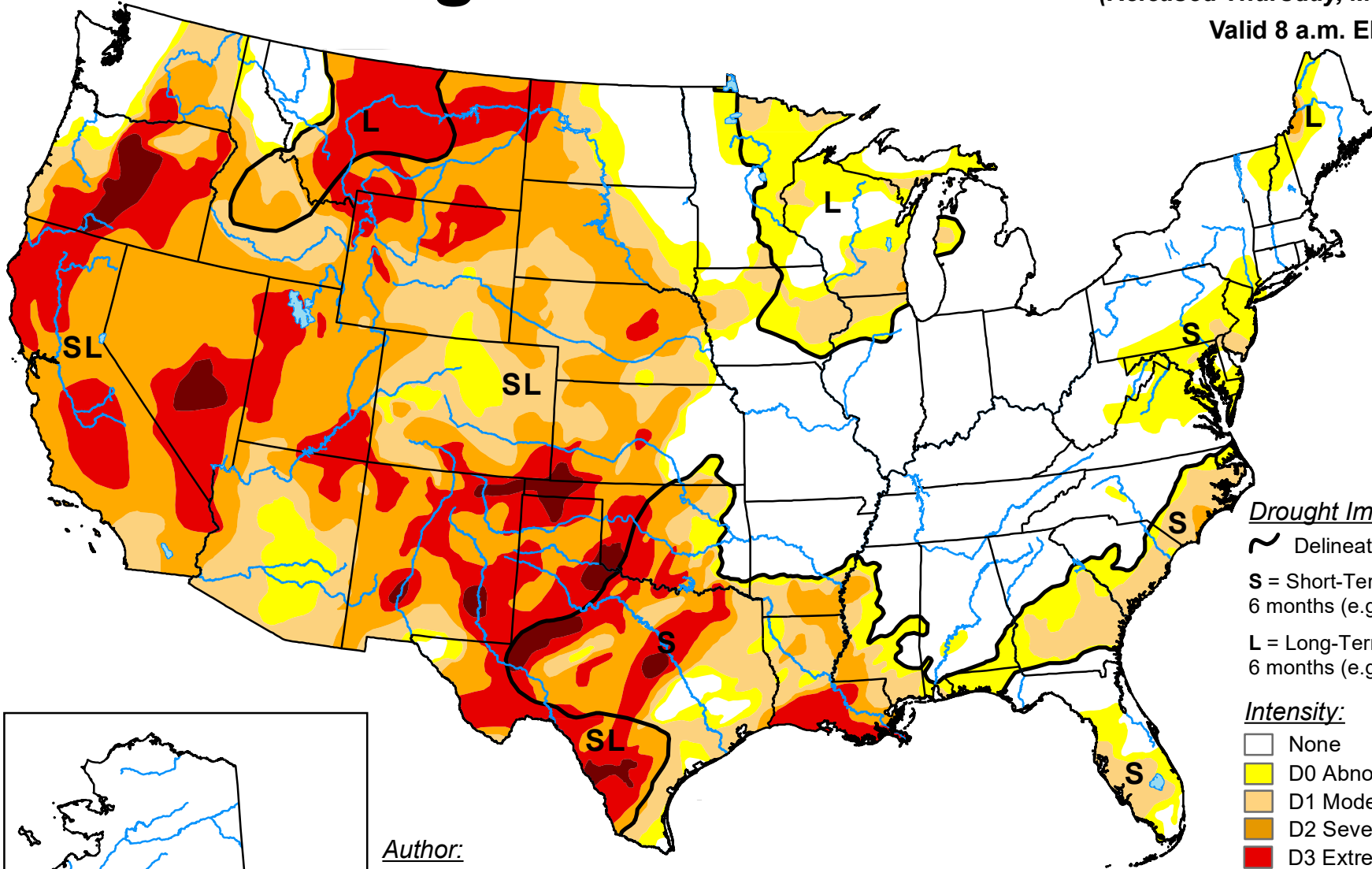
droughtmonitor.unl.edu

U.S. Drought Monitor

March 29, 2022

(Released Thursday, Mar. 31, 2022)

Valid 8 a.m. EDT



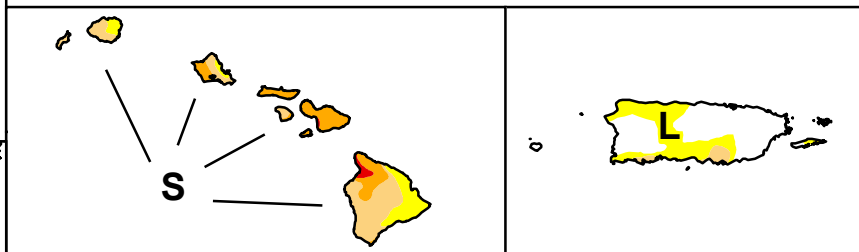
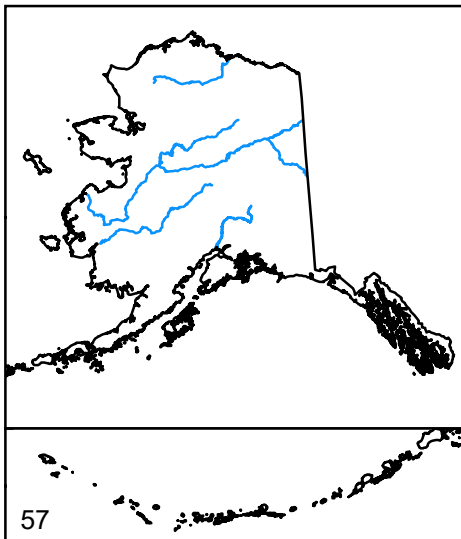
Drought Impact Types:

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

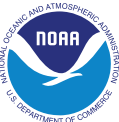
Intensity:

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

Author:
Deborah Bathke
National Drought Mitigation Center



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



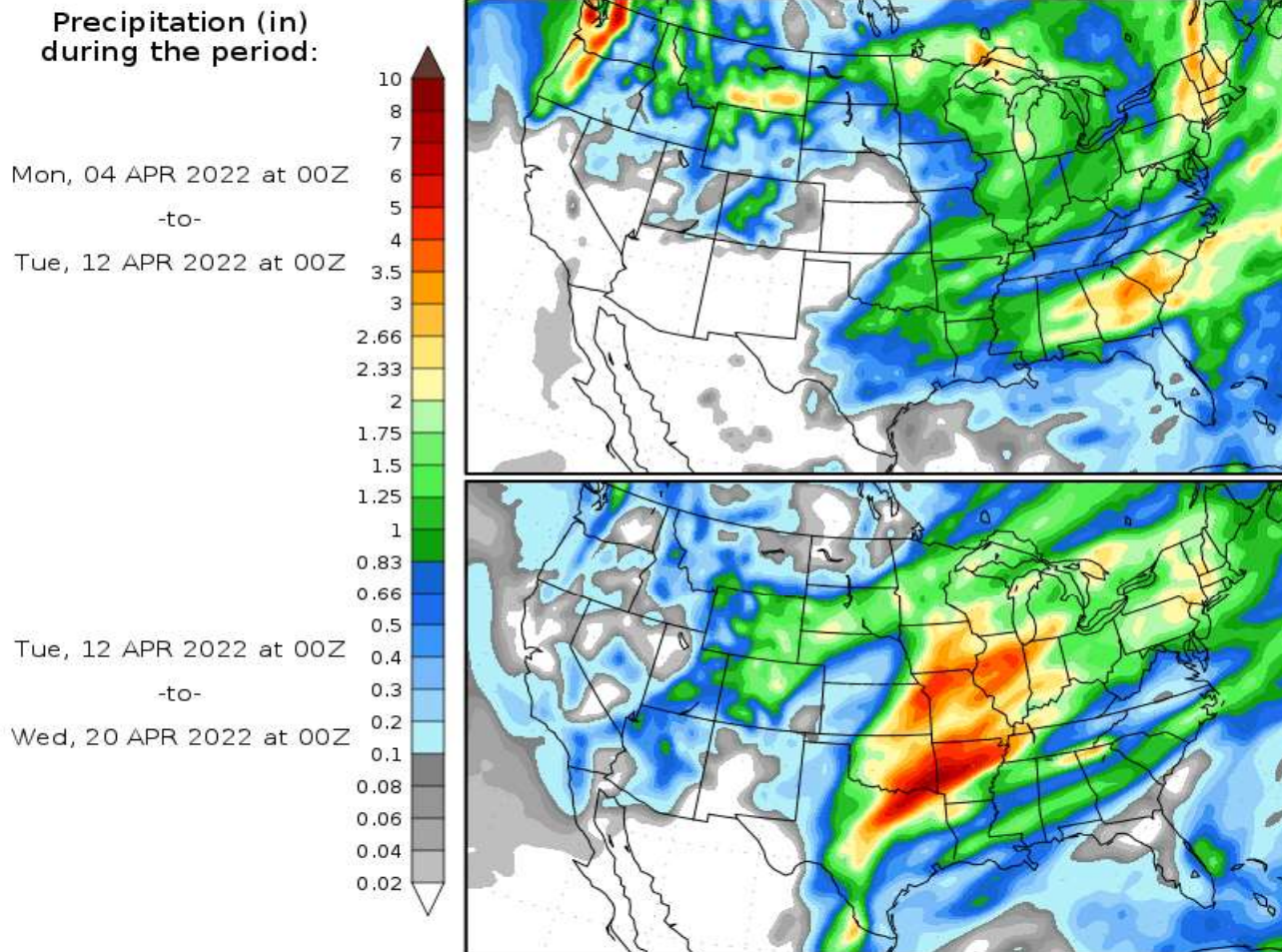
droughtmonitor.unl.edu

Precip Data Ending 4pm on	Rainfall July 1 2021 - Mar 1 2022			Rainfall July 1 2021 - Mar 31 2022			Thursday, March 31, 2022		
	67% of Year*			75% of Year*			75% of Year*		
	City	Rainfall July 1 to Jan. 1 (inches)	Thru Mar. 1, 2022		Rainfall July 1 to Mar. 31 (inches)	Thru Mar. 31, 2022		July 1 thru June 30	
Rainfall Normal (inches)			% Normal	Rainfall Normal (inches)		% Normal	Rainfall July 1 to Mar. 31 (inches)	Rainfall Normal (inches)	% Normal
San Francisco Downtown	17.00	17.63	96%	17.48	20.39	86%	17.48	22.89	76%
SFO Airport	16.73	15.28	109%	17.15	17.66	97%	17.15	19.64	87%
Oakland	15.28	14.13	108%	15.89	16.52	96%	15.89	18.68	85%
San Jose	6.65	10.03	66%	7.00	11.84	59%	7.00	13.48	52%
Sacramento - CSUS	14.49	14.21	102%	15.43	16.69	92%	15.43	19.20	80%
Modesto	8.19	8.90	92%	8.79	10.47	84%	8.79	12.27	72%
Fresno	5.25	7.58	69%	5.99	9.29	64%	5.99	10.99	55%
Bakersfield	3.67	4.43	83%	5.01	5.46	92%	5.01	6.36	79%
Santa Barbara	8.92	13.05	68%	10.25	15.81	65%	10.25	17.25	59%
LAX Airport	8.97	9.78	92%	10.07	11.27	89%	10.07	12.23	82%
Los Angeles Downtown	10.65	11.23	95%	12.06	13.15	92%	12.06	14.25	85%
San Diego Montgomery Field	5.13	8.53	60%	6.58	9.91	66%	6.58	11.02	60%
Palm Springs	2.06	4.09	50%	2.06	4.50	46%	2.06	4.61	45%

