



REGULAR MEETING
BOARD OF DIRECTORS
THURSDAY, MAY 25, 2017 – 6:30PM
3 DAIRY LANE, BELMONT CALIFORNIA

AGENDA

1. OPENING

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

2. PUBLIC COMMENT

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

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

4. ACKNOWLEDGEMENTS/PRESENTATIONS

- A. Employee Service Recognition – 15 years: Stan Olsen, Lead Operator

5. CONSENT AGENDA

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

A. Approve Minutes for the:

- 1. Special Board Meeting of March 20, 2017;
- 2. Regular Board Meeting of March 23, 2017; and
- 3. Regular Board Meeting of April 27, 2017—*No Quorum.*

B. Approve Expenditures:

- 1. From March 17, 2017 through April 19, 2017; and
- 2. From April 20, 2017 through May 18, 2017.

6. HEARINGS AND APPEALS

None.

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

- A. Receive Final Report and Deliverables on 2016 COP Sale and Issuance by Ben “Bud” Levine of Wulff, Hansen & Company, Municipal Finance Advisor
- B. Review FY 2017/2018 COP Capital Improvement Program
- C. Consider Resolution 2017-07 Authorizing a Professional Services Agreement with Hydroscience Engineers, Inc., referenced as Contract No. 03-1621-CIP, in the amount of \$332,951, for Engineering Services in Conjunction with the El Camino Real Water Main Replacement (CIP 15-76) and Malcolm Avenue Area Water Main Replacement (CIP 15-74) Projects
- D. Consider Resolution 2017-08 Authorizing a Professional Services Agreement with West Yost Associates, referenced as Contract No. 04-1621-CIP in the amount of \$317,306 for Engineering Services in Conjunction with the State Route 101 Crossing at the Palo Alto Medical Facility (CIP 15-72)
- E. Discuss Funding of 2017 MPWD Capital Project known as the Francis, Academy and Davey Glen Water Main Replacement Project in Coordination with 2017 City of Belmont Sewer Replacement Program

8. REGULAR BUSINESS AGENDA

- A. Receive Draft Structural and Conditional Assessment for the Folger Pump House Building by the Cornerstone Engineering Group, Inc.
- B. Review final Draft MPWD Operating and Capital Pay-Go Budgets for Fiscal Year 2017/2018, and:
 - 1. Consider Resolution 2017-09 Approving the MPWD FY 2017/2018 Operating Budget; and
 - 2. Consider Resolution 2017-10 Approving the MPWD FY 2017/2018 Capital Pay-Go Budget.
- C. Consider Nomination of Director to the Boards of the Bay Area Water Supply & Conservation Agency (BAWSCA) and the Bay Area Regional Water System Financing Authority
- D. BAWSCA Update by Director Louis Vella

9. MANAGER’S AND BOARD REPORTS

- A. General Manager’s Report, including Water Conservation Progress Summary
 - 1. Supplemented by Administrative Services Manager’s Report
 - 2. Supplemented by Operations Manager’s Report
 - 3. Supplemented by District Engineer’s Report

B. Financial Reports

C. Director Reports

10. FUTURE AGENDA ITEMS

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

11. COMMUNICATIONS

12. ADJOURNMENT

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

ACCESSIBLE PUBLIC MEETINGS

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

Next Board Meeting: June 22, 2017, at 6:30PM

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3 SPECIAL MEETING
4 OF THE BOARD OF DIRECTORS
5 OF THE MID-PENINSULA WATER DISTRICT

6 MARCH 20, 2017
7 Belmont, California

8 **1. OPENING**

9 **A. Call to Order:**

10 The special meeting of the Mid-Peninsula Water District Board of Directors was called to
11 order by President Stuebing at 6:30PM.
12

13 **B. Establishment of Quorum:**

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

15
16 **ABSENT:** None.

17
18 A quorum was present.

19
20 **ALSO PRESENT:** General Manager Tammy Rudock and District Counsel Julie Sherman.

21
22 **C. Pledge of Allegiance** – The Board dispensed with the Pledge of Allegiance.
23

24 **2. PUBLIC COMMENTS**

25 None.
26

27 **3. CLOSED SESSION**

28 The Board adjourned into Closed Session at 6:35PM to discuss one matter:
29

30 **PUBLIC EMPLOYEE PERFORMANCE EVALUATION
31 AND ASSOCIATED NEGOTIATIONS**

32 **Government Code §§54957 and 54957.6**

33 **Title: General Manager**
34

35 The Board reconvened into open session at 7:45PM. District Counsel reported that no action
36 had been taken.
37

38 **4. ADJOURNMENT**

39 The meeting was adjourned at 7:50PM.
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44 DISTRICT SECRETARY

45 APPROVED:

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

March 23, 2017
Belmont, California

1. **OPENING**

A. Call to Order:

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

B. Establishment of Quorum:

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

ABSENT: None

A quorum was present.

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

C. Pledge of Allegiance – The Pledge of Allegiance was led by Director Vella.

2. **PUBLIC COMMENTS**

None

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

None

4. **ACKNOWLEDGEMENTS/PRESENTATIONS**

A. Introduction of Hunter Crawford-Shelmadine, Junior at Carlmont High School and MPWD Partner in the 2016/2017 Biotech Institute Mentoring Program

General Manager Rudock introduced Hunter, a student at Carlmont High School who is enrolled in the Biotech Institute Mentoring Program. The program promotes local partnerships between students and business executives in the science and biotech fields. This is an excellent opportunity for the MPWD to give back to its community. Hunter has a passion for science and plans to major in Marine Biology. Her resume speaks for itself - advanced classes with a GPA of 3.9 and she is enrolled in a number of courses through the local community colleges. Her outside interests include video production and photography, and although her schedule is full, she still finds time to volunteer for community service projects. She is an accomplished athlete and has been a member of Carlmont High School's Water Polo team since 2014, and is currently on the swim team. Her science project on "Sunscreen and its Effects on the Environment" also recently took second place at the state level.

Hunter shared that she has had an interest in science since her seventh grade school science fair, entering competitions at the state level since the eighth grade.

52 General Manager Rudock concluded that it has been a pleasure to be partnered with
53 such a motivated and engaged student and share the MPWD operations and services
54 with her.
55

56 **5. CONSENT AGENDA**

57 **A. Approve Minutes for the Regular Board Meeting of January 26, 2017, and Regular**
58 **Board Meeting of February 23, 2017**

59 Director Linvill had a question about the “Xs” listed on a number of pages throughout the
60 minutes. Administrative Services Manager Pina clarified that those were placeholders
61 until the project numbers had been developed.
62

63 **B. Approve Expenditures from February 16, 2017 through March 16, 2017**

64 Director Vella moved to approve the minutes for the Regular Board Meetings on January
65 26, 2017 and February 23, 2017 and expenditures from February 16, 2017 through
66 March 16, 2017. Director Warden seconded, abstaining from the January 26, 2017,
67 minutes. The motion was approved.
68

69 **6. HEARINGS AND APPEALS**

70 None
71

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

74 **A. Receive Update on Selection Process for the On-Call Engineering Services related**
75 **to the MPWD 5-Year CIP FY 2016/2017 through FY 2020/2021, including**
76 **Engineering Services Work Distribution Plan**

77 Operations Manager Ramirez defined the purpose for an on-call engineering approach.
78 Of the twenty-two firms showing interest, ten sent Statements of Qualifications (SOQs).
79 Staff developed a series of questions to rank consultants, which resulted in a short list of
80 six firms which were interviewed. Out of those six firms, four firms were selected: Hydro
81 Science to assist with the El Camino Real Water Main Replacement Project, Schaaf and
82 Wheeler for the Old County Road Water Main Replacement Project, West Yost for State
83 Route 101/PAMF Water Main Crossing, and Mott McDonald that was placed on the list
84 to be used on an as-needed basis. Staff will meet with each consultant individually at
85 the end of March to discuss scope of work and associated costs. The six firms not
86 selected received follow-up calls to discuss presentations and offer constructive
87 feedback.
88

89 Operations Manager Ramirez said the Engineering Services Work Distribution Plan
90 (page 22) was the work of General Manger Rudock. It reflects the current and future
91 services currently under contract with the District Engineer, and future contract work for
92 the on-call engineers. On-call project submittals were compared to the District
93 Engineer’s rates and summarized on page 23. District Engineer Pakpour clarified that
94 consultants will present a scope for staff review, and then costs will be negotiated with a
95 “not to exceed” amount. A consultant contract for each project will come back to the
96 board for approval.
97

98 Director Zucca stated for the record that given his professional civil engineering
99 background, he was in no way involved in the process or selection of the engineering
100 firms selected.
101

102 District Engineer Pakpour concluded that staff would continue to update the Board on
103 the breakdown of future projects, including bundled projects to save costs.

104
105 Director Vella commented that it is unusual to receive such a high number of proposals.
106 Operations Manager Ramirez shared that based on interview feedback, the size of the
107 capital improvements budget was a factor. District Engineer Pakpour also mentioned
108 that he had reached out personally to many firms and many felt the process was well
109 organized and the CIP's descriptions had complete back-up analysis and were well-
110 defined. Director Vella congratulated the District and staff for a job well done.

111
112 **B. Receive Progress Report on 2016 COP Financing**

113 General Manager Rudock reported Bud Levine is scheduled to attend the April Board
114 meeting to present a final report. Staff also met with the BNY Mellon team on March 21,
115 2017 as a kick-off introductory and organizational meeting.

116
117 Director Linvill expressed the importance of the quarterly report given the dollar amount
118 borrowed and the fact that the District has never taken on such a sizeable amount of
119 debt. She recognizes that there are many professionals involved and commented that
120 she would still like to see staff maintain separate accounting for the Board. She
121 commented that she is confused why the current progress report under requisition #2
122 and last month under requisition #1 does not reflect a total. Supporting documents are
123 provided, but no totals. Further, she requested an explanation as to why staff continued
124 to go back and forth recouping costs on things already paid. General Manager Rudock
125 replied that staff would be accounting for all COP CIP expenditures. She stated that
126 legal and miscellaneous costs were budgeted into the estimated issuance costs, and
127 that is why the MPWD requested reimbursement of its legal costs during that process.

128
129 Regarding the requisitions, General Manager Rudock responded that the content for the
130 report was in the format provided by Bond Counsel and for processing with the Trustee
131 and that paid cost items were itemized and not totaled on the attached exhibits. Staff
132 will review that format with the Trustee. Dan Bergmann is a financial consultant that
133 staff will work with to create the quarterly report, as well as the Board's financial audit
134 committee. Next month, Dan will present the first quarterly report, which will only reflect
135 delivery costs to date. No project costs were expended during the first quarter (January
136 1, 2017 through March 31, 2017).

137
138 Director Zucca advised he would like staff oversight on the District Engineer's handling
139 of the CIP project consultants and close tabs kept on true capital costs versus engineer
140 support services. He looks forward to seeing the CIP spreadsheet report next month
141 and feels there is value in having contract items separated. It should be very clear which
142 scopes are in and which are out of the CIP. He would also like the opportunity to go
143 back and review the tracking spreadsheet given recent revisions.

144
145 **8. REGULAR BUSINESS AGENDA**

146 **A. Consider Approving the Two-Year MPWD Strategic Plan for 2017-2018, including**
147 **Mission Statement, Vision Statement, Strategic Goals and Director Assignments**

148 General Manager Rudock reported she met with strategic planning facilitator Julie
149 Brown, and Board President Stuebing, about the idea of transitioning to a two-year
150 strategic plan given the numerous action items. She reviewed the draft 2-year plan
151 document, including basic measures on pages 49-50, Mission and Vision Statements on

152 page 51, and Director Assignments on page 52. The format was kept simple for ease in
153 use by staff and the Board, and public understanding.

154
155 President Stuebing made the suggestion that Director Assignments be removed from the
156 strategic plan and brought back as regular business in December or January for
157 discussion. Director Zucca commented on significant formatting changes he and the
158 General Manager implemented last year that helped make it a more user-friendly
159 document.

160
161 Director Warden had a question about the year attached to the plan and whether it was
162 fiscal or calendar. General Manager Rudock advised that the strategic plan has always
163 been based on the calendar year.

164
165 Director Warden also expressed his disappointment that the plan did not reflect a
166 coordination agreement between the District and the City of Belmont for 2017. General
167 Manager Rudock responded that staff is working with the City on an agreement for
168 coordination of public works and MPWD capital projects to be constructed this summer.
169 A coordination agreement for larger scale projects and long-term strategies needs to be
170 defined for development. Director Warden stated for the record that he will continue to
171 push on this matter due to the scale of upcoming engineer work. He added that he and
172 Director Zucca will take the initiative and schedule a meeting with staff to discuss this
173 further. He is convinced there is a cost-effective approach to getting things done where
174 everyone wins.

175
176 District Operations Manager Ramirez and District Engineer Pakpour both stated the
177 three upcoming CIP projects that align with the City's sewer replacements work will be a
178 good test run. District Engineer Pakpour added that staff meets quarterly with public
179 works and always asks about upcoming projects on the City's radar for cross reference
180 to avoid overlap.

181
182 Director Vella feels that staff also needs to address what happens when coordination
183 fails. He asked what authority if any does the City's oversight committee have? Director
184 Warden shared that the oversight committee has no authority or input on how money is
185 spent.

186
187 Director Warden asked about the working template agreement to get a feel for proposed
188 facets. General Manager Rudock advised that the current version only contains legal
189 content. Staff will work with Public Works to finalize the specific project cost
190 responsibility details, including cost sharing. Director Warden asked staff to inquire with
191 other Agencies and see if they are willing to share similar agreements or ordinances. He
192 also suggested that they consult the California League of Cities and the CSDA for
193 additional references.

194
195 **B. Receive Report on City of San Jose v. Superior Court of Santa Clara County**

196 District Counsel Cassman summarized the ruling as presented in the staff report. She
197 suggested that whenever possible, the Board should use MPWD email when conducting
198 District related business. If someone receives a correspondence through personal email
199 then it is recommended in their reply to copy their District email account, so that the
200 content can be saved to the MPWD server. Texting is another challenge given its
201 common usage in the work place and District Counsel Cassman's position is that the
202 Board should avoid using texts to conduct District business.

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The Board collectively asked for District Counsel Cassman’s opinion on other social media platforms. District Counsel Cassman informed the Board that these challenges will need to be confronted as they appear. Public records requests involving Board members are less common, but officials need to do what they can to avoid private email situations. She shared that there may be an appropriate approach that has public officials signing declarations under penalty of perjury saying that they have looked at their account, but the declarations would need to be convincing and drafted in such a manner that the requestor is assured that one did look for the right materials and they do not exist on the private email account.

District Counsel Cassman reported that it is unlikely that the courts will apply this Supreme Court ruling retroactively given the time that has elapsed since this case was first filed, and the uncertainty of this area of law in the interim.

District Counsel Cassman acknowledged that work emails pertaining to District business could be subjected to disclosure. Director Zucca asked District Counsel Cassman to more clearly define District business and District Counsel Cassman advised that it really comes down to content and context of the email. She offered to come forward with protocols that could help.

General Manager Rudock reported that assigned staff have separate cellular telephones for work versus personal use and work is only conducted through District issued office equipment (e.g., computers, tough books, laptops or tablets) and not personal devices.

Director Zucca asked staff to create individual drop box accounts on the public domain for the use of each Board member.

C. Discussion Preliminary Water Revenue Requirements for Fiscal Year 2017/2018

General Manager Rudock discussed the preliminary water revenue requirements. SFPUC is projecting a 0% increase to the wholesale customer unit rate. This is due to debt savings of \$45 million dollars over the life of the refinanced bond, under-projected sales, of an estimated \$18.7 million, and the balancing account totaling \$41 million owed to wholesale customers used to smooth rates over three years.

Staff distributed its preliminary working draft projections for water consumption. Scenario 1 looked at the existing FY 2016/2017 actuals and resulted in a 3.4% projected increase. Scenario 2 looked at the average consumptions of FY 2014/2015 and FY 2015/2016 given they were lower consumption years, which resulted in a 3.8% difference. The final scenario 3 is based on an average consumption for all the years resulting in a 7.8% difference.

Director Warden commented that water use increases are hard to predict. General Manager Rudock agreed and stated that is why staff studies trends in actual use and relies on these facts. These past few years have been conservation years with record low use by customers. It is not likely that use will reduce any further without a push for conservation, and it is predicted that the above average precipitation these past few months will result in an end to the California drought and statewide water conservation emergency regulations. Furthermore, staff has been responsible in its management of operating expenditures and containing costs where feasible without sacrifice to the system. Staff believed that based on projections there would be sufficient revenues in

254 FY 2017/2018 without a rate increase to meet its revenue requirements for the debt
255 service coverage requirement. It is estimated that approximately \$450,000 would be
256 available for capital pay-go projects. Finally, General Manager Rudock stated that there
257 are sufficient reserves should the need arise, and overall, the risk is minimal in
258 maintaining the same water rate structure in FY 2017/2018.

259
260 Director Warden indicated three concerns, including the \$19 million worth of new capital
261 bonds, the District's position on the rates comparison chart presented last month by the
262 District Engineer, and the number of projects going on. He is pleased staff is
263 recommending a 0% rate increase. He suggested staff capitalize on this to the public
264 and thanked staff for their efforts.

265
266 General Manager Rudock shared that District Administrative Services Manager Pina
267 added the debt service coverage ratio to the official statement report on page 81.

268
269 Director Vella added that not only does it look good when you do not raise rates, but
270 these decisions give much mileage into the future because years when you did not raise
271 rates are always referenced.

272
273 Director Zucca added that while other agencies are in the process of trying to play catch
274 up and figure out how to raise rates, MPWD is sitting on the right side of the zero
275 percent rate increase curve based on previous actions.

276
277 **D. Discuss Preliminary Working Draft MPWD Fiscal Year 2017/2018 Operating Budget**
278 **Summary and Assumptions**

279 General Manager Rudock shared background details from the FY 2017/2018 Operating
280 Budget summary and the assumptions provided.

281
282 Director Linvill commented on depreciation and debt service coverage descriptions and
283 how to present them on the report. General Manager Rudock responded that she and
284 the District Administrative Service Manager are still working out a format.

285
286 General Manager Rudock clarified that there is a projected \$500,000 transfer over to the
287 pay-go capital budget or reserves.

288
289 **E. BAWSCA Update**

290 Director Vella reported on the Water System Improvement Program, Mountain Tunnel
291 project, and precipitation report discussed at last week's BAWSCA Board meeting.

292
293 He confirmed the 0% wholesale rate increase given SFPUC's strong sales numbers. He
294 also shared that BAWSCA's budget is expected to increase 7.5 percent for FY
295 2017/2018, which means MPWD will see an increase in its BAWSCA contribution. He
296 shared information on the Hetch Hetchy Tour scheduled for September 2017.

297
298 General Manger Rudock distributed copies of BAWSCA's Comments on the 2016 Draft
299 Revised Substitute Environmental Document to the Board.

300
301 **9. MANAGER AND BOARD REPORTS**

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

303 General Manager Rudock reported that cumulative water savings to date is 21.6% and
304 GPCD is down to 60.5. Director Vella's term on the BAWSCA Board is up on June 30,

305 2017. This item will be added to the April 2017 Agenda for Board discussion for another
306 4-year assignment. Very little is being added to the website right now because it is
307 being upgraded as a result of the new online bill-pay and customer portal installation.
308 The Board officer changeover press release has been posted. Because the tentative
309 date of May 17, 2017 for the State of the District Address at the Belmont Library was not
310 good for Director Zucca, Director Stuebing instructed General Manager Rudock to
311 release the tentative library date and research another date and bring it back to the
312 Board.

313
314 General Manager Rudock reported on the San Mateo County Emergency Mangers
315 Association (OES) Meeting and the Caltrans District 4 Deputies Presentation and
316 concluded by sharing that every couple of years she looks outside MPWD's water area
317 to learn about other water agencies and the differences in operations. She recently
318 attended a workshop entitled: "Water Stress and the Changing San Joaquin Valley"
319 sponsored by the PPIC and Fresno State University. The PPIC is a non-partisan think-
320 tank group, and their events are well organized. The San Joaquin agricultural
321 perception was interesting, as was the perspective on disadvantaged communities,
322 especially during the drought. She secured workshop packages for each of the
323 Directors.

324
325 **1. Supplemented by Administrative Services Manager's Report**

326 District Secretary Pina highlighted that staff is near the end of the new billing system
327 implementation. The next two weeks will be a transition period and more training is
328 expected in the coming weeks.

329
330 General Manager Rudock added that staff has done a fantastic job with the
331 implementation of the new system. The report features are amazing. Next year, she
332 will be able to share with the Board consumption patterns in all the different rate
333 tiers. There will be some upcoming policy decisions that have to be made, e.g., the
334 system has the ability to automatically bills property owners. There are about 50
335 connections in the MPWD system, which are not in use or being billed based on the
336 old system or previous policy. Staff's position is that every connection should be
337 paying. Staff will bring back policy decisions for consideration.

338
339 District Counsel Cassman asked several questions about the situation. General
340 Manager explained that the new system will automatically convert back to the
341 property owner when a tenant calls in to stop service, so it has to be decided at the
342 policy level whether someone has to consistently pay for water that is being made
343 available to that connection.

344
345 General Manager Rudock advised she is not aware of any situations where tenants
346 leave, abandon, or disappear on the MPWD. General Manager Rudock shared that
347 some owners convert to their name when a tenant moves while others keep it in their
348 name and bill tenant accordingly. It just depends on the landlord/tenant agreement.

349
350 Director Warden commented that the city charges a fixed sewer fee cost even if it is
351 a vacant lot. He is also curious given the number of old apartment buildings how
352 many have single meters and costs included in the rent verse shared meters.
353 General Manager Rudock advised that there is a blend of everything.
354

355 Director Zucca asked District Counsel Cassman if billing property owners is a
356 Proposition 218 requirement. District Counsel Cassman said no, but advised she will
357 review District regulations as the rate is not changing, but there may be a change in
358 the District's regulations as to who is responsible for the water account.

359
360 General Manager Rudock reported that staff will also be bringing credit card fees
361 forward for policy direction.
362

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

364 Operations Manager Ramirez reported on the recent water main break at the Karen
365 Road mobile home park and that the line is part of the 2017 water main repair and
366 capital replacement program (CIP). Director Warden asked about claims filed.
367 District Operations Manager Ramirez stated that there might be one claim for water
368 damage.
369

370 District Manager Ramirez also discussed the hit fire hydrant on Harbor, advising the
371 driver did have insurance. The SCADA system did capture the incident, so the
372 control system in place does work.
373

374 District Manager Ramirez concluded by reporting on the Carlmont High School lead
375 testing request. Director Zucca commented that he wants to make sure when results
376 are communicated that only regulations and data are provided. Staff also needs to
377 make it crystal clear that the fix is the customer's responsibility. Lab sheets should
378 only be provided as a courtesy and he does not want opinions provided that might
379 expose the District to liability.
380

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

382 District Engineer Pakpour provided an update report on the design work for the water
383 main projects.
384

385 **B. Financial Reports**

386 General Manager Rudock reported target year to date is 66.6%. Commodity charges
387 through February 28, 2017 are about 3.5% higher than projected, total operating
388 revenues are about 2.5% higher than projected and total operating expenditures are
389 about 5% below projections. She also shared that staff added a condensed income
390 section to the report on the bottom of page 104 that shows the cost of the COP
391 issuance.
392

393 Director Linvill commented that the report total does not quite reconcile to what was
394 reported on page 24 under the General Manager 2016 COP Finance Report. General
395 Manager Rudock advised that the financial reports are presented in an end-of-month
396 format, while her report was presented with the most up-to-date information. Director
397 Linvill reiterated the importance and significance of totals on reports for Directors. Staff
398 will consider the end-of-month formatting for future reports for consistency.
399

400 **C. Director Reports**

401 Director Linvill reported she had a service line break at her house and was without water
402 for two and a half days.
403

404 Director Zucca reported a constituent had reached out recently during a water main
405 break to find out why he had no water. He in turn reached out to the General Manager

406 to find out what was going on. He thinks it is reasonable given the number of high tech
407 people here in the community that the District has some way to get information out right
408 away using a real-time social forum.

409
410 Director Warden shared that PG&E has an elected official's hotline. General Manager
411 Rudock informed the Board that staff is looking into an alert system for the MPWD.

412
413 Director Linvill asked staff to look into what other agencies are doing. General Manager
414 Rudock replied that other agencies have a dedicated staff member for managing
415 multiple social networking platforms like corporate websites, Twitter, Instagram, and
416 Facebook.

417
418 Director Vella reported that the General Manager of BAWSCA is trying to meet with all
419 BAWSCA Directors who are representatives of the 27 member water Agencies. His
420 meeting is scheduled for Wednesday of next week. She likes to touch base one-on-one
421 every three or so years with everyone.

422
423 **10. FUTURE AGENDA ITEMS**

424 General Manager Rudock reported that she will be adding the BAWSCA appointment to the
425 next Board meeting agenda.

426
427 **11. COMMUNICATIONS**

428 General Manager Rudock reported on the communication addressed to her and the five
429 Board members received today. Director Warden asked if any other staff received it. She
430 confirmed that none had. She also shared a complimentary letter from customers, David
431 and Karen Duffy, praising staff for their assistance with a leak.

432
433 **12. CLOSED SESSION**

434 The Board adjourned into Closed Session at 9:05PM to discuss one matter:

435
436 **A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
437 AND ASSOCIATED NEGOTIATIONS**

438 Government Code §§54957 and 54957.6
439 Title: General Manager

440
441 The Board reconvened into open session at 9:45PM.

442
443 **13. REGULAR BUSINESS**

444 **A. Oral Report Summarizing the Board's Recommendation regarding the General
445 Manager's Salary Adjustment, and Enact Resolution 2017-06 Approving a Salary
446 Adjustment for the General Manager, effective January 1, 2017, and
447 Corresponding Third Amendment to the General Manager's Employment
448 Agreement**

449 District Counsel Cassman reported that the Board completed the General Manager's
450 performance evaluation for 2016 and granted a 3.5% annual salary increase equaling
451 \$6,029 for a total annual salary of \$178,279, effective January 1, 2017.

452
453 Director Vella moved adoption of Resolution 2017-06 approving the salary adjustment
454 for the General Manager, effective January 1, 2017, and the corresponding Third
455 Amendment to the General Manager's Employment Agreement. Vice President Warden
456 seconded the motion, and after roll call was taken, it was unanimously approved.

457 **14. ADJOURNMENT**

458 The meeting was adjourned at 9:48PM.

459

460

461

462

463

DISTRICT SECRETARY

464

465 APPROVED:

466

467

468

469 _____
BOARD PRESIDENT

470

471

472

NO QUORUM PRESENT

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

April 27, 2017
Belmont, California

1
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11 **1. OPENING**

12 **A. Call to Order:**

13 For lack of a quorum of Directors present, the regular meeting of the Mid-Peninsula Water
14 District Board of Directors was canceled by President Stuebing at 6:41PM.

15
16 Board members present then received informational reports from staff and District municipal
17 finance consultants. No discussion was held.
18
19
20
21

22 _____
DISTRICT SECRETARY

23
24 APPROVED:

25
26
27 _____
28 BOARD PRESIDENT

Accounts Payable

Checks by Date - Summary by Check Date

User: candyp
 Printed: 4/24/2017 11:44 AM



| Check No | Vendor No | Vendor Name | Check Date | | Void Checks | Check Amount |
|----------------------|-----------|--------------------------------|------------|------|-------------|--------------|
| 221 | calpers | CALPERS | 03/17/2017 | | 0.00 | 2,567.15 |
| 222 | HEALTHEQ | Health Equity | 03/17/2017 | | 0.00 | 256.05 |
| 223 | ICMACONT | ICMA contributions | 03/17/2017 | | 0.00 | 1,823.08 |
| 224 | ADPPAYRL | adp | 03/17/2017 | | 0.00 | 9,500.96 |
| 225 | ADPPAYRL | adp | 03/17/2017 | | 0.00 | 5,019.71 |
| Total for 3/17/2017: | | | | | 0.00 | 19,166.95 |
| 32041 | VOIDEDCK | VOIDED CHECKS | 03/23/2017 | VOID | 0.01 | 0.00 |
| 32042 | VOIDEDCK | VOIDED CHECKS | 03/23/2017 | VOID | 0.10 | 0.00 |
| 32043 | A-IRENTA | A-1 TRUCK & EQUIPMENT RENTAL | 03/23/2017 | | 0.00 | 1,659.50 |
| 32044 | ACWA5661 | ACWA JPIA | 03/23/2017 | | 0.00 | 1,188.00 |
| 32045 | AIRGAS | AIRGAS, LLC | 03/23/2017 | | 0.00 | 120.66 |
| 32046 | AMERICAN | AMERICAN HEALTH & SAFETY TRAIN | 03/23/2017 | | 0.00 | 810.00 |
| 32047 | MATIASIC | ANTHONY | 03/23/2017 | | 0.00 | 105.18 |
| 32048 | ARBIMANA | ARBI MANAGEMENT | 03/23/2017 | | 0.00 | 65.82 |
| 32049 | ASANORUM | RUMI ASANO | 03/23/2017 | | 0.00 | 120.14 |
| 32050 | ATT60197 | AT&T 60197 | 03/23/2017 | | 0.00 | 20.20 |
| 32051 | BEALSTAC | STACEY BEAL | 03/23/2017 | | 0.00 | 56.74 |
| 32052 | BLUELINE | BLUELINE RENTAL | 03/23/2017 | | 0.00 | 125.00 |
| 32053 | BUTERAF | FRANK BUTERA | 03/23/2017 | | 0.00 | 150.00 |
| 32054 | CALCHAME | CALIFORNIA CHAMBER OF COMMER | 03/23/2017 | | 0.00 | 399.00 |
| 32055 | CARONSAN | SANDRA CARON | 03/23/2017 | | 0.00 | 240.00 |
| 32056 | CHANDRAF | RACHEL CHANDRA | 03/23/2017 | | 0.00 | 250.00 |
| 32057 | CHENJENN | JENNIFER CHEN | 03/23/2017 | | 0.00 | 2.58 |
| 32058 | CHIANGCH | CHUNG-I CHIANG | 03/23/2017 | | 0.00 | 13.80 |
| 32059 | CHSCONST | CHS CONSTRUCTION | 03/23/2017 | | 0.00 | 24.00 |
| 32060 | CINTS | CINTAS CORPORATION | 03/23/2017 | | 0.00 | 752.30 |
| 32061 | COMCAST | COMCAST | 03/23/2017 | | 0.00 | 260.26 |
| 32062 | COMCASTB | COMCAST BUSINESS | 03/23/2017 | | 0.00 | 628.70 |
| 32063 | COUNTYSM | COUNTY OF SAN MATEO | 03/23/2017 | | 0.00 | 275.00 |
| 32064 | ELECTROM | ELECTRO-MOTION, INC. | 03/23/2017 | | 0.00 | 7,827.70 |
| 32065 | GOLDMANJ | JEFFERY GOLDMAN | 03/23/2017 | | 0.00 | 150.00 |
| 32066 | GRANITE | GRANITE ROCK, INC. | 03/23/2017 | | 0.00 | 400.54 |
| 32067 | HAYESNOR | NORMAN HAYES | 03/23/2017 | | 0.00 | 150.00 |
| 32068 | HOMEDEPC | HOME DEPOT | 03/23/2017 | | 0.00 | 16.28 |
| 32069 | KATOMICH | MICHAEL KATO | 03/23/2017 | | 0.00 | 150.00 |
| 32070 | LINCOLNL | LINCOLN LIFE | 03/23/2017 | | 0.00 | 175.00 |
| 32071 | LYNGSOMA | LYNGSO GARDEN MATERIAL INC | 03/23/2017 | | 0.00 | 82.52 |
| 32072 | MARCILMI | MICHAEL MARCIL | 03/23/2017 | | 0.00 | 225.00 |
| 32073 | MELISKOM | MICHELLE MELISKO | 03/23/2017 | | 0.00 | 75.00 |
| 32074 | OFFICTEM | OFFICE TEAM | 03/23/2017 | | 0.00 | 1,100.72 |
| 32075 | OLSENJOA | JOANNE OLSEN | 03/23/2017 | | 0.00 | 33.22 |
| 32076 | OREILLYA | OREILLY AUTO PARTS, INC. | 03/23/2017 | | 0.00 | 31.58 |
| 32077 | PARS | PARS | 03/23/2017 | | 0.00 | 300.00 |
| 32078 | PENGSUSA | SUSAN PENG | 03/23/2017 | | 0.00 | 125.00 |
| 32079 | PERTOCCH | HAL PETROCCHI | 03/23/2017 | | 0.00 | 125.00 |

| Check No | Vendor No | Vendor Name | Check Date | Void Checks | Check Amount |
|----------------------|-----------|---------------------------------|------------|-------------|--------------|
| 32080 | PETTYCSH | PETTY CASH | 03/23/2017 | 0.00 | 353.19 |
| 32081 | PG&E | PG&E CFM/PPC DEPT | 03/23/2017 | 0.00 | 12,509.21 |
| 32082 | PROFORMA | PROFORMA GRAPHICS, INC. | 03/23/2017 | 0.00 | 2,404.29 |
| 32083 | RICOHPhi | RICOH Philadelphia | 03/23/2017 | 0.00 | 349.17 |
| 32084 | SFWATER | SAN FRANCISCO WATER DEPT | 03/23/2017 | 0.00 | 336,648.50 |
| 32085 | STANDINS | STANDARD INSURANCE COMPANY | 03/23/2017 | 0.00 | 780.01 |
| 32086 | STEPFORD | STEPFORD BUSINESS, INC. | 03/23/2017 | 0.00 | 2,276.29 |
| 32087 | SWANSONE | ELVIRA SWANSON | 03/23/2017 | 0.00 | 94.38 |
| 32088 | TROYANGG | GENNADY TROYAN | 03/23/2017 | 0.00 | 75.00 |
| 32089 | VALLEYOL | VALLEY OIL COMPANY | 03/23/2017 | 0.00 | 1,860.41 |
| 32090 | VIP | VIP | 03/23/2017 | 0.00 | 25.62 |
| 32091 | WALLACEJ | JEFFERY WALLACE | 03/23/2017 | 0.00 | 150.00 |
| 32092 | WEBBBUIL | WEB BUILDERS | 03/23/2017 | 0.00 | 6.60 |
| 32093 | WONGDENI | DENNIS WONG | 03/23/2017 | 0.00 | 41.10 |
| 32094 | XIOINC | XIO, INC. | 03/23/2017 | 0.00 | 808.00 |
| Total for 3/23/2017: | | | | 0.11 | 376,616.21 |
| 252 | WFBUSCAR | WELLS FARGO BUSINESS CARD | 03/29/2017 | 0.00 | 1,244.09 |
| 253 | wfbuscar | WELLS FARGO BUSINESS CARD | 03/29/2017 | 0.00 | 1,282.52 |
| 32095 | ATT60197 | AT&T 60197 | 03/29/2017 | 0.00 | 1,192.75 |
| 32096 | CGUHLENB | C G UHLENBERG LLP | 03/29/2017 | 0.00 | 1,325.00 |
| 32097 | HOMEDEPC | HOME DEPOT | 03/29/2017 | 0.00 | 185.41 |
| 32098 | LINCOLNL | LINCOLN LIFE | 03/29/2017 | 0.00 | 175.00 |
| 32099 | M&MBACK | M&M BACKFLOW & METER MAINTEN | 03/29/2017 | 0.00 | 2,922.06 |
| 32100 | OFFICTEM | OFFICE TEAM | 03/29/2017 | 0.00 | 1,143.60 |
| 32101 | PAKPOUR | PAKPOUR CONSULTING GROUP, INC | 03/29/2017 | 0.00 | 500.00 |
| 32102 | PETTYCSH | PETTY CASH | 03/29/2017 | 0.00 | 330.00 |
| 32103 | PRECISE | PRECISE, INC. | 03/29/2017 | 0.00 | 610.07 |
| 32104 | STEPFORD | STEPFORD BUSINESS, INC. | 03/29/2017 | 0.00 | 1,920.00 |
| 32105 | USBANKPR | U.S. BANK PARS ACCT# 6746019200 | 03/29/2017 | 0.00 | 36,234.00 |
| 32106 | VERIZON | VERIZON WIRELESS | 03/29/2017 | 0.00 | 878.96 |
| Total for 3/29/2017: | | | | 0.00 | 49,943.46 |
| 231 | ADPPAYRL | adp | 03/31/2017 | 0.00 | 38,399.22 |
| 232 | ADPPAYRL | adp | 03/31/2017 | 0.00 | 16,189.88 |
| 233 | ADPPAYRL | adp | 03/31/2017 | 0.00 | 9,814.14 |
| 234 | ADPPAYRL | adp | 03/31/2017 | 0.00 | 5,523.85 |
| 235 | ICMACONT | ICMA contributions | 03/31/2017 | 0.00 | 666.24 |
| 236 | ICMACONT | ICMA contributions | 03/31/2017 | 0.00 | 1,923.08 |
| 237 | HEALTHEQ | Health Equity | 03/31/2017 | 0.00 | 802.08 |
| 238 | HEALTHEQ | Health Equity | 03/31/2017 | 0.00 | 200.00 |
| 239 | CALPERS | CALPERS | 03/31/2017 | 0.00 | 7,206.19 |
| 240 | CALPERS | CALPERS | 03/31/2017 | 0.00 | 2,781.41 |
| Total for 3/31/2017: | | | | 0.00 | 83,506.09 |
| 32107 | ACWA5661 | ACWA JPIA | 04/11/2017 | 0.00 | 44,164.03 |
| 32108 | ATT60197 | AT&T 60197 | 04/11/2017 | 0.00 | 39.32 |
| 32109 | BAWSCA | BAY AREA WATER SUPPLY & CONSER | 04/11/2017 | 0.00 | 17,622.00 |
| 32110 | CARQUEST | CARQUEST AUTO PARTS | 04/11/2017 | 0.00 | 148.10 |
| 32111 | CINTS | CINTAS CORPORATION | 04/11/2017 | 0.00 | 752.30 |
| 32112 | GSFLOWM | GOLDEN STATE FLOW MEASUREMEN | 04/11/2017 | 0.00 | 3,773.55 |
| 32113 | GRANITE | GRANITE ROCK, INC. | 04/11/2017 | 0.00 | 1,386.70 |
| 32114 | HANSONBR | HANSON, BRIDGETT | 04/11/2017 | 0.00 | 3,555.00 |

