



REGULAR MEETING
BOARD OF DIRECTORS
THURSDAY, JUNE 22, 2017 – 6:30PM
3 DAIRY LANE, BELMONT CALIFORNIA

AGENDA

1. OPENING

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

2. PUBLIC COMMENT

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

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

4. ACKNOWLEDGEMENTS/PRESENTATIONS

None.

5. CONSENT AGENDA

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

- A. Approve Minutes for the Regular Board Meeting of May 25, 2017
- B. Approve Expenditures from May 19, 2017 through June 14, 2017

6. HEARINGS AND APPEALS

None.

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

- A. Receive Informational Update to the MPWD CIP Summary

8. REGULAR BUSINESS AGENDA

- A. Receive Report on Sale and Valuation of 1510, 1513, and 1515 Folger Drive Properties and Evaluation of 3 Dairy Lane Property by Real Estate Brokers, Tom Hovorka and Cheryl Villanueva
- B. Receive Presentation on MPWD 2017 Website Redesign by John Davidson d/b/a Jrocket77 Marketing & Graphic Design
- C. Consider Resolution 2017-11 Authorizing Capital Pay-Go Budget for Fiscal Year 2017/2018, including Francis and Academy Water Main Replacement Projects in Coordination with the 2017 City of Belmont Sewer Replacement Project
- D. Consider Ordinance No. 117 Rescinding Stage 1 Water Shortage Response of MPWD Water Shortage Contingency Plan regarding Mandatory Restrictions on Outdoor Water Use and Amending Ordinance Nos. 111 and 113
- E. Review and Cast Ballot in California Special Districts Association 2017 Board Elections
- F. Consider Resolution 2017-12 Placing in Nomination Director Matthew P. Zucca as a Member of the Association of California Water Agencies (ACWA) Region 5 Board

9. MANAGER'S AND BOARD REPORTS

- A. General Manager's Report, including Water Conservation Progress Summary
 - 1. Supplemented by Administrative Services Manager's Report
 - 2. Supplemented by Operations Manager's Report
 - 3. Supplemented by District Engineer's Report
- B. Financial Reports
- C. Director Reports

10. FUTURE AGENDA ITEMS

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

11. COMMUNICATIONS

12. ADJOURNMENT

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

ACCESSIBLE PUBLIC MEETINGS

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

Next Board Meeting: July 27, 2017, at 6:30PM

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

May 25, 2017
Belmont, California

1. OPENING

A. Call to Order:

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

B. Establishment of Quorum:

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

ABSENT: None

A quorum was present.

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

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

2. PUBLIC COMMENTS

Mr. Britto Vincent, a Belmont resident on San Juan Blvd asked the Board to consider a 3-month leak adjustment base period in lieu of the current 2-month policy. President Stuebing advised that staff would respond to him within the next week.

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

None

4. ACKNOWLEDGEMENTS/PRESENTATIONS

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

General Manager Rudock advised the Board that Stan was not able to attend this evening. She remarked on Stan's loyalty to the MPWD and his transition from shop mechanic to lead operator.

Operations Manager Ramirez also reported on a number of Stan's accomplishments and responsibilities.

President Stuebing extended the Board's congratulations to Stan.

5. CONSENT AGENDA

A. Approve Minutes for the Special Board Meeting of March 20, 2017, Regular Board Meeting of March 23, 2017, and Regular Board Meeting of April 27, 2017 (No Quorum)

50 Director Vella asked that grammar and spelling errors on lines 315 and 352 be amended
51 to read accurately under the Regular Board Meeting minutes recorded for March 23,
52 2017.

53
54 **B. Approve Expenditures from March 17, 2017 through April 19, 2017 and from April**
55 **20, 2017 through May 18, 2017**

56 Director Vella moved to approve the minutes for the Special Board Meeting on March
57 20, 2017, Regular Board Meetings on March 23, 2017 and April 27, 2017 and
58 expenditures from March 17, 2017 through April 19, 2017 and April 20, 2017 through
59 May 18, 2017. Director Warden seconded, and it was unanimously approved.
60

61 **6. HEARINGS AND APPEALS**

62 None

63
64 **7. MPWD FY 2016-2021 CAPITAL IMPROVEMENT PROGRAM AND 2016 COPs**
65 **(CERTIFICATES OF PARTICIPATION) FINANCING**

66 **A. Receive Reconciliation Quarterly Report on 2016 COP Financing for period**
67 **January 1, 2017 through March 31, 2017 and Discuss 2016 COP Sample Project**

68 Municipal Finance Advisor Bud Levine compiled a transaction summary of the 2016
69 financing project and distributed it to the Board. Mr. Levine briefed the Board on the
70 highlights from the transaction summary.

71
72 Director Zucca inquired of staff how current revenues were tracking in comparison to
73 drought revenues. General Manager Rudock replied that current revenues were on track
74 with those received in FY 2016-2017.

75
76 Director Warden requested an analysis of how much the District would save if the bond
77 was to be paid off early, which Mr. Levine said would be simple to produce.

78
79 Director Warden commented that the pay-off subject should be revisited and discussed
80 during strategic planning to come up with a plan.

81
82 District Treasurer Ira reminded the Board and staff that the District's critical focus, policy
83 and priority should remain on the total \$52 million CIP.
84

85 **B. Review FY 2017/2018 COP Capital Improvement Program**

86 General Manager Rudock reviewed the projects identified in the MPWD CIP Summary
87 for FY 2017/2018, including those that are projected for planning and engineering
88 design, and construction.
89

90 **C. Consider Resolution 2017-07 Authorizing a Professional Service Agreement with**
91 **Hydroscience Engineers, Inc. referenced as Contract No. 03-1621-CIP in the**
92 **amount of \$332,951 for Engineering Services in Conjunction with the El Camino**
93 **real Water Main replacement (CIP 15-76) and Malcolm Avenue Area Water Main**
94 **Replacement (CIP 15-74) Projects**

95 Operations Manager Ramirez briefly reported on the project scope of work, which
96 included the addition of the Malcolm Avenue area water main replacements. He advised
97 that staff worked closely with District Engineer Pakpour to finalize the proposal
98 presented. He added that the approach is aggressive, but feels the job will conclude in
99 two years or less.
100

101 Director Zucca commented that he does not want to deviate from the approved CIP.
102 Staff responded that it is committed to the CIP and the Malcolm area was included after
103 project site visits and operational issues and modeling proved it was sensible.
104

105 Director Warden expressed coordination and budget concerns. He also wanted re-
106 assurance from staff that joint costs were being considered between the City of Belmont
107 and MPWD. General Manager Rudock confirmed that the budget would be adhered to
108 and shared cost opportunities explored where appropriate.
109

110 **D. Consider Resolution 2017-08 Authorizing a Professional Services Agreement with**
111 **West Yost Associates referenced as Contract No. 04-1621-CIP in the amount of**
112 **\$317,306 for Engineering Services in Conjunction with the State Route 101**
113 **Crossing at the Palo Alto Medical Facility (CIP 15-71)**

114 Operations Manager Ramirez again briefly reported on the project scope of work and
115 advised that staff has already met with Caltrans to discuss coordination.
116

117 General Manager Rudock reported that she has also reached out to PAMF
118 representatives to request an onsite meeting.
119

120 District Counsel Cassman concluded this item by advising Resolution 2017-17 and
121 Resolution 2017-08 could be combined for the Board's Vote. Director Vella moved to
122 approve the resolutions and Director Zucca seconded. Roll call was taken and the
123 resolutions were unanimously approved.
124

125 **E. Discuss Funding of 2017 MPWD Capital Project known as the Francis, Academy**
126 **and Davey Glen Water Main Replacement Project in Coordination with 2017 City of**
127 **Belmont Sewer replacement Program**

128 General Manager Rudock reported staff is close to finalizing the joint agreement
129 between MPWD and the City of Belmont, which is tentatively scheduled to be presented
130 at next month's Board meeting. Operations Manager Ramirez stated that shared costs
131 will be identified in a separate exhibit, as will those to be borne separately by the MPWD
132 and the City of Belmont.
133

134 Vice President Warden inquired about the status of communications and asked that staff
135 create a report outlining cooperation to date. Staff advised on past and present
136 interactions. A debate followed and the Board reached the collective conclusion that the
137 next step is to reach out to the City of Belmont through the assigned MPWD strategic
138 planning outreach sub-committee composed of Vice President Warden and Director
139 Zucca to arrange a meeting to discuss communications further.
140

141 President Stuebing redirected the conversation back to Staff's recommendation.
142

143 Director Linvill asked for clarification on the staff report as it discusses using Capital
144 Project Reserves and COP Project funds. General Manager Rudock advised Staff's
145 recommendation is that Capital reserves be used for Francis and Academy water main
146 replacements, and COP funds for the Davey Glen project.
147

148 Staff will bring this item back for the Board's consideration next month in order to keep
149 on schedule with the coordination with the City of Belmont.
150
151

- 152 8. **REGULAR BUSINESS AGENDA**
- 153 **A. Receive Draft Structural and Conditional Assessment for the Folger Pump House**
- 154 **Building by the Cornerstone Structural Engineering Group, Inc. (CSEG)**
- 155 Operations Manager Ramirez summarized findings from the structural assessment
- 156 report provided by CSEG. All structures were deemed safe, and are in no danger of
- 157 collapsing and pose no imminent threat to the public. Staff reported it would request
- 158 additional services so that the significant cracks in the pump station building would be
- 159 measured and tracked by CSEG.
- 160
- 161 **B. Review Final Draft MPWD Operating and Capital Pay-Go Budgets for Fiscal Year**
- 162 **2017/2018 and:**
- 163 **1) Consider Resolution 2017-09 Approving the MPWD FY 2017/2018 Operating**
- 164 **Budget and;**
- 165 **2) Consider Resolution 2017-10 Approving the MPWD FY 2017/2018 Capital Pay-**
- 166 **Go Budget**
- 167 General Manager Rudock summarized the key factors identified in the staff report.
- 168
- 169 Director Linvill commented that she feels the Pay-Go (Miscellaneous Capital
- 170 Outlay/Projects) Budget balance for FY 2017/2018 is not necessary because it is
- 171 nominal and the General Manager has authority or can request it from Board as needed.
- 172 Staff agreed and the Board acknowledged it.
- 173
- 174 General Manager Rudock stated for the record the reason behind approving the budget
- 175 now instead of next month was that District Counsel had advised given there would be
- 176 no scheduled FY 2017/2018 water rate increase, the Board would need to approve the
- 177 budget before customer notices could be distributed.
- 178
- 179 Director Linvill moved to approve the FY 2017/2018 Operating Budget, Director Warden
- 180 seconded. Roll call was taken, and it was unanimously approved.
- 181
- 182 **C. Consider Nomination of Director to the Boards of the Bay Area Water Supply and**
- 183 **Conservation Agency (BAWSCA) and the Bay Area Regional Water System**
- 184 **Financing Authority**
- 185 The Board agreed unanimously that Director Vella would continue his tenure as
- 186 MPWD's representative on the BAWSCA Board of Directors. Director Zucca moved to
- 187 approve the nomination, Director Warden second, and it was unanimously approved.
- 188
- 189 **D. BAWSCA Update by Director Vella**
- 190 Director Vella shared highlights from the last Board Meeting he attended on May 18,
- 191 2017. A hand-out on the High Risk of Extinction for the Natural Fall-Run Chinook
- 192 Salmon Population in the Lower Tuolumne River was shared with the Board and staff.
- 193 Because the Restore Hetch Hetchy Movement continues, BAWSCA will increase its FY
- 194 2017/2018 Budget. Agencies can also expect to see a three percent increase in their
- 195 Annual Membership Assessments. Robert Guzzetta's, California Water Service
- 196 Company's Board Appointee, retirement from the BAWSCA Board was also
- 197 acknowledged.
- 198
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203 **9. MANAGER AND BOARD REPORTS**

204 **A. General Manager’s Report**

205 General Manager Rudock opened by reporting on MPWD water conservation progress,
206 classification study, recent in-house staff and CIP team leadership training, as well as
207 the ACWA JPIA conference she attended May 8-12, 2017.

208
209 Director Zucca commented on the leadership training, expressing that this type of
210 exercise is great. It is an amazing way to maximize customer value.

211
212 Director Vella commented on buy-in and asked if staff had a plan in the event not
213 everyone is able to come together, and inquired further about mechanics in place,
214 authority to re-organize, as assessment is also a real part of the process.

215
216 Director Warden added that leadership starts from the position of General Manager and
217 trickles its way down.

218
219 Director Stuebing commented that leadership training is in many ways the equivalent of
220 preventative care and always enlightening.

221
222 General Manager Rudock acknowledged the Board’s comments and advised that she is
223 prepared to take any action necessary to ensure the District is run efficiently, effectively
224 and in the best interests of the ratepayers. Two CSDA hand-outs were also presented to
225 the Board, one on the upcoming Elected Officials Harassment Prevention Webinar
226 scheduled for June 6, 2017 and another about “Special Districts Making a Difference”.

227
228 General Manager Rudock concluded her report by sharing that staff met with the real
229 estate brokers hired to conduct District property market valuations. A report is being
230 finalized and will be presented at the next board meeting.

231
232 Director Linvill inquired about the appraisal and commented that an MAI appraiser
233 should have been consulted.

234
235 General Manager Rudock confirmed that the market comparison approach taken was
236 cost effective and identifies recommendations and options for the District. The District’s
237 F St property and lots adjacent to the West Belmont Tanks site will be evaluated next.

238
239 District Counsel Cassman and General Manager Rudock advised that there are rules the
240 District needs to follow should the Board opt to sell its properties. They will be discussed
241 next month.

242
243 **1. Supplemented by Administrative Services Manager’s Report**
244 None.

245
246 **2. Supplemented by Operations Manager’s Report**
247 Operations Manager Ramirez reported that staff has completed the Zone 2 staging
248 of all 1,710 meters and installation will begin next month.

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250 **3. Supplemented by District Engineer’s Report**
251 None

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B. Financial Reports

General Manager Rudock reported on the Capital Projects Budget. She advised that more than half the budget has been utilized and currently stands at 83.5% YTD.

C. Director Reports

Director Warden reported that he recently had the opportunity to log into the new web payment portal. He advised the process was flawless and congratulated staff on a job well done.

10. FUTURE AGENDA ITEMS

None.

11. COMMUNICATIONS

None.

12. ADJOURNMENT

The meeting was adjourned at 9:54PM.

DISTRICT SECRETARY

APPROVED:

BOARD PRESIDENT

Accounts Payable

Checks by Date - Summary by Check Date

User: candyp
Printed: 6/16/2017 11:31 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
32237	ACCELA	ACCELA, INC. #774375	05/23/2017	388.00
32238	ATT60197	AT&T 60197	05/23/2017	58.54
32239	AWWA6666	AWWA	05/23/2017	262.00
32240	BHSURVEY	B & H SURVEYING, INC.	05/23/2017	5,545.00
32241	BAWSCA	BAY AREA WATER SUPPLY & CONSER	05/23/2017	1,633.75
32242	CAOXIAME	XIAMEI CAO	05/23/2017	638.30
32243	CINTS	CINTAS CORPORATION	05/23/2017	741.81
32244	COMCAST	COMCAST	05/23/2017	579.01
32245	CORNERST	CORNERSTONE STRUCTURAL ENGIN	05/23/2017	800.00
32246	EEAPSAFE	EEAP THE SAFETY PEOPLE, INC.	05/23/2017	555.00
32247	GARDENCI	GARDEN CITY CONSTRUCTION	05/23/2017	572.68
32248	GRANITE	GRANITE ROCK, INC.	05/23/2017	1,410.72
32249	NORTHRUP	NORTHRUP BUILDING	05/23/2017	638.30
32250	OCONNELL	MIKE O'CONNELL	05/23/2017	507.05
32251	OFFICEDE	OFFICE DEPOT, INC.	05/23/2017	417.16
32252	OFFICTEM	OFFICE TEAM	05/23/2017	2,272.91
32253	pakpour	PAKPOUR CONSULTING GROUP, INC	05/23/2017	500.00
32254	PARS	PARS	05/23/2017	300.00
32255	PG&E	PG&E CFM/PPC DEPT	05/23/2017	3,468.77
32256	PINA	CANDY PINA	05/23/2017	852.40
32257	PIT71896	PITNEY BOWES 371896	05/23/2017	3,184.72
32258	PRECISE	PRECISE, INC.	05/23/2017	1,605.84
32259	RICOHUSA	RICOH USA, INC. Pasadena	05/23/2017	1,243.83
32260	RANDB	ROBERTS & BRUNE CO. INC.	05/23/2017	281.15
32261	SMELECTR	SAN MATEO ELECTRIC SUPPLY	05/23/2017	19.56
32262	SEACONST	SEA CONSTRUCTION, INC.	05/23/2017	638.30
32263	SFPUCWAT	SFPUC WATER QUALITY	05/23/2017	5,250.00
32264	STANDINS	STANDARD INSURANCE COMPANY	05/23/2017	949.92
32265	TRIDENTE	TRIDENT ENVIRONMENTAL AND ENC	05/23/2017	7,345.00
32266	TSENGTAN	TAN TSENG	05/23/2017	638.30
32267	UPS	UPS	05/23/2017	40.46
32268	VANGUARE	VANGUARD CLEANING SYSTEMS, INC	05/23/2017	385.00
32269	WALSCHON	WALSCHON FIRE PROTECTION	05/23/2017	638.30
32270	BOYLEALB	ALBERT BOYLE	05/23/2017	150.00
32271	CHRISFRE	CHRIS FREIRE	05/23/2017	150.00
32272	THELMAEZ	THELMA GUTIERREZ	05/23/2017	75.00
32273	HORSTWIL	WILL HORST	05/23/2017	75.00
32274	HUNTRUTH	RUTH HUNT	05/23/2017	150.00
32275	KIMEUGEN	EUGENE KIM	05/23/2017	150.00
32276	RADDAVER	SERGIO RADDAVERO	05/23/2017	75.00
32277	SHOWNREE	REEMA SHOWN	05/23/2017	150.00
32278	MINSONG1	MIN SONG	05/23/2017	125.00
32279	WINTERSM	MICHELLE WINTERS	05/23/2017	300.00
32280	YEETERRY	TERRY YEE	05/23/2017	150.00
32284	UB*00018	CYRA SISON	05/23/2017	435.24

