



BOARD OF DIRECTORS
THURSDAY, MAY 26, 2022 - 6:30 PM

AGENDA

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

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

Public comments may be made during the meeting, or submitted before the meeting via email to General Manager, Tammy Rudock, at tammyr@midpeninsulawater.org.

Please indicate in your email the agenda item to which your comment applies.

Comments submitted before the meeting will be provided to the Board before or during the meeting.

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

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

Meeting Link: <https://us06web.zoom.us/j/88384848004>
Dial by Telephone U.S. (Toll Free): 1-888-788-0099
Meeting ID: 883 8484 8004

1. OPENING

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

2. PUBLIC COMMENT

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

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

4. ACKNOWLEDGEMENTS/PRESENTATIONS

- A. City of Belmont Proclamation dated April 12, 2022, declaring April 2022 as Water Conservation Month

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. Regular Board Meeting on April 28, 2022;
 - 2. Special Board Meeting on May 11, 2022; and
 - 3. Special Board Meeting on May 12, 2022
- B. Approve Expenditures from April 1, 2022, through April 30, 2022
- C. Reaffirm Resolution 2021-26 Making Findings Pursuant to Assembly Bill 361 that the Proclaimed COVID-19 State of Emergency Continues to Impact the Ability of the MPWD Board of Directors and its Committees to Meet Safely in Person
- D. Approve Resolution 2022-10 Authorizing a Task Order Amendment in the amount of \$47,000 to the Contract between the MPWD and HF&H Consultants, LLC, for Completion of the Water Rate Study

6. HEARING AND APPEALS

- A. Consider Ordinance No. 123 Amending Attachment A Regarding Rates and Fees To the Water Service Ordinance No.123 For The MPWD.
Proposition 218 Protest Hearing:
 - 1. Open Hearing
 - 2. Summary on MPWD Revenue Requirements for FY 2022/2023 and SFPUC Wholesale Water Rate Adjustment effective July 1, 2022
 - 3. Consider Oral Testimony
 - 4. Review Written Protests
 - 5. Close Hearing
 - 6. Consider Ordinance 123 Amending Attachment "A" Regarding Rates and Fees to the Water Service Ordinance No. 103, for the MPWD

7. REGULAR BUSINESS AGENDA

- A. Consider Resolution 2022-11 Approving FY 2022/2023 Operating & Capital Budgets
- B. Consider Resolution 2022-12 Authorizing a Professional Services Contract with Spatial Wave of Laguna Hills, CA, for Implementation of an Automated Asset Management and Workflow System, including Updated GIS Mapping, for the total amount of \$70,528
- C. Consider Resolution 2022-13 Authorizing an Amendment to the Contract for Professional Construction Management Services Provided by TRC Companies, Inc. in the Amount of \$115,389.78 for Services Rendered during Construction of the El Camino Real Capital Project
- D. Discuss Return to In-Person Board Meetings
- E. Receive Reports on California and San Francisco Regional Water System Drought Conditions, and MPWD's Water Conservation Update
- F. Receive BAWSCA Update

8. MANAGEMENT AND BOARD REPORTS

- A. Management Reports
 - 1. General Manager
 - 2. Administrative Services
 - 3. Operations
 - 4. District Engineer
- B. Financial Reports
 - 1. Month End April 30, 2022
- C. Director Reports

9. COMMUNICATIONS

10. CLOSED SESSION

- A. Public Employment Appointment
General Manager Position
(Government Code Section 54957)
- B. Conference with Labor Negotiator
(Government Code Section 54957.6)

11. RECONVENE TO OPEN SESSION

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 and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested. Requests should be sent to the General Manager at (650) 591-8941 or tammyr@midpeninsulawater.org. Requests must be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

NEXT REGULAR BOARD MEETING: THURSDAY, JUNE 23, 2020 AT 6:30PM



Proclamation

WHEREAS, according to the California Department of Water Resources, the 2021 was the second driest year in California since 1924; and,

WHEREAS, 2022 may be the driest year on record for the State of California history; and,

WHEREAS, the period of 2001-2022 is the driest 22-year-period since at least 800 A.D.; and,

WHEREAS, with the increasing temperatures and prolonged droughts becoming more frequent due largely to climate change traditional supplies of water may be diminished permanently; and,

WHEREAS, conserving water by reducing consumption is the most significant and efficient tool available to preserve water supplies for the immediate future; and,

WHEREAS, there are numerous tools, reimbursements and rebates available through local and regional water agencies supporting water conservation by residents and businesses alike; and,

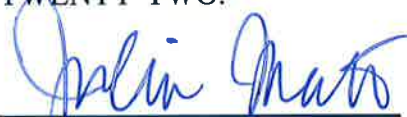
WHEREAS, immediate action by local consumers is necessary to reduce water use and preserve supplies through the summer and fall; and,

THEREFORE, BE IT RESOLVED, that I, Julia Mates, Mayor of the City of Belmont, on behalf of the Belmont City Council, do hereby proclaim April 2022 Water Conservation Month and encourages local residents and businesses to avail themselves of the many available resources to replace water using appliances, plant drought-tolerant landscapes, and maximize efficient water use; and,

BE IT FURTHER RESOLVED, that the City of Belmont will work with local and regional partners to promote water conservation and connect local residents and businesses to the many available tools and sources of information to help reduce water consumption.




SIGNED AND AFFIXED WITH THE OFFICIAL SEAL OF THE CITY OF BELMONT, ON THIS TWELFTH DAY OF APRIL TWO THOUSAND AND TWENTY-TWO.



MAYOR of the City of Belmont

ATTEST:


CLERK of the City of Belmont

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

Thursday, April 28, 2022
Belmont, California

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

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via email to General Manager Tammy Rudock, at tammyr@midpeninsulawater.org.

Please indicate in your email the agenda item to which your comment applies.

Comments submitted before the meeting will be provided to the Board before or during the meeting.

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

Meeting Link: <https://us06web.zoom.us/j/83893456144>

Dial by Telephone U.S. (Toll Free): 1-888-788-0099

Meeting ID: 838 9345 6144

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1. **OPENING**

A. **Call to Order**

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

B. **Establishment of Quorum**

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

A quorum was present.

ALSO PRESENT: General Manager Tammy Rudock, Operations Manager Rene
Ramirez, Administrative Services Manager/Board Secretary (Temporary) Monique
Madrid, Management Analyst Jeanette Kalabolos, District Counsel Julie Sherman, and
District Engineer Joubin Pakpour.

GUEST: Sheldon Chavan of Chavan & Associates

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2. **PUBLIC COMMENT**

None

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

It was noted that the agenda had numbering errors. This was due to the agenda item Acknowledgements/Presentations was inadvertently left off the agenda causing the numbering of agenda staff reports to be off by one. This did not cause any substantive changes and was noted to ensure agenda items could be followed.

4. CONSENT AGENDA

- A. Approve Minutes for the Regular Board Meeting on March 24, 2022, and Special Board Meeting on April 14, 2022**
- B. Approve Expenditure from March 1, 2022, through March 31, 2022**
- C. Reaffirm Resolution 2021-26 Making Findings Pursuant to Assembly Bill 361 that the Proclaimed COVID-19 State of Emergency Continues to Impact the Ability of the MPWD Board of Directors and its Committees to Meet Safely in Person**

Vice President Vella moved to approve the Consent Agenda.

Director Schmidt seconded the motion.

Roll Call Vote: Item 4.A. passed unanimously: 5-Ayes, 0-Noes

5. HEARING AND APPEALS

None

6. REGULAR BUSINESS AGENDA

- A. Consider Resolution 2022-09 Appointing Sheldon Chavan, CPA, as District Treasurer, and Authorizing a Contract with Chavan and Associates, LLP, for District Treasurer and Accounting Services**

General Manager Rudock introduced the item and provided a summary review. She advised both parties are in agreement with the services proposal. The accounting firm will be present at all board meetings and the Finance Committee meetings. This firm will be replacing the Chief Financial Officer (CFO) (Temporary) for future, with some overlap of the current CFO (Temporary) for ease of transition. The services will begin on May 1, 2022. She added that some of the high priority items have been completed or were in progress for completion.

She then introduced Sheldon Chavan of Chavan and Associates LLC, and asked if he would like to provide background information and additional comments about his proposed scope of work.

98 Board discussion followed.

99
100 Director Zucca moved to approve Resolution 2022-09 Authorizing a Professional
101 Services Agreement in a total amount not to exceed \$64,500 with Chavan & Associates,
102 LLP for Professional Accounting Services, and Appointing Chavan & Associates, LLP as
103 MPWD District Treasurer.

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105 Vice President Vella seconded the motion.

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107 **Roll Call Vote: Item 6.A. passed unanimously: 5-Ayes, 0-Noes**

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109 **B. Receive Report on the Proposed Regional Water System Alternative Water**
110 **Supply Project known as the SF-Peninsula Regional Pure Water (SPRP)**
111 **Project, and Provide Direction to Staff regarding MPWD's Participation as a**
112 **Peninsula Water Supplier and Future Beneficiary of Drought Year Water Supply**
113 **from the Project, including a Financial Commitment not to exceed \$100,000 for**
114 **its Share of Costs for the Next Project Phase 4: Basis of Design Report**
115

116 Operations Manager Ramirez presented a report on the Proposed Regional Water System
117 Alternative Water Supply project and provided a summary review of the process, the
118 participants and the necessary financial commitment for the MPWD to further participate as a
119 Peninsula Water Supplier and future beneficiary of drought year water supply from the
120 project. The financial commitment would be a not-to-exceed \$100,000 for its share of costs
121 for the next project phase 4: Basis Design Report.

122
123 General Manager Rudock provided some additional comments. This project is an indirect
124 potable reuse project and could provide as much as one (1) MGD of purified water. The
125 system could come online as soon as 2039.

126
127 Board discussion followed. The board indicated they would like to see some language in
128 the Agreement for security of the district's investment. General Manager Rudock stated
129 that is not likely but that the agreement would be brought to the Board for consideration and
130 approval before money is spent.

131
132 **C. Review Summary Report on Preliminary Draft FY 2022/2023 Operating Budget**
133

134 General Manager Rudock introduced the item and provided a review of some of the
135 draft Budget highlights, then turned it over to CFO (Temporary) Alleyne LaBossiere.

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137 Mr. LaBossiere reviewed the Preliminary Draft Summary FY 2022/2023 Operating
138 and Capital Budgets. He advised the final draft and detailed accounts will be taken
139 to the Finance Committee for their review and comments. The largest part of the
140 projected deficit is due to the increase in personnel costs for the overlap of
141 personnel during the succession hiring and training, and accrued leave cash-outs
142 for employee retirements.

143
144 Board discussion followed.

145 General Manager Rudock mentioned that the detailed budget would be presented
146 to the Board Finance Committee as in the past. The Board would receive the final
147 draft Operating budget summary and Capital budget next month. Director Jordan
148 asked to receive the budget details worksheets, as did Director Schmidt. General
149 Manager Rudock said she would provide them to the Board after the Finance
150 Committee Meeting and prior to next month's Board meeting.

151
152 **D. Discuss Return to In-Person Board Meetings**
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154 General Manager Rudock introduced the item. District Counsel Julie Sherman updated the
155 Board members on the current State of Emergency. She advised that the State of Emergency
156 would need to be lifted in order to be required to meet in person. AB361 is meant to be
157 continued through the end of this year. Therefore, as long as the board continues to make
158 findings the meetings may continue to be held virtually.

159
160 General Manager Rudock advised that staff is purchasing and setting up new equipment
161 which will allow for a hybrid meeting to include both virtual and in-
162 person attendance. Staff will test the system and advise the board of its adequacy.

163
164 Board discussion followed.

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166 **E. Receive Reports on:**
167

- 168 **1. California and San Francisco Regional Water System Drought Conditions;**
- 169 **and**
- 170 **2. MPWD Water Conservation Update; and**
- 171 **3. MPWD Quarterly Water Conservation Activities Report through March 31,**
- 172 **2022; and**
- 173 **4. Implementation of Water Shortage Contingency Level 2 for the MPWD in**
- 174 **Alignment with the Governor's Executive Order No. N-7-22 by a Date to be**
- 175 **Established by the State Water Resources Control Board**
- 176

177 Operations Manager Ramirez provided a detailed review of the reports including an
178 update on the current drought conditions, and the pending date to establish the
179 implementation of Water Shortage Contingency Level 2 for the MPWD in alignment with
180 the Governor's Executive Order No. N-7-22 by a date to be established by the State
181 Water Resources Control Board (SWRCB).

182
183 Management Analyst Kalabolas reported on the Water Conservation update and the
184 MPWD Quarterly Water Conservation activities through March 31, 2022.

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186 General Manager Rudock added comments on Executive Order N-7-22 regarding
187 implementation of Level 2 of the MPWD's Water Shortage Contingency Plan as soon as the
188 date is established by the SWRCB

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190 Board discussion followed.

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7. MANAGEMENT AND BOARD REPORTS

A. Management Reports

1. General Manager

General Manager Rudock reviewed her report, including advising of the city of Belmont's proclamation of April as water awareness month. Four (4) Board Members and the General Manager were present at the city council meeting.

2. Administrative Services

Administrative Services Manager-(Temporary) provided a review of her report. She explained the number of Proposition 218 Notices sent and the number of protests received as of the date of the meeting.

3. Operations

Operations Manager Ramirez provided a review of his report including a review of the El Camino Real capital project. He reminded the Board of the scheduled Closed Session for tonight regarding this project and potential litigation.

4. Chief Financial Officer

Chief Financial Officer (Temporary) LaBossiere provided an update on the MPWD's debt service coverage.

5. District Engineer

District Engineer Pakpour provided a review of his report explaining the current status of current design projects.

B. Financial Reports

1. Month End March 31, 2022

Chief Financial Officer (Temporary) LaBossiere provided an update on the MPWD's Revenue and Expense report.

C. Director Reports

Director Jordan advised she attended the City of Belmont's City Council meeting for the MPWD's Water Awareness recognition.

President Wheeler advised he also attended the City Council meeting. He went to the HIA meeting with Tammy, and the speaker discussed sea level rise.

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8. COMMUNICATIONS

None

9. CLOSED SESSION

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

The Board convened at 8:50PM for a 5-minute break.

The Board convened to Closed Session at 8:55PM.

10. RECONVENE TO OPEN SESSION

The Board reconvened to Open Session at 9:19PM

District Counsel Julie Sherman reported there was no reportable action.

11. ADJOURNMENT

Meeting adjourned at 9:20PM.

DISTRICT SECRETARY

APPROVED:

BOARD PRESIDENT

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

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

WEDNESDAY, MAY 11, 2022 - 5:00 PM
BELMONT, CALIFORNIA

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

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Meeting ID: 868 9972 5667

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1. **OPENING**

A. Call to Order

The special teleconference meeting of the Mid-Peninsula Water District was called to order at 5:10PM.

B. Establishment of Quorum

PRESENT: Directors Wheeler, Zucca, Schmidt and Jordan

Director Vella joined late for the closed session via telephone.

A quorum was present.

ALSO PRESENT: General Manager Tammy Rudock. Administrative Services Manager/Board Secretary (Temporary) Monique Madrid, District Counsel Julie Sherman.

47 **GUESTS:** None

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49 **2. PUBLIC COMMENT**

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51 NONE

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53 **3. REGULAR BUSINESS AGENDA**

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55 NONE

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57 **4. CLOSED SESSION**

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59 **A. Public Employee Appointment**
60 **General Manager Position**
61 **(Government Code Section 54957)**

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63 **B. Conference with Labor Negotiator**
64 **(Government Code Section 54957.6)**

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66 The Board convened to closed session at 5:11PM.

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68 **5. RECONVENE TO OPEN SESSION**

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70 The Board reconvened to open session at 9:28PM.

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72 **PRESENT:** Board President Wheeler, District Counsel Julie Sherman, and
73 Administrative Services Manager (Temporary) Monique Madrid

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75 Due to technical difficulties the MPWD was unable to open the Zoom meeting. No public
76 was present. District Counsel Julie Sherman called the Administrative Services Manager
77 (Temporary) and reported there was no reportable action taken. The Board President
78 was advised of District Counsel's report and the meeting was adjourned.

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80 **6. ADJOURNMENT**

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82 The meeting adjourned at 9:36PM.

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DISTRICT SECRETARY

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87 APPROVED:

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BOARD PRESIDENT

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

THURSDAY, MAY 12, 2022 - 5:00 PM
BELMONT, CALIFORNIA

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VIA TELECONFERENCE ONLY (NO PHYSICAL LOCATION)
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Dial by Telephone U.S. (Toll Free): 1-888-788-0099
Meeting ID: 819 9823 3984

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1. OPENING

A. Call to Order

33 The special teleconference meeting of the Mid-Peninsula Water District Board of Directors was called to order at 5:01PM.

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36 District Counsel advised the Zoom format of the 5/11/2022 Special Board Meeting experienced technical difficulties at the end of the meeting when the Board reconvened to Open Session at 9:28PM. Only the Administrative Services Manager Monique Madrid was able to participate in the virtual meeting forum. Board President Wheeler verified there were no members of the public present. The minutes will reflect that there was no reportable action (out of the closed session) and the meeting was adjourned at 9:36PM.

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B. Establishment of Quorum

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

47 A quorum was present.

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

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51 **2. PUBLIC COMMENT**

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55 **3. REGULAR BUSINESS AGENDA**

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59 **4. CLOSED SESSION**

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- A. **Public Employee Appointment
General Manager Position
(Government Code Section 54957)**

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- B. **Conference with Labor Negotiator
(Government Code Section 54957.6)**

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The board convened to closed session at 5:08PM.

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5. RECONVENE TO OPEN SESSION

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The board reconvened to open session at 9:38PM.

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PRESENT: Board President Kirk Wheeler, General Manager Tammy Rudock, and District Counsel Julie Sherman.

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District Counsel Julie Sherman reported there was no reportable action.

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6. ADJOURNMENT

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The board adjourned at 9:39PM.

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APPROVED:

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BOARD PRESIDENT

DISTRICT SECRETARY

Accounts Payable

Checks by Date - Summary by Check Date

User: mistym
 Printed: 5/18/2022 4:34 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
102179	calpers	CALPERS	04/05/2022	3,876.37
102180	calpers	CALPERS	04/05/2022	411.14
102181	icmacont	ICMA contributions	04/05/2022	3,663.24
102182	healtheq	Health Equity	04/05/2022	285.00
102183	adppayrl	adp	04/05/2022	9,843.53
102184	adppayrl	adp	04/05/2022	20,219.90
Total for 4/5/2022:				38,299.18
102185	BNYMelln	BNY Mellon Sweep Acct 361683	04/06/2022	200,000.00
Total for 4/6/2022:				200,000.00
37682	RANDB	CORE & MAIN LP	04/07/2022	1,063.02
37683	GOTSAFE	GOTSAFETY	04/07/2022	615.00
37684	GRANITE	GRANITE ROCK COMPANY	04/07/2022	225.94
37685	HACHCOMI	HACH COMPANY INC	04/07/2022	388.68
37686	HASSETTH	HASSETT HARDWARE	04/07/2022	42.80
37687	HOMEDEPC	HOME DEPOT	04/07/2022	194.29
37688	INTRTRAF	INTERSTATE TRAFFIC CONTROL INC	04/07/2022	262.50
37689	KBADOCU	KBA DOCUMENT SOLUTIONS, LLC	04/07/2022	42.24
37690	LABOSSIE	J. ALLEYNE LABOSSIERE, CPA	04/07/2022	1,154.78
37691	MNGWATEF	MANAGEWATER CONSULTING,INC	04/07/2022	3,810.00
37692	OFFICEDE	OFFICE DEPOT, INC.	04/07/2022	335.92
37693	PG&E	PG&E	04/07/2022	16,869.11
37694	ROBTHALF	ROBERT HALF INTERNATIONAL	04/07/2022	5,160.40
37695	SMELECTR	SAN MATEO ELECTRONIC SUPPLY	04/07/2022	43.85
37696	PACWEST	SONITROL / PACIFIC WEST SECURITY	04/07/2022	1,293.60
37697	TMOBILE	T-MOBILE	04/07/2022	31.40
37698	USPOSTAL	U S POSTAL SERVICE	04/07/2022	404.00
37699	VALLEYOL	VALLEY OIL COMPANY	04/07/2022	75.30
37700	VANGUARE	VANGUARD CLEANING SYSTEMS, INC	04/07/2022	435.00
37701	BPLANDSC	BAY POINTE LANDSCAPE	04/07/2022	2,725.00
37702	CEDBAYAR	CED BAY AREA	04/07/2022	106.72
37703	CINTS	CINTAS CORPORATION	04/07/2022	532.63
102186	ACWA5661	ACWA JPIA	04/07/2022	137,749.83
102187	CPSHRCON	CPS HR CONSULTING	04/07/2022	7,000.00
102188	DAVIDSON	JOHN T. DAVIDSON OR DBA JRocket77	04/07/2022	3,645.00
102189	LIFTOFFD	LIFTOFF DIGITAL	04/07/2022	150.00
102190	OPERTECH	OPERATIONAL TECHNICAL SERVICES	04/07/2022	29,611.71
102191	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	04/07/2022	84,267.47
Total for 4/7/2022:				298,236.19
102192	ICMACONT	ICMA contributions	04/13/2022	1,020.00
102193	HEALTHEQ	Health Equity	04/13/2022	330.00
102194	CALPERS	CALPERS	04/13/2022	9,002.87

Check No	Vendor No	Vendor Name	Check Date	Check Amount
102195	CALPERS	CALPERS	04/13/2022	904.84
102196	ADPPAYRL	adp	04/13/2022	16,362.22
102197	ADPPAYRL	adp	04/13/2022	40,804.54
Total for 4/13/2022:				68,424.47
12205	AIRGAS	AIRGAS, LLC	04/14/2022	201.70
12206	DFS	DOCUMENT FULFILLMENT SERVICES	04/14/2022	2,725.27
12207	OPERTECH	OPERATIONAL TECHNICAL SERVICES	04/14/2022	13,755.81
12208	SCOTSMAN	WILLIAMS SCOTSMAN, INC.	04/14/2022	1,102.78
37704	actiontw	Action Towing & Road Services	04/14/2022	290.00
37705	ALLIRON	ALLIED IRON CO., INC.	04/14/2022	74.72
37706	AQUAMETF	AQUA-METRIC SALES, CO.	04/14/2022	13,970.92
37707	ATT60197	AT&T 60197	04/14/2022	44.56
37708	BAYARPAV	BAY AREA PAVING CO. INC.	04/14/2022	9,300.00
37709	BFI OF CAL	BFI of CALIFORNIA INC. - OX MTN. LA	04/14/2022	3,895.40
37710	CARQUEST	CARQUEST AUTO PARTS	04/14/2022	70.59
37711	UB*00683	EMMA CIARDELLI	04/14/2022	12.87
37712	GRAINGER	GRAINGER	04/14/2022	153.09
37713	HASSETH	HASSETT HARDWARE	04/14/2022	17.56
37714	HOMEDPC	HOME DEPOT	04/14/2022	575.21
37715	INTRBATT	INTERSTATE BATTERY SYSTEM, INC.	04/14/2022	837.77
37716	ALLELABO	J. ALLEYNE LABOSSIERE, CPA	04/14/2022	1,129.73
37717	MATCOTLS	MATCO TOOLS	04/14/2022	929.68
37718	UB012374	MIDPEN HOUSING	04/14/2022	705.93
37719	RNIEHAUS	ROBERT D. NIEHAUS, INC.	04/14/2022	5,715.00
37720	OFFICEDE	OFFICE DEPOT, INC.	04/14/2022	393.36
37721	PACOFFIC	PACIFIC OFFICE AUTOMATION	04/14/2022	103.08
37722	PG&E	PG&E	04/14/2022	559.93
37723	RMORGAN	RAY MORGAN COMPANY	04/14/2022	2,386.23
37724	RECOLOGY	RECOLOGY SAN MATEO COUNTY	04/14/2022	771.28
37725	ROBTHALF	ROBERT HALF INTERNATIONAL	04/14/2022	4,847.20
37726	SMENVIRN	SAN MATEO CO. ENVIRO. HEALTH	04/14/2022	1,819.00
37727	SPRIHOLD	SPRINGBROOK HOLDING COMPANY 1	04/14/2022	4,156.00
37728	STEPFORD	STEPFORD BUSINESS, INC.	04/14/2022	3,018.75
37730	VALLEYOL	VALLEY OIL COMPANY	04/14/2022	4,754.70
Total for 4/14/2022:				78,318.12
102218	adprfee	ADP Payroll Fees	04/15/2022	1,796.75
102219	adprfee	ADP Payroll Fees	04/15/2022	85.00
Total for 4/15/2022:				1,881.75
102224	ICMACONT	ICMA contributions	04/19/2022	3,663.24
102225	HEALTHAQ	Health Equity	04/19/2022	285.00
102226	ADPPAYRL	adp	04/19/2022	10,666.10
102227	ADPPAYRL	adp	04/19/2022	20,358.88
Total for 4/19/2022:				34,973.22
37731	ATT60197	AT&T 60197	04/21/2022	87.27
37732	BAYARPAV	BAY AREA PAVING CO. INC.	04/21/2022	23,208.00
37733	BAWSCA	BAY AREA WATER SUPPLY & CONSER	04/21/2022	246.63
37734	BRAVOPRO	BRAVO PROMOTIONAL MARKETING	04/21/2022	2,557.68
37735	DACOCONS	DACO CONSTRUCTION	04/21/2022	24,395.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
37736	HASSETTH	HASSETT HARDWARE	04/21/2022	81.20
37737	HOMEDPC	HOME DEPOT	04/21/2022	193.58
37738	ALLELABO	J. ALLEYNE LABOSSIERE, CPA	04/21/2022	784.93
37739	MATAELE	TAVA MATAELE	04/21/2022	3,047.20
37740	PACOFFIC	PACIFIC OFFICE AUTOMATION	04/21/2022	247.49
37741	PERSONAL	PERSONAL AWARDS, INC.	04/21/2022	1,480.60
37742	ROBTHALF	ROBERT HALF INTERNATIONAL	04/21/2022	5,109.69
37743	SFWATER	SAN FRANCISCO WATER DEPT	04/21/2022	438,714.60
37744	STANDINS	STANDARD INSURANCE COMPANY	04/21/2022	763.03
37745	CAWAPP	STATE WATER RESOURCES CONTROL	04/21/2022	3,173.62
37746	STEPFORD	STEPFORD BUSINESS, INC.	04/21/2022	94.70
102222	CALPERS	CALPERS	04/21/2022	3,268.21
102223	CALPERS	CALPERS	04/21/2022	649.76
102228	HANSONBR	HANSON, BRIDGETT	04/21/2022	8,336.00
102229	MOMADRIE	MONIQUE MADRID	04/21/2022	3,052.46
102230	OPERTECH	OPERATIONAL TECHNICAL SERVICES	04/21/2022	4,615.60
102231	REDIST	REDISTRICTING PARTNERS, LLC	04/21/2022	12,000.00
102232	SCOTSMAN	WILLIAMS SCOTSMAN, INC.	04/21/2022	729.38
Total for 4/21/2022:				536,836.63
37747	CARQUEST	CARQUEST AUTO PARTS	04/27/2022	41.68
37748	cintas	CINTAS CORPORATION	04/27/2022	553.98
37749	comcast	COMCAST	04/27/2022	341.36
37750	comcastb	COMCAST BUSINESS	04/27/2022	1,765.07
37751	RANDB	CORE & MAIN LP	04/27/2022	1,952.46
37752	GRANITE	GRANITE ROCK COMPANY	04/27/2022	688.17
37753	HACHCOMI	HACH COMPANY INC	04/27/2022	2,032.77
37754	homedepo	HOME DEPOT	04/27/2022	801.46
37756	PG&E	PG&E	04/27/2022	5,521.62
37757	robthalf	ROBERT HALF INTERNATIONAL	04/27/2022	5,003.40
37758	SMELECTR	SAN MATEO ELECTRONIC SUPPLY	04/27/2022	29.98
37759	STANDINS	STANDARD INSURANCE COMPANY	04/27/2022	1,096.69
37760	STEPFORD	STEPFORD BUSINESS, INC.	04/27/2022	2,086.00
37761	verizon	VERIZON WIRELESS	04/27/2022	6,106.17
102235	opertech	OPERATIONAL TECHNICAL SERVICES	04/27/2022	8,208.00
102236	CALPERS	CALPERS	04/27/2022	1,095.79
102237	CALPERS	CALPERS	04/27/2022	800.00
102238	ICMACONT	ICMA contributions	04/27/2022	1,020.00
102239	HEALTHAQ	Health Equity	04/27/2022	330.00
102241	CALPERS	CALPERS	04/27/2022	6,707.62
Total for 4/27/2022:				46,182.22
1235	4LEAFINC	4 LEAF, INC.	04/28/2022	22,570.50
1236	MOTTMAC	MOTT MACDONALD	04/28/2022	47,608.25
1237	MPWD	Mid-Peninsula Water District	04/28/2022	19,477.50
1238	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	04/28/2022	1,295.44
Total for 4/28/2022:				90,951.69
102240	RAVELLA	LAURA RAVELLA	04/29/2022	1,037.93
102242	ADPPAYRL	adp	04/29/2022	13,411.03
102243	ADPPAYRL	adp	04/29/2022	32,356.15
Total for 4/29/2022:				46,805.11

Check No **Vendor No** **Vendor Name** **Check Date** **Check Amount**

Report Total (127 checks):

1,440,908.58



AGENDA ITEM NO. 5.C.

