



REGULAR MEETING
BOARD OF DIRECTORS
THURSDAY, JUNE 27, 2019 – 6:30PM
3 DAIRY LANE, BELMONT CALIFORNIA

AGENDA

1. OPENING

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

2. PUBLIC COMMENT

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

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

4. ACKNOWLEDGEMENTS/PRESENTATIONS

- A. Brent Chester, Operations Supervisor – 25-Year Service Anniversary
- B. Jon Tscharner, Maintenance Technician – Retirement (29.5 Years of Service)

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 on May 23, 2019
- B. Approve Expenditures from May 14, 2019 through June 19, 2019
- C. Approve Resolution 2019-11 Placing in Nomination Director Kirk Wheeler as a Member of the Association of California Water Agencies (ACWA) Region 5 Board

6. HEARINGS AND APPEALS

None

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

None

8. REGULAR BUSINESS AGENDA

- A. Consider Resolutions 2019-12 and 2019-13 Approving the MPWD FY 2019/2020 Operating and Capital Budgets

9. MANAGER'S AND BOARD REPORTS

- A. General Manager's Report, supplemented by:
 - 1. Administrative Services Manager's Report
 - 2. Operations Manager's Report
 - 3. District Engineer's Report
- B. Financial Reports
 - 1. Receive Financial Reports for Month Ended May 31, 2019
- C. Director Reports

10. COMMUNICATIONS

11. CLOSED SESSION

- A. Conference with Real Property Negotiators pursuant to Government Code § 54956.8
Properties: 1510 Folger Drive, and 1513-1515 Folger Drive, in Belmont, CA; and
"F" Street Vacant Parcel (at Intersection of F Street and El Camino Real) in San Carlos, CA
Agency Negotiators: General Manager Tammy Rudock and District Counsel Julie Sherman
Negotiating Parties: San Mateo County
Under Negotiation: Price and terms of payment

12. RECONVENE TO OPEN SESSION

13. ADJOURNMENT

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

ACCESSIBLE PUBLIC MEETINGS

Upon request, the Mid-Peninsula Water District will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation (including auxiliary aids or services), to enable individuals with disabilities to participate in public meetings. 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: Thursday, July 25, 2019, at 6:30PM

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

May 23, 2019
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 Vella at 6:30PM.

B. **Establishment of Quorum:**

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

A quorum was present.

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

C. Pledge of Allegiance – The Pledge of Allegiance was led by District Engineer Pakpour.

2. **PUBLIC COMMENTS**

None.

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

None.

4. **ACKNOWLEDGEMENTS/PRESENTATIONS**

A. **Brent Chester, Operations Supervisor – 25 Year Service Anniversary**

General Manager Rudock advised the Board that Mr. Chester was unable to attend this evening's meeting and his recognition would be postponed until next month. She also shared that Jon Tscharner; Maintenance Technician announced his retirement and staff would also schedule that acknowledgement for next month's meeting.

B. **MPWD – Achieved Special District Leadership Foundation's District Transparency Certificate of Excellence**

Board President Vella and General Manager Rudock reported on the District's recognition at the CSDA Special District Legislative Days they attended in Sacramento, CA on May 21-22, 2019.

C. **City of Belmont and MPWD – Honor Award presented by the American Public Works Association/Silicon Valley Chapter for 2017 Joint Sewer Rehabilitation and Water Main Replacement Capital Project**

General Manager Rudock offered details from the awards ceremony held Wednesday, May 15, 2019, regarding the joint award presented to the MPWD and City of Belmont.

5. **CONSENT AGENDA**

A. **Approve Minutes for the Regular Board Meeting of April 25, 2019**

52
53 **B. Approve Expenditures from April 20, 2019 through May 13, 2019**
54

55 **C. Approve Contract for Professional Services in the total amount of \$35,000 with**
56 **Urban Futures, Inc. for Comprehensive Financial Modeling (10-Year), including**
57 **Analysis of MPWD PARS OPEB/PRSB Plan**

58 Director Warden commented on UFI Financial Solutions' Model Services proposal letter
59 and the expense for a spreadsheet model. General Manager Rudock explained that this
60 is the financial planning alternative staff developed in lieu of a comprehensive water rate
61 study for next year's Proposition 218 process. This work is required in order to be
62 compliant with Proposition 218's substantive requirements.
63

64 Director Wheeler moved to approve the Consent Agenda and the Contract for
65 Professional Services in the total amount of \$35,000 with Urban Futures, Inc. for
66 Comprehensive Financial Modeling (10-Year), including Analysis of MPWD PARS
67 OPEB/PRSB Plan. Director Schmidt seconded and it was unanimously approved, with
68 the exception of Director Warden's abstention from the vote on the April 25, 2019 Board
69 meeting minutes.
70

71 **6. HEARINGS AND APPEALS**

72 None.
73

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

76 **A. Consider Resolution 2019-09 Authorizing Award of Contract to Stoloski &**
77 **Gonzalez, Inc. for Construction of the Notre Dame Ave, Cliffside Court and Tahoe**
78 **Drive Area Water Main Replacement Project and Zone 5 Fire Hydrant Upgrades (CIP**
79 **07-1621-CP) in the amount of \$1,949,385 and Providing a 10% Project Contingency in**
80 **the amount of \$195,000 for a Total Project Budget of \$2,144,385**

81 District Engineer Pakpour provided an update on the CIP 07-1621-CP bid process and
82 recommended the project award to Stoloski & Gonzalez, Inc.
83

84 Director Warden asked staff to elaborate on bid error procedures. General Counsel
85 Sherman explained the relief of bids process pursuant to California Contract Code Section
86 5103.
87

88 Director Schmidt inquired as to why the date was left blank on the first page of the proposed
89 Construction Agreement under Section 3, Contract Price (page 29 of the Board packet).
90 District Engineer Pakpour explained that a sample template is included under the Board
91 packet for reference purposes only. District Counsel Sherman also added that contract
92 terms remain unchanged from the template version and the contract document package is
93 completed once all of the required attachments, including proof of insurance and project
94 bonds, are received.
95

96 President Vella asked staff to explain the difference between ductile iron pipe (DIP) and
97 plastic PVC piping that is being proposed for use here. District Engineer Pakpour shared
98 that PVC is used in areas that are highly susceptible to corrosion and DIP is used because it
99 can better withstand seismic activity.
100

101 Vice President Zucca commented on the word- for- word repetition of the subject and
102 recommendation lines as presented under Agenda Item 7.A.'s report in the Board packet.

General Manager Rudock clarified that the information is presented as verbatim for transparency purposes and District Counsel Sherman advised what is required of the District per the Brown Act.

Vice President Zucca moved to approve Resolution 2019-09 Award of Contract to Stoloski & Gonzalez, Inc. for Construction of the Notre Dame Avenue, Cliffside Court, Tahoe Drive Area Water Main Replacement Project and Zone 5 Fire Hydrant Upgrades (CIP 07-1621-CP in the amount of \$1,949,385 and providing a 10% contingency in the amount of \$195,000 for a total project budget of \$2,144,385. Director Warden seconded and it was unanimously approved.

8. REGULAR BUSINESS AGENDA

A. Review and Discuss Final DRAFT MPWD Operating and Capital Budgets for Fiscal Year 2019/2020

General Manager Rudock reported on several DRAFT budget line item corrections under the Increase/(Decrease) column discovered by Director Schmidt.

The Board gave staff direction that going forward the Ad-Hoc Finance Committee is to meet, review and discuss the Fiscal Year Operating Budget prior to its annual adoption.

Director Schmidt inquired about the District's depreciation schedule and why it's reflected under both Operating and Capital Expenses. General Manager Rudock explained that rates are paying for \$970,000 to be funded FY 2019-2020 and transferred over to the CIP. Director Schmidt also asked that staff show the delta(s) between each draft budget presented to the Board on an annual basis going forward in an effort to document its evolution.

An open board discussion followed on salaries and wages budget description item, present and future staffing needs and meter maintenance. Director Warden requested a breakdown of the proposed Salaries & Wages increase. Upon the conclusion of conversation, Board direction was given to bring back an amended draft with the changes discussed for final consideration next month.

B. Consider Resolution 2019-10 Approving an Adjustment to the Compensation of the General Manager of the MPWD effective January 1, 2019 Corresponding Fifth Amendment to the General Manager's Employment Agreement and Updated General Manager Salary Schedule

District Counsel Sherman reminded the Board that the Brown Act requires a brief oral summary prior to adoption of this item.

Director Warden asked if the cost of living stipend would only apply to the District's current General Manager. District Counsel Sherman confirmed that the stipend will remain in effect for the current General Manager only. He also asked for clarification with respect to CalPERS rules. District Counsel Sherman confirmed that the stipend is not intended to meet the definition of "pay rate" or "special compensation" for purposes of reporting the General Manager's compensation to CalPERS.

The Board recognized General Manager Rudock's achievement and congratulated her on another successful year. District Counsel Sherman summarized the proposed salary adjustment recommendation.

Vice President Zucca moved to approve Resolution 2019-10 Approving an Adjustment to the Compensation of the General Manager of the MPWD effective January 1, 2019 Corresponding Fifth Amendment to the General Manger's Employment Agreement and Updated General Manager Salary Schedule. Director Wheeler seconded and it was unanimously approved.

C. Approve Revised Annual Planning Schedule for Board of Directors

General Manager Rudock reported on a number of edits.

The Board discussed conducting strategic planning meetings annually in lieu of a bi-annual meeting and it was decided that a special meeting would occur each January with a facilitator participating in odd-numbered years only.

Director Schmidt asked staff to elaborate on July's schedule activity #3, Consider/Approve living wage adjustment for MPWD Employee Association. General Manager Rudock explained that this is a provision of the negotiated letter agreement that was ratified and approved in September 2018.

General Manager Rudock asked for further clarification on August's schedule activity #1, Receive progress report on Annual Strategic Plan. The Board decided that this mid-year report could be moved to September's schedule activity #1: Receive General Manager's MPWD annual progress report for fiscal year end. The Board also confirmed that they would like the month of August blocked on the schedule and move those items to July or September, as the Board agreed to take a month off each summer for scheduled vacations.

D. Receive BAWSCA Report

General Manager Rudock reported on highlights from the BAWSCA Board meeting and the Water Manager Representative meeting.

There was discussion about BAWSCA's use of the water management committee and General Manager Rudock stated that BAWSCA staff recently reminded the water managers that they were an advisory group only. President Vella had understood that BAWSCA agenda items were vetted first at the manager/local agency staff level before coming to the BAWSCA Board.

9. MANAGER AND BOARD REPORTS

A. General Manager's Report

General Manager Rudock reported on several items that were not included under her board packet report, including the MPWD's participation in the San Mateo County Annual Public Works Rodeo on Wednesday, May 15, 2019, Belmont's Public Works Open House, and the MPWD's Spring 2019 BAWSCA Landscape Education Class on Wednesday, May 22, 2019. She also reminded the Board about the ACWA Region 5 Board openings.

Director Zucca commented on the possibility of a joint agency local effort citizen's academy.

1. Supplemented by Administrative Services Manager's Report

Administrative Services Manager Pina provided a status report on miscellaneous fees collected in 2019.

205
206 **2. Supplemented by Operations Manager's Report**

207 In the absence of the Operations Manager, General Manager Rudock reported on
208 the drop in AMI meter installations remaining from 192 to 178.
209

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

211 District Engineer Pakpour gave a background summary and update on the current
212 Hillcrest Pressure Regulating Station capital project in Redwood City.
213

214 **B. Financial Reports**

215 **1. Receive Financial Reports for Month Ended April 30, 2019**

216 Administrative Services Manager Pina reported on the year-to-date and
217 operating/non-operating revenue and expense totals percentages. She also shared
218 that the current debt service coverage ratio is 2.54 and that footnotes have been
219 added to the Financial Summary Report for reference purposes.
220

221 **C. Director Reports**

222 Director Wheeler reported that he attended the HIA meeting, along with General
223 Manager Rudock, and he provided an update on the Belmont Creek Flood Control
224 Project and California Senate Bill 555 legislation.
225

226 Director Schmidt reminded the Board and staff that he would not be at the June 27, 2019
227 Board Meeting.
228

229 President Vella reported he attended the CSDA Special District Legislative Days in
230 Sacramento, CA May 21-22, 2019 and the various meetings scheduled with local
231 legislators. He further commented on California Senate Bill 13 regarding Accessory
232 Dwelling Units and fees. General Manager Rudock shared some additional information
233 on the intended law as well.
234