Total for 5/23/2017: 46,347.02

Check No	Vendor No	Vendor Name	Check Date	Check Amount
312	calpers	CALPERS	05/25/2017	2,602.86
Total for 5/25/2017:				2,602.86
313	HEALTHEQ	Health Equity	05/26/2017	200.00
314	ICMACONT	ICMA contributions	05/26/2017	1,923.08
315	ADPPAYRL	adp	05/26/2017	9,562.47
316	ADPPAYRL	adp	05/26/2017	5,084.29
323	AUTHNETG	AUTHNET GATEWAY	05/26/2017	20.00
324	BANKMTO1	Bankcard Mtot Disc	05/26/2017	680.48
326	BANKMTO1	Bankcard Mtot Disc	05/26/2017	4,254.98
327	ADPPRFEE	ADP Payroll Fees	05/26/2017	253.47
328	ACHRETN	ACH Returns	05/26/2017	264.60
329	ACHRETN	ACH Returns	05/26/2017	326.26
330	CLIENTSV	Client Analysis Svs Charge	05/26/2017	4,855.35
331	ADPPRFEE	ADP Payroll Fees	05/26/2017	257.26
333	ACHRETN	ACH Returns	05/26/2017	95.14
Total for 5/26/2017:				27,777.38
317	ADPPAYRL	adp	05/31/2017	34,354.05
318	ADPPAYRL	adp	05/31/2017	14,202.63
319	healtheq	Health Equity	05/31/2017	802.08
320	ICMACONT	ICMA contributions	05/31/2017	666.24
321	CALPERS	CALPERS	05/31/2017	7,379.83
322	CALPERS	CALPERS	05/31/2017	8,210.42
Total for 5/31/2017:				65,615.25
32285	ACCELA	ACCELA, INC. #774375	06/01/2017	388.00
32286	AIRGAS	AIRGAS, LLC	06/01/2017	128.76
32287	CGUHLENB	C G UHLENBERG LLP	06/01/2017	1,325.00
32288	CARQUEST	CARQUEST AUTO PARTS	06/01/2017	45.57
32289	COMCASTB	COMCAST BUSINESS	06/01/2017	631.79
32290	CORNERST	CORNERSTONE STRUCTURAL ENGIN	06/01/2017	350.00
32291	GRANITE	GRANITE ROCK, INC.	06/01/2017	408.97
32292	HOMEDPC	HOME DEPOT	06/01/2017	218.18
32293	INDORAIR	INDOOR AIR DESIGN, INC.	06/01/2017	175.00
32294	INTRBATT	INTERSTATE BATTERY SYSTEM, INC.	06/01/2017	201.00
32295	DAVIDSON	JOHN T. DAVIDSON	06/01/2017	8,952.43
32296	KELLYMOR	KELLY-MOORE PAINT CO	06/01/2017	162.67
32297	KIMBALLM	KIMBALL MIDWEST, INC.	06/01/2017	364.94
32298	lincolnI	LINCOLN LIFE	06/01/2017	175.00
32299	LYNGSOMA	LYNGSO GARDEN MATERIAL INC	06/01/2017	66.88
32300	MATCOTLS	MATCO TOOLS	06/01/2017	442.03
32301	MHN	MHN	06/01/2017	45.54
32302	OFFICEDE	OFFICE DEPOT, INC.	06/01/2017	103.47
32303	OFFICTEM	OFFICE TEAM	06/01/2017	714.75
32304	PACESUPL	PACE SUPPLY CORP	06/01/2017	388.16
32305	PACOFFIC	PACIFIC OFFICE AUTOMATION	06/01/2017	184.88
32306	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	06/01/2017	500.00
32307	PINA	CANDY PINA	06/01/2017	103.42
32308	PRECISE	PRECISE, INC.	06/01/2017	759.10
32309	PROFORMA	PROFORMA GRAPHICS, INC.	06/01/2017	1,031.11
32310	RICOHPhi	RICOH Philadelphia	06/01/2017	625.24

Check No	Vendor No	Vendor Name	Check Date	Check Amount
32311	RANDB	ROBERTS & BRUNE CO. INC.	06/01/2017	3,897.84
32312	SMCEMA	SAN MATEO COUNTY EMERGENCY M	06/01/2017	100.00
32313	SCHAAFWE	SCHAAF & WHEELER	06/01/2017	4,059.10
32314	STEPFORD	STEPFORD BUSINESS, INC.	06/01/2017	1,400.00
32315	VANGUARE	VANGUARD CLEANING SYSTEMS, IN	06/01/2017	385.00
Total for 6/1/2017:				28,333.83
334	WFBUSCAR	WELLS FARGO BUSINESS CARD	06/07/2017	623.00
335	WFBUSCAR	WELLS FARGO BUSINESS CARD	06/07/2017	4,872.68
32316	ACWA5661	ACWA JPIA	06/07/2017	43,731.19
32317	CINTS	CINTAS CORPORATION	06/07/2017	766.76
32318	CORNERST	CORNERSTONE STRUCTURAL ENGIN	06/07/2017	9,200.00
32319	GRANITE	GRANITE ROCK, INC.	06/07/2017	352.70
32320	HANSONBR	HANSON, BRIDGETT	06/07/2017	3,809.00
32321	KOFFASSO	KOFF & ASSOCIATES INC	06/07/2017	2,340.00
32322	Leadersh	LEADERSHIP DEVELOPMENT NETWO	06/07/2017	6,530.70
32323	LIFTOFFD	LIFTOFF DIGITAL	06/07/2017	700.00
32324	LINVELLB	BETTY LINVILL	06/07/2017	65.00
32325	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	06/07/2017	2,093.44
32326	PG&E	PG&E CFM/PPC DEPT	06/07/2017	9,835.65
32327	PRECISE	PRECISE, INC.	06/07/2017	8,851.57
32328	SFWATER	SAN FRANCISCO WATER DEPT	06/07/2017	433,634.00
32329	STEPFORD	STEPFORD BUSINESS, INC.	06/07/2017	840.00
32330	stuebing	AL STUEBING	06/07/2017	9.75
32331	VALLEYOL	VALLEY OIL COMPANY	06/07/2017	4,136.10
32332	VERIZON	VERIZON WIRELESS	06/07/2017	892.66
32333	XIOINC	XIO, INC.	06/07/2017	808.00
Total for 6/7/2017:				534,092.20
339	ICMACONT	ICMA contributions	06/08/2017	1,923.08
Total for 6/8/2017:				1,923.08
338	calpers	CALPERS	06/09/2017	2,897.99
340	HEALTHEQ	Health Equity	06/09/2017	256.05
341	ADPPAYRL	adp	06/09/2017	11,109.74
342	ADPPAYRL	adp	06/09/2017	5,468.80
348	ADPPRFEE	ADP Payroll Fees	06/09/2017	39.60
Total for 6/9/2017:				19,772.18
32334	AIRGAS	AIRGAS, LLC	06/13/2017	132.81
32335	ATT60197	AT&T 60197	06/13/2017	1,270.40
32336	BAAQMD	BAY AREA AIR QUALITY MGMT DIST.	06/13/2017	205.00
32337	BROOMSVS	BROOM SERVICE, INC	06/13/2017	922.50
32338	CARQUEST	CARQUEST AUTO PARTS	06/13/2017	30.29
32339	HOMEDPC	HOME DEPOT	06/13/2017	248.34
32340	K119OFCA	K-119 OF CALIFORNIA INC.	06/13/2017	25.00
32341	KIMBALLM	KIMBALL MIDWEST, INC.	06/13/2017	34.22
32342	LINCOLNL	LINCOLN LIFE	06/13/2017	175.00
32343	PACWEST	PACIFIC WEST SECURITY, INC.	06/13/2017	1,770.00
32344	PRINCEFR	FRANK PRINCE	06/13/2017	638.30
32345	RADDAVER	SERGIO RADDAVERO	06/13/2017	75.00
32346	RECOLOGY	RECOLOGY SAN MATEO	06/13/2017	620.05

Check No	Vendor No	Vendor Name	Check Date	Check Amount
32347	RICOHUSA	RICOH USA, INC. Pasadena	06/13/2017	151.02
32348	RANDB	ROBERTS & BRUNE CO. INC.	06/13/2017	4,427.67
32349	RUDOCK	TAMMY RUDOCK	06/13/2017	277.88
32350	CYLINDER	SINGLE CYLINDER REPAIR SAN CARI	06/13/2017	60.86
32351	STEVCRKQ	STEVENS CREEK QUARRY, INC.	06/13/2017	804.26
32352	SUBTRONI	SUBTRONIC CORPORATION	06/13/2017	857.50
32353	TOWNEFOR	TOWNE FORD SALES	06/13/2017	70.78
32354	UNLMTOOI	UNLIMITED TOOL & REPAIR, INC.	06/13/2017	280.40
32355	VALLEYOL	VALLEY OIL COMPANY	06/13/2017	952.62
32356	YOUNG	HENRY YOUNG	06/13/2017	657.00
Total for 6/13/2017:				14,686.90
Report Total (145 checks):				741,150.70



AGENDA ITEM NO. 7.A.

DATE: June 22, 2017
TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager
Joubin Pakpour, PE, District Engineer

SUBJECT: RECEIVE INFORMATIONAL UPDATE TO THE MPWD CAPITAL IMPROVEMENT PROGRAM SUMMARY

RECOMMENDATION:

There is no recommendation. The purpose of this report is to provide the Board with an updated MPWD CIP Summary sheet.

FISCAL IMPACT:

There is no fiscal impact related to this informational report.

The attached updated CIP Summary includes 4% construction/engineering inflation factors to FY 2016/2017 and FY 2017/2018, which were inadvertently omitted in the CIP Summary dated August 31, 2016. This increased the estimated 5-year program cost by \$1,662,210 for a total of \$23,047,885 (from \$21,385,675).

DISCUSSION:

The Board is familiar with this CIP Summary, which was developed in FY 2015/2016. For transparency purposes and clarity, staff updated this summary sheet to reflect:

- A four-percent (4%) construction/engineering inflation factor for each fiscal year;
- A colored legend explaining that a shaded blue area refers to design for any project and a yellow shaded area refers to construction; and
- While this CIP Summary sheet illustrates the priority-based list of projects to be funded from COP proceeds, the Alameda de las Pulgas project was the number two priority project, but it was funded as a pay-go project during fiscal year 2016/2017.

Attachment: Updated MPWD CIP Summary dated June 7, 2017

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

UNANIMOUS_____ STUEBING_____ WARDEN_____ VELLA_____ LINVILL_____ ZUCCA_____

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

Priority	Project Number	DSA	Zone	Project Name	Quantity			Construction	Planning, Design & CM	Contingency	2015 Dollars	Running Total	104.0%	108.2%	112.5%	117.0%	121.7%	126.5%	Total
					LF	SRV	HYD						2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	
1	15-14	017	3	Mezes Avenue Improvements	310	10	1	\$ 122,500	\$ 37,000	\$ 15,500	\$ 175,000	\$ 175,000	\$25,000	\$162,240					\$187,240
3	15-76	081	1	El Camino Real Improvements	4100	23	12	\$ 1,463,000	\$ 360,000	\$ 277,000	\$ 2,100,000	\$ 2,275,000			\$150,000	\$150,000	\$2,189,975		\$2,489,975
4	15-65	n/a	2	Folger Drive Improvements	830	12	3	\$ 306,000	\$ 77,000	\$ 37,000	\$ 420,000	\$ 2,695,000	\$60,000	\$389,376					\$449,376
5	15-73	078	1	Karen Road Improvements	800	9	2	\$ 307,000	\$ 80,000	\$ 38,000	\$ 425,000	\$ 3,120,000	\$50,000	\$405,600					\$455,600
6	15-10	013	3	Notre Dame Avenue Loop Closure	2230	29	3	\$ 689,500	\$ 138,000	\$ 82,500	\$ 910,000	\$ 4,030,000		\$110,000	\$899,891				\$1,009,891
7	15-44	045	2	South Road Abandonment	0	19	3	\$ 302,000	\$ 75,000	\$ 38,000	\$ 415,000	\$ 4,445,000	\$60,000	\$383,968					\$443,968
8	15-22	025	3	Arthur Avenue Improvements	880	15	2	\$ 345,000	\$ 87,000	\$ 43,000	\$ 475,000	\$ 4,920,000	\$50,000	\$459,680					\$509,680
9	15-16	019	3	Williams Avenue, Ridge Road, Hillman Avenue Improvements	2460	59	4	\$ 834,000	\$ 166,000	\$ 100,000	\$ 1,100,000	\$ 6,020,000					\$150,000	\$1,202,053	\$1,352,053
10	15-43	044	2	North Road Cross Country / Davey Glen Road Improvements	1400	17	5	\$ 496,000	\$ 124,000	\$ 60,000	\$ 680,000	\$ 6,700,000	\$100,000	\$627,328					\$727,328
11	15-06	n/a	5	Zone 5 Fire Hydrant Upgrades	0	0	7	\$ 105,000	\$ 31,000	\$ 14,000	\$ 150,000	\$ 6,850,000			\$168,730				\$168,730
12	15-78	083	1	Civic Lane Improvements	1800	20	5	\$ 605,000	\$ 120,000	\$ 75,000	\$ 800,000	\$ 7,650,000		\$100,000	\$787,405				\$887,405
13	15-17	020	3	Monte Cresta Drive / Alhambra Drive Improvements	2250	48	5	\$ 781,500	\$ 195,000	\$ 98,500	\$ 1,075,000	\$ 8,725,000					\$175,000	\$1,138,787	\$1,313,787
14	15-87	n/a	1	Hillcrest Pressure Regulating Station	0	0	0	\$ 250,000	\$ 65,000	\$ 30,000	\$ 345,000	\$ 9,070,000	\$40,000	\$329,888					\$369,888
15	15-09	012	3	Dekoven Tank Utilization Project	2300	14	2	\$ 782,000	\$ 158,000	\$ 95,000	\$ 1,035,000	\$ 10,105,000			\$150,000	\$1,035,325			\$1,185,325
16	15-28	030	7	Tahoe Drive Area Improvements	900	28	4	\$ 369,000	\$ 94,000	\$ 47,000	\$ 510,000	\$ 10,615,000		\$80,000	\$483,692				\$563,692
17	15-29	031	7	Belmont Canyon Road Improvements	900	17	2	\$ 306,000	\$ 76,000	\$ 38,000	\$ 420,000	\$ 11,035,000			\$65,000	\$415,300			\$480,300
18	15-38	040	8	Cliffside Court Improvements	330	14	2	\$ 154,500	\$ 46,500	\$ 19,000	\$ 220,000	\$ 11,255,000				\$40,000	\$218,998		\$258,998
19	15-42	043	2	North Road Improvements	0	19	1	\$ 152,000	\$ 46,000	\$ 22,000	\$ 220,000	\$ 11,475,000				\$40,000	\$218,998		\$258,998
20	15-75	080	1	Old County Road Improvements	5500	111	26	\$ 2,580,500	\$ 510,000	\$ 309,500	\$ 3,400,000	\$ 14,875,000		\$200,000	\$300,000	\$3,392,590			\$3,892,590
21	15-72	077	1	SR 101 Crossing at PAMF Hospital	2300	0	2	\$ 1,040,000	\$ 350,000	\$ 280,000	\$ 1,670,000	\$ 16,545,000				\$100,000	\$200,000	\$1,733,487	\$2,033,487
22	15-89	n/a	3	Dekoven Tanks Replacement	0	0	0	\$ 2,500,000	\$ 400,000	\$ 600,000	\$ 3,500,000	\$ 20,045,000		\$200,000	\$300,000	\$3,509,576			\$4,009,576
													\$385,000	\$3,448,080	\$3,304,717	\$8,682,790	\$3,152,970	\$4,074,327	\$23,047,885
				<i>Note: Project Priority No. 2 "Alameda De Las Pulgas Improvements" was constructed in FY 16-17 using Pay Go Funds</i>				Design	Construction										
								Note: Construction Inflation Factor of 4% was only applied to Construction Years (Yellow)											



AGENDA ITEM NO. 8.A.

DATE: June 22, 2017
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: RECEIVE REPORT ON SALE AND VALUATION OF 1510, 1513, AND 1515 FOLGER DRIVE PROPERTIES, AND EVALUATION OF 3 DAIRY LANE PROPERTY, BY REAL ESTATE BROKERS, TOM HOVORKA AND CHERYL VILLANUEVA

RECOMMENDATION

Receive report on Sale and Valuation of 1510, 1513, and 1515 Folger Drive Properties and Evaluation of 3 Dairy Lane Property by Real Estate Brokers, Tom Hovorka and Cheryl Villanueva.

FISCAL IMPACT

\$5,000 flat fee for professional services, which was budgeted. Per the agreed upon proposal dated January 19, 2017, should the MPWD decide to utilize the services of Mr. Hovorka and Ms. Villanueva as co-list agents for sale of its properties, this fee would be absorbed within the agreed upon listing compensation.

DISCUSSION

One of the MPWD's 2017-2018 strategic action items was to have properties evaluated for potential surplus and sale. Before making any recommendations, or proceeding with a more formal appraisal process that could become part of a negotiated sale process, staff felt it was in the best interest of the MPWD to become better educated about real estate values and pursued a market valuation of MPWD-owned properties on Folger Drive, and an evaluation of MPWD Headquarters at 3 Dairy Lane in anticipation of the identified capital rehabilitation and improvement project.

Staff reached out to the team of local real estate brokers, Tom Hovorka and Cheryl Villanueva, who performed a market comparison of the Folger Drive properties for the MPWD about 10 years ago. Mr. Hovorka and Ms. Villanueva will present their summary property valuations and recommendations for the MPWD-owned Folger Drive and Dairy Lane properties at the June 22nd Board meeting.

Advance review copies of the report were delivered to Directors, District Counsel, District Engineer, District Treasurer, and executive staff, prior to the June 22nd regular Board meeting. A copy was made available for public review at publication of the agenda on June 19th, and will be available through the Board meeting on June 22nd.

The District Counsel will summarize the procedures outlined in their legal memorandum dated November 14, 2016, regarding the surplus of MPWD property, if the Board determined it wished to pursue sale of any MPWD properties.

Staff seeks Board direction before any further action, and provides the following input for recommendations:

1. Surplus and sell 1513 and 1515 Folger Drive, and contract with the team of Mr. Hovorka and Ms. Villanueva as co-list agents for the MPWD.
2. Resolve the neighboring encroachment issue and complete the suggested inspection reports, and report back to the Board before recommending the surplus and sale of one-half of 1510 Folger Drive (currently a parking lot).
3. Maintain ownership of the one-half of 1510 Folger Drive that includes the former MPWD split level office building and abandoned pump station for use as its emergency operations center and relief headquarters, **at least until the Dairy Lane facilities and property are rehabilitated and upgraded for improved use and safety**. This side of the 1510 Folger Drive property is presently and consistently used by the MPWD. The water quality lab is located onsite, as is storage and mobilization of the MPWD's AMI meter change-out program. Water education materials and supplies and other small field equipment are stored onsite. There are no other MPWD properties that could easily be ready and used in an emergency for relocated temporary operations and staff accommodations.
4. Staff recommends that the MPWD maintain ownership of its Dairy Lane Headquarters property because it would be challenging to find another similar-sized industrial property for its operations. Staff has tentatively talked in the past with City of Belmont Public Works Department representatives about the potential for operational co-location, and the Board could direct staff to more diligently pursue that option if it intended to consider a future sale of the Dairy Lane property. That would take time, however, and in the interim, several significant maintenance and safety projects (among those identified below) would need to be completed at the Dairy Lane facilities.