DATE: May 26, 2022
TO: Board of Directors
FROM: Tammy Rudock, General Manager

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

RECOMMENDATION: Reaffirm Resolution 2021-26.

FISCAL IMPACT: None.

BACKGROUND:

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

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

DISCUSSION:

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

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

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

Attachment: Resolution 2021-26

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

RESOLUTION NO. 2021-26

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

* * *

MID-PENINSULA WATER DISTRICT

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

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

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

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

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

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

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

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

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

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


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

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


NOES: 0

ABSTENTIONS: 0

ABSENCES: 0


Board President

ATTEST:


Board Secretary



AGENDA ITEM NO. 5.D.

DATE: May 26, 2022
TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager

SUBJECT: APPROVE RESOLUTION 2022-10 AUTHORIZING A TASK ORDER AMENDMENT IN THE AMOUNT OF \$47,000 TO THE CONTRACT BETWEEN THE MPWD AND HF&H CONSULTANTS, LLC, FOR COMPLETION OF THE WATER RATE STUDY

RECOMMENDATION

Approve Resolution 2022-10.

FISCAL IMPACT

The Board executed a contract with HF&H Consultants, LLC (HF&H) on June 25, 2020, to prepare the 2020 Water Rate Study update for \$47,926 plus a 10-percent contingency of \$4,800, for a total budget of \$52,726. To date, the MPWD has paid HF&H a total of \$47,926.

After completion of the 2020 Urban Water Management Plan and Water Shortage Contingency Plan, in late 2021, additional work and rate alternatives were requested by the MPWD, including water shortage contingency rates coordinated with the six (6) identified shortage stages. HF&H responded with the attached proposal dated May 9, 2022, totaling \$47,000, which staff believes is fair for the work that is to be performed for completion of the study.

This amendment would increase the Water Rate Study budget to \$99,726, including the initial 10% contingency that has not been used.

BACKGROUND

During the COVID-19 summer of 2020, District staff remained busy initiating several studies including a study for the next 10-year financial plan and proposed 5-year plan for water rate adjustments. The last rate study had taken place in 2015. The District's consulting team from HF&H was making satisfactory progress in their study and had shared their initial findings with staff. They then went back to work following staff feedback, completed that work before the end of calendar year 2020 and presented their findings to the Board's Finance Committee on January 13, 2021. A Board presentation of the draft report was made on February 25, 2021.

In January 2021, the SFPUC released a letter stating an uncertain water reliability future on the Tuolumne River due to the potential implementation of the Bay-Delta Plan that had been approved by the state. This SFPUC letter had the potential to affect the District's water supply in many ways, and management decided it was in the District's best interests to take a pause, study the potential ramifications before re-starting the Water Rate Study, among other studies.

DISCUSSION

By October 2021, the District had completed its work on understanding the potential ramifications for future water reliability and documented its position as best as possible in its submission of its 2020 Urban Water Management Plan and Water Shortage Contingency Plan. In addition to the seriousness of future water reliability, the potential for water supplies being affected by drought were being heard from the SFPUC and state. There was also talk of an SFPUC rate hike for the summer of 2022. The SFPUC had not increased water charges in four years.

Staff met virtually with the HF&H team and asked them to prepare and submit a scope of work and cost proposal to consider the impacts and present updated recommendations on a five-year rate plan.

The May 9, 2022, proposal letter from HF&H (attached) lays out their proposal. In it, HF&H recaps their work and SFPUC matters that created the need to pause their work, and to now reflect a proposed SFPUC wholesale customer rate hike of 15.9 percent, from \$4.10 to \$4.75 per hundred cubic feet of water purchase on July 1, 2022. HF&H’s work plan contains two tasks:

- Task 1 will focus on developing a five-year rate structure for the Board to adopt by: updating rate model with projected revenues, expenses, and cash reserves over a 10-year financial planning period, including operation and capital budgets; review revenue projections using water use trends; looking back of most recent three-year period to update cost-of-service and rate design analysis; develop and recommend rates for normal and drought years, in times of mandatory water restrictions, that allows District to automatically adjust water rates without requiring an annual Proposition 218 process.
- Task 2 will focus on presenting their findings and recommendations to staff, the Board Finance Committee and the full Board.

The goal is to complete the study in time for the Board to consider implementing new rates as early as January 1, 2023.

Attachment: Resolution 2022-10
HF&H Proposal dated May 9, 2022
Task Order 22-24

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

UNANIMOUS_____ WHEELER_____ VELLA_____ ZUCCA_____ JORDAN_____ SCHMIDT_____

RESOLUTION 2022-10

**AUTHORIZING A TASK ORDER AMENDMENT IN THE AMOUNT OF \$47,000
TO THE CONTRACT BETWEEN THE MID-PENINSULA WATER DISTRICT
AND HF&H CONSULTANTS, LLC, FOR COMPLETION OF THE WATER RATE STUDY**

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, the Mid-Peninsula Water District (District) entered into a contract with HF&H Consultants, LLC (HF&H) on June 25, 2020, to provide consulting services for the preparation of the 2020 Water Rate Study, in the amount of \$47,926 plus a 10-percent contingency of \$4,800, for a total budget of \$52,726; and

WHEREAS, HF&H was on target and budget for the completion of the 2020 Water Rate Study, including several meetings with District staff on their findings and recommendations and a meeting with the Board Finance Committee, and presentation to the Board, on their findings and recommendations when the District received critical information from the SFPUC in January 2021 regarding the potential for reduced water supplies in the future due to the potential implementation of the Bay-Delta Plan and the severe cutbacks in water supply to the Regional Water System, which information led to the need to more carefully study and understand the potential ramifications of a reduced water supply to the District that could come from the potential implementation of the Bay-Delta Plan; and

WHEREAS, District management placed the 2020 Water Rate Study in abeyance until the District better understood ramifications from the potential reduction in water supplies, and were appropriately addressed in the District's 2020 Urban Water Management Plan and Water Shortage Contingency Plan, which was submitted to the state Department of Water Resources on October 1, 2021; and

WHEREAS, the SFPUC declared a water shortage emergency in November 2021 and requested a voluntary 10-percent water use reduction, and in March 2022 proposed a 15.9 percent rate increase to wholesale customers rates from \$4.10 to \$4.75 per hundred cubic feet effective July 1, 2022; and

WHEREAS, the District received a proposal from HF&H on May 9, 2022, which will focus on developing a five-year rate structure for the Board to adopt by: updating the rate model with projected revenues; expenses and cash reserves over a 10-year financial planning period, including operation and capital budgets; revenue projections using customer water use trends; reviewing the past three-year period to update the cost-of-service and rate design analysis and develop and recommend rates for normal and drought years, during periods of mandatory water restrictions, that allow the District to automatically adjust water rates without having to have an annual Proposition 218 process; present their findings to staff, the Board Finance Committee and full Board in a timely fashion so that a Proposition 218 process can take place and the Board consider a rate adjustment for implementation as early as January 1, 2023.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mid-Peninsula Water District authorizes Task Order No. 22-24 for additional work to be performed by HF&H as stated in its proposal dated May 9, 2022, in the amount of \$47,000 for a new total budget of \$99,726.

REGULARLY PASSED AND ADOPTED this 26th day of May 2022 by the following vote.

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

Board President

ATTEST:

District Secretary



590 Ygnacio Valley Road, Suite 105
Walnut Creek, California 94596
Tel: (925) 977-6950
Fax: (925) 977-6955
hfh-consultants.com

Robert D. Hilton, Emeritus
John W. Farnkopf, PE
Laith B. Ezzet, CMC
Richard J. Simonson, CMC
Marva M. Sheehan, CPA
Rob C. Hilton, CMC

May9, 2022

Tammy Rudock
General Manager
Mid-Peninsula Water District
3 Dairy Lane
Belmont, CA 94002

Subject: Proposal to Update Water Rate Model

Tammy Rudock:

At the District's request, we have prepared this proposal to update the District's water rates for an effective date of January 1, 2023. Our proposal describes the background, work plan, staffing, fee estimate, and schedule.

Background

In 2021, HF&H Consultants (HF&H) nearly completed a water rate study for the District for rates to be effective in July 2021. Prior to issuing a report and the initiation of the Proposition 218 process, District staff paused the project due to concerns that the San Francisco Public Utility Commission (SFPUC), from which the District purchases its water wholesale, was going to increase its rates as well as declare mandatory cutbacks in response to drought conditions. District staff felt it was prudent to wait for the SFPUC's decisions before adopting a new rate structure.

Subsequently, the SFPUC declared a water shortage emergency and requested a 10% system-wide water use reduction. In anticipation of reduced revenue from water use cutbacks, the SFPUC has indicated the wholesale cost of water will increase from \$4.10 per HCF to \$4.75 per HCF on July 1, 2022.

The objective of this project is to re-evaluate the District's water rates by updating the previous rate model with projected revenues and expenses for the forthcoming year, update the cost-of-service analysis for new demand patterns, and assist the District in implementing a new rate structure through the Proposition 218 process. This analysis will be completed in time for an October Board Meeting so that the Board may adopt a new rate structure.

Work Plan

The work plan will include the following two tasks.



Task 1. Rate Model Update. Using the model from the original rate study, we will update the District's projected water revenues, expenses, and cash reserve balance for another ten-year financial planning period. We will incorporate the most recent operating and capital budgets into the model and prepare new projections. We will review the revenue projections, based on recent trends in water use by the District's ratepayers, and update them as needed. Water use demand patterns from the most recent three years will be used for updating the cost-of-service and rate design analysis.

In order to update the model, we will need the following data:

1. Ending fund balance as of June 30, 2022.
2. FY 2021-22 actual revenues and expenses (audited financials, when available).
3. FY 2022-23 budgeted revenues and expenses.
4. FY 2022-23 through FY 2026-27 capital improvement project projections.
5. Customer water use/billing data for most recent three years.

Throughout this task, drafts of the updated model will be presented to the District staff via virtual meetings, which allows for real-time review of models from remote locations. Input from District staff will be incorporated into the model until it is ready for broader review by the District Council and/or the Board's Finance Committee.

The proposed budget includes developing drought rates during times of mandatory cutbacks, that allows the District to automatically adjust its water rates to offset revenue lost during droughts when customers are required to ration water; these adjustments can be made by notifying customers at least 30 days in advance on their bills without triggering the notification and protest process under Proposition 218

The proposed budget assumes preparing for and presenting at two Finance Committee meetings to review the analysis, answer questions, elicit feedback, and update the analysis as needed.

Task 2. Present Findings and Recommendations. We will summarize our findings in draft and final reports. The report will provide alternative scenarios for adjusting rates, if warranted. We will attend a Board Meeting to answer questions about our analysis and report.

Staffing, Budget Estimate, and Schedule

The work will be performed by Rick Simonson and Geoff Michalczyk. John Farnkopf will act as a project advisor and other highly qualified staff at HF&H may be used if needed.

Our proposed budget for the project is based on our recent experience preparing a water rate analysis for the District. Based on that experience, we estimate that a total budget of \$47,000 is required to update the model, prepare alternative rate structures, prepare contingency drought rates, draft a report of our findings and recommendations, and prepare for and attend up to four Board and/or Finance Committee meetings.



The District will be billed on a time-and-expenses basis according to our schedule of hourly rates in the attachment.

The schedule allows approximately six months for the proposed work. We expect to start the project as soon as the data requested in Task 1 can be provided. Assuming we receive the requested data no later than June 15, 2022, we will submit a draft report by the beginning of October. We will work with Staff during September to finalize the analysis and report by October, for inclusion in the agenda package for an October Board Meeting. We will assist with the staff report and attend the Board Meeting in October to answer any questions. We will also attend a Proposition 218 protest hearing when that is scheduled.

* * * * *

Thank you very much for this opportunity to assist you in this matter. Please call me if you have any questions or require additional information.

Very truly yours,
HF&H Consultants, LLC


Rick Simonson
Senior Vice President

* * * * *

Accepted on behalf of the Mid-Peninsula Water District

Date: _____

Tammy Rudock
General Manager
Mid-Peninsula Water District

Attachment - Standard Hourly Rates and Billing Arrangements

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HF&H CONSULTANTS, LLC

STANDARD HOURLY RATES AND BILLING ARRANGEMENTS

(Effective January 1, 2022)

Professional Fees

Hourly rates for professional and administrative personnel are as follows:

<u>Position</u>	<u>Rate</u>
Present, Senior Vice President, & Vice President	\$300 - \$315
Senior Project Manager	\$285 - \$295
Project Manager	\$240 - \$250
Senior Associate	\$210 - \$225
Associate Analyst	\$160 - \$170
Assistant Analyst	\$135 - \$150
Administrative Staff	\$110 - \$120

Direct Expenses

Standard charges for common direct expenses are as follows:

Automobile Travel	Prevailing IRS mileage rate
Airfare and Public Transit	Actual Cost

Billing Policies

Our policy is to bill for our services based on the standard hourly rates of the staff member assigned, multiplied by the time required to perform the client-related tasks, plus the direct expenses as described above. In implementing this policy we adhere to the following practices:

- It is our standard practice to e-mail invoices to our clients, although hard copies of invoices can be sent to clients on request.
- We round to the nearest one-quarter hour (e.g., if two hours and 55 minutes are spent on a task, it is recorded as three hours, if two hours and 5 minutes are spent on a task, it is recorded as two hours). A minimum charge of one-quarter hour is charged for any client work performed in a day.
- We do not markup out-of-pocket expenses, however, we may charge administrative or professional time related to the provision of the goods and services associated with these charges.
- If subcontractors are used, HF&H reserves the right to charge a 5% markup should the subcontractor's services require additional administrative oversight (e.g., multiple subcontractors; engagement turns out to solely require services of subcontractor, but HF&H as the prime must prepare billings).
- Mileage fees are based on the round-trip distance from the point of origin.

HF&H CONSULTANTS, LLC

STANDARD HOURLY RATES AND BILLING ARRANGEMENTS

- If a client's change to a previously scheduled meeting results in penalties being assessed by a third party (e.g., airline cancellation fee), then the client will bear the cost of these penalties.

While no minimum fee for a consulting engagement has been established, it is unlikely (given the nature of our services) that we can gain an understanding of a client's particular requirement, identify alternatives, and recommend a solution in less than twenty-four consulting hours.

Insurance

We maintain the following policies of insurance with carriers doing business in California:

- Comprehensive General Liability Insurance (\$2,000,000 Occurrence/\$4,000,000 Aggregate)
- Workers' Compensation (\$1,000,000)
- Professional Liability Insurance (\$2,000,000 Occurrence/\$2,000,000 Aggregate)
- Hired and Non-Owned Auto Liability¹ (\$2,000,000)
- Umbrella Liability (\$3,000,000 Occurrence/\$3,000,000 Aggregate)

All costs incurred in complying with additional coverages or limits (excluding additional insured and waiver of subrogation endorsements) become the responsibility of the client and are not included in the fees for services or direct charges but are billed in addition to the contract at cost, plus any professional or administrative fees.

Invoices and Payment for Services

Our time reporting and billing system has certain standard formats that are designed to provide our clients with a detailed invoice of the time and charges associated with their engagement. (We typically discuss these with our clients at our kick-off meeting.) We are also pleased to provide our clients with a custom invoice format but we will have to bill the client for time spent conforming our invoices to their unique requirements.

Billings for professional services and charges are submitted every month, in order that our clients can more closely monitor our services.

¹ HF&H Consultants does not own any company automobiles.



Mid-Peninsula Water District Task Order Form

**MID-PENINSULA
WATER DISTRICT**

TITLE: Contract amendment in amount of \$47,000 with HF&H Consultants for the Water Rate Study Update.		Page <u>1</u> of <u>1</u> .	
1. CONTRACTOR/CONSULTANT: HF&H Consultants, LLC		2. Reference Contract No. & Date: HF&H contract for Water Rate Study dated June 25, 2020; Reso # 2020-15	
3. Task Order No.: TO No. 22-24		4. Task Order Type: Consultant contract amendment for revised scope of work	
5. Period Of Performance: June 2022 through February 2023			
6. T. O. Cost history			
	COST	FEE	TOTAL
This Action Amount		\$ 47,000.00	\$ 47,000.00
Previously Approved Amount		\$ 52,726.00	\$ 52,726.00
NEW TOTAL	\$ -	\$ 99,726.00	\$ 99,726.00
<small>Except as otherwise expressly provided herein, the Contractor/Consultant shall perform the work described below in accordance with all terms and conditions of the Contract referenced above.</small>			
7. Summary of Work to be Performed Under Task Order: HF&H will update their rate model projected revenues; expensess and cash reserves over a 10-year financial planning horizon; including operation and capital budgets; revenue projections using customer water use trends; review past 3-year period to update cost-of-service and rate design analysis and develop and recommend rate for normal and drought years, during periods of mandatory water restrictions, that allow District to automatically adjust rate without a Prop 218 process; present findings to Committee before coming to full Board as soon as Jan 1, 2023.			
8. T. O. Documentation Requirements: Copy of executed Board Resolution #22-06		9. Schedule/Deliverables: Draft report by September with Board consideration at October 2022 meeting	
10. Payment Provisions: Monthly billing invoice from HF&H will be reviewed and processed by District staff.			
11. Contractor/Consultant Proj Mgr: Rick Simonson, Sr. VP		Phone No. (925) 977-6950	
AUTHORIZED SIGNATURES			
12. Mid-Peninsula Water District		13. Contractor/Consultant	
_____ Signature		_____ Signature	
Print Name: Tammy Rudock		Print Name: Rick Simonson	
Title: General Manager		Title: Senior Vice-President	
Date: 5/27/2022		Date: 5/27/2022	

AGENDA ITEM NO. 6.A.

DATE: May 26, 2022
TO: Board of Directors
FROM: Tammy Rudock, General Manager
Monique Madrid, Administrative Services Manager

SUBJECT: CONSIDER ORDINANCE NO. 123 AMENDING ATTACHMENT A REGARDING RATES AND FEES TO THE WATER SERVICE ORDINANCE NO. 103 FOR THE MPWD

RECOMMENDATION

Adopt Ordinance No. 123.

FISCAL IMPACT

The San Francisco Public Utilities Commission (SFPUC) approved a rate increase of the wholesale price for water purchased by the Mid-Peninsula Water District (MPWD). The MPWD staff received the SFPUC's Fiscal Year 2022-2023 Notice of Wholesale Water Rates increase on April 8, 2022. The increase in wholesale water rates for this fiscal year will be \$0.65 per hcf or a 15.9% increase from the current rate for treated wholesale water, effective July 1, 2022. This upcoming increase in wholesale water rates has been discussed during MPWD Board meetings beginning in January 2022.

Water rate adjustments are needed at the MPWD, effective July 1, 2022, to recover the increased cost of wholesale purchased water from the SFPUC.

BACKGROUND

A Proposition 218 rate notice was mailed on April 1, 2022, to all MPWD customers/rate payers (including tenants) reflecting the proposed water rates. A total of 10,144 Proposition 218 rate notices were mailed.

The MPWD has a total of 8,098 utility water accounts. Of those accounts, eighteen (18) are temporary hydrant meters and not eligible for the protest process. MPWD has a total of 8,080 eligible accounts. MPWD would need to receive 50% plus one (1), (4,040 + 1 = 4,041) for there to be a successful protest of the proposed rate increases.

DISCUSSION

Meeting information for the May 26th protest hearing was posted at the MPWD website on May 19th.

Three (3) written protests were received and verified at publication of this report. An update of the number of written protests received will be provided to the Board during the public hearing on May 26th.

Ordinance No. 123 is attached reflecting the water rates schedule, which schedule passes through the increases in the SFPUC wholesale water rates, effective July 1, 2022, which staff recommends approval by the Board. Only the commodity charges were revised to reflect the SFPUC pass-through increase for wholesale customers effective July 1, 2022.

Attachment: Ordinance No. 123

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

UNANIMOUS___ WHEELER___ VELLA___ ZUCCA___ JORDAN ___ SCHMIDT___

ORDINANCE NO. 123

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

MID-PENINSULA WATER DISTRICT

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

WHEREAS, these rates and fees are set forth in Attachment A to the District's Water Service Ordinance, which was most recently updated and adopted as Ordinance No. 120 on April 25th 2019; and

WHEREAS, in order to help the District recover its costs of service and remain financially stable, District staff recommends that the Board of Directors (Board) adopt the implementation of pass-through increases in the San Francisco Public Utilities Commission's (SFPUC) wholesale water rates over the next two (2) years, as allowed by Government Code section 53756; and

WHEREAS, pursuant to the requirements of Proposition 218, the District prepared a notice that describes the amounts, the basis for calculating, and the reasons for increasing the water rates, and identified the date, time, and location for the public hearing on the increased rates, and the procedures for submitting a protest; and

WHEREAS, the District mailed the written notice to the customers in the District at least 45 days before the date of the public hearing; and

WHEREAS, the District held a public hearing at the May 26, 2022 Board meeting and accepted comments and protests before and at the public hearing, and up through the conclusion of the public hearing; and

WHEREAS, the Board considered all comments and protests received; and

WHEREAS, the adjustment of the District's rate and fee schedule applicable to the water unit rate is an action that the Board of Directors finds exempt from the requirements of Section 21000, et seq., of the California Public Resources Code; and

WHEREAS, effective July 1, 2022, the pass-through increase for wholesale water supplied to the District will be 0.65¢ per hcf; and

WHEREAS, the District will send notifications to all customers at least 30 days prior to any pass-through increase implementation.

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

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

Section 2 – Effective Date: This Ordinance shall take effect and be in full force as of the date of its enactment, with the new rates reflected in bills to be sent to District customers commencing July 1, 2022. All prior ordinances or parts of ordinances that may be inconsistent with this Ordinance No. 123 hereby are repealed.

REGULARLY PASSED AND ADOPTED at a meeting of the Board of Directors of the Mid-Peninsula Water District duly held on the May 26, 2022, by the following vote:

AYES:

NOES:

ABSENT:

President of the Board of Directors
Mid-Peninsula Water District

ATTEST:

Secretary of the Board



**ATTACHMENT A
WATER SERVICE ORDINANCE 103**

SCHEDULE OF RATES AND FEES

I. SERVICE CONNECTION CHARGES

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

A. Meter Charge – CURRENT ACTUAL COST

B. Service Line and Installation Charge – CURRENT ACTUAL COST

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

C. Water System Capacity Charges

Water System Capacity Charges	
	EFFECTIVE 10/01/18
RESIDENTIAL	<u>Capacity Charge</u>
<i>Charge applies per residential dwelling unit</i>	-
Single Family Detached Dwelling Unit	\$10,043
<i>Charge applies to residential dwelling units served by meters up to 1-inch</i>	
Multi-Family Dwelling Unit	\$6,026
<i>Includes: apartments, townhouses, condominiums, and other developments with multiple residential units and separate irrigation meters as designated by the District</i>	
<hr/>	
OTHER CONNECTIONS	-
<i>Charge applies based on meter size</i>	EFFECTIVE 10/01/18
<u>Meter Size</u>	<u>Capacity Charge</u>
Up to 3/4-inch	\$10,043
1-inch	\$16,738
1-1/2-inch	\$33,476
2-inch	\$53,561
3-inch	\$100,427
4-inch	\$167,379
6-inch	\$334,758
8-inch	\$535,613
<hr/>	
<i>Note: Standard charges shown. The District reserves the right to calculate alternative charges on a case-by-case basis to ensure charges reflect estimated water demand and/or recover the full costs of facilities benefiting new or expanded water service connections.</i>	

D. Water Demand Offset Charges

Water Demand Offset Charges				
	UWMP Water Shortage Response Stages			
	Stage 1	Stage 2	Stage 3	Stage 4
Water Supply Reduction	Up to 11%	12% - 18%	19% - 32%	33% - 50%
Required Water Demand Offset	25%	50%	75%	100%
RESIDENTIAL				
<i>Charge applies per residential dwelling unit</i>				
Single Family Detached Dwelling Unit				
	EFF			
	10/01/18	\$673	\$1,294	\$1,913
<i>Applies to residential dwelling units served by meters up to 1-inch.</i>				
Multi-Family Dwelling Unit				
	EFF			
	10/01/18	\$404	\$776	\$1,148
<i>Includes: apartments, townhouses, condominiums, and other developments with multiple residential units and separate irrigation meters as designated by the District</i>				
OTHER CONNECTIONS - Charge based on meter size				
<u>Meter Size</u>	-	EFFECTIVE 10/01/18		
Up to 3/4-inch	673	1,294	1,913	2,533
1-inch	1,121	2,156	3,189	4,222
1-1/2-inch	2,243	4,312	6,378	8,443
2-inch	3,589	6,900	10,204	13,509
3-inch	6,729	12,936	19,133	25,330
4-inch	11,214	21,560	31,889	42,218
6-inch	22,428	43,121	63,778	84,434
8-inch	35,886	68,994	102,044	135,095

II. MONTHLY FIXED SYSTEM AND COMMODITY CHARGES

MPWD WATER RATES EFFECTIVE JULY 1, 2022			
		Rates Effective July 1, 2021	Rates Effective July 1, 2022
Fixed Monthly Charges			
<i>Billed based on meter size</i>			
<u>Meter</u>	<u>Meter Ratio</u>		
5/8"	1.00	\$ 28.00	\$ 28.00
1"	1.50	42.00	42.00
1 1/2"	2.50	70.00	70.00
2"	4.00	112.00	112.00
3"	6.00	168.00	168.00
4"	10.00	280.00	280.00
6"	25.00	700.00	700.00
Water Consumption Charges			
<i>Billed based on monthly metered water use (\$/hcf)</i>			
<u>Residential Rate Tiers</u>			
Tier 1	0 - 2 hcf	\$ 5.86	\$ 6.51
Tier 2	3 - 8 hcf	8.69	9.34
Tier 3	9 - 20 hcf	10.60	11.25
Tier 4	Over 20 hcf	12.50	13.15
<u>Commercial Rate Tiers</u>			
Tier 1	0 - 5 hcf	\$ 7.80	\$ 8.45
Tier 2	Over 5 hcf	9.16	9.81
Note: 1 hcf = one hundred cubic feet or approximately 748 gallons.			

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

III. WATER SHORTAGE EMERGENCY RATES

Water Shortage Emergency Rates may be implemented by authorization of MPWD's Board of Directors.

IV. PRIVATE FIRE PROTECTION SERVICE CHARGES

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

V. MISCELLANEOUS CHARGES – Effective January 1, 2019

User Fee Item	Fee
Application for Regular or Temporary Service	\$10.00
Security Deposit	\$0.00
Payment with Credit/Debit Card	\$3.00
Late Payment Charge	\$10 per Month
48-Hour Notice	\$35.00
Shut-off/Restore Service	\$75.00
After-Hours Service Call	\$100.00
Returned Check	\$25.00
Photocopies, per page	\$0.25
Electronic Files via USB Storage Device	\$10 per service
Meter Test (Refundable if bad meter)	\$200.00
Fire Flow Test Report (Actual Cost)	\$500 Deposit for Actual Cost
Temporary Construction Water Connection: 1" Meter	\$550 dep + Fixed Monthly + Volume
Temporary Construction Water Connection: 3" Meter	\$2,500 dep + Fixed Monthly + Volume
Unauthorized Connection to Fire Hydrant	\$1,000.00
Unauthorized Hydrant Valve Operation	\$500.00
Commercial Plan Check Review	\$5,000.00
Residential Plan Check Review (3 units or larger)	\$3,000.00
Landscape Plan Check Review	\$400.00
Review, planning, and meeting time for projects not otherwise covered	Actual Cost
Labor - Administration	\$60.00
Labor - Operations Personnel w/Truck (Business Hours)	\$76.00
Labor - Operations Personnel w/Truck (Off Hours)	\$95.00
Equipment - Back Hoe, Dump Truck, Compressor	\$113.00
Labor - Executive Staff	\$121.00
Labor - Outside Principal Engineer	\$212.00
Labor - Outside Supporting Engineer	\$159.00
Labor - Outside Professional Services	Cost + 15%



AGENDA ITEM NO. 7.A.