235 **10. COMMUNICATIONS**

236 None.
237

238 **11. ADJOURNMENT**

239 The meeting was adjourned at 8:30PM.
240
241

242 _____
243 DISTRICT SECRETARY
244

245 APPROVED:

246 _____
247
248 BOARD PRESIDENT
249

Accounts Payable

Checks by Date - Summary by Check Date

User: candyp
Printed: 6/20/2019 8:54 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
34768	AIRGAS	AIRGAS, LLC	05/15/2019	140.55
34769	AES	ASBURY ENVIRONMENTAL SERVICES	05/15/2019	65.00
34770	CUEA	CALIFORNIA UTILITIES EMERGENCY	05/15/2019	500.00
34771	CARQUEST	CARQUEST AUTO PARTS	05/15/2019	21.35
34772	DFS	DOCUMENT FULFILLMENT SERVICES	05/15/2019	2,555.86
34773	FASTSIGN	FASTSIGNS	05/15/2019	122.08
34774	GRANITE	GRANITE ROCK, INC.	05/15/2019	360.19
34775	HIA	HARBOR INDUSTRIAL ASSOCIATION	05/15/2019	600.00
34776	HOMEDPC	HOME DEPOT	05/15/2019	267.76
34777	KOFFASSO	KOFF & ASSOCIATES INC	05/15/2019	1,675.00
34778	LINCOLNL	LINCOLN LIFE	05/15/2019	200.00
34779	MATCOTLS	MATCO TOOLS	05/15/2019	125.06
34780	OFFICTEM	OFFICE TEAM	05/15/2019	3,123.75
34781	OREILLYA	OREILLY AUTO PARTS, INC.	05/15/2019	73.94
34782	PERSONAL	PERSONAL AWARDS, INC.	05/15/2019	1,124.88
34783	PINA	CANDY PINA	05/15/2019	100.00
34784	RMORGAN	RAY MORGAN COMPANY	05/15/2019	2,473.40
34785	RECOLOGY	RECOLOGY SAN MATEO	05/15/2019	674.86
34786	RANDB	ROBERTS & BRUNE CO. INC.	05/15/2019	9,320.69
34787	RUDOCK	TAMMY RUDOCK	05/15/2019	91.00
34788	WATERDIS	WATER DISTRICTJOBS	05/15/2019	145.00
34789	WATEREDU	WATER EDUCATION FOUNDATION	05/15/2019	600.00
100277	CALPERS	CALPERS	05/15/2019	7,298.49
100278	CALPERS	CALPERS	05/15/2019	290.12
100279	HEALTHQ	Health Equity	05/15/2019	780.00
100280	ICMACONT	ICMA contributions	05/15/2019	2,859.64
100281	ADPPAYRL	adp	05/15/2019	21,828.29
100282	ADPPAYRL	adp	05/15/2019	53,386.27
100283	DAVIDSON	JOHN T. DAVIDSON OR DBA JRocket77	05/15/2019	5,830.75
100284	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	05/15/2019	10,164.00
100285	WATERTAL	WATERTALENT	05/15/2019	12,880.00
100315	adpprfee	ADP Payroll Fees	05/15/2019	270.94
Total for 5/15/2019:				139,948.87
100308	TTECHACH	TTECH ACH BILLING	05/16/2019	608.95
Total for 5/16/2019:				608.95
100309	ADPPRFEE	ADP Payroll Fees	05/17/2019	323.33
100312	ADPPRFEE	ADP Payroll Fees	05/17/2019	120.15
Total for 5/17/2019:				443.48
34790	ALTSCHER	DAVID ALTSCHER	05/23/2019	1,674.00
34791	ATT60197	AT&T 60197	05/23/2019	102.48
34792	BAWSCA	BAY AREA WATER SUPPLY & CONSER	05/23/2019	1,934.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
34793	CARQUEST	CARQUEST AUTO PARTS	05/23/2019	135.66
34794	COMCAST	COMCAST	05/23/2019	615.20
34795	COMCASTB	COMCAST BUSINESS	05/23/2019	628.58
34796	UB*00309	CSE INVESTMENTS II LLC	05/23/2019	25.00
34797	GSFLOWM	GOLDEN STATE FLOW MEASUREMEN	05/23/2019	3,694.11
34798	JGOLDEN	JOAN GOLDENBERG	05/23/2019	4,490.00
34799	GRAINGER	GRAINGER	05/23/2019	598.94
34800	GRANITE	GRANITE ROCK, INC.	05/23/2019	439.98
34801	M&MBACK	M&M BACKFLOW & METER MAINTEN	05/23/2019	150.00
34802	OFFICTEM	OFFICE TEAM	05/23/2019	7,501.25
34803	PACWEST	PACIFIC WEST SECURITY, INC.	05/23/2019	1,809.00
34804	PG&E	PG&E CFM/PPC DEPT	05/23/2019	339.15
34805	PROFORMA	PROFORMA GRAPHICS, INC.	05/23/2019	5,398.82
34806	RANDB	ROBERTS & BRUNE CO. INC.	05/23/2019	10,127.67
34807	SMCEMA	SAN MATEO COUNTY EMERGENCY M	05/23/2019	100.00
100286	HANSONBR	HANSON, BRIDGETT	05/23/2019	5,025.00
100287	SFWATER	SAN FRANCISCO WATER DEPT	05/23/2019	493,509.50
100288	WATERTAL	WATERTALENT	05/23/2019	4,600.00
100310	WFBUSCAR	WELLS FARGO BUSINESS CARD	05/23/2019	1,000.00
100311	WFBUSCAR	WELLS FARGO BUSINESS CARD	05/23/2019	5,000.00
Total for 5/23/2019:				548,898.34
1098	HYDROSCI	HYDROSCIENCE ENGINEERS INC.	05/24/2019	2,267.50
1100	STOLOSKI	STOLOSKI & GONZALEZ, Inc.	05/24/2019	242,777.50
1101	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	05/24/2019	22,665.56
100289	CALPERS	CALPERS	05/24/2019	3,356.85
100290	ICMACONT	ICMA contributions	05/24/2019	1,742.70
100291	HEALTHAQ	Health Equity	05/24/2019	311.54
100292	ADPPAYRL	adp	05/24/2019	18,197.59
100293	ADPPAYRL	adp	05/24/2019	7,729.34
100313	ACHORIG	ACH Origination	05/24/2019	236.96
Total for 5/24/2019:				299,285.54
100314	ACHRETN	ACH Returns	05/28/2019	475.13
Total for 5/28/2019:				475.13
100318	ACHRETN	ACH Returns	05/29/2019	514.44
Total for 5/29/2019:				514.44
34808	ATT60197	AT&T 60197	05/30/2019	1,197.58
34809	FASTENAL	FASTENAL	05/30/2019	22.88
34810	LINCOLNL	LINCOLN LIFE	05/30/2019	200.00
34811	PG&E	PG&E CFM/PPC DEPT	05/30/2019	3,951.10
34812	RUDOCK	TAMMY RUDOCK	05/30/2019	43.00
34813	ISRAELSO	ISRAEL SOLER	05/30/2019	850.00
34814	STEFFORD	STEFFORD BUSINESS, INC.	05/30/2019	1,400.00
34815	VELLALOU	LOUIS VELLA	05/30/2019	43.00
34816	VERIZON	VERIZON WIRELESS	05/30/2019	906.02
34817	WHEELERK	KIRK WHEELER	05/30/2019	102.84
Total for 5/30/2019:				8,716.42

Check No	Vendor No	Vendor Name	Check Date	Check Amount
100294	CALPERS	CALPERS	05/31/2019	7,640.35
100295	HEALTHEQ	Health Equity	05/31/2019	880.00
100296	ICMACONT	ICMA contributions	05/31/2019	799.64
100297	ADPPAYRL	adp	05/31/2019	49,371.22
100319	WFBUSCAR	WELLS FARGO BUSINESS CARD	05/31/2019	3,420.22
100320	WFBUSCAR	WELLS FARGO BUSINESS CARD	05/31/2019	9,078.06
Total for 5/31/2019:				71,189.49
100335	BANKMTO1	Bankcard Mtot Disc	06/03/2019	596.24
100336	BANKMTO1	Bankcard Mtot Disc	06/03/2019	3,219.10
Total for 6/3/2019:				3,815.34
100334	MERCHANT	MERCHANT	06/04/2019	246.86
100337	AUTHNETG	AUTHNET GATEWAY	06/04/2019	30.00
100338	MERCHANT	MERCHANT	06/04/2019	265.52
Total for 6/4/2019:				542.38
34818	ACWA5661	ACWA JPIA	06/05/2019	39,934.93
34819	ATT60197	AT&T 60197	06/05/2019	41.26
34820	CINTS	CINTAS CORPORATION	06/05/2019	1,313.30
34821	EDDCOGRP	EDCCO GROUP, INC	06/05/2019	525.00
34822	GRANITE	GRANITE ROCK, INC.	06/05/2019	301.53
34823	HOMEDPC	HOME DEPOT	06/05/2019	232.39
34824	LYNGSOMA	LYNGSO GARDEN MATERIAL INC	06/05/2019	262.85
34825	MATCOTLS	MATCO TOOLS	06/05/2019	509.47
34826	MHN	MHN	06/05/2019	45.54
34827	OLSEN	STAN OLSEN	06/05/2019	187.80
34828	PACESUPL	PACE SUPPLY CORP	06/05/2019	285.47
34829	PACOFFIC	PACIFIC OFFICE AUTOMATION	06/05/2019	210.73
34830	PENBLDG	PENINSULA BUILDING MATERIALS	06/05/2019	886.02
34831	PG&E	PG&E CFM/PPC DEPT	06/05/2019	14,903.12
34832	pina	CANDY PINA	06/05/2019	3,567.00
34833	RANDB	ROBERTS & BRUNE CO. INC.	06/05/2019	2,177.08
34834	STANDINS	STANDARD INSURANCE COMPANY	06/05/2019	1,087.86
34835	STEPFORD	STEPFORD BUSINESS, INC.	06/05/2019	1,200.00
34836	VANGUARE	VANGUARD CLEANING SYSTEMS, INC	06/05/2019	385.00
Total for 6/5/2019:				68,056.35
100329	CALPERS	CALPERS	06/07/2019	3,727.45
100330	HEALTHEQ	Health Equity	06/07/2019	261.69
100331	ICMACONT	ICMA contributions	06/07/2019	3,956.70
100332	ADPPAYRL	adp	06/07/2019	17,037.47
100333	ADPPAYRL	adp	06/07/2019	7,948.25
Total for 6/7/2019:				32,931.56
34837	ATT60197	AT&T 60197	06/10/2019	40.55
34838	BPLANDSC	BAY POINTE LANDSCAPE	06/10/2019	1,625.00
34839	YORAMBE	YORAM BENBARAK	06/10/2019	4,487.56
34840	CGUHLNB	C G UHLENBERG LLP	06/10/2019	1,600.00
34841	COASTINC	COAST TO COAST DEVELOPMENT	06/10/2019	143.00
34842	DFS	DOCUMENT FULFILLMENT SERVICES	06/10/2019	2,785.35

Check No	Vendor No	Vendor Name	Check Date	Check Amount
34843	ANSWOLHU	ANSWOL HU	06/10/2019	4,866.06
34844	MALCZON	MISTY MALCZON	06/10/2019	691.26
34845	JOHNMATT	JOHN MATTHEWS ARCHITECTS	06/10/2019	143.00
34846	RAYMORG/	RAY MORGAN COMPANY	06/10/2019	2,420.15
34847	OFFICTEM	OFFICE TEAM	06/10/2019	2,720.00
34848	PG&E	PG&E CFM/PPC DEPT	06/10/2019	10.01
34849	RAVELLA	LAURA RAVELLA	06/10/2019	757.26
34850	REDWING	RED WING SHOE STORE, INC.	06/10/2019	1,477.75
34851	SAMSAMI	PARSHID SAMSAMI	06/10/2019	3,616.05
34852	KASEYSCH	KASEY SCHONBRUNN	06/10/2019	143.00
34853	SFPUCFIN	SFPUC FINANCIAL SERVICES	06/10/2019	1,650.00
34854	BSTENCIL	BRET STENCIL	06/10/2019	2,593.13
34855	STEPFORD	STEPFORD BUSINESS, INC.	06/10/2019	27,272.10
34856	MISYKORA	MICHAEL SYKORA	06/10/2019	53.75
34857	TEYSSIER	PAUL TEYSSIER	06/10/2019	143.00
100321	ACCELA	ACCELA, INC. #774375	06/10/2019	3,263.00
100322	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	06/10/2019	4,274.76
100323	WATERTAL	WATERTALENT	06/10/2019	3,680.00
Total for 6/10/2019:				70,455.74
100339	CLIENTSV	Client Analysis Svs Charge	06/11/2019	3,326.70
Total for 6/11/2019:				3,326.70
100324	CALPERS	CALPERS	06/14/2019	7,526.40
100325	HEALTHEQ	Health Equity	06/14/2019	780.00
100326	ICMACONT	ICMA contributions	06/14/2019	699.64
100327	ADPPAYRL	adp	06/14/2019	30,983.27
100328	ADPPAYRL	adp	06/14/2019	14,747.08
Total for 6/14/2019:				54,736.39
34858	AIRGAS	AIRGAS, LLC	06/19/2019	151.00
34859	BAAQMD	BAY AREA AIR QUALITY MGMT DIST.	06/19/2019	650.00
34860	BEGICASM	ASMIR BEGIC	06/19/2019	2,243.79
34861	BFIOFCAL	BFI of CALIFORNIA INC. - OX MTN. LA	06/19/2019	1,056.08
34862	REDWOODC	CITY OF REDWOOD CITY	06/19/2019	199.17
34863	COSTELLO	THOMAS COSTELLO	06/19/2019	6,037.45
34864	EDDCOGRP	EDCCO GROUP, INC	06/19/2019	525.00
34865	EVERYTHI	EVERYTHINGBRANDED USA, INC.	06/19/2019	2,168.92
34866	GRANITE	GRANITE ROCK, INC.	06/19/2019	88.97
34867	HACHCOMI	HACH COMPANY INC	06/19/2019	963.60
34868	HOMEDPC	HOME DEPOT	06/19/2019	109.12
34869	ICONIXWA	ICONIX WATERWORKS, INC.	06/19/2019	426.45
34870	KALABOLA	JEANETTE KALABOLAS	06/19/2019	43.90
34871	KOFFASSO	KOFF & ASSOCIATES INC	06/19/2019	3,015.00
34872	LEEKAREN	KAREN LEE	06/19/2019	809.00
34873	LINCOLNL	LINCOLN LIFE	06/19/2019	200.00
34874	OFFICEDE	OFFICE DEPOT, INC.	06/19/2019	89.13
34875	PACWEST	PACIFIC WEST SECURITY, INC.	06/19/2019	1,809.00
34876	PRECISE	PRECISE, INC.	06/19/2019	672.82
34877	RAVELLA	LAURA RAVELLA	06/19/2019	68.00
34878	RECOLOGY	RECOLOGY SAN MATEO	06/19/2019	674.86
34879	RANDB	ROBERTS & BRUNE CO. INC.	06/19/2019	7,380.23
34880	rudock	TAMMY RUDOCK	06/19/2019	250.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
34881	STATEPLU	STATE PLUMBING AND HEATING SUP	06/19/2019	57.09
34882	STEVCRKQ	STEVENS CREEK QUARRY, INC.	06/19/2019	84.08
100340	ACCELA	ACCELA, INC. #774375	06/19/2019	3,263.00
100341	DAVIDSON	JOHN T. DAVIDSON OR DBA JRocket77	06/19/2019	7,783.05
100342	WATERTAL	WATERTALENT	06/19/2019	5,520.00
Total for 6/19/2019:				46,338.71
Report Total (172 checks):				1,350,283.83



AGENDA ITEM NO. 5.C.

DATE: June 27, 2019
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: CONSIDER RESOLUTION 2019-11 PLACING IN NOMINATION DIRECTOR KIRK WHEELER AS A MEMBER OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA) REGION 5 BOARD

RECOMMENDATION

Approve Resolution 2019-11.

FISCAL IMPACT

None for the nomination. If Director Wheeler 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 2020-2021 term. The Region 5 Board is comprised of the Chair, Vice Chair, and up to five members.