A structural engineering report is being finalized and will be presented to the Board within the next couple of months. Additionally, as previously reported, staff has been working with a local professional engineer and designer on plans and ideas for improved use, efficiency, and safety of the Dairy Lane facilities and property. A more formal phased capital project is under development and prioritization for a future presentation to the Board for its consideration. There have been no significant upgrades or improvements on the property since the MPWD purchased it in 1997. What we know so far:

- A. There are known roofing problems (including multiple patched leak areas) and opportunities for solar options with replacement;
- B. The fire sprinkler system extends into the concrete block "vault room" that houses the MPWD safe and official Board meeting minutes and records/documents. We should include during the initial rehabilitation phase the coordination with local fire officials of an approved fire suppression alternative, which would eliminate the potential for permanent water damage to the contents;
- C. The HVAC system is old and beyond its useful life, and very poor circulation results in inefficiencies;
- D. A problematical plumbing system (sewer service lines) results in repeated back-ups in the restroom facilities;
- E. The "server room" that includes back-up computer servers and important SCADA system and equipment was not properly sited or designed appropriately. The installed cooling

system has failed at least three (3) times in the past couple of years and needs to be replaced;

- F. An upstairs office area was constructed “in-house” with no formal engineering or architectural plans or provisions for heating or cooling for supervising Operations staff. It is a cramped space and lacks privacy. If the structural report results in a finding that the area is unsafe, a temporary modular building will be brought onsite to provide work space for these key staff members and the area will be blocked off until demolished as part of the larger phased capital improvement project;
- G. There should be a proper break- and lunch space for staff (not in the shop area or at desks);
- H. There is more hallway space than office space! Open administrative office areas lack proper ergonomics and are inefficient resulting in excess noise and constant interruption;
- I. Executive offices were not constructed for privacy and need improved soundproofing to maintain confidentiality;
- J. The board room is under-utilized space and needs to be updated to accommodate multi-purpose uses;
- K. The conference room is consistently used and needs to be extended (into some of the unused lobby area) to accommodate better ingress and egress;
- L. There is under-utilized space in the “shop area” and the potential for a 2-story option if it were redesigned for more efficient uses;
- M. The carpeting and flooring is well beyond its useful life and replacement has been postponed numerous times until formal rehabilitation plans were developed;
- N. Office windows need to be sealed to prevent leaks. Outside window tinting needs to be replaced. Inside energy efficient window coverings need to replace broken and worn out aluminum mini-blinds;
- O. Ceilings with old water damage (from roof leaks) should be repaired/replaced and upgraded where appropriate;
- P. More ergonomic and improved lighting needs to be installed as ceilings are repaired and upgraded;
- Q. Centralized files storage should be provided until records retention policy is implemented, rather than having records in offsite locations subject to weather damage;
- R. Electric vehicle charge stations should be installed outside (within the secured gated area) before pavement and parking lots are sealed;
- S. The front door needs to be added as a Sonitrol security entrance during relocation/replacement when lobby area is remodeled;
- T. Security cameras need to be added outside for safety; and
- U. The entire facility needs to be re-keyed for safety.

Attachment: Executive Summary from the Sale and Valuation Report on Folger Drive and Dairy Lane Properties (completed May 2017) – FULL REPORT AVAILABLE AT MPWD
Hanson Bridgett LLP Legal Memorandum – *Sale of Surplus District Property*, dated November 14, 2016

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

Executive Summary

The purpose of this report is to provide different sale scenarios and price recommendations to the Mid-Peninsula Water Department for the property owned on Folger Drive and College Way in Belmont, CA.

Contained in this report are descriptions of each lot, recent comparables, Belmont City lot requirement details and the final price recommendations with supporting documentation contained in the appendix.

1. Property consists of four parcels
 - a. Parcel 044-353-080 lot #7 AKA 1510 Folger Dr. approx. size 9,500 sq ft – Prelim attached
 - b. Parcel 044-351-040 lot #4 aka 1513 Folger Dr approx. size 13,163 sq ft – Prelim Attached
 - c. Parcel known as College Way – approx. 3860 sq ft. Prelim attached no APN – may need certification of completion & or final plat map or parcel map, plus clarification of easements
 - d. Junior Parcel 044-035-352-05A lots 5 & 6. Approximately 12,900 sq ft - see prelim attached

2. Review of appraisal dated July 25th, 1996 – see attached appraisal
 - a. Appraisal only includes 1510 & 1513 Folger Dr.
 - b. Appraisal did not include College Way lot nor Lots 5 & 6
 - c. Appraisal assumed three possible lots by dividing lot 4 into two lots plus lot 7
 - d. Appraisal per lot was \$175,000 each or \$525,000 for three lots – all demolition costs and other related costs for the lot split were not taken into account in the appraised value.

3. Recent comparable lots indicate a buildable lot value of approximately \$375,000 - \$500,000 each depending on location and lot size and lot slope– see attached comparable lots

4. Lot requirement overview
 - a. City of Belmont zoning ordinance – see attached 35 pages
 1. 6,000 sq ft minimum lot size
 2. Steeper the slope larger the lot requirement
 3. Costs may include demolition, survey, architectural drawings, time, permits, environmental inspections and hazardous material removal, attorney fees, subdivision fees, utility fees, other fees and assessments required by the city and other authoritative entities

5. Recommendations
 - a. Get a survey of all 4 parcels property lines
 - b. Get a certified MAI appraisal of all parcels
 - c. Get clarification of all easements for College Way
 - d. Get a final lot certification for College Way and an assessor parcel number
 - e. Get estimates for removal of all buildings and structures and all environmental issues
 - f. Get architectural estimates for all phases of the project
 - g. Determine if highest and best use is Single family home or townhouses or condos, etc.

6. Conclusion – Three Sale Options and One Lease Option
 - A. Perform survey and appraisal - Sell “as is” – value would be approx. \$1,000,000 - \$1,375,000 depending on if 4 or 5 lots (\$250,000 - \$275,00 per potential lots)
 - B. Perform all demolition, survey, appraisal, etc and lot splits sell for \$1,500,000 - \$2,000,000 depending on if 4 – 5 lots (\$375,000 - \$400,000 per lot)
 - C. Take all lots to final approval as buildable lots with architectural drawings of proposed structures and permits to build – value could be approx. \$1,800,000 - \$2,500,000 depending whether 4 or 5 lots (\$450,000 - \$500,000 per lot)
 - D. Lease Option – See Letter of Recommendation dated March 25, 2010
- Assumptions:
 1. Lots are going to be for single family homes. No significant retaining wall is required
 2. Lot sizes are small compared to more expensive lots currently for sale. No HOA

History of Property

Upon meeting with Henry Young of the Mid-Peninsula Water District we learned that the lots connected to 1510 Folger Drive in Belmont are potentially for sale. The water district requested a price recommendation; which is the purpose of this report.

The preliminary title reports were requested from North American Title. It was determined that there existed 4 plots of land and only 3 APNs. The plots are described below.

- a. Parcel 044-353-080 lot #7, more commonly known as 1510 Folger Dr. approx. size 9,500 SF (see prelim attached)
- b. Parcel 044-351-040 lot #4, more commonly known as 1513 Folger Dr approx. size 13,163 SF (see prelim attached)
- c. Junior Parcel 044-035-352-05A lots 5 & 6. Approximately 12,900 sq ft (see prelim attached)

The unidentified parcel of land is located on College Way.

- a. Parcel known as "College Way" – approx. 3860 sq ft. (Prelim attached with no APN)

This parcel may need certification of completion and/ or final plat map or parcel map, plus clarification of easements.

Basic Recommendations

This report will be presented in the following manner. We will present the six basic or necessary steps required for sale.

In conclusion, we'll present 3 possible sale recommendations; from selling in "As-Is" condition progressing toward a fully, buildable lot with plans. This report also outlines the steps required for each recommendation and associated costs that were possible to obtain.

The six basic steps are

1. Complete a Professional Survey
2. Conduct an MAI Appraisal
3. Obtain a final lot certification for College Way and assign an APN
4. Obtain estimates for removal of all buildings and structures and all environmental issues
5. Get architectural estimates for all phases of the project
6. Determine if highest and best use is Single family home or townhouses or condos, etc.

Step One - Survey

In order to properly evaluate the parcels the last parcel on "College Way" needs to be identified more accurately. Once all the parcels are identifiable we recommend having a survey completed to confirm

1. Each parcel's property lines and boundaries
2. The elevations within each lot to determine if they are buildable
 - a. Please see attachment, City of Belmont Zoning Ordinance
3. Gain clarity of all the easements for College Way
 - a. Please see color coded easements attached

Step Two – MAI Appraisal

The next step would be to conduct a certified MAI appraisal of all parcels.

Step Three – Final Lot Certification

In this step, we recommend having the lot on College Way certified and assigned an assessor parcel number.

Step Four – Cost Estimates

This section outlines the process in bringing the lots to a buildable state. It includes removal of all buildings, structures and addresses all environmental issues.

Land Survey, Estimate provided by B&H Surveying of Belmont, CA. Cost estimate is \$5900. (please see attachment)

Survey Entails:

1. Research of boundary, easements and utilities, including city ordinances.
2. Field control – locate existing monuments on adjacent properties and in the streets.
3. Mathematical closure of field control and parcel boundary.
4. Field topography – locate pertinent improvements, buildings, utilities, fences, trees 6" in diameter and greater.
5. Note reduction, computer plotting and hard copy preparation.
6. AutoCAD 14 plot of Boundary and Topographic Survey.
7. Slope density calculations.
8. Calculate potential lots.

A bid to demo the buildings and water pumps will be provided by the Mid-Peninsula Water District.

Located on 1510 Folger Drive are three 100KVA Platforms. This transformer serves the Madison Art Center located at 1500 Ralston and 1514 Folger.

As of May 21, 2010, a PG&E electronic estimator confirmed that they have a 300KVA 400V transformer that can replace the current rack. It would be considered a relocation rearrangement at the request of others, so there are no allowances per PG&E. It would be entirely 100% cost to the applicant.

The closest cost estimate we could obtain without an application or deposit is anywhere from \$5,000 - \$10,000 give or take 50%. That is dependent on several factors.

The contact at PG&E is Emily and her direct number is 650-592-9837. She can get the application started.

Step Five – Architectural Estimates

Get architectural estimates for all phases of the project. This will determine if there are any easements, common driveways, the need to establish an HOA as well as an environmental impact report.

Step Six – Determine Highest and Best Use

Determine if highest and best use are to build Single Family Residences or a Townhouses or a Condos Complex. What would provide the builder / owner the highest return. The highest and best use will be referred to in a certified appraisal.

Conclusion

In conclusion, we have 3 sale recommendations to offer and one lease pricing recommendation.

Recommendation 1

At a minimum, conduct a survey and appraisal and sell the property "As-Is". Depending on whether there are 4 or 5 lots, the potential value of each lot is approximately \$235,000 - \$265,000. So, the value would be approximately either \$1,000,000 to \$1,375,000 depending on verified number of lots.¹

These figures are dependent upon the varying slope densities of each parcel because that will determine if the lot is buildable.

Also, this value is based on the lot depth. In comparison to adjacent and nearby lots the depth of the subject property is much less. (See maps per prelims)

And, for 1513 Folger, one of the determining factors of value will be the retaining wall. It has to be tested to see if it is still up to code, a shared responsibility with the neighbor in which most cases, it may not be if we are the ones disturbing the wall. These will all determine the final price.

Recommendation 2

Perform the survey and appraisal. And, complete all the demolition and verify where each lot splits. The value of each lot could be approximately \$375,000 - \$400,000 depending if there are 4 or 5 lots. The value could approximately be, \$1,500,000 - \$2,000,000.

Recommendation 3

Take all lots to final approval as buildable lots with architectural drawings of proposed structures and permits to build. The value could be approximately \$1,800,000 - \$2,500,000 depending whether 4 or 5 lots or \$450,000 - \$500,000 per lot.

Lease Recommendation

The leasing market has picked up as expected so it may be possible to get a slightly higher rent than what was projected 3 months ago. The rent could be in the \$18 - \$22 per square foot range on an

¹ This value recommendation does not factor in the value if the lots can be used to build a condominium complex or town houses. The individual parcel and value will be determined at that point based on how many units allowed.

annual basis. Advantages are that the tenant would pay all utilities. Parking would be included at no cost. (please see attached letter dated March 25, 2010).

Memorandum

TO: Joan Cassman
FROM: Julie A. Sherman
DATE: November 14, 2016
RE: **MPWD – Sale of Surplus District Property**

Below, please find a summary of the law governing the District's sale of its surplus property.

I. QUESTION PRESENTED

What are the statutory procedures that the District must follow in order to dispose of its surplus property?

II. BRIEF ANSWER

The District must (A) make a determination that a particular piece of property is surplus, (B) extend written offers to a number of local agencies specified in the Government Code, and (C) negotiate in good faith with any public entities that submit written notification of their intention to purchase/lease the Property. Once those pre-sale notice requirements have been met, the District is free to dispose of its surplus property by whatever business means it wishes, though the District should be aware of the prohibition against the "gift" of public funds.

ANALYSIS

A. Statutory Procedures

Step #1. Pursuant to the statutory procedures governing sale of surplus property by local agencies (Government Code Sections 54220 et seq.), the District must first make a determination that the Property is "surplus land" which is "no longer necessary for the Agency's use." (Government Code §54221).

Step #2. Once the District determines that the Property is surplus, it must then extend written offers to sell or lease the property to local public agencies specified in the Government Code (Government Code §54222). The required written offers are as follows:

1. A written offer to sell or lease for the purpose of developing low-and moderate-income housing to any local public entity within whose jurisdiction the Property is

located which is authorized to engage in or assist in developing or operating low or moderate income housing, such as a city, county, Indian reservation, or housing authority.¹

2. A written offer to sell or lease for park and recreational purposes or open-space purposes: (A) to the park or recreation department of the city within which the Property is located; (B) to the park or recreation department of the county within which the Property is located; (C) to any regional park authority having jurisdiction within the area in which the Property is located, (D) to the State Resources Agency or any successor agency.

3. A written offer to sell or lease land suitable for school facilities construction or use by a school district for open-space purposes to any school district in whose jurisdiction the Property is located.

4. If the Property is located in an enterprise zone, then a written offer to sell or lease for enterprise zone purposes to the nonprofit neighborhood enterprise association corporation.

5. If the Property is in an infill opportunity zone (Government Code §65088.4) or within an area covered by a transit village plan (Transit Village Development Planning Act of 1994, Government Code §65460), then a written offer to sell or lease for the purpose of developing the Property to any county, city, public transportation agency, or housing authority within whose jurisdiction the Property is located.

6. Finally, Government Code Section 65402(c) requires that the District notify the relevant city planning agency of the proposed sale for its evaluation of whether the sale is consistent with the City's General Plan.

Step #3. Public entities receiving the written offers described above have sixty days from the date of receipt of the offer to notify the District of their intention to purchase or lease the Property (Government Code §54222). If the District is so notified within the sixty day timeframe, it must enter into good faith negotiations with the public entity for a period of not less than ninety days. If the District sells surplus land to an entity described in Government Code Section 54222 for park or recreation purposes, for open-space purposes, for school purposes,

¹ An entity proposing to use the surplus land for developing low- and moderate-income housing shall agree to make available not less than 25 percent of the total number of units developed on the parcels at affordable housing cost, or affordable rent, to lower income households. Rental units shall remain affordable to, and occupied by, lower income households for a period of at least 55 years. The initial occupants of all ownership units shall be lower income households, and the units shall be subject to an equity sharing agreement consistent with paragraph (2) of subdivision of [Government Code] Section 65915. These requirements shall be contained in a covenant or restriction recorded against the surplus land at the time of sale, which shall run with the land and shall be enforceable, against any owner who violates a covenant or restriction and each successor in interest who continues the violation, by any of the following:

(a) The local agency that disposed of the property.

(b) A resident of a unit subject to this section.

(c) A residents association with members who reside in units subject to this section.

(d) A former resident of a unit subject to this section who last resided in that unit.

(e) An applicant seeking to enforce the covenants or restrictions for a particular unit that is subject to this section, if the applicant conforms to all of the following:

(1) Is of low or moderate income, as defined in Section 50093 of the Health and Safety Code.

(2) Is able and willing to occupy that particular unit.

(3) Was denied occupancy of that particular unit due to an alleged breach of a covenant or restriction implementing this section.

(f) A person on an affordable housing waiting list who is of low or moderate income, as defined in Section 50093 of the Health and Safety Code, and who is able and willing to occupy a unit subject to this section. Gov. Code §54222.5

or for low- and moderate- income housing purposes, it may provide for a payment period of up to 20 years in any contract of sale or sale by trust deed for the land. The payment period for surplus land sold for housing for persons and families of low and moderate income may exceed 20 years, but the payment period shall not exceed the term that the land is required to be used for low- or moderate-income housing. (Government Code §54225).

If a mutually satisfactory sales price or lease terms cannot be agreed upon during this time, the District can dispose of the land without further regard to the statutory procedures, however Government Code Section 54233 shall apply. (Government Code §54223).²

Step #4. Once these procedural steps have been completed (and assuming no interest is expressed by or objection received from the affected public agencies), the District is free to sell the property by whatever method it determines is best suited to serve its interests (and which is consistent with the District's own policies, if any), including:

- competitive bid;
- public auction;
- listing with real estate broker;
- direct negotiations with interested parties.

In addition to the pre-sale notice requirements, the District is also subject to the constitutional prohibition against making a "gift" of public funds (California Constitution, Article 16, Section 6). A sale of surplus property substantially below fair market value could constitute such a "gift" of public funds. However, any sale of surplus property at or less than fair market value consistent with Government Code Sections 54220 et seq. shall not be construed as inconsistent with the District's purposes. (Government Code §54226). While any procedure other than a competitive bid or auction leaves the District open to criticism that it did not achieve the highest possible price, such a criticism would be one based on policy considerations, rather than law. Nevertheless, the District may wish to consider obtaining an independent appraisal of a property's value and selling it for that price or more, in order to protect against charges of a "gift" of public funds.

CONCLUSION

Before disposing of the property, the District must first (A) make a determination that the property in question is surplus, (B) extend written offers or notices to the local agencies

² Government Code Section 54233 provides: "If the local agency does not agree to price and terms with an entity to which notice and an opportunity to purchase or lease are given pursuant to this article and disposes of the surplus land to an entity that uses the property for the development of 10 or more residential units, the entity or a successor-in-interest shall provide not less than 15 percent of the total number of units developed on the parcels at affordable housing cost ... or affordable rent ... to lower income households, as defined in Section 50079.5 of the Health and Safety Code. Rental units shall remain affordable to, and occupied by, lower income households for a period of at least 55 years. The initial occupants of all ownership units shall be lower income households, and the units shall be subject to an equity sharing agreement consistent with the provisions of paragraph (2) of subdivision (c) of [Government Code] Section 65915. These requirements shall be contained in a covenant or restriction recorded against the surplus land prior to land use entitlement of the project, and the covenant or restriction shall run with the land and shall be enforceable, against any owner who violates a covenant or restriction and each successor in interest who continues the violation, by any of the entities described in subdivisions (a) to (f), inclusive, of [Government Code] Section 54222.5.

specified in the Government Code, and (C) negotiate in good faith with any public entities that submit written notification of their intention to purchase/lease the property in question.

In the event that no public entity receiving the written offers objects to the sale or notifies the District that it intends to purchase the surplus property or a mutually satisfactory sales price cannot be agreed upon during the required ninety day time period, the District may proceed to dispose of the property by whichever business means that it prefers and its internal policies allow, bearing in mind that it should be careful of the prohibition against the "gift" of public funds.



AGENDA ITEM NO. 8.B.

DATE: June 22, 2017
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: RECEIVE PRESENTATION ON MPWD 2017 WEBSITE REDESIGN BY JOHN DAVIDSON d/b/a JROCKET77 MARKETING & GRAPHIC DESIGN

RECOMMENDATION

Receive presentation on MPWD 2017 website redesign by John Davidson d/b/a JRocket77 Marketing & Graphic Design, and provide input.