DATE: May 26, 2022
 TO: Board of Directors
 FROM: Tammy Rudock, General Manager
 Alleyne LaBossiere, Chief Financial Officer (Temporary)

SUBJECT: CONSIDER RESOLUTION 2022-11 APPROVING MPWD FY 2022/2023 OPERATING AND CAPITAL BUDGETS

RECOMMENDATION:

Approve Resolution 2022-11.

FISCAL IMPACT:

OPERATING BUDGET

BUDGET CATEGORY	PROPOSED BUDGET FY 2022/2023	ACTUAL BUDGET FY 2021/2022	ACTUAL RESULTS* FY 2020/2021	ACTUAL RESULTS* FY 2019/2020	ACTUAL RESULTS* FY 2018/2019
TOTAL REVENUE	15,136,000	13,451,206	16,961,819	16,023,759	14,713,405
TOTAL EXPENSES**	15,437,218	13,822,087	13,266,359	12,600,615	11,933,512
NET RESULTS	(301,218)	(380,881)	3,695,460	3,423,144	2,779,893

*Audited

**Expenses include Depreciation

The Operating budget will be balanced with a transfer from Working Capital cash reserves as needed. A budget status report will be provided at mid-year (January 2023).

CAPITAL BUDGET

EXPENDITURES	\$11,793,461
FUNDING SOURCES:	
NET OPERATING SOURCES OVER USES	788,782
PROJECTED BALANCE OF COP FUNDS	8,000,000
CAPITAL RESERVES	1,500,000
GENERAL RESERVES	<u>1,504,679</u>
TOTAL FUNDING SOURCES	\$11,793,461

DISCUSSION:

Staff presented proposed Operating and Capital Budgets in detail to the Board Finance Committee during meetings on April 28, 2022, and May16, 2022, and the Committee supported staff in moving the item forward for consideration by the Board.

Following are the most significant changes from the FY 2021/2022 Budget to the attached FY 2022/2023 MPWD Operating Budget:

- Water Commodity Charges Revenue is increased by \$1,400,000.
- Fixed System Charges Revenue is increased by \$200,000.
- Property Tax Revenue is increased by \$120,000.
- Purchased Water Charges Expense is increased by \$905,021.
- Salaries & Wages Expense is increased by \$602,000.
- Depreciation Expense is decreased by \$350,000
- Outreach & Education is increased by \$133,000.
- Maintenance & Repair Operating System is increased by \$106,000.

The Finance Committee requested a breakdown of the total \$2,747,000 for projected salaries and wages:

- \$224,964 total projected for succession plan positions (September 1, 2022, through March 31, 2023), including the General Manager, Administrative Services Manager, Chief Financial Officer, Management Analyst, and Water System Operator
- \$133,872 total projected for potential accrued leave cash-outs due to employee retirements
- \$103,040 total projected for 5.0% to cover employee merit increases
- \$2,285,325 balance remaining for employee salaries and wages

Here is the breakdown for the projected \$424,000 in proposed Miscellaneous Professional Services for FY 2022/2023:

1. Contractor TBD (Water main repairs/service installations)	\$150,000
2. John Davidson (Public outreach/relations and website management; \$15,000 for printing will be moved to the printing account)	\$ 75,000
3. HF&H (Complete water rate study)	\$ 48,000
4. RDN (Complete water capacity charge study)	\$ 20,000
5. Asset Management System & Updated GIS	\$ 71,000
6. Miscellaneous	<u>\$ 60,000</u>
TOTAL	\$424,000

Attachments: MPWD Operating and Capital Budgets for FY 2022/2023
Resolution 2022-11

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

UNANIMOUS_____ WHEELER_____ VELLA_____ ZUCCA_____ JORDAN_____ SCHMIDT_____

RESOLUTION NO. 2022-11

**APPROVING THE OPERATING & CAPITAL BUDGETS
FOR FISCAL YEAR 2022/2023**

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, at its April 28 and May 16, 2022 Board Finance Committee meetings, detailed working drafts of the proposed Operating and Capital Budgets for Fiscal Year 2022/2023 were presented and discussed; and

WHEREAS, the final Operating and Capital Budgets for FY 2022/2023 were presented to the Board of Directors on May 26, 2022; and

WHEREAS, the Operating Budget for FY 2021/2023 totaling Revenues in the amount of \$15,136,000 and Expenses in the amount of \$15,437,218 and included a \$301,218 transfer from MPWD Working Capital Reserves to balance it; and

WHEREAS, the Capital Budget for FY 2022/2023 totaling Expenditures of \$11,793,461 and included utilizing the projected balance of 2016 COP Project Funds of \$8,000,000, plus a \$1,500,000 transfer from MPWD Capital Reserves and a transfer from MPWD General Reserves of \$1,504,679 to balance it.

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 2022/2023:

<i>TOTAL OPERATING REVENUES</i>	<i>\$15,136,000</i>
<i>TOTAL OPERATING EXPENSES</i>	<i>\$15,437,218</i>
<i>TRANSFER FROM WORKING CAPITAL RESERVES</i>	<i>\$ 301,218</i>

BE IT FURTHER RESOLVED that the Board of Directors of the Mid-Peninsula Water District hereby approves a total capital budget for Fiscal Year 2022/2023:

<i>TOTAL CAPITAL BUDGET</i>	<i>\$ 11,793,461</i>
<i>PROJECTED BALANCE OF 2016 COP PROJECT FUNDS</i>	<i>\$ 8,000,000</i>
<i>TRANSFER FROM OPERATING BUDGET</i>	<i>\$ 788,782</i>

TRANSFER FROM CAPITAL RESERVES \$ 1,500,000

TRANSFER FROM GENERAL RESERVES \$ 1,504,679

BE IT FURTHER RESOLVED that the Board Secretary 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 26th day of May 2022 by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

Board President

ATTEST:

Board Secretary



MID-PENINSULA WATER DISTRICT

OPERATING AND CAPITAL BUDGETS FISCAL YEAR 2022-2023





MID-PENINSULA WATER DISTRICT

OPERATING AND CAPITAL BUDGETS
FISCAL YEAR 2022-2023



Board of Directors

Kirk Wheeler – President
Louis J. Vella – Vice President
Matthew P. Zucca – Director
Catherine M. Jordan – Director
Brian Schmidt – Director

Officers

Tammy Rudock – General Manager
Monique Madrid – Administrative Services Manager/District Secretary (Temporary)
Rene Ramirez – Operations Manager
J. Alleyne LaBossiere, CPA – Chief Financial Officer (Temporary)
Julie Sherman, Hanson Bridgett LLP, District Counsel
Joubin Pakpour, Pakpour Consulting Group, District Engineer



ABOUT MID-PENINSULA WATER DISTRICT

The Mid-Peninsula Water District (MPWD), formerly Belmont County Water District, was formed as a California special district in 1929 from seven (7) independent water distribution systems (including the Spring Valley Water Company), which were united and began functioning as a public utility in 1930. Since its inception, the MPWD has been served by the San Francisco Regional Water System and purchased its entire water supply from San Francisco Water, a service of the San Francisco Public Utilities Commission (SFPUC). Reference www.sfwater.org.

The MPWD now supplies water to consumers in an area slightly larger than the city limits of Belmont. Small portions of the service area are within the city limits of San Carlos, Redwood City, and parts of the unincorporated County of San Mateo. The MPWD's service territory covers approximately five (5) square miles and serves approximately 30,000 people. In the event of an emergency the MPWD can serve or be served with inter-ties between neighboring utilities. Presently, the MPWD has one (1) inter-tie with Foster City, two (2) with San Carlos, one (1) with Redwood City and three (3) with San Mateo.

The MPWD is a member of the Bay Area Water Supply and Conservation Agency (BAWSCA), which represents the interests of 26 cities and water districts, and two private utilities that purchase water wholesale from the SFPUC. For complete information about BAWSCA: www.bawsca.org.

GOVERNANCE

Policy development and rates for service are established by five (5) Directors, elected by MPWD ratepayers to serve staggered four-year terms on its governing board.

Officers of the MPWD include the General Manager, District Secretary, District Counsel, District Engineer and District Treasurer.

ORGANIZATIONAL STRUCTURE

The General Manager is appointed by and reports directly to the Board of Directors. Along with the General Manger, the Administrative Services Manager and the Operations Manager oversee the day-to-day operations of the MPWD.

The Administrative Services Manager serves as the District Secretary and leads the following operations: Administration, Finance and Accounting, Human Resources, and Customer Services. The Operations Manager leads Water Conservation, Water System Operations, Maintenance, and Capital Project Management.

There is a total of 23.0 budgeted FTE (full-time equivalent) positions within the MPWD.

The Operations staff totals seventeen (17) FTEs, including the Manager, Operations Supervisors, Lead Operators, Water System Operators, Maintenance Technicians, Operations Project Coordinator, Water Resources Coordinator, and Management Analyst.

The Administrative and Customer Services staff totals five (6) FTEs, including the General Manager, Administrative Services Manager, Accountant, Administrative Supervisor, Administrative Specialist, Administrative Assistant, and Chief Financial Officer.

The MPWD Mission Statement, Vision Statement, and Strategic Goals are reviewed annually in January by the Board of Directors, together with the development of annual Strategic Plan and Board assignments.

MPWD MISSION STATEMENT

The mission of the MPWD is to deliver a safe, high quality, reliable supply of water for current and future generations in a cost effective, environmentally sensitive, and efficient manner.

MPWD VISION STATEMENT

The MPWD strives to be recognized by our ratepayers, the community we serve, and other agencies for our outstanding service and enlightened water conservation programs. We will employ innovative approaches to water and energy sustainability to achieve cutting edge environmental efficiency and a competitive rate structure. We will commit ourselves to provide community information and water education.

MPWD STRATEGIC GOALS

1. To effectively manage the water resources, demands, and infrastructure for the MPWD.
2. To operate the MPWD at the highest level of service to customers at the lowest expense.
3. To develop an environment that fosters open and candid communications with the community, customers, staff, and directors.
4. To keep current with water issues and industry best management standards.

For further information about the MPWD: www.midpeninsulawater.org.

The MPWD Organizational Chart is attached.



Organizational Chart

CUSTOMERS

BOARD OF DIRECTORS

GENERAL MANAGER

District Treasurer
VACANT

District Counsel

District Engineer

OPERATIONS MANAGER

CHIEF FINANCIAL OFFICER
(Temporary Part-Time)

ADMINISTRATIVE SERVICES MANAGER
(Temporary Part-Time)

Operations Project Coordinator
VACANT

Water Resources Coordinator
(Succession Plan)
VACANT

Management Analyst

Accountant
VACANT

Administrative Supervisor

Operations Supervisor

Operations Supervisor

Lead Operator

Lead Operator

Water System Operator

Water System Operator

Water System Operator

Water System Operator

Water System Operator
VACANT

Maintenance Technician

Maintenance Technician

Maintenance Technician

Maintenance Technician

Administrative Specialist

Administrative Specialist

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

DESCRIPTION	APPROVED FY 2021/2022 BUDGET \$	ACTUALS 7/1/2021 3/31/2022	PRELIMINARY FY 2022/2023 BUDGET	INCREASE/ (DECREASE) FY 2021/2022 TO FY 2022/2023	% CHANGE
OPERATING REVENUE					
WATER COMMODITY CHARGES	9,600,000	8,053,840	11,000,000	1,400,000	14.6%
FIXED SYSTEM CHARGES	3,000,000	2,648,613	3,200,000	200,000	6.7%
PROPERTY TAX REVENUE	300,000	390,509	420,000	120,000	40.0%
LEASE OF PHYSICAL PROPERTY	150,000	160,243	180,000	30,000	20.0%
FIRE SERVICE CHARGES	14,000	14,295	17,000	3,000	21.4%
MISC CUSTOMER ACCOUNT FEES	52,206	25,028	105,000	52,794	101.1%
INTEREST REVENUE - LAIF	60,000	26,009	50,000	(10,000)	-16.7%
SERVICE LINE & INSTALLATION CHARGES	60,000	935	60,000	-	0.0%
LANDSCAPE PERMIT REVENUE	15,000	-	5,000	(10,000)	-66.7%
MISCELLANEOUS OPERATING	60,000	3,553	3,000	(57,000)	-95.0%
TOTAL OPERATING REVENUE (SOURCES)	13,311,206	11,323,025	15,040,000	1,728,794	13.0%
WATER SYSTEM CAPACITY CHARGES	40,000	20,086	40,000	-	0.0%
WATER DEMAND OFFSET CHARGES	20,000	1,346	5,000	(15,000)	-75.0%
MISCELLANEOUS NON-OPERATING	75,000	795,755	50,000	(25,000)	-33.3%
INTEREST REVENUE - COP	5,000	1,220	1,000	(4,000)	-80.0%
TOTAL NON-OPERATING REVENUE (SOURCES)	140,000	818,407	96,000	(44,000)	-31.4%
TOTAL REVENUE (SOURCES)	13,451,206	12,141,432	15,136,000	1,684,794	12.5%
OPERATING EXPENDITURES (USES)					
SALARIES & WAGES	2,080,000	1,637,159	2,747,000	667,000	32.1%
PAYROLL TAXES & BENEFITS	1,001,008	782,410	1,067,000	65,992	6.6%
PURCHASED WATER	5,674,979	4,495,993	6,580,000	905,021	15.9%
OUTREACH & EDUCATION	66,000	45,435	199,000	133,000	201.5%
MAINTENANCE & REPAIR - OPS SYSTEM	394,000	335,193	500,000	106,000	26.9%
MAINTENANCE & REPAIR - FACILITIES & EQUIPMENT	138,000	127,885	180,000	42,000	30.4%
SYSTEM SURVEYS	50,000	-	50,000	-	0.0%
ADMINISTRATION & EQUIPMENT	431,600	443,561	403,500	(28,100)	-6.5%
MEMBERSHIP & GOV FEES	270,000	320,109	292,000	22,000	8.1%
BAD DEBT & CLAIMS	10,000	4,747	7,500	(2,500)	-25.0%
UTILITIES	318,500	293,678	360,000	41,500	13.0%
PROFESSIONAL SERVICES	791,200	718,276	826,000	34,800	4.4%
TRAINING/TRAVEL & RECRUITMENT	37,500	48,091	98,000	60,500	161.3%
RESTRICTED EARNINGS	65,000	-	-	(65,000)	-100.0%
DEBT SERVICE	1,064,300	541,146	1,037,218	(27,082)	-2.5%
TOTAL OPERATING EXPENDITURES (USES)	12,392,087	9,793,683	14,347,218	1,955,131	15.8%
NET SOURCES OVER/(UNDER) USES	1,059,119	2,347,749	788,782	(270,337)	-25.5%
TOTAL OPERATING EXPENDITURES	12,392,087	9,793,683	14,347,218	1,955,131	15.8%
DEPRECIATION EXPENSE	1,440,000	1,080,000	1,090,000	(350,000)	-24.3%
TOTAL EXPENSES	13,832,087	10,873,683	15,437,218	1,605,131	11.6%
NET SURPLUS/(LOSS)	(380,881)	1,267,749	(301,218)	79,663	-20.9%
TRANSFER (TO)/FROM WORKING CAPITAL RESERVES	380,881	(1,267,749)	301,218	(79,663)	-20.9%
DEBT SERVICE COVERAGE	1.86		1.67		

MID-PENINSULA WATER DISTRICT FINAL DRAFT CAPITAL BUDGET FOR FY 2022-2023

PROJECT NUMBER	PROJECT DESCRIPTION	PRELIMINARY FY 2022/2023 BUDGET
EXPENDITURES		
15-75A	Old County Road Improvements	5,680,461
20-07	Harbor Boulevard Water Main Replacement	2,500,000
21-01	Dekoven Tank Utilization Project (Mott-McDonald designing now: Lincoln, Newlands and Oak Knoll WMRs)	1,700,000
20-01	Hastings Drive Service Connection Replacements	910,000
15-88	Vine Street (Zone 5) Improvements (Planning, Engineering Design, and Construction Support, including Contingencies)	350,000
15-29	Belmont Canyon Road Water Main	243,000
15-40	Hastings Drive Water Main Replacement (Planning, Engineering Design, and Construction Support, including Contingencies)	160,000
20-09	Dairy Lane Operations Center Rehabilitation – Phase 1 (Planning, Architectural/Engineering Design, and Construction Support, including Contingencies)	150,000
	SF-Peninsula Regional Pure Water (SPRP) Project	100,000
	TOTAL EXPENDITURES	<u><u>11,793,461</u></u>
FUNDING SOURCES		
	NET OPERATING SOURCES OVER USES	788,782
	PROJECTED BALANCE OF COP FUNDS	8,000,000
	CAPITAL RESERVES	1,500,000
	GENERAL RESERVES	1,504,679
	TOTAL FUNDING SOURCES	<u><u>11,793,461</u></u>
Certificates Of Participation (COP) activity.		



AGENDA ITEM NO. 7.B.

DATE: May 26, 2022
TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager

SUBJECT: CONSIDER RESOLUTION 2022-12 AUTHORIZING A PROFESSIONAL SERVICES CONTRACT WITH SPATIAL WAVE OF LAGUNA HILLS, CA, FOR IMPLEMENTATION OF AN AUTOMATED ASSET MANAGEMENT AND WORKFLOW SYSTEM, INCLUDING UPDATED GIS MAPPING FOR THE TOTAL AMOUNT OF \$70,528

RECOMMENDATION:

Approve Resolution 2022-12, and authorize the General Manager to execute a professional services contract with Spatial Wave for services to update the District's GIS data and to set up several asset management and workflow applications for use in the field and office by District personnel, and to provide the first year of server and software access and support.

FISCAL IMPACT:

The cost for this service is comprised of two items: Several one-time tasks, and software and server access.

One-Time Tasks:	District GIS Data Preparation	1,432 hours	\$42,408
	Field Mapplet Workflow Implementation	108 hours	\$13,120
First Year Server and Software Costs:			<u>\$15,000</u>
		Total Cost	<u>\$70,528</u>

The cost would be paid from Computer Supplies and Upgrades line item in fiscal year 2022-2023.

BACKGROUND:

District staff has for some time been looking into vendor products/solutions to take and gather existing field data, take as-built plan information, and update GIS data and place it into a functional, comprehensive and useable solution that will make District Operators more efficient at their roles in maintaining the District's 95 miles of pipe, 900 fire hydrants, 2,700 valves, 8,100 meters, 17 pressure reducing valves, 11 water storage tanks, 8 pump stations, 8 interties and other system maintenance activities.

Spatial Wave has been working and evolving their services some 25 years with a focus on Asset Management, GIS Services and Application Integration. They have partnered with such firms as Microsoft (software, electronics, PCs), DCSE (GIS solutions), GETAC (rugged computers/tablets), IBM (software, hardware, cloud-based solutions), FASIH (security, content

management, web applications), Pacific Tek (valve exerciser/operator, vacuum excavator fields). Spatial Wave offers asset management solutions for the water, wastewater, facility, roads, and park operations. The Spatial Wave product was brought to our attention by a new employee, Ryan Gomes, a D3/T2 Water System Operator who had used the platform at another water system and was impressed with the product, its applicability to the water industry and the ease of use for non-technical personnel.

The District has collected years and years of data, both electronic and paper, but does not have the time nor expertise to stay up to date on the software and hardware.

DISCUSSION:

The Spatial Wave work will take our existing GIS data, as-built plans, and their planned field visits to bring the District's information into the 21-century and into a common platform. On top of getting our information squared away, it is the intent to have the Spatial Wave Field Mapplet solution provided to District to use this GIS-enabled mobile platform to manage assets and work assignments.

The Field Mapplet will automate and integrate initially four field tasks: fire hydrant flushing/maintenance, valve exercising, leak tracking and USA utility locating. There are eight more Field Mapplet applications the District could add in the future and they address: red lining (construction plans), fire flow testing, maintenance work orders, drought response infractions, field notes (for construction/maintenance), water quality sampling, and water quality complaints. Their Field Mapplet is intended to integrate with the District's office software to track time and billing. District personnel all have tablets that will be capable of having the Field Mapplet installed and when they will have maintenance tasks on one of the initial four tasks, they will be able to upload and then leave the Corp Yard with mapping information and forms they can use to input maintenance information, which can then be uploaded onto the Field Mapplet Server to update GIS information and asset management information when they return. It is our intent to start with the four field tasks (fire hydrant flushing, valve exercising, leak tracking and USA) and build upon it with other Field Mapplet applications over time.

This product from Spatial Wave provides much needed updates to operational resources, which will translate into improved District staff workflow efficiencies.

There is training to be provided and we have an employee with experience using the Spatial Wave product at a previous job and he will be able to assist his co-workers when they have questions.

Attachments: Resolution 2022-12
 Professional Services Contract
 Spatial Wave Quotation

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

RESOLUTION 2022-12

**AUTHORIZING A PROFESSIONAL SERVICES CONTRACT WITH
SPATIAL WAVE OF LAGUNA OF LAGUNA HILLS, CA,
FOR IMPLEMENTATION OF AN AUTOMATED ASSET MANAGEMENT AND WORKFLOW
SYSTEM, INCLUDING UPDATED GIS MAPPING, FOR A TOTAL AMOUNT OF \$70,528**

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, the Mid-Peninsula Water District (District) operates a water system comprised of 94 miles of pipelines in various sizes from 4-inch to 24-inch, 11 water storage tanks located at six different sites, nine pressure zones, eight pump stations with 19 operational pumps, 25 strategically located pressure regulating valves, 847 fire hydrants, 2,780 system valves, eight emergency interties with adjacent water systems for emergencies and a lot of As-Built construction plans of facilities in paper and digital format; and

WHEREAS, the District has sought a product and/or solution to take and gather existing field data, take As-Built plan information, and update GIS data and place it into a functional, comprehensive and useable solution that makes District employees more efficient in their roles as water system operators; and

WHEREAS, Spatial Wave has been in the business of asset management, GIS services and application integration with other partners for some 25 years and offers an asset management solution for water, wastewater, facility, roads, and park operations; and

WHEREAS, the professional services agreement with Spatial Wave will make us of existing District GIS data, As-Built plans, and planned field visits to bring the District's data into a common platform known as the Spatial Wave Field Mapplet solution that will allow the District to use this GIS-enabled mobile platform at a desk or in the field to manage assets and work assignments; and

WHEREAS, the District has selected to start with four initial field tasks: fire hydrant flushing and maintenance, valve exercising, leak tracking and USA utility locating using the Spatial Wave Field Mapplet. The cost of service from Spatial Wave includes the first year of server and software costs.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mid-Peninsula Water District authorizes a Professional Services Contract with Spatial Wave the District GIS data preparation and Field Mapplet Workflow implementation in the amount of \$55,528, and the first year of server and software costs at \$15,000 for a total amount of \$70,528.

REGULARLY PASSED AND ADOPTED this 26th day of May 2022 by the following vote.

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

Board President

ATTEST:

Board Secretary

CONTRACT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made as of the 26th day of May 2022, by and between the MID-PENINSULA WATER DISTRICT ("DISTRICT") and SPATIAL WAVE ("CONSULTANT").

WHEREAS, the DISTRICT desires to obtain professional services for implementation of a GIS Update, and an Asset Management and Workflow System.

WHEREAS, the CONSULTANT desires to furnish such services and has submitted a QUOTATION dated April 25, 2022, a copy of which is attached and incorporated as Exhibit A.

NOW, THEREFORE, the parties agree as follows:

1. **RENDITION OF SERVICES.** The CONSULTANT agrees to provide professional services to the DISTRICT in accordance with the terms and conditions of this Agreement ("Services"). In the performance of its Services, CONSULTANT represents that it has and will exercise that degree of professional care, skill, efficiency and judgment ordinarily employed by consultants providing similar services. CONSULTANT further represents and warrants that it holds currently in effect all licenses, registrations, and certifications in good standing that may be required under applicable law or regulations to perform these services and agrees to retain such licenses, registrations, and certifications in active status throughout the duration of this engagement.

2. **SCOPE OF SERVICES.** The scope of the CONSULTANT's Services shall consist of the services set forth in Exhibit A.

3. **TERM.** The term of this Agreement will be for a term of One (1) year commencing upon the Effective Date of the Agreement. The CONSULTANT shall furnish the DISTRICT with all the materials, equipment and services called for under this Agreement, and perform all other work, if any, described in the Contract Specifications.

The DISTRICT reserves the right, in its sole discretion, to exercise up to FIVE (5) one- year option term(s) to extend the Agreement, pursuant to the terms of Section 4, Compensation. If the DISTRICT determines to exercise the option term(s), the DISTRICT will give the CONSULTANT at least 30 days' written notice of its determination.

It is understood that the term of the Agreement, and any option term granted thereto as specified herein are subject to the DISTRICT's right to terminate the Agreement in accordance with Section 13 of this Agreement.

4. **COMPENSATION.** The CONSULTANT agrees to perform all of the services included in Section 2 for a total all inclusive sum not-to-exceed fee of Seventy-Thousand Five-Hundred Twenty-Eight Dollars and 00/100. (\$70,528.00), in accordance with Exhibit A. The total all inclusive sum shall include all labor, materials, taxes, profit, overhead, insurance, subcontractor/subconsultant costs and all other costs and expenses incurred by the CONSULTANT.

5. **MANNER OF PAYMENT.** CONSULTANT shall submit invoices to DISTRICT on a monthly basis. Invoices shall itemize, by personnel, the number of hours devoted by CONSULTANT to work under this Agreement, applicable hourly rates in accordance with the

fee schedule described in Exhibit A, and those out-of-pocket expenses incurred in the performance of work hereunder. DISTRICT shall render payment within thirty (30) days of receipt of approved invoices.

All invoices should be sent to: Mid-Peninsula Water District
3 Dairy Lane
P.O. Box 129
Belmont, CA 94002
Attn: Operations 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 Ali Diba, PhD, P.E. shall serve as the primary staff person of CONSULTANT to undertake, render and oversee all of the services under this Agreement.

7. **DISTRICT REPRESENTATIVE.** Except when approval or other action is required to be given or taken by the Board of Directors of the DISTRICT, the General Manager of the DISTRICT, or such person or persons as she/he shall designate in writing from time to time, shall represent and act for the DISTRICT.

8. **CONSULTANT'S STATUS.** Neither the CONSULTANT nor any party contracting with the CONSULTANT shall be deemed to be an agent or employee of the DISTRICT. The CONSULTANT is and shall be an independent contractor, and the legal relationship of any person performing services for the CONSULTANT's shall be one solely between said parties.

9. **OWNERSHIP OF WORK.** All reports, designs, drawings, plans, specifications, schedules, and other materials prepared, or in the process of being prepared, for the Services to be performed by CONSULTANT shall be and are the property of the DISTRICT. The DISTRICT shall be entitled to access to and copies of these materials during the progress of the work. Any property of the DISTRICT in the hands of the CONSULTANT or in the hands of any subcontractor upon completion or termination of the work shall be immediately delivered to the DISTRICT. If any property of the DISTRICT is lost, damaged or destroyed before final delivery to the DISTRICT, the CONSULTANT shall replace it at its own expense and the CONSULTANT hereby assumes all risks of loss, damage or destruction of or to such materials. The CONSULTANT may retain a copy of all material produced under this agreement for its use in its general business activities.

10. **CHANGES.** The DISTRICT may, at any time, by written order, make changes within the scope of work and Services described in this Agreement. If such changes cause an increase in the budgeted cost of or the time required for performance of the agreed upon work, an equitable adjustment as mutually agreed shall be made in the limit on compensation as set forth in Section 4 or in the time of required performance as set forth in Section 3, or both. In the event that CONSULTANT encounters any unanticipated conditions or contingencies that may affect the scope of work or Services and result in an adjustment in the amount of compensation specified herein, CONSULTANT shall so advise the DISTRICT immediately upon notice of such condition or contingency. The written notice shall explain the circumstances giving rise to the unforeseen condition or contingency and shall set forth the proposed adjustment in compensation. Such notice shall be given the DISTRICT prior to the time that CONSULTANT performs work or services related to the proposed adjustment in compensation. Any and all

pertinent changes shall be expressed in a written supplement to this Agreement prior to implementation of such changes.