| Check No | Vendor No | Vendor Name | Check Date | Void Checks | Check Amount |
|----------------------|-----------|--------------------------------|------------|-------------|--------------|
| 32115 | HOMEDPC | HOME DEPOT | 04/11/2017 | 0.00 | 934.24 |
| 32116 | DAVIDSON | JOHN T. DAVIDSON | 04/11/2017 | 0.00 | 5,090.25 |
| 32117 | LINCOLNL | LINCOLN LIFE | 04/11/2017 | 0.00 | 175.00 |
| 32118 | MATCOTLS | MATCO TOOLS | 04/11/2017 | 0.00 | 20.75 |
| 32119 | MHN | MHN | 04/11/2017 | 0.00 | 45.54 |
| 32120 | OFFICEDE | OFFICE DEPOT, INC. | 04/11/2017 | 0.00 | 855.30 |
| 32121 | OFFICTEM | OFFICE TEAM | 04/11/2017 | 0.00 | 2,287.20 |
| 32122 | PACESUPL | PACE SUPPLY CORP | 04/11/2017 | 0.00 | 180.80 |
| 32123 | PACOFFIC | PACIFIC OFFICE AUTOMATION | 04/11/2017 | 0.00 | 184.88 |
| 32124 | PETCAT | PETERSON CAT | 04/11/2017 | 0.00 | 57.31 |
| 32125 | PRECISE | PRECISE, INC. | 04/11/2017 | 0.00 | 4,157.14 |
| 32126 | PROFORMA | PROFORMA GRAPHICS, INC. | 04/11/2017 | 0.00 | 719.31 |
| 32127 | RAVELLA | LAURA RAVELLA | 04/11/2017 | 0.00 | 54.86 |
| 32128 | RECOLOGY | RECOLOGY SAN MATEO | 04/11/2017 | 0.00 | 715.47 |
| 32129 | RICOHUSA | RICOH USA, INC. Pasadena | 04/11/2017 | 0.00 | 133.50 |
| 32130 | RANDB | ROBERTS & BRUNE CO. INC. | 04/11/2017 | 0.00 | 10,304.17 |
| 32131 | RUDOCK | TAMMY RUDOCK | 04/11/2017 | 0.00 | 48.00 |
| 32132 | SMENVIRN | SAN MATEO CO. ENVIRO. HEALTH | 04/11/2017 | 0.00 | 1,670.00 |
| 32133 | SFPUCWAT | SFPUC WATER QUALITY | 04/11/2017 | 0.00 | 1,650.00 |
| 32134 | UNLMTOOI | UNLIMITED TOOL & REPAIR, INC. | 04/11/2017 | 0.00 | 330.59 |
| 32135 | VANGUARE | VANGUARD CLEANING SYSTEMS, INC | 04/11/2017 | 0.00 | 385.00 |
| 32136 | WONDERW | WONDERWARE NORCAL | 04/11/2017 | 0.00 | 4,819.86 |
| Total for 4/11/2017: | | | | 0.00 | 106,260.17 |
| 254 | ADPPAYRL | adp | 04/14/2017 | 0.00 | 37,772.78 |
| 255 | ADPPAYRL | adp | 04/14/2017 | 0.00 | 15,764.48 |
| 256 | CALPERS | CALPERS | 04/14/2017 | 0.00 | 2,602.86 |
| 257 | HEALTHEQ | Health Equity | 04/14/2017 | 0.00 | 200.00 |
| 258 | ICMACONT | ICMA contributions | 04/14/2017 | 0.00 | 2,923.08 |
| 259 | HEALTHEQ | Health Equity | 04/14/2017 | 0.00 | 656.05 |
| 260 | CALPERS | CALPERS | 04/14/2017 | 0.00 | 7,206.19 |
| 261 | CALPERS | CALPERS | 04/14/2017 | 0.00 | 8,210.42 |
| 262 | HEALTHEQ | Health Equity | 04/14/2017 | 0.00 | 702.08 |
| 263 | ICMACONT | ICMA contributions | 04/14/2017 | 0.00 | 666.24 |
| Total for 4/14/2017: | | | | 0.00 | 76,704.18 |
| 32137 | AIRGAS | AIRGAS, LLC | 04/18/2017 | 0.00 | 132.81 |
| 32138 | ATT30348 | AT&T | 04/18/2017 | 0.00 | 30.00 |
| 32139 | ATT60197 | AT&T 60197 | 04/18/2017 | 0.00 | 38.50 |
| 32140 | GRANITE | GRANITE ROCK, INC. | 04/18/2017 | 0.00 | 351.70 |
| 32141 | HOMEDPC | HOME DEPOT | 04/18/2017 | 0.00 | 45.76 |
| 32142 | K119OFCA | K-119 OF CALIFORNIA INC. | 04/18/2017 | 0.00 | 62.42 |
| 32143 | KOFFELEC | KOFFLER ELECTRICAL MECHANICAL | 04/18/2017 | 0.00 | 2,832.00 |
| 32144 | OFFICTEM | OFFICE TEAM | 04/18/2017 | 0.00 | 1,143.60 |
| 32145 | pakpour | PAKPOUR CONSULTING GROUP, INC | 04/18/2017 | 0.00 | 2,758.87 |
| 32146 | PARS | PARS | 04/18/2017 | 0.00 | 300.00 |
| 32147 | PG&E | PG&E CFM/PPC DEPT | 04/18/2017 | 0.00 | 2,197.70 |
| 32148 | PINA | CANDY PINA | 04/18/2017 | 0.00 | 52.63 |
| 32149 | precise | PRECISE, INC. | 04/18/2017 | 0.00 | 7,984.00 |
| 32150 | RICOHPhi | RICOH Philadelphia | 04/18/2017 | 0.00 | 350.32 |
| 32151 | RANDB | ROBERTS & BRUNE CO. INC. | 04/18/2017 | 0.00 | 742.65 |
| 32152 | SUBTRONI | SUBTRONIC CORPORATION | 04/18/2017 | 0.00 | 1,102.50 |
| 32153 | USPOSTAL | U S POSTAL SERVICE | 04/18/2017 | 0.00 | 284.00 |
| Total for 4/18/2017: | | | | 0.00 | 20,409.46 |

| Check No | Vendor No | Vendor Name | Check Date | Void Checks | Check Amount |
|----------|-----------|-------------|------------|-------------|--------------|
|----------|-----------|-------------|------------|-------------|--------------|

| | | | | | |
|--|--|--|----------------------------|------|------------|
| | | | Report Total (140 checks): | 0.11 | 732,606.52 |
|--|--|--|----------------------------|------|------------|

Accounts Payable

Checks by Date - Summary by Check Date

User: candyp
 Printed: 5/22/2017 10:28 AM



| Check No | Vendor No | Vendor Name | Check Date | Check Amount |
|----------------------|-----------|--------------------------------|------------|--------------|
| 288 | ACHRETN | ACH Returns | 04/25/2017 | 177.12 |
| Total for 4/25/2017: | | | | 177.12 |
| 32154 | ACWA5661 | ACWA JPIA | 04/26/2017 | 8,933.63 |
| 32155 | ATT60197 | AT&T 60197 | 04/26/2017 | 59.56 |
| 32156 | BAWSCA | BAY AREA WATER SUPPLY & CONSER | 04/26/2017 | 935.00 |
| 32157 | CUWCC | CALIFORNIA URBAN WATER CNSRVT | 04/26/2017 | 2,693.31 |
| 32158 | CARQUEST | CARQUEST AUTO PARTS | 04/26/2017 | 100.27 |
| 32159 | CINTS | CINTAS CORPORATION | 04/26/2017 | 752.30 |
| 32160 | COMCAST | COMCAST | 04/26/2017 | 579.01 |
| 32161 | COMCASTB | COMCAST BUSINESS | 04/26/2017 | 629.10 |
| 32162 | HOMEDEPC | HOME DEPOT | 04/26/2017 | 883.57 |
| 32163 | KOFFASSO | KOFF & ASSOCIATES INC | 04/26/2017 | 1,320.00 |
| 32164 | MATCOTLS | MATCO TOOLS | 04/26/2017 | 189.61 |
| 32165 | MHN | MHN | 04/26/2017 | 45.54 |
| 32166 | OFFICEDE | OFFICE DEPOT, INC. | 04/26/2017 | 60.67 |
| 32167 | OFFICTEM | OFFICE TEAM | 04/26/2017 | 1,100.72 |
| 32168 | PACOFFIC | PACIFIC OFFICE AUTOMATION | 04/26/2017 | 184.88 |
| 32169 | PROFORMA | PROFORMA GRAPHICS, INC. | 04/26/2017 | 2,814.11 |
| 32170 | RANDB | ROBERTS & BRUNE CO. INC. | 04/26/2017 | 2,887.60 |
| 32171 | SFWATER | SAN FRANCISCO WATER DEPT | 04/26/2017 | 354,032.50 |
| 32172 | STANDINS | STANDARD INSURANCE COMPANY | 04/26/2017 | 780.01 |
| 32173 | STEPFORD | STEPFORD BUSINESS, INC. | 04/26/2017 | 280.00 |
| 32174 | SWRCBACC | SWRCB ACCOUNTING OFFICE | 04/26/2017 | 25,930.00 |
| 32175 | VERIZON | VERIZON WIRELESS | 04/26/2017 | 878.96 |
| Total for 4/26/2017: | | | | 406,070.35 |
| 266 | CALPERS | CALPERS | 04/28/2017 | 3,280.44 |
| 267 | CALPERS | CALPERS | 04/28/2017 | 3,925.75 |
| 268 | healtheq | Health Equity | 04/28/2017 | 702.08 |
| 269 | ICMACONT | ICMA contributions | 04/28/2017 | 666.24 |
| 270 | ADPPAYRL | adp | 04/28/2017 | 33,231.61 |
| 271 | ADPPAYRL | adp | 04/28/2017 | 13,716.37 |
| 272 | CALPERS | CALPERS | 04/28/2017 | 1,184.89 |
| 273 | CALPERS | CALPERS | 04/28/2017 | 1,417.97 |
| 274 | healtheq | Health Equity | 04/28/2017 | 200.00 |
| 275 | ICMACONT | ICMA contributions | 04/28/2017 | 1,923.08 |
| 276 | ADPPAYRL | adp | 04/28/2017 | 9,567.89 |
| 277 | ADPPAYRL | adp | 04/28/2017 | 5,089.63 |
| Total for 4/28/2017: | | | | 74,905.95 |
| 280 | BANKMTO1 | Bankcard Mtot Disc | 04/30/2017 | 5,307.26 |
| 281 | BANKMTO1 | Bankcard Mtot Disc | 04/30/2017 | 21.90 |
| 292 | ECHECK | ECHECK | 04/30/2017 | 665.80 |

| Check No | Vendor No | Vendor Name | Check Date | Check Amount |
|----------------------|-----------|--------------------------------|------------|--------------|
| Total for 4/30/2017: | | | | 5,994.96 |
| 279 | WFBUSCAR | WELLS FARGO BUSINESS CARD | 05/04/2017 | 20.00 |
| 32176 | ACWAJPIA | ACWA/JPIA | 05/04/2017 | 41,999.83 |
| 32177 | ATT60197 | AT&T 60197 | 05/04/2017 | 1,191.99 |
| 32178 | UB*00008 | S. BLAKE BARTEL | 05/04/2017 | 9.00 |
| 32179 | UB*00017 | ROBERT BECKLEY | 05/04/2017 | 37.90 |
| 32180 | BRIANHEN | BRIAN HENDRICKSON | 05/04/2017 | 2,498.00 |
| 32181 | CGUHLENB | C G UHLENBERG LLP | 05/04/2017 | 1,325.00 |
| 32182 | CUEA | CALIFORNIA UTILITIES EMERGENCY | 05/04/2017 | 500.00 |
| 32183 | CALSTEAM | CAL-STEAM | 05/04/2017 | 16.31 |
| 32184 | UB*00011 | CAUSEY INVESTMENTS, LP | 05/04/2017 | 50.00 |
| 32185 | UB*00005 | CLYDE CHENG | 05/04/2017 | 111.10 |
| 32186 | UB*00004 | STEVE COHN | 05/04/2017 | 19.00 |
| 32187 | UB*00013 | DURAN & VENABLES | 05/04/2017 | 622.40 |
| 32188 | UB*00015 | DAVID FREDERICK | 05/04/2017 | 8.20 |
| 32189 | GSFLOWM | GOLDEN STATE FLOW MEASUREMEN | 05/04/2017 | 1,073.38 |
| 32190 | GRANITE | GRANITE ROCK, INC. | 05/04/2017 | 549.65 |
| 32191 | UB*00002 | MANAV GROVER | 05/04/2017 | 35.00 |
| 32192 | HMBPAVIN | HALF MOON BAY GRADING & PAVINC | 05/04/2017 | 10,038.72 |
| 32193 | HANSONBR | HANSON, BRIDGETT | 05/04/2017 | 9,260.00 |
| 32194 | UB*00016 | HYACINTH HARNA | 05/04/2017 | 128.08 |
| 32195 | HOMEDEPC | HOME DEPOT | 05/04/2017 | 31.94 |
| 32196 | UB*00009 | DEVI KHANNA | 05/04/2017 | 24.00 |
| 32197 | KIMBALLM | KIMBALL MIDWEST, INC. | 05/04/2017 | 242.99 |
| 32198 | LIFTOFFD | LIFTOFF DIGITAL | 05/04/2017 | 700.00 |
| 32199 | LINCOLNL | LINCOLN LIFE | 05/04/2017 | 175.00 |
| 32200 | LYNGSOMA | LYNGSO GARDEN MATERIAL INC | 05/04/2017 | 290.94 |
| 32201 | UB*00001 | DARIUSH MAHDAVI | 05/04/2017 | 92.42 |
| 32202 | OFFICTEM | OFFICE TEAM | 05/04/2017 | 1,100.72 |
| 32203 | PAKPOUR | PAKPOUR CONSULTING GROUP, INC | 05/04/2017 | 20,252.51 |
| 32204 | PG&E | PG&E CFM/PPC DEPT | 05/04/2017 | 11,679.24 |
| 32205 | PRECISE | PRECISE, INC. | 05/04/2017 | 310.83 |
| 32206 | UB*00006 | KIM QUAN | 05/04/2017 | 21.98 |
| 32207 | RAMIREZ | RENE RAMIREZ | 05/04/2017 | 27.95 |
| 32208 | UB*00010 | TODD REIMECHI | 05/04/2017 | 35.23 |
| 32209 | RANDB | ROBERTS & BRUNE CO. INC. | 05/04/2017 | 3,647.18 |
| 32210 | UB*00007 | JOE RODDEN | 05/04/2017 | 25.00 |
| 32211 | UB*00014 | BILL ROYAL | 05/04/2017 | 23.56 |
| 32212 | SCHAAFWE | SCHAAF & WHEELER | 05/04/2017 | 20,173.80 |
| 32213 | UB*00003 | ROBIN SHANAHAN | 05/04/2017 | 35.24 |
| 32214 | STEPFORD | STEPFORD BUSINESS, INC. | 05/04/2017 | 1,400.00 |
| 32215 | TAPMASTR | TAP MASTER, INC | 05/04/2017 | 2,638.00 |
| 32216 | UB*00012 | ELEANOR TOKUNAGA | 05/04/2017 | 59.24 |
| 32217 | BNYMELLC | BANK OF NEW YORK MELLON TRUST | 05/04/2017 | 330,133.34 |
| Total for 5/4/2017: | | | | 462,614.67 |
| 290 | ADPPAYRL | adp | 05/12/2017 | 9,562.46 |
| 291 | ADPPAYRL | adp | 05/12/2017 | 5,084.30 |
| 295 | calpers | CALPERS | 05/12/2017 | 2,602.86 |
| 296 | icmacont | ICMA contributions | 05/12/2017 | 1,923.08 |
| 297 | healtheq | Health Equity | 05/12/2017 | 200.00 |
| 32218 | ACCELA | ACCELA, INC. #774375 | 05/12/2017 | 54,429.86 |
| 32219 | AIRGAS | AIRGAS, LLC | 05/12/2017 | 142.51 |
| 32220 | BPLANDSC | BAY POINTE LANDSCAPE | 05/12/2017 | 1,050.00 |

| Check No | Vendor No | Vendor Name | Check Date | Check Amount |
|----------------------------|-----------|-------------------------------|------------|--------------|
| 32221 | CINTS | CINTAS CORPORATION | 05/12/2017 | 745.66 |
| 32222 | COUNTYSM | COUNTY OF SAN MATEO | 05/12/2017 | 4,896.05 |
| 32223 | GSFLOWM | GOLDEN STATE FLOW MEASUREMEN | 05/12/2017 | 498,925.08 |
| 32224 | INTERGAS | Interstate Gas Services, Inc. | 05/12/2017 | 600.00 |
| 32225 | DAVIDSON | JOHN T. DAVIDSON | 05/12/2017 | 4,555.00 |
| 32226 | KOFFASSO | KOFF & ASSOCIATES INC | 05/12/2017 | 2,220.00 |
| 32227 | Leadersh | LEADERSHIP DEVELOPMENT NETWO | 05/12/2017 | 6,769.00 |
| 32228 | LINCOLNL | LINCOLN LIFE | 05/12/2017 | 175.00 |
| 32229 | MERIANCH | CHARLES MERIAN | 05/12/2017 | 868.05 |
| 32230 | OFFICEDE | OFFICE DEPOT, INC. | 05/12/2017 | 277.86 |
| 32231 | OFFICTEM | OFFICE TEAM | 05/12/2017 | 1,072.13 |
| 32232 | pakpour | PAKPOUR CONSULTING GROUP, INC | 05/12/2017 | 4,463.82 |
| 32233 | PENBLDG | PENINSULA BUILDING MATERIALS | 05/12/2017 | 788.66 |
| 32234 | PG&E | PG&E CFM/PPC DEPT | 05/12/2017 | 2,186.01 |
| 32235 | PINA | CANDY PINA | 05/12/2017 | 60.25 |
| 32236 | RECOLOGY | RECOLOGY SAN MATEO | 05/12/2017 | 620.05 |
| Total for 5/12/2017: | | | | 604,217.69 |
| 293 | ADPPAYRL | adp | 05/15/2017 | 34,633.09 |
| 294 | ADPPAYRL | adp | 05/15/2017 | 14,379.27 |
| 298 | calpers | CALPERS | 05/15/2017 | 7,206.19 |
| 299 | HEALTHEQ | Health Equity | 05/15/2017 | 758.13 |
| 310 | icmacont | ICMA contributions | 05/15/2017 | 666.24 |
| 311 | calpers | CALPERS | 05/15/2017 | 8,210.42 |
| Total for 5/15/2017: | | | | 65,853.34 |
| Report Total (111 checks): | | | | 1,619,834.08 |



AGENDA ITEM NO. 7.A.

DATE: May 25, 2017
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: RECEIVE FINAL REPORT AND DELIVERABLES ON 2016 COP FINANCING BY BEN "BUD" LEVINE OF WULFF, HANSEN & COMPANY, MUNICIPAL FINANCIAL ADVISOR

RECOMMENDATION

Receive final report and deliverables on 2016 COP financing by Bud Levine.

FISCAL IMPACT

None, included with COP Issuance Costs. There will be a nominal expense for production of reference notebooks for Directors and staff of key 2016 COP financing documents.

DISCUSSION

Late last month the MPWD received the complete transcript binder of the 2016 COP financing, including all legal documents related thereto, from Bond Counsel, Brian Quint of Quint & Thimmig LLP. It will be available at the Board meeting.

Bud Levine will present a final report and a summary of the deliverables at the meeting.

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



AGENDA ITEM NO. 7.B.

DATE: May 25, 2017

TO: Board of Directors

FROM: Tammy Rudock, General Manager
Rene Ramirez, Operations Manager

SUBJECT: REVIEW 2017/2018 COP CAPITAL IMPROVEMENT PROGRAM

RECOMMENDATION

Review MPWD FY 2017/2018 COP (Certificates of Participation) Capital Improvement Program.

FISCAL IMPACT

| | |
|--|--------------------|
| Planning and Engineering Design Services: | \$ 790,000 |
| Construction, CM (Construction Management), and Contingency: | <u>\$1,970,000</u> |
| TOTAL | \$2,760,000 |

DISCUSSION

Attached is the MPWD CIP Summary dated August 31, 2016, of the projects approved by the Board as the MPWD 2016-2021 CIP (per Resolution 2016-06 also attached). These projects were prioritized from the MPWD Comprehensive System Analysis and Capital Improvement Program, FY 2016-2017 Update.

Staff wanted to review the program with the Board before preparing to proceed with the following projects from the MPWD CIP Summary for FY 2017/2018:

PLANNING AND ENGINEERING DESIGN SERVICES

| <i>PROJECT NO.</i> | <i>PROJECT NAME</i> | <i>COST ESTIMATE</i> |
|--------------------|---|----------------------|
| 15-10 | Notre Dame Avenue Loop Closure | \$110,000 |
| 15-43 | North Road Cross Country/Davey Glen Road Improvements | \$100,000 |
| 15-78 | Civic Lane Improvements | \$100,000 |
| 15-28 | Tahoe Drive Improvements | \$ 80,000 |
| 15-75 | Old County Road Improvements | \$200,000 |
| 15-89 | Dekoven Tanks Replacement | \$200,000 |
| | TOTAL | \$790,000 |

CONSTRUCTION, CM, AND CONTINGENCY

| PROJECT NO. | PROJECT NAME | COST ESTIMATE |
|-------------|---------------------------------------|------------------|
| 15-14 | Mezes Avenue Improvements | \$150,000 |
| 15-65 | Folger Drive Improvements | \$360,000 |
| 15-73 | Karen Road Improvements | \$375,000 |
| 15-44 | South Road Abandonment | \$355,000 |
| 15-22 | Arthur Avenue Improvements | \$425,000 |
| 15-87 | Hillcrest Pressure Regulating Station | \$305,000 |
| | TOTAL | \$1,970,000 |

Attachments: MPWD CIP Summary dated August 31, 2016
Resolution 2016-06

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

**Mid-Peninsula Water District
Capital Improvement Program Summary**

| Priority | Project Number | DSA | Zone | Project Name | Quantity | | | Construction | Planning, Design & CM | Contingency | 2015 Dollars | Running Total | Progress | | | | | Total | | |
|----------|----------------|-----|------|--|----------|-----|-----|--------------|-----------------------|-------------|--------------|---------------|-----------|-------------|-------------|-------------|-------------|-------------|-----------|--------------|
| | | | | | LF | SRV | HYD | | | | | | 2016-2017 | 2017-2018 | 2018-2019 | 2019-2020 | 2020-2021 | | 2021-2022 | |
| 1 | 15-14 | 017 | 3 | Mezes Avenue Improvements | 310 | 10 | 1 | \$ 122,500 | \$ 37,000 | \$ 15,500 | \$ 175,000 | \$ 175,000 | \$25,000 | \$150,000 | | | | | | \$150,000 |
| 3 | 15-76 | 081 | 1 | El Camino Real Improvements | 4100 | 23 | 12 | \$ 1,463,000 | \$ 360,000 | \$ 277,000 | \$ 2,100,000 | \$ 2,275,000 | | | \$150,000 | \$150,000 | \$2,024,755 | | | \$2,324,755 |
| 4 | 15-65 | n/a | 2 | Folger Drive Improvements | 830 | 12 | 3 | \$ 306,000 | \$ 77,000 | \$ 37,000 | \$ 420,000 | \$ 2,695,000 | \$60,000 | \$360,000 | | | | | | \$420,000 |
| 5 | 15-73 | 078 | 1 | Karen Road Improvements | 800 | 9 | 2 | \$ 307,000 | \$ 80,000 | \$ 38,000 | \$ 425,000 | \$ 3,120,000 | \$50,000 | \$375,000 | | | | | | \$375,000 |
| 6 | 15-10 | 013 | 3 | Notre Dame Avenue Loop Closure | 2230 | 29 | 3 | \$ 689,500 | \$ 138,000 | \$ 82,500 | \$ 910,000 | \$ 4,030,000 | | \$110,000 | \$832,000 | | | | | \$942,000 |
| 7 | 15-44 | 045 | 2 | South Road Abandonment | 0 | 19 | 3 | \$ 302,000 | \$ 75,000 | \$ 38,000 | \$ 415,000 | \$ 4,445,000 | \$60,000 | \$355,000 | | | | | | \$415,000 |
| 8 | 15-22 | 025 | 3 | Arthur Avenue Improvements | 880 | 15 | 2 | \$ 345,000 | \$ 87,000 | \$ 43,000 | \$ 475,000 | \$ 4,920,000 | \$50,000 | \$425,000 | | | | | | \$425,000 |
| 9 | 15-16 | 019 | 3 | Williams Avenue, Ridge Road, Hillman Avenue Improvements | 2460 | 59 | 4 | \$ 834,000 | \$ 166,000 | \$ 100,000 | \$ 1,100,000 | \$ 6,020,000 | | | | | \$150,000 | \$1,111,366 | | \$1,261,366 |
| 10 | 15-43 | 044 | 2 | North Road Cross Country / Davey Glen Road Improvements | 1400 | 17 | 5 | \$ 496,000 | \$ 124,000 | \$ 60,000 | \$ 680,000 | \$ 6,700,000 | | \$100,000 | \$603,200 | | | | | \$703,200 |
| 11 | 15-06 | n/a | 5 | Zone 5 Fire Hydrant Upgrades | 0 | 0 | 7 | \$ 105,000 | \$ 31,000 | \$ 14,000 | \$ 150,000 | \$ 6,850,000 | | | \$156,000 | | | | | \$156,000 |
| 12 | 15-78 | 083 | 1 | Civic Lane Improvements | 1800 | 20 | 5 | \$ 605,000 | \$ 120,000 | \$ 75,000 | \$ 800,000 | \$ 7,650,000 | | \$100,000 | \$728,000 | | | | | \$828,000 |
| 13 | 15-17 | 020 | 3 | Monte Cresta Drive / Alhambra Drive Improvements | 2250 | 48 | 5 | \$ 781,500 | \$ 195,000 | \$ 98,500 | \$ 1,075,000 | \$ 8,725,000 | | | | | \$175,000 | \$1,052,873 | | \$1,227,873 |
| 14 | 15-87 | n/a | 1 | Hillcrest Pressure Regulating Station | 0 | 0 | 0 | \$ 250,000 | \$ 65,000 | \$ 30,000 | \$ 345,000 | \$ 9,070,000 | \$40,000 | \$305,000 | | | | | | \$305,000 |
| 15 | 15-09 | 012 | 3 | Dekoven Tank Utilization Project | 2300 | 14 | 2 | \$ 782,000 | \$ 158,000 | \$ 95,000 | \$ 1,035,000 | \$ 10,105,000 | | | \$150,000 | \$957,216 | | | | \$1,107,216 |
| 16 | 15-28 | 030 | 7 | Tahoe Drive Area Improvements | 900 | 28 | 4 | \$ 369,000 | \$ 94,000 | \$ 47,000 | \$ 510,000 | \$ 10,615,000 | | \$80,000 | \$447,200 | | | | | \$527,200 |
| 17 | 15-29 | 031 | 7 | Belmont Canyon Road Improvements | 900 | 17 | 2 | \$ 306,000 | \$ 76,000 | \$ 38,000 | \$ 420,000 | \$ 11,035,000 | | | \$65,000 | \$383,968 | | | | \$448,968 |
| 18 | 15-38 | 040 | 8 | Cliffside Court Improvements | 330 | 14 | 2 | \$ 154,500 | \$ 46,500 | \$ 19,000 | \$ 220,000 | \$ 11,255,000 | | | | \$40,000 | \$202,476 | | | \$242,476 |
| 19 | 15-42 | 043 | 2 | North Road Improvements | 0 | 19 | 1 | \$ 152,000 | \$ 46,000 | \$ 22,000 | \$ 220,000 | \$ 11,475,000 | | | | \$40,000 | \$202,476 | | | \$242,476 |
| 20 | 15-75 | 080 | 1 | Old County Road Improvements | 5500 | 111 | 26 | \$ 2,580,500 | \$ 510,000 | \$ 309,500 | \$ 3,400,000 | \$ 14,875,000 | | \$200,000 | \$300,000 | \$3,136,640 | | | | \$3,636,640 |
| 21 | 15-72 | 077 | 1 | SR 101 Crossing at PAMF Hospital | 2300 | 0 | 2 | \$ 1,040,000 | \$ 350,000 | \$ 280,000 | \$ 1,670,000 | \$ 16,545,000 | | | | \$100,000 | \$200,000 | \$1,602,706 | | \$1,902,706 |
| 22 | 15-89 | n/a | 3 | Dekoven Tanks Replacement | 0 | 0 | 0 | \$ 2,500,000 | \$ 400,000 | \$ 600,000 | \$ 3,500,000 | \$ 20,045,000 | | \$200,000 | \$300,000 | \$3,244,800 | | | | \$3,744,800 |
| | | | | | | | | | | | | | \$285,000 | \$2,760,000 | \$3,731,400 | \$8,052,624 | \$2,954,706 | \$3,766,945 | | \$21,385,675 |

RESOLUTION NO. 2016-06

ADOPTING MPWD COMPREHENSIVE SYSTEM ANALYSIS AND
CAPITAL IMPROVEMENT PROGRAM FY 2016-2017 UPDATE, AND
AUTHORIZING MPWD 5-YEAR CAPITAL IMPROVEMENT PROGRAM
FOR FISCAL YEARS 2016/2017 THROUGH 2020/2021

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, the Mid-Peninsula Water District ("MPWD") completed a comprehensive water hydraulic model of the entire MPWD system over the course of the past 18 months; and

WHEREAS, almost 90 capital improvement projects were identified for completion as a result of the water hydraulic modeling, and a list of six scoring criteria was developed in order to rank and prioritize each of the 90 capital projects; and

WHEREAS, an updated FY 2016/2017 Comprehensive System Analysis and Capital Improvement Program report was developed by the District Engineer and MPWD staff, and presented to the Board of Directors at its May 26, 2016, regular meeting; and

WHEREAS, a preliminary draft 5-year capital improvement program was introduced to the Board of Directors on November 16, 2015, totaling \$12 million, and the Board provided direction to staff to revise it to expand beyond what the MPWD is currently funding on a pay-go basis and develop financing options; and

WHEREAS, a revised 5-year capital improvement program was developed totaling \$25 million and presented to the Board on December 16, 2015, and was accepted in principle but not approved until financing options were reviewed and considered; and

WHEREAS, on April 28, 2016, updated cash flow projections for FY 2016/2017 were presented by MPWD's rate consultant Bartle Wells Associates, and financing alternatives for potential capital improvements were created by the MPWD's Municipal Finance Advisors based upon the updated cash flow projections and presented to the Board at that same meeting; and

WHEREAS, as a result of the updated financial information for FY 2016/2017, staff

modified the MPWD's 5-year capital planning and presented the Board with three (3) program alternatives on May 26, 2016, and recommended Alternative One totaling \$20,000,000.

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

1. Adopts the MPWD Comprehensive System Analysis and Capital Improvement Program FY 2016/2017 Update Report; and
2. Authorizes the 5-Year Capital Improvement Program for Fiscal Years 2016/2017 through 2020/2021 totaling \$20,000,000 (attached as Exhibit "A").

BE IT FURTHER RESOLVED that the Board directs staff to commence coordination with the MPWD's Municipal Finance Advisor on developing the appropriate financing options for the 5-Year Capital Improvement Program, that are most advantageous for the Mid-Peninsula Water District, for presentation to the Board at an upcoming regular meeting.

REGULARLY PASSED AND ADOPTED this 26th day of May 2016, by the following vote:

AYES: *Linville, Stuebing, Vella, and Zucca*
NOES: *0*
ABSENT: *Warden*

Matthew Zucca

President, Board of Directors
Mid-Peninsula Water District

ATTEST:

Jimmy A. Reda

District Secretary



**5-YEAR CAPITAL IMPROVEMENT PROGRAM
FY 2016/2017 THROUGH FY 2020/2021**

| PROJECT NUMBER | PROJECT NAME | PROJECTED COST (2015) |
|-----------------------|--|------------------------------|
| 15-14 | Mezes Avenue Improvements | \$ 175,000 |
| 15-76 | El Camino Real Improvements | 2,100,000 |
| 15-65 | Folger Drive Improvements | 420,000 |
| 15-73 | Karen Road Improvements | 425,000 |
| 15-10 | Notre Dame Avenue Loop Closure | 910,000 |
| 15-44 | South Road Abandonment | 415,000 |
| 15-22 | Arthur Avenue Improvements | 475,000 |
| 15-16 | Williams Avenue, Ridge Road, Hillman Avenue Improvements | 1,100,000 |
| 15-43 | North Road Cross Country/Davey Glen Road Improvements | 680,000 |
| 15-06 | Zone 5 Fire Hydrant Upgrades | 150,000 |
| 15-78 | Civic Lane Improvements | 800,000 |
| 15-17 | Monte Cresta Drive/Alhambra Drive Improvements | 1,075,000 |
| 15-87 | Hillcrest Pressure Regulating Station | 345,000 |
| 15-09 | Dekoven Tank Utilization Project | 1,035,000 |
| 15-28 | Tahoe Drive Area Improvements | 510,000 |
| 15-29 | Belmont Canyon Road Improvements | 420,000 |
| 15-38 | Cliffside Court Improvements | 220,000 |
| 15-42 | North Road Improvements | 220,000 |
| 15-75 | Old County Road Improvements | 3,400,000 |
| 15-72 | SR 101 Crossing at PAMF Hospital | 1,670,000 |
| 15-89 | Dekoven Tanks Replacement | 3,500,000 |
| | TOTAL | \$20,045,000 |

Project No. 15-92: AMI Completion Project (\$2.5 million) is also a priority project that could be substituted for the projects highlighted in gray.



AGENDA ITEM NO. 7.C.

DATE: May 25, 2017
TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager

SUBJECT: CONSIDER RESOLUTION NO. 2017-07 AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH HYDROSCIENCE ENGINEERS, INC., REFERENCED AS CONTRACT NO. 03-1621-CIP, IN THE AMOUNT OF \$332,951, FOR ENGINEERING DESIGN SERVICES IN CONJUNCTION WITH THE EL CAMINO REAL IMPROVEMENTS (CIP 15-76) AND MALCOLM AVENUE AREA IMPROVEMENTS (CIP 15-74) PROJECTS

RECOMMENDATION:

Adopt Resolution 2017-07, which authorizes a professional services agreement totaling \$332,951 with HydroScience Engineers Inc., for professional engineering design services in conjunction with the El Camino Real Improvements (CIP 15-76) and Malcolm Avenue Area Improvements (CIP 15-74) projects, both programmed within the MPWD 5-Year CIP FY 2016/2017 through FY 2020/2021, and to be referred to as Contract No. 03-1621-CIP.