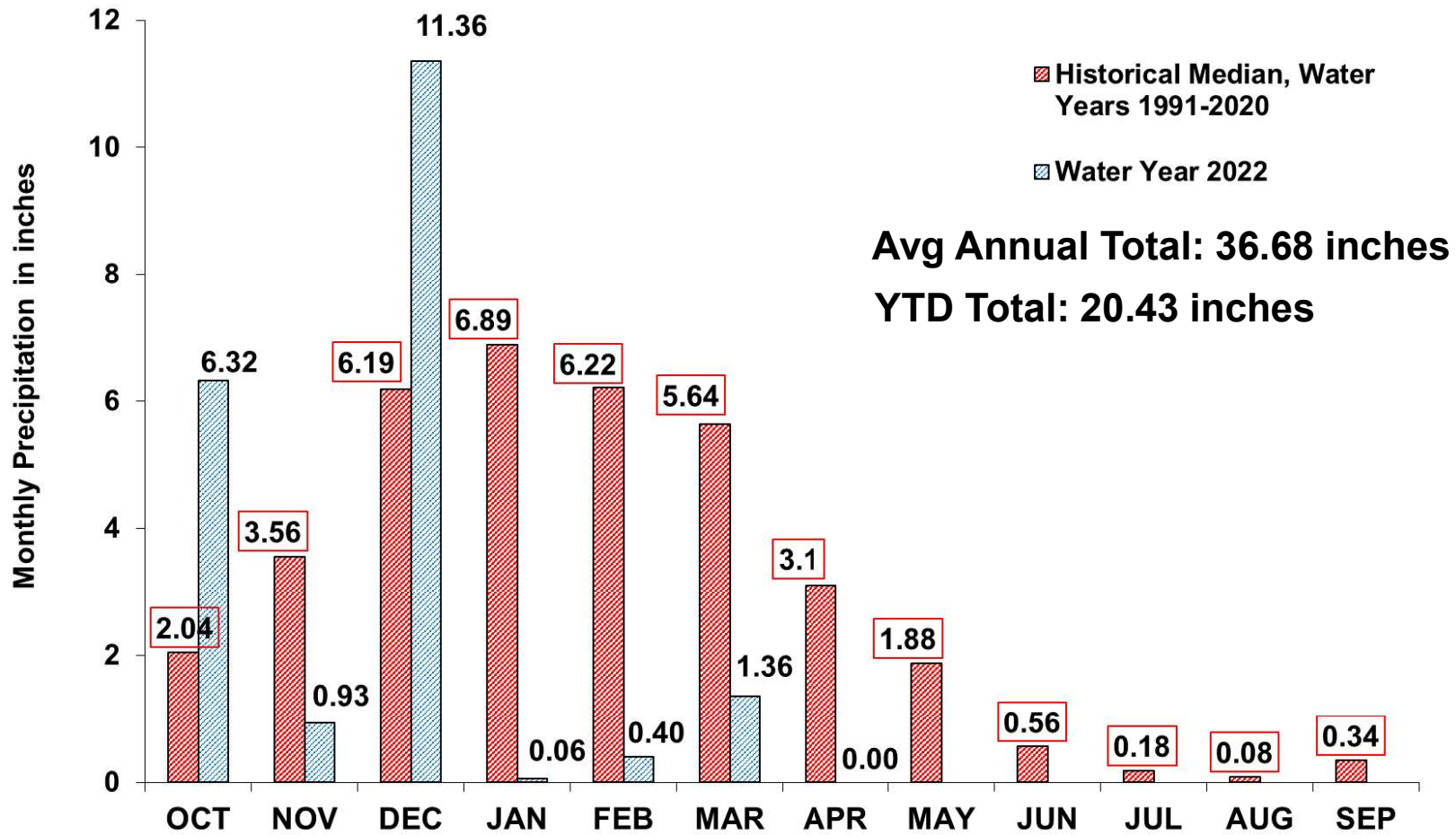
* Rain season runs from July 1 through June 30

Data from NOAA

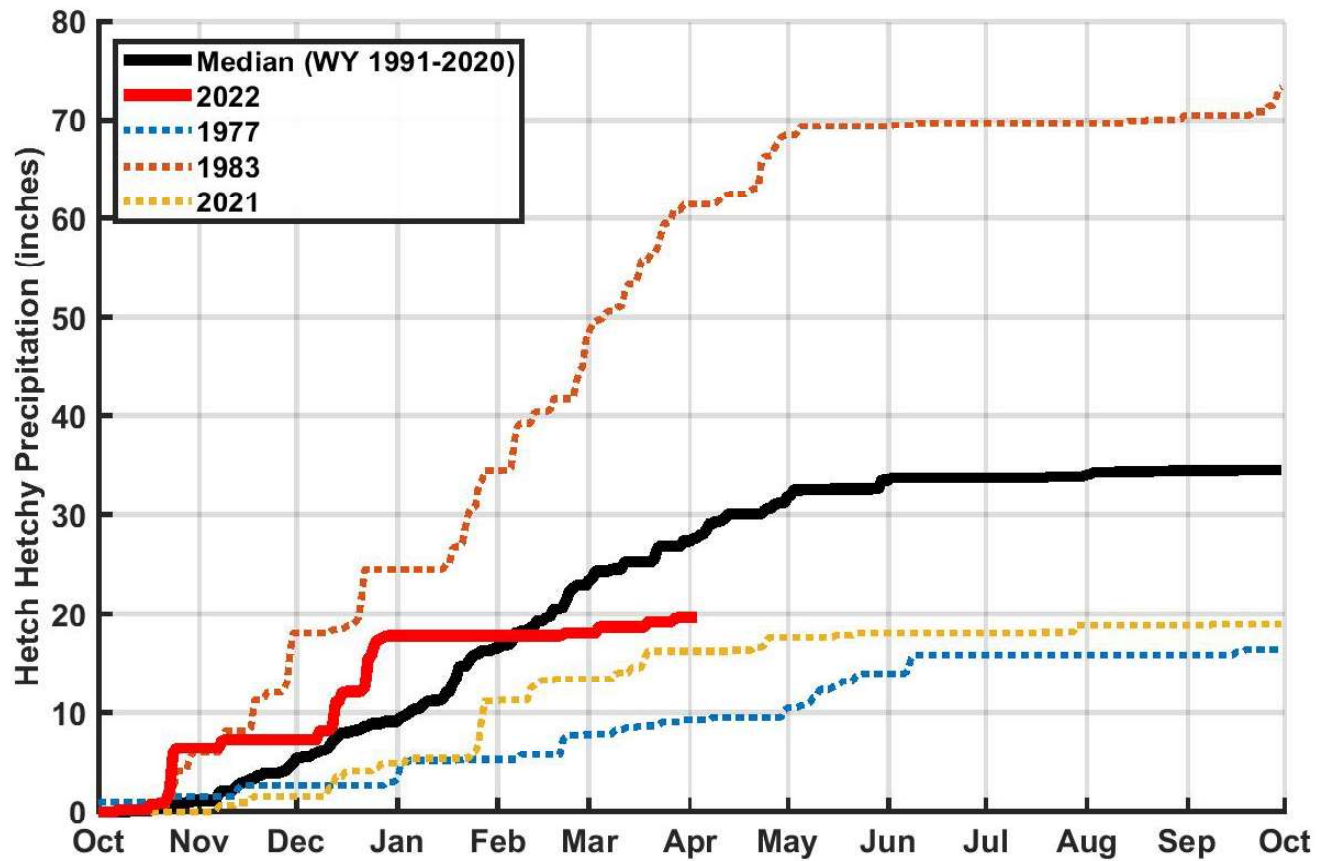
National Precipitation Forecast



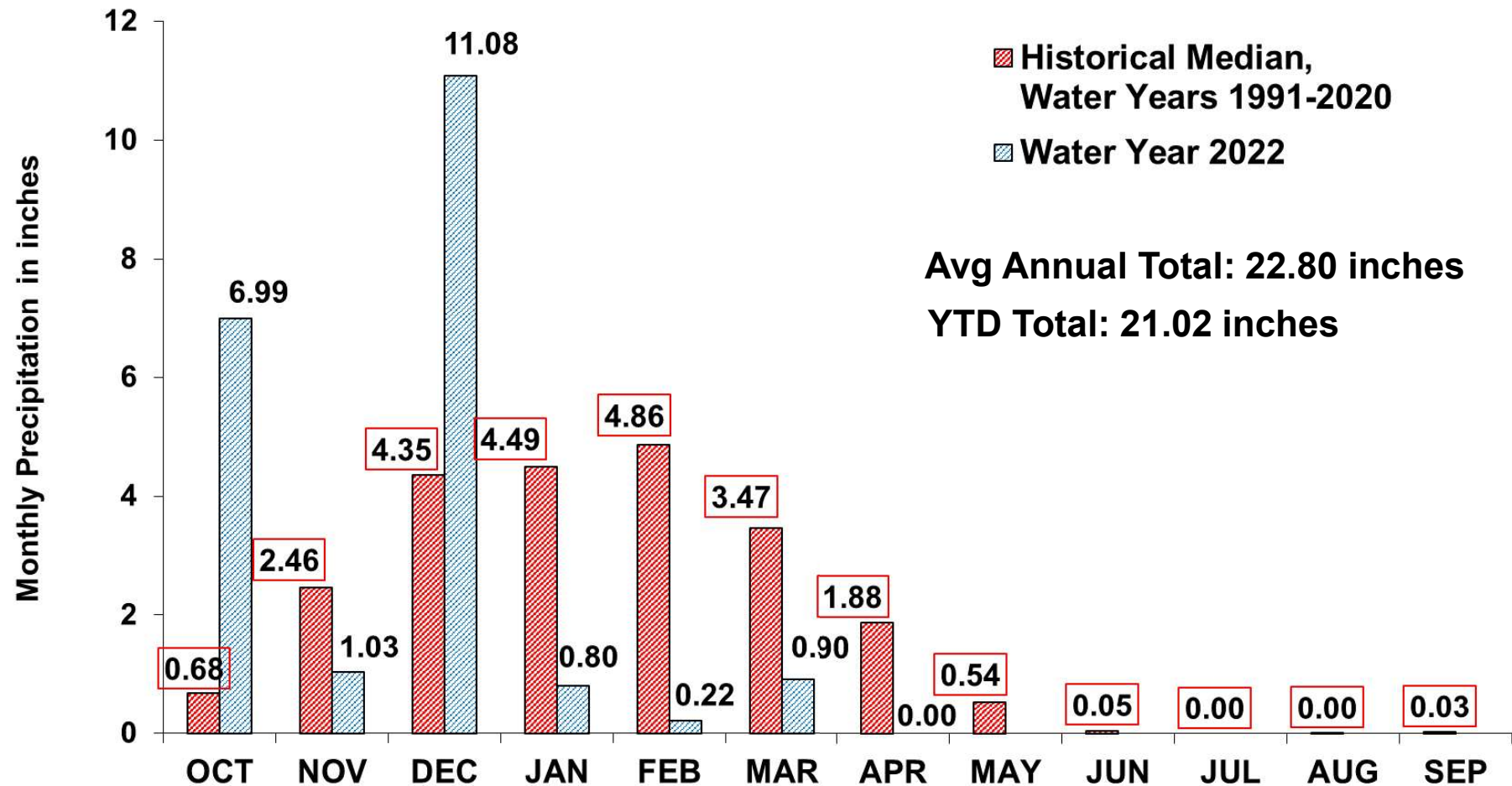
Upcountry 6-station Precipitation Index as of April 3, 2022