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

12. **INSURANCE.**

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

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

Inclusion of the DISTRICT as an additional insured shall not in any way affect its rights as respects to any claim, demand, suit or judgment made, brought or recovered against CONSULTANT. The policy shall protect CONSULTANT and the DISTRICT in the same manner as though a separate policy had been issued to each, but nothing in said policy shall operate to increase the Insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the Insurer would have been liable if only one interest had been named as an insured. Such insurance shall also contain a waiver of subrogation in favor of the Mid Peninsula Water

District and its Directors, officers, agents and employees while acting in such capacity, and their successors and assignees, as they now, or as they may hereafter be constituted, singly, jointly or severally

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

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

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

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

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

14. **NOTICES.** All communications relating to the day to day activities of the project shall be exchanged between the DISTRICT's General Manager and the CONSULTANT's Ali Diba PhD., P.E.

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

If to the DISTRICT: Mid-Peninsula Water District
3 Dairy Lane
Belmont, California 94002
ATTENTION: General Manager

If to the CONSULTANT: Spatial Wave
23461 S. Pointe Drive, Suite 300
Laguna Hills, CA 92653
ATTENTION: Ali Diba PhD., P.E.

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. **MISCELLANEOUS**

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

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

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

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

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

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

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

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

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

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

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

MID-PENINSULA WATER DISTRICT _____ *

By: _____
Tammy A. Rudock
General Manager

By: _____

Title: _____

By: _____

Title: _____

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



Exhibit A

Quotation

23461 S. Pointe Dr. Suite 300
 Laguna Hills, CA 92653
 Phone (949) 540-6400
 Fax (949) 586-8141
www.spatialwave.com

DATE 4/25/2022
Quotation # 230
Customer ID MPWD

Quotation For:
 Brent Chester, Operations Supervisor
 Mid-Peninsula Water District
 3 Dairy Ln
 Belmont, CA 94002
 (Emailed to brentc@midpeninsulawater.org)

Quotation valid until: 5/25/2022
Prepared by: AD

Comments: This is a fixed fee quote for updating the GIS data and setting up Field Mapplet asset management and workflow application. We can proceed with the project tasks shown below upon receipt of a Purchase Order or other authorization. (See instructions at bottom of page)

SALESPERSON	P.O. NUMBER	SHIP DATE	F.O.B. POINT	TERMS
AD	xxxx	--	--	Net 30

MPWD GIS Data Preparation (One Time Tasks)			
Task	TASKS / DESCRIPTIONS	HOURS	AMOUNT
1	Geodatabase Schema Setup using Esri Best Management Practices	48	\$ 3,552.00
2	Inventory and Documentation of all of as-builts	46	\$ 1,500.00
3	Clean up existing GIS data, update existing data from 400 As-built Sheets - capture everything except service meters - connect service meter to correct mainline per as-built. Feature Linked annotations will be re-used from existing data with minor adjustments.	1320	\$ 36,360.00
4	PDF Atlas Maps	18	\$ 996.00
MPWD GIS Data Preparation		1,432	\$ 42,408.00

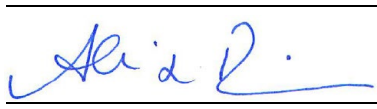
Field Mapplet Workflow Implementation (One Time Tasks)			
Task	TASKS / DESCRIPTIONS	HOURS	AMOUNT
1	Kick-off Meeting	2	\$ 280.00
2	Field Mapplet Server Installation and Data Processing	18	\$ 2,160.00
3	Fire Hydrant Flushing Workflow	10	\$ 1,200.00
4	Valve Exercising Configuration	10	\$ 1,200.00
5	Leak Tracking Configuration	10	\$ 1,200.00
6	USA (Dig Alert)	10	\$ 1,200.00
7	MapLibrary Installation and Configuration	10	\$ 1,200.00
8	Training (Supervisor, Field User, Administrator - 2 hrs. each)	6	\$ 840.00
9	Four (4) ArcGIS Dashboards (1 Per workflow) - Optional Task	32	\$ 3,840.00
Field Mapplet Workflow Implementation		108	\$ 13,120.00
Total Services Cost (one time)		1,540	\$ 55,528.00

Total Services Cost (One Time)			
--	Annual Azure Server and Software SaaS Cost		\$ 15,000.00
Annual Cost			\$ 15,000.00

Assumptions for Both Options:

- Assuming a total of 400 as-builts sheets that will be directly used.
- Cost of implementation of other workflows (Inspection, UDF, etc.) is about \$1200/workflow
- Annual Azure Saas cost includes Hardware and Software for Unlimited Users
- Esri license cost is not included but is estimated at \$10-\$15k/annually.
- Esri licenses is needed for the Optional Task 9.
- This quote includes unlimited no. of user licenses for Field Mapplet and MapLibrary.

Please indicate acceptance by signing below, then return a PDF of this quote to ADiba@spatialwave.com and invoices@spatialwave.com with PO or other authorization. Please indicate if Optional Task 9 is selected or not. Thank you.

Printed Name	Ali Diba, Ph.D., P.E.
Title	
Signature	
Date	

If you have any questions concerning this quotation, contact Ali Diba, (949) 540-6400, adiba@spatialwave.com

THANK YOU FOR YOUR BUSINESS!

AGENDA ITEM NO. 7.C.

DATE: May 26, 2022
TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager

SUBJECT: CONSIDER RESOLUTION 2022-13 AUTHORIZING AN AMENDMENT TO THE CONTRACT FOR PROFESSIONAL CONSTRUCTION MANAGEMENT SERVICES PROVIDED BY TRC COMPANIES, INC IN THE AMOUNT OF \$115,389.78 FOR SERVICES RENDERED DURING CONSTRUCTION OF THE EL CAMINO REAL CAPITAL PROJECT

RECOMMENDATION:

Approve Resolution 2022-13.

FISCAL IMPACT:

The Board previously amended the contract with TRC Companies, Inc. (TRC) for construction management services for the El Camino Real WMR Project (Project) up to \$460,000 on October 21, 2021. The construction contractor, Mitchell Engineering (Contractor), had contractually agreed to be complete with the work on November 15, 2021, but did not meet their contractual obligation.

TRC continued to provide necessary construction management and field inspection services on behalf of the District through substantial completion of the work by Contractor, which occurred on December 31, 2021, 47 days beyond the contract end date,.

TRC's work continues as the Contractor slowly works to close the Project out, and it is now almost six months since substantial completion. In the meantime, the District has accumulated an additional \$115,389.78 in fees for services rendered by TRC.

A Notice of Completion for the Project has not been filed to date, but it has been six (6) months since TRC has been paid for their services and while staff does not have an end date for completion by the Contractor, staff recommends that the Board of Directors (Board) authorize reimbursing TRC for its services to date.

BACKGROUND:

The Project was one of three original capital projects from 2016 that the District had decided were large enough projects that it would be in the District's best interest to hire a consultant to provide construction management and inspection services. This process also freed up District staff to continue with other smaller, less complicated capital projects with its own internal construction management.

TRC was involved early on during constructability reviews of the plans and specifications, and also engaged in a Community Outreach program before construction started. The Board

awarded TRC a contract for construction management/inspection services on November 18, 2020 in the amount of \$345,000 plus a 10% contingency of \$34,500. On the same night the Board awarded construction contract to Contractor for the Project in the amount of \$2,113,072 and a 10% contingency of \$211,000, which contract required Project completion within 180 days following a formal notice to proceed.

A pre-construction meeting was held in January 2021 and it was agreed that the formal notice to proceed, to be issued by TRC on behalf of the District, would be issued for February 16, 2021 to Contractor. On March 16, 2021, Contractor submitted a letter stating resource issues would prevent them from starting on the Project until May 17, 2021. TRC responded in writing stating its displeasure with the delay and that Contractor could have notified the District much earlier and potentially requested a delay in the notice to proceed. TRC documented the Contractor's decision to postpone construction and that the Project's construction window of 180 days would remain with a notice to proceed as of February 16, 2021 Contractor did not respond. By the time Contractor started work in May 2021, it had 116 working days left to complete the work or the liquidated damages in the amount of \$1,650 per day would be enforced.

Construction progressed throughout the summer and fall, and weekly meetings were held where TRC reminded Contractor how many days remained on the contract, which over time had increased slightly from November 1 to November 15 due to approved change orders and a couple of weather-related delays.

At the Board's meeting on October 28, 2021 staff requested an amendment to increase the budget for TRC's services from an actual billed amount of \$349,962 for services through September 2021 to \$460,000 to support the Contractor's goal to complete the work on time with some night shifts. The Board approved the amendment.

Contractor's work activities to complete the Project went beyond the contractual deadline of November 15. It was not until December 31, 2021 that TRC was able to inform Contractor that the construction was now "substantially complete" and the tracking of days subject to liquidated damages would stop at 47. *(TRC inspected and provided construction support through December 2021 at a cost of \$50,677.69, now a total of \$61,174.64 beyond the approved budget)*

Staff and TRC believed that Contractor would wrap-up work to get the Project to a point where a Notice of Completion could be filed early on in 2022, and at that time a request would be made of the Board to "true-up" the cost for TRC beyond the last contract amendment in October 2021. This did not happen. In addition, the Contractor struck an unmarked Caltrans conduit *(Caltrans is not required to locate their utilities)* affecting the intersection at Middle Road, and Contractor struggled to make timely repairs to Caltrans' satisfaction. This one particular issue caused a fairly sizeable delay in Contractor's ability to complete work to the point where a Notice of Completion could be filed.

Meanwhile, since January 2022, TRC has continued to inspect any work that Contractor has performed, and has billed the District for this work, but TRC has not billed for other construction management or meeting support. *(The invoice for January's field inspections totaled \$20,729.30. There was no bill for February. The bill for March's field inspections totaled \$16,650.00 and April's total was \$5,040.00, which now brings the total of unpaid invoices from TRC to \$103,593.94)*

DISCUSSION:

TRC’s construction management services have been necessary while Contractor continues its work beyond the contractual end date of November 15, 2021, and continues to this day, though the level of effort needed is much less than when construction activity was constant.

The \$460,000 amended value of TRC’s contract hit the authorized ceiling with its December 2021 invoice for work in November. The December invoice totaled \$51,446.95. Of that \$51,446.95 bill, \$10,496.95 was not approved for payment. At the time, TRC and staff believed that Contractor would diligently try to complete the remaining work and not accumulate too many days subject to liquidated damages. TRC worked alongside Contractor throughout December until substantial completion, invoicing the District in January 2022 for December’s work in the amount of \$50,677.69. The invoice was not approved for payment since the approved budget was exhausted and again, TRC and staff felt that Contractor would work rapidly to complete their punch list items and get the Project to close and staff would then also seek to “true-up” the TRC services once and for all.

A dispute arose related to the damaged Caltrans conduit for traffic lights and camera at Middle Road, which has dragged out for quite some time and Caltrans has yet to approve the repairs. In the meantime, TRC was making field visits and charging for this work when Contractor had scheduled punch list work to be verified as complete.

Below is a summary of TRC’s Construction Management amended budget and their unpaid fees as of this report:

Amended CM Contract (Oct. 2021)	\$460,000.00		
December 2021 (November work - \$51,446.95)		not paid	\$10,496.95
January 2022 (December work)		not paid	\$50,677.69
February 2022 (January work)		not paid	\$20,729.30
March 2022 (February work)			No Billable Work
April 2022 (March work)		not paid	\$16,650.00
<u>May 2022 (April work)</u>		<u>not paid</u>	<u>\$5,040.00</u>
		Total	\$103,593.94

The District owes TRC \$103,593.94 for services rendered and not paid through April 2022. It was not our intent to wait this long to pay TRC, because we were anticipating Contractor would finish its work, but that has changed for the reasons set forth herein.

District staff also recommends the Board authorize the use of TRC for remaining punch list items, project close-out efforts, and with conflict and potential claim resolution assistance with the Contractor, which TRC has estimated to be a total of 64 hours at a cost of \$11,795.84

The total amount recommended for approval by the Board is the \$103,593.94 plus \$11,795.84 for a total of \$115,389.78. Task Order 22-25 would be used to complete this matter.

Attachments:

Resolution No. 2022-13
Task Order 22-25

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

RESOLUTION 2022-13

AUTHORIZING AN AMENDMENT TO THE CONTRACT FOR PROFESSIONAL CONSTRUCTION MANAGEMENT SERVICES PROVIDED BY TRC COMPANIES, INC. IN THE AMOUNT OF \$115,389.78 FOR SERVICES RENDERED DURING CONSTRUCTION OF THE EL CAMINO REAL CAPITAL PROJECT (15-76)

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, the Mid-Peninsula Water District (District) entered into a contract with TRC Engineers, Inc. (TRC) on November 18, 2020, to provide construction management and inspection services during the construction of the El Camino Real Water Main Replacement capital project (Project) for a fee of \$345,000.00 and provided a 10-percent contingency totaling \$34,500.00 for a total budget of \$379,500.00; and

WHEREAS, the Project construction contractor Mitchell Engineering (Contractor) agreed to a notice to proceed with construction on February 16, 2021 and was provided 180 working days to complete construction, or on November 1, 2021; and

WHEREAS, on March 16, 2021, the Contractor submitted a letter to TRC and the District indicating resource issues would prevent them from starting construction until May 17, 2021; and

WHEREAS, TRC responded in writing to the Contractor that their delay would not alleviate their 180 working day construction window; and

WHEREAS, the Contractor started construction on May 17, 2021 and was informed they had 116 working days remaining on the contract and any work beyond the contractual work days would be subject to liquidated damages; and

WHEREAS, construction progressed through the summer and fall, and weekly meetings were held and documented with minutes during which the Contractor was reminded of their contractual obligation to complete the Project within the allotted contract time; and

WHEREAS, through September 2021, TRC's approved budget for construction management services was nearly expended and the Board of Directors (Board) took action at its October 28, 2021

meeting to amend the contract with TRC to release the 10% contingency of \$34,500 and add \$80,500 for an amended budget of \$460,000 for TRC to continue to provide Project construction management services; and

WHEREAS, the Contractor did not timely complete construction of the Project, even though there were days added due to approved change orders and inclement weather; and

WHEREAS, the Contractor continued to work on the Project with TRC providing full-time inspection and construction management services until the Contractor reached a point of substantial completion December 31, 2021, which added 47 extra work days that would be subject to liquidated damages per the construction contract; and

WHEREAS, the \$460,000 amended contract with TRC reached the \$460,000 limit with the November 2021 invoice in which \$40,950 was paid and \$10,496.95 was beyond the Board approved amended budget, however construction by the Contractor continues to this day; and

WHEREAS, the District and TRC agreed to true-up the final cost of TRC support at the time a notice of completion was recommended for Board action; and

WHEREAS, in addition to the Project completion delays, it was brought to the attention of the Contractor that they had damaged an unmarked electrical conduit owned by Caltrans, which location Caltrans was not required to mark, and the Contractor had to be directed to repair the conduit and its contents, which has taken many months and is still not approved by Caltrans; and

WHEREAS, in the meantime, TRC has continued to provide construction management and inspection services while the Contractor completes punch list items and repairs to the Caltrans infrastructure; and

WHEREAS, TRC has invoiced and not been paid for:

\$10,496.95 for a portion of the work in November 2021

\$50,677.69 for all services provided during December 2021

\$20,729.30 for all services provided during January 2022

\$16,650.00 for all services provided during March 2022

\$5,040.00 for all services provided during April 2022

For a total of \$103,593.94

WHEREAS, the Contractor and the District have been discussing project closure and making slow progress; and

WHEREAS, District staff requests Board authorization to reimburse TRC for its construction management support that has been unpaid since November 2021 and through April 2022 in the amount of \$103,593.94; and

WHEREAS, District staff also recommends the Board authorize the use of TRC for remaining punch list items, project close-out efforts, and with conflict and potential claim resolution assistance with the Contractor, which TRC has estimated to be a total of 64 hours at a cost of \$11,795.84.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mid-Peninsula Water District hereby approves compensation for construction management and inspections services through project punch list, close out efforts, and with conflict resolutions and potential claim performed and to be performed by TRC Engineers, Inc. related to the construction of District capital project known as the El Camino Real Water Main Replacement project (06-1621-CP) pursuant to Task Order MPWD-22-25 in the amount of \$115,389.78 for a not to exceed total budget of \$575,389.78; and

BE IT FURTHER RESOLVED that the Board of Directors of the Mid-Peninsula Water District hereby authorizes the General Manager to execute an amendment to the TRC contract, memorializing the additional compensation set forth herein, in a form approved by legal counsel.

REGULARLY PASSED AND ADOPTED this 26th day of May 2022 by the following vote.

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

Board President

ATTEST:

District Secretary



Mid-Peninsula Water District Task Order Form

**MID-PENINSULA
WATER DISTRICT**

TITLE: Amendment to PSA with TRC Companies for services rendered during construction of the El Camino Real capital project in the amount of \$115,400		Page <u>1</u> of <u>1</u>
1. CONTRACTOR/CONSULTANT: TRC Companies, Inc.	2. Reference Contract No. & Date: PSA dated 11/18/20 and amended on 10/28/21	
3. Task Order No.: MPWD 22-25	4. Task Order Type: Construction Management/Inspection Services	
5. Period Of Performance: CM/CI Services from approximately 11/20/21 through project close-out		
6. T. O. Cost history	COST	FEE
This Action Amount		\$ 115,400.00
Previously Approved Amount		\$ 460,000.00
NEW TOTAL	\$ -	\$ 575,400.00
Except as otherwise expressly provided herein, the Contractor/Consultant shall perform the work described below in accordance with all terms and conditions of the Contract referenced above.		
7. Summary of Work to be Performed Under Task Order: This Task Order authorizes payment for invoices not paid since end of contractual work days ending on November 15, 2021 and continuing. The total amount unpaid between a small portion of November 2021 through April 2022 is \$103,593.94. And TRC will assist until project close-out and a potential claim by contractor adding an additional \$11,795.84 in costs for a total rounded up to \$115,400.		
8. T. O. Documentation Requirements: Update Operations Manager's expense tracking spreadsheet with TRC	9. Schedule/Deliverables: Continued CM/CI support through close-out and potential claim by contractor.	
10. Payment Provisions: District will remit payment of \$103,593.94 immediately and will pay the remainder based on invoices submitted by TRC		
11. Contractor/Consultant Proj Mgr: Mr. Lincoln Leaman, PE, QSD, VP-NorCal Reg Manager	Phone No. 916-562-2033	
AUTHORIZED SIGNATURES		
12. Mid-Peninsula Water District	13. Contractor/Consultant	
_____ Signature	_____ Signature	
Print Name: <u>Tammy Rudock</u>	Print Name: <u>Lincoln Leaman</u>	
Title: <u>General Manager</u>	Title: <u>VP, NoCal Regional Mgr</u>	
Date: <u>5/27/2022</u>	Date: <u>5/27/2022</u>	



AGENDA ITEM NO. 7.D.

DATE: May 26, 2022
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: DISCUSS RETURN TO IN-PERSON BOARD MEETINGS

RECOMMENDATION

Discuss return to in-person Board meetings.

FISCAL IMPACT

Unknown.

BACKGROUND

The Board discussed this topic during the last four (4) months and a few times last year—in May 2021, June 2021, and September 2021. Governor Newsom’s Executive Order N-29-20 regarding the Brown Act and teleconference meetings was scheduled to expire on September 30th but got extended to December 31st, and ultimately “replaced” by AB 361. The Board had planned to return to in-person meetings in October 2021, but the Omicron variant of COVID-19 flared up and national, state, and local infections and hospitalizations increased so that plan was postponed.

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

DISCUSSION

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

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



AGENDA ITEM NO. 7.E.

DATE: May 26, 2022
TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager

SUBJECT: RECEIVE REPORTS ON CALIFORNIA AND SAN FRANCISCO REGIONAL WATER SYSTEM DROUGHT CONDITIONS, AND MPWD'S WATER CONSERVATION UPDATE

RECOMMENDATION

Receive verbal report.

FISCAL IMPACT

None.

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

UNANIMOUS___ WHEELER___ VELLA___ ZUCCA___ JORDAN___ SCHMIDT___

Current U.S. Drought Monitor Conditions for California

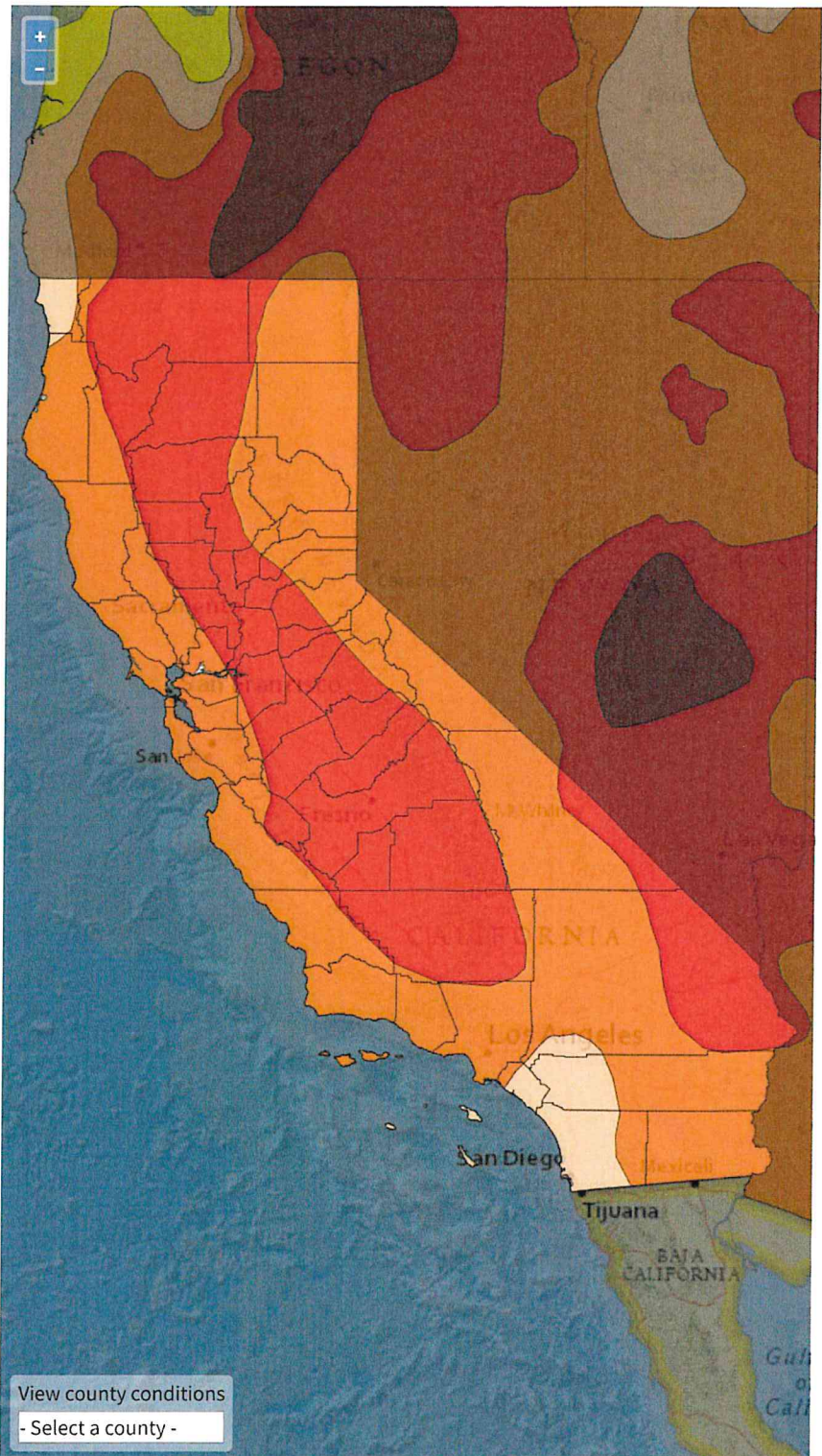
Get Alerts When Local Conditions Change

Current

The U.S. Drought Monitor(USDM) is updated each Thursday to show the location and intensity of drought across the country. This map shows drought conditions across California using a five-category system, from Abnormally Dry (D0) conditions to Exceptional Drought (D4). The USDM is a joint effort of the National Drought Mitigation Center, USDA, and NOAA. [Learn more.](#)

The following state-specific drought impacts were compiled by the [National Drought Mitigation Center](#). While these impacts are not exhaustive, they can help provide a clearer picture of drought in California.

	<p>D0 - Abnormally Dry</p> <ul style="list-style-type: none"> • Soil is dry; irrigation delivery begins early • Dryland crop germination is stunted • Active fire season begins 	<p>100.0% of CA (D0-D4)</p>
	<p>D1 - Moderate Drought</p> <ul style="list-style-type: none"> • Dryland pasture growth is stunted; producers give supplemental feed to cattle • Landscaping and gardens need irrigation earlier; wildlife patterns begin to change • Stock ponds and creeks are lower than usual 	<p>100.0% of CA (D1-D4)</p>
	<p>D2 - Severe Drought</p> <ul style="list-style-type: none"> • Grazing land is inadequate • Fire season is longer, with high burn intensity, dry fuels, and large fire spatial extent • Trees are stressed; plants increase reproductive mechanisms; wildlife diseases increase 	<p>95.2% of CA (D2-D4)</p>
	<p>D3 - Extreme Drought</p> <ul style="list-style-type: none"> • Livestock need expensive supplemental feed; cattle and horses are sold; little pasture remains; fruit trees bud early; producers begin irrigating in the winter • Fire season lasts year-round; fires occur in typically wet parts of state; burn bans are implemented • Water is inadequate for agriculture, wildlife, and urban needs; reservoirs are extremely low; hydropower is restricted 	<p>40.5% of CA (D3-D4)</p>
	<p>D4 - Exceptional Drought</p> <ul style="list-style-type: none"> • Fields are left fallow; orchards are removed; vegetable yields are low; honey harvest is small • Fire season is very costly; number of fires and area burned are extensive • Fish rescue and relocation begins; pine beetle infestation occurs; forest mortality is high; wetlands dry up; survival of native plants and animals is low; fewer wildflowers bloom; wildlife death is widespread; algae blooms appear 	<p>0.0% of CA (D4)</p>



Source(s): [NDMC](#), [NOAA](#), [USDA](#)

Updates Weekly - 05/03/22

Current U.S. Drought Monitor Conditions for California

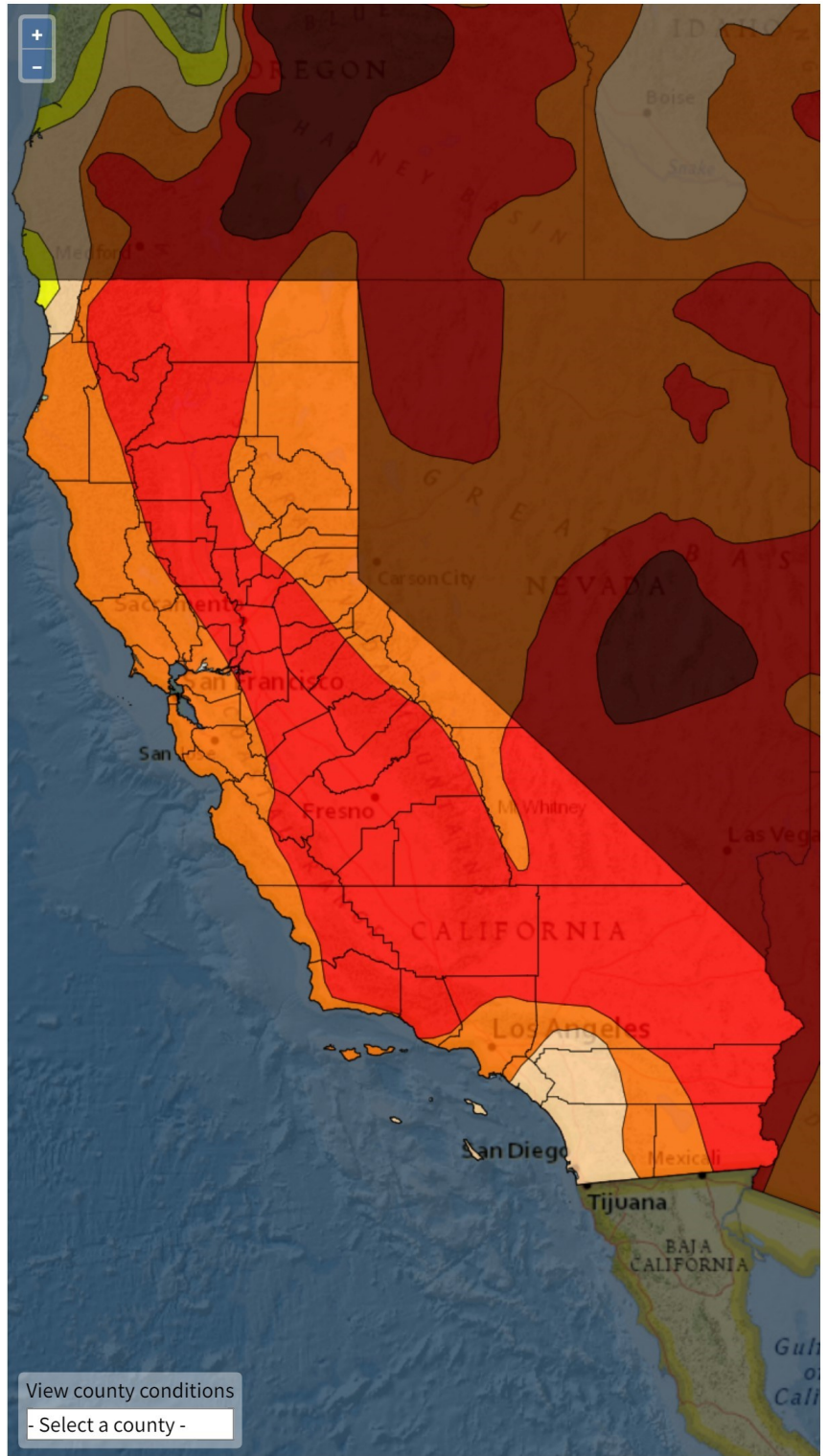
Get Alerts When Local Conditions Change

Current

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The following state-specific drought impacts were compiled by the [National Drought Mitigation Center](#). While these impacts are not exhaustive, they can help provide a clearer picture of drought in California.

