



REGULAR MEETING
BOARD OF DIRECTORS
THURSDAY, MAY 28, 2020 – 6:30PM

DUE TO COVID-19, THIS MEETING WILL BE CONDUCTED AS A TELECONFERENCE PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20, WHICH SUSPEND CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT.

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

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

Dial by Telephone: 1-415-930-5321

Audio Access Code: 356-784-272

Public comment may be submitted via email to

District Secretary, Candy Pina, at candyp@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 committee Directors before or during the meeting. Comments submitted after the meeting is called to order will be included in correspondence that will be provided to the full Board.

AGENDA

1. OPENING

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

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 – None

5. CONSENT AGENDA

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

- A. Approve Minutes for the Regular Board Meeting on April 23, 2020
- B. Approve Expenditures from April 15, 2020 through May 19, 2020

6. HEARINGS AND APPEALS – None

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

- A. Consider Resolution 2020-09 Accepting as Complete the Notre Dame Avenue, Cliffside Court, and Tahoe Drive Water Main Replacement and Improvements Project, and Authorizing the Recordation of a Notice of Completion for the Project

8. REGULAR BUSINESS AGENDA

- A. Consider Resolution 2020-10 Approving MPWD FY 2020/2021 Operating & Capital Budgets
- B. Discuss and Consider Revision to Attachment “A” to the MPWD Water Service Ordinance regarding Rates and Charges, to reflect a 0.0% Water Rate Adjustment, effective July 1, 2020
- C. Consider Resolution 2020-11 Approving MPWD Other Post-Employment Benefits (OPEB) and Pension Rate Stabilization Program (PRSP) Funding Policy
- D. Discuss District Treasurer Vacancy and Proposed Appointment Process
- E. Receive BAWSCA Update

9. MANAGER’S AND BOARD REPORTS

- A. General Manager’s Report supplemented by:
 - 1. Administrative Services Manager’s Report
 - 2. Operations Manager’s Report
 - 3. District Engineer’s Report
- B. Financial Reports
 - 1. Month End April 30, 2020
- C. Director Reports

10. COMMUNICATIONS

11. CLOSED SESSION

- A. Conference with Legal Counsel – Anticipated Litigation
 - Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2)
 - One potential case



12. RECONVENE TO OPEN SESSION

13. ADJOURNMENT

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

ACCESSIBLE PUBLIC MEETINGS

Upon request, the Mid-Peninsula Water District will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation (including auxiliary aids or services), to enable individuals with disabilities to participate in public meetings 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 District Secretary at (650) 591-8941 or candyp@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 25, 2020 at 6:30PM

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

April 23, 2020
Belmont, California

DUE TO COVID-19, THIS MEETING WAS CONDUCTED AS A TELECONFERENCE
PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-
25-20 AND N-29-20, WHICH SUSPEND CERTAIN REQUIREMENTS OF THE RALPH
M. BROWN ACT.

MEMBERS OF THE PUBLIC WERE NOT PERMITTED TO ATTEND THIS MEETING
IN PERSON.

Board members, staff, and the public participated via teleconference.

An opportunity to submit public comments was available via email to
District Secretary, Candy Pina, at candyp@midpeninsulawater.org.
Comments submitted before the meeting were provided to the committee Directors
before or during the meeting. Comments submitted after the meeting was called to
order will be included in follow-up correspondence
that will be provided to the full Board.

1. **OPENING**

A. **Call to Order:**

The regular teleconference meeting of the Mid-Peninsula Water District Board of
Directors was called to order by President Zucca at 6:39PM.

B. **Establishment of Quorum:**

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

A quorum was present.

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

C. **Pledge of Allegiance** – The Pledge of Allegiance was led by President Zucca.

2. **PUBLIC COMMENT**

None.

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

General Manager Rudock reported that Consent Item 5D, Resolution 2020-05 Authorizing a
Professional Services Agreement for the Biennial System-Wide Leak Detection Survey, an
Essential Service, to Subtronic Corporation of Martinez, CA, in the amount of \$49,970 is
missing an attachment that will be presented when the item is later opened for discussion.

50 **4. ACKNOWLEDGEMENTS/PRESENTATIONS**

51 **A. Resolution 2020-03 Acknowledging Retirement of District Treasurer, Jeff Ira, CPA**
52 **and Appreciation for 21-Years of Service to the MPWD**

53 President Zucca recognized District Treasurer Ira's 21-Years of Service by reading
54 Resolution 2020-03 into the minutes.

55
56 The Board and General Manager Rudock offered their congratulations, commenting on
57 many shared experiences and accomplishments over the years and expressed their
58 appreciation, gratitude and well wishes.

59
60 A roll call vote was taken and Resolution 2020-03 Acknowledging Retirement of District
61 Treasurer, Jeff Ira, CPA and Appreciation for 21-Years of Service to the MPWD was
62 unanimously approved by the Board.

63
64 **B. Tammy Rudock, General Manager - Achieved SHRM-SCP Certification (Society of**
65 **Human Resource Management – Senior Certified Professional)**

66 President Zucca introduced the Agenda item and General Manager Rudock reported on
67 exam parameters, her 25-Year membership to the Society of Human Resources
68 Management and the importance of continued education.

69
70 The Board complimented General Manger Rudock on her accomplishment.

71
72 **5. CONSENT AGENDA**

73 **A. Approve Minutes for the Board Meeting on February 27, 2020**

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75 **B. Approve Expenditures from February 21, 2020 through March 19, 2020**

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77 **C. Approve Resolution 2020-04 Authorizing an Amendment to the Pipeline Easement**
78 **Agreement between the MPWD and Sutter Bay Medical Foundation d/b/a Palo Alto**
79 **Medical Foundation for Healthcare, Research and Education (San Carlos Center)**

80
81 **D. Approve Resolution 2020-05 Authorizing a Professional Services Agreement for**
82 **the Biennial System-Wide Leak Detection Survey, an Essential Service, to**
83 **Subtronic Corporation of Martinez, CA, in the amount of \$49,970**

84
85 **E. Approve Resolution 2020-06 Authorizing a Purchase Agreement with XiO, Inc.,**
86 **from San Rafael, CA, for Hardware and Equipment to Complete the SCADA**
87 **Replacement Capital Project in the amount of \$249,511, plus a 10% Contingency**
88 **for a total Project Budget in the Amount of \$275,000**

89 Director Vella moved to approve Consent Agenda Items A-E. Director Schmidt seconded
90 and it was unanimously approved by roll call vote.

91
92 **6. HEARINGS AND APPEALS**

93 None.

94
95 **7. REGULAR BUSINESS AGENDA**

96 **A. Consider Resolution 2020-07 Authorizing the General Manager to Take Necessary**
97 **Actions for Continued Operations of the MPWD Due to the Coronavirus-19**
98 **Pandemic in Recognition of the Federal, State, and Local Declared State of**
99 **Emergency**

President Zucca introduced the Agenda Item and commented on District actions to date. General Manager Rudock provided an update on day-to-day operations and reported that all employees remain healthy.

Director Warden inquired about staff payroll parameters during the Covid-19 order and declared emergency.

An open Board discussion followed and staff was given direction to amend the proposed resolution to address limiting the GM's authority for a specific duration..

Director Schmidt moved to approve Resolution 2020-07 Authorizing the General Manager to Take Necessary Actions for Continued Operations of the MPWD Due to the Coronavirus-19 Pandemic in Recognition of the Federal, State, and Local Declared State of Emergency as amended at the direction of the Board. Director Vella seconded and it was unanimously approved by roll call vote.

B. Receive Consider Resolution 2020-08 Approving MPWD Comprehensive System Analysis and Capital Improvement Program FY 2019-2020 and Authorizing the MPWD's 5-Year Capital Improvement Program (CIP) for Fiscal Years 2019/2020 through 2023/2024

General Manager Rudock introduced the Agenda item and provided a brief 5-Year CIP summary of events.

Operations Manager Ramirez reported on CIP accomplishments to date, pending projects and City of Belmont past, present and future collaborative efforts.

District Engineer Pakpour commented on a number of projects listed under the CIP 2020 Update Report, provided cost explanations, and described the current construction climate.

General Manager Rudock described sources of funding and shared additional CIP Update Report highlights and an open Board discussion followed. Director Vella moved to approve Resolution 2020-08 Approving MPWD Comprehensive System Analysis and Capital Improvement Program FY 2019-2020 and Authorizing the MPWD's 5-Year Capital Improvement Program (CIP) for Fiscal Years 2019/2020 through 2023/2024. Director Warden seconded and it was unanimously approved.

8. MANAGER AND BOARD REPORTS

A. General Manager's Report

General Manager Rudock reported that the Board Finance Committee will meet next month to discuss future Agenda items.

1. Supplemented by Administrative Services Manager's Report

Administrative Services Manager Pina gave updated reporting on Wells Fargo and BNY Mellon bank balances.

President Zucca inquired about the impacts Covid-19 might have on CalPERS and the PARS PRSP Pension fund and PARS OPEB Benefits fund. General Manager Rudock reflected on market volatility and an open Board discussion on post Covid-19 actions followed.

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

152 Operations Manager Ramirez reported on USA tag totals for the months of February
153 and March 2020, emergency breaks and repairs, a private hit hydrant incident and
154 water quality monitoring.

155
156 Director Vella inquired about staff meeting and education opportunities during the
157 Covid-19 pandemic and Operations Manager Ramirez confirmed that supervisors
158 are meeting with staff on a regular and continuous basis while exercising safety
159 practices outlined by the state directive.

160
161 **3. District Engineer's Report**

162 District Engineer Pakpour reported on the current Notre Dame Slurry Seal and
163 Dekoven Tank Replacement Projects.

164
165 **B. Financial Reports**

166 **1. Month End February 29, 2020**

167
168 **2. Month End March 31, 2020**

169 Administrative Services Manager Pina reported on YTD revenues and expenses.

170
171 **C. Director Reports**

172 Director Wheeler shared highlights from the Harbor Industrial Association meeting he
173 attended last month.

174
175 Director Warden suggested that staff begin working on the Happy Hydrant Project during
176 the Covid-19 pandemic.

177
178 President Vella commented on the Las Vaqueros presentation given by the Contra
179 Costa Water District at the BAWSCA Board meeting he attended in March.

180
181 Director Zucca suggested that staff participate in the California state OES briefings
182 during the Covid-19 pandemic. General Manager Rudock confirmed that staff receives
183 progress reports daily from the County of San Mateo Office of Emergency Services.

184
185 **9. COMMUNICATIONS**

186 General Manager Rudock reported on the Peninsula Clean Energy's bill insert request
187 she received. A brief Board discussion followed and the decision to permit was left to the
188 discretion of staff.

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192 **10. CLOSED SESSION – 8:55PM**

193 The Board convened to closed session at 8:55PM.

194
195 **A. Conference with Legal Counsel – Anticipated Litigation**

196 **Significant exposure to litigation pursuant to Government Code Section**
197 **54956.9(d)(2)**

198
199 **B. Conference with Real Property Negotiators (Julie Sherman, District Counsel and**
200 **Tammy Rudock, General Manager) pursuant to Government Code Section**
201 **54956.8:**

Property Location: APN 045-320-100, "F" Street Parcel in San Carlos, CA
Owner: Mid-Peninsula Water District
Under Negotiation: Price and Terms of Contract

11. RECONVENE TO OPEN SESSION

The regular scheduled Board Meeting reconvened at 9:55PM and District Counsel advised that no reportable action had been taken.

12. ADJOURNMENT

The meeting was adjourned at 9:56PM.

DISTRICT SECRETARY

APPROVED:

BOARD PRESIDENT

Accounts Payable

Checks by Date - Summary by Check Date

User: candyp
Printed: 5/21/2020 4:47 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
100820	calpers	CALPERS	04/15/2020	7,632.04
100821	calpers	CALPERS	04/15/2020	887.26
100822	HEALTHEQ	Health Equity	04/15/2020	550.84
100823	ICMACONT	ICMA contributions	04/15/2020	624.64
100824	ADPPAYRL	adp	04/15/2020	36,947.68
100825	ADPPAYRL	adp	04/15/2020	15,609.91
Total for 4/15/2020:				62,252.37
35743	ACWA5661	ACWA JPIA	04/21/2020	13,264.69
35744	ANDERSNM	MICHAEL ANDERSON	04/21/2020	416.55
35745	ATT60197	AT&T 60197	04/21/2020	82.89
35746	BAWSCA	BAY AREA WATER SUPPLY & CONSER	04/21/2020	18,332.00
35747	BPLANDSC	BAY POINTE LANDSCAPE	04/21/2020	1,625.00
35748	CGUHLNB	C G UHLENBERG LLP	04/21/2020	1,750.00
35749	NORTHSAF	NORTHERN SAFETY CO. INC.	04/21/2020	93.89
35750	NOSAJDIS	NOSAJ DISPOSABLES, INC.	04/21/2020	571.45
35751	OLSEN	STAN OLSEN	04/21/2020	204.17
35752	PETTYCSH	PETTY CASH	04/21/2020	383.33
35753	PG&E	PG&E CFM/PPC DEPT	04/21/2020	7,047.88
35754	PICOLOTT	ROBERT PICCOLOTTI	04/21/2020	108.99
35755	RUDOCK	TAMMY RUDOCK	04/21/2020	217.01
35756	SMENVIRN	SAN MATEO CO. ENVIRO. HEALTH	04/21/2020	1,751.00
35757	STANDINS	STANDARD INSURANCE COMPANY	04/21/2020	1,218.81
35758	STEPFORD	STEPFORD BUSINESS, INC.	04/21/2020	360.00
35759	UPS	UPS	04/21/2020	8.83
35760	WONDERW	WONDERWARE NORCAL	04/21/2020	4,610.00
35761	XIOINC	XIO, INC.	04/21/2020	6,992.00
100810	HANSONBR	HANSON, BRIDGETT	04/21/2020	4,987.50
100811	pakpour	PAKPOUR CONSULTING GROUP, INC	04/21/2020	4,370.64
100812	SFPUCWAT	SFPUC WATER QUALITY	04/21/2020	2,730.00
100813	SPRIBROK	SPRINGBROOK SOFTWARE LLC	04/21/2020	3,597.00
100814	WFBUSCAR	WELLS FARGO -GM	04/21/2020	6,880.21
100815	WFBUSRR	WELLS FARGO-OM	04/21/2020	394.24
Total for 4/21/2020:				81,998.08
100850	HEALTHEQ	Health Equity	04/22/2020	50.15
Total for 4/22/2020:				50.15
100851	PIT71896	PITNEY BOWES 371896	04/23/2020	1,000.00
Total for 4/23/2020:				1,000.00
100803	CALPERS	CALPERS	04/24/2020	3,841.20

Check No	Vendor No	Vendor Name	Check Date	Check Amount
100804	CALPERS	CALPERS	04/24/2020	337.35
100805	ICMACONT	ICMA contributions	04/24/2020	2,584.62
100806	HEALTHEQ	Health Equity	04/24/2020	217.00
100808	ADPPAYRL	adp	04/24/2020	15,866.16
100809	ADPPAYRL	adp	04/24/2020	7,581.15
Total for 4/24/2020:				30,427.48
1137	HYDROENC	HYDROSCIENCE ENGINEERS INC.	04/25/2020	2,260.00
1138	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	04/25/2020	693.00
1139	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	04/25/2020	13,421.63
1140	SCHAAFWF	SCHAAF & WHEELER	04/25/2020	962.22
1141	VALICOOP	VALI COOPER & ASSOCIATES, INC.	04/25/2020	6,300.00
1142	WESTYOST	WEST YOST ASSOCIATES	04/25/2020	8,425.33
Total for 4/25/2020:				32,062.18
100852	ACHRETN	ACH Returns	04/28/2020	31.31
100854	ACHRETN	ACH Returns	04/28/2020	88.13
Total for 4/28/2020:				119.44
100832	CALPERS	CALPERS	04/30/2020	7,669.74
100833	CALPERS	CALPERS	04/30/2020	678.43
100834	HEALTHEQ	Health Equity	04/30/2020	550.84
100835	ICMACONT	ICMA contributions	04/30/2020	624.64
100855	WFBUSRR	WELLS FARGO-OM	04/30/2020	1,000.00
100856	BANKMTO1	Bankcard Mtot Disc	04/30/2020	3,493.46
100857	BANKMTO1	Bankcard Mtot Disc	04/30/2020	375.79
100858	BANKMTO1	Bankcard Mtot Disc	04/30/2020	108.79
1008333	CALPERS	CALPERS	04/30/2020	124.76
Total for 4/30/2020:				14,626.45
35763	AIRGAS	AIRGAS, LLC	05/05/2020	172.32
35764	ATT60197	AT&T 60197	05/05/2020	1,191.07
35765	AWWA6666	AWWA	05/05/2020	286.00
35766	BAWSCA	BAY AREA WATER SUPPLY & CONSER	05/05/2020	522.00
35767	CUEA	CALIFORNIA UTILITIES EMERGENCY	05/05/2020	500.00
35768	CALWAEFF	CALIFORNIA WATER EFFICIENCY PAR	05/05/2020	3,193.31
35769	CARQUEST	CARQUEST AUTO PARTS	05/05/2020	1.38
35770	COMCAST	COMCAST	05/05/2020	625.49
35771	COMCASTB	COMCAST BUSINESS	05/05/2020	626.59
35772	CUEMAMEI	CUEMA	05/05/2020	400.00
35773	GRANITE	GRANITE ROCK, INC.	05/05/2020	823.13
35774	HACHCOMI	HACH COMPANY INC	05/05/2020	1,778.29
35775	HOMEDPC	HOME DEPOT	05/05/2020	413.03
35776	LOCKWORF	LOCKWORKS UNLIMITED, INC.	05/05/2020	449.43
35777	NOSAJDIS	NOSAJ DISPOSABLES, INC.	05/05/2020	198.81
35778	OFFICEDE	OFFICE DEPOT, INC.	05/05/2020	348.08
35779	PG&E	PG&E CFM/PPC DEPT	05/05/2020	12,388.50
35780	PICOLOTT	ROBERT PICCOLOTTI	05/05/2020	162.53
35781	PINA	CANDY PINA	05/05/2020	3,099.04
35782	RECOLOGY	RECOLOGY SAN MATEO	05/05/2020	718.88
35783	RANDB	ROBERTS & BRUNE CO. INC.	05/05/2020	3,209.21
35784	SCHAAFWF	SCHAAF & WHEELER	05/05/2020	777.78