Hetch Hetchy Precipitation



Bay Area 7-station Precipitation Index as of April 3, 2022



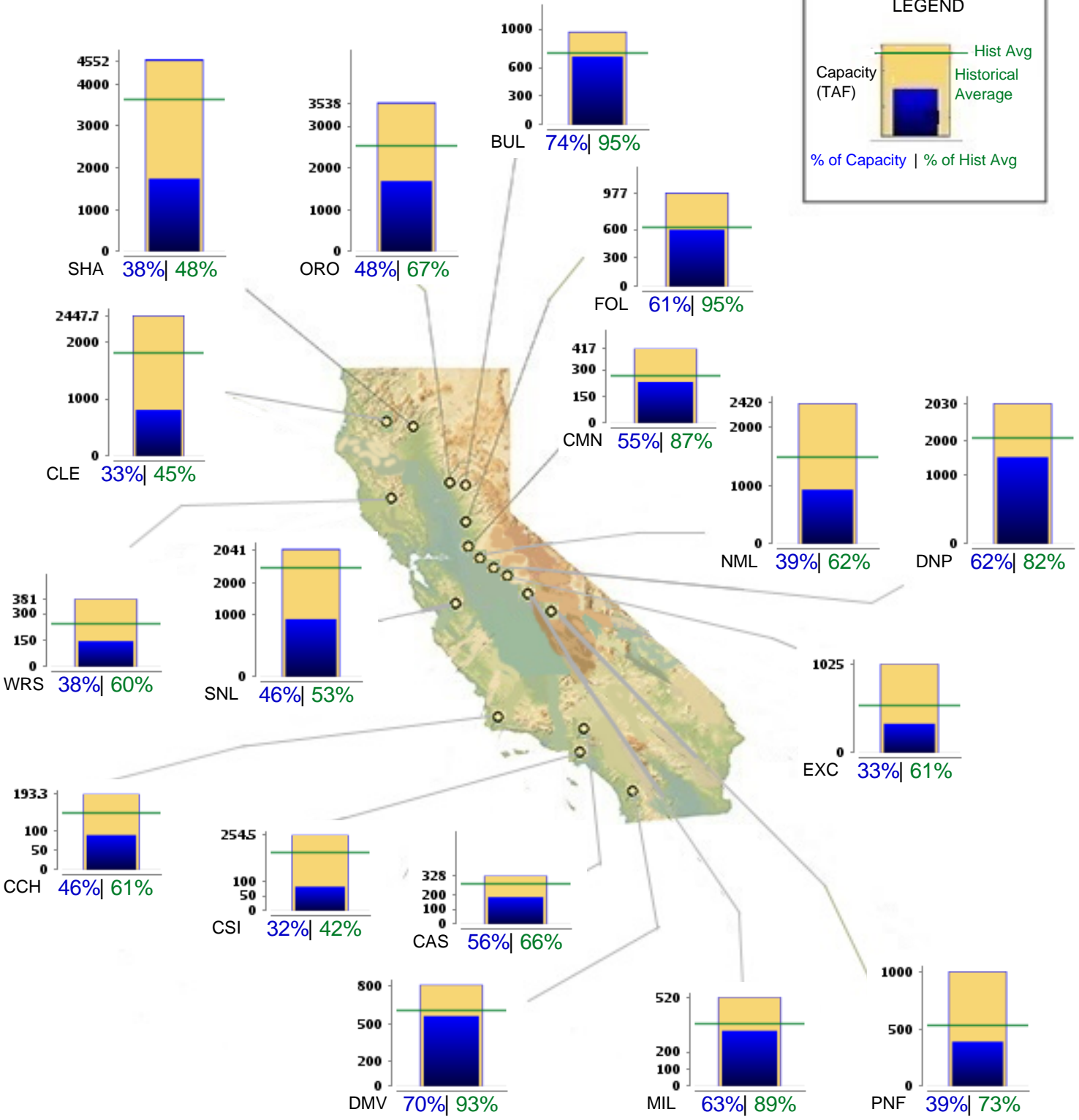
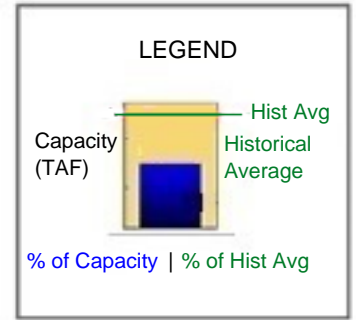


CURRENT RESERVOIR CONDITIONS

CALIFORNIA MAJOR WATER SUPPLY RESERVOIRS

Midnight - April 4, 2022

CURRENT CONDITIONS

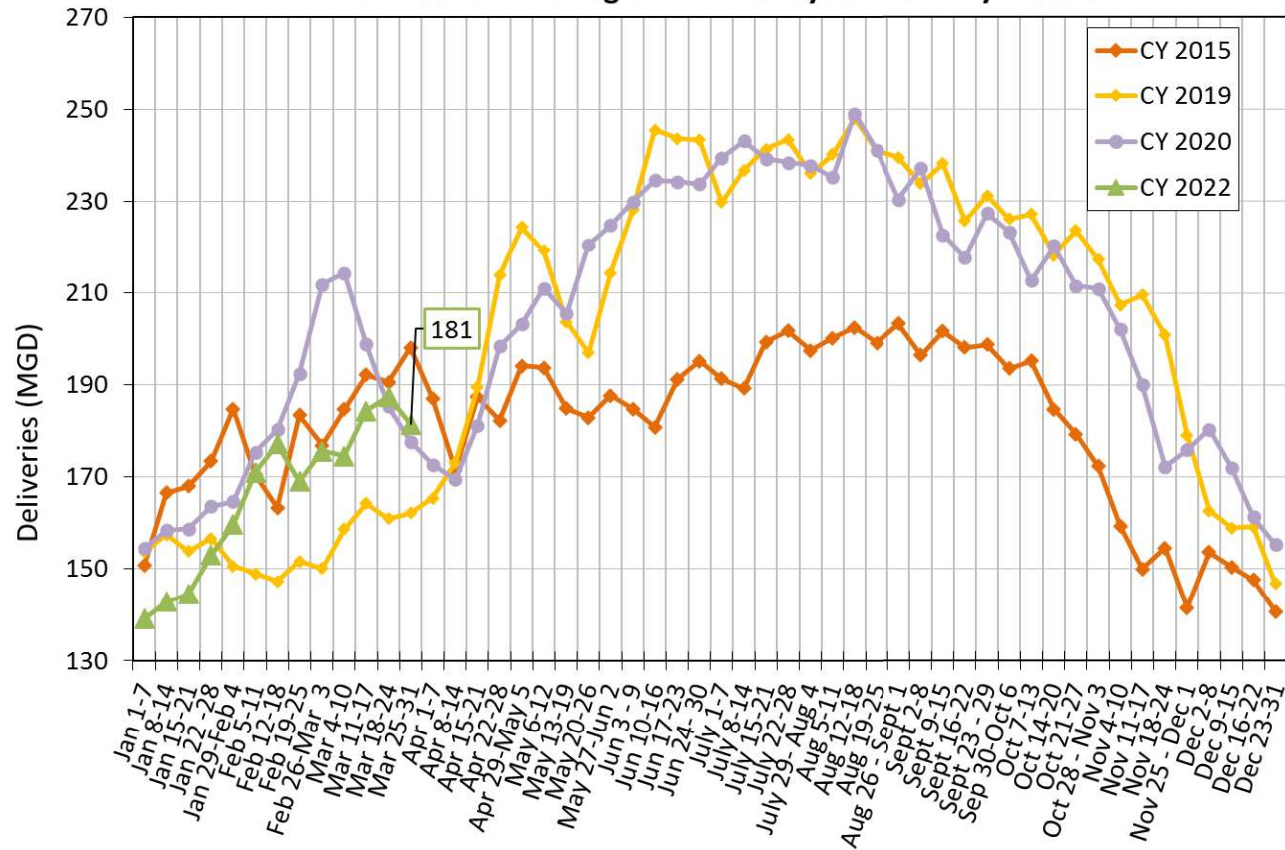


RWS - Storage Conditions
Most Recent Two Month Comparison

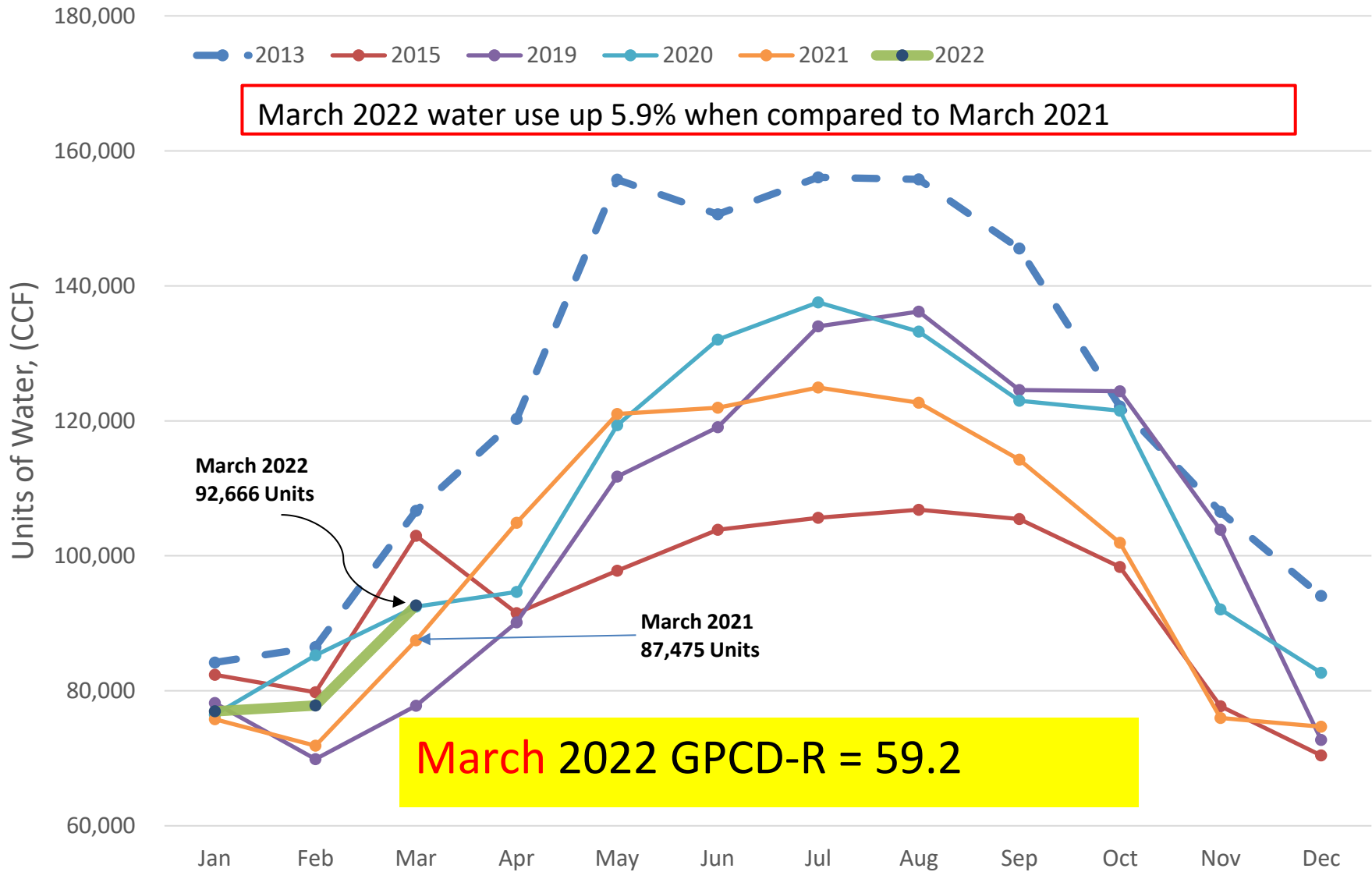
	Maximum Storage Acre-Feet	2/28/2022		4/4/2022		Normal % Of Max. Storage
		Current Storage Acre-Feet	Pct. Of Maximum Storage	Current Storage Acre-Feet	Pct. Of Maximum Storage	
Tuolumne System						
Hetch Hetchy Rsvr	360,360	310,300	86.1%	298,200	82.8%	61.1%
Cherry Rsvr	268,800	225,600	83.9%	235,900	87.8%	
Lake Eleanor	21,495	20,290	94.4%	23,970	100.0%	
Water Bank	570,000	348,878	61.2%	343,041	60.2%	99.8%
Total Tuolumne Storage	1,220,655	905,068	73.2%	901,111	73.8%	
Local Bay Area Storage						
Calaveras Rsvr	96,670	65,528	67.8%	64,460	66.7%	
San Antonio Rsvr	53,266	39,161	73.5%	38,563	72.4%	
Crystal Springs Rsvr	58,309	44,914	77.0%	44,959	77.1%	
San Andreas Rsvr	19,027	16,626	87.4%	15,541	81.7%	
Pilarcitos Rsvr	3,030	2,645	87.3%	2,786	91.9%	
Total Local Storage	230,302	168,874	80.0%	166,309	72.2%	
Total RWS Storage	1,450,957	1,073,942	74.3%	1,067,420	82.2%	