FISCAL IMPACT

Approximately \$5,000 for Mr. Davidson's services and expenses, which are budgeted.

DISCUSSION

Staff and Mr. Davidson have been working for the past several months on upgrading the MPWD website to allow it to be more interactive, user-friendly, progressive, and resourceful. The website redesign was timely coordinated with the MPWD's recent financial management system transition and new online Civic Pay, and the upcoming Sensus online water efficiency customer portal.

Mr. Davidson will present the beta site for the redesigned website and review new features and resources. Staff is excited about the proposed new Customer Connect program (e.g., text alerts, email newsletters, surveys) and the News Flash feature, which Mr. Davidson will flowchart and explain how it will be activated.

Staff is seeking Board feedback and input before it moves forward. The target release date for the new MPWD website is August 31, 2017.

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



AGENDA ITEM NO. 8.C.

DATE: June 22, 2017
TO: Board of Directors
FROM: Tammy Rudock, General Manager
Rene A. Ramirez, Operations Manager
Candy Pina, Administrative Services Manager

SUBJECT: CONSIDER RESOLUTION NO. 2017-11 AUTHORIZING CAPITAL PAY-GO BUDGET FOR FISCAL YEAR 2017/2018, INCLUDING FRANCIS AND ACADEMY WATER MAIN REPLACEMENT PROJECTS TOTALING \$702,000, IN COORDINATION WITH THE 2017 CITY OF BELMONT SEWER REPLACEMENT PROJECT

RECOMMENDATION:

Adopt Resolution 2017-11, which authorizes a fiscal year 2017/2018 capital pay-go budget totaling \$702,000 for construction and contingency of two capital projects not funded from the certificates of participation (COP) proceeds known as the Francis Avenue (CIP 15-51) and Academy Avenue (CIP 15-53) Improvements in coordination with the 2017 City of Belmont Sewer Replacement Project. *[There is a third project, the Davey Glen Road Improvements (CIP 15-43), that is part of the overall improvements being coordinated with the City of Belmont, but it is being funded from the COP proceeds due to its priority ranking.]*

FISCAL IMPACT:

The fiscal impact for the two Pay-Go projects totals \$702,000. This figure is comprised of updated costs from 2015 for construction and contingency, and a portion of the design and construction management estimate adjusted for the existing design contract with Schaaf and Wheeler Consulting Civil Engineers, and a pro-rata share based on the total lineal feet of pipe to be constructed for the three project areas. A better description is provided in an attached table developed by staff.

Funding for a pay-go project will come from FY 2017/2017 operating surplus and from capital reserves.

DISCUSSION:

Besides adopting a five-year Capital Improvement Plan (CIP) at its June 2016 meeting, the Board impressed upon staff to coordinate construction projects with the City of

Belmont to minimize impacts and inconveniences to customers/taxpayers and also take advantage of any construction benefits and cost savings from combining construction projects. These three capital projects fit the bill. As discussed last month, of the three projects, the Davey Glen Road project (CIP 15-43) was ranked as a priority project and is already identified to be funded from COP proceeds. The other two projects, Francis Avenue Improvements (CIP 15-51) and Academy Avenue Improvements (CIP 15-53), while on the CIP list, did not rank high enough but are future CIP projects, and staff recommends funding come from operating surplus and capital reserves.

The Board authorized engineering design work for the three District CIP projects to the same engineering firm that is designing the City's sewer system improvements. At this time, a combined City sewer and District water large water improvement project is scheduled to go out to bid during fiscal year 2017/2018.

Attachments: Resolution 2017-11
 Table: Pay-Go Analysis FY2017/22018
 Three Project Descriptions
 MPWD FY 2017/2018 Capital Pay-Go Budget

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

UNANIMOUS_____ STUEBING_____ WARDEN_____ VELLA_____ LINVILL_____ ZUCCA_____

RESOLUTION NO. 2017-11

**AUTHORIZING CAPITAL PAY-GO BUDGET FOR FISCAL YEAR 2017/2018,
INCLUDING THE FRANCIS AVENUE AND ACADEMY AVENUE
WATER MAIN REPLACEMENT PROJECTS TOTALING \$702,000,
IN COORDINATION WITH THE 2017 CITY OF BELMONT
SEWER REPLACEMENT PROJECT**

* * *

MID-PENINSULA WATER DISTRICT

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

WHEREAS, the City of Belmont (City) is undertaking a series of sewer system improvements to replace or rehabilitate the sewer system in public rights or ways and easements where the District operates its water system; and

WHEREAS, the Board has impressed upon District staff the need to coordinate construction projects with the City of Belmont to minimize impacts and inconveniences to customers and also take advantage of any construction benefits and cost savings by creating a larger joint City/District construction project; and

WHEREAS, District staff during their review of the City's sewer improvements for conflicts with the District's water system identified three (3) water mains from the CIP identified as District CIP projects: 15-43 North Road Cross Country/Davey Glen Improvements, 15-51 Francis Avenue/Court Improvements, and 15-53 Academy Avenue/Belburn Drive Improvements, have determined it is in both public agencies best interests to make the water and sewer system improvements at the same time; and

WHEREAS, CIP project 15-43 North Road Cross Country/Davey Glen Improvements was identified as a priority project and included on a list of capital improvements to be funded from certificates of participation (COP) proceeds; and

WHEREAS, CIP projects 15-51 Francis Avenue/Court Improvements and 15-53 Academy Avenue/ Belburn Drive, while on the CIP list, did not rank high enough for COP proceed funding and therefore require a separate source of District funding.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mid-Peninsula Water District hereby authorizes a capital pay-go budget for fiscal year 2017/2018, including CIP projects 15-51 Francis Avenue/Court Improvements and 15-53 Academy Avenue/ Belburn Drive totaling \$702,000 from operating capital and capital reserves for construction, construction management, and construction contingency, in coordination with the 2017 City of Belmont Sewer Replacement Project, and CIP project 15-43 North Road Cross Country/Davey Glen Improvements will receive its share of funding from COP proceeds.

REGULARLY passed and adopted this 22nd day of June 2017.

AYES:

NOES:

ABSTAINS:

ABSENT:

PRESIDENT

ATTEST:

SECRETARY

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

DESCRIPTION	APPROVED AMENDED FY 2016-2017 BUDGET \$	ACTUAL 7/1/2016 5/31/2017	PROPOSED FY 2017-2018 BUDGET \$
CAPITAL IMPROVEMENTS - WORK IN PROCESS (WIP)			
AMI Meter Change Out Program	600,000	502,807	
Alameda de las Pulgas Water Main Replacement Project - CIP	243,708	243,708	
Engineering Design Services for WMR Belmont Sewer COORD	100,000	-	
CIP 15-51 Francis Improvements	-	-	425,790
CIP 15-53 Academy Improvements	-	-	276,140
	943,708	746,515	701,930
CAPITAL IMPROVEMENTS - WIP TOTAL			
CAPITAL OUTLAY			
Financial Management System (FMS) - Comp Repl	95,000	94,865	-
Implementation of Sensus Consumer Portal	70,000	64,855	-
Miscellaneous Capital Outlay/Projects	50,000	52,383	50,000
	215,000	212,103	50,000
CAPITAL OUTLAY TOTAL			
	1,158,708	958,618	751,930
CAPITAL IMPROVEMENTS & CAPITAL OUTLAY TOTAL			
DEPRECIATION	950,000	833,961	1,050,000
TRANSFER FROM OPS	147,603	986,240	(515,192)
TRANSFER (TO)/FROM CAPITAL RESERVES	61,105	(861,583)	217,122
CAPITAL OUTLAY/CAPITAL PROJECTS	(1,158,708)	(958,619)	(751,930)
NET RESULTS OF CAPITAL	-	(0)	-

Table: Pay-Go Analysis FY2017/2018

Line #		Francis Avenue Improvements	Academy Avenue Improvements	Davey Glen Road Improvements
1	CIP Project No.	15-51	15-53	15-43
2	Project Funding Source	Pay-Go	Pay-Go	COP Proceeds
3	Feet of Pipe Replaced	830	300	1400
4	Pct of Total Pipe Replaced	32.8%	11.9%	55.3%
5	Services Replaced	23	25	17
6	Hydrants Replaced	2	0	5
7	2015 Const Cost Est	\$306,500	\$190,000	\$496,000
8	2015 Design/CM Est	\$78,000	\$57,000	\$124,000
9	2015 Contingency Est	\$40,500	\$23,000	\$60,000
10	2015 Total Estimate	\$425,000	\$270,000	\$680,000
11	2 - Year Const CPI	8.2%	8.2%	8.2%
12	Design Cost: Schaaf & Wheeler Contract authorized January 2017	\$96,310		
13	Share of Design Cost Based on Pct of Pipe Replaced (Line #8 x Line #4)	\$27,860	\$11,460	\$56,990
14	Share of CM minus share of Design Cost (Line #8 - Line #13)	\$50,140	\$45,540	\$67,010

Pay-Go Estimates for FY2017/2018				
15	FY17/18 Constr Cost Est (Line #7 x Line #11)	\$331,650	\$205,600	\$536,700
16	FY17/18 CM Cost Est. (Line #14)	\$50,140	\$45,540	\$67,010
17	FY17/18 Contingency (Line #9 x Line #11)	\$44,000	\$25,000	\$65,000
18	FY17/18 Total Estimates	\$425,790	\$276,140	\$668,710
19	Total of Pay-Go Estimate for FY17/18	\$701,930		

June 13, 2017

CM = Construction Management

ACADEMY AVENUE / BELBURN DRIVE IMPROVEMENTS

PROJECT BACKGROUND

Academy Avenue between Ralston Avenue and Belburn Drive has two parallel water mains: a 600 LF 4" polyvinylchloride (PVC) water main installed in the 1970 and a 6" cast iron (CIP) water main installed in 1977. Hydraulic analysis indicates the existing 4" PVC provides little hydraulic benefit to the system. It is assumed the existing services are located on the 4" PVC. In addition, Belburn Drive between Academy Avenue and Villa Avenue also has a 300 LF 4" PVC water main incapable of achieving the minimum recommended fire flow of 1,500 gpm at 20 psi with fire flows at 1,080 gpm. The two 4" PVC water mains aforementioned connect to each other at Academy Avenue. This project abandons the existing 4" PVC on Academy Avenue, relocates 22 service connections to the existing 6" CIP, and replaces 150 LF of PVC on Belburn Drive with 8" ductile iron pipe (DIP) connecting it to the existing 6" CIP on Academy Avenue. Hydraulic analysis indicates a 132% increase in fire flows on Belburn Drive to 2,500 gpm. Distribution System Analysis Nos. 057 and 058

PROPOSED IMPROVEMENTS

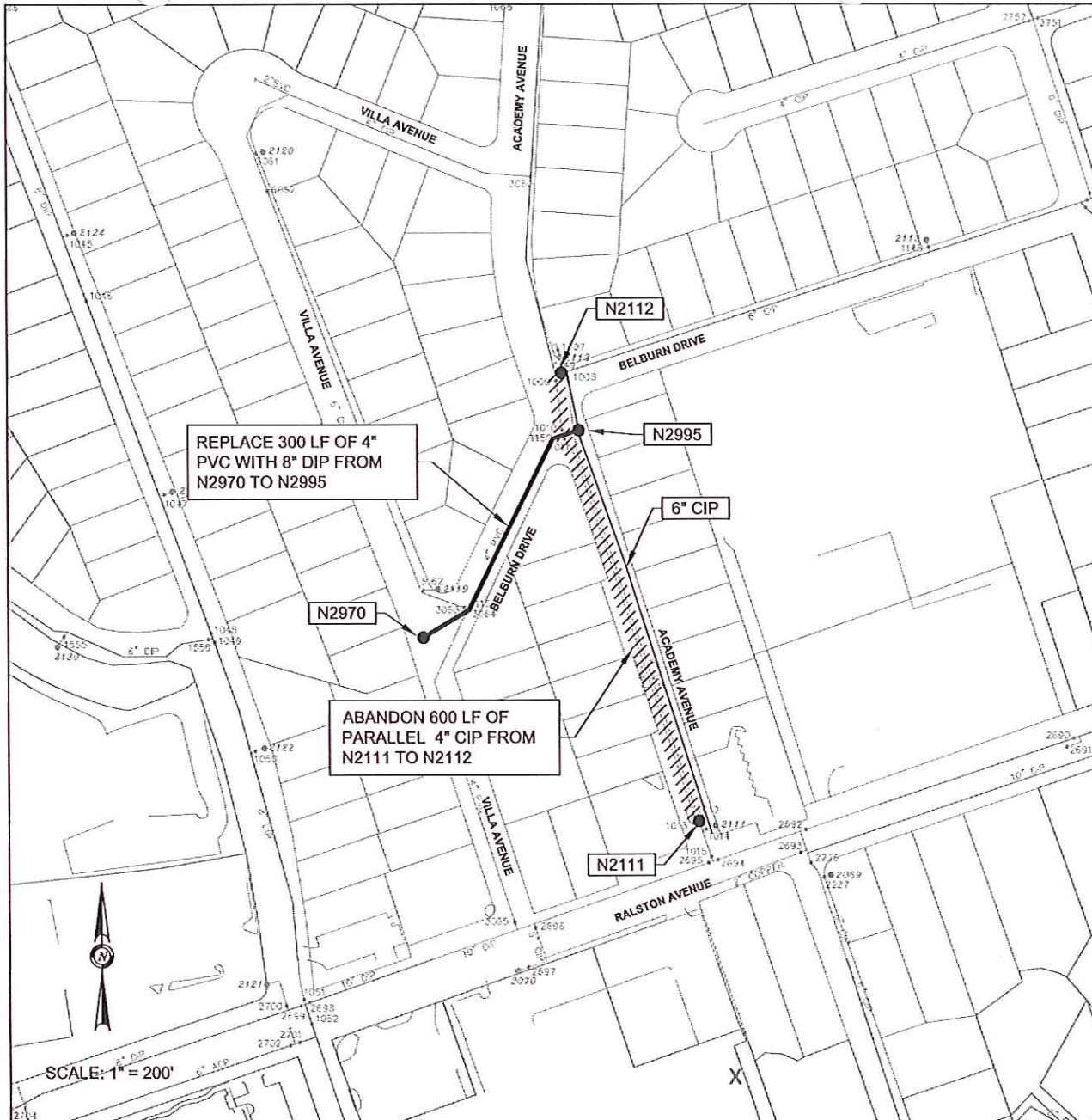
Abandon 600 LF of 4" PVC
 Replace 300 LF of 4" PVC with 8" DIP
 Replace 25 service connections (22 on Academy, 3 on Belburn)

PROJECT BENEFITS

The Academy Avenue / Belburn Drive Improvements abandons a 4" PVC water main providing little benefit to the system, replaces old and aging 4" PVC with new 8" DIP, reduces District maintenance, and improves fire flows in the area as much as 132%.

PROJECT BUDGET

1 Reconnection @ \$20,000/EA	\$ 20,000
2 Pipe End Abandonments @ \$10,000/EA	\$ 20,000
300 LF - 8" DIP @ \$250/LF	\$ 75,000
25 Service Connections @ \$3,000/EA	\$ 75,000
Subtotal Construction	\$ 190,000
Planning, Design & Construction Support	\$ 57,000
Contingency (±10%)	\$ 23,000
Project Budget	\$ 270,000



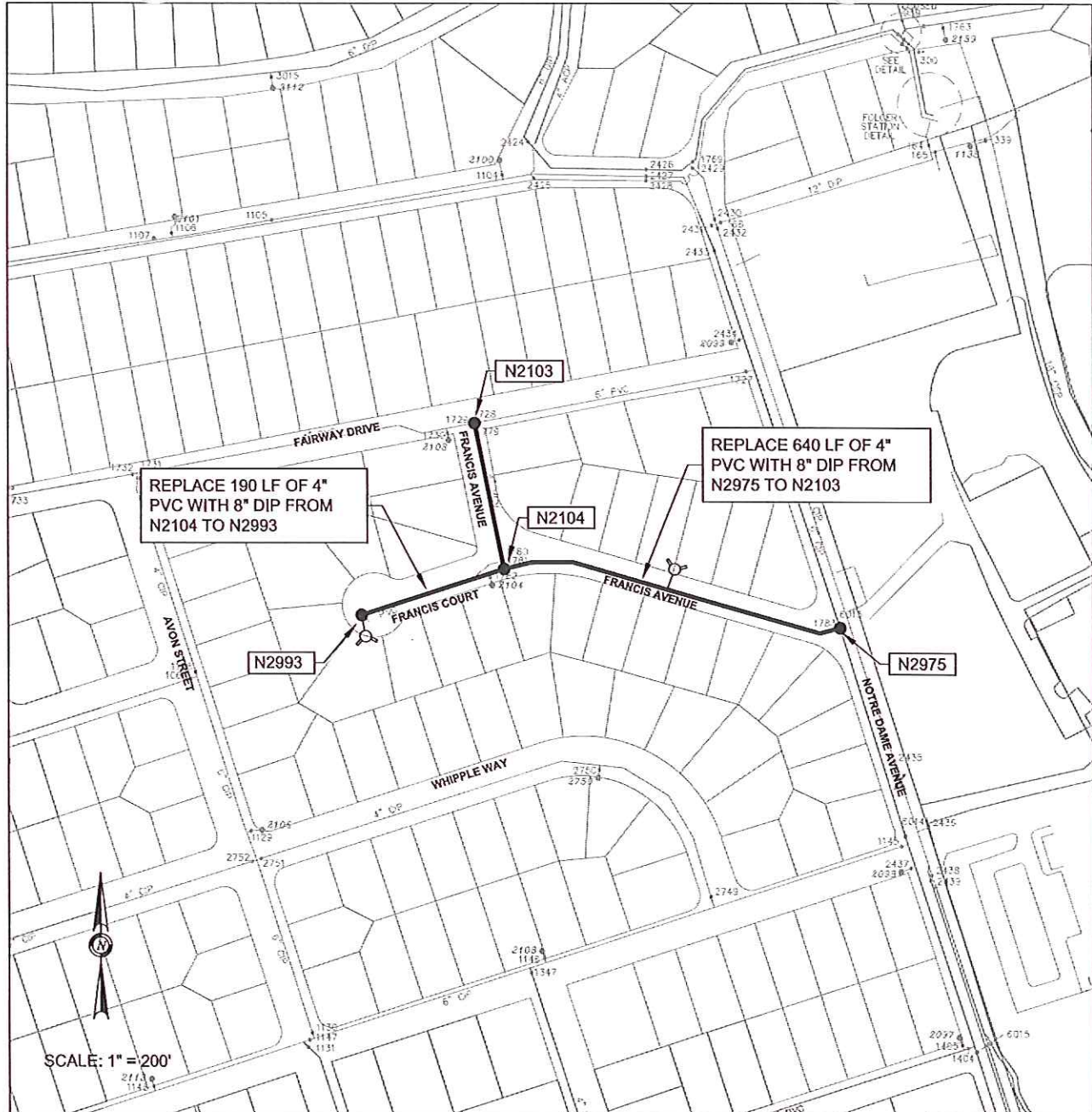
PCG
 Pakpour Consulting Group, Inc.
 5776 Stoneridge Mall Road, Suite 320
 Pleasanton, CA 94588
 925.224.7717 Fax 925.224.7726
 www.pcgengr.com

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



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

CAPITAL IMPROVEMENT PROGRAM
ACADEMY AVENUE / BELBURN DRIVE IMPROVEMENTS
PROJECT 15-53



FRANCIS AVENUE / COURT IMPROVEMENTS

PROJECT BACKGROUND

Francis Avenue is located between Fairway Drive and Notre Dame Avenue and has a 640 LF 4" polyvinylchloride (PVC) water main installed in 1975. Francis Court is located directly off Francis Avenue and also has 190 LF of 4" PVC installed in 1976. Fire flows along these streets are well below the recommended 1,500 gpm at 20 psi with flows as low as 925 gpm and 590 gpm on Francis Avenue and Francis Court respectively. In addition, no hydrant currently exists at the end of Francis Court. This project replaces a total 830 LF of 4" PVC with 8" ductile iron pipe (DIP) and adds an additional hydrant in the area. Hydraulic analysis indicates fire flow increases as much as 300% to over 2,350 gpm upon completion of this project. Distribution System Analysis No. 055

PROPOSED IMPROVEMENTS

- Replace 830 LF of 4" PVC with 8" DIP
- Install 1 new fire hydrant assembly
- Replace 1 fire hydrant assembly
- Replace 23 service connections

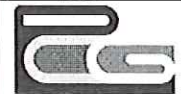
PROJECT BENEFITS

The Francis Avenue/Court Improvements replaces undersized 4" PVC water main with 8" DIP, improves fire protection with the addition of a hydrant, and improves fire flows in the area as much as 300%.