Check No	Vendor No	Vendor Name	Check Date	Check Amount
35785	STEPFORD	STEPFORD BUSINESS, INC.	05/05/2020	1,400.00
35786	TMOBILE	T-MOBILE	05/05/2020	31.40
35787	VERIZON	VERIZON WIRELESS	05/05/2020	828.92
35788	WATERQUL	WATER QUALITY & TREATMENT SOL	05/05/2020	5,800.00
35789	XIOINC	XIO, INC.	05/05/2020	6,839.59
100816	KOFFASSO	KOFF & ASSOCIATES INC	05/05/2020	3,536.00
100817	SFWATER	SAN FRANCISCO WATER DEPT	05/05/2020	394,548.80
100818	SCOTSMAN	WILLIAMS SCOTSMAN	05/05/2020	583.16
100819	SPCECRFT	SPACECRAFT	05/05/2020	2,000.00
Total for 5/5/2020:				447,452.74
100826	calpers	CALPERS	05/08/2020	3,881.93
100827	calpers	CALPERS	05/08/2020	534.49
100828	HEALTH EQ	Health Equity	05/08/2020	217.00
100829	ICMACONT	ICMA contributions	05/08/2020	2,834.62
100830	ADPPAYRL	adp	05/08/2020	18,263.16
100831	ADPPAYRL	adp	05/08/2020	8,026.49
Total for 5/8/2020:				33,757.69
35790	ACWA5661	ACWA JPIA	05/18/2020	42,083.05
35791	AIRGAS	AIRGAS, LLC	05/18/2020	167.20
35792	AMERPWA	APWA MEMBERSHIP	05/18/2020	700.00
35793	ATT60197	AT&T 60197	05/18/2020	145.12
35794	BPLANDSC	BAY POINTE LANDSCAPE	05/18/2020	1,625.00
35795	EQUIPMEN	BUS & EQUIPMENT REPAIR	05/18/2020	5,817.32
35796	CGUHLENB	C G UHLENBERG LLP	05/18/2020	1,750.00
35797	CINTS	CINTAS CORPORATION	05/18/2020	1,920.66
35798	DIGIDAVI	DAVID DIGIOVANNI	05/18/2020	100.00
35799	DFS	DOCUMENT FULFILLMENT SERVICES	05/18/2020	4,979.51
35800	FASTSIGN	FASTSIGNS	05/18/2020	5,369.88
35801	GOTSAFE	GOTSAFETY	05/18/2020	585.00
35802	HACHCOMI	HACH COMPANY INC	05/18/2020	458.69
35803	HOMEDPC	HOME DEPOT	05/18/2020	198.64
35804	HUANJENN	JENNY HUANG	05/18/2020	100.00
35805	HUIEMILY	EMILY HUI-GOERTZ	05/18/2020	50.00
35806	ILAPSINS	INGA LAPSINS	05/18/2020	100.00
35807	LOANDY1	ANDY LO	05/18/2020	150.00
35808	M&MBACK	M&M BACKFLOW & METER MAINTEN	05/18/2020	1,318.42
35809	NAPAAUTO	NAPA AUTO PARTS	05/18/2020	307.16
35810	OCCHECEN	OCCUPATIONAL HEALTH CENTERS O	05/18/2020	470.63
35811	OFFICEDE	OFFICE DEPOT, INC.	05/18/2020	659.79
35812	OREILLYA	OREILLY AUTO PARTS, INC.	05/18/2020	25.75
35813	PG&E	PG&E CFM/PPC DEPT	05/18/2020	17,545.68
35814	RMORGAN	RAY MORGAN COMPANY	05/18/2020	2,235.76
35815	SMCEMA	SAN MATEO COUNTY EMERGENCY M	05/18/2020	200.00
35816	CYLINDER	SINGLE CYLINDER REPAIR SAN CARI	05/18/2020	76.46
35817	TANGALBE	ALBERT TANG	05/18/2020	100.00
35818	VANGUARE	VANGUARD CLEANING SYSTEMS, INC	05/18/2020	684.45
35819	PETCAT	PETERSON CAT	05/18/2020	9,655.01
100838	GRANICUS	GRANICUS	05/18/2020	2,475.00
100839	HANSONBR	HANSON, BRIDGETT	05/18/2020	10,550.00
100840	JULBROWN	JULIE M BROWN & ASSOC	05/18/2020	850.00
100841	LIFTOFFD	LIFTOFF DIGITAL	05/18/2020	487.50
100842	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	05/18/2020	11,124.75
100843	SCOTSMAN	WILLIAMS SCOTSMAN	05/18/2020	583.16

Check No	Vendor No	Vendor Name	Check Date	Check Amount
100844	SFPUCWAT	SFPUC WATER QUALITY	05/18/2020	1,650.00
100845	SPRIBROK	SPRINGBROOK SOFTWARE LLC	05/18/2020	3,466.00
Total for 5/18/2020:				130,765.59
Report Total (131 checks):				834,512.17



AGENDA ITEM NO. 7.A.

DATE: May 28, 2020
TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager
Joubin Pakpour, District Engineer

SUBJECT: CONSIDER RESOLUTION 2020-09 ACCEPTING AS COMPLETE THE NOTRE DAME AVE, CLIFFSIDE COURT, TAHOE DRIVE AREA WATER MAIN REPLACEMENT AND IMPROVEMENTS PROJECT AND AUTHORIZING THE RECORDATION OF A NOTICE OF COMPLETION FOR THE PROJECT

RECOMMENDATION

Approve Resolution 2020-09.

FISCAL IMPACT

Original Contract Amount	\$1,949,385.00
Approved Change Orders	\$ 199,464.87
Total Value of Work Completed	\$2,148,849.87

DISCUSSION

Refer to Agenda Item 9.A.3. in the agenda packet, which is the District Engineer's final report and accounting on this project. As discussed previously with the Board, this project included more change orders than normal due to unforeseen underground conditions on Notre Dame plus the additional water line replacement needed in the Tahoe Drive area (relocating an old water from behind the sidewalk in a hilly region and out into the public right-of-way in the street). The construction work was completed before the end of calendar year 2019, but winter weather prohibited completion of street repairs until the spring, and the project's completion was impeded by the COVID-19 pandemic. The punch list items have been resolved, and record drawings have been submitted to the MPWD by the contractor.

Once accepted by the Board, the attached Notice of Completion for the project will be signed and recorded at San Mateo County. This will start a 25-day period to verify that the contractor has paid its vendors and subcontractors. If the contractor is all clear with its vendors and subcontractors, then MPWD staff will process a release of retention in the amount of \$107,442.50.

Attachments: Resolution 2020-09
Notice of Completion

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

UNANIMOUS _____ ZUCCA _____ SCHMIDT _____ WHEELER _____ WARDEN _____ VELLA _____

RESOLUTION NO. 2020-09

**ACCEPTING AS COMPLETE THE NOTRE DAME AVENUE, CLIFFSIDE COURT,
TAHOE DRIVE AREA WATER MAIN REPLACEMENT AND IMPROVEMENTS PROJECT
AND AUTHORIZING THE RECORDATION OF A
NOTICE OF COMPLETION FOR THE PROJECT**

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, on June 2, 2019, the Mid-Peninsula Water District (“District”) entered into a construction contract with Stoloski & Gonzalez, Inc. in the amount of \$1,949,385.00 for the Notre Dame Avenue, Cliffside Court, Tahoe Drive Area Water Main Replacement and Improvements Project; and

WHEREAS, eight change orders were issued during the Project, increasing the contract price by \$199,464.87 for a total contract amount of \$2,148,849.87; and

WHEREAS, the Project Manager has determined that the work required under this contract has been completed in accordance with the contract plans and specifications and the contractor has submitted record drawings to the District; and

WHEREAS, a recommendation has been presented to the Board of Directors of the District to accept the project as complete and to authorize the recordation of a Notice of Completion with the San Mateo County Recorder’s Office.

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

1. The Notre Dame Avenue, Cliffside Court, Tahoe Diver Area Water Main Replacement and Improvements Project is hereby accepted as complete; and
2. The General Manager is hereby authorized and directed to record a Notice of Completion with the County of San Mateo evidencing acceptance and completion of this project.

REGULARLY PASSED AND ADOPTED this 28th day of May 2020.

AYES:

NOES:

ABSENCES:

ABSTENTIONS:

PRESIDENT, BOARD OF DIRECTORS

ATTEST:

SECRETARY OF THE BOARD

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO

Name Mid-Peninsula Water District

Street Address 3 Dairy Lane
City & State Belmont, CA 94002

SPACE ABOVE THIS LINE FOR RECORDER'S USE

RECORD WITHOUT FEE Govt. Code § 6103 & 27383

NOTICE OF COMPLETION

Notice is hereby given that:

1. The undersigned is an authorized agent of the owner of the hereinafter described property.
2. The full name of the undersigned owner is:

NAME

ADDRESS

CITY AND STATE

Mid-Peninsula Water District

3 Dairy Lane

Belmont, CA 94002

3. On May 11, 2020, there was completed on the hereinafter described real property located in the City of Belmont, California, the Contract for the construction of the Notre Dame Ave, Cliffside Ct, Tahoe Drive Area Water Main Project.

The work generally consisted the installation of approximately 3,350-LF of 8-inch ductile iron pipe (DIP) and 100-LF of 6-inch DIP on Notre Dame Ave and the various streets on Tahoe Drive Area (Tioga Wy, Muir Wy, Tahoe Dr, and Bryce Ct). The work also included service connection on said streets and on Cliffside Ct with fire hydrants improvements and abandonment of old water main infrastructures.

4. The name of the prime contractor for the work is:

NAME

ADDRESS

CITY AND STATE

Stoloski & Gonzalez, Inc.

727 Main Street

Half Moon Bay, CA 94019

The real property herein referred to is located in the City of Belmont, County of San Mateo, California.

VERIFICATION

I, Candy Piña, declare that I am the Secretary of the Mid-Peninsula Water District and am authorized to make this verification for that reason. I have read said Notice of Completion and know the contents thereof to be true and correct to my knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 2020, at _____, California
(date) (place where signed)

By: _____
Candy Piña, Secretary of the District



AGENDA ITEM NO. 8.A.

DATE: May 28, 2020

TO: Board of Directors

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

SUBJECT: CONSIDER RESOLUTION 2020-10 APPROVING MPWD FY 2020/2021 OPERATING & CAPITAL BUDGETS

RECOMMENDATION:

Approve Resolutions 2020-10

FISCAL IMPACT:

BUDGET CATEGORY	PROPOSED FY 2020/2021	PROJECTED FY 2019/2020	ACTUAL ** FY 2018/2019	ACTUAL ** FY 2017/2018	ACTUAL ** FY 2016/2017	ACTUAL ** FY 2015/2016
Total Revenues	\$13,796,750	\$14,135,820	\$14,713,405	\$14,189,781	\$12,212,952	\$10,582,034
Total Expenditures*	\$13,796,750	\$13,650,217	\$11,933,512	\$11,577,153	\$11,280,481	\$ 9,677,627
Net Transfer to Capital	\$ 0	\$ 485,603	\$ 2,779,893	\$ 2,612,628	\$ 1,026,191	\$ 905,638

* Total Expenditures include Depreciation Expense.

** Audited financials.

DISCUSSION:

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

The following assumptions were made in preparation of the attached FY 2020/2021 MPWD Operating and Capital Budgets:

OPERATIONS

- Projected Water Commodity Charges of \$9.8 million, Fixed System Charges of \$3.0 million, and Fire Service Charges of \$14,000 based upon FY 2019/2020 projections (maintaining FY 2019/2020 projections, since there will be no water rate adjustment).
- Maintained Purchased Water expenditure based upon FY 2019/2020 projection due to no wholesale customer rate adjustments by the SFPUC in FY 2019/2020.

- Professional Services total \$851,675—an increase of \$368,650 as a result of undertaking several required/requested formal studies: Urban Water Management Plan (UWMP)/Water Shortage Contingency Plan (WSCP), Water Rate Study & Financial Plan, Water Capacity Charges Study, and Risk & Resiliency Assessment (RRA), and for Jrocket77 Design & Marketing and miscellaneous services.
- Projected a full year of Debt Service expense totaling \$1,069,500 from the MPWD 2016 COP Official Statement.
- Increased Depreciation per GAAP (Generally Accepted Accounting Principles).
- The MPWD's debt service coverage requirement for the 2016 COP financing is 1.3, and it is projected to be 1.8 for FY 2020/2021.

Based upon these assumptions, after total projected expenditures were deducted from the total projected operating revenues, it resulted in a \$425,370 deficit. Therefore, it was necessary (and recommended by our Municipal Finance Advisor) to balance the projected budget from the MPWD's working capital cash reserves.

CAPITAL

The FY 2020/2021 Capital Budget mirrors the recently approved MPWD Capital Improvement Program (CIP) FY 2019/2020 through FY 2023/2024:

- Transmission Water Mains Assessment – Project #20-05 for \$220,000.
- Folger Pump Station Demolition – Project #15-86 for \$330,000.
- Planning/Design/Construction Support Including Contingencies for Dairy Lane Operations Center Rehabilitation (Phase 1) – Project #20-09 for \$150,000.
- Planning/Design/Construction Support including Contingencies for Hastings Drive Service Connection Replacements – Project #20-01 (\$138,000), Hastings Drive WMR – Project #15-40 (\$88,000), and Vine Street WMR – Project #15-88 (\$165,000) for a total of \$391,000.
- Miscellaneous Capital Outlay/Projects – \$50,000.

Attachments: MPWD Operating and Capital Budgets for FY 2020/2021
Resolution 2020-10

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

RESOLUTION NO. 2020-10
APPROVING THE OPERATING & CAPITAL BUDGETS
FOR FISCAL YEAR 2020/2021

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, at its April 9, 2020 and May 21, 2020 Board Finance Committee meetings, detailed working drafts of the proposed Operating and Capital Budgets for Fiscal Year 2020/2021 were presented and discussed; and

WHEREAS, the final Operating and Capital Budgets for FY 2020/2021 were presented to the Board of Directors on May 28, 2020, with a recommendation for approval by the Board Finance Committee; and

WHEREAS, the Operating Budget for FY 2020/2021 totaling \$14,222,121, included a \$425,370 transfer from MPWD Working Capital Reserves to balance it; and

WHEREAS, the Capital Budget for FY 2020/2021 totaling \$1,141,000, included a \$61,000 transfer from MPWD Capital Emergency Reserves 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 2020/2021:

<i>TOTAL OPERATING REVENUES</i>	<i>\$13,796,750</i>
<i>TOTAL OPERATING EXPENDITURES</i>	<i>\$14,222,121</i>
<i>TRANSFER FROM WORKING CAPITAL RESERVES</i>	<i>\$ 425,370</i>
<i>NET TRANSFER TO CAPITAL</i>	<i>\$ 0</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 2020/2021:

<i>TOTAL CAPITAL BUDGET</i>	<i>\$ 1,141,000</i>
<i>TRANSFER DEPRECIATION FROM OPERATING BUDGET</i>	<i>\$ 1,080,000</i>
<i>TRANSFER FROM CAPITAL EMERGENCY RESERVES</i>	<i>\$ 61,000</i>
<i>NET RESULTS OF CAPITAL</i>	<i>\$ 0</i>

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

REGULARLY PASSED AND ADOPTED this 28th day of May 2020 by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

President, Board of Directors

ATTEST:

District Secretary

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR FY 2020-2021
SUMMARY**

5/22/2020 12:16

DESCRIPTION	APPROVED AMENDED MID-YEAR FY 2019-2020 BUDGET	OPERATIONS FY 2020-2021 BUDGET	Increase (Decrease)	% Change
OPERATING REVENUE				
WATER COMMODITY CHARGES	9,800,000	9,800,000	-	0.0%
FIXED SYSTEM CHARGES	3,000,000	3,000,000	-	0.0%
FIRE SERVICE CHARGES	14,000	14,000	-	0.0%
MISC CUSTOMER ACCOUNT FEES	88,500	49,750	(38,750)	-43.8%
MISCELLANEOUS OPERATING	10,000	60,000	50,000	500.0%
PROPERTY TAX REVENUE	268,000	268,000	-	0.0%
TOTAL OPERATING REVENUE *	13,180,500	13,191,750	11,250	0.1%
WATER SYSTEM CAPACITY CHARGES	340,000	40,000	(300,000)	-88.2%
WATER DEMAND OFFSET CHARGES	47,000	20,000	(27,000)	-57.4%
SERVICE LINE & INSTALLATION CHARGES	75,000	60,000	(15,000)	-20.0%
MISCELLANEOUS NON-OPERATING *	75,000	75,000	-	0.0%
INTEREST REVENUE - LAIF *	75,000	75,000	-	0.0%
INTEREST REVENUE - COP	150,000	150,000	-	0.0%
LEASE OF PHYSICAL PROPERTY *	175,000	175,000	-	0.0%
LANDSCAPE PERMIT REVENUE	18,320	10,000	(8,320)	-45.4%
TOTAL NON-OPERATING REVENUE	955,320	605,000	(350,320)	-36.7%
TOTAL REVENUE	14,135,820	13,796,750	(339,070)	-2.4%
OPERATING EXPENDITURES (OP EXP)				
SALARIES & WAGES	2,069,385	2,148,750	79,365	3.8%
PAYROLL TAXES & BENEFITS	1,415,260	1,320,352	(94,908)	-6.7%
PURCHASED WATER	5,654,624	5,667,168	12,544	0.2%
OUTREACH & EDUCATION	60,000	66,000	6,001	10.0%
M&R - OPS SYSTEM	453,513	458,557	5,044	1.1%
M&R - FACILITIES & EQUIPMENT	162,625	141,625	(21,000)	-12.9%
SYSTEM SURVEYS	35,000	85,000	50,000	142.9%
ADMINISTRATION & EQUIPMENT	306,377	346,500	40,123	13.1%
MEMBERSHIP & GOV FEES	261,894	261,894	-	0.0%
BAD DEBT & CLAIMS	30,000	56,000	26,000	86.7%
UTILITIES	326,814	347,600	20,786	6.4%
PROFESSIONAL SERVICES	483,025	886,675	403,650	83.6%
TRAINING/TRAVEL & RECRUITMENT	37,500	61,500	24,000	64.0%
RESTRICTED EARNINGS	225,000	225,000	-	0.0%
DEPRECIATION	1,060,000	1,080,000	20,000	1.9%
DEBT SERVICE	1,069,200	1,069,500	300	0.0%
TOTAL OPERATING EXPENSES	13,650,217	14,222,121	571,904	4.2%
NET OPERATING SURPLUS/LOSS	485,605	(425,370)	(910,974)	-187.6%
TRANSFER FROM WORKING CAPITAL RESERVES*	-	425,370	425,370	100.0%
NET TRANSFERS TO CAPITAL	485,605	0	(485,604)	-100.0%
DEBT SERVICE COVERAGE	1.93	1.80		

* Revenues included in Debt Service Coverage Ratio

**MID-PENINSULA WATER DISTRICT
CAPITAL BUDGET FOR FY 2020-2021
CAPITAL IMPROVEMENTS & CAPITAL OUTLAY PROJECTS**

DESCRIPTION	APPROVED AMENDED FY 2019-2020 BUDGET \$	CAPITAL FY 2020-2021 BUDGET \$
CAPITAL IMPROVEMENTS - WORK IN PROCESS (WIP)		
Miscellaneous Capital Improvements	113,238	-
Transmission Water Mains Assessment - Project #20-05		220,000
Folger Pump Station Demolition - Project #15-86		330,000
PLANNING/DESIGN/CONSTRUCTION SUPPORT INCLUDING CONTINGENCIES for Dairy Lane Operations Center Rehabilitation (Phase 1) - Project #20-09		150,000
PLANNING/DESIGN/CONSTRUCTION SUPPORT INCLUDING CONTINGENCIES for Hastings Drive Service Connections Replacements - Project #20-01 (\$138,000), Hastings Drive WMR - Project #15-40 (\$88,000), and Vine Street WMR - Project #15-88 (\$165,000)		391,000
CAPITAL IMPROVEMENTS - WIP TOTAL	113,238	1,091,000
CAPITAL OUTLAY		
Miscellaneous Capital Outlay/Projects	50,000	50,000
CAPITAL OUTLAY TOTAL	50,000	50,000
CAPITAL IMPROVEMENTS & CAPITAL OUTLAY TOTAL	163,238	1,141,000
DEPRECIATION	1,060,000	1,080,000
TRANSFER FROM OPS	485,605	0
TRANSFER (TO)/FROM WORKING CAPITAL RESERVES	(1,382,367)	61,000
CAPITAL OUTLAY/CAPITAL PROJECTS	(163,238)	(1,141,000)
NET RESULTS OF CAPITAL	-	-



AGENDA ITEM NO. 8.B.

DATE: May 28, 2020
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: DISCUSS AND CONSIDER REVISED ATTACHMENT “A” TO THE MPWD WATER SERVICE ORDINANCE REGARDING RATES AND CHARGES TO REFLECT A 0.0% WATER RATE ADJUSTMENT, EFFECTIVE JULY 1, 2020

RECOMMENDATION

Accept and post revised Attachment “A” to the MPWD Water Service Ordinance regarding Rates and Charges, effective July 1, 2020.

FISCAL IMPACT - None

DISCUSSION

Quite simply, Attachment “A” to the MPWD Water Service Ordinance needs to be revised to reflect the 0.0% water rate adjustment, effective July 1, 2020. Once the Board of Directors has approved the MPWD FY 2020/2021 Operating Budget, the water rates effective July 1, 2020, need to be added to Attachment “A” (even if they are not increased as proposed for FY 2020/2021). Staff is seeking the Board’s acceptance of the revised Attachment “A”, which is attached.