Total Deliveries

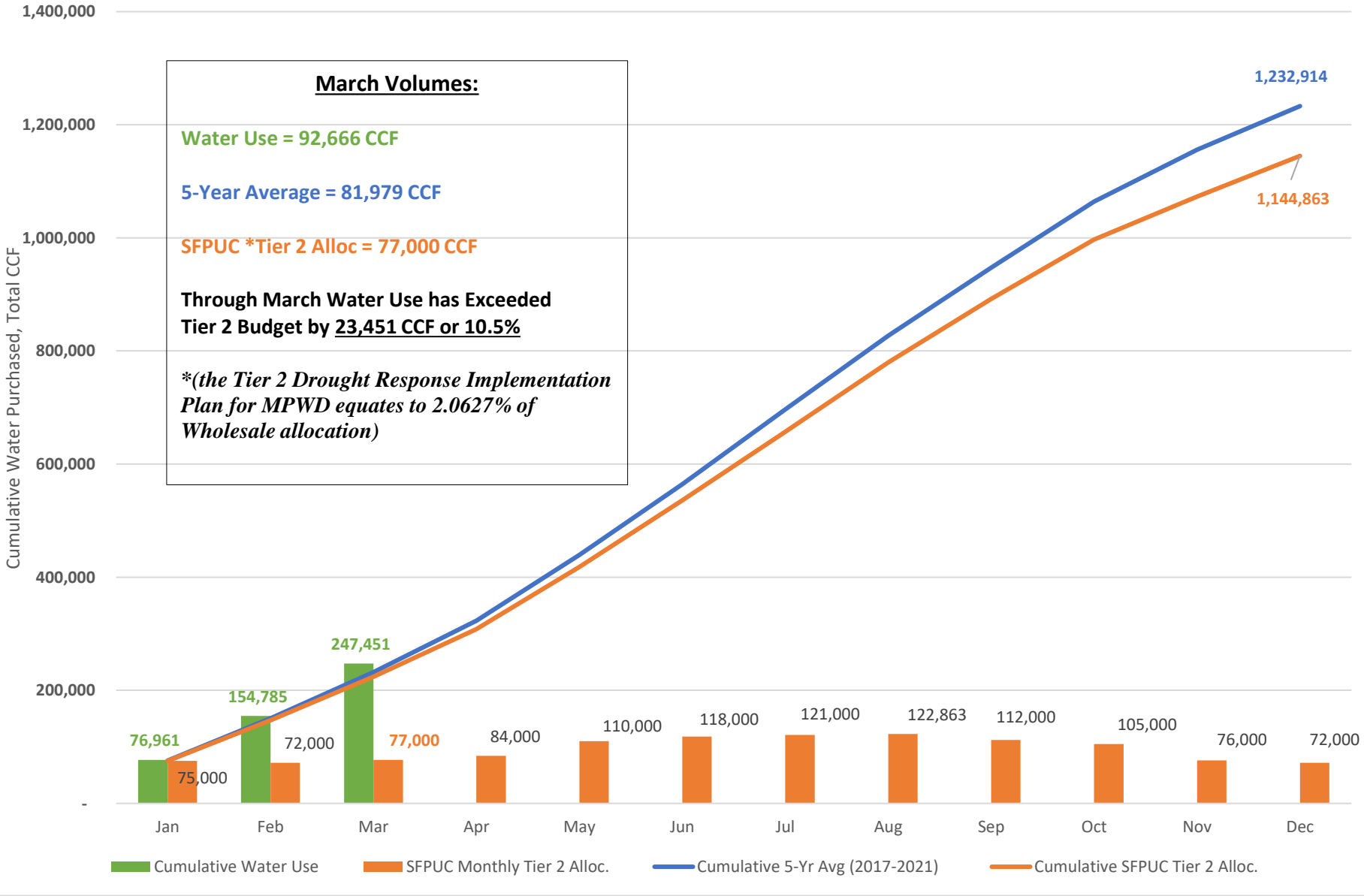
Regional Water System Total Deliveries
Source: SFPUC Regional Water System County Meters



MPWD Annual Water Use



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



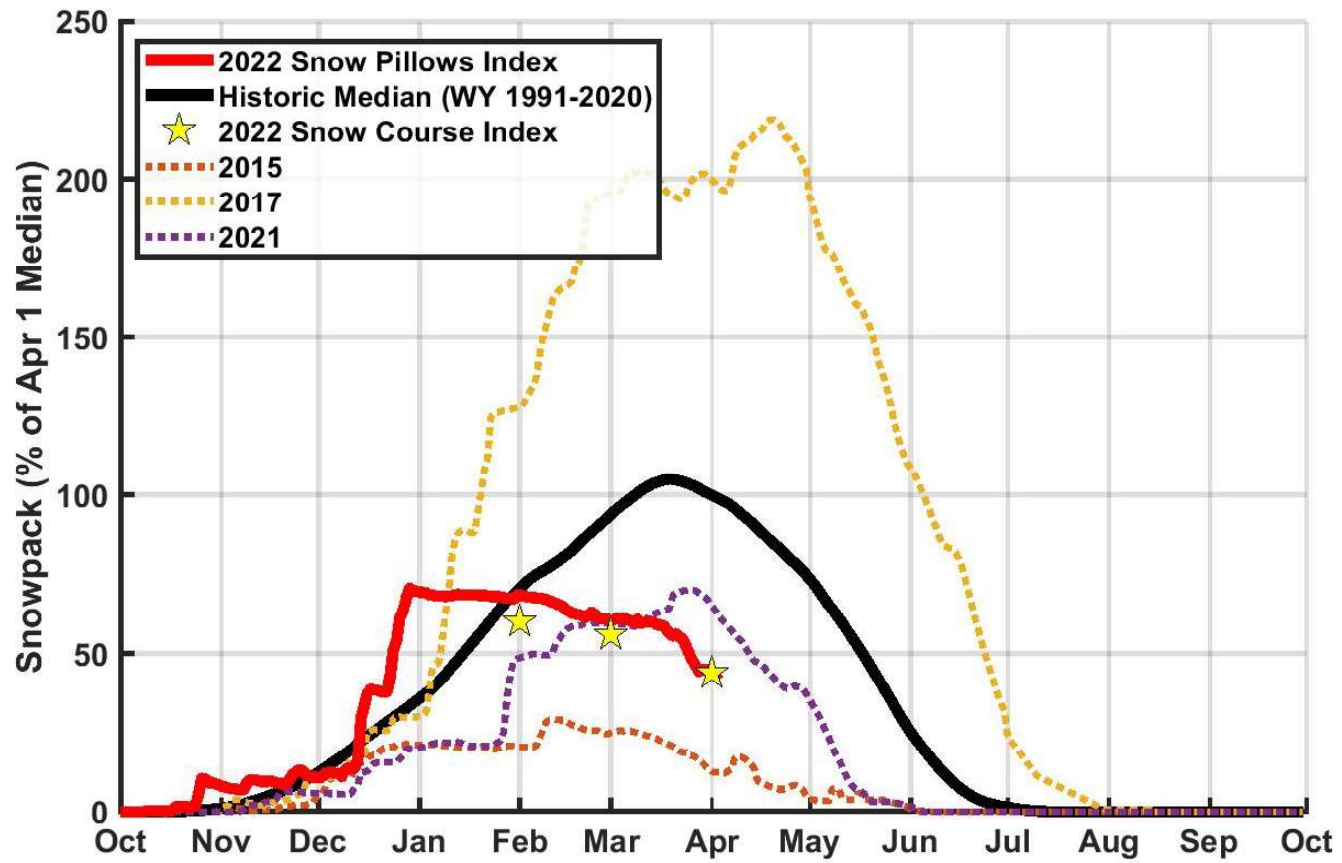
Drought Tracker

---- Provisional Data Subject to Revision ----

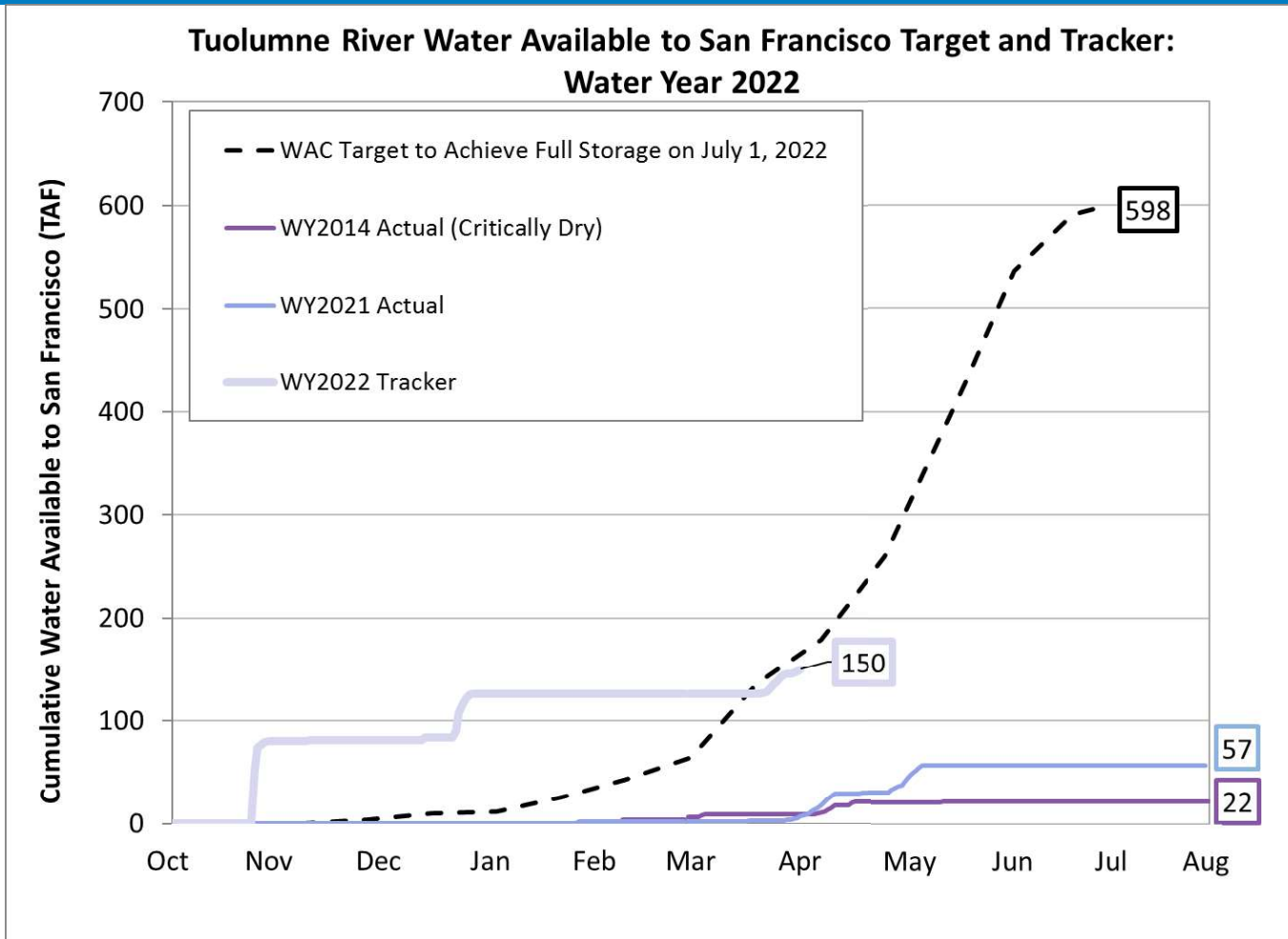
For the Period July 1, 2021 - March 31, 2022			
CUSTOMER GROUPS	FY2019/2020 AVG. MGD	FY2021/2022 AVG. MGD	% REDUCTION
San Francisco Customers	63.8	55.1	13.6%
Wholesale Customers	134.5	127.3	5.3%
TOTAL	198.3	182.5	8.0%

For the Period January 1, 2022 - March 31, 2022			
CUSTOMER GROUPS	FY2019/2020 AVG. MGD	FY2021/2022 AVG. MGD	% REDUCTION
San Francisco Customers	61.6	55.0	10.7%
Wholesale Customers	112.8	111.0	1.6%
TOTAL	174.4	166.0	4.8%

Upcountry Snowpack



Tuolumne River Water Available to the City





DATE: April 15, 2022
TO: Rene Ramirez, Operations Manager
FROM: Jeanette Kalabolas, Management Analyst

SUBJECT: 2022 FIRST QUARTER WATER CONSERVATION STAFF REPORT

SUBJECT #1: MPWD Annual Demand Projections Graph Updated

BACKGROUND: In April 2017 staff advised it would share annually with the Board going forward up-to-date formal wholesale customer water demand projections provided BAWSCA to better assist SFPUC in determining rates for the next fiscal year

DISCUSSION: In years past, projected calculations were determined by referencing BAWSCA's 2014 Draft Technical Memo #3 where MPWD's water use efficiency was evaluated and set in Million Gallons per Day (MGD) through 2040. In 2020 BAWSCA provided updated Regional Water Demand and Conservation Projections re-evaluating member Agency(s) water use efficiency to provide better insights on long-term water demand patterns and conservation savings potential. The annual graph reflecting FY17-18 through present has been updated. FY22-23 projection volumes were established using an average between the FY21-22 Total Projected Use of 2.68MGD and the UWMP 2025 Projection of 2.80MGD for a value of 2.72MGD. July–December 2021 actual sales of 645,581CCF were provided by SFPUC and January–June 2022 was estimated at 663,328CCF. This calculation was arrived at by subtracting the Actual Use July-Dec 2021 from the Total Projected Use of 1,308,909CCF reported FY21-22. It should also be noted here that BAWSCA is in the process of updating member Agency DSS models for release FY 22-23, as well as Tier 2 drought emergency allocations which may lead to changes in the method(s) that member agency data is collected in the next couple of years.