Director Wheeler expressed interest in serving on the ACWA Region 5 Board. The attached Resolution 2019-11 is required by the ACWA Region 5 Nominating Committee so that it can develop its ballot for the election. Director Wheeler will also complete a Region Board Candidate Nomination Form and the MPWD will submit both to the Region 5 Nominating Committee by the June 28, 2019 deadline.

The Region 5 Nominating Committee will announce its recommended slate by July 31, 2019. On August 1, 2019 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 30, 2019. On October 4, 2019, election results will be announced. The newly elected Region 5 Board Members will begin their two-year term of service on January 1, 2020.

Attachment: Resolution 2019-11

BOARD ACTION:	APPROVED:_____	DENIED:_____	POSTPONED:_____	STAFF DIRECTION:_____
UNANIMOUS_____	VELLA_____	ZUCCA_____	WARDEN_____	SCHMIDT_____ WHEELER_____

RESOLUTION NO. 2019-11

**PLACING IN NOMINATION KIRK WHEELER 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 Region 5; and

WHEREAS, Director Wheeler has served on the MPWD Board of Directors since 2018; and

WHEREAS, Director Wheeler 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 Kirk Wheeler for the ACWA Region 5 Board, and acknowledges that the expenses attendant with the service of Kirk Wheeler in ACWA Region 5 shall be borne by the Mid-Peninsula Water District

REGULARLY passed and adopted this 27th day of June 2019.

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

BOARD PRESIDENT

ATTEST:

BOARD SECRETARY

MEMORANDUM

Date: May 2, 2019

To: ACWA REGION 5 MEMBER AGENCY PRESIDENTS AND GENERAL MANAGERS
(sent via e-mail)

From: ACWA REGION 5 NOMINATING COMMITTEE
Bette Boatmun, Contra Costa County Water District
Brian Lockwood, Pajaro Valley Water Management Agency
Robert McDons, Carpinteria Valley Water District

The Region 5 Nominating Committee is looking for ACWA members who are interested in leading the direction of ACWA Region 5 for the 2020-2021 term. The Nominating Committee is currently seeking candidates for the Region 5 Board, which is comprised of Chair, Vice Chair and up to five Board Member positions.

The leadership of ACWA's ten geographical regions is integral to the leadership of the Association as a whole. The Chair and Vice Chair of Region 5 serve on ACWA's Statewide Board of Directors and recommend all committee appointments for Region 5. The members of the Region 5 Board determine the direction and focus of region issues and activities. Additionally, they support the fulfillment of ACWA's goals on behalf of members and serve as a key role in ACWA's grassroots outreach efforts.

If you, or someone within your agency, are interested in serving in a leadership role within ACWA by becoming a Region 5 Board Member, please familiarize yourself with the Role of the Regions and Responsibilities; the Election Timeline; and the [Region 5 Rules and Regulations](#) and complete the following steps:

- **Complete the attached Region Board Candidate Nomination Form [HERE](#)**
- **Obtain a Resolution of Support from your agency's Board of Directors** (Sample Resolution [HERE](#))
- **Submit the requested information to ACWA as indicated by Friday, June 28, 2019**

The Region 5 Nominating Committee will announce their recommended slate by July 31, 2019. On August 1, 2019 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 on September 30, 2019. On October 4, 2019, election results will be announced. The newly elected Region 5 Board Members will begin their two-year term of service on January 1, 2020.

If you have any questions, please contact Regional Affairs Representative Brian Sanders, at brians@acwa.com or (916) 441-4545.

2019 ACWA Region Election Timeline 2020-2021 Term

February 28:

NOMINATING COMMITTEES APPOINTED

- With concurrence of the region board, the region chairs appoint at least three region members to serve as the respective region's Nominating Committee
- Those serving on nominating committees are ineligible to seek region offices
- Nominating Committee members are posted online at www.acwa.com

March 1-31:

NOMINATING COMMITTEE TRAINING

- Nominating Committee packets will be e-mailed out to each committee member
- ACWA staff will hold a training session via conference call with each nominating committee to educate them on their specific role and duties
 - Regions 1-10 Nominating Committees: via Go-to-Meeting

May 13:

CALL FOR CANDIDATES

- The call for candidate nominations packet will be e-mailed to ACWA member agency Board Presidents and General Managers

June 28:

DEADLINE FOR COMPLETED NOMINATION FORMS

- Deadline to submit all Nomination Forms and board resolutions of support for candidacy for region positions
- Nominating Committee members may need to solicit additional candidates in person to achieve a full complement of nominees for the slate

July 10:

CANDIDATE INFORMATION TO NOMINATING COMMITTEES

- All information submitted by candidates will be forwarded from ACWA staff to the respective region Nominating Committee members with a cover memo explaining their task

July 11 - 31:

RECOMMENDED SLATES SELECTED

- Nominating Committees will meet to determine the recommended individuals for their region. The slate will be placed on the election ballot.
- Nominating Committee Chairs will inform their respective ACWA Regional Affairs Representative of their recommended slate by July 24
- Candidates will be notified of the recommended slate by August 1
- The Nominating Committee Chair will approve the official region ballot

August 1:

ELECTIONS BEGIN

- All 10 official electronic ballots identifying the recommended slate and any additional candidates for consideration for each region will be produced and e-mailed to ACWA member agencies only
- Only one ballot per agency will be counted

September 30:

ELECTION BALLOTS DUE

- ***Deadline for all region elections. All region ballots must be received by ACWA by **September 30, 2019*****

October 4:

ANNOUNCEMENT OF ELECTION RESULTS

- Newly-elected members of the region boards will be contacted accordingly
- An ACWA Advisory will be distributed electronically to all members reporting the statewide region election results
- Results will be posted at acwa.com and will be published in the October issue of ACWA News



Name of Candidate: _____

Agency: _____ Title: _____

Agency Phone: _____ Direct Phone: _____

E-mail: _____ ACWA Region: _____ County: _____

Address: _____

Region Board Position Preference: (If you are interested in more than one position, please indicate priority - 1st, 2nd and 3rd choice)

☐ Chair _____

☐ Vice Chair _____

☐ Board Member _____

In the event, you are not chosen for the recommended slate, would you like to be listed on the ballot's individual candidate section? (If neither is selected, your name will **NOT** appear on the ballot.)

☐ Yes

☐ No

Agency Function(s): (check all that apply)

☐ Wholesale

☐ Sewage Treatment

☐ Flood Control

☐ Urban Water Supply

☐ Retailer

☐ Groundwater Management / Replenishment

☐ Ag Water Supply

☐ Wastewater Reclamation

☐ Other: _____

Describe your ACWA-related activities that help qualify you for this office:

In the space provided, please write or attach a brief, half-page bio summarizing the experience and qualifications that make you a viable candidate for ACWA Region leadership. Please include the number of years you have served in your current agency position, the number of years you have been involved in water issues and in what capacity you have been involved in the water community.

I acknowledge that the role of a region board member is to actively participate on the Region Board during my term, including attending region board and membership meetings, participating on region conference calls, participating in ACWA's Outreach Program, as well as other ACWA functions to set an example of commitment to the region and the association.

I hereby submit my name for consideration by the Nominating Committee.

(Please attach a copy of your agency's resolution of support/sponsorship for your candidacy.)

Signature Title Date

ACWA Region 5 Rules & Regulations

Each region shall organize and adopt rules and regulations for the conduct of its meetings and affairs not inconsistent with the Articles of Incorporation or bylaws of the Association (ACWA Bylaw V, 6.).

Officers

Region officers must be a local agency board member.

The chair shall appoint a secretary to the Board if one is deemed necessary.

Attendance

If a region chair or vice chair is no longer allowed to serve on the Board of Directors due to his / her attendance, the region board shall appoint from the existing region board a new region officer. (ACWA Policy & Guideline Q, 1.)

If a region chair or vice chair misses three consecutive region board / membership meetings, the same process shall be used to backfill the region officer position. (ACWA Policy & Guideline Q, 1.)

If a region board member has three consecutive unexcused absences from a region board meeting or general membership business meeting, the region board will convene to discuss options for removal of the inactive board member. If the vacancy causes the board to fail to meet the minimum requirement of five board members, the region must fill the vacancy according to its rules and regulations. (ACWA Policy & Guideline Q, 3.)

Vacancy

The vice chair position shall automatically ascend to the chair position in the event that a vacancy occurs in the chair position during the regular term cycle.

Elections

All nominations received for the region chair, vice chair and board positions must be accompanied by a resolution of support from each sponsoring member agency, signed by an authorized representative of the Board of Directors. Only one individual may be nominated from a given agency to run for election to a region board. Agencies with representatives serving on the nominating committees should strive not to submit nominations for the region board from their agency. (ACWA Policy & Guideline P, 2.)
Election ballots will be e-mailed to ACWA member agency general managers and presidents.

The nominating committee shall consist of three to five members.

In an effort to preserve objectivity during the nominating committee process, candidates other than nominating committee members shall be nominated for election.

The nominating committee should pursue qualified members within the region to run for the region board, and should consider geographic diversity, agency size and focus in selecting a slate.

See the current region election timeline for specific dates.

Endorsements

ACWA, as a statewide organization, may endorse potential nominees and nominees for appointment to local, regional, and statewide commissions and boards. ACWA's regions may submit a recommendation for consideration and action to the ACWA Board of Directors to endorse a potential nominee or nominee for appointment to a local, regional or statewide commission or board. (ACWA Policy & Guideline P, 3.)

Committee Recommendations & Representation

All regions are given equal opportunity to recommend representatives of the region for appointment to a standing or regular committee of the Association. If a region fails to provide full representation on all ACWA committees, those committee slots will be left open for the remainder of the term or until such time as the region designates a representative to complete the remainder of the term. (ACWA Policy & Guideline P, 4. A.)

At the first region board / membership meeting of the term, regions shall designate a representative serving on each of the standing and regular committees to serve as the official reporter to and from the committee on behalf of the region to facilitate input and communication. (ACWA Policy & Guideline P, 4. B.)

Tours

ACWA may develop and conduct various tours for the regions. All tour attendees must sign a "release and waiver" to attend any and all region tours. Attendees agree to follow environmental guidelines and regulations in accordance with direction from ACWA staff; and will respect the rights and privacy of other attendees. (ACWA Policy & Guideline P, 6.)

Finances

See "Financial Guidelines for ACWA Region Events" document.

Amending the Region Rules & Regulations

ACWA policies and guidelines can be amended by approval of the ACWA Board of Directors. The Region 5 Rules & Regulations can be amended by a majority vote of those present at any Region 5 meeting as long as a quorum is present.

THE ROLE OF THE REGIONS

Mission:

ACWA Regions will provide the grassroots support to advance ACWA's legislative and regulatory agenda.

Background:

As a result of ACWA's 1993 strategic planning process, known as Vision 2000, ACWA modified its governance structure from one that was based on sections to a regional-based configuration. Ten regions were established to provide geographic balance and to group agencies with similar interests.

The primary charge of regions:

- To provide a structure where agencies can come together and discuss / resolve issues of mutual concern and interest and based on that interaction, provide representative input to the ACWA board.
- To assist the Outreach Task Force in building local grassroots support for the ACWA Outreach Program in order to advance ACWA's legislative and regulatory priorities as determined by the ACWA Board and the State Legislative, Federal Affairs or other policy committees.
- To provide a forum to educate region members on ACWA's priorities and issues of local and statewide concern.
- To assist staff with association membership recruitment at the regional level.
- To recommend specific actions to the ACWA Board on local, regional, state and federal issues as well as to recommend endorsement for various government offices and positions.
 - *Individual region boards CANNOT take positions, action or disseminate communication on issues and endorsements without going through the ACWA Board structure.*

Region chairs and vice chairs, with support from their region boards, provide the regional leadership to fulfill this charge.

GENERAL DUTIES / RESPONSIBILITIES FOR REGION OFFICERS

Region Chair:

- Serves as a member of the ACWA Board of Directors at bimonthly meetings at such times and places as the Board may determine. The Chair will also call at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- Is a member of ACWA's Outreach Program, and encourages region involvement.
 - Appoints Outreach Captain to help lead outreach effort within the region.

- Presides over all region activities and ensures that such activities promote and support accomplishment of ACWA's Goals.
- Makes joint recommendations to the ACWA President regarding regional appointments to all ACWA committees.
- Appoints representatives in concurrence of the region board, to serve on the region's nominating committee with the approval of the region board.
- Facilitates communication from the region board and the region membership to the ACWA board and staff.

Region Vice Chair:

- Serves as a member of the ACWA Board of Directors at bimonthly meetings at such times and places as the Board may determine. The Vice Chair will also participate in at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- In the absence of the chair and in partnership with the chair, exercises the powers and performs duties of the region chair.
- Is a member of ACWA's Outreach Program, and encourages region involvement.
- Makes joint recommendations to the ACWA president regarding regional appointments to all ACWA committees.

Region Board Member:

- May serve as alternate for the chair and/or vice chair in their absence (if appointed) to represent the region to the ACWA Board.
- Will participate in at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- Supports program planning and activities for the region.
- Actively participates and encourages region involvement in ACWA's Outreach Program.

RESOLUTION NO. _____

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
(DISTRICT NAME)
PLACING IN NOMINATION (NOMINEE NAME)
AS A MEMBER OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES
REGION ____ (POSITION)**

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF (DISTRICT NAME) AS FOLLOWS:

A. Recitals

(i) The Board of Directors (Board) of the (District Name) does encourage and support the participation of its members in the affairs of the Association of California Water Agencies (ACWA).

(ii) (Nominee Title), (Nominee Name) is currently serving as (Position) for ACWA Region ____

and/or

(iii) (Nominee Name) has indicated a desire to serve as a (Position) of ACWA Region ____.

B. Resolves

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF (DISTRICT NAME),

(i) Does place its full and unreserved support in the nomination of (Nominee Name) for the (Position) of ACWA Region ____.

(ii) Does hereby determine that the expenses attendant with the service of (Nominee Name) in ACWA Region ____ shall be borne by the (District Name).

Adopted and approved this ____ day of ____ (month) 2019.

(SEAL)

(Nominee Name), (Title)
(District Name)

ATTEST:

(Secretary Name), Secretary

I, (SECRETARY NAME), Secretary to the Board of Directors of (District Name), hereby certify that the foregoing Resolution was introduced at a regular meeting of the Board of Directors of said District, held on the ____ day of ____ (month) 2017, and was adopted at that meeting by the following roll call vote:

AYES:

NOES:

ABSENT:

ATTEST:

(Secretary Name), Secretary to the
Board of Directors of
(District Name)



AGENDA ITEM NO. 8.A.