Also attached is the MPWD’s rates notice that will be transmitted to all customers.

Attachment: Revised Attachment “A” to MPWD Water Service Ordinance regarding Rates and Charges
MPWD Rates Notice for FY 2020/2021

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



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	
RESIDENTIAL	EFFECTIVE 10/01/18
<i>Charge applies per residential dwelling unit</i>	<u>Capacity Charge</u>
Single Family Detached Dwelling Unit	-
<i>Charge applies to residential dwelling units served by meters up to 1-inch</i>	\$10,043
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>	
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 Charge

Water Demand Offset Charges				
	UWMP Water Shortage Response Stages			
	Stage 1	Stage 2	Stage 3	Stage 4
Water Supply Reduction	Up to 11%	12% - 18%	19% - 32%	33% - 50%
Required Water Demand Offset	25%	50%	75%	100%
RESIDENTIAL				
<i>Charge applies per residential dwelling unit</i>				
Single Family Detached Dwelling Unit				
	EFF			
	10/01/18			
	\$673	\$1,294	\$1,913	\$2,533
<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	\$1,520
<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, 2019				
		Rates Effective July 1, 2019	Rates Effective July 1, 2020	
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		\$ 5.86
Tier 2	3 - 8 hcf	8.69		8.69
Tier 3	9 - 20 hcf	10.60		10.60
Tier 4	Over 20 hcf	12.50		12.50
<u>Commercial Rate Tiers</u>				
Tier 1	0 - 5 hcf	\$ 7.80		\$ 7.80
Tier 2	Over 5 hcf	9.16		9.16
<hr/>				
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 up to the maximum levels shown on the table below, which correspond with a 50% cutback in water demand from usage in 2013.

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

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

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

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%

Good News!



NO WATER RATE INCREASES FOR NEXT FISCAL YEAR, BEGINNING JULY 1, 2020!

That's right! We are committed to manage operations within the current MPWD rate structure for another year, and wanted to share the news!



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

Serving You Is Our Business...

IMPORTANT CUSTOMER NOTICE

See other side for details.



ARE YOU USING MPWD'S ONLINE BILL PAY? // // // //

 SAVE STAMPS  SAVE PAPER  SAVE TIME

- ★ ENROLL TODAY TO PAY YOUR BILL ONLINE
- ★ GO PAPERLESS AND SAY GOODBYE TO PAPER BILLS
- ★ AVOID THE MONTHLY HASSLE WITH AUTOPAY

Start Today! MidPeninsulaWater.org/billpay

HELP US HELP YOU! // // // //

In order to help MPWD staff provide you with excellent customer service and contact you in the event of an emergency, we encourage you to make sure your contact information is up to date. Please go to MidPeninsulaWater.org/contact or contact our friendly staff at **(650) 591-8941** to make any updates.



MID-PENINSULA
WATER DISTRICT

3 Dairy Lane, Belmont, CA 94002



Produced with eco-friendly printing and paper



AGENDA ITEM NO. 8.C.

DATE: May 28, 2020
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: CONSIDER RESOLUTION 2020-11 APPROVING MPWD OTHER POST-EMPLOYMENT BENEFITS (OPEB) AND PENSION RATE STABILIZATION PROGRAM (PRSP) FUNDING POLICY

RECOMMENDATION

Adopt Resolution 2020-11.

FISCAL IMPACT

The funding policy establishes a 10-year parallel payment plan for the MPWD's OPEB and pension liabilities. Moreover, it will alleviate annual operating costs.

DISCUSSION

Last year the MPWD completed the financial pre-funding of its Section 115 Trust Plan for its OPEB and pension liabilities. (Reference this month's Administrative Services Manager's report for the latest update on that combined trust plan.)

Staff researched and established what it believes are best management practices for continued funding of these long-term liabilities, and utilization of the plan funds for the intended purposes—OPEB and pension UAL (Unfunded Accrued Liability) expenses. By having a funding policy, a control mechanism will be in place by which the trust plan can be prudently managed based upon established protocols and in compliance with the bi-annual GASB 75 actuarial reports for the OPEB and the annual CalPERS actuarial report for the pension UAL. The policy's objective is at the end of ten years, the MPWD will have paid off its liabilities, with the understanding that there are unknown market impacts that could impact the trust plan investments and future staffing levels could impact the liabilities.

The policy allows for flexibility by the Board of Directors during fiscal years that might present economical challenges for the MPWD.

We engaged the Board's financial auditor David Becker, CPA and the District Counsel in the review of the funding policy, and received valuable input, before presenting it to the Board Finance Committee.

The Board Finance Committee reviewed and discussed the funding policy during its April 21, 2020 meeting and supported staff in moving it forward for consideration by the Board.

Attachments: Resolution 2020-11
OPEB and PRSP Funding Policy

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

RESOLUTION 2020-11

**APPROVING OTHER POST-EMPLOYMENT BENEFITS (OPEB) AND
PENSION RATE STABILIZATION PROGRAM (PRSP) FUNDING POLICY**

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, the Mid-Peninsula Water District (MPWD) desires to adopt a formal policy concerning the administration and management of the funding and payment of its OPEB and pension liabilities; and

WHEREAS, staff collaborated with and received input from the Board's financial auditor, David Becker, CPA and District Counsel during development of the funding policy; and

WHEREAS, on April 21, 2020, staff discussed the funding policy with the Board Finance Committee, which supported staff's direction with the policy; and

WHEREAS, the funding policy establishes a 10-year plan for the MPWD to pay off its OPEB and pension liabilities from the MPWD's Section 115 Trust at PARS (Public Agency Retirement Services), with the understanding that there are unknown future market conditions that could impact the trust investments and liabilities, and that future staffing impacts could impact the liabilities; and

WHEREAS, the funding policy will alleviate MPWD operating costs; and

WHEREAS, staff recommends the Board of Directors adopt the new OPEB and PRSP funding policy, which policy demonstrates the MPWD's commitment to fiscal responsibility and prudent financial planning and management.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Mid-Peninsula Water District that the new OPEB and PRSP Funding Policy attached as Exhibit "A" and incorporated herein is hereby approved.

REGULARLY PASSED AND ADOPTED this 28th day of May 2020.

AYES:

NOES:

ABSTENTIONS:

ABSCENCES:

BOARD PRESIDENT

ATTEST:

BOARD SECRETARY

**OTHER POST-EMPLOYMENT BENEFITS (OPEB)
AND PENSION RATE STABILIZATION PROGRAM (PRSP)
FUNDING POLICY**

SECTION 1 – POLICY STATEMENT

The Mid-Peninsula Water District (MPWD) established a combined Other Post-Employment Benefits (OPEB) and Pension Rate Stabilization Program (PRSP) Internal Revenue Service (IRS) Section 115 Trust account with the Public Agency Retirement System (PARS) to fund post-employment healthcare and pension benefits for its employees, which is essential to ensure fiscal responsibility, a key organizational goal of the MPWD.

SECTION 2 – PURPOSE

The purpose of the OPEB and PRSP Funding Policy (Policy) is to establish a methodology and process for funding current and future costs associated with the MPWD's contractual obligations to provide retiree healthcare and pension benefits as set forth in MPWD policies and applicable bargaining agreements and contracts. A properly designed funding policy sends a positive signal to ratepayers, investors, and regulatory and credit rating agencies that the MPWD is committed to maintaining the long-term fiscal strength of the MPWD.

SECTION 3 – POLICY ADOPTION AND IMPLEMENTATION

The Board of Directors for the MPWD is responsible for adopting the OPEB and PRSP Funding Policy and for approving any significant revision. The General Manager, or their designee, is responsible for developing administrative procedures, as needed, to implement the Policy. In this role, the General Manager, or their designee, is authorized to make minor administrative changes in the Policy as long as they are intended to carry out the purpose of this Policy and will not significantly impact the Policy.

SECTION 4 – MPWD COMBINED SECTION 115 TRUST AND PLAN

The MPWD established its Internal Revenue Code Section 115 tax-exempt and irrevocable trust (Trust) account and adopted the OPEB Plan with the Public Agency Retirement System (PARS) as follows:

- A. On April 28, 2011 via Resolution 2011-04 – Approved PARS OPEB Healthcare Trust and Plan; and
- B. On February 22, 2018 via Resolution 2018-03 – Approved PARS Combined OPEB and PRSP Section 115 Trust and OPEB Plan.

In 2018, OPEB funds were transferred to the MPWD's newly approved PARS Combined OPEB and PRSP Trust ("Trust"), which included additional funds approved for scheduled contributions

to and allocated to the OPEB, and funds that were approved for scheduled contributions to and allocated to the PRSP.

Trust funds can only be utilized for payment (including reimbursement of operating costs) of the MPWD's OPEB and pension costs.

The following outlines the governance and administration of the MPWD Trust and Plan:

- The MPWD Board of Directors has the authority to establish the Trust account with PARS and adopt the PARS Plan, serve as the Plan Administrator, and define policies for the administration of the Trust and Plan.
- General Manager and staff have day-to-day administrative responsibility for the Trust and Plan and will develop and manage procedures in accordance with the Board-adopted policies.
- Trust Administrator, PARS, maintains plan documents, which serve as the MPWD's "substantive plan" under GASB, and provides ongoing consulting, reporting and plan accounting records.
- Trustee, currently US Bank, is the trustee and custodian and safeguards the assets of the Trust, holds the investments for safekeeping, and makes disbursements from the Trust on request.
- Investment Manager, currently Highmark Capital Management, selects specific investments within the portfolio allocation under the MPWD's adopted investment strategy, and manages those assets accordingly.

SECTION 5 – ASSET ALLOCATION INVESTMENT STRATEGY

PARS provides flexibility to the MPWD in the selection of the investment strategy for its funds in the Trust, giving the MPWD the ability to select from among pre-set options with various target yields and levels of risk, and whether to adopt a discretionary or directed investment approach.

Within the Trust, the MPWD has the option of pre-funding either or both of the OPEB and PRSP accounts. In either case, the MPWD has the ability to select one of five (5) Investment Options, with different projected rates of return and risks, that best suits its desired or expected return on its investments, given the corresponding risk level, in the Trust. Each Investment Option allocates the assets in varying investment combinations of equity, fixed income, and cash.

The available Trust Investment Options are:

- Conservative
- Moderately Conservative
- Moderate
- Balanced
- Capital Appreciation.

The Board of Directors will annually review the Trust performance and select the most appropriate Investment Option for the Trust. The Board of Directors has selected the discretionary investment approach, under which the Trustee and its Investment Manager have

absolute authority for selecting specific investments for the MPWD Trust account, subject to the Investment Option selected by the Board of Directors.

This Policy recognizes that there will be market and other economic volatility, and that actual experience of the Trust will differ from assumed experience. Accordingly, this Policy is intended to provide flexibility to smooth such volatility and experience in a reasonable, systematic and financially sound manner.

SECTION 6 – ANNUAL CONTRIBUTIONS

To establish realistic and appropriate thresholds for annual contributions to the Trust based on the actuarial valuation under GASB of the MPWD's OPEB liabilities, and CalPERS' actuarial valuation of the MPWD's pension liabilities, the MPWD adopts the following contribution schedules:

TRUST ACCOUNT	MINIMUM	MAXIMUM
OPEB	\$196,860*	Unlimited
PRSP	\$50,000**	Unlimited

*Per the 10-year funding schedule (Closed Group) within the MPWD's GASB 75 OPEB Actuarial Valuation Report dated April 22, 2020, for FYE June 30, 2019 prepared by Pacific Crest Actuaries, LLC. Contributing at this level, the OPEB Trust account is projected to be funded so as to fully pre-fund the MPWD's OPEB liabilities by FY 2028/2029.

**The PRSP Trust account was funded so as to fully pre-fund the MPWD's pension liabilities (per the CalPERS Actuarial Valuation Report as of June 30, 2016) by the MPWD as of FYE 2018/2019. This contribution provides a reasonable level of continued prefunding of future MPWD pension liabilities and benefits.

The minimum contribution amounts are based on the assumptions of the MPWD maintaining a balance of \$1,000,000 of unrestricted net position as of the end of each fiscal year. In the event the MPWD's unrestricted net position falls below \$1,000,000 for any fiscal year, the Board of Directors may suspend all contributions until the unrestricted net position exceeds the \$1,000,000 threshold.

SECTION 7 – ANNUAL WITHDRAWALS

To establish realistic and appropriate thresholds for annual withdrawals, the MPWD adopts the following limitations on withdrawals from the Trust:

TRUST ACCOUNT	MINIMUM	MAXIMUM
OPEB	\$-0-	Actual Costs for Retiree Healthcare Benefits*
PRSP	\$-0-	\$266,599**

*Reimburses the MPWD for fiscal year MPWD Operating Budget expenditures for retiree health coverage.

**Maximum annual payment per the MPWD's CalPERS Actuarial Valuation for FYE June 30, 2018 and the 10-Year Amortization Schedule to pay off the MPWD's Unfunded Accrued Liabilities.

For any fiscal year in which the MPWD's annual required contribution to CalPERS, plus the MPWD's unfunded accrued liability (UAL) payment to CalPERS, exceeds the maximum

withdrawal amount from the PRSP Trust account, the Board of Directors may suspend contributions to the PRSP Trust account.

SECTION 8 – REPORTING AND MAINTENANCE OF POLICY

A progress report and presentation will be provided by PARS to the MPWD on an annual basis after the end of each Plan year (September 30th).

Trust fund levels, including contributions, withdrawals, earnings, and fees will be monitored by staff during the fiscal year and reported to the Board of Directors on a quarterly basis.

This OPEB and PRSP Funding Policy will be reviewed on a biennial basis to ensure conformance with the MPWD's strategic goals and objectives, and updated as necessary in accordance with material changes in actuarial valuations of the MPWD's OPEB and pension liabilities, underlying assumptions, applicable regulations, or governing standards.



AGENDA ITEM NO. 8.D.

DATE: May 28, 2020
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: DISCUSS DISTRICT TREASURER VACANCY AND PROPOSED APPOINTMENT PROCESS

RECOMMENDATION

Provide direction to staff regarding District Treasurer replacement.

FISCAL IMPACT

None.

DISCUSSION

Last month, long-time MPWD District Treasurer, Jeff Ira, CPA retired. He served the MPWD since 2000. Staff is seeking Board direction on the preferred process for replacement of the District Treasurer.

Jeff Ira recommended the attached CPA candidate, Sheldon Chavan.

The matter was discussed with the Board Finance Committee and it recommended that options be provided for Board discussion:

1. Interview Sheldon Chavan, CPA, and determine if he should be appointed as District Treasurer.
2. Create a notice for the open District Treasurer position within the MPWD service community and interview candidates.
3. Create and advertise an RFP/RFP for District Treasurer services and interview candidates.
4. Do not fill the District Treasurer vacancy.

Month-end accounting services shall continue between staff and C.G. Uhlenberg LLP per the contract, until a decision is made.

Attachment: Sheldon Chavan, CPA Bio

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

UNANIMOUS____ ZUCCA____ SCHMIDT____ WHEELER____ WARDEN____ VELLA____



PROFILE

Sheldon Chavan, CPA (Member CalCPA, AICPA, GFOA, GACQ, CASBO and AICPA Not-for-profit Section)
Managing Partner of Chavan & Associates, LLP



Sheldon holds a B.S. in Accounting from San Jose State University. He began his career in public accounting in 1998 and has been auditing local governments, nonprofits, and federal and state grants ever since. Sheldon is a CPA licensed in California and a member of the organizations noted above in parenthesis. He has also been a member of the GFOA Special Review Committee, with responsibility for reviewing CAFR's for award of the Certificate of Excellence in Financial Reporting. Sheldon has been a board member and financial advisor for the Redwood City Education Foundation. He currently is a member of the Moreland School District Parcel Tax and Bond Oversight Committees.

Sheldon has managed audits and provided related consultation his entire career, which included the technical review of all work papers, staffing, scheduling, reporting, state compliance, federal compliance and much more. He is responsible for the technical aspects of the firms accounting and auditing practice, and all other partners and staff report directly to him, primarily in the areas of compliance with auditing standards generally accepted in the United States of America, the standards set forth for financial audits in the United States General Accounting Office's (GAO) *Government Auditing Standards*, the provisions of the *Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and the audit procedures required by the State Controller's Office of the State of California as detailed in the Controller's publication, "Standards and Procedures for Audits of California K-12 Local Educational Agencies." Sheldon also ensures that each staff has met the continuing professional education requirements under these standards and teaches several in-house seminars a year. He also administers our firm's quality control system as required by generally accepted auditing standards (GAAS) and generally accepted governmental auditing standards (GAGAS/Yellow Book).

Sheldon has been performing audits under Uniform Guidance and the Single Audit Act throughout his career. Understanding the complexities of the various federal programs is one of his specialties. Over the years, Sheldon has audited major programs such as National School Lunch, Title II Education Technology, IDEA Special Education Local Assistance, Title I, Education Jobs Fund, Title IV Drug Free Schools, NCLB Title III, Title II Improving Teacher Quality, CDBG, Shelter Plus Care, Home Investment in Affordable Housing, HUD Section 8, Highway Planning and Construction, State Revolving Fund Loans, Medi-Cal, Low-income Low Energy Assistance, and many more.