PROJECT BUDGET

830 LF - 8" DIP @ \$250/LF	\$ 207,500
2 Fire Hydrants @ \$15,000/EA	\$ 30,000
23 Service Connections @ \$3,000/EA	\$ 69,000
Subtotal Construction	\$ 306,500
Planning, Design & Construction Support	\$ 78,000
Contingency (±10%)	\$ 40,500
Project Budget	\$ 425,000

SCALE: 1" = 200'



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CKD	JP



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

CAPITAL IMPROVEMENT PROGRAM
FRANCIS AVENUE / COURT IMPROVEMENTS
PROJECT 15-51

DRAWING NAME: 15-CAP-150115-02-CP-2015-05-25-Correl.dwg
PLOT DATE: 06-25-16 PLOT120 BY: Blake

NORTH ROAD CROSS COUNTRY / DAVEY GLEN ROAD IMPROVEMENTS

PROJECT BACKGROUND

The water mains along Davey Glen Road were installed in 1961 and comprise of 600 LF of 6" cast iron pipe (CIP) and 800 LF of 8" CIP. Water is supplied to Davey Glen from Middle Road and a 6" CIP cross country (CC) water main, installed in 1962, extending down from North Road to where the 6" CIP on Davey Glen transitions to the 8" CIP. The CC water main runs beneath a 4 FT wide sidewalk along a dedicated easement. Beyond the edge of walk the terrain drops fairly steeply where at its base is an apartment complex pool and common area. Any breaks along this alignment could result in significant damage to both the hillside and the apartment complex below. This project abandons the CC water main and replaces 1,400 LF of CIP water main along Davey Glen Road with 8" DIP to correct fire flow deficiencies upon the CC abandonment. Hydraulic analysis indicates a fire flow decrease of up to 38% from approximately 2,400 gpm to 1,500 gpm with these improvements. However, combining this project with the South Road Improvements (DSA 045) brings the majority of the fire flows to above 2,000 gpm with a select few around 1,800 gpm. Distribution System Analysis No. 044.

PROPOSED IMPROVEMENTS

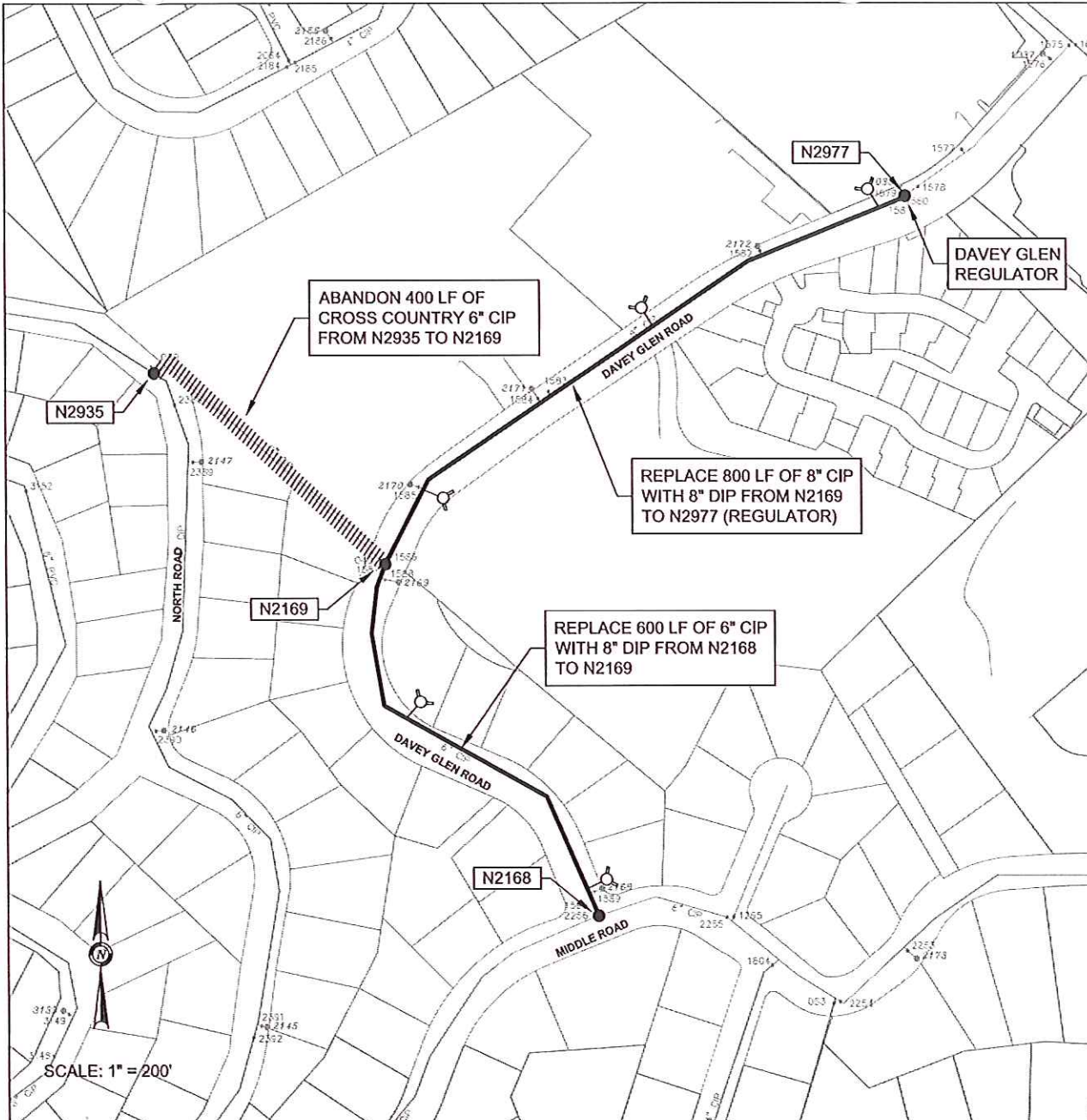
Abandon 400 LF of 6" CC CIP
 Replace 1,400 LF of 6" & 8" CIP w/ 8" DIP
 Replace 5 fire hydrant assemblies
 Replace 17 service connections

PROJECT BENEFITS

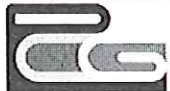
The North Road Cross Country / Davey Glen Road Improvements abandons a CC water main, reduces District maintenance, and replaces an aging water main along Davey Glen Road.

PROJECT BUDGET

Pipe Abandonment @ \$10,000/End	\$ 20,000
1,400 LF - 8" DIP @ \$250/LF	\$ 350,000
5 Fire Hydrants @ \$15,000/EA	\$ 75,000
17 Service Connections @ \$3,000/EA	\$ 51,000
Subtotal Construction	\$ 496,000
Planning, Design & Construction Support	\$ 124,000
Contingency (±10%)	\$ 60,000
Project Budget	\$ 680,000



SCALE: 1" = 200'



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



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

**CAPITAL IMPROVEMENT PROGRAM
 NORTH ROAD CROSS COUNTRY / DAVEY GLEN ROAD
 IMPROVEMENTS PROJECT 15-43**



AGENDA ITEM NO. 8.D.

DATE: June 22, 2017
TO: Board of Directors
FROM: Tammy Rudock, General Manager
Julie Sherman, District Counsel

SUBJECT: CONSIDER ORDINANCE NO. 117 RESCINDING STAGE 1 WATER SHORTAGE RESPONSE OF MPWD WATER SHORTAGE CONTINGENCY PLAN REGARDING MANDATORY RESTRICTIONS ON OUTDOOR WATER USE AND AMENDING ORDINANCE NOS. 111 AND 113

RECOMMENDATION

Adopt Ordinance No. 117 rescinding Stage 1 water shortage response of MPWD Water Shortage Contingency Plan and amending Ordinance Nos. 111 and 113.

FISCAL IMPACT

See the attached page 6 from the 2015 MPWD Water Capacity Charge Update. Per that policy, the 25% Water Demand Offset Charge is the minimum level for Stage 1 (up to 11%) and would not be assessed by the MPWD once Stage 1 is rescinded, unless otherwise directed by the Board. The policy leaves open the potential for a reduced charge. If one were considered by the Board, staff would recommend 5%-10% for new development's share of the MPWD's continued important community education and water conservation programs.

Since adoption, the following total Water Demand Offset Charges have been collected by the MPWD and recognized (meaning the projects have been completed):

- FY 2016/2017 - \$ 9,393
- FY 2015/2016 - \$13,793

The amount collected by the MPWD but unrecognized (projects not completed) totals \$34,230.00.

Therefore, the total Water Demand Offset Charges received by the MPWD to date is \$57,416.

DISCUSSION

As a result of more than sufficient water supplies projected for FY 2017/2018, the SFPUC is not requesting water use reduction from wholesale customers. Staff reported last month that it would be appropriate for the Board to consider rescission of the existing Stage 1 water shortage response per the MPWD Water Shortage Contingency Plan (WSCP). The majority of BAWSCA wholesale member agencies that are 100% reliant on the San Francisco Regional Water System will be doing the same.

Since statewide prohibitions remain in place (e.g., no irrigation runoff, no watering medians, no irrigation within 48 hours of rainfall, shutoff nozzle on hose required, no washing driveways/sidewalks, recirculating fountains required, etc.) staff recommends leaving those restrictions in place. The attached Ordinance No. 117 is recommended for adoption.

Attachments: Ordinance No. 117
Page 6 from the 2015 MPWD Water Capacity Charge Update

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

UNANIMOUS_____ STUEBING_____ WARDEN_____ VELLA_____ LINVILL_____ ZUCCA_____

ORDINANCE NO. 117

**RESCINDING STAGE 1 WATER SHORTAGE RESPONSE OF WATER SHORTAGE
CONTINGENCY PLAN REGARDING MANDATORY RESTRICTIONS ON
OUTDOOR WATER USE AND AMENDING ORDINANCE NOS. 111 AND 113**

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, on April 25, 2014, Governor Brown issued a proclamation of a continued state of emergency to mitigate the effects of drought conditions upon the people and property of California, and called on residents to refrain from wasting water; and

WHEREAS, on July 15, 2014, the State Water Resources Control Board (SWRCB) adopted drought emergency regulations (Resolution No. 2014-0038) that imposed mandatory actions by urban water suppliers, which became effective July 28, 2014; and

WHEREAS, in response to the SWRCB emergency regulations, the Mid-Peninsula Water District (District) adopted Ordinance No. 111, which implemented Stage 2 of the District's Water Shortage Contingency Plan, which provided for water rationing programs and prohibitions on the wasteful use of water including any use that results in run off to gutters or streets, the use of water to clean hard surfaces such as sidewalks and streets, and restrictions on certain outdoor irrigation; and

WHEREAS, on May 15, 2015, the SWRCB adopted drought emergency regulations that imposed mandatory actions and reporting requirements by urban water suppliers, which became effective May 18, 2015; and

WHEREAS, on May 28, 2015, in order to comply with the SWRCB requirements, including a 20% conservation standard for the District, the District adopted Ordinance No. 113, which amended Ordinance No. 111 to incorporate additional mandatory conservation measures applicable to the District's customers; and

WHEREAS, as a result of improved State conditions and the success of Californians in achieving substantial water savings, Governor Brown issued Executive Order B-37-16 on May 9, 2016 directing the State Water Resources Control Board to develop new targets as part of the

permanent framework for urban water agencies to achieve a 20% reduction in urban water use by 2020, with each water agency using this target to customize water conservation practices and adjust its local actions to attain this goal and to continue to permanently prohibit specific practices that waste drinking water, which practices are set forth in District Ordinance Nos. 111 and 113; and

WHEREAS, Ordinance Nos. 111 and 113 provide that the restrictions prohibiting specific practices that waste drinking water, along with the provisions related to enforcement of said restrictions, shall remain in effect until the District takes action to cancel the implementation of Stage 2 of the District's Water Shortage Contingency Plan; and

WHEREAS, in response to said improved State conditions, on August 25, 2016, pursuant to Resolution No. 2016-13, the Board rescinded Stage 2 and implemented Stage 1 of the MPWD Water Shortage Contingency Plan; and

WHEREAS, District staff has now determined that Stage 1 of the District's Water Shortage Contingency Plan may be rescinded, however, consistent with Executive Order B-37-16, the restrictions prohibiting specific practices that waste drinking water, along with the provisions related to enforcement of said restrictions, set forth in Ordinance Nos. 111 and 113 shall remain in full force and effect until rescinded or amended by the District.

NOW, THEREFORE, BE IT ORDAINED that the Board of Directors of the Mid-Peninsula Water District hereby takes the following actions:

1. Rescinds Stage 1 of the District's Water Shortage Contingency Plan; and
2. Deletes Section 6, Effective Date, of Ordinance No. 111 and Section 3 of Ordinance No. 113, and replaces each section with the following:

Effective Date. All provisions of the Ordinance shall become effective after the

publication of this Ordinance and remain in effect until the District takes action to amend said provisions.

3. All other provisions of Ordinance No. 111, as previously amended, and Ordinance No. 113 remain in full force and effect.

4. Effective Date. All provisions of this Ordinance shall become effective after the publication of this Ordinance and remain in effect until the District takes action to amend said provisions.

5. Publication. The District shall publish this Ordinance within 15 days of enactment in a newspaper of general circulation in the District and shall post it on the District's website.

PASSED AND ADOPTED this 22nd day of June 2017, by the following vote:

AYES:

NOES:

ABSENT:

President of the Board of Directors
Mid-Peninsula Water District

ATTEST:

Secretary of the Board

Proposed Water Demand Offset Charges

	UWMP Water Shortage Response Stages				
	Stage 1	Stage 2	Stage 3	Stage 4	
Water Supply Reduction	Up to 11%	12% - 18%	19% - 32%	33% - 50%	
Required Water Demand Offset	25%	50%	75%	100%	
RESIDENTIAL					
<i>Charge applies per residential dwelling unit</i>					
Single Family Detached Dwelling Unit	\$633	\$1,217	\$1,800	\$2,383	
<i>Applies to residential dwelling units served by meters up to 1-inch.</i>					
Multi-Family Dwelling Unit	\$380	\$730	\$1,080	\$1,430	
<i>Includes: apartments, townhouses, condominiums, and other developments with multiple residential units and separate irrigation meters as designated by the District</i>					
OTHER CONNECTIONS					
<i>Charge based on meter size</i>					
<u>Meter Size</u>	<u>Water Demand</u>				
Up to 3/4"	200 gpd	\$633	\$1,217	\$1,800	\$2,383
1"	333 gpd	1,055	2,028	3,000	3,972
1-1/2"	667 gpd	2,110	4,057	6,000	7,943
2"	1,067 gpd	3,376	6,491	9,600	12,709
3"	2,000 gpd	6,330	12,170	18,000	23,830
4"	3,333 gpd	10,550	20,283	30,000	39,717
6"	6,667 gpd	21,100	40,567	60,000	79,433
8"	10,667 gpd	33,760	64,907	96,000	127,093

Other Related Charges

The District should also consider updating its *Meter Charge* and *Service Line Charge* to ensure these charges reflect the current costs of providing these services. The *Service Line Charge* can be renamed the *Service Line and Meter Installation Charge* to more accurately reflect the purpose of this fee.



AGENDA ITEM NO. 8.E.

DATE: June 22, 2017
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: REVIEW AND CAST BALLOT IN CALIFORNIA SPECIAL DISTRICTS ASSOCIATION 2017 BOARD ELECTIONS

RECOMMENDATION

Review and cast ballot in California Special Districts Association (CSDA) 2017 Board Elections.

FISCAL IMPACT

None.

DISCUSSION

Attached are the CSDA ballot and candidate statements for the 2017 Board elections. Two candidates should be selected. As in the past the Board's CSDA ad hoc committee consisting of President Stuebing and Vice President Warden reviewed the candidate statements and recommended the MPWD ballot be cast in favor of Stanley R. Caldwell (incumbent) and Robert Silano.

The deadline for submittal of the ballot to CSDA is August 4, 2017.

Attachments: CSDA Mail Ballot Information for 2017 Board Elections (received June 5, 2017)

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

RECEIVED

JUN 05 2017

MID-PENINSULA
WATER DISTRICT



**California Special
Districts Association**
Districts Stronger Together

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

2017 BOARD ELECTIONS

MAIL BALLOT INFORMATION

Dear Member:

A mail ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in your Network for Seat C (2018-20 term) and Seat A (term ends December 31, 2018).

Each of CSDA's six (6) networks has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your network. Each Regular Member (district) in good standing shall be entitled to vote for one (1) director to represent its network.

We have enclosed the candidate information for each candidate who submitted one. Please vote for **only two** candidates to represent your network and be sure to sign, date and fill in your member district information. If any part of the ballot is not complete, the ballot will not be valid and will not be counted.

Per CSDA Bylaws, the candidate with the highest number of votes will assume the full term, Seat C. The candidate with the second highest number of votes will assume Seat A to fulfill the remainder of that term.

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Friday, August 4, 2017.**

If you do not use the enclosed envelope, please mail in your ballot to:

**California Special Districts Association
Attn: 2016 Board Elections
1112 I Street, Suite 200
Sacramento, CA 95814**

Please contact Beth Hummel toll-free at 877.924.CSDA or bethh@csda.net with any questions.

CSDA BOARD OF DIRECTORS 2017 ELECTION



BAY AREA NETWORK

SEAT C
term ends 2020

SEAT A
term ends 2018

Please vote for only two.

- Stanley R. Caldwell***
Mt. View Sanitary District
- John Carapiet**
Sanitary District #5 of Marin County
- Robert Silano**
Menlo Park Fire Protection District

All fields must be completed for ballot to be counted.