DATE: June 27, 2019

TO: Board of Directors

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

SUBJECT: CONSIDER RESOLUTIONS 2019-12 AND 2019-13 APPROVING MPWD OPERATING AND CAPITAL BUDGETS FOR FISCAL YEAR 2019/2020

RECOMMENDATION:

Approve Resolutions 2019-12 and 2019-13.

FISCAL IMPACT:

BUDGET CATEGORY	PROPOSED FY 2019/2020	PROJECTED FY 2018/2019	ACTUAL ** FY 2017/2018	ACTUAL ** FY 2016/2017	ACTUAL ** FY 2015/2016	ACTUAL ** FY 2014/2015
Total Revenues	\$13,721,000	\$13,577,800	\$14,189,781	\$12,212,952	\$10,582,034	\$9,866,874
Total Expenditures*	\$13,437,523	\$13,132,176	\$11,577,153	\$11,280,481	\$ 9,677,627	\$9,293,119
Net Transfer to Capital	\$ 283,477	\$ 445,625	\$ 2,612,628	\$ 1,026,191	\$ 905,638	\$ 573,755

* Total Expenditures include Depreciation Expense.

** Audited financials.

SALARIES & WAGES BREAKDOWN

In response to last month's Board request, here is a breakdown of the "Salaries & Wages" account line item in the FY 2019/2020 Operating Budget:

BREAKDOWN OF SALARIES & WAGES	FY 2019/2020 PROJECTED BUDGET AMOUNT
17 FTEs (Active) (a)	\$ 1,706,215
Director Compensation	\$ 11,385
2.5 FTEs (Vacant) (a)	\$ 177,192
Overtime (including \$2,250 5% increase)	\$ 47,250
Standby (including \$2,000 5% increase)	\$ 42,000
Equity Adjustment – Phase 2 (Final) (a)	\$ 18,731
Merit Increase (Up to 5% at effective date for EE) (a)	\$ 48,195
Additional Duty Pay (5% per MPWD Personnel Rules) (a)	\$ 18,417
TOTAL	\$ 2,069,385

(a) Included in \$1,968,750 Salaries & Wages projected in budget document.

The projected total increase in Salaries & Wages results from:

- Increase of \$243,750 in Salaries & Wages, including the vacant positions, equity adjustments, merits increases, and additional duty pay outlined above, and a FY 2019/2020 projected decrease of \$18,785 (less than FY 2018/2019 budget) as a result of staffing level trends and the reclassification of a former Operations Supervisor position to a Water System Operator position;
- 5% increase in overtime labor of \$2,250, due to projected labor costs; and
- 5% increase in standby labor of \$2,000, due to projected labor costs.

SUMMARY

Vacancies	\$177,192	
Equity adjustments	\$ 18,731	
Merit increases	\$ 48,195	
Additional duty pay	<u>\$ 18,417</u>	
	\$262,535	
Less FY difference/decrease	<u><\$ 18,785></u>	
	\$243,750	(Reference budget line 1-601-6010-50-00)
Plus OT increase	\$ 2,250	(Reference budget line 1-602-6020-56-00)
Plus Standby increase	<u>\$ 2,000</u>	(Reference budget line 1-601-6020-57-00)
TOTAL	\$248,000	

DISCUSSION:

Staff presented a preliminary budget summary in March, and draft detailed budgets were reviewed with the Board in April and May.

The following assumptions were made in preparation of the attached FY 2019/2020 MPWD Operating and Capital Budgets:

OPERATIONS

- Projected Water Commodity Charges at \$9.8 million (includes 3.0% commodity adjustment effective July 1, 2019).
- Projected Fixed System Charges at \$3.0 million (includes 7.7% fixed system adjustment effective July 1, 2019).
- Projected capacity revenues based upon known "pipeline" Belmont projects.
- Projected 3.75% inflationary index on operational line items staff believed might be impacted by pricing increases. The annual average CPI for All Urban Consumers in 2018 was 3.9% per the U.S. Department of Labor, Bureau of Labor Statistics, for the San Francisco-Oakland-Hayward area. For the first four (4) months of 2019, it averaged 3.75%. As discussed last month, staff updated the CPI adjustments in the Operating budget.
- Reduced but retained some funding for temporary employment services within Miscellaneous Professional Services to accommodate increased administrative, finance, and customer services until a reorganization is finalized.
- Maintained Purchased Water expenditure based upon FY 2018/2019 projections (and FY 2017/2018 actuals), since there will be no wholesale customer rate adjustments in FY 2019/2020 by the SFPUC.
- Projected a full year of Debt Service expense totaling \$1,069,200 from the MPWD 2016 COP Official Statement.
- Increased Depreciation per GAAP (Generally Accepted Accounting Principles).
- The MPWD's debt service coverage requirement for the 2016 COP financing is 1.3, and it is projected to be 1.93 for FY 2019/2020.

Based upon these assumptions, after projected expenditures are deducted from projected operating revenues, a \$283,477 Operating balance would be projected for transfer to Capital, together with the \$970,000 Depreciation projection.

CAPITAL

The FY 2019/2020 Capital Budget will be a “work-in-progress” and will be revised after the MPWD’s long-term financial modeling and planning is completed. For now, \$50,000 will be budgeted in case something comes up between now and the mid-year budget review in February 2020.

Attachments: MPWD Operating and Capital Budgets for FY 2019/2020
 Resolution 2019-12
 Resolution 2019-13

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

RESOLUTION NO. 2019-12

**APPROVING THE
OPERATING BUDGET FOR FISCAL YEAR 2019/2020**

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, at its February 28, 2019, March 28, 2019, April 25, 2019 and May 23, 2019, regular meetings, staff presented working drafts of the proposed Operating Budget for Fiscal Year 2019/2020 for discussion; and

WHEREAS, staff developed its final Operating Budget for FY 2019/2020 and presented it to the Board of Directors on June 27, 2019, with a recommendation for approval.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mid-Peninsula Water District hereby approves a total operating budget for the Fiscal Year 2019/2020:

<i>TOTAL OPERATING REVENUES</i>	<i>\$13,721,000</i>
<i>TOTAL OPERATING EXPENDITURES</i>	<i>\$13,437,523</i>
<i>NET TRANSFER TO CAPITAL</i>	<i>\$ 283,477</i>

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

REGULARLY PASSED AND ADOPTED this 27th day of June 2019 by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

President, Board of Directors

ATTEST:

District Secretary

RESOLUTION NO. 2019-13

**APPROVING THE
CAPITAL BUDGET FOR FISCAL YEAR 2019/2020**

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, at the February 28, 2019, March 28, 2019, April 25, 2019 and May 23, 2019, regular meetings of the Board of Directors, staff presented working drafts of the proposed Capital Budget for Fiscal Year 2019/2020 for discussion; and

WHEREAS, staff developed its final Capital Budget for FY 2019/2020 totaling \$50,000 as a “work in progress,” until staff has completed comprehensive financial modeling and planning, which was presented to the Board of Directors on June 27, 2019; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mid-Peninsula Water District hereby approves a Fiscal Year 2019/2020 Capital Budget in the total amount of \$50,000.

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

REGULARLY PASSED AND ADOPTED this 27th day of June 2019 by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

President, Board of Directors

ATTEST:

District Secretary

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR FY 2019-2020
SUMMARY**

DESCRIPTION	APPROVED AMENDED FY 2018-2019 BUDGET	OPERATIONS FY 2019-2020 BUDGET	Increase (Decrease)	% Change
OPERATING REVENUE				
WATER COMMODITY CHARGES	9,611,800	9,800,000	188,200	2.0%
FIXED SYSTEM CHARGES	2,880,000	3,000,000	120,000	4.2%
FIRE SERVICE CHARGES	14,000	14,000	-	0.0%
MISC CUSTOMER ACCOUNT FEES	43,000	43,000	-	0.0%
SERVICE LINE & INSTALLATION CHARGES	10,000	10,000	-	0.0%
MISCELLANEOUS OPERATING	25,000	25,000	-	0.0%
PROPERTY TAX REVENUE	268,000	268,000	-	0.0%
TOTAL OPERATING REVENUE *	12,851,800	13,160,000	308,200	2.4%
WATER SYSTEM CAPACITY CHARGES	250,000	100,000	(150,000)	-60.0%
WATER DEMAND OFFSET CHARGES	20,000	10,000	(10,000)	-50.0%
MISCELLANEOUS NON-OPERATING *	55,000	50,000	(5,000)	-9.1%
INTEREST REVENUE - LAIF *	75,000	75,000	-	0.0%
INTEREST REVENUE - COP	150,000	150,000	-	0.0%
LEASE OF PHYSICAL PROPERTY *	175,000	175,000	-	0.0%
LANDSCAPE PERMIT REVENUE	1,000	1,000	-	0.0%
TOTAL NON-OPERATING REVENUE	726,000	561,000	(165,000)	-22.7%
TOTAL REVENUE	13,577,800	13,721,000	143,200	1.1%
OPERATING EXPENDITURES (OP EXP)				
SALARIES & WAGES	1,821,385	2,069,385	248,000	13.6%
PAYROLL TAXES & BENEFITS	1,280,803	1,414,092	133,289	10.4%
PURCHASED WATER	5,654,624	5,654,624	-	0.0%
OUTREACH & EDUCATION	60,000	60,000	-	0.0%
M&R - OPS SYSTEM	350,000	387,750	37,750	10.8%
M&R - FACILITIES & EQUIPMENT	150,000	162,625	12,625	8.4%
SYSTEM SURVEYS	31,050	35,000	3,950	12.7%
ADMINISTRATION & EQUIPMENT	313,483	306,375	(7,108)	-2.3%
MEMBERSHIP & GOV FEES	215,915	228,585	12,670	5.9%
BAD DEBT & CLAIMS	30,000	30,000	-	0.0%
UTILITIES	316,917	326,813	9,896	3.1%
PROFESSIONAL SERVICES	650,000	460,575	(189,425)	-29.1%
TRAINING/TRAVEL & RECRUITMENT	50,000	37,500	(12,500)	-25.0%
RESTRICTED EARNINGS	225,000	225,000	-	0.0%
DEPRECIATION	931,500	970,000	38,500	4.1%
DEBT SERVICE	1,051,500	1,069,200	17,700	1.7%
TOTAL OP EXP	13,132,176	13,437,523	305,347	2.3%
NET RESULTS OF OPERATIONS	445,625	283,477	(162,147)	-36.4%
NET TRANSFERS TO CAPITAL	445,625	283,477	(162,147)	-36.4%
DEBT SERVICE COVERAGE	1.91	1.93		

* Revenues included in Debt Service Coverage Ratio

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR FY 2019-2020
DETAILED**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED AMENDED FY 2018-2019 BUDGETED	OPERATIONS FY 2019-2020 BUDGET	Increase (Decrease)	% Change
1-400-4010-40-00	Water Commodity Charges	9,611,800	9,800,000	188,200	2.0%
1-400-4020-00-00	Fixed System Charges	2,880,000	3,000,000	120,000	4.2%
1-400-4030-00-00	Fire Service Charges	14,000	14,000	-	0.0%
1-400-4040-00-00	Credit/Debit Card Fees	25,000	25,000	-	na
1-400-4041-00-00	Late Fees	10,000	10,000	-	na
1-400-4042-00-00	48-Hour Notice Fees	5,000	5,000	-	na
1-400-4043-00-00	Shut Off Fees	2,000	2,000	-	na
1-400-4044-00-00	After Hour Fees	1,000	1,000	-	na
1-400-4050-00-00	Service Line & Installation Charges	10,000	10,000	-	0.0%
1-400-4080-00-00	Miscellaneous -Operating	25,000	25,000	-	0.0%
1-400-4000-00-00	TOTAL WATER CHARGES	12,583,800	12,892,000	308,200	2.4%
1-420-4202-45-00	Property Tax Revenue	268,000	268,000	-	0.0%
1-420-4200-00-00	OTHER OPERATING REVENUE	268,000	268,000	-	0.0%
	TOTAL OPERATING REVENUE	12,851,800	13,160,000	308,200	2.4%
1-400-4060-00-00	Water System Capacity Charges	250,000	100,000	(150,000)	-60.0%
1-400-4070-00-00	Water Demand Offset Charges	20,000	10,000	(10,000)	-50.0%
1-400-4080-00-00	Miscellaneous - Non Operating	55,000	50,000	(5,000)	-9.1%
1-400-4090-00-00	Interest Revenue- LAIF	75,000	75,000	-	0.0%
1-410-4103-00-00	Interest Revenue - COP Funds	150,000	150,000	-	0.0%
1-400-4100-00-00	INTEREST REVENUE	225,000	225,000	-	0.0%
1-420-4201-44-00	Lease of Physical Property	175,000	175,000	-	0.0%
1-420-4208-46-00	Landscape Plan Permit Review	1,000	1,000	-	0.0%
1-420-4200-00-00	OTHER NON-OPERATING REVENUE	176,000	176,000	-	0.0%
	TOTAL NON-OPERATING REVENUE	726,000	561,000	(165,000)	-22.7%
	TOTAL OPERATING & NON-OP REVENUE	13,577,800	13,721,000	143,200	
1-601-6010-50-00	Salaries & Wages	1,725,000	1,968,750	243,750	14.1%
1-601-6010-51-00	Director Compensation	11,385	11,385	-	0.0%
1-601-6010-00-00	GROSS REGULAR WAGES	1,736,385	1,980,135	243,750	14.0%
1-602-6020-56-00	Overtime Labor	45,000	47,250	2,250	5.0%
1-602-6020-57-00	Standby Labor	40,000	42,000	2,000	5.0%
1-602-6020-00-00	SUB-TOTAL SALARY & WAGES	1,821,385	2,069,385	248,000	13.6%
1-603-6030-58-00	FICA/Medicare PR Tax	131,963	158,308	26,345	20.0%