Sheldon has audited various types of local governments and nonprofit organizations which have been funded through local, state and federal grants, sewer and water charges and property taxes. He is familiar with the intricacies of contracts between a local government and a nonprofit organization and how to interpret the reporting and auditing requirements of those contracts. **Sheldon also provides monthly budgeting, accounting and financial reporting services to the Purissima Hills Water District and the Westborough Water District.**



CURRENT CLIENT LIST

Cities/Towns	CAFR	GAS	GAGAS	Single Audit	EAAP	Other	Bond (P39)
City of Del Rey Oaks		✓	✓				
City of Oroville	✓	✓	✓	✓			
City of Pacific Grove	✓	✓	✓	✓			
City of Point Arena		✓	✓				
City of Rocklin	✓	✓	✓	✓			
City of Saratoga	✓	✓	✓	✓			
City of Suisun City	✓	✓	✓	✓		✓	

Local Education Agencies	CAFR	GAS	GAGAS	Single Audit	EAAP	Other	Bond (P39)
Antelope School District		✓	✓		✓		
Berkeley Unified School District						✓	
Burlingame School District		✓	✓	✓	✓		✓
Cabrillo Unified School District		✓	✓	✓	✓		✓
Cotati-Rohnert Park Unified School District		✓	✓	✓	✓		✓
Cottonwood Union School District		✓	✓		✓		
Golden Valley Unified School District		✓	✓	✓	✓		
Hillsborough City School District		✓	✓	✓	✓		
Jefferson Union High School District		✓	✓	✓	✓		✓
Las Lomas School District		✓	✓	✓	✓		✓
Lassen View Union Elementary School District		✓	✓	✓	✓		
Los Altos School District	✓	✓	✓	✓	✓		✓
Luther Burbank School District		✓	✓	✓	✓		
Menlo Park City School District		✓	✓	✓	✓		
Millbrae School District		✓	✓	✓	✓		✓
Mountain View Whisman School District		✓	✓	✓	✓		✓
Napa Valley Unified School District		✓	✓	✓	✓		✓
Orchard School District		✓	✓	✓	✓		✓
Pacifica School District		✓	✓	✓	✓		
Palo Alto Unified School District		✓	✓	✓	✓		
Portola Valley School District		✓	✓	✓	✓		✓
Red Bluff Joint Union High School District		✓	✓	✓	✓		
Red Bluff Union Elementary School District		✓	✓	✓	✓		
Roseland Elementary School District		✓	✓	✓	✓		✓
San Rafael City Schools						✓	
Santa Rosa City Schools		✓	✓	✓	✓		✓
San Bruno Park School District		✓	✓	✓	✓		
San Carlos School District		✓	✓	✓	✓		✓
San Lorenzo Valley Unified School District		✓	✓	✓	✓		✓
San Mateo Foster City School District		✓	✓	✓	✓		✓
Scotts Valley Unified School District		✓	✓	✓	✓		✓
Sequoia Union High School District		✓	✓	✓	✓	✓	✓
Sonoma Valley Unified School District		✓	✓	✓	✓		✓
Soquel Union Elementary School District		✓	✓	✓	✓		✓
South San Francisco Unified School District						✓	✓
Union School District		✓	✓	✓	✓		✓
West County Transportation Agency		✓	✓		✓		
Woodside Elementary School District		✓	✓		✓		✓

Charter Schools (Organized as Nonprofits)	CAFR	GAS	GAGAS	Single Audit	EAAP	Other	Bond (P39)
Cottonwood Creek Charter School		✓	✓		✓	✓	
Credo High School		✓	✓		✓	✓	
Charter School of Morgan Hill		✓	✓		✓	✓	
Mission Preparatory School		✓	✓		✓	✓	
Orange County Conservation Corps Charter School						✓	
Pathways Charter School		✓	✓		✓	✓	
Roseland Charter School		✓	✓	✓	✓	✓	
Stone Bridge Charter School		✓	✓		✓	✓	
Woodland Star Charter School		✓	✓		✓	✓	



Chavan and Associates, LLP

Certified Public Accountants

Special Districts	CAFR	GAS	GAGAS	Single Audit	EAAP	Other	Bond (P39)
Bay Area Water Supply Conservation Agency		✓	✓	✓			
Castro Valley Sanitary District	✓	✓	✓				
Central Marin Sanitation Agency	✓	✓	✓				
El Dorado Hills Community Services District	✓	✓	✓				
Fairfield-Suisun Sewer District	✓	✓	✓				
Midpeninsula Regional Open Space District		✓	✓	✓			
Oro Loma Sanitary District	✓	✓	✓				
Ross Valley Sanitary District	✓	✓	✓				
Santa Clara County Regional Open Space Auth		✓	✓	✓			
Sausalito-Marin City Sanitation District		✓	✓	✓			
Silicon Valley Clean Water		✓	✓				
South San Francisco Conference Center		✓	✓				
The Cities' Group		✓	✓				
Valley of the Moon Fire District		✓	✓				
West Bay Sanitary District		✓	✓				
West Valley Sanitation District		✓	✓				
Westborough Water District						✓	

NonProfit Organizations	CAFR	GAS	GAGAS	Single Audit	EAAP	Other	Bond (P39)
Boys and Girls Clubs of Central Sonoma County		✓	✓	✓		✓	
Boys and Girls Clubs of Sonoma Valley		✓				✓	
Center for Empowering Refugees & Immigrants		✓				✓	
Children of Grace						✓	
Collective Roots						✓	
Hidaya Foundation		✓				✓	
Mission Language and Vocational School		✓				✓	
Morgan Hill Charter School Foundation		✓				✓	
NASA AMES Exchange		✓	✓			✓	
Organic Farming Research Foundation		✓				✓	
O'Connor Tract Co-Operative Water Co.		✓				✓	
Pyramid Alternatives		✓				✓	
Redwood City Education Foundation		✓				✓	
San Mateo County Exposition and Fair Association		✓				✓	
Sonoma Valley Hospital Foundation		✓				✓	
The Moca Foundation		✓				✓	
work2future Foundation		✓	✓	✓		✓	

Privately Held Corporations	CAFR	GAS	GAGAS	Single Audit	EAAP	Other	Bond (P39)
Air Filter/Control						✓	
Diagnostics for the Real World		✓		✓			
FRTek US, LLC		✓					
Pathway to Choices		✓					
Roberts of Woodside						✓	
Sociometrics		✓		✓			

RANGE OF SERVICES

Entity Type	Number of Clients	Percent by Entity	Auditing	Management, Accounting & Other	Contractor Prequalification Services	Nonprofit Tax
Local Education Agencies	38	40%	92%		0%	8%
Charter Schools (Nonprofit)	9	10%	89%		0%	100%
Nonprofit Organizations	17	18%	88%		0%	88%
Cities and Towns	7	7%	100%		0%	0%
Special Districts	17	18%	94%		6%	0%
Privately Held	6	6%	67%		33%	0%



TRAINING

Description of Program/Training
2018 Yellow Book: Revised Government Auditing Standards Government Auditing Standards - 2018 Yellow Book Frequent Government and NPO Frauds: Misuse of Assets Governmental and Nonprofit Annual Update: Federal Government Activities Single Audit Lighting Round Governmental Audit Quality Center Annual Update Webcast Program-Specific Audits' plus 'Audit Tools and Guidance' Applying Risk Assessment Standards: Understanding the Entity and Its Environment GASB Updates Governmental Accounting and Auditing Conference Webcast - 5121266C Not-for-Profit Organizations Conference Webcast - 5121343C Cases in NFP Acct. & Auditing: 'Financial Statement Requirements' plus 'Net Asset Classifications' Governmental Auditing: Course Two Performance Audits Governmental Auditing: Course Three Financial Audits, Attestation Engagements, and.. Governmental Accounting and Reporting Ethics: AA&C LLP - Accounting Firm Practice Development Committee State and Local Govt Planning Considerations Cases in NFP Acct. & Auditing: Contributions Field Work Documentation: Preparation, Maintenance, Types of Workpapers School District Update Including LCFF and LCAP Compliance School Districts Conference Understanding the Changes to Yellow Book Independence California Regulatory Review Course Fraud Audit Techniques Using Excel Applying the Uniform Guidance in Your Single Audits Testing Compliance' plus 'Reporting Requirements Fid Act Understanding impacts of GASB 84 Its Here! Fid Act Implementation Considerations Accounting and Auditing Conference Bernard Madoff Investment Securities' Auditor' The Detection and Prevention of Fraud in Financial Statements Governmental Auditing: Course One Fundamental Principles for Government Auditing



TO: Board of Directors

FROM: Tammy A. Rudock
General Manager

DATE: May 28, 2020

MANAGER'S REPORT

FOLLOW-UP FROM 02/27/2020 REGULAR BOARD MEETING

- Received an extension on the proposal from Tom Hovorka and Cheryl Villanueva for the Real Estate and Brokerage Services.
- Will post the approved updated MPWD Strategic Plan and Director Assignments on the website.
- Will post the approved MPWD Mid-Year Budgets for FY 2019/2020 on the website.

There was no Board meeting in March 2020 due to COVID-19 pandemic.

FOLLOW-UP FROM 04/23/2020 REGULAR BOARD MEETING

- Signed and obtained PAMF signature on Amendment to the Pipeline Easement Agreement between the MPWD and Sutter Bay Medical Foundation d/b/a Palo Alto Medical Foundation for Healthcare, Research and Education (San Carlos Center). *(Waiting on San Mateo County Recorder's Office to open for recordation.)*
- Signed Professional Services Agreement for the Biennial System-Wide Leak Detection Survey with Subtronic Corporation, in the amount of \$49,970. *(Survey delayed until FY 2020/2021 due to COVID-10 pandemic.)*
- Signed Purchase Agreement with XiO, Inc. for Hardware and Equipment to Complete the SCADA Replacement Capital Project in the amount of \$249,511. *(Installation is underway by MPWD staff in coordination with XiO.)*

FINANCE COMMITTEE MEETING

The Board's Finance Committee met on May 21, 2020 with staff and discussed the following items:

- Final DRAFT MPWD FY 2020/2021 Operating and Capital Budgets
- DRAFT OPEB and PRSP Funding Policy
- Credit/Debit Card Processing Fees Report
- District Treasure Vacancy and Proposed Appointment Process
- Potential COVID-19 Financial Impacts
- Future Committee Meetings

3-MONTH “LOOK AHEAD” FOR BOARD MEETINGS

JUNE 25, 2020

- Professional services agreements with:
 - Tom Hovorka of Keller Williams Peninsula Estates and Cheryl Villanueva of Compass for real estate marketing and brokerage services to sell MPWD surplus real property located at 1513-1515 Folger Drive in Belmont, CA.
 - Hanson Bridgett LLP for District Counsel services.
 - Wulff, Hansen & Company for Municipal Finance Advisor services.
 - John Davidson d/b/a Jrocket 77 Marketing & Design for public relations/outreach/education, website management, and printing.
 - Consultant selected for 2020 Urban Water Management Plan.
 - Consultant selected for 2020 Water Rate Study and Financial Plan.
 - Consultant selected for 2020 Water Capacity Charge Study.
- Discuss District Treasurer vacancy replacement.

JULY 23, 2020

- Consider/Approve living wage adjustment for MPWD Employee Association, per Section 10 of Letter Agreement dated September 25, 2018 (through September 2023).
- Semi-Annual Financial Reconciliation and Capital Project Fund Reports on 2016 COP Financing through June 30, 2020.
- Establish Appropriations Limit applicable to the MPWD during Fiscal Year 2020/2021.
- Review Conflict of Interest code.
- Receive BAWSCA report.

AUGUST 2020 – NO BOARD MEETING SCHEDULED

UPCOMING MEETINGS/EVENTS

HIA Meeting (Belmont): CANCELED (until September 3, 2020, depending upon County operating guidelines for in-person meetings)

ACWA JPIA 2020 Spring Conference & Exhibition (VIRTUAL): July 27-31, 2020

CSDA Annual Conference (Palm Desert): August 24-27, 2020

CSDA Special District Leadership Academy – Governance Conference (South Lake Tahoe): September 27-30, 2020



TO: Board of Directors

FROM: Candy Pina

DATE: May 28, 2020

ADMINISTRATIVE SERVICES MANAGER'S REPORT

FINANCIAL REPORTING:

Schedule of Cash and Investments:

SCHEDULE OF CASH AND INVESTMENTS		
CASH ACCOUNT	BALANCE 4/30/2020	BALANCE @5/19/20
PETTY CASH	\$400	\$400
CASH DRAWER	\$200	\$200
WELLS FARGO CHECKING*	\$605,577	\$250,053
LAIF	\$6,634,977	\$6,734,977
BNY INSTALLMENT ACCOUNT	\$578,281	\$678,281
TOTAL	\$7,819,435	\$7,663,911
* San Francisco Water Department was paid \$384,548 on Friday, May 1st. Balance in Checking account was \$221,029.		

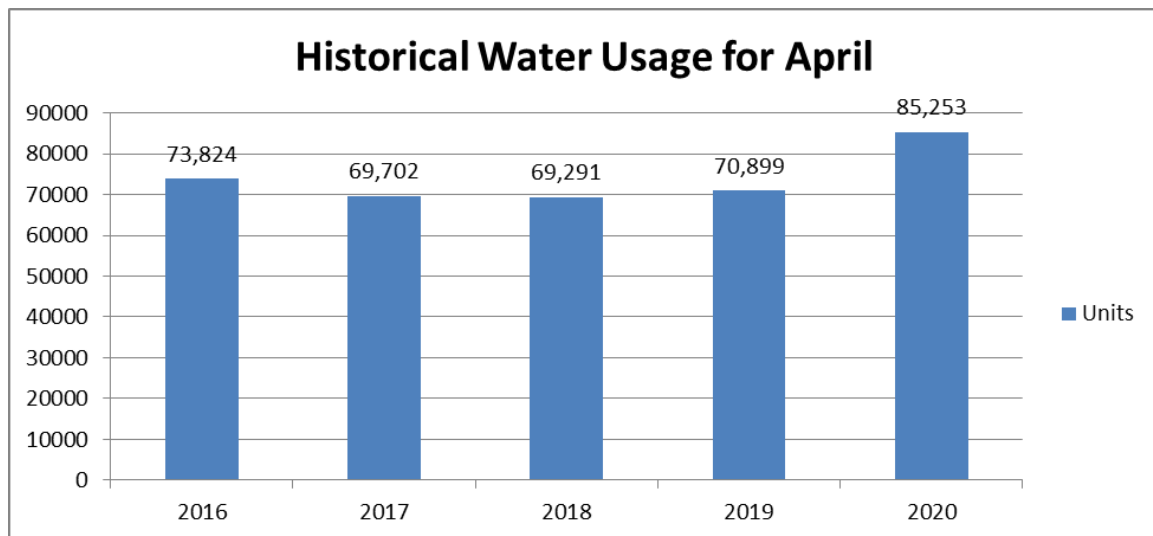
Water Revenue Report:

WATER REVENUES for FISCAL YEAR 2019/2020					
Month	Total Units	Water Commodity Charges	Fixed System Charges	Total Water Revenues	Misc Rev
JUL	121,093	1,069,535	243,845	1,313,380	1,357
AUG	131,410	1,184,349	262,218	1,446,567	1,364
SEP	132,893	1,209,744	264,656	1,474,400	1,367
OCT	118,671	1,075,887	261,819	1,337,706	1,372
NOV	116,636	1,014,767	261,231	1,275,998	1,330
DEC	86,924	742,321	263,074	1,005,395	1,461
JAN	71,404	610,345	261,351	871,696	1,275
FEB	75,495	642,820	263,201	906,021	1,379
MAR	87,871	749,681	262,780	1,012,461	1,373
APR	85,253	730,741	262,884	993,625	1,372
TOTAL	1,027,650	9,030,190	2,607,059	11,637,249	13,650

Please note the following: Total Units for each month on this report are calculated when customer meters are read:

Zone 2 meters are read on the 1st of each month
 Zone 3 meters are read on the 5th
 Zones 1, 4, 5, 6, 7, 8 and 9 are read on the 15th

In the Operations Manager's report, units being reported are based on SFPUC reads, which occurs at 8:00 a.m. on the last day of each month.



CREDIT/DEBIT CARD, ACH/CHECK, AND BANK SERVICE FEES:

The attached report on credit/debit card, ACH/check, and bank service fees was presented to the Board Finance Committee on May 21, 2020 and was recommended for sharing with Board.

CONFERENCES, TRAINING, & MEETINGS:

- 1) Ron Okada: 04/23/20 – Springbrook 101 Webinar
- 2) Jeanette Kalabolas/Candy Pina: 04/28/20 – Novus Minutes Zoom Meeting
Malczon/Candy Pina: 05/05/20 - Leadership Team Briefing
- 3) Candy Pina: 05/05/20 – MPWD Finished Projects Audit Progress Meeting with Pakpour Consulting Group
- 4) Candy Pina: 05/11/20 – Executive Team Meeting
- 5) Jeanette Kalabolas: 05/12/20 – BAWSCA Rebates Program Zoom Meeting
- 6) Misty Malczon/Candy Pina: 05/12/20 – Leadership Team Briefing
- 7) Candy Pina: 05/15/20 – Executive Team Meeting
- 8) Misty Malczon/Candy Pina: 05/19/20 – Leadership Team Briefing
- 9) Laura Ravella: 05/19/20 – Webinar on Clear and Confident Communication Skills
- 10) Candy Pina: 05/21/20 – MPWD Board Finance meeting
- 11) Laura Ravella: 05/26/20 – Webinar on Becoming A Customer Service Superstar

PARS OPEB Trust Program & PRSP - April 2020							
ACCOUNT SUMMARY							
FISCAL YEAR	Beginning Balance	CONTRIBUTIONS	EARNINGS	Expenses (Trustee/Investment Management Fee)	Account Transition*	Ending Balance	Expenses (Administrative Fee)
2014-2015	\$ 368,264.01	\$ 56,925.00	\$ 8,693.45	\$ 965.18	\$ -	\$ 432,917.28	\$ 3,600.00
2015-2016	\$ 432,917.28	\$ 181,575.00	\$ 13,043.87	\$ 1,179.47	\$ -	\$ 626,356.68	\$ 3,600.00
2016-2017	\$ 626,356.68	\$ 108,702.00	\$ 45,569.47	\$ 1,829.05	\$ -	\$ 778,799.10	\$ 3,600.00
2017-2018	\$ 778,799.10	\$ 534,109.67	\$ 39,383.38	\$ 2,693.35	\$ -	\$ 1,349,598.80	\$ 3,600.00
2018-2019	\$ 1,349,598.80	\$ 2,725,000.00	\$ 249,213.95	\$ 7,203.08	\$ 22,190.56	\$ 4,338,800.23	\$ 664.46
2019-2020	\$ 4,338,800.23	\$ -	\$ (67,318.59)	\$ 19,222.89	\$ -	\$ 4,252,258.75	\$ 664.46
2014-2020	\$ 368,264.01	\$ 3,606,311.67	\$ 288,585.53	\$ 33,093.02	\$ 22,190.56	\$ 4,252,258.75	\$ 15,064.46
PARS OPEB	\$ 2,641,486.79	\$ -	\$ (40,983.96)	\$ 11,703.04	\$ -	\$ 2,588,799.79	\$ -
PARS PENSION	\$ 1,697,313.44	\$ -	\$ (26,334.63)	\$ 7,519.85	\$ -	\$ 1,663,458.96	\$ -
INVESTMENT RETURN - PARS OPEB							
FISCAL YEAR	1-Month	3-Months	1-Year	3-Years Annualized Return	5-Years Annualized Return		
2014-2015	-0.98%	-0.68%	2.18%	6.09%	0.00%		
2015-2016	0.85%	2.09%	2.11%	4.54%	0.00%		
2016-2017	0.29%	2.33%	6.65%	3.63%	5.39%		
2017-2018	0.17%	1.01%	4.43%	4.38%	4.94%		
2018-2019	0.38%	1.14%	2.32%	5.20%	4.01%		
2019-2020	-0.07%	-0.11%	6.72%	5.42%	4.39%		
AVERAGE	0.11%	0.96%	4.07%	4.88%	3.12%		
INVESTMENT RETURN - PARS PENSION							
FISCAL YEAR	1-Month	3-Months	1-Year	3-Years Annualized Return	5-Years Annualized Return		
2018-2019	0.37%	0.76%	0.00%	0.00%	0.00%		
2019-2020	-0.07%	-0.11%	6.43%	0.00%	0.00%		
AVERAGE	0.15%	0.32%	3.21%	0.00%	0.00%		

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:

- Jeff Ira November 23, 2020
- Joubin Pakpour November 19, 2020
- Candy Pina December 13, 2020
- Rene Ramirez December 7, 2020
- Tammy Rudock November 29, 2020
- Brian Schmidt March 18, 2021
- Julie Sherman February 8, 2021
- Louis Vella December 4, 2020
- Dave Warden January 26, 2021
- Kirk Wheeler January 3, 2021
- Matt Zucca March 29, 2021

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:

- Jeff Ira December 18, 2021
- Joubin Pakpour June 14, 2021
- Candy Pina December 18, 2021
- Rene Ramirez December 18, 2021
- Tammy Rudock December 18, 2021
- Brian Schmidt December 18, 2021
- Julie Sherman December 13, 2020
- Louis Vella October 22, 2021
- Dave Warden December 18, 2021
- Kirk Wheeler December 17, 2021
- Matt Zucca March 19, 2021



DATE: May 21, 2020

TO: Board Finance Committee:
▪ Brian Schmidt, Vice President
▪ Dave Warden, Director

FROM: Candy Pina – Administrative Services Manager

RE: Credit Card Charges Audit

MEMORANDUM

There are three (3) separate costs related to credit card fees:

1. Blue FIN Card Fees – “The Processor” of the Credit/Debit Card Fees = 1.8%
2. Springbrook Transaction Fees – “The Agent” working with Blue Fin = 0.6%
3. Bank Fees related to each transaction which flows through the bank. = 0.6%

Blue Fin supplies MPWD with a monthly report listing all fees being charged to the Merchant (MPWD) each month, including the credit card amount submitted to Blue Fin and the fees assessed to the MPWD. The amount submitted from July 1, 2019 – March 31, 2020 totaled \$1,983,063.42, and the Merchant fees totaled \$36,652.35 (1.8%).

Springbrook Transaction Fees are transactional, at \$1 each for system processing of credit card and ACH charges. To date, MPWD has been charged a total of 11,329 credit card transactions, or \$11,329 in fees. The amount submitted from July 1, 2019 – March 31, 2020 totaled \$1,983,063.42, and the Springbrook Transaction fees totaled \$11,329 (0.6%).

Bank Fees are charged for transactions going in and out of the bank. The allocation of this fee is based on the number of credit card and ACH transactions. For the time period July 1, 2019 through March 31, 2020, Bank fees totaled \$11,211.73 (0.6%).