	<p>D0 - Abnormally Dry</p> <ul style="list-style-type: none"> • Soil is dry; irrigation delivery begins early • Dryland crop germination is stunted • Active fire season begins 	<p>100.0% of CA (D0-D4)</p>
	<p>D1 - Moderate Drought</p> <ul style="list-style-type: none"> • Dryland pasture growth is stunted; producers give supplemental feed to cattle • Landscaping and gardens need irrigation earlier; wildlife patterns begin to change • Stock ponds and creeks are lower than usual 	<p>99.9% of CA (D1-D4)</p>
	<p>D2 - Severe Drought</p> <ul style="list-style-type: none"> • Grazing land is inadequate • Fire season is longer, with high burn intensity, dry fuels, and large fire spatial extent • Trees are stressed; plants increase reproductive mechanisms; wildlife diseases increase 	<p>95.1% of CA (D2-D4)</p>
	<p>D3 - Extreme Drought</p> <ul style="list-style-type: none"> • Livestock need expensive supplemental feed; cattle and horses are sold; little pasture remains; fruit trees bud early; producers begin irrigating in the winter • Fire season lasts year-round; fires occur in typically wet parts of state; burn bans are implemented • Water is inadequate for agriculture, wildlife, and urban needs; reservoirs are extremely low; hydropower is restricted 	<p>59.8% of CA (D3-D4)</p>
	<p>D4 - Exceptional Drought</p> <ul style="list-style-type: none"> • Fields are left fallow; orchards are removed; vegetable yields are low; honey harvest is small • Fire season is very costly; number of fires and area burned are extensive • Fish rescue and relocation begins; pine beetle infestation occurs; forest mortality is high; wetlands dry up; survival of native plants and animals is low; fewer wildflowers bloom; wildlife death is widespread; algae blooms appear 	<p>0.0% of CA (D4)</p>



Source(s): NDMC, NOAA, USDA

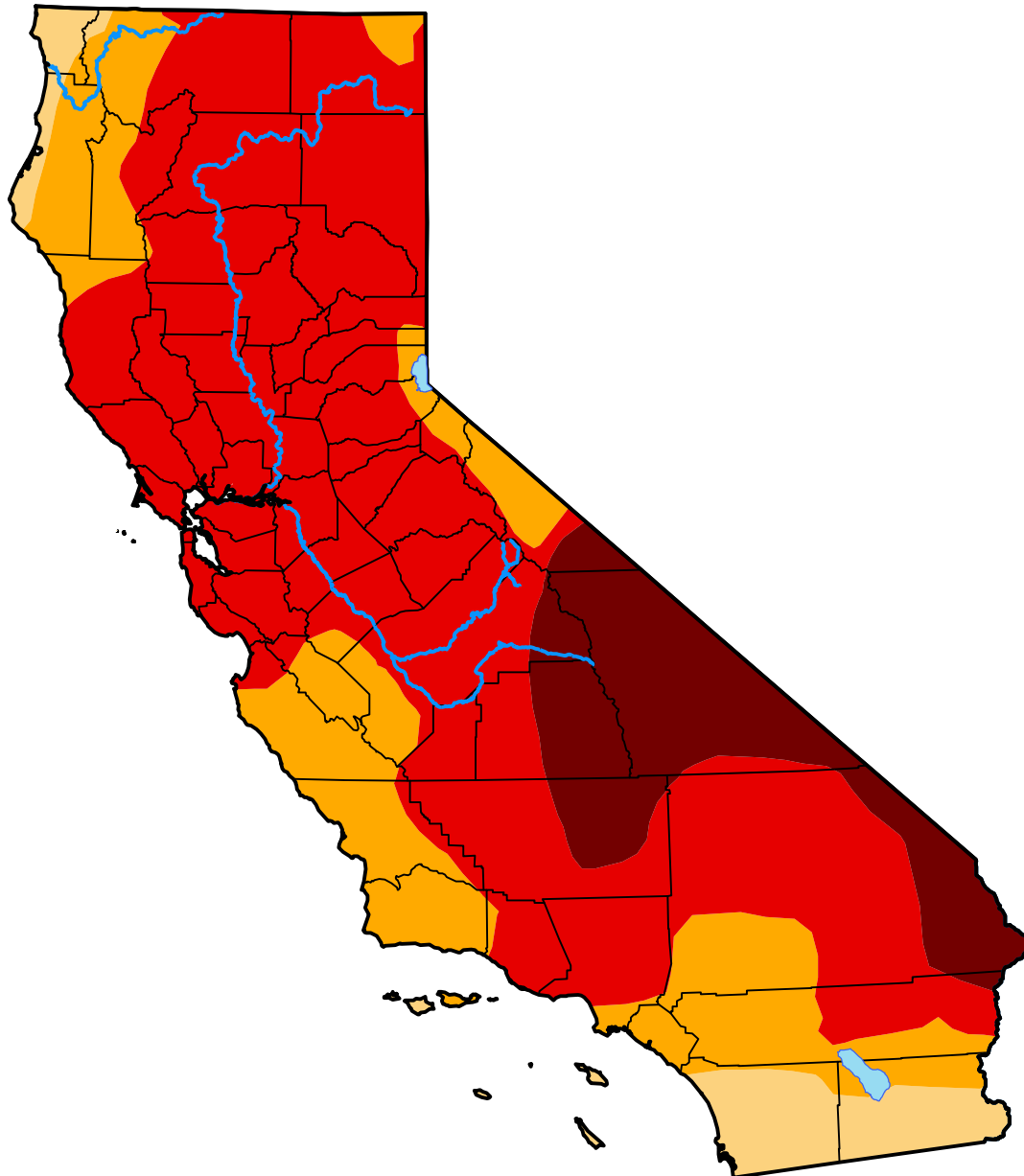
Updates Weekly - 05/10/22

U.S. Drought Monitor California

May 11, 2021

(Released Thursday, May. 13, 2021)

Valid 8 a.m. EDT



Drought Conditions (Percent Area)

	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
Current	0.00	100.00	100.00	94.31	73.33	13.53
Last Week <i>05-04-2021</i>	0.00	100.00	97.52	92.88	73.31	5.36
3 Months Ago <i>02-09-2021</i>	0.64	99.36	85.10	57.87	31.41	3.75
Start of Calendar Year <i>12-29-2020</i>	0.00	100.00	95.17	74.34	33.75	1.19
Start of Water Year <i>09-29-2020</i>	15.35	84.65	67.65	35.62	12.74	0.00
One Year Ago <i>05-12-2020</i>	41.80	58.20	46.67	20.84	2.99	0.00

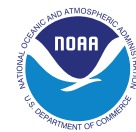
Intensity:



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

Author:

David Simeral
Western Regional Climate Center



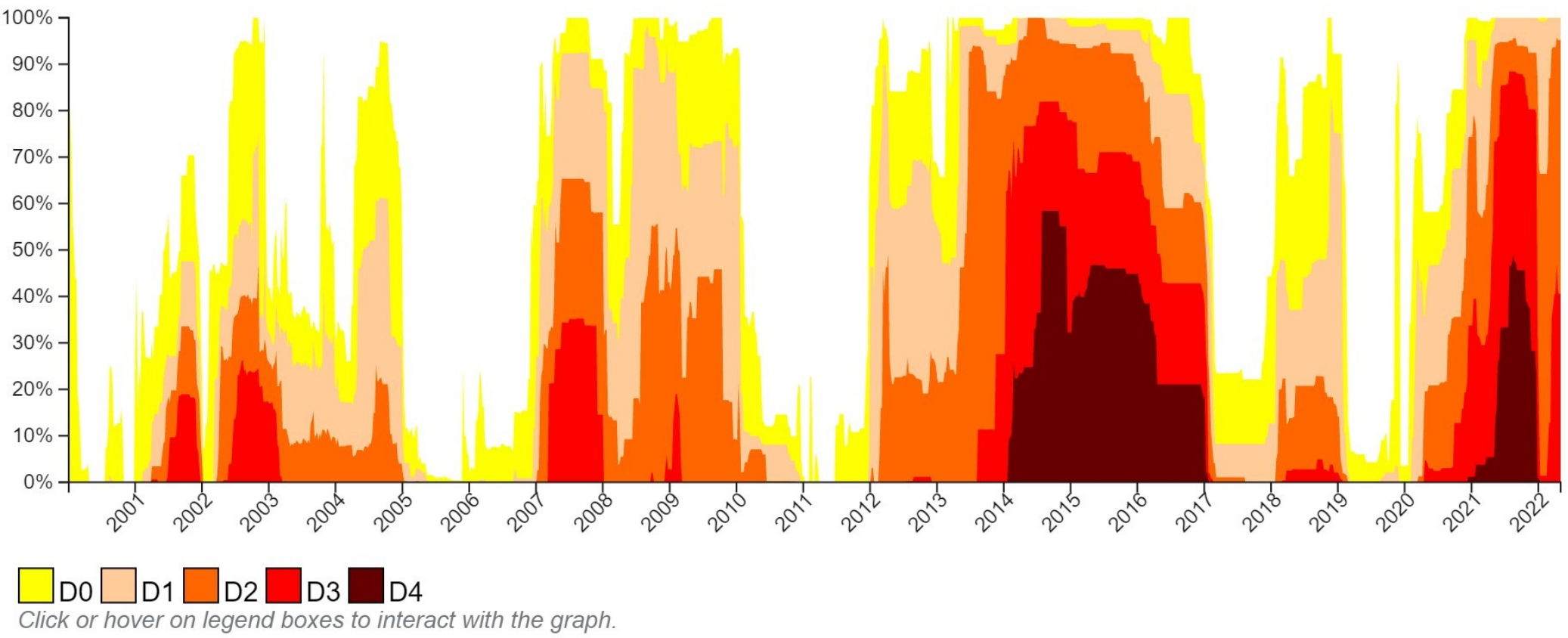
droughtmonitor.unl.edu

2000 - Present (Weekly)

The U.S. Drought Monitor (USDM) is a national map released every Thursday, showing parts of the U.S. that are in drought. The USDM relies on drought experts to synthesize the best available data and work with local observers to interpret the information. The USDM also incorporates ground truthing and information about how drought is affecting people, via a network of more than 450 observers across the country, including state climatologists, National Weather Service staff, Extension agents, and hydrologists. [Learn more.](#)

Time Period (Years): to

Latest Available Data: 2022-05-03

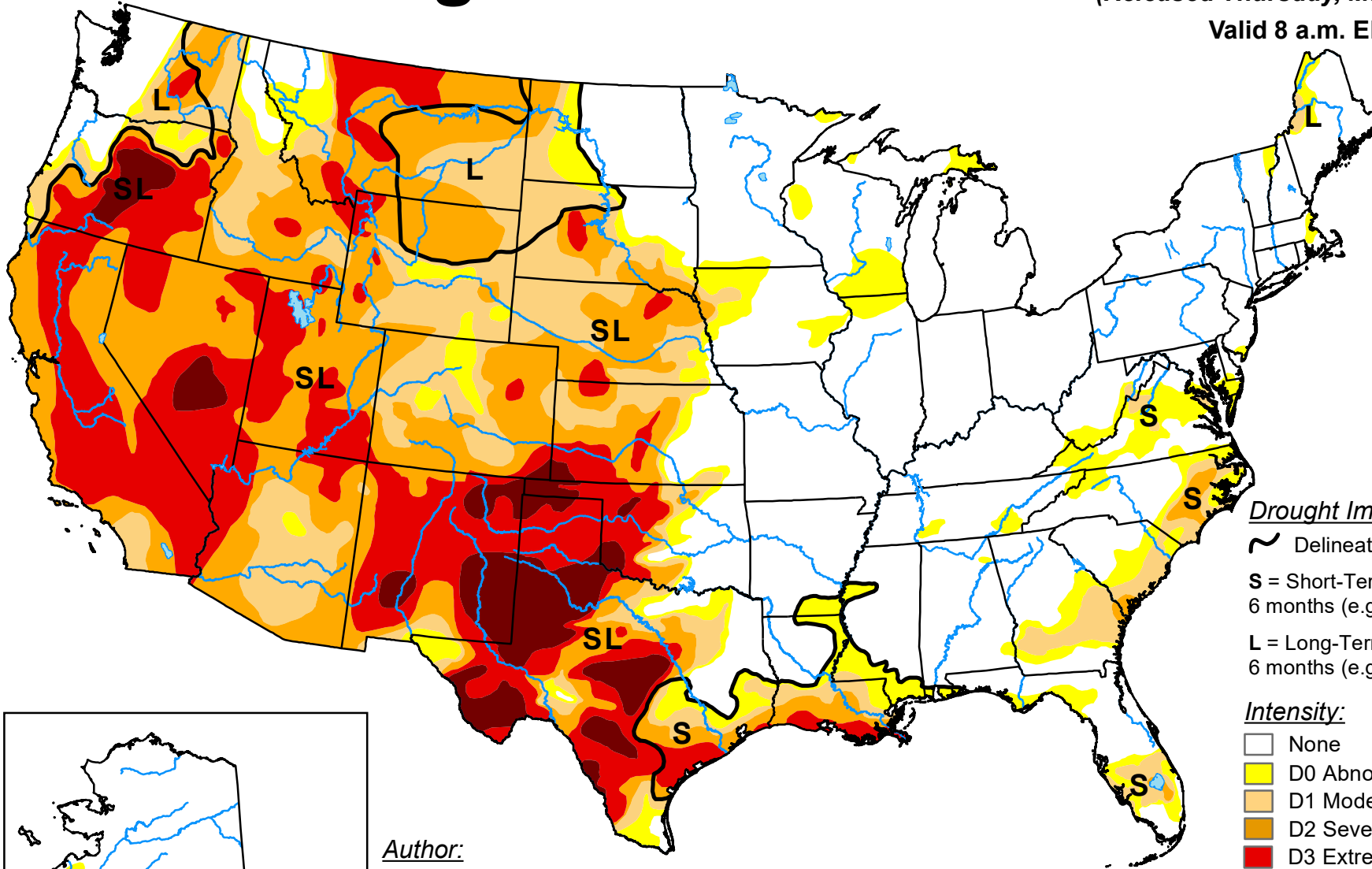


U.S. Drought Monitor


May 10, 2022

(Released Thursday, May. 12, 2022)







Valid 8 a.m. EDT

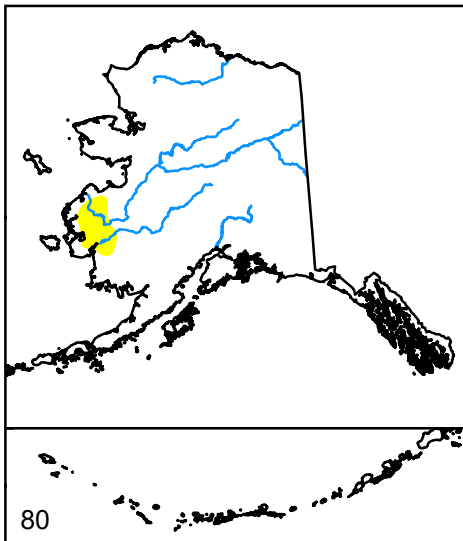


Drought Impact Types:

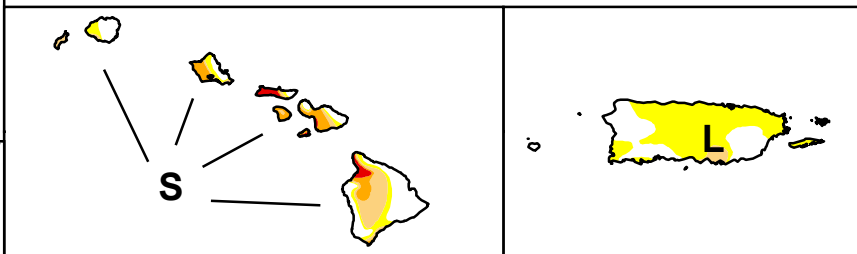
-  Delineates dominant impacts
- S** = Short-Term, typically less than 6 months (e.g. agriculture, grasslands)
- L** = Long-Term, typically greater than 6 months (e.g. hydrology, ecology)

Intensity:

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



Author:
David Simeral
Western Regional Climate Center



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



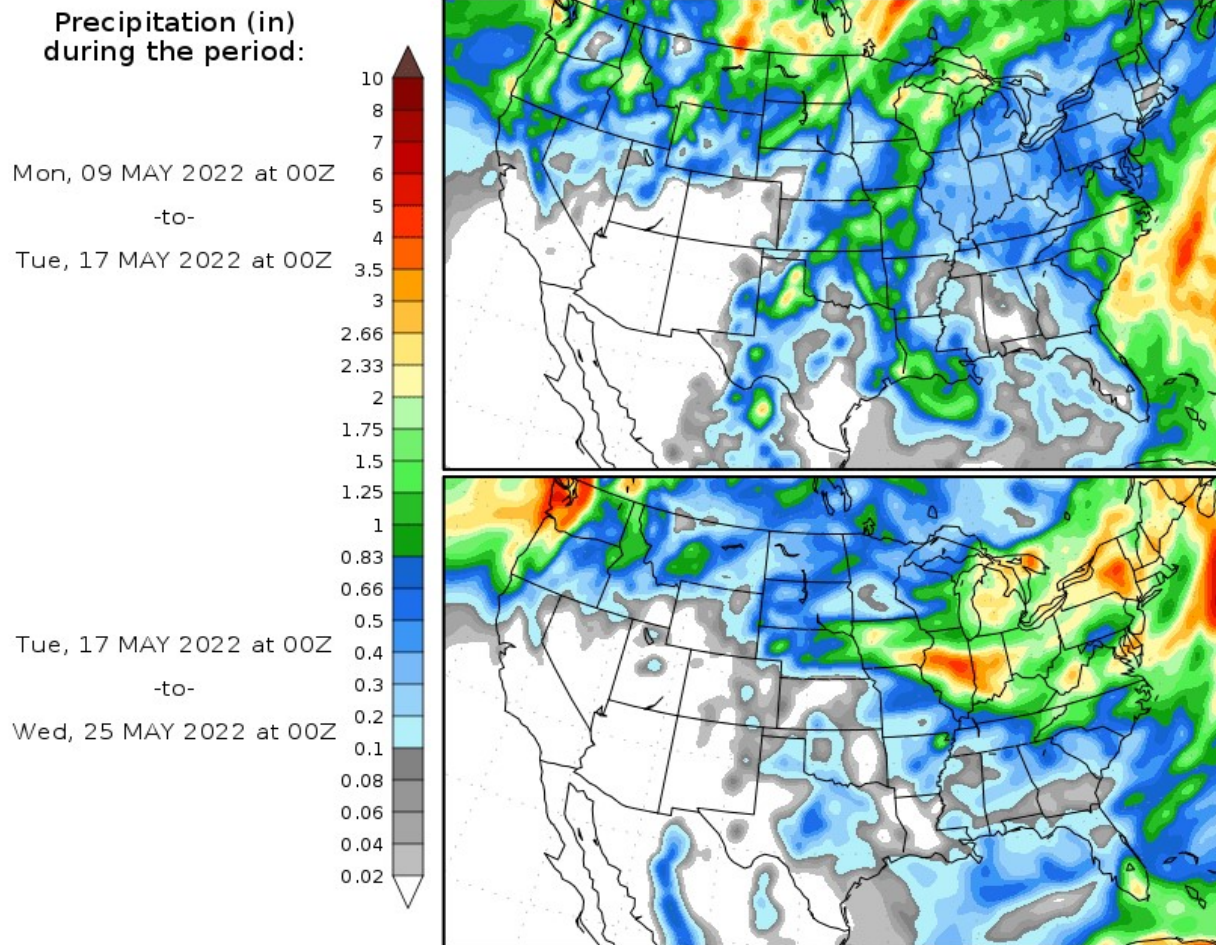
droughtmonitor.unl.edu

Precip Data Ending 4pm on	Rainfall July 1 2021 - Mar 31 2022 75% of Year*			Rainfall July 1 2021 - May 9 2022 approx. 83% of Year*			Monday, May 9, 2022 approx. 83% of Year*		
		Thru Mar. 31, 2022			Thru May 9, 2022		July 1 thru June 30		
City	Rainfall July 1 to Jan. 1 (inches)	Rainfall Normal (inches)	% Normal	Rainfall July 1 to Mar. 31 (inches)	Rainfall Normal (inches)	% Normal	Rainfall July 1 to Mar. 31 (inches)	Rainfall Normal (inches)	% Normal
San Francisco Downtown	17.48	20.39	86%	18.58	22.24	84%	18.58	22.89	81%
SFO Airport	17.15	17.66	97%	18.12	19.20	94%	18.12	19.64	92%
Oakland	15.89	16.52	96%	16.87	18.10	93%	16.87	18.68	90%
San Jose	7.00	11.84	59%	7.29	13.06	56%	7.29	13.48	54%
Sacramento - CSUS	15.43	16.69	92%	16.39	18.42	89%	16.39	19.20	85%
Modesto	8.79	10.47	84%	9.02	11.68	77%	9.02	12.27	74%
Fresno	5.99	9.29	64%	6.29	10.48	60%	6.29	10.99	57%
Bakersfield	5.01	5.46	92%	5.40	6.16	88%	5.40	6.36	85%
Santa Barbara	10.25	15.81	65%	10.50	16.87	62%	10.50	17.25	61%
LAX Airport	10.07	11.27	89%	10.30	11.97	86%	10.30	12.23	84%
Los Angeles Downtown	12.06	13.15	92%	12.39	13.96	89%	12.39	14.25	87%
San Diego Montgomery Field	6.58	9.91	66%	6.87	10.79	64%	6.87	11.02	62%
Palm Springs	2.06	4.50	46%	2.08	4.60	45%	2.08	4.61	45%

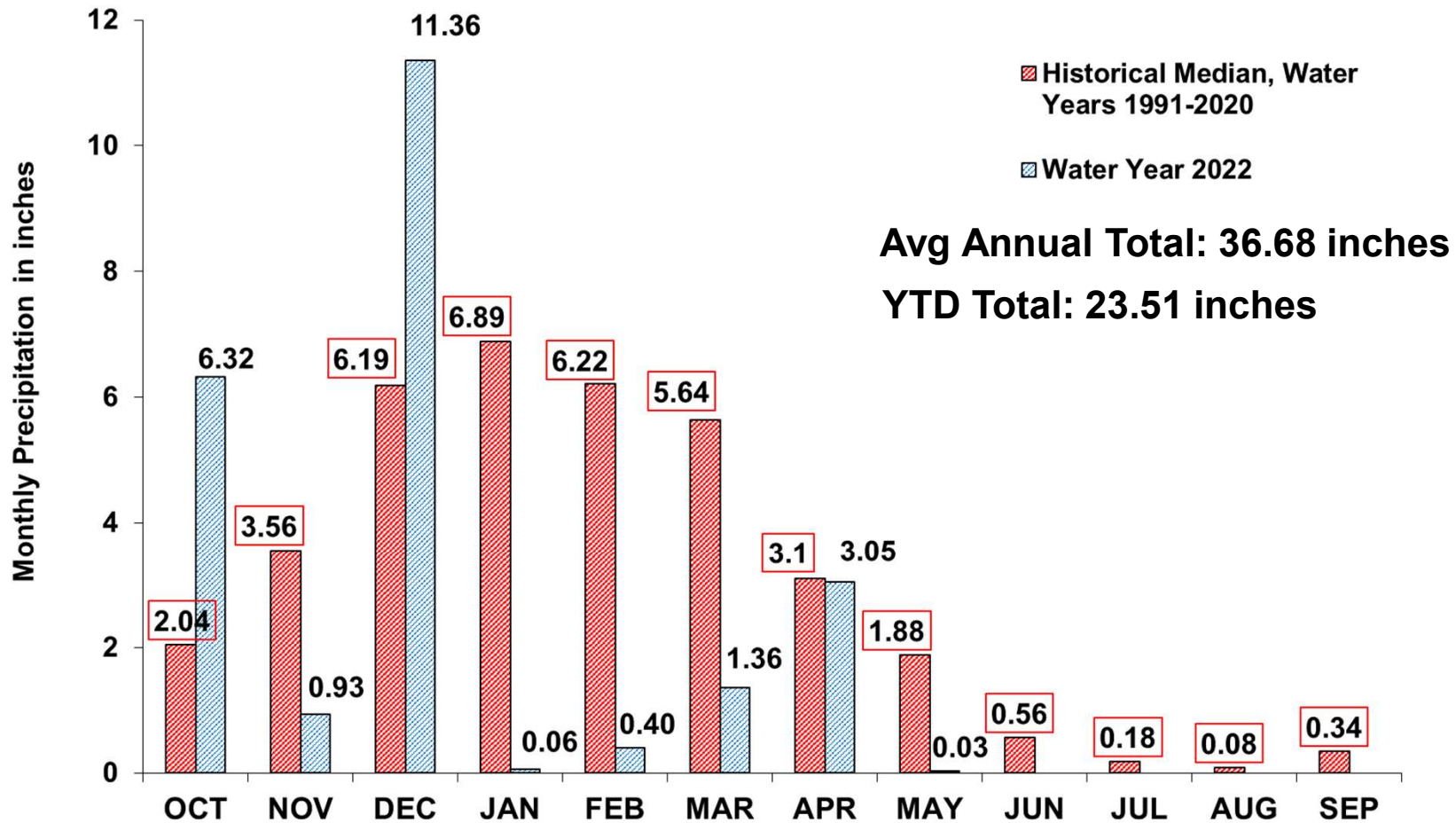
* Rain season runs from July 1 through June 30