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR FY 2019-2020
DETAILED**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED AMENDED FY 2018-2019 BUDGETED	OPERATIONS FY 2019-2020 BUDGET	Increase (Decrease)	% Change
1-603-6030-59-00	ACWA Health Care	400,000	420,000	20,000	5.0%
1-603-6030-60-00	ACWA Dental	30,000	31,500	1,500	5.0%
1-603-6030-61-00	ACWA Vision	4,250	4,463	213	5.0%
1-603-6030-62-00	ACWA Life/AD&D	4,200	4,410	210	5.0%
1-603-6030-63-00	Standard LDL/SDL Disability	17,500	18,375	875	5.0%
1-603-6030-64-00	Workers' Comp Insurance	32,500	55,000	22,500	69.2%
1-603-6030-65-00	Unemployment	1,066	1,066	-	0.0%
1-603-6030-66-00	CALPERS Retirement - ER 2%@55	140,000	190,575	50,575	36.1%
	CALPERS UAL Fresh Start 7/1/18	136,604	137,087	483	0.4%
1-603-6030-67-00	Retirees' ACWA Health Care	71,770	75,359	3,589	na
1-603-6030-68-00	Directors' ACWA Health Care	115,000	120,750	5,750	5.0%
1-603-6030-70-00	Medical Reimbursement	600	600	-	0.0%
1-603-6030-71-00	Employee Service Recognition	10,350	10,350	-	0.0%
1-603-6030-72-00	Safety Incentive Program	15,000	15,000	-	0.0%
1-603-6030-73-00	Uniforms	25,000	26,250	1,250	5.0%
1-603-6030-74-00	PARS OPEB Expense	145,000	145,000	-	na
1-603-6030-00-00	SUB-TOTAL PAYROLL TAXES & BENEFITS CAPITAL PAYROLL, TAXES & BENEFITS	1,280,803	1,414,092	133,289	10.4%
	PERSONNEL COSTS	3,102,188	3,483,477	381,289	12.3%
1-610-6100-76-00	SFPUC Treated Water	5,100,000	5,100,000	-	0.0%
1-610-6100-77-00	BAWSCA (Debt Service Surcharges)	476,000	476,000	-	0.0%
1-610-6100-78-00	Rates Stabilization	-	-	-	na
1-610-6100-79-00	SFPUC Water Service Charge	78,624	78,624	-	0.0%
6-610-6100-00-00	PURCHASED WATER	5,654,624	5,654,624	-	0.0%
1-630-6301-00-00	Water Conservation Program	7,452	7,452	-	0.0%
1-630-6302-00-00	School Conservation Program	7,452	7,452	-	0.0%
1-630-6303-00-00	Public Outreach & Education	15,525	15,525	-	0.0%
1-634-6304-80-00	HET (High Efficiency Toilet) Rebates	9,221	9,221	-	0.0%
1-634-6304-81-00	Washing Machine Rebates	-	-	-	na
1-634-6304-82-00	Lawn-Be-Gone Rebates	17,685	17,685	-	0.0%
1-634-6304-83-00	Rain Barrels Rebates	2,665	2,665	-	0.0%
1-630-6300-00-00	WATER CONSERVATION REBATES	29,571	29,571	-	0.0%
	OUTREACH/EDUCATION	60,000	60,000	-	0.0%
1-640-6401-00-00	Water Quality	60,000	62,250	2,250	3.8%
1-640-6402-00-00	Pumping	50,000	51,875	1,875	3.8%
1-640-6403-00-00	Storage Tanks	10,000	10,375	375	3.8%
1-640-6404-00-00	Mains/Distribution	100,000	103,750	3,750	3.8%
1-640-6405-00-00	Meters & Service	10,000	35,000	25,000	250.0%
1-640-6406-00-00	Fire Hydrants	33,000	34,238	1,238	3.8%
1-640-6407-00-00	Regulator Stations	10,000	10,375	375	3.8%

MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR FY 2019-2020
DETAILED

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED AMENDED FY 2018-2019 BUDGETED	OPERATIONS FY 2019-2020 BUDGET	Increase (Decrease)	% Change
1-640-6408-00-00	Safety	37,000	38,388	1,388	3.8%
1-640-6409-00-00	SCADA maintenance	14,415	14,956	541	3.8%
1-640-6410-00-00	Generator Maintenance	25,585	26,544	959	3.8%
1-640-6400-00-00	FIELD OPERATIONS & MAINTENANCE	350,000	387,750	37,750	10.8%
1-650-6501-00-00	Buildings&Grounds	80,000	90,000	10,000	12.5%
1-650-6502-00-00	Equipment&Tools	20,000	20,750	750	3.8%
1-650-6503-00-00	Vehicles & Large Equipment	20,000	20,750	750	3.8%
1-650-6504-00-00	Fuel	30,000	31,125	1,125	3.8%
1-650-6500-00-00	FACILITIES & EQUIPMENT	150,000	162,625	12,625	8.4%
1-660-6601-00-00	Cathodic Protection Survey	-	35,000	35,000	na
1-660-6602-00-00	Leak Detection Survey/Large Meter Testing	31,050	-	(31,050)	-100.0%
1-660-6600-00-00	SYSTEM SURVEYS	31,050	35,000	3,950	12.7%
1-670-6701-00-00	Office Supplies	15,991	15,563	(428)	-2.7%
1-670-6702-00-00	Insurance- Liability/Vehicles/Excess	82,800	83,000	200	0.2%
1-670-6703-00-00	Postage	8,528	5,188	(3,341)	-39.2%
1-670-6704-00-00	Printing/Print Supplies	10,350	17,638	7,288	70.4%
1-670-6705-00-00	Equipment Services/Maintenance	20,700	16,600	(4,100)	-19.8%
1-670-6706-00-00	Computer Supplies & Upgrades	33,120	25,938	(7,183)	-21.7%
1-670-6707-00-00	Security & Safety	11,461	11,931	470	4.1%
1-670-6708-00-00	Miscellaneous Fees	533	519	(14)	-2.7%
1-670-6709-00-00	Customer Credit Card Service Fees	130,000	130,000	-	0.0%
1-670-6700-00-00	ADMINISTRATION & EQUIP	313,483	306,375	(7,108)	-2.3%
1-680-6801-00-00	Dues & Publications	31,759	34,186	2,427	7.6%
1-680-6802-00-00	Gov't Fees & Licenses	30,893	32,051	1,158	3.8%
1-680-6803-00-00	BAWSCA Membership Assessments	78,660	78,660	-	0.0%
1-680-6804-00-00	Env Health - Cross Connection Inspection	33,048	33,048	-	0.0%
1-680-6805-00-00	Software Licenses	41,555	50,640	9,085	21.9%
1-680-6800-00-00	MEMBERSHIP & GOV FEES	215,915	228,585	12,670	5.9%
1-690-6901-00-00	Bad Debt	24,000	24,000	-	0.0%
1-690-6902-00-00	Claims	6,000	6,000	-	0.0%
1-690-6900-00-00	BAD DEBT & CLAIMS	30,000	30,000	-	0.0%
1-700-7001-00-00	Utilities-Internet/Cable	10,350	8,300	(2,050)	-19.8%
1-700-7002-00-00	Utilities-Cellular Telephones	12,633	13,488	855	6.8%
1-700-7003-00-00	Utilities-Electric-Pumping Costs	234,531	243,813	9,282	4.0%
1-700-7004-00-00	Utilities-Electric-Bldgs&Grounds	25,585	26,975	1,390	5.4%
1-700-7005-00-00	Utilities-Telephones	31 25,875	26,975	1,100	4.3%
1-700-7006-00-00	Utilities-Sewer - NPDES	7,943	7,263	(680)	-8.6%

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR FY 2019-2020
DETAILED**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED AMENDED FY 2018-2019 BUDGETED	OPERATIONS FY 2019-2020 BUDGET	Increase (Decrease)	% Change
1-700-7000-00-00	UTILITIES	316,917	326,813	9,896	3.1%
1-710-7101-00-00	Prof Serv - District Counsel	65,000	75,000	10,000	15.4%
1-710-7102-00-00	Prof Serv - District Engineer	100,000	100,000	-	0.0%
1-710-7103-00-00	Prof Serv - IT	22,000	22,000	-	0.0%
1-710-7104-00-00	Prof Serv- Annual Finance Audit	18,850	19,425	575	3.1%
1-710-7105-00-00	Mnmgt Consult	-	-	-	na
1-710-7106-00-00	Prof Serv- Accounting & Payroll	24,000	24,000	-	0.0%
1-710-7107-00-00	Prof Serv- Customer Billing	60,000	60,000	-	0.0%
1-710-7109-00-00	Prof Serv - Answering Svs	4,000	4,000	-	0.0%
1-710-7110-00-00	Prof Serv - Miscellaneous	352,550	152,550	(200,000)	-56.7%
1-710-7111-00-00	Prof Serv - District Treasurer	3,600	3,600	-	0.0%
1-710-7100-00-00	PROFESSIONAL SERVICES	650,000	460,575	(189,425)	-29.1%
1-720-7201-00-00	Director Travel	4,000	4,000	-	0.0%
1-720-7202-00-00	Director Expense	1,600	1,600	-	0.0%
1-720-7203-00-00	Elections	15,000	-	(15,000)	-100.0%
1-720-7204-00-00	Employee Travel/Training	24,400	24,400	-	0.0%
1-720-7205-00-00	Meetings Expense	5,000	7,500	2,500	50.0%
1-720-7200-00-00	TRAINING & TRAVEL	50,000	37,500	(12,500)	-25.0%
1-730-7302-00-00	Restricted Earnings Expense - Interest LAIF	225,000	225,000	-	0.0%
1-730-7300-00-00	RESTRICTED EARNINGS EXPENSE	225,000	225,000	-	0.0%
1-800-8001-00-00	Working Reserves: Capital	-	-	-	na
1-800-8002-00-00	Working Reserves: Operating	-	-	-	na
1-800-8000-00-00	RESERVES	-	-	-	na
	FINANCING COSTS - COP	-	-	-	-
1-900-9010-00-00	DEPRECIATION	931,500	970,000	38,500	4.1%
1-740-7405-00-00	DEBT SERVICE 2016 COPs	1,051,500	1,069,200	17,700	1.7%
SUB-TOTAL - OPERATIONAL EXPENSES		10,029,989	9,954,046	(75,942)	-0.8%
TOTAL OPERATING EXPENSES		13,132,176	13,437,523	305,347	2.3%
NET OPERATING SURPLUS/(LOSS)					
TRANSFER TO CAPITAL		445,625	283,477	(162,147)	na
DEBT SERVICE COVERAGE		1.91	1.93		

**MID-PENINSULA WATER DISTRICT
CAPITAL BUDGET FOR FY 2019-2020
CAPITAL OUTLAY/CAPITAL PROJECTS**

DESCRIPTION	APPROVED AMENDED FY 2018-2019 BUDGET \$	CAPITAL FY 2019-2020 BUDGET \$
CAPITAL IMPROVEMENTS - WORK IN PROCESS (WIP)		
2017 Joint WMR and Belmont Sewer Rehab Project (Pay-Go Portion)	750,000	-
2017 Water Main Replacement CIP (Pay-Go Portion)	5,000	-
AMI Meter Change Out Program	678,500	-
CAPITAL IMPROVEMENTS - WIP TOTAL	1,433,500	-
CAPITAL OUTLAY		
Replacement Mini-Excavator for Operations	45,998	-
Replacement Service Truck for Operations	90,000	-
Replace Hybrid Vehicles	65,783	-
Replace Fuel Station Controller @ Dairy Lane Operations Center	30,000	-
Phase 2 SCADA System Replacement	50,000	-
Miscellaneous Capital Outlay/Projects	50,000	50,000
CAPITAL OUTLAY TOTAL	331,781	50,000
CAPITAL IMPROVEMENTS & CAPITAL OUTLAY TOTAL	1,765,281	50,000
DEPRECIATION	931,500	970,000
TRANSFER FROM OPS	445,625	283,477
TRANSFER (TO)/FROM CAPITAL RESERVES (PRIOR YEAR) *	595,000	-
TRANSFER (TO)/FROM CAPITAL RESERVES	(206,844)	(1,203,477)
CAPITAL OUTLAY/CAPITAL PROJECTS	(1,765,281)	(50,000)
NET RESULTS OF CAPITAL	(0)	(0)
* COMMITTED FROM PRIOR YEAR:		
Joint CIP with City of Belmont	\$ 500,000	
Proceeds from sale of Surplus Items	\$ 95,000	
	\$ 595,000	



TO: Board of Directors

FROM: Tammy A. Rudock
General Manager

DATE: June 27, 2019

MANAGER'S REPORT

FOLLOW-UP FROM 05/23/19 REGULAR BOARD MEETING

- Rates notice developed and mailed to customers by May 31, 2019, and posted to the website. Courtesy reminder mailed to customers in mid-June.
- Executed construction contract with Stoloski & Gonzalez, Inc., for CIP 07-1621-CP (Notre Dame Avenue, Cliffside Court, and Tahoe Drive Area Water Main Replacement Project, and Zone 5 Fire Hydrant Upgrades, in the total amount of \$2,144,385.
- Fifth Amendment to the General Manager's Employment Agreement, and updated General Manager Salary Schedule, posted to the website.
- Finalized Annual Planning Schedule for Board of Directors (after the Board's input last month), which is attached.

WATER CONSERVATION SUMMARY

Water consumption for May was down 28.2% when compared to May 2013. (For trend comparison, last year for May was down 28.0% when compared to 2013.)

The R-GPCD (Residential-Gallons per Capita per Day) for May was 90.1 (compared to 122.7 in May 2013).

Cumulative water savings from July 1, 2018 through May 31, 2019 (compared to 2013) was -17.0%.

3-MONTH "LOOK AHEAD" FOR BOARD MEETINGS*

JULY 25, 2019

- Establish Appropriations Limit.
- Consider/Approve budgeted annual professional services agreement for John Davidson d/b/a JRocket77 Graphic Design & Marketing.
- Receive BAWSCA update.
- Receive 2016 COP debt financing quarterly reports.
- Consider/Approve Notice of Completion for Hillcrest Pressure Regulating Station project.
- Consider/Approve living wage adjustment to employee salary ranges, per letter agreement between the MPWD and MPWD Employee Association, effective August 1, 2019.
- Receive progress report on MPWD public relations, marketing, and website activities.

AUGUST 22, 2019
NO MEETING SCHEDULED

SEPTEMBER 26, 2019

- Receive GM's progress report on MPWD 2019-2020 Strategic Plan and annual report on operations for FYE June 30, 2019.
- Review MPWD Catalog of Enterprise Systems per Senate Bill 272.
- Review MPWD Annual Reimbursements Report for Fiscal Year 2018/2019 pursuant to Government Code § 53065.5.
- Receive Report on Development Revenues compared to MPWD CIP and Water Conservation Program Expenditures through Fiscal Year End June 30, 2019.
- Receive BAWSCA update.