Therefore, credit/debit card fees are costing MPWD 3.0% per dollar. A 3.0% merchant fee is lower than all other fees we have explored to date. We will continue to monitor the market to make sure we are getting the best rates possible.

From 7/1/19 through 3/31/20, total credit card fees were \$59,193.08 and 11,329 transactions. The cost to the District per customer credit card transaction was \$5.22.



TO: Board of Directors

FROM: Rene A. Ramirez, Operations Manager

DATE: May 28, 2020

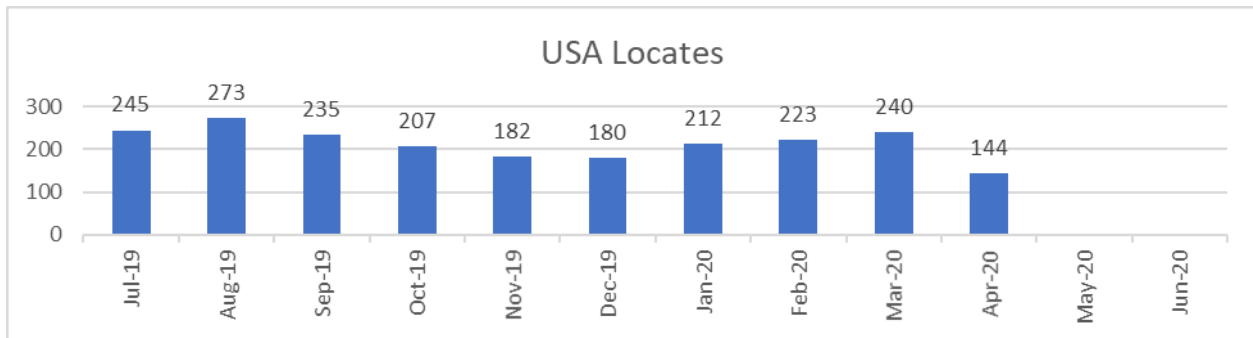
OPERATIONS REPORT – April

Projects:

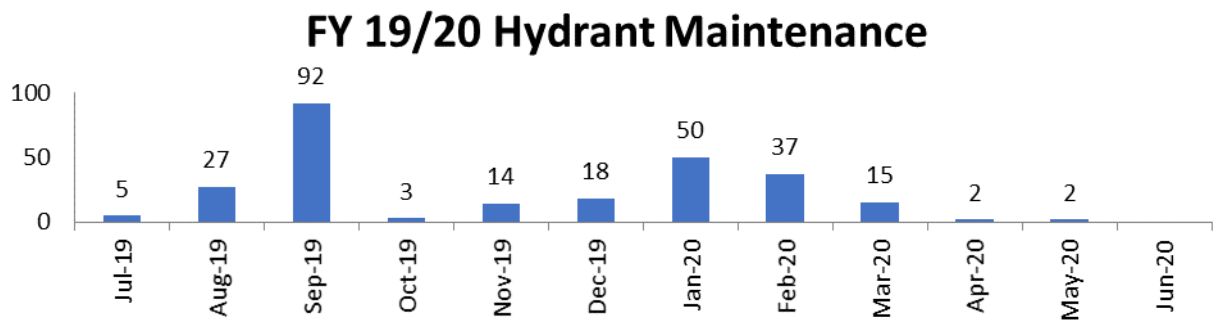
- Participated in a video conference call with the developer and their engineer at 1325 Old County Road a 250-unit multi-family rental complex;
- Held an internal meeting to discuss the capital project on El Camino Real and the outreach to customers to be affected by the construction;
- Prepared and issued Requests for Proposals for: 2020 Urban Water Management Plan Update, 2020 Water Rate Study, and 2020 Water Capacity Charge Study; and
- Participated in a video conference call to discuss progress on the Dekoven Tank Replacement capital project.

Maintenance:

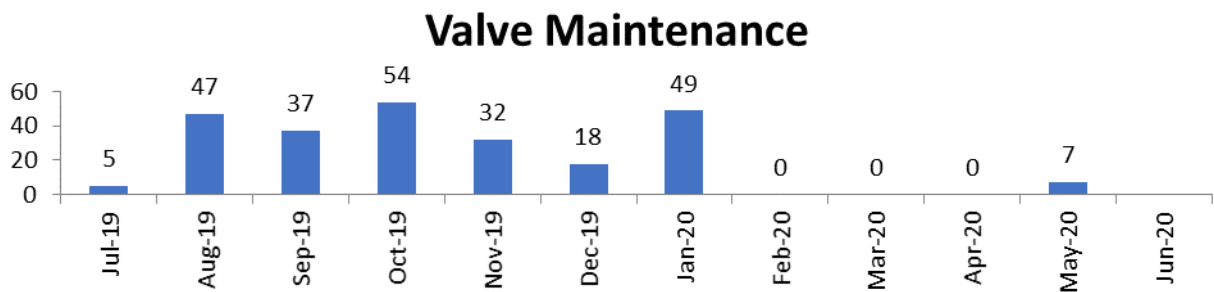
- The shelter-in-place order state-wide and locally greatly affected maintenance activities. During the first few weeks of April District staff were responding to only “essential service” matters such as: emergency repairs, customer service requests, utility location requests and regulatory weekly water sampling. As the month closed District staff was split into two (2) teams to promote social distancing and taking on maintenance tasks that could be performed safely alone;
- Staff focused on maintenance tasks that could be accomplished by one person – meter boxes in Zones 4, 5, 6, 7 and 8 were reset if needed and cleaned up to make them accessible;
- Staff also performed maintenance on the eight (8) interties. The maintenance included flushing and general cleanup of the site; and
- Responded to and completed 144 USA (underground service alerts) requests in April. The pandemic and shelter-in-place order had some effect on construction activity.



- During the month of April two (2) fire hydrants were serviced. Service includes cleaning around fire hydrant, making certain hydrant clearances are correct, exercising valves feeding hydrant and on the hydrant work, and replace if hydrant scheduled for replacement. This maintenance effort took place towards end of month as staff slowly got back into work with safe work practices;



- During April no system valves were exercised – not essential service;



- Made repairs to a service leak that served 2405 and 2407 Hastings. This polyethylene service was repaired but staff plans to replace this service with individual services made from copper, which is the current service material standard;
- Collected a requisite 55 water samples during the month for bacteriological testing, an essential service – all samples were absent of coliform bacteria contamination;
- Continue to routinely monitor, less frequently, water system dead-ends continued for disinfectant residual; and

- Monitoring for signs of nitrification within our tanks, sample stations and dead ends continues, as often as possible, as a part of regular water quality monitoring.

System Repairs:

Date	Location	Event	Material	Installation Date	Estimated Water Loss (Gals.)
4/11/20	2405/2407 Hastings	Service Leak	Plastic	1975	<1,000

Development:

Staff is currently working with developers on 56 development projects:

Mixed Use Commercial/Multi-Family Residential:

- o 1300 El Camino Real - Currently reviewing plans, letter of intent and schedule for apt building provided; Updated fee schedule provided.
- o 1325 Old County Rd. – Currently reviewing plans;
- o 425/501 Old County Rd - Contacted by engineer regarding system info;
- o 800 Laurel Ave - Awaiting plans
- o 800 Belmont Ave – Information provided to developer.
- o 803 Belmont Ave -815 Old County Rd. – currently reviewing plans;
- o 815 Old County Rd. – Currently reviewing plans; and
- o 900 El Camino Real – Letter of intent provided.
- o

Commercial:

- o 612-614 Mountain View - Met with Fire Authority, awaiting revised plans;
- o 1110 Old County Rd. – Plans through staff approval process;
- o 1306-1308 Old County Rd. – Submittals approved;
- o 1400 Alameda de las Pulgas – Plans through staff approval process;
- o 1500 Ralston Ave. – Plans through staff approval process;
- o 2710 Ralston Ave. – Fee schedule provided; Water Main Extension Agreement Drafted
- o 300 Industrial – Fee schedule provided, fees paid;
- o 405 Industrial – Information provided to developer; and
- o Belmont Ave Parcel APNs – (2) awaiting plans.
- o

Residential:

- o 0 Longfellow Dr - Currently reviewing plans;
- o 10 Notre Dame Place – Awaiting contractor installation schedule;
- o 1241 Hiller St. - Installation complete;

- 1320 Talbryn Lane development - Installation complete, scheduling abandonment;
- 1465 Sixth Ave - Plans through staff approval process;
- 1525 Winding Way - Currently reviewing plans;
- 1707 Pine Knoll - Currently reviewing plans;
- 1712 Coronet - Currently reviewing plans;
- 1789 Terrace - Currently reviewing plans
- 1926 Oak Knoll Dr. – Plans through staff approval process;
- 1961 Bishop Rd. - Plans through staff approval process;
- 2033 Mezes – currently reviewing their plans; and
- 2110 Pullman Ave. – Installation complete, awaiting compliance;
- 2503 Cipriani - Plans through staff approval process;
- 2709 Comstock - Plans through staff approval process;
- 2723 Monserat – Plans through staff approval process;
- 2723 Wemberly - Plans through staff approval process;
- 2728 Belmont Canyon Rd. - Installation complete;
- 2828 Monroe - Plans through staff approval process;
- 2836 Benson Way - Plans through staff approval process;
- 3105 Marburger – Plans through staff approval process;
- 3143 Beresford - Currently reviewing plans;
- 3244 Longfellow - Currently reviewing plans;
- 3311 Haskins - Currently reviewing plans;
- 3900 Marsten – Plans through staff approval process;
- 406 Alameda de las Pulgas - Currently reviewing plans;
- 45 Hartford - Currently reviewing plans;
- 50 Notre Dame Place – Plans through staff approval process, fees paid;
- 539 South Rd. - Plans through staff approval process;
- 55 Ralston Ranch Rd. - Plans through staff approval process;
- 665 South - Plans through staff approval process;
- 76 Miramar Terrace - Awaiting revised plans;
- 796 Miramar Terrace – Currently reviewing plans;
- 853 Alameda de las Pulgas – Plans through staff approval process;
- 857 Alameda de las Pulgas – Plans through staff approval process;
- 861 Alameda de las Pulgas – Currently reviewing plans;
- Monte Cresta Drive Extension – Currently reviewing plans;
- Ralston parcel - Developer requesting system information/ District requirements;
- Talbryn Dr. parcel – Information provided to developer;
-

Administration:

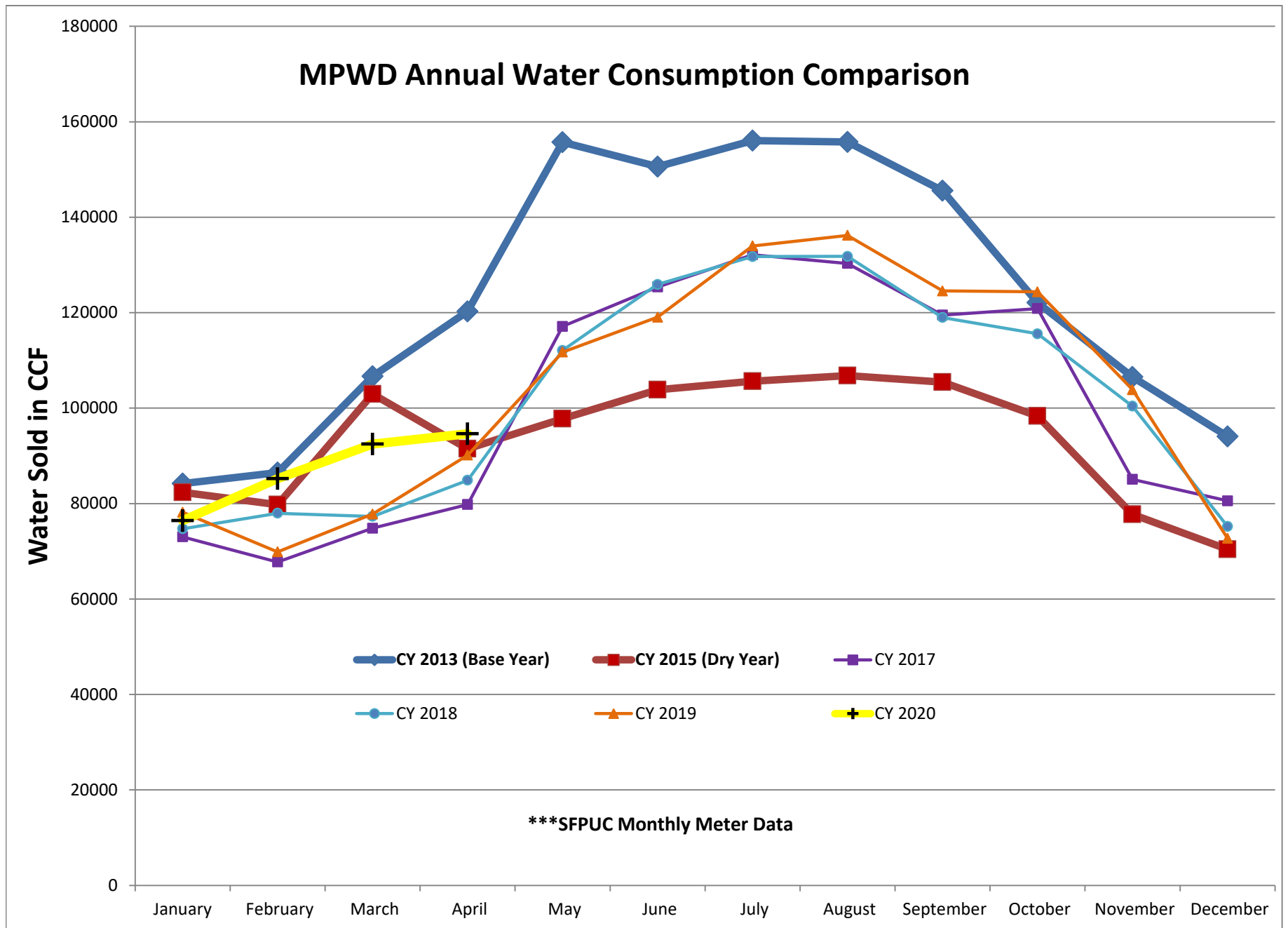
- Keeping abreast, from a distance, of city's sewer rehab project;
- Participating in weekly call with District Engineer and General Manager;

- Worked with staff on improving personnel evaluation process;
- Participated on a GoTo Meeting training session for Novus Agenda;
- Participating in Agenda Review meetings;
- Participating in Executive Team and Leadership Team meetings;
- Slowly began to re-establish a maintenance routine for the water system making certain to practice social distancing and tool/vehicle cleaning, hand washing and wearing of masks and gloves to mitigate spread of COVID-19. Staff trying hard to stay safe and accomplish necessary work to maintain and improve water system;
- Participating in weekly conference call for the JPIA Leadership class; and
- Continue to actively manage power use for pumping operations via SCADA.

Water Conservation:

Recent 2-Month Comparison Summary

2019/2020 MONTH	2019/2020 UNITS	2013 UNITS	PERCENT CHANGE*	CUMULATIVE WATER SAVINGS*	2019/2020 R-GPCD**	2013 R-GPCD
March 2020	92,468	106,663	-13.3%	-10.2%	74.6	84.0
April 2020	94,648	120,265	-21.3%	-11.3%	78.9	87.9
2018/2019 MONTH	2018/2019 UNITS	2013 UNITS	PERCENT CHANGE*	CUMULATIVE WATER SAVINGS*	2018/2019 R-GPCD**	2013 R-GPCD
March 2019	77,800	106,663	-27.1%	-14.9%	62.8	84.0
April 2019	90,155	106,663	-25.0%	-15.9%	75.1	87.9



MEMO

Agency: Mid-Peninsula Water District **Date** May 22, 2020
Attn: Board of Directors
Project Name: Notre Dame Ave, Cliffside Ct, Tahoe Dr Area Water Main Project **Project No.** 10012.24
Reference: Project Update and Progress Payment No. 7 (Final) with Change Orders Nos. 7 and 8 and Balancing Change Order No. 2 – Project Acceptance and Retention
From: Joubin Pakpour, P.E. – District Engineer *JP*

Construction Status

Stoloski & Gonzalez (S&G) completed all water main improvements for prior to the March 16th shelter-in-place order by the San Mateo County Health Officer. On February 24th a punch list was issued which included the slurry seal and striping work for the project. With the uncertainty of the pandemic both MPWD and S&G decided that a temporary stop notice should be issued on March 17th. On that date, the project reached the 156th work day with 24 days remaining to reach the 180th contractual days.

As shelter-in-place guidelines began to be defined, the MPWD sent a letter to S&G on April 14th designating the project as an essential infrastructure and the project resumed. The MPWD Inspector and the City of Belmont met on April 21st and finalized the slurry seal and striping limits with the subcontractors. The slurry seal began on April 24th and was completed three days later. The striping was completed on May 6th.

On May 11th, the MPWD deemed the project substantially complete with less than 10 items remaining on the punch list.

Change Order Nos. 7 and 8

Enclosed please approved change orders (CO's) 7 and 8.

CO No. 7, dated May 11th for \$3,866.00, is for the slurry seal and striping work on Malcolm Avenue as directed by Field Order No. 7 dated February 4th. CO No. 8, dated May 11th for \$3,185.00, is for the crosswalk replacement on Middle Road and Notre Dame Avenue at the request of the City of Belmont due to the resident's sensitivity during the course of the project.

Balancing Change Order No. 2

Enclosed, please find the project Balancing Change Order No. 2 dated May 18th showing a credit of <\$12,702.60> for items and work not used or performed during the course of the project. The balancing change order reflects the actual cost and construction quantities.

Change Order Summary

The change order total for this project is **\$199,464.87** as broken down below.

Change Order Descriptions	Total Amount	% Increase over Original Contract	% of Total Change Order
Owner requested changes (MPWD)	\$129,054.30	6.62%	64.70%
Unforeseen Site Conditions	\$83,113.17	4.26%	41.67%
Items missing from Plans & Specifications	\$0.00	0.0%	0.0%
Balancing Change Orders	<\$12,702.60>	-0.65%	-6.37%
Total:	\$199,464.87	10.23%	100%

The industry standard for non-owner-initiated change orders for underground construction is approximately 10%. The total for this project is \$70,410.57 or 3.6%, well below industry standards.

Request for Progress Payment No. 7 – Final

As of May 11th, S&G has completed 100%, or \$2,148,849.97 of the contractual work. Enclosed, please find **Progress Payment No. 7** due to S&G for this period for **\$68,360.00** (*value of work less 5% retention*). The work performed to date has been satisfactory and payment is recommended.

	Current Month	Total	
Original Contract Amount		\$ 1,949,385.00	
Change Orders	<\$ 5,651.10>	\$ 199,464.87	10.23%
Final Contract Amount		\$ 2,148,849.87	
Previously Paid		\$ 1,973,047.37	
Current Request (<i>Less Retention</i>)	\$ 68,360.00	\$ 68,360.00	
Retention	\$ 3,597.90	\$ 107,442.50	
Total Value of Work Completed	\$ 71,957.90	\$ 2,148,849.87	100%
Total Remaining on Contract		\$ 0.00	0%

Project Acceptance and Retention


On May 20th S&G completed all the punch list items. We are recommending acceptance of the project and filing a Notice of Completion (NOC) with the San Mateo County. The retention amount of **\$107,442.50** will be released 25 days after filing the NOC and after verifying S&G has paid their vendor/subcontractors in full.