** Incumbent running for re-election*

SIGNATURE:	DATE:
MEMBER DISTRICT:	

Must be received by **5pm, August 4, 2017**. CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814



California Special
Districts Association
Districts Stronger Together

2017 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: STANLEY R. CALDWELL

District/Company: MT. VIEW SANITARY DISTRICT

Title: DIRECTOR

Elected/Appointed/Staff: ELECTED

Length of Service with District: 23 YEARS

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

CURRENT CSDA DIRECTOR FOR BAY AREA NETWORK, SERVE ON PROFESSIONAL DEVELOPMENT AND MEMBER SERVICES COMMITTEE, SERVE AS BOARD MEMBER FOR SDLF

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

CASA

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

CURRENT SPECIAL DISTRICT ALTERNATE TO LAFCO COMMISSION

4. List civic organization involvement:

CURRENT VICE PRESIDENT OF THE CONTRA COASTA SPECIAL DISTRICTS ASSOCIATION (CCSDA), CURRENT NEWSLETTER EDITOR FOR CCSDA

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after May 31, 2017 will not be included with the ballot.**

Stanley R. Caldwell
75 Cecilia Lane
Martinez, California 94553-1455

RE: Election Bay Area Network, Seat C

It has been an honor and a pleasure to serve the California Special Districts Association (CSDA) membership as Bay Area Network Director. I look forward to the opportunity to continue to be of service. I have been active and involved in CSDA activities. I have served on the Member Services Committee & Professional Development Committee. I am also a past CSDA President (2013).

I am retired and I have the time, and the commitment required to continue to serve as a director. I have faithfully and diligently served within my local community. I am a dedicated active board member of Mt. View Sanitary District (MVSD) and having served several times as the board president. . By being an active participant at the California Association of Sanitation Agencies and the CSDA, I enhance my ability to serve in a director position. I also serve as the special district alternate to the Local Agency Formation Commission (LAFCO) in Contra Costa County..

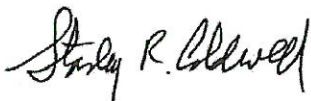
Contra Costa County has an affiliated CSDA chapter, the Contra Costa Special Districts Association (CCSDA) of which I have been active participant currently service as chapter vice president and as the current Newsletter Editor.

If re-elected I would continue to provide the leadership that makes CSDA a success. I will apply my experience, commitment, and leadership, to be effective, efficient, and responsive to special district needs.

Please consider me for the upcoming election for Director of the Bay Area Network where I will continue to bring my experience and dedication to CSDA.

Thank you for your consideration,

Stanley R. Caldwell



Incumbent CSDA Bay Area Network Director
Mt. View Sanitary District Board Member
Contra Costa Special Districts Association vice president



California Special Districts Association
Districts Stronger Together

2017 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: JOHN CARPIET

District/Company: SANITARY DISTRICT NO. 5 OF MARIN COUNTY

Title: BOARD OF DIRECTORS, VICE PRESIDENT

Elected/Appointed/Staff: _____

Length of Service with District: 3⁺ yrs.

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

No

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

No

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

PRESIDENT OF BELVEDERE LAGOON PROPERTY OWNERS' ASSOCIATION

4. List civic organization involvement:

COUNTY OF MARIN CIVIL GRAND JURY, 2009-2010

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after May 31, 2017 will not be included with the ballot.**

Statement of Candidate for California Special Districts Association
John G. Carapiet Age 70
Education and Qualifications

I will bring if elected to the California Special Districts Association the perspectives of a retired 35-year civil servant of the San Francisco Public Utilities Commission. I retired 8 years ago as a Senior Water Services Inspector thus have an understanding the employment, retirement and health care issues of our dedicated public employee's that work for special districts As a local resident born in California, going to all San Francisco Schools ending with a Business degree from San Francisco State University in 1973. Also serving in the United States Air Force from 1965 to 1968, I have a wealth of understanding of the various issues, including employees, infrastructure, and continuing legal issues of Special Districts. I am currently the Vice President of the Sanitary District #5 of Marin County. Last year we completely paid off our Calipers retirement side fund saving the District more than \$150,000 a year in interest. I also helped last month negotiate a favorable five-year labor contract with out nine employees'. I also served on the Marin County Civil Grand Jury 2009-2010(six reports on various County issues) and am currently the President of the Belvedere Lagoon Property Owners Association. My Wife, family, and I have been residents of Belvedere for 21 years and our aim is to give back to the community. If you want a dedicated knowledgeable representative then please vote for me.



California Special
Districts Association
Districts Stronger Together

2017 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Robert Silano
 District/Company: MENLO PARK FIRE PROTECTION DISTRICT
 Title: DIRECTOR

Elected/Appointed/Staff: ELECTED

Length of Service with District: 6 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

ATTENDED many workshops within the past 6 years

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

NO

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

LAFCO - Communication Representative
CSDA - LEG Committees, HR cd
Legal

4. List civic organization involvement:

ASIS, Bay Area Emergency Managers,
FBI National Academy Associates

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after May 31, 2017 will not be included with the ballot.**

As a current Director and an elected official of the Menlo Park Fire Protection District, I have local government public safety experience. I have taken the lead in San Mateo County on matters of disaster preparedness and I have been selected to sit on the Emergency Preparedness, the Strategic Planning and the California Special District Association Committees.. I served as a Special Agent and Supervisory Special Agent for the DEA until my retirement in 2003. Often managing more than 300 sworn and 50 non-sworn employees. My past experience as a DEA senior manager required me to be responsible for an annual budget in the millions of dollars. As a Task Force Commander having state and local law enforcement officers under my command, I developed strong skills in cooperative governmental efforts. As a DEA Manager, I was involved in program development, inter-agency cooperation, public relations, human resource management, budget development and the management of international and domestic operations. I possess a background that will well serve the CSDA..



AGENDA ITEM NO. 8.F.

DATE: June 22, 2017
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: CONSIDER RESOLUTION 2017-12 PLACING IN NOMINATION DIRECTOR MATTHEW P. ZUCCA AS A MEMBER OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA) REGION 5 BOARD

RECOMMENDATION

Approve Resolution 2017-12 placing in nomination Director Matthew P. Zucca as a member of the ACWA Region 5 Board.

FISCAL IMPACT

None for the nomination. If Director Zucca is elected, the MPWD will provide for his expenses to attend ACWA Region 5 meetings and sponsored events.

DISCUSSION

ACWA recently called for Region 5 Board nominations for the 2018-2019 term. The Region 5 Board is comprised of the Chair, Vice Chair, and up to five members.

Director Zucca expressed interest in serving on the ACWA Region 5 Board. The attached Resolution 2017-12 is required by ACWA Region 5 Nominating Committee so that it can develop its ballot for the election. Director Zucca will also complete a Region Board Candidate Nomination Form and the MPWD will submit both to the Region 5 Nominating Committee by the June 30, 2017 deadline.

The Region 5 Nominating Committee will announce its recommended slate by July 31, 2017. On August 1, 2017 the election will begin with ballots sent to General Managers and Board Presidents. One ballot per agency will be counted. The election will be completed by September 29, 2017. On October 5, 2017, election results will be announced. The newly elected Region 5 Board Members will begin their two-year term of service on January 1, 2018.

Attachment: Resolution 2017-12

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

RESOLUTION NO. 2017-12

**PLACING IN NOMINATION MATTHEW P. ZUCCA AS A MEMBER OF
THE ASSOCIATION OF CALIFORNIA WATER AGENCIES REGION 5 BOARD**

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, the Board of Directors for the Mid-Peninsula Water District (MPWD) encourages and supports the participation of its members in the affairs of the Association of California Water Agencies (ACWA); and

WHEREAS, Director Matthew P. Zucca has served on the MPWD Board of Directors since 2005; and

WHEREAS, Director Zucca has indicated a desire to serve as a Board member for the ACWA Region 5 Board.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors for the Mid-Peninsula Water District hereby places its full and unreserved support in the nomination of Matthew P. Zucca for the ACWA Region 5 Board, and acknowledges that the expenses attendant with the service of Matthew P. Zucca in ACWA Region 5 shall be borne by the Mid-Peninsula Water District

REGULARLY passed and adopted this 22nd day of June 2017.

AYES:

NOES:

ABSTAINS:

ABSENT:

BOARD PRESIDENT

ATTEST:

BOARD SECRETARY



TO: Board of Directors
FROM: Tammy A. Rudock
General Manager
DATE: June 22, 2017

MANAGER'S REPORT

FOLLOW-UP FROM 05/25/17 REGULAR BOARD MEETING

- Professional Services Agreement between the MPWD and Hydrosience Engineers, Inc., for engineering services related to the El Camino Real and Malcolm Avenue Area Water Main Replacements in the amount of \$332,951 was signed.
- Professional Services Agreement between the MPWD and West Yost Associates for engineering services related to the State Route 101 Crossing at PAMF facility in the amount of \$317,306 was signed.
- Additional services were contracted with Cornerstone Structural Engineering Group in the amount of \$1,200 for pump station building and foundation crack monitoring.
- The FY 2017/2018 MPWD Operating Budget was posted to the website.
- BAWSCA Oaths of Office were administered to Louis Vella.

WATER CONSERVATION PROGRESS – SUMMARY REPORT



The report due June 15th to the SWRCB was timely submitted. May's total water consumption was 117,113 units. The reduction (compared with 155,736 units in May 2013) measured -24.8%.



Last month's R-GPCD was 94.5 (as compared to May 2013 R-GPCD of 122.7).



Cumulative water reduction equals 24.1% for 2016/2017 (compared to 2013).



There was one water waste complaint last month. The total number of water waste complaints is one (January 1, 2017 through May 31, 2017).

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

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

HOLIDAY CLOSURES

The MPWD Administration, Customer Services, and Field Operations will be closed on Tuesday, July 4, 2017, in observance of Independence Day.

On-call staff will be available for service interruptions and emergencies. Customers may contact the MPWD's 24-hour answering service at 650-591-8941.

MPWD CLASSIFICATION STUDY

We are finalizing review of the working draft Position Descriptions and working around vacation schedules to schedule meetings with employees. The results of this project are anticipated to be presented to the Board next month. Also on July 27th, I will present an overview of the MPWD organization and staff positions and duties.

GENERAL MANAGER ANNUAL PERFORMANCE ASSESSMENT

The Board's committee comprised of President Stuebing and Director Vella and I have discussed scheduling a meeting in July.

3-MONTH "LOOK AHEAD" FOR BOARD MEETINGS

July 2017

- Consider Contract for Professional Services with John Davidson d/b/a Jrocket77 Design & Marketing for Public Outreach/Education/Relations Services and MPWD Website Updates.
- Receive Reconciliation Quarterly Report on 2016 COP Financing for period April 1, 2017 through June 30, 2017, and 2016 COP Project Fund Quarterly Report.
- Consider Joint Agreement between the MPWD and City of Belmont for 2017 MPWD Capital Project known as the Francis, Academy, and Davey Glen Water Main Replacement Project.
- Consider updated Employee Position Descriptions.
- Receive overview of MPWD organization and staff positions and duties.
- Consider living wage adjustment for MPWD Employee Association and Unrepresented Employees (through September 2018).
- Approve the Appropriations Limit Applicable to the MPWD during Fiscal Year 2017/2018.
- Receive BAWSCA report.

August 2017

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

September 2017

- Receive GM's MPWD annual progress report for fiscal year end.
- Review MPWD Personnel Manual and update as necessary. Post to website.
- Receive BAWSCA report.

MEETINGS

<i>DATE</i>	<i>EVENT</i>
May 18 th	Attended Carlmont High School's BTI Mentoring Program final session.
May 23 rd	Attended quarterly lunch meeting with District Treasurer and staff.
May 24 th	Attended Belmont's Public Works Day event.
May 25 th	Attended safety session with staff and facilitated GM rap session.
May 30 th and 31 st	Participated with staff and District Engineer and staff in CIP Team development training at MPWD.
June 1 st	Attended BAWSCA Water Management meeting in Foster City. Attended HIA meeting in Belmont.
June 7 th -9 th	Attended ACWA JPIA Leadership Essentials Program – Session 3 in Costa Mesa.
June 14 th	Participated in capital project kickoff meetings: El Camino Real and Malcolm Avenue Area Water Main Replacements and State Route 101 Crossing at PAMF

UPCOMING MEETINGS/EVENTS

BAWSCA Water Management Meeting (Foster City): July 6, 2017

HIA Meeting (Belmont): **No meetings in July and August**

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

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

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



TO: Board of Directors
 FROM: Candy Pina
 DATE: June 22, 2017

ADMINISTRATIVE SERVICES MANAGER'S REPORT

FINANCIAL REPORTING:

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

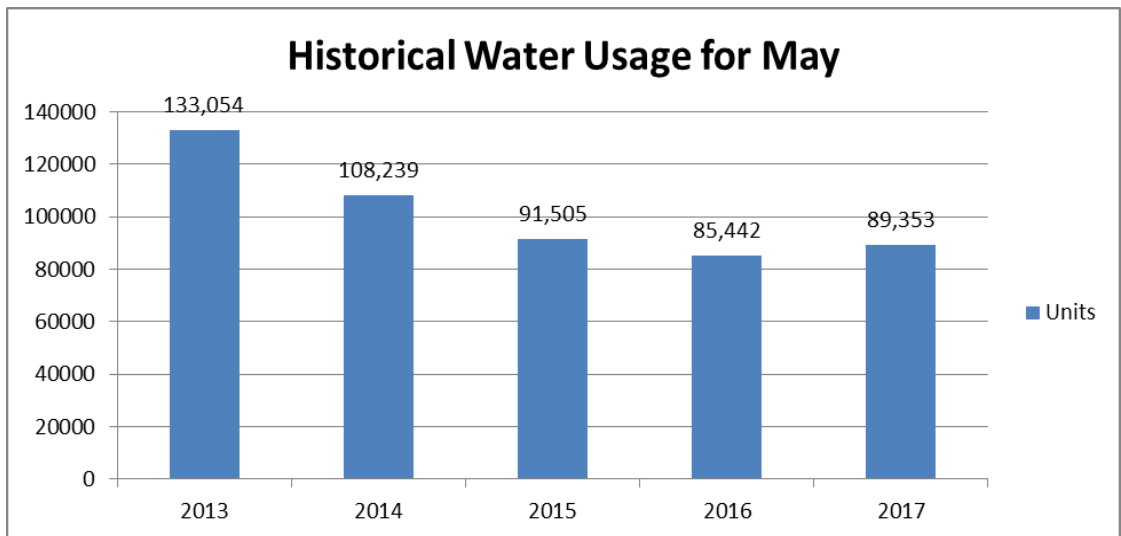
SCHEDULE OF CASH AND INVESTMENTS		
CASH ACCOUNT	BALANCE @ 05/31/17	BALANCE @ 06/14/17
PETTY CASH	\$ 400	\$ 400
CASH DRAWER	\$ 200	\$ 200
WELLS FARGO CHECKING	\$ 464,705	\$ 41,277
LAIF	\$ 4,978,363	\$ 4,978,363
TOTAL	\$ 5,443,668	\$ 5,020,240
2016 COP FINANCING – BNY MELLON CHECKING	\$ 19,214,662	\$ 19,214,662

Month End Balance of PARS/OPEB for April 2017 (May 2017 report not available): \$769,550.03. Contributions of \$36,234 recorded, and Net Earnings of \$7,800.50 reported.

MPWD RESERVE FUNDS				
Reserve Account	Balance @ 05/31/2015	Balance @ 05/31/2016	Balance @ 05/31/2017	Budget for Reserve Policy
Capital Reserves	\$ 887,031	\$ 1,549,652	\$ 2,478,363	\$ 2,500,000
Emergency Reserves	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
Working Capital Reserves	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
TOTAL RESERVE FUNDS	\$ 3,387,031	\$ 4,049,652	\$ 4,978,363	\$ 5,000,000

2) **Water Revenue Report:**

WATER REVENUES for FISCAL YEAR 2016/2017					
Month	Total Units	Water Commodity Charges	Fixed System Charges	Total Water Revenues	Misc Rev
JUL	111,110	851,106.50	205,631.47	1,056,737.97	1,242.50
AUG	113,341	952,329.97	224,247.06	1,176,577.03	1,240.00
SEP	112,591	947,559.51	224,661.20	1,172,220.71	1,248.75
OCT	101,247	843,144.88	224,835.59	1,067,980.47	1,248.75
NOV	76,838	620,687.41	224,770.69	845,458.10	1,650.67
DEC	66,486	528,797.12	224,159.45	752,956.57	1,256.25
JAN	67,261	535,555.46	225,127.94	760,683.40	1,258.75
FEB	65,165	517,527.50	224,774.40	742,301.90	1,268.75
MAR	63,193	507,220.65	234,229.20	741,449.85	418.58
APR	69,702	554,841.30	223,593.20	778,434.50	1,260.00
MAY	89,353	718,506.30	223,603.02	942,109.32	1,037.50
TOTAL	936,287	7,577,276.60	2,459,633.22	10,036,909.82	13,130.50



SPRINGBROOK PROGRESS:

This week, Carolyn Towles from Springbrook was at MPWD to give staff a refresher course on reporting tools, year-end close procedures, and miscellaneous items. It seems we are well on our way to being complete with the transition. There is still more training to come as we process through an entire year, but Springbrook has been very responsive to our needs.

CONFERENCES, TRAINING, & MEETINGS:

- 1) Misty Malczon: 06/13/17 – Deanne (Springbrook) for delinquent notices
- 2) Jeanette Kalabolas: 06/15/17 – DWR MWELo Training
- 3) Candy Pina: 06/16/17 – Monthly meeting with Jennifer Dermon from District Treasurer’s office for financial oversight.
- 4) Misty Malczon/Candy Pina: 06/19/17 – Meeting with Wells Fargo Bank Account Representatives regarding MPWD Water Treasury Management Review
- 5) Jeanette Kalabolas: 06/20/17 – DWR County Drought Planning (Governor’s Directive) Webinar
- 6) Jeanette Kalabolas/Laura Ravella/Misty Malczon/Candy Pina: 06/20-22/17 – On-site meetings with Carolyn Towles (Springbrook) on Financial reporting (Accounts Payable, Reporting, etc.)

TEAM BUILDING ACTIVITIES:

We will be celebrating Stan’s 15 year anniversary luncheon this month.



TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager
DATE: June 22, 2017

OPERATIONS REPORT – MAY

Projects:

- No change here - through December staff has installed a total of 513 AMI meters throughout Zone 1 with 1 left to fit. The last meter is at a site where there is ongoing litigation and we are holding off until the issue is settled. Their water is still metered;
- Staff has completed the staging process for the meters at the Folger site, and installations began on June 2nd. Staff will provide installation numbers next month;
- Installed meter upgrade at 1831 Robbin Whipple;
- Completed repair of storm drain system for the West Belmont tank site;
- Relocated median island irrigation meter on Cormorant as a part of the 1401 Shoreway Road project;
- Digging trench 1510 Folger (MPWD property) in order for PG&E to relocate the natural gas service to the site;
- Installed new service for 2828 Monte Cresta and relocated fire hydrant;
- Paved over area of a past water leak on Arthur; and
- New service installation constructed for 2902 San Juan.