**By 12/31/19: Required bi-annual AB 1825 Harassment Prevention training by January 1, 2020 expanded for all employees (SB 1343) and for elected officials (AB 1661) will be scheduled.*

PUBLIC SERVICE ETHICS EDUCATION (AB 1234)

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

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

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

Here is the link to the FPPC free online ethics training: <http://localethics.fppc.ca.gov/login.aspx>

UPCOMING MEETINGS/EVENTS

BAWSCA Water Management Meeting (Foster City): July 11, 2019

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

CSDA Annual Conference & Exhibitor Showcase (Anaheim): September 25-28, 2019

ACWA JPIA Fall Conference & Exhibition (San Diego): December 2-6, 2019

ACWA JPIA 2020 Spring Conference & Exhibition (Monterey): May 4-8, 2020

ANNUAL PLANNING SCHEDULE FOR BOARD OF DIRECTORS

MONTH	ACTIVITIES
JANUARY	<ol style="list-style-type: none"> 1. In odd-numbered years, schedule a facilitated Special Board meeting to develop a two-year Strategic Plan, including review of Mission/Vision/Strategic Goal Statements and Director Assignments/Committees. In even-numbered years, schedule a Special Board meeting for mid-program review of Strategic Plan with staff. 2. Annual water awareness calendar contest award presentations. 3. Receive BAWSCA report. 4. Required Statement of Facts, Roster of Public Agencies Filing, to be completed and transmitted to the Secretary of State and County of San Mateo regarding verification of the governing body and its members and officers (CA Government Code § 53051). Post to website.
FEBRUARY	<ol style="list-style-type: none"> 1. In odd-numbered years, consider approval of two-year Strategic Plan. Post to website. 2. Receive mid-year review of current fiscal year Operating and Capital Budgets and consider/approve the Amended Budgets. Post to website. 3. Form 700s due by April 1st to San Mateo County. 4. Required Harassment Prevention training for all employees, supervisors and elected officials to be completed every two years (AB 1825, AB 1661, and SB 1343).
MARCH	<ol style="list-style-type: none"> 1. Consider preliminary revenue requirements and proposed water rate adjustments. 2. Discuss preliminary DRAFT Operating Budget for next fiscal year. 3. Discuss preliminary DRAFT Capital Budget for next fiscal year. 4. Receive BAWSCA report.
APRIL	<ol style="list-style-type: none"> 1. If needed, schedule a Special Board meeting for water rates workshop. 2. Approve water rate adjustments effective July 1st. (Required 30-day notice to ratepayers.) 3. Review working DRAFT Operating Budget for next fiscal year. 4. Review working DRAFT Capital Budget for next fiscal year. 5. Review General Manager annual performance assessment process and tool.
MAY	<ol style="list-style-type: none"> 1. Consider final DRAFT Operating Budget for next fiscal year. 2. Consider final DRAFT Capital Budget for next fiscal year. 3. Receive BAWSCA report.
JUNE	<ol style="list-style-type: none"> 1. Adopt fiscal year Operating Budget. Post to website. 2. Adopt fiscal year Capital Budget. Post to website.

JULY	<ol style="list-style-type: none"> 1. Establish Appropriations Limit applicable to the MPWD during fiscal year. 2. Consider/Approve budgeted annual professional services agreements. 3. Consider/Approve living wage adjustment for MPWD Employees Association, per Section 10 of Letter Agreement dated September 25, 2018 (through September 2023). 4. Receive BAWSCA report. 5. In even-numbered years, review Conflict of Interest Code; and if updated, remit to San Mateo County by September 1st. Or, if there are no changes, remit Biennial Report to San Mateo County by September 1st.
AUGUST	<i>NO MEETING</i>
SEPTEMBER	<ol style="list-style-type: none"> 1. Receive General Manager's MPWD annual progress report for fiscal year end. 2. Receive progress report on annual Strategic Plan. 3. Review Catalog of Enterprise Systems annual review and update as necessary. Post to website (SB 272). 4. Receive Annual Report on Fiscal Year Reimbursements over \$100 to Employees. Post to website (CA Government Code § 53065.5). 5. Receive Report on Development Revenues compared to MPWD CIP and Water Conservation Program Expenditures through Fiscal Year End. 6. Receive BAWSCA report. 7. In odd-numbered years, or as necessary, review/update MPWD Personnel Manual (including meet and confer with MPWD Employees Association). Post to website.
OCTOBER	<ol style="list-style-type: none"> 1. Receive annual financial audit report for fiscal year end. Post to website. 2. Required Ethics training for Form 700 officers and elected officials to be completed per MPWD schedule (AB 1234). 3. Closed Session: General Manager annual performance evaluation.
NOVEMBER	<ol style="list-style-type: none"> 1. Consider/Approve annual Board meeting schedule. Post to website. 2. Receive annual PARS OPEB trust account performance review and confirm investment strategy. 3. Closed Session: General Manager annual performance evaluation.
DECEMBER	<ol style="list-style-type: none"> 1. Election of officers (followed by reception). 2. Schedule January strategic planning Special Board meeting. 3. Receive BAWSCA report (carry over from November). 4. Complete General Manager performance evaluation, and consider/approve amended employment agreement.



TO: Board of Directors

FROM: Candy Pina

DATE: June 27, 2019

ADMINISTRATIVE SERVICES MANAGER'S REPORT

FINANCIAL REPORTING:

Schedule of Cash and Investments:

SCHEDULE OF CASH AND INVESTMENTS		
CASH ACCOUNT	BALANCE 5/31/2019	BALANCE @ 06/18/19
PETTY CASH	\$400	\$400
CASH DRAWER	\$200	\$200
WELLS FARGO CHECKING	\$207,837	\$235,423
LAIF	\$3,921,896	\$4,121,896
BNY INSTALLMENT ACCOUNT	\$547,539	\$289,339
TOTAL	\$4,677,872	\$4,647,257

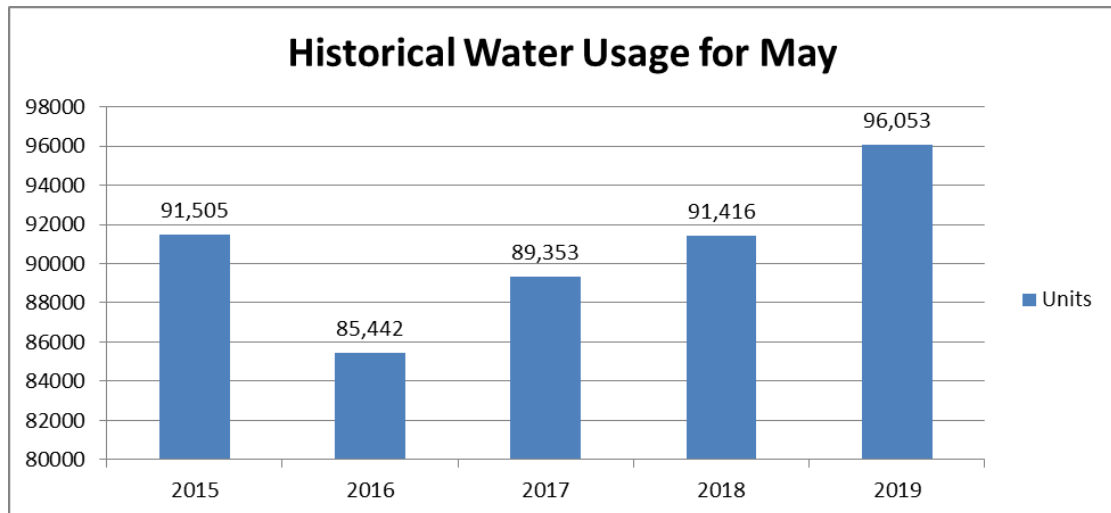
PARS OPEB Trust Program - May 31, 2019

ACCOUNT SUMMARY							
FISCAL YEAR	Beginning Balance	CONTRIBUTIONS	EARNINGS	Expenses (Trustee/Investment Management Fee)	Transfers	Ending Balance	Expenses (Administrative Fee)
2014-2015	\$ 368,264.01	\$ 56,925.00	\$ 8,693.45	\$ 965.18	\$ -	\$ 432,917.28	\$ 3,600.00
2015-2016	\$ 432,917.28	\$ 181,575.00	\$ 13,043.87	\$ 1,179.47	\$ -	\$ 626,356.68	\$ 3,600.00
2016-2017	\$ 626,356.68	\$ 108,702.00	\$ 45,569.47	\$ 1,829.05	\$ -	\$ 778,799.10	\$ 3,600.00
2017-2018	\$ 778,799.10	\$ 534,109.67	\$ 39,383.38	\$ 2,693.35	\$ -	\$ 1,349,598.80	\$ 3,600.00
2018-2019	\$ 1,349,598.80	\$ 2,725,000.00	\$ 90,003.27	\$ 6,332.15	\$ 22,190.56	\$ 4,180,460.48	\$ 664.46
2014-2019	\$ 368,264.01	\$ 3,606,311.67	\$196,693.44	\$ 12,999.20	\$ 22,190.56	\$ 4,180,460.48	\$ 15,064.46
PARS OPEB	\$ 1,349,598.80	\$ 1,125,000.00	\$ 52,807.53	\$ 4,508.26	\$ 22,190.56	\$ 2,545,088.63	\$ 600.00
PARS PENSION	\$ -	\$ 1,600,000.00	\$ 37,195.74	\$ 1,823.89	\$ -	\$ 1,635,371.85	\$ 64.46

INVESTMENT RETURN					
	1-Month	3-Months	1-Year	3-Years Annualized Return	5-Years Annualized Return
	-0.98%	-0.68%	2.18%	6.09%	
	0.85%	2.09%	2.11%	4.54%	
	0.29%	2.33%	6.65%	3.63%	5.39%
	0.17%	1.01%	4.43%	4.38%	4.94%
	1.47%	4.19%	7.02%	10.31%	9.09%
	0.36%	1.79%	4.48%	5.79%	6.47%

Water Revenue Report:

WATER REVENUES for FISCAL YEAR 2018/2019					
Month	Total Units	Water Commodity Charges	Fixed System Charges	Total Water Revenues	Misc Rev
JUL	122,334	1,020,243	221,322	1,241,565	1,309
AUG	122,489	1,064,995	240,529	1,305,524	1,302
SEP	123,229	1,094,168	240,313	1,334,481	1,315
OCT	108,426	922,019	240,702	1,162,721	1,303
NOV	107,945	926,926	239,712	1,166,638	1,319
DEC	79,231	655,976	240,162	896,138	1,328
JAN	68,405	545,132	242,370	787,502	1,344
FEB	69,797	569,182	241,945	811,127	1,335
MAR	66,999	518,060	240,416	758,476	1,340
APR	70,899	583,906	243,357	827,263	1,355
MAY	96,053	797,931	240,990	1,038,921	1,352
TOTAL	1,035,807	8,698,538	2,631,818	11,330,356	14,602



MISC FEE REVENUES UPDATE:

From 01/01/19 – 05/31/19, MPWD was charged \$60,646 in credit card fees, recovering about 51% of the credit card costs. For the remaining fees, staff is no longer waving fees so there was a significant increase this month in other fees.

MISCELLANEOUS FEE REVENUES COLLECTED - 2019						
Month	Credit Card Fees	Late Fees	48-Hour Notice Fees	Shut Off Fees	After Hour Fees	Total Fees
JAN	6,576	-	-	-	-	6,576
FEB	5,427	-	-	-	-	5,427
MAR	5,960	7,140	8,270	2,250	300	23,920
APR	5,090	3,410	3,170	260	-	11,930
MAY	7,869	9,750	6,650	1,050	600	25,919
TOTAL	30,922	20,300	18,090	3,560	900	73,772

CONFERENCES, TRAINING, & MEETINGS:

- 1) Misty Malczon: 05/30/19 – Civic Pay Quarterly Meeting
- 2) Jeanette Kalabolas/Misty Malczon/Laura Ravella/Candy Pina: 06/04/19 – Admin Off-Site Quarterly Meeting
- 3) Misty Malczon/Laura Ravella: 06/12-14/19 – Springbrook Conference in Portland, Oregon
- 4) Jeanette Kalabolas: 06/18/19 – NCCWD Interview Panel
- 5) Jeanette Kalabolas: 06/20/19 – BAWSCA CII Pilot Study Working Group Conference Call
- 6) Candy Pina: 06/20/19 – Meeting with Vincent Xi from District Treasurer's office to review the monthly financials

TEAM BUILDING ACTIVITIES

We will be celebrating with Jon Tscharner's at his retirement luncheon on Thursday, 6/27/19. He will have served with MPWD for 29 ½ years when he retires.



TO: Board of Directors

FROM: Rene A. Ramirez, Operations Manager

DATE: June 27, 2019

OPERATIONS REPORT – May

Projects:

- Below is current AMI status as of June 18, 2019

As Of 6-18-2019			
AMI Installation Status		99.2%	
New Development Status		100.00%	
Total Meters		8020	
Total New		110	
AMI Installations		7955	
AMI Installations		110	
Remaining		65	
Remaining		0	
Installations			
January	256	Mar 21 to Apr 18	770
February 1-20	578	Apr 19 to May 8	299
February 21 to March 20	759	May 9 to June 18	128

- Staff is pushing hard to completing AMI meter installation, but we may fall short of finishing by end of fiscal year. With construction picking up, we are responding to other customer demands, and working short-staffed for a variety of reasons. We do feel though, that at the given pace, we will finish in July;
- Shutdown of the Hillcrest turn-out for the tie-in of the new Hillcrest Pressure Regulator – capital project 02-1621-CP
- Opened bid proposals for the 2019 Water Main Replacement Project (CIP: 07-1621-CP). There were 8 contractors submitting bids. Recommendation made to Board at their May regular meeting; and
- Constructed service upgrades to: 2009 Mezes, 1830 Robin Whipple, 1569 Escondido, 2114 Cipriani, 1503 Folger, and 2104 Coronet.