FISCAL IMPACT:

The attached proposal from HydroScience Engineers, Inc., dated May 10, 2017, proposes to prepare plans, specifications, provide construction support and provide funding for sub-consultants to gather field information for the two (2) capital projects. The total proposal cost is \$332,951. *(The construction cost estimate for the two projects prepared by the District Engineer in 2016, including contingency, Caltrans coordination, but not engineering, is \$1.998 million in 2015 dollars).* Funding for the professional services will come from the MPWD 2016 Certificates of Participation (COP) Project Fund.

DISCUSSION:

The Board adopted a five-year Capital Improvement Plan (CIP) at their June 2016 meeting and also directed staff to develop a “game plan” to execute the improvements. One component of the game plan was to seek additional professional services for certain CIP projects that required a level of service beyond the capabilities of the District

Engineer. Beginning in January 2017, staff and District Engineer issued a request for qualifications for On-Call Engineering Services. Over 20 professional firms attended a pre-proposal meeting including 16 professional engineering firms. Statements of qualifications were received on the due date of February 7, 2017 from 10 engineering firms. Staff and District Engineer scored and ranked the 10 firms to short-list six (6) firms for interview. Interviews were held at the end of February and four (4) firms were selected to become On-Call Engineers for the District during the CIP, which included HydroScience Engineers, Inc.

HydroScience Engineers, Inc., from its Berkeley office, was assigned the task to provide professional services for the El Camino Real (ECR) Improvements (CIP 15-76). Because of proximity to the ECR project and expected mobilization cost savings, staff added the Malcolm Avenue Area Improvements (CIP 15-74) project. Project descriptions developed by the District Engineer are attached for reference. The El Camino Real Improvements will take place within the state right-of-way over the entire length within Belmont requiring coordination and permitting from Caltrans and focus on replacing aged cast-iron pipe with ductile iron pipe; and the Malcolm Avenue Area Improvements will switch water supplied to this area from Zone 2 to Zone 1 providing better circulation and removing four (4) dead-end water mains.

Staff and District Engineer worked with HydroScience Engineers, Inc. to develop a scope of work that is detailed in their proposal dated May 10, 2017. Their proposal includes geotechnical work, a topographic survey, potholing and utility coordination, plan and specification preparation, process for bid documents, advertisement, construction support and record drawing, their proposed budget, and schedule. The intent is to have plans and specifications ready for Caltrans to approve early in January 2018. Their proposal is about \$35,000 less than the professional services estimate prepared by the District Engineer for the two CIP projects.

The attached professional services agreement is the MPWD template form prepared and reviewed by District Counsel.

Attachments: Resolution No. 2017-07
 Professional Services Agreement
 HydroScience Scope of Work dated May 10, 2017
 Two Project Descriptions

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

RESOLUTION NO. 2017-07

**AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT
WITH HYDROSCIENCE ENGINEERS, INC.,
REFERENCED AS CONTRACT NO. 03-1621-CIP,
IN THE AMOUNT OF \$332,951,
FOR ENGINEERING SERVICES IN CONJUNCTION WITH THE
EL CAMINO REAL IMPROVEMENTS (CIP 15-76) AND
MALCOLM AVENUE AREA IMPROVEMENTS (CIP 15-74) PROJECTS**

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, the Board of Directors (Board) adopted the MPWD Comprehensive System Analysis and Capital Improvement Program (CIP), FY 2016/2017 Update, and authorized the MPWD 5-Year CIP for Fiscal Years 2016/2017 through 2020/2021 at its May 26, 2016, Regular meeting; and

WHEREAS, the El Camino Real Improvements (CIP 15-76) and Malcolm Avenue Area Improvements (CIP 15-74) projects, are derived from the MPWD's 5-Year CIP for Fiscal Years 2016/2017 through 2020/2021; and

WHEREAS, the District proposed a professional services agreement with HydroScience Engineers, Inc., for the purpose of engaging HydroScience Engineers, Inc., to prepare plans, specifications, cost estimates and construction support for the El Camino Real Improvements (CIP 15-76) and Malcolm Avenue Area Improvements (CIP 15-74) projects; and

WHEREAS, the professional services agreement with HydroScience Engineering, Inc., referenced as Contract No. 03-1621-CIP, in the amount of \$332,951, will be funded by MPWD 2016 COP (Certificates of Participation) proceeds.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mid-Peninsula Water District hereby authorizes a professional services agreement with HydroScience Engineers, Inc., referenced as Contract No. 03-1621-CIP, in the amount of \$332,951, for the purpose of engaging HydroScience Engineers, Inc. to prepare plans, specifications, cost estimates and construction support for the El Camino Real Improvements (CIP 15-76) and Malcolm Avenue Area Improvements (CIP 15-74) projects, and authorizes the General Manager to execute it on behalf of the District.

REGULARLY PASSED AND ADOPTED this 25th day of May, 2017.

AYES:

NOES:

ABSTAINS:

ABSENT:

PRESIDENT

ATTEST:

SECRETARY OF THE BOARD

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made as of this 25th day of May, 2017, by and between MID-PENINSULA WATER DISTRICT, a public agency (“DISTRICT”) and HydroScience Engineers, Inc., a California corporation (“CONSULTANT”).

WHEREAS, the DISTRICT desires to obtain professional services in conjunction with the El Camino Real Improvements (CIP 15-76) and Malcolm Avenue Area Improvements (CIP 15-74) Projects; and

WHEREAS, the CONSULTANT is ready, willing and able to furnish such services and has submitted a Proposal dated May 10, 2017, which is attached hereto and incorporated herein as Exhibit A.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. PROVISION OF SERVICES

The CONSULTANT agrees to provide professional services to DISTRICT in accordance with the terms and conditions of this Agreement. 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 WORK

The scope of CONSULTANT’s work shall be as set forth in Exhibit A. Otherwise, the terms of this Agreement shall control over any contrary provisions of Exhibit A.

3. TERM

This Agreement will commence upon its Effective Date and shall continue until the services set forth in Section 2 are successfully completed, as determined by the DISTRICT. It is understood that the term of this Agreement is subject to the DISTRICT’s right to terminate the Agreement in accordance with Section 13 of this Agreement.

4. CONTRACT AMOUNT

The CONSULTANT shall perform all work set forth in Section 2 of this Agreement for a total sum not to exceed \$332,951 including all labor, materials, taxes, insurance, subcontractor / subconsultant costs, overhead, profit, and all other costs and expenses incurred by CONSULTANT.

5. MANNER OF PAYMENT

The CONSULTANT shall submit monthly invoices as CONSULTANT completes work, and the invoices shall describe the work completed during the billing period, who performed the services, their applicable hourly rate, and all out-of-pocket costs and subcontractor / subconsultant payments, if any. The DISTRICT shall review and approve the invoices and shall pay approved invoices within thirty (30) days of DISTRICT's approval.

All invoices should be sent to: Mid-Peninsula Water District
 3 Dairy Lane
 P.O. Box 129
 Belmont, CA 94002
 ATTENTION: Tammy Rudock, 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 Curtis Lam, PE, 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 of 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 the General Manager may 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 shall be one solely between said parties.

9. OWNERSHIP OF WORK

A. All reports, designs, drawings, plans, specifications, schedules, and other materials prepared by CONSULTANT under this Agreement ("Work Product") shall be the property of DISTRICT.

B. CONSULTANT assigns to DISTRICT all right, title, and interest in and to the Work Product, including ownership of the entire copyright in the Work Product and any causes of action existing or arising in connection with the copyright to said Work Product. DISTRICT shall be entitled to access to and copies of these materials as they are being developed. Any such materials in the hands of CONSULTANT or in the hands of any subcontractor upon completion or termination of services hereunder shall be immediately delivered to 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 agrees to indemnify, defend and hold harmless the DISTRICT, and its directors, agents, and employees from and against all claims, losses, damages and liabilities (including reasonable attorneys fees) arising out of any injury to persons or property that may occur, or that may be alleged to have occurred, in the course of the performance of the Agreement to the extent caused by CONSULTANT's recklessness or willful misconduct; or by CONSULTANT's negligent provision or omission of services contemplated by this Agreement.

Irrespective of any language to the contrary in this Agreement or under applicable law, CONSULTANT shall have no duty to provide or fund up-front defense costs of DISTRICT against unproven claims or allegations, but shall reimburse those reasonable attorneys' fees, expert fees and all other costs and fees incurred in any judicial proceeding, litigation, arbitration, mediation or other negotiated settlement incurred by DISTRICT that are caused by the negligence, recklessness or willful misconduct of CONSULTANT, its employees, agents and subconsultants (collectively, "Defense Costs"). However, CONSULTANT shall provide its immediate cooperation, at no additional cost to the DISTRICT, to the DISTRICT in defending such claims. Moreover, CONSULTANT's responsibility for the DISTRICT's defense costs shall be limited to the proportion of CONSULTANT's responsibility for the underlying injury as determined in any judicial proceeding, litigation, arbitration, mediation, or other negotiated settlement which addressed the CONSULTANT's responsibility for the underlying injury. In the event that it is determined that the losses, injuries or damages claimed against the DISTRICT did not arise out of, pertain to, or relate to CONSULTANT's negligence, recklessness or willful misconduct, CONSULTANT shall not be responsible for any portion of the DISTRICT's defense costs. This indemnity shall survive the termination of this Agreement.

12. INSURANCE

A. Workers' Compensation: CONSULTANT shall procure and maintain at all times during the performance of such work Worker's Compensation Insurance in conformance with the laws of the State of California and Federal laws where applicable. Employers' Liability Insurance shall not be less than One Million Dollars (\$1,000,000) per accident or disease. Prior to commencement of work hereunder, CONSULTANT shall deliver to DISTRICT a Certificate of Insurance which shall stipulate that 30 days advance written notice of cancellation, shall be given to DISTRICT.

B. Bodily Injury, Death and Property Damage Liability Insurance: CONSULTANT shall also procure and maintain at all times during the performance of this Agreement General Liability Insurance (including automobile operation) covering CONSULTANT and DISTRICT for liability arising out of the operations of CONSULTANT and any subcontractors. The policy(ies) shall include coverage for all vehicles, licensed or unlicensed, on or off DISTRICT's premises, used by or on behalf of CONSULTANT in the performance of work under this Agreement. The policy(ies) 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 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. Said policy shall protect CONSULTANT and 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.

Prior to commencement of work hereunder, CONSULTANT shall deliver to DISTRICT a Certificate of Insurance which shall indicate compliance with the insurance requirements of this paragraph and shall stipulate that 30 days advance written notice of cancellation, shall be given to 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) per claim and in annual aggregate. Such Insurance shall be renewed annually. Prior to commencing work under this Agreement, CONSULTANT shall furnish to 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, shall be given to DISTRICT.

13. TERMINATION

DISTRICT shall have the right to terminate this Agreement upon thirty (30) days written

actions to insure 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. 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.

17. DISTRICT WARRANTIES

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

18. 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.

19. 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.

20. ASSIGNMENT

CONSULTANT shall not assign any of the rights nor transfer any of its obligations under this Agreement without the prior written consent of the DISTRICT.

21. ATTORNEY'S COSTS

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

22. APPLICABLE LAW

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

23. 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. CONSULTANT shall not assign this Agreement without the prior express written approval of the DISTRICT.

24. 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.

25. 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.

26. COMPLIANCE WITH LAWS AND REGULATIONS

During the progress of the work, CONSULTANT shall fully adhere to all applicable State and Federal laws and county, municipal or DISTRICT ordinances and regulations which in any manner affect those engaged or employed in the work, or the materials and equipment used in the work, or which in any way affect the conduct of the work. CONSULTANT, and any subcontractors performing any work under this Agreement, shall hold such licenses as may be required by the State of California for the performance of the work specified in this Agreement.

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

DISTRICT:

MID-PENINSULA WATER DISTRICT

By: _____

Name: _____

Title: _____

CONSULTANT:

HYDROSCIENCE ENGINEERS, INC.

By: Jack Grossman

Name: Jack Grossman

Title: Exec. Vice President

By: Hildegard M. Harris

Name: HILDEGARD M. HARRIS

Title: TREASURER

*NOTE: This Agreement must be executed by two corporate officers, consisting of: (1) the President, Vice President or Chair of the Board, and (2) the Secretary, Assistant Secretary, Chief Financial Officer, Assistant Chief Financial Officer, or by any person authorized by the corporation to execute written contracts.

May 10, 2017

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

Subject: Proposal to Provide Engineering Services for Project 15-76 (El Camino Real Improvements) and Project 15-74 (Malcolm Avenue Area Improvements)

Dear Rene:

HydroScience Engineers, Inc. (HydroScience) is pleased to provide this proposal to the Mid-Peninsula Water District (MPWD) to perform engineering services for the design of the subject projects. This proposal details our understanding of the project, our project approach, and our scope of work.

Project Understanding

Two projects are scheduled to be implemented as part of this proposal – the El Camino Real Improvements Project, Project 15-76, and the Malcolm Avenue Area Improvements Project, Project 15-74. Each of these projects is further detailed below.

The El Camino Real Improvements Project, Project 15-76, includes three discrete water main improvement segments, all located on El Camino Real within the Caltrans right-of-way. This pipe was generally installed in the 1950s, and has been subject to several leaks. Each of these project segments are further identified below.

- **Segment 1 – N1042X to N1727:** This segment will result in the construction of approximately 300 LF of new 8-inch ductile iron pipe between North Road and Ruth Avenue on El Camino Real.
- **Segment 2 – N17908 to N1042X:** This segment will result in the replacement of 3,500 LF of 8-inch cast iron pipe with new 8-inch ductile iron pipe between the southern end of Segment 1 and Middle Road.
- **Segment 3 – N1025X to N1023X:** This segment will result in the replacement of approximately 300 LF of 8-inch cast iron pipe with 8-inch ductile iron pipe between Emmett Avenue and Waltermire Street.

Previously, there was a fourth segment of pipe scheduled for this project between Fifth Avenue and F Street. However, this project has been removed from this scheduled improvement.

It is the intent to locate the new main on the southwest side of El Camino Real to reduce lateral lengths. These connections include an estimated 8 fire hydrants, 23 service connections, and 4 fire service connections. The existing 8-inch pipeline would be abandoned in place, and new laterals connecting to the new water main will connect to each fire hydrant and each domestic and fire service connection.

The Malcolm Avenue Area Improvements Project, Project 15-74, will reconfigure the existing Zone 1 and Zone 2 systems in the immediate area. The new pipe would connect two existing pipelines in Zone 2, allowing four valves separating Zones 1 and 2 to open to eliminate four dead end pipelines, and reconfiguring the boundaries of Zones 1 and 2. Between North Road and Ruth Avenue, the new pipeline would parallel an existing 4-inch CIP pipeline. The 4-inch would be located within Zone 1, while the new 8-inch pipeline would be part of Zone 2. Between Ruth Avenue and Anita Avenue, a new pipeline would be constructed in Malcolm Avenue where none existed previously. The new pipe would cut into existing pipelines on North Road and Anita Avenue. In total, Project 15-74 would result in the construction of 550 LF of new 8-inch DIP pipe and the replacement of two service connections.

Both Projects 15-74 and 15-76 would be constructed as one construction project. An encroachment permit from Caltrans will be required for work within the El Camino Real right-of-way. An encroachment permit from the City of Belmont will be required for work on both projects.

Scope of Work

This scope of work is divided into the following six tasks.

- Task 1 – Project Management and Quality Assurance/Quality Control
- Task 2 – Preliminary Engineering, including the Topographic Survey, Geotechnical Investigation, Utility Locating, CEQA Compliance, and the Basis of Design Report
- Task 3 – Detailed Design, 60%, 90%, and Bid Set Submittals
- Task 4 – Permits
- Task 5 – Engineering Services during Bidding
- Task 6 – Engineering Services during Construction

Details for the scope associated with each task are presented below.

Task 1 – Project Management and Quality Assurance/Quality Control

Project Management: HydroScience will ensure that the District is fully abreast of project status and issues at all times, that the project stays on schedule and within scope, and that all submittals receive HydroScience QA/QC prior to District review. Monthly progress reports will accompany each invoice detailing the tasks completed during that time period. Completed and outstanding items will be documented in a tracking log. The project manager will coordinate with the internal project team and District staff throughout the length of the project, and maintain the

project schedule. Quarterly progress reports will be provided to MPWD to inform and update MPWD on the project status during the development of contract documents.

Project Meetings: We expect to hold four project meetings with the District during the project – a kickoff meeting, a meeting to conclude the preliminary design phase and confirm the project to design, and after the 60% and 90% design submittals.

During the kickoff meeting, HydroScience will confirm the scope of work, schedule, budget, and availability of project documents and electronic files; review project goals, priorities, and conceptual design requests; review unique project features, discuss format of deliverables; and clarify responsibilities of each party.

Additionally, HydroScience has reserved time for up to three additional meetings with stakeholders, two with Caltrans to introduce them to the project and coordinate project comments, and one with the City of Belmont, to coordinate review of the project drawings.

Following each meeting we will maintain a tracking log of comments and outstanding items, which we will provide back to the District showing action taken.

QA/QC: HydroScience will ensure that our QA/QC lead, Eric Petrel, and our senior staff review the drawings independently from the project team prior to submittal to the District. This review will help ensure that the quality of the submittal is commensurate with the stated design level, that key issues have been addressed and incorporated into the drawings, and to relieve the District of the requirements to review the drawings for errors or omissions and instead focus your design review effort on operations, maintenance, and things that are important to the ultimate utilization of this District asset.

It is the intent that the QA/QC reviews will be incorporated into the submittals received by the District. Should the District want to receive red-lines, those can be provided upon request.

Public Outreach: HydroScience will provide as-needed support to attend up to two community meetings and one with affected businesses to discuss the Project and help respond to questions. HydroScience may prepare collateral material, exhibits, or other material as directed by the District. HydroScience has budgeted a total of 20 hours to assist the District with this effort.

Deliverables

- Meeting agenda and minutes and documentation of action items (four meetings total)
- Monthly progress reports included with each invoice
- Development and maintenance of tracking log. HydroScience will provide as requested and at 60%, 90% and Final submittal levels.

Task 2 – Preliminary Engineering

The work associated with the preliminary engineering task includes completing the topographic survey, obtaining available utility information, performing the geotechnical investigation, and preparing a basis of design report that identifies the available project alternatives and provides recommendations for how to proceed with the detailed design. Each of these items is further discussed below.

Topographic Survey: The topographic survey work will be performed by HydroScience's subconsultant, O'Dell Engineering. O'Dell will establish survey control based on the NAD 83 horizontal datum and NAVD 88 vertical datum. The coordinate reference system used will be California State Plan Coordinates – Zone 3, US Survey Feet.

O'Dell will provide aerial topographic mapping and black and white orthography within the project mapping limits. Aerial topographic mapping will be prepared at a horizontal scale of 1" = 20' and a minor contour interval of 0.5'.

Ground Infill Surveys will be performed using RTK/RTN GNSS or total station surveying methods to perform topographic surveying on the southeast half of El Camino Real. The topographic survey will clearly locate and identify the following within the project footprint, 5 ft behind the back of walk, and about 25 feet onto side streets:

- Hardscape features like the curb and sidewalk
- Surface utilities
- High points, low points, break lines, and spot elevations in flat areas
- Trees over 6-inches in diameter
- Parking lot and lane striping
- Water valve lids and water valve top of nut for all water valves
- Survey rim and invert elevations and pipeline diameters for all storm and sanitary sewer manholes

O'Dell will prepare and submit traffic control plans for City and Caltrans approval.

O'Dell will also determine the record location rights of way as defined by and analysis of record maps and physical evidence. The limits of this work will not include a boundary determination and no monuments will be set.

O'Dell will send a utility research/as-built plans request letter to local utility companies that may have facilities within the project limits. A map of the approximate utility locations (including underground utilities) will be created based on data provided by the utility companies and surface utility features as identified during the topographic survey. When the existing data allows, the drawing will indicate utility type, diameter, material, approximate cover, and the horizontal location of the utility.

Geotechnical Investigation: Review of the geologic map for the project area indicate a variety of soil and bedrock across the project area, including Franciscan Complex sandstone, alluvial fan deposits, and artificial fill soils. Due to the variability of materials in the project area, and the need for the project to demonstrate the feasibility of using trenchless methods of construction, it is important to characterize the soil conditions anticipated to be encountered.

HydroScience will be using California Engineering and Geology (CE&G) to prepare the geotechnical investigation for this project. CE&G will focus their efforts on Project 15-76, since the Malcolm Avenue Project is has a shorter length and will likely be constructed via conventional open trench methods.

CE&G will apply for and obtain an encroachment permit from Caltrans and a drilling permit from the San Mateo County Environmental Health to perform between three and five subsurface borings of 15 feet in depth. These borings will be located within the public right-of-way and will be performed during one day. Borings will be backfilled in accordance with San Mateo County Environmental Health guidelines, including grouting the borings with neat cement. Cuttings will be tested and disposed of in accordance with state, federal, and local regulations.

Soil samples and penetration testing will be performed at intervals of between 3 and 5 feet. Samples will be tested in the laboratory for engineering properties, including natural moisture content, dry density, shear strength, grain size analysis, Atterberg limits, and a sieve analysis. Soil corrosively will also be analyzed.

If sufficient information about the potential for encountering bedrock along the pipeline alignment is not available from a literature review, CE&G has included an optional task to prepare additional subsurface exploration that would include 10 cone penetration test (CPT) soundings in areas that may potentially be underlain by bedrock. One day of CPT soundings has been budgeted.

Based on the information collected and the literature review, CE&G will prepare a geotechnical data and design report that includes the following:

- Summary of information from the data research and review
- Discussion of site geology, faulting, and seismicity
- Vicinity and site plan showing boring location
- Description of field investigation, laboratory testing, site surface and subsurface conditions, and depth to groundwater
- Discussion of the corrosivity of the soil in accordance with AWWA C105 – Appendix A
- Boring logs and presentation of all of the aforementioned laboratory test results
- Discussion of soil materials encountered and engineering analysis of the proposed pipelines, including consideration of open trench and trenchless pipeline installation requirements.
- Shoring design and installation considerations

It is expected that while the Caltrans application is submitted, CE&G will proceed with a literature review, logging of borings, and other information to convey preliminary findings and design information to HydroScience.

CEQA Compliance: HydroScience will prepare a memorandum documenting the project's categorical exemption, which the District will use in issuing a Notice of Categorical Exemption. It is assumed that the District will either act as the lead agent for CEQA or will otherwise request the Notice of Categorical Exemption from a qualified lead agent. CEQA services beyond the preparation of a memorandum of categorical exemption are not included in the base scope.

Basis of Design Report: The Basis of Design Report will be developed based on the outcome of the topographic survey, geotechnical investigation, and information collected by HydroScience. It is expected that this Basis of Design Report will include the following:

- Potential alignment options for the new pipeline
- 30% civil design plans drawn at a 1"=20' scale showing the proposed plan view for the pipeline. Plans will contain the cover sheet, general sheets, drawing list, and plan portion of plan and profile sheets
- Right-of-way information
- Approach to permitting with Caltrans, including the preparation of exceptions
- Recommendation for construction methods for each segment of pipeline
- Conceptual traffic control methods to employ
- Recommended project phasing (if any)
- Locating of potential potable and fire services and fire hydrants
- Engineer's estimate of probable construction costs

HydroScience proposes a design review workshop during the District's review of the BODR to discuss the project, receive feedback, and have an interactive discussion on how to move forward. HydroScience will document decisions made in the meeting minutes' decision log. HydroScience will prepare the final BODRs after receipt of review comments on the draft BODRs.

Deliverables:

- AutoCAD 2016 DWG CAD files of the topographic survey, aerial topographic mapping, utilities, and right-of-way location
- PDF copies of available as-built and/or utility mapping information provided by the utilities.
- Geotechnical Investigation – 3 hard copies and PDF
- Basis of Design Report – 3 hard copies and PDF

Assumptions

- Survey and record right-of-way will be completed without title reports or parcel deeds. Easements or dedications may not be fully documented in the survey.
- Survey of small trees, shrubs, or vegetation is excluded.
- USA will be called by MPWD for key intersections only

Task 3 – Detailed Design

After completion of the BODR, HydroScience will then transition to preparing the contract documents. We anticipate submitting plans, specifications, and a cost estimate (PS&E) at the 60%, 90%, and bid set levels of completion.

The estimated sheet list is as follows:

| Sheet | Title |
|-------|--|
| 1-3 | Title Sheet, Vicinity Map, Sheet Index, Abbreviations, Symbols, Standard Notes |
| 4 | Survey control |
| 5, 6 | Water Service Schedule and Service Connection Map |
| 7-20 | Plan and Profile |
| 21-23 | Construction Details |
| 24-25 | Traffic Control Plans |

The 60% review submittal will include the plan and profile drawings for the water main and will be based on the alignment recommended in the BODR. The plans will be further detailed for the 60% submittal and the profile created based on the pipeline location and available utility information. Construction details and the water service schedule and service connection map are likely to be excluded from this submittal and included in the 90% submittal. An updated estimate of probable construction costs, as well as a draft of the technical and special provisions will be prepared.

The 90% review submittal will include essentially a complete set of PS&E that is to a level that is suitable for advertisement, though it will not be signed and stamped. The 90% submittal will incorporate any comments on the 60% submittal. Additionally, the service connection map will be prepared in coordination with MPWD staff and developed based on the pipeline drawings completed and a site walk with MPWD staff. The 90% submittal will be used to submit to Caltrans for permitting.

The bid set submittal will incorporate all MPWD and Caltrans comments from the 90% and be submitted to the District and Caltrans as a set of contract documents suitable for advertisement. The contract documents will include the following:

- Wet stamped and signed final drawings in full size format. We anticipate submitting drawings in bond and PDF/DWG formats.
- Special provisions, bid schedule, and technical specifications with stamped title page suitable for advertisement, plus PDF and Word sets
- Updated construction cost estimate
- Reference electronic files for the project, including utility information, geotechnical information, and other associated project information. These will be transmitted by dropbox or via a USB drive.

- **Utility locating:** It is expected that some potholing and/or ground penetrating radar may be required. HydroScience has included an allowance to provide potholing and/or GPR services for this project, and will coordinate with the District to select and appropriate that money to provide the most beneficial information.

Deliverables:

- 60% Submittal – 3 half size copies and PDF of drawings, electronic copy of specifications and cost estimate
- 90% Submittal – 3 half size copies and PDF of drawings, electronic copy of specifications and cost estimate
- Potholing/GPR findings
- Bid Set submittal – Wet stamped and signed 24 X 36 and 11 X 17 plans, loose copy of technical specifications, and construction cost estimate.

Assumptions

- It is assumed that the MPWD front end (CSI Division 0 and 1) specifications will be utilized in the contract specifications. HydroScience will provide the bid schedule, bid item descriptions, and special provisions unique to this contract.
- It is assumed that the MPWD technical specifications will serve as the basis for this project’s technical specifications, and will be updated as required by HydroScience to meet the specific requirements of this project.

Task 4 – Permits

HydroScience will obtain the permits required from stakeholders to construct the project for the District. These permits are expected to include:

- Caltrans - Encroachment Permit (for work within El Camino Real)
- City of Belmont – Encroachment Permit

The scope and budget for the Caltrans Encroachment Permit was developed the following additional assumptions:

- This portion of El Camino Real does not include any existing high priority utilities as defined in Caltrans Chapter 17 of the July 2016 Project Development Procedures Manual and that will require extensive potholing to positively identify locations of high priority utilities. High priority utilities include natural gas pipelines greater than 6 inches in diameter or with normal operating pressures greater than 60 psig, petroleum pipelines, pressurized sanitary sewer pipelines, buried high voltage electric supply lines, and hazardous materials pipelines.
- The Caltrans encroachment permit application package will be prepared for up to two submittals. If needed, the second submittal will address Caltrans review comments needed to obtain the encroachment permit.

- Caltrans will allow for a waiver of their trenchless and pipeline casing requirements for this project, given the exceptions outlined in our original proposal. HydroScience will prepare the plans and details assuming that this permission will be granted.
- The District will prepare the categorical exemption for CEQA for HydroScience to include with the permit applications.

It is expected that HydroScience will apply for a Major Encroachment Permit with the City of Belmont on behalf of the District. HydroScience would provide the encroachment permit application, a copy of the plans and specifications, and coordinate activities with the City of Belmont. The District would be responsible for paying all fees required for the City to review and issue the permit.

Deliverables

- Permit applications in the agencies standard format.

Task 5 – Engineering Services during Bidding

HydroScience will provide bid period services to the District as needed and requested up to the hours allowance outlined in the fee. The types of services HydroScience can provide are summarized below.

- HydroScience will attend the pre-bid meeting and provide any technical support required to respond to technical questions from prospective bidders submitted during the bidding phase.
- Bidding services will include responding to questions posed by the bidders and preparing clarifications and up to two addenda. All communications with potential bidders will be coordinated through proper channels.
- Receiving bids, determining responsive responsible bidders, analyzing bids, and presenting a recommendation to Client.
- Assisting the District in contracting with the selected bidder.

Deliverables

- Responses to bidder inquiries
- Up to one addenda
- Documentation of pre-bid meeting agenda and notes
- Review of project bids

Task 6 – Engineering Services during Construction

HydroScience will provide engineering services during construction to the District as needed and requested up to the level of effort identified in this scope. Based upon our experience with projects of this nature, our effort for this task will be estimated based upon the following.

Attending of construction meetings. We are expecting that this project may require HydroScience to attend up to five construction meetings. The timing of these meetings would be set as directed by the District and the Contractor. At four hours per meeting and with either

one or two people in attendance at each meeting, plus an additional ten hours for follow up work associated with addressing action items from the meetings, we have budgeted a total of 38 hours for meeting attendance.

Visiting of construction site: HydroScience would visit the site up to four times during the construction. These construction visits are assumed to be separate from the construction meetings. We have estimated these would essentially be full day visits by one of our staff, representing 32 hours of effort in total.

Submittal reviews: We expect that the District will require HydroScience to review up to 20 submittals and up to four resubmittals. It is not expected that the District will ask HydroScience to review all submittals. Submittal reviews will be returned to the CM and/or the District in the format utilized by the construction manager, which is expected to be either email or an electronic document tracking cloud software system.

At an average of about 5 hours per submittal (including resubmittals), we have budgeted a total of 100 hours for this task.

RFI reviews: We expect that the District may require assistance from HydroScience for review of up to 12 RFIs. RFI reviews will be returned to the CM and/or the District in the same format as submittals. These RFIs may address changed conditions, corrective actions, or items requested by the District or Contractor.

At an average of about 5 hours per RFI, we have budgeted a total of 60 hours for this task.

Change Order Reviews: Potential change orders will be reviewed against field conditions and the contract documents to determine the validity of the change order. HydroScience will review potential change orders and make a recommendation to the District.

An allowance of 20 hours has been included for review of potential change orders.

As-built Drawings: Once the project construction is complete, HydroScience will prepare record drawings to reflect the as-built project condition. Red-line drawings from the contractor will be used as the basis for preparing the as-built drawings.

Budget and Schedule

Our proposed budget for this project is **\$332,951**, as detailed in the attached table. Costs will be invoiced on a time-and-materials basis, with the not-to-exceed budget to complete this scope of work. Invoices submitted for this project will document work performed during the invoiced period in a bulleted list format as well as estimate the percent complete on each task.

We anticipate that this project will be implemented in accordance with the following major milestone schedule:

| | |
|--|-------------------|
| Notice to Proceed: | June 5, 2017 |
| Kickoff Meeting: | June 12, 2017 |
| Initiate Surveying/Geotechnical | June 13, 2017 |
| Receive Topographic Survey | July 21, 2017 |
| Submit Basis of Design Report | August 14, 2017 |
| Receive BODR Comments | August 30, 2017 |
| Submit 60% Design | October 4, 2017 |
| Receive 60% Comments | October 18, 2017 |
| Submit 90% Design to District/Caltrans | November 15, 2017 |
| Receive 90% comments from District | December 4, 2017 |
| Receive comments from Caltrans | December 15, 2017 |
| Prepare Bid Set | January 12, 2018 |
| Submit stamped and final plans to Caltrans | January 12, 2018 |

Should you have any questions regarding this proposal, please contact me at (510) 540-7100 X12 (office), (530) 848-3938 (cell), or clam@hydroscience.com. We look forward to working with you on this project.

Sincerely yours,
HYDROSCIENCE ENGINEERS, INC.

Curtis Lam
Principal

Mid-Peninsula Water District
Engineering Services for Project 15-74 (Malcolm Avenue Area Improvements) and Project 15-76 (El Camino Real Improvements)
Proposed Fee

May 10, 2017

| Task | Description | Mary Hoang - PIC | Curtis Lam - PM | Eric Petrel - QA/QC | Cindy Preuss - APM | Sandie Dudley - PE | Engineering Staff | CAD | Permitting | Hours | Fee | Geotechnical - CE&G | Surveying/Utility Locating | Potholing/GPR Allowance | Other Direct Costs | Subconsultant/ODC Subtotal | Total Fee |
|--------------|--|------------------|-----------------|---------------------|--------------------|--------------------|-------------------|------------|------------|-------------|------------------|---------------------|----------------------------|-------------------------|--------------------|----------------------------|------------------|
| | Labor Classification | Prin | Prin | E-IX | Prin | E-IX | E-V | E-II | E-I | | | | | | | | |
| | Hourly Rate | \$225 | \$225 | \$210 | \$225 | \$180 | \$150 | \$100 | \$180 | | | | | | | | |
| 1 | PM and QA/QC | 8 | 32 | 16 | 24 | 40 | 32 | | | 152 | \$29,760 | | | | | \$0 | \$29,760 |
| 2 | Preliminary Engineering | 4 | 40 | | 20 | 86 | 72 | 80 | | 302 | \$48,680 | \$39,585 | \$44,570 | | \$2,000 | \$94,771 | \$143,451 |
| 3 | Detailed Design | 2 | 80 | | 16 | 80 | 160 | 120 | | 458 | \$72,450 | | | \$20,000 | \$5,000 | \$27,500 | \$99,950 |
| 4 | Permits | | 2 | | | 8 | 32 | | 16 | 58 | \$9,570 | | | | \$200 | \$220 | \$9,790 |
| 5 | Engineering Services During Bidding | | 4 | | 4 | 8 | 16 | | | 32 | \$5,640 | | | | | \$0 | \$5,640 |
| 6 | Engineering Services During Construction | | 36 | | 16 | 52 | 130 | 16 | | 250 | \$42,160 | | | | \$2,000 | \$2,200 | \$44,360 |
| TOTAL | | 14 | 194 | 16 | 80 | 274 | 442 | 216 | 16 | 1252 | \$208,260 | \$39,585 | \$44,570 | \$20,000 | \$9,200 | \$124,691 | \$332,951 |

Notes:
 Optional task for CPT testing can add another \$8,254.40 to the Task 2 budget.
 ODCs and subconsultants are marked up by 10%.