Maintenance:

- Responded to and completed 231 USA (underground service alerts) requests and identified infrastructure before digging in the streets or easements. Last month we marked 238 locations. During an average month we receive around 140 requests;
- Changed out 2 failed AMI transmitters returned for repair under full warranty;
- Read meters in zones without AMI;
- Pump #1 at Tunnels Pump Station was pulled from service and found to have a vibration in the pump assembly;
- Performed routine maintenance to system regulators;
- Collected a requisite 55 water samples for bacteriological testing – all samples were normal and showed no signs of coliform bacteria;
- Continue to routinely monitor water system dead-ends continued for disinfectant residual; and

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

System Repairs:

Date	Location	Event	Material	Installation Date	Estimated Water Loss (Gals.)
5/30/2017	9 Ridgewood Ct	Svc Leak	Plastic	1976	< 1,000

Development:

Staff is currently working with developers on 26 development projects:

Mixed Use Commercial/Residential:

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

Commercial:

- o 539 Harbor Blvd. – updated installation quote;
- o 700 Island Parkway – water and fire service installed and awaiting inspection;
- o 1201 Shoreway Road – Fee schedule provided to developer;
- o 1477 El Camino Real – currently reviewing their plans;
- o 699 Ralston Ave – currently reviewing their plans;
- o 2525 Buena Vista– installation complete;
- o Belmont Ave Parcel APN’s – (2) awaiting plans;
- o 1301 Shoreway Road – currently reviewing submitted plans;
- o 1401 Shoreway Rd/Cormorant Drive irrigation meter relocation – installed; and
- o 1500 Ralston – currently reviewing plans.

Residential/Multi-Family:

- o 1001 Notre Dame – currently reviewing their plans;
- o 2828 Monte Cresta – installed;
- o 905 South Rd - currently reviewing their plans;
- o 10 Notre Dame Place - currently reviewing their plans;
- o 1906 Bishop – installed;
- o 1919 Oak Knoll Dr. – currently reviewing their plans;
- o 1942 Bayview – currently reviewing their plans;
- o 1557 Vine St. – installed;
- o 3826 Naughton – installed;
- o 2904-2906 San Juan – installation of services complete, awaiting paving;
- o 796 Miramar Terrace - currently reviewing their plans;
- o Bishop Road development - currently reviewing their plans;
- o 1320 Talbryn Lane development- awaiting plans;
- o 2902 San Juan – installed;

- 2712 Comstock – currently reviewing their plans.
- 909 Ruth - currently reviewing their plans;
- 1006 Muir Way – installed; and
- 1831 Robin Whipple – installed.

Administration:

- Participated in a management staff leadership training session over a two-day period to build on team cohesiveness;
- Participated in a CIP team leadership training session over a two-day period to build on team cohesiveness;
- Reviewed the 100% plan submittal for the 2017 Water Main Replacement Project with District Engineer and staff;
- Held discussion with District Engineer on the SR 101 Water Main Improvement project;
- Holding a weekly water math session with interested staff in preparation for state certification exam; and
- Continued to actively manage power use during pumping operations.



TO: Board of Directors

FROM: Tammy Rudock, General Manager
Joubin Pakpour, PE, District Engineer

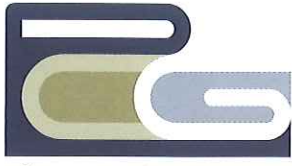
DATE: June 22, 2017

DISTRICT ENGINEER'S REPORT

Attached is the District Engineer's request dated May 1, 2017, for billing rate increase, which is self-explanatory. Staff believes the request is reasonable and will approve it for the upcoming fiscal year. Their last billing rate adjustment was in 2015.

The District Engineer's new billing rates will be effective July 1, 2017, and the MPWD's FY 2017/2018 Operating Budget should be sufficient to cover the increases.

Attachment: Pakpour Consulting Group, Inc., Request for Billing Rate Increase dated May 1, 2017



Pakpour Consulting Group, Inc.

May 01, 2017

EXHIBIT A

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

Subject: Request for Billing Rate Increase


Dear Tammy,

We last adjusted our billing rates with the District close to 2 years ago on July 1, 2015. *Pakpour Consulting Group* is looking forward to continuing our relationship with the District. The Mid-Peninsula Water District issued a request for qualifications for the design of capital improvement projects, 10 firms provided qualifications, and the average billing rates for the 10 firms is listed for your reference. **Even after the requested adjustment our rates are substantially lower than the industry average.** We respectfully requested an adjustment to our billing rates effective July 1, 2017 as listed below:

		<u>Current</u>	<u>Industry Average</u>	<u>Proposed</u>
Principal Engineer	Joubin Pakpour, P.E.	\$155 / hour	\$230 / hour	\$190 / hour
Senior Engineer	Gary Ushiro P.E. Kurt Wurnitsch, P.E. Kevin O'Toole, P.E.	\$140 / hour	\$192 / hour	\$165 / hour
Engineer II	Brandon Laurie, P.E. Victor Fung, E.I.T.	\$125 / hour	\$169 / hour	\$145 / hour
Engineer I	Feraydoon Farsi, E.I.T.	\$115 / hour	\$145 / hour	\$130 / hour
Engineering Tech		\$90 / hour	\$115 / hour	\$100 / hour
Administrative	Maria Kwon	\$60 / hour	\$81 / hour	\$70 / hour
Retainer		\$500	\$500	\$500
Subconsultant Mark Up		15%	10%	10%

The District will be notified of the job titles of new *Pakpour Consulting Group* staff within 30 days of hiring. A 5% direct expense fee will be added to the above rates for mileage, telephone, plots, prints, etc. Sub-consultants will be billed at cost plus 10%, reduced from 15%. We do not bill for travel time during inspection services, only time spent onsite. Should you have any questions please do not hesitate to contact me at (925) 224-7717.

Very truly yours,
Pakpour Consulting Group, Inc.


Joubin Pakpour, P.E.
President



Title	West Yost Associates	Mott McDonald	NV5	BKF	MNS	Carollo	Freyer & Laureta	HydroScience	Schaff & Wheeler	Bellecci	Average 10 Firms
District / Principal Engineer	\$229	\$255	\$198	\$206	\$225	\$284	\$225	\$225	\$225	\$224	\$230
Senior Engineer	\$193	\$180	\$176	\$190	\$175	\$262	\$165	\$200	\$215	\$160	\$192
Project Engineer II	\$172	\$135	N/A	\$176	\$155	\$243	\$140	\$180	\$180	\$142	\$169
Project Engineer I	\$139	\$120	N/A	\$142	\$140	\$205	\$120	\$150	\$160	\$132	\$145
Engineering Technician	\$123	\$110	\$105	\$119	\$95	\$126	\$95	\$125	\$135	N/A	\$115
Administrative Assistant	\$89	\$80	\$90	\$77	\$70	\$111	\$80	\$70	N/A	\$60	\$81
Sub-Consultant Mark Up	10%	10%	10%	10%	15%	10%	10%	10%	10%	10%	

Title	Average 10 Firms	PCG (Current 07/01/15)	PCG (Proposed 07/01/17)	\$ Under Average	PCG (Proposed 07/01/18)
District / Principal Engineer	\$230	\$155	\$190	-\$40	\$210
Senior Engineer	\$192	\$140	\$165	-\$27	\$180
Project Engineer II	\$169	\$125	\$145	-\$24	\$160
Project Engineer I	\$145	\$115	\$130	-\$15	\$140
Engineering Technician	\$115	\$90	\$100	-\$15	\$105
Administrative Assistant	\$81	\$60	\$70	-\$11	\$75
Sub-Consultant Mark Up		15%	10%		10%

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

DESCRIPTION	APPROVED AMENDED FY 2016-2017 BUDGET \$	ACTUALS 7/1/16 5/31/17	REMAINING BALANCE/ (OVER BUDGET)	Target YTD % 91.8%
				Y-T-D % OF BUDGET
OPERATING REVENUE				
WATER COMMODITY CHARGES	8,100,000	7,577,277	522,723	93.5%
FIXED SYSTEM CHARGES	2,663,720	2,459,633	204,087	92.3%
FIRE SERVICE CHARGES	14,400	13,131	1,270	91.2%
SERVICE LINE & INSTALLATION CHARGES	25,000	1,813	23,187	7.3%
WATER SYSTEM CAPACITY CHARGES	200,000	76,875	123,125	38.4%
WATER DEMAND OFFSET CHARGES	10,000	9,393	607	93.9%
MISCELLANEOUS CHARGES	10,000	93,455	(83,455)	934.5%
INTEREST REVENUE - LAIF	20,000	30,992	(10,992)	155.0%
LEASE OF PHYSICAL PROPERTY	200,000	130,656	69,344	65.3%
PROPERTY TAX REVENUE	255,000	283,528	(28,528)	111.2%
TOTAL OPERATING REVENUE	11,498,120	10,676,751	821,369	92.9%
OPERATING EXPENDITURES (OP EXP)				
SALARIES & WAGES	1,668,500	1,456,502	211,998	87.3%
PAYROLL TAXES & BENEFITS	1,163,800	1,001,738	162,062	86.1%
PURCHASED WATER	4,976,000	4,625,129	350,871	92.9%
OUTREACH & EDUCATION	116,900	52,152	64,748	44.6%
M&R - OPS SYSTEM	378,250	243,562	134,688	64.4%
M&R - FACILITIES & EQUIPMENT	162,000	69,018	92,982	42.6%
MAJOR MAINTENANCE	12,000	7,936	4,064	66.1%
OFFICE SUPPLIES & EQUIPMENT	348,500	257,898	90,602	74.0%
MEMBERSHIP & GOV FEES	197,500	153,082	44,418	77.5%
BAD DEBT & CLAIMS	37,000	16,205	20,795	43.8%
UTILITIES	292,900	221,861	71,039	75.7%
PROFESSIONAL SERVICES	473,900	368,087	105,813	77.7%
TRAINING/TRAVEL & RECRUITMENT	45,000	37,897	7,103	84.2%
RESTRICTED EARNINGS	20,000	30,992	(10,992)	155.0%
RESERVES	-	-	-	NA
DEBT SERVICE 2016 COPs	508,267	314,493	193,774	61.9%
TOTAL OP EXP LESS DEPRECIATION (DEPREC)	10,400,517	8,856,550	1,543,967	85.2%
TOTAL OP REVENUE LESS OP EXP & DEPREC	1,097,603	1,820,201	(722,598)	165.8%
DEPRECIATION	950,000	833,961	116,039	87.8%
TOTAL OP REVENUE LESS OP EXP	147,603	986,240	(838,637)	668.2%
NET TRANSFERS TO CAPITAL	(147,603)	(986,240)	838,637	668.2%
NET RESULTS OF OPERATIONS	-	-	-	

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

Target YTD % 91.8%

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED FY 2016-2017 BUDGET \$	ACTUAL 7/1/2016 5/31/2017	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
4010	WATER COMMODITY CHARGES (A)	8,100,000	7,577,276.60	522,723	93.5%
4020	FIXED SYSTEM CHARGES	2,663,720	2,459,633.22	204,087	92.3%
4030	FIRE SERVICE CHARGES	14,400	13,130.50	1,270	91.2%
4050	SERVICE LINE & INSTALLATION CHARGES	25,000	1,813	23,187	7.3%
4060	WATER SYSTEM CAPACITY CHARGES	200,000	76,875	123,125	38.4%
4070	WATER DEMAND OFFSET CHARGES	10,000	9,393	607	93.9%
4090	MISCELLANEOUS REVENUES (B)	<u>10,000</u>	<u>69,655</u>	<u>(59,655)</u>	696.5%
4000	TOTAL WATER AND FEE CHARGES	<u>11,023,120</u>	<u>10,207,776</u>	<u>815,344</u>	92.6%
4102	Interest Revenue- LAIF (C)	<u>20,000</u>	<u>30,992</u>	<u>(10,992)</u>	155.0%
4100	INTEREST REVENUE	<u>20,000</u>	<u>30,992</u>	<u>(10,992)</u>	155.0%
4201	Lease of Physical Property	200,000	130,656	69,344	65.3%
4202	Property Tax Revenue	255,000	283,528	(28,528)	111.2%
4208	Landscape Plan Permit Review	-	23,800	(23,800)	NA
4200	OTHER REVENUE	<u>455,000</u>	<u>437,983</u>	<u>17,017</u>	96.3%
4000	TOTAL OPERATING REVENUE	<u>11,498,120</u>	<u>10,676,751</u>	<u>821,369</u>	92.9%
6011	Salaries & Wages	1,575,000	1,388,405	186,595	88.2%
6012	Director Compensation	11,000	5,900	5,100	53.6%
6017	Capital Salaries & Wages	-	78,607	(78,607)	NA
6010	GROSS REGULAR WAGES	<u>1,586,000</u>	<u>1,472,912</u>	<u>113,088</u>	92.9%
6017	CAPITAL SALARY & WAGES reversed	-	(78,607)	78,607	N/A
6021	Overtime Labor	45,500	30,821	14,679	67.7%
6022	Standby Labor	<u>37,000</u>	<u>31,376</u>	<u>5,624</u>	84.8%
6020	SUB-TOTAL SALARY & WAGES	<u>1,668,500</u>	<u>1,456,502</u>	<u>211,998</u>	87.3%
6031	FICA/Medicare PR Tax	131,500	100,825	30,675	76.7%
6038	ACWA Health Care	320,000	298,265	21,735	93.2%
6039	ACWA Dental	31,000	23,055	7,945	74.4%
6040	ACWA Vision	4,350	4,015	335	92.3%
6041	ACWA Life/AD&D	4,200	4,012	188	95.5%
6042	Standard LDL/SDL Disability	12,400	9,129	3,271	73.6%
6043	Workers' Comp Insurance	50,400	30,486	19,914	60.5%
6044	Unemployment	1,000	-	1,000	NA
6045	CALPERS Retirement - ER 2%@55	235,000	193,892	41,108	82.5%
6054	CAPITAL PAYROLL TAXES & BENEFITS	67 -	41,823	(41,823)	N/A

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

Target YTD % 91.8%

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED FY 2016-2017 BUDGET \$	ACTUAL 7/1/2016 5/31/2017	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
6046	Retirees' ACWA Health Care (D)	56,000	59,283	(3,283)	105.9%
6047	Directors' ACWA Health Care	108,000	103,851	4,149	96.2%
6049	Medical Reimbursement	1,000	546	454	54.6%
6050	Employee Service Recognition (E)	7,000	7,957	(957)	113.7%
6051	Safety Incentive Program	7,200	6,930	270	96.3%
6052	Uniforms	24,750	22,988	1,762	92.9%
6053	PARS OPEB Expense	170,000	136,502	33,498	80.3%
6030	SUB-TOTAL PAYROLL TAXES & BENEFITS	1,163,800	1,043,560	120,240	89.7%
6054	CAPITAL PAYROLL TAXES & BENEFITS	-	(41,823)	41,823	N/A
6000	PERSONNEL COSTS	2,832,300	2,458,240	374,060	86.8%
6101	SFPUC Treated Water (A)	4,441,144	4,124,078	317,066	92.9%
6102	BAWSCA (Debt Service Surcharges)	476,000	435,831	40,169	91.6%
6103	Rates Stabilization	58,856	-	58,856	NA
6104	SFPUC Water Service Charge	-	65,220	(65,220)	N/A
6100	PURCHASED WATER	4,976,000	4,625,129	350,871	92.9%
6301	Water Conservation Program	7,200	2,469	4,731	34.3%
6302	School Conservation Program	7,200	1,680	5,520	23.3%
6303	Public Outreach & Education	25,750	16,366	9,384	63.6%
6305	HET Rebates	19,750	10,048	9,702	50.9%
6306	Washing Machine Rebates	13,750	29	13,721	0.2%
6307	Lawn-Be-Gone Rebates	38,100	20,736	17,364	54.4%
6308	Rain Barrel Rebates	5,150	823	4,327	16.0%
6304	TOTAL WATER CONSERVATION REBATES	76,750	31,636	45,114	41.2%
6300	OUTREACH/EDUCATION	116,900	52,152	64,748	44.6%
6401	Water Quality	67,000	55,219	11,781	82.4%
6402	Pumping	63,250	11,044	52,206	17.5%
6403	Storage Tanks	10,000	3,698	6,302	37.0%
6404	Mains/Distribution	100,000	92,852	7,148	92.9%
6405	Meters & Service	30,000	12,852	17,148	42.8%
6406	Fire Hydrants	31,000	24,157	6,843	77.9%
6407	Regulator Stations	6,000	78	5,922	1.3%
6408	Safety	32,000	12,701	19,299	39.7%
6409	SCADA Maintenance	15,000	10,071	4,929	NA
6410	Generator Maintenance	24,000	20,891		
6400	M&R - OPS SYSTEMS	378,250	243,562	134,688	64.4%
6501	M&R-Buildings&Grounds	93,000	45,297	47,703	48.7%
6502	M&R- Equipment&Tools	21,000	13,642	7,358	65.0%
6503	M&R- Vehicles & Large Equipment (F)	19,000	(7,040)	26,040	-37.1%
6504	M&R - Fuel	29,000	17,119	11,881	59.0%
6500	M&R - FACILITIES & EQUIPMENT	162,000	69,018	92,982	42.6%
6601	Cathodic Protection Survey	12,000	7,586	4,414	NA

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

Target YTD % 91.8%

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED FY 2016-2017 BUDGET \$	ACTUAL 7/1/2016 5/31/2017	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
6602	Leak Detection Survey	-	350	(350)	NA
6600	MAJOR MAINTENANCE	12,000	7,936	4,064	66.1%
6701	Office Supplies	15,000	10,614	4,386	70.8%
6702	Insurance- Liability/Vehicles	87,750	60,442	27,308	68.9%
6703	Postage (G)	8,000	10,200	(2,200)	127.5%
6704	Printing/Printing Supplies	15,000	12,296	2,704	82.0%
6705	Equipment Services/Maintenance	56,750	23,373	33,377	41.2%
6706	Computer Supplies & Upgrades (H)	14,750	16,707	(1,957)	113.3%
6707	Security & Safety	10,750	2,816	7,934	26.2%
6708	Other Fees	500	16	484	3.3%
6709	Customer Credit Card Svs Fees	140,000	121,433	18,567	86.7%
6700	OFFICE SUPPLIES & EQUIP	348,500	257,898	90,602	74.0%
6801	Dues & Publications	39,500	35,339	4,161	89.5%
6802	Gov't Fees & Licenses	53,250	24,203	29,047	45.5%
6803	BAWSCA Membership Assessments	68,750	65,081	3,669	94.7%
6804	Env Health - Cross Connection Inspection	31,000	27,500	3,500	88.7%
6805	Software License	5,000	960	4,040	19.2%
6800	MEMBERSHIP & GOV FEES	197,500	153,082	44,418	77.5%
6901	Bad Debt	7,000	2,483	4,517	35.5%
6902	Claims	30,000	13,722	16,278	45.7%
6900	BAD DEBT & CLAIMS	37,000	16,205	20,795	43.8%
7001	Utilities-Internet/Cable	12,100	9,525	2,575	78.7%
7002	Utilities-Cellular Telephones	11,850	9,442	2,408	79.7%
7003	Utilities-Electric-Pumping	220,000	160,624	59,376	73.0%
7004	Utilities-Electric-Bldgs&Grounds	24,000	19,618	4,382	81.7%
7005	Utilities-Telephones	17,500	16,909	591	96.6%
7006	Utilities-Sewer - NPDES	7,450	5,743	1,707	77.1%
7000	UTILITIES	292,900	221,861	71,039	75.7%
7101	Prof Serv - District Counsel	90,000	52,163	37,837	58.0%
7102	Prof Serv - District Engineer	80,000	49,558	30,442	61.9%
7103	Prof Serv - IT	19,750	19,703	47	99.8%
7104	Prof Serv- Annual Finance Audit (I)	17,700	17,700	-	100.0%
7105	Prof Serv - Mngmt Consult	-	-	-	NA
7106	Prof Serv- Accounting & Payroll (J)	21,750	21,316	434	98.0%
7107	Prof Serv- Customer Billing	72,250	59,008	13,242	81.7%
7109	Prof Serv - Answering Svs	8,750	6,488	2,262	74.1%
7110	Prof Serv - Miscellaneous	160,000	139,152	20,848	87.0%
7111	Prof Serv - District Treasurer	3,700	3,000	700	81.1%
7100	PROFESSIONAL SERVICES	473,900	368,087	105,813	77.7%
7201	Director Travel	69 5,000	1,650	3,350	33.0%
7202	Director Expense	1,000	190	810	19.0%