Maintenance:

- Responded to and completed 253 USA (underground service alerts) requests in May. This translates to a 21% increase from April's total of 209. It reflects the construction activity in the community from spring to fall;
- Replaced ruptured service lines at: 2330 Hastings, 2631 Sequoia, 2311 and 2313 Hastings, 2413 Hastings, 14 Waterloo Court;
- Repaired a leaking air relief/vacuum valve near 1956 Old County Road (near Cordilleras blow-off);
- Replace the fire hydrant near 1600 El Verano;
- Collected a requisite 55 water samples for bacteriological testing – all samples were absent of coliform bacteria contamination;
- Continue to routinely monitor water system dead-ends continued for disinfectant residual; and
- Monitored for signs of nitrification within our tanks, sample stations and dead ends continues as a part of regular water quality monitoring. All tanks are in service as we prepare for the Hillcrest Pressure Reducing Station project, which will require water for Zone 1 to come downhill from Hallmark and West Belmont tanks.

System Repairs:

Date	Location	Event	Material	Installation Date	Estimated Water Loss (Gals.)
5/8	2330 Hastings	Service Leak	Plastic	1976	8,500
5/10	2631 Sequoia	Service Leak	Copper	1958	<500
5/16	2311 and 2313 Hastings	Service Leak	Plastic	1976	Could not determine
5/16	14 Waterloo Court	Service Leak	Plastic	1969	<100
5/19	2413 Hastings	Service Leak	Plastic	1976	Could not determine

Development:

Staff is currently working with developers on 51 development projects:

Mixed Use Commercial/Multi-Family Residential:

- o 576-600 El Camino Real – 36 meters installed at manifold. Awaiting conduit installations/punch list items prior to wiring remotes;
- o 1325 Old County Rd. – Project re-submitted larger project of 250 units; Currently reviewing plans;
- o 800 Belmont Ave. – Contacted by developer, tentative plans;
- o 815 Old County Rd. – Contacted by developer, tentative plans;
- o 1300 El Camino Real - Currently reviewing plans, letter of intent provided;

- 803-815 Belmont Ave – Contacted by developer regarding existing facilities and available fire flows. Additional information requested on adjacent parking lot parcels; and
- 900 El Camino Real – Letter of intent provided.

Commercial:

- 539 Harbor Blvd. – Updated installation quote;
- City of Belmont Island Park - Plans through staff approval process;
- 1477 El Camino Real – Currently reviewing their plans;
- Belmont Ave Parcel APNs – (2) awaiting plans;
- 1500 Ralston Ave. – Plans through staff approval process;;
- 1400 Alameda de las Pulgas – Plans through staff approval process;
- 1306-1308 Old County Rd. – Submittals approved;
- 1888 Ralston – Awaiting contractor installation
- 612 Mountain View - Awaiting plans
- 1110 Old County Rd. – Plans through staff approval process; and
- 2710 Ralston Ave. – Currently reviewing plans.

Residential:

- 2828 Monroe - Plans through staff approval process;
- 513 Chesterton Ave. Plans through staff approval process;
- 1926 Oak Knoll Dr. – Plans through staff approval process;
- 1830 Robin Whipple – Provided installation quote;
- 2009 Mezes – Installation complete;
- 2723 Monserat – Plans through staff approval process;
- 796 Miramar Terrace – Awaiting contractor response;
- 2114 Cipriani – Installation complete;;
- Bishop Road development – Installed 1 of 3, Awaiting plans on 2 remaining lots;
- 2104 Coronet Blvd - Installation complete;
- 4 Tioga Way – Plans through staff approval process;
- Talbryn Dr. parcel – Information provided to developer;
- Ralston parcel - Developer requesting system information;
- 2620 Ponce – Plans through staff approval process;
- 1320 Talbryn Lane development- Request for updated connection fees;
- 665 South - Plans through staff approval process;
- 853 Alameda – Plans through staff approval process;
- 857 Alameda – Plans through staff approval process;
- 10 Notre Dame Place – Awaiting contractor installation schedule;
- 861 Alameda – Currently reviewing their plans;
- 2723 Wemberly - Plans through staff approval process;
- 3900 Marsten – Plans through staff approval process;
- 1503 Folger - Plans through staff approval process;
- 1961 Bishop Rd. - Plans through staff approval process;
- 2106 Lyon Ave. - Plans through staff approval process;
- 1560 Escondido – Plans through staff approval process;

- 1050 Chula Vista – Plans through staff approval process;;
- 2110 Pullman Ave - Plans through staff approval process;
- 2019 Belle Monti - Plans through staff approval process;
- Monte Cresta Drive Extension – Reviewing plans, developing WSA;
- 507 Sterlingview - Plans through staff approval process;
- 511 Sterlingview - Plans through staff approval process; and
- 3105 Marburger – Awaiting plans.

Administration:

- Participated in a management discussion on the potential sale of the “F” Street property and the timing of capital project 05-1621-CP;
- Staff attended a pre-construction meeting invitation from City of Belmont for another phase of their sewer rehabilitation project;
- Several members of Ops Team attended, judged and participated in the 2nd Annual APWA Equipment Rodeo. More regional participants made competition tougher and no District employee qualified for the National Equipment Rodeo like last year;
- Both Operations Supervisors attended a two-day Advanced Supervisory Course in late May;
- Some members of staff were able to attend the APWA - Silicon Valley Chapter awards luncheon where the District and City received the Public Works Project of the Year;
- Continued to actively managing five (5) engineering design contracts related to the CIP; and
- Continued to actively manage power use for pumping operations.

MEMO

Agency: Mid-Peninsula Water District **Date** June 14, 2019
Attn: Board of Directors
Project Name: Hillcrest Pressure Regulating Station – Sequoia Tank Site **Project No.** 10012.19
City of Redwood City
Reference: Project Update and Progress Payment No 2
From: Joubin Pakpour, P.E. – District Engineer *JP*

Construction Status

On May 7, 2019, Stoloski & Gonzalez, Inc. (S&G) finished the bypass assembly by installing 2-45° bends to avoid the City of Redwood City's 6" PVC water main. On May 11th, the pressure regulating valve (PRV) assembly was pressure tested with no major leaks detected. The shutdown date for the tie-in was set for May 22nd, however the District rescheduled to May 29th.

On the day of tie-in, S&G Subcontractor welded the flange to the steel cylinder of the concrete cylinder pipe. The weld was inspected and tested using a magnetic particle testing device. Shaw Pipeline Services performed the test and certified the weld integrity. S&G successfully completed both tie-ins (both sides of the PRV vault) using two crews. The District reinstated water to Zone 1 on May 30th. No issues have reported due to the shutdown.

The end of the 45 contractual work days for the project was June 3rd. On May 31st, PCG sent S&G a memo granting 11 additional contract days for rain delays and the shutdown rescheduling. The revised contractual date is now June 18th.

Change Orders

When the District learned the City's 6" PVC water main could not be relocated, S&G purchased additional 20" fittings (2-45° and 1-22½°) to have the ability to horizontally and vertically realign the 20" PRV bypass to avoid the water main if needed. Fittings of this size are not "off the shelf" items found at local suppliers and were shipped in from Southern California and Tennessee. S&G is currently working with the vendor to determine if the unused 20" fittings can be returned and if there are restocking fees. We are working with S&G on the additional days for the down time due fitting shipping time and the cost which will be included on a future change order.

On June 6th the District requested S&G install an additional ladder inside the vault.

Change orders for the fittings and the ladder will be addressed in the next progress payment.

Project Schedule and Progress Payment No. 2 Request

As of May 31, 2019, S&G completed 40%, or \$257,666.00 of the contractual work. Enclosed please find Progress Payment No. 2 due to S&G for this period for **\$244,782.70 (value of work less 5% retention)**. The work performed to date has been satisfactory and payment is recommended.

	Current Month	Total	
Original Contract Amount		\$ 649,620.00	
Approved Change Orders	\$ 0.00	\$ 0.00	0%
Final Contract Amount		\$ 649,620.00	
Previously Paid		\$ 242,772.50	
Current Request (Less Retention)	\$ 244,782.70	\$ 244,782.70	
Retention	\$ 12,883.30	\$ 25,660.80	
Total Value of Work Completed	\$ 257,666.00	\$ 513,216.00	79%
Total Remaining on Contract		\$ 136,404.00	21%

Enclosures: Pakpour Consulting Group - Progress Payment No 2 Period from May 1, 2019 thru May 31, 2019 (1 page)
 Stoloski & Gonzalez Invoice Progress Payment 781-02 (1 page)
 Photo Updates Period from May 1, 2019 thru May 31, 2019 (4 pages)



**Hillcrest Pressure Regulating Station
Sequoia Tank Site - City Redwood City
Progress Payment No. 02**

**Pay Period:
May 1, 2019 thru May 31, 2019**

Bid	Description	Original Contract Amount				Change Order			Revised Contract Amount			Earned This Period			Prior Billing			Total to Date		
Item	Original Contract	Unit	Unit Price	Qty.	Total Price	Qty.	Unit Price	Total Price	Qty.	Unit Price	Total Price	Qty.	Amount Earned	%	Qty.	Amount Earned	%	Qty.	Amount Earned	%
1	Mobilization	LS	\$ 41,000.00	1	\$ 41,000.00	0	\$ 41,000.00	\$ -	1	\$ 41,000.00	\$ 41,000.00	0	\$ -	0%	1	\$ 41,000.00	100%	1	\$ 41,000.00	100%
2	Pressure Regulating Valve (PRV) Station	LS	\$ 304,500.00	1	\$ 304,500.00	0	\$ 304,500.00	\$ -	1	\$ 304,500.00	\$ 304,500.00	0.5	\$ 152,250.00	50%	0.5	\$ 152,250.00	50%	1	\$ 304,500.00	100%
3	20-in CCP/DIP Special Flange Adapter and Tie-In Connections	LS	\$ 2,500.00	1	\$ 2,500.00	0	\$ 2,500.00	\$ -	1	\$ 2,500.00	\$ 2,500.00	1	\$ 2,500.00	100%	0	\$ -	0%	1	\$ 2,500.00	100%
4	Shoring, Sheet piling, and Bracing and Trench Safety	LS	\$ 19,000.00	1	\$ 19,000.00	0	\$ 19,000.00	\$ -	1	\$ 19,000.00	\$ 19,000.00	0.5	\$ 9,500.00	50%	0.5	\$ 9,500.00	50%	1	\$ 19,000.00	100%
5	20-in DIP Water Main	LS	\$ 502.00	110	\$ 55,220.00	0	\$ 502.00	\$ -	110	\$ 502.00	\$ 55,220.00	108	\$ 54,216.00	98%	0	\$ -	0%	108	\$ 54,216.00	98%
6	20-in Gate Valve	EA	\$ 24,000.00	2	\$ 48,000.00	0	\$ 24,000.00	\$ -	2	\$ 24,000.00	\$ 48,000.00	1	\$ 24,000.00	50%	1	\$ 24,000.00	50%	2	\$ 48,000.00	100%
7	4-in Blow-Off Connection	EA	\$ 16,000.00	3	\$ 48,000.00	0	\$ 16,000.00	\$ -	3	\$ 16,000.00	\$ 48,000.00	0.5	\$ 8,000.00	17%	0	\$ -	0%	0.5	\$ 8,000.00	17%
8	Sample Station	EA	\$ 4,500.00	1	\$ 4,500.00	0	\$ 4,500.00	\$ -	1	\$ 4,500.00	\$ 4,500.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
9	Electrical Work and Chlorine Analyzer	LS	\$ 75,000.00	1	\$ 75,000.00	0	\$ 75,000.00	\$ -	1	\$ 75,000.00	\$ 75,000.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
10	Abandon Manhole Structure, Sampling Stand, and Demo of Ex Vault	LS	\$ 36,000.00	1	\$ 36,000.00	0	\$ 36,000.00	\$ -	1	\$ 36,000.00	\$ 36,000.00	0.2	\$ 7,200.00	20%	0.8	\$ 28,800.00	80%	1	\$ 36,000.00	100%
11	Water Tanker	LS	\$ 2,500.00	1	\$ 2,500.00	0	\$ 2,500.00	\$ -	1	\$ 2,500.00	\$ 2,500.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
12	Asphalt Concrete	SF	\$ 14.00	600	\$ 8,400.00	0	\$ 14.00	\$ -	600	\$ 14.00	\$ 8,400.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
13	Street Sweeping	EA	\$ 500.00	10	\$ 5,000.00	0	\$ 500.00	\$ -	10	\$ 500.00	\$ 5,000.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
	Contract Amount				\$649,620.00			\$0.00			\$649,620.00									
	Amount Earned												\$257,666.00	40%		\$255,550.00	39%		\$513,216.00	79%
	Retention (5%)												(\$12,883.30)						(\$25,660.80)	
	Progress Payment #1																		(\$242,772.50)	
	Amount Due												\$244,782.70						\$244,782.70	
	Amount Remaining on Contract																		\$136,404.00	21%

Prepared By


Joubin Pakpour, P.E. District Engineer

Amount Remaining on Contract	\$136,404.00	21%
Total Retention Being Held	(\$25,660.80)	
Total Pending Change Orders	\$ -	

Project: MPWD - Hillcrest Pressure Regulating Station - Sequoia Tank Site
Contractor: Stoloski & Gonzalez, Inc.
Address: 727 Main Street
Half Moon Bay, CA 94019-1924