MALCOLM AVENUE AREA IMPROVEMENTS

PROJECT BACKGROUND

The neighborhood along Malcolm Avenue, Anita Avenue, Julia Court, and Belmont Avenue is currently served by Zone 2 and consists of 55 residences and 5 fire hydrants. Streets to the immediate north of Malcolm Avenue and those on Ruth Avenue and North Road are all served by Zone 1. The zones are connected at the North Road Regulating Station in addition to four other connections via closed valves creating 5 dead ends within the area. This project eliminates all the dead ends except the one associated with the North Road Regulator by installing a new parallel 550 LF ductile iron pipe (DIP) water main along the existing Zone 2 water main on Malcolm Avenue. The existing Zone 2 water main would become part of Zone 1 and the new water main would become part of Zone 2. Hydraulic analysis indicates a static pressure loss of approximately 40 psi to an average 98 psi with the Zone 2 to Zone 1 switch. Fire flows are minimally affected with differences around 100 gpm on average however the majority of the flows are above 2,000 gpm. Distribution System Analysis No. 079

PROPOSED IMPROVEMENTS

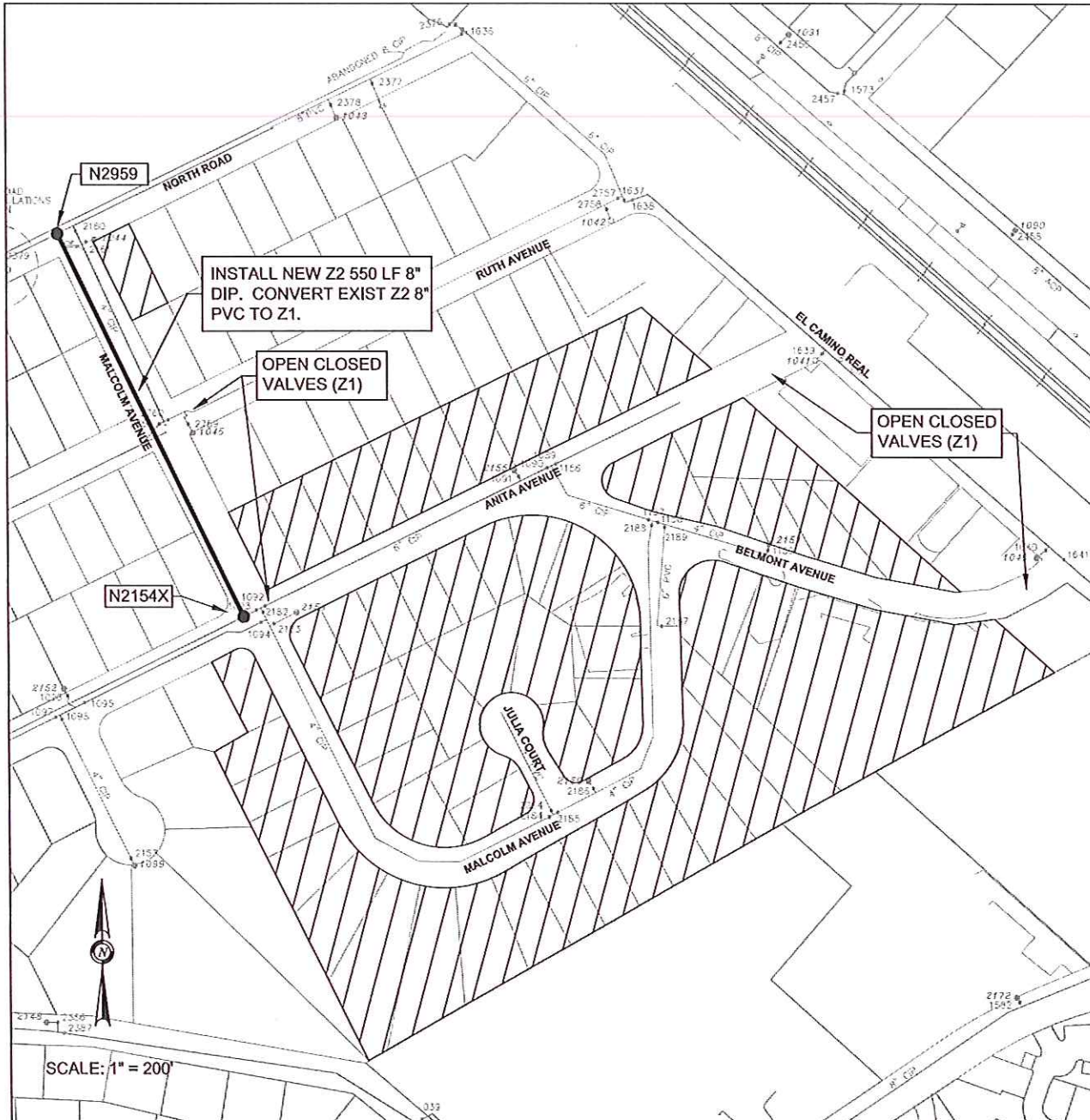
Install 550 LF of 8" DIP along Malcolm Avenue
Reconfigure Zone 1 and 2 boundaries
Replace 2 service connections

PROJECT BENEFITS

The Malcolm Avenue Area Improvements include reduced static pressures, elimination of 4 dead ends, creating a completely looped system in both Zones 1 and 2, increased fire protection for a few select nodes.

PROJECT BUDGET

| | |
|--|-------------------|
| 550 LF - 8" DIP @ \$250/LF | \$ 137,500 |
| 4 Tie-Ins @ \$10,000/EA | \$ 40,000 |
| 2 Service Connections @ \$3,000/EA | \$ 6,000 |
| Subtotal Construction | \$ 183,500 |
| Planning, Design, & Construction Support | \$ 57,000 |
| Contingency (±10%) | \$ 24,500 |
| Project Budget | \$ 265,000 |



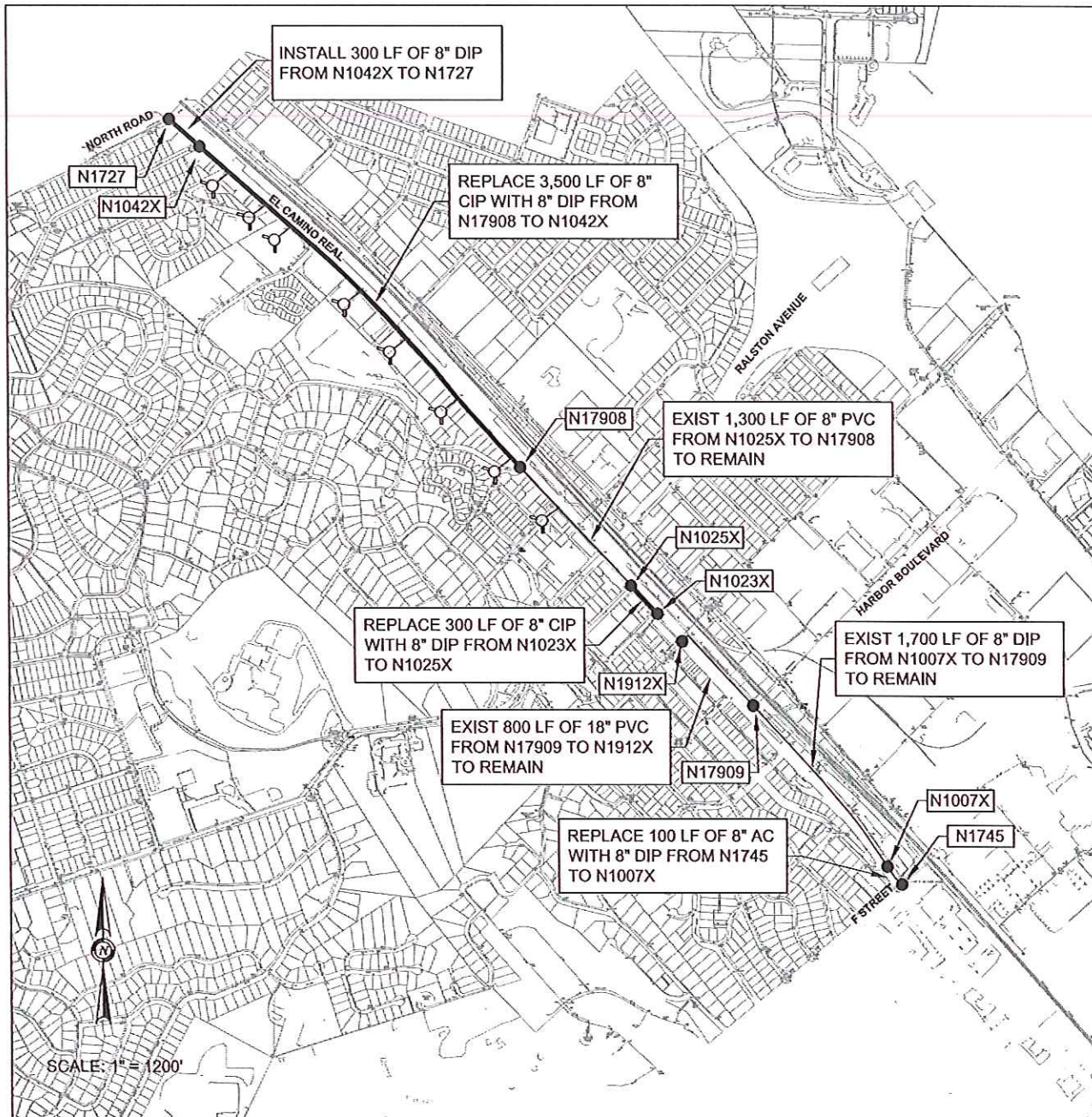
Pakpour Consulting Group, Inc.
5776 Stoneridge Mall Road, Suite 320
Pleasanton, CA 94588
925.224.7717 Fax 925.224.7726
www.pcgengr.com

| | |
|---------|---------------|
| JOB No. | 10012.07 |
| DATE | 5/20/16 |
| SCALE | AS NOTED |
| DRAWN: | BY <u>BL</u> |
| | CKD <u>JP</u> |



MID-PENINSULA WATER DISTRICT
SAN MATEO COUNTY, CALIFORNIA
3 DAIRY LANE
BELMONT, CA 94002

CAPITAL IMPROVEMENT PROGRAM
MALCOLM AVENUE AREA IMPROVEMENTS
PROJECT 15-74



EL CAMINO REAL IMPROVEMENTS

PROJECT BACKGROUND

El Camino Real is located in the western portion of Zone 1 and spans the entire length of the Zone for approximately 8,400 LF. The existing water mains along the road consist of 100 LF of 8" asbestos cement (AC), 1,700 LF of 8" ductile iron pipe (DIP), 3,800 LF of cast iron pipe (CIP), and 1,300 LF of polyvinylchloride (PVC) for a total 6,900 LF as shown. The District has reported several leaks along the alignment primarily along the CIPs which were installed in 1950 compared to all other pipe on the road installed in the 1990's. This project replaces the 3,800 LF of 8" CIP with 8" DIP, in addition to the installation of 300 LF of new 8" DIP. There are also 8 fire hydrants, 4 fire services, and 23 service connections that will be replaced. Hydraulic analysis indicates an 8" water main along El Camino Real is sufficient to provide fire flows well above the minimum 1,500 gpm at 20 psi. Distribution System Analysis No. 081

PROPOSED IMPROVEMENTS

Replace 3,800 LF of 8" CIP with 8" DIP
 Install 300 LF of new 8" DIP
 Replace 8 fire hydrant assemblies
 Replace 23 service connections
 Replace 4 fire service connections

PROJECT BENEFITS

The El Camino Real Improvements replaces old and aging water main, reduces maintenance, and improves fire flows at various locations along Old County Road to as much as 2,500 gpm.

PROJECT BUDGET

| | |
|--|---------------------|
| 4,100 LF - 8" DIP @ \$300/LF | \$ 1,230,000 |
| Abandonment of 8" CIP @ \$20,000/LS | \$ 20,000 |
| 8 Fire Hydrants @ \$15,000/EA | \$ 120,000 |
| 4 Fire Services @ \$6,000/EA | \$ 24,000 |
| 23 Service Connections @ \$3,000/EA | \$ 69,000 |
| Subtotal Construction | \$ 1,463,000 |
| Planning, Design, & Construction Support | \$ 310,000 |
| Caltrans Coordination | \$ 50,000 |
| Contingency (±20%) | \$ 277,000 |
| Project Budget | \$ 2,100,000 |

PCG
 Pakpour Consulting Group, Inc.
 5776 Stoneridge Mall Road, Suite 320
 Pleasanton, CA 94588
 925.224.7717 Fax 925.224.7726
 www.pcgengr.com

| | |
|----------|----------|
| JOB No. | 19012.07 |
| DATE | 5/20/16 |
| SCALE | AS NOTED |
| DRAWN BY | BL |
| CKD | JP |



MID-PENINSULA WATER DISTRICT
 SAN MATEO COUNTY, CALIFORNIA
 3 DAIRY LANE
 BELMONT, CA 94002

CAPITAL IMPROVEMENT PROGRAM
 EL CAMINO REAL IMPROVEMENTS
 PROJECT 15-76



AGENDA ITEM NO. 7.D.

DATE: May 25, 2017
TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager

SUBJECT: CONSIDER RESOLUTION NO. 2017-08 AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH WEST YOST ASSOCIATES, REFERENCED AS CONTRACT NO. 04-1621-CIP, IN THE AMOUNT OF \$317,306, FOR ENGINEERING DESIGN SERVICES IN CONJUNCTION WITH THE STATE ROUTE 101 CROSSING AT THE PALO ALTO MEDICAL FACILITY PROJECT (CIP 15-72)

RECOMMENDATION:

Adopt Resolution 2017-08, which authorizes a professional services agreement totaling \$317,306 with West Yost Associates for professional engineering design services in conjunction with the State Route 101 crossing at the Palo Alto Medical Facility project (CIP 15-72), which is a program within the MPWD 5-Year CIP FY 2016/2017 through FY 2020/2021, and to be referred to as Contract No. 04-1621-CIP.

FISCAL IMPACT:

The attached scope of services from West Yost Associates proposes to prepare plans, specifications, provide construction support and project related work from sub-consultants to gather field information for this capital project. The total proposal cost is \$317,306. *(The construction cost estimate for the project prepared by the District Engineer in 2016, including contingency, Caltrans coordination, but not engineering, is \$1.32 million in 2015 dollars).* Funding for the professional services will come from the MPWD 2016 Certificates of Participation (COP) Project Fund.

DISCUSSION:

The Board adopted a five-year Capital Improvement Plan (CIP) at their June 2016 meeting and also directed staff to develop a “game plan” to execute the improvements. One component of the game plan was to seek additional professional services for certain CIP projects that required a level of service beyond the capabilities of the District Engineer. Beginning in January 2017, staff and District Engineer issued a request for qualifications for On-Call Engineering Services. Over 20 professional firms attended a

pre-proposal meeting including 16 professional engineering firms. Statements of qualifications were received on the due date of February 7, 2017 from 10 engineering firms. Staff and District Engineer scored and ranked the 10 firms to short-list six (6) firms for interview. Interviews were held at the end of February and four (4) firms were selected to become On-Call Engineers for the District during the CIP, which included West Yost Associates.

West Yost Associates of Davis, California, was assigned the task to provide professional services for the State Route 101 Crossing at the Palo Alto Medical Facility (CIP 15-72) project. A project description developed by the District Engineer is attached for reference. This project and scope from West Yost Associates proposes to construct a new 12-inch water main at the District's south-easterly boundary in Zone 1 starting on Industrial Road near the Palo Alto Medical Facility, tunneling under Highway 101, and daylighting on Shoreway Road. From this point on Shoreway Road, a new eight-inch water main will be constructed in a northerly direction to the current terminus of the water system on Shoreway near Sem Lane. As a part of this project an existing 12-inch asphalt-concrete water pipe running under Highway 101 near the District's headquarters constructed in the early 1960's will be taken out of service and abandoned in a manner deemed appropriate by Caltrans for bidding purposes. Better fire flows, an improved Zone 1 looped water system, and a more serviceable inter-tie vault near Sem Lane are among Project benefits.

Staff and District Engineer worked with West Yost Associates to develop a scope of work that is attached to this report. Their proposal includes geotechnical work, a topographic survey, potholing and utility coordination, plan and specification preparation, process for bid documents, advertisement, construction support and record drawing, their proposed budget, and schedule. The intent is to have plans and specifications ready for Caltrans to approve early in January 2018. Their proposal is about \$32,000 less than the professional services estimate prepared by the District Engineer for this CIP project.

The attached professional services agreement is the MPWD template form prepared and reviewed by District Counsel.

Attachments: Resolution No. 2017-08
 Professional Services Agreement
 West Yost Scope of Services dated May 16, 2017
 Project Description

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

RESOLUTION NO. 2017-08

**AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT
WITH WEST YOST ASSOCIATES,
REFERENCED AS CONTRACT NO. 04-1621-CIP,
IN THE AMOUNT OF \$317,306,
FOR ENGINEERING SERVICES IN CONJUNCTION WITH THE
STATE ROUTE 101 CROSSING AT THE PALO ALTO MEDICAL FACILITY
PROJECT (CIP 15-72)**

*** * ***

MID-PENINSULA WATER DISTRICT

WHEREAS, the Board of Directors (Board) adopted the MPWD Comprehensive System Analysis and Capital Improvement Program (CIP), FY 2016/2017 Update, and authorized the MPWD 5-Year CIP for Fiscal Years 2016/2017 through 2020/2021 at its May 26, 2016, regular meeting; and

WHEREAS, the State Route 101 crossing at the Palo Alto Medical Facility (CIP 15-72) project, is derived from the MPWD's 5-Year CIP for Fiscal Years 2016/2017 through 2020/2021;

WHEREAS, the District proposed a professional services agreement with West Yost Associates for the purpose of engaging West Yost Associates, to prepare plans, specifications, cost estimates and construction support for the State Route 101 Crossing at the Palo Alto Medical Facility Improvements project (CIP 15-72); and

WHEREAS, the professional services agreement with West Yost Associates, referenced as Contract No. 04-1621-CIP, in the amount of \$317,306, will be funded by MPWD 2016 COP (Certificates of Participation) proceeds.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mid-Peninsula Water District hereby authorizes a professional services agreement with West Yost Associates, referenced as Contract No. 04-1621-CIP, in the amount of \$317,306, for the purpose of engaging West Yost Associates to prepare plans, specifications, cost estimates and construction support for the State Route 101 Crossing at the Palo Alto Medical Facility Improvements project (CIP 15-72).

REGULARLY passed and adopted this 25th day of May, 2017.

AYES:

NOES:

ABSTAINS:

ABSENT:

PRESIDENT

ATTEST:

SECRETARY OF THE BOARD

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made as of this 25th day of May, 2017, by and between MID-PENINSULA WATER DISTRICT, a public agency (“DISTRICT”) and West Yost Associates, a California corporation (“CONSULTANT”).

WHEREAS, the DISTRICT desires to obtain professional services in conjunction with the State Route 101 Crossing at the Palo Alto Medical Facility Project (CIP 15-72); and

WHEREAS, the CONSULTANT is ready, willing and able to furnish such services and has submitted a Proposal dated May 16, 2017, which is attached hereto and incorporated herein as Exhibit A.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. PROVISION OF SERVICES

The CONSULTANT agrees to provide professional services to DISTRICT in accordance with the terms and conditions of this Agreement. 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 WORK

The scope of CONSULTANT’s work shall be as set forth in Exhibit A. Otherwise, the terms of this Agreement shall control over any contrary provisions of Exhibit A.

3. TERM

This Agreement will commence upon its Effective Date and shall continue until the services set forth in Section 2 are successfully completed, as determined by the DISTRICT. It is understood that the term of this Agreement is subject to the DISTRICT’s right to terminate the Agreement in accordance with Section 13 of this Agreement.

4. CONTRACT AMOUNT

The CONSULTANT shall perform all work set forth in Section 2 of this Agreement for a total sum not to exceed \$317,306 including all labor, materials, taxes, insurance, subcontractor / subconsultant costs, overhead, profit, and all other costs and expenses incurred by CONSULTANT.

5. MANNER OF PAYMENT

The CONSULTANT shall submit monthly invoices as CONSULTANT completes work,

and the invoices shall describe the work completed during the billing period, who performed the services, their applicable hourly rate, and all out-of-pocket costs and subcontractor / subconsultant payments, if any. The DISTRICT shall review and approve the invoices and shall pay approved invoices within thirty (30) days of DISTRICT's approval.

All invoices should be sent to: Mid-Peninsula Water District
3 Dairy Lane
P.O. Box 129
Belmont, CA 94002
ATTENTION: Tammy Rudock, 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 Nancy McWilliams, PE, 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 of 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 the General Manager may 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 shall be one solely between said parties.

9. OWNERSHIP OF WORK

A. All reports, designs, drawings, plans, specifications, schedules, and other materials prepared by CONSULTANT under this Agreement ("Work Product") shall be the property of DISTRICT.

B. CONSULTANT assigns to DISTRICT all right, title, and interest in and to the Work Product, including ownership of the entire copyright in the Work Product and any causes of action existing or arising in connection with the copyright to said Work Product. DISTRICT shall be entitled to access to and copies of these materials as they are being developed. Any such materials in the hands of CONSULTANT or in the hands of any subcontractor upon completion or termination of services hereunder shall be immediately delivered to 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. DISTRICT shall not be limited in any way in its use of the

Documents and Data at any time, provided that any such use not within the scope of services under this Agreement shall be at the DISTRICT's sole risk.

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 agrees to indemnify, defend and hold harmless the DISTRICT, and its directors, agents, and employees from and against all claims, losses, damages and liabilities (including reasonable attorneys fees) arising out of any injury to persons or property that may occur, or that may be alleged to have occurred, in the course of the performance of the Agreement to the extent caused by CONSULTANT's recklessness or willful misconduct; or by CONSULTANT's negligent provision or omission of services contemplated by this Agreement.

Irrespective of any language to the contrary in this Agreement or under applicable law, CONSULTANT shall have no duty to provide or fund up-front defense costs of DISTRICT against unproven claims or allegations, but shall reimburse those reasonable attorneys' fees, expert fees and all other costs and fees incurred in any judicial proceeding, litigation, arbitration, mediation or other negotiated settlement incurred by DISTRICT that are caused by the negligence, recklessness or willful misconduct of CONSULTANT, its employees, agents and subconsultants (collectively, "Defense Costs"). However, CONSULTANT shall provide its immediate cooperation, at no additional cost to the DISTRICT, to the DISTRICT in defending such claims. Moreover, CONSULTANT's responsibility for the DISTRICT's defense costs shall be limited to the proportion of CONSULTANT's responsibility for the underlying injury as determined in any judicial proceeding, litigation, arbitration, mediation, or other negotiated settlement which addressed the CONSULTANT's responsibility for the underlying injury. In the event that it is determined that the losses, injuries or damages claimed against the DISTRICT did not arise out of, pertain to, or relate to CONSULTANT's negligence, recklessness or willful misconduct, CONSULTANT shall not be responsible for any portion of the DISTRICT's defense costs. This indemnity shall survive the termination of this Agreement.

12. INSURANCE

A. Workers' Compensation: CONSULTANT shall procure and maintain at all times during the performance of such work Worker's Compensation Insurance in conformance with the laws of the State of California and Federal laws where applicable. Employers' Liability Insurance shall not be less than One Million Dollars (\$1,000,000) per accident or disease. Prior to commencement of work hereunder, CONSULTANT shall deliver to DISTRICT a Certificate of Insurance which shall stipulate that 30 days advance written notice of cancellation, shall be given to DISTRICT.

B. Bodily Injury, Death and Property Damage Liability Insurance: CONSULTANT shall also procure and maintain at all times during the performance of this Agreement General Liability Insurance (including automobile operation) covering CONSULTANT and DISTRICT for liability arising out of the operations of CONSULTANT and any subcontractors. The policy(ies) shall include coverage for all vehicles, licensed or unlicensed, on or off DISTRICT's premises, used by or on behalf of CONSULTANT in the performance of work under this Agreement. The policy(ies) 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 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. Said policy shall protect CONSULTANT and 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.

Prior to commencement of work hereunder, CONSULTANT shall deliver to DISTRICT a Certificate of Insurance which shall indicate compliance with the insurance requirements of this paragraph and shall stipulate that 30 days advance written notice of cancellation, shall be given to 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) per claim and in annual aggregate. Such Insurance shall be renewed annually. Prior to commencing work under this Agreement, CONSULTANT shall furnish to 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, shall be given to DISTRICT.

13. TERMINATION

DISTRICT shall have the right to terminate this Agreement upon thirty (30) days written notice to the CONSULTANT. Upon receipt of such notice, the CONSULTANT shall not commit itself to any further expenditure of time or resources.

If the Agreement is terminated for any reason other than breach of a material term by CONSULTANT, the DISTRICT shall pay to CONSULTANT all sums actually due and owing from DISTRICT for all services performed and all expenses incurred up to the day written notice of termination is given, plus any costs reasonably and necessarily incurred by CONSULTANT to effect such suspension or termination.

If CONSULTANT breaches a material term of this Agreement and fails to remedy the breach within ten (10) days after the DISTRICT notifies the CONSULTANT of the breach, the Agreement may be terminated immediately and the DISTRICT shall in such event not thereafter pay or allow to the CONSULTANT any compensation for any labor, supplies or materials furnished under this Agreement; and the DISTRICT may proceed to complete this Agreement by other means, and the CONSULTANT shall be liable to the DISTRICT for all loss or damage which it may suffer on account of the CONSULTANT's breach of this Agreement.

14. NOTICES

All communications relating to the day to day activities of the project shall be exchanged between the DISTRICT'S General Manager, or his designee, and the CONSULTANT's Project Manager.

All other notices and communications deemed by either party to be necessary or desirable to be given to the other party, except for confidential reports described in Section 6 of this Agreement, may be given by personal delivery to the 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
P.O. Box 129
Belmont, CA 94002
ATTENTION: Tammy Rudock, General Manager

If to the CONSULTANT: West Yost Associates
2020 Research Park Drive, Suite 100
Davis, CA 95618
ATTENTION: Nancy McWilliams, PE

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 insure 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. 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.

17. DISTRICT WARRANTIES

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

18. 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. CONSULTANT shall be allowed to release documents in response to a valid court order and will notify the DISTRICT of such request as soon as reasonably possible.

19. 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.

20. ASSIGNMENT

CONSULTANT shall not assign any of the rights nor transfer any of its obligations under this Agreement without the prior written consent of the DISTRICT.

21. ATTORNEY'S COSTS

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

22. APPLICABLE LAW

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

23. 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. CONSULTANT shall not assign this Agreement without the prior express written approval of the DISTRICT.

24. 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.

25. 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.

26. COMPLIANCE WITH LAWS AND REGULATIONS

During the progress of the work, CONSULTANT shall fully adhere to all applicable State and Federal laws and county, municipal or DISTRICT ordinances and regulations which in any manner affect those engaged or employed in the work, or the materials and equipment used in the work, or which in any way affect the conduct of the work. CONSULTANT, and any subcontractors performing any work under this Agreement, shall hold such licenses as may be required by the State of California for the performance of the work specified in this Agreement.

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

DISTRICT:

MID-PENINSULA WATER DISTRICT

By: _____

Name: _____

Title: _____

CONSULTANT:

WEST YOST ASSOCIATES

By: _____

Name: _____

Title: _____

By: _____

Name: _____

Title: _____

***NOTE:** This Agreement must be executed by two corporate officers, consisting of: (1) the President, Vice President or Chair of the Board, and (2) the Secretary, Assistant Secretary, Chief Financial Officer, Assistant Chief Financial Officer, or by any person authorized by the corporation to execute written contracts.

This following is West Yost Associates' (West Yost) detailed scope of services for completing the Mid-Peninsula Water District (District) SR 101 Crossing at Palo Alto Medical Facility (PAMF) Project (Project), District CIP No. 15-72. The scope of services for the Project includes preparation of pre-design report, construction documents, and bid period services for construction approximately 1,100 linear feet of 12-inch diameter polyvinyl chloride (PVC) pipe; 1,200 linear feet of 8-inch diameter PVC pipe, including a trenchless crossing under State Route 101 (SR 101), an underground inter-tie utility vault; and abandonment of an existing SR 101 crossing. The tasks and subtasks shown below will match those shown in the fee estimate.

TASK 1. PROJECT MANAGEMENT

This task includes Project Management activities, including day-to-day administration, progress meetings, and technical reviews.

Subtask 1.1 – Project Administration

West Yost will monitor progress of individual tasks and coordinate completion of work products. Monitor task budgets and project schedule.

West Yost will provide monthly invoicing with billing periods ending on the last day of the month. A list of project work completed and status on a task by task basis will be noted on each invoice.

West Yost will provide separate quarterly status report for inclusion in January, April, July, and October Board status updates. Status reports will include description of work performed the previous quarter, budget status and schedule updates.

Subtask 1.2 – Project Meetings

We will attend a Project kick-off meeting and one meeting following each submittal review (during the design phase) with District staff to discuss and review progress and significant action items. West Yost will prepare and submit meeting agendas and minutes.

Subtask 1.3 – Quality Assurance/Quality Control

The Project Manager, Principal-in-Charge, and other appropriate senior staff, not directly involved in the Project, shall review work products prepared by West Yost.

Assumptions

West Yost will attend one project kick-off meeting and one meeting following each submittal review. Two (2) hour meeting durations are anticipated.

Task 1 Deliverables:

- Monthly status reports with each invoice
- Quarterly Status Reports for Board Meetings
- Agendas and meeting minutes

Scope of Services

TASK 2. PERMITTING AND COORDINATION

This task includes identification of permit, preparation of permit application, and coordination with governing agencies.

Subtask 2.1 – Identify Permits and Prepare Permit Applications

West Yost will review standards and permitting requirements of agencies holding jurisdiction over the project work area to identify/confirm permits required for construction of the project. It is anticipated that permits will be required from the Cities of Belmont and San Carlos, and from Caltrans District 4.

West Yost will prepare encroachment permit applications for District signature.

Subtask 2.2 – Coordination with Review Agencies

West Yost will coordinate and meet with permitting offices of the Cities of Belmont and San Carlos and Caltrans District 4 to verify construction permit requirements. Assist District in coordination with PAMF Hospital for their review of planned work utilizing the existing easement rights on their site.

Subtask 2.3 – Environmental

It is assumed that this Project will qualify for Statutory Exemption based on the pipeline being less than one mile long and being installed in an existing right-of-way. West Yost will prepare a Notice of Exemption for the District to file with the County clerk.

Assumptions

- Permits include encroachment permits from Caltrans and the City of Belmont and City of San Carlos. District will pay for all the permitting fees.
- West Yost will attend one (1) meeting each with the Cities of Belmont and San Carlos and will attend up to two (2) meetings with Caltrans.
- District will provide a Letter of Authorization to Caltrans for West Yost to act on their behalf.
- The permanent easement through PAMF is existing. District will coordinate with PAMF Hospital to obtain their review and approval of the construction plans on their site.
- District will coordinate with PAMF to secure a temporary construction easement. West Yost will provide a figure for District use; a formal plat and legal description are not included.

Task 2 Anticipated Deliverables

- List of necessary permits with their due dates
- Draft and final versions of completed permit applications (two hard copies and one electronic PDF file of each)
- Meeting agendas and minutes

Scope of Services

TASK 3. SURVEY, MAPPING AND RIGHT-OF-WAY SUPPORT

Subtask 3.1 – Topographic Survey and Base Mapping

West Yost will establish vertical and horizontal control for the project work sites. Perform topographic survey of all existing surface features, gravity structures, and surface visible utilities over full right-of-way/easement, plus adjacent area as follows:

- On PAMF site, full easement and access road/driveway including both fences and expanded area at jacking pit
- On Shoreway Road, full road from Caltrans fence to 10 feet behind walk
- On SR101 R/W, full cross section over approximately 300 LF of highway (centered on crossing)
- Shoreway at Sem Lane full intersection to 50 feet beyond curb returns
- O’Neill Ave at Karen Road full intersection to 50 feet beyond curb returns and 60-foot width of private property extending from intersection to SR101 right-of-way

Existing public right-of-way and easements for all proposed work areas will be plotted from record mapping and official records relating to found monuments. Existing easement data will be provided by the District.

West Yost will prepare topographic base map including existing surface features, improvements, utilities, right-of-way, easements, and lot lines. Adjacent property boundaries will be plotted from the County’s geographic information system (GIS) and record information; no boundary surveys will be performed.

Subtask 3.2 – Right-of-Way Support

West Yost will prepare figures for coordination with PAMF. West Yost will attend one meeting with PAMF to discuss scope of project and potential impacts of construction.

Assumptions

- Mark Thomas will obtain a Caltrans encroachment permit to perform the topographic survey inside Caltrans right-of-way, on the shoulders only.
- It is assumed that shots on SR101 can be done using reflector-less technology and lane closures will not be necessary.
- Existing easement data or preliminary title reports will be provided by the District.

TASK 4. GEOTECHNICAL INVESTIGATION

It is anticipated that the design will utilize “trenchless” construction methods. The geotechnical investigation will include preparation of a geotechnical plan showing proposed boring locations and depths, preparing traffic control plans and obtaining an encroachment permit from the City of San Carlos, obtaining a drilling permit from San Mateo County, coordination with Underground Service Alert (USA) to mark proposed boring locations, and subsurface

Scope of Services

investigation and testing. It is proposed that four (4) geotechnical borings will be performed along the alignment as follows:

- Two borings adjacent to SR 101 (one on each side), one boring will be finished as a monitoring well to measure and record ground water elevations over time.
- One boring in Shoreway Road near north end of pipe alignment.
- One boring in the existing easement on PAMF property near Industrial Road.

Laboratory testing will include moisture content, unit weight, Atterberg Limits, grain size distribution, unconfined compression, and direct shear test. A geotechnical engineering investigation report will summarize the geotechnical findings and recommendations, including recommendations for open cut and trenchless excavation. Geotechnical subconsultant will coordinate with corrosion protection subconsultant for sampling and testing related to corrosion protection evaluation and design.

Our geotechnical subconsultant will provide review of the trenchless plans and specifications prior to 90% submittal.

Assumptions

- One full day of drilling.
- No geotechnical borings will be performed within Caltrans right-of-way.

Task 4 Anticipated Deliverables:

- Draft and Final Geotechnical report, PDF format, of findings and recommendations, including boring logs
- Review comments on 90% plans and specifications

TASK 5. HAZARDOUS MATERIALS IMPACT SUMMARY

West Yost will secure and review an environmental database records search for documented hazardous release sites associated with parcels located adjacent to the proposed water main alignment. The database review will focus on identifying documented hazardous chemical release sites that have potentially impacted the soil and/or groundwater within the planned depth of a utility trench. West Yost will prepare a technical memorandum summarizing and mapping the review findings.

Assumptions

- This does not include field investigation or follow-up or file review at local agencies.

Task 5 Anticipated Deliverables:

- Draft and Final Technical Memorandum, PDF format, of findings.

TASK 6. PRELIMINARY ENGINEERING

West Yost will provide the following preliminary engineering services:

Scope of Services

Subtask 6.1 – Review Existing Information

West Yost will review existing Project data and Technical Memoranda (TM), as available from District, water facility maps, utility maps, and record drawings.

Subtask 6.2 – Base Plan Preparation

Base Plan sheets will be developed at 1"=20' and will include the proposed water alignment.

Subtask 6.3 – Utilities Coordination

At the beginning of the predesign phase, utility coordination letters will be mailed to all known utility companies within the Project area for courtesy notification and to identify utility locations and receive utility comments. West Yost will coordinate directly with Silicon Valley Clean Water and PG&E to ensure requirements for working near the trunk sewer and high-voltage electrical areas are specified. Preliminary drawings will also be mailed to the utility companies following the 30% and 90% design submittals. Facility maps received from the utility companies will be shown on the design drawings.

Subtask 6.4 – Corrosion Evaluation

The soil corrosivity evaluation will be performed by subconsultant, JDH Corrosion Consultants. The soil corrosivity will be evaluated with regards to the pipeline design. Soil corrosivity will be based on soil samples collected during the geotechnical investigation, in-situ resistivities along the pipeline alignments, and review of the plan and profile drawings. An engineering report will be prepared summarizing the field data collected along with chemical analysis of the soil samples and analysis of this data. The potential for corrosion on the new water pipelines will be determined based on the analysis and recommendation for the long-term prevention of corrosion will be included for all pipe material options.

JDH Corrosion Consultants to evaluate current District Engineering Standards and provide recommendations on applicability and potential changes to District Engineering Standards related to Corrosion Protection.

Subtask 5.4 Anticipated Deliverables:

- Soil Corrosivity Report
- Recommendations on applicability and potential changes to District Engineering Standards related to Corrosion Protection

Subtask 6.5 –Basis of Design Report

This subtask includes preparation of a brief TM describing the trenchless construction design options including the following:

- Construction methods
- Limits of trenchless construction
- Jacking and receiving pit locations
- Annular space fill

Scope of Services

- Pipe materials and joint types
- Limits and requirements of pipe abandonment
- Base plan, approximately 30% design completion level

The TM will also include preliminary base mapping and the estimated construction cost.

TASK 7. DESIGN SERVICES

This task includes preparation of bid documents and cost estimates for the Project. Five sets of plans and specifications will be submitted to the District at the 30%, 60%, 90%, and final completion levels. West Yost will provide the following design services:

Subtask 7.1 – Field Investigations and Potholing

West Yost will conduct a site investigation to assess site conditions and pothole existing utilities. West Yost has budgeted one day for potholing activities.

Subtask 7.2 – Design Drawings

Drawings will be prepared using AutoCAD conforming to District CAD Standards and digital submittal guidelines. The design will be plotted at a scale of 1" = 40' horizontal and 1" = 4' vertical plan and profiles and appropriately scaled details. The base mapping will be prepared using topographic ground surveys, possibly supplemented with commercially available aerial photography. Drawings will include construction information directly related or incidental to installation of the planned water main only. Traffic control plans will be prepared by the contractor and will not be included in the construction documents. General notes requiring protection, preservation and restoration of existing landscape improvements will be provided, and no separate landscape plans are included.