SUBJECT #2: MPWD New Drought Resources Carousel on Website

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

DISCUSSION: Staff is in the process of implementing a new auto-rotation feature on the website. The idea behind a carousel concept is to help bring water use efficiency education center stage on the homepage allowing customers quicker access to relevant and up to date communications. A handful of base articles that already exist are being used to launch this new platform and are as follows: the FY20-21 WCAR and "Best of" Calendar combo, SWRCB Water Conservation Emergency Regulations released in January 2022 and the Water Conservation Report presented by Rene to the Board at the February 2022 meeting, as well as our WELO application. Staff is currently working to develop updated content with subsequent articles launch to the queue expected no later than the start of the next FY22-23 (July 1).

SUBJECT #3: MPWD's Annual Water Supply and Demand (AWSAD) Assessment is Underway

BACKGROUND: Starting in 2022 State Water Code Section 10632 requires every California urban water supplier to conduct an AWSAD assessment and submit an annual water shortage assessment report to DWR on or before July 1 of each year

DISCUSSION: This exercise was developed and adopted by the state to aid CA water purveyors in reporting actual and forecasted 12-month water supply conditions to help ensure that appropriate shortage response actions occur in a timely fashion and to better serve the projected outcome. MPWD outlined the process it will use to fulfil this requirement in its 2020 WSCP. Staff has spent the past few months working with ManageWater, Inc., the consultant hired, to assist with the building of an AWSAD workbook and provide the training necessary so that reporting can be handled in-house after July 1, 2022. DWR held a support workshop on March 7, 2022, from 10AM-12PM on this topic as well that staff attended. The meeting focused on best practices, suggested actions, key dates, release of the associated guidebook, tables created for reporting purposes and their expected availability through the WUE portal and applicable penalties (non-monetary and will mirror those of the UWMP) if Agencies fail to file on time.

SUBJECT #4: MPWD to Resume In-Person Community Interaction

BACKGROUND: Sponsor, inform, educate, and share water use efficiency methods by participation annually in a series of routine community gatherings

DISCUSSION: District on-site field trips and promotion of the 2023 Calendar Contest are set to resume FY 22-23. Staff hopes to have a field trip on the schedule by fall 2022 with the calendar contest opening to schools interested at the same time. Earth Day took place on April 23, 2022, from 9AM-Noon at City Hall. Because the date coincided with the Save the Music Festival, the City of Belmont opted to scale this year's event back hosting a single shared vendor table and offering green services free of charge to the community (shred truck, creek clean-up, recycle bins, etc.) MPWD was offered a spot at this table and outreach materials for public distribution were provided. Staff anticipates that this event will return to its original full scale pre-covid format in 2023. Public Works Week this year is May 15-19, 2022, from 10AM-1PM and is scheduled to take place as in years prior at the meadow in Twin Pines Park. The City of Belmont will host and MPWD has been invited to return to this in-person exhibition, as well. It too will be a mini version of years past with Recology and Rethink Waste in also in attendance. Staff plans to share water efficiency messaging and stage a few field operation demos and although National Night Out (NNO) officially returned in 2021 MPWD will be resuming its post on Tuesday, August 2, 2022, at the Carlmont Shopping center Ralston entrance from 6-8PM.

SUBJECT #5: BAWSCA's Explores Grey Water Program Potential

BACKGROUND: Graywater is a reliable and efficient home source of lightly used water that comes from clothes washers, showers, bathtubs, and bathroom sinks that can be used to irrigate outdoor landscapes

DISCUSSION: Due to a renewed regional interest in water reuse BAWSCA is exploring a potential Grey Water initiatives with the San Mateo City/County Associations of Governments. BAWSCA and its prospective partner have begun researching programs across the state to help gain insight and expertise on what this type of a program might look like for BAWSCA Agencies. Although a program of this nature has the potential to capture measurable water savings it also presents many challenges, such as - what is allowed under the existing plumbing code and within San Mateo County's current Guidelines, as well as local need/cost component considerations. Past successes have also proven few and far between, for example, SCVWD has shared that it has instituted a program for 8+ years and the customer uptake and progress

in this area with respect to conservation has remained slow in its growth. BAWSCA has expressed interest as well in designing a Pilot Program in the event they are able to secure an intern this summer, which staff has conveyed interest in joining should the opportunity present itself given the shop at 3 Dairy Lane houses a laundry facility that could easily be piped out to our demo garden located at the entrance to the district office.

SUBJECT #6: Southern Nevada Water Authority (SNWA) “Non-Functional Turf” Program

BACKGROUND: In 2021 Nevada (NV) passed into law Assembly Bill 356, which prohibits the use of Colorado River water delivered by Water Authority member agencies to irrigate non-functional grass. The law requires the removal and/or replacement of such grass throughout Southern Nevada at commercial, multi-family, government, and other properties. It does not apply to grass in homeowners’ yards or to grass used for recreation at schools and parks. Non-functional grass must be removed or replaced by the end of 2026

DISCUSSION: Last year in order to comply with legislation enacted by the state of Nevada and in an effort to conserve its 10% Colorado River Annual allotment SNWA launched a program to replace non-functional turf areas defined as space that provide no recreational value, are largely decorative and not considered safe to access or use. An advisory committee was formed, and work began on classifying functional vs. non-functional (streetscape turf, decorative frontage courtyards, building adjacent turf and certain HOA landscaped areas) turf areas. After this was achieved next steps included, customer turf waiver eligibility terms were outlined, including the development of an application and the establishment of review procedures and outreach began January of 2022. The program continues to be marketed through a myriad of tools (direct mail, email, website, social media etc.) and the advisory committee is expected to reconvene later this year to discuss further actions as program implementation evolves. Because these types of areas are found throughout most western US cities, within business complexes, neighborhoods, schools, parks, government facilities, along community streets, and in traffic circles and medians it is expected that this is a program many water resources representative across the states who are experiencing moderate to extreme drought will be following very closely to gauge its success.

SUBJECT #7: CA Irrigation Institutes (CII), 2-Day “Water for a Sustainable CA Conference”

BACKGROUND: The CII is the oldest independent forum on irrigation and water in California founded in 1962. The primary purpose of the institute is to host an annual conference on California water issues, water use efficiency, water quality and surface and groundwater management. Conferences feature leading water industry experts, government agency heads, water district managers, innovative farmers and vendors with leading water saving products. The sessions aim to discuss research results and practical field experience

DISCUSSION: Staff attended the 60th Annual Conference February 28-March 1, 2022, in Sacramento, CA where representatives from the DWR and SWRCB, both agriculture and urban water divisions were in attendance to talk about water resources, as well as CA urban water purveyors, farmers, irrigation districts, scientists’, fish and game and other industry partners. The event featured Joaquin Esquivel, chair of the SWRCB, as the keynote speaker and other trade leaders spoke on topics including - assembly and state bill updates, SWRCB perspective, Farm Bureau and grower research, regenerative agriculture, farm water and energy use, urban DWR recommendations and reporting, drought mitigation, water use efficiency tools/techniques and exhibitor displays, demonstrations and discussions on their latest goods and services.

EXECUTIVE DEPARTMENT
STATE OF CALIFORNIA

EXECUTIVE ORDER N-7-22

WHEREAS on April 12, 2021, May 10, 2021, July 8, 2021, and October 19, 2021, I proclaimed states of emergency that continue today and exist across all the counties of California, due to extreme and expanding drought conditions; and

WHEREAS climate change continues to intensify the impacts of droughts on our communities, environment, and economy, and California is in a third consecutive year of dry conditions, resulting in continuing drought in all parts of the State; and

WHEREAS the 21st century to date has been characterized by record warmth and predominantly dry conditions, and the 2021 meteorological summer in California and the rest of the western United States was the hottest on record; and

WHEREAS since my October 19, 2021 Proclamation, early rains in October and December 2021 gave way to the driest January and February in recorded history for the watersheds that provide much of California's water supply; and

WHEREAS the ongoing drought will have significant, immediate impacts on communities with vulnerable water supplies, farms that rely on irrigation to grow food and fiber, and fish and wildlife that rely on stream flows and cool water; and

WHEREAS the two largest reservoirs of the Central Valley Project, which supplies water to farms and communities in the Central Valley and the Santa Clara Valley and provides critical cold-water habitat for salmon and other anadromous fish, have water storage levels that are approximately 1.1 million acre-feet below last year's low levels on this date; and

WHEREAS the record-breaking dry period in January and February and the absence of significant rains in March have required the Department of Water Resources to reduce anticipated deliveries from the State Water Project to 5 percent of requested supplies; and

WHEREAS delivery of water by bottle or truck is necessary to protect human safety and public health in those places where water supplies are disrupted; and

WHEREAS groundwater use accounts for 41 percent of the State's total water supply on an average annual basis but as much as 58 percent in a critically dry year, and approximately 85 percent of public water systems rely on groundwater as their primary supply; and

WHEREAS coordination between local entities that approve permits for new groundwater wells and local groundwater sustainability agencies is important to achieving sustainable levels of groundwater in critically overdrafted basins; and

WHEREAS the duration of the drought, especially following a multiyear drought that abated only five years ago, underscores the need for California to redouble near-, medium-, and long-term efforts to adapt its water management and delivery systems to a changing climate, shifting precipitation patterns, and water scarcity; and

WHEREAS the most consequential, immediate action Californians can take to extend available supplies is to voluntarily reduce their water use by 15 percent from their 2020 levels by implementing the commonsense measures identified in operative paragraph 1 of Executive Order N-10-21 (July 8, 2021); and

WHEREAS to protect public health and safety, it is critical the State take certain immediate actions without undue delay to prepare for and mitigate the effects of the drought conditions, and under Government Code section 8571, I find that strict compliance with various statutes and regulations specified in this Proclamation would prevent, hinder, or delay the mitigation of the effects of the drought conditions.