Data from NOAA

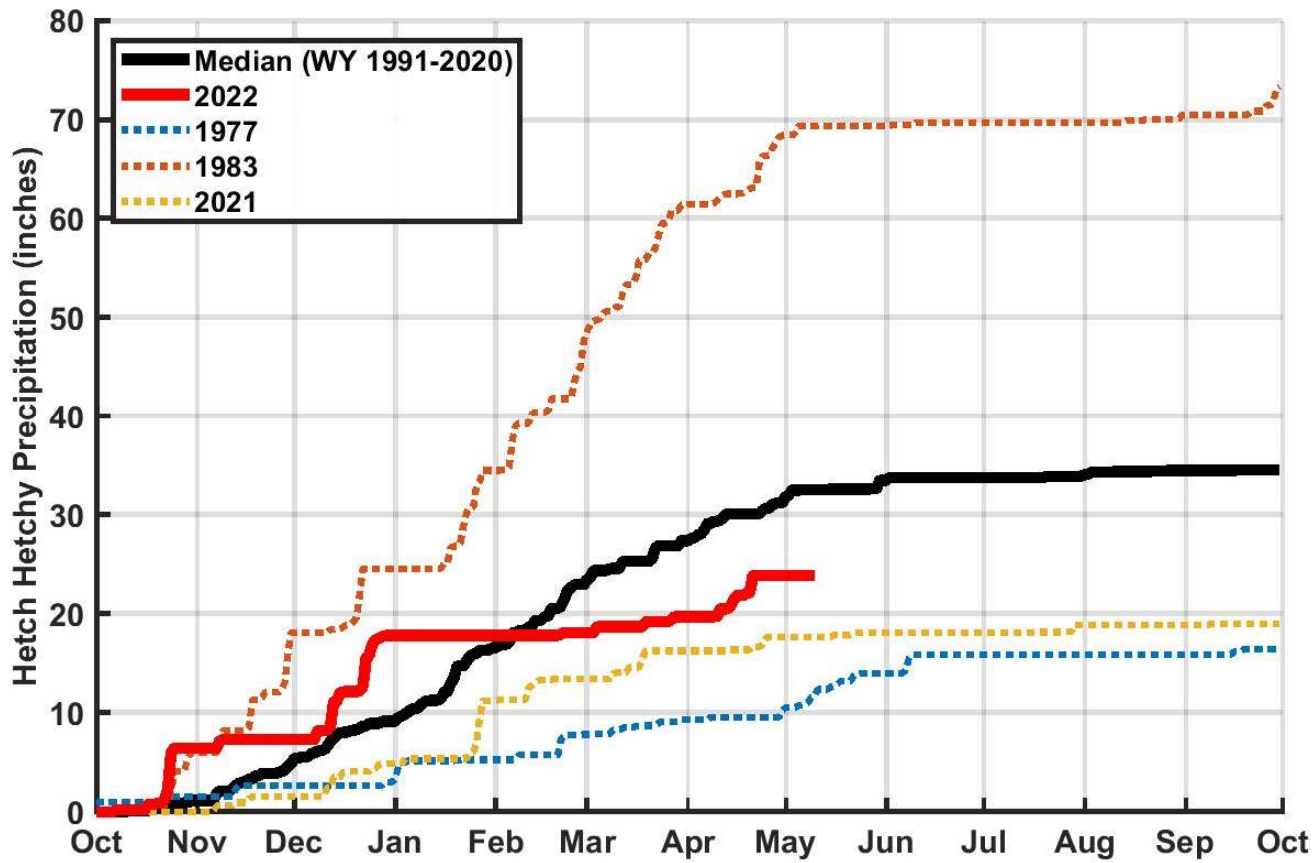
National Precipitation Forecast



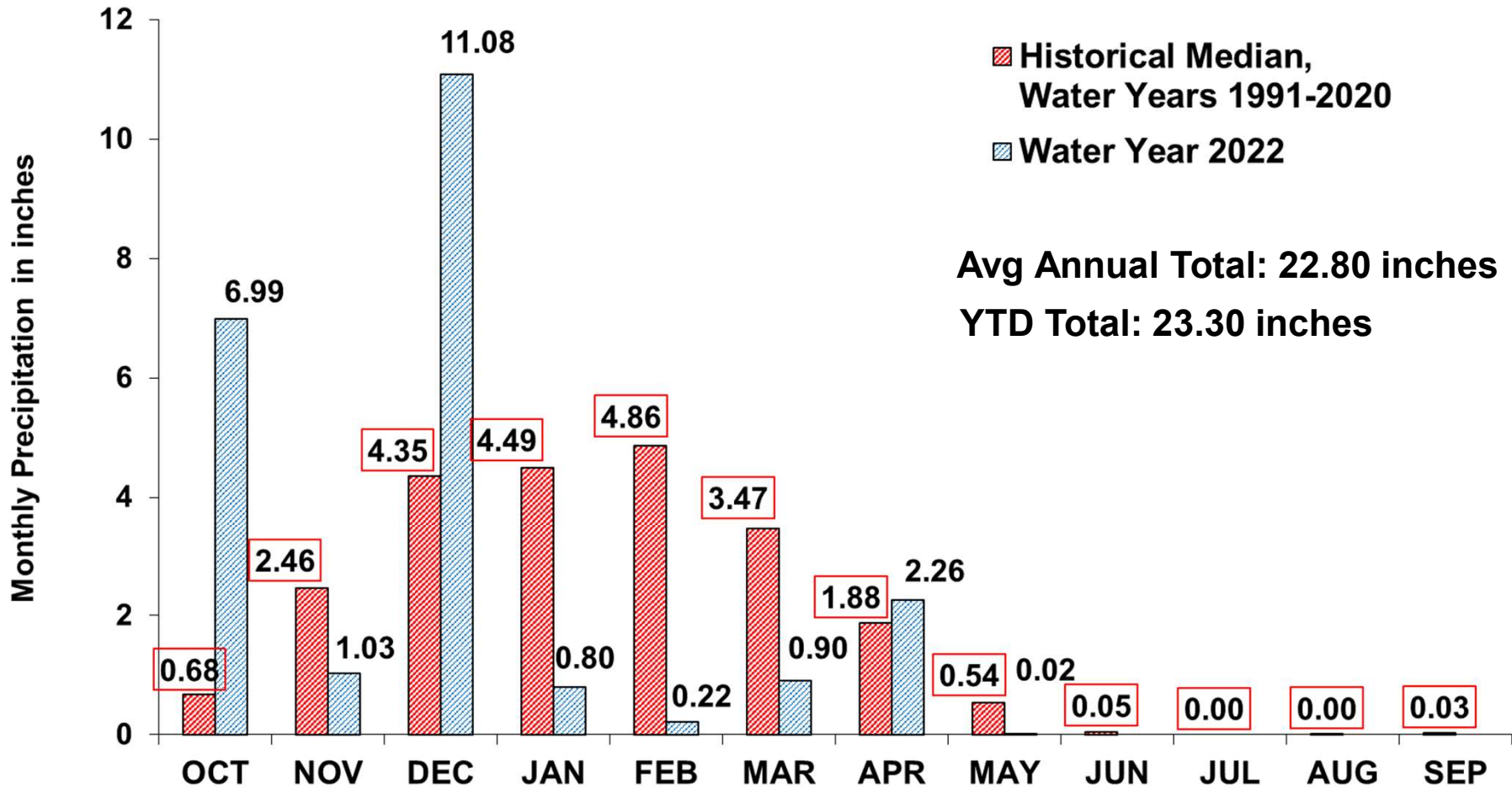
Upcountry 6-station Precipitation Index as of May 8, 2022



Hetch Hetchy Precipitation



Bay Area 7-station Precipitation Index as of May 8, 2022



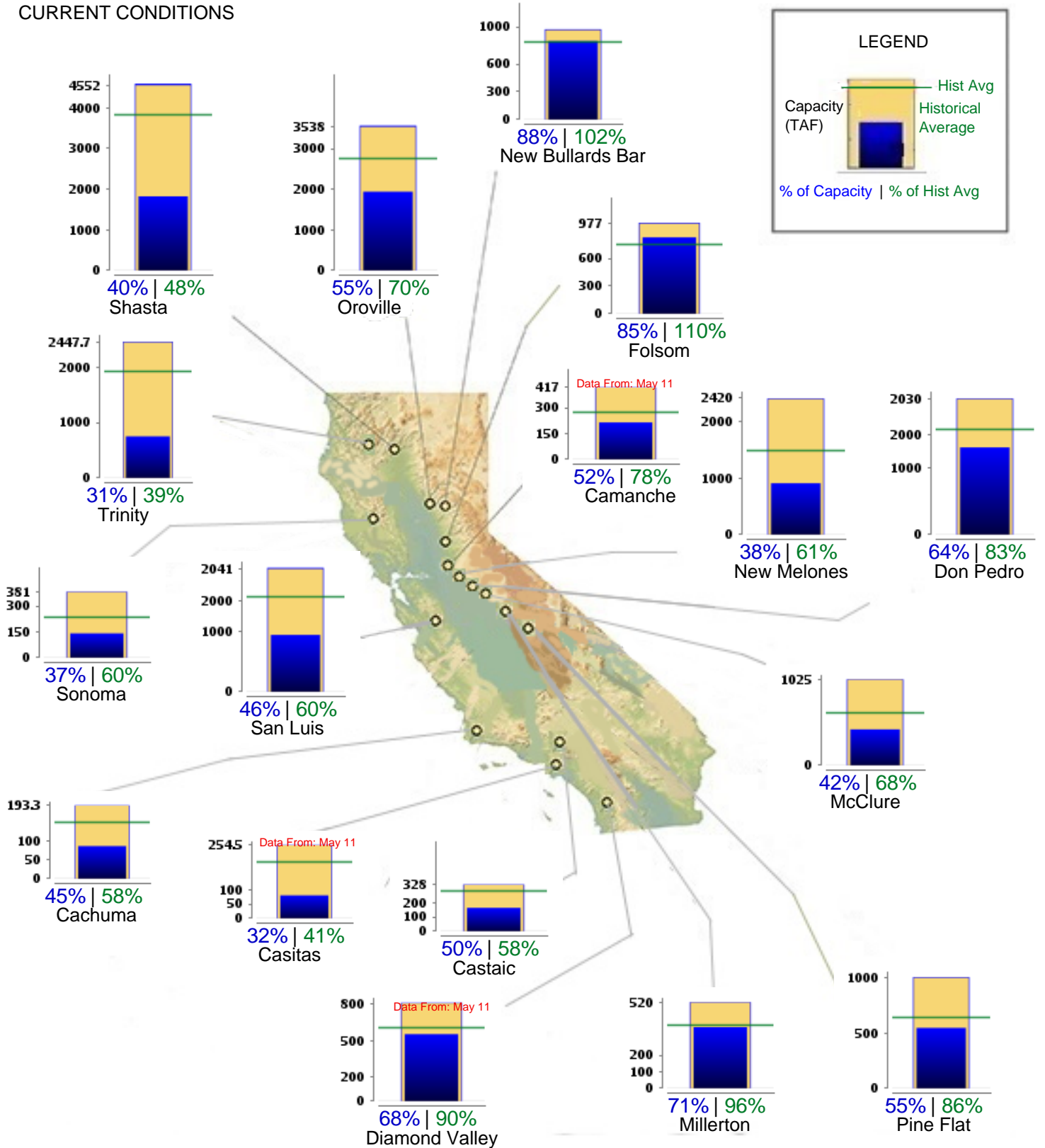


CURRENT RESERVOIR CONDITIONS

CALIFORNIA MAJOR WATER SUPPLY RESERVOIRS

Midnight - May 12, 2022

CURRENT CONDITIONS



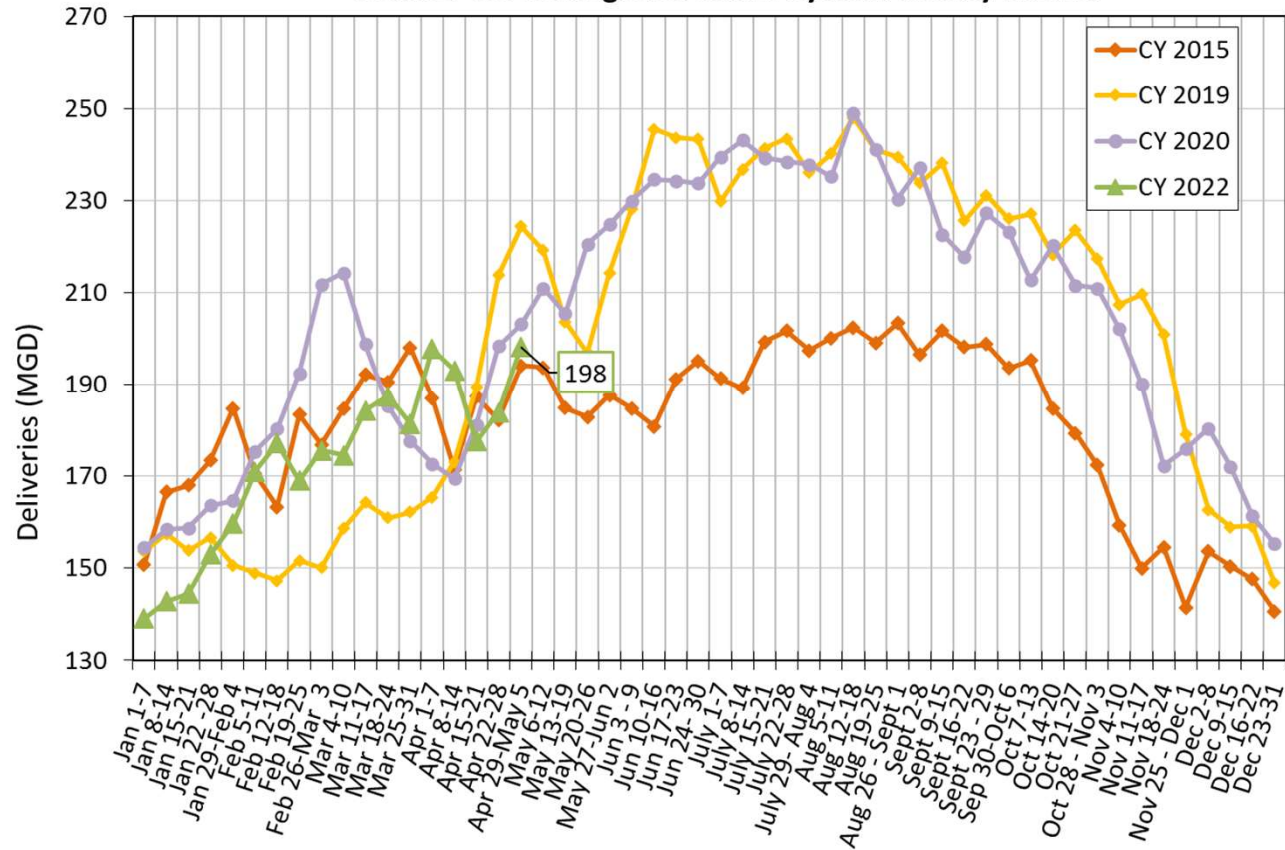


May 8, 2022 Reservoir Storage

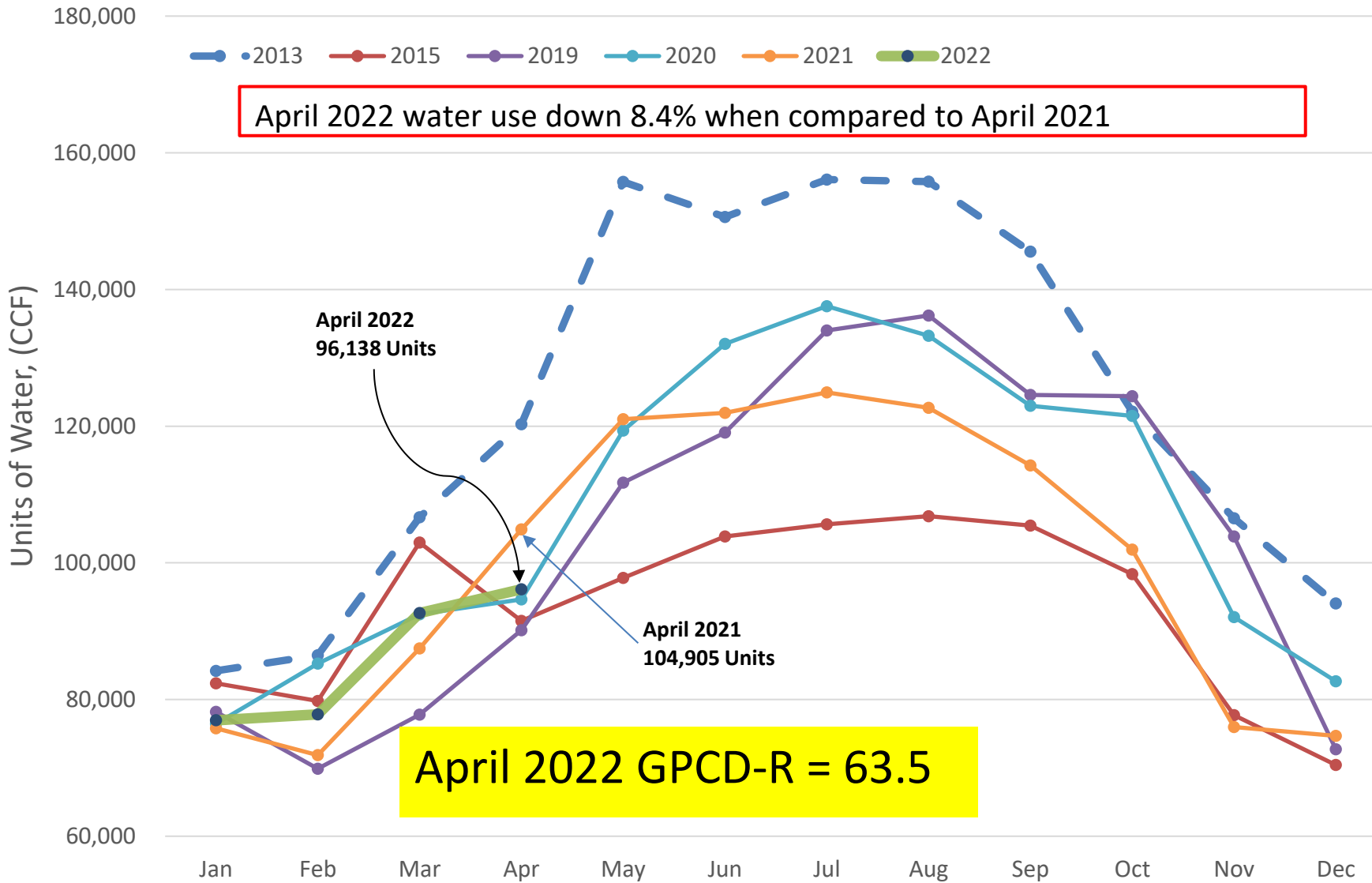
Reservoir	Current Storage ^{1,2,3} (AF)	Maximum Storage ⁴ (AF)	Available Capacity (AF)	Percent of Maximum Storage	Normal Percent of Maximum Storage ⁵
<u>Tuolumne System</u>					
Hetch Hetchy	350,100	360,360	10,260	97.2%	72.2%
Cherry	260,800	273,345	12,545	95.4%	-
Eleanor	26,170	27,100	930	96.6%	-
Water Bank	271,568	570,000	298,432	47.6%	94.1%
Total Tuolumne Storage	908,638	1,230,805	322,167	73.8%	-
<u>Local System</u>					
Calaveras	62,766	96,670	33,904	64.9%	-
San Antonio	44,672	53,266	8,594	83.9%	-
Crystal Springs	48,386	58,309	9,923	83.0%	-
San Andreas	13,544	19,027	5,483	71.2%	-
Pilarcitos	2,876	3,030	154	94.9%	-
Total Local Storage	172,244	230,302	58,058	74.8%	-
Total System Storage	1,080,882	1,461,107	380,225	74.0%	83.2%
Total without water bank	809,314	891,107	81,793	90.8%	-

Total Deliveries

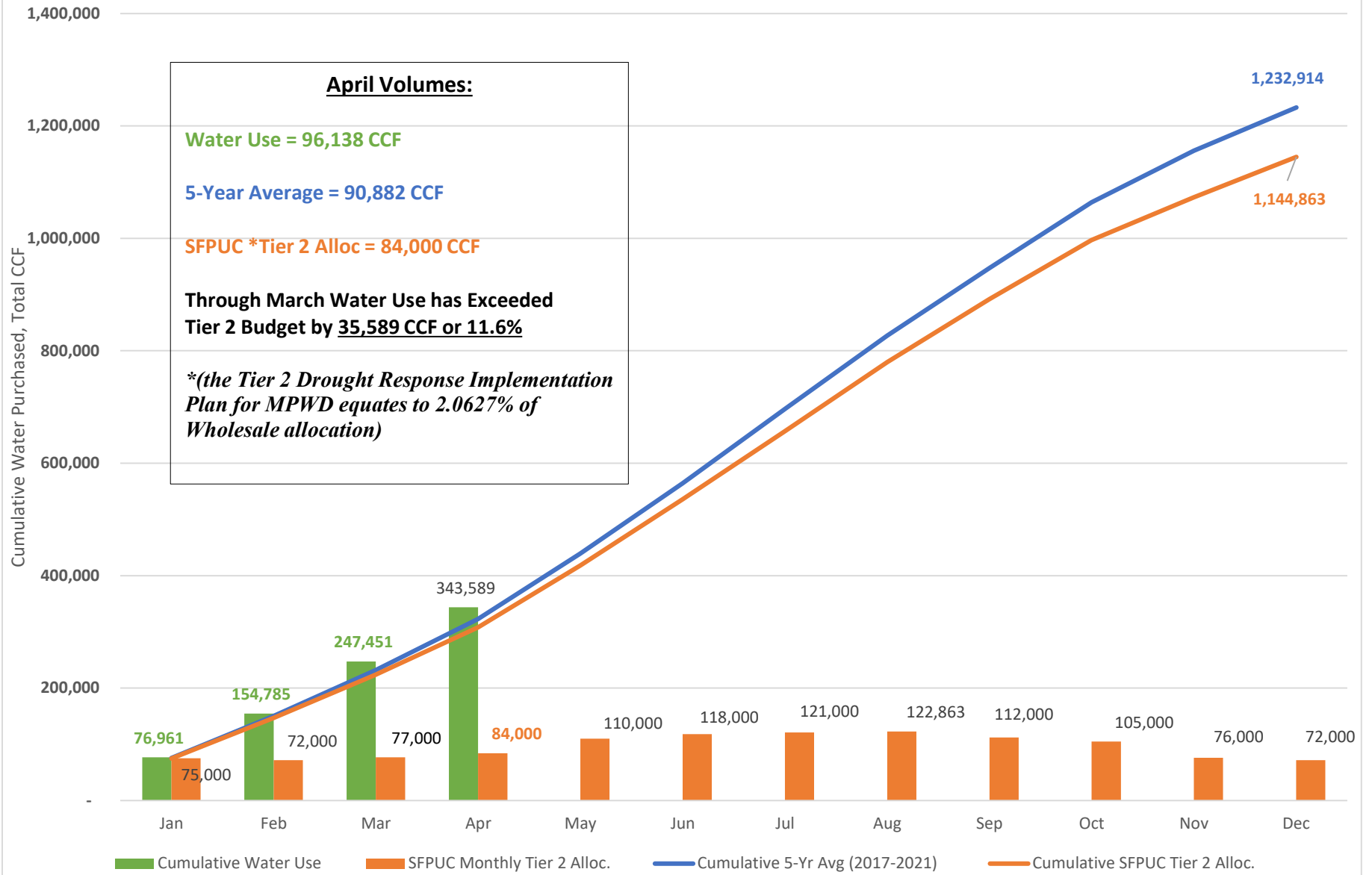
Regional Water System Total Deliveries
Source: SFPUC Regional Water System County Meters



MPWD Annual Water Use



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



Drought Tracking

Starting in Calendar Year 2022, the Delivery Report will include this Drought Tracking section (2 pages). Drought Tracking consists of two different tools - Two (2) Drought Tracking Tables and One (1) Current Water Savings Progress Chart.

Drought Tracking Table Notes:

Starting in July 2021, SFPUC was interested in comparing water use against FY2019-2020 levels in anticipation of drought action. On November 23, 2021, the SFPUC declared a water shortage emergency calling for 10 percent voluntary reduction from FY2019-2020 (July 2019 to June 2020) levels. The tables below show a rolling average delivery of July 1, 2021 to present, and January 1, 2022 to present for FY2019-2020 observed use (minus Regional Groundwater Storage & Recovery Project in-lieu water deliveries) and FY2021-2022 observed use. The tracker compiles data by customer groups, which help to highlight how much SFPUC retail customers in San Francisco and SFPUC wholesale customers outside the City have reduced their use. San Francisco's reduced water use reflects COVID impacts to business operations. Changes in percent reduction may occur as the economy rebounds and business operations return to pre-pandemic levels.

Current Water Savings Progress: Volume Saved by Seasons Chart Notes (next page):

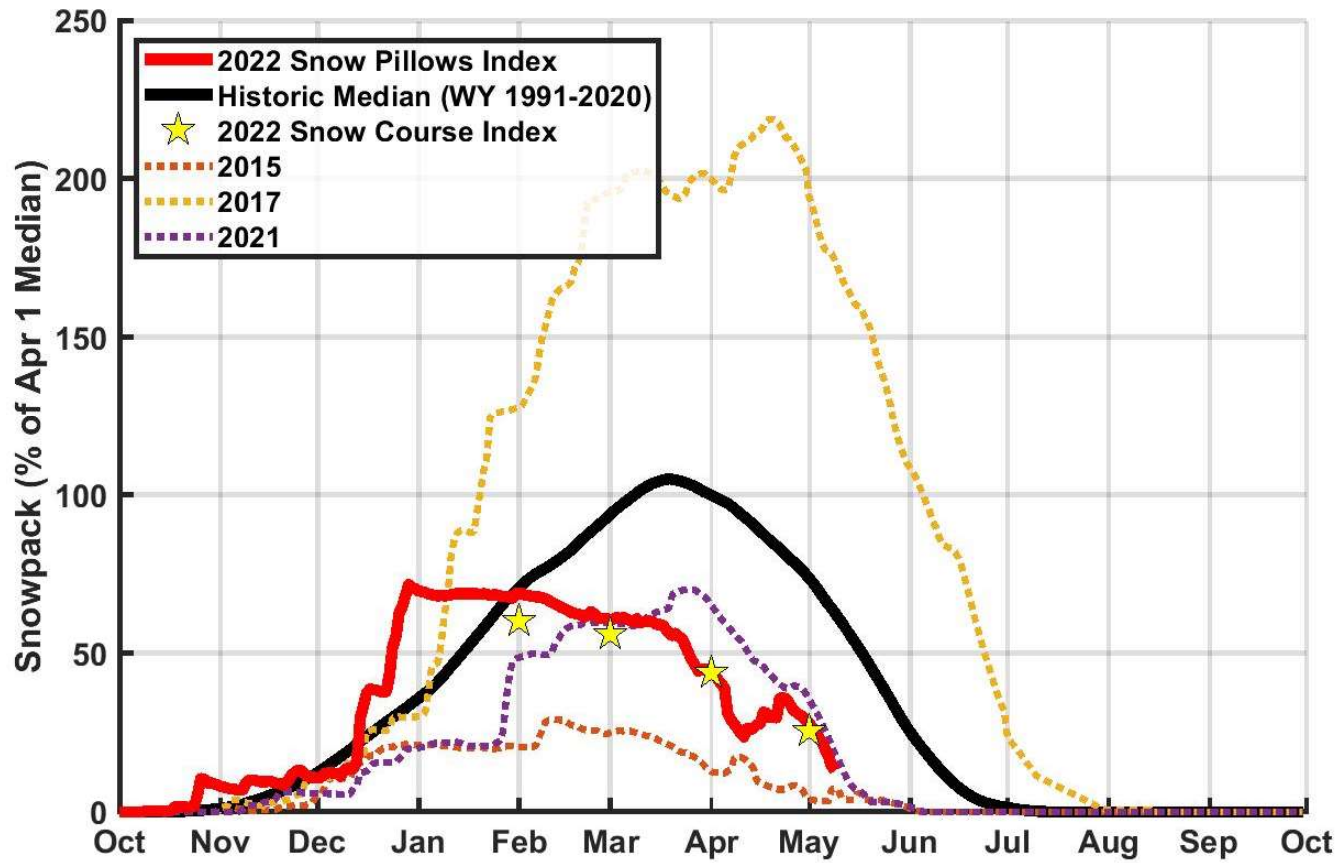
This chart provides a water savings tracker with which to gage cumulative water savings over the course of the 2022 calendar year. A 10 percent reduction of FY2019-2020 use from January 1 to December 31 would mean 7,307 MG in water savings. The chart divides these savings by seasons to show how each season is different with respect to total annual savings, with the summer (June-August) season having the most potential for savings. Each week, the cumulative savings are tracked against the seasonal targets.