Enclosures:

Pakpour Consulting Group – Breakdown Summary Progress Payment No.07/BCONo.02 (1 page)
 Pakpour Consulting Group - Progress Payment No. 7 from March 1, 2020 thru April 30, 2020 (2 pages)
 Stoloski & Gonzalez Invoice Progress Payment 793-07 (1 page)
 Change Order Summary Log (2 Pages)
 Change Order No. 7 dated May 11, 2020 (2 pages)
 Change Order No. 8 dated March 11, 2020 (2 pages)
 Balancing Change Order No. 2 (2 pages)
 Punchlist dated February 24, 2020 (2 pages)
 Photo Updates Period from March 1, 2020 thru April 30, 2020 (2 pages)

**Notre Dame Ave, Cliffside Ct, Tahoe Drive Area Water Main Project
Breakdown Summary
Progress Payment No. 07/Balancing Change Order No. 02**

Notre Dame Avenue Loop Closure - CIP Project #15-10

	Current	Total	
Original Contract Amount		\$1,088,860.00	
Approved Change Orders with BCONo2	\$42,461.30	\$127,190.88	12%
Final Contract Amount		\$1,216,050.88	
Previously Paid		\$1,101,821.95	
Current Request (Less Retention) 	\$53,426.38	\$53,426.38	
Retention	\$2,811.92	\$60,802.55	
Total Value of Work Completed	\$56,238.30	\$1,216,050.88	100%
Total Remaining on Contract		\$0.00	0%

Cliffside Ct Improvements - CIP Project #15-38

	Current	Total	
Original Contract Amount		\$228,753.00	
Approved Change Orders with BCONo1/2	-\$6,773.00	-\$103,675.87	-45%
Final Contract Amount		\$125,077.13	
Previously Paid		\$118,823.28	
Current Request (Less Retention)	\$0.00	\$0.00	
Retention	\$0.00	\$6,253.85	
Total Value of Work Completed	\$0.00	\$125,077.13	100%
Total Remaining on Contract		\$0.00	0%


Zone 5 - Fire Hydrant Upgrades - CIP Project #15-06

	Current	Total	
Original Contract Amount		\$57,300.00	
Approved Change Orders with BCONo1	-\$26,694.00	-\$24,704.04	-43%
Final Contract Amount		\$32,595.96	
Previously Paid		\$30,966.16	
Current Request (Less Retention)	\$0.00	\$0.00	
Retention	\$0.00	\$1,629.80	
Total Value of Work Completed	\$0.00	\$32,595.96	100%
Total Remaining on Contract		\$0.00	0%


Mid- Notre Dame Ave Abandonment CIP Project #15-49

	Current	Total	
Original Contract Amount		\$87,418.00	
Approved Change Orders with BCONo2	(\$19,850.00)	(\$19,850.00)	-23%
Final Contract Amount		\$67,568.00	
Previously Paid		\$64,189.60	
Current Request (Less Retention)	\$0.00	\$0.00	
Retention	\$0.00	\$3,378.40	
Total Value of Work Completed	\$0.00	\$67,568.00	100%
Total Remaining on Contract		\$0.00	0%

Tahoe Dr Area Improvements - CIP Project #15-28

	Current	Total	
Original Contract Amount		\$487,054.00	
Approved Change Orders with BCONo1/2	\$5,204.60	\$220,503.90	45%
Final Contract Amount		\$707,557.90	
Previously Paid		\$657,246.38	
Current Request (Less Retention) 	\$14,933.62	\$14,933.62	
Retention	\$785.98	\$35,377.90	
Total Value of Work Completed	\$15,719.60	\$707,557.90	100%
Total Remaining on Contract		\$0.00	1%

TOTAL (All) Project Breakdown Summary

	Current	Total	
Original Contract Amount		\$1,949,385.00	
Approved Change Orders with BCONo1/2	-\$5,651.10	\$199,464.87	10%
Final Contract Amount		\$2,148,849.87	
Previously Paid		\$1,973,047.37	
Current Request (Less Retention) 	\$68,360.00	\$68,360.00	
Retention	\$3,597.90	\$107,442.50	
Total Value of Work Completed	\$71,957.90	\$2,148,849.87	100%
Total Remaining on Contract		\$0.00	0%



Notre Dame Ave, Cliffside Ct, Tahoe Dr Area Water Main Project
Progress Payment No. 07/ BOC No. 02

Pay Period:
March 1, 2020
May 11, 2020

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-in Class 350 DIP	LF	\$ 354.00	3,300	\$ 1,168,200.00	47	\$ 354.00	\$ 16,638.00	3,347	\$ 354.00	\$ 1,184,838.00	0	\$ -	0%	3347	\$1,184,838.00	100%	3347	\$ 1,184,838.00	100%
2	6-in Class 350 DIP	LF	\$ 351.00	165	\$ 57,915.00	(72)	\$ 351.00	\$ (25,272.00)	93	\$ 351.00	\$ 32,643.00	0	\$ -	0%	93	\$32,643.00	100%	93	\$ 32,643.00	100%
3	10-in Class 350 DIP (Folger Ave)	LS	\$ 7,900.00	1	\$ 7,900.00	0	\$ 7,900.00	\$ -	1	\$ 7,900.00	\$ 7,900.00	0	\$ -	0%	1	\$7,900.00	100%	1	\$ 7,900.00	100%
4	1-inch Water Service Connections - Cliffside Ct and Notre Dame Ave Z2	EA	\$ 3,500.00	25	\$ 87,500.00	(1)	\$ 3,500.00	\$ (3,500.00)	24	\$ 3,500.00	\$ 84,000.00	0	\$ -	0%	24	\$84,000.00	100%	24	\$ 84,000.00	100%
5	Water Service Connections Removal - Cliffside Ct	EA	\$ 4,400.00	7	\$ 30,800.00	2	\$ 4,400.00	\$ 8,800.00	9	\$ 4,400.00	\$ 39,600.00	0	\$ -	0%	9	\$39,600.00	100%	9	\$ 39,600.00	100%
6	1-inch Water Service Connections - Tahoe Dr Area and Notre Dame Ave Z3	EA	\$ 3,500.00	58	\$ 203,000.00	0	\$ 3,500.00	\$ -	58	\$ 3,500.00	\$ 203,000.00	0	\$ -	0%	58	\$203,000.00	100%	58	\$ 203,000.00	100%
7	1½-inch Water Service Connections - Notre Dame Ave	EA	\$ 4,200.00	1	\$ 4,200.00	0	\$ 4,200.00	\$ -	1	\$ 4,200.00	\$ 4,200.00	0	\$ -	0%	1	\$4,200.00	100%	1	\$ 4,200.00	100%
8	6-inch Gate Valves	EA	\$ 2,000.00	4	\$ 8,000.00	(2)	\$ 2,000.00	\$ (4,000.00)	2	\$ 2,000.00	\$ 4,000.00	0	\$ -	0%	2	\$4,000.00	100%	2	\$ 4,000.00	100%
9	8-inch Gate Valves	EA	\$ 2,600.00	26	\$ 67,600.00	0	\$ 2,600.00	\$ -	26	\$ 2,600.00	\$ 67,600.00	0	\$ -	0%	26	\$67,600.00	100%	26	\$ 67,600.00	100%
10	10-inch Gate Valves	EA	\$ 3,600.00	1	\$ 3,600.00	0	\$ 3,600.00	\$ -	1	\$ 3,600.00	\$ 3,600.00	0	\$ -	0%	1	\$3,600.00	100%	1	\$ 3,600.00	100%
11	1-inch Air Combination Valve Assembly	EA	\$ 3,300.00	1	\$ 3,300.00	0	\$ 3,300.00	\$ -	1	\$ 3,300.00	\$ 3,300.00	0	\$ -	0%	1	\$3,300.00	100%	1	\$ 3,300.00	100%
12	2-inch Blow-Off Assembly	EA	\$ 4,300.00	2	\$ 8,600.00	0	\$ 4,300.00	\$ -	2	\$ 4,300.00	\$ 8,600.00	0	\$ -	0%	2	\$8,600.00	100%	2	\$ 8,600.00	100%
13	4-inch Blow-Off Assembly	EA	\$ 5,800.00	1	\$ 5,800.00	0	\$ 5,800.00	\$ -	1	\$ 5,800.00	\$ 5,800.00	0	\$ -	0%	1	\$5,800.00	100%	1	\$ 5,800.00	100%
14	6-inch Fire Hydrant Assembly on New Water Main	EA	\$ 12,900.00	3	\$ 38,700.00	2	\$ 12,900.00	\$ 25,800.00	5	\$ 12,900.00	\$ 64,500.00	0	\$ -	0%	5	\$64,500.00	100%	5	\$ 64,500.00	100%
15	Remove and Replace Existing Fire Hydrant Assembly	EA	\$ 13,500.00	2	\$ 27,000.00	(2)	\$ 13,500.00	\$ (27,000.00)	0	\$ 13,500.00	\$ -	0	\$ -	0%	0	\$0.00	0%	0	\$ -	0%
16	6-inch Fire Hydrant Assembly on Existing Water Main	EA	\$ 13,800.00	3	\$ 41,400.00	0	\$ 13,800.00	\$ -	3	\$ 13,800.00	\$ 41,400.00	0	\$ -	0%	3	\$41,400.00	100%	3	\$ 41,400.00	100%
17	Water Main Abandonment on Tioga Way and Bryce Court	LS	\$ 7,000.00	1	\$ 7,000.00	0	\$ 7,000.00	\$ -	1	\$ 7,000.00	\$ 7,000.00	0	\$ -	0%	1	\$7,000.00	100%	1	\$ 7,000.00	100%
18	Water Main Abandonment on Muir Way	LS	\$ 26,000.00	1	\$ 26,000.00	0	\$ 26,000.00	\$ -	1	\$ 26,000.00	\$ 26,000.00	0	\$ -	0%	1	\$26,000.00	100%	1	\$ 26,000.00	100%
19	Water Main Abandonment on Terrace Drive	LS	\$ 7,000.00	1	\$ 7,000.00	0	\$ 7,000.00	\$ -	1	\$ 7,000.00	\$ 7,000.00	0	\$ -	0%	1	\$7,000.00	100%	1	\$ 7,000.00	100%
20	Cross Country Water Main Abandonment on Valley View Avenue	LS	\$ 7,000.00	1	\$ 7,000.00	0	\$ 7,000.00	\$ -	1	\$ 7,000.00	\$ 7,000.00	0	\$ -	0%	1	\$7,000.00	100%	1	\$ 7,000.00	100%
21	Water Main Abandonment on Notre Dame Avenue - Zone 2	LS	\$ 9,000.00	1	\$ 9,000.00	0	\$ 9,000.00	\$ -	1	\$ 9,000.00	\$ 9,000.00	0	\$ -	0%	1	\$9,000.00	100%	1	\$ 9,000.00	100%
22	Water Main Abandonment on Notre Dame Avenue - Zone 3	LS	\$ 9,000.00	1	\$ 9,000.00	0	\$ 9,000.00	\$ -	1	\$ 9,000.00	\$ 9,000.00	0	\$ -	0%	1	\$9,000.00	100%	1	\$ 9,000.00	100%
23	Asphalt Concrete (AC) Pavement Repairs	SF	\$ 15.00	545	\$ 8,175.00	338	\$ 15.00	\$ 5,070.00	883	\$ 15.00	\$ 13,245.00	0	\$ -	0%	883	\$13,245.00	100%	883	\$ 13,245.00	100%
24	Abandon Fire Hydrant/ Wharf Head Assembly - Complete Removal	EA	\$ 1,100.00	4	\$ 4,400.00	0	\$ 1,100.00	\$ -	4	\$ 1,100.00	\$ 4,400.00	0	\$ -	0%	4	\$4,400.00	100%	4	\$ 4,400.00	100%
25	Abandon Utility Service Boxes /Gate Valve Boxes/ Blow-Off Assemblies	EA	\$ 350.00	15	\$ 5,250.00	(1)	\$ 350.00	\$ (350.00)	14	\$ 350.00	\$ 4,900.00	5	\$ 1,750.00	36%	9	\$3,150.00	64%	14	\$ 4,900.00	100%
26	Concrete Driveway Approach Replacement	SF	\$ 19.00	600	\$ 11,400.00	(555)	\$ 19.00	\$ (10,545.00)	45	\$ 19.00	\$ 855.00	0	\$ -	0%	45	\$855.00	100%	45	\$ 855.00	100%
27	Concrete Sidewalk Replacement	SF	\$ 15.00	360	\$ 5,400.00	253	\$ 15.00	\$ 3,795.00	613	\$ 15.00	\$ 9,195.00	0	\$ -	0%	613	\$9,195.00	100%	613	\$ 9,195.00	100%
28	Concrete Curb and Gutter Replacement	LF	\$ 95.00	105	\$ 9,975.00	(31)	\$ 95.00	\$ (2,945.00)	74	\$ 95.00	\$ 7,030.00	0	\$ -	0%	74	\$7,030.00	100%	74	\$ 7,030.00	100%



Notre Dame Ave, Cliffside Ct, Tahoe Dr Area Water Main Project
Progress Payment No. 07/ BOC No. 02

Pay Period:
 March 1, 2020
 May 11, 2020

Bid Item	Description	Original Contract Amount				Change Order			Revised Contract Amount			Earned This Period			Prior Billing			Total to Date		
	Original Contract	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	%
29	Concrete Driveway	SF	\$ 20.00	180	\$ 3,600.00	(124)	\$ 20.00	\$ (2,480.00)	56	\$ 20.00	\$ 1,120.00	0	\$ -	0%	56	\$ 1,120.00	100%	56	\$ 1,120.00	100%
30	Thermoplastic Center Striping (CSD-A20A-Detail-21) Remove and Replace	LF	\$ 12.00	1,910	\$ 22,920.00	70	\$ 12.00	\$ 840.00	1980	\$ 12.00	\$ 23,760.00	1980	\$ 23,760.00	100%	0	\$ 0.00	0%	1980	\$ 23,760.00	100%
31	Thermoplastic Markings - STOP and Limit Bar	EA	\$ 650.00	7	\$ 4,550.00	2	\$ 650.00	\$ 1,300.00	9	\$ 650.00	\$ 5,850.00	9	\$ 5,850.00	100%	0	\$ 0.00	0%	9	\$ 5,850.00	100%
32	Type II Slurry Seal	SF	\$ 0.40	78,750	\$ 31,500.00	5,116	\$ 0.40	\$ 2,046.40	83866	\$ 0.40	\$ 33,546.40	83,866	\$ 33,546.40	100%	0	\$ 0.00	0%	83866	\$ 33,546.40	100%
33	Bollards	EA	\$ 450.00	2	\$ 900.00	(2)	\$ 450.00	\$ (900.00)	0	\$ 450.00	\$ -	0	\$ -	0%	0	\$ 0.00	0%	0	\$ -	0%
34	Street Sweeping	DAY	\$ 600.00	15	\$ 9,000.00	0	\$ 600.00	\$ -	15	\$ 600.00	\$ 9,000.00	0	\$ -	0%	15	\$ 9,000.00	100%	15	\$ 9,000.00	100%
35	Traffic Control Plan and Construction Funding Signs	LS	\$ 3,800.00	1	\$ 3,800.00	0	\$ 3,800.00	\$ -	1	\$ 3,800.00	\$ 3,800.00	0	\$ -	0%	1	\$ 3,800.00	100%	1	\$ 3,800.00	100%
	CONo 01 - 1) Pothole 2) CDF Backfill 3) Conduits Removal 4) Lateral Repair 5) Removal of Abnd main on Valley View Ave					1	\$ 77,676.74	\$ 77,676.74	1	\$ 77,676.74	\$ 77,676.74	0	\$ -	0%	1	\$ 77,676.74	100%	1	\$ 77,676.74	100%
	CONo02 - 1) Remove and Replace 6" gate valve on Terrace Dr					1	\$ 7,052.84	\$ 7,052.84	1	\$ 7,052.84	\$ 7,052.84	0	\$ -	0%	1	\$ 7,052.84	100%	1	\$ 7,052.84	100%
	CONo03 - 1) 8" Water Main Extension includes services, Water Service Connections, Removal and Installing Fire Hydrant					1	\$ 112,960.00	\$ 112,960.00	1	\$ 112,960.00	\$ 112,960.00	0	\$ -	0%	1	\$ 112,960.00	100%	1	\$ 112,960.00	100%
	CONo04 - 1) Hard soil conditions on Tioga Wy and Muir Way					1	\$ 4,339.30	\$ 4,339.30	1	\$ 4,339.30	\$ 4,339.30	0	\$ -	0%	1	\$ 4,339.30	100%	1	\$ 4,339.30	100%
	CONo05 - Cliffside Ct 1) Saddle replacement and 2) Mismarked Water Main					1	\$ 1,097.13	\$ 1,097.13	1	\$ 1,097.13	\$ 1,097.13	0	\$ -	0%	1	\$ 1,097.13	100%	1	\$ 1,097.13	100%
	CONo06 - Altura Way 1) Tapping Sleeve/Hot-Tap and 2) R/R FH Check Valve					1	\$ 1,989.96	\$ 1,989.96	1	\$ 1,989.96	\$ 1,989.96	0	\$ -	0%	1	\$ 1,989.96	100%	1	\$ 1,989.96	100%
	CONo07 - Malcolm Slurry Seal					1	\$ 3,866.00	\$ 3,866.00	1	\$ 3,866.00	\$ 3,866.00	1	\$ 3,866.00	100%	0	\$ 0.00	0%	1	\$ 3,866.00	100%
	CONo08 - Crosswalk Replacement Notre Dame Ave and Middle Rd					1	\$ 3,185.50	\$ 3,185.50	1	\$ 3,185.50	\$ 3,185.50	1	\$ 3,185.50	100%	0	\$ 0.00	0%	1	\$ 3,185.50	100%
	Contract Amount				\$1,949,385.00			\$ 199,464.87			\$2,148,849.87									
	Amount Earned												\$71,957.90	3%		\$2,076,891.97	97%		\$2,148,849.87	100%
	Retention (5%)												(\$3,597.90)						(\$107,442.50)	
	Progress Payment No01																		(\$775,101.20)	
	Progress Payment No02																		(\$330,716.45)	
	Progress Payment No03																		(\$392,025.10)	
	Progress Payment No04																		(\$316,907.93)	
	Progress Payment No05																		(\$126,288.25)	
	Progress Payment No06																		(\$32,008.44)	
	Amount Due												\$68,360.00						\$68,360.00	
	Amount Remaining on Contract																		\$0.00	0%

Prepared By 
 Joubin Pakpour, P.E. District Engineer

Amount Remaining on Contract	\$0.00	0%
Total Retention Being Held	(\$107,442.50)	
Total Pending Change Orders	\$ -	

Project: MPWD - Notre Dame Ave, Cliffside Ct, Tahoe Dr Area Water Main Project
 Subcontractor: Stoloski & Gonzalez, Inc.
 Address: 727 Main Street
 Half Moon Bay, CA 94019-1924