NOW, THEREFORE, I, GAVIN NEWSOM, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes, including the California Emergency Services Act, and in particular, Government Code sections 8567, 8571, and 8627, do hereby issue the following Order to become effective immediately:

IT IS HEREBY ORDERED THAT:

1. The orders and provisions contained in my April 21, 2021, May 10, 2021, July 8, 2021, and October 19, 2021 Proclamations remain in full force and effect, except as modified by those Proclamations and herein. State agencies shall continue to implement all directions from those Proclamations and accelerate implementation where feasible.
2. To help the State achieve its conservation goals and ensure sufficient water for essential indoor and outdoor use, I call on all Californians to strive to limit summertime water use and to use water more efficiently indoors and out. The statewide Save Our Water conservation campaign at SaveOurWater.com provides simple ways for Californians to reduce water use in their everyday lives. Furthermore, I encourage Californians to understand and track the amount of water they use and measure their progress toward their conservation goals.
3. By May 25, 2022, the State Water Resources Control Board (Water Board) shall consider adopting emergency regulations that include all of the following:
 - a. A requirement that each urban water supplier, as defined in section 10617 of the Water Code, shall submit to the Department of Water Resources a preliminary annual water supply and demand assessment consistent with section 10632.1 of the Water Code no later than June 1, 2022, and submit a final annual water

supply and demand assessment to the Department of Water Resources no later than the deadline set by section 10632.1 of the Water Code;

- b. A requirement that each urban water supplier that has submitted a water shortage contingency plan to the Department of Water Resources implement, at a minimum, the shortage response actions adopted under section 10632 of the Water Code for a shortage level of up to twenty percent (Level 2), by a date to be set by the Water Board; and
- c. A requirement that each urban water supplier that has not submitted a water shortage contingency plan to the Department of Water Resources implement, at a minimum, shortage response actions established by the Water Board, which shall take into consideration model actions that the Department of Water Resources shall develop for urban water supplier water shortage contingency planning for Level 2, by a date to be set by the Water Board.

To further conserve water and improve drought resiliency if the drought lasts beyond this year, I encourage urban water suppliers to conserve more than required by the emergency regulations described in this paragraph and to voluntarily activate more stringent local requirements based on a shortage level of up to thirty percent (Level 3).

4. To promote water conservation, the Department of Water Resources shall consult with leaders in the commercial, industrial, and institutional sectors to develop strategies for improving water conservation, including direct technical assistance, financial assistance, and other approaches. By May 25, 2022, the Water Board shall consider adopting emergency regulations defining "non-functional turf" (that is, a definition of turf that is ornamental and not otherwise used for human recreation purposes such as school fields, sports fields, and parks) and banning irrigation of non-functional turf in the commercial, industrial, and institutional sectors except as it may be required to ensure the health of trees and other perennial non-turf plantings.
5. In order to maximize the efficient use of water and to preserve water supplies critical to human health and safety and the environment, Public Resources Code, Division 13 (commencing with section 21000) and regulations adopted pursuant to that Division are hereby suspended, with respect to the directives in paragraphs 3 and 4 of this Order and any other projects and activities for the purpose of water conservation to the extent necessary to address the impacts of the drought, and any permits necessary to carry out such projects or activities. Entities that desire to conduct activities under this suspension, other than the directives in paragraphs 3 and 4 of this Order, shall first request that the Secretary of the Natural Resources Agency make a determination that the proposed activities are eligible to be conducted under this suspension. The Secretary shall use sound discretion in applying this Executive Order to ensure that the suspension serves the purpose of accelerating conservation projects that are necessary to address impacts of the drought, while at the same time

protecting public health and the environment. The entities implementing these directives or conducting activities under this suspension shall maintain on their websites a list of all activities or approvals for which these provisions are suspended.

6. To support voluntary approaches to improve fish habitat that would require change petitions under Water Code section 1707 and either Water Code sections 1425 through 1432 or Water Code sections 1725 through 1732, and where the primary purpose is to improve conditions for fish, the Water Board shall expeditiously consider petitions that add a fish and wildlife beneficial use or point of diversion and place of storage to improve conditions for anadromous fish. California Code of Regulations, title 23, section 1064, subdivisions (a)(1)(A)(i)-(ii) are suspended with respect to any petition that is subject to this paragraph.
7. To facilitate the hauling of water for domestic use by local communities and domestic water users threatened with the loss of water supply or degraded water quality resulting from drought, any ordinance, regulation, prohibition, policy, or requirement of any kind adopted by a public agency that prohibits the hauling of water out of the water's basin of origin or a public agency's jurisdiction is hereby suspended. The suspension authorized pursuant to this paragraph shall be limited to the hauling of water by truck or bottle to be used for human consumption, cooking, or sanitation in communities or residences threatened with the loss of affordable safe drinking water. Nothing in this paragraph limits any public health or safety requirement to ensure the safety of hauled water.
8. The Water Board shall expand inspections to determine whether illegal diversions or wasteful or unreasonable use of water are occurring and bring enforcement actions against illegal diverters and those engaging in the wasteful and unreasonable use of water. When access is not granted by a property owner, the Water Board may obtain an inspection warrant pursuant to the procedures set forth in Title 13 (commencing with section 1822.50) of Part 3 of the Code of Civil Procedure for the purposes of conducting an inspection pursuant to this directive.
9. To protect health, safety, and the environment during this drought emergency, a county, city, or other public agency shall not:
 - a. Approve a permit for a new groundwater well or for alteration of an existing well in a basin subject to the Sustainable Groundwater Management Act and classified as medium- or high-priority without first obtaining written verification from a Groundwater Sustainability Agency managing the basin or area of the basin where the well is proposed to be located that groundwater extraction by the proposed well would not be inconsistent with any sustainable groundwater management program established in any applicable Groundwater Sustainability Plan adopted by that Groundwater Sustainability

Agency and would not decrease the likelihood of achieving a sustainability goal for the basin covered by such a plan; or

- b. Issue a permit for a new groundwater well or for alteration of an existing well without first determining that extraction of groundwater from the proposed well is (1) not likely to interfere with the production and functioning of existing nearby wells, and (2) not likely to cause subsidence that would adversely impact or damage nearby infrastructure.

This paragraph shall not apply to permits for wells that will provide less than two acre-feet per year of groundwater for individual domestic users, or that will exclusively provide groundwater to public water supply systems as defined in section 116275 of the Health and Safety Code.

10. To address household or small community drinking water shortages dependent upon groundwater wells that have failed due to drought conditions, the Department of Water Resources shall work with other state agencies to investigate expedited regulatory pathways to modify, repair, or reconstruct failed household or small community or public supply wells, while recognizing the need to ensure the sustainability of such wells as provided for in paragraph 9.
11. State agencies shall collaborate with tribes and federal, regional, and local agencies on actions related to promoting groundwater recharge and increasing storage.
12. To help advance groundwater recharge projects, and to demonstrate the feasibility of projects that can use available high water flows to recharge local groundwater while minimizing flood risks, the Water Board and Regional Water Quality Control Boards shall prioritize water right permits, water quality certifications, waste discharge requirements, and conditional waivers of waste discharge requirements to accelerate approvals for projects that enhance the ability of a local or state agency to capture high precipitation events for local storage or recharge, consistent with water right priorities and protections for fish and wildlife. For the purposes of carrying out this paragraph, Division 13 (commencing with section 21000) of the Public Resources Code and regulations adopted pursuant to that Division, and Chapter 3 (commencing with section 85225) of Part 3 of Division 35 of the Water Code and regulations adopted pursuant thereto are hereby suspended to the extent necessary to address the impacts of the drought. This suspension applies to (a) any actions taken by state agencies, (b) any actions taken by local agencies where the state agency with primary responsibility for the implementation of the directives concurs that local action is required, and (c) permits necessary to carry out actions under (a) or (b). The entities implementing these directives shall maintain on their websites a list of all activities or approvals for which these provisions are suspended.
13. With respect to recharge projects under either Flood-Managed Aquifer Recharge or the Department of Water Resources Sustainable

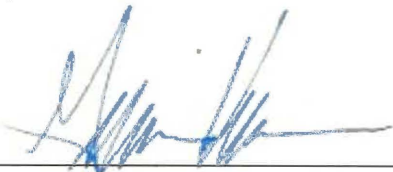
Groundwater Management Grant Program occurring on open and working lands to replenish and store water in groundwater basins that will help mitigate groundwater conditions impacted by drought, for any (a) actions taken by state agencies, (b) actions taken by a local agency where the Department of Water Resources concurs that local action is required, and (c) permits necessary to carry out actions under (a) or (b), Public Resources Code, Division 13 (commencing with section 21000) and regulations adopted pursuant to that Division are hereby suspended to the extent necessary to address the impacts of the drought. The entities implementing these directives shall maintain on their websites a list of all activities or approvals for which these provisions are suspended.

14. To increase resilience of state water supplies during prolonged drought conditions, the Department of Water Resources shall prepare for the potential creation and implementation of a multi-year transfer program pilot project for the purpose of acquiring water from willing partners and storing and conveying water to areas of need.
15. By April 15, 2022, state agencies shall submit to the Department of Finance for my consideration proposals to mitigate the worsening effects of severe drought, including emergency assistance to communities and households and others facing water shortages as a result of the drought, facilitation of groundwater recharge and wastewater recycling, improvements in water use efficiency, protection of fish and wildlife, mitigation of drought-related economic or water-supply disruption, and other potential investments to support short- and long-term drought response.

IT IS FURTHER ORDERED that as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 28th day of March 2022.



GAVIN NEWSOM
Governor of California

ATTEST:

SHIRLEY N. WEBER, PH.D.
Secretary of State



TO: Board of Directors
FROM: Tammy A. Rudock
General Manager
DATE: April 28, 2022

MANAGER'S REPORT

FOLLOW-UP FROM 03/24/2022:

- Final approved districting map for division-based elections commencing November 2022 submitted to San Mateo County Elections Office by Redistricting Partners, along with MPWD signed Ordinance No. 122.
- Signed Ordinance No. 122 posted to website.
- Signed Resolutions 2022-06 and 2022-07 regarding Water Supply Agreement amendments provided to BAWSCA and posted to website.
- Signed Task Order 22-22 with Pakpour Consulting Group, Inc., for construction management services for Hastings Drive/Vine Street/Belmont Canyon Road WMR capital project, and related Resolution 2022-08. Resolution 2022-08 was posted to website.

GENERAL MANAGER RECRUITMENT

Per the GM Recruitment Work Plan and Project Schedule, MPWD Special Board Meetings were scheduled for the following Closed Session activities:

1. May 11, 2022 @ 5:30PM – Day 1 of Candidate Final Interviews (Interview finalist candidates.)
2. May 12, 2022 @ 5:30PM – Day 2 of Candidate Final Interviews (Interview finalist candidates and select a GM.)

At the Board's direction each of the above Special Board Meetings will be re-scheduled to start at 4:30PM.

At the Board's direction a Special Board Meeting will be scheduled during the week of May 16, 2022.

BOARD FINANCE COMMITTEE

The committee met on April 13, 2022, and it will cancel and re-schedule its next meeting planned for May 4, 2022, at 9:00AM because Committee Member Kirk Wheeler and I will be attending the ACWA JPIA Annual Spring Conference in Sacramento that week.

3-MONTH “LOOK AHEAD” FOR BOARD MEETINGS

MAY 11, 2022 @ 4:30PM – SPECIAL BOARD MEETING

- Closed Session: Day 1 of Candidate Final Interviews

MAY 12, 2022 @ 4:30PM – SPECIAL BOARD MEETING

- Closed Session: Day 2 of Candidate Final Interviews

MAY 26, 2022

- Conduct Proposition 218 Water Rate Protest Hearing and Approve SFPUC Pass-Through Water Rate Adjustments effective July 1, 2022
- Approve FY 2022/2023 Operating and Capital Budgets
- Approve Employment Agreement with new General Manager effective July 1, 2022
- Receive Reports on California and San Francisco Regional Water System Drought Conditions and MPWD Water Conservation Update
- Receive BAWSCA Update

JUNE 23, 2022

- Approve Eighth Amendment to Employment Agreement for General Manager transition effective July 1, 2022
- Receive Reports on California and San Francisco Regional Water System Drought Conditions and MPWD Water Conservation Update

JULY 28, 2022

- Consider/Approve living wage adjustment for MPWD Employee Association, per Section 10 of Letter Agreement dated September 25, 2018 (through September 2023)
- Semi-Annual Financial Reconciliation and Capital Project Fund Reports on 2016 COP Financing through June 30, 2022
- Establish Appropriations Limit applicable to the MPWD during Fiscal Year 2022/2023
- Consider Updated Water Capacity Fees and Water Demand Offset Charges
- Receive Reports on California and San Francisco Regional Water System Drought Conditions and MPWD Water Conservation Update
- Receive BAWSCA Update

UPCOMING MEETINGS/EVENTS

HIA Meeting (Belmont): May 5, 2022 @ Divino's

ACWA JPIA 2022 Spring Conference & Exhibition (Sacramento): May 2-6, 2022

CSDA Special Districts Legislative Days (Virtual): May 17-18, 2022

CSDA 2022 Annual Conference & Exhibitor Showcase (Palm Springs): August 22-25, 2022



TO: Board of Directors
FROM: Monique Madrid, Administrative Services Manager (Temporary)
DATE: April 28, 2022

ADMINISTRATIVE SERVICES

ADMINISTRATION:

Payment Plans:

During the March board meeting, the board asked to be updated on the number of Payment Plans for delinquent utility accounts which are currently in place. There are currently five (5) active Payment Plans in place.