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

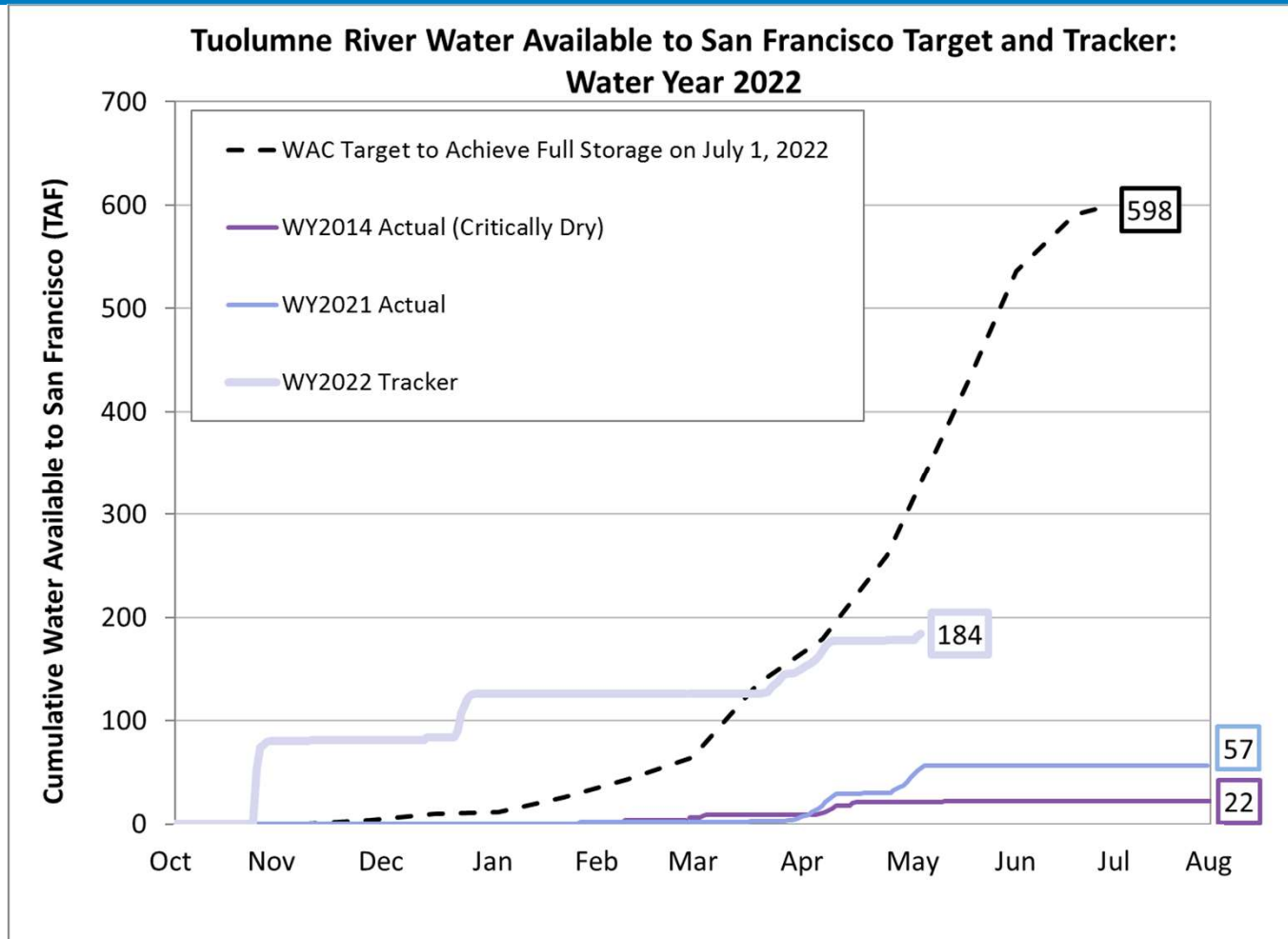
For the Period July 1, 2021 - May 5, 2022			
CUSTOMER GROUPS	FY2019/2020 AVG. MGD	FY2021/2022 AVG. MGD	% REDUCTION
San Francisco Customers	63.2	55.3	12.4%
Wholesale Customers	133.0	128.0	3.8%
TOTAL	196.2	183.3	6.5%

For the Period January 1, 2022 - May 5, 2022			
CUSTOMER GROUPS	FY2019/2020 AVG. MGD	FY2021/2022 AVG. MGD	% REDUCTION
San Francisco Customers	60.6	55.5	8.4%
Wholesale Customers	115.2	117.3	-1.8%
TOTAL	175.8	172.8	1.7%

Upcountry Snowpack



Tuolumne River Water Available to the City





TO: Board of Directors
FROM: Tammy A. Rudock
General Manager
DATE: May 26, 2022

MANAGER'S REPORT

FOLLOW-UP FROM 04/28/2022:

- Executed contract with Chavan & Associates, LLP, for District Treasurer and Accounting Services.

ACWA JPIA 2022 SPRING ANNUAL CONFERENCE – MAY 2-5, 2022

I attended the ACWA JPIA conference in Sacramento, as did Board President Kirk Wheeler. The first two days (May 2 and 3) were comprised of the ACWA JPIA annual conference, wherein business regarding the pooled programs (Liability, Property, Workers' Compensation, and Employee Benefits) was conducted and reports provided to member agencies. Attached is a report of the Pooled Programs Highlights. The ACWA JPIA Operating Budget for FY 2022/2023 was approved and is attached for information, together with the Organizational Chart.

The annual ACWA Conference was held May 4-5 and I attended sessions regarding the Voluntary Agreements (including parties to the one for the San Joaquin watershed), ACWA's Water Conservation Campaign, including the SAVE OUR WATER toolkit, and the Region 5 membership meeting, to name a few. There were several after-hour networking events.

3-MONTH "LOOK AHEAD" FOR BOARD MEETINGS

JUNE 23, 2022

- Approve Employment Agreement with new General Manager effective September 1, 2022
- Receive Reports on California and San Francisco Regional Water System Drought Conditions and MPWD Water Conservation Update

JULY 28, 2022

- Consider/Approve living wage adjustment to employee salary ranges effective August 1, 2022, for MPWD Employee Association, per Section 10 of Letter Agreement dated September 25, 2018 (through September 2023)
- Establish Appropriations Limit applicable to the MPWD during Fiscal Year 2022/2023
- Approve Eighth Amendment to Employment Agreement for General Manager transition to Management Advisor effective September 1, 2022

- Receive Reports on California and San Francisco Regional Water System Drought Conditions and MPWD Water Conservation Update
- Receive BAWSCA Update

AUGUST 2022 – NO SCHEDULED BOARD MEETING

SEPTEMBER 22, 2022

- Consider Updated Water Capacity Fees and Water Demand Offset Charges, effective October 1, 2022 (tentative)
- Semi-Annual Financial Reconciliation and Capital Project Fund Reports on 2016 COP Financing through June 30, 2022
- Receive Reports on California and San Francisco Regional Water System Drought Conditions and MPWD Water Conservation Update
- Receive BAWSCA Update

UPCOMING MEETINGS/EVENTS

HIA Meeting (Belmont): June 2, 2022 @ Divino's – NO MEETINGS IN JULY OR AUGUST

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

ACWA JPIA 2022 Annual Fall Conference & Exhibition (Indian Wells): November 28-December 2, 2022

ACWA JPIA Pooled Programs Highlights

Liability Program

- \$5 million retention, purchase an additional \$50 million in excess insurance
- Approximately 335 members
- Program renews October 1 of each year
- Pricing has been very stable; no increase in last 15 years

Property Program

- \$100,000 retention with \$500 million in limits
- Program renews July 1 of each year
- Approximately 285 members
- 15% rate increase in pricing for the new year
- Catastrophic events continue to dominate pricing
- Very hard market, expect 15-20% increase in rates

Workers' Compensation Program

- \$2 million retention
- Program renews July 1 of each year
- Approximately 200 members
- Pricing has been very stable; rates remained unchanged for the current year
- Legislative changes present the biggest challenge to rates

Employee Benefits Program

- Program includes three self-insured products:
 - Health Benefits
 - Dental
 - Vision
- Program renews January 1 of each year
- Approximately 265 members
- Rates for the self-funded PPO program reduced 5%
- Other self-insured programs remain unchanged
- Switch to UnitedHealthcare Advantage plan for Retirees with Medicare
- Added Modern Health as a component of all JPIA medical plans

**ASSOCIATION OF CALIFORNIA WATER AGENCIES
JOINT POWERS INSURANCE AUTHORITY**

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GENERAL & ADMINISTRATIVE EXPENSES

	BUDGETED	ACTUAL	DIFFERENCE	APPROVED	PROPOSED	DIFFERENCE	% OF
	FYE 9/30/21	FYE 9/30/21	ACT - BUD	BUDGET	BUDGET	2022 vs. 2023	CHANGE
				FYE 9/30/22	FYE 9/30/23		22 vs. 23
ACWA/JPIA STAFF SERVICES							
1 Staff Salaries & Temporary Services	\$ 5,650,806	\$ 5,513,862	\$ (136,944)	\$ 5,830,533	\$ 6,200,000	\$ 369,467	6.3%
2 Staff Employee Benefits	2,790,059	1,720,877	(1,069,182)	3,605,286	3,100,000	(505,286)	-14.0%
3 Office Buildings	119,000	131,551	12,551	126,000	139,000	13,000	10.3%
4 Postage and Freight	51,000	47,294	(3,706)	52,000	53,000	1,000	1.9%
5 Telephone Service	54,000	56,716	2,716	56,000	57,000	1,000	1.8%
6 JPIA Perspective Printing & Distribution	21,000	16,906	(4,094)	20,000	18,000	(2,000)	-10.0%
7 Outside Printing	19,000	13,253	(5,747)	22,000	16,000	(6,000)	-27.3%
8 JPIA Office Insurance	19,000	24,271	5,271	19,000	26,000	7,000	36.8%
9 General Office Supplies	40,000	22,094	(17,906)	29,000	29,000	0	0.0%
10 Computer Equipment Software, Office Furniture	818,000	826,353	8,353	815,000	840,000	25,000	3.1%
11 Dues, Subscriptions, & Misc. Publications	100,000	129,794	29,794	125,000	125,000	-	0.0%
12 Staff Ed/Training Seminars & Coursework Reimbs	72,000	22,033	(49,967)	70,000	75,000	5,000	7.1%
13 Depreciation on Capital Assets	200,000	223,604	23,604	211,000	215,000	4,000	1.9%
14 Staff Travel Related Expenses	77,000	16,850	(60,150)	85,000	85,000	-	0.0%
15 Staff Risk Assessment Travel Related Expenses	36,000	8,097	(27,903)	46,000	46,000	-	0.0%
16 Member Informational Workshops	115,000	(59,611)	(174,611)	113,000	113,000	-	0.0%
17 Lending Library	18,000	747	(17,253)	25,000	5,000	(20,000)	-80.0%
18 Member Safety & Loss Control Incentive Awards	116,000	102,063	(13,937)	115,000	115,000	0	0.0%
19 Total ACWA/JPIA Staff Services	10,315,865	8,816,754	(1,499,111)	11,364,819	11,257,000	(107,819)	-0.9%
COMMITTEES & BD. OF DIRECTORS' SERVICES							
20 Executive Committee Member Expenses	152,000	108,083	(43,917)	220,000	170,000	(50,000)	-22.7%
21 Finance/Audit Committee & Committee Expenses	20,000	11,103	(8,897)	30,000	20,000	(10,000)	-33.3%
22 Semi-Annual ACWA Conf. & Bd of Directors' Expense	136,000	21,381	(114,619)	130,000	150,000	20,000	15.4%
23 Total Committees & Board of Directors' Services	308,000	140,567	(167,433)	380,000	340,000	(40,000)	-10.5%
EXTERNAL CONSULTING AND PROF. SERVICES							
24 Insurance Program Actuarial Analysis	24,000	18,900	(5,100)	24,000	21,000	(3,000)	-12.5%
25 Consulting Services	8,000	28,499	20,499	27,000	25,000	(2,000)	-7.4%
26 Occu-Med	95,000	100,148	5,148	86,000	106,000	20,000	23.3%
27 Target Solutions	132,000	138,400	6,400	138,000	145,000	7,000	5.1%
28 General Legal/Attorney Services	2,000	54,107	52,107	3,000	5,000	2,000	66.7%
29 Specific Claims & Coverage Related Legal Fees	45,000	48,825	3,825	45,000	45,000	0	0.0%
30 External Claims Administration	275,000	219,876	(55,124)	235,000	260,000	25,000	10.6%
31 ACWA/JPIA Financial Audit	60,000	63,100	3,100	60,000	66,000	6,000	10.0%
32 Insurance Programs Claims Audits	-	-	-	17,000	-	(17,000)	0.0%
33 Personnel Consulting Services	-	-	-	0	0	0	0.0%
34 Total External Consulting / Professional Services	641,000	671,855	30,855	635,000	673,000	38,000	6.0%
35 PROGRAM DEVELOPMENT / CONTINGENCIES	-	-	-	-	-	0	0.0%
36 TOTAL GENERAL & ADMINISTRATIVE EXPENSES	\$ 11,264,865	\$ 9,629,176	\$ (1,635,689)	\$ 12,379,819	\$ 12,270,000	\$ (109,819)	-0.9%

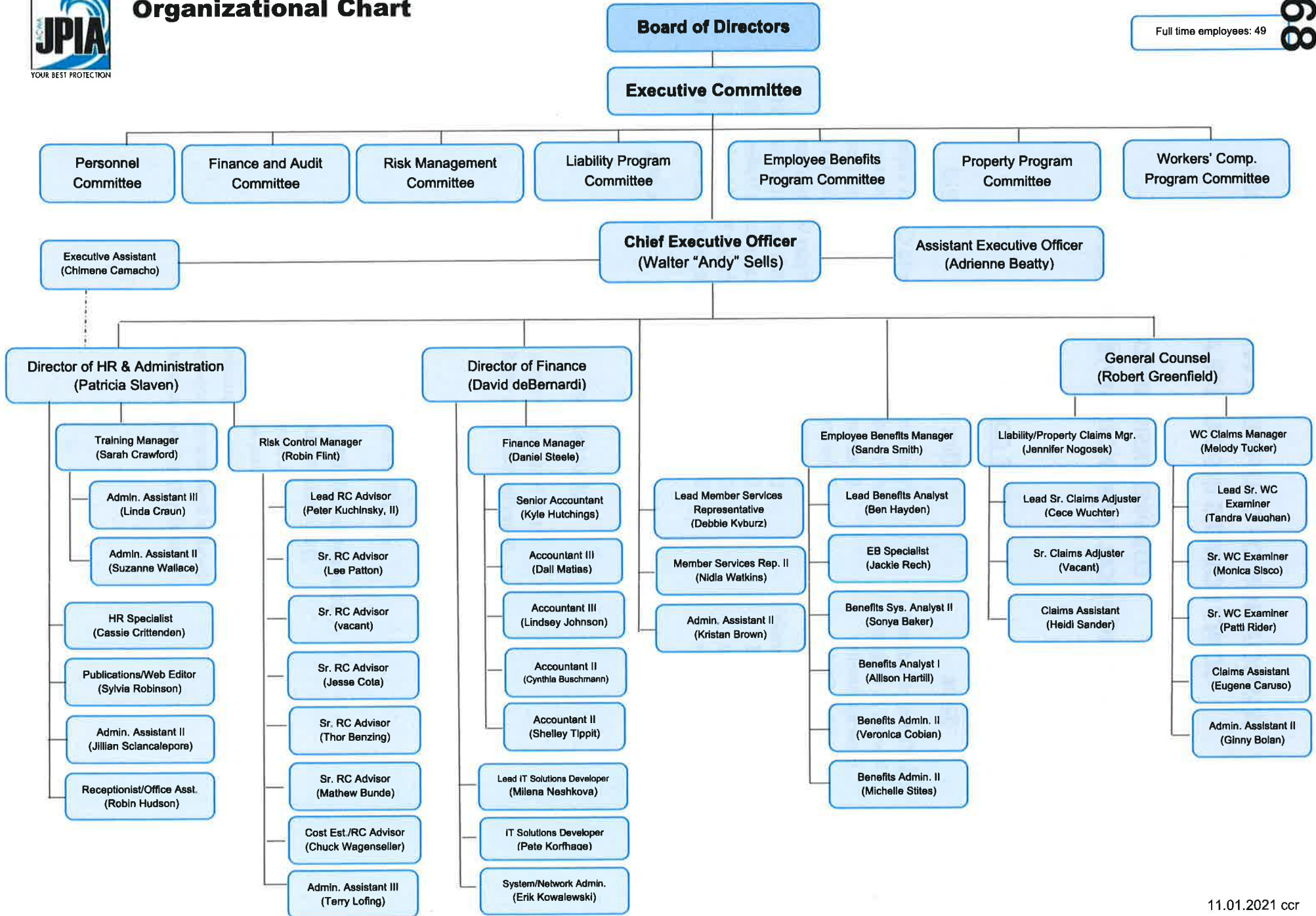
52 EEs
4% pay inc.



Organizational Chart

Full time employees: 49

168





TO: Board of Directors
FROM: Monique Madrid, Administrative Services Manager (Temporary)
DATE: May 26, 2022

ADMINISTRATIVE SERVICES

ADMINISTRATION:

Wholesale Water Rate Public Hearing:

The SFPUC's public hearing was held on Tuesday, May 10, 2022. The Commission adopted the FY 2022-232 wholesale water rate of \$4.75/Ccf representing a \$0.65/Ccf or 15.9% increase from the current rate, for treated wholesale water, effective July 1, 2022. This rate increase is consistent with the rate notice provided by the SFPUC on April 8, 2022, and is primarily due to lower wholesale purchase projections based on drought conditions and the call for a reduction in water consumption, and additional wholesale coverage reserve deposit.

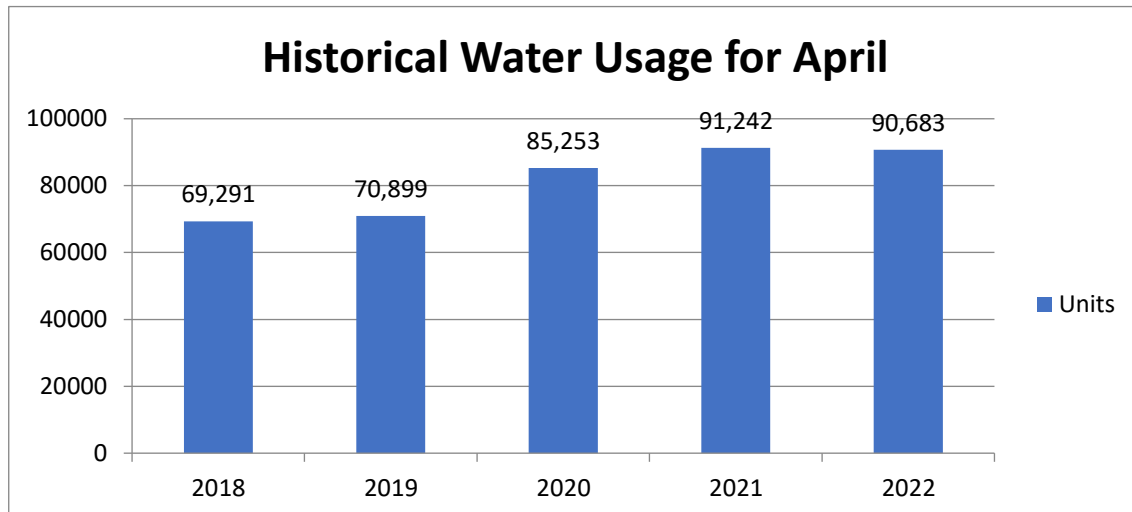
The MPWD staff learned of the pending rate increase and therefore to get ahead of the matter, staff advised the MPWD board. Staff recommended the Board approve a Proposition 218 process to pass on the increase in rates due to the SFPUC increase to the MPWD of the wholesale water rates.

MPWD sent out Proposition 218 rate notices for this pass-through rate increase on April 1, 2022, in anticipation of the increase to implement the rate increase on July 1, 2022.

The Proposition 218 Protest Hearing is on today's agenda and will be heard prior to this item. At the time of this writing of this staff report, the MPWD had received 3 Protests from Rate payers. For the protest to be successful, MPWD would have to receive 4040+1 or 4041 protests.

Our new accountant started in Administration on Monday, May 16. He is training with our temporary accountant and they are reviewing the various SOPs for the tasks on the Accountant's desk. We are looking forward to updates this may bring to the SOPs.

HISTORICAL WATER USAGE



PUBLIC SERVICE ETHICS EDUCATION (AB 1234)

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

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

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

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

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

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

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

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

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

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

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

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

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



TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager
DATE: May 26, 2022

OPERATIONS REPORT – April

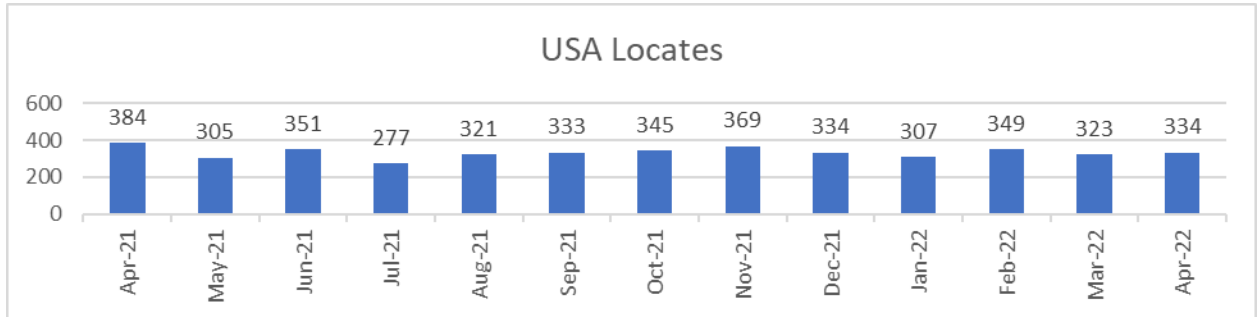
Projects:

- ECR work remains at substantially complete. District and its representative TRC are talking with contractor, Mitchell Engineering, on what is needed to close project;
- Staff exposed an abandoned cross-country water main between properties between Oak Knoll and Pine Knoll in order for Mott-McDonald to run a camera through the water main for potential re-use as a part of capital project 15-19. District staff backfilled and paved the areas when the investigation was complete;
- Met virtually with agencies a part of the SPrP Project to discuss cost sharing for the phase 4 Basis of Design Report and CEQA preparation; and
- Golden Bay Construction completed their contracted work on the new 2-inch line under Civic Lane.

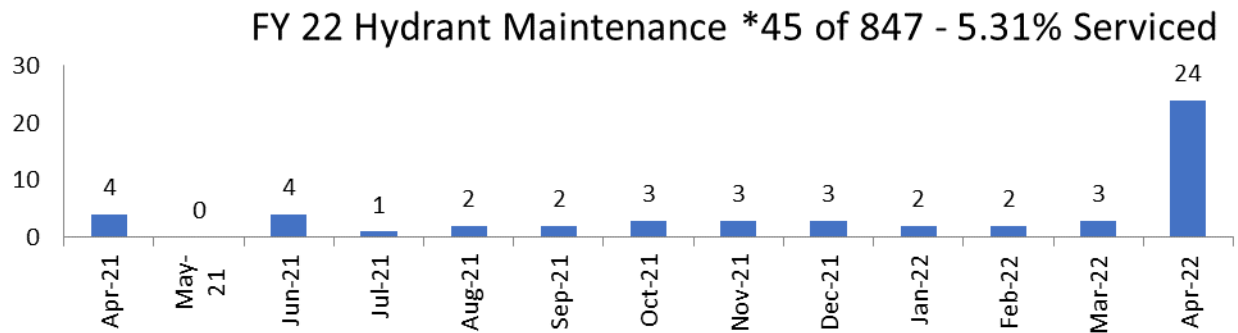
Maintenance:

- Repaired service leak at 2623 Hastings Drive damaged by a contractor but attributed to a mis-marked service line – we knew this could happen. Our history with the service lines under Hastings have taught us they are not always perpendicular to the water main, which is the norm;
- Fire hydrant at 200 Industrial Road was struck by careless driver of vehicle (we know who he is) and District staff is currently working with San Carlos staff who claim damage to their storm water line that lies in close proximity to the fire hydrant;
- Service upgrade to 801 Holly was completed;
- Service line leak was repaired at 401 Quarry Road;
- A hydrant struck at Notre Dame and Belburn was repaired by District staff. We have the Police Department report and know who hit the hydrant;
- Staff replaced old hydrants with new hydrants at the following locations: 2625 Hastings, 3405 Lower Lock, 3411 Plateau, 603 Hiller, 400 Cornish, 416 Cornish, 2615 Barclay, and 3715 Naughton;

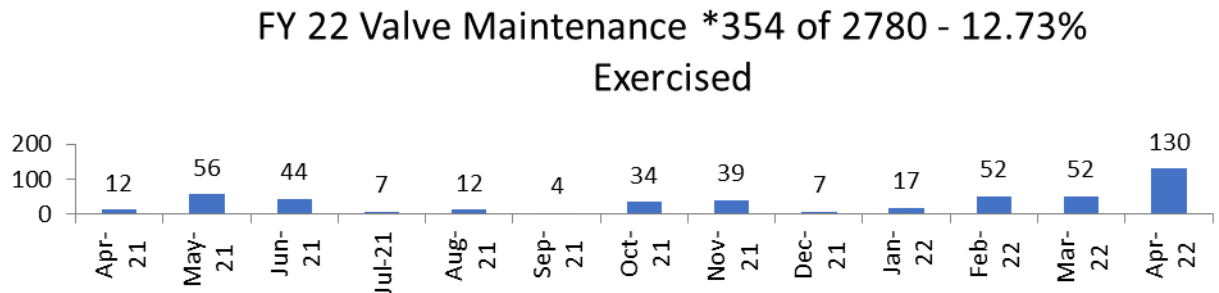
- Staff continues to work with an industrial electrician firm, Telstar, to complete migration of SCADA to XiO;
- Responded to and completed 334 USA (underground service alerts) location requests;



- Through April 2022, 45 hydrants have received a service visit;



- During April 130 valves were exercised bringing the total for FY22 to 354 valves;



Collected the requisite 44 water samples during the month for bacteriological testing from 11 sample station sites. None of the samples tested positive for total coliform; and

- System nitrification – we continue to monitor the system for potential nitrification issues within our tanks and sample stations.

System Repairs:

Date	Location	Event	Material	Installation Date	Estimated Water Loss (Gals.)
4/5	2623 Hastings	Service Leak	Polybutylene	1976	<1,000
4/16	200 Industrial	Struck Hydrant	6" CIP	1959	Could not determine
4/20	401 Quarry	Service Leak	Plastic	1952	<200
4/21	O'Neill @ Elmer	Main Leak	8" PVC	1977	71,000
4/26	Belburn @ Notre Dame	Struck Hydrant	6" CIP	1989	Could not determine

Development:

Staff is currently working with developers on 71 development projects:

Mixed Use Commercial/Multi-Family Residential: 14

- 1300 El Camino Real; a 66-unit multi-family residential project starting on 2nd floor with commercial lease space on 1st floor covering 0.72 acres; in construction;
- 1324 Old County Road; a 2- or 3-unit multi-family with ground floor retail space; currently reviewing plans;
- 1325 Old County Road; a 250-unit multi-family residential project covering 2.09 acres; in construction;
- 425-501 Old County Road; a 94-unit multi-family residential project (area not provided on our water system improvement plans); developer's engineer has contacted staff for water system information;
- 500-530 Harbor – information provided to developer;
- 580 Masonic – information provided to developer;
- 608 Harbor: a 103-unit multi-family development; letter of intent provided;
- 800 Laurel Avenue; a 16-unit town home residential project (area not provided); currently reviewing plans;
- 800 Belmont Avenue; information provided to developer;
- 803 Belmont Avenue; a 125-unit multi-family residential project (area not provided); reviewing plans;
- 815 Old County Road; a 177-unit multi-family residential project (area not provided); currently reviewing plans;
- 900 El Camino Real; a 37-unit multi-family residential project starting on 2nd floor with commercial lease space on 1st floor (area not provided); currently reviewing plans;
- 642 Quarry Road – preliminary, information provided to developer; and
- 1421 Old County Road – preliminary, information provided to developer.