Progress Payment: 793-07
 Through Date: 4/30/2020
 Billing Date: 05/15/20

Bid Item	Description of Bid Item	Original Contract Amount				Prior Billing		Earned This Period		Total to Date		
		Qty	Unit	Unit Cost	Total Cost	Qty	Previous Amount	Qty	Current Amount	Qty	Total Amount To Date	%
1	8-in Class 350 DIP	3,300	LF	\$ 354.00	\$ 1,168,200.00	3347.00	\$ 1,184,838.00		\$ -	3,347.00	\$ 1,184,838.00	101%
2	6-in Class 350 DEP	165	LF	\$ 351.00	\$ 57,915.00	87.00	\$ 30,537.00		\$ -	93.00	\$ 32,643.00	56%
3	10-in Class 350 DIP - Folger Dr	1	LS	\$ 7,900.00	\$ 7,900.00	1.00	\$ 7,900.00		\$ -	1.00	\$ 7,900.00	100%
4	1-in Water Service Connections - Cliffside Ct and Notre Dame Ave (Zone 2)	25	EA	\$ 3,500.00	\$ 87,500.00	24.00	\$ 84,000.00		\$ -	24.00	\$ 84,000.00	96%
5	Water Service Connections Removal - Cliffside Ct	7	EA	\$ 4,400.00	\$ 30,800.00	9.00	\$ 39,600.00		\$ -	9.00	\$ 39,600.00	129%
6	1-in Water Service Connections - Tahoe Dr and Notre Dame Ave (Zone3)	58	EA	\$ 3,500.00	\$ 203,000.00	58.00	\$ 203,000.00		\$ -	58.00	\$ 203,000.00	100%
7	1½-in Water Service Connections - Notre Dame Ave (Zone 3)	1	EA	\$ 4,200.00	\$ 4,200.00	1.00	\$ 4,200.00		\$ -	1.00	\$ 4,200.00	100%
8	6-in Gate Valves	4	EA	\$ 2,000.00	\$ 8,000.00	2.00	\$ 4,000.00		\$ -	2.00	\$ 4,000.00	50%
9	8-in Gate Valves	26	EA	\$ 2,600.00	\$ 67,600.00	26.00	\$ 67,600.00		\$ -	26.00	\$ 67,600.00	100%
10	10-in Gate Valves	1	EA	\$ 3,600.00	\$ 3,600.00	1.00	\$ 3,600.00		\$ -	1.00	\$ 3,600.00	100%
11	1-in Air Combination Valve Assembly	1	EA	\$ 3,300.00	\$ 3,300.00	1.00	\$ 3,300.00		\$ -	1.00	\$ 3,300.00	100%
12	2-in Blow-Off Assembly	2	EA	\$ 4,300.00	\$ 8,600.00	2.00	\$ 8,600.00		\$ -	2.00	\$ 8,600.00	100%
13	4-in Blow-Off Assembly	1	EA	\$ 5,800.00	\$ 5,800.00	1.00	\$ 5,800.00		\$ -	1.00	\$ 5,800.00	100%
14	6-in Fire Hydrant Assembly on New Water Main	3	EA	\$ 12,900.00	\$ 38,700.00	5.00	\$ 64,500.00		\$ -	5.00	\$ 64,500.00	167%
15	Remove and Replace Existing Fire Hydrant Assembly	2	EA	\$ 13,500.00	\$ 27,000.00		\$ -		\$ -	0.00	\$ -	0%
16	6-in Fire Hydrant Assembly on Existing Water Main	3	EA	\$ 13,800.00	\$ 41,400.00	3.00	\$ 41,400.00		\$ -	3.00	\$ 41,400.00	100%
17	Water Main Abandonment on Tioga Wy and Bryce Ct	1	LS	\$ 7,000.00	\$ 7,000.00	1.00	\$ 7,000.00		\$ -	1.00	\$ 7,000.00	100%
18	Water Main Abandonment on Muir Way	1	LS	\$ 26,000.00	\$ 26,000.00	1.00	\$ 26,000.00		\$ -	1.00	\$ 26,000.00	100%
19	Water Main Abandonment on Terrace Dr	1	LS	\$ 7,000.00	\$ 7,000.00	1.00	\$ 7,000.00		\$ -	1.00	\$ 7,000.00	100%
20	Cross-Country Water Main Abandonment on Valley View Ave	1	LS	\$ 7,000.00	\$ 7,000.00	1.00	\$ 7,000.00		\$ -	1.00	\$ 7,000.00	100%
21	Water Main Abandonment on Notre Dame Ave (Zone 2)	1	LS	\$ 9,000.00	\$ 9,000.00	1.00	\$ 9,000.00		\$ -	1.00	\$ 9,000.00	100%
22	Water Main Abandonment on Notre Dame Ave (Zone 3)	1	LS	\$ 9,000.00	\$ 9,000.00	1.00	\$ 9,000.00		\$ -	1.00	\$ 9,000.00	100%
23	Asphalt Concrete Pavement Repairs	545	SF	\$ 15.00	\$ 8,175.00	883.00	\$ 13,245.00		\$ -	883.00	\$ 13,245.00	162%
24	Abandon Ex Fire Hydrant/Wharf Head Assembly - Complete Removal	4	EA	\$ 1,100.00	\$ 4,400.00	4.00	\$ 4,400.00		\$ -	4.00	\$ 4,400.00	100%
25	Abandon Utility Service Boxes/Gate Valves/and Blow-Off Assemblies	15	EA	\$ 350.00	\$ 5,250.00	9.00	\$ 3,150.00	5.00	\$ 1,750.00	14.00	\$ 4,900.00	93%
26	Concrete Driveway Approach Replacement	600	SF	\$ 19.00	\$ 11,400.00	45.00	\$ 855.00		\$ -	45.00	\$ 855.00	8%
27	Concrete Sidewalk Replacement	360	SF	\$ 15.00	\$ 5,400.00	613.00	\$ 9,195.00		\$ -	613.00	\$ 9,195.00	170%
28	Concrete Curb and Gutter Replacement	105	LF	\$ 95.00	\$ 9,975.00	74.00	\$ 7,030.00		\$ -	74.00	\$ 7,030.00	70%
29	Concrete Driveway	180	SF	\$ 20.00	\$ 3,600.00	56.00	\$ 1,120.00		\$ -	56.00	\$ 1,120.00	31%
30	Traffic Striping (CSD-A20A-Detail 21) Remove and Replace	1,910	LF	\$ 12.00	\$ 22,920.00		\$ -	1980.00	\$ 23,760.00	1980.00	\$ 23,760.00	104%
31	Thermoplastic Markings - STOP and Limit Bar Remove and Replace	7	EA	\$ 650.00	\$ 4,550.00		\$ -	9.00	\$ 5,850.00	9.00	\$ 5,850.00	129%
32	Type II Slurry Seal	78,750	SF	\$ 0.40	\$ 31,500.00		\$ -	83866.00	\$ 33,546.40	83866.00	\$ 33,546.40	106%
33	Bollards	2	EA	\$ 450.00	\$ 900.00		\$ -		\$ -	0.00	\$ -	0%
34	Street Sweeping	15	DA	\$ 600.00	\$ 9,000.00	15.00	\$ 9,000.00		\$ -	15.00	\$ 9,000.00	100%
35	Traffic Control Plan (TCP) and Construction Funding Signs	1	LS	\$ 3,800.00	\$ 3,800.00	1.00	\$ 3,800.00		\$ -	1.00	\$ 3,800.00	100%
Contract Amount					\$ 1,949,385.00		\$ 1,869,670.00		\$ 64,906.40		\$ 1,936,682.40	

CCO #1	Pothole, CDF, Conduits, Lateral Repair, and Removal of main on Valley View Ave	1	LS	\$ 77,676.74	\$ 77,676.74	1	\$ 77,676.74		\$ -	1.00	\$ 77,676.74	100%
CCO #2	Remove and Replace 6" gate valve on Terrace Dr	1	LS	\$ 7,052.84	\$ 7,052.84	1	\$ 7,052.84		\$ -	1.00	\$ 7,052.84	100%
CCO #3	Tahoe Drive Water Main Extension	1	LS	\$ 112,960.00	\$ 112,960.00	1	\$ 112,960.00		\$ -	1.00	\$ 112,960.00	100%
CCO #4	Extra Work Bills	1	LS	\$ 4,339.30	\$ 4,339.30	1	\$ 4,339.30		\$ -	1.00	\$ 4,339.30	100%
CCO #5	Cliffside Court Work	1	LS	\$ 1,097.13	\$ 1,097.13	1	\$ 1,097.13		\$ -	1.00	\$ 1,097.13	100%
CCO #6	Altura Way Work	1	LS	\$ 1,989.96	\$ 1,989.96	1	\$ 1,989.96		\$ -	1.00	\$ 1,989.96	100%
CCO #7	Malcolm Avenue Roadway Restoration	1	LS	\$ 3,866.00	\$ 3,866.00			1	\$ 3,866.00	1.00	\$ 3,866.00	100%
CCO #8	Notre Dame Avenue & Middle Rodad Crosswalk Replacement	1	LS	\$ 3,185.50	\$ 3,185.50			1	\$ 3,185.50	1.00	\$ 3,185.50	100%

Revised Contract Amount

\$ 2,161,552.47

TOTAL TO DATE	\$ 71,957.90	\$ 2,148,849.87
LESS 5% RETENTION	\$ (3,597.90)	\$ (107,442.50)
SUBTOTAL	\$ 68,360.00	\$ 2,041,407.37
LESS PREVIOUS PAYMENTS	\$ -	\$ (1,973,047.37)
TOTAL DUE THIS PERIOD	\$ 68,360.00	\$ 68,360.00



Mid-Peninsula Water District
Notre Dame Ave, Cliffside Ct, Tahoe Dr Area Water Main Project
Change Order Summary Log



Project Manager: Victor Fung
Job Number: 10012.24

Change Order No.	Date	Items	Description	Total Approved Change Order Cost			
				Owner Requested	Unforeseen Site Conditions	PS&E Change Orders	Balancing Change Order
1	10/09/19	1	Potholing to locate Utilities		\$27,200.18		
		2	Control Density Fill at Notre Dame Ave (\$24.54/LF) for 1,582'		\$38,822.28		
		3	Removal and Disposal of 2-2" Conduit (\$2.25/LF) for 967'		\$2,175.75		
		4	Service Adjustment (\$2,800/EA) for 2 services		\$5,600.00		
		5	1568 Notre Dame Ave 2" PVC Repair		\$1,747.25		
		6	Remove 8" abandoned water main on Valley View Ave		\$2,131.28		
2	10/09/19	1	Repair or the 6" broken valve on Terrace Dr	\$7,052.84			
3	12/06/19	1	Tahoe Dr Water Main Extension; Water Services and Fire Hydrant	\$112,960.00			
4	12/09/19	1	Tioga Wy and Muir Wy - Bedrock in trench line		\$4,339.30		
5	03/11/20	1	Cliffside Ct - Time to replace service saddles		\$160.02		
	03/11/20	2	Cliffside Ct - Mismarked Water Main		\$937.11		
6	03/11/20	1	Altura Wy FH (End) - Tapping Sleeve and Hot-tap	\$1,657.44			
		2	Altura Wy FH (End) - Replace check valve	\$332.52			
7	05/11/20	1	Malcolm Avenue Roadway Restoration - Slurry Seal	\$3,216.00			
		2	Malcolm Avenue Roadway Restoration - Stop Legend and Limit Bar	\$650.00			



Mid-Peninsula Water District
Notre Dame Ave, Cliffside Ct, Tahoe Dr Area Water Main Project
Change Order Summary Log



Project Manager: Victor Fung
Job Number: 10012.24

Change Order No.	Date	Items	Description	Total Approved Change Order Cost			
				Owner Requested	Unforeseen Site Conditions	PS&E Change Orders	Balancing Change Order
8	05/11/20	1	Notre Dame Ave and Middle Road Crosswalk	\$3,185.50			
BCO 1	12/09/20	1	Transfer Z3 Water Services from Cliffside Ct Improvements (15-38) to Tahoe Drive Improvements (15-28)				\$0.00
BCO 2	05/18/20	1	Balancing Change Order - All Items				(\$12,702.60)
Change Orders Summary:				\$129,054.30	\$83,113.17	\$0.00	(\$12,702.60)

Change Order Total

Change Order 1	\$77,676.74
Change Order 2	\$7,052.84
Change Order 3	\$112,960.00
Change Order 4	\$4,339.30
Change Order 5	\$1,097.13
Change Order 6	\$1,989.96
Change Order 7	\$3,866.00
Change Order 8	\$3,185.50
Balancing Change Order	(\$12,702.60)
(a) Total	\$199,464.87

	(d)	% Increase /Decrease Over Original Contract Amount (d)/(b)	% of the Total Change Order (d)/(a)
Total Owner Requested Change Orders (MPWD):	\$129,054.30	6.62%	64.70%
Total Unforeseen Conditions Change Orders:	\$83,113.17	4.26%	41.67%
Total PS&E Change Orders:	\$0.00	0.00%	0.00%
Balancing Change Order:	(\$12,702.60)	-0.65%	-6.37%
TOTAL PROJECT CHANGE ORDERS (a):	\$199,464.87	10.23%	100.00%
TOTAL ORIGINAL CONTRACT AMOUNT (b):	\$1,949,385.00		
TOTAL REVISED CONTRACT AMOUNT (c) = (a) + (b):	\$2,148,849.87		

**Mid-Peninsula Water District Water District
Notre Dame Ave, Cliffside Ct, Tahoe Dr Area Water Main Project
Project No. 10012.24**

**Change Order No. 7
Stoloski & Gonzalez, Inc.
May 11, 2020**

Malcolm Avenue Roadway Restoration

This change order is based on Field Order No. 7 dated February 4, 2020.

Item No. 1 – Slurry Seal of Malcolm Avenue

Approximately 8,040 square feet of Malcolm Avenue was slurry sealed as part of the Notre Dame Improvement Project. The limits were determined in the field by the District Inspector and the City of Belmont on April 21, 2020. The work will be paid by using the unit cost of Bid Item No. 32 – Type II Slurry Seal of \$0.40/SF. The work was completed on April 28, 2020.

Total Cost of Item No. 1 -	\$ 3,216.00
Total Increase of Working Days for Item No. 1	1 Day

Item No. 2 – Roadway Markings of Malcolm Avenue

A set of "Stop" legend and "Stop Bar" markings was replaced at the intersection of Malcolm Avenue and Anita Way as part of the Notre Dame Improvement Project. The markings will be paid by using the unit cost of Bid Item No. 31 – Thermoplastic Markings – of \$650/EA. The work was completed on May 6, 2020.

Total Cost of Item No. 2 -	\$ 650.00
Total Increase of Working Days for Item No. 2	1 Day

Total Cost of Change Order No. 7	\$ 3,866.00
Overall Increase of Working Days for Change Order No. 7-	2 Days

Other Terms Remain in Effect

This Change Order No. 7 fully resolves all cost and time issues related to the work described above, including any indirect affects or the effect of this Change Order on any other work performed by Stoloski & Gonzalez, Inc. This Change Order does not modify or supersede any provision of the Contract, unless, and only to the extent, explicitly stated in this Change Order.

Signature Block for Change Order No. 7 – Malcolm Ave Roadway Restoration


Prepared by:


Victor Fung
Project Manager
Pakpour Consulting Group

Reviewed and Approved by:


Rick Bisio
District Inspector
Mid-Peninsula Water District


Joubin Pakpour, P.E.
District Engineer
Pakpour Consulting Group


Tammy Rudock
General Manager
Mid-Peninsula Water District


Mark Stoloski
Project Manager
Stoloski & Gonzalez, Inc.

**Mid-Peninsula Water District Water District
Notre Dame Ave, Cliffside Ct, Tahoe Dr Area Water Main Project
Project No. 10012.24**

**Change Order No. 8
Stoloski & Gonzalez, Inc.
May 11, 2020**

Item No. 1 – Notre Dame Avenue and Middle Road Crosswalk Replacement

On April 21, 2020, Craig West of the City of Belmont and Rick Bisio, the District Inspector for Mid-Peninsula Water District met in the field to discuss the striping and markings restoration on Notre Dame Avenue. At the meeting, the City requested the District to replace the crosswalk at the intersection of Middle Road and Notre Dame Avenue. Due to the public sensitivity of the project and the wear and tear of the roadway during construction, the District requested a proposal from Stoloski & Gonzalez.

Mark Stoloski provided a unit cost of \$11.50/SF to remove and replace the crosswalk. The unit cost was reviewed and approved by the District. The work was performed and completed on May 6, 2020. The total quantity of the crosswalk is approximately 277 SF.

Total Cost of Item No. 1 -	\$ 3,185.50
Total Increase of Working Days for Item No. 1	0 Days
 Total Cost of Change Order No. 8	 \$ 3,185.50
Overall Increase of Working Days for Change Order No. 8-	0 Days

Other Terms Remain in Effect

This **Change Order No. 8** fully resolves all cost and time issues related to the work described above, including any indirect affects or the effect of this Change Order on any other work performed by **Stoloski & Gonzalez, Inc.** This Change Order does not modify or supersede any provision of the Contract, unless, and only to the extent, explicitly stated in this Change Order.


Signature Block for Change Order No. 8 – Notre Dame Avenue and Middle Road Crosswalk Replacement

Prepared by:

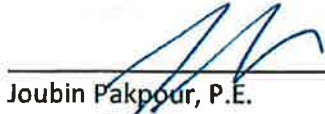


Victor Fung
Project Manager
Pakpour Consulting Group


Reviewed and Approved by:



Rick Bisio
District Inspector
Mid-Peninsula Water District



Joubin Pakpour, P.E.
District Engineer
Pakpour Consulting Group



Tammy Rudock
General Manager
Mid-Peninsula Water District



Mark Stoloski
Project Manager
Stoloski & Gonzalez, Inc.

Mid-Peninsula Water District Water District
Notre Dame Ave, Cliffside Ct, Tahoe Dr Area Water Main Project
Project No. 10012.24

Balancing Change Order No. 2
Stoloski & Gonzalez, Inc.
May 18, 2020

Balancing Change Order

Bid Item No. 1 – 8-inch Class 350 DIP

An additional 47-LF of 8-inch class 350 DIP was installed.

The original contract amount for Bid Item No. 1 was increased by: \$16,638.00

Bid Item No. 2 – 6-inch Class 350 DIP

A deduct of 72-LF of 6-inch Class 350 DIP was not installed on Notre Dame Place. The existing water main was 8-inch.

The original contract amount for Bid Item No. 2 was decreased by: <\$25,272.00>

Bid Item No. 4 – 1-inch Service Connections – Cliffside Ct and Notre Dame Avenue Z2

A deduct of one (1) 1-inch service connection was not installed.

The original contract amount for Bid Item No. 4 was decreased by: <\$3,500.00>

Bid Item No. 5 – Water Service Connections Removal – Cliffside Court

An additional two (2) water service connections were removed.

The original contract amount for Bid Item No. 5 was increased by: \$8,800.00

Bid Item No. 8 – 6-inch Gate Valves

A deduct of two (2) 6-inch gate valves quantity was not installed.

The original contract amount for Bid Item No. 8 was decreased by: <\$4,000.00>

Bid Item No. 14 – 6-inch Fire Hydrant Assembly on New Water Main

An additional two (2) 6-inch fire hydrant assemblies were installed.

The original contract amount for Bid Item No. 14 was increased by: \$25,800.00

Bid Item No. 15 – Remove and Replace Existing Fire Hydrant Assembly

A deduct of two (2) existing fire hydrant assembly replacement was not performed on Desvio Way and Solana Drive.

The original contract amount for Bid Item No. 15 was decreased by: <\$27,000.00>

Bid Item No. 23 – Asphalt Concrete (AC) Pavement Repairs

An additional 338-SF of AC pavement was repaired.

The original contract amount for Bid Item No. 23 was increased by: \$5,070.00

Bid Item No. 25 – Abandon Utility Service Boxes/ Gate Valve Boxes/ Blow-Off Assembly

A deduct of one (1) utility boxes, valve boxes, blow-off assembly abandonment was not used.

The original contract amount for Bid Item No. 25 was decreased by: <\$350.00>

Bid Item No. 26 – Concrete Driveway Approach Replacement

An deduct of 555-SF of concrete driveway approach replacement was not required.

The original contract amount for Bid Item No. 26 was decreased by: <\$10,545.00>

Bid Item No. 27 – Concrete Sidewalk Replacement

An additional 253-SF of concrete sidewalk was replaced.

The original contract amount for Bid Item No. 27 was increased by: \$3,795.00

Bid Item No. 28 – Concrete Curb and Replacement

A deduct of 31-LF of concrete curb was not required.

The original contract amount for Bid Item No. 28 was decreased by: <\$2,945.00>

Bid Item No. 29 – Concrete Driveway

An deduct of 124-SF of concrete driveway was not required.

The original contract amount for Bid Item No. 29 was decreased by: <\$2,480.00>

Bid Item No. 30 – Thermoplastic Center Striping (CSD-A20A-Detail 22)

An additional 70-LF of center striping was required.

The original contract amount for Bid Item No. 30 was increased by: \$840.00

Bid Item No. 31 – Thermoplastic Markings – STOP and Limit Bar

An additional of two (2) thermoplastic markings were required.

The original contract amount for Bid Item No. 31 was increased by: \$1,300.00

Bid Item No. 32 – Type II Slurry Seal

An additional 5,116-SF area required slurry seal.

The original contract amount for Bid Item No. 32 was increased by: \$2,046.40

Bid Item No. 33 - Bollards

A deduct of two (2) bollards was not required.