Termination of Service:

On Thursday, April 14, eight (8) utility accounts were terminated for non-payment. All of these customers have paid their past due and their service was re-established.

Arrearage Program:

As of Monday, April 18, two (2) of the twenty-five (25) accounts which were offered payment plans have submitted a request. Five (5) of the accounts have been paid and are current. Eighteen (18) are subject to termination of service if their past due balances are not brought current by May 19, 2022.

Proposition 218 Protest Process:

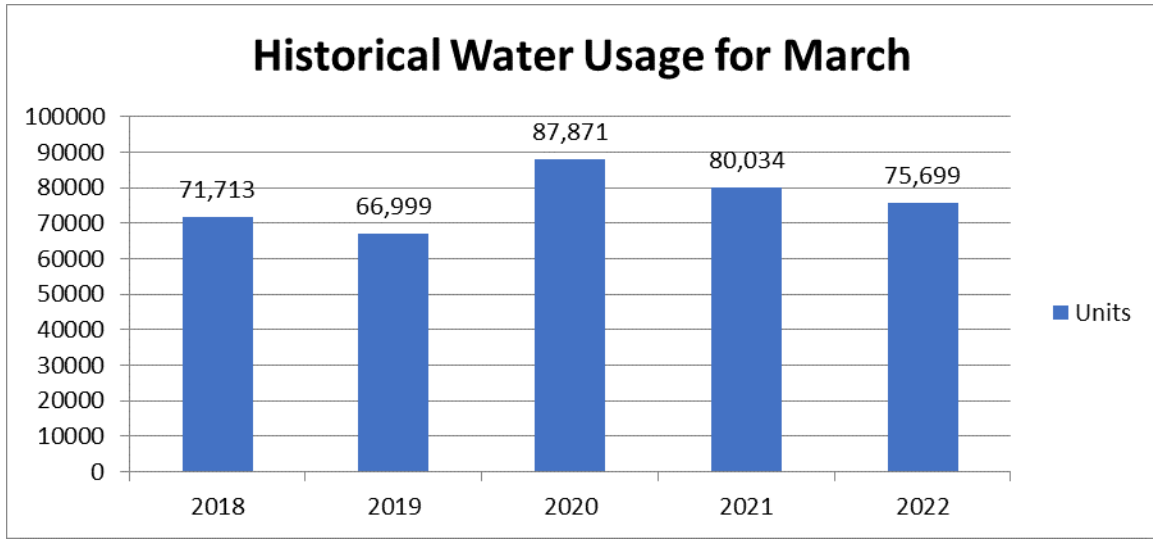
A total of 10,144 Proposition 218 Notices were mailed to all customers/rate payers on April 1, 2022. Staff is closely monitoring all Proposition 218 Notices returned to the MPWD. We then review and update the account information. When appropriate the Notice is resent. To date we have received 66 Notices via return mail. Thirty-eight (38) are no longer the owner, and twenty-eight (28) had unknown forwarding addresses. One (1) protest against the rate increase has been received.

MPWD has a total of 8098 utility (water) accounts. Of those accounts, eighteen (18) are temporary hydrant meters and not eligible for the Proposition 218 protest process. MPWD has a total of 8080 eligible accounts. To have a successful Rate Increase process the MPWD would need to receive less than 50% plus one (1). In this case that would be $4040+1 = 4041$.

Administration staff is continuing to work with the temporary Accountant and Customer Service Representative to provide for the needs of the MPWD and its customers. An offer of employment for the accountant position has been made and the candidate is currently going through the hiring process.

Standard Operating Procedures are being prepared for many of the processes used in the Administration Office such as Accounts Payable, Payroll, CalPERS enrollments and reporting corrections, and New Hire Onboarding and Orientation.

HISTORICAL WATER USAGE



PUBLIC SERVICE ETHICS EDUCATION (AB 1234)

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

- Cathy M. Jordan November 17, 2022
- Joubin Pakpour November 6, 2022
- Rene Ramirez December 7, 2022
- Tammy Rudock September 1, 2023
- Brian Schmidt March 19, 2023
- Julie Sherman February 9, 2023
- Louis Vella December 4, 2022
- Kirk Wheeler January 2, 2023
- Matt Zucca April 6, 2023

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

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

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

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

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

- Cathy M. Jordan November 17, 2022
- Joubin Pakpour June 1, 2023
- Rene Ramirez December 16, 2023
- Tammy Rudock August 17, 2023
- Brian Schmidt December 18, 2023
- Julie Sherman January 28, 2024
- Louis Vella November 2, 2023
- Kirk Wheeler December 15, 2023
- Matt Zucca March 19, 2023

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

Here is the link to the DFEH free online Sexual Harassment Prevention training:

<https://www.dfeh.ca.gov/shpt/>

When you get to the DFEH’s website, after reviewing the information on the webpage, click CONTINUE at the bottom of the page, select ENGLISH as the language, and select SUPERVISORY (2-hour course). You will be able to print, save, or screen shot your training certificate at the end of the training.

Once you have completed the training and obtained your certificate, please transmit it to Monique Madrid at moniquem@midpeninsulawater.org.



TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager
DATE: April 28, 2022

OPERATIONS REPORT – March

Projects:

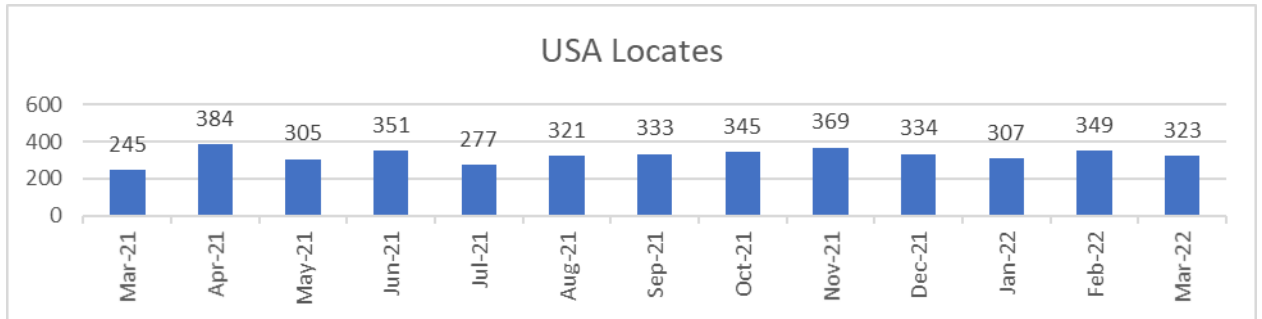
- ECR work remains at substantially complete. District and its representative TRC are talking with contractor, Mitchell Engineering, on what is needed to close project ;
- Met with Schaaf and Wheeler to review the 100% plans, but not specifications for the Old County Road capital project. The goal is to award project in early summer;
- Met with others to talk about phase 4 the proposed scope of work from consultant Kennedy-Jenks to prepare a Basis of Design Report for the SFPUC's Alternative Water Supply project, to be known as the SF-Peninsula Regional Pure Water (SPRP Project) and how to share its cost;
- Staff installed a temporary 2-inch service line to provide water service to six (6) water customers off of Civic Lane and cut and capped the existing water mains on Civic Lane prior to Board approved contractor, Golden Bay Construction, Inc. started their improvements. Golden Bay Construction completed their work in early April; and
- Installed a service upgrade for 408 Chesterton.

Maintenance:

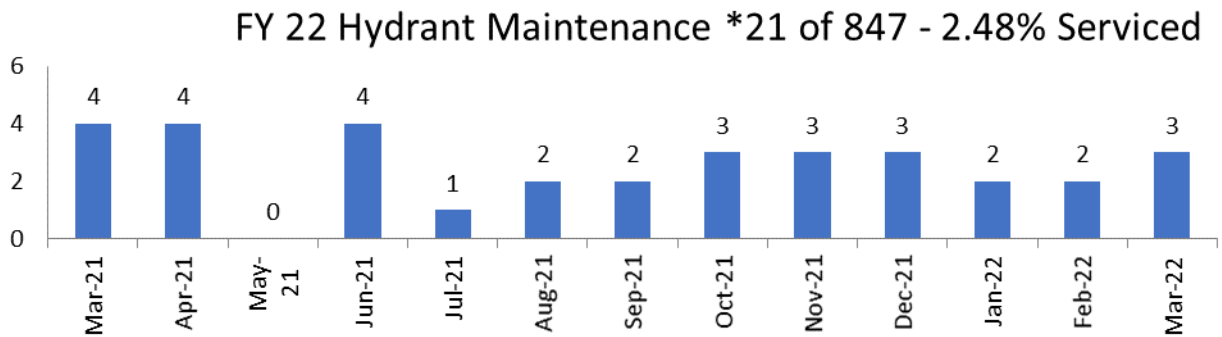
- Repaired two service leaks on the same service at 2609 Hastings Drive Staff caused by a contractor;
- Made repairs to two water mains; one at 2701 Prindle and the other at 2608 Newlands;
- Repaired a 2-inch service line at 1111 Notre Dame;
- Replaced old fire hydrant at 3130 E. Laurel Creek with newest model allowed;
- Bay Area Paving repaired the concrete and asphalt damaged from a prior water main rupture on Alameda de las Pulgas near Carlmont High School;
- California Generator Service Co. performed maintenance to all seven (7) back-up power generator stations located at: (Dairy Lane, Tunnels P.S., Hallmark P.S.,

Buckland P.S., Dekoven P.S., Exbourne P.S., Hannibal P.S., Hersom P.S., and West Belmont P.S.). The next phase within our budget is to place the largest generator station at Tunnels under a Load Bank Test to see if it works normal under an electrical load;

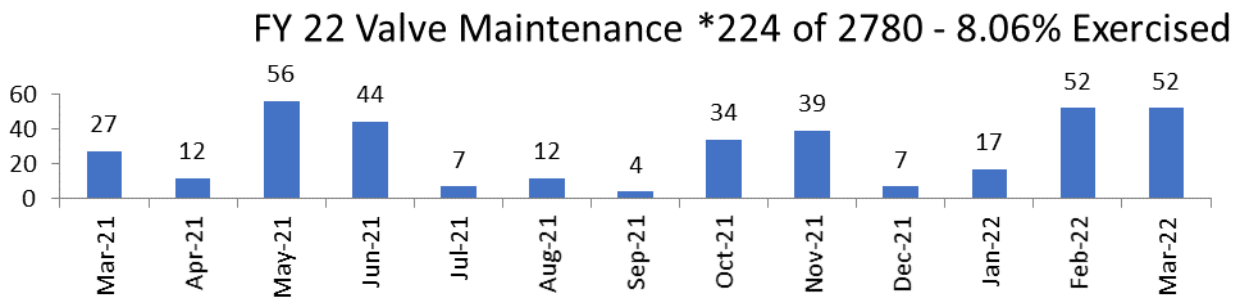
- Continue with upgrades to Air Relief Vacuum Valves on the system by replacing 5 more at: 745 Holly, 920 Buckland, 2723 St. James, 2827 Hallmark and intersection of Shoreway and Sem Lane;
- Responded to and completed 323 USA (underground service alerts) location requests;



- Through March 2022, 21 hydrants have received a service visit;



- During March 52 valves were exercised bringing the total for FY22 to 224 valves;



Collected the requisite 55 water samples during the month for bacteriological testing from 11 sample station sites. None of the samples tested positive for total coliform; and

- System nitrification – we are out of the traditional nitrification season with the cold weather. Staff continues to monitor water quality for signs of nitrification within our tanks, sample stations.