Commercial: 15

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

Residential: 42

- Plans In Review – 31 (including 1 ADU (auxiliary dwelling unit))
- Plans Through Staff Approval Process – 9
- Project In Construction - 2

Administration:

- Attended the virtual BAWSCA Water Manager’s Monthly meeting;
- Held preliminary Ops Team meeting to discuss a training exercise;
- Participated in a virtual meeting for Water Demand & Conservation Innovators Network;
- Attended a virtual workshop held by SWRCB on Urban Conservation Emergency Regulations;
- Set up and attended a virtual meeting with developer and EKI to go over the developer funded preparation of a Water Supply Assessment for a proposed large development at 1421 Old County Road;
- Attended a virtual workshop put on by te DWR on the subject of the Annual Water Supply & Demand Assessment;
- Attended meeting on-site with ACWA JPIA Loss Prevention specialist;
- Discussed capital budget for FY23;
- Met virtually with representatives of Spatial Wave and staff to see their asset management tool and ask questions of applicability for District use;
- Met virtually with RDN to discuss their work on the Water Capacity Charge Study update;
- Met virtually with a representative from OWL and staff to be introduced to their OWL product and its potential use for a Board Hybrid meeting;
- Had a virtual follow-up meeting with state Division of Drinking Water Engineer following his inspection of District facilities;
- Participated in several interviews for candidates interested in open Water System Operator and Maintenance Technician positions;
- Met with ManageWater to discuss status of preparation of the Annual Water Supply & Demand Assessment report preparation due July 1;
- Met virtually with John Davidson to talk about our water conservation campaign;
- The 2 Operations Supervisors continue to actively participate in the year-long JPIA Leadership class with trips to meet face to face with their cohorts;
- Attended the Agenda Review meeting;
- Participated in weekly call with General Manager and District Engineer on District matters; and
- Continue to actively manage power use for pumping operations via SCADA.



Pakpour Consulting Group, Inc.

MEMO

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

Date 05/26/22

Below are updates on various projects currently in design.

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

The 80% Plans were submitted for review last week. The project continues to be under budget and on schedule for a late August completion.

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


See attached report.

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

The project was delayed as the consultant waited for District staff to mark our facilities. Their surveyor recently picked up the existing water main markings and design can now continue. The CCTV data picked up last month is being reviewed by several lining contractors to look at feasibility. The project is on budget and slightly behind schedule.

J:\Projects\MPWD - 10012.00\05 - Retainer\Board Updates\22.05.26-MPWD Board Update.docx

MEMO

Firm or Agency: Mid-Peninsula Water District **Date** May 18, 2022
Attn: Board of Directors
Hastings Dr, Vine St, Belmont Canyon Rd Water
Project Name: Main Improvements **Project No.** 10012.26
Reference: Progress Payment No. 1
From: Joubin Pakpour, P.E. – District Engineer 

Construction Status

On November 17, 2021, the Mid-Peninsula Water District (District) awarded C2R Engineering (C2R) the Hastings Dr, Vine St, Belmont Canyon Rd Water Main Improvements. The contract was executed on November 19, 2021. On February 2, 2022 the District held the pre-construction meeting and issued the Notice to Proceed for April 18, 2022 to accommodate material supply chain disruptions/delays. District employee Victor Fung was designated as the full-time, on-site inspector.

Work completed during April 2022 included marking the water main alignment, mobilization, potholing, and installation of approximately 600 LF of 8" ductile iron pipe (DIP) and 10 LF of 6" DIP along Vine Street, 1 fire hydrant and miscellaneous appurtenances.

Pending Change Orders

During pipe installation along Vine Street, C2R encountered sporadic veins of rock and large boulders within the trench of the marked alignment. This required specialized equipment to break through the harder material thereby affecting their production rate. The District is currently negotiating with C2R on their Change Order request.

Project Schedule and Request for Progress Payment No. 1

As of April 30, 2022, the contractor completed 18% of the contractual work (**\$246,610.00**), and has 85 of 95 working days remaining.

Enclosed please find Progress Payment No. 1 due C2R for **\$234,279.50** (value of work minus 5 percent retention). The work performed to date has been satisfactory and payment is recommended.

	Current Month	Total	
Original Contract Amount		\$ 1,368,750.00	
Approved Change Orders	\$ 0.00	\$ 0.00	0%
Final Contract Amount		\$ 1,368,750.00	
Previously Paid		\$ 0.00	
Current Request (<i>Less Retention</i>)	\$ 234,279.50	\$ 234,279.50	
Retention	\$ 12,330.50	\$ 12,330.50	
Total Value of Work Completed	\$ 246,610.00	\$ 246,610.00	18%
Total Remaining on Contract		\$ 1,122,140.00	82%

J:\Projects\MPWD - 10012.00\26 - Hastings, Vine, Belmont Canyon Water Main Improvements\Correspondence\Board Updates\26-MPWD-Board-22.05.18-PP No. 1.docx



**Hastings Dr, Vine St, Belmont Canyon Rd Water Main Improvements
Progress Payment 01**

Pay Period:
April 18, 2022 to
April 30, 2022

Bid Item	Description	Original Contract Amount				Change Order			Revised Contract Amount			Earned This Period			Prior Billing			Total to Date		
		Unit	Unit Price	Qty.	Total Price	Qty.	Unit Price	Total Price	Qty.	Unit Price	Total Price	Qty.	Amount Earned	%	Qty.	Amount Earned	%	Qty.	Amount Earned	%
1	8" DIP	LF	\$ 330.00	2,390	\$ 788,700.00	0	\$ 330.00	\$ -	2,390	\$ 330.00	\$ 788,700.00	606	\$ 199,980.00	25%	0	\$ -	0%	606	\$ 199,980.00	25%
2	6" DIP	LF	\$ 360.00	55	\$ 19,800.00	0	\$ 360.00	\$ -	55	\$ 360.00	\$ 19,800.00	13	\$ 4,680.00	24%	0	\$ -	0%	13	\$ 4,680.00	24%
3	8" Gate Valve	EA	\$ 3,500.00	21	\$ 73,500.00	0	\$ 3,500.00	\$ -	21	\$ 3,500.00	\$ 73,500.00	3	\$ 10,500.00	14%	0	\$ -	0%	3	\$ 10,500.00	14%
4	1" Service Connection (In Situ)	EA	\$ 2,500.00	29	\$ 72,500.00	0	\$ 2,500.00	\$ -	29	\$ 2,500.00	\$ 72,500.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
5	1" Service Connection (Relocate)	EA	\$ 5,500.00	3	\$ 16,500.00	0	\$ 5,500.00	\$ -	3	\$ 5,500.00	\$ 16,500.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
6	6" Fire Hydrant Assembly	EA	\$ 11,500.00	3	\$ 34,500.00	0	\$ 11,500.00	\$ -	3	\$ 11,500.00	\$ 34,500.00	1	\$ 11,500.00	33%	0	\$ -	0%	1	\$ 11,500.00	33%
7	1" Combination Air Valve Assembly	EA	\$ 5,000.00	5	\$ 25,000.00	0	\$ 5,000.00	\$ -	5	\$ 5,000.00	\$ 25,000.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
8	2" Blow-Off Assembly	EA	\$ 8,000.00	2	\$ 16,000.00	0	\$ 8,000.00	\$ -	2	\$ 8,000.00	\$ 16,000.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
9	Cathodic Protection (CP) Test Stations	EA	\$ 2,800.00	17	\$ 47,600.00	0	\$ 2,800.00	\$ -	17	\$ 2,800.00	\$ 47,600.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
10	Retaining Wall	EA	\$ 3,500.00	4	\$ 14,000.00	0	\$ 3,500.00	\$ -	4	\$ 3,500.00	\$ 14,000.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
11	Service Pad	EA	\$ 1,000.00	1	\$ 1,000.00	0	\$ 1,000.00	\$ -	1	\$ 1,000.00	\$ 1,000.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
12	Remove and Replace Gate Valve Boxes	EA	\$ 800.00	3	\$ 2,400.00	0	\$ 800.00	\$ -	3	\$ 800.00	\$ 2,400.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
13	Abandon Water Main	LS	\$ 5,000.00	1	\$ 5,000.00	0	\$ 5,000.00	\$ -	1	\$ 5,000.00	\$ 5,000.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
14	Abandon Pressure Regulating Vault	LS	\$ 2,500.00	1	\$ 2,500.00	0	\$ 2,500.00	\$ -	1	\$ 2,500.00	\$ 2,500.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
15	Concrete Curb and Gutter	LF	\$ 250.00	10	\$ 2,500.00	0	\$ 250.00	\$ -	10	\$ 250.00	\$ 2,500.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
16	Concrete Sidewalk	SF	\$ 75.00	40	\$ 3,000.00	0	\$ 75.00	\$ -	40	\$ 75.00	\$ 3,000.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
17	Concrete Driveway Approach	SF	\$ 100.00	110	\$ 11,000.00	0	\$ 100.00	\$ -	110	\$ 100.00	\$ 11,000.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
18	Concrete Valley Gutter	SF	\$ 200.00	160	\$ 32,000.00	0	\$ 200.00	\$ -	160	\$ 200.00	\$ 32,000.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
19	Asphalt Concrete Pavement Repairs	SF	\$ 20.00	1,500	\$ 30,000.00	0	\$ 20.00	\$ -	1500	\$ 20.00	\$ 30,000.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
20	Type II Slurry Seal	SF	\$ 0.75	66,000	\$ 49,500.00	0	\$ 0.75	\$ -	66000	\$ 0.75	\$ 49,500.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
21	CA MUTCD - Detail 22	LF	\$ 50.00	20	\$ 1,000.00	0	\$ 50.00	\$ -	20	\$ 50.00	\$ 1,000.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
22	12" White Traffic Stripe	LF	\$ 50.00	65	\$ 3,250.00	0	\$ 50.00	\$ -	65	\$ 50.00	\$ 3,250.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
23	Pavement Markings	SF	\$ 100.00	110	\$ 11,000.00	0	\$ 100.00	\$ -	110	\$ 100.00	\$ 11,000.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
24	Potholing (District Requested)	EA	\$ 200.00	20	\$ 4,000.00	0	\$ 200.00	\$ -	20	\$ 200.00	\$ 4,000.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
25	Street Sweeping	EA	\$ 600.00	35	\$ 21,000.00	0	\$ 600.00	\$ -	35	\$ 600.00	\$ 21,000.00	4	\$ 2,400.00	11%	0	\$ -	0%	4	\$ 2,400.00	11%



**Hastings Dr, Vine St, Belmont Canyon Rd Water Main Improvements
Progress Payment 01**

Pay Period:
April 18, 2022 to
April 30, 2022

Bid Item	Description	Original Contract Amount				Change Order			Revised Contract Amount			Earned This Period			Prior Billing			Total to Date		
		Unit	Unit Price	Qty.	Total Price	Qty.	Unit Price	Total Price	Qty.	Unit Price	Total Price	Qty.	Amount Earned	%	Qty.	Amount Earned	%	Qty.	Amount Earned	%
26	Storm Water Pollution Control Plan	LS	\$ 12,500.00	1	\$ 12,500.00	0	\$ 12,500.00	\$ -	1	\$ 12,500.00	\$ 12,500.00	0.3	\$ 3,750.00	30%	0	\$ -	0%	0.3	\$ 3,750.00	30%
27	Traffic Control Plan	LS	\$ 69,000.00	1	\$ 69,000.00	0	\$ 69,000.00	\$ -	1	\$ 69,000.00	\$ 69,000.00	0.2	\$ 13,800.00	20%	0	\$ -	0%	0.2	\$ 13,800.00	20%
	Contract Amount				\$1,368,750.00			\$0.00			\$1,368,750.00									
	Amount Earned												\$246,610.00	18%		\$0.00	0%		\$246,610.00	18%
	Retention (5%)												(\$12,330.50)						(\$12,330.50)	
	Amount Due												\$234,279.50						\$234,279.50	
	Amount Remaining on Contract																		\$1,122,140.00	82%

Prepared By

Joubin Pakpour, P.E. Distric Engineer

Contract Amount Remaining	\$1,122,140.00	82%
Total Retention	(\$12,330.50)	
Total Pending Change Orders	\$ -	

**Hastings Dr, Vine St, Belmont Canyon Rd Water Main Improvements
Breakdown Summary
Progress Payment 01**

Belmont Canyon Road Improvements - CIP Project 15-29

	Current	Total	
Original Contract Amount		\$553,095.00	
Approved Change Orders	\$0.00	\$0.00	0%
Final Contract Amount		\$553,095.00	
Previous Value of Work Completed		\$0.00	
Previously Paid (Including Retention)		\$0.00	
Current Request (Less Retention)	\$0.00	\$0.00	
Retention	\$0.00	\$0.00	
Total Value of Work Completed	\$0.00	\$0.00	0%
Total Remaining on Contract		\$553,095.00	100%

Hastings Drive Improvements - CIP Project 15-40

	Current	Total	
Original Contract Amount		\$17,625.00	
Approved Change Orders	\$0.00	\$0.00	0%
Final Contract Amount		\$17,625.00	
Previous Value of Work Completed		\$0.00	
Previously Paid (Including Retention)		\$0.00	
Current Request (Less Retention)	\$0.00	\$0.00	
Retention	\$0.00	\$0.00	
Total Value of Work Completed	\$0.00	\$0.00	0%
Total Remaining on Contract		\$17,625.00	100%

Vine Street Improvements - CIP Project 15-88

	Current	Total	
Original Contract Amount		\$798,030.00	
Approved Change Orders	\$0.00	\$0.00	0%
Final Contract Amount		\$798,030.00	
Previous Value of Work Completed		\$0.00	
Previously Paid (Including Retention)		\$0.00	
Current Request (Less Retention)	\$234,279.50	\$234,279.50	
Retention	\$12,330.50	\$12,330.50	
Total Value of Work Completed	\$246,610.00	\$246,610.00	31%
Total Remaining on Contract		\$551,420.00	69%

TOTAL (All) Project Breakdown Summary

	Current	Total	
Original Contract Amount		\$1,368,750.00	
Approved Change Orders	\$0.00	\$0.00	0%
Final Contract Amount		\$1,368,750.00	
Previous Value of Work Completed		\$0.00	
Previously Paid (Including Retention)		\$0.00	
Current Request (Less Retention)	\$234,279.50	\$234,279.50	
Retention	\$12,330.50	\$12,330.50	
Total Value of Work Completed	\$246,610.00	\$246,610.00	18%
Total Remaining on Contract		\$1,122,140.00	82%

Invoice



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

Date	Invoice #
5/16/2022	C4165A

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

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

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
			5/10/2022			Job 339 - Hastings Dr Water M...

Quantity	Item Code	Description	Price Each	Amount
1	Sales	Progress Payment # 001	246,610.00	246,610.00
1	Sales	Retention (5%)	-12,330.50	-12,330.50

			Total	\$234,279.50
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WWW.C2REENGINEERING.COM



PROJECT NAME: Mid-Peninsula Water District - Hastings Dr, Vine St, Belmont Canyon Rd Water Main Improvements
PROJECT NUMBER: 339
PROGRESS PAYMENT: 1
ORG CODE: N/A
OBJECT CODE: N/A
PROJECT CODE: N/A

CONTRACTOR: C2R Engineering, Inc.
ADDRESS: P.O. Box 1017
 Mountain View, CA 94042
 (415) 559-2841
WORK COMPLETED AS OF: April 29, 2022
DATE: April 30, 2022

No.	DESCRIPTION	CONTRACT				THIS PAYMENT - PP1			PROJECT TO DATE		
		Unit	Quantity	Unit Price	Total	% COMPLETED	QTY THIS ESTIMATE	\$	% COMPLETED	QTY TO DATE	\$
1.	8" DIP	2,390	LF	\$ 330.00	\$ 788,700.00	25%	606	\$199,980	25%	606	\$199,980.00
2.	6" DIP	55	LF	\$ 360.00	\$ 19,800.00	24%	13	\$4,680	24%	13	\$4,680.00
3.	8" Gate Valve	21	EA	\$ 3,500.00	\$ 73,500.00	14%	3	\$10,500	14%	3	\$10,500.00
4.	1" Service Connections (In Situ)	29	EA	\$ 2,500.00	\$ 72,500.00	0%		\$0	0%	0	\$0.00
5.	1" Service Connection (Relocation)	3	EA	\$ 5,500.00	\$ 16,500.00	0%		\$0	0%	0	\$0.00
6.	6" Fire Hydrant Assembly	3	EA	\$ 11,500.00	\$ 34,500.00	33%	1	\$11,500.00	33%	1	\$11,500.00
7.	1" Combination Air Valves Assembly	5	EA	\$ 5,000.00	\$ 25,000.00	0%		\$0.00	0%	0	\$0.00
8.	2" Blow Off Assembly	2	EA	\$ 8,000.00	\$ 16,000.00	0%		\$0.00	0%	0	\$0.00
9.	Cathodic Protection (CP) Test Stations	17	EA	\$ 2,800.00	\$ 47,600.00	0%		\$0.00	0%	0	\$0.00
10.	Retaining Wall	4	EA	\$ 3,500.00	\$ 14,000.00	0%		\$0.00	0%	0	\$0.00
11.	Service Pad	1	EA	\$ 1,000.00	\$ 1,000.00	0%		\$0.00	0%	0	\$0.00
12.	Remove and Replace Gate Valve Boxes	3	EA	\$ 800.00	\$ 2,400.00	0%		\$0.00	0%	0	\$0.00
13.	Abandon Water Main	1	LS	\$ 5,000.00	\$ 5,000.00	0%		\$0.00	0%	0	\$0.00
14.	Abandon Pressure Regulating Valve	1	LS	\$ 2,500.00	\$ 2,500.00	0%		\$0.00	0%	0	\$0.00
15.	Concrete Curb and Gutter	10	LF	\$ 250.00	\$ 2,500.00	0%		\$0.00	0%	0	\$0.00
16.	Concrete Sidewalk	40	SF	\$ 75.00	\$ 3,000.00	0%		\$0.00	0%	0	\$0.00
17.	Concrete Driveway Approach	110	SF	\$ 100.00	\$ 11,000.00	0%		\$0.00	0%	0	\$0.00
18.	Concrete Valley Gutter	160	SF	\$ 200.00	\$ 32,000.00	0%		\$0.00	0%	0	\$0.00
19.	Asphalt Concrete Pavement Repairs	1,500	SF	\$ 20.00	\$ 30,000.00	0%		\$0.00	0%	0	\$0.00
20.	Type II Slurry Seal	66,000	SF	\$ 0.75	\$ 49,500.00	0%		\$0.00	0%	0	\$0.00
21.	CA MUTCD - Detail 22	20	LF	\$ 50.00	\$ 1,000.00	0%		\$0.00	0%	0	\$0.00
22.	12" White Traffic Stripe	65	LF	\$ 50.00	\$ 3,250.00	0%		\$0.00	0%	0	\$0.00
23.	Pavement Markings	110	SF	\$ 100.00	\$ 11,000.00	0%		\$0.00	0%	0	\$0.00
24.	Potholling (District Requested)	20	EA	\$ 200.00	\$ 4,000.00	0%		\$0.00	0%	0	\$0.00
25.	Street Sweeping	35	EA	\$ 600.00	\$ 21,000.00	11%	4	\$2,400.00	11%	4	\$2,400.00
26.	Storm Water Pollution Control Plan	1	LS	\$ 12,500.00	\$ 12,500.00	30%		\$3,750.00	30%	0	\$3,750.00
27.	Traffic Control Plan	1	LS	\$ 69,000.00	\$ 69,000.00	20%		\$13,800.00	20%	0	\$13,800.00
TOTAL					\$ 1,368,750.00	TOTAL PP1	\$ 246,610.00	PROJECT TO DATE	\$ 246,610.00		

Retention (5%) \$ (12,330.50) **Retention (5%)** \$ (12,330.50)

TOTAL PP1	\$ 234,279.50	PROJECT TO DATE	\$ 234,279.50
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Hastings Dr, Vine St, Belmont Canyon Rd Water Main Improvements
Mid-Peninsula Water District
April 18, 2022 to April 30, 2022



April 25, 2022 – Hoe ram used to break rock within trench on Vine St.



April 27, 2022 – Veins of rock within trench on Vine St.

Hastings Dr, Vine St, Belmont Canyon Rd Water Main Improvements
Mid-Peninsula Water District
April 18, 2022 to April 30, 2022



April 27, 2022 – View of Vine St water main installation from Courtland Rd.



April 27, 2022 – Vine St at Courtland Rd – Installation of 3-valve tee.

**MID-PENINSULA WATER DISTRICT
MONTHLY BUDGET REPORT-OPERATIONS
FOR THE 10 MONTHS ENDED APRIL 30, 2022
SUMMARY**

Target YTD %
83.3%

DESCRIPTION	APPROVED FY 2021-2022 BUDGET	ACTUALS 7/1/2021- 4/30/2022	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
OPERATING REVENUE				
WATER COMMODITY CHARGES	9,600,000	8,053,840	1,546,160	83.9%
FIXED SYSTEM CHARGES	3,000,000	2,648,613	351,387	88.3%
PROPERTY TAX REVENUE	300,000	390,509	(90,509)	130.2%
LEASE OF PHYSICAL PROPERTY	150,000	160,243	(10,243)	106.8%
FIRE SERVICE CHARGES	14,000	14,295	(295)	102.1%
MISC CUSTOMER ACCOUNT FEES	52,206	25,028	27,178	47.9%
INTEREST REVENUE - LAIF	60,000	26,009	33,991	43.3%
SERVICE LINE & INSTALLATION CHARGES	60,000	935	59,065	1.6%
MISCELLANEOUS OPERATING	60,000	3,553	56,447	5.9%
TOTAL OPERATING REVENUE (SOURCES)	13,296,206	11,323,025	1,973,181	85.2%
WATER SYSTEM CAPACITY CHARGES	40,000	20,086	19,914	50.2%
WATER DEMAND OFFSET CHARGES	20,000	1,346	18,654	6.7%
MISCELLANEOUS NON-OPERATING	75,000	795,755	(720,755)	1061.0%
INTEREST REVENUE - COP	5,000	1,220	3,780	24.4%
LANDSCAPE PERMIT REVENUE	15,000	-	15,000	N/A
TOTAL NON-OPERATING REVENUE (SOURCES)	155,000	818,407	(663,407)	528.0%
TOTAL REVENUE (SOURCES)	13,451,206	12,141,432	1,309,774	90.3%
OPERATING EXPENDITURES (USES)				
SALARIES & WAGES	2,080,000	1,637,159	442,841	78.7%
PAYROLL TAXES & BENEFITS	1,001,008	782,409	218,599	78.2%
PURCHASED WATER	5,674,979	4,495,993	1,178,986	79.2%
OUTREACH & EDUCATION	66,000	45,434	20,566	68.8%
M&R - OPS SYSTEM	394,000	335,192	58,808	85.1%
M&R - FACILITIES & EQUIPMENT	138,000	127,884	10,116	92.7%
SYSTEM SURVEYS	50,000	-	50,000	N/A
ADMINISTRATION & EQUIPMENT	431,600	443,560	(11,960)	102.8%
MEMBERSHIP & GOV FEES	270,000	320,110	(50,110)	118.6%
BAD DEBT & CLAIMS	10,000	4,747	5,253	47.5%
UTILITIES	318,500	293,678	24,822	92.2%
PROFESSIONAL SERVICES	791,200	718,275	72,925	90.8%
TRAINING/TRAVEL & RECRUITMENT	37,500	48,091	(10,591)	128.2%
RESTRICTED EARNINGS	65,000	-	65,000	N/A
DEBT SERVICE	1,064,300	541,146	523,154	50.8%
TOTAL OPERATING EXPENDITURES (USES)	12,392,088	9,793,678	2,598,409	79.0%
NET SOURCES OVER/(UNDER) USES	1,059,119	2,347,754		
TOTAL OPERATING EXPENDITURES	12,392,088	9,793,678	2,598,409	79.0%
DEPRECIATION EXPENSE	1,440,000	874,231	565,769	60.7%
TOTAL EXPENSES	13,832,088	10,667,909	3,164,178	77.1%
NET SURPLUS/LOSS	(380,882)	1,473,523		
TRANSFER (TO)/FROM WORKING CAPITAL RESERVES	380,882	(1,473,523)		
NET TRANSFERS TO CAPITAL	-	-	-	N/A
DEBT SERVICE COVERAGE	1.85			

**MID-PENINSULA WATER DISTRICT
INVESTMENT & RESERVES REPORT
AS OF APRIL 30, 2022**

Local Agency Investment Fund (LAIF)			Quick Ratio*	Current Ratio*
	BALANCE @ 4/30/22	FY 21/22 INTEREST EARNED	5.02	5.07
Capital Reserves	1,500,000	-		
Working Capital Reserves (Operating)	1,500,000	-		
Unrestricted Cash Reserves	<u>10,365,509</u>	<u>26,009</u>		
TOTAL LAIF	<u>13,365,509</u>	<u>26,009</u>		
Bank Of New York (BNY) Mellon				
Sweep Account	679,624	64		
Fiscal Agent Project Funding Account	<u>8,350,817</u>	<u>1,155</u>		
TOTAL BNY	<u>9,030,441</u>	<u>1,219</u>		
Wells Fargo Bank				
Checking	<u>(70,444)</u>	-		
TOTAL WELLS FARGO	<u>(70,444)</u>	-		
Petty Cash Funds	<u>600</u>	N/A		
TOTAL ALL ACCOUNTS	<u><u>22,325,506</u></u>	<u><u>27,228</u></u>		

*Cash in Fiscal Agent Project Funding Account was not used to compute Quick & Current Ratio

	Minimum Target	6/30/21 Balance	Allocated FY 2021/2022	FY 2021/2022 Interest	4/30/22 Balance	Annual Funding Goal
Reserve Funds						
Capital Reserves	1,500,000	1,500,000	-	-	1,500,000	
Working Capital Reserves (Operating)	1,500,000	1,500,000	-	-	1,500,000	
Unrestricted Cash Reserves	-	8,799,717	1,539,783	26,009	10,365,509	
TOTAL	<u><u>3,000,000</u></u>	<u><u>11,799,717</u></u>	<u><u>1,539,783</u></u>	<u><u>26,009</u></u>	<u><u>13,365,509</u></u>	

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

**MID-PENINSULA WATER DISTRICT
STATEMENT OF NET POSITION
AS OF APRIL 30, 2022 AND APRIL 30, 2021**

	AS OF 4/30/2022	AS OF 4/30/2021
<u>ASSETS</u>		
Current Assets		
Cash and cash equivalents	14,393,852	10,099,626
Accounts receivable	994,166	1,102,200
Prepaid expenses and other assets	144,012	306,736
Total Current Assets	<u>15,532,030</u>	<u>11,508,562</u>
Restricted cash with fiscal agent	8,350,817	10,750,566
Net pension asset	12,057	74,271
Net OPEB asset	322,969	870,743
Capital assets, net	<u>29,109,815</u>	<u>26,882,088</u>
TOTAL ASSETS	<u>53,327,688</u>	<u>50,086,230</u>
Deferred Outflows of Resources		
OPEB related	121,309	156,867
Pension related	<u>567,595</u>	<u>564,628</u>
Total Deferred Outflows	688,904	721,495
<u>LIABILITIES</u>		
Current Liabilities		
Accounts payable	35,540	80,475
Accrued expenses	2,623,115	914,704
Current portion of long-term debt	<u>405,000</u>	<u>385,000</u>
Total Current Liabilities	3,063,655	1,380,179
Long-Term Liabilities		
Certificates of participation	16,385,000	16,790,000
Net OPEB liability	-	-
Compensated absences	<u>336,271</u>	<u>340,961</u>
TOTAL LIABILITIES	19,784,926	18,511,140
Deferred Inflows of Resources		
OPEB related	501,680	180,045
Pension related	12,723	65,217
Original issue premium	<u>769,005</u>	<u>800,287</u>
Total Deferred Inflows	1,283,408	1,045,549
<u>NET POSITION</u>		
Net investment in capital assets	21,755,419	21,875,749
Unrestricted	<u>11,192,840</u>	<u>9,375,287</u>
TOTAL NET POSITION	<u>32,948,259</u>	<u>31,251,036</u>