The original contract amount for Bid Item No. 33 was decreased by: <\$900.00>

Balancing Change Order Total Amount:

<\$12,702.60>*

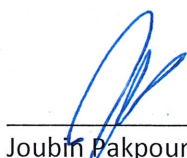

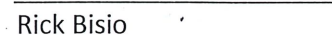
**Total Contract amount was decreased by \$12,702.60 for material and work items not used during the course of the project.*

Prepared by:



Victor Fung
Project Manager
Pakpour Consulting Group

Reviewed and Approved by:


Joubin Pakpour, P.E.
District Engineer
Pakpour Consulting Group
Tammy Rudock
General Manager
Mid-Peninsula Water
District
Rick Bisio
District Inspector
Mid-Peninsula Water
District

**Notre Dame Ave, Cliffside Ct, Tahoe Dr Area Water Main Project
Mid-Peninsula Water District
Punch List**

Issue Date: 2/24/2020 VF

Item No.	Street Name	Address	Approx. Station	Correction Items	Inspected	
					Completion Date	By
1	Notre Dame Ave	-	0+00 to 23+56	Remove Markings and Buttons prior to slurry sealing roadway	5/8	RB
2	Notre Dame Ave	-	0+00 to 23+56	Replace Roadway Markings and Buttons per City		
3	Notre Dame Ave	-	0+00 to 23+56	Slurry Seal Roadway per limits set by City of Belmont		
4	Notre Dame Ave	1519	7+50	Remove AC residue adjacent to the trench before slurry sealing roadway		
5	Notre Dame Ave	-	9+00	Install (1) reflective blue after slurry sealing roadway		
6	Notre Dame Ave	1617	16+75	Remove AC residue adjacent to the trench before slurry sealing roadway		
7	Notre Dame Ave	1623	18+30	Remove three AC residue areas along the center line before slurry sealing roadway		
8	Notre Dame Ave	1627	19+30	Remove AC residue along the center line before slurry sealing roadway		
9	Notre Dame Ave	1627/1612	19+75	Verify FH is not leaking; Clean "stain" from the FH		
10	Notre Dame Ave	1627/1612	19+75	Install FH reflective blue after slurry seal		
11	Notre Dame Ave	1629	20+00	Remove AC residue adjacent to the trench before slurry sealing roadway		
12	Notre Dame Ave	1620	21+75	Remove two AC residue areas adjacent to the trench before slurry sealing roadway		
13	Notre Dame Ave	1632	22+50	Remove AC residue adjacent to the trench before slurry sealing roadway		
14	Tioga Way/ Muir Way/ Tahoe Dr/ Bryce Ct	-	All	Schedule sweeper to remove construction debris in the gutter pan and roadway		
15	Tioga Way	-	1+00 to the end	Slurry Seal Roadway per limits set by City of Belmont		
16	Tioga/ Yosemite	-	1+00	Clean AC residue from the gate valve covers		
17	Tioga Way	4	1+94	Replace meter box lid with a non-traffic rated recessed hole	5/11	RB
18	Tioga Way	7	2+25	Remove AC residue adjacent to the trench before slurry sealing roadway	5/8	RB
19	Tioga Way	11	2+75	Remove AC residue adjacent to the trench before slurry sealing roadway		
20	Tioga Way	16	3+25	Remove AC residue adjacent to the trench before slurry sealing roadway		
21	Tioga Way	20	4+03	Remove loose base rock and replace with top-soil		
22	Tioga Way FH	-	1+60	Clean AC residue from the FH gate valve cover		
23	Tioga Way FH	-	1+60	Repaint FH 'No Parking' Curb Red		
24	Tioga Way FH	-	1+60	Install FH reflective blue after slurry seal <i>needs button on Yosemite</i>	5/8	RB
25	Tioga Way FH	-	1+60	Remove loose base rock and replace with top-soil		
26	Muir Way	-	1+00 to 4+83	Slurry Seal Roadway per limits set by City of Belmont	"	"
27	Muir Way FH	-	1+60	Repaint FH 'No Parking' Curb Red	5/11	RB
28	Muir Way FH	-	1+60	Install FH reflective blue after slurry seal <i>No button on Yosemite side Muir button installed prior to slurry</i>	5/11	RB

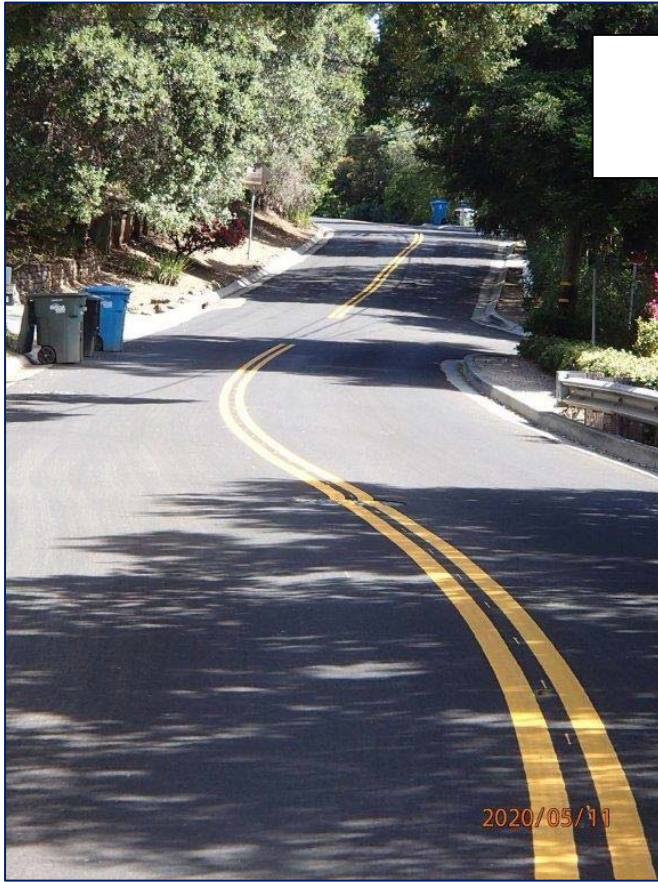
Notre Dame Ave, Cliffside Ct, Tahoe Dr Area Water Main Project
Mid-Peninsula Water District
Punch List

Issue Date: 2/24/2020 VF

Item No.	Street Name	Address	Approx. Station	Correction Items	Inspected	
					Completion Date	By
29	Muir Way FH	-	1+60	Remove loose base rock and replace with top-soil	5/8	RB
30	Muir Way	1010	3+00	Remove and replace cracked pavement on both sides of the service trench (City of Belmont)	5/8	RB
31	Muir Way	1010	3+00	Remove loose base rock and replace with top-soil	5/11	RB
32	Muir Way	-	4+83	Replace the gate valve 2" Square Wrench Nut to a brass at the branch tee		
33	Tahoe Dr	-	± 240 LF	Slurry Seal Roadway per limits set by City of Belmont	5/8	RB
34	Tahoe Dr FH	-	-	Install FH reflective blue after slurry seal		
35	Tahoe Dr	1104	-	Pressure wash the USA's gas marking on the sidewalk		
36	Bryce Court	-	1+00 to the end	Slurry Seal Roadway per limits set by City of Belmont		
37	Bryce Court	-	1+00	Straighten the bent street sign (Bryce Ct)	5/11	RB
38	Cliffside Ct FH	3	-	Remove loose base rock and replace with top-soil	5/8	RB
39	Cliffside Ct	5	-	Remove USA flag markers		
40	Cliffside Ct	5	-	Sand seal trench edges		
41	Cliffside Ct	9	-	Sand seal trench edges		
42	Cliffside Ct	13	-	Sand seal trench edges		
43	Cliffside Ct	17	-	Sand seal trench edges		
44	Cliffside Ct	17	-	New sod around the meter box		
45	Cliffside Ct	19	-	Remove USA flag markers		
46	Cliffside Ct	20/22	-	Replace sod around the meter box		
47	Cliffside Ct	23/25	-	New sod around the meter box		
48	Cliffside Ct	23/25	-	Lower two service boxes		
49	Altura Way FH	1528	-	Remove loose base rock and replace with top-soil		
50	Altura Way FH	End	-	Sand seal trench edges		
51	Malcolm Ave	-	-	Remove Markings and Buttons prior to slurry sealing roadway (Coordinate with MPWD)		
52	Malcolm Ave	-	-	Replace Roadway Markings (Coordinate with MPWD)		

CHECK THE BRASS NUT IS ON @ Tahoe / Muir way.

**Notre Dame Ave, Cliffside Ct, Tahoe Dr Area
Water Main Project
Mid-Peninsula Water District, Belmont, CA
March 1, 2020 thru May 11, 2020**



May 6, 2020
Notre Dame Avenue
Center Striping



May 6, 2020
Notre Dame Avenue and North Road
"Stop" and "Limit Bar" Markings



Pakpour Consulting Group, Inc.

**Notre Dame Ave, Cliffside Ct, Tahoe Dr Area
Water Main Project
Mid-Peninsula Water District, Belmont, CA
March 1, 2020 thru May 11, 2020**



May 6, 2020
Notre Dame Avenue and
Middle Road
Crosswalk Markings

May 6, 2020
Notre Dame Avenue and Middle Road
City's New Stop Sign



**MID-PENINSULA WATER DISTRICT
BUDGET FOR YEAR 2019-2020
SUMMARY**

DESCRIPTION	APPROVED FY 2019-2020 BUDGET \$	ACTUALS 7/1/2019 4/30/20	REMAINING BALANCE/ (OVER BUDGET)	Target YTD % 83.3%
				Y-T-D % OF BUDGET
OPERATING REVENUE				
WATER COMMODITY CHARGES (A)	9,800,000	9,030,190	769,810	92.1%
FIXED SYSTEM CHARGES	3,000,000	2,607,059	392,941	86.9%
FIRE SERVICE CHARGES (B)	14,000	13,650	350	97.5%
MISC CUSTOMER ACCOUNT FEES (C)	43,000	105,993	(62,993)	246.5%
MISCELLANEOUS OPERATING	25,000	-	25,000	NA
PROPERTY TAX REVENUE '(D)	268,000	351,975	(83,975)	131.3%
TOTAL OPERATING REVENUE	13,150,000	12,108,867	1,041,133	92.1%
WATER SYSTEM CAPACITY CHARGES (E)	100,000	338,277	(238,277)	338.3%
WATER DEMAND OFFSET CHARGES (E)	10,000	45,396	(35,396)	454.0%
SERVICE LINE & INSTALLATION CHARGES	10,000	63,882	(53,882)	638.8%
MISCELLANEOUS NON-OPERATING (F)	50,000	62,561	(12,561)	125.1%
INTEREST REVENUE - LAIF (G)	75,000	98,941	(23,941)	131.9%
INTEREST REVENUE - COP (G)	150,000	191,596	(41,596)	127.7%
LEASE OF PHYSICAL PROPERTY (H)	175,000	193,002	(18,002)	110.3%
LANDSCAPE PERMIT REVENUE (i)	1,000	18,320	(17,320)	1832.0%
TOTAL NON-OPERATING REVENUE	571,000	1,011,976	(440,976)	177.2%
TOTAL REVENUE	13,721,000	13,120,843	600,157	95.6%
	-			
OPERATING EXPENDITURES (OP EXP)				
SALARIES & WAGES	2,069,385	1,534,763	534,622	74.2%
PAYROLL TAXES & BENEFITS	1,414,093	892,150	521,943	63.1%
CAPITAL PAYROLL, TAXES & BENEFITS	-	(392,765)	-	0.0%
PURCHASED WATER	5,654,624	4,808,505	846,119	85.0%
OUTREACH & EDUCATION	60,000	30,610	29,390	51.0%
M&R - OPS SYSTEM	387,751	226,633	161,118	58.4%
M&R - FACILITIES & EQUIPMENT	162,625	101,324	61,301	62.3%
MAJOR MAINTENANCE	35,000	-	35,000	NA
OFFICE SUPPLIES & EQUIPMENT	306,377	230,401	75,976	75.2%
MEMBERSHIP & GOV FEES	228,585	221,100	7,485	96.7%
BAD DEBT & CLAIMS	30,000	-	30,000	NA
UTILITIES	326,814	251,066	75,748	76.8%
PROFESSIONAL SERVICES	460,575	400,323	60,252	86.9%
TRAINING/TRAVEL & RECRUITMENT	37,500	24,644	12,856	65.7%
RESTRICTED EARNINGS (G)	225,000	290,538	(65,538)	129.1%
DEPRECIATION	970,000	873,012	96,988	90.0%
DEBT SERVICE TRUSTEE FEES & EXP	-	1,261	(1,261)	N/A
DEBT SERVICE 2016 COPs (K)	1,069,200	942,932	126,268	88.2%
TOTAL OPERATING EXPENSES	13,437,528	10,436,495	3,001,033	77.7%
NET OPERATING SURPLUS/(LOSS)	283,472	2,684,347	(2,400,875)	947.0%
TRANSFER TO CAPITAL	(283,472)	(2,684,347)	2,400,875	947.0%
DEBT SERVICE COVERAGE	1.93	4.14		

- A Water revenues are at 92.1% and water purchases are at 85.3%.
- B Fire Service Charges revenue increasing due to upgrades in meters which required fire service installations.
- C See discussion on Administrative Services Manager's report.
- D Second half of property tax revenue starting to come in.
- E Recognized revenue for 3 New services installed.
- F Closed 26 meter upgrade installations and 15 Fire Flow tests.
- G LAIF & COP interest higher than expected.
- H Received payment for City of Belmont's Buckland Tank Lease for prior year.
- I Recognized 4 Landscape Review Revenue and 2 Plan Check Review Revenue.
- J LAFCO from July19-Mar20 totals \$6,533 & SWRCBACC increase in dues from prior year totals \$3,802.
- K Includes Debt Service Principal Payment of \$375,000.

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

	30-Apr-20	30-Apr-19	\$ Change	% Change
ASSETS				
CURRENT ASSETS				
Total Checking/Savings	7,830,934.96	19,514,653.72	-11,683,718.76	-59.87%
Total COP Funds	12,030,752.23	0.00	0.00	100.0%
Total Accounts Receivable	1,051,257.27	771,786.88	279,470.39	36.21%
Total Other Current Assets	253,440.71	250,386.29	3,054.42	1.22%
TOTAL CURRENT ASSETS	21,166,385.17	20,536,826.89	629,558.28	3.07%
FIXED ASSETS				
Fixed Assets	51,481,283.89	48,136,569.23	3,344,714.66	6.95%
Accumulated Depreciation	-29,154,743.63	-28,038,435.42	-1,116,308.21	-3.98%
Construction in Progress	4,158,692.36	3,634,240.32	524,452.04	14.43%
TOTAL FIXED ASSETS	26,485,232.62	23,732,374.13	2,752,858.49	11.6%
TOTAL OTHER ASSETS	2,226,591.34	1,210,079.34	1,016,512.00	84.0%
TOTAL ASSETS	49,878,209.13	45,479,280.36	4,398,928.77	9.67%
LIABILITIES & EQUITY				
LIABILITIES				
CURRENT LIABILITIES				
Total Accounts Payable	477,581.58	139,258.52	338,323.06	242.95%
Total Other Current Liabilities	1,243,751.48	1,592,932.30	-349,180.82	-21.92%
TOTAL CURRENT LIABILITIES	1,721,333.06	1,732,190.82	-10,857.76	-0.63%
LONG TERM LIABILITIES				
Total COP Financing Debt (B)	17,175,000.00	17,550,000.00	-375,000.00	-2.14%
Total COP Premium (B)	831,568.50	862,850.10	-31,281.60	-3.63%
Total Other Long Term Liabilities (B)	2,281,061.00	1,135,175.00	1,145,886.00	100.94%
TOTAL LONG TERM LIABILITIES	20,287,629.50	19,548,025.10	739,604.40	3.78%
TOTAL LIABILITIES	22,008,962.56	21,280,215.92	728,746.64	3.43%
EQUITY				
3000 - Opening Bal Equity	0.00	0.00	0.00	0.0%
3800 - RESERVES	6,634,976.55	4,021,895.67	2,613,080.88	64.97%
3940 - Fund Bal Invest in Util Plant	26,485,232.62	23,732,374.13	2,752,858.49	11.6%
Net Assets (A)	-5,250,962.60	-3,555,205.36	-1,695,757.24	-47.7%
TOTAL EQUITY	27,869,246.57	24,199,064.44	3,670,182.13	15.17%
TOTAL LIABILITIES & EQUITY	49,878,209.13	45,479,280.36	4,398,928.77	9.67%

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

(B) COP Financing Debt and Debt Premium total \$19,185,626.90.

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

	Jul 19-Apr 20	Jul 18-Mar 19	\$ Change	% Change
Ordinary Income/Expense				
Income				
OPERATING REVENUE	12,108,867	11,056,302	1,052,565	9.52%
INTEREST INCOME	290,538	379,429	-88,891	-23.43%
CAPITAL CONTRIBUTION	205,419	244,776	-39,357	-16.08%
OTHER INCOME	721,438	593,441	127,997	21.57%
Total Income	13,326,262	12,273,948	1,052,314	8.57%
Expense				
PERSONNEL COSTS	2,034,148	2,105,095	-70,948	-3.37%
PURCHASED WATER	4,808,505	4,600,592	207,913	4.52%
OUTREACH/EDUCATION	30,610	40,330	-9,719	-24.1%
M&4 - OPS SYSTEMS	226,633	207,919	18,714	9.0%
FACILITIES & EQUIPMENT	101,324	134,142	-32,818	-24.47%
OFFICE SUPPLIES & EQUIPMENT	230,401	246,296	-15,895	-6.45%
MEMBERSHIP & GOV FEES	221,100	201,973	19,127	9.47%
BAD DEBT & CLAIMS	0	24,255	-24,255	-100.0%
UTILITIES	251,066	237,159	13,907	5.86%
PROFESSIONAL SERVICES	400,323	499,932	-99,609	-19.93%
TRAINING & TRAVEL	24,644	61,636	-36,992	-60.02%
Total Expense	8,328,754	8,359,329	-30,575	-0.37%
Net Ordinary Income	4,997,508	3,914,619	1,082,889	27.66%
Other Income/Expense				
Other Expense				
DEPRECIATION	873,012	771,667	101,345	13.13%
COP Financing Costs	567,932	577,090	-9,158	-1.59%
Total Other Expense	1,442,205	1,348,757	93,448	6.9%
Net Revenue/(Expenses)	3,555,303	2,565,862	989,441	38.6%

RECONCILIATION TO OPERATING BUDGET

Adjustments to Increase Net Operating Surplus

Interest Income - LAIF & COP Interest	-290,537
Capital Contribution	-205,419
Debt Service Principal Payment	-375,000
Total Adjustments to Increase Net Operating Surplus	-870,956

Net Operating Surplus/(Loss) Transfer to Capital	2,684,347
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**MID-PENINSULA WATER DISTRICT
BUDGET FOR FY 2019-2020
Capital Projects**

DESCRIPTION	APPROVED FY 2019-2020 BUDGET \$	ACTUAL 7/1/2019 4/30/2020	REMAINING BALANCE/ (OVER BUDGET)	Target YTD % 83.3%
				Y-T-D % OF BUDGET
CAPITAL IMPROVEMENTS - WORK IN PROCESS (WIP)				
Miscellaneous Capital Improvements*	-	115,958	(115,958)	N/A
CAPITAL IMPROVEMENTS - WIP TOTAL	-	115,958	(115,958)	N/A
CAPITAL OUTLAY				
Miscellaneous Capital Outlay/Projects	50,000	-	50,000	0.0%
CAPITAL OUTLAY TOTAL	50,000	0	50,000	0.0%
CAPITAL IMPROVEMENTS & CAPITAL OUTLAY TOTAL	50,000	115,958	(65,958)	231.9%
DEPRECIATION	970,000	873,012	96,988	90.0%
TRANSFER FROM OPS	283,477	2,684,346	(2,400,869)	946.9%
TRANSFER (TO)/FROM CAPITAL RESERVES**	(1,203,477)	(3,441,401)	2,237,924	286.0%
CAPITAL OUTLAY/CAPITAL PROJECTS	(50,000)	(115,958)	65,958	231.9%
NET RESULTS OF CAPITAL	-	(0)	0	N/A