- Plan & Profile using AutoCAD Civil 3D
- 1"=40'/1"=4' and appropriately sized details
- District CAD Standards
- District Standard Drawings will be included in design drawings
- Design calculations

Subtask 7.3 – Specifications

Specifications will be prepared in Microsoft Word format. West Yost will prepare a complete set of specifications. The front-end specifications will be based on District's boilerplate specifications, and modified to include Project-specific details. Technical specifications will be prepared in 1995 CSI format and based on District standards. District will provide contract documents, general conditions and general requirements in Microsoft Word Format.

Scope of Services

Subtask 7.4 – Corrosion Protection Design

Design of water pipe system and corrosion protection improvements will be performed according to the recommendations of the Soil Corrosivity Report and District standards, as appropriate. Applicability and appropriateness of existing standards for the specific Project conditions will be evaluated and recommendations for adjustments or changes from current standards will be provided, if appropriate for the Project requirements.

Corrosion Protection improvements will be designed for life of 50 years. Plans and specifications for corrosion protection improvements will be provided with the 90 % and final design submittals.

Subtask 7.5 – Cost Estimates

West Yost will develop a construction cost estimate at the 60%, 90%, and final design completion levels.

Task 6 Anticipated Deliverables:

- Full size/half size
- Hard copies/PDF
- Final 24-inch by 36-inch bond and 4-mil mylar
- Provide all Project surveying and AutoCAD files (i.e., drawings, x-refs, blocks, fonts, pen styles, etc.) on CD, DVD, or portable USB drive format

TASK 8. PUBLIC OUTREACH SUPPORT

In support of the District's public outreach efforts, West Yost will prepare graphics and/or PowerPoint slides showing anticipated traffic control layouts for various stages of work, construction footprint, and construction schedules for coordination with various stake holders or use at a public outreach meeting. West Yost will attend one public outreach meeting as organized by the District.

TASK 9. BID PERIOD SERVICES

West Yost will provide the following services during bidding:

Subtask 9.01 – Addenda

West Yost will prepare up to two addenda, if necessary, for District distribution.

Subtask 9.02 – Pre-bid Conference, Inquiries, Evaluation

West Yost will respond to questions during the bidding period, attend the Pre-bid Conference and prepare presentation, agenda, minutes, sign in sheet and other documents for distribution to attendees. West Yost will attend the bid opening, prepare the bid tabulation summary and assist District staff in making a recommendation for contract award.

Subtask 9.03 – Conformed Plans and Specifications

West Yost will prepare conformed plans and specifications incorporating all addenda items.

Scope of Services

Assumptions

- West Yost will prepare up to two addenda, if necessary. The District will be responsible for distribution.
- District staff will produce and distribute Conformed Documents.

Task 7 Anticipated Deliverables:

- Written summaries of discussions with bidders
- Attendance at pre-bid conference
- Pre-bid conference presentation in PowerPoint, agenda, sign in sheet, and minutes
- Electronic copy of addenda
- Electronic copy of bid tabulation summary
- Conformed plans and specifications in AutoCAD, Word, and PDF files.

CONSTRUCTION SUPPORT (NOT A PART OF THIS CONTRACT)

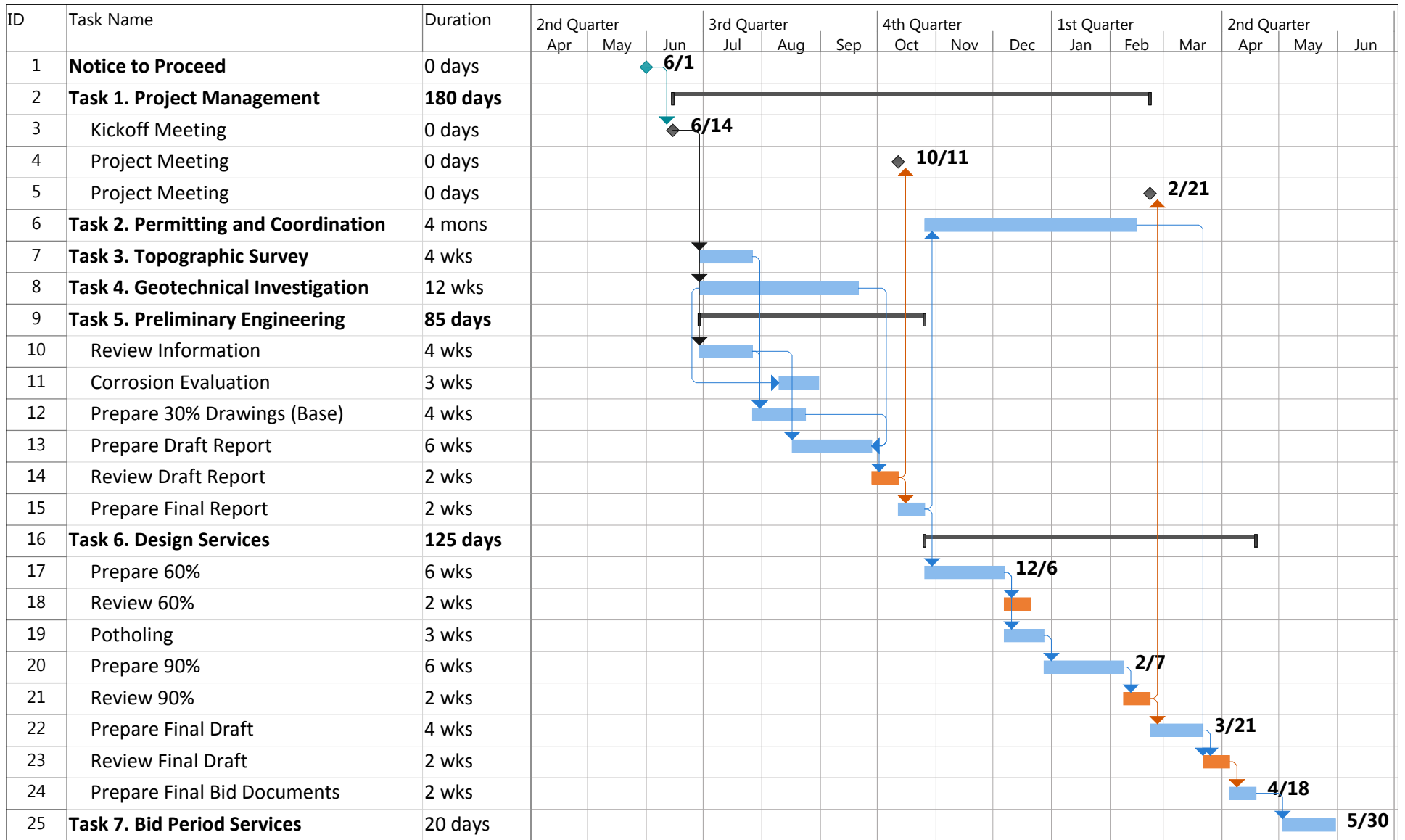
West Yost offers construction support services and recommends that we be engaged during construction. A detailed scope and estimated cost for those services will be provided upon request.

EXCLUSIONS

The following products and services are not included in this scope of work:

- Obtaining a Policy Exception for construction within Caltrans access-controlled right-of-way.
- Boundary surveys.
- Plats and legal descriptions.
- Easement/right-of-way acquisition services.
- Landscaping plans.
- Traffic control plans, except as provided for in Task 8, Public Outreach Support.
- CEQA processing beyond preparation of application of Statutory Exemption.
- Hazardous materials field investigations. If the paper study prepared under Task 5 identifies potential hazardous materials within the anticipated construction zone, additional scope can be developed for field evaluations necessary to locate and quantify materials that will require special handling by the Contractor.

| West Yost Associates | PVP \$258 | EM/SM/GM II \$248 | PE/PS/PG II \$229 | SE/SS/SG I \$193 | AE/AS/AG I \$172 | ESG II \$161 | CADM \$150 | ADM IV \$118 | Labor | | | Sub. MTCO | Sub. MJA | Sub. JDH | Sub. PTHL | Sub. EDR | Costs | | | |
|---|------------------|----------------------|----------------------|---------------------|---------------------|------------------|------------------|-----------------|------------|-------------------|--------------------------|------------------|------------------|-----------------|------------------|------------------|--------------------------|------------------|-------------------|------------------|
| | | | | | | | | | Hours | Fee | Technology & Admin 6% | | | | | | Sub. w/ markup 10% | Other Direct | Total Costs | |
| PROJECT: SR 101 Crossing at PAMF | | | | | | | | | | | | | | | | | | | | |
| Task 1 Project Management | | | | | | | | | | | | | | | | | | | | |
| 1.1 Project Administration | | 20 | | 20 | | | | 8 | 48 | \$ 9,764 | \$ 586 | | | | | | | | \$ 10,350 | |
| 1.2 Project Meetings | | 32 | | | | | | | 32 | \$ 7,936 | \$ 476 | | | | | | | \$ 450 | \$ 8,862 | |
| 1.3 QA/QC | 32 | | | | | | | | 32 | \$ 8,256 | \$ 495 | | | | | | | | \$ 8,751 | |
| Subtotal, Task 1 (hours) | 32 | 52 | 0 | 20 | 0 | 0 | 0 | 8 | 112 | | | | | | | | | | | |
| Subtotal, Task 1 (\$) | \$ 8,256 | \$ 12,896 | | \$ 3,860 | | | | \$ 944 | | \$ 25,956 | \$ 1,557 | | | | | | | \$ 450 | \$ 27,963 | |
| Task 2 Permitting and Coordination | | | | | | | | | | | | | | | | | | | | |
| 2.1 Identify Permits and Prepare Permit Applications | | | | | 16 | | | 4 | 20 | \$ 3,224 | \$ 193 | | | | | | | | \$ 3,417 | |
| 2.2 Coordination with Review Agencies | | 8 | | | 16 | | | | 24 | \$ 4,736 | \$ 284 | | | | | | | \$ 300 | \$ 5,320 | |
| 2.3 Environmental | | 4 | | | | | | 1 | 5 | \$ 1,110 | \$ 67 | | | | | | | | \$ 1,177 | |
| Subtotal, Task 2 (hours) | 0 | 12 | 0 | 0 | 32 | 0 | 0 | 5 | 49 | | | | | | | | | | | |
| Subtotal, Task 2 (\$) | | \$ 2,976 | | | \$ 5,504 | | | \$ 590 | | \$ 9,070 | \$ 544 | | | | | | | \$ 300 | \$ 9,914 | |
| Task 3 Survey, Mapping, and Right-of-Way Support | | | | | | | | | | | | | | | | | | | | |
| 3.1 Topographic Mapping | | 4 | | | 8 | | | | 12 | \$ 2,368 | \$ 142 | \$ 31,390 | | | | | | \$ 34,529 | \$ 37,039 | |
| 3.2 Right of Way Support | | 4 | | | | 8 | 4 | | 16 | \$ 2,880 | \$ 173 | | | | | | | | \$ 3,053 | |
| Subtotal, Task 3 (hours) | 0 | 8 | 0 | 0 | 8 | 8 | 4 | 0 | 28 | | | | | | | | | | | |
| Subtotal, Task 3 (\$) | | \$ 1,984 | | | \$ 1,376 | \$ 1,288 | \$ 600 | | | \$ 5,248 | \$ 315 | \$ 31,390 | | | | | | \$ 34,529 | \$ 40,092 | |
| Task 4 Geotechnical Investigation | | | | | | | | | | | | | | | | | | | | |
| 4.1 Geotechnical Investigation and Report | | 12 | | | 8 | | | 2 | 22 | \$ 4,588 | \$ 275 | | \$ 75,197 | | | | | \$ 82,717 | \$ 150 | \$ 87,730 |
| Subtotal, Task 4 (hours) | 0 | 12 | 0 | 0 | 8 | 0 | 0 | 2 | 22 | | | | | | | | | | | |
| Subtotal, Task 4 (\$) | | \$ 2,976 | | | \$ 1,376 | | | \$ 236 | | \$ 4,588 | \$ 275 | | \$ 75,197 | | | | | \$ 82,717 | \$ 150 | \$ 87,730 |
| Task 5 Hazardous Materials Impact Summary | | | | | | | | | | | | | | | | | | | | |
| 5.1 Records review and Technical Memorandum | | 4 | 26 | | 10 | 12 | | 4 | 56 | \$ 11,070 | \$ 664 | | | | | \$ 750 | \$ 825 | \$ 150 | \$ 12,709 | |
| Subtotal, Task 5 (hours) | 0 | 4 | 26 | 0 | 10 | 12 | 0 | 4 | 56 | | | | | | | | | | | |
| Subtotal, Task 5 (\$) | | \$ 992 | \$ 5,954 | | \$ 1,720 | \$ 1,932 | | \$ 472 | | \$ 11,070 | \$ 664 | | | | | \$ 750 | \$ 825 | \$ 150 | \$ 12,709 | |
| Task 6 Preliminary Engineering | | | | | | | | | | | | | | | | | | | | |
| 6.1 Review Existing Information | | 8 | | | 8 | 8 | | | 24 | \$ 4,648 | \$ 279 | | | | | | | \$ 150 | \$ 5,077 | |
| 6.2 Base Plan Preparation | | | | | 8 | | 24 | | 32 | \$ 4,976 | \$ 299 | | | | | | | | \$ 5,275 | |
| 6.3 Utilities Coordination | | | | | 8 | 16 | | | 24 | \$ 3,952 | \$ 237 | | | | | | | | \$ 4,189 | |
| 6.4 Corrosion Evaluation | | 4 | | | | | | | 4 | \$ 992 | \$ 60 | | \$ 2,500 | | | | \$ 2,750 | | \$ 3,802 | |
| 6.5 Basis of Design Report | 4 | 8 | | | 24 | | | | 36 | \$ 7,144 | \$ 429 | | | | | | | | \$ 7,573 | |
| Subtotal, Task 6 (hours) | 4 | 20 | 0 | 0 | 48 | 24 | 24 | 0 | 120 | | | | | | | | | | | |
| Subtotal, Task 6 (\$) | \$ 1,032 | \$ 4,960 | | | \$ 8,256 | \$ 3,864 | \$ 3,600 | | | \$ 21,712 | \$ 1,303 | | | | \$ 2,500 | | | \$ 2,750 | \$ 150 | \$ 25,915 |
| Task 7 Design Services | | | | | | | | | | | | | | | | | | | | |
| 7.1 Potholing | | 4 | | | | 10 | | | 14 | \$ 2,602 | \$ 156 | | | | \$ 12,000 | | | \$ 13,200 | \$ 150 | \$ 16,108 |
| 7.2 Design Drawings | 8 | 20 | | 20 | 40 | 100 | 80 | | 268 | \$ 45,864 | \$ 2,752 | | | | | | | \$ 500 | \$ 49,116 | |
| 7.3 Specifications | 8 | 40 | | 40 | | | | 20 | 108 | \$ 22,064 | \$ 1,324 | | | | | | | | \$ 23,388 | |
| 7.4 Corrosion Protection Design | | 4 | | | 8 | | 4 | | 16 | \$ 2,968 | \$ 178 | | \$ 4,000 | | | | \$ 4,400 | | \$ 7,546 | |
| 7.5 Cost Estimates | | 2 | | | | 8 | | | 10 | \$ 1,784 | \$ 107 | | | | | | | | \$ 1,891 | |
| Subtotal, Task 7 (hours) | 16 | 70 | 0 | 60 | 48 | 118 | 84 | 20 | 416 | | | | | | | | | | | |
| Subtotal, Task 7 (\$) | \$ 4,128 | \$ 17,360 | | \$ 11,580 | \$ 8,256 | \$ 18,998 | \$ 12,600 | \$ 2,360 | | \$ 75,282 | \$ 4,517 | | | | \$ 4,000 | \$ 12,000 | | \$ 17,600 | \$ 650 | \$ 98,049 |
| Task 8 Public Outreach Support | | | | | | | | | | | | | | | | | | | | |
| 8.1 Public Outreach Support | | 12 | | | 12 | | | 4 | 28 | \$ 5,512 | \$ 331 | | | | | | | \$ 300 | \$ 6,143 | |
| Subtotal, Task 8 (hours) | 0 | 12 | 0 | 0 | 12 | 0 | 0 | 4 | 28 | | | | | | | | | | | |
| Subtotal, Task 8 (\$) | | \$ 2,976 | | | \$ 2,064 | | | \$ 472 | | \$ 5,512 | \$ 331 | | | | | | | \$ 300 | \$ 6,143 | |
| Task 9 Bid Period Services | | | | | | | | | | | | | | | | | | | | |
| 9.1 Addenda | | 4 | | | 8 | | | 4 | 16 | \$ 2,840 | \$ 170 | | | | | | | | \$ 3,010 | |
| 9.2 Prebid Conference, Inquiries, Evaluation | | 8 | | | 4 | | | | 12 | \$ 2,672 | \$ 160 | | | | | | | \$ 150 | \$ 2,982 | |
| 9.3 Conformed Plans and Specifications | | 2 | | | | | 8 | 8 | 18 | \$ 2,640 | \$ 158 | | | | | | | | \$ 2,798 | |
| Subtotal, Task 9 (hours) | 0 | 14 | 0 | 0 | 12 | 0 | 8 | 12 | 46 | | | | | | | | | | | |
| Subtotal, Task 9 (\$) | | \$ 3,472 | | | \$ 2,064 | | \$ 1,200 | \$ 1,416 | | \$ 8,152 | \$ 489 | | | | | | | \$ 150 | \$ 8,791 | |
| TOTAL (hours) | 52 | 204 | 26 | 80 | 178 | 162 | 120 | 55 | 877 | | | | | | | | | | | |
| TOTAL (\$) | \$ 13,416 | \$ 50,592 | \$ 5,954 | \$ 15,440 | \$ 30,616 | \$ 26,082 | \$ 18,000 | \$ 6,490 | | \$ 166,590 | \$ 9,995 | \$ 31,390 | \$ 75,197 | \$ 6,500 | \$ 12,000 | \$ 750 | \$ 138,421 | \$ 2,300 | \$ 317,306 | |



| | | | | |
|---|-----------|--|-----------------------|--|
| Project: SR 101 Crossing at PAMF Date: 5/16/17 | Task | | Project Summary | |
| | Split | | Manual Task | |
| | Milestone | | Manual Summary Rollup | |
| | Summary | | Deadline | |

SR 101 CROSSING AT PAMF HOSPITAL IMPROVEMENTS

PROJECT BACKGROUND

Two State Route 101 (SR 101) water main crossings exist in Zone 1 including a 500 LF 12" asbestos cement (AC) crossing between Karen Road and Sem Lane and another 12" polyvinylchloride (PVC) crossing a half mile to the north. The 12" AC was installed in 1963 in a 36" steel casing. As part of the PAMF development agreement at the south end of Zone 1, the District obtained a 15 ft easement along the northeast side of the PAMF property in addition to a 40 ft x 40 ft area in the northeast corner to serve as a staging area for an alternate SR 101 crossing. This project abandons the aging 12" AC crossing and relocates it to the PAMF easement with a new 1,100 LF 12" PVC water main. To loop the water main back to the existing water main on Shoreway Road requires the installation of an additional 1,200 LF 8" PVC. Hydraulic analysis indicates increased fire flows along Shoreway Road of approximately 200 gpm. This project will require extensive Caltrans coordination. Distribution System Analysis No. 077

PROPOSED IMPROVEMENTS

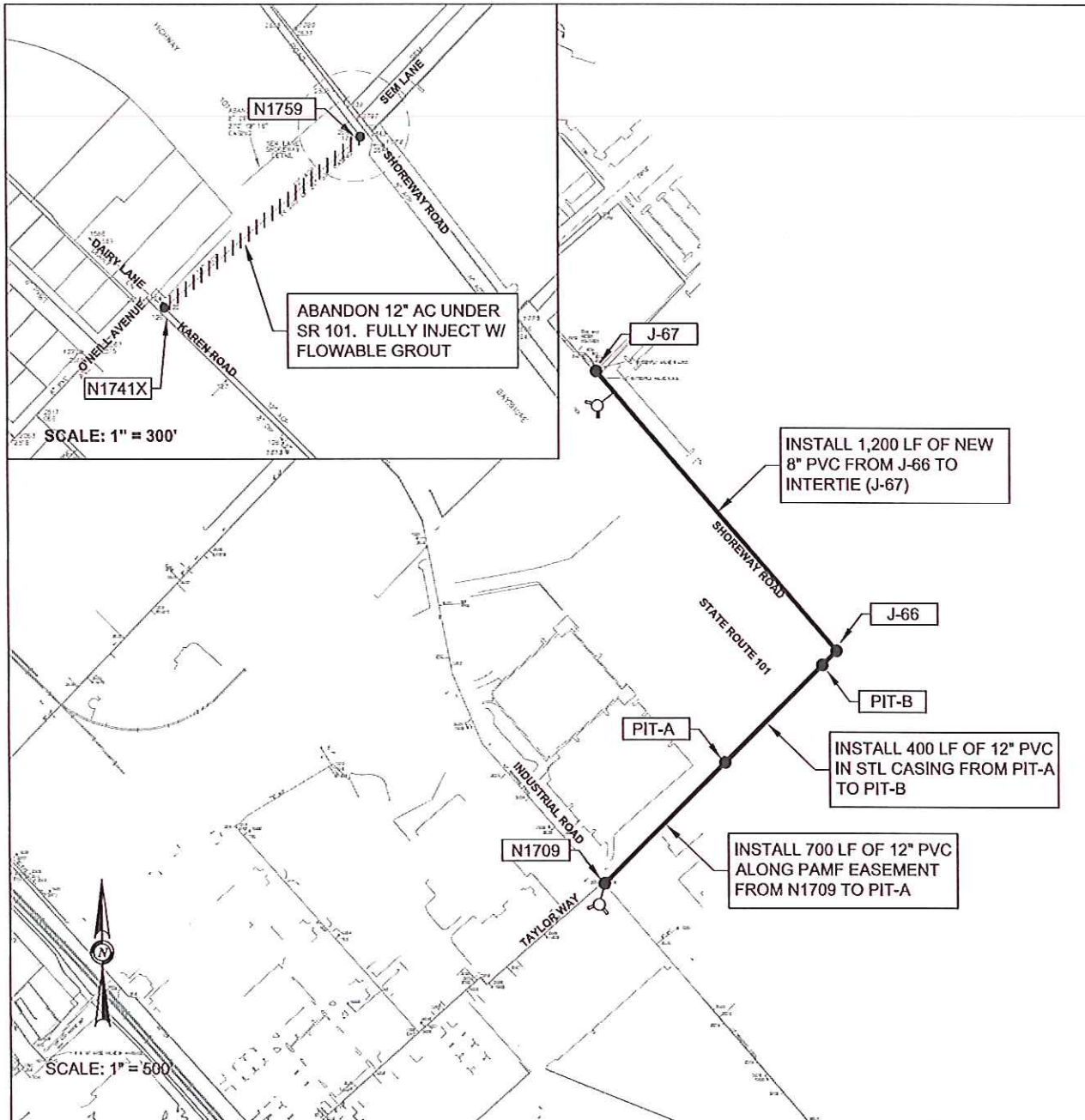
Install 1,100 LF of 12" PVC in steel casing and 1,200 LF of 8" PVC
 Abandon 500 LF 12" AC
 Install 2 fire hydrant assemblies, new intertie
 Cathodic protection of all metallic fittings/materials

PROJECT BENEFITS

The SR 101 Crossing at PAMF Hospital Improvements replaces an old and aging water main capable of causing major disruptions on SR 101 in the event of a main break, eliminates a dead end, creates a looped system, improves fire flows, and constructs a serviceable underground inter-tie utility vault.

PROJECT BUDGET

| | |
|--|---------------------|
| 700 LF - 12" PVC @ \$300/LF | \$ 210,000 |
| 400 LF - 12" PVC SR 101 @ \$1,000/LF | \$ 400,000 |
| 1,200 LF - 8" PVC @ \$250/LF | \$ 300,000 |
| Abandon 12" - AC Crossing @ \$100,000/LS | \$ 100,000 |
| 2 Fire Hydrants @ \$15,000/EA | \$ 30,000 |
| Subtotal Construction | \$ 1,040,000 |
| Planning, Design, & Construction Support | \$ 350,000 |
| Contingency (±20%) | \$ 280,000 |
| Project Budget | \$ 1,670,000 |



Pakpour Consulting Group, Inc.
 5776 Stoneridge Mall Road, Suite 320
 Pleasanton, CA 94588
 925.224.7717 Fax 925.224.7726
 www.pcgengr.com

| | |
|----------|----------|
| JOB No. | 10012.07 |
| DATE | 5/20/16 |
| SCALE | AS NOTED |
| DRAWN BY | BL |
| CKD | JP |



MID-PENINSULA WATER DISTRICT
 SAN MATEO COUNTY, CALIFORNIA
 3 DAIRY LANE
 BELMONT, CA 94002

CAPITAL IMPROVEMENT PROGRAM
 SR 101 CROSSING AT PAMF HOSPITAL IMPROVEMENTS
 PROJECT 15-72



AGENDA ITEM NO. 7.E.

DATE: May 25, 2017
TO: Board of Directors
FROM: Tammy Rudock, General Manager
Rene Ramirez, Operations Manager

SUBJECT: DISCUSS FUNDING OF 2017 MPWD CAPITAL PROJECT KNOWN AS THE FRANCIS, ACADEMY, AND DAVEY GLEN WATER MAIN REPLACEMENT PROJECT IN COORDINATION WITH CITY OF BELMONT 2017 SEWER REPLACEMENT PROGRAM

RECOMMENDATION

Discuss funding of the 2017 MPWD capital project known as the Francis, Academy, and Davey Glen Water Main Replacement Project in coordination with the City of Belmont 2017 Sewer Replacement Program.

Staff recommends:

- 2016 COP Project Funds for:
 - Project 15-43 North Road Cross Country/Davey Glenn Improvements estimated at \$680,000.

- MPWD Capital Reserves for:
 - Project 15-51 Francis Avenue/Court Improvements estimated at \$425,000; and
 - Project No. 15-53 Academy Avenue/Belburn Drive Improvements estimated at \$280,000.

FISCAL IMPACT

Resolution 2017-02 dated January 26, 2017, authorized
Planning and Engineering Design Services (including Contingency) –
Schaaf and Wheeler Consulting Civil Engineers \$ 96,310

Construction, CM (Construction Management), and Contingency: \$1,288,690

TOTAL \$1,385,000

DISCUSSION

As previously reported, the City of Belmont is proposing to replace and rehabilitate portions of its sewer system, and during MPWD review of the City’s proposed improvement project plans for conflicts with its water system, staff identified three locations where there are MPWD CIP projects in the same streets. Since December 2016, the City and MPWD has discussed a joint water/sewer project. And, most recently, the MPWD and Belmont have been finalizing joint agreement details for the coordinated project.

The three (3) projects identified from the MPWD CIP were:

| | |
|--|--------------------|
| 15-43 North Road Cross Country/Davey Glenn Improvements* | \$ 680,000 |
| 15-51 Francis Avenue/Court Improvements | \$ 425,000 |
| 15-53 Academy Avenue/Belburn Drive Improvements | <u>\$ 280,000</u> |
| TOTAL | \$1,385,000 |

* Project 15-43 is in the current MPWD 5-Year CIP

Project 15-43 (\$680,000) is budgeted within the current MPWD 5-Year CIP, and it is fitting to use 2016 COP Project Funds.

Staff recommends using MPWD Capital Reserves for Projects 15-51 and 15-53 (totaling \$705,000) because those are the funds the MPWD would use if it were typically faced with this situation. Moreover, the two projects were not identified by the MPWD as immediate priorities. Out of 92 prioritized capital projects in its Comprehensive System Analysis and CIP, the MPWD listed Project 15-51 as #58 and Project 15-53 as #76. It is certainly worthwhile to coordinate with the City of Belmont’s 2017 Sewer Replacement Program in order to share in project cost savings for same-time engineering, mobilization, and construction. But, staff believes the MPWD should not “set aside” its project priorities in favor of Belmont’s project priorities.

Alternatively, using COP Project Funds for Projects 15-51 and 15-53 is an option. That would mean that \$705,000 worth of MPWD priority capital projects would not get accomplished within the 5-year program. The MPWD would need to re-prioritize its project list and modify the 5-Year CIP and schedule. Staff believes it is preferable to maintain the integrity of the MPWD 5-Year CIP as approved for consistent communications with ratepayers and COP program reporting.

MPWD Reserves are currently fully funded at \$5,000,000 per MPWD policy. Within that amount, Capital Reserves are fully funded at \$2,000,000. The total amount of Capital Reserves needed for Projects 15-51 and 15-53 is \$705,000.

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

UNANIMOUS_____ STUEBING_____ WARDEN_____ VELLA_____ LINVILL_____ ZUCCA_____



AGENDA ITEM NO. 8.A.

DATE: May 25, 2017
TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager
Joubin Pakpour, District Engineer

SUBJECT: RECEIVE STRUCTURAL AND CONDITIONAL ASSESSMENT FOR THE FOLGER PUMP HOUSE BUILDING BY THE CORNERSTONE ENGINEERING GROUP, INC.

RECOMMENDATION

Receive the structural and conditional assessment by the Cornerstone Structural Engineering Group (CSEG) for the Folger Pump House building and provide feedback and direction to staff.

FISCAL IMPACT

A fee of \$3,500 was agreed to between the CSEG and General Manager for the assessment, which is within the General Manager's spending authority per MPWD policy. Funding comes from FY 2016/2017 Miscellaneous Capital Project appropriation.

DISCUSSION

The Folger Pump House is located at 1510 Folger Drive in the back of this District owned property. It is believed the pump house facilities were a part of the original water conveyance infrastructure for the District following formation in 1929, while adjacent buildings on the property served other District needs such as headquarters for many years. The pump house and abandoned pumping equipment located inside have not been used in many years and are no longer needed. Over time the pump house structure has developed cracks in the walls and concrete floor due to regional seismic activity, and in part from construction techniques used at the time. There is a sewer main that runs under the pump house.

The Board asked staff to have an assessment prepared to determine whether the Folger Pump House building poses any threat of collapse.

Good news – the pump house is not in any looming danger of collapsing on its own.

Staff engaged the CSEG to conduct an assessment and report on the general stability of the building based on a site visit and any information that might be available. A site visit took place on February 28, 2017. An inspection of the building and site ensued, questions were asked, photographs (included within report) were taken, available information shared (little to none exists now), which led to the preparation of their assessment.

The CSEG had two recommendations for conditional and stability related concerns, which were documented at the bottom of page 5 of 9. They stated that there was not any immediate need to provide bracing support or demolition, and they recommended continued monitoring of the south wall of the pump house (facing the school) for additional movement. The report includes baseline measurements of the cracks in certain locations. These locations were mapped and will be used in future monitoring.

Attachment: Folger Pump House – CSEG Structural and Conditional Assessment

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

CORNERSTONE



Folger Pump House Building

1510 Folger Drive
Belmont, CA

Structural and Conditional Assessment

May 16, 2017



Structural Engineering ♦ Construction Services ♦ Engineering Solutions ♦ Project Management

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

CORNERSTONE



www.cseg.com

May 16, 2017
2017017

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

Attention: Tammy Rudock

Subject: Folger Pump House Building
Structural Assessment
Belmont, CA

Dear Tammy:

Cornerstone Structural Engineering Group would like to present this initial structural assessment report for the subject project. In accordance with our proposal, we have performed a structural review and general stability review for the 1930s era existing wood frame and masonry pump house building.

We completed a site visit on February 28, 2017 and walked the building perimeter and interior. A subsequent site visit was performed on May 16, 2017 to take baseline measurements and document the current cracking. This review includes a qualitative evaluation for building stability in addition to a conditional assessment of the building. The assessment includes a general review of the vertical and lateral systems of the structures.

The following report describes the findings of our structural review and assessment for the pump house building.

Sincerely,
CORNERSTONE STRUCTURAL
ENGINEERING GROUP, INC.

A handwritten signature in blue ink, appearing to read "Thomas L. Swayze".

Thomas L. Swayze, S.E.
Principal

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PART 1: INTRODUCTION

The following represents a general structural conditional and life safety assessment of the existing Folger Pump House building located behind the Notre Dame Elementary School campus at 1510 Folger Drive in Belmont, California. The existing 1930s era building is a single-story wood-framed construction with a single-story concrete masonry unit (CMU), block addition that was added at a later time. The building is sited at the top of a property line embankment and is experiencing settlement at that back side of the building. The soil movement is causing the building to lean with obvious signs of cracking at window and door corners. We understand that the property the Pump House building is to be demolished. The purpose of this assessment is to address the immediate general stability of the building.

A site visit was performed on February 28, 2017 to observe the existing structural conditions of the building. The building perimeter and interior were observed. A subsequent site visit was conducted on May 16, 2017 to record and document the current crack widths at the slab-on-grade and interior wall. The report conclusions are limited by the absence of as-built construction documents and by the level of access possible for the observation of the pump house building. This report describes the findings of our structural review, and provides recommendations on the general stability of the building.

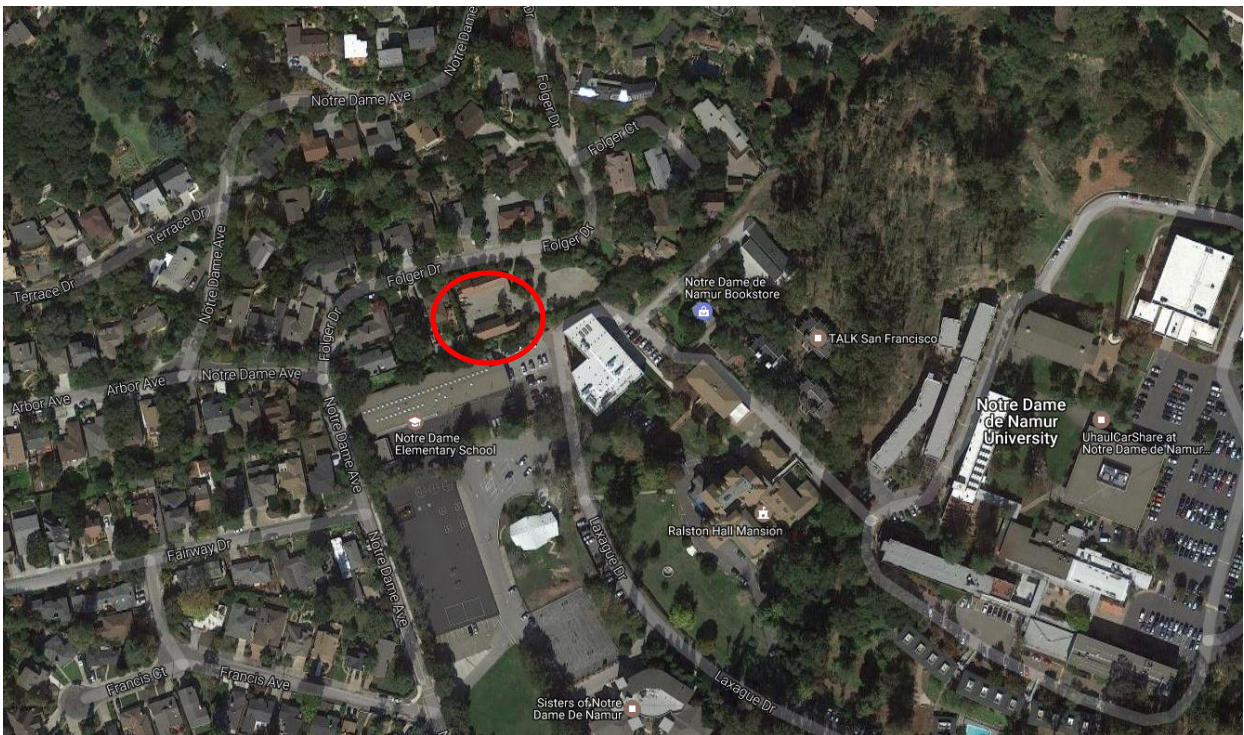


Figure 1: Folger Pump House Building Site Location

Source: USGS Maps

PART 2: PERFORMANCE EVALUATION

- **Methodology**

A numerical seismic evaluation was not performed of this structure given that only a review the general stability of the building was requested. Rather, a qualitative approach was used to determine that no current collapse hazards are present.

- **Seismic Source**

The general seismicity in the San Francisco Bay Area is influenced by several known faults, their potential faulting length, and relative orientation. The San Andreas Fault system, which separates the North American plate from the Pacific plate, is located approximately 5 kilometers west of the site. Other known, nearest-site faults with recorded activity, include the Hayward Fault to the east and the San Gregorio Fault to the west.