Progress Payment: 781-02
Through Date: 05/31/19
Billing Date: 06/04/19

Bid Item	Description of Bid Item	Unit	Qty	Unit Price	Total Bid Amount	Previous QTY to Date	Previous Amount to Date	Current Qty	Current Payment	Total Work To Date	Total Amount To Date
1	Mobilization	LS	1	\$ 41,000.00	\$ 41,000.00	100%	\$ 41,000.00		\$ -	100%	\$ 41,000.00
2	Pressure Regulating Valve (PRV) Station	LS	1	\$ 304,500.00	\$ 304,500.00	50%	\$ 152,250.00	50%	\$ 152,250.00	100%	\$ 304,500.00
3	20-in CPP/DIP Special Flange Adapters and Tie-in Connections	LS	1	\$ 2,500.00	\$ 2,500.00			100%	\$ 2,500.00	100%	\$ 2,500.00
4	Shoring/Sheeting, Bracing & Trench Safety	LS	1	\$ 19,000.00	\$ 19,000.00	50%	\$ 9,500.00	50%	\$ 9,500.00	100%	\$ 19,000.00
5	20-in DIP Water Main	LF	110	\$ 502.00	\$ 55,220.00			108.00	\$ 54,216.00	108.00	\$ 54,216.00
6	20-in Gate Valves (Outside the Vault at the Bypass)	EA	2	\$ 24,000.00	\$ 48,000.00	1.00	\$ 24,000.00	1.00	\$ 24,000.00	2.00	\$ 48,000.00
7	4-in Blow-Off Assembly	EA	3	\$ 16,000.00	\$ 48,000.00			50%	\$ 8,000.00	50%	\$ 8,000.00
8	Sample Station	EA	1	\$ 4,500.00	\$ 4,500.00						
9	Electrical Work and Chlorine Analyzer	LS	1	\$ 75,000.00	\$ 75,000.00						
10	Abandon Manhole Structure, Sampling Stand and Demolition of Existing Vault	LS	1	\$ 36,000.00	\$ 36,000.00	80%	\$ 28,800.00	20%	\$ 7,200.00	100%	\$ 36,000.00
11	Water Truck	LS	1	\$ 2,500.00	\$ 2,500.00						
12	AC Paving 4" Repair	SF	600	\$ 14.00	\$ 8,400.00						
13	Street Sweeping	EA	10	\$ 500.00	\$ 5,000.00						
	Total Bid Amount				\$ 649,620.00						
							\$ 255,550.00		\$ 257,666.00		\$ 513,216.00

TOTAL TO DATE	\$ 257,666.00	\$ 513,216.00
LESS 5% RETENTION	\$ (12,883.30)	\$ (25,660.80)
SUBTOTAL	\$ 244,782.70	\$ 487,555.20
LESS PREVIOUS PAYMENTS	\$ -	\$ (242,772.50)
TOTAL DUE THIS PERIOD	\$ 244,782.70	\$ 244,782.70

Hillcrest Pressure Regulating Station – Sequoia Tank Site
City of Redwood City
Mid-Peninsula Water District, Belmont, CA
May 1, 2019 Thru May 31, 2019



Hillcrest Pressure Regulating Station – Sequoia Tank Site
City of Redwood City
Mid-Peninsula Water District, Belmont, CA
May 1, 2019 Thru May 31, 2019



May 29, 2019 – North Tie-In

May 29, 2019 – Vertical Alignment Under City of Redwood City's 6" PVC Water Line



Hillcrest Pressure Regulating Station – Sequoia Tank Site
City of Redwood City
Mid-Peninsula Water District, Belmont, CA
May 1, 2019 Thru May 31, 2019



Hillcrest Pressure Regulating Station – Sequoia Tank Site
City of Redwood City
Mid-Peninsula Water District, Belmont, CA
May 1, 2019 Thru May 31, 2019



**MID-PENINSULA WATER DISTRICT
BUDGET FOR YEAR 2018-2019
SUMMARY**

DESCRIPTION	APPROVED AMENDED FY 2018-2019 BUDGET \$	ACTUALS 7/1/2018 5/31/19	REMAINING BALANCE/ (OVER BUDGET)	Target YTD % 91.8%
				Y-T-D % OF BUDGET
OPERATING REVENUE				
WATER COMMODITY CHARGES	9,611,800	8,698,538	913,262	90.5%
FIXED SYSTEM CHARGES	2,880,000	2,631,818	248,182	91.4%
FIRE SERVICE CHARGES	14,000	14,602	(602)	104.3%
MISC CUSTOMER ACCOUNT FEES (A)	43,000	73,772	(30,772)	171.6%
SERVICE LINE & INSTALLATION CHARGES	10,000	155	9,845	1.6%
MISCELLANEOUS OPERATING	25,000	24,363	637	97.5%
PROPERTY TAX REVENUE (B)	268,000	353,028	(85,028)	131.7%
TOTAL OPERATING REVENUE	12,851,800	11,796,277	1,055,523	91.8%
WATER SYSTEM CAPACITY CHARGES (C)	250,000	635,625	(385,625)	254.3%
WATER DEMAND OFFSET CHARGES (C)	20,000	43,776	(23,776)	218.9%
MISCELLANEOUS NON-OPERATING (D)	55,000	129,019	(74,019)	234.6%
INTEREST REVENUE - LAIF (E)	75,000	113,387	(38,387)	151.2%
INTEREST REVENUE - COP (E)	150,000	294,309	(144,309)	196.2%
LEASE OF PHYSICAL PROPERTY	175,000	149,433	25,567	85.4%
LANDSCAPE PERMIT REVENUE (F)	1,000	6,486	(5,486)	648.6%
TOTAL NON-OPERATING REVENUE	726,000	1,372,035	(646,035)	189.0%
TOTAL REVENUE	13,577,800	13,168,312	409,488	97.0%
OPERATING EXPENDITURES (OP EXP)				
SALARIES & WAGES	1,821,385	1,598,877	222,508	87.8%
PAYROLL TAXES & BENEFITS	1,280,803	750,309	530,494	58.6%
PURCHASED WATER	5,654,624	5,094,101	560,523	90.1%
OUTREACH & EDUCATION	60,000	54,582	5,418	91.0%
M&R - OPS SYSTEM	350,000	228,078	121,922	65.2%
M&R - FACILITIES & EQUIPMENT	150,000	144,849	5,151	96.6%
MAJOR MAINTENANCE	31,050	-	31,050	NA
OFFICE SUPPLIES & EQUIPMENT	313,483	296,572	16,911	94.6%
MEMBERSHIP & GOV FEES (G)	215,915	225,977	(10,062)	104.7%
BAD DEBT & CLAIMS	30,000	28,266	1,734	94.2%
UTILITIES	316,917	260,468	56,449	82.2%
PROFESSIONAL SERVICES	650,000	557,727	92,273	85.8%
TRAINING/TRAVEL & RECRUITMENT (H)	50,000	70,075	(20,075)	140.2%
RESTRICTED EARNINGS (E)	225,000	407,696	(182,696)	181.2%
DEPRECIATION	931,500	854,143	77,357	91.7%
DEBT SERVICE TRUSTEE FEES & EXP	-	510	(510)	N/A
DEBT SERVICE 2016 COPs	1,051,500	978,775	72,725	93.1%
TOTAL OPERATING EXPENSES	13,132,176	11,551,006	1,581,170	88.0%
NET OPERATING SURPLUS/(LOSS)	445,624	1,617,307	(1,171,683)	362.9%
TRANSFER TO CAPITAL	(445,624)	(1,617,307)	1,171,683	362.9%
DEBT SERVICE COVERAGE	1.91	2.52		

- (A) See Administrative Services Manager's Report for details.
- (B) Property tax higher than budgeted.
- (C) Water Capacity Charges and Demand Offset Charges for completed jobs: Three residential/two commercial.
- (D) Fire Flow Revenue totaling \$14,098; PG&E reimbursement for work not completed totaling \$6,029; Project vehicle revenue totaling \$71,295, recycled meters totaling \$12,526 and the balance of \$7,263 for miscellaneous items.
- (E) LAIF and COP funds generating more interest revenue than expected.
- (F) Landscape revenue recognized with several projects completed.
- (G) Membership dues higher than projected.
- (H) Training/travel/recruitment higher than projected.

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

	31-May-19	31-May-18	\$ Change	% Change
ASSETS				
CURRENT ASSETS				
Total Checking/Savings	4,698,362.24	23,688,457.72	-18,990,095.48	-80.17%
Total COP Funds	14,519,732.58	0.00	0.00	100.0%
Total Accounts Receivable	1,028,403.42	1,038,246.20	-9,842.78	-0.95%
Total Other Current Assets	182,425.30	554,496.17	-372,070.87	-67.1%
TOTAL CURRENT ASSETS	20,428,923.54	25,281,200.09	-4,852,276.55	-19.19%
FIXED ASSETS				
Fixed Assets	48,194,143.18	43,817,568.44	4,376,574.74	9.99%
Accumulated Depreciation	-28,120,911.04	-27,269,743.62	-851,167.42	-3.12%
Construction in Progress	3,884,270.60	3,827,832.87	56,437.73	1.47%
TOTAL FIXED ASSETS	23,957,502.74	20,375,657.69	3,581,845.05	17.58%
TOTAL OTHER ASSETS	1,210,079.34	803,133.00	406,946.34	50.67%
TOTAL ASSETS	45,596,505.62	46,459,990.78	-863,485.16	-1.86%
LIABILITIES & EQUITY				
LIABILITIES				
CURRENT LIABILITIES				
Total Accounts Payable	96,242.34	114,914.08	-18,671.74	-16.25%
Total Other Current Liabilities	1,662,956.58	2,444,990.33	-782,033.75	-31.99%
TOTAL CURRENT LIABILITIES	1,759,198.92	2,559,904.41	-800,705.49	-31.28%
LONG TERM LIABILITIES				
Total COP Financing Debt (B)	17,550,000.00	17,910,000.00	-360,000.00	-2.01%
Total COP Premium (B)	860,243.30	891,524.90	-31,281.60	-3.51%
Total Other Long Term Liabilities (B)	1,135,175.00	1,765,634.45	-630,459.45	-35.71%
TOTAL LONG TERM LIABILITIES	19,545,418.30	20,567,159.35	-1,021,741.05	-4.97%
TOTAL LIABILITIES	21,304,617.22	23,127,063.76	-1,822,446.54	-7.88%
EQUITY				
3000 - Opening Bal Equity	0.00	0.00	0.00	0.0%
3800 - RESERVES	3,921,895.67	6,547,071.80	-2,625,176.13	-40.1%
3940 - Fund Bal Invest in Util Plant	23,957,502.74	20,375,657.69	3,581,845.05	17.58%
Net Assets (A)	-3,587,510.01	-3,589,802.47	2,292.46	0.06%
TOTAL EQUITY	24,291,888.40	23,332,927.02	958,961.38	4.11%
TOTAL LIABILITIES & EQUITY	45,596,505.62	46,459,990.78	-863,485.16	-1.86%

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

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

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

	Jul 18-May 19	Jul 17-May 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
OPERATING REVENUE	11,796,277	11,646,002	150,275	1.29%
INTEREST INCOME	407,696	241,873	165,823	68.56%
CAPITAL CONTRIBUTION	278,984	0	278,984	100.0%
OTHER INCOME	964,339	459,643	504,696	109.8%
Total Income	13,447,296	12,347,518	1,099,778	8.91%
Expense				
PERSONNEL COSTS	2,349,187	2,380,964	-31,778	-1.34%
PURCHASED WATER	5,094,101	5,040,098	54,004	1.07%
OUTREACH/EDUCATION	54,582	49,677	4,904	9.87%
M&4 - OPS SYSTEMS	228,078	507,907	-279,829	-55.1%
FACILITIES & EQUIPMENT	144,849	125,444	19,406	15.47%
OFFICE SUPPLIES & EQUIPMENT	296,572	240,964	55,609	23.08%
MEMBERSHIP & GOV FEES	225,977	205,929	20,047	9.74%
BAD DEBT & CLAIMS	28,266	-3,800	32,066	843.75%
UTILITIES	260,468	226,986	33,482	14.75%
PROFESSIONAL SERVICES	557,727	372,484	185,243	49.73%
TRAINING & TRAVEL	70,075	36,188	33,887	93.64%
Total Expense	9,309,882	9,195,217	114,665	1.25%
Net Ordinary Income	4,137,414	3,152,301	985,113	31.25%
Other Income/Expense				
Other Expense				
DEPRECIATION	854,143	801,427	52,715	6.58%
COP Financing Costs	633,775	646,310	-12,534	-1.94%
Total Other Expense	1,488,428	1,447,737	40,691	2.8%
Net Revenue/(Expenses)	2,648,986	1,704,564	944,422	55.4%
	40,154			

RECONCILIATION TO OPERATING BUDGET

Adjustments to Increase Net Operating Surplus

Interest Income - LAIF & COP Interest	-407,695
Capital Contribution	-278,984
Debt Service Principal Payment	-345,000
Total Adjustments to Increase Net Operating Surplus	-1,031,679

Net Operating Surplus/(Loss) Transfer to Capital	1,617,307
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**MID-PENINSULA WATER DISTRICT
BUDGET FOR FY 2018-2019
Capital Projects**

DESCRIPTION	APPROVED AMENDED FY 2018-2019 BUDGET \$	ACTUAL 7/1/2018 5/31/2019	REMAINING BALANCE/ (OVER BUDGET)	Target YTD %
				91.8% Y-T-D % OF BUDGET
CAPITAL IMPROVEMENTS - WORK IN PROCESS (WIP)				
2017 Joint WMR and Belmont Sewer Rehab Project (Pay-Go Portion)	750,000	750,000	-	100.0%
2017 Water Main Replacement CIP (Pay-Go Portion)	5,000	2,635	2,365	52.7%
AMI Meter Change Out Program	678,500	548,335	130,165	80.8%
CAPITAL IMPROVEMENTS - WIP TOTAL	1,433,500	1,300,970	132,530	90.8%
CAPITAL OUTLAY				
Replacement Mini-Excavator for Operations	45,998	45,998	0	100.0%
Replacement Service Truck for Operations	90,000	-	90,000	0.0%
Replace Hybrid Vehicles	65,783	65,783	0	100.0%
Replace Fuel Station Controller @ Dairy Lane Operations Center	30,000	-	30,000	0.0%
Phase 2 SCADA System Replacement	50,000	43,693	6,307	87.4%
Miscellaneous Capital Outlay/Projects	50,000	8,467	41,533	16.9%
CAPITAL OUTLAY TOTAL	331,781	163,941	167,840	49.4%
CAPITAL IMPROVEMENTS & CAPITAL OUTLAY TOTAL	1,765,281	1,464,911	300,370	83.0%
DEPRECIATION	931,500	854,143	77,357	91.7%
TRANSFER FROM OPS	445,625	1,617,306	(1,171,681)	362.9%
TRANSFER (TO)/FROM CAPITAL RESERVES (PRIOR YEAR) *	595,000	41,090	553,910	6.9%
TRANSFER (TO)/FROM CAPITAL RESERVES**	(206,844)	(1,047,628)	840,784	506.5%
CAPITAL OUTLAY/CAPITAL PROJECTS	(1,765,281)	(1,464,911)	(300,370)	83.0%
NET RESULTS OF CAPITAL	-	(0)	0	N/A

*** COMMITTED FROM PRIOR YEAR:**

Placeholder - Joint CIP with City of Belmont
Proceeds from sale of Surplus Items

\$	500,000
\$	95,000
<u>57</u> \$	<u>595,000</u>