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

Target YTD % 91.8%

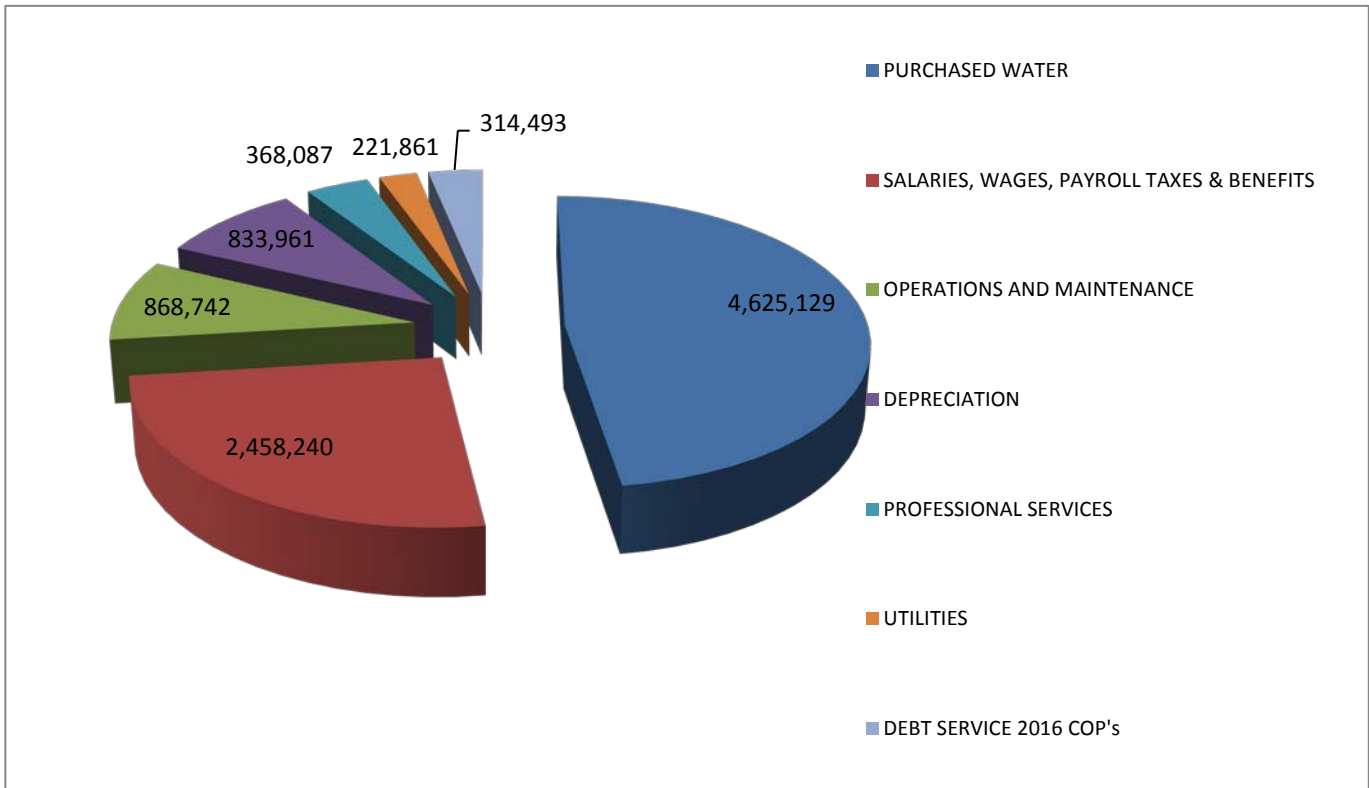
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED FY 2016-2017 BUDGET \$	ACTUAL 7/1/2016 5/31/2017	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
7203	Elections	-	4,896	(4,896)	NA
7204	Employee Travel/Training	32,000	25,530	6,470	79.8%
7205	Meetings Expense	7,000	5,630	1,370	80.4%
7200	TRAINING & TRAVEL	45,000	37,897	7,103	84.2%
7302	Restricted Earnings Expense - Interest LAIF	20,000	30,992	(10,992)	155.0%
7300	RESTRICTED EARNINGS EXPENSE	20,000	30,992	(10,992)	155.0%
8001	Working Reserves: Capital	-	-	-	NA
8002	Working Reserves: Operating	-	-	-	NA
8000	RESERVES	-	-	-	NA
9010	DEPRECIATION	950,000	833,961	116,039	87.8%
9011	DEBT SERVICE 2016 COPs (K)	508,267	314,493	193,774	61.9%
SUB-TOTAL - OPERATING EXPENSES		8,518,217	7,232,271	1,285,946	84.9%
TOTAL OPERATING EXPENSES		11,350,517	9,690,511	1,660,006	85.4%
NET OPERATING SURPLUS/(LOSS) TRANSFER TO CAPITAL		147,603	986,240	(838,637)	668.2%

- (A) Water revenues are at 93.5% and water purchases are at 92.9%.
- (B) Brass/Copper Recycling totaling \$28,746. Grant funds for Water Conservation totaling \$36,048.
- (C) Increased reserves generating more interest revenue.
- (D) Retiree Health plans not high deductible plans.
- (E) Employee Service Recognition Dinner totaled \$5,059.
- (F) Vehicles costs for jobs related to meter upgrades reallocated to fixed assets totaling \$29,360.
- (G) Postcard sent to customers totaling \$3,298.
- (H) Purchased new postage machine totaing \$3,185.
- (I) Audit completed.
- (J) State Controller's Annual Report totaling \$1675
- (K) Budget includes principal not due until Dec 2017.

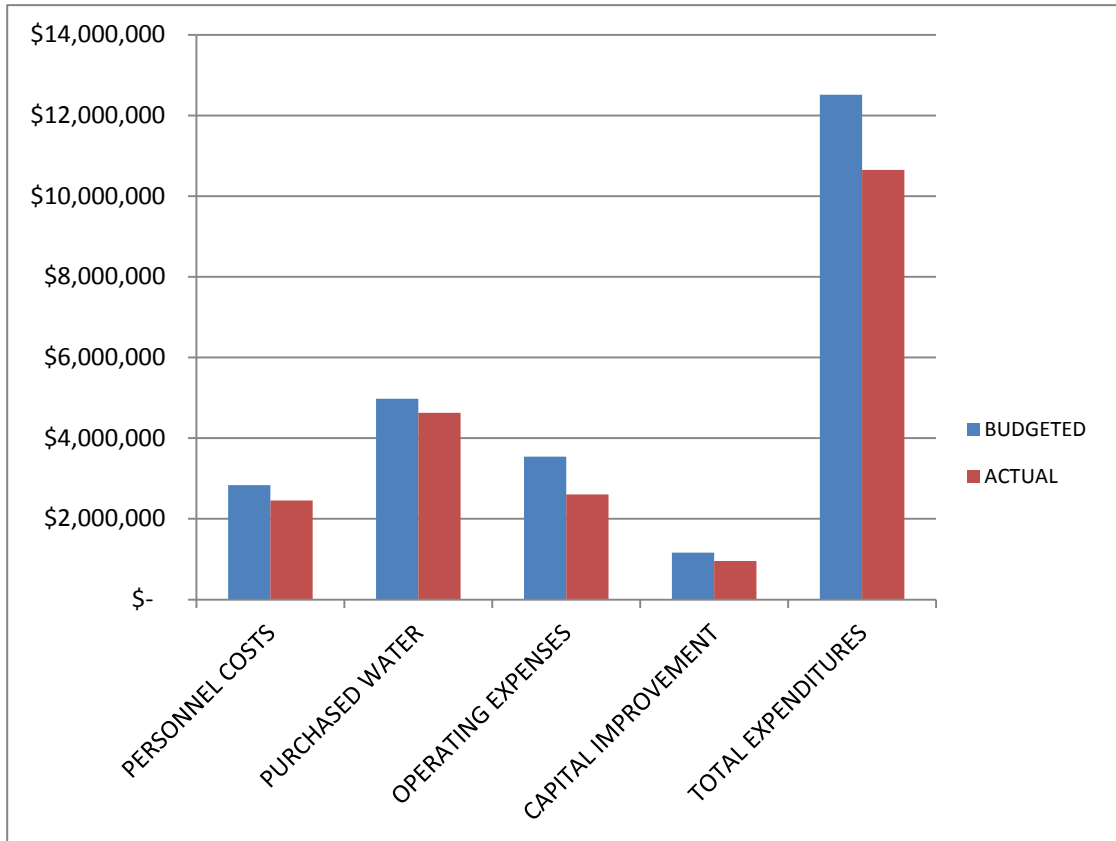
**MID-PENINSULA WATER DISTRICT
ACTUAL OPERATING EXPENDITURES SUMMARY**

May-17

OPERATING EXPENDITURES	ACTUAL \$	% OF TOTAL
PURCHASED WATER	4,625,129	47.7%
SALARIES, WAGES, PAYROLL TAXES & BENEFITS	2,458,240	25.4%
OPERATIONS AND MAINTENANCE	868,742	9.0%
DEPRECIATION	833,961	8.6%
PROFESSIONAL SERVICES	368,087	3.8%
UTILITIES	221,861	2.3%
DEBT SERVICE 2016 COP's	314,493	3.2%
TOTAL OPERATING EXPENDITURES	<u>9,690,511</u>	<u>100%</u>



2016/2017 BUDGET vs ACTUAL TOTAL EXPENDITURES May-17



	BUDGETED	ACTUAL	BUDGETED % OF TOTAL	ACTUAL % OF TOTAL
TOTAL EXPENDITURES				
PERSONNEL COSTS	\$ 2,832,300	\$ 2,458,240	23%	23%
PURCHASED WATER	\$ 4,976,000	\$ 4,625,129	40%	43%
OPERATING EXPENSES	\$ 3,542,217	\$ 2,607,143	28%	24%
CAPITAL IMPROVEMENT	\$ 1,158,708	\$ 958,619	9%	9%
TOTAL EXPENDITURES	\$ 12,509,225	\$ 10,649,130	100%	100%

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

DESCRIPTION	APPROVED AMENDED FY 2016-2017 BUDGET \$	ACTUAL 7/1/2016 5/31/2017	REMAINING BALANCE/ (OVER BUDGET)	Target YTD % 91.8%
				Y-T-D % OF BUDGET
CAPITAL IMPROVEMENTS - WORK IN PROCESS (WIP)				
AMI Meter Change Out Program	600,000	502,807	97,193	83.8%
Engineering Design Services for WMR Belmont Sewer Coordination	100,000	-	100,000	0.0%
Alameda de las Pulgas Water Main Replacement Project - CIP	243,708	243,708	-	100.0%
CAPITAL IMPROVEMENTS - WIP TOTAL	943,708	746,515	197,193	79.1%
CAPITAL OUTLAY				
Financial Management System (FMS) - Comprehensive Replacement	95,000	94,865	135	99.9%
Implementation of Sensus Consumer Portal	70,000	64,855	5,145	92.7%
Miscellaneous Capital Outlay/Projects (A)	50,000	52,383	(2,383)	104.8%
CAPITAL OUTLAY TOTAL	215,000	212,103	2,897	98.7%
CAPITAL IMPROVEMENTS & CAPITAL OUTLAY TOTAL	1,158,708	958,619	200,089	82.7%
DEPRECIATION	950,000	833,961	116,039	87.8%
TRANSFER FROM OPS	147,603	986,240	(838,637)	668.2%
TRANSFER (TO)/FROM CAPITAL RESERVES	61,105	(861,583)	922,688	-1410.0%
CAPITAL OUTLAY/CAPITAL PROJECTS	(1,158,708)	(958,619)	(200,089)	82.7%
NET RESULTS OF CAPITAL	-	(0)	0	N/A

(A) Hallmark Tank Retrofit Project \$12,842; Francis, Academy, Davey Glen CIP \$27,273; Folger Pump Station \$12,269

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

	Jul 16 -May 17	Jul 15 - May 16	\$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · OPERATING REVENUE	10,207,776.25	9,064,060.65	1,143,715.60	12.62%
4100 · INTEREST INCOME	59,757.71	13,405.32	46,352.39	345.78%
4200 · OTHER INCOME	437,983.01	392,161.81	45,821.20	11.68%
Total Income	<u>10,705,516.97</u>	<u>9,469,627.78</u>	<u>1,235,889.19</u>	<u>13.05%</u>
Expense				
6000 · PERSONNEL COSTS	2,458,239.86	2,371,321.06	86,918.80	3.67%
6100 · PURCHASED WATER	4,625,128.53	4,065,031.52	560,097.01	13.78%
6300 · OUTREACH/EDUCATION	52,151.78	101,113.13	-48,961.35	-48.42%
6400 · M&R - OPS SYSTEMS	243,562.30	340,078.54	-96,516.24	-28.38%
6500 · M&R - FACILITIES & EQUIPMENT	69,018.00	116,149.67	-47,131.67	-40.58%
6600 · MAJOR MAINTENANCE	7,935.74	31,545.00	-23,609.26	-74.84%
6700 · OFFICE SUPPLIES & EQUIPMENT	257,898.03	235,524.98	22,373.05	9.5%
6800 · MEMBERSHIP & GOV FEES	153,081.98	168,038.99	-14,957.01	-8.9%
6900 · BAD DEBT & CLAIMS	16,205.08	8,646.28	7,558.80	87.42%
7000 · UTILITIES	221,860.87	232,973.32	-11,112.45	-4.77%
7100 · PROFESSIONAL SERVICES	368,086.65	506,426.08	-138,339.43	-27.32%
7200 · TRAINING & TRAVEL	37,896.62	20,395.99	17,500.63	85.8%
Total Expense	<u>8,511,065.44</u>	<u>8,197,244.56</u>	<u>313,820.88</u>	<u>3.83%</u>
Net Ordinary Income	<u>2,194,451.53</u>	<u>1,272,383.22</u>	<u>922,068.31</u>	<u>72.47%</u>
Other Income/Expense				
Other Expense				
9000 · DEPRECIATION	833,960.99	828,781.46	5,179.53	0.63%
COP Financing Costs	637,043.36	0.00	637,043.36	100.0%
Total Other Expense	<u>1,471,004.35</u>	<u>828,781.46</u>	<u>642,222.89</u>	<u>77.5%</u>
Net Revenue/(Expenses)	<u>723,447.18</u>	<u>443,601.76</u>	<u>279,845.42</u>	<u>63.1%</u>

RECONCILIATION TO OPERATING BUDGET

Adjustments to Increase Net Operating Surplus

Underwriting Fee	124,808.82
COP Issuance Cost	197,742.00
Interest Income - LAIF & COP Interest	-59,757.71
Total Adjustments to Increase Net Operating Surplus	<u>262,793.11</u>

Net Revenue/(Expenses) 723,447.18

Net Operating Surplus/(Loss) Transfer to Capital 986,240.29

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

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

	31-May-17	31-May-16	\$ Change	% Change
ASSETS				
CURRENT ASSETS				
Total Checking/Savings	5,450,274.84	4,204,992.68	1,245,282.16	29.61%
Total COP Funds	19,214,661.92	0.00	0.00	100.0%
Total Accounts Receivable	992,184.38	819,296.66	172,887.72	21.1%
Other Current Assets				
Inventory (A)	0.00	61,308.35	-61,308.35	-100.0%
Other Current Assets	231,581.93	157,723.40	73,858.53	46.83%
Total Other Current Assets	231,581.93	219,031.75	12,550.18	5.73%
TOTAL CURRENT ASSETS	25,888,703.07	5,243,321.09	20,645,381.98	393.75%
FIXED ASSETS				
Fixed Assets	43,204,655.27	41,782,924.44	1,421,730.83	3.4%
Accumulated Depreciation	-26,598,052.96	-25,682,511.26	-915,541.70	-3.57%
Construction in Progress	85,168.97	379,404.11	-294,235.14	-77.55%
TOTAL FIXED ASSETS	16,691,771.28	16,479,817.29	211,953.99	1.29%
TOTAL OTHER ASSETS	442,276.00	203,461.00	238,815.00	117.38%
TOTAL ASSETS	43,022,750.35	21,926,599.38	21,096,150.97	96.21%
LIABILITIES & EQUITY				
LIABILITIES				
CURRENT LIABILITIES				
Total Accounts Payable	564,016.77	106,195.16	457,821.61	431.11%
Total Other Current Liabilities	811,180.25	1,009,707.33	-198,527.08	-19.66%
TOTAL CURRENT LIABILITIES	1,375,197.02	1,115,902.49	259,294.53	23.24%
LONG TERM LIABILITIES				
Total COP Financing Debt (C)	18,255,000.00	0.00	18,255,000.00	100.0%
Total COP Premium (C)	922,806.50	0.00	922,806.50	100.0%
Total Other Long Term Liabilities (B)	1,351,457.45	1,122,799.45	228,658.00	20.37%
TOTAL LONG TERM LIABILITIES	20,529,263.95	1,122,799.45	19,406,464.50	1,728.4%
TOTAL LIABILITIES	21,904,460.97	2,238,701.94	19,665,759.03	878.45%
EQUITY				
3000 - Opening Bal Equity	0.00	144.00	-144.00	-100.0%
3800 - RESERVES *	4,978,363.47	4,049,651.92	928,711.55	22.93%
3940 - Fund Bal Invest in Util Plant	16,691,771.28	16,510,419.01	181,352.27	1.1%
Net Assets (B)	-551,845.37	-872,317.49	320,472.12	36.74%
TOTAL EQUITY	21,118,289.38	19,687,897.44	1,430,391.94	7.27%
TOTAL LIABILITIES & EQUITY	43,022,750.35	21,926,599.38	21,096,150.97	96.21%
	Balance @	Balance @	Balance @	Budget for
	May 2015	May 2016	May 2017	Reserve
* RESERVES				Policy
Capital Reserves	887,031	1,549,652	2,478,363	2,500,000
Emergency Reserves	2,000,000	2,000,000	2,000,000	2,000,000
Working Capital Reserves	500,000	500,000	500,000	500,000
TOTAL RESERVE FUNDS	3,387,031	4,049,652	4,978,363	5,000,000

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

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