- **Liquefaction, Landslide, and other Geologic Hazard**

Published USGS liquefaction susceptibility maps have been reviewed to determine geological hazard potential for the site and have been summarized below.

According to published maps, the site is not located within a hazard zone for liquefaction or seismically-induced landslide. Liquefaction is the loss of bearing strength of saturated, cohesionless soils under strong ground motions, which can cause building settlement by consolidation of soils susceptible to liquefaction. Based on the hazard maps and a cursory knowledge of the soils in the area, the potential for liquefaction due to strong ground motions is considered to be minimal. Due to the settlement at the back side of the building, the embankment could be a poorly consolidated slope which could potentially be susceptible to lateral sliding during a seismic event.

The pump house building site is not located within a Special Study Zone as defined by the Alquist-Priolo Earthquake Fault Zoning Act. The potential for surface fault rupture is considered to be low.

It should be noted that the conclusions above are based on publically available seismic and geotechnical information and that if more specific site evaluations are required or desired then the owner should engage a geotechnical professional.



PART 3: STRUCTURAL EVALUATION

- **Documentation**

Due to the age of the building, no available record or as-built drawings for the building were provided. The information provided within this report regarding the building is based on field observation only.

- **Lateral Load System**

Lateral loads acting on the building results from either wind pressure or earthquake-induced inertia forces acting on structural and non-structural elements. Lateral loads acting on each structure are transferred through flexible roof diaphragms to the primary lateral-force resisting system of the structure. Assumed elements of the lateral load resisting system are:

- 1x straight sheathing acting as a flexible diaphragm.
- Diaphragm forces are transferred from the straight sheathing to the perimeter wood shear walls and down into the spread footings.

- **Vertical Load System**

- Assumed roof construction consists of 1x straight sheathing over 2x roof joists.
- Roof joists frame to wood stud bearing walls and CMU bearing walls.

- **Conditional Review**

Based on our review and observations, the building appears to be in general compliance with the codes and standard construction practices in effect at the time of construction. The CMU addition appears to be in good condition. The overall building appears to be in generally fair condition with the following exceptions.

- The building is located on top of a property line embankment and the south wall of the building is starting to lean away from the building, see Photo 3.
- The concrete curb to slab-on-grade interface is significantly cracked and starting to rotate/creep down the hill, see Photo 4. The crack is approximately 1½ to 2 inches wide.
- There is an approximately 1½ inch wide gap between the exterior south wall and interior partition walls, see Photo 4.
- Diagonal cracking at corners of door and window headers have occurred as a result of settlement and lateral shifting, see Photos 5-8.

- **Field Documentation**

In order to assist in monitoring the future movement of the south perimeter wall, cracks in the wall and slab-on-grade at three locations were documented and recorded to create a baseline. The crack width between the interior partition wall and the exterior wall was measured at 1-3/8 inches, while the cracks in the slab-on-grade were measured at 1-1/2 inches and 2 inches. See photos 9 through 14 for documentation of crack widths.

- **Seismic Evaluation Findings**

Based on the qualitative review, the following items are of significance for the performance of the building when subjected to strong ground motions during an earthquake.

Positive Features

- Building is fairly regular in plan.
- There is a reasonable amount of shear wall available.
- Roof diaphragms have short spans and good aspect ratios.

Negative Features

- Lateral system relies on 1x straight sheathed diaphragms which has limited strength.
- Shear walls do not appear to have tie-down anchorage to the foundation.
- It does not appear that there are footing to slab ties at perimeter foundation.
- There are likely little to no roof to wall ties at the masonry addition. The masonry walls are most likely okay though due to their short lengths.

PART 4: CONCLUSION AND RECOMMENDATIONS

- **Expected Performance**

Findings within this report provide a general structural conditional and general stability assessment of the existing pump house building. Our evaluation concludes that the building does not have any immediate life safety hazards and that the building is adequate as is until its planned demolition within the next year. In comparison to buildings of similar construction, we expect the building to perform average to below average when subject to a design level earthquake. The building should be stable in the short term.

The following structural relative performance descriptions are based on our professional engineering judgment and experience, and are not part of a quantitative analysis.

- **General Recommendations for Conditional and Stability Issues**

- The building in its current state appears to be stable in the short term and is not in need of any immediate remediation or bracing support.
- Monitor south building wall for any additional movement and/or sliding down the hillside. Baseline measurements recorded on May 16, 2017 have been provided in Part 3 of the report.

PART 5: APPENDIX – PHOTOS



Photo 1: North Building Elevation



Photo 2: Eastern CMU Building Addition





Photo 3: South Building Elevation at Top of Hill



Photo 4: Cracking at Concrete Curb to Slab-On-Grade Interface and Gap in Wall





Photo 5: Cracks in Wall At Louver



Photo 6: Cracks in Wall Adjacent to Garage Door



Photo 7: Cracks in Wall At Window Header



Photo 8: Cracks in Wall at Window Header





Photos 11 and 12: Measured Crack Width at Slab-on-Grade



Photos 13 and 14: Measured Crack Width at Slab-on-Grade



AGENDA ITEM NO. 8.B.

DATE: May 25, 2017
 TO: Board of Directors
 FROM: Tammy Rudock, General Manager
 Candy Pina, Administrative Services Manager
 Rene Ramirez, Operations Manager

SUBJECT: REVIEW FINAL DRAFT MPWD OPERATING AND CAPITAL PAY-GO BUDGETS FOR FISCAL YEAR 2017/2018, AND:
 1. **CONSIDER RESOLUTION 2017-09 APPROVING THE MPWD FY 2017/2018 OPERATING BUDGET; AND**
 2. **CONSIDER RESOLUTION 2017-10 APPROVING THE MPWD FY 2017/2018 CAPITAL PAY-GO BUDGET.**

RECOMMENDATION

Review final draft MPWD Operating and Capital Pay-Go Budgets for Fiscal Year (FY) 2017/2018, and adopt Resolutions 2017-09 and 2017-10 approving the budgets.

FISCAL IMPACT

| BUDGET CATEGORY | PROPOSED FY 2017/2018 BUDGET | PROJECTED FY 2016/2017 BUDGET | ACTUAL FY 2015/2016 | ACTUAL FY 2014/2015 |
|-------------------------------|------------------------------------|-------------------------------------|------------------------|------------------------|
| Total Operating Revenues | \$11,827,720 | \$11,498,120 | \$10,582,037 | \$9,866,874 |
| Total Operating Expenditures* | \$12,342,912 | \$11,350,517 | \$ 9,676,399 | \$9,293,119 |
| Net Transfer to Capital | <\$ 515,192>** | \$ 147,603 | \$ 905,638 | \$ 573,755 |

*Total Operating Expenditures include Depreciation Expense.

**The full amount of Depreciation (\$1,050,000) will NOT be available for transfer to Proposed FY 2017/2018 Capital Pay-Go Program. \$534,808 is the projected Operating Surplus for transfer to Capital Pay-Go Program.

DISCUSSION

FY 2017/2018 OPERATING BUDGET

As discussed last month, here are FY 2017/2018 budget assumptions:

REVENUES

- **Water revenue requirements include no adjustment in rates** because:
 - The SFPUC is not increasing wholesale water rates for FY 2017/2018;
 - The MPWD has fully funded its reserves (\$5,000,000), plus has excess reserves of approximately \$500,000;

- Operations have consistently been well managed within or under budget for the past few years, and staff believes the incremental inflationary increases projected in FY 2017/2018 can be absorbed;
- Staff has heard the Board's concern about MPWD's water rates when compared to other BAWSCA agencies;
- MPWD customers achieved exemplary water conservation savings during the past few years of California drought and MPWD rate increase periods and deserve to reap some benefit of the MPWD's current positive financial position;
- Additional development projects in Belmont are being considered, which would result in increased revenues for the MPWD; and
- MPWD has surplus real properties currently under review for market comparison that could be sold within the next 12 months resulting in further excess reserves.
- Water consumption trends were reviewed with the Board for the past five (5) years and the FY 2017/2018 projected amount is reflective of the average consumption of the two lowest months reviewed—approximately 2.7% increase, and a smaller percentage increase in use next year for a total of 5.2%.
- Development revenues (Water System Capacity Charges and Water Demand Offset Charges) were left at the current fiscal year's projections. There remain a few large projects in Belmont that have been permitted and might be constructed next year.
- Service Line & Installation Charges were reduced to \$10,000 to be conservative.
- Lease of Physical Property Revenues were reduced based on projected FY 2016/2017 actuals.
- Total Operating Revenues are projected to increase by \$329,600 (or 2.9%) when compared with the projected Total Operating Revenues for FY 2016/2017.

EXPENDITURES

- A 3% inflationary factor was applied to Salaries & Wages and Payroll Taxes & Benefits and should cover the MPWD Employees Association living wage adjustment and merit increases.
- The SFPUC Treated Water projected expenditure was increased by 5.2% after the review of past actual expenses.
- A 3% inflationary factor was applied to Utilities.
- Professional Services were slightly decreased by 2.6% as a result of anticipated workload in FY 2017/2018.
- Training/Travel/Recruitment expenditures are projected to remain the same as FY 2016/2017.
- Depreciation is projected to increase by 10.5%.
- A full year of debt service payments for the 2016 COP was included totaling \$1,045,867.
- Total Operating Expenditures are projected to increase by 8.6%, the majority of which is for projected increased use and more Purchased Water (5.2%).
- The Net Transfer to Capital is projected to be \$534,808.
- The MPWD's debt service coverage requirement for the 2016 COP is 1.3, and it is projected to be 1.51 for FY 2017/2018.

FY 2017/2018 CAPITAL PAY-GO BUDGET

As stated above, \$534,808 is the projected Operating Surplus for transfer to Capital Pay-Go Program. The attached final draft includes only \$50,000 for the Miscellaneous Capital Outlay/Project line item. Staff has delayed preparation of a proposed cash-funded “pay-go” Capital Budget until mid-year in order to be cautious. The MPWD will be busy focusing on implementation of the 2016 COP CIP and AMI meter change-out program in the first half of FY 2017/2018.

Attachments: FINAL DRAFT FY 2017/2018 MPWD Operating and Capital Pay-Go Budgets
Resolution 2017-09 Approving the MPWD FY 2017/2018 Operating Budget
Resolution 2017-10 Approving the MPWD FY 2017/2018 Capital Pay-Go Budget

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

RESOLUTION NO. 2017-09

**APPROVING THE
OPERATING BUDGET FOR FISCAL YEAR 2017/2018**

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, staff developed and presented to the Board of Directors a proposed Operating Budget for Fiscal Year 2017/2018 and recommended it for approval.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mid-Peninsula Water District hereby approves a total operating budget for the Fiscal Year 2017/2018:

| | |
|-------------------------------------|---------------------|
| <i>TOTAL OPERATING REVENUES</i> | <i>\$11,827,720</i> |
| <i>TOTAL OPERATING EXPENDITURES</i> | <i>\$12,342,912</i> |
| <i>NET TRANSFER TO CAPITAL</i> | <i>\$ 515,192</i> |

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

REGULARLY PASSED AND ADOPTED this 25th day of May 2017, by the following vote:

AYES:

NOES:

ABSTAINS:

ABSENT:

President, Board of Directors

ATTEST:

District Secretary

RESOLUTION NO. 2017-10

**APPROVING THE
CAPITAL PAY-GO BUDGET FOR FISCAL YEAR 2017/2018**

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, staff developed and presented to the Board of Directors a nominal Capital Pay-Go Budget for Fiscal Year 2017/2018 totaling \$50,000 out of an abundance of caution since water rates will remain the same for FY 2017/2018, and water commodity revenues were projected to slightly increase in FY 2017/2018, and recommended it for approval; and

WHEREAS, staff will review actual operating revenues and expenditures at mid-year for comparison with budget projections, and return to the Board with its recommendations for a revised Capital Pay-Go Budget for FY 2017/2018.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mid-Peninsula Water District hereby approves a Fiscal Year 2017/2018 capital pay-go budget in the total amount of \$50,000 for miscellaneous capital outlays/projects.

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

REGULARLY PASSED AND ADOPTED this 25th day of May 2017, by the following vote:

AYES:

NOES:

ABSTAINS:

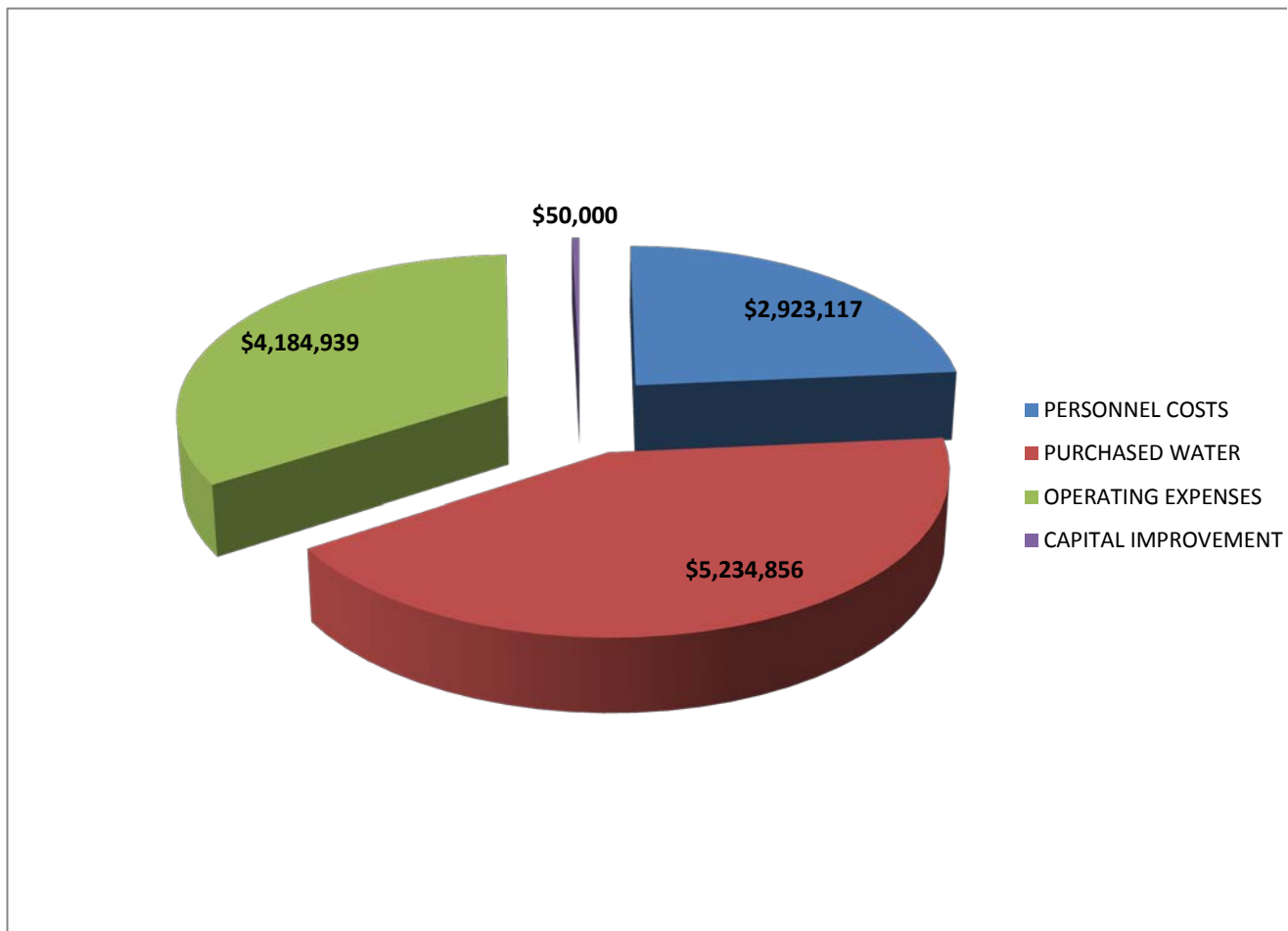
ABSENT:

President, Board of Directors

ATTEST:

District Secretary

PROPOSED FY 2017-2018 BUDGET EXPENDITURES



| | PROPOSED | % OF | APPROVED | % OF |
|-------------------------------------|-----------------------------|--------------------|-----------------------------|--------------------|
| | FY 17/18 | TOTAL | FY 16/17 | TOTAL |
| | BUDGETED | | BUDGETED | |
| TOTAL EXPENDITURES | | | | |
| PERSONNEL COSTS | \$ 2,923,117 | 24% | \$ 2,832,300 | 23% |
| PURCHASED WATER | \$ 5,234,856 | 42% | \$ 4,976,000 | 40% |
| OPERATING EXPENSES | \$ 4,184,939 | 34% | \$ 3,542,217 | 28% |
| CAPITAL IMPROVEMENT | \$ 50,000 | 0% | \$ 1,158,708 | 9% |
| TOTAL OPERATING EXPENDITURES | <u>\$ 12,392,912</u> | <u>100%</u> | <u>\$ 12,509,225</u> | <u>100%</u> |
| | \$ - | | \$ - | |

FINAL DRAFT

**MID-PENINSULA WATER DISTRICT
BUDGET FOR YEAR 2017-2018
SUMMARY**

5/22/2017

| DESCRIPTION | FY 2015-2016 ACTUAL | APPROVED AMENDED FY 2016-2017 BUDGET | ACTUALS 7/1/16-04/30/17 | PROPOSED FY 2017-2018 BUDGET | Increase (Decrease) | % Change |
|--|------------------------|---|----------------------------|------------------------------------|------------------------|-------------|
| OPERATING REVENUE | | | | | | |
| WATER COMMODITY CHARGES | 7,433,821 | 8,100,000 | 6,858,770 | 8,500,000 | 400,000 | 4.9% |
| FIXED SYSTEM CHARGES | 2,452,298 | 2,663,720 | 2,236,030 | 2,663,720 | - | 0.0% |
| FIRE SERVICE CHARGES | 14,650 | 14,400 | 12,093 | 14,000 | (400) | -2.8% |
| SERVICE LINE & INSTALLATION CHARGES | 113,439 | 25,000 | 1,813 | 10,000 | (15,000) | -60.0% |
| WATER SYSTEM CAPACITY CHARGES | 90,625 | 200,000 | 67,500 | 200,000 | - | 0.0% |
| WATER DEMAND OFFSET CHARGES | 13,793 | 10,000 | 8,760 | 10,000 | - | 0.0% |
| MISCELLANEOUS | 11,460 | 10,000 | 57,006 | 10,000 | - | 0.0% |
| INTEREST REVENUE - LAIF | 14,847 | 20,000 | 27,689 | 10,000 | (10,000) | -50.0% |
| LEASE OF PHYSICAL PROPERTY | 170,763 | 200,000 | 116,114 | 150,000 | (50,000) | -25.0% |
| PROPERTY TAX REVENUE | 266,341 | 255,000 | 266,494 | 260,000 | 5,000 | 2.0% |
| TOTAL OPERATING REVENUE | 10,582,037 | 11,498,120 | 9,652,270 | 11,827,720 | 329,600 | 2.9% |
| OPERATING EXPENDITURES (OP EXP) | | | | | | |
| SALARIES & WAGES | 1,519,614 | 1,668,500 | 1,331,043 | 1,718,225 | 49,725 | 3.0% |
| PAYROLL TAXES & BENEFITS | 827,215 | 1,163,800 | 886,826 | 1,204,892 | 41,092 | 3.5% |
| PURCHASED WATER | 4,491,157 | 4,976,000 | 4,191,495 | 5,234,856 | 258,856 | 5.2% |
| OUTREACH & EDUCATION | 119,470 | 116,900 | 14,321 | 116,900 | - | 0.0% |
| M&R - OPS SYSTEM | 367,496 | 378,250 | 229,000 | 389,598 | 11,348 | 3.0% |
| M&R - FACILITIES & EQUIPMENT | 134,261 | 162,000 | 70,107 | 166,860 | 4,860 | 3.0% |
| SYSTEM SURVEYS | 31,545 | 12,000 | 591 | 30,000 | 18,000 | 150.0% |
| ADMINISTRATION & EQUIPMENT | 256,145 | 348,500 | 229,983 | 314,755 | (33,745) | -9.7% |
| MEMBERSHIP & GOV FEES | 180,815 | 197,500 | 134,973 | 208,613 | 11,113 | 5.6% |
| BAD DEBT & CLAIMS | 8,888 | 37,000 | 16,312 | 37,000 | - | 0.0% |
| UTILITIES | 267,479 | 292,900 | 203,686 | 301,687 | 8,787 | 3.0% |
| PROFESSIONAL SERVICES | 539,375 | 473,900 | 320,172 | 458,660 | (15,240) | -3.2% |
| TRAINING/TRAVEL & RECRUITMENT | 22,577 | 45,000 | 26,446 | 45,000 | - | 0.0% |
| RESTRICTED EARNINGS | - | 20,000 | 27,689 | 20,000 | - | 0.0% |
| RESERVES | - | - | - | - | - | NA |
| DEBT SERVICE | - | 508,267 | 268,618 | 1,045,867 | 537,600 | 105.8% |
| TOTAL OP EXP LESS DEPRECIATION (DEPREC) | 8,766,037 | 10,400,517 | 7,951,262 | 11,292,912 | 892,395 | 8.6% |
| TOTAL OP REVENUE LESS OP EXP & DEPREC | 1,816,000 | 1,097,603 | 1,701,008 | 534,808 | (562,795) | -51.3% |
| DEPRECIATION | 910,362 | 950,000 | 764,092 | 1,050,000 | 100,000 | 10.5% |
| TOTAL OP REVENUE LESS OP EXPENDITURES | 905,638 | 147,603 | 936,916 | (515,192) | (662,795) | -449.0% |
| NET TRANSFERS TO CAPITAL | (905,638) | (147,603) | (936,916) | 515,192 | 662,795 | -146.9% |
| NET RESULTS OF OPERATIONS | - | - | - | - | - | |
| DEBT SERVICE COVERAGE | | | | 1.51 | | |

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2017-2018
DETAILED**

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2015-2016 ACTUAL \$ | ACTUALS 7/1/16-4/30/17 | APPROVED AMENDED FY 2016-2017 BUDGETED | PROPOSED FY 2017-2018 BUDGET \$ | Increase (Decrease) | % Change |
|------------------|--|------------------------|------------------------|--|---------------------------------|---------------------|---------------|
| 1-400-4010-40-00 | WATER COMMODITY CHARGES | 7,433,821 | 6,858,770 | 8,100,000 | 8,500,000 | 400,000 | 4.9% |
| 1-400-4020-00-00 | FIXED SYSTEM CHARGES | 2,452,298 | 2,236,030 | 2,663,720 | 2,663,720 | - | 0.0% |
| 1-400-4030-00-00 | FIRE SERVICE CHARGES | 14,650 | 12,093 | 14,400 | 14,000 | (400) | -2.8% |
| 1-400-4050-00-00 | SERVICE LINE & INSTALLATION CHARGES | 113,439 | 1,813 | 25,000 | 10,000 | (15,000) | -60.0% |
| 1-400-4060-00-00 | WATER SYSTEM CAPACITY CHARGES | 90,625 | 67,500 | 200,000 | 200,000 | - | 0.0% |
| 1-400-4070-00-00 | WATER DEMAND OFFSET CHARGES | 13,793 | 8,760 | 10,000 | 10,000 | - | 0.0% |
| 1-400-4090-00-00 | MISCELLANEOUS | 11,060 | 33,606 | 10,000 | 10,000 | - | 0.0% |
| 1-400-4000-00-00 | TOTAL WATER AND FEE CHARGES | 10,129,686 | 9,218,573 | 11,023,120 | 11,407,720 | 384,600 | 3.5% |
| 1-400-4102-00-00 | Interest Revenue- LAIF | 14,847 | 27,689 | 20,000 | 10,000 | (10,000) | -50.0% |
| 1-400-4100-00-00 | INTEREST REVENUE | 14,847 | 27,689 | 20,000 | 10,000 | (10,000) | -50.0% |
| 1-420-4201-44-00 | Lease of Physical Property | 170,763 | 116,114 | 200,000 | 150,000 | (50,000) | -25.0% |
| 1-420-4202-45-00 | Property Tax Revenue | 266,341 | 266,494 | 255,000 | 260,000 | 5,000 | 2.0% |
| 1-420-4208-46-00 | Landscape Plan Permit Review | 400 | 23,400 | | | - | NA |
| 1-420-4200-00-00 | OTHER REVENUE | 437,504 | 406,008 | 455,000 | 410,000 | (45,000) | -9.9% |
| | TOTAL OPERATING REVENUE | 10,582,037 | 9,652,270 | 11,498,120 | 11,827,720 | 329,600 | 2.9% |
| 1-601-6010-50-00 | Salaries & Wages | 1,450,321 | 1,268,345 | 1,575,000 | 1,622,250 | 47,250 | 3.0% |
| 1-601-6010-50-00 | Capital Salaries & Wages | | 71,221 | - | | | |
| 1-601-6010-51-00 | Director Compensation | 7,600 | 6,000 | 11,000 | 11,000 | - | 0.0% |
| 1-601-6010-00-00 | GROSS REGULAR WAGES | 1,457,921 | 1,345,566 | 1,586,000 | 1,633,250 | 47,250 | 3.0% |
| 1-601-6010-50-00 | CAPITAL SALARY & WAGES reversed | | (71,221) | | | | |

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2017-2018
DETAILED**

| ACCOUNT | ACCOUNT | FY 2015-2016 | ACTUALS | APPROVED AMENDED FY 2016-2017 | PROPOSED FY 2017-2018 | Increase | % |
|------------------|---|------------------|------------------|-------------------------------------|--------------------------|----------------|-------|
| 1-602-6020-56-00 | Overtime Labor | 27,979 | 28,675 | 45,500 | 46,865 | 1,365 | 3.0% |
| 1-602-6020-57-00 | Standby Labor | 33,715 | 28,022 | 37,000 | 38,110 | 1,110 | 3.0% |
| 1-602-6020-00-00 | SUB-TOTAL SALARY & WAGES | 1,519,614 | 1,331,043 | 1,668,500 | 1,718,225 | 49,725 | 3.0% |
| 1-603-6030-58-00 | FICA/Medicare PR Tax | 106,709 | 91,732 | 131,500 | 135,445 | 3,945 | 3.0% |
| 1-603-6030-59-00 | ACWA Health Care | 301,917 | 270,630 | 320,000 | 329,600 | 9,600 | 3.0% |
| 1-603-6030-60-00 | ACWA Dental | 25,645 | 20,984 | 31,000 | 31,930 | 930 | 3.0% |
| 1-603-6030-61-00 | ACWA Vision | 4,293 | 3,651 | 4,350 | 4,481 | 131 | 3.0% |
| 1-603-6030-62-00 | ACWA Life/AD&D | 4,164 | 3,642 | 4,200 | 4,326 | 126 | 3.0% |
| 1-603-6030-63-00 | Standard LDL/SDL Disability | 8,781 | 8,223 | 12,400 | 12,772 | 372 | 3.0% |
| 1-603-6030-64-00 | Workers' Comp Insurance | 35,976 | 27,646 | 50,400 | 50,400 | - | 0.0% |
| 1-603-6030-65-00 | Unemployment | - | - | 1,000 | 1,030 | 30 | 3.0% |
| 1-603-6030-66-00 | CALPERS Retirement - ER 2%@55 | (13,127) | 167,946 | 235,000 | 242,050 | 7,050 | 3.0% |
| | CAPITAL PAYROLL TAXES & BENEFITS | | 28,503 | - | - | | |
| 1-603-6030-67-00 | Retirees' ACWA Health Care | 59,261 | 53,589 | 56,000 | 57,680 | 1,680 | 3.0% |
| 1-603-6030-68-00 | Directors' ACWA Health Care | 106,223 | 94,159 | 108,000 | 111,240 | 3,240 | 3.0% |
| 1-603-6030-70-00 | Medical Reimbursement | 541 | 501 | 1,000 | 1,030 | 30 | 3.0% |
| 1-603-6030-71-00 | Employee Service Recognition | 9,050 | 7,157 | 7,000 | 10,000 | 3,000 | 42.9% |
| 1-603-6030-72-00 | Safety Incentive Program | 7,200 | 7,130 | 7,200 | 7,416 | 216 | 3.0% |
| 1-603-6030-73-00 | Uniforms | 26,673 | 20,734 | 24,750 | 25,493 | 743 | 3.0% |
| 1-603-6030-74-00 | PARS OPEB Expense | 200,104 | 109,102 | 170,000 | 180,000 | 10,000 | 5.9% |
| 1-603-6030-75-00 | Net Pension Expense | (56,196) | - | | | | |
| 1-603-6030-00-00 | SUB-TOTAL PAYROLL TAXES & BENEFITS | 827,215 | 915,329 | 1,163,800 | 1,204,892 | 41,092 | 3.5% |
| | CAPITAL PAYROLL TAXES & BENEFITS | | (28,503) | | | | |
| | PERSONNEL COSTS | 2,346,829 | 2,217,869 | 2,832,300 | 2,923,117 | 90,817 | 3.2% |
| 1-610-6100-76-00 | SFPUC Treated Water | 3,951,422 | 3,736,587 | 4,441,144 | 4,700,000 | 258,856 | 5.8% |
| 1-610-6100-77-00 | BAWSCA (Debt Service Surcharges) | 461,256 | 396,210 | 476,000 | 476,000 | - | 0.0% |
| 1-610-6100-78-00 | Rates Stabilization | - | - | - | - | - | NA |
| 1-610-6100-79-00 | SFPUC Water Service Charge | 78,478 | 58,698 | 58,856 | 58,856 | - | 0.0% |
| 6-610-6100-00-00 | PURCHASED WATER | 4,491,157 | 4,191,495 | 4,976,000 | 5,234,856 | 258,856 | 5.2% |

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2017-2018
DETAILED**

| ACCOUNT | ACCOUNT | FY 2015-2016 | ACTUALS | APPROVED AMENDED FY 2016-2017 | PROPOSED FY 2017-2018 | Increase | % |
|------------------|---|----------------|----------------|-------------------------------------|--------------------------|---------------|---------|
| 1-630-6301-00-00 | Water Conservation Program | 4,541 | 1,701 | 7,200 | 7,200 | - | 0.0% |
| 1-630-6302-00-00 | School Conservation Program | 24,403 | 590 | 7,200 | 7,200 | - | 0.0% |
| 1-630-6303-00-00 | Public Outreach & Education | 32,208 | 15,097 | 25,750 | 25,750 | - | 0.0% |
| 1-634-6304-80-00 | HET (High Efficiency Toilet) Rebates | 13,068 | (8,499) | 19,750 | 19,750 | - | 0.0% |
| 1-634-6304-81-00 | Washing Machine Rebates | 13,447 | (4,103) | 13,750 | 13,750 | - | 0.0% |
| 1-634-6304-82-00 | Lawn-Be-Gone Rebates | 31,076 | 8,712 | 38,100 | 38,100 | - | 0.0% |
| 1-634-6304-83-00 | Rain Barrels Rebates | 727 | 823 | 5,150 | 5,150 | - | 0.0% |
| 1-630-6300-00-00 | WATER CONSERVATION REBATES | 58,318 | (3,067) | 76,750 | 76,750 | - | 0.0% |
| | OUTREACH/EDUCATION | 119,470 | 14,321 | 116,900 | 116,900 | - | 0.0% |
| 1-640-6401-00-00 | Water Quality | 45,930 | 49,879 | 67,000 | 69,010 | 2,010 | 3.0% |
| 1-640-6402-00-00 | Pumping | 30,015 | 10,962 | 63,250 | 65,148 | 1,898 | 3.0% |
| 1-640-6403-00-00 | Storage Tanks | 2,710 | 2,905 | 10,000 | 10,300 | 300 | 3.0% |
| 1-640-6404-00-00 | Mains/Distribution | 189,632 | 83,261 | 100,000 | 103,000 | 3,000 | 3.0% |
| 1-640-6405-00-00 | Meters & Service | 54,589 | 15,500 | 30,000 | 30,900 | 900 | 3.0% |
| 1-640-6406-00-00 | Fire Hydrants | 30,226 | 23,995 | 31,000 | 31,930 | 930 | 3.0% |
| 1-640-6407-00-00 | Regulator Stations | 9,305 | 78 | 6,000 | 6,180 | 180 | 3.0% |
| 1-640-6408-00-00 | Safety | 4,286 | 12,667 | 32,000 | 32,960 | 960 | 3.0% |
| 1-640-6409-00-00 | SCADA maintenance | 801 | 8,861 | 15,000 | 15,450 | 450 | 3.0% |
| 1-640-6410-00-00 | Generator Maintenance | - | 20,891 | 24,000 | 24,720 | 720 | 3.0% |
| 1-640-6400-00-00 | FIELD OPERATIONS & MAINTENANCE | 367,496 | 229,000 | 378,250 | 389,598 | 11,348 | 3.0% |
| 1-650-6501-00-00 | Buildings&Grounds | 68,020 | 41,620 | 93,000 | 95,790 | 2,790 | 3.0% |
| 1-650-6502-00-00 | Equipment&Tools | 17,596 | 13,640 | 21,000 | 21,630 | 630 | 3.0% |
| 1-650-6503-00-00 | Vehicles & Large Equipment | 26,475 | 1,065 | 19,000 | 19,570 | 570 | 3.0% |
| 1-650-6504-00-00 | Fuel | 22,170 | 13,782 | 29,000 | 29,870 | 870 | 3.0% |
| 1-650-6500-00-00 | FACILITIES & EQUIPMENT | 134,261 | 70,107 | 162,000 | 166,860 | 4,860 | 3.0% |
| 1-660-6601-00-00 | Cathodic Protection Survey | 700 | 241 | 12,000 | | (12,000) | -100.0% |
| 1-660-6602-00-00 | Leak Detection Survey | 30,845 | 350 | - | 30,000 | 30,000 | NA |
| 1-660-6600-00-00 | SYSTEM SURVEYS | 31,545 | 104,591 | 12,000 | 30,000 | 18,000 | 150.0% |

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2017-2018
DETAILED**

| ACCOUNT | ACCOUNT | FY 2015-2016 | ACTUALS | APPROVED AMENDED FY 2016-2017 | PROPOSED FY 2017-2018 | Increase | % |
|------------------|--|----------------|----------------|-------------------------------------|--------------------------|-----------------|--------------|
| 1-670-6701-00-00 | Office Supplies | 15,953 | 9,854 | 15,000 | 15,450 | 450 | 3.0% |
| 1-670-6702-00-00 | Insurance- Liability/Vehicles/Excess | 65,516 | 54,682 | 87,750 | 90,383 | 2,633 | 3.0% |
| 1-670-6703-00-00 | Postage | 12,693 | 10,182 | 8,000 | 8,240 | 240 | 3.0% |
| 1-670-6704-00-00 | Printing/Print Supplies | 33,710 | 11,800 | 15,000 | 15,450 | 450 | 3.0% |
| 1-670-6705-00-00 | Equipment Services/Maintenance | 10,819 | 18,553 | 56,750 | 58,453 | 1,703 | 3.0% |
| 1-670-6706-00-00 | Computer Supplies & Upgrades | 1,065 | 11,439 | 14,750 | 15,193 | 443 | 3.0% |
| 1-670-6707-00-00 | Security & Safety | 16 | 2,642 | 10,750 | 11,073 | 323 | 3.0% |
| 1-670-6708-00-00 | Miscellaneous Fees | 184 | 16 | 500 | 515 | 15 | 3.0% |
| 1-670-6709-00-00 | Customer Credit Card Service Fees | 116,189 | 110,815 | 140,000 | 100,000 | (40,000) | -28.6% |
| 1-670-6700-00-00 | ADMINISTRATION & EQUIP | 256,145 | 229,983 | 348,500 | 314,755 | (33,745) | -9.7% |
| 1-680-6801-00-00 | Dues & Publications | 34,240 | 32,356 | 39,500 | 40,685 | 1,185 | 3.0% |
| 1-680-6802-00-00 | Gov't Fees & Licenses | 51,233 | 17,451 | 53,250 | 54,848 | 1,598 | 3.0% |
| 1-680-6803-00-00 | BAWSCA Membership Assessments | 67,742 | 59,207 | 68,750 | 76,000 | 7,250 | 10.5% |
| 1-680-6804-00-00 | Env Health - Cross Connection Inspection | 27,600 | 25,000 | 31,000 | 31,930 | 930 | 3.0% |
| 1-680-6805-00-00 | Software Licenses | - | 960 | 5,000 | 5,150 | 150 | 3.0% |
| 1-680-6800-00-00 | MEMBERSHIP & GOV FEES | 180,815 | 134,973 | 197,500 | 208,613 | 11,113 | 5.6% |
| 1-690-6901-00-00 | Bad Debt | 4,901 | 2,590 | 7,000 | 7,000 | - | 0.0% |
| 1-690-6902-00-00 | Claims | 3,987 | 13,722 | 30,000 | 30,000 | - | 0.0% |
| 1-690-6900-00-00 | BAD DEBT & CLAIMS | 8,888 | 16,312 | 37,000 | 37,000 | - | 0.0% |
| 1-700-7001-00-00 | Utilities-Internet/Cable | 9,365 | 8,871 | 12,100 | 12,463 | 363 | 3.0% |
| 1-700-7002-00-00 | Utilities-Cellular Telephones | 14,187 | 8,624 | 11,850 | 12,206 | 356 | 3.0% |
| 1-700-7003-00-00 | Utilities-Electric-Pumping Costs | 197,246 | 146,765 | 220,000 | 226,600 | 6,600 | 3.0% |
| 1-700-7004-00-00 | Utilities-Electric-Bldgs&Grounds | 22,458 | 17,987 | 24,000 | 24,720 | 720 | 3.0% |
| 1-700-7005-00-00 | Utilities-Telephones | 17,702 | 16,219 | 17,500 | 18,025 | 525 | 3.0% |
| 1-700-7006-00-00 | Utilities-Sewer - NPDES | 6,521 | 5,221 | 7,450 | 7,674 | 224 | 3.0% |
| 1-700-7000-00-00 | UTILITIES | 267,479 | 203,686 | 292,900 | 301,687 | 8,787 | 3.0% |
| 1-710-7101-00-00 | Prof Serv - District Counsel | 100,903 | 53,354 | 90,000 | 90,000 | - | 0.0% |
| 1-710-7102-00-00 | Prof Serv - District Engineer | 133,144 | 48,244 | 80,000 | 80,000 | - | 0.0% |
| 1-710-7103-00-00 | Prof Serv - IT | 20,669 | 17,463 | 19,750 | 19,750 | - | 0.0% |
| 1-710-7104-00-00 | Prof Serv- Annual Finance Audit | 18,600 | 17,700 | 17,700 | 19,000 | 1,300 | 7.3% |