System Repairs:

Date	Location	Event	Material	Installation Date	Estimated Water Loss (Gals.)
3/11	2608 Newlands	Main Hole in Pipe	8” CIP	1955	6,800
3/17	2701 Prindle	Main Ring Break	6” CIP	1951	4,200
3/21	2609 Hastings	Service Leak	Polybutylene	1976	<1,000
3/25	1111 Notre Dame	Main Leak	6” CIP	1946	<100
3/30	2609 Hastings	Service Leak	Polybutylene	1976	<1,000

Development:

Staff is currently working with developers on 70 development projects:

Mixed Use Commercial/Multi-Family Residential: 14

- o 1300 El Camino Real; a 66-unit multi-family residential project starting on 2nd floor with commercial lease space on 1st floor covering 0.72 acres; in construction;
- o 1324 Old County Road; a 2- or 3-unit multi-family with ground floor retail space; currently reviewing plans;
- o 1325 Old County Road; a 250-unit multi-family residential project covering 2.09 acres; in construction;
- o 425-501 Old County Road; a 94-unit multi-family residential project (area not provided on our water system improvement plans); developer’s engineer has contacted staff for water system information;
- o 500-530 Harbor – information provided to developer;
- o 580 Masonic – information provided to developer;
- o 608 Harbor; a 103-unit multi-family development; letter of intent provided;
- o 800 Laurel Avenue; a 16-unit town home residential project (area not provided); currently reviewing plans;
- o 800 Belmont Avenue; information provided to developer;
- o 803 Belmont Avenue; a 125-unit multi-family residential project (area not provided); reviewing plans;
- o 815 Old County Road; a 177-unit multi-family residential project (area not

- provided); currently reviewing plans;
- 900 El Camino Real; a 37-unit multi-family residential project starting on 2nd floor with commercial lease space on 1st floor (area not provided); currently reviewing plans;
- 642 Quarry Road – preliminary, information provided to developer; and
- 1421 Old County Road – preliminary, information provided to developer.

Commercial: 15

- Reviewing Plans – 12
- Approvals Received – 2
- In Construction - 1

Residential: 41

- Plans In Review – 30 (including 1 ADU (auxiliary dwelling unit))
- Plans Through Staff Approval Process – 8
- Project In Construction - 3

Administration:

- Attended the virtual BAWSCA Water Manager’s Monthly meeting;
- Participated in several phone calls with Verizon representatives to move the District cellular service from small business account to a local government account;
- Attended a retirement lunch for District employee Laura Ravella;
- Participated in Board Finance Committee meeting;
- Staff attended a Bayworks workshop titled, “Managing a Lack of Water”. (Bayworks is a collaboration of Water and Wastewater agencies in the Bay Area discussing workforce and reliability issues);
- Participated in a guidance workshop from the Department of Water Resources related to the new Annual Water Supply & Demand Assessment report due on July 1;
- Attended the BAWSCA Quarterly Water Resources Committee meeting;
- Met with ManageWater to discuss their approach to assist staff with the preparation of the Annual Water Supply & Demand Assessment report preparation;
- Participated in a meeting with the regional AMI Data & Reports Work Group;
- Attended a demonstration from Water Smart – a technology that can be used by water agencies to communicate with their customers;
- Met virtually with John Davidson to talk about our water conservation campaign;
- The 2 Operations Supervisors continue to actively participate in the year-long JPIA Leadership class with trips to meet face to face with their cohorts;
- Attended the Agenda Review meeting;
- Participated in weekly call with General Manager and District Engineer on District matters; and
- Continue to actively manage power use for pumping operations via SCADA.



TO: Board of Directors

FROM: Al LaBossiere, CPA
Chief Financial Officer (Temporary)

DATE: April 28, 2022

CHIEF FINANCIAL OFFICER'S REPORT

DEBT SERVICE COVERAGE

The debt service coverage, or more commonly called Debt Service Coverage Ratio (DSCR) “measures the ability of an entity to use its operating income to repay all its debt obligations according to the Corporate Finance Institute. As stated by WallStreetMojo, the “DSCR is the ratio between Net Operating Income and Total Debt Service and helps in determining whether the entity is capable of covering its debt obligations with the net income it generates.”

The DSCR is computed by dividing the Net Operating Income by the Total Debt Service.

Net Operating Income is defined as earnings before debt service, depreciation and amortization (non-cash expenses). Total debt service is interest plus principal.

Mid-Peninsula Water District's Fiscal Year 2021/2022 Budget has projected Operating Revenue of \$13,296,206 and Operating Expenditures of \$12,392,088. After deducting Debt Service of \$1,064,300, the remaining expenditures are \$11,327,788.

The District's Net Operating Income is \$13,296,206 less \$11,327,788, or \$1,968,418.

Dividing the Net Operating Income by the Debt Service results in a DSCR of 1.85. In other words, the District is projected to generate 1.85 times its debt service in positive cash flow.



Pakpour Consulting Group, Inc.

MEMO

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

Date 04/28/22

Below are updates on various projects currently in design.

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

The project is underbudget and was delayed six months due to staffing issues by permitting agencies and subconsultants. The design is scheduled for completion in early August and start of construction in early November.

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

Construction on the project started this week with potholing activities.

Dekoven, Lincoln, Newlands & Oak Knoll Water Main Improvements (Project No 15-09 15-19)

The District retained Mott MacDonald to design this project and was kicked off in late January. Activities during the last few months included topographic survey, field and utility data collection and CCTV of an abandoned water main. The project is on budget and schedule.

J:\Projects\MPWD - 10012.00\05 - Retainer\Board Updates\22.03.24-MPWD Board Update.docx

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR FY 2021-2022
SUMMARY**

Target YTD %
75.0%

DESCRIPTION	APPROVED FY 2021-2022 BUDGET	ACTUALS 7/1/2021- 3/31/2022	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
OPERATING REVENUE				
WATER COMMODITY CHARGES	9,600,000	7,263,165	2,336,835	75.7%
FIXED SYSTEM CHARGES	3,000,000	2,382,966	617,034	79.4%
PROPERTY TAX REVENUE	300,000	321,778	(21,778)	107.3%
LEASE OF PHYSICAL PROPERTY	150,000	156,413	(6,413)	104.3%
FIRE SERVICE CHARGES	14,000	12,868	1,132	91.9%
MISC CUSTOMER ACCOUNT FEES	52,206	15,878	36,328	30.4%
INTEREST REVENUE - LAIF	60,000	12,710	47,290	21.2%
SERVICE LINE & INSTALLATION CHARGES	60,000	52,081	7,919	86.8%
MISCELLANEOUS OPERATING	60,000	2,204	57,796	3.7%
TOTAL OPERATING REVENUE (SOURCES)	13,296,206	10,220,063	3,076,143	76.9%
WATER SYSTEM CAPACITY CHARGES	40,000	33,418	6,582	83.5%
WATER DEMAND OFFSET CHARGES	20,000	1,346	18,654	6.7%
MISCELLANEOUS NON-OPERATING	75,000	798,928	(723,928)	1065.2%
INTEREST REVENUE - COP	5,000	392	4,608	7.8%
LANDSCAPE PERMIT REVENUE	15,000	-	15,000	N/A
TOTAL NON-OPERATING REVENUE (SOURCES)	155,000	834,084	(679,084)	538.1%
TOTAL REVENUE (SOURCES)	13,451,206	11,054,147	2,397,059	82.2%
OPERATING EXPENDITURES (USES)				
SALARIES & WAGES	2,080,000	1,371,238	708,762	65.9%
PAYROLL TAXES & BENEFITS	1,001,008	546,857	454,151	54.6%
PURCHASED WATER	5,674,979	4,057,278	1,617,701	71.5%
OUTREACH & EDUCATION	66,000	38,552	27,448	58.4%
M&R - OPS SYSTEM	394,000	354,988	39,012	90.1%
M&R - FACILITIES & EQUIPMENT	138,000	114,169	23,831	82.7%
SYSTEM SURVEYS	50,000	-	50,000	N/A
ADMINISTRATION & EQUIPMENT	431,600	287,148	144,452	66.5%
MEMBERSHIP & GOV FEES	270,000	200,113	69,887	74.1%
BAD DEBT & CLAIMS	10,000	4,747	5,253	47.5%
UTILITIES	318,500	247,098	71,402	77.6%
PROFESSIONAL SERVICES	791,200	566,996	224,204	71.7%
TRAINING/TRAVEL & RECRUITMENT	37,500	41,019	(3,519)	109.4%
RESTRICTED EARNINGS	65,000	-	65,000	N/A
DEBT SERVICE	1,064,300	274,347	789,953	25.8%
TOTAL OPERATING EXPENDITURES (USES)	12,392,088	8,104,550	4,287,537	65.4%
NET SOURCES OVER/(UNDER) USES	1,059,119	2,949,597		
TOTAL OPERATING EXPENDITURES	12,392,088	8,104,550	4,287,537	65.4%
DEPRECIATION EXPENSE	1,440,000	1,080,000	360,000	75.0%
TOTAL EXPENSES	13,832,088	9,184,550	4,647,537	66.4%
NET SURPLUS/LOSS	(380,882)	1,869,597		
TRANSFER FROM WORKING CAPITAL RESERVES	380,882	(1,869,597)		
NET TRANSFERS TO CAPITAL	-	-	-	N/A
DEBT SERVICE COVERAGE	1.85			

**MID-PENINSULA WATER DISTRICT
CAPITAL BUDGET FOR FY 2021-2022
CAPITAL IMPROVEMENT PROGRAM (REVENUE FUNDED)**

PROJECT #	PROJECT NAME	CAPITAL FY 2021-2022 BUDGET	ACTUAL 7/1/2021-03/31/21	BALANCE/ (OVER BUDGET)	% REMAINING
15-86	Folger Pump Station Demolition - Project #15-86	330,000	45,365	284,635	86.3%
20-05	Transmission Water Main Assessments	268,500	239,191	29,309	10.9%
20-09	Dairy Lane Operations Center Rehabilitation – Phase 1 (Planning, Architectural/Engineering Design, and Construction Support, including Contingencies)	150,000	-	150,000	100.0%
20-01	Hastings Drive Service Connection Replacements; and	910,000	-	910,000	100.0%
15-40	Hastings Drive Water Main Replacement (Planning, Engineering Design, and Construction Support, including Contingencies)	485,000	84,148	400,852	82.6%
15-29	Belmont Canyon Road Water Main Replacement	735,000	-	735,000	100.0%
15-88	Vine Street (Zone 5) Improvements (Planning, Engineering Design, and Construction Support, including Contingencies)	1,065,000	-	1,065,000	100.0%
20-07	Harbor Boulevard Water Main Replacement	346,500	39,989	306,511	88.5%
N/A	Miscellaneous Capital Outlay/Projects*	90,000	23,384	66,616	74.0%
TOTAL		4,380,000	432,077	3,947,923	90.1%
DEPRECIATION		1,440,000	1,080,000	360,000	25.0%
NET OPERATING SURPLUS/LOSS		380,882	1,869,548		
TRANSFER FROM (TO) WORKING CAPITAL RESERVES		(380,882)	(1,869,548)		
NET TRANSFERS TO CAPITAL		2,940,000	(672,955)		
CAPITAL OUTLAY/CAPITAL PROJECTS		(4,380,000)	(432,077)		
NET RESULTS OF CAPITAL		-	(25,032)		

*Includes \$4,882 in SCADA Post-Completion Costs

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

PROJECT #	PROJECT NAME	2016 COP FUNDED BUDGET	ACTUAL THROUGH 06/30/21	ACTUAL 7/1/2021-03/31/22	TOTAL THROUGH 03/31/22	BALANCE/ (OVER BUDGET)	% REMAINING
15-76	El Camino Real Water Main Replacement	3,520,000	1,069,234	1,417,792	2,487,026	1,032,974	29.3%
15-89	Dekoven Tanks Replacement	3,850,000	411,436	54,943	466,379	3,383,621	87.9%
15-75A	Old County Road Improvements	4,030,000	305,515	23,373	328,888	3,701,112	91.8%
TOTAL		11,400,000	1,786,185	1,496,108	3,282,293	8,117,707	71.2%