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2017-2018
DETAILED**

| ACCOUNT | ACCOUNT | FY 2015-2016 | ACTUALS | APPROVED AMENDED FY 2016-2017 | PROPOSED FY 2017-2018 | Increase | % |
|---------------------------------------|--|------------------|------------------|-------------------------------------|--------------------------|------------------|----------------|
| 1-710-7106-00-00 | Prof Serv- Accounting & Payroll | 18,995 | 21,343 | 21,750 | 21,750 | - | 0.0% |
| 1-710-7107-00-00 | Prof Serv- Customer Billing | 72,695 | 58,537 | 72,250 | 72,250 | - | 0.0% |
| 1-710-7109-00-00 | Prof Serv - Answering Svs | 25 | 6,207 | 8,750 | 5,000 | (3,750) | -42.9% |
| 1-710-7110-00-00 | Prof Serv - Miscellaneous | 170,744 | 94,925 | 160,000 | 147,210 | (12,790) | -8.0% |
| 1-710-7111-00-00 | Prof Serv - District Treasurer | 3,600 | 2,400 | 3,700 | 3,700 | - | 0.0% |
| 1-710-7100-00-00 | PROFESSIONAL SERVICES | 539,375 | 320,172 | 473,900 | 458,660 | (15,240) | -3.2% |
| 1-720-7201-00-00 | Director Travel | 1,768 | - | 5,000 | 5,000 | - | 0.0% |
| 1-720-7202-00-00 | Director Expense | 87 | 125 | 1,000 | 1,000 | - | 0.0% |
| 1-720-7203-00-00 | Elections | - | - | - | - | - | NA |
| 1-720-7204-00-00 | Employee Travel/Training | 14,906 | 21,433 | 32,000 | 32,000 | - | 0.0% |
| 1-720-7205-00-00 | Meetings Expense | 5,815 | 4,888 | 7,000 | 7,000 | - | 0.0% |
| 1-720-7200-00-00 | TRAINING & TRAVEL | 22,577 | 26,446 | 45,000 | 45,000 | - | 0.0% |
| 1-730-7302-00-00 | Restricted Earnings Expense - Interest LAI | - | 27,689 | 20,000 | 20,000 | - | 0.0% |
| 1-730-7300-00-00 | RESTRICTED EARNINGS EXPENSE | - | 27,689 | 20,000 | 20,000 | - | 0.0% |
| 1-800-8001-00-00 | Working Reserves: Capital | - | - | - | - | - | NA |
| 1-800-8002-00-00 | Working Reserves: Operating | - | - | - | - | - | NA |
| 1-800-8000-00-00 | RESERVES | - | - | - | - | - | NA |
| 1-900-9010-00-00 | DEPRECIATION | 910,362 | 764,092 | 950,000 | 1,050,000 | 100,000 | 10.5% |
| 1-740-7405-00-00 | DEBT SERVICE 2016 COPs | - | 268,618 | 508,267 | 1,045,867 | 537,600 | 105.8% |
| SUB-TOTAL - OPERATING EXPENSES | | 7,329,569 | 6,497,485 | 8,518,217 | 9,419,795 | 901,578 | 10.6% |
| TOTAL OPERATING EXPENSES | | 9,676,399 | 8,715,354 | 11,350,517 | 12,342,912 | 992,395 | 8.7% |
| NET OPERATING SURPLUS/(LOSS) | | | | | | | |
| TRANSFER TO CAPITAL | | 905,638 | 936,916 | 147,603 | (515,192) | (662,795) | -449.0% |

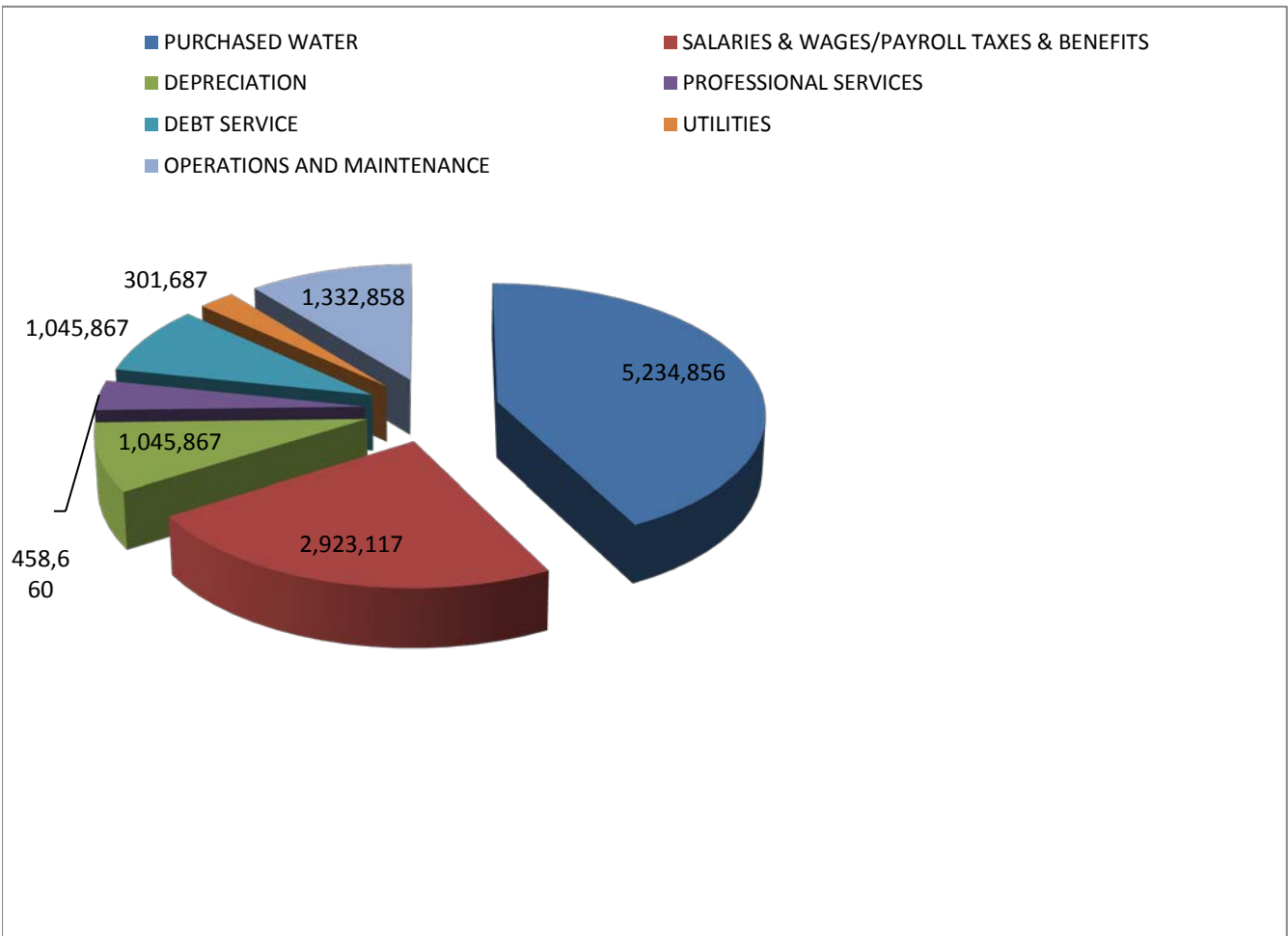
FINAL DRAFT

**MID-PENINSULA WATER DISTRICT
BUDGET FOR FY 2017-2018
CAPITAL OUTLAY/CAPITAL PROJECTS**

| DESCRIPTION | APPROVED AMENDED FY 2016-2017 BUDGET \$ | ACTUAL 7/1/2016 4/30/2017 | PROPOSED FY 2017-2018 BUDGET \$ |
|--|--|---------------------------------|---------------------------------------|
| CAPITAL IMPROVEMENTS - WORK IN PROCESS (WIP) | | | |
| AMI Meter Change Out Program | 600,000 | 501,113 | - |
| Engineering Design Services for WMR Belmont Sewer COORD | 100,000 | - | - |
| Alameda de las Pulgas Water Main Replacement Project - CIP | 243,708 | 243,708 | - |
| CAPITAL IMPROVEMENTS - WIP TOTAL | 943,708 | 744,821 | - |
| CAPITAL OUTLAY | | | |
| Financial Management System (FMS) - Comp Repl | 95,000 | 71,863 | - |
| Implementation of Sensus Consumer Portal | 70,000 | 64,855 | - |
| Miscellaneous Capital Outlay/Projects | 50,000 | 45,414 | 50,000 |
| CAPITAL OUTLAY TOTAL | 215,000 | 182,132 | 50,000 |
| CAPITAL IMPROVEMENTS & CAPITAL OUTLAY TOTAL | 1,158,708 | 926,953 | 50,000 |
| DEPRECIATION | 950,000 | 764,092 | 1,050,000 |
| TRANSFER FROM OPS | 147,603 | 936,916 | (515,192) |
| TRANSFER (TO)/FROM CAPITAL RESERVES | 61,105 | (774,056) | (584,808) |
| CAPITAL OUTLAY/CAPITAL PROJECTS | (1,158,708) | (926,953) | 50,000 |
| NET RESULTS OF CAPITAL | - | (0) | - |

**MID-PENINSULA WATER DISTRICT
BUDGET FOR YEAR 2017-2018
SUMMARY**

| OPERATING EXPENDITURES | BUDGET \$ | % OF TOTAL |
|---|-------------------|-------------------|
| PURCHASED WATER | 5,234,856 | 42.4% |
| SALARIES & WAGES/PAYROLL TAXES & BENEFITS | 2,923,117 | 23.7% |
| DEPRECIATION | 1,045,867 | 8.5% |
| PROFESSIONAL SERVICES | 458,660 | 3.7% |
| DEBT SERVICE | 1,045,867 | 8.5% |
| UTILITIES | 301,687 | 2.4% |
| OPERATIONS AND MAINTENANCE | 1,332,858 | 10.8% |
| TOTAL OPERATING EXPENDITURES | 12,342,912 | 100% |



NOTE: Operating Expenditures under \$100k are not reflected in the above chart.



AGENDA ITEM NO. 8.C.

DATE: May 25, 2017
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: NOMINATION FOR DIRECTOR TO THE BOARDS OF THE BAY AREA WATER SUPPLY & CONSERVATION AGENCY (BAWSCA) AND THE BAY AREA REGIONAL WATER SYSTEM FINANCING AUTHORITY

RECOMMENDATION

Consider nomination for Director to the Boards of the BAWSCA and the Bay Area Regional Water System Financing Authority.

FISCAL IMPACT

None.

DISCUSSION

The attached letter from Nicole Sandkulla of BAWSCA dated February 7, 2017, was sent to President Stuebing and me. The 4-year term of Louis Vella on the BAWSCA Board of Directors and the Bay Area Regional Water System Financing Authority will end on June 30, 2017. Louis can be reappointed. The appointment would be for a 4-year term.

BAWSCA has encouraged the appointment be made before June 30th so that a quorum of both boards can be ensured.

Attachment: BAWSCA letter dated February 7, 2017

BOARD ACTION: APPROVED:___ DENIED:___ POSTPONED:___ STAFF DIRECTION:___
UNANIMOUS___ STUEBING___ WARDEN___ VELLA___ LINVILL___ ZUCCA___

BAWSCA

Bay Area Water Supply & Conservation Agency

February 7, 2017

The Hon. Al Stuebing
Mid-Peninsula Water District
3 Dairy Lane,
Belmont, CA 94002

Subject: Appointment of a Director to the Boards of the Bay Area Water Supply & Conservation Agency and the Bay Area Regional Water System Financing Authority

Dear President Stuebing,

The four-year term of Louis Vella on the board of directors of the Bay Area Water Supply & Conservation Agency (BAWSCA) will end on June 30, 2017, as will his term on the Bay Area Regional Water System Financing Authority (RFA). Action by your agency must be taken promptly.

The enabling acts for both agencies allow the district to reappoint its director for an unlimited number of terms or to appoint a new director at the end of each term. The appointment will be for a four-year term. Hence, whoever is appointed will have a term that ends on June 30, 2021.

The enabling acts for both agencies require that a vacancy on their boards be filled no later than 90 days from the date the vacancy occurs. As applied, the statutes require action by your board no later than September 30, 2017.

However, we encourage your agency to make the appointments before June 30, effective July 1, 2017, so that a quorum of both boards can be ensured and so that your agency is continuously represented.

Statutory qualifications:

- The appointee must be a resident of, and a registered voter in, the district.
- He or she may, but need not, be a member of your Board of Directors.

Mechanics of the appointment process:

- The appointments must be made at a public meeting of the Board of Directors and be properly agendaized.
- The appointments must be made by action of the full board, rather than by unilateral action of the board president.
- The appointments do not need to be memorialized in a resolution; a motion duly passed and recorded in the minutes of the meeting is sufficient.
- A copy of the record of the board actions making the appointment should be sent to BAWSCA. The oaths of office must be administered prior to the appointee's first meeting as a director on the BAWSCA and RFA Boards.

The two questions most frequently asked about an appointment are:

- Should the appointee be an elected member of the appointing agency's governing board?
- Should the same person be appointed to the boards of both agencies?

Both of these are matters of policy left entirely to the discretion of your Board. I offer the following observations, based on BAWSCA's experience over the past fourteen years, for whatever use they may be.

- The great majority of cities and districts which are participants in BAWSCA and the RFA do select a member of their city council or governing board to serve on the BAWSCA and RFA boards.

One advantage of appointing a currently serving or former elected member of your board is the stature that his or her presence gives BAWSCA in its dealings with San Francisco, regulatory agencies and legislators. Another is the familiarity and experience he or she already has in addressing policy matters for the district. The governing body of each individual agency is, of course, in the best position to evaluate these, and other relevant considerations.

- With no exceptions, cities and districts have appointed the same individual to both the BAWSCA and RFA boards.

Appointing one person to represent the district on both boards offers an advantage because, although the two agencies have distinct roles, they are closely related. The familiarity with the issues gained through service on one board will be useful in participating on the other. Additionally, having the same person appointed to both boards assures greater continuity in presenting your agency's perspective.

Please see that your board places this matter on an agenda for action by the end of June 30, 2017. I may be reached at (650) 349-3000 if you have any questions.

Sincerely,



Nicole Sandkulla
Chief Executive Officer/General Manager

cc: Louis Vella, BAWSCA Board Member
Tammy Rudock, BAWSCA Water Management Representative



TO: Board of Directors
FROM: Tammy A. Rudock
General Manager
DATE: May 25, 2017

MANAGER'S REPORT

FOLLOW-UP FROM 03/23/17 REGULAR BOARD MEETING

- The MPWD Strategic Plan for 2017-2018 was finalized and distributed to Directors and staff, and posted to the website.

FOLLOW-UP FROM 04/27/17 REGULAR BOARD MEETING

There was no quorum of Directors present and, therefore, no action items were considered.

WATER CONSERVATION PROGRESS – SUMMARY REPORT



The report due May 15th to the SWRCB was timely submitted. April's total water consumption was 79,817 units. The reduction (compared with 120,265 units in April 2013) measured -33.6%.



Last month's R-GPCD was 66.5 (as compared to April 2013 R-GPCD of 87.9).



Cumulative water reduction equals 24% for 2016/2017 (compared to 2013).



There were no water waste complaints last month. The total number of water waste complaints is zero (January 1, 2017 through April 30, 2017).

Governor Brown lifted the drought emergency water conservation regulations but retained the water waste prohibitions and urban water supplier reporting requirements. Executive Order B-40-17 lifted the drought emergency in all California counties except Fresno, Kings, Tulare, and Tuolumne, where there are diminished groundwater supplies. Continued prohibitions on wasteful practices include watering during or after rainfall, hosing off sidewalks, and irrigating turn on public street medians.

Staff previously reported that the framework for the plan to make conservation a way of life in California requires new state legislation to establish long-term water use efficiency measures and improved planning for more frequent and severe droughts.

Next month, staff will present for the Board's consideration the rescission of the Stage 1 Water Shortage Response of MPWD Water Shortage Contingency Plan. The majority of BAWSCA wholesale member agencies that are 100% reliant on the San Francisco Regional Water System will be doing the

same. As a result of more than sufficient water supplies projected for FY 2017/2018, the SFPUC is not requesting even voluntary conservation next year.

MPWD CLASSIFICATION STUDY

Employees completed their PDQ (Position Description Questionnaire) and representatives from Koff & Associates have met individually with employees. I am currently reviewing working draft Position Descriptions before we schedule meetings with employees. The results of this project are anticipated to be presented to the Board next month or in July. Also next month, I will present an overview of the MPWD organization and staff positions and duties.

DIRECTOR SIGNATORIES FOR 2016 COP PROJECT FUND

With the Board's consideration and approval, staff would like to obtain Director signatories for the 2016 COP Project Fund requisitions between the MPWD and the Trustee as needed during instances of absence of Operations Manager Ramirez or me. Currently, President Stuebing and Director Vella are the MPWD signatories for its financial accounts and it seemed prudent that the Board would be comfortable extending that authority to the 2016 COP Project Fund. Staff will coordinate the required documentation at the Board's direction.

REPORT ON LEADERSHIP TEAM TRAINING – FIVE DYSFUNCTIONS OF A TEAM

Staff will report at the Board meeting regarding its leadership team training on May 2-3, 2017, facilitated by Clint Camac of Leadership Development Network, LLC.

BRIEFING ON ACWA JPIA CONFERENCE

A summary report of the conferences held May 8-12, 2017, in Monterey, will be presented at the Board meeting.

BRIEFING ON CSDA SPECIAL DISTRICT LEGISLATIVE DAYS

A briefing on the legislative workshop held May 16-17, 2017, in Sacramento, will be presented at the Board meeting.

3-MONTH "LOOK AHEAD" FOR BOARD MEETINGS

June 2017

- Adopt fiscal year Operating Budget. Post to website.
- Adopt fiscal year Capital Budget. Post to website.
- Consider rescinding Stage 1 Water Shortage Response of MPWD Water Shortage Contingency Plan.
- Receive report on MPWD website redesign.
- Approve General Manager annual performance assessment process and tool.

July 2017

- Establish Appropriations Limit applicable to the MPWD during fiscal year.
- Consider/Approve budgeted annual professional service agreements.
- Consider/Approve updated Employee Position Descriptions.
- Receive overview of MPWD organization and staff positions and duties.
- Consider/Approve living wage adjustment for MPWD Employee Association (through September 2018).
- Receive BAWSCA Report.

August 2017

- Receive progress report on 2017-2018 Strategic Plan.
- Annual review of Catalog of Enterprise Systems required by SB 272.
- Review Annual Report on Fiscal Year Reimbursements over \$100 to Employees required by California Government Code Section 53065.5.

MEETINGS

| DATE | EVENT |
|---|--|
| April 14 th | Participated in JPIA Leadership Essentials Program webinar. Attended Quarterly GM lunch meeting here at the MPWD. |
| April 27 th | Attended safety session with staff and facilitated GM rap session. |
| April 29 th | Represented the MPWD with staff at Belmont's Earth Day event. |
| May 2 nd and 3 rd | Participated with staff in Leadership Team development training at MPWD. |
| May 4 th | Attended HIA meeting in Belmont. |
| May 5 th | Participated in JPIA Leadership Essentials Program webinar. |
| May 8 th -12 th | Attended ACWA JPIA Annual Conference in Monterey. |
| May 16 th -17 th | Attended CSDA Special District Legislative Days in Sacramento. |

UPCOMING MEETINGS/EVENTS

BAWSCA Water Management Meeting (Foster City): June 1, 2017

HIA Meeting (Belmont): June 1, 2017 *[Reminder: No meetings in July and August.]*

CSDA Annual Conference (Monterey): September 25-28, 2017

ACWA JPIA 2017 Fall Conference & Exhibition (Anaheim): November 27, 2017-December 1, 2017

ACWA JPIA 2018 Spring Conference & Exhibition (Sacramento): May 7-11, 2018



TO: Board of Directors
 FROM: Candy Pina
 DATE: May 25, 2017

ADMINISTRATIVE SERVICES MANAGER'S REPORT

FINANCIAL REPORTING:

1) **Schedule of Cash and Investments:**

| SCHEDULE OF CASH AND INVESTMENTS | | |
|---|-------------------------------|-------------------------------|
| CASH ACCOUNT | BALANCE @ 04/30/17 | BALANCE @ 05/16/17 |
| PETTY CASH | \$ 400 | \$ 400 |
| CASH DRAWER | \$ 200 | \$ 200 |
| WELLS FARGO CHECKING | \$ 281,204 | \$ 80,383 |
| LAIF | \$ 5,578,363 | \$ 4,978,363* |
| TOTAL | \$ 5,860,167 | \$ 5,059,346 |
| 2016 COP FINANCING – BNY MELLON CHECKING | \$ 19,205,906 | \$ 19,205,906 |

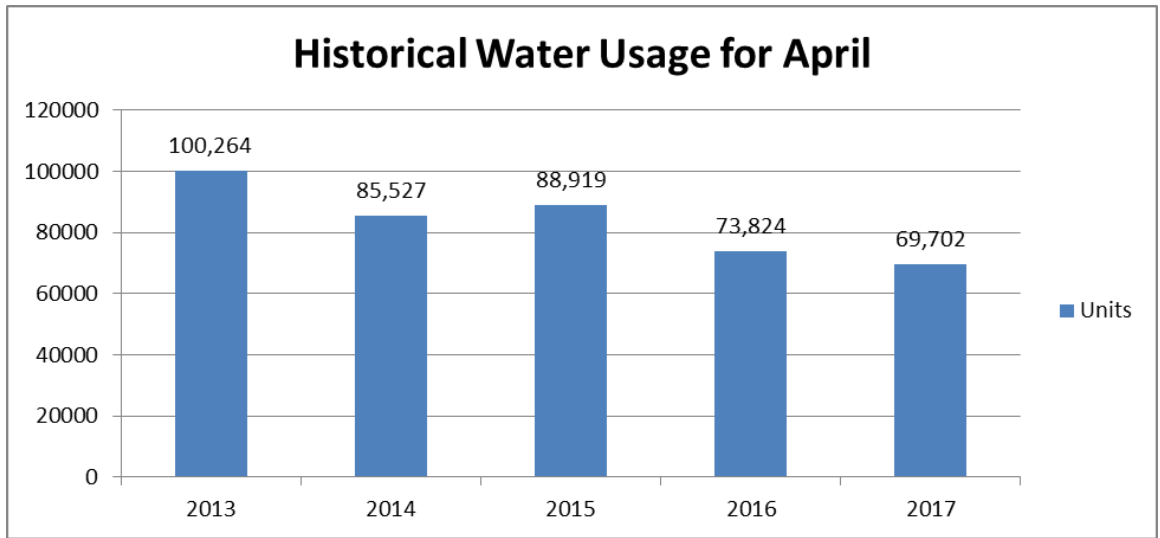
*LAIF account: Reduction in May due to Debt Service interest payment of \$330,133 and the purchase of meters for the AMI Change-Out Program totaling \$498,925.

Month End Balance of PARS/OPEB for March 2017 (April 2017 report not available): \$725,515.53. An overall increase in Net Earnings of \$1,501.04 was reported.

| MPWD RESERVE FUNDS | | | | |
|----------------------------|---------------------------------|---------------------------------|---------------------------------|--|
| Reserve Account | Balance @ 04/30/2015 | Balance @ 04/30/2016 | Balance @ 04/30/2017 | Budget for Reserve Policy |
| Capital Reserves | \$ 887,031 | \$ 1,549,652 | \$ 3,078,363 | \$ 2,500,000 |
| Emergency Reserves | \$ 2,000,000 | \$ 2,000,000 | \$ 2,000,000 | \$ 2,000,000 |
| Working Capital Reserves | \$ 500,000 | \$ 500,000 | \$ 500,000 | \$ 500,000 |
| TOTAL RESERVE FUNDS | \$ 3,387,031 | \$ 4,049,652 | \$ 5,578,363 | \$ 5,000,000 |

2) Water Revenue Report:

| WATER REVENUES for FISCAL YEAR 2016/2017 | | | | | |
|--|----------------|-------------------------|----------------------|----------------------|------------------|
| Month | Total Units | Water Commodity Charges | Fixed System Charges | Total Water Revenues | Misc Rev |
| JUL | 111,110 | 851,106.50 | 205,631.47 | 1,056,737.97 | 1,242.50 |
| AUG | 113,341 | 952,329.97 | 224,247.06 | 1,176,577.03 | 1,240.00 |
| SEP | 112,591 | 947,559.51 | 224,661.20 | 1,172,220.71 | 1,248.75 |
| OCT | 101,247 | 843,144.88 | 224,835.59 | 1,067,980.47 | 1,248.75 |
| NOV | 76,838 | 620,687.41 | 224,770.69 | 845,458.10 | 1,650.67 |
| DEC | 66,486 | 528,797.12 | 224,159.45 | 752,956.57 | 1,256.25 |
| JAN | 67,261 | 535,555.46 | 225,127.94 | 760,683.40 | 1,258.75 |
| FEB | 65,165 | 517,527.50 | 224,774.40 | 742,301.90 | 1,268.75 |
| MAR | 63,193 | 507,220.65 | 234,229.20 | 741,449.85 | 418.58 |
| APR | 69,702 | 554,841.30 | 223,593.20 | 778,434.50 | 1,260.00 |
| TOTAL | 846,934 | 6,858,770.30 | 2,236,030.20 | 9,094,800.50 | 12,093.00 |



SPRINGBROOK PROGRESS:

We are one month into the new Billing System. There are still some bugs to be worked out, but we are moving along. Springbrook staff complimented MPWD's staff for an excellent transition. Misty Malczon was in charge of doing this part of the FMS implementation, and she did an excellent job. Kuddos to her for all her hard work, brain power, and diligence it running down the tiny details which were necessary for our team to have such a smooth transition. We will be having additional "Report Training" in June for all staff.

CONFERENCES, TRAINING, & MEETINGS:

- 1) Jeanette Kalabolas/Misty Malczon/Candy Pina: 05/02-03/17 – Staff Leadership Training
- 2) Jeanette Kalabolas/Candy Pina: 05/11/17 – BAWSCA Horticulture 101/Bugs Parent/Child Workshop
- 3) Misty Malczon/Laura Ravella/Candy Pina: 05/16/17 – Webinar on Springbrook Support after Transition
- 4) Jeanette Kalabolas: 05/16/17 – BAWSCA Quarterly Meeting & Tour of SCVWD Water Purification Center
- 5) Jeanette Kalabolas: 05/17/17 – CA.gov "Save our Water" 2017 Survey results Webinar
- 6) Jeanette Kalabolas/Candy Pina: 05/17/17 – Public Works Open House (City of Belmont)
- 7) Candy Pina: 05/18/17 – Meeting with Jen Dermon from C. G. Uhlenberg
- 8) Candy Pina: 05/23/17 – Quarterly Lunch with Jeff Ira and Jen Dermon from C. G. Uhlenberg
- 9) Candy Pina: 05/30-31/17 – CIP Leadership Team Training

TEAM BUILDING ACTIVITIES:

Ten management, supervisory, and lead employees participated in leadership training, focusing on how to become a cohesive team. It was a 2-day workshop held at the MPWD's offices. We reviewed team member DiSC styles: Dominance, Influence, Steadiness and Conscientiousness (DiSC) for a better understanding of each other's leadership style. Then we worked on "The Five Dysfunctions of a Team": Absence of Trust, Fear of Conflict, Lack of Commitment, Avoidance of Accountability, and Inattention to Results. We identified MPWD's strengths and weaknesses and came up with strategies/action plans, and follow-up meetings to move forward with developing a GREAT cohesive team. It was an excellent workshop!

We continued to celebrate birthdays.



TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager
DATE: May 25, 2017

OPERATIONS REPORT – April 2017

Projects:

- No change here - through December staff has installed a total of 513 AMI meters throughout Zone 1 with 1 left to fit. The last meter is at a site where there is ongoing litigation and we are holding off until the issue is settled. Their water is still metered;
- Staff has been begun the staging process for the meters at the Folger site;
- Met with staff and District Engineer to discuss including a couple of small CIP projects adjacent to the Old County Road and El Camino Real improvements;
- The bi-annual cathodic protection survey was completed by Trident Environmental and Engineering;
- A storm water system servicing the West Belmont Tank site required the replacement of a section of the 8-inch pipe and its cleaning;
- Replaced concrete on Bishop following service upgrade request;
- Hot-tapped new 8-inch service and relocated 2-inch service at the Cipriani Elementary School;
- Demolished a small generator building attached to the main building at 1510 Folger in order to take the next step to relocate the natural gas service to property;
- Hot-tapped the water main on Davey Glen near El Camino Real for the development at 400-490 El Camino Real; and
- Last month we reported monitoring a potential leak on Ralston at South Road. Efforts at the time did not locate a leak and the water has since dried up.

Maintenance:

- Responded to and completed 238 USA (underground service alerts) requests and identified infrastructure before digging in the streets or easements. Last month we marked 299 locations. The March request volume was more than two-times the average month, which is approximately 140 requests;
- Changed out 4 failed AMI transmitters returned for repair under full warranty;
- Conducted field verification for 24 meter/transmitter data anomalies between meter reading system and billing system as part of the preparation for the switch to the new billing system;

- Read meters in zones without AMI;
- Replace fire hydrant on Buena Vista; checked on report of leaking hydrant on Industrial, no leak, used opportunity to install check-valve on hydrant;
- Paved trench area on Forest from past water leak and backfilled trench following main leak near Pullman and Covington;
- Replaced leaking and corroded customer service at 112 Clipper;
- In process of power washing the south tank at the Hallmark Tank site;
- Pump #1 at Tunnels Pump Station was pulled from service to investigate a vibration in the motor or pump assembly;
- Repaired the leaking #1 pump control valve at the Exbourne Pump Station;
- Performed routine maintenance to system regulators;
- Repaired a leaking fire hydrant on Industrial Road;
- Collected a requisite 44 water samples for bacteriological testing – all samples were normal and showed no signs of coliform bacteria;
- Continue to routinely monitor water system dead-ends continued for disinfectant residual; and
- Monitoring for signs of nitrification within our tanks, sample stations and dead ends continues as a part of regular water quality monitoring.

System Repairs:

| Date | Location | Event | Material | Installation Date | Estimated Water Loss (Gals.) |
|------|------------|--------|----------|-------------------|------------------------------|
| | Nothing to | Report | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Development:

Staff is currently working with developers on 26 development projects:

Mixed Use Commercial/Residential:

- o 576-600 El Camino Real – currently reviewing their plans; and
- o 400-490 El Camino Real – Two of the four connections (domestic and fire service) have been installed in the right of way.

Commercial:

- o 539 Harbor Blvd. – updated installation quote;
- o 700 Island Parkway – water and fire service installed and awaiting inspection;
- o 1201 Shoreway Road – currently reviewing their plans;
- o 1477 El Camino Real – currently reviewing their plans;
- o 699 Ralston Ave – currently reviewing their plans;
- o 2525 Buena Vista– installation complete;
- o Belmont Ave Parcel APN’s – (2) awaiting plans;
- o 1301 Shoreway Road – currently reviewing submitted plans;

- 1401 Shoreway Rd/Cormorant Drive irrigation meter relocation – provided a cost estimate to relocate service; awaiting plans; and
- 1500 Ralston – currently reviewing plans.

Residential/Multi-Family:

- 1001 Notre Dame – currently reviewing their plans;
- 2828 Monte Cresta – installation scheduled;
- 905 South Rd - currently reviewing their plans;
- 10 Notre Dame Place - currently reviewing their plans;
- 1906 Bishop – installation completed;
- 1919 Oak Knoll Dr. – currently reviewing their plans;
- 1942 Bayview – currently reviewing their plans;
- 1557 Vine St. – installed;
- 3826 Naughton – plans approved, payment received, service installed;
- 2904-2906 San Juan – installation of services complete, awaiting paving;
- 796 Miramar Terrace - currently reviewing their plans;
- Bishop Road development - currently reviewing their plans;
- 1320 Talbryn Lane development- awaiting plans;
- 2902 San Juan – deposit paid, awaiting scheduling;
- 2712 Comstock – currently reviewing their plans.
- 909 Ruth - currently reviewing their plans;
- 1006 Muir Way – inspection of backflow assembly complete; and
- 1831 Robin Whipple – awaiting backflow assembly installation.

Administration:

- All staff participated in interviews with Koff and Associates as a follow-up to a position description questionnaire;
- Attended the quarterly General Manager’s meeting hosted by Pakpour Consulting Group;
- Spoke with District Counsel regarding a personnel matter;
- Participated in hosting lunch for Administrative Assistants Day;
- Received training in the use and capabilities of Springbrook, the new financial management system;
- Holding a weekly water math session with interested staff in preparation for state certification exam; and
- Continued to actively manage power use during pumping operations.

**MID-PENINSULA WATER DISTRICT
BUDGET FOR YEAR 2016-2017
SUMMARY**

| DESCRIPTION | APPROVED AMENDED FY 2016-2017 BUDGET \$ | ACTUALS 7/1/16 4/30/17 | REMAINING BALANCE/ (OVER BUDGET) | Target YTD % 83.3% |
|--|--|------------------------------|--|-------------------------|
| | | | | Y-T-D % OF BUDGET |
| OPERATING REVENUE | | | | |
| WATER COMMODITY CHARGES | 8,100,000 | 6,858,770 | 1,241,230 | 84.7% |
| FIXED SYSTEM CHARGES | 2,663,720 | 2,236,030 | 427,690 | 83.9% |
| FIRE SERVICE CHARGES | 14,400 | 12,093 | 2,307 | 84.0% |
| SERVICE LINE & INSTALLATION CHARGES | 25,000 | 1,813 | 23,187 | 7.3% |
| WATER SYSTEM CAPACITY CHARGES | 200,000 | 67,500 | 132,500 | 33.8% |
| WATER DEMAND OFFSET CHARGES | 10,000 | 8,760 | 1,240 | 87.6% |
| MISCELLANEOUS CHARGES | 10,000 | 57,006 | (47,006) | 570.1% |
| INTEREST REVENUE - LAIF | 20,000 | 27,689 | (7,689) | 138.4% |
| LEASE OF PHYSICAL PROPERTY | 200,000 | 116,114 | 83,886 | 58.1% |
| PROPERTY TAX REVENUE | 255,000 | 266,494 | (11,494) | 104.5% |
| TOTAL OPERATING REVENUE | 11,498,120 | 9,652,270 | 1,845,850 | 83.9% |
| OPERATING EXPENDITURES (OP EXP) | | | | |
| SALARIES & WAGES | 1,668,500 | 1,331,043 | 337,457 | 79.8% |
| PAYROLL TAXES & BENEFITS | 1,163,800 | 886,826 | 276,974 | 76.2% |
| PURCHASED WATER | 4,976,000 | 4,191,495 | 784,505 | 84.2% |
| OUTREACH & EDUCATION | 116,900 | 14,321 | 102,579 | 12.3% |
| M&R - OPS SYSTEM | 378,250 | 229,000 | 149,250 | 60.5% |
| M&R - FACILITIES & EQUIPMENT | 162,000 | 70,107 | 91,893 | 43.3% |
| MAJOR MAINTENANCE | 12,000 | 591 | 11,409 | 4.9% |
| OFFICE SUPPLIES & EQUIPMENT | 348,500 | 229,983 | 118,517 | 66.0% |
| MEMBERSHIP & GOV FEES | 197,500 | 134,973 | 62,527 | 68.3% |
| BAD DEBT & CLAIMS | 37,000 | 16,312 | 20,688 | 44.1% |
| UTILITIES | 292,900 | 203,686 | 89,214 | 69.5% |
| PROFESSIONAL SERVICES | 473,900 | 320,172 | 153,728 | 67.6% |
| TRAINING/TRAVEL & RECRUITMENT | 45,000 | 26,446 | 18,554 | 58.8% |
| RESTRICTED EARNINGS | 20,000 | 27,689 | (7,689) | 138.4% |
| RESERVES | - | - | - | NA |
| DEBT SERVICE 2016 COPs | 508,267 | 268,618 | 239,649 | 52.8% |
| TOTAL OP EXP LESS DEPRECIATION (DEPREC) | 10,400,517 | 7,951,262 | 2,449,255 | 76.5% |
| TOTAL OP REVENUE LESS OP EXP & DEPREC | 1,097,603 | 1,701,008 | (603,405) | 155.0% |
| DEPRECIATION | 950,000 | 764,092 | 185,908 | 80.4% |
| TOTAL OP REVENUE LESS OP EXP | 147,603 | 936,916 | (789,313) | 634.8% |
| NET TRANSFERS TO CAPITAL | (147,603) | (936,916) | 789,313 | 634.8% |
| NET RESULTS OF OPERATIONS | - | - | - | |

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

| |
|-----------------------|
| Target YTD % 83.3% |
|-----------------------|

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | APPROVED FY 2016-2017 BUDGET \$ | ACTUAL 7/1/2016 4/30/2017 | REMAINING BALANCE/ (OVER BUDGET) | Y-T-D % OF BUDGET |
|----------------|-------------------------------------|---------------------------------------|---------------------------------|--|-------------------------|
| 4010 | WATER COMMODITY CHARGES (A) | 8,100,000 | 6,858,770 | 1,241,230 | 84.7% |
| 4020 | FIXED SYSTEM CHARGES | 2,663,720 | 2,236,030 | 427,690 | 83.9% |
| 4030 | FIRE SERVICE CHARGES | 14,400 | 12,093 | 2,307 | 84.0% |
| 4050 | SERVICE LINE & INSTALLATION CHARGES | 25,000 | 1,813 | 23,187 | 7.3% |
| 4060 | WATER SYSTEM CAPACITY CHARGES | 200,000 | 67,500 | 132,500 | 33.8% |
| 4070 | WATER DEMAND OFFSET CHARGES | 10,000 | 8,760 | 1,240 | 87.6% |
| 4090 | MISCELLANEOUS REVENUES | <u>10,000</u> | <u>33,606</u> | <u>(23,606)</u> | 336.1% |
| 4000 | TOTAL WATER AND FEE CHARGES | <u>11,023,120</u> | <u>9,218,573</u> | <u>1,804,547</u> | 83.6% |
| 4102 | Interest Revenue- LAIF (B) | <u>20,000</u> | <u>27,689</u> | <u>(7,689)</u> | 138.4% |
| 4100 | INTEREST REVENUE | <u>20,000</u> | <u>27,689</u> | <u>(7,689)</u> | 138.4% |
| 4201 | Lease of Physical Property | 200,000 | 116,114 | 83,886 | 58.1% |
| 4202 | Property Tax Revenue (C) | 255,000 | 266,494 | (11,494) | 104.5% |
| 4208 | Landscape Plan Permit Review | - | 23,400 | (23,400) | NA |
| 4200 | OTHER REVENUE | <u>455,000</u> | <u>406,008</u> | <u>48,992</u> | 89.2% |
| 4000 | TOTAL OPERATING REVENUE | <u>11,498,120</u> | <u>9,652,270</u> | <u>1,845,850</u> | 83.9% |
| 6011 | Salaries & Wages | 1,575,000 | 1,268,345 | 306,655 | 80.5% |
| 6012 | Director Compensation | 11,000 | 6,000 | 5,000 | 54.5% |
| 6017 | Capital Salaries & Wages | - | 74,226 | (74,226) | NA |
| 6010 | GROSS REGULAR WAGES | <u>1,586,000</u> | <u>1,348,571</u> | <u>237,429</u> | 85.0% |
| 6017 | CAPITAL SALARY & WAGES reversed | - | (74,226) | 74,226 | N/A |
| 6021 | Overtime Labor | 45,500 | 28,675 | 16,825 | 63.0% |
| 6022 | Standby Labor | <u>37,000</u> | <u>28,022</u> | <u>8,978</u> | 75.7% |
| 6020 | SUB-TOTAL SALARY & WAGES | <u>1,668,500</u> | <u>1,331,043</u> | <u>337,457</u> | 79.8% |
| 6031 | FICA/Medicare PR Tax | 131,500 | 91,732 | 39,768 | 69.8% |
| 6038 | ACWA Health Care | 320,000 | 270,630 | 49,370 | 84.6% |
| 6039 | ACWA Dental | 31,000 | 20,984 | 10,016 | 67.7% |
| 6040 | ACWA Vision | 4,350 | 3,651 | 699 | 83.9% |
| 6041 | ACWA Life/AD&D | 4,200 | 3,642 | 558 | 86.7% |
| 6042 | Standard LDL/SDL Disability | 12,400 | 8,223 | 4,177 | 66.3% |
| 6043 | Workers' Comp Insurance | 50,400 | 27,646 | 22,754 | 54.9% |
| 6044 | Unemployment | 1,000 | - | 1,000 | NA |
| 6045 | CALPERS Retirement - ER 2%@55 | 235,000 | 167,946 | 67,054 | 71.5% |
| 6054 | CAPITAL PAYROLL TAXES & BENEFITS | 122 - | 30,277 | (30,277) | N/A |

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

| |
|-----------------------|
| Target YTD % 83.3% |
|-----------------------|

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | APPROVED FY 2016-2017 BUDGET \$ | ACTUAL 7/1/2016 4/30/2017 | REMAINING BALANCE/ (OVER BUDGET) | Y-T-D % OF BUDGET |
|----------------|---|---------------------------------------|---------------------------------|--|-------------------------|
| 6046 | Retirees' ACWA Health Care (D) | 56,000 | 53,589 | 2,411 | 95.7% |
| 6047 | Directors' ACWA Health Care | 108,000 | 94,159 | 13,841 | 87.2% |
| 6049 | Medical Reimbursement | 1,000 | 501 | 499 | 50.1% |
| 6050 | Employee Service Recognition (E) | 7,000 | 7,957 | (957) | 113.7% |
| 6051 | Safety Incentive Program | 7,200 | 6,330 | 870 | 87.9% |
| 6052 | Uniforms | 24,750 | 20,734 | 4,016 | 83.8% |
| 6053 | PARS OPEB Expense | 170,000 | 109,102 | 60,898 | 64.2% |
| 6030 | SUB-TOTAL PAYROLL TAXES & BENEFITS | 1,163,800 | 917,103 | 246,697 | 78.8% |
| 6054 | CAPITAL PAYROLL TAXES & BENEFITS | - | (30,277) | 30,277 | N/A |
| 6000 | PERSONNEL COSTS | 2,832,300 | 2,217,869 | 614,431 | 78.3% |
| 6101 | SFPUC Treated Water (A) | 4,441,144 | 3,736,587 | 704,557 | 84.1% |
| 6102 | BAWSCA (Debt Service Surcharges) | 476,000 | 396,210 | 79,790 | 83.2% |
| 6103 | Rates Stabilization | 58,856 | - | 58,856 | NA |
| 6104 | SFPUC Water Service Charge | - | 58,698 | (58,698) | N/A |
| 6100 | PURCHASED WATER | 4,976,000 | 4,191,495 | 784,505 | 84.2% |
| 6301 | Water Conservation Program | 7,200 | 1,701 | 5,499 | 23.6% |
| 6302 | School Conservation Program | 7,200 | 590 | 6,610 | 8.2% |
| 6303 | Public Outreach & Education | 25,750 | 15,097 | 10,653 | 58.6% |
| 6305 | HET Rebates (F) | 19,750 | (8,499) | 28,249 | -43.0% |
| 6306 | Washing Machine Rebates (F) | 13,750 | (4,103) | 17,853 | -29.8% |
| 6307 | Lawn-Be-Gone Rebates | 38,100 | 8,712 | 29,388 | 22.9% |
| 6308 | Rain Barrel Rebates | 5,150 | 823 | 4,327 | 16.0% |
| 6304 | TOTAL WATER CONSERVATION REBATES | 76,750 | (3,067) | 79,817 | -4.0% |
| 6300 | OUTREACH/EDUCATION | 116,900 | 14,321 | 102,579 | 12.3% |
| 6401 | Water Quality | 67,000 | 49,879 | 17,121 | 74.4% |
| 6402 | Pumping | 63,250 | 10,962 | 52,288 | 17.3% |
| 6403 | Storage Tanks | 10,000 | 2,905 | 7,095 | 29.1% |
| 6404 | Mains/Distribution | 100,000 | 83,261 | 16,739 | 83.3% |
| 6405 | Meters & Service | 30,000 | 15,500 | 14,500 | 51.7% |
| 6406 | Fire Hydrants | 31,000 | 23,995 | 7,005 | 77.4% |
| 6407 | Regulator Stations | 6,000 | 78 | 5,922 | 1.3% |
| 6408 | Safety | 32,000 | 12,667 | 19,333 | 39.6% |
| 6409 | SCADA Maintenance | 15,000 | 8,861 | 6,139 | NA |
| 6410 | Generator Maintenance | 24,000 | 20,891 | | |
| 6400 | M&R - OPS SYSTEMS | 378,250 | 229,000 | 149,250 | 60.5% |
| 6501 | M&R-Buildings&Grounds | 93,000 | 41,620 | 51,380 | 44.8% |
| 6502 | M&R- Equipment&Tools | 21,000 | 13,640 | 7,360 | 65.0% |
| 6503 | M&R- Vehicles & Large Equipment | 19,000 | 1,065 | 17,935 | 5.6% |
| 6504 | M&R - Fuel | 29,000 | 13,782 | 15,218 | 47.5% |
| 6500 | M&R - FACILITIES & EQUIPMENT | 162,000 | 70,107 | 91,893 | 43.3% |
| 6601 | Cathodic Protection Survey | 12,000 | 241 | 11,759 | NA |

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

| |
|-----------------------|
| Target YTD % 83.3% |
|-----------------------|

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | APPROVED FY 2016-2017 BUDGET \$ | ACTUAL 7/1/2016 4/30/2017 | REMAINING BALANCE/ (OVER BUDGET) | Y-T-D % OF BUDGET |
|----------------|--|---------------------------------------|---------------------------------|--|-------------------------|
| 6602 | Leak Detection Survey | - | 350 | (350) | NA |
| 6600 | MAJOR MAINTENANCE | 12,000 | 591 | 11,409 | 4.9% |
| 6701 | Office Supplies | 15,000 | 9,854 | 5,146 | 65.7% |
| 6702 | Insurance- Liability/Vehicles | 87,750 | 54,682 | 33,068 | 62.3% |
| 6703 | Postage (G) | 8,000 | 10,182 | (2,182) | 127.3% |
| 6704 | Printing/Printing Supplies | 15,000 | 11,800 | 3,200 | 78.7% |
| 6705 | Equipment Services/Maintenance | 56,750 | 18,553 | 38,197 | 32.7% |
| 6706 | Computer Supplies & Upgrades | 14,750 | 11,439 | 3,311 | 77.6% |
| 6707 | Security & Safety | 10,750 | 2,642 | 8,108 | 24.6% |
| 6708 | Other Fees | 500 | 16 | 484 | 3.3% |
| 6709 | Customer Credit Card Svs Fees | 140,000 | 110,815 | 29,185 | 79.2% |
| 6700 | OFFICE SUPPLIES & EQUIP | 348,500 | 229,983 | 118,517 | 66.0% |
| 6801 | Dues & Publications | 39,500 | 32,356 | 7,144 | 81.9% |
| 6802 | Gov't Fees & Licenses | 53,250 | 17,451 | 35,799 | 32.8% |
| 6803 | BAWSCA Membership Assessments | 68,750 | 59,207 | 9,543 | 86.1% |
| 6804 | Env Health - Cross Connection Inspection | 31,000 | 25,000 | 6,000 | 80.6% |
| 6805 | Software License | 5,000 | 960 | 4,040 | 19.2% |
| 6800 | MEMBERSHIP & GOV FEES | 197,500 | 134,973 | 62,527 | 68.3% |
| 6901 | Bad Debt | 7,000 | 2,590 | 4,410 | 37.0% |
| 6902 | Claims | 30,000 | 13,722 | 16,278 | 45.7% |
| 6900 | BAD DEBT & CLAIMS | 37,000 | 16,312 | 20,688 | 44.1% |
| 7001 | Utilities-Internet/Cable | 12,100 | 8,871 | 3,229 | 73.3% |
| 7002 | Utilities-Cellular Telephones | 11,850 | 8,624 | 3,226 | 72.8% |
| 7003 | Utilities-Electric-Pumping | 220,000 | 146,765 | 73,235 | 66.7% |
| 7004 | Utilities-Electric-Bldgs&Grounds | 24,000 | 17,987 | 6,013 | 74.9% |
| 7005 | Utilities-Telephones | 17,500 | 16,219 | 1,281 | 92.7% |
| 7006 | Utilities-Sewer - NPDES | 7,450 | 5,221 | 2,229 | 70.1% |
| 7000 | UTILITIES | 292,900 | 203,686 | 89,214 | 69.5% |
| 7101 | Prof Serv - District Counsel | 90,000 | 53,354 | 36,646 | 59.3% |
| 7102 | Prof Serv - District Engineer | 80,000 | 48,244 | 31,756 | 60.3% |
| 7103 | Prof Serv - IT | 19,750 | 17,463 | 2,287 | 88.4% |
| 7104 | Prof Serv- Annual Finance Audit (H) | 17,700 | 17,700 | - | 100.0% |
| 7105 | Prof Serv - Mngmt Consult | - | - | - | NA |
| 7106 | Prof Serv- Accounting & Payroll (I) | 21,750 | 21,343 | 407 | 98.1% |
| 7107 | Prof Serv- Customer Billing | 72,250 | 58,537 | 13,713 | 81.0% |
| 7109 | Prof Serv - Answering Svs | 8,750 | 6,207 | 2,543 | 70.9% |
| 7110 | Prof Serv - Miscellaneous | 160,000 | 94,925 | 65,075 | 59.3% |
| 7111 | Prof Serv - District Treasurer | 3,700 | 2,400 | 1,300 | 64.9% |
| 7100 | PROFESSIONAL SERVICES | 473,900 | 320,172 | 153,728 | 67.6% |
| 7201 | Director Travel | 124 5,000 | - | 5,000 | NA |
| 7202 | Director Expense | 1,000 | 125 | 875 | 12.5% |

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

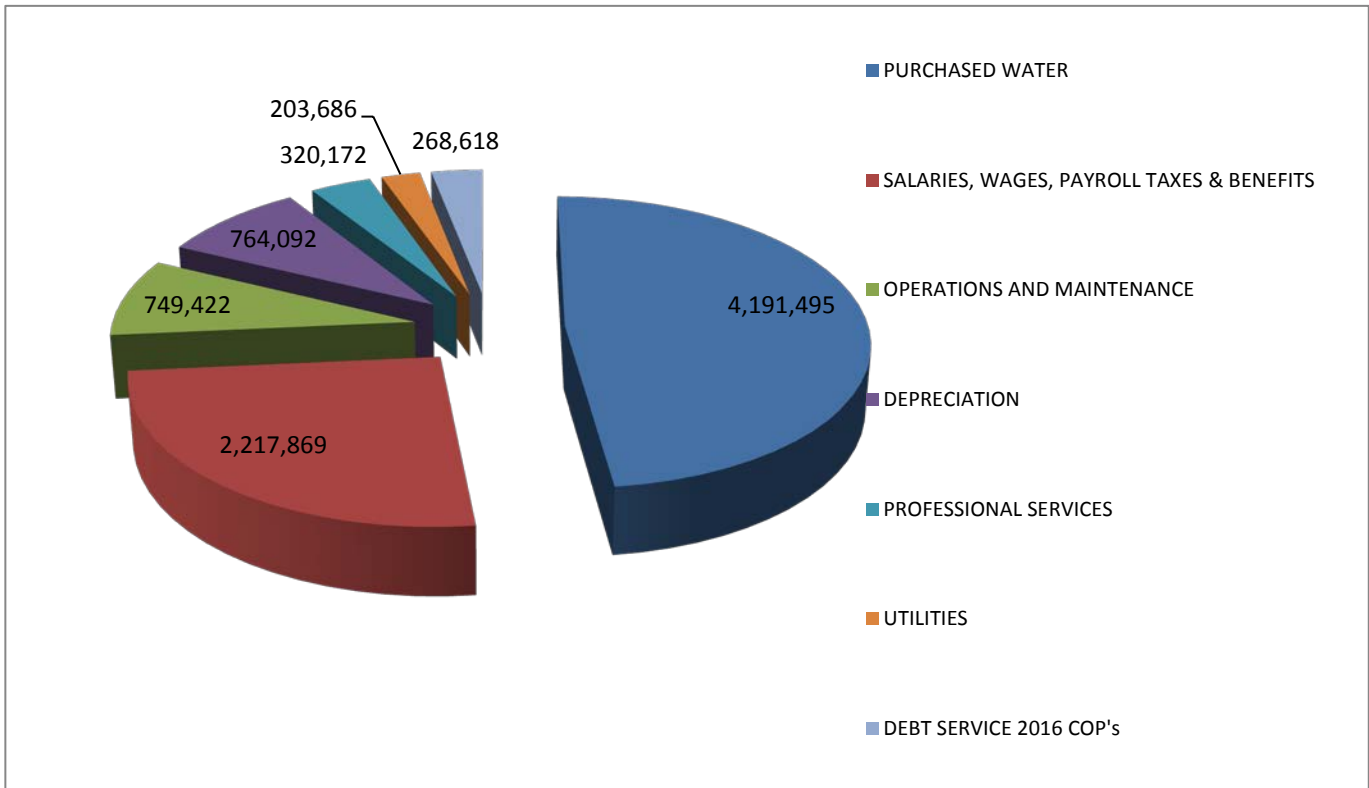
| |
|-----------------------|
| Target YTD % 83.3% |
|-----------------------|

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | APPROVED FY 2016-2017 BUDGET \$ | ACTUAL 7/1/2016 4/30/2017 | REMAINING BALANCE/ (OVER BUDGET) | Y-T-D % OF BUDGET |
|---|---|---------------------------------------|---------------------------------|--|-------------------------|
| 7203 | Elections | - | - | - | NA |
| 7204 | Employee Travel/Training | 32,000 | 21,433 | 10,567 | 67.0% |
| 7205 | Meetings Expense | 7,000 | 4,888 | 2,112 | 69.8% |
| 7200 | TRAINING & TRAVEL | 45,000 | 26,446 | 18,554 | 58.8% |
| 7302 | Restricted Earnings Expense - Interest LAIF | 20,000 | 27,689 | (7,689) | 138.4% |
| 7300 | RESTRICTED EARNINGS EXPENSE | 20,000 | 27,689 | (7,689) | 138.4% |
| 8001 | Working Reserves: Capital | - | - | - | NA |
| 8002 | Working Reserves: Operating | - | - | - | NA |
| 8000 | RESERVES | - | - | - | NA |
| 9010 | DEPRECIATION | 950,000 | 764,092 | 185,908 | 80.4% |
| 9011 | DEBT SERVICE 2016 COPs (J) | 508,267 | 268,618 | 239,649 | 52.8% |
| SUB-TOTAL - OPERATING EXPENSES | | 8,518,217 | 6,497,485 | 2,020,732 | 76.3% |
| TOTAL OPERATING EXPENSES | | 11,350,517 | 8,715,354 | 2,635,163 | 76.8% |
| NET OPERATING SURPLUS/(LOSS) TRANSFER TO CAPITAL | | 147,603 | 936,916 | (789,313) | 634.8% |

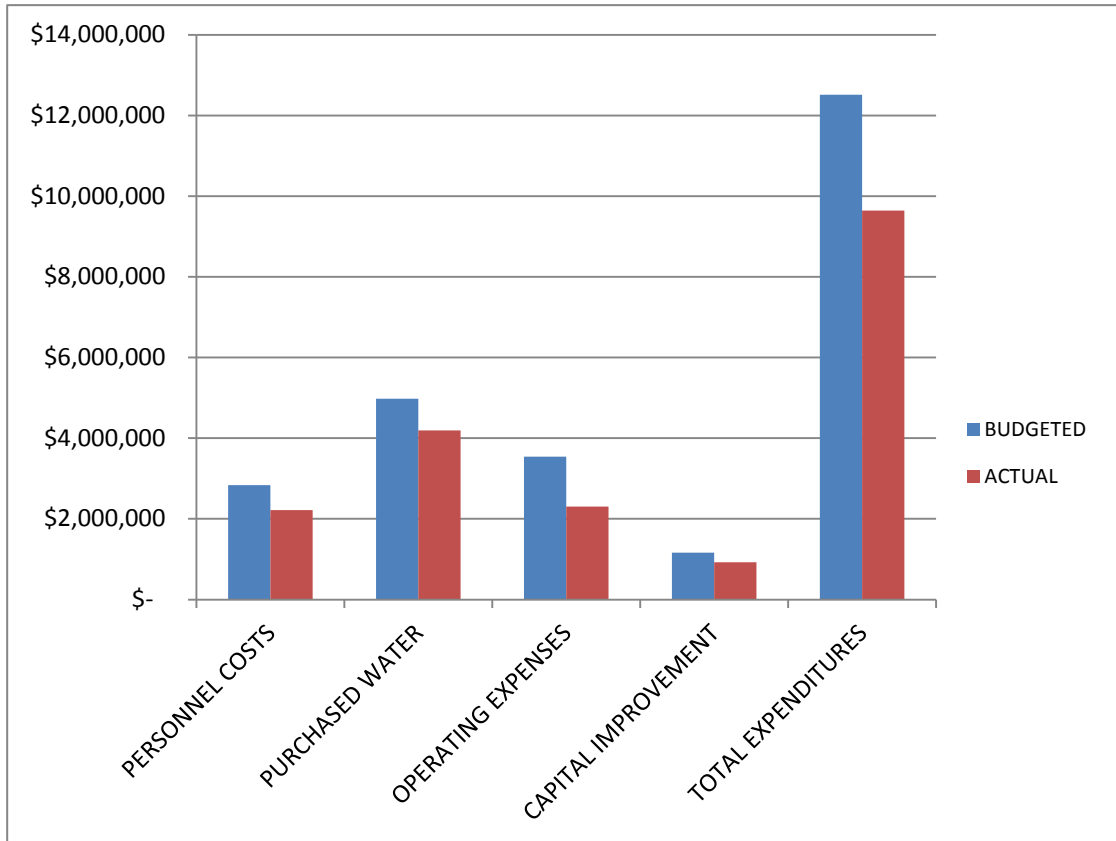
- (A) Water revenues are at 83.6% and water purchases are at 84.2%.
- (B) Increased reserves generating more interest revenue.
- (C) Property tax revenue received sooner than anticipated.
- (D) Retiree Health plans not high deductible plans.
- (E) Employee Service Recognition Dinner totaled \$5,059.
- (F) Round 3 BAWSCA Grant HET rebates \$16,997; WMRP \$4,133.
- (G) State Controller's Annual Report totaling \$1675
- (H) Audit completed.
- (I) State Controller's Annual Report totaling \$1675
- (J) Budget includes principal not due until Dec 2017.

**MID-PENINSULA WATER DISTRICT
ACTUAL OPERATING EXPENDITURES SUMMARY
Apr-17**

| OPERATING EXPENDITURES | ACTUAL \$ | % OF TOTAL |
|---|-------------------------|--------------------|
| PURCHASED WATER | 4,191,495 | 48.1% |
| SALARIES, WAGES, PAYROLL TAXES & BENEFITS | 2,217,869 | 25.4% |
| OPERATIONS AND MAINTENANCE | 749,422 | 8.6% |
| DEPRECIATION | 764,092 | 8.8% |
| PROFESSIONAL SERVICES | 320,172 | 3.7% |
| UTILITIES | 203,686 | 2.3% |
| DEBT SERVICE 2016 COP's | 268,618 | 3.1% |
| TOTAL OPERATING EXPENDITURES | <u>8,715,354</u> | <u>100%</u> |



2016/2017 BUDGET vs ACTUAL TOTAL EXPENDITURES Apr-17



| | BUDGETED | ACTUAL | BUDGETED % OF TOTAL | ACTUAL % OF TOTAL |
|---------------------------|----------------------|---------------------|---------------------------|-------------------------|
| TOTAL EXPENDITURES | | | | |
| PERSONNEL COSTS | \$ 2,832,300 | \$ 2,217,869 | 23% | 23% |
| PURCHASED WATER | \$ 4,976,000 | \$ 4,191,495 | 40% | 43% |
| OPERATING EXPENSES | \$ 3,542,217 | \$ 2,305,991 | 28% | 24% |
| CAPITAL IMPROVEMENT | \$ 1,158,708 | \$ 926,952 | 9% | 10% |
| TOTAL EXPENDITURES | \$ 12,509,225 | \$ 9,642,306 | 100% | 100% |

**MID-PENINSULA WATER DISTRICT
BUDGET FOR FY 2016-2017
Capital Projects**

| DESCRIPTION | APPROVED AMENDED FY 2016-2017 BUDGET \$ | ACTUAL 7/1/2016 4/30/2017 | REMAINING BALANCE/ (OVER BUDGET) | Target YTD % 83.3% |
|--|--|---------------------------------|--|----------------------------------|
| | | | | Y-T-D % OF BUDGET |
| CAPITAL IMPROVEMENTS - WORK IN PROCESS (WIP) | | | | |
| AMI Meter Change Out Program | 600,000 | 501,113 | 98,887 | 83.5% |
| Engineering Design Services for WMR Belmont Sewer Coordination | 100,000 | - | | |
| Alameda de las Pulgas Water Main Replacement Project - CIP | 243,708 | 243,708 | - | 100.0% |
| CAPITAL IMPROVEMENTS - WIP TOTAL | 943,708 | 744,821 | 198,887 | 78.9% |
| CAPITAL OUTLAY | | | | |
| Financial Management System (FMS) - Comprehensive Replacement | 95,000 | 71,863 | 23,137 | 75.6% |
| Implementation of Sensus Consumer Portal | 70,000 | 64,855 | 5,145 | 92.7% |
| Miscellaneous Capital Outlay/Projects (A) | 50,000 | 45,414 | 4,586 | 90.8% |
| CAPITAL OUTLAY TOTAL | 215,000 | 182,131 | 32,869 | 84.7% |
| CAPITAL IMPROVEMENTS & CAPITAL OUTLAY TOTAL | 1,158,708 | 926,952 | 231,756 | 80.0% |
| DEPRECIATION | | | | |
| DEPRECIATION | 950,000 | 764,092 | 185,908 | 80.4% |
| TRANSFER FROM OPS | 147,603 | 936,916 | (789,313) | 634.8% |
| TRANSFER (TO)/FROM CAPITAL RESERVES | 61,105 | (774,056) | 835,161 | -1266.8% |
| CAPITAL OUTLAY/CAPITAL PROJECTS | (1,158,708) | (926,952) | (231,756) | 80.0% |
| NET RESULTS OF CAPITAL | - | 0 | (0) | N/A |

(A) Hallmark Tank Retrofit Project

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

| | Jul 16 -Apr 17 | Jul 15 - Arp 16 | \$ Change | % Change |
|-------------------------------------|---------------------|---------------------|---------------------|---------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 4000 · OPERATING REVENUE | 9,218,573.24 | 8,214,795.43 | 1,003,777.81 | 12.22% |
| 4100 · INTEREST INCOME | 47,698.56 | 11,963.36 | 35,735.20 | 298.71% |
| 4200 · OTHER INCOME | 406,008.18 | 373,821.03 | 32,187.15 | 8.61% |
| Total Income | <u>9,672,279.98</u> | <u>8,600,579.82</u> | <u>1,071,700.16</u> | <u>12.46%</u> |
| Expense | | | | |
| 6000 · PERSONNEL COSTS | 2,217,868.94 | 2,160,861.58 | 57,007.36 | 2.64% |
| 6100 · PURCHASED WATER | 4,191,494.53 | 3,657,731.52 | 533,763.01 | 14.59% |
| 6300 · OUTREACH/EDUCATION | 14,321.23 | 107,158.53 | -92,837.30 | -86.64% |
| 6400 · M&R - OPS SYSTEMS | 228,999.63 | 326,599.00 | -97,599.37 | -29.88% |
| 6500 · M&R - FACILITIES & EQUIPMENT | 70,107.49 | 105,805.98 | -35,698.49 | -33.74% |
| 6600 · MAJOR MAINTENANCE | 590.74 | 700.00 | -109.26 | -15.61% |
| 6700 · OFFICE SUPPLIES & EQUIPMENT | 229,982.76 | 216,767.95 | 13,214.81 | 6.1% |
| 6800 · MEMBERSHIP & GOV FEES | 134,973.06 | 154,258.55 | -19,285.49 | -12.5% |
| 6900 · BAD DEBT & CLAIMS | 16,311.81 | 8,646.28 | 7,665.53 | 88.66% |
| 7000 · UTILITIES | 203,686.36 | 211,999.62 | -8,313.26 | -3.92% |
| 7100 · PROFESSIONAL SERVICES | 320,172.45 | 442,182.18 | -122,009.73 | -27.59% |
| 7200 · TRAINING & TRAVEL | 26,446.44 | 14,746.20 | 11,700.24 | 79.34% |
| Total Expense | <u>7,654,955.44</u> | <u>7,407,457.39</u> | <u>247,498.05</u> | <u>3.34%</u> |
| Net Ordinary Income | <u>2,017,324.54</u> | <u>1,193,122.43</u> | <u>824,202.11</u> | <u>69.08%</u> |
| Other Income/Expense | | | | |
| Other Expense | | | | |
| 9000 · DEPRECIATION | 764,092.06 | 748,740.92 | 15,351.14 | 2.05% |
| COP Financing Costs | 591,168.63 | 0.00 | 591,168.63 | 100.0% |
| Total Other Expense | <u>1,355,260.69</u> | <u>748,740.92</u> | <u>606,519.77</u> | <u>81.0%</u> |
| Net Revenue/(Expenses) | <u>662,063.85</u> | <u>444,381.51</u> | <u>217,682.34</u> | <u>49.0%</u> |

RECONCILIATION TO OPERATING BUDGET

Adjustments to Increase Net Operating Surplus

| | |
|--|-------------------|
| Underwriting Fee | 124,808.82 |
| COP Issuance Cost | 197,742.00 |
| Interest Income - LAIF & COP Interest | <u>-47,698.56</u> |
| Total Adjustments to Increase Net Operating Surplus | <u>274,852.26</u> |

Net Revenue/(Expenses)

662,063.85

Net Operating Surplus/(Loss) Transfer to Capital

936,916.11

* Prior year amounts have been adjusted in accordance with current year presentation.

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

| | 30-Apr-17 | 30-Apr-16 | \$ Change | % Change |
|--|----------------------|----------------------|----------------------|-------------------|
| ASSETS | | | | |
| CURRENT ASSETS | | | | |
| Total Checking/Savings | 5,873,470.65 | 4,139,350.14 | 1,734,120.51 | 41.89% |
| Total COP Funds | 19,205,905.99 | 0.00 | 0.00 | 100.0% |
| Total Accounts Receivable | 814,220.01 | 739,335.91 | 74,884.10 | 10.13% |
| Other Current Assets | | | | |
| Inventory (A) | 0.00 | 59,798.27 | -59,798.27 | -100.0% |
| Other Current Assets | 243,400.73 | 191,632.89 | 51,767.84 | 27.01% |
| Total Other Current Assets | 243,400.73 | 251,431.16 | -8,030.43 | -3.19% |
| TOTAL CURRENT ASSETS | 26,136,997.38 | 5,130,117.21 | 21,006,880.17 | 409.48% |
| FIXED ASSETS | | | | |
| Fixed Assets | 43,163,675.38 | 41,758,185.56 | 1,405,489.82 | 3.37% |
| Accumulated Depreciation | -26,528,184.03 | -25,602,470.72 | -925,713.31 | -3.62% |
| Construction in Progress | 615,008.35 | 363,589.82 | 251,418.53 | 69.15% |
| TOTAL FIXED ASSETS | 17,250,499.70 | 16,519,304.66 | 731,195.04 | 4.43% |
| TOTAL OTHER ASSETS | 442,276.00 | 203,461.00 | 238,815.00 | 117.38% |
| TOTAL ASSETS | 43,829,773.08 | 21,852,882.87 | 21,976,890.21 | 100.57% |
| LIABILITIES & EQUITY | | | | |
| LIABILITIES | | | | |
| CURRENT LIABILITIES | | | | |
| Total Accounts Payable | 471,912.49 | 88,150.69 | 383,761.80 | 435.35% |
| Total Other Current Liabilities (B) | 1,280,118.04 | 953,255.54 | 326,862.50 | 34.29% |
| TOTAL CURRENT LIABILITIES | 1,752,030.53 | 1,041,406.23 | 710,624.30 | 68.24% |
| LONG TERM LIABILITIES | | | | |
| Total COP Financing Debt (C) | 18,255,000.00 | 0.00 | 18,255,000.00 | 100.0% |
| Total COP Premium (C) | 925,413.30 | 0.00 | 925,413.30 | 100.0% |
| Total Other Long Term Liabilities | 1,351,457.45 | 1,122,799.45 | 228,658.00 | 20.37% |
| TOTAL LONG TERM LIABILITIES (B) | 20,531,870.75 | 1,122,799.45 | 19,409,071.30 | 1,728.63% |
| TOTAL LIABILITIES | 22,283,901.28 | 2,164,205.68 | 20,119,695.60 | 929.66% |
| EQUITY | | | | |
| 3000 · Opening Bal Equity | 0.00 | 144.00 | -144.00 | -100.0% |
| 3800 · RESERVES * | 5,568,453.80 | 4,049,651.92 | 1,518,801.88 | 37.51% |
| 3940 · Fund Bal Invest in Util Plant | 16,635,491.35 | 16,524,548.02 | 110,943.33 | 0.67% |
| Net Assets (B) | -2,135,643.50 | -885,666.75 | -1,249,976.75 | -141.13% |
| TOTAL EQUITY | 20,068,301.65 | 19,688,677.19 | 379,624.46 | 1.93% |
| TOTAL LIABILITIES & EQUITY | 42,352,202.93 | 21,852,882.87 | 20,499,320.06 | 93.81% |
| | Balance @ | Balance @ | Balance @ | Budget for |
| | Apr 2015 | Apr 2016 | Apr 2017 | Reserve |
| * RESERVES | | | | Policy |
| Capital Reserves | 887,031 | 1,549,652 | 3,078,363 | 2,500,000 |
| Emergency Reserves | 2,000,000 | 2,000,000 | 2,000,000 | 2,000,000 |
| Working Capital Reserves | 500,000 | 500,000 | 500,000 | 500,000 |
| TOTAL RESERVE FUNDS | 3,387,031 | 4,049,652 | 5,578,363 | 5,000,000 |

(A) Change in Capitalization/Inventory Policy. Inventory less than \$5,000 were expensed last fiscal year.

- (B) CalPERS Net Pension Liability - GASB 68 requirement.
- (C) COP Financing Debt and Debt Premium total \$19,185